



CONVENE: Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, August 17, 2022 at 4:00 p.m. In attendance were Planning Division Manager Sheri Bermejo, Assistant Planner Austin Arnold, Assistant Planner Vincent Gillespie, and Planning Technician Brenda Quezada.

ROLL CALL: In attendance were Committee Members Community Services Director Tina Cherry, Public Works Deputy Director Alex Tachiki, Fire Chief Jeremy Sanchez, Police Captain Heath Harvey, and Community Development Director Craig Jimenez. Public Works Director Kevin McCune and Police Chief Alan Sanvictores were both excused.

APPROVAL OF MINUTES: It was moved by Committee member Cherry, seconded by Committee member Tachiki to approve the minutes of the July 20, 2022 Regular meeting and the July 27, 2022 Special meeting. The motion carried unanimously.

PUBLIC INPUT: None.

PUBLIC HEARINGS:

PH-1 DR2022-0026 & ME2022-0017 Design Review and Minor Exception; 440 Prospect Avenue, Carlos Parrague for Parrague Development, Inc., Applicant

Assistant Planner Austin Arnold presented the staff report and answered questions of the Development Review Committee.

Chair Jimenez opened the public hearing.

Public Input:

1. Carlos Parrague, applicant, spoke in favor of the project and thanked staff.

Chair Jimenez closed the public hearing.

The Committee discussed various aspects of the application and asked additional questions of staff.

Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Tachiki, to approve DR2022-0026 and ME2022-0017 with conditions. The motion carried with at 5-0 vote.

PH-2 ME2022-0018 Minor Exception; 269 Valle Vista Avenue, Karen Meehan, Applicant

Planning Technician Brenda Quezada presented the staff report and answered questions of the Development Review Committee regarding the existing patio and oak tree in the rear yard

Chair Jimenez opened and closed the public hearing, as there was no one present and no written comments were received pertaining to the item.

The Committee discussed various aspects of the application and asked additional questions of staff.

Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanchez, to approve ME2022-0018 with conditions. The motion carried with a 5-0 vote.

ADMINISTRATIVE REPORTS:

AR-1 AR2022-0015 Advisory Review; 302 West Foothill Boulevard, Lianna Navasardyan and Arpine Patatanyan for My Academy Preschool, Applicants

Committee Member Tina Cherry recused herself from the agenda item due to a conflict of interest.

Assistant Planner Vincent Gillespie and Planning Division Manager Sheri Bermejo presented the staff report and answered questions of the Development Review Committee regarding the review period after the business is operational, possible traffic impacts related to the queueing of vehicles, proposed bollard locations on-site, and the type of business located to the west of the subject property. The Development Review Committee also had questions regarding vehicle access from the neighboring property to Magnolia Avenue, specifically whether there was a recorded easement and if a prescriptive easement across the property was a civil matter.

Chair Jimenez asked for public input:

The following individuals submitted a written comment before the meeting;

1. John E. Orswell, neighboring property owner, submitted written comments with concerns regarding access from his property through the subject property to Magnolia Avenue, possible traffic impacts caused by the drop-off and pick-up area, the proximity of the use to businesses that sell tobacco and serve alcohol, restricting access along the alleyway for utility vehicles, trash trucks and emergency vehicles.
2. Kathleen Gazarian, property owner of the subject property, sent comments in favor of the project and addressed comments brought up in Mr. Orswell's letter.

Public Input:

3. Lianna Navasardyan, applicant, and Vardan Kasemyan, project designer, answered the Committee's questions regarding the drop-off and pick-up procedure, and stated they would stagger drop-off and pick-up times based on age groups. They also addressed concerns from the neighbor regarding access from Magnolia Avenue and stated there is a chain that cuts off access to the neighbor's parking lot.

Chair Jimenez closed the public input portion, as there was no one else present and no written comments were received pertaining to the item.

The Committee asked additional questions of staff and discussed various aspects of the application including concerns with children exiting cars, and recommend additional safety measures during student drop-off and pick-up, and discussed adding a condition that the preschool inform all parents on how the drop-off/pick-up process works.

Following discussion, the Committee recommended to revise the conditions of approval so that Phase 2 and Phase 3 traffic mitigation is combined into a single traffic mitigation toolbox, and that

the preschool educate all parents on the student drop-off/pick-up procedure with handouts and signage, and no drop-off/pick-up occur past the main entry to the school.

Following discussion, it was moved by Committee member Harvey, seconded by Committee member Tachiki, to recommend approval to the Planning Commission of AR2022-0015 with the draft conditions. The motion carried with a 4-0 vote.

Committee Member Tina Cherry rejoined the meeting.

AR-2 SIGN2022-0021 Sign Review; 170 West Foothill Boulevard, Christina Yu for New Sign Solution Inc., Applicant

Assistant Planner Austin Arnold presented the staff report and answered questions of the Development Review Committee.

Chair Jimenez closed the public input portion, as there was no one present and no written comments were received pertaining to the item.

Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Harvey, to approve SIGN2022-0021. The motion carried with a 5-0 vote.

AR-3 SIGN2022-0026 Sign Review; 502 West Olive Avenue, Tina Cherry for the City of Monrovia, Applicant

Committee Member Tina Cherry recused herself from the agenda item as she was the applicant.

Assistant Planner Austin Arnold presented the staff report and answered questions of the Development Review Committee.

Chair Jimenez closed the public input portion, as there was no one present and no written comments were received pertaining to the item.

Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanchez, to approve SIGN2022-0026. The motion carried with a 4-0 vote.

Chair Jimenez stated for the record that the actions of the Development Review Committee may be appealed to the Planning Commission if filed in writing within ten days

REPORTS FROM STAFF: None.

ADJOURNMENT: Chair Jimenez adjourned the meeting at 4:57 p.m.

APPROVED:

ATTEST:

Craig Jimenez, AICP, Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee