

**AGENDA  
PLANNING COMMISSION**

**Thursday, December 1, 2022**

**7:00 PM**

**City Hall Council Chambers  
232 W. Sierra Madre Boulevard  
Sierra Madre, California 91024**



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**THIS MEETING WILL BE HELD IN PERSON**

The Brown Act provides the public with an opportunity to make public comments at any public meeting. Public comments may be made by e-mail to [PublicComment@CityofSierraMadre.com](mailto:PublicComment@CityofSierraMadre.com) by 3:00 PM on the day of the meeting. Emails will be acknowledged at the Commission meeting and filed into the public record. Public comments received electronically will also be posted on the City website for public viewing and transparency.

The meeting will be streamed live on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

**ROLL CALL**

Chair Denison, Vice-chair Hutt, Dallas, Pevsner, Spears

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with Commission business

**APPROVAL OF MINUTES**

November 3, 2022, Planning Commission meeting minutes  
November 17, 2022 Planning Commission meeting minutes

**COUNCIL LIAISON REPORT**

Report from City Council Liaison to the Planning Commission

**COMMUNITY INPUT**

At this time, any person may address the Planning Commission concerning an item that is not on the agenda. The Commission welcomes your attendance and participation. When addressing the Commission, please begin by providing your name and address for the record. Please keep comments to no more than three minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience on the City's website. State legislation (Govt. Code Section 54954.2) limits the Commission's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Planning Commission on any item if not posted on the agenda, except that Commissioners or staff may briefly respond to statements made or questions posed by the public, or a Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Commissioner or the Commission itself may provide a reference to staff to report back to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

## **CONSENT**

### **Disclosure of Site Visits and Ex-parte Contacts**

**1. CANCELLATION OF REGULAR PLANNING COMMISSION MEETINGS ON DECEMBER 15, 2022, AND JANUARY 5, 2023**

It is recommended that the Planning Commission approve the cancellation of the regular Planning Commission meetings on December 15, 2022, and January 5, 2023.

**2. 500 NORTH MICHILLINDA AVENUE:**

**Request to designate an existing residential property as a local historical cultural and architectural landmark**

Applicant: Malcolm and Suzanne Edwards  
Address: 500 North Michillinda Avenue  
(Continued from November 17, 2022, public hearing)

It is recommended that the Planning Commission recommend that the City Council approve the request by adopting Resolution 22-23.

The proposed requests for rehabilitation and restoration are in conformance with the Secretary of the Interior's Standards for Treatment of Historic Properties. As such, the proposed work is categorically exempt from further review under the California Environmental Quality Act (CEQA Guidelines Section 15331). This section exempts projects that are limited to the maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation, or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards. Furthermore, the proposed requests are further exempt from CEQA review pursuant to Section 15301 as it involves no expansion of the existing use.

## **PUBLIC HEARING**

### **Disclosure of Site Visits and Ex-parte Contacts**

**1. DISCRETIONARY DEMOLITION PERMIT 22-03 AND DESIGN REVIEW PERMIT 22-07 (DRP 22-07) TO ALLOW DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCT A NEW 5,424-SQUARE-FOOT, TWO-STORY, SINGLE-FAMILY RESIDENCE WITH A FULLY SUBTERRANEAN BASEMENT AND A 3-CAR GARAGE ON THE PROPERTY LOCATED AT 581 SIERRA MEADOW DRIVE**

Applicant: James V. Coane and Associates  
Address: 581 Sierra Meadow Drive  
(Continued from November 3, 2022, public hearing)

It is recommended that the Planning Commission approve Discretionary Demolition Permit 22-03 and Design Review Permit 22-07 (DRP 22-07) to allow the demolition of existing structures and construct a new 5,424-square-foot, two-story, single-family residence with a fully subterranean basement and a 3-car garage, pursuant to Planning Commission Resolution 22-21.

The proposed project qualifies for a Class 1 Categorical Exemption, pursuant to Section 15301 Existing Facilities (I)(1) of the California Environmental Quality Act (CEQA) as it involves the demolition of a single-family residence; and Class 3 Categorical Exemption, pursuant to Section 15303(a) New Construction or Conversion of Small Structures of the CEQA, as it involves new construction of a single-family residence.

## **2. CONDITIONAL USE PERMIT AMENDMENT 21-19, AN ADDENDUM TO THE MITIGATED NEGATIVE DECLARATION TO UPDATE THE ALVERNO HEIGHTS ACADEMY MASTER PLAN**

Applicant: Julia Fanara, Head of School, Alverno Heights Academy

Address: 200 North Michillinda Avenue

(Continued from November 17, 2022, October 6, 2022, September 1, 2022, July 21, 2022, and November 18, 2021, public hearings)

The Planning Commission will consider a Conditional Use Permit Amendment (Resolution 11-10 amended by Resolution 21-19) and an Addendum to the Mitigated Negative Declaration (MND) to update the Alverno Heights Academy Master Plan to allow the construction of permanent classroom buildings to accommodate transitional kindergarten to eight (TK-8<sup>th</sup>) grade instruction and other campus improvements, pursuant to Planning Commission Resolution 21-19.

A 2021 addendum to the Mitigated Negative Declaration (MND) for the Alverno Heights Academy was prepared, determining that the facts upon which the findings were based in the 2011 Initial Study/Mitigated Negative Declaration (IS/MND) for the Alverno Heights Academy Master Plan improvements remain unchanged.

### **DISCUSSION**

#### **1. OVERVIEW OF MILLS ACT CONTRACTS**

The Planning Commission requested an informational report regarding the Mills Act Contract process.

#### **PLANNING COMMISSION REPORTS**

Reporting of Planning Commissioner's activities related to City business.

#### **PLANNING & COMMUNITY PRESERVATION DEPARTMENT REPORTS**

Forecast and status of projects for upcoming meetings.

#### **GENERAL INFORMATION**

To receive updates regarding The Meadows at Bailey Canyon proposed residential development please visit the following webpage: [www.cityofsierramadre.com/meadows](http://www.cityofsierramadre.com/meadows)

To receive information regarding projects under staff review, please visit the following webpage: [www.cityofsierramadre.com/projects](http://www.cityofsierramadre.com/projects)

#### **ADJOURNMENT**

The Planning Commission will adjourn to a meeting to take place on **January 19, 2023**.

### **INFORMATION TO THE PUBLIC**

The Planning Commission will consider the last item at 10:30 p.m. and they will adjourn the meeting by 11:00 p.m. The Planning Commission will continue all unfinished business to an adjourned meeting on the following Thursday at 7:00 p.m. or to a different time and date certain.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Planning Commission's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

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### **REQUIRED FINDINGS**

Conditional Use Permit and Variance considerations are "quasi-judicial" decisions made by the Planning Commission. As such, these decisions may be challenged in court. Accordingly, courts require an adequate "record" to exercise judicial review. This means that the documentation supporting the approval or denial of a project must include an explanation of how the Planning Commission processed the raw information and evidence considered in reaching its decision. The California Supreme Court has laid down distinct, definitive principles of law detailing the need for findings when a public agency approves or denies a project while acting in a "quasi-judicial" roll. This decision is based upon the case, *Topanga Assoc. For a Scenic Community V. County of Los Angeles* ("Topanga"). The "Topanga" court outlined the following 5 purposes for making findings:

- Provide a framework for making principled decisions, enhancing the integrity of the administrative process;
- Facilitate orderly analysis and reduce the likelihood the agency will randomly leap from evidence to conclusions;
- Serve a public relations function by helping to persuade the parties that the administrative decision making is careful, reasoned, and equitable;
- Enable the parties to determine whether and on what basis they should seek judicial review and remedies; and,
- Apprise the reviewing court of the basis for the agency's decision.

For more information on the necessary "Findings" that the Planning Commission must make, please contact the Development Services Department at (626) 355-7138.

(Source: Curtin's California Land Use & Planning Law, Daniel)

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.