

1                                   **CITY OF SIERRA MADRE**  
2                                   **PLANNING COMMISSION MINUTES**  
3                                   Regular Meeting of  
4                                   Thursday, June 18, 2015 at 7:00 p.m.  
5                                   City Council Chambers, 232 W. Sierra Madre Blvd.  
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9   **CALL TO ORDER**

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11 Chair Desai called the regular meeting of the Planning Commission to order at 7:00p.m.  
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13   **ROLL CALL**

14  
15 **Present:**     Chair Desai, Commissioners Buckles, Frierman-Hunt, Paschall, Spears  
16 **Absent:**     Vice Chair Goldstein, Commissioner Pevsner  
17 **Staff:**       Theresa Highsmith, City Attorney  
18                Vincent Gonzalez, Director of Planning & Community Preservation  
19                Leticia Cardoso, Senior Planner  
20

21   **APPROVAL OF AGENDA**

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23 Commissioner Frierman-Hunt moved to approve the agenda. Commissioner Spears  
24 seconded. Motion carried unanimously.  
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26   **APPROVAL OF MINUTES OF JUNE 4, 2015**

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28 Commissioner Frierman-Hunt moved to approve the minutes, Commissioner Paschall  
29 seconded. Motion carried unanimously.  
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31   **AUDIENCE COMMENT**

32  
33 None.  
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35   **DISCUSSION**

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37   **Discussion Regarding Second Unit Ordinance Amendments (Chapter 17.22)**

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39 Director Gonzalez delivered the Staff Report.  
40

41 The Commission discussed setback requirements, review processes for existing and  
42 proposed second units, and reimplementation of the amnesty program.  
43

44 The Commission agreed by consensus to amend the setback requirements for reverse  
45 corner lots.  
46

The Commission agreed by consensus that the setbacks would be no less than 5 feet, and in line with the existing non-conforming structures. Any other circumstances would require a Minor Conditional Use Permit.

The Commission agreed by consensus that all new second units must comply with setback requirements.

The Commission agreed by consensus that staff shall create a checklist and procedure for Second Unit permitting process.

The Commission directed staff to return with a draft ordinance with the Commissions amendments for their review.

## **ORAL COMMUNICATION**

### **Audience Comments**

None.

### **Planning Commission**

Commissioner Frierman-Hunt thanked Commissioner Paschall for his years of service. Commissioner Paschall reflected on the projects reviewed while he was a member of the Commission. He also thanked his fellow Commissioners.

### **Planning & Community Preservation**

Director Gonzalez stated that this was also Commissioner Pevsner's last meeting, and thanked him for his service.

Director Gonzalez stated that the next meeting is scheduled for July 2, 2015, and at this time there are no items scheduled.

### **Adjournment**

Chair Desai adjourned the meeting at 8:22 p.m.

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