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

9 **CALL TO ORDER**

10
11 Chair Desai called the regular meeting of the Planning Commission to order at 7:00p.m.
12

13 **ROLL CALL**

14
15 **Present:** Chair Desai, Commissioners Buckles, Frierman-Hunt, Paschall, Pevsner,
16 Spears

17 **Absent:** Vice Chair Goldstein

18 **Staff:** Theresa Highsmith, City Attorney
19 Vincent Gonzalez, Director of Planning & Community Preservation
20 Leticia Cardoso, Senior Planner
21

22 **APPROVAL OF AGENDA**

23
24 Commissioner Spears moved to approve the agenda. Commissioner Buckles
25 seconded. Motion carried unanimously.
26

27 **APPROVAL OF MINUTES OF MAY 21, 2015**

28
29 Commissioner Paschall moved to approve the minutes, Commissioner Buckles
30 seconded. Commissioner Frierman-Hunt abstained due to her absence.
31

32 **AUDIENCE COMMENT**

33
34 None.
35

36 **PUBLIC HEARING**

37
38 **1. TENTATIVE PARCEL MAP 15-01 (TPM 15-01), HISTORIC DESIGNATION,
39 CERTIFICATE OF APPROPRIATENESS 15-02 (COA 15-02), and AFFORDABLE
40 HOUSING INCENTIVES
41 186 W. Highland Avenue
42 Applicant: HHP Highland, LLC
43 (continued from May 7, 2015)
44**

45 Director Gonzalez delivered the Staff Report. Staff recommends continuation to a date
46 uncertain due to ongoing negotiations of the Disposition and Development Agreement.
47

48 **Action: Commissioner Spears moved to continue this item to a date uncertain.**
49 **Commissioner Frierman-Hunt seconded. Motion carried unanimously.**

50
51 **DISCUSSION**

52 **1. Discussion Regarding Minimum Lot Sizes, Front Yard Setbacks Greater**
53 **than 25 Feet, Minor Conditional Use Permit Noticing Requirements, Angle**
54 **Plane Encroachments, and Conditional Use Permit Findings.**

55
56 Senior Planner Cardoso delivered the Staff Report.

57
58 Minimum Lot Sizes – The Commission discussed frontage requirements for dual street
59 frontage, flag lots, and access easements. The Commission considered that a lot split
60 can be permitted if each lot faces the street front. In addition, the Commission also
61 considered establishing a minimum frontage requirement of 60-90 feet that corresponds
62 to minimum lot size requirements.

63
64 Design Review – The Commission discussed the possibility of creating a Design
65 Review Board and directed Staff to return with other City’s processes. Director
66 Gonzalez cautioned the Commission on the impact on workload for the requirement of a
67 Design Review Board. The Commission discussed the potential challenges to creating
68 a Design Review Board.

69
70 Conditional Use Permit Findings – The Commission discussed revising plan
71 requirements to ensure that new development, remodels/additions to existing single-
72 family residences are compatible with existing development in the neighborhood. The
73 Commission directed staff to revise and include a new finding to promote exceptional
74 architectural design style. The Commission also directed staff to survey other cities in
75 the San Gabriel Valley that do not have design review but have language included in
76 the code that address design quality and compatibility issues. Discussion also included
77 a requirement that architectural plans must be prepared by a licensed architect.

78
79 Average Front Yard Setback – The Commission agreed to change the front yard
80 setback requirement to provide a calculation and diagram of average prevailing setback.
81 The requirement would be at least 25 feet or the average of the prevailing setback if
82 more than 25 feet.

83
84 Minor Conditional Use Permit Noticing Requirements – The Commission agreed to
85 revise the noticing requirement to include a notice to be posted on the property in
86 addition to the mailed notice within a 300-foot radius.

87
88 Angle Plane Encroachment – The Commission agreed to allow angle plane
89 encroachments for chimneys, with a maximum encroachment of five feet. They agreed
90 that the language for angle plane encroachment be consistent with language to be
91 consistent in R-1 & R-C zoning code. Chair Desai to return with sample language and
92 a diagram.

93

94 Staff stated that draft language for each of the topics will be prepared and returned to
95 the Commission for consideration as soon as possible.

96
97 Commissioner Spears requested that laminated copies of zoning map be provided to all
98 Planning Commissioners at all meetings.
99

100 **ORAL COMMUNICATION**

101
102 **Audience Comments**

103
104 None.
105

106 **Planning Commission**

107
108 Commissioner Spears congratulated Commissioner Pevsner on his outstanding time at
109 the Mt. Wilson Trail Race.
110

111 Commissioner Pevsner announced that there will be two vacancies on Planning
112 Commission as of July 1, 2015.
113

114 **Planning & Community Preservation**

115
116 Director Gonzalez discussed the items potentially on future agendas. The next
117 regularly scheduled meeting will be on June 18, 2015.
118

119 **Adjournment**

120
121 Chair Desai adjourned the meeting at 9:30 p.m.
122
123
124
125

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