



**CONVENE:** Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, July 5, 2023, at 4:06 p.m. In attendance were Planning Division Manager Sheri Bermejo, Senior Planner John Mayer, Associate Planner Teresa Santilena, Assistant Planner Austin Arnold, and Administrative Assistant April Kea.

**ROLL CALL:** In attendance were Committee members Community Services Director Tina Cherry, Fire Chief Jeremy Sanchez, and Community Development Director Craig Jimenez. Public Works Director Alex Tachiki arrived at 4:10 p.m. and Police Chief Alan Sanvictores was absent.

**APPROVAL OF MINUTES:** It was moved by Committee member Cherry, seconded by Committee member Sanchez to approve the minutes of the June 21, 2023 meeting. The motion carried unanimously with a 3-0 vote.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:**

**PH-1 Design Review DR2023-0020  
Minor Exception ME2023-0006  
145 Norumbega Drive, Mark Houston Architects, Inc. (Mark Houston), Applicant**

Senior Planner John Mayer presented the staff report and answered questions of the Development Review Committee regarding whether a public notice was required, the height of the deck grade, and whether the siding on the front elevation of the deck would be replaced.

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 Sanchez, to approve DR2023-0020 and ME2023-0006 with conditions. The motion carried with a 3-0 vote with Committee member Tachiki abstaining due to his tardiness.**

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

Associate Planner Teresa Santilena presented the staff report and answered questions of the Development Review Committee regarding the compliance of the square footage of the proposed addition as it relates to the size of the lot, the year in which the first addition to the home was completed, and the height of the proposed roofline in relation to the current roof line.

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 Tachiki, to approve DR2023-0019 and ME2023-0007 with conditions. The motion carried unanimously with a 4-0 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 Design Review DR2023-0018 140 West Foothill Boulevard, See's Candies (Richard Escalante), Applicant**

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

Public Input:

1. Jeff Brandon, applicant representative, made himself 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 Sanchez, to approve DR2023-0018 with conditions. The motion carried unanimously with a 4-0 vote.**

##### **AR-2 Major Determination MAJD2023-0004 110 West Lime Avenue, Max Lee, Applicant**

Associate Planner Teresa Santilena presented the staff report and answered questions of the Development Review Committee regarding whether a Conditional Use Permit exists for outdoor performances at this property, the number of music students expected to attend per day, and what a "musical subscription" entails.

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 Sanchez, seconded by Committee member Tachiki, to approve MAJD2023-0004 with conditions. The motion carried unanimously with a 4-0 vote.**

##### **AR-3 Sign Review SIGN2023-0020 324-328 South Myrtle Avenue, BK Signs, Inc., Applicant**

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

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 Tachiki, to approve SIGN2023-0020 as presented. The motion carried unanimously with a 4-0 vote.**

##### **AR-4 Sign Review SIGN2023-0021 326 South Myrtle Avenue, BK Signs, Inc., Applicant**

Assistant Planner Austin Arnold presented the staff report to the Development Review Committee. 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 Tachiki, seconded by Committee member Sanchez, to approve SIGN2023-0021 as presented. The motion carried unanimously with a 4-0 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 4:32 p.m.

APPROVED:

ATTEST:

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Craig Jimenez, AICP, Chair  
Monrovia Development Review Committee

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Sheri Bermejo, Secretary  
Monrovia Development Review Committee