



CONVENE: Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, September 4, 2024, at 4:00 p.m. In attendance were Deputy Director of Community Development Sheri Bermejo, Principal Planner John Mayer, Assistant Planner Austin Arnold, Assistant Planner Vincent Gillespie, Planning Technician Brenda Quezada, and Code Enforcement Officer Krystina Livraga.

ROLL CALL: In attendance were Committee members Fire Chief Jeremy Sanchez, Police Chief Alan Sanvictores, Public Works Director Alex Tachiki, and Community Development Director Craig Jimenez. Community Services Director Tina Cherry was excused.

APPROVAL OF MINUTES: None

PUBLIC INPUT: None

PUBLIC HEARINGS:

**PH-1 Minor Exception; ME2024-0008
226 East Maple Avenue, Maurice and Maria Clennon, Applicant**

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

- The subject lot is 1 of 4 lots that were subdivided from a larger lot. This Minor Exception request is most applicable to lots that are substandard in size such as the subject site. This type of request occurs infrequently; and
- The easement located along the west property line is a no-build easement.

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 Sanvictores, to approve ME2024-0008 with conditions. The motion carried unanimously with a 4-0 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 Design Review; DR2024-0026
303 Highland Place, Edward Magluyan, Applicant**

Assistant Planner Vincent Gillespie presented the staff report to the Development Review Committee.

The following individual submitted written public comment before the meeting:

1. Stephanie Meyer, Monrovia resident, submitted a written comment to provide the following privacy screening recommendations:

- A variance is needed to guarantee the height of the proposed foliage at 20-25 feet;
- A mitigation plan is needed for fallen leaves, which cause reduced privacy in the winter;
- Due to the grading of the subject site, foliage that would provide privacy screening for the proposed balcony would need to be taller than the foliage closer to the existing home;
- Mature trees are required as smaller trees would take 7-10 years to grow to the appropriate height; and
- A covenant would be needed to guarantee that the privacy screen be maintained by the current owner as well as any other future owners.

Public Input:

1. Edward Magluyan, applicant, provided the Committee with a summary of the development process and explained the reasons for needing multiple project changes. He also provided the Committee with a handout that outlines his communication with the neighbor to the north of the property (Stephanie Meyer) as it relates to the current request, his concerns regarding the neighbor's recommendations for privacy screening, as well as pictures taken to document the view shed from the proposed balcony.
2. Stephanie Meyer, Monrovia resident, expressed that she was not aware that her email to City staff would be interpreted as a submission of public comment. She indicated that she submitted an application requesting a Minor Exception for hedges along her south property line to exceed the maximum height limit of six feet due to privacy impacts related to the project. She also expressed the following concerns:
 - a. The proposed balcony allows views directly into her back yard pool area and rear bedroom window;
 - b. The proposed balcony was initially included in the 2021 project plans, but she thought it was removed as a concession;
 - c. Six foot tall hedges are not sufficient to reduce the view impact; and
 - d. There needs to be a guarantee that the proposed hedges will be maintained in perpetuity.
3. Edward Magluyan, applicant, replied with the following:
 - a. He hopes to reach a compromise with Stephanie Meyer;
 - b. He is not in favor of the use of a covenant to ensure that the height of the proposed hedges is maintained; and
 - c. He is willing to assist with the cost of adding additional landscape screening on his property and Stephanie Meyers property.
4. Stephanie Meyer, Monrovia resident, replied with the following:
 - d. She is not in favor of paying for additional water use resulting from additional landscape screening added to her property.

Chair Jimenez closed the public input portion.

The Committee discussed various aspects of the application, including the proposed hedge height and its long term maintenance and staff provided the following answer(s) to the Committee's question(s):

- The maximum height the hedges may reach under the current proposal, and per the zoning code, is six feet;
- The maximum height limit is measured from the adjacent grade;

- If the applicant wanted to consider allowing the hedges to grow taller than six feet, they would need to apply for a Minor Exception.

Chair Jimenez tabled the item and continued with the agenda so that staff could discuss the option to request a Minor Exception with the applicant.

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

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

- Modifications or alternations that would intensify or expand that would expand the use are prohibited;
- There are two enclosed service bays and one outdoor service bays; and
- Hazardous materials are stored indoors.

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 and staff provided the following answer to the Committee's question:

- The existing gate is approximately eight feet tall.

Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Sanvictores, to approve MISC2024-0015 with conditions. The motion carried unanimously with a 4-0 vote.

**AR-1 Resumed Review of Design Review; DR2024-0026
303 Highland Place, Edward Magluyan, Applicant**

Deputy Director Sheri Bermejo informed the Development Review Committee that the applicant wished to continue the review of Design Review DR2024-0026 until the meeting on September 18, 2024 in order to prepare an application for a Minor Exception request.

Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanchez, to continue DR2024-0026 to the Development Review Committee meeting on September 18, 2024.

**AR-3 Sign Review; SIGN2024-0029
1111 Encino Avenue, City of Monrovia. (Chris Castruita), Applicant**

Assistant Planner Austin Arnold 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 Sanvictores, seconded by Committee member Sanchez, to approve SIGN2024-0029 as presented. The motion carried unanimously with a 4-0 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.

REPORTS FROM STAFF: None

ADJOURNMENT: Chair Jimenez adjourned the meeting at 5:08 p.m.

APPROVED:

ATTEST:

Tina Cherry, Acting Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee