

CONVENE: Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, June 5, 2024, at 4:03 p.m. In attendance were Deputy Director of Community Development Sheri Bermejo, Principal Planner John Mayer, Assistant Planner Austin Arnold, Planning Technician Brenda Quezada, and Administrative Assistant April Kea.

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

APPROVAL OF MINUTES: It was moved by Committee member Cherry, seconded by Committee member Sanvictores, to approve the minutes of the May 15, 2024 regular meeting. The motion carried with a 3-0 vote.

PUBLIC INPUT: None

PUBLIC HEARINGS:

**PH-1 Minor Exception; ME2024-0001
1515 South Myrtle Avenue, Fullerton Oil, Inc. (Ben Pouldar), Applicant**

Assistant Planner Austin Arnold presented the staff report and provided the following answer to the Development Review Committee's question:

- The previous minor variance allowed the emblem pole to exceed the maximum height established by Monrovia Municipal Code (MMC) § 17.28.100(C)(2)(b).

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 ME2024-0001 with conditions. The motion carried unanimously with a 3-0 vote.

**PH-2 Minor Exception; ME2024-0003
424 Montana Street, Teri Loera and Jasen McGoldrick, Applicant**

Planning Technician Brenda Quezada presented the staff report and provided the following answers to the Development Review Committee's questions:

- There is no parcel located directly to the west of the project site, the property is adjacent to the public right-of-way; and
- the property did not have fencing in the front yard previously.

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

The Committee discussed various aspects of the application and staff provided the following answer to their question:

- The standard conditions of approval include landscape requirements.

Following discussion, it was moved by Committee member Cherry, seconded by Committee member Sanvictores, to approve ME2024-0003 with conditions. The motion carried unanimously with a 3-0 vote.

ADMINISTRATIVE REPORTS:

**AR-1 Design Review; DR2024-0015
159 El Norte Street, Saito Design Group, Inc. (Al Saito), Applicant**

Brenda Quezada 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 Cherry, to approve DR2024-0015 with conditions. The motion carried unanimously with a 3-0 vote.

**AR-2 Sign Review; SIGN2024-0015
1200 North Canyon Boulevard (Monrovia Canyon Park)
City of Monrovia (Alex Tachiki, Director of Public Works), Applicant**

Assistant Planner Austin Arnold presented the staff report and provided the following answer to the Development Review Committee's question:

- The proposed sign will not be illuminated.

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 Cherry, to approve SIGN2024-0015 as presented. The motion carried unanimously with a 3-0 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:

- Annual Review of ABC Licenses

Deputy Director of Community Development Sheri Bermejo presented the staff report and provided the following answers to the Development Review Committee's questions:

- It is possible for a new business to go through an ABC review twice in one year;
- a Police Department call for service is required for an incident to be recorded in the annual review; and
- the annual review is coordinated with both Code Enforcement and the Police Department.

ADJOURNMENT: Chair Jimenez adjourned the meeting at 4:27 p.m.

APPROVED:

ATTEST:

Craig Jimenez, AICP, Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee