



**CITY OF DUARTE
PLANNING COMMISSION
MINUTES
February 16, 2021**

**Planning Commission
Commissioners**
Sara Vasquez, Chair
Tina Heany, Vice-Chair
George K. Farra
Wallace J. Wolff

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:

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

PRESENT: Vasquez, Heany, Farra, Wolff
ABSENT: None
STAFF: Hensley, Golding, Baldwin, Hernandez
DEPUTY CITY ATTORNEY: None

2. PLEDGE OF ALLEGIANCE: None

3. APPROVAL OF MINUTES: 11-16-20

Heany motioned to approve the minutes of November 16, 2020. The motion was seconded by Farra and carried 4-0-0-0 by the following Roll Call vote: Yes: Vasquez, Farra, Heany, Wolff; No: None; Abstain: None; Absent: None.

5. ORAL COMMUNICATIONS ITEMS NOT ON THE AGENDA:

None.

4. COMMISSION REORGANIZATION:

Director Hensley opened nominations for Chairperson. Commissioner Heany nominated Vasquez. Commissioner Farra seconded the nomination. Director Hensley called for a roll call vote on Commissioner Vasquez:

Ayes: Vasquez, Heany, Farra, Wolff

The vote carried unanimously for Commissioner Vasquez to be Chairperson, 4-0-0-0.
Chairperson Vasquez opened nominations for Vice-Chair. Commissioner Farra nominated Commissioner Heany for Vice-Chair. Chairperson Vasquez seconded the nomination. Chairperson Vasquez called for a roll call vote on Commissioner Heany:

Ayes: Vasquez, Heany, Farra, Wolff

The vote carried unanimously for Commissioner Heany to be Vice-Chair, 4-0-0-0.

6. PUBLIC HEARINGS:

A. [City of Hope Development Agreement Annual Review \(Development Agreement 2018-01\).](#)
[This item is the annual review of the Development Agreement between the City of Duarte and the City of Hope for the campus plan buildout.](#)

Hensley presented staff report providing a background of the Development Agreement entered in 2018 between the City of Duarte and City of Hope.

Farra inquired about the traffic signal lights synchronization.

Chairperson Vasquez called for a motion on the item. Farra moved to find that the City of Hope is in substantial compliance with the Development Agreement and seconded by Chairperson Vasquez. The motion was approved 3-0-1-0 (Yes: Vasquez, Heany, Farra; No: None; Abstain: Wolff; Absent: None).

7. SITE PLAN AND DESIGN REVIEW:

A. [Site Plan Design Review \(SPDR 2020-33\): Demolition of an existing single-family single-story home and construction of a new 2,399 square-foot, single-family two-story home at 2528 Gardi Street.](#)

Nick Baldwin, Associate Planner presented the staff report.

Farra requested clarification on review of two-story houses. Baldwin responded.

Hensley provided clarification.

Farra inquired about the design of the project. Baldwin responded.

Chairperson Vasquez asked for clarification on the design review process. Hensley responded.

Farra inquired about the recommended conditions related to architectural design. Baldwin responded.

Chairperson Vasquez inquired about the landscape requirement. Baldwin responded.

Chairperson welcomed comments from Mr. & Mrs. Guzman, property owners.

Mr. & Mrs. Guzman, applicants asked for leniency on the landscape requirement.

Farra asked questions of the applicants. The applicants responded.

Heany spoke on the project related to landscape ideas.

Wolff recommended the applicant work together with staff.

Chairperson Vasquez asked about the applicants expectations on completing the project. Mrs. Guzman responded.

Chairperson Vasquez asked for a motion to approve the Site Plan and Design Review 2020-33 and Resolution 2021-01. Farra motioned to approve the project and seconded by Wolff. The motion was approved 4-0-0-0. (Yes: Vasquez, Heany, Farra, Wolff; No: None; Abstain: None; Absent: None)

8. ITEMS FROM DIRECTOR:

Hensley provided development updates and answered Commissioners inquiries.

9. ITEMS FROM COMMISSIONERS:

Wolff provided information regarding COVID19 vaccine scheduling and citizen vaccination programs. Heany responded.

10. ADJOURNMENT: Monday, March 15, 2021

Chairperson Vasquez moved to adjourn the meeting at 8:02 p.m. and seconded by Farra. The next meeting is scheduled for March 15, 2021.

Craig Hensley, Secretary