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3 **CITY OF SIERRA MADRE**  
4 **PLANNING COMMISSION MINUTES**  
5 **Regular Meeting of**  
6 **Thursday, October 15, 2015 at 7:00 p.m.**  
7 **City Council Chambers, 232 W. Sierra Madre Blvd.**  
8

9 **CALL TO ORDER**

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11 Acting Chair Frierman-Hunt called the regular meeting of the Planning Commission to  
12 order at 7:00 p.m.  
13

14 **ROLL CALL**

15  
16 **Present:** Acting Chair Frierman-Hunt, Commissioners Buckles, Desai, Hinton, Hutt,  
17 Spears  
18 **Absent:** Chair Goldstein  
19 **Staff:** Vincent Gonzalez, Director of Planning & Community Preservation  
20 Leticia Cardoso, Planning Manager  
21 Jennifer Peterson, Administrative Analyst  
22 Terri Highsmith, City Attorney  
23

24 **APPROVAL OF AGENDA**

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26 Commissioner Spears moved to approve the agenda. Commissioner Hutt seconded.  
27 Motion carried unanimously.  
28

29 **APPROVAL OF MINUTES OF OCTOBER 1, 2015**

30  
31 Commissioner Hutt moved to approve the minutes. Commissioner Desai seconded.  
32 Motion carried unanimously.  
33

34 **AUDIENCE COMMENT**

35  
36 Matt Bryant  
37 Edgeview Dr.  
38 Mr. Bryant thanked the Commission on behalf of the Preserve Sierra Madre Coalition.  
39

40 **DISCUSSION**

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42 **Discussion Regarding Minimum Lot Sizes, Prevailing Front Yard Setbacks, and Angle Plane**  
43 **Encroachment in the R-1 Zone, Minor Conditional Use Permit Noticing Requirements, and**  
44 **Conditional Use Permit Findings.**  
45

46 Commissioner Hinton recused herself for the portion of the discussion regarding minimum  
47 lot sizes as her property is one that was identified as a potential lot split.  
48

49 Planning Manager Cardoso delivered the staff report.

50 **Minimum Lot Sizes, Flag Lots & Access Easements –**

The Commission discussed the benefits and challenges associated with access easements & flag lots. It was discussed that allowing flag lots can contribute to density. The Commission also discussed whether it would like to encourage a greater number of lots with smaller houses, or a lesser number of lots with larger homes. The Commission directed staff to determine whether it would be possible to amend Title 16 (Subdivisions) to allow flexibility in the lot size for lot splits while limiting total square footage.

The Commission also asked staff to determine how many lots could still be split out of the 58 lots if the minimum width was increased from 60 to 70 feet in the R-1-7,500 subzone.

Matt Bryant  
Edgeview Dr.

Mr. Bryant spoke in favor of larger homes, rather than density.

The Commission agreed by consensus to disallow future development of flag lots. The Commission also requested standards for access easements and suggested getting input from the Fire code.

Commissioner Hinton returned to the dais.

#### **Conditional Use Permit Findings-**

The Commission discussed the goal of the Conditional Use Permit findings, which they agreed is to guide applicants toward the types of projects that the City wishes to encourage, and to have an over-arching finding with detailed examples of designs that would enhance the neighborhood.

Commissioners Hutt, Spears & Desai volunteered to form a subcommittee that would return with examples of a possible 4<sup>th</sup> finding specific to single-family projects with respect to design elements. They agreed to return with those items at the second meeting in November.

#### **Prevailing Setback-**

The Commission discussed various methods of establishing a prevailing setback and agreed by consensus to include all properties on the block, discard the largest and smallest setbacks, and take the average of the remaining setbacks.

The Commission discussed setbacks on cul-de-sacs and agreed that a 25-foot setback should be applied uniformly along the entire street frontage. The Commission directed staff to eliminate Section 17.48.080 in its entirety.

#### **Angle Plane-**

The Commission agreed by consensus to amend SMMC 17.040.020 to add language that the height of a chimney cannot exceed by more than six feet the point where it penetrates the roof.

The Commission agreed by consensus to add language to SMMC 17.020.053 that a chimney may only encroach to the extent necessary to meet Building Code.

Commissioner Hutt raised the discussion of a call for review of discretionary permits. City Attorney Highsmith cautioned the Planning Commission that such a plan could have unintended consequences that the Planning Commission or City Council could be pressured. She assured the Commission that the current procedure is appropriate.

Planning Manager Cardoso explained to the Commission that the R-1 Amendments adopted by the City Council last May implements IM-9 as it relates to second stories, but it does not address it with respect to significant increases in the volume and/or footprint of a structure in the R-1 Zone. The Commission did not take any action but agreed to revisit this issue when discussing design review in the future.

### **ORAL COMMUNICATION**

#### **Audience Comments**

None.

#### **Planning Commission**

None.

#### **Planning & Community Preservation**

Director Gonzalez stated that the next regular Planning Commission meeting is scheduled for November 5, 2015.

#### **Adjournment**

Acting Chair Frierman-Hunt adjourned the meeting at 10:45 p.m.

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Secretary to the Planning Commission  
Vincent Gonzalez, Director of Planning & Community Preservation