



**CITY OF DUARTE
REGULAR MEETING AGENDA
PLANNING AND ECONOMIC
DEVELOPMENT COMMISSION**

Commissioners
Yesenia Paez, Chair
Wally Wolff, Vice-Chair
Daniel Becker
Brian Quandt
David Rodriguez

**Duarte Community Center
1600 Huntington Drive
Duarte, CA 91010
Monday, March 17, 2025
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.

ADA ACCESSIBILITY NOTICE:

In compliance with the Americans with Disabilities Act, if you need assistance participating in this meeting, contact the Community Development Department at (626) 357-7931 Ext.230 or 235. 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:

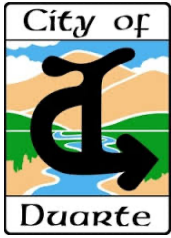
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1. CALL TO ORDER AND NOTATION OF ANY ABSENCES
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTION OF NEW COMMISSIONER
4. APPROVAL OF MINUTES
 - A. **2/18/25 Minutes**
5. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA
6. PUBLIC HEARINGS
 - A. **Conditional Use Permit 25-01: Operation of a veterinary urgent care clinic located at 1086 Huntington Drive**

Resolution PC 25-02:

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF
THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 25-01 FOR THE
OPERATION OF A VETERINARY URGENT CARE CLINIC LOCATED AT 1086 HUNTINGTON
DRIVE

7. BUSINESS ITEMS
8. ITEMS FROM DIRECTOR
9. ITEMS FROM COMMISSIONERS
10. ADJOURNMENT



MINUTES
CITY OF DUARTE
PLANNING AND ECONOMIC
DEVELOPMENT COMMISSION

February 18, 2025

Commissioners
Yesenia Paez, Chair
Wally Wolff, Vice-Chair
Daniel Becker
Tina Heany
Brian Quandt

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES:

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

PRESENT:	Paez, Wolff, Becker, Heany
ABSENT:	Quandt
STAFF:	Hensley, Golding, Abdul-Ahad, Nash, Bautista, Grigorian

2. PLEDGE OF ALLEGIANCE:

Chair Paez led the pledge.

3. APPROVAL OF MINUTES:

Commissioner Becker motioned to approve the January 21, 2025 minutes. Seconded by Commissioner Heany. The motion carried 4-0-0-1.

(**Yes:** Paez, Wolff, Heany, Becker; **No:** None; **Abstain:** None; **Absent:** Quandt).

4. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA:

None

5. PUBLIC HEARINGS:

- A. Conditional Use Permit 24-07 and Administrative Variance 25-01.** A request to allow the operation of a full-service day care facility located at 2329 Huntington Drive. The facility offers day care for infants six week to children of five years old, and emphasizes educational development. Consideration to allow an eight-foot-tall fence located around the perimeter of the outdoor play area.

RESOLUTION PC 25-01

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 24-07 TO ALLOW A DAY CARE FACILITY (KNOWN AS THE MODERN SCHOOLHOUSE) AT 2329 HUNTINGTON DRIVE.

Associate Planner Scott Nash presented the staff report. He described the proposed tenant improvements, parking, outdoor play area, conditions of approval to address potential noise concerns, and need for child care facilities. Staff recommended the Planning Commission adopt Resolution PC 25-01 to approve the operation of day care facility with a new rear outdoor play and 8' play area fence based on the information provided in the staff report and subject to conditions of approval.

During public comment, the applicant of The Modern Schoolhouse daycare facility, Sue Athwal, introduced herself to the Commission and highlighted her experience owning two similar businesses and further discussed the details of operation.

Mauricio Olaiz, one of the property brokers, introduced himself and expressed his excitement and support for the business, stating that The Modern Schoolhouse will have a positive effect within the City. Olaiz thanked the City of Duarte's Planning Division for their streamlined process.

Trevor Gleason spoke on behalf of the tenant and landlord of the business and gave thanks for the help they received throughout the application process.

Commissioner Heany made a motion to approve CUP 24-07 and AV 25-01 including Resolution PC 25-01, Chair Paez seconded the motion; motion carried 4-0-0-1 (**Yes:** Paez, Wolff, Heany, Becker; **No:** None; **Abstain:** None; **Absent:** Quandt).

6. BUSINESS ITEMS:

A. Local Hazard Mitigation Plan Presentation

Jason Golding, Planning Manager, discussed the City of Duarte's Hazard Mitigation Plan and played a short video narrated by the City's hazard mitigation consultant. Golding provided flyers to each of the commissioners (and public) to participate in the hazard mitigation survey and answered questions from the Commission.

7. ITEMS FROM DIRECTOR

A. Update on development

Director Hensley discussed the Median Island Beautification project that has started along Huntington Drive. The Director provided updates on the new BP Station site located at 2107 Huntington Drive, which is expected to finish construction next month. Hensley also mentioned how Koki + Ku, a new sushi restaurant which presented to the commission a few months ago, is open and doing well. The new Envision Ford pylon sign has been installed and Director Hensley expressed his satisfaction with how the sign turned out.

Director Hensley also provided an update on the Planning and Economic Commission, stating that a new commissioner will be joining the group next month.

B. Recognition of outgoing Commissioner Heany

Director Hensley announced that Commissioner Heany is ending her service as commissioner and thanked her for all the years she has served and contributed valuable dialogue to the Planning and Economic Development Commission.

8. ITEMS FROM COMMISSIONERS

None.

9. ADJOURNMENT:

Chair Paez motioned to adjourn the meeting at 7:46 p.m. The next meeting is scheduled for March 17, 2025.

Craig Hensley, Secretary



PLANNING AND ECONOMIC DEVELOPMENT COMMISSION STAFF REPORT

Date: March 17, 2025

Subject: Conditional Use Permit 25-01 for the operation of a veterinary urgent care clinic within an existing 2,434 square foot commercial tenant space.

Location: 1086 Huntington Drive

Applicant: Cassandra Knapp, DMV – Owner of Urgent Paws

BACKGROUND

The applicant and owner of Urgent Paws, Cassandra Knapp (DMV), is requesting approval of a Conditional Use Permit (CUP) for a veterinary urgent care clinic to operate within an existing 2,434 square foot tenant space located in the Mountain Vista Plaza on the southwest corner of Huntington Drive and Bradbury Avenue. The clinic will provide treatment for non-life-threatening illnesses and injuries for dogs and cats, and will not provide any emergency care, general practice services, grooming, or overnight kenneling or boarding.

The proposed tenant space at 1086 Huntington Drive is an approximately 2,434 square foot suite within a pad building located within the Mountain Vista Plaza (Target) shopping center. The tenant space was previously two separate units that were occupied by “The Cookie Plug” bakery and “The Cake Walk” retail store. T-Mobile and Dickey’s BBQ are currently located within this same pad building. The primary street frontage of the property is on Bradbury Avenue and there are supplemental points of access available within Mountain Vista Plaza. The proposed use will require six (6) parking spaces. The Mountain Vista Shopping Center offers a total of 739 parking spaces, which exceeds the 662 spaces required by the Duarte Development Code for a shopping center, resulting in a surplus of 77 parking spaces. The project site is located within the Commercial Freeway (C-F) Zone, in which veterinary clinics require review and approval by the Planning Commission.



Urgent Paws is a veterinary urgent care clinic offering treatment for non-life-threatening conditions in dogs and cats. Some examples of conditions that would be treated include allergies, bites and stings, coughing, diarrhea, dehydration, ear infections, fever, parasites, skin allergies, vomiting, minor wounds and lacerations, and toenail injuries. The business will not provide general practice services, including annual wellness exams, spaying/neutering, vaccines, or grooming.

The project includes tenant improvements to merge two existing tenant spaces, resulting in the construction of: seven (7) exam rooms, treatment room, acoustic run/temporary kennel area, back office and pharmacy, deep freezer room, and front office/reception area.

Rather than a traditional waiting room, the applicant states that patients will be greeted in the reception area and immediately escorted into an exam room. With seven (7) exam rooms, the clinic does not anticipate reaching maximum capacity often, as each visit is expected to last 30 minutes to an hour. If all exam rooms are occupied, customers will be assigned an appointment for a later time. Urgent Paws will primarily operate on a walk-in

basis, but pet owners can also reserve a spot through the clinic's website for same-day or next-day appointments if necessary. Appointments will not be scheduled further in advance. There will not be any overnight kenneling or boarding; in the rare occasion that a patient will need monitoring for a few hours, the pet owner will be required to stay on-site while the pet is placed in a recovery kennel. All pet owners will be required to remain on-site with their pet for the full duration of the visit as drop-off appointments will not be accepted. Urgent Paws will provide euthanasia services.

The business will be open 365 days a year, with hours being 3 p.m. to 11 p.m. Monday through Friday, and 10 a.m. to 8 p.m. on weekends and holidays. There will be 13 employees, consisting of two veterinarians, 10 licensed technicians or veterinary assistants, and one practice manager. The staff will work in shifts, with approximately seven team members present during each shift. Veterinary assistants will walk outside multiple times hourly to maintain the cleanliness of the premises.

ANALYSIS

Since this use involves pets that may produce noise, generate waste, and require medication, a veterinary use may have some impact on surrounding use if not properly regulated. If granted, this CUP will provide operational standards and conditions to ensure that the business remains compatible with surrounding uses. These conditions are designed to address the following potential impacts:

Noise

Given that cats and dogs may become excited and bark, Urgent Paws will need to take adequate measures to address possible noise issues that may negatively impact neighboring tenant spaces and residential zones located nearby. As part of their operations statement, the business will be installing and utilizing an acoustic run. This area will be used to place loud animals when under observation in the normal treatment rooms or in regular kennels.

To prevent negative noise impacts, the following conditions of approval are proposed:

- The clinic must incorporate sound-proofing throughout the tenant space which will be reviewed by Building and Safety during permit plan check. Current plans show the installation of sound-reducing acoustic tiles and a continuous sound attenuation blankets along all neighboring walls of the tenant space.
- As proposed by the applicant, windows and doors leading into exam rooms must utilize frosted film coverings to prevent dogs from seeing other dogs walking through hallways into exam rooms.
- Staff will be tasked with ensuring clients or prospective clients do not wait or loiter on the exterior of the premises.

- Exterior doors and windows must remain in a closed position when there is any potential for noise from visiting pets.

Rooftop HVAC units (RTUs) can also be a source of noise. The tenant space has two existing RTUs. In the event that additional mechanical units are proposed to be installed on the roof, a condition of approval has been incorporated to either prepare a noise study conducted by a professional sound engineer hired by the applicant or require the installation of sound barriers around the units, which will reduce the sound generated by the units to a more reasonable level. The condition related to additional RTUs will also include requirements for mechanical screening.

Pet Waste

Although visits will be relatively short and are not expected to run over an hour, it is important for the owner/staff to consider that patients may need to use the restroom at any time during the visit. Urgent Paws will have a designated indoor relief area for pets to utilize during their appointments if needed. The indoor relief area is designed to include a drain and shower head to wash away liquid waste, and solid waste will be double bagged and disposed of in the outside dumpster area. However, since this tenant space is located within the same building as restaurant and retail establishments, proper practices must be in place to ensure that cleanliness and safety is upheld to prevent any potential health hazards with neighboring tenants.

To ensure that pet waste is properly managed, the following conditions of approval are proposed:

- Staff must regularly walk outside (not less once per hour) to inspect the perimeter of the clinic space and collect any animal waste or hair that may be left behind from patients to maintain the cleanliness of the property and prevent health and safety issues.
- The business will be required to steam clean the exterior walkways and stairs adjacent to their business at least once every three-months, or as needed, to ensure sanitary conditions
- Pet waste shall be securely disposed of in the dumpster.
- Medical waste must be securely disposed of in designated biohazard containers for proper disposal.

Controlled Substance Storage/Security

Urgent Paws will treat mild, non-life-threatening illnesses and injuries which may require that medications be administered or prescribed to patients. There will be a pharmacy area located in the back office that will be separated from the front reception area by newly constructed walls. The pharmacy will not be visible from street-view, and appliances like diagnostic machines and a refrigerator will aid in blocking out the visibility of this area.

Additionally, the business plans on placing window tints along the large exterior windows around the building to help maintain privacy, which will be reviewed and approved by Planning staff prior to installation.

To ensure that controlled substances are secured within the pharmacy area, any controlled substances must be securely stored in a locked case that requires either a key or keypad code entry to access.

Due to the potential security impacts related to the use of controlled substances, and the potential for issues involving pet behavior and pet waste, the requirement for an exterior security camera system has been added as a condition of approval.

Aesthetic Improvements

While the building and property are in overall good shape, some architectural and aesthetic improvements are needed to the property including:

- The exterior light fixtures must be repaired. They are currently tilted and appear to be damaged.
- The gate to the trash enclosure must be repainted since the exterior paint has become faded and stained in several locations.
- The wall signs left behind by previous tenants must be removed from the building, and any holes in the walls patched and painted. Any plans for signage must be submitted to the Community Development Department prior to installation.

ENVIRONMENTAL

The proposal has been reviewed with respect to environmental impact and staff has determined that the application for a Conditional Use Permit is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 of Title 14 of the California Code of Regulations. No further environmental review is required at this time in accordance with CEQA Guidelines.

RECOMMENDATION

Based on the information provided in the Staff report, Staff recommends the Planning Commission adopt PC Resolution 25-02 (Exhibit A), approving Conditional Use Permit 25-01 for the project proposal at 1086 Huntington Drive.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Grigorian', with a long, sweeping horizontal line extending to the right.

Melanie Grigorian
Administrative Secretary - Community Development

Attachments

- Exhibit A: Resolution PC 25-02, Conditional Use Permit 25-01
- Exhibit B: Business Operations Plan (Provided by Applicant)
- Exhibit C: Site Plan
- Exhibit D: Floor Plan
- Exhibit E: Photos of Site and Vicinity

RESOLUTION PC 25-02

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 25-01 FOR THE OPERATION OF A VETERINARY URGENT CARE CLINIC LOCATED AT 1086 HUNTINGTON DRIVE

WHEREAS, the Planning and Economic Development Commission (Planning Commission) has been assigned, by the Duarte City Council, the duties and functions of a planning agency under State law and other duties as directed by the City Council; and

WHEREAS, the applicant has submitted an application requesting approval of a Conditional Use Permit to operate a veterinary urgent care clinic at 1086 Huntington Drive; and

WHEREAS, veterinary clinics are a conditionally permitted use in the Commercial-Freeway (C-F) zone, pursuant to Duarte Development Code section 19.12.020; and

WHEREAS, Section 19.114.040 through 19.114.050 of the Duarte Development Code authorizes the Planning Commission to consider such requests subject to certain findings; and

WHEREAS, notice of a public hearing on the Conditional Use Permit 25-01 was given pursuant to Duarte Development Code Chapter 19.146 and in accordance with applicable State law; and

WHEREAS, the Planning Commission has considered the analysis and recommendation provided in the staff report for Conditional Use Permit application 25-01 and all of the information, evidence and public testimony received at the public meeting held on March 17, 2025, at 7:00 p.m. in the City Council Chambers Conference Room;

NOW THEREFORE, the Planning Commission of the City of Duarte resolves as follows:

SECTION 1. RECITALS

All of the facts set forth in the Recitals of this Resolution are true and correct and incorporated herein by this reference.

SECTION 2. FINDINGS

The Planning Commission finds and determines as follows, findings for Conditional Use Permits, as set forth in DDC Section 19.114.050(B), as:

- 1. The proposed use is consistent with the General Plan;*

The veterinary urgent care clinic is consistent with Land Use Goal 1 by maintaining a

balanced community consisting of various commercial activities. The use is also consistent with the General Commercial land use designation by providing uses that will meet the needs of the entire community.

2. *The proposed use is allowed within the subject zone and complies with all other applicable provisions of this Development Code and the Municipal Code;*

Veterinary services are permitted within the Commercial Freeway (C-F) zone with the approval of a Conditional Use Permit. The use is consistent with the C-F zoning designation as it provides an added service and convenience for the surrounding community. The use complies with all regulations of the Duarte Development Code and Municipal Code, and conditions of approval have been included to ensure such compliance.

3. *The design, location, size and operating characteristics of the proposed use are compatible with the allowed uses in the vicinity;*

The veterinary urgent care clinic will occupy one of three tenant spaces within an existing multi-tenant building located at the Mountain Vista Plaza shopping center. The unit space is approximately 2,434 square feet, which is sufficient for accommodating the use. Commercial and retail developments are located to the west, north, and south of the project site, and single-family residential is located to the east of the project site. The veterinary clinic is compatible with the project site, uses within the commercial shopping center, and surrounding developments. Furthermore, the operation of this business complements the existing businesses since it is likely to bring in new customers that may wish to also patronize other businesses within the shopping center before leaving the property.

4. *Operation of the use at the location proposed would not be detrimental to the harmonious and orderly growth of the City, or endanger, jeopardize, or otherwise constitute a hazard to the public convenience, health, interest, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;*

The veterinary urgent care clinic is allowed with a Conditional Use Permit in the C-F zone. The operation of the business is designed to minimize the intensity of the use and limit any potential conflicts with adjacent business and surrounding developments. Conditions of approval have been imposed to help avoid adverse and detrimental impacts on the City and surrounding community.

5. *The subject site is:*

- a. *Physically suitable in terms of design, location, operating characteristics, shape, size, topography, and the provision of public and emergency vehicle (e.g. fire and medical) access and public services and utilities; and*
- b. *Served by highways and streets adequate in width and improvement to carry the kind and quantity of traffic the proposed use would likely generate.*

The site consists of several parcels that collectively form the Mountain Vista Plaza shopping center, located in the C-F zone. The center is accessible from Huntington Drive and Bradbury Avenue, providing multiple access points to the property, which can efficiently accommodate the business. Onsite circulation will not be altered and is suitable for the existing uses, the proposed veterinary clinic, and emergency vehicle access.

SECTION 3. CEQA DETERMINATION

In recommending adoption of this PC Resolution 25-02 for the proposed use, the Planning Commission finds and determines the project is in compliance with the California Environmental Quality Act (CEQA), and State regulations in Title 14 of the California Code of Regulations, (CEQA Guidelines) because the project is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15301.

SECTION 4. RECOMMENDATION

Staff recommends that the Planning Commission approves PC Resolution 25-02 based on the findings listed in Section 2, and the conditions listed in "Exhibit A-1", for a veterinary urgent care clinic at 1086 Huntington Drive.

APPROVED, AND ADOPTED by the Planning Commission of the City of Duarte at a regular meeting held on the 17th day of March 2025.

Yesenia Paez, Chairperson
City of Duarte Planning Commission

ATTEST:

Craig Hensley, Community Development Director

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF DUARTE

I, Craig Hensley, Community Development Director of the City of Duarte, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning and Economic Development Commission of the City of Duarte held on March 17, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Hensley, Community Development Director

EXHIBIT A-1

Conditions of Approval
Conditional Use Permit 25-01
1086 Huntington Drive
(Urgent Paws Veterinary Urgent Care Clinic)

1. This approval is for the operation of a veterinary urgent care clinic located at 1086 Huntington Drive, as stated in the staff report and described in the applicant's business operational statement and demonstrated on the Floor Plan on file with the Planning Division.
2. All animals attended on-site shall be provided an exam room. In no case shall there be more than 12 animals within the premises.
3. Business operations shall be conducted only between the hours of 7:00 AM and 11:00 PM. Modification to operating hours may be approved by the Community Development Director.
4. There shall not be any overnight kenneling of animals.
5. The clinic must incorporate sound-proofing throughout the tenant space through use of sound attenuation blankets, acoustic tiles, and any other necessary additional measures to mitigate potential noise concerns, which will be reviewed by the Building and Safety Division during plan check.
6. Windows and doors leading into exam rooms must utilize tinted and/or frosted film coverings. A window tinting plan must be reviewed and approved by the Planning Division, and installed prior to business operations.
7. Staff must regularly walk outside to inspect the perimeter of the clinic space and collect any animal waste, hair, or other items; no less than once per hour during operating hours and after the business closes.
8. The business must steam clean the exterior walkways and stairs adjacent to their business at least once every three-months, or as needed, to ensure sanitary conditions.
9. Clients or prospective clients are not allowed to wait or loiter on the exterior of the premises. Staff shall be responsible for ensuring clients are brought within the clinic, to wait within their vehicles, or asked to leave the premises within a reasonable timeframe.
10. Exterior doors and windows must remain in a closed position when there is any potential for noise from visiting pets.
11. Pet waste shall be bagged, tied and securely disposed of in the dumpster.

12. Medical waste must be securely disposed of in designated biohazard containers for proper disposal.
13. Controlled substances must be securely stored in a locked case that requires either a key or keypad code entry to access.
14. The exterior light fixtures must be repaired. They are currently tilted and appear to be damaged.
15. The gate to the trash enclosure must be repainted since the exterior paint has become faded and stained in several locations.
16. The wall signs left behind by previous tenants must be removed from the building, and any holes in the walls patched and painted to match the exterior stucco texture and colors.
17. The business owner shall provide a Security Plan to the Community Development and Public Safety Departments for review and approval. Said plan may require security monitoring, a sophisticated camera system, signage, operational contacts, and other requirements that ensure the property is properly monitored and actively managed by the business owner. Cameras shall be installed in locations around the exterior of the building and may be needed within the interior of the premises, as approved by the Community Development and Public Safety Departments. The security plan shall include details on a closed-circuit television system consisting of surveillance cameras and a digital video recorder (DVR) for recording surveillance camera footage. The security system hard drive shall save footage/data for a minimum of 30 days. The hard drive shall be locked, secured, and accessible only to the business owner and/or designees. All saved data shall be made available to the Public Safety Department and/or City personnel upon reasonable request. All components of the approved security plan shall be operational prior to implementing any new services allowed by this CUP and shall remain fully operational at all times. Any changes to the security system shall require review from the Community Development Department and Public Safety Department prior to implementing.
18. The business shall comply with all regulations of Duarte Municipal Code (DMC) Title 8 – Animals, including but not limited to providing notice of animal death and retention of dead animals.
19. If new HVAC units are installed, the applicant must prepare a noise study conducted by a professional sound engineer, or, install sound barriers above the units to reduce sound produced by the units to a more reasonable level. Furthermore, any new/replacement HVAC units are required to be architecturally screened.
20. Outdoor speakers or other exterior audible devices are prohibited, unless approved by the Community Development Director.
21. Music, noise-generating equipment, or any other business activities shall be operated at reasonable audible levels, not to exceed City Noise Regulations outlined in Chapter

- 9.68 of the Duarte Municipal Code or be detrimental to the operations of adjoining businesses. Furthermore, music shall not be played at a volume that is audible outside the business.
22. In the event of substantiated noise issues, the Community Development Director may require the applicant to pay for the preparation of a noise study, prepared by a professional noise or acoustics consultant of the City's selection. Adherence to the study's recommendations will be required of the applicant. Failure to promptly comply with this requirement will result in a modification/revocation hearing before the Planning Commission.
 23. Any signage associated with the business is not included as part of this approval; a separate review and approval process will be required for all proposed signage. All signage shall comply with the Sign Guidelines of the Duarte Development Code and the Mountain Vista Plaza shopping center's comprehensive sign program.
 24. Any outdoor storage associated with this use is prohibited.
 25. All use activities shall take place within the existing building. No activities shall extend to the parking lot or other areas of the shopping center unless approved through a Temporary Use Permit.
 26. The applicant shall obtain a valid business license with the City of Duarte prior to commencement of business operation. Contact the City Finance Division at (626) 357-7931, extension 211 for more information.
 27. Operations shall be conducted in a manner that does not create a nuisance. Any such nuisance must be abated immediately upon notice by the City.
 28. The applicant must obtain Planning Division approval as well as Building & Safety Division approval and permits for any tenant improvements and other associated site improvements that may be involved with the proposed use.
 29. The project shall comply with all regulations of the Commercial-Freeway (C-F) Zone, including the intent and purpose, permitted uses, development standards, and any other applicable sections.
 30. Any expansion or modification to the approved use as part of this Conditional Use Permit 25-01, including but not limited to: any substantial changes to the business operation, or floor plan that may affect or intensify the use, shall be reviewed by the Planning Division and may require an application for a new conditional use permit.
 31. This entitlement shall be contingent upon the privileges being utilized within twelve (12) months from the effective approval date. Discontinuance of the approved use for twelve (12) consecutive months or more shall constitute an abandonment of the permits and the Conditional Use Permit shall become invalid.
 32. Mechanical equipment and related ducts, vents and other apparatus, including HVAC, shall be screened from public view and must be located inside the structure, attic, or

ground mounted. Vents, pipes, caps, hoods, and other roof penetrations that must be installed on the roof shall be painted or finished to match the roof color. Ground mounted equipment shall be shielded from public view by landscaping and/or screen walls, subject to approval from the Planning Division.

33. The decision of the Planning Commission may be appealed to the City Council within 15 days from the date of the approval letter. Said appeal must be in writing and filed with the City Clerk's office (DMC 19.144) and include all associated fees. The written appeal shall include reasons for the appeal.
34. This CUP may be called for review or revocation at any time by City Staff, City Council, or Planning Commission if a violation of the approved conditions is alleged, or if it is alleged that the medical clinic business, or its patrons, are creating a public nuisance, as substantiated by the LA County Sheriff's Department, Public Safety Department, or any other City Department. The applicant and successors shall operate the subject premises in a safe and sanitary manner at all times. Such review of the CUP may include any remedy available to the City that will prevent negative impacts on the property and surrounding developments. Problems or continued/repeated violations of any Municipal Code, conditions of approval or any other governmental regulations may be grounds for initiation of proceedings for the revocation of this CUP before the Planning Commission pursuant to Section 19.152.030 of the Duarte Development Code.
35. That by acceptance of the approval of the project by the City, the applicant shall defend, indemnify and hold harmless the City of Duarte and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers and employees to challenge, set aside, void or annul the approval of the project or from any other action pertaining to this application or the granting of approval which may be brought within the time period provided for such actions or challenges under applicable law.

Exhibit B

Project Description



Business name: UrgentPaws of California, Inc.

Applicant name: Cassandra Knapp, DVM, President of UrgentPaws of California, Inc.

Project address: 1086 Huntington Dr, Duarte, CA 91010

Describe type of business / services

UrgentPaws is a veterinary urgent care. We are primarily a walk-in clinic that provides treatment for non-life-threatening illnesses and injuries for dogs and cats. Examples of conditions that we treat include allergies, bites & stings, coughing, diarrhea, dehydration, ear infections, fever, parasites, skin allergies, vomiting, minor wounds and lacerations, mild lameness and toenail injuries.

While both urgent cares and emergency rooms provide services for illnesses and injuries, the primary difference is the severity of cases treated. Emergency rooms provide services for life-threatening conditions, (e.g., hit by car, labor and delivery complications) while urgent cares only provide services for non-life-threatening cases. If a life-threatening case is presented, we will do whatever we can to stabilize the patient and then refer them to a local emergency room.

We will not provide general practice services, including annual wellness exams, spaying/neutering, vaccines or grooming.

Pet owners will be able to “reserve their spot” in line through our website for same- or next-day appointments, but we will not schedule appointments further in advance.

Our clinic will not have a traditional waiting room. Upon entry to our clinic, we will greet the pet owner and their pet in our reception and then escort them directly to an exam room where they will fill out their onboarding paperwork, and we will collect medical history. The veterinarian will then develop a treatment plan and share the plan with the pet owner. Once the pet owner provides consent, the pet will be treated according to their needs. Treatment plans may require diagnostics, including x-rays or bloodwork. Given the types of symptoms we treat, we anticipate each patient will be treated in less than an hour.

On the rare occasion we need to monitor a pet, we will hold them in a recovery kennel in the treatment room (labeled EQP030 on the floor plan – there will be no overnight

holding as pet owners will be required to be on site). We will not hold animals for observation overnight, perform surgeries or provide grooming services on-site.

Payment will be collected in the exam room and then we will walk the pet owner and patient to the front door to exit.

Based on our model, the maximum number of pets within the building at a given time would be seven (one for each exam room). We do not anticipate having this many patients at any one time frequently. However, in the scenario it does occur, we would ask the pet owner to reserve their place in line for later in the day, leave and return later or we would refer them to another clinic.

The comfort room is a specially designed exam room for pet owners where we anticipate their pet may need to be euthanized. The comfort room is larger than our other exam rooms and includes a couch instead of a bench.

Pet owners are required to remain on site with their pet for the full duration of their visit; we do not accept drop-off appointments. Due to the nature of our cases (non-life-threatening), a small percentage of our visits will require kenneling and in the event it is required, the pet owner is required to stay on site before we would kennel.

At least three times per shift one of our veterinary assistants will walk outside to collect any animal waste to ensure we maintain cleanliness of the property. All medical waste will be disposed of in specially designed biohazard containers (securely stored inside our facility) until they are routinely collected by a 3rd party.

Experience

While UrgentPaws does not have any other operational clinics currently, I am a 15-year practicing veterinarian having spent the past four years at Veterinary Emergency Group handling life-threatening cases across each shift.

Day / Hours of Operation

We will be open 365 days a year. On Monday-Friday, our hours will be 3pm – 11pm (which is the same time Target closes, also located in the center). On weekends and holidays, we will be open from 10am – 8 pm.

Employees / Shift

The maximum total number of employees on payroll will be 13 (two veterinarians, ten licensed technicians / veterinary assistants and one practice manager). However, the greatest number of employees that will be working on any given shift is 7 (one doctor,

five licensed technicians / veterinary assistants and one practice manager). We will not have more than one veterinarian per shift.

Storing of controlled substances

Access to controlled substances will require a physical key and keypad code entry. Controlled substances will be stored in a special lock box (which requires keypad entry) inside of a locked cabinet (which requires a physical key). Stored controlled substances will not be visible to clients or the general public.

Pet restroom usage

Due the amount of traffic near our site and for the safety of our patients, we've designated an internal space for animals to use the restroom during their appointment, which is called our "indoor relief area". This area has an acoustic kennel to reduce noise, a drain and shower head. Liquid waste will be washed down the drain. Solid waste will be double bagged and placed in the outdoor dumpster. We will not walk patients outside to use the restroom during our appointment with them.

Noise concerns

There are several steps we will take to reduce overall sound levels:

- *Eliminate traditional waiting room:* Most noise is generated by dogs seeing and barking at other dogs. We will have a small reception area for patients to get checked in. Upon arrival, they will be immediately escorted into one of our exam rooms where they will complete their onboarding paperwork and provide medical information (there will not be a traditional waiting room). We will provide as much treatment as we can in the exam room vs the treatment room.
- *Utilize frosted film covering on windows and doors to exam room:* Frosted covering will go about 1/3 of the way up the windows and doors to prevent dogs from seeing other dogs walking through the hallway to their exam room.
- *Install continuous sound attenuation blanket along all neighboring walls:* These blankets will significantly reduce sound entering neighboring tenants.
- *Add sound-reducing acoustic ceiling tiles:* This will reduce echo and sound throughout the clinic.
- *Install acoustic run in the treatment room:* Although we don't anticipate this will be required often, animals who need to be under observation in the open treatment room but are loud will be placed in the acoustic run instead of traditional kennels. This acoustic run will also have drain and shower head for animals to use the restroom.

Visibility

Visibility into the clinic will be reduced through a combination of window treatments, wall construction and furniture.

South facing view of reception



A wall will be constructed that separates the treatment/pharmacy and non-traditional reception. Tint will be placed on the windows to reduce visibility into the clinic.

Southwest view of Pharmacy



The pharmacy will not be visible from the street and will be covered by diagnostic machines and refrigerator.

West-facing view of treatment room



Portions of the treatment room will be covered with furniture and others will remain exposed. We will place tint across all windows so that it is uniform from the exterior.

Mechanical (A/C units)

Currently, there is 9.0 tons of HVAC (one 5-ton unit and one 4-ton unit) located on the roof and we do not need to upgrade the capacity.

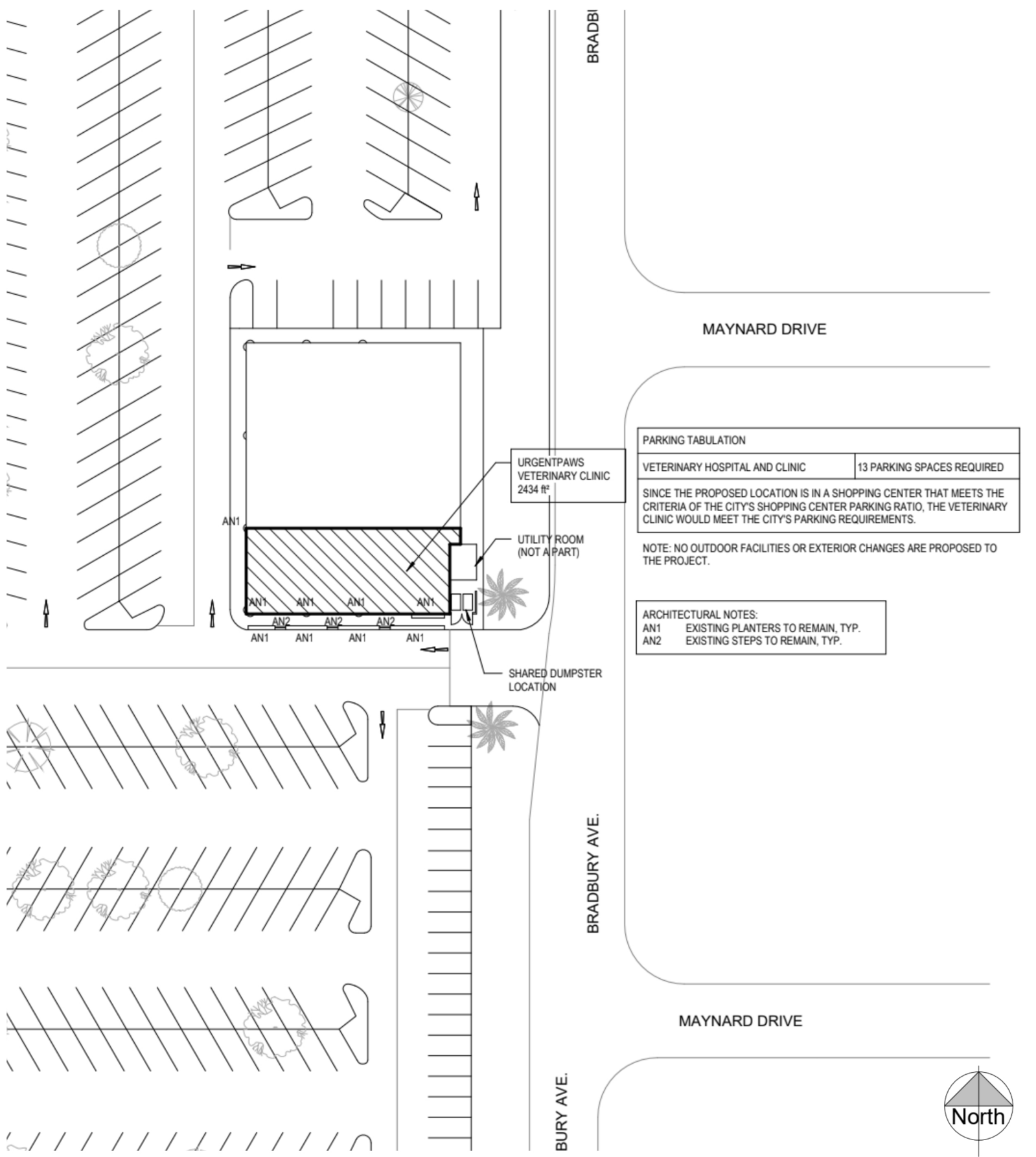
Euthanization

Euthanized animals are stored in a deep freezer in the “Freeze Storage” room. Animals’ remains will be securely placed in individual body bags, which are then placed and stacked accordingly in the deep freezer. Capacity is 5-10 animals, depending on their size. Anytime we have an animal in the freezer, we will call for pickup to a 3rd party, which usually comes the same-day.

Cassandra Knapp, Doctor of Veterinary Medicine (DVM)

President of UrgentPaws of California, Inc.

Exhibit C Site Plan



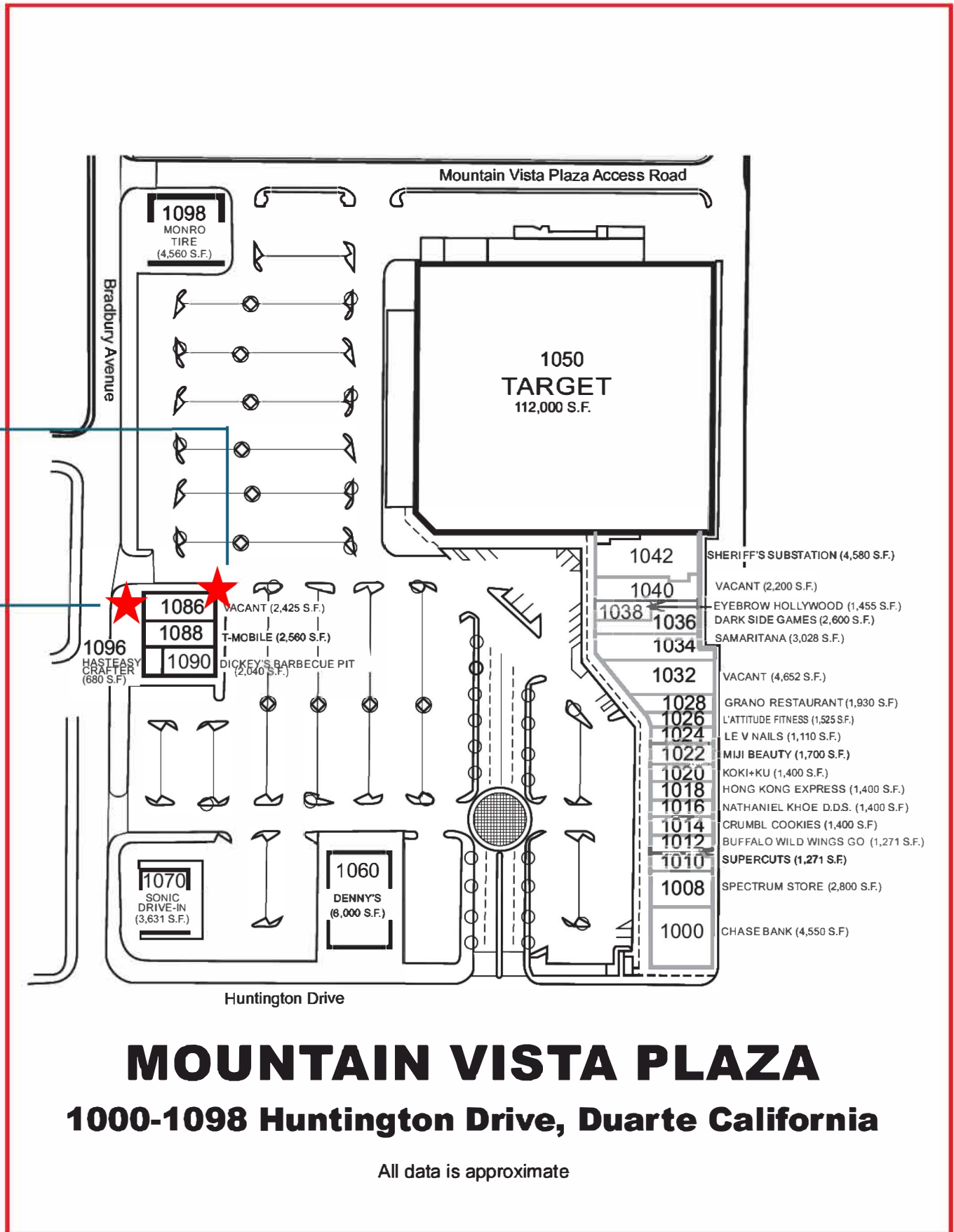
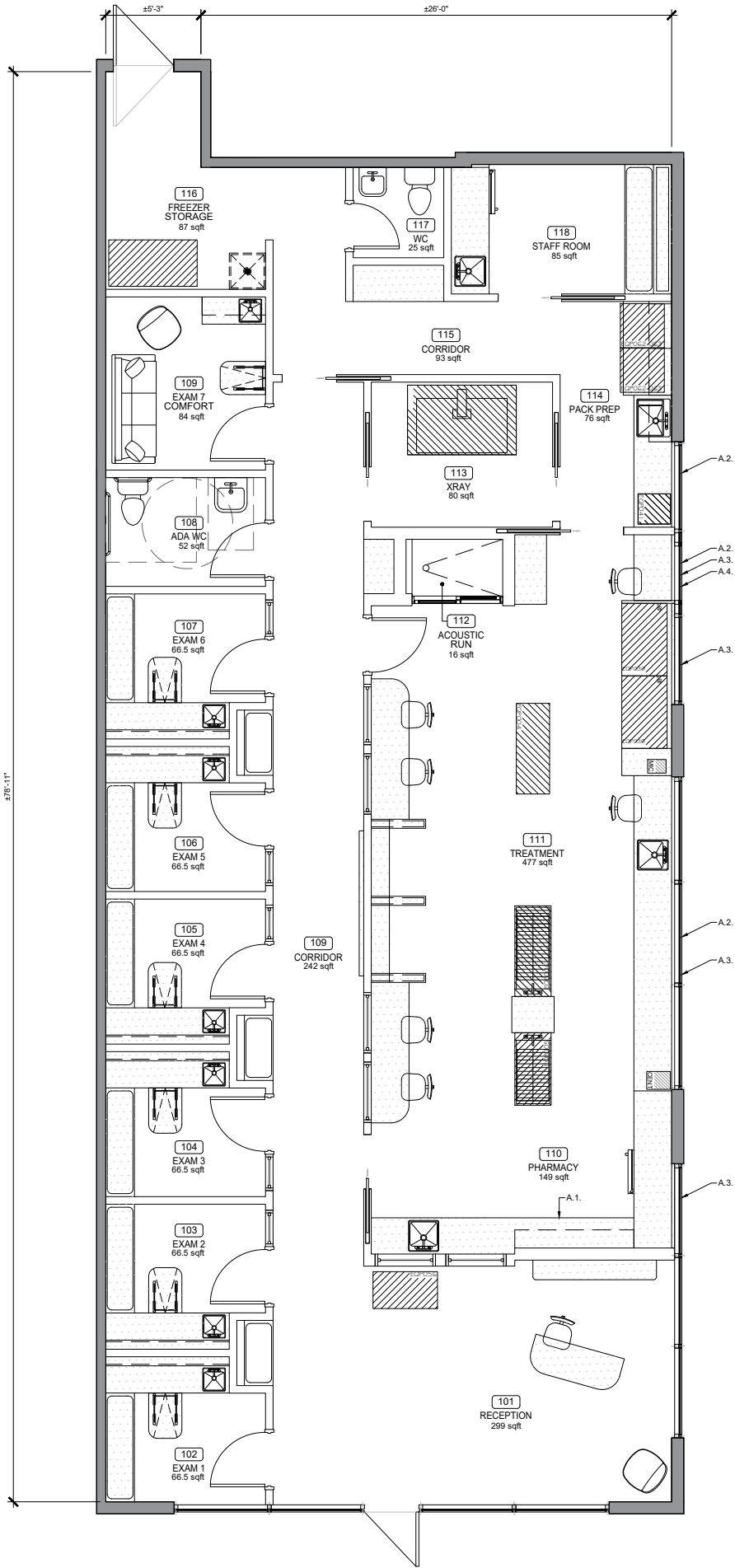


Exhibit D
Floor Plan



01 GROUND FLOOR PLAN - LAYOUT
A-N-102 SCALE: 1/4"=1'-0"

CONSTRUCTION LEGEND

GENERAL

NEW PARTITIONS TYPE

EXISTING ELEMENTS

EXISTING WALL

NEW WALL

NEW INTERIOR WINDOW (SEE WINDOW TAB - SHEET A-N-351)

NEW DOOR AND FRAME (SEE DOORS TAB - SHEET A-N-351)

NEW FIXED FURNITURE (SEE A-N-800 SERIES)

SPECIFICS

A.1. CONTROLLED SUBSTANCES STORED IN DRAWER FITTED WITH INDIVIDUAL LOCKS.

A.2. WINDOW TREATMENT: ALL THE WINDOWS IN THE TREATMENT AREA (ROOM 111) AND PACK PREP (ROOM 114) WILL HAVE ROLLER SHADES WITH A MAXIMUM PRIVACY LEVEL. FABRIC: THE SHADES WILL BE CONTROLLED BY STAFF DEPENDING ON THE NATURE OF THE TREATMENT GIVEN TO AN ANIMAL.

A.3. WHEN MILLWORK IS IN FRONT OF A WINDOW, THE BACK OF THE UNIT WILL BE FINISHED AND A FILM WILL BE ADDED TO THE WINDOW.

A.4. EXISTING DOOR TO REMOVE. INSTALL A NEW WINDOW.

CLIENT

UrgentPaws

PROJECT ADDRESS

1086 EAST HUNTINGTON DRIVE
DUARTE, CALIFORNIA

ARCHITECTURE

MECHANICAL/ELECTRICAL

STRUCTURAL

OTHER

EMISSION		
08		
07		
06		
05		
04		
03		
02		
01	XXXXXX	FOR PERMIT A.B.
NO	DATE	REVISIONS BY

ARCHITECTURE

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PLANS ARE NOT INTENDED FOR CONSTRUCTION USE

SEAL

TITLE

GROUND FLOOR PLAN - LAYOUT

SCALE 1/4" = 1'-0"

DATE 1.22.2025

DESIGN BY N.M

DRAWN BY M.N.

REVISED BY M.E.A.

PROJECT NUMBER 24410

A-N-102
Page 27 of 31



City of Duarte
Community Development Department

EXHIBIT E
VICINITY MAP AND SITE PHOTOS

PROJECT AND SURROUNDING ZONING

<u>Subject Property:</u>	C-F, Commercial Freeway
<u>North:</u>	C-F, Commercial Freeway
<u>South:</u>	C-F, Commercial Freeway
<u>East:</u>	R-1, Single Family Residential
<u>West:</u>	C-F, Commercial Freeway

SUBJECT PROPERTY-AERIAL





City of Duarte
Community Development Department

Subject Tenant Space



East of Project
(Homes across Bradbury Ave.)





**City of Duarte
Community Development Department**

**South of Project
(Mountainview Tires and Envision Ford)**



**West of Project Site
(Target and Multi-tenant Building)**





**City of Duarte
Community Development Department**

**North of Project Site
(Sonic, North of Huntington is Monrovia)**

