

DRAFT

MINUTES REGULAR MEETING OF THE PLANNING COMMISSION CITY OF WEST COVINA Tuesday, May 28, 2024

The regular meeting of the Planning Commission was called to order at 7:00 p.m. in the West Covina City Council Chambers, 1444 West Garvey Avenue, West Covina, California.

MOMENT OF SILENT PRAYER/MEDITATION

The Commission observed a moment of silent prayer and meditation.

PLEDGE OF ALLEGIANCE

Chair Williams led the Pledge of Allegiance

ROLL CALL

Present: Williams, Heng, Becerra, Lewis, Gutierrez

City Staff Present: Koo, Burns

APPROVAL OF MINUTES

1. Regular meeting, May 14, 2024

The minutes were adopted as presented.

ORAL COMMUNICATIONS

This is the time when any member of the public may speak to the Commission on any matter within the scope of duties assigned to the Commission relating to non-agendized or consent calendar items. Other matters included on this agenda may be addressed when that item is under consideration. For all oral communications, the chairperson may impose reasonable limitations on public comments to assure an orderly and timely meeting. The Ralph M. Brown Act limits the Planning Commission and staff's ability to respond to public comments at this meeting. Thus, your comments may be agendized for a future meeting or referred to staff. The Commission may ask questions for clarification, if desired, at this time.

By policy of the Commission, Oral Communications at this time on the agenda is limited to a total of 15 minutes.

Unidentified man spoke regarding issues with Code Enforcement experienced by his neighbor and other issues.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Planning Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

There were no items on the Consent Calendar.

PUBLIC HEARINGS - None

NON-HEARING ITEMS

2. PLANNING COMMISSION EMAIL ACCOUNTS

William Trujillo, Information Services Manager presented the staff report.

There was a short discussion by the Commission regarding the City policy.

3. STUDY SESSION - PLANNING COMMISSION STANDING MEETING RULES

Deputy Community Development Director Jo-Anne Burns presented the staff report. During her presentation she proposed certain amendments to the Planning Commission standing meeting rules.

There was a discussion by the Commission. Commissioner Lewis requested regular updates be given to the Council and other commissions as they are implemented in Robert's Rules of Order regarding roll call votes, presenting an alternate motion or amended motion.

Deputy City Attorney Koo addressed the Commission regarding Robert's Rules of Order and the Brown Act.

There was a discussion regarding integrating Robert's Rules of Order and the Brown Act into Planning Commission public hearings.

Commissioner Gutierrez requested an additional study session regarding this matter. Commissioner Lewis also requested a current pamphlet with the latest copy of Robert's Rules of Order for the next study session.

Commissioner Gutierrez expressed his concern regarding use of profanity during public comment.

TEN-DAY APPEAL PERIOD: Actions taken by the Planning Commission that are not recommendations to the City Council will become final after ten (10) calendar days unless a written appeal with the appropriate fee is lodged with the City Clerk's Office before close of business on the tenth day.

COMMISSION REPORTS/COMMENTS AND MISCELLANEOUS ITEMS

This is the time when any member of the Commission may bring a matter to the attention of the full Commission that is within the scope of duties assigned to the Commission. Any item that was considered during the Agenda is not appropriate for discussion in this section of the agenda. **NO COMMISSION DISCUSSION OR ACTION CAN BE CONSIDERED AT THIS TIME.** If the Commission desires to discuss an issue raised by a speaker or take an action, the Commission may vote to agendize the matter for a future meeting.

4. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

-May 30, 2024, at West Covina Sportsplex - Health and Wellness Expo and San Gabriel Valley Senior Softball Tournament from 10 a.m. to 4 p.m.

-Palmview Community Center Open House and Anniversary Celebration, June 4, 2024 from 10:00 a.m. to 12:00 p.m.

-Free paper-shredding event, Saturday June 15, 2024 from 9 a.m. to 1 p.m. at Cortez Park Community and Senior Center

-Summer Concert Series will begin Wednesday, June 19, 2024 at West Covina Civic Center, from 6:00 p.m. until 9:00 p.m. and take place every Wednesday except for Wednesday, July 3.

5. CITY COUNCIL ACTION:

This is an oral presentation of City Council matters and actions which are in the Commission's area of interest.

The City Council adopted Resolution No. 2224-08, approving final Parcel Map No. 83155, located at 2539 E Garvey Avenue No.

ADJOURNMENT

Chair Williams adjourned the meeting at 8:05 p.m.

Respectfully submitted:

Lydia de Zara
Senior Administrative Assistant