

**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 18, 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. 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



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 18, 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 [Unadopted Minutes of the August 21, 2024 Regular Meeting](#)
[Unadopted Minutes of the September 4, 2024 Regular Meeting](#)

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; ME2024-0009](#)
741 Mountain View Avenue, Segoro Architects (Sergio Gonzalez), Applicant

Request: Applicant is requesting a Minor Exception from Monrovia Municipal Code Section 17.12.030(E)(2) to continue an existing non-conforming side yard setback (3'-9" in lieu of 5'-0") along the east property line. Approval of this Minor Exception would allow a 306 square foot addition to be aligned with the side wall of an existing 1,063 square foot single-family residence. The property is located in the PD-1 (Planned Development – Area 1) zone.

Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA)

Recommendation: Approve with conditions

PH-2 [Minor Exception; ME2024-0010](#)
307 Highland Place, Stephanie Meyer, Applicant

Request: Applicant is requesting a Minor Exception from the Monrovia Municipal Code Section 17.12.040 to maintain existing hedges that exceed the height limit on the southern side yard setback (21' in lieu of 6'). 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

PH-3 [Minor Exception; ME2024-0011](#)
303 Highland Place, Edward Magluyan, Applicant

Request: Applicant is requesting a Minor Exception from the Monrovia Municipal Code Section 17.12.040 to maintain new hedges that exceed the height limit on the northern side yard setback (15' in lieu of 6'). 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

ADMINISTRATIVE REPORTS

AR-1 [Design Review; DR2024-0026](#)
303 Highland Place, Edward Magluyan, Applicant
(Continued from September 4, 2024)

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 [Design Review; DR2024-0029](#)
303 Melrose Avenue, Johnny Venegas, Applicant

Request: Applicant is requesting a Level “6” Neighborhood Compatibility Design Review to replace an existing 264 square foot detached garage, with a new 2,712 square-foot, two-story single-family residence with a detached 441 square-foot two-car garage. The property is located in the RL (Residential Low Density) zone. Determine that the project is Categorically Exempt (Class 3) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-3 [Design Review; DR2024-0028](#)
414 Stedman Place, Melissa Hon Tsai, Applicant

Request: Applicant is requesting a Level “5” Neighborhood Compatibility Design Review for the construction of a 525 square foot two-story addition to an existing 1,550 square foot one-story single-family residence with a new attached two-car garage. The property is located in the RL (Residential Low Density) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-4 [Major Determination; MAJD2024-0007](#)
346 West Foothill Boulevard, Walter Moon for Midnight Jiu-Jitsu Club, Applicant

Request: Applicant is requesting a Major Determination to determine that there will be adequate on-site parking for a new instructional use, Midnight Jiu-Jitsu Club. The property is located in the NC (Neighborhood Commercial) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-5 [Miscellaneous Review; MISC2024-0018](#)
438 East Duarte Road, Meglar Metro Tires, Francisco Melgar, 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, Meglar Metro Tires. The applicant is requesting an exception for the following business activities: (1) to allow for outdoor business operations; (2) outdoor storage, and (3) to allow parking/storing of vehicles, outdoors awaiting repairs. The subject property is located in the BE (Business Enterprise) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-6

Miscellaneous Review; MISC2024-0019

438 East Duarte Road, G & L Automotive, Grover Baylous, 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, G & L Automotive. The applicant is requesting an exception for the following business activities: (1) to use a pre-existing outdoor lift, and (2) to allow parking/storing of vehicles, outdoors awaiting repairs. The subject property is located in the BE (Business Enterprise) zone. Determine that the project is Categorically Exempt (Class 1) pursuant to the California Environmental Quality Act (CEQA).

Recommendation: Approve with conditions

AR-7

Miscellaneous Review; MISC2024-0017

854 Oakglade Drive, Kevin Zimmerman, Applicant

Request: Applicant is requesting a Miscellaneous Review to remove an existing Coastal Live Oak tree due to poor health. The property is located in the RF (Residential Foothill) zone. Determine that the project is Exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA).

Recommendation: Approve as presented

AR-8

Sign Review; SIGN2024-0029

415 South Myrtle Avenue, The Black Cat Bookstore & Café (Nicole Fabry), Applicant

Request: Applicant is requesting a Sign Review for a projecting wall sign for a new business, The Black Cat Bookstore & Café. The property is located in the RL (Residential Low Density) 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 12th day of September, 2024.

April Kea, Administrative Assistant