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## CITY OF MONTEBELLO

### PLANNING COMMISSION MEETING AGENDA

### MINUTES

**TUESDAY, DECEMBER 16, 2025 AT 6:30 PM**

**CITY HALL COUNCIL CHAMBERS  
1600 WEST BEVERLY BOULEVARD  
MONTEBELLO, CALIFORNIA**

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**CALL TO ORDER** – Chair Medina called the meeting to order at 6:31 p.m.

**ROLL CALL** – Chair Medina, Vice-Chair Lomeli, Commissioner Morales, Commissioner Cuevas, and Commissioner Lopez.

**PLEDGE OF ALLEGIANCE** – Chair Medina.

**CORRECTIONS TO THE AGENDA** – None.

#### **PUBLIC COMMENTS (30 MINUTES)**

At this time, the general public may address the Commission/Committee on any items listed on the Agenda, including items not listed on the Agenda (Non-Agenda Items) that are within subject matter jurisdiction. Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per person. State Law prohibits the Commission/ Committee from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Chairperson.

#### **STAFF COMMUNICATIONS**

Director Palombi acknowledged that Montebello was recognized and awarded as the Most Business Friendly City in Los Angeles County by the Los Angeles County Economic Development Corporation ("LAEDC".) Director Palombi noted this accolade is a testament to the Planning and Community Development staff and that they are honored to be recognized. Director Palombi informed the Commission that there would be a news piece airing on ABC 7 on Thursday, December 18<sup>th</sup>, discussing the Most Business Friendly City award. Director Palombi further wished the Commission happy holidays.

#### **MINUTES**

##### **1. APPROVAL OF THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD ON NOVEMBER 04, 2025.**

Vice-Chair Lomeli motioned to approve the meeting minutes, and was Seconded by Commissioner Morales. Planning Manager, Viviana Esparza took roll, and the item was approved 5-0.

**2. SITE PLAN REVIEW (“SPR”), ZONE VARIANCE (“ZV”), CONDITIONAL USE PERMIT (“CUP”), AND PARKING MANAGEMENT PLAN (“PMP”) (CASE NOS. PC-2025-0011-SPR; PC-2025-0012-ZV; PC-2025-0007-CUP; AND PC-2025-0010-PMP), ASSOCIATED WITH THE CONSTRUCTION OF A NEW COMMERCIAL BUILDING CONTAINING SEVEN RETAIL AND OFFICE UNITS, LOCATED AT VACANT LOTS IDENTIFIED AS ASSESSOR PARCEL NUMBERS 6346-003-022 (THE “PROJECT SITE”).**

Director Palombi introduced the item, followed by a presentation from Assistant Planner, Ms. Grace Hayashi, regarding the adoption of Resolution No. 11-25, which recommends the Planning Commission approve a Site Plan Review, Zone Variance, Conditional Use Permit, and Parking Management Plan associated with the construction of a new 5,814 square foot, one-story commercial building containing seven (7) retail and office units, on two current vacant parcels. Director Palombi further noted that the City Attorney is not in attendance but is available via telephone if there is a need for questions. During her presentation, Ms. Hayashi pointed out a correction to the staff report since its original drafting. The correction reflects the applicant’s addition of landscaping, which reduced the proposed commercial building size from 5,814 square feet to 5,516 square feet. Ms. Hayashi explained that there will be an additional parking space provided beyond the required minimum as a result of this correction. Ms. Hayashi further clarified that the 300 square foot decrease in the proposed building has also been updated in the resolution. Chair Medina requested to hear from the applicant. The applicant, Chuck Lao, who is part of Lou Architects, introduced himself and explained that the project is an infill development, as mentioned previously by staff. Mr. Lao explained they worked closely with staff for the past couple of months to achieve the project being presented. Mr. Lao explained it is a straightforward building that serves the community and is consistent with the goals and objectives of the City’s general plan, specifically the land use element. The commissioners posed questions regarding community outreach regarding design process, neighbor concerns, the types of businesses/tenants occupying the spaces, landscaping and landscape buffer, parking circulation, security concerns, privacy and fencing, and the generation of jobs. Both Mr. Lao and Ms. Hayashi fielded the commissioner’s questions. The Public Hearing was opened at 7:00 p.m. No members of the public approached the podium for comments or questions. The Public Hearing was closed at 7:00 p.m. Commissioner Morales noted that all questions posed by the commission were successfully answered, and no public comments or emails were received regarding the project, which provides clarity. Chair Medina notes he supports this kind of project and building for the City and believes it supports Montebello’s Business Friendly environment. Chair Medina noted he is hopeful that the close proximity of this project to medical facilities will lend itself to generating higher-paying jobs for Montebello residents. Commissioner Cuevas noted that he was initially concerned about the neighbors, their homes, and their concerns regarding the project and potential intrusiveness adjacent to someone’s home; however, confirmed he felt more comfortable after reviewing and discussing the design of the project. Commissioner Morales motioned to adopt Resolution No. 11-25 and approve a SPR, ZV, CUP, and PMP associated with the construction of a new 5,516 square foot, one-story commercial building containing seven (7) retail and office units. Commissioner Cuevas seconded the motion. Ms. Esparza conducted a roll call vote, and the item was approved 4-1. Chair Medina, Commissioner Cuevas, Commissioner Morales, and Commissioner Lopez all motioned in favor, while Vice-Chair Lomeli abstained.

**PLANNING COMMISSION ORALS** – None.

**ADJOURNMENT**

The meeting was adjourned at 7:07 p.m. to the next regularly scheduled meeting that will be held on January 6, 2026.

  
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Joseph Palombi, Planning Commission Secretary