



**CITY OF SOUTH PASADENA
NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION**

**REGULAR MEETING AGENDA
TUESDAY, MAY 23, 2023 at 7:00 p.m.**

**CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Natural Resources and Environmental Commission
Statement of Civility**

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Natural Resources and Environmental Commission Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

The Meeting will be available:

- In Person: City Council Chambers, 1424 Mission Street
- Via Zoom: **Webinar ID: 889 0298 4203**
Passcode: 844464

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/88902984203?pwd=STVmdVlhMmEzZFZzRXBOL1dDMWZRZz09>; or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

CALL TO ORDER Chair Michael Siegel

ROLL CALL Chair Michael Siegel
Vice-Chair Ella Hushagen
Commissioner Rona Bortz
Commissioner Michelle Hammond
Commissioner Amy Davis Jones
Commissioner Casey Law
Commissioner Richard Tom

COUNCIL LIAISON: Councilmember Michael A Cacciotti

STAFF PRESENT: Ted Gerber, Public Works Director
Arpy Kasparian, Environmental Services & Sustainability
Manager
Melanis Stepanian, Water Conservation & Sustainability
Intern

PLEDGE OF ALLEGIANCE Chair Michael Siegel

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. If you would like to comment on non-agenda items and an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 2:

Email public comment(s) to nrecpubliccomment@southpasadenaca.gov.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than **12:00p.m., May 23, 2023**

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. Public Comment

DISCUSSION:

- 2. **Review Work Plan FY 23-24**

- 3. **Review Annual Report FY 22-23**

ACTION ITEMS:

- 4. **Approval of Minutes of April 25, 2023 NREC Meeting**

Recommendation

It is recommended that the Commission review and approve the April 25, 2023 Meeting Minutes.

COMMUNICATIONS:

- 5. **City Council Liaison Communications**

- 6. **Commissioner Communications**

- 7. **Staff Liaison Communications**

- 8. **Upcoming Events**

- Electric Leaf Blower Demonstration – June TBD
- Commissioner Congress - June 28, 2023
- LA County Smart Gardening Webinars- Various dates
(<https://www.ladpw.org/epd/sg/webinars.cfm>)
- MWD Turf Removal + CA Native Landscape Webinars- Various dates
(<https://greengardensgroup.com/turf-transformation/>)


ADJOURNMENT

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City’s website, www.southpasadenca.gov. Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting. The City’s YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

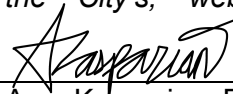
ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **May 23, 2023**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law, on the date listed below.*

5/18/2023



Date

Arpy Kasparian, Environmental Services & Sustainability Manager

ITEM 2

NREC FY 22-23 Work Plan

Natural Resources & Environmental Commission

Fiscal Year 2022-23 Work Plan



| Tasks and Activities | Lead Person(s) | Timeline | Desired Outcome | Actual |
|---|--|-------------------------------|--|--|
| Presentation: Climate Action Plan Progress Report | Staff Liaison | July 26 | Update NREC on the progress of the CAP plays/moves | Completed July 26 |
| Discussion: Single-use Plastics Regulations (Green Plan, Move I.1.3) | Staff Liaison | | Discuss current and desired regulations | Completed July 26 |
| Presentation/Discussion: Heat Emergencies | Public Safety Commission; Police Department | August 23 | Review City's Emergency Operations Plan and provide feedback | Completed August 23 |
| Discussion: Review Current Parking Lot Codes and Provide Recommendations (Green Plan, Move IV.1.1) | Staff Liaison; Community Development Department | September 27 | Determine if Parking Lot Codes need to be updated and how | Completed September 27 |
| Discussion: First Review of Single-use Plastics Ordinance (Green Plan, Move I.1.3) | Staff Liaison | October 25 | Review draft ordinance and provide comments | Not Completed |
| Tree Hearing: 1865 Hanscom Drive | | | | ADDED |
| Discussion: Develop a plastic-free/zero-waste guide for City events (Green Plan, Move I.1.2) | Staff Liaison | November 22 | City Zero-Waste Guide | Completed October 25 – November 22 Meeting Cancelled |
| Tree Hearing: 1865 Hanscom Drive | | December 5 Special Meeting | | ADDED |
| CANCELLED | CANCELLED | December 27 | CANCELLED | |
| Presentation: Green Action Plan Progress Report | Staff Liaison | January 24 | Update NREC on the progress of the Green Action Plan plays/moves | Completed January 24 |
| Discussion: Earth Day | Staff Liaison | | Discuss Earth Day Ideas | Not Completed |

| | | | | |
|---|--|-------------|--|-----------------------------------|
| Action: Appoint NREC Member for Recreation Lease Ad Hoc Committee | | | | ADDED |
| Discussion: Earth Day | Staff Liaison | February 28 | Discuss Earth Day Ideas | Not completed – Meeting cancelled |
| Action: Second Review and Approval of Single-use Plastics Ordinance (Green Plan, Move I.1.3) | Staff Liaison | | Provide Recommendation to Council to adopt Single-Use Plastics Ordinance | Not completed – Meeting cancelled |
| Discussion: Earth Day | Staff Liaison | March 28 | Discuss Earth Day Ideas | Not completed |
| Action: Selection of Officers | Staff Liaison | | Commission will appoint Chair and Vice Chair for calendar year 2023 | Completed March 29 |
| Presentation: City Manager’s Office | Domenica Megerdichian, Deputy City Manager | | | ADDED |
| Presentation: Efficient SGV | Johanna Read, SGV COG | | | ADDED |
| Presentation: Building Electrification Policy Updates | Michael Rochmes, Climate Reality | | | ADDED |
| Tree Hearing: 702 Fremont Ave. | | | | ADDED |
| Action: Provide input on the proposed FY 23-24 Water Conservation Program (Green Plan, Goal II) (Goes to City Council in June) | Staff Liaison | April 25 | Input on proposed water conservation program | Completed April 25 |
| Tree Hearing: 1865 Hanscom Dr. | | | | ADDED |
| Tree Hearing: 2054 Fremont Ave. | | | | ADDED |
| Discussion: Review Work Plan FY 23-24 | Staff Liaison | May 23 | Discuss initiatives and goals for NREC FY 23-24 Work Plan | |
| Discussion: Review Annual Report FY 22-23 | Staff Liaison | | Review draft Annual Report and provide comments | |
| Presentation: Climate Action Plan Progress Report | Staff Liaison | June 27 | Update NREC on the progress of the CAP plays/moves | |
| Action: Adopt NREC Work Plan for FY 23-24 | Staff Liaison | | Adopted NREC FY22-23 Work Plan | |
| Action: Approve NREC FY 22-23 Annual Report | Staff Liaison | | Approved NREC FY 22-23 Annual Report | |

| | | | | |
|------------------------------|---------------|-----------|------------------------------------|--|
| Tree Removal Hearings | Staff Liaison | As-Needed | Approve/Deny tree removal requests | |
|------------------------------|---------------|-----------|------------------------------------|--|

ITEM 3

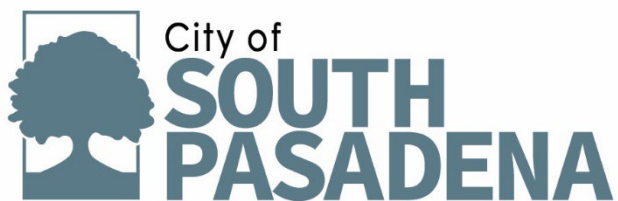
NREC FY 22-23 Draft Annual Report



DRAFT ANNUAL COMMISSION REPORT Fiscal Year 2022-2023

City of South Pasadena

Natural Resources & Environmental Commission



A Message from the Commission Chair

Sincerely,

Casey Law
Natural Resources and Environmental Commission, Chair

Purpose Statement

The Natural Resources and Environmental Commission (NREC) is a seven-member body that is advisory to the City Council in all matters pertaining to energy, science and technology, and natural resources and the environment. The NREC assists the City in the planning, programming, use, and conservation of energy and natural resources, as well as administers the City's tree ordinance. Qualifications for serving on the commission consist of being a resident elector (registered voter) of the city. Members are appointed to a three-year term, with a maximum length of service of two full consecutive terms, plus one partial term (if applicable).

Natural Resources & Environmental Commission (NREC)

| | |
|---|-----------------------|
| Casey Law | Commission Chair |
| Michelle Hammond | Commission Vice-Chair |
| Rona Bortz | Commissioner |
| Ella Hushagen | Commissioner |
| Amy Davis Jones | Commissioner |
| Michael Siegel | Commissioner |
| Richard Tom | Commissioner |
| Michael Cacciotti, Councilmember | City Council Liaison |
| Arpy Kasparian, Environmental Services & Sustainability Manager | Staff Liaison |

NREC meetings are held every fourth Tuesday of the month at 7:00 pm.
Meetings are held at the City Council Chamber: 1424 Mission Street.

FY22-23 Accomplishments

Review of Current Parking Lot Codes

The commissioners were joined by the City's Planning Manager to review the City's current parking lot code. The commission asked questions and engaged in discussion regarding how parking lots affect the urban heat island and the feasibility of adopting more restrictive parking lot codes. The commission also reviewed current landscaping requirements. Per the Green Action Plan, the commission will continue to investigate ways the City can implement practices that mitigate urban heat.

Single-Use Plastics Discussion Kick-Off

The commission discussed possible restrictions to single-use plastics in the City. The commission motioned to further agendaize the discussion and consider the formation of a taskforce to address plastic-free initiatives in the City.

Athens Materials Recovery Facility (MRF) Tour

As the City works to amend the current exclusive franchise hauler agreement to accommodate the requirements of Senate Bill 1383, the commissioners are committed to learning more about the waste hauling process. Over two tours, four commissioners joined City and Athens staff to tour the Sun Valley Materials Recovery Facility (MRF) where they witnessed firsthand how state-of-the-art technology is used to maximize recyclables recovery and landfill avoidance.

Continued Monitoring and Guidance for Green Action Plan and Climate Action Plan Implementation

The commission continues to receive periodic updates from staff on the progress of the implementation of the City's Green Action Plan and Climate Action Plan. The commission provides guidance and insight on the various actions outlined in the plans.

Tree Removal Hearings

Fiscal Year 2022-2023

| NO. | ADDRESS | MEETING DATE | MEETING NOTES |
|-----|--------------------|------------------|--|
| 1 | 1865 Hanscom Drive | October 25, 2022 | A request to remove a series of trees was tabled until further information regarding alternatives as well as the necessity to remove trees is obtained. |
| 2 | 1865 Hanscom Drive | December 5, 2022 | The Commission recommended staff works with the applicant to submit a tree placement plan which will identify the applicant's intention with City replacement requirements for the 4 trees to be removed. The Commission |
| 3 | 702 Fremont Avenue | March 28, 2023 | Commission approved the removal of 11 trees. |
| 4 | 1865 Hanscom Drive | March 28, 2023 | Commission denied the tree replacement plan and recommended native trees be planted on the property. The Commission requested for the item to be brought back to a future meeting. |
| 5 | 2054 Fremont Ave | April 25, 2023 | Commission denied the appeal for the property owner and require replacement trees or respective fines to be paid. |

ITEM 4

Approval of Minutes –Meeting of April 25, 2023

**CITY OF SOUTH PASADENA
NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION – REGULAR MEETING
MINUTES – April 25, 2023**

CALL TO ORDER:

The meeting was called to order at 7:03 p.m. Present at the time of roll call were: Chair Ella Hushagen, Vice Chair Michael Siegel, Commissioner Rona Bortz, Commissioner Michelle Hammond, Commissioner Amy Davis Jones, and Commissioner Richard Tom. City Council Liaison Councilmember Michael Cacciotti was absent from the meeting. Commissioner Casey Law had an excused absence. Staff present: Ted Gerber: Public Works Director, Arpy Kasparian: Environmental Services & Sustainability Manager, Melanis Stepanian: Water Conservation & Sustainability Intern, and Mark Jimenez: Management Analyst.

1) General Public Comment

There were no general public comments.

PUBLIC HEARING:

2) Continued Tree Hearing – 1865 Hanscom Drive

Commissioner Tom asked if the chain link fence is meant to be permanent. Commissioner Jones questioned how the chain link fence would mitigate erosion and gave alternative suggestions for erosion mitigation. Commissioner Bortz brought attention to the non-native tree species selected by the applicant. Commissioner Hammond asked the applicant why they chose avocado trees. Commissioner Jones shared her concerns regarding the placement of the trees. Chair Hushagen asked if the applicant looked into planting the replacement trees at an alternative location.

PUBLIC COMMENT

Janet Sedgwick discussed the steep ground and her concerns about the dirt on the property being dug up and eroding.

Angelo Gladding shared his concerns regarding the proposed choice of avocado trees on the property. He suggested taking advantage of native trees on the property to help retain water.

MOTION BY COMMISSIONER TOM, SECOND BY COMMISSIONER HAMMOND, MOTION CARRIED 6-0, TO DENY THE TREE REMOVAL PLACEMENT PLAN AT 1865 HANSCOM DRIVE WITH UPDATES TO THE PLAN INCLUDING TREES THAT WILL ESTABLISH QUICKLY, ARE DROUGHT TOLERANT, AND WILL REDUCE EROSION. COMMISSIONERS REQUESTED FOR THIS ITEM TO BE BROUGHT BACK TO A FUTURE MEETING.

3) Tree Hearing – 2054 Fremont Avenue

The property owner requested ease of penalty for the removal of trees without a permit.

PUBLIC COMMENT

No public comments.

MOTION BY COMMISSIONER JONES, SECOND BY COMMISSIONER TOM MOTION CARRIED 6-0, TO DENY THE APPEAL FOR THE PROPERTY OWNER AND REQUIRE REPLACEMENT TREES OR RESPECTIVE FINES TO BE PAID.

PRESENTATION:

- 4) Review of FY22-23 Water Conservation Program – Arpy Kasparian, Environmental Services & Sustainability Manager

Kasparian shared a review of the water conservation program within the City and reviewed the various rebates available. Rebate information regarding both City and Metropolitan Water District Rebates can be found at SouthPasadenaCA.gov/WaterConservation or SouthPasadenaCA.gov/Rebates.

Commissioner Tom asked for specific statistics that display how much water is saved by utilizing water conservation tools, such as high-efficiency dishwashers or toilets. Commissioner Tom also suggested promoting specific rebates to commercial businesses to increase participation.

ACTION ITEMS:

- 5) Approval of Minutes of March 28, 2023 NREC Meeting

MOTION BY CHAIR HUSHAGEN, SECOND BY VICE CHAIR SEIGEL, MOTION CARRIED 5-0, 1 ABSTAINING, TO APPROVE THE MINUTES FROM THE MARCH 28, 2023 NREC MEETING.

- 6) Selection of Officers

MOTION BY COMMISSIONER JONES, SECOND BY COMMISSIONER TOM, MOTION CARRIED 6-0, TO APPOINT CHAIR ELLA HUSHAGEN AS THE VICE CHAIR AND VICE CHAIR MICHAEL SIEGEL AS THE CHAIR OF THE NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION.

COMMUNICATIONS:

- 7) City Council Liaison Communications

Councilmember Cacciotti was not present at this meeting.

- 8) Commissioner Communications

Chair Hushagen had no communications. Commissioner Jones encourages residents and businesses to take advantage of the rebates available. Vice Chair Siegel discussed working on the “low-hanging fruit” and more feasible steps within Climate Action Plan, especially with an update coming soon. Vice Chair Siegel also promoted the free bike valet at the City’s Eclectic Festival and the May bike bus which will be the last of the school year. Commissioner Tom had no communications.

- 9) Staff Liaison Communications

Ted Gerber, Public Works Director, shared about the April 26 Special Joint Meeting of the City Council and Mobility, Transportation & Infrastructure Commission discussing the State of the Streets.

On April 27 at 6:00 pm, there is a community meeting providing an update on stormwater projects in the City, residents and community members are encouraged to participate.

Arpy Kasparian, Environmental Services & Sustainability Manager, updated the commission on Earth Day events and reminded Commission members to bring their ideas to the table as a new work plan discussion will be brought to a future meeting.

10) Upcoming Events

- Arroyo Seco Water Reuse Project – Community Open House: Thursday, April 27, 6pm-8pm, South Pasadena Library Community Room
(<https://www.southpasadenaca.gov/Home/Components/Calendar/Event/10219/716?curm=4&cury=2023>)
- LA County Smart Gardening Webinars- Various dates
(<https://www.ladpw.org/epd/sg/webinars.cfm>)
- MWD Turf Removal + CA Native Landscape Webinars- Various dates
(<https://greengardensgroup.com/turf-transformation/>)

ADJOURNMENT:

Chair Ella Hushagen adjourned the meeting at 8:36 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Natural Resources and Environmental Commission of the City of South Pasadena at a meeting held on April 25, 2023.

Michael Siegel, Chair