



CITY OF SIERRA MADRE

CITY COUNCIL REGULAR MEETING AGENDA

**Mayor Kristine Lowe | Mayor Pro Tem Gene Goss
Council Member Edward Garcia | Council Member Kelly Kriebs | Council Member Robert Parkhurst**

Tuesday, September 22, 2026, 5:30 PM

City Council Chambers, 232 W. Sierra Madre Blvd.

**The public may participate via Zoom by clicking the following link:
Zoom Webinar Link in Compliance with SB707**

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) 355-7135. 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 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 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

2. PLEDGE OF ALLEGIANCE AND INSPIRATION

A. Council Member Garcia

3. ROLL CALL OF CITY COUNCIL MEMBERS

Kristine Lowe, Mayor

Gene Goss, Mayor Pro Tem

Edward Garcia, Council Member

Kelly Kriebs, Council Member

Robert Parkhurst, Council Member

4. REPORT FROM CITY ATTORNEY REGARDING CLOSED SESSION

A. Conference with Legal Counsel; Existing Litigation

Gov. Code 54956.9(d)(1)

Name of Case: City of Sierra Madre v. Meta Platforms, Inc. et al.

Name of Parties: Meta Platforms, Inc.

Case No.: 24STCV04913

B. Conference with Legal Counsel; Existing Litigation

Gov. Code 54956.9(d)(1)

Name of Case: Jeremy Gurse v. Southern California Edison Company et al.

Name of Parties: Southern California Edison Company

Case No.: 25STCV00731

C. Conference with Legal Counsel; Initiation of Litigation

Gov. Code 54956.9(d)(4)

Number of Potential Cases: 1

D. Conference with Labor Negotiator

Gov. Code 54957.6

City Negotiator: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez

Employee Organizations: Sierra Madre Police Association and Sierra Madre Professional Firefighters' Association

5. SUPPLEMENTAL INFORMATION FROM CITY CLERK REGARDING AGENDA ITEMS

6. REPORTS FROM MAYOR AND CITY COUNCIL (including reports from City Council related to meetings attended at City expense per AB 1234)

7. REPORTS FROM CITY STAFF

8. PRESENTATIONS

A. Update from Senior Community Commission

A presentation from Commission Chair Stephen Heydorff on programs and services for older adults.

9. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk 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 City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

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

10. PUBLIC HEARING

Any person wishing to speak before the City Council on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to the City Clerk prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the City Council) 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 City Council 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 City Council.

A. First Reading of Ordinance No. 1500 Amending Chapter 16.18 (Urban Lot Split) of Title 16 (Subdivisions) and Chapters 17.20 (R-1 One-Family Residential Zone), 17.30 (R-C Residential Canyon Zone), and 17.59 (Ministerial Design Review Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code

Recommendation: Approve

Not a CEQA Project under: Government Code sections 66411.7(m) and 65852.21(j).

11. 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 City Council requests that a specific item be removed from the Consent Calendar for separate discussion and action.

A. Approval of City Council meeting minutes from the Regular Meetings held on August 25, 2026 and September 8, 2026

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.

B. Resolution No. 26-88 Approval of Warrants for Payment

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.

C. Resolution No. 26-89, a Resolution of Intention with Respect to the Establishment of Proposed City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon), Los Angeles County, State of California and Taking Other Actions Related Thereto

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15061(b)(3).

- D. **Second Reading of Ordinance No. 1499 Amending Title 15 (Building and Construction) of the Sierra Madre Municipal Code to Adopt by Reference the 2025 California Building Standards Codes with Certain Exceptions, Modifications, and Additions**
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(5) - organizational or administrative activities; and 14 CCR 15061(b)(3) - common sense exemption.
- E. **Ratification of Interagency Agreement with the City of Arcadia for Temporary Police Dispatch Services**
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.

12. DISCUSSION ITEMS

- A. **Appointment of City Representative to the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District and Adoption of Resolution No. 26-91**
Recommendation: Appoint a Representative or Provide Direction
Not a CEQA Project under: 14 CCR 15378(b)(2)- continuing administrative or maintenance activities.
- B. **Report, Discussion, Direction on the Board & Commission Attendance Policy and Roles, Duties, and Functions of City Boards & Commissions**
Recommendation: Provide direction
Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.

13. ITEMS FOR FUTURE AGENDAS

14. ADJOURNMENT

The City Council will adjourn to its next regular meeting on October 13, 2026.

Date Posted: September 17, 2026



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: Clare Lin, Director of Planning & Community Preservation
By: Joshua Wolf, Senior Planner

SUBJECT: **First Reading of Ordinance No. 1500 Amending Chapter 16.18 (Urban Lot Split) of Title 16 (Subdivisions) and Chapters 17.20 (R-1 One-Family Residential Zone), 17.30 (R-C Residential Canyon Zone), and 17.59 (Ministerial Design Review Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code**

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 1500 amending Chapter 16.18 (Urban Lot Split) of Title 16 (Subdivisions) and Chapters 17.20 (R-1 One-Family Residential Zone), 17.30 (R-C Residential Canyon Zone), and 17.59 (Ministerial Design Review Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SUMMARY

Senate Bill No. 9, also known as the Housing Opportunity and More Efficiency or "HOME" Act, mandates local jurisdictions in California to permit duplexes and lot splits by-right in single-family zones. It was made law in 2022 and has since been amended. Ordinance No. 1500, included herein as Attachment A, amends Chapter 16.18 (Urban Lot Split) of Title 16 (Subdivisions) and Chapters 17.20 (R-1 One-Family Residential Zone), 17.30 (R-C Residential Canyon Zone), and 17.59 (Ministerial Design Review Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code to account for amendments to HOME Act over the past four years.

On September 3, 2026, the Planning Commission conducted a duly noticed public hearing and approved Municipal Code Text Amendment 26-05 amending Chapter 16.18 (Urban Lot Split) of Title 16 (Subdivisions) and Chapters 17.20 (R-1 One-Family Residential Zone), 17.30 (R-C Residential Canyon Zone), and 17.59 (Ministerial Design Review Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code as recommended by City staff. Planning Commission Resolution 26-12, included herein as Attachment 2, recommends the City Council adopt an ordinance to the effect of Municipal Code Text Amendment 26-05 as approved.

The Planning Commission also discussed the ramifications of detached Accessory Dwelling Units ("ADUs") becoming orphaned from a primary dwelling unit (e.g. a single-family home) through the ministerial action of an Urban Lot Split. The discussion covered the appropriateness of and potential policy recommendations for converting an ADU to a single-family home and whether the City's Public Facilities Fee Ordinance should apply to such a conversion. Ordinance No. 1500 does not include any policy recommendations resulting from this discussion.

DISCUSSION & ANALYSIS

Ordinance No. 1500 – Amendments to SMMC Chapter 16.18 (Urban Lot Splits) and Chapter 17.59 (Ministerial Design Review Permits)

In 2022, the State Legislature adopted Senate Bill No. 9, also known as the Housing Opportunity and More Efficiency or “HOME” Act, which permitted duplexes and lot splits by right in single-family zones. In response, the City Council adopted Ordinance No. 1452, incorporating the HOME Act into the municipal code and making local amendments. The HOME Act has been amended four times over the past 4 years:

- I. Senate Bill No. 477 (“SB 477”), effective January 1, 2024.
- II. Senate Bill No. 450 (“SB 450”), effective January 1, 2025.
- III. Assembly Bill No. 1061 (“AB 1061”), effective January 1, 2026.
- IV. Senate Bill No. 1426 (“SB 1426”), effective June 30, 2026.

SB 477 made non-substantive amendments to the HOME Act, and those amendments are not reflected in the revisions to Chapters 16.18 and 17.59.

SB 450 amended the permitting timeline for urban lot splits and ministerial design review permits by requiring a decision on an application within 60 days of receiving a complete application and providing applicants with a complete list of deficiencies and remedies if an application is denied. SB 450 clarified that the list of sites in Government Code Section 65913.4(a)(6) should be used to prohibit urban lot splits and ministerial design review permits, as that list read on September 16, 2021, not as currently amended. SB 450 removed the city’s ability to prohibit a ministerial design review permit for a development proposing to demolish more than 25 percent of the existing exterior structural walls. Lastly, SB 450 states:

“A local agency shall not impose objective zoning standards, objective subdivision standards, and objective design standards that do not apply uniformly to development within the underlying zone.”

As a result, many subsections under SMMC 17.59.050 (Development Standards) have been deleted because they were either repetitive of Subsection A or in conflict with SB 450.

AB 1061 clarified which types of historic structures and landmarks may not be demolished or developed.

SB 1426 made non-substantive amendments to the HOME Act, and those amendments are not reflected in the revisions to Chapters 16.18 and 17.59.

On August 6, 2026, the Planning Commission met to consider staff’s proposed amendments to SMMC Chapters 16.18 and 17.59, consistent with the bills above. In addition, staff recommended amendments related to lot configuration standards for Chapter 16.18 (Urban Lot Splits) to avoid the preclusion of and conflict with development rights provided by the HOME Act. The Planning Commission made a number of amendments to staff’s draft and directed staff to return with a resolution recommending approval to the City Council. Included as Exhibit 1 of Attachment B is the Planning Commission’s recommended amendment to SMMC Chapter 16.18 and included as Exhibit 2 of Attachment B is the Planning Commission’s recommended amendment to SMMC Chapter 17.59.

Ordinance No. 1500 – Amendments to SMMC Section 17.20.050 (Primary Structures) of Chapter 17.20 (R-1 One Family Residential Zone) and Section 17.30.070 (Setbacks for Primary Structures) of Chapter 17.30 (R-C Residential Canyon Zone)

In response to SB 450, City staff proposed and the Planning Commission approved deleting all objective design standards that are unique to HOME Act developments and do not apply equally to the underlying zone. The Planning Commission proposed limiting roof decks in all zones where a single-family home is a primary use, thereby applying that same limitation for HOME Act developments.

There are three zones where a single-family home is a primary use:

1. R-1 One-Family Residential Zone (Chapter 17.20):

2. R-C Residential Canyon Zone (Chapter 17.30); and
3. H Hillside Management Zone (Chapter 17.52).

Ordinance No. 1500 amends SMMC Sections 17.20.120 and 17.30.070 to introduce a limitation on roof decks. SMMC Chapter 17.52 is not proposed for amendment because Paragraph A(4) of Section 17.52.120 (Design and Development Standards for Uses Requiring Permits) references the setback standards in Chapter 17.20. Included as Exhibit 3 of Attachment B is the Planning Commission's recommended amendment to SMMC Section 17.20.120 and included as Exhibit 4 of Attachment B is the Planning Commission's recommended amendment to SMMC Section 17.30.070.

Ordinance No. 1500, included with this report as Attachment A, incorporates all recommendations of the Planning Commission, pursuant to Planning Commission Resolution 26-12, included with this report as Attachment B.

STRATEGIC PLAN RELATIONSHIP

Adoption of Ordinance No. 1500 supports the City's strategic objective to deliver a high level of service through adopting state-mandated streamlining procedures that ensure response to development applications within a reasonable timeframe.

ENVIRONMENTAL ANALYSIS

This resolution is statutorily exempt from the California Environmental Quality Act ("CEQA") because under Government Code 66411.7(m) an amendment to Chapter 16.18 is not a project under CEQA and under Government Code 65852.21(j) an amendment to Chapter 17.59 is not a project under CEQA.

FISCAL IMPACT

There is no financial impact resulting from the adoption of Ordinance No. 1500.

Approved by:

A handwritten signature in blue ink that reads "Mike".

Michael Bruckner
City Manager

Attachments

[A: Ordinance No 1500](#)

[B: Planning Commission Resolution No 26-12](#)

ORDINANCE NO. 1500

AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTER 16.18 (URBAN LOT SPLITS) OF TITLE 16 (SUBDIVISIONS), SECTION 17.20.050 (PRIMARY STRUCTURES) OF CHAPTER 17.20 (R-1 ONE FAMILY RESIDENTIAL ZONE), SECTION 17.30.070 (SETBACKS FOR PRIMARY STRUCTURES) OF CHAPTER 17.30 (R-C RESIDENTIAL CANYON ZONE), AND CHAPTER 17.59 (MINISTERIAL DESIGN REVIEW PERMITS) OF TITLE 17 (ZONING) OF THE SIERRA MADRE MUNICIPAL CODE

RECITALS

WHEREAS, in 2022, the State Legislature adopted Senate Bill No. 9 (“SB 9”), also known as the Housing Opportunity and More Efficiency or “HOME” Act, which permitted duplexes and lot splits by right in single-family zones;

WHEREAS, in response, the City Council adopted Ordinance No. 1452, incorporating SB 9 into the municipal code by codifying Chapter 16.18 (Urban Lot Splits) and Chapter 17.59 (Ministerial Design Review Permits);

WHEREAS, SB 9 has been amended four times over the past four years, including by Senate Bill No. 477, Senate Bill No. 450, Assembly Bill No. 1061, and Senate Bill No. 1426;

WHEREAS, on August 20, 2026, the Planning Commission held a duly noticed public hearing and adopted Resolution No. 26-12 approving Municipal Code Text Amendment 26-05 and recommending that the City Council adopt an ordinance amending Chapter 16.18, Section 17.20.050, Section 17.30.070, and Chapter 17.59 of the Sierra Madre Municipal Code; and

WHEREAS, on August 29, 2026, notice of a City Council Public Hearing for the first reading of this ordinance was published in a locally adjudicated newspaper.

THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

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

SECTION 2. Amendment. Chapter 16.18 (Urban Lot Splits) of Title 16 (Subdivisions) of the Sierra Madre Municipal Code is amended to read as noted in Exhibit 1, with additions denoted by underlined text and deletions denoted by struck-through text:

SECTION 3. Amendment. Chapter 17.59 (Ministerial Design Review Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code is amended to read as noted in Exhibit 2, with additions denoted by underlined text and deletions denoted by struck-through text:

SECTION 4. Amendment. Section 17.20.050 (Primary Structures) of Chapter 17.20 (R-1 One Family Residential Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code is amended to read as noted in Exhibit 3, with additions denoted by underlined text and deletions denoted by struck-through text:

SECTION 5. Amendment. Section 17.30.070 (Setbacks for Primary Structures) of Chapter 17.30 (R-C Residential Canyon Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code is amended to read as noted in Exhibit 4, with additions denoted by underlined text and deletions denoted by struck-through text:

SECTION 6. CEQA. This Ordinance is statutorily exempt from the California Environmental Quality Act ("CEQA") because under Government Code section 66411.7(m) an amendment to Chapter 16.18 is not a project under CEQA and under Government Code section 65852.21(j) an amendment to Chapter 17.59 is not a project under CEQA.

SECTION 7. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance 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 Ordinance or any part thereof or exhibit thereto. The City Council 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 8. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 9. Publication. Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

SECTION 10. Records. Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

SECTION 11. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

PASSED, APPROVED, AND ADOPTED this 13th day of October 2026.

Kristine Lowe, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 22nd day of September 2026, and duly adopted at a regular meeting held on the 13th day of October 2026, by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk

Approved as to form:

Aleks Giragosian, City Attorney

Exhibit 1

Chapter 16.18 URBAN LOT SPLITS

Sections:

16.18.010 Purpose and intent.

The purpose of this chapter is to establish objective standards and regulations to govern the subdivision of parcels as authorized under Government Code Section 66411.7, which was adopted into law by Senate Bill No. 9, effective January 1, 2022 ("SB 9"). If SB 9 or those sections of the Government Code are ever repealed or deemed to be unconstitutional or no longer in effect, this section shall be automatically repealed.

16.18.020 Eligibility.

- A. Under Government Code Section 66411.7(a)(3)(A), only parcels located within single-family residential zones are eligible for urban lot splits, including parcels located in the following zones:
 - 1. R-1 One-Family Residential Zone;
 - 2. R-C Residential Canyon Zone; and
 - 3. H Hillside Management Zone.
- B. Further, an applicant applying for an urban lot split must meet the following criteria:
 - 1. The applicant's parcel was not established through a prior exercise of an urban lot split as provided for in this chapter.
 - 2. The applicant's parcel is not adjacent to another parcel that was subject to an urban lot split by either the applicant or any person acting in concert with the applicant as provided for in this chapter. For the purposes of this chapter, "any person acting in concert" with the applicant includes, but is not limited to, an individual or entity operating on behalf of, acting jointly with, or in partnership or another form of cooperative relationship with, the applicant.
 - 3. The proposed urban lot split does not require demolition or alteration of either a contributing structure or an existing exterior structural wall of a structure located within either a historic district that is included on the California Register of Historical Resources or within a historic district listed or a local historic landmark under chapter 17.82 of this code.
 - ~~4~~3. The applicant's parcel is not located within a historic ~~landmark district or~~ property included on the State Historic Resources Inventory, as defined in Public Resources Code Section 5020.1, or within a site that is designated a local historic landmark under ~~c~~Chapter 17.82 of this code.
 - ~~5~~4. The applicant's parcel is not located on a site that includes any of the characteristics listed in Government Code Section 65913.4(a)(6)(B) — (K), as that section read on September 16, 2021.
- C. An urban lot split is not available for any parcel where the urban lot split would require the demolition or alteration of any of the following types of housing:
 - 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 - 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.

3. A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code Section 7060 et seq. to withdraw accommodations from rent or lease within fifteen years before the date that the development proponent submits an application.
4. Housing that has been occupied by a tenant in the last three years.

16.18.030 Pre-filing conference.

Prior to filing an application, a potential applicant shall meet with the director or his or her designee and pay all applicable fees to discuss the application process, subdivision design, and the need for supplemental information.

16.18.040 Application.

- A. The applicant shall submit an urban lot split application in a form approved by the director.
- B. The applicant shall pay all filing fees and deposits as prescribed by resolution adopted by the city council of the city of Sierra Madre.
- C. Public notice of an application shall be provided by the city in a manner deemed reasonable in the sole discretion of the director.

16.18.050 Development standards.

- A. Design and Development Standards. This section incorporates the design and development standards for the R-1 zone (Section 17.20.100), except as modified by this section.
- B. Density Standards. No development may include more than two residential housing units under this chapter and no more than four residential housing units under this code.
- C. Lot Line Standards.
 1. An urban lot split may only subdivide one existing parcel and shall create no more than two new parcels.
 2. All lot lines shall be contiguous to existing zoning boundaries.
 3. All parcels created pursuant to this chapter shall have access to, provide access to, or adjoin the improved public right-of-way.
 4. ~~The subdivision shall not result in a new parcel with an average width that is less than the average width of the original parcel, unless this requirement would have the effect of physically precluding the construction of two units on either of the resulting parcels or that would result in a unit size of less than eight hundred square feet.~~
 5. An urban lot split may not subdivide a parcel in a way that bisects an existing structure, unless the structure will be demolished or the structures meets building code safety standards and subdividing line is sufficient to allow separate conveyance.
- D. Lot Size Standards.
 1. The two parcels created by an urban lot split must be of approximately equal lot area provided that one parcel shall not be smaller than forty percent of the lot area of the original parcel.
 2. In no instance shall any resulting parcel be smaller than one thousand two hundred square feet in area.

16.18.060 Application review and findings.

- A. The director will review all applications under this chapter ministerially and without a public hearing or discretionary review.
- B. The director will ~~grant~~ consider and approve or deny the application within 60 days of receiving a complete application.
- C.B. In order to grant a ministerial design review permit, the director must find that the proposed project:
1. Complies with Chapter 16.18;
 2. Complies with all objective general plan, zoning code, and design standards;
 3. Complies with all provisions of state law; and
 4. The building official has not made written findings, based upon a preponderance of the evidence, that the proposed project would have a specific, adverse impact upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. For purposes of this section, "specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete, as specified in Government Code Section 65589.5(d)(2).
- D. If the director denies an application, the director shall 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.

16.18.070 Conditions of approval.

- A. Upon Prior to issuance of a parcel map by the director, the applicant shall sign and ~~record a covenant~~ accept the conditions of approval stating the following:
1. All resulting parcels will be used for residential use;
 2. No dwelling unit on such new parcels shall be rented for a period of less than thirty days and cannot be occupied as a short-term rental unit;
 3. Any development constructed in accordance with this chapter shall be subject to all development impact fees related to the development of a new dwelling unit.
 4. Separate utility connections shall be provided for each parcel prior to recordation.
 5. The applicant will sign and record on title an eligibility affidavit consistent with the requirements under Government Code section 66411.7. The applicant will occupy one of the housing units on the subdivided parcels as occupant's principal residence for at least three years from the date of the approval of the urban lot split.
 6. The applicant will comply with all other provisions of the Sierra Madre Municipal Code that are not in conflict with the provisions of this chapter.
 7. The applicant may apply for an accessory dwelling unit or junior accessory dwelling unit permit under Chapter 17.22 or a ministerial design review permit under Chapter 17.59, but under no circumstance may an applicant apply to develop housing units under both chapters.
 8. The applicant is limited to developing a maximum of four units on the subdivided parcels.
 - ~~9. Neither the applicant nor any successor in interest will apply for an urban lot split for the same parcel.~~
 - ~~10. Neither the applicant, a successor in interest, nor any person acting in concert with the applicant or successor in interest may apply for an urban lot split for an adjacent parcel. For the purposes of this provision, "any person acting in concert" with the applicant includes, but is not limited to, an individual~~

or entity operating on behalf of, acting jointly with, or in partnership or another form of cooperative relationship with, the applicant.

- B. [Upon acceptance of the conditions of approval, the applicant shall sign and record a covenant stating the following:](#)
1. [The Property was not established through a prior exercise of an urban lot split under SMMC Chapter 16.18 or Government Code section 66411.7.](#)
 2. Neither the applicant, a successor in interest, nor any person acting in concert with the applicant or successor in interest may apply for an urban lot split for an adjacent parcel. For the purposes of this provision, "any person acting in concert" with the applicant includes, but is not limited to, an individual or entity operating on behalf of, acting jointly with, or in partnership or another form of cooperative relationship with, the applicant.
 3. The applicant will occupy one of the housing units on the subdivided parcels as occupant's principal residence for at least three years from the date of the approval of the urban lot split.
 4. [The application for an urban lot split does not require demolition or alteration of the housing types listed under Government Code section 66411.7.](#)
- C. The recorded document shall include a note on the parcel map indicating that each parcel was created using the provision of this chapter and that no further subdivision of the parcel is permitted.

16.18.080 Appeal.

The determination of the director of planning and community preservation may be appealed to the planning commission, pursuant to the provisions of Section 17.60.115, within fourteen days of the director's determination.

Exhibit 2

Chapter 17.59 MINISTERIAL DESIGN REVIEW PERMITS

Sections:

17.59.010 Purpose and intent.

The purpose of this chapter is to establish objective standards and regulations to govern the development of qualified residential units as authorized under Government Code Section 65852.21, which was adopted into law by Senate Bill No. 9, effective January 1, 2022 ("SB 9"). If SB 9 or those sections of the Government Code are ever repealed or deemed to be unconstitutional or no longer in effect, this section shall be automatically repealed.

17.59.020 Eligibility.

- A. Only parcels located within single-family residential zones are eligible for a ministerial design review permit, including parcels located in the following zones:
 - 1. R-1 One-Family Residential Zone;
 - 2. R-C Residential Canyon Zone; and
 - 3. H Hillside Management Zone.
- B. A ministerial design review permit may only be issued where:
 - 1. The applicant proposes to construct a new unit or units.
 - 2. The proposed development consists of no more than two dwelling units on a single parcel;
 - 3. The applicant's development is not located in either a contributing structure within a historic district included on the State Historic Resources Inventory, as defined in Public Resources Code Section 5020.1, or a local historic landmark under chapter 17.82 of this code.
 - ~~4~~3. The applicant's development is not located in a parcel ~~is not located within a historic district or property included~~ listed as a historic resource on the State Historic Resources Inventory, as defined in Public Resources Code Section 5020.1, or in a parcel within a site that is designated a local historic landmark under chapter 17.82 of this code; and
 - ~~5~~4. The applicant's parcel is not located on a site that includes any of the characteristics listed in Government Code Section 65913.4(a)(6)(B)-(K), as that section read on September 16, 2021.
- C. A ministerial design review permit may not be issued where approval would require the demolition or alteration of any of the following types of housing:
 - 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income;
 - 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power;
 - 3. A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code Section 7060 et seq. to withdraw accommodations from rent or lease within fifteen years before the date that the development proponent submits an application; and
 - 4. Housing that has been occupied by a tenant in the last three years; ~~and~~
 - ~~5. The proposed housing development does not demolish more than twenty-five percent of the existing exterior structural walls.~~

17.59.030 Pre-development review.

Prior to filing an application, a potential applicant shall meet with the director or his or her designee and pay all applicable fees to discuss the application process, project design, and the need for supplemental information.

17.59.040 Application.

- A. The applicant shall submit a ministerial design review permit application in a form approved by the director.
- B. All design drawings, as determined by the department, shall be prepared by an architect licensed by the California Architects Board.
- C. The applicant shall pay all filing fees and deposits as prescribed by resolution adopted by the city council of the city of Sierra Madre.

17.59.050 Development standards.

- A. Design and Development Standards. This section incorporates the design and development standards in this code unique to each zone, except as modified by this section.

~~B. Angle Plane. The angle plane standards in this chapter shall be governed by the angle plane standards in the underlying zone.~~

~~B~~C. Building and Design Standards.

- 1. For a detached unit, the exterior materials and design shall match the design of any existing primary dwelling unit on the property through the use of the same exterior wall materials, identified color tones, window types, door and window trims, roofing materials and roof pitch.
- 2. For an attached unit, the exterior materials, windows and other architectural features shall match the existing structure by employing the same building form, color tones, window design, door and window trims, roofing materials and roof pitch.

~~3. Roof decks are prohibited.~~

~~3~~4. All dwelling units ministerially approved under this chapter will install a new or separate utility connection.

~~4~~5. All electrical and utility services to a new dwelling unit shall be undergrounded.

~~5~~6. If an adjoining property installed a solar energy system, the applicant shall submit a shadow study prepared by an engineer licensed by the board of professional engineers, land surveyors, and geologists or by an architect licensed by the California Architects Board. The shadow of any proposed development shall not cover more than ten percent of the area of any solar energy system on any adjoining property.

~~C~~D. Density Standards. No development may include more than two residential housing units under this chapter and no more than four residential housing units under this code.

~~E. Fire Safety Standards.~~

~~1. All new dwelling units are required to comply with Chapter 15.24 of this code.~~

~~2. Where two dwelling units are configured as sharing a common wall, a one-hour fire wall between the units is required.~~

~~3. All new dwelling units are required to comply with Chapter 15.24 (Fire Code) and have fire sprinklers.~~

~~4. All new dwelling units are required to use fire-resistant building materials.~~

~~5. All new dwelling units are required to comply with Chapter 8.36 (Hazardous Brush Clearance) and maintain defensible space around these units.~~

~~6. New or modified detached dwelling units shall be separated from any other dwelling unit or building by ten feet to prevent the spread of fire.~~

~~F. Floor Area Standards. The total floor area standards in this chapter shall be governed by total floor area standards in the underlying zone.~~

~~G. Height Standards. The maximum height standards in this chapter shall be governed by the height standards in the underlying zone. If there is an existing primary dwelling on the parcel, then the maximum height of the existing residence cannot be increased through use of this chapter.~~

~~H. Lot Coverage Standards. The lot coverage standards in this chapter shall be governed by the lot coverage standards in the underlying zone.~~

~~I. Lot Size Standards.~~

~~1. The minimum lot size standards in this chapter shall be governed by the lot size standards in the underlying zone.~~

~~J. Open Space Standards. Two hundred fifty feet per dwelling unit of on-site open space shall be provided on the ground level for use by residents. Open space may be common or private. To be counted toward the open space requirement, the minimum width and length of each space shall be ten feet. Driveways and other vehicular access areas shall not count toward the open space requirement.~~

DK. Parking Standards.

1. One off-street, covered parking space is required for each new dwelling unit.

~~2. The parking space shall be a dimension of at least ten feet wide, eight feet tall, and twenty feet deep.~~

23. If a new dwelling unit is located within one-half mile walking distance of either a high-quality transit corridor, as defined in Public Resources Code Section 21155(b), or a major transit stop, as defined in Public Resources Code Section 21064.3, or if there is a car share vehicle located within one block of the parcel, then off-street parking required pursuant to this section shall not apply.

EL. Setback Standards.

1. The front setbacks from the lot line will be determined by the zoning district in which the dwelling unit is located;

2. The minimum side and rear setbacks from the lot line will be four feet.

3. No additional setback is required for a new dwelling unit constructed in the same location as an existing structure on the parcel.

~~4. All portions of the dwelling unit, including eaves, awnings, sills, cornices, chimneys, overhangs and other projections, may encroach into front, side or rear yards or setbacks in a manner consistent with the building design but in no case greater than one foot in depth.~~

17.59.060 Historic preservation.

A. If a project proposes to demolish a structure and the structure is of the type protected under Section 17.60.056 of this code, the applicant will prepare a written historic assessment or survey as described in paragraph (D) of Section 17.60.056 of this code.

B. All historic 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 assessment or survey results in a status code of categories one through five, inclusive, the applicant is required to 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 list measures to mitigate the harmful

impact of the proposed project on the historic structure and those mitigation measures will be made a condition of approval of the ministerial design review permit.

- D. When a historic assessment or survey results in a status code of category six, an applicant may proceed in accordance with this chapter.
- E. When a historic 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 applicant shall be deemed incomplete until a historic assessment or survey results in a status code of categories one through six.

17.59.070 Tree preservation.

- A. When the director of public works determines that an application for a ministerial design review 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 ministerial design review permit.
- C. Prior to the removal or substantial trimming of any protected tree, the applicant must obtain a permit and pay all accompanying fees.

17.59.080 Application review and findings.

- A. The director will review all applications under this chapter ministerially and without a public hearing or discretionary review.
- B. The director will ~~grant~~ consider and approve or deny the application within 60 days of receiving a complete application.
- C.B. In reviewing an application, the director will ensure that no objective design standards have the effect of physically precluding the construction of up to two units or physically precluding either of the two units from being at least eight hundred square feet in floor area.
- D.C. In order to grant a ministerial design review permit, the director must find that the proposed project:
 - 1. Complies with Chapter 17.59;
 - 2. Complies with all objective general plan, zoning code, and design standards;
 - 3. Complies with all provisions of state law; and
 - 4. The building official has not made written findings, based upon a preponderance of the evidence, that the proposed project would have a specific, adverse impact upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. For purposes of this section, "specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete, as specified in Government Code Section 65589.5(d)(2).
- D. If the director denies an application, the director shall 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 remedieds.

17.59.090 Conditions of approval.

- A. ~~Upon~~Prior to issuance of a ministerial design review permit, the applicant shall sign and accept the conditions of approval~~sign and record a covenant~~ stating the following:
1. No dwelling unit on such new parcels shall be rented for a period of less than thirty days and cannot be occupied as a short-term rental unit;
 2. Any development constructed in accordance with this chapter shall be subject to all development impact fees related to the dwelling unit.
 3. Separate utility connections shall be provided for each parcel prior to recordation.
 4. The applicant may apply for an accessory dwelling unit or junior accessory dwelling unit permit under Chapter 17.22 or ministerial design review permit under Chapter 17.59, but under no circumstance may an applicant apply to develop dwelling units under both chapters.
 5. The applicant will comply with all mitigation measures as provided in the historic resource design review, as applicable, under paragraph (C) of section 17.59.050.
 6. The applicant will comply with all mitigation measures as provided in the arborist report, as applicable, under paragraph (B) of Section 17.59.060.
 7. The applicant will comply with all other provisions of the Sierra Madre Municipal Code that are not in conflict with the provisions of this chapter.

17.59.100 Reserved.

Editor's note(s)—Ord. No. 1466, § 82, adopted March 28, 2023, repealed § 17.59.100, which pertained to appeal and derived from Ord. No. 1452, § 4(Att. C), adopted April 12, 2022)

Exhibit 3

17.20.050 Primary structures.

The following development standards shall apply to all primary structures within the R-1 zone as follows:

A. Front Yards. The following standards shall apply to all R-1 zoned property:

1. Standard Front Yard Setback. Every lot in the R-1 zone shall have a front yard of at least twenty-five feet, except as provided in this chapter.
2. Front Yard Setbacks Greater than Thirty Feet—Prevailing Setback. Whenever fifty percent, or greater, of the properties on the same side of the street in the linear block where the project site is located have front yard setbacks that are greater than thirty feet, the minimum required front yard setback for all building and/or structures thereafter constructed, enlarged, erected or established shall be the prevailing setback for the linear block. The prevailing setback shall be calculated by adding all of the front yard setbacks, except for the smallest and largest setbacks, and dividing the total by the number of lots included in the calculation, as illustrated in Diagram E. The Prevailing Setback may be reduced to no less than required by subsection (A)(1) subject to the approval of an administrative design review permit pursuant to the requirements of Chapter 17.60.
3. Projections Into the Front Yard. Projections into the required front yard setback may occur as follows:
 - a. A nonhabitable covered front porch, with or without supports, may encroach a maximum of six feet into the required front yard setback. In no case may the encroachment be closer than ten feet to the front property line.
 - b. An open, uncovered balcony (not covered by a roof or similar structural feature) may project into the required front yard setback a maximum of forty-eight inches.
 - c. An open balcony, covered only with a roof feature and supports, may extend into the required front yard setback a maximum of forty-eight inches, pursuant to the approval of an administrative design review permit pursuant to the provisions of Chapter 17.60.

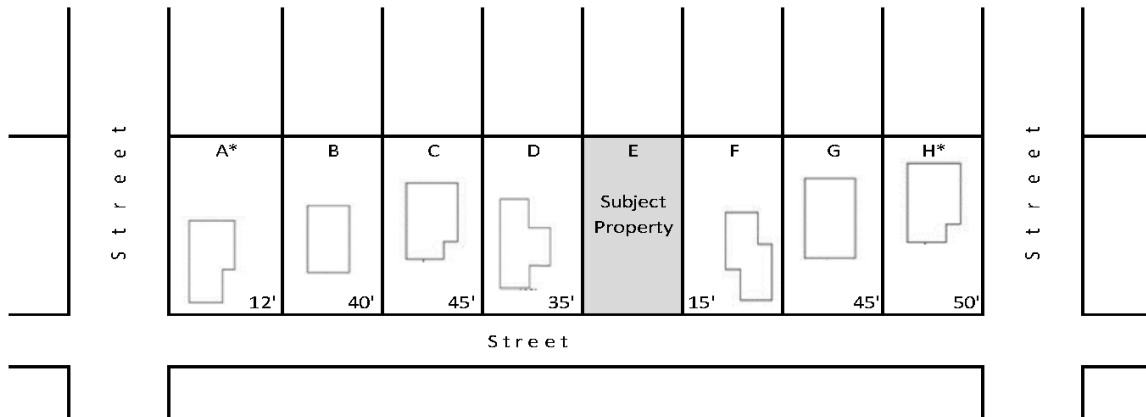
B. Side Yards. The following side yard setback standards shall apply to all R-1 zoned property:

1. New Construction. Except as otherwise provided, all construction of new primary structures on all property shall conform to the following side yard setback standards:
 - a. Lots or Parcels of Sixty Feet or Less in Width. Lots or parcels measuring sixty feet or less, as defined in this title, shall have a minimum side yard setback of not less than five feet, on each side. However, in no case shall any structure exceed a total width of forty-two feet.
 - b. Lots or Parcels Greater than Sixty Feet in Width. Except as otherwise provided in this chapter, lots or parcels measuring greater than sixty feet in width, as defined in this title, shall have a cumulative side yard setback dimension (both side yard setbacks combined) of not less than thirty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side.
 - c. Reverse Corner Lots or Parcels. Lots or parcels which have a "reverse corner" configuration, as defined in this title, shall have an interior side yard setback as set forth in subsection (B)(1) of this section. The "reverse corner" lot or parcel shall have a minimum twenty-five foot setback adjacent to the secondary street frontage.

- d. Attached Open Structures. Open single story attached structures, such as porte cocheres, patio covers, porch covers and similar structures which are attached to the primary structure may encroach into the required cumulative side yard setback dimension, as set forth in subsection (B)(1)(b) of this section, where the attached open structure is located no closer to the side yard property line than a minimum of five feet or ten percent of the width of the lot or parcel, whichever is greater. Notwithstanding any provision of this Title to the contrary, raised decks and roof decks shall not be permitted to extend or project into any minimum side yard setback as required by subsection (B)(1).
- 2. Additions Onto Existing Primary Structures. Additions onto existing primary structures shall conform to the provisions of subsection (B)(1) of this section, except as provided as follows:
 - a. Single Story Additions of Less than Fifty Percent. Excluding raised decks and roof decks, Single-single story additions onto existing primary structures, which results in an increase in gross floor area of fifty percent or less of the original structure, and which is consistent in height and character with the original structure, may be aligned with the existing legally constructed side yard setback of the primary structure, subject to the approval by the director of an administrative design review permit, pursuant to Section 17.60.025.
 - b. Single Story Additions Greater than Fifty Percent. Single story additions onto existing primary structures, which result in an increase in gross floor area of greater than fifty percent of the original structure, may be aligned with existing legally constructed side yard setback of the primary structure, subject to the approval of a design review permit pursuant to the provisions of Chapter 17.60 of this title.
 - 3. Reduced Cumulative Setback Dimensions. The cumulative required setback dimensions may be reduced from thirty percent to twenty percent pursuant to the following provisions:
 - a. New Construction. New construction of primary structures may have a reduced cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, provided that the total lot coverage does not exceed forty percent and pursuant to the approval of a design review permit subject to the provisions of Chapter 17.60.

DIAGRAM E

Example of Calculation of Prevailing Front Yard Setback



Prevailing Setback Calculation = Sum of front yard setbacks (except smallest and largest) / # of lots

Prevailing Setback = Lot B + Lot C + Lot D + Lot F + Lot G / 5 lots
 $= 40' + 45' + 35' + 15' + 45' = 180 / 5 = \underline{36 \text{ feet}}$

* Lots A and H are not included in the calculation as their front yard setbacks are the smallest and the largest setbacks along the block.

- b. One or Two Story Additions of Fifty Percent or Less. One or two story additions onto existing primary structures, where the floor area of the addition does not exceed fifty percent of the gross floor area of the existing primary structure, may be constructed with cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, pursuant to the approval of an administrative design review permit pursuant to the provisions of Chapter 17.60.
- c. One or Two Story Additions of Greater than Fifty Percent. One or two story additions onto existing primary structures, where the floor area of the addition is greater than fifty percent of the gross floor area of the existing primary structure, may be constructed with cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, pursuant to the approval of a design review permit pursuant to the provisions of Chapter 17.60.

- C. Rear Yards. The minimum rear yard setback shall be fifteen feet from the rear property line. [Raised decks or roof decks shall not be permitted to extend or project into the minimum rear yard setback as required by this subsection.](#)

(Ord. No. 1336, § 1(Exh. A), 4-9-13; Ord. No. 1364, §§ 2, 3, 5-12-15; Ord. No. 1375, § 2, 2-9-16; Ord. No. 1389, Exh. A, §§ 6—11, 7-11-17; Ord. No. 1455, § 2(Exh. A), 5-24-22)

Exhibit 4

17.30.070 Setbacks for primary structures.

The following development standards apply to primary structures.

A. Front and Rear Setbacks.

1. Front and Rear Setbacks. Each lot shall have a minimum combined front and rear yard setback of thirty-five feet. The front yard setback must be at least fifteen feet. The rear yard setback must be at least ten feet, unless an administrative design review permit is obtained, in which case the minimum required setback shall be as stated in the administrative design review permit, which amount shall be no less than five feet. [Raised decks or roof decks shall not be permitted to extend or project into the minimum rear yard setback as required by this subsection.](#)
2. Projections into the Front Yard Setback. Projections into the required front yards may occur as follows:
 - i. Porches. A porch on the ground floor that is covered by a solid roof or similar structural feature, attached to the primary residence, and is not enclosed by vertical surfaces between the heights of three feet and seven feet, with the exception of posts and building face or faces to which the porch is attached, may encroach a maximum of five feet into the required front yard setback if the encroachment is not closer than ten feet to the front property line.
 - ii. Balconies. A balcony may project into the required front yard setback a maximum of forty-eight inches if a deed restriction that meets the approval of the city attorney is recorded on the title of the parcel to restrict owners from enclosing the balcony unless the enclosure would not exceed the maximum building floor area set forth in Section 17.30.130.

B. Side Yard. The following side yard setback standards shall apply to all R-C zoned property:

1. Lots or Parcels of Sixty Feet or Less in Width. Lots or parcels measuring sixty feet or less, as defined in this title, shall have a minimum side yard setback of not less than five feet, on each side. However, in no case shall a structure exceed a total width of forty feet.
2. Lots or Parcels Greater than Sixty Feet in Width. Except as otherwise provided in this chapter, lots or parcels measuring greater than sixty feet in width, as defined in this title, shall have a cumulative side yard setback dimension (both side yard setbacks combined) of not less than thirty percent of the lot width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the lot or parcel width, whichever is greater, up to a maximum side yard setback requirement of ten feet on that side.
3. Reverse Corner Lots or Parcels. Lots or parcels which have a "reverse corner" configuration, as defined in this title, shall have an interior side yard setback as set forth in subsection (B)(1) of this section. The "reverse corner" lot or parcel shall have a minimum fifteen foot setback adjacent to the secondary street frontage.
4. Attached Open Structures. Open single story attached structures, such as porte cocheres, patio covers and similar structures which are attached to the primary structure may encroach into the required cumulative side yard setback dimension, as set forth in subsection (B)(1)(b) of this section, where the attached open structure is located no closer to the side yard property line than a minimum of five feet or ten percent of the width of the lot or parcel, whichever is greater. [Notwithstanding any provision of this Title to the contrary, raised decks and roof decks shall not be permitted to extend or project into any minimum side yard setback as required by subsection \(B\)\(1-3\).](#)

(Ord. No. 1313, § 2(Exh. B), 3-22-11; Ord. No. 1389, Exh. A, § 19, 7-11-17)

RESOLUTION NO. 26-12

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTER 16.18 (URBAN LOT SPLITS) OF TITLE 16 (SUBDIVISIONS), SECTION 17.20.050 (PRIMARY STRUCTURES) OF CHAPTER 17.20 (R-1 ONE FAMILY RESIDENTIAL ZONE), SECTION 17.30.070 (SETBACKS FOR PRIMARY STRUCTURES) OF CHAPTER 17.30 (R-C RESIDENTIAL CANYON ZONE), AND CHAPTER 17.59 (MINISTERIAL DESIGN REVIEW PERMITS), OF TITLE 17 (ZONING) OF THE SIERRA MADRE MUNICIPAL CODE

RECITALS

WHEREAS, in 2022, the State Legislature adopted Senate Bill No. 9 (“SB 9”), also known as the Housing Opportunity and More Efficiency or “HOME” Act, which permitted duplexes and lot splits by right in single-family zones;

WHEREAS, in response, the City Council adopted Ordinance No. 1452, incorporating SB 9 into the municipal code by codifying Chapter 16.18 (Urban Lot Splits) and Chapter 17.59 (Ministerial Design Review Permits);

WHEREAS, SB 9 has been amended four times over the past four years, including by Senate Bill No. 477, Senate Bill No. 450, Assembly Bill no. 1061, and Senate Bill No. 1426;

WHEREAS, on August 6, 2026, the Planning Commission met to consider amendments to Chapters 16.18 and 17.59, consistent with the bills above, and directed staff to return with this resolution recommending approval to the City Council; and

WHEREAS, on August 1, 2026, City staff published the required 20-day notice of a public hearing as required under Government Code

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 reference.

SECTION 2. Municipal Code Text Amendment. The Planning Commission recommends that the City Council adopt an ordinance amending Chapter 16.18 (Urban Lot Splits) of Title 16 (Subdivisions) of the Sierra Madre Municipal Code as noted in Exhibit 1, incorporated herein by reference, with underlined text denoting additions and struck-through text denoting deletions.

SECTION 3. Municipal Code Text Amendment. The Planning Commission recommends that the City Council adopt an ordinance amending Chapter 17.59 (Ministerial Design Review Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code as noted in Exhibit 2, incorporated herein by reference, with underlined text denoting additions and struck-through text denoting deletions.

SECTION 4. Municipal Code Text Amendment. The Planning Commission recommends that the City Council adopt an ordinance amending Section 17.20.050 (Primary Structures) of Chapter 17.20 (R-1 One-Family Residential Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code as noted in Exhibit 3, incorporated herein by reference, with underlined text denoting additions and struck-through text denoting deletions.

SECTION 5. Municipal Code Text Amendment. The Planning Commission recommends that the City Council adopt an ordinance amending Section 17.30.070 (Setbacks for Primary Structures) of Chapter 17.30 (R-C Residential Canyon Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code as noted in Exhibit 4, incorporated herein by reference, with underlined text denoting additions and struck-through text denoting deletions.

SECTION 6. CEQA. This resolution is statutorily exempt from the California Environmental Quality Act ("CEQA") because under Government Code 66411.7(m) an amendment to Chapter 16.18 is not a project under CEQA and under Government Code 65852.21(j) an amendment to Chapter 17.59 is not a project under CEQA.

SECTION 7. 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 8. Certification. The Director of Planning and Community Preservation shall certify the passage, approval, and adoption of this Resolution by the City Council.

SECTION 9. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 20th day of August 2026.



Thomas Denison, Chair

I HEREBY CERTIFY the foregoing Resolution was duly passed, approved, and adopted by the Planning Commission of the City of Sierra Madre, California, after a public hearing held on the 20th day of August 2026, by the following vote:

AYES: Chair Thomas Denison, Vice Chair Patrick Simcock, and Commissioners Kevin Brennan and Yong Yoo

NOES:

ABSENT:

ABSTAINED:



Clare Lin, Director of Planning and Community Preservation

Approved as to form:



Aleks Giragosian, City Attorney

Chapter 16.18 URBAN LOT SPLITS

Sections:

16.18.010 Purpose and intent.

The purpose of this chapter is to establish objective standards and regulations to govern the subdivision of parcels as authorized under Government Code Section 66411.7, which was adopted into law by Senate Bill No. 9, effective January 1, 2022 ("SB 9"). If SB 9 or those sections of the Government Code are ever repealed or deemed to be unconstitutional or no longer in effect, this section shall be automatically repealed.

16.18.020 Eligibility.

- A. Under Government Code Section 66411.7(a)(3)(A), only parcels located within single-family residential zones are eligible for urban lot splits, including parcels located in the following zones:
 1. R-1 One-Family Residential Zone;
 2. R-C Residential Canyon Zone; and
 3. H Hillside Management Zone.
- B. Further, an applicant applying for an urban lot split must meet the following criteria:
 1. The applicant's parcel was not established through a prior exercise of an urban lot split as provided for in this chapter.
 2. The applicant's parcel is not adjacent to another parcel that was subject to an urban lot split by either the applicant or any person acting in concert with the applicant as provided for in this chapter. For the purposes of this chapter, "any person acting in concert" with the applicant includes, but is not limited to, an individual or entity operating on behalf of, acting jointly with, or in partnership or another form of cooperative relationship with, the applicant.
 3. The proposed urban lot split does not require demolition or alteration of either a contributing structure or an existing exterior structural wall of a structure located within either a historic district that is included on the California Register of Historical Resources or within a historic district listed or a local historic landmark under chapter 17.82 of this code^[AG1.1].
 4. The applicant's parcel is not located within a historic ~~landmark~~^{district or} ^[AG2.1] property included on the State Historic Resources Inventory, as defined in Public Resources Code Section 5020.1, or within a site that is designated a local historic landmark under ~~c~~Chapter 17.82 of this code.
 5. The applicant's parcel is not located on a site that includes any of the characteristics listed in Government Code Section 65913.4(a)(6)(B)—(K), as that section read on September 16, 2021. ^[AG3.1]
- C. An urban lot split is not available for any parcel where the urban lot split would require the demolition or alteration of any of the following types of housing:
 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.

-
3. A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code Section 7060 et seq. to withdraw accommodations from rent or lease within fifteen years before the date that the development proponent submits an application.
 4. Housing that has been occupied by a tenant in the last three years.

16.18.030 Pre-filing conference.

Prior to filing an application, a potential applicant shall meet with the director or his or her designee and pay all applicable fees to discuss the application process, subdivision design, and the need for supplemental information.

16.18.040 Application.

- A. The applicant shall submit an urban lot split application in a form approved by the director.
- B. The applicant shall pay all filing fees and deposits as prescribed by resolution adopted by the city council of the city of Sierra Madre.
- C. Public notice of an application shall be provided by the city in a manner deemed reasonable in the sole discretion of the director.

16.18.050 Development standards.

- A. Design and Development Standards. This section incorporates the design and development standards for the R-1 zone (Section 17.20.100), except as modified by this section.
- B. Density Standards. No development may include more than two residential housing units under this chapter and no more than four residential housing units under this code.
- C. Lot Line Standards.
 1. An urban lot split may only subdivide one existing parcel and shall create no more than two new parcels.
 2. All lot lines shall be contiguous to existing zoning boundaries.
 3. All parcels created pursuant to this chapter shall have access to, provide access to, or adjoin the improved public right-of-way.
 4. ~~The subdivision shall not result in a new parcel with an average width that is less than the average width of the original parcel, unless this requirement would have the effect of physically precluding the construction of two units on either of the resulting parcels or that would result in a unit size of less than eight hundred square feet.~~
 5. An urban lot split may not subdivide a parcel in a way that bisects an existing structure, unless the structure will be demolished or the structures meets building code safety standards and subdividing line is sufficient to allow separate conveyance.
- D. Lot Size Standards.
 1. The two parcels created by an urban lot split must be of approximately equal lot area provided that one parcel shall not be smaller than forty percent of the lot area of the original parcel.
 2. In no instance shall any resulting parcel be smaller than one thousand two hundred square feet in area.

16.18.060 Application review and findings.

- A. The director will review all applications under this chapter ministerially and without a public hearing or discretionary review.
- B. The director will ~~grant~~ consider and approve or deny the application within 60 days of receiving a complete application. [AG4.1]
- C.B. In order to grant a ministerial design review permit, the director must find that the proposed project:
1. Complies with Chapter 16.18;
 2. Complies with all objective general plan, zoning code, and design standards;
 3. Complies with all provisions of state law; and
 4. The building official has not made written findings, based upon a preponderance of the evidence, that the proposed project would have a specific, adverse impact upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. For purposes of this section, "specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete, as specified in Government Code Section 65589.5(d)(2).
- D. If the director denies an application, the director shall 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.[AG5.1].

16.18.070 Conditions of approval.

- A. ~~Upon~~ Prior to issuance of a parcel map by the director, the applicant shall sign and ~~record a covenant~~ accept the conditions of approval stating the following:
1. All resulting parcels will be used for residential use;
 2. No dwelling unit on such new parcels shall be rented for a period of less than thirty days and cannot be occupied as a short-term rental unit;
 3. Any development constructed in accordance with this chapter shall be subject to all development impact fees related to the development of a new dwelling unit.
 4. Separate utility connections shall be provided for each parcel prior to recordation.
 5. The applicant will sign and record on title an eligibility affidavit consistent with the requirements under Government Code section 66411.7. ~~The applicant will occupy one of the housing units on the subdivided parcels as occupant's principal residence for at least three years from the date of the approval of the urban lot split.~~
 6. The applicant will comply with all other provisions of the Sierra Madre Municipal Code that are not in conflict with the provisions of this chapter.
 7. The applicant may apply for an accessory dwelling unit or junior accessory dwelling unit permit under Chapter 17.22 or a ministerial design review permit under Chapter 17.59, but under no circumstance may an applicant apply to develop housing units under both chapters.
 8. The applicant is limited to developing a maximum of four units on the subdivided parcels.
 9. ~~Neither the applicant nor any successor in interest will apply for an urban lot split for the same parcel.~~

~~10. Neither the applicant, a successor in interest, nor any person acting in concert with the applicant or successor in interest may apply for an urban lot split for an adjacent parcel. For the purposes of this provision, "any person acting in concert" with the applicant includes, but is not limited to, an individual or entity operating on behalf of, acting jointly with, or in partnership or another form of cooperative relationship with, the applicant.~~

B. Upon acceptance of the conditions of approval, the applicant shall sign and record a covenant stating the following:

1. The Property was not established through a prior exercise of an urban lot split under SMMC Chapter 16.18 or Government Code section 66411.7.
2. Neither the applicant, a successor in interest, nor any person acting in concert with the applicant or successor in interest may apply for an urban lot split for an adjacent parcel. For the purposes of this provision, "any person acting in concert" with the applicant includes, but is not limited to, an individual or entity operating on behalf of, acting jointly with, or in partnership or another form of cooperative relationship with, the applicant.
3. The applicant will occupy one of the housing units on the subdivided parcels as occupant's principal residence for at least three years from the date of the approval of the urban lot split.
4. The application for an urban lot split does not require demolition or alteration of the housing types listed under Government Code section 66411.7. -[AG6.1]

C. The recorded document shall include a note on the parcel map indicating that each parcel was created using the provision of this chapter and that no further subdivision of the parcel is permitted.

16.18.080 Appeal.

The determination of the director of planning and community preservation may be appealed to the planning commission, pursuant to the provisions of Section 17.60.115, within fourteen days of the director's determination.

Chapter 17.59 MINISTERIAL DESIGN REVIEW PERMITS

Sections:

17.59.010 Purpose and intent.

The purpose of this chapter is to establish objective standards and regulations to govern the development of qualified residential units as authorized under Government Code Section 65852.21, which was adopted into law by Senate Bill No. 9, effective January 1, 2022 ("SB 9"). If SB 9 or those sections of the Government Code are ever repealed or deemed to be unconstitutional or no longer in effect, this section shall be automatically repealed.

17.59.020 Eligibility.

- A. Only parcels located within single-family residential zones are eligible for a ministerial design review permit, including parcels located in the following zones:
 - 1. R-1 One-Family Residential Zone;
 - 2. R-C Residential Canyon Zone; and
 - 3. H Hillside Management Zone.
- B. A ministerial design review permit may only be issued where:
 - 1. The applicant proposes to construct a new unit or units.
 - 2. The proposed development consists of no more than two dwelling units on a single parcel;
 - 3. The applicant's development is not located in either a contributing structure within a historic district included on the State Historic Resources Inventory, as defined in Public Resources Code Section 5020.1, or a local historic landmark under chapter 17.82 of this code.[AG1.1]
 - 4. The applicant's development is not located in a parcel ~~is not located within a historic district or property included listed as a historic resource~~ on the State Historic Resources Inventory, a[AG2.1]s defined in Public Resources Code Section 5020.1, or in a parcel ~~within a site~~ that is designated a local historic landmark under Chapter 17.82 of this code; and
 - 5. The applicant's parcel is not located on a site that includes any of the characteristics listed in Government Code Section 65913.4(a)(6)(B)-(K), as that section read on September 16, 2021[AG3.1].
- C. A ministerial design review permit may not be issued where approval would require the demolition or alteration of any of the following types of housing:
 - 1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income;
 - 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power;
 - 3. A parcel or parcels on which an owner of residential real property has exercised the owner's rights under Government Code Section 7060 et seq. to withdraw accommodations from rent or lease within fifteen years before the date that the development proponent submits an application; and
 - 4. Housing that has been occupied by a tenant in the last three years. ~~and~~

- ~~5. The proposed housing development does not demolish more than twenty-five percent of the existing exterior structural walls. [AG4.1]~~

17.59.030 Pre-development review.

Prior to filing an application, a potential applicant shall meet with the director or his or her designee and pay all applicable fees to discuss the application process, project design, and the need for supplemental information.

17.59.040 Application.

- A. The applicant shall submit a ministerial design review permit application in a form approved by the director.
- B. All design drawings, as determined by the department, shall be prepared by an architect licensed by the California Architects Board.
- C. The applicant shall pay all filing fees and deposits as prescribed by resolution adopted by the city council of the city of Sierra Madre.

17.59.050 Development standards.

- A. Design and Development Standards. This section incorporates the design and development standards in this code unique to each zone, except as modified by this section.

~~B. Angle Plane. The angle plane standards in this chapter shall be governed by the angle plane standards in the underlying zone. [AG5.1]~~

BC. Building and Design Standards.

- 1. For a detached unit, the exterior materials and design shall match the design of any existing primary dwelling unit on the property through the use of the same exterior wall materials, identified color tones, window types, door and window trims, roofing materials and roof pitch.
- 2. For an attached unit, the exterior materials, windows and other architectural features shall match the existing structure by employing the same building form, color tones, window design, door and window trims, roofing materials and roof pitch.

~~3. Roof decks are prohibited. [AG6.1]~~

34. All dwelling units ministerially approved under this chapter will install a new or separate utility connection.

45. All electrical and utility services to a new dwelling unit shall be undergrounded.

56. If an adjoining property installed a solar energy system, the applicant shall submit a shadow study prepared by an engineer licensed by the board of professional engineers, land surveyors, and geologists or by an architect licensed by the California Architects Board. The shadow of any proposed development shall not cover more than ten percent of the area of any solar energy system on any adjoining property.

CD. Density Standards. No development may include more than two residential housing units under this chapter and no more than four residential housing units under this code.

~~E. Fire Safety Standards.~~

~~1. All new dwelling units are required to comply with Chapter 15.24 of this code.~~

~~2. Where two dwelling units are configured as sharing a common wall, a one-hour fire wall between the units is required.~~

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- ~~3. All new dwelling units are required to comply with Chapter 15.24 (Fire Code) and have fire sprinklers.~~
 - ~~4. All new dwelling units are required to use fire-resistant building materials.~~
 - ~~5. All new dwelling units are required to comply with Chapter 8.36 (Hazardous Brush Clearance) and maintain defensible space around these units.~~
 - ~~6. New or modified detached dwelling units shall be separated from any other dwelling unit or building by ten feet to prevent the spread of fire.~~
- ~~F. Floor Area Standards. The total floor area standards in this chapter shall be governed by total floor area standards in the underlying zone.~~
- ~~G. Height Standards. The maximum height standards in this chapter shall be governed by the height standards in the underlying zone. If there is an existing primary dwelling on the parcel, then the maximum height of the existing residence cannot be increased through use of this chapter.~~
- ~~H. Lot Coverage Standards. The lot coverage standards in this chapter shall be governed by the lot coverage standards in the underlying zone.~~
- ~~I. Lot Size Standards.~~
- ~~1. The minimum lot size standards in this chapter shall be governed by the lot size standards in the underlying zone.~~
- ~~J. Open Space Standards. Two hundred fifty feet per dwelling unit of on-site open space shall be provided on the ground level for use by residents. Open space may be common or private. To be counted toward the open space requirement, the minimum width and length of each space shall be ten feet. Driveways and other vehicular access areas shall not count toward the open space requirement. [AG7.1]~~
- DK.** Parking Standards.
1. One off-street, covered parking space is required for each new dwelling unit.
 - ~~2. The parking space shall be a dimension of at least ten feet wide, eight feet tall, and twenty feet deep. [AG8.1]~~
 - 23.** If a new dwelling unit is located within one-half mile walking distance of either a high-quality transit corridor, as defined in Public Resources Code Section 21155(b), or a major transit stop, as defined in Public Resources Code Section 21064.3, or if there is a car share vehicle located within one block of the parcel, then off-street parking required pursuant to this section shall not apply.
- EL.** Setback Standards.
1. The front setbacks from the lot line will be determined by the zoning district in which the dwelling unit is located;
 2. The minimum side and rear setbacks from the lot line will be four feet.
 3. No additional setback is required for a new dwelling unit constructed in the same location as an existing structure on the parcel.
 - ~~4. All portions of the dwelling unit, including eaves, awnings, sills, cornices, chimneys, overhangs and other projections, may encroach into front, side or rear yards or setbacks in a manner consistent with the building design but in no case greater than one foot in depth [AG9.1].~~

17.59.060 Historic preservation.

- A. If a project proposes to demolish a structure and the structure is of the type protected under Section 17.60.056 of this code, the applicant will prepare a written historic assessment or survey as described in paragraph (D) of Section 17.60.056 of this code.
- B. All historic 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 assessment or survey results in a status code of categories one through five, inclusive, the applicant is required to 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 list measures to mitigate the harmful impact of the proposed project on the historic structure and those mitigation measures will be made a condition of approval of the ministerial design review permit.
- D. When a historic assessment or survey results in a status code of category six, an applicant may proceed in accordance with this chapter.
- E. When a historic 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 applicant shall be deemed incomplete until a historic assessment or survey results in a status code of categories one through six.

17.59.070 Tree preservation.

- A. When the director of public works determines that an application for a ministerial design review 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 ministerial design review permit.
- C. Prior to the removal or substantial trimming of any protected tree, the applicant must obtain a permit and pay all accompanying fees.

17.59.080 Application review and findings.

- A. The director will review all applications under this chapter ministerially and without a public hearing or discretionary review.
- B. The director will ~~grant~~ consider and approve or deny the application within 60 days of receiving a complete application. [AG10.1]
- C.B. In reviewing an application, the director will ensure that no objective design standards have the effect of physically precluding the construction of up to two units or physically precluding either of the two units from being at least eight hundred square feet in floor area.
- D.C. In order to grant a ministerial design review permit, the director must find that the proposed project:
 - 1. Complies with Chapter 17.59;
 - 2. Complies with all objective general plan, zoning code, and design standards;
 - 3. Complies with all provisions of state law; and

-
4. The building official has not made written findings, based upon a preponderance of the evidence, that the proposed project would have a specific, adverse impact upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact. For purposes of this section, "specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete, as specified in Government Code Section 65589.5(d)(2).

D. If the director denies an application, the director shall 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. [AG11.1]

17.59.090 Conditions of approval.

- A. ~~Upon~~ Prior to issuance of a ministerial design review permit, the applicant shall sign and accept the conditions of approval ~~sign and record a covenant~~ stating the following:
1. No dwelling unit on such new parcels shall be rented for a period of less than thirty days and cannot be occupied as a short-term rental unit;
 2. Any development constructed in accordance with this chapter shall be subject to all development impact fees related to the dwelling unit.
 3. Separate utility connections shall be provided for each parcel prior to recordation.
 4. The applicant may apply for an accessory dwelling unit or junior accessory dwelling unit permit under Chapter 17.22 or ministerial design review permit under Chapter 17.59, but under no circumstance may an applicant apply to develop dwelling units under both chapters.
 5. The applicant will comply with all mitigation measures as provided in the historic resource design review, as applicable, under paragraph (C) of section 17.59.050.
 6. The applicant will comply with all mitigation measures as provided in the arborist report, as applicable, under paragraph (B) of Section 17.59.060.
 7. The applicant will comply with all other provisions of the Sierra Madre Municipal Code that are not in conflict with the provisions of this chapter.

17.59.100 Reserved.

Editor's note(s)—Ord. No. 1466, § 82, adopted March 28, 2023, repealed § 17.59.100, which pertained to appeal and derived from Ord. No. 1452, § 4(Att. C), adopted April 12, 2022)

17.20.050 Primary structures.

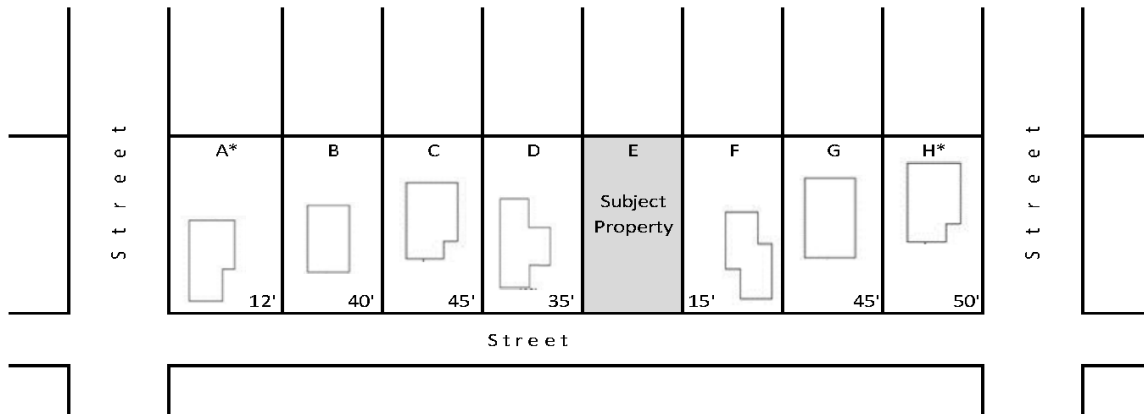
The following development standards shall apply to all primary structures within the R-1 zone as follows:

- A. Front Yards. The following standards shall apply to all R-1 zoned property:
1. Standard Front Yard Setback. Every lot in the R-1 zone shall have a front yard of at least twenty-five feet, except as provided in this chapter.
 2. Front Yard Setbacks Greater than Thirty Feet—Prevailing Setback. Whenever fifty percent, or greater, of the properties on the same side of the street in the linear block where the project site is located have front yard setbacks that are greater than thirty feet, the minimum required front yard setback for all building and/or structures thereafter constructed, enlarged, erected or established shall be the prevailing setback for the linear block. The prevailing setback shall be calculated by adding all of the front yard setbacks, except for the smallest and largest setbacks, and dividing the total by the number of lots included in the calculation, as illustrated in Diagram E. The Prevailing Setback may be reduced to no less than required by subsection (A)(1) subject to the approval of an administrative design review permit pursuant to the requirements of Chapter 17.60.
 3. Projections Into the Front Yard. Projections into the required front yard setback may occur as follows:
 - a. A nonhabitable covered front porch, with or without supports, may encroach a maximum of six feet into the required front yard setback. In no case may the encroachment be closer than ten feet to the front property line.
 - b. An open, uncovered balcony (not covered by a roof or similar structural feature) may project into the required front yard setback a maximum of forty-eight inches.
 - c. An open balcony, covered only with a roof feature and supports, may extend into the required front yard setback a maximum of forty-eight inches, pursuant to the approval of an administrative design review permit pursuant to the provisions of Chapter 17.60.
- B. Side Yards. The following side yard setback standards shall apply to all R-1 zoned property:
1. New Construction. Except as otherwise provided, all construction of new primary structures on all property shall conform to the following side yard setback standards:
 - a. Lots or Parcels of Sixty Feet or Less in Width. Lots or parcels measuring sixty feet or less, as defined in this title, shall have a minimum side yard setback of not less than five feet, on each side. However, in no case shall any structure exceed a total width of forty-two feet.
 - b. Lots or Parcels Greater than Sixty Feet in Width. Except as otherwise provided in this chapter, lots or parcels measuring greater than sixty feet in width, as defined in this title, shall have a cumulative side yard setback dimension (both side yard setbacks combined) of not less than thirty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side.
 - c. Reverse Corner Lots or Parcels. Lots or parcels which have a "reverse corner" configuration, as defined in this title, shall have an interior side yard setback as set forth in subsection (B)(1) of this section. The "reverse corner" lot or parcel shall have a minimum twenty-five foot setback adjacent to the secondary street frontage.

-
- d. Attached Open Structures. Open single story attached structures, such as porte cocheres, patio covers, porch covers and similar structures which are attached to the primary structure may encroach into the required cumulative side yard setback dimension, as set forth in subsection (B)(1)(b) of this section, where the attached open structure is located no closer to the side yard property line than a minimum of five feet or ten percent of the width of the lot or parcel, whichever is greater. Notwithstanding any provision of this Title to the contrary, raised decks and roof decks shall not be permitted to extend or project into any minimum side yard setback as required by subsection (B)(1).
 2. Additions Onto Existing Primary Structures. Additions onto existing primary structures shall conform to the provisions of subsection (B)(1) of this section, except as provided as follows:
 - a. Single Story Additions of Less than Fifty Percent. Excluding raised decks and roof decks, Single-single story additions onto existing primary structures, which results in an increase in gross floor area of fifty percent or less of the original structure, and which is consistent in height and character with the original structure, may be aligned with the existing legally constructed side yard setback of the primary structure, subject to the approval by the director of an administrative design review permit, pursuant to Section 17.60.025.
 - b. Single Story Additions Greater than Fifty Percent. Single story additions onto existing primary structures, which result in an increase in gross floor area of greater than fifty percent of the original structure, may be aligned with existing legally constructed side yard setback of the primary structure, subject to the approval of a design review permit pursuant to the provisions of Chapter 17.60 of this title.
 3. Reduced Cumulative Setback Dimensions. The cumulative required setback dimensions may be reduced from thirty percent to twenty percent pursuant to the following provisions:
 - a. New Construction. New construction of primary structures may have a reduced cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, provided that the total lot coverage does not exceed forty percent and pursuant to the approval of a design review permit subject to the provisions of Chapter 17.60.

DIAGRAM E

Example of Calculation of Prevailing Front Yard Setback



Prevailing Setback Calculation = Sum of front yard setbacks (except smallest and largest) / # of lots

Prevailing Setback = Lot B + Lot C + Lot D + Lot F + Lot G / 5 lots

= 40' + 45' + 35' + 15' + 45' = 180/5 = 36 feet

* Lots A and H are not included in the calculation as their front yard setbacks are the smallest and the largest setbacks along the block.

- b. One or Two Story Additions of Fifty Percent or Less. One or two story additions onto existing primary structures, where the floor area of the addition does not exceed fifty percent of the gross floor area of the existing primary structure, may be constructed with cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, pursuant to the approval of an administrative design review permit pursuant to the provisions of Chapter 17.60.
- c. One or Two Story Additions of Greater than Fifty Percent. One or two story additions onto existing primary structures, where the floor area of the addition is greater than fifty percent of the gross floor area of the existing primary structure, may be constructed with cumulative side yard setback dimension (both side yard setbacks combined) of not less than twenty percent of the width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the width of the lot or parcel width, whichever is greater, up to a maximum side yard setback of ten feet on that side, pursuant to the approval of a design review permit pursuant to the provisions of Chapter 17.60.

- C. Rear Yards. The minimum rear yard setback shall be fifteen feet from the rear property line. [Raised decks or roof decks shall not be permitted to extend or project into the minimum rear yard setback as required by this subsection.](#)

(Ord. No. 1336, § 1(Exh. A), 4-9-13; Ord. No. 1364, §§ 2, 3, 5-12-15; Ord. No. 1375, § 2, 2-9-16; Ord. No. 1389, Exh. A, §§ 6—11, 7-11-17; Ord. No. 1455, § 2(Exh. A), 5-24-22)

17.30.070 Setbacks for primary structures.

The following development standards apply to primary structures.

A. Front and Rear Setbacks.

1. Front and Rear Setbacks. Each lot shall have a minimum combined front and rear yard setback of thirty-five feet. The front yard setback must be at least fifteen feet. The rear yard setback must be at least ten feet, unless an administrative design review permit is obtained, in which case the minimum required setback shall be as stated in the administrative design review permit, which amount shall be no less than five feet. [Raised decks or roof decks shall not be permitted to extend or project into the minimum rear yard setback as required by this subsection.](#)
2. Projections into the Front Yard Setback. Projections into the required front yards may occur as follows:
 - i. Porches. A porch on the ground floor that is covered by a solid roof or similar structural feature, attached to the primary residence, and is not enclosed by vertical surfaces between the heights of three feet and seven feet, with the exception of posts and building face or faces to which the porch is attached, may encroach a maximum of five feet into the required front yard setback if the encroachment is not closer than ten feet to the front property line.
 - ii. Balconies. A balcony may project into the required front yard setback a maximum of forty-eight inches if a deed restriction that meets the approval of the city attorney is recorded on the title of the parcel to restrict owners from enclosing the balcony unless the enclosure would not exceed the maximum building floor area set forth in Section 17.30.130.

B. Side Yard. The following side yard setback standards shall apply to all R-C zoned property:

1. Lots or Parcels of Sixty Feet or Less in Width. Lots or parcels measuring sixty feet or less, as defined in this title, shall have a minimum side yard setback of not less than five feet, on each side. However, in no case shall a structure exceed a total width of forty feet.
2. Lots or Parcels Greater than Sixty Feet in Width. Except as otherwise provided in this chapter, lots or parcels measuring greater than sixty feet in width, as defined in this title, shall have a cumulative side yard setback dimension (both side yard setbacks combined) of not less than thirty percent of the lot width of the lot or parcel, with a minimum required side yard setback of any one side of not less than five feet or ten percent of the lot or parcel width, whichever is greater, up to a maximum side yard setback requirement of ten feet on that side.
3. Reverse Corner Lots or Parcels. Lots or parcels which have a "reverse corner" configuration, as defined in this title, shall have an interior side yard setback as set forth in subsection (B)(1) of this section. The "reverse corner" lot or parcel shall have a minimum fifteen foot setback adjacent to the secondary street frontage.
4. Attached Open Structures. Open single story attached structures, such as porte cocheres, patio covers and similar structures which are attached to the primary structure may encroach into the required cumulative side yard setback dimension, as set forth in subsection (B)(1)(b) of this section, where the attached open structure is located no closer to the side yard property line than a minimum of five feet or ten percent of the width of the lot or parcel, whichever is greater. [Notwithstanding any provision of this Title to the contrary, raised decks and roof decks shall not be permitted to extend or project into any minimum side yard setback as required by subsection \(B\)\(1-3\).](#)

(Ord. No. 1313, § 2(Exh. B), 3-22-11; Ord. No. 1389, Exh. A, § 19, 7-11-17)



CITY OF SIERRA MADRE

CITY COUNCIL REGULAR MEETING MINUTES

Mayor Kristine Lowe | Mayor Pro Tem Gene Goss
Council Member Edward Garcia | Council Member Kelly Kriebs | Council Member Robert Parkhurst

Tuesday, August 25, 2026, 5:30 P.M.

City Council Chambers, 232 W. Sierra Madre Blvd.

The public may participate via Zoom by clicking the following link:

[Zoom Webinar Link in Compliance with SB707](#)

Council Member Parkhurst will participate remotely from

Aiden Hotel Sacramento Downtown

1111 H Street

Sacramento, CA 95814

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) 355-7135. 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 sierramadreca.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

Mayor Lowe called the meeting to order at 5:37 pm.

2. PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Lowe led the audience in the Pledge of Allegiance.

3. ROLL CALL OF CITY COUNCIL MEMBERS

City Clerk Aguilar called the roll:

Kristine Lowe, Mayor

Gene Goss, Mayor Pro Tem

Edward Garcia, Council Member

Kelly Kriebs, Council Member

Robert Parkhurst, Council Member (Remote)

Also Present: Michael Bruckner, City Manager

Julia Homaechearria, Deputy City Attorney

Laura Aguilar, City Clerk

Harry Wong, Finance Director

Brent Bartlett, Fire Chief

Brian Dickinson, Public Works Director

Clare Lin, Director of Planning & Community Preservation

Katelyn Huang, Assistant Planner

James Carlson, Senior Management Analyst

Sophia Conchas, Administrative Analyst

4. REPORT FROM CITY ATTORNEY REGARDING CLOSED SESSION

City Attorney Aleks Giragosian reported that the City Council met in closed session to discuss three items. No reportable action was taken on any of the two items.

A. Personnel – August 25, 2026

Conference with Labor Negotiator

G.C. 54957.6

City Negotiators: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez

Employee Organizations:

Sierra Madre Police Association Employee

Sierra Madre Professional Firefighters' Association

B. Conference with Legal Counsel – August 19, 2026

Public Employee Discipline/Dismissal/Release

G.C. 54957

5. SUPPLEMENTAL INFORMATION FROM CITY CLERK REGARDING AGENDA ITEMS

City Clerk Aguilar reported no supplemental information.

6. REPORTS FROM MAYOR AND CITY COUNCIL (including reports from City Council related to meetings attended at City expense per AB 1234).

Council Member Garcia:

No reportable action since the previous City Council meeting.

Mayor Pro Tem Goss:

No reportable action since the previous City Council meeting.

Council Member Kriebs:

Reported that she attended the Library Board of Trustees meeting.

Also attended a meeting with the Sierra Madre Chamber of Commerce, no reportable action was taken.

Council Member Parkhurst:

Reported that he attended to meetings with the Clean Power Alliance, July 17 and August 20, no reportable actions were taken.

Also attended National Night Out on August 4, 2026.

Mayor Lowe:

Attended a meeting on July 22 with the Los Angeles County Sanitation District. She also attended the Foothill Community Center's Back to School Distribution event. On August 4 she attended National Night Out. She attended two meetings of the Planning Commission, August 6 and August 20.

7. REPORTS FROM CITY STAFF

City Clerk Aguilar advised that there were no updates from City staff.

8. UPDATE ON SOLAR PROJECT

Public Works Director Dickinson provided the City Council and update on the Solar Project located behind the City Yards.

9. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk 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 City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Persons with a disability who require disability related modifications or accommodations in order to participate in the meeting, including auxiliary aids or services, may request such modification or accommodation from the City

City Clerk Aguilar announced for the record that the City Clerk's Office received four emails for items not on the agenda from

- 1) Leesa Puleo
- 2) Marites Yao
- 3) Kelley Hanna
- 4) Jason Leon

and two yellow speaker cards.

- 1) Jason Leon
- 2) Carol Canterbury

Mayor Lowe reminded speakers that three minutes of allotted time would be provided and that while the City Council could receive information on items not on the agenda, it was prohibited under the Brown Act from discussing or taking action on such items. City

Clerk Aguilar also noted for the record that there were no members of the public in the Zoom chat.

Seeing no one else come forward, Mayor Lowe closed public comment and moved on to the Public Hearing.

10. CONSENT CALENDAR

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

City Clerk Aguilar presented on the following reports:

- A. Approval of City Council meeting minutes from July 14, 2026, Regular meeting.
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(5)- administrative activities.
- B. Approval of City Council meeting minutes from August 19, 2026, Special meeting.
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(5)- administrative activities.
- C. Resolution 26-76 Approval of Warrants for Payment
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.
- D. Resolution 26-77 Approval of Warrants for Payment
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.
- E. Resolution 26-78 Approval of Warrants for Payment
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.
- F. First Amendment to the Professional Services Agreement with Rogers, Anderson, Malody & Scott LLP (RAMS)
Recommendation: Approve
CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.
- G. Purchase Order with Ethos Fire LLC for Firefighter Turnout Gear Utilizing Sourcewell Cooperative Purchasing Contract No. 010424-MNP in Amount not to Exceed \$154,561
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.

- H. Fourth Amendment to the Professional Services Agreement with Willdan Engineering for Consultant Services for the Senior Minor Home Rehabilitation Program
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(2)- continuing administrative or maintenance activities.
- I. Amendment No. 2 to the Professional Services Agreement with The Vertex Companies, LLC for Additional Construction Administration Services for the Library Remodel and Construction Expansion Project
Recommended Action: Approve
CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.
- J. Acceptance of the Library Remodel and Construction Expansion Project and Authorization to Record a Notice of Completion.
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.
- K. Resolution No. 26--81 Authorizing a Supplemental Budget Appropriation from the Water Fund Reserve in the Amount of \$63,270 and Sewer Fund Reserve in the Amount of \$105,095 and Approval of a Professional Services Agreement with Civiltec Engineering, Inc. for Water and Sewer System Facilities Master Plan Updates and Hydraulic Models in an Amount Not to Exceed \$468,365
Recommended Action: Approve
CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.
- L. Professional Services Agreement with Tiger Eye Engineering, LLC for the Pavement Management Plan Update in a Not to Exceed Amount of \$25,000
Recommendation: Approve
CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.
- M. Construction Contract for the Pressure-Regulating Valve Replacement Project, CIP No. WS-27002, to J.A. Salazar Construction & Supply Corporation in an Amount Not to Exceed \$198,958 and Adoption of Resolution No. 26-83 Reallocating \$98,958 in Water Enterprise Fund Capital Improvement Program Appropriations
Recommendation: Approve
CEQA Project, exempt under: 14 CCR 15061(b)(2)- categorical exemption. The project is exempt under 14 CCR 15301(d) because it involves the restoration or rehabilitation of deteriorated structures, facilities, or equipment to meet current standards of public health and safety.
- N. Maintenance Services Agreement with West Coast Arborists, Inc. for Citywide Tree Maintenance Services, in an Amount Not to Exceed \$200,000 Annually for an Initial Three Year Period with Two One-Year Optional Renewals

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(2)- continuing administrative or maintenance activities.

- O. Maintenance Services Agreement with Mariposa Landscapes, Inc. for Citywide Landscape Maintenance Services for a Three Year Period in an Amount Not to Exceed \$228,954.48 Annually, with Two Optional One-Year Renewals

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(2)- continuing administrative or maintenance activities.

- P. Second Reading of Ordinance No. 1497 Amending Ch. 8.13 (Construction and Demolition Waste Disposal) of Title 8 (Health and Safety) of the Sierra Madre Municipal Code

Recommendation: Approve

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

At the conclusion of staff's presentation, Mayor Lowe brought the matter to the City Council for questions.

Hearing no further questions from the City Council, Mayor Lowe opened the podium for public comment.

City Clerk Aguilar also noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council for further discussion.

Council Member Parkhurst made a motion to approve Consent A-P

Council Member Kriebs seconded the motion.

Mayor Lowe called for a roll call vote of the Council:

Ayes: Mayor Lowe, Mayor Pro Tem Goss, Council Members Garcia, Kriebs and Parkhurst (remote)

Noes: None.

Absent: None.

Abstain: None.

Consent Items A-P were approved by roll call vote.

11. DISCUSSION ITEM

A. Report, Discussion and Direction Regarding the Sierra Madre Multimodal Transportation and Circulation Plan Update

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.

Report presented by Director Lin

At the conclusion of staff's presentation, Mayor Lowe brought the matter to the City Council for questions.

Mayor Lowe opened the podium for public comment.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council for further discussion.

The City Council provided staff with direction then continued to the next Discussion item.

B. Creation of an Ad Hoc Committee to Assist with the Design of a Community Survey

Recommendation: Create Ad-Hoc Committee and Assign Council Members

Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.

Report presented by City Manager Bruckner.

At the conclusion of staff's presentation, Mayor Lowe brought the matter to the City Council for questions.

Mayor Lowe opened the podium for public comment.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council for further discussion. Council Members Garcia and Kriebs volunteered to be appointed to the Ad Hoc Committee.

Council Member Parkhurst made a motion to appoint Council Members Garcia and Kriebs.

Council Member Kriebs seconded the motion.

Mayor Lowe called for a vote of the Council:

Ayes: Mayor Lowe, Mayor Pro Tem Goss, Council Members Garcia, Kriebs and Parkhurst (remote)

Noes: None.

Absent: None.

Abstain: None.

The motion was approved by roll call vote.

C. Report, Discussion, and Direction Regarding the Application of the City's Utility Users Tax (UUT) to Online Streaming Services

Recommendation: Create Ad-Hoc Committee and Assign Council Members

Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.

Report presented by City Manager Bruckner

At the conclusion of staff's presentation, Mayor Lowe brought the matter to the City Council for questions.

Mayor Lowe opened the podium for public comment.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council for further discussion.

Council Member Parkhurst made a motion to apply the City's Utility Users Tax to online streaming services.

Council Member Kriebs seconded the motion.

Mayor Lowe called for a vote of the Council:

Ayes: Mayor Lowe, Mayor Pro Tem Goss, Council Members Garcia, Kriebs and Parkhurst (remote)

Noes: None.

Absent: None.

Abstain: None.

The motion was approved by roll call vote.

D. Report, Discussion, and Direction Regarding a Future Agenda Item Request Policy

Recommendation: Provide direction regarding a proposed Future Agenda Item Request Policy

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.

Report presented by City Manager Bruckner.

At the conclusion of staff's presentation, Mayor Lowe brought the matter to the City Council for questions.

Mayor Lowe opened the podium for public comment.

Seeing no one come forward, Mayor Lowe closed Public Comment and brought the matter back to the City Council for further discussion.

Council Member Kriebs made a motion to adopt a policy for adding future agenda items with consensus of majority versus majority or consensus.

Mayor Pro Tem Goss seconded the motion.

Mayor Lowe called for a vote of the Council:

Ayes: Mayor Lowe, Mayor Pro Tem Goss, Council Members Garcia, Kriebs and Parkhurst (remote)

Noes: None.

Absent: None.

Abstain: None.

The motion was approved by roll call vote.

12. ITEMS FOR FUTURE AGENDAS

Kriebs: Update on Tesla Charging Stations

Lowe: future changes to community events

13. ADJOURNMENT

The meeting was adjourned at 8:16 pm to a Regular City Council meeting scheduled for September 8, 2026.

Minutes taken and typed by:

Laura Aguilar
City Clerk

Minutes Approved by Council Action:

Kristine Lowe
Mayor



CITY OF SIERRA MADRE

CITY COUNCIL REGULAR MEETING MINUTES

Mayor Kristine Lowe | Mayor Pro Tem Gene Goss
Council Member Edward Garcia | Council Member Kelly Kriebs | Council Member Robert Parkhurst

Tuesday, September 8, 2026, 5:30 P.M.

City Council Chambers, 232 W. Sierra Madre Blvd.

The public may participate via Zoom by clicking the following link:

[Zoom Webinar Link in Compliance with SB707](#)

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) 355-7135. 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 foothillsmmedia.org/sierramadrecal, 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

Mayor Pro Tem Goss called the meeting to order at 5:30 pm.

2. PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Pro Tem Goss led the audience in the Pledge of Allegiance. Afterwards he shared the poem Alumnus Football written by Sportswriter Grantland Rice.

3. ROLL CALL OF CITY COUNCIL MEMBERS

City Clerk Aguilar called the roll:

Kristine Lowe, Mayor (Remote)

Gene Goss, Mayor Pro Tem

Edward Garcia, Council Member

Kelly Kriebs, Council Member

Robert Parkhurst, Council Member

Also Present: Michael Bruckner, City Manager

Aleks Giragosian, City Attorney

Laura Aguilar, City Clerk

Brian Dickinson, Public Works Director

Leila Arciero, Director of Library and Community Services

Joshua Wolf, Senior Planner

James Carlson, Senior Management Analyst

Randy Metz, Fire Marshall (Contract Services)

4. REPORT FROM CITY ATTORNEY REGARDING CLOSED SESSION

City Attorney Aleks Giragosian reported that the City Council met in closed session to discuss one items No reportable action was taken by the City Council.

A. Personnel

Conference with Labor Negotiator

G.C. 54957.6

City Negotiators: City Manager Michael Bruckner and Assistant City Manager Miguel Hernandez

Employee Organizations:

Sierra Madre Police Association Employee

Sierra Madre Professional Firefighters' Association

5. SUPPLEMENTAL INFORMATION FROM CITY CLERK REGARDING AGENDA ITEMS

City Clerk Aguilar reported no supplemental information.

6. REPORTS FROM MAYOR AND CITY COUNCIL (including reports from City Council related to meetings attended at City expense per AB 1234)

Council Member Kriebs:

Declared no reportable action since the last Council meeting.

Council Member Garcia:

Reported that he attended an Ad Hoc Committee meeting on September 2 and September 8. No reportable action was taken.

Also reported that he attended a meeting for the Senior Community Commission. There was a presentation from the San Gabriel Valley Mosquito and Vector Control District. There were also presentations from the Sierra Madre Historical Preservation Society and Sierra Madre Friends of the Library.

Council Member Parkhurst:

Reported that he attended a meeting of the Clean Power Alliance on on September 3. No reportable action was taken.

Mayor Lowe:

Participated in a webinar on rebuilding action from the Eaton Fire, including soil remediation.

Mayor Pro Tem Goss:

Declared no reportable action since the last Council meeting.

7. REPORTS FROM CITY STAFF

City Clerk Aguilar advised that there were no updates from City staff.

8. PRESENTATIONS

A. FY 2025/26 Sierra Madre Public Library Annual Report

Presented by Director Arciero

B. Annual Report from Sierra Madre Historical Preservation Society

Presented by President Diane Sands

9. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the City Council is asked to complete a Speaker Card and provide it to the City Clerk 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 City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Persons with a disability who require disability related modifications or accommodations in order to participate in the meeting, including auxiliary aids or services, may request such modification or accommodation from the City

City Clerk Aguilar announced for the record that the City Clerk's Office did not receive any emails in advance of the City Council meeting.

Mayor Pro Tem Goss reminded speakers that three minutes of allotted time would be provided and that while the City Council could receive information on items not on the agenda, it was prohibited under the Brown Act from discussing or taking action on such items. City Clerk Aguilar also noted for the record that there were no members of the public in the Zoom chat.

City Clerk Aguilar announced that four speaker cards were submitted for items not on the agenda:

- 1) Diane Sands: urged the City to install automatic doors at the library.
- 2) Leslie Ziff: shared her concerns about the overdue renovations and roof repairs at the City's museums.
- 3) Jeanne Martin: expressed her concerns about lack of ADA accessible doors at the library and urged the City to install automatic doors sooner rather than later.
- 4) Kraig Pakulski: shared concerns with street access on Grove and made a request for new routes for the new Bailey Canyon Estate housing.

Seeing no one else come forward, Mayor Pro Tem closed public comment and moved on to the Public Hearing.

10. PUBLIC HEARING

Any person wishing to speak before the City Council on a public hearing item is asked to complete a Speaker Card noting the agenda item number and provide it to the City Clerk prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the City Council) 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 City Council 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 City Council.

- A. Urgency Ordinance No. 1498-U Amending Title 15.24 of The Sierra Madre Municipal Code Relating to the Adoption and Amendments to the 2025 California Fire Code, and Fire Sprinkler Requirements, as well as Establishing Title 15.25 of the Sierra Madre Municipal Code Relating to the Adoption of the 2025 California Wildland Urban Interface Code

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities. CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

This report was introduced by City Attorney Giragosian and presented by Contract Fire Marshall Metz.

At the conclusion of the report, the City Council asked questions of staff .

Mayor Pro Tem Goss opened the podium for public comment.

Seeing no one come forward, Mayor Pro Tem Goss closed the Public Hearing and brought the matter back to the City Council, asking for a motion.

Council Member Kriebs made a motion to approve Urgency Ordinance 1498-U.

Council Member Parkhurst seconded the motion.

Mayor Pro Tem Goss called for a roll call vote of the Council:

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

The motion to adopt Urgency Ordinance 1498-U was approved by roll call vote.

B. Ordinance No. 1499 Amending Title 15 (Building and Construction) of the Sierra Madre Municipal Code to Adopt by Reference the 2025 California Building Standards Codes with Certain Exceptions, Modifications, and Additions

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities. CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

This report was introduced by City Attorney Giragosian and presented by Contract Fire Marshall Metz.

At the conclusion of the report, the City Council asked questions of staff .

Mayor Pro Tem Goss opened the podium for public comment.

Seeing no one come forward, Mayor Pro Tem Goss closed the Public Hearing and brought the matter back to the City Council, asking for a motion.

Council Member Parkhurst made a motion to approve first reading of Ordinance 1499.

Council Member Kriebs seconded the motion.

Mayor Pro Tem Goss called for a roll call vote of the Council:

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

The motion to approve first reading of Ordinance 1499 was approved by roll call vote.

11. CONSENT CALENDAR

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

City Clerk Aguilar presented on the following reports:

- A. Resolution 26-84 Approval of Warrants for Payment
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.
- B. Resolution 26-85 Authorizing a Supplemental Budget Appropriation from the Library Gift and Memorial Fund in the Amount of \$100,000 for Fiscal Year 2026/27
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.
- C. First Amendment to the Construction Agreement with Eco Energy Solutions, Inc. dba High Volt Electric for the City Hall Emergency Generator Replacement Project and Adoption of Resolution No. 26-86 Authorizing a \$27,804.70 Budget Adjustment
Recommendation: Approve
CEQA Project, exempt under: 14 CCR 15061(b)(2)- categorical exemption.
- D. Resolution No. 26-87 Appointing Jerry Price as Interim Police Chief
Recommendation: Approve
CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.
- E. Resolution No. 26-89 Directing the County Auditor-Controller to Continue Placing the Direct Assessment Charges Onto the Current Tax Roll Against the Property Located at 737 Alta Vista Drive to Recover the City's Public Nuisance Abatement Expenses
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.
- F. Approval of the Quarterly Treasurer's Report – Quarter Ending June 30, 2026
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.
- G. Approval of AB 1600 Annual Compliance Report for FY 2025-2026
Recommended Action: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.

At the conclusion of staff's presentation, Mayor Pro Tem Goss brought the matter to the City Council for questions.

Hearing no further questions from the City Council, Mayor Pro Tem Goss opened the podium for public comment.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Pro Tem Goss closed Public Comment and brought the matter back to the City Council for further discussion.

Council Member Kriebs made a motion to approve Consent A-G

Council Member Garcia seconded the motion.

Mayor Pro Tem Goss called for a roll call vote of the Council:

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

Consent Items A-G were approved by roll call vote.

7:55 pm – Mayor Pro Tem Goss called for a brief recess

8:04 pm – The City Council reconvened the meeting.

12. DISCUSSION ITEM

- A. Report, Discussion and Direction to Waive and Refund Plan Check and Permit Fees for Victims of the 2025 Eaton Fire to Waive and Refund Plan Check and Permit Fees for Victims of the 2025 Eaton Fire

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.

Report presented by Senior Planner Wolf.

At the conclusion of staff's presentation, Mayor Pro Tem Goss brought the matter to the City Council for questions and subsequently opened the podium for public comment.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Pro Tem Goss closed Public Comment and brought the matter back to the City Council for further discussion.

The City Council provided staff with direction and asked staff to include a provision that the approved building permit is not transferrable.

- B. Report, Discussion, and Direction on the Sierra Madre Commercial Zoning Ordinance

Recommendation: Receive and file this report and provide staff with direction.

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.

Report presented by Senior Planner Wolf.

At the conclusion of staff's presentation, Mayor Pro Tem Goss brought the matter to the City Council for questions and subsequently opened the podium for public comment.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Pro Tem Goss closed Public Comment and brought the matter back to the City Council for further discussion.

The City Council provided staff with direction and asked the Planning Commission to remove the provision on a five (5) foot door set-back.

Mayor Pro Tem Goss called for a motion and roll call vote of the Council:

Council Member Kriebs moved to provide the Planning Commission said direction.

Council Member Garcia seconded the motion.

Ayes: Mayor Lowe (remote), Mayor Pro Tem Goss, Council Members Garcia, Kriebs and Parkhurst

Noes: None.

Absent: None.

Abstain: None.

The motion was approved by roll call vote.

C. Report, Discussion, and Direction on City Donation and Gift Policy

Recommendation: Approve

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities.

Report presented by City Clerk Aguilar.

At the conclusion of staff's presentation, Mayor Pro Tem Goss brought the matter to the City Council for questions and subsequently opened the podium for public comment.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Pro Tem Goss closed Public Comment and brought the matter back to the City Council for further discussion.

Mayor Pro Tem Goss called for a motion and roll call vote of the Council:

Council Member Parkhurst moved to approve the policy, with clarification that donations above \$10,000 be brought before the City Council in an agenda meeting.

Council Member Garcia seconded the motion.

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

The motion was approved by roll call vote.

D. Report, Discussion, and Direction on Bailey Canyon Wilderness Park Alternative Parking Lot Access

Recommendation: Receive and file this report and provide staff with direction. CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

Report presented by Director Dickinson.

At the conclusion of staff's presentation, Mayor Pro Tem Goss brought the matter to the City Council for questions and subsequently opened the podium for public comment.

Public Comment was provided by:

- 1) Katia Cnop: expressed her concerns with Bailey Canyon Wilderness Park and supported alternative parking lot access.
- 2) Kraig Pakulski: shared concerns with street access on Grove and suggested alternative traffic routes.

City Clerk Aguilar noted for the record that there were no members of the public in the Zoom chat.

Seeing no one come forward, Mayor Pro Tem Goss closed Public Comment and brought the matter back to the City Council for further discussion.

Subsequent to the City Council's discussion, staff was provided with direction to order a traffic impact study and add this project to the CIP List for consideration in the next budget cycle.

13. ITEMS FOR FUTURE AGENDAS

The City Council did not add any topics for discussion at a future meeting.

14. ADJOURNMENT

The meeting was adjourned at 9:33 pm to a Regular City Council meeting scheduled for September 25, 2026.

Minutes taken and typed by:

Minutes Approved by Council Action:

Laura Aguilar
City Clerk

Kristine Lowe
Mayor



CITY OF SIERRA MADRE

STAFF REPORT

FINANCE

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: Harry Wong, Director of Finance
By: William Zaragoza, Accounting Technician

SUBJECT: Resolution No. 26-88 Approval of Warrants for Payment

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 26-88 and approve payment for the following:

1. **Outstanding Obligated City Warrants:** \$912,648.49
2. **Outstanding Obligated Sierra Madre Library Warrants:** \$804,193.32
3. **Payroll Transfer:** \$568,178.30

SUMMARY

The City Council is requested to ratify warrants and approve checks issued for payment, as certified by the Director of Finance. These payments have been reviewed for compliance with the City's approved budget, financial policies, and authorized spending limits. Ratification by the City Council formally authorizes the disbursement of public funds, ensuring transparency, accountability, and adherence to sound fiscal management practices.

DISCUSSION & ANALYSIS

The Warrant Register provides an aggregated breakdown of the warrants, including descriptions (e.g. categories of payments), amounts, and corresponding fiscal year allocations. Note that the last page serves as a reference document to support the warrant approvals requested in this report, ensuring transparency and accountability in financial transactions. The attachment includes details on general warrants, utility bills, library warrants, and payroll transfers.

The Check Approval Register provides a comprehensive record of financial disbursements by the City of Sierra Madre, detailing payment transactions, vendor information, and check dates to ensure transparency and accountability. Additionally, the Payroll Summary Register outlines payroll disbursements, including total earnings, employer expenses, and overall payroll costs for each pay period. The total payroll expenditure for the most recent pay period (PR #18) for Date 9/10/26:

- Total Earnings (Salaries) @ \$416,010.68 plus Total Employer Expenses for Benefits @ \$152,167.62 = Total @ \$568,178.30

This aligns with the payroll transfer amount listed in the attachment. These records collectively support the accuracy and legitimacy of the financial transactions presented for approval.

STRATEGIC PLAN RELATIONSHIP

None.

ENVIRONMENTAL ANALYSIS

Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities

FISCAL IMPACT

There is no fiscal impact as a result of the recommended action.

Approved by:



Michael Bruckner
City Manager

Attachments

[1.9.22.26 RESOLUTION 26-88.pdf](#)

[2.Warrant Register 26 - 27.pdf](#)

[3.WARRANT 26-88 9.22.26.pdf](#)

RESOLUTION NUMBER 26-88

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

WHEREAS, Government Code sections 37208-37209 authorize the City Council to ratify and approve warrants or checks drawn in payment of demands certified or approved by the Director of Finance as conforming to the budget; and,

WHEREAS, the following demands have been reviewed and approved by the Finance Director; and,

WHEREAS, the Finance Director has verified that appropriated funds are available for payment thereof; and,

WHEREAS, the register of audited demands has been submitted to the City Council for approval; and

WHEREAS, City Warrants are the payment of bills, invoices and contractual obligations incurred by the City of Sierra Madre during the period enumerated therein, based on the approved fiscal year budget and existing budgetary authority, Municipal Code authority, or prior policy direction by the City Council; and

WHEREAS, Payroll Transfer is the transfer of funds to cover the payroll costs for all City employees for the period enumerated therein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$912,648.49; Sierra Madre Library Warrants in the aggregate amount of \$804,193.32; and Payroll Transfer in the aggregate amount of \$568,178.30 for the fiscal year ending June 30, 2026 and 2027.

APPROVED AND ADOPTED this 22nd day of September 2026.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 26-88 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 22nd day of September 2026.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

Approved as to form:

City Attorney, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of September 22, 2026**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants\$912,648.49

Sierra Madre Library Warrants.....\$804,193.32

Payroll Transfer.....\$568,178.30

Warrant Register Post Date 9/22/26**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY26/27	General Warrants	\$681,359.69	1-4
FY26/27	General Manual Warrant	\$28,676.12	5-7
FY25/26	General Manual Warrant	\$202,612.68	8-11
	Total	\$912,648.49	

FY26/27	Library Warrant	\$3,488.16	12
FY26/27	Library Manual Warrant	\$36,885.39	13-14
FY25/26	Library Manual Warrant	\$763,819.77	15
	Total	\$804,193.32	

Pay Date:			
9/10/2026	Payroll #18	\$568,178.30	16
	From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.		
	Total	\$568,178.30	



Packet: APPKT08906 - GEN FY26/27 9/22/26

Check Date: 09/14/2026

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
VEN03814	AIR SOURCE INDUSTRIES				93.15
APBWEST	Check	00993768	OXYGEN	10000.64000.53300	93.15
VEN03454	AMAZON CAPITAL SERVICES				5,909.06
APBWEST	Check	14K9-6KKM-3HPH	IT - COMPUTER SUPPLIES 8/17/26 - 8/30/26	60003.31603.53103	3,609.62
		14NP-TVD1-1YDG	IT - COMPUTER SUPPLIES 8/17/26 - 8/30/26	60003.31603.53801	441.98
		1CQG-JGHC-CWJC	MISC SUPPLIES 7/20/26 - 8/2/26	71000.81100.53100	21.49
		1FTD-D4GD-3F99	MISC SUPPLIES 8/3/26 - 8/16/26	71000.81100.53100	975.79
		1HV1-3VMR-4GXM	MISC SUPPLIES 8/17/26 - 8/30/26	36002.61000.53999	177.25
		1NCP-RDRF-3MPJ	MISC SUPPLIES 8/17/26 - 8/30/26	10000.70000.53100	571.52
		1X1Q-414T-3XK9	MISC SUPPLIES 8/17/26 - 8/30/26	37006.72000.53999	67.35
		1YKH-93DH-D6TT	MISC SUPPLIES 6/22/26 - 7/5/26	71000.81100.53100	13.64
		1YLY-3RC9-9DGY	MISC SUPPLIES 7/6/26 - 7/19/26	71000.81100.53100	30.42
0859	AQUA METRIC				11,709.01
APBWEST	Check	INV0115331	METER PURCHASE	71000.81100.53200	11,709.01
1552	ARNOLD'S HARDWARE - Fire				22.07
APBWEST	Check	120143	MISC. SUPPLIES	10000.61000.53204	11.04
		120146	MISC. SUPPLIES	10000.61000.53204	11.03
0122	ARNOLD'S HARDWARE - PW				99.89
APBWEST	Check	120056	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	25.40
		120061	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	13.24
		120068	FY 26/27 WATER DEPARTMENT SUPPLIES	71000.81100.53200	16.54
		120069	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	24.29
		120155	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	20.42
VEN03962	BETTY REN				4,811.00
APBWEST	Check	INV045077	REFUND: GRADING BOND	10000.00000.23306	4,811.00
1200	BLUE DIAMOND MATERIALS				2,541.32
APBWEST	Check	4633921	MAINT. SUPPLIES	71000.81100.53206	410.48
		4680458	MAINT. SUPPLIES	71000.81100.53206	787.47
		4694813	MAINT. SUPPLIES	71000.81100.53206	560.27
		4707156	MAINT. SUPPLIES	71000.81100.53206	783.10
1130	BROADCAST MUSIC INC				459.00
APBWEST	Check	500003177111	ANNUAL MUSIC LICENSE	37003.76000.52999	459.00
VEN04557	CALIFORNIA CONSULTING INC				4,600.00
APBWEST	Check	8236	9/1/26 - 9/30/26 GRANT SERVICES - MONTHLY R60002.31500.52100		4,600.00
VEN04418	CALIFORNIA MUNICIPAL STATISTICS INC				600.00
APBWEST	Check	26082603	DIRECT & OVERLAPPING DEBT STATEMENT AS OI60002.32000.52100		600.00
VEN04244	CENTRALSQUARE TECHNOLOGIES LLC				694.58
APBWEST	Check	Q-272419	FY 26/27 crime mapping system 12/4/26 - 12/3/:10000.50000.52100		694.58
VEN03855	CITIG INC				2,171.88
APBWEST	Check	43530	REMOTE SUPPORT	60003.31603.53503	1,280.00
		43854	AUG 2026 MONTHLY BILLING	60003.31603.53503	11.88
		44016	REMOTE SUPPORT	60003.31603.56009	880.00
0326	CITY OF PASADENA				5,858.37
APBWEST	Check	30029580	MAY 2026 PASADENA PD INMATE BOOKING ANC10000.50000.52003		336.00
		30029734	JUNE 2026 PASADENA PD INMATE BOOKING ANI10000.50000.52003		336.00
		30029739	ENERGY & MAINTENANCE OF SIGNALS AND SAFE10000.83500.52001		4,962.37
		30029922	JULY 2026 PASADENA PD INMATE BOOKING ANC10000.50000.52003		224.00
0171	CLINICAL LABORATORY OF SAN BERNARDINO, INC.				4,492.50
APBWEST	Check	2601085-SIE01	5/5/26 - 5/26/26 WATER QUALITY TESTING	71000.81100.52100	2,482.50
		2601443-SIE01	7/7/26 - 7/28/26 WATER QUALITY TESTING	71000.81100.52100	2,010.00
1167	COMMUNITY MEDIA OF THE FOOTHILLS				5,094.32
APBWEST	Check	073	JULY 2026 TELECAST OF CITY MEETINGS	60003.31603.52100	2,547.16
		078	AUG 2026 TELECAST OF CITY MEETINGS	60003.31603.52100	2,547.16
VEN04667	COMPUTER SOLUTIONS				6,580.00

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	61695	IPADS FOR GIS/ASSET MANAGEMENT SOFTWARE	71000.81100.53100	3,290.00
				72000.81200.56010	3,290.00
VEN02953	CPACINC.COM				35,453.18
APBWEST	Check	SI-1303185	15IN SURFACE LAPTOP 7 QTY 2	60003.31603.56009	4,644.58
		SI-1303476	Adobe Subscription	60003.31603.53503	9,952.60
		SI-1303536	Electronic Subscription for Barracuda Backups	60003.31603.53503	20,856.00
VEN04461	CRICKET SCADA LLC				4,011.67
APBWEST	Check	1819	SERVICE/REPAIR SCADA SYSTEM	71000.81100.52100	1,745.42
		1876	SCADA SERVICE CALL	71000.81100.52100	2,266.25
VEN03918	CYNTHIA LI				3,160.00
APBWEST	Check	INV045079	REFUND: GRADING BOND	10000.00000.23306	3,160.00
1181	DELTA DISTRIBUTING				653.83
APBWEST	Check	172246	FY 26/27 JANITORIAL SUPPLIES	60001.31601.53200	210.72
		172247	FY 26/27 JANITORIAL SUPPLIES	60001.31601.53200	443.11
VEN03272	DEPT OF HEALTH CARE SERVICES				16,187.29
AP EFT WEST	Electronic Funds Transfer	INV045076	2026 #4 GEMT Quality Assurance Fee	10000.64000.52001	16,187.29
VEN03180	DICKS AUTO SUPPLY				421.02
APBWEST	Check	239255	FY 26/27 AUTO PARTS	60000.31600.53208	41.86
		239266	FY 26/27 AUTO PARTS	60000.31600.53208	14.43
		239437	FY 26/27 AUTO PARTS	60000.31600.53208	89.93
		239498	FY 26/27 AUTO PARTS	60000.31600.53208	202.45
		239604	FY 26/27 AUTO PARTS	60000.31600.53208	114.21
		U239279	FY 26/27 AUTO PARTS CREDIT	60000.31600.53208	-41.86
VEN04045	DISABILITY ACCESS CONSULTANTS LLC				2,000.00
APBWEST	Check	26-238	2026/2027 DACTRAK ANNUAL SUBSCRIPTION	60007.31607.53409	2,000.00
VEN04105	DR. ANGELICA LOZA-GOMEZ M.D., PC.				1,093.05
APBWEST	Check	50	AUG 2026 Medical Director Services	10000.64000.52100	1,093.05
1745	FOOTHILL FIRE CHIEFS ASSOC.				200.00
APBWEST	Check	2026	2026 ANNUAL MEMBERSHIP	10000.61000.53409	200.00
0551	FOOTHILL LOCK & KEY				245.00
APBWEST	Check	1767381	SERVICE CALL - PD - KEYS FOR CABINET	60001.31601.52301	245.00
VEN01528	GALLS LLC				520.69
APBWEST	Check	035951145	UNIFORMS	10000.61000.53303	217.70
		036143175	UNIFORMS	10000.61000.53303	302.99
VEN04674	GARO BEDROSSIAN				6,000.00
APBWEST	Check	INV045080	REFUND: WASTE PLAN BOND	10000.00000.48999	6,000.00
0220	GEM PLUMBING				2,372.39
APBWEST	Check	175699	REPAIRS TO PLUMBING AT PUBLIC SAFETY BUILD	60001.31601.52301	2,047.00
		175773	REPAIRS TO CITY HALL A/C UNIT	60001.31601.52301	325.39
0567	GENERAL PUMP COMPANY				69,625.50
APBWEST	Check	INV00422	7/31/26 WELL 4 REHABILITATION	71000.81100.56011	73,290.00
		INV00422 RET	7/31/26 WELL 4 REHABILITATION RET	71000.00000.23500	-3,664.50
1639	GMS ELEVATOR SERVICES INC				135.00
APBWEST	Check	131416	MONTHLY SERVICE	60001.31601.52100	135.00
0937	INTERSTATE BATTERY SYSTEM OF INLAND VALLEY				703.22
APBWEST	Check	210012954	BATTERY	60000.31600.52401	173.32
		210013158	BATTERY	60000.31600.52401	353.27
		210013337	BATTERY	60000.31600.52401	176.63
VEN04678	JESSICA BOSKOVICH				232.83
APBWEST	Check	INV045081	EMS REFUND RE: 26038178	10000.64000.47029	232.83
1336	L.A. CO. FIRE DEPT.				7,537.00
APBWEST	Check	IN0497709	LACo/CUPA#AR0024967 SITE FA0024966 HAZM#	60000.31600.52401	7,537.00
0271	LAWN MOWER CORNER				226.48
APBWEST	Check	47846	MAINT. SUPPLIES	60001.31601.53205	226.48
0809	LEONORA MOSS				497.26
APBWEST	Check	1000090182	OLDER AMERICAN RECEPTION - SUPPLIES	37006.72000.52100	497.26
0277	LIEBERT CASSIDY WHITMORE				18,332.00
APBWEST	Check	332597	AUG 2026 LEGAL SERVICES: INVESTIGATION ADV	60007.31607.52201	42.50
		332598	AUG 2026 LEGAL SERVICES: INVESTIGATION ADV	60007.31607.52201	136.00
		332599	AUG 2026 LEGAL SERVICES: INVESTIGATION ADV	60007.31607.52201	15,223.00
		332600	AUG 2026 LEGAL SERVICES: ADVICE AND COUNS	60007.31607.52201	2,703.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	332601	AUG 2026 LEGAL SERVICES: GENERAL	60007.31607.52201	185.00
		332602	AUG 2026 LEGAL SERVICES: INVESTIGATION ADV	60007.31607.52201	42.50
0640	LIFE-ASSIST INC.				239.51
APBWEST	Check	2200132	FY 26/27 EMS Medical Supplies	10000.64000.53300	239.51
VEN04515	MARIPOSA LANDSCAPES INC				14,365.98
APBWEST	Check	121842	AUGUST 2026 LANDSCAPE MAINTENANCE	32012.83000.52100	4,443.98
				60001.31601.52100	9,443.46
		122145	AUG 2026 ELEMENTARY FIELD MOWING EXTRA	60001.31601.52100	478.54
VEN04676	MATTHEW BLAIN				2,062.00
APBWEST	Check	INV045082	REFUND: GRADING BOND	10000.00000.23306	2,062.00
VEN02976	MEDICO PROFESSIONAL LINEN SERVICE				79.02
APBWEST	Check	21508286	MEDICO WASTE SERVICES	10000.64000.53300	79.02
0296	MERRIMAC ENERGY GROUP				39,290.20
APBWEST	Check	2249119	FY 26/27 FUEL PURCHASE	60000.31600.55001	39,290.20
1608	MUNICIPAL MAINTENANCE EQUIP IN				136.96
APBWEST	Check	052808	MISC SUPPLIES	60000.31600.53208	136.96
1642	NBS				655.00
APBWEST	Check	202608-2671	7/1/26 - 9/30/26 SEWER DISTRICT ADMIN FEES	72000.81200.52100	655.00
0786	OFFICE DEPOT, INC				222.72
APBWEST	Check	479127170001	OFFICE SUPPLIES	60002.31100.53100	100.22
		479759348001	OFFICE SUPPLIES	60002.32000.53100	41.78
		479771111001	OFFICE SUPPLIES	60002.32000.53100	80.72
0321	PARKHOUSE TIRE, INC.				1,803.05
APBWEST	Check	1011097841	FY 26/27 PURCHASE TIRES/SERVICES	60000.31600.53208	1,504.45
		1011098100	FY 26/27 PURCHASE TIRES/SERVICES	60000.31600.53208	298.60
0323	PASADENA HUMANE SOCIETY				5,174.00
APBWEST	Check	SEP2026CtySM	SEPT 2026 Animal Control Services	10000.50000.52100	5,174.00
0338	PRUDENTIAL OVERALL SUPPLY				324.65
APBWEST	Check	53001123	FY 26-27 UTILITY AND PUBLIC WORKS UNIFORM	60001.31601.53303	178.19
		53002826	FY 26-27 UTILITY AND PUBLIC WORKS UNIFORM	60001.31601.53303	146.46
1485	RED SUPPLY INC				690.96
APBWEST	Check	39779	MAINT SUPPLIES	60001.83200.53200	65.56
		39800	MAINT SUPPLIES	60001.83200.53200	296.33
		39901	MAINT SUPPLIES	60001.31601.53200	329.07
0267	REGIONAL TAP SERVICE CENTER				12.48
APBWEST	Check	6028130	AUG 2026 2026 REGIONAL TAP SERVICES CENTE	137004.80000.52001	12.48
VEN04235	RIO HONDO/SAN GABRIEL RIVER WATERSHED MANAGEMENT JOINT POWERS AUTHORITY				64,076.50
AP EFT WEST	Electronic Funds Transfer	MEM-26-05	FY 26/27 ANNUAL MEMBERSHIP	38015.81201.52001	45,091.00
		WMP-26-05	ONGOING WMP SUPPORT	38015.81201.52001	18,985.50
0797	SAN GAB VALLEY MUNICIPAL WATER DISTRICT				270,000.00
APBWEST	Check	INVOICE#4	WATER MAIN REPLACEMENT PROJ LOAN REPAY	71000.31800.58001	270,000.00
VEN03199	SO CAL MAILING SERVICES				6,501.82
APBWEST	Check	64165	FY26/27 ANNUAL ENVELOPE PRINTING	71000.32000.53101	4,301.00
		64168	SEPT 2026 SO CAL MAILING SERVICES	71000.32000.53101	2,200.82
0381	SOUTHEAST CONSTRUCTION PRODUCT				371.20
APBWEST	Check	2608-063917	SANDBOX SAND	60001.31601.53200	185.60
		2608-063924	SANDBOX SAND	60001.31601.53200	185.60
VEN01027	STUBBIES				2,308.04
APBWEST	Check	26080	PW/UTILITIES CREW SHIRTS AND HATS	60001.31601.53303	2,308.04
VEN02444	SUPERIOR COURT OF CA, CO OF L. A.				3,605.00
APBWEST	Check	JULY2026	JULY 2026 Citation Revenue distribution	10000.50000.52100	3,605.00
0410	UNDERGROUND SERVICE ALERT				44.17
APBWEST	Check	26-270769	FY 26/27 UNDERGROUND ALERTS - REGULATOR	71000.81100.52100	44.17
1243	USA BLUEBOOK				16.02
APBWEST	Check	SC47584	MAINT SUPPLIES	60001.31601.53200	16.02
0335	WATERLINE TECHNOLOGIES				4,630.68
APBWEST	Check	5802313	FY 26/27 CHLORINE PURCHASE	71000.81100.53209	1,557.67
		5805997	CYLINDER RETURN 6/30/26	71000.81100.53209	-300.00
		5807311	FY 26/27 CHLORINE PURCHASE	71000.81100.53209	1,557.67
		5809960	FY 26/27 CHLORINE PURCHASE	71000.81100.53209	2,265.34
		5812461	CYLINDER RETURN 8/12/26	71000.81100.53209	-450.00

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0426	WESTERN WATER WORKS				35,595.17
APBWEST	Check	1285861-01	FY 25/26 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	710.09
		1286365-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	7,503.86
		1286547-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	3,384.29
		1286549-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	1,972.21
		1286867-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	1,458.60
		1286867-01	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	141.23
		1287611-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	4,997.71
		1288059-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	2,923.84
		1288061-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	4,099.56
		1288872-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	8,403.78
0425	WILLDAN ASSOCIATES				1,183.00
APBWEST	Check	00633069A	7/31/26 PLAN CHECK AND INSPECTIONS SUNNYS	10000.40000.52100	936.75
		00633069B	7/31/26 PLAN CHECK AND INSPECTIONS SUNNYS	10000.40000.52100	246.25
VEN04533	ZENDESK INC				2,628.00
APBWEST	Check	INV13836847	7/26/26-7/25/27 - HELPDESK ANNUAL SUB	60003.31603.53503	2,628.00
Report Total:					681,359.69



Packet: APPKT08892 - GEN BOA MAN FY26/27 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/09/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0823	BANK OF AMERICA				24,225.73
APBWEST	Check	INV044962	BB - GRAMMARELY TYPING ASSISTANCE	10000.61000.53409	30.00
		INV044964	BB - STORAGE FOR FD MASTER PLAN	10000.61000.53409	11.99
		INV044965	BB - CAL FIRE CHEIF'S ASSO. MEMB. DUE - BARTL	10000.61000.53409	1,433.00
		INV044966	BB - CHIEF'S UNIFORM - ALTERATION	10000.61000.53303	249.00
		INV044967	BB - LAAFCA CONF.: REG. & LODGING FEE (X2)	10000.61000.53402	3,839.82
		INV044968	MB - LA TIME SUBSCRIPTION	60002.31500.53409	60.00
		INV044969	MH - CONDOLENCES CARD	60007.31607.53999	2.21
		INV044970	MH - DEPUTY FIRE CHIEF INTERVIEWS - SNACKS	60007.31607.53999	108.83
		INV044972	MH - DEPUTY FIRE CHIEF INTERVIEWS - COFFEE	60007.31607.53999	22.00
		INV044973	MH - DEPUTY FIRE CHIEF INTERVIEWS - SNACKS	60007.31607.53999	46.50
		INV044977	MH - MMASC MEMBERSHIP FEE FY26/27	60003.31603.53409	128.75
		INV044978	MH - CIRA CONF: FLIGHT SEATING FEE	60007.31607.53402	42.99
		INV044979	MH - CIRA CONF: FLIGHT SEATING FEE	60007.31607.53402	32.24
		INV044980	MH - CIRA CONF: FLIGHT SEATING FEE	60007.31607.53402	32.24
		INV044981	MH - CIRA CONF: FLIGHT SEATING FEE	60007.31607.53402	42.99
		INV044982	MH - CIRA CONF: FLIGHT FEE	60007.31607.53402	731.90
		INV044983	MH - LEAGUE OF CAL. CITIES REG. FEE: LOWE	60002.31500.53402	75.00
		INV044984	MH - GET WELL FLOWERS	60007.31607.53999	110.50
		INV044985	MH - GET WELL CARD	60007.31607.53999	7.18
		INV044986	GB - PURCHASE: LED FLASHLIGHTS	10000.50000.53999	530.27
		INV044987	GB - CANVA ANNUAL RENEWAL FEE	10000.50000.53409	119.40
		INV044988	GB - PD MOTORCYCLE: FUEL	10000.50000.52302	18.97
		INV044989	GB - PD MOTORCYCLE: FUEL	10000.50000.52302	27.40
		INV044990	GB - PD MOTORCYCLE: FUEL	10000.50000.52302	26.18
		INV044992	CL - APA 2026 CONF. REG FEE: LIN	10000.40000.53402	700.00
		INV044993	CL - APA 2026 CONF. REG FEE: WOLF	10000.40000.53402	700.00
		INV044994	CL - APA 2026 CONF. REG FEE: HUANG	10000.40000.53402	700.00
		INV044995	CL - APA 2026 CONF. REG FEE: WANG	10000.40000.53402	700.00
		INV044996	CL - APA DUES: WANG	10000.40000.53402	150.00
		INV044997	CL - APA DUES: WANG CREDIT	10000.40000.53402	-150.00
		INV044999	CL - APA 2026 CONF. REG FEE: ELIAS	10000.40000.53402	900.00
		INV045000	SM - YELLOW CROSSWALK POLE ENHANCEMENT	10000.83300.53001	461.60
		INV045001	SM - USC RESEARCH MEMBERSHIP FY 26/27	71000.81100.53409	190.00
		INV045002	SM - WINDSHIELD REPAIR PD VEHICLE #2090	60000.31600.53208	692.25
		INV045003	SM - FIRE FLOW TESTING MATERIALS	71000.81100.53205	30.63
		INV045045	OM - DS APPT. SOFTWARE - DS: 8/7/26 - 9/7/26	60003.31603.53503	78.00
		INV045046	OM - EMERGENCY SATELLITE INTERNET 8/8/26-9/6/26	60003.31603.53503	530.00
		INV045047	OM - REMOTE SUPPORT SUBSCRIPTION	60003.31603.53503	298.00
		INV045048	OM - DATA PROTECTION	60003.31603.53503	480.00
		INV045049	OM - TECH LEARNING FY26/27	60003.31603.53503	223.80
		INV045050	OM - CAL/OES CONF. - LODGING FEE CONCHAS	60003.31603.53409	350.30
		INV045051	OM - RESCUE MOBILE ANNUAL SUB. FEE	60003.31603.53503	900.00
		INV045052	OM - ELECTRONIC SIGNATURE FLOW SUB 7/21/26	60003.31603.53503	3,600.00
		INV045053	OM - SIP TRUNKS FOR SCADA & CHAMBERS	60003.31603.55005	80.56
		INV045054	OM - ZOOM LICENSING 6/17/26 - 8/16/26	60003.31603.53503	71.50
		INV045055	OM - EMERGENCY SATELLITE INTERNET 7/17/26-8/16/26	60003.31603.53503	230.00
		INV045056	TT - NRPA ANNUAL CONF: TEGART	10000.70000.53402	795.00
		INV045057	TT - CANVA ANNUAL FEE	37003.76000.52999	119.99
		INV045058	TT - PUMPKIN PATCH STRAW	10000.79004.53999	818.90
		INV045059	TT - CARVED EXCURSION	10000.79003.52999	900.00
		INV045060	TT - WATER SERVICES FEE	37006.72000.52100	82.91
		INV045061	TT - LUAU - PINEAPPLE	37006.72000.53999	50.20
		INV045062	TT - LUAU DESSERT	37006.72000.53999	67.45

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	INV045063	TT - LUAU - SNACK & DRINK	37006.72000.53999	94.93
		INV045064	TT - LUAU SUPPLIES	37006.72000.53999	33.05
		INV045065	TT - LUAU LUNCH	37006.72000.53999	678.45
		INV045066	TT - LUAU DRINKS	37006.72000.53999	161.43
		INV045067	TT - LUAU PRIZES	37006.72000.53999	75.49
		INV045068	TT - JULY 2026 BD SNACKS	37006.72000.53999	21.98
		INV045069	TT - JULY 2026 BINGO - SNACKS	37006.72000.53999	181.95
		INV045070	TT - JULY BINGO - SNACKS & DRINKS	37006.72000.53999	74.85
		INV045071	TT - SENIOR CONCERT - WATER & SNACKS	37006.72000.53999	129.13
		INV045072	TT - AUG 2026 - CINEMA	37006.72000.53999	72.87
		INV045073	TT - BANNERS - CONCERT IN THE PARK	37003.76000.52999	53.02
		INV045074	TT - NATIONAL NIGHT OUT CS BOOTH: FOOD & S	37003.76000.52999	117.47
		INV045075	TT - AUG 2026 - SENIOR CRAFT	37006.72000.53999	50.66
		Report Total:			24,225.73



Packet: APPKT08897 - GEN MAN FY26/27 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/10/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03199	SO CAL MAILING SERVICES				4,420.39
APBWEST	Check	64162	JULY 2026 SO CAL MAILING SERVICES	71000.32000.53101	2,213.80
		64163	AUG 2026 SO CAL MAILING SERVICES	71000.32000.53101	2,206.59
Report Total:					4,420.39



Packet: APPKT08899 - GEN MAN FY25/26 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/10/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04448	AMG AND ASSOCIATES INC				6,895.71
APBWEST	Check	AP14STOP NOTICE RE	11/30/25 STOP NOTICE RELEASE MEANINGFUL II29007.00000.23500		6,895.71
Report Total:					6,895.71



Packet: APPKT08881 - GEN MAN FY25/26 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/02/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04508	CENTER FOR INTERNET SECURITY INC				8,580.00
APBWEST	Check	SO-260503-0084277	7/22/26-7/21/27 MDR and EDR services.	60003.31603.56009	8,580.00
1727	CHRIS CIMINO				1,480.22
APBWEST	Check	OCT2026	OCTOBER 2026 RETIREE INSURANCE	60007.31607.51302	740.11
		SEPT2026	SEPTEMBER 2026 RETIREE INSURANCE	60007.31607.51302	740.11
1044	JESSE TORIBIO				740.12
APBWEST	Check	OCT2026	OCTOBER 2026 RETIREE INSURANCE	60007.31607.51302	370.06
		SEPT2026	SEPTEMBER 2026 RETIREE INSURANCE	60007.31607.51302	370.06
1165	KENNETH BERRY				1,480.22
APBWEST	Check	OCT2026	OCTOBER 2026 RETIREE INSURANCE	60007.31607.51302	740.11
		SEPT2026	SEPTEMBER 2026 RETIREE INSURANCE	60007.31607.51302	740.11
VEN01070	MARTIN CRUZ				1,480.22
APBWEST	Check	OCT2026	OCTOBER 2026 RETIREE INSURANCE	60007.31607.51302	740.11
		SEPT2026	SEPTEMBER 2026 RETIREE INSURANCE	60007.31607.51302	740.11
1497	MOUNTAIN VIEWS NEWS				3,396.74
APBWEST	Check	CM202304193	PUBLICATION OF NOTICES - AUG 2026 LEGAL/AD10000.40000.52206		1,028.14
				60002.12000.52206	1,686.10
				60002.12000.52207	682.50
0373	SAN GAB VALLEY CITY MANAGERS ASSOC.				80.00
APBWEST	Check	INV044976	CITY MANAGERS MEETING SEPT 16, 2026 (X2)	60002.31500.53402	80.00
Report Total:					17,237.52



Packet: APPKT08889 - GEN MAN FY25/26 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/03/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03440	BIG BEN ENGINEERING				56,864.50
APBWEST	Check	RET RELEASE	RE RELEASE WOODLAND WATER MAIN REPLACE	71000.00000.23500	56,864.50
VEN04543	KIMLEY-HORN AND ASSOCIATES INC				9,562.86
APBWEST	Check	36857052	JUNE/JULY 2026 GEN PLAN OPEN SPACE & CONS	60008.40000.52100	9,562.86
0291	MATT-CHLOR, INC.				2,126.93
APBWEST	Check	32063	FY 25/26 ANNUAL CHLORINE GAS EQUIPMENT	71000.81100.52100	2,126.93
0425	WILLDAN ASSOCIATES				56,683.16
APBWEST	Check	00424249	MAY 2026 PW INSPECTIONS - MEADOWS PROJE	10000.00000.23604	25,997.00
		00424460	JUNE 2026 PW INSPECTIONS - MEADOWS PROJE	10000.00000.23604	29,777.16
		00632919B	JUNE 2026 PW INSPECTION-MEADOWS PROJECT	10000.00000.23604	909.00
Report Total:					125,237.45



Packet: APPKT08904 - GEN MAN FY25/26 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/14/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1087	CITY OF ARCADIA				5,320.00
APBWEST	Check	26-02	4/1/26 - 6/30/26 BATTALION CHIEF SERVICES	10000.61000.52100	5,320.00
VEN04489	GHD SERVICES INC				21,880.00
APBWEST	Check	723003924	4/1/26-3/31/30 GOVSTACK PLAN/STANDARD SU	39010.80000.56010	21,880.00
VEN04616	IMEG CONSULTANTS CORP				9,750.00
APBWEST	Check	26002859.00-1	5/31/26 ON CALL ENGINEERING - CRTER AVE PIP	71000.81100.56011	9,750.00
0425	WILLDAN ASSOCIATES				16,292.00
APBWEST	Check	00424082	MAY 2026 PW INSPECTIONS - MEADOWS PROJE	(10000.00000.23604	16,292.00
Report Total:					53,242.00



Packet: APPKT08907 - LIB FY26/27 9/22/26

Check Date: 09/14/2026

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03266	A TO Z DATABASES				1,056.00
APBWEST	Check	144360	9/1/26 - 8/31/27 SUBSCRIPTION	10000.90000.52100	1,056.00
VEN03955	ALAN GEIER				150.00
APBWEST	Check	10/10/26	10/10/26 PIANO PERFORMANCE	39006.90000.53999	150.00
VEN03454	AMAZON CAPITAL SERVICES				395.62
APBWEST	Check	1119-99DW-6GH6	MISC SUPPLIES 8/17/26 - 8/30/26	39006.90000.53999	203.37
		14NP-TVD1-1FGV	MISC SUPPLIES CREDIT	39006.90000.53406	-22.67
		191Q-TRWR-1N4G	MISC SUPPLIES 8/17/26 - 8/30/26	10000.90000.53100	39.25
		193C-F34Y-13XQ	MISC SUPPLIES 8/17/26 - 8/30/26	10000.90000.53406	16.56
		1GQ9-MHXF-1Y7V	MISC SUPPLIES 8/17/26 - 8/30/26	39002.90000.53999	29.38
		1JW1-D9N6-4H3W	MISC SUPPLIES 8/17/26 - 8/30/26	39006.90000.53999	39.60
		1P1R-3NMW-1GHM	MISC SUPPLIES 8/17/26 - 8/30/26	39006.90000.53406	90.13
VEN04560	INGRAM LIBRARY SERVICE LLC				480.29
APBWEST	Check	98685529	BOOKS & REFERENCE	10000.90000.53406	480.29
VEN04152	KANOPY INC				337.00
APBWEST	Check	521027-PPU	LIBRARY VIDEOS	10000.90000.52100	337.00
1634	MIDWEST TAPE				24.85
APBWEST	Check	509302196	MISC. MEDIA	39006.90000.53406	24.85
VEN04169	PLAYAWAY PRODUCTS LLC				348.04
APBWEST	Check	538266	MISC. SUPPLIES	39006.90000.53406	182.31
		547011	MISC. SUPPLIES	39006.90000.53406	165.73
VEN04601	SALLY WESTENBROEK WEISS				250.00
APBWEST	Check	INV045084	10/22/26 PROGRAM: PAINT YOUR PET	39006.90000.53999	250.00
VEN03926	T-MOBILE				446.36
APBWEST	Check	206696591-17	206696591 7/21/26 - 8/20/26	10000.90000.52100	446.36
Report Total:					3,488.16



Packet: APPKT08891 - LIB BOA MAN FY26/27 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/09/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0823	BANK OF AMERICA				1,758.44
APBWEST	Check	INV044947	LR - LIBRARY SUPPLIES	10000.90000.53100	86.16
		INV044948	LR - VOLUNTEER APPRECIATION MEAL	39006.90000.53999	258.55
		INV044949	LR - LIBRARY SUPPLIES	10000.90000.53100	73.26
		INV044950	LR - EMPLOYEE RECOGNITION - MEAL	10000.90000.53999	52.58
		INV044951	LR - SUMMER PROGRAM PRIZES	39006.90000.53999	325.13
		INV044952	LR - LIBRARY OFFICE SUPPLIES	10000.90000.53100	115.18
		INV044953	LR - LIB SUPPLIES - SNAP CIRCUITS RADIO CNTR F39006.90000.53406		110.69
		INV044954	LR - CLA MEMBERSHIP RENEWAL - KO	10000.90000.53409	40.00
		INV044955	LR - LAMINATION SERVICES & SUPPLIES	39002.90000.53999	45.38
		INV044956	LR - SHIPMENT CHARGE - REPLACEMENT RETURN 39006.90000.53406		28.28
		INV044957	LR - ICLOUD STORAGE FOR IPADS	10000.90000.52100	0.99
		INV044958	LR - WATER DELIVERY SERVICE	10000.90000.52100	113.79
		INV044959	LR - DEEP FREEZE ANNUAL RENEWAL	10000.90000.52100	189.00
		INV044960	LR - SNACKS FOR PROGRAM	39006.90000.53999	199.81
		INV044961	LR - PROGRAMING SUPPLIES	39006.90000.53999	119.64
Report Total:					1,758.44



Packet: APPKT08885 - LIB MAN FY26/27 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/03/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04577	WESTERN AV				35,126.95
APBWEST	Check	24121	LIBRARY - AV INSTALLATION	39002.90000.56009	35,126.95
Report Total:					35,126.95



Packet: APPKT08887 - LIB MAN FY25/26 9/22/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/03/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04448	AMG AND ASSOCIATES INC				722,986.77
APBWEST	Check	AP21	6/30/26 LIB MEANINGFUL IMPROVEMENT PROJ	29007.90000.56010	84,814.30
		AP21 RET	6/30/26 RET LIB MEANINGFUL IMPROVEMENT P	29007.00000.23500	-4,240.72
		AP22	7/31/26 LIB MEANINGFUL IMPROVEMENT PROJ	29007.90000.56010	138,058.76
		AP22 RET	7/30/26 RET LIB MEANINGFUL IMPROVEMENT P	29007.00000.23500	-6,903.44
		RET RELEASE	9/2/26 RET RELEASE LIB MEANINGFUL IMPROVE	29007.00000.23500	511,257.87
VEN04349	THE VERTEX COMPANIES LLC				25,982.50
APBWEST	Check	OPM 095074-28	MAR 26 - JULY 26 PROJ MGMT - LIB IMPROVEME	29007.90000.56010	25,982.50
VEN04209	TSK ARCHITECTS				14,850.50
APBWEST	Check	110374	JULY 2026 ARCHITECTURAL & ENGINEERING - LIE	29007.90000.56010	14,850.50
Report Total:					763,819.77

Payroll Summary Register

City of Sierra Madre, CA
9/8/2026 4:20:19 PM

16

Payroll Summary

Packet PYPKT03341 - PR #18 09.10.2026
Payroll Set 01 - Sierra Madre
Department All - All Department Codes

Pay Period: 8/23/2026 - 9/5/2026

Employees Paid 111

Total Earnings	<u>416,010.68</u>	Total Benefit Allowance	<u>187.24</u>	Input Type	Count
Total Deductions	<u>79,234.62</u>	Total Employer Expenses	<u>152,167.62</u>	Regular	111
Total Taxes	<u>57,462.46</u>				
Net Pay	279,313.60	Total Direct Deposits	<u>279,313.60</u>		
		Total Check Amount	0.00		



CITY OF SIERRA MADRE

STAFF REPORT

CITY ATTORNEY

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: Aleks Giragosian, City Attorney

SUBJECT: **Resolution No. 26-89, a Resolution of Intention with Respect to the Establishment of Proposed City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon), Los Angeles County, State of California and Taking Other Actions Related Thereto**

RECOMMENDATION

It is recommended that the City Council:

1. Accept a written petition from Toll West Coast, L.L.C. requesting formation of a community facilities district; and
2. Adopt Resolution No. 26-89 (Resolution of Intention) declaring the City's intent to form CFD No. 2026-1 (The Meadows at Bailey Canyon), setting a public hearing for the establishment of CFD No. 2026-1 on October 27, 2026, at 5:30 p.m. in the City Council Chambers, and taking other actions related thereto.

SUMMARY

The City of Sierra Madre ("City"), The Congregation of the Passion, Mater Dolorosa Community ("Congregation"), and NUWI-Sierra Madre, LLC ("NUWI") entered into a development agreement to develop The Meadows at Bailey Canyon, a 42-unit residential development project ("Project"). The Project includes a public park to be transferred to the City. To cover the cost of park maintenance, the Development Agreement includes a provision The Meadows at Bailey Canyon to finance maintenance of through a Community Facilities District ("CFD").

Proposed Resolution No. 26-89 (the "Resolution of Intention") is a notice of intent to form the City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon) ("CFD No. 2026-1") for the The Meadows at Bailey Canyon project. The Resolution of Intention sets October 27, 2026, as the date for a public hearing to consider formation of the CFD. The Resolution of Intention is attached as *Attachment 1* to this agenda report for City Council review and consideration. The Resolution of Intention also includes language for the approval of the boundary map for CFD No. 2026-1 and directs its filing with the County Recorder of the County of Los Angeles not later than 15 days prior to the date of the public hearing.

As a matter of form, the property owner, The Meadows at Bailey Canyon Toll West Coast, L.L.C., a Delaware limited liability company (the "Owner"), of all of the property encompassing the The Meadows at Bailey Canyon project, has provided a written petition, included as *Attachment 2* to this agenda report, requesting the City Council initiate proceedings within the boundaries of CFD No. 2026-1.

DISCUSSION & ANALYSIS

Community Facilities Districts (CFD)

Rather than relying on the City's general fund to cover the cost of park maintenance, the City negotiated the creation of a CFD at the Meadows to fund park maintenance through a special tax on the 42 homes within the Meadows. Section 4(c)(i) of the Development Agreement states, in relevant part:

"Prior to the dedication of the Public Park to the City, Developer must provide a mechanism for funding the maintenance of certain public improvements including, but not limited to, the Public Park, as well as other permitted public functions as may be agreed upon by the Parties. Funding options include the formation of a CFD ... so long as the CFD included only the 42 residential lots on the Development Parcel and not land retained by the Congregation or to be transferred by Congregation."

Mello–Roos Community Facilities Act of 1982 (the "Act") was created to provide local governments with an alternate method of financing needed public improvements and services. The Act supplies a local government agency with the ability to finance the construction of public improvements through bond indebtedness and also offers the ability to maintain improvements through special taxes or charge for certain public services through fees. Government Code section 53313 expressly authorizes "(d) Maintenance and lighting of parks, parkways, streets, roads, and open space" and "(e) Flood and storm protection services, including, but not limited to, the operation and maintenance of storm drainage systems, ..."

A CFD is created by action of a local government agency and is established within defined property boundaries. A CFD cannot be formed without two-thirds majority vote of the registered voters residing within the proposed boundaries. If there are fewer than 12 registered voters, the vote is conducted among the current landowners. Often times, the CFD is approved by a single property owner. Once a CFD is approved, a special tax lien is placed against each property in the CFD. Property owners pay the special tax each year on their property tax bill.

By law, a special tax imposed by a CFD cannot be based on the value of the property. Special taxes are based on mathematical formulas that take into account property characteristics, such as use of property, lot size, or other factors. The formula is defined at the time the CFD is formed and includes a maximum special tax amount and an annual percentage increase to keep pace with inflation.

Resolution of Intention – Initiating Formation of Community Facilities District No. 2026–1

"Proceedings for the establishment of a community facilities district may be instituted by the legislative body on its own initiative and shall be instituted by the legislative body when any of the following occurs: ... (c) A petition requesting the institution of the proceedings signed by landowners owning the requisite portion of the area of the proposed district, as specified in subdivision (d) of Section 53319, describing the boundaries of the territory that is proposed for inclusion in the area and specifying the type or types of facilities and services to be financed by the district, is filed with the clerk of the legislative body."

On September 16, 2026, Toll West Coast, LLC submitted its petition per Government Code 53318(c) and 53319. Included in this staff report as *Attachment 4*. Within the mandatory 90-day window, the City scheduled this meeting to consider the adoption of Resolution No. 26-89, per Government Code 53320.

Adoption of the Resolution of Intention will begin the procedure to form CFD No. 2026–1. The boundaries of the proposed CFD are shown in *Attachment 3* to this agenda report and encompass the entirety of the The Meadows at Bailey Canyon project. The proposed CFD No. 2026-1 will pay the cost of the following services listed under state law:

- Maintenance and lighting of parks, parkways, streets, roads, and open space;
- Flood and storm protection services, including, but not limited to, the operation and maintenance of bio-retention basins and storm drainage systems.

The summary of maintenance costs associated with this CFD formation provide a more detailed list of services. The proposed Resolution of Intention establishes the intention of the City Council to establish CFD No. 2026–1 and schedules a public hearing on the establishment of such CFD on October 27, 2026 at 5:30 p.m. in the City Council Chambers. *Exhibit A*, attached to the Resolution of Intention is a document entitled "Rate and Method of Apportionment of Special Tax for the City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon)." This document sets forth the maximum rates of special taxes that may be levied on parcels of property within the CFD and the method for apportioning or levying those special taxes.

The proposed Resolution of Intention contains provisions regarding the system of voting procedures that must be used to establish the CFD.

STRATEGIC PLAN RELATIONSHIP

This Resolution promotes Strategy ER 1.1 (Implement a Water-Efficient Landscape Campaign) of Goal 1 (Reduce Water Use) of Strategic Objective (Be a Regional Leaders in Sound Stewardship of Water, Power, and Natural Resources) in that it promotes the maintenance of a water efficient park and drainage basin.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Sections 15378(4) and 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that the creation of a CFD is a funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

FISCAL IMPACT

Adoption of the Resolution of Intention will create a fiscal impact associated with the cost of staff time, City consultants, and publication costs related to publishing a legal advertisement setting the public hearing regarding the formation of CFD No. 2026–1. Administrative costs related to the formation of the CFD are the responsibility of the developer and are paid for directly by the developer per Section 4(c)(ii) of the Development Agreement.

Approved by:

A handwritten signature in blue ink that reads "Mike".

Michael Bruckner
City Manager

Attachments

- [1. Resolution of Intention](#)
- [2. Rate and Method of Apportionment \(Exhibit A to the Resolution of Intention\)](#)
- [3. CFD Boundary Map](#)
- [4. Toll Bros. Petition.pdf](#)

RESOLUTION NO. 26-XX

**RESOLUTION OF INTENTION OF THE CITY COUNCIL OF
THE CITY OF SIERRA MADRE WITH RESPECT TO
ESTABLISHMENT OF PROPOSED CITY OF SIERRA
MADRE COMMUNITY FACILITIES DISTRICT NO. 2026-1
(THE MEADOWS AT BAILEY CANYON), LOS ANGELES
COUNTY, STATE OF CALIFORNIA AND TAKING OTHER
ACTIONS RELATED THERETO**

WHEREAS, on [DATE], the City Council of the City of Sierra Madre (the “City Council”) received a written petition from the owner of certain real property within the City of Sierra Madre (the “City”) requesting that the City Council initiate proceedings for the formation of a community facilities district pursuant to Chapter 2.5 (commencing with Section 53311) of Part 1 of Division 2 of Title 5 of the California Government Code, as amended, commonly known as the “Mello-Roos Community Facilities Act of 1982,” (the “Act”) for the purpose of providing certain services which are necessary to meet increased demands placed upon the City as a result of the development of said real property, and agreeing to the annual levy of special taxes on said property sufficient to pay the costs of such services and costs incidental thereto; and

WHEREAS, Section 53313 of the Act provides that a community facilities district may be established to finance certain types of services, including but not limited to (a) maintenance and lighting of parks, parkways, streets, roads, and open space; (b) flood and storm protection services, including, but not limited to, the operation and maintenance of bio-retention basins and storm drainage systems; (c) maintenance and operation of any real property or other tangible property with an estimated useful life of five or more years that is owned by the City, and (d) any other services authorized to be financed pursuant to the Act; and

WHEREAS, pursuant to Section 53320 of the California Government Code, the City Council is required upon receiving such a written petition to adopt a resolution of intention to establish a community facilities district within 90 days.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED
BY THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AS FOLLOWS:**

Section 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. Principal Act. A community facilities district is proposed to be established under the terms of Chapter 2.5 (commencing with Section 53311) of Part 1 of Division 2 of Title 5 of the Act.

Section 3. Name. The name proposed for the community facilities district is the “City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon), Los Angeles County, State of California.”

Section 3. Description and Map of Boundaries. The boundaries of the territory proposed for inclusion in the proposed community facilities district are described and shown on the map entitled "Proposed Boundaries of City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon)" which is on file with the City Clerk. Said map is approved and, pursuant to Section 3110 of the California Streets and Highways Code, the City Clerk shall, after complying with the other requirements of Section 3111 of said Code, record the original of said map in her office, and not later than fifteen (15) days prior to the date of the public hearing set forth in Section 8 hereof shall file a copy of said boundary map with the County Recorder of the County of Los Angeles.

Section 4. Types of Services; Incidental Expenses. It is proposed that the proposed community facilities district shall provide and finance:

(a) **Maintenance Services:** (i) the maintenance and lighting of parks, parkways, streets, roads and open space, and (ii) flood and storm protection services, including but not limited to, the operation and maintenance of bio-retention basins and storm drainage systems; and

(b) **Other Services:** (i) maintenance and operation of any real property or other tangible property with an estimated useful life of five or more years that is owned by the City, and (ii) any other services authorized to be financed pursuant to the Act.

The proposed community facilities district shall also finance costs associated with the determination of the amount of and the levy and collection of special taxes which are levied to provide such services and costs otherwise incurred in order to carry out the authorized purposes of the community facilities district.

Section 5. Special Taxes. Except where funds are otherwise available, special taxes sufficient to pay the costs of the services provided for in Section 4 above and the annual administrative expenses of the City and the proposed community facilities district in determining, apportioning, levying and collecting such special taxes, shall be annually levied within the proposed community facilities district. Pursuant to Section 53340 of the California Government Code, the special taxes shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure, sale, and lien priority in case of delinquency as is provided for ad valorem taxes. However, under no circumstances shall the special tax levied against any parcel used for private residential purposes subject to the levy of the special tax pursuant to the rates and method of apportionment be increased as a consequence of delinquency or default by the owner of any other parcel or parcels within the community facilities district by more than ten (10) percent above the amount that would have been levied in that fiscal year had there never been any such delinquency or default. The rate and method of apportionment of said special taxes shall be as set forth in Exhibit "A" attached hereto and by this reference made a part hereof.

Section 6. Exempt Properties. Pursuant to Section 53340 of the California Government Code, properties of entities of the state, federal, and local

governments shall be exempt from the levy of special taxes of the proposed community facilities district.

Section 7. Necessity. The City Council finds that the services described in Section 4 hereof are necessary to meet increased demands placed upon the City as a result of development occurring within the boundaries of the proposed community facilities district.

Section 8. Hearing on Formation. A public hearing on the formation of the proposed community facilities district shall be held at 5:30 p.m. on October 27, 2026, in the Council Chambers of the City Council located at 232 W. Sierra Madre Blvd., Sierra Madre, California 91024.

Section 9. Notice. The City Clerk shall publish a notice of the time and place of said hearing as required by Section 53322 of the California Government Code, and shall also give notice of the time and place of said hearing by first-class mail to each registered voter and to each landowner within the proposed community facilities district as prescribed by Section 53322.4 of said Code. Said notice shall be published at least seven (7) days and mailed at least fifteen (15) days before the date of the hearing, and shall contain the information required by said Section 53322.

Section 10. Report. The officers of the City who are responsible for providing the proposed types of services to be provided within and financed by the proposed community facilities district, if it is established, are hereby directed, pursuant to the requirements of Section 53321.5 of the California Government Code to study the proposed community facilities district and, at or before the time of said hearing, file or cause to be filed a report with the City Council containing a brief description of the services by type, which will in their opinion be required to adequately met the needs of the proposed community facilities district and an estimate of the fair and reasonable cost of providing those services and the incidental expenses to be incurred in connection therewith. All such reports shall be made a part of the record of the hearing to be held pursuant to Section 8 hereof.

Section 11. Annexation of Territory. Other property within the boundaries of the City may be annexed into the community facilities district upon the condition that parcels within that territory may be annexed only with the unanimous approval of the owner or owners of each parcel at the time that parcel or those parcels are annexed.

Section 12. Description of Voting Procedures. The voting procedures to be followed in conducting the special election on (i) the proposition with respect to the levy of special taxes on the land within the community facilities district to pay the costs of providing the services to be provided by the community facilities district, and (ii) the proposition with respect to the establishment of an appropriations limit for the community facilities district, if the community facilities district is established and such special election (the "Special Election") is held, shall be as follows:

(a) If at least twelve (12) persons have been registered to vote within the territory of the proposed community facilities district for each of the ninety (90) days preceding the close of the public hearing, the vote in the Special Election shall be by the registered voters of the proposed community facilities district with each voter having one vote. In that event, the Special Election shall be conducted by the City Clerk, and shall be held on a date selected by the City Council in conformance with the provisions of Section 53326 of the California Government Code and pursuant to the provisions of the California Elections Code governing elections of cities, insofar as they may be applicable, and pursuant to said Section 53326 the ballots for the Special Election shall be distributed to the qualified electors of the community facilities district by mail with return postage prepaid or by personal service, and the Special Election shall be conducted as a mail ballot election pursuant to Division 4 (commencing with Section 4000) of the California Elections Code.

(b) If twelve (12) persons have not been registered to vote within the territory of the proposed community facilities district for each of the ninety (90) days preceding the close of the public hearing, and pursuant to Section 53326 of the California Government Code, the vote is therefore to be by the landowners of the proposed community facilities district, with each landowner of record at the close of the public hearing having one vote for each acre or portion of an acre of land that he or she owns within the proposed community facilities district, the Special Election shall be conducted by the City Clerk as follows:

(1) The Special Election shall be held on the earliest date, following the adoption by the City Council of the resolution of formation establishing the community facilities district pursuant to Section 53325.1 of said Code, and a resolution pursuant to Section 53326 of said Code submitting the propositions with respect to (i) the levy of special taxes to pay the costs of providing the services to be provided by the community facilities district, and (ii) establishing of an appropriations limit therefor to the qualified electors of the proposed community facilities district, upon which such elections can be held pursuant to said Section 53326 which may be selected by the City Council, or such earlier date as the owners of land within the proposed community facilities district and the City Clerk agree and concur is acceptable.

(2) Pursuant to said Section 53326, the Special Election may be held earlier than ninety (90) days following the close of the public hearing if the qualified electors of the community facilities district waive the time limits for conducting the election set forth in said Section 53326 by unanimous written consent and the City Clerk concurs in such earlier election date as shall be consented to by the qualified electors.

(3) Pursuant to said Section 53326, ballots for the Special Election shall be distributed to the qualified electors by the City Clerk by mail with return postage prepaid, or by personal service.

(4) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections of cities, and specifically Division 4 (commencing with Section 4000) of the California Elections Code with respect to elections

conducted by mail, the City Clerk shall mail or deliver to each qualified elector an official ballot in a form specified by the City Council in the resolution calling the Special Election, and shall also mail or deliver to all such qualified electors a ballot pamphlet and instructions to voter, including a sample ballot identical in form to the official ballot but identified as a sample ballot, an impartial analysis by the City Attorney pursuant to Section 9280 of said Code with respect to the ballot propositions contained in the official ballot, arguments and rebuttals, if any, pursuant to Sections 9281 to 9287, inclusive, and 9295 of said Code, a return identification envelope with prepaid postage thereon addressed to the City Clerk for the return of voted official ballots, and a copy of the resolution of formation establishing the community facilities district, adopted by the City Council pursuant to Section 53325.1 of the California Government Code; provided, however, that such analysis and arguments may be waived with the unanimous consent of all the landowners.

(5) The official ballot to be mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of or other person affiliated with the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the propositions set forth in the official ballot as marked thereon in the voting square opposite each such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within the community facilities district.

(6) The return identification envelope delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the date of signing and place of execution of said declaration, and (vi) a notice that the envelope contains an official ballot and is to be opened only by the City Clerk.

(7) The instructions to voter form to be mailed or delivered by the City Clerk to the landowner-voters shall inform them that the official ballots shall be returned to the City Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 5:00 p.m. on the date of the election.

(8) Upon receipt of the return identification envelopes which are returned prior to the voting deadline on the date of the election, the City Clerk shall

canvass the votes cast in the Special Election, and shall file a statement with the City Council as to the results of such canvass and the election on each proposition set forth in the official ballot.

The procedures set forth in this section for conducting the Special Election, if they are held, may be modified as the City Council may determine to be necessary or desirable by a resolution subsequently adopted by the City Council.

Section 13. Severability. If any provision, section, paragraph, sentence, or word of this Resolution is rendered or declared invalid by any court of competent jurisdiction, or by reason of preemptive legislation, the remaining provisions, sections, paragraphs, sentences, and words of this Resolution shall remain in full force and effect.

Section 14. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 22nd day of September, 2026.

Mayor of the City of Sierra Madre

I HEREBY CERTIFY the foregoing Resolution was duly passed, approved, and adopted by the City Council of the City of Sierra Madre, California, at a meeting held on the [REDACTED] day of [REDACTED], 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk

Approved as to form:

Aleks Giragosian, City Attorney

EXHIBIT “A”

**RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX FOR THE
CITY OF SIERRA MADRE COMMUNITY FACILITIES DISTRICT NO. 2026-1
(THE MEADOWS AT BAILEY CANYON), LOS ANGELES COUNTY, STATE OF
CALIFORNIA**

[TO COME]

**RATE AND METHOD OF APPORTIONMENT FOR
CITY OF SIERRA MADRE
COMMUNITY FACILITIES DISTRICT NO. 2026-1
(THE MEADOWS AT BAILEY CANYON)**

A Special Tax as hereinafter defined shall be levied on all Assessor's Parcels in the City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon) ("CFD No. 2026-1") and collected each Fiscal Year commencing in Fiscal Year 2027-2028, in an amount determined by the CFD Administrator, according to the method of apportionment set forth herein. All of the real property in CFD No. 2026-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided. All Special Taxes collected hereunder shall only be used for the Special Tax Requirement, as hereinafter defined, and for no other purpose.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Accessory Dwelling Unit" or "ADU" means a residential dwelling unit for which a building permit for new construction was issued after January 1, 2026 and prior to May 1 of the previous Fiscal Year that (i) meets the definition of an "accessory dwelling unit" set forth in Section 66313(a), or a "junior accessory dwelling unit" set forth in Section 66313(d), of the Government Code of the State of California, as may be amended from time to time, (ii) is identified as an accessory dwelling unit or a junior accessory dwelling unit on such building permit, and (iii) is accessory to a primary residential dwelling unit located on the same Assessor's Parcel.

"Acre" or "Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable final map, parcel map, condominium plan, or other recorded County parcel map.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means the actual or reasonably estimated costs directly related to the formation and administration of CFD No. 2026-1 including, but not limited to: the costs of computing the Special Taxes and preparing the annual Special Tax collection schedules (whether by the City or designee thereof or both); the costs of collecting the Special Taxes (whether by the County or otherwise); the costs to the City, CFD No. 2026-1 or any designee thereof of complying with City or CFD No. 2026-1 disclosure requirements; the costs associated with responding to public inquiries regarding the Special Taxes; the costs of the City, CFD No. 2026-1 or any designee thereof related to an appeal of the Special Tax; and the City's annual administration fees and third party

expenses. Administrative Expenses shall also include amounts estimated or advanced by the City or CFD No. 2026-1 for any other administrative purposes of CFD No. 2026-1, including attorney's fees.

"Assessor's Parcel" means any real property to which an Assessor's parcel number is assigned as shown on an Assessor's Parcel Map.

"Assessor's Parcel Map" means an official map of the County Assessor of the County designating parcels by Assessor's parcel number.

"Authorized Maintenance Services" means the (i) maintenance and lighting of parks, parkways, streets, roads, and open space, (ii) the operation and maintenance of bio-retention basins and storm drainage systems, and (iii) any other services authorized to be financed pursuant to the Act.

"CFD Administrator" means the City Manager, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

"CFD No. 2026-1" means the City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon).

"City" means the City of Sierra Madre.

"Consumer Price Index" means the Consumer Price Index published by the U.S. Bureau of Labor Statistics for "All Urban Consumers" in the Los Angeles – Long Beach - Anaheim Area, measured as of the month of December in the calendar year which ends in the previous Fiscal Year. In the event this index ceases to be published, the Consumer Price Index shall be another index as determined by the CFD Administrator that is reasonably comparable to the Consumer Price Index for the Los Angeles – Long Beach - Anaheim Area.

"Council" means the City Council of the City, acting as the legislative body of CFD No. 2026-1.

"County" means the County of Los Angeles.

"Developed Property" means, for each Fiscal Year, all Taxable Property for which a building permit for new construction was issued after January 1, 2026 and prior to May 1 of the previous Fiscal Year.

"Exempt Welfare Exemption Property" means, for each Fiscal Year, an Assessor's Parcel that is (a) receiving a welfare exemption under subdivision (g) of Section 214 of the California Revenue and Taxation Code (or any successor statute), as indicated in the County's assessor's roll finalized as of January 1 of the previous Fiscal Year, and (b) exempt from the Special Tax pursuant to Section 53340(c) of the Act.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"Land Use Class" means any of the classes listed in Table 1 below.

"Maximum Annual Special Tax" means the Maximum Annual Special Tax, determined in accordance with Section C.1 below, that can be levied in any Fiscal Year on any Assessor's Parcel of Developed Property within CFD No. 2026-1.

"Non-Residential Property" means all Assessor's Parcels of Developed Property for which a building permit(s) was issued for a non-residential use.

"Property Owner Association Property" means, for each Fiscal Year, any property within the boundaries of CFD No. 2026-1 that was owned by a property owner association, including any master or sub-association, as of January 1 of the prior Fiscal Year.

"Proportionately" means, for Developed Property, that the ratio of the actual Special Tax levy to the Maximum Annual Special Tax is equal for all Assessor's Parcels of Developed Property, except to the extent that the Special Tax levy on Developed Property is limited as described in Section D below.

"Public Property" means, for each Fiscal Year, (i) any property within the boundaries of CFD No. 2026-1 that was owned by or irrevocably offered for dedication to the federal government, the State, the City or any other public agency as of January 1 of the previous Fiscal Year; provided however that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act shall be taxed and classified in accordance with its use; and (ii) any property within the boundaries of CFD No. 2026-1 that was encumbered, as of January 1 of the previous Fiscal Year, by an unmanned utility easement making impractical its utilization for other than the purpose set forth in the easement.

"Residential Property" means all Assessor's Parcels of Developed Property for which a building permit has been issued for purposes of constructing one or more residential dwelling units, excluding any Accessory Dwelling Unit. For purposes of the levy of the Special Tax, a building permit that is issued for both a primary residential dwelling unit and an Accessory Dwelling Unit, shall be deemed to include only the primary residential dwelling unit.

"Special Tax" means the annual special tax to be levied in each Fiscal Year on each Assessor's Parcel of Developed Property to fund the Special Tax Requirement.

"Special Tax Requirement" means that amount required in any Fiscal Year for CFD No. 2026-1 to: (i) pay for Authorized Maintenance Services; (ii) pay a share of Administrative Expenses as determined by the CFD Administrator; (iii) pay for reasonably anticipated Special Tax delinquencies based upon the historical delinquency rate for CFD No. 2026-

1; less (iv) a credit for funds available to reduce the annual Special Tax levy, as determined by the CFD Administrator.

"State" means the State of California.

"Taxable Property" means all of the Assessor's Parcels within the boundaries of CFD No. 2026-1 which are not exempt from the Special Tax pursuant to law or Section E below.

"Undeveloped Property" means, for each Fiscal Year, all Taxable Property not classified as Developed Property.

B. ASSIGNMENT TO LAND USE CATEGORIES

Each Fiscal Year, all Taxable Property within CFD No. 2026-1 shall be classified as Developed Property or Undeveloped Property. Each parcel of Developed Property shall be further classified as either Residential Property or Non-Residential Property and shall be subject to Special Taxes in accordance with the rate and method of apportionment determined pursuant to Sections C and D below.

The Maximum Annual Special Tax for Residential Property shall be based on the number of dwelling unit(s), excluding any Accessory Dwelling Unit, located on the Assessor's Parcel, as specified in Table 1 below. The Maximum Annual Special Tax for Non-Residential Property shall be based on the Acreage of the Assessor's Parcel.

C. MAXIMUM ANNUAL SPECIAL TAX

1. Developed Property

The Fiscal Year 2027-2028 Maximum Annual Special Tax is shown below in Table 1.

TABLE 1
Maximum Annual Special Tax
for Developed Property

Land Use Class	Description	FY 2027-2028 Maximum Annual Special Tax
1	Residential Property	\$4,100 per unit
2	Non-Residential Property	\$11,700 per Acre

On each July 1, commencing on July 1, 2028, the Maximum Annual Special Tax shall be increased by the percentage increase in the Consumer Price Index with a maximum annual increase of six percent (6%) and a minimum annual increase of zero percent (0%) per Fiscal Year.

2. Undeveloped Property

The Special Tax shall not be levied on Undeveloped Property.

3. Multiple Land Uses

In some instances an Assessor's Parcel may contain both Undeveloped Property and Developed Property, or in the case of Developed Property, more than one Land Use Class.

In such cases, the Acreage of the Assessor's Parcel shall be allocated between Developed Property and Undeveloped Property based on the portion of the Assessor's Parcel for which building permits had been issued prior to January 1 of the prior Fiscal Year and portion of the Assessor's Parcel for which building permits had not been issued prior to January 1 of the prior Fiscal Year. The Acreage that is considered Developed Property shall be allocated between Residential Property and Non-Residential Property as determined by reference to the site plan approved for such Assessor's Parcel. The Maximum Special Tax that can be levied on such Assessor's Parcel shall be the sum of the Maximum Special Tax that can be levied on each type of property located on that Assessor's Parcel.

The CFD Administrator's allocation of Acreage to each type of property shall be final.

D. APPORTIONMENT OF THE SPECIAL TAX

Commencing with Fiscal Year 2027-2028 and for each following Fiscal Year, the Council shall levy the Special Tax so that the amount of the Special Tax equals the lesser of the Special Tax Requirement or the Maximum Annual Special Tax. The Special Tax shall be levied Proportionately on each Assessor's Parcel of Developed Property at up to 100% of the applicable Maximum Annual Special Tax.

Notwithstanding the above, pursuant to Section 53321(d) of the California Government Code, under no circumstances shall the Special Tax levied in any Fiscal Year against any Assessor's Parcel in CFD No. 2026-1 for which an occupancy permit for private residential use has been issued shall be increased as a consequence of delinquency or default by the owner or owners of any other Assessor's Parcel(s) within CFD No. 2026-1 by more than 10% above the amount that would have been levied in that Fiscal Year had there never been any such delinquencies or defaults. To the extent that the levy of the Special Tax on Assessor's Parcels of residential property is limited by the provision in the previous sentence, the levy of the Special Tax on all of the Assessor's Parcels of non-residential property within CFD No. 2026-1 shall continue to increase in equal percentages at up to 100% of the Maximum Special Tax.

E. EXEMPTIONS

The Special Tax shall not be levied on Accessory Dwelling Units or Assessor's Parcels of Property Owner Association Property, Public Property, or Exempt Welfare Exemption Property.

Should an Assessor's Parcel no longer be classified as Property Owner Association Property, Public Property, or Exempt Welfare Exemption Property, its tax-exempt status will be revoked.

F. APPEALS AND INTERPRETATIONS

Any landowner or resident may file a written appeal of the Special Tax on his/her property with the CFD Administrator, provided that the appellant is current in his/her payments of Special Taxes. During the pendency of an appeal, all Special Taxes must be paid on or before the payment date established when the levy was made. The appeal must specify the reasons why the appellant claims the Special Tax is in error. The CFD Administrator shall review the appeal, meet with the appellant if the CFD Administrator deems necessary, and advise the appellant of its determination. If the CFD Administrator agrees with the appellant, the CFD Administrator shall eliminate or reduce the Special Tax on the appellant's property and/or provide a refund to the appellant. If the CFD Administrator disagrees with the appellant and the appellant is dissatisfied with the determination, the appellant then has 30 days in which to appeal to the Council by filing a written notice of appeal with the City Clerk, provided that the appellant is current in his/her payments of Special Taxes. The second appeal must specify the reasons for its disagreement with the CFD Administrator's determination.

Interpretations may be made by the Council by ordinance or resolution for purposes of clarifying any vagueness or ambiguity in this Rate and Method of Apportionment.

G. MANNER OF COLLECTION

The Special Tax will be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that CFD No. 2026-1 may directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner if necessary to meet its financial obligations, and may covenant to foreclose and may actually foreclose on delinquent Assessor's Parcels as permitted by the Act.

H. TERM OF SPECIAL TAX

The Special Tax shall be levied as long as necessary to meet the Special Tax Requirement.

PETITION TO THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
REQUESTING INITIATION OF PROCEEDINGS FOR THE FORMATION OF
A COMMUNITY FACILITIES DISTRICT, AND CONSENTING TO THE
LEVY OF SPECIAL TAXES TO PAY THE ANNUAL COST OF OPERATING
AND MAINTAINING CERTAIN PUBLIC SERVICES

1. Pursuant to Government Code Section 53319, TOLL WEST COAST LLC, a Delaware limited liability company ("Owner") requests that the City Council of the City of Sierra Madre (the "City") initiate proceedings pursuant to the Mello-Roos Community Facilities Act of 1982, as amended, Chapter 2.5 (commencing with Section 53311), Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act"), for the formation of a community facilities district over and including the property in the City of Sierra Madre, California, described in Exhibit "A" attached hereto (the "Property") to be designated the "City of Sierra Madre Community Facilities District No. 2026-1 (The Meadows at Bailey Canyon), County of Los Angeles, State of California" (the "CFD") to provide for the funding, through the levy of special taxes, of (a) the maintenance and lighting of parks, parkways, streets, roads, and open space; (b) flood and storm protection services, including, but not limited to, the operation and maintenance of bio-retention basins and storm drainage systems; and (c) any other services authorized to be financed pursuant to the Act (the "Authorized Services").

2. Owner represents to the City Council that it is the owner of all of the Property.

3. Owner consents to the levy of special taxes on the Property in amounts sufficient to pay the annual costs of the Authorized Services.

DATED: 09-16-2026, 2026

TOLL WEST COAST LLC, a Delaware limited liability company

Signed by:

Nicholas Norvilas

59F91CCD36D8483...

By: _____

Name: Nicholas Norvilas

Its: Division President

EXHIBIT "A"

DESCRIPTION OF THE PROPERTY

The property located in the City of Sierra Madre, County of Los Angeles, State of California identified by Los Angeles County Assessor's Parcel No. 5761-002-009.



CITY OF SIERRA MADRE

STAFF REPORT

CITY ATTORNEY

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: Aleks Giragosian, City Attorney
By: Aleks Giragosian, City Attorney

SUBJECT: **Second Reading of Ordinance No. 1499 Amending Title 15 (Building and Construction) of the Sierra Madre Municipal Code to Adopt by Reference the 2025 California Building Standards Codes with Certain Exceptions, Modifications, and Additions**

RECOMMENDATION

It is recommended that the City Council conduct a second reading and adopt Ordinance No. 1499 amending Title 15 (Building and Construction) of the Sierra Madre Municipal Code to adopt by reference the 2025 California Building Standards Codes with certain exceptions, modifications, and additions.

SUMMARY

Ordinance No. 1499, included as Attachment 1, adopts targeted local amendments to the 2025 California Building Code to enhance fire resistance in residential structures. The Ordinance responds to heightened wildfire risk conditions following the Eaton Fire and address determinations issued by the California Building Standards Commission. The Ordinance focuses on home-hardening measures, including roof design and fire sprinkler requirements, to protect public health and safety.

The City Council held a public hearing and unanimously approved the first reading of Ordinance No. 1499 at its regular meeting on September 8, 2026. The second reading of Ordinance No. 1499 is hereby presented before the City Council for consideration and adoption. For additional information regarding Ordinance No. 1499, see Attachment 2.

DISCUSSION & ANALYSIS

The Ordinance proposes local amendments to the 2025 California Building Code to improve fire resistance in residential structures, with a focus on roof design and fire sprinkler systems. Each amendment is intended to enhance home-hardening measures and reduce wildfire risk within the City.

Specifically, the ordinance amends the following sections of the Sierra Madre Building Code:

- 15.04.115 — Section 105.7 Demolition Permits
- 15.04.118 — Section 903 Automatic Fire Sprinklers - 903.2.8 Group R.
- 15.06.040 — Amendment—Townhouse automatic fire sprinkler systems.

The City Council considered Ordinance No. 1499 at a duly noticed public meeting and approved the first reading. No substantive changes have been made since the first reading. The ordinance is now presented for second reading and final adoption.

STRATEGIC PLAN RELATIONSHIP

The Ordinance is consistent with Goal 3 (Managing Outdoor Environment) in that the fire department is establishing standards that promote home hardening and fire resilience to reduce the wildfire risk to residents.

ENVIRONMENTAL ANALYSIS

The Ordinance is not a “project” for purposes of CEQA under 14 CCR 15378(b)(5) as it is an organizational and administrative activity. To the extent it is deemed to be a project, it is categorically exempt pursuant to 14 CCR 15061(b)(3) per the common sense exemption, 14 CCR 15304(i) per the minor alterations to land exemption, and 14 CCR 15031(f) per the existing facilities exemption.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of this ordinance.

Approved by:

A handwritten signature in blue ink that reads "Mike".

Michael Bruckner
City Manager

Attachments

[1: Ordinance No 1499 \(r1\).](#)

[2: September 8, 2026, City Council Staff Report re: First Reading of Ordinance No 1499](#)

ORDINANCE NO. 1499

AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE SIERRA MADRE MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODES WITH CERTAIN EXCEPTIONS, MODIFICATIONS, AND ADDITIONS

RECITALS

WHEREAS, pursuant to sections 17922, 17958, 17958.5, and 17958.7 of the California Health & Safety Code, the City may adopt the provisions of the Building, Residential, Green Building Standards, Energy, Referenced Standards Plumbing, Mechanical and Electric Codes, with certain amendments to the provisions of the codes which are reasonably necessary to protect the health, wealth and safety of citizens of Sierra Madre because of local climatic, geological and topographical conditions;

WHEREAS, on October 28, 2025, the City Council adopted Ordinance No. 1487, approving several amendments to the 2025 California Building Code;

WHEREAS, the California Building Standards Commission found that Ordinance No. 1487 was only partially accepted because it was missing express findings for local code modifications as required pursuant to Health & Safety Code Section 17985.7(a); and

WHEREAS, the City Council does hereby further find that the southern California region, which includes the City, is within a very active seismic area and local soil conditions can be highly expansive and subject to local topographic considerations including extensive hillside construction that is prone to erosion.

THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

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

SECTION 2. Amendment. Section 15.04.010 (Adoption of the 2025 California Building Standards Code) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

California Building Codes adopted. California code of Regulation Title 24 Parts 1 through 12 consisting of the 2025 California Administrative Code; 2025 California Building Code Volume 1 and 2 with all Appendix Chapters based on the 2024 International Building Code as published by the International Code Council; 2025 California Residential Code with all Appendix Chapters based on the 2024 International Residential Code as published by the International Code Council; 2025 California Electrical Code based on the 2023 National Electrical Code as published by the National Fire Protection Association; 2025 California Mechanical Code based on the 2024 Uniform Mechanical Code as published by the International Association of Plumbing and Mechanical Officials; 2025 California Plumbing Code based on the 2024 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials; 2025 California Green Building Standards Code; 2025 California Historical Building Code; 2025 California Existing Building Code based on the 2024 International Existing Building Code as published by the International Code Council; 2025 California Referenced Standards Code; 2025 California Fire Code; 2025 California Wildland-Urban Interface Code based on the 2024 International Wildland-Urban Interface Code. The provisions of these construction codes as amended by this chapter shall constitute the building regulations of the city of Sierra Madre.

One copy of all the above codes and standards therefore are on file in the office of the city clerk pursuant to Health and Safety Code Section 18942(d) and are made available for public inspection.

SECTION 3. Amendment. Section 15.04.115 (Section 105.7 Demolition Permits) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

Section 15.04.115 (Section ~~105.7~~ 105.10 Demolition Permits)

The following is added to Section 105.10 of the 2025 California Building Code.

Section ~~105.7~~ 105.10 Demolition Permits.

A. No permit for the demolition of all or any substantial portion of any building in the city shall be issued for a period of thirty days after such application is made. For the purposes of this chapter, demolition shall be considered the alteration, reconstruction, or elimination of 50% or more, of the floor area or monetary value. Projects that involve less than 50% of the alteration, reconstruction, or elimination of the floor area or monetary value may still be subject to requirements of Chapter 8.13 and/or 12.20 of this code.

B. Within 10 days of the application, the applicant should submit a mitigation plan for vermin, noise, dust, asbestos, salvage, trash removal, air pollution, historic preservation, and neighborhood peace and enjoyment. Failure to submit such mitigation report may be grounds for denying such permit.

C. Prior to the release of the demolition permit, the applicant shall demonstrate that notification of, and compliance with, requirements established by the following:

1. South Coast Air Quality Management District (AQMD);
2. Electricity provider;
3. Natural gas provider; and
4. City Department of Public Works.

D. Prior to the issuance of a demolition permit, the applicant shall file (in general terms) his/her intended reuse of the property with planning and community preservation department. Such plan shall indicate the intended use and condition of the property after the demolition of structures requested within the demolition permit is concluded.

E. The filing of any notice or report, as called for herein, is not intended to vest any discretion (under CEQA or otherwise) in the building official to deny such application. Instead, such permit shall be issued unless such issuance is contrary to any law or regulation applicable at that date.

F. To the extent, if any, that this Section 115 differs from the 2025 California Building Code (CBC), the city council finds that there are conditions unique to this city that justify such change, including high fire danger, steep hillsides, vermin infestation, wildlife and asbestos levels. The issuance of a demolition permit shall be considered a ministerial duty under the provisions of CEQA Section 15268 except for historical and unique archeological resources as outlined in CEQA Section 15064.5. If the demolition permit is for a historic structure, a cultural resources report shall be prepared at the property owner's expense.

G. Demolitions of Historic Structure.

1. If (i) a building or structure deemed eligible for landmark status, (ii) a building or structure listed or deemed eligible for listing in the National Register of Historic Places, or (iii) a building or structure listed or deemed eligible for listing in the California Register of Historical Resources, or if any cultural resource determined to have historic significance, is demolished without a permit:

- a) The violator shall within one year completely rebuild the demolished structure to pre-existing condition and shall submit a surety bond that shall be in amount equal to the replacement value as calculated by the department of planning and community preservation;
- b) The city may rebuild it within said one-year period placing the costs thereof as a lien on the property which shall indemnify the city against all costs so incurred and all liabilities arising therefrom; or

c) No building or construction related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a specified time period, as follows: for five years, if the structure was listed or deemed eligible for listing on the local, state, or Federal Registry of Historic Resources. In addition, for a historic structure, a cultural resources report shall be prepared at the property owner's expense. For the purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition. The owner shall have the burden of proving a different date if one is claimed. Such waiting period shall be for the purpose of consideration of rebuilding, relocation, grants, etc., for replacement.

2. The director of planning and community preservation shall cause notice to be served by mail on the person shown as the owner on the rolls of the tax assessor and on any other person known to have an interest in the property, as soon as practicable after having knowledge that the provisions of this section are applicable to property. The date the city first had actual knowledge of the demolition shall be stated in the notice.

3. A determination made under this section may be appealed by the property owner in accordance with Section 17.60.115.

SECTION 4. Amendment. Section 15.04.118 (Amendment – Section 903 Automatic Fire Sprinklers) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

The following sections within Section 903 of the 2025 California Building Code, entitled, "Automatic Sprinkler Systems" are revised to provide as follows:

903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies in accordance with Code section 15.24.120.

903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies in accordance with Code section 15.24.120.

903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies in accordance with Code section 15.24.120.

903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies in accordance with Code section 15.24.120.

903.2.1.5 Group A-5. An automatic sprinkler system shall be provided for Group A-5 occupancies in the following areas: concession stands, retail areas, press boxes, and other accessory use areas in accordance with Code section 15.24.120.

903.2.2 Group B. An automatic sprinkler system shall be provided throughout all buildings containing a Group B occupancy in accordance with Code section 15.24.120.

903.2.3 Group E. An automatic sprinkler system shall be provided throughout all buildings containing a Group E occupancy in accordance with Code section 15.24.120 (exception: For public school state-funded construction projects see Section 903.2.19).

903.2.4 Group F-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy in accordance with Code section 15.24.120.

903.2.5 Group H. Automatic sprinkler systems shall be provided in high-hazard occupancies as required in Sections 903.2.5.1 through 903.2.5.3.

903.2.5.1 General. An automatic sprinkler system shall be installed in Group H occupancies in accordance with Code section 15.24.120.

903.2.6 Group I. An automatic sprinkler system shall be provided throughout buildings with a Group I in accordance with Code section 15.24.120.

903.2.7 Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy in accordance with Code section 15.24.120.

903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area and in accordance with Code section 15.24.110.

903.2.9 Group S-1, An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 in accordance with Code section 15.24.120.

903.2.9.1 Repair garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Code section 15.24.120.

903.2.9.2 Bulk storage of tires. Buildings and structures with an area for the storage of tires shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.

903.2.10 Group S-2. An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages in accordance with Section 406.6 of the California Building Code or where located beneath other groups.

903.2.10.1 Commercial parking garages. An automatic sprinkler system shall be provided throughout buildings used for storage of commercial motor vehicles in accordance with Code section 15.24.120.

SECTION 5. Deletion. Section 15.30.040 (Water Metering for Multi-Family Dwellings) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is deleted in its entirety.

SECTION 6. CEQA. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA) and has been determined to be not a Project under Section 15378(b)(5) (Organizational or Administrative Activities) of the CEQA Guidelines. To the extent the adoption of this Ordinance constitutes a Project subject to CEQA, it is categorically exempt pursuant to Sections 15061(b)(3) (Common Sense Exemption), 15304(i) (Minor Alterations to Land), and 15031(f) (Existing Facilities) of the CEQA Guidelines.

SECTION 7. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance 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 Ordinance or any part thereof or exhibit thereto. The City Council 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 8. Notification. Pursuant to Health and Safety Code Section 17958.7(a), the Director of Planning and Community Preservation will notify the California Building Standards Commission of the amendments.

SECTION 9. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 10. Publication. Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

SECTION 11. Records. Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

SECTION 12. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

PASSED, APPROVED, AND ADOPTED this 22nd day of September 2026.

Kristine Lowe, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 8th day of September 2026 and duly adopted at a regular meeting held on the 22nd day of September 2026 by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk

Approved as to form:

Aleks Giragosian, City Attorney



CITY OF SIERRA MADRE

STAFF REPORT

CITY ATTORNEY

DATE: September 8, 2026

TO: Honorable Mayor and City Council

FROM: Aleks Giragosian, City Attorney

SUBJECT: Ordinance No. 1499 Amending Title 15 (Building and Construction) of the Sierra Madre Municipal Code to Adopt by Reference the 2025 California Building Standards Codes with Certain Exceptions, Modifications, and Additions

RECOMMENDATION

It is recommended that the City Council continue the first reading of Ordinance No. 1499 to the next regularly scheduled meeting of the City Council of September 22, 2026.

SUMMARY

Ordinance No. 1499, included as Attachment 1, adopts targeted local amendments to the 2025 California Building Code to enhance fire resistance in residential structures. The Ordinance responds to heightened wildfire risk conditions following the Eaton Fire and address determinations issued by the California Building Standards Commission. The Ordinance focuses on home-hardening measures, including roof design and fire sprinkler requirements, to protect public health and safety.

DISCUSSION & ANALYSIS

Procedural History

On October 14, 2025, the City Council adopted Ordinance No. 1487 amending the 2025 California Building Code to address increased fire hazards following the Eaton Fire. Both ordinances were submitted to the California Building Standards Commission ("CBSC") pursuant to Health and Safety Code 17958.7(a).

On May 13, 2026, the City received a letter from CBSC, included as Attachment 2. The letter states, "the residential and nonresidential code modifications are partially accepted for filing" because Ordinance No. 1487 is, "missing expressing findings for local code modifications based on local conditions".

Legal Authority

Health and Safety Code 17958.7(a) provides, “the governing body of a city or county, before making any modifications or changes pursuant to Section 17958.5, shall make an express finding that such modifications or changes are reasonably necessary because of local climatic, geological, or topographical conditions. Such a finding shall be available as a public record. A copy of those findings, together with the modification or change expressly marked and identified to which each finding refers, shall be filed with the California Building Standards Commission. No modification or change shall become effective or operative for any purpose until the finding and the modification or change have been filed with the California Building Standards Commission.” According to CBSC’s letter, the City failed to make a number of findings and the last such ordinance they have on file is from 2010. Ordinance No. 1499 makes the required findings and will be filed with CBSC following adoption by the City Council.

Specific Changes

The Ordinance proposes local amendments to the 2025 California Building Code to improve fire resistance in residential structures, with a focus on roof design and fire sprinkler systems. Each amendment is intended to enhance home-hardening measures and reduce wildfire risk within the City. Specifically, the ordinance amends the following sections of the Sierra Madre Building Code:

- 15.04.115 — Section 105.7 Demolition Permits
- 15.04.118 — Section 903 Automatic Fire Sprinklers - 903.2.8 Group R.
- 15.06.040 — Amendment—Townhouse automatic fire sprinkler systems.

Peer Review

On August 28, 2026, the draft ordinance was sent to the CBSC for preliminary review. Should the CBSC respond suggesting any changes, the draft ordinance included in this report will be revised as such. Staff currently awaits a response. Therefore, it is recommended that the City Council continue the first reading of Ordinance No. 1499 to the next regularly scheduled meeting of September 22, 2026.

STRATEGIC PLAN RELATIONSHIP

The Ordinance is consistent with Goal 3 (Managing Outdoor Environment) in that the fire department is establishing standards that promote home hardening and fire resilience to reduce the wildfire risk to residents.

ENVIRONMENTAL ANALYSIS

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities
CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption, because it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment

FISCAL IMPACT

There is no fiscal impact associated with the continuance or subsequent adoption of this ordinance.

Approved by:



Michael Bruckner
City Manager

Attachments

[Attachment 1: Ordinance No. 1499](#)

[Attachment 2: Letter from CBSC](#)

ORDINANCE NO. 1499

AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE SIERRA MADRE MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODES WITH CERTAIN EXCEPTIONS, MODIFICATIONS, AND ADDITIONS

RECITALS

WHEREAS, pursuant to sections 17922, 17958, 17958.5, and 17958.7 of the California Health & Safety Code, the City may adopt the provisions of the Building, Residential, Green Building Standards, Energy, Referenced Standards Plumbing, Mechanical and Electric Codes, with certain amendments to the provisions of the codes which are reasonably necessary to protect the health, wealth and safety of citizens of Sierra Madre because of local climatic, geological and topographical conditions;

WHEREAS, on October 28, 2025, the City Council adopted Ordinance No. 1487, approving several amendments to the 2025 California Building Code;

WHEREAS, the California Building Standards Commission found that Ordinance No. 1487 was only partially accepted because it was missing express findings for local code modifications based on local conditions; and

WHEREAS, the City Council does hereby further find that the southern California region, which includes the City, is within a very active seismic area and local soil conditions can be highly expansive and subject to local topographic considerations including extensive hillside construction that is prone to erosion.

**THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE,
CALIFORNIA, DOES ORDAIN AS FOLLOWS:**

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

SECTION 2. Amendment. Section 15.04.010 (Adoption of the 2025 California Building Standards Code) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

California Building Codes adopted. California code of Regulation Title 24 Parts 1 through 12 consisting of the 2025 California Administrative Code; 2025 California Building Code Volume 1 and 2 with all Appendix Chapters based on the 2024 International Building Code as published by the International Code Council; 2025

California Residential Code with all Appendix Chapters based on the 2024 International Residential Code as published by the International Code Council; 2025 California Electrical Code based on the 2023 National Electrical Code as published by the National Fire Protection Association; 2025 California Mechanical Code based on the 2024 Uniform Mechanical Code as published by the International Association of Plumbing and Mechanical Officials; 2025 California Plumbing Code based on the 2024 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials; 2025 California Green Building Standards Code; 2025 California Historical Building Code; 2025 California Existing Building Code based on the 2024 International Existing Building Code as published by the International Code Council; 2025 California Referenced Standards Code; 2025 California Fire Code; 2025 California Wildland-Urban Interface Code based on the 2024 International Wildland-Urban Interface Code. The provisions of these construction codes as amended by this chapter shall constitute the building regulations of the city of Sierra Madre.

One copy of all the above codes and standards therefore are on file in the office of the city clerk pursuant to Health and Safety Code Section 18942(d) and are made available for public inspection.

SECTION 3. Amendment. Section 15.04.115 (Section 105.7 Demolition Permits) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

Section 15.04.115 (Section ~~405.7~~ 105.10 Demolition Permits)

The following is added to Section 105.10 of the 2025 California Building Code.

Section ~~405.7~~ 105.10 Demolition Permits.

A. No permit for the demolition of all or any substantial portion of any building in the city shall be issued for a period of thirty days after such application is made. For the purposes of this chapter, demolition shall be considered the alteration, reconstruction, or elimination of 50% or more, of the floor area or monetary value. Projects that involve less than 50% of the alteration, reconstruction, or elimination of the floor area or monetary value may still be subject to requirements of Chapter 8.13 and/or 12.20 of this code.

B. Within 10 days of the application, the applicant should submit a mitigation plan for vermin, noise, dust, asbestos, salvage, trash removal, air pollution, historic preservation, and neighborhood peace and enjoyment. Failure to submit such mitigation report may be grounds for denying such permit.

C. Prior to the release of the demolition permit, the applicant shall demonstrate that notification of, and compliance with, requirements established by the following:

1. South Coast Air Quality Management District (AQMD);
2. Electricity provider;
3. Natural gas provider; and

4. City Department of Public Works.

D. Prior to the issuance of a demolition permit, the applicant shall file (in general terms) his/her intended reuse of the property with planning and community preservation department. Such plan shall indicate the intended use and condition of the property after the demolition of structures requested within the demolition permit is concluded.

E. The filing of any notice or report, as called for herein, is not intended to vest any discretion (under CEQA or otherwise) in the building official to deny such application. Instead, such permit shall be issued unless such issuance is contrary to any law or regulation applicable at that date.

F. To the extent, if any, that this Section 115 differs from the 2025 California Building Code (CBC), the city council finds that there are conditions unique to this city that justify such change, including high fire danger, steep hillsides, vermin infestation, wildlife and asbestos levels. The issuance of a demolition permit shall be considered a ministerial duty under the provisions of CEQA Section 15268 except for historical and unique archeological resources as outlined in CEQA Section 15064.5. If the demolition permit is for a historic structure, a cultural resources report shall be prepared at the property owner's expense.

G. Demolitions of Historic Structure.

1. If (i) a building or structure deemed eligible for landmark status, (ii) a building or structure listed or deemed eligible for listing in the National Register of Historic Places, or (iii) a building or structure listed or deemed eligible for listing in the California Register of Historical Resources, or if any cultural resource determined to have historic significance, is demolished without a permit:

a) The violator shall within one year completely rebuild the demolished structure to pre-existing condition and shall submit a surety bond that shall be in amount equal to the replacement value as calculated by the department of planning and community preservation;

b) The city may rebuild it within said one-year period placing the costs thereof as a lien on the property which shall indemnify the city against all costs so incurred and all liabilities arising therefrom; or

c) No building or construction related permits shall be issued, and no permits or use of the property shall be allowed, from the date of demolition for a specified time period, as follows: for five years, if the structure was listed or deemed eligible for listing on the local, state, or Federal Registry of Historic Resources. In addition, for a historic structure, a cultural resources report shall be prepared at the property owner's expense. For the purposes of this section, the demolition shall be presumed to have occurred on the date the city has actual knowledge of the demolition. The owner shall have the burden of proving a different date if one is claimed. Such waiting period shall be for the purpose of consideration of rebuilding, relocation, grants, etc., for replacement.

2. The director of planning and community preservation shall cause notice to be served by mail on the person shown as the owner on the rolls of the tax assessor and on any other person known to have an interest in the property, as soon as practicable after having knowledge that the provisions of this section are

applicable to property. The date the city first had actual knowledge of the demolition shall be stated in the notice.

3. A determination made under this section may be appealed by the property owner in accordance with Section 17.60.115.

SECTION 4. Amendment. Section 15.04.118 (Amendment – Section 903 Automatic Fire Sprinklers) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

The following sections within Section 903 of the 2025 California Building Code, entitled, "Automatic Sprinkler Systems" are revised to provide as follows:

903.2.1.1 Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies in accordance with Code section 15.24.120.

903.2.1.2 Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies in accordance with Code section 15.24.120.

903.2.1.3 Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies in accordance with Code section 15.24.120

903.2.1.4 Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies in accordance with Code section 15.24.120.

903.2.1.5 Group A-5. An automatic sprinkler system shall be provided for Group A-5 occupancies in the following areas: concession stands, retail areas, press boxes, and other accessory use areas in accordance with Code section 15.24.120.

903.2.2 Group B. An automatic sprinkler system shall be provided throughout all buildings containing a Group B occupancy in accordance with Code section 15.24.120.

903.2.3 Group E. An automatic sprinkler system shall be provided throughout all buildings containing a Group E occupancy in accordance with Code section 15.24.120 (exception: For public school state-funded construction projects see Section 903.2.19).

903.2.4 Group F-1. An automatic sprinkler system shall be provided throughout all buildings containing a Group F-1 occupancy in accordance with Code section 15.24.120.

903.2.5 Group H. Automatic sprinkler systems shall be provided in high-hazard occupancies as required in Sections 903.2.5.1 through 903.2.5.3.

903.2.5.1 General. An automatic sprinkler system shall be installed in Group H occupancies in accordance with Code section 15.24.120.

903.2.6 Group I. An automatic sprinkler system shall be provided throughout buildings with a Group I in accordance with Code section 15.24.120.

903.2.7 Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy in accordance with Code section 15.24.120.

903.2.8 Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area and in accordance with Code section 15.24.110.

903.2.9 Group S-1, An automatic sprinkler system shall be provided throughout all buildings containing a Group S-1 in accordance with Code section 15.24.120.

903.2.9.1 Repair garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Code section 15.24.120.

903.2.9.2 Bulk storage of tires. Buildings and structures with an area for the storage of tires shall be equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1.

903.2.10 Group S-2. An automatic sprinkler system shall be provided throughout buildings classified as enclosed parking garages in accordance with Section 406.6 of the California Building Code or where located beneath other groups.

903.2.10.1 Commercial parking garages. An automatic sprinkler system shall be provided throughout buildings used for storage of commercial motor vehicles in accordance with Code section 15.24.120.

SECTION 5. Deletion. Section 15.30.040 (Water Metering for Multi-Family Dwellings) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is deleted in its entirety.

SECTION 6. CEQA. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA) and has been determined to be not a Project under Section 15378(b)(5) (Organizational or Administrative Activities) of the CEQA Guidelines. To the extent the adoption of this Ordinance constitutes a Project subject to CEQA, it is categorically exempt pursuant to Sections 15061(b)(3) (Common Sense Exemption), 15304(i) (Minor Alterations to Land), and 15031(f) (Existing Facilities) of the CEQA Guidelines.

SECTION 7. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance 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 Ordinance or any part thereof or exhibit thereto. The City Council 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 8. Notification. Pursuant to Health and Safety Code Section 17958.7(a), the Director of Planning and Community Preservation will notify the California Building Standards Commission of the amendments.

SECTION 9. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 10. Publication. Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

SECTION 11. Records. Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

SECTION 12. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

PASSED, APPROVED, AND ADOPTED this 22nd day of September 2026.

Kristine Lowe, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 8th day of September 2026 and duly adopted at a regular meeting held on the 22nd day of September 2026 by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk

Approved as to form:

Aleks Giragosian, City Attorney

BUILDING STANDARDS COMMISSION

2525 Natomas Park Drive, Suite 130
 Sacramento, California 95833-2936
 (916) 263-0916

May 13, 2026

Denise Mendoza, dmendoza@sierramadrecal.gov
 City of Sierra Madre
 232 W. Sierra Madre Blvd.
 Sierra Madre, CA 91024

Re: Ordinance # 1487 – Partial

Dear Denise Mendoza:

The purpose of this letter is to provide the determination of the California Building Standards Commission (CBSC) following review of the ordinance referenced above from **City of Sierra Madre** on **2/12/2026** pertaining to local modifications to the provisions of the **2025** California Building Standards Code, Title 24, California Code of Regulations (Title 24).

The residential and nonresidential code modifications are partially accepted for filing. This letter attests to the filing's compliance with the Health and Safety Code (HSC) Sections 17958.7 and 18941.5, with the exception of the deficiencies listed in the table below.

☐	Missing express findings for local code modifications based on local conditions pursuant to HSC Sections 17958.7(a) and (b) and 18941.5(b).
Deficiencies:	None
☒	Missing expressly marked local code modifications as required pursuant to HSC Section 17958.7(a).
Deficiencies:	15.04.115 - Section 105.7 Demolition Permits. - The amendment does not expressly mark how the proposed changes will affect the current language of 2025 California Building Code Section 105.7 - Placement of permits. Can this amendment section be renumbered 105.8 to avoid conflicting with the current Section 105.7? 15.04.118 - Section 903 Automatic Fire Sprinklers - The amendments to subsections within Section 903 reference a section number 15.24.120 that is not included in the ordinance and is not a part of the California Building Standards Code. As a result, the proposed code modifications are unclear. 15.30.040 - Water metering for multi-family dwellings. - The amendment references the 2013 edition of the California Green Building Standards Code, rather than the 2025. It is unclear where the amendment applies within the green building standards. The requirement appears to be similar to the requirement for submetering in 2025 California Green Building Standards Code Section 4.303.2 - Submeters for multifamily buildings and dwelling units in mixed-use residential/commercial buildings.
☐	Pursuant to HSC Section 18938(b), local jurisdictions may not delete appendices of the California Building Standards Code adopted by state agencies without providing corresponding amendments.
Deficiencies:	None

☒	Residential Occupancies Only. Pursuant to AB 130 (Committee on Budget, Chapter 22, Statutes of 2025), the amendments affecting residential units do not meet at least one of the criteria listed in HSC Sections 17958(b), 17958.5(c), 17958.7(c), and/or 18941.5(c): (1) Changes are substantially equivalent to filing in effect as of 9/30/25. (2) Changes are necessary as emergency standards to protect health/safety. (3) Changes relate to home hardening. (4) Changes relate to home hardening by a fire protection district (not under CBSC's jurisdiction). (5) Changes are necessary to permit mixed-fuel residential construction. (6) Changes related to administrative practices proposed during intervening period.
HSC Criteria:	Deficiencies:
(1)	15.04.010 - Amendment to Section 1505 Roofs-Fire Classifications. - The amendments to Section 1505 affect residential units and do not meet any of the listed criteria. The changes are not substantially equivalent to a filing in effect as of 9/30/25. 15.04.010 - Adoption of the 2025 California Building Standards Code. - 2025 California Residential Code Appendixes BE, BG, BH, BI, BM, BN, CG, CH include changes to the code which affect residential units. Changes are not substantially equivalent to a filing in effect as of 9/30/25. 15.04.118 - Section 903 Automatic Fire Sprinklers - 903.2.8 Group R. - The amendment to subsection 903.2.8 affects residential units and is not substantially equivalent to a filing in effect as of 9/30/25. Section 3. Amendment. Chapter 15.06 (California Residential Code) - The amendments in Section 3 of the ordinance affect residential units and are not substantially equivalent to an ordinance filing in effect as of 9/30/25.
(2)	N/A*
(3)	N/A*
(4)	N/A*
(5)	N/A*
(6)	N/A*
* Changes submitted do not include modifications that apply to this criterion.	

If the filing, including the item(s) identified in the table above, are corrected and resubmitted (assuming the modifications are in alignment with AB 130), CBSC will again review the submittal for a fully acceptable for filing determination.

Additional information:

Please note that local modifications to Title 24 are specific to each code edition. Amendments to each triennial edition of the code must be adopted by the authority having jurisdiction and filed with CBSC to become effective or operative.

Model Code Adoption: Local governments may adopt other model codes, provided the adoption of such model codes does not conflict with state law, building standards or other adopted California regulations.

Fire Protection District: Per HSC Section 13869.7, ordinances making modifications to Title 24, require such ratified ordinances and express findings to be filed with the Department of Housing and Community Development (HCD), Division of Codes and Standards, State Housing Law Program, rather than CBSC.

Energy efficiency: Ordinances making modifications to the energy efficiency and conservation provisions in the California Energy Code, Part 6 of Title 24, may require approval from the California Energy Commission pursuant to Public Resources Code Section 25402.1(h)(2).

If you have questions or need further information, please contact me at (916) 263-0916.

Sincerely,

Havel Weidner

Havel Weidner
Associate Architect



CITY OF SIERRA MADRE

STAFF REPORT

CITY MANAGER'S OFFICE

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: Michael Bruckner, City Manager
By: Veronica Saucedo, Police Captain

SUBJECT: Ratification of Interagency Agreement with the City of Arcadia for Temporary Police Dispatch Services

RECOMMENDATION

It is recommended that the City Council:

1. Ratify the Interagency Agreement with the City of Arcadia for Temporary Police Dispatch Services; and
2. Authorize the City Manager to make any subsequent amendments to the Agreement to ensure continuity of Police dispatch operations.

SUMMARY

The Sierra Madre Police Department is currently experiencing a significant shortage of qualified dispatch personnel, which has made it difficult to maintain reliable 24-hour dispatch coverage. As a temporary measure, the Department has utilized police officers with limited dispatch training to cover vacant dispatch shifts on an overtime basis. While this has allowed the City to maintain operations in the short term, the arrangement is not operationally or financially sustainable given current Police Department staffing levels.

To address the immediate need, the City Manager and Police Department contacted the City of Arcadia regarding temporary overnight dispatch assistance. Arcadia agreed to provide dispatch services for Sierra Madre between the hours of 6:00 p.m. and 6:00 a.m. on an as-needed basis, for a 60-day period, subject to further amendment and/or operational needs of the Sierra Madre Police Department.

DISCUSSION & ANALYSIS

Under the Agreement, overnight emergency and non-emergency calls will be handled by the Arcadia Police Department Dispatch Center. Arcadia dispatchers will receive calls, gather the necessary information, and coordinate the appropriate response from Sierra Madre Police Department officers or Sierra Madre Fire Department personnel. The agreement affects dispatch operations only. Sierra Madre Police Officers will continue to patrol the community, respond to calls for service, and perform all normal law enforcement functions.

The agreement was developed as a short-term stop-gap measure while the City works to restore its own dispatch staffing. The Police Department currently has two full-time dispatcher candidates and one part-time dispatcher candidate progressing through the background process. The 60-day term is intended to provide sufficient time to complete those backgrounds, onboard successful candidates, and provide necessary training.

Due to the immediate need to maintain overnight dispatch coverage and the timing of the next regular City Council meeting, on September 17, 2026, the City Manager executed the Agreement under his administrative and contracting authority. As this is an interagency agreement, per best practices, staff is bringing the Agreement to the City Council for formal ratification. Staff is also recommending that the City Manager be authorized to make subsequent amendments to the Agreement, if necessary, to avoid any further interruption in dispatch services while the City continues its recruitment and training efforts.

STRATEGIC PLAN RELATIONSHIP

Strategic Objective: Maintain a safe, secure community.

ENVIRONMENTAL ANALYSIS

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

FISCAL IMPACT

The agreed cost for Arcadia dispatch services is approximately \$524 per 12-hour overnight shift. For comparison, using a Sierra Madre police officer on overtime to cover a 12-hour dispatch shift costs approximately \$2,496, based on an average fully burdened overtime rate of \$208 per hour. The City's highest-paid dispatcher has a fully burdened cost of approximately \$54 per hour, or \$648 for a 12-hour shift.

If utilized every night during the 60-day term, the maximum estimated cost of the Arcadia agreement is approximately \$31,440. Sufficient funding is available within the Police Department's existing budget to support the temporary arrangement through salary savings from current vacancies. Should additional funding be required, a request will be presented to the City Council through the midyear budget process.

Approved by:

Michael Bruckner
City Manager

Attachments

[Agreement - Temporary Police Dispatch Services 9.15.26-c1 smedits.pdf](#)

AGREEMENT FOR TEMPORARY POLICE DISPATCH SERVICES
BETWEEN THE CITY OF ARCADIA AND THE CITY OF SIERRA MADRE

This AGREEMENT is entered into as of September 17, 2026 ("Effective Date"), by and between the CITY OF ARCADIA, a municipal corporation and charter city ("ARCADIA"), and the CITY OF SIERRA MADRE, a municipal corporation and general law city ("SIERRA MADRE"). ARCADIA and SIERRA MADRE are each referred to as a "Party," as applicable, and collectively as the "Parties." The Parties agree as follows:

1. RECITALS. This Agreement is entered into with reference to the following facts and objectives:

- A. SIERRA MADRE is experiencing a temporary shortage of qualified police dispatch personnel and has requested that ARCADIA provide limited nighttime police dispatch and communications services.
- B. ARCADIA operates a public safety communications center staffed by trained police communications personnel and is willing to provide temporary services, subject to ARCADIA's operational capacity and the terms of this Agreement.
- C. The Parties contemplate coverage from 6:00 p.m. through 6:00 a.m., seven days per week, for up to sixty (60) days, with an estimated call volume of approximately ten (10) calls for service per Coverage Period.
- D. The Parties expressly intend that ARCADIA provide dispatch and communications services only. SIERRA MADRE will provide and control all field personnel and will remain solely responsible for police response, supervision, enforcement, reports, investigations, arrests, prisoners, evidence, records, and all other police services within the City of Sierra Madre.
- E. This Agreement is reasonable and appropriate under Government Code sections 55632, 895.4, 895.6, and other applicable law.
- F. Both Parties believe it is in the public interest to enter into this Agreement to protect public health, safety, and welfare and to maintain continuity of emergency communications.

2. ARCADIA'S RESPONSIBILITIES. ARCADIA agrees to provide the temporary police dispatch services set forth below, subject to the limitations of this Agreement.

- A. Coverage Hours. ARCADIA will provide services each day from 6:00 p.m. through 6:00 a.m. the following day (each, a "Coverage Period"), including weekends and holidays during the Term.
- B. Call Taking. ARCADIA will receive emergency and non-emergency police calls that are properly transferred or routed to ARCADIA under the approved implementation plan; question callers; determine location, nature, and apparent urgency; classify and prioritize calls; and create a CAD event or other temporary call record. Any non-emergency or general inquiry calls received will be referred back to SIERRA MADRE personnel to handle during normal business hours.
- C. Dispatch and Radio. ARCADIA will dispatch available SIERRA MADRE police personnel, monitor their status, and communicate with them by the designated radio talkgroup,

telephone, or other approved method. ARCADIA dispatchers may relay assignments and safety information but will not exercise command or supervisory authority over SIERRA MADRE personnel.

- D. Other Related Tasks. ARCADIA continue to perform all other related tasks that ARCADIA performs in the ordinary course and performance of its police dispatch operations, which includes but is not limited to performing database inquiries, issuing incident or report numbers, and performing non-injury administrative functions.
 - E. Records and Recordings. ARCADIA will retain CAD entries, telephone recordings, and radio recordings created or maintained in ARCADIA systems under ARCADIA's adopted retention schedule and following its usual and standard business practices. Upon a lawful and sufficiently specific request, ARCADIA will provide available records to SIERRA MADRE, subject to applicable law, privilege, confidentiality, and reasonable retrieval requirements.
 - F. Staffing and Control. ARCADIA will determine the number, identity, assignment, scheduling, supervision, and discipline of ARCADIA personnel used to perform the services. ARCADIA may use personnel already assigned to its communications center and is not required to dedicate a dispatcher exclusively to SIERRA MADRE unless the Parties agree in writing. Nothing in this Agreement shall require ARCADIA to alter its existing staffing model, schedules, minimum staffing levels, or assignment practices in order to provide the Dispatch Services.
 - G. Service Capacity. ARCADIA shall retain sole operational discretion to prioritize emergency communications and available communications resources for its own jurisdiction. ARCADIA will notify SIERRA MADRE as soon as reasonably practicable of a material degradation or interruption and will continue services to the extent reasonably feasible.
 - H. No Breach for Unavailability. ARCADIA's inability to provide all or part of the services because of an emergency, disaster, critical incident, staffing shortage, technology or carrier failure, cybersecurity event, or other circumstance beyond ARCADIA's reasonable control will not constitute a breach of this Agreement.
3. SIERRA MADRE'S RESPONSIBILITIES. SIERRA MADRE agrees to perform the following duties at its sole cost and responsibility:
- A. Field Personnel. Provide sufficient on-duty police officers and a reachable supervisor during every Coverage Period and furnish a current roster, call signs, contact information, and duty status before each shift.
 - B. Field Response and Command. Respond to and handle all dispatched calls; determine deployment, tactics, enforcement action, arrests, use of force, mutual aid, investigations, and follow-up; and retain exclusive command and supervision of SIERRA MADRE personnel.
 - C. Reports, Records, and Evidence. Prepare and maintain all crime, arrest, collision, use-of-force, property, evidence, and investigative reports; maintain the official incident- and report-number sequence; enter or import required data into SIERRA MADRE systems; and complete CIBRS/NIBRS, UCR, RIPA, and other legally required reporting.

- D. Prisoners and Property. Handle arrest processing, transportation, booking, medical clearance, detention, release, property, evidence, and required notifications.
 - E. Information and Procedures. Provide accurate maps, addresses, beats, call-priority definitions, response protocols, emergency and command contacts, alarm procedures, towing and resource lists, forms, number blocks, policies, and other information reasonably necessary for safe dispatch.
 - F. Systems and Equipment. Provide or facilitate access to required radio channels, repeaters, telephone routing, CAD/RMS functions, interfaces, licenses, credentials, and other SIERRA MADRE-controlled systems; maintain such equipment; and bear related costs unless otherwise agreed.
 - G. Changes and Special Events. Promptly advise ARCADIA of staffing limitations, unit changes, planned events, operations, hazards, outages, or unusual circumstances likely to increase workload or risk. Planned-event dispatching or materially increased service is not included without ARCADIA's written approval.
 - H. Contingency Coverage. Maintain a backup method to receive and dispatch calls and immediately resume the affected functions upon notice that ARCADIA has suspended or ended service.
4. SERVICES EXPRESSLY EXCLUDED. Unless separately authorized in a written amendment, ARCADIA will not provide or be responsible for:
- A. Arcadia police officers, supervisors, community service officers, jailers, investigators, or other field personnel to respond to, supervise, investigate, transport, book, document, or otherwise handle SIERRA MADRE calls for service;
 - B. Patrol, traffic enforcement, investigations, records-release, evidence, property, crime-analysis, prosecution-support, jail, booking, prisoner, code-enforcement, animal-control, or public-works services;
 - C. The availability, response time, conduct, tactics, decisions, or outcome of any SIERRA MADRE or third-party field response;
 - D. SIERRA MADRE's official report-number ledger, RMS data, reports, statutory reporting, records retention, or public-records production, except for ARCADIA records actually in ARCADIA's custody or control; or
 - E. Acting as SIERRA MADRE's primary Public Safety Answering Point (PSAP), permanently rerouting 9-1-1 trunks, or modifying regulated telecommunications arrangements unless separately approved in writing and all required Cal OES, carrier, technical, and regulatory approvals are completed.

Nothing in this Section prevents ARCADIA dispatch personnel from taking reasonable emergency communications action within the scope of their training when immediately necessary to protect life or property. Any separate request for field mutual aid will be governed by applicable law and is outside this Agreement.

5. COMPENSATION, BILLING, AND PAYMENT. SIERRA MADRE agrees to reimburse ARCADIA as follows:
- A. Cost of Service. The Parties agree that SIERRA MADRE will pay ARCADIA a fixed nightly rate of **FIVE HUNDRED AND TWENTY-FOUR DOLLARS (\$524.00)** for each night that ARCADIA provides police dispatch services for SIERRA MADRE. The Parties stipulate that this amount reflects: (a) the average of the hourly fully-burdened cost of a dispatcher and dispatch supervisor, with a 33% mark-up to account for the City's overhead including a dispatch lieutenant, and (b) prorated based on the estimated call volume of SIERRA MADRE compared to ARCADIA.
 - B. Additional Services. Any services provided in excess of the Coverage Period will be invoiced at this rate, prorated based on the number of hours provided. If the additional services necessitate overtime pay, ARCADIA may add a mark-up in an amount sufficient to cover its additional overtime costs.
 - C. Invoices. ARCADIA will submit a monthly invoice to the billing contact designated by SIERRA MADRE.
 - D. Payment. SIERRA MADRE will pay each undisputed invoice within forty-five (45) calendar days after receipt. The Parties will promptly meet and confer regarding a disputed charge, and SIERRA MADRE will timely pay the undisputed portion.
 - E. Rate Changes. If ARCADIA adopts a different applicable service-billing rate during the Term or an extension, the Parties will meet and confer on a revised nightly rate to incorporate the cost increase.
6. EMPLOYMENT OF PERSONNEL. ARCADIA employees providing services under this Agreement are not SIERRA MADRE employees for any purpose. ARCADIA is solely responsible for their hiring, assignment, scheduling, compensation, benefits, training, workers' compensation, insurance, supervision, discipline, and all other employment matters. SIERRA MADRE personnel remain solely under SIERRA MADRE's direction and control and are not ARCADIA employees.
7. LABOR RELATIONS. Nothing in this Agreement shall be construed to waive, diminish, or otherwise affect any rights or obligations of either Party under applicable collective bargaining agreements or California labor relations law. Each Party shall remain responsible for satisfying any labor-relations obligations applicable to its own employees arising from the implementation or performance of this Agreement. Nothing in this Agreement creates any employment, joint-employment, or other labor relationship between the employees of one Party and the other Party.
8. PUBLIC RECORDS ACT. The Parties acknowledge that they are public entities subject to the California Public Records Act (Government Code section 7920.000 et seq.). This Agreement and records relating to its performance are subject to disclosure unless exempt from disclosure under applicable law. Each Party remains responsible for responding to requests for records in its custody or control.
9. TERM. Services will commence at 6:00 p.m. on September 17, 2026, and, unless earlier terminated, will continue through the conclusion of the Coverage Period ending at 6:00 a.m. on November 17, 2026. The Agreement will not automatically renew. Any extension must be in writing and executed by authorized representatives of both Parties.

10. **SUSPENSION AND TERMINATION.** Either Party may terminate this Agreement with or without cause upon seven (7) calendar days' written notice, or immediately by mutual written agreement. ARCADIA may immediately suspend all or part of the services when reasonably necessary because of an emergency, unsafe condition, critical staffing shortage, technology failure, excessive or unanticipated call volume or workload, legal or regulatory concern, nonpayment, material breach, or any circumstance that, in ARCADIA's reasonable operational judgment, materially affects ARCADIA's ability to provide adequate emergency communications services to its own jurisdiction. ARCADIA will give SIERRA MADRE as much notice as reasonably practicable. Upon expiration, suspension, or termination, SIERRA MADRE will immediately resume the affected dispatch functions and will pay ARCADIA for all services and authorized costs accrued through the effective end of service.
11. **INDEMNITY.**
 - A. Except as otherwise provided in the Limited Indemnification section below, each Party is responsible for its own acts and omissions and those of its officials, officers, employees, agents, and volunteers in the performance of this Agreement. Nothing in this Agreement waives any defense, immunity, or limitation of liability available to either Party under applicable law.
 - B. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
12. **LIMITED INDEMNIFICATION.** Notwithstanding anything to the contrary in this Agreement:
 - A. SIERRA MADRE will indemnify and hold harmless ARCADIA from any and all costs, liabilities, claims and expenses, including those from death or injury to any person or from a loss or damage to any real, personal or other property, to the extent arising from any claim against ARCADIA arising out of the performance of temporary police dispatch services for SIERRA MADRE. SIERRA MADRE shall indemnify and defend ARCADIA to the extent that ARCADIA is obligated to defend and indemnify its employees pursuant to Government Code sections 825 and 995.
 - B. ARCADIA will indemnify and hold harmless SIERRA MADRE from any and all costs, liabilities, claims and expenses, including those from death or injury to any person or from a loss or damage to any real, personal or other property, to the extent arising from ARCADIA's negligence or recklessness in furnishing qualified personnel for, or supervision of, the temporary police dispatch services.
 - C. In contemplation of Government Code section 895.2, the Parties agree under Government Code sections 895.4 and 895.6 that, as between themselves, each Party assumes the full liability imposed by law for injury caused by its own negligent or wrongful act or omission, or that of its officers, agents, or employees, occurring in the performance of this Agreement to the same extent as provided in this Section. Civil Code section 2778 is incorporated to the extent applicable.
 - D. A Party seeking defense or indemnification must promptly notify the other Party and reasonably cooperate in the defense. No settlement imposing liability or an admission on the indemnified Party may be entered into without that Party's written consent. These obligations survive expiration or termination.

E. INSURANCE. Each Party will maintain a qualified program of self-insurance or insurance sufficient to cover its obligations under this Agreement. Coverage will include commercial general or public-entity liability of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate, and workers' compensation and employer's liability as required by law. Upon reasonable request, each Party will provide evidence of coverage. Final insurance requirements remain subject to approval by the Parties' risk managers.

13. COMPLAINTS AND QUALITY REVIEW. ARCADIA will investigate complaints concerning ARCADIA dispatch personnel under ARCADIA policy. SIERRA MADRE will investigate complaints concerning SIERRA MADRE personnel, policies, or field response under SIERRA MADRE policy. Each Party will notify the other within three (3) business days of a complaint, claim, or material quality concern implicating the other Party, unless prohibited by law. The Parties will cooperate while preserving legally required confidentiality and each agency's control over its personnel process.
14. ASSIGNABILITY. Neither Party may assign or transfer any benefit or burden of this Agreement, or subcontract a material dispatch duty, without the other Party's prior written consent. Ordinary technology, telecommunications, and database vendors may be used subject to applicable confidentiality and security requirements.
15. NOTICES. Formal notices under this Agreement will be deemed made when received at the addresses listed below:

If to ARCADIA:

City Manager
City of Arcadia
250 West Huntington
Drive
Arcadia, CA 91007
Copy to: Chief of Police

If to SIERRA MADRE:

City Manager
City of Sierra Madre
232 West Sierra Madre
Boulevard
Sierra Madre, CA 91024
Copy to: Chief of Police

Any such written communications by mail will be conclusively deemed to have been received by the addressee three (3) days following deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

16. INTERPRETATION. This Agreement was drafted in and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this Agreement will be in Los Angeles County.
17. ENTIRE AGREEMENT. This Agreement, including Exhibits A and B, states the entire understanding of the Parties concerning the temporary dispatch services and supersedes prior oral or written understandings concerning those services. No third party is an intended beneficiary.
18. RULES OF CONSTRUCTION. Each Party acknowledges that it has had the opportunity to review this Agreement with legal counsel and enters into this Agreement voluntarily. It will be construed

according to its fair meaning and not strictly for or against either Party. Section titles are for convenience and do not control interpretation.

19. SEVERABILITY. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.
20. INDEPENDENT PUBLIC ENTITIES. The are independent public entities. Nothing creates a partnership, joint venture, separate legal entity, employer or joint-employer relationship, or agency relationship, or transfers jurisdiction or police power between the Parties.
21. AUTHORITY/MODIFICATION. Each signer represents that all necessary action has been taken to authorize execution and performance of this Agreement. This Agreement may be modified by written amendment.
22. ELECTRONIC AND FACSIMILE SIGNATURES. This Agreement and related documents will be considered signed when a Party's signature is delivered electronically or by facsimile. Such signature will have the same effect as an original signature to the extent permitted by law.
23. COUNTERPARTS. This Agreement may be executed in counterparts, each of which will be deemed an original, and all of which together will constitute one and the same instrument.

[Signatures are on the following page]

SIGNATURE PAGE

IN WITNESS WHEREOF, the City of Sierra Madre and the City of Arcadia have executed this Agreement effective as of the date noted above.

CITY OF ARCADIA

CITY OF SIERRA MADRE

Dominic Lazzaretto
City Manager

Michael Bruckner
City Manager

Kollin Cieadlo
Acting Police Chief

Veronica Saucedo
Police Captain

ATTEST:

Linda Rodriguez
City Clerk

Laura Aguilar
City Clerk

APPROVED TO FORM:

Michael J. Maurer
City Attorney

Aleks Giragosian
City Attorney



CITY OF SIERRA MADRE

STAFF REPORT

CITY CLERK'S OFFICE

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: Laura Aguilar, City Clerk

SUBJECT: **Appointment of City Representative to the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District and Adoption of Resolution No. 26-91**

RECOMMENDATION

It is recommended that the City Council appoint a representative or provide staff with direction in the recruitment of qualified candidates to represent the City of Sierra Madre on the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District.

SUMMARY

The San Gabriel Valley Mosquito and Vector Control District is operated and managed in accordance with the Mosquito Abatement and Vector Control District Law (California Health and Safety Code §§ 2000 *et. Seq.*).

The District is an independent special district that provides protection to the public from vector-borne diseases in the San Gabriel Valley that serves approximately two million residents in 26 cities, and portions of unincorporated Los Angeles County. The District is governed by a 27-member Board of Trustees consisting of an appointed representative from each city within the District's jurisdiction and a representative from the County of Los Angeles. The cities within the District's service jurisdiction are:

Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, portions of unincorporated Los Angeles County, Monrovia, Monterey Park, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, and West Covina.

The current term of Trustee John Capoccia, who represents the City of Sierra Madre on the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District, will conclude on December 31, 2026. Mr. Capoccia has indicated he does not wish to be reappointed. To ensure uninterrupted representation for Sierra Madre, the City Council is asked to take formal action to appoint a successor for the next term of office no later than December 31, 2026.

DISCUSSION & ANALYSIS

The City of Sierra Madre is entitled to appoint one representative to serve on the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District. Pursuant to state law, the individual appointed by the City Council must be a registered voter and resident of Sierra Madre. The City Council may appoint a trustee for a term of either two or four years. Terms begin at noon on the first Monday in January and conclude on December 31 of the applicable final year. The appointment is made by formal action of the City Council.

The appointed trustee serves as Sierra Madre's representative on the District's governing board and participates in decisions affecting the administration, finances, policies, and services of the District. The Board is responsible for providing policy direction and oversight of District operations, including mosquito and vector control programs, disease surveillance, public education, budgeting, and other activities intended to protect public health throughout the District's service area.

Each member agency appoints one trustee, and the trustee represents the interests of the appointing jurisdiction while participating in decisions affecting the District as a whole. The District does not permit the appointment of alternate representatives. Accordingly, only the individual formally appointed by the City Council may attend in the capacity of Sierra Madre's trustee and exercise the City's vote on matters before the Board.

Regular meetings of the Board of Trustees are currently held on the second Friday of each month at 7:00 a.m. at the District office, located at 1145 N. Azusa Canyon Road, West Covina, California 91790. In addition to regular Board meetings, the trustee may be asked to participate in committee meetings, special meetings, training, or other District-related activities as needed.

Trustee John Capoccia's current term will expire on December 31, 2026, and he has indicated that he does not wish to be considered for reappointment. The City Council must therefore appoint a successor in order to maintain Sierra Madre's representation on the Board beginning in January 2027.

In considering an appointment, the City Council may wish to select an individual who has an interest in regional public health, environmental issues, local government, or community service and who is able to regularly attend the District's monthly morning meetings. Because alternates are not permitted, regular attendance by the appointed trustee is particularly important to ensure that Sierra Madre remains represented in District deliberations and voting.

STRATEGIC PLAN RELATIONSHIP

Strategic Objective: Maintain a safe, secure community.

- Goal 3. Manage Outdoor Environment
- Goal 4. Create Safe Streets

ENVIRONMENTAL ANALYSIS

Not a CEQA Project under: 14 CCR 15378(b)(2)- continuing administrative or maintenance activities

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action.

Approved by:



Michael Bruckner
City Manager

Attachments

[Resolution 26-91 - Appointing Representative to SGVMVCD.pdf](#)

RESOLUTION NO. 26-91

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPOINTING A REPRESENTATIVE TO THE BOARD OF TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

RECITALS

WHEREAS, pursuant to California Health and Safety Code Section 2022, each city within the San Gabriel Valley Mosquito and Vector Control District shall appoint one (1) person to serve as a member of the District's Board of Trustees; and

WHEREAS, the appointed person must be a resident and voter of the City of Sierra Madre; and

WHEREAS, pursuant to California Health and Safety Code Section 2024, the term of office for each member of the Board of Trustees shall be two (2) or four (4) years, at the discretion of the appointing authority, beginning at noon on the first Monday in January.

WHEREAS, the City Council of the City of Sierra Madre desires to appoint a representative to serve as Trustee on the Board of the San Gabriel Valley Mosquito and Vector Control District for the upcoming term.

THEREFORE, THE CITY COUNCIL 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 reference.

SECTION 2. Appointment. The City Council hereby appoints [Appointee Name], a resident and registered voter of the City of Sierra Madre, to serve as the City's representative on the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District.

SECTION 3. Term. The term of office shall be for [two (2) years / four (4) years], commencing January 4, 2027.

SECTION 4. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Resolution by the City Council. The City Clerk is hereby directed to forward a certified copy of this Resolution to the San Gabriel Valley Mosquito and Vector Control District as official notification of this appointment.

SECTION 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this ____ day of September 2026.

Kristine Lowe, Mayor

I HEREBY CERTIFY the foregoing Resolution 26-91 was duly passed, approved, and adopted by the City Council of the City of Sierra Madre, California, at a meeting held on the day of ____ day of September, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Laura Aguilar, City Clerk

Approved as to form:

Aleks Giragosian, City Attorney



CITY OF SIERRA MADRE

STAFF REPORT

CITY CLERK'S OFFICE

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: Laura Aguilar, City Clerk

SUBJECT: Report, Discussion, Direction on the Board & Commission Attendance Policy and Roles, Duties, and Functions of City Boards & Commissions

RECOMMENDATION

It is recommended that the City Council provide direction regarding changes to the Commissioner Attendance Policy and provide direction on changes to roles, duties, and functions of various City Boards and Commissions.

SUMMARY

In a policy established by the City Council on September 23, 2002, Commissioners may request up to a six-month leave of absence in one term. A Commissioner needs to write a letter to the Mayor to request the leave of absence. The letter should state the duration of the leave of absence desired. Upon receiving the request, the Mayor will ask that the request be placed on a City Council agenda for consideration.

In a policy established by the City Council on May 12, 2026 (superseding the policy adopted September 23, 2002), each Member of the Body is expected to attend every Regular Meeting or Special Meeting of the Body. Any Member who is absent in a fiscal year for more than 25% of the total Regular Meetings scheduled to be held in that fiscal year will be subject to potential termination of membership from the Body, upon action of the City Council. Where applying a 25% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used. Attendance via teleconference shall not be considered an absence.

Absences from a Regular Meeting are to be reported through the Staff Liaison to the Body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a meeting, if possible. The Staff Liaison is responsible for keeping track of Body attendance records and providing this information on a quarterly basis to the City Clerk for record keeping. Attendance via teleconference shall not be considered an absence. If a Member will be out for an extended period, they must notify the Mayor in writing, in advance of the scheduled leave.

The City Council directed staff to return to a future meeting to revisit the leave of absence section of the Commissioner Attendance Policy to clarify language regarding how leave of absences are treated and referenced in the Commissioner Handbook.

DISCUSSION & ANALYSIS

The City Council discussion on July 14, 2026 revealed a procedural conflict in the recently adopted City Council attendance policy. The City Council noted that the new policy was intended to be objective—25% absence for *any* reason—to avoid staff having to place a value on absences; however, the Handbook suggests an approval process that implies excusal. The Council directed staff to agendaize a future item to reconcile the Commissioner Handbook with the Attendance Policy, specifically defining how leaves of absence impact attendance calculations.

The Commissioner Handbook is updated regularly by the City Clerk's Office, and at least annually, to reflect any changes adopted by the City Council, or by State law. Each newly appointed commissioner and board member receives a copy of the Handbook. The board and commission application (attached) has been updated to correspond with the descriptions contained within the Handbook. The City Council may choose to re-evaluate and update the scope and roles expected from each commission and commissioner. Currently, essential duties for each commission and Library Board are described as:

Community Services Commission: Serves in an advisory capacity to all matters pertaining to parks, public recreation and community services.

- Plan and recommend community service programs and evaluate community service programs and services designed to meet community needs in areas of youth, recreation, adults, seniors, parks, aquatics, and events, and transportation;
- Recreation and Community Services:
 - a. Formulate policies on services and programs for approval by the City Council, including agreements with the Board of Education of the school district and the City Council for the best possible joint use of parks and recreation facilities and similar agreements with other civic groups,
 - b. Aid in the coordinating of community services with the programs of other governmental agencies and voluntary organizations;
- Improve and enhance the quality of life throughout the community through people, parks, and programs

Library Board of Trustees: Serves to direct the administration and operation of the City library system.

- Determine and adopt rules and regulations governing the use and operation of the City Library and public spaces associated with it.
- Determine the purposes of the Library and secure adequate funds to carry on the Library's program.
- Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the Librarian in planning the Library program, and support the Librarian and staff in carrying it out.

Natural Resources Commission: Serves in an advisory capacity to enhance quality of life in the community by promoting good stewardship of precious environmental and natural resources.

- Enacts provisions of the Community Forest Management Plan and oversees Arbor Day events and the City's recognition as a "Tree City USA."
- Works with staff to research, analyze and discuss such topics as they often present specific challenges to the City of Sierra Madre.
- Tracking developing regulations or programs in a wide variety of environmental arenas.

Planning Commission: Reviews matters affecting the physical development of the City.

- Consideration of current land use issues (i.e. applications for General Plan amendment, zone changes, specific plans, conditional use permits, tract maps, variances, and appeals of staff land use decisions); and,
- Advising the City Council on City-initiated amendments to the General Plan.
- Recommendations for approval or denial of Tentative Tract Maps and Specific plans.

Senior Community Commission: Serves in an advisory capacity to provide leadership for the coordination of senior citizen activities.

- Assessing and defining the needs of our aging population.
- Locating and publicizing available resources.
- Coordinating and initiating services and opportunities for older Sierra Madreans, such as serving hot meals.

STRATEGIC PLAN RELATIONSHIP

Strategic Objective: Promote an unparalleled quality of life with an engaged and collaborative culture.

- Goal 2. Improve Communication and Collaboration

ENVIRONMENTAL ANALYSIS

Not a CEQA Project under: 14 CCR 15378(b)(5)- organizational or administrative activities

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action.

Approved by:

A handwritten signature in blue ink that reads "Mike".

Michael Bruckner
City Manager

Attachments

[Board & Commission Attendance Policy ADOPTED.pdf](#)

[2026 Commissioner booklet.pdf](#)

[Commissioner and Board Application_Final_Fillable.pdf](#)



CITY OF SIERRA MADRE
CITY COUNCIL POLICY

POLICY NUMBER: CC 26-01

ADOPTED: May 12, 2026

AMENDED: _____

CITY MANAGER APPROVAL: _____

CITY BOARD AND COMMISSION ATTENDANCE POLICY

I. PURPOSE:

The City of Sierra Madre's Boards, Commissions and Committees are established to provide advice and recommendations to the City Council and the City Manager, and in the context of quasi-judicial Boards and Commissions such as the Planning Commission, to make independent decisions and take administrative actions. The Boards, Commissions and Committees of the City play an important role in providing broad representation of ideas into the processes, programs, and services of the City.

The Sierra Madre Municipal Code (SMMC) provides that the City Council may create by ordinance or resolution such advisory boards and commissions as in its judgment are required and may grant them such powers and duties as are consistent with the provisions of the SMMC. In addition, the SMMC allows the City Council, by motion, or the City Manager with City Council consent, to appoint temporary committees (Ad-Hoc) to render counsel and advice.

The SMMC is silent on the number of allowed or excused absences for members of a City Board, Commission, or Committee and this policy is intended to provide direction on a citywide attendance standard.

II. POLICY STATEMENT:

This policy establishes attendance standards for regular meetings for individuals appointed to City Boards, Commissions and Committees. It creates a systematic procedure for reporting absences which applies to all Boards, Commissions, and Committees whose members are appointed by the City Council or City Manager.

III. DEFINITIONS:

Body: City Boards, Commissions and Committees (including City-created task forces or Ad-Hoc Committees).

Member: An individual who has been appointed by the City Council or City Manager to a Body.

Absence: The failure of a Member to attend an agenda meeting.

Regular Meeting: A routinely scheduled meeting of the body, occurring at a fixed time and place.

Special Meeting: A meeting of the body held outside its regular meeting schedule to address specific issues that require timely attention.

Staff Liaison: The City staff member responsible for the coordination of meetings of the Body and facilitation of communications with the Members thereof.

IV. PROCEDURES:

Absences

Each Member of the Body is expected to attend every Regular Meeting or Special Meeting of the Body. Any Member who is absent in a fiscal year for more than 25% of the total Regular Meetings scheduled to be held in that fiscal year will be subject to potential termination of membership from the Body, upon action of the City Council. Where applying a 25% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used. Attendance via teleconference shall not be considered an absence.

Reporting Absences

Absences from a Regular Meeting are to be reported through the Staff Liaison to the Body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a meeting, if possible. The Staff Liaison is responsible for keeping track of Body attendance records and providing this information on a quarterly basis to the City Clerk for record keeping. Attendance via teleconference shall not be considered an absence.

Leave of Absence

If a Member will be out for an extended period, they must notify the Mayor in writing, in advance of the scheduled leave.

Removal

If a Member exceeds the number of allowed absences described in this policy, the City Manager or their designee, shall report this fact to the City Council, which may decide in its discretion that such absences warrant a declaration that the Member's office shall become vacant.

V. APPLICABILITY:

This policy applies to any City Board, Commission, or Committee and the individuals appointed by the City Council or City Manager to serve in an official capacity.

VI. RESPONSIBILITY:

The Mayor, the City Manager, or their designees, the City Clerk's Office, and the Department Head assigned as Staff Liaison to the Board, Commission, or Committee are responsible for administering this Policy.



Commissioner Handbook

Updated July 2026



City of Sierra Madre Mission Statement

The City of Sierra Madre provides quality, cost-effective public services that preserve the small downtown character and enhance the health, safety and welfare of the community.

Goals

Achieve Water Supply Stability and Independence

Achieve Financial Stability and Sustainability

Finalize and Implement the General Plan Update

Provide High Quality, Cost-Effective, and Achievable
Public Services

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INTRODUCTION

Sierra Madre is noted for its outstanding and dedicated volunteers and its residents' civic involvement. The Sierra Madre City Council encourages citizen participation in its decision making process, particularly through the use of citizen advisory commissions. Currently, there are five (5) citizen commissions established by the City Council to advise and assist them in specific areas. These advisory bodies are able to study a variety of issues and problems in detail. After gathering all pertinent information, hearing arguments, and weighing facts, they recommend to the City Council what they consider the best action to take. In certain situations, commissions are empowered to make specific decisions, subject to appeal to the City Council.

Members of commissions are appointed by the City Council. Appointments to commissions are for a term of up to four years. Interested Citizens may indicate their desire to serve by completing an application form available at City Hall or on the City's website at SierraMadreCA.gov.

The purpose of this handbook is to provide commission members with guidelines for conducting meetings in accordance with adopted laws and policies of the body on which they have been asked to serve. In order to assist you in performing your duties with the most confidence and professionalism, the handbook has been prepared to present policies and procedures and information to help you understand your responsibilities as a City Commissioner. General procedures, policies, authority for setting up each Commission, Commission job descriptions, and other important information is presented. A signed copy of your receipt of this Handbook will be kept at City Hall.

SCOPE OF AUTHORITY

1. City Council

Sierra Madre operates under the Council-Manager form of government. The Council is responsible to the electorate to be the policy-making body of the City. The City's five Council members are elected at large for four-year, staggered terms of office. The Council reorganizes every year and elects one of its members to serve as Mayor. The Mayor presides over all the Council meetings and is the ceremonial head of the City for official functions. The City Manager is the administrative head of the City under the direction of the City Council. The City Manager is responsible for carrying out policy and the efficient administration of the City's affairs.

2. Commissions

Commission appointments are unpaid. Each full-term is four years. All appointed Commissioners are asked to serve in an advisory capacity to the City Council. The benefits derived from Commission deliberations are:

- a. Focusing attention on specific problems;
- b. Encouraging broad citizen participation in formulating alternative community goals;
- c. Weighing community values in a functional area of municipal responsibility; and
- d. Making recommendations based on thoughtful and thorough consideration of the alternatives.

3. City Manager and City Attorney

The City Manager and the City Attorney are appointed by the City Council. The City Manager is responsible for advising the Council on the needs of the City, carrying out Council policies, and administering the personnel, financial affairs and the day-to-day functions of the municipal corporation. The City Attorney is responsible for advising the Council, commissions, committees, and administration on legal matters.

The City Manager may assign a department head the responsibility for providing staff assistance to a committee or commission. In no case does a commission have the authority to supervise or direct the work of a department.

4. Department Heads

There are seven City Departments: Finance, Fire, Human Resources, Library Services, Planning & Community Preservation, Police, Public Works/Utilities. The head of each department is appointed by the City Manager and is responsible to him/her for the efficient and effective operation of assigned functions.

GENERAL MEETING PROCEDURES

Agenda

An agenda is prepared for each meeting. It must be posted at least 72 hours before every regular meeting, on the City's website at sierramadrea.gov. The agenda must contain a brief general description of each item listed and the nature of the action proposed.

Members of the public wishing to address an item not appearing on the agenda and within the subject matter jurisdiction of the legislative body may do so. However, the legislative body may not act on any item not appearing on the agenda.

Basic Format for Agenda Item

1. Announce the agenda item
2. Report of the item, usually from staff
3. Commissioners ask questions of staff regarding staff report
4. Open for Public Comment (before taking any final votes or decisions)
5. Close Public Comment
6. Discussion and debate by the Commission
7. Invite a motion
8. Second for the motion
9. Review the motion for clarification
10. Take a vote
11. Announce the result for the audience

Minutes

The purpose of meeting minutes is to record action taken by the Council or Commission. Action minutes of all meetings must be kept and will generally be prepared by staff. Written minutes, when approved by commissions, constitute the official record of its activities. Additions and corrections of the minutes may be made only in public meetings, with the approval of the commission.

Procedures

The chairperson directs the meeting, and his/her rulings must be followed unless they are overruled by the body.

When a member wishes to propose an idea for the Commission to consider, the member must make a motion. This is the only way an idea or proposal from a member can be presented to the body for discussion and possible action. If the idea is spelled out in written form, a motion is needed to adopt the statement. A motion goes through the following steps:

1. The member asks to be recognized by the Chairperson.
2. After being recognized, the member makes the motion (e.g. "I move...").
3. Another member seconds the motion.
4. The Chairperson asks if there is any further discussion (by Commissioners only).

5. When the Chairperson feels that there has been enough discussion, the debate will be closed (e.g. "Are you ready for that question?"; "Is there any further discussion?").
6. If no one asks permission to speak, the Chairperson then puts the question to vote.
7. After the vote, the Chairperson announces the decision ("The motion is carried" or "The motion is lost"). A tie vote is "no vote," and the matter remains undecided.

Motions

If you make a motion you can't argue against it, however you retain the right not to vote in support of it. However, the member who seconded the motion may argue against it. There are 3 types of motions.

- The basic motion
- The motion to amend
- The substitute motion

Making a Motion

Commission action can only take place when somebody from the Commission makes a motion. As a Commissioner you should try to get a motion as soon as feasible. The secret to a good motion is the wording. Try to draft your motion or think of before coming to the meeting and be ready to answer questions that might arise. More than 60 percent of those hearing a motion make up their minds about it within 60 seconds. Your goal is to get the other members to accept your concept; exact wording can be amended.

The Chairperson should repeat the motion clearly and to ensure that it is recorded correctly, and that each member has a clear understanding of the motion. Most motions need a second, then the Chairperson should encourage questions and pertinent discussion.

Sample Motions

Introduce an item:	I move that
Amend a motion:	I move to amend by
Limit or extend debate:	I move to extend or limit debate to
Request more study:	I move to refer this to staff for further study
Delay Consideration:	I move to table the motion until
Close Debate:	I move to the previous question
Reconsider a Vote:	I move to reconsider the vote on
Object to Procedures:	Point of Order
Recess the Meeting:	I move to recess until
Adjourn the meeting:	I move to adjourn

To debate or not to debate

The basic rule is that all motions are subject to debate or discussion except:

- Motion to adjourn
- Motion to recess
- Motion to table (postpone discussion of something)
- Motion to limit debate

Adjournment

When a commission has finished its business, a motion to adjourn is in order. If the body wishes to meet before the next regularly scheduled meeting, the motion to adjourn may include a statement adjourning the meeting to a stated time and place. If this is done, a notice of the adjourned meeting must be posted within 24 hours after the time of adjournment. Adjourned meetings must be set forward to a day and time that allows the agenda to be posted 72 hours in advance of the meeting unless the adjourned meeting is a continuation of the regular meeting and no new items are added to the original agenda.

Hearings

Public hearings requiring public notice shall be published in a local paper of general circulation in a timely manner as prescribed by law.

Persons who may be affected by the hearing shall be given sufficient notice of the hearing and a reasonable opportunity to be heard. They may be represented by counsel if they wish and are permitted to present oral and written evidence for the record. They are also permitted to ask questions of anyone who speaks to ensure a full and true disclosure of the facts.

The Chairperson of the Commission opens the hearing with a statement somewhat as follows: "This is the time and place for a hearing on ... (state the subject of the hearing). Please come forward to the podium and state your name and address for the record." The City Council and each respective commission/board has discretion to establish a time limit policy for speakers in a Public Hearing. When everyone who wishes to speak has had an opportunity to be heard, the Chairperson announces that the hearing is closed.

Meetings

The time and place for commission meetings is established by the City Council by ordinance.

Special Meetings

A special meeting may be called at any time by the Chairperson or a majority of the members of a commission. Written notice of the special meeting must be delivered to each member at least 24 hours before the time of the meeting and must indicate the business to be considered at the meeting (Government Code Section 54956). Notice must also be posted on the City Hall posting Board. Only those items listed on the agenda may be addressed at a special meeting.

Joint Commission Meetings

Commissions may hold joint Commission meetings on issues pertaining to both Commissions. Commission chairs shall determine the lead Commission for such meeting. Please note that joint Commission meetings must follow Brown Act requirements.

Adjourned Meetings

A commission may adjourn any meeting to a time and place specified in the order of the adjournment. If all members are absent from a meeting, the staff may declare the meeting adjourned to a stated time and place. Notice of the adjournment shall be posted on or near the door of the Council Chamber or other meeting places within 24 hours after the meeting was adjourned. An adjourned regular meeting is considered a regular meeting for purposes of transacting businesses.

City Council Liaison Policy

City Council Members are assigned as liaisons to either one or two commissions every year. A City Council Liaison is not a member of the Commission. The role of a City Council to a commission is to attend the meetings and provide background or clarification to the commission when needed, and to communicate back to the City Council.

Role of Administrative Support Staff

The role of the administrative support staff is to provide professional recommendations and information to commissions, committees and boards. While the commission or board is encouraged to identify areas of interest and/or concern for our community, research and reporting is generally understood to be conducted by respective commissioners, and only after the commission has agreed to move forward with agendaizing the topic for a future meeting.

TIPS FOR EFFECTIVE MEETINGS

1. Start on time.
2. Stick to the agenda.
3. Adoption of the minutes should take no more than three - five minutes.
4. Corrections to the minutes may be made orally or in writing and copies given to staff and each member.
5. The Chair should rarely, if ever, state his/her opinion in content in advance of the discussion; only on procedure.
6. Close discussions in a timely manner. Meetings need to move at a comfortable pace.
7. All members actively participate in the meeting. No one person should dominate the discussion.
8. Do not engage in distracting side conversations during the meeting.
9. End the meeting at a reasonable time.

COMMISSIONER ROLES

Abilities Desired for all Commissioners

To serve as a commissioner successfully, an individual should demonstrate the following competencies:

Teamwork - Balances team and individual responsibilities, exhibit objectivity and openness to other's views, provide and welcome feedback, and works well with staff and volunteers.

Professionalism - Approaches others in a tactful manner and reacts well under pressure, treats others with respect regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness. Looks for way to improve and promote quality programs and services to residents.

Adaptability - Adapts well to changes in the work environment. Changes approach or method to fit the situation and financial constraints.

Dependability - Attends regularly scheduled Commission meetings and serves as an advocate on various projects and events.

Initiative - Volunteers readily. Undertakes self-development activities and seeks to gain more knowledge about the programs and services provided to the Community.

Problem Solving - Identifies creative solutions to concerns of a community wide interest, after listening to both sides of an issue.

Oral and Written Communication - Speaks clearly and persuasively in positive or negative situations. Upon occasion presents and speaks before other bodies or civic organizations about the Commission and Department regarding programs and services provided to the community.

Leadership - Exhibits confidence in self and others. Inspires others to perform well.

Innovation - Displays original thinking and creativity. Generates suggestions for improving services and programs.

Commission Reorganization and Selection of Chairperson

Terms of office for commission and board members commence the first day of July. Therefore, as soon as practical after July 1st annually, each commission and board shall organize by electing one of its members as Chairperson, and another as Vice-Chair depending upon the code requirements for the particular commission.

The role of the Chairperson

- Must understand the rules of running a meeting
- Moves the meeting and agenda along in a timely manner
- Takes the lead role on process
- Takes a less active role in debate, most often speaks last

Courtesy and Decorum

- Create the right atmosphere
- Only one person at a time should speak
- Point of privilege
- Point of order
- Appeals
- Withdrawing a motion

An effective Commissioner and Board Member

- Is involved
- Listens to the needs of the community
- Knows the locations and status of city facilities and projects
- Comes prepared to meetings
- Attend events highlighting their areas
- Is an advocate



TIPS FOR THE CHAIRPERSON

How you as Chairperson carry out your role has much to do with the success of the board. A weak chair often fails to move a board along and may be unable to save the board from indecisiveness and the tendency to dance around issues. Conversely strong chairs have been known to run roughly over dissent and participation. Here are a few tips for chairing more effectively:

1. Be the Chairperson, not an intermittent CEO. Your role is to help the commission do its job, not to run the organization/department. Be clear about the role of the board/commission.

2. Lead the Board/Commission, not City staff. Your focus should be on the board/commission, not on staff. Staff may provide information but does not serve an administrative role for the commission.

3. Lead the Board to define its own job. Your purview is not to work your own agenda for the organization. Even your desire for better governance has to become the commission's commitment before you can have much effect. Press the commission to explore the ramifications of its moral (or sometimes legal) trusteeship and to define just what its job is. When the job is thus defined in its relatively permanent form, have the commission set annual targets within segments of that job.

4. Lead the Commission to design its discipline. When you enforce the rules, it will be better if you are enforcing the commission's rules, not yours. Help the commission examine and plan its processes, including how the board will deal with dissent, renegade members, attendance, and coming to meetings unprepared. Decisions about rules the commission chooses for itself should be written and adopted as formal commission policy.

5. Lead the Commission to evaluate its performance. Regularly return the commission to what it adopted about its own job. Has it followed through? Is it behaving the way it said it would? Be sure you stick to what the commission has adopted as expectations and intentions for itself. Evaluations done apart from the job description are not as useful and may be a waste of time.

6. Run participative but effective meetings. Keep it open, but keep it moving! Encourage debate and differences; bring people out; make it acceptable to disagree. Create an atmosphere of respectful diversity. Yet do not allow the commission to talk an issue to death. Using a simple poll- "How many have your minds made up already?" - can yield surprising and enlightening results.

Reprinted from Board Leadership: A Bimonthly Workshop with John Carver.

POLICIES AND PROCEDURES

Absence Policy

In a policy established by the City Council on May 12, 2026 (superseding the policy adopted September 23, 2002), each Member of the Body is expected to attend every Regular Meeting or Special Meeting of the Body. Any Member who is absent in a fiscal year for more than 25% of the total Regular Meetings scheduled to be held in that fiscal year will be subject to potential termination of membership from the Body, upon action of the City Council. Where applying a 25% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used. Attendance via teleconference shall not be considered an absence.

Reporting Absences

Absences from a Regular Meeting are to be reported through the Staff Liaison to the Body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a meeting, if possible. The Staff Liaison is responsible for keeping track of Body attendance records and providing this information on a quarterly basis to the City Clerk for record keeping. Attendance via teleconference shall not be considered an absence.

Leave of Absence

If a Member will be out for an extended period, they must notify the Mayor in writing, in advance of the scheduled leave.

Smoking

Smoking is not permitted in City facilities.

Drugs and Alcohol

It is City policy that employees and volunteers shall not be under the influence of or in possession of alcohol or drugs; not possess alcohol or drugs while on City property, at work locations, or while on duty or subject to being called on duty; shall not utilize such substances while they are subject to City duty, sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty or subject to being called, nor have their ability to work impaired as a result of the use of alcohol or drugs.

Emergency Procedures

In the event of an emergency, please dial 911.

Disability Discrimination Policy and Complaint Procedure

It is the City's policy not to discriminate on the basis of physical or mental disability, as defined by the City's Rules & Regulations and Volunteer Policy. Retaliation against an individual for filing a discrimination charge or making a discrimination complaint is also prohibited. Disciplinary action up to and including termination (removal from appointment) will be instituted for violation of this Policy. All complaints of discrimination on the basis of disability will be promptly and objectively investigated.

Harassment

This Policy prohibits harassment and discrimination on the basis of any of the following protected classifications: an individual's race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual), genetic information, gender expression, and veteran status.

Personal Information

Please submit any change in your name, address, or phone number in writing immediately, so that the city may update its records.

COPY

Student Commissioner

Job Title: Student Commissioner

Age Eligibility: 13 years to 21 years of age

Residency Requirement: None

Term: One Year with unlimited reappointment eligibility

Appointed by: Appointed by the Commission in a Publicly Agendized meeting. Application and two reference letters required. No residency requirement.

Attendance Requirement: Must attend all meetings, may not have more than 25% excused absences per 12-months period.

Compensation and Voting: Student Commissioners are unpaid volunteers and receive zero compensation; their seats are non-voting.

Brown Act Requirement: Student Commissioner attendance/absence does not affect the Commission's quorum.

Summary and Purpose: Student Commissioners are active, non-voting members. It is an opportunity for students to share their experience and expertise. Two Student Commissioners may serve for a one-year term. Designed to integrate youth students with the existing commission/board platform, providing students with an opportunity to observe and provide perspective to commissions; as well as volunteer their service to the community of Sierra Madre.

APPLY TO VOLUNTEER ON A



COMMISSION
for Student Involvement

Community Services Commission

Job Title: Community Services Commissioner

Commission Liaison: Community Services Supervisor

Meeting Time: The Community Services Commission meets the third Monday of each month at 5:00 p.m. in the City Hall Council Chambers.

Summary and Purpose

The Community Services Commission is a five-member advisory body to the Sierra Madre City Council. The fundamental nature of the Community Services Commission is to improve and enhance the quality of life throughout the community. The Commission oversees the general use of parks, public facilities, and matters relating to the community's recreational and service needs.

Essential Duties and Responsibilities

1. Act in an advisory capacity and be responsible to the City Council in all matters pertaining to parks, public recreation and community services;
2. Act as a communications link between the residents, City Council, and Community Services Department, in all matters pertaining to parks, facilities, recreation, and community services, and cooperate with other governmental agencies and civic groups in the advancement of sound park, recreation, and community service planning and programming;
3. Plan and recommend community service programs and evaluate community service programs and services designed to meet community needs in areas of youth, recreation, adults, seniors, parks, aquatics, and events, and transportation;
4. Parks and Facilities:
 - a. Act in an advisory capacity to the City Council in all matters pertaining to the acquisition, improvement, development, maintenance, and use of all public parks and facilities in the city;
 - b. Recommend regulations, rules, and policies for City Council adoption including hours of operation, fees, programs, organizations and operational procedures,
 - c. Review the items in subsection (b) of this section annually and provide recommendations to the City Council;
 - d. Advise for long range capital improvements;

5. Recreation and Community Services:
 - a. Formulate policies on services and programs for approval by the City Council, including agreements with the Board of Education of the school district and the City Council for the best possible joint use of parks and recreation facilities and similar agreements with other civic groups,
 - b. Interpret the policies and functions of the Community Services Department to the community,
 - c. Make periodic inventories of community services that exist or may be needed, assess and communicate the needs of the community to the Community Services Manager and the City Council,
 - d. Aid in the coordinating of community services with the programs of other governmental agencies and voluntary organizations;
6. Advise in the preparation of the Community Services Department work plan and goals and budget and make recommendations to the City Council;
7. Perform all other duties referred to and requested of the Community Services Commission by the City Council;
8. Improve and enhance the quality of life throughout the community through people, parks, and programs;
9. Be knowledgeable of and adhere to the Brown Act; and
10. Report regularly to the governing official and the general public.

Qualifications

Members of the Community Services Commission must be either a Sierra Madre resident, a non-resident owner of property in the city, or a non-resident professional who represents a specialized expertise and who is employed within the city limits and must be at least 18 years of age.

Terms

The Student Commissioner serves for a one-year term beginning in July 1 and ending on June 30th. The remaining Commissioners are appointed for four-year terms and can be re-appointed for an additional consecutive term.

Library Board of Trustees

Job Title: Library Board of Trustee

Board Liaison: Director of Library Services

Meeting Time: The Library Board of Trustees meetings are set by a resolution of the Board. Meetings are held the fourth Monday of each month at 5:00 p.m. in the City Hall Council Chambers

Summary and Job Purpose

The five-member Library Board strives to understand the needs of the community and transform them into the policies that govern the Library. The Board creates long and short term plans to ensure that the Library thrives, and oversees progress toward their implementation. It reviews and makes recommendations for library budget proposals; monitors expenditures; acts as the steward of the library's present and future; and supports adequate funding for library operations.

Essential Duties and Responsibilities

The specific and primary purpose of the Board is to:

1. Determine and, by resolution, adopt rules and regulations governing the use and operation of the city Library and public spaces associated with it.
2. Determine the purposes of the Library and secure adequate funds to carry on the Library's program.
3. Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the Librarian in planning the Library program, and support the Librarian and staff in carrying it out.
4. Establish, support and participate in a planned public relations program.
5. Assist in preparation of the annual budget.
6. Know local and state laws; actively support library legislation in the state and nation.
7. Attend all Board meetings and see that accurate records are kept on file at the library.
8. Attend regional trustee meetings and affiliate with appropriate professional organizations.

9. Be aware of the services of the State Library.
10. Report regularly to the governing official and the general public.
11. Be knowledgeable of and adhere to the Brown Act.
12. Recognize the Library volunteers annually.
13. Support the Friends of the Library.

Qualifications

Members of the Library Board of Trustees must be either a Sierra Madre resident, a non-resident owner of property in the city, or a non-resident professional who represents a specialized expertise and who is employed within the city limits and must be at least 18 years of age.

Terms

Trustees serve for a term of four years beginning July 1 and ending June 30th, and are eligible upon request to serve one additional consecutive term. A trustee shall serve no more than two consecutive full terms.

Planning Commission

Job Title: Planning Commissioner

Commission Liaison: Director of Planning and Community Preservation

Meeting Time: The Planning Commission meets the first and third Thursdays of each month at 5:30 p.m. in the City Hall Council Chambers.

Summary and Job Purpose:

The Sierra Madre Planning Commission is a five-member volunteer citizen body. The Planning Commission conducts public hearings and makes decisions and/or recommendations on a variety of land use applications, including use permits, variances, General Plan amendments, zone changes and subdivision maps. The Planning Commission is responsible for the City's long-range planning, and reviews and studies other such land use and planning issues as assigned by the City Council.

Essential Duties and Responsibilities:

Be knowledgeable of and adhere to the Brown Act and report regularly to the governing official and the general public.

The responsibilities of the Planning Commission fall into two broad categories:

1. Consideration of current land use issues (i.e. applications for General Plan amendment, zone changes, specific plans, conditional use permits, tract maps, variances, and appeals of staff land use decisions); and,
2. Advising the City Council on City-initiated amendments to the General Plan.

According to the Government Code, the legislative body of each county and city must establish a planning agency by ordinance. The powers and duties of the Planning Commission are set forth in state law and are described below:

The Planning Commission may approve or deny the following:

1. Conditional use permits;
2. Variances;
3. Appeals of staff actions (ie. special use and development permits);
4. Tentative Parcel maps.

The Commission may not approve, but may make recommendations for approval or denial of the following:

1. Tentative Tract maps;
2. Amendments to the General Plan;
3. Specific plans and amendments to them.

Qualifications:

Members of the Commission must have a willingness and dedication to commit both time and personal energy to the Planning Commission as well as have an interest in comprehensive community planning, zoning and subdivision of land, and the protection of the environment. A desire to assist in implementing the City of Sierra Madre's land use policies, including the General Plan, Subdivision Ordinances, Zoning Ordinances and environmental policy, for the purpose of protecting the health, safety and welfare of the residents of the City is required. Commissioners must have a willingness to encourage and accept input from citizens, organizations and those directly affected by land use related actions made by the Commission. Lastly, Commissioners must have the ability to maintain an objective approach to community development issues in order to promote the highest quality of life possible for the residents of Sierra Madre.

Terms:

Commissioners are appointed for four-year terms and can be re-appointed for an additional consecutive term.

Senior Community Commission

Job Title: Senior Community Commissioner

Commission Liaison: Community Services Supervisor

Meeting Time: The Senior Community Commission meets the first Thursday of each month at 3:00 p.m. in the City Hall Council Chambers.

Summary and Job Purpose

The Senior Community Commission is a five-member advisory body to the Sierra Madre City Council. The Senior Community Commission is responsible for advising on the welfare and well-being of older Sierra Madreans, by defining their needs, locating and publicizing available resources, coordinating and initiating services and opportunities. The fundamental nature of the Senior Community Commission is to improve and enhance the quality of life for older Sierra Madreans throughout the community.

Commissioners serve as a communication link between the community and Community Services Department regarding seniors' recreational and service needs, as well as assisting in formulating policies governing the programs and services.

Members of the Senior Commission are hands-on volunteers who assist in the Senior Center's operation and in the programs and services offered to the community. Commissioners oversee areas of Health & Safety, Recreation, Transportation, Housing and Resources.

Essential Duties and Responsibilities

The specific and primary purpose of this Commission is to provide an effective vehicle for the welfare and well-being of senior citizens of Sierra Madre by:

- A. Assessing and defining their needs;
- B. Locating and publicizing available resources;
- C. Coordinating and initiating services and opportunities for older Sierra Madreans, such as serving hot meals;
- D. Informing the community of the needs of older Sierra Madreans and suggesting ways to participate in creating solutions to those problems; and
- E. Monitoring expenses and revenues directly relating to senior programming and services.
- F. Report regularly to the governing official and the general public.
- G. Be knowledgeable of and adhere to the Brown Act.

Qualifications

Members of the Senior Community Commission must be either a Sierra Madre resident, a non-resident owner of property in the city, or a non-resident professional who represents a specialized expertise in senior/elder issues and who is employed within the city limits, and must be at least 18 years of age. There shall be only one non-resident member of the Commission at any one time.

Terms

Commissioners serve for a term of four years beginning July 1 and ending June 30th, and can be re-appointed for an additional consecutive term.

COPY

Natural Resources Commission

Job Title: Natural Resources Commissioner

Commission Liaison: Public Works Director and/or Senior Management Analyst

Meeting Time: The Natural Resources Commission meets the third Wednesday of each month at 6:30p.m. in the City Hall Council Chambers.

Summary and Job Purpose

The Natural Resources Commission is a five-member advisory body to the Sierra Madre City Council and City staff. The Commission is responsible for carrying out specific assignments from the City Council as well as general environmental and sustainability topics which may have current or anticipated effects on the Sierra Madre community. The fundamental purpose of the Commission is to monitor current programs and effectively plan for environmental challenges that are now affecting, or may confront the City.

Essential Duties and Responsibilities

Be knowledgeable of and adhere to the Brown Act and report regularly to the governing official and the general public.

The Commission has been tasked with four primary functions by the City Council: The Community Forest, Water Quality and Sustainability, State or Federally Mandated Environmental Regulations, and Public Outreach concerning environmental topics.

Community Forest – Working with staff and the recently updated Tree Protection and Preservation Ordinance, the Commission will review certain construction projects as they pertain to trees. The Commission also enacts provisions of the recently developed Community Forest Management Plan and oversees Arbor Day events and the City's recognition as a "Tree City USA." The Commission may also at times consider appeals to decisions that have been reached by city staff regarding the Community Forest.

Water Quality and Sustainability – Water topics continue to be a paramount duty of the Commission. As Sierra Madre's water sources become threatened due to periodic drought events, water conservation and similar programs are often agenda items for the Commission meetings. Water Quality topics are centered on storm or non-storm discharges that enter the Rio Hondo Watershed. These are stringently regulated and affect environmental quality for surface and ground waters in the area. The Commission regularly works with staff to research, analyze and discuss such topics as they often present specific challenges to the City of Sierra Madre.

Mandated Environmental Regulations – The Commission is charged with tracking developing regulations or programs in a wide variety of environmental arenas. Working with Public Works staff, the Commission will seek efficient and fiscally responsible

means of meeting current and anticipated requirements in such areas as solid waste, climate change, energy efficiency, recycling, hazardous waste management, air quality, storm water quality, water conservation and more.

Public Outreach – The fourth of the current and specific duties that have been assigned to the Commission by City Council is development and management of public outreach efforts in environmental policies and programs. The Commission works toward a variety of outreach efforts and frequencies to provide timely and accurate environmental information to the residents.

Terms

Commissioners serve for a term of four years beginning July 1 and ending June 30th, and can be re-appointed for an additional consecutive term.

General Laws and Policies

Maddy Act

Whenever a commission, committee, or board vacancy occurs, a special notice is posted announcing the vacancy. A final appointment shall not be made by the City Council for at least 30 working days after such notice is posted. However, such appointments may be made on an acting basis until the final appointment is made (pursuant to Government Code 54974).

Commission Appointments

Unless the City Council directs otherwise or the law otherwise requires, appointments to any City Board or Commission shall be made by the City Council, pursuant to Municipal Code Section 2.04.

Limitation on Consecutive Terms of Office

Sierra Madre Municipal Code Section 2.04.070 (c) states that members of council-appointed committees, commissions, and boards may not serve more than two, consecutive, full terms on the same committee, commission or board.

ADA Compliance

Pursuant to Government Code Section 54953.2, all meetings of a legislative body, that are open and public shall be held in a location and conducted in a manner that complies with the Americans with Disabilities Act of 1990. In addition, if requested, the agenda and documents in the agenda packet shall be made available in alternative formats to persons with a disability. (Section 54954.1.) The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the meeting. (Section 54954.2.)

Brown Act

The Ralph M. Brown Act is California's sunshine law for local government. In a nutshell, it requires local government business, including city commission business to be conducted at open and public meetings, except in limited situations. The Brown Act is based upon state policy that the people must be informed so they can keep control over their government.

More specifically, the Brown Act requires all meetings to be open and public, requires legislative bodies to post agendas prior to their meetings and prohibits action or discussion of items or subjects not listed on the posted agenda. The definition of meeting is very broad and includes any discussion by a majority of the members for the commission on any matter within the commission's jurisdiction, whether the discussion occurs in person, through intermediaries or through use of a technological device (such as a telephone answering machine, e-mail or voice mail), even though a majority of members never gathers in the same place at the same time.

More detail regarding the Brown Act is included in your AB 1234 training as provided by the City Attorney's office. Commissioners/board members are encouraged to contact the commission/board staff liaison or City Clerk's Office with any questions regarding how the Brown Act may apply in a particular situation.

Conflicts of Interest Laws

From time to time matters will come before a commission in which an individual member may have a direct or indirect personal interest. When this happens, the member must disqualify him/herself from participating in the deliberations and must abstain from voting or trying to influence other members of the commission or staff.

The member needs to explain the reason(s) for abstaining before the item is discussed.

The conflict of interest laws and related prohibitions on the receipt of gifts and honoraria are complex and the consequences of a violation can be very serious. These, too, are discussed in your AB 1234 training through the City Attorney's office.

There are three principal conflict of interest laws that apply to local agency decisions:

A. Political Reform Act of 1974

The Political Reform Act of 1974 (Government Code Section 81000 *et seq.*, "Act") is the principal law in California governing conflicts of interest for public officials. Its conflict of interest provisions are found at Government Code Section 87000 *et seq.* The Fair Political Practices Commission ("FPPC") has interpreted the Act in a series of Regulations found at 2 Cal. Code of Regulations, Section 18110 *et seq.*^{2/}

The Act requires public officials to disqualify themselves from making, participating in the making, or in any way attempting to use their official position to influence a decision in which they know or have reason to know they have a financial interest (Section 87100). New law specifies that if a public official has a financial interest in a government decision, he or she must identify the financial interest that gives rise to the conflict of interest, recuse himself or herself from the discussion and vote, and leave the room until the matter is concluded. One exception permits the member to return to the public area of the room to speak on the issue during the time the general public speaks on the issue (Section 87105). In such circumstances, the member may listen to public comment on the matter at issue and may speak from the same area as the public, not from the dais (Regulation Section 18702.5(d)(3)).

An official has a financial interest in a decision if the decision will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official, or on a member of his or her immediate family, or on certain listed financial interests. Those listed financial interests are:

^{1/} All statutory references are to the California Government Code. Regulations of the FPPC are referred to as "Regulation Section."

“(a) Any business entity in which the public official has a direct or indirect investment worth Two Thousand Dollars (\$2,000) or more.

(b) Any real property in which the public official has a direct or indirect interest worth Two Thousand Dollars (\$2,000) or more.

(c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating five-hundred dollars (\$500) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. . . .” (Section 87103.) Gifts aggregating \$50 or more in the reporting period must be disclosed on a Form 700

The Regulations of the FPPC provide interpretation and guidance to most of the terms used in the Act as well as standards for determining if each element of the Act’s prohibitions has been satisfied. Some of the most significant regulations address standards for determining if a decision has a material financial effect on a business entity (Regulation Section 18705.1), or on various types of interests in real property (Regulation Section 18705.2).

B. Government Code Section 1090

Government Section 1090 provides in relevant part:

“Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. . . .”

The prohibition contained in Section 1090 is intended to preclude a public official from using his or her position as a government officer or employee to obtain business or financial advantage. The purpose of the prohibition is to remove the possibility of any personal influence which might bear on an official’s decisions on contracts entered into by the governmental entity.

Section 1090 is unlike the Political Reform Act and the Common Law Doctrine Against Conflicts of Interest (discussed below), which each permit the public official with the conflict of interest to abstain from participation in the decision but otherwise allow the

decision to go forward. Section 1090 prevents *the City* from making the contract, unless an exception applies. Because the application of this rule can have serious consequences for the City (and because there are criminal penalties for violating it), it is important that you consult the City Attorney's about any City contract in which you may have an interest.

C. Common Law Doctrine Against Conflicts of Interest

The common law doctrine against conflicts of interest is the courts' expression of the public policy against public officials using official positions for private benefit. This doctrine has been primarily applied to require a public official to abstain from participation in cases where the public official's private financial interest may conflict with his or her official duties

Laws That Prohibit Certain Gifts, Honoraria and Loans

The conflict of interest laws set forth above do not prohibit an official from having an interest in a business or real property, they merely prevent the official from participating in a decision that would materially affect those interests. However, state law has been amended to preclude elected local officials from receiving certain gifts, honoraria and loans. These prohibitions apply whether or not the source of the gift, honorarium or loan is, or will ever be, affected by a decision of the official's agency. Additionally, these limitations apply to certain other designated local officials, including planning commissioners.

A. Limitations on the Receipt of Gifts

Current as of January 01, 2025

Government Code Section 89503(a) provides:

(a) An elected state officer, elected officer of a local government agency, or other individual specified in Section 87200 shall not accept gifts from any single source in any calendar year with a total value of more than two hundred fifty dollars (\$250).

We hope that this material is helpful to you. However, please remember that this overview of conflict of interest laws and regulations does not cover every potential decision of the City in which conflict of interest laws are implicated. The application of these laws must be analyzed on a case by case basis in light of each Commissioner's individual circumstances. Thus, while certain generalizations can be drawn, it is important to seek conflict of interest advice from the City Attorney's office or from the Fair Political Practices Commission ("FPPC") whenever questions arise. The FPPC can be reached directly at (916) 322-5901 or (866) 275-3772.



ACKNOWLEDGMENT FORM

I understand that I am responsible to know the contents of the following City Policies and Programs, and that I am obligated to comply with the provisions therein:

Disability Discrimination Policy and Complaint Procedure

It is the City's policy not to discriminate on the basis of physical or mental disability, as defined by the City Policy. Retaliation against an individual for filing a discrimination charge or making a discrimination complaint is also prohibited. Disciplinary action up to and including termination (removal from appointment) will be instituted for violation of this Policy. All complaints of discrimination on the basis of disability will be promptly and objectively investigated.

Harassment Policy and Procedure

I understand that harassment of a City employee on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex or age is prohibited. Disciplinary action up to and including removal will be instituted for harassment.

Any retaliation against a person for filing a harassment charge or making a harassment complaint is also prohibited. All complaints of harassment will be promptly and objectively investigated.

Alcohol and Drug Abuse Policy

It is City policy that employees and volunteers shall not be under the influence or in possession of alcohol or drugs while on City property, at work locations, or while on duty or subject to being called on duty; shall not utilize such substances while they are subject to City duty, sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty or subject to being called, nor have their ability to work impaired as a result of the use of alcohol or drugs.

Commissioners Handbook

I understand that as a Commissioner/Board member of the City of Sierra Madre, I am obliged to conduct my duties in a professional manner and agree to follow the policies as outlined herein.

I have received a copy of the City of Sierra Madre Commissioner's Handbook. This signed document will be maintained in the City Clerk's Office.

I, _____ have read and understand all the above policies. I also further understand that non-compliance with these policies or procedures may result in my removal from appointed position.

Commissioner Signature

Date

COPY



City of Sierra Madre

Application for Commissions and Board

Office of the City Clerk

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

(626) 355-7135

sierramadrecalifornia.gov

PLEASE PLACE A CHECK MARK NEXT TO THE COMMISSION/BOARD FOR WHICH YOU WOULD LIKE TO APPLY

- ☐ Community Services Commission
☐ Energy & Natural Resources Commission
☐ Library Board of Trustees

- ☐ Planning Commission
☐ Senior Community Commission
☐ Student Commissioner

APPLICANT INFORMATION

NAME		
STREET ADDRESS		APT/UNIT#
CITY	STATE	ZIP CODE
HOME PHONE	WORK/CELL PHONE	
EMAIL ADDRESS (Addresses will not be sold or distributed. It will be used only to notify items related to the City of Sierra Madre.)		
OCCUPATION		
EMPLOYER		

ARE YOU A SIERRA MADRE RESIDENT? ☐ YES ☐ NO

HOW LONG HAVE YOU BEEN A RESIDENT? _____

EDUCATION OR RELEVANT AREAS OF EXPERTISE (Attach a Resume if preferred)

--

COMMUNITY INVOLVEMENT (List organization memberships and committee assignments)

--

WHY ARE YOU INTERESTED IN SERVING? (Attach a Cover Letter if preferred)

--

STATE LAW AND THE CITY CONFLICT OF INTEREST CODE REQUIRES THAT COMMISSIONERS AND BOARD MEMBERS MAY BE REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS (FPPC FORM 700) ANNUALLY AS WELL AS RELATED FORMS WHEN ASSUMING AND LEAVING OFFICE (e.g. sources of income, loans, gifts, investments, interest in real property as required by state law). DO YOU AGREE TO FILE ALL REQUIRED FORMS IN A TIMELY MANNER AS REQUIRED BY THE CITY'S FILING OFFICIAL?

☐ YES ☐ NO

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE	DATE:
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TIME COMMITMENTS

SERVICE ON A CITY COMMISSION OR BOARD MAY REQUIRE ONE OR TWO MEETINGS PER MONTH, WITH EACH MEETING AVERAGING THREE TO FOUR HOURS. MEMBERS ARE EXPECTED TO ATTEND ALL MEETINGS. FREQUENT ABSENCES MAY RESULT IN REMOVAL OF SERVICE. ARE YOU WILLING TO COMMIT TO THE TIME OBLIGATIONS OF AN APPOINTMENT TO THIS POSITION?

☐ YES ☐ NO

FULL TERMS ARE FOUR YEARS. MEMBERS ARE GENERALLY LIMITED TO TWO CONSECUTIVE TERMS. IF A PERSON IS APPOINTED TO FILL AN UNEXPIRED TERM, THAT TIME WILL NOT BE CONSIDERED FULL TERM. ARE YOU ABLE TO SERVE A FULL TERM?

☐ YES ☐ NO

ALL APPOINTED COMMISSIONERS AND BOARD MEMBERS ARE SUBJECT TO THE BROWN ACT. THE STATE OF CALIFORNIA AB-1234 REQUIRES MANDATORY TRAINING EVERY TWO YEARS. WILL YOU COMMIT TO COMPLETING THE BI-ANNUAL TRAINING?

☐ YES ☐ NO

CITY CLERK'S OFFICE CONTACT INFORMATION

MAIL: CITY CLERK'S OFFICE 232 West Sierra Madre Blvd. Sierra Madre, CA 91024	EMAIL: CityClerk@sierramadrecal.gov
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SIERRA MADRE COMMISSIONS AND BOARDS

The City of Sierra Madre encourages residents to apply for positions on City commissions and boards. Each member of a City commission/board shall serve at the pleasure of the City Council. Anyone interested in applying may do so by completing an application available in the City Clerk's Office at City Hall or by downloading an application found on the City's website at sierramadrecalifornia.gov.

Commissioners and trustees are appointed by the City Council to serve one term and do not receive compensation. Each appointed position is eligible for two full terms. Unless otherwise noted, terms begin on July 1st and culminate on June 30 in the term-ending year.

All meetings are held in Council Chambers located at 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

The City Council appoints members to five existing boards and/or commissions to act in an advisory capacity. Following is a brief description of each.

COMMUNITY SERVICES COMMISSION: Five (5) members meet on the third Monday of each month at 5:00 p.m., as an advisory capacity to all matters pertaining to parks, public recreation and community services.

Essential Duties and Responsibilities

1. Plan and recommend community service programs and evaluate community service programs and services designed to meet community needs in areas of youth, recreation, adults, seniors, parks, aquatics, and events, and transportation;
2. Recreation and Community Services:
 - a. Formulate policies on services and programs for approval by the City Council, including agreements with the Board of Education of the school district and the City Council for the best possible joint use of parks and recreation facilities and similar agreements with other civic groups,
 - b. Aid in the coordinating of community services with the programs of other governmental agencies and voluntary organizations;
3. Improve and enhance the quality of life throughout the community through people, parks, and programs

LIBRARY BOARD OF TRUSTEES: Five (5) members meet on the fourth Monday of each month at 5:00 p.m., to direct the administration and operation of the City library system.

Essential Duties and Responsibilities

1. Determine and adopt rules and regulations governing the use and operation of the City Library and public spaces associated with it.
2. Determine the purposes of the Library and secure adequate funds to carry on the Library's program.
3. Know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the Librarian in planning the Library program, and support the Librarian and staff in carrying it out.

NATURAL RESOURCES COMMISSION: Five (5) members meet the third Wednesday of each month at 6:30 p.m., to enhance quality of life in the community by promoting good stewardship of precious environmental and natural resources.

Essential Duties and Responsibilities

1. Enacts provisions of the Community Forest Management Plan and oversees Arbor Day events and the City's recognition as a "Tree City USA."
2. Works with staff to research, analyze and discuss such topics as they often present specific challenges to the City of Sierra Madre.
3. Tracking developing regulations or programs in a wide variety of environmental arenas.

PLANNING COMMISSION: Five (5) members meet on the first and third Thursday of each month at 5:30 p.m. to review matters affecting the physical development of the City.

Essential Duties and Responsibilities

1. Consideration of current land use issues (i.e. applications for General Plan amendment, zone changes, specific plans, conditional use permits, tract maps, variances, and appeals of staff land use decisions); and,
2. Advising the City Council on City-initiated amendments to the General Plan.
3. Recommendations for approval or denial of Tentative Tract Maps and Specific plans.

SENIOR COMMUNITY COMMISSION: Five (5) members meet the first Thursday of each month at 3:00 p.m., to provide leadership for the coordination of senior citizen activities.

Essential Duties and Responsibilities

1. Assessing and defining their needs;
2. Locating and publicizing available resources;
3. Coordinating and initiating services and opportunities for older Sierra Madreans, such as serving hot meals;

STUDENT COMMISSIONERS: Student Commissioners are active, non-voting members. It is an opportunity for students to share their experience and expertise. Designed to integrate youth students with the existing commission/board platform, providing students with an opportunity to observe and provide perspective to commissions; as well as volunteer their service to the community of Sierra Madre.

Up to two Student Commissioners may serve for a one-year term on each commission/board.