

**MONROVIA  
DEVELOPMENT REVIEW COMMITTEE  
AGENDA**

City Council Chambers  
415 South Ivy Avenue, Monrovia, California 91016



**Craig Jimenez**  
Chair  
Director of  
Community  
Development

**Tina Cherry**  
Director of Community  
Services

**Brad Dover**  
Fire Chief

**Alan Sanvictores**  
Chief of Police

**Alex Tachiki**  
Deputy Director of  
Public Works

**Welcome to the Monrovia Development Review Committee Meeting  
Wednesday, March 16, 2022 4:00 PM**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY**

As a precaution to protect staff, our constituents, and elected officials, in accordance with Government Code Section 54953(e) and guidance from the California and Department of Public Health, Los Angeles County Health Department, and Occupational Safety and Health Administration, the City Council has made the determination that there will NOT be a physical meeting location and all public participation will be electronic.

Thank you for participating in today's meeting. The Development Review Committee encourages public participation, and invites you to share your views on City business that falls within its purview.

Pursuant to Government Code Section 54953(e), the Development Review Committee may participate via teleconference.

**PUBLIC COMMENT WILL BE ACCEPTED BY THE FOLLOWING MEANS:**

**BY EMAIL:** Public comment will be accepted by email to [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us) before **3:00 p.m. on the day of the meeting**. Public comment may be summarized in the interest of time; however, the full text will be provided to all members of the Development Review Committee and made available on the City's website prior to the meeting. Public input related to Public Hearings will be accepted by email to [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us) prior to close of the hearing.

**BY ZOOM OR BY PHONE – Meeting ID 847 9798 2273:** To participate from your computer, laptop, or smartphone, join at <https://zoom.us/join>, or call 1-669-900-6833 on your phone. **Please remain muted with video off until called upon.**

To comment during the public comment portions of the agenda, click the Participants "raise hand" icon or press \*9 on your phone at the appropriate time indicated by the Chair during the meeting, and you will be selected from the meeting queue. Please limit comments to three minutes.

**MEETINGS:** Regular Meetings of the Development Review Committee are held on the first and third Wednesday of every month at 4:00 PM. The schedule of future meetings is available on the City's website. Agendas are posted at Monrovia City Hall and on the City's website at [www.cityofmonrovia.org](http://www.cityofmonrovia.org). Documents related to applications on the agenda are available for public review in the Community Development Department, 415 South Ivy Avenue, Monrovia, California

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Development Review Committee meetings. Time is reserved at each regular meeting for those in the audience who wish to address the Committee. The City requests that persons addressing the Committee refrain from making personal, slanderous, profane or disruptive remarks.

**MATTERS NOT ON THE AGENDA:** should be presented during the time designated as "PUBLIC INPUT." By State law, the Development Review Committee may not discuss or vote on items not on the agenda.

**MATTERS ON THE AGENDA:** If you wish to address the Development Review Committee on a matter on the agenda, please wait until the Chair calls for the item to be discussed. The applicant is invited to speak first, followed by those who support the project, then those who have concerns or oppose the project. The applicant is then given the opportunity to rebut. Appellants will be afforded the same opportunities as applicants. Additionally, written comments submitted prior to the start of the meeting will be presented to the Committee as part of the consideration of the request. Comments can be submitted in person or via mail to Monrovia City Hall or by email to [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us).



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Community Development Department at 932-5565. Please notify the Community Development Department at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Council Chambers is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.





# AGENDA

## MONROVIA DEVELOPMENT REVIEW COMMITTEE

Regular Meeting of the Monrovia Development Review Committee  
Monrovia City Hall  
415 South Ivy Avenue

Wednesday, March 16, 2022 4:00 PM

### CORONAVIRUS DISEASE (COVID-19) ADVISORY

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Written documentation relating to each proposed item of business on the Agenda presented for consideration by the Development Review Committee are on file in the Community Development Department and available online at <https://www.cityofmonrovia.org/projectsunderreview>.

**CONVENE** Chair Jimenez

**ROLL CALL** Committee Members Cherry, Dover, Sanvictores, Tachiki, Chair Jimenez

**APPROVAL OF MINUTES** [Unadopted Minutes of the March 2, 2022 Regular Meeting](#)

### **PUBLIC INPUT**

Members of the public are encouraged to participate in the meeting. All public comments should be submitted by email to the Planning Division at [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us) before 3:00 PM on Wednesday, March 16, 2022. Public input related to Public Hearings will be accepted by email prior to the close of the Public Hearing.

Comments provided via email will be posted to the City's website and distributed to the Development Review Committee. Comments will be read into the record and may be summarized in the interest of time. **If comments are specifically in support of, or with concerns regarding this item, please clearly state so in the introduction.** Anyone who submits comments will also be notified of the decision.

### **PUBLIC HEARINGS**

None.

### **ADMINISTRATIVE REPORTS**

AR-1 **AR2022-0010 [Advisory Review; Norumbega Drive Residential Project \(APN: 8523-002-045\), Miguel Uribe for Group Atom Development, Applicant](#)**

**Request:** Applicant is requesting an Advisory Review for a General Plan Amendment, Zoning Amendment, Hillside Development Permit, Neighborhood Compatibility Design Review, and Minor Exception for the construction of a new two-story single-family residence on a 1.3-acre vacant lot. The single-family residence would total 3,758 square feet in size and include a 1,348 square foot four-car garage. The project site is currently zoned P/QP (Public/Quasi Public). The applicant is requesting to change the zoning to RF (Residential Foothill).

An Initial Study (IS) of Environmental Impacts was prepared recommending the adoption of a Mitigated Negative Declaration (MND) of Environmental Impacts in accordance with the California Environmental Quality Act (CEQA) guidelines.

**Recommendation: Recommend approval to Planning Commission**

**AR-2**      **AR2022-0009** [Advisory Review; 429 Wildrose Avenue, Harry Ralston for Oasis Trilingual School, Applicant](#)

**Request:** Applicant is requesting an Advisory Review for a Conditional Use Permit to place up to two temporary classroom trailers on an existing school site at St. Luke's Church. The property is located in the P/QP (Public/Quasi-Public) zone.  
Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

**AR-3**      **MAJD2022-0007** [Major Determination; 1311 South Shamrock Avenue, Joel Lynn, Applicant](#)

**Request:** Applicant is requesting a Major Determination to determine that car washing is incidental to the primary use, automobile accessory services, for an existing business, Detail Union. The applicant is requesting the allowance of an incidental use of low volume car washing in order to prep the vehicles for detailing and wrapping services of automobiles. The property is located in the M (Manufacturing) zone.  
Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

**AR-4**      **SIGN2022-0008** [Sign Review; 412 South Myrtle Avenue, Kristen Smith for Digithrift, Applicant](#)

**Request:** Applicant is requesting a Sign Review for a new non-illuminated individual channel building wall sign. The property is located in the HCD (Historic Commercial Downtown) zone.  
Determine that the project is Categorically Exempt (Class 11 and Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve as presented**

### **REPORTS FROM STAFF**

None.

### **ADJOURNMENT**

**NOTE:** Note: Decisions of the Development Review Committee may be appealed to the Planning Commission if filed in writing with Planning Division within ten (10) days. (Appeal Fee Required)

**I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting. Dated this 10<sup>th</sup> day of March 2022.**

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**Austin Arnold, Assistant Planner**