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**CITY OF SIERRA MADRE**  
**PLANNING COMMISSION MINUTES**  
Regular Meeting of  
Thursday, June 18, 2015 at 7:00 p.m.  
City Council Chambers, 232 W. Sierra Madre Blvd.

**CALL TO ORDER**

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

**ROLL CALL**

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

**APPROVAL OF AGENDA**

Commissioner Frierman-Hunt moved to approve the agenda. Commissioner Spears seconded. Motion carried unanimously.

**APPROVAL OF MINUTES OF JUNE 4, 2015**

Commissioner Frierman-Hunt moved to approve the minutes, Commissioner Paschall seconded. Motion carried unanimously.

**AUDIENCE COMMENT**

None.

**DISCUSSION**

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

Director Gonzalez delivered the Staff Report.

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

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

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

50  
51 The Commission agreed by consensus that all new second units must comply with  
52 setback requirements.

53  
54 The Commission agreed by consensus that staff shall create a checklist and procedure  
55 for Second Unit permitting process.

56  
57 The Commission directed staff to return with a draft ordinance with the Commissions  
58 amendments for their review.

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60 **ORAL COMMUNICATION**

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62 **Audience Comments**

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64 None.

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66 **Planning Commission**

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

71

72 **Planning & Community Preservation**

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

76

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

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80 **Adjournment**

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

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