



**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.

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Craig Hensley, Secretary