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CITY OF SIERRA MADRE

PLANNING COMMISSION REGULAR MEETING AGENDA

Thursday, April 16, 2026, 5:30 PM

City Council Chambers, 232 W. Sierra Madre Blvd.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 574-5455. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

PUBLIC COMMENT & ACCESS

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to publiccomment@sierramadrecal.gov by 3:00PM on the day of the meeting. Emails will be acknowledged at the Planning Commission meeting, filed into public record, and scanned onto the City website for public review.

A copy of the posted agenda and a live video stream of the meeting can be found on the City's website at sierramadrecal.gov, on Foothills Media website at foothillsmidial.org/sierramadre, and broadcast on Government Access Channel 3 (Spectrum).

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

CODE OF CONDUCT

The purpose of a Planning Commission meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Planning Commission's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Planning Commission'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.

1. CALL TO ORDER

2. ROLL CALL OF PLANNING COMMISSION MEMBERS

Thomas Denison, Chair
Patrick Simcock, Vice Chair
Kevin Brennan, Commissioner
Christine Moran, Commissioner
Yong Yoo, Commissioner

3. APPROVAL OF AGENDA

4. REPORT FROM CITY COUNCIL LIASON

5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the Planning Commission is asked to complete a Speaker Card and provide it to staff prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Planning Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the Planning Commission from the audience is not permitted; all comments addressing the Commission must be made from the podium. Only public comment made from the podium will be recognized by the Planning Commission and entered into public record.

6. PUBLIC HEARING

Any person wishing to speak before the Planning Commission on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to staff prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the Commission) speakers are generally limited to three (3) minutes per person; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Planning Commission is prohibited from discussing or acting on any item not listed on the posted agenda. The applicant may additionally submit rebuttal comments, at the discretion of the Commission.

Following the closure of the public hearing and prior to the final decision, Commissioners shall disclose any ex parte communication that has taken place pertaining to the public hearing item. Planning Commissioners shall also disclose all visits to a site that is the subject of a quasi-adjudicatory proceeding before the Planning Commission. The disclosure will include whether the site visit was organized by staff, upon the invitation of the applicant, or on the Commissioners' own accord. The Commissioner must disclose all information learned from the site visit that is not included in the agenda packet and that informs his or her decision-making.

- A. Tentative Parcel Map (TPM 25-01): Request to subdivide an existing property located at 444 N. Lima Street into three parcels.
CEQA: Class 15 (Minor Land Division) Categorical Exemption
Recommended Action: Recommend Approval to the City Council

- B. Municipal Code Text Amendment (MCTA 26-01) Amending Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code
CEQA: Exempt pursuant to Public Resources Code § 21080.17
Recommended Action: Recommend approval to the City Council

7. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the Planning Commission requests that a specific item be removed from the Consent Calendar for separate discussion and action.

A. Regular Meeting Minutes of March 19, 2026

CEQA: Not a Project

Recommended Action: Approve

B. Regular Meeting Minutes of April 2, 2026

CEQA: Not a Project

Recommended Action: Approve

8. DISCUSSION ITEMS

A. Annual Review of Conditional Use Permit 21-03 for the Alverno Heights Academy 2021 Master Plan Update

CEQA: Section 15061(b)(3) (Common Sense Exemption); Section 15306 (Class 6, Information Collection)

Categorical Exemption

Recommended Action: Conduct the annual review of CUP 21-03 and receive and file the report.

9. REPORTS FROM PLANNING COMMISSION

10. REPORTS FROM CITY STAFF

11. ADJOURNMENT

The Planning Commission will adjourn to its next regular meeting on May 7, 2026.

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 5:30 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.

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, a Commissioner or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A Commissioner or the Planning Commission itself may provide a reference to staff to report back to the Planning Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

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 Planning and Community Preservation Department at (626) 355-7138.

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

Date Posted: April 10, 2026



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: April 16, 2026

TO: Honorable Chair and the Planning Commission

FROM: Clare Lin, Planning Director
By: Katelyn Huang, Assistant Planner

SUBJECT: **Tentative Parcel Map (TPM 25-01): Request to subdivide an existing property located at 444 N. Lima Street into three parcels.**

RECOMMENDATION

It is recommended that the Planning Commission hold a public hearing, consider all pertinent testimony, and adopt Planning Commission Resolution No. 26-05, recommending the City Council conditionally approve the application for Tentative Parcel Map No. 84764 (TPM 25-01).

ALTERNATIVES

The Planning Commission may:

1. Adopt Planning Commission Resolution No. 26-05 as presented, recommending the City Council conditionally approve the Tentative Parcel Map 25-01; or
2. Approve Planning Commission Resolution No. 26-05 with modifications; or
3. Recommend the City Council deny the requests, identifying findings the Planning Commission cannot make and the basis for rejecting those findings; or
4. Continue the public hearing, providing direction to staff and the applicant.

SUMMARY

The applicant, Dahl Architects, Inc., has submitted a request for a Tentative Parcel Map at 444 N. Lima Street. The applicant is proposing a subdivision of an existing 30,872-square-foot single-family residential property into three parcels with a shared driveway. It is recommended that the Planning Commission recommend approval of the Tentative Parcel Map 25-01 to the City Council, pursuant to Planning Commission Resolution 26-05 (Attachment 1).

BACKGROUND

A.	Date of Application	September 24, 2025
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B.	Applicant	Dahl Architects, Inc.
C.	Property Owner	Steve Riboli
D.	Location	444 N. Lima Street
E.	Zoning Designation	Single Family Residential (R-1)
F.	General Plan Designation	Residential Low Density (RL)
G.	Environmental Status	Qualified exemptions from CEQA per Section 15315 (Minor Land Divisions)
H.	Public Notices	The public hearing was advertised in accordance with the SMMC and State Law

Location and Setting

The project site is located at 444 N. Lima Street, south of Carter Avenue and north of Grand View Avenue. The subject parcel measures 30,872 square feet and is located in the R-1 (Single-Family Residential) zone. The minimum lot size in the R-1 zone is 7,500 square feet pursuant to SMMC Section 17.20.080(A). The subject property has a General Plan Land Use Designation of R-L (Residential Low Density). Additionally, all adjacent properties are zoned R-1.



As of the date of the application, the existing lot is improved with a single story, 1,378-square-foot single-family residence was constructed 77 years ago in 1948. On March 17, 2026, a Historic Resource Evaluation Report was prepared by Sapphos Environmental Inc., and determined that the property is not eligible for designation as a Historic Landmark, as identified in Chapter 17.82(A) and 17.82(B) of the Sierra Madre Municipal Code. The Historic Resource Evaluation Report is included herein as Attachment 2.

DISCUSSION & ANALYSIS

The proposed project is a Tentative Parcel map to subdivide the existing property into three single-family parcels with a shared driveway in the R-1 zone. Parcel 1 will have a lot area of 10,276 square feet, Parcel 2 will have a lot area of 10,293 square feet, and Parcel 3 will have a lot area of 10,303 square feet, all of which exceed the minimum 7,500-square-foot lot area required in the R-1 zone pursuant to SMMC 17.20.080. The total frontage of Parcel 1 is 100 feet, including 15 feet dedicated to a shared driveway; consistent with SMMC 17.20.100(A)(1), all three proposed parcels provide a minimum lot width of at least 70 feet at a point 25 feet from the front property line. Access to each lot will be provided via a shared driveway that is no less than 15 feet in width and widens to a maximum of 24 feet, which will serve the three single-family lots. Copy of tentative parcel map no. 84764 is included herein as Attachment 4.

Parcel 2 is currently developed with a one-story single-family residence constructed in 1948, which is not identified as a historic resource; the applicant proposes to demolish the existing structure and construct a new two-story single-family residence with an attached two-car garage following approval of the parcel map. Future development of Parcels 1 and 3, as well as redevelopment of Parcel 2, will be required to comply with all applicable R-1 development regulations, including setbacks, height, and floor area limits, and will be subject to separate discretionary entitlements review consistent with the Subdivision Map Act and the municipal code. Conditions of approval will require recordation of the parcel map, dedication of necessary easements, and submission of all necessary applications for design review, grading, and construction prior to issuance of building permits.

There are a total of seven protected trees on the project site, consisting of California/Coast Live Oak (*Quercus agrifolia*) and Western Sycamore (*Platanus racemosa*), which are recognized native protected species under local tree preservation regulations. The applicant proposes removal of two protected trees, identified as Tree #1 and Tree #2 in the arborist report prepared by Flintridge Tree Care dated March 3, 2026 (Attachment 3), and retention of Trees #3 through #7 on site. According to the report, Tree #1 is reduced to a remaining 20-foot trunk due to storm damage that eliminated the entire limb structure and is therefore recommended for removal and replacement planting, while Tree #2 exhibits symptoms of root rot and is recommended for removal to prevent further decline and potential spread of disease. Trees #3–#7 are recommended to remain, subject to implementation of tree protection measures during demolition and construction, which will be incorporated as conditions of approval and required with future construction plans and submittals. Based on the arborist report and determined that, with adherence to the specified protection measures and conditions, the proposed demolition and construction activities are expected to result in minimal impacts to the remaining protected trees.

FINDINGS

Pursuant to Sierra Madre Municipal Code Section 16.12.070, any action taken by the Planning Commission shall be supported by the findings required in Sections 66474 of the California Government Code. Pursuant to Sierra Madre Municipal Code Section 16.12.070, the tentative parcel map shall be denied if any of the following findings are made by the City Council:

A. That the proposed map is not consistent with applicable general and specific plans.

The proposed map is consistent with applicable general and specific plans in that the subject property has a General Plan Land Use Designation of RL (Residential Low Density). The tentative parcel map will maintain the existing pattern of Sierra Madre's neighborhoods characterized by single-family dwellings and is consistent with the objectives and development standards of the R-1 zone, which implement the goals and policies of the General Plan.

B. That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans.

The design and improvement of the proposed subdivision is consistent with the applicable general and specific plans in that the proposed improvements are consistent with general plan designation of RL (Residential Low Density). The proposed subdivision will establish three parcels, each to be developed with a single-family residence, in a manner that complies with applicable standards for density, lot size, setbacks, and related R-1 development regulations.

C. That the site is not physically suitable for the type of development.

The site is physically suitable for subdivision into three parcels, each developed with a single-family residence in that the existing lot is currently used for residential purposes and the proposed subdivision complies with the minimum lot size, width, and frontage standards of SMMC 17.20.100. TThe existing residence proposed for demolition has not been identified as a historic resource. Following approval of the Tentative Parcel Map, each parcel will be improved with a single-family residence and a two-car garage, with vehicular access provided by a shared driveway ranging in width from approximately 15 to 24 feet extending from the frontage of Parcel 1 to the rear of Parcel 3. The net increase in dwelling units is not anticipated to significantly affect parking demand because each lot will include an enclosed two-car garage that meets applicable parking requirements.

D. That the site is not physically suitable for the proposed density of development.

The site is physically suitable for the proposed density and type of development because the subdivision will create three lots, each developed with one single-family residence and a two-car garage, consistent with the City's standards for single-family development in the R-1 zone and not resulting in an increase in allowable residential density for this property.

E. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat in that the proposed subdivision involves property that is currently developed with single-family residential uses, therefore it will not create new types of development that could affect wildlife habitat. Protected tree species regulated by the Sierra Madre Municipal Code will be preserved on the site with the exception of two trees (one Coast Live Oak and one Western Sycamore) identified for removal due to poor health, with removal to be mitigated through replacement and protection measures. There are no fish habitats on the subject property, and the site is located within an established R-1 neighborhood surrounded by existing residential development.

F. That the design of the subdivision or type of improvements is likely to cause serious public health problems.

The design of the subdivision is not likely to cause serious public health problems in that the proposed subdivision will only affect ownership of existing uses, and will not create new types of development that could create public health problems. The proposed building siting will maintain appropriate separation from residential structures on adjoining properties, and all future improvements will be subject to the requirements and conditions of the Public Works and Planning and Community Preservation Departments, which are intended to protect public health, safety, and welfare.

G. That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

The subdivision will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision because access for each parcel will be provided via the proposed shared driveway and does not require public access easements. The subject property does not contain any existing public access easements, and the proposed subdivision will neither create the need for nor conflict with any such easements. A private shared driveway easement and associated maintenance agreement will be established among the parcels, but this will be a private arrangement and will not create or affect any public access rights.

ENVIRONMENTAL ANALYSIS

Pursuant to the California Environmental Quality Act (CEQA) and Public Resources Code Section 21100, the project qualifies for a Class 15 (Minor Land Division) Categorical Exemption under Section 15315 of the California Environmental Quality Act (CEQA) in that it consists of the division of land of four or less parcels, is in conformance with the Sierra Madre General Plan and zoning requirements, does not require variances or exceptions, maintains accessibility and availability of services, is not part of a larger parcel division undertaken within two years prior the date of application, and does not have an average slope greater than twenty percent.

Approved by:



Clare Lin
Planning and Community Preservation Director

Attachments

- [1. PC Reso 26-05](#)
- [2. Historic Resource Evaluation Report](#)
- [3. Arborist Report](#)
- [4. Tentative Parcel Map No. 84764](#)

**PLANNING COMMISSION
RESOLUTION 26-05**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL, TO THE CITY COUNCIL, OF TENTATIVE PARCEL MAP 25-01; A REQUEST TO SUBDIVIDE THE PROPERTY AT 444 NORTH LIMA STREET INTO THREE (3) PARCELS.

THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, an application for a Parcel Map was filed by:

**Dahl Architects, Inc.
1134 El Centro Street
South Pasadena, CA 91030**

WHEREAS, the Tentative Parcel Map can be described as:

Tentative Parcel No. 84764, a subdivision of an existing 30,872-square-foot parcel into three (3) parcels measuring 10,276 square feet, 10,293 square feet, and 10,303 square feet;

WHEREAS, the Tentative Parcel Map would apply to the property at 444 North Lima Street, Sierra Madre, CA 91024;

WHEREAS, the Planning Commission has received the report and recommendations of staff;

WHEREAS, following a public notice, a public hearing was held before the Planning Commission on April 16, 2026, with all testimony being received being made part of the public record;

WHEREAS, the proposed project qualifies for a Class 15 Categorical Exemption, pursuant to Section 15315 for Minor Land Divisions of the California Environmental Quality Act (CEQA) as it involves a subdivision into three parcels;

NOW THEREFORE, in consideration of the evidence received at the hearing, and for the reasons discussed by the Commissioners at said hearing, the Planning Commission now finds as follows:

SECTION 1. Recitals. The Recitals above are true and correct and incorporated into this Resolution by reference.

SECTION 2. CEQA Compliance. Division 13 of the California Public Resources Code (PRC) establishes the California Environmental Quality Act (CEQA). Cal. Pub. Res.

Code Section 21080, subd. (b)(9) and Cal. Pub. Res. Code Section 21084, subd. (a) provide that CEQA does not apply to classes of projects designated pursuant to the CEQA Guidelines, which include a list of classes of projects that have been determined not to have a significant effect on the environment and as such are exempt from CEQA. California Code of Regulations, Title 14, Division 6, Chapter 3, establishes the CEQA Guidelines. Article 19 therein commences by providing classes of projects that qualify for categorical exemption from CEQA (Cal. Code Regs. tit. 14 § 15300). The Planning Commission hereby finds:

SECTION 2.1 Minor Land Divisions. The proposed project qualifies for a Class 15 Categorical Exemption (Minor Land Divisions) under Article 19 of the California Code of Regulations (Cal. Code Regs. Tit. 14 § 15315) as it involves a subdivision of one parcel in an urbanized area zoned for single-family residential use into three parcels

SECTION 3. Tentative Parcel Map. Pursuant to section 16.12.070 of the Sierra Madre Municipal Code and Section 66474 of the California Government Code, tentative parcel map shall be denied if any of the following findings are made by the City Council:

- A. **That the proposed map is consistent with applicable general and specific plans;** in that the proposed map is consistent with applicable general and specific plans in that the subject property has a General Plan Land Use Designation of RL (Residential Low Density). The tentative parcel map will maintain the existing pattern of Sierra Madre's neighborhoods characterized by single-family dwellings and is consistent with the objectives and development standards of the R-1 zone, which implement the goals and policies of the General Plan.
- B. **That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans;** in that the design and improvement of the proposed subdivision is consistent with the applicable general and specific plans in that the proposed improvements are consistent with general plan designation of RL (Residential Low Density). The proposed subdivision will establish three parcels, each to be developed with a single-family residence, in a manner that complies with applicable standards for density, lot size, setbacks, and related R-1 development regulations.
- C. **That the site is physically suitable for the type of development;** in that the site is physically suitable for subdivision into three parcels, each developed with a single-family residence in that the existing lot is currently used for residential purposes and the proposed subdivision complies with the minimum lot size, width, and frontage standards of SMMC 17.20.100. The existing residence proposed for demolition has not been identified as a historic resource. Following approval of the Tentative Parcel Map, each parcel will be improved with a single-family residence and a two-car garage, with vehicular access provided by a shared driveway ranging in width from approximately 15 to 24 feet extending from the frontage of Parcel 1 to the rear of Parcel 3. The net increase in dwelling units is not anticipated to significantly affect parking demand because each lot will include an enclosed two-car garage that meets applicable parking requirements.

- D. **That the site is physically suitable for the proposed density of development;** in that the site is physically suitable for the proposed density and type of development because the subdivision will create three lots, each developed with one single-family residence and a two-car garage, consistent with the City's standards for single-family development in the R-1 zone and not resulting in an increase in allowable residential density for this property.
- E. **That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;** in that the design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat in that the proposed subdivision involves property that is currently developed with single-family residential uses, therefore it will not create new types of development that could affect wildlife habitat. Protected tree species regulated by the Sierra Madre Municipal Code will be preserved on the site with the exception of two trees (one Coast Live Oak and one Western Sycamore) identified for removal due to poor health, with removal to be mitigated through replacement and protection measures. There are no fish habitats on the subject property, and the site is located within an established R-1 neighborhood surrounded by existing residential development.
- F. **That the design of the subdivision or type of improvements is not likely to cause serious public health problems;** in that the design of the subdivision is not likely to cause serious public health problems in that the proposed subdivision will only affect ownership of existing uses, and will not create new types of development that could create public health problems. The proposed building siting will maintain appropriate separation from residential structures on adjoining properties, and all future improvements will be subject to the requirements and conditions of the Public Works and Planning and Community Preservation Departments, which are intended to protect public health, safety, and welfare.
- G. **That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision;** in that the subdivision will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision because access for each parcel will be provided via the proposed shared driveway and does not require public access easements. The subject property does not contain any existing public access easements, and the proposed subdivision will neither create the need for nor conflict with any such easements. A private shared driveway easement and associated maintenance agreement will be established among the parcels, but this will be a private arrangement and will not create or affect any public access rights.

SECTION 4. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Resolution or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution or any part thereof or exhibit thereto. The Planning Commission hereby declares that it would have passed each section, subsection,

subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

SECTION 5. Certification. The Director of Planning and Community Preservation shall attest to the passage and adoption of this Resolution by the Planning Commission and shall cause the same to be listed in the records of the City.

SECTION 6. The Planning Commission conditionally recommend approval of TENTATIVE PARCEL MAP 25-01 TO THE CITY COUNCIL, subject to the attached conditions included in this resolution as Exhibit A.

PASSED, APPROVED, AND ADOPTED the 16th day of April 2026, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

 Thomas Denison, Chair
 Sierra Madre Planning Commission

ATTEST:

 Clare Lin, Director
 Planning and Community Preservation Department

EXHIBIT A

CONDITIONS OF APPROVAL TENTATIVE PARCEL MAP 25-01 (TPM 25-01)

The applicant, property owner, or successor(s) in interest shall meet the following conditions:

1.0 General Conditions:

- 1.1 Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
- 1.2 Comply with all applicable provisions of Federal, State, and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.
- 1.3 Execute and deliver to the City's Department of Planning and Community Preservation an Affidavit of Acceptance of Conditions on a form to be provided by such Department; this approval shall not be effective for any purpose until the Applicant complies with this condition.
- 1.4 To the full extent permitted by law, the applicant and property owner shall defend, indemnify, and hold harmless the City, its employees, agents, and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents, and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

2.0 Planning Conditions:

- 2.1 Prepare a final Parcel Map which is in substantial conformance with all applications, supporting materials and Tentative Parcel Map dated April 6, 2026, submitted in connection with this application.
- 2.2 Obtain a demolition permit and demolish the existing structure prior to approval

of the final parcel map. Applicant will need to use the City's Franchise Hauler, Athens Services, for construction debris removal or obtain an approved Waste Management Plan.

- 2.3 Submit the necessary entitlements for each subdivided lot.
- 2.4 Obtain an address assignment for each newly created dwelling unit.

3.0 Public Works Conditions:

REQUIREMENTS FOR GRADING & DRAINAGE, LOW IMPACT DEVELOPMENT (LID)

- 3.1.0 This project is subject to LID requirements, since it is proposing the addition of 500 square feet or more of impervious surfaces.
- 3.1.1 A Private Engineer (or Engineer of record) to prepare a hydrology/LID report. A stormwater management plan will also be required for construction activities.
- 3.1.2 Applicant to retain the services of CA licensed civil engineer. As Per SMMC 15.58.080, Engineer of record shall design the drainage systems, and provide engineering calculations, in accordance with these directives to retain, and infiltrate the 85th percentile 24-hour storm for Sierra Madre, which varies between 1.05 and 1.12 inches. Engineer of record shall design the drainage configuration of the development to account for this directive. (The LID Report is in accordance with LA County's most recent LID Manual. However, The City of Sierra Madre requires an LID plan that captures the 85th percentile 24-hour rain event and does NOT follow LA County's simple BMP selection for residential properties 4-units or less)
- 3.1.3 Private Engineer to prepare a grading drainage, LID plan to a scale not less than 1"=10'.
- 3.1.4 The engineer of record shall, in addition to the LID design for retention, provide a design of drainage mitigation for a 50-year storm.
- 3.1.5 SOILS/GEOTECHNICAL REPORT REQUIRED Applicant/owner to retain the services of a geotechnical engineer to obtain an adequate number of soil samples from the site, analyze the samples, and prepare a soils/geotechnical report and make recommendations on the condition of the soil at the project site. At least one of the samples to be located in the area where the proposed infiltration units will be located. The analysis and report shall conform to CBC requirements, latest edition, and SMMC.
- 3.1.6 PERCOLATION RATE STUDY
 - a. Soils engineer for the project to submit a soil percolation rate value based on a study from soil sample taken at the site at the depth of where the infiltration

units will percolate the runoff to the soil strata.

- b. Soils/geotechnical engineer of record shall submit an analysis (in a separate report) on the extent of soil settlement beneath the infiltration units. Soils/geotechnical engineer to make recommendations on measures to be implemented by the Contractor to minimize excessive settlement of the soils strata beneath the infiltration units Report and analysis to be prepared following guidelines included in the LA County LID Manual. Report should indicate the maximum ground settlement expected with the type of soil on the lot.

- 3.1.7 Soils engineer of record to prepare on a separate sheet calculation for the time it will take any runoff to percolate through the soils strata. The maximum time allowed for runoff to percolate is 96 hours.

REQUIREMENTS FOR SEWER UTILITY

- 3.2.0 All buildings and additions shall be connected to the public sewer.

REQUIREMENTS FOR PUBLIC IMPROVEMENTS

- 3.3.0 Prior to final inspections, Public Works to determine if public improvements (drive way approach, curb, gutter, sidewalk) are required.

3.0 Fire Department Conditions:

- 3.1.0 A current (within the past 6 months) water flow test from the closest hydrant to the property is required to demonstrate fire protection water supplies can be provided in accordance with Section 507 and Appendix B of the California Fire Code.
- 3.2.0 A fire department access plan is required to demonstrate access within 150 feet of all structures can be provided in accordance with Section 503 of the California Fire Code. Where the access road exceeds 150 feet in length, the road shall be constructed to withstand the weight of fire apparatus in all-weather conditions. The access road shall be designed with space to turnaround fire apparatus. Note: An AM&M may be necessary for this project. Contact reviewer for further information.
- 3.3.0 All structures are required to meet the materials and construction methods for wildfire exposure in accordance with Chapter 7A of the California Building Code.
- 3.4.0 The project is required to meet the provisions for defensible space, landscape, and long-term vegetation management in wildland-urban interface areas in accordance with Chapter 49 of the California Fire Code.

PRIMARY RECORD

- P1. Other Identifier:** APN 5762-028-020
- P2. Location:** **Not for Publication** **Unrestricted**
- *a. County** Los Angeles **and** (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)
- *b. USGS 7.5' Quad** Mount Wilson, CA **Date** 1995 **T** 1N **; R** 11W **; NE** ¼ of SW ¼ of Sec 17 **; S.B. B.M.**
- c. Address** 444 N Lima Street **City** Sierra Madre **Zip** 91024
- d. UTM:** (Give more than one for large and/or linear resources) **Zone** 11S , 402361.19 mE/ 3781465.16 mN
- e. Other Locational Data:** (e.g., parcel #, directions to resource, elevation, decimal degrees, etc., as appropriate:
From Interstate 210 E, take exit 29A toward San Gabriel Blvd. and turn left onto Sierra Madre Blvd. and drive 1.3 miles. Keep right to continue along E Sierra Madre Blvd for 1.3 miles then turn left onto N Lima Street. Drive 0.5 mile and the subject property will be on the right side of the street.
Elevation: 1056 feet above mean sea level Parcel #(s): 5762-028-0011

P3a. P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries).
The subject property located at 444 N Lima Street has a single-family, Ranch-style two-story building with a carport. The residential building, located on the center of the lot is clad in a mixture of board-and-batten, concrete blocks, and wood shingles. The subject property is surmounted by a cross-gabled roof, clad in composition shingles. The carport, added to the subject property in 1989, is located on the northwest portion of the lot. The carport is supported by four metal poles and is surmounted by a flat roof, clad in composition shingles.

- P3b. Resource Attributes:** (List attributes and codes) HP2: Single-Family Property
- P4. Resources Present:** Building Structure Object Site District Element of District Other (Isolates, etc.)
- P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects).**
- P5b. Description of Photo:** Primary/West Façade



View (Direction Facing): East
Date 03/12/2026 Accession # N/A
***P6. Date Constructed/Age and Source: 1948**
 Historic Prehistoric Both Source:
Determined based on Los Angeles County Assessor.
***P7. Owner:** Steve and Sindee Riboli
Address 444 N Lima Street
City, State, Zip Sierra Madre, CA 91024
***P8. Recorded By** Morgan Thomas
(Name):
Affiliation Sapphos Environmental, Inc.
Address 430 N Halstead Street
Pasadena, CA, 91107
***P9. Date Recorded:** 03/17/2026
***P10. Survey Type:** Intensive pedestrian

- *P11. Report Citation:** N/A
- *Attachments:** NONE Location Map Continuation Sheet Building, Structure, and Object Record Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record Artifact Record Photograph Record Site Sketch Map Other: Photographs

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B1. Historic Name: 5762-028-020

B2. Common Name: 444 N Lima Street

B3. Original Use: Residential

B4. Present Use: Residential

*B5. **Architectural Style:** Ranch style

*B6. **Construction History** (Construction date, alterations, and date of alterations):

The building located at 444 N Lima Street was constructed in 1948 according to information available through the Los Angeles County Office of the Assessor Online Portal. The original building permits were not available online or through the City of Sierra Madre (City) rendering unknown the original architect (if any). According to building permits, the subject property was built by Jack B. Thompson in 1948. According to building permits, in 1955, Jack B. Johnson built an addition on the subject property, and a carport was added in 1989. A visual inspection of the subject property shows that the rear/east elevation had two trapezoidal windows on the second story that has since been removed or obscured by wood. On the south elevation there was a shed roof extension over the door that has since been removed or has fallen off. Throughout the subject property there were a variety of different shrubs and trees before December 2017. In December 2017, several of the trees and shrubs were removed from the subject property. According to a Google Street View image, by June of 2022, the only portion of the original landscape that remains are three (3) trees and a pile of boulders. Between March 2012 and December 2017, the wood fence was removed, and a chain-link fence was added. From December 2017 to June 2022, the chain link was replaced by a concrete block fence. By 2026, the original dirt driveway was overgrown by weeds and no longer exists.

Primary/West Façade

The primary/west façade features two-planes with a two-story wing on the south portion. The primary/west façade is surmounted by a gabled roof with large, overhanging eaves, clad in composition shingles. On the west section there is a circular chimney stack attached to the north elevation and on the south wing there is a metal cable antenna. The north portion of the façade is more recessed than the south portion of the façade. The north portion is clad in board-and-batten and features a front door and several window casements on fixed windows trimmed in wood. The front door is in the center of the north portion. The front door is a four-paneled wood door with a large, rectangular side lite with a privacy film on the window. The door has a wood-framed screen door. To the north of the door are two groupings of three-pane casement windows with three-pane fixed windows in the center. Each grouping of windows has a three-pane fixed transom window. Under the window is a wood windowsill. To the south, there are two pairs of three-lite casement windows. The south wing is clad in board-and-batten with a triangular section of the concrete foundation exposed on the south section. The first story features one sliding window trimmed in metal with a modest wood surround. In the eaves of the second story there are two fixed trapezoidal windows and flood lights located on the north portion of the eaves. In the center of the two trapezoidal windows is a fire alarm bell. On the south section in the second story is a sliding six-pane grille window trimmed in vinyl with a modest wood surround. A water drainage pipe is attached to the north portion of the south wing. A rectangular utility box is attached to the south portion of the façade.

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Primary/West Façade (view of north portion; facing east)



Primary/West Façade (view of south portion; facing east)

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North Elevation

The north elevation features four planes with the second story more recessed than the first story and the east portion of the elevation more recessed than the west portion. Both the first and second story are surmounted by a gabled roof with wide, overhanging eaves. The first story is clad in a mixture of horizontal clapboard and wood shingles, and the second story is clad in board-and-batten. The east portion of the first story features one sliding window trimmed in black vinyl. A rectangular vent is located under the window. In the eaves there is a water gutter. The west portion of the first story features two pairs of three-pane casement windows trimmed in wood. On the east section of the west portion of the elevation is a water drainage pipe and on the west section features an electronic meter and two square boxes. It appears that a water system may also be attached to the west section. The second story features several sliding windows and one fixed window in the center of the elevation. The sliding window, located on the east section, has a nine-grid design on the sliding window. The window located just west of the larger, rectangular sliding window is a smaller sliding window. The west section of the second story features one rectangular sliding window trimmed in aluminum.



North Elevation (view of east section; facing west)

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North Elevation (view of west section; facing southeast)



North Elevation (view of west portion; facing southeast)

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North Elevation (view of west portion; facing south)

Rear/East Elevation

The rear/east elevation features a 'U'-shaped configuration with four planes with the portion of the center and north portion of the elevation more recessed than the south and a portion of the center elevation. The rear/east elevation is surmounted by a gabled roof, clad in composition shingles. The north portion of the rear/east elevation has two planes with the first story more recessed than the second story. The second story is supported by two metal poles that also support a shed roof extension. The first story features one wood door and a sliding window trimmed in aluminum located to the north of the door. The second story does not have windows. In eaves are two wood-paneled areas that appear to have once had trapezoidal windows. The eaves have one flood light located in the center. The center elevation features two planes with the south portion more recessed than the north portion. The south portion features one single-hung window that is recessed into the wall and trimmed in wood. To the north of the single-hung window is an enclosure with a door that houses the water heater with four rectangular vents. Attached to the fascia board is a rain gutter. The north portion of the center elevation features one section of the elevation facing south that features one wood-paneled door and a sliding window. The south facing rear/east elevation has a water gutter attached to the fascia. The wood-paneled wood door features one large, single-hung window with a pet door located at the bottom. To the east of the door is a large, sliding window that appears to be trimmed in vinyl. The center portion facing east is surmounted by a gabled roof with a wood fascia board. The elevation features two fixed windows and two sliding windows. The two fixed windows are trimmed in wood, and the two sliding windows are trimmed in black vinyl. In the eaves of the elevation is a rectangular attic vent. To the south of the attic vent is a flood light. On the north section of the center portion is a rectangular box that appears to be an outlet or a switch. The north portion of the rear/east elevation features one sliding window trimmed in vinyl with a six-pane grille design.

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Rear/East Elevation (facing west)



Rear/East Elevation (view of north portion; facing northwest)

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Rear/East Elevation (view of north sections; facing east)



South Elevation (facing northeast)

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South Elevation

The south elevation features a gabled roof, clad in composition shingles with one television antenna attached to the roof. The south elevation features two stories with the second story projecting further on the east section than the first story. The first story features three sliding windows and one wood door. The sliding windows are trimmed in wood with one sliding window located on the west and the other two sliding windows on the east section. The second story features three sliding windows trimmed in vinyl. The window located on the west and east portion of the second story has a nine-pane grille on the sliding window. In the center of the second story is a smaller single-pane sliding window.

Carport

A rectangular concrete slab is located on the northwest portion of the lot that is surmounted by a flat roof with four metal poles. On the north and south portions of the carport there is a wood beam connecting the poles. In the middle of the carport is a rectangular light. On the west section of the carport is a chain-link fence.



Carport (facing northeast)

*B7. Moved? No Yes Unknown Date: Not Applicable Original Location: Not Applicable

*B8. Related Features: None

B9a. Architect: Unknown b. Builder Jack B. Thompson

*B10. Significance: Theme Post-World War II Residential Development Area Sierra Madre, CA

Period of Significance 1945-1970 Property Types: Residential

Applicable Criteria (Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity).

Sierra Madre was established in the 1880s. According to the Sierra Madre Historic Preservation Society, beginning in 1881, Nathaniel C. Carter began extensive land purchases in the foothill area that would become Sierra Madre. Born in Lowell, Massachusetts, Nathaniel Coburn Carter (1840-1904) is regarded as the founder of the City of Sierra Madre. He

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also promoted railway travel to Southern California by managing local portions of Raymond & Whitcomb tours, a late-19th and early-20th-century luxury travel firm that catered to wealthy travelers from the East Coast and Midwest. Carter highlighted Southern California's pleasant climate, health sanatoria, and the upscale, intelligentsia community of Pasadena and surrounding areas. While leading tours, Carter was known to feature the Sierra Madre Villa health sanitorium as a favorable place to settle. These activities may have encouraged the settlement of the City of Sierra Madre by attracting well-to-do settlers from outside California. The Pacific Electric Railway line was extended to Sierra Madre in 1906, which ushered in a period of residential development. A period of economic and residential boom occurred throughout Southern California in the 1920s because of the oil industry. Real estate advertisements specific to the City between 1906 and later reference residential development proximal to the Pacific Electric Railway line.

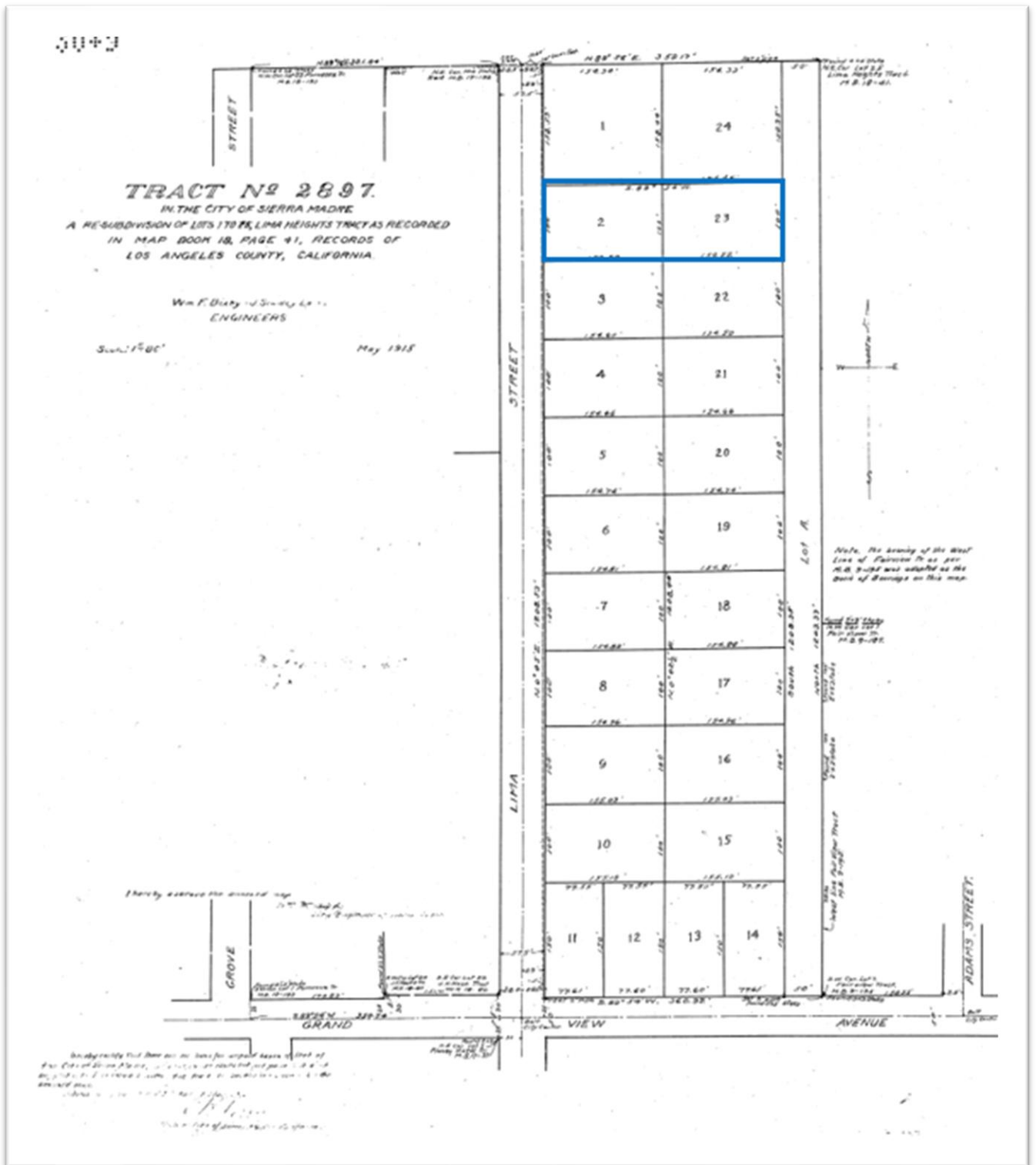
According to Michele Zack, Sierra Madre during World War II had several job opportunities for families in the nearby industrial facilities. One of the defense businesses located in Sierra Madre was the R. A. Hawks company that started during the Great Depression and expanded during and after World War II. Due to the demand for defense contracts, R. A. Hawks business thrived, giving more jobs to families moving into the area (Zack 271). Other jobs opened including artistic ceramic production. Due to the thriving job market in and around the City of Sierra Madre, Sierra Madre saw a boom in tract home development at the end of World War II (Zack 276-278). Zack noted that during the 1950s the development of one quarter of the City of Sierra Madre occurred, mixing older Craftsman-style homes with newer Minimal Traditional and Ranch-style homes (Zack 285). The Ranch style started in Southern California in the mid-1930s. During the 1940s it was one of the small house types built using the Federal Housing Authority (FHA) guidelines. The Ranch style gained popularity after World War II with fewer restrictions in FHA guidelines. The FHA guidelines exerted a strong influence on the Ranch-style homes built in the 1930s-1960s in relation to size, which required a small square foot size in the 1940s. As the restrictions of the FHA were removed, the Ranch-style houses began to expand in square footage. The popularity of the "rambling" Ranch houses has been linked to the growing popularity of automobiles across the country. As automobiles became more ubiquitous, the houses shifted from narrow fronts to sprawling designs on wider lots.

Although the tract was established in May 1915, the subject property was built in 1948 after World War II. The building located at 444 N Lima Street is on Tract No. 2897, which was recorded in May 1915 and mapped in 1918. Tract No. 2897 has a total of 24 lots. The subject property is comprised of Lots 2 and 23. There is no mention of Tract No. 2897 in the historic issues of the *Los Angeles Times*, *Los Angeles Sentinel*, or other local publications. The owner's name was not legible on the tract map, and no additional information could be located to clarify the owner's name. The subject property is located at 480 N Lima Street, within Tract No. 2897, a re-subdivision of Lima Heights Tract.

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Tract No. 2897 Map
Source: Los Angeles County Public Works

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Ownership History

The first owner and builder of the subject property was Jack (John) Bossard Thompson and his family. The Thompson family owned the subject property from 1948 until 2016. According to obituaries, Jack B. Thompson served in the Navy during World War II and was stationed in the South Pacific. Upon his return home from World War II, he worked as a landscaper, a painter, and later as a mechanical engineer at VARD's and the Burroughs Corporation (later known as Unisys). He retired in 1985 and planted all the vegetation and trees on the subject property except for two trees. His wife, Hilda Thompson, served as a Spanish and Italian translator during World War II. She worked at Pasadena High School and volunteered at the Arboretum, Descanso Gardens, and the Huntington Library. She and her husband were members of the Camilla Society. Between 2016 and 2026, the subject property had several owners. The Ashori Investment, Inc. owned the subject property from 2016 to 2017; LotFali Shirmohammadi owned the subject property from 2017 to 2021; and since 2021, Steve and Sindee Riboli have owned the subject property.

**TABLE 1
OWNERSHIP DATA**

Year	Name
1948-2016	Thompson Family
2016-2017	Ashori Investment Inc
2017-2021	LotFali Shirmohammadi
2021-Present (2026)	Steve and Sindee Riboli

Evaluation: National Register of Historic Places and California Register of Historical Resources.

Sierra Madre was initially established in the 1880s. During the depression following the bust of Southern California's overheated real estate in the region, Sierra Madre survived due to the proximity to the transcontinental railroad. Early advertisements show that Carter used the proximity to the railroad to continue to grow Sierra Madre. The falling produce prices in the late 1890s led to more subdivisions in Sierra Madre. The Pacific Electric Railway line was extended to Sierra Madre in 1906, which further ensured the already growing residential development in Sierra Madre. Real estate advertisements between 1906 and later reference residential development proximal to the Pacific Electric Railway line. Tract No. 2897 was subdivided in May 1915. However, the subject property was not built during the initial subdivision of Tract No. 2897 during Sierra Madre's formative years. The subject property was built post-World War II during the second residential boom that Sierra Madre experienced due to defense contracts, expanding job opportunities in the area, and resulting population boom. However, research did not indicate that the subject property was a significant development during this period but rather is an example of common residential development of Ranch-style homes in the area. Therefore, it appears that the property is not closely associated with significant development patterns observed throughout the nation, state, and City. Thus, the subject property is not significant under the National Register of Historic Places (NRHP)/California Register of Historical Resources (CRHR) Criterion A/1.

The City building record, historic news publications, and other online sources do not identify an architect, designer, or builder associated with the property. Additionally, ownership records do not reveal an association with persons of significance to the nation, State, or City. The longest owners of the subject property were Jack B. Thompson and Hilda Thompson. Both owned and built the subject property and were active members of the community of Sierra Madre. Both were involved in the Camilla Society. However, research did not indicate that they helped start the Camilla Society, and the society, although international, appears to have had its headquarters in Georgia. The Thompson family also appear to have been volunteers at both the Descanso Gardens and the Huntington Library, but research did not indicate that they contributed significantly to either organization. Therefore, persons who made demonstrably significant contributions to the history of the nation, State, or City are not known to be associated with the subject property. The subject property is not significant under the NRHP/CRHR Criterion B/2.

The residential building originally constructed in 1948 is a common and altered example of a Ranch-style building and does not possess high artistic value. The building has several character-defining features such as mixed use of materials;

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moderate-to-wide overhanging eaves; and a gabled north. The subject residence, however, is not an exceptional or even particularly good example of the style. The subject property has had an addition that was added in 1956, a carport added in 1989, and the setting and feeling of the subject property has been drastically altered since 2017. Although the casement windows and large multi-lite windows are still intact on the subject property, the second-story windows are trimmed in vinyl. Therefore, the building is modest in design and aesthetics. The subject property does not embody the distinctive characteristics of a type, period, or method of construction. Additionally, the building is not known to be the work of a master architect or craftsman. The subject property is not significant under the NRHP/CRHR Criterion C/3.

The site has been subject to ground disturbance during construction and modification of the subject property. No evidence of archaeological deposits was obvious on the ground surface; however, the subject property is covered in dense grasses and forbs that obscure the ground surface view almost entirely. The subject property is not significant under the NRHP/CRHR Criterion D/4.

The subject property is recommended as ineligible for inclusion in the NRHP and CRHR.

City of Sierra Madre Designated Historical Properties List

Along with criteria for Significance established by the NRHP and CRHR, the City of Sierra Madre (Municipal Code, Title 17 – Zoning, 17.82.050) provides two criteria for the designation of a historic landmark:

- A. *Historic. It was the site of, or is associated with local, state or national cultural, social, economic, political or natural history, events or persons significant to the history of Sierra Madre, or it reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.*

No evidence was discovered that associates 444 N Lima Street with history related to Sierra Madre or with persons significant to the City, or geographical and settlement patterns in Sierra Madre. This portion of Tract No. 2897 was surveyed in May 1915. However, the subject property was built after World War II and was not part of the initial development of the tract. Research did not indicate that the subject property or the owners of the subject property were significant to the history of Sierra Madre. The Thompson family lived on the subject property from 1948 until 2016. According to research, the family were involved in the Camilla Society, but research did not indicate that they helped found or contributed significantly to the society. Furthermore, Hilda Thompson volunteered at both the Descanso Gardens and the Huntington Library. However, research did not indicate that she contributed to the significance of either Descanso Gardens or the Huntington Library. Furthermore, the subject property does not contribute to the significance of the historic area, being a geographically definable area possessing a concentration of not less than 50 percent of historic or architecturally related grouping of properties which contribute to each other and are unified aesthetically by physical layout or development. The building is not identified within a historic area. Therefore, the building is ineligible for designation on the City of Sierra Madre Designated Historical Properties List (List) pursuant to Criterion A.

- B. *Architectural. It is representative of the work or is one of a few remaining examples of a notable builder, designer, or architect, or it embodies distinctive characteristics of a style, type, period or method of construction, or is a valuable example of architectural achievement or innovation such as the use of indigenous materials or craftsmanship.*

The City building record, historic news publication or other online sources do not identify an architect, designer, or builder associated with the property. The subject property has a few character-defining features of a Ranch style such as moderate-to-wide overhanging eaves; gabled roof; and mixture of building materials. However, the subject property is a common and altered Ranch-style residence. Based on visual inspection, the building does not embody one or more distinctive characteristics of *style, type, period, design, materials, detail, or craftsmanship*. The building is not located in a unique location and is not an established visual feature of the neighborhood, community, or the City. The subject property does not have the potential to have yielded, and is not likely to yield, information important in prehistory or history. Therefore, the property is ineligible for designation on the List pursuant to Criterion B.

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B11. Additional Resource Attributes (List attributes and codes): None

*B12. **References:** Ancestry.com. Historic public records search, including census and voting data and city directories. [database online] Provo, UT. Accessed September 2025. Available at: <https://www.ancestry.com>.

Bixby, William F. May 1915. *Tract No. 2897* [tract map]. In Map Book 30 (MB030-09). Los Angeles County Public Works. Accessed April 2026. Available at: <https://pw.lacounty.gov/sur/nas/landrecords/tract/MB0030/TR0030-009.pdf>

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State of California Department of Parks and Recreation. 2011. "California Office of Historic Preservation Technical Assistance Series #6: California Register and National Register: A Comparison." Sacramento, CA: Office of Historic Preservation.

U.S. Department of the Interior. 1995. "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation." Washington D.C.: National Park Service.

Zack, Michele. 2009. *Southern California Story: Seeking a Better Life in Sierra Madre*. Sierra Madre, CA: Sierra Madre Historical Preservation Society.

B13. Remarks: None

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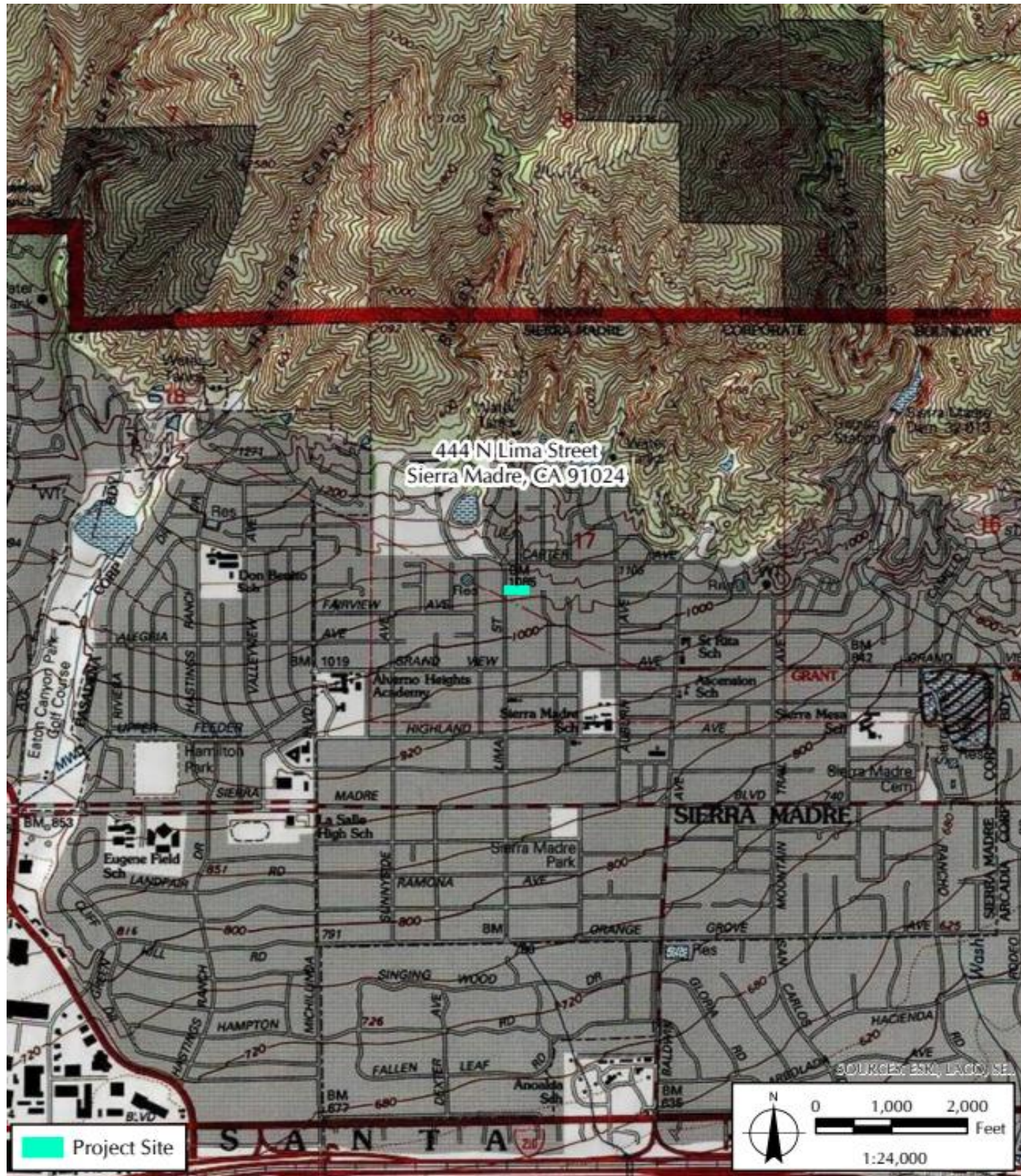
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*B14. Evaluator: Morgan Thomas
Sapphos Environmental, Inc.
430 N Halstead Street
Pasadena, CA 91107

*Date of Evaluation: 03/17/2026

(This space reserved for official comments).





Flintridge Tree Care

2570 E Walnut Street
Pasadena, CA 91107
818 952-5300 626 577-8000
#800390

March 3, 2026

Steve Riboli
Steve and Sindee Riboli Trust
444 N Lima Street
Sierra Madre, CA 91024 (APN 5762-028-020)

RE: Tree Risk Assessment for California Sycamore (*Platanus racemosa*) 20' x 4' x 17" DBH and Coast live oak (*Quercus agrifolia*) 30' x 18' x 20" DBH

Assignment Purpose

I, Lance E Henry Certified Arborist #WE 0226A @ Flintridge Tree Care hired by Steve Riboli to observe and report on:

Tree #1: California Sycamore (*Platanus racemosa*) 20' x 4' x 17" DBH

Tree #2: Coast live oak (*Quercus agrifolia*) 30' x 18' x 20 DBH

Tree #3: California sycamore(*Platanus racemosa*) 25" DBH to remain

Tree #4: Coast live oak (*Quercus agrifolia*) 24" DBH to remain

Tree #5: Coast live oak (*Quercus agrifolia*) 30" DBH to remain

Tree #6: Coast live oak (*Quercus agrifolia*) 50" DBH to remain

Tree #7: Coast live oak (*Quercus agrifolia*) 8" DBH to remain

Project Description and Background

It is deemed private trees.

Square Footage of the Property and Existing Structure

The existing house is approximately 1378 square feet and lot size 30,915 square feet.

Field Observations

Tree #1: Mature California Sycamore (*Platanus racemosa*) 20' x 4' x 17" DBH not considered a tree characteristic of a stump. Storm damage has eliminated entire limb structures leaving a 20ft trunk. This tree is not viable and an eye sore. Although stumps can grow back to full trees new sprouts may be structurally weak and prone to decay. We recommend removal and replanting for a thriving landscape.

Tree #2: Mature Coast live oak (*Quercus agrifolia*) 30' x 18' x 20 DBH shows signs of rot. This tree is stressed and in irreversible decline. Tree trunk exhibits epicormic growth throughout base to the top of trunk, cracks throughout trunk and base, visible signs of Armillaria (root rot). We recommend immediate removal of subject tree to prevent the spread. This subject tree is in irreversible condition, grade D.

Trees #3 thru #7 will remain in place. As added precaution the following will be adhered to.

- A protective 6ft chain-link fence installed with access gate will be installed before the start of construction (i.e demolition, grading etc).
- No building materials or chemicals of any kind to come in contact with either tree.
- Proper care shall be taken to include sufficient water, irrigation and nutrients as needed.
- Trenching should not impact the root system by using hand tools or air spade.
- Where structural footings, piping, utilities are required, if there is an encounter with any roots over 3" diameter must be must be redirected, contact engineer.
- Keep a natural grade for the health and growth of coastal live oak.
- Arborist should monitor trees as construction continues.

Recommendations

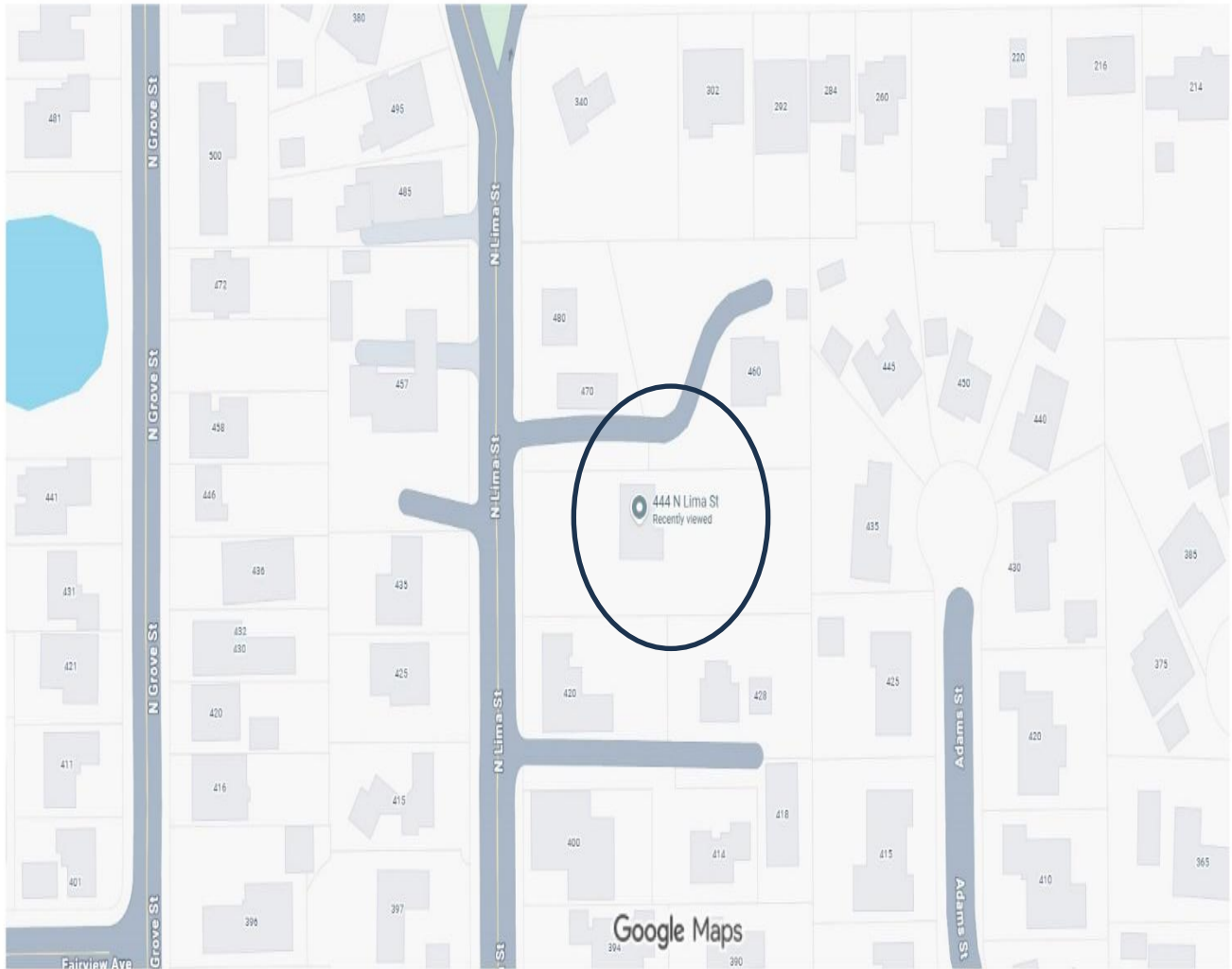
We recommend immediate removal of trees #1 and #2 to minimize risk. The other trees on site will adhere to protect in place plan. Managing tree risk is the decision of the homeowner to determine the level of risk that they are most comfortable. We recommend a landscape design more cohesive and useful.

Sincerely,

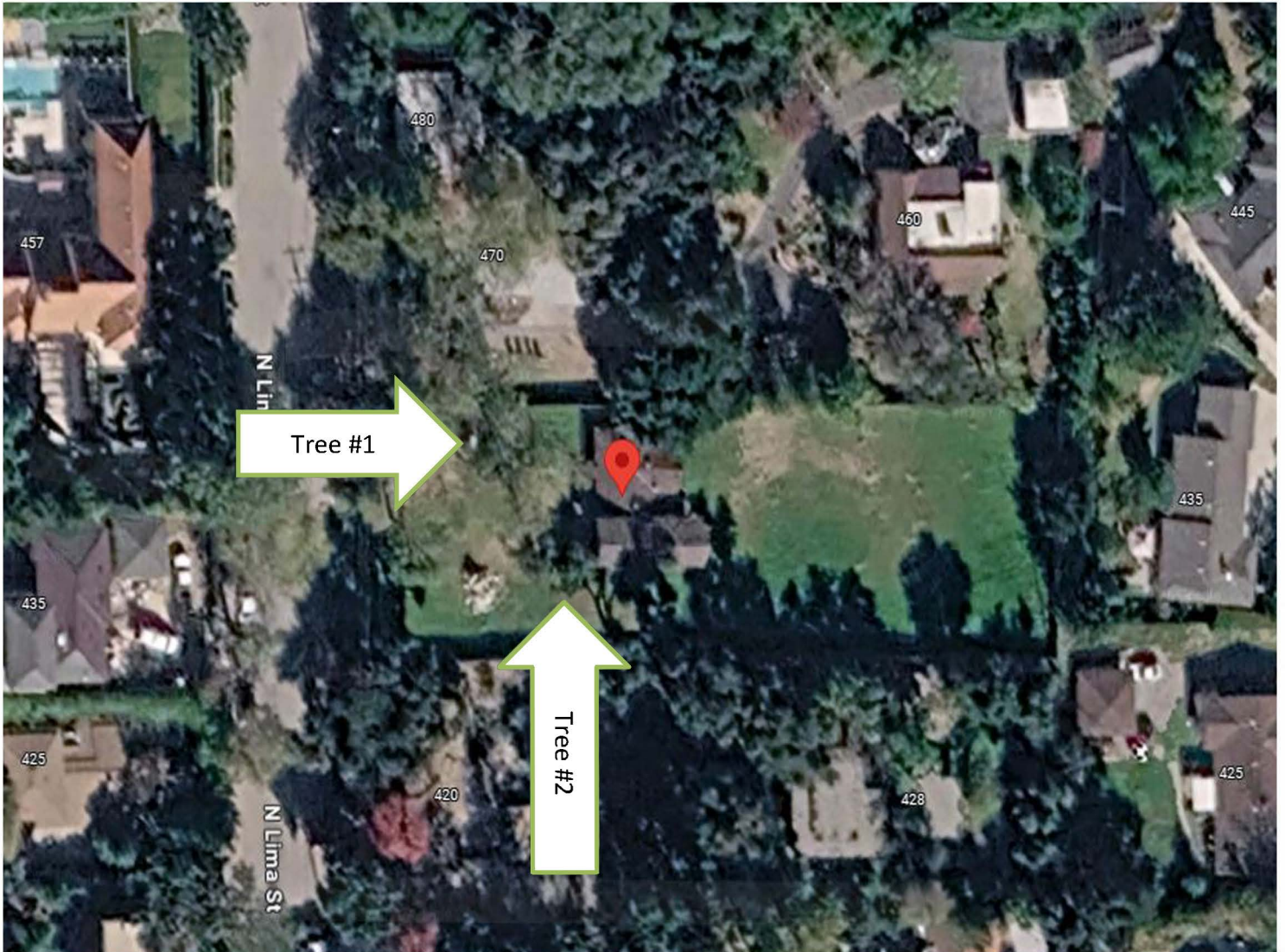


Lance E Henry, Certified Arborist WE 0226A





Imagery ©2026, Map data ©2026 50 ft





Tree #1:
California Sycamore (*Platanus racemosa*)
20' x 4' x 17" DBH



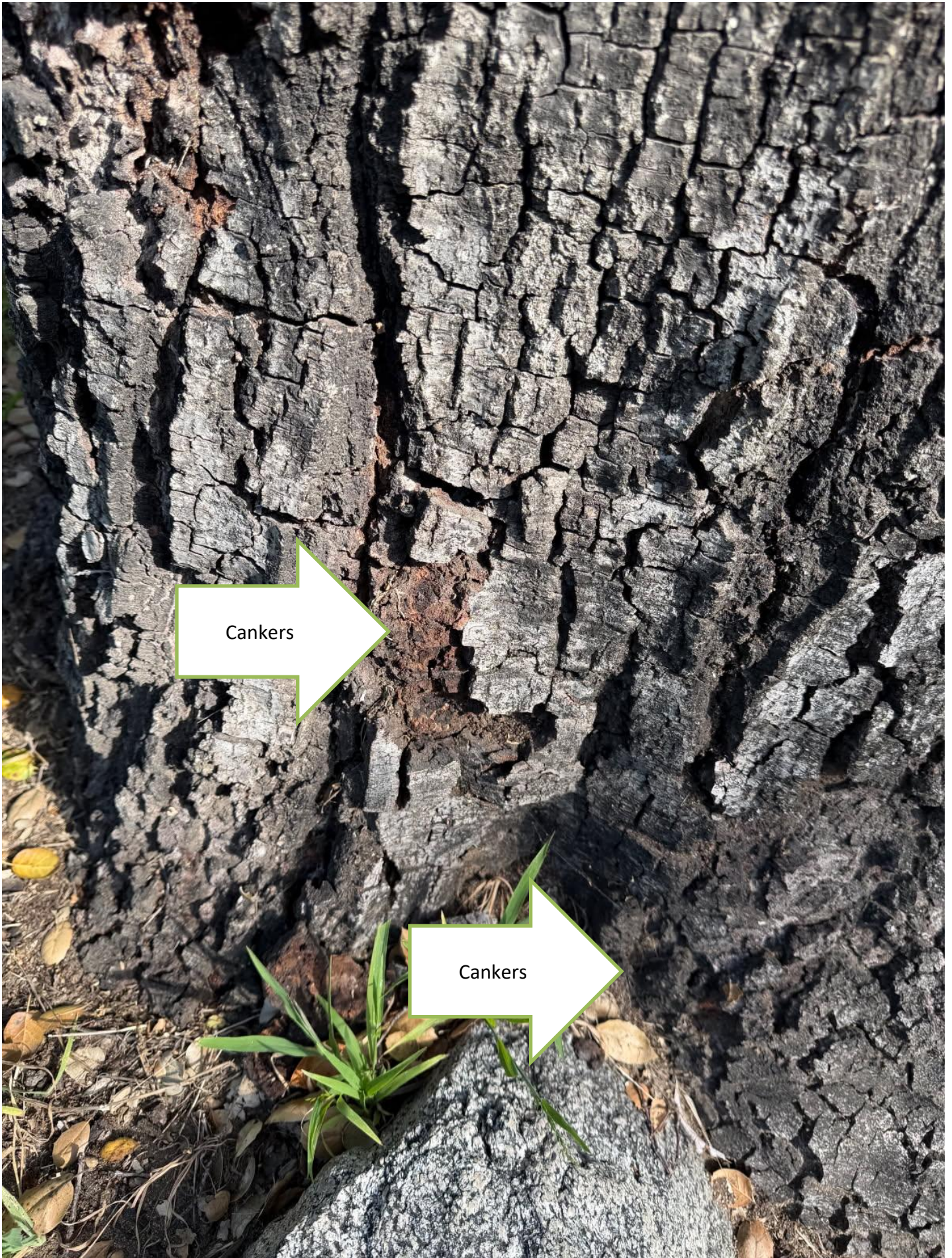
North View



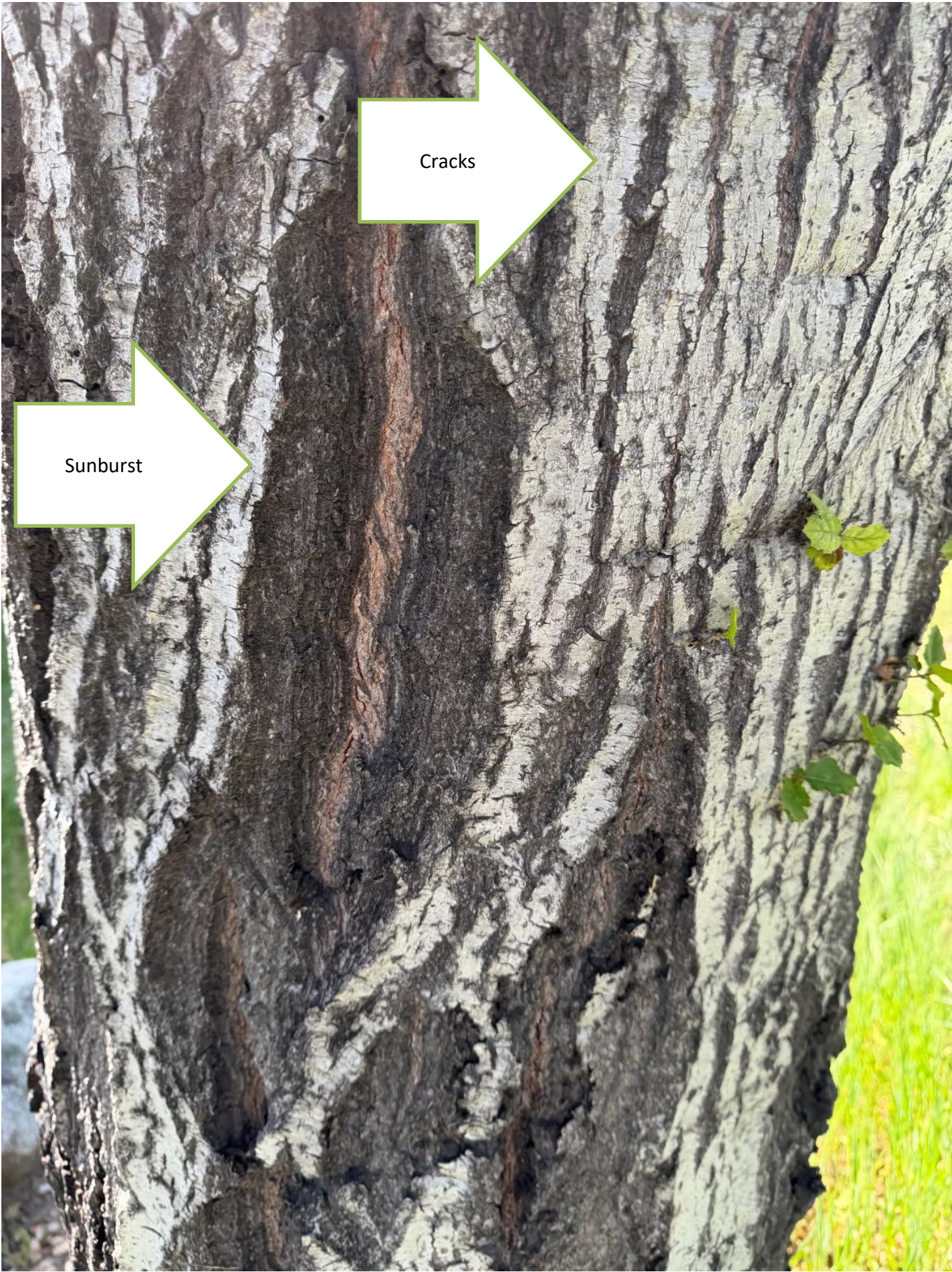
West View



Tree #2:
Coast live oak (*Quercus agrifolia*)
30' x 18' x 20 DBH
North view

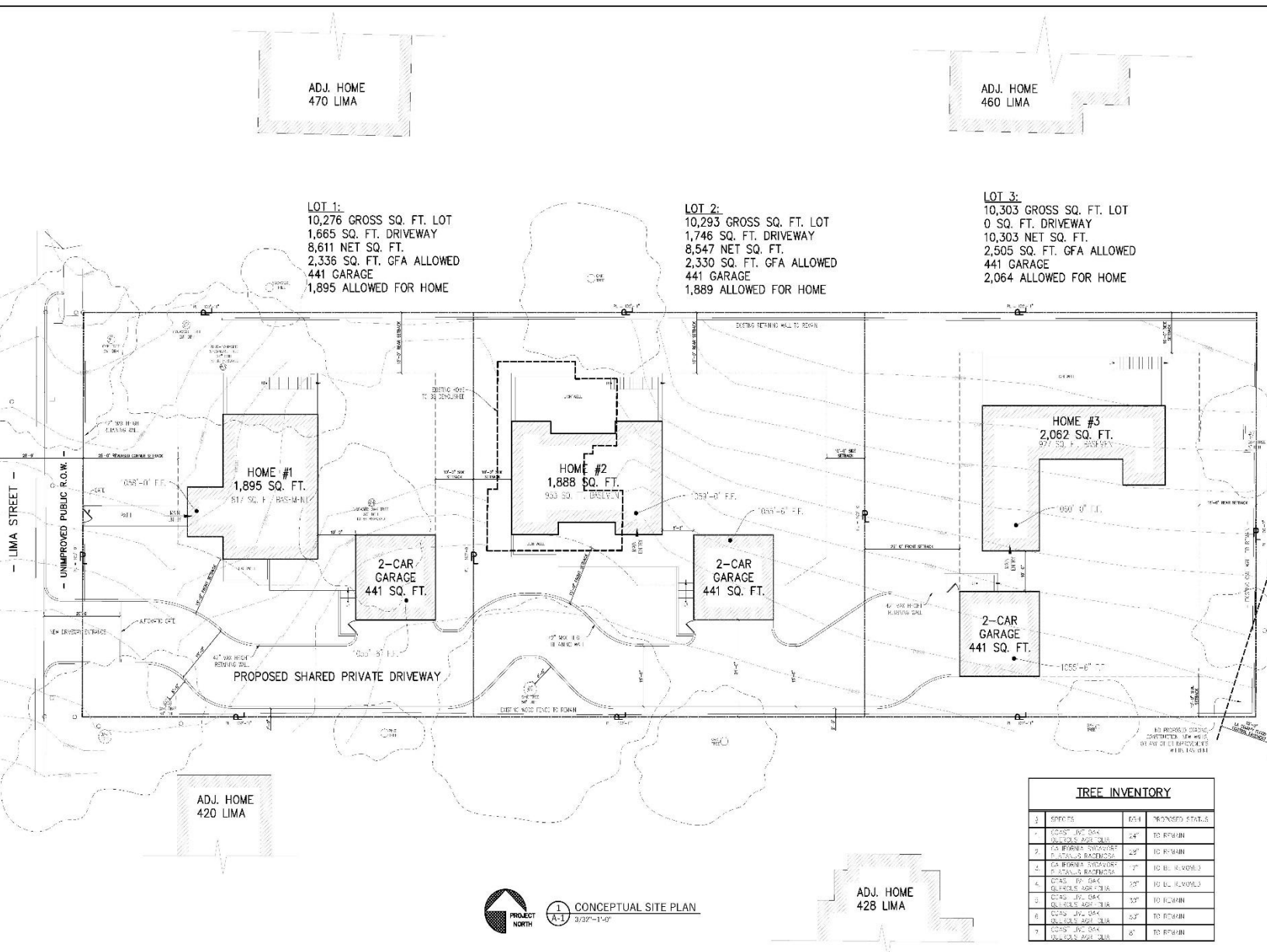






Cracks

Sunburst



- Coast live oak 24" DBH to remain
 - California sycamore 25" DBH to remain
-
- Coast live oak 30" DBH to remain
 - Coast live oak 50" DBH to remain
 - Coast live oak 8" DBH to remain



Tree #3: California sycamore 25" DBH to remain



Tree #4: Coast live oak



Tree #5: West and East view coast live oak South side of property
50ft tall x 35ft spread



Tree #6: East view



Tree #7: Coast live oak west view on south side of property

Recording Requested By
Fidelity National Title Company

**When Recorded Mail to
And Mail Tax Statements To**

Steve Riboli and Sinee Riboli, Trustees of Steve and Sinee
Riboli Family Trust
~~XXXX LIMA STREET~~ 444 N Lima St
~~XXXX ANGELES CA 91024~~ Sierra Madre, CA
91403

Escrow No: 150-27505-CS
Order No: 00311950

APN: 5762-028-003(PREVIOUS)
Property: 444 North Lima Street, Sierra Madre, CA 91024
TRA:

SPACE ABOVE IS RESERVED FOR RECORDER'S USE

APN: 5762-028-013 (PREVIOUS)
NEW APN: 5762-028-020

GRANT DEED

The undersigned Grantor(s) Declare(s):
Documentary Transfer Tax is \$1,870.00 City Tax is \$ -0.00-

Computed on the full value of the interest or property conveyed; or
 Computed on the full value less value of liens or encumbrances remaining at time of sale
 Unincorporated Area City of Sierra Madre

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Lotfali Shirmohammadi and Mahrokh Eftekhari, husband and wife, as joint tenants

Hereby grants to

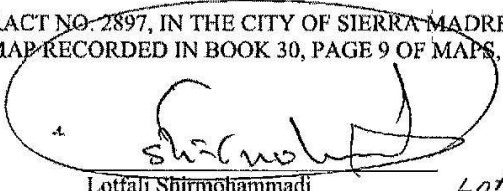
**Steve Riboli and Sinee Riboli, Trustees of Steve and Sinee Riboli Family Trust U/D/T dated December 1, 2001
and amended and restated April 22, 2012**

the following described real property in the City of Sierra Madre, in the County of Los Angeles, State of California:

LOT(S) 2 AND 23, OF TRACT NO. 2897, IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 30, PAGE 9 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

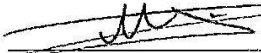
SEE ATTACHED
EXHIBIT "A"

DATED: July 12, 2021



Lotfali Shirmohammadi

Lotfali Shirmohammadi



Mahrokh Eftekhari

Mahrokh Eftekhari

MAIL TAX STATEMENTS AS DIRECTED ABOVE

TENTATIVE PARCEL MAP NO. 84764

IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
BEING A SUBDIVISION OF LOTS 2 AND LOT 23 OF TRACT NO. 2897, AS PER MAP RECORDED IN BOOK 30, PAGES 9 OF MAPS, RECORDS OF SAID COUNTY.

FOR SINGLE-FAMILY LOT SUBDIVISION PURPOSES

1/20/2026

PROJECT SUMMARY:

PROPERTY TYPE: SINGLE-FAMILY RESIDENTIAL LOT SUBDIVISION
ASSASSOR MAP NO: 5762-028-020
ZONE: R-1
EXISTING NUMBER OF DWELLING UNITS: 1
PROPOSED NUMBER OF DWELLING UNITS: 3
OCCUPANCY GROUP: R3/U
TYPE OF CONSTRUCTION: V-B
TOTAL LOT SIZE: 30,872 SF (0.709 AC)
LOT 1
LOT GROSS AREA = 10,276 SF (0.236 AC)
SHARED DRIVEWAY AREA = 1,865 SF
LOT NET AREA = 8,611 SF (0.198 AC)
HOUSE AREA = 1,895 SF
GARAGE AREA = 441 SF

LOT 2
LOT GROSS AREA = 10,293 SF (0.236 AC)
SHARED DRIVEWAY AREA = 1,748 SF
LOT NET AREA = 8,547 SF (0.196 AC)
HOUSE AREA = 1,889 SF
GARAGE AREA = 441 SF

LOT 3
LOT GROSS AREA = 10,303 SF (0.237 AC)
SHARED DRIVEWAY AREA = 599 SF
FLOOD CONTROL EASEMENT = 105 SF
LOT NET AREA = 9,599 SF (0.220 AC)
HOUSE AREA = 2,084 SF
GARAGE AREA = 441 SF

NOT PLOTTABLE FROM THE RECORD

EASEMENTS:

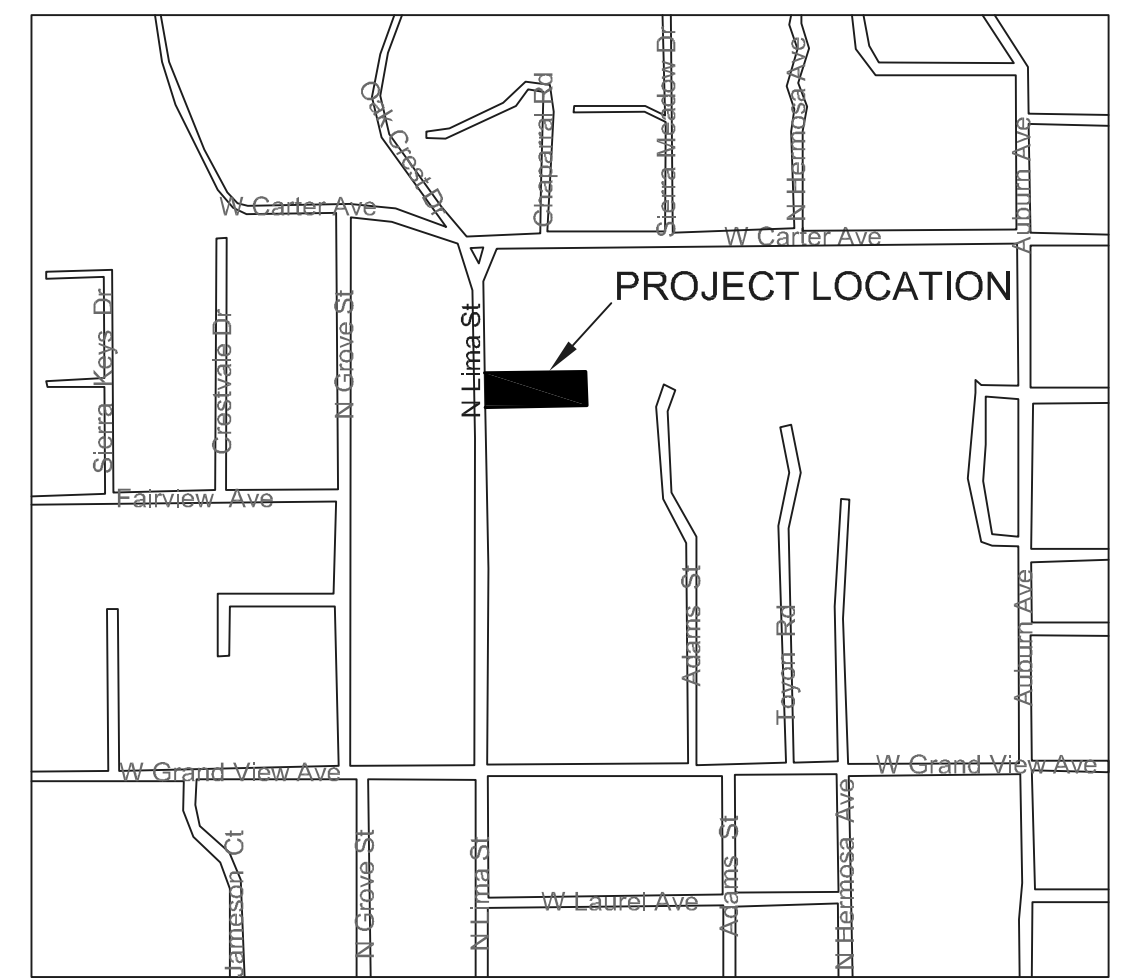
FIDELITY NATIONAL TITLE REPORT NO. 1500-2522178
REPORT DATE: OCTOBER 24, 2025
EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS RESERVED IN A DOCUMENT:
RESERVED BY: E.J. BALDWIN
PURPOSE: RIGHT OF WAY
RECORDING NO.: BOOK 78, PAGE 545, OF DEEDS
AFFECTS: A PORTION OF SAID LAND
EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS CONDEMNATED BY AN INSTRUMENT, ENTITLED: FINAL ORDER OF CONDEMNATION COURT: THE SUPERIOR COURT OF STATE OF CALIFORNIA
CASE NO.: 158935
IN FAVOR OF: COUNTY OF LOS ANGELES
PURPOSE: FLOOD CONTROL
RECORDING DATE: OCTOBER 26, 1956
RECORDING NO.: 1956-3815, OF OFFICIAL RECORDS
AFFECTS: A PORTION OF SAID LAND
EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION AND CALIFORNIA WATER AND TELEPHONE COMPANY, A CORPORATION
PURPOSE: PUBLIC UTILITIES
RECORDING DATE: AUGUST 20, 1964
RECORDING NO.: 1964-5115, OFFICIAL RECORDS
AFFECTS: THE EASTERLY 6 FEET OF SAID LAND

ABBREVIATIONS:

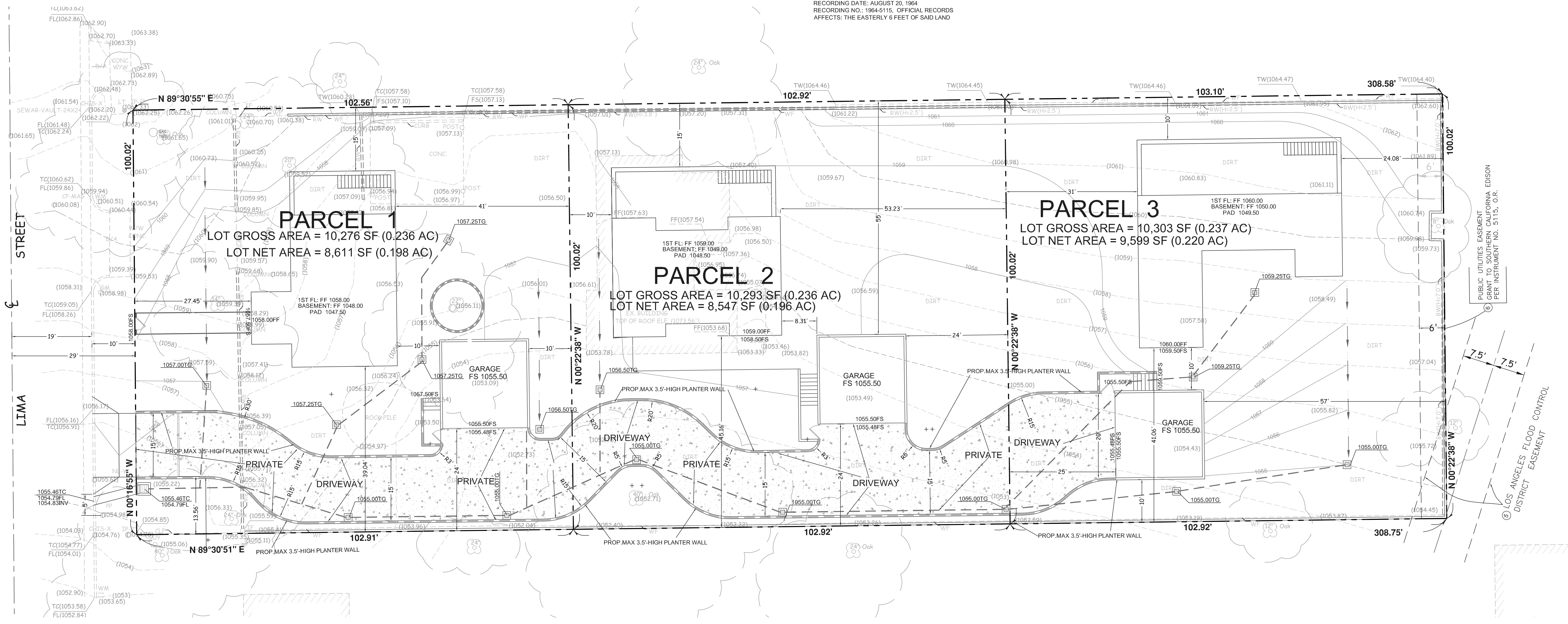
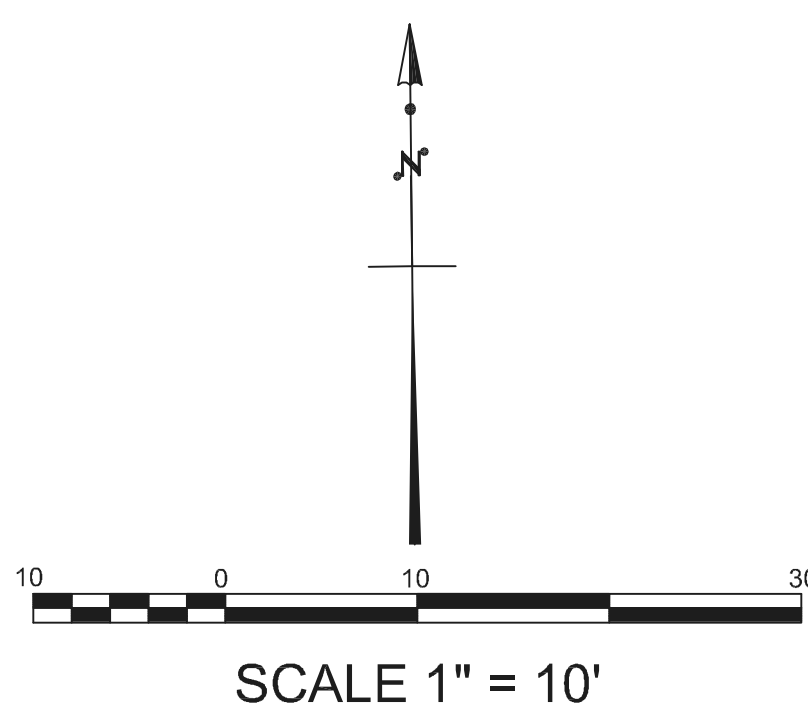
- AC Asphalt Concrete
- CB Catch Basin
- CONC Concrete
- D/A Driveway Apron
- EP Edison Pole
- EX Existing
- EX Existing
- FL Flow Line Elevation
- INV Invert Elevation
- P/L Property Boundary Line
- P/WMT Pavement
- R/W Retaining Wall
- SMH Sewer Manhole
- SW Sidewalk
- TC Top of Curb Elevation
- TRW Top of Retaining Wall Elevation
- TW Top of Wall Elevation
- FG Finish Grade Elevation
- FF Finish Floor Elevation
- FS Finish Surface Elevation
- TG Top of Grate Elevation
- INV Invert of Pipe Elevation
- Hv Height of Retaining Wall
- WF Wooden Fence
- WM Water Meter
- TBR To Be Removed
- GV Gas Valve
- FM Finish Meter
- SLHV Street Light High Voltage Box
- CLF Chain Link Fence
- CBW Concrete Block Wall
- Hr Retaining Height
- Hv Wall View Height
- TF Top of Footing Elevation
- VC Vertical Curve

LEGEND:

- Existing Elevation
- X-X- Chain Link Fence
- Ex. Structure
- Fire Hydrant
- Street Light
- Prop. Sheet Flow
- Ex. Flow
- Pro. Flow Line
- Ex. Tree, Diameter
- Catch Basin
- Private Driveway



VICINITY MAP
TG 566-J-1 NOT TO SCALE

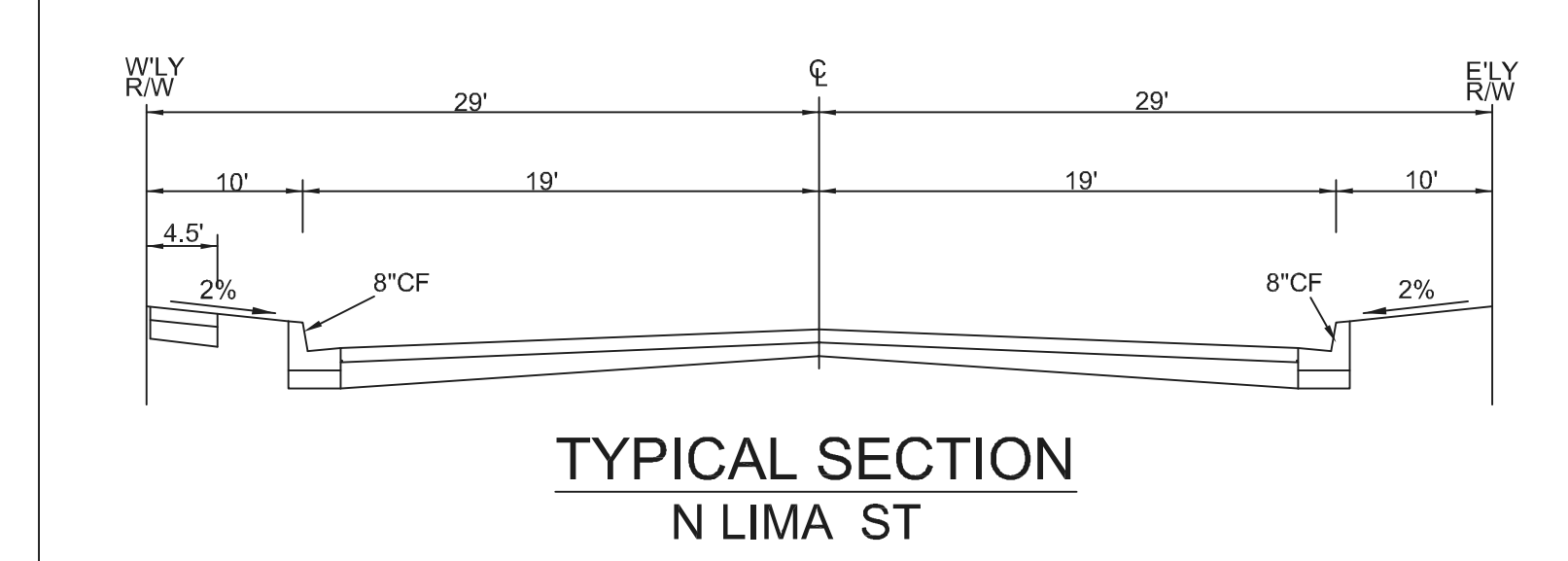


GROSS FLOOR AREA:
ALLOWED = 2,225 SF + 10% OF LOT AREA ABOVE 7,500 SF
LOT 1 = 2,225 + (8,611 - 7,500) x 0.1 = 2,336 SF ALLOWED
LOT 2 = 2,225 + (8,547 - 7,500) x 0.1 = 2,330 SF ALLOWED
LOT 3 = 2,225 + (9,599 - 7,500) x 0.1 = 2,435 SF ALLOWED

LOT COVERAGE:
ALLOWED = 40% OF LOT AREA
LOT 1 = 8,611 x 0.4 = 3,444 SF ALLOWED
LOT 2 = 8,547 x 0.4 = 3,419 SF ALLOWED
LOT 3 = 9,599 x 0.4 = 3,840 SF ALLOWED

PARKING:
TOTAL LIVING AREA: < 3,500 SF EACH LOT (NOT INCLUDING GARAGE AREA)
2 PARKING SPACES REQUIRED FOR EACH LOT

SETBACK REQUIREMENTS:
FRONT: 15'-0"
REVERSE CORNER SIDE: 25'-0" (FOR FRONT LOT FACING LIMA ST.)
SIDES: 30% OF LOT WIDTH CUMULATIVE, MIN 10'-0" EA. SIDE
REAR: 15'-0"



3rd CHECK
1-22-2026
APPROVED AS TO SURVEY RELATED MATTERS AND COMPLIANCE WITH THE SUBDIVISION MAP ACT.

EARTHWORK QUANTITIES			
CUT AND FILL AMOUNT IS ESTIMATED ONLY. ACTUAL AMOUNT MAY VARY DUE TO OTHER UNKNOWN FACTORS. (SITE CONDITION, SOILS ENGINEER RECOMMENDATION)			
CUT	1.789	CY	FILL INCLUDING 15% SHRINKAGE
OVEREXCAVATION	0	CY	15% SHRINKAGE
	1.333	CY	TOTAL
	3.122	CY	EXPORT
	456	CY	



OWNER: STEVEN AND SINDEE RIBOLI 602 AUBURN AVE SIERRA MADRE, CA 91024	LEGAL DESCRIPTION: LOTS 2 AND 23, OF TRACT NO. 2897, IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 30, PAGE 9 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.	COUNTY OF LOS ANGELES BENCHMARK B.M. REFERENCE 7Y10881 ELEVATION 50.633' DESCRIPTION DPW BM TAG IN W CB 3.3FT S/O BCR @ SW COR CRENSHAW BLVD & 147TH ST	SUBDIVISION LAND SURVEY CIVIL ENGINEERING & DESIGN 135 N. SAN GABRIEL BLVD. SAN GABRIEL, CA 91775 TEL: (626) 570-1918 EMAIL: info@tritechengineer.com	TENTATIVE PARCEL MAP NO. 84764	
				SCALE: 1"=10' DATE: 1/20/2026	APN#: 5762-028-020 DRAWN BY: SMITH REVISED BY: IZ
444 LIMA ST SIERRA MADRE, CA 91024				SHEET 1 OF 1	
				JOB NO. 240711	



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: April 16, 2026

TO: Honorable Chair and the Planning Commission

FROM: Clare Lin, Planning Director
By: Joshua Wolf, Senior Planner

SUBJECT: **Municipal Code Text Amendment (MCTA 26-01) Amending Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code**

RECOMMENDATION

It is recommended that the Planning Commission adopt PC Resolution 26-03 recommending that the City Council adopt an ordinance amending Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code, updating Sierra Madre's Accessory Dwelling Units Ordinance to be aligned with current state laws.

SUMMARY

Sierra Madre's Accessory Dwelling Unit (ADU) Ordinance was last amended in March of 2023. Since then, a series of state legislation was signed into law changing how the use and construction of ADUs in Sierra Madre may be regulated. On March 19, 2026, following a legislative update from the City Attorney, the Planning Commission reviewed and discussed Municipal Code Text Amendment (MCTA 26-01) of Sierra Madre's Accessory Dwelling Units Ordinance, as drafted by City staff, and provided further amendments and direction to solicit clarification from California Department of Housing and Community Development (HCD).

DISCUSSION & ANALYSIS

ADUs and junior ADUs are regulated by State law under Government Code section 66310 through 66342, inclusive (Title 7, Division 1, Chapter 13). Regulations are organized into 4 Articles:

- Article 1 (sections 66310 through 66313.5): General Provisions
- Article 2 (sections 66314 through 66331): Accessory Dwelling Unit Approvals
- Article 3 (sections 66333 through 66339.5): Junior Accessory Dwelling Units
- Article 4 (sections 66340 through 66342): Accessory Dwelling Unit Sales

Article 2 includes numerous sections regulating what provisions cities shall, shall not, and may include within local ordinances. In Government Code section 66314, subdivision (b)(1) states that a local agency's ADU ordinance shall "[i]mpose objective standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historical Resources. These standards shall not include requirements on minimum lot size." Subdivision (d) requires that an ADU ordinance, among other things, limit the maximum area of an attached ADU to 50% the the area of an existing primary dwelling, limit the area of a detached ADU to 1,200 square feet, limit setbacks to 4 feet for new construction, not require any setbacks for conversion or reconstruction of existing structures, limit parking requirements to one per newly constructed ADU and allow tandem configuration on driveways, not require fire sprinklers if they are not required for the primary residence, and not trigger the requirement for fire spinklers in the primary residence by the construction of an ADU. Government Code section 66321 states that a local ADU ordinance can set minimum and maximum size requirements for attached or detached ADUs that does not violate the limitations therein.

During the March 19th discussion, the Planning Commission suggested Sierra Madre Municipal Code (SMMC) Section 17.22.060 (Exemptions) be titled something more relevant to its topic. This section of SMMC mirrors Government Code section 66323. Both code sections provide for ADUs that cities shall permit if they meet criteria defined by that section. HCD's ADU Handbook refers to ADUs created under Government Code section 66323 as "66323 units," or "State mandated" or "State exempt" ADUs. At the suggestion of the Planning Commission, SMMC Section 17.22.060 is titled "State-mandated accessory dwelling units."

Attached ADUs

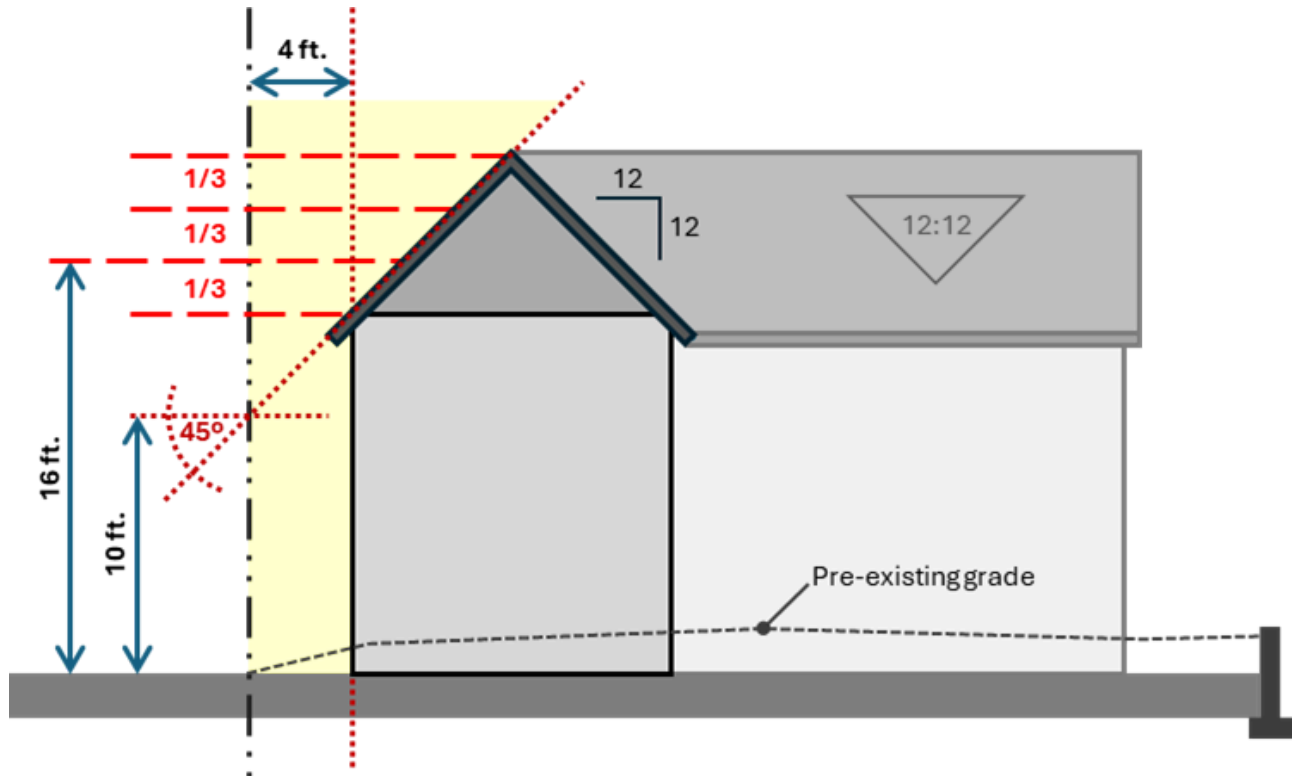
There are four types of State-mandated ADUs, primarily regulated under Government Code section 66323, which the City shall approve if they meet certain criteria. These regulations apply within any residential or mixed-use zone and more specifically relate to either a single-family dwelling or a multifamily dwelling, either of which may be referred to as a primary dwelling. The first type of State-mandated ADU (Government Code section 66323(a)(1)) is either an ADU or junior ADU requiring only that (A) it be located within the existing or proposed single-family dwelling, (B) it have exterior access, (C) the side and rear yard setbacks are sufficient for fire safety, and (D) a junior ADU meet more specific criteria. Both an ADU and a junior ADU may be created on the same lot using this State-mandated provision. However, these provisions do not include express requirements for height, size, or minimum setbacks. In the case where an ADU is located within existing space of a single-family dwelling, it means that existing conditions, potentially nonconforming, prevail (in accordance with Government Code section 66323(c)). In the case where an ADU is located within proposed space of a single-family dwelling it means that the proposed space is subject to requirements of the underlying zone.

Although Government Code section 66323 begins with "(a) Notwithstanding Sections 66314 to 66322, inclusive..." HCD has clarified that Government Code section 66317(a)(3) applies, specifically where it states "If the permit application to create or serve an accessory dwelling unit is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the permitting agency may delay approving or denying the permit application for the accessory dwelling unit until the permitting agency approves or denies the permit application to create the new single-family or multifamily dwelling, but the application to create or serve the accessory dwelling unit shall be considered without discretionary review or hearing." In conclusion, this means that State-mandated ADUs do not expressly allow a newly constructed attached ADU with a 4-foot setback.

However, under Government Code section 66321(b)(3), the City is not able to establish an ordinance that requires some kind of zoning clearance or zoning review that does not permit an attached ADU with at least 800 square feet of interior livable space and minimum side and rear setbacks of 4 feet if it complies with all other applicable development standards (provisions for height are regulated under Government Code section 66321(b)(4)). Therefore, a zoning clearance or review may exist for ADUs that are not state-mandated ADUs if they are also not in compliance with applicable requirements of the underlying zone.

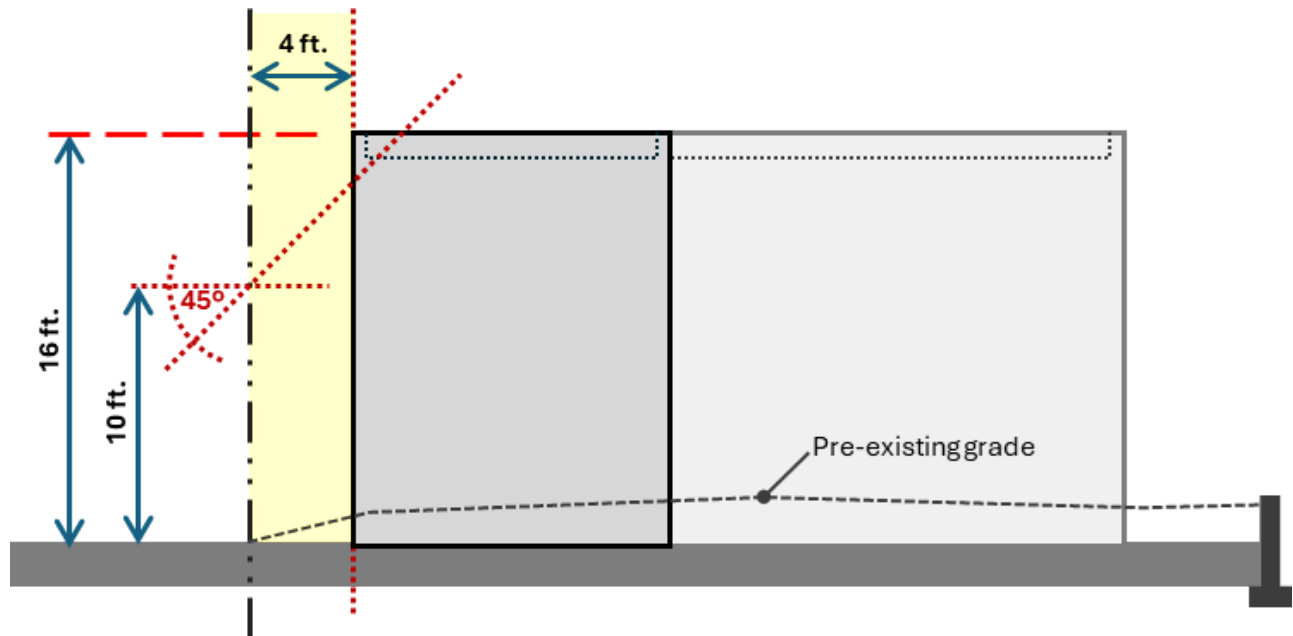
Height of ADUs

During the March 19, 2026, discussion, the Planning Commission questioned whether ADUs are required to comply with an angle plane development standard. The One-Family Residential, Residential Canyon, and Hillside Management (R-1, R-C, and H) zones have an angle plane development standard applicable to ADUs which does not preclude an ADU with a height of 16 feet and with side and rear yard setbacks of 4 feet if carefully designed. In these zones, height is measured from the lowest point around the perimeter of the building to point above the top plate one-third the vertical distance between the top plate and the roof ridge. ADUs meeting a 16 foot height by this standard result in an overall height of approximately 20 feet. Height is further limited by the angle plane standards: 10 feet vertically above the property line at grade elevation then 45-degree in toward the property establishes the angle plane. Illustrated below is an ADU designed with a sloped roof meeting a 16-foot height and conforming to minimum angle plane and setback requirements.



Because the angle plane standard is measured from the grade elevation at the property line, the example illustrated above requires the grade elevation at the property line to be equal to or greater than the grade elevation around the perimeter of the ADU in order to meet compliance with the angle plane standard. Even so, where the grade elevation at property line is lower than the existing grade where an ADU is proposed, an ADU with a height of 16-feet is not precluded because there are no development standard limiting excavation of soils to reduce the grade elevation where an ADU is proposed so that it can be level with or less than the grade elevation at property line.

Since August of 2021, the Planning Commission has deliberated whether to require a strict overall height of 16 feet for ADUs or allow a height as defined by the R-1, R-C, and H zones, as explained above. As illustrated below, if both a strict overall height of 16 feet and the angle plane standard were enforced, it would preclude ADUs of 16 feet in height and with 4-foot side and rear setbacks.



Therefore, if the Planning Commission wishes to require a strict overall height of 16 feet for ADUs, then the angle plane standard cannot be enforced. Additionally, requiring a strict overall height of 16 feet could result in slightly more building mass closer to the property line than if height as measured with the rule of thirds was enforced. If the Planning Commission wishes to maintain a height requirement as defined by the R-1, R-C, and H zones, staff would recommend additional amendments to expressly provide the height measurement within SMMC Section 17.22.030(D), thereby conveying to applicants, builders, and authoritative agencies, such as HCD, that Sierra Madre provides

Permitting ADUs

Since 2020, the City has been issuing ADU Permits (preceded by Second Unit Permits) for all ADUs in the City. MCTA 26-01 would change this to streamline a building permit for all ADUs, thereby sunsetting the formal issuance of an ADU Permit as a requirement preceding a building permit application. Under MCTA 26-01, application requirements under SMMC Section 17.22.100(A) will instead be applicable to building permit applications and procedures under SMMC Section 17.22.100(B) would be substantially changed to provide a 15-business-day application completeness determination, a 60-day compliance review, a 90-day resubmittal requirement, and an appeal procedure.

Under Government Code section 66321(b)(3), a zoning clearance or zoning review process may exist, such as the ADU Permit. Staff do not recommend a separate zoning clearance or zoning review for ADUs wherever they may apply because it would only serve to convolute, confuse, and potentially obstruct a process already limited to a streamlined ministerial review. A zoning clearance or review cannot apply to state-mandated ADUs (Government Code section 66323(a)) which allow for detached ADU within front yards and yet a zoning clearance or zoning review can apply if an ADU is located with a 4-foot rear yard setback where 15 feet is the underlying zone's requirement. In summary, a zoning clearance or zoning review would not serve any additional transparency purpose and potentially encourages state-mandated ADUs with higher potential to impact neighborhood character.

Certificates of Occupancy for ADUs are regulated under SMMC Section 17.22.100(E). MCTA 26-01 includes a provision that allows issuance of a Certificate of Occupancy for an ADU prior to the reconstruction of a primary dwelling in destroyed as a result of a local emergency. City staff has included provisions that automatically deem an ADU certified for occupancy as the replacement primary dwelling if no progress has been made in rebuilding the primary dwelling destroyed in the local emergency.

Miscellaneous Code Amendments

At the March 19, 2026, discussion, Planning Commission suggested the following edits:

- Include a reference to state law in the updated definition of "living area"
- Mirror the definition of "accessory dwelling unit" and the provisions under SMMC Section 17.22.020 to applicable state law
- Improve legibility of the catch-all requirement for fire sprinklers by the fire department
- Revise parking requirements confirming that parking spaces required for ADUs be in addition to the parking required for the primary dwelling and be required in the Hillside Management Zone
- Provide exception for the legalization of a junior ADU when its bathroom facilities are shared with the single-family dwelling

In effort to alleviate the complexity of the ADU ordinance, staff recommend the following edits:

- Organizing the standards for floor area and height into categories for attached and detached ADUs
- Including a reference to angle plane standards within height standards

At the conclusion of the discussion, the Planning Commission requested to additional time to consider the requirement to resubmit an incomplete application within 90 days.

Sierra Madre Objective Design Standards

On May 7, 2026, the Planning Commission will review a separate Municipal Code Text Amendment incorporating the Sierra Madre Objective Design Standards by reference in SMMC Section 17.22.030. These standards have applicability to ADUs created in the context of multifamily dwelling units and it is recommended that MCTA 26-01 and its subsequent ordinance include a reference requirement to these standards so that there only needs to be one ADU Ordinance review by HCD, as required by Government Code section 66326.

ENVIRONMENTAL ANALYSIS

Municipal Code Text Amendment 26-01 is exempt from the California Environmental Quality Act under Public Resource Code Section 21080.7 as a local ordinance regulating the construction of accessory dwelling units.

Approved by:



Clare Lin
Planning and Community Preservation Director

Attachments

[Attachment A - Planning Commission Resolution 26-03](#)

[Exhibit 1 - MCTA 26-01 Redlines](#)

[Attachment B - MCTA 26-01 Clean](#)

[Attachment C - HCD Communications](#)

PLANNING COMMISSION RESOLUTION 26-03

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING CHAPTER 17.22 (ACCESSORY DWELLING UNITS) OF TITLE 17 (ZONING) OF THE SIERRA MADRE MUNICIPAL CODE**RECITALS**

WHEREAS, ADUs offer a benefit to homeowners in the form of supplementary income by renting out their ADUs, which can help many modest income and elderly homeowners afford to remain in their homes;

WHEREAS, ADUs can offer an important opportunity to help Sierra Madre address its regional housing needs while maintaining the community's small-town character;

WHEREAS, Governor Gavin Newsom, on June 30, 2025, signed into law Assembly Bill 130 and, on October 10, 2025, Assembly Bill 1154, Assembly Bill 462, Senate Bill 9, Senate Bill 543;

WHEREAS, the City desires to establish objective zoning and design standards to promote the development of housing under Assembly Bill 130, Assembly Bill 1154, Assembly Bill 462, Senate Bill 9, Senate Bill 543;

WHEREAS, Senate Bill 543 provides minimum interior livable area standards for accessory dwelling units thus allowing enforcement of local zoning regulations on floor area not considered to be interior livable area of accessory dwelling units;

WHEREAS, through careful and selective design, angle plane development standards applicable within zones permitting single-family residential uses do not preclude construction of accessory dwelling units built to a height of sixteen feet and with side and rear yard setbacks of four feet;

WHEREAS, the Planning Commission held a duly noticed public hearing on April 16, 2026, to consider a Municipal Code Text Amendment (MCTA 26-01) and a recommendation for the City Council to adopt an ordinance.

THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2. Municipal Code Text Amendment. The Planning Commission recommends the City Council adopt an ordinance amending Section 17.08.020 (Words, terms, phrases defined) of Chapter 17.08 (Definitions) and Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code consistent with

Municipal Code Text Amendment 26-01 included herein as Exhibit 1.

SECTION 3. Consistency with the General Plan. Municipal Code Text Amendment 26-01 is consistent with the following Goals and Policies of Sierra Madre General Plan's Housing Element:

Goal 2.0: Facilitate the provision of a range of housing types to meet community needs.

Policy 2.1: Encourage diversity in the type, size, price and tenure of residential development in Sierra Madre, while maintaining quality of life goals.

Policy 2.5: Encourage the construction of new, well designed accessory dwelling units in residential zones as a means of addressing a portion of Sierra Madre's regional housing needs.

The Housing Element relies on accessory dwelling units as a key strategy to accommodate a portion of the City's 2021–2029 Regional Housing Needs Allocation and includes a program commitment to adopt a new accessory dwelling unit ordinance consistent with State law and to submit that ordinance to the California Department of Housing and Community Development for review. The proposed amendments directly carry out this commitment by aligning local standards with State ADU law and removing unnecessary regulatory barriers to accessory dwelling unit and junior accessory dwelling unit production.

SECTION 4. California Environmental Quality Act. Municipal Code Text Amendment 26-01 is exempt from the California Environmental Quality Act under Public Resource Code Section 21080.7 as a local ordinance regulating the construction of accessory dwelling units.

SECTION 5. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Resolution or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution or any part thereof or exhibit thereto. The Planning Commission hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

SECTION 6. Certification. The Director of Planning and Community Preservation shall attest to the passage and adoption of this Resolution by the Planning Commission and shall cause the same to be listed in the records of the City.

SECTION 7. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 16th day of April 2026, by the following vote:

AYES:

NOES:
ABSTAIN:
ABSENT:

Thomas Denison, Chairperson
Sierra Madre Planning Commission

ATTEST:

Clare Lin, Director
Planning & Community Preservation
Department

Exhibit 1

Chapter 17.08 DEFINITIONS

17.08.020 Words, terms, phrases defined.

"Accessory dwelling units" ~~also known as a "second unit,"~~ means [the same as provided by Government Code section 66313](#) ~~an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel that the single family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit and a manufactured home, as defined in Section 18007 of the Health and Safety Code.~~

["Livable space" means the same as provided by Government Code section 66313 and where the interior livable space is regulated under Title 17 of this code, it shall be measured from the interior side of the walls enclosing the dwelling unit, and including interior walls.](#)

"Living area" means the [same as provided by Government Code section 66313](#) ~~interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.~~

Commented [JW1]: Defining how Sierra Madre measures interior livable space.

Commented [JW2]: currently only used under Title 17 in Sections 17.22.030 and 17.22.050 (ADU Code)

Chapter 17.22 ACCESSORY DWELLING UNITS

17.22.010 Purpose and intent.

The purpose of this chapter is to implement the requirements under Government Code [66310 et seq. Sections 65852.2 and 65852.22](#) for accessory dwelling units and junior accessory dwelling units. [If this chapter of the Government Code Sections 65852.2 or 65852.22 are](#) ever repealed or deemed to be unconstitutional or no longer in effect, this chapter of the code shall automatically be repealed.

Accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, shall be considered a residential use that is consistent with the existing general plan and zoning designation for the lot and shall not be considered to exceed the allowable density for the lot upon which the accessory dwelling unit is located.

17.22.015 Applicability of other zoning standards.

Nothing in this chapter shall be construed to mean that an accessory dwelling unit or junior accessory dwelling unit is at all times exempt from any other section of this code, as applicable.

Although this chapter permits the new construction of an accessory dwelling unit or junior accessory dwelling unit that may exceed otherwise allowable zoning requirements for lot coverage, open space, floor area and front setback, or structure conversion, such an accessory dwelling unit or junior accessory dwelling unit, once permitted and built, may preclude the addition, expansion or enlargement of the primary dwelling unit or accessory structure otherwise permitted or conditionally permitted prior to the permitting of said accessory dwelling unit.

Section Footnotes:

Example 1: The new construction of an eight hundred square foot accessory dwelling unit increases the gross floor area of a property in the R-1 zone to a number equal to the maximum allowed in the R-1 zone. Future additions, expansions and enlargements are no longer possible without removal of floor area to compensate the addition, expansion or enlargement.

Example 2: The conversion of a two-car garage to an accessory dwelling unit or junior accessory dwelling unit, located on a lot in the R-1 zone, creates a nonconformity with the Parking Code (Chapter 17.68) where the minimum requirement for parking is the provision for two covered spaces. Bedroom additions in the R-1 zone are required to meet compliance with the Parking Code and thus the size of the bedroom addition would be limited or entirely precluded to necessitate the additional area for a garage or carport.

17.22.020 ~~Eligibility~~ Use permitted by-right.

~~One a~~ Accessory dwelling units ~~and one junior accessory dwelling unit shall be a use permitted within zones that permit or conditionally permit residential uses by-right with the following limitations: when the following conditions are met.~~

- ~~1. Except as provided by Government Code Section 65852.26, the accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence;~~
- ~~2A. The lot is zoned to allow single-family or multifamily residential use and includes at least one proposed or existing primary dwelling;~~
- ~~3B. The a~~ Accessory dwelling units ~~is are~~ either attached to, or located within, ~~the a~~ proposed or existing primary dwelling, including ~~an~~ attached garages, storage areas or similar uses, or ~~an accessory structure or~~ detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling, ~~including detached garages; and~~
- ~~C. Accessory dwelling units meeting all applicable development standards of this code.~~
- ~~4. Neither the primary residential dwelling unit nor the accessory dwelling units shall be a mobile home, trailer, or vehicle; and~~
- ~~5. Manufactured homes and modular dwelling units mounted to a permanent foundation shall be permitted as an accessory dwelling, unit or as a junior accessory dwelling unit when proposed as part of a primary dwelling unit that is a manufactured home or modular dwelling unit.~~

Commented [JW3]: Number of ADUs on lots with a single-family dwelling intentionally not specified because State law is somewhat vague about it and frequently changes to allow for more. HCD has said that, currently, up to 4 ADUs may be permitted on lots with a single-family dwelling.

Commented [JW4]: Included as required by GC 66314

17.22.025 Limitations.

Accessory dwelling units shall be subject to the following limitations on use.

- ~~A. Accessory dwelling units may be rented separate from the primary residence, but shall not be sold or otherwise conveyed separate from the primary residence; and~~
- ~~B. A proposed primary dwelling unit or accessory dwelling units shall not be a mobile home, trailer, or vehicle. Except that, manufactured homes and modular dwelling units mounted to a permanent foundation shall be permitted as an accessory dwelling, unit or as a junior accessory dwelling unit when proposed as part of a primary dwelling unit that is a manufactured home or modular dwelling unit.~~
- ~~C. Multifamily dwellings. Accessory dwelling units shall not be created by conversion of existing living area within a multifamily dwelling. Not more than 25% of existing units within a multifamily dwelling, not including accessory dwelling units, shall be created by conversion of existing non-livable area within the multifamily dwelling. This limitation shall allow at least one accessory dwelling unit to be created by converting existing non-livable areas within a multifamily dwelling. Junior accessory dwelling units shall not be permitted within a multifamily dwelling.~~

Commented [JW5]: New: this captures a *locally regulated* limitation, aligned with limitations in State law and *State-mandated ADUs*.

Commented [JW6]: This section regulates *locally permissible ADUs*. Section 17.22.060 regulates *State-mandated ADUs* which bypass the regulations in Section 1722.030.

Commented [JW7]: Included as part of Sierra Madre Objective Design Standards under separate ordinance.

17.22.030 Development standards.

~~For accessory dwelling units created with existing or proposed multifamily development, the standards of this Chapter 17.22 shall be considered in combination with the City of Sierra Madre Objective Design Standards (Chapter 17.50). Where there may be conflict, the City of Sierra Madre Objective Design Standards shall override. To the extent that a development is other than for multifamily accessory dwelling units, the requirements of this Chapter 17.22 shall prevail.~~

A. Building and Design Standards.

- ~~1. Except when necessary to preserve historic architectural value, For an attached unit, the exterior materials, windows and other architectural features of an attached new construction accessory dwelling unit shall match the existing structure by employing the same building form, color tones,~~

window design, door and window trims, roofing materials and roof pitch, ~~except as stated otherwise in this subsection.~~

2. No new roof decks are permitted on any accessory dwelling unit or junior accessory dwelling unit.

B. Fire Safety Standards.

1. Fire Sprinklers. The construction of an accessory dwelling unit or junior accessory dwelling unit shall not trigger a requirement for fire sprinklers to be installed in the existing single family, multifamily, or primary dwelling. ~~Unless otherwise required by the fire department, t~~The installation of a fire sprinkler system in an accessory dwelling unit or junior accessory dwelling unit shall not be required except in the following circumstances.

~~(i)~~a. Where a fire sprinkler system has been installed in the primary residence.

~~(ii)~~b. Where a fire sprinkler system is required to be installed in the primary residence.

c. When otherwise deemed necessary by the fire department.

2. All new accessory dwelling units are required to comply with Chapter 15.24 of this code.
3. Where two accessory dwelling units are configured as sharing a common wall, a one-hour fire wall between the units is required.
4. All new accessory dwelling units are required to use fire-resistant building materials.
5. All new accessory dwelling units are required to comply with Chapter 8.36 (Hazardous Brush Clearance).

C. Floor Area Standards. The area requirements of this subsection are subject to compliance with the requirements of the underlying zone for floor area.

1. Attached accessory dwelling units. The interior livable space of an ~~An attached~~ accessory dwelling unit attached to or converted from the existing area of a single-family dwelling shall not exceed the greater of:
 - a. 850 square feet of interior livable space;
 - b. 1,000 square feet of interior livable space if the accessory dwelling unit provides more than one bedroom; or
 - c. fifty percent of the existing interior livable area space (including a habitable basement and attic) of the ~~single~~ single-family dwelling.
 - d. The interior livable space for a junior accessory dwelling unit shall not exceed 500 square feet.
2. Detached accessory dwelling units.
 - a. The total floor area interior livable space for a newly constructed detached ~~or attached~~ accessory dwelling units shall not exceed ~~one thousand two hundred~~ 1,200 square feet.
 - b. The total interior livable space for the conversion of an existing detached accessory structure shall not exceed the greater of the existing area of the accessory structure or 1,200 square feet.
 - ~~3. The maximum floor area for a junior accessory dwelling unit shall not exceed five hundred square feet.~~
4. ~~3.~~ The minimum floor area for ~~a detached or attached~~ any accessory dwelling unit shall be governed by the California Building Standards Code Section 1207.
5. ~~4.~~ Floor area that is not the interior livable space of ~~Except as provided by Section 17.22.060, the total floor area of all buildings on the lot, including the~~ accessory dwelling units (e.g. storage areas or garages), shall not exceed the maximum floor area otherwise allowed in accordance with this title conform with applicable floor area and lot coverage requirements governed by the underlying

Commented [JW8]: Organized standards into categories: attached ADU and detached ADUs.

Commented [JW9]: Moved to (1)(d).

zone. For the purpose of this requirement, the area of structural framing necessary to enclose the interior livable area of accessory dwelling units shall not apply.

- D. Height and Building Massing Standards. Height shall be measured as prescribed by the underlying zone's standards for measuring height. Building mass shall comply with angle plane standards as required by the underlying zone.

1. Attached accessory dwelling units.

5a. For an newly constructed accessory dwelling unit that is attached to a primary dwelling, the height shall not exceed the lesser of twenty-five feet or as governed by the applicable zoning requirements.

b. For accessory dwelling units converted from a portion of a primary dwelling, the height shall not exceed the existing height of the primary dwelling.

~~1.2.~~ Detached accessory dwelling units, new construction or addition onto an existing detached accessory structure.

~~a. For a detached accessory dwelling unit on a lot with an existing or proposed single-family or single-story multifamily dwelling unit, the height of a newly constructed accessory dwelling unit or addition onto an existing accessory structure shall not exceed sixteen feet.~~

~~b. On a lot with an existing or proposed multistory multifamily dwelling, the height shall not exceed eighteen feet.~~

~~c. For a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, the height shall not exceed eighteen feet. An additional two feet in height shall be permitted to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.~~

~~d. Where the height of an existing building detached accessory structure exceeds sixteen feet, the conversion of that building to an accessory dwelling unit, in whole or in part, shall not exceed the existing height.~~

~~2. Where the height of an existing building exceeds sixteen feet, the conversion of that building to an accessory dwelling unit, in whole or in part, shall not exceed the existing height.~~

~~3. For a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, the height shall not exceed eighteen feet. An additional two feet in height shall be permitted to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.~~

~~4. A detached accessory dwelling unit shall be allowed an additional two feet of height, not to exceed eighteen feet in total, if all of the following conditions are met:~~

~~a. There is more than one dwelling unit on the property; and~~

~~b. The main building on the property is more than one story~~

~~5. For an accessory dwelling unit that is attached to a primary dwelling, the height shall not exceed the lesser of twenty five feet or as governed by the applicable zoning requirements.~~

~~6.3.~~ This section shall not be construed to allow an accessory dwelling unit to exceed two stories.

- E. Lot Coverage Standards. Except as provided by Section 17.22.060, the lot coverage standards in this chapter shall be governed by the lot coverage standards in the underlying zone.

Commented [JW10]: Organized standards into categories: attached ADU and detached ADUs. Also added angle plane standard by reference (referred to here as building massing)

Commented [JW11]: Consolidated in 2(b)

F. Parking Standards.

1. One on-site parking space shall be ~~designated~~ required for each accessory dwelling unit in addition to parking required for the primary dwelling(s). In order to accommodate required parking on site, parking for an accessory dwelling unit may be allowed in setback areas (in locations determined by the city) and through tandem parking. In no event shall parking be allowed in a designated front yard landscaped area.
2. When a garage, carport, or other covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or is converted to an accessory dwelling unit, ~~the required replacement of off-street parking for the primary unit need not be replaced~~ shall not be required.
3. Exemptions. No additional parking space is required for ~~the~~ accessory dwelling units ~~if meeting any one~~ of the following ~~is true~~:
 - (i) ~~a.~~ The unit is ~~located~~ within one-half mile of a regularly scheduled public transit stop.
 - (ii) ~~b.~~ The unit is ~~located~~ within a city council formally designated historic district.
 - (iii) ~~c.~~ The unit is ~~part of the an~~ existing legal ~~primary residence~~ single-family dwelling or an existing legal accessory structure.
 - (iv) ~~d.~~ On-street parking permits are required by the city but not offered to the occupant of the unit.
 - (v) ~~e.~~ A publicly accessible and presently operating car share vehicle parking facility is located within one block of the unit.
 - (vi) ~~f.~~ The unit is ~~proposed a~~ State-mandated accessory dwelling unit in accordance with Section 17.22.060.
 - (vii) ~~g.~~ The unit is a junior accessory dwelling unit.
 - (viii) ~~h.~~ The unit is ~~located~~ in the R-1 (One-family Residential) ~~or R-H (Hillside Management) zone.~~
- (ix) ~~i.~~ When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the accessory dwelling unit or the parcel satisfies at least one other criteria for exemption listed in this paragraph.

G. Setback Standards. Accessory dwelling units shall be subject Sections 17.48.030 (Yard regulations), 17.48.120 (Permissible projections of structures into yards), 17.48.130 (Walls and fences) and the standards below:

1. No setback shall be required for the conversion of an existing structure that is built to the same dimensions, including height, as the existing structure.
2. A setback of no less than four feet from the side and rear lot lines shall be required for new construction or replacement structures not built to the same dimensions as the existing structure.

17.22.040 ~~Conversion of existing structures into~~ Legalization of unpermitted accessory dwelling units.

- A. Prior to the approval of an accessory dwelling unit permit for the conversion of an existing structure for which there is no record of a building permit being issued, satisfactory completion of a safety inspection by the city's building official and fire department is required. An applicant must commit to upgrade the accessory dwelling unit to health and safety codes in order to be granted approval of an accessory dwelling unit permit, including without limitations the following items:

1. Independent entrance to accessory dwelling unit.
2. Direct access to exterior of building from bedroom (door or window).

Commented [JW12]: GC 66323(b): A local agency shall not impose any objective development or design standard that is not authorized by this section upon any unit that meets the requirements of any of paragraphs (1) to (4), inclusive, of subdivision. Per HCD's ADU handbook, this includes parking.

3. Adequate light and ventilation in each habitable room.
 4. Minimum seven-foot high ceiling in all rooms, kitchens, halls, and baths.
 5. Properly installed electrical wiring including separate access to electrical shut off.
 6. Structural Integrity:
 - (i)a. Foundation not cracked, damaged, or shifting.
 - (ii)b. Framing not sagging or deteriorated.
 7. Comfort Heating:
 - (i)a. Heating as required per the building code.
 - (ii)b. Separate access to gas shut-off, if applicable.
 8. Working Plumbing:
 - (i)a. Kitchen and bathroom facilities with hot water, except for junior accessory dwelling units served by a shared bathroom.
 - (ii)b. Water heater strapped and properly vented.
 - (iii)c. Connection to approved sewage system.
 9. Fire Safety:
 - (i)a. Hallways serving sleeping rooms must have smoke and carbon monoxide detectors.
 - (ii)b. Each sleeping room must have a smoke detector.
- B. Once an inspection by the city's building official and fire department occurs, the applicant is required to correct those items that are identified as violating current health and safety codes for the structure's current use even in the event that the applicant decides to withdraw the accessory dwelling unit permit application.
- C. In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit that was built on or before May 24, 2022, the city, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code.

17.22.050 Junior accessory dwelling units.

- A. The owner must reside in either the single-family dwelling or within the ~~newly created~~ junior accessory dwelling unit if the junior accessory dwelling unit shares sanitation facilities with the primary structure.
- B. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure.
- C. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed or existing single-family residence.
- D. A junior accessory dwelling unit shall be constructed within the walls of a proposed or existing single-family residence. For purposes of this paragraph, enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence.

17.22.060 Exemptions State-mandated accessory dwelling units.

- A. Notwithstanding any section of this chapter, ~~the city shall approve an application for a building permit within areas zoned to allow single family or multi family dwelling~~ a residential or mixed-use zone, a building permit shall be ministerially issued to create any of the following:

Commented [JW13]: Renamed to be more clear.

1. One accessory dwelling unit and/or one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following ~~conditions are met~~apply:
 - ~~(i)~~a. The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than one-hundred fifty square feet beyond the same physical dimensions as the existing accessory structure (an expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress);
 - ~~(ii)~~b. The space has exterior access from the proposed or existing single-family dwelling;
 - ~~(iii)~~c. The side and rear setbacks are sufficient for fire and safety; and
 - ~~(iv)~~d. The junior accessory dwelling unit complies with the requirements of Section 17.22.050.
 2. One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks, an interior livable space total floor area of eight hundred square feet, and a height as defined in Section 17.22.030(D) of this Chapter for a lot with a proposed or existing single-family dwelling. Any non-livable space attached to the exterior walls enclosing the interior livable space of an accessory dwelling unit shall not be exempt under this Section 17.22.060(A)(2) and shall be subject to compliance with the underlying zone's development standards; any such non-livable space subject to discretionary approval shall be considered prior to and separately from a building permit for an accessory dwelling unit permit subject to these terms. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in paragraph (1).
 3. Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. One accessory dwelling unit within an existing multifamily dwelling and up to twenty-five percent of the existing multifamily dwelling units may be permitted.
 4. Not more than ~~two~~eight accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit as defined in Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks. However, the number of accessory dwelling units shall not exceed the number of existing primary dwelling units on the lot. If the existing multifamily dwelling has a rear or side setback of less than four feet, no modification of the existing multifamily dwelling shall be required as a condition of approving the application to construct an accessory dwelling unit that satisfies the requirements of this paragraph.
 5. Not more than two accessory dwelling units that are located on a lot with a proposed multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit as defined in Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks.
- B. A permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit shall not require the correction of existing nonconforming zoning conditions.
- C. The installation of fire sprinklers shall not be required in an accessory dwelling unit or junior accessory dwelling unit if sprinklers are not required for the primary residence.
- D. Rental of an accessory dwelling unit created pursuant to this Section shall be for a term longer than 30 days.
- E. Use of these provisions is not assumed in the review of a building permit application. Any building permit application proposing the creation of an ADU pursuant to this Section 17.22.060 or Government Code section 66323 shall expressly state within the application an intent to utilize these provisions and shall reference specific code section(s) applicable to the proposal.

Commented [JW14]: Repeated to preserve the limitation otherwise released by the notwithstanding clause in subsection A.

Commented [JW15]: New: I would like applicants to provide their intent to use these provisions rather than assume them automatically.

17.22.070 Utilities.

All accessory dwelling units and junior accessory dwelling units shall have the utilities be connected to the primary dwelling. The city shall not impose a related connection fee or capacity charge, unless the accessory dwelling unit or junior accessory dwelling unit was constructed with a new single-family dwelling.

17.22.080 Ownership.

Neither an accessory dwelling unit nor a junior accessory dwelling unit may be owned or sold separately from the primary dwelling unit.

17.22.090 Recordation.

- A. As a prerequisite to obtaining a building permit, the applicant for an accessory dwelling unit permit shall record a covenant or deed restriction specifying that the accessory dwelling unit will at all times comply with the provisions of this chapter and applicable state law. The recorded covenant shall run with the land, shall set forth the requirements of this chapter, shall contain provisions implementing the requirements of this chapter and the terms of the recorded covenant, and authorizing the city to abate any violation of this chapter at the cost of the then owner, including that the city may record a lien to recover the cost of such abatement proceedings including all reasonable administrative costs in connection therewith.

17.22.100 Application review.

- A. Application Contents. A ~~complete~~ [building permit](#) application for an accessory dwelling unit permit shall ~~include~~ [be supplemented by](#) the following:
1. A vicinity map reflecting a one-half mile radius street system surrounding the project site, with the project site identified;
 2. A project data table containing the following information:
 - ~~(i)~~ [a.](#) Total area of the site in square feet;
 - ~~(ii)~~ [b.](#) Gross and net building area calculations of (a) existing and proposed square footage, and (b) existing and proposed number of buildings and dwelling units;
 - ~~(iii)~~ [c.](#) Existing building construction dates;
 - ~~(iv)~~ [d.](#) Existing and proposed vehicular parking spaces reflecting the minimum number required by this title;
 - ~~(v)~~ [e.](#) Existing and proposed floor area ratio, including the maximum allowed by this title. Floor area ratio is the total floor area of all buildings including garages and other nonhabitable areas, and each floor within, divided by the total area of the lot, as a percentage;
 - ~~(vi)~~ [f.](#) Existing and proposed lot coverage, reflecting the maximum allowed by this title;
 - ~~(vii)~~ [g.](#) Existing and proposed building heights and number of stories;
 - ~~(viii)~~ [h.](#) Total area of the project site proposed to be dedicated towards landscaping, if any;
 - ~~(ix)~~ [i.](#) Total area of the project site proposed to be dedicated towards hardscape/paving, if any;
 - ~~(x)~~ [j.](#) Existing zoning and land use designation;
 - ~~(xi)~~ [k.](#) Existing and proposed Universal Building Code occupancy group classifications and construction types for each building;
 3. A site or plot plan of the existing conditions of the subject property drawn to a scale no greater than one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the following information:

- (ii)a. Property lines and adjoining sidewalks and streets.
 - (ii)b. Existing structures — location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
 - (ii)c. Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the tree preservation and protection ordinance and those that are proposed to be removed, retained or relocated.
 - (ii)d. Existing landscaped areas.
 - (ii)e. Existing paved areas.
 - (ii)f. Existing fences, walls or retaining walls.
 - (ii)g. Footprints of adjacent buildings on abutting property.
4. A site or plot plan of the proposed conditions of the subject property drawn to a scale no greater than one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the following information:
- (ii)a. All information listed on the existing site plan that is proposed to remain.
 - (ii)b. If on-site structure or tree relocation is proposed, depict the proposed new locations.
 - (ii)c. For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction.
 - (ii)d. Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, and any other ground-level mechanical equipment, including proposed method of screening from public view.
5. Existing floor plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- (ii)a. Exterior and interior walls of the affected structure.
 - (ii)b. Attached exterior features such as awnings, canopies or balconies.
 - (ii)c. Locations and sizes of all window and door openings.
6. Proposed floor plan for each floor of buildings proposed to be affected by the project or for proposed new buildings, including the following information:
- (ii)a. All information listed on the existing floor plan that is proposed to remain or for each floor of proposed new buildings.
 - (ii)b. Clearly indicate all proposed new walls, windows, doors or other features.
 - (ii)c. Include callouts to locations of building sections provided.
7. Existing roof plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered (not required if no changes are proposed to be made to the roof or for projects proposing demolition of all existing structures):
- (ii)a. Ridges and valleys of the existing roof.
 - (ii)b. Direction and pitch of roof slopes.
 - (ii)c. Existing roof materials.

- (iv)d. Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof.
8. Proposed roof plan for buildings proposed to be affected by the project, including the following information, if changes to the roof are proposed or for proposed new construction:
- (i)a. All information listed on the existing roof plan that is proposed to remain or that is proposed for new construction.
- (ii)b. Clearly indicate new roof areas and new roof features.
- (iii)c. Proposed locations of all exterior rooftop mechanical equipment.
9. Existing building elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- (i)a. Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on the façade.
- (ii)b. Depict and call out all existing exterior façade materials and features.
- (iii)c. Call out building heights.
- (iv)d. For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.
10. Proposed building elevations in color and black and white including courtyard or other secondary elevations with the following information:
- (i)a. All information listed on the existing building elevations that is proposed to remain or for proposed new construction.
- (ii)b. For alterations of existing buildings, clearly indicate new façade elements, window or door openings, light fixtures, etc.
- (iii)c. For additions, clearly demarcate the location of existing walls and new walls.
- (iv)d. For new construction, provide:
- (a) Elevations of existing buildings adjacent to front elevation.
- (b) Locations of through-the-wall mechanical vents.
- (c) Locations of downspouts and drainage outlets or scuppers.
- (d) Locations of lighting fixtures.
- (v)e. Include callouts to locations of wall sections provided.
- (vi)f. Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property, to scale.
11. Proposed building and site sections (cross and longitudinal, for new construction, referenced to callouts provided on the proposed floor plans):
- (i)a. Building walls (including freestanding walls).
- (ii)b. Floor-to-floor dimensions.
- (iii)c. Cut, fill, and spot elevations, as required.

12. Phasing plan (for multi-phased projects) depicting all elements of the project proposed to be completed within each construction phase.
 13. Proposed landscape plan (not required for projects not proposing any changes to landscaping or hardscaping):
 - ~~(i)~~a. Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen.
 - ~~(ii)~~b. Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer specifications, and/or photographs of an existing installation).
 - ~~(iii)~~c. Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
 - ~~(iv)~~d. Exterior lighting including type of fixture and manufacturer specifications.
 - ~~(v)~~e. Existing trees proposed to remain (trees with a four-inch diameter or greater shall be identified by species and diameter-at-breast height).
 - ~~(vi)~~f. Tree protection plan if existing public or private protected trees are proposed to be retained during construction.
 14. Manufacturer's specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
 15. Materials palette (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials including cladding, accent materials, proposed color/paint and fabric swatches.
 16. Project Site Context. Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
 17. Neighborhood Context. Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 18. Photographic key map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.
- B. Procedure. [A building permit application for an accessory dwelling unit\(s\) and/or junior accessory dwelling unit shall be considered ministerially in the following manner, notwithstanding the issuance of variances or special use permits.](#)
1. [Application completeness.](#)
 - a. [The director shall determine whether a building permit application for an accessory dwelling unit and/or junior accessory dwelling unit permit is complete and provide written notice of this determination within fifteen \(15\) business days after receipt of the application.](#)
 - b. [If the director determines an application is incomplete, along with the notice of such determination, the director shall, within the time period described in this subsection, provide the applicant with a list of incomplete items and a description of how the application shall be made complete.](#)
 - c. [An applicant whose application was deemed incomplete may re-submit the application to cure the items included in the list provided.](#)

d. If the application is determined to be incomplete, the applicant shall submit the specific information needed to complete the application within 90 days of receiving the written notice and list of incomplete items. If the applicant does not re-submit their application with the necessary items within the 90-day period, the preliminary application shall expire and have no further force or effect.

e. If an applicant re-submits an application, the director shall determine whether the additional application has remedied all incomplete items listed in the determination notice. This additional application is subject to the timeliness and requirements specified in subparagraph (a).

f. If the director has not made a determination regarding the completeness of the application within fifteen (15) business days, the application shall be deemed complete for purposes of application review.

~~1.2. Project compliance review. The director shall complete the review of the~~ A building permit application for an accessory dwelling unit permit and/or junior accessory dwelling unit permit shall be approved or denied within sixty (60) days of receipt of a complete application if there is an existing single-family or multifamily dwelling on the lot. If the permit application for an accessory dwelling unit permit and/or junior accessory dwelling unit is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, a decision may be delayed for the permit application for the accessory dwelling unit permit and/or junior accessory dwelling unit until the permit application to create the new single-family or multifamily dwelling is approved or denied, but the building permit application for the accessory dwelling unit permit and/or junior accessory dwelling unit shall still be considered ministerially. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay submission. Review of, and the approval or denial of, an application for an accessory dwelling unit permit by the city is a ministerial action.

~~3. The director shall not approve an~~ A building permit application for an accessory dwelling unit permit and/or junior accessory dwelling unit shall not be approved or issued an accessory dwelling unit permit unless the proposed accessory dwelling unit and/or junior accessory dwelling unit complies with the requirements of this chapter. All proposed accessory dwelling units are subject to review for compliance with all applicable provisions of this code and all applicable federal, state, and county laws; the terms of this chapter by the director of planning and community preservation.

~~2.4. If the director denies an~~ a building permit application for an accessory dwelling unit and/or junior accessory dwelling unit is denied, the director-applicant shall be provided in writing, within the time period described in this subsection, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.

~~3. If the applicant has taken no action to remedy the defective or deficient application within one year from the date the written comments were provided to the applicant, the application shall be considered abandoned and withdrawn for consideration.~~

~~4.5. If the director has not approved or denied the~~ a building permit application is not approved or denied within sixty (60) days, the application shall be deemed approved.

5. For the purposes of this subsection, an application being deemed incomplete has the same effect as an application being denied.

6. If a permit is determined to be incomplete under paragraph (1) or denied under paragraph (2) of this subsection, the applicant may appeal that decision in writing to the planning commission. The planning commission shall provide a final written determination within sixty (60) business days of receipt of the written appeal.

C. ~~The decision of the director shall be final and conclusive. An a~~ Applicants proposing to create an accessory dwelling unit and/or junior accessory dwelling unit, whether by conversion of an existing guest house, legalization of an unpermitted dwelling unit, or otherwise, who obtains an accessory dwelling unit permit

Commented [JW16]: See Gov code 65941.1(e)(2) for mirrored language

shall be required to obtain a building permit for the accessory dwelling unit [and/or junior accessory dwelling unit](#).

- D. A demolition permit for a detached garage that is to be replaced with an accessory dwelling unit shall be reviewed, in accordance with Code Section 15.04.115 (Section 105.7 Demolition Permits), with the application for the accessory dwelling unit and issued at the same time.
- E. A certificate of occupancy for an accessory dwelling unit or junior accessory dwelling unit shall not be issued before the issuance of a certificate of occupancy for the primary dwelling. [In the event that a primary dwelling is substantially damaged or destroyed by an event triggering referenced a proclaimed state of emergency made by the Governor, a certificate of occupancy for an ADU shall be issued even if the primary dwelling has not yet been issued a certificate of occupancy. The primary dwelling shall be repaired or rebuilt within the later of: \(a\) a year after the sunset of the applicable proclaimed state of emergency, or \(b\) six years of the date of the Governor's proclamation of a state of emergency. If the primary dwelling is not repaired or rebuilt within the time periods prescribed herein, the accessory dwelling unit's occupancy shall be recertified as a primary dwelling.](#)

17.22.110 Permit termination.

- A. An accessory dwelling unit permit validly issued pursuant to this chapter shall terminate when any one or more of the following occur:
 - 1. The permit has been abandoned, discontinued or is not used within one year from the date of permit issuance;
 - 2. The accessory dwelling unit owner files a declaration with the director that the permit has been abandoned or discontinued; or
 - 3. The permit has been revoked because it was obtained by fraud or misrepresentation or failed to abide by the terms of this chapter, this code, or applicable state or federal law.
- B. If a permit is terminated pursuant to subsection (A), then any improvement related to a permit for accessory dwelling unit shall be removed from the property.

(Ord. No. 1454, § 3(Exh. 2), 5-24-22)

17.22.120 Fees.

- A. ~~A~~ [building permit application for an](#) accessory dwelling unit ~~application or junior accessory dwelling unit~~ must be submitted to the city along with the appropriate fee as established by the city council by resolution in accordance with applicable law.
- B. The city will not consider an accessory dwelling unit or junior accessory dwelling unit to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.
- C. The city shall not impose any impact fee [or public facilities fee \(Chapter 15.52\)](#) upon the development of an accessory dwelling unit less than seven hundred fifty square feet [of interior livable space or a junior accessory dwelling unit](#). Any impact fees [or public facilities fee \(Chapter 15.52\)](#) charged for an accessory dwelling unit of seven hundred fifty square feet or more may be charged proportionately in relation to the square footage of the primary dwelling unit.
- D. The city may charge a fee to inspect an accessory dwelling unit or junior accessory dwelling unit to determine compliance with applicable building standards in accordance with Section 17.22.040.

Commented [JW17]: Proposed remedy. Is this actually possible?

Commented [JH17R2]: I see no problem with that solution.

17.22.130 Rental restrictions.

- A. An accessory dwelling unit or junior accessory dwelling unit may be rented for terms no less than thirty days. The person or party responsible for ownership of property that has an accessory dwelling unit or junior accessory dwelling unit shall obtain and maintain an annual business license, in accordance with Title 5, for dwelling accommodations when actively renting or advertising the rental of the dwelling unit.
- B. No accessory dwelling unit or junior accessory dwelling unit shall be used or advertised as a short-term rental.

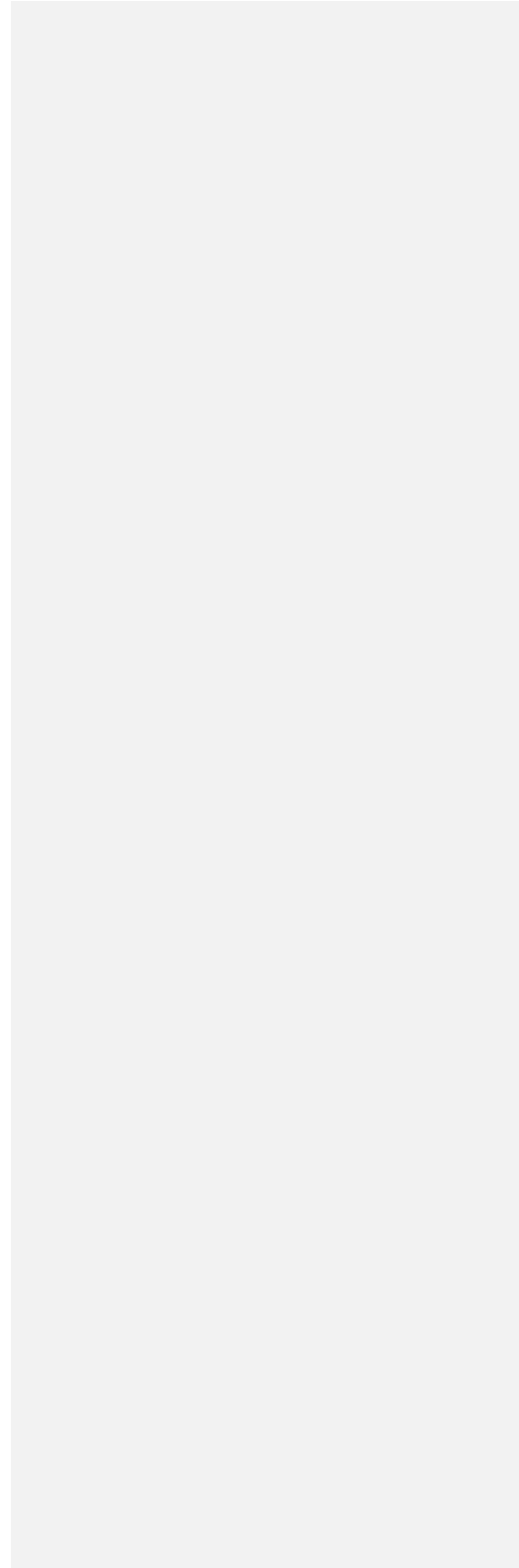
17.22.140 Historic preservation.

- A. If ~~the creation of an accessory dwelling unit requires a structure be altered or a project proposes to demolish a structure~~ and the structure is ~~a preservation candidate as defined of the type protected~~ under Section 17.60.056 of this code, the applicant ~~will shall~~ prepare a written historic ~~resource evaluation report assessment or survey as described defined in paragraph D of Section 17.60.056 of this code. For the purpose of this requirement, "altered or demolished", "historic resource evaluation report", and "preservation candidate" shall have the same meaning as ascribed under Section 17.60.056. Furthermore, the creation of an accessory dwelling unit shall not be subject to the granting of a discretionary demolition permit under Section 17.60.056. To facilitate the creation of accessory dwelling units through a ministerial permitting process, the provisions of this section shall apply when the provisions under Section 17.60.056 would otherwise apply. However, when the scope of a project also requires a structure be altered or demolished but does not involve the creation of an accessory dwelling unit, the provisions of Section 17.60.056 shall apply and a discretionary demolition permit shall be required for that portion of the proposed project.~~
- B. All historic ~~resource evaluation reports assessments or surveys shall be prepared in the form of State of California Department of Parks and Recreation Series 523 Forms and shall further~~ report a status code of eligibility as a historic resource according to the California Office of Historic Preservation.
- C. When a historic ~~resource evaluation report reports that a structure to be altered or demolished is eligible for historic designation assessment or survey results in~~ (a status code of categories one through five, inclusive), the applicant ~~is required to shall~~ obtain a Historic Resource Design Review prepared by a historian certified by the Secretary of Interior Professional Qualification Standards for the treatment of historic properties selected at the discretion of the city. The Historic Resource Design Review ~~will shall~~ list measures to mitigate the harmful impacts of the proposed project on the ~~historic structure eligible for historic designation. and those~~. ~~To the extent that mitigation measures will be made a condition of approval of the accessory dwelling unit requires the preservation of any physical attribute of a structure, building plans shall reflect the required mitigation as a requisite for issuance of a building permit.~~
- D. When a historic ~~resource evaluation reports assessment or survey results in~~ a status code of category six, an applicant may proceed in accordance with this chapter.
- E. When a historic ~~resource evaluation reports assessment or survey results in~~ a status code of category seven, the property shall be reevaluated according to the missing criteria identified in such report; the application shall be deemed incomplete until a historic assessment or survey results in a status code of categories one through six.

17.22.150 Tree preservation.

- A. When the director of public works determines that an application for an accessory dwelling unit permit requires removal or substantial trimming of a protected tree, as defined in Section 12.20.020 of this code, a certified arborist selected by the city and paid for by the applicant shall prepare a tree survey and arborist report in accordance with paragraph A of Section 12.20.115 of this code.
- B. The arborist report will list measures to mitigate the harmful impact of the proposed project on ~~the~~ protected trees and those mitigation measures will be made a condition of approval of the accessory dwelling unit permit.

- C. Prior to the removal or substantial trimming of any protected tree, the applicant must obtain a [tree removal or tree trimming](#) permit and pay all accompanying fees.



Chapter 17.08 DEFINITIONS

17.08.020 Words, terms, phrases defined.

"Accessory dwelling units" means the same as provided by Government Code section 66313.

"Livable space" means the same as provided by Government Code section 66313 and where the interior livable space is regulated under Title 17 of this code, it shall be measured from the interior side of the walls enclosing the dwelling unit, and including interior walls.

"Living area" means the same as provided by Government Code section 66313.

Chapter 17.22 ACCESSORY DWELLING UNITS

17.22.010 Purpose and intent.

The purpose of this chapter is to implement the requirements under Government Code 66310 et seq. for accessory dwelling units and junior accessory dwelling units. If this chapter of the Government Code is ever repealed or deemed to be unconstitutional or no longer in effect, this chapter of the code shall automatically be repealed.

Accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, shall be considered a residential use that is consistent with the existing general plan and zoning designation for the lot and shall not be considered to exceed the allowable density for the lot upon which the accessory dwelling unit is located.

17.22.015 Applicability of other zoning standards.

Nothing in this chapter shall be construed to mean that an accessory dwelling unit or junior accessory dwelling unit is at all times exempt from any other section of this code, as applicable.

Although this chapter permits the new construction of an accessory dwelling unit or junior accessory dwelling unit that may exceed otherwise allowable zoning requirements for lot coverage, open space, floor area and front setback, or structure conversion, such an accessory dwelling unit or junior accessory dwelling unit, once permitted and built, may preclude the addition, expansion or enlargement of the primary dwelling unit or accessory structure otherwise permitted or conditionally permitted prior to the permitting of said accessory dwelling unit.

Section Footnotes:

Example 1: The new construction of an eight hundred square foot accessory dwelling unit increases the gross floor area of a property in the R-1 zone to a number equal to the maximum allowed in the R-1 zone. Future additions, expansions and enlargements are no longer possible without removal of floor area to compensate the addition, expansion or enlargement.

Example 2: The conversion of a two-car garage to an accessory dwelling unit or junior accessory dwelling unit, located on a lot in the R-1 zone, creates a nonconformity with the Parking Code (Chapter 17.68) where the minimum requirement for parking is the provision for two covered spaces. Bedroom additions in the R-1 zone are required to meet compliance with the Parking Code and thus the size of the bedroom addition would be limited or entirely precluded to necessitate the additional area for a garage or carport.

17.22.020 Use permitted by-right.

Accessory dwelling units shall be a use permitted by-right when the following conditions are met.

- A. The lot is zoned to allow single-family or multifamily residential use and includes at least one proposed or existing primary dwelling;

- B. Accessory dwelling units are either attached to, or located within, a proposed or existing primary dwelling, including an attached garage, storage area or similar use, or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling, including detached garages; and
- C. Accessory dwelling units meeting all applicable development standards of this code.

17.22.025 Limitations.

Accessory dwelling units shall be subject to the following limitations on use.

- A. Accessory dwelling units may be rented separate from the primary residence, but shall not be sold or otherwise conveyed separate from the primary residence; and
- B. A proposed primary dwelling unit or accessory dwelling units shall not be a mobile home, trailer, or vehicle. Except that, manufactured homes and modular dwelling units mounted to a permanent foundation shall be permitted as an accessory dwelling, unit or as a junior accessory dwelling unit when proposed as part of a primary dwelling unit that is a manufactured home or modular dwelling unit.
- C. Multifamily dwellings. Accessory dwelling units shall not be created by conversion of existing living area within a multifamily dwelling. Not more than 25% of existing units within a multifamily dwelling, not including accessory dwelling units, shall be created by conversion of existing non-livable area within the multifamily dwelling. This limitation shall allow at least one accessory dwelling unit to be created by converting existing non-livable areas within a multifamily dwelling. Junior accessory dwelling units shall not be permitted within a multifamily dwelling.

17.22.030 Development standards.

For accessory dwelling units created with existing or proposed multifamily development, the standards of this Chapter 17.22 shall be considered in combination with the City of Sierra Madre Objective Design Standards (Chapter 17.50). Where there may be conflict, the City of Sierra Madre Objective Design Standards shall override. To the extent that a development is other than for multifamily accessory dwelling units, the requirements of this Chapter 17.22 shall prevail.

- A. Building and Design Standards.
 - 1. Except when necessary to preserve historic architectural value, the exterior materials, windows and other architectural features of an attached new construction accessory dwelling unit shall match the existing structure by employing the same building form, color tones, window design, door and window trims, roofing materials and roof pitch.
 - 2. No new roof decks are permitted on any accessory dwelling unit or junior accessory dwelling unit.
- B. Fire Safety Standards.
 - 1. Fire Sprinklers. The construction of an accessory dwelling unit or junior accessory dwelling unit shall not trigger a requirement for fire sprinklers to be installed in the existing single family, multifamily, or primary dwelling. The installation of a fire sprinkler system in an accessory dwelling unit or junior accessory dwelling unit shall not be required except in the following circumstances.
 - a. Where a fire sprinkler system has been installed in the primary residence.
 - b. Where a fire sprinkler system is required to be installed in the primary residence.
 - c. When otherwise deemed necessary by the fire department.
 - 2. All new accessory dwelling units are required to comply with Chapter 15.24 of this code.
 - 3. Where two accessory dwelling units are configured as sharing a common wall, a one-hour fire wall between the units is required.

4. All new accessory dwelling units are required to use fire-resistant building materials.
 5. All new accessory dwelling units are required to comply with Chapter 8.36 (Hazardous Brush Clearance).
- C. Area Standards. The area requirements of this subsection are subject to compliance with the requirements of the underlying zone for floor area.
1. Attached accessory dwelling units. The interior livable space of an accessory dwelling unit attached to or converted from the existing area of a single-family dwelling shall not exceed the greater of:
 - a. 850 square feet of interior livable space;
 - b. 1,000 square feet of interior livable space if the accessory dwelling unit provides more than one bedroom; or
 - c. fifty percent of the existing interior livable space (including a habitable basement and attic) of the single-family dwelling.
 - d. The interior livable space for a junior accessory dwelling unit shall not exceed 500 square feet.
 2. Detached accessory dwelling units.
 - a. The total interior livable space for newly constructed detached accessory dwelling units shall not exceed 1,200 square feet.
 - b. The total interior livable space for the conversion of an existing detached accessory structure shall not exceed the greater of the existing area of the accessory structure or 1,200 square feet.
 3. The minimum floor area for any accessory dwelling unit shall be governed by the California Building Standards Code Section.
 4. Floor area that is not the interior livable space of accessory dwelling units (e.g. storage areas or garages) shall conform with applicable floor area and lot coverage requirements governed by the underlying zone. For the purpose of this requirement, the area of structural framing necessary to enclose the interior livable area of accessory dwelling units shall not apply.
- D. Height and Building Massing Standards. Height shall be measured as prescribed by the underlying zone's standards for measuring height. Building mass shall comply with angle plane standards as required by the underlying zone.
1. Attached accessory dwelling units.
 - a. For a newly constructed accessory dwelling unit that is attached to a primary dwelling, the height shall not exceed the lesser of twenty-five feet or as governed by the applicable zoning requirements.
 - b. For accessory dwelling units converted from a portion of a primary dwelling, the height shall not exceed the existing height of the primary dwelling.
 2. Detached accessory dwelling units, new construction or addition onto an existing detached accessory structure.
 - a. On a lot with an existing or proposed single-family or single-story multifamily dwelling, the height of a newly constructed accessory dwelling unit or addition onto an existing accessory structure shall not exceed sixteen feet.
 - b. On a lot with an existing or proposed multistory multifamily dwelling, the height shall not exceed eighteen feet.
 - c. On a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, the height shall not exceed

eighteen feet. An additional two feet in height shall be permitted to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.

- d. Where the height of an existing detached accessory structure exceeds sixteen feet, the conversion of that building to an accessory dwelling unit, in whole or in part, shall not exceed the existing height.
3. This section shall not be construed to allow an accessory dwelling unit to exceed two stories.
- E. Lot coverage shall be governed by the lot coverage standards in the underlying zone.
- F. Parking Standards.
1. One on-site parking space shall be required for each accessory dwelling unit in addition to parking required for the primary dwelling(s). In order to accommodate required parking on site, parking for an accessory dwelling unit may be allowed in setback areas (in locations determined by the city) and through tandem parking. In no event shall parking be allowed in a designated front yard landscaped area.
 2. When a garage, carport, or other covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or is converted to an accessory dwelling unit, replacement of off-street parking shall not be required.
 3. Exemptions. No additional parking space is required for accessory dwelling units meeting any one of the following:
 - a. Located within one-half mile of a regularly scheduled public transit stop.
 - b. Located within a formally designated historic district.
 - c. Part of an existing legal single-family dwelling or an existing legal accessory structure.
 - d. On-street parking permits are required by the city but not offered to the occupant of the unit.
 - e. A publicly accessible and presently operating car share vehicle parking facility is located within one block of the unit.
 - f. The unit is a State-mandated accessory dwelling unit in accordance with Section 17.22.060.
 - g. The unit is a junior accessory dwelling unit.
 - h. Located in the R-1 (One-family Residential) zone.
 4. When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the accessory dwelling unit or the parcel satisfies at least one other criteria for exemption listed in this paragraph.
- G. Setback Standards. Accessory dwelling units shall be subject Sections 17.48.030 (Yard regulations), 17.48.120 (Permissible projections of structures into yards), 17.48.130 (Walls and fences) and the standards below:
1. No setback shall be required for the conversion of an existing structure that is built to the same dimensions, including height, as the existing structure.
 2. A setback of no less than four feet from the side and rear lot lines shall be required for new construction or replacement structures not built to the same dimensions as the existing structure.

17.22.040 Legalization of unpermitted accessory dwelling units.

- A. Prior to the approval of an accessory dwelling unit permit for the conversion of an existing structure for which there is no record of a building permit being issued, satisfactory completion of a safety inspection by the city's building official and fire department is required. An applicant must commit to upgrade the

accessory dwelling unit to health and safety codes in order to be granted approval of an accessory dwelling unit permit, including without limitations the following items:

1. Independent entrance to accessory dwelling unit.
 2. Direct access to exterior of building from bedroom (door or window).
 3. Adequate light and ventilation in each habitable room.
 4. Minimum seven-foot high ceiling in all rooms, kitchens, halls, and baths.
 5. Properly installed electrical wiring including separate access to electrical shut off.
 6. Structural Integrity:
 - a. Foundation not cracked, damaged, or shifting.
 - b. Framing not sagging or deteriorated.
 7. Comfort Heating:
 - a. Heating as required per the building code.
 - b. Separate access to gas shut-off, if applicable.
 8. Working Plumbing:
 - a. Kitchen and bathroom facilities with hot water, except for junior accessory dwelling units served by a shared bathroom.
 - b. Water heater strapped and properly vented.
 - c. Connection to approved sewage system.
 9. Fire Safety:
 - a. Hallways serving sleeping rooms must have smoke and carbon monoxide detectors.
 - b. Each sleeping room must have a smoke detector.
- B. Once an inspection by the city's building official and fire department occurs, the applicant is required to correct those items that are identified as violating current health and safety codes for the structure's current use even in the event that the applicant decides to withdraw the accessory dwelling unit permit application.
- C. In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit that was built on or before May 24, 2022, the city, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code.

17.22.050 Junior accessory dwelling units.

- A. The owner must reside in either the single-family dwelling or within the junior accessory dwelling unit if the junior accessory dwelling unit shares sanitation facilities with the primary structure.
- B. All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure.
- C. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed or existing single-family residence.
- D. A junior accessory dwelling unit shall be constructed within the walls of a proposed or existing single-family residence. For purposes of this paragraph, enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence.

17.22.060 State-mandated accessory dwelling units.

- A. Notwithstanding any section of this chapter, within a residential or mixed-use zone, a building permit shall be ministerially issued to create any of the following:
1. One accessory dwelling unit and/or one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:
 - a. The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than one-hundred fifty square feet beyond the same physical dimensions as the existing accessory structure (an expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress);
 - b. The space has exterior access from the proposed or existing single-family dwelling;
 - c. The side and rear setbacks are sufficient for fire and safety; and
 - d. The junior accessory dwelling unit complies with the requirements of Section 17.22.050.
 2. One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks, an interior livable space of eight hundred square feet, and a height as defined in Section 17.22.030(D) of this Chapter for a lot with a proposed or existing single-family dwelling. Any non-livable space attached to the exterior walls enclosing the interior livable space of an accessory dwelling unit shall not be exempt under this Section 17.22.060(A)(2) and shall be subject to compliance with the underlying zone's development standards; any such non-livable space subject to discretionary approval shall be considered prior to and separately from a building permit for an accessory dwelling unit permit subject to these terms. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in paragraph (1).
 3. Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. One accessory dwelling unit within an existing multifamily dwelling and up to twenty-five percent of the existing multifamily dwelling units may be permitted.
 4. Not more than eight accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit as defined in Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks. However, the number of accessory dwelling units shall not exceed the number of existing primary dwelling units on the lot. If the existing multifamily dwelling has a rear or side setback of less than four feet, no modification of the existing multifamily dwelling shall be required as a condition of approving the application to construct an accessory dwelling unit that satisfies the requirements of this paragraph.
 5. Not more than two accessory dwelling units that are located on a lot with a proposed multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit as defined in Section 17.22.030(D) of this chapter and four-foot rear yard and side setbacks.
- B. A permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit shall not require the correction of existing nonconforming zoning conditions.
- C. The installation of fire sprinklers shall not be required in an accessory dwelling unit or junior accessory dwelling unit if sprinklers are not required for the primary residence.
- D. Rental of an accessory dwelling unit created pursuant to this Section shall be for a term longer than 30 days.
- E. Use of these provisions is not assumed in the review of a building permit application. Any building permit application proposing the creation of an ADU pursuant to this Section 17.22.060 or Government Code

section 66323 shall expressly state within the application an intent to utilize these provisions and shall reference specific code section(s) applicable to the proposal.

17.22.070 Utilities.

All accessory dwelling units and junior accessory dwelling units shall have the utilities be connected to the primary dwelling. The city shall not impose a related connection fee or capacity charge, unless the accessory dwelling unit or junior accessory dwelling unit was constructed with a new single-family dwelling.

17.22.080 Ownership.

Neither an accessory dwelling unit nor a junior accessory dwelling unit may be owned or sold separately from the primary dwelling unit.

17.22.090 Recordation.

- A. As a prerequisite to obtaining a building permit, the applicant for an accessory dwelling unit permit shall record a covenant or deed restriction specifying that the accessory dwelling unit will at all times comply with the provisions of this chapter and applicable state law. The recorded covenant shall run with the land, shall set forth the requirements of this chapter, shall contain provisions implementing the requirements of this chapter and the terms of the recorded covenant, and authorizing the city to abate any violation of this chapter at the cost of the then owner, including that the city may record a lien to recover the cost of such abatement proceedings including all reasonable administrative costs in connection therewith.

17.22.100 Application review.

- A. Application Contents. A building permit application for an accessory dwelling unit permit shall be supplemented by the following:
1. A vicinity map reflecting a one-half mile radius street system surrounding the project site, with the project site identified;
 2. A project data table containing the following information:
 - a. Total area of the site in square feet;
 - b. Gross and net building area calculations of (a) existing and proposed square footage, and (b) existing and proposed number of buildings and dwelling units;
 - c. Existing building construction dates;
 - d. Existing and proposed vehicular parking spaces reflecting the minimum number required by this title;
 - e. Existing and proposed floor area ratio, including the maximum allowed by this title. Floor area ratio is the total floor area of all buildings including garages and other nonhabitable areas, and each floor within, divided by the total area of the lot, as a percentage;
 - f. Existing and proposed lot coverage, reflecting the maximum allowed by this title;
 - g. Existing and proposed building heights and number of stories;
 - h. Total area of the project site proposed to be dedicated towards landscaping, if any;
 - i. Total area of the project site proposed to be dedicated towards hardscape/paving, if any;
 - j. Existing zoning and land use designation;
 - k. Existing and proposed Universal Building Code occupancy group classifications and construction types for each building;

3. A site or plot plan of the existing conditions of the subject property drawn to a scale no greater than one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the following information:
 - a. Property lines and adjoining sidewalks and streets.
 - b. Existing structures — location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.
 - c. Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the tree preservation and protection ordinance and those that are proposed to be removed, retained or relocated.
 - d. Existing landscaped areas.
 - e. Existing paved areas.
 - f. Existing fences, walls or retaining walls.
 - g. Footprints of adjacent buildings on abutting property.
4. A site or plot plan of the proposed conditions of the subject property drawn to a scale no greater than one-quarter inch to one foot and not less than a scale of one inch to one hundred feet, reflecting the following information:
 - a. All information listed on the existing site plan that is proposed to remain.
 - b. If on-site structure or tree relocation is proposed, depict the proposed new locations.
 - c. For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction.
 - d. Indicate proposed location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, and any other ground-level mechanical equipment, including proposed method of screening from public view.
5. Existing floor plan for each floor of buildings proposed to be affected by the project, including the following information and clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
 - a. Exterior and interior walls of the affected structure.
 - b. Attached exterior features such as awnings, canopies or balconies.
 - c. Locations and sizes of all window and door openings.
6. Proposed floor plan for each floor of buildings proposed to be affected by the project or for proposed new buildings, including the following information:
 - a. All information listed on the existing floor plan that is proposed to remain or for each floor of proposed new buildings.
 - b. Clearly indicate all proposed new walls, windows, doors or other features.
 - c. Include callouts to locations of building sections provided.
7. Existing roof plan for buildings proposed to be affected by the project, including the following information and clearly indicating any areas or features of the roof proposed to be removed or altered (not required if no changes are proposed to be made to the roof or for projects proposing demolition of all existing structures):
 - a. Ridges and valleys of the existing roof.

- b. Direction and pitch of roof slopes.
 - c. Existing roof materials.
 - d. Existing eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof.
8. Proposed roof plan for buildings proposed to be affected by the project, including the following information, if changes to the roof are proposed or for proposed new construction:
- a. All information listed on the existing roof plan that is proposed to remain or that is proposed for new construction.
 - b. Clearly indicate new roof areas and new roof features.
 - c. Proposed locations of all exterior rooftop mechanical equipment.
9. Existing building elevations for building facades proposed to be affected by the project, including the following information and clearly indicating any features proposed to be removed or altered (not required for projects proposing demolition of all existing structures):
- a. Accurate depiction of affected facades including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features including awnings, canopies, bulkheads, cornices, gutters, downspouts and other architectural details on the façade.
 - b. Depict and call out all existing exterior façade materials and features.
 - c. Call out building heights.
 - d. For projects proposing replacement of historical exterior materials, provide accurate representation, dimensions and finishes of existing materials proposed to be replaced.
10. Proposed building elevations in color and black and white including courtyard or other secondary elevations with the following information:
- a. All information listed on the existing building elevations that is proposed to remain or for proposed new construction.
 - b. For alterations of existing buildings, clearly indicate new façade elements, window or door openings, light fixtures, etc.
 - c. For additions, clearly demarcate the location of existing walls and new walls.
 - d. For new construction, provide:
 - (i) Elevations of existing buildings adjacent to front elevation.
 - (ii) Locations of through-the-wall mechanical vents.
 - (iii) Locations of downspouts and drainage outlets or scuppers.
 - (iv) Locations of lighting fixtures.
 - e. Include callouts to locations of wall sections provided.
 - f. Street elevation drawing or photographic rendering of proposed elevation and adjacent building(s) on abutting property, to scale.
11. Proposed building and site sections (cross and longitudinal, for new construction, referenced to callouts provided on the proposed floor plans):
- a. Building walls (including freestanding walls).
 - b. Floor-to-floor dimensions.

- c. Cut, fill, and spot elevations, as required.
 12. Phasing plan (for multi-phased projects) depicting all elements of the project proposed to be completed within each construction phase.
 13. Proposed landscape plan (not required for projects not proposing any changes to landscaping or hardscaping):
 - a. Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material, with distinct plant symbols for each specimen.
 - b. Landscape construction plan with dimensions, materials, finishes (drawings, manufacturer specifications, and/or photographs of an existing installation).
 - c. Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
 - d. Exterior lighting including type of fixture and manufacturer specifications.
 - e. Existing trees proposed to remain (trees with a four-inch diameter or greater shall be identified by species and diameter-at-breast height).
 - f. Tree protection plan if existing public or private protected trees are proposed to be retained during construction.
 14. Manufacturer's specifications (e.g., brochures/cut-sheets) for new manufactured features including new windows, doors, light fixtures, vent/drain caps, etc. including materials, finishes and colors.
 15. Materials palette (digital) including images, manufacturer and product name/number and finishes and textures for all proposed exterior materials including cladding, accent materials, proposed color/paint and fabric swatches.
 16. Project Site Context. Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
 17. Neighborhood Context. Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 18. Photographic key map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.
- B. Procedure. A building permit application for an accessory dwelling unit(s) and/or junior accessory dwelling unit shall be considered ministerially in the following manner, notwithstanding the issuance of variances or special use permits.
 1. Application completeness.
 - a. The director shall determine whether a building permit application for an accessory dwelling unit and/or junior accessory dwelling unit permit is complete and provide written notice of this determination within fifteen (15) business days after receipt of the application.
 - b. If the director determines an application is incomplete, along with the notice of such determination, the director shall, within the time period described in this subsection, provide the applicant with a list of incomplete items and a description of how the application shall be made complete.
 - c. An applicant whose application was deemed incomplete may re-submit the application to cure the items included in the list provided.

- d. If the application is determined to be incomplete, the applicant shall submit the specific information needed to complete the application within 90 days of receiving the written notice and list of incomplete items. If the applicant does not re-submit their application with the necessary items within the 90-day period, the preliminary application shall expire and have no further force or effect.
 - e. If an applicant re-submits an application, the director shall determine whether the additional application has remedied all incomplete items listed in the determination notice. This additional application is subject to the timeliness and requirements specified in subparagraph (a).
 - f. If the director has not made a determination regarding the completeness of the application within fifteen (15) business days, the application shall be deemed complete for purposes of application review.
- 2. Project compliance review. A building permit application for an accessory dwelling unit and/or junior accessory dwelling unit shall be approved or denied within sixty (60) days of receipt of a complete application if there is an existing single-family or multifamily dwelling on the lot. If the permit application for an accessory dwelling unit permit and/or junior accessory dwelling unit is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, a decision may be delayed for the permit application for the accessory dwelling unit permit and/or junior accessory dwelling unit until the permit application to create the new single-family or multifamily dwelling is approved or denied, but the building permit application for the accessory dwelling unit permit and/or junior accessory dwelling unit shall still be considered ministerially. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.
 - 3. A building permit application for an accessory dwelling unit and/or junior accessory dwelling unit shall not be approved or issued unless the proposed accessory dwelling unit and/or junior accessory dwelling unit complies with the requirements of this chapter. All proposed accessory dwelling units are subject to review for compliance with all applicable provisions of this code and all applicable federal, state, and county laws.
 - 4. If a building permit application for an accessory dwelling unit and/or junior accessory dwelling unit is denied, the applicant shall be provided in writing, within the time period described in this subsection, a full set of comments with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
 - 5. If a building permit application is not approved or denied within sixty (60) days, the application shall be deemed approved.
 - 5. For the purposes of this subsection, an application being deemed incomplete has the same effect as an application being denied.
 - 6. If a permit is determined to be incomplete under paragraph (1) or denied under paragraph (2) of this subsection, the applicant may appeal that decision in writing to the planning commission. The planning commission shall provide a final written determination within sixty (60) business days of receipt of the written appeal.
- C. Applicants proposing to create an accessory dwelling unit and/or junior accessory dwelling unit, whether by conversion of an existing guest house, legalization of an unpermitted dwelling unit, or otherwise, shall be required to obtain a building permit for the accessory dwelling unit and/or junior accessory dwelling unit.
 - D. A demolition permit for a detached garage that is to be replaced with an accessory dwelling unit shall be reviewed, in accordance with Code Section 15.04.115 (Section 105.7 Demolition Permits), with the application for the accessory dwelling unit and issued at the same time.
 - E. A certificate of occupancy for an accessory dwelling unit or junior accessory dwelling unit shall not be issued before the issuance of a certificate of occupancy for the primary dwelling. In the event that a primary dwelling is substantially damaged or destroyed by an event triggering referenced a proclaimed state of

emergency made by the Governor, a certificate of occupancy for an ADU shall be issued even if the primary dwelling has not yet been issued a certificate of occupancy. The primary dwelling shall be repaired or rebuilt within the later of: (a) a year after the sunset of the applicable proclaimed state of emergency, or (b) six years of the date of the Governor's proclamation of a state of emergency. **If the primary dwelling is not repaired or rebuilt within the time periods prescribed herein, the accessory dwelling unit's occupancy shall be recertified as a primary dwelling.**

17.22.110 Permit termination.

- A. An accessory dwelling unit permit validly issued pursuant to this chapter shall terminate when any one or more of the following occur:
 - 1. The permit has been abandoned, discontinued or is not used within one year from the date of permit issuance;
 - 2. The accessory dwelling unit owner files a declaration with the director that the permit has been abandoned or discontinued; or
 - 3. The permit has been revoked because it was obtained by fraud or misrepresentation or failed to abide by the terms of this chapter, this code, or applicable state or federal law.
- B. If a permit is terminated pursuant to subsection (A), then any improvement related to a permit for accessory dwelling unit shall be removed from the property.

(Ord. No. 1454, § 3(Exh. 2), 5-24-22)

17.22.120 Fees.

- A. A building permit application for an accessory dwelling unit or junior accessory dwelling unit must be submitted to the city along with the appropriate fee as established by the city council by resolution in accordance with applicable law.
- B. The city will not consider an accessory dwelling unit or junior accessory dwelling unit to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.
- C. The city shall not impose any impact fee or public facilities fee (Chapter 15.52) upon the development of an accessory dwelling unit less than seven hundred fifty square feet of interior livable space or a junior accessory dwelling unit. Any impact fees or public facilities fee (Chapter 15.52) charged for an accessory dwelling unit of seven hundred fifty square feet or more may be charged proportionately in relation to the square footage of the primary dwelling unit.
- D. The city may charge a fee to inspect an accessory dwelling unit or junior accessory dwelling unit to determine compliance with applicable building standards in accordance with Section 17.22.040.

17.22.130 Rental restrictions.

- A. An accessory dwelling unit or junior accessory dwelling unit may be rented for terms no less than thirty days. The person or party responsible for ownership of property that has an accessory dwelling unit or junior accessory dwelling unit shall obtain and maintain an annual business license, in accordance with Title 5, for dwelling accommodations when actively renting or advertising the rental of the dwelling unit.
- B. No accessory dwelling unit or junior accessory dwelling unit shall be used or advertised as a short-term rental.

17.22.140 Historic preservation.

- A. If the creation of an accessory dwelling unit requires a structure be altered or demolished and the structure is a preservation candidate as defined under Section 17.60.056 of this code, the applicant shall prepare a written historic resource evaluation report as defined in Section 17.60.056. For the purpose of this requirement, “altered or demolished”, “historic resource evaluation report”, and “preservation candidate” shall have the same meaning as ascribed under Section 17.60.056. Furthermore, the creation of an accessory dwelling unit shall not be subject to the granting of a discretionary demolition permit under Section 17.60.056. To facilitate the creation of accessory dwelling units through a ministerial permitting process, the provisions of this section shall apply when the provisions under Section 17.60.056 would otherwise apply. However, when the scope of a project also requires a structure be altered or demolished but does not involve the creation of an accessory dwelling unit, the provisions of Section 17.60.056 shall apply and a discretionary demolition permit shall be required for that portion of the proposed project.
- B. All historic resource evaluation reports shall report a status code of eligibility as a historic resource according to the California Office of Historic Preservation.
- C. When a historic resource evaluation report reports that a structure to be altered or demolished is eligible for historic designation (a status code of categories one through five, inclusive), the applicant shall obtain a Historic Resource Design Review prepared by a historian certified by the Secretary of Interior Professional Qualification Standards for the treatment of historic properties selected at the discretion of the city. The Historic Resource Design Review shall list measures to mitigate the harmful impacts of the proposed project on the structure eligible for historic designation. To the extent that mitigation requires the preservation of any physical attribute of a structure, building plans shall reflect the required mitigation as a requisite for issuance of a building permit.
- D. When a historic resource evaluation reports a status code of category six, an applicant may proceed in accordance with this chapter.
- E. When a historic resource evaluation reports a status code of category seven, the property shall be reevaluated according to the missing criteria identified in such report; the application shall be deemed incomplete until a historic assessment or survey results in a status code of categories one through six.

17.22.150 Tree preservation.

- A. When the director of public works determines that an application for an accessory dwelling unit permit requires removal or substantial trimming of a protected tree, as defined in Section 12.20.020 of this code, a certified arborist selected by the city and paid for by the applicant shall prepare a tree survey and arborist report in accordance with paragraph A of Section 12.20.115 of this code.
- B. The arborist report will list measures to mitigate the harmful impact of the proposed project on protected trees and those mitigation measures will be made a condition of approval of the accessory dwelling unit permit.
- C. Prior to the removal or substantial trimming of any protected tree, the applicant must obtain a tree removal or tree trimming permit and pay all accompanying fees.



Re: [EXTERNAL] Fwd: A new ADU Case ADU0007958 has been assigned to you

From: Joshua Wolf <jwolf@sierramadreca.gov>
Date: Thu 4/9/2026 7:54 AM
To: Joshua Wolf <jwolf@sierramadreca.gov>

From: [REDACTED]
Sent: Wednesday, April 8, 2026 1:38 PM
To: Jaime Wang <jwang@sierramadreca.gov>
Subject: [EXTERNAL] Fwd: A new ADU Case ADU0007958 has been assigned to you

CAUTION: This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

----- Forwarded message -----

From: **Dept. of Housing & Community Development** <calhcd@service-now.com>
Date: Tue, Mar 24, 2026 at 2:10 PM
Subject: A new ADU Case ADU0007958 has been assigned to you
To: [REDACTED]

Hello Kim,

Under Government Code section 66323 (a)(1), a property owner may create both one JADU and one conversion ADU within an existing or proposed single-family dwelling or within the existing space of an accessory structure. In addition, Government Code section 66323(a)(2) allows one newly constructed detached ADU.

State law also allows a property owner to build one additional ADU under Government Code section 66314 in combination with the 66323 units. This can be either attached, detached or conversion ADU.

So, a total of four ADUs can be built on a lot with a single-family dwelling when certain conditions are met.

Sincerely,
Reshma Sen.

On Thursday 05, March 04:57:49 PM PST, 'Dept. of Housing & Community Development <calhcd@service-now.com>' wrote:



Accessory
Dwelling
Unit
(ADU)

Dear Reshma Sen,

The case # [ADU0007958](#) was automatically assigned to you on 03/05/2026 04:57:45 PM PST. The case was submitted by Guest on 03/05/2026 04:46:42 PM PST.

Regards,

HCD's ADU Team, Housing Accountability Unit.

[EXTERNAL] A comment has been posted by an ADU team member on case number ADU0008041

From Dept. of Housing & Community Development <calhcd@service-now.com>

Date Tue 3/24/2026 3:58 PM

To Joshua Wolf <jwolf@sierramadeca.gov>

CAUTION: This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.



A comment has been posted by an ADU team member on case number ADU0008041, submitted on 03/23/2026 07:32:35 AM PDT, by Guest at jwolf@sierramadeca.gov.

Dear Josh,

Thank you for contacting the California Department of Housing and Community Development ADU Team.

"For state-exempt ADUs, specifically Gov. Code 66323(a)(1), how is the concept of converting a space that is proposed but not yet built meant to be interpreted?"

Elements of State ADU Law, including Gov. Code 66323(a)(1), allows for an ADU to be converted from proposed space of dwelling, enabling property owner to submit an application to create the ADU and an application to create the dwelling at the same time. This provision is intended to enable an ADUs to be more easily created within a dwelling without having to design and construct the ADU separately after construction of the dwelling, which can add significant costs and time to the development of an ADU. Government Code section 66317, subdivision (a)(3) expressly states, "If the permit application to create or serve an accessory dwelling unit is submitted with a permit application to create a new single-family or multifamily dwelling on the

lot, the permitting agency may delay approving or denying the permit application for the accessory dwelling unit until the permitting agency approves or denies the permit application to create the new single-family or multifamily dwelling, but the application to create or serve the accessory dwelling unit shall be considered without discretionary review or hearing." Please note, primary dwellings are outside the scope of ADU Law, therefore the jurisdiction may still apply its fees and restrictions to the primary dwelling as it normally would. In addition, when an ADU or JADU is proposed to be created within the proposed space of a primary dwelling, the jurisdiction may count the interior livable space of the ADU toward the floor area ratio of primary dwelling when applying any underlying floor area ratio requirements to the primary dwelling.

"Does the state law preclude the applicability of a discretionary entitlement with respect to the proposed space of the single-family dwelling?"

A deed restriction cannot be imposed on an ADU. Government Code section 66315 states, "No additional standards, other than those provided in Section 66314, shall be used or imposed, including an owner-occupant requirement, except that a local agency may require that the property may be used for rentals of terms 30 days or longer." A deed restriction would be an "additional standard" and thus cannot be imposed. However, JADUs, which can also be created through the conversion of proposed space pursuant to Gov. Code 66323(a)(1), are required by State ADU Law to have deed restrictions. Government Code section 66333, subdivision (c) states local agencies shall require for JADUs "the recordation of a deed restriction, which shall run with the land...[that] include[s] both of the following:

(1) A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

(2) A restriction on the size and attributes of the junior accessory dwelling unit that conforms with" State ADU Law, specifically Government Code sections 66333 - 66339.5."

State ADU Law can admittedly be labyrinthine when it comes to ADUs that are converted from proposed space or would be created within proposed space, so please let me know if you have any more questions.

Sincerely,

Auzzie Sheard IV
Housing and Community Development, ADU Team

Replies to this message will be processed by the ADU Technical Assistance Portal and Auzzie Sheard will be notified of your question or comment

[EXTERNAL] A comment has been posted by an ADU team member on case number ADU0008041

From Dept. of Housing & Community Development <calhcd@service-now.com>

Date Thu 3/26/2026 5:30 PM

To Joshua Wolf <jwolf@sierramadreca.gov>

CAUTION: This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.



A comment has been posted by an ADU team member on case number ADU0008041, submitted on 03/23/2026 07:32:35 AM PDT, by Guest at jwolf@sierramadreca.gov.

Good evening Josh,

Thanks for reaching out with your new questions. My answers are below.

Best Regards,

Auzzie Sheard IV

"I hope you could walk me through your response to the second question because I'm not following along."

My apologies. I think my answer was hard to follow because I misunderstood your question. You asked: 'Does the state law preclude the applicability of a discretionary entitlement with respect to the proposed space of the single-family dwelling.' The answer is yes. State

ADU Law requires a ministerial process for all ADU applications. Government Code section 66316 states: "An existing accessory dwelling unit ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this article." In addition, Government Code section 66317, subdivision (a) (1) states, "A permit application for an accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits."

This leads to your new question: *'Does Government Code section 66317 apply to Government Code section 66323 units?'* Its has been HCD's interpretation that all ADUs, including ADUs proposed under Government Code section 66323 shall be reviewed under the process prescribed under Government Code section 66317. Government Code section 66323 starts with "a local agency shall ministerially approve..." and Government Code section 66317 provides a process for the ministerial approval of ADUs.

Replies to this message will be processed by the ADU Technical Assistance Portal and Auzzie Sheard will be notified of your question or comment

Ref:MSG0329906_QDREN6I3OZ1A1f3Fya6f



CITY OF SIERRA MADRE

PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, March 19, 2026, 5:30 P.M.

City Council Chambers, 232 W. Sierra Madre Blvd.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 574-5455. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

PUBLIC COMMENT & ACCESS

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to publiccomment@sierramadrecal.gov by 3:00PM on the day of the meeting. Emails will be acknowledged at the City Council meeting, filed into public record, and scanned onto the City website for public review.

A copy of the posted agenda and a live video stream of the meeting can be found on the City's website at sierramadrecal.gov , on Foothills Media website at foothillsmedia.org/sierramadre, and broadcast on Government Access Channel 3 (Spectrum).

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

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 City Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the City 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.

1. CALL TO ORDER

Chair Denison called the meeting to order at 5:30 p.m. Director Lin called the roll.

2. ROLL CALL OF PLANNING COMMISSIONERS

Thomas Denison, Chair
Patrick Simcock, Vice Chair
Kevin Brennan, Commissioner
Yong Yoo, Commissioner

Absent: Christine Moran, Commissioner

Also Present: Clare Lin, Director of Planning and Community Preservation
Julia Homaechearria, Deputy City Attorney
Joshua Wolf, Senior Planner
Katelyn Huang, Assistant Planner

3. APPROVAL OF AGENDA

Chair Denison asked for a motion to approve the agenda as presented.

Vice-Chair Simcock made a motion to approve the agenda as presented.

Commissioner Yoo seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Yoo

Noes:

Absent: Commissioner Moran

Abstain:

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

4. REPORTS FROM CITY COUNCIL LIAISON

Mayor Lowe provided a brief report. She informed commissioners about upcoming measures on air and soil toxins, expected around 2027, with some potentially appearing on ballots. The city recently met with the EPA concerning similar issues, especially in the Meadows area, to examine federal resources and understand toxin standards used by California and nationwide.

5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the Planning Commission is asked to complete a Speaker Card and provide it to staff prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person and time may not be delegated; any changes to the allotted time

will be announced prior to the Public Comment period. Under the Brown Act, the Planning Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the Planning Commission from the audience is not permitted; all comments addressing the Commission must be made from the podium. Only public comment made from the podium will be recognized by the Planning Commission and entered into public record.

Chair Denison opened the podium for public comment on items not on the agenda.

Seeing no one come forward, Chair Denison closed public comment.

Chair Denison disclosed that the Planning Commission did receive a calendar of school events in the first quarter for Alvero Heights Academy.

6. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the Planning Commission requests that a specific item be removed from the Consent Calendar for separate discussion and action.

a) Regular Meeting Minutes of February 19, 2026

CEQA: Not a Project

Recommended Action: Approve

Chair Denison asked the Commission for a motion to approve the February 19, 2026, Meeting Minutes.

Commissioner Brennan made a motion to approve the February 19, 2026, Meeting Minutes.

Vice-Chair Simcock seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Yoo

Noes:

Absent: Commissioner Moran

Abstain:

The motion to approve the February 19, 2026 Planning Commission Meeting Minutes was passed by a majority voice vote by all commissioners present.

b) 2025 General Plan and Housing Element Annual Progress Report

CEQA: Not a Project

Recommended Action: Approve

Chair Denison asked the Commission for a motion to approve the 2025 General Plan and Housing Element Annual Progress Report.

Vice-Chair Simcock made a motion to approve the 2025 General Plan and Housing Element Annual Progress Report.

Commissioner Brennan seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Yoo

Noes:

Absent: Commissioner Moran

Abstain:

The motion to approve the 2025 General Plan and Housing Element Annual Progress Report was passed by a majority voice vote by all commissioners present.

7. DISCUSSION ITEMS

- a) Municipal Code Text Amendment (MCTA 26-01) Amending Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code

CEQA: Not a Project

Recommended Action: Provide Direction

Senior Planner Wolf presented the discussion item on updating the city's Accessory Dwelling Unit (ADU) ordinance. The update seeks to align with state ADU laws and HCD guidelines for ministerial standards, resolve conflicts, fix errors, clarify ambiguities for consistency, and support strategies to reduce constraints while encouraging more housing options.

Deputy City Attorney Homaechvarria outlined the specific state laws being implemented in the ordinance update:

- **AB 1154:** Removes owner-occupancy requirement for JADUs with independent bathrooms
- **AB 130:** Prohibits ADU-related fees in covenants/deed restrictions (not included in code changes)
- **AB 462:** Allows detached ADUs to get occupancy before the main home if it was destroyed in a declared emergency

Urban Lot Splits and ADU Conversions

Wolf raised concerns about urban lot splits on properties with existing homes and ADUs, noting they may require converting ADUs into single-family homes and potentially avoid fees. He added that in 2020, the city waived ADU impact fees to encourage development.

State Law Alignment and Ordinance Updates

The ordinance also incorporates recent state laws, including SB 9 and SB 543, which set timelines for submitting, reviewing, and deciding ADU applications. The update also changes ADU and JADU size limits to be regulated based on interior livable space rather than building area.

Wolf addressed cleanup actions, updating obsolete government code references, reorganizing eligibility to distinguish by-right allowances from limitations, and adding new terminology from the discretionary demolition permit ordinance regarding historic preservation standards.

Wolf proposed either distinguishing conditions for single-family versus multifamily dwellings or generalizing with "ADUs as plural" to adapt to future state law changes. Staff recommended a resubmittal timeline for incomplete applications: 90 days (currently drafted) or one year, highlighting frequent ADU law updates.

Proposed Space Definitions and Development Limits

Chair Denison noted the presentation's complexity and suggested addressing the exemption issue first, as commissioners were confused about "proposed space" and whether it could bypass size and development limits.

Wolf clarified that under a stricter interpretation, conversions must be from already-approved proposed space, either approved by right or through applicable discretionary entitlements. Deputy City Attorney Homaechevarria noted that "proposed space" is undefined in state handbooks and the interpretation remains ambiguous.

Commissioner Brennan asked for more examples to clarify how proposals could overlap with JADUs in permit applications. Chair Denison noted that the ambiguity could allow applicants to avoid square footage limits and reduce triggers for discretionary review.

Homaechearria noted that HCD has provided guidance to cities and that clarification could be requested on this issue.

Chair Denison noted his instinct that converted JADUs shouldn't be counted toward total square footage since conversion doesn't change the square footage by definition but acknowledged the need for HCD guidance on the matter.

Chair Denison recommended directly citing state code for definitions like "habitable area" to maintain alignment during interim changes. Wolf concurred.

Chair Denison asked whether section 17.22.020 simply repeated the ADU definition from elsewhere in the code, noting that definitions appeared in multiple locations. Wolf and Homaechearria clarified that the section specified where ADUs are allowed, noting they are not permitted in commercial zones.

Fire Sprinkler Requirements and Size Standards

Regarding fire sprinkler requirements, Chair Denison asked about thresholds for large converted garages. Homaechearria explained that, since fire codes change frequently, compliance is generally handled through standard fire code rather than being specifically codified.

Vice Chair Simcock suggested reorganizing the fire sprinkler section to make the "unless otherwise required by the fire department" provision more prominent as a numbered condition rather than embedded in paragraph text. Wolf agreed to revise this as a catch-all third condition.

Planning Director Lin asked for clarification about fire sprinkler requirements for large converted ADUs when the primary house doesn't have sprinklers, confirming that state law prevents requiring sprinklers for ADUs when the primary dwelling doesn't have them. She also noted that under SB 9 lot splits, a converted ADU could become a primary house without conforming to current codes as a nonconforming use.

Chair Denison questioned the 850 sq. ft. limit for attached ADUs versus 800 sq. ft. for others. Wolf noted detached conversions have no state limit, sparking debate on applying the 1,200 sq. ft. cap for new detached ADUs to conversions.

Commissioner Brennan asked which subsections apply to conversions versus new construction, and Wolf suggested revising Section 17.22.030.C.2 to specify "new construction" and remove "or attached" to avoid overlap with 17.22.030.C.1.

Chair Denison recommended a new subsection for detached accessory unit conversions, proposing "no maximum limit as long as it stays within the converted space." Commissioners agreed partial conversions should be permitted, like converting only the basement of a two-story garage while retaining the garage above.

Wolf warned that a "no limit" rule for conversions could block needed expansions for habitability. Chair Denison proposed using "the greater of 1,200 sq. ft. or the existing converted space," matching the detached ADU cap.

Chair Denison asked whether angle plane requirements would still apply with 4-foot setbacks, and Homaechearria indicated they would research this interaction between development standards.

Parking Requirements and Exemption Rules

Chair Denison questioned "designated" parking for ADUs, preferring "required" to prevent reusing existing spaces. Wolf clarified that parking spaces must be separate from the primary unit's parking.

For parking exemptions in the R-1 and Hillside Management zones, Chair Denison argued against exempting the Hillside Management zone from parking requirements due to fire safety concerns and narrow roads. The Commission agreed to remove the hillside exemption while keeping the R-1 exemption.

Chair Denison asked how exemptions relate to ADU parking. Wolf explained that exempt ADUs bypass zoning limits, while larger non-exempt ADUs follow standards and parking rules.

Homaechearria proposed renaming the ambiguous "exemptions" section to "statutory approvals" or "ministerial."

JADU Compliance Updates

Chair Denison highlighted that Section 17.22.040.A.8(i) contradicts new JADU laws that permit shared bathrooms, recommending adding language for shared bathroom JADUs. Staff agreed to this amendment.

Code Corrections and Formatting Updates

On section 17.22.100.E.1, Homaechearria noted state law sets no rebuilding deadline for damaged primary dwellings. Staff suggested linking it to the emergency period or a six-year limit. Chair Denison raised concerns about potential nonconforming situations if dwellings aren't rebuilt.

Vice Chair Simcock noted a formatting issue where section E had only a numbered subsection 1 without a subsection 2, suggesting it should either be incorporated into section E or made into section F.

Wolf confirmed that staff had received the feedback needed regarding ambiguity portions and text amendments.

Community Input

Chair Denison opened the floor for community input for the Municipal Code Text Amendment (MCTA 26-01) discussion.

Senior Planner Wolf announced that no speaker cards had been submitted for Municipal Code Text Amendment (MCTA 26-01). Staff did receive a public comment online that was forwarded to the Planning Commission.

8. REPORTS FROM PLANNING COMMISSION

Commissioner Brennan reported that he and Vice Chair Simcock attended the Planning Commissioner's Academy last week. Brennan prepared a summary, shared by Planning Director Lin, and recommended using Cal Cities online resources and the ILG Planning Handbook for its organized subsections.

Chair Denison reminded commissioners about the annual Form 700 filing requirement due before the end of the month, noting that the maximum penalty was \$100 for late filing.

9. REPORTS FROM CITY STAFF

Planning Director Lin attended the Planning Commissioner Academy and shared a suggestion for standing meetings. Lin announced that the planning department would have a booth at the Wisteria Festival on March 28th, encouraging commissioners to stop by.

Lin also noted the next Commission meeting on April 2nd, featuring legislative updates from the city attorney and a public hearing on a public nuisance case.

10. ADJOURNMENT

The meeting was adjourned at 7:04 pm to the next meeting on April 2, 2026.

Secretary to the Planning Commission
Clare Lin, Director of Planning and Community Preservation

Minutes for the Planning Commission

232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

April 2, 2026, 5:35 PM - April 2, 2026, 6:35 PM

1. CALL TO ORDER

Chair Denison called the meeting to order at 5:35 p.m. Director Lin called the roll.

2. ROLL CALL OF PLANNING COMMISSION MEMBERS

Present: Thomas Denison, Chair
Patrick Simcock, Vice Chair
Kevin Brennan, Commissioner
Christine Moran, Commissioner

Absent: Yong Yoo, Commissioner

Also Present: Clare Lin, Director of Planning and Community Preservation
Aleks Giragosian, City Attorney
Greg Silva, Code Enforcement Officer
Joshua Wolf, Senior Planner
Katelyn Huang, Assistant Planner

3. APPROVAL OF AGENDA

Chair Denison asked for a motion to approve the agenda as presented.

Vice-Chair Simcock made a motion to approve the agenda as presented.

Commissioner Moran seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Moran

Noes:

Absent: Commissioner Yoo

Abstain:

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

4. REPORT FROM CITY COUNCIL LIASON

Council Member Garcia provided an update from the last city council meeting, highlighting two key presentations and several discussion items:

- Garcia reported that Vector Control expects a challenging mosquito season. Former mayor Capocha noted that pools in Altadena were proactively treated, with about 90% containing bugs ready to hatch. Vector Control faces funding needs of \$1 million for operations, equally costly due to Proposition 218 election expenses. Residents are advised to follow "tip, toss and protect" for standing water and use repellents with at least 30% DEET or lemon eucalyptus.
- The second presentation from the LA County Department of Public Works highlighted debris basin maintenance. Engineers removed substantial debris from basins above Sierra Madre, which helped manage the February 13th storm, causing only a brief overflow. The county is repairing the Sierra Madre dam walkway and discussed the city's maintenance of the Yucca Trail timber structure, taken over from the county.
- Garcia initially opposed the downtown parking survey due to cost but supported it after the consultant's presentation. The item will return to council for final approval.
- The council discussed traffic safety on West Grand View, noting pedestrian safety concerns due to nearby schools. An engineering study identified some danger but found the narrow corridor acts as a traffic calming measure. The council rejected staff's change proposal but approved stop sign updates: retaining stop signs at Sunnyside and Mariposa, adding a recommended one, and introducing a new stop sign at Michalinda and Grand View with Pasadena's cooperation.

5. PRESENTATIONS

No presentations were scheduled for this meeting.

6. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the Planning Commission is asked to complete a Speaker Card and provide it to staff prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Planning Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the Planning Commission from the audience is not permitted; all comments addressing the Commission must be made from the podium. Only public comment made from the podium will be recognized by the Planning Commission and entered into public record.

A. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

No members of the public came forward to speak on items not on the agenda.

7. PUBLIC HEARING

A. Public Hearing to Investigate a Potential Public Nuisance at 281 W. Carter Ave

CEQA: Not a Project

Recommended Action: Provide Direction

Chair Denison requested commissioners disclose any site visits. Commissioner Brennan mentioned frequent walks by the location, reported earlier, but none since the last meeting.

City Attorney Giragosian explained the city's code enforcement process using a decision tree. It assesses issues as a general municipal code violation, unlawful property condition, or building code violation. Initially, administrative solutions are applied: violation notices and escalating fines (\$100, \$200, \$500, and \$500 for subsequent violations). If ineffective, the city can seek nuisance abatement through the Planning Commission. In such cases, if a nuisance is confirmed, property owners must comply or face city-initiated court action and potential liens for abatement costs.

Giragosian explained that this process is specific to public nuisances, separate from building code violations which have different state procedures, and separate from specialized laws for issues such as drugs or gangs.

Code Enforcement Officer Gregory Silva presented before-and-after photographs showing compliance at 281 West Carter Avenue. The case began in 2017 with vector control complaints about stagnant water, expanding to outside storage and vegetation issues. Despite initial noncompliance and volatility from the property owner, recent efforts indicated significant improvements.

Silva's slideshow showed debris, outside storage removal, and vehicle tarps replaced with proper covers. Vegetation management involved clearing brush, leaves, and trees from the roof to meet fire codes. The front and side yards were compliant, but some backyard work remained. Silva planned a revisit in a month and awaited fire department re-inspection. An aerial photo from Vector Control showed the owner's usual compliance with removing stagnant rear pool water.

Chair Denison asked if Silva was satisfied with the work completed, and Silva confirmed that the front and side yard areas were now in compliance.

Property owner Glen Springer reported that he bought the house 27 years ago for under \$300,000 and recognized the need to enhance maintenance as the neighborhood evolves. He explained leaving fall leaves for mulch and acknowledged fire safety concerns, having removed vegetation and debris. Springer expressed a commitment to maintaining compliance and inquired if the issue could be settled.

Commissioner Simcock expressed satisfaction with the code enforcement officer's assessment while noting some concern about pending fire department inspection. Giragosian confirmed that vegetation issues triggering fire marshal involvement had been addressed.

Commissioner Moran appreciated the process and felt confident that the established flowchart provided clear guidance for any future issues. Commissioner Brennan commended both the presentation and the property owner's compliance efforts, noting substantial progress based on the photographic evidence.

Chair Denison acknowledged the process's effectiveness and anticipated continued maintenance to avoid further issues. Giragosian suggested closing the public hearing and directing staff to dismiss the code enforcement action.

Chair Denison asked the Commission for a motion to dismiss the code enforcement case of Mr. Springer.

Commissioner Moran made a motion to dismiss the code enforcement case of Mr. Springer.

Vice-Chair Simcock seconded the motion.

Ayes: Chair Denison, Vice-Chair Simcock, Commissioner Brennan, and Commissioner Moran

Noes:

Absent: Commissioner Yoo

Abstain:

The motion to the code enforcement case of Mr. Springer was passed by a majority voice vote by all commissioners present.

8. CONSENT CALENDAR

No items were listed on the consent calendar.

9. DISCUSSION ITEMS

A. California Legislative Update Part 2 - Land Use and Housing

City Attorney Giragosian outlined California's latest housing laws, focusing on multifamily development and permit streamlining, noting the state mainly drives housing production by controlling regulation rather than land or capital.

Giragosian explained that state laws shape zoning through uses, standards, procedures, and enforcement—requiring housing, expanding where residential is allowed, modifying standards, speeding approvals, limiting local discretion, and enforcing compliance. He added that residential projects are categorized as single- or multi-unit, with state laws allowing up to four units on single-family lots through SB-9 and ADUs, promoting “affordability by design.”

Several new laws were highlighted:

AB 648 allows community colleges to build housing on their property without complying with local zoning ordinances, addressing the 60% housing insecurity and 25% homelessness rates among community college students.

Campus Development Zones under amended AB 2011 create streamlined approval for housing projects within half-mile radius of UC, CSU, and community college campuses, expanding development rights for nearby property owners.

AB 2295 amendments expand teacher workforce housing opportunities on local education agency property, potentially applicable to Pasadena Unified School District sites.

AB 507 creates streamlined approval for adaptive reuse projects converting vacant commercial and office buildings to residential use, responding to high vacancy rates from retail closures and remote work trends.

Transit Oriented Development under SB 79 (effective July 2026) creates streamlined approval for housing near transit stops in urban counties like LA County, though this doesn't apply to Sierra Madre.

Chair Denison clarified that “affordable housing” includes multiple income categories under density bonus law, such as moderate, low, very low, and extremely low income.

Giragosian noted that most new laws heavily impact larger cities like Pasadena rather than Sierra Madre, though several procedural changes do affect smaller cities:

AB 920 requires cities over 150,000 population to develop centralized application portals by January 2028. Sierra Madre already has this system despite not being required to implement it.

AB 1007 establishes timelines for responsible agency approvals under CEQA, primarily affecting special districts.

Building Inspections under new requirements, cities must inspect residential projects with fewer than 10 units within 10 business days after receiving completion notice, reduced from 60 days. Giragosian noted Sierra Madre’s contracted inspectors already typically meet or exceed this timeline.

Written Policies require cities to publish criteria for determining application completeness and approval types. Staff is currently revamping application forms to clearly outline all requirements and fees.

Private Plan Check allows developers to hire private companies for residential building permit plan checks when cities cannot complete reviews within 30 days. Since Sierra Madre typically completes plan checks within two weeks, this provision rarely applies locally.

The presentation concluded with flowcharts showing new timelines: cities have 15 business days to determine application completeness, 30 days for permit decisions, and 10 days for inspections. Appeals on completeness must be heard by Planning Commission within 60 days.

Chair Denison noted that the biggest impact appears to be allowing relatively free conversion of commercial properties to residential use, particularly along Sierra Madre Boulevard and Montecito Avenue in the Measure V area.

Commissioner Brennan asked about housing element update timing. Planning Director Lin confirmed the next cycle begins in 2029, with preparation starting in a year or two.

10. REPORTS FROM PLANNING COMMISSION

No reports were provided by Planning Commission members.

11. REPORTS FROM CITY STAFF

Planning Director Lin reported that the next Planning Commission meeting would include a public hearing on ADU municipal code text amendments returning to the commission, an annual update from Alverno on their master plan including sports core and projected construction, and a tentative parcel map for a small lot subdivision at 444 North Lima.

Chair Denison asked whether staff needed additional guidance on the ADU text amendment or if a subcommittee should be formed. Senior Planner Joshua Wolf confirmed that staff had sufficient direction and had received responses from HCD on previously posed questions.

12. ADJOURNMENT

Chair Denison adjourned the meeting at 6:35pm to the next regular meeting of April 16, 2026.



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: April 16, 2026

TO: Honorable Chair and the Planning Commission

FROM: Clare Lin, Planning Director
By: Katelyn Huang, Assistant Planner

SUBJECT: **Annual Review of Conditional Use Permit 21-03 for the Alverno Heights Academy 2021 Master Plan Update**

RECOMMENDATION

It is recommended that the Planning Commission conduct the annual review of Conditional Use Permit 21-03 (Alverno Heights Academy Master Plan Update) pursuant to Planning Commission Resolution 24-06, and receive and file this report.

ALTERNATIVES

1. Determine that Alverno Heights Academy has continued to comply with the conditions in Conditional Use Permit 21-03 AHA Master Plan Update;
2. Determine that Alverno Heights Academy has not complied with the conditions in Conditional Use Permit 21-03 AHA Master Plan Update and request the Director of Planning and Community Preservation agendaize a public hearing; or
3. Continue the Annual Review and provide direction to the applicant and staff.

SUMMARY

On June 20, 2024, the Planning Commission approved Conditional Use Permit 21-03 (Alverno Heights Academy Master Plan Update) via Planning Commission Resolution 24-06. Staff recommends that the Planning Commission conduct the required annual review pursuant to General Condition No. 8, which calls for review of CUP 21-03 at the Commission's regular meeting on the third Thursday of April to determine compliance with the conditions of approval (Attachment 1). For the current review period, Alverno Heights Academy has proposed no edits to the approved Master Plan or conditions of approval.

DISCUSSION & ANALYSIS

The Planning Commission held public hearings at its November 18, 2021, July 21, 2022, September 1, 2022, October 6, 2022, and December 1, 2022 regular meetings, and conditionally approved the application with all testimony received being made part of the public record. An appeal of the Planning Commission's determination was filed on December 14, 2022.

On February 14, 2023, the City Council conducted a de novo hearing to consider an appeal of the Planning Commission Decision approving a request for a Conditional Use Permit amendment and an Addendum to the Mitigated Negative Declaration to update the Alverno Heights Academy (AHA) Master Plan. On March 14, 2023, AHA provided its rebuttal to City Council and announced that AHA will close the Upper School, continue to operate the Lower School, and occupy the existing classroom buildings of the Upper School. On April 11, 2023, the City Council heard all testimony, closed the public hearing, directed the City Attorney to amend City Council Resolution 23-13.

The City Council approved the Master Plan Update pursuant to the City Council Resolution 23-13 with conditions of approval on May 9, 2023. General Condition No. 8 states, "The Planning Commission shall annually review CUP 21-03 (as amended by City Council Resolution No. 23-13) at its regular meeting on the third Thursday of April to determine compliance with these conditions. The Planning Commission shall review CUP 21-03 as a public hearing item if the Applicant requests a modification to CUP 21-03 pursuant to Planning and Community Preservation Department Condition No. 12. Otherwise, the Planning Commission shall review CUP 21-03 as a discussion item. The Commission will be provided with noise readings and logs of phone calls to the police department related to Alverno. If the Planning Commission determines that one or more of the conditions of approval have been violated, it shall request that the Director of Planning and Community Preservation agendaize a public hearing regarding revocation of CUP 21-19, or it shall propose a remediation plan to address the identified violations."

The Planning Commission held an annual review for the AHA Master Plan in April and June 2024, and adopted the Planning Commission Resolution 24-06, Planning Condition # 12, a 2-year extension for the modular building to be removed; however, AHA reported that the portable classrooms were removed on September 27, 2024. The Planning Commission held an annual review for the AHA Master Plan in May of 2025 due to conflict of school schedule where AHA proposed no edits to the Master Plan. The Planning Commission found no violations and accepted the Annual Review of CUP 21-03 for AHA Master Plan Update.

At this time, there are no proposed changes to Conditional Use Permit 21-03 (as amended by City Council Resolution No. 23-13), the associated Master Plan findings, or the conditions of approval; accordingly, the Planning Commission's annual review is provided as a discussion item in accordance with General Condition No. 8, for the purpose of receiving an update on implementation, confirming ongoing compliance, and providing an opportunity for questions and direction by the Commission.

SMPD CALLS FOR SERVICE SUMMARY

The City Police Department provided call logs related to Alverno, included herein as Attachment 2. A total of 13 calls for service were recorded during the reporting period from May 1, 2025, through March 1, 2026. Of these, 5 calls were determined to be noise/sound complaints from school-related incidents, unrelated to pre-planned events at the Villa del Sol.

ENVIRONMENTAL ANALYSIS

The annual review is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines section 15061(b)(3) (Common Sense Exemption), and Section 15306 (Class 6, Information Collection; 14 CCR 15306). Section 15061(b)(3) states that "CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." 14 CCR 15306 states that "basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource... may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded." The annual review consists only of collecting information from the applicant regarding compliance with existing conditions of approval and does not include any activity that could result in a significant effect on the environment. Therefore, there is no possibility that the annual review may have a significant effect on the environment, and it is not subject to CEQA.

Approved by:



Clare Lin
Planning and Community Preservation Director

Attachments

- [1. Adopted PC Reso 24-06](#)
- [2. SMPD Audit of Calls for Service at Alverno Heights Academy](#)
- [3. Alverno Heights Academy Progress Report](#)

PLANNING COMMISSION RESOLUTION 24-06

**A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF SIERRA MADRE TO CONSIDER
A CONDITIONAL USE PERMIT AMENDMENT TO THE ALVERNO HEIGHTS ACADEMY
2021 MASTER PLAN UPDATE REQUESTING EXTENSION RELATED TO MODULAR
BUILDINGS AT 200 NORTH MICHILLINDA AVENUE**

THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, an application for an amendment to a Conditional Use Permit for the 2021 Master Plan Update was filed by:

**Joanne Harabedian, Head of School
Alverno Heights Academy
200 North Michillinda Avenue
Sierra Madre, CA 91024**

WHEREAS, the request can be described as:

A request to amend a Conditional Use Permit 21-03 (the Planning Commission Resolution No. 11-10 amended by the City Council Resolution No. 22-13) to allow an extension related to the Panning and Community Preservation Condition No. 12 Modular Building of the Approved 2021 Master Plan Update for Alverno Heights Academy. The Master Plan would conform with all other conditions pursuant to the City Council Resolution No. 23-13.

WHEREAS, the Planning Commission has received the report and recommendations of staff;

WHEREAS, a public hearing was held before the Planning Commission at the Annual Review of CUP 21-03 April 18, 2024 and June 20, 2024 regular meetings, with all testimony received being made part of the public record;

NOW THEREFORE, in consideration of the evidence received at the hearings, and for the reasons discussed by the Commissioners at said hearings, the Planning Commission now finds as follows:

CONDITIONAL USE PERMIT FINDINGS

The Planning Commission must make the following findings for the approval of a Conditional Use Permit:

1. **That the site for the proposed use is adequate in size, shape and topography;** Alverno Heights Academy is situated on a 12.10-acre campus, one of the largest school sites in the City. The school has one of the smallest proposed enrollments (400 students) in the community and its buildings cover less than 13% of the site. The approved Master Plan would increase this coverage to 17%, continuing to provide generous amounts of open spaces. The school gently slopes 30 feet from Grandview to Highland, in a distance of 670 feet; The fall in grade reduces impacts from site grading to insignificant.

2. **That the site has sufficient access to streets which are adequate, in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;** The school is served by a major arterial street, Michillinda Avenue. Unlike the approved project, the 2021 refined project operation is anticipated to generate a net total decrease of trips during the peak hour. Existing School (High School) generates a total of 823 trips per day. At full enrollment of 400 students (200 high school and 200 TK-8th grade students), peak traffic counts will decrease from 823 daily trips (400 high school students) to 727 daily trips, a decrease of trips per day on Michillinda Avenue, which is considered minimal. The Master Plan will decrease traffic on Highland Avenue, Wilson Street and Grandview Avenue. The Master Plan meets and exceeds the City's parking codes. Additional traffic and parking mitigation measures have been imposed, including double "drop-off" lanes in the student parking lot.
3. **That the proposed use will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;** The Master Plan has been designed to reduce impacts to insignificant. The plan would continue and enhance the 60 year use of the 12-acre site for a girl's high school and transition to TK-8th grade lower school. The environmental analysis provides a series of mitigation measures and the imposed conditions of approval were developed to protect the surrounding and adjacent properties, including reasonable limits on enrollment, use of the school facilities, including the Villa, the Multi-Purpose Building and the Soccer/Softball Field. The adaptive reuse of the Villa for private rental events and filming will be mitigated through CUP 22-03 including conditions of approval such that the use of the Villa will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties.
4. **That there is a demonstrated need for the use requested;** Alverno has demonstrated through the Strategic Planning and Master Plan processes, the need for the update. The new facilities will permit the school to meet the changing educational needs for a lower school providing TK-8th grade instruction, which will allow the school to continue to attract students.
5. **That the use will, as to location and operation, be consistent with the objectives of the General Plan;** Objective L36 of the General Plan is *"to provide for the development of private institutional uses in areas where institutional uses currently exist and ensure that they are compatible with and complement adjacent land uses."* The school has occupied the site for over 60 years and the proposed Master Plan, with the mitigation measures and conditions of approval, will be compatible with and complement adjacent land uses. It is common for schools to be in residential areas and the size of the site is more than adequate for the intensity of the use of the school and by the greater Sierra Madre community. The school has also complied with General Plan objectives by providing the City and its residents with facilities for governmental, entertainment, athletic and cultural events.

Objective Hz14 of the General Plan desires to *"Maintain the quiet residential character of the City, free from excessive noise from transportation or fixed source generators."*

Discretionary review of this project, includes mitigation measures intended to reduce noise impacts including temporary construction noise. The Mitigated Negative Declaration—Table 7 includes Mitigation Measure 13, which formulates measures to mitigate noise impacts" for the proposed development. Additionally, the conditional use permit's conditions of approval seek to limit the number of students, prohibit concurrent events on site, impose new filming

and temporary use standards at the school, and to facilitate the development of two Sports Court to help reduce noise impacts.

Policy Hz14.1 *Formulates measures to mitigate noise sources through compatible land use planning and the discretionary review of development projects.* Building construction pursuant to the 2021 Master Plan Update, would attenuate noise from midday elementary school lunch/break periods. As with the approved project, the operational noise levels of the refined project are estimated to not exceed any of the existing ambient noise levels at nearby residential receivers. Additionally, the conditional use permit's conditions of approval limits the number of students, prohibit concurrent events on site, impose new filming and temporary use standards at the school, and to facilitate the development of two Sports Court to help reduce noise impacts.

6. **That the public interest, convenience, and necessity require that the use be permitted at the location requested;** The major change to the campus from the 2011 Master Plan includes the new Lower School campus accommodating TK-8th grade instruction. The school provides needed primary and secondary school opportunities for residences of Sierra Madre. Furthermore, the master plan preserves the Historic Villa for the public benefit, including use by civic organizations and the City of Sierra Madre.

MASTER PLAN FINDINGS

Master Plan Objectives and Requirements. In addition to the findings required for a conditional use permit, the Planning Commission, and the City Council on appeal, shall find that the proposed master plan is consistent with the general plan and that all of the following provisions are met:

1. **Structures shall convey the village theme in their siting, massing, scale, use of open space and architectural character, and shall otherwise be consistent and compatible with adjacent uses;** The school buildings are designed to be compatible with the surrounding single-family and multi-family land uses. The campus will provide 57% open space at build-out of the Master Plan. The Lower School Campus preserves the significance of the Moreton Bay Fig tree in a proposed central courtyard area, drawing upon the architectural elements of the Villa and the Mid-Century modern school buildings. The arborist recommended that the Lower School structure be setback sixty feet from the trunk of the Moreton Bay Fig tree, creating a 120-foot diameter around the tree to protect its roots. This area is ideally suited for the Lower School's landscape central courtyard village theme, which will be carried out by the focus on the site planning of the central courtyard, varying the heights of the buildings as they move away from the Villa, with three of the classrooms and the administrative building one story in height and located west of the Villa road. Furthering the village theme, the design preserves the historic Villa gates, an open space lawn area of Highland Avenue, and the Villa's main curved entry roadway.
2. **Historic Structures should be preserved to the maximum extent possible, and the project improvements shall be located and design in a manner that does not adversely affect properties in the immediate neighborhood nor adversely affect cultural, historic, and environmental resources;** The Villa will continue to be preserved as a major historic resource for the city and for Alverno. The 2021 Master Plan Update would encourage the adaptive reuse of the Villa for the school's chapel, business offices, faculty lounge, and student activities. There are no exterior changes proposed to the Villa. The plan preserves the main entry road and the entry gate from Highland Avenue. The other historic gates will

be preserved. The art classroom will be designed to be compatible with the existing Visual and Performing Arts Building, utilizing the setbacks on Wilson Street. There would be no changes to the exterior of the caretaker's home. The Lower School classrooms would be setback 80 feet from Highland Avenue, with increased density of landscaping within this area.

3. **Structures should be designed to a high level of architectural quality, being a visual asset in the area in which they are located;** The concept architecture for the new buildings will be compatible with the Villa's materials and design. The buildings would present a new identity in line with the school's past. The buildings would be faced in smooth plaster, have exposed wood elements, simple forms, and clearstory windows for light and security. The Lower School Campus site plan takes advantage of the natural terrain, with building components vary between one and three stories in height. The buildings will also draw upon Mid-Century Modern elements found in the existing campus, including the use of generous overhangs, exposed wood, such as benches and trellises, and natural materials.
4. **Buildings and sites shall be designed to enhance the pedestrian character of the city, by opening directly onto sidewalks, providing walkways, other pedestrian linkages, and other amenities and incorporating public open activity spaces;** Due to public safety considerations at all schools, the Alverno Height Academy Master Plan must balance this goal with student and faculty safety. The 2011 Master Plan enhanced the pedestrian character of the city by the installation of the decorative perimeter pilasters, view fencing and landscaping buffer on Michillinda Avenue; installation of the decomposed granite pathway and landscaping on Grandview Avenue; and the use of the Villa's gates on Michillinda Avenue and Wilson Street. Additional campus walkways were installed as part of the 2011 Master Plan. The 2021 Master Plan update includes new ADA access from Michillinda and access through the Villa's gate on Highland Avenue. The site plan preserves the Villa's main entry road from Highland Avenue and includes new sidewalks on the west side of the road. The 2021 Update includes additional campus walkways. The athletic field is accessible and used by residents of the surrounding community.
5. **Landscaping shall be incorporated with the building design and reflect the overall visual character of the district which surrounds it, and shall consist of a combination of trees, shrubs and ground cover with careful consideration given to the eventual size, form, susceptibility to disease and pets, durability, and adaptability to existing soil and climate conditions;** The concept landscaping plan draws its inspiration from the existing campus use of native and drought tolerant tree, shrubs, and ground cover approved in the 2011 Master Plan.. The Lower School Site Plan preserves the Moreton Bay Fig tree with a 120-foot diameter area around the tree where no structures can be located. The Moreton Bay Fig tree serves as a major focal point of the campus and as the student courtyard. The landscape concept continues the historic use of olive trees (*Olea Europea*) along Grandview Avenue, extended to the Michillinda perimeter, complimented with native Oak trees. Jacaranda and Crete Myrtle trees are added as flowering accent trees. Drought tolerant shrubs such as lavender and dwarf bottle brush are mixed in with drought tolerant groundcovers like Tufted Hair Grass and Ceonothus. Additional planting would be provided on Michillinda Avenue and Highland Avenue to screen the Lower School campus improvements.
6. **The project shall incorporate water conservation practices such as, but no limited to, greywater plumbing, permeable ground surfaces, drought tolerant landscaping, green building materials, rainwater capture devices and low-flow fixtures;** The school installed a series of rainwater capture devices with the construction of the athletic field in 2019. These

devices capture storm water from the east half of the entire campus. Rain capture devices were installed with the modular classroom in 2020. This rainwater harvesting has led to substantial water conservation on the campus. The 2021 Master Plan Updates includes provisions for additional rain capture devices draining the west half of the campus. The concept landscape plan would expand in the exiting use of drought tolerant and native species of trees, shrubs, and ground cover, and continue the use of drip-irrigation systems. The construction plans will include low-flow plumbing fixtures.

7. **Any development of a site located north of the “Hillside view line” defined in Section 17.52.080 of this title or adjacent to R-H zoned property shall protect the natural environment from change, preserve and protect views and preserve and maintain the identity, image and environmental quality of the R-H zone;** Alverno Heights Academy is located outside of the Hillside view line as defined in Section 17.52.080 of the Sierra Madre Municipal Code.
8. **The project will not displace or encroach into existing commercial uses;** Not applicable. Alverno Heights Academy is located on a self-contained 12.1-acre property that does not displace or encroach into existing commercial uses.

MASTER PLAN FINDINGS – MODIFICATION TO DEVELOPMENT STANDARDS

Adjustments to the development standards of Chapter 17.38 of the Sierra Madre Municipal Code 17.38 may be permitted in the master plan provided the Planning Commission finds that the project:

1. **Contains activities and function which will be a significant asset for the city;** The Master Plan preserves the Villa del Sol d’Oro, a valuable historic asset, including preservation of the Villa’s three historic gates, the caretaker’s home and the former garage/stable. The Master Plan preserves significant open space, with over six acres or 57% of the campus dedicated to open space and recreation. The plan will preserve and enhance the native oak trees and several significant trees, including the Moreton Bay Fig tree, which is the largest specimen in the community. The school has a long tradition of serving Sierra Madre. The school instituted a community service program in 1997, dedicating thousands of hours to community causes and events. These include sponsoring events in the surrounding schools and parishes. The school has hosted Humanity week, providing food and clothing for the needy. The school hosts a Halloween event for the community, serving as a safe space for local children. The Alverno athletic field served as a safe open space during the COVID-19 pandemic for local families.
2. **Adequately mitigates impacts attributable to any increase in floor area ratio and height;** The Master Plan is consistent with Objective L41.1 of the Sierra Madre General Plan by providing substantial building setbacks, eighty feet from Highland Avenue and twenty feet from the Michillinda Avenue property lines. Highland Avenue has a 60-foot right-of-way, while Michillinda has a 64-foot right-of-way. Existing mature trees and landscaping exists at the school’s perimeters to adequately screen the new buildings and additional plant materials will be added to provide additional mitigation. The design of the main classroom building will vary the elevation and height of the building. The additional height in the main classroom building assists in mitigating noise impacts to the surrounding residences. The three-story component helps to preserve significant trees and open space on the campus to the benefit of the school and the surrounding community.
3. **Provides additional benefits to the community above those which can be exacted to**

account for the development's direct impact; The school continues to provide parking for the city and for community events, such as the Wisteria Festival. The school provides space for the Sierra Madre Boy and Girl Scouts and the Sierra Madre Dance Company. The Villa hosts the Friends of the Library and other city functions. The school's athletic facilities are available for neighborhood and City use. The future multi-purpose building will be available to the City. The school and the City voluntarily approved a joint facility use agreement in 2006.

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the Planning Commission approves the Conditional Use Permit as follows:

A. APPROVAL OF CONDITIONAL USE PERMIT

The Planning Commission hereby APPROVES the issuance of a Conditional Use Permit, subject to the conditions of approval in Exhibit A. The Planning Commission authorizes the Director of Planning and Community Preservation, or his/her designee, to cause a Notice of Determination to be filed with the Los Angeles County Clerk and the State of California within five (5) working days after the approval of the Conditional Use Permit Amendment.

These actions are final, unless appealed to the City Council in writing within ten (10) days following the adoption of this Resolution, pursuant to the provisions of Section 17.60.120 of the Sierra Madre Municipal Code.

The time in which to seek judicial review of this decision shall be governed by Code of Civil Procedure Section 1094.6. The Planning Commission Secretary shall certify to the adoption of this resolution, transmit copies of the same to the applicant and the applicant's counsel, if any, together with a proof of mailing in the form required by law and shall enter a certified copy of this resolution in the book of resolution of the City.

B. APPROVAL OF AMENDMENT TO MASTER PLAN

The Planning Commission hereby APPROVES the amendment to the May 9, 2023 Master Plan Update, subject to the conditions of approval in Exhibit A. The Planning Commission authorizes the Director of Planning and Community Preservation, or his/her designee, to cause a Notice of Determination to be filed with the Los Angeles County Clerk and the State of California within five (5) working days after the approval of the Conditional Use Permit Amendment.

These actions are final, unless appealed to the City Council in writing within ten (10) days following the adoption of this Resolution, pursuant to the provisions of Section 17.60.120 of the Sierra Madre Municipal Code.

The time in which to seek judicial review of this decision shall be governed by Code of Civil Procedure Section 1094.6. The Planning Commission Secretary shall certify to the adoption of this resolution, transmit copies of the same to the applicant and the applicant's counsel, if any, together with a proof of mailing in the form required by law and shall enter a certified copy of this resolution in the book of resolution of the City.

C. CEQA FINDINGS

The annual review and amendments on request for extension related to modular buildings are

exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines section 15061(b)(3), California Code of Regulations Title 14, section 15301 (14 CCR 15301), and 15306 (14 CCR 15306). Section 15061(b)(3) states that “CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” 14 CCR 15301 states that “the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use” as a Class 1 categorical exemption. Here, the applicant is requesting an extension of time for a conditional use permit previously approved for an existing private structure with no expansion of the use. 14 CCR 15306 states that “basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource... may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded” qualify as a Class 6 categorical exemption from CEQA review. Here, information is being collected from the applicant regarding their compliance with the conditions of approval. The annual review is an administrative formality and there is no expansion of use of the modular buildings. Thus, there is no possibility that this project may have a significant effect on the environment and, therefore, the project is not subject to CEQA.


APPROVED, the 20th day of June, 2024, by the following vote:

AYES: Chair Denison, Vice-Chair Pevsner, Commissions Moran and Simcock

NOES:

ABSTAIN:

ABSENT: Commissioner Yoo



Tom Denison, Chair
Sierra Madre Planning Commission

ATTEST: .



Clare Lin, Manager
Planning and Community Preservation Department

EXHIBIT A

CONDITIONS OF APPROVAL

GENERAL CONDITIONS

The applicant and property owner shall:

1. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.
2. Comply with the requirements of the Institutional Zone Ordinance (Chapter 17.38) of the City's Municipal Code, as well as the Goals and Policies of the General Plan pursuant to Institutional Land Use as referenced below.

Policy L41.2 of the City's General Plan allows for the expansion of existing institutional sites provided that a comprehensive master plan is approved. The submittal of the CUP fulfills the requirement of Section 17.38.030.

3. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
4. To the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
5. Revocation of Conditional Use Permits (17.60.160)
 - A. Upon receipt of an alleged violation to the conditions of approval, the director shall meet with Applicant and Property Owner to discuss the allegation. If a violation is found to exist, Applicant and Property Owner shall be given sufficient time to propose and implement a corrective action plan prior to referral of the violation to the Planning Commission.
 - B. Upon recommendation by the director, the Planning Commission shall conduct a noticed public hearing to determine whether the conditional use permit should be revoked. If the Planning Commission finds any one of the following facts to be present, it shall revoke the conditional use permit:
 1. That the permit was obtained by fraud;

2. That the use for which such approval was granted has ceased to exist by reason of a voluntary abandonment;
3. That the permit granted is being or has been exercised contrary to any conditions of approval imposed upon such permit, or in violation of any law; or
4. That the use for which the approval was granted is being exercised so as to be detrimental to the public health or safety, or so as to constitute a public nuisance.

If the revocation hearing is conducted by the commission, its decision shall be subject to review on appeal, taken in the time and manner set forth in Section 17.60.120 of this chapter.

6. Execute and deliver to the City's Department of Planning and Community Preservation an Affidavit of Acceptance of Conditions on a form to be provided by such Department within ten (10) days from the date of approval of the Master Plan. This approval shall not be effective for any purpose until the Applicant complies with this condition.
7. The Planning Commission adopted Conditional Use Permit No. 22-03, which governs film or photography activity and temporary uses on the property as a whole, as well as special events held in the Villa Del Sol d'Oro not related to school events.
8. The Planning Commission shall annually review CUP 21-03 (as amended by City Council Resolution No. 23-13) at its regular meeting on the third Thursday of April to determine compliance with these conditions. The Planning Commission shall review CUP 21-03 as a public hearing item if the Applicant requests a modification to CUP 21-03 pursuant to Planning and Community Preservation Department Condition No. 12. Otherwise, the Planning Commission shall review CUP 21-03 as a discussion item. The Commission will be provided with noise readings and logs of phone calls to the police department related to Alverno. If the Planning Commission determines that one or more of the conditions of approval have been violated, it shall request that the Director of Planning and Community Preservation agendaize a public hearing regarding revocation of CUP 21-03, or it shall propose a remediation plan to address the identified violations.

PLANNING AND COMMUNITY PRESERVATION DEPARTMENT

Applicant and property owner shall:

1. Mitigation Compliance – Comply with the 20 mitigation measures included as part of the Addendum to the Mitigated Negative Declaration (MND) for the Alverno Heights Academy Master Plan. All prior Mitigation Measures from the 2011 MND are applicable and held in full force.
2. Student Body Capacity – The proposed classroom buildings will not generate additional student body capacity beyond that permitted by the 2011 Master Plan (400 students). At all times, Applicant and Property Owner shall comply with all parking requirements as fluctuations in student body capacity occur.

3. Design Review

4. The Planning Commission shall conduct design review for the Lower School Campus Improvements (classroom buildings and administrative building) and Multi-Purpose Building in accordance with Chapter 17.60 of the SMMC.
 1. Applicant and Property Owner shall submit a design review permit for a component of the Lower School Campus improvements for Planning Commission review within five (5) years of the date of this approval; failure to do so will constitute an abandonment of the entitlement and shall render this approval null and void unless a time extension is granted by the Planning and Community Preservation Department.
 2. The height of the Multi-Purpose Building shall not exceed 33 feet in height.
 3. The average height of the Lower School Classrooms shall not exceed 33 feet in height, with exception of parapets and mechanical equipment screening. Architectural features, such as elevators, theme tower and other features shall not exceed 39 feet in height.
 4. Applicant and Property Owner shall cause to be constructed story poles at the location of the Multi-Purpose Building and the Lower School buildings to depict the scale height, and massing of the buildings, at least 7 days prior to the Planning Commission's review of the plans.
 5. Applicant and Property Owner shall submit the art classroom addition, parking areas, adaptive reuse of the caretaker's residence and the Villa for administrative design review in accordance with Section 17.60 of the SMMC.

4. Historic Preservation – The Planning Commission shall conduct design review for new substantial additions and new construction of campus buildings. Administrative Design review shall be conducted by the Director. The Secretary of the Interiors Standards shall be applied to ensure that there is no impact to the historic Villa, based on the recommendations of Sapphos Environmental.

5. Seismic Safety – Private schools are subject to the provisions of the Private Schools Building Safety Act of 1986 to ensure that children attending private schools are afforded equivalent earthquake safety as afforded public school students. The legislation regulates the design and structure of private schools and provides for inspections by an enforcement agency. A "private school structure" is defined by California law as "any building used for educational purposes through the 12th grade by 50 or more persons for more than 12 hours per week or four hours in any one day." Certain structures 2,000 square feet or less in floor area are exempt. *Cal. Educ. Code §17320 et seq.*

6. Phasing Plan – Submit each phase of the Master Plan development to the Planning and Community Preservation Department for conformity review, as each phase of the Master Plan development is implemented.

- A. The Applicant may construct two sports courts as shown on Exhibit B. The courts shall be completed within fifteen (15) months of the approval of this conditional use permit/entitlement. Time extensions may be granted in the City Manager's discretion due to:

1. Occurrences of force majeure or

2. Delays in obtaining a government agency permit that is required for the construction of the sports courts, but only if the delay is caused by the government agency.

An extension cannot be granted based on the Applicant's failure to obtain funding. Notice of the reason for any requested extension shall be mailed to properties within 300 feet of the campus. The City Manager shall make his determination within 30 days of the mailing of the notice. Notice will be given to the public of the determination.

- B. The remaining Phasing Plan is divided into various projects including the conversion of the existing chapel to its former storage use and relocation of the chapel to the Villa; adaptive reuse of the caretaker's home to flexible classrooms; construction of the art classroom addition; demolition of the business office and faculty lounge, construction of the faculty parking area and reconfiguration of the Michillinda parking lot and playground, construction of additional classrooms and administrative office in phases or as a whole, and completion of the multi-purpose building. The remaining projects are not sequential in timing and can be constructed individually or concurrently.
7. Parking – Submit a parking plan together with each submittal of a Master Plan development phase, which the Director finds meets the intent of Chapter 17.68 of the Municipal Code.
 - A. The parking plan shall maintain the existing parking for the uses during the construction process or provides for the required number of spaces in accordance with the Master Plan. For example, any reduction of existing parking spaces due to construction should be provided via equivalent on-site temporary parking spaces, or concurrent construction of new parking spaces pursuant to the Master Plan.
 - B. Submit to the Planning and Community Preservation Department detailed scale plans for the Michillinda and Wilson parking lots, including the student drop-off and pick up area, and the parking spaces located along the driveway at the southwest part of the campus which meet the minimum parking dimensions and clearances, pursuant to Chapter 17.68 of the Sierra Madre Municipal Code. Submittal of parking plans shall be required at the first plan check submittal for relevant Phases of the Master Plan development, whichever occurs first.
 8. Traffic Flow – After the end of the 2022/2023 Academic School Year, drop-off and pick-up of TK-5th grade students shall be through the Michillinda gate, with exiting through the Highland gate. Drop-off and pick-up of 6th- 8th grade students shall be through the Wilson gate.
 9. Night Time Lighting
 - A. Buildings and Parking Lot - All parking lot lights shall be shielded and directed downward onto the site. No flood lighting shall be located as to shine directly onto any adjacent residential property unless the lighting is low level security lighting that cannot be effective unless it shines onto adjacent residential property.
 - B. Wayfaring and Pathway Lighting – All wayfaring and pathway lighting shall be low profile fixtures.
 - C. Sports Courts – There shall be no lighting on the sports courts.
 10. General Noise Attenuation –
 - A. Applicant shall consult with city staff regarding additional vegetation and additional sound damping measures for the sports courts. Priority shall be given to adding plant materials

on the Grandview, Michillinda and Highland frontages adjacent to the sports courts.

- B. No activities on the sports courts shall be held after 6:30 PM.
- C. Applicant will rotate outdoor recreational activities to multiple areas of the campus in consideration of the neighborhood.
- D. Lunches will be held in the cafeteria and central campus locations after the end of the 2022-2023 academic year.
- E. Recesses and lunches will be staggered such that the entire student body is not at recess or lunch at the same time.
- F. There shall be no use of amplified sound for athletic events, including practices and games.
- G. Amplified school events shall comply with all city ordinances regulating sound and be monitored for noise levels that shall not exceed 70dBA at any time as measured from the Alverno campus property line. Should chapter 9.32 of the Sierra Madre Municipal Code be amended, amplified school events shall not exceed the lower of 70 dBA or the amended noise standards.

11. Noise Attenuation at Michillinda Parking Lot – There shall be no sound amplification devices used on the Michillinda Parking Lot at any time, except for emergency preparedness protocols and safety drills. Use of the Michillinda Parking Lot will be limited exclusively to the following uses:

- B. Vehicle Parking related to an authorized use under CUP 21-03 or CUP 22-03;
- C. Ancillary outdoor activities (e.g. track team running through site or children crossing it to reach different destinations)
- D. Public safety demonstrations and a gathering space for public safety emergencies.
- E. Occasional religious and liturgical uses.
- F. For a 15-month period following the approval of this conditional use permit/entitlement (subject to extensions granted by the City Manager under Planning and Community Preservation Department Condition No. 6(A)), the following additional uses are permitted:
 - a. Basketball for 5-8th grade students during the 40 minute combined total morning recess. No Volleyball is permitted as part of recess on the Michillinda Parking Lot;
 - b. physical education classes;
 - c. and after-school sports until 6:30 PM
- G. Until the end of the 2022-2023 academic year, the following additional uses are permitted:
 - a. General play and recess;
 - b. congregation; and
 - c. Lunch.

After a period of 15 months from the date of the approval of this conditional use permit/entitlement (subject to an extension granted by the City Manager under Planning Community Preservation Department Condition No. 6(A)), there shall be no further uses of the Michillinda Parking Lot except as expressly allowed under Planning and Community Preservation Department Condition No. 11(A)-(E).

12. Modular Buildings – The Modular buildings shall be removed within (2) years from the approval date of this amendment to the CUP. The Planning Commission may grant additional

extensions at its discretion at the annual review of CUP 21-03 pursuant to General Condition No. 8.

BUILDING & SAFETY DEPARTMENT

The applicant and property owner shall:

1. The improvements will require full compliance with Title 24 Disabled access requirements including access to accessible restrooms, disabled parking and path of travel to the public right-of-way.
2. All utilities shall be underground.
3. Install grey water recycling system in all new buildings to capture water from lavatory sinks and kitchen utilities, as applicable for supplemental irrigation water use.

PUBLIC WORKS DEPARTMENT

The applicant and property owner shall:

1. Applicant and Property Owner shall ensure that the street trees are trimmed and maintained pursuant to Section 12.20.070 of the SMMC. The city street tree immediately east of the school's Highland Avenue entrance/exit will be removed, subject to a no fee Public Works permit. Supplemental plant material shall be planted along the perimeter of private property on West Highland Avenue and Wilson Street to enhance visual aesthetics and to minimize visibility of the property.
2. Applicant and Property Owner shall submit a traffic and control plan for the lower school entrance (Highland Avenue gate). The drive approach, curb, gutter and sidewalk in the immediate area shall be removed and replaced subject to the review and approval of the Director of Public Works. The driving surface (driveway or otherwise) must be constructed of materials that will not deposit sediments in the public right-of-way.
3. Applicant and Property Owner shall coordinate with the Public Works Department on the sidewalk repair and replacement program on the perimeter of the school.
4. Application for tree removal, pruning, and protection measures must adhere with SMMC 12.20.
 - A. Existing trees must be shown on plans with an 8-point compass measurements of canopies (not 4-point as mentioned in Proposed Addendum to the Mitigated Negative Declaration dated July 26, 2021).
 - B. All mitigation measures from previous tree removal permitting (Master Plan 2011 until current) must be presented to the Department with use of a map and pictures.
5. Demolition of existing structures shall require a Demolition Permit and meet requirements for Waste Management, Asbestos and Lead abatement and additional items under SMMC 8.13.

Grading and Drainage

Grading / NDPES / LID

The Applicant and Property Owner shall:

1. The City adopts the Los Angeles County 2014 LID Manual for application of the mandates for NPDES and LID for all developments which add, disturb, or alter 500 SF or more of impervious area.
2. The Applicant and Property Owner will be required to hire a civil engineer and depending on the project conditions an arborist and geotechnical engineer, to prepare grading/drainage and LID plans for all projects adding/altering/disturbing 500 square feet or more of impervious area.
3. No credit will be given for removal of existing impervious surfaces, except when the proposed impervious area has the exact same footprint and is at the same location as the existing impervious area.
4. Any improvements on an impervious area which alter the drainage patterns or existing grades on that area will be subject to LID, per sections 2 and 3 of the LID Manual.
5. Applicable refundable cash bond deposits shall be in place for projects which add between 500 and 1000 square-feet of impervious area, and for projects which add/alter/disturb more than 1000 square feet of impervious area per current adopted fee schedule.

UTILITY DEPARTMENT

The applicant and property owner shall:

1. The City has a 6" steel water main with static pressure between 145 and 165 PSI on Michillinda Ave suitable for fire hydrants, institutional/irrigation services or fire services.
2. The City has an 8" Ductile Iron Pipe water main on Grandview with a static pressure of 145 PSI suitable for fire hydrants, fire services and Institutional/irrigation.
3. Fire Hydrants and or fire service locations shall be approved by both the City of Sierra Madre Fire and Utilities Departments.
4. Any substantial building addition or new construction shall be evaluated for a dedicated water meter for institutional use.
5. Improved landscape areas shall be evaluated to determine the necessity of a dedicated irrigation meter.
6. Any leaks on the property, irrigation or otherwise shall be repaired according to the following schedule:
 - A. Within 60-days of receipt of Conditional Use Permit, complete a water leak audit of the campus to identify the source of all water leaks and provide the city with the report.
 - B. Within 90-days from submission of the water leak audit, provide the city with a comprehensive leak repair plan.

C. Complete and repair all leaks on the campus in a timely manner.

7. All new buildings shall be connected to the sewer.

COMMUNITY SERVICES DEPARTMENT

The Applicant and Property owner shall:

1. All temporary uses on the property must be consistent with all provisions of the Sierra Madre Municipal Code, including Chapter 17.88 (Temporary Use Permits), and the conditions of this Conditional Use Permit. In the event of a conflict between the terms of Sierra Madre Municipal Code Chapter 17.88 and the conditions of this Conditional Use Permit, the conditions of the Conditional Use Permit shall control.
2. Applicant and Property Owner are prohibited from hosting any concurrent film or photography activity, temporary uses, or religious events, as defined herein, at the school or Villa. This prohibition shall not apply to academic, sporting, or religious events related to the school. For purposes of this condition, "film or photography activity" does not include painting or cleaning activity.
3. Prohibit renting the soccer/softball field to sports groups not associated with Alverno Heights Academy, such as American Youth Soccer Organization (AYSO), or for adult soccer.
4. Assign a parking attendant(s) to assist and direct the parking of vehicles in the Alverno campus parking areas for special events and for anticipated at-or near-capacity events in the multi-purpose building. At least one parking attendant shall be assigned for every special event where it is expected that at least 100 vehicles will be expected for parking in the Alverno campus.
5. Prohibit use of the multipurpose building for non-school events, with the exception of City of Sierra Madre events as permitted pursuant to the "Agreement for Use of Property Between Alverno High School and The City of Sierra Madre", dated, May 2, 2006.
6. Comply with requirements under Conditional Use Permit 22-03 regulating special events and filming.

POLICE DEPARTMENT

The Applicant and Property owner shall:

1. Provide on-site security (guard or video monitoring) during construction of lower campus and multi-purpose building.
2. Secure all construction materials stored on-site.
3. Construction must comply with the City's limitations regarding construction hours and days of operation pursuant to Chapter 9.32 of the Sierra Madre Municipal Code.

4. Provide a construction staging plan to avoid pedestrian/vehicular conflicts and business disruption during normal business hours.

FIRE DEPARTMENT

The Applicant and Property owner shall:

1. Water supply – A new fire hydrant shall be installed within the campus in conjunction with a new fire access turn-around to west side of the Villa. Exact location to be approved by Sierra Madre Fire Department and Sierra Madre Utility Department.
2. Fire Access – Maintain the existing fire access gate installed in the perimeter fence on Michillinda Avenue adjacent to the classroom buildings as shown on the site plan.
3. Fire Protection – Install fire sprinklers and a fire alarm system in all new buildings and existing buildings being renovated over 70% of existing square footage.

Options for fire hydrant and fire protection system supply:

- A. Install a City fire hydrant at the location as described above. Install a 2” fire service with back-flow protection and bypass meter to supply the classroom fire protection system. (Confirm fire service size with fire protection engineer); or
 - B. Install a 6” fire service into the property with back-flow prevention and bypass meter to supply a private on-site hydrant and fire protection supply for current and future needs.
4. Disaster Preparedness – The emergency and disaster plans for Applicant and Property Owner shall be reviewed to identify and required modification as the project moves through the construction phases.

(end of conditions)



Sierra Madre Police Department

Gustavo E. Barrientos Chief of Police

242 W. Sierra Madre Blvd, Sierra Madre, CA 91024
(626) 355-1414 • (626) 355-5468 Fax

TO: Sierra Madre Planning Commission

FROM: [Your Name/Department]

DATE: March 20, 2026

RE: Audit of Calls for Service at Alverno Heights Academy – May 1, 2025, through March 1, 2026

SUMMARY

This memo documents the results of an audit of calls for service (CFS) at Alverno Heights Academy for the period of May 1, 2025, through March 1, 2026. The audit identifies all law enforcement and emergency service incidents at the school facility that fall outside the scope of the Villa del Sol d'Oro special events program. This analysis is prepared to inform the Planning Commission regarding compliance with event-related protocols and public safety activity at the Academy.

Total Calls Audited: 13 calls for service

Audit Period: May 1, 2025 – March 1, 2026

Scope: School-related incidents and non-event activity only

AUDIT SCOPE AND METHODOLOGY

This audit encompasses all police and emergency service calls dispatched to Alverno Heights Academy during the specified period, excluding incidents that are directly associated with the Villa del Sol d'Oro special events program. The audit was conducted to provide the Planning Commission with a comprehensive record of incidents that represent school-only operations and external factors affecting the Academy premises.

Each call has been documented with the following information:

- CAD Event Number (Computer Aided Dispatch system identifier)
- Date and Time of Incident
- Type of Call Classification
- Nature of Incident
- Resolution and Outcome



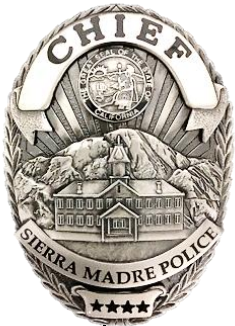
Sierra Madre Police Department

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CALLS FOR SERVICE SUMMARY TABLE: Alverno Heights Academy Calls for Service: May 1, 2025 – March 1, 2026

CAD Event	Date	Time	Call Type	Incident Description	Resolution/Outcome
2505070028	May 7, 2025	1803	415M	Complaint - Loud Music Coming from School	PD contacted cleaning staff; no music coming from school
2505160021	May 16, 2025	1505	905L	Report on 3 Loose Dogs	Reported to Pasadena Humane
2505310031	May 31, 2025	1707	Medical	Guest Fainted at Entrance from Heat Exhaustion	Verdugo Fire responded
2506180020	June 18, 2025	1232	415	Disturbance - Subject in RAV4 (Not Related to Alverno; at Residence on Wilson Ct)	Subject advised and complied; incident unrelated to school
2508170027	Aug 17, 2025	1837	905W	Injured Coyote	Pasadena Humane handled
2509160045	Sept 16, 2025	1730	Detail	Alverno Community Meeting	Chief Barrientos present; detail support
2510180061	Oct 18, 2025	1924	415M	Noise Complaint - Bass Too High from Alverno	PD advised to turn down music; complied
2510180067	Oct 18, 2025	2117	415M	Loud Music - Unknown Event	PD advised to turn down music; complied-School Event
2510240049	Oct 24, 2025	1302	909T	Traffic Hazard - Vehicles Blocking E/B Grandview	Event closed unfounded
2511070034	Nov 7, 2025	1258	PARK	Parents Parking in Red Zone Awaiting Students	PD advised vehicles were legally parked



Sierra Madre Police Department

Gustavo E. Barrientos Chief of Police

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2512140015	Dec 14, 2025	1017	415	Children Screaming	Christmas event; kids in supervised playroom
2512160028	Dec 16, 2025	1510	925C	Bomb Threat at School	Suspect reported placing bomb; property evacuated; mutual aid; searched entire property; no bomb found; hoax
2603070064	Mar 7, 2026	2111	415N	Noise Complaint - Music Too Loud (Unknown Event)	PD advised coordinator; event ended early. School Event

FINDINGS AND ANALYSIS

Call Type Distribution

The 13 calls for service during the audit period fall into the following categories:

- **Noise/Sound Complaints (415M/415N/415):** 5 calls – These incidents primarily involved complaints regarding music volume and general noise levels from school events
- **Animal-Related (905L/905W):** 2 calls – Loose dogs reported to Pasadena Humane; injured coyote handled by animal services
- **Medical Emergency:** 1 call – Guest medical incident requiring fire department response
- **Traffic/Parking (909T/PARK):** 2 calls – Parking and traffic management issues related to school operations
- **Security/Threat Assessment (925C):** 1 call – Bomb threat (subsequently determined to be unfounded/hoax)
- **Administrative Detail:** 1 call – Police presence for Alverno Community Meeting
- **Other (Disturbance):** 1 call – Unrelated incident occurring at separate location but initially reported with Alverno address



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Incident Severity Assessment

Most calls for service resulted in positive resolutions with minimal disruption. Notable findings include:

- **Noise Complaints:** All noise-related complaints were resolved through police contact and voluntary compliance from event coordinators
- **Animal Control:** All animal-related incidents were appropriately transferred to Pasadena Humane Society
- **Medical Response:** The single medical emergency was promptly addressed through coordinated fire department response
- **Security Incident:** December 16, 2025, bomb threat was investigated thoroughly, resulting in negative findings; the incident was classified as a hoax.
- **Non-Related Incident:** June 18, 2025, disturbance call (CAD 2506180020) was determined to be unrelated to Alverno Heights Academy operations, occurring at a separate residential location

OPERATIONAL OBSERVATIONS

1. **Response Effectiveness:** Police and emergency services responded promptly and appropriately to all calls. In noise complaint situations, voluntary compliance was achieved without escalation.
2. **Coordination:** Appropriate external agency coordination occurred for specialized responses (Pasadena Humane, Verdugo Fire Department).
3. **Event Management:** Except for the two concurrent October 18 noise complaints (CAD 2510180061 and 2510180067), incident frequency remained manageable and event coordination appears generally effective.
4. **Security Posture:** The December bomb threat was investigated with appropriate thoroughness, including property evacuation and mutual aid. The all-clear determination demonstrates effective security protocols.
5. **Parking and Traffic:** Traffic and parking incidents were resolved through PD advisement, indicating general compliance with guidelines.



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CONCLUSION

This audit documents 13 calls for service to Alverno Heights Academy during May 1, 2025-March 1, 2026, audit period. The incidents reviewed demonstrate:

- Effective interagency coordination and response procedures
- Appropriate resolution of noise and operational complaints
- Proper management of emergency situations
- General compliance with school event protocols
- Minimal escalation or serious safety concerns

The Academy and event coordinators demonstrate satisfactory cooperation with law enforcement and emergency services. The frequency and nature of calls for service are consistent with a facility of Alverno Heights Academy's size and operational scope.

RECOMMENDATIONS

1. Continuing current coordination procedures between Alverno Heights Academy and Sierra Madre Police Department
2. Maintain emphasis on event coordinator communication and protocol compliance, particularly regarding noise management
3. Sustain current relationships with external emergency services (Pasadena Humane, Verdugo Fire Department)
4. Consider periodic coordination meetings between Planning Commission, Academy administration, and PD to review best practices and address any emerging patterns

BY:

Gustavo E. Barrientos

Gustavo Barrientos, Chief of Police
Sierra Madre Police Department



**SIERRA MADRE
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242 WEST SIERRA MADRE BOULEVARD
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CFS EVENT DETAIL	
CAD EVENT NUMBER	2505160021
CALL TYPE	905L

CALLS FOR SERVICE INFORMATION

AGENCY	CAD EVENT NUMBER	CASE NUMBER	AGENCY NUMBER	DATE AND TIME	CALL TYPE	CALL TYPE EXPLAINED	FINAL CALL TYPE
SMPD	2505160021			05/16/2025 15:05	905L	ANIMAL - LOOSE	
LOCATION				APT/SUITE/BOX	CITY	RESPONSE ZONE	RESPONSE AREA
200 N MICHILLINDA AVE					SM		
CALL SOURCE	LOCATION COMMENT						
P	ALVERNO HIGH SCHOOL						
COMMENTS							
3 LOOSE DOGS ONE BLK AND ALL 2 ARE BIG DOGS-- RP WILL BE REPORTING TO PASADENA HUMANE							
REPORTING PARTY						AREA CODE	PHONE NUMBER
REPORTING ADDRESS							
PRIMARY UNIT	DISPOSITION	DISPOSITION COMMENTS					
	LOG						
E-911	DISPATCH	ARRIVED	CLEARED	CLOSED			
	00:00:00	00:00:00	00:00:00	15:05:29			

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CFS EVENT DETAIL	
CAD EVENT NUMBER	2505070028
CALL TYPE	415M

CALLS FOR SERVICE INFORMATION

AGENCY	CAD EVENT NUMBER	CASE NUMBER	AGENCY NUMBER	DATE AND TIME	CALL TYPE	CALL TYPE EXPLAINED	FINAL CALL TYPE
SMPD	2505070028			05/07/2025 18:03	415M	DISTURBANCE - MUSIC	
LOCATION	APT/SUITE/BOX			CITY	RESPONSE ZONE	RESPONSE AREA	
200 N MICHILLINDA AVE				SM			
CALL SOURCE	LOCATION COMMENT						
P	ALVERNO HIGH SCHOOL						
COMMENTS							
RP ADV LOUD MUSIC COMING FROM THE SCHOOL SITE AND NOTHING SEEN ON THE CALENDAR							
[CAD1/11089 05/07/25 20:12:51]							
P7 - CONT CLEANING STAFF WHO ADV THAT THERE IS NO MUSIC COMING FROM THE LOC, I AM GOING TO CHECK THE HIGHLAND SIDE OF THE LOC							
***** EVENT CLOSED BY CAD1							
REPORTING PARTY						AREA CODE	PHONE NUMBER
REPORTING ADDRESS							
PRIMARY UNIT	DISPOSITION	DISPOSITION COMMENTS					
P7	UTL						
E-911	DISPATCH	ARRIVED	CLEARED	CLOSED			
	20:07:09	20:09:32	00:00:00	20:14:32			

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
5/7/2025 8:07:09 PM	P7	D		200 N MICHILLINDA AVE	
5/7/2025 8:07:15 PM	P7	EN		200 N MICHILLINDA AVE	
5/7/2025 8:09:32 PM	P7	AR		200 N MICHILLINDA AVE	
5/7/2025 8:14:32 PM	P7	F	EVENT CLOSED BY CAD1		

LINKED NAMES

UNIT	REASON	NAME (OR DL)	DOB
RP			

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CFS EVENT DETAIL	
CAD EVENT NUMBER	2505310031
CALL TYPE	MED

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2505310031	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 05/31/2025 17:07	CALL TYPE MED	CALL TYPE EXPLAINED MEDICAL ASSIST	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE				APT/SUITE/BOX	CITY SM	RESPONSE ZONE	RESPONSE AREA
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS GUEST FAINTED AT THE ENTRANCE; RP ADV'D PASSED OUT FROM HEAT -----[CAD1/10857 05/31/25 17:07:48] XFER VERDUGO -----[CAD1/10857 05/31/25 17:07:59] MAIN RECEPTION BUILDING -----[CAD1/10857 05/31/25 17:09:09] CALLING CARTER AT 818-294-4381 -----[CAD1/10857 05/31/25 17:09:20] 914N CARTER ***** EVENT CLOSED BY CAD1 WITH COMMENT-VERUDGO HANDLE -----[CAD1/10857 05/31/25 17:10:04] LATE ENTRY: MALE 60'S -----[CAD1/10857 05/31/25 17:10:11] LATE ENTRY: CONX AND BREATHINGF -----[CAD1/10857 05/31/25 17:26:07] CARTER CALLED ADV'D CODE 4 AND MALE 10-14 TO HOSP							
REPORTING PARTY						AREA CODE	PHONE NUMBER
REPORTING ADDRESS							
PRIMARY UNIT	DISPOSTION REF	DISPOSITION COMMENTS VERUDGO HANDLE					
E-911	DISPATCH 00:00:00	ARRIVED 00:00:00	CLEARED 00:00:00	CLOSED 17:09:52			

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CFS EVENT DETAIL
CAD EVENT NUMBER 2506180020
CALL TYPE 415

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2506180020	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 06/18/2025 12:32	CALL TYPE 415	CALL TYPE EXPLAINED DISTURBANCE	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE		APT/SUITE/BOX		CITY SM	RESPONSE ZONE	RESPONSE AREA	
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS F/B BURG OR PURPLE SHIRT WHI RAV4 DOING SEXUAL DANCING OUTSIDE OF HER VEH 4MPL5 -----[CAD2/10894 06/18/25 12:33:54] RP DOES NOT WANT CONTACT -----[CAD2/10894 06/18/25 12:35:46] FEMALE IS CURRENTLY TALKING TO A MALE -----[CAD2/10894 06/18/25 12:40:18] P7- 97 WITH S3 -----[CAD2/10894 06/18/25 12:42:18] P7- PLATE: [REDACTED] OUT WITH ONE -----[CAD2/10894 06/18/25 12:51:21] P7- WANT9: [REDACTED] DOB: [REDACTED] LOS ANGELES -----[CAD2/10894 06/18/25 12:57:48] P7- SUBJ IS DOING WORK AT [REDACTED] - 2ND SUBJ IS PARTNER-- ADVISED OF MUNICODE AND WILL COMPLY ***** EVENT CLOSED BY CAD2 WITH COMMENT-ADVISED COMPLIED							
REPORTING PARTY [REDACTED]					AREA CODE [REDACTED]	PHONE NUMBER [REDACTED]	
REPORTING ADDRESS							
PRIMARY UNIT P7	DISPOSITION ADVISED	DISPOSITION COMMENTS ADVISED COMPLIED					
E-911	DISPATCH 12:32:43	ARRIVED 12:40:06	CLEARED 00:00:00	CLOSED 12:58:04			

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
6/18/2025 12:32:43 PM	P7	D		200 N MICHILLINDA AVE	
6/18/2025 12:36:41 PM	S3	D		200 N MICHILLINDA AVE	
6/18/2025 12:40:06 PM	P7	AR		200 N MICHILLINDA AVE	
6/18/2025 12:40:11 PM	S3	AR		200 N MICHILLINDA AVE	
6/18/2025 12:06:48 PM	P7	QP			
6/18/2025 12:57:53 PM	S3	C	CLEARED BY CAD2		ASST
6/18/2025 12:58:04 PM	P7	F	EVENT CLOSED BY CAD2		

LINKED NAMES

UNIT	REASON	NAME (OR DL)	DOB
	RP	[REDACTED]	10/03/1958

LINKED VEHICLES

UNIT	REASON	LICENSE NO.	ST	MAKE	YEAR	COLOR
		[REDACTED]				

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CFS EVENT DETAIL	
CAD EVENT NUMBER	2508170027
CALL TYPE	905W

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2508170027	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 08/17/2025 18:37	CALL TYPE 905W	CALL TYPE EXPLAINED ANIMAL - WILD	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE		APT/SUITE/BOX		CITY SM	RESPONSE ZONE	RESPONSE AREA	
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS RP ADVISED A COYOTE IN BAD SHAPE AND LOOKS LIKE A PIECE OF HIM HAS BEEN TAKEN OFF OF HIM -----[CAD1/10894 08/17/25 18:37:47] CALLING PASADENA HUMANE -----[CAD1/10894 08/17/25 18:39:12] PASADENA HUMANE ADVISED ***** EVENT CLOSED BY CAD1 WITH COMMENT-PASADENA HUMANE HANDLE							
REPORTING PARTY					AREA CODE	PHONE NUMBER	
REPORTING ADDRESS							
PRIMARY UNIT	DISPOSITION	DISPOSITION COMMENTS					
	REF	PASADENA HUMANE HANDLE					
E-911	DISPATCH	ARRIVED	CLEARED	CLOSED			
	00:00:00	00:00:00	00:00:00	18:40:01			

LINKED NAMES

UNIT	REASON	NAME (OR DL)	DOB
	RP	[REDACTED]	

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CFS EVENT DETAIL	
CAD EVENT NUMBER	2509160045
CALL TYPE	DETAIL

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2509160045	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 09/16/2025 17:21	CALL TYPE DETAIL	CALL TYPE EXPLAINED SPECIAL DETAIL	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE		APT/SUITE/BOX		CITY SM	RESPONSE ZONE	RESPONSE AREA	
CALL SOURCE S	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS AT A MEETING FROM 1700 HOURS AND ON							
REPORTING PARTY					AREA CODE	PHONE NUMBER	
REPORTING ADDRESS							
PRIMARY UNIT A1	DISPOSITION	DISPOSITION COMMENTS					
E-911	DISPATCH 17:21:47	ARRIVED 17:21:47	CLEARED 21:06:18	CLOSED 21:06:18			

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
9/16/2025 5:21:47 PM	A1	AR		200 N MICHILLINDA	
9/16/2025 9:06:18 PM	A1	C	CLEARED BY CAD1		COMP

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CFS EVENT DETAIL	
CAD EVENT NUMBER	2510180061
CALL TYPE	415M

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2510180061	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 10/18/2025 19:24	CALL TYPE 415M	CALL TYPE EXPLAINED DISTURBANCE - MUSIC	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE				APT/SUITE/BOX	CITY SM	RESPONSE ZONE	RESPONSE AREA
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS NOISE IS COMING FROM ALVERNO HIGH SCHOOL ---MUSIC BASS IS TOO HIGH-- RP WANTS IT TURNED DOWN -- ADV NOT WANTING 911C -----[CAD1/11111 10/18/25 19:32:58] P9--- OUT W/ SCHOOL EMPLOYEE -----[CAD1/11111 10/18/25 19:35:35] P9 SPOKE WITH SCHOOL EMPLOYEE--- ADV WILL TURN DOWN BASS AND MUSIC A LITTLE ***** EVENT CLOSED BY CAD1							
REPORTING PARTY						AREA CODE	PHONE NUMBER
REPORTING ADDRESS							
PRIMARY UNIT P10	DISPOSITION RES	DISPOSITION COMMENTS					
E-911	DISPATCH 19:27:43	ARRIVED 19:31:05	CLEARED 00:00:00	CLOSED 19:37:03			

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
10/18/2025 7:27:43 PM	P10	D		200 N MICHILLINDA AVE	
10/18/2025 7:28:05 PM	P9	D		200 N MICHILLINDA AVE	
10/18/2025 7:31:05 PM	P10	AR		200 N MICHILLINDA AVE	
10/18/2025 7:32:22 PM	P9	AR		200 N MICHILLINDA AVE	
10/18/2025 7:37:03 PM	P10	F	EVENT CLOSED BY CAD1		
10/18/2025 7:37:03 PM	P9	F	EVENT CLOSED BY CAD1		

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CFS EVENT DETAIL	
CAD EVENT NUMBER	2510180067
CALL TYPE	415M

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2510180067	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 10/18/2025 21:17	CALL TYPE 415M	CALL TYPE EXPLAINED DISTURBANCE - MUSIC	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE				APT/SUITE/BOX	CITY SM	RESPONSE ZONE	RESPONSE AREA
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS REF CAD # 251018-0061 RP ADV SHE STILL HEARS THE MUSIC AND ITS VERY LOUD -----[CAD1/11111 10/18/25 21:28:55] P10 CONTACT W/ ONE -----[CAD1/11111 10/18/25 21:29:12] P10 -- ADV AND WILL COMPLY ***** EVENT CLOSED BY CAD1							
REPORTING PARTY						AREA CODE	PHONE NUMBER
REPORTING ADDRESS [REDACTED]							
PRIMARY UNIT P10	DISPOSITION ADVISED	DISPOSITION COMMENTS					
E-911	DISPATCH 21:18:58	ARRIVED 21:25:28	CLEARED 00:00:00	CLOSED 21:29:21			

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
10/18/2025 9:18:58 PM	P10	D		200 N MICHILLINDA AVE	
10/18/2025 9:19:02 PM	P9	D		200 N MICHILLINDA AVE	
10/18/2025 9:25:28 PM	P10	AR		200 N MICHILLINDA AVE	
10/18/2025 9:27:22 PM	P9	AR		200 N MICHILLINDA AVE	
10/18/2025 9:29:21 PM	P10	F	EVENT CLOSED BY CAD1		
10/18/2025 9:29:21 PM	P9	F	EVENT CLOSED BY CAD1		

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CFS EVENT DETAIL	
CAD EVENT NUMBER	2511070034
CALL TYPE	PARK

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2511070034	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 11/07/2025 12:58	CALL TYPE PARK	CALL TYPE EXPLAINED ILLEGAL PARKING	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE		APT/SUITE/BOX		CITY SM	RESPONSE ZONE	RESPONSE AREA	
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS RP ADVISED PARENTS ARE PARKING IN RED ZONE WHILE WAITING FOR STUDENTS -----[CAD1/10894 11/07/25 13:15:43] P3- 97 927C -----[CAD1/10894 11/07/25 13:19:18] P3- ALL VEHS ARE LEGALLY PARKED-- NO VIOLATIONS OBSERVED ***** EVENT CLOSED BY CAD1 WITH COMMENT-CHECKS OK							
REPORTING PARTY					AREA CODE	PHONE NUMBER	
REPORTING ADDRESS							
PRIMARY UNIT P3	DISPOSTION CKOK	DISPOSITION COMMENTS CHECKS OK					
E-911	DISPATCH 13:01:50	ARRIVED 13:15:16	CLEARED 00:00:00	CLOSED 13:25:58			

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
11/7/2025 1:01:50 PM	P3	D		200 N MICHILLINDA AVE	
11/7/2025 1:15:16 PM	P3	AR		200 N MICHILLINDA AVE	
11/7/2025 1:25:58 PM	P3	F	EVENT CLOSED BY CAD1		

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1-626-355-1414

CFS EVENT DETAIL	
CAD EVENT NUMBER	2512140015
CALL TYPE	415

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2512140015	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 12/14/2025 10:17	CALL TYPE 415	CALL TYPE EXPLAINED DISTURBANCE	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE		APT/SUITE/BOX		CITY SM	RESPONSE ZONE	RESPONSE AREA	
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS CHILDREN SCREAMING AT LOCATION-- UNKN HOW MANY CHILDREN AND WHY THEY ARE SCREAMING -----[CAD1/10894 12/14/25 10:22:56] X5- 97 -----[CAD1/10894 12/14/25 10:23:33] S1- 97 -----[CAD1/10894 12/14/25 10:24:08] X5- CHRISTMAS EVENT WITH KIDS PLAYING IN THE PLAY ROOM WITH ADULT SUPERVISION ***** EVENT CLOSED BY CAD1 WITH COMMENT-CHECKS OK							
REPORTING PARTY					AREA CODE	PHONE NUMBER	
REPORTING ADDRESS							
PRIMARY UNIT X5	DISPOSITION CKOK	DISPOSITION COMMENTS CHECKS OK					
E-911	DISPATCH 10:18:30	ARRIVED 10:22:53	CLEARED 00:00:00	CLOSED 10:25:30			

UNITS STATUS RECORDS:xxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
12/14/2025 10:18:30 AM	X5	D		200 N MICHILLINDA AVE	
12/14/2025 10:18:39 AM	S1	D		200 N MICHILLINDA AVE	
12/14/2025 10:19:51 AM	S1	F	X5 WILL ADVISE		
12/14/2025 10:22:53 AM	X5	AR		200 N MICHILLINDA AVE	
12/14/2025 10:23:27 AM	S1	AR		200 N MICHILLINDA AVE	
12/14/2025 10:25:22 AM	S1	C	CLEARED BY CAD1		ASST
12/14/2025 10:25:30 AM	X5	F	EVENT CLOSED BY CAD1		

LINKED NAMES

UNIT	REASON	NAME (OR DL)	DOB
	RP	[REDACTED]	

THIS IS A TRUE AND ACCURATE COPY OF THE ORIGINAL DOCUMENT MAINTAINED IN THE FILES OF THE SIERRA MADRE POLICE DEPARTMENT
 NAME A. Merchan
 TITLE Records Clerk DATE 3/29/26
 RELEASED TO: Planning & Comm Pres.
Clk Katelyn Huang



**SIERRA MADRE
POLICE DEPARTMENT**
242 WEST SIERRA MADRE BOULEVARD
SIERRA MADRE, CA 910242395
1-626-355-1414

CFS EVENT DETAIL	
CAD EVENT NUMBER	2512160028
CALL TYPE	925C

CALLS FOR SERVICE INFORMATION

AGENCY	CAD EVENT NUMBER	CASE NUMBER	AGENCY NUMBER	DATE AND TIME	CALL TYPE	CALL TYPE EXPLAINED	FINAL CALL TYPE
SMPD	2512160028	250613		12/16/2025 15:10	925C	SUSPICIOUS CIRCUMSTANCES	
LOCATION				APT/SUITE/BOX	CITY	RESPONSE ZONE	RESPONSE AREA
200 N MICHILLINDA AVE					SM		
CALL SOURCE	LOCATION COMMENT						
P	ALVERNO HIGH SCHOOL						

COMMENTS
 COWORKER IS ON THE PHONE WITH SOMEONE WHO SAID THEY PLACED A PIPE BOMB ON CAMPUS- RP BELIEVES MAY BE A HOAX
 -----[CAD1/10894 12/16/25 15:10:51]
 UNITS RESPONDING C3
 -----[CAD1/10894 12/16/25 15:11:17]
 RP ADVISED THE PERSON IS ASKING FOR MR SMITH
 -----[CAD1/10894 12/16/25 15:12:08]
 THEY ADVISED THEY PLACED 23 BOMBS ON THE CAMPUS
 -----[CAD1/10894 12/16/25 15:12:23]
 UNKN 21 OF WHERE THE PERSON IS CALLING FROM
 -----[CAD1/10894 12/16/25 15:13:56]
 RP ADVISED SEVERAL STUDENTS ON CAMPUS AND PARENTS ARE CURRENTLY PICKING UP STUDENTS
 -----[CAD1/10894 12/16/25 15:14:22]
 X11- 97 P1
 -----[CAD1/10894 12/16/25 15:16:45]
 D1- CONTANT NEIGHBORING AGENCIES-- SHUTTING DOWN AREA FOR EVAC
 -----[CAD1/10894 12/16/25 15:17:33]
 CALLING PASADENA PD
 -----[CAD1/10894 12/16/25 15:19:07]
 PASADENA PD NOTIFIED
 -----[CAD1/10894 12/16/25 15:24:29]
 P1- GOT OFF 21 WITH SUBJ
 -----[CAD1/10894 12/16/25 15:28:12]
 P1- WILL BE MAKING ANNOUNCEMENTS TO EVAC CAMPUS
 -----[CAD1/10894 12/16/25 15:29:14]
 D1- ASST WITH EVAC'S ON PLAYGROUND-- CP AT MICHILLINDA / BLVD-- N/W PARKING LOT
 -----[CAD1/10894 12/16/25 15:29:55]
 A1- 97 AT CP-- INCIDENT COMMANDER
 -----[CAD1/10894 12/16/25 15:31:19]
 D1- ADVISED CP AT RAFFI'S PARKING LOT
 -----[CAD1/10894 12/16/25 15:34:47]
 APD CALLED BECAUSE THEY ARE GETTING REPORTS THAT WE ARE ON LOCK DOWN-- APD WAS ADVISED OF CIRCS
 -----[CAD1/10894 12/16/25 15:37:04]
 A1- CP IS BEING MOVED TO [REDACTED] TO THE REAR
 -----[CAD1/10894 12/16/25 15:37:59]
 X11- CHILDREN AT SCHOOL ARE ALREADY ON LOCK DOWN IN CAFETERIA AND OTHER KIDS ARE IN A CLASSROOM
 -----[CAD1/10894 12/16/25 15:39:00]
 X11- SCHOOL DIRECTOR 10-23 WILL WALK THROUGH
 -----[CAD1/10894 12/16/25 15:39:36]
 D1- REQ UNITS FROM PASADENA, ARCADIA AND MONROVIA
 -----[CAD1/10894 12/16/25 15:40:34]
 CALLING PASADENA PD
 -----[CAD1/10894 12/16/25 15:41:56]
 D1- BEGINNING EVACS
 -----[CAD1/10894 12/16/25 15:42:07]
 PASADENA ADVISED WILL CALL BACK
 -----[CAD1/10894 12/16/25 15:42:13]
 CALLING APD
 -----[CAD1/10894 12/16/25 15:44:10]
 APD ADVISED WILL SEND 2 UNITS AND A SGT
 -----[CAD1/10894 12/16/25 15:44:23]
 CALLING MPD
 -----[CAD1/10894 12/16/25 15:48:40]
 MPD ADVISED WILL SEND 2
 -----[CAD1/10894 12/16/25 15:52:38]
 PASADENA PD ADVISED WILL CALL BACK
 -----[CAD1/10894 12/16/25 15:53:07]
 L1- REQ UNIT K9
 -----[CAD1/10894 12/16/25 15:54:50]
 CALLING PPD FOR K9
 -----[CAD1/10894 12/16/25 15:55:49]
 MPD ADVISED WILL RESPOND C3

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 NAME H. Merchán
 TITLE Records Clerk DATE 3/23/26
 RELEASED TO: Planning & Comm P
elo kat-lyn King

-----[CAD1/10894 12/16/25 15:56:15]
PPD CALLED BACK WILL SEND 2 MAN UNIT
-----[CAD1/10894 12/16/25 15:58:05]
PPD ADVISED THEY DO HAVE A K9 BUT WILL NOT SEND UNTIL WE HAVE A LOCATED AREA
-----[CAD1/10894 12/16/25 15:58:09]
CALLING BACK
-----[CAD1/10894 12/16/25 15:59:29]
APD 97 10-19 ADVISED WHERE CP IS
-----[CAD1/10894 12/16/25 16:02:13]
D1- STAFF AND STUDENTS EVAC'D FROM CAMPUS
-----[CAD1/10894 12/16/25 16:03:03]
PPD ADVISED WILL CALL BACK WHEN SGT IS CONTACTED
-----[CAD1/10894 12/16/25 16:16:04]
L1- ADVISED ONE OF THE PPD UNITS CALLED TO REQ K9 AND WILL K9 WILL BE ENR
-----[CAD1/10894 12/16/25 16:45:10]
PD1 ADVISED 97 CHECKING ROOF
-----[CAD1/10894 12/16/25 16:49:01]
PD1 ADVISED NOTHING ON ROOF BUT SOME CLOTHING
-----[CAD1/10894 12/16/25 16:57:09]
PD1- CHECKED ROOF-- SEES NOTHING BUT BACKPACKS ON BASKETBALL CT
-----[CAD1/10894 12/16/25 17:17:26]
D1- PASADENA K9 CONDUCTING WALKING THROUGH
-----[CAD1/10894 12/16/25 17:28:00]
A1= SEARCH AT SCHOOL- SYSTEMATIC SEARCH WITH MUTAL AID
-----[CAD1/10894 12/16/25 18:27:52]
D1 LOC CHECKS OK, CP HAS BEEN TAKING DOWN
***** EVENT CLOSED BY CAD1

REPORTING PARTY		AREA CODE	PHONE NUMBER
[REDACTED]		[REDACTED]	[REDACTED]
REPORTING ADDRESS			
[REDACTED]			
PRIMARY UNIT	DISPOSITION	DISPOSITION COMMENTS	
P1	CKOK		
E-911	DISPATCH	ARRIVED	CLEARED
	15:10:11	15:14:42	00:00:00
			CLOSED
			18:28:38

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
12/16/2025 3:10:11 PM	P1	D		200 N MICHILLINDA AVE	
12/16/2025 3:10:13 PM	X11	D		200 N MICHILLINDA AVE	
12/16/2025 3:14:42 PM	P1	AR		200 N MICHILLINDA AVE	
12/16/2025 3:14:43 PM	X11	AR		200 N MICHILLINDA AVE	
12/16/2025 3:18:03 PM	D1	AR		200 N MICHILLINDA AVE	
12/16/2025 3:27:29 PM	A1	D		200 N MICHILLINDA AVE	
12/16/2025 3:29:58 PM	A1	AR		200 N MICHILLINDA AVE	
12/16/2025 3:30:20 PM	A1	AR	CP	MICHILLIND / BLVD	
12/16/2025 3:31:33 PM	A1	AR		RAFFIS PARKING LOT	
12/16/2025 3:38:31 PM	A1	AR	REAR OF	[REDACTED]	
12/16/2025 3:53:20 PM	L1	AR		200 N MICHILLINDA AVE	
12/16/2025 4:09:08 PM	L1	AR		[REDACTED]	
12/16/2025 5:51:51 PM	PPD	D		200 N MICHILLINDA AVE	
12/16/2025 5:51:54 PM	PPD	AR		200 N MICHILLINDA AVE	
12/16/2025 5:52:10 PM	MPD	AR		200 N MICHILLINDA AVE	
12/16/2025 5:52:17 PM	APD	AR		200 N MICHILLINDA AVE	
12/16/2025 6:10:10 PM	D1	C4			
12/16/2025 6:28:01 PM	MPD	C	CLEARED BY CAD1		ASST
12/16/2025 6:28:10 PM	APD	C	CLEARED BY CAD1		ASST
12/16/2025 6:28:14 PM	A1	C	CLEARED BY CAD1		ASST
12/16/2025 6:28:21 PM	PPD	C	CLEARED BY CAD1		ASST
12/16/2025 6:28:24 PM	L1	C	CLEARED BY CAD1		ASST
12/16/2025 6:28:28 PM	X11	C	CLEARED BY CAD1		ASST
12/16/2025 6:28:31 PM	D1	C	CLEARED BY CAD1		ASST

CFS EVENT DETAIL	SIERRA MADRE POLICE DEPARTMENT	CAD EVENT NUMBER 2512160028
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12/16/2025 6:28:38 PM P1 F EVENT CLOSED BY CAD1

LINKED NAMES

UNIT	REASON	NAME (OR DL)	DOB
RP		[REDACTED]	

CASE NUMBERS

CASE NUMBER	AGENCY	UNIT
250613	SMPD	P1



**SIERRA MADRE
POLICE DEPARTMENT**
242 WEST SIERRA MADRE BOULEVARD
SIERRA MADRE, CA 910242395
1-626-355-1414

CFS EVENT DETAIL	
CAD EVENT NUMBER	2603070064
CALL TYPE	415N

CALLS FOR SERVICE INFORMATION

AGENCY SMPD	CAD EVENT NUMBER 2603070064	CASE NUMBER	AGENCY NUMBER	DATE AND TIME 03/07/2026 21:11	CALL TYPE 415N	CALL TYPE EXPLAINED DISTURBANCE - NOISE	FINAL CALL TYPE
LOCATION 200 N MICHILLINDA AVE		APT/SUITE/BOX		CITY SM	RESPONSE ZONE	RESPONSE AREA	
CALL SOURCE P	LOCATION COMMENT ALVERNO HIGH SCHOOL						
COMMENTS RP ADVISED THE BASE IS TOO LOUD AT LOCATION-- WANTS NOISE CHECKED FROM HER YARD -----[CAD1/10894 03/07/26 21:22:06] P7- 97 -----[CAD1/10894 03/07/26 21:22:13] P9- 97 -----[CAD1/10894 03/07/26 21:27:30] P7- EVENT COORDINATOR WAS ADVISED AND COMPLIED-- EVENT WILL BE ENDING IN 5 MINS ***** EVENT CLOSED BY CAD1 WITH COMMENT-ADVISED COMPLIED							
REPORTING PARTY					AREA CODE	PHONE NUMBER	
REPORTING ADDRESS							
PRIMARY UNIT P7	DISPOSITION ADVISED	DISPOSITION COMMENTS ADVISED COMPLIED					
E-911	DISPATCH 21:12:42	ARRIVED 21:21:59	CLEARED 00:00:00	CLOSED 21:27:49			

UNITS STATUS RECORDSxxx

TIME	UNIT	STATUS	COMMENT	LOCATION	DISPO
3/7/2026 9:12:42 PM	P7	D		200 N MICHILLINDA AVE	
3/7/2026 9:21:59 PM	P7	AR		200 N MICHILLINDA AVE	
3/7/2026 9:22:02 PM	P9	AR		200 N MICHILLINDA AVE	
3/7/2026 9:27:35 PM	P9	C	CLEARED BY CAD1		ASST
3/7/2026 9:27:49 PM	P7	F	EVENT CLOSED BY CAD1		

LINKED NAMES

UNIT	REASON	NAME (OR DL)	DOB
	RP	[REDACTED]	

THIS IS A TRUE AND ACCURATE COPY OF THE ORIGINAL DOCUMENT MAINTAINED IN THE FILES OF THE SIERRA MADRE POLICE DEPARTMENT
 NAME H. Merchain
 TITLE Records Clerk DATE 3/23/26
 RELEASED TO: Planning & Comm. Pres.
clerk katelyn huyong



ALVERNO HEIGHTS ACADEMY

April 1, 2026

Ms. Clare Lin, Planning Director
City of Sierra Madre
232 E. Sierra Madre Avenue
Sierra Madre, CA 91024

Re: Alverno Heights Academy Master Plan – Annual Review

Dear Ms. Lin:

Alverno Heights Academy (AHA) is pleased to submit the following information to the Planning Commission for the annual review of the school's master plan (CUP 21-03). This letter will discuss the school's efforts to keep the City and the neighbors informed of our activities. We will also discuss our responses to neighbor concerns, and implementation various initiatives in the master plan. We are happy to discuss any questions or concerns that the Commission may have regarding the review.

Sports Courts Completion

As the Commission is aware, AHA originally intended in the master plan amendment to construct one new sport court and to rely on the existing use of the Michillinda parking lot as a second sports court for sports and physical education classes. This version of the master plan was approved by the Planning Commission. The Commission's decision was appealed to the City Council by one of the school's neighbors.

The City Council subsequently approved the master plan under the condition that the physical education and sports uses of the Michillinda lot be discontinued. This decision necessitated a redesign of the master plan to accommodate the construction of two sports courts. Due to the expense of constructing two courts, the school began a multi-year capital campaign. The campaign involved the efforts of our parents, students, their families, the schools' graduates, the board of trustees and other donors in raising sufficient funding. We are pleased to report to the Commission that the major project of the sports courts was completed in September of 2025. The following chart illustrates the major items and costs of the project.



ALVERNO HEIGHTS ACADEMY

Summary of Costs

<u>Item</u>	<u>Costs</u>
Civil Engineering/Project Management	\$16,985
Geotechnical Reports	\$2,160
Site Preparation (Tree Removals/Grubbing)	\$20,575
Sports Courts Construction	\$455,050
Sports Court Equipment	\$38,100
<u>Total</u>	<u>\$543,870</u>

AHA is indebted to City staff for their guidance during the project design, permitting, and inspections.

Neighborhood Meeting and Communications

AHA is committed to working with the City and our neighbors to provide communications on school activities and to resolve issues as they are brought to our attention. The school held a neighborhood meeting on September 16, 2025, at the beginning of the new school year. The City Council required that the school mail to property owners and perform a second mailing to all addresses within 300 feet of the school. The list consist of 188 property owners and 194 addresses.

The meeting was attended by City representatives and staff: Chief Barrientos, Pat Simcock, Clare Lin and Katelyn Huang and 3 neighbors: Calvin and Carolina (Grandview) and Cindy (Wilson). During the past year, the school provided (3) calendar/schedule updates which were mailed to City officials and the neighbors.

Neighbor Contacts

The list below is the activity of contacts that the school has received from May 2025 through March 25, 2026. We are not listing the names of the neighbors in order to respect their privacy, however the school can release this information to City staff upon request.

It should be noted that the City adopted a revised noise ordinance during the master plan review period. Section 9.32.040 SMMC provides a noise exemption for “activities, such as school bands, school athletics, and school entertainment events, not constituting a “special event” conducted on the grounds of any public or private nursery, elementary, intermediate, or secondary school or college” from the noise ordinance.”



ALVERNO HEIGHTS ACADEMY

Grandview Avenue

One email was received from a Grandview neighbor asking if three-yard trash bins on Grandview were related to the school, since they were creating traffic issues. AHA responded that the school's trash pick-up takes place inside our campus and the bins were not related to AHA.

One complaint was received from a Grandview neighbor regarding a camp using Michillinda parking lot to test the go-carts that were built in class. The City responded and found no violations.

1 neighbor commented that the school's prayer services, mass and weekly assemblies are too loud. AHA explained what takes place during these activities and that they are all located on the school terrace.

Highland

There were approximately thirteen e-mails from one neighbor (on Highland) from May 2025 through March 25, 2026.

Four of the complaints regarded sport spectators, two regarding an AHA coach parking on surrounding streets. There were six notifications that there were 1, 2 or 3 people on the field kicking a soccer ball. There was one notification that the Highland gate was still open and the party could hear a man's voice yelling. AHA responded by e-mail to these complaints.

Michillinda

There were a total of two e-mails from a neighbor in Michillinda. One complaint regarding noise from construction crew removing the bungalows classrooms. There was one complaint of hearing a screaming child during the school day. AHA responded by email

Wilson

AHA received two text messages regarding parking from the AHA community using both sides of the streets. AHA responded by text message. We received one text that a car was parked past the curb. AHA made an immediate announcement and the car was moved.

Recovery from the Eaton Fire

Although the Eaton Fire occurred at the end of the last review period, the campus dealt with the clean-up from the fire well into 2025. The scope of remediation included the removal of ash from all play areas, commercial cleaning of existing play structures, replacement of selected play equipment, and the removal and replenishment of playground sand and mulch. AHA contracted for commercial cleaning of all interior and exterior building surface, and all HVAC units were inspected and serviced.



ALVERNO HEIGHTS ACADEMY

Drop-off and Pick-Up of Students

The school continues to refine and improve the morning drop-off and pick-up of students. The morning drop-off does not have significant car lines on either Michilinda Avenue or Wilson Avenue. The City completed the installation of red curbing at the intersection of Michillinda Avenue and Highland Avenue, improving the visibility at this intersection. The school has also opened the Michillinda gates earlier.

Water Conservation Initiatives

AHA continued to implement the water conservation plan. There were two main line replacements and two main irrigation leaks for the Athletics field were repaired. The major water service to the Villa was replaced. We completed four major repairs to school restroom plumbing. AHA continued to replace drip irrigation lines as needed.

Community Use of AHA

AHA continues to provide benefits to the community at large. The school values our relationship with the City and remains committed to being a collaborative and supportive community partner. The school offers the use of the campus and the Villa free of charge to the City, as part of our joint facilities agreement. During the past year, the school provided space for City employee job interviews in the Villa.

The school was contacted by former Council Member Arizmendi in February to determine if Alverno could host the City's Annual Honors Dinner. The school has hosted similar events in the past and desires to help the City. After review by the City Attorney, it was determined that the event would count towards the total event calendar allotment for the Villa. The school believes that this is an interpretation that the Commission should make. We wanted to alert the Commission to the issue as part of the upcoming Villa review.

We want to thank the Commission in advance for the time spent in the review. AHA will be available to answer any questions or concerns of the City staff or the Commission.

Sincerely,



Joanne Harabedian
Head of School

cc: Board of Trustees