CITY OF DUARTE
PLANNING COMMISSION
MINUTES
November 21, 2016

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

1. CALL TO ORDER AND NOTATION OF ABSENCES

Chairperson Pierce called the meeting to order at 7:00 p.m.

The following were in attendance:

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

2. PLEDGE OF ALLEGIANCE

City Planner Golding led the Pledge of Allegiance.

3. APPROVAL OF MINUTES – September 19, 2016

Commissioner **Lefmann** moved to approve the minutes, seconded by Commissioner Farra. Motion approved 5-0-0-0.

4. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Chairperson Pierce opened Oral Communications for Items not on the Agenda. Seeing none Chairperson Pierce closed Oral Communications.

5. PUBLIC HEARINGS

A. **Conditional Use Permit 16-03 and PC Resolution 16-15**

Chairperson Pierce stated CUP 16-03 would continue to December's meeting per the Applicant's request.

B. **Conditional Use Permit 16-05 and PC Resolution 16-14**

Associate Planner David Eoff IV presented the staff report, discussing the request to approve a new health & fitness facility with late night hours of operation at 1008 Huntington Drive. He discussed hours of operation, set schedules, and explained the process of appointment only group fitness training. In addition, all classes and training activities would be conducted inside the facility and there would be a prohibition on outdoor activities within the parking lot or around the shopping center perimeters. Eoff clarified that the facility does not contain, nor will provide, onsite locker rooms, showers, spas, saunas, massages, or childcare services.

He further explained the typical concerns and conditions of approval associated with training facilities that include outdoor activities, noise levels, and the operation of businesses within a multiple tenant shopping center.

Eoff IV ended his presentation indicating that the owners and their representative were present for any questions. He stated that based on the information provided in the Staff report, Staff recommends that Planning Commission reviews the information and adopt PC Resolution 16-14 approving Conditional Use Permit 16-05 to allow the operation of a health & fitness facility with late night hours, subject to conditions of approval.

Chairperson Pierce opened Commissioners' Comments.

Farra asked if the air conditioning system was adequate for a number of people in the studio to avoid the need for a fan in front of a door. **Eoff IV** stated that the building is equipped with a HVAC system that is designed to accommodate the size of that tenant space.

Lefmann inquired about the facility opening time by appointment only, if it would be any earlier than 5:00 a.m. **Eoff IV** stated that the appointments would only occur when they are closed during 11:00 a.m. to 4:00 p.m. for consultations, new members and information.

Lefmann asked for clarification if there would be any auxiliary sales such as nutritional items, beverages or clothing. **Eoff IV** stated that a retail component is not included in this project.

Vasquez inquired about the late night hours; if the applicant will be allowed to have a class at 2:00 a.m. **Eoff IV** referenced to Condition of Approval #2; on page 4, Exhibit B that list the approve class schedule which restricts operation from starting earlier than 5:00 a.m.

Chairperson Pierce closed comments from Commissioners and opened Public Comments.

Steve Hernandez addressed Commissioner's Farra inquiry regarding the HVAC system capacity and provided information on a number of air exchanges on HVAC systems.

Chairperson Pierce closed Public Comments and opened Commissioners' discussion.

Chairperson Pierce expressed her concern on the availability of parking spaces during the evening in the shopping center. **Eoff IV** explained the requirements and the conditions to alleviate the issue of the parking crowdedness.

Chairperson Pierce closed Commissioners' discussion.

Lefmann motioned to approved CUP 16-05 and PC 16-14. Seconded by **Watson-Gardner**. The motion was approved 5-0-0-0.

6. ITEMS FROM DIRECTOR

City Planner Golding, substituting for Director Hensley, provided an update on the following City development projects:

- City of Hope Specific Plan and EIR near completion and will be distributed for public review in the near future.
- No damage to report from previous rain storm after crew's inspection over the weekend.
- Eoff IV discussed the Duarte Gold Line project improvements in Duarte Rd. and Highland for new headlights, landscape, and sidewalks.
- Prolacta Bioscience project south of Highland is near completion.
- Hotel project not official yet since no application has been submitted, however it is moving forward and a traffic engineering study is being bidded.
- Third and Oak housing development is moving forward and pending other agencies response before it gets to the Planning Commission.

7. ITEMS FROM COMMISSIONERS

Farra inquired about the status of the marketing study for the Fresh and Easy site. **Golding** stated that the study has been completed for about a year, adding that one potential business was interested in relocating a market however, Staff did not hear back from them.

Farra inquired on the status of the ACTS Thrift Store application. **Golding** stated that the application and plans that were submitted were incomplete and unclear. And it is pending a response from the comment letter staff mailed out today.

Lefmann inquired about the code enforcement on banners for the new businesses that have been displaying for 2-3 years. **Golding** explained the application process businesses go through and stated that her comment was noted and would be given to Public Safety.

ADJOURNMENT

The meeting was adjourned at 7:33 p.m.

____

Craig Hensley, Secretary