CITY OF DUARTE
PLANNING COMMISSION
M I N U T E S
August 15, 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 7:01p.m.

The following were in attendance:

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

2. PLEDGE OF ALLEGIANCE

Commissioner Watson-Gardner led the Pledge of Allegiance.

3. APPROVAL OF MINUTES – July 18, 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.

Tony Reyes, Peter Shaller and Violet Demicio, Board Members of the Acts Thrift Store in Pasadena, introduced their organization and provided background information of the store. They asked the Commission for an opportunity to allow their business to come into the Fresh & Easy location at 2215 Huntington Drive. They indicated they have outgrown their location in Pasadena and encounter problems with merchandise overflowing into parking lot areas; however, they assured the Commission that this would not be the case in the new establishment. They also acknowledged the city's concerns on the drop off bins and store appearance. They ended their comments by promoting the positive impact their business would bring to the community and the City.

5. PUBLIC HEARINGS – CONTINUED FROM JULY 18, 2016

Kristen Johnston, Associate Planner, provided an update on the continued item from the July 18th Planning Commission meeting related to Conditional Use Permit 16-02 - a new tattoo studio located at 1740 Huntington Drive, Suite 311. At that meeting, the Commission directed staff to prepare the appropriate findings and resolutions with conditions of approval along with additional support documentation from the applicant.

Johnston provided the Commission documents as follow: 1) The business plan with an explanation of how the applicant intends to prevent loitering; 2) A plan preventing children from adjacent schools from loitering and causing issues for the business and general area; 3) A list of the proposed artists and their licensing information and recommended privacy screening which was added as a condition of approval.

Johnston indicated that the applicant and property owner were present for any questions; she concluded her presentation.

Chairperson **Pierce** opened public comments. No public comments. Public hearing closed. Item opened for commissioner's comments.

Lefmann requested clarification on the surveillance and security patrol included on the attached reference documents. **Johnston** indicated that the security patrol is not a condition, and that it is shown only on the sample signage. **Johnston** indicated that the security plan must be reviewed and approved by the Public Safety and Planning Departments in order to comply with conditions of approval.

Vasquez stated she continues to be concerned on the proximity of a second tattoo shop to the schools.

Lefmann motioned to approve CUP 16-02 and PC Resolution 16-09. Seconded by Farra. Motion was approved 4-1-0-0. (Vote: Yes: Pierce, Watson-Gardner, Farra, Lefmann; No: Vasquez; Absent: None; Abstain: None).

Steven Sharble addressed the Commission to express his gratitude and apologized for previous comments made in the last meeting.

6. PUBLIC HEARINGS – NEW

General Plan Amendment 15-02; Zone Change 15-02; Adoption of Town Center Specific Plan; and Draft Supplement Enviroment Impact Report:

Hensley provided the history of the 20-year process and progress of the Specific Plan. He expressed his appreciation to the Ad Hoc Committee, Staff and Consultants for the participation, ideas and hard work in the completion of the Specific Plan. He introduced the Consultant Team to present the components of the Duarte Town Center Specific Plan, Zone Change, EIR and General Plan Amendment.

Chris Beynon, MIG's prinicipal consultant, discussed MIG's involvement in the early 2000's in assisting the City to create a town center. He then briefly went through the slide presentation explaining the process, guidelines, and policy of the Town Center Specific Plan.

Genevieve Sharrow, MIG consultant and project manager, discussed in more detail the Town Center plan. A power point presentation included information on land uses, area plans, existing uses, façade enhancements, street development, design guidelines, mobility improvements, lighting, bicycle master plan and storm water improvements. Sharrow also explained the importance of Chapter 7, which provides a cap on allowable development in the plan area. She discussed the implementation action plan and provided samples of street based development standards. She finished the presentation on the completion of the EIR, including the methodology for the development buildout scenario used in the EIR.

Chairperson **Pierce** opened Commissioners comments.

Lefmann made referenced to specific pages of the Specific Plan and EIR Report requesting clarifications on various subject matters. Consultants and Staff provided responses.

Farra referenced EIR page 4.4 and expressed his concerns about the incentives provided and requested clarification on the mitigation measures provided, specifically, where developers are required to contribute to added fees. He also requested more information on strategies the City is using to agresively market the Town Center.

Sharrow and Hensley explained the incentives and the existing policies that are from the General Plan where developers are required to pay for certain development fees. The consultant explained that the added incentives are set out to encourage new development. Sharrow also discussed the Draft Supplement EIR and the advantages it would provide to streamline a potential development and any required project EIR process. Staff provided information about existing projects coming to completion within the Town Center Specific Plan area and shared that there are several other potential projects that are in the planning phase.

Watson-Gardner referenced the mobility section and inquired about the potentially using an all way cross walk on Huntington and Buena Vista. Beynon explained that a four-way crosswalk is designed for urban areas and would not be recommended for that intersection.

Chairperson **Pierce** opened public comment. Seeing none, the public hearing was closed. She opened Commissioners comments.

There was discussion among members about prioritizing development areas and establishing a process for the purchase and sale of city property. **Hensley** indicated that the commissioners' comments would be pass on to the City Council for consideration.

Lefmann inquired on the revised Resos that were given earlier. Alisha Patterson, City Attorney stated that there were several drafts that had some typographical corrections and the reorganization of the finding sections.

Chairperson **Pierce** closed Commissioners Comments.

Lefmann motioned to approve Resolutions PC 16-10, 11, 12 and 13. **Farra** requested to withdraw Reso 16-13 as he would be voting differently. **Lefmann** widthdrew the motion and amended to approve Resolutions PC 16-10, 11, and 12. Seconded by Vasquez. Motion passed 5-0-0-0. Lefmann motioned to approve Resolution PC 16-13. Seconded by Vasquez. Motion was approved 4-1-0-0. (Vote: Yes: Pierce, Watson-Gardner, Lefmann, Vasquez; No: None; Absent: None; Abstain: Farra).

7. **ITEMS FROM DIRECTOR**

David F. Eoff IV presented an update on the operational status and compliance with Conditional Use Permit 95-1 for the Route 66 Roadhouse & Tavern located at 1846 Huntington Drive.

Eoff IV provided information on the outstanding item that was not completed and added that the business owner was given an extended deadline to August 31, 2016 to comply with all conditions.

There was discussion among Commission and Staff on the improvements done on the building, decrease of complaint calls and obstacles the business owner was having related to the completion of the job. Commissioners expressed their concerns and disagreement on the extended deadline given to the business owner.

Hensley explained the reasons of the extended deadline, the significant progress made on the property, and the cooperation of the busniess owner to comply with the requested modifications.

John Mee, Project Manager, addressed the Commission and explained the setbacks that the business owner encountered with the property owner. He stated that legal action had been taken to be able to revise the property lease, which would then allow them to make the requested modifications.

Chairperson **Pierce** stated there was no action to take on the item, therefore the item was continued to the September Planning Commission meeting.

Hensley provided updates of the new businesses in the city for Starbucks, Papa John's Pizza and Grocery Outlet Market.

8. **ITEMS FROM COMMISSIONERS**

Watson-Gardner and **Lefmann** reiterated their appreciation to Staff, MIG Consultants, Ad Hoc Committee Members, and everyone that participated in the completion of the Specific Plan for their hard work, commitment, time and a job well done.

Farra inquired if the Commission had received an increase in compensation. Hensley indicated that it was granted by the City Council.

Chairperson **Pierce** discussed the upcoming closure of the Northview School and other changes made by the School District that will have an impact to schools, and welcomed the commission to visit the School District website for additional information.

9. **ADJOURNMENT**

The meeting was adjourned at 9:04 p.m.

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Craig Hensley, Secretary