

**MONROVIA  
DEVELOPMENT REVIEW COMMITTEE  
AGENDA**

City Council Chambers  
415 South Ivy Avenue, Monrovia, California 91016



**Craig Jimenez**  
Chair  
Director of  
Community Development

**Tina Cherry**  
Director of  
Community Services

**Jeremy Sanchez**  
Fire Chief

**Alan Sanvictores**  
Chief of Police

**Alex Tachiki**  
Director of  
Public Works

**Welcome to the Monrovia Development Review Committee Meeting  
Wednesday, September 4, 2024, 4:00 PM**

Thank you for participating in today's meeting. The Development Review Committee encourages public participation, and invites you to share your views on City business that falls within its purview.

**MEETINGS:** Regular Meetings of the Development Review Committee are held on the first and third Wednesday of every month at 4:00 p.m. in the City Council Chambers at Monrovia City Hall. The schedule of future meetings is available on the City's website.

**AGENDA:** Agendas are posted at Monrovia City Hall and on the City's website at [www.monroviaca.gov](http://www.monroviaca.gov). Documents related to applications on the agenda are available for public review in the Community Development Department, 415 South Ivy Avenue, Monrovia, California.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Development Review Committee meetings. Time is reserved at each regular meeting for those in the audience who wish to address the Committee. The City requests that persons addressing the Committee refrain from making personal, slanderous, profane or disruptive remarks.

**TO ADDRESS THE DEVELOPMENT REVIEW COMMITTEE:** simply approach the dais when the Chair announces the item on the agenda that you wish to speak about. Please provide the Chair with a copy of any written materials you wish to distribute to the Development Review Committee.

**MATTERS NOT ON THE AGENDA:** should be presented during the time designated as "PUBLIC INPUT." By State law, the Development Review Committee may not discuss or vote on items not on the agenda.

**MATTERS ON THE AGENDA:** If you wish to address the Development Review Committee on a matter on the agenda, please wait until the Chair calls for the item to be discussed. The applicant is invited to speak first, followed by those who support the project, then those who have concerns or oppose the project. The applicant is then given the opportunity to rebut. Appellants will be afforded the same opportunities as applicants. Additionally, written comments submitted prior to the start of the meeting will be presented to the Committee as part of the consideration of the request. Comments can be submitted in person or via mail to Monrovia City Hall or by email to [planning@monroviaca.gov](mailto:planning@monroviaca.gov)



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Community Development Department at (626) 932-5565. Please notify the Community Development Department at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Council Chambers is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.



# AGENDA

## MONROVIA DEVELOPMENT REVIEW COMMITTEE

Regular Meeting of the Monrovia Development Review Committee  
Monrovia City Hall  
415 South Ivy Avenue  
Wednesday, September 4, 2024, 4:00 PM

Written documentation relating to each proposed item of business on the Agenda presented for consideration by the Development Review Committee are on file in the Community Development Department.

**CONVENE** Chair Jimenez

**ROLL CALL** Committee Members Cherry, Sanchez, Sanvictores, Tachiki, Chair Jimenez

**APPROVAL OF MINUTES**  
None

### **PUBLIC INPUT**

At this time, citizens who wish to speak on any City business not on the Agenda that is within the purview of the Development Review Committee may approach the podium on a first come, first served basis. Please state your name for the record. By State Law, the Committee may not discuss or vote on items not on the Agenda.

### **PUBLIC HEARINGS**

PH-1 [Minor Exception; ME2024-0008](#)  
226 East Maple Avenue, Maurice and Maria Clennon, Applicant

**Request:** Applicant is requesting a Minor Exception to increase the maximum permitted floor area ratio by 10% to accommodate a 403 square foot addition to the rear of an existing 1,611 square foot single-family home to expand the kitchen and dining room. The property is located in the RM/RH (Residential Medium/Residential High Density) zone.

Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA)

**Recommendation: Approve with conditions**

### **ADMINISTRATIVE REPORTS**

AR-1 [Design Review; DR2024-0026](#)  
303 Highland Place, Edward Magluyan, Applicant

**Request:** Applicant is requesting a Level "4" Neighborhood Compatibility Design Review to add a 125 square-foot second floor balcony to the rear elevation of a previously approved two-story addition to an existing single-family residence. The property is located in the RE (Residential Estate) zone.

Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

AR-2 **Miscellaneous Review; MISC2024-0015**  
502 West Duarte Road, United Brothers Gas, Inc. (Hany Elyamany), Applicant

**Request:** Applicant is requesting an Auto Repair Business Operations Permit (ABOP) pursuant to MMC Section 5.84.030 (Permit Required for Nonconforming Uses) for an existing Light Auto Repair use, United Brothers Gas, Inc. The applicant is requesting an exception for the following business activities: (1) to allow for outdoor business operations; (2) to use a pre-existing outdoor lift, and (3) to allow parking/storing of vehicles, including an oversize vehicle, outdoors awaiting repairs. The subject property is located in the RH (Residential High Density) zone.

Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve with conditions**

AR-3

[Sign Review; SIGN2024-0029](#)

1111 Encino Avenue, City of Monrovia. (Chris Castruita), Applicant

**Request:** Applicant is requesting a Sign Review for a new monument sign for a new park, Satoru Tsuneishi Park. The property is located in the RCM (Retail Corridor Mixed) zone. Determine that the project is Categorically Exempt (Class 11) pursuant to the California Environmental Quality Act (CEQA).

**Recommendation: Approve as presented**

**REPORTS FROM STAFF**

None

**ADJOURNMENT**

**NOTE:** Note: Decisions of the Development Review Committee may be appealed to the Planning Commission if filed in writing with Planning Division within ten (10) days. (Appeal Fee Required)

**I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting. Dated this 29<sup>th</sup> day of August, 2024.**

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April Kea, Administrative Assistant