



**CITY OF DUARTE
PLANNING COMMISSION
MINUTES
November 16, 2015**

*Planning Commission
Commissioners
Chair, Sheryl Lefmann
Vice-Chair, Shauna Pierce
Paula Watson-Gardner
Sara Vasquez*

1. CALL TO ORDER AND NOTATION OF ABSENCES

Chairperson Lefmann called the meeting to order at 7:02 p.m.

The following were in attendance:

PRESENT:	Lefmann, Pierce, Vasquez, Watson-Gardner
ABSENT:	None
STAFF:	Hensley, Golding, Hernandez

2. PLEDGE OF ALLEGIANCE

Vice-Chair Pierce led the Pledge of Allegiance.

3. APPROVAL OF MINUTES – October 19, 2015

Commissioner Watson-Gardner moved to approve the minutes, seconded by Commissioner Vasquez. Motion was approved 4-0-0-0.

4. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

None

5. DISCUSSION OF FUTURE TRAINING TOPICS

Hensley discussed future training topics with Commissioners and welcomed their feedback on the following subjects:

- City's Development Process
- Overall functions of Municipal Code and Zoning Code
- Detail version of The Brown Act meeting organization
- City's general process for Environmental Review
- State active newer laws and regulations
- Purpose behind design review and positive aesthetic changes to new buildings
- Update on ARB process
- Environmental review process

Chairperson Lefmann commented on the helpful training she had of The Brown Act, and that it would be beneficial to review on the topic and useful for the new Commissioners.

Hensley concurred with Chairperson Lefmann regarding the training of The Brown Act topic and discussed other topics as well. He indicated that a scheduled of training courses would be set for future Planning Commission meetings in substitution of no Public Hearings items.

Chairperson Lefmann opened Public Comments. There was none. Chairperson Lefmann closed Public Comments.

6. ITEMS FROM THE DIRECTOR

Hensley provided updates on the following projects:

- The Grocery Outlet store will be located in the old Mike's Food space shopping center and are in permit process.
- Starbucks drive-through in progress with plan check and construction to begin by end of the year.
- Dickey's Barbecue Pit a restaurant that will be located in the Mountain Vista Plaza (1090 Huntington Dr.)
- Staff working on a Bicycle Master Plan and it's in process to the Traffic Safety Commission meeting in December.

Vice-Chair Pierce inquired on the time frame of Smart & Final grand opening. **Hensley** indicated that Smart & Final is going through the process of the façade enhancement improvements, and their goal is to begin construction by February and be done by sometime in May. He also discussed the upgraded version of the new store.

Hensley also discussed the City Councils' approval of the Services Contract with Kosmont Companies to assist Staff on retail analysis and demographic information on the Fresh & Easy Shopping Center along with the trade corner area of Buena Vista and Huntington Drive.

7. ITEMS FROM COMMISSIONERS

None.

8. ADJOURNMENT

Hensley made Commissioners aware of the January and February meeting dates falling on Holidays, therefore the Planning Commission meetings will be schedule to Tuesday vs. Monday. The meeting was adjourned at 7:26 P.M.

Craig Hensley, Secretary