



**CITY OF EAST PALO ALTO**  
**PLANNING COMMISSION - REGULAR MEETING**  
**MONDAY, JANUARY 8, 2018 – 7:00PM**  
**ACTION MINUTES**

**ADOPTED MAY 14, 2018**

EAST PALO ALTO GOVERNMENT CENTER  
2415 UNIVERSITY AVENUE - FIRST FLOOR – CITY COUNCIL CHAMBER

**CHAIRPERSON:** Robert Sherrard

**VICE CHAIRPERSON:** Briana Carter

**COMMISSIONERS:** Robert Allen, Kyra Brown, Javanni Munguia-Brown,  
Uriel Hernandez (Alternate), Alex Quezada, Court Skinner

**STAFF PRESENT:** Rafael E. Alvarado Jr., City Attorney; Sean Charpentier, Assistant City Manager;  
Leticia Garcia, Secretary II; Guido Persicone, Planning and Housing Manager

**REGULAR MEETING**

**1. CALL TO ORDER AND ROLL CALL**

The Planning Commission (PC) meeting was called to order at 7:04 p.m. by Madam Vice Chair Carter.

**Present:** Allen, Brown, Carter, Hernandez, Munguia-Brown, Quezada, Skinner

**Absent:** Sherrard

**2. APPROVAL OF THE AGENDA (Government Code §54957.7(a))**

**Action:** Upon motion by Commissioner Quezada and seconded by Commissioner Allen, the Planning Commission **unanimously voted 7-0** to approve the agenda with Chair Sherrard absent. Motion approved.

**3. COMMUNITY FORUM -** There were no speakers for Community Forum.

**4. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS -**

There were no speakers for the Consent Calendar items.

**5. CONSENT CALENDAR**

A. Adopt the November 13, 2017 Planning Commission minutes, as presented in the packet, as an accurate reflection of the meeting.

B. Adopt the Planning Commission Stipends Attendance Report

**Action:** Upon motion by Commissioner Allen and seconded by Commissioner Skinner, the Planning Commission **unanimously voted 7-0** to approve the consent calendar.

Motion approved.

**6. PUBLIC HEARINGS**

**A. Subject:** Appeal of an Administrative Determination for a Tree Removal Permit

**Location:** 135 Donohoe

**Owners/ Applicant:** Maria Giron/Gloria Torres

**Appellants:** Andrei Garcia, Hilary Coyne, Chandra Permaul

**Proposal:** The Planning Department has approved removal of a tree at 135 Donohoe.

An appeal has been filed of this administrative determination by the Planning Manager.

**Staff Recommendation:** Uphold the Administrative Determination to authorize removal of a tree at 135 Donohoe

**Project Planner:** Guido F. Persicone, Planning Manager, [gpersicone@cityofepa.org](mailto:gpersicone@cityofepa.org)

Planning and Housing Manager Persicone delivered the presentation.

**Action:** Upon motion by Commissioner Skinner and seconded by Commissioner Munguia Brown, the Planning Commission **unanimously voted 7-0** to open the public hearing. Motion approved.

The following individuals spoke on this item:

- Applicant's son-in-law on behalf of Maria Giron, Applicant
- Andrei Garcia, Appellant
- Maura Palmer
- Conniekay Smith
- Roberto Guzman, Arborist
- Victoria Brewster

**Action:** Upon motion by Commissioner Quezada seconded by Commissioner Brown, the Planning Commission **unanimously voted 7-0** to close the public hearing. Motion Approved.

**Action:** Upon motion by Commissioner Allen seconded by Commissioner Brown, the Planning Commission **unanimously voted 7-0** to re-open the public hearing. Motion approved.

The following individuals spoke on this item:

- Hillary Coyre, Appellant
- Maria Giron, Applicant

**Action:** Upon motion by Commissioner Quezada seconded by Commissioner Hernandez, the Planning Commission **unanimously voted 7-0** to close the public hearing. Motion approved.

**Action:** Upon motion by Commissioner Quezada and seconded by Hernandez, the Planning Commission **unanimously voted 5-2-0** to uphold the administrative determination to authorize removal of a tree at 135 Donohoe. Motion carried.

The motion was carried by the following vote:

**AYES:** Brown, Carter, Hernandez, Munguia-Brown, Quezada

**NOES:** Allen, Skinner

**ABSENT:** Sherrard

**7. PLANNING COMMISSION REORGANIZATION**

A. Nominations and Selection of Chairperson

B. Nominations and selection of Vice Chairperson

C. Comments by the new Chairperson and Vice Chairperson

**Action:** Upon motion, by Commissioner Allen, seconded by Commissioner Munguia-Brown, the Planning Commission **unanimously voted 7-0** to move this item to the February 5<sup>th</sup> Planning Commission meeting.

The motion was carried by the following vote:

**AYES:** Allen, Brown, Carter, Hernandez, Munguia-Brown, Quezada, Skinner

**NOES:** None

**ABSENT:** Sherrard

**8. ETHICS AND BROWN ACT TRAINING BY THE CITY ATTORNEY**

Attorney Alvarado Jr. delivered the Brown Act, Conflicts of Interest, Administrative Hearing Due Process, and Ethics presentation.

**9. INFORMATIONAL ITEMS**

Planning and Housing Manager Persicone entered the informational items into the record.

**10. ADJOURNMENT**

The Planning Commission of the City of East Palo Alto adjourned at 8:55 p.m.

Minutes Recorded, Prepared and Respectfully Submitted by:



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Leticia Garcia, Planning Commission Secretary

**Mission Statement**

*The City of East Palo Alto provides responsive, respectful, and efficient public services to enhance the quality of life and safety for its multi-cultural community.*