

**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, June 7, 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, June 7, 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, Sanchez, Sanvictores, Tachiki, Chair Jimenez

APPROVAL OF MINUTES [Unadopted Minutes of the May 17, 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 [Minor Conditional Use Permit MCUP2023-0001](#)
121 East Olive Avenue, Jesus Covarrubias, Applicant

Request: Applicant is requesting a Minor Conditional Use Permit to add massage services to an existing salon, "Hot Shots". The subject property is located in the PD-5 (Planned Development - Area 5) zone.

Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA)

Recommendation: Approve with Conditions

PH-2 [Minor Exception ME2023-0004](#)
353 North Alta Vista Avenue, Orson Hwang, Applicant

Request: Applicant is requesting a Minor Exception from Monrovia Municipal Code (MMC) Section 17.12.020 for a reduced side yard setback (4'-1" in lieu of 5'-0") along the south side property line for an 869.5 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 1) pursuant to the California Environmental Quality Act (CEQA)

Recommendation: Approve with Conditions

ADMINISTRATIVE REPORTS

AR-1 [Major Determination MAJD2023-0002](#)
306 South Myrtle Avenue, Makers & Clay (Kyle Hart and Marcus Mam), Applicant
(Continued from May 17, 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 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

[Design Review DR2023-0014](#)

378 North Canyon Boulevard, Trevor Barrocas, Applicant

Request: Applicant is requesting a “Level 4 Neighborhood Compatibility Design Review” for a 42 square foot addition to an existing two-story home on the front elevation (northwest corner) of the second-floor. 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

AR-3

[Advisory Review AR2023-0005](#)

102 West Huntington Drive, T.P Heritage Inn of Monrovia, LLC. (Chantel Hoffert), Applicant

Request Applicant is requesting an Advisory Review for a Conditional Use Permit for the incidental sale of beer, wine and distilled spirits for on-site consumption (Type 70-ABC License) for a new hotel, Townplace Suites by Marriott. The property is located in the O/RD/LM (Office/Research&Development/Light Manufacturing) zone.

Determine that the project is consistent with the Mitigated Negative Declaration adopted in conjunction with the Monrovia TownePlace Suites Project pursuant to the Public Resources Code 21083.3 and CEQA Guidelines sections 15162, 15168, and 15183 and is exempt from the requirement that additional environmental documentation be prepared.

Recommendation: Recommend approval to Planning Commission with draft conditions

AR-4

[Advisory Review AR2023-0008](#)

406 South Myrtle Avenue, Knight Cap (Melissa Fierro), Applicant

Request: Applicant is requesting an Advisory Review for a Conditional Use Permit for Live Entertainment at an existing restaurant, “Knight Cap”. 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: Recommend approval to Planning Commission with draft conditions

AR-5

[Design Review DR2023-0013](#)

200 East Duarte Road, Dorman Construction, Inc. (Jamie Fischer), Applicant

Request: Applicant is requesting a Commercial Design Review for a new mausoleum at Live Oak Memorial Park. 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: Approve as presented

AR-6

[Advisory Review AR2023-0007](#)

508 – 512 South Ivy Avenue, Saxony Holdings, LLC (Jeff Godbold and Joshua Cain), Applicant

Request: Applicant is requesting an Advisory Review for a General Plan Amendment, Zoning Amendment, and two Conditional Use Permits to facilitate the adaptive reuse of two turn of the century houses to be repurposed as an 11-room Historic Inn at 508-512 South Ivy Avenue. The project will also include a 286 square foot single story addition to the northern house (508 South Ivy Ave), the construction of a 716 square foot detached cottage with two guest rooms, and the demolition of an existing four-car garage. The property is located in the RM3500 (Residential Medium Density) zone.

Determine that the project is Categorically Exempt (Class 31) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Recommend approval to Planning Commission with draft conditions

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 1st day of June, 2023.

Austin Arnold, Assistant Planner