

**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

Alan Sanvictores
Chief of Police

Alex Tachiki
Public Works Director

**Welcome to the Monrovia Development Review Committee Meeting
Wednesday, July 5, 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, July 5, 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 June 21, 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 **Design Review** **DR2023-0020**
Minor Exception **ME2023-0006**
[145 Norumbega Drive, Mark Houston Architects, Inc. \(Mark Houston\), Applicant](#)

Request: Applicant is requesting a Level 2 Neighborhood Compatibility Design Review for a 740 square foot one-story side and rear addition to an existing one-story dwelling. Applicant is also requesting a Minor Exception from Monrovia Municipal Code (MMC) Section 17.12.020 to allow a reduced side yard setback (3'-10" in lieu of 5'-0") along the south side of the house for the construction of a new concrete deck and steps. The property is located in the RM3000 (Residential Medium Density) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

PH-2 **Design Review** **DR2023-0019**
Minor Exception **ME2023-0007**
[176 North Lincoln Place, Karen Moran, Applicant](#)

Request: Applicant is requesting a Level 4 Neighborhood Compatibility Design Review for a 638 square foot two-story addition to an existing two-story dwelling. The applicant is also requesting a Minor Exception from the Monrovia Municipal Code (MMC) Section 17.12.030 to continue the existing non-conforming side yard setback (4' in lieu of 5') for the one-story addition proposed at the north side elevation of the rear of the dwelling. 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 **Design Review** **DR2023-0018**
[140 West Foothill Boulevard, See's Candies \(Richard Escalante\), Applicant](#)

Request: Applicant is requesting a Design Review to modify the facade and add a 60 square foot bay window for a new business tenant, See's Candies at the Foothill Park Plaza. The property is located in the NC (Neighborhood Commercial) zone. Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-2 Major Determination MAJD2023-0004
[110 West Lime Avenue, Max Lee, Applicant](#)

Request: Applicant is requesting a Major Determination to determine that a retail store with incidental music instruction is compatible with land uses in the HCD zone. The property is located in the HCD (Historic Commercial Downtown) zone.
Determine that the project is Categorical Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-3 Sign Review SIGN2023-0020
[324-328 South Myrtle Avenue, BK Signs, Inc., Applicant](#)

Request: Applicant is requesting a Sign Review for a new Master Sign Program for an existing multi-tenant building located at 324-328 South Myrtle Avenue. The property is located in the HCD (Historic Commercial Downtown) zone.
Determine that the project is Categorical Exempt (Class 11) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve as presented

AR-4 Sign Review SIGN2023-0021
[326 South Myrtle Avenue, BK Signs, Inc., Applicant](#)

Request: Applicant is requesting a Sign Review for a Halo-lit building wall sign for a new business, Seven Gables. The property is located in the HCD (Historic Commercial Downtown) zone.
Determine that the project is Categorical 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 29th day of June, 2023.

Vincent Gillespie, Assistant Planner