



**CITY OF SOUTH PASADENA  
CITY COUNCIL REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**November 20, 2019, at 7:30 p.m.**

*In order to address the City Council, please complete a Public Comment Card.  
Time allotted per speaker is three minutes.  
No agenda item may be taken after 11:00 p.m.*

**CALL TO ORDER:** Mayor Marina Khubesian, M.D.

**ROLL CALL:** Councilmembers Michael A. Cacciotti, Diana Mahmud, and Richard D. Schneider, M.D.; Mayor Pro Tem Robert S. Joe; and Mayor Marina Khubesian, M.D.

**PLEDGE OF ALLEGIANCE:** Councilmember Michael A. Cacciotti

**1. CLOSED SESSION  
ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

**PRESENTATIONS**

- 2. Certificate of Recognition – Alianne Crockett**
- 3. Certificate of Recognition – South Pasadena Beautiful**
- 4. Certificate of Recognition – Transition South Pasadena**

**PUBLIC COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council 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.

**COMMUNICATIONS**

**5. Councilmembers Communications**

Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council Meeting agenda, if necessary.

**6. City Manager Communications**

**7. Reordering of and Additions to the Agenda**

**OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three minutes. Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless an audience member or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

**CONSENT CALENDAR**

**8. Minutes for the Special City Council Meeting on November 6, 2019**

**9. Minutes of the Regular City Council Meeting on November 6, 2019**

**10. Discretionary Fund Request from Mayor Khubesrian for \$1,000 to the South Pasadena Tournament of Roses Committee for Float Construction and Operations in Memory of Paul Abbey**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Mayor Marina Khubesrian for \$1,000 for the Tournament of Roses in memory of Paul Abbey.

**11. Discretionary Fund Request from Mayor Pro Tem Joe for \$1,000 for South Pasadena Beautiful Post Office Project**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Mayor Pro Tem Robert Joe for \$1,000 for the purpose of assisting South Pasadena Beautiful, a non-profit group, with cost of the re-landscape of the Post Office.

**12. Discretionary Fund Request from Councilmember Mahmud for \$1,500 for the Ray Bradbury Fused Glass Windows in the Library Conference Room**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Diana Mahmud for \$1,500 for the Ray Bradbury Fused Glass Windows in Library Conference Room.

**13. Approval of Co-Sponsorship of the South Pasadena Chamber of Commerce Annual Holiday Mixer**

Recommendation

It is recommended that the City Council approve the request to co-sponsor the South Pasadena Chamber of Commerce Annual Holiday Mixer which will coincide with the Mayor’s State of the City Event on December 3, 2019 at the War Memorial Building.

**14. Adoption of Resolution Adding a Non-Profit Rate for Providers of Specific Mental Health Services to the Master Schedule of Fees**

Recommendation Action

It is recommended that the City Council adopt a resolution adding a new fee category for “non-profit mental health service providers” to the Master Schedule of Fees for Service (Fee Schedule).

**15. Approval of Job Descriptions for Part Time Maintenance Assistant, Community Improvement Coordinator and Maintenance Worker I and II**

Recommendation

It is recommended that the City Council:

1. Approve the job description for Part Time Maintenance Assistant; and
2. Approve the job description for Community Improvement Coordinator; and
3. Approve the job description for Maintenance Worker I and II.

**16. Second Reading and Adoption of an Ordinance Establishing a Major Project Review**

Recommendation

It is recommended that the City Council read by title only for the second reading, waiving further reading, and adopt an Ordinance establishing a Major Project Review.

**17. Project No. 2246-MIL - Approval of a Mills Act Contract for Property Located at 209 Beacon Avenue, Landmark No. 52, Whitney R. Smith House and Studio (Assessor’s Parcel Number 5317-006-001)**

Recommendation

It is recommended that the City Council approve and enter into a Mills Act contract with the property owners of 209 Beacon Avenue, Landmark No. 52, Whitney R. Smith House and Studio.

**18. Project No. 2236-MIL - Approval of a Mills Act Contract for Property Located at 320 Grand Avenue, Landmark No. 54, the Koebig House (Assessor’s Parcel Number 5317-040-008)**

Recommendation

It is recommended that the City Council approve and enter into a Mills Act contract with the property owners of 320 Grand Avenue, Landmark No. 54, the Koebig House.

**19. Project No. 2245-MIL - Approval of a Mills Act Contract for Property Located at 915 Palm Avenue (Assessor’s Parcel Number 5313-008-025)**

Recommendation

It is recommended that the City Council approve and enter into a Mills Act contract with the property owners of 915 Palm Avenue, which is a contributor to the designated El Centro-Indiana-Palm Historic District.

**20. Project No. 2247-MIL - Approval of a Mills Act Contract for Property Located at 925 Palm Avenue (Assessor’s Parcel Number 5313-008-021)**

Recommendation

It is recommended that the City Council approve and enter into a Mills Act contract with the property owners of 925 Palm Avenue, which is a contributor to the designated El Centro-Indiana-Palm Historic District.

**ACTION/DISCUSSION**

**21. Adoption of the South Pasadena Green Action Plan**

Recommendation

It is recommended that the City Council adopt the South Pasadena Green Action Plan.

**22. Award of Construction Contract to EC Construction Company for Citywide Bike Parking at Various Locations for an Amount Not-to-Exceed \$204,780 in Grant Funds**

Recommendation

It is recommended that the City Council:

1. Receive additional information on citywide bike parking project requested by the City Council; and
2. Accept a bid dated October 15, 2019 from E C Construction Company to install bike parking citywide at various locations (Project); and
3. Authorize the City Manager to enter into a contract with E C Construction Company for an amount not-to-exceed \$204,780 for the Project; and
4. Authorize a construction contingency of approximately ten percent in the amount of \$20,470 for a total amount of \$225,250.

**REPORTS**

**23. Status of Regional Transportation Projects and Funding (Presentation Only)**

**ADJOURNMENT**

**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

December 4, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
December 18, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
January 1, 2020	Regular City Council Meeting	Cancelled	7:30 p.m.
January 15, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Prior to meetings, City Council Meeting agenda packets are available at the following locations:

- City Clerk’s Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030;
- City website: [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas)

Agenda related documents provided to the City Council are available for public inspection in the City Clerk’s Division, and on the City’s website at [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas). During the meeting, these documents will be available for inspection as part of the “Reference Binder” kept in the rear of the City Council Chamber.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas).

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk’s Division at (626) 403-7230.

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. 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).

*I declare under penalty of perjury that I posted this notice of agenda 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.*

11/14/19

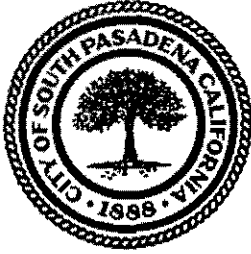
Date

/s/

\_\_\_\_\_

Maria E. Ayala

Chief City Clerk



# City Council Agenda Report

ITEM NO. 19

**DATE:** November 20, 2019

**FROM:** Stephanie DeWolfe, City Manager *[Signature]*

**PREPARED BY:** Joanna Hankamer, Director of Planning and Community Development *[Signature]*  
Kanika Kith, Interim Senior Planner *[Signature]*

**SUBJECT:** Project No. 2245-MIL - Approval of a Mills Act Contract for Property Located at 915 Palm Avenue (Assessor's Parcel Number 5313-008-025)

## Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 915 Palm Avenue, which is a contributor to the designated El Centro-Indiana-Palm Historic District.

## Executive Summary

A Mills Act contract is an agreement between the City and the property owner. The contract requires that the property owner completes specific restoration and maintenance tasks, as submitted in the proposed restoration work plan reviewed by the CHC. The proposed work plan is included as Exhibit C to the Mills Act contract. In return, for the duration of 10 years, the property owner receives a reduction in their property tax bill with the agreement that those property tax savings be reinvested into the property and fund the approved improvements.

On September 19, 2019, the Cultural Heritage Commission (CHC) reviewed the proposed Mills Act application and voted 5-0 recommending that the City Council enter into the Mills Act contract. The subject property qualifies for a Mills Act contract because it is a contributor to the El Centro-Indiana-Palm District, which was the city's first designated residential historic district.

## Commission Review and Recommendation

In accordance to South Pasadena Municipal Code Chapter 2 Section 2.68 (B)(1)(c), the CHC recommended that the subject property be approved for a Mills Act contract with the City based upon the following required criteria:

- (i) *Financial Investment. The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first 10 years of the contract.*

The total cost of the proposed scope of work is \$75,000, which exceeds the estimated total tax savings to the owner of \$67,000 over the 10-year period. The financial analysis for the project is included as an attachment to the Mills Act contract.

- (ii) *Public Benefit. The proposed Mills Act contract features a work plan that will provide a benefit to the public by: rehabilitating the property for continued occupancy or adaptive reuse; improved viability through systems upgrades and structural reinforcement upgrades; preserving and maintaining the character-defining features of the property, and/or restoring character-defining features of the property that have been significantly altered or removed over time.*

The proposed work plan includes significant repairs and restoration of the clinker brick porch supports, wall shingles, windows, and decorative wood character-defining features of the house that are visible to the public from the sidewalk and street. The proposed improvements will contribute to the preservation of this contributing property in the designated local landmark district.

- (iii) *Retroactive Limitations. The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty.*

The proposed work plan does not include maintenance or alteration work that was previously completed or initiated.

- (iv) *Limitations on Maintenance. The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements.*

The proposed work plan does not propose to use the estimated tax benefit for maintenance of the property.

- (v) *Limitations on Interior Work. The estimated tax benefit will not be used for work within the interior of a cultural resource unless the commission determines the following exceptions should be made: the interior work is necessary to improve the structural integrity of the property; the interior work is necessary to preserve and maintain character-defining features within the cultural resource that are specifically identified as part of the official landmark nomination; and/or the interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its landmark designation. The commission must first determine that those interior features are character-defining based on substantial evidence provided by the applicant.*

The total cost of the exterior work proposed is \$75,000. It is estimated that the entire scope of work will be completed by the sixth year (2026) of the Mills Act contract.



(vi) *Limitations on Landscaping. The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.*

The proposed work plan does not include landscaping work.

Entering into the Mills Act contract will promote the City's Preservation Element of the General Plan, Section 5.5, Goal 6, Policy 6.3, "Encourage property owners to take advantage of the available financial incentives."

### **Fiscal Impact**

A Mills Act contract allows a tax reduction for a property owner who agrees to perform certain restoration and maintenance tasks over a 10-year period. Although the City will see a reduction in property tax revenue (between approximately 40% - 60% per Mills Act contracted property), the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

### **Legal Review**

The City Attorney has reviewed this Staff Report.

### **Environmental Analysis**

This project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

### **Attachments:**

1. Mills Act contract
2. CHC Staff Report

**ATTACHMENT 1**  
**Mills Act Contract**



## MILLS ACT CONTRACT

THIS CONTRACT ("Contract") is made and entered into this \_\_\_\_<sup>th</sup> day of November 2019, by and between the CITY OF SOUTH PASADENA, CALIFORNIA, a municipal corporation ("City"), and Stefani Williams and Dino Pierone ("Owners").

### RECITALS

(i) California Government Code Section 50280 *et seq.*, authorizes cities to enter into contracts with the Owner of qualified historical property to provide for the use, maintenance, and restoration of such historical property so as to retain its characteristics as property of historical significance;

(ii) Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 915 Palm Avenue, South Pasadena, California, Assessor's Parcel Number 5313-008-025 ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as "Exhibit A" and is incorporated herein as if fully set forth;

(iii) The Historic Property is a contributor to a designated historic district known as the El Centro-Indiana-Palm District, attached hereto marked "Exhibit B". The El Centro-Indiana-Palm District, located west of the City's original commercial center, was the city's first designated residential historic district. This district has a high concentration of the late 19<sup>th</sup> and early 20<sup>th</sup> century buildings. Architecturally, the buildings chronicle the evolution of design from the Queen Anne through the revival styles;

(iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. **EFFECTIVE DATE AND TERM.** The Agreement shall be effective and commence on November \_\_\_\_, 2019 and shall remain in effect for a minimum period of ten (10) years, unless the property owner is issued a notice of non-renewal as provided in Section 2.68(b)(1)(E)(v) of the South Pasadena Municipal Code.

2. **AUTOMATIC RENEWAL.** Unless a notice of non-renewal is issued, this Agreement shall automatically be extended by one year for each anniversary date of the Agreement unless otherwise specific herein.

3. APPEAL OF NOTICE OF NON-RENEWAL. The property owner shall have the right (per Government Code Section 50282) to appeal a notice of non-renewal to the City Council.

4. CONFORMANCE WITH NATIONAL STANDARDS. The contract agreement is to assist in the Preservation of the qualifying property; therefore, Restoration and Rehabilitation of the property and all work associated with thereto shall be subject to comply with the recommendations of the Cultural Heritage Commission and, shall conform to the rules and regulations of the State of California Office of Historic Preservation (Department of Parks and Recreation) and the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, attached hereto marked "Exhibit D". Owner shall preserve and maintain the characteristics of historical significance of the Historic Property. Attached hereto marked as "Exhibit C" and incorporated herein as if fully set forth, is a list of those minimum standards and conditions for maintenance, use and preservation of the Historic Property, which shall apply to such property throughout the term of this Agreement.

5. LIMITATIONS. Under Section 2.68(b)(1)(C)(iii)-(v), the estimated tax benefit will not be used for: (1) any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty; (2) routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements; (3) work within the interior of a Historic Property unless the Cultural Heritage Commission determines an exception should be made; and (4) landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

6. INSPECTIONS. The owner shall agree to allow periodic examination of the interior and exterior of the premises by the County Assessor, the Department of Parks and Recreation, the State Board of Equalization, and the City, as may be necessary to verify the owner's compliance with the contract agreement, and to provide any information requested to ensure compliance with the contract agreement. During the term of this Agreement, after five years, and every five years thereafter, the City, County of Los Angeles, or City and County shall have the option to inspect the premises to determine the property owner's compliance with the contract Agreement.

7. REPORTS. The owner shall agree to submit evidence to the City in accordance with the reporting schedule specified in the Mills Act Contract (and at a minimum every three years) to confirm that Preservation tasks were completed in accordance with the time line stipulated in this Agreement.

8. NON-RENEWAL. If recommended by the Commission and approved by the City Council, a notice of non-renewal may be issued six (6) years into the duration of this Agreement. The procedure for notice of non-renewal by the owner or the City shall

be in accordance with Government Code Section 50282 as it may be amended from time to time.

9. **BINDING EFFECT OF CONTRACT.** This Agreement shall be binding on all successors-in interest of the owner to the benefits and burdens of this Agreement. The contract shall stipulate escrow instructions that require a review and re-evaluation of the property every three years.

10. **CANCELLATION.** City following a duly noticed public hearing as set forth in California Code Section 50280 *et seq.*, may cancel this Agreement if City determines that the Owner has breached any of the conditions or covenants of the Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the significance criteria under which it was designated. City may also cancel this Agreement if it determines Owner has failed to restore or rehabilitate the Historic Property in the manner specified in Paragraph 4 of this Agreement. The City may also cancel this Agreement if, upon consultation with the State of California Office of Historic Preservation, the preservation, rehabilitation, or restoration becomes infeasible due to damage caused by natural disaster. City's right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City's Cultural Heritage Ordinance and Municipal Code.

11. **CANCELLATION FEE.** In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Section 50280 *et seq.*, described herein. Upon cancellation, Owner shall pay a cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of the contractual restriction pursuant to this Agreement. The Owner shall pay the cancellation fee to the County Auditor in the time and manner prescribed by the County Auditor.

12. **ENFORCEMENT OF AGREEMENT.** In lieu of and/ or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of the terms of this Agreement.

13. **WAIVER.** City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in the City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

14. **BINDING EFFECT OF AGREEMENT.** Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restriction as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property.

Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restriction expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument.

City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

15. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: City of South Pasadena  
Director of Planning and Building  
1414 Mission Street  
South Pasadena, California 91030

Owner: Stefani Williams and Dino Pierone  
915 Palm Avenue  
South Pasadena, California 91030

16. EFFECT OF AGREEMENT. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

17. INDEMNITY OF CITY. Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs or expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of such Owner or those of its contractor, subcontractor, agent, employee or other person acting on its behalf which relate to the use, operation, capital improvement and maintenance of the Historic Property. Owner hereby agree to and shall defend the City and its elected officials, officers, agents, and employees with respect to any and all actions for damages caused by, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Historic Property.

18. **BINDING UPON SUCCESSORS.** All of the agreements, rights, covenants, reservations, and restrictions contained in the Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representative, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever.

19. **LEGAL COSTS.** In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

20. **SEVERABILITY.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

21. **GOVERNING LAW.** This Agreement shall be construed and governed in accordance with the laws of the State of California.

22. **EMINENT DOMAIN PROCEDURES.** Upon the filing of an action in eminent domain by a public agency for the condemnation of the fee title of any land described herein or of less than fee interest which will present the portion of land condemned or other land or a portion of it which is the subject of this Agreement from being used for any authorized use, or upon the acquisition in lieu of eminent domain by a public agency for a public improvement, the portions of this Agreement by which Owner agree to preserve and to restrict the use of property described herein shall be null and void upon such filing as to the portion of the land condemned or acquired and to the additional land the use of which for an authorized purpose will be prevented as a result of condemnation or acquisition.

If, subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the land subject to the Agreement, the restrictions on the use of the property included in this Agreement shall, without further agreement of the parties, be re-instituted and the terms of this Agreement shall be in full force and effect.

23. **RECORDATION.** No later than thirty (30) days after the parties execute this Agreement, the Owner or Owner's agent shall record this Agreement in the Office of the County Recorder of the County of Los Angeles.

24. **AMENDMENTS.** This Agreement may be amended, in whole or in part, only by written-recorded instrument executed by the parties hereto.



25. NOTICE TO OFFICE OF HISTORIC PRESERVATION. The City shall provide written notice of this Agreement to the State Office of Historic Preservation within six (6) months of entering into this Agreement.

IN WITNESS THEREOF, City and Owner have executed this Agreement on the day and year first above written.

CITY OF SOUTH PASADENA

Date: \_\_\_\_\_

By: \_\_\_\_\_

MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

Approved as to Form:

\_\_\_\_\_  
CITY ATTORNEY

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Stefani Williams, Owner

Date: \_\_\_\_\_

\_\_\_\_\_  
Dino Pierone, Owner

Exhibit “A”  
Legal Description

RECORDING REQUESTED BY  
Equity Title Co.

Escrow No. 121367-040  
Order No. LA 0762600



WHEN RECORDED MAIL TO

NAME Robert D. Pierone  
Stefani Williams  
Street Address 915 Palm Avenue  
City & State South Pasadena, CA 91030

SPACE ABOVE THIS LINE FOR RECORDER'S USE

MAIL TAX STATEMENTS TO

NAME Same As Above  
Street Address  
City & State

DOCUMENTARY TRANSFER TAX \$786.50 (73)  
\$  
..XX Computed on full value of property conveyed  
..... Or computed on full value less liens and encumbrances  
remaining at time of sale.  
WILSHIRE ESCROW COMPANY  
Signature of Declarant or Agent determining tax. Firm name

A.P.N. # 5313-008-025 & 029

# Grant Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

ROGER FLYNN AND LYNNELL HALLOCK, SURVIVING CO-TRUSTEES UNDER THE FLYNN FAMILY TRUST DATED MARCH 2, 1999

, do hereby

GRANT to ROBERT D. PIERONE AND STEFANI WILLIAMS, HUSBAND AND WIFE, AS JOINT TENANTS

the real property in the CITY OF SOUTH PASADENA County of LOS ANGELES State of California, described as:

PARCEL 1.

LOT 19 OF BLOCK 1 OF THE MALABAR TRACT, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 12 PAGE 96 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

PARCEL 2.

THE SOUTH 15 FEET OF LOTS 21 AND 22 IN BLOCK 1 OF THE MALABAR TRACT, IN THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 12 PAGE 96 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER.

5313-8-25 / 5313-8-29

Exhibit “B”  
City Council Resolution for  
Historic District Designation



RESOLUTION NO. 6180**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SOUTH PASADENA DESIGNATING PORTIONS OF EL CENTRO -  
INDIANA - PALM AVENUES AS AN OFFICIAL CULTURAL  
HISTORIC DISTRICT**

**WHEREAS,** Section 2.73A-14. Landmarks and Historic Districts of the South Pasadena Municipal Code establishes procedures for registering historic districts; and

**WHEREAS,** the Cultural Heritage Commission having duly received a nomination form to register an historic district for the area bounded by Palm Avenue on the east, El Centro Street on the south, Indiana Avenue on the west and Pico Alley on the north; more specifically including all residences on both sides of Palm Avenue in the 900 block, all residences on both sides of El Centro Street in the 500 block, all residences on both sides of Indiana Court in the 500 block and all residences on the east side of Indiana Avenue in the 900 block plus one residence (921) on the west side of Indiana Avenue; and

**WHEREAS,** the Commission complied with the pertinent and applicable provisions of Subsection (A) (3) (Designation Procedure) and made findings of fact pursuant to Subsection (A) (2) (Designation Criteria for Districts); and

**WHEREAS,** the Commission forwarded a recommendation to the City Council to approve the proposed historic district; and

**WHEREAS,** the City Council held a public hearing on the proposed designation on July 7, 1993 and received public testimony; and

**WHEREAS,** the area qualifies as a district by reason of the following applicable subsections:

- (a) Its character, interest or value as a part of the heritage of the community;
- (d) Its exemplification of a particular architectural style of an era of history of the City (including Foursquare, Craftsman, pattern book kit houses, and period revival styles);

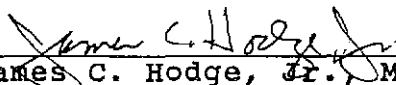
RESOLUTION NO. 6180  
Page 2

- (g) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, materials or craftsmanship; and
- (l) Its significance as a distinguishable neighborhood or area whose components may lack individual distinction; and
- (m) More than 50% plus one of all affected owners of parcels within the proposed district have consented in writing to such designation.

NOW, THEREFORE, be it resolved by the City Council of the City of South Pasadena the following:

- 1. Designation of the above-described properties as the EL CENTRO - INDIANA - PALM HISTORIC DISTRICT.
- 2. The map as set forth in Exhibit A hereto attached and made a part of, as the official boundaries of the historic district.

PASSED, APPROVED AND ADOPTED on July 21, 1993.

  
 \_\_\_\_\_  
 James C. Hodge, Jr., Mayor  
 City of South Pasadena

ATTEST:

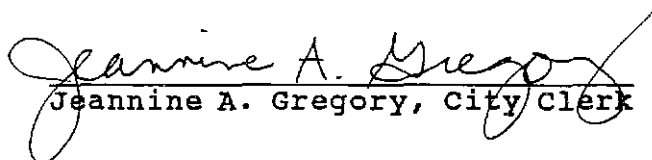
  
 \_\_\_\_\_  
 Jeannine A. Gregory, City Clerk

I HEREBY CERTIFY that the foregoing resolution was adopted by the City Council of the City of South Pasadena at a regular meeting held on the 21st day of July, 1993, by the following vote:

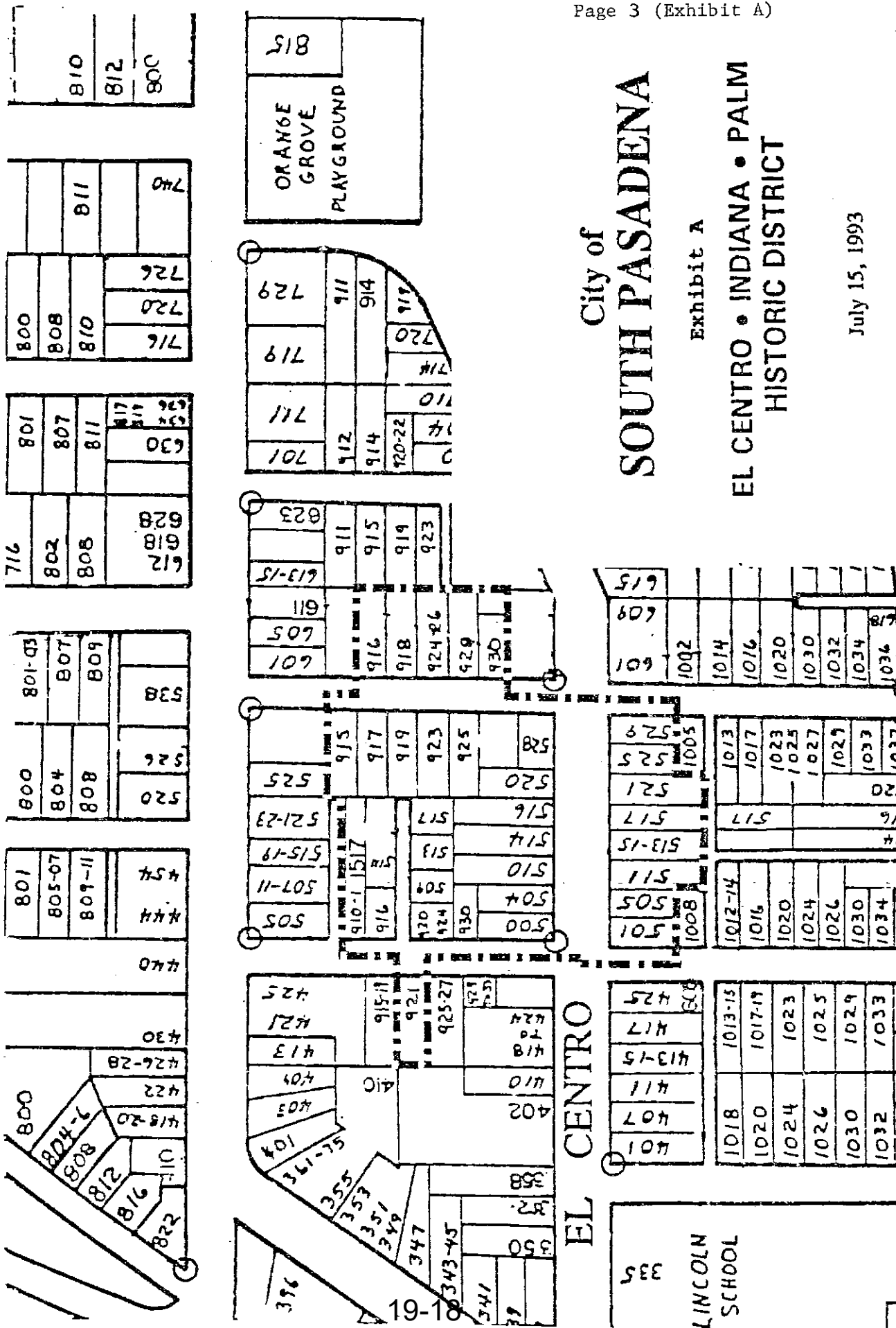
AYES: Richards, Knapp, Zee and Mayor Hodge

NOES: None

ABSENT: Woollacott

  
 \_\_\_\_\_  
 Jeannine A. Gregory, City Clerk

RESOLUTION NO. 6180  
Page 3 (Exhibit A)



# City of SOUTH PASADENA

Exhibit A

## EL CENTRO • INDIANA • PALM HISTORIC DISTRICT

July 15, 1993



Exhibit “C”  
Restoration Work Plan  
&  
Financial Analysis





Pierone-Williams Residence  
915 Palm Avenue, South Pasadena

Mills Act Application

*Prepared By:*  
**Dino Pierone & Stefani Williams**  
**915 Palm Avenue**  
**South Pasadena, CA 91030**

**June 2019**

# Pierone-Williams Residence, 915 Palm Avenue

## Mills Act Application

### Table of Contents

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Section	Page
I Project Background .....	1
II Mills Act Work Plan, Schedule and Reporting System.....	3
III Description of Work Plan and Priorities .....	5
IV Financial Analysis.....	9

Appendix A: Photographic Overview of Existing Conditions

Appendix B: Owner's Letter of Intent

Appendix C: Supporting Documents

- A. Construction Work and Cost Estimates: Jeff Nott, Nott & Associates, South Pasadena
- B. Annual Property Tax Statement, 2018-2019
- C. Utility Bill: City of South Pasadena, Water Bill (\$219/quarter)
- D. Utility Bill: Southern California Edison, Electric Bill (\$260/month)
- E. Utility Bill: SoCalGas, Gas Bill (\$90/month)
- F. California Fair Plan, Homeowner's Insurance Bill (\$1,063)

## Section I Project Background

Constructed in 1907, 915 Palm Avenue (APN #5313-008-025) is a distinctive Craftsman-style residence in South Pasadena and a contributor to the El Centro/Indiana/Palm Residential Historic District, designated in 1993. Owned by Robert “Dino” Pierone and Stefani Williams, 915 Palm Avenue is one of the district’s most distinctive examples of early twentieth-century Craftsman architecture. As noted in the 2014 *South Pasadena Citywide Historic Context Statement*:

Craftsman architecture developed in the first decade of the 20th century as an indigenous California version of the American Arts and Crafts movement, incorporating Southern California’s unique qualities. Constructed primarily of stained wood, with wide overhanging eaves, balconies, and terraces extending the living space outdoors, the style embodied the goals of the Arts and Crafts movement.

The Craftsman bungalow dates from the early 1900s through the 1920s. The bungalow’s simplicity of form, informal character, direct response to site, and extensive use of natural materials, particularly wood and stone, was a regional interpretation of the reforms espoused by the Arts and Crafts movement’s founder, William Morris. Craftsman bungalows generally have rectangular or irregular plans, and are one to one-and-a-half stories tall. They have wood clapboard or shingle exteriors and a pronounced horizontal emphasis, with broad front porches, often composed with stone, clinker brick, or plastered porch piers. Other character-defining features include low-pitched front-facing gable roofs, and overhanging eaves with exposed rafter tails.<sup>1</sup>

Constructed in 1907, 915 Palm Avenue retains the key character-defining features of the architectural style. In 2007, as the home turned one century old, it was purchased by Dino and Stefani as their family’s primary residence. At the time, the original woodwork on the interior had been painted over with red acrylic paint. One of Dino and Stefani’s earliest rehabilitation projects was painstakingly removing the red paint and restoring the original woodwork through the main rooms of the home. They have undertaken many other projects over the years.

With the property now well over a century old, a number of pressing repair and rehabilitation issues have surfaced. These include failing mortar and structural supports of the home’s distinctive clinker brick posts, which are currently propped up on temporary wood supports. Wood sheathing on the exterior has also started to show increasing signs of disrepair, as have the south-elevation windows. In addition, the south elevation is faced with non-original panels, a material and appearance that is incompatible with the wood shingles sheathing the rest of the home.

In 2016, in order to move forward with these repair and rehabilitation projects, the Pierone-Williams family began pursuing a Mills Act contract. The following summarizes actions to date and CHC feedback:

1. **May 2016:**  
Dino and Stefani presented a Letter of Intent to apply for the Mills Act; the CHC voted in favor of allowing the application to move forward and requested a Mills Act workplan.
2. **June 2017:**  
Dino and Stefani prepared a Mills Act workplan with preliminary cost estimates. The CHC provided feedback and encouraged the owners to move forward with a full application.

<sup>1</sup> Historic Resources Group, 2014, *City of South Pasadena Citywide Historic Context Statement*, p. 269.

3. **December 2017:**  
Dino and Stefani provided additional information to the CHC. The CHC formed a subcommittee to assist the owners as they moved forward with a full Mills Act application.
4. **January 2018:**  
CHC subcommittee members John Lesak and Mark Gallatin conducted a site walk of the property with the owners and make suggestions on the Mills Act workplan and application.
5. **April 2019:**  
Dino and Stefani finalized their Mills Act workplan (with the help of Debi Howell-Ardila), obtained cost estimates from a qualified contractor with preservation experience (Jeff Nott of Nott & Associates), and completed the full Mills Act application and financial analysis.

This complete application reflects all feedback and suggestions provided by the CHC and CHC subcommittee, as well as all required materials and analysis.

The Mills Act workplan for 915 Palm Avenue includes several major repair/rehabilitation projects in need of completion:

Project Location	Character-Defining Feature	Issue
Front Entrance Porch	Clinker Brick post supports and porch wall	Clinker brick is failing, due to mortar deterioration and age
Exterior Walls	Wood shingles and wood sheathing	Areas of deteriorated shingles throughout exterior; peeling paint and unprotected wood sheathing throughout exterior
South Elevation Exterior	Wood-frame windows	Areas of deteriorated wood-framing
Roof	Curved/notched rafter tails and bargeboards	Missing notch detail on main elevation; paint worn off in places, wood exposed; some areas of deterioration

Each project, as well as the corresponding treatment approach, is described in more detail in this application.

As owners of a historic property and designated City landmark, Dino and Stefani understand the importance of ensuring that all repair, maintenance and rehabilitation projects follow the City guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Should their application be successful, the Mills Act would help facilitate this work and allow the property owners to ensure maximum retention of this landmark's distinctive materials and character-defining features.

## Section II Schedule and Reporting System

Project	Completion By Year
1. Front entrance porch: Clinker brick post supports and wall repairs	2022
2. Exterior walls: wood shingles repair/in-kind replacement and repainting (to include removal of non-contributing sheathing on south elevation & replacement with compatible wood-shingles matching the original)	2024
3. South Elevation: repairs/potential in-kind replacement of wood-frame windows	2024
4. Roof features: re-create rafter tail and repairs/repainting to bargeboards	2026
5. Maintenance: Termite inspections/mitigation	Annual inspection
6. Maintenance: Roof inspections and repairs as needed	Triannual inspection
7. Maintenance: Paint inspection and repairs as needed	Triannual inspection

### Noncapitalized Projects

- |   |           |
|---|-----------|
| 1. New garage in back of lot<br>(Residence currently does not have a garage; the lot extends an extra parcel to the back and will accommodate a Standards-compliant new garage) | 2019-2021 |
|---|-----------|

### Reporting System:

The property owners of 915 Palm Avenue will provide annual written updates to the City of South Pasadena in the final quarter of the year, documenting progress and providing updates and photographs on the Mills Act work plan.

Prior to commencement of work efforts, Certificates of Appropriateness (CoA) will be obtained by the property owners as required by the City of South Pasadena Cultural Heritage Ordinance. This will include a CoA for the new garage to be constructed in the rear of the parcel.

Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and CoAs (where required). It is anticipated that CoAs will be required for all major efforts included in the Mills Act workplan.

## Section III Description of Work Plan and Priorities

Work efforts described in these plans will comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Additional photos are included in Appendix A.

Proposed Project & Description	Est. Cost	Priority
<p>1. Front Entrance Porch: Clinker Brick post supports and porch wall</p> <p>Clinker brick is failing, due to mortar deterioration and age as well as lack of a structural system. Work efforts will include documentation of materials and removal of temporary wood buttresses and character-defining bricks and installation of new structural support for posts. Repair and in-kind replacement of deteriorated clinker bricks and re-assembly.</p>	\$20,000	High

Figure 1: Overview of issues, clinker brick porch features





Proposed Project & Description	Est. Cost	Priority
--------------------------------	-----------	----------

- |  |           |      |
|--|-----------|------|
| 2. Exterior Walls: Repair/in-kind replacement of wood shingles | \$ 25,000 | High |
|--|-----------|------|

Repairs and in-kind replacement where necessary of deteriorated wood shingles. This is the second highest priority for the house. If necessary, any replacement of wood shingles will be in-kind to match existing in materials, appearance/patterning, finishes/texture, and size/profile.

Treatment approach will include the gentlest methods possible—**contractors will not use power-washing or machine sanding** for any character-defining features on the house. Gentlest means possible, including hand-sanding rather than machine sanding, will also be used in prepping for repainting of the exterior.

This project includes removal of non-character-defining panel sheathing on the south elevation and replacement with compatible wood shingles to match the rest of the house.

Figure 2. Overview of wood shingles in need of repair/replacement and repainting



Proposed Project & Description	Est. Cost	Priority
--------------------------------	-----------	----------

3. South Elevation Exterior, Wood-frame windows	\$ 15,000	Medium
---	-----------	--------

Repair/rehabilitate and/or in-kind replacement of south elevation windows, to match existing in materials, appearance, finishes, window framing thickness and profile. Re-weather stripping (if original windows are repaired), and repainting.

All prep work will be undertaken in compliance with the *Secretary's Standards*. **No machine-sanding or power-washing** will be used for exterior materials or any character-defining features; hand-sanding and gentlest means possible will be used to prep surfaces for painting and refinishing).

Figure 3. South elevation windows in need of repairs/in-kind replacement



Proposed Project & Description	Est. Cost	Priority
--------------------------------	-----------	----------

- |  |          |        |
|--|----------|--------|
| 4. Roof features: re-creating notch detail, repair/replace bargeboards | \$15,000 | Medium |
|--|----------|--------|

Reconstruct missing notch detail; repair/in-kind replacement of bargeboards where needed. Repaint wood rafters, trim, bargeboards to ensure all wood is finished and sealed.

Treatment approach will include the gentlest methods possible—**contractors will not use power-washing or machine sanding** for any character-defining features on the house. Gentlest means possible, including hand-sanding rather than machine sanding, will also be used in prepping for repainting of the exterior.

Figure 4. Roof features – bargeboard and decorative rafter tail to be re-created and repaired



## Section IV Financial Analysis

Proposed Project & Description	Est. Cost	Schedule
1. Front entrance porch: Clinker brick post supports	\$20,000	2022
2. Exterior walls: wood shingle repair/replacement & repainting	\$25,000	2024
3. South Elevation: wood-frame window repair/in-kind replacement	\$15,000	2024
4. Roof: re-creating notch detail, repair/replace bargeboards	\$15,000	2026
<b>Total Historic Preservation Investment in 915 Palm Avenue:</b>		<b>\$ 75,000</b>
<b>Total Tax Savings for Owners (10-year period)</b>		<b>\$ 67,000</b>
<b>Average Annual Cost to the City of South Pasadena:</b>		<b>\$1,070</b>

Mills Act Application, 915 Palm Avenue, Financial Analysis

Property Address: 915 Palm Avenue, South Pasadena, California 91030 Assessor's ID #: 5313-008-025  
 Type: Single-family Residence Current Assessed Value: \$ 731,217  
 Landmark #: City of South Pasadena Historical Landmark

REVENUES	Annual Increase	Current Yr 2019	Year 1 2020	Year 2 2021	Year 3 2022	Year 4 2023	Year 5 2024	Year 6 2025	Year 7 2026	Year 8 2027	Year 9 2028	Year 10 2029	
1. Monthly Revenues		4,000.00	4,120.00	4,243.60	4,370.91	4,502.04	4,637.10	4,776.21	4,919.50	5,067.08	5,219.09	5,375.67	
2. Annual Rental Income	3%	48,000.00	49,440.00	50,923.20	52,450.90	54,024.42	55,645.16	57,314.51	59,033.95	60,804.96	62,629.11	64,507.99	
ANNUAL EXPENSES													
3. Insurance	5%	1,063.00	1,116.15	1,171.96	1,230.56	1,292.08	1,356.69	1,424.52	1,495.75	1,570.54	1,649.06	1,731.51	
4. Utilities	6%	5,076.00	5,380.56	5,703.39	6,045.60	6,408.33	6,792.83	7,200.40	7,632.43	8,090.37	8,575.80	9,090.34	Total Costs
5. Maintenance	5%	5,675.00	5,958.75	6,256.69	6,569.52	6,898.00	7,242.90	7,605.04	7,985.29	8,384.56	8,803.79	9,243.98	\$74,948.52
6/7. Management / Other		0.00											
TOTAL EXPENSES													
8. Sum lines 3 through 7		\$11,814.00	\$12,455.46	\$13,132.04	\$13,845.67	\$14,598.41	\$15,392.42	\$16,229.97	\$17,113.47	\$18,045.47	\$19,028.64	\$20,065.83	
ANNUAL NET INCOME													
9. Line 2 minus line 8		\$36,186.00	\$36,984.54	\$37,791.16	\$38,605.22	\$39,426.01	\$40,252.74	\$41,084.54	\$41,920.48	\$42,759.50	\$43,600.47	\$44,442.15	
CAPITALIZATION RATE													
10. Interest Component	4.8%												
11. Historic Property Risk Component	4.0%												
12. Property Tax Component	1.0%												
13. Amortization Component	4.5%												
14. Total Capitalization Rate	14.3%												
NEW ASSESSED VALUE													
15. Mills Act Assessment (Line 9 divided by Line 14)		\$253,580.94	\$259,413.30	\$265,379.81	\$271,483.54	\$277,727.66	\$284,115.40	\$290,650.05	\$297,335.01	\$304,173.71	\$311,169.71	\$318,326.61	
TAXES: AMOUNT TO BE PAID													
16. Tax under Mills Act (Line 15 x .01035146)		2,624.93	2,685.31	2,747.07	2,810.25	2,874.89	2,941.01	3,008.65	3,077.85	3,148.64	3,221.06	3,295.15	
17. Current Tax	1%	9,160.00	9,253.43	9,347.82	9,443.16	9,539.49	9,636.79	9,735.08	9,834.38	9,934.69	10,036.03	10,138.39	Total Tax
18. Tax Savings (Line 17 minus line 16)		6,535.07	6,568.13	6,600.75	6,632.91	6,664.60	6,695.78	6,726.43	6,756.53	6,786.05	6,814.96	6,843.25	Savings
													\$67,089.39
TAXES: COST TO CITY													
19. Annual Cost to City	16%	\$1,045.61	\$1,050.90	\$1,056.12	\$1,061.27	\$1,066.34	\$1,071.32	\$1,076.23	\$1,081.04	\$1,085.77	\$1,090.39	\$1,094.92	Annual Average
													\$1,070.90

# Appendix A

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## Photographic Overview of Issues

Figure 5. Primary elevation, 915 Palm Avenue



Figure 6. Detail, clinker brick post and temporary wood supports





Figure 7. Detail, clinker brick post and temporary wood supports



Figure 8. Overview of wood shingles in need of repair/replacement and repainting



Figure 9. Overview of wood shingles in need of repair/replacement and repainting



Figure 10. South elevation windows in need of repairs/in-kind replacement



Figure 11. Roof bargeboard and decorative rafter tail to be re-created and repaired



□



Figure 12. Roof bargeboard and decorative rafter tail to be re-created and repaired



# Appendix B

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Letter of Intent and Original Work Plan, 2016-  
2017



# 915 Palm Avenue

## Mills Act Request

### **Description:**

The property owners are requesting that the Commission review a letter of intent for a Mills Act contract to do exterior restoration work to the cedar shingle siding, clinker bricks and mortar repair. The owners also intend to address the brick foundation and rehabilitate the chimney and roof. The Craftsman home is a contributor to the El Centro/Indiana/Palm Historic District.

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City of South Pasadena The  
Cultural Heritage Commission  
City Council Chambers 1424  
Mission Street South Pasadena,  
California 91030  
(626) 403-7228

April 15<sup>th</sup> 2016

Honorable Commissioners,

We are Dino and Stefani Pierone, the owners of 915 Palm Avenue, a contributor to the El Centro • Indiana • Palm Hist District, within the City of South Pasadena. We have called South Pasadena our home for 8 ½ years starting when we purcha our home at 915 Palm Avenue in October 2007 where we now reside with our family, including our son Sage, age 14, and daughter Tru, age 19. We are writing to inform you of our intent to submit an application for consideration under the Mills Act Program. The 1907 single story home is a modest craftsman with clinker brick details and cedar siding on the outside and sim but decent wood work on the inside all typical to the period. We were so in love with the neighborhood we purchased the hous which needed (and still needs considerable work) with no inspection. We have redone the kitchen, bathrooms, plumbing, elect refinished the floors (recently replaced with period appropriate wood) and stripped and refinished a considerable amount of the interior wood work. We initially painted the exterior, it needs it again. The exterior siding is composed of painted cedar shingle: crumbling clinker brick details. The shingles will need to be rehabilitated or replaced and the mortar for the brick is slowly dissolving causing failure all over the façade(including 2 columns). The house also rests on a brick foundation, which needs considerable work. The brick fireplace and chimney function, but will need to be completely rehabilitated to insure safe use. Th year old roof is showing signs of age.

Dino Pierone and Stefani Williams  
915 Palm Ave. South Pasadena CA.  
91030

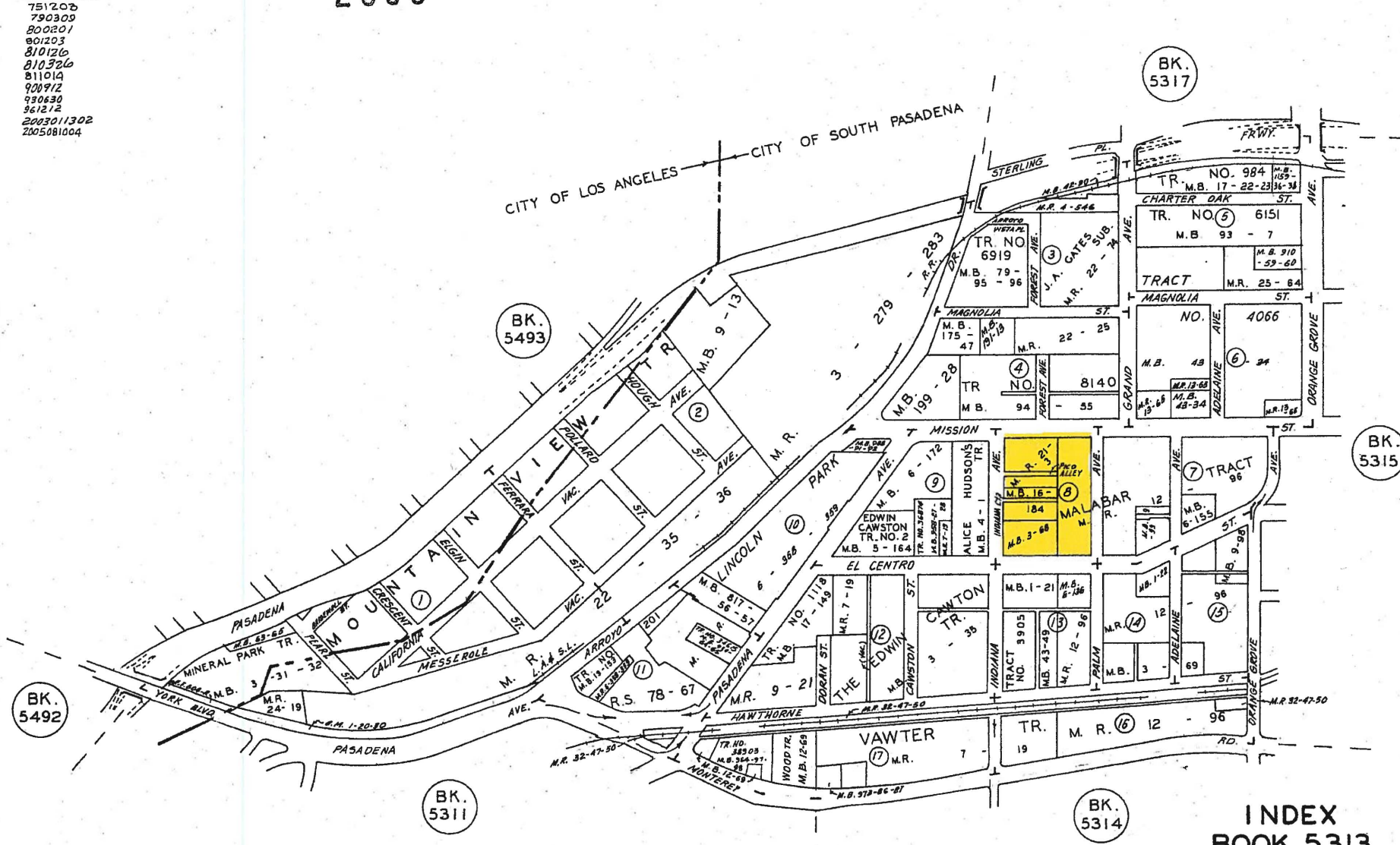
(323) 445-9520  
dinopierone@gmail.com

5313

SCALE 1" = 400'

751208  
 790309  
 800201  
 801203  
 810126  
 810326  
 811014  
 900912  
 930630  
 961212  
 2003011302  
 2005081004

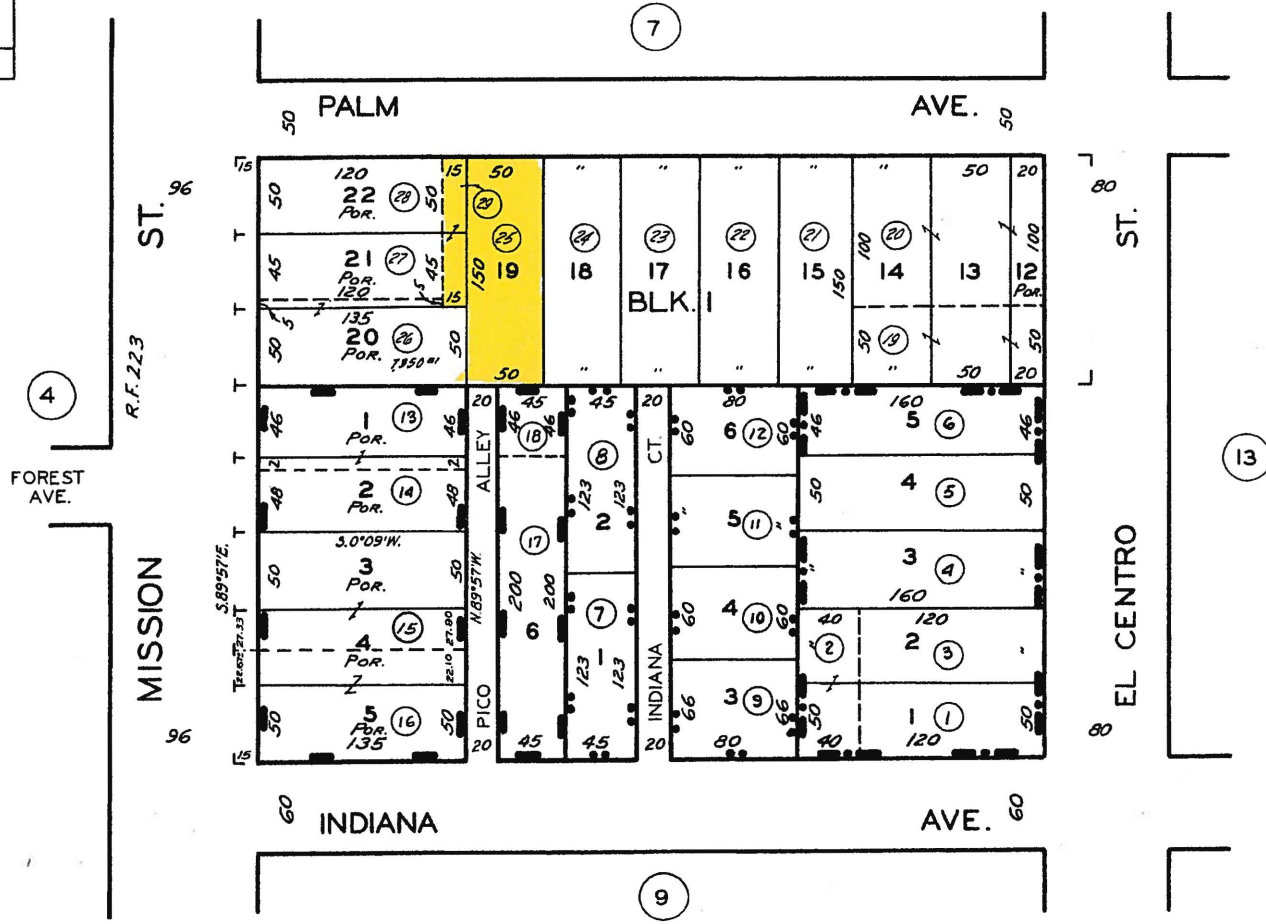
2006



**INDEX  
 BOOK 5313**

ASSESSOR'S MAP  
 COUNTY OF LOS ANGELES, CALIF.

5313 | 8  
SCALE 1" = 80'



MALABAR TRACT

M.R. 12-96

JACOBS TRACT NO. 1

M. B. 3-68

A.G. THROOP'S SUBDIVISION  
OF LOTS 1,2&3. BLOCK 2 VAWTER TRACT

M. R. 21-3

TRACT NO. 707

M. B. 16-184

CODE  
9030

FOR PREV. ASSMT. SEE:  
5315 - 1

ASSESSOR'S MAP  
COUNTY OF LOS ANGELES, CALIF.

# Appendix C

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## Supporting Documents

- A. Description of Repairs/Restoration/Construction Work and Cost Estimates: Jeff Nott, Nott & Associates, South Pasadena
- B. Annual Property Tax Statement, 2018-2019
- C. Homeowner's Insurance Bill (\$1,063)
- D. Utility Bill: Southern California Edison, Electric Bill (\$260/month)
- E. Utility Bill: SoCalGas, Gas Bill (\$90/month)
- F. Utility Bill: City of South Pasadena, Water Bill (\$219/quarter)

**Nott Construction Inc. B 746905**

1508 Mission St.  
So. Pasadena, CA 91030

Phone # 626 403 2146      nottasc@yahoo.com  
Fax # 626 799 8980

# Preliminary Cost Estimate

Date	Estimate #
5/1/2019	427

Name / Address
915 Palm Avenue South Pasadena CA 91030

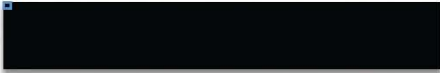
Description	Rate	Project
		Total
1. Clinker Brick Entrance Porch: Repairs/new interior structural support for Clinker Brick posts and wall at front entrance porch; includes removal of wood framing, documentation, removal and storage of character-defining bricks, and re-installation to match existing in appearance. Clinker Bricks will be replaced in-kind to match existing. Project plans will be subject to a Certificate of Appropriateness through the City/CHC	20,000.00	20,000.00
2. Repair and/or replace deteriorated wood shingles to match existing throughout exterior. Remove non-original panel sheathing on southern elevation with wood shingles to match exterior. Repaint exterior walls. Standards-compliant prep work (hand sanding, no machine sanding, no power washing on any historic materials or features. Gentlest means possible will be used in all work efforts for maximum retention of historic character-defining materials. Project plans will be subject to a Certificate of Appropriateness through the City/CHC	25,000.00	25,000.00
3. South Elevation windows: Repair/rehabilitation and/or replacement of south elevation windows, to match existing in materials, appearance, finishes. Re-weather stripping (if original windows are repaired. Repainting wood frames. Original materials--including window frames and sills--will be retained wherever possible. In accordance with Secretary's Standards, if replacement is necessary, due to advanced deterioration of wood frames, replacement materials will match existing in appearance, materials, size/profile, and texture. Project plans will be subject to a Certificate of Appropriateness.	15,000.00	15,000.00
4. Reconstruct missing notch details on roof rafter tails; repair/replace in-kind bargeboards with wood deterioration. Re-paint/re-finish to match existing wood rafters, trim, bargeboards to ensure that all wood is finished, sealed and protected. Standards-compliant prep work (hand sanding, no machine sanding, no power washing on any historic materials or features. Gentlest means possible will be used in all work efforts for maximum retention of historic character-defining materials. Project plans will be subject to a Certificate of Appropriateness through the City/CHC	15,000.00	15,000.00
* All cost estimates are preliminary and conceptual in nature; final costs will be developed upon project initiation	<b>Total</b>	\$75,000.00*



Property Tax Payment Inquiry

Last updated Wednesday April 24, 2019

Assessor ID Number: 5313-008-025 Year: 18 Seq. No.: 000



Installment 1

Tax Amount	\$4,580.08
Penalty Amount	\$0.00
Total Due	\$4,580.08
Paid Amount	\$4,580.08
Balance Due	\$0.00
Delinquent If Not Paid By	

Installment 2

Tax Amount	\$4,580.06
Pen/Cost Amount	\$0.00
Total Due	\$4,580.06
Paid Amount	\$4,580.06
Balance Due	\$0.00
Delinquent If Not Paid By	

Message:

Tax Status: CURRENT

Select Another Account

For help or inquiries regarding online payments, contact us at [info@tfc.lacounty.gov](mailto:info@tfc.lacounty.gov).  
Our business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding [Los Angeles County holidays](#).  
Our office is located in the Kenneth Hahn Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angeles, CA 90012.

If you are having trouble using this site, it may be because you are using a slightly older internet browser or an unsupported internet browser.  
See a [list of supported internet browsers](#).

[Terms of Use](#) | [Privacy & Security Policy](#)



A Liberty Mutual Company

**FIRST NATIONAL INSURANCE COMPANY OF AMERICA (A SAFECO Company)**  
 Home Office: 62 Maple Ave, Keene, NH 03431 (A stock insurance company.)  
**QUALITY-PLUS HOMEOWNERS POLICY DECLARATIONS**

**INSURED:**  
 ROBERT PIERONE  
 STEFANI WILLIAMS  
 915 PALM AVE  
 SOUTH PASADENA CA 91030-3028

**POLICY NUMBER:** [REDACTED]  
**POLICY PERIOD FROM:** DEC. 6 2018  
**AT:** 12:01 A.M.  
**TO:** DEC. 6 2019

**RESIDENCE PREMISES:**  
 Same

**AGENT:**  
 CALIFORNIA INS SPECIALISTS  
 PO BOX 15206  
 SANTA ANA CA 92735-0206  
 TELEPHONE: (800) 231-4619

**IMPORTANT NOTICES**

- Your policy has renewed effective December 6, 2018.
- **THIS POLICY DOES NOT PROVIDE EARTHQUAKE COVERAGE.**
- The limit of liability for this structure (Coverage A) is based on an estimate of the cost to rebuild your home, including an approximate cost for labor and materials in your area, and specific information that you have provided about your home.

COVERAGES	LIMIT	PREMIUM
<b>SECTION I - PROPERTY COVERAGES</b>		
A - Dwelling	\$ 444,400	\$ 1,038.00
B - Other Structures	44,440	
C - Personal Property	311,080	
D - Loss of Use	24 MONTHS	
<b>SECTION II - LIABILITY COVERAGES</b>		
E - Personal Liability (each occurrence)	300,000	25.00
F - Medical Payments (each person)	1,000	
<b>INCLUDED COVERAGES</b>		
Building Ordinance or Law Coverage		Included
Included in limit applicable to Coverage A		
Full Value on Personal Property		Included
Extended Dwelling Coverage Amount	222,200	Included
438-B.F.U.		Included
California Workers Compensation		5.00

DEDUCTIBLE(S)	PERCENTAGE	AMOUNT
Section I	N/A	\$ 1,000

LICENSE, TAX OR FEE:	PREMIUM
California Seismic Safety Fee	\$ .15

**TOTAL ANNUAL PREMIUM \$ 1,063.15**

You may pay your premium in full or in installments. There is no installment fee for the following billing plans: Full Pay, Annual 2-Pay. Installment fees for all other billing plans are listed below. If more than one policy is billed on the installment bill, only the highest fee is charged. The fee is:  
 \$0.00 per installment for recurring automatic deduction (EFT)  
 \$0.00 per installment for recurring credit card or debit card  
 \$2.00 per installment for all other payment methods

**PAID IN FULL**

Customer Account [REDACTED] Date bill prepared [REDACTED]

## Amount due \$280.74

915 PALM AVE  
SOUTH PASADENA, CA  
91030-3028

### PAST DUE

**Year-to-date delivery charges through month 1: \$15.31**

**Year-to-date generation charges:  
Refer to the generation section of the bill**

### Your account summary

Previous Balance	\$326.53
Payment Received 03/14/19	-\$65.00
Past due amount	\$261.53
Your new charges	\$17.17
Late payment charge	\$2.04
<b>Total amount you owe</b>	<b>\$280.74</b>



**Your bill includes a past due balance.**

To avoid disconnection of your utility service, please pay the past due amount of \$261.53 on or before 04/23/19. For assistance or to make a payment, please call Customer Service at 1-800-950-2356. If you are having difficulty paying your bill by the due date, please contact us to discuss an extension that will work with your income schedule. For more information on programs that can help you pay your bill, go to [www.sce.com/billhelper](http://www.sce.com/billhelper).

**Understand Net Energy Metering (NEM) billing**

You are billed annually for your delivery charges because they can be offset by delivery credits over your 12-month billing period. Any charges not offset by credits will become due at the end of your 12-month billing period.

Your 12-month billing period may be different for delivery and generation charges.

You also receive a monthly bill. It reflects the minimum amount due each month, which supports the cost of maintenance and operation for providing electricity.

Please return the payment stub below with your payment and make your check payable to Southern California Edison.  
If you want to pay in person, call 1-800-747-8908 for locations, or you can pay online at [www.sce.com](http://www.sce.com).

(14-574) Tear here

Tear here



Customer account [REDACTED]  
Please write this number on the memo line of your check. Make your check payable to Southern California Edison.

Past due charges - pay by 04/23/19	\$261.53
New charges - pay by 04/23/19	\$19.21
<b>Total amount you owe</b>	<b>\$280.74</b>

Amount enclosed \$

STMT 04042019 P3

PIERONE, ROBERT  
915 PALM AVE  
SOUTH PASADENA, CA 91030-3028

P.O. BOX 600  
ROSEMEAD, CA 91771-0001





ACCOUNT NUMBER [REDACTED]  
 SERVICE FOR  
 ROBERT D PIERONE  
 915 PALM AVE  
 S PASADENA CA 91030-3028

DATE MAILED Apr 18, 2019 Page 1 of 2  
 24 Hour Service  
 1-800-427-2200 English  
 1-800-342-4545 Español  
 1-800-252-0259 TTY  
 socialgas.com

Did you overlook paying your last bill? Please pay the total amount due to avoid collection notices. Disregard this message if payment was already made. Thank you.

California is fighting climate change and so can you! Your bill includes a Climate Credit from a state program to cut carbon pollution while also reducing your energy costs. Find out how at EnergyUpgradeCA.org/credit.

**Account Summary**

Amount of Last Bill		\$160.26
Payment Received	04/10/19	THANK YOU - 90.00
Current Charges		+ 20.13
<b>Total Amount Due</b>		<b>\$90.39</b>

This bill reflects modified gas charges due to a rate change.

**Current Charges**

Rate: GR - Residential Climate Zone: 1 Baseline Allowance: 49 Therms  
 Meter Number: 13755981 (Next scheduled read date May 15 2019) Cycle: 11

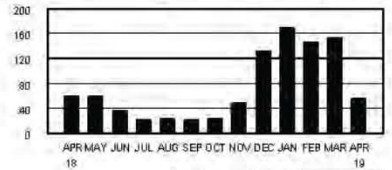
Billing Period	Days	Current Reading	Previous Reading	Difference	x Billing Factor	= Total Therms
03/18/19 - 04/16/19	29	5505	5451	54	1.033	56

GAS CHARGES		Amount(\$)
Customer Charge	29 Days x \$.16438	4.77
Gas Service (Details below)	56 Therms	
	<u>Baseline</u>	<u>Over Baseline</u>
Therms used	49	7
Rate/Therm	\$1.00204	\$1.33429
Charge	\$49.10	+ \$9.34
		= 58.44
California Climate Credit		-50.23

**Total Gas Charges \$12.98**  
 (Continued on next page)

	Due By	Amount
Past Due	Now	\$70.26
Current Charges	5/8/19	\$20.13
<b>Total Amount Due</b>		<b>\$90.39</b>

**Gas Usage History (Total Therms used)**



	Apr 18	Mar 19	Apr 19
Total Therms used	60	153	56
Daily average Therms	2.1	4.8	1.9
Days in billing cycle	29	32	29

Attractive finance rates are available for home energy improvements. Visit socialgas.com/financing

PLEASE KEEP THIS PORTION FOR YOUR RECORDS. (FAVOR DE GUARDAR ESTA PARTE PARA SUS REGISTROS.)  
 PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. (FAVOR DE DEVOLVER ESTA PARTE CON SU PAGO.)



**Save Paper & Postage** ACCOUNT NUMBER [REDACTED]  
 PAY ONLINE socialgas.com

	Due By	Amount
Past Due	Now	\$70.26
Current Charges	5/8/19	\$20.13
<b>Total Amount Due</b>		<b>\$90.39</b>

Please enter amount enclosed.

\$ [REDACTED]

Write account number on check and make payable to SoCalGas.

ROBERT D PIERONE  
 915 PALM AVE  
 S PASADENA CA 91030-3028

SoCalGas  
 PO BOX C  
 MONTEREY PARK CA 91756-5111



City of South Pasadena  
 Questions? Call Customer Service  
 1-855-518-4012 Hours M-F 7:30am to 5:30pm  
 After Hours Emergency: (626) 403-7297  
 Make payments locally at:  
 1414 Mission St., South Pasadena, CA 91030  
 Hours: M-TH 7:30am to 5pm, Fridays 7:30am to 4pm

# UTILITY BILL

ROBERT DEAN PIERONE

Account Number: [REDACTED]  
 Customer Number: 0000700856  
 Location ID Number: 001519204  
 Bill Date: 04/08/2019  
 Due Date: 05/08/2019

### Account Summary

Previous Balance:	\$65.80
Payments Received - THANK YOU:	\$-69.09
Balance Forward:	\$-3.29
Adjustments:	\$3.29
Current Charges - Past Due After 05/08/2019	\$219.81
<b>TOTAL AMOUNT DUE:</b>	<b>\$219.81</b>

This bill reflects a sewer rate change. The sewer rates have changed effective May 1, 2018. For more information please contact the City of South Pasadena Finance Department at (626) 403-7250.

ROBERT DEAN PIERONE  
 Service Address: 915 PALM AVE  
 Service Period: 02/05/2019 - 04/01/2019

Meter Read Type	Meter Number	Previous Meter Read	Current Meter Read	Days	Consumed in (CCF) 1 CCF = 748 Gallons	Consumed (Gallons)
AMR Read	7369769	02/05/2019 1789	04/01/2019 1816	55	27	20,196

### Water Consumption Charges

Description Tier (CCF)	Cost Per CCF	Use in Tier CCF	Current Charges
Water Consumption - Tier 1	\$3.14	15	<b>\$47.10</b>
Water Consumption - Tier 2	\$3.95	12	<b>\$47.40</b>
<b>Totals</b>		<b>27</b>	<b>\$94.50</b>

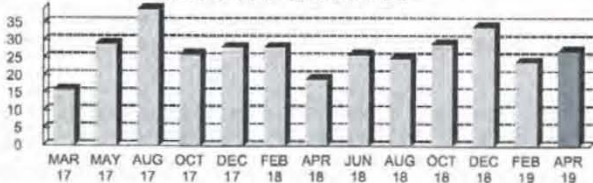
### Meter Size 3/4"

### Current Charges and Adjustments

Late Payment Charge - Water	\$3.29
Water Basic Charge	\$79.15
Water Consumption	\$94.50
Efficiency Fee	\$3.78
Wastewater Basic Charge	\$27.07
Wastewater Discharge Fee	\$2.00
Utility Users Tax	\$13.31
<b>Total Current Charges and Adjustments</b>	<b>\$223.10</b>
Balance Forward Amount	\$-3.29
<b>TOTAL AMOUNT DUE</b>	<b>\$219.81</b>

### Compare Your Water Usage

CONSUMPTION IN CCF



Compare your usage to other City of South Pasadena Customers online at [southpasadena.gwfathom.com](http://southpasadena.gwfathom.com)



City of South Pasadena  
 C/O Global Water Resources  
 21410 N. 19th Avenue, Suite 201  
 Phoenix, AZ 85027-2758



Please return this portion with your payment.  
 Please make checks payable to City of South Pasadena.  
 Please include customer account number on check.

Account Number [REDACTED]  
 Due Date 05/08/2019  
 Amount Due \$219.81  
 Enter Amount Paid \$

A Late Fee will be applied if payment is received after the due date.

Pay online at <https://southpasadena.gwfathom.com>



183 1 AV 0.383 0111915-SPAS123104-ST.1GRP-000183

ROBERT DEAN PIERONE  
 915 PALM AVE  
 SOUTH PASADENA CA 91030-3028

T:1



### SEND REMITTANCE TO:



CITY OF SOUTH PASADENA  
 PO BOX 51159  
 LOS ANGELES CA 90051-5459

Exhibit “D”  
Standards for Rehabilitation

## The Secretary of the Interior

### Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and the environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**ATTACHMENT 2**  
Cultural Heritage Commission Report



## CULTURAL HERITAGE COMMISSION AGENDA REPORT

<b>Project Address:</b>	915 Palm Avenue	<b>Project #:</b>	2245-MIL
<b>Applicants/Owners:</b>	Stefani Williams and Dino Pierone	<b>General Plan:</b>	Low Density Residential
<b>Zoning:</b>	Residential single Family (RS)	<b>Zoning District:</b>	Residential Low Density
<b>APN:</b>	5313-008-025		
<b>CHC Meeting Date:</b>	September 19, 2019		

### Staff Recommendation:

Staff recommends **approval** of the proposed project as it meets the Criteria for Mills Act Contract (SPMC Section 2.68B.1.c.)

### **Project Proposal:**

The Cultural Heritage Commission will review the final application for a Mills Act Contract for the property at 915 Palm Avenue. It is a contributor to the designated El Centro-Indiana-Palm local landmark district. The Commission shall make a recommendation on the application to the City Council. The City Council is the review authority that makes the final approval of Mills Act contracts.

### **Proposed Scope of Work:**

The applicant has provided information regarding the condition of the historic property. The following is a listing of the work plan and restoration items:

- Front entrance porch: clinker brick porch supports and wall repairs.
- Exterior walls: wood shingles repair/in-kind replacement and repainting (to include removal of non-contributing sheathing on south elevation and replacement with compatible wood shingles matching the original.
- South elevation: repairs/potential in-kind replacement of wood frame windows.
- Roof features: re-create rafter tail and repairs/repainting to bargeboards.
- Maintenance: Termite inspections/mitigation.
- Maintenance: Roof inspections and repairs as needed.
- Maintenance: Paint inspection and repairs as needed.

### **Financial Investment and Analysis:**

The total cost of the proposed scope of work is \$75,000. The total tax savings for the owners is estimated at \$62,000. The financial analysis for the project is included as the supporting documents for the Mills Act Contract.

### **Property Tax Reduction:**

The total estimated cost to the city as a result of property tax reduction is approximately \$9,920 over the ten year life of the contract, which amounts to \$992 annually.

### **Historic Property Information:**

<b>Year Built:</b>	1907	<b>National Register Status Code:</b>	1CD <sup>1</sup>
<b>Historic Name:</b>	N/A	<b>Architectural Style:</b>	Craftsman

### **Definition of Status Code:**

This property is a contributor to the designated El Centro-Indiana-Palm local landmark district.

<sup>1</sup> Elig. for Local Listing only-contributor to District listed or eligible under Local Ordinance

**CHC Member Located within 500' of Subject Property:**  Yes  No

- |   |  |
|---|--|
| <input type="checkbox"/> Mark Gallatin, Chair         | <input type="checkbox"/> William Cross   |
| <input type="checkbox"/> Rebecca Thompson, Vice Chair | <input type="checkbox"/> Kristin Morrish |
| <input type="checkbox"/> Steven Friedman              |  |

**Criteria for Mills Act Contract (SPMC Section 2.68B.1.c.)**

As outlined in the Cultural Heritage Ordinance, in considering the merits of a proposed Mills Act Contract, the Commission shall use the following criteria in making a recommendation to the City Council. Staff's review of the project's compliance with each criterion is as follows:

**(i) Financial Investment.** The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first 10 years of the contract. *Staff response: The total cost of the proposed scope of work is \$75,000. The estimated total tax savings to the owner is \$62,000. The financial analysis for the project is included as an attachment in this packet.*

**(ii) Public Benefit.** The proposed Mills Act contract features a work plan that will provide a benefit to the public by: rehabilitating the property for continued occupancy or adaptive reuse; improved viability through systems upgrades and structural reinforcement upgrades; preserving and maintaining the character-defining features of the property, and/or restoring character-defining features of the property that have been significantly altered or removed over time. *Staff response: The application proposes significant repairs and restoration of the clinker brick porch supports, wall shingles, windows, and decorative wood character-defining features of the house that are visible to the public from the sidewalk and street. The proposed improvements will contribute to the preservation of this contributing property in the designated local landmark district.*

**(iii) Retroactive Limitations.** The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty. *Staff response: The application does not propose maintenance or alteration work that was previously completed or initiated.*

**(iv) Limitations on Maintenance.** The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements. *Staff response: The application does not propose to use the estimated tax benefit for maintenance of the property.*

**(v) Limitations on Interior Work.** The estimated tax benefit will not be used for work within the interior of a cultural resource unless the commission determines the following exceptions should be made: the interior work is necessary to improve the structural integrity of the property; the interior work is necessary to preserve and maintain character-defining features within the cultural resource that are specifically identified as part of the official landmark nomination; and/or the interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its landmark designation. The commission must first determine that those interior features are character-defining based on substantial evidence provided by the applicant. *Staff response: The total cost of the exterior work proposed in the application is \$75,000. It is estimated that the entire scope of work will be completed by the sixth year (2026) of the Mills Act Contract.*



(vi) **Limitations on Landscaping.** The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.  
*Staff response: The application does not propose landscaping work.*

**Alternatives:**

In addition to Staff's recommendation, the following alternatives are offered for the Cultural Heritage Commission's consideration:

1. Recommend approval of the application with conditions.
2. Recommend denial of the application as proposed.

**Environmental Review:**

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

**Public Notification of Agenda Item:**

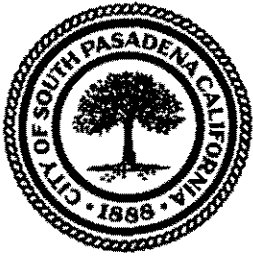
The public is made aware of this item by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

**Next Steps:**

The recommendation of the Commission and the final application will be presented to the City Council in an Agenda Report at a noticed public hearing prior to December 31, 2019.

**Attachment:**

1. Final Mills Act Application and supporting documents
2. Mills Act Letter of Intent



# City Council Agenda Report

ITEM NO. 20

**DATE:** November 20, 2019

**FROM:** Stephanie DeWolfe, City Manager *SD*

**PREPARED BY:** Joanna Hankamer, Director of Planning and Community Development *JH*  
Kanika Kith, Interim Senior Planner *KK*

**SUBJECT:** Project No. 2247-MIL - Approval of a Mills Act Contract for Property Located at 925 Palm Avenue (Assessor's Parcel Number 5313-008-021)

## Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 925 Palm Avenue, which is a contributor to the designated El Centro-Indiana-Palm Historic District.

## Executive Summary

A Mills Act contract is an agreement between the City and the property owner. The contract requires that the property owner completes specific restoration and maintenance tasks, as submitted in the proposed restoration work plan reviewed by the CHC. The proposed work plan is included as Exhibit C to the Mills Act contract. In return, for the duration of 10 years, the property owner receives a reduction in their property tax bill with the agreement that those property tax savings be reinvested into the property and fund the approved improvements.

On September 19, 2019, the Cultural Heritage Commission (CHC) reviewed the proposed Mills Act application and voted 5-0 recommending that the City Council enter into the Mills Act contract. The subject property qualifies for a Mills Act contract because it is a contributor to the El Centro-Indiana-Palm District, which was the city's first designated residential historic district.

## Commission Review and Recommendation

In accordance to South Pasadena Municipal Code Chapter 2 Section 2.68 (B)(1)(c), the CHC recommended that the subject property be approved for a Mills Act contract with the City based upon the following required criteria:

- (i) *Financial Investment. The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first 10 years of the contract.*

The total cost of the proposed scope of work is \$43,360, which exceeds the estimated total tax savings to the owner of \$38,730 over the 10-year period. The financial analysis for the project is included as an attachment to the Mills Act contract.

- (ii) *Public Benefit. The proposed Mills Act contract features a work plan that will provide a benefit to the public by: rehabilitating the property for continued occupancy or adaptive reuse; improved viability through systems upgrades and structural reinforcement upgrades; preserving and maintaining the character-defining features of the property, and/or restoring character-defining features of the property that have been significantly altered or removed over time.*

The proposed work plan includes significant repairs such of the wood siding and wood windows on the house and garage. These character-defining features are visible to the public, from the sidewalk and street. The proposed improvements will contribute to the preservation of this contributing property in the designated local landmark district.

- (iii) *Retroactive Limitations. The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty.*

The proposed work plan does not include maintenance or alteration work that was previously completed or initiated.

- (iv) *Limitations on Maintenance. The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements.*

The proposed work plan does not propose to use the estimated tax benefit for maintenance of the property.

- (v) *Limitations on Interior Work. The estimated tax benefit will not be used for work within the interior of a cultural resource unless the commission determines the following exceptions should be made: the interior work is necessary to improve the structural integrity of the property; the interior work is necessary to preserve and maintain character-defining features within the cultural resource that are specifically identified as part of the official landmark nomination; and/or the interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its landmark designation. The commission must first determine that those interior features are character-defining based on substantial evidence provided by the applicant.*

The total cost of the exterior work proposed is \$43,360. It is estimated that the entire scope of work will be completed by the fifth year (2025) of the Mills Act Contract.

(vi) *Limitations on Landscaping. The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.*

The proposed work plan does not include landscaping work.

Entering into the Mills Act contract will promote the City's Preservation Element of the General Plan, Section 5.5, Goal 6, Policy 6.3, "Encourage property owners to take advantage of the available financial incentives."

### **Fiscal Impact**

A Mills Act contract allows a tax reduction for a property owner who agrees to perform certain restoration and maintenance tasks over a 10-year period. Although the City will see a reduction in property tax revenue (between approximately 40% - 60% per Mills Act contracted property), the benefits of the program include economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

### **Legal Review**

The City Attorney has reviewed this Staff Report.

### **Environmental Analysis**

This project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

### **Attachments:**

1. Mills Act contract
2. CHC Staff Report

**ATTACHMENT 1**  
**Mills Act Contract**

## MILLS ACT CONTRACT

THIS CONTRACT ("Contract") is made and entered into this \_\_\_\_<sup>th</sup> day of November 2019, by and between the CITY OF SOUTH PASADENA, CALIFORNIA, a municipal corporation ("City"), and Christina and Derek Vaughan ("Owners").

### RECITALS

(i) California Government Code Section 50280 *et seq.*, authorizes cities to enter into contracts with the Owner of qualified historical property to provide for the use, maintenance, and restoration of such historical property so as to retain its characteristics as property of historical significance;

(ii) Owner possesses fee title in and to that certain real property, together with associated structures and improvements thereon, located at 925 Palm Avenue, South Pasadena, California, Assessor's Parcel Number 5313-008-021 ("Historic Property"). A legal description of the Historic Property is attached hereto, marked as "Exhibit A" and is incorporated herein as if fully set forth;

(iii) The Historic Property is a contributor to a designated historic district known as the El Centro-Indiana-Palm District, attached hereto marked "Exhibit B". The El Centro-Indiana-Palm District, located west of the City's original commercial center, was the city's first designated residential historic district. This district has high concentration of the late 19<sup>th</sup> and early 20<sup>th</sup> century buildings. Architecturally, the buildings chronicle the evolution of design from the Queen Anne through the revival styles;

(iv) City and Owner, for their mutual benefit, now desire to enter into this Agreement both to protect and preserve the characteristics of historical significance of the Historic Property, and to qualify the Historic Property for an assessment of valuation pursuant to the provisions of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

NOW, THEREFORE, City and Owner, in consideration of the mutual covenants and conditions contained herein, do hereby agree as follows:

1. **EFFECTIVE DATE AND TERM.** The Agreement shall be effective and commence on November \_\_\_\_, 2019 and shall remain in effect for a minimum period of ten (10) years, unless the property owner is issued a notice of non-renewal as provided in Section 2.68(b)(1)(E)(v) of the South Pasadena Municipal Code.

2. **AUTOMATIC RENEWAL.** Unless a notice of non-renewal is issued, this Agreement shall automatically be extended by one year for each anniversary date of the Agreement unless otherwise specific herein.

3. APPEAL OF NOTICE OF NON-RENEWAL. The property owner shall have the right (per Government Code Section 50282) to appeal a notice of non-renewal to the City Council.

4. CONFORMANCE WITH NATIONAL STANDARDS. The contract agreement is to assist in the Preservation of the qualifying property; therefore, Restoration and Rehabilitation of the property and all work associated with thereto shall be subject to comply with the recommendations of the Cultural Heritage Commission and, shall conform to the rules and regulations of the State of California Office of Historic Preservation (Department of Parks and Recreation) and the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, attached hereto marked "Exhibit D". Owner shall preserve and maintain the characteristics of historical significance of the Historic Property. Attached hereto marked as "Exhibit C" and incorporated herein as if fully set forth, is a list of those minimum standards and conditions for maintenance, use and preservation of the Historic Property, which shall apply to such property throughout the term of this Agreement.

5. LIMITATIONS. Under Section 2.68(b)(1)(C)(iii)-(v), the estimated tax benefit will not be used for: (1) any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty; (2) routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements; (3) work within the interior of a Historic Property unless the Cultural Heritage Commission determines an exception should be made; and (4) landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.

6. INSPECTIONS. The owner shall agree to allow periodic examination of the interior and exterior of the premises by the County Assessor, the Department of Parks and Recreation, the State Board of Equalization, and the City, as may be necessary to verify the owner's compliance with the contract agreement, and to provide any information requested to ensure compliance with the contract agreement. During the term of this Agreement, after five years, and every five years thereafter, the City, County of Los Angeles, or City and County shall have the option to inspect the premises to determine the property owner's compliance with the contract Agreement.

7. REPORTS. The owner shall agree to submit evidence to the City in accordance with the reporting schedule specified in the Mills Act Contract (and at a minimum every three years) to confirm that Preservation tasks were completed in accordance with the time line stipulated in this Agreement.

8. NON-RENEWAL. If recommended by the Commission and approved by the City Council, a notice of non-renewal may be issued six (6) years into the duration of this Agreement. The procedure for notice of non-renewal by the owner or the City shall

be in accordance with Government Code Section 50282 as it may be amended from time to time.

9. **BINDING EFFECT OF CONTRACT.** This Agreement shall be binding on all successors-in interest of the owner to the benefits and burdens of this Agreement. The contract shall stipulate escrow instructions that require a review and re-evaluation of the property every three years.

10. **CANCELLATION.** City following a duly noticed public hearing as set forth in California Code Section 50280 *et seq.*, may cancel this Agreement if City determines that the Owner has breached any of the conditions or covenants of the Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the significance criteria under which it was designated. City may also cancel this Agreement if it determines Owner has failed to restore or rehabilitate the Historic Property in the manner specified in Paragraph 4 of this Agreement. The City may also cancel this Agreement if, upon consultation with the State of California Office of Historic Preservation, the preservation, rehabilitation, or restoration becomes infeasible due to damage caused by natural disaster. City's right to cancel this Agreement pursuant to this paragraph shall in no way limit or restrict its rights or legal remedies arising from City's Cultural Heritage Ordinance and Municipal Code.

11. **CANCELLATION FEE.** In the event of cancellation, Owner shall be subject to payment of those cancellation fees set forth in California Government Code Section 50280 *et seq.*, described herein. Upon cancellation, Owner shall pay a cancellation fee equal to twelve and one-half percent (12.5%) of the current fair market value of the property as determined by the County Assessor as though the Historic Property were free of the contractual restriction pursuant to this Agreement. The Owner shall pay the cancellation fee to the County Auditor in the time and manner prescribed by the County Auditor.

12. **ENFORCEMENT OF AGREEMENT.** In lieu of and/ or in addition to any provisions to cancel this Agreement as referenced herein, City may specifically enforce, or enjoin the breach of the terms of this Agreement.

13. **WAIVER.** City does not waive any claim or default by Owner if City does not enforce or cancel this Agreement. All other remedies at law or in equity which are not otherwise provided for in this Agreement or in the City's regulations governing historic properties are available to City to pursue in the event there is a breach of this Agreement. No waiver by City of any breach or default under this Agreement shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

14. **BINDING EFFECT OF AGREEMENT.** Owner hereby subjects the Historic Property to the covenants, reservations and restrictions set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations, and restriction as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon Owner's successors and assigns in title or interest to the Historic Property.



Each and every contract, deed or other instrument hereinafter executed, governing or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restriction expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument.

City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that it restricts development of the Historic Property. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the cultural and historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

15. NOTICE. Any notice required to be given by the terms of this Agreement shall be provided at the address of the respective parties as specified below, by personal delivery or United States mail, postage prepaid, addressed as follows:

City: City of South Pasadena  
Director of Planning and Building  
1414 Mission Street  
South Pasadena, California 91030

Owner: Christina and Derek Vaughan  
925 Palm Avenue  
South Pasadena, California 91030

16. EFFECT OF AGREEMENT. None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto and any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause them to be considered joint ventures or members of any joint enterprise.

17. INDEMNITY OF CITY. Owner agrees to protect, defend, indemnify, and shall hold City and its elected officials, officers, agents, and employees harmless from liability for claims, loss, proceedings, damages, causes of action, liability, costs or expense, including reasonable attorney's fees in connection with damage for personal injuries, including death, and claims for property damage which may arise from the direct or indirect use or operations of such Owner or those of its contractor, subcontractor, agent, employee or other person acting on its behalf which relate to the use, operation, capital improvement and maintenance of the Historic Property. Owner hereby agree to and shall defend the City and its elected officials, officers, agents, and employees with respect to any and all actions for damages caused by, or alleged to have been suffered, by reason of the operations referred to in this Agreement regardless of whether or not the City prepared, supplied or approved the plans, specifications or other documents for the Historic Property.

18. **BINDING UPON SUCCESSORS.** All of the agreements, rights, covenants, reservations, and restrictions contained in the Agreement shall be binding upon and shall inure to benefit of the parties herein, their heirs, successors, legal representative, assigns and all persons acquiring any part or portion of the Historic Property, whether by operation of law or in any manner whatsoever.

19. **LEGAL COSTS.** In the event legal proceedings are brought by any party or parties to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorney's fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

20. **SEVERABILITY.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

21. **GOVERNING LAW.** This Agreement shall be construed and governed in accordance with the laws of the State of California.

22. **EMINENT DOMAIN PROCEDURES.** Upon the filing of an action in eminent domain by a public agency for the condemnation of the fee title of any land described herein or of less than fee interest which will present the portion of land condemned or other land or a portion of it which is the subject of this Agreement from being used for any authorized use, or upon the acquisition in lieu of eminent domain by a public agency for a public improvement, the portions of this Agreement by which Owner agree to preserve and to restrict the use of property described herein shall be null and void upon such filing as to the portion of the land condemned or acquired and to the additional land the use of which for an authorized purpose will be prevented as a result of condemnation or acquisition.

If, subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the land subject to the Agreement, the restrictions on the use of the property included in this Agreement shall, without further agreement of the parties, be re-instituted and the terms of this Agreement shall be in full force and effect.

23. **RECORDATION.** No later than thirty (30) days after the parties execute this Agreement, the Owner or Owner's agent shall record this Agreement in the Office of the County Recorder of the County of Los Angeles.

24. **AMENDMENTS.** This Agreement may be amended, in whole or in part, only by written-recorded instrument executed by the parties hereto.

25. NOTICE TO OFFICE OF HISTORIC PRESERVATION. The City shall provide written notice of this Agreement to the State Office of Historic Preservation within six (6) months of entering into this Agreement.

IN WITNESS THEREOF, City and Owner have executed this Agreement on the day and year first above written.

CITY OF SOUTH PASADENA

Date: \_\_\_\_\_

By: \_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

Approved as to Form:

\_\_\_\_\_  
CITY ATTORNEY

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Christina Vaughan, Owner

Date: \_\_\_\_\_

\_\_\_\_\_  
Derek Vaughan, Owner

Exhibit “A”  
Legal Description

**EXHIBIT 'A'**

File No.: **7218675c (8D)**

Property: **925 PALM AVENUE, SOUTH PASADENA, CA 91030**

**LOT 15 IN BLOCK 1 OF THE MALABAR TRACT, IN THE CITY OF SOUTH PASADENA,  
COUNT OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 12,  
PAGE 96 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF  
SAID COUNTY.**

**A.P.N. 5313-008-021**

Exhibit “B”  
City Council Resolution for  
Historic District Designation



RESOLUTION NO. 6180**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SOUTH PASADENA DESIGNATING PORTIONS OF EL CENTRO -  
INDIANA - PALM AVENUES AS AN OFFICIAL CULTURAL  
HISTORIC DISTRICT**

**WHEREAS,** Section 2.73A-14. Landmarks and Historic Districts of the South Pasadena Municipal Code establishes procedures for registering historic districts; and

**WHEREAS,** the Cultural Heritage Commission having duly received a nomination form to register an historic district for the area bounded by Palm Avenue on the east, El Centro Street on the south, Indiana Avenue on the west and Pico Alley on the north; more specifically including all residences on both sides of Palm Avenue in the 900 block, all residences on both sides of El Centro Street in the 500 block, all residences on both sides of Indiana Court in the 500 block and all residences on the east side of Indiana Avenue in the 900 block plus one residence (921) on the west side of Indiana Avenue; and

**WHEREAS,** the Commission complied with the pertinent and applicable provisions of Subsection (A) (3) (Designation Procedure) and made findings of fact pursuant to Subsection (A) (2) (Designation Criteria for Districts); and

**WHEREAS,** the Commission forwarded a recommendation to the City Council to approve the proposed historic district; and

**WHEREAS,** the City Council held a public hearing on the proposed designation on July 7, 1993 and received public testimony; and

**WHEREAS,** the area qualifies as a district by reason of the following applicable subsections:

- (a) Its character, interest or value as a part of the heritage of the community;
- (d) Its exemplification of a particular architectural style of an era of history of the City (including Foursquare, Craftsman, pattern book kit houses, and period revival styles);



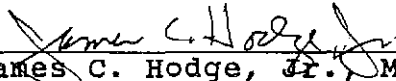
RESOLUTION NO. 6180  
Page 2

- (g) Its embodiment of elements of outstanding attention to architectural design, engineering, detail design, materials or craftsmanship; and
- (l) Its significance as a distinguishable neighborhood or area whose components may lack individual distinction; and
- (m) More than 50% plus one of all affected owners of parcels within the proposed district have consented in writing to such designation.

NOW, THEREFORE, be it resolved by the City Council of the City of South Pasadena the following:

- 1. Designation of the above-described properties as the EL CENTRO - INDIANA - PALM HISTORIC DISTRICT.
- 2. The map as set forth in Exhibit A hereto attached and made a part of, as the official boundaries of the historic district.

PASSED, APPROVED AND ADOPTED on July 21, 1993.

  
 \_\_\_\_\_  
 James C. Hodge, Jr., Mayor  
 City of South Pasadena

ATTEST:

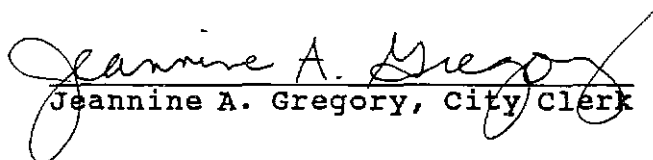
  
 \_\_\_\_\_  
 Jeannine A. Gregory, City Clerk

I HEREBY CERTIFY that the foregoing resolution was adopted by the City Council of the City of South Pasadena at a regular meeting held on the 21st day of July, 1993, by the following vote:

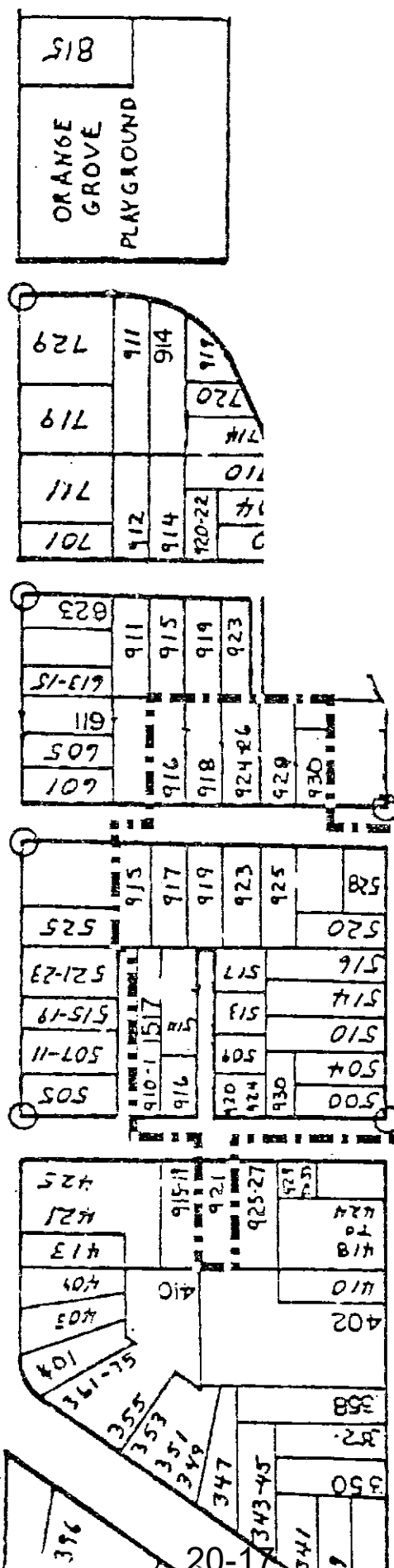
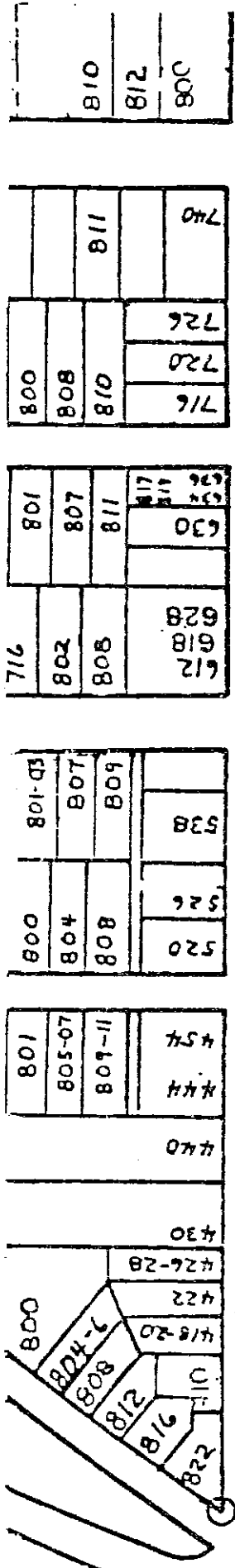
AYES: Richards, Knapp, Zee and Mayor Hodge

NOES: None

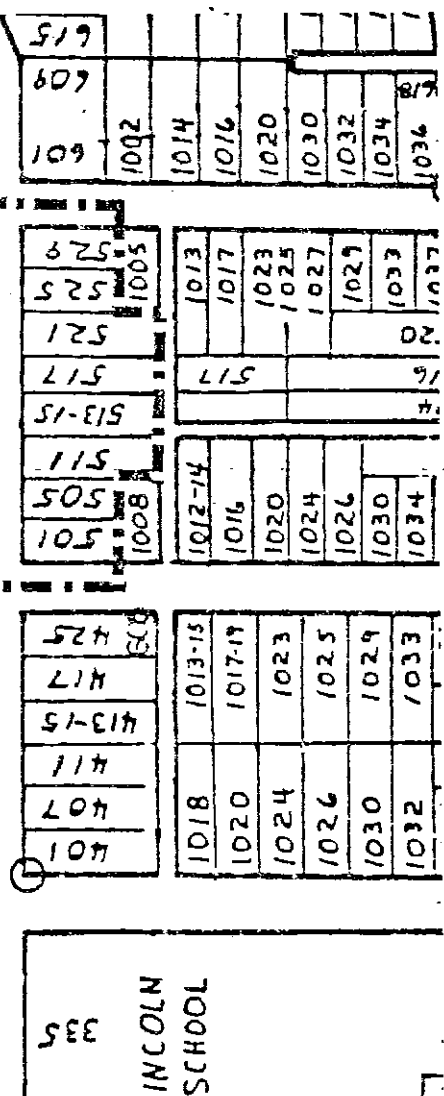
ABSENT: Woollacott

  
 \_\_\_\_\_  
 Jeannine A. Gregory, City Clerk

RESOLUTION NO. 6180  
Page 3 (Exhibit A)



City of  
**SOUTH PASADENA**  
Exhibit A  
**EL CENTRO • INDIANA • PALM  
HISTORIC DISTRICT**



July 15, 1993

LINCOLN  
SCHOOL  
335



Exhibit “C”  
Restoration Work Plan  
&  
Financial Analysis





## Mills Act Application | Vaughan Residence 925 Palm Avenue, South Pasadena

**Prepared for:**

City of South Pasadena  
Department of Planning and Building  
South Pasadena, CA 91030

**Prepared by:**

Christina and Derek Vaughan  
925 Palm Avenue  
South Pasadena, CA 91030

July 2019

# Mills Act Application, Vaughan Residence

## 925 Palm Avenue, South Pasadena

### Table of Contents

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Section	Page
1 Project Background .....	1
2 Mills Act Work Plan, Schedule and Reporting System.....	3
3 Description of Work Plan and Priorities .....	4
4 Financial Analysis.....	7

Appendix A: Photographic Overview of Existing Conditions

Appendix B: Owner’s Letter of Intent

Appendix C: Supporting Documents

- A. Mills Act Work Plan Cost Estimates: Joe Ryan, Ryan Painting and Carpentry, South Pasadena
- B. Annual Property Tax Statement, 2018-2019
- C. Utility Bill: City of South Pasadena, Water Bill
- D. Utility Bill: Southern California Edison, Electric Bill
- E. Utility Bill: SoCalGas, Gas Bill
- F. Homeowner’s Insurance Bill

# 1. Project Background

This document provides the required materials for a Mills Act application for the residence located at 925 Palm Avenue, South Pasadena (APN #5313-008-021). Constructed in 1903, 925 Palm Avenue is a highly intact Craftsman-style residence and a contributor to the El Centro/Indiana/Palm Residential Historic District, designated in 1993. Owned by Christina and Derek Vaughan since 1999, 925 Palm Avenue is one of the district's earliest examples of early twentieth-century Craftsman architecture. As noted in the 2014 *South Pasadena Citywide Historic Context Statement*:

Craftsman architecture developed in the first decade of the 20th century as an indigenous California version of the American Arts and Crafts movement, incorporating Southern California's unique qualities. Constructed primarily of stained wood, with wide overhanging eaves, balconies, and terraces extending the living space outdoors, the style embodied the goals of the Arts and Crafts movement.

The Craftsman bungalow dates from the early 1900s through the 1920s. The bungalow's simplicity of form, informal character, direct response to site, and extensive use of natural materials, particularly wood and stone, was a regional interpretation of the reforms espoused by the Arts and Crafts movement's founder, William Morris. Craftsman bungalows generally have rectangular or irregular plans, and are one to one-and-a-half stories tall. They have wood clapboard or shingle exteriors and a pronounced horizontal emphasis, with broad front porches, often composed with stone, clinker brick, or plastered porch piers. Other character-defining features include low-pitched front-facing gable roofs, and overhanging eaves with exposed rafter tails.<sup>1</sup>

As a key contributor to the El Centro/Indiana/Palm Residential Historic District, 925 Palm Avenue retains the key character-defining features of the architectural style as described in the *Citywide Historic Context Statement*. When the Vaughan family purchased the home, it was already nearly a century old, and the new owners completed a number of critical preservation, rehabilitation, and repair projects for the house. These included repainting/repairing original wood-frame windows, completing structural upgrades (an over \$30,000 project), as well as restoring original wood-working features on the interior of the home.

The home owners recently learned of the Mills Act and immediately began pursuing a possible application. With the property now 116 years old, a number of critical preservation/rehabilitation/repair projects are in need of completion. The highest priorities are (1) repairs/repainting of the distinctive horizontal wood siding sheathing the exterior and (2) wholesale repairs/repainting of original wood-frame windows. A third optional project has also been described in these plans but not added as a capitalized expense: repairs/repainting of the exterior of our original garage, which is a character-defining element of the property. The Mills Act program and property tax abatement would help the property owners continue completing these high-priority projects and ensure the long-term preservation of this important contributor to the El Centro/Indiana/Palm Residential Historic District.

In July 2019, the property owners presented their Letter of Intent to apply for the Mills Act at the CHC hearing; the CHC voted in favor of allowing the application to move forward and a subcommittee was formed. This application reflects all feedback and suggestions provided by the CHC to date, as well as all additional materials required by the City.

<sup>1</sup> Historic Resources Group, 2014, *City of South Pasadena Citywide Historic Context Statement*, p. 269.



For ease of review by CHC members and decision makers, the following presents a summary of the Mills Act workplan for 925 Palm Avenue according to character-defining feature:

Project Location	Character-Defining Feature	Issue
House exterior (all elevations)	Original horizontal wood sheathing	All elevations show areas of failing paint and wood deterioration, with the most severe deterioration located along the southern elevation; peeling paint and unprotected wood sheathing throughout exterior
House exterior (all windows)	Wood-frame windows	Areas of deteriorated and unstable wood-framing, as well as spalling/failing paint; a number of windows are inoperable
OPTIONAL: Garage exterior (all elevations)	Original horizontal wood sheathing and features	All elevations show areas of failing paint and wood deterioration; peeling paint and unprotected wood sheathing throughout exterior

As owners of a historic property and designated City landmark, the Vaughans understand the importance of ensuring that all repair, maintenance and rehabilitation projects follow the City guidelines and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Each project, as well as the corresponding Standards-compliant treatment approach, is described in more detail in this application.

## 2. Schedule and Reporting System

Project	Completion By Year
1. House, exterior: repairs/carpentry work and repainting of wood sheathing	2022
2. House, exterior: repairs/repainting of wood-frame windows	2025
3. OPTIONAL: Garage: repainting of wood sheathing	Optional
4. Maintenance: Termite inspections/mitigation	Annual inspection
5. Maintenance: Roof inspections and repairs as needed	Triannual inspection
6. Maintenance: Paint inspection and repairs as needed	Triannual inspection

### Reporting System:

The property owners of 925 Palm Avenue will provide annual written updates to the City of South Pasadena in the final quarter of the year, documenting progress and providing updates and photographs on the Mills Act work plan.

Prior to commencement of work efforts, Certificates of Appropriateness (CoA) will be obtained by the property owners as required by the City of South Pasadena Cultural Heritage Ordinance for each project included in these plans.

Progress reports will include detailed work descriptions, photographs of work completed, and copies of permits and CoAs/CHC guidance and input.

### 3. Description of Work Plan and Priorities

Work efforts described in these plans will comply with the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*.

Proposed Project & Description	Est. Cost	Priority
--------------------------------	-----------	----------

1. House, exterior, all elevations:	\$27,060	High
-------------------------------------	----------	------

Original wood-siding on each elevation is in need of repairs/repainting. Some junctures between wood planks, in particular at house corners, show signs of deterioration and failure. If needed, unstable wood planks will be re-fastened in an unobtrusive fashion and patched to match existing in all aspects of appearance. If necessary, any replacement of wood siding will be in-kind to match existing in materials, appearance/patterning, finishes/texture, and size/profile. Paint color to match existing.

Treatment approach will include the gentlest methods possible—**contractors will not use power-washing or machine sanding** for any character-defining features. Gentlest means possible, including hand-sanding, will be used in prepping for repainting of the exterior.

Original horizontal wood-siding, southeast corner of house



Detail, horizontal wood-siding, areas in need of repair and repainting, south elevation



Proposed Project & Description	Est. Cost	Priority
--------------------------------	-----------	----------

2. House, Wood-frame windows	\$ 16,300	High
------------------------------	-----------	------

Repairs/rehabilitation and repainting of wood-frame windows and wood framing. Should any new materials/framing be needed, replacement materials will match existing in materials, appearance, finishes, thickness and profile.

All prep work will be undertaken in compliance with the *Secretary's Standards*. **No machine-sanding or power-washing** will be used for exterior materials or any character-defining features; hand-sanding and gentlest means possible will be used to prep surfaces for painting and refinishing).

Original wood-frame windows; many inoperable, repainting/repairs needed



## 4. Mills Act Work Plan, Financial Analysis

Proposed Project & Description	Est. Cost	Schedule
1. House, exterior: repairs and repainting of exterior siding	\$ 27,060	2022
2. House, exterior: repairs/repainting of wood-frame windows	\$ 16,300	2025
Optional (not included in capitalized expenses):		
3. Garage, exterior: repairs/repainting of wood sheathing	\$ 6,720	Optional
<b>Total Historic Preservation Investment in 925 Palm Avenue:</b>		<b>\$ 43,360</b>
<b>Total Tax Savings for Owners (10-year period)</b>		<b>\$ 38,730</b>
<b>Average Annual Cost to the City of South Pasadena:</b>		<b>\$ 618</b>

## 4. Mills Act Work Plan, Financial Analysis

Mills Act Application, 925 Palm Avenue, Financial Analysis												
Property Address:	925 Palm Avenue, South Pasadena, California 91030						Assessor's ID #: 5313-008-021					
Type:	Single-family Residence						Current Assessed Value: \$ 387,663					
Landmark #:	City of South Pasadena Historical Landmark											
<b>REVENUES</b>	<b>Annual Increase</b>	<b>Current Yr 2019</b>	<b>Year 1 2020</b>	<b>Year 2 2021</b>	<b>Year 3 2022</b>	<b>Year 4 2023</b>	<b>Year 5 2024</b>	<b>Year 6 2025</b>	<b>Year 7 2026</b>	<b>Year 8 2027</b>	<b>Year 9 2028</b>	<b>Year 10 2029</b>
1. Monthly Revenues		2,250.00	2,317.50	2,387.03	2,458.64	2,532.39	2,608.37	2,686.62	2,767.22	2,850.23	2,935.74	3,023.81
2. Annual Rental Income	3%	27,000.00	27,810.00	28,644.30	29,503.63	30,388.74	31,300.40	32,239.41	33,206.59	34,202.79	35,228.88	36,285.74
<b>ANNUAL EXPENSES</b>												
3. Insurance	5%	502.00	527.10	553.46	581.13	610.18	640.69	672.73	706.36	741.68	778.77	817.71
4. Utilities	6%	3,660.00	3,879.60	4,112.38	4,359.12	4,620.67	4,897.91	5,191.78	5,503.29	5,833.48	6,183.49	6,554.50
5. Maintenance	5%	3,284.00	3,448.20	3,620.61	3,801.64	3,991.72	4,191.31	4,400.87	4,620.92	4,851.96	5,094.56	5,349.29
6/7. Management / Other		0.00										
<b>TOTAL EXPENSES</b>												
8. Sum lines 3 through 7		\$7,446.00	\$7,854.90	\$8,286.44	\$8,741.89	\$9,222.57	\$9,729.91	\$10,265.38	\$10,830.57	\$11,427.13	\$12,056.82	\$12,721.50
<b>ANNUAL NET INCOME</b>												
9. Line 2 minus line 8		\$19,554.00	\$19,955.10	\$20,357.86	\$20,761.74	\$21,166.17	\$21,570.49	\$21,974.03	\$22,376.03	\$22,775.66	\$23,172.05	\$23,564.24
<b>CAPITALIZATION RATE</b>												
10. Interest Component	4.8%											
11. Historic Property Risk Component	4.0%											
12. Property Tax Component	1.0%											
13. Amortization Component	4.5%											
14. Total Capitalization Rate	14.3%											
<b>NEW ASSESSED VALUE</b>												
15. Mills Act Assessment (Line 9 divided by Line 14)		\$137,028.73	\$140,180.39	\$143,404.54	\$146,702.85	\$150,077.01	\$153,528.78	\$157,059.94	\$160,672.32	\$164,367.79	\$168,148.25	\$172,015.66
<b>TAXES: AMOUNT TO BE PAID</b>												
16. Tax under Mills Act (Line 15 x .01035146)		1,418.45	1,451.07	1,484.45	1,518.59	1,553.52	1,589.25	1,625.80	1,663.19	1,701.45	1,740.58	1,780.61
17. Current Tax	1%	5,184.00	5,236.88	5,290.29	5,344.25	5,398.77	5,453.83	5,509.46	5,565.66	5,622.43	5,679.78	5,737.71
18. Tax Savings (Line 17 minus line 16)		3,765.55	3,785.81	3,805.85	3,825.67	3,845.25	3,864.59	3,883.66	3,902.47	3,920.98	3,939.20	3,957.10
<b>TAXES: COST TO CITY</b>												
19. Annual Cost to City	16%	\$602.49	\$605.73	\$608.94	\$612.11	\$615.24	\$618.33	\$621.39	\$624.39	\$627.36	\$630.27	\$633.14
												Annual Average
												\$618.13

# Appendix A

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## Photographic Overview of Issues



Figure 1. Primary elevation, 925 Palm Avenue (northeast perspective)



Figure 2. Primary elevation, 925 Palm Avenue (southeast perspective)



**Figure 3. Original horizontal wood-siding on each elevation is in need of repair, gentle sanding/prep work, and repainting**



**Figure 4. Detail, original horizontal wood-siding, areas in need of repair and repainting**



Figure 5. Original wood-frame windows; many are inoperable, all need repainting and re-weather sealing



# Appendix B

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Letter of Intent, July 2019

# Christina and Derek Vaughan

925 Palm Avenue  
South Pasadena, California 91030  
(p) 323.687.2043 (e) chezvaughan@gmail.com

---

John Steinmeyer, Senior Planner  
Mark Gallatin, Chair, Cultural Heritage Commission  
City of South Pasadena Planning & Building Department  
1414 Mission Street  
South Pasadena, CA 91030

27 June 2019

Dear Mr. Steinmeyer and Mr. Gallatin:

We are writing to express our interest in applying for the Mills Act for our home at 925 Palm Avenue, South Pasadena (APN #5313-008-021). Our home is an intact Craftsman Bungalow constructed in 1903. At 116 years old, this makes our house one of the earliest Craftsman Bungalows in the neighborhood (and one of the earliest within the designated El Centro/Indiana/Palm Residential Historic District).

We purchased the home in 1999 for our family of four. As our children reached middle school, we started to outgrow the residence, which is a cozy 1,145 square feet (with only 1 bathroom). From 2004 to 2014, we resided in a larger Ranch House-style home near the Oaklawn Historic District in South Pasadena. In 2015, we moved back to 925 Palm Avenue.

Our house was almost a century old when we bought it, so we have carried out many major repair and upgrade projects. For example, as is common for Craftsman Bungalows, our house has some wonderful original wood-working and wood features on the interior; these features had been painted over by a previous owner. We carefully (and painstakingly) removed all the paint and refinished these features to match their historic appearance. Another early project we completed was rehabilitating our home's original wood-frame windows. In addition, three years ago, we invested in a major seismic upgrade/retrofitting project. (The cost of the project was just over \$30,000.)

With our house now 116 years old, however, there are always more preservation projects in need of attention. At the top of our list, for example, are our home's original wood-frame windows (which need a wholesale rehabilitation and re-sealing/weatherproofing), re-roofing, repairs/re-finishing of exterior wood features, and other projects. The Mills Act program and property tax abatement would help us continue completing the pressing preservation projects needed for our property as well as ensure its future ongoing preservation.

Thank you in advance for your consideration.

Sincerely,

Christina and Derek Vaughan

# Appendix C

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## Supporting Documents

- A. Description of Repairs/Restoration/Construction Work and Cost Estimates
- B. Annual Property Tax Statement, 2018-2019
- C. Utility Bill: City of South Pasadena, Water Bill
- D. Utility Bill: Southern California Edison, Electric Bill
- E. Utility Bill: SoCalGas, Gas Bill
- F. Homeowner's Insurance Bill



Christina and Dereck Vaughn  
925 Palm Avenue  
South Pasadena, CA 91030

Quote – Exterior Painting & Windows

July 23, 2019

**Preparation of Surfaces**

- Wood:**
- Scrape all loose or peeling paint.
  - Hand sand in smaller areas to smooth.
  - Caulk cracks with flexible silicon sealant.
  - Prime all bare wood.
  - Epoxy patch using [Abatron WoodEpoxy](#)

- Metal:**
- Wire brush and sand to remove rust and scale.
  - Solvent wash.

**This is a historic home, and therefore shall require steps in accordance with careful restoration. The approach includes using the least pressure and impact necessary for each particular substrate. Minimum of power sanding. Careful hand sanding, using the degree of grit only necessary for the job. Original materials shall be retained wherever possible. Replacement materials shall be of similar quality and dimensions as original.. Window sashes shall be taken out and excess paint removed, fit for best operation, ropes in broken condition replaced. Interior impact of window work not included in this scope. Contractor will consult with specialist in historic preservation to ensure project compliance with the Secretary's Standards.**

**Scope of Work:** Wood siding, eaves, fascia boards, corbels, fascia boards, vents, French doors, screen doors, back door, posts, beams, railings, porch floor & steps. Refinish entry door.

**Quote includes labor and materials:**

House	27, 060.00
Garage	6, 720.00
Windows	16, 300.00

2018 ANNUAL SECURED PROPERTY TAX INFORMATION STATEMENT 2018

CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY

SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2018 TO JUNE 30, 2019

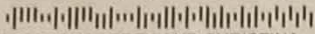
JOSEPH KELLY, TREASURER AND TAX COLLECTOR

FOR ASSISTANCE CALL 1(213) 974-2111 OR 1(888) 807-2111, ON THE WEB AT [lacountypropertytax.com](http://lacountypropertytax.com)

ASSESSOR'S ID NO. YR SEQ CK

PROPERTY IDENTIFICATION  
 ASSESSOR'S ID. NO.: 5313 008 021 18 000  
 OWNER OF RECORD AS OF JANUARY 1, 2018  
 SAME AS BELOW

DETAIL OF TAXES DUE FOR		5313 008 021	18 000	90
AGENCY	AGENCY PHONE NO.	RATE		AMOUNT
GENERAL TAX LEVY ALL AGENCIES		1.000000	\$	3,806.63

MAILING ADDRESS  
 0143394 0152586 0006 043 1494 33888  
  
 VAUGHAN, DEREK AND CHRISTINA  
 925 PALM AVE  
 SOUTH PASADENA CA 91030-3028

VOTED INDEBTEDNESS				
METRO WATER DIST		.003500	\$	13.32
COMMUNITY COLLEGE		.007674		29.21
UNIFIED SCHOOLS		.143833		547.52
DIRECT ASSESSMENTS				
FLOOD CONTROL	(626) 458-5165		\$	32.55
COUNTY PARK DIST	(833) 265-2600			7.10
SGV MOSQUITO&VCD	(800) 273-5167			11.98
RPOSD MEASURE A	(833) 265-2600			17.17
USGV MWD CHG	(866) 807-6864			8.00
CNTY SAN DIST 16	(562) 908-4288			154.00
MWD STANDBY #15	(866) 807-6864			9.26
SPUSD PARCEL TAX	(800) 676-7516			386.00
LIGHT/LANDSCAPE	(626) 403-7376			78.92
TRAUMA/EMERG SRV	(866) 587-1862			48.54
LIBRARY TAX	(626) 408-7833			34.01

ELECTRONIC FUND TRANSFER (EFT) NUMBER

ID# [REDACTED]  
 PIN# [REDACTED]

SPECIAL INFORMATION



INFORMATION ONLY

PROPERTY LOCATION AND/OR PROPERTY DESCRIPTION  
 925 PALM AVE SOUTH PASA  
 MALABAR TRACT LOT 15 BLK 1

TOTAL TAXES DUE	\$5,184.21
FIRST INSTALLMENT TAXES DUE NOV. 1, 2018	\$2,592.11
SECOND INSTALLMENT TAXES DUE FEB. 1, 2019	\$2,592.10

ASSESSOR'S REGIONAL OFFICE  
 REGION #05 INDEX: TRA:09030  
 EAST DISTRICT OFFICE  
 1190 DURFEE AVE.  
 SOUTH EL MONTE CA 91733  
 (626)258-6001

ROLL YEAR 18-19	CURRENT ASSESSED VALUE	TAXABLE VALUE
LAND	310,136	310,136
IMPROVEMENTS	77,527	77,527

ACCT. NO.: 510 PRINT NO.: 408797 BILL ID.: IB

TOTAL	387,663
LESS EXEMPTION: HOME	7,000
NET TAXABLE VALUE	380,663

ANY RETURNED PAYMENT MAY BE SUBJECT TO A FEE UP TO \$50.00.

INFORMATION ONLY

2018

VAUGHAN, DEREK AND CHRISTINA  
 925 PALM AVE  
 SOUTH PASADENA CA 91030-3028

ASSESSOR'S ID. NO. YR SEQ CK PK  
 5313 008 021 18 000 90 2


2<sup>ND</sup> INSTALLMENT DUE INDICATE AMOUNT PAID

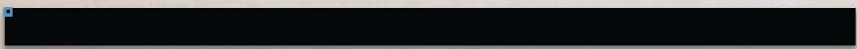
PAYMENT DUE 02/01/19 →  
 IF NOT RECEIVED OR POSTMARKED BY 04/10/19  
 REMIT AMOUNT OF \$2,861.31

\$2,592.10

MAKE PAYMENT PAYABLE TO:  
 Please write the ASSESSOR'S ID. NO.  
 on the lower left corner of your payment.

30943

  
 LOS ANGELES COUNTY TAX COLLECTOR  
 P.O. BOX 54018  
 LOS ANGELES, CA 90054-0018



2<sup>ND</sup>





City of South Pasadena  
 Questions? Call Customer Service  
 1-855-518-4012 Hours M-F 7:30am to 5:30pm  
 After Hours Emergency: (626) 403-7297  
 Make payments locally at:  
 1414 Mission St., South Pasadena, CA 91030  
 Hours: M-TH 7:30am to 5pm, Fridays 7:30am to 4pm

# UTILITY BILL

CHRISTINA VAUGHAN

Account Number: [REDACTED]  
 Customer Number: [REDACTED]  
 Location ID Number: 001504054  
 Bill Date: 06/18/2019  
 Due Date: 07/18/2019

This bill reflects a sewer rate change. The sewer rates have changed effective May 1, 2018. For more information please contact the City of South Pasadena Finance Department at (626) 403-7250.

### Account Summary

Previous Balance:	\$167.05
Payments Received - THANK YOU:	\$-167.05
Balance Forward:	\$0.00
Adjustments:	\$0.00
Current Charges - Past Due After 07/18/2019	\$184.63
<b>TOTAL AMOUNT DUE:</b>	<b>\$184.63</b>

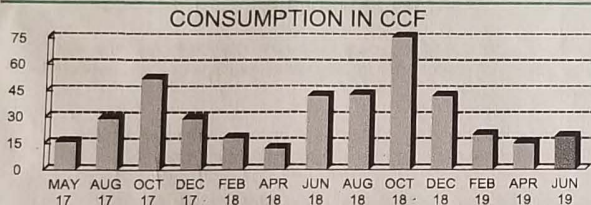
CHRISTINA VAUGHAN  
 Service Address: 925 PALM AVE  
 Service Period: 04/02/2019 - 06/04/2019

Meter Read Type	Meter Number	Previous Meter Read	Current Meter Read	Days	Consumed in (CCF) 1 CCF = 748 Gallons	Consumed (Gallons)
AMR Read	51094173	04/02/2019 5304	06/04/2019 5323	63	19	14,212

### Water Consumption Charges

Description Tier (CCF)	Cost Per CCF	Use in Tier CCF	Current Charges
Water Consumption - Tier 1	\$3.14	15	<b>\$47.10</b>
Water Consumption - Tier 2	\$3.95	4	<b>\$15.80</b>
<b>Totals</b>		<b>19</b>	<b>\$62.90</b>

### Compare Your Water Usage



Compare your usage to other City of South Pasadena Customers online at [southpasadena.gwfathom.com](http://southpasadena.gwfathom.com)

### Current Charges and Adjustments

Water Basic Charge	\$79.15
Water Consumption	\$62.90
Efficiency Fee	\$2.66
Wastewater Basic Charge	\$27.07
Wastewater Discharge Fee	\$2.00
Utility Users Tax	\$10.85
<b>Total Current Charges and Adjustments</b>	<b>\$184.63</b>
Balance Forward Amount	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$184.63</b>



City of South Pasadena  
 C/O Global Water Resources  
 21410 N. 19th Avenue, Suite 201  
 Phoenix, AZ 85027-2758

Please return this portion with your payment.  
 Please make checks payable to City of South Pasadena.  
 Please include customer account number on check.

Account Number: [REDACTED]  
 Due Date: 07/18/2019  
 Amount Due: **\$184.63**  
 Enter Amount Paid: \$

A Late Fee will be applied if payment is received after the due date.

Pay online at <https://southpasadena.gwfathom.com>

### SEND REMITTANCE TO:

CITY OF SOUTH PASADENA  
 PO BOX 51159  
 LOS ANGELES CA 90051-5459

184 1 AV 0.383 0115946-SPAS128341-ST.1GRP-000184

CHRISTINA VAUGHAN  
 DEREK VAGHAN  
 925 PALM AVE  
 SOUTH PASADENA CA 91030-3028

T: 1





For billing and service inquiries  
1-800-684-8123  
www.sce.com

# Your electricity bill

VAUGHAN, CHRISTINA / Page 1 of 8

[Redacted]

**Amount due \$76.17**  
**Due by 07/24/19**

925 PALM AVE  
SOUTH PASADENA, CA  
91030-3028

## Your account summary

Previous Balance	\$62.77
Payment Received 06/13/19	-\$62.77
Balance forward	\$0.00
Your new charges	\$76.17
<b>Total amount you owe by 07/24/19</b>	<b>\$76.17</b>



## Summary of your billing detail

Service account	Service address	Billing period	Your rate	New charges
3-043-6536-88	925 PALM AVE S PASADENA, CA	05/24/19 to 06/25/19	DOMESTIC (SCE)	\$46.29
3-049-9690-35	925 PALM AVE S PASADENA, CA	05/24/19 to 06/25/19	DOMESTIC	\$29.88
				<b>\$76.17</b>

## Things you should know

### DIRECT PAYMENT INFORMATION.....

We will automatically debit the total amount due, \$76.17, from your checking account on or after 07/15/19. Your bank may place a hold on these funds prior to that date. Thank you!

(14-574)

Tear here

If your contact information has changed please complete the form on the reverse side and return the stub below.

Tear here



Customer account [Redacted]

**Amount due by 07/24/19 \$76.17**

**We will automatically debit the total amount due \$76.17 from your checking account on or after 07/15/19. Your bank may place a hold on these funds prior to that date. Thank you!**

STMT 07052019 P2

VAUGHAN, CHRISTINA  
925 PALM AVE  
SOUTH PASADENA, CA 91030-3028

20 115 9191 00000004 0000000000000000000076170000007617



ACCOUNT NUMBER [REDACTED]  
 SERVICE FOR  
 CHRISTINA L VAUGHAN  
 925 PALM AVE  
 S PASADENA CA 91030-3028

DATE MAILED Jun 18, 2019 Page 1 of 2  
 24 Hour Service  
 1-800-427-2200 English  
 1-800-342-4545 Español  
 1-800-252-0259 TTY  
 socialgas.com

You may use this message as proof of your excellent credit record with The Gas Company. You have been our valued customer since 06/15/15 .

### Account Summary

Amount of Last Bill			\$16.30
Payment Received	05/31/19	THANK YOU	- 16.30
Current Charges			+ 45.21
<b>Total Amount Due</b>			<b>\$45.21</b>

### Current Charges

Rate: GR - Residential Climate Zone: 1 Baseline Allowance: 14 Therms

Meter Number: 13765731 (Next scheduled read date Jul 16 2019) Cycle: 11

Billing Period	Days	Current Reading	Previous Reading	= Difference	x Billing Factor	= Total Therms
05/15/19 - 06/14/19	30	2255	2225	30	1.032	31

#### GAS CHARGES

Customer Charge 30 Days x \$.16438 Amount(\$)  
4.93

Gas Service (Details below) 31 Therms

	Baseline	Over Baseline	
Therms used	14	17	
Rate/Therm	\$.91143	\$1.24529	
Charge	\$12.76	+ \$21.17	= 33.93

**Total Gas Charges \$38.86**

#### TAXES & FEES ON GAS CHARGES

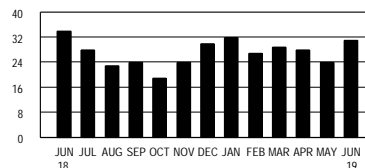
	Amount(\$)
State Regulatory Fee	31 Therms x \$.00247 .08
Public Purpose Surcharge	31 Therms x \$.10060 3.12
South Pasadena City Users Tax	\$42.06 x 7.50% 3.15

**Total Taxes and Fees on Gas Charges \$6.35**

**Total Current Charges \$45.21**

DATE DUE	Jul 9, 2019
AMOUNT DUE	\$45.21

#### Gas Usage History (Total Therms used)



	Jun 18	May 19	Jun 19
Total Therms used	34	24	31
Daily average Therms	1.1	.8	1.0
Days in billing cycle	30	29	30

Attractive finance rates are available for home energy improvements. Visit [socialgas.com/financing](http://socialgas.com/financing)

Tis' the season for backyard projects and home upgrades! Contact 811 before you dig to keep your family and neighborhood safe. More info at [socialgas.com/811](http://socialgas.com/811)

SoCalGas' gas commodity cost per therm for your billing period:  
 Jun. . . . . \$.24822 May. . . . . \$.23790

PLEASE KEEP THIS PORTION FOR YOUR RECORDS. (FAVOR DE GUARDAR ESTA PARTE PARA SUS REGISTROS.)  
 PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. (FAVOR DE DEVOLVER ESTA PARTE CON SU PAGO.)



Save Paper & Postage  
 PAY ONLINE  
[socialgas.com](http://socialgas.com)

ACCOUNT NUMBER [REDACTED]

DATE DUE	Jul 9, 2019
AMOUNT DUE	\$45.21

Please enter amount enclosed.

\$

Write account number on check and make payable to SoCalGas.

CHRISTINA L VAUGHAN  
 925 PALM AVE  
 S PASADENA CA 91030-3028

SoCalGas  
 PO BOX C  
 MONTEREY PARK CA 91756-5111



### Existing USAA Homeowners Insurance Policy Summary

We're writing to provide the following summary of the USAA homeowners policy:

**Effective date of policy:** July 1, 2019 12:01 a.m. local time  
**Policy expiration date:** July 1, 2020 12:01 a.m. local time  
**Policy location:** 925 PALM AVE,  
SOUTH PASADENA, CA 91030  
**Policy number:** [REDACTED]  
**Named Insured:** DEREK VAUGHAN AND CHRISTINA VAUGHAN,  
HW/JT

**Description of coverage(s)**

<b>Dwelling coverage:</b>	\$384,000
<b>Home Protector:</b>	Included
<b>Personal belongings:</b>	\$288,000
<b>Personal liability:</b>	\$1,000,000
<b>Medical payments:</b>	\$5,000

**Deductible(s)**

<b>All perils:</b>	\$10,000
--------------------	----------

**Revised Annual Premium:** \$502.00

**Mortgage clause:** WELLS FARGO BANK, N.A. #936  
ITS SUCCESSORS AND/OR ASSIGNS  
PO BOX 100515  
FLORENCE, SC 29502-0515

**Loan number:** [REDACTED]

Your Home Protector coverage, if included, provides you an additional 25% of dwelling coverage. Policy terms, conditions and exclusions apply.

#### Notification to Additional Interest Upon Cancellation

If this policy is canceled or not renewed, the mortgagee/lender will be properly notified at least 10 days before the date cancellation or nonrenewal takes effect.

If you have questions about the changes to the policy, please call us at 210-531-USAA (8722), our mobile shortcut #8722 or 800-531-8722. As always, we appreciate the opportunity to serve you.



Exhibit “D”  
Standards for Rehabilitation

## The Secretary of the Interior

### Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and the environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**ATTACHMENT 2**  
Cultural Heritage Commission Report





## CITY OF SOUTH PASADENA

## CULTURAL HERITAGE COMMISSION AGENDA REPORT

<b>Project Address:</b>	925 Palm Avenue	<b>Project #:</b>	2247-MIL
<b>Applicants/Owners:</b>	Christina and Derek Vaughan	<b>General Plan:</b>	Low Density Residential
<b>Zoning:</b>	Residential Single Family (RS)	<b>Zoning District:</b>	Residential Low Density
<b>APN:</b>	5313-008-021		
<b>CHC Meeting Date:</b>	September 19, 2019		

**Staff Recommendation:**

Staff recommends approval of the proposed project as it meets the Criteria for Mills Act Contract (SPMC Section 2.68B.1.c.)

**Project Proposal:**

The Cultural Heritage Commission will review the final application for a Mills Act Contract for the property at 925 Palm Avenue. The property is a contributor to the designated El Centro-Indiana-Palm local landmark district. The Commission shall make a recommendation on the application to the City Council. The City Council is the review authority that makes the final approval for Mills Act contracts.

**Proposed Scope of Work:**

The applicant has provided information regarding the condition of the historic property. The following is a listing of the work plan and restoration items:

- House, exterior: repairs/carpentry work and repainting of wood sheathing, repairs/repainting of wood-frame windows.
- OPTIONAL: Garage repainting of wood sheathing.
- Roof features: re-create rafter tail and repairs/repainting to bargeboards.
- Maintenance: Termite inspections/mitigation, roof inspections and repairs as needed, paint inspection and repairs as needed.

**Financial Investment and Analysis:**

The total cost of the proposed scope of work is \$43,360. The total tax savings for the owners is estimated at \$38,730. The financial analysis for the project is included as the supporting document for the Mills Act Application Contract.

**Property Tax Reduction:**

The total estimated cost to the city as a result of property tax reduction is approximately \$6,810 over the ten year life of the contract, which amounts to \$618 annually.

**Historic Property Information:**

<b>Year Built:</b>	1903	<b>National Register Status Code:</b>	1CD <sup>1</sup>
<b>Historic Name:</b>	N/A	<b>Architectural Style:</b>	Craftsman

**Definition of Status Code:**

This property is a contributor to the designated El Centro-Indiana-Palm local landmark district.

<sup>1</sup> Elg. for Local Listing only-contributor to District listed or eligible under Local Ordinance

**CHC Member Located within 500' of Subject Property:**

Yes

No

Mark Gallatin, Chair

Rebecca Thompson, Vice Chair

Steven Friedman

William Cross

Kristin Morrish

**Criteria for Mills Act Contract (SPMC Section 2.68B.1.c.)**

As outlined in the Cultural Heritage Ordinance, in considering the merits of a proposed Mills Act Contract, the Commission shall use the following criteria in making a recommendation to the City Council. Staff's review of the project's compliance with each criterion is as follows:

**(i) Financial Investment.** The estimated tax benefit is not expected to exceed the applicant's proposed financial investment in the cultural resource over the first 10 years of the contract. *Staff response: The total cost of the proposed scope of work is \$43,360. The estimated total tax savings to the owner is \$38,730. The financial analysis for the project is included as an attachment in this packet.*

**(ii) Public Benefit.** The proposed Mills Act contract features a work plan that will provide a benefit to the public by: rehabilitating the property for continued occupancy or adaptive reuse; improved viability through systems upgrades and structural reinforcement upgrades; preserving and maintaining the character-defining features of the property, and/or restoring character-defining features of the property that have been significantly altered or removed over time. *Staff response: The application proposes significant repairs such of the wood siding and wood windows on the house and garage. These character-defining features are visible to the public from the sidewalk and street. The proposed improvements will contribute to the preservation of this contributing property in the designated local landmark district.*

**(iii) Retroactive Limitations.** The estimated tax benefit will not be used for any maintenance or alteration work that was previously completed or initiated before the contract is approved, unless it can be shown that the completed work was necessary in the interest of the public health or safety following involuntary damage or destruction caused by fire, act of nature, or any other casualty. *Staff response: The application does not propose maintenance or alteration work that was previously completed or initiated.*

**(iv) Limitations on Maintenance.** The estimated tax benefit will not be used for routine maintenance work except for exemplary or exceptional properties that have financially burdensome maintenance requirements. *Staff response: The application does not propose to use the estimated tax benefit for maintenance of the property.*

**(v) Limitations on Interior Work.** The estimated tax benefit will not be used for work within the interior of a cultural resource unless the commission determines the following exceptions should be made: the interior work is necessary to improve the structural integrity of the property; the interior work is necessary to preserve and maintain character-defining features within the cultural resource that are specifically identified as part of the official landmark nomination; and/or the interior work is necessary to preserve and maintain character-defining features of the property that were discovered subsequent to its landmark designation. The commission must first determine that those interior features are character-defining based on substantial evidence provided by the applicant. *Staff response: The total cost of the exterior work proposed in the application is \$43,360. It is estimated that the majority of the scope of work will be completed by the fifth year (2025) of the Mills Act Contract.*

(vi) **Limitations on Landscaping.** The estimated tax benefit will not be used for landscaping work unless it will be used for specific landscape features that were identified as part of the official landmark nomination.  
*Staff response: The application does not propose landscaping work.*

**Alternatives:**

In addition to Staff's recommendation, the following alternatives are offered for the Cultural Heritage Commission's consideration:

1. Recommend approval of the application with conditions.
2. Recommend denial of the application as proposed.

**Environmental Analysis:**

This Item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15308, Class 8: Actions taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

**Public Notification of Agenda Item:**

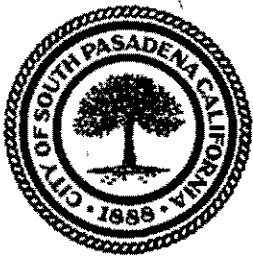
The public is made aware of this item by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

**Next Steps:**

The recommendation of the Commission and the final application will be presented to the City Council in an Agenda Report at a noticed public hearing prior to December 31, 2019.

**Attachments:**


1. Final Mills Act Application and supporting documents
2. Mills Act Letter of Intent





# City Council Agenda Report

ITEM NO. 21

**DATE:** November 20, 2019

**FROM:** Stephanie DeWolfe, City Manager 

**PREPARED BY:** Shahid Abbas, Director of Public Works   
Julian Lee, Deputy Director of Public Works  
Arpy Kasparian, Water Conservation & Sustainability Analyst 

**SUBJECT:** Adoption of the South Pasadena Green Action Plan

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## Recommendation

It is recommended that the City Council adopt the South Pasadena Green Action Plan.

## Commission Review and Recommendation

The proposed South Pasadena Green Action Plan (Green Plan) was reviewed by the Natural Resources and Environmental Commission (NREC) at their September 24, 2019 meeting. The Commission unanimously recommended that the City Council adopt the proposed Green Plan.

## Executive Summary

Sustainability is an important aspect in the City of South Pasadena's way of life as exemplified by the City's participation in the Clean Power Alliance, the adoption of the expanded polystyrene ban ordinance, and the inclusion of sustainability in the City's Strategic Plan. To further strengthen the City's commitment to sustainability, City staff have composed definitive goals and actions to be taken in the form of the Green Plan. The five goals are:

- Goal I: Work towards making South Pasadena a Plastic-Free City
- Goal II: Enhance Water Conservation Projects and Programs
- Goal III: Increase Organics Diversion from Landfill
- Goal IV: Mitigate Impacts of the Urban Heat Island Effect
- Goal V: Prepare for the Consideration of Future Sustainability Initiatives

The goals and initiatives in the Green Plan were selected based on NREC's recommendations for prioritization, the feasibility of completion within the timeline of the plan, and compliance of state mandates such as AB 1826. This plan will explore the feasibility and costs of implementation of sustainability initiatives and focus primarily on research, outreach, and education. The Green Plan does not cover all aspects of sustainability, such as energy efficiency and transportation, as they will be addressed in the broader and comprehensive Climate Action Plan (CAP). The CAP is a long-term sustainability plan that will aim to reduce the City's greenhouse gas (GHG) emissions and is expected to be completed by the end of the 2020

calendar year. The timeline of the Green Plan is January 2020 to June 2021. The short-term initiatives in the Green Plan will act as stepping stones for the CAP. The creation of the Green Plan was a collaborative effort between City staff, NREC, and South Pasadena residents and businesses.

### **Discussion/Analysis**

Throughout the year, the NREC discussed many sustainability programs and initiatives that would conserve our natural resources and benefit the community and environment. In addition, several community members and Council members have come forth with their environmental concerns and expressed the urgent need to address them as a City. Finally, current environmental events such as the depletion of natural resources, higher temperatures, the overflow of landfills, and China's National Sword policy have made it clear that implementing sustainable practices in the City is critical.

Although the City's CAP is expected to be completed by the end of 2020, the NREC, City staff, and South Pasadena residents believe that waiting any longer to take any action would be detrimental to our community and our environment. While we wait for the completion of the CAP, the Green Plan will allow us to initiate many of the recommended moves and focus on researching and providing education on the most important environmental issues in our City.

The proposed sustainability initiatives vary in subject, environmental impact, and resources needed to implement them. City staff consolidated, prioritized, and organized these initiatives into five overarching goals based on NREC's recommendations, the feasibility of completing these goals within the timeline of the plan, and compliance of state mandates such as AB 1826. Each goal includes strategies ("plays") and specific actions ("moves") for achieving these objectives. The goals address plastic reduction, water conservation, organics diversion, heat island mitigation, and preparation for future sustainability initiatives.

#### Goal I: Work towards making South Pasadena a Plastic-Free City

With the closure of hundreds of recycling facilities and plastic pollution crisis, it is no longer enough to recycle our plastics – it's time to shift the focus on reducing them from the start. South Pasadena has banned expanded polystyrene and plastic bags. This plan will explore the possibility of banning single-use plastics and ensure that residents and business owners are educated on the tools and resources available for alternatives. Moves under this goal include seeking funds for installing water bottle refill stations, developing a zero-waste guide for City events, and creating education materials on plastic alternatives for residents and businesses.

#### Goal II: Enhance Water Conservation Projects and Programs

Water is a precious resource in California and droughts are all too common. Identifying water waste and altering behaviors is key to conserving water. This plan will explore new ways to conserve water and strengthen our current programs. Moves under this goal include creating an Integrated Water and Wastewater Resources Management Plan (IWRMP), evaluating the feasibility of implementing a greywater rebate program, and retrofitting all water faucets in City facilities with low-flow aerators.

Goal III: Increase Organics Diversion from Landfill

With landfills filling up at an alarming rate, increasing diversion efforts is crucial. In 2019, one third of the 39 million tons of waste Californians disposed of were compostable organic materials. This plan will prioritize organics diversion methods and ensure that the City is compliant with legislative mandates including AB1826 and SB1383. Moves under this goal include connecting restaurants and grocery stores with food donation organizations, exploring ways to establish composting hubs in South Pasadena, and providing education on at-home composting in the form of pamphlets and workshops.

Goal IV: Mitigate Impacts of the Urban Heat Island Effect

The loss of vegetation causes urban areas to become warmer than their surrounding rural areas creating a heat island. These higher temperatures increase peak energy demand, air pollution, and heat-related illness. This plan will address this issue by reviewing and strengthening parking lot and cool roof codes, reviewing the City's tree ordinance, and providing education materials on tree watering and maintenance.

Goal V: Prepare for the Consideration of Future Sustainability Initiatives

The Green Plan is only the beginning. It does not cover all aspects of sustainability (i.e. energy efficiency, transportation, chemical pollution, etc.). These will be covered in the upcoming CAP. The moves in this plan are just a few of the steps the City will be committed to take towards sustainability. There are several moves that the plan will keep alive and incorporate into the CAP. These moves include reviewing the feasibility of the Renewable Energy Council's recommendations, evaluating the feasibility of banning gas-powered lawn equipment including leaf blowers, and establishing sustainability-focused groups to spearhead the implementation of sustainability initiatives and practices in businesses and schools.

The Green Plan incorporates the S.M.A.R.T. method of goal-making: each move is specific, measurable, attainable, relevant, and time bound. Each move in the Green Plan also includes the sector and stakeholders involved, deliverables, and an estimated completion time. Some of the moves listed are important to complete, but can only be completed if additional resources are available (such as staff and/or funding). There are a total of 5 goals, 16 plays, 40 moves, and 22 contingent moves. The tentative timeline of the completion of all moves in the Green Plan is January 2020 to June 2021. Quarterly updates on the progress of the plan will be presented during NREC public meetings.

In preparation of the Green Plan, City department representatives reviewed and provided feedback on the moves during a City Staff Green Action Plan Workshop. In addition, the plan was presented to the NREC during their public meeting and shared with the Chamber of Commerce. Feedback was collected and incorporated into the Green Plan accordingly. The collaborative approach in the composition of this plan will ensure that it is successful.

The proposed Green Plan is attached.

### **Background**

Sustainability is an important aspect in the City of South Pasadena's way of life as exemplified by the City's participation in the Clean Power Alliance, the adoption of the expanded polystyrene ban ordinance, and the inclusion of sustainability in the City's Strategic Plan. South Pasadena has proved to be a leader in sustainability by becoming the first City in the nation to be a Certified Green Zone City preventing the creation of 31 tons of pollutants every year. In addition, South Pasadena banned plastic bags two years before it became state law and it is one of the few cities with a comprehensive water conservation program.

Simultaneously to the Green Plan, the City is also in the process of completing a CAP; a long-term plan aimed to reduce the City's GHG emissions. The anticipated completion date of the CAP is the end of calendar year 2020. The short-term Green Plan will allow City Staff to act on the initiatives recommended by the NREC in the interim. The moves in the Green Plan will act as stepping stones for the broader and longer-term CAP.

### **Community Outreach**

The adopted Green Plan will be available on the City's website. An announcement of the adoption will be posted on all social media accounts and e-Neighbors. Staff will present quarterly updates on the progress of the plan during NREC public meetings. Because community outreach and raising awareness is so important and integral to the success of this plan, the Green Plan outlines "Communication Channels" that will be used to promote initiatives and relay important information. Some of these channels include bill inserts, newspaper articles, City events including the Farmer's Market, and organizations such as South Pasadena Beautiful, Chamber of Commerce, and South Pasadena Unified School District.

### **Next Steps**

Once the plan is adopted, Staff will present quarterly updates on the progress of the plan.

### **Legal Review**

The City Attorney has reviewed this item.

### **Fiscal Impact**

Moves focused on water conservation will be funded through the Water Efficiency Projects Budget (Account: 503-6713). A majority of the moves do not require additional funding. The implementation of a few of the moves in the Green Plan will be dependent upon obtaining additional funds for staffing, printing, signage, etc. These moves are identified in the plan.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: South Pasadena Green Action Plan





# SOUTH PASADENA

## Green Action Plan

**ON THE MOVE** towards sustainability

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## Sustainability in South Pasadena

Sustainability has always been an important part of life in South Pasadena. Here are just a few of the ways South Pasadena has established itself as a leader in sustainable practices:

**Certified Green Zone City** In 2016, the City became the first in the nation to be certified as a Green Zone City by the American Green Zone Alliance. The certification ensures that grounds maintenance on municipal properties - spanning 41 acres - are serviced exclusively with low-noise, zero-emission, electric machinery. This equipment prevents South Pasadena from creating 31 tons of pollutants every year.

**Plastic Bag Ban** In 2014, the City banned plastic bags, two years before it became state law.

**Expanded Polystyrene Ban** In 2016, South Pasadena City Council voted to ban the sale and use of expanded polystyrene - a petroleum by-product that is neither readily recyclable nor biodegradable. The ban applies to restaurants, retail vendors, food packagers, food providers, and City vendors.

**Tree City USA** South Pasadena is proud to be a Tree City, 20 years and counting.

**City Water Conservation Program** For the past several years, the City has offered rebates and water conservation programs for its residents and business owners contributing to an 18% water use reduction between 2013 and 2018.

**Clean Power Alliance** In 2019, South Pasadena joined the Clean Power Alliance and chose to select 100% Green Power as the default option for our community.

## On the Move

South Pasadena is dedicated to protecting the environment and our natural resources. To further strengthen the City's commitment to sustainability, City staff, with the help of South Pasadena residents and the Natural Resources and Environmental Commission (NREC), have gathered and prioritized sustainability initiatives in the form of this South Pasadena Green Action Plan (Green Plan).

The Green Plan, includes five overarching goals to address plastic reduction, water conservation, organics diversion, urban heat island mitigation, and planning for the future. Each goal includes strategies ("plays") and specific actions ("moves") for achieving these objectives.

This short-term plan will allow City staff to focus on building the foundation for achieving greater sustainability goals to be incorporated in the upcoming City's Climate Action Plan (CAP).

## The Big League

Simultaneously to the Green Plan, the City is also in the process of completing a CAP: a long-term plan aimed to reduce the City's greenhouse gas emissions. The anticipated completion date of the CAP is the end of calendar year 2020. The short-term Green Plan will allow City Staff to evaluate the feasibility of sustainability initiatives immediately while the CAP is being developed. The actions in the Green Plan will act as stepping stones for the comprehensive CAP... practice for the big league!

## The Team

The South Pasadena Green Action Plan was a collaborative effort that encompassed the values, ideas, and efforts from all City Department Staff, City Council, the NREC, and the passionate residents of South Pasadena.

## The Players

The **Public Works Department** will be leading the game to ensure that all initiatives have been tackled and all progress and outcomes are documented. Additional players in the game include the Finance Department, Management Services, Community Services, the Building and Planning Department, the Natural Resources and Environmental Commission, the Chamber of Commerce, Metropolitan Water District, Upper San Gabriel Valley Municipal Water District, and Athens Services. As we progress through the plan, additional players will join the team.

## Common Abbreviations

Green Plan	South Pasadena Green Action Plan
CAP	Climate Action Plan
NREC	Natural Resources and Environmental Commission
MWD	Metropolitan Water District
Upper District	Upper San Gabriel Valley Municipal Water District
PIO	Public Information Officer

## Communication Channels

Communication channels are the pathways to be used to promote initiatives and relay important information. Other channels may be added as we progress through the plan.

### Electronic

- City Website
- City Social Media
- Next Door
- e-Neighbors
- Chamber e-Newsletter
- Environmental Programs Listserv

### Print

- Trash Bill Inserts
- Water Bill Inserts
- South Pasadena Newspapers
- Signage

### In Person

- NREC Meetings
- City Council Meetings
- Chamber Networking Events
- Farmer's Market
- City Departments
- Local Events

### Organizations

- South Pasadena Beautiful
- Transition South Pasadena
- Chamber of Commerce
- South Pasadena Unified School District
- South Pasadena Community Gardens
- Girl Scouts and Boy Scouts
- American Youth Soccer Organization
- Kiwanis Club of South Pasadena
- Rotary Club of South Pasadena

## City Council

Marina Khubesrian, M.D., Mayor  
Robert S. Joe, Mayor Pro Tem  
Michael A. Cacciotti, Councilmember  
Diana Mahmud, Councilmember  
Richard D. Schneider, M.D., Councilmember

## Natural Resources and Environmental Commission

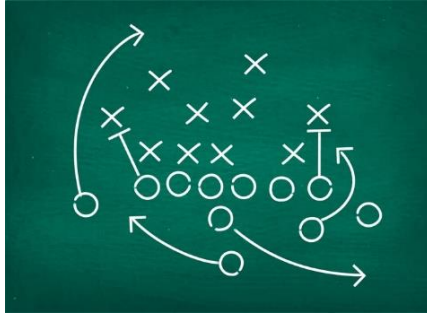
Madeline C. Di Giorgi, Chair  
Rona Bortz, Vice Chair  
Amy Davis Jones, Commissioner  
William Kelly, Commissioner  
Stephen Leider, Commissioner  
Cynthia Liu, Commissioner  
Lauren Myles, Commissioner

## City Staff

Shahid Abbas, Public Works Director  
Kristine Courdy, Deputy Public Works Director –  
Engineering & Operations  
Julian Lee, Deputy Public Works Director –  
Water & Sustainability  
Ary Kasparian, Water Conservation &  
Sustainability Analyst

# How to Play the Game

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**Goal** → what we want to accomplish

**Play** → how we will reach the goal (strategy)

**Move** → the action to be taken

**Field** → which sectors are involved: municipal, commercial, residential, or schools

**Players** → stakeholders or departments involved

**Score** → how the completion of the move is measured (deliverables)

**Clock** → projected time of completion

FY19/20 Q3 = January 2020 - March 2020

FY19/20 Q4 = April 2020 - June 2020

FY20/21 Q1 = July 2020 - September 2020

FY20/21 Q2 = October 2020 - December 2020

FY20/21 Q3 = January 2021 - March 2021

FY20/21 Q4 = April 2021 - June 2021

**Support** → additional resources needed to complete the move

*\*italicized* → to be completed if additional resources are available

# Overview of Goals



## Goal I

Work Towards Making South Pasadena a Plastic-Free City

Plays: 3  
Moves: 9  
\*Moves: 5

It is no longer enough to recycle our plastics – it's time to shift the focus on reducing them from the start.



## Goal II

Enhance Water Conservation Projects and Programs

Plays: 4  
Moves: 16  
\*Moves: 1

Water is a precious resource in California and droughts are all too common. Identifying water waste and altering behaviors is key to conserving water.



## Goal III

Increase Organics Diversion from Landfill

Plays: 5  
Moves: 10  
\*Moves: 6

With landfills filling up at an alarming rate, increasing diversion efforts is crucial. In 2018, one third of the 39 million tons of waste Californians disposed of were compostable organic materials.



## Goal IV

Mitigate Impacts of the Urban Heat Island Effect

Plays: 4  
Moves: 6  
\*Moves: 5

The loss of vegetation causes urban areas to become warmer than their surrounding rural areas creating a heat island. These higher temperatures increase peak energy demand, air pollution, and heat-related illness.

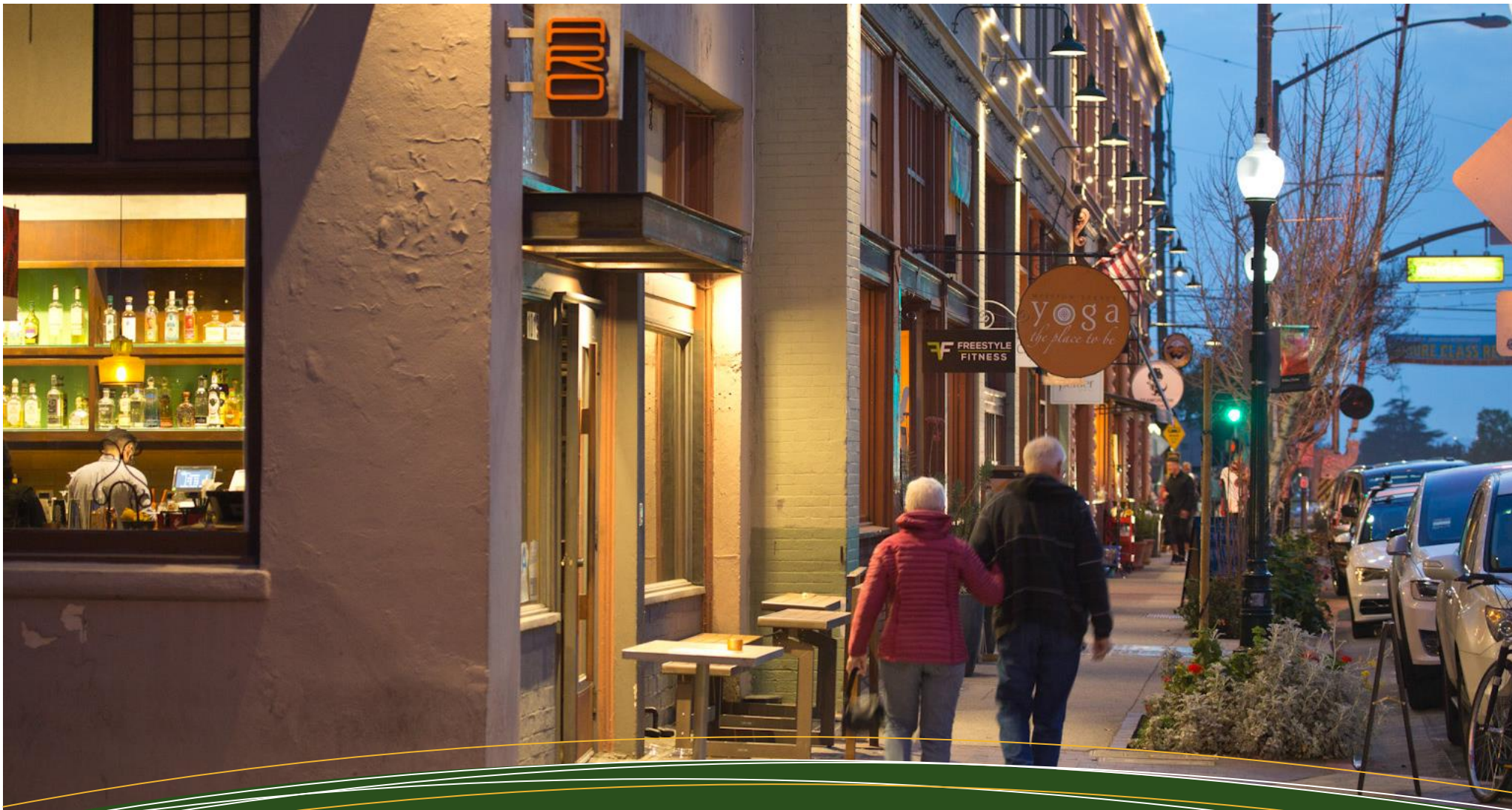


## Goal V

Prepare for the Consideration of Future Sustainability Initiatives

\*Moves: 5

To stay on top of the game, we must always look ahead.



**GOAL I** Work towards Making South Pasadena a Plastic-Free City

# Goal I: Work Towards Making South Pasadena a Plastic-Free City

## Play 1: Reduce use and sale of single-use plastics.

**Move I.1.1: Update the City's Environmentally Preferable Purchasing (EPP) Policy to be adopted by all City Departments.** A strong EPP policy eliminates over-ordering, reduces waste, and guides departments to purchasing local and eco-friendly options including recycled copy paper and compostable utensils.

**Move I.1.2: Develop a plastic-free/zero-waste guide for City events.** A zero waste guide will provide specific steps to City staff on how to set up a plastic-free/zero waste event. It should include instructions on how to reduce plastics, obtain organics bins, post educational signage, and other steps vendors and event coordinators can take to ensure that a minimal, if not zero, amount of plastic is used.

**Move I.1.3: Explore the possibility of banning single-use plastics in food service stores.** Start the conversation among business owners to raise awareness of the issues with single-use plastics. Work with City departments and Chamber of Commerce to gauge fiscal impact and outline a possible plan for implementation.

## Play 2: Encourage the use of reusables by providing resources, education, and funding.

**Move I.2.1: Seek funding to install more water bottle refill stations in public areas.** Water bottle refill stations are being installed in public parks. It would be beneficial to have stations installed in other public buildings including the Library, City Hall, and the Senior Center; however, installation is costly. Explore funding sources for this project.

**Move I.2.2: Create an informational pamphlet on plastic alternatives and distribute to businesses.** There are several plastic alternatives on the market. An informational pamphlet that lists the alternatives and options on where to obtain them will help businesses begin their switch to plastic-free single-use items.

**Move I.2.3: Create checklists for businesses and restaurants on ways they can reduce their plastic and distribute.** Checklists provide clear steps.

**Move I.2.4: Encourage businesses to participate in "Tap," the app that identifies their location as a free water-refill spot.** Promote the app through communication channels. Consider offering shoutouts to participating businesses on social media.

**Move I.2.5: Create a Recycle & Reuse Directory.** Many residents want to do their part to recycle their materials or repair their broken items instead of purchase new ones, but don't know where to do so. This directory would provide that information.

*\*Move I.2.6: Provide mini-grants or loans to businesses who need a jump start to switching to alternatives. Explore funding sources to provide mini-grants to businesses that would help them with initial costs for switching to alternatives. Grants can be awarded to those most in need.*

*\*Move I.2.7: Explore possibilities of establishing a beverage container recycling program in South Pasadena. With the closure of rePlanet and other recycling centers, residents have no where to go inside the City to recycle their beverage containers.*

*\*Move I.2.8: Provide plastic reduction items to residents including reusable water bottles, utensils, containers, etc. These items will help raise awareness and provide education on actual steps people can take to reduce their plastic. It will provide them with the tools they need to reduce their plastic consumption.*

*\*Move I.2.9: Provide workshops for parents to teach them how to prepare zero-waste lunches. Work with SPB, SPUSD, and PTA to put together workshops for parents. This will help reduce waste in schools.*

## Play 3: Provide incentives and/or rewards for those actively working towards zero-waste.

**Move I.3.1: Encourage businesses to reward customers and employees who bring in their own coffee mug, water bottles, to-go container, etc.** Offering a small monetary incentive for customers and employees who bring in their own beverage containers will reduce plastic use and possibly reduce amount of supplies needed for the business.

*\*Move I.3.2: Explore ways to recognize businesses who are implementing zero-waste practices. Sustainable practices can be difficult to implement for businesses. Those businesses who implement them in spite of the difficulties should be recognized and/or rewarded. Recognition programs encourage greater participation among other businesses and raise awareness among patrons. Some methods include: green business certification program, green business awards, certificate of recognition from City Council, etc.*



## Goal I: Work Towards Making South Pasadena a Plastic-Free City

MOVE	FIELD	PLAYERS	SCORE	CLOCK	SUPPORT
<b>Play 1: Reduce use and sale of single-use plastics.</b>					
Move I.1.1: Update the City's Environmentally Preferable Purchasing (EPP) Policy to be adopted by all City Departments.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Finance</li> <li>▪ Management Svcs</li> <li>▪ NREC</li> </ul>	<input type="checkbox"/> EPP	FY20/21 Q2	
Move I.1.2: Develop a plastic-free/zero-waste guide for City events.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Finance</li> <li>▪ Community Svcs</li> <li>▪ NREC</li> </ul>	<input type="checkbox"/> Zero-waste Guide	FY20/21 Q2	
Move I.1.3: Explore the possibility of banning single-use plastics in food service stores.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ Management Svcs</li> <li>▪ Finance</li> </ul>	<input type="checkbox"/> Presentation to Chamber of Commerce members <input type="checkbox"/> Meeting with City departments	FY19/20 Q4	
<b>Play 2: Encourage the use of reusables by providing resources, education, and funding.</b>					
Move I.2.1: Seek funding to install more water bottle refill stations in public areas.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Community Svcs</li> <li>▪ Finance</li> <li>▪ Grants Mgmt</li> </ul>	<input type="checkbox"/> Up to 3 quotes for stations and installation <input type="checkbox"/> Summary of funding sources	FY20/21 Q3	
Move I.2.2: Create an informational pamphlet on plastic alternatives and distribute to businesses.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Pamphlet	FY19/20 Q3	
Move I.2.3: Create checklists for businesses and restaurants on ways they can reduce their plastic and distribute.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Checklist for office/retail <input type="checkbox"/> Checklist for restaurants	FY19/20 Q4	
Move I.2.4: Encourage businesses to participate in "Tap," the app that identifies their location as a free water-refill spot.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q4	
Move I.2.5: Create a Recycle & Reuse Directory.	Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Factsheet	FY19/20 Q3	
<i>*Move I.2.6: Provide mini-grants to businesses who need a jump start to switching to alternatives.</i>	<i>Commercial</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Grants Mgmt</li> <li>▪ Finance</li> <li>▪ Chamber</li> </ul>	<input type="checkbox"/> Grant funding source <input type="checkbox"/> Grant application	FY20/21 Q4	<i>Additional staff; Funding</i>
<i>*Move I.2.7: Explore possibilities of establishing a beverage container recycling program in South Pasadena.</i>	<i>Residential</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> Summary of options and resources	FY20/21 Q4	<i>Additional staff</i>
<i>*Move I.2.8: Provide plastic reduction items to residents including reusable water bottles, utensils, containers, etc.</i>	<i>Residential</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Finance</li> </ul>	<input type="checkbox"/> Up to 3 quotes/item <input type="checkbox"/> Sign-in sheet	FY20/21 Q2	<i>Additional staff; Funding</i>
<i>*Move I.2.9: Provide workshops for parents that teach them how to prepare zero-waste lunches.</i>	<i>Schools</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> Workshop	FY19/20 Q3	<i>Additional staff; Funding</i>
<b>Play 3: Provide incentives and/or rewards for those actively working towards zero-waste.</b>					
Move I.3.1: Encourage businesses to reward customers and employees who bring in their own coffee mug, water bottles, to-go container, etc.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q4	
<i>*Move I.3.2: Explore ways to recognize businesses who are implementing zero-waste practices.</i>	<i>Commercial</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> </ul>	<input type="checkbox"/> List of recognition strategies and resources needed to implement	FY20/21 Q3	<i>Additional staff</i>



## **GOAL II** Enhance Water Conservation Projects and Programs

# Goal II: Enhance Water Conservation Projects and Programs

## Play 1: Provide education and promote greywater systems.

**Move II.1.1: Create an Integrated Water and Wastewater Resources Management Plan (IWWRMP).** An IWWRMP will include an integrated plan for potable water, recycled/non-potable water, sewer, and stormwater management/services. It will identify project/facility maintenance and financial plans.

**Move II.1.2: Evaluate the feasibility of implementing a greywater rebate program.** Implementing a greywater system conserves water and reduces costs. Review City of Pasadena's program and evaluate the feasibility of implementing a similar program.

**Move II.1.3: Work with South Pasadena Beautiful to promote a Garden Tour focusing on greywater systems.** This will increase awareness and education. Consider incorporating this into City's Earth Day events.

**Move II.1.4: Create informational materials on greywater systems.** These materials should include the following information: what they are, how they save water, cost estimates, how to implement in South Pasadena (approvals, codes, etc.).

*\*Move II.1.5: Educate/train Building and Planning Department on greywater systems. Trainings will ensure that staff are up-to-date on requirements for greywater systems.*

## Play 2: Promote the use of water conservation devices.

**Move II.2.1: Retrofit all water faucets in City facilities with low-flow aerators and post signage to raise awareness.** Inventory all water faucets in City facilities and indicate current faucet's flow rate (gpm). Switch to low-flow aerators. Create and post stickers to raise awareness.

**Move II.2.2: Evaluate the current water conservation program in respect to local vendor supplies.** Determine how to incorporate a greater incentive for water conservation devices purchased within the City for the next fiscal year. Purchasing locally contributes to a smaller carbon footprint and keeps funds within our City.

**Move II.2.3: Continue to offer businesses and residents free water conservation devices including low-flow aerators, showerheads, and hose nozzles.** These devices go beyond behavioral changes and can provide actual water/cost savings.

**Move II.2.4: Promote rebates offered by Metropolitan Water District on water conservation devices.** Businesses and residents can get money back on their water conservation efforts.

## Play 3: Provide educational materials and expert advice on water conservation practices.

**Move II.3.1: Create checklists/pamphlets that give tips on how to conserve water at home, at work, and at school.** Promotes awareness and provides education.

**Move II.3.2: Partner with third party to offer water conservation assessments for homes and businesses.** This will provide tailored feedback to residents and businesses and help with individual questions and concerns.

## Play 4: Increase water conservation efforts outdoors.

**Move II.4.1: Promote outdoor rebates offered by Metropolitan Water District (MWD) on outdoor water conservation devices and the turf removal program.** Businesses and residents can get money back on their water conservation efforts. Promote through all communication channels including social media posts, City website, eNeighbors, etc.

**Move II.4.2: Host workshops on turf removal and native plants. Explore other water-wise landscaping workshop possibilities.** Turf Removal and Native Plant Workshops are offered through Upper San Gabriel Valley Municipal Water District. It is a great way to provide education and promote conservation efforts.

**Move II.4.3: Promote rebates offered by the City on water efficient plants, native trees, drip irrigation, and sprinkler nozzles.** Businesses and residents can get money back on their water conservation efforts. Promote through all communication channels including social media posts, City website, eNeighbors, etc.

**Move II.4.4: Develop and promote an impervious surface removal rebate program.** Removing impervious surface conserves water, captures stormwater, and replenishes the groundwater basin. Residents and businesses can get money back on their water conservation efforts. Promote through all communication channels.

**Move II.4.5: Host a workshop on the Model Water Efficient Landscape Ordinance (MWELO).** Coordinate with Metropolitan Water District (MWD) to bring their MWELO workshop to South Pasadena. This will be beneficial for Building and Planning staff, contractors, landscape architects, etc.

**Move II.4.6: Where possible, incorporate green infrastructure design in roadway projects.** Green infrastructure can include bioswales, bio infiltration systems, impervious pavement, etc.

## Goal II: Enhance Water Conservation Projects and Programs

MOVE	FIELD	PLAYERS	SCORE	CLOCK	SUPPORT
<b>Play 1: Provide education and promote greywater systems.</b>					
Move II.1.1: Create an Integrated Water and Wastewater Resources Management Plan (IWWRMP).	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> IWWRMP	FY20/21 Q3	Consultant
Move II.1.2: Evaluate the feasibility of implementing a greywater rebate program.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Building/Planning</li> </ul>	<input type="checkbox"/> Program outline and resources needed	FY20/21 Q3	Consultant
Move II.1.3: Work with South Pasadena Beautiful to promote a Garden Tour focusing on greywater systems.	Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Community Svcs</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q3	
Move II.1.4: Create informational materials on greywater systems.	Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Building/Planning</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Factsheet	FY19/20 Q4	
<i>*Move II.1.5: Educate/train Building and Planning Department on greywater systems.</i>	<i>Municipal</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ Management Svcs</li> <li>▪ Finance</li> </ul>	<input type="checkbox"/> Presentation to Chamber of Commerce members <input type="checkbox"/> Meeting with City departments	FY20/21 Q3	Consultant
<b>Play 2: Promote the use of water conservation devices.</b>					
Move II.2.1: Retrofit all water faucets in City facilities with low-flow aerators and post signage to raise awareness.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Spreadsheet of old vs. new aerators, if possible	FY20/21 Q2	Signage funds
Move II.2.2: Evaluate the current water conservation program in respect to local vendor supplies.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> Outline of potential incentives for local purchases vs. non-local	FY19/20 Q4	
Move II.2.3: Continue to offer businesses and residents free water conservation devices including low-flow aerators, showerheads, and hose nozzles.	Commercial Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> Sign-up sheet	FY19/20 Q3	
Move II.2.4: Promote rebates offered by Metropolitan Water District on water conservation devices.	Commercial Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ MWD</li> </ul>	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q3	
<b>Play 3: Provide educational materials and expert advice on water conservation practices.</b>					
Move II.3.1: Create checklists/pamphlets that give tips on how to conserve water at home, at work, and at school.	All	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Checklist <input type="checkbox"/> Factsheet	FY20/21 Q2	
<i>*Move II.3.2: Partner with third party to offer water conservation assessments for homes and businesses.</i>	<i>Commercial Residential</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> Contract <input type="checkbox"/> Promotion of program	FY19/20 Q4	Consultant
<b>Play 4: Increase water conservation efforts outdoors.</b>					
Move II.4.1: Promote outdoor rebates offered by Metropolitan Water District (MWD) on outdoor water conservation devices and the turf removal program.	Commercial Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ MWD</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q3	MWD
Move II.4.2: Host workshops on turf removal and native plants. Explore other water-wise landscaping workshop possibilities.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Community Svcs</li> <li>▪ Upper District</li> </ul>	<input type="checkbox"/> Turf Removal Workshop <input type="checkbox"/> California Friendly Landscape Workshop	FY20/21 Q4	Upper District
Move II.4.3: Promote rebates offered by the City on water efficient plants, native trees, drip irrigation, and sprinkler nozzles.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> New rebate applications <input type="checkbox"/> Promotion through communication channels	FY19/20 Q3	
Move II.4.4: Develop and promote an impervious surface removal rebate program.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Rebate application <input type="checkbox"/> Factsheet <input type="checkbox"/> Promotion through communication channels	FY19/20 Q3	
Move II.4.5: Host a workshop on the Model Water Efficient Landscape Ordinance (MWELo).	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ MWD</li> </ul>	<input type="checkbox"/> MWELo Workshop	FY20/21 Q1	MWD
Move II.4.6: Where possible, incorporate green infrastructure design (such as bioswales) in roadway projects.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> Green infrastructure in projects	FY20/21 Q4	

*\*italicized → to be completed if additional resources are available*



**GOAL III** Increase Organics Diversion from Landfill

# Goal III: Increase Organics Diversion from Landfill

## Play 1: Provide tools and education on how to avoid organics and food waste.

**Move III.1.1: Connect restaurants and grocery stores with food donation organizations.** Organizations such as Food Forward and Urban Harvester collect edible food that would otherwise be thrown away. Connecting restaurants and grocery stores to these organizations and starting food collection will reduce food waste, increase landfill/organics diversion, and provide food for those in need. Once information is gathered, distribute among commercial sector.

**Move III.1.2: Provide strategies on how to avoid offering foods that are rarely eaten.** This will help raise awareness on food waste and could help reduce costs.

**Move III.1.3: Provide education on AB1826 and the mandated requirements for organics diversion.** All businesses producing 4 cubic yards or more of waste are required to implement organics collection services. This requirement will apply to residents in the near future. It is important to know that efforts to divert organics from landfill are mandated by the state.

**Move III.1.4: Provide strategies on how to avoid food waste at home.** This will help raise awareness on food waste and could help reduce costs.

*\*Move III.1.5: Explore ways to create a neighborhood food library/harvest. Many residents have fruit trees and gardens that produce a surplus of food. Creating a space where neighbors can come together to share the produce will reduce food waste and create a community bond.*

*\*Move III.1.6: Provide strategies on how to avoid offering foods that are rarely eaten at school. This would be a resource for schools and could help reduce food waste as well as costs.*

## Play 2: Provide tools and education on how to compost individually.

*\*Move III.2.1: Host free composting workshops or promote workshops in neighboring cities. This will provide residents and business owners the knowledge they need to start composting at home, increasing diversion and reducing costs.*

*\*Move III.2.2: Provide free or discounted composting bins to those who participate in workshops. This will help initiate on-site composting.*

## Play 3: Connect with local composting hubs.

**Move III.3.1: Connect with local composting organizations and determine if partnerships are possible.** Connecting with local organizations can provide the City with valuable resources on organics diversion and composting.

**Move III.3.2: Explore ways to establish a composting hub in South Pasadena.** A local composting hub would provide businesses and residents a place to take their organics that is nearby and free. Determine requirements for locations and consider staffing options including volunteers.

**Move III.3.3: Provide information on local composting hubs that are accepting compost.** Spreading the word on existing composting hubs will raise awareness and increase organics diversion.

*\*Move III.3.4: Determine if any schools would be capable of establishing a composting hub. Schools can make great central locations and are a great point of information and influence.*

## Play 4: Implement existing organics services.

**Move III.4.1: Deploy organics bins at all City facilities where feasible.** Work with Athens Services to deploy organics bins at City facilities where feasible. The City will set an example and raise awareness.

**Move III.4.2: Educate staff and the public on what can and cannot be composted (i.e. create signage).** Work with Athens Services to distribute flyers and signage for composting. Encourage City employees to be leaders in sorting organics.

**Move III.4.3: Inform businesses via trash bill inserts and Chamber of Commerce of available organics services.** Businesses that produce a large quantity of organics and cannot compost on site should implement Athens' organics services.

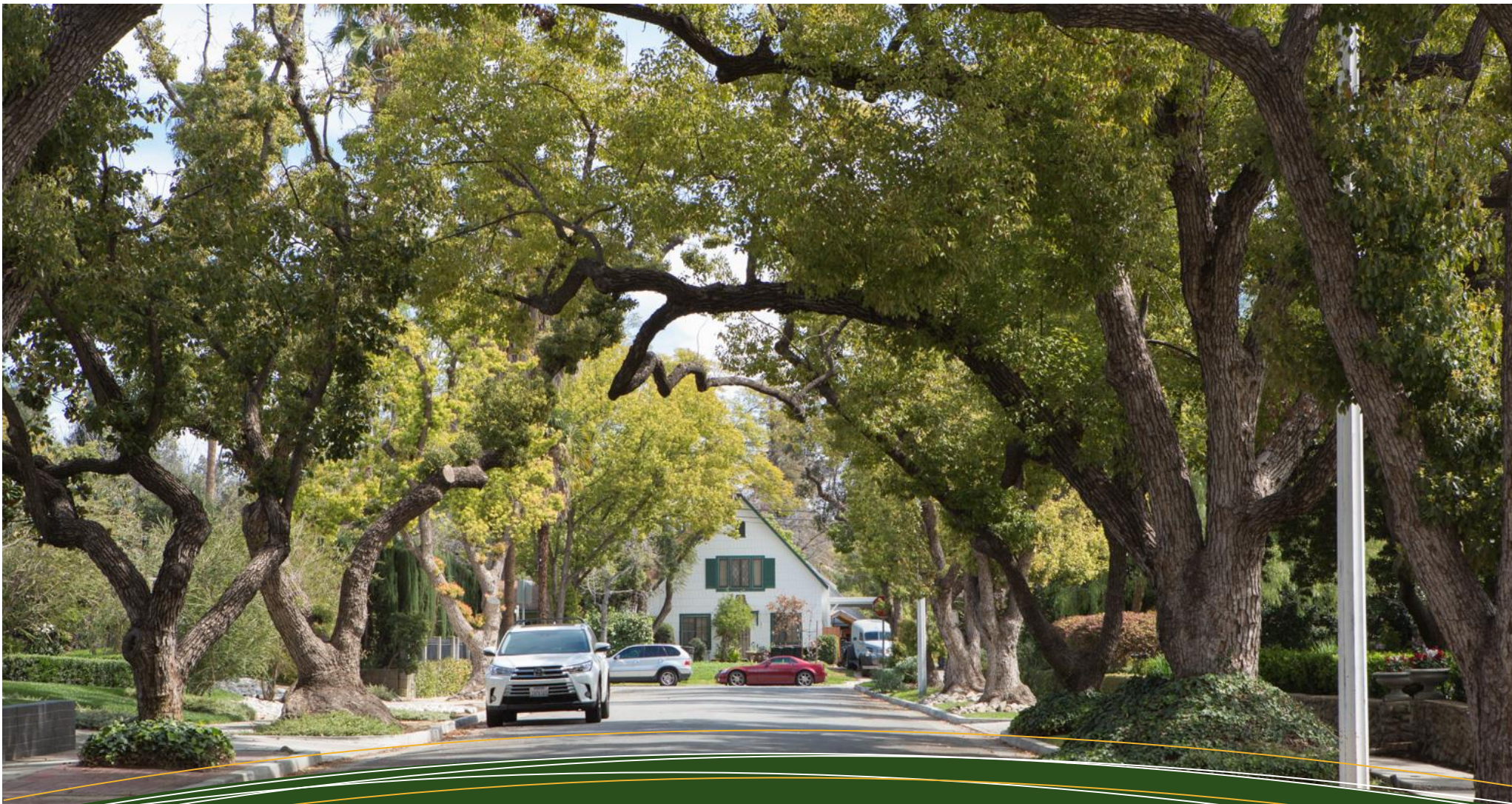
## Play 5: Provide incentives/rewards for those actively working towards diverting organics.

*\*Move III.5.1: Explore ways to recognize businesses who are implementing organics diversion practices. Sustainable practices can be difficult to implement for businesses. Those businesses who do them in spite of the difficulties should be recognized/rewarded to encourage greater participation among other businesses and raise awareness among patrons. Some methods include: green business certification program, green business awards, certificate of recognition from City Council, etc.*

**Goal III: Increase Organics Diversion from Landfill**

MOVE	FIELD	PLAYERS	SCORE	CLOCK	SUPPORT
<b>Play 1: Provide tools and education on how to avoid organics and food waste.</b>					
Move III.1.1: Connect restaurants and grocery stores with food donation organizations.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> </ul>	<input type="checkbox"/> List of organizations and how to participate in their programs	FY19/20 Q4	
Move III.1.2: Provide strategies on how to avoid offering foods that are rarely eaten.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> </ul>	<input type="checkbox"/> List of strategies	FY20/21 Q2	
Move III.1.3: Provide education on AB1826 and the mandated requirements for organics diversion.	Commercial Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> <li>▪ Athens</li> </ul>	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q3	Consultant
Move III.1.4: Provide strategies on how to avoid food waste at home.	Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> List of strategies	FY20/21 Q2	
<i>*Move III.1.5: Explore ways to create a neighborhood food library/harvest.</i>	Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> List of strategies	FY20/21 Q2	Additional staff
<i>*Move III.1.6: Provide strategies on how to avoid offering foods that are rarely eaten at school.</i>	Schools	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ SPUSD</li> </ul>	<input type="checkbox"/> List of strategies	FY20/21 Q2	Additional staff
<b>Play 2: Provide tools and education on how to compost individually.</b>					
<i>*Move III.2.1: Host free composting workshops or promote workshops in neighboring cities.</i>	Commercial Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Community Svcs</li> <li>▪ Chamber</li> <li>▪ Athens</li> </ul>	<input type="checkbox"/> Workshop	FY20/21 Q3	Additional staff; Funding
<i>*Move III.2.2: Provide free or discounted composting bins to those who participate in workshops.</i>	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Community Svcs</li> <li>▪ Chamber</li> <li>▪ Athens</li> </ul>	<input type="checkbox"/> Up to 3 quotes for composting bins <input type="checkbox"/> Summary of funding sources <input type="checkbox"/> Sign-up sheet	FY20/21 Q3	Consultant
<b>Play 3: Connect with local composting hubs.</b>					
Move III.3.1: Connect with local composting organizations and determine if partnerships are possible.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> Meeting with organizations	FY19/20 Q3	Consultant
Move III.3.2: Explore ways to establish a composting hub in South Pasadena.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Planning</li> <li>▪ Athens</li> </ul>	<input type="checkbox"/> List of possible locations and resources needed	FY20/21 Q1	
Move III.3.3: Provide information on local composting hubs that are accepting compost.	Residential	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ PIO</li> <li>▪ Community Svcs</li> </ul>	<input type="checkbox"/> Promotion through communication channels	FY19/20 Q4	
<i>*Move III.3.4: Determine if any schools would be capable of establishing a composting hub.</i>	Schools	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ SPUSD</li> <li>▪ Community Svcs</li> </ul>	<input type="checkbox"/> Meeting with SPUSD	FY20/21 Q2	Additional staff; Funding
<b>Play 4: Implement existing organics services.</b>					
Move III.4.1: Deploy organics bins at all City facilities where feasible.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Athens</li> <li>▪ All City Depts</li> </ul>	<input type="checkbox"/> Organics bins deployed at City facilities	FY20/21 Q1	
Move III.4.2: Educate staff and the public on what can and cannot be composted (i.e. create signage).	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Athens</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Flyer <input type="checkbox"/> Signage	FY20/21 Q1	Signage funds
Move III.4.3: Inform businesses via trash bill inserts and Chamber of Commerce of available organics services.	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Athens</li> <li>▪ Chamber</li> </ul>	<input type="checkbox"/> Increase in number of businesses with organics service	FY19/20 Q3	Printing funds
<b>Play 5: Provide incentives/rewards for those actively working towards diverting organics.</b>					
<i>*Move III.5.1: Explore ways to recognize businesses who are implementing organics diversion practices.</i>	Commercial	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Chamber</li> </ul>	<input type="checkbox"/> List of recognition strategies and resources needed to implement	FY19/20 Q4	Additional staff

*\*italicized → to be completed if additional resources are available*



**GOAL IV** Mitigate Impacts of the Urban Heat Island Effect



# Goal IV: Mitigate Impacts of the Urban Heat Island Effect

## Play 1: Review and strengthen parking lot ordinances and/or enforcement if needed.

**Move IV.1.1: Review parking lot codes and design standards and identify how they can be improved.** Identify parking lot codes and review ways (if any) it addresses urban heat island effect. Discuss how existing codes can be improved to address urban heat island effect.

***\*Move IV.1.2: Educate/train Building and Planning Department on codes and ensure they are being enforced.*** Training staff will ensure enforcement of codes and will allow them to provide builders with information on current codes.

## Play 2: Review and strengthen cool roof ordinances and/or enforcement if needed.

**Move IV.2.1: Review cool roof codes and design standards and identify how they can be improved.** Identify cool roof codes and review ways (if any) it addresses urban heat island effect. Discuss how existing codes can be improved to address urban heat island effect.

***\*Move IV.2.2: Educate/train Building and Planning Department on codes and ensure they are being enforced.*** Training staff will ensure enforcement of codes and will allow them to provide builders with information on current codes.

## Play 3: Provide education and create resources for contractors, builders, property owners, etc.

**Move IV.3.1: Create list of heat-tolerant and native shade trees and distribute.** A list of fast-growing native shade trees would provide contractors and builders guidance when constructing parking lots.

***\*Move IV.3.2: Create informational materials (brochures, checklists, etc.) that clearly explain parking lot ordinances and how to comply.*** These materials will increase awareness and provide simple information.

***\*Move IV.3.3: Create informational materials (brochures, checklists, etc.) that clearly explain cool roof ordinances and how to comply.*** These materials will increase awareness and provide simple information.

## Play 4: Increase the City's tree canopy and continue supporting tree education.

**Move IV.4.1: Review the City's tree ordinance and identify how it can be improved.** The tree ordinance ensures that trees in the City are protected. The ordinance should be reviewed to identify ways that it may be improved.

**Move IV.4.2: Determine possibility of planting more trees near public transportation stops.** Trees help mitigate the urban heat island effect.

**Move IV.4.3: Update educational materials on tree watering and distribute among sectors.** Distribute via South Pasadena Beautiful's outreach events and communication channels.

***\*Move IV.4.4: Create an Urban Forest Management Plan (UFMP).*** An Urban Forest Management Plan will include inventories and assessments of the current status of the urban forest and a strategic plan for implementing and monitoring the City's urban forest vision. It will enable City staff to more effectively maintain and increase the City's tree canopy.

**Goal IV: Mitigate Impacts of the Urban Heat Island Effect**

<b>MOVE</b>	<b>FIELD</b>	<b>PLAYERS</b>	<b>SCORE</b>	<b>CLOCK</b>	<b>SUPPORT</b>
<b>Play 1: Review and strengthen parking lot ordinances and/or enforcement if needed.</b>					
Move IV.1.1: Review parking lot codes and design standards and identify how they can be improved.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Building/Planning</b></li> <li>▪ Public Works</li> <li>▪ Management Svcs</li> <li>▪ NREC</li> </ul>	<input type="checkbox"/> List of codes and improvements	FY20/21 Q2	Consultant
<i>*Move IV.1.2: Educate/train Building and Planning Department on codes and ensure they are being enforced.</i>	<i>Municipal</i>	<ul style="list-style-type: none"> <li>▪ <b>Building/Planning</b></li> <li>▪ Public Works</li> </ul>	<input type="checkbox"/> Training <input type="checkbox"/> Session/Workshop	<i>FY20/21 Q3</i>	<i>Consultant</i>
<b>Play 2: Review and strengthen cool roof ordinances and/or enforcement if needed.</b>					
Move IV.2.1: Review cool roof codes and design standards and identify how they can be improved.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Building/Planning</b></li> <li>▪ Public Works</li> <li>▪ Management Svcs</li> <li>▪ NREC</li> </ul>	<input type="checkbox"/> List of codes and improvements	FY20/21 Q2	Consultant
<i>*Move IV.2.2: Educate/train Building and Planning Department on codes and ensure they are being enforced.</i>	<i>Municipal</i>	<ul style="list-style-type: none"> <li>▪ <b>Building/Planning</b></li> <li>▪ Public Works</li> </ul>	<input type="checkbox"/> Training <input type="checkbox"/> Session/Workshop	<i>FY20/21 Q3</i>	<i>Consultant</i>
<b>Play 3: Provide education and create resources for contractors, builders, property owners, etc.</b>					
Move IV.3.1: Create list of heat-tolerant and native shade trees and distribute.	All	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ NREC</li> </ul>	<input type="checkbox"/> List	FY20/21 Q2	
<i>*Move IV.3.2: Create informational materials (brochures, checklists, etc.) that clearly explain parking lot ordinances and how to comply.</i>	<i>All</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Building/Planning</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Factsheet	<i>FY20/21 Q3</i>	<i>Additional Staff; Printing funds</i>
<i>*Move IV.3.3: Create informational materials (brochures, checklists, etc.) that clearly explain cool roof ordinances and how to comply.</i>	<i>All</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ Building/Planning</li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Factsheet	<i>FY20/21 Q4</i>	<i>Additional staff; Printing funds</i>
<b>Play 4: Increase the city's tree canopy and continue supporting tree education.</b>					
Move IV.4.1: Review the City's tree ordinance and identify how it can be improved.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ NREC</li> </ul>	<input type="checkbox"/> List of improvements	<i>FY20/21 Q4</i>	
Move IV.4.2: Determine possibility of planting more trees near public transportation stops.	Municipal	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> List of places considered, and when they can be planted (if possible)	FY20/21 Q3	
Move IV.4.3: Update educational materials on tree watering and distribute among sectors.	All	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> <li>▪ PIO</li> </ul>	<input type="checkbox"/> Flyer	<i>FY20/21 Q1</i>	
<i>*Move IV.4.4: Create an Urban Forest Management Plan (UFMP).</i>	<i>Municipal</i>	<ul style="list-style-type: none"> <li>▪ <b>Public Works</b></li> </ul>	<input type="checkbox"/> UFMP	<i>FY20/21 Q4</i>	<i>Consultant; Funding</i>

*\*italicized → to be completed if additional resources are available*



**GOAL V** Prepare for the Consideration of Future Sustainability Initiatives

## Goal V: Prepare for the Consideration of Future Sustainability Initiatives

The South Pasadena Green Action Plan is only the beginning. The moves in this plan are just a few of the steps the City is committed to take towards sustainability. The following initiatives are important to the City and are on deck to be implemented.

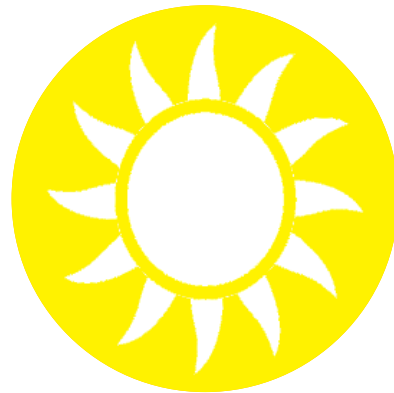
*\*Move V.1: Review the feasibility of the Renewable Energy Council's recommendations as outlined in their 2016 report, "A Clean Energy Pathway for South Pasadena."*

*\*Move V.2: Evaluate the feasibility of banning gas-powered lawn equipment including leaf blowers.*

*\*Move V.3: Establish a sustainability-focused group to spearhead the implementation of sustainability initiatives and practices in the commercial sector.*

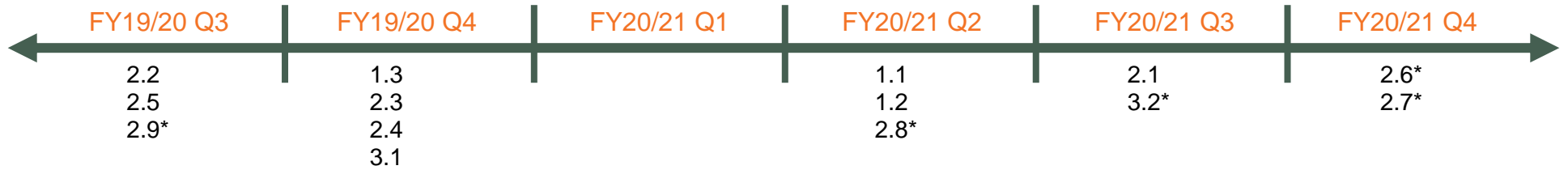
*\*Move V.4: Establish a sustainability-focused group to spearhead the implementation of sustainability initiatives and practices in South Pasadena schools.*

*\*Move V.5: Create a physical and/or virtual space focused on sustainability education and available to all South Pasadena residents.*

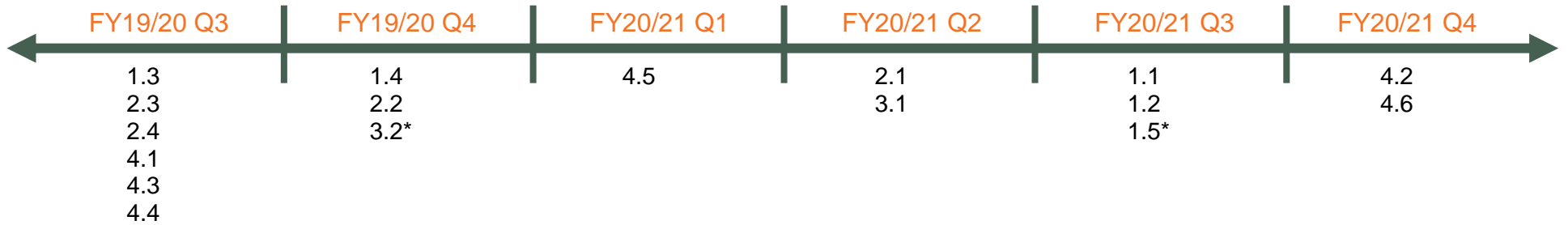


# Timeline

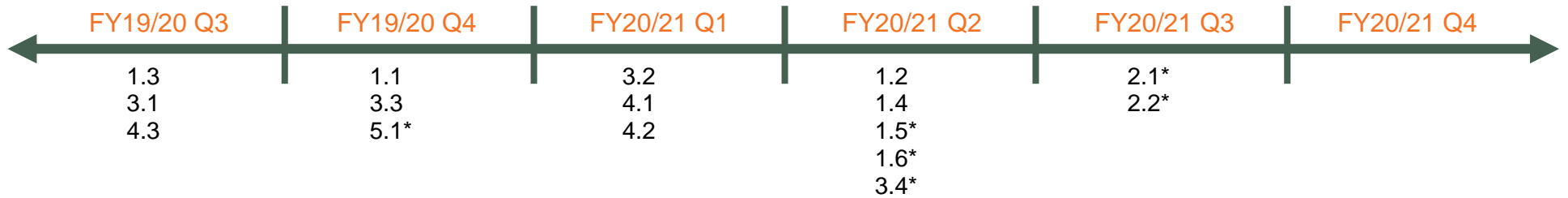
## Goal I



## Goal II



## Goal III



## Goal IV



\* to be completed if additional resources are available