



City of Sierra Madre

Planning and Community Preservation Department
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024
phone 626.355.7138

June 4, 2024

Via email

Joanne Harabedian
200 N. Michillinda Ave.
Sierra Madre, CA 91024

RE: Application Complete
Administrative Design Review Permit (ADRP 24-01)
200 N. Michillinda Ave.

Dear Joanne Harabedian,

This letter is in regard to the application that was submitted for Administrative Design Review Permit (ADRP 24-01). The application requests the construction of Sports Courts at the lower campus of Alverno Height Academy. On May 28, 2024, a full package of application materials was provided as a resubmittal in response to comments provided by City Staff on May 10 and May 15, 2024. City Staff has reviewed the materials resubmitted and deems the application **complete** for processing.

According to the Conditions of Approval under City Council Resolution 23-12, the granting of an administrative design review permit is not required for approval or construction of the Sports Courts at the lower campus of Alverno Heights Academy. Nonetheless, City Staff are able to make findings for approval of an administrative design review permit provided, however, that comments attached herein are responded to in good faith.

At this time, construction plans for the Sports Courts may be submitted to the Building and Safety Division for review and issuance of a building permit and any other construction permits that may be necessary. To streamline the construction plan review and permit process, please consider the comments attached effective for the purposes of reviewing construction plans.

Sincerely,

Joshua Wolf, Senior Planner

City of Sierra Madre

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626-355.7138 (Office)

Attachment: City Staff comments on Sports Courts

PLANNING AND ZONING COMMENTS:

The noise impact analysis and tree removal and mitigation plan have been reviewed and Planning Staff have the following comments:

1. The appropriateness of the mitigation for protected tree removal will be deferred to the Public Works department for their consideration.

Based on the review of the Noise Impact Analysis and the site improvement plans, please consider the following:

2. To mitigate any potential noise impacts to residents on West Highland Avenue and the removal of a protected tree to, please include replacement of at least three new trees planted along West Highland Avenue in strategic locations that best provide noise dampening for nearby residents.

PUBLIC WORKS COMMENTS

Public Works staff have reviewed a memo from the Planning and Community Preservation Department dated May 8, 2024 and have the following comments:

1. The Public Works Department is in agreement with the recommendation regarding the mitigation strategy for the removal of a Coast Live Oak (new tag #85) for the construction of new sports courts.
2. Mitigation for the Oak is set at 3:1 in accordance with the Tree Protection and Preservation Ordinance. The replacement species shall consist of at least two Oak trees and one species that is suitable for the specific location selected.
3. The three trees shall be no less than a 24" Box in size, and located near the southern boundary of the parcel with an intention of providing screening for aesthetics and noise reduction along W. Highland Ave.

FIRE DEPARTMENT COMMENTS

The Fire Marshal has reviewed the plan dated 04/23/24, and has the following comments to be included:

1. Plan shows adequate fire department access to the location of the proposed sports courts.
2. No specific conditions for this project are required by Fire.