



**CONVENE:** Chair Vachani convened the Regular Meeting of the Monrovia Planning Commission on Wednesday, July 12, 2023, at 7:30 p.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Planning Division Manager Sheri Bermejo, Assistant Planner Austin Arnold, Assistant City Attorney Chelsea Straus, and Administrative Assistant April Kea.

**PLEDGE OF ALLEGIANCE:** Commissioner Stehura led the pledge of allegiance.

**ROLL CALL:** In attendance were Commissioners Scott Austin, Darrell Brooke, Cheryl Rose, Gary Schaeffler, Bill Shieff, Vice-Chair Aaron Stehura, and Chair Michael Vachani.

**APPROVAL OF MINUTES:** It was moved by Commissioner Brooke, seconded by Commissioner Austin, to approve the minutes of the June 14, 2023 meeting. The motion carried unanimously with a 7-0 vote.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:**

**PH-1 Conditional Use Permit CUP2023-0002  
102 West Huntington Drive, Chantel Hoffert for T.P. Heritage Inn of Monrovia, LLC,  
Applicant**

Assistant Planner Austin Arnold reviewed the staff report and answered questions of the Planning Commission regarding whether the distilled spirits would be sold in closed containers or open containers.

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

The Planning Commission made the following changes to the conditions of approval as recommended by staff:

Data Sheet 1 (CUP2023-0002):

- Condition #20 was amended to read: "~~No locking devices shall be allowed on interior doors that enclose rooms open to the public.~~ **Other than individual hotel rooms, no locking devices shall be allowed on interior doors that enclose rooms open to the public.**"
- Conditions #35 was amended to read: "The Development Review Committee shall review ~~each use permitted by this CUP one year from the date the use commences.~~ **the use within three months from the date the business commences, and annually thereafter.**"

**Following discussion, it was moved by Commissioner Austin, seconded by Commissioner Shieff, to approve CUP2023-0002 with the amended conditions. The motion carried unanimously with a 7-0 vote.**

Chair Vachani stated for the record that the actions of the Planning Commission may be appealed to the City Council if filed in writing within ten days.

**PH-2 Conditional Use Permit CUP2023-0007  
406 South Myrtle Avenue, Melissa Fierro for Knight Cap, Applicant**

Assistant Planner Austin Arnold reviewed the staff report and answered questions of the Planning Commission regarding how the proposed Conditional Use Permit compares to Conditional Use Permits of other businesses in the City, the reasoning behind the live entertainment hours, whether there would be a raised stage in the performance area, whether the establishment has a rear exit, and whether staff is aware of any prior issues originating from live entertainment taking place near building entrances.

Chair Vachani opened the public hearing.

Public Input:

1. Matthew Knight, applicant's representative, spoke about Knight Cap's Cinco de Mayo celebration, which included live entertainment granted through a temporary Live Entertainment permit, was a success. He also noted that Knight Cap would like to be able to compete with surrounding businesses, and provided an overview of how appropriate noise levels would be maintained and how ample space and clearance would be achieved with the floor plan modification.

The Commission asked questions of the applicant's representative regarding the possibility of large crowds gathering around the performer, whether both front entry doors would remain unlocked during live performances, and whether a sign exists above the front entrance to notify that the doors shall not be locked during occupancy.

Chair Vachani closed the public hearing.

The Planning Commission made the following changes to the conditions of approval as recommended by staff:

Data Sheet 1 (CUP2023-0007)

- Condition #18 was amended to read: "The ~~Planning Commission~~ **Development Review Committee** shall review the use ~~one year~~ **180 days (6 months)** from the date the use commences."

**Following discussion, it was moved by Commissioner Austin, seconded by Commissioner Stehura, to approve CUP2023-0007 with the amended condition. The motion carried unanimously with a 7-0 vote.**

Chair Vachani stated for the record that the actions of the Planning Commission may be appealed to the City Council if filed in writing within ten days.

**ADMINISTRATIVE REPORTS:** None

**COMMUNITY DEVELOPMENT DIRECTOR REPORT:** Planning Division Manager Sheri Bermejo provided an update on the following:

- Commissioner Assignments

Following discussion no action was taken to appoint new Commissioners. Commissioners Austin and Schaeffler and Chair Vachani agreed to continue to serve on the Board of Appeals and Commissioner Shieff agreed to continue to serve on the Art in Public Places Committee for the 2023-2024 fiscal year.

**REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS:** None

**ADJOURNMENT:** Chair Vachani adjourned the meeting at 8:05 p.m.

APPROVED:

ATTEST:

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Michael Vachani, Chair  
Monrovia Planning Commission

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Craig Jimenez, AICP, Secretary  
Monrovia Planning Commission