CITY OF DUARTE
PLANNING COMMISSION
M I N U T E S
January 19, 2016

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

1. CALL TO ORDER AND NOTATION OF ABSENCES

Chairperson Lefmann called the meeting to order at 7:05 p.m.

The following were in attendance:

PRESENT:	Pierce, Watson-Gardner, Farra, Lefmann, Vasquez
ABSENT:	None
STAFF:	Hensley, Golding, Eoff IV, Hernandez

2. PLEDGE OF ALLEGIANCE

Commissioner Pierce led the Pledge of Allegiance.

3. APPROVAL OF MINUTES – December 21, 2015

Vice-Chair Pierce moved to approve the minutes, seconded by Commissioner Farra with a minor correction. Motion was approved 3-0-0-2. (Vote: Yes: Pierce, Farra, Vasquez; No: None; Absent: None; Abstain: Lefmann and Watson-Gardner.

4. COMMISSION REORGANIZATION

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

Ayes: Pierce, Watson-Gardner, Farra, Lefmann, Vasquez

The vote carried unanimously for Commissioner Pierce to be Chairperson, 5-0-0-0.

Chairperson Pierce opened nominations for Vice-Chair. Commissioner Farra nominated Commissioner Watson-Gardner for Vice-Chair. Commissioner Lefmann seconded the nomination. Chairperson Pierce called for the roll call vote on Commissioner Watson-Gardner:

Ayes: Pierce, Watson-Gardner, Farra, Lefmann, Vasquez

The vote carried unanimously for Commissioner Watson-Gardner to be Vice-Chair, 5-0-0-0.

5. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Chair Pierce opened Oral Communications for Items not on the Agenda. Seeing none, Chair Pierce closed the Oral Communications Item.

6. PUBLIC HEARINGS

Golding presented the public hearing for Municipal Code Amendment 15-05 stating that the Planning Commission is being asked to recommend to the City Council an amendment to Chapter 19.40 of the Duarte Development Code.

Golding provided a background of the State mandate to reduce water usage and provided details of how it relates to the water efficient ordinance being presented.

Golding went over the analysis of the major changes such as more efficient irrigation systems, project size applicability, incentives for gray water usage, on-site storm water capture, and reporting requirements that are being proposed in the ordinance and stated that staff is also requesting that the Planning Commission adopt the Implementation Guidelines being presented, subject to City Council approval of Municipal Code Amendment 15-05.

Commissioner Farra requested clarity on the approval process of the Guidelines, whether Planning Commission could modify which projects apply to the new regulations that may be different than what's contained in the City Council ordinance and the related PC Resolution being presented. **Golding** responded by stating that the Planning Commission is being asked to adopt PC Resolution, subject to City Council approval. The date included on the title page of the Guidelines reflects the 30 days required for the Ordinance to be effective. Golding stated that if approved by the Council, its theoretically possible for the Planning Commission to modify project applicability. However, Staff would monitor any requested Commission changes to project applicability and would likely desire consistency between the Ordinance, which can only be changed or amended by the City Council, and the Guidelines. The primary reason for providing authority to the Planning Commission to amend the Guidelines is to provide a more flexible document that can be more easily modified to respond to changes in submittal or technical requirements. It is understood that there is overlap between the Guidelines and the proposed Council Ordinance.

Commissioner Farra inquired about the landscape and irrigation permit criteria and if single-family homes will need to comply. **Golding** provided examples of applicability to the ordinance and stated that single-family homes would need to comply with the State mandate if applicable.

Commissioner Farra asked if the responsibly of soil testing to satisfy the compost installation condition would fall under the homeowner. Golding stated that the prescriptive compliance option requires that a certain thickness of mulch be applied in order to qualify for that approach. A soils test could be used to adjust the mulch requirement, even though a soils test is not a requirement of the prescriptive option. A soils report would be the responsibility of the owner under the standard MWELO process, if applicable.

Commissioner Farra asked if edible gardens in residential areas are required to go through the standard review process. Golding said they are regulated differently under "Special Landscape Areas".

Commissioner Lefmann stated that she provided staff grammatical error changes. She continued by stating that she needed clarity on the landscape size applicability due to the difference between the Staff Report and Exhibit A. Golding explained that Exhibit A shows the existing project applicability and the staff report demonstrates the proposed project applicability.

Commissioner Lefmann inquired about the unused and undeveloped lots throughout the City and if they would need to comply with the new changes. Golding responded by stating that they should be in compliance when applicable, subject to how cases are prioritized by the Public Safety Department.

Commissioner Vasquez asked if existing homeowners worked on their own landscaping and irrigation would they need to go through the new guidelines. Golding stated that if they meet the threshold of the applicability they would need to go through the process.

Chairperson Pierce opened Public Input. There was none.

Commissioner Farra made a motion to modify several portions of PC Resolution 16-01 and the Implementation Guideline's. The motion failed due to a lack of a second.

Commissioner Lefmann motioned to adopt Municipal Code Amendment 15-05 and PC Resolution 16-01 and PC Resolution 16-02, Seconded by **Commissioner Vasquez**. Motion was approved 4-1-0-0. (Yes: Pierce, Watson-Gardner, Lefmann, Vasquez; No: Farra; Absent: None; Abstain: None)

7. ITEMS FROM THE DIRECTOR

Hensley provided updates on the following projects:

- City Council approved a contract with Kosmont Company to assist with a market area analysis for new tenants in the vacant Fresh & Easy building.
- Starbucks Drive-Thru project to begin construction on February 1st.
- Gold Line Community Gala on March 5th. Also discussed parking changes restrictions and parking permits required in the Gold Line neighborhood.
- City Council approved sale of property that is adjacent to Target - it is the last property of the former redevelopment.

8. ITEMS FROM COMMISSIONERS

Commissioner Lefmann inquired on construction progress of the Dickey's Barbecue Pit that is coming to the City. **Associate Planner Eoff IV** provided information on status of project, also indicated that the beer and wine permit has not been submitted, however it will required the process of the CUP when submitting.

Commissioner Vasquez inquired on status of Massage Green, located in Mountain Vista Plaza. **Golding** responded that the property owner was contacted; however, the owner has not responded on whether they will be building the space out. He continued by saying that additional information will be provided at the next meeting.

Commissioner Farra thanked staff for planting new trees in the Royal Oaks Park trail.

9. ADJOURNMENT

The meeting was adjourned at 8:40 p.m.

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Craig Hensley, Secretary