



**CITY OF DUARTE
PLANNING COMMISSION
MINUTES
August 16, 2021**

**Planning Commission
Commissioners**
Sara Vasquez, Chair
Tina Heany, Vice-Chair
Danny Ramirez
Wally Wolff

- I. **NOTICE:** Due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19), Governor Newsom has issued Executive Order N-29-20 in which Section 3 supersedes Paragraph 11 of Executive Order N-25-20 (issued on March 12, 2020) addressing Brown Act regulations. This new order states that the City does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. The Order allows the City to hold City Council meetings via teleconferencing and allows for members of the public to observe and address the meeting electronically.

1. **CALL TO ORDER AND NOTATION OF ANY ABSENCES:**

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

PRESENT: Heany, Ramirez, Wolff
ABSENT: Vasquez
STAFF: Hensley, Golding, Baldwin, McCurley, Hernandez
DEPUTY CITY ATTORNEY: Phan

2. **PLEDGE OF ALLEGIANCE:**

Ramirez led the Pledge of Allegiance.

3. **APPROVAL OF MINUTES:** April 26, 2021 and May 17, 2021

Vice-Chair Heany called for a motion on the Minutes for April and May. Wolff motioned to approved April 26, 2021 minutes, the motion dies in lack of Second. Vice-Chair Heany moved the minutes of May for next meeting due to lack of quorum.

4. **ORAL COMMUNICATIONS ITEMS NOT ON THE AGENDA:**

None.

5. **PROJECT REVIEWS:**

- A. **Site Plan Design Review (SPDR) 2021-39. A request by Wei Wei Lin to construct a new second story, 949 square foot, Accessory Dwelling Unit at 1017 Oak Avenue.**

Jason Golding, Planning Manager, presented a Staff Report on the item, noting the characteristics of the historic home, the design review process approved by the ARB, and the distinction this project being an ADU, which limits the Commission's decision to only architectural issues, not the use. Golding answered questions from the Commission.

Heany opened Commissioner's inquiries and comments.

Ramirez acknowledge the email sent regarding the 20 feet setback and inquired about the back windows that are being proposed in the plans. Golding responded and confirmed that there were no changes on size/location of the windows.

Hensley advised the Vice-Chair of the request from Phan, City Attorney to comment on the letter received before the meeting.

Phan made clarifications on the differences of the proposed project versus the common ADUs and owner occupancy requirements.

Heany called for a motion on the item. Wolff moved to approve the item and seconded by Ramirez. The motion was approved 3-0-0-1. (Yes: Heany, Ramirez, Wolff; No: None; Abstain; None; Absent: Vasquez).

6. ITEMS FROM DIRECTOR:

Hensley provided development updates and status of the Community Development Housing Element.

7. ITEMS FROM COMMISSIONERS:

There were no comments from the Commissioners.

8. ADJOURNMENT: **Monday, September 20, 2021**

Heany asked for a motion to adjourn. Wolff motioned to adjourn at 7:24 PM, seconded by Ramirez. The next meeting is scheduled for September 20, 2021.

Craig Hensley, Secretary