



**CONVENE:** Acting Chair Cherry convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, September 18, 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, Code Enforcement Officer Krystina Livraga, and Administrative Assistant April Kea.

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

**APPROVAL OF MINUTES:** It was moved by Committee member Sanvictores, seconded by Committee member Tachiki, to approve the minutes of the August 21, 2024 regular meeting and the September 4, 2024 regular meeting. The motion carried unanimously with a 4-0 vote.

**PUBLIC INPUT:** None

**PUBLIC HEARINGS:**

**PH-1 Minor Exception; ME2024-0009  
741 Mountain View Avenue, Segoro Architects (Sergio Gonzalez), Applicant**

Assistant Planner Austin Arnold presented the staff report to the Development Review Committee.

Acting Chair Cherry 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 Sanvictores, seconded by Committee member Tachiki, to approve ME2024-0009 with conditions. The motion carried unanimously with a 4-0 vote.**

**PH-2 Minor Exception; ME2024-0010  
307 Highland Place, Stephanie Meyer, Applicant**

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

- The purpose of the Minor Exception is to maintain existing hedge height conditions in order to provide taller screening in response to privacy concerns.

Acting Chair Cherry opened the public hearing.

Public Input:

1. Stephanie Meyer, Monrovia resident, expressed that the purpose of this request is to limit privacy impacts that would result from the proposed development of a second floor balcony at 303 Highland Place.

Acting Chair Cherry closed the public hearing.

**Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanvictores, to approve ME2024-0010 with conditions. The motion carried unanimously with a 4-0 vote.**

**PH-3 Minor Exception; ME2024-0011  
303 Highland Place, Edward Magluyan, Applicant**

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

- The neighbor directly to the north of the subject site is requesting that the length of the proposed 15-foot-high hedge (Planter 1), not the proposed 10-foot-high hedge (Planter 2), be extended towards the western property line by eight feet.

The following individual submitted written public comment before the meeting:

1. Stephanie Meyer, Monrovia resident, submitted a written comment to provide the following additional privacy screening recommendation:
  - a. The length of the proposed 15-foot-high hedges should be extended by an additional eight feet towards the western property line in order to mitigate privacy impacts incurred by the proposed second floor balcony.

Acting Chair Cherry opened the public hearing.

Public Input:

1. Edward Magluyan, applicant, stated that his request for a Minor Exception is meant to address his neighbor's privacy concerns. He also stated that he has continued to take privacy screening recommendations from his neighbor despite being over budget.
2. Stephanie Meyer, Monrovia resident, stated that, unless the 15-foot-high hedge were to be extended eight feet to the west, the western most portion of her back yard and swimming pool would still be within view of the proposed second floor balcony.
3. Edward Magluyan, applicant, stated that he cannot accommodate his neighbor's concerns indefinitely and expressed that the western most portion of his neighbor's back yard has always been visible; extending the 15-foot-high hedge eight feet to the west would close off more of the neighbor's back yard than is currently visible.

Acting Chair Cherry closed the public hearing.

The Committee discussed various aspects of the application and staff provided the following answers to the Committee's questions:

- The neighbor is requesting that the 15-foot-high hedge be extended eight feet to the west, not the entire length of the northern property line;
- The proposed second floor balcony would be accessible from the master bedroom;
- The applicant's Minor Exception request is limited to his proposal. The Development Review Committee may not require the applicant to increase the hedge height beyond the height requested in his application. The Development Review Committee could allow the applicant to voluntarily exceed the height limit requested up to a maximum height;
- The applicant has removed some of the existing foliage and the proposed fern pines have not been planted yet; and
- A condition of approval regarding maintenance of the hedge height to minimize privacy impacts could be applied to the applicant's Design Review application regarding the balcony proposal.

The Committee made the following changes to the conditions of approval:

- Condition #10 was added to read: **“The Podocarpus (Fern Pines) planted along the north property line, as approved by this Minor Exception shall be allowed to grow up to 15 feet high, measured from the subject property (herein).”**

**Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanchez, to approve ME2024-0011 with conditions. The motion carried unanimously with a 4-0 vote.**

Acting Chair Cherry 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 (Continued from September 4, 2024)**

Acting Chair Cherry recused herself from the meeting agenda as she was not present during the initial review of the item during the previous Development Review Committee meeting on September 4, 2024. Committee member Tachiki assumed the role of Acting Chair.

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

#### **Public Input:**

1. Edward Magluyan, applicant, stated that the bump-out addition to the first floor of his home lends itself to a second floor balcony. He expressed that it would be a waste of money not to develop a balcony now as opposed to developing one later in the future.

Acting Chair Tachiki closed the public input portion, as there was no one else present and no written comments were received pertaining to the item.

The Committee discussed various aspects of the application and staff provided the following answers to the Committee's questions:

- Given that Minor Exception ME2024-0011 was approved, the Development Review Committee could require a condition to require that the height of the hedges to be maintained; and
- Review of this item by the Planning Commission is not required; the applicant would be able to pull building permits upon the Development Review Committee's approval. However, all decisions of the Committee may be appealed to the Planning Commission if filed in writing within ten days.

The Committee made the following changes to the conditions of approval:

- Condition #12a was amended to read: “A minimum of four (4) mature Podocarpus (Fern Pine) 15-gallon shrubs (minimum size) shall be planted along the north property line wall, adjacent to the existing concrete patio, as shown on the approved plans. The shrubs shall be maintained at a **minimum** height of 15 feet, **per Minor Exception ME2024-0011.**”

- Condition #12b was amended to read: “A minimum of fifteen (15) mature Podocarpus (Fern Pine) 15-gallon shrubs (minimum size) shall be planted along the north property line wall, adjacent to the pool area, as shown on the approved plans. The shrubs shall be maintained at a minimum height of 10 feet, per Minor Exception ME2024-0011.”

**Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Sanvictores, to approve DR2024-0026 with amended conditions. The motion carried unanimously with a 3-0 vote.**

Acting Chair Cherry rejoined the meeting.

**AR-2 Design Review; DR2024-0029  
303 Melrose Avenue, Johnny Venegas, Applicant**

Deputy Director Sheri Bermejo informed the Development Review Committee that the applicant submitted a written request to continue the review of Design Review DR2024-0029 to the meeting on October 2, 2024 due to proposed design modifications.

**AR-3 Design Review; DR2024-0028  
414 Stedman Place, Melissa Hon Tsai, Applicant**

Planning Technician Brenda Quezada presented the staff report to the Development Review Committee.

Acting Chair Cherry 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 Sanvictores, to approve DR2024-0028 with conditions. The motion carried unanimously with a 4-0 vote.**

**AR-4 Major Determination; MAJD2024-0007  
346 West Foothill Boulevard, Walter Moon for Midnight Jiu-Jitsu Club, Applicant**

Planning Technician Brenda Quezada presented the staff report and provided the following answer to the Development Review Committee’s question:

- As a condition of approval, the business owner would be required to educate parents and guardians of children that there are to be no drop-offs on Foothill Boulevard or South Alta Vista Avenue where parking is not permitted.

Public Input:

1. Walter Moon, applicant, expressed that he is willing to work with the City to best serve the community.

Acting Chair Cherry 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 change to the conditions of approval:

- Condition #14 was amended to read: “Parents or guardians of children will be educated by the business owner that there are to be absolutely no shall not be any student drop-

offs on Foothill Boulevard and/or South Alta Vista Avenue where parking is not permitted.”

**Following discussion, it was moved by Committee member Sanchez, seconded by Committee member Sanvictores, to approve MAJD2024-0007 with amended conditions. The motion carried unanimously with a 4-0 vote.**

**AR-5 Miscellaneous Review; MISC2024-0018  
438 East Duarte Road, Meglar Metro Tires (Francisco Melgar), Applicant**

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

- The business has been operating on the property since 1994; and
- A block wall on the southern property line of the subject site provides privacy screening for neighboring residences.

Acting Chair Cherry 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 Sanvictores, to approve MISC2024-0018 with conditions. The motion carried unanimously with a 4-0 vote.**

**AR-6 Miscellaneous Review; MISC2024-0019  
438 East Duarte Road, G & L Automotive (Grover Baylous), Applicant**

Code Enforcement Officer Krystina Livraga presented the staff report to the Development Review Committee.

Acting Chair Cherry 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 Sanvictores, to approve MISC2024-0019 with conditions. The motion carried unanimously with a 4-0 vote.**

**AR-7 Miscellaneous Review; MISC2024-0017  
854 Oakglade Drive, Kevin Zimmerman, Applicant**

Planning Technician Brenda Quezada presented the staff report to the Development Review Committee.

Acting Chair Cherry 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 Sanvictores, to approve MISC2024-0017 as presented. The motion carried unanimously with a 4-0 vote.**

**AR-8 Sign Review; SIGN2024-0029  
415 South Myrtle Avenue, The Black Cat Bookstore & Café (Nicole Fabry), Applicant**

Planning Technician Brenda Quezada presented the staff report to the Development Review Committee.

Acting Chair Cherry 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 Sanvictores, to approve SIGN2024-0029 as presented. The motion carried unanimously with a 4-0 vote.**

Acting Chair Cherry 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:** Acting Chair Cherry adjourned the meeting at 5:13 p.m.

APPROVED:

ATTEST:

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Craig Jimenez, AICP, Chair  
Monrovia Development Review Committee

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Sheri Bermejo, Secretary  
Monrovia Development Review Committee