

**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, May 15, 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](http://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](mailto: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, May 15, 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 May 1, 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**

PH-1 [Minor Exception: ME2024-0002](#)  
623 East Foothill Boulevard, Amit E. Litinsky, Applicant

**Request:** Applicant is requesting a Minor Exception from Monrovia Municipal Code (MMC) 17.12.040(B)(1)(b) to install a six foot high vinyl fence with a reduced side yard setback (2 feet in lieu of 5 feet) along Poppy Avenue. The property is located in the PD-2 (Planned Development – Area 2) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA)

**Recommendation: Approve with conditions**

## **ADMINISTRATIVE REPORTS**

AR-1 [Design Review: DR2024-0014](#)  
303 South Alta Vista Avenue, Le Architecture (John Le), Applicant  
(Continued from May 1, 2024)

**Request:** Applicant is requesting a Level “3” Neighborhood Compatibility Design Review to convert an existing church structure into a 1,600 square foot one-story single-family dwelling, and construct a new 506 square foot detached two-car garage. The subject property is located in the RM3500 (Residential Medium Density) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

AR-2 [Advisory Review: AR2024-0001](#)  
735 East Central Avenue, Studio IV, Inc. (Franz Nalezny), Applicant

**Request:** Applicant is requesting an Advisory Review for a Conditional Use Permit for new construction of floor area and a remodel of an existing car dealership, Sierra Subaru. The project will expand the showroom and office of the main building, and construct a new 20,700 square foot service garage at the rear of the property. The subject property is located in the PD-10 (Planned Development - Area 10) zone. Determine that the project is Categorically Exempt (Class 32) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Recommend approval to Planning Commission with Draft Conditions**

**AR-3**      [Design Review; DR2024-0017](#)  
**1016 Winding Oak Lane, Ben Zhu, Applicant**

**Request:** Applicant is requesting a Level “6” Neighborhood Compatibility Design Review for the construction of a new 2,769 square foot two-story single-family residence with an attached 431 square foot two-car garage. The existing single-family residence and attached garage will be demolished. The property is located in the RL (Residential Low Density) zone.  
Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

**AR-4**      [Miscellaneous Review; MISC2024-0007](#)  
**740 South Shamrock Avenue, Duane Hamilton, Applicant**

**Request:** Applicant is requesting a Miscellaneous Review for a Temporary Use Permit to serve beer and wine with live entertainment at a special event (Spring Festival) that will take place on Saturday, May 25, 2024 through Sunday, May 26, 2024 at Immaculate Conception Church, 11am-11pm. The subject property is located in the P/QP (Public/Quasi Public) zone.  
Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

**AR-5**      [Sign Review; SIGN2024-0006](#)  
**412 West Duarte Road, AB Neon Sign Co. (Alexis E. Conde), Applicant**

**Request:** Applicant is requesting a Sign Review for a new internally illuminated, building wall sign for an existing business, Night Cap Liquor. The subject property is located in the RH (Residential High Density) 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; SIGN2024-0009](#)  
**182 West Foothill Boulevard, Patty Ortiz, Applicant**

**Request:** Applicant is requesting a Sign Review for a new internally illuminated, building wall sign for a new business, Hydration Room. The subject property is located in the NC (Neighborhood Commercial) 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**

## **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 9<sup>th</sup> day of May, 2024.**

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**April Kea, Administrative Assistant**