



**CITY OF DUARTE
PLANNING COMMISSION
MINUTES
December 21, 2015**

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

1. CALL TO ORDER AND NOTATION OF ABSENCES

Chairperson Lefmann called the meeting to order at 7:05 p.m.

The following were in attendance:

PRESENT:	Pierce, Farra, Vasquez,
ABSENT:	Lefmann, Watson-Gardner
STAFF:	Hensley, Hernandez
DEPUTY CITY ATTORNEY:	Alisha Patterson

2. WELCOME AND INTRODUCTION OF NEW COMMISSIONERS

Hensley swore in Commissioner Farra and stated that Commissioner Pierce was reappointed for another four years. Commissioner Farra provided his background information, stating that he has been a City of Duarte resident for 26 years. He is a Civil Engineer by practice, was a Member of the State Bar of California and currently working as a Civil Engineer for the last 13 years in the Angeles National Forest. He previously owned a consulting firm and worked as a soil engineer. Commissioner Farra is excited to be a member of the Planning Commission.

3. PLEDGE OF ALLEGIANCE

Commissioner Farra led the Pledge of Allegiance.

4. APPROVAL OF MINUTES – November 16, 2015

Director Hensley provided the option to postpone the approval of minutes for the next meeting, as there is a new member on the board. However, Commissioner Farra stated he listened to the audio of the November 16th meeting and is able to vote on the approval of the minutes.

Vice-Chair Pierce moved to approve the minutes, seconded by Commissioner Farra. Motion was approved 3-0-2-0. (Absent: Lefmann and Watson-Gardner).

5. ORAL COMMUNICATIONS – ITEMS NOT ON THE AGENDA

Vice-Chair Pierce opened Oral Communications for Items not on the Agenda.

Heather Nestor made comments regarding her plans to construct a second story addition to her house. She had heard from her designer that there were conflicts in getting here plans approved and she wanted to approach the Commission for help.

Hensley asked Ms. Nestor to leave her contact information for staff to contact her regarding her project.

Seeing no one else Vice-Chair Pierce closed Oral Communications Item.

6. GENERAL ITEMS

Hensley turned over the meeting to Alisha Patterson, Deputy City Attorney to begin the Training Workshop.

Ms. Patterson presented a brief slide overview of three topics, which are relevant to the Commissioners including the Roberts Rules of Order, the Brown Act and the Fair Political Practices Commission (FPPC) Conflict of Interest Rules.

She provided examples, discussed the purpose, process and procedures on each topic as follows:

- **Robert Rules of Order:** Explained the purpose of a Quorum Requirement, Agenda Posting, Scope of Meeting, Inadvertent "Meeting", Public Comments, Teleconferencing, and Closed Sessions.
- **Brown Act:** Explained the three basic requirements, exceptions, and violation of an open meeting, agenda posting and public comments.
- **Political Perform Act:** Discussed the basic principals, conflict of interest, consequences, and violations regulated by the FPPC on the Political Perform Act.

There was discussion and comments among members on the various topics. Ms. Patterson concluded her presentation and Commissioners had no additional questions.

7. ITEMS FROM THE DIRECTOR

Hensley provided updates on the following projects:

- Permits issuance for Mikes Food demo
- Plan checks submittal for the Smart & Final Extra building
- Some delays on Starbucks Drive-Thru project
- Ribbon cutting event on March 5th for the Gold Line Operation

8. ITEMS FROM COMMISSIONERS

Commissioner Farra inquired about the type of motions Commissioners make on business items.

Hensley provided a general explanation of the role of the Commissioners in making final decisions on some quasi-judicial actions and making recommendations to the City Council for legislative and other actions.

9. ADJOURNMENT

The meeting was adjourned at 8:18 p.m.

Craig Hensley, Secretary