



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

**REGULAR MEETING AGENDA  
TUESDAY, SEPTEMBER 27, 2022 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. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Advisory Body may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – 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 Casey Law

**ROLL CALL**

Chair Casey Law  
Vice-Chair Michelle Hammond  
Commissioner Rona Bortz

Commissioner Ella Hushagen  
Commissioner Amy Davis Jones  
Commissioner Michael Siegel  
Commissioner Richard Tom

**COUNCIL LIAISON:** Mayor Michael A Cacciotti

**STAFF PRESENT:** Ted Gerber, Public Works Director  
Matt Chang, Planning Manager  
Melanis Stepanian, Water Conservation & Sustainability Intern

**PLEDGE OF ALLEGIANCE** Chair Casey Law

**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](mailto: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., September 27, 2022.**

*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 ITEMS:**

**2. Review Current Parking Lot Codes-** Matt Chang, Planning Manager

**ACTION****3. Approval of Minutes of August 23, 2022 NREC Meeting**Recommendation

It is recommended that the Commission review and approve the August 23, 2022 Meeting Minutes.


**COMMUNICATIONS****4. City Council Liaison Communications****5. Commissioner Communications****6. Staff Liaison Communications****7. Upcoming Events**

- South Pasadena City Hall Open House- October 2, 2022: 10am-2pm  
(<https://www.southpasadenaca.gov/government/departments/community-services/recreation-youth-services/special-events-and-programs>)
- Free Compost Giveaway- October 15, 2022: 10am-2pm  
([www.SouthPasadenaCA.gov/EnvironmentalPrograms](http://www.SouthPasadenaCA.gov/EnvironmentalPrograms))
- WaterFest 2022- October 29, 2022: 9am-12pm  
(<https://upperdistrict.org/waterfest/>)
- 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](http://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](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](mailto: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 **September 27, 2022**, 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.*



9/22/2022

Date

Melanis Stepanian, Water Conservation and Sustainability Intern

**ITEM 2**

Review Current Parking Lot Codes- Matt Chang, Planning Manager

# South Pasadena Municipal Code

## Chapter 36, Article 3 Section 330.40

### 36.330.040 Landscape Location Requirements.

Landscaping shall be provided in the locations specified below except for single-family uses.

- A. Setbacks. All setback and open space areas required by this Zoning Code, and easements for utilities, and drainage courses shall be landscaped, except where a required setback is screened from public view, landscaping would adversely affect existing drainage or erosion control plans, or it is determined by the Director that landscaping is not necessary to fulfill the purposes of this Division.
- B. Unused areas. All areas of a project site not intended for a specific use, including pad sites in shopping centers held for future development, shall be landscaped unless it is determined by the Director that landscaping is not necessary to fulfill the purposes of this Division.
- C. Parking areas. Parking areas shall be landscaped in compliance with the following requirements.
1. Landscape materials. Landscape materials shall be evenly-distributed throughout the parking lot using a combination of trees, shrubs, and ground cover. At the time of planting, shrubs shall be a minimum container size of five gallons; trees shall be a minimum of 24-inch box.
  2. Curbing. Areas containing plant materials shall be bordered by a concrete curb at least six inches high and six inches wide. Alternative barrier design to protect landscaped areas from damage by vehicles may be approved by the Director.
  3. Location of landscaping. Parking lot landscaping shall be located so that pedestrians are not required to cross landscaped areas to reach building entrances from parked cars. This should be achieved through proper orientation of the landscaped fingers and islands.
  4. Bumper overhang areas. To increase the parking lot landscaped area, a maximum of two feet of the parking stall depth may be landscaped with low-growth, hearty materials in lieu of paving, allowing a two-foot bumper overhang while maintaining the required parking dimensions.
  5. Parking lot perimeter landscaping. Parking area perimeters shall be landscaped as follows. Tree spacing requirements of this Subsection may be adjusted during Design Review based upon the growth characteristics and proper maintenance practices for the species of trees proposed.
    - a. Location and size of landscape areas.
      - (1) Adjacent to streets. Parking areas for nonresidential uses adjoining a public street shall be designed to provide a landscaped planting strip between the street right-of-way and parking area equal in depth to the setback required by the zoning district or 10 feet, whichever is more. Parking areas for residential uses shall not be located within the required setback areas.

(2) Screening plant materials. The landscaping shall be designed and maintained to screen cars from view from the street and shall be a height of between 30 and 36 inches at maturity. Screening materials may include a combination of plant materials, earth berms, solid masonry walls, raised planters, or other screening devices to meet the intent of this requirement, however screening materials may not use only solid masonry walls without plant cover.

(3) Shade trees. Shade trees shall be provided at a minimum rate of one for every 30 linear feet of landscaped area, and may include areas of clustered trees.

b. Adjacent to side or rear property lines. Parking areas for nonresidential uses shall provide a perimeter landscaped strip at least five feet wide (inside dimension) where the facility adjoins a side or rear property line. The perimeter landscaped strip may include a required yard or buffer area. Trees shall be provided at the rate of one for each 30 linear feet of landscaped area.

c. Adjacent to structures. When parking areas are located adjacent to nonresidential structures, a minimum five-foot wide landscape strip (inside dimension) shall be provided adjacent to the structure and shall include trees planted at the rate of one for each 30 feet of landscape area.

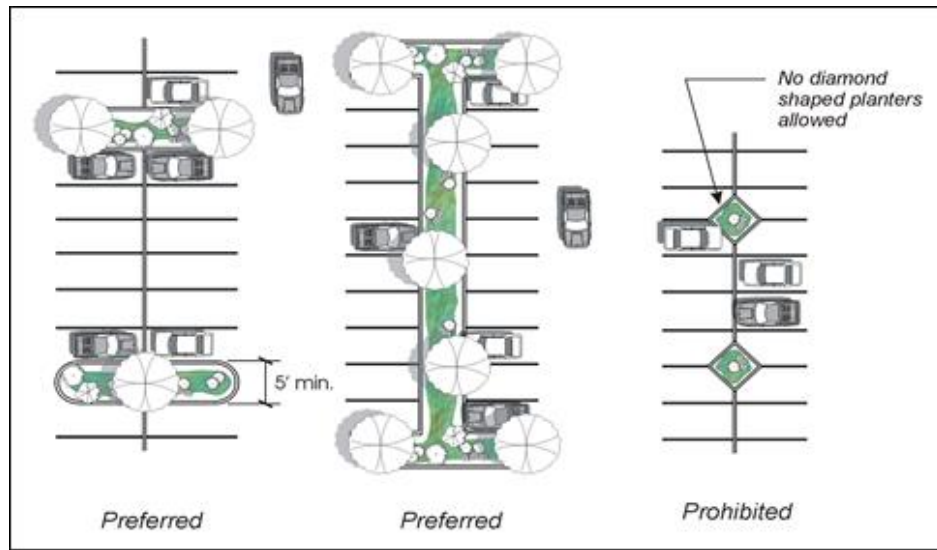
d. Adjacent to residential use. Parking areas for nonresidential uses adjoining residential uses shall provide a landscaped buffer yard with a minimum 10-foot width between the parking area and the common property line bordering the residential use. A solid masonry wall or fence and landscape buffer shall be provided along the property line to address land use compatibility issues such as nuisance noise and light or glare. One tree shall be provided for each 30 linear feet of landscaped area.

6. Interior parking lot landscaping. Landscaping is required within parking lots to provide shade, reduce pavement heat gain and adjacent building heating during the summer, and soften the appearance of large paved areas.

a. Minimum area of landscaping. A minimum of 10 percent of the total off-street parking area shall be landscaped with trees, shrubs, and groundcover; except that this requirement may be reduced during Design Review where it is determined that the specific proposed landscape design will better achieve the intent of this Subsection. The perimeter landscaping required by Subsection C.5 shall not be considered part of the required parking lot landscaping.

b. Shading requirement. Canopy trees shall be provided throughout the parking area at the equivalent of one tree for every four spaces, to provide shade. The required trees may be clustered if approved during Design Review.

c. Planter dimensions. Planters with trees shall have a minimum interior dimension of five feet by five feet. All ends of parking lanes shall be separated from drive aisles by landscaped islands. Diamond shaped landscaped areas shall not be permitted. See Figure 3-24 for appropriate planter designs.



**Figure 3-24. Parking Lot Planter Areas**

d. Larger projects. Parking lots with more than 150 spaces shall provide a concentration of landscape elements at primary entrances, including specimen trees, flowering plants, enhanced paving, and project identification.

(Ord. No. 2108 § 1; Ord. No. 2183 § 14, 2009.)



**ITEM 3**

Approval of Minutes – Meeting of August 23, 2022

**CITY OF SOUTH PASADENA  
NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION – REGULAR MEETING  
MINUTES – August 23, 2022**

**CALL TO ORDER:**

The meeting was called to order at 7:09 p.m. Present at the time of roll call were: Commissioner Ella Hushagen, Commissioner Amy Davis Jones, Commissioner Michael Siegel, Vice Chair Michelle Hammond, Chair Casey Law, and City Council Liaison Mayor Michael Cacciotti. Commissioner Rona Bortz had an excused absence. Staff present: Ted Gerber: Public Works Director, Arpy Kasparian: Environmental Services & Sustainability Manager, Melanis Stepanian: Water Conservation and Sustainability Intern, and Paul Riddle: Fire Chief.

**1) General Public Comment**

There were 3 written public comments submitted and are included in additional documents provided to the Commission.

No other general public comments were received.

**PRESENTATIONS:**

**2) Commissioner Recognition**

Commissioner Bill Kelly's term in the NREC has concluded and the City is thankful for his service. He has served as Chair of the Commission, assisted with the ban on gas-powered leaf blowers and organics recycling, as well as served on several ad-hoc committees. Bill Kelly is a supportive member of the community.

There is a vacant position in the NREC. Please visit the City website or reach out to the City Clerk for more information.

**ACTION ITEMS:**

**3) Updated Emergency Operations Plan – Paul Riddle, Fire Chief**

Fire Chief, Paul Riddle, shared an update to the Emergency Operations Plan (EOP) and requested recommendations from the Commission before presenting this to City Council.

MOTION BY COMMISSIONER SIEGEL, SECOND BY COMMISSIONER HUSHAGEN, MOTION CARRIED 5-0, TO APPROVE THE FIRE DEPARTMENT TO CONTINUE MOVING FORWARD TO PRESENT THIS ITEM TO THE CITY COUNCIL WITH A FEW RECOMMENDATIONS: IDENTIFYING ADDITIONAL SITES FOR COOLING CENTERS AND EXPANDING THE SCOPE OF THE EMERGENCY OPERATIONS PLAN (EOP).

**4) Approval of Minutes – Meeting of July 26, 2022**

MOTION BY COMMISSIONER HUSHAGEN, SECOND BY COMMISSIONER SIEGEL, MOTION CARRIED 5-0, TO APPROVE THE MINUTES FROM THE JULY 26 NREC COMMISSION MEETING.

## COMMUNICATIONS:

### 5) City Council Liaison Communications

Mayor Cacciotti shared updates on the Gold Line Project and the ban on gas-powered leaf blowers. Enforcement has been delayed as staff awaits updates from the state regarding incentives for the community.

City staff met with Pittsburgh City Council to discuss the City's implementation of the ordinance banning gas-powered leaf blowers.

### 6) Commissioner Communications

Commissioners requested information about multimodality for the October 2 Open House event. Commissioners discussed pedestrian safety and requested to dedicate additional funding for pedestrian and bicycle safety. Commissioners also discussed sending a general comment to MTIC to consider complete streets and bike infrastructure around Measure M funding.

Commissioners addressed the issue of city trees dying of disease and old age. Chair Law is requesting the Commission members to ride their bikes or walk to the NREC meetings and challenging the Mayor to ride his bike to a City Council meeting.

### 7) Staff Liaison Communications

Arpy Kasparian shared water conservation updates: street banners have been posted, an informational flyer has been sent out to residents to share new watering restrictions, and the Water Efficient Dishwasher Rebate is now active- residents can receive up to \$500 for replacing their old dishwasher with an Energy Star Dishwasher from a pre-approved list. Visit [www.SouthPasadenaCA.gov/Rebates](http://www.SouthPasadenaCA.gov/Rebates) and [www.SouthPasadenaCA.gov/WaterConservation](http://www.SouthPasadenaCA.gov/WaterConservation) for more information.

Ted Gerber spoke of the expected Mission Street closure (from Fremont to Fair Oaks) in order to allow for tabling and other activities for the October 2 Open House event. Staff is working to discuss opportunities around tree communication so residents can be informed of tree updates. There were several comments shared with NREC regarding a request for a specific tree in the City, per the municipal code process, all comments will be considered and more information from the applicant may be needed.

### 8) Upcoming Events

- Alhambra Household Hazardous Waste Event - August 27, 2022: 9am-3pm (<https://www.lacsd.org/services/solid-waste/household-hazardous-wastecollection/alhambra-08-27-22> )
- Upper District's "Protecting the Trees" Webinar - August 30, 2022: 6pm-7pm (<https://www.greengardensgroup.com/g3-events/protecting-the-trees-usgv-220830/> )
- 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 Casey Law adjourned the meeting at 8:45 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 August 23, 2022.

---

Casey Law, Chair

**ITEM 7**

Upcoming Events



CITY OF SOUTH PASADENA  
OPEN HOUSE EVENT

# Electric Leaf Blower Raffle

\*Electric Lawn Equipment kindly donated by LA Galaxy and AGZA



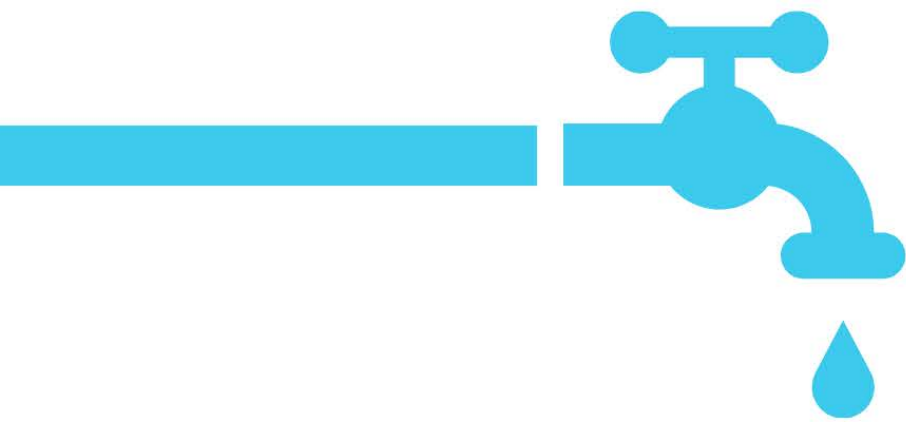
Visit the Public Works Booth at  
City of South Pasadena Open House on  
Sunday, October 2 from 10am to 2pm to enter for  
your chance to win a FREE Electric Leaf Blower.

---

The raffle draw will be at 1:30pm at the Public Works  
Booth.



Visit [SouthPasadenaCA.gov/Events](https://SouthPasadenaCA.gov/Events) for more Open House information



Join the City of South Pasadena at...

# WaterFest 2022

**October 15, 2022** from 10am to 2pm

## Arcadia County Park

405 S. Santa Anita Ave.  
Arcadia, CA 91006

WaterFest is an annual community festival that features interactive educational booths, environmental displays, informative presentations and resources, free water-saving materials, and more. This FREE one-day event highlights water as a precious resource and the importance of conservation.



For more information visit [UpperDistrict.org](http://UpperDistrict.org)

# FREE COMPOST GIVEAWAY

For South Pasadena Residents ONLY

Saturday, October 29, 2022  
9:00am-12:00pm

**Compost** (donated by *Athens Services*) consists of organic material, including food waste. It breaks down to a fine, dark matter over time and enriches soil. Athens compost is certified organic under the USDA National Organic Program.

- ✔ Bring a sturdy container and shovel
  - ↳ Limit 2 (two) 35 gallon containers per household
- ✔ Bring proof of residence (ID or utility bill)



Arroyo Golf Course parking lot  
1055 Lohman Ln,

[www.SouthPasadenaCA.gov/EnvironmentalPrograms](http://www.SouthPasadenaCA.gov/EnvironmentalPrograms)