



**CONVENE:** Chair Bermejo convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday, November 6, 2024, at 4:00 p.m. In attendance were Planning Division Manager 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, Public Works Director Alex Tachiki, and Community Development Director Sheri Bermejo.

**APPROVAL OF MINUTES:** It was moved by Committee member Cherry, seconded by Committee member Tachiki, to approve the minutes of the October 16, 2024 regular meeting. The motion carried unanimously with a 5-0 vote.

**PUBLIC INPUT:**

1. Joe Fekete, Monrovia resident, spoke about how the parking signs throughout the City are non-luminescent, which makes them difficult to read. He stated that it is illegal for parking tickets to be issued under these circumstances and that those who have incurred parking tickets should be refunded.

**PUBLIC HEARINGS:** None

**ADMINISTRATIVE REPORTS:**

**AR-1 Design Review; DR2024-0031  
757 Ridgside Drive, Rania Tabbah, Applicant**

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

- The existing retaining wall was developed within the last year;
- The proposed deck is considered to be a second story because it would be elevated off of the ground, exceeding the height of the first floor; and
- The proposed bridge would connect at ground level in the rear of the yard.

Public Input:

1. Olivia Samad, applicant representative, stated that the proposed deck is meant to facilitate access to the rear yard from the second floor of the home. She also stated that the proposed deck would be much smaller than the prior deck that had been demolished.

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

**Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanvictores, to approve DR2024-0031 with conditions. The motion carried unanimously with a 5-0 vote.**

Chair Bermejo 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-2 Design Review; DR2024-0032  
888 Oakglade Drive, Bowden Development Inc. (Richard Pina), Applicant**

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

Public Input:

1. Todd Bowden, applicant representative, stated that they were not comfortable with their original proposal of a two-story house due to market conditions and the property being more conducive to a one-story house.
2. Wayne Socha, Monrovia resident, spoke in favor of the project and commended the reduction of visual impact with the one-story proposal. He also asked if the visual impacts on neighboring houses was considered via a sight line plan.
3. Todd Bowden, applicant representative, stated that there is a vacant lot to the north of the subject property with a proposal for a two-story house and that he is in communication with the owner of that property regarding fencing. He also stated that a green screen will be installed between the subject property and the property to the south and that there are no homes to the east of the subject site.

Chair Bermejo 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 regarding the following:

- Sight lines were already reviewed during the original design review of the two-story house; and
- A new landscape plan is required for the design review of the one-story house.

Staff provided the following answer to the Development Review Committee's question:

- Preliminary review of the project includes the review of how the proposed windows would align with existing neighboring windows.

**Following discussion, it was moved by Committee member Cherry, seconded by Committee member Tachiki, to approve DR2024-0032 with conditions. The motion carried unanimously with a 5-0 vote.**

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

**AR-3 Design Review; DR2024-0030  
328 West Huntington Drive, DCM Remodel Specialists, Applicant**

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

- A safety issue occurred wherein the existing building canopy was caving in, which prompted the development of the existing columns; and
- The proposed brick material is the same as the existing material on the building.

Chair Bermejo 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 Cherry, seconded by Committee member Sanvictores, to approve DR2024-0030 with conditions. The motion carried unanimously with a 5-0 vote.**

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

**AR-4 Miscellaneous Review; MISC2024-0022  
511 South Ivy Avenue, Monrovia Tire Company, Applicant**

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

- The site plan is proposing a 20 foot turning radius in front of Service Bay 1;
- Ordinance No. 2024-06 requires that any offsite parking, including for employees, should not take place in front of residential property;
- Vehicles awaiting repair overnight shall not be parked on the street;
- Oversized vehicles shall be stored on-site for no more than 14 days and all other vehicles shall be stored on-site for no more than 60 days;
- There is existing striping for the four parking spaces on the western side of the subject site;
- There is no striping in the overflow parking area on the northern side of the subject site; and
- The overflow area is the length of a car with enough space for a person to walk between cars stored in the area.

**Public Input:**

1. David Cortez, applicant representative, stated the following:
  - a. The weekday operation hours should read 8:00 am – 6:00 pm, not 8:00 am – 5:00 pm;
  - b. He is currently unable to relocate a vehicle that has been parked in front of one of the service bays for two days, which would be an example of why he needs;
  - c. Because of a recent overnight robbery that occurred when no cars were parked in front of the service bays, he requested permission to move any parked cars in the overflow area to the front of the service bays overnight to prevent any future robberies.

The Development Review Committee stated that they have limited authority over requested changes to Ordinances.

Staff stated that Ordinance No. 2024-06 permits auto businesses to store cars overnight, as long as they are not in public view. However, he would need to meet the item's conditions of approval to ensure vehicular circulation on the subject site. Staff also stated that, as per her last meeting with the applicant representative, they agreed that the front of the service bays and the compressor were to remain clear to allow for a box truck or oversized vehicle to be parked there overnight. Staff expressed that there will be some instances wherein the applicant will need to communicate with staff regarding any conditions of approval that he is unable to meet during regular operation.

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

**Following discussion, it was moved by Committee member Cherry, seconded by Committee member Sanchez, to approve MISC2024-0022 with conditions. The motion carried unanimously with a 5-0 vote.**

**AR-5 Miscellaneous Review; MISC2024-0023  
843 West Duarte Road, Monrovia Alignment, Applicant**

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

Public Input:

1. David Cortes, applicant representative, stated that we would like the option of operating on Sundays.

Staff stated that Ordinance No. 2024-06 already permits auto businesses operations on Sundays.

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

**Following discussion, it was moved by Committee member Tachiki, seconded by Committee member Sanvictores, to approve MISC2024-0023 with conditions. The motion carried unanimously with a 5-0 vote.**

**AR-6 Miscellaneous Review; MISC2024-0024  
109 East Hillcrest Boulevard, Charles Keen, Applicant**

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

Public Input:

1. Wayne Socha, Monrovia resident, recommended that the arborist report be corrected to reflect that the oak tree is located in the City of Monrovia, not the City of San Marino.

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

**Following discussion, it was moved by Committee member Sanvictores, seconded by Committee member Sanchez, to approve MISC2024-0024 as presented. The motion carried unanimously with a 5-0 vote.**

**AR-7 Sign Review; SIGN2024-0040  
502 West Duarte Road, Azteca 7 Signs (Jose De Jesus), Applicant**

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

Chair Bermejo 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 SIGN2024-0040 as presented. The motion carried unanimously with a 5-0 vote.**

**AR-8 Sign Review; SIGN2024-0041  
148 West Lime Avenue, City of Monrovia (Chris Castruita), Applicant**

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

Chair Bermejo 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 SIGN2024-0041 as presented. The motion carried unanimously with a 5-0 vote.**

Chair Bermejo 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 Bermejo adjourned the meeting at 5:07 p.m.

APPROVED:

ATTEST:

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Sheri Bermejo, Chair  
Monrovia Development Review Committee

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John Mayer, AICP, Secretary  
Monrovia Development Review Committee