



**CONVENE:** Chair Jimenez convened the Special Meeting of the Monrovia Development Review Committee on Tuesday, August 8, 2023, at 2:00 p.m. In attendance were Planning Division Manager Sheri Bermejo, Associate Planner Teresa Santilena, Assistant Planner Austin Arnold, Assistant Planner Vincent Gillespie, and Planning Technician Brenda Quezada.

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

**PUBLIC INPUT:** None.

**ADMINISTRATIVE REPORTS:**

**AR-1 Major Determination MAJD2023-0006  
110 West Olive Avenue, Sage Yoga, Applicant**

Assistant Planner Austin Arnold presented the staff report and answered questions of 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 Sanvictores, to approve MAJD2023-0006 with conditions. The motion carried unanimously with a 5-0 vote.**

**AR-2 Major Determination MAJD2023-0007  
405 West Foothill Boulevard, Zeta Corp (Jerry Chu), Applicant**

Planning Technician Brenda Quezada presented the staff report and answered questions of the Development Review Committee regarding the standard size of shipping boxes and whether the site has sufficient parking for employees.

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 MAJD2023-0007 with conditions. The motion carried unanimously with a 5-0 vote.**

**AR-3 Miscellaneous Review MISC2023-0020  
321 South Myrtle Avenue, Monrovia Chamber of Commerce (Britney Lopez),  
Applicant**

Associate Planner Teresa Santilena presented the staff report and answered questions of the Development Review Committee regarding security for the event and number of servings allowed per attendee. The Committee also discussed whether repeat Special Events should be able to

bypass the DRC review with a staff level review in place through the Community Services Department.

Public Input:

1. The applicant, Britney Lopez, spoke on behalf of the event and clarified who would provide event security and how many tastes each patron would be allowed.

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

**Following discussion, it was moved by Committee member Cherry, seconded by Committee member Tachiki, to approve MISC2023-0020 as presented with condition of approval #15 to read, "If a letter is obtained from the Monrovia Police Department that indicates the event had minimal impact on the surrounding neighborhood and public safety services, future events similar in nature hosted by the Applicant in the same location may be processed through the Special Event Permit process without additional review by the Development Review Committee. However, any City reviewer of future Special Event Permits may require the service of alcoholic beverages and/or live entertainment to be reviewed by the Development Review Committee to ensure minimized impacts to public health, safety, and welfare. Any future change that may intensify the nature of the event including but not limited to change of location, increase of outdoor floor area, offerings of additional alcoholic beverages, increase in days or hours of operation, or frequency of more than four (4) times per year will require review and approval of the Development Review Committee in addition to the approval of a Special Event Permit." The motion carried unanimously with a 5-0 vote**

**AR-4 Sign Review SIGN2023-0028  
831 East Huntington, LLC (Adrian Castañeda), Applicant**

Assistant Planner Vincent Gillespie presented the staff report and answered questions of 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 SIGN2023-0028 as presented. The motion carried unanimously with a 5-0 vote.**

**AR-5 Sign Review SIGN2023-0029  
415 South Myrtle Avenue, California Drums, LLC (Daniel Wahl), Applicant**

Assistant Planner Vincent Gillespie presented the staff report and answered questions of 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 Sanvictores, to approve SIGN2023-0029 as presented. 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 2:30 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