

**** Revised ****



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, October 13, 2026, 5:30 PM

City Council Chambers, 232 W. Sierra Madre Blvd.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 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. 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.

In person: Complete a Speaker Card and provide to the City Clerk. Your name will be called during the designated Public Comment Period.

Electronic Submission: As an alternative, public comment may be submitted by e-mail to PublicComment@sierramadrecalifornia.gov by 3:00PM on the day of the meeting. Emails will be acknowledged at the City Council meeting and filed into public record.

Remote: The public may participate via Zoom by clicking the following link: [Zoom Webinar Link in Compliance with SB707](#). When it is your turn to speak, your microphone will be unmuted, and you will be asked to state your name for the records prior to providing your comments.

A copy of the posted agenda and a live video stream of the meeting can be found on the City's website at sierramadrecalifornia.gov, on Foothills Media website at foothillsmidiasite.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 Kriebs

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; Initiation of Litigation

Pursuant to Government Code 54956.9(d)(4)

Number of Potential Cases: 1

B. Conference with Legal Counsel; Existing Litigation

Pursuant to Government Code 54956.9(d)(1))

Name of Case: Joachim John Kederian and Chritine Tcharkhoutian Kederian v. City of Sierra Madre et al.

Case No: 26STCV30826

C. Conference with Legal Counsel; Anticipated Litigation

Pursuant to Government Code § 54956.9(d)(2) & (d)(3))

A point has been reached where, in the opinion of the Board on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the District.

Facts and circumstances that might result in litigation but which the District believes are not yet known to potential plaintiff or plaintiffs. (Gov. Code § 54956.9(e)(1))

D. Conference with Labor Negotiator

Pursuant to Government Code 54957.6

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

Employee Organizations: Sierra Madre Police Association & 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. Legislative Update from Honorable Senator Sasha Renee Perez

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. 1501 Amending Section 17.08.020 (Words, Terms, Phrases Defined) of Chapter 17.08 (Definitions) and Section 17.36.070 (Yards and Building Setbacks) of Chapter 17.36 (C Commercial Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code

Recommendation: Approve

CEQA: Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption.

B. First Reading of Ordinance No. 1502 Amending Ch. 15.62 (Electric Vehicle Charging Stations) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code

Recommendation: Approve

CEQA: 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.

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 September 22, 2026 meeting

Recommendation: Approve

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

B. Resolution No. 26-92 Approval of Warrants for Payment

Recommendation: Approve

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

C. Capital Reserve Agreement for Proposition A Funds with Los Angeles County Metropolitan Transportation Authority for the Sierra Madre Transit Hub and Passenger Amenity Modernization Project

Recommendation: Approve

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

D. Second Reading and Adoption 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: Adopt

CEQA: statutorily exempt under Government Code 65852.21(j).

12. DISCUSSION ITEMS

A. Report, Discussion, and Direction on a Citywide Solicitation Ordinance

Recommendation: Provide Direction

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

B. Resolution No. 26-93 Proclaiming the Threatened Existence of a Local Emergency Due to the 2026-2027 El Nino Event and Related Preparedness and Budget Actions; and Resolution No. 26-94 authorizing a supplemental budget appropriation of \$100,000 from the General Fund Reserve

Recommendation: Approve

Not a CEQA Project under: PRC 21080(b)(4)- actions to mitigate or prevent emergency.

C. Resolution No. 26-95 Approving the FY 2026-2027 Investment Policy

Recommendation: Provide Direction

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

13. ITEMS FOR FUTURE AGENDAS

14. ADJOURNMENT

The City Council will adjourn to its next regular meeting on October 27, 2026.

Date Posted: October 9, 2026



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: October 13, 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. 1501 Amending Section 17.08.020 (Words, Terms, Phrases Defined) of Chapter 17.08 (Definitions) and Section 17.36.070 (Yards and Building Setbacks) of Chapter 17.36 (C Commercial Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code

RECOMMENDATION

It is recommended that the City Council introduce for first reading Ordinance No. 1501 amending Section 17.08.020 (Words, Terms, Phrases Defined) of Chapter 17.08 (Definitions) and Subsection A (Front Yard) of Section 17.36.070 (Yards and Building Setbacks) of Chapter 17.36 (C Commercial Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code ("SMMC").

SUMMARY

Commercial uses and development are regulated by the California Building Standards Code, codified under Title 24 of the California Code of Regulations, and the City's Commercial Zoning Ordinance, codified under Title 17 of the Sierra Madre Municipal Code. The Commercial Zoning Ordinance was comprehensively updated in 2009 and amended in 2020. Accepting the recommendation of the Planning Commission, the City Council directed staff to initiate a municipal code text amendment for a zero front yard setback standard for new commercial construction and development. The City Council also requested that the Planning Commission review the definition of terms used in the language of the standard and consider the public's safety concerns with respect to the placement of new doors that may swing open into a sidewalk.

On September 17, 2026, the Planning Commission reviewed an amendment to SMMC Section 17.36.070(A) prepared by staff and recommended that the City Council adopt an ordinance effecting the amendment with modification. The Planning Commission determined that additional terminology is necessary to sufficiently enforce front yard setbacks in that the term "front lot line" was not defined. Additionally, the Planning Commission determined that Kersting Court be included in the definition of "main commercial street." Various parts of the California Building Standards Code do not permit a door to swing into the public right-of-way and require minimum coverage for entrances to commercial spaces. However, under the California Building Standards Code, the door of a commercial space may be placed up to the public right-of-way if certain conditions are met. The Planning Commission felt that requiring doors to be setback regardless would not add value to the character of the downtown village atmosphere. Therefore, the recommendation does not include standards with respect to the placement of new doors up to the public right-of-way.

Ordinance No. 1501, included with this report as [Attachment 1](#), amends Section 17.08.020 (Words, terms, phrases defined) of Chapter 17.08 (Definitions) and Subsection A (Front Yard) of Section 17.36.070 (Yards and building setbacks) of Chapter 17.36 (C Commercial Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code as recommended pursuant to Planning Commission Resolution 26-13, included with this report as [Attachment 2](#).

DISCUSSION & ANALYSIS

On September 17, 2026, the Planning Commission reviewed an amendment to the front yard development standards of the Commercial Zoning Ordinance that was prepared by staff. Staff's draft code amendment was the same version that was approved by the Planning Commission previously in 2020.

Title 17 – Zoning

Chapter 17.36 – C Commercial Zone

Section 17.36.070 – Yards and building setbacks.

A. *Front Yard.* ~~There shall be a front yard having a minimum depth of five feet extending across the full width of the lot.~~ No front yard shall be required adjacent to a main commercial street. Elsewhere, non-residential uses shall have a minimum front yard depth of five feet and residential uses shall have a minimum front yard depth of fifteen feet. Although not required, varied building setbacks to allow for outdoor dining and sales uses, landscaping, and/or decorative paving are encouraged on long street frontages.

Definition of Terminology

As requested by the City Council, the Planning Commission examined the terminology of the proposed language. Because the last sentence of the proposed language is provided to support the purpose and intent of the Commercial Zoning Ordinance, and thus not objectively enforceable, it was omitted from examination of terminology. The following terms are used, and their current definitions are provided:

- Main commercial street (SMMC Section 17.08.020). "Main commercial street" means Sierra Madre Boulevard, Baldwin Avenue, and the westerly two-thirds of East Montecito Avenue between Baldwin Avenue and Mountain Trail Avenue.
- Yard, front (SMMC Section 17.08.020). "Front yard" means an area extending across the full width of the lot and lying between the front lot line and a line parallel thereto, and having a distance between them equal to the required front yard depth as prescribed in each zone. Front yards shall be measured by a line at right angles to the front lot line, or by the radial line in the case of a curbed front lot line. When a lot lies partially within a planned street indicated on a precise plan for such a street and where such planned street is of the type that will afford legal access to such lot, the depth of the front yard shall be measured from the contiguous edge of such planned street in a manner prescribed in this definition.

The Planning Commission determined, based on its existing character, that Kersting Court is missing from the definition of "main commercial street" and recommended it be included.

The definition of “front yard” was also examined and the Planning Commission determined that “front lot line” required definition upon finding that one did not exist under SMMC Section 17.08.020. The new definition is proposed as follows:

- Lot line, front. “Front lot line” means a lot line parallel to, and abutting, the right-of-way providing primary access to the property, except in the case of nonstandard lot configurations such as flag lots, irregularly shaped lots, reverse corner lots, or properties where access is provided by easements or private roads. In such nonstandard instances, the front lot line or lines shall be determined by the director, or his/her designee, based on the character of other improvements in the vicinity; however, in no case, may the front lot line fall within any portion of any recorded easement or access corridor.

This definition mirrors the same that is found under SMMC Section 17.20.015, but currently applicable only to the R-1 One-Family Residential Zone. Adding the definition to SMMC Section 17.08.020 will cause it to be applicable to the commercial zone and has the benefit of applicability to other zones. Although other terminology is used in this definition, there were no terms determined to be lacking definition.

A map of the commercial zone was reviewed, and the intersections of main commercial streets were examined to determine the appropriate application of setbacks. Because the Commercial Zoning Ordinance currently requires that new commercial construction and development be set back 10 feet from a side lot line that is adjacent to a street or alley, commercial construction or development upon corner lots situated at the intersection of two main commercial streets would be unable to build up to both lot lines adjacent the main commercial street, thus resulting in inconsistent development patterns where lots adjacent to the corner and fronting either main commercial street may be built up to the front lot line. Understanding that there are only five commercially zoned lots at the intersection of two main commercial streets, the Planning Commission directed staff to prepare an administrative interpretation supporting new commercial construction and development up to both lot lines adjacent main commercial streets on corner lots.

Public safety and doors built up to sidewalks

Also as requested by the City Council, the Planning Commission considered the public’s safety where, because of a zero front yard setback standard along main commercial streets, doors may be built up to a sidewalk. The 2025 California Building Code (“CBC”) requirements sufficiently address public safety. Section 3202.2 of the 2025 CBC states that doors and windows shall not open or project into the public right-of-way. Section 1010.1.2.1 of the 2025 CBC regulates the direction of a door swing based on occupancy group or occupant load. Doors placed at a property line adjacent to a main commercial street that are required to swing in the direction of egress (e.g. outward toward a sidewalk) will conflict with 2025 CBC Section 3202.2 and therefore must be inset or placed to avoid any encroachment of the door opening into the right-of-way, including power-operated sliding doors which must be capable of swinging in the direction of egress in the event of power failure. However, a door placed at property line may be permitted if it solely swings in the direction of ingress (e.g. inward toward the interior of a small cafe), permissible only if the commercial space serves an occupant load of less than 50 persons. An observational study of a real-life example of a zero-setback commercial building is included with this report as [Attachment 3](#).

The Commercial Zoning Ordinance (SMMC Section 17.36.070(A)) can address the placement of a door at property line, but the 2025 CBC addresses issues of public safety that were a concern of the City Council. Therefore, staff’s draft amendment did not include additional front yard setback standards for new commercial construction and development that specifically addresses the placement of doors. The Planning Commission considered a setback standard for doors regardless but determined that doing so would not add value to the character of the downtown commercial core district.

Vision Clearance

Planning Division staff consulted with the City Building Official regarding potential concerns for public safety that might result from a zero front yard setback standard. The City Building Official recommended that the City’s vision clearance standards be reviewed. The Zoning Code contains city-wide development standards under Chapter 17.48. Vision clearance standards are established under Section 17.48.100.

The standard establishes a triangular area formed at the intersection of two edges of roadway and out fifteen feet from the intersecting point and along the edges of roadway. As written, the standard pertains only to the front and street side of corner lots, thus it is assumed that “roadway” is consistent with traffic laws and vehicle codes and does not pertain to a private driveway. Notably, the standard does not contemplate a corner lot that is adjacent to three streets, thus the part of a corner lot which has a rear side and street side adjacent a roadway is not subject to vision clearance standards. To protect driver's safety, there shall be no obstruction above the height of 42 inches within the established triangle. Under Ordinance No. 1501 as proposed, the zero front yard setback standard would apply to commercially zoned lots fronting a main commercial street. Sidewalks within main commercial streets are generally wide, drawing the edges of roadway away from lot lines. Because sidewalks within main commercial streets are wide, the vision clearance triangle established by this standard largely does not lie within a lot. On main commercial streets, there are implemented measures, such as curb extensions (also called bulb-outs) and diagonal street parking, that work to calm the flow of traffic and allow vehicles to smoothly merge into the same direction of traffic from an intersection. Thus, the Planning Commission did not feel it was appropriate to establish a heightened version of vision clearance for commercial development. An illustrative exercise of this standard within the commercial zone is included with this report as [Attachment 4](#).

Public Notice

On August 6, 2026, the Planning Commission received a staff report and discussed the findings related to the history of the 2020 update to the Commercial Zoning Ordinance. Notice of this meeting was provided through the regular agenda notification process by publication on the City's website and made available for public review at City Hall and the Public Library. At this meeting, the Planning Commission requested direction from the City Council.

On September 8, 2026, the City Council received a staff report and discussed the findings related to the history of the 2020 update to the Commercial Zoning Ordinance along with the request for direction from the Planning Commission. Notice of this meeting was provided through the regular agenda notification process by publication on the City's website and made available for public review at City Hall and the Public Library. At this meeting, the City Council directed staff to initiate a municipal code text amendment.

On September 17, 2026, the Planning Commission held a duly noticed public hearing to consider an amendment to the Commercial Zoning Ordinance. In addition to the regular agenda notification process, notice of this hearing was published consistent with the requirements of Government Code Section 65090, including publication of a public hearing notice in the local adjudicated newspaper on August 29, 2026. At this meeting, the Planning Commission considered an amendment prepared by staff and recommended the City Council adopt an ordinance to its effect with modification.

Notice of the October 13, 2026, public hearing for the first reading of Ordinance No. 1501 amending the Commercial Zoning Ordinance was provided through the regular agenda notification process and was published consistent with the requirements of Government Code Section 65090, including publication of a public hearing notice in the local adjudicated newspaper on September 26, 2026.

The second reading and adoption of Ordinance No. 1501 is scheduled on the Consent Calendar of the City Council's agenda for October 27, 2026. Notice of this meeting will be provided through the regular agenda notification process by publication on the City's website and made available for public review at City Hall and the Public Library. If Ordinance No. 1501 is adopted on October 27, 2026, the following will occur:

- Ordinance No. 1501 will become effective 30 days thereafter, or November 26, 2026;
- Notice of the effective date of Ordinance No. 1501 will be published in the local adjudicated newspaper on October 31, 2026;
- A Notice of Exemption from the California Environmental Quality Act (CEQA) will be filed with the Los Angeles County Registrar Recorder/County Clerk's office; and
- A Notice of Exemption from the California Environmental Quality Act (CEQA) will be filed with the State Clearinghouse under the Governor's Office of Land Use and Climate Innovation.

STRATEGIC PLAN RELATIONSHIP

Ordinance No. 1501 supports the City's commitment to foster collaboration between residents and businesses.

ENVIRONMENTAL ANALYSIS

CEQA Project, exempt under: 14 CCR 15061(b)(3)- common sense exemption as it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment because it will provide minor adjustments to existing development standards for commercial development.

FISCAL IMPACT

There is no direct fiscal impact associated with adoption of Ordinance No. 1501.

Approved by:

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

Michael Bruckner
City Manager

Attachments

[Attachment 1: Ordinance No 1501](#)

[Attachment 2: Planning Commission Resolution No 26-13](#)

[Attachment 3: Observation Study of a Zero-Setback Commercial Building](#)

[Attachment 4: Vision Clearance Illustrative Exercise](#)

ORDINANCE NO. 1501

AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING SECTION 17.08.020 (WORDS, TERMS, PHRASES DEFINED) OF CHAPTER 17.08 (DEFINITIONS) AND SUBSECTION A (FRONT YARD) OF SECTION 17.36.070 (YARDS AND BUILDING SETBACKS) OF CHAPTER 17.36 (C COMMERCIAL ZONE) OF TITLE 17 (ZONING) OF THE SIERRA MADRE MUNICIPAL CODE

RECITALS

WHEREAS, the City desires to update the Sierra Madre Municipal Code by replacing Chapter 17.36 ("C Commercial Zone"). The amendments include updating the standards of development for new commercial construction and development relating to front yard setbacks;

WHEREAS, the Planning Commission adopted Resolution 26-13 approving a Municipal Code Text Amendment (MCTA 26-06) at a duly noticed public hearing on September 17, 2026, and recommending that the City Council to adopt an ordinance to its effect; and

WHEREAS, on October 13, 2026, the City Council held a duly noticed public hearing and introduced the first reading of this ordinance.

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 17.08.020 (Words, terms, phrases defined) of Chapter 17.08 (Definitions) of Title 17 (Zoning) 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. Subsection A (Front Yard) of Section 17.36.070 (Yards and building setbacks) of Chapter 17.36 (C Commercial Zone) 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. CEQA. This ordinance, amending Sierra Madre Municipal Code Sections 17.08.020 and 17.36.070, is exempt from California Environmental Quality Act (CEQA) review pursuant to Title 14, § 15061 subdivision (b)(3) and § 15378, subdivision (a) and (b)(5) of the California Code of Regulations as it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment because it will provide minor adjustments to existing development standards for commercial development..

SECTION 5. 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 6. 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 7. Publication. Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

SECTION 8. 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 9. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

PASSED, APPROVED, AND ADOPTED this 27th day of October 2026.

Kristine Lowe, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 13th day of October 2026, and duly adopted at a regular meeting held on the 27th 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

Title 17 - ZONING

Chapter 17.09 - DEFINITIONS

Section 17.36.070 – Words, terms, phrases defined.

"Abut, adjoining or contiguous" means, in reference to real property, two or more lots sharing a common lot line; with reference to two or more objects, the same shall mean in immediate contact with each other.

"Access" means the place, or way, by which pedestrians and/or vehicles shall have safe, adequate and usable ingress and egress to a lot, from a public or private street or alley.

"Accessory" means a building, part of a building or structure or use which is subordinate to, and the use of which is incidental to, that of the main building, structure or use on the same lot. Where the wall of an accessory building has a common wall or a portion of a common wall not less than four feet in length, such accessory building shall be considered as part of the main building.

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

"Accessory use" means a use which is directly related, but clearly subordinate, to a principal use. All accessory uses shall be established and maintained on the same lot as the principal use which they serve, except as expressly otherwise provided herein.

"Adjacent" means two or more objects which are located in close proximity to each other.

"Adult residential facility" is a state licensed residential home for adults eighteen through fifty-nine years of age with mental health care needs who have physical and/or developmental disabilities and require or prefer assistance with care and supervision. An adult residential facility is a subset of a community care facility.

"Adult residential facility for persons with special health care needs" is a state licensed residential home that provides twenty-four-hour services for up to five adults with developmental disabilities who have special health care and intensive support needs and who would otherwise need to reside in an institution. An adult residential facility with special health care needs is a subset of a residential health care facilities (chronically ill).

"Affordable unit" has the same meaning indicated in Section 17.34.020.

"Alley" means a public or private way designated as an alley by the city, other than a street, permanently reserved as a means of secondary vehicular access to adjoining properties.

"Apartment" means the same as "dwelling unit."

"Apartment house" means a multi-family dwelling.

"Assessed value" means the then assessed value of the land, building or structure, as is shown on the current assessment role in effect as of the time of the making of the determination of such assessed value.

"Assessor" means the tax assessor of the county of Los Angeles.

"Assisted living facility" means the same as "residential care facility for the elderly."

"Barber shop" means a place of business for a barber, whose occupation is to cut any type of hair, give shaves and trim beards.

"Basement" is any floor level below the first story in a building, except that a floor level in a building having only one floor level shall be classified as a basement unless such floor level qualifies as a first story as defined herein.

"Beauty shop" means establishments where hairdressing, and services incidental to hairdressing are done, including the sale of beauty supplies and cosmetics.

"Bed and breakfast inn" has the meaning indicated in Section 17.82.030.

"Block" means all properties fronting upon one side of a street between intersecting and intercepting streets, or between a street and a railroad right-of-way, waterway, terminus or dead-end street, or city boundary. An intercepting street shall determine only the boundary of the block on the side of the street which it intercepts.

"Boarding house" means a residence or dwelling, other than a hotel, wherein three or more rooms, with or without individual or group cooking facilities, are rented to individuals under separate rental agreement or lease, either written or oral, whether or not an owner, agent, or rental manager is in residence. Such use is prohibited in all zones excluding licensed group living facilities or similar uses.

"Building" means any structure having a roof supported by columns or by walls and intended for the shelter, housing or enclosure of persons or property of any kind.

"Building, accessory." "Accessory building" means a separate, detached building, housing a permitted accessory use, located on the same lot as the main building or principal use.

"Building height." See "height."

"Building, main." "Main building" means a building in which is conducted one or more principal uses permitted on the lot upon which it is situated.

"Building site" means: (1) the ground area of one lot or (2) the ground area of two or more lots when used in combination for a building or group of buildings, together with all open spaces, as required by this chapter.

"Business day" means a day on which city offices are open for regular business.

"Canopy" means any structure, temporary or permanent, constructed of canvas or other cloth or material on a framework sheltering an area, or forming a sheltered walk to the entrance of a building.

"Carport" means a permanently roofed structure with not more than two enclosed sides, used or intended to be used for automobile shelter and storage.

"Centerline" means the centerline, as determined by the city engineer, of any street, highway or alley.

"Child care center" means a facility with an organized daytime program for the supervision and care of children who are not related to the person operating such facility and where the operator is not required to live on the property.

"Children's day care center" (emotionally disturbed) means a state licensed institution of no more than six beds intended solely for the admission and treatment of minors with mental illness or behavior or emotional disorders. A children's day care center is a subset of a community care facility.

"City" means the city of Sierra Madre.

"City manager" means the city manager of the city.

"Clerk" means the city clerk of the city.

"Club, private." "Private club" means any building or premises used by an association of persons, whether incorporated or unincorporated, organized for some common purpose, but not including a group organized primarily to render a service customarily carried on as a commercial enterprise.

"Code" means the Sierra Madre Municipal Code.

"Commercial use" means the use or advertisement for use of property in the following manner:

1. For any fare, fee, rate, charge or other consideration; or
2. Directly or indirectly in connection with any business; or
3. Any other undertaking intended for profit or gain.

"Commission" means the planning commission of the city.

"Communications equipment buildings" mean buildings housing operating electrical and mechanical equipment utilized in conducting a public utility communications operation.

"Community care facilities" are licensed by the community care licensing division of the state department of social services or similar state programs that provide non-medical residential care to children or adults who are physically disabled and/or mentally impaired who are in need of personal services, supervision, and/or assistance essential for self-protection or sustaining the activities of daily living. Community care facilities are comprised of an adult residential facility, children's day center (emotionally disturbed), group home, and residential school (developmentally disabled).

"Continuing care retirement community" is a state licensed "residential care facility for the elderly" that offers a long-term continuing care contract that provides for housing, residential services, and nursing care, usually in one location, and usually for resident's lifetime. Continuing care retirement community is a subset of a residential care facility for the elderly.

"Converted or conversion" means the repurposing of all or a portion of an existing structure as an accessory dwelling unit entirely within the existing structure building envelope and in accordance with all required residential building and construction standards set forth in the applicable California Building Codes.

"Council" means the city council of the city.

"Director" means director of planning for the city.

"Disabled" as defined in state or federal law.

"Drug and alcohol recovery and rehabilitation facilities" are unlicensed homes, residences, facilities, or premises which provide housing and supportive services for persons recovering from drug and alcohol abuse in a group setting, but do not provide professional medical, psychiatric, psychological, or nursing care for the purpose of curing persons of drug or alcohol addiction. A residential drug and alcohol rehabilitation facility is a type of "sober living home."

"Drug and alcohol treatment facilities" are licensed by the state department of drug and alcohol programs or similar state programs serving six or fewer persons that provide twenty-four-hour residential non-medical services to adults who are recovering from problems related to alcohol and/or drugs and need treatment or detoxification services. Individuals in recovery from drug and alcohol addiction are defined as disabled under the Federal Fair Housing Act.

"Duplex" means the same as "dwelling, two-family."

"Dwelling, multi-family." "Multi-family dwelling" or "multiple family dwelling" means a building designed or used for occupancy, as living quarters, by three or more separate families or persons and containing one dwelling unit per separate family or person.

"Dwelling, single-family." "Single-family dwelling" means a detached building designed or used for occupancy, as living quarters, by one person or one family. "Single-family dwelling" shall also include a manufactured home or a modular home as a type of dwelling unit.

"Dwelling, two-family." "Two-family dwelling" means a building designed or used for occupancy, as living quarters, by two separate families or persons and containing two dwelling units.

"Dwelling unit" means one or more rooms in a building designed and intended to be used as living quarters by one person or one family.

"Educational institution" means any public, private or parochial; elementary, junior high, high school, university, or other school giving general academic instruction in several branches of learning.

"Efficiency kitchen" means a cooking facility and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

"Emergency shelter" means any building used by a nonprofit organization to provide emergency housing and meals on a temporary basis (six months or less) to stranded, evicted, transient, or otherwise dislocated and homeless persons until a satisfactory solution to their immediate problem is found.

"Engineer" means the city engineer of the city.

"Explosives" mean any explosive substance, as defined in Section 12000 of the Health and Safety Code of the state of California.

"Facilities for pre-parole adjustment/rehabilitation" mean any building where a program is conducted to prepare prisoners for return to the community in which they live and assist them in developing emotionally stable and economically productive lives.

"Family" means a "housekeeping unit."

"Family daycare home" is a licensed facility that regularly provides care, protection, and supervision for fourteen or fewer children, for periods of less than twenty-four hours per day, while the parents or guardians are away. A family daycare home includes a detached single-family dwelling, a townhouse, a dwelling unit within a dwelling, or a dwelling within a covered multifamily dwelling in which the underlying zoning allows for residential use. A family daycare home is where the licensee resides, and includes a dwelling or dwelling unit that is rented, leased, or owned. Family daycare homes are comprised of a small family daycare home, under Health and Safety Code section 1597.44, and a large family daycare home, under Health and Safety Code Section 1597.465.

"First story" means the lowest story in a building which qualifies as a story, as defined herein, except that a floor level in a building having only one floor level shall be classified as a first story, provided such floor level is not more than four feet below preexisting natural grade, as defined herein, for more than fifty percent of the total perimeter, or not more than eight feet below grade, as defined herein, at any point.

"Floor area" means the sum of the horizontal areas of floors of buildings measured from the exterior face of exterior walls.

"Floor area, net." "Net floor area" means the total horizontal floor area of all the floors of a building included within the surrounding walls, exclusive of vents, shafts, courts, elevators, stairways and similar facilities.

"Fraternity" means the same as "club, private."

"Frontage, street." "Street frontage" means the length of a lot line of a lot which abuts a street.

"Garage" means any building, with three enclosed sides, provided with a closeable access door or doors, which is used or intended to be used for automobile shelter or storage.

"Gender." When consistent with context, words in the masculine gender include the feminine and neuter genders.

"Grade." Whenever the term "grade" is used alone, it shall refer to the most restrictive condition.

"Grade, finished" means the final grade of the site which conforms to the approved plan.

"Grade, natural" means prior to deposit of earth material placed by artificial means and/or prior to the mechanical removal of earth material.

"Grade, preexisting" means an established grade that exists on a site for which a legal grading or building permit was in effect for ten years prior to a request for a building, demolition or grading permit.

"Gradient" means the rate of vertical change of a ground surface expressed as a percentage figure and determined by dividing the vertical distance by the horizontal distance.

"Group home" means a state licensed facility that provides twenty-four-hour non-medical care and supervision in a structured environment to troubled youths who exhibit social, psychological, and behavioral problems and is a subset of a community care facility.

"Group living facilities" means any home, residence, facility, or premises which provides temporary, interim, or permanent housing for persons with mental, physical and/or developmental disabilities (as defined in state or federal law) in a group setting.

"Guest house" means living quarters located within an accessory building, designed and utilized for the sole use of persons employed on the lot, or for temporary use by guests of the occupants of the dwelling located upon such lot. Guest houses shall have no kitchen facilities and shall not be rented or otherwise used as a separate dwelling unit.

"Height" of building is the vertical distance above a reference datum measured to the highest point of the roof structure. The reference datum shall be selected by either of the following, whichever yields a greater height of building:

1. The lowest elevation of adjoining finished grade within a five-foot horizontal distance of the exterior wall of the building;
2. The lowest elevation of adjoining preexisting natural grade within a five-foot horizontal distance of the exterior wall of the building.

The height of a stepped or terraced building is the maximum height of any segment of the building.

"Highway" means the same as "street."

"Home occupations" mean any ongoing or repetitive business or professional use, activity or utilization of residentially zoned and improved property, by the inhabitants of said property, which is incidental and accessory to the primary residential use and does

not generate an adverse impact to the surrounding neighborhood, pursuant to the provisions of Chapter 17.85 of this title.

"Hospital, general" means an institution staffed and equipped to provide the various types of intensified hospital care, including, but not limited to, short-term care in acute medical, surgical and obstetrical services.

"Hotel" means any building or portion of any building with access provided through a common entrance, lobby or hallway, to one or more guest rooms, which are designed and intended to be used or are used, rented or hired out as temporary or overnight accommodations for guests.

"Household pets" means, and are limited to, the following pets, maintained principally within a dwelling unit:

1. Domesticated cats;
2. Domesticated dogs;
3. Fish, without limit on number; and
4. Any bird which is:
 - a. Customarily kept in residence with man; and
 - b. Kept, at all times, within a dwelling unit; specifically, "bird" shall not include, among others, for the purpose of these regulations, chickens, hens, roosters, geese or ducks.

"Housekeeping unit" means a single, integrated home-style of living together and sharing of space in a nonexclusive, noncompartmentalized lifestyle with one kitchen, one set of utilities, and one mailing address and with one front door for all persons residing at that location.

"Junior accessory dwelling unit" means a unit that is contained entirely within the walls of a proposed or existing single-family residence which provides living facilities for one or more persons. Junior accessory dwelling units are limited to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.

"Kennel" means a place where four or more adult dogs and/or cats are kept, whether by the owner of such dogs and cats or by other persons, providing facilities and care, whether or not for compensation. An "adult" dog or cat, for the purpose of these regulations, is one that has reached the age of four months.

"Kitchen" means any room or space within a building designed and intended to be used for the cooking or the preparation of food.

"Landscaping" means the planting and maintenance of natural and/or artificial trees, shrubs, vines, ground covers, flowers and lawns. In addition, the same may include natural features such as rock and stone; and structural features, including but not limited to, fountains, reflecting pools, art works, screens, walls, fences and benches; "landscaped area" means an area upon which landscaping is required by these regulations to be continuously maintained.

"Livestock" means a use involving the grazing, care and maintenance of cattle and/or horses for commercial or noncommercial purposes.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

"Long-term care facility (mental disorders)" means a state licensed facility of seven-patient capacity or more intended primarily for the admission of chronic mentally ill or mentally disordered or other incompetent persons who are provided medical care, nursing services and intensive supervision.

A long-term care facility (mental disorders) is a subset of residential health care facilities (chronically ill).

"Lot" or "parcel of land" means:

1. A parcel of real property which is shown as a single lot in a lawfully recorded subdivision, approved pursuant to the provisions of the Subdivision Map Act; or
2. A parcel of real property, the dimensions and boundaries of which are defined as a single lot by a lawfully recorded record of survey map; or
3. A parcel of real property shown on a parcel map as a single lot, lawfully recorded pursuant to the provisions of the Subdivision Map Act; or
4. Any parcel of real property otherwise lawfully created and dimensioned prior to October 1, 1955; or
5. Two or more lots which are combined by an appropriate recorded written instrument, or two or more lots which are combined by a common usage, shall be deemed, for all purposes, a single lot.

"Lot area" means the total horizontal area within the boundary lines of a lot or parcel; provided, however, that the following shall be excluded from the computation thereof:

1. Any portion of said lot or parcel which serves as an access easement to any other lot or building site; or
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

For the purpose of determining area in the case of an irregular, triangular or gore-shaped lot, a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the line representing the lot depth of such lot shall be used as the rear lot line.

"Lot area, interior." "Interior lot area" means the total lot area minus: (1) the sum of the ground floor area of all buildings located thereon, and (2) any area used for perimeter landscaping.

"Lot, corner." "Corner lot" means a lot situated at the intersection of two or more streets, which streets have an angle of intersection of not more than one hundred thirty-five degrees.

"Lot depth" means the horizontal length of a straight line drawn from the midpoint of the front lot line and at right angles to such line connecting with a line intersecting the midpoint of the rear lot line and parallel to the front lot line. In the case of a lot having a curved front line, the front lot line, for purposes of this section, shall be deemed to be a line tangent to the curve and parallel to a straight line connecting the points of intersection of the side lot lines of the lot with the front lot line.

"Lot, interior." "Interior lot" means a lot, other than a corner or reversed corner, or through lot.

"Lot, key." "Key lot" means a lot which has a side lot line which is a common lot line with the rear lot line of a reversed corner lot.

"Lot line, front." "Front lot line" means a lot line parallel to, and abutting, the right-of-way providing primary access to the property, except in the case of nonstandard lot configurations such as flag lots, irregularly shaped lots, reverse corner lots, or properties where access is provided by easements or private roads. In such nonstandard instances, the front lot line or lines shall be determined by the director, or his/her designee, based on the character of other improvements in the vicinity; however, in no case, may the front lot line fall within any portion of any recorded easement or access corridor.

"Lot line, rear." "Rear lot line" means a lot line which is opposite and most distant from the front lot line. For the purpose of establishing the rear lot line of a triangular or trapezoidal lot, or of a lot the rear line of which is formed by two or more lines, the following shall apply:

1. For a triangular or gore-shaped lot a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the lot depth line shall be used as the rear lot line; and
2. In the case of a trapezoidal lot, the rear line of which is not parallel to the front lot line, the rear lot line shall be deemed to be a line at right angles to the lot depth line and drawn through a point bisecting the recorded rear lot line; and
3. In the case of a pentagonal lot the rear boundary of which includes an angle formed by two lines, such angle shall be employed for determining the rear lot line in the same manner as prescribed for a triangular lot.

In no case shall the application of the above be interpreted as permitting a main building to locate closer than five feet to any property line.

"Lot line, side." "Side lot line" means any lot line which is not a front or rear lot line.

"Lot, reversed corner." "Reversed corner lot" means a corner lot, the side lot line of which is substantially a continuation of the front line of a lot which adjoins the rear lot line of said corner lot.

"Lot, through." "Through lot" means a lot having frontage on two approximately parallel streets.

"Lot width" means the horizontal distance between the side lot lines measured at right angles to the lot depth line at a point midway between the front and rear lot lines.

Average width shall be the average of the length of line drawn parallel to the "lot width line" extending toward the front and rear lot lines at ten-foot intervals, but excluding from such determination any prolonged portions of the lot used exclusively for access to a public street or for a driveway.

In computing lot width or average width, the following shall be excluded:

1. Any portion of said width which serves as an access easement to any other lot or building site; and
2. Any portion of said width which serves as an improved surface flood control project under the jurisdiction of any public agency.

"Main commercial street" means Sierra Madre Boulevard, Baldwin Avenue, Kersting Court, and the westerly two-thirds of East Montecito Avenue between Baldwin Avenue and Mountain Trail Avenue.

"Map" means the zoning map of the city.

"Manufactured home" means the same as "modular home."

"Manufacturing" means the creation of a product from raw materials.

"May" is permissive.

"Medical and/or dental clinic" means any facility providing health service, or medical, surgical or dental care of the sick or injured, but shall not include inpatient or overnight accommodations. "Medical clinic" includes health center, health clinic, doctors' and dentists' offices.

"Mobile home" means a mobile home defined as such in the Mobile Home Park Law (Health and Safety Code, Section 18000 et seq.).

"Mobile home park" means any lot where mobile homes and/or sites are rented or leased or offered for rent or lease.

"Mobile home site" means that portion of a mobile home park designated for use or occupancy of one mobile home and including all appurtenant facilities thereon.

"Modular home" means factory constructed, single-family one-story detached dwellings, certified under the National Manufactured Housing Construction and Safety Standards Act of 1974, with approved sticker attached, and placed on full, approved foundation systems and permanently anchored thereto.

"Motel" means one or more buildings containing rooms, each having a separate entrance leading directly from the outside of the buildings or from an inner court, which rooms are designed for rental for temporary or overnight accommodations for guests, and are offered primarily to automobile tourists or transients by signs or other advertising media. "Motel" includes auto courts, motor lodges and tourist courts.

"Nonconforming building or structure" means a building or structure, or portion thereof, which was lawfully altered or constructed in accordance with the then existing zoning regulations of the city, but which did not comply with subsequently adopted zoning regulations, or which does not conform to these regulations.

"Nonconforming use" means the utilization of any lot, building, buildings or structures, or any combination thereof, which use, when established, conformed to the then existing zoning regulations, but which did not comply with subsequently adopted zoning regulations, or which does not conform to these regulations.

"Notice." Whenever written notice is required to be given by personal service thereof upon the person or persons to be notified, or by United States mail, postage prepaid, addressed to such person or persons at his last known address; such notice shall be conclusively deemed to have been given as of the time of personal service, or as of the time the same is deposited in the course of postal transmission.

"Nursery (developmentally disabled)" means a state-licensed facility intended primarily for the admission of nonambulatory intellectually disabled patients, who are provided nursing services primarily in crib accommodations serving six or fewer persons. Nursery (developmentally disabled) is a subset of residential health care facilities (chronically ill).

"Nursery school" means the same as "child care center."

"Open space" means an area other than a required yard area, driveway or off-street parking facility, which has no building or structure located therein, except for those used exclusively for recreational purposes. To meet the requirement of open space such area, referred to as usable open space, shall meet the following:

If the same is located upon the ground, or upon the roof of a subterranean garage, such contiguous area shall not be less than five hundred square feet in area; and

If the roof of such subterranean garage is utilized for such open space all such roof areas may be utilized for such open space provided that the same is not in excess of two feet above the grade of the lot immediately adjacent thereto; and

That where such open space is located on any roof area, other than a subterranean garage, not to exceed twenty-five percent of such roof area may be utilized to meet the open space requirement.

"Parking space, off-street." "Off-street parking space" means a readily accessible area on a lot, not including driveways, ramps, loading or work areas, maintained exclusively for the parking of one automobile.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

"Perimeter landscaping" means any landscaping required by the provisions of this code which is adjacent to, and runs substantially parallel with, any property line of the lot for which such landscaping is required.

"Person" means any individual, firm, copartnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, business trust, receiver, syndicate, district, public agency, public utility, or any group or combination acting as a unit; "person" shall not include the city.

"Plural." When consistent with the context, words in plural include the singular.

"Preschool child care center" is a licensed facility that serves children ages two to four.

"Primary use" or "principal use" means the main purpose for which a lot is developed and occupied, including the activities that are conducted on the lot a majority of the hours during which activities occur.

"Prime storefront area" means that portion of a building located on the first floor, from the property line facing a main commercial street back to a depth of fifty feet.

"Processing" means, when used in reference to a commercial or industrial use, one or more acts or operations which have the effect of changing the form of a product or material, so as to render the same more salable or usable.

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

"Recorder" means the county recorder of the county of Los Angeles.

"Regulations" means the provisions of this title.

"Residential care for the chronically ill" is a facility that provides care and supervision to adults who have terminal illness and is a subset of residential health care facilities (chronically ill).

"Residential care facility for the elderly" means a licensed housing arrangement chosen voluntarily by persons sixty years of age or over, or their authorized representative, where varying levels and intensities of care and supervision, protective supervision, personal care, or health-related services are provided, based upon their varying needs, as determined in order to be admitted and to remain in the facility. Persons under sixty years of age with compatible needs may be allowed to be admitted or retained in a residential care facility for the elderly as specified in Section 1569.316 of the Health and Safety Code. Residential care facilities for the elderly are comprised of assisted living facilities, and continuing care retirement communities. Facilities serving six or fewer persons are allowed in residential zones.

"Residential health care facilities (chronically ill)" are licensed by the state department health services and state department of mental health serving six or fewer persons. These include congregate living health facilities, which provide in-patient care who may be terminally ill, ventilator dependent, or catastrophically and severely disabled, and intermediate care facilities for persons who need intermittent nursing care. Residential health care facilities (chronically ill) are comprised of adult residential facilities for persons with special health care needs, long-term care facility (mental disorders), nursery (developmentally disabled), and residential care for the chronically ill.

"Residential school (developmentally disabled)" means a state-licensed facility intended primarily for the admission, care, and treatment of educable and trainable developmentally disabled patients. The facility shall provide an educational program on

the premises as one of its services. Residential school is a subset of a community care facility.

"School aged child care facility" is a state licensed facility that serves children ages five to seventeen.

"Secretary" means the secretary of the commission. The responsibilities of the commission's secretary will be performed by city staff when the secretary position is vacant.

"Service station" is a retail place of business engaged primarily in the sale of motor fuels, but also engaged in supplying goods and services generally required in the operation and maintenance of motor vehicles. Such goods and services include sale of petroleum products; sale and servicing of tires, batteries and automotive accessories; washing and lubrication services; the performance of minor automotive maintenance and repair; and the supplying of other incidental customer services and products. Major automotive repairs, painting, body and fender work, and automobile or truck rental or storage shall not be deemed permitted as a part of such service station usage.

"Shall" is mandatory.

"Short-term rental" refers to a rental whereby a residence or a portion of a residence is rented to a tenant for a period of thirty days or less.

"Singular." When consistent with the context, words in the singular number shall include the plural.

"Sorority" means the same as "club, private."

"State" means the state of California.

"Story" means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused underfloor space is more than six feet above pre-existing or natural grade as defined herein for more than fifty percent of the total perimeter or is more than twelve feet above grade as defined herein at any point, such useable or unusable underfloor space shall be considered as a story.

"Street" means a public or private way permanently reserved as a primary means of vehicular access to adjoining property; "street" shall not include an "alley."

"Street frontage." See "frontage, street."

"Structural alterations" means any change in the supporting members of a building such as foundation, bearing walls, columns, beams, floor or roof joints, girders or rafters, or changes in roof or exterior lines.

"Structure" means anything constructed or erected which requires location on the ground or attached to something having a location on the ground.

Except: Fences or walls less than three feet in height located in any required yard area, provided the same are not adjacent to any property line and do not interfere with,

divert, block or channel surface water run-off. All fences and walls (regardless of height) adjacent to property lines and those which interfere with, divert, block or channel surface water run-off. All fences and walls (regardless of height) adjacent to property lines and those which interfere with, divert, block or channel surface water run-off shall not be excepted.

"Supportive housing" means housing with no limit on length of stay that is occupied by the target population as defined in Government Code Section 65582(i), and that is linked to on-site or off-site services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live, and when possible, work in the community.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

"Tenses." When consistent with the context, words used in the present tense include the past and future tenses and words in the future tense include the present tense.

"Tent" means any structure, temporary or permanent, constructed of canvas or other cloth or material attached to, and encloses, a framework that is intended to provide shelter to an area.

"Trailer, automobile." "Automobile trailer" means a vehicle without motor power, designed to be drawn by a motor vehicle and to be used for human habitation or for carrying persons and property, including a trailer coach and any self-propelled vehicle having a body designed for the same uses as an automobile trailer without motor power.

"Trailer park," "trailer court" and "public camp." Any or all of them shall mean any area or tract of land used or designed to accommodate one or more automobile trailers or one or more camp parties, including tents or other camping outfits and including trailer camps as defined by state law.

"Transfer station" means an area, including any necessary building or structures, for the temporary storage and the salvage of rubbish, garbage or industrial waste.

"Target population" is defined as adults with low incomes having one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health problems; and persons eligible for services under the Lanterman Development Disabilities Act, which provides services to persons with developmental disabilities that originate before the person turned eighteen.

"Transitional housing" means rental housing provided to facilitate the movement of homeless individuals or families to conventional housing. Transitional housing may take the form of single-family or multi-family units, and may include supportive services, as defined in Government Code Section 65582(h), operated under program requirements to allow individuals or families to gain necessary life skills in support of independent living. This type of housing may be occupied by a program recipient for a minimum of six months up to a maximum of two years, at which time it may be recirculated to another eligible program recipient.

"Triplex" means the same as "dwelling, three-family."

"Use" means the utilization of a lot, building, structure or any combination thereof.

"Writing" includes any form of message recorder in English and capable of visual comprehension.

"Yard" means an open space, other than a court bounded on three or more sides by the exterior walls of a building, on a lot unoccupied and unobstructed from the ground upward, except as otherwise provided in this chapter. Wherever in this chapter required yards are prescribed, the same shall be established from the boundary line of such lot or parcel; provided, that the following shall be excluded, and the boundary line shall be deemed to be the interior line of:

1. Any portion of said lot or parcel which serves as an access easement to any other lot or building site;
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

"Yard, front." "Front yard" means an area extending across the full width of the lot and lying between the front lot line and a line parallel thereto, and having a distance between them equal to the required front yard depth as prescribed in each zone. Front yards shall be measured by a line at right angles to the front lot line, or by the radial line in the case of a curbed front lot line. When a lot lies partially within a planned street indicated on a precise plan for such a street and where such planned street is of the type that will afford legal access to such lot, the depth of the front yard shall be measured from the contiguous edge of such planned street in a manner prescribed in this definition.

"Yard, rear." "Rear yard" means a yard extending across the full width of a lot, immediately adjacent to the rear lot line thereof. The depth of a required rear yard shall be the specified horizontal distance measured between the rear lot line and a line parallel thereto on the lot.

"Yard, rear line of required front." "Rear line of required front yard" means a line parallel to the front lot line and at a distance therefrom equal to the depth of the required front yard, and extending across the full width of the lot.

"Yard, required setback." For purposes of the restriction of any structure exceeding forty-two inches in height, the term "setback" includes any required yard, front, side or back.

"Yard, side." "Side yard" means a yard between the main building and the side lot lines extending from the rear line of the required front yard, or the front lot line where no front yard is required, to the beginning of the required rear yard line, and at right angles to the nearest point of a side lot line towards the nearest part of a main building.

"Zoning map" or "map" means the official zoning map of the city.

Exhibit 2

Title 17 - ZONING

Chapter 17.36 - C COMMERCIAL ZONE

Section 17.36.070 - Yards and building setbacks.

- A. Front Yard. ~~There shall be a front yard having a minimum depth of five feet extending across the full width of the lot. No front yard shall be required adjacent to a main commercial street.~~ Elsewhere, non-residential uses shall have a minimum front yard depth of five feet and residential uses shall have a minimum front yard depth of fifteen feet. Although not required, varied building setbacks to allow for outdoor dining and sales uses, landscaping, and/or decorative paving are encouraged on long street frontages.
- B. Side Yard. Side yards adjacent to a street or alley shall be not less than ten feet in width.
- C. Rear Yard. There shall be a rear yard of not less than fifteen feet in width; however, a maximum of ten feet of said rear yard may be used for off-street parking.
- D. Yards Adjacent to Residential Zones. If either the side or rear yards are adjacent to any residential zone or use, a minimum of ten feet of the required yards shall be landscaped with specimen plants and trees (minimum fifteen gallon stock) to create a solid plant screen as represented on a landscaping plan approved by the director.

PLANNING COMMISSION RESOLUTION NO. 26-13

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPROVING A MUNICIPAL CODE TEXT AMENDMENT (MCTA 26-06) AMENDING SECTION 17.08.020 (WORDS, TERMS, PHRASES DEFINED) OF CHAPTER 17.08 (DEFINITIONS) AND SECTION 17.36.070 (YARDS AND BUILDING SETBACKS) OF CHAPTER 17.36 (C COMMERCIAL ZONE) OF TITLE 17 (ZONING) OF THE SIERRA MADRE MUNICIPAL CODE

RECITALS

WHEREAS, the City desires to update the Sierra Madre Municipal Code by replacing Chapter 17.36 (“C Commercial Zone”). The amendments include updating the standards of development for new commercial construction and development relating to front yard setbacks;

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

WHEREAS, the Planning Commission held a duly noticed public hearing on September 17, 2026, to consider Municipal Code Text Amendment (MCTA 26-06) and a recommendation for the City Council to adopt an ordinance.

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

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

SECTION 2. Municipal Code Text Amendment. The Planning Commission recommends that the City Council adopt an ordinance amending Section 17.08.020 (Words, Terms, Phrases Defined) of Chapter 17.08 (Definitions) of Title 17 (Zoning) of the Sierra Madre Municipal Code as noted in Exhibit 1, with additions denoted by underlined text and deletions denoted by struck through text.

SECTION 3. Municipal Code Text Amendment. The Planning Commission recommends that the City Council adopt an ordinance amending Section 17.36.070 (Yards and building setbacks) of Chapter 17.36 (C Commercial Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code consistent with the Planning Commission’s prior recommendation, pursuant to Resolution 20-11, as noted in Exhibit 2, with additions denoted by underlined text and deletions denoted by struck through text.

SECTION 4. Consistency with the General Plan. The Municipal Code Text Amendment (MCTA 26-06) is consistent with the Goals and Objectives of the General Plan in that it would ensure orderly development of commercial uses where they currently exist so that they are compatible with and complement adjacent land uses. The text amendment is consistent with a General Plan objective that the commercial areas provide for a mix of uses which accomplishes a healthy balance of local service and visitor attraction while maximizing the City's revenues from property and sales tax. Further, the text amendment is consistent with the General Plan policies to accommodate the diversity of commercial uses intended to meet the needs of local residents, and to accommodate uses intended to attract visitors.

SECTION 5. CEQA. This amendment to the Commercial Zoning Ordinance is exempt from California Environmental Quality Act (CEQA) review pursuant to Title 14, § 15061 subdivision (b)(3) and § 15378, subdivision (a) and (b)(5) of the California Code of Regulations as it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment because it will provide minor adjustments to existing development standards for commercial development.

SECTION 6. 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 7. Certification. The Director of Planning and Community Preservation shall attest to the passage, approval, and adoption of this Resolution by the Planning Commission and shall cause the same to be listed in the records of the City.

SECTION 8. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 17th day of September 2026 by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None



Thomas Denison, Chair



Clare Lin, Director
Planning & Community Preservation
Department

Approved as to form:



Aleks Giragosian, City Attorney

Exhibit 1

Title 17 - ZONING

Chapter 17.09 - DEFINITIONS

Section 17.36.070 – Words, terms, phrases defined.

"Abut, adjoining or contiguous" means, in reference to real property, two or more lots sharing a common lot line; with reference to two or more objects, the same shall mean in immediate contact with each other.

"Access" means the place, or way, by which pedestrians and/or vehicles shall have safe, adequate and usable ingress and egress to a lot, from a public or private street or alley.

"Accessory" means a building, part of a building or structure or use which is subordinate to, and the use of which is incidental to, that of the main building, structure or use on the same lot. Where the wall of an accessory building has a common wall or a portion of a common wall not less than four feet in length, such accessory building shall be considered as part of the main building.

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

"Accessory use" means a use which is directly related, but clearly subordinate, to a principal use. All accessory uses shall be established and maintained on the same lot as the principal use which they serve, except as expressly otherwise provided herein.

"Adjacent" means two or more objects which are located in close proximity to each other.

"Adult residential facility" is a state licensed residential home for adults eighteen through fifty-nine years of age with mental health care needs who have physical and/or developmental disabilities and require or prefer assistance with care and supervision. An adult residential facility is a subset of a community care facility.

"Adult residential facility for persons with special health care needs" is a state licensed residential home that provides twenty-four-hour services for up to five adults with developmental disabilities who have special health care and intensive support needs and who would otherwise need to reside in an institution. An adult residential facility with special health care needs is a subset of a residential health care facilities (chronically ill).

"Affordable unit" has the same meaning indicated in Section 17.34.020.

"Alley" means a public or private way designated as an alley by the city, other than a street, permanently reserved as a means of secondary vehicular access to adjoining properties.

"Apartment" means the same as "dwelling unit."

"Apartment house" means a multi-family dwelling.

"Assessed value" means the then assessed value of the land, building or structure, as is shown on the current assessment role in effect as of the time of the making of the determination of such assessed value.

"Assessor" means the tax assessor of the county of Los Angeles.

"Assisted living facility" means the same as "residential care facility for the elderly."

"Barber shop" means a place of business for a barber, whose occupation is to cut any type of hair, give shaves and trim beards.

"Basement" is any floor level below the first story in a building, except that a floor level in a building having only one floor level shall be classified as a basement unless such floor level qualifies as a first story as defined herein.

"Beauty shop" means establishments where hairdressing, and services incidental to hairdressing are done, including the sale of beauty supplies and cosmetics.

"Bed and breakfast inn" has the meaning indicated in Section 17.82.030.

"Block" means all properties fronting upon one side of a street between intersecting and intercepting streets, or between a street and a railroad right-of-way, waterway, terminus or dead-end street, or city boundary. An intercepting street shall determine only the boundary of the block on the side of the street which it intercepts.

"Boarding house" means a residence or dwelling, other than a hotel, wherein three or more rooms, with or without individual or group cooking facilities, are rented to individuals under separate rental agreement or lease, either written or oral, whether or not an owner, agent, or rental manager is in residence. Such use is prohibited in all zones excluding licensed group living facilities or similar uses.

"Building" means any structure having a roof supported by columns or by walls and intended for the shelter, housing or enclosure of persons or property of any kind.

"Building, accessory." "Accessory building" means a separate, detached building, housing a permitted accessory use, located on the same lot as the main building or principal use.

"Building height." See "height."

"Building, main." "Main building" means a building in which is conducted one or more principal uses permitted on the lot upon which it is situated.

"Building site" means: (1) the ground area of one lot or (2) the ground area of two or more lots when used in combination for a building or group of buildings, together with all open spaces, as required by this chapter.

"Business day" means a day on which city offices are open for regular business.

"Canopy" means any structure, temporary or permanent, constructed of canvas or other cloth or material on a framework sheltering an area, or forming a sheltered walk to the entrance of a building.

"Carport" means a permanently roofed structure with not more than two enclosed sides, used or intended to be used for automobile shelter and storage.

"Centerline" means the centerline, as determined by the city engineer, of any street, highway or alley.

"Child care center" means a facility with an organized daytime program for the supervision and care of children who are not related to the person operating such facility and where the operator is not required to live on the property.

"Children's day care center" (emotionally disturbed) means a state licensed institution of no more than six beds intended solely for the admission and treatment of minors with mental illness or behavior or emotional disorders. A children's day care center is a subset of a community care facility.

"City" means the city of Sierra Madre.

"City manager" means the city manager of the city.

"Clerk" means the city clerk of the city.

"Club, private." "Private club" means any building or premises used by an association of persons, whether incorporated or unincorporated, organized for some common purpose, but not including a group organized primarily to render a service customarily carried on as a commercial enterprise.

"Code" means the Sierra Madre Municipal Code.

"Commercial use" means the use or advertisement for use of property in the following manner:

1. For any fare, fee, rate, charge or other consideration; or
2. Directly or indirectly in connection with any business; or
3. Any other undertaking intended for profit or gain.

"Commission" means the planning commission of the city.

"Communications equipment buildings" mean buildings housing operating electrical and mechanical equipment utilized in conducting a public utility communications operation.

"Community care facilities" are licensed by the community care licensing division of the state department of social services or similar state programs that provide non-medical residential care to children or adults who are physically disabled and/or mentally impaired who are in need of personal services, supervision, and/or assistance essential for self-protection or sustaining the activities of daily living. Community care facilities are comprised of an adult residential facility, children's day center (emotionally disturbed), group home, and residential school (developmentally disabled).

"Continuing care retirement community" is a state licensed "residential care facility for the elderly" that offers a long-term continuing care contract that provides for housing, residential services, and nursing care, usually in one location, and usually for resident's lifetime. Continuing care retirement community is a subset of a residential care facility for the elderly.

"Converted or conversion" means the repurposing of all or a portion of an existing structure as an accessory dwelling unit entirely within the existing structure building envelope and in accordance with all required residential building and construction standards set forth in the applicable California Building Codes.

"Council" means the city council of the city.

"Director" means director of planning for the city.

"Disabled" as defined in state or federal law.

"Drug and alcohol recovery and rehabilitation facilities" are unlicensed homes, residences, facilities, or premises which provide housing and supportive services for persons recovering from drug and alcohol abuse in a group setting, but do not provide professional medical, psychiatric, psychological, or nursing care for the purpose of curing persons of drug or alcohol addiction. A residential drug and alcohol rehabilitation facility is a type of "sober living home."

"Drug and alcohol treatment facilities" are licensed by the state department of drug and alcohol programs or similar state programs serving six or fewer persons that provide twenty-four-hour residential non-medical services to adults who are recovering from problems related to alcohol and/or drugs and need treatment or detoxification services. Individuals in recovery from drug and alcohol addiction are defined as disabled under the Federal Fair Housing Act.

"Duplex" means the same as "dwelling, two-family."

"Dwelling, multi-family." "Multi-family dwelling" or "multiple family dwelling" means a building designed or used for occupancy, as living quarters, by three or more separate families or persons and containing one dwelling unit per separate family or person.

"Dwelling, single-family." "Single-family dwelling" means a detached building designed or used for occupancy, as living quarters, by one person or one family. "Single-family dwelling" shall also include a manufactured home or a modular home as a type of dwelling unit.

"Dwelling, two-family." "Two-family dwelling" means a building designed or used for occupancy, as living quarters, by two separate families or persons and containing two dwelling units.

"Dwelling unit" means one or more rooms in a building designed and intended to be used as living quarters by one person or one family.

"Educational institution" means any public, private or parochial; elementary, junior high, high school, university, or other school giving general academic instruction in several branches of learning.

"Efficiency kitchen" means a cooking facility and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

"Emergency shelter" means any building used by a nonprofit organization to provide emergency housing and meals on a temporary basis (six months or less) to stranded, evicted, transient, or otherwise dislocated and homeless persons until a satisfactory solution to their immediate problem is found.

"Engineer" means the city engineer of the city.

"Explosives" mean any explosive substance, as defined in Section 12000 of the Health and Safety Code of the state of California.

"Facilities for pre-parole adjustment/rehabilitation" mean any building where a program is conducted to prepare prisoners for return to the community in which they live and assist them in developing emotionally stable and economically productive lives.

"Family" means a "housekeeping unit."

"Family daycare home" is a licensed facility that regularly provides care, protection, and supervision for fourteen or fewer children, for periods of less than twenty-four hours per day, while the parents or guardians are away. A family daycare home includes a detached single-family dwelling, a townhouse, a dwelling unit within a dwelling, or a dwelling within a covered multifamily dwelling in which the underlying zoning allows for residential use. A family daycare home is where the licensee resides, and includes a dwelling or dwelling unit that is rented, leased, or owned. Family daycare homes are comprised of a small family daycare home, under Health and Safety Code section 1597.44, and a large family daycare home, under Health and Safety Code Section 1597.465.

"First story" means the lowest story in a building which qualifies as a story, as defined herein, except that a floor level in a building having only one floor level shall be classified as a first story, provided such floor level is not more than four feet below preexisting natural grade, as defined herein, for more than fifty percent of the total perimeter, or not more than eight feet below grade, as defined herein, at any point.

"Floor area" means the sum of the horizontal areas of floors of buildings measured from the exterior face of exterior walls.

"Floor area, net." "Net floor area" means the total horizontal floor area of all the floors of a building included within the surrounding walls, exclusive of vents, shafts, courts, elevators, stairways and similar facilities.

"Fraternity" means the same as "club, private."

"Frontage, street." "Street frontage" means the length of a lot line of a lot which abuts a street.

"Garage" means any building, with three enclosed sides, provided with a closeable access door or doors, which is used or intended to be used for automobile shelter or storage.

"Gender." When consistent with context, words in the masculine gender include the feminine and neuter genders.

"Grade." Whenever the term "grade" is used alone, it shall refer to the most restrictive condition.

"Grade, finished" means the final grade of the site which conforms to the approved plan.

"Grade, natural" means prior to deposit of earth material placed by artificial means and/or prior to the mechanical removal of earth material.

"Grade, preexisting" means an established grade that exists on a site for which a legal grading or building permit was in effect for ten years prior to a request for a building, demolition or grading permit.

"Gradient" means the rate of vertical change of a ground surface expressed as a percentage figure and determined by dividing the vertical distance by the horizontal distance.

"Group home" means a state licensed facility that provides twenty-four-hour non-medical care and supervision in a structured environment to troubled youths who exhibit social, psychological, and behavioral problems and is a subset of a community care facility.

"Group living facilities" means any home, residence, facility, or premises which provides temporary, interim, or permanent housing for persons with mental, physical and/or developmental disabilities (as defined in state or federal law) in a group setting.

"Guest house" means living quarters located within an accessory building, designed and utilized for the sole use of persons employed on the lot, or for temporary use by guests of the occupants of the dwelling located upon such lot. Guest houses shall have no kitchen facilities and shall not be rented or otherwise used as a separate dwelling unit.

"Height" of building is the vertical distance above a reference datum measured to the highest point of the roof structure. The reference datum shall be selected by either of the following, whichever yields a greater height of building:

1. The lowest elevation of adjoining finished grade within a five-foot horizontal distance of the exterior wall of the building;
2. The lowest elevation of adjoining preexisting natural grade within a five-foot horizontal distance of the exterior wall of the building.

The height of a stepped or terraced building is the maximum height of any segment of the building.

"Highway" means the same as "street."

"Home occupations" mean any ongoing or repetitive business or professional use, activity or utilization of residentially zoned and improved property, by the inhabitants of said property, which is incidental and accessory to the primary residential use and does

not generate an adverse impact to the surrounding neighborhood, pursuant to the provisions of Chapter 17.85 of this title.

"Hospital, general" means an institution staffed and equipped to provide the various types of intensified hospital care, including, but not limited to, short-term care in acute medical, surgical and obstetrical services.

"Hotel" means any building or portion of any building with access provided through a common entrance, lobby or hallway, to one or more guest rooms, which are designed and intended to be used or are used, rented or hired out as temporary or overnight accommodations for guests.

"Household pets" means, and are limited to, the following pets, maintained principally within a dwelling unit:

1. Domesticated cats;
2. Domesticated dogs;
3. Fish, without limit on number; and
4. Any bird which is:
 - a. Customarily kept in residence with man; and
 - b. Kept, at all times, within a dwelling unit; specifically, "bird" shall not include, among others, for the purpose of these regulations, chickens, hens, roosters, geese or ducks.

"Housekeeping unit" means a single, integrated home-style of living together and sharing of space in a nonexclusive, noncompartmentalized lifestyle with one kitchen, one set of utilities, and one mailing address and with one front door for all persons residing at that location.

"Junior accessory dwelling unit" means a unit that is contained entirely within the walls of a proposed or existing single-family residence which provides living facilities for one or more persons. Junior accessory dwelling units are limited to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.

"Kennel" means a place where four or more adult dogs and/or cats are kept, whether by the owner of such dogs and cats or by other persons, providing facilities and care, whether or not for compensation. An "adult" dog or cat, for the purpose of these regulations, is one that has reached the age of four months.

"Kitchen" means any room or space within a building designed and intended to be used for the cooking or the preparation of food.

"Landscaping" means the planting and maintenance of natural and/or artificial trees, shrubs, vines, ground covers, flowers and lawns. In addition, the same may include natural features such as rock and stone; and structural features, including but not limited to, fountains, reflecting pools, art works, screens, walls, fences and benches; "landscaped area" means an area upon which landscaping is required by these regulations to be continuously maintained.

"Livestock" means a use involving the grazing, care and maintenance of cattle and/or horses for commercial or noncommercial purposes.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

"Long-term care facility (mental disorders)" means a state licensed facility of seven-patient capacity or more intended primarily for the admission of chronic mentally ill or mentally disordered or other incompetent persons who are provided medical care, nursing services and intensive supervision.

A long-term care facility (mental disorders) is a subset of residential health care facilities (chronically ill).

"Lot" or "parcel of land" means:

1. A parcel of real property which is shown as a single lot in a lawfully recorded subdivision, approved pursuant to the provisions of the Subdivision Map Act; or
2. A parcel of real property, the dimensions and boundaries of which are defined as a single lot by a lawfully recorded record of survey map; or
3. A parcel of real property shown on a parcel map as a single lot, lawfully recorded pursuant to the provisions of the Subdivision Map Act; or
4. Any parcel of real property otherwise lawfully created and dimensioned prior to October 1, 1955; or
5. Two or more lots which are combined by an appropriate recorded written instrument, or two or more lots which are combined by a common usage, shall be deemed, for all purposes, a single lot.

"Lot area" means the total horizontal area within the boundary lines of a lot or parcel; provided, however, that the following shall be excluded from the computation thereof:

1. Any portion of said lot or parcel which serves as an access easement to any other lot or building site; or
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

For the purpose of determining area in the case of an irregular, triangular or gore-shaped lot, a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the line representing the lot depth of such lot shall be used as the rear lot line.

"Lot area, interior." "Interior lot area" means the total lot area minus: (1) the sum of the ground floor area of all buildings located thereon, and (2) any area used for perimeter landscaping.

"Lot, corner." "Corner lot" means a lot situated at the intersection of two or more streets, which streets have an angle of intersection of not more than one hundred thirty-five degrees.

"Lot depth" means the horizontal length of a straight line drawn from the midpoint of the front lot line and at right angles to such line connecting with a line intersecting the midpoint of the rear lot line and parallel to the front lot line. In the case of a lot having a curved front line, the front lot line, for purposes of this section, shall be deemed to be a line tangent to the curve and parallel to a straight line connecting the points of intersection of the side lot lines of the lot with the front lot line.

"Lot, interior." "Interior lot" means a lot, other than a corner or reversed corner, or through lot.

"Lot, key." "Key lot" means a lot which has a side lot line which is a common lot line with the rear lot line of a reversed corner lot.

"Lot line, front." "Front lot line" means a lot line parallel to, and abutting, the right-of-way providing primary access to the property, except in the case of nonstandard lot configurations such as flag lots, irregularly shaped lots, reverse corner lots, or properties where access is provided by easements or private roads. In such nonstandard instances, the front lot line or lines shall be determined by the director, or his/her designee, based on the character of other improvements in the vicinity; however, in no case, may the front lot line fall within any portion of any recorded easement or access corridor.

"Lot line, rear." "Rear lot line" means a lot line which is opposite and most distant from the front lot line. For the purpose of establishing the rear lot line of a triangular or trapezoidal lot, or of a lot the rear line of which is formed by two or more lines, the following shall apply:

1. For a triangular or gore-shaped lot a line ten feet in length within the lot and farthest removed from the front lot line and at right angles to the lot depth line shall be used as the rear lot line; and
2. In the case of a trapezoidal lot, the rear line of which is not parallel to the front lot line, the rear lot line shall be deemed to be a line at right angles to the lot depth line and drawn through a point bisecting the recorded rear lot line; and
3. In the case of a pentagonal lot the rear boundary of which includes an angle formed by two lines, such angle shall be employed for determining the rear lot line in the same manner as prescribed for a triangular lot.

In no case shall the application of the above be interpreted as permitting a main building to locate closer than five feet to any property line.

"Lot line, side." "Side lot line" means any lot line which is not a front or rear lot line.

"Lot, reversed corner." "Reversed corner lot" means a corner lot, the side lot line of which is substantially a continuation of the front line of a lot which adjoins the rear lot line of said corner lot.

"Lot, through." "Through lot" means a lot having frontage on two approximately parallel streets.

"Lot width" means the horizontal distance between the side lot lines measured at right angles to the lot depth line at a point midway between the front and rear lot lines.

Average width shall be the average of the length of line drawn parallel to the "lot width line" extending toward the front and rear lot lines at ten-foot intervals, but excluding from such determination any prolonged portions of the lot used exclusively for access to a public street or for a driveway.

In computing lot width or average width, the following shall be excluded:

1. Any portion of said width which serves as an access easement to any other lot or building site; and
2. Any portion of said width which serves as an improved surface flood control project under the jurisdiction of any public agency.

"Main commercial street" means Sierra Madre Boulevard, Baldwin Avenue, Kersting Court, and the westerly two-thirds of East Montecito Avenue between Baldwin Avenue and Mountain Trail Avenue.

"Map" means the zoning map of the city.

"Manufactured home" means the same as "modular home."

"Manufacturing" means the creation of a product from raw materials.

"May" is permissive.

"Medical and/or dental clinic" means any facility providing health service, or medical, surgical or dental care of the sick or injured, but shall not include inpatient or overnight accommodations. "Medical clinic" includes health center, health clinic, doctors' and dentists' offices.

"Mobile home" means a mobile home defined as such in the Mobile Home Park Law (Health and Safety Code, Section 18000 et seq.).

"Mobile home park" means any lot where mobile homes and/or sites are rented or leased or offered for rent or lease.

"Mobile home site" means that portion of a mobile home park designated for use or occupancy of one mobile home and including all appurtenant facilities thereon.

"Modular home" means factory constructed, single-family one-story detached dwellings, certified under the National Manufactured Housing Construction and Safety Standards Act of 1974, with approved sticker attached, and placed on full, approved foundation systems and permanently anchored thereto.

"Motel" means one or more buildings containing rooms, each having a separate entrance leading directly from the outside of the buildings or from an inner court, which rooms are designed for rental for temporary or overnight accommodations for guests, and are offered primarily to automobile tourists or transients by signs or other advertising media. "Motel" includes auto courts, motor lodges and tourist courts.

"Nonconforming building or structure" means a building or structure, or portion thereof, which was lawfully altered or constructed in accordance with the then existing zoning regulations of the city, but which did not comply with subsequently adopted zoning regulations, or which does not conform to these regulations.

"Nonconforming use" means the utilization of any lot, building, buildings or structures, or any combination thereof, which use, when established, conformed to the then existing zoning regulations, but which did not comply with subsequently adopted zoning regulations, or which does not conform to these regulations.

"Notice." Whenever written notice is required to be given by personal service thereof upon the person or persons to be notified, or by United States mail, postage prepaid, addressed to such person or persons at his last known address; such notice shall be conclusively deemed to have been given as of the time of personal service, or as of the time the same is deposited in the course of postal transmission.

"Nursery (developmentally disabled)" means a state-licensed facility intended primarily for the admission of nonambulatory intellectually disabled patients, who are provided nursing services primarily in crib accommodations serving six or fewer persons. Nursery (developmentally disabled) is a subset of residential health care facilities (chronically ill).

"Nursery school" means the same as "child care center."

"Open space" means an area other than a required yard area, driveway or off-street parking facility, which has no building or structure located therein, except for those used exclusively for recreational purposes. To meet the requirement of open space such area, referred to as usable open space, shall meet the following:

If the same is located upon the ground, or upon the roof of a subterranean garage, such contiguous area shall not be less than five hundred square feet in area; and

If the roof of such subterranean garage is utilized for such open space all such roof areas may be utilized for such open space provided that the same is not in excess of two feet above the grade of the lot immediately adjacent thereto; and

That where such open space is located on any roof area, other than a subterranean garage, not to exceed twenty-five percent of such roof area may be utilized to meet the open space requirement.

"Parking space, off-street." "Off-street parking space" means a readily accessible area on a lot, not including driveways, ramps, loading or work areas, maintained exclusively for the parking of one automobile.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

"Perimeter landscaping" means any landscaping required by the provisions of this code which is adjacent to, and runs substantially parallel with, any property line of the lot for which such landscaping is required.

"Person" means any individual, firm, copartnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, business trust, receiver, syndicate, district, public agency, public utility, or any group or combination acting as a unit; "person" shall not include the city.

"Plural." When consistent with the context, words in plural include the singular.

"Preschool child care center" is a licensed facility that serves children ages two to four.

"Primary use" or "principal use" means the main purpose for which a lot is developed and occupied, including the activities that are conducted on the lot a majority of the hours during which activities occur.

"Prime storefront area" means that portion of a building located on the first floor, from the property line facing a main commercial street back to a depth of fifty feet.

"Processing" means, when used in reference to a commercial or industrial use, one or more acts or operations which have the effect of changing the form of a product or material, so as to render the same more salable or usable.

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

"Recorder" means the county recorder of the county of Los Angeles.

"Regulations" means the provisions of this title.

"Residential care for the chronically ill" is a facility that provides care and supervision to adults who have terminal illness and is a subset of residential health care facilities (chronically ill).

"Residential care facility for the elderly" means a licensed housing arrangement chosen voluntarily by persons sixty years of age or over, or their authorized representative, where varying levels and intensities of care and supervision, protective supervision, personal care, or health-related services are provided, based upon their varying needs, as determined in order to be admitted and to remain in the facility. Persons under sixty years of age with compatible needs may be allowed to be admitted or retained in a residential care facility for the elderly as specified in Section 1569.316 of the Health and Safety Code. Residential care facilities for the elderly are comprised of assisted living facilities, and continuing care retirement communities. Facilities serving six or fewer persons are allowed in residential zones.

"Residential health care facilities (chronically ill)" are licensed by the state department health services and state department of mental health serving six or fewer persons. These include congregate living health facilities, which provide in-patient care who may be terminally ill, ventilator dependent, or catastrophically and severely disabled, and intermediate care facilities for persons who need intermittent nursing care. Residential health care facilities (chronically ill) are comprised of adult residential facilities for persons with special health care needs, long-term care facility (mental disorders), nursery (developmentally disabled), and residential care for the chronically ill.

"Residential school (developmentally disabled)" means a state-licensed facility intended primarily for the admission, care, and treatment of educable and trainable developmentally disabled patients. The facility shall provide an educational program on

the premises as one of its services. Residential school is a subset of a community care facility.

"School aged child care facility" is a state licensed facility that serves children ages five to seventeen.

"Secretary" means the secretary of the commission. The responsibilities of the commission's secretary will be performed by city staff when the secretary position is vacant.

"Service station" is a retail place of business engaged primarily in the sale of motor fuels, but also engaged in supplying goods and services generally required in the operation and maintenance of motor vehicles. Such goods and services include sale of petroleum products; sale and servicing of tires, batteries and automotive accessories; washing and lubrication services; the performance of minor automotive maintenance and repair; and the supplying of other incidental customer services and products. Major automotive repairs, painting, body and fender work, and automobile or truck rental or storage shall not be deemed permitted as a part of such service station usage.

"Shall" is mandatory.

"Short-term rental" refers to a rental whereby a residence or a portion of a residence is rented to a tenant for a period of thirty days or less.

"Singular." When consistent with the context, words in the singular number shall include the plural.

"Sorority" means the same as "club, private."

"State" means the state of California.

"Story" means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused underfloor space is more than six feet above pre-existing or natural grade as defined herein for more than fifty percent of the total perimeter or is more than twelve feet above grade as defined herein at any point, such useable or unusable underfloor space shall be considered as a story.

"Street" means a public or private way permanently reserved as a primary means of vehicular access to adjoining property; "street" shall not include an "alley."

"Street frontage." See "frontage, street."

"Structural alterations" means any change in the supporting members of a building such as foundation, bearing walls, columns, beams, floor or roof joints, girders or rafters, or changes in roof or exterior lines.

"Structure" means anything constructed or erected which requires location on the ground or attached to something having a location on the ground.

Except: Fences or walls less than three feet in height located in any required yard area, provided the same are not adjacent to any property line and do not interfere with,

divert, block or channel surface water run-off. All fences and walls (regardless of height) adjacent to property lines and those which interfere with, divert, block or channel surface water run-off. All fences and walls (regardless of height) adjacent to property lines and those which interfere with, divert, block or channel surface water run-off shall not be excepted.

"Supportive housing" means housing with no limit on length of stay that is occupied by the target population as defined in Government Code Section 65582(i), and that is linked to on-site or off-site services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live, and when possible, work in the community.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

"Tenses." When consistent with the context, words used in the present tense include the past and future tenses and words in the future tense include the present tense.

"Tent" means any structure, temporary or permanent, constructed of canvas or other cloth or material attached to, and encloses, a framework that is intended to provide shelter to an area.

"Trailer, automobile." "Automobile trailer" means a vehicle without motor power, designed to be drawn by a motor vehicle and to be used for human habitation or for carrying persons and property, including a trailer coach and any self-propelled vehicle having a body designed for the same uses as an automobile trailer without motor power.

"Trailer park," "trailer court" and "public camp." Any or all of them shall mean any area or tract of land used or designed to accommodate one or more automobile trailers or one or more camp parties, including tents or other camping outfits and including trailer camps as defined by state law.

"Transfer station" means an area, including any necessary building or structures, for the temporary storage and the salvage of rubbish, garbage or industrial waste.

"Target population" is defined as adults with low incomes having one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health problems; and persons eligible for services under the Lanterman Development Disabilities Act, which provides services to persons with developmental disabilities that originate before the person turned eighteen.

"Transitional housing" means rental housing provided to facilitate the movement of homeless individuals or families to conventional housing. Transitional housing may take the form of single-family or multi-family units, and may include supportive services, as defined in Government Code Section 65582(h), operated under program requirements to allow individuals or families to gain necessary life skills in support of independent living. This type of housing may be occupied by a program recipient for a minimum of six months up to a maximum of two years, at which time it may be recirculated to another eligible program recipient.

"Triplex" means the same as "dwelling, three-family."

"Use" means the utilization of a lot, building, structure or any combination thereof.

"Writing" includes any form of message recorder in English and capable of visual comprehension.

"Yard" means an open space, other than a court bounded on three or more sides by the exterior walls of a building, on a lot unoccupied and unobstructed from the ground upward, except as otherwise provided in this chapter. Wherever in this chapter required yards are prescribed, the same shall be established from the boundary line of such lot or parcel; provided, that the following shall be excluded, and the boundary line shall be deemed to be the interior line of:

1. Any portion of said lot or parcel which serves as an access easement to any other lot or building site;
2. Any portion of said lot or parcel which serves as an improved surface flood control project under the jurisdiction of any public agency.

"Yard, front." "Front yard" means an area extending across the full width of the lot and lying between the front lot line and a line parallel thereto, and having a distance between them equal to the required front yard depth as prescribed in each zone. Front yards shall be measured by a line at right angles to the front lot line, or by the radial line in the case of a curbed front lot line. When a lot lies partially within a planned street indicated on a precise plan for such a street and where such planned street is of the type that will afford legal access to such lot, the depth of the front yard shall be measured from the contiguous edge of such planned street in a manner prescribed in this definition.

"Yard, rear." "Rear yard" means a yard extending across the full width of a lot, immediately adjacent to the rear lot line thereof. The depth of a required rear yard shall be the specified horizontal distance measured between the rear lot line and a line parallel thereto on the lot.

"Yard, rear line of required front." "Rear line of required front yard" means a line parallel to the front lot line and at a distance therefrom equal to the depth of the required front yard, and extending across the full width of the lot.

"Yard, required setback." For purposes of the restriction of any structure exceeding forty-two inches in height, the term "setback" includes any required yard, front, side or back.

"Yard, side." "Side yard" means a yard between the main building and the side lot lines extending from the rear line of the required front yard, or the front lot line where no front yard is required, to the beginning of the required rear yard line, and at right angles to the nearest point of a side lot line towards the nearest part of a main building.

"Zoning map" or "map" means the official zoning map of the city.

Exhibit 2

Title 17 - ZONING

Chapter 17.36 - C COMMERCIAL ZONE

Section 17.36.070 - Yards and building setbacks.

- A. Front Yard. ~~There shall be a front yard having a minimum depth of five feet extending across the full width of the lot. No front yard shall be required adjacent to a main commercial street.~~ Elsewhere, non-residential uses shall have a minimum front yard depth of five feet and residential uses shall have a minimum front yard depth of fifteen feet. Although not required, varied building setbacks to allow for outdoor dining and sales uses, landscaping, and/or decorative paving are encouraged on long street frontages.
- B. Side Yard. Side yards adjacent to a street or alley shall be not less than ten feet in width.
- C. Rear Yard. There shall be a rear yard of not less than fifteen feet in width; however, a maximum of ten feet of said rear yard may be used for off-street parking.
- D. Yards Adjacent to Residential Zones. If either the side or rear yards are adjacent to any residential zone or use, a minimum of ten feet of the required yards shall be landscaped with specimen plants and trees (minimum fifteen gallon stock) to create a solid plant screen as represented on a landscaping plan approved by the director.

Observational Study: Zero Setback Commercial Building

Building Location: 99 E. Union Street, Pasadena, California

This example business was chosen because the photo excellently illustrates elements of the building that can be permitted under the California Building Standards Code. The structure was built in the 1920s and although it may not reflect modern commercial construction, something similar can be made possible through an addition to or a renovation of an existing building.

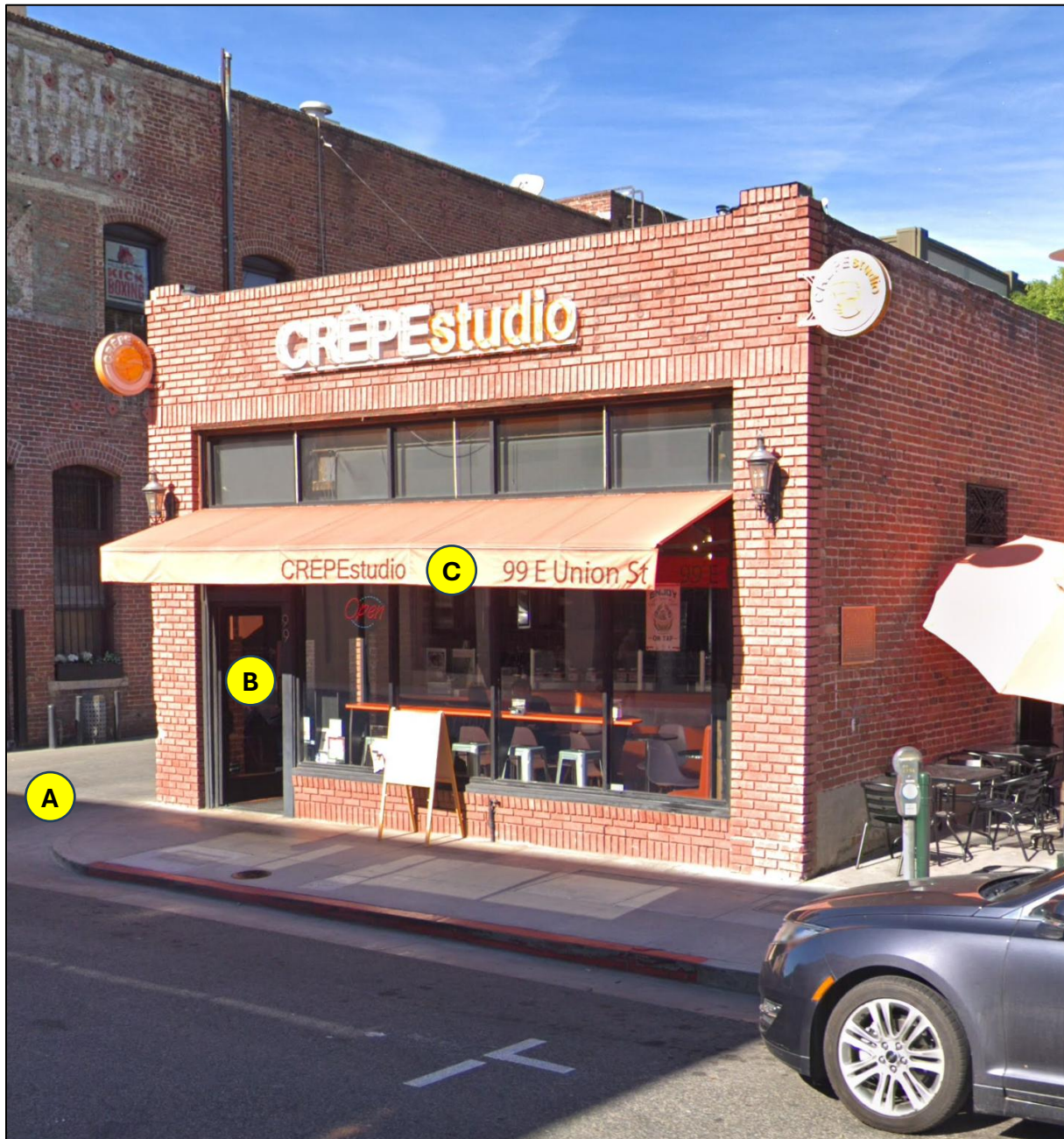


Image source: Street View by Google Maps, ca. January 2018

Observations (as indicated by lettered yellow circles in the image above):

- A.** The shadow line closely represents the front lot line. The building appears to be built up to the front lot line. Based on City of Pasadena's zoning regulations, the building has the equivalent of a zero front yard setback. See the note below for additional information.
- B.** The entry door comes up to the front lot line. As seen in the photo, the business entry door swings inward. This is possible because the occupant load of the business is less than 50 people. Section 1010.1.2.1 of the 2025 California Building Code regulates the direction of swing of doors. A limited type of business that serve an occupant load of less than 50 people may have a single entrance with a door that swings in the direction of ingress (toward the interior of the business). Section 3202.2 of the 2025 California Building Code also protects public safety by prohibiting the swing of doors from encroaching the public right-of-way (or sidewalk).
- C.** There is an awning above and around the door that spans the length of the façade's windows. To prevent the intrusion of water, and as a moisture control measure, a covering above an entrance to a non-residential occupancy is required under Section 5.407.2.2.1 of the 2025 California Green Building Code. The covering may be provided by an overhead structure, as an area recessed into the building, or, as pictured, by an overhead awning provided that the covering or building recess is at least 4 feet deep. Section 3202.2 of the 2025 California Building Code further protects public safety by requiring that such an overhead structure covering the entrance not encroach the public right-of-way (sidewalk) from the ground floor and up to a height of 8 feet unless it is an awning in which case it may not encroach the public right-of-way (sidewalk) from the ground floor up to a height of 7 feet.

Note:

City of Pasadena's zoning designation for the subject business is CD-MU-C-AD-1 (Central District, Mixed-Use Core, Alcohol Density Overlay District 1), a designation that is governed by a Specific Plan. Unlike the City of Sierra Madre, the City of Pasadena governs the front yard setback for the subject business by first establishing a primary curb line and a sidewalk line. The distance between these two lines is the width of a sidewalk. The image below illustrates this requirement. For the subject site, the required sidewalk width is 10 feet. Pasadena then requires a minimum setback from the sidewalk line. For the subject business, there is a minimum building setback from the sidewalk line of 0 feet.

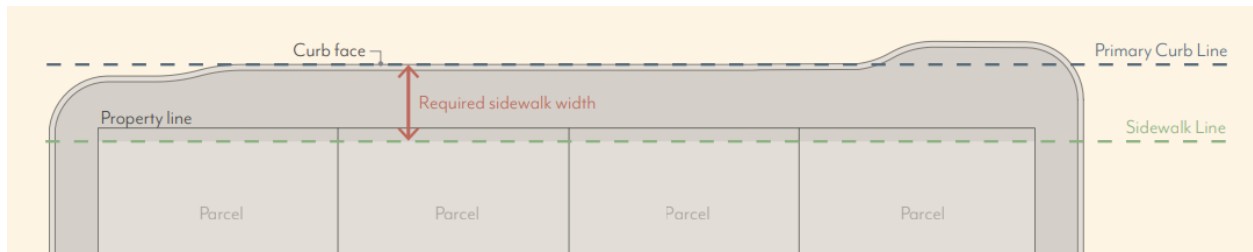


Image source: City of Pasadena Central District Specific Plan, adopted October 16, 2023, figure 5.1-2

By contrast, the City of Sierra Madre regulates front yard setback standards relative to the front lot line (also called a property line) of a parcel. If the City of Sierra Madre requires a front yard setback minimum of 0 feet, the resulting commercial construction and development would be similar to that in the City of Pasadena in that businesses may be built up to a public sidewalk.

Exercise: Vision Clearance Standard

The purpose of this exercise is to understand the vision clearance standard in the City of Sierra Madre. This exercise does not cover violations and penalties related to physical conditions not conforming with the vision clearance standard.

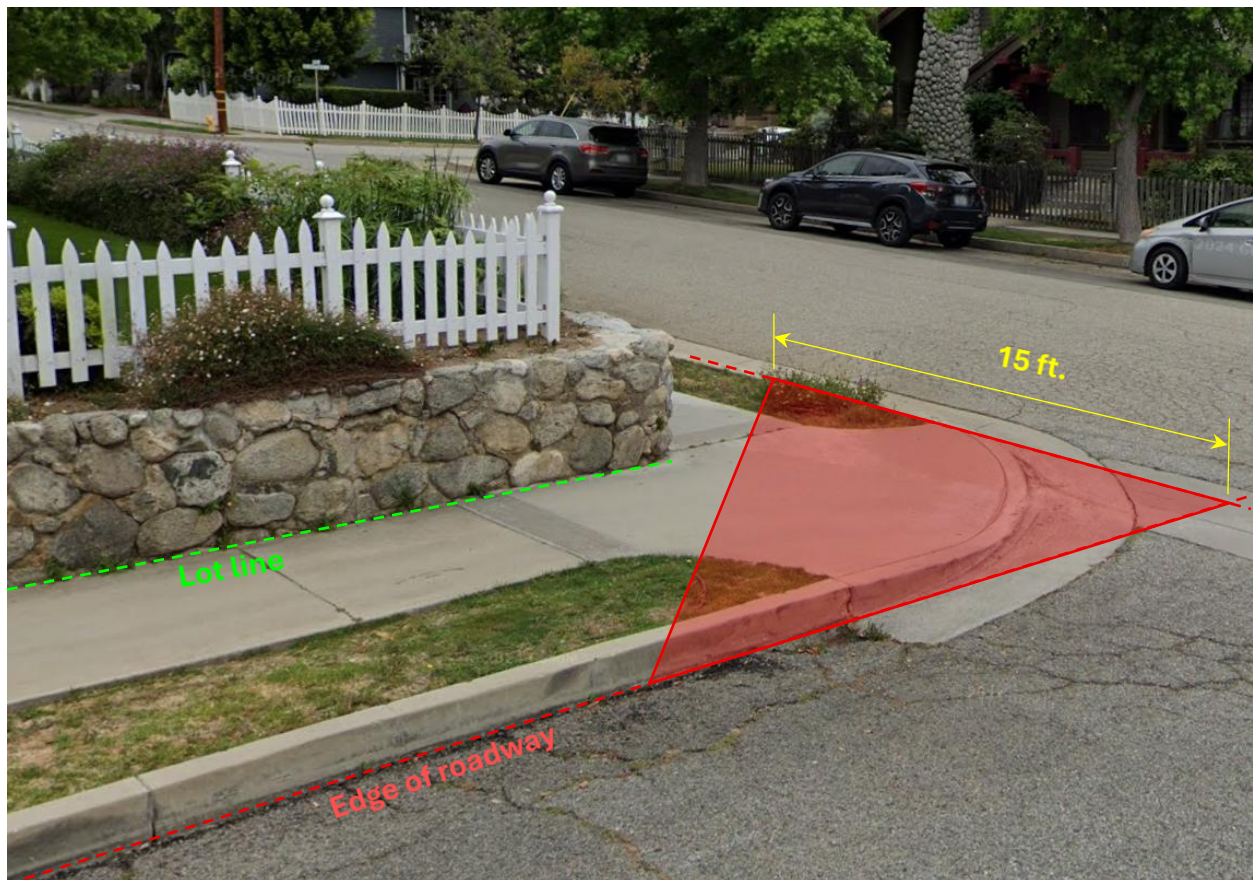
The vision clearance standard for the City of Sierra Madre is regulated for any development city-wide. This standard limits visual obstructions near the intersection of two streets with the purpose of protecting driver safety. The standard is codified under Section 17.48.100 of the Sierra Madre Municipal Code, a development standard applicable to all corner lots within Sierra Madre.

When compliance with this standard is brought into question, the Code Enforcement Officer creates a scaled map with a vision clearance area layered on top as illustrated below. This map serves as a basic reference for field inspection.



The vision clearance standard establishes a triangular area at the intersection of two edges of roadway (at the front and street side of a corner lot) and 15 feet away from the intersection along the roadway edges. In practice, the face of a street curb is often considered the edge of a roadway. In a field inspection, the vision clearance area can be verified by taking taped measurements from the intersection of two roadway edge lines. Within the vision clearance area, there can be no tree, hedge, shrub, fence, wall or other obstruction above the height of 42 inches. As pictured above, the vision clearance area applies approximately to sidewalk and parkway area and does not appear to apply to any private property area of either corner lot.

Whether the vision clearance standard applies to a public right-of-way area, private property area, or both depends entirely upon the distance between a lot line and the edge of a roadway (in most cases being a curb face). More commonly than not, there is some distance between the edge of roadway and lot line.



However, as shown in the image below, there are places where there is no distance between a lot line and the edge of roadway.



At the site pictured above, there is a wall within the vision clearance area. In a field inspection, it was verified that the top of this wall is under a height of 42 inches.

Consideration for Ordinance No. 1501

New commercial construction and development that is not setback from a lot line adjacent to a main commercial street, which is allowed under Ordinance No. 1501, should be considered with respect to vision clearance standards. Under Ordinance No. 1501, the revised standard for a zero front yard depth does not preclude new construction or development from vision clearance standards. However, as shown in the image below, throughout the commercial zone there are well-curved corners and there is such a considerable distance between roadway edge lines and lot lines that no new construction or development entirely within private property would impact driver safety according to the standard.





CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: October 13, 2026

TO: Honorable Mayor and City Council

FROM: Clare Lin, Director of Planning & Community Preservation
By: Krysta Elias, Permit Technician

SUBJECT: **First Reading of Ordinance No. 1502 Amending Ch. 15.62 (Electric Vehicle Charging Stations) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code**

RECOMMENDATION

It is recommended that the City Council conduct the first reading of Ordinance No. 1502 amending Chapter 15.62 (Electric Vehicle Charging Stations) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code.

SUMMARY

The proposed amendment expands Sierra Madre's Electric Vehicle Charging Stations Ordinance to include qualifying hydrogen-fueling stations and related infrastructure to comply with Government Code section 65850.7, as amended by SB 1418 and, most recently, SB 1283.

DISCUSSION & ANALYSIS

As currently codified in Chapter 15.62, *Electric Vehicle Charging Stations*, the City's streamlined permitting process for electric vehicle charging stations was adopted in response to Assembly Bill 1236. On October 8, 2015, the legislature adopted Assembly Bill 1236, which added Government Code section 65850.7 to require local agencies to establish an expedited, streamlined, and ministerial permitting process for electric vehicle charging stations.

On September 25, 2024, the Legislature adopted Senate Bill 1283, which amended Government Code section 65850.7 to expand the streamlined permitting process to include supporting infrastructure necessary for or accessory to the operation of electric vehicle charging stations, including paving, concrete pads, utility trenches, canopies, and onsite energy storage systems sized to support electric vehicle charging.

On September 20, 2026, the Legislature adopted Senate Bill 1418, which amended Government Code section 65850.7 to extend expedited permitting requirements to qualifying hydrogen-fueling stations. That process is limited to review of applicable local, state, and federal health-and-safety requirements and includes an objective checklist for eligible projects.

All proposed installations will remain subject to applicable objective requirements of the City's building, electrical, fire, zoning, accessibility, and safety codes. The City will retain authority to review compliance with applicable requirements related to construction safety, equipment installation, electrical capacity and systems, fire protection, site access, required permits, and other objective health-and-safety considerations.

By establishing clear administrative procedures for eligible projects, the ordinance is intended to reduce unnecessary processing delays, provide applicants and City staff with a consistent permitting framework, and ensure that City review is conducted in accordance with applicable state ministerial and administrative permitting requirements.

ENVIRONMENTAL ANALYSIS

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 as a result of the recommended action.

Approved by:

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

Michael Bruckner
City Manager

Attachments

[Clean Chapter 15.62 ELECTRIC VEHICLE CHARGING STATIONS.pdf](#)

[Ordinance 1502 r1.pdf](#)

[2026.8.18 Hydrogen Fueling Station Checklist.pdf](#)

Chapter 15.62 ELECTRIC VEHICLE CHARGING STATIONS AND QUALIFIED HYDROGEN-FUELING STATIONS

Sections:

15.62.005 Short title.

This chapter shall be known as the "Electric Vehicle Charging Stations and Qualified Hydrogen-Fueling Stations Ordinance."

(Ord. No. 1395, § 1, 1-23-18)

15.62.010 Purpose and intent.

The purpose of the City of Sierra Madre Electric Vehicle Charging Station and Qualified Hydrogen-Fueling Station requirement is:

- A. To adopt an ordinance in compliance with Assembly Bill 1236 (Chapter 598, Statutes of 2015; California Government Code Section 65850.7), Senate Bill 1418, and Senate Bill 1283 (2025-2026 Regular Session), as each may be amended from time to time, while protecting public health and safety;
- B. To establish an expedited, streamlined, and ministerial permitting process for electric vehicle charging stations and associated supporting infrastructure;
- C. To establish an administrative, nondiscretionary permitting process for qualified hydrogen-fueling stations, consistent with applicable state law and local health and safety requirements.

(Ord. No. 1395, § 1, 1-23-18)

15.62.020 Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

"A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by a city, county, or city and county on another similarly situated application in a prior successful application for a permit.

"Canopy" means a permanent roof-like structure that is accessory to and serves an electric vehicle charging station project, is supported by one or more posts or columns, and meets the applicable dimensional, building, electrical, fire, and safety requirements of California Government Code Section 65850.7, as amended from time to time.

"Director" means the planning director or her or his designee.

"Electric vehicle charging station(s)" or "charging stations(s)" means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this chapter or as it may be amended and/or renumbered thereafter, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

“Electric vehicle supply equipment” or “EVSE” means a device with one or more charging ports and connectors for charging electric vehicles.

"Electronic submittal" means the utilization of one or more of the following:

1. Email;
2. The internet; and/or
3. Facsimile.

“Qualified hydrogen-fueling station” means the hydrogen-fueling station consisting of the equipment and structural design components necessary to ensure the safety of the fueling station, including hydrogen-refueling canopies, that are used to store and dispense hydrogen fuel to vehicles according to industry codes and standards that are open to the public, and that is located on a parcel that either: (1) is zoned for industrial or commercial development and does not contain any residential units; or (2) was previously developed with a service station, as defined by Government Code Section 65850.7.

"Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(Ord. No. 1395, § 1, 1-23-18)

15.62.030 Applicability.

- A. This chapter applies to the permitting of all electric vehicle charging stations and qualified hydrogen-fueling stations in the city.
- B. All electric vehicle charging stations and qualified hydrogen-fueling stations shall require a permit issued in accordance with this chapter. It shall be unlawful for any person to install, operate, or maintain an electric vehicle charging station or qualified hydrogen-fueling station without such a permit.
- C. For purposes of the expedited, streamlined, and ministerial permit process required by this chapter, an electric vehicle charging station project includes the charging station and its supporting infrastructure. The City shall not require a separate discretionary land-use entitlement solely because a qualifying electric vehicle charging station project includes supporting infrastructure.
- D. Electric vehicle charging stations and qualified hydrogen-fueling stations legally established or permitted prior to the effective date of this chapter are not subject to the requirements of this chapter unless physical modifications or alterations are undertaken that materially change the size, type, capacity, or components of a charging station. Routine operation and maintenance or like-kind replacements shall not require a permit.

(Ord. No. 1395, § 1, 1-23-18)

15.62.040 Electric vehicle charging station requirements.

- A. All electric vehicle charging stations shall meet applicable federal, state, and city health and safety standards and requirements.
- B. All electric vehicle charging stations shall meet all applicable safety and performance standards established by the California Electrical Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the public utilities commission regarding safety and reliability.

-
- C. Supporting infrastructure included in an electric vehicle charging station project shall comply with all applicable building, electrical, fire, accessibility, encroachment, and public-works requirements.
 - D. An onsite energy storage system included in an electric vehicle charging station project shall be sized to support the electric vehicle charging station and shall comply with applicable fire, building, and electrical code requirements.
 - E. A canopy included in an electric vehicle charging station project shall comply with applicable state-law dimensional limitations and all applicable building, electrical, fire, and safety standards.

(Ord. No. 1395, § 1, 1-23-18)

15.62.050 Hydrogen station installation requirements.

- A. All qualified hydrogen-fueling stations shall meet all applicable federal, state, and city health and safety standards including any rules established by the California Air Resources Board, California Energy Commission, or California Department of Food and Agriculture regarding safety, reliability, weights, and measures.
- B. All qualified hydrogen-fueling stations shall meet applicable safety and performance standards established by the Society of Automotive Engineers and accredited nationally recognized testing laboratories.
- C. All qualified hydrogen-fueling stations shall comply with the National Fire Protection Association's *Hydrogen Technologies Code* (NFPA 2)
- D. All qualified hydrogen-fueling stations shall comply with applicable guidance issued by the Governor's Office of Business and Economic Development, including the *Hydrogen Station Permitting Guidebook*.

15.62.060 Application requirements.

- A. The director shall adopt a checklist of all requirements with which the electric vehicle charging stations and qualified hydrogen-fueling stations shall comply to be eligible for expedited review. The application for electric vehicle charging station projects shall address, as applicable:
 - 1. Electric vehicle charging equipment;
 - 2. Site plans and parking layout;
 - 3. Electrical service, load calculations, and single-line diagrams
 - 4. Conduit, wiring, transformers, switchgear, and trenching
 - 5. Equipment pads, bollards, paving, striping, signage, and accessibility improvements
 - 6. Onsite energy storage systems sized to support the charging station;
 - 7. Canopies serving electric vehicle charging stations;
 - 8. Applicable building, electrical, fire, accessibility, and public works requirements.
 - 9. Any other information or documentation determined by the Director to be necessary to ensure compliance with applicable health and safety requirements.
- B. Every application to the director for the installation, alteration and replacement of an electric vehicle charging station or qualified hydrogen-fueling station shall be in the form provided by the director, in writing, and contain the information set forth in the checklist and such other information as the director may reasonably require to carry out the purpose of this chapter. The permit application, checklist, and required permitting documentation shall be available on the city's website.

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(Supp. No. 40)

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- C. The applicant may submit the permit application and associated documentation by personal, mailed, or electronic submittal. The director shall adopt requirements for the submittal of the permit application, associated application documentation, and fees. Personal, mailed, or electronic submittal of the permit application, associated application documentation, and fees shall conform to the requirements adopted by the director. In the case of electronic submittal, the electronic signature of the applicant on all forms, applications and other documentation may be used in lieu of a wet signature.
1. In connection with electric vehicle charging station permit applications, an applicant shall:
 - a. Verify to the director's reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the electric vehicle charging station project, including a canopy when proposed, is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the ground; and
 - b. At the applicant's cost, verify to the director's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new electrical loads.
 2. In connection with qualified hydrogen-fueling station permit applications, an applicant shall verify that the installation of a hydrogen fueling station will not have specific, adverse impact to public health and safety and building occupants. Verification by the applicant includes but is not limited to: architectural, fire, building, electrical, and mechanical plans.
- D. If the director determines an application for an electric vehicle charging station or qualified hydrogen-fueling station satisfies the requirements of this chapter, the director will deem the application complete. If the director receives an incomplete application, the director will issue a written correction notice to the applicant detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance. After the director determines an application for an electric vehicle charging station or qualified hydrogen-fueling station is complete, the application will be processed in accordance with this chapter.
- E. An application for an electric vehicle charging station or qualified hydrogen-fueling station that is not accompanied by the applicable fees shall be considered incomplete.

(Ord. No. 1395, § 1, 1-23-18)

15.62.070 Permit compliance review.

- A. The director shall adopt an administrative, nondiscretionary review process to expedite approval of permit applications for electric vehicle charging stations and qualified hydrogen-fueling stations.
- B. Where an application meets local, state, and federal health and safety requirements, the requirements of the checklist, and there are no specific, adverse impacts upon public health or safety — the building official shall complete the nondiscretionary permit approval process.
- C. The building official may require an applicant to apply for an electric vehicle charging station or qualified hydrogen-fueling station use permit if the building official finds, based on the initial application submittal, that the electric vehicle charging station or qualified hydrogen-fueling station could have a specific, adverse impact upon the public health or safety. The building official's decision may be appealed to the planning commission in accordance with Chapter 17.60.
- D. If an electric vehicle charging station or qualified hydrogen-fueling station use permit is required, the building official may only deny an application for the permit if the building official makes written findings based upon substantial evidence in the record that the proposed installation would have a specific, adverse

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impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid the adverse impact. The findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. The building official's decision may be appealed to the planning commission in accordance with Chapter 17.60.

- E. If the building official issues an electric vehicle charging station or qualified hydrogen-fueling station use permit, the permit may include conditions designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost. A feasible method to satisfactorily mitigate or avoid the specific, adverse impact includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the city on another similarly situated application in a prior successful application for a permit.

(Ord. No. 1395, § 1, 1-23-18)

15.62.080 Fees.

The city council shall establish by resolution the fees charged for applications and permits under this chapter.

(Ord. No. 1395, § 1, 1-23-18)

ORDINANCE NO. 1502

AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTER 15.62 (ELECTRIC VEHICLE CHARGING STATIONS) OF TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE SIERRA MADRE MUNICIPAL CODE

RECITALS

WHEREAS, Chapter 15.62 of the Sierra Madre City Code currently regulates electric vehicle charging stations and implements Assembly Bill 1236 and California Government Code Section 65850.7; and

WHEREAS, amendment of Chapter 15.62 is necessary to incorporate the permitting requirements of Senate Bill 1283 for infrastructure that is necessary for or accessory to eligible electric vehicle charging stations; and

WHEREAS, amendment of Chapter 15.62 is necessary to incorporate the expedited permitting requirements of Senate Bill 1418 for qualifying hydrogen-fueling stations.

WHEREAS, the City Council finds that amendment of Chapter 15.62 will maintain the City's permitting procedures in compliance with applicable state law while preserving the City's authority to enforce objective health and safety standards.

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 and Addition. Chapter 15.62 (Electric Vehicle Charging Stations) Of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code is amended to read as shown in Exhibit 1 and attached herein, with additions denoted by underlined text and deletions denoted by struck-through text.

SECTION 3. CEQA. The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that the text amendments to Chapter 8.13 (Construction and Demolition Waste Disposal) of Title 8 (Health and Safety) of the Sierra Madre Municipal Code will not have a significant effect on the environment and is therefore exempt from CEQA review, pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

SECTION 4. 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 5. 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 6. Publication. Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

SECTION 7. 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 8. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

PASSED, APPROVED, AND ADOPTED this 27th day of October, 2026.

Kristine Lowe, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 13th day of October 2026, and duly adopted at a regular meeting held on the 27th 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 15.62 ELECTRIC VEHICLE CHARGING STATIONS AND QUALIFIED HYDROGEN-FUELING STATIONS

15.62.005 Short title.

This chapter shall be known as the "Electric Vehicle Charging Stations and Qualified Hydrogen-Fueling Stations Ordinance."

15.62.010 Purpose and intent.

The purpose of the City of Sierra Madre Electric Vehicle Charging Station and Qualified Hydrogen-Fueling Station requirement is:

- A. To adopt an ordinance in compliance with Assembly Bill 1236 (Chapter 598, Statutes of 2015; California Government Code Section 65850.7), Senate Bill 1418, and Senate Bill 1283 (2025-2026 Regular Session), as each may be amended from time to time, while protecting public health and safety;
- B. To establish an expedited, streamlined, and ministerial permitting process for electric vehicle charging stations and associated supporting infrastructure;
- C. To establish an administrative, nondiscretionary permitting process for qualified hydrogen-fueling stations, consistent with applicable state law and local health and safety requirements.

~~To adopt an ordinance in compliance with Assembly Bill 1236 (Chapter 598, Statutes 2015, Cal. Gov't Code § 65850.7) while protecting public health and safety.~~

15.62.020 Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

"A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by a city, county, or city and county on another similarly situated application in a prior successful application for a permit.

"Canopy" means a permanent roof-like structure that is accessory to and serves an electric vehicle charging station project, is supported by one or more posts or columns, and meets the applicable dimensional, building, electrical, fire, and safety requirements of California Government Code Section 65850.7, as amended from time to time.

"Director" means the planning director or her or his designee.

"Electric vehicle charging station(s)" or "charging stations(s)" means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this chapter or as it may be amended and/or renumbered thereafter, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

"Electric vehicle supply equipment" or "EVSE" means a device with one or more charging ports and connectors for charging electric vehicles.

"Electronic submittal" means the utilization of one or more of the following:

- 1. Email;
- 2. The internet; and/or
- 3. Facsimile.

"Qualified hydrogen-fueling station" means the hydrogen-fueling station consisting of the equipment and structural design components necessary to ensure the safety of the fueling station, including hydrogen-refueling canopies, that are used to store and dispense hydrogen fuel to vehicles according to industry codes and standards that are open to the public, and that is located on a parcel that either: (1) is zoned for industrial or commercial development and does not contain any residential units; or (2) was previously developed with a service station, as defined by Government Code Section 65850.7.

"Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

15.62.030 Applicability.

- A. This chapter applies to the permitting of all electric vehicle charging stations and qualified hydrogen-fueling stations in the city.
- B. All electric vehicle charging stations and qualified hydrogen-fueling stations shall require a permit issued in accordance with this chapter. It shall be unlawful for any person to install, operate, or maintain an electric vehicle charging station or qualified hydrogen-fueling station without such a permit.
- C. For purposes of the expedited, streamlined, and ministerial permit process required by this chapter, an electric vehicle charging station project includes the charging station and its supporting infrastructure. The City shall not require a separate discretionary land-use entitlement solely because a qualifying electric vehicle charging station project includes supporting infrastructure.
- D. Electric vehicle charging stations and qualified hydrogen-fueling stations legally established or permitted prior to the effective date of this chapter are not subject to the requirements of this chapter unless physical modifications or alterations are undertaken that materially change the size, type, capacity, or components of a charging station. Routine operation and maintenance or like-kind replacements shall not require a permit.

15.62.040 Electric vehicle charging station requirements.

- A. All electric vehicle charging stations shall meet applicable federal, state, and city health and safety standards and requirements.
- B. All electric vehicle charging stations shall meet all applicable safety and performance standards established by the California Electrical Code, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the public utilities commission regarding safety and reliability.
- C. Supporting infrastructure included in an electric vehicle charging station project shall comply with all applicable building, electrical, fire, accessibility, encroachment, and public-works requirements.
- D. An onsite energy storage system included in an electric vehicle charging station project shall be sized to support the electric vehicle charging station and shall comply with applicable fire, building, and electrical code requirements.
- E. A canopy included in an electric vehicle charging station project shall comply with applicable state-law dimensional limitations and all applicable building, electrical, fire, and safety standards.

15.62.050 Hydrogen station installation requirements.

- A. All qualified hydrogen-fueling stations shall meet all applicable federal, state, and city health and safety standards including any rules established by the California Air Resources Board, California Energy Commission, or California Department of Food and Agriculture regarding safety, reliability, weights, and measures.
- B. All qualified hydrogen-fueling stations shall meet applicable safety and performance standards established by the Society of Automotive Engineers and accredited nationally recognized testing laboratories.

- C. All qualified hydrogen-fueling stations shall comply with the National Fire Protection Association's *Hydrogen Technologies Code* (NFPA 2)
- D. All qualified hydrogen-fueling stations shall comply with applicable guidance issued by the Governor's Office of Business and Economic Development, including the *Hydrogen Station Permitting Guidebook*.

15.62.0650 Application requirements.

- A. The director shall adopt a checklist of all requirements with which the electric vehicle charging stations and qualified hydrogen-fueling stations shall comply to be eligible for expedited review.
- B. Every application to the director for the installation, alteration and replacement of an electric vehicle charging station or qualified hydrogen-fueling station shall be in the form provided by the director, in writing, and contain the information set forth in the checklist and such other information as the director may reasonably require to carry out the purpose of this chapter. The permit application, checklist, and required permitting documentation shall be available on the city's website.
- C. The applicant may submit the permit application and associated documentation by personal, mailed, or electronic submittal. The director shall adopt requirements for the submittal of the permit application, associated application documentation, and fees. Personal, mailed, or electronic submittal of the permit application, associated application documentation, and fees shall conform to the requirements adopted by the director. In the case of electronic submittal, the electronic signature of the applicant on all forms, applications and other documentation may be used in lieu of a wet signature.
 - 1. In connection with ~~each electric vehicle charging station~~ permit applications, an applicant shall:
 - a. Verify to the director's reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the electric vehicle charging station project, including a canopy when proposed, is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the ground; and
 - b. At the applicant's cost, verify to the director's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new electrical loads.
 - 2. In connection with qualified hydrogen-fueling station permit applications, an applicant shall verify that the installation of a hydrogen fueling station will not have specific, adverse impact to public health and safety and building occupants. Verification by the applicant includes but is not limited to: architectural, fire, building, electrical, and mechanical plans.
- D. If the director determines an application for an electric vehicle charging station or qualified hydrogen-fueling station satisfies the requirements of this chapter, the director will deem the application complete. If the director receives an incomplete application, the director will issue a written correction notice to the applicant detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance. After the director determines an application for an electric vehicle charging station or qualified hydrogen-fueling station is complete, the application will be processed in accordance with this chapter.
- E. An application for an electric vehicle charging station or qualified hydrogen-fueling station that is not accompanied by the applicable fees shall be considered incomplete.

15.62.0760 Permit compliance review.

- A. The director shall adopt an administrative, nondiscretionary review process to expedite approval of permit applications for electric vehicle charging stations and qualified hydrogen-fueling stations.

- B. Where an application meets local, state, and federal health and safety requirements, the requirements of the checklist, and there are no specific, adverse impacts upon public health or safety — the building official shall complete the nondiscretionary permit approval process.
- C. The building official may require an applicant to apply for an electric vehicle charging station or qualified hydrogen-fueling station use permit if the building official finds, based on the initial application submittal, that the electric vehicle charging station or qualified hydrogen-fueling station could have a specific, adverse impact upon the public health or safety. The building official's decision may be appealed to the planning commission in accordance with Chapter 17.60.
- D. If an electric vehicle charging station or qualified hydrogen-fueling station use permit is required, the building official may only deny an application for the ~~electric vehicle charging station use~~ permit if the building official makes written findings based upon substantial evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid the adverse impact. The findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. The building official's decision may be appealed to the planning commission in accordance with Chapter 17.60.
- E. If the building official issues an electric vehicle charging station or qualified hydrogen-fueling station use permit, the permit may include conditions designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost. A feasible method to satisfactorily mitigate or avoid the specific, adverse impact includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the city on another similarly situated application in a prior successful application for a permit.

15.62.0870 Fees.

The city council shall establish by resolution the fees charged for applications and permits under this chapter.



CITY OF SIERRA MADRE

Permitting Checklist for Hydrogen Fueling Stations (SB 1418)

Planning & Community
Preservation Department
232 W. Sierra Madre Blvd., CA 91024
www.sierramadrecalifornia.gov

Please complete the following information related to permitting and installation of a hydrogen fueling station as a supplement to the Building Permit Application located on the [Accela Citizen Portal](#). You may register for an account and upload this checklist as a supplemental attachment to your electronic submission. This checklist contains the technical aspects of hydrogen fueling station installations and is intended to help expedite permitting and use for hydrogen fueling stations. State law requires that the City accept electronic submission of this checklist and the Building Permit application for a hydrogen fueling station.

Upon completion of this checklist, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

For assistance, please call (626)355-7135 or email permits@sierramadrecalifornia.gov.

Section 1: Project Details
Project Address:
☐ Commercial/Industrial Zone (No Surrounding Residential Units) ☐ Existing Retail Fueling Station/Travel Center
Location and Number of Hydrogen Dispensers/Fueling Positions to be Installed:
Type of Fueling Available (i.e., Light-Duty Vehicle/Heavy-Duty Vehicle, Retail/Commercial, H35/H70, etc.):
Storage Type and Volume (i.e gaseous or liquid; storage capacity in kilograms or metric tonnes).
Description of Work:



CITY OF SIERRA MADRE

Permitting Checklist for Hydrogen Fueling Stations (SB 1418)

Planning & Community
Preservation Department
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www.sierramadrecalifornia.gov

Section 2: Contact Information

Applicant Name:

Applicant Phone & Email:

Contractor Name (if applicable):

License Number & Type (if applicable):

Contractor Phone & Email (if applicable):

Owner Name:

Owner Phone & Email:

Section 3: Site/Station Plans & Equipment

Existing Site Plan: Show lot dimension of the property and all existing conditions/buildings/structures.

Proposed Site Plan: Show all proposed conditions/structures/equipment (including setback measurements and equipment dimensions).

Elevation/Perspective Drawings: Show all equipment and structures (drawn to scale, including all proposed refueling canopies).

Section 4: Permit Package Plans & Drawings

Civil/Architectural Plan Set: (Title Page, Notes, Topo/Demo Plans, Proposed Site Plan, Precise Grading and Drainage Plans, Erosion Control Plans and Details, Construction and Framing Details, Elevations, and Landscaping and Irrigation Plans).

Fire Plan Set: (Title page, Notes, Fire Plan Equipment, H2 Storage Equipment and Details, Fire Plan Setback Details, Hazardous Area Class Drawings, NFPA-2 Tables, Safety and Fire Signage Plans, Safety and Fire Equipment Location Plans (ESD, fire extinguisher, alarm light, flame detector, and gas sensor locations)).

Building Plan Set: (Title Page, Notes, Structural Specifications and Project Data, Site Plan Layout, Foundation Plan, Foundation Details, Bollard Details, Framing Plans and Details).



CITY OF SIERRA MADRE

Permitting Checklist for Hydrogen Fueling Stations (SB 1418)

Planning & Community
Preservation Department
232 W. Sierra Madre Blvd., CA 91024
www.sierramadrecalifornia.gov

Section 4: Permit Package Plans & Drawings (Continued)

Mechanical Plan Set: (Codes and Regulations Piping Plan, Pipe Schedule and Material, Piping Details).

Electrical Plan Set: (Title Page, Notes, IEEE, IEC, and Applicable NFPA Codes, Electrical Specifications, Electrical Single Line Diagram, Electrical Load Schedule, Electrical Telecom Utility Site Plan, Electrical Power Site Plan, Grounding Site Plan and Details, Electrical Installation Details, Electrical Line-Voltage Conduit Schematic, Electrical Low Voltage Site Plan, Electrical Low Voltage Conduit Schematic, Low Voltage Wiring Schedules).

Title 24 Report/Forms: (Title 24 Report/Forms, Calculations)

I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information.

Signature of Permit Applicant: _____ **Date:** _____



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 22, 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/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

Council Member Garcia led the audience in the Pledge of Allegiance. Afterwards he shared

3. ROLL CALL OF CITY COUNCIL MEMBERS

City Clerk Aguilar called the roll:

City Council Members Present:

Kristine Lowe, Mayor

Gene Goss, Mayor Pro Tem

Edward Garcia, Council Member

Kelly Kriebs, Council Member

City Council Members Absent:

Council Member Robert Parkhurst

City Officials Present:

Michael Bruckner, City Manager

Aleks Giragosian, City Attorney

Laura Aguilar, City Clerk

Joshua Wolf, Senior Planner

4. REPORT FROM CITY ATTORNEY REGARDING CLOSED SESSION

City Attorney Aleks Giragosian reported that the City Council met in closed session to discuss four items.

No reportable action was taken by the City Council on the following:

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 Gursey 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 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:

Attended an Ad-Hoc meeting for the Community Survey.

Council Member Garcia:

Attended an Ad-Hoc meeting for the Community Survey

Attended the 9/11 Memorial Ceremony at the Fire Station.

Mayor Pro Tem Goss:

Attended the 9/11 Memorial Ceremony at the Fire Station.

Attended a meeting of the Southern California Council of Governments. No reportable action was taken.

Attended a meeting of the Community Services Commission. No reportable action was taken.

Mayor Lowe:

Attended a conference with Foothill Workforce Development Board.

On September 10 attended a fundraiser for ANCA – Armenian National Committee of America

On September 17 attended the Planning Commission meeting.

7. REPORTS FROM CITY STAFF

City Clerk Aguilar announced upcoming vacancies on the Planning Commission and Community Services Commission, with one vacancy on the Planning Commission open now and the other vacancies to be open in December of this year.

8. PRESENTATIONS

A. Update from Senior Community Commission

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

The report was for information purposes. No City Council action was taken.

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 one email from Natalie Cross.

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.

City Clerk Aguilar announced that one speaker card was submitted for items not on the agenda:

- 1) Laura Palmer: Announced the upcoming Sierra Madre Community Foundation Wine Walk

Seeing no one else come forward, Mayor Lowe 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. 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)

This report was presented by Senior Planner Wolf.

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

Mayor Lowe opened the podium for public comment.

Seeing no one come forward, Mayor Lowe 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 first reading of Ordinance 1500.

Council Member Garcia seconded the motion.

Mayor Lowe called for a vote of the Council:

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

The motion to adopt first reading of Ordinance 1500 was approved by majority voice 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. 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 26-88 Approval of Warrants for Payment
Recommendation: Approve
Not a CEQA Project under: 14 CCR 15378(b)(4)- government fiscal activities.
- C. Resolution 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.

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

Mayor Lowe opened the podium for public comment.

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

Council Member Garcia made a motion to approve all Consent items as presented.

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 and Kriebs

Noes: None.

Absent: Council Member Parkhurst.

Abstain: None.

The motion to approve all Consent Items was approved by majority voice vote.

12. DISCUSSION ITEM

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.

Report presented by City Clerk Aguilar.

At the conclusion of the report, the City Council asked staff 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, asking for a motion.

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

Mayor Pro Tem Goss made a motion to appoint Rachelle Arizmendi for a four-year term and approve Resolution 26-91.

Council Member Kriebs seconded the motion.

Mayor Lowe called for a vote of the City Council:

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

The motion to approve Resolution 26-91 appointing Rachelle Arizmendi to a four-year term with San Gabriel Valley Mosquito and Vector Control District was approved by majority voice vote.

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

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 City Clerk Aguilar.

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

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.

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

The City Council voted to table the discussion to bring back to a future City Council meeting.

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 7:09 pm to a Regular City Council meeting scheduled for October 13, 2026.

Minutes taken and typed by:

Laura Aguilar
City Clerk

Minutes Approved by Council Action:

Kristine Lowe
Mayor



CITY OF SIERRA MADRE

STAFF REPORT

FINANCE

DATE: October 13, 2026

TO: Honorable Mayor and City Council

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

SUBJECT: Resolution No. 26-92 Approval of Warrants for Payment

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 26-92 and approve payment for the following:

1. **Outstanding Obligated City Warrants:** \$844,865.80
2. **Outstanding Obligated Sierra Madre Library Warrants:** \$12,555.72
3. **Payroll Transfer:** \$635,828.57

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) @ \$477,345.13 plus Total Employer Expenses for Benefits @ \$158,493.44 = Total @ \$635,838.57

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:

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

Michael Bruckner
City Manager

Attachments

[1-10-13-26_RESOLUTION_26-92.pdf](#)

[2-Warrant_Register_26-27.pdf](#)

[3-WARRANT_26-92_10-13-26.pdf](#)

RESOLUTION NUMBER 26-92

**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 \$844,865.80; Sierra Madre Library Warrants in the aggregate amount of \$12,555.72; and Payroll Transfer in the aggregate amount of \$635,838.57 for the fiscal year ending June 30, 2026 and 2027.

APPROVED AND ADOPTED this 13TH day of October 2026.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 26-92 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13TH day of October 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 October 13, 2026**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants\$844,865.80

Sierra Madre Library Warrants.....\$12,555.72

Payroll Transfer.....\$635,838.57

Warrant Register Post Date 10/13/26**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY26/27	General Warrants	\$585,563.10	1-3
FY26/27	General Manual Warrant	\$64,036.88	4-6
FY25/26	General Manual Warrant	\$15,499.72	7
FY26/27	General Utility Bills	\$8,958.72	8
FY26/27	General Manual Utility Bills	\$170,807.38	9-10
	Total	\$844,865.80	

FY26/27	Library Warrant	\$5,678.22	11
FY26/27	Library Manual Warrant	\$6,877.50	12
	Total	\$12,555.72	13-14

Pay Date:			
9/24/2026	Payroll #19	\$635,838.57	
	From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.		
	Total	\$635,838.57	



Packet: APPKT08943 - GEN FY26/27 10/13/26
Vendor Set: 01 - Vendor Set 01

Check Date: 10/05/2026

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
VEN04482	ADVANCED OFFICE				195.00
APBWEST	Check	AR1388765	EQUIP. SERVICE CALL	10000.70000.53999	195.00
1484	ALLIANT INSURANCE SERVICES				823.00
APBWEST	Check	3673324	EVENT INSURANCE: HALLOWEEN HAPPENINGS	10000.79004.53999	823.00
VEN03454	AMAZON CAPITAL SERVICES				4,649.26
APBWEST	Check	19TD-LPMC-3NYY	IT - COMPUTER SUPPLIES 8/31/26 - 9/13/26	60003.31603.53103	3,430.72
		1GKG-JX13-RR6T	MISC SUPPLIES 6/22/26 - 7/5/26	60001.31601.53200	303.43
				71000.81100.53100	25.64
				71000.81100.53205	30.24
		1HTY-6K3D-3RFG	IT - COMPUTER SUPPLIES 8/31/26 - 9/13/26	60003.31603.53103	314.70
		1N44-J6LF-6KYX	MISC SUPPLIES 8/31/26 - 9/13/26	71000.81100.53100	234.23
		1QF9-R797-4HWR	MISC SUPPLIES 9/14/26 - 9/27/26	10000.70000.53100	287.23
		1VVK-VPMM-4PH6	MISC SUPPLIES 8/31/26 - 9/13/26	10000.61000.52302	23.07
VEN04248	AMY HSU				2,228.51
APBWEST	Check	INV045164	TRAVEL REIMB: FIRST DUE CONF. NASHVILLE	10000.61000.52205	1,925.30
		INV045165	TRAVEL REIMB: AFSS QUARTERLY MEETING	10000.61000.53402	303.21
VEN03981	ANGEL'S AUTO REPAIR INC				2,065.08
APBWEST	Check	40861	REPAIRS AND MAINTENANCE - FLEET VEHICLE #560000	31600.53208	2,065.08
VEN04668	AP ENGINEERING				221,454.94
APBWEST	Check	AP1	8/30/26 LIMA ST. WATER MAIN REPLACEMENT	71000.81100.56011	246,061.05
		AP1 RET	8/30/26 LIMA ST. WATER MAIN REPLACEMENT	F71000.00000.23500	-24,606.11
VEN04026	ARCADIA TIRES				181.53
APBWEST	Check	INV045159	VEHICLE MAINT/#2094	60000.31600.53208	25.00
		INV045161	VEHICLE MAINT/#5118	60000.31600.53208	31.53
		INV045162	VEHICLE MAINT/#2094	60000.31600.53208	75.00
		INV045163	VEHICLE MAINT/#5123	60000.31600.53208	50.00
1498	AREA D				1,200.00
APBWEST	Check	2619	FY 26 - 27 AREA-D ANNUAL MEMBERSHIP	10000.50000.52100	1,200.00
1552	ARNOLD'S HARDWARE - Fire				16.87
APBWEST	Check	120270	MISC. SUPPLIES	10000.61000.53204	12.13
		120271	MISC. SUPPLIES	10000.61000.53204	4.74
0122	ARNOLD'S HARDWARE - PW				303.43
APBWEST	Check	119887	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	24.28
		119891	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	11.04
		119905	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	16.55
		120043	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	11.89
		120070	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	111.55
		120178	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	18.53
		120212	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	12.11
		120217	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	13.25
		120241	FY 26/27 WATER DEPARTMENT SUPPLIES	71000.81100.53200	31.30
		120243	FY 26/27 WATER DEPARTMENT SUPPLIES	71000.81100.53200	16.52
		120259	FY 26/27 WATER DEPARTMENT SUPPLIES	71000.81100.53200	1.54
		120264	FY 26/27 FACILITIES SUPPLIES	10000.83300.53001	12.14
		120267	FY 26/27 WATER DEPARTMENT SUPPLIES	71000.81100.53200	22.73
VEN03962	BETTY REN				11,370.00
APBWEST	Check	INV045167	REFUND: WASTE BOND REFUND	10000.00000.23306	11,370.00
0795	CITY OF GLENDALE				12,810.00
APBWEST	Check	4278	JULY 2026 - JUNE 2027 PD - ICI Subscriber Service	10000.50000.52100	12,810.00
0171	CLINICAL LABORATORY OF SAN BERNARDINO, INC.				3,177.00
APBWEST	Check	2601612-SIE01	8/4/26 - 8/31/26 WATER QUALITY TESTING	71000.81100.52100	3,177.00
1167	COMMUNITY MEDIA OF THE FOOTHILLS				2,547.16
APBWEST	Check	082	SEPT 2026 TELECAST OF CITY MEETINGS	60003.31603.52100	2,547.16
VEN02953	CPACINC.COM				611.40

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	SI-1303354	NEW EMAIL LICENSIS/MAINTENANCE SUPPORT	60003.31603.56009	611.40
0713	DEPT OF JUSTICE				66.00
APBWEST	Check	072355	AUG 2026 Payment for DOJ fees	10000.50000.52003	66.00
VEN03180	DICKS AUTO SUPPLY				483.28
APBWEST	Check	239648	FY 26/27 AUTO PARTS	60000.31600.53208	181.16
		239820	FY 26/27 AUTO PARTS	60000.31600.53208	112.41
		239920	FY 26/27 AUTO PARTS	60000.31600.53208	189.71
VEN04679	EDUARDO PERALTA				266.00
APBWEST	Check	INV045166	REFUND: BUILDING PERMIT (B-BLD-260359)	10000.40000.43010	266.00
VEN04433	EKOS LLC				2,928.00
APBWEST	Check	225485	Jan-Dec 2026 City Yard Fuel Site Module Cell Dat	60001.31601.52100	2,928.00
VEN04393	ERIC MELANSON				1,800.00
APBWEST	Check	15837	2026 HALLOWEEN FESTIVAL	10000.79004.53999	1,800.00
VEN01708	EXSTREEM PEST CONTROL				800.00
APBWEST	Check	34545	APRIL 2026 MONTHLY SERVICE FOR PEST CONTR	60001.31601.52100	800.00
VEN01613	GANAHL LUMBER COMPANY				56.20
APBWEST	Check	142377511	MISC. MAINT SUPPLIES	60001.31601.53200	44.98
		LP42288	MISC. MAINT SUPPLIES	60001.31601.53200	11.22
1510	GARVEY EQUIPMENT CO.				452.38
APBWEST	Check	176683	MISC. SUPPLIES	60000.31600.53208	452.38
0398	HONG L. TAM				27,520.76
APBWEST	Check	9/1/26	7/1/26 - 8/31/26 STRUCTURAL PLAN CHECK SER	10000.40000.52100	27,520.76
VEN04282	INTREPID NETWORKS LLC				1,283.52
APBWEST	Check	12666	FY 26/27 PD FSET notification system	10000.50000.52100	1,283.52
VEN03424	JOHNSON INVESTIGATIONS				1,700.00
APBWEST	Check	2026-12	PD Background Investigations	60007.31607.52100	1,700.00
1185	KEYSTONE UNIFORM				2,142.37
APBWEST	Check	072239	UNIFORMS	10000.50000.53303	396.25
		072258	UNIFORMS	10000.50000.53303	1,746.12
VEN04021	KYRIE DISIGN CORP				1,324.90
APBWEST	Check	3263	2026 HALLOWEEN STREET BANNER	10000.79004.53999	1,324.90
0515	LANDSCAPE WAREHOUSE				18.29
APBWEST	Check	2609-714668	FY 26/27 MAINTENANCE SUPPLIES	60001.31601.53200	18.29
2008	LEXIPOL LLC				5,620.44
APBWEST	Check	INVPM11274123	9/1/26-8/31/27 ANNUAL LEFTA SHIELD SUITE SU	10000.50000.52100	5,620.44
0640	LIFE-ASSIST INC.				273.22
APBWEST	Check	2200487	FY 26/27 EMS Medical Supplies	10000.64000.53300	273.22
VEN04673	LOS ANGELES CONSERVATION CORPS				69,874.20
APBWEST	Check	05-1922-0001 JUL26	JULY 2026 Bailey Canyon RPOSD Restoration Ser	37010.85000.56002	69,874.20
VEN04515	MARIPOSA LANDSCAPES INC				49,178.41
APBWEST	Check	1211102	JUNE 2026 ELEMENTARY FIELD MOWING EXTRA	60001.31601.52301	119.64
		121249	Bailey Canyon RPOSD Irrigation Improvements	37010.85000.56002	49,058.77
VEN04684	MAUREEN DANIELS				80.00
APBWEST	Check	2004251.001	REFUND: CARVED EXCURSION	10000.79003.47020	80.00
VEN04406	MICROAGE				13,679.87
APBWEST	Check	2420888	MIMECAST - ANNUAL SUBSCRIPTION	60003.31603.56009	13,679.87
VEN03392	MISAC				390.00
APBWEST	Check	200010154	2026 PROFESSIONAL MEMBERSHIP DUES (X3)	60003.31603.53409	390.00
VEN04681	MOSAIC PUBLIC PARTNERS LLC				8,250.00
APBWEST	Check	2184	1ST Installment Execut.LVL Recruitment Consult	10000.31500.53000	8,250.00
1608	MUNICIPAL MAINTENANCE EQUIP IN				171.93
APBWEST	Check	053482	MISC SUPPLIES	60000.31600.53208	171.93
VEN04007	OCCUPATIONAL HEALTH CENTERS OF CA				150.00
APBWEST	Check	91796451	PRE-EMPLOYMENT EXAM	60007.31607.52106	50.00
		92235995	PRE-EMPLOYMENT EXAM	60007.31607.52106	50.00
		92485252	PRE-EMPLOYMENT EXAM	60007.31607.52106	50.00
0786	OFFICE DEPOT, INC				246.32
APBWEST	Check	480787045001	OFFICE SUPPLIES	60002.31100.53100	49.42
				60002.32000.53100	196.90
VEN03819	PAYDIRT PRINTING SERVICES				72.90
APBWEST	Check	248819.1	BUSINESS CARDS: WANG - TAX	10000.40000.53999	6.45

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	248824	BUSINESS CARDS: WANG	10000.40000.53999	66.45
VEN01608	PHOENIX GROUP INFORMATION SYSTEMS				3,144.84
APBWEST	Check	082026200	AUG 2026 Parking and citation services	10000.50000.52100	3,144.84
0336	POST ALARM SYSTEMS				566.57
APBWEST	Check	1969803	10/1/26 - 10/31/26 ALARM SAFETY MONITORIN	60001.31601.52100	566.57
VEN04682	PROTECT US				1,050.00
APBWEST	Check	CSM-46274	9/9/26 CROSSING GUARD SERVICES	10000.70000.53999	1,050.00
0338	PRUDENTIAL OVERALL SUPPLY				668.72
APBWEST	Check	53004521	FY 26-27 UTILITY AND PUBLIC WORKS UNIFORM	60001.31601.53303	370.34
		53006276	FY 26-27 UTILITY AND PUBLIC WORKS UNIFORM	60001.31601.53303	149.19
		53007968	FY 26-27 UTILITY AND PUBLIC WORKS UNIFORM	60001.31601.53303	149.19
VEN04317	SARA ALHADELF				600.00
APBWEST	Check	103126	HALLOWEEN HAPPENINGS - FACE PAINTING 10/	10000.79004.53999	600.00
1443	SHRED-IT USA LLC				279.94
APBWEST	Check	8015385611	AUG 2026 Document shredding service	10000.50000.52100	279.94
VEN03199	SO CAL MAILING SERVICES				125.00
APBWEST	Check	64163.1	AUG 2026 PW FLYER INSERTS	38004.83300.52100	125.00
0478	SUN BADGE				317.22
APBWEST	Check	429307	FIRE DEPT UNIFORM BADGES	10000.61000.53303	317.22
VEN02444	SUPERIOR COURT OF CA, CO OF L. A.				3,710.50
APBWEST	Check	AUG2026	AUG 2026 Citation Revenue distribution	10000.50000.52100	3,710.50
1245	THE WORKSHOP				501.21
APBWEST	Check	76325	EVENT BANNER: HALLOWEEN/CITY YARD SALES	10000.79004.53999	88.40
				37006.72000.52100	88.40
		76419	WATER BILL INSERTS - SPECIAL EVENTS MEETING	10000.70000.53999	324.41
VEN04256	TRUEPOINT SOLUTIONS LLC				10,053.09
APBWEST	Check	50384	10/16/26 - 10/15/27 DIGEPLAN SUBSCRIPTION	10000.40000.53805	10,053.09
VEN04671	UBER TECHNOLOGIES INC				2,085.48
APBWEST	Check	22C8132A59	6/1/26-6/30/26 UBER TRANSPORT RIDESHARE SI	37004.80000.52001	736.13
		75C6F24955	7/1/26-7/31/26 UBER TRANSPORT RIDESHARE SI	37004.80000.52001	1,349.35
0158	VULCAN MATERIALS COMPANY				804.82
APBWEST	Check	7315793	COLD MIX	71000.81100.53206	804.82
VEN03096	W M J COMMUNICATIONS				330.00
APBWEST	Check	2466	CH - SERVICE CALL: ELEVATOR PHONE LINE	60003.31603.52100	330.00
0426	WESTERN WATER WORKS				1,068.79
APBWEST	Check	1289125-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	878.49
		1289447-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	94.59
		1289875-00	FY 26/27 WATER INFRASTRUCTURE CLAMPS	71000.81100.53200	95.71
0425	WILLDAN ASSOCIATES				107,794.75
APBWEST	Check	002-37984	AUG 2026 FIRE PLAN CHECK	10000.40000.52100	8,527.03
		002-37994	AUG 2026 FIRE PLAN CHECK-700 SUNNYSIDE FU	10000.40000.52100	585.00
		002-39245	AUG 2026 PLAN CHECK AND INSPECTIONS	10000.40000.52100	69,519.72
		00424585	JULY 2026 PW INSPECTIONS - MEADOWS PROJE	10000.00000.23604	29,163.00
Report Total:					585,563.10



Packet: APPKT08937 - GEN MAN FY26/27 10/13/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/30/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0833	HOME DEPOT				1,567.74
AP EFT WEST	Electronic Funds Transfer	1384037	1502 - FACILITIES REPAIR SUPPLIES - LIB	60001.31601.53205	33.38
		1532323	1502 - FACILITIES REPAIR SUPPLIES - LIB	60001.31601.53205	33.08
		1552773	6422 - WATER DEPARTMENT SMALL TOOLS	71000.81100.53205	204.34
		1804828	1502 - FACILITIES REPAIR SUPPLIES - LIB	60001.31601.53205	59.58
		2512195	1502 - WATER DEPT REPAIR SUPPLIES	71000.81100.53200	23.01
		360642	1502 - CITY YARD: FACILITIES REPAIR SUPPLIES	60001.31601.53200	286.13
		4010396	1502 - FACILITIES REPAIR - SUPPLIES (PD)	60001.31601.53200	157.75
		7012823	1502 - FACILITIES REPAIR SUPPLIES - PD	60001.31601.53205	295.02
		7361482	1502 - FACILITIES REPAIR SUPPLIES	60001.31601.53200	204.19
		8542584	1502 - FACILITIES REPAIR SUPPLIES	60001.31601.53200	2.48
		9522787	1502 - FACILITIES REPAIR SUPPLIES - PD	60001.31601.53205	123.66
		INV044940	LATE FEE	60002.32000.53999	40.00
		INV044941	FINANCE CHARGE	60002.32000.53999	26.37
		INV045156	LATE FEE REVERSAL	60002.32000.53999	-40.00
		INV045157	LATE FEE REVERSAL	60002.32000.53999	-40.00
		INV045158	FINANCE CHARGE	60002.32000.53999	46.47
		WN68739806592739	6465 - FD SUPPLIES	10000.61000.52302	50.35
		WN69183662907124	6465 - FD SUPPLIES	10000.61000.52302	20.56
		WN69183662921489	6465 - FD SUPPLIES	10000.61000.52302	41.37
Report Total:					1,567.74



Packet: APPKT08931 - GEN MAN FY26/27 10/13/26
Vendor Set: 02 - Vendor Set 02

Check Date: 09/28/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03531	EDWARD GARCIA				824.50
APBWEST	Check	INV045131	REIMB: LEAGUE OF CAL CITIES: HOTEL ROOM CH10000.11000.53402		824.50
VEN01581	EUGENE GOSS				824.50
APBWEST	Check	INV045132	REIMB: LEAGUE OF CAL CITIES: HOTEL ROOM CH10000.11000.53402		824.50
Report Total:					1,649.00



Packet: APPKT08925 - GEN MAN FY 26/27 10/13/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/24/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
1121	COLANTUONO, HIGHSMITH & WHATLEY, PC				58,084.75
APBWEST	Check	71910	JULY 2026 - FINANCE	10000.21000.52201	570.00
		71911	JULY 2026 - POLICE DEPARTMENT	10000.21000.52201	30.00
		71912	JULY 2026 - FIRE DEPARTMENT	10000.21000.52201	150.00
		71913	JULY 2026 - PUBLIC WORKS	10000.21000.52201	617.59
				71000.21000.52201	161.11
				71000.81100.52201	134.26
				72000.21000.52201	161.11
		71914	JULY 2026 - COMMUNITY SERVICES	10000.21000.52201	420.00
		71915	JULY 2026 - LIBRARY	10000.21000.52201	4,330.18
		71916	JULY 2026 - CITY CLERK/ELECTIONS	10000.21000.52201	900.00
		71917	JULY 2026 - HUMAN RESOURCES	10000.21000.52201	420.00
		71918	JULY 2026 - PLANNING & COMMUNITY PRESERV	10000.40000.52201	9,752.50
		71919	JULY 2026 - IMPLEMENTATION OF SETTLEMENT	10000.40000.52201	277.50
		71920	JULY 2026 - V. SOUTHERN CA. EDISON	10000.21000.52201	1,237.50
		71921	JULY 2026 - ADV. SOUTHERN CA. EDISON	10000.21000.52201	1,440.50
		71922	JULY 2026 - CITY COUNCIL	10000.21000.52201	1,770.00
		71923	JULY 2026 - CITY MANAGER	10000.21000.52201	2,010.00
		71924	JULY 2026 - COS RECOVERY	10000.21000.52201	3,110.00
		72456	AUG 2026 - FINANCE	10000.21000.52201	750.00
		72457	AUG 2026 - POLICIE DEPARTMENT	10000.21000.52201	660.00
		72458	AUG 2026 - FIRE DEPARTMENT	10000.21000.52201	120.00
		72459	AUG 2026 - PUBLIC WORKS	10000.21000.52201	1,707.75
				71000.21000.52201	445.50
				71000.81100.52201	371.25
				72000.21000.52201	445.50
		72460	AUG 2026 - COMMUNITY SERVICES	10000.21000.52201	60.00
		72461	AUG 2026 - LIBRARY	10000.21000.52201	330.00
		72462	AUG 2026 - CITY CLERK ELECTIONS	10000.21000.52201	990.00
		72463	AUG 2026 - HUMAN SERVICES	10000.21000.52201	4,040.00
		72464	AUG 2026 - PLANNING & COMMUNITY PRESERV	10000.40000.52201	11,702.50
		72465	AUG 2026 - V. SOUTHERN CA. EDISON	10000.21000.52201	1,080.00
		72466	AUG 2026 - ADV. SOUTHERN CA. EDISON	10000.21000.52201	370.00
		72467	AUG 2026 - CITY COUNCIL	10000.21000.52201	3,130.00
		72468	AUG 2026 - CITY MANAGER	10000.21000.52201	1,950.00
		72469	AUG 2026 - COST RECOVERY	10000.21000.52201	2,440.00
0814	HDL, COREN & CONE				2,735.39
APBWEST	Check	SIN065924	JULY - SEPT 2026 SRVS/PROPERTY TAX	60002.32000.52100	2,735.39
Report Total:					60,820.14



Packet: APPKT08921 - GEN MAN FY25/26 10/13/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/23/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04021	KYRIE DESIGN CORP				5,374.72
APBWEST	Check	3178	Marketing Banners for Special Events	10000.79002.52999	2,722.72
				10000.79008.52999	1,326.00
				37006.72000.52200	1,326.00
VEN04559	THE LEW EDWARDS GROUP				10,125.00
APBWEST	Check	007	JUNE 30 2026 - GANN SERVICES - FINAL	10000.30000.53000	10,125.00
Report Total:					15,499.72



Packet: APPKT08944 - UB FY26/27 10/13/26
Vendor Set: 01 - Vendor Set 01

Check Date: 10/05/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0129	AT&T				4,740.42
APBWEST	Check	INV045171	818 246-3783 591 4 9/23/26 - 10/22/26 PHONE	60003.31603.55005	4,740.42
VEN03173	QUADIENT FINANCE USA INC				49.00
APBWEST	Check	INV045169	POSTAGE	60002.31100.53101	49.00
VEN01031	QUADIENT LEASING USA INC				1,414.47
APBWEST	Check	Q2525622	10/11/26 - 1/10/27 POSTAGE MACHINE LEASE	60002.31100.53101	1,414.47
VEN02829	RINGCENTRAL INC				2,754.83
APBWEST	Check	CD 001559769	9/23/26 - 10/22/26 VOIP PHONE SERVICE	60003.31603.55005	2,754.83
Report Total:					8,958.72



Packet: APPKT08932 - UB MAN FY26/27 10/13/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/30/2026

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
0129	AT&T				8,880.59
APBWEST	Check	INV045129	818 246-3783 591 4 8/23/26-9/22/26 PHONE	60003.31603.55005	4,740.29
		INV045130	818 291-0241 661 1 9/4/26-10/3/26 PHONE	60003.31603.55005	4,140.30
VEN04074	CHARTER COMMUNICATIONS				3,670.06
APBWEST	Check	106917301090126	106917301 8/1/26 - 9/30/26 INTERNET	60003.31603.52100	1,341.06
		187633301082126	187633301 8/27/26 - 9/26/26 INTERNET	60003.31603.52100	913.34
		188596301082126	188596301 8/25/26 - 9/24/26 INTERNET	60003.31603.52100	199.98
		188596401082126	188596401 8/25/26 - 9/24/26 YMCA ELEVATOR	60003.31603.52100	50.67
		188596901090126	188596901 9/1/26 - 9/30/26 INTERNET	60003.31603.52100	212.48
		188597101090126	188597101 9/6/26 - 10/5/26 INTERNET	60003.31603.52100	200.00
		188597401082126	188597401 8/27/26 - 9/26/26 INTERNET	60003.31603.52100	332.57
		188597601082126	188597601 8/25/26 - 9/24/26 INTERNET	60003.31603.52100	209.98
		188597601092126	188597601 9/25/26 - 10/24/26 INTERNET	60003.31603.52100	209.98
VEN02792	FRONTIER CALIFORNIA INC				10,056.10
APBWEST	Check	INV045134	626-197-0261-032521-5 9/1/26 - 9/30/26 PHON	60003.31603.55005	1,047.38
		INV045135	626-197-1492-030922-5 9/1/26 - 9/30/26 PHON	60003.31603.55005	829.43
		INV045136	626-351-3285-091319-5 9/1/26 - 9/30/26 PHON	60003.31603.55005	103.33
		INV045137	626-355-1414-092017-5 9/1/26 - 9/30/26 PHON	60003.31603.55005	1,956.64
		INV045138	209-151-5743-051199-5 8/28/26 - 9/27/26	60003.31603.55005	228.44
		INV045139	310-001-5763-051199-5 8/28/26 - 9/27/26	60003.31603.55005	528.87
		INV045140	209-188-3757-030707-5 9/4/26 - 10/3/26 PHON	60003.31603.55005	4,601.23
		INV045141	626-355-0264-012498-5 9/4/26 - 10/3/26	60003.31603.55005	760.78
VEN03195	GREATAMERICA FINANCIAL SERVICES				3,934.77
APBWEST	Check	42693608	003-1443256-000 STANDARD PMT	60003.31603.53210	801.18
		42810296	003-1310860-000 STANDARD PMT	60003.31603.53210	389.56
		42946339	003-1443256-000 6/21/26 - 8/20/26	60003.30000.53210	2,378.73
		43062886	003-1310860-000 8/5/26 - 9/4/26	60003.30000.53210	365.30
VEN03173	QUADIENT FINANCE USA INC				1,049.00
APBWEST	Check	INV045155	POSTAGE	60002.31100.53101	1,049.00
0384	SOUTHERN CALIF. EDISON CO.				114,955.84
APBWEST	Check	INV045148	700102141347 7/9/26 - 8/6/26 ELECTRIC	32012.83000.55003	355.61
				38005.83500.55003	14.90
				60001.83200.55003	15,883.42
				71000.81100.55003	12,604.80
		INV045150	700162056328 8/1/26 - 8/31/26 ELECTRIC	32005.83500.55003	208.16
				32012.83000.55003	2,292.65
				38005.83500.55003	5,311.12
				60001.83200.55003	265.71
		INV045151	700835579161 8/7/26 - 9/7/26 ELECTRIC	71000.81100.55003	69,773.01
		INV045152	701057527588 8/4/26 - 9/1/26 ELECTRIC	60001.31601.55003	8,143.55
		INV045153	701057529208 8/5/26 - 9/2/26 ELECTRIC	60001.31601.55003	102.91
0216	THE GAS COMPANY				308.49
APBWEST	Check	INV045143	168 618 7700 5 8/8/26 - 9/9/26 GAS	60001.31601.55004	228.97
		INV045144	051 018 7151 4 8/8/26 - 9/9/26 GAS	60001.31601.55004	17.90
		INV045145	053 118 7109 8 8/8/26 - 9/9/26 GAS	60001.31601.55004	17.90
		INV045146	055 218 7110 2 8/8/26 - 9/9/26 GAS	60001.31601.55004	17.90
		INV045147	135 119 3500 2 8/11/26 - 9/10/26 GAS	60001.31601.55004	25.82
VEN03926	T-MOBILE				492.74
APBWEST	Check	972239789-68	972239789 7/21/26 - 8/20/26 PHONE	60003.31603.55005	492.74
0942	TPX COMMUNICATION				336.75
APBWEST	Check	191706927-0	8/23/26 - 9/22/26 PHONE SERVICE	60003.31603.55005	336.75
0642	VERIZON WIRELESS LA				3,430.99
APBWEST	Check	6152002983	960051887-00001 8/26/26 - 9/25/26 PHONE	60003.31603.55005	3,430.99
VEN04342	WESTBOUND SOLAR 3 LLC				23,692.05

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	26027219	JULY 2026 SOLAR ENERGY	71000.81100.55003	12,070.10
		26027537	AUG 2026 SOLAR ENERGY	71000.81100.55003	11,621.95
		Report Total:			170,807.38



Packet: APPKT08939 - LIB FY26/27 10/13/26

Check Date: 10/05/2026

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN03454	AMAZON CAPITAL SERVICES				576.75
APBWEST	Check	11HF-XYXV-4LJP	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53999	60.93
		13W6-MDM3-673T	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53406	58.67
		17KV-L379-1LYR	MISC SUPPLIES 8/31/26 - 9/13/26	10000.90000.53406	26.50
		17KV-L379-4TL7	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53999	6.71
		1F9P-CKMN-3NLX	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53999	36.84
		1HWF-YM4Y-3HGL	MISC SUPPLIES CREDIT	10000.90000.53100	-13.95
		1HWF-YM4Y-4YYQ	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53406	179.45
		1N44-J6LF-1PW7	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53406	13.20
		1QWV-H9NY-4CJ3	MISC SUPPLIES 8/31/26 - 9/13/26	10000.90000.53100	120.18
		1RG7-VMGV-6CC7	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53406	20.93
		1VYT-1GVY-4911	MISC SUPPLIES 8/31/26 - 9/13/26	39006.90000.53999	67.29
0145	BRODART				63.10
APBWEST	Check	682746	OFFICE SUPPLIES	10000.90000.53100	63.10
VEN04560	INGRAM LIBRARY SERVICE LLC				769.45
APBWEST	Check	98922401	BOOKS & REFERENCE	10000.90000.53406	529.57
		99051153	BOOKS & REFERENCE	10000.90000.53406	39.09
		99169475	BOOKS & REFERENCE	10000.90000.53406	52.37
		99249191	BOOKS & REFERENCE	10000.90000.53406	148.42
1634	MIDWEST TAPE				93.50
APBWEST	Check	509398772	MISC. MEDIA	39006.90000.53406	93.50
0786	OFFICE DEPOT, INC				130.99
APBWEST	Check	479926082001	OFFICE SUPPLIES	10000.90000.53100	130.99
VEN01043	OVERDRIVE INC				1,666.43
APBWEST	Check	01148C026307375	EBBOK/AUDIOBOOK	10000.90000.53406	1,666.43
1817	SOUTHERN CALIFORNIA LIBRARY COOPERATIVE				2,378.00
APBWEST	Check	1721	(2026-2027) SCLC and CALIFA CONSORTIUM ME	10000.90000.53409	2,378.00
Report Total:					5,678.22



Packet: APPKT08927 - LIB MAN FY25/26 10/13/26
Vendor Set: 01 - Vendor Set 01

Check Date: 09/24/2026

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
VEN04271	GEOCON WEST INC				6,877.50
APBWEST	Check	725060133	6/15/26 LIBRARY GEOTECHNICAL CONSULTING	29007.90000.56010	862.50
		726030131	3/22/26 LIBRARY GEOTECHNICAL CONSULTING	29007.90000.56010	6,015.00
Report Total:					6,877.50

Payroll Summary Register

City of Sierra Madre, CA
9/22/2026 4:50:46 PM

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Payroll Summary

Packet PYPKT03350 - PR #19 09.24.2026
Payroll Set 01 - Sierra Madre
Department All - All Department Codes

Pay Period: 9/6/2026 - 9/19/2026

Employees Paid 111

Total Earnings	<u>479,406.83</u>	Total Benefit Allowance	<u>187.24</u>	Input Type	Count
Total Deductions	<u>79,782.68</u>	Total Employer Expenses	<u>158,940.62</u>	Regular	111
Total Taxes	<u>85,761.90</u>				
		Total Direct Deposits	<u>307,175.44</u>		
Net Pay	313,862.25	Total Check Amount	6,686.81		

Payroll Summary Register

City of Sierra Madre, CA
9/25/2026 1:27:45 PM

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Payroll Summary

Packet PYPKT03349 - PR# 18 JENNY VU
Payroll Set 01 - Sierra Madre
Department All - All Department Codes

Pay Period: 9/21/2026 - 9/21/2026

Employees Paid 2

Total Earnings	<u>-2,061.70</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>-170.09</u>	Total Employer Expenses	<u>-447.18</u>		
Total Taxes	<u>-164.04</u>				
		Total Direct Deposits	<u>0.00</u>		
Net Pay	-1,727.57	Total Check Amount	-1,727.57	Correction Reversal	1
				Correction Replacement	1



CITY OF SIERRA MADRE

STAFF REPORT

PUBLIC WORKS SERVICES

DATE: October 13, 2026

TO: Honorable Mayor and City Council

FROM: Eric Lozick, Management Analyst
By: Brian Dickinson, Director of Public Works

SUBJECT: **Capital Reserve Agreement for Proposition A Funds with Los Angeles County Metropolitan Transportation Authority for the Sierra Madre Transit Hub and Passenger Amenity Modernization Project**

RECOMMENDATION

It is recommended that the City Council:

1. Approve Capital Reserve Agreement No. MOUCRAPASIER26000 with the Los Angeles County Metropolitan Transportation Authority (Metro) to establish a \$1,000,000 Proposition A Local Return capital reserve for the Sierra Madre Transit Hub and Passenger Amenity Modernization Project.
2. Approve setting aside \$1,000,000 of existing fund balance in Fund 37004, Local Transportation/Prop A, in Fiscal Year 2026-27 and authorize Finance to record the corresponding reclassifications to Restricted Cash (GL 37004.00000.11050) and Fund Balance - Capital Reserve (GL 37004.00000.31050).
3. Direct staff to develop the project for consideration in the Fiscal Year 2027-28 Capital Improvement Program (CIP), with proposed improvements, a budget, and an implementation schedule to return to City Council for subsequent approval.

SUMMARY

The proposed agreement preserves \$1,000,000 of the City's accumulated, unspent Proposition A Local Return revenues for eligible transit improvements. On March 6, 2026, Metro advised staff that approximately \$500,000 was facing lapse in FY 2025-26, with substantial additional funds facing lapse the following year, and recommended a \$1,000,000 capital reserve to address both years. The reserve protects these funds for improvements at Kersting Court and nine additional Metro Line 268 stops while the City develops the project. Staff proposes funding the entire reserve from existing Proposition A fund balance in FY 2026-27, without relying on future annual contributions. The agreement requires project completion by June 30, 2031.

Public Works staff anticipates proposing the project for the Fiscal Year 2027-28 Capital Improvement Program (CIP). The proposal developed with Metro identifies the transit purpose and potential improvements; detailed plans, costs, and construction phasing have not yet been established. Through project development and the CIP process, staff will prepare the recommended improvements, budget, and implementation schedule for Council consideration. Approval of the agreement preserves the funding while that work proceeds, with subsequent project and expenditure approvals remaining with Council.

DISCUSSION & ANALYSIS

Unspent Funds and Need for the Capital Reserve

The City has accumulated Proposition A Local Return funds from prior fiscal years that were not fully expended. Efforts to restart the City's Local Transportation Program did not result in a service agreement because of limited procurement responses and financial constraints. Eaton Fire and post-fire mudslide response and recovery, along with turnover in key leadership positions, also affected implementation. Under Metro's Guidelines, allocations generally must be expended within three years beginning on the last day of the fiscal year in which they were allocated, unless an applicable extension or capital reserve is approved.

In its March 6, 2026 response to the City's extension request, Metro advised that a two-year extension was unavailable and recommended a \$1,000,000 capital reserve to protect funds facing lapse in FY 2025-26 and FY 2026-27. The reserve provides additional time to use these accumulated funds for eligible transit improvements. Staff developed the transit hub and passenger amenity proposal with Metro to establish an eligible capital project for that purpose. Metro's Board approved the reserve on July 23, 2026, with a June 30, 2026 commencement date. City Council approval and execution of the agreement will formalize the City's participation and preserve the funding through the reserve.

Staff recommends approval because the reserve allows the City to plan improvements at Kersting Court and the additional stops as one capital project while preserving the funding for delivery. Evaluating the locations together will help staff recommend priorities, consistent passenger amenities, and a scope suited to the available budget. The dedicated funding and June 30, 2031 completion requirement will guide the project's development through the CIP.

Project Purpose and Proposed Improvements

The proposal developed in coordination with Metro identifies aging wooden transit information structures and passenger benches as potential replacement needs. At Kersting Court, the concept is to modernize amenities within the existing transit waiting and transfer area. At the additional stops, complementary improvements would make passenger seating and transit information more consistent. Addressing these needs together provides an opportunity to improve passenger comfort, the usability of waiting areas, and access to rider information. Potential elements include:

- • Replacement or modernization of transit information kiosks and rider information displays.
- • Replacement of aging passenger benches with durable seating suitable for regular public use.
- • Shelter or shade-related waiting amenities where eligible and appropriate to the stop.
- • Associated improvements within the active passenger waiting areas needed to support the eligible transit amenities.

The proposal identifies potential improvements for evaluation during project development. Site conditions, accessibility, transit operations, ongoing maintenance, and costs will guide the recommended scope and selection of amenities at each location. The \$1,000,000 establishes the reserve amount. Staff will develop the project cost estimate and recommend an improvement package as part of the CIP and budget process.

Metro Guidelines and the Proposed Project Scope

Metro's Guidelines address bus-stop improvements in Section II.A.2, transit information kiosks in Section II.A.8, and transit facilities in Section II.A.10. Bus-stop amenities must be integral to the stop and generally within 25 feet of the signpost, or have an edge or end within that area, subject to the Guidelines' specific exceptions. Transit-operator coordination is also required for applicable bus-stop work. The City's proposal and Exhibit A limit the project to direct-transit amenities and supporting infrastructure within active waiting areas and, where applicable, the 25-foot area.

The proposal applies these eligibility requirements by focusing investment on passenger amenities and the infrastructure necessary to support them. Concrete, curb-cut, or landing work may be included where necessary for an eligible transit improvement. Street paving, general pavement rehabilitation, and broad sidewalk rehabilitation are outside the proposed scope. This focus connects the proposed expenditures to the transit purposes supported by Proposition A.

The scope developed with Metro and reflected in Exhibit A provides the basis for evaluating individual improvements during design. Staff can refine the selection and placement of passenger amenities within those parameters. A proposed expansion beyond the approved scope would require separate eligibility and funding review.

Reserve Administration and Agreement Terms

The agreement requires the City to establish a separate interest-bearing account or sub-account and retain all interest in that account. Section 2 provides for deposits beginning with FY 2025-26 in the amounts identified in the City's Project Annual Updates. Staff proposes completing the \$1,000,000 reserve funding in FY 2026-27 following Council approval and execution of the agreement. Public Works and Finance will reflect this funding schedule and the agreement's FY 2025-26 commencement in the Metro reporting records. If no update is submitted, the agreement requires a deposit equal to the prior fiscal year's deposit, subject to the \$1,000,000 aggregate deposit limit. Annual project and expenditure reporting will continue after the reserve is fully funded.

The agreement establishes June 30, 2031 as the project completion deadline and provides for Metro to evaluate the reserve, project status, and projected available funds every five years from the commencement date. Staff will incorporate the completion deadline into the project schedule and monitor progress. If the project is not completed by the deadline, unexpended funds are subject to lapse and return to Metro unless the parties otherwise agree in writing.

Section 5.F provides a process for requesting a change in the use of reserved funds. The City must obtain Metro's prior written approval and identify the proposed use and its effect on the approved project. An approved change requires amendment or termination of the agreement, as appropriate.

Expenditures must support the approved project. Use of the reserve for a different project requires repayment of the improperly used funds. If repayment is not made within 30 days of Metro's notice, Metro may offset future Local Return allocations. Project accounting and expenditure review will support compliance with these requirements.

Public Works and Finance will coordinate reserve administration, eligible expenditure tracking, and progress toward completion. The executed agreement, annual reports, and supporting financial records will document the City's use of the reserve for Metro reporting and audit purposes.

Anticipated CIP Development and Future Council Decisions

Public Works staff anticipates including the project as a proposed CIP item for FY 2027-28, which begins July 1, 2027. Design and construction start dates have not been established. The CIP process will allow Council to consider the project scope, estimated budget, priorities among locations, and proposed delivery schedule alongside other capital needs. Project inclusion and expenditure appropriations will be subject to Council approval of the CIP and budget.

As part of project development, staff will document the existing amenities, assess site and accessibility constraints, coordinate with Metro and the affected transit operator, and prepare improvement options and preliminary costs. Staff will then return to Council with the recommended scope, funding and appropriation requests, and an implementation schedule that accounts for design, required environmental review, procurement, and completion by June 30, 2031. Applicable design and construction approvals will follow the City's normal procedures.

The present action establishes the reserve and directs development of the project for CIP consideration. Council will consider the proposed improvements, expenditure appropriations, and any design or construction contracts through subsequent actions. Those decisions will establish the investment at each location based on available funding, passenger needs, ongoing maintenance costs, and the June 30, 2031 completion requirement.

City Council Alternatives

Staff recommends approval to preserve the project funding and proceed with development for the anticipated FY 2027-28 CIP. City Council may also continue the item to request additional information or revisions, or decline the agreement. If City Council seeks a different approach, staff would coordinate with Metro regarding the proposed use of funds and applicable expenditure deadlines.

STRATEGIC PLAN RELATIONSHIP

The proposed reserve supports planning for transit infrastructure, passenger access, and responsible stewardship of restricted transportation revenues. Developing the project through the CIP will allow the City Council to consider it alongside other capital needs and evaluate its future maintenance obligations.

ENVIRONMENTAL ANALYSIS

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

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action. The \$1,000,000 capital set-aside of existing Proposition A Local Return funds satisfies the terms of the agreement. As of September 30, 2026, Fund 37004 has a recorded fund balance of \$1,481,596.08, including current-year revenues and expenditures. The FY 2026-27 expenditure budget totals \$204,335.86, of which \$9,036.19 has been spent. Allowing for the remaining expenditure budget supports the proposed reserve as follows:

Funding calculation as of September 30, 2026	Amount
Fund balance including current-year activity	\$1,481,596.08
Less remaining FY 2026-27 expenditure budget	(\$195,299.67)
Balance after remaining budgeted expenditures	\$1,286,296.41
Proposed project capital reserve	(\$1,000,000.00)
Remaining outside the reserve	\$286,296.41

Approved by:

Michael Bruckner
City Manager

Attachments

- [1. Sierra Madre FY26 CRA Prop A Sierra Madre Transit Hub and Passenger Amenity Modernization Project.pdf](#)
- [2. Sierra-Madre-PropA-Proposal-for-Metro.pdf](#)

CAPITAL RESERVE AGREEMENT

This Capital Reserve Agreement (this “Agreement”) is entered into as of June 30, 2026, by and between the Los Angeles County Metropolitan Transportation Authority (“LACMTA”) and the City of Sierra Madre (the “City”).

RECITALS:

A. The City receives Proposition A local return funds (the “Local Return Funds”) from LACMTA.

B. Pursuant to the Proposition A Local Return Guidelines (the “Guidelines”), which are incorporated herein by reference, the City has three years, beginning the last day of the Fiscal Year in which funds were originally allocated, to expend the Local Return Funds. This period is identified in the Guidelines as Timely Use of Funds.

C. As of Fiscal Year 2025-26, the City desires to commit and accumulate its Local Return Funds beyond the Timely Use of Funds period in order to provide the funds for a Sierra Madre Transit Hub and Passenger Amenity Modernization Project as more particularly described in City’s project description attached hereto as Exhibit A (the “Project”).

D. On July 23, 2026, the LACMTA Board approved the City’s establishment of a capital reserve fund for the Project.

NOW, THEREFORE, the parties hereby desire to agree to the following terms and conditions:

AGREEMENT

1. The City acknowledges that establishing a capital reserve fund for the Project constitutes a long term financial and planning commitment.
2. The City shall establish a separate interest bearing account or sub-account to be designated as the Capital Reserve Account for the Project. The City desires to set aside \$1,000,000 Proposition A of its Local Return Funds into the Capital Reserve Account. Commencing with Fiscal Year 2025-26 and for each Fiscal Year thereafter, the City shall deposit into the Capital Reserve Account the amount specified in its Project Annual Update submitted to LACMTA for that Fiscal Year. If the City fails to submit its Project Annual Update, the City shall deposit into the Capital Reserve Account its Local Return Funds in an amount equal to the amount deposited in that account for the immediately preceding fiscal year. In no event will the total aggregate amount deposited by City into the Capital Reserve Account exceed \$1,000,000 Proposition A.
3. All interest accruing on the Capital Reserve Account shall remain in such account.

4. The City shall complete the Project by June 30, 2031. If the Project is not completed by this date, any unexpended funds shall lapse and be returned to LACMTA for further programming.
5. The City shall comply with all terms and conditions for the Capital Reserve Account as provided in the Proposition A Local Return Guidelines, including, without limitation, the following:
 - A. Each fiscal year updating the project's annual expenditures by submitting an Actuals form in the Local Return Management System (LRMS)
 - B. Every five years commencing with the Commencement Date of this Agreement, LACMTA will evaluate the Capital Reserve Account, the status of the Project and the projected amount of available funds. Based on this evaluation, LACMTA may require the City to take certain actions including, without limitation, terminating the Capital Reserve Account.
 - C. If the City uses the Local Return Funds in the Capital Reserve Account for a project different from the Project described above, the City shall return an amount equal to the improperly used funds to the Proposition A Central Account held by LACMTA. If the City fails to return the amount within 30 days from the date LACMTA notifies City that it must return the funds, the City hereby authorizes LACMTA to offset future Local Return allocations to the City in an amount equal to the improperly used funds.
 - D. If the City fails to complete the Project as specified by the date in paragraph 4 above, the Local Return Funds in the Capital Reserve Account may be subject to lapse unless otherwise agreed to in writing by the parties.
 - E. If the Project is a rail project, LACMTA may decide that the rail corridor is no longer a high priority. LACMTA can then terminate this Agreement and the City shall:
 - (i) close the Capital Reserve Account and return the outstanding balance of the Capital Reserve Account, including accrued interest (the "Returned Funds"), to the City's local return account; and
 - (ii) reprogram the Returned Funds to be used within three years from the termination date of this Agreement. Any funds remaining after such three-year period shall lapse.
 - F. If the City, independent of LACMTA action, desires to reprogram all or part of the funds in the Capital Reserve Account, the City must prior to such reprogramming, receive LACMTA's written approval. The City shall provide LACMTA with notice of its desire to reprogram the funds in the Capital Reserve Account and indicate the proposed use of the funds to be reprogrammed and the effect of such reprogramming on the Project. LACMTA approval may be based on, among other things, whether after exhausting all Local Return funds, additional funds are necessary to meet the City's critical immediate or pending transit needs. If LACMTA approves

reprogramming the funds, this Agreement shall be amended or terminated as appropriate. If LACMTA does not approve reprogramming the funds, the City must continue the Capital Reserve Account as provided herein or draw the funds down for LACMTA approved capital related project.

6. This Agreement shall commence on June 30, 2026. This Agreement shall continue until such time as terminated by either party with a 30 day written notice under the conditions set forth in the Proposition A Local Return Guidelines.

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:
City of Sierra Madre

Los Angeles County Metropolitan
Transportation Authority

Mayor/City Manager

By: _____
STEPHANIE WIGGINS
Chief Executive Officer

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Legal Counsel

By: _____
Deputy

Date: _____

Date: 8/17/2026

EXHIBIT A**PROPOSED FY26 CAPITAL RESERVE ACCOUNT SUMMARY**

JURISDICTION	PROJECT	AMOUNT	FUND	AGREEMENT TERMINATION/ REVIEW DATE
City of Bell (New)	<u>Project:</u> Bear Ave and Otis Ave Street Improvements <u>Description:</u> This is a street rehabilitation project that includes: sidewalk replacement, pavement section, driveway, curb and gutter maintenance, manhole adjustment, speed humps, and striping. Proposed work will increase safety for pedestrians and vehicles.	\$1,500,000	Measure M 17% Local Return	6/30/31
City of Beverly Hills (New)	<u>Project:</u> Citywide Street and Alley Improvements <u>Description:</u> The scope of this project includes streets and alley pavement repairs and maintenance per the adopted Pavement Management Program to increase the serviceability of pavement life by at least 25 years. The project will rehab approximately 2.53 miles of streets, 2.76 miles of alley infrastructure, and 38,300 square-feet of pedestrian sidewalk repairs.	\$1,000,000	Measure M 17% Local Return	6/30/31
City of Compton (New)	<u>Project:</u> Citywide Street Maintenance and Street Rehabilitation Program <u>Description:</u> This is a street maintenance project that includes asphalt replacement and repair, curb and gutter repairs, sidewalk replacement, signs, striping, and storm drain repairs on streets throughout the City that are utilized by public transit.	\$5,000,000	Prop C 20% Local Return	6/30/31
City of Lawndale (New)	<u>Project:</u> Hawthorne Blvd Rehabilitation Project <u>Description:</u> This project will rehabilitate approximately 2.1 miles of Hawthorne Boulevard, a major arterial corridor extending from Artesia Boulevard to Rosecrans Avenue and includes asphalt resurfacing, striping, and ADA improvements.	\$114,314 \$1,046,419	Prop C 20% Local Return Measure M 17% Local Return	6/30/31

JURISDICTION	PROJECT	AMOUNT	FUND	AGREEMENT TERMINATION/ REVIEW DATE
City of Lomita (Extension)	<u>Project:</u> Lomita/Narbonne Intersection Project - ADA <u>Description:</u> The scope of this project involves ADA improvements to the intersection of Lomita Blvd & Narbonne Ave	\$7,000,000	Prop C 20% Local Return	6/30/31
City of Lynwood (New)	<u>Project:</u> Santa Fe Street & State Street - Remove and Reconstruct (Design and Construction) <u>Description:</u> Scope of Work will involve full-depth street reconstruction of three street segments along Sante Fe Street and State Street that have been identified as high priority based on their state of disrepair.	\$4,000,000	Prop C 20% Local Return	6/30/31
City of Palmdale (New)	<u>Project:</u> Avenue T Street Improvements <u>Description:</u> The Avenue T Street Improvements Project will rehabilitate roadway pavement, shoulders, street widening, construction of a new traffic signal, and curb ramps.	\$3,000,000	Measure M 17% Local Return	6/30/31
City of Palmdale (New)	<u>Project:</u> Ave R & R-8 Street Improvements <u>Description:</u> The Ave R and R-8 Street Improvements Project scope of work includes improvements to all existing features from curb to curb, ADA Ramps, to all above ground utilities, and the addition of centerlines, property lines, and right-of-way lines.	\$4,800,000 \$6,000,000	Prop C 20% Local Return Measure R 15% Local Return	6/30/31
City of Palos Verdes Estates (New)	<u>Project:</u> Pavement Rehabilitation and Resurfacing Program <u>Description:</u> This project provides for the planning, design, and construction of roadway resurfacing and rehabilitation improvements on selected City streets identified through the Palos Verdes Estates Pavement Management Program (PMP). Street segments are evaluated annually using PMP data to assess pavement conditions, prioritize needs, and identify the most cost-effective treatment	\$1,500,000	Prop C 20% Local Return	6/30/31

JURISDICTION	PROJECT	AMOUNT	FUND	AGREEMENT TERMINATION/ REVIEW DATE
	strategies to preserve roadway assets and extend service life.			
City of Rolling Hills Estates (New)	<u>Project:</u> Intersection Capacity Improvements at Palos Verdes Drive North and Dapplegray School Entrance <u>Description:</u> The project is intended to increase intersection capacity and reduce congestion during peak school and commuter hours while maintaining safe access for vehicles, pedestrians, bicyclists, and school-related traffic. Improvements include roadway widening, pavement rehabilitation, new and modified curb and gutter, retaining walls, drainage features, ADA-compliant pedestrian facilities, traffic signal modifications, signing and striping, and associated utility adjustments.	\$334,478 \$139,204 \$157,764	Prop C 20% Local Return Measure R 15% Local Return Measure M 17% Local Return	6/30/31
City of Rosemead (New)	<u>Project:</u> Walnut Grove Ave & Valley Blvd Roadway Improvements <u>Description:</u> The scope of this project includes roadway resurfacing, ADA upgrades, streetscape and raised medians, a bicycle feasibility study, and LA County fire crossing enhancements.	\$2,200,000	Prop C 20% Local Return	6/30/31
City of San Dimas (New)	<u>Project:</u> Arrow Highway Street Improvement Project <u>Description:</u> The scope of this project includes removal and replacement of two inches of existing asphalt to restore the roadway surface, removal and replacement of damaged sidewalk, curb and gutter rehabilitation, and upgrades to existing curb ramps.	\$1,200,000 \$400,000	Prop C 20% Local Return Measure M 17% Local Return	6/30/31
City of Santa Monica (New)	<u>Project:</u> Pier Bridge Replacement Project <u>Description:</u> This project will replace the existing, outdated structure with a wider structure providing one vehicular traffic lane in each direction with wider sidewalks.	\$1,810,126 \$3,631,483	Prop C 20% Local Return Measure M 17% Local Return	6/30/31

JURISDICTION	PROJECT	AMOUNT	FUND	AGREEMENT TERMINATION/ REVIEW DATE
City of Sierra Madre (New)	<u>Project:</u> Sierra Madre Transit Hub and Passenger Amenity Modernization Project <u>Description:</u> This project will modernize the City's primary transit waiting and transfer area at Kersting Court, along with complementary upgrades at 9 additional Metro Line 268 stop locations within Sierra Madre. The scope is limited to direct-transit passenger amenities and transit-supportive infrastructure within the active waiting areas and, where applicable, within 25 feet of the designated bus stop signposts.	\$1,000,000	Prop A 25% Local Return	6/30/31
City of Torrance (New)	<u>Project:</u> FY26 Arterial Pavement Improvement I-139 project <u>Description:</u> This project will repair arterial pavement in areas designated by the City's pavement management program.	\$6,000,000	Prop C 20% Local Return	6/30/31



Proposition A Capital Reserve Request

City of Sierra Madre | Proposed Submission to LA Metro

Project Title	Sierra Madre Transit Hub and Passenger Amenity Modernization Project
Project Codes	160, 280, 310, 380
Total Capital Reserve Request	\$1,000,000
Primary Location	Kersting Court
Corridor Scope	Kersting Court plus 9 additional Metro Line 268 stop locations

Project Description

This project establishes a Proposition A Capital Reserve for a phased direct-transit capital program focused on the comprehensive modernization of the City's primary transit waiting and transfer area at Kersting Court, along with complementary upgrades at 9 additional Metro Line 268 stop locations within Sierra Madre. The scope is limited to direct-transit passenger amenities and transit-supportive infrastructure within the active waiting areas and, where applicable, within 25 feet of the designated bus stop signposts.

Proposed Capital Elements

- **Kersting Court waiting and transfer area modernization:** Modernization of the existing Kersting Court passenger waiting footprint through replacement or upgrading of transit-supportive passenger amenities and related direct-transit improvements within the active waiting area.
- **Transit information kiosk replacement and rider information upgrades:** Replacement of aging wooden transit information structures with durable, modernized transit information kiosks and updated rider information displays at Kersting Court and other key Line 268 stop locations.
- **Passenger seating replacement:** Replacement of aging wooden passenger benches with high-durability transit seating designed for regular public use at the City's Line 268 stop locations.
- **Shelter or shade-related transit amenities where eligible:** Installation or replacement of shelter or shade-related passenger waiting amenities integrated into the stop areas where eligible under Proposition A and consistent with Metro guidance.
- **Corridor-wide transit amenity standardization:** Implementation of a consistent passenger amenity and rider-information treatment across Kersting Court and the additional stop locations to improve usability, visibility, and overall transit rider experience.

Scope Parameters

- No street paving, general pavement rehabilitation, or broad sidewalk rehabilitation is included in this request.
- Any concrete, curb-cut, or landing work would be limited to directly associated, stop-area transit improvements where eligible and necessary.
- This request is intended to support a capital reserve for phased implementation and final refinement in coordination with Metro.



CITY OF SIERRA MADRE

STAFF REPORT

PLANNING & COMMUNITY PRESERVATION

DATE: October 13, 2026

TO: Honorable Mayor and City Council

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

SUBJECT: **Second Reading and Adoption 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 conduct the second reading of and 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

Ordinance No. 1500, included with this report as [Attachment 1](#), amends parts of the Sierra Madre Municipal Code with respect to development standards and procedures codified for Urban Lot Splits (Chapter 16.18) and for duplexes in single-family zones (Chapters 17.59, 17.20, and 17.30), as required under Senate Bill No. 9, the Housing Opportunity and More Efficiency ("HOME") Act. On September 22, 2026, the City Council introduced the first reading of Ordinance No. 1500 and approved it as presented with no further edit. To adopt the changes, the City Council must conduct a second reading of the ordinance. Ordinance No. 1500 becomes effective thirty days after adoption.

DISCUSSION & ANALYSIS

The HOME Act was made law in 2022 and has since been amended four times by Senate Bill No. 477 ("SB 477"), Senate Bill No. 450 ("SB 450"), Assembly Bill No. 1061 ("AB 1061"), and Senate Bill No. 1426 ("SB 1426"). SB 477 and SB 1426 made non-substantive amendments to the HOME Act and are not reflected in Ordinance No. 1500.

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.

Ordinance No. 1500 amends development standards for the R-1 One-Family Residential Zone and R-C Residential Canyon Zone so that the local objective standards that currently only apply to housing units created under the HOME Act become uniform to development within the underlying zone. The HOME Act mandates that local agencies approve housing with a minimum side and rear setback of four feet. Ordinance No. 1500 strictly limits the placement of roof decks so that they are not located closer to a property than would otherwise be permitted under typical local standards. Thus, Ordinance No. 1500 protects and preserves the privacy of adjacent neighbors.

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

For additional discussion and analysis please refer to the September 22, 2026, report to City Council regarding the first reading of Ordinance No. 1500, included with this report as [Attachment 2](#).

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

[Attachment 1: Ordinance No 1500](#)

[Attachment 2: September 22, 2026, City Council Staff Report](#)

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~~s~~.

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.

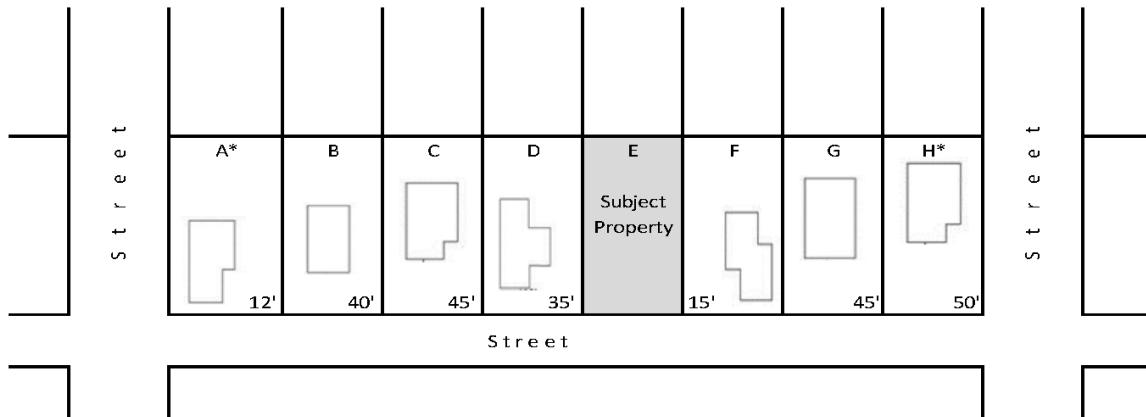
B. Side Yards. The following side yard setback standards shall apply to all R-1 zoned property:

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
 $= 40' + 45' + 35' + 15' + 45' = 180/5 = 36 \text{ feet}$

* 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)



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:



Michael Bruckner
City Manager

Attachments

[A: Ordinance No 1500](#)

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



CITY OF SIERRA MADRE

STAFF REPORT

CITY MANAGER'S OFFICE

DATE: October 13, 2026

TO: Honorable Mayor and City Council

FROM: Miguel Hernandez, Assistant City Manager
By: Miguel Hernandez, Assistant City Manager

SUBJECT: Report, Discussion, and Direction on a Citywide Solicitation Ordinance

RECOMMENDATION

It is recommended that the City Council:

1. Discuss whether to proceed with development of a citywide solicitation ordinance and provide direction on the preferred level of regulation and administrative commitment.
2. Should the City Council desire to implement a solicitation policy, it is recommended that a conduct-based solicitation ordinance be developed. Under this approach, the City would regulate the time, manner, and conduct of door-to-door solicitation rather than establish a City permitting or screening program. Solicitors would not be required to register with or obtain a permit from the City, and the City would not establish a Do Not Knock registry, criminal background-check program, City-issued identification requirement, proof-of-insurance requirement, or other recurring solicitation-administration program.
3. Alternatively, if the City Council instead wishes to pursue a permit-based program, it is recommended that the City Council provide direction regarding the additional staffing and resources necessary to administer it.

SUMMARY

The Sierra Madre Municipal Code does not currently contain a dedicated chapter regulating door-to-door solicitation. At its July 14, 2026, meeting, the City Council directed staff to return with a local regulatory framework for City Council discussion and direction.

The City Manager's Office reviewed common municipal approaches ranging from a conduct-based ordinance to a comprehensive permit and screening program. Based on available staffing, administrative necessity, and other organizational constraints, staff recommends the conduct-based approach. It would establish clear operating rules and resident protections without requiring prior City approval to solicit and without creating a new registration, permitting, screening, or resident-registry function.

Alternatively, a permit-based system would require application intake, review, permit issuance, recordkeeping, renewals, complaint response, possible suspension or revocation, appeals, and ongoing coordination among City departments. In evaluating which City department could potentially absorb this new program, it was determined that the Police Department has no administrative support available for this function, the City Clerk's Office does not have capacity to absorb a new permitting program, and the Planning Department is already operating at maximum current capacity.

If the City Council wishes to pursue a permit-based approach instead, the Planning Department would be the most logical administrative home, but implementation will require additional staffing, contract assistance, or reprioritization of existing work.

DISCUSSION & ANALYSIS

A local solicitation ordinance can protect residential privacy, establish clear expectations for door-to-door activity, reduce opportunities for fraud or misrepresentation, and provide enforceable standards when solicitors refuse to leave or engage in abusive conduct. At the same time, solicitation regulations must be drafted carefully to account for constitutional protections associated with political, religious, charitable, and other noncommercial speech. Any ordinance returned for consideration would be reviewed by the City Attorney for consistency with applicable law.

Under the recommended conduct-based approach, a future Sierra Madre ordinance would be structured around the following core elements:

- Definitions that distinguish commercial solicitation from noncommercial canvassing and other protected activity;
- Reasonable hours of operation;
- Recognition of resident requests and posted “No Soliciting” signage to the extent legally permissible;
- Prohibitions on threatening, abusive, deceptive, aggressive, or nuisance conduct; and
- Enforcement provisions, including administrative citations and other remedies appropriate to the type of violation.

The threshold policy question is whether the City wants to regulate solicitation through conduct standards or create a permit-based program. Staff recommends regulating conduct rather than requiring prior City approval to solicit. A conduct-based ordinance can establish reasonable hours, require compliance with resident direction and posted signage to the extent legally permissible, prohibit threatening, abusive, deceptive, aggressive, or nuisance conduct, and provide clear enforcement standards. It would not require City registration, a solicitation permit, City-issued identification, criminal background checks, proof of insurance, permit renewals, permit suspension or revocation procedures, permit appeals, or a City-managed “Do Not Knock” registry. This approach provides the core resident protections contemplated by the City Council's direction while creating the lowest ongoing administrative burden.

Alternatively, a permit-based program would provide additional tools for advance identification and tracking of commercial solicitors, but it would also create a new recurring administrative function. If the City Council prefers that approach, it is recommended that any permit requirement be focused primarily on commercial solicitation. Political, religious, charitable, and similar noncommercial canvassing should be addressed through generally applicable time, place, manner, and conduct provisions as advised by the City Attorney, rather than through an unnecessarily broad permit requirement.

Resident protections can vary significantly in administrative complexity. Posted signage and a requirement that a solicitor leave when directed by an occupant are comparatively simple to administer and are consistent with a conduct-based approach. By contrast, a City-managed “Do Not Knock” registry, background checks, proof-of-insurance review, registration, permitting, and similar screening measures create continuing administrative obligations. Those features are not included in a conduct-based ordinance. If the City Council wishes to pursue any of those features, staff recommends treating that direction as selection of a permit-based program and returning with a staffing and implementation plan.

Policy Options, Administration, and Staffing Requirements

Under the conduct-based approach, the City would not create a solicitation permit, registration or application process, background-check program, City-issued identification program, proof-of-insurance review, permit renewal or appeal process, or resident “Do Not Knock” registry. As a result, there would be no recurring solicitation-administration function requiring assignment to a single department. Complaints and enforcement could be handled through the City’s existing Code Enforcement structure, with administrative or code-related violations and law-enforcement matters addressed by the appropriate department based on the nature of the conduct.

If the City Council instead directs staff to develop a permit-based solicitation program, staff considered the Police Department, City Clerk’s Office, and Planning Department as potential administrative homes. The Police Department is not recommended because it does not have administrative support available to operate a civilian permit program and should remain focused on public safety and field enforcement. The City Clerk’s Office is also not recommended because existing workload does not provide capacity for a new recurring permit and records function. Of the available options, the Planning Department is the most logical fit because it already administers regulatory and permit-based processes and can coordinate compliance and code-related issues.

The Planning Department, however, is already operating at maximum current capacity following previously implemented workload and service changes. Accordingly, if the City Council directs staff to establish a permit-based solicitation program, staff recommends assigning the program to the Planning Department after a further evaluation of current workload and resources. Depending on the scope selected, this will require an additional staff position, contract assistance, or a corresponding reduction in other Planning Department work.

To assist the City Council in providing direction, staff has identified three practical framework options:

1. **Conduct-Based Ordinance** - Establish definitions, reasonable hours of operation, compliance with resident requests and posted “No Soliciting” signage to the extent legally permissible, prohibitions on threatening, abusive, deceptive, aggressive, or nuisance conduct, and appropriate enforcement provisions. The ordinance would not require City registration or permitting of solicitors, criminal background checks, City-issued identification, proof of insurance, permit renewals or appeals, or participation in a City-managed “Do Not Knock” registry. This option creates the lowest ongoing administrative burden.
2. **Limited Commercial Permit Program** - Require commercial door-to-door solicitors to obtain a City permit and carry City-issued or City-approved identification. The ordinance would include application standards, disclosure of the business or organization represented, operating hours, resident signage protections, prohibited conduct, permit suspension or revocation, and administrative enforcement. Staff would not initially recommend a City-managed “Do Not Knock” registry or City-administered criminal background checks. This option provides additional accountability with a more manageable administrative scope; however, additional staffing or contract services may be required.
3. **Comprehensive Permit and Screening Program** - Include the elements of Option 2 and add features such as criminal background checks or other screening, proof of insurance, a City-managed “Do Not Knock” registry, additional location restrictions, more extensive renewal requirements, and layered appeal and enforcement procedures. This option provides the greatest level of regulation but also creates the highest recurring staffing and administrative demand.

Therefore, should the City Council wish to proceed with a solicitation ordinance program, the conduct-based framework is recommended. Under this approach, the City would regulate the time, manner, and conduct of solicitation rather than establish a City permitting or screening program. Solicitors would not be required to register with or obtain a permit from the City, and the City would not establish a “Do Not Knock” registry, background-check program, City-issued identification requirement, proof-of-insurance requirement, or other recurring administrative process. This approach would address key policy objectives without creating a new program that requires ongoing administrative staffing.

Additionally, under article XI, section 7 of the California Constitution, the City is authorized to adopt local regulations designed to protect the safety, privacy, and welfare of its residents, subject to constitutional limitations. Because door-to-door solicitation and canvassing may involve protected speech, courts have limited regulations that broadly prohibit such activity or require prior government approval. See *Watchtower Bible & Tract Society of New York, Inc. v. Village of Stratton* (2002) 536 U.S. 150.

In Watchtower, the Supreme Court invalidated an ordinance requiring a permit before engaging in door-to-door advocacy, emphasizing the First Amendment concerns associated with requiring prior government approval for religious, political, and other protected speech. (Watchtower, supra, 536 U.S. at pp. 165-167.) Although Watchtower does not prohibit permit requirements directed at commercial solicitation, a permit-based ordinance would require the City to distinguish between commercial activity and protected speech. A conduct-based, as opposed to content-based, ordinance avoids that concern by regulating how door-to-door activity occurs.

Under the conduct-based approach, as recommended, solicitation would remain generally permitted without prior City approval. The ordinance would instead establish reasonable operating requirements, including permissible hours and requirements to honor posted "No Solicitation" signs and requests to leave. This approach protects residential privacy and safety while preserving constitutionally protected door-to-door activity. The United States Supreme Court has recognized "No Solicitation" signs as a means for residents to protect their privacy without broadly prohibiting "door-to-door advocacy."

STRATEGIC PLAN RELATIONSHIP

N/A

ENVIRONMENTAL ANALYSIS

The City Council's discussion and direction regarding preparation of a potential solicitation ordinance does not constitute a project under the California Environmental Quality Act ("CEQA"). If an ordinance is brought forward for adoption, staff will include the appropriate CEQA determination at that time.

FISCAL IMPACT

There is no direct fiscal impact associated with the City Council providing policy direction. The recommended conduct-based approach would not create a City registration or permit program, background-check process, City-issued identification program, proof-of-insurance review, or City-managed Do Not Knock registry and therefore would not require a dedicated solicitation-administration function. Some additional complaint-response and enforcement workload would be absorbed through existing functions.

If the City Council directs staff to develop a permit-based program, the Planning Department is currently operating at capacity and implementation will require an additional staff position, contract support, or reprioritization of existing work. Staff would return with estimated staffing costs, any recommended budget amendment, and a proposed fee structure for allowable permit-processing costs; permit fees should not be assumed to offset all administration and enforcement costs.

Approved by:



Michael Bruckner
City Manager



CITY OF SIERRA MADRE

STAFF REPORT

CITY MANAGER'S OFFICE

DATE: October 13, 2026

TO: Honorable Mayor and City Council

FROM: Michael Bruckner, City Manager
By: Brent Bartlett, Fire Chief

SUBJECT: **Resolution No. 26-93 Proclaiming the Threatened Existence of a Local Emergency Due to the 2026-2027 El Nino Event and Related Preparedness and Budget Actions; and Resolution No. 26-94 authorizing a supplemental budget appropriation of \$100,000 from the General Fund Reserve**

RECOMMENDATION

It is recommended that the City Council:

1. Adopt Resolution No. 26-93 proclaiming the threatened existence of a local emergency within the City of Sierra Madre due to the 2026–2027 El Niño event and the associated threat of severe storms, flooding, debris flows, landslides, infrastructure damage, and other weather-related impacts, and,
2. Adopt Resolution No. 26-94 authorizing a supplemental budget appropriation of \$100,000 from the General Fund Reserve to purchase supplies, materials, and services in preparation for storm-related hazard mitigation needs.

SUMMARY

On September 21, 2026, Governor Gavin Newsom proclaimed a statewide State of Emergency in anticipation of the developing 2026–2027 El Niño event. The State is taking early action to prepare for potentially severe winter weather, including staging flood-mitigating resources, protecting critical infrastructure, accelerating preparedness activities, and supporting local governments in reducing flood, landslide, and debris-flow risks.

On September 23, 2026, Los Angeles County proclaimed a local emergency in anticipation of El Niño impacts, citing increased risks from flooding, landslides, and debris flows. The Los Angeles County Board of Supervisors ratified the proclamation on September 29. The County's action is intended to strengthen interagency coordination, facilitate timely procurement and mutual aid, and position County agencies to act before severe weather occurs.

Sierra Madre faces unique exposure to severe winter weather because of its location along the San Gabriel Mountains, steep terrain, drainage patterns, and the continuing effects of the January 2025 Eaton Fire. Following the Eaton Fire, rainfall produced significant mud and debris flows in February 2025 that affected City streets, residences, vehicles, and other property. The City's 2025 Hazard Mitigation Plan continues to identify flooding and other severe-weather hazards as significant risks to Sierra Madre.

The proposed Resolution does not find that a major storm or disaster is presently occurring in Sierra Madre. Rather, it relies upon the authority contained in Sierra Madre Municipal Code Section 2.08.140 to proclaim the threatened existence of a local emergency so that the City may take reasonable and timely actions before conditions deteriorate. Pursuant to Government Code Section 8630, the City Council will review the continuing need for the local emergency at least once every 60 days and will terminate the proclamation at the earliest time conditions warrant.

DISCUSSION & ANALYSIS

Authority to Proclaim the Threatened Existence of a Local Emergency

Government Code Section 8630 authorizes a city governing body, or an official designated by ordinance, to proclaim a local emergency. A local emergency proclaimed by a designated official must be ratified by the governing body within seven days, and the governing body must review the need for continuation of the emergency at least once every 60 days.

Sierra Madre Municipal Code Section 2.08.140 designates the City Manager as the City's Director of Emergency Services and specifically authorizes the Director to request that the City Council proclaim the, "existence or threatened existence of a local emergency." The City's ordinance defines an emergency to encompass the actual or threatened existence of conditions of extreme peril resulting from, among other things, fire, flood, and storm when such conditions are or are likely to be beyond the control of the normal services, personnel, equipment, and facilities of the City.

The proposed action is based upon the threatened existence of emergency conditions. It recognizes that the purpose of emergency preparedness is to reduce and mitigate risk before an event occurs rather than wait until homes, roads, utilities, or other infrastructure have already been damaged. The State, Los Angeles County, and other cities throughout the region have taken the same general anticipatory approach. The Governor's September 21 proclamation directs State agencies to stage resources and undertake preparedness activities before severe weather intensifies, while Los Angeles County's proclamation similarly emphasizes acting before the first major storm.

Sierra Madre's Particular Risk

Sierra Madre's exposure is not based solely upon a seasonal weather forecast. The City experienced firsthand the relationship between wildfire and subsequent debris-flow risk following the Eaton Fire. The Eaton Fire removed vegetation from portions of the watershed above the community. During the February 2025 storms, the City subsequently experienced significant mud, rock, and debris flows that resulted in road closures, evacuations, damaged homes and vehicles, and tested emergency response proficiencies. The City's Hazard Mitigation Plan documents Sierra Madre's long history of flooding and debris-flow events and recognizes the City's topography and foothill location as contributing factors.

Post-fire watersheds can remain vulnerable for multiple rainy seasons while vegetation and soil conditions recover. Accordingly, a severe or prolonged storm during the 2026–2027 season could create impacts involving debris flows, localized flooding, blocked roadways, downed trees and power lines, damage to public infrastructure, disruption of water or sewer facilities, emergency evacuations, and demands upon Police, Fire, Public Works, and other City resources.

The proposed proclamation provides an administrative framework for preparing for those potential conditions and coordinating the City's activities with Los Angeles County, Cal OES, neighboring jurisdictions, utilities, contractors, and other response partners.

City Preparation Activities

The City has continued to strengthen its emergency preparedness following the Eaton Fire and the subsequent 2025 debris-flow events. Previous mitigation efforts have included coordination with Los Angeles County Public Works, inspection and clearing of storm drains and debris basins, strategic placement of K-rail, debris removal, sandbag distribution, evacuation planning, and use of the City's Genasys and Nixle emergency notification systems. The City previously reported that thousands of sandbags were distributed, more than 500 feet of K-rail were installed, and substantial debris was removed from the Sierra Madre Dam, and LA County Public Works and City managed debris basins following the Eaton Fire.

For the 2026–2027 storm season, City departments are building upon those efforts. Preparations include continued coordination with Los Angeles County regarding weather forecasts, debris-flow conditions and flood-control infrastructure; inspection and maintenance of City storm drains, drainage facilities, streets and other critical infrastructure; evaluation of sandbag, barrier, pump, generator and equipment inventories; review of emergency vendor and contractor availability; identification of locations where debris-removal or heavy-equipment resources may be required; and continued monitoring of post-fire areas.

The City is also reviewing evacuation zones, emergency notification procedures, staffing plans, Emergency Operations Center protocols, sheltering and continuity-of-operations procedures. An Emergency Operations Center tabletop exercise focused on a severe storm and post-Eaton Fire debris-flow scenario is being used to test interdepartmental coordination, decision-making, public information, evacuation, rescue, Public Works response, logistics and recovery functions.

The proposed Resolution will allow these preparedness activities to continue within a clearly established emergency-management framework and will allow staff to act promptly should forecast conditions or field conditions warrant escalation.

What Residents Can Do Now

Preparedness is also dependent upon individual property owners taking reasonable steps before severe weather arrives. Residents should not wait until a storm warning is issued to begin preparations.

1. **Stay informed and know when to leave.** Residents should register for the City's Nixle notifications and Genasys Protect, identify their evacuation zone, understand evacuation routes, and closely monitor official City information when storms approach. The City uses Smart 911 and Genasys platforms for zone-based evacuation information and Nixle for emergency public-safety notifications.
2. **Prepare the property for rainfall.** Residents should clear leaves and debris from gutters, downspouts and drainage areas on their property; check roofs and exterior drainage systems for needed repairs; secure outdoor furniture, trash containers and other objects that could be carried by wind or water; and make sure water is directed away from structures without redirecting runoff onto neighboring properties. Residents near hillsides, channels or previous mudflow areas should evaluate their property-specific exposure before storms occur. Los Angeles County Public Works provides property-specific mudflow guidance through its Mudflow Hotline at (800) 933-0930. The County similarly recommends clearing gutters and drains, checking roofs, obtaining sandbags where appropriate, and understanding flood and debris-flow risks before storms arrive.
3. **Prepare for evacuation and temporary loss of services.** Households should have a go-bag containing medications, important documents, clothing, chargers and essential supplies; incorporate pets and individuals with access or functional needs into their evacuation plan; maintain emergency food and water supplies; and establish a family communication plan. Vehicles should be fueled or charged in advance of severe weather when practicable. If an evacuation order is issued, residents should leave promptly. During an active debris flow, emergency responders may be unable to safely enter an affected area.
4. **Consider financial protection before the rainy season.** Property owners should review their insurance policies and understand what is and is not covered. Most standard homeowners insurance policies do not cover flood damage. National Flood Insurance Program policies generally have a 30-day waiting period before coverage becomes effective, subject to specified exceptions, making this an issue residents should evaluate before storms are imminent.

The City will continue providing preparedness information, sandbag information, emergency alerts, evacuation information and other resources throughout the storm season.

STRATEGIC PLAN RELATIONSHIP

This action supports City priorities related to public safety, emergency preparedness, infrastructure resilience, interagency coordination, and continuity of essential City services.

ENVIRONMENTAL ANALYSIS

Not a CEQA Project under: PRC 21080(b)(4)- actions to mitigate or prevent emergency

FISCAL IMPACT

There is no fiscal impact associated with adoption of Resolution No. 26-93.

Separately, adoption of Resolution No. 26-94 is intended to provide immediate funding for the acquisition of goods, supplies, materials, and services, for storm-related preparation measures and/or immediate response to emergent circumstances during the winter season. Preparedness or response activities undertaken pursuant to the proclamation may result in expenditures for personnel, equipment, materials, contractors, debris removal, emergency protective measures, infrastructure protection or other necessary activities. An additional FY 2026-27 appropriation of \$100,000 from General Fund is requested for City Council approval. The City will separately document eligible emergency-related personnel time, contracts, materials and other expenditures to preserve the City's ability to seek reimbursement from County, State or federal sources where available.

Adoption of a local emergency proclamation does not guarantee reimbursement.

Approved by:

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

Michael Bruckner
City Manager

Attachments

[El Nino Proclamation Reso 10-6-26.pdf](#)

[El Nino Budget Reso 10-6-26.pdf](#)

RESOLUTION NO. 26-93

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, PROCLAIMING THE THREATENED EXISTENCE OF A LOCAL EMERGENCY DUE TO THE DEVELOPING 2026–2027 EL NIÑO EVENT AND ASSOCIATED FLOOD, DEBRIS FLOW, AND SEVERE WEATHER RISKS

RECITALS

WHEREAS, the City of Sierra Madre is situated along the foothills of the San Gabriel Mountains and is susceptible to severe storms, flooding, mud and debris flows, landslides, downed trees and utility infrastructure, road closures, and other weather-related hazards; and

WHEREAS, the January 2025 Eaton Fire burned vegetation within and adjacent to watersheds affecting Sierra Madre, increasing the City's vulnerability to post-fire flooding, erosion, mudflows, and debris flows during subsequent rainfall events; and

WHEREAS, during February 2025, rainfall following the Eaton Fire resulted in significant mud and debris flows within Sierra Madre, causing evacuations, road closures, damage to homes, vehicles and other property, and requiring significant emergency response and recovery efforts by the City and its regional partners; and

WHEREAS, on September 21, 2026, the Governor of the State of California proclaimed a State of Emergency in anticipation of the developing 2026–2027 El Niño event and directed State agencies to take proactive measures to prepare for potential severe storms, flooding, landslides, debris flows, infrastructure impacts and related hazards; and

WHEREAS, the Governor's proclamation is intended to mobilize resources and facilitate advance preparedness before severe winter weather occurs, including staging flood-fighting resources, protecting critical infrastructure and supporting local efforts to reduce the risk of flooding, landslides and debris flows; and

WHEREAS, on September 23, 2026, the Chair of the Los Angeles County Board of Supervisors proclaimed a local emergency in anticipation of the 2026–2027 El Niño event, which proclamation was subsequently ratified by the Board of Supervisors on September 29, 2026; and

WHEREAS, Los Angeles County has identified increased potential for heavy rainfall, flooding, landslides and debris flows, including heightened risk within recent burn areas and foothill communities; and

WHEREAS, the City has undertaken and continues to undertake advance preparedness activities, including coordination with Los Angeles County and other

regional agencies; inspection and maintenance of drainage infrastructure; preparation of sandbags, barriers, equipment and emergency resources; monitoring of post-fire debris-flow hazards; review of evacuation and notification procedures; emergency operations planning; and coordination among the City's Police, Fire, Public Works and other departments; and

WHEREAS, notwithstanding these preparedness activities, severe or successive winter storms may create conditions requiring resources, personnel, equipment, contractors, mutual aid and other assistance beyond those ordinarily available to the City; and

WHEREAS, Government Code Section 8630 authorizes the governing body of a city, or an official designated by ordinance adopted by that governing body, to proclaim a local emergency; and

WHEREAS, Sierra Madre Municipal Code Section 2.08.140 designates the City Manager as Director of Emergency Services and expressly authorizes the Director to request that the City Council proclaim the existence or threatened existence of a local emergency; and

WHEREAS, Sierra Madre Municipal Code Section 2.08.140 defines an emergency to include the actual or threatened existence of conditions of extreme peril to the safety of persons or property resulting from conditions including fire, flood and storm when such conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the City and require the combined forces of other political subdivisions; and

WHEREAS, based upon the developing 2026–2027 El Niño event, the continuing post-fire vulnerability of watersheds affecting Sierra Madre, the City's historical and recent experience with debris flows and flooding, and the potential for severe winter weather to exceed locally available resources, the City Council finds that conditions presently constitute the threatened existence of a local emergency within the meaning of Sierra Madre Municipal Code Section 2.08.140; and

WHEREAS, the City Council further finds that taking reasonable preparedness and mitigation measures before severe weather occurs will better protect life and property, preserve critical infrastructure and City services, improve interagency coordination, and reduce potential response and recovery impacts.

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. Proclamation of Threatened Existence of Local Emergency. Pursuant to Government Code Section 8630 and Sierra Madre Municipal Code Section 2.08.140, the City Council hereby proclaims the threatened existence of a local emergency within the City of Sierra Madre arising from the developing 2026–2027 El Niño event and the associated potential for severe storms, flooding, mud and debris flows, landslides, infrastructure damage, road closures, power interruptions, and other weather-related conditions that may pose extreme peril to persons and property.

This proclamation is based upon threatened conditions and is intended to allow the City to undertake reasonable advance preparedness, mitigation and coordination activities. Adoption of this Resolution does not constitute a finding that disaster conditions are presently occurring throughout the City.

SECTION 3. CEQA. Director of Emergency Services. The City Manager, as Director of Emergency Services pursuant to Sierra Madre Municipal Code Section 2.08.140, is authorized and directed to coordinate the City's preparation for and response to the threatened emergency and to exercise those powers and duties authorized by State law, the Sierra Madre Municipal Code, this Resolution, and other applicable law.

Such authority includes coordination and direction of the City's Emergency Operations Center; coordination among City departments; coordination with the Los Angeles County Operational Area, California Governor's Office of Emergency Services, neighboring jurisdictions, utilities, special districts and other public and private agencies; implementation of emergency plans and procedures; preparation for evacuations and public warnings; and mobilization and staging of City personnel, equipment and resources as conditions warrant.

SECTION 4. Preparedness, Procurement and Contracting. To the fullest extent permitted by applicable law and within funds legally available and appropriated for such purposes, the City Manager is authorized to take reasonable and necessary administrative actions to prepare for, mitigate, respond to and recover from the threatened emergency, including procurement of necessary supplies, equipment, materials and services and execution of agreements necessary to protect life, property, critical infrastructure and continuity of City operations.

Nothing in this Resolution shall be interpreted to waive requirements imposed by State law. Emergency public works contracting, if required, shall comply with the Public Contract Code and other applicable law.

The City Manager shall advise the City Council of material contracts, expenditures or extraordinary actions undertaken pursuant to this authority at the earliest practicable regular City Council meeting.

SECTION 5. Emergency Operations and Protective Measures. The City Manager is authorized to activate the City's Emergency Operations Center at the level appropriate to actual or forecast conditions and to direct City departments to undertake reasonable

preparedness and protective measures, including but not limited to inspection and protection of drainage and public infrastructure; staging of barriers, sandbags, pumps, generators and equipment; debris-removal preparation; traffic and access controls; evacuation planning; emergency public information; continuity-of-operations measures; and other activities reasonably related to the threatened emergency.

SECTION 6. Mutual Aid and Outside Assistance. The City Manager or designee is authorized to request, accept, coordinate and utilize mutual aid, personnel, equipment, technical support, emergency resources and other assistance from Los Angeles County, the State of California, neighboring jurisdictions, special districts, utilities, nonprofit organizations and other entities as permitted by law.

The City Manager or designee is further authorized to apply for and pursue available State, federal, County or other financial assistance or reimbursement related to eligible preparedness, mitigation, response or recovery costs.

SECTION 7. Cost Accounting. City departments shall maintain appropriate records of personnel time, equipment use, contracts, purchases, materials and other costs attributable to the threatened emergency and any subsequent emergency response so that eligible expenses may be identified for potential reimbursement.

SECTION 8. Public Information and Preparedness. City staff shall continue public outreach concerning severe-weather preparedness, including emergency notification registration, evacuation zones and routes, sandbag and property-protection resources, flood and debris-flow hazards, household emergency supplies and other actions residents may take to protect life and property.

SECTION 9. Notification. The City Clerk shall transmit a copy of this Resolution to the Los Angeles County Operational Area and the California Governor's Office of Emergency Services and to such other agencies as the Director of Emergency Services determines appropriate.

SECTION 10. Continuing Review. Pursuant to Government Code Section 8630(c), the City Council shall review the need for continuing this local emergency at least once every 60 days.

SECTION 11. Termination. Pursuant to Government Code Section 8630(d), the City Council shall proclaim termination of the local emergency at the earliest possible date that conditions warrant.

SECTION 12. 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 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 13. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Resolution by the City Council.

SECTION 14. Effective Date. This Resolution shall take effect immediately upon adoption.

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

Kristine Lowe, Mayor

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 13th day of October, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk

Approved as to form:

Aleks Giragosian, City Attorney

RESOLUTION NO. 26-94

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING THE FISCAL YEAR 2026-27 BUDGET AND AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM THE GENERAL FUND RESERVE IN THE AMOUNT OF \$100,000 TO PURCHASE SUPPLIES, MATERIALS, AND SERVICES IN PREPARATION FOR OR RESPONSE TO THE 2026-2027 EL NINO EVENT

RECITALS

WHEREAS, on September 21, 2026, the Governor of the State of California proclaimed a state of emergency related to the anticipated impacts of the 2026-2027 El Niño weather pattern and directed state agencies to undertake actions necessary to prepare for and respond to potentially significant winter storms, flooding, debris flows, and other related hazards; and

WHEREAS, the City of Sierra Madre is particularly susceptible to flooding, debris flows, mudslides, fallen trees, roadway impacts, utility disruptions, and other hazards associated with significant rainfall events due to the City's location along the San Gabriel Mountains and its proximity to areas impacted by recent wildfire activity; and

WHEREAS, advance preparation may require the City to acquire or deploy supplies, materials, equipment, professional services, contractual services, or other resources on short notice in order to protect public health and safety, preserve public infrastructure, maintain essential City services, and respond effectively to changing conditions; and

WHEREAS, the City Council desires to ensure that adequate financial resources are immediately available to the City Manager and City departments to undertake necessary preparedness, mitigation, response, and recovery activities associated with the 2026-2027 El Niño event; and

WHEREAS, the Fiscal Year 2026-27 adopted budget does not include a dedicated appropriation specifically reserved for extraordinary expenditures related to the 2026-2027 El Niño event; and

WHEREAS, the City Council finds it prudent and in the public interest to establish a supplemental appropriation in the amount of One Hundred Thousand Dollars (\$100,000) from the General Fund Reserve to provide a readily available source of funding for supplies, materials, equipment, services, and other expenditures reasonably necessary to prepare for or respond to the anticipated impacts of the 2026-2027 El Niño event; and

WHEREAS, expenditure of such funds shall remain subject to the City Manager's purchasing and contracting authority, the Sierra Madre Municipal Code, the California Public Contract Code, and all other applicable laws and City policies, including applicable emergency procurement procedures.

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. Appropriation. The sum of One Hundred Thousand Dollars (\$100,000) is hereby appropriated from the General Fund for supplies, materials, equipment, services, and other expenditures reasonably necessary to prepare for or respond to the anticipated impacts of the 2026-2027 El Niño event.

SECTION 3. CEQA. The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

SECTION 4. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Resolution or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution or any part thereof or exhibit thereto. The 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 5. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Resolution by the City Council.

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

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

Kristine Lowe, Mayor

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 13th day of October, 2026, 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

FINANCE

DATE: October 13, 2026

TO: Honorable Mayor and City Council

FROM: Harry Wong, Director of Finance
By: Satnam Rait, Finance and Budget Manager

SUBJECT: Resolution No. 26-95 Approving the FY 2026-2027 Investment Policy

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 26-95, approving the Statement of Investment Policy for Fiscal Year 2026-2027, in accordance with applicable California Government Code requirements and best practices established by the Government Finance Officers Association (GFOA).

SUMMARY

California Government Code Sections 53600 et seq. recommends cities to annually review and adopt an investment policy at a public meeting. The proposed Investment Policy updates clarify roles and responsibilities, strengthen internal controls, update authorized investments and diversification limits, and align the City's practices with applicable State law and GFOA best practices. The policy continues to emphasize the City's primary investment objectives of safety, liquidity, and return, in that order. Investments are intended to preserve principal, maintain sufficient liquidity to meet operating and capital needs, and earn a prudent market return after safety and liquidity needs are met.

DISCUSSION & ANALYSIS

The revised Investment Policy strengthens the City's framework for managing public funds, with safety and liquidity continuing to take priority over investment yield. The revisions clarify oversight and administrative responsibilities, establish additional standards for liquidity and diversification, and enhance internal controls. Together, these changes support the preservation of principal and the availability of funds to meet the City's obligations while allowing the City to evaluate investment opportunities within established risk and compliance parameters.

The City Council adopts the Investment Policy and reviews it annually, while the City Treasurer oversees the investment program and compliance with the policy. The Finance Director administers the program on the Treasurer's behalf, with Finance Department support for cash flow planning, accounting, reconciliations, compliance, and reporting. Finance prepares quarterly Treasurer's Reports for the Treasurer's review and submission to the City Manager and City Council within 45 days after the end of each quarter. The Treasurer also provides monthly investment transaction reports to the City Council whenever investment authority has been delegated under Government Code section 53607.

Currently, most of the City's available investment funds are held in the Local Agency Investment Fund (LAIF), with additional funds invested in U.S. Treasury notes. To diversify the portfolio and improve interest earnings while preserving principal and liquidity, the City proposes to engage Meeder Investment Management as its primary investment adviser for professional advice and active portfolio monitoring. Separately, the City plans to invest a portion of its funds in California Fixed Income Trust (CalFIT), an investment trust pool managed by Chandler Asset Management. Both professional services agreements are being prepared for City Council review at an upcoming meeting. The City would retain oversight of compliance and performance under the approved agreements and Investment Policy.

To strengthen liquidity management, the revised policy establishes maturity and cash flow standards, including a maximum weighted average maturity of 2.5 years and a requirement to maintain at least 25% of the portfolio in cash or investments expected to be available within one year. These standards are intended to maintain adequate access to funds while providing a defined framework for managing investment maturities. The policy also strengthens diversification and credit-risk controls through approved investment types, minimum credit standards, issuer limits, and ongoing monitoring. Updates to authorized investments and City-specific limits provide additional diversification opportunities while maintaining prudent risk controls.

Compared with FY 2025-2026, the policy adds a 50% limit per federal agency issuer and portfolio limits of 25% for state obligations and 20% for California local agency obligations. It also establishes a 20% money market fund limit, with 10% per fund, and authorizes mortgage pass-through and asset-backed securities at up to 20% and supranational obligations at up to 30%. These are permitted maximum allocations, not required targets or immediate changes to City holdings.

The revised policy enhances internal controls through independent custody of investments, segregation of duties, transaction verification, and dual approval for changes to settlement or wire instructions. Independent review of investment holdings and controls provides an additional layer of oversight. Investment performance will also be monitored against an appropriate publicly available benchmark, with safety and liquidity remaining the primary considerations when evaluating results.

Collectively, these revisions provide a stronger framework for prudent management of the City's investment portfolio. They reinforce accountability, preserve principal, maintain adequate liquidity, and improve diversification while allowing the City to consider opportunities that may enhance returns within the policy's established risk and compliance parameters.

STRATEGIC PLAN RELATIONSHIP

This action supports the City's fiscal sustainability objectives by implementing sound financial management practices, safeguarding public funds, and ensuring adherence to statutory and professional standards.

ENVIRONMENTAL ANALYSIS

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

FISCAL IMPACT

There is no fiscal impact to the General Fund as a result of the recommended action. Any investment advisory or custodial service costs will be addressed through the applicable agreements and budget appropriations.

Approved by:



Michael Bruckner
City Manager

Attachments

[Attachment 1-Resolution No-26-95 Approving the Statement of Investment Policy for Fiscal Year 2026-2027.pdf](#)

[Attachment 2 Investment Policy](#)

[Attachment 3-GFOA Recommended Practice Investment Policy-Summary.pdf](#)

RESOLUTION NO. 26-95

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR
2026-2027**

WHEREAS, California Government Code Sections 53600 et seq. recommends local agencies to adopt a written statement of investment policy and to review and approve it annually at a public meeting; and

WHEREAS, the City of Sierra Madre's Investment Policy establishes guidelines for the prudent investment of City funds, emphasizing the objectives of safety, liquidity, and return, and ensure compliance with all applicable federal, state, and local laws; and

WHEREAS, the City's updated Investment Policy has been reviewed and revised to reflect recent changes in law, incorporate best practices recommended by the Government Finance Officers Association (GFOA), and clarify the roles and responsibilities of the City Treasurer and City staff in the management of public funds; and

WHEREAS, the Investment Policy delegates authority to the Finance Director to administer the investment program on behalf of the City Treasurer, and requires regular reporting and oversight by the City Council; and

WHEREAS, the updated Investment Policy includes detailed provisions regarding authorized investments, management and internal controls, performance standards, collateralization, diversification, and reporting, as well as an expanded glossary for clarity and transparency; and

WHEREAS, the City Treasurer and Director of Finance have reviewed and recommend approval of the attached Statement of Investment Policy for Fiscal Year 2026-2027;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sierra Madre hereby approves and adopts the Statement of Investment Policy for Fiscal Year 2026-2027, as attached to this resolution.

APPROVED AND ADOPTED this 13th day of October 2026

Kristine Lowe, Mayor

City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 26-95 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on October 13, 2026, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Laura Aguilar, City Clerk



CITY OF SIERRA MADRE
CITY COUNCIL POLICY

POLICY NUMBER: _____

ADOPTED: _____

AMENDED: _____

CITY MANAGER APPROVAL: _____

INVESTMENT POLICY

I. PURPOSE:

This policy governs the investment of City of Sierra Madre public funds. It establishes authority, eligible investments, limits, safeguards, and reporting requirements so that the City preserves principal, meets cash needs, and earns a reasonable return consistent with those priorities. Investment activity shall comply with California Government Code sections 53600 et seq., applicable deposit laws, and this policy. Where law is more restrictive, law controls.

II. POLICY STATEMENT:

The City shall manage its investment portfolio under the prudent investor standard in Government Code section 53600.3. The objectives, in order of priority, are:

1. **Safety:** preserve principal in the portfolio as a whole through high quality investments, diversification, custody safeguards, and ongoing review.
2. **Liquidity:** maintain sufficient readily available funds and scheduled maturities to meet reasonably anticipated operating and capital expenditures.
3. **Return:** seek a market rate of return appropriate to the portfolio's risk and cash flow characteristics after safety and liquidity needs are met.

III. SCOPE AND POOLING:

This policy applies to cash and investments under the City's investment authority, including the General Fund, special revenue, capital projects, debt service, enterprise, internal service, and fiduciary funds to the extent that the City directs their investments. The Finance Department may pool eligible cash for investment and shall allocate earnings, gains, losses, and costs to participating funds in accordance with applicable law, restrictions, and the City's accounting procedures.

Bond proceeds held by a trustee are governed first by their bond documents and applicable law. Deferred compensation, pension, and other postemployment benefit trust assets managed under separate trust or plan documents are outside this policy. Restricted funds shall also comply with their governing agreements; where both apply, the stricter requirement controls.

IV. AUTHORITY AND RESPONSIBILITY:

The City Council adopts this policy and reviews it annually. Under Government Code section 53607, the Council may delegate investment authority to the elected City Treasurer for a one-year period, subject to annual renewal. The City Treasurer is responsible for oversight of the investment program and compliance with this policy.

The Finance Director administers the investment program on the City Treasurer's behalf. Finance staff may perform investment duties only under written authorization.

The City may retain an investment adviser under a City Manager-approved written agreement defining the adviser's discretion and limits. The Finance Director monitors the adviser's compliance and performance and reports to the City Treasurer. Staff involved in investing shall receive appropriate training.

V. PRUDENCE AND ETHICS:

Investment decisions shall be evaluated in the context of the entire portfolio, prevailing circumstances, and the City's anticipated needs. Officials and employees involved in investments shall avoid actual and apparent conflicts, disclose financial interests as required by law and City rules, and refrain from personal transactions with persons from whom they transact City investment business. Gifts and outside relationships shall comply with applicable ethics rules. Deviations, losses, and material credit developments shall be reported promptly to the City Treasurer and, as warranted, the City Manager and Council.

VI. AUTHORIZED INVESTMENTS:

Only the instruments in Attachment A may be purchased, subject to the conditions of Government Code section 53601 or other cited authority and the tighter City limits in the attachment. The Finance Department or investment adviser, as applicable, shall verify eligibility, rating, maturity, and concentration before settlement. Percentage limits apply at purchase unless law requires otherwise. A change in market value or rating after purchase does not automatically require a sale, but triggers review and a documented response.

All security maturities shall be no longer than five years from settlement unless expressly permitted by law and specifically approved by the Council in the manner and time required by law. This policy grants no standing authority for longer maturities. The portfolio shall have a maximum weighted average maturity of 2.5 years at purchase, measured by remaining final maturity.. The Finance Department shall maintain at least 25 percent of the portfolio in cash or investments expected to be available within one year, while separately testing the next six months of forecast cash needs.

A security or structure absent from Attachment A is prohibited. The City also prohibits common stock, reverse repurchase agreements, securities lending, leverage, inverse floaters, interest only strips, and instruments whose principal or return depends on complex embedded derivatives. The City shall not purchase its own bonds or public bank obligations under this policy without a Council amendment addressing their distinct legal and credit considerations.

VII. RISK MANAGEMENT AND DIVERSIFICATION

Credit risk shall be controlled through approved instruments, minimum credit standards, issuer limits, pre-trade review, and monitoring. Except as otherwise provided in Attachment A, total exposure to a single issuer across all direct holdings shall not exceed five percent of the portfolio at purchase. A security downgraded below its purchase standard shall be evaluated promptly for credit outlook, liquidity, expected recovery, and sale versus retention. The Finance Director shall document the decision and report material exposures to the City Treasurer.

Interest rate risk shall be managed through maturity limits, a maximum portfolio weighted average maturity of 2.5 years at purchase, and a maturity schedule tied to projected cash needs. Liquidity risk shall be managed by maintaining the short term allocation above, reviewing six month cash forecasts, and considering secondary market liquidity before purchase. The City generally intends to hold investments to maturity, but may sell to protect principal, meet unanticipated liquidity needs, or improve portfolio quality or risk adjusted return; any sale and realized gain or loss shall be documented.

VIII. FINANCIAL INSTITUTIONS AND TRANSACTIONS

The Finance Department shall maintain lists of approved depositories and broker dealers, subject to the City Treasurer's approval. When an adviser executes trades, the Finance Director and City Treasurer shall review the adviser's approved broker list at least annually. Selection shall consider regulatory standing, financial strength, experience with public funds, service capability, and conflicts. Required records shall include appropriate registration evidence, recent financial statements or regulatory reports, agreements, and a written acknowledgment of this policy. The Finance Department shall review continuing eligibility at least annually and recommend suspension or removal of a provider to the City Treasurer when warranted.

For secondary market purchases or sales, staff or the adviser shall seek best execution, obtain competitive quotations when practicable, and document the basis for price and counterparty selection. Trades shall be confirmed independently against approved instructions and recorded promptly.

IX. SAFEKEEPING COLLATERAL AND INTERNAL CONTROLS

Marketable securities shall settle delivery versus payment and be held in the City's name or for its benefit by an independent third party custodian under a written agreement. The custodian shall provide statements directly to Finance for reconciliation. Deposits shall be insured or collateralized as required by California deposit law. Repurchase agreements shall have an executed master agreement, eligible U.S. Treasury or federal agency collateral held by an independent custodian, collateral market value of at least 102 percent of principal and accrued interest, and at least weekly valuation and margin restoration.

Written procedures shall separate, to the extent practicable, trade authorization, execution, settlement, accounting, reconciliation, and custody. Where staffing prevents full separation, a supervisor independent of trade execution shall review confirmations, bank and custody statements, reconciliations, and exceptions. Dual approval shall apply to changes in settlement or wire instructions. Records shall support an annual independent audit or review of holdings and controls.

X. MONITORING PERFORMANCE AND REPORTING:

The Finance Department shall prepare the quarterly Treasurer's Report for the City Treasurer's review and submission to the City Manager and Council within 45 days after quarter end. The report shall identify holdings by instrument and issuer, purchase and maturity dates, cost or par and amount invested, market value and valuation source where applicable, portfolio yield, weighted average maturity, compliance or exceptions, and whether the portfolio can meet anticipated expenditures for

the next six months. It shall explain any expected cash shortfall and material credit event. The Finance Director shall present the quarterly Treasurer's Report to the City Council. Any separate transaction reporting required under Government Code section 53607 shall be provided in accordance with that section. Reported cash and deposit balances, investment pool balances and applicable valuations, and security market values shall be supported by statements from LAIF, banks, the City's investment adviser or custodian, or approved investment pools when used. Security market values shall be based on reputable pricing sources independent of the transaction counterparties, with the valuation source identified in the report.

Performance shall be compared with a publicly available benchmark selected by the City Treasurer in consultation with the Finance Director, whose duration and liquidity profile reasonably match the portfolio; the benchmark and material changes shall be disclosed in the report. Performance evaluation shall consider safety and liquidity before yield. The Finance Department shall reconcile portfolio records to custodian and general ledger records at least monthly.

XI. POLICY REVIEW AND IMPLEMENTATION:

The Finance Department shall maintain procedures covering transaction approvals, authorized providers, cash forecasting, settlement and wires, collateral, reconciliations, accounting, exception handling, and reporting. The City Treasurer and Finance Director shall review this policy at least annually and submit any proposed changes to the City Council for review and approval. No amendment expands authority beyond applicable law. The policy becomes effective upon Council adoption.

XII. ATTACHMENTS / REFERENCES:

- Attachment A – Authorized Investments and City Limits

Where this policy conflicts with an applicable memorandum of understanding, employment agreement, Personnel Rules, law, regulation, or binding legal requirement, the controlling authority governs. The City may revise procedures used to administer this policy as operational, legal, or technological conditions change.

Attachment A
Authorized Investments and City Limits

The limits below apply to the City's pooled investment portfolio at the time of purchase and are subject to every additional eligibility, issuer, rating, maturity, and collateral condition in the cited law. "No City cap" means no separate percentage cap in this policy; applicable law and prudent diversification still apply. Ratings are minimum purchase standards and must be verified against the applicable statute.

For instruments with a statutory ceiling lower than a City cap, the lower ceiling governs. The two negotiable CD categories share a combined 30 percent sector limit. FDIC coverage is assessed across the City's deposits at the institution in the same ownership capacity, rather than separately for each CD. The five percent issuer limit for negotiable CDs over the FDIC limit is aggregated with commercial paper and medium term notes of the same issuer. Pools and funds require documented liquidity and risk review before investment. CAMP and CalFIT are examples of joint powers authority pools, subject to the eligibility conditions of Government Code section 53601(p). A legal change does not automatically add an instrument to this list.

(Continue to Table on Next Page)

Attachment A
Authorized Investments and City Limits

Investment	Authority	Sector Cap	Issuer Cap	Max Term	Additional City condition
U.S. Treasury obligations	53601(b)	100%	100%	5 years	U.S. government direct obligations
Federal agency and U.S. government sponsored enterprise obligations	53601(f)	100%	50%	5 years	Only obligations eligible under statute
California state and other state obligations	53601(c), (d)	25%	5%	5 years	A category or better
California local agency obligations, excluding City bonds	53601(e)	20%	5%	5 years	A category or better
Bankers acceptances	53601(g)	40%	5%	180 days	Highest short term category; eligible banks
Commercial paper	53601(h)	25%	5%	397 days	Highest short term category; issuer tests in law
Negotiable CDs at or below FDIC limit	53601(i)	30% total	FDIC limit	5 years	Eligible issuing institution; amount fully insured in aggregate
Negotiable CDs over FDIC limit	53601(i)	30% total	5% aggregate	5 years	Issuer senior debt A2 by Moody's or A by S&P; CRA rating satisfactory or better; eligible bank or savings institution
Medium term notes	53601(k)	30%	5%	5 years	A category or better
Repurchase agreements	53601(j)	30%	Counterparty review	30 days	102% eligible collateral; independent custody
Money market mutual funds	53601(l)	20%	10% per fund	N/A	Statutory rating or adviser qualification
Mortgage pass through and asset backed securities	53601(o)	20%	5%	5 years	AA category or better; statutory asset tests
Supranational obligations	53601(q)	30%	5%	5 years	AA category or better; eligible issuers
Joint powers authority investment pools	53601(p)	No City Cap	Pool review	N/A	Verify adviser and pool qualifications
Local Agency Investment Fund	16429.1	No City Cap	Program limit	N/A	Observe current LAIF account limits
Insured or collateralized bank deposits	53630 et seq.; 53601(n)	No City Cap	Depository review	5 years	Statutory insurance or collateral

BEST PRACTICES



Investment Policy

GFOA recommends that all governments establish and have its governing board adopt an investment policy.

An investment policy describes the parameters for investing government funds and identifies the investment objectives, preferences or tolerance for risk, constraints on the investment portfolio, and how the investment program will be managed and monitored. The document itself serves as a communication tool for the staff, elected officials, the public, rating agencies, bondholders, and any other stakeholders on investment guidelines and priorities. An investment policy enhances the quality of decision making and demonstrates a commitment to the fiduciary care of public funds, making ensuring safety and managing risk of public funds and that the government can meet its liquidity requirements.

GFOA recommends that all governments establish and have its governing board adopt an investment policy.

The investment policy should be reviewed and updated at least annually and adhere to state law and other government policies. The policy should at a minimum address:

- **Scope and investment objectives:** Identify the scope and investment objectives of safety of public funds, being able to meet liquidity needs of the government, and to preserve principal. Additionally, the policy should declare what types of funds the policy applies to (example: operating funds, bond proceeds, pool participants).
- **Roles, responsibilities, and standards of care:** Identify the roles of all persons involved in the investment program by title and responsibility. Standards of care should include language on prudence (i.e., the prudent person/investor rule), due diligence, ethics and conflicts of interest, delegation and authority, and knowledge and qualifications.
- **Suitable and authorized investments:** Include guidelines on selecting investment types, maturities, credit quality, along with any collateralization requirements. The policy should reference permissible investments per state codes and whether the government further restricts utilizing investment products.
- **Risk Management:** The policy should address how the government manages various types of risks (interest rate, credit, liquidity) that apply to its investment program.
- **Investment diversification:** State the government's approach to investment diversification, identifying the method that will be used to create a mix of assets

BEST PRACTICES



Investment Policy

GFOA recommends that all governments establish and have its governing board adopt an investment policy.

that will achieve and maintain the government's investment objectives and ensure that all aspects of risk management are being addressed.

- **Internal controls, safekeeping, and custody:** State how the government addresses separation of duties (same person is not authorizing, trading and booking investments) and reducing the risk of fraud, loss and misuse. State the government's commitment to utilizing the delivery versus payment method, performing due diligence of its investment professionals and institutions, and that parties (including internal investment staff) are independent of conflicts between trading, holding and custodial services.
- **Authorized financial institutions, investment advisors, and broker/dealers:** Establish a process for selecting creating a list of financial institutions (depositories), investment advisers, and broker/dealers that will provide the primary services necessary for executing the investment program. This process should address the minimum qualification standards, term and performance review of professionals/institutions and how they are added or deleted from the government's authorized list of investment program providers, and mandating that professionals and institutions attest to have read the government's investment policy.
- **Risk and performance standards:** State how the government's investment portfolio will be measured/benchmarked to demonstrate its performance.
- **Reporting and disclosure standards:** Define the frequency, information, and type (internal and external) of reporting to the governing body and the government's management team.
- **Implementing the Policy:** State that the government has procedures to implement all elements of its investment policy.

GFOA Board approval date: Friday, March 7, 2025