



**CONVENE:** Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, December 20, 2023, at 4:05 p.m. In attendance were Planning Division Manager Sheri Bermejo, Planning Assistant Austin Arnold, and Administrative Assistant April Kea.

**ROLL CALL:** In attendance were Committee members Community Services Director Tina Cherry, Fire Chief Jeremy Sanchez, Public Works Director Alex Tachiki, and Community Development Director Craig Jimenez. Police Chief Alan Sanvictores arrived at 4:11 p.m.

**APPROVAL OF MINUTES:** It was moved by Committee member Tachiki, seconded by Committee member Sanchez, to approve the minutes of the December 6, 2023 regular meeting. The motion carried unanimously with a 4-0 vote.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:** None

**ADMINISTRATIVE REPORTS:** None

**AR-1 Design Review; DR2023-0015  
Vacant lot at the southeast corner of Oakglade Drive and Ridgeside Drive  
(APN: 8501-006-030), Sanyao Design Group (Robert Tong), Applicant**

Assistant Planner Austin Arnold presented the staff report and answered questions of the Development Review Committee regarding:

- whether the public was notified of the project;
- whether any written public comment was received;
- whether the proposed development meets all of the development standards; the difference in elevation between the project site and the adjacent lot to the south; and
- whether there is an existing sewer line to the property.

Public Input:

1. Todd Bowden, applicant representative, spoke about the intention to preserve the oak trees on the property throughout the design process.
2. Nancy Martin, Monrovia resident, spoke with concerns regarding the proximity of the proposed driveway approach to the corner of Ridgeside Drive and Oakglade Drive and large number of proposed fireplaces given the homes location in a high fire zone.
3. Julie Auzenne, Monrovia resident, expressed concerns regarding the size of the proposed residence as it relates to the neighborhood, and the potential for increased traffic. Additionally, the resident expressed concerns regarding the proposed placement of the driveway approach near the corner of Ridgeside Drive and Oakglade Drive.
4. Robert Tong, applicant, noted that one of the three fireplaces would be decorative and that the two functional ones would not be wood-burning. The applicant also explained how the orientation of the lot and number of oak trees on the site would help minimize the view of the home from the public right of way.

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

The Committee discussed various aspects of the application and asked additional questions of staff regarding:

- the size of the front setback;
- the preservation of the oak trees onsite that influenced the site plan design;
- the additional City Engineer's review of the driveway approach placement and traffic safety measures that will take place during building plan check; and
- whether development would comply with the City's 2024 street cutting moratorium.

**Following discussion, it was moved by Committee member Cherry, seconded by Committee member Sanchez, to approve DR2023-0015 with the following added Condition of Approval:**

**Condition #27(h)(iv) "Applicant shall adhere to MMC 12.08.025, which requires the applicant to repair any street that has been recently reconstructed, overlaid or sealed."**

**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 4:29 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