

**MINUTES  
REGULAR MEETING  
SIERRA MADRE CITY COUNCIL**

**Tuesday, July 8, 2025  
5:30 pm**

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



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

*Sue Spears, City Treasurer*

The Brown Act provides the public with an opportunity to make public comments at any public meeting; as an alternative, public comment may be made by e-mail to [PublicComment@CityofSierraMadre.com](mailto:PublicComment@CityofSierraMadre.com) by 3:00PM on the day of the meeting. Emails will be acknowledged at the Council meeting, filed into public record, and scanned onto the City website for public review.

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

**CODE OF CONDUCT**

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

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

Mayor Parkhurst called the meeting to order at 6:14 p.m. City Clerk Aguilar called the roll.

Present: Mayor Robert Parkhurst, Mayor Pro Tem Kristine Lowe, Council Member Gene Goss, and Council Member Kelly Kriebs

Absent: Council Member Garcia.

Also Present: Julia A. Homaechearria, Deputy City Attorney  
Miguel Hernandez, Assistant City Manager  
Laura Aguilar, City Clerk  
Clare Lin, Director of Planning & Community Preservation  
Katelyn Huang, Assistant Planner  
Leila Regan, City Librarian  
Arnulfo Yanez, Director of Public Works  
James Carlson, Senior Analyst

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Council Member Goss led the audience in the pledge of allegiance then shared inspirational messages by several notable figures.

**APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

Council Member Goss made a motion to approve the agenda as presented.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

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

**REPORT OUT FROM CLOSED SESSION**

The City Council met in Closed Session on July 8, 2025 to discuss:

CONFERENCE WITH LEGAL COUNSEL; ANTICIPATED LITIGATION (Gov. Code § 54956.9(d)(2) and Gov. Code § 54956.9(e)(1))

A point has been reached where, in the opinion of the City Council on the advice of the City Attorney, based on the existing facts and circumstances, there is a significant exposure to litigation against the City. Facts and circumstances that might result in litigation but which the City believes are not yet known to potential plaintiff or plaintiffs.

Deputy City Attorney Julia A. Homaechearria reported that the City Council met in closed session to discuss recent bear incidents; no reportable action was taken.

**APPROVAL OF MEETING MINUTES**

Approval of June 24, 2025 City Council meeting minutes.

Mayor Parkhurst asked Council for suggestions to amend the minutes; and also asked City Clerk Aguilar if any edits had been submitted by the City Council. City Clerk Aguilar stated that no suggestions for edits were submitted to the City Clerk's Office in advance of the meeting.

Council Member Kriebs made a motion to approve the June 24, 2025 City Council meeting minutes as presented.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion to approve the June 24, 2025 meeting minutes as presented was approved by a unanimous voice vote by all Members present.

## **APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

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

Mayor Parkhurst asked for a motion.

Council Member Goss made a motion to read all ordinances and resolutions by title only and waive the reading in full.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

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

The motion was approved by a unanimous voice vote by all Members present.

## **MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

### Mayor Pro Tem Lowe:

Attended SCAG's Safe and Active Streets working group on June 25. Mayor Pro Tem Lowe shared that there will be a free helmet distribution opportunity, as well as grant opportunities.

Attended the SGV Council of Governments' reception and Board installation on June 26 in Monrovia.

Attended July 3<sup>rd</sup> festivities at Memorial Park and participated in the community photo.

She also attended the July 4<sup>th</sup> parade.

On July 7, she attended the Governor's press conference, marking the 6-month anniversary of the Eaton and Palisades Fires. She reported that 96% of all properties have been cleared of debris.

### Council Member Kriebs:

Attended Fourth of July festivities and thanked the Sierra Madre Special Events Committee for organizing all the events.

On July 8 took a tour of the Library to see the progress of construction on the Meaningful Improvement Project.

### Council Member Goss:

Attended the SGV Council of Governments reception on June 26.

Also attended the events on the third and Fourth of July.

Also took a tour of the Library. He reported on the progress of the project.

### Mayor Parkhurst:

Reported that he attended a meeting of the Clean Power Alliance on June 25, 2025, no reportable action was taken.

The Mayor also attended the Los Angeles County Sanitation meeting on June 25.

Attended the reception at the SGV Council of Governments on June 26.

Reported that he also participated in the July 3<sup>rd</sup> and 4<sup>th</sup> festivities.

He also attended the July 8 tour of the Library construction site and thanked staff and everyone involved in this project.

At the conclusion of Council's reports, Mayor Parkhurst opened the forum for public comment on items not on the agenda. City Clerk Aguilar announced that no speaker cards or e-mails had been submitted for items not on the agenda.

## **PUBLIC PARTICIPATION CODE OF CONDUCT**

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

## **PUBLIC COMMENT**

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

### Providing Public Comment For Items on the Meeting Agenda

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

Provide Public Comment for Topics not on the Meeting Agenda

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda.

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue.

Seeing no one come forward, Mayor Parkhurst closed public comment and moved on to presentations.

**PRESENTATIONS**

**1. PROCLAMATION IN RECOGNITION OF PARKS AND RECREATION MONTH**

Mayor Parkhurst presented a proclamation to Community Services Supervisor Ted Tegart and Recreation Coordinator Brandon Wilson in recognition of July being Parks and Recreation Month.

**ACTION ITEMS**

*Regardless of staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject, or continue such item.*

**CONSENT**

City Clerk Aguilar presented the following reports:

**a) CONSIDERATION OF RESOLUTION 25-43 APPROVING CERTAIN DEMANDS**

It is recommended that the City Council approve Resolution 25-43 approving payment of City Warrants in the aggregate amount of \$308,954.91, Sierra Madre Library Warrants in the aggregate amount of \$5,244.22, and Payroll Transfer in the aggregate amount of \$627,214.37, for the Fiscal Year ending June 30, 2025.

**b) CONSIDERATION OF COVENANTS, CONDITIONS AND RESTRICTIONS (CC&RS) FOR HIGHLAND GARDENS HOMEOWNERS' ASSOCIATION CONDOMINIUM PROJECT (PARCEL MAP 83897) – 182 W. HIGHLAND AVENUE**

It is recommended that the City Council approve the CC&Rs associated with Parcel Map 83897 at 182 West Highland Avenue, pursuant to City Council Resolution 25-44.

**c) FACILITATING RECOVERY AFTER THE EATON FIRE: SURVEY OF HISTORIC PROPERTIES**

It is recommended the City Council accept the services offered by the coordinated efforts of the U.S. Department of the Interior working with the National Park Service and the City of Sierra Madre to complete a reconnaissance level survey of historic properties within the City of Sierra Madre.

**d) APPROVAL OF THE FY 2025-2026 STATEMENT OF INVESTMENT POLICY**

It is recommended that the City Council adopt Resolution No. 25-45, approving the Statement of Investment Policy for Fiscal Year 2025-2026, consistent with California Government Code and best practices recommended by the Government Finance Officers Association (GFOA).

**e) CONSIDERATION OF USE AGREEMENT BETWEEN LOS ANGELES COUNTY FLOOD CONTROL DISTRICT AND CITY OF SIERRA MADRE REGARDING BAILEY CANYON WILDERNESS PARK**

It is recommended that the City Council approve a use agreement between the Los Angeles County Flood Control District and the City of Sierra Madre for the use of Bailey Canyon Wilderness Park.

At the conclusion of City Clerk Aguilar's report, Mayor Parkhurst brought the matter to the City Council for questions.

Mayor Parkhurst opened the item for public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion or a motion.

The City Council held extensive discussion on Consent E. Mayor Pro Tem Lowe made a motion to move Consent E to Discussion. Council Member Goss seconded the motion. The motion to move Consent E to Discussion was approved by voice vote, as follows:

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

Council Member Kriebs made a motion to approve Consent Items A through D.

Mayor Pro Tem Lowe seconded the motion to approve Consent Items A through D.

Mayor Parkhurst called for a vote of the Council:

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

The motion to approve Consent Items A-D was approved by a unanimous voice vote by all Members present.

Following the Council's vote, Mayor Parkhurst continued the meeting onto the sole Public Hearing.

### **PUBLIC HEARINGS**

#### **1. FIRST READING OF ORDINANCE NO. 1467 AMENDING CHAPTER 9.32 (NOISE) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) AND CHAPTER 8.40 (LANDSCAPING EQUIPMENT) OF TITLE 8 (HEALTH AND SAFETY) OF THE SIERRA MADRE MUNICIPAL CODE**

It is recommended the City Council conduct its first reading of Ordinance No. 1467 amending Chapter 9.32 (Noise) of Title 9 (Public Peace, Morals and Welfare) and Chapter 8.40 (Landscaping Equipment) of Title 8 (Health and Safety) of the Sierra Madre Municipal Code.

Assistant Planner Huang presented the report on this Public Hearing. Assistant City Manager Hernandez advised the Council that the Consultant was tele-conferencing into the meeting and available for any questions from the Council.

Once the report was completed, Mayor Parkhurst brought the matter to the City Council for questions.

Mayor Parkhurst opened the item for public comment. City Clerk Aguilar advised that Allen Ma sent a public comment e-mail for this Public Hearing.

Seeing no one come forward, Mayor Parkhurst closed the public hearing and brought the matter back to Council for further discussion.

The City Council discussed how this ordinance would apply to public schools, and if the City has jurisdiction to enforce noise levels at public schools.

Council Member Kriebs asked that any changes consider a method to measure and enforce the standards; and keep the time from 8:00 am to 6:00 pm.

Mayor Pro Tem Lowe asked to reword section A, B, and D in section 8.40.010 to clarify that "or any other machinery..." refers to landscape machinery.

Council directed staff to make changes to the Ordinance. Mayor Parkhurst directed staff to bring the updated ordinance back at a future meeting for a second first reading on the consent calendar.

At 7:57 Mayor Parkhurst called for a brief recess.

8:09 The City Council reconvened their meeting.

### **DISCUSSION**

#### **1. PERMITTING FOR FIRST AMENDMENT PROTECTED ASSEMBLIES**

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

Deputy City Attorney Homaechavarria presented the report to Council and summarized SMMC Chapter 12.34.

At the conclusion of her report, Mayor Parkhurst brought the matter to the City Council for questions.

Mayor Parkhurst opened the item for public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

## **2. CONSIDERATION OF STUDENT COMMISSIONER PROGRAM**

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

City Clerk Aguilar presented this report to the City Council.

At the conclusion of City Clerk Aguilar's report, Mayor Parkhurst brought the matter to the City Council for questions.

Mayor Parkhurst opened the item for public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion or a motion.

Council directed staff to create a Student Commissioner program for students ages 13-21; up to two non-voting commissioners may serve on each respective commission; Sierra Madre residency is not required; terms are one-year and may be re-appointed by the commission, must attend at least 75% of meetings, and must include two references along with their application.

*e) Consent Item 'e' was moved to Discussion by Council action.*

### **CONSIDERATION OF USE AGREEMENT BETWEEN LOS ANGELES COUNTY FLOOD CONTROL DISTRICT AND CITY OF SIERRA MADRE REGARDING BAILEY CANYON WILDERNESS PARK**

It is recommended that the City Council approve a use agreement between the Los Angeles County Flood Control District and the City of Sierra Madre for the use of Bailey Canyon Wilderness Park.

The City Council continued their discussion on Consent E. Senior Analyst Carlson reported on this item to the City Council.

Mayor Pro Tem shared her concerns about liability to the City if the agreement was approved. The City Council continued their discussion before Mayor Parkhurst opened the podium for public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion or a vote.

Council Member Kriebs made a motion to approve the agreement between Los Angeles County Flood Control District and the City of Sierra Madre regarding Bailey Canyon Wilderness Park.

Council Member Goss seconded the motion.

The motion to move Consent 'e' was approved by voice vote, as follows:

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

The motion to approve the agreement between Los Angeles County Flood Control District and the City of Sierra Madre regarding Bailey Canyon Wilderness Park was approved by a vote of 3-1-1-0.

### **FUTURE ITEMS**

Mayor Parkhurst asked if the Council had any suggestions for future agenda items.

Council Member Kriebs: ask Clean Power Alliance to report on the effect of the new federal budget to be on clean power and energy, generally.

Hearing no other requests from Council, Mayor Parkhurst moved to adjourn the meeting.

Council Member Kriebs seconded the motion to adjourn.

Mayor Parkhurst called for a vote of the Council:

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

The motion to adjourn the meeting to the next Regular meeting on August 26, 2025 at this same location was approved at 9:28 pm.

Minutes taken and typed by:

Approved by Council Action:



Laura M. Aguilar  
City Clerk



Robert Parkhurst  
Mayor

**AVAILABILITY OF AGENDA MATERIALS**

*Materials related to items on this agenda are available for public inspection on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).*

**LIVE BROADCASTS**

*Regular City Council meetings are broadcast live on Cable Channel 3 and rebroadcast on Wednesday and Saturday at 5:30 p.m.*

**MEETING ASSISTANCE**

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

**ADJOURNMENT**

*The City Council will adjourn to a meeting to take place on August 26, 2025.*