



AGENDA
**REGULAR MEETING OF THE PLANNING
AND ECONOMIC DEVELOPMENT
COMMISSION OF THE CITY OF DUARTE**

MONDAY, MAY 15, 2023
7:00 PM

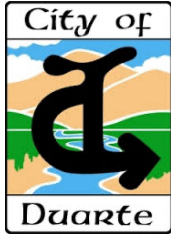
**DUARTE COMMUNITY CENTER, 1600
HUNTINGTON DRIVE, DUARTE, CA 91010**

MISSION STATEMENT

With integrity and transparency, the City of Duarte provides exemplary public services in a caring and fiscally responsible manner with a commitment to our community's future

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
 - A. Minutes for April 17, 2023
4. ORAL COMMUNICATIONS - ITEMS NOT IN THE AGENDA
5. PUBLIC HEARINGS
6. BUSINESS ITEMS:
 - A. **Commission Training.** A representative from the City Attorney's Office will lead a training session on key procedural issues and roles and responsibilities of the Commission. Topics will include: Brown Act, effective meetings procedures, conflicts of interest, and parliamentary procedures.
7. ITEMS FROM DIRECTOR
8. ITEMS FROM COMMISSIONERS
9. ADJOURNMENT: June 19, 2023

MINUTES



MINUTES
CITY OF DUARTE
PLANNING AND ECONOMIC
DEVELOPMENT COMMISSION

April 17, 2023

Commissioners

Tina Heany, Chair
Wally Wolff, Vice-Chair
Danny Ramirez
Brian Quandt
Daniel Becker

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES:

Vice-Chair Heany called the meeting to order at 7:00 p.m. The following were in attendance:

PRESENT:	Heany, Becker, Ramirez, Wolff
ABSENT:	Quandt
STAFF:	Baldwin, Bautista, Golding, Hensley, Nash, Zambrano
CITY ATTORNEY:	None

2. PLEDGE OF ALLEGIANCE:

Commissioner Becker led the Pledge of Allegiance.

3. APPROVAL OF MINUTES:

Commissioner Wolff motioned to approve the March 20, 2023, minutes. Seconded by Vice-Chair Heany. The motion carried 2-0-2-1. (Yes: Heany, Wolff; No: None; Abstain: Becker, Ramirez; Absent: Quandt).

4. COMMISSION REORGANIZATION:

Director Hensley opened nominations for Chairperson. Commissioner Wolff and Ramirez nominated Heany. Director Hensley called for a roll call vote:

The vote carried 4-0-0-1. (Ayes: Becker, Heany, Ramirez, Wolff; Noes: None; Abstain: None; Absent: Quandt).

Chair Heany opened nominations for Vice-Chair and nominated Commissioner Wolff. Heany called for a roll call vote:

The vote carried 4-0-0-1. (Ayes: Becker, Heany, Ramirez, Wolff; Noes: None; Abstain: None; Absent: Quandt).

5. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA:

None.

6. PUBLIC HEARINGS:

- A. Conditional Use Permit 23-01 and Site Plan and Design Review 23-13.** A carwash and oil change business proposed in a 2,726 square foot building located at 2110 Huntington Drive.

Baldwin presented the staff report and provided a thorough explanation of the proposed car wash business and site improvements.

Chair Heany opened the Public Hearing at 7:12 p.m.

The applicant, Javier Ramos, expressed his eagerness to complete the site improvements to the property and expressed his concerns with possible delays to the opening of his business due to some of the conditions of approval.

Baldwin explained that the some of the conditions of approval were already revised in a way that the applicant could address after opening; however, the conditions related to the deferred maintenance would have to be addressed prior to opening.

Chair Heany closed the Public Hearing at 7:15 p.m.

Action

Motion made by Commissioner Ramirez to approve CUP 23-01 and SPDR 22-13 per Resolution PC 23-05 and Resolution PC 23-06. Seconded by Vice-Chair Wolff. The motion carried 4-0-0-1. (Yes: Heany, Becker, Ramirez, Wolff; No: None; Abstain: None; Absent: Quandt).

7. BUSINESS ITEMS:

- A.** Findings that the City's proposed acquisition of various properties near the corner of Melcanyon Road and Brookridge Road is in conformance with the City's General Plan.

Director Hensley presented the staff report on the proposed acquisition of various properties in the City. Hensley explained that the City is proposing to acquire these properties to construct a debris basin; the debris basin would be used to mitigate mudflow disasters in the area.

Action

Motion made by Vice-Chair Wolff to approve Resolution PC 23-07. Seconded by Commissioner Ramirez. The motion carried 4-0-0-1. (Yes: Heany, Becker, Ramirez, Wolff; No: None; Abstain: None; Absent: Quandt).

8. ITEMS FROM DIRECTOR:

Director Hensley provided updates on several prospective projects.

9. ITEMS FROM COMMISSIONERS:

Commissioner Becker asked a question about the commercial building located at 2705 Huntington Drive.

Director Hensley answered that there was an inquiry at the Community Development counter regarding possible tenant improvements to the building; however, no application or plans were ever submitted.

10. ADJOURNMENT:

Chair Heany motioned to adjourn at 7:42 p.m. The next meeting is scheduled for May 15, 2023.

Craig Hensley, Secretary