



CONVENE: Chair Bermejo convened the Regular Meeting of the Monrovia Development Review Committee on Wednesday November 5, 2025 at 4:03 p.m. In attendance were Planning Division Manager John Mayer, Senior Planner Jennifer Driver, Associate Planner Vincent Gillespie, Assistant Planner Austin Arnold, Planning Technician Krystin Gates, Planning Technician Alaura Contreras, and Management Assistant April Kea.

ROLL CALL: In attendance were Committee members Police Chief Heath Harvey and Community Development Director Sheri Bermejo. Deputy Director of Community Services Rebecca Sandoval sat in for Community Services Director Tina Cherry, and Deputy Director of Public Works Victoria Rocha sat in for Public Works Director Alex Tachiki. Fire Chief Jeremy Sanchez arrived at 4:40 p.m.

APPROVAL OF MINUTES: It was moved by Committee member Heath Harvey, seconded by Committee member Rebecca Sandoval, to approve the minutes of the October 15, 2025 regular meeting. The motion carried unanimously with a 4-0 vote.

PUBLIC INPUT: None

At the request of staff, the Committee approved a change in the order of the agenda to consider Agenda Item AR-7 prior to Agenda Item AR-6.

PUBLIC HEARINGS:

**PH-1 Minor Exception; ME2025-0017
Sign Review; SIGN2025-0040
218-228 North Myrtle Avenue, Cleve Crudgington, Applicant**

Associate Planner Vincent Gillespie presented the staff report regarding a Minor Exception to allow an increase in sign area for a new residential identification sign at an existing bungalow court and provided the following answers to the Development Review Committee's questions:

- The minor exception is for the sign's overall square footage, not its height; and
- The sign will be facing west toward the street.

Public Input:

1. Cleve Crudgington, applicant, spoke in support of the sign and stated the following:
 - a. The bungalow court was originally finished in 1921;
 - b. The property was proposed for demolition 1979, but was purchased and preserved by the applicant;
 - c. The sign is intended to last for another 100-200 years;
 - d. The sign is made of quartzite and will be engraved when each steward of the property passes away; and
 - e. The quartzite stone is gray with green veins going through it and mounted on stainless steel posts with quarter-inch thick walls. The stone will be periodically sealed to increase its longevity.

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 Harvey, seconded by Committee member Rocha, to approve ME2025-0017 and SIGN2025-0040 with conditions. The motion carried unanimously with a 4-0 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.

ADMINISTRATIVE REPORTS:

AR-1 Miscellaneous Review; MISC2025-0025 888 Oakglade Drive, Bowden Development, Inc., Applicant

Assistant Planner Austin Arnold presented the staff report regarding a Miscellaneous Review to remove an existing Coastal Live Oak tree due to potential risk of damage to the residence and provided the following answers to the Development Review Committee's questions:

- Development Review Committee (DRC) review is required for the removal of any trees in the oak family that measure ten inches or more at two feet above the level ground and are located in the front yard or street facing side yard of a single-family property;
- The determination of the DRC is based on the following criteria: the tree's proximity to a structure, compelling economic necessity, and good forestry practice. Economic necessity was created by the property insurers' denial of coverage due to the tree's proximity to the structure; and
- Landscape plans don't show how trees lean, so staff is looking to improve site plan requirements to include the direction of tree growth.

Public Input:

1. Todd Bowden, applicant representative, stated the following:
 - a. The property was never previously developed and was purchased as a two-lot deal, one lot being landlocked;
 - b. The property came with 18 mature oak trees which constrained development and created unique challenges for designing the home;
 - c. The original design was approved but later revised in plan check because the original design was not going to work;
 - d. Foundation was installed before vertical clearance was identified as an issue;
 - e. The fork in the tree, called "codominant canopies," is when there are so many trees in one area that the canopies compete with each other for sunlight, which presents problems. The developer spent thousands of dollars trimming the trees to let them survive and thrive;
 - f. By placing four more trees in strategic locations, they will be able to thrive and grow on the property;
 - g. There are currently 16 trees on site because one tree was diseased and needed to be removed. Four more trees are proposed which will make a total of 19 oak trees on the property; and
 - h. All opportunities to save the tree were exhausted. There was good intent to retain any other trees, but the replacement plan is the best option.
2. Jennifer McDonald, Monrovia resident, spoke with the following concerns related to oak tree preservation:
 - a. Page 4 of the arborist report contains a typo, stating that 17 trees on site with all but two to be removed;
 - i. The correct numbers are 19 total trees, 17 to remain, and two to be removed – one due to illness and one due to the structure.

- b. Page 13 of the arborist report shows no health issues with the subject tree, tree No. 7, as of 2023;
- c. The arborist report specified to avoid cutting roots, not raise or lower the grading, and not trim branches;
- d. It is felt that the construction of this structure violated the Monrovia Municipal Code (MMC), even though a fence was put around the tree during construction, per MMC;
- e. The tree existed before construction of the existing structure, leading to a backward approach wherein the proximity of the tree to the new structure now used as a justification for removal;
- f. The addition of four trees is appreciated and Jennifer would like follow-up to make sure those trees are planted.

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 and voiced appreciation for the developer and staff for exhausting all efforts to preserve every tree, as well as expressing satisfaction with the four newly-proposed trees.

Following discussion, it was moved by Committee member Rocha, seconded by Committee member Harvey, to approve MISC2025-0025 as presented. The motion carried unanimously with a 4-0 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 Major Determination; MAJD2025-0003
724 East Huntington Drive, Keely Milliken, Applicant**

Senior Planner Jennifer Driver presented the staff report regarding a Major Determination to determine whether there will be sufficient on-site parking available for a proposed instructional use, Centre Stage Dance Academy, and provided the following answer(s) to the Development Review Committee's question(s):

- The drop-off space will be frequently used because not all parents of the 100 students stay for the duration of classes.

Public Input:

1. Keely and Ryan Milliken, Applicants, spoke in support of their request and provided the following answers to questions from the Commissioners

The Commission asked questions of the applicants regarding their current location in Monrovia and how its parking supply compares to the subject location.

- a. The current business is located at 2640 South Myrtle Ave and the subject site has more parking than they've had in the past.
 - b. Drop-off time is regulated by instructing parents to enter one way, sign in with staff, and continue to the exit. A few parents stay for the 4-5 year-old classes.
2. Lisa Zaragoza-Sosa, Monrovia resident, spoke in support of the request:

- a. Lisa currently has a child at Centre Stage Dance Academy, and staff at Centre Stage are great at performing arts as well as developing children into good humans.
- b. She supports Centre Stage Dance Academy's expansion, as the Myrtle Ave location has gotten tight.

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 and staff provided the following answer(s) to the Committee's question(s):

- Conditions of Approval include educating parents to drop off children on-site, not on the street; and
- The drop off area is located on Huntington Drive.

Following discussion, it was moved by Committee member Rocha, seconded by Committee member Sanchez, to approve MAJD2025-0003 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-3 Design Review; DR2025-0022
540 Norumbega Drive, John Vandavelde, Applicant**

Associate Planner Vincent Gillespie presented the staff report regarding a Level "6" Neighborhood Compatibility Design Review to construct a new 3,436 square-foot single-family residence.

Public Input:

1. John Vandavelde, applicant and architect, spoke on behalf of the property owners:
 - a. The house is not quite at a 90-degree angle to the property line, but was oriented in such a way to work with the property's topography; and
 - b. The new house was not built on the old home's footprint because of setback requirements.
2. Jacob Courtney, property owner, spoke in support of the project.
3. Tracey Miller, Monrovia resident, spoke in support of the project.

Following discussion, it was moved by Committee member Harvey, seconded by Committee member Sanchez, to approve DR2025-0022 with conditions. The motion carried unanimously with a 5-0 vote.

**AR-4 Miscellaneous Review; MISC2025-0026
525 South Shamrock Avenue, Sal Chavez, Applicant**

Assistant Planner Austin Arnold presented the staff report regarding a Miscellaneous Review for a Temporary Use Permit to serve alcohol (distilled spirits) at a special event (Lead the Way Fitness Gala), and provided the following answer to the Development Review Committee's question:

- There is a list of standard protocols on crosswalk safety and education that must be followed and distributed to guests.

Public Input:

1. Sal Chavez, applicant, spoke in favor of his project and in appreciation for the City's entitlement process.

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 Sanchez, seconded by Committee member Harvey, to approve MISC2025-0026 as presented. The motion carried unanimously with a 5-0 vote.

**AR-5 Miscellaneous Review; MISC2025-0010
415 South Myrtle Avenue, Black Cat Fables (Nicole Fabry), Applicant**

Planning Technician Krystin Gates presented the staff report regarding a Miscellaneous Review for a Temporary Use Permit to serve alcohol (beer and seltzer) at a special event (Books and Brews), and provided the following answers to the Development Review Committee's questions:

- The business opened in the prior year and this is their first event;
- The DRC's review is required for the proposed alcohol service;
- No live entertainment is proposed; and
- This application was already routed through the Community Services Department.

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 Harvey, to approve MISC2025-0010 as presented. The motion carried unanimously with a 5-0 vote.

**AR-7 Miscellaneous Review; MISC2025-0028
338 South Myrtle Avenue, Joseph Hogan, Applicant**

Associate Planner Vincent Gillespie presented the staff report regarding a Miscellaneous Review for outdoor dining at a new restaurant, Pie Life Pizza, and provided the following answer to the Development Review Committee's question:

- This review is only for the proposed outdoor dining.

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 Harvey, seconded by Committee member Sanchez, to approve MISC2025-0028 as presented. The motion carried unanimously with a 5-0 vote.

**AR-6 Miscellaneous Review; MISC2025-0027
338 South Myrtle Avenue, Ryan Burch, Applicant**

Associate Planner Vincent Gillespie presented the staff report regarding a Miscellaneous Review for the proposal to paint a mural at a new restaurant, Pie Life Pizza, and provided the following answer to the Development Review Committee's question:

- The mural will be in grayscale with a limited pop of color.

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 Rocha, to approve MISC2025-0027 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 5:37 p.m.

APPROVED:

ATTEST:

Sheri Bermejo, Chair
Monrovia Development Review Committee

John Mayer, AICP, Secretary
Monrovia Development Review Committee