



**CITY OF DUARTE
PLANNING COMMISSION
MINUTES
July 16, 2018**

**Planning Commission
Commissioners**
Sara Vasquez, Chair
Wally Wolff, Vice-Chair
George K. Farra
Paula Watson-Gardner
Tina Heany

1. CALL TO ORDER AND NOTATION OF ANY ABSENCES

Chairperson Vasquez called the meeting to order at 7:03 p.m.

The following were in attendance:

PRESENT: Vasquez, Wolff, Watson-Gardner, Heany
ABSENT: Farra
STAFF: Hensley, Golding, Baldwin, Eoff IV, Serna, Hernandez
DEPUTY CITY ATTORNEY: None

2. PLEDGE OF ALLEGIANCE

Heany led the Pledge of Allegiance.

3. WELCOME AND INTRODUCTION OF NEW COMMISSIONER

Chair Vasquez welcomed Commissioner Tina Heany to the Planning Commission.

4. APPROVAL OF MINUTES: June 18, 2018

Watson-Gardner moved to approve the minutes of June 18, 2018. Seconded by Wolff. Motion approved 4-0-0-1. (Vote: Yes: Vasquez, Wolff, Watson-Gardner, Heany; No: None; Abstain: None; Absent: Farra)

5. ORAL COMMUNICATIONS ITEMS NOT ON THE AGENDA

Chair Vasquez opened Oral Communications for items not on the Agenda. Seeing none, Chair Vasquez closed Oral Communications.

6. PUBLIC HEARINGS:

A. Conditional Use Permit 17-02: Operation of a health and fitness facility with twenty-four-hour operations in a tenant space adjacent to the Smart and Final store and is located at 1193A Huntington Drive; and PC Resolution 18-6.

Staff Report and PC Resolution 18-16

Nick Baldwin, Associate Planner, presented the staff report, discussed the business's operations and highlighted areas of the project that required additional attention, such as parking and noise.

Chair Vasquez opened the public hearing inquiries.

Applicant Aaron Holder, introduced himself as a representative of Planet Fitness Center and indicated he was available for questions from the Commission.

Resident Steve Hernandez, complemented Staff on the presented item and expressed his support of the new business location.

Chair Vasquez closed the public hearing and opened Commissioners' inquiries.

There were no comments from the Commission, Chair Vasquez called for a motion on the item.

Watson-Gardner motioned to approved CUP 17-02 and PC Resolution 18-16. Seconded by Wolff. The motion was approved 4-0-0-1. (Vote: Yes: Vasquez, Wolff, Watson-Gardner, Heany; No: None; Abstain: None; Absent: Farra).

7. BUSINESS ITEMS:

A. Presentation and request for input on proposed Tree Preservation and Protection Ordinance

Draft Staff Report and Ordinance

Yesenia Serna, Community Development Technician provided an overview and power point presentation on the proposed Tree Preservation and Protection Ordinance. She discussed the following in the power point presentation:

- Purpose of the ordinance – Protect existing trees on private properties, and future trees
- Tree regulations for private properties
- Penalties for an unauthorized tree removal
- Exemptions for non-native trees
- Establishing a formal permit process for removal
- Existing Oak Tree Protection Ordinance research
- Properties subject to the ordinance

- Replacement ratio options
- Covered certain circumstances in which the ordinance would not be applicable
- Penalties for unauthorized tree removal

There was discussion regarding the application process, penalties, replacement ratios, alternative onsite/offsite planting, and associated fees.

Hensley indicated that the item is part of the Municipal Code and not part of the Development Code, therefore the Commission is not subject to a vote on the item. However, any comments or suggestions would be used to modify the ordinance before presenting to City Council.

8. [ITEMS FROM DIRECTOR:](#)

There were no items from the Director.

9. [ITEMS FROM COMMISSIONERS:](#)

Commissioner Heany provided information on her working history, also stated she loves the City and has been a resident for nineteen years.

10. [ADJOURNMENT:](#) Monday, August 20, 2018

Chair Vasquez adjourned the meeting at 7:46 p.m. The next meeting is scheduled for August 20, 2018.

Craig Hensley, Secretary