

**CONVENE:** Acting Chair Stehura convened the Regular Meeting of the Monrovia Planning Commission on Wednesday, July 10, 2024, at 7:30 p.m. in the City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Community Development Director Craig Jimenez, Principal Planner John Mayer, Assistant City Attorney Chelsea Straus, and Administrative Assistant April Kea.

**PLEDGE OF ALLEGIANCE:** Commissioner Austin led the pledge of allegiance.

**ROLL CALL:** In attendance were Commissioners Scott Austin, Jhaila R. Brown, Gary Schaeffler, Bill Shieff, and Vice-Chair Aaron Stehura. Chair Michael Vachani and Commissioner Cheryl Rose were excused.

**REORGANIZATION:** Community Development Director Craig Jimenez provided an overview of the Commission reorganization process for the election of a new Chair and Vice-Chair for the 2024-2025 fiscal year.

**Following discussion, it was moved by Commissioner Austin, seconded by Commissioner Schaeffler to elect Commissioner Stehura as Chair and Commissioner Shieff as Vice-Chair for the 2024-2025 fiscal year. The motion carried unanimously with a 5-0 vote.**

**INTRODUCTION OF NEW COMMISSIONER:** Community Development Director Craig Jimenez introduced new Commissioner Jhaila R. Brown.

**APPROVAL OF MINUTES:** It was moved by Commissioner Austin, seconded by Commissioner Schaeffler, to approve the minutes of the June 12, 2024 regular meeting. The motion carried with a 4-0 vote with Commissioner Brown abstaining.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:**

**PH-1 Ordinance No. 2024-07  
Planning Commission Resolution No. 2024-0005  
City of Monrovia, Applicant**

Community Development Director Craig Jimenez presented the staff report and provided the following answers to the Planning Commission's questions regarding how the ordinance would affect the City's recently-purchased building at 326 South Myrtle Avenue:

- State and County government agencies would also be permitted to utilize space in the HCD (Historic Commercial Downtown) zone for office use; and
- City employees who work in the HCD zone park in Old Town, meaning that the proposed ordinance would not impact parking in Old Town.

Chair Stehura 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 Commissioner Austin, seconded by Commissioner Schaeffler, to adopt Planning Commission Resolution No. 2024-0005, recommending approval of Ordinance No. 2024-07 to the City Council. The motion carried unanimously with a 5-0 vote.**

**ADMINISTRATIVE REPORTS:** None

**COMMUNITY DEVELOPMENT DIRECTOR REPORT:**

Principal Planner John Mayer reported on the following:

- Bricks & Mortar: Vehicle Miles Traveled (VMT)
  - Fatemeh Ranaiefar, PhD, Fehr & Peers, presented an overview of the updates made to vehicle miles traveled (VMT) thresholds of significance under Senate Bill 743 that were adopted by the City in 2020.

Staff provided answers to the Planning Commission's questions regarding the use of VMT thresholds of significance as they pertain to CEQA analyses. Dr. Ranaiefar explained that the environmental goal of using VMT is to lower greenhouse gasses by reducing the number of miles a vehicle travels. Another goal is to encourage compact development where home, work, and shopping are within close proximity and transportation alternatives to driving are available. Dr. Ranaiefar also discussed how the new VMT data is a 2024 projection based on information collected in 2019, just before the COVID-19 pandemic.

Community Development Director Craig Jimenez reported on the following:

- Development Updates
  - Monrovia Area Partnership (MAP) Youth and Adults Leadership Academies, an award-winning 7 week program that teaches residents how to participate in their communities, starts September 4, 2024 for youth and September 5, 2024 for adults.
- Commissioner Assignments

Following discussion, no action was taken to appoint new Commissioners to serve on the Board of Appeals; Commissioners Austin, Schaeffler, and Vachani will continue to serve for the 2024-2025 fiscal year.

Following discussion, it was moved by Commissioner Schaeffler, seconded by Commissioner Austin, to continue Commissioner Shieff's appointment on the Art in Public Places Committee for the 2024-2025 fiscal year. The motion carried with a 3-0 vote with Commissioner Brown and Chair Stehura abstaining.

**REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS:** None

**ADJOURNMENT:** Chair Stehura adjourned the meeting at 8:38 p.m.

APPROVED:

ATTEST:

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Aaron Stehura, Chair  
Monrovia Planning Commission

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Craig Jimenez, AICP, Secretary  
Monrovia Planning Commission