



CONVENE: Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, July 03, 2024, at 4:00 p.m. In attendance were Deputy Director of Community Development Sheri Bermejo, Principal Planner John Mayer, Senior Planner Jennifer Driver, Planning Technician Brenda Quezada, Code Enforcement Officer Krystina Livraga, and Administrative Assistant April Kea.

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

APPROVAL OF MINUTES: It was moved by Committee member Sanvictores, seconded by Committee member Tachiki, to approve the minutes of the June 19, 2024 regular meeting. The motion carried unanimously with a 5-0 vote.

PUBLIC INPUT: None

PUBLIC HEARINGS

**PH-1 Minor Exception; ME2024-0004
227 East Walnut Avenue, Emilio Medina, Applicant**

Planning Technician Brenda Quezada 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 ME2024-0004 with conditions. The motion carried unanimously with a 5-0 vote.

**PH-2 Minor Exception; ME2024-0005
461 Granite Avenue, Sameer Chandra, Applicant**

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

- Slump stone is a textured, decorative stone;
- Approximately 30 feet of the existing fence would be replaced with a 7 foot fence; and
- The portion of the existing retaining wall that would not be accompanied by a fence will also be replaced with slump stone to maintain consistency along the whole of the southern property line.

The following individual submitted written public comment before the meeting:

1. Scott Morgan, Monrovia resident, submitted a written comment recommending that the project include the removal of the north-facing wooden support pole and cement footing along the rear of the property that are not original to the existing fence. The resident also

recommended that the proposed fence not interfere with the drainage gutter that exists between the project site and 468 North Canyon Boulevard.

Staff provided the following answers to the Development Review Committee's additional questions:

- The neighbor who submitted the public comment has no further questions; and
- The wooden support pole and cement footing face north along the rear of the property are outside of the scope of the current request.

Chair Jimenez opened the public hearing.

Public Input:

1. Sameer Chandra, applicant, reiterated that the slump stone material would also replace the existing block wall to the east of the proposed fence.

Chair Jimenez closed the public hearing.

Following discussion, it was moved by Committee member Cherry, seconded by Committee member Sanvictores, to approve ME2024-0005 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 Major Determination; MAJD2024-0003 804 East Huntington Drive, Seiko Nagata, Seiko's Auto Service Inc., Applicant

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

- The new Automotive Repair Ordinance (Ordinance No. 2024-06) only applies to nonconforming businesses; this business conforms to the zoning ordinance;
- Because the location of the business is zoned PD-10 (Planned Development- Area 10), a major determination can be granted under the authority of the Development Review Committee and would not require a Conditional Use Permit (CUP);
- All conditions of approval are consistent with the new Automotive Repair Ordinance.

Public Input:

1. Seiko Nagata, applicant, made himself available for questions.

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

Following discussion, it was moved by Committee member Cherry, seconded by Committee member Tachiki, to approve MAJD2024-0003 with conditions. The motion carried unanimously with a 5-0 vote.

AR-2 Miscellaneous Review; MISC2024-0012 207 West Foothill Boulevard, Star Auto Electric, Applicant

Code Enforcement Officer Krystina Livraga presented the staff report and provided the following answers to the Development Review Committee's questions:

- Employees are currently able to work inside the existing service bays;
- The business requires additional space outside of the service bays;
- Proposed restrictions include a parking limit of 14 days for an oversized vehicle and a limit of 60 days for standard vehicles; and
- The Auto Repair Business Operations Permit (ABOP) would only apply to outside operations.

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, including why the new Automotive Repair Ordinance does not require that all automotive repair sites be fenced in; in this case, if a fence were to be required, it would detract from the appearance of a clean site.

Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanvictores, to approve MISC2024-0012 with conditions. The motion carried unanimously with a 5-0 vote.

**AR-3 Design Review; DR2024-0021
332 West Foothill Boulevard, Tyler Kelly Architecture (Rob Tyler), Applicant**

Senior Planner Jennifer Driver presented the staff report to the Development Review Committee.

Public Input:

1. Rob Tyler, applicant, requested that the Committee not require a chain-link fence to screen the relocated mechanical equipment because the equipment would rest in the proposed planter and should be screened effectively by landscaping.

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 staff provided the following clarification to the Committee:

- Fencing around the equipment is not required and landscaping would suffice as screening for the relocated mechanical equipment.

Following discussion, it was moved by Committee member Sanvictores, seconded by Committee member Tachiki, to approve DR2024-0021 with conditions. The motion carried unanimously with a 5-0 vote.

**AR-4 Sign Review; SIGN2024-0020
412 South Myrtle Ave, Corey and Kelly Stanaway, Applicant**

Principal Planner John Mayer informed the Committee that the applicant submitted a request to withdraw their application. No action is required.

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 4:43 p.m.

APPROVED:

ATTEST:

Craig Jimenez, AICP, Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee