



Due to the COVID-19 pandemic, the meeting format of the Development Review Committee has been temporarily modified to protect the residents, property owners, applicants, staff, and appointed officials. This change is in accordance with the “Safer at Home” Order, Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings. To further reduce the spread of COVID-19, all DRC review and determination authority was temporarily delegated to the Community Development Director pursuant to City Council Urgency Ordinance (Ordinance No. 2020-06U).

Members of the public were encouraged to participate in the meeting by emailing public comments to [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us) before or during the meeting, and was read by the planning staff during public comment. Any lengthy public comments were summarized in the interest of time.

All parties that provided public comment on any items were notified of the decision and the appeal process.

**CONVENE:** Chair Jimenez convened the Special Meeting of the Monrovia Development Review Committee on Wednesday, November 22, 2021, at 4:00 p.m. electronically via video conference. In attendance were Planning Division Manager Sheri Bermejo, Associate Planner Teresa Santilena, Assistant Planner Austin Arnold, Planning Technician Vincent Gillespie, and Planning Technician Brenda Quezada.

**ROLL CALL:** Community Development Director Craig Jimenez was in attendance.

**PUBLIC INPUT:** None.

**PUBLIC HEARINGS:** None.

**ADMINISTRATIVE REPORTS:**

**AR-1 TU2021-0004 Temporary Use Permit; 321 South Myrtle Avenue, Sari Canales for Chamber of Commerce, Applicant**

Assistant Planner Austin Arnold presented the staff report and answered questions of the Community Development Director.

Community Development Director Jimenez asked if public comments were received. No written comments were received pertaining to the item.

**Following discussion Community Development Director Jimenez approved Temporary Use Permit TU2021-0004 with conditions.**

**AR-2 SIGN2021-0027 Sign Review; 601 South Myrtle Avenue, Min Kim for Mikomi Shushi, Applicant**

Planning Technician Brenda Quezada presented the staff report and answered questions of the Community Development Director.

Community Development Director Jimenez asked if public comments were received. No written comments were received pertaining to the item.

**Following discussion Community Development Director Jimenez approved Sign Review SIGN2021-0027 as presented.**

**REPORTS FROM STAFF:** None

Community Development Director Jimenez stated for the record that the decisions of the Development Review Committee may be appealed to the Planning Commission if filed in writing within ten days.

**ADJOURNMENT:** Community Development Director Jimenez adjourned the meeting at 4:12 p.m.

APPROVED:

ATTEST:

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Craig Jimenez, AICP, Chair  
Monrovia Development Review Committee

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Sheri Bermejo, Secretary  
Monrovia Development Review Committee