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3 **CITY OF SIERRA MADRE**
4 **PLANNING COMMISSION MINUTES**
5 **Regular Meeting of**
6 **Thursday, March 3, 2016 at 7:00 p.m.**
7 **City Council Chambers, 232 W. Sierra Madre Blvd.**
8

9 **CALL TO ORDER**

10
11 Chair Goldstein called the meeting to order at 7:02 p.m.
12

13 **ROLL CALL**

14
15 **Present:** Chair Goldstein, Commissioners Desai, Buckles, Frierman-Hunt, Hinton,
16 Hutt
17 **Absent:** Commissioner Spears
18 **Staff:** Vincent Gonzalez, Director of Planning & Community Preservation
19 Elaine Aguilar, City Manager
20 Terri Highsmith, City Attorney
21 Jennifer Peterson, Administrative Analyst
22

23 **APPROVAL OF AGENDA**

24
25 Commissioner Frierman-Hunt moved to approve the agenda. Commissioner Hutt
26 seconded. Motion carried unanimously.
27

28 **APPROVAL OF MINUTES OF JANUARY 7, 2016 & FEBRUARY 18, 2016**

29
30 Commissioner Hinton noted misspelling of Barbara Lee Cline's last name on the
31 February 18, 2016 minutes.
32

33 Commissioner Goldstein proposed an amendment to Line 50 that would read "The
34 Commission reviewed the existing relevant sections of the municipal code and the
35 possible addition of a clause from the City of Norwalk. The Commission reached
36 consensus that the current code was sufficient and asked staff to review code
37 enforcement procedures with the City Manager and report back before closing
38 discussion on potential further action." Commissioner Buckles requested that it be
39 changed to "The Commission reached a majority consensus...."
40

41 Commissioner Desai moved to approve both sets of minutes as amended.
42 Commissioner Hutt seconded. Motion carried unanimously.
43

44 **AUDIENCE COMMENT**

45
46 None.
47

48 **PUBLIC HEARING**

49
50 **1. Regarding Health and Safety Code Ordinance Amendments (Chapter 8.16)**

51
52 Director Gonzalez delivered the staff report.

53
54 City Manager Aguilar provided background on Code Enforcement in the City, including
55 the approach of being reactive rather than pro-active. She also detailed the service level
56 reduction approximately 4 years ago, with a program modification to match the staffing
57 level. She also stated that City Council had previously investigated the registration of
58 abandoned and vacant properties, and that it was found to be cost prohibitive and not
59 feasible due to staff levels. At the time of the discussion, City Council directed staff to use
60 common sense with Code Enforcement matters.

61
62 Commissioner Frierman-Hunt inquired about the disposition of the property about which
63 this matter had been raised. Director Gonzalez stated that staff had been working with
64 the family trust and expected maintenance to be done this week.

65
66 The Commission agreed by consensus that the code and procedures are sufficient.

67
68 **Action: Commissioner Buckles moved to close the matter. Commissioner Hinton**
69 **seconded. Motion carried unanimously.**
70

71 **2. Discussion Regarding Institutional Zone Ordinance Amendments (Chapter**
72 **17.38)**
73

74 Director Gonzalez delivered the staff report.

75
76 The Commission reviewed the amendments to the language and made changes, then
77 directed staff to return with an ordinance.

78
79 **ORAL COMMUNICATION**
80

81 **Audience Comments**
82

83 Barry Gold
84 Mr. Gold commended their work on the code amendments.
85

86 **Planning Commission**
87

88 Commissioner Hutt stated that the subdivision report has been submitted to staff. He
89 also requested a list of code amendments still needing review. Chair Goldstein
90 requested to agendize the list of code amendments so that the Commission can
91 prioritize the list.

92
93 Commissioner Frierman-Hunt commended Commissioner Hutt on his work done on the
94 subdivision report.

95
96 **Planning & Community Preservation**
97

Director Gonzalez stated that the next regular Planning Commission meeting is scheduled for March 17, 2016 and encouraged commissioners to attend the budget town hall event on Saturday, March 5th from 10 a.m. to Noon.

Adjournment

Chair Goldstein adjourned the meeting at 8:25 p.m.

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