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3 **CITY OF SIERRA MADRE**  
4 **PLANNING COMMISSION MINUTES**  
5 **Regular Meeting of**  
6 **Thursday, April 21, 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 Goldstein called the meeting to order at 7:03 p.m.  
12

13 **ROLL CALL**

14  
15 **Present:** Chair Goldstein, Commissioners Buckles, Desai, Frierman-Hunt, Hinton,  
16 Hutt  
17 **Absent:** Commissioner Spears  
18 **Staff:** Vincent Gonzalez, Director of Planning & Community Preservation  
19 Leticia Cardoso, Planning Manager  
20 Terri Highsmith, City Attorney  
21 Jennifer Peterson, Administrative Analyst  
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23 **APPROVAL OF AGENDA**

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25 Commissioner Frierman-Hunt moved to approve the agenda. Commissioner Hutt  
26 seconded. Motion carried unanimously.  
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28 **APPROVAL OF MINUTES OF APRIL 7, 2016**

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30 Commissioner Hutt requested that on lines #93 & 94 “consisting of Commissioners Hutt  
31 and Desai” be stricken.  
32

33 Commissioner Hutt moved to approve the minutes as amended. Commissioner  
34 Frierman-Hunt seconded. Motion carried unanimously, with Commissioner Desai  
35 abstaining due to his absence at the April 7, 2016 meeting.  
36

37 **AUDIENCE COMMENT**

38  
39 None.  
40

41 **PUBLIC HEARING**

42  
43 **MUNICIPAL CODE TEXT AMENDMENT 16-01 (MCTA 16-01): AMENDMENTS TO THE**  
44 **INSTITUTIONAL ZONE ORDINANCE (CHAPTER 17.38) OF THE SIERRA MADRE**  
45 **MUNICIPAL CODE.**  
46

47 Planning Manager Cardoso delivered the staff report.  
48

49 Commissioner Hutt asked for clarification of the language regarding reuse of school sites.  
50 City Attorney Highsmith provided clarification and suggested revised language which the  
51 Commission agreed to.

52  
53 The Commission also discussed whether it wished to include floor area ratio standards in  
54 the current amendments and agreed to consider it at a later date.

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56 **Public Comment**

57  
58 Barbara Lee Kline  
59 Ms. Kline encouraged the Commission to consider Measure V, regarding the floor area  
60 ratio standards. She also stated that she felt that further consideration is needed of  
61 17.38.050.b.

62  
63 Barry Gold  
64 Ramona Ave.  
65 Mr. Gold commended the Commission and staff. He encouraged approval of the zone  
66 change amendment. Mr. Gold also stated that he felt that the floor area ratio should be  
67 discussed without delaying the approval of the ordinance.

68  
69 Jerry Pearson  
70 Representative of Mater Delorosa  
71 Mr. Pearson stated that he has concerns with the term “minor changes” in 17.38.020 and  
72 what they would include. He also stated that he felt that some items required in the  
73 Master Plan section of the ordinance need further clarification.

74  
75 The Commission clarified what might trigger the requirement of a Master Plan.

76  
77 **Action: Commissioner Hutt moved to approve Planning Commission Resolution**  
78 **16-02. Commissioner Desai seconded. Motion carried unanimously.**

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80 **DISCUSSION**

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82 **1. Discussion Regarding Lot Splits and Shared Driveway Subdivisions in the R-1**  
83 **(One-Family Residential) Zone.**

84  
85 Planning Manager Cardoso delivered the staff report.

86  
87 Fire Chief Heydorff delivered a presentation regarding required driveway width for  
88 emergency access.

89  
90 The Commission discussed potential shared driveway widths. They agreed by  
91 consensus that it should be 15ft.

92  
93 The Commission discussed reverse corner lots and street naming of private drives. The  
94 Commission also discussed whether minor conditional use permits should be required  
95 for Lot Line Adjustments.

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97 The Commission took a five-minute recess.

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**2. Discussion Regarding Group Homes and Group Living Facilities in residential zones (R-1, R-2, and R-3) and the R-P (Residential-Professional) Zone.**

Director Gonzalez delivered the Staff Report.

Barbara Leigh Kline

Ms. Kline stated that a new state law regarding group living facilities will go into effect in 2019.

Melissa Thew

Ms. Thew spoke of her concerns with living next door to a group home, and inquired about the disclosure rights and notification of neighbors.

The Commission reviewed proposed changes to Section 17.08—Definitions, and agreed that further discussion and/or additional information regarding the following issues would be needed:

1. Determine if the definition of Boarding House is needed or develop an alternative definition that is less general.
2. Consider grouping conditionally permitted uses under different categories, such as Community Care Facility.
3. Determine if there is a need to regulate intensification of use of existing group homes.

Director Gonzalez, indicated that the Commission will continue discussion regarding “Group Home” and “Group Living Facility” at the May, 5, 2016 Planning Commission meeting.

**Public Comment**

None.

**ORAL COMMUNICATION**

**Audience Comments**

None.

**Planning Commission**

Commissioner Frierman-Hunt stated that she would be unable to attend the May 5, 2016 meeting.

**Planning & Community Preservation**

Director Gonzalez stated that the next regular Planning Commission meeting is scheduled for May 5, 2016.

**Adjournment**

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Chair Goldstein adjourned the meeting at 9:47 p.m.

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