

CONVENE: Chair Jimenez convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, August 21, 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, and Administrative Assistant April Kea.

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

APPROVAL OF MINUTES: It was moved by Committee member Harvey, seconded by Committee member Tachiki, to approve the minutes of the August 7, 2024 regular meeting. The motion carried unanimously with a 4-0 vote.

PUBLIC INPUT: None

PUBLIC HEARINGS: None

ADMINISTRATIVE REPORTS:

**AR-1 Design Review; DR2024-0022
500 Mesa Circle, Johnny Lima, 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 Tachiki, seconded by Committee member Sanchez, to approve DR2024-0022 with conditions. The motion carried unanimously with a 4-0 vote.

**AR-2 Design Review; DR2024-0025
184 May Avenue, Harrison Tsoi, Applicant**

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

- The curb radius and driveway approach would be widened;
- There are multiple homes in the neighborhood that are developed with a second story;
- The proposed second story windows would have some overlap with the second story windows of the adjacent home to the south of the project site, but not with the adjacent home's first floor windows;
- The garage of the adjacent home to the south of the project site is served by a driveway that is directly adjacent to the project site's southern property line;
- The detached nature of the proposed garage is not a development requirement, but is designed to facilitate coherence with the proposed home; and
- The proposed garage is also designed with hardie board siding.

Public Input:

1. Glen Uhland, Monrovia resident, spoke with concerns regarding the nature of May Avenue's narrow street as it relates to how construction vehicles may impede street parking in addition to street cleaning and trash pick-up.

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 made the following changes to the conditions of approval:

- o Condition #22 was added to read: **"Prior to the issuance of building permits, the Applicant shall prepare a Traffic Management Plan for approval by the City Engineer to ensure adequate traffic flow throughout the construction period on May Avenue."**

Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanchez, to approve DR2024-0025 with added 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.

**AR-3 Miscellaneous Review; MISC2024-0016
423 South Myrtle Avenue, Danny Espana for Café De Olla, 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 Sanchez, to approve MISC2024-0016 with conditions. The motion carried unanimously with a 4-0 vote.

**AR-4 Sign Review; SIGN2024-0028
411 South Myrtle Avenue, B & H Signs Inc. (Alex Cruz), Applicant**

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

- The letters are 1 inch in depth.

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 Sanchez, seconded by Committee member Harvey, to approve SIGN2024-0028 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 4:30 p.m.

APPROVED:

ATTEST:

Craig Jimenez, AICP, Chair
Monrovia Development Review Committee

Sheri Bermejo, Secretary
Monrovia Development Review Committee