



City of Monrovia
Department of Community Development
Planning Division

NOTICE OF PUBLIC HEARING

(626) 932-5565
planning@ci.monrovia.ca.us

May 7, 2020

Subject: Notice of Public Hearing regarding a Minor Exception for a reduced side yard setback along the southern side, in connection with a new addition to the back of a house at 303 Highland Place, Monrovia

Dear Property Owner:

The City of Monrovia received a request for a Minor Exception from the Monrovia Municipal Code Section 17.12.020(E)(2) for a single-story rear addition with a reduced side yard setback along the southern side of the property (6'-6" in lieu of 9'). The addition will be aligned with the existing structure. The property is located in the RL (Residential Low) zone. Information about this project, including the plans, may be found on-line at the following hyperlink: www.cityofmonrovia.org/projectsunderreview.



Project Location Map

This project requires a Public Hearing before the Development Review Committee (DRC). Your property is located near the project site, the purpose of this letter is to keep you informed of the public meeting and hearing dates so that you are able to participate in the decision making process.

Community Development Director's Review on behalf of the DRC – May 20, 2020

The City's Community Development Director, on behalf of the City's DRC, will be reviewing a "Minor Exception" of the above referenced project and making a formal decision. This notice is to provide you the opportunity to submit your comments.

All comments must be submitted by email to the Planning Division at planning@ci.monrovia.ca.us before 3:00 p.m. on Wednesday, May 20, 2020. Comments provided via email will be distributed to the Community Development Director. If comments are specifically in support or opposition of an item, please clearly state so in the introduction. Anyone who submits comments will also be notified of the decision and provided information regarding the appeal process.

You may have noticed the DRC meeting format has changed. Although DRC project reviews and determinations are normally conducted during open public meetings, due to the COVID-19 pandemic, the arrangement has been temporarily modified to protect our residents, property owners, applicants, staff, and elected officials. This change is in accordance with the "Safer at Home" Order, Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings. To further reduce the spread of COVID-19, all DRC review and determination authority was temporarily delegated to the Community Development Director pursuant to City Council Urgency Ordinance (Ordinance No. 2020-06U).

Due to COVID-19, City Hall is currently closed to the public. However, we are here to serve and will get back to you as quickly as possible. Please feel free to leave a voice mail message at 626-932-5565 or an e-mail at planning@ci.monrovia.ca.us if you have any questions regarding this matter. All voicemail messages and e-mails will be acknowledged.

Respectfully,

Vincent Gillespie
Planning Technician