



**CONVENE:** Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, November 15, 2023, at 4:03 p.m. In attendance were Planning Division Manager Sheri Bermejo, Assistant Planner Austin Arnold, Assistant Planner Vincent Gillespie, Planning Technician Brenda Quezada, and Administrative Assistant April Kea.

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

**APPROVAL OF MINUTES:** It was moved by Committee member Sanvictores, seconded by Committee member Cherry to approve the minutes of the October 18, 2023 regular meeting. The motion carried unanimously with a 5-0 vote.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:**

**PH-1 Minor Conditional Use Permit; MCUP2023-0002  
147 East Foothill Boulevard, Motorsport Wraps, LLC (David Vega), Applicant**

Assistant Planner Vincent Gillespie presented the staff report to the Development Review Committee.

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 Sanvictores, to approve MCUP2023-0002 with conditions. 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.

**ADMINISTRATIVE REPORTS:**

**AR-1 Minor Determination; MIND2023-0004  
218-220 East Olive Avenue, Homan Nourpouri, Applicant**

Planning Technician Brenda Quezada presented the staff report and answered questions of the Development Review Committee regarding whether the proposed project will involve the renovation or total reconstruction of the damaged structure, whether there will be other legal non-conforming aspects of the project that are not related to setback requirements, and whether the interior of the garage will be constructed with drywall.

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 MIND2023-0004 as presented. The motion carried unanimously with a 5-0 vote.**

**AR-2 Design Review; DR2023-0029  
102-108 South Myrtle Avenue, Feng Xiao Architect, Inc., Applicant**

Planning Technician Brenda Quezada presented the staff report and answered questions of the Development Review Committee regarding the proposed location of the trash enclosure.

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

The Committee discussed various aspects of the application and recommended that the applicant keep in mind that, per California SB 1383, businesses are required to participate in organic waste collection. It was recommended that the applicant consult with the trash hauler to ensure that the trash enclosure can meet the requirement. The Committee also recommended that the applicant communicate with neighboring businesses in Old Town to share their construction schedule given that there will be other projects occurring in the area.

**Following discussion, it was moved by Committee member Cherry, seconded by Committee member Tachiki, to approve DR2023-0029 as presented. The motion carried unanimously with a 5-0 vote.**

**AR-3 Sign Review; SIGN2023-0046  
924 South Primrose Avenue, B & H Signs, 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 Sanchez, seconded by Committee member Sanvictores, to approve SIGN2023-0046 as presented. The motion carried unanimously with a 5-0 vote.**

**AR-4 Sign Review; SIGN2023-0048  
338 West Huntington Drive, Erick Jimenez, Applicant**

Assistant Planner Vincent Gillespie 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 Sanvictores, seconded by Committee member Tachiki, to approve SIGN2023-0048 as presented. The motion carried unanimously with a 5-0 vote.**

**REPORTS FROM STAFF:** None

**ADJOURNMENT:** Chair Jimenez adjourned the meeting at 4:27 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