



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

**A G E N D A
REGULAR MEETING
TUESDAY, MAY 28, 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., May 28, 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)

PRESENTATION

2. STAFF INTRODUCTIONS

Danielle Garcia, Water Conservation Analyst
Phillip Tran, Public Works Management Analyst

3. COMMISSION ANALYSIS REVISIT

DISCUSSION

4. REVIEW FY 23-24 ANNUAL REPORT AND FY 24-25 WORK PLAN

ACTION

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.

COMMUNICATIONS

6. CITY COUNCIL LIAISON COMMUNICATIONS

7. COMMISSIONER COMMUNICATIONS

8. STAFF LIAISON COMMUNICATIONS

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/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

June 25, 2024	Regular Meeting	7:00 p.m.
July 23, 2024	Regular Meeting	7:00 p.m.
August 27, 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 **May 28, 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.*

5/21/2024



Date

Arpy Kasparian, Environmental Services & Sustainability Manager

ITEM 3

Commission Analysis Revisit
Presentation

Commission Analysis Revisit

Prepared By: City Manager's Office



1

Background

February 2022

- Staff presented a comprehensive analysis of all advisory bodies that looked at efficiencies, effectiveness, and opportunities to implement best practices.

April 2022

- As a result of direction from the City Council, Staff returned to the City Council, which resulted in the consolidation of 3 Commissions, the dissolving of 2 Ad Hoc Committees, reducing meeting frequency of 2 Commissions, and increased commitment to training and recognition efforts.

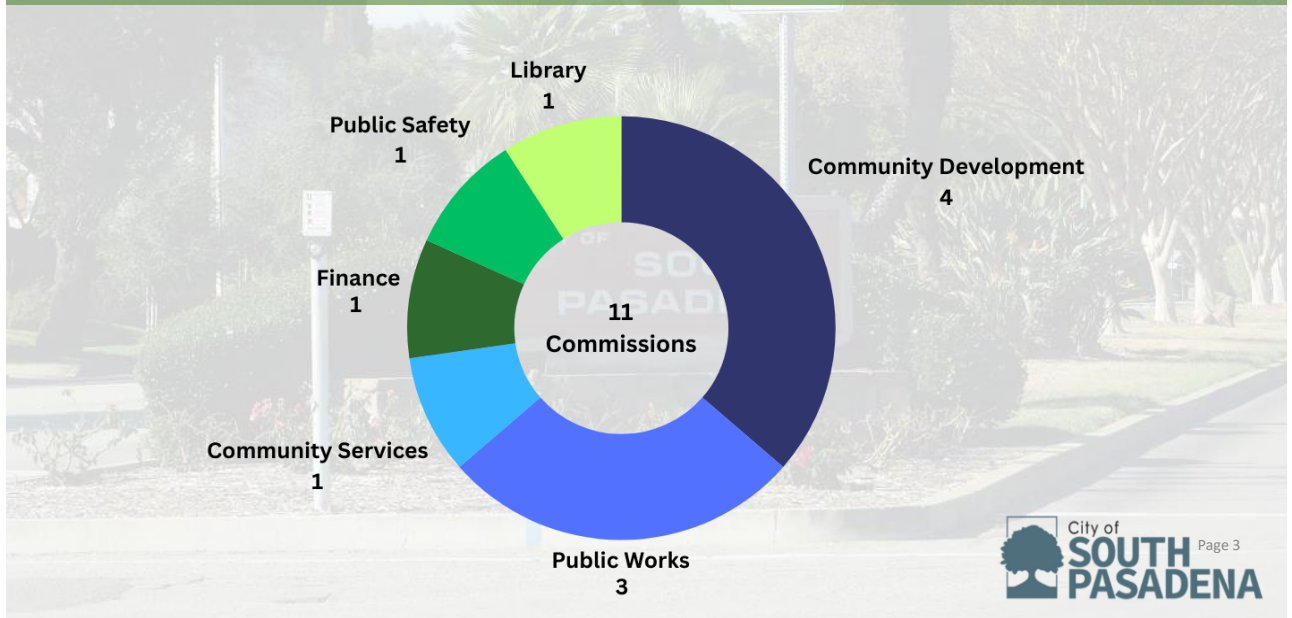
May 2024

- At the request of the City Council, staff returned with a revisit analysis on this item focused on hours and costs. Following the City Council discussion at the May 1, 2024 City Council meeting, staff was directed to solicit further input from the Commissions on opportunities for consolidation and efficiencies.



2

Commissions Today



3

Initial Survey Results

Based on initial survey sent out earlier this year.

Commission	Annual # of Scheduled Meetings	Average # of Commissioner Hours Per Meeting	# of Commissioners	Annual # of Commissioner Hours Each	Annual # of All Commissioner Hours
Community Services	12	4	7	48	336
Planning	12	5	5	60	300
Cultural Heritage	12	3	5	36	180
Design Review	12	3	5	36	180
Natural Resources	12	5	7	60	420
Public Works	6	3	5	18	90
Public Art	3	3	5	8	38
Mobility and Transportation	12	4	5	48	240
Library	12	3	5	36	180
Finance	12	18	5	216	1080
Public Safety	10	3	7	30	210

4

We Want to Hear From You!

- Consolidation Opportunities
- More efficiencies
- Feedback on Work Plan development process
- Anything else you would like staff to know?

Follow Up Survey



Two Upcoming Virtual Input Sessions:

- Monday, May 13 at 1 p.m.
- Thursday, May 16 at 1 p.m.
 - Meeting I.D: 226 442 7248 (no password)

Contact Us:

- (626) 403-7210
- Mhaddad@southpasadenaca.gov

ITEM 4

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



**DRAFT ANNUAL
COMMISSION REPORT
Fiscal Year 2023-2024**

City of South Pasadena

**Natural Resources &
Environmental Commission**



A Message from the Commission Chair

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	333 Hawthorne St.	June 25, 2024	Appeal of charges for illegal tree removal.

DRAFT

**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 Ad Hoc Committee
11. Tree Hearings as Needed

ITEM 5

Approval of Minutes – Meeting of March 26, 2024



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

**MINUTES
REGULAR MEETING
TUESDAY, MARCH 26, 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 Chair Michael Siegel on March 26, 2024, at 7:01 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Michael Siegel
Vice Chair	Emily Ng
Commissioner	Amy Davis Jones
Commissioner	Casey Law
Commissioner	Richard Tom
Commissioner	Rona Bortz
Council Liaison	Councilmember Michael Cacciotti

ABSENT

Commissioner	Liam R. de Villa Bourke
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CITY STAFF PRESENT:

Arpy Kasparian, Environmental Services & Sustainability Manager, and Melanis Stepanian, 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 Flag Salute was led by Chair Siegel.

PUBLIC COMMENT

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

In Person Public Comments:

None.

PRESENTATION**2. SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

Councilmember Cacciotti, Vice Chair of the South Coast AQMD Board, delivered a presentation on the sources and types of air pollution, their health impacts, and the City's investments in clean air.

The Commissioners and Councilmember Cacciotti discussed how the City could improve local air quality by pushing for environmental policies. Councilmember Cacciotti also discussed the incentives and rebates South Coast AQMD provides. The discussion also touched on opportunities to fund projects that improve local air quality.

In Person Public Comments:

None.

DISCUSSION/ACTION**3. SELECTION OF PLASTICS AD HOC COMMITTEE**

Environmental Services & Sustainability Manager, Arpy Kasparian, discussed opportunities for the City to meet goals outlined in the City's Green Action Plan. These goals include becoming a plastic-free city by implementing a Plastics Ad Hoc Committee. She also spoke about the duties of the ad hoc committee and suggested that the Commission further outline these duties.

Commissioner Jones and Commissioner Bortz volunteered to join the Plastics Ad Hoc Committee.

In Person Public Comments

None.

4. APPROVAL OF MINUTES OF FEBRUARY 27, 2024, NREC MEETING**Recommendation**

It is recommended that the Commission review and consider approval of the February 27, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Law, seconded by Commissioner Tom and approved by roll call vote to approve the February 27, 2024, NREC Meeting Minutes. The motion carried 5-1-0, by the following vote:

AYES: Siegel, Ng, Jones, Law, and Tom.
NOES: None.
ABSENT: De Villa Bourke
ABSTAINED: Bortz

COMMUNICATIONS

5. CITY COUNCIL LIAISON COMMUNICATIONS

City Council Liaison Cacciotti had no comments.

6. COMMISSIONER COMMUNICATIONS

Commissioner Law spoke about the removal of the bike lane on Grand Ave and traffic safety.

Commissioner Jones asked Commissioners and Staff to participate in her compost video.

Chair Siegel spoke about the bike lane removal on Grand Ave. and air quality concerns.

Vice Chair Ng, Commissioner Tom, and Commissioner Bortz had no comments.

7. STAFF LIAISON COMMUNICATIONS

Environmental Services & Sustainability Manager, Arpy Kasparian, promoted Earth Month events such as the Sustainability Fair, Plant Swap, and Garden Tour on April 6th, the Compost and Mulch Giveaway on April 13th, and two lectures as part of the library's Sowing South Pasadena initiative on April 1st and April 16th.

Public Works Director, Ted Gerber, announced the agreement between the City, San Gabriel, and Alhambra with the SGVCOG to host the 2024 Active Streets Mission to Mission event on Sunday, April 28th.

8. UPCOMING EVENTS

- Ed Begley Jr. Author Talk
April 1 – 7:00pm – Library Community Room
- Sustainability Fair, Garden Tour, and Plant Swap
April 6 - 1:00pm-4:00pm – Arroyo Seco Woodland and Wildlife Park
- Free Compost and Mulch Giveaway
April 13 - 9:00am-12:00pm - Arroyo Golf Course Parking Lot
- Greening South Pasadena: Unveiling the Healing Powers of Native Flora and Fauna with Matthew Teutimez
April 16 – 7:00pm – Library Community Room
- 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, Chair Siegel adjourned the meeting of the Natural Resources and Environmental Commission at 8:14 P.M. to the next Regular Commission meeting scheduled for April 23, 2024.

Respectfully submitted:

Arpy Kasparian
Staff Liaison, Environmental Services &
Sustainability Manager

APPROVED:

Michael Siegel
Chair

Approved at Commission: May 28, 2024