



CONVENE: Acting Chair Cherry convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, June 7, 2023, at 4:00 p.m. In attendance were Planning Division Manager Sheri Bermejo, Associate Planner Teresa Santilena, Assistant Planner Austin Arnold, Assistant Planner Vincent Gillespie, Planning Technician Brenda Quezada, and Administrative Assistant April Kea.

ROLL CALL: In attendance were Committee members Community Services Director Tina Cherry, Fire Chief Jeremy Sanchez, Police Chief Alan Sanvictores, Public Works Director Alex Tachiki, and Community Development Director Craig Jimenez.

APPROVAL OF MINUTES: It was moved by Committee member Sanvictores, seconded by Committee member Sanchez to approve the minutes of the May 17, 2023 meeting. The motion carried unanimously with a 5-0 vote.

PUBLIC INPUT: None

Acting Chair Cherry requested that the Agenda order be revised so that Agenda Item AR-6 could be taken first.

**AR-6 Advisory Review AR2023-0007
508 – 512 South Ivy Avenue, Saxony Holdings, LLC (Jeff Godbold and Joshua Cain),
Applicant**

Community Development Director Craig Jimenez presented the staff report and answered questions of the Development Review Committee regarding ADA parking and any other additional use restrictions within the parking plan, the number of expected guests, whether events would be catered using outside vendors, and the overnight availability of staff.

Public Input:

1. Esther Feng, Monrovia resident, submitted a written comment in opposition of the project due the lack of parking and existing vehicle circulation constraints within the alley.
2. Lily Meyer, Monrovia resident, submitted a written comment in opposition of the project due to the lack of proposed parking that may intensify an existing parking problem within the neighborhood. She also expressed concerns regarding the potential for noise impacts relating to the service and sale of alcohol.
3. Joshua Cain, applicant, requested modifications for the purpose of reducing restrictions regarding the following draft planning conditions for Conditional Use Permit CUP2023-0003 (Historic Inn): #24a, #38, #41b, #42a, #42b, #42d, #14, and #8.

The Committee asked questions of the applicant regarding the identification of offsite parking.

Acting Chair Cherry closed the public input portion.

The Committee discussed various aspects of the application and asked additional questions of staff regarding the possibility of a six month trial period and the possible existence of a precedent set by another venue that may inform outdoor event conditions. Instead of modifying conditions of approval, they provided the several suggestions for the Planning Commission's consideration.

Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Tachiki, to recommend approval of AR2023-0007 to the Planning Commission with the following suggestions relating to the Conditions of Approval for CUP2023-0003 (Historic Inn):

- **Consider incorporating a condition of approval that allows for the increase in the number of special events through the special event process;**
- **Allow the rear yard to be used for events through the special event permit process;**
- **Clarify the intent of the general use of the rear yard;**
- **Require the parking management plan to include a provision for loading and unloading; and**
- **Use the City's Noise Ordinance (MMC § 9.44.040) to enforce/regulate noise nuisance arising from the use of amplifiers during special events.**

The motion carried unanimously with a 4-0 vote.

Community Development Director Craig Jimenez rejoined the meeting and resumed his participation as Chair.

PUBLIC HEARINGS:

PH-1 Minor Conditional Use Permit MCUP2023-0001 121 East Olive Avenue, Jesus Covarrubias, Applicant

Associate Planner Teresa Santilena presented the staff report to the Development Review Committee.

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 Cherry, seconded by Committee member Sanvictores, to approve MCUP2023-0001 with conditions. The motion carried unanimously with a 5-0 vote.

PH-2 Minor Exception ME2023-0004 353 North Alta Vista Avenue, Orson Hwang, Applicant

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

Chair Jimenez opened the public hearing.

Public Input:

1. Coulter Winn, Monrovia resident, emailed a written comment in favor of the project.
2. Orson Hwang, applicant, made himself available for questions.

Chair Jimenez closed the public hearing.

Following discussion, it was moved by Committee member Sanvictores, seconded by Committee member Sanchez, to approve ME2023-0004 with conditions. The motion carried unanimously with a 5-0 vote.

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)**

Planning Division Manager Sheri Bermejo informed the Committee that the applicant submitted a request to withdraw their application in order to explore a different location for their business.

**AR-2 Design Review DR2023-0014
378 North Canyon Boulevard, Trevor Barrocas, Applicant**

Planning Technician Brenda Quezada presented the staff report to the Development Review Committee.

Public Input:

1. Trevor Barrocas, applicant, stated that the project goal is to improve the aesthetics and functionality of the house.

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

Following discussion, it was moved by Committee member Cherry, seconded by Committee member Sanvictores, to approve DR2023-0014 with conditions. The motion carried unanimously with a 5-0 vote.

**AR-3 Advisory Review AR2023-0005
102 West Huntington Drive, T.P. Heritage Inn of Monrovia, LLC. (Chantel Hoffert),
Applicant**

Assistant Planner Austin Arnold presented the staff report and answered questions of the Development Review Committee regarding whether the sale of alcohol would be available to the general public.

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

Following discussion, it was moved by Committee member Sanvictores, seconded by Committee member Tachiki, to recommend approval of AR2023-0005 to the Planning Commission with draft conditions. The motion carried unanimously with a 5-0 vote.

**AR-4 Advisory Review AR2023-0008
406 South Myrtle Avenue, Knight Cap (Melissa Fierro), Applicant**

Assistant Planner Austin Arnold presented the staff report and answered questions of the Development Review Committee regarding whether Knight Cap is currently operating under a Temporary Outdoor Business Operation (TOBO) permit.

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

Following discussion, it was moved by Committee member Cherry, seconded by Committee member Sanvictores, to recommend approval of AR2023-0008 to the Planning Commission with draft conditions. The motion carried unanimously with a 5-0 vote.

**AR-5 Design Review DR2023-0013
200 East Duarte Road, Dorman Construction, Inc. (Jamie Fischer), Applicant**

Associate Planner Teresa Santilena presented the staff report to the Development Review Committee.

Public Input:

1. Korissa Eldredge (Dorman Construction), applicant representative, made herself available for questions.

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

Following discussion, it was moved by Committee member Cherry, seconded by Committee member Sanvictores, to approve DR2023-0013 with the recommendation that the applicant replace any removed trees with 36" box, California native species. The motion carried unanimously with a 5-0 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 5:35 p.m.

APPROVED:

ATTEST:

Craig Jimenez, AICP, Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee