

# MONROVIA PLANNING COMMISSION AGENDA

City Council Chambers  
415 South Ivy Avenue, Monrovia, California 91016



**Gary Schaeffler**  
Chair

**Keshia Carter-Bowen**  
Vice Chair

**Scott Austin**  
Commissioner

**Darrell Brooke**  
Commissioner

**Robert McClellan**  
Commissioner

**Cheryl Rose**  
Commissioner

**Bill Shieff**  
Commissioner

## Welcome to the Monrovia Planning Commission Special Meeting Wednesday, May 27, 2020, 7:30 PM

### CORONAVIRUS DISEASE (COVID-19) ADVISORY

As a precaution to protect staff, our constituents, and elected officials, in accordance with Executive Order N-29-20 and guidance from the California Department of Public Health on gatherings, there will NOT be a physical meeting location and all public participation will be electronic. Remote public participation is allowed in the following ways:

- 1) Cable T.V. Broadcast on KGEM (Spectrum Channel 99 or Giggle Fiber Channel 87-2)
- 2) Livestream online at [www.foothillsmedia.org/monrovia](http://www.foothillsmedia.org/monrovia)

Public comment will be accepted by email to [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us) before 6:00 p.m. on May 27, 2020. Public comment may be summarized in the interest of time, however the full text will be provided to all members of the Planning Commission prior to the meeting. If comments are specifically in support or opposition of an item, please clearly state so in the introduction. Public input related to Public Hearings will be accepted by email to [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us) prior to the close of the Public Hearing. Pursuant to the Governor's Executive Order N-29-20, City Planning Commissioners may participate via teleconference.

Thank you for participating in tonight's meeting. The Planning Commission encourages public participation, and invites you to share your views on City business that falls within its purview.

**MEETINGS:** Regular Meetings of the Planning Commission are held on the first Wednesday following the second Tuesday of each month at 7:30 p.m. in the City Council Chambers.

**AGENDA PACKETS:** A full Planning Commission agenda packet with all backup information is available at City Hall in the Community Development Department and on the City's website at [www.cityofmonrovia.org](http://www.cityofmonrovia.org). Copies of individual Agenda Reports are available via email upon request to [planning@ci.monrovia.ca.us](mailto:planning@ci.monrovia.ca.us). Documents distributed to a majority of the Planning Commission after the posting of this agenda will be available for review at the Community Development Department, 415 South Ivy Avenue, Monrovia, California and on the City's website.

**RECORDING:** Community Media of the Foothills (KGEM) shows both live broadcasts and replays of Planning Commission Meetings on cable television and over the Internet at [www.kgem.tv](http://www.kgem.tv). Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Planning Commission meetings. Time is reserved at each regular meeting for those in the audience who wish to address the Commission. The City requests that persons addressing the Planning Commission refrain from making personal, slanderous, profane or disruptive remarks.

**TO ADDRESS THE PLANNING COMMISSION** simply approach the podium when the Chair asks for those who wish to speak, and state your name for the record. Please provide the Commission Clerk with a copy of any written materials you wish the Commission Secretary to distribute to the Planning Commission.

**MATTERS NOT ON THE AGENDA** should be presented during the time designated as "PUBLIC INPUT." By State law, the Planning Commission may not discuss or vote on items not on the agenda.

**MATTERS ON THE AGENDA:** If you wish to address the Planning Commission on a matter on the agenda, please wait until the Chair opens the public hearing or calls for public comment on that matter. For public hearings and appeals, the applicant is invited to speak first, followed by those who support the project, then those who have concerns or oppose the project. The applicant is then given the opportunity to rebut. Appellants will be afforded the same opportunities as applicants.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Planning Commission. Items on the Agenda have generally been reviewed and investigated by the City Staff in advance of the meeting so that the Planning Commission can be fully informed about a matter before making its decision.



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Community Development Department at 932-5565. Please notify the Community Development Department at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Council Chambers is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.





# AGENDA MONROVIA PLANNING COMMISSION

Special Meeting of the Monrovia Planning Commission  
Monrovia City Hall  
415 South Ivy Avenue  
Wednesday, May 27, 2020, 7:30 PM

**Pursuant to the Governor's Executive Order N-29-20  
Planning Commissioners may participate via teleconference.**

Staff reports or other written documentation relating to each proposed item of business on the Agenda presented for consideration by the Planning Commission are on file in the Community Development Department.

**CONVENE** Chair Schaeffler

**ROLL CALL** Commission Chair Schaeffler, Commissioners Austin, Brooke, Carter-Bowen, McClellan, Rose, Shieff

## **INTRODUCTION OF NEW COMMISSIONER**

**APPROVAL OF MINUTES** Unadopted [Minutes](#) of the February 12, 2020, Regular Meeting

## **PUBLIC INPUT**

At this time, citizens who wish to speak on any City business not on the Agenda that is within the purview of the Planning Commission may approach the podium on a first come, first served basis. Please state your name for the record. By State Law, the Commission may not discuss or vote on items not on the Agenda.

## **PUBLIC HEARINGS**

**PH-1** [Conditional Use Permit CUP2020-0004 and Minor Exception ME2020-0002](#)  
235 West Cherry Avenue; Si Huynh, Applicant

Request: Approve a Conditional Use Permit to construct a new two-story dwelling unit with an attached two-car garage behind a main dwelling unit. Request a Minor Exception from the Monrovia Municipal Code Section 17.24.110(C) to maintain a non-conforming driveway width of 11'-10" in lieu of 12'. The subject property is located in the RM3500 (Residential Medium Density) zone. Determine that the project is Categorically Exempt (Class 3) from the California Environmental Quality Act (CEQA).

**Recommendation: Approve Conditional Use Permit CUP2020-0004 and Minor Exception ME2020-0002**

**PH-2** [Conditional Use Permit CUP2020-0005 and Conditional Use Permit 2012-0017 \(Amendment\)](#)  
311 West Foothill Boulevard; Qinhan Chen, for The Aztec Hotel, Applicant

**Request:** Approve a Conditional Use Permit to commence hotel business operation of the Aztec Hotel in conjunction with guestroom service (food and alcohol) provided by the Mayan Bar and Grill restaurant. The service of alcohol with the hotel requires an amendment to the restaurant's existing Conditional Use Permit. The property is located at 311 West Foothill Boulevard in the PD-26 (Planned Development Area-26) zone. Determine that the project is Categorically Exempt (Class 1) from the California Environmental Quality Act (CEQA).

**Recommendation: Approve Conditional Use Permit CUP2020-0005 and Conditional Use Permit CUP2012-17 (Amendment)**

**PH 3** [Tentative Tract Map \(TTM2020-0002\) and Conditional Use Permit \(CUP2019-0020\)](#)  
910 South Ivy Avenue; Jimmy Lee for TJ Build/Design, Applicant

**Request:** Approve a Conditional Use Permit and Tentative Tract Map to build a new six-unit, two-and-three story, attached townhouse development project at 910 South Ivy Avenue. The subject property is located in the RM/RH (Residential Medium / Residential High) zone. Determine that the project is Categorically Exempt (Class 3) from the California Environmental Quality Act (CEQA).

**Recommendation: Approve Conditional Use Permit CUP2020-0020 and Tentative Tract Map TTM2020-0002**

**COMMUNITY DEVELOPMENT DIRECTOR REPORT**

- COVID-19 impacts to City operations
- Update on SB2/Planning HOME project
- Projects in the pipeline
- Approved project updates

**REPORTS/ANNOUNCEMENTS FROM COMMISSIONERS**

**ADJOURNMENT**

**NOTE:** Decisions of the Planning Commission may be appealed to the City Council if filed in writing to the City Clerk within ten (10) days. (Note: Appeal Fee Required).

**I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting. Dated this 21<sup>st</sup> day of May, 2020.**

---

**Brenda Quezada, Planning Technician**