



**CITY OF DUARTE
AGENDA
REGULAR JOINT MEETING OF THE
CITY COUNCIL/HOUSING AUTHORITY/DUARTE
COMMUNITY FACILITIES FINANCING
AUTHORITY**

**CITY COUNCIL CHAMBERS
1600 HUNTINGTON DRIVE, DUARTE, CA 91010
Tuesday, January 13, 2026
7:00 PM**

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.

Tera Martin Del Campo, Mayor
Samuel Kang, Mayor Pro Tem
Margaret Finlay, Councilmember
Toney Lewis, Councilmember
Vinh Truong, Councilmember
Cesar A. Garcia, Councilmember
Martin Calderon, Councilmember

City/Authority Staff:

Brian Villalobos, City Manager
Kristen Petersen, Assistant City Manager and Director of Administrative Services
Craig Hensley, Director of Community Development
Manuel Enriquez, Director of Parks and Recreation
Larry Breceda, Director of Public Safety Services
Thai Viet Phan, City Attorney
Frances Jimenez, City Clerk

ADA ACCESSIBILITY NOTICE:

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, you should contact the City Manager's office at (626) 357-7931. Notification no later than 1:00 p.m. on the day preceding the meeting will enable the City to make reasonable arrangements to assist your accessibility to this meeting.

Notice:

Any documents distributed by the City/Authorities to a majority of the City Council/Housing Authority/Financing Authority Board less than 72 hours prior to the City Council/Housing Authority/Financing Authority meeting will be made available for public inspection at City Hall,

1600 Huntington Drive, Duarte, CA 91010, during normal business hours, except such documents that relate to closed session items or which are otherwise exempt from disclosure under applicable law.

Notice:

Duarte City Council meetings are videotaped for later broadcast. Attendance at the meeting constitutes consent by members of the public to the City's and any third party's use in any media, without compensation or further notice, of audio, video, and/or pictures of meeting attendees.

Members of the public may livestream the City Council meeting broadcast on the City's website. To access the meeting, log onto <https://www.cityofduarte.ca.gov/home>, then on the homepage, click on the Agendas & Meetings icon then click on the City Council Meeting link.

Public comment:

In-Person: Members of the public may provide in-person comments at the podium in the Council Chamber. Speakers who wish to address the Council must do so by submitting a speaker card **prior to the start of Closed Session for Closed Session items and prior to the start of the Regular Meeting for all other designated public comment periods as listed below.** Comments for public hearings will take place after the hearing is opened. Cards will not be accepted after the start of the meeting without the permission of the presiding chair. **Speakers shall be limited to three (3) minutes per person per designated public comment period.** At the Mayor's discretion, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

Written: Members of the public may submit written comment by emailing duarte91010@cityofduarte.ca.gov, prior to 4:00 p.m. on the day of the meeting. The subject line of your public comment email must contain the Agenda item number or title. Public comments, including personal contact information, are considered public record. Please do not provide any personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published. Comments will be distributed to the City Council and made available for public review.

7:00 PM OPEN SESSION

1. CALL TO ORDER AND ROLL CALL
 - A. City Manager Written Comments
2. ADOPTION OF THE AGENDA
3. PLEDGE TO THE FLAG
4. ORAL COMMUNICATIONS - SPECIAL ITEMS

Members of the public may address the City Council on agenda items listed under

Special Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

5. SPECIAL ITEMS

A. Community Development Department Update

B. Parks and Recreation Department Update

6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS

7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Members of the public may address the City Council on matters which are not on the agenda but are within the subject matter jurisdiction of the City Council. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

8. ORAL COMMUNICATIONS - CONSENT CALENDAR

Members of the public may address the City Council on agenda items listed on the Consent Calendar. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

9. CONSENT CALENDAR

A. Motion to read all Resolutions and Ordinances presented for consideration by Title only and waive further reading (CC/HA/FA)

B. Approve absence(s) of City Councilmember(s) from the City Council meeting

C. Approval of Minutes - December 9, 2025 Regular Meeting (CC/HA/FA)

Recommended Action: Approve the minutes of December 9, 2025.

D. Approval of Warrants — December 23, 2025 and January 13, 2026 (CC/HA/FA)

Recommended Action: Approve the warrants of December 23, 2025 and January 13, 2026.

E. Monthly Financial Report

Recommended Action: Receive and File the Monthly Financial Report for the month of November 2025.

F. Community Development Department Update.

Recommended Action: Receive and File the Community Development Department Update.

G. Parks and Recreation Department Update

Recommended Action: Receive and File the Parks and Recreation Department Update.

H. Resolution Establishing the Date and Time of Regular City Council Meetings for the 2026 Calendar Year

Recommended Action: Adopt Resolution No. 26-01 establishing the date and time of regular City Council meetings for the 2026 calendar year.

I. Approval of Council Conference List

Recommended Action: Approve City Council conference attendance.

J. Reject All Bids for the Fiscal Year 2025-26 CDBG ADA Curb Ramps Project No. 26-4, CDBG Project No. 602731-25

Recommended Action: Reject all bids received for the FY 2025-26 CDBG ADA Curb Ramps Project.

10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION

11. PUBLIC HEARINGS

A. 1404 Royal Oaks Project

General Plan Amendment GPA 24-03; changing the General Plan designation from Low Density Residential to Medium Density Residential

Zone Change ZC 24-03; Changing the zoning from R-1 to R-3 Multiple Family Residential

Tentative Tract Map 84375 TTM 24-02; subdividing the property into a condominium lot of 11 residential units and a common lot; and

Site Plan and Design Review SPDR 24-45; to construct eleven, two-story attached residential townhomes; and the related Mitigated Negative Declaration

Recommended Action: Certify and approve the Mitigated Negative Declaration (Resolution No. 26-03) and approve: General Plan Amendment 24-03 (Resolution No. 26-04); Tentative Parcel Map 24-02 (Resolution No. 26-05); Site Plan and Design Review 24-45 (Resolution No. 26-06); and introduce Ordinance No. 26-01 for a first reading (Zone Change 24-03).

12. ORAL COMMUNICATIONS - BUSINESS ITEMS

Members of the public may address the City Council on agenda items listed under

Business Items. Speakers shall be limited to three (3) minutes per person per designated public comment period. At the discretion of the presiding Chair, the time limit may be shortened to allow all speakers the opportunity to address the City Council.

13. BUSINESS ITEMS

A. Annual Appointment of City Councilmembers to Intergovernmental Organizations

Recommended Action: Make appointments to intergovernmental organizations for the upcoming year.

B. Amendments to the Council Meeting Rules of Decorum Policy Regarding Councilmember Speaking Time Limits

Recommended Action: Adopt Resolution No. 26-02 amending the Council Meeting Rules of Decorum Policy related to Councilmember speaking time limits.

C. Underground Utility District No. 11 Update

Recommended Action: Direct Staff to notify SCE that the City will not be moving forward with the undergrounding of UUD No. 11.

14. ITEMS FROM CITY COUNCIL/HOUSING AUTHORITY/FINANCING AUTHORITY MEMBERS AND CITY MANAGER/EXECUTIVE DIRECTOR/REPORTS OF MEETINGS ATTENDED PER GOVERNMENT CODE SECTION 53232.3

15. ADJOURNMENT

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: City Hall – 1600 Huntington Drive, Duarte Public Safety Department – 1042 Huntington Drive, Duarte Library – 1301 Buena Vista Street, and the City of Duarte website (<https://www.cityofduarte.ca.gov/>) not less than 72 hours prior to the meeting per Government Code 54954.2.

Dated this 7th day of January 2026.

Frances Jimenez
City Clerk