

*Michael Graf, Chair*  
*Jim Thompson, Vice-Chair*  
*Steve Cammarata, Commissioner*  
*Monica Dever, Commissioner*  
*Jacob Hoy, Commissioner*  
*Dave Popelka, Commissioner*  
*Joaquin Santos, Commissioner*



**PLANNING COMMISSION AGENDA**  
Lomita City Hall  
Council Chambers  
24300 Narbonne Avenue  
Lomita, CA 90717  
Phone: (310) 325-7110  
Fax: (310) 325-4024

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Next Resolution No. PC 2019-05

**AGENDA**  
**REGULAR MEETING**  
**LOMITA PLANNING COMMISSION**  
**MONDAY, FEBRUARY 11, 2019**  
**6:30 PM**

**1. OPENING CEREMONIES**

- a. Call Meeting to Order
- b. Flag Salute
- c. Roll Call

**2. ORAL COMMUNICATIONS**

*Persons wishing to address the Planning Commission on subjects other than those scheduled are requested to do so at this time. Please come to the podium and give your name and address for the record. In order to conduct a timely meeting, a 5-minute time limit per person has been established. Government Code Section 54954.2 prohibits the Planning Commission from discussing or taking action on a specific item unless it appears on a posted agenda.*

**3. CONSENT AGENDA**

*All items under the Consent Agenda are considered by the Commission to be routine and will be enacted by one motion in the form listed below. There may be separate discussions of these items prior to the time the Commissioners vote on the motion. Specific items may be removed from the Consent Agenda at the request of any Commissioner or staff.*

- a) **APPROVAL OF MINUTES:** January 14, 2019

**RECOMMENDATION:** Approve minutes

**SCHEDULED MATTERS**

**4. CONSIDERATION OF A RESOLUTION AMENDING THE PLANNING COMMISSION RULES AND PROCEDURES CHANGING THE REGULAR MEETING TIME FROM 6:30PM TO 6:00PM**

**RESO NO. PC 2019-05 – A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LOMITA AMENDING SECTION II-A OF RESOLUTION NO. 2014-08, CHANGING THE REGULAR MEETING TIME FROM 6:30 P.M. TO 6:00 P.M.**

**5. SELECTION OF CHAIR AND VICE-CHAIR FOR 2019****WRITTEN COMMUNICATIONS****6. COMMUNICATIONS REGARDING CITY COUNCIL ACTIONS****OTHER MATTERS****7. STAFF ITEMS – ANNOUNCEMENTS****8. PLANNING COMMISSIONER ITEMS****9. COMMISSIONERS TO ATTEND CITY COUNCIL MEETINGS**

Tuesday, March 5, 2019 & Tuesday, March 19, 2019

**10. ADJOURNMENT**

The next regularly scheduled Planning Commission meeting is on Monday, March 11, 2019, in the City Council Chamber

*Written materials distributed to the Planning Commissioners within 72 hours of the Planning Commission meeting are available for public inspection immediately upon distribution in the City Clerk's office at 24300 Narbonne Avenue, Lomita, CA 90717. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, you should contact the office of the City Clerk, (310) 325-7110 (Voice) or the California Relay Service. Notification 48-hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

*Only comments directed to the Commission from the podium will be recognized. Comments directed to the audience or generated from the audience will be considered out of order. Any person may appeal all matters approved or denied by the Planning Commission to City Council within 30 days of receipt of notice of action by the applicant. Payment of an appeal fee is required. For further information, contact City Hall at 310 325-7110.*

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted in the City Hall lobby bulletin board, and posted on the City's website not less than 72 hours prior to the meeting. A copy of said Agenda is on file in the Office of the City Clerk.*

Dated Posted: February 7, 2019

  
Kathleen Hill, CMC, City Clerk

**MINUTES OF THE  
PLANNING COMMISSION  
REGULAR MEETING  
TUESDAY, JANUARY 14, 2019**

**1. OPENING CEREMONIES**

a. Call Meeting to Order

Chair Graf called the meeting to order at 6:30 p.m. in the Council Chambers, Lomita City Hall, 24300 Narbonne Avenue, Lomita, CA 90717.

b. Flag Salute

At the request of Chair Graf, Commissioner Dever led in the Flag Salute.

c. Roll Call

Responding to the roll call by Deputy City Clerk Hill were Commissioners Cammarata, Dever, Popelka, and Chair Graf. Also present were Assistant City Attorney Langer, Community & Economic Development Director Velasco, and Planning Intern Aldana.

**PRESENT:** COMMISSIONERS: Cammerata, Dever, Popelka, and Chair Graf

**ABSENT:** COMMISSIONERS: Hoy, Santos, Thompson

**2. ORAL COMMUNICATIONS**

None.

**3. CONSENT AGENDA**

a) **APPROVAL OF MINUTES:** November 13, 2018

b) **CONDITIONAL USE PERMIT NO. 70 (MODIFICATION) – One Year Extension of Time**, a request for a one year extension of time for Conditional Use Permit No 70 (Modification) establishing a new expiration date of January 14, 2020.

c) **SITE PLAN NO. 1180 – One Year Extension of Time**, a request for a one year extension of time for Site Plan Review No. 1180 establishing a new expiration date of January 14, 2020.

Commissioner Cammarata made a motion, seconded by Commissioner Popelka to approve items 3a – 3c consent agenda items.

**MOTION CARRIED** to approved consent calendar items by the following vote:

AYES:	4	COMMISSIONERS:	Cammarata, Dever, Popelka, Graf
NOES:	0	COMMISSIONERS:	None
ABSENT:	3	COMMISSIONERS:	Hoy, Santos, Thompson
RECUSE:	0	COMMISSIONERS:	None

## **PUBLIC HEARING**

- 4. CONDITIONAL USE PERMIT NO. 310**, a request for a Conditional Use Permit for 1) a new 2,520 sq. ft. convenience store (7-11) with eight fueling stations, and associated parking and landscaping, 2) to permit the sale of beer and wine for off-site consumption, and 3) to permit the outside storage and display of 20lb propane tanks for the property located at 2301 Pacific Coast Highway in the C-R, Commercial Retail Zone. Filed by 7-11 Inc., 330 E. Lambert Road, Brea CA, 91403 (Applicant).

**APPLICANT:** 7-11, Inc.

**PRESENTED BY:** Alicia Velasco, Community and Economic Development Director

**RECOMMENDED ACTION:** Adopt Resolution of Approval

Director Velasco presented staff report and stated that the project meets all required development standards including, parking, setbacks, height, and landscaping. The project required a licensed engineer to conduct a traffic study which included trips at three intersections. The study showed that there were no level of service impacts due to the project. The City's traffic engineer reviewed the study and had concerns regarding the fuel tank turning radius at the PCH entrance. Therefore, a condition was added to the project stating that the driveway shall have a minimum width of 45 feet to accommodate a right turn turning radius from the first lane. In addition, conditions were added to the aesthetics of the fuel canopy, rear yard setbacks, lighting on the back north wall elevation, and on beer and wine sales.

Director Velasco read into the record two modifications to the conditions and provided copies to the public. Condition number 43 was modified as the applicant felt that it was very vague and staff agreed. The new condition states subject to the approval of the Community and Economic Director, the applicant shall prepare a construction site management plan detailing the storage of construction materials and construction related vehicles outdoors on the project property. Some concerns were expressed about the integrity of the existing block wall, which is on the north property line. Condition 55 now reads the existing block wall along the north property line structural integrity shall be verified by a structural engineer or other qualified individual. If the existing wall is not structurally sound, it shall be replaced with a new six-foot solid masonry block wall. A solid six-foot masonry block wall shall be maintained at the subject property's north property line at all times. Director Velasco recommended that the commission approve the project.

Chair Graf opened the public hearing and asked if there were comments from the commission.

There were questions and brief discussion relative to the other 7-11 stores that have restrictions on beer and alcohol sales, the number of propane tanks at the location, and

discussion relative to excessive complaints, block wall requirements and permits for moving the bus stop with Cal Trans.

There were no disclosures; however, Commissioners Popelka and Cammarata both know the property owner on a personal basis, but stated they can be fair and impartial in their voting.

Chair Graf opened the public comment portion of the hearing.

Mr. Madrid, with ASI Development, 5932 Bolsa Avenue, Huntington Beach, California, presented the project. He stated that they are in agreement with the conditions contained in the draft resolution with the exception of a few. One is the widening of the drive-way off of PCH. They feel that it may it may cause additional funds and cause a delay on the project. The stakeholders would prefer that that part of the condition be stricken. Condition 65 is also a concern with the applicant. They would like to see the condition eliminated or limited in its parameters.

There was discussion regarding the gas station operation and the beer and wine portion of the permit.

Ms. Lisa Baldwin, 25657 Cypress Street spoke about her concerns of a 24 hour store next door to her residence. She also has concerns about hours of construction, lighting, smell and noise while construction is going on. She asked for a ten foot wall to shield from the noise. She said Lomita is a beautiful little town and wants to keep Lomita as a safe small city.

Mr. Madrid readdressed the commission and stated that he understood the concerns raised. He said that there would be no activity on the north side of the building and that the fueling pumps were pushed far south.

Assistant City Attorney Langer pointed to the driveway conditions that needed to be addressed. In regards to construction hours and noise; Director Velasco cited the municipal code that address hours of construction allowed in the City. Assistant City Attorney Langer suggested a construction mitigation plan to minimize noise impacts to adjacent properties be included as Condition 68. Condition 65 was modified from 10 per calendar year complaints to 12 per calendar year.

Chair Graf closed the public hearing at 7:17pm. There being no further questions or comments Chair Graf made a motion, seconded by Commissioner Popelka to approve Conditional Use Permit No. 310 with changes to Condition 43, Condition 55, and Condition 65, and adding Condition 68 as read into the record.

AYES:	4	COMMISSIONERS:	Cammarata, Dever, Popelka, Graf
NOES:	0	COMMISSIONERS:	None
ABSENT:	3	COMMISSIONERS:	Hoy, Santos, Thompson
RECUSE:	0	COMMISSIONERS:	None

**MOTION CARRIED** to approve the recommended action and adopt the following titled resolution:

**RESOLUTION NO. PC 2019-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LOMITA APPROVING A CONDITIONAL USE PERMIT FOR 1) A NEW 2,520 SQ. FT. CONVENIENCE STORE (7-11) WITH EIGHT FUELING STATIONS, AND ASSOCIATED PARKING AND LANDSCAPING, 2) TO PERMIT THE SALE OF BEER AND WINE FOR OFF-SITE CONSUMPTION, AND 3) TO PERMIT THE OUTSIDE DISPLAY OF 20 POUND PROPANE TANKS FOR THE PROPERTY LOCATED AT 2301 PACIFIC COAST HIGHWAY IN THE C-R, COMMERCIAL RETAIL ZONE. FILED BY 7-11 INC., 330 E. LAMBERT ROAD, BREA CA, 91403 (THE "APPLICANT").**

5. **CONDITIONAL USE PERMIT NO. 311** A request for a conditional use permit to allow the sale of beer and wine for on-site consumption at a restaurant located at 1841 Pacific Coast Highway in the C-R, (Commercial Retail) Zone. Filed by Emil Lewis, 1841 Pacific Coast Highway, Lomita, CA 90717 ("Applicant").

**APPLICANT:** Emil Lewis

**PRESENTED BY:** Christopher Aldana, Planning Intern

**RECOMMENDED ACTION:** Adopt Resolution of Approval

Planning Intern Aldana presented the report on the project. The proposed project is categorically exempt from CEQA and staff has determined that there is no substantial evidence that the project will have a significant effect on the environment. Staff also determined that the proposed use of the conditional use permit is allowed within the District, is consistent with the General Plan, and complies with all other applicable requirements.

Chair Graf opened the public hearing and asked if there were comments or questions.

Chair Graf asked for clarification on Condition 20, which states that bottles and beverage cans must be disposed of no more than 30 minutes after closing. Director Velasco stated that complaints are often received with regards to the noise of dumping the trash out from restaurants and bars. There was discussion regarding the new block wall that the property owner will install that will extend 149 feet.

Emil Lewis, the applicant, stated that he wanted to bring vibrancy to the city with a buffet style restaurant offering varied menu options.

Joann Sprecher, 1862 W. 257<sup>th</sup> Street, a resident of the City of Lomita for 15 years spoke against the liquor license. She stated that there are numerous negative impacts from the establishments of the strip mall and feels that the owner does not care about the maintenance, security, or upkeep of the property.

Rosemary Pineda, 1854 257<sup>th</sup> Street, as resident of 26 years spoke about the damage to her backyard and garden pergola due to the cigarettes and trash that have been thrown in her backyard. She is requested a razor wire fence to help protect her property. Fernando Pineda also spoke about the problems at the strip mall. He mentioned a storage building on the side of the restaurant that is right up against the chain-link fence.

The applicant readdressed the commission and reassured that he would have trained personnel and would not allow bad behavior in his establishment and that he has an open door policy and any complaints can be directed to him.

Commissioner Cammarata stated that the issues seem to be with the strip mall and not particular to this restaurant. Director Velasco stated that the issues have been investigated by code enforcement and the sheriff's department.

Ron Van de Vantor, 1857 Pacific Coast Highway, the owner of 3 Little Cupcakes, attested to the types of issues and concerns brought by the residents. He has helped to clean up the area.

Chari Graf closed the public hearing and brought the item back to the commission.

Commissioner Popelka made a motion, seconded by Commissioner Cammarata to approve Conditional Use Permit No. 310 subject to findings and conditions.

AYES: 4 COMMISSIONERS: Cammarata, Dever, Popelka, Graf  
NOES: 0 COMMISSIONERS: None  
ABSENT: 3 COMMISSIONERS: Hoy, Santos, Thompson  
RECUSE: 0 COMMISSIONERS: None

**MOTION CARRIED** to approve the recommended action and adopt the following titled resolution:

**RESOLUTION NO. PC 2019-04**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LOMITA APPROVING CONDITIONAL USE PERMIT NO. 311 TO ALLOW THE SALE OF BEER AND WINE FOR ON-SITE CONSUMPTION AT A RESTAURANT LOCATED AT 1841 PACIFIC COAST HIGHWAY IN THE COMMERCIAL RETAIL ZONE. FILED BY EMIL LEWIS, 1841 PACIFIC COAST HIGHWAY, LOMITA, CA 90717.**

**SCHEDULED MATTERS**

**6. SELECTION OF CHAIR AND VICE-CHAIR FOR 2018-2019**

Chair Graf motioned, seconded by Commissioner Cammarata to postpone the selection of chair and vice chair to the next meeting.

**MOTION CARRIED** by the following vote:

AYES: 4 COMMISSIONERS: Cammarata, Dever, Popelka, Graf  
NOES: 0 COMMISSIONERS: None  
ABSENT: 3 COMMISSIONERS: Hoy, Santos, Thompson  
RECUSE: 0 COMMISSIONERS: None

**7. DISCUSSION AND DIRECTION REGARDING CHANGING DATE AND TIME OF PLANNING COMMISSION MEETING**

The commission discussed the possibility of changing the day of the planning commission meetings to either the first or the third Monday, and to the time to 6:00 p.m. Chair Graf made a motion, seconded by Commissioner Cammarata to move the meetings to the third Monday of the month and to change the time from 6:30 p.m. to 6:00 p.m. Conflicts with Monday holiday was discussed and it was determined to vote on the items separately. Commissioner Cammarata made a motion, seconded by Commissioner Dever to move the meeting times to 6:00 p.m.

**MOTION CARRIED** by the following vote:

AYES:	4	COMMISSIONERS:	Cammarata, Dever, Popelka, Graf
NOES:	0	COMMISSIONERS:	None
ABSENT:	3	COMMISSIONERS:	Hoy, Santos, Thompson
RECUSE:	0	COMMISSIONERS:	None

**WRITTEN COMMUNICATIONS**

**8. COMMUNICATIONS REGARDING CITY COUNCIL ACTIONS**

None

**OTHER MATTERS**

**9. STAFF ITEMS – ANNOUNCEMENTS**

Director Velasco announced the hiring of Public Works Director Carla Dillon.

**10. PLANNING COMMISSIONER ITEMS**

Commissioner Popleka commented that the water meter boxes on Oak look nice.

Chair Graf asked about the signs north into Torrance on Lomita Blvd. Director Velasco stated she would have Public Works look into it.

**11. COMMISSIONERS TO ATTEND CITY COUNCIL MEETINGS**

Commissioner Popelka will attend the City Council Meeting on Tuesday, February 5, 2019, and Commissioner Graf will attend the City Council Meeting on Tuesday, February 19, 2019.



**ADJOURNMENT**

The meeting adjourned at 8:26 p.m.

ATTEST:

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Kathleen Hill, CMC  
Deputy City Clerk



## CITY OF LOMITA PLANNING COMMISSION REPORT

**TO:** Planning Commission February 11, 2019  
**FROM:** Alicia Velasco, Community and Economic Development Director  
**SUBJECT:** Change in Planning Commission Meeting Time

### BACKGROUND/ANALYSIS

At the January 14, 2019, Planning Commission meeting, the Commission directed staff to initiate a change in the regular meeting time from 6:30 p.m. to 6:00 p.m. According to Section XIV of the by-laws:

“These rules and procedures may be amended at any regular meeting of the Commission by a majority of the members, provided that the amendment has been submitted in writing to the members at a preceding meeting.”

Attached to this report is a revised resolution with the following proposed amendment (old text has strikethrough and new text is italicized):

### II. MEETINGS

#### A. Regular Meetings

Regular meetings of the Commission shall be held on the second Monday evenings of each month at ~~6:30~~ *6:00* p.m. in the City Hall Council Chambers.

### RECOMMENDATION

Staff recommends that the Planning Commission approve the amendment to the by-laws by an oral vote with the change going into effect at the March 11, 2019 meeting.

Prepared by:

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Alicia Velasco Community and Economic Development Director

Exhibit A - Reso 2019-05

RESOLUTION NO. PC 2019-05

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LOMITA AMENDING SECTION II-A OF RESOLUTION NO 2014-08, CHANGING THE REGULAR MEETING TIME FROM 6:30 P.M. TO 6:00 P.M.**

The Planning Commission of the City of Lomita (hereinafter "Commission") resolves to adopt the following rules and procedures to govern the conduct of their meetings:

**I. RECEIPT OF RULES AND PROCEDURES**

Upon appointment, each member of the Commission shall receive a copy of these rules and procedures.

**II. MEETINGS**

**A. Regular Meetings**

Regular meetings of the Commission shall be held on the second Monday evenings of each month at 6:00 p.m. in the City Hall Council Chambers.

**B. Adjourned and Special Meetings**

Adjourned meetings of the Commission may be held on the fourth and fifth Mondays of the month. Special meetings may be called in the manner prescribed in the Brown Act.

**C. Brown Act**

All meetings of the Commission shall be governed by the Ralph M. Brown Act.

**III. QUORUM/VOTING REQUIREMENTS**

**A.** A quorum of the Commission shall be four members. A quorum shall be present in order for the Commission to conduct business. A member disqualified from participation in an item of business due to a financial conflict of interest under the Political Reform Act of 1974, as amended, shall not be counted towards the quorum during consideration of that item.

**B.** An affirmative vote of a majority of the members present and eligible to vote shall be required to adopt resolutions including, but not limited to:

Approval or denial of a:

1. Conditional Use Permit
2. Variance
3. Height Variation Permit
4. Site Plan Review
5. Appeals of Lot Mergers and Lot Line Adjustments
6. Adoption of Mitigated Negative Declarations and Negative Declarations (which may be included in resolutions approving other development permits)
7. Certification of EIRs

C. Recommendation for approval or denial of:

1. Tentative Map
2. Adoption or amendment of a General Plan
3. Adoption or amendment of a Specific Plan
4. Zone Change
5. Development Agreement
6. Adoption of a resolution of intention for an Annexation or Zone change

D. No Proxy

Absent members may not vote by proxy on any item before the Commission at any meeting.

E. Failure of Item

Where the Commission has the power to approve or deny an action and an item fails to receive the number of votes required by subsection IIIB above, this failure shall constitute denial of the item under consideration. Where the Commission has authority to recommend to the Council, a deadlock shall be considered no recommendation.

#### IV. ORGANIZATION OF COMMISSION AGENDAS

A. Public Comments

1. The agenda of each meeting of the Commission shall include an item entitled "Public Comments."
2. When the Public Comments item is called during a regular or adjourned regular meeting, members of the public may address the Commission on matters that are within the subject matter jurisdiction of the Commission and that do not appear on the agenda or that appear on the consent agenda.

3. When the Public Comments item is called during a special meeting, members of the public may address the Commission on matters that do not appear on the agenda as public hearings and that have been described in the notice for the special meeting.

Each member of the public speaking on the Public Comments item shall be limited to three (3) minutes, unless additional time is granted by the chair.

B. Approval of Minutes

Minutes of previous meetings shall be approved at a subsequent Commission meeting. Members who were not present at a meeting for which minutes are being considered may choose, at their own discretion, to participate or abstain from the approval of those minutes.

C. Consent Agenda

1. The consent portion of the agenda shall include minor or routine items, whether they be requests for resolutions of intention, or other matters.

2. When the consent portion of the agenda is called, the chair shall ask the members if they have questions or if there is a need for discussion. Staff may respond to minor questions from members concerning items on the consent agenda. If there is a need for substantial questions from or discussion by members, items may be removed from the consent agenda and considered as the first new public hearings.

3. The Commission may act on the consent agenda by one motion and second and a standard vote.

D. Disruptive Public Speakers

No member of the public who addresses the Commission shall engage in conduct that disrupts, disturbs or impedes the orderly conduct of the meeting. Such conduct may include making loud, threatening, abusive, personal, impertinent or profane remarks. Any person who engages in such conduct may, at the discretion of the chair or a majority of the members present and eligible to vote, be ordered to be silent and be barred from further communication with the Commission during that meeting.

E. No Action

The Commission shall not take action on any item not appearing on the agenda unless the action is authorized by the Ralph M. Brown Act.

## V. CONDUCT OF PUBLIC HEARINGS

### A. Order of Presentation

Unless otherwise directed by the chair, the order of presentation of evidence or testimony, oral and written, on any public hearing item shall be as follows:

1. Chair opens the public hearing.
2. Staff makes a brief presentation, including a summary of the item, an analysis of the issues and a recommendation.
3. Members question staff and raise any new issues.
4. Applicant makes a presentation, if he/she chooses.
5. Members question applicant.
6. Chair invites public testimony on the item.
7. Applicant rebuts public testimony.
8. Chair closes hearing to public testimony.
9. Summation by staff, upon request by chair.
10. Members deliberate on the item.
11. Members vote on the item.

### B. Oral Testimony

All oral testimony received at meetings of the Commission shall be directed to the chair. Unless otherwise granted by the chair and except for presentations by an applicant, a member of staff, a consultant to the City, or a representative from a public agency, all oral testimony from one person shall be limited to five minutes.

### C. Debate and Questions

The chair shall not allow debate between members of the public holding different views on an item. Any person wishing to direct a question to another person shall submit such question to the chair, who may, at his or her discretion, ask the question. The chair may prohibit a member of the public from speaking on an issue more than once at any hearing.

### D. Rules of Evidence

Public hearings held by Commission shall not be conducted according to the rules of evidence contained in the California Evidence Code. The following rules of evidence shall apply:

1. The Commission may consider any evidence which is the sort of evidence which responsible persons are accustomed to rely upon in the conduct of serious affairs.
2. All evidence shall be directly related to the item under consideration.

3. Persons testifying before the Commission shall be encouraged to submit their testimony and comments in writing for the record.

## VI. COMMUNICATIONS AND REPORTS TO THE COMMISSION

### A. Information Provided by Staff

1. Staff reports and other information related to a meeting shall be provided to the Commission on the Wednesday preceding any Monday meeting.
2. Ordinarily, if written information from staff cannot be distributed to the Commission at that time, staff shall recommend that the Commission continue that item for an appropriate time and shall inform the applicant of the recommendation prior to the meeting. In unusual circumstances, staff may provide supplemental information closer to the time of or at a meeting and the item need not be continued.
3. As provided in section 54957.5 of the Government Code, agendas, staff reports and other writings distributed to all, or a majority, of the members in connection with a matter subject to discussion or consideration at a Commission meeting shall be made available for public inspection without delay, unless such writings are exempt from public disclosure.

### B. Written Communications from the Public

The Commission encourages the public to prepare and send letters and other correspondence that may assist the Commission in its deliberations on an item. The correspondent shall provide 12 copies of all written material for members, the recording secretary, staff, file, and the public.

The Commission shall refer to staff all correspondence regarding a subject or matter not appearing on the agenda.

## VII. ELECTION AND DUTIES OF OFFICERS

### A. Election of Officers

The first regular meeting of the Commission held in every calendar year, the members of the Commission shall elect one of their number as chair and another as vice-chair, to serve for one year and until their successors are appointed, unless they are earlier removed from such positions by majority vote of the regular members of the Commission.

## B. Duties and Responsibilities of Officers

The chair shall:

1. Preside at all meetings and conduct the meetings as specified herein.
2. Re-order the agenda as necessary.
3. Represent the Commission at meetings of the City Council, other public agencies and civic events. However, the chair shall not express the position or opinion of the Commission at such meetings or events without obtaining the consent of a majority of the members.
4. Sign resolutions adopted by the Commission and verify the accuracy of the contents.
5. Call special meetings.

In the absence of the chair, the vice-chair shall perform the duties of the chair.

In the absence of both the chair and vice-chair, the immediate past chair shall preside at the meeting.

## VIII. RESTRICTION ON REPRESENTATION

No member shall purport to represent or speak on behalf of the Commission except as specified in subsection VII (B)(3) or with the approval of a majority of the members.

## IX. RECORD OF MEETINGS

A. The following shall be completed as official record of the meetings:

1. A minutes record of all proceedings before the Commission shall be preserved by staff.
2. Minutes shall be prepared in the form and format prescribed by the City Council for citizen advisory committees.
3. All reports and written correspondence directed to the Commission shall be made a part of the permanent record of the Commission.
4. All motions considered by the Commission shall be recorded whether they pass or fail.
5. Members wishing to have specific comments regarding an item reflected in the minutes and preserved for the record shall state, prior to making the comment, that the comment is "for the record."



6. Draft minutes of meetings shall be presented to the Commission for correction and approval as soon as practical.

X. SUBCOMMITTEES

With the approval of a majority of the regular members, the chair may appoint members to subcommittees for the purpose of making recommendations to the full Commission on policy matters or such other matters as may be deemed appropriate.

XI. PARLIAMENTARY PROCEDURE

In conducting meetings, the chair shall be guided by, but is not required to strictly adhere to, Robert's Rules of Order, Newly Revised.

XII. SEATING ARRANGEMENT

The seating arrangement for the Commission shall be as follows:

The chair shall be seated in the middle of the dais. The vice-chair shall sit immediately to the chair's left.

XIII. RESIGNATION

Any member desiring to resign from the Commission shall submit a written resignation to the City Council and the City Clerk's Office.

XIV. AMENDMENT OF RULES AND PROCEDURES

These rules and procedures may be amended at any regular meeting of the Commission by a majority of the members, provided that the amendment has been submitted in writing to the members at a preceding meeting.

PASSED AND ADOPTED by the Planning Commission of the City of Lomita on this 11<sup>th</sup> day of February, 2019, by the following vote:

AYES:           Commissioners:  
NOES:           Commissioners:  
ABSENT:       Commissioners:

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Michael Graf, Chairperson

ATTEST: \_\_\_\_\_

Alicia Velasco  
Community and Economic Development Director