



**CITY OF DUARTE  
PLANNING COMMISSION  
MINUTES  
May 17, 2021**

**Planning Commission  
Commissioners**  
Paula Watson-Gardner, Chair  
Sara Vasquez, Vice-Chair  
George K. Farra  
Sheryl Lefmann  
Shauna Pierce

- I. NOTICE: Due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19), Governor Newsom has issued Executive Order N-29-20 in which Section 3 supersedes Paragraph 11 of Executive Order N-25-20 (issued on March 12, 2020) addressing Brown Act regulations. This new order states that the City does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. The Order allows the City to hold City Council meetings via teleconferencing and allows for members of the public to observe and address the meeting electronically.

**1. CALL TO ORDER AND NOTATION OF ANY ABSENCES:**

Chair Vasquez called the meeting to order at 7:02 p.m. The following were in attendance:

PRESENT: Vasquez, Heany, Ramirez  
ABSENT: Wolff  
STAFF: Hensley, Golding, Baldwin, McCurley, Hernandez  
DEPUTY CITY ATTORNEY: Phan

**2. PLEDGE OF ALLEGIANCE:**

None.

**3. APPROVAL OF MINUTES: April 26, 2021**

Vasquez moved the approval of the minutes of April 26, 2021 to the next meeting due to lack of quorum and new commissioner.

**4. INTRODUCTION OF NEW COMMISSIONER: Danny Ramirez**

Vasquez welcomed Commissioner Danny Ramirez to the Planning Commission.

Director Hensley informed the Commission of Farra's resignation and possible recruitment for the new commissioner position.

Commissioner Ramirez provided background information of his business, family and expressed his excitement to serve the community.

**5. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA:**

None.

**6. PUBLIC HEARINGS:**

- A. [Municipal Code Amendment 2020-02: A City-initiated request to replace in its entirety Duarte Development Code Chapter 19.60.160, to provide new development standards for accessory](#)

dwelling units that comply with State law; and to modify Chapter 19.160.050 related to definitions for accessory dwelling units.

Nick Baldwin, Associate Planner, presented a Staff Report on the item and answered questions from the Commission.

Vasquez opened Commissioners' inquiries.

Ramirez inquired of the new maximum construction size for detached units and parking requirements for attached garages on Junior ADUs (JADUs). Baldwin responded.

Vasquez inquired about the types of ADUs and requirements on designs for garage conversions. Baldwin responded.

Hensley provided clarification about the differences between ADUs and Junior ADUs (JADUs).

Planning Manager Golding provided information on the various types and designs of existing ADUs and the complexities of less common JADUs.

Vasquez asked if Exhibit E and F answered the questions from previous attorneys. Baldwin indicated there was no follow-up correspondence from the law firm.

Hensley indicated that the previous attendee from the last meeting did not submit any additional comments and that there were no public comments for the presented item.

Vasquez called for a motion on the item. Heany moved to approve the item as written and seconded by Vasquez. The motion was approved 3-0-0-1. (Vote: Yes: Vasquez, Heany, Ramirez; No: None; Abstain: None; Absent: Wolff).

#### **7. ITEMS FROM DIRECTOR:**

Hensley provided development updates. Golding provided an update about the Senators Lounge Restaurant.

#### **8. ITEMS FROM COMMISSIONERS:**

Vasquez commented on the quick sales of houses in the City. Heany commented on the closure of restaurants in the neighboring City.

#### **9. ADJOURNMENT: Monday, June 21, 2021**

Vasquez asked for a motion to adjourn. Heany moved to adjourn at 7:41 p.m., seconded by Vasquez. The next meeting is scheduled for June 21, 2021.

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Craig Hensley, Secretary