

1  
2  
3  
4  
5  
6  
7  
8  
9

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

10  
11

**CALL TO ORDER**

12  
13

Chair Spears called the meeting to order at 7:03 p.m.

14  
15  
16  
17  
18  
19  
20  
21

**ROLL CALL**

22  
23

**Present:** Chair Spears, Vice Chair Hutt, Commissioners, Denison, Frierman-Hunt  
**Absent:** Commissioners Catalano, Desai, Pevsner  
**Staff:** Vincent Gonzalez, Director of Planning and Community Preservation  
Jennifer Peterson, Administrative Analyst  
Jonathan Perez, Assistant Planner  
Clare Lin, Assistant Planner  
Theresa Highsmith, City Attorney

24  
25  
26  
27  
28

**APPROVAL OF AGENDA**

29  
30  
31

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

32  
33  
34  
35  
36  
37

**APPROVAL OF MINUTES OF MARCH 15, 2018**

38  
39  
40  
41

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

42  
43

**AUDIENCE COMMENTS**

None.

**DISCUSSION**

**1. CONDITIONAL USE PERMIT 18-01 (CUP 18-01)**

**Address 120 W. Sierra Madre Blvd.**

**Applicant: Edward J. Ungrue**

Assistant Planner Lin delivered the staff report and Power Point presentation.

44 Chair Spears welcomed Assistant Planner Lin to the Planning Department and  
45 commended her report.

46  
47 The Commission discussed the procedure for amending an alcohol license, as well as if  
48 there had been any alcohol related complaints at the subject address. The Commission  
49 also discussed the options for the conditions of approval.

50  
51 Edward Ungrue  
52 Applicant

53 Mr. Ungrue thanked staff and the Commission for their time. He detailed his past  
54 restaurant experience, as well as the restaurant's past history and former uses. Mr.  
55 Ungrue explained the opportunities that expansion of the A.B.C. license will bring to the  
56 restaurant, his catering business and to Sierra Madre.

57  
58 Commissioner Frierman-Hunt asked if the applicant anticipates hosting more catering  
59 events in the restaurant. Mr. Ungrue stated that his past events entailed renting out the  
60 restaurant during the day for private events, such as book clubs, bridal showers,  
61 Christmas Parties and other small community events.

62  
63 Commissioner Denison inquired if the city limits the number of full liquor licenses. Mr.  
64 Ungrue stated that Alcohol and Beverage Control establishes limits for liquor licenses  
65 for all of Los Angeles County, however his license is fully vetted. Vice Chair Hutt stated  
66 that the approval of the Conditional Use Permit would grant Mr. Ungrue's right to apply  
67 to A.B.C., it would not affect any other businesses ability to apply.

68  
69 Chair Spears inquired about the anticipated intensity of the current use with a full liquor  
70 license and the impact on the community.

71  
72 Mr. Ungrue felt that the intensity of use at the restaurant would marginally increase,  
73 however, the catering side of the business would enjoy the greater benefit.

74  
75 Vice Chair Hutt inquired if the hours of operation could be expanded so that the owner  
76 would not have to return to the Commission if he chose to expand his operation with the  
77 addition of brunch or breakfast.

78  
79 Leslie Ziff  
80 229 N Baldwin  
81 Friends of Library/Historical society  
82 Ms. Ziff spoke in favor of the project.

83  
84 **Discussion**

85  
86 Commissioner Denison spoke in favor of striking the tree removal condition; is in favor  
87 of the project.

88 Vice Chair Hutt spoke in favor of the project. He stated that he would like to establish  
89 hours of operation for the restaurant space. Vice Chair Hutt agreed with Commissioner  
90 Denison to remove the Public Works condition for tree removal.  
91 Commissioner Frierman-Hunt spoke in favor of the project.  
92 Chair Spears spoke in favor of the project. He pointed out that a successful catering  
93 business makes for good revenue.

94  
95 **Action: Commissioner Frierman-Hunt moved to approve with amendments.**  
96 **Commissioner Hutt seconded. Motion carried unanimously.**  
97

98 **2. Discretionary Demolition Permit 17-05 (DDP 17-05), Design Review Permit 17-**  
99 **09 (DRP 17-09), Certificate of Appropriateness 18-01 (CA18-01)**

100  
101 Assistant Planner Perez delivered the staff report and Power Point  
102

103 Vice Chair Hutt pointed out an inconsistency on the plans regarding the driveway to  
104 garage. He understands that the intended material is to be a permeable substance  
105 such as turf block.

106  
107 Amy Smith  
108 Applicant  
109 Ms. Smith shared the family history and their reasons for expansion.  
110

111 Karen Moran  
112 Architect  
113 Ms. Moran stated that she had worked within the applicant's appreciation of the existing  
114 house and adding on in a consistent manner.  
115

116 **Public Comment**  
117 None  
118

119 **Discussion**  
120

121 Commissioner Frierman-Hunt commended the applicant for designing an addition with  
122 minimal impact to the existing house and surroundings, and stated that she enjoyed  
123 reading the historic report. She also felt that this is a sensible addition of parking, and  
124 can make findings.

125  
126 Commissioner Denison stated that he can easily make findings.  
127

128 Vice Chair Hutt commended staff and the applicant on a great application. He stated  
129 that the Historic report was one of the best received and that he appreciated the  
130 historian incorporating the project in the report. Vice Chair Hutt felt that the project fits  
131 on the land and in the neighborhood, and that he could make all of the findings.  
132

133 Chair Spears spoke in support of the project and that he was impressed with the  
134 presentation. He stated that he was appreciative of the design, that it fits with the land  
135 and serves the applicant and house well. He stated that he can make the findings.  
136

137 Commissioner Denison inquired about the Public Works Conditions of Approval.  
138 Assistant Planner Perez stated that they are standard conditions.  
139

140 Assistant Planner Perez also clarified that the staff report states that the Low Impact  
141 Development standards would not be required; however, such standards would be  
142 triggered by the addition of 500 sf or greater, and would be applicable to this project  
143 since the area of the addition is greater than 500 sf.  
144

145 **Action: Commissioner Denison moved to approve Planning Commission**  
146 **resolution 18-01 with Discretionary Demolition Permit 17-09, Design Review**  
147 **Permit 17-05, Certificate of Appropriateness 18-01. Vice Chair Hutt seconded.**  
148 **Motion carried unanimously.**  
149

150 **Discussion**

151  
152 **1. Planning Entitlement Flow Chart**  
153

154 Director Gonzalez requested to continue this item, but provided background and reason  
155 for discussion.  
156

157 Chair Spears spoke in agreement stating that having considered a few such cases, it's  
158 an appropriate time to review the process.  
159

160 City Attorney Highsmith provided further detailed information about options in the  
161 process.  
162

163 The Commission expressed their desire to include guidelines or requirements for the  
164 historical reports in the ordinance.  
165

166 Chair Hutt stated that this illustrated the need for a city-wide historic survey. He feels  
167 that the City needs to address that issue before we can decide the direction of the  
168 ordinance.  
169

170 **Oral Communication**

171  
172 **Planning Commission**  
173

174 Commissioner Frierman-Hunt stated that she will be absent at the next meeting.  
175

176 Chair Spears stated that he appreciates the Power Point format. He feels that it is  
177 helpful for home viewers.

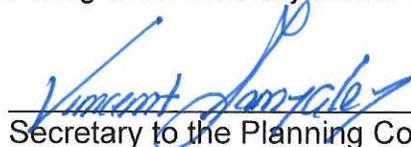
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196

Commissioner Frierman-Hunt reminded the public that there is an election next Tuesday, and with the traditionally low voter turnout, every single vote counts.

**Staff**

Director Gonzalez stated that the Commission will be considering amendments to the Commercial Zoning Code at the April 19, 2018 meeting.

Acting Chair Hutt adjourned the Planning Commission meeting at 8:27 p.m.

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

