



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

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

**Duarte Community Center
1600 Huntington Drive
Duarte, CA 91010
Monday, June 15, 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 diverse 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:

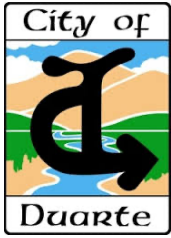
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1. CALL TO ORDER AND NOTATION OF ANY ABSENCES
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
 - A. **May 18, 2026 Minutes**
4. ORAL COMMUNICATIONS - CONSENT CALENDAR
5. PUBLIC HEARINGS
 - A. **Conditional Use Permit 26-01:** Approval of 24-hour operation for 360 Fitness, an existing Health/Fitness facility, located at 2137 Huntington Drive, amending Conditional Use Permit 23-04

RESOLUTION PC 26-07

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 26-01 TO ALLOW 24-HOUR OPERATIONS AT A PREVIOUSLY APPROVED HEALTH AND FITNESS FACILITY (KNOWN AS 360 FITNESS) AT 2137 HUNTINGTON DRIVE

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



MINUTES
CITY OF DUARTE
PLANNING AND ECONOMIC
DEVELOPMENT COMMISSION

May 18, 2026

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

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, Quandt, Rodriguez
ABSENT:	Becker
STAFF:	Gomez, Abdul-Ahad, Nash, Grigorian, Bautista

2. PLEDGE OF ALLEGIANCE:

Chair Paez led the pledge.

3. APPROVAL OF MINUTES:

Chair Paez motioned to approve the April 20, 2026 minutes. Seconded by Commissioner Becker. The motion carried 4-0-0-1.

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

4. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA:

None.

5. PUBLIC HEARINGS:

- A. Municipal Code Amendment 26-02:** A City-initiated request to amend Chapter 19.42 (Signs), including Sections 19.42.100 and 19.42.140, to update signage requirements in the Commercial Freeway Zone.

RESOLUTION PC 26-06

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE RECOMMENDING THAT THE CITY COUNCIL APPROVE MUNICIPAL CODE AMENDMENT 26-02, A CITY-INITIATED REQUEST TO AMEND CHAPTER 19.42.100.F AND 19.42.140, TO UPDATE SIGNAGE REQUIREMENTS RELATED TO THE COMMERCIAL FREEWAY (C-F) ZONE

Associate Planner Mena Abdul-Ahad presented staff's report on the proposed amendment to Duarte Development Code Chapter 19.42.100 and 19.42.140 regarding sign requirements within the Commercial Freeway (C-F) zone. Abdul-Ahad noted the C-F zone applies to properties along the

I-210 freeway, which are intended for regional-serving retail developments that rely on freeway exposure.

Associate Planner Abdul-Ahad explained that staff identified restrictions in the current sign code while reviewing a sign application for the Vallarta Supermarket at 1470 Mountain Avenue. Under current regulations, the building's signage would have limited visibility from the freeway. To address this, staff worked to develop an amendment tailored specifically to large anchor tenants of 40,000 square feet or greater to allow signage that matches the scale of these larger buildings.

Staff's report outlined the proposed changes for qualifying large tenants, which include increasing the maximum allowable primary frontage wall signage, secondary frontage wall signage, and modifying special identification sign allowances to permit up to four signs. Associate Planner Abdul-Ahad stated that the amendment brings Duarte's regulations in line with similar commercial centers in the area.

Staff recommends the Planning Commission adopt PC Resolution 26-06, recommending approval of Municipal Code Amendment 26-02 to the Duarte City Council for final action.

In response to questions received from the Commission, Abdul-Ahad provided clarification on the criteria of the proposed CF sign standards and what types of properties these standards would apply to based on zoning and square-footage requirements.

A member from the Public, Steve Hernandez, voiced support of the proposed code amendment. Hernandez stated that this would result in good marketing for businesses in Duarte and would match what other cities along the 210 freeway are doing as well.

Commissioner Rodriguez moved to approve Resolution PC 26-06, recommending approval of MCA 26-02 to the Duarte City Council for final action. Seconded by Chair Paez.

The motion carried 4-0-0-1.

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

6. BUSINESS ITEMS:

None.

7. ITEMS FROM DIRECTOR:

Planning Manager Alvaro Gomez provided updates on behalf of the Director:

- Vallarta Supermarket is undergoing construction and anticipate opening in the fall.
- The Community Development Department has received an application for a new coffee shop, Da Vien, to operate at the old KFC location along Huntington Drive.

- Sky Zone is currently going through plan check. There are plans in place for façade and parking lot improvements in the shopping center.
- The Andres Duarte Townhomes project is going through plan check. It is anticipated that the project will be completed in 18-24 months.
- Upgrades to the recreation trail will start mid-June, including upgrades to existing amenities and repaving and landscape improvements. This project will take about six months to complete.

8. ITEMS FROM COMMISSIONERS:

None.

9. ADJOURNMENT:

Chair Paez motioned to adjourn the meeting at 7:22 p.m. The next meeting is scheduled for June 15, 2026.

Craig Hensley, Secretary



PLANNING AND ECONOMIC DEVELOPMENT COMMISSION STAFF REPORT

Date: June 15, 2026

Subject: Conditional Use Permit 26-01 for 24-hour operation of an existing Health/Fitness Facility in the Commercial-General zoning district within 300' of a residential zone

Location: 2137 Huntington Drive

Applicant: 360 Fitness

SUMMARY

The applicant, 360 Fitness, is requesting approval of a Conditional Use Permit (CUP) to allow its existing 4,369-square-foot health and fitness facility to operate 24 hours a day, seven days a week. The permit would extend access to platinum members through electronic key fob entry during late-night, unstaffed hours.

The project site is located within the Commercial General (C-G) Zone, which requires Planning Commission review and approval for any health or fitness facility over 2,000 square feet (DDC 19.12.020) which the applicant obtained in 2023. Separately, Planning Commission approval is also required for businesses operating during late-night hours within 300 feet of a residential zone (DDC 19.60.190). Staff finds the proposed hours compatible with surrounding commercial uses, subject to the conditions of approval described herein, and recommends that the Planning Commission adopt Resolution PC 26-07 conditionally approving CUP 26-01.

BACKGROUND

The subject property is a 29,100-square-foot commercial site located north of the Huntington Drive and Elmhurst Avenue intersection. The standalone building was constructed in 2022 and received Planning Commission approval through Site Plan and Design Review (SPDR) Case 18-31. Mobile-home residential uses are located to the north, separated from the subject site by Unit 103, an existing dental office. Commercial uses abut the site to the east and west, including BP Pulse EV charging station and AMB Auto Service. The three-unit commercial building is served by a dedicated parking lot located to its west.



The fitness facility, “360 Fitness”, occupies units 101 and 102 of the commercial building, totaling 4,369 square feet. The CUP for 360 Fitness’s overall operations was initially approved by the Planning Commission in 2023 under CUP 23-04. As the business has grown, the applicant now wishes to expand what they offer their clients by allowing select members 24-hour access to their facility. Since the facility was previously established through a CUP, numerous operational safeguards are already in place to ensure compatibility with surrounding uses. For example, all fitness activities must occur within the tenant space; rubber flooring has been installed in weight-training areas to reduce impact noise; and operations are limited to individual equipment use and personal training.

Parking

The 4,369-square-foot fitness facility requires approximately 21 parking spaces. The property provides 33 total parking spaces, with 11 spaces allocated to the adjacent 2,235 square foot dental office, leaving approximately 22 spaces available for the fitness use. This exceeds the calculated requirement by one space. Since only operating hours are changing, staff do not anticipate any increase in parking demand. No parking issues have been observed at the facility since it opened.

PROJECT DESCRIPTION

360 Fitness is requesting a new CUP to allow the members-only health and fitness facility to allow client access 24 hours a day, seven days a week. The facility offers cardiovascular equipment, strength training machines, and free weights to select members during late-night hours. Personal training services will not be offered during unstaffed overnight periods.

Hours of Operation and Staffing

The facility will be staffed from 8:00 AM to 8:00 PM on weekdays, with adjusted hours on weekends and peak periods. During these staffed times, roles include a General Manager, front desk staff, maintenance/custodial, and trainers. During overnight hours (12:00 AM to 6:00 AM), the facility will operate in an unstaffed or minimally staffed capacity, supported by technology and remote monitoring. All staff will receive training in emergency response, security procedures, and facility management systems. Only active Platinum members in good standing will receive 24/7 key fob access; all other members must visit during staffed hours.

Facility Layout and Tenant Improvements

No new tenant improvements are proposed. Both the building and business were recently constructed and fully comply with applicable standards of the Duarte Development Code, including off-street parking, landscaping, trash handling, and lighting. The only additions anticipated are supplemental emergency equipment, which staff will review upon installation.

ANALYSIS

Access Control and Security

During the unstaffed hours of 12:00am-6:00am, exclusive members will access the facility using key fobs, RFID cards, or mobile app credentials. The system integrates with the existing gym management software to automatically revoke access for lapsed memberships, suspensions, or terminations. Guests and non-members are prohibited during unstaffed hours and must be accompanied by a member during staffed hours. Minors are prohibited from 24/7 access privileges without exception. The following information summarizes Fitness 360's 24-hour system:

- Entry and Exit - Member entry and exit will be limited to a single double-door entrance on the west elevation. A key fob or access card reader controls the door release, allowing only one member to enter at a time through an integrated tailgate detection system. A Knox box will be installed to allow emergency personnel to override the access system when needed. Exiting does not require power and operates in the standard push manner.
- Training/Orientation: Prior to receiving 24/7 access privileges, members must complete a mandatory orientation covering safe solo and buddy training practices, facility etiquette, applicable policies, and operation of emergency systems. Reminder notices will be communicated through posted signage and social media. Management will conduct periodic reviews of camera footage, incident logs, and maintenance records to monitor after-hours behavior. Violations will be logged, and repeated issues can result in membership suspension.
- Closed Circuit Television - The facility is equipped with 10 CCTV cameras operating 24/7, covering all entrances, exits, main workout areas, and exterior locations. Camera footage will be retained for a minimum of 60 calendar days. Security feeds will be

remotely accessible to management with alerts for abnormalities through a third-party monitoring application.

- Emergency Equipment – Emergency equipment within the facility will remain accessible to members and staff at all times. At minimum, it will contain an Automated External Defibrillator (AED), first aid kit, fire extinguisher, and clearly marked exit signage. Emergency contact information will be posted throughout the facility. Written protocols will be maintained for medical emergencies, injuries, fires, and security incidents.

Sound

The facility is located in proximity to mobile-home residential uses to the north. To protect neighboring residents from disturbance, music and audio systems will be significantly reduced or turned off entirely during late-night hours (12:00 AM to 6:00 AM). Drawing on experience with comparable uses, the City has *already* imposed a series of noise mitigation conditions on this business. Those conditions remain in effect as the hours of operation expand, and are carried forward as follows:

- The business owner, and/or all representatives, shall ensure that guests arriving prior to 8 AM do not congregate, linger, and/or make unnecessary noise in the parking lot or outside of their business.
- All fitness-related activities shall be held indoors. Exterior doors and windows must remain in a closed position when classes or other noise-generating activities are occurring within the building. Any fitness, training, or other business-related activities occurring outdoors, in the parking lot, and/or throughout the shopping center are prohibited. The use of fitness and training equipment outdoors is prohibited.
- 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. In no case shall live music be permitted in association with this business or minor use permit approval.
- The facility stereo system is also required to remain at low levels and the volume control must be accessible to the owner and management staff only.
- Outdoor speakers or other exterior audible devices are prohibited, unless approved through a temporary use/special event permit.
- 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.

Since 360 Fitness is an existing business, staff consulted with the Public Safety Department regarding the business's compliance history. Public Safety confirmed there have been no noise complaints about this business to date.

Impact on Adjacent Properties

The primary concerns associated with a 24/7 fitness facility are noise and after-hours activity near residential uses. Both issues are addressed through the conditions of operation described above, which require all activities to occur indoors, limit audio levels during overnight hours, require closed doors and windows during exercise sessions, and prohibit loitering in the parking lot before 8:00 AM.

The surrounding area already accommodates comparable 24-hour commercial uses: BP Pulse, directly adjacent to the west, operates its EV charging station and lounge around the clock. Anytime Fitness, located to the west at 2217 Huntington Dr. near Mt. Olive and Acts thrift store, is a 24-hour gym operating under similar conditions.

Staff does not anticipate significant adverse impacts on adjacent properties from the proposed use, provided the conditions of approval are observed. Should recurring issues arise, the Community Development Director or Public Safety Director may require adjustments to staffing hours. If further action is warranted, Chapter 19.52 of the Duarte Development Code (Permit Modifications and Revocations) provides a framework for Planning Commission review through a noticed public hearing.

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 (Existing Facilities), 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 that the Planning Commission adopt Resolution PC 26-07 (Exhibit A) approving CUP 26-01, allowing 24-hour operations at an existing health and fitness facility within the Commercial General (C-G) Zone located at 2137 Huntington Drive, subject to conditions of approval.

Respectfully Submitted,



Scott Nash
Associate Planner

Attachments

- Exhibit A: Resolution PC 26-07
- Exhibit B: Business Operations Plan (Provided by Applicant)
- Exhibit C: Floor Plan
- Exhibit D: CUP 23-04 (Existing) Conditions of Approval
- Exhibit E: Photos of Site and Vicinity

RESOLUTION PC 26-07

A RESOLUTION OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMISSION OF THE CITY OF DUARTE APPROVING CONDITIONAL USE PERMIT 26-01 TO ALLOW 24-HOUR OPERATIONS AT A PREVIOUSLY APPROVED HEALTH AND FITNESS FACILITY (KNOWN AS 360 FITNESS) AT 2137 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 Conditional Use Permit 26-01, allowing 24-hour operations at a previously approved Health and Fitness business located at 2137 Huntington Drive; and

WHEREAS, the existing Health/Fitness Facility of greater than 2,000 square feet is permitted under Conditional Use Permit 23-04, within the Commercial General (C-G) zone pursuant to Duarte Development Code Section 19.12.020; and

WHEREAS, the proposed hours of operation are considered late night hours pursuant to Duarte Development Code Section 19.60.110 which requires additional regulations and a Conditional Use Permit; and

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

WHEREAS, notice of a public hearing on this Conditional Use Permit 26-01 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 26-01 and all of the information, evidence and public testimony received at the public meeting held on June 15, 2026 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 twenty-four hour health & fitness facility is consistent with Land Use Goal 1 of the General Plan by maintaining a balanced community consisting of various commercial activities. The use is also consistent with the Commercial land use designation by providing neighborhood retail and service uses serving the daily needs of nearby residential areas.

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;*

A twenty-four hour Health/Fitness facility is permitted within the Commercial General (C-G) zone with the approval of a Conditional Use Permit. The use follows 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 subject business is located on a standalone 29,100 square feet commercial property constructed with a three (3) unit commercial building and associated parking lot. Mobile-home residential uses are located to the north of the subject site, but through conditions of approval, sound will be managed to be no greater than other noise generated in this commercial area. The operation of the facility complements Huntington's commercial corridor and provides an added service to the community.

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;*

Conditions of Approval such as noise and operation restrictions have been added to ensure the proposed use remains consistent with the zoning, and will help avoid any adverse and detrimental effects 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 is developed with a three-unit commercial building with a total of 6,579 square feet of leasable area and associated parking lot. The property is in the Commercial General zone, and is accessible from a drive aisle on Huntington Drive. Onsite

circulation will not be altered and is suitable for the existing uses and emergency vehicle access.

SECTION 3. CEQA DETERMINATION

In recommending adoption of this PC Resolution 26-07 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 26-07 based on the findings listed in Section 2, and the conditions listed in “Exhibit A-1”, for a 24-hour Health/Fitness facility located at 2137 Huntington Drive.

APPROVED, AND ADOPTED by the Planning and Economic Commission of the City of Duarte at a regular meeting held on the 15th day of June, 2026.

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 Commission of the City of Duarte held on June 15, 2026 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Craig Hensley, Community Development Director

EXHIBIT A-1
Conditions of Approval
Conditional Use Permit 26-01
2137 Huntington - 360 Fitness
24-hour Operation of Health/Fitness Facility

1. This approval is for 24-hour operation of an existing health/fitness business located at 2137 Huntington Drive, as stated in the staff report and described in the applicant's business operational statement and architectural plans, on file with the Planning Division.

24-hour Conditions

2. The 24-hour fitness facility shall remain staffed with at least one (1) employee at all times during the hours of 10:00 AM to 7:00 PM Monday through Friday. Any reduction/modification to the staffed hours of operation shall require review and written approval from the Community Development Director prior to implementing.
3. In the event the fitness facility causes adverse impacts on the surrounding area or is determined to be detrimental to the health, safety, or general welfare of the public, the Community Development Director and/or Public Safety Director shall review the business operation and issue a written notice to the business owner requiring modification to the staffed hours as necessary. Such changes may include but not be limited to, expanding staff hours to twenty-four hours a day, seven days a week. Such written notice from the Director may be appealed to the Planning Commission, in which case the Planning Commission will hold a public hearing to modify the permit in compliance with the provisions of Section 19.152 of the Duarte Development Code.
4. The applicant/business owner shall implement the security plan prior to 24-hour access. The security system shall include, but not be limited to, the following:
 - a. A closed circuit television system consisting of interior and exterior surveillance cameras and a digital video recorder (DVR) for recording surveillance camera footage. All DVR footage shall remain stored for a minimum of 30 days and shall remain locked and accessible only to the business owner or management. The DVR footage shall also be made available for review upon reasonable request to City law enforcement or any City Code Compliance officer.
 - b. The access system designed to allow one member to enter the facility at a time with the use of a key fob/access card and the "tailgate detection" system. Key fob/access cards shall be provided to adult members only.
 - c. Emergency Equipment, including at minimum: A telephone for 911/Emergency calls and a sign that labels it as such; an Automated External Defibrillator (AED) and a sign providing operating instructions; a sign providing instructions for

cardiopulmonary resuscitation (CPR); and a warning sign advising members that using an unstaffed health and fitness facility alone may pose risk to their health and safety. The emergency supplies and all associated signage shall remain in a conspicuous place, easily accessible to staff and members.

- d. A “knox box” installed outside the door for emergency personnel access.

Existing Gym Conditions (CUP 23-04)

5. The storefront windows shall remain clear and free of obstructions that may prevent view from the exterior into the gym facility.
6. In any location where weights may be dropped on the floor (i.e. dumbbell area), rubber or foam pads shall be installed on floor to reduce the noise created by such weights.
7. The fitness facility shall be available to members only and follow the approved personal training schedule, employee count, and max occupancy shown on the Business Operations plan and Staff Report.
8. The business owner, and/or all representatives, shall ensure that guest arriving prior to 7 AM do not congregate, linger, and/or make unnecessary noise in the parking lot or outside of their business.
9. Exterior doors and windows must remain in a closed position when any noise-generating activities are occurring within the building.
10. All fitness related activities shall be held indoors. Any fitness, training, or other business-related activities occurring outdoors, including but not limited to: the parking lot, shopping center, public right-of-way and/or private streets, are prohibited. The use of fitness and training equipment outdoors is prohibited.
11. The facility stereo system is required to remain at low noise levels and the volume control must be accessible to the owner and management staff only.
12. 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. In no case shall live music be permitted in association with this business.
13. 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.

14. Outdoor speakers or other exterior audible devices are prohibited, unless approved through a temporary use/special event permit.
15. 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.

General Conditions

16. This entitlement shall be contingent upon the privileges being utilized within 12 months from the effective approval date.
17. There shall be no deliveries between the hours of 9 PM and 7 AM.
18. Any expansion or modification to the approved use authorized as part of Conditional Use Permit 26-01 shall require an application for the modification of the existing permit, or an entirely new Conditional Use Permit.
19. 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.
20. The applicant must obtain Planning Division approval as well as Building & Safety Division approval and permits for all tenant improvements and other associated site improvements.
21. Any required plans and plan check fees shall be submitted to the Community Development Department for Building & Safety plan check prior to construction. Approval from Building & Safety shall be obtained prior to the issuance of permits.
22. 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.
23. The project shall comply with all the regulations of Chapter 19.12 (Commercial Zones) of the Duarte Development Code, including the intent and purpose, permitted uses, development standards, and any other applicable sections.
24. The owner and contractors shall comply with applicable City noise ordinances. Construction activities, deliveries and haul-off will only be permitted from 7:00 a.m. to 7:00 p.m., Monday through Saturday, excluding Federal holidays. No construction related idling of engines or other disturbances shall occur outside of noted work hours.
25. 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.

26. The 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 health & fitness facility, 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.
27. 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.

Operations Plan for Implementing 24/7 Gym Operations

Prepared for: 360 Fitness Facility – Duarte, California

Date: 5/3/26

Prepared by: Sergio Beltran

1. Executive Summary / Purpose

This operations plan outlines the strategies, procedures, and systems for transitioning 360 Fitness Facility to 24/7 access. The goal is to provide select members with greater flexibility while maintaining high standards of safety, security, cleanliness, equipment functionality, and regulatory compliance.

24/7 operations will primarily use an **unstaffed or minimally staffed model** during overnight hours (e.g., 12AM – 6AM), supported by technology, access controls, and remote monitoring. Staffed hours will focus on peak times for customer service, classes, and maintenance.

This plan addresses staffing, access, security, maintenance, emergencies, and compliance specific to Duarte, CA, and California regulations.

2. Facility Overview and Hours

- **Location:** 2137 E. Huntington Dr., Duarte, CA.
- **Hours:** 24 hours/day, 7 days/week, including holidays.
- **Zoning/Compliance Note:** Operations to be similar as commercial gym(s) like Anytime Fitness in the city of Duarte who operate 24/7.

3. Access Control

- Members will use key fobs, RFID cards, mobile app credentials, for entry.
- Only Platinum members will receive 24/7 key fob access authorization.
- Only active Platinum, paid members in good standing will have access. The system automatically revokes access for lapsed memberships, suspensions, or terminations.
- Anti-tailgating measures: Cameras at entrances with detection alerts; single-entry protocols where possible.
- Guests or non-members prohibited from 24/7 unstaffed access; they must be accompanied during staffed hours.
- Minors will be prohibited from obtaining 24/7 privileges, no exceptions.

Implementation: Integrate with gym management software (e.g., systems supporting access control, billing, and reporting) for real-time monitoring and logging of all entries/exits.

4. Noise Control

- Music and audio systems will be significantly lowered or turned off entirely during late-night hours (12:00 AM - 06:00 AM) to minimize impact on nearby residential areas.
- Members will be reminded via posted rules and social media notifications.

5. Staffing Plan

- **Staffed Hours** (e.g., 8AM – 8PM weekdays; adjusted for weekends/peak times): Front desk coverage, trainers, cleaners, and managers on site.
- **Unstaffed Hours** (overnight): No on-site staff required. Remote monitoring by management or third-party security.
- **Shift Structure**: Rotating shifts to comply with California labor laws (overtime, meal/rest breaks). On-call staff available for emergencies but compensated per state rules if restrictions apply.
- **Roles**:
 - General Manager/Owner: Oversight and remote monitoring.
 - Front Desk/Community Staff: Daytime operations and member support.
 - Maintenance/Custodial: Scheduled deep cleans and equipment checks.
 - Trainers/Instructors: For classes during peak hours.
- **Training**: All staff trained on emergency response, security protocols, and software systems. New members receive orientation on 24/7 rules.

6. Security and Safety

- **Surveillance**: Total of 10, 24/7 CCTV covering entrances, exits, main workout areas, and exterior (excluding restrooms/locker rooms for privacy). Feeds accessible remotely with alerts for anomalies through vendor application.
- **Emergency Systems**: Prominent AEDs, first aid kits, fire extinguishers, and exit signage. Emergency contact information posted.
- **Incident Response**: Protocols for medical emergencies, injuries, fires, or security breaches. Management notified immediately via app alerts. Local police/fire non-emergency contacts listed.
- **Rules Enforcement**: Clear posted rules (e.g., no loitering, proper equipment use, hygiene). Violations logged via cameras; repeated issues lead to membership suspension.
- **Insurance**: Update liability waivers for 24/7 use. Ensure coverage for unstaffed operations.

Safety Best Practices: Members encouraged to train with buddies during low-traffic hours. Orientation video/module covers solo training safety.

7. Cleaning and Maintenance

- **Daily/Shift Cleaning:** Focused wipes of high-touch surfaces during staffed hours. Overnight members expected to follow “leave no trace” etiquette (wipe equipment after use).
- **Deep Cleaning Schedule:** Professional or dedicated custodial team 3–5 times/week during low-traffic windows (e.g., early morning or late night). Automatic alerts for supply levels.
- **Equipment Maintenance:** Preventive schedule (daily visual checks, weekly detailed inspections, monthly professional servicing). Out-of-service equipment clearly marked.
- **HVAC/Systems:** Monitored for proper ventilation and temperature control 24/7.

8. Customer Service and Member Support

- **24/7 Support:** Email, socials or phone line with voicemail-to-text for non-emergencies. On-call manager for urgent issues.
- **Feedback:** Regular surveys and suggestion system to refine operations.
- **Community Building:** Daytime classes, events, and online community to maintain engagement.

9. Technology and Systems

- Centralized gym management platform for access, billing, class scheduling, reporting, and monitoring.
- Integration with security cameras and alerts.

Sound system

10. Compliance and Risk Management

- **Local/State/Federal:** Adhere to Duarte zoning, California labor laws, OSHA guidelines, ADA accessibility, and health department standards.
- **Waivers and Policies:** All members sign updated agreements acknowledging 24/7 risks and rules.
- **Monitoring and Audits:** Regular internal reviews of camera footage, incident logs, and maintenance records. Adjust plan based on data (e.g., usage patterns, incidents). Camera footage retained for 60 calendar day duration.
- **Insurance and Legal:** Consult with attorney/insurer for full compliance.

11. Implementation Timeline

- **Phase 1 (Preparation):** Install/update access control, cameras, software, signage, and waivers (4–6 weeks).
- **Phase 2 (Testing):** Upon permitting, soft launch with limited 24/7 access for select members; staff monitoring.
- **Phase 3 (Full Launch):** Full 24/7 operations with ongoing evaluation.
- **Ongoing:** Quarterly reviews of metrics (member retention, incidents, revenue, maintenance costs).

12. Success Metrics and Evaluation

- Member satisfaction and usage growth.
- Low incident rates.
- Equipment uptime >98%.
- Compliance with all regulations.
- Positive ROI from extended hours.

EXHIBIT D
Conditions of Approval
Conditional Use Permit 23-04
2137 Huntington (Health/Fitness Facility over 2,000 s.f./Late-Night Hours)

1. This approval is for use of the existing commercial building as a late-night health/fitness business located at 2137 Huntington Drive as stated in the staff report and described in the applicant's business operational statement and architectural plans, on file with the Planning Division.
2. Prior to Business License issuance, the proposed floor plan must be revised to accurately reflect the business proposal including:
 - a. The plans shall be designed to a consistent scale. Currently, the sizes of equipment, restrooms, desks, etc. are incorrect.
 - b. The bathroom and maintenance rooms shall be revised to accurately reflect the existing conditions. The maintenance room is currently shown to be a shower.
 - c. The layout of equipment should be revised so the windows facing Huntington Drive are not blocked by equipment or furniture.

Operation and Improvement Conditions

3. The fitness facility shall be available to members only and follow the approved personal training schedule, employee count, and max occupancy shown on the Business Operations plan and Staff Report.
4. The fitness facility shall remain staffed with at least one (1) employee at all times that the business is open.
5. In any location where weights may be dropped on the floor (i.e. dumbbell area), rubber or foam pads shall be installed on floor to reduce the noise created by such weights.
6. The business owner, and/or all representatives, shall ensure that guest arriving prior to 7 AM do not congregate, linger, and/or make unnecessary noise in the parking lot or outside of their business.
7. Exterior doors and windows must remain in a closed position when any noise-generating activities are occurring within the building.
8. All fitness related activities shall be held indoors. Any fitness, training, or other business-related activities occurring outdoors, including but not limited to: the parking lot, shopping center, public right-of-way and/or private streets, are prohibited. The use of fitness and training equipment outdoors is prohibited.

9. The facility stereo system is required to remain at low noise levels and the volume control must be accessible to the owner and management staff only.
10. 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. In no case shall live music be permitted in association with this business.
11. 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.
12. Outdoor speakers or other exterior audible devices are prohibited, unless approved through a temporary use/special event permit.
13. Business operations shall be conducted only between the hours of 5:00 AM and 11:30 PM. Modification to operating hours may be approved by the Community Development Director.
14. The following are not included as part of this CUP approval:
 - a. Childcare services.
 - b. Group exercise classes.
 - c. In-person workshops.
 - d. Massage or acupuncture services requiring human contact.
15. In the event additional rooftop mechanical units are proposed to be installed, the business owner shall either prepare a noise study conducted by a professional sound engineer hired by the applicant or propose the installation of sound barriers around the units, subject to the approval of the Community Development Director. Any mechanical equipment must be fully screened.
16. The business owner shall provide a security plan to the Community Development Department and Public Safety Department for review and approval prior to operating the business. Cameras may be required to be installed on both the exterior and interior of the premises, in locations approved by the Community Development and Public Safety Departments. The security plan shall include details on a closed circuit television system consisting of interior and exterior 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 and secured, and accessible only to the business owner and/or managers. 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.

17. 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.
18. There shall be no outside storage associated with this use.
19. 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.
20. A final inspection by the Planning Division shall be conducted prior to occupancy approval or permit final, whichever occurs first.

General Conditions

21. This entitlement shall be contingent upon the privileges being utilized within 12 months from the effective approval date.
22. The applicant shall obtain a valid business license with the City of Duarte prior to commencement of business operation. Contact the City Finance Division for more information.
23. There shall be no deliveries between the hours of 9 PM and 7 AM.
24. Any expansion or modification to the approved use authorized as part of Conditional Use Permit 23-04 shall require an application for the modification of the existing permit, or an entirely new Conditional Use Permit.
25. 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.
26. The applicant must obtain Planning Division approval as well as Building & Safety Division approval and permits for all tenant improvements and other associated site improvements.
27. Any required plans and plan check fees shall be submitted to the Community Development Department for Building & Safety plan check prior to construction. Approval from Building & Safety shall be obtained prior to the issuance of permits.

28. 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.
29. The project shall comply with all the regulations of Chapter 19.12 (Commercial Zones) of the Duarte Development Code, including the intent and purpose, permitted uses, development standards, and any other applicable sections.
30. The owner and contractors shall comply with applicable City noise ordinances. Construction activities, deliveries and haul-off will only be permitted from 7:00 a.m. to 7:00 p.m., Monday through Saturday, excluding Federal holidays. No construction related idling of engines or other disturbances shall occur outside of noted work hours.
31. 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.
32. The 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 health & fitness facility, 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.
33. 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.



City of Duarte
Community Development Department

EXHIBIT E
VICINITY MAP AND SITE PHOTOS

PROJECT AND SURROUNDING ZONING

<u>Subject Property:</u>	C-G, Commercial General
<u>North:</u>	R-1MH, Residential Mobile Home
<u>South:</u>	C-G, Commercial General
<u>East:</u>	C-G, Commercial General
<u>West:</u>	C-G, Commercial General (BP Pulse)

SUBJECT PROPERTY-AERIAL





City of Duarte
Community Development Department

Subject Property-Street View



North of Subject Property
Duarte Mobile Home Park





**City of Duarte
Community Development Department**

South of Subject Property
Commercial Properties South of Huntington
(Vacant Massage, The Patio)



East of Subject Property
Commercial Properties
(Armando's Pet Supplies, Duarte Flowers)





**City of Duarte
Community Development Department**

**West of Subject Property
BP EV Charging Facility**

