

**MINUTES OF THE REGULAR MEETING OF THE CITY OF MONTCLAIR PLANNING COMMISSION HELD ON MONDAY, FEBRUARY 26, 2024, AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 5111 BENITO STREET, MONTCLAIR, CALIFORNIA**

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**1. CALL TO ORDER**

Chair Martinez called the meeting to order at 7:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

Chair Martinez led meeting participants in the Pledge.

**3. ROLL CALL**

Present: Chair Martinez, Vice Chair Sanchez, Commissioner Sahagun, Commissioner Patel, Commissioner Mendez, City Attorney Robbins, Director of Community Development Diaz, Senior Planner Gutiérrez, and Director of Public Works Heredia

**4. MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF JANUARY 22, 2024**

Moved by Commissioner Mendez, seconded by Vice Chair Sanchez, and carried unanimously 4-0-1 (Patel abstained because of absence) to approve the minutes of January 22, 2024, Planning Commission meeting.

**5. ORAL AND WRITTEN COMMUNICATIONS — None**

**6. AGENDA ITEMS**

**PUBLIC HEARING**

**A. CASE NUMBER            2023-38**

**Project Address            8821 Central Avenue**  
**Project Applicant        Lee Pan Montclair LLC**  
**Project Planner            Silvia Gutiérrez**

**Request:**

**A request for a Conditional Use Permit (CUP) to establish a banquet facility at 8821 Central Ave. in the 2,979 SF lease space formerly occupied by a restaurant**

**CEQA Determination:**

**The proposed project involves minor alterations to the existing tenant space, resulting in a negligible expansion of an existing use. This project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Section 15301(a) of the CEQA Guidelines (Class 1 - Existing Facilities)**

Senior Planner Gutiérrez presented the staff report along with a PowerPoint presentation.

Chair Martinez opened the hearing for public comments on the subject.

There being no remote or in-person speakers, Chair Martinez closed the public hearing.

Commissioner Sahagun expressed his appreciation for having a banquet to host medium-sized events in the City.

Vice Chair Sanchez, Commissioner Sahagun, and Commissioner Mendez inquired about the conditions for live entertainment; they shared that the applicant and the host should be able to hire live instrument musicians if desired.

Senior Planner Gutiérrez clarified that the conditions take precedence when approved, and entertaining permits issued by the Police Department would allow for a DJ and live instrumental music for the banquet hall.

Alice Lee, via Zoom call, the applicant, stated that she was open to the change and stated that she wanted to work with what is easier for the City.

Commissioner Sahagun suggested that the entertainment permit be administratively approved.

City Attorney Robbins advised that staff can modify conditions to allow live entertainment subject to the City's approval of the entertainment permit.

Commissioner Mendez shared his appreciation for the applicant's restaurant and was glad to see her restaurant is still in the City.

Commissioner Patel shared his concern about parking and inquired if there were conditions to increase the number of parking spots at the plaza center.

Director Diaz stated the banquet facility is using the same space as the restaurant before and should be able to accommodate event patrons that mostly occur in the evenings.

Commissioner Patel inquired about the ambiance decorations of the banquet, to which the applicant answered.

Chair Martinez inquired about the overall square footage, to which the applicant and Director Diaz answered.

**Recommended Motion:**

- A. Based on the evidence submitted, the project is exempted from the California Environmental Quality Act (CEQA) requirements. Further, the project qualifies as a Class 1 exemption under State CEQA Guidelines Section 15301; and
- B. Approved the Conditional Use Permit allowing a 2,979 SF banquet facility operated in conjunction with an existing bakery use with on-premises sale of beer and wine (Type 41 ABC license), per the submitted plans, as described in the staff report, and required findings subject to the conditions in the attached Resolution No. 24-1991.

**Part A. Moved by: Vice Chair Sanchez**  
**Seconded by: Commissioner Patel**

**Ayes: 5**  
**Noes: 0**  
**Absent: 0**

**Part B. Moved by: Commissioner Mendez**  
**Seconded by: Commissioner Sahagun**

**Ayes: 5**  
**Noes: 0**  
**Absent: 0**

The project was approved with a 5-0 vote.

**7. INFORMATION ITEMS**

Director Diaz shared an update on the Village at Montclair project at Fremont and Arrow Highway.

Commissioner Mendez shared his attendance and experience at the tree planting event at the Reeder Ranch Park.


Commissioner Sahagun proposed to dedicate tonight's meeting to be adjourned in memory of Building Official Michael Dorsey's service to the City.

**8. PUBLIC INSPECTION OF MATERIALS — None**

**9. ADJOURNMENT**

Chair Martinez adjourned the Planning Commission meeting in memory of Michael Dorsey at 7:42 p.m.

Submitted for City of Montclair Planning  
Commission approval,

  
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Sharon Giang, Recording Secretary