

PLANNING COMMISSION STAFF REPORT

MEETING DATE: September 25, 2018

SUBJECT: Consideration of Change in Regular Meeting Dates of the Planning Commission, or in the Alternative, Formally Re-Establish Current Meeting Dates and Times

BY: Adrian R. Guerra, Assistant City Attorney

REQUESTED ACTION: Adopt a Resolution Entitled "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA CAÑADA FLINTRIDGE ESTABLISHING THE REGULAR MEETING DATES AND TIMES OF THE PLANNING COMMISSION IN ACCORDANCE WITH LA CAÑADA FLINTRIDGE MUNICIPAL CODE SECTION 2.12.070"

ENVIRONMENTAL REVIEW: Exempt from the requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Summary

For the reasons set forth below, the Assistant City Attorney is requesting that the Planning Commission consider changing its regular meeting dates to new dates acceptable to the Planning Commission and staff and adopt a resolution establishing the new dates. In the alternative, if no change is approved, the Assistant City Attorney is recommending that the Planning Commission adopt a resolution formally re-establishing the current meeting dates of the Planning Commission.

Background

Adrian R. Guerra, the Assistant City Attorney, has served in the City Attorney's office for La Cañada Flintridge for nearly seventeen years. From 2001 to 2009, he served as Deputy City Attorney, and since 2010, has served as Assistant City Attorney.

Recently, Mr. Guerra was appointed as City Attorney for the City of Grand Terrace in San Bernardino County. In that capacity, beginning October 23, 2018, he will begin attending the regular meetings of the Grand Terrace City Council which occur on the second and fourth Tuesdays of each month — which are the same nights of the La Cañada Flintridge Planning Commission.

Mr. Guerra desires to continue working with La Cañada Flintridge, its City Council, Planning Commission, and staff. To do so, the Planning Commission would need to change its regular meeting dates. In accordance with Section 2.12.070.A of the La Cañada Flintridge Municipal Code, “the planning commission shall have power to and shall provide for its own organization; shall adopt rules and regulations for the transaction of business before it; *shall designate the time and place for the regular monthly meeting or meetings of the planning commission*; and to take such other action as is required.”

After discussion with and concurrence of City staff, Mr. Guerra requests that the Planning Commission consider changing its regular meeting dates to the second and fourth Thursdays of each month. These meeting dates do not conflict with the meeting dates of the City Council or any other commission. Also, as staff would continue to provide agenda packets the Thursday or Friday prior to the meeting in most cases, Thursday meetings would allow additional time for Commissioners to review the written materials and visit the project sites prior to the meetings.

Alternatively, if Thursdays are not a viable option, staff would propose the first and third Mondays as a back-up option. Due to holidays, some meetings would need to be canceled, which is one reason this option may not be ideal.

Should the Planning Commission elect not to change the meeting dates for any reason, the City Attorney’s office would designate a new Assistant City Attorney beginning November 1, 2018.

Adoption of Proposed Resolution

As stated above, the Planning Commission is required to formally designate the time and place for the regular monthly meeting or meetings of the planning commission. Accordingly, the Assistant City Attorney recommends that the Planning Commission adopt the proposed resolution to establish new meeting dates and times of the Planning Commission or, in the alternative, formally re-establish the second and fourth Tuesdays of each month as the regular meetings of the Planning Commission.

Environmental Review

The adoption of the proposed resolution is exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b) (3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the proposed Resolution and the actions taken therein are administrative in nature and will not have any effect on the environment.

Recommendation

Staff recommends that the Planning Commission take the following action(s):

1. Adopt the proposed resolution entitled “A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA CAÑADA FLINTRIDGE ESTABLISHING THE REGULAR MEETING DATES AND TIMES OF THE PLANNING COMMISSION IN ACCORDANCE WITH LA CANADA FLINTRIDGE MUNICIPAL CODE SECTION 2.12.070”
2. Direct staff to take other action.

ATTACHMENTS:

1. Proposed Resolution

Attachment 1

RESOLUTION NO. 18-

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LA CAÑADA FLINTRIDGE ESTABLISHING THE REGULAR MEETING DATES AND TIMES OF THE PLANNING COMMISSION IN ACCORDANCE WITH LA CANADA FLINTRIDGE MUNICIPAL CODE SECTION 2.12.070

WHEREAS, Section 2.12.070.A of the La Cañada Flintridge Municipal Code provides that “the planning commission shall have power to and shall provide for its own organization; shall adopt rules and regulations for the transaction of business before it; shall designate the time and place for the regular monthly meeting or meetings of the planning commission; and to take such other action as is required;” and

WHEREAS, by this Resolution and in accordance with this authority, the Planning Commission desires to establish the regular meeting dates and times of the Planning Commission.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF LA CAÑADA FLINTRIDGE DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Planning Commission finds and determines that the above recitals are true and correct.

Section 2. The Planning Commission further finds and determines that the adoption of this Resolution is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that this Resolution and the actions taken herein are administrative in nature and will not have any effect on the environment.

Section 3. The regular meetings of the Planning Commission shall be at 6:00 p.m. on the second and fourth Thursdays of each month in the City Council Chambers at La Cañada Flintridge City Hall.

Section 4. This Resolution shall supersede any and all prior resolutions governing the meeting dates and times of the Planning Commission.

Section 5. This Resolution shall take effect beginning November 1, 2018.

PASSED, APPROVED, AND ADOPTED this 25th day of September, 2018

Chair of the Planning Commission

ATTEST:

Secretary to the Planning Commission