



CONVENE: Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday July 17, 2024 at 4:00 p.m. In attendance were Principal Planner John Mayer, 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, Public Works Director Alex Tachiki, and Community Development Director Craig Jimenez. Police Captain Heath Harvey sat in for Chief of Police Alan Sanvictores.

APPROVAL OF MINUTES: It was moved by Committee member Cherry, seconded by Committee member Tachiki, to approve the minutes of the July 3, 2024 regular meeting. The motion carried unanimously with a 5-0 vote.

PUBLIC INPUT: None

PUBLIC HEARINGS:

**PH-1 Minor Conditional Use Permit; MCUP2024-0002
Minor Exception; ME2024-0007
904 South Primrose Avenue, Auto Repair Services, LLC (Hratch Ourichian),
Applicant**

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

- The Monrovia Municipal Code (MMC) requires five parking spaces for the type of business;
- The Minor Conditional Use Permit only applies to indoor use;
- The existing parking spaces are not assigned to each tenant; and
- The parking lot is currently striped.

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 Tachiki, seconded by Committee member Sanchez, to approve MCUP2024-0002 and ME2024-0007 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 Miscellaneous Review; MISC2024-0011
1629 South Myrtle Avenue, Jazz and R&B Festival (Stephanie Rosa and Sheila Spicer), Applicant**

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

- The event would be limited to those 21 years of age or older; and
- 150 guests are expected to attend.

Public Input:

1. Stephanie Rosa and Sheila Spicer, applicants, provided the following answers to the Development Review Committee's questions:
 - 3-foot plastic safety barrier fencing would be used to surround the event;
 - Restrooms would be located within the barrier;
 - There would be one food truck vendor located outside of the barrier in the adjacent parking lot;
 - The remaining food truck vendors would be parked inside of the barrier;
 - Vendors would be selling premade food that does not require power to prepare;
 - A margarita machine would be used due to the hot weather;
 - There would be ID checks at the entrances to the event and at the bar;
 - There is a preference to place an entrance at the south side of the event, as opposed to the north side of the event, meaning that the bar would be moved further west, closer to the vendor area;
 - The bar vendor is already licensed with the California Department of Alcoholic Beverage Control (ABC) and the event coordinator will apply for an ABC permit;
 - A total of ten security guards will be placed throughout the event and at the entrances/exits.

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 regarding the following:

- Due to IDs being checked upon re-entry to the event, there is no concern regarding patrons exiting and entering the event to access the food truck vendor located in the parking lot; and
- Moving the bar further west would help mitigate any issues with the bar being close to the event barrier and to South Myrtle Avenue.

Following discussion, it was moved by Committee member Cherry, seconded by Committee member Harvey, to approve MISC2024-0011 with the following added Condition of Approval No. 9:

- 9. Signage shall be provided indicating that the sidewalk at the corner of West Duarte Road and South Myrtle Avenue will be closed off to the entrance of the park.**

The motion carried unanimously with a 5-0 vote.

**AR-2 Advisory Review; AR2024-0005
108-110 East Lime Avenue, Dahl Architects Inc. (Abid Kahn), Applicant**

Assistant Planner Vincent Gillespie presented the staff report and provided the following answers to the Development Review Committee's questions:

- The California Department of Alcoholic Beverage Control (ABC) concurrently provides approval after a municipal application is submitted;

- A metal gate would be used to partition off the outdoor seating area in the alley and stanchions would be used to partition off the outdoor seating area located in the front of the business; and
- This business operation is consistent with other alcohol-serving restaurants in the area.

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 Tachiki, to recommend the approval of AR2024-0005 to the Planning Commission with draft conditions. The motion carried unanimously with a 5-0 vote.

**AR-3 Miscellaneous Review; MISC2024-0013
1136 South Myrtle Avenue, Lima Auto Repair (Mike Bruni), Applicant**

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

- There is a 60-day limit regarding the amount of time a vehicle that is awaiting repair can be stored;
- Employees of the business are currently parking on site or on Myrtle Avenue;
- There is an average of 8 cars awaiting repair at any given time;
- Planning is recommending that an electrical permit be issued for the existing vehicle lift and that an inspection be carried out within 30 days;
- Vehicle fluid containers are required to be stored outside and screened per the businesses' Municipal Separate Storm Sewer System (MS4) permit issued by the Los Angeles Regional Water Quality Control Board;
- The only outdoor storage is limited to the vehicle fluid containers;
- Any outdoor auto work would be limited to spaces 1, 3, 5, 6, 8, and the vehicle lift; and
- The vehicles parked in each space are constantly rotated, meaning that there is no long-term concern regarding trash service.

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 Tachiki, seconded by Committee member Sanchez, to approve MISC2024-0013 with conditions. The motion carried unanimously with a 5-0 vote.

**AR-4 Miscellaneous Review; MISC2024-0009
Major Determination; MAJD2024-0004
Sign Review; SIGN2024-0018
415 South Myrtle Avenue, The Black Cat Bookstore & Café (Nicole Fabry), Applicant**

Planning Technician 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.

The Committee discussed various aspects of the application, including the Public Works Department's ability to read the utility meter that would be located behind one of the proposed seating areas.

Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanchez, to approve MISC2024-0009, MAJD2024-0004, and SIGN2024-0018 with conditions. The motion carried unanimously with a 5-0 vote.

**AR-5 Sign Review; SIGN2024-0022
672 West Huntington Drive, Sam's Signs (Sky Sam), Applicant**

Planning Technician 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 Harvey, seconded by Committee member Tachiki, to approve SIGN2024-0022 as presented. The motion carried unanimously with a 5-0 vote.

REPORTS FROM STAFF: None

ADJOURNMENT: Chair Jimenez adjourned the meeting at 4:54 p.m.

APPROVED:

ATTEST:

Craig Jimenez, AICP, Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee