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3 **CITY OF SIERRA MADRE**
4 **PLANNING COMMISSION MINUTES**

5 Regular Meeting of
6 Thursday, October 6, 2016 at 7:00 p.m.
7 City Council Chambers, 232 W. Sierra Madre Blvd.
8

9 **CALL TO ORDER**

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11 Chair Frierman-Hunt called the meeting to order at 7:05 p.m.
12

13 **ROLL CALL**

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15 **Present:** Chair Frierman-Hunt, Vice Chair Spears, Commissioners Buckles, Hutt,
16 Pevsner
17 **Absent:** Commissioners Desai, Hinton
18 **Staff:** Leticia Cardoso, Planning Manager
19 Jennifer Peterson, Administrative Analyst
20 Terri Highsmith, City Attorney
21

22 **APPROVAL OF AGENDA**

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24 Vice Chair Spears moved to approve the agenda. Commissioner Hutt seconded.
25 Motion carried unanimously.
26

27 **APPROVAL OF MINUTES OF SEPTEMBER 1, 2016**

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29 Commissioner Hutt moved to approve the minutes. Commissioner Buckles seconded.
30 Motion carried unanimously.
31

32 **AUDIENCE COMMENT**

33
34 None.
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36 **PUBLIC HEARING**

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38 **DISCUSSION REGARDING REGULATION OF GROUP LIVING FACILITIES**
39 **(Continued from September 1, 2016)**
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41 Planning Manager Cardoso delivered the Staff Report.
42

43 The Commission discussed the specifics of unlicensed and licensed facilities.
44

45 The Commission reviewed the conditionally permitted uses section for typos and
46 grammatical errors.
47

The Commission reviewed the draft “Group Living Facilities Subject to a Conditional Use Permit” ordinance and agreed that the language in the Purpose section should be revised to remove the reference to “community problems”.

The Commission considered requiring background checks for employees and owners of group facilities.

Barbara Leigh Kline

Ms. Kline spoke against the requirement of background check, citing a potential HIPPA violation.

The Commission reviewed the findings for the conditional use permit required for group living facilities and directed staff to make agreed-upon revisions. The Commission agreed by consensus to require annual building and fire inspections of group living facilities, background checks for new employees or owners, a business license, and submittal of an emergency operations plan to be kept on file with the City.

Action: The Commission directed staff to revise and return for final review.

The Commission expressed a desire to reach out to facility operators and invite their input. Planning Manager Cardoso stated that it can be included in the City EBlast, Facebook, in addition to the standard public hearing required noticing in the City’s adjudicated newspaper.

ORAL COMMUNICATION

Audience Comments

None.

Planning Commission

Commissioner Hutt stated that the R-1 Amendments were considered and adopted by the City Council at their last meeting.

Planning & Community Preservation

None.

Adjournment

Chair Frierman-Hunt adjourned the Planning Commission meeting at 8:08 pm

Secretary to the Planning Commission

Vincent Gonzalez, Director of Planning & Community Preservation