

**MONROVIA
DEVELOPMENT REVIEW COMMITTEE
AGENDA**

City Council Chambers
415 South Ivy Avenue, Monrovia, California 91016



Craig Jimenez
Chair
Director of
Community Development

Tina Cherry
Director of
Community Services

Jeremy Sanchez
Fire Chief

Alan Sanvictores
Chief of Police

Alex Tachiki
Director of
Public Works

**Welcome to the Monrovia Development Review Committee Meeting
Wednesday, March 6, 2024, 4:00 PM**

Thank you for participating in today's meeting. The Development Review Committee encourages public participation, and invites you to share your views on City business that falls within its purview.

MEETINGS: Regular Meetings of the Development Review Committee are held on the first and third Wednesday of every month at 4:00 p.m. in the City Council Chambers at Monrovia City Hall. The schedule of future meetings is available on the City's website.

AGENDA: Agendas are posted at Monrovia City Hall and on the City's website at www.cityofmonrovia.org. Documents related to applications on the agenda are available for public review in the Community Development Department, 415 South Ivy Avenue, Monrovia, California.

CITIZEN PARTICIPATION: Your participation is welcomed and invited at all Development Review Committee meetings. Time is reserved at each regular meeting for those in the audience who wish to address the Committee. The City requests that persons addressing the Committee refrain from making personal, slanderous, profane or disruptive remarks.

TO ADDRESS THE DEVELOPMENT REVIEW COMMITTEE: simply approach the dais when the Chair announces the item on the agenda that you wish to speak about. Please provide the Chair with a copy of any written materials you wish to distribute to the Development Review Committee.

MATTERS NOT ON THE AGENDA: should be presented during the time designated as "PUBLIC INPUT." By State law, the Development Review Committee may not discuss or vote on items not on the agenda.

MATTERS ON THE AGENDA: If you wish to address the Development Review Committee on a matter on the agenda, please wait until the Chair calls for the item to be discussed. The applicant is invited to speak first, followed by those who support the project, then those who have concerns or oppose the project. The applicant is then given the opportunity to rebut. Appellants will be afforded the same opportunities as applicants. Additionally, written comments submitted prior to the start of the meeting will be presented to the Committee as part of the consideration of the request. Comments can be submitted in person or via mail to Monrovia City Hall or by email to planning@ci.monrovia.ca.us.



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Community Development Department at (626) 932-5565. Please notify the Community Development Department at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Council Chambers is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.





AGENDA

MONROVIA DEVELOPMENT REVIEW COMMITTEE

Regular Meeting of the Monrovia Development Review Committee
Monrovia City Hall
415 South Ivy Avenue
Wednesday, March 6, 2024, 4:00 PM

Written documentation relating to each proposed item of business on the Agenda presented for consideration by the Development Review Committee are on file in the Community Development Department.

CONVENE Chair Jimenez

ROLL CALL Committee Members Cherry, Sanchez, Sanvictores, Tachiki, Chair Jimenez

APPROVAL OF MINUTES [Unadopted Minutes of the February 21, 2024 Regular Meeting](#)

PUBLIC INPUT

At this time, citizens who wish to speak on any City business not on the Agenda that is within the purview of the Development Review Committee may approach the podium on a first come, first served basis. Please state your name for the record. By State Law, the Committee may not discuss or vote on items not on the Agenda.

PUBLIC HEARINGS

None

ADMINISTRATIVE REPORTS

AR-1 [Advisory Review; AR2022-0010](#)
545 Norumbega Drive, Group Atom Development (Miguel Uribe), Applicant

Request: Applicant is requesting an Advisory Review for a new two-story single-family residence on the 1.295-acre vacant lot. The single-family residence would total 3,758 square feet in size and include a 1,348 square foot four-car garage. The site would be landscaped and utility improvements would be installed to serve the proposed residence. A General Plan Amendment (GPA2022-001) and Zone Amendment (ZA2022-0002) are required to change the land use designation of the site from P/QP (Public/Quasi Public) to RF (Residential Foothill). The construction of the home requires the approval of a Hillside Development Permit (HDP2022-002) as the lot will result in grading with five feet or more of cut and fill, and a retaining wall more than six feet high. A Neighborhood Compatibility Design Review (DR2022-0009) is required for the construction of a new two-story single-family residence. Lastly, the approval of a Minor Exception (ME2022-0008) from Monrovia Municipal Code Section 17.12.040 is required to construct a wall and fence with a total height of ten feet (five foot wrought iron fence on top of a five foot retaining wall) in lieu of six feet.

An Initial Study was completed in accordance with the California Environmental Quality Act (CEQA) and a Notice of Intent to adopt a Mitigated Negative Declaration for the project was distributed for a 30-day public review and comment period beginning February 12, 2024 through March 13, 2024.

Recommendation: Recommend approval to Planning Commission with Draft Conditions

AR-2 [Lot Line Adjustment; LLA2023-0004](#)
560 West Huntington Drive, In-N-Out Burger (Cassie Ruiz), Applicant

Request: Applicant is requesting approval of a Lot Line Adjustment within the Huntington Oaks Shopping Center to facilitate the construction of a drive-through restaurant, In-N-Out Burger Inc., in accordance with Conditional Use Permit CUP2022-0010 (Condition #1, Data Sheet 2). The purpose of the application is to eliminate remnant lot lines within the approved development site area that are no longer necessary. The subject property is located in the CRS (Regional/Subregional Commercial) zone. Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-3

Design Review; DR2024-0007

558 West Huntington Drive, MMA Architecture (Hany Malak), Applicant

Request: Applicant is requesting a Design Review for an exterior facade remodel for a new business, Five Below, and to create a new vacant tenant space. The subject property is located in the CRS (Regional/Subregional Commercial) zone). Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-4

Miscellaneous Review; MISC2024-0003

279 Valle Vista Avenue, Joel Tooley, Applicant

Request: Applicant is requesting a Miscellaneous Review to remove an existing Coastal Live Oak tree due to the damage caused to the home. The subject property is located in the RL (Residential Low Density) zone. Determine that the project is Exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA).

Recommendation: Approve as presented

AR-5

Sign Review; SIGN2024-0004

600 West Huntington Drive, Reyner Signs (Bruce Reyner), Applicant

Request: Applicant is requesting a Sign Review for a new building wall sign for an existing business, Panera Bread. The subject property is located in the CRS (Commercial-Regional/Subregional) zone. Determine that the project is Categorically Exempt (Class 11) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve as presented

AR-6

Sign Review; SIGN2024-0007

503 West Huntington Drive, D & D Sign Services Inc. (Tim Holmes), Applicant

Request: Applicant is requesting a Sign Review for two new building wall signs and a face change on an existing pole sign for an existing business, Sherman Williams. The subject property is located in the RCC (Retail Commercial Corridor) zone. Determine that the project is Categorically Exempt (Class 11) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve as presented

REPORTS FROM STAFF

None

ADJOURNMENT

NOTE: Note: Decisions of the Development Review Committee may be appealed to the Planning Commission if filed in writing with Planning Division within ten (10) days. (Appeal Fee Required)

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting. Dated this 29th day of February, 2024.

April Kea, Administrative Assistant