



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

**A G E N D A
REGULAR MEETING
TUESDAY, JUNE 25, 2024, AT 7:00 P.M.**

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

South Pasadena Commission Statement of Civility

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

The meeting will be available:

- In Person – City Council Chambers, 1424 Mission Street
- Via Zoom – **Webinar ID: 880 7206 2700**

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

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/88072062700>; or
3. You may listen to the meeting by calling +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER: Chair Michael Siegel

ROLL CALL:

| | |
|--------------|-------------------------|
| Chair | Michael Siegel |
| Vice Chair | Emily Ng |
| Commissioner | Rona Bortz |
| Commissioner | Liam R. de Villa Bourke |
| Commissioner | Amy Davis Jones |
| Commissioner | Casey Law |
| Commissioner | Richard Tom |

PLEDGE OF ALLEGIANCE: Chair Michael Siegel

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

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Commission, however, the Chair and Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to NRECPublicComment@SouthPasadenaCA.gov.

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

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m., June 25, 2024**

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

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

PUBLIC COMMENT

1. GENERAL (NON-AGENDA ITEMS)

TREE HEARING

2. TREE HEARING: 405 HERMOSA PLACE

Recommendation

It is recommended that the Natural Resources and Environmental Commission review and provide recommendation to the planning review authority for the decision of the removal of fifteen existing trees at 405 Hermosa Place.

ACTION

3. RECOMMENDATION OF PROPOSED FY 24-25 WATER CONSERVATION PROGRAM

Recommendation

It is recommended that the Natural Resources and Environmental Commission recommends City Council approve the proposed Water Conservation Programs for the 2024-25 fiscal year.

4. APPROVAL OF NREC FY 23-24 ANNUAL REPORT AND FY 24-25 WORK PLAN

Recommendation

It is recommended that the Commission approve the NREC Fiscal Year 2023-2024 Annual Report and Fiscal Year 2024-2025 Work Plan.

5. APPROVAL OF MINUTES OF MAY 28, 2024 NREC MEETING

Recommendation

It is recommended that the Commission review and approve the May 28, 2024 Meeting Minutes.

COMMUNICATIONS

6. CITY COUNCIL LIAISON COMMUNICATIONS

7. COMMISSIONER COMMUNICATIONS

8. STAFF LIAISON COMMUNICATIONS

9. UPCOMING EVENTS

- Household Hazardous Waste Event
June 29 – Pasadena
- LA County Smart Gardening Webinars
(<https://www.ladpw.org/epd/sg/webinars.cfm>)
- MWD Turf Removal + CA Native Landscape Webinars
(<https://greengardensgroup.com/turf-transformation/>)

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION MEETINGS

| | | |
|--------------------|-----------------|-----------|
| July 23, 2024 | Regular Meeting | 7:00 p.m. |
| August 27, 2024 | Regular Meeting | 7:00 p.m. |
| September 24, 2024 | Regular Meeting | 7:00 p.m. |

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/government/boards-commissions>

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting. The City’s YouTube Channel may be accessed at:

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

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the Sustainability Division via email at NRECPublicComment@SouthPasadenaCA.gov or call (626) 403-7370.

ACCOMMODATIONS



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

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **June 20, 2024**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s, website as required by law, on the date listed below.*

6/20/2024

Date

Arpy Kasparian, Environmental Services & Sustainability Manager

ITEM 2

Tree Hearing:
405 Hermosa Place



Natural Resources & Environmental Commission Agenda Report

ITEM NO. _____

DATE: June 25, 2024

FROM: H. Ted Gerber, Public Works Director
Michael Vartanians, Principal Engineer

SUBJECT: **Proposed Removal of 15 Existing Trees at 405 Hermosa Place**

Recommendation

It is recommended that the Natural Resources and Environmental Commission review and provide recommendation to the planning review authority for the decision of the removal of fifteen existing trees at 405 Hermosa Place.

Background

On February 15, 2024, the applicant submitted a private property tree removal/replacement permit application (Attachment 1). The applicant identified fifteen trees for removal. Of the fifteen trees identified, three are significant trees and five are mature native trees. All trees on site are identified in the application inventory and arborist report. Staff recommend approval of the removal application. As a result of the removal of fifteen trees the applicant will be required to replant 47 twenty-four-inch box trees to satisfy the replacement requirement. A draft replacement plan has not been provided as the architect has stated the project is currently at a preliminary stage; however, with the required replacements, the applicant has indicated that they will likely need to dedicate many trees to the City in order to fulfill the replacement requirement. A public notice was mailed to owners and tenants within a 100-foot radius of the subject property to receive comments and the City received two objections during the notification period (Attachment 3).

Discussion/Analysis

Per SPMC 34.9(b), staff has been provided an arborist report to identify the condition of all trees on the property and a proposed development plan depicting the actual and proposed location of structures, topography and existing trees on the site. An arborist report was received on June 12, 2024, and is included as Attachment 2.

Tree removals associated with development shall only be conditionally approved subject to the applicant receiving their development building permit, paying all fees associated with the tree removal as established by resolution of the city council, and paying a deposit in the amount of \$19,928 for the forty-seven (47) replacement trees. Upon the planning review authority's approval of the development application and satisfaction of all conditions of approval, and payment of all required fees, the applicant shall be issued a tree removal permit, SPMC 34.10(5).

405 Hermosa Place Tree Removal Application

June 25, 2024

Page 2 of 2

Fiscal Impact

The applicant has paid the initial tree removal inspection fee of \$141.00 and will be required to pay any permit fees for the permit.

Attachments

1. Tree Removal Application
2. Arborist Report and Supporting Documents
3. Public Notice Responses

ATTACHMENT 1
Tree Removal Application

**CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
1414 Mission Street - South Pasadena - CA 91030 - 626-403-7240**

PRIVATE PROPERTY TREE REMOVAL/REPLACEMENT PERMIT APPLICATION

Please submit site plan if more than three (3) trees are involved.

Inspection Fee: \$141

PERMIT NO. _____

Permit Fee: \$364; 4 or more \$504

All fees are nonrefundable

Job Site: 405 Hermosa Court ^{Plan}

Property Owner's Name(S): Zixuan Xu Phone: _____

Address: 405 Hermosa Court

Contractor's Name: T.B.D.

Address: _____ Phone: _____

City Business License No: _____

**Trees 4" in diameter or greater are Mature Trees - Include all conditions warranting the removal
Please Submit plan if more than three (3) trees are involved**

| Tree(s) Diameter | Type of Tree(s) | Location of Tree | Reason for Removal |
|------------------------------|-----------------|------------------|--------------------|
| See attached Arborist Report | | | |
| | | | |
| | | | |
| | | | |

Office Use Only:
 Application Received: _____ Tree Removal and Replacement Plan: _____ Arborist Report: _____
 Project Narrative: _____ Proposed Development Plan: _____ Site Plan: _____ NREC Hearing Date: _____
 Comment Period Begins: _____ Comment Period Ends: _____ Permit Ready: _____

PRIVATE PROPERTY TREE REMOVAL/REPLACEMENT PERMIT CONDITIONS:

- (1) Conditions must exist to warrant the removal of any mature tree. Healthy trees which are not causing a hardship on the property owner shall not be approved for removal.
- (2) Tree removals will include complete removal of the stump and backfill of the hole.
- (3) For every tree approved for removal, multiple replacement trees must be planted anywhere on the owner's property or on City's property upon City's approval. For replacement tree(s) planted in the parkway, root barriers will be required to control the root system. The size of the replacement tree(s) is (are) based on the diameter of the trunk and the type of tree(s) for removal. The replacement tree(s) must be a minimum of 24" box size or as specified by the Engineering Division.
- (4) Replacement trees must be planted within 90 days of the **issuance date on the permit**.
- (5) Prior to planting the replacement trees, a final inspection must be conducted by the City inspector to verify conformance with tree replacement requirements. Please call to schedule an appointment at (626) 403-7370, Monday through Thursday, 7:30 a.m. to 4:00 p.m.
- (6) **A 100-foot radius map and mailing labels shall be required to provide public notice of the tree removal. Residents within a 100-foot radius of the property shall be given 15-days to comment on the tree removal prior to issuance of the permit.**

APPLICANT SIGNATURE: Charles Minyard DATE: 02/15/24

City use only

1. Recommended for Approval or Denial Type/Variety Inspected: _____
Size of Tree: _____ Replacement Tree Size: _____ Qty: _____ Due by: _____
Comments: _____

Inspected By: _____ Date Inspected: _____

2. Recommended for Approval or Denial Type/Variety Inspected: _____
Size of Tree: _____ Replacement Tree Size: _____ Qty: _____ Due by: _____
Comments: _____

Inspected By: _____ Date Inspected: _____

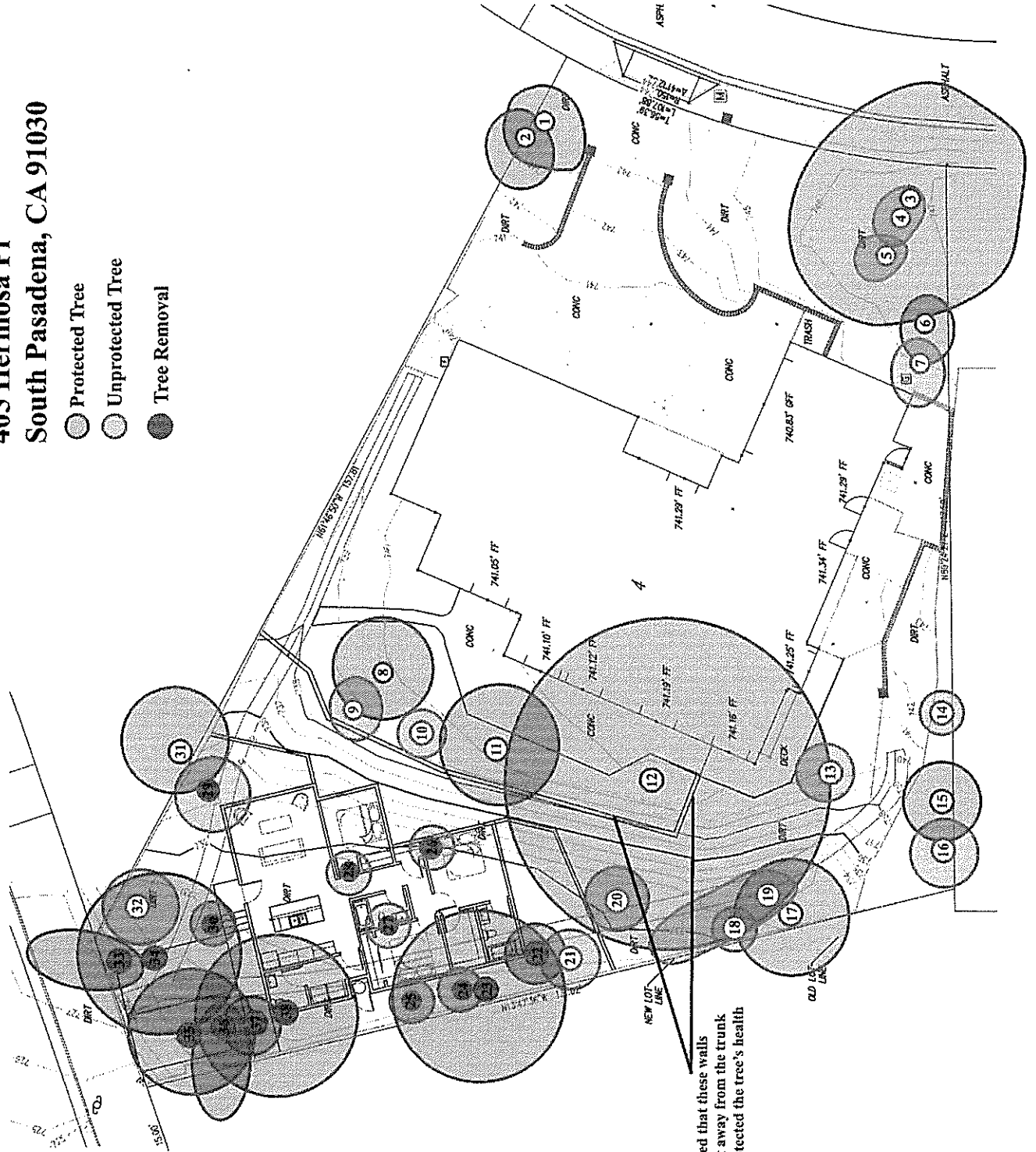
3. Recommended for Approval or Denial Type/Variety Inspected: _____
Size of Tree: _____ Replacement Tree Size: _____ Qty: _____ Due by: _____
Comments: _____

Inspected By: _____ Date Inspected: _____

Tree Map

405 Hermosa Pl
 South Pasadena, CA 91030

- Protected Tree
- Unprotected Tree
- Tree Removal



It is recommended that these walls be placed 15 feet away from the trunk of Tree 12 to protect the tree's health and stability.

ALL REMOVALS HAVE
BEEN VERIFIED. TREE DATA

Matrix of All Trees

| Tree # | Tag # | Species | Scientific Name | # of Stems | Stem(s) DBH (in) | Total DBH (in) | Ordinance Classification | Protected | Canopy Height (ft) | Canopy Width (ft) | Location | Removal |
|--------|-------|-------------------------|--------------------------------|------------|------------------|----------------|--------------------------|-----------|--------------------|-------------------|-------------------|---------|
| 1 | 736 | Lemon Bottlebrush | <i>Callistemon citrinus</i> | 2 | 14.6 | 20 | Significant | Yes | 22 | 20 | On-site | No |
| 2 | 737 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 8 | 8 | Mature Oak | Yes | 25 | 15 | On-site | No |
| 3 | 738 | Deodar Cedar | <i>Cedrus deodara</i> | 1 | 33 | 33 | Significant | Yes | 75 | 45 | On-site | No |
| 4 | 739 | Victorian Box | <i>Pittosporum undulatum</i> | 2 | 6.4 | 10 | Mature | No | 22 | 15 | On-site | No |
| 5 | 740 | Victorian Box | <i>Pittosporum undulatum</i> | 1 | 7 | 7 | Mature | No | 20 | 18 | On-site | No |
| 6 | 741 | Pittosporum | <i>Pittosporum sp.</i> | 2 | 6.6 | 12 | Significant | Yes | 25 | 18 | On-site | No |
| 7 | 742 | Pittosporum | <i>Pittosporum sp.</i> | 1 | 11 | 11 | Mature | No | 30 | 20 | On-site | No |
| 8 | 743 | Crape Myrtle | <i>Lagerstroemia indica</i> | 6 | 4.5,6,3,4,5 | 27 | Significant | Yes | 25 | 25 | On-site | No |
| 9 | 744 | Chinese Elm | <i>Ulmus parvifolia</i> | 1 | 5 | 5 | Mature | No | 20 | 16 | On-site | No |
| 10 | 745 | Pittosporum | <i>Pittosporum sp.</i> | 2 | 5.3 | 8 | Mature | No | 15 | 10 | On-site | No |
| 11 | 746 | Southern Magnolia | <i>Magnolia grandiflora</i> | 1 | 14 | 14 | Significant | Yes | 35 | 25 | On-site | No |
| 12 | 747 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 35 | 35 | Mature Oak | Yes | 55 | 60 | On-site | No |
| 13 | 748 | Crape Myrtle | <i>Lagerstroemia indica</i> | 1 | 7 | 7 | Mature | No | 28 | 16 | On-site | No |
| 14 | 749 | Fern Pine | <i>Araucaria falcatus</i> | 3 | 3,3,3 | 9 | Mature | No | 18 | 10 | On-site | No |
| 15 | 750 | Incense Cedar | <i>Calocedrus decurrens</i> | 1 | 18 | 18 | Significant | Yes | 32 | 16 | On-site | No |
| 16 | 751 | Pittosporum | <i>Pittosporum sp.</i> | 1 | 10 | 10 | Mature | No | 30 | 20 | On-site | No |
| 17 | 752 | Canary Island Date Palm | <i>Phoenix canariensis</i> | 1 | 24 | 24 | Significant | Yes | 40 | 25 | On-site | No |
| 18 | 753 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 7 | 7 | Mature | No | 18 | 15 | On-site | No |
| 19 | 754 | Pittosporum | <i>Pittosporum sp.</i> | 1 | 8 | 8 | Mature | No | 12 | 15 | On-site | No |
| 20 | 755 | Avocado | <i>Persea americana</i> | 1 | 7 | 7 | Mature | No | 20 | 12 | On-site | No |
| 21 | 756 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 7 | 7 | Mature | No | 20 | 15 | On-site | No |
| 22 | 757 | Toyon | <i>Heteromeles arbutifolia</i> | 2 | 4.6 | 10 | Mature Native | Yes | 20 | 20 | On-site | Yes |
| 23 | 758 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 27 | 27 | Mature Oak | Yes | 40 | 40 | On-site | Yes |
| 24 | 759 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 5 | 5 | Mature | No | 18 | 12 | On-site | Yes |
| 25 | 760 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 6 | 6 | Mature | No | 20 | 15 | On-site | Yes |
| 26 | 761 | Citrus | <i>Citrus sp.</i> | 2 | 4.6 | 10 | Mature | No | 15 | 12 | On-site | Yes |
| 27 | 762 | Citrus | <i>Citrus sp.</i> | 3 | 3,4,4 | 11 | Mature | No | 15 | 10 | On-site | Yes |
| 28 | 763 | Citrus | <i>Citrus sp.</i> | 2 | 3.4 | 7 | Mature | No | 10 | 8 | On-site | Yes |
| 29 | 764 | Rubber Tree | <i>Ficus elastica</i> | 1 | 7 | 7 | Mature | No | 35 | 25 | On-site | Yes |
| 30 | 765 | Citrus | <i>Citrus sp.</i> | 4 | 4,3,3,1 | 11 | Mature | No | 15 | 10 | On-site | Yes |
| 31 | None | Evergreen Ash | <i>Fraxinus uhdei</i> | 1 | 12 (estimated) | 12 | Significant | Yes | 40 | 30 | Adjacent Property | No |
| 32 | 766 | Japanese Loquat | <i>Eriobotrya japonica</i> | 2 | 6.4 | 10 | Mature | No | 25 | 20 | On-site | No |
| 33 | 767 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 10 | 10 | Mature Oak | Yes | 20 | 22 | On-site | Yes |
| 34 | 768 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 28 | 28 | Significant | Yes | 100 | 30 | On-site | Yes |
| 35 | 769 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 27 | 27 | Significant | Yes | 80 | 30 | On-site | Yes |
| 36 | 770 | Coast Live Oak | <i>Quercus agrifolia</i> | 2 | 13.5 | 18 | Mature Oak | Yes | 20 | 15 | On-site | Yes |
| 37 | 771 | Toyon | <i>Heteromeles arbutifolia</i> | multiple | multiple | 14 | Mature Native | Yes | 15 | 12 | On-site | Yes |
| 38 | 772 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 42 | 42 | Significant | Yes | 100 | 30 | On-site | Yes |



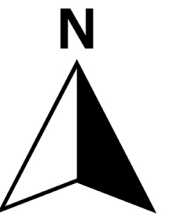
City of South Pasadena
Public Works Department
Engineering Division

1414 Mission Street, South Pasadena, CA 91030 (626) 403-7240

Private Property Tree Removal Location: 405 HERMOSA PL.

| NUMBER | TREE SPECIES | SIZE | VERIFY HEALTH | NOTES |
|---------------------|---|------|-------------------------------|---|
| 1 22 | TOYON (HETEROMELES ARBUTIFOLIA) | 10" | DOUBLE STEMMED FAIR HEALTH | ALL INFORMATION IN THE ARBORIST REPORT FOR TREE |
| 2 23 | COAST LIVE OAK (QUERCUS AERIFOLIA) | 27" | | REMOVAL IS ACCURATE. THESE TREES ARE |
| 3 24 | CAROLINA CHERRY (PRUNUS CAROLINIANA) | 5" | | APPROVED FOR REMOVAL PENDING |
| 4 25 | CAROLINA CHERRY (P. CAROLINIANA) | 6" | | SITE DEVELOPMENT - REBECCA MEJIA ISA WE-2355A |
| 5 26 | CITRUS (CITRUS SP.) | 10" | FAIR | 3-20-2024 |
| 6 27 | CITRUS | 11" | FAIR | |
| 7 28 | CITRUS | 7" | FAIR | |
| 8 29 | RUBBER TREE (FICUS ELASTICA) | 7" | | |
| 9 30 | CITRUS | 11" | FAIR | |
| 10 33 | COAST LIVE OAK (Q. AERIFOLIA) | 10" | | |
| 11 34 | CANARY ISLAND PINE (PINUS CANARIENSIS) | 28" | | |
| 12 35 | CANARY ISLAND PINE (P. CANARIENSIS) | 27" | | |
| 13 36 | COAST LIVE OAK (Q. AERIFOLIA) | 18" | | |
| 14 37 | TOYON. (H. ARBUTIFOLIA) | 14" | | |
| 15 38 | CANARY ISLAND PINE (P. CANARIENSIS) | 42" | | |




ATTACHMENT 2
Tree Map and Arborist Report

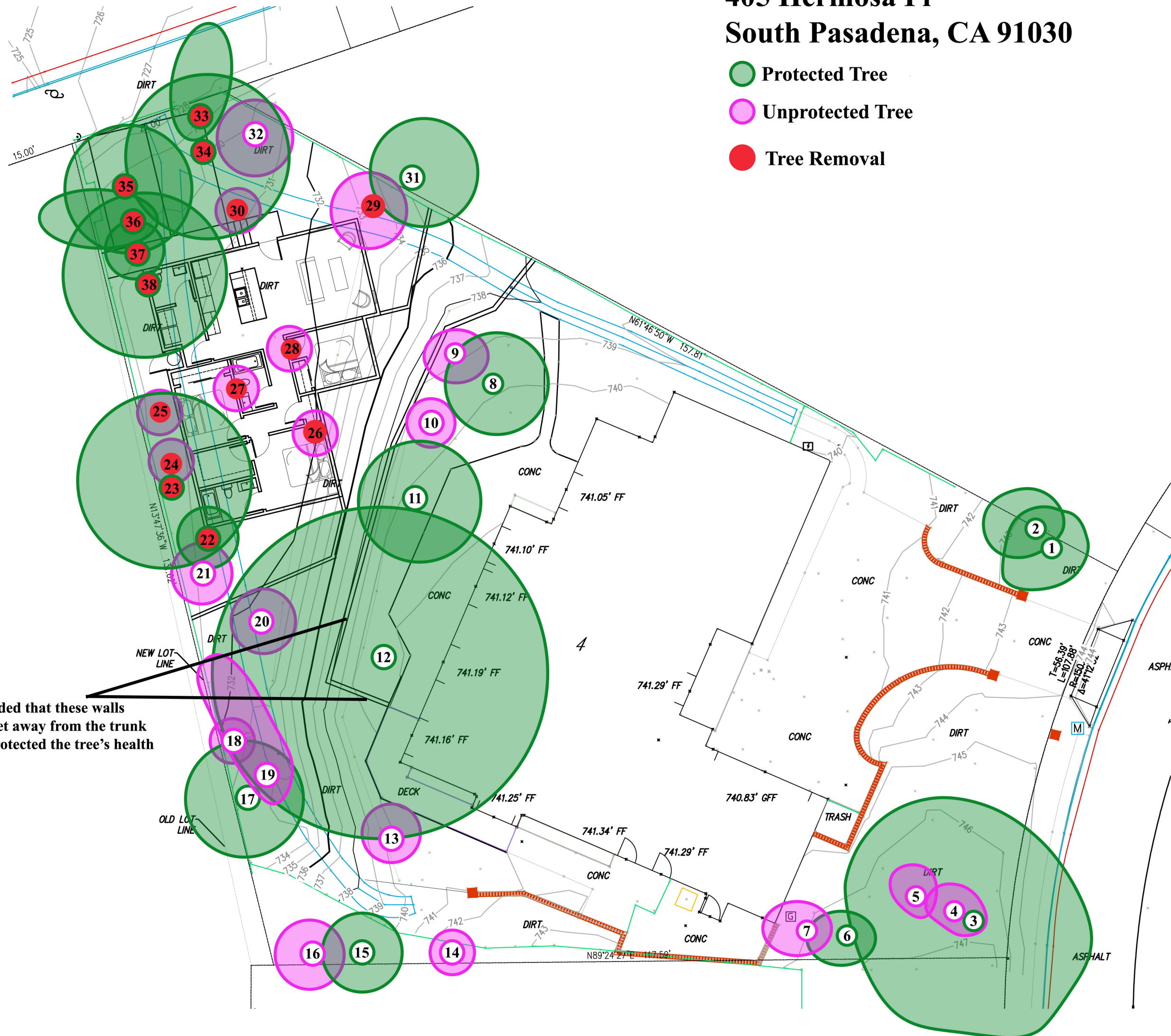


Tree Map

405 Hermosa Pl

South Pasadena, CA 91030

-  Protected Tree
-  Unprotected Tree
-  Tree Removal



It is recommended that these walls be placed 15 feet away from the trunk of Tree 12 to protect the tree's health and stability.

405 Hermosa Pl

3.14.24 Tree Report

SUBMITTED TO:

Chuck Minyard
Primior Property Management
750 N Diamond Bar Blvd, Ste 188
Diamond Bar, CA 91765

PREPARED BY:

Cris Falco
(619) 313-3939
1318 E Walnut Creek Pkwy
West Covina, CA 91790

Board Certified Master Arborist WE-7490B
Registered Consulting Arborist #557
Pest Control Adviser #128017
Qualified Tree Risk Assessor

 **ASCA** RCA #557
Registered Consulting Arborist®



MARCH 14, 2024

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| Mitigation Trees..... | 6 |
| Tree Photos | 7 |
| Assumptions & Limiting Conditions | 45 |
| Appendix A: <u>Construction Project Tree Information</u> Form | 47 |
| Appendix B: <u>South Pasadena Resident’s Guide to the City’s Tree Ordinance</u> | 48 |

Tree Map PDF separately attached

BACKGROUND AND ASSIGNMENT

In February of 2024, I was contracted by Primior Property Management to prepare a Protected Tree Report for 405 Hermosa Pl, South Pasadena, CA 91030. The property owner intends to construct an ADU in the northwest corner of the property (the Project), and the City of South Pasadena requires a Protected Tree Report for this construction because there are protected trees in the vicinity of the Project. The agreed-upon consulting assignment was to prepare a Protected Tree Report per the requirements of South Pasadena's Construction Project Tree Information form (see Appendix A) and South Pasadena's tree protection ordinance (Chapter 34: Trees and Shrubs). I visited the subject property on February 24, 2024, to collect data for this report.

The consulting assignment did not include a tree risk assessment¹, and I do not guarantee the safety, health, or condition of the trees on the subject property or any other tree in the vicinity of the subject property. There is no warranty or guarantee, expressed or implied, that problems or deficiencies in the subject trees may not arise in the future. My expertise in this matter is limited to arboriculture, and this report is not intended to be legal advice. This report has been written for and intended to be used by the property owner and Primior Property Management for development purposes.

¹ <https://www.isa-arbor.com/Credentials/ISA-Tree-Risk-Assessment-Qualification>

PROJECT DESCRIPTION

405 Hermosa Pl is a .32-acre property with an existing single-family residence. The property owner intends to build an ADU (the Project) in the northwest corner of the property with its own street entrance and carport.

For this Protected Tree Report, I inventoried 38 trees, 37 on the subject property, and one (Tree 31) on the adjacent property (the extent of its dripline is within 15 feet of the Project). Of the 38 trees, 18 are protected because they fit the description of a “significant tree,” “mature oak,” or “mature native tree,” as defined by Chapter 34 of the City’s municipal code. A total of 15 trees will need to be removed because they are in the footprint of the Project. Eight of the 15 trees to be removed are protected (Trees # 22-23 and 33-38).

On the Tree Map, a potential retaining wall is indicated west and south of Tree 12 (coast live oak). Since this tree has a 35-inch DBH², it is recommended that the wall be placed at least 12 feet away from the trunk of the tree.

² Diameter at Breast Height (DBH) is the trunk diameter measured 4.5 feet above ground/grade level.

TREE DATA

Matrix of All Trees

| Tree # | Tag # | Species | Scientific Name | # of Stems | Stem(s) DBH (in) | Total DBH (in) | Ordinance Classification | Protected | Canopy Height (ft) | Canopy Width (ft) | Location | Removal |
|--------|-------|-------------------------|--------------------------------|------------|------------------|----------------|--------------------------|-----------|--------------------|-------------------|-------------------|---------|
| 1 | 736 | Lemon Bottlebrush | <i>Callistemon citrinus</i> | 2 | 14,6 | 20 | Significant | Yes | 22 | 20 | On-site | No |
| 2 | 737 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 8 | 8 | Mature Oak | Yes | 25 | 15 | On-site | No |
| 3 | 738 | Deodar Cedar | <i>Cedrus deodara</i> | 1 | 33 | 33 | Significant | Yes | 75 | 45 | On-site | No |
| 4 | 739 | Victorian Box | <i>Pittosporum undulatum</i> | 2 | 6,4 | 10 | Mature | No | 22 | 15 | On-site | No |
| 5 | 740 | Victorian Box | <i>Pittosporum undulatum</i> | 1 | 7 | 7 | Mature | No | 20 | 18 | On-site | No |
| 6 | 741 | Pittosporum | <i>Pittosporum sp.</i> | 2 | 6,6 | 12 | Significant | Yes | 25 | 18 | On-site | No |
| 7 | 742 | Pittosporum | <i>Pittosporum sp.</i> | 1 | 11 | 11 | Mature | No | 30 | 20 | On-site | No |
| 8 | 743 | Crape Myrtle | <i>Lagerstroemia indica</i> | 6 | 4,5,6,3,4,5 | 27 | Significant | Yes | 25 | 25 | On-site | No |
| 9 | 744 | Chinese Elm | <i>Ulmus parvifolia</i> | 1 | 5 | 5 | Mature | No | 20 | 16 | On-site | No |
| 10 | 745 | Pittosporum | <i>Pittosporum sp.</i> | 2 | 5,3 | 8 | Mature | No | 15 | 10 | On-site | No |
| 11 | 746 | Southern Magnolia | <i>Magnolia grandiflora</i> | 1 | 14 | 14 | Significant | Yes | 35 | 25 | On-site | No |
| 12 | 747 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 35 | 35 | Mature Oak | Yes | 55 | 60 | On-site | No |
| 13 | 748 | Crape Myrtle | <i>Lagerstroemia indica</i> | 1 | 7 | 7 | Mature | No | 28 | 16 | On-site | No |
| 14 | 749 | Fern Pine | <i>Afrocarpus falcatus</i> | 3 | 3,3,3 | 9 | Mature | No | 18 | 10 | On-site | No |
| 15 | 750 | Incense Cedar | <i>Calocedrus decurrens</i> | 1 | 18 | 18 | Significant | Yes | 32 | 16 | On-site | No |
| 16 | 751 | Pittosporum | <i>Pittosporum sp.</i> | 1 | 10 | 10 | Mature | No | 30 | 20 | On-site | No |
| 17 | 752 | Canary Island Date Palm | <i>Phoenix canariensis</i> | 1 | 24 | 24 | Significant | Yes | 40 | 25 | On-site | No |
| 18 | 753 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 7 | 7 | Mature | No | 18 | 15 | On-site | No |
| 19 | 754 | Pittosporum | <i>Pittosporum sp.</i> | 1 | 8 | 8 | Mature | No | 12 | 15 | On-site | No |
| 20 | 755 | Avocado | <i>Persea americana</i> | 1 | 7 | 7 | Mature | No | 20 | 12 | On-site | No |
| 21 | 756 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 7 | 7 | Mature | No | 20 | 15 | On-site | No |
| 22 | 757 | Toyon | <i>Heteromeles arbutifolia</i> | 2 | 4,6 | 10 | Mature Native | Yes | 20 | 20 | On-site | Yes |
| 23 | 758 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 27 | 27 | Mature Oak | Yes | 40 | 40 | On-site | Yes |
| 24 | 759 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 5 | 5 | Mature | No | 18 | 12 | On-site | Yes |
| 25 | 760 | Carolina Cherry | <i>Prunus caroliniana</i> | 1 | 6 | 6 | Mature | No | 20 | 15 | On-site | Yes |
| 26 | 761 | Citrus | <i>Citrus sp.</i> | 2 | 4,6 | 10 | Mature | No | 15 | 12 | On-site | Yes |
| 27 | 762 | Citrus | <i>Citrus sp.</i> | 3 | 3,4,4 | 11 | Mature | No | 15 | 10 | On-site | Yes |
| 28 | 763 | Citrus | <i>Citrus sp.</i> | 2 | 3,4 | 7 | Mature | No | 10 | 8 | On-site | Yes |
| 29 | 764 | Rubber Tree | <i>Ficus elastica</i> | 1 | 7 | 7 | Mature | No | 35 | 25 | On-site | Yes |
| 30 | 765 | Citrus | <i>Citrus sp.</i> | 4 | 4,3,3,1 | 11 | Mature | No | 15 | 10 | On-site | Yes |
| 31 | None | Evergreen Ash | <i>Fraxinus uhdei</i> | 1 | 12 (estimated) | 12 | Significant | Yes | 40 | 30 | Adjacent Property | No |
| 32 | 766 | Japanese Loquat | <i>Eriobotrya japonica</i> | 2 | 6,4 | 10 | Mature | No | 25 | 20 | On-site | No |
| 33 | 767 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 10 | 10 | Mature Oak | Yes | 20 | 22 | On-site | Yes |
| 34 | 768 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 28 | 28 | Significant | Yes | 100 | 30 | On-site | Yes |
| 35 | 769 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 27 | 27 | Significant | Yes | 80 | 30 | On-site | Yes |
| 36 | 770 | Coast Live Oak | <i>Quercus agrifolia</i> | 2 | 13,5 | 18 | Mature Oak | Yes | 20 | 15 | On-site | Yes |
| 37 | 771 | Toyon | <i>Heteromeles arbutifolia</i> | multiple | multiple | 14 | Mature Native | Yes | 15 | 12 | On-site | Yes |
| 38 | 772 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 42 | 42 | Significant | Yes | 100 | 30 | On-site | Yes |

Matrix of “Mature Native” and “Mature Oak” Removals

| Tree # | Tag # | Species | Scientific Name | # of Stems | Stem(s) DBH (in) | Total DBH (in) | Ordinance Classification | Protected | Canopy Height (ft) | Canopy Width (ft) | Location | Removal |
|--------|-------|----------------|--------------------------------|------------|------------------|----------------|--------------------------|-----------|--------------------|-------------------|----------|---------|
| 22 | 757 | Toyon | <i>Heteromeles arbutifolia</i> | 2 | 4,6 | 10 | Mature Native | Yes | 20 | 20 | On-site | Yes |
| 23 | 758 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 27 | 27 | Mature Oak | Yes | 40 | 40 | On-site | Yes |
| 33 | 767 | Coast Live Oak | <i>Quercus agrifolia</i> | 1 | 10 | 10 | Mature Oak | Yes | 20 | 22 | On-site | Yes |
| 36 | 770 | Coast Live Oak | <i>Quercus agrifolia</i> | 2 | 13,5 | 18 | Mature Oak | Yes | 20 | 15 | On-site | Yes |
| 37 | 771 | Toyon | <i>Heteromeles arbutifolia</i> | multiple | multiple | 14 | Mature Native | Yes | 15 | 12 | On-site | Yes |
| | | | | | Total DBH inches | 79 | | | | | | |

Matrix of “Significant Tree” Removals

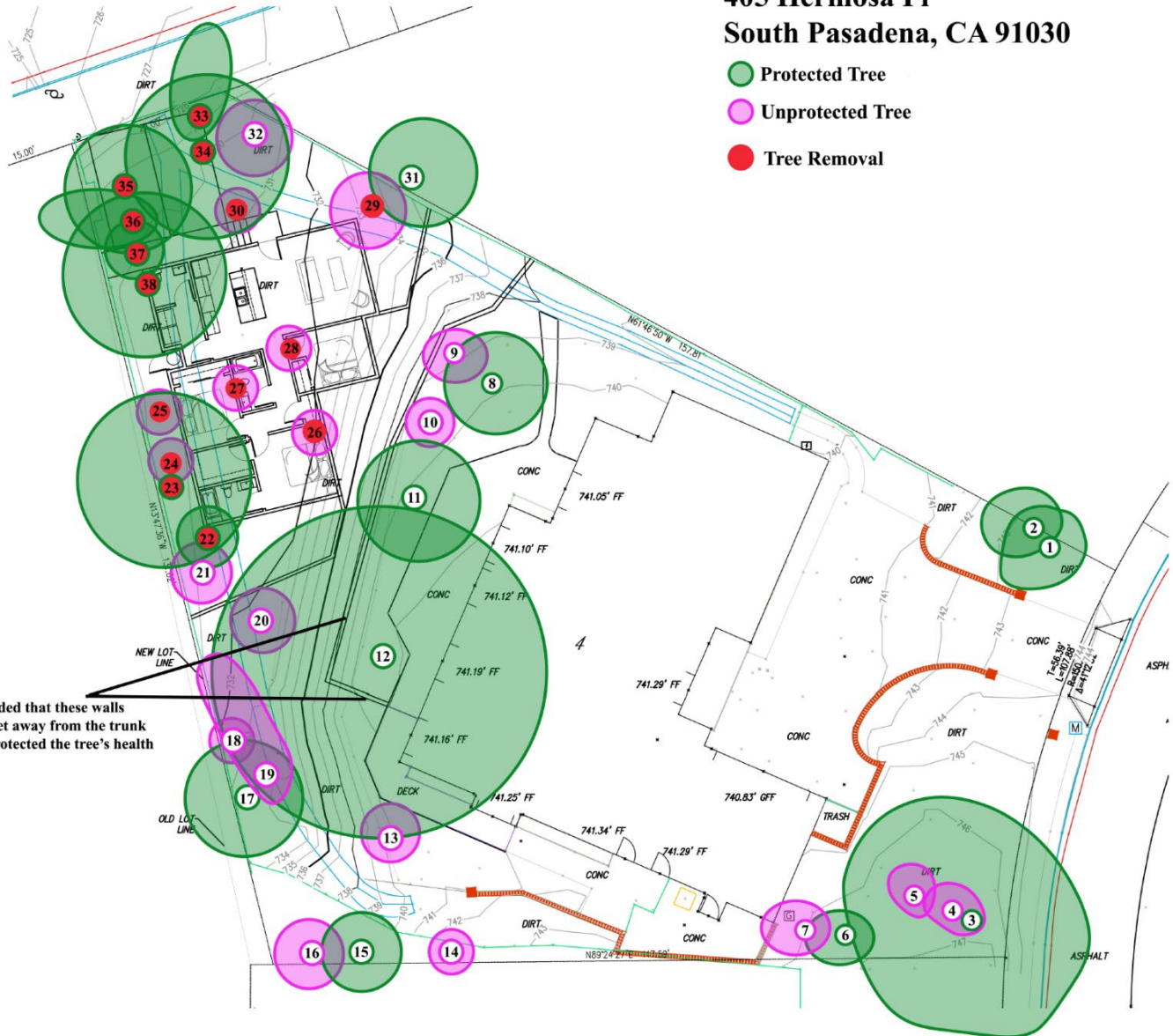
| Tree # | Tag # | Species | Scientific Name | # of Stems | Stem(s) DBH (in) | Total DBH (in) | Ordinance Classification | Protected | Canopy Height (ft) | Canopy Width (ft) | Location | Removal |
|--------|-------|--------------------|--------------------------|------------|------------------|----------------|--------------------------|-----------|--------------------|-------------------|----------|---------|
| 34 | 768 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 28 | 28 | Significant | Yes | 100 | 30 | On-site | Yes |
| 35 | 769 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 27 | 27 | Significant | Yes | 80 | 30 | On-site | Yes |
| 38 | 772 | Canary Island Pine | <i>Pinus canariensis</i> | 1 | 42 | 42 | Significant | Yes | 100 | 30 | On-site | Yes |
| | | | | | Total DBH inches | 97 | | | | | | |

Tree Map

405 Hermosa Pl
South Pasadena, CA 91030



- Protected Tree
- Unprotected Tree
- Tree Removal



It is recommended that these walls be placed 15 feet away from the trunk of Tree 12 to protect the tree's health and stability.

MITIGATION TREES

In the “Development or Construction Replacement Trees” section of the South Pasadena Resident’s Guide to the City’s Tree Ordinance document (Appendix B), it states that “For non-native tree removals associated with development or construction, one 24” box tree will be required as a replacement for each six-inch increment of the diameter of the tree being removed. For native tree removals associated with development or construction, two 24” box trees will be required as a replacement for each six-inch increment.”

The Tree Data section of this report, as seen above, indicates that there are 5 “mature oak” and/or “mature native trees” to be removed, with a total of 79 DBH inches. Based on the language in the paragraph above, 26 24-inch box trees would be required as mitigation. There are also 3 “significant trees” that require removal as part of the Project, with a total of 97 DBH inches. For these trees, 16 24-inch box trees would be required as mitigation. In total, there would be 42 24-inch box trees required to mitigate for the Project’s required tree removals.

Planting 42 24-inch box trees on the subject property would not be practical. Per the South Pasadena Resident’s Guide to the City’s Tree Ordinance document, it is recommended that the homeowner donate the trees to the City and the Public Works Department who “will plant the trees on city property, such as in parkways, parks and medians.”

TREE PHOTOS



Tree 1
Lemon Bottlebrush (*Callistemon citrinus*)
Protected (Significant)



Tree 2
Coast Live Oak (*Quercus agrifolia*)
Protected (Mature Oak)



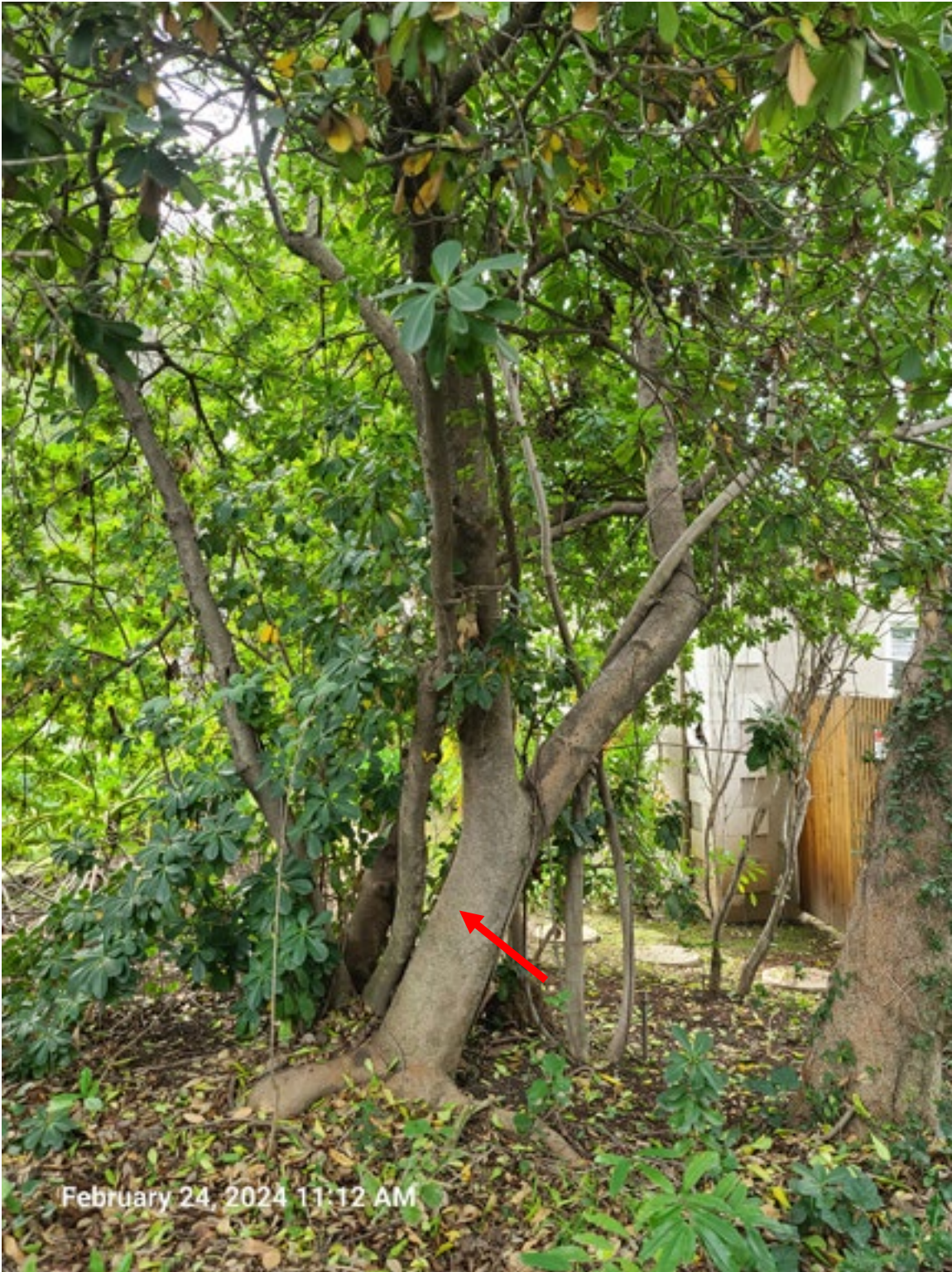
Tree 3
Deodar Cedar (*Cedrus deodara*)
Protected (Significant)



Tree 4
Victorian Box (*Pittosporum undulatum*)
Not Protected



Tree 5
Victorian Box (*Pittosporum undulatum*)
Not Protected



Tree 6
Pittosporum (*Pittosporum* sp.)
Protected (Significant)



Tree 7
Pittosporum (*Pittosporum* sp.)
Not Protected



Tree 8
Crape Myrtle (*Lagerstroemia indica*)
Protected (Significant)



Tree 9
Chinese Elm (*Ulmus parvifolia*)
Not Protected



Tree 10
Pittosporum (*Pittosporum* sp.)
Not Protected



Tree 11
Southern Magnolia (*Magnolia grandiflora*)
Protected (Significant)



Tree 12
Coast Live Oak (*Quercus agrifolia*)
Protected (Mature Oak)



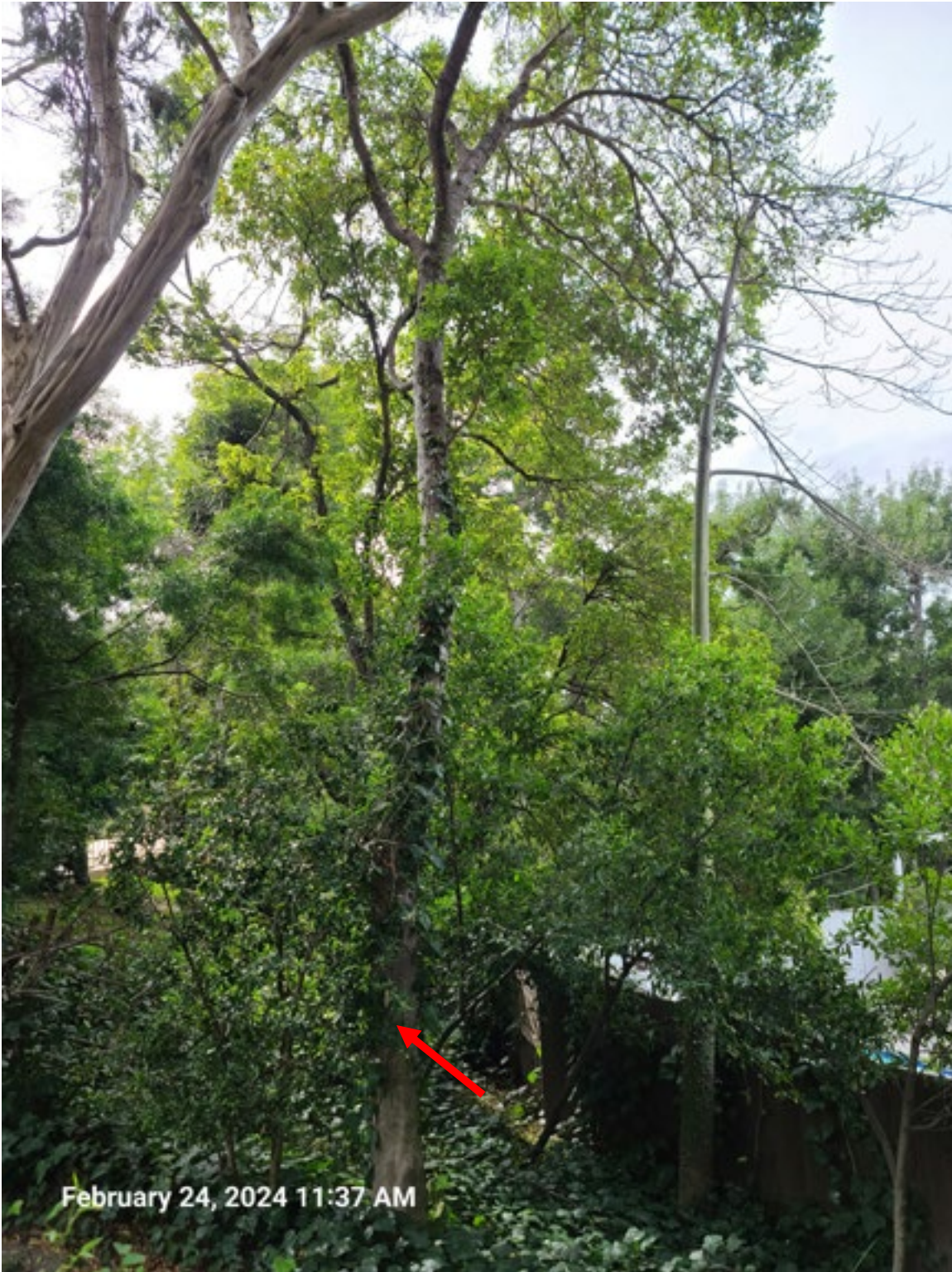
Tree 13
Crape Myrtle (*Lagerstroemia indica*)
Not Protected



Tree 14
Fern Pine (*Afrocarpus falcatus*)
Not Protected



Tree 15
Incense Cedar (*Calocedrus decurrens*)
Protected (Significant)



Tree 16
Pittosporum (*Pittosporum* sp.)
Not Protected



Tree 17
Canary Island Date Palm (*Phoenix canariensis*)
Protected (Significant)



Tree 18
Carolina Cherry (*Prunus caroliniana*)
Not Protected



Tree 19
Pittosporum (*Pittosporum* sp.)
Not Protected



Tree 20
Avocado (*Persea americana*)
Not Protected



Tree 21
Carolina Cherry (*Prunus caroliniana*)
Not Protected



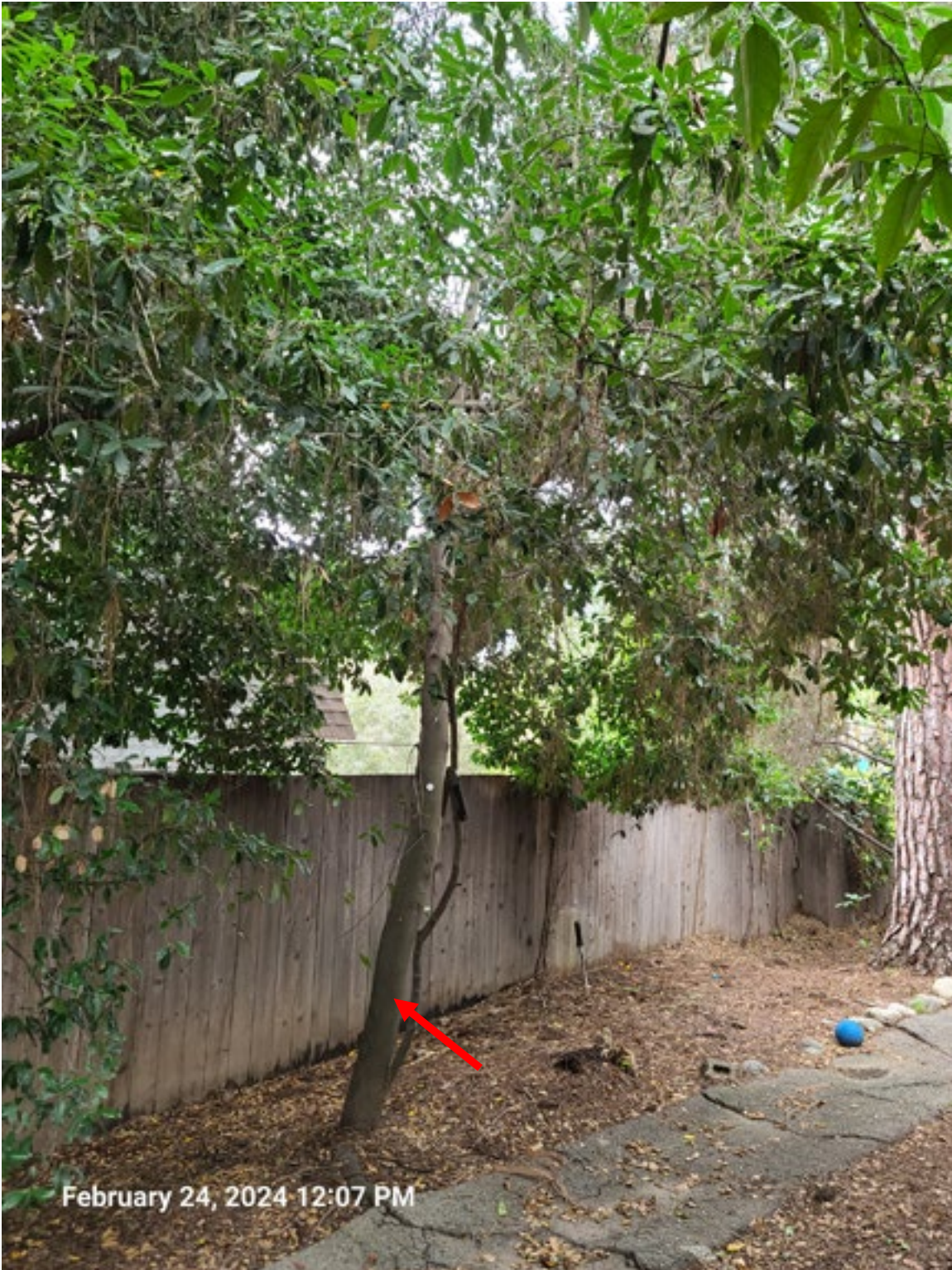
Tree 22
Toyon (*Heteromeles arbutifolia*)
Protected (Mature Native)



Tree 23
Coast Live Oak (*Quercus agrifolia*)
Protected (Mature Oak)



Tree 24
Carolina Cherry (*Prunus caroliniana*)
Not Protected



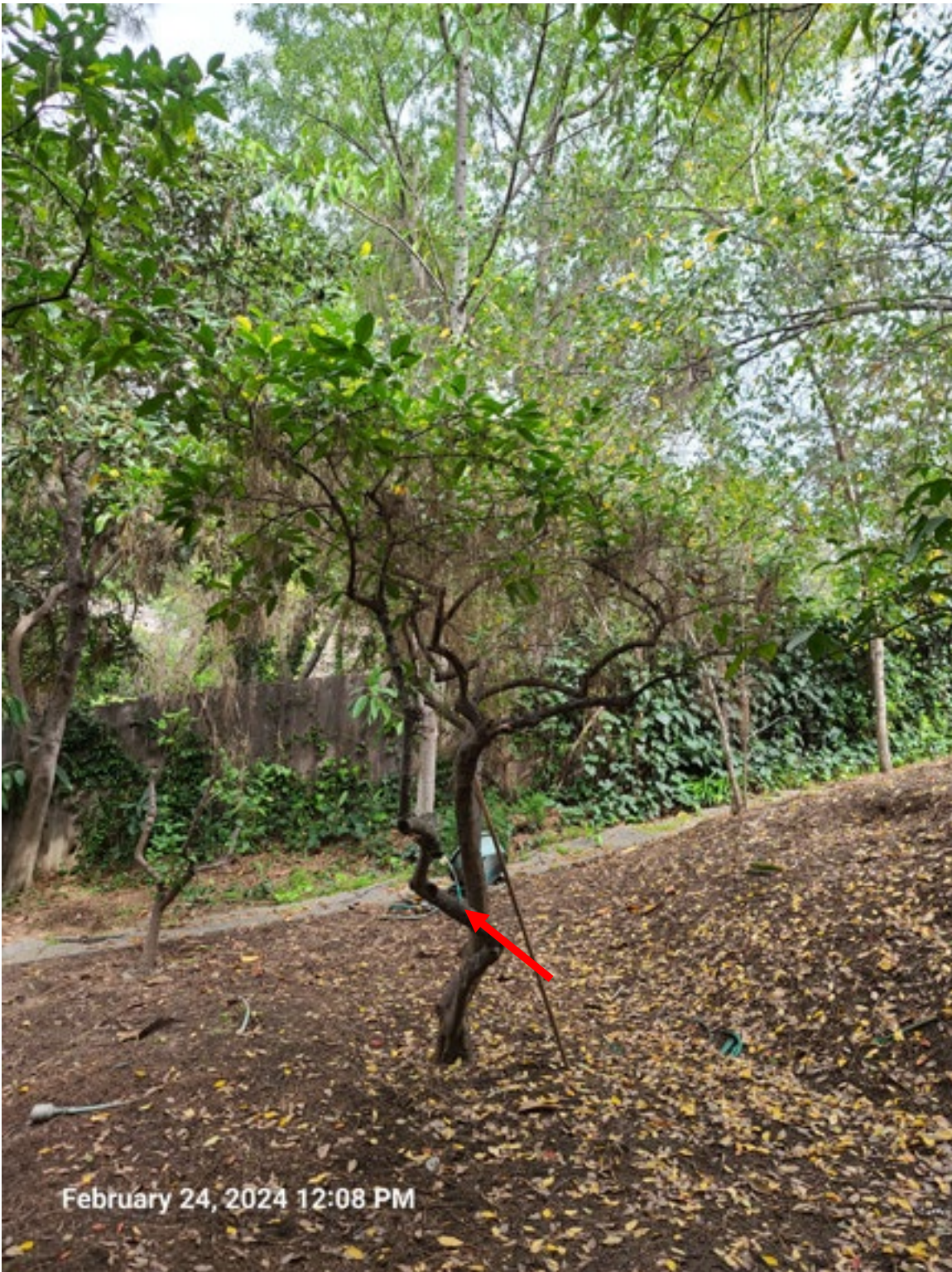
Tree 25
Carolina Cherry (*Prunus caroliniana*)
Not Protected



Tree 26
Citrus (*Citrus* sp.)
Not Protected



Tree 27
Citrus (*Citrus* sp.)
Not Protected



Tree 28
Citrus (*Citrus* sp.)
Not Protected



Tree 29
Rubber Tree (*Ficus elastica*)
Not Protected



Tree 30
Citrus (*Citrus* sp.)
Not Protected



Tree 31
Evergreen Ash (*Fraxinus uhdei*)
Protected (Significant)



Tree 32
Japanese Loquat (*Eriobotrya japonica*)
Not Protected



Tree 33
Coast Live Oak (*Quercus agrifolia*)
Protected (Mature Oak)



Tree 34
Canary Island Pine (*Pinus canariensis*)
Protected (Significant)



Tree 35
Canary Island Pine (*Pinus canariensis*)
Protected (Significant)



Tree 36
Coast Live Oak (*Quercus agrifolia*)
Protected (Mature Oak)



Tree 37
Toyon (*Heteromeles arbutifolia*)
Protected (Mature Native)



Tree 38
Canary Island Pine (*Pinus canariensis*)
Protected (Significant)

ASSUMPTIONS AND LIMITING CONDITIONS

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the Consultant can neither guarantee nor be responsible for the accuracy of information provided by others. Standard of Care has been met with regards to this project within reasonable and normal conditions.
2. The Consultant will not be required to give testimony or to attend court by reason of this report unless subsequent contractual agreements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written consent of the Consultant.
5. This report and any values expressed herein represent the opinion of the Consultant, and the Consultant's fee is in no way contingent upon the reporting of a stipulated result, a specified value, the occurrence of a subsequent event, nor upon any finding to be reported.
6. Unless expressed otherwise: 1) information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection; and 2) the inspection is limited to visual examination of accessible items without dissection, excavation, or coring, unless otherwise stated. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the tree(s) or property in question may not arise in the future.
7. Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. It is highly recommended that you follow the arborist recommendations; however, you may choose to accept or disregard the recommendations and/or seek additional advice.
8. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time.

9. Any recommendation and/or performed treatments (including, but not limited to, pruning or removal) of trees may involve considerations beyond the scope of the arborist's services, such as property boundaries, property ownership, site lines, disputes between neighbors, and any other related issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist can then be expected to consider and reasonably rely on the completeness and accuracy of the information provided.

10. The author has no personal interest or bias with respect to the subject matter of this report or the parties involved. He/she has inspected the subject tree(s) and to the best of their knowledge and belief, all statements and information presented in the report are true and correct.

11. Unless otherwise stated, trees were examined using the risk assessment criteria detailed by the International Society of Arboriculture's publications *Best Management Practices – Tree Risk Assessment* and the *Tree Risk Assessment Manual (Second Edition)*.

APPENDIX A

CONSTRUCTION PROJECT TREE INFORMATION

The City of South Pasadena has regulations to protect trees¹, including those on private property. Construction projects are reviewed for their potential effects on trees located on both the subject property and neighboring properties. This review is also mandated by State law [the California Environmental Quality Act -CEQA]. Trees will be reviewed by the Public Works department as part of the City's review of the formal project submittal (for Design Review, a Certificate of Appropriateness, a Hillside Development Permit, etc.)². Trees are also reviewed for smaller projects (such as swimming pools, driveways, fences, etc.). *Applications that lack the required tree details will not be reviewed until these are provided in full.*

The following details are required on either a separate tree plan or on the site plan:

1. 1/8" scale (or larger)
2. All property lines
3. Footprint of existing structures
4. Area of addition/s (or new construction if a new project)
5. Area/s of any new driveways, parking areas, decks, swimming pools, etc.
6. Locations of fill.³ Mature, Heritage, Significant, oak or native trees on the lot⁴
7. Locations of all trees on neighboring properties within 15' of the area of proposed construction (measured from the closest point of construction to the closest point of the tree canopy). [This is to ascertain the possible impact on root systems and overhead limbs.]
8. All trees are to be numbered.
9. Indicate any trees that will be removed or trimmed to accommodate the proposed project.
10. Show the canopy of each tree (accurately drawn to scale-do not use generic CAD templates).
11. Provide a table:

| Tree number | Species | DBH (Diameter at breast height {4' above the around}) | Effect of project (remove, trim, protect, none, etc.) |
|-------------|---------|---|---|
| | | | |
| | | | |
| | | | |

12. Provide an aerial photo (Google Earth or similar) of the lot and adjacent lots.
13. Arborist's report. If an arborist has already evaluated the trees, please provide a copy of this report. Note: The City may require an arborist's report, depending on the types/sizes of trees and the impact of the proposed project on them.

Because trees can also be affected by construction activity, the following information should be provided as soon as it is available. (These specific details may not be available until the construction phase of the project [so must be shown on the construction drawings], but the City strongly recommends that these potential impacts are taken into consideration during the design phase of the project.) The Planning department will advise if these details are required prior to project approval.

- a. Show the path/s of travel for construction vehicles (trucks, concrete trucks, etc.)
- b. Indicate any areas where a crane/lift truck, etc. will operate (this could impact tree limbs)
- c. Indicate any areas where dumpsters, building materials, etc. will be stored during construction

Tree removals require a Tree Removal Permit. Fees apply, and the City's tree ordinance requires that replacement trees be planted (or in-lieu fees paid to the City). Details of this process can be obtained from the Public Works department (p26 403 7240)

¹ The City's tree regulations can be found at <http://www.qcode.us/codes/southpasadena/view.php?topic=34&showAll=1&frames=on>

² It is strongly recommended that homeowners discuss proposed projects with the Public Works department early in the design process. Trees can be affected by construction activity (for example, cranes can damage tree limbs; heavy trucks can damage roots, excavation for foundations or swimming pools can cut roots, etc.). And certain costs (permit fees and replacement trees) apply for tree removal. Early identification of these issues may allow the project to be designed as to avoid impacting trees, which are a valuable natural resource.

³ Most project submittals only require that the listed trees be shown. The City will advise if additional trees must also be shown.

⁴ See reverse for further information (SPMC 34.1)

APPENDIX B



South Pasadena Resident's Guide to the City's Tree Ordinance

Help Keep South Pasadena Green & Beautiful

South Pasadena's charm is closely related to its lush canopy of trees. Trees provide shade for buildings – saving energy for air conditioning—hold soil in place, and protect our watershed. They provide habitat for birds and other animals. Indeed, South Pasadena's efforts to maintain its urban forest have won the community acclaim as a "Tree City USA", a designation made by the National Arbor Day Foundation, in cooperation with the U.S. forest Service and the National Associate of State Foresters.

To maintain the urban canopy that makes South Pasadena so inviting, the city in 1991 adopted an ordinance which governs removal and replacement of trees. Tree removals are to be reviewed by the city Public Works Department, which has a certified arborist on staff. When the Department denies a tree removal permit application, residents are free to appeal to the City's Natural Resources and Environmental Commission (NREC). At times the Department also may choose to refer some applications for removal permits for consideration by the commission, which is a volunteer panel of residents appointed by the City Council that meets once a month.



The ordinance (attached) allows tree removals only when specific conditions exist. These are when:

1. Where the tree itself, its excess foliage or its limbs poses a reasonable risk of injury or harm to persons or property, or is interfering with a structure or building, and there is no feasible and reasonable alternative to mitigate the interference.
(Interference generally does not occur unless a tree is planted within three times its diameter of a structure. Interference with plumbing pipes, which can be rerouted or repaired and protected through root trimming, generally does not constitute grounds for tree removal.)
2. Where, upon taking into account the size, shape, topography and existing trees upon the lot, the denial of the permit would create an unreasonable hardship on the property owner.
3. When a written determination has been made by an ISA certified arborist, after a visual inspection and scientific evaluation that the tree is so diseased or damaged that it is no longer viable or is a threat to property or to other trees. The Public Works Director or NREC may waive the requirement for an Arborist's statement when the tree can reasonably be determined to be dead by a lay person's visual inspection, or after conducting an inspection of the tree, the Director determines that the tree poses an obvious and imminent threat to life or property.
4. For the removal of significant or mature trees, where the replacement tree planting provides greater benefits than the existing tree's value, benefits or species.

Applicants must demonstrate greater benefits including, but not limited to:

- Reduction in energy use when trees are planted to shade structures
- Reduction in water use when planting native species, etc.
- Promotion of native species
- Increasing the number of trees on the property
- When trees are planted to abate urban noise
- When planting larger tree species

To apply for a tree removal permit you must:

- Fill out the application form, and
- Pay a permit processing fee

You will need the following information in order to complete the application forms:

- Type of tree or tree species (common name)
- Diameter of tree. To determine the diameter, place a tape measure around the trunk 4 feet above the ground to get the circumference. Divide the circumference by 3.14(pi) to get the diameter. If there are multiple trunks at four feet above ground, measure each the same way and add their diameters together to determine the total diameter.
- Location of tree, including measurements in feet from any structures (submit site plan to demonstrate tree interference to structures that are within 3 diameters of the tree). If the foundation damage is not obvious by visual inspection, a foundation report may be submitted to prove the structural interference.
- Reason for removal, that is, at least one of the following:
 - The tree is encroaching on a structure and causing damage: (damage to fences, sidewalks, or curbs do not qualify. Likewise, interferences with plumbing or sewers is not considered hardship and will not be allowed as a reason for tree removal)
 - The tree is diseased or dead;
 - The tree is creating an imminent threat to property or life; or
 - The tree is creating an undue hardship.
 - Documents to support item #4 above.
- A certified arborist's report documenting all of this information.
- Submit Diagram or Plan showing existing tree(s) onsite including common names and dbh (diameter at breast height) for all trees.

In general, tree removal will not be approved if trimming, root trimming, or minor structural modifications, including rerouting or repair of pipes accompanied with root trimming can solve your problem. It can be less expensive to perform such minor work than to remove a tree. Trees will not be removed for aesthetic reasons.

If the Department of Public Works denies your application, you can appeal its decision to the Natural Resources and Environmental Commission (NREC). The Commission will want to examine all of the information listed above, as well as hear from you. However, in order to hear other cases in a timely manner and conduct other necessary business, the volunteer commission will limit discussion.

If your tree removal permit is approved, ***one 24" box tree will be required as a replacement for each ten-inch increment*** of the diameter of the tree being removed as follows:

- Up to 10 inches (one replacement)
- 11-20 inches (two replacements)
- 21-30 inches (three replacements)
- 31-40 inches (four replacements)
- Etc.

For native tree removals, ***two 24" box trees will be required as a replacement for each ten-inch increment.***

Development or Construction Replacement Trees

For non-native tree removals associated with development or construction, ***one 24" box tree will be required as a replacement for each six-inch increment*** of the diameter of the tree being removed. For native tree removals associated with development or construction, ***two 24" box trees will be required as a replacement for each six-inch increment.***

The city prefers that you plant native trees as replacements. Should you not have room to plant the trees on your property, you may arrange to have them planted on a neighbor's property. Optionally, you can donate a tree to the City and the Public Works Department will plant the trees on city property, such as in parkways, parks and medians.

Other rules apply under the ordinance, including special requirements for development and construction projects. Please read the ordinance carefully. It is illegal to remove trees without prior approval and penalties will apply when violations occur.

Permit fees and restitution in excess of \$8,000 could be imposed for tree removals without a permit.

Only you can help keep South Pasadena green and beautiful by observing the city tree ordinance.

ATTACHMENT 3
Public Notice Responses

Mark Hess

718 Hermosa St.

South Pasadena, CA 91030

We, neighbors of 405 Hermosa Place, formally protest the Application for Tree Removal submitted by the owners of 705 Hermosa Place, South Pasadena, CA 91030.

What we know:

- Owners have filed an application for the removal of 15 natural and mature trees that are on their property. At this time, we do not know which trees will be removed. Note, there are 3 very large pine trees that are >75' in height.

What we have heard:

- After tree removal, the owners would like to build an ADU (Additional Dwelling Unit) on the property, adding a private access driveway with entry from Hermosa Street. While we do not know the specific intent of how the ADU will be used, it most definitely will be used for rental income: either long-term or Airbnb/VRBO/short term rental.

We, as neighbors, welcome individual projects that improve our surroundings. Many of us have invested money and time in landscaping and outdoor lighting to the benefit of all. It's not just for the individual homeowner to enjoy, it brings beauty and value to all our properties, where we live and take pride. It is this combined effort that improves where and how we live; it brings us satisfaction and a sense of comfort. You might call it neighborly for us to all take care of our properties and it just is the right thing to do.

Furthermore, we have been told that the owners of 405 Hermosa Place are "owners in absentia", residing in Australia, that they have never seen this property, nor set foot on it or anywhere around our neighborhood or South Pasadena. How can they understand and appreciate the impact of their request that inserts a massive change to our neighborhood? What would happen if properties all around were owned by people who did not live here? It's a concerning and bothersome thought.

Fifteen trees are targeted to be removed. We understand that typically, the City states that "Conditions must exist to warrant the removal of any mature tree" and further states that "Healthy trees, which are not causing a hardship on the property owner, shall not be approved for removal" (note: Marc Perkins application in 2016) And of course, we are not talking about the removal of 1 mature tree but rather removing 15 mature trees on the property.

The removal of these mature trees, possibly including the 3 massive 75'+ pine trees would have a significant visual impact on our neighborhood. As for the pine trees, they serve as regular habitat for Red-shouldered Hawks and owls. Removing these trees means impacting these raptors from our neighborhood. Please note we will be notifying the California Department of Fish and Wildlife of this potential wildlife disturbance. NREC (Natural Resources and Environmental Commission) will also be notified. These raptors must be protected from people who have a greater sense of greed than protecting nature.

The reason for all this turmoil is to build an ADU. What does that mean to each of us? Generally, we have no issues with people being able to rent an ADU. We all know the cost of real estate and ADU's can provide added capacity and availability. There is concern if this ADU to be used in the short-term rental market. We've all heard and know the long list of issues: noise and nuisance factors could be significant and can beat down the quality of life we have all grown to love here in South Pasadena. Have the owners already checked into the Zoning Department for building such a unit? Has all this been done before so that 15 mature trees don't have to be removed? How about our local laws/community rules on short-term rentals? Have these "owners in absentia" researched the enforcement of nuisance, noise and related ordinances or are they simply trying to max out their capital investment with no consideration of where and how this would impact us, individually and collectively? While the impact of the 15 trees is very significant, we also must consider the long-term impact on our neighborhood, our properties and personal value of where we live.

April 22, 2024

Neal Mathisen
410 Floral Park Terrace
South Pasadena, CA 91030
nmathisen@ymail.com

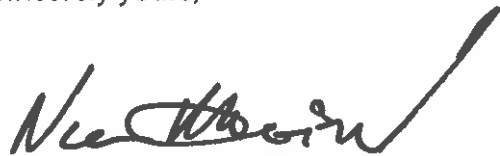
To Whom It May Concern:

I am writing in reference to the potential multiple tree removal at 405 Hermosa Place. I strenuously object to this action as it involves the removal of fifteen mature trees which would significantly alter the overall aesthetic of the neighborhood. Furthermore, it will affect the view that we enjoy from our back garden. South Pasadena is a "Tree City" and every effort should be made to preserve that distinction.

It should also be noted that this tree removal is being requested by a non-resident owner who will not have to live with the consequences of his/her actions. On the contrary, it will deeply affect the residents who so enjoy this beautiful and green neighborhood.

Please feel free to contact me should you have any questions.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Neal Mathisen", with a long, sweeping flourish extending upwards and to the right.

Neal Mathisen

ITEM 3

Approval of Proposed
Fiscal Year 24-25 Water Conservation Program



Natural Resources & Environmental Commission Agenda Report

ITEM NO. _____

DATE: June 25, 2024

FROM: Danielle Garcia, Water Conservation Management Analyst
Arpy Kasparian, Environmental Services & Sustainability Manager

SUBJECT: **Recommendation to Approve Proposed Fiscal Year 2024-2025 Water Conservation Program**

Recommendation

It is recommended that the Natural Resources and Environmental Commission recommends City Council approve the proposed Water Conservation Programs for the 2024-2025 fiscal year.

Background

Since the State of California declared a drought in January 2014, the City of South Pasadena has made a concerted effort to increase water conservation and improve water efficiency through the City's Water Conservation Program. When the 2014 drought state of emergency was rescinded, provisions of Executive Order B-37-16, "Making Conservation a California Way of Life," remained in full force and effect. Thus, the City is still committed to continuing its conservation efforts to present day. In November 2019, the South Pasadena Green Action Plan (Green Plan) was adopted with a goal to "Enhance Water Conservation Projects and Programs." The plan includes actions such as the feasibility of a greywater rebate program, promoting water conservation rebates offered by the Metropolitan Water District, and providing educational materials and expert advice on water conservation practices. The Water Conservation Program is reviewed by the Natural Resources and Environmental Commission (NREC) and approved by City Council annually.

Since the City Council's declared a Stage 2: Serious Water Supply Shortage in 2022, the City has achieved a reduction in water production. In 2024, DWR reported well above normal precipitation, experiencing over 140% of the average precipitation since the start of the water year. To carry on with preserving the region's water storage for future dry years, the City of South Pasadena will continue to abide by the June 2022 City Council Stage 2: Serious Water Supply Shortage declaration – limiting outdoor water use to two days per week.

Discussion/Analysis

City Council annually adopts a water conservation program that includes rebates, water-use assessments, educational outreach, and other programs to promote water conservation throughout

Recommendation of Fiscal Year 2024-25 Water Conservation Program

June 25, 2024

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the City. City staff successfully implemented the following water conservation related events and educational opportunities within the 2023-2024 fiscal year:

- Sustainability Fair, Plant Swap & Garden Tour
- Spring & Fall Mulch & Compost Giveaways
- Tabling at City Events
- Distribution of Rebate Opportunities (printed and digital)
- Distribution of Water Conservation Kits
- Promotion of Native Plant Gardening Workshops

The following is a summary of the current water conservation programs and recommendations for the upcoming 2024-2025 fiscal year.

With a previous total budget of **\$115,000** for the water conservation program, the following table shows the budgeted allocations and expenditures for each program for Fiscal Year 2023-2024 and the previous fiscal year (Fiscal Year 2022-2023). The table additionally includes the proposed budget increase and allocations for Fiscal Year 2024-2025. Given the growth in participation of the program compared to the previous fiscal years and the roll out of new rebate programs and educational activities, City staff proposes to increase the total budget to \$120,000. City staff recommends the NREC recommend City Council approve the proposed Water Conservation Program for Fiscal Year 2024-2025, with the allocations described below.

| Proposed FY 2024-2025 vs. Budgeted and Expended FY 2023-2024 Water Conservation Rebate and Program Funding | | | | |
|---|------------------------------|---|------------------------------|-------------------|
| Water Conservation Rebate/Program | FY 23-24 Budgeted | FY 23-24 Expended (7/1 – 5/31) | FY 24-25 Proposed | Difference |
| MWD Additional Rebate Funding – Residential | \$25,000 | \$43,420.83 | \$40,000 | \$15,000 |
| MWD Additional Rebate Funding – Commercial | \$10,000 | \$0.00 | \$10,000 | - |
| City Rebate Program - Residential | \$20,000 | \$18,961.68 | \$20,000 | - |
| City Greywater Rebate Pilot Program – Residential Only | \$20,000 | - | \$20,000 | - |
| City Rebate Program – Commercial (FY24-25 to include new multifamily clothes washer rebate) | \$10,000 | \$0.00 | \$10,000 | - |

Recommendation of Fiscal Year 2024-25 Water Conservation Program

June 25, 2024

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| | | | | |
|---|------------------|--------------------|------------------|----------------|
| Water-Use Assessments | \$5,000 | \$0.00 | \$5,000 | - |
| Water Conservation Promotion (FY24-25 to include new Landscape Academy program) | \$25,000 | \$2,904.24 | \$15,000 | (\$10,000) |
| TOTAL: | \$115,000 | \$64,186.75 | \$120,000 | \$5,000 |

The following conservation programs are proposed for Fiscal Year 2024-2025:

City Co-Funded Metropolitan Water District Rebates

The Metropolitan Water District (MWD) offers residential and commercial rebates on indoor and outdoor devices as well as turf replacement through their SoCalWater\$mart Program. In addition, the City adds supplemental funds to these rebates. Residents and business owners can apply for these rebates directly through the SoCalWater\$mart website and receive rebate checks that include both the MWD and City contributions.

Due to the recent years of MWD rebates exceeding the budgeted allocations and the forecasted influx for program participation driven by the City’s new *Water Conservation Landscape Academy*, City staff is recommending increasing the allocations for this supplemental fund from \$25,000 to \$40,000 for the 2024-2025 fiscal year. See Tables 2 and 3 in the attachment for a complete list of MWD rebates and the proposed City co-funding amounts for Fiscal Year 2024-25.

City Rebate Program

In addition to the MWD rebates, the City has its own rebate program that offers rebates on water conservation devices and landscaping that are not offered through MWD. These City rebates address our local water conservation needs and further encourage South Pasadena residents and business owners to implement water saving practices and play an active role in conserving our water sources. The City currently offers rebates for water efficient plants, native trees, drip irrigation conversion, and Energy Star dishwashers. In the 2023-2024 fiscal year, the participation of these rebates increased by 5% compared to the previous year. The City will continue to offer these rebates for the 2024-2025 fiscal year. In addition, the City is studying the feasibility for a clothes washer rebate program for multifamily properties and a greywater pilot program – programs previously recommended by the NREC.

Clothes Washer Rebate

The EPA Water Sense program estimates that the average clothes washer uses 31 gallons per load, with models built before 2003 using more than 40 gallons per load. This rebate will encourage residents to not only conserve water but also save energy costs with a simple appliance switch. City staff is currently examining the feasibility of this program and developing details of this new rebate (including property eligibility, defining multifamily clothes washer requirements and implementation). City staff will bring the proposed final program to the NREC meeting within the 2024-2025 fiscal year.

Greywater Pilot Program

Greywater is relatively clean wastewater from baths, sinks, washing machines, and other kitchen appliances. Instead of flushing greywater down the sewer, systems can be installed in homes to divert greywater to be used for other purposes such as watering gardens or landscaping, thus conserving water. In fiscal year 2022-2023 the Water Conservation Program included a budget for a Greywater Pilot Program in the amount of \$20,000. The preliminary program plans included workshops on greywater systems and a rebate for landscape design services and materials used to directly install a Laundry-to-Landscape (L2L) greywater system in the amount of \$1,000 per household.

This program is under development and City staff expects to launch this program in Fiscal Year 2024-2025. As mentioned in the initial planning of this program, a contractor will be selected to support the direct installation of the L2L system. Along with the installation, the selected contractor will be responsible for the implementation of two (2) informational workshops and educational materials with the support of City staff. To date, City staff has met with several contractors and are in the process of selecting a contractor to complete this service.

City staff will establish the pilot program into existing communication channels and reinforce educational outreach through additional resources such as: considerations before installing an L2L system, soap guidelines, suitable plant/tree considerations and associated rebate incentives for drought tolerant landscape transformations. The pilot program is aiming to achieve successful installation for five (5) residents within the initial year of this program (2024-2025 Fiscal Year) and aims to increase the number in the following years.

Water-Use Assessments

In previous years, the City partnered with the San Gabriel Valley Council of Governments (SGVCOG) to promote their eSGV Program, which offered free energy and water assessments for homeowners and renters. Unfortunately, at the beginning of the 2023-2024 fiscal year, this assessment program was put on hold with no anticipation of resuming.

Customized Water Waste Assessments

Due to low participation from residents and in lieu of finding an alternative third-party vendor to complete these assessments, staff are recommending evolving this program into customized assessments driven by City staff. This strategy allows staff to explore more opportunities to personalize the interactions with residents regarding recurring water waste. Through the utilization of water consumption data, City staff will work to optimize tracking and obtain measurable impact to establish benchmarks to work from year after year. Additionally, this gives City staff the opportunity to accurately identify residents who fall into a recurring pattern of noncompliance with the restrictions set by the City Council Stage 2: Serious Water Supply Shortage declaration and provide more aggressive education, escalating to violations if necessary.

This updated strategy is only possible due to the additional staff resources including the recent acquisition of a water conservation management analyst, which the City has not had since the beginning of 2022.

Water Conservation Education and Promotions

In the 2024-2025 fiscal year, staff will build on existing promotional efforts by developing a more robust social media campaign to expand the frequency of posting and increase the efficiency of posts on activities provided by the water conservation program. In addition to the expansion on social media, staff will target outreach towards groups with historically low participation in these programs which include the commercial sector and elderly residents. Outreach activities may include engaging with the Senior Center and Chamber of Commerce, presenting at other commission meetings, and preparing/distributing outreach materials through new and existing channels.

Water Conservation Landscape Academy

City staff will commence implementation of a Water Conservation Landscape Academy – geared towards making community members (residential and commercial) feel more comfortable in integrating water conservation/drought conscious driven landscaping. The initial topics that the academy will cover include Native/Drought Tolerant Plants, Sprinkler & Irrigation Systems 101, and Irrigation Controls Systems. Staff will aim to expand on this list of classes being offered year after year to provide courses shaped to the needs of residents.

Free Water Conservation Kits

All South Pasadena residents can claim a free Water Conservation Kit which includes a City branded bucket, a soil moisture sensor, a hose nozzle, faucet aerators, a toilet tank bank, leak detector tablets, and information on available rebates and resources. All the materials in the kit can empower residents to be confident in incorporating water conservation techniques on their properties.

During the June 21, 2023 City Council meeting, City Council adopted the fiscal year 2023-2024 budget which included the added position of a Water Conservation Analyst. With this position, programs that were not implemented in FY22-23 and FY23-24 due to understaffing can be completed in the upcoming fiscal year. These programs include greywater workshops and rebates for materials and landscaping design services and the multi-family clothes washer program (referenced in above program breakdowns). In addition, the Water Conservation Analyst will assist with the implementation of water conservation initiatives as outlined in the City's Green Action Plan and Climate Action Plan.

Recommendation of Fiscal Year 2024-25 Water Conservation Program

June 25, 2024

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Fiscal Impact

The proposed FY 2024-25 City Budget includes **\$125,000** under the City's water conservation fund (Account No. 503-6010-6713-8032) which can only pay for water conservation projects. A proposed growth in allocations for the MWD co-funded rebates will increase the water conservation budget for FY 2024-2025 by **\$5,000** from the previous fiscal year. The revenue for water conservation programs is collected through a water efficiency fee of \$0.14 per unit of water billed to all city water customers.

Attachment: Proposed MWD and City Residential and Commercial Rebates Fiscal Year 2024-2025

ATTACHMENT
Proposed FY 2024-25 Water Conservation Program

Table 1: The table below shows the budgeted allocations and expenditures for the program in previous fiscal years and the proposed Fiscal Year 2024-2025 budget allocations.

| Water Conservation Program Funding Comparison FY 2022-2023 and FY 2023-2024 | | | | | |
|---|------------------------------|------------------------------|------------------------------|--|------------------------------|
| Water Conservation Rebate/Program | FY 2022-2023 Budgeted | FY 2022-2023 Expended | FY 2023-2024 Budgeted | FY 2023-2024 Expended (excluding June 2024) | FY 2024-2025 Budgeted |
| MWD Additional Rebate Funding – Residential | \$25,000 | \$30,714.43 | \$25,000 | \$43,420.83 | \$40,000 |
| MWD Additional Rebate Funding – Commercial | \$10,000 | \$0.00 | \$10,000 | \$0.00 | \$10,000 |
| City Rebate Program - Residential | \$20,000 | \$16,768.50 | \$20,000 | \$18,961.68 | \$20,000 |
| City Greywater Rebate Pilot Program – Residential Only | \$20,000 | \$0.00 | \$20,000 | \$0.00 | \$20,000 |
| City Rebate Program – Commercial <i>(including new multifamily clothes washer rebate program)</i> | \$10,000 | \$1,200.00 | \$10,000 | \$0.00 | \$10,000 |
| Customized Water Use Assessments | \$5,000 | \$4,247.24 | \$5,000 | \$0.00 | \$5,000 |
| Water Conservation Education & Promotion <i>(including new landscape academy)</i> | \$25,000 | \$7,101.77 | \$25,000 | \$2,904.24 | \$15,000 |
| TOTAL: | \$115,000 | \$60,031.94 | \$115,000 | \$64,186.75 | \$120,000 |

Table 2 and Table 3: The tables below list the proposed co-funding amounts for the Fiscal Year 2024-2025 MWD rebates. There are no changes from the FY 2023-2024 amounts.

| Table 2: Proposed Fiscal Year 2024-2025 MWD <u>Residential</u> Rebates | | | |
|---|--|--|---------------------------------|
| Rebate | MWD Incentive | City's Incentive | Total Customer Incentive |
| High Efficiency Clothes Washer | \$85 | \$415 | \$500 |
| Premium High-Efficiency Toilet (1.1 gallon per flush) | \$40 | \$260 | \$300 |
| Rotating Sprinkler Nozzles | \$2 | \$0 | \$2 |
| Weather Based Irrigation Controller (less than one acre) | \$80 | \$170 | \$250 |
| Weather Based Irrigation Controller (one acre or more) | \$35 per station | \$65 per station | \$100 per station |
| Soil Moisture Sensor System (less than one acre) | \$80 | \$70 | \$150 |
| Soil Moisture Sensor System (one acre or more) | \$35 per station | \$15 per station | \$50 per station |
| Hose Bib Irrigation Controller | \$35 each | \$0 | \$35 each |
| Rain Barrel | \$35 | \$0 | \$35 |
| Cistern (200-500 gallons) | \$250 | \$0 | \$250 |
| Cistern (501-999 gallons) | \$300 | \$0 | \$300 |
| Cistern (1000+ gallons) | \$350 | \$0 | \$350 |
| Flow Monitor Device (Meter attached device - Flume) | \$100 | \$100 | \$200 |
| Flow Monitor Device (all other devices) | \$100 | \$100 | \$200 |
| Turf Removal | \$2 per ft ² (up to 5,000ft ²) | \$2 per ft ² (up to 1,500ft ²) | \$4 per ft ² |

| Table 3: Proposed Fiscal Year 2024-2025 MWD <u>Commercial</u> Rebates | | | |
|--|---|--|---------------------------------|
| Rebate | MWD Incentive | City's Incentive | Total Customer Incentive |
| Plumbing Flow Control Valve | \$5 | \$5 | \$10 |
| Laminar Flow Restrictors | \$10 | \$10 | \$20 |
| Premium High-Efficiency Toilet (1.1 gallon per flush) - Commercial | \$40 | \$260 | \$300 |
| Premium High-Efficiency Toilet (1.1 gallon per flush) - Multifamily | \$40 | \$260 | \$300 |
| Zero Water Urinals | \$200 | \$100 | \$300 |
| Ultra Low Water Urinal | \$200 | \$100 | \$300 |
| Weather Based Irrigation Controller (one acre or more) | \$35 per station | \$65 per station | \$100 per station |
| Central Computer Irrigation Controller | \$35 per station | \$35 | \$70 per station |
| Soil Moisture Sensor System (one acre or more) | \$35 per station | \$15 per station | \$50 per station |
| Hose Bib Irrigation Controller | \$35 each | \$0 | \$35 each |
| Large Rotary Nozzles | \$13 per set | \$13 | \$26 per set |
| Rotating Sprinkler Nozzles | \$2 | \$2 | \$4 |
| In-Stem Flow Regulator | \$1 | \$1 | \$2 |
| pH-Cooling Tower Controller | \$1,750 | \$0 | \$1,750 |
| Cooling Tower Conductivity Controller | \$625 | \$0 | \$625 |
| Dry Vacuum Pump | \$125 per 0.5 HP | \$0 | \$125 per 0.5 HP |
| Connectionless Food Steamers | \$485 per compartment | \$485 | \$970 per compartment |
| Ice-Making Machines | \$1,000 | \$1,000 | \$2,000 |
| Turf Removal | \$2 per ft ² (up to 50,000ft ²) | \$2 per ft ² (up to 1,500ft ²) | \$4 per ft ² |

Table 4: The table below lists the proposed FY 2024-2025 City Rebate Program. There are no changes from the Fiscal Year 2023-2024 amounts.

| Table 4: Proposed FY 2023-24 City Rebate Program | |
|--|----------------------|
| Commercial and Residential Rebate | Rebate Amount |
| Water Efficient (Drought Tolerant) Plants | Up to \$1,200 |
| Native Trees (10 trees maximum) | \$100 per tree |
| Drip Irrigation Conversion | Up to \$300 |
| High Efficiency (Energy Star) Dishwashers | Up to \$500 |
| High Efficiency Clothes Washer (Multi-Family) * | Up to \$500 |
| Greywater Laundry to Landscape Conversion* (Design Services and Conversion Materials) | Up to \$1,000 |

**This rebate program is under development and/or in progress of implementation.*

ITEM 4

NREC FY 23-24 Annual Report and
FY 24-25 Work Plan



ANNUAL COMMISSION REPORT

Fiscal Year 2023-2024

City of South Pasadena

Natural Resources & Environmental Commission



A Message from the Commission Chair

As a seven-member body, the Natural Resources and Environmental Commission is fortunate to be comprised of residents with a rich varied background in environmental disciplines, allowing for expertise in a multitude of fields. As the commission tackles updates to the Climate Action Plan and other policies to make South Pasadena a more resilient, sustainable community, we draw not only upon this background to drive decisions, but from community input as well. We invite all community members to a meeting to be a part of making South Pasadena a great place to live.

Sincerely,

Michael Siegel
Natural Resources and Environmental Commission, Chair

Purpose Statement

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

Natural Resources & Environmental Commission (NREC)

| | |
|---|-----------------------------|
| Michael Siegel | Commission Chair |
| Emily Ng | Commission Vice-Chair |
| Rona Bortz | Commissioner |
| Liam R. de Villa Bourke | Commissioner |
| Amy Davis Jones | Commissioner |
| Casey Law | Commissioner |
| Richard Tom | Commissioner |
| Michelle Hammond | Commissioner (Partial Term) |
| Ella Hushagen | Commissioner (Partial Term) |
| Michael Cacciotti, Councilmember | City Council Liaison |
| Arpy Kasparian, Environmental Services & Sustainability Manager | Staff Liaison |

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

FY23-24 Accomplishments

Plastics Reduction Ad Hoc Committee

To ensure the commission continues to consider issues related to plastics reduction, the commission formed a voluntary Plastics Reduction Ad Hoc Committee with the goal of completing the plastics reduction tasks and initiatives outlined in the City's Green Action Plan in addition to re-educating and enforcing the City's plastic bag ban and educating businesses on state laws that require customers to opt in for to-go items. The Ad Hoc Committee invited Jennifer Pinkerton from City of LA to provide a presentation to the commission on the plastics reduction efforts including the zero-waste ordinance in the City of LA. The Ad Hoc Committee led discussions and provided updates to the commission throughout the year.

Tree Ordinance Update

The commission discussed and suggested changes to the City's current tree ordinance. Requested updates include clarification of the language and structure of the ordinance, clarification on the appeal process, and the addition of pruning guidelines of all trees to ensure trees that do not require permits for trimming follow the standard of care. City Staff are working with the City Attorney to bring back an updated tree ordinance for NREC approval.

Building Electrification Reach Code Kick-off

As part of the City's Climate Action Plan, City staff and the NREC began discussions of establishing a building electrification reach code which is a local building energy code that has additional requirements beyond the state's minimum requirements. The commission received examples of reach codes and will be a part of the approval process.

Review of Bicycle Master Plan and Bicycle Code Discussion

The commission received a presentation of an overview of the previously adopted 2011 Bicycle Master Plan for the City. The commission discussed the existing Bicycle Code for South Pasadena as well as implementation and design guidelines. The commission will work with City staff and other commissions, such as the Mobility, Transportation, and Infrastructure Commission, to provide recommendations for the master plan and City code.

FY 24-25 Water Conservation Program

The commission received a presentation on the progress of the FY 23-24 Water Conservation Program and provided their recommendations for improvements for the FY 24-25 Water Conservation Program. The Water Conservation Program includes City rebates, MWD rebates, water assessments, and water conservation education.

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

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

Tree Removal Hearings

Fiscal Year 2023-2024

| NO. | ADDRESS | MEETING DATE | MEETING NOTES |
|-----|-------------------|---------------|----------------------|
| 1 | 405 Hermosa Place | June 25, 2024 | Removal of 15 trees. |

ANNUAL WORK PLAN FY 2024-2025

Natural Resources & Environmental Commission



Fiscal Year 2024-2025 Work Plan

1. Climate Action Plan and GHG Inventory Update
2. SB1383/Organics Recycling Implementation
3. Building Electrification Reach Code
4. Tree Ordinance Update
5. Review and Approval of FY 25-26 Water Conservation Program
6. New Water Conservation Programs: Greywater Rebate, Clothes Washer Rebate, etc.
7. Huntington Drive Stormwater Environmental Geotechnical and Design Study Review
8. Civic Center Electrification – EV Charger Rate Study Review
9. Bike Plan Update
10. Plastics Reduction Ad Hoc Committee - City Zero Waste Policy, etc.
11. Tree Hearings as Needed

ITEM 5

Approval of Minutes – Meeting of May 28, 2024



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

**MINUTES
REGULAR MEETING
TUESDAY, MAY 28, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Natural Resources and Environmental Commission was called to order by Vice Chair Emily Ng on May 28, 2024, at 7:04 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

| | |
|--------------|-------------------------|
| Vice Chair | Emily Ng |
| Commissioner | Rona Bortz |
| Commissioner | Liam R. de Villa Bourke |
| Commissioner | Amy Davis Jones |

ABSENT

| | |
|---------------|---------------------------------|
| Chair | Michael Siegel |
| Commissioner | Casey Law |
| Commissioner | Richard Tom |
| Staff Liaison | Councilmember Michael Cacciotti |

CITY STAFF PRESENT:

Ted Gerber - Public Works Director, Arpy Kasparian - Environmental Services & Sustainability Manager, and Danielle Garcia - Water Conservation Management Assistant were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Ng.

PUBLIC COMMENT

1. PUBLIC COMMENT - GENERAL (NON-AGENDA ITEMS)

In Person Public Comments:

None.

PRESENTATION

2. STAFF INTRODUCTIONS

Environmental Services & Sustainability Manager, Arpy Kasparian, introduced Water Conservation Analyst Danielle Garcia.

Philip Tran, Public Works Management Analyst, was not available and will be introduced at a later meeting.

In Person Public Comments:

None.

DISCUSSION

3. COMMISSION ANALYSIS REVISIT

Mary Haddad from City Manager’s Office requested further input from the Commissioners on opportunities for consolidation and efficiencies with the City’s commissions.

The Commissioners and Haddad discussed the uniqueness of this commission and opportunities/best management practices that can be incorporated across other commissions.

In Person Public Comments:

None.

ACTION

4. REVIEW FISCAL YEAR 2023-2024 ANNUAL REPORT AND FISCAL YEAR 2024-2025 WORK PLAN

Environmental Services & Sustainability Manager, Arpy Kasparian, reviewed the previous fiscal year’s accomplishments and the work plan for the upcoming fiscal year of 2024 to 2025.

Following the Commissioners discussion around the status of specific items on the Work Plan for 2024 to 2025, Commissioner Jones requested that “City Zero Waste Policy” be included with the “Plastic Ad Hoc Committee” item.

5. APPROVAL OF MINUTES OF MARCH 26, 2024, NREC MEETING

Recommendation

It is recommended that the Commission review and approve the March 26, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Jones, seconded by Commissioner Bortz and approved by roll call vote to approve the March 26, 2024, Natural Resources Environmental Commission Meeting Minutes. The motion carried 4-3-0, by the following vote:

AYES: Ng, Bortz, de Villa Bourke, and Jones.

NOES: None.

ABSENT: Siegel, Law, and Tom.

ABSTAINED: None.

| |
|-----------------------|
| COMMUNICATIONS |
|-----------------------|

6. CITY COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Cacciotti was absent.

7. COMMISSIONER COMMUNICATIONS

Vice Chair Ng, Commissioner Bortz, Commissioner de Villa Bourke, and Commissioner Jones had no comments.

8. STAFF LIAISON COMMUNICATIONS

Environmental Services & Sustainability Manager, Arpy Kasparian, promoted events such as the Free Compost and Mulch Giveaway on June 1st, an Electric Leaf Blower Demonstration on June 5th, and the Commissioner Congress at the War Memorial Building on June 20th. She additionally reflected on the Dumpster Day that occurred at the South Pasadena High School on May 4th and the April 6th Sustainability Fair that hosted 20 vendors and saw over 300 people participate.

9. UPCOMING EVENTS

- Free Compost and Mulch Giveaway
June 1 - 9:00am-12:00pm - Arroyo Golf Course Parking Lot
- Electric Leaf Blower Demonstration
June 5 – South Pasadena
- Commissioner Congress
June 20 – War Memorial Building
- LA County Smart Gardening Webinars
(<https://www.ladpw.org/epd/sq/webinars.cfm>)
- MWD Turf Removal + CA Native Landscape Webinars
(<https://greengardensgroup.com/turf-transformation/>)

ADJOURNMENT

There being no further matters, Vice Chair Ng adjourned the meeting of the Natural Resources and Environmental Commission at 7:57 P.M. PT to the next Regular Commission meeting scheduled for June 25, 2024.

Respectfully submitted:

Arpy Kasparian
Staff Liaison, Environmental Services
& Sustainability Manager

APPROVED:

Emily Ng
Vice Chair

Approved at Commission: June 25, 2024