



**CITY OF SIERRA MADRE**  
**CITY COUNCIL REGULAR MEETING MINUTES**  
**SIERRA MADRE CITY COUNCIL**

**Tuesday, March 26, 2024 - 5:30 pm**  
Sierra Madre City Hall, City Council Chambers  
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

**THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH THE MOST CURRENT LOS ANGELES COUNTY PUBLIC HEALTH OFFICER'S ORDER**

The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative, public comment 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 Council meeting, filed into public record and scanned onto the City website for public review.

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)

**CODE OF CONDUCT**

The purpose of a City Council meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Council's ability to conduct City business are prohibited. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

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**CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL**

Mayor Kriebs called the meeting to order at 5:33 p.m. City Clerk Aguilar called the roll.

Present: Mayor Kelly Kriebs, Mayor Pro Tem Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe.

Absent: None.

Also Present: Miguel Hernandez, Assistant City Manager  
Aleks Giragosian, City Attorney  
Laura Aguilar, Deputy City Manager/City Clerk  
Gustavo Barrientos, Police Chief  
Clare Lin, Planning Manager  
Josh Wolf, Senior Planner  
Leila Regan, City Librarian  
James Carlson, Management Analyst

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Kriebs led the Pledge of Allegiance. Once everyone was seated, Mayor Kriebs acknowledged Woman’s History Month and read a poem written by Emily Dickens. Mayor Kriebs also recognized the contributions by some women leaders in Sierra Madre, including Retired Police Chief Marilyn Diaz, the first appointed police chief in Los Angeles County; as well as the contributions of former Fire Captain Kristine Lowe, whom now serves as a leader on the City Council.

**APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

Mayor Pro Tem Parkhurst made a motion to approve the agenda as presented.

The motion was seconded by Council Member Goss.

Mayor Kriebs called for a vote of the Council:

- Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to move to approve the agenda as presented was approved by a unanimous voice vote.

**APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

Vote of the City Council to read all Ordinances and Resolutions by title only and waive the reading in full.

Mayor Kriebs asked for a motion.

A motion to approve the reading of resolutions and ordinances was made by Council Member Garcia.

The motion was seconded by Council Member Lowe.

Mayor Kriebs called for a vote of the Council.

- Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to approve the reading of all Ordinances and Resolutions by title only, and waive the reading in full, was passed by a unanimous voice vote.

**APPROVAL OF MEETING MINUTES**

Approval of March 12, 2024, City Council Regular meeting minutes.

Mayor Kriebs called for a motion to approve the minutes.

A motion to approve the meeting minutes for March 12, 2024, as presented, was made by Mayor Pro Tem Parkhurst.

The motion was seconded by Council Member Lowe.

Mayor Garcia called for a vote of the Council.

- Ayes: Mayor Kriebs, Mayor Pro Tem Parkhurst, Council Members Garcia, Goss, and Lowe
- Noes: None.
- Absent: None.
- Abstain: None.

The motion to approve the meeting minutes for March 12, 2024, as presented, was approved by a unanimous voice vote.

## **MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

Council Member Goss: Reported that he attended the Sierra Madre Chamber Mixer at Roe Fusion on March 14; he also attended the Wistaria Festival and Car Show on March 17. Council Member Goss reported that he attended a meeting of the San Gabriel Valley Council of Governments (COG) on March 21, with nothing to report; and he also attended a meeting of the Library Board of Trustees on March 25<sup>th</sup>.

Council Member Lowe: reported that she participated in a shooting range activity with Sierra Madre Police Department at Burrows Canyon on March 13. Council Member Lowe also reported that she attended the March 21<sup>st</sup> meeting of the Planning Commission, in which they discussed Temporary Use Permits.

Council Member Garcia: Reported that he attended the March 17 Wistaria Festival organized by the Sierra Madre Chamber of Commerce; also reported that he attended the VFW Commemoration on March 23 at Memorial Park. Council Member Garcia also reported that on March 24 he met with Director of Curriculum Helen Chan Hill from Pasadena Unified School District to discuss concerns that PUSD is not marketing their high school effectively to Sierra Madre families.

Mayor Pro Tem Parkhurst: reported that he and Transportation Committee Member John Lloyd took a ride on e-bikes to better help him understand the value of the bicycles; his first time and he was impressed. Mayor Pro Tem reported that on March 13 he attended a meeting of the Transportation Committee. They discussed having a meeting with Metro to discuss bringing a bus line back to Sierra Madre. Between March 14-17 he attended the Civic Well Conference, a non-profit organization that supports sustainable solutions for California cities. On March 21 he attended a meeting with the Clean Power Alliance Board of Directors, nothing reportable from that meeting; briefly attended the VFW Commemoration event, announced that the 2025 Wistaria Festival is scheduled for April 6<sup>th</sup>.

Mayor Kriebs: reported that she attended the Wistaria Festival. The Mayor selected the winners of the car show; Best in Show was a purple Packard, second place went to a Sierra Madre resident. Mayor Kriebs thanked the Sierra Madre Chamber, volunteers, and City staff for the successful event. The Mayor also reported that she attended a meeting of the Natural Resources Commission, where they discussed REACH codes and electrification. The Commission also discussed plans for the upcoming Earth Day event in April.

## **PUBLIC PARTICIPATION CODE OF CONDUCT**

Your participation is welcomed and invited at all City Council meetings. The council requests that participants refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting after being warned by the Mayor or designee to cease the disruption may be precluded from further participation in the meeting. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

## **PUBLIC COMMENT**

The Council will listen to the public on any item on the agenda. In addition, the Council will devote time for public comment on items not on the agenda. Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the City Council and entered into public record.

## **PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward. Persons wishing to speak on closed session items have a choice of doing so either immediately prior to the closed session or at the time for comments on items at the open session.

## **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting.

## **COMMENTS**

1. Any person wishing to provide public comment on matters not on the agenda, or during the comment period for items on the agenda is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.

2. The City provides a podium for public comment. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mayor Kriebs opened the meeting for public comment on non-agenda items.

Leila Regan, City Librarian: provided an update on the upcoming writer’s workshop.

City Clerk Aguilar advised that the City Clerk’s Office received one e-mail for non-agenda items from George Eaton.

**PRESENTATION**

**PROCLAMATION IN RECOGNITION OF NATIONAL LIBRARY WEEK**

Presented to City Librarian Leila Regan

**UPDATE ON LIBRARY MEANINGFUL IMPROVEMENT PROJECT**

Presented by City Librarian Leila Regan. Librarian Regan provided an update on the TSK town hall meeting at City Hall on March 13, 2024, as well as an update on fundraising efforts to purchase new library furniture and fixtures.

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**ACTION ITEMS**

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Presented by City Clerk Aguilar

**CONSENT**

**a) CONSIDERATION OF RESOLUTION 24-21 APPROVING CERTAIN DEMANDS**

It is recommended that the City Council approve Resolution 24-21 approving payment of City Warrants in the aggregate amount of \$218,512.49; Sierra Madre Library Warrants in the aggregate amount of \$7,953.13; and Payroll Transfer in the aggregate amount of \$520,064.18; for the fiscal year ending June 30, 2024.

**b) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT FOR STRUCTURAL ENGINEERING PLAN CHECK SERVICES.**

Staff recommends that the City Council enter into a two-year professional services agreement (April 2024 – April 2026) with Hong Tam, Structural Engineer to administer structural engineering residential plan check services on a percentage fee basis and authorize the City Manager to execute such contract in a form acceptable to the City Attorney.

**c) SECOND READING OF ORDINANCE NO. 1469 ADDING CHAPTER 8.40, “LANDSCAPING EQUIPMENT” TO TITLE 8, “HEALTH AND SAFETY” OF THE SIERRA MADRE MUNICIPAL CODE**

It is recommended that the City Council read by title only and adopt Ordinance 1469.

Mayor Kriebs brought the matter to the City Council for questions.

Mayor Kriebs opened the matter for public comment.

Steve Rostken, 65 Olive Avenue: spoke in favor of approving the professional services agreement for Hong Tam; Consent Item (b)

City Clerk Aguilar advised that no e-mails had been received.

Seeing no one else come forward, Mayor Kriebs brought the matter back to Council for discussion or a motion.

Council Member Garcia made a motion to approve Consent Agenda Items A-C.

Council Member Goss seconded the motion.

Mayor Kriebs called for a vote of the Council.

Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe

Noes: None.

Absent: None.

Abstain: None.

The motion to approve Consent Items A-C was passed by a unanimous voice vote.

**PUBLIC HEARING**

**1. CONSIDERATION OF RESOLUTION 24-17 TO ADOPT UPDATED VEHICLE MILES TRAVEL THRESHOLDS OF SIGNIFICANCE FOR THE PURPOSES OF ANALYZING TRANSPORTATION IMPACT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

It is recommended that the City Council adopt the updated San Gabriel Valley Council of Governments regional model "Vehicle Miles Traveled" Baselines and Thresholds of Significance for purposes of Analyzing Transportation Impacts under the California Environmental Quality Act pursuant to the City Council Resolution 24-17.

Planning Manager Lin gave the report.

Delia Votsch San Gabriel Valley Council of Governments representative presented a Power Point Presentation comparing the current model with the previous VMT model.

Mayor Kriebs brought the matter to Council for questions.

Mayor Kriebs opened the public hearing.

City Clerk Aguilar advised that no e-mails had been received.

Seeing no one come forward, Mayor Kriebs closed the public hearing and brought the matter back to Council for discussion or a motion.

Council Member Goss made a motion to adopt Resolution 24-17, adopting the updated vehicle miles travel thresholds of significance for purposes of analyzing transportation impacts under the California Environmental Quality Act.

Council Member Garcia seconded the motion.

Mayor Kriebs called for a vote of the Council.

Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe

Noes: None.

Absent: None.

Abstain: None.

The motion to adopt Resolution 24-17 was passed by a unanimous voice vote.

**DISCUSSION**

At this time Mayor Kriebs requested Discussion Item number 3 moved ahead of the other Discussion items.

**3. CONTINUED DISCUSSION OF USES PERMISSIBLE FOR PROPERTY LOCATED IN THE ONE FAMILY (R-1) ZONE: HOME OCCUPATIONS**

It is recommended that the City Council provide staff with direction.

Senior Planner Wolf gave the report.

Mayor Kriebs brought the matter to Council for questions.

Mayor Kriebs opened the public comment.

City Clerk Aguilar advised that 10 e-mails had been received and forwarded to Council for consideration. Three speaker cards were submitted for public comment:

Sue Smrekar, 65 Olive Avenue: submitted a speaker card but was not in attendance; left prior to the report presented by staff.

Steve Rostken, 65 Olive Avenue: referenced and read the e-mail he submitted for public comment. His e-mail expressed concerns with TUP enforcement, Home Occupancy Permits, and concerns with adaptive re-use of historical landmarks, as they pertain to Lavendar Market Place at 89 Olive Avenue.

Vicki Kederian, 94 Olive Avenue: expressed concerns with an events business being run in a residential area.

Mayor Kriebs brought the matter to Council for discussion. Council discussed Home Occupancy Permits (HOP) for outdoor businesses and provided staff and the Planning Commission guidance for amending the ordinance with measurable and enforceable standards.

The Council also directed the Planning Commission to determine frequency and/or duration factors for on-sire employment of help for home occupations.

Council asked that short-term rentals be defined more appropriately.

Council also requested the Home Occupancy Permits to be updated to better streamline the process.

**1. CONSIDERATION OF RESOLUTION 24-23 ESTABLISHING A FEE WAIVER PROGRAM FOR TEMPORARY USE PERMIT APPLICATIONS**

It is recommended that the City Council consider Resolution No. 24-23 to establish a fee waiver program for Temporary Use Permit applications.

City Attorney Giragosian gave the report.

Mayor Kriebs brought the matter to Council for questions.

Mayor Kriebs opened the public comment.

Miles Prince, 665 Oak Crest Drive: shared that the cost for TUPs provides a burden to non-profit organizations that are fundraising to support City services. Asked that Council consider a waiver or substantial reduction in the cost of the permit.

City Clerk Aguilar advised that no e-mails had been received.

Seeing no one else come forward, Mayor Kriebs closed the public comment and brought the matter back to Council for discussion.

Council provided direction to staff, including direction to amend the resolution to provide the City Manager with discretion to waive fees, based on budget, applicant's non-profit status, and purpose of the fundraiser, specifying if the activity is open to the public and if it will benefit the residents of Sierra Madre. Additionally, direction was given to take into consideration if granting a fee waiver will conflict with any City events, and if previous waivers have been granted.

**2. CONSIDERATION OF RESOLUTION 24-22 ESTABLISHING A SIERRA MADRE PUBLIC SAFETY REWARD PROGRAM**

It is recommended that the City Council approve Resolution 24-22 and provide City staff with direction on establishing a Public Safety Reward Program.

Police Chief Barrientos gave the report.

Mayor Kriebs brought the matter to Council for questions.

Mayor Kriebs opened the public comment.

City Clerk Aguilar advised that no e-mails had been received.

Seeing no one else come forward, Mayor Kriebs closed the public comment and brought the matter back to Council for discussion or a motion.

Mayor Pro Tem Parkhurst made a motion to adopt Resolution 24-22 establishing a Sierra Madre Public Safety Reward Program.

Council Member Garcia seconded the motion.

Mayor Kriebs called for a vote of the Council.

Ayes: Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, and Council Members Edward Garcia, Gene Goss, and Kristine Lowe

Noes: None.

Absent: None.

The motion to adopt Resolution 24-22 was passed by a unanimous voice vote.

**FUTURE AGENDA ITEMS**

Mayor Kriebs asked if there were any items for future agendas. Hearing none, Mayor Kriebs asked for a motion to adjourn the meeting.

**ADJOURNMENT**

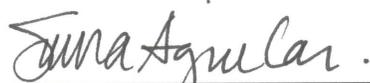
Mayor Pro Tem Parkhurst made a motion to adjourn the meeting.

Council Member Lowe seconded the motion.

The meeting was adjourned at 9:14 p.m. to a Regular meeting to be held on April 9, 2024.

  
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Kelly Kriebs, Mayor

Minutes taken and prepared by:

  
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Laura Aguilar, City Clerk