



**MINUTES OF THE  
EL SEGUNDO PLANNING COMMISSION  
Regularly Scheduled Meeting**

**April 10, 2025**

**CALL TO ORDER**

Vice Chair Inga called the meeting to order at 5:30 p.m.

**ROLL CALL**

Absent: Chair Maggay  
Present: Vice Chair Inga  
Present: Commissioner Christian  
Present: Commissioner McCaverty  
Present: Commissioner Taylor

Also present: Michael Allen, AICP, Community Development Director  
Also present: Eduardo Schonborn, AICP, Planning Manager  
Also present: Joaquin Vazquez, City Attorney  
Also present: Venus Wesson, Sr. Admin Specialist

**PLEDGE OF ALLEGIANCE**

Vice Chair Inga led the pledge.

**PUBLIC/WRITTEN COMMUNICATIONS**

None.

**A. CONSENT**

**1. Approval of Planning Commission Meeting Minutes:**

- March 27, 2025

**MOTION:** Approve the minutes.

**Moved by Commissioner Taylor, second by Commissioner McCaverty.**

**Motion carried, 4-0, by the following vote:**

**Ayes:** Inga, Christian, McCaverty, and Taylor

**B. NEW PUBLIC HEARINGS**

**C. NEW BUSINESS**

**2. Presentation of Community Development Department Structure and Functions**

Planning Manager Eduardo Schonborn provided an overview of the Community Development Department, including how Planning interacts with other divisions within the department, typical planning applications, and the role of the Planning Commission.

- Commissioner Christian asked for clarification regarding Administrative Use Permits (AUP) and wanted to know if the decision is made by the Director, then why have the items come before the Planning Commission. Eduardo and City Attorney Joaquin Vazquez shared that the items come before the Planning Commission as a receive and file item and the item does not need to be pulled for discussion unless a commissioner decides to pull the item to discuss the matter.

**MOTION:** A motion was not required as the presentation did not require an action to be taken from the Planning Commission.

**3. Land Use Element Primer and Selection of Planning Commissioners to Serve on the General Plan Land Use Element Technical Advisory Committee.**

Community Development Director Michael Allen provided a brief overview of what the General Plan Land Use Element is and what the General Plan Land Use Element Technical Advisory Committee (TAC) would participate in. In summary, the document dictates how a city will grow physically, economically, environmentally and it shapes the characteristics of the community. It also dictates future investments in infrastructure, open space, services and has a ripple effect on other General Plan Elements. The TAC will be an advisory body purposes only, where policy direction and guidance will be requested.

- Commissioner Christian volunteered to be the primary representative for the advisory committee. Consensus was provided.
- Commissioners provided consensus for Vice Chair Inga to be the backup for the advisory committee.

**MOTION:** Designate Commissioner Christian as the primary representative for the TAC and Vice Chair Inga as the backup representative.

**Moved by Vice Chair Inga, second by Commissioner McCaverty.**

**Motion carried, 4-0, by the following vote:**

**Ayes:** Inga, Christian, McCaverty, and Taylor

**D. UNFINISHED BUSINESS**

None.

#### **E. REPORTS – COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE**

Michael shared an update regarding the ADU preapproved plans webpage is now live on the City's website. In summary, if an architect is interested in participating in the program they could design a template for an ADU that would go through the plan check process and if approved a resident who is interested in building an ADU can pick that ADU plan from the website and it will facilitate a faster and cheaper process for the ADU.

#### **F. REPORTS – PLANNING COMMISSIONERS**

- Commissioner Christian welcomed Commissioners McCaverty and Taylor to the team.
- Vice Chair Inga wished everyone a Happy Easter and Passover.

#### **G. REPORTS – CITY ATTORNEY**

Joaquin shared that an ethics training and AB 1234 needs to be completed within one year from being sworn in and after that every two years. In the next week or so the City Clerk will mail out a notice with the link for the training and he will be presenting a brief presentation on this matter at the next meeting.

**ADJOURNMENT** — the meeting adjourned at 6:40 p.m.  
The next meeting is scheduled for April 24, 2025 at 5:30 p.m.

  
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Michael Allen, Community Development Director

  
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Kevin Maggay, Planning Commission Chair