

**CITY OF DUARTE**

**Minutes of the REGULAR JOINT MEETING OF THE  
CITY COUNCIL/HOUSING AUTHORITY/DUARTE COMMUNITY FACILITIES  
FINANCING AUTHORITY**

**Tuesday, January 13, 2026  
7:00 PM — Regular Session**

**7:00 PM OPEN SESSION**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Martin Del Campo called the open session to order at 7:02 p.m.

Councilmembers Present: Finlay, Lewis, Truong, Garcia, Kang (arrived at 7:09pm), Martin Del Campo  
Councilmembers Absent: Calderon  
Staff Present: Brian Villalobos, City Manager  
Thai Viet Phan, City Attorney  
Kristen Petersen, Assistant City Manager / Director of Administrative Services  
Craig Hensley, Director of Community Development  
Larry Breceda, Director of Public Safety Services  
Manuel Enriquez, Director of Parks and Recreation  
Andres Rangel, Assistant to the City Manager  
Stephanie Sandoval, Public Works Manager  
Scott Nash, Associate Planner  
Frances Jimenez, City Clerk  
Patricia Alcala Aparicio, Deputy City Clerk

**2. ADOPTION OF THE AGENDA**

The City Council requested that the meeting be adjourned in honor of T.K. Carter, son of former Councilmember Lois Gaston and longtime Arcadia resident Betty McEwan.

Moved by Councilmember Finlay, seconded by Councilmember Truong, and carried by the following vote of the City Council to adopt the agenda.

AYES: FINLAY, LEWIS, TRUONG, GARCIA, KANG, MARTIN DEL CAMPO  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: CALDERON

**3. PLEDGE TO THE FLAG**

The flag salute was led by Joanna Gee.

**4. ORAL COMMUNICATIONS - SPECIAL ITEMS**

None.

**5. SPECIAL ITEMS**

**A. Community Development Department Update**

Director of Community Development Hensley shared highlights from the end of 2025; reporting 656 building permits issued, 1,900 inspections conducted, and a total building valuation of \$197,927,000; shared key updates which included work related to City of Hope’s new PRO building, highlighted the progress on the Vallarta Supermarket project and the Andres Duarte School Project. He also provided an updated on the sinkhole located at Bloomdale Street and Broadland Avenue and introduced Alvaro Gomez who has joined the Community Development Department as the newly hired Planning Manager.

The City Council welcomed Alvaro Gomez.

The City Council thanked the Community Development department for the addition of a light post at Lena Valenzuela Park and thanked Councilmember Lewis for advocating for it.

#### **B. Parks and Recreation Department Update**

The Parks and Recreation Department shared updates on various Capital Improvement Projects, including the City Hall Exterior Refresh Project and the transition to a new recreation software system, Kaizen.

Parks and Recreation Director Enriquez responded to City Council questions regarding drop-in model classes at the Community Center, noting that while some instructors currently do not offer this format, the option will be proposed to them.

Director Enriquez provided information on upcoming events such as the MLK Peace Walk & Breakfast and the Lunar New Year Celebration – Year of the Horse, taking place in February.

The City Council raised questions regarding appropriate lighting for the Lunar New Year celebration and the walking path for the MLK Peace Walk; Director Enriquez confirmed that additional lighting will be provided for the Lunar New Year event, as it will take place in the evening this year, and that the MLK Peace Walk & Breakfast route was adjusted to allow for additional space due to the included breakfast.

The City Council praised the Mayor's Youth Council and the teen center for combining the MLK and Unity walk into one event.

#### **6. ANNOUNCEMENTS OF UPCOMING COMMUNITY EVENTS**

Joanna Gee, Duarte Library, announced upcoming library events.

Assistant to the City Manager Rangel announced upcoming city events.

The City Council posed questions regarding the homeless count being conducted in the morning rather than at night, as done by surrounding cities; Assistant to the City Manager Rangel indicated that the matter would be raised with staff.

#### **7. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA**

None.

#### **8. ORAL COMMUNICATIONS - CONSENT CALENDAR**

None.

#### **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).

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

E. Receive and File the Monthly Financial Report for the month of November 2025.

F. Receive and File the Community Development Department Update.

G. Receive and File the Parks and Recreation Department Update.

H. Removed from Consent Calendar for discussion.

I. Approval of City Council Conference attendance.

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

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote

of the City Council to approve items 9.A – 9.G and 9.I – 9.J of the Consent Calendar.

AYES: FINLAY, LEWIS, TRUONG, GARCIA, KANG, MARTIN DEL CAMPO  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: CALDERON

The City Council raised questions regarding the proposed resolution establishing the date and time of regular City Council meetings for the 2026 calendar year due to a council meeting landing on the week of Thanksgiving.

**10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION**

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

The City Council discussed concerns about attendance during the City Council meeting being held on the week of Thanksgiving.

City Manager Villalobos mentioned that the council meetings had been scheduled during that week in the past but suggested further discussion and that the item be brought back to the next city council meeting. The City Council concurred.

**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**

Associate Planner Nash presented the Royal Oaks Project staff report, which proposed the construction of 11 two-story townhomes on two single-family properties located on the south side of Royal Oaks Drive. The requested entitlements include Site Plan and Design Review to address architectural design, compatibility, and site improvements; a General Plan Amendment to change the land use designation from Low Density Residential to Medium Density Residential; a Zone Change from R-1 Single-Family Residential to R-3 Multiple-Family Residential (Medium Density); a Tentative Tract Map to subdivide the property into condominium lots and a common lot; and a Mitigated Negative Declaration prepared in compliance with the California Environmental Quality Act (CEQA).

In response to questions posed by the City Council, Associate Planner Nash answered questions regarding cost of the units, type of housing, traffic concerns, design, explanations for the zoning change, parking concerns and enforcement of parking.

Additional discussion ensued regarding overflow parking and the City's ability to enforce garage parking. Public Safety Director Brededa confirmed that the City of Duarte does have a municipal code that states that garages must be used for parking spaces. The City Council considered addressing potential future parking issues and noted that the matter would be monitored moving forward.

Mayor Martin Del Campo opened the Public Hearing.

**Public Comment:**  
None.

Mayor Martin Del Campo closed the Public Hearing.

Moved by Councilmember Finlay, seconded by Mayor Pro Tem Kang, and carried by the following vote of the City Council to 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).

AYES: FINLAY, LEWIS, TRUONG, GARCIA, KANG, MARTIN DEL CAMPO  
NOES: NONE  
ABSTAIN: NONE

ABSENT: CALDERON

## 12. ORAL COMMUNICATIONS - BUSINESS ITEMS

None.

## 13. BUSINESS ITEMS

### A. Annual Appointment of City Councilmembers to Intergovernmental Organizations

City Clerk Jimenez presented a staff report regarding the City Council appointing individual Council members to serve as either a Delegate, Representative, Director or Alternate to numerous intergovernmental organizations.

At the October 28, 2025, City Council meeting, the City Council voted to appoint Councilmember Finlay as the City of Duarte representative on the San Gabriel Valley Mosquito & Vector Control District Board of Trustees for a four-year term and with the recent City Council reorganization, the appointee to the City Selection Committee and the Los Angeles County Sanitation District #15 and #22 delegates will be reassigned to Mayor Martin Del Campo.

Discussion ensued regarding the various appointments on the remaining organizations.

Moved by Councilmember Finlay, seconded by Councilmember Lewis, and carried by the following vote of the City Council to make appointments to intergovernmental organizations for the upcoming year as discussed and directed.

AYES: FINLAY, LEWIS, TRUONG, GARCIA, KANG, MARTIN DEL CAMPO  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: CALDERON

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

City Manager Villalobos presented a staff report regarding the adoption Resolution No. 26-02 amending the Council Meeting Rules of Decorum Policy related to Councilmember speaking time limits and highlighted the proposed amendments.

The proposed changes through Resolution No. 26-02 to the Council Meeting Decorum Policy would revise subsection D to establish a five-minute time limit per speaking turn for all agenda items, including Council comments, business items, public hearings, presentations, and ceremonial matters. The timer would be paused when a Councilmember asks a question while staff or presenters respond, with additional rounds of comments allowed at the discretion of the Presiding Officer, who may also determine the order of speakers and adjust speaking times as needed; however, any decision regarding speaking time may be overridden by a majority of the City Council.

Moved by Councilmember Truong, seconded by Councilmember Finlay, and carried by the following vote of the City Council to adopt Resolution No. 26-02 amending the Council Meeting Rules of Decorum Policy related to Councilmember speaking time limits.

AYES: FINLAY, LEWIS, TRUONG, GARCIA, KANG, MARTIN DEL CAMPO  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: CALDERON

### C. Underground Utility District No. 11 Update

Public Works Manager Sandoval presented a staff report providing an update on Underground Utility District (UUD) No. 11; and shared that in August 2024, the City Council directed staff to pursue undergrounding utilities on Huntington Drive to leverage up to \$1,000,000 in Southern California Edison (SCE) Rule 20A credits. In March 2025, the City established the underground utility district by resolution to meet eligibility requirements and Staff prepared a cost estimate of approximately \$1,250,000 for the project.

Recently, the City received SCE's cost estimate for the undergrounding of UUD No. 11, with a total

project estimate of \$2,400,000, which would require the City of Duarte to contribute \$1,333,056, with no assurance that this amount would represent the final project cost.

The City Council discussed staff's recommendation not to move forward with the undergrounding of UUD No.11 due to the higher than initially anticipated cost. Public Works Manager Sandoval responded to questions regarding the process for returning Rule 20A credits and explained the process of requesting an itemized cost estimate.

The City Council also inquired about communicating with Southern California Edison (SCE) to support the City's partnership with SCE and explore the possibility of reducing the project length from 200 feet to 100 feet.

Public Works Manager Sandoval explained that reducing the undergrounding scope would require requesting a new cost estimate from SCE, as SCE owns the utility poles and provides all cost estimates; she noted that SCE has not set a deadline for the credits, but any change in project length would require a revised estimate from Edison.

City Manager Villalobos clarified the next step per Council's direction, would be having a meeting with SCE to get further explanation of the cost and how the 20A credits can still be utilized.

The City Council continued discussing the importance of SCE's public outreach and expressed interest in receiving guidance from SCE on potential uses of the Rule 20A credits, as well as hearing directly from an SCE representative.

The City Council decided to table the item until a future Council meeting.

#### **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**

Public Safety Director Breceda stated he attended a meeting with Lieutenant Hernandez and Captain Meza regarding Temple station.

Assistant City Manager / Director of Administrative Services Petersen reported she attended the League of California Cities 2025 Municipal Finance Institute and wished everyone a happy New Year.

City Manager Villalobos wished everyone a happy New Year.

Councilmember Garcia shared kind words about T.K. Carter; shared he attended Monrovia's Satoru Tsuneishi Park Ribbon Cutting Ceremony; and stated his opinion on the current immigration situation, including a quote from Martin Luther King.

Councilmember Finlay thanked Parks and Recreation Director Enriquez for the successful Santa Drive-By event in December; provided suggestions regarding organizing meetings with individuals who have historical stories to share with youth at the Teen Center; and reported attending a LA County Sanitation District meeting.

Councilmember Lewis expressed his condolences to former Mayor Gaston; shared a fond memory of T.K. Carter; and wished a Happy New Year to everyone.

Councilmember Truong reported he attended the San Gabriel Valley Council of Governments Homelessness Committee and the Energy, Environment and Natural Resources Committee meetings; he also shared his opinion regarding the current immigration situation.

Councilmember Kang shared a few words about the yearly anniversary of the Eaton wildfires; reported he attended the San Gabriel Valley Council of Governments Transportation Committee; and wished everyone a Happy New Year.


Mayor Martin Del Campo shared her experience participating in the Rose Parade while representing the City and thanked City of Hope for inviting her; encouraged the community to attend the MLK Peace Walk and Breakfast, echoed her colleague's sentiments on the state of the world. She also thanked everyone for their support and encouraged everyone to attend the Mayor's Welcome Breakfast; shared a memory of T.K. Carter; and expressed her condolences to Lois Gaston and the family of Betty McEwin.

Councilmember Finlay requested that the next City Council meeting be adjourned in memory of Sherri Ho's mother.

**15. ADJOURNMENT**

At 8:34 p.m., the City Council adjourned the meeting in memory of T.K. Cater and Betty McEwin.

  
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Frances Jimenez, City Clerk

  
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Tera Martin Del Campo, Mayor