

**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

Alex Tachiki
Public Works Director

Alan Sanvictores
Chief of Police

**Welcome to the Monrovia Development Review Committee Meeting
Wednesday, May 17, 2023, 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. 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.



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 (626) 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, May 17, 2023, 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, Tachiki, Sanchez, Sanvictores, Chair Jimenez

APPROVAL OF MINUTES [Unadopted Minutes of the May 3, 2023 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 [Appeal APL2023-0001](#)
303 Highland Place, Stephanie Meyer, Resident

Request: Appeal of the Planning Division Staff's decision to approve a Level "2" Neighborhood Compatibility Design Review for a 299 square foot one-story rear addition and a new front porch located at 303 Highland Place. The property is located in the RE (Residential Estate) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Forward appeal to the Planning Commission

ADMINISTRATIVE REPORTS

AR-1 [Major Determination MAJD2023-0002](#)
306 South Myrtle Avenue, Makers & Clay (Kyle Hart and Marcus Mam), Applicant
(Continued from May 3, 2023)

Request: Applicant is requesting a Major Determination of use to establish a ceramics art shop and studio on the ground floor of a commercial building in Old Town Monrovia. Although the commercial space at will be occupied by a ceramics shop, a portion of the floor space will be devoted to ceramic-making. The property is located in the HCD (Historic Downtown Commercial) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-2 **Advisory Review AR2023-0006**
419 South Myrtle Avenue, City of Monrovia, Applicant

Request: Conduct a 90-day formal review of London Gastropub's business operation, Type 47 State Alcohol Beverage Control (ABC) license and Temporary Outdoor Business Operations (TOBO) Permit pursuant to Conditional Use Permit (CUP2008-23). Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Discontinue 90-Day progress review

AR-3 [Advisory Review AR2023-0004](#)
1235 Norumbega Drive (City Water Reservoir Site), Smart Link on behalf of AT&T (Chris Doheny), Applicant

Request: Applicant is requesting an Advisory Review for a Conditional Use Permit to construct a new wireless telecommunications tower, camouflaged as a faux tree. The property is located in the P/QP (Public/Quasi-Public) zone.
Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Recommend approval to the Planning Commission

AR-4 [Miscellaneous Review MISC2023-0014](#)
405 Genoa Street, Jason Yen, Applicant

Request: Applicant is requesting a Miscellaneous Review of the proposed grading and utility plan for a new 4-unit multi-family project at 405 Genoa Street. The property is located in the RH (Residential High Density) zone.
Determine that the project is Categorically Exempt (Class 4) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve as presented

AR-5 [Sign Review SIGN2023-0015](#)
314 South Myrtle Avenue, Machan Sign Company (Ryan Ybarra), Applicant

Request: Applicant is requesting a Sign Review for a Master Sign Program for the Clock Tower Building located at 314 South Myrtle Avenue. The property is located in the HCD (Historic Commercial Downtown) zone.
Determine that the project is Categorically Exempt (Class 11) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-6 [Miscellaneous Review MISC2023-0013](#)
812 East Lime Avenue, Sarkis Bekmezian, Applicant

Request: Applicant is requesting a Miscellaneous Review to remove an existing Coastal Live Oak tree due to potential risk of damage to the home. The tree is located in the front yard setback of a single family residential property.
Determine that the project is Exempt pursuant to Section 15061 (b)(3) of 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 11th day of May, 2023.

April Kea, Administrative Assistant