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**CITY OF SIERRA MADRE  
PLANNING COMMISSION MINUTES**

Regular Meeting of  
Thursday, September 3, 2015 at 7:00 p.m.  
City Council Chambers, 232 W. Sierra Madre Blvd.

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**CALL TO ORDER**

12 Chair Goldstein called the regular meeting of the Planning Commission to order at 7:00  
13 p.m.

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**ROLL CALL**

17 **Present:** Chair Goldstein, Commissioners Frierman-Hunt, Buckles, Desai, Hinton,  
18 Hutt

19 **Absent:** Commissioner Spears

20 **Staff:** Theresa Highsmith, City Attorney  
21 Vincent Gonzalez, Director of Planning & Community Preservation  
22 Leticia Cardoso, Senior Planner  
23 Jennifer Peterson, Administrative Analyst  
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**APPROVAL OF AGENDA**

27 Commissioner Desai moved to approve the agenda. Commissioner Frierman-Hunt  
28 seconded. Motion carried unanimously.  
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**APPROVAL OF MINUTES OF AUGUST 20, 2015**

32 Chair Goldstein abstained.  
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34 Commissioner Desai requested that on line #144 the spelling be changed to "Corten".  
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36 Commissioner Desai requested that on line #165, a space be added between "there"  
37 and "design".  
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39 Commissioner Hutt requested that on line #144, the language be revised to "Some  
40 commissioners asked the applicants to consider".  
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42 Commissioner Hutt moved to approve the minutes as amended. Commissioner Desai  
43 seconded. Motion carried unanimously.  
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**AUDIENCE COMMENT**

47 None.  
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**PUBLIC HEARING**

**1. Discussion Regarding Second Unit Ordinance Amendments (Chapter 17.22)**

Senior Planner Cardoso delivered the staff report.

Chair Goldstein noted that Commissioner Hutt had compiled comments and revisions and that they had been distributed to the Commission for discussion.

The Commission discussed the requirement for of a Conditional Use Permit to allow for a second unit on a second story and agreed by consensus that it should be required in all residential zones.

The Commission discussed the measurement methods and height limitations of second units in Section 17.22.060. The Commission agreed by consensus to lower the maximum height from 15 feet' and stated that no part of the structure shall exceed to 12' feet in height as measured in accordance with the underlying zone.

Barry Gold  
Ramona Ave.

Mr. Gold raised a the question regarding of the 800 sf. maximum allowable size of a second unit.

The Commission discussed Section 17.22.050 the 800 sf. maximum size of a second unit.

The Commission discussed proposed Section 17.22.080.B pertaining to setback requirements for on reverse corner lots. The Commission agreed by consensus to reinsert that the language that minimum required setbacks along the secondary frontage should be required to be equal to the front yard setback requirement of the underlying those in the applicable residential zone. The Commission also agreed with the proposed language of Section 17.22.080.C without modifications.

The Commission discussed the conversion of an existing building into a second unit.

The Commission discussed the inspection requirements and parameters in section 17.22.1320.

Commissioner Hutt The Commission discussed stated that he would like the Commission to consider including the new CUP triggers in the R-C Zone, and the enhanced CUP findings to the HMZ findings. the interaction of these new restrictions with the existing zoning Zoning Code. Chair Desai requested the CUP triggers in the Canyon and Hillside Zones be agendized for future discussion.

Commissioner Hutt inquired about the appeal procedures of a Minor Conditional Use Permit and whether it would be possible to have the Planning Commission call a staff decision for review as is currently done by the City Council. City Attorney Highsmith explained the current procedure, and discussed the possible unintended consequences of revising the procedure to include the ability for the Commission to call an item for review.

City Attorney Highsmith stated that staff will return with the edits for a final review, which will then be considered by the City Council.

**ORAL COMMUNICATION**

**Audience Comments**

None.

**Planning Commission**

Commissioner Frierman-Hunt requested future discussion of lot ~~split and lot~~ combination requirements [when the Commission discusses minimum lot sizes in the R-1.](#)

**Planning & Community Preservation**

Director Gonzalez stated that the next regular Planning Commission meeting is scheduled for September 17, 2015, with one case on the agenda.

**Adjournment**

~~Vice-Chair~~ [Goldstein](#) ~~Frierman-Hunt~~ adjourned the meeting at 8:34 p.m.

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