



CONVENE: Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, April 5, 2023, at 4:00 p.m. In attendance were Planning Division Manager Sheri Bermejo, Senior Planner John Mayer, Assistant Planner Austin Arnold, Assistant Planner Vincent Gillespie, and Administrative Assistant April Kea.

ROLL CALL: In attendance were Committee members Fire Chief Jeremy Sanchez and Community Development Director Craig Jimenez. Community Services Director Tina Cherry and Interim Public Works Director Alex Tachiki were excused. Police Operations Captain Heath Harvey sat in the absence of Police Chief Alan Sanvictores.

APPROVAL OF MINUTES: It was moved by Committee member Sanchez, seconded by Committee member Harvey to approve the minutes of the March 15, 2023 meeting. The motion carried unanimously.

PUBLIC INPUT: None.

PUBLIC HEARINGS:

**PH-1 DR2023-0005
ME2023-0002 Design Review and Minor Exception; 239 West Lime Avenue, Gary Zhiwei Liao, Applicant**

Senior Planner John Mayer presented the staff report and answered questions of the Development Review Committee regarding alley access to the project site and the nature of the minor exception request necessitating a public hearing.

Chair Jimenez opened and closed the public hearing, as there was no one present who wished to speak on the item.

Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Harvey, to approve DR2023-0005 and ME2023-0002 with conditions. The motion carried unanimously with a 3-0 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.

ADMINISTRATIVE REPORTS:

AR-1 DR2023-0003 Design Review; 224 South Mayflower Avenue, Vanesa E. Anderson, Applicant

Assistant Planner Vincent Gillespie presented the staff report and answered questions of the Development Review Committee regarding property line fence requirements and whether the fence adjacent to the north property line would remain. The Committee also asked questions regarding whether the garage could be permitted to convert into an Accessory Dwelling Unit (ADU) in the future.

Chair Jimenez opened and closed the public meeting, as there was no one present who wished to speak on the item.

The Committee discussed various aspects of the application and asked additional questions of staff regarding whether the eaves and gutters on the proposed garage would extend over the north property line. It was stated for the record that staff shall confirm during building plan check that the roof eaves and gutters on the proposed garage do not encroach over the north property line.

Following discussion, it was moved by Committee member Harvey, seconded by Committee member Sanchez, to approve DR2023-0003 with conditions. The motion carried unanimously with a 3-0 vote.

AR-2 MISC2023-0010 Miscellaneous Review; 606 West Huntington Drive, Heidi Miller (Acute Consulting, Inc.), Applicant

Assistant Planner Vincent Gillespie presented the staff report to the Development Review Committee.

Chair Jimenez opened and closed the public meeting, as there was no one present who wished to speak on the item.

Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Harvey, to approve MISC2023-0010 with conditions. The motion carried unanimously with a 3-0 vote.

AR-3 SIGN2023-0011 Sign Review; 222 East Huntington Drive, Dan Sargent (B&H Signs), Applicant

Assistant Planner Austin Arnold presented the staff report to the Development Review Committee.

Chair Jimenez opened and closed the public meeting, as there was no one present who wished to speak on the item.

Following discussion, it was moved by Committee member Harvey, seconded by Committee member Sanchez, to approve SIGN2023-0011. The motion carried unanimously with a 3-0 vote.

AR-4 SIGN2023-0012 Sign Review; 340 Grand Avenue, Chris Castruita (City of Monrovia), Applicant

Assistant Planner Austin Arnold presented the staff report and answered questions of the Development Review Committee regarding the location of the new sign in relation to the current sign.

Chair Jimenez opened and closed the public meeting, as there was no one present who wished to speak on the item.

The Committee discussed various aspects of the application and asked additional questions of staff regarding whether the sign will be lit and if the light would have an impact on neighboring homes.

Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Harvey, to approve SIGN2023-0012 with the added Condition of Approval No. 9:

9. Applicant shall place the monument sign in the location that creates the least amount of light pollution impact to the surrounding residences.

The motion carried unanimously with a 3-0 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 4:26 p.m.

APPROVED:

ATTEST:

Craig Jimenez, AICP, Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee