

**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

**Jeremy Sanchez**  
Fire Chief

**Kevin McCune**  
Director of  
Public Works

**Alan Sanvictores**  
Chief of Police

**Welcome to the Monrovia Development Review Committee Meeting  
Wednesday, October 19, 2022 4:00 PM**

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.

**MEETINGS:** Regular Meetings of the Development Review Committee are held on the first and third Wednesday of every month at 4:00 p.m. in the City Council Chambers at Monrovia City Hall. The schedule of future meetings is available on the City's website.

**AGENDA:** 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.

**TO ADDRESS THE DEVELOPMENT REVIEW COMMITTEE:** simply approach the dais when the Chair announces the item on the agenda that you wish to speak about. Please provide the Chair with a copy of any written materials you wish to distribute to the Development Review Committee.

**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, October 19, 2022 4:00 PM

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

**CONVENE** Chair Jimenez

**ROLL CALL** Committee Members Cherry, McCune, Sanchez, Sanvictores, Chair Jimenez

**APPROVAL OF MINUTES** [Unadopted Minutes of the September 21, 2022, Regular Meeting](#)

## **PUBLIC INPUT**

At this time, citizens who wish to speak on any City business not on the Agenda that is within the purview of the Development Review Committee may approach the podium on a first come, first served basis. Please state your name for the record. By State Law, the Committee may not discuss or vote on items not on the Agenda.

## **PUBLIC HEARINGS**

**PH-1** **MCUP2022-0002** [Minor Conditional Use Permit; 1425 South Mountain Avenue](#), Scott Hampton for BMW, Applicant

**Request:** Applicant is requesting a Minor Conditional Use Permit to install a new electronic message board to replace an existing message board on an existing pylon sign. The sign is located in the northwest corner of South Mountain Avenue and East Central Avenue. The subject property is located in the PD-10 (Planned Development – Area 10) zone.  
Determine that the project is Categorically Exempt (Class 11) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

**PH-2** **ME2022-0020** [Minor Exception; 705 East Palm Avenue](#), Jonathan E. Litinsky, Applicant

**Request:** Applicant is requesting a Minor Exception from Monrovia Municipal Code (MMC) 17.12.020 to continue an existing non-conforming side yard setback (3'-1" in lieu of 5'-0") along the east property line for a 297 square foot one-story addition to the rear of an existing single-family residence. The property is located in the RL (Residential Low Density) zone.  
Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

**PH-3** **ME2022-0023** [Minor Exception; 623 East Foothill Boulevard](#), Jonathan E. Litinsky, Applicant

**Request:** Applicant is requesting a Minor Exception from Monrovia Municipal Code (MMC) 17.12.040(B)(1) to construct a new six-foot high vinyl fence with a reduced side yard setback (0' in lieu of 5') along Poppy Avenue. The new fence will be set back 15 feet from the front face of the home and run approximately 62 feet along the property line of Poppy Avenue. The property is located in the PD-2 (Planned Development – Area 2) zone.

**Recommendation: This application was withdrawn by applicant on October 13, 2022.**

PH-4

DR2022-0032

ME2022-0021

ME2022-0022 [Design Review and Minor Exceptions; 732 Mountain View Avenue](#), Jeff Godbold, Applicant

**Request:** Applicant is requesting a Neighborhood Compatibility Design Review and two Minor Exceptions to build a courtyard-style multi-family development on two separate side-by-side lots. Each lot is 10,000 s.f. in size and each project site will be developed with two detached dwelling units, an Accessory Dwelling Unit (ADU), and a garage accessed from an alley. Each of the two lots will feature an identical one-story, 949 s.f. front unit, an 846 s.f. middle unit, and an 800 s.f. ADU in the back. Each lot will have a four-car garage behind the ADU. The entire project will be designed as a courtyard development. Each unit is accessible from a shared outdoor open space between the two lots. A Minor Exception is requested from Monrovia Municipal Code (MMC) Section 17.12.030 to allow a 1'-6" architectural projection into the side yards of each front unit. A second Minor Exception is requested from MMC Section 17.12.030 to allow a wood fence that will surround the two lots along the side and the rear property lines in lieu of a decorative wall. The project is located in the Planned Development-Area 1 (PD-1) zone, which allows one unit per 4,000 square feet of lot area, plus one ADU. Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

### **ADMINISTRATIVE REPORTS**

AR-1 MAJD2022-0015 [Major Determination; 136 West Olive Avenue](#), Max Lee Music, Applicant

**Request:** Applicant is requesting a Major Determination to determine that there will be adequate on-site parking for a new instructional business, Max Lee Music. The property is located in the O/RD/LM (Office/Research Development/Light Manufacturing) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

AR-2 MISC2022-0022 [Miscellaneous Review; 9 Hidden Valley Road](#), Vince Capobianco, Applicant

**Request:** Applicant is requesting a Miscellaneous Review to modify an approved Grading Plan for a new single-family residence and proposing to install soil nailing with netting for a large area of hillside in lieu of a previously approved retaining wall. The property is located in the RF (Residential Foothill) zone. Determine that this project is consistent with the approved MND (Mitigated Negative Declaration), and adopted Notice of Determination as filed with the City Clerk on April 20th, 2015.

**Recommendation: Approve as presented**

AR-3 SIGN2022-0035 [Sign Review; 1251 South Shamrock Avenue](#), B&H Signs, Applicant

**Request:** Applicant is requesting a Sign Review for a new building wall sign for a new business, Shand Import LLC. The property is located in the M (Manufacturing) zone. Determine that the project is Categorically Exempt (Class 11) 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 13<sup>th</sup> day of October, 2022.

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Brenda Quezada, Planning Technician