



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

**A G E N D A
REGULAR MEETING
TUESDAY, OCTOBER 22, 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., October 22, 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. SUSTAINABILITY DIVISION PRESENTS LANDSCAPE ACADEMY

DISCUSSION

3. MUNICIPAL CODE REGULATION REGARDING HAZARDOUS OR DEAD TREES

ACTION

4. APPROVAL OF MINUTES OF SEPTEMBER 24, 2024 NREC MEETING

Recommendation

It is recommended that the Commission review and approve the September 24, 2024 Meeting Minutes.

COMMUNICATIONS

5. CITY COUNCIL LIAISON COMMUNICATIONS

6. COMMISSIONER COMMUNICATIONS

7. STAFF LIAISON COMMUNICATIONS

8. UPCOMING EVENTS

- Garden Talk by Barbara Eisenstein – October 24, 7:30pm
Eaton Canyon Nature Center, Pasadena (<https://cnps-sgm.org/>)
- Landscape Academy: California Friendly and Native Plants Landscape Training
November 13, 6:00pm, *South Pasadena Library Community Room*
(<https://www.greengardensgroup.com/g3-events/ca-friendly-native-plant-landscape-training-in-person-city-of-south-pasadena-241113/>)
- Nature Park Volunteer Day – November 16, 2024, 9am-12pm
South Pasadena Nature Park (weedingwildsuburbia.com/nature-park)
- 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

FOR YOUR INFORMATION

FUTURE NATURAL RESOURCES AND ENVIRONMENTAL COMMISSION MEETINGS

November 26, 2024	Regular Meeting	7:00 p.m.
December 24, 2024	CANCELLED	7:00 p.m.
January 28, 2025	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) 403-7240.


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 **October 22, 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.*

10/18/2024



Date

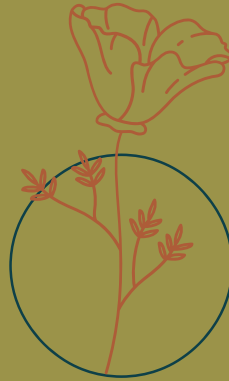
Arpy Kasparian, Environmental Services & Sustainability Manager

ITEM 2

Landscape Academy Presentation



THE CITY OF SOUTH PASADENA
SUSTAINABILITY DIVISION PRESENTS:



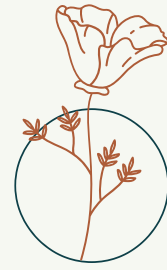
LANDSCAPE ACADEMY

DANIELLE GARCIA
WATER CONSERVATION MANAGEMENT ANALYST



PRESENTATION FLOW

- Introduction
- The Academy
- Key Offerings
- Outreach
- Registration
- What's Next?



THE ACADEMY

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SUSTAINABLE LANDSCAPING

Practicing using water efficiently
to reduce unnecessary
consumption and preserve this
vital resource.

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WHAT IS THE LANDSCAPE ACADEMY?

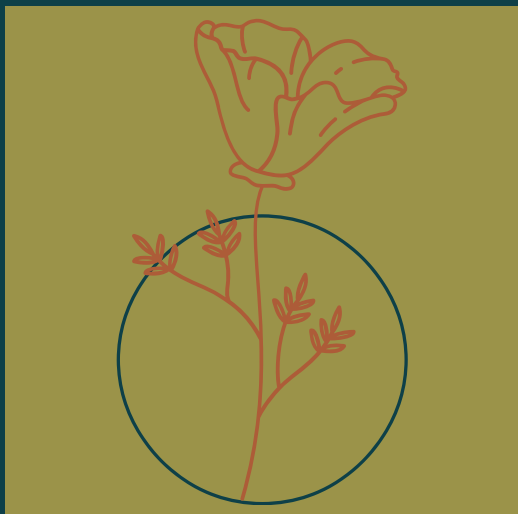
The City of South Pasadena’s Landscape Academy serves as a dedicated learning center for residents, offering in-person, hands-on courses that cover various aspects of water-efficient and drought-tolerant landscaping.

The academy aims to equip residents with the skills necessary to design water-conscious and sustainable landscapes, fostering a deeper connection to nature and promoting a vibrant, sustainable community.

Learn.

Create.

Grow.



GOALS

Mission Statement

Our mission is to promote water conservation through sustainable landscaping practices that reduce unnecessary consumption and preserve this vital resource. We aim to educate our community on the benefits of drought-resistant plants, efficient irrigation methods, and soil health, fostering a culture of mindful water use to ensure a sustainable environment for future generations.

Vision Statement

Our vision is to be a leading resource for the residents of South Pasadena in landscape education, inspiring a new generation of designers to transform homes and communities through innovative, sustainable practices that foster beautiful, water-efficient, and environmentally resilient outdoor spaces.

TARGET AUDIENCE

Residential Homeowners

Eager to learn how to create vibrant, sustainable landscapes that improve their property's aesthetics and functionality

Commercial Property Owners & Tenants

Seek knowledge on effective landscaping strategies to boost curb appeal and attract customers

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EXPECTATIONS

- Curriculum designed to address the specific needs of South Pasadena residents
- Hands-on training led by experts in sustainable landscaping
- Equipping residents with the knowledge and confidence to implement sustainable gardening techniques
- Welcome all skill levels
- Join a network of fellow landscape enthusiasts, share ideas and collaborate on projects!



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MORE THAN LEARNING

Along with participating in workshops, residents have the opportunity to additionally receive

Giveaway's may include:

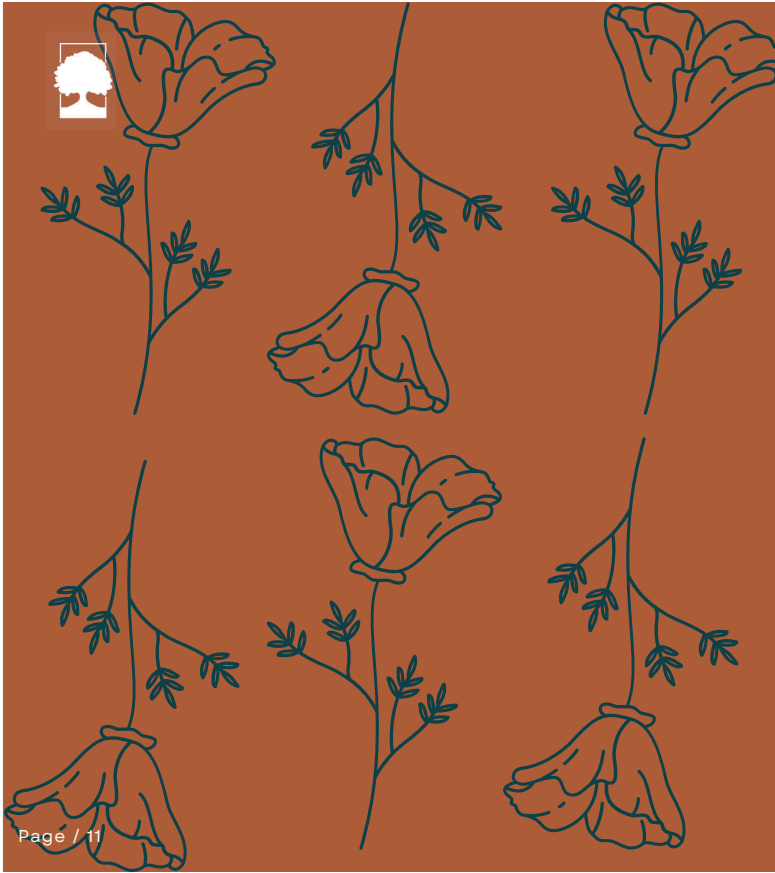
- Supplemental educational resources (i.e. maintenance guide)
- Practical tools (i.e. gardening tools, water-saving devices)
- Seed Packs
- Community Resources



**Landscape
Academy**

**GROW
YOUR
GREEN
THUMB**

KEY OFFERINGS



THE EXPERTS

G³ green gardens group

- Education training organization with an expert focus in water wise landscaping
- Dedicated to creating Watershed Wise landscapes, designed, built and managed by confident property owners
- Partnerships with Metropolitan Water District & Upper Water District

THE COURSES



★ CALIFORNIA FRIENDLY AND NATIVE PLANTS LANDSCAPE

Explore techniques for choosing native plants, retaining rainwater, and reducing impervious surfaces for eco-friendly spaces.

★ LAWN CARE AND MAINTENANCE

Looking to maintain their lawns using water-efficient and organic practices? Learn how to build healthy soil, use irrigation effectively, and enhance plant resilience to drought.

★ BEAUTIFUL GARDENS ON MINIMAL WATER

You don't have to sacrifice beauty for water and energy conservation. In this course, participants will learn to maintain a stunning, drought-resilient yard using sustainable, water-efficient practices.

★ TURF REMOVAL, REPLACE OR MAINTAIN IT

Turf management can use up considerable water and resources. This course provides residents with the tools to start transforming their landscapes by reducing or eliminating grass.

★ OUTDOOR LEAK DETECTION

The U.S. EPA reports that household leaks waste nearly 900 billion gallons of water annually—enough for about 11 million homes. Many of these leaks can be easily fixed.

★ LANDSCAPE TRANSFORMATIONS ON A BUDGET

For many, replacing turf with a Watershed Wise landscape can feel overwhelming and expensive. This workshop guides residents on managing costs, prioritizing choices, and minimizing expenses.



LANDSCAPE ACADEMY

PRESENTED BY THE CITY OF SOUTH PASADENA

SCHEDULE

UPCOMING

2024- 2025

NOVEMBER 13
WEDNESDAY
6:00PM

CALIFORNIA FRIENDLY AND NATIVE PLANTS LANDSCAPE

DECEMBER 7
SATURDAY
11:00AM

LAWN CARE AND MAINTENANCE

JANUARY 14
TUESDAY
6:00PM

BEAUTIFUL GARDENS ON MINIMAL WATER

FEBRUARY 8
SATURDAY
11:00AM

TURF REMOVAL, REPLACE OR MAINTAIN IT

MARCH 25
TUESDAY
6:00PM

OUTDOOR LEAK DETECTION

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MAY 17
SATURDAY
10:00AM

LANDSCAPE TRANSFORMATIONS ON A BUDGET

OUTREACH



LANDSCAPE ACADEMY
PRESENTED BY THE CITY OF SOUTH PASADENA

Learn. Create. Grow.

WORKSHOPS

- CALIFORNIA FRIENDLY AND NATIVE PLANTS LANDSCAPE TRAINING
- LAWN CARE AND MAINTENANCE
- BEAUTIFUL GARDENS ON MINIMAL WATER
- TURF REMOVAL, REPLACE OR MAINTAIN IT
- OUTDOOR LEAK DETECTION LANDSCAPE TRANSFORMATIONS ON A BUDGET

FREE LANDSCAPE TRAINING WORKSHOP SERIES

The City of South Pasadena's Landscape Academy aims to empower residents with the skills to design water-wise, drought-tolerant landscapes. Striving to enhance appreciation for nature and promote a healthier, more sustainable community.

REGISTER NOW AT
WWW.SOUTHPASADENACA.GOV/LANDSCAPEACADEMY




LANDSCAPE ACADEMY

FREE LANDSCAPE TRAINING

GET READY TO DIVE INTO SOUTH PASADENA'S VERY FIRST LANDSCAPE ACADEMY TRAINING SERIES—JOIN THE FUN!

RESERVE YOUR SPOT NOW!

REGISTER NOW AT
WWW.SOUTHPASADENACA.GOV/LANDSCAPEACADEMY

CALIFORNIA FRIENDLY AND NATIVE PLANTS LANDSCAPE

DATE: WEDNESDAY NOVEMBER 13TH, 2024
TIME: 6:00PM TO 7:00PM
LOCATION: LIBRARY - 1100 Oxley Street, South Pasadena, CA 91030

Learn to design and maintain landscapes that support healthier watersheds and sustainability. Residents will have the opportunity to explore techniques such as selecting native plants, retaining rainwater, and reducing impervious surfaces to create beautiful, eco-friendly outdoor spaces.

WANT TO LEARN MORE? Reach out with any questions!
Email: WaterConservation@southpasadenaca.gov
Phone: 626.403.7289



LANDSCAPE ACADEMY
PRESENTED BY THE CITY OF SOUTH PASADENA

FREE LANDSCAPE TRAINING WORKSHOP SERIES

Learn. Create. Grow.

CALIFORNIA FRIENDLY AND NATIVE PLANTS LANDSCAPE
Wednesday, November 13, 2024, 6:00PM
Explore techniques for choosing native plants, retaining rainwater, and reducing impervious surfaces for eco-friendly spaces.

LAWN CARE AND MAINTENANCE
Saturday, December 7, 2024, 11:00AM
Looking to maintain their lawns using water-efficient and organic practices? Learn how to build healthy soil, use irrigation effectively, and enhance plant resilience to drought.

BEAUTIFUL GARDENS ON MINIMAL WATER
Tuesday, January 14, 2025, 6:00PM
You don't have to sacrifice beauty for water and energy conservation. In this course, participants will learn to maintain a stunning, drought-resilient yard using sustainable, water-efficient practices.

TURF REMOVAL, REPLACE OR MAINTAIN IT
Saturday, February 8, 2025, 11:00AM
Turf management can use up considerable water and resources. This course provides residents with the tools to start transforming their landscapes by reducing or eliminating grass.

OUTDOOR LEAK DETECTION
Tuesday, March 25, 2025, 6:00PM
The U.S. EPA reports that household leaks waste nearly 900 billion gallons of water annually—enough for about 11 million homes. Many of these leaks can be easily fixed.

LANDSCAPE TRANSFORMATIONS ON A BUDGET
Saturday, May 17, 2025, 10:00AM
For many, replacing turf with a Watershed Wise landscape can feel overwhelming and expensive. This workshop guides residents on managing costs, prioritizing choices, and minimizing expenses.

Visit link below for more information and to SIGN UP NOW!
WWW.SOUTHPASADENACA.GOV/LANDSCAPEACADEMY




THE CITY OF SOUTH PASADENA PRESENTS:



LANDSCAPE ACADEMY

COMMUNITY INVITATION

AVENUES OF OUTREACH

- Social Media Marketing
- Email Marketing
- Local Community Engagement
- Printed Flyers/Brochures
- Community Networking
- Online Community Forums



SIGN ME UP!

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REGISTRATION

RESERVE YOUR SPOT TODAY!

How to Enroll:

1. Visit the official City Landscape Academy landing page for more information and SIGN UPs!

WWW.SOUTHPASADENACA.GOV/LANDSCAPEACADEMY

2. Explore the upcoming classes.

WE RECOMMEND TAKING THEM ALL!

3. Select a class and reserve your spot.

Feel free to reach out with any questions to our **Water Conservation Management Analyst, Danielle Garcia!**

Contact:

626.403.7289

waterconservation@southpasadenaca.gov



WHAT'S NEXT?

- Greywater Rebate (Laundry - to - Landscape)
- Multifamily Clothes Washer Rebate
- Water Waste Assessments
- Targeted Water Conservation Promotions

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THANK YOU

DANIELLE GARCIA, WATER CONSERVATION MANAGEMENT ANALYST

CONTACT:

626.403.7289

WATERCONSERVATION@SOUTHPASADENACA.GOV

QUESTIONS?



ITEM 3

Municipal Code Regulation regarding Hazardous or Dead Trees

DATE: October 22, 2024
FROM: Michael Vartanians, Principal Engineer
H. Ted Gerber, Public Works Director
SUBJECT: **Discussion on Municipal Code Regulation Regarding Hazardous or Dead Trees**

Recommendation

It is recommended that the Natural Resources and Environmental Commission discuss and provide feedback on the City's practice in responding to tree removal requests for hazardous trees.

Background

The South Pasadena Municipal Code (SPMC) provides a process for which City Staff can review and approve the removal of trees, however, there have been an increasing number of tree removal requests involving trees identified by an arborist as an immediate hazard requiring removal. These requests by nature require immediate response to avoid potential harm to human life and/or property.

Though the SPMC provides exemptions to the tree removal permit process for trees impacted by a natural disaster/event, public utility, or firebreak as determined by the Fire Department, the SPMC does not exempt a hazardous tree from the codified tree removal replacement requirements. The number of replacement trees is determined by the size of the existing tree(s) approved for removal, unless otherwise determined by the Director of Public Works in accordance with the SPMC.

Discussion/Analysis

Recognizing that the intent of the SPMC tree removal replacement requirements are to preserve the City's urban canopy, City staff's practice is to waive the City Arborist review requirement when an applicant has provided an arborist report or opinion indicating that a tree is creating a hazardous condition, but still require the replacement of trees as a result of the removal. City staff has also, at its discretion, waived the notification requirement when the City Arborist or an applicant's arborist has determined the tree to be a hazard and an immediate danger to life, safety, and/or property. This practice is intended to expedite the process to address a dangerous condition, while still basing the finding on a professional arborist's opinion.

During the presentation of this item, City staff will provide more detail on recent requests to demonstrate the challenges associated with implemented the SPMC requirements. City staff requests that the commission discuss and provide advisement related to City Staff's current practices for arborist-identified hazardous tree removal requests.

Attachment: South Pasadena Municipal Code Chapter 34

ATTACHMENT

South Pasadena Municipal Code

Chapter 34: Trees and Shrubs

SOUTH PASADENA MUNICIPAL CODE

CHAPTER 34 TREES AND SHRUBS*

Sections:

- 34.1 Definitions.
- 34.2 Maintenance of trees on private property.
- 34.3 Maintenance of trees on public property.
- 34.4 Tree protection required in connection with development activity.
- 34.5 Tree trimming permit applications.
- 34.6 Procedure for consideration of tree trimming/removal applications.
- 34.7 Criteria for approving tree trimming permit applications.
- 34.8 Appeals of tree trimming permit decisions.
- 34.9 Tree removal permit applications.
- 34.10 Procedure for consideration of tree trimming/removal applications.
- 34.11 Criteria for approving tree removal permit applications.
- 34.12 Tree removal and replacement plans.
- 34.12-5 Replacement tree requirements.
- 34.13 Appeals of tree removal permit decisions.
- 34.14 Exemptions.
- 34.15 Obstruction.
- 34.16 Violations.
- 34.17 Penalties.

* Prior legislation: Ords. 1991, 2051, 2126, 2188, 2191 and 2237.

* For state law as to "Tree Planting Act of 1931," see Sts. & H C.A., §§ [22000](#) to [22202](#). As to "Park and Playground Act of 1909," see Gov. C.A., §§ [38000](#) to [38213](#).

As to hitching animals to trees, see § [5.12](#) of this Code. As to collection of brush, tree, etc., trimmings and stumps, see § 16.14. As to removal of trees from parks, see § 21.7.

34.1 Definitions.

As used in this chapter:

(a) "Caliper" means the diameter of the trunk of a tree measured at four feet above natural grade. In the case of multi-trunked trees, "caliper" is the sum of each trunk measured at four feet above the grade.

- (b) "Certified arborist" means a professional in tree care industry who has received their arborist certification through the International Society of Arboriculture.
- (c) "City arborist" means a certified arborist designated by the director.
- (d) "Commission" means the natural resources and environmental commission (NREC).
- (e) "Damage" means any action taken which causes injury, disfigurement or death of a tree.
- (f) "Deadwood" means limbs, branches or a portion of a tree void of green leaves during a season of the year when green leaves should be present.
- (g) "Development" shall be defined per the city zoning code, SPMC [36.700.020](#).
- (h) "Director" means public works director.
- (i) "Drip line" means a series of points formed by the vertical dripping of water from the outermost branches and leaves of a tree.
- (j) "Front yard" means that portion of private property as designated in the city zoning code.
- (k) "Heritage tree" means a tree of historical value because it is a South Pasadena historical landmark. A heritage tree may be located on private or public property.
- (l) "Intentional violation" means a violation of this chapter (Trees and Shrubs) that is committed by any person or entity who has actual or presumed knowledge of, or who has previously violated, its provisions. A commercial certified arborist/tree trimmer, a real estate developer, a general contractor, or anyone who has previously filed an application for a tree trimming or tree removal permit in the city shall be presumed to know the provisions of this chapter.
- (m) "ISA" means the International Society of Arboriculture.
- (n) "Mature tree" means any variety of tree that has a caliper of at least four inches or more.
- (o) "Native species tree" means any species of tree native to Southern California as defined by ordinance or resolution adopted by the city council.
- (p) "Oak tree" means species of tree of the genus Quercus.
- (q) "Planning review authority" means the individual or official city body (director of planning and building, design review board, cultural heritage commission, planning commission or city council)

identified by the city zoning code as having responsibility and authority to review and approve or disapprove the development permit applications described in Article 6 of the city zoning code (Zoning Code Administration).

(r) “Protected shrub” means a woody plant that is over 16 feet in height, which has one or more trunk(s) equal to or greater than a four-inch diameter.

(s) “Protected tree” means a heritage tree, mature oak tree, mature native species tree, significant tree, or protected shrub.

(t) “Protection” means the safeguarding of trees through proper treatment.

(u) “Real estate developer” means a person or entity that is engaged in the business of constructing or rehabilitating commercial or residential structures within the city for sale or lease to third parties.

(v) “Removal” means uprooting, cutting or severing of the main trunk of a tree.

(w) “Shrub” means a woody plant that is less than 16 feet in height and may be multi-stemmed.

(x) “Significant tree” means any variety of tree that has a caliper of one foot or more.

(y) “Standard of care” means compliance with ANSI standards for tree care, irrigation, and maintenance, including trimming of foliage for tree or shrub.

(z) “Tree” means a woody perennial usually having one dominant trunk and a mature height greater than 16 feet.

(aa) “Trimming” means cutting into the live wood of a tree or shrub to remove limbs and/or branches.

(bb) “ANSI” means American National Standards Institute. (Ord. No. 2328, § 1 (part), 2019.)

34.2 Maintenance of trees on private property.

Private property owners shall be responsible for the maintenance of trees on their property in accordance with the standard of care described in SPMC [34.1\(y\)](#).

Pruning of oak trees and other trees should be limited to the removal of deadwood and the correction of potentially hazardous conditions as evaluated by a qualified certified arborist and approved by the director through the city’s tree trimming permitting process. All pruning should be done in accordance with ISA pruning standards. (Ord. No. 2328, § 1 (part), 2019.)

34.3 Maintenance of trees on public property.

The public works department shall be responsible for the maintenance of trees on public property including but not limited to public rights-of-way and public parks. The public works department shall prepare and implement the annual work plan for the maintenance of trees on public property. The adjacent property owner or tenant is responsible for irrigation of parkway trees in accordance with Chapter [31](#) SPMC. (Ord. No. 2328, § 1 (part), 2019.)

34.4 Tree protection required in connection with development activity.

(a) Development must not interfere with tree standard of care. Irrigation should be administered to replace any soil moisture lost due to site excavation and a tree should continue to receive the amount of irrigation needed to thrive.

(b) Development shall not cause any physical damage to the limbs, bark, crown, or where the roots join the stem.

(c) No grading shall occur within the drip line of a protected tree. All work conducted within the protected drip line area should be accomplished only with hand tools and all activity within this area should be kept to a minimum to minimize soil compaction. This area should not be subjected to incidental construction work or to disposal of construction debris, including but not limited to paint, plaster or chemical solutions.

(d) Natural or preconstruction grade should be maintained per the recommendations of the city arborist in accordance with ANSI standards. At no time during or after construction should soil be in contact with the trunk of any tree above natural grade.

(e) No structure shall be located nor shall any construction requiring a permit occur within six feet of the trunk of a protected tree. No building, structure, wall or impervious paving shall be constructed within the drip line of any mature oak tree. Limited exceptions may be allowed by the director and documented on the permit.

(f) Any required trenching should be routed to minimize root damage and cutting of roots should be avoided by placing pipes and cables above or below uncut roots. (Ord. No. 2328, § 1 (part), 2019.)

34.5 Tree trimming permit applications.

(a) A tree trimming permit shall be required if:

- (1) More than 10 percent of the live foliage or limbs of a mature oak tree or mature native species tree will be removed within a 12-month period; or

(2) More than 20 percent of the live foliage or limbs of any heritage tree will be removed within a 12-month period.

(b) Any person applying for a tree trimming permit shall file with the director an application in writing on a form furnished by the director. The application shall contain the following information:

- (1) The name and residence or business address of the applicant;
- (2) The location and description of the property on which the trees are located;
- (3) A description of the proposed work including the reason for tree trimming. Photographs may be provided as exhibits, if desired;
- (4) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27 or C-61 (D-49) state contracting license;
- (5) Additional information as the director may require.

(c) The application shall be accompanied by a nonrefundable fee in an amount established by resolution of the city council. (Ord. No. 2328, § 1 (part), 2019.)

34.6 Procedure for consideration of tree trimming/removal applications.

(a) For tree trimming permit applications associated with development:

(1) Upon receipt of the completed application, the director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a 100-foot radius of the property to be developed. Such property owners shall be given 15 calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the director. The notification process may be waived if noticing associated with the development is being sent as required by the planning review authority and such notice specifically identifies the proposed trimming of trees.

(2) The director, after considering the application pursuant to the criteria set forth in SPMC [34.7](#), and any comments received from interested residents, shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree trimming application. The director's recommendations and conditions of approval shall be considered advisory to the planning review authority's decision associated with the development.

(3) When tree trimming permits associated with development are referred to the commission, the commission shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree trimming application. The commission's

recommendations and conditions of approval shall be advisory to the planning review authority decision associated with the development.

(4) Tree trimming associated with development shall only be conditionally approved subject to the applicant receiving their development building permit and paying all fees associated with the tree trimming as established by resolution of the city council. Upon the planning review authority's approval of the development application and applicable conditions of approval, and payment of all required fees, the applicant shall be issued a tree trimming permit.

(b) For tree trimming permit applications not associated with development:

(1) Upon receipt of the completed application, the director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a 100-foot radius of the subject property. Such property owners shall be given 15 calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the director.

(2) Upon expiration of the 15-day period, the application shall be reviewed by the director, who shall, after considering the application pursuant to the criteria set forth in SPMC [34.7](#), and any comments received from interested residents, approve, conditionally approve, or deny the application. The decision of the director shall be made in writing and provided to the applicant and to any interested persons who commented on the application.

(3) The decision of the director shall take effect 15 calendar days after the date of mailing of the decision to the applicant and any interested persons to allow for the filing of any appeals. Unless the director's decision is appealed to the commission, upon payment of all fees associated with the tree trimming as established by resolution of the city council, the applicant shall be issued a tree trimming permit.

(c) The director may refer any application for a tree trimming permit to the commission for any of the following reasons:

- (1) The city receives reasonable objections during the notification period; or
- (2) An appeal of the director's decision has been filed in accordance with this chapter; or
- (3) At the discretion of the director.

Should the application be referred to the commission, the commission shall make its recommendation (if the permit application is associated with development) or decision (if the permit application is not

associated with development) during a noticed public meeting. A decision of the commission shall not take effect until 15 calendar days after the date of the public meeting have elapsed to allow for the filing of an appeal. (Ord. No. 2328, § 1 (part), 2019.)

34.7 Criteria for approving tree trimming permit applications.

(a) A tree trimming permit may be issued in either of the following instances:

(1) Where a written determination has been made by a certified arborist that the excess foliage or limbs of the tree pose a reasonable risk of injury or harm to persons or property or are substantially interfering with the structural integrity or the use of an existing structure (including, but not limited to, a fence or wall) and there is no feasible and reasonable alternative to mitigate the interference;
or

(2) Where a written determination has been made by a certified arborist, after a visual inspection or scientific evaluation, that the limbs proposed to be trimmed are diseased or damaged. The director or commission may waive the requirement for a certified arborist's written statement when the proposed limbs to be trimmed can reasonably be determined to be dead by a layperson's visual inspection, or when, after conducting an inspection of the tree, the director determines that the tree poses an obvious and imminent threat to life or property. (Ord. No. 2328, § 1 (part), 2019.)

34.8 Appeals of tree trimming permit decisions.

(a) Appealing Tree Trimming Permit Decisions Associated with Development.

(1) Tree trimming decisions associated with development are advisory to the planning review authority as a condition of approval of development. The applicant may appeal any development decision and conditions of approval pursuant to the appeal process set forth in the zoning code.

(b) Appealing Tree Removal Permit Applications Not Associated with Development.

(1) The applicant or any interested party may appeal the decision of the director to the commission by filing an appeal in writing submitted to the commission staff liaison within 15 calendar days after the date of decision of the director.

(2) Decisions of the commission may be appealed to the city council by filing such appeal in writing submitted to the city clerk within 15 calendar days after the date of decision of the commission. The appeal shall specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal.

(c) The appellant shall be responsible for all actual costs, including staff time, associated with any appeals. (Ord. No. 2328, § 1 (part), 2019.)

34.9 Tree removal permit applications.

(a) Any person applying for a tree removal permit shall file with the director an application in writing on a form furnished by the director. The application shall contain the following information:

- (1) The name and residence or business address of the applicant;
- (2) The location or description of the property on which the proposed trees are to be removed;
- (3) A description of the proposed work including the reason for tree removal. Photographs may be included as exhibits, if desired;
- (4) A tree removal and replacement plan in accordance with this chapter;
- (5) The name and state contractor's license number of the person who will perform the work. Permits shall only be issued to persons possessing a C-27 or C-61 (D-49) state contracting license;
- (6) Additional information as the director may require. This information may include, but is not limited to, a list obtained from the county assessor of the names of the owners of all parcels within a 100-foot radius of the property upon which the trees are to be removed or trimmed.

(b) In addition to the application requirements of subsection (a) of this section, tree removal applications associated with development shall include all of the following:

- (1) An arborist report prepared by a certified arborist;
- (2) Project narrative;
- (3) The proposed development plan depicting the actual and proposed location of structures, topography and existing trees, whether to be retained or proposed for removal;
- (4) Site plan with elevations showing before and after sight lines of the properties landscaping and trees;
- (5) Any other information the director or commission deems necessary for reviewing the tree removal application.

(c) The application shall be accompanied by a nonrefundable fee in an amount established by resolution of the city council. (Ord. No. 2328, § 1 (part), 2019.)

34.10 Procedure for consideration of tree trimming/removal applications.

(a) For tree removal permit applications associated with development:

- (1) The applicant shall be responsible for all fees associated with the tree removal application review and processing in accordance with the fees established by resolution of the city council.

(2) Upon receipt of the completed application, the director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a 100-foot radius of the subject property. Such property owners shall be given 15 calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the director. The notification process may be waived if noticing associated with the development is being sent as required by the planning review authority and such notice specifically identifies the proposed removal of trees.

(3) The director, after considering the application pursuant to the criteria set forth in SPMC [34.11](#) and any comments received from interested residents, shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree removal application. The director's recommendations and conditions of approval shall be considered advisory to the planning review authority's decision associated with the development.

(4) When tree removal permits associated with development are referred to the commission, the commission shall provide the planning review authority with recommendations and conditions of approval associated with the proposed tree removal application. The commission's recommendations and conditions of approval shall be advisory to the planning review authority decision associated with the development.

(5) 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 for the required replacement trees, in an amount sufficient to cover the cost of all required replacement trees, as determined by the city's arborist. 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. Upon the applicant's proof to city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. Should applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by this chapter.

(b) For tree removal permit applications not associated with development:

(1) Upon receipt of the completed application, the director shall cause notice to be sent by first-class mail to property owners and tenants of property located within a 100-foot radius of the subject

property. Such property owners shall be given 15 calendar days from the date of mailing within which to comment on the application. All comments shall be made in writing and submitted to the director.

(2) Upon expiration of the 15-day period, the application shall be reviewed by the director, who shall, after considering the application pursuant to the criteria set forth in SPMC [34.11](#), and any comments received from interested residents, approve, conditionally approve, or deny the application. The decision of the director shall be made in writing and provided to the applicant and to any interested persons who commented on the application.

(3) The decision of the director shall take effect 15 calendar days after the date of mailing of the decision to the applicant and any interested persons to allow for the filing of any appeals. The applicant shall be issued a tree removal permit following its payment of all fees associated with the tree removal as established by resolution of the city council and payment of a deposit sufficient to cover the cost of all required replacement trees as determined by the city's arborist, unless the director's decision is appealed to the commission. Upon the applicant's proof to the city's satisfaction that the applicant has complied with the approved tree replacement plan, the city shall reimburse applicant's replacement tree deposit. Should the applicant fail to plant any replacement tree in accordance with the approved replacement tree plan, the city shall retain the amount of the replacement tree deposit necessary to cover the cost to plant any required replacement trees in alternative locations within the city (public right-of-way, park, etc.), as permitted by this chapter.

(c) The director may refer any tree removal permit to the commission for decision for any of the following reasons:

- (1) The applicant is proposing to remove three or more healthy nonnative significant trees; or
- (2) The applicant is proposing to remove any healthy significant oak trees or significant native species trees; or
- (3) The applicant is proposing to remove any heritage tree; or
- (4) The city receives reasonable objections during the notification period; or
- (5) An appeal of the director's decision has been filed in accordance with this chapter; or
- (6) At the discretion of the director.

Should the application be referred to the commission, the commission shall make its recommendation (if the application is associated with development) or decision (if the application is not associated with development) during a noticed public meeting. A decision of the commission shall take effect 15 calendar

days after the date of public meeting to allow for the filing of any appeals. (Ord. No. 2328, § 1 (part), 2019.)

34.11 Criteria for approving tree removal permit applications.

(a) Subject to the imposition of conditions pursuant to subsection (b) of this section, a tree removal permit may be issued in any one of the following instances:

(1) Where the tree poses a reasonable risk of injury or harm to persons or property or is substantially interfering with the structural integrity or the use of an existing structure (including, but not limited to, a fence or wall), swimming pool, or building and there is no feasible and reasonable alternative to mitigate the interference.

(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. Redesign of any proposed development as an alternative to removal of an existing protected tree does not create an unreasonable hardship.

(3) Where a written determination has been made by a certified arborist, after a visual inspection or scientific evaluation, that the tree is so diseased or damaged that it is no longer viable or is a threat to persons or property, including to other trees. The director or commission may waive the requirement for a certified arborist's written statement when the tree can reasonably be determined to be dead by a layperson's visual inspection or when, 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 a significant or mature tree, where the proposed replacement tree(s) are of greater value or provide greater benefits than the tree proposed for removal.

(b) A tree removal permit may be conditioned upon the replacement or transplanting of the tree either on or off site. Such replacement or transplanting shall be subject to the following provisions:

(1) Designation by the director or the commission of the number, size, species, and location of replacement tree(s) proposed for removal, the significance of the tree(s) on the lot as viewed from a public right-of-way, the size of the lot, and the number of existing trees on the lot.

(2) Because of its size and/or significance, a single tree proposed to be removed may be required to be replaced with multiple trees. If the subject property cannot accommodate multiple trees, alternative locations within the city (public right-of-way, park, etc.) may be designated.

(3) If a replacement tree is required, the property owner must agree to accept the conditions of replacement by his or her signature on the permit application and make the replacement tree deposit (per SPMC [34.10\(a\)\(5\)](#) or [\(b\)\(3\)](#)) before issuance of the permit.

(4) When the work designated in the permit is completed, the applicant shall contact the public works department for an inspection of the work. Any tree removal will require complete removal and grinding of the stump and backfilling of the hole.

(5) Should a designated replacement or transplanted tree not survive for a period of two years, the applicant shall be required to replace it with another tree or pay to the city the full cost of replacing the tree at a location to be determined by the city.

(6) Where the permit allows or requires the replacement or transplanting of tree(s), the director or commission may, in their discretion, as an alternative to subsection (b)(5) of this section, require the applicant to post a bond or surety for a five-year period against the survival of the tree(s). The amount of the bond or surety shall be in accordance with the "Guide for Plant Appraisal" (ISA publication, most recent edition).

(7) Unless otherwise stated in the conditions of approval, the tree removal permit shall be valid for a period of one year with the planting of any new trees on the applicant's property to occur during the next planting season as determined by ANSI standards and local climate conditions. (Ord. No. 2328, § 1 (part), 2019.)

34.12 Tree removal and replacement plans.

Tree removal and replacement plans shall contain the following information:

(a) A drawing of the property which shows the location and species of all existing protected trees;

(b) A site plan showing the proposed development, including all existing and proposed structures, including the topography of the site, in accordance with SPMC [34.9\(b\)](#);

(c) The tree species and trunk caliper of all trees to be removed;

(d) The reason for removal. Any trees proposed for removal due to poor health or condition shall have the condition of the tree documented in a written report prepared and signed by a certified arborist;

(e) A second drawing of the property after the proposed tree removal which shows remaining trees and all proposed replacement trees. The replacement tree sizes and species must be clearly identified; and

(f) A certified arborist review of the tree plan, if required by the director. The certified arborist shall be contracted and managed by the city and all fees incurred shall be the responsibility of the property owner. (Ord. No. 2328, § 1 (part), 2019.)

34.12-5 Replacement tree requirements.

The number of replacement trees is determined by the size of the existing tree(s) approved for removal, unless otherwise determined by the director in accordance with this chapter.

(a) Listed below are the replacement tree requirements for permitted tree removal not associated with development:

(1) For replacement of significant trees, one 24-inch box replacement tree shall be required for each 10-inch increment of the caliper of the existing tree proposed for removal, or portion thereof.

For example:

- i. One 24-inch box replacement tree shall be required for each tree removed with a caliper of less than 10 inches.
- ii. Two 24-inch box replacement trees shall be required for each tree removed with a caliper of between 10 and 20 inches.
- iii. Three 24-inch box replacement trees shall be required for each tree removed with a caliper of between 20 and 30 inches.
- iv. Four 24-inch box replacement trees shall be required for each tree removed with a caliper of between 30 and 40 inches; and so forth.

(2) For replacement of mature oak trees, mature native species trees, and heritage trees, two 24-inch box native species replacement trees shall be required for each 10-inch increment of the caliper of the existing tree proposed for removal, or portion thereof. For example:

- i. Two 24-inch box native species replacement trees shall be required for each tree removed with a caliper of less than 10 inches.
- ii. Four 24-inch box native species replacement trees shall be required for each tree removed with a caliper of between 10 and 20 inches.
- iii. Six 24-inch box native species replacement trees shall be required for each tree removed with a caliper of between 20 and 30 inches.
- iv. Eight 24-inch box native species replacement trees shall be required for each tree removed with a caliper of between 30 and 40 inches; and so forth.

(b) Listed below are the replacement tree requirements for permitted tree removals associated with development:

(1) For replacement of significant trees, one 24-inch box replacement tree shall be required for each six-inch increment of the caliper of the existing tree proposed for removal, or portion thereof. For example:

- i. One 24-inch box replacement tree shall be required for each tree removed with a caliper of less than six inches.
- ii. Two 24-inch box replacement trees shall be required for each tree removed with a caliper of between six and 12 inches.
- iii. Three 24-inch box replacement trees shall be required for each tree removed with a caliper of between 12 and 18 inches.
- iv. Four 24-inch box replacement trees shall be required for each tree removed with a caliper of between 18 and 24 inches; and so forth.

(2) For replacement of mature oak trees, mature native species trees, and heritage trees, two 24-inch box native species replacement trees shall be required for each six-inch increment of the diameter of the existing tree proposed for removal, or portion thereof. For example:

- i. Two 24-inch box native species replacement trees shall be required for each tree removed with a caliper of less than six inches.
- ii. Four 24-inch box native species replacement trees shall be required for each tree removed with a caliper of between six and 12 inches.
- iii. Six 24-inch box native species replacement trees shall be required for each tree removed with a caliper of between 12 and 18 inches.
- iv. Eight 24-inch box native species replacement trees shall be required for each tree removed with a caliper of between 18 and 24 inches; and so forth. (Ord. No. 2328, § 1 (part), 2019.)

34.13 Appeals of tree removal permit decisions.

(a) **Appealing Tree Removal Permit Applications Associated with Development.** Tree removal decisions associated with development are advisory to the planning review authority as a condition of approval of development. An applicant may appeal any development decision and its conditions of approval pursuant to the appeal process set forth in the zoning code.

(b) **Appealing Tree Removal Permit Applications Not Associated with Development.** The applicant or any interested party may appeal the decision of the director to the commission by filing an appeal in

writing submitted to the commission staff liaison within 15 calendar days after the date of decision of the director. Decisions of the commission may be appealed to the city council by filing such appeal in writing submitted to the city clerk within 15 calendar days after the date of decision of the commission. The appeal shall specifically identify the grounds upon which the appeal will be taken and summarize the facts and points of law in support of the appeal.

(c) If a tree removal is granted for a tree on the basis of imminent threat to life or property, the decision will be considered final and is not appealable.

(d) The applicant shall be responsible for all actual costs, including staff time, associated with any appeals. (Ord. No. 2328, § 1 (part), 2019.)

34.14 Exemptions.

(a) No permit is required for the removal or trimming of a tree damaged by storm, fire, or other natural disaster which has been determined by the director, police chief, fire chief, or code enforcement officer to be dangerous to life or property.

(b) No permit is required when the fire department has deemed the trimming or removal of the tree(s) is critical to providing an effective firebreak.

(c) Public utility companies required to trim or remove trees, upon submittal of a letter to the director or their designee outlining the specific trees along with reasons for removal or trimming, shall be exempt from the provisions of this chapter.

(d) The city and its contractors will not be required to obtain permits, but shall otherwise comply with this chapter.

(e) No permit is required for the removal of shrubs, other than protected shrubs.

(f) No permit is required for trimming of any tree other than those species and sizes specified in SPMC [34.5\(a\)](#). (Ord. No. 2328, § 1 (part), 2019.)

34.15 Obstruction.

(a) It is unlawful for any person, firm or corporation owning, leasing, occupying, having charge or control of any lot or premises in the city to keep or maintain thereon any tree, shrub or plant, or portion thereof, that interferes with or obstructs the free passage of pedestrians along or upon adjacent public sidewalks or of vehicles along or upon adjacent public rights-of-way.

(b) Every fence, sign, wall, hedge, tree, shrub or planting located within 75 feet of the point of intersection of the centerlines of streets or within 75 feet of the point of intersection of the centerline of a street and a railroad right-of-way that is more than 36 inches in height measured from the nearest adjacent public street level and that, in the opinion of the director, constitutes an obstruction to the clear view of motorists on the streets is declared to be a public nuisance; provided, however, that nothing in this section shall be deemed to apply to a wall, building or structure that has been or that may be constructed under a permit issued by the building department of the city.

(c) A violation of this section does not exempt a property owner from having to otherwise comply with the permit requirements of this chapter. (Ord. No. 2328, § 1 (part), 2019.)

34.16 Violations.

(a) It is unlawful for any person to harm by any means, damage or cause to be damaged any tree located within the city, or fail to comply with the standards of care described in SPMC [34.1\(y\)](#) for any tree located on their property or in an adjacent parkway.

(b) It is unlawful for any person to remove or transplant any protected tree from any property within the city unless a tree removal permit is first obtained from the city.

(c) It is unlawful for any person to trim more than 20 percent of the live foliage or limbs of any heritage tree located within the city within any 12-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.

(d) It is unlawful for any person to trim more than 10 percent of the live foliage or limbs of any mature oak tree or a mature native species tree located within the city within any 12-month period, or cause the same to be done, without first obtaining a tree trimming permit from the city.

(e) It is unlawful for any person to remove any tree from the parkway area between a sidewalk or private property line and street curb without first obtaining a tree removal permit from the city. (Ord. No. 2328, § 1 (part), 2019.)

34.17 Penalties.

Any person violating any of the provisions of this chapter is guilty of a misdemeanor, except, at the discretion of the city prosecutor, the violation may be reduced to an infraction. Persons violating any of the provisions of this chapter shall be subject to the following:

(a) Penalties for any person who unintentionally violates the provisions of this chapter shall be as follows:

- (1) The standard inspection fee; and
- (2) Double the required tree removal or trimming permit fee; and
- (3) Planting double the number of replacement trees required pursuant to SPMC [34.12-5](#).

(b) Penalties for an intentional violation of this chapter not associated with development shall be as follows:

- (1) The penalties described in subsection (a) of this section; and
- (2) The payment of a tree replacement fee in an amount up to, but not to exceed double, the value of the destroyed, removed, or damaged tree. The city arborist shall determine the value of the destroyed, removed, or damaged tree by using the most recent edition of the ISA Guide for Plant Appraisal.

(c) Penalties for an intentional violation in connection with development or anticipated future development on the property shall be the penalties described in subsections (a) and (b) of this section and, in addition, the city manager may, in his or her discretion, refer the violation to the city prosecutor for criminal charges or to the planning commission for public hearing. The burden of proof shall be on the city to demonstrate that there is clear and convincing evidence to a reasonable certainty that there is an intentional violation. The planning commission, after considering all of the evidence, may impose the additional penalty of prohibiting the issuance of building or construction-related permits for a period up to five years from the date of the violation for the property upon which the violation occurred.

In determining whether a building permit may be issued with regard to the aforementioned prohibition, the planning commission shall consider whether the tree violation appears to be in furtherance of a development, as evidenced in the extent of tree damage, removal, damage to the root system, and/or excessive trimming of trees within the buildable area of a property; oral or written admissions; actions taken despite prior warnings; notices of violations; and the number and size of the damaged and/or removed trees.

Intentional violations in the context of development or anticipated development of property shall require the planning commission to determine whether restitution trees are to be planted on the property on which the violation occurred or on public land with costs paid to the city for tree selection, planting and maintenance, or a combination of both. The restitution trees shall be subject to either of the survival guarantees described in SPMC [34.11\(b\)\(5\)](#) or (6).

For purposes of this section, the violation shall be presumed to have occurred on the date the city has actual knowledge of the violation, and the violator shall have the burden of proving an earlier commencement date, if entitlement to an earlier date is claimed.

Notwithstanding the aforementioned prohibition, building or construction-related permits may be issued if, in the opinion of the director of planning and building, they are necessary for the preservation of public health, safety or welfare.

(d) Payment of any penalty and planting of replacement trees shall occur within 60 calendar days of the date the violator was directed to take such action by the director. If the violator does not complete planting of replacement trees within the allotted time, the director may procure and plant the requisite replacement trees, and the violator shall be responsible for reimbursing the city for such additional costs.

Reimbursement is due and payable within 30 calendar days of the city's issuance of a billing statement.

If payment of the penalty or reimbursement costs is not received by the city in 60 calendar days, the city manager can instruct that the outstanding obligation be collected in any of the following manners:

- (1) A civil action in the name of the city, in any court of competent jurisdiction; or
- (2) Use of a debt collection agency; or
- (3) A lien on the subject property.

(e) All penalties and additional costs related to a tree violation must be paid to the city prior to its issuance of building or construction-related permits unless, in the opinion of the director of planning and building, such permits are necessary for the preservation of public health, safety or welfare. (Ord. No. 2328, § 1 (part), 2019.)

ITEM 4

Approval of Minutes – Meeting of September 24, 2024



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

**MINUTES
REGULAR MEETING
TUESDAY, SEPTEMBER 24, 2024, AT 7:00 P.M.**

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

CALL TO ORDER:

The Meeting of the South Pasadena Natural Resources and Environmental Commission was called to order by Chair Siegel on September 24, 2024, at 7:05 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

Staff Liaison	Councilmember Michael Cacciotti
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Management Analyst, Danielle Garcia, announced a quorum.

CITY STAFF PRESENT:

Ted Gerber, Public Works Director; Arpy Kasparian, Environmental Services & Sustainability Manager; Danielle Garcia, Water Conservation Management Analyst; and Michael Vartanians, Public Works Principal Engineer 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 Chair Siegel.

PUBLIC COMMENT

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

In Person Public Comments:

None.

Zoom Public Comments:

Mark addressed the Commission about water wastage issues in the city, stressing the critical need for conservation.

PRESENTATIONS

2. STAFF INTRODUCTION – PHILIP TRAN, MANAGEMENT ANALYST

Environmental Services & Sustainability Manager, Arpy Kasparian, introduced Public Works Management Analyst Philip Tran.

3. MARENGO ELEMENTARY SCHOOL ACTIVE TRANSPORTATION PROGRAM

Chris Miller, chair of the Active Transportation Committee for the Marengo PTA, presented to the Commission on the “bike bus” and the importance of active transportation—particularly for children.

TREE HEARING

4. TREE HEARING: 1022 BRENT AVE.

Recommendation

It is recommended that the Natural Resources and Environmental Commission review and provide a decision of the removal of one 29-inch palm tree at 1022 Brent Avenue.

Michael Vartanians, Principal Engineer, presented the appeal of a tree removal denial. The applicant also presented their case stating the hardships and safety risks due to the continuous return of bee colonies in the tree.

In Person Public Comments:

Brenda Blatt, neighbor of applicant, spoke in support of the applicant and removal of the tree.

Zoom Public Comments:

None.

The commission requested that the applicant return with a bee report that addresses the issues related to the permanent removal of the bees, including whether measures can be implemented to prevent their return. Additionally, the applicant should provide an arborist report to assess the

tree's health, including its diameter for potential replacement considerations, and any specific issues related to trimming.

DISCUSSION

5. PLASTICS REDUCTION AD HOC COMMITTEE UPDATE

Commissioner Jones shared updates from the Plastics Reduction Ad Hoc Committee and identified actionable initiatives for plastics reduction, focusing on reinforcing existing bans on polystyrene, implementing an opt-in for single-use utensils, and enforcing the plastic bag ban ahead of the state's new regulations effective January 2026.

In Person Public Comments:

None.

Zoom Public Comments:

Mark suggested focusing on demand-driven approaches rather than compliance-driven ones, emphasizing collaboration with the Chamber of Commerce and recommended addressing plastic bag usage at the farmers market.

ACTION

6. REVIEW OF CHARGING RATES FOR CITY-OWNED EV CHARGERS

Recommendation

It is recommended that the Commission make recommendations to the City Council regarding charging rates for the city-owned electric vehicle chargers located at the Public / City Hall employee parking lot (Mound Ave. and Hope St.).

Ted Gerber, Director of Public Works, provided an update on the installation of 34 EV charging ports near City Hall and recommended a neutral revenue model for electric vehicle charging, proposing a rate of 24 cents per kilowatt hour during off-peak hours before 4 PM. The commission spoke in favor of the proposed rate structure and recommended no changes to the proposal.

In Person Public Comments:

None.

Zoom Public Comments:

Mark inquired whether maintenance of the chargers was being incorporated into the charging rate.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Law, seconded by Commissioner Tom and approved by roll call vote to approve the change in charging rates for city-owned EV chargers. The motion carried 7-0-0, by the following vote:

AYES: Siegel, Ng, Bortz, Law, de Villa Bourke, Jones and Tom

NOES: None.
ABSENT: None.
ABSTAINED: None.

7. APPROVAL OF MINUTES OF AUGUST 27, 2024 NREC MEETING

Recommendation

It is recommended that the Natural Resources and Environmental Commission review and approve the August 27, 2024 meeting minutes.

Vice Chair Ng requested an amendment in the minutes to reflect Council Liaison Cacciotti was present at the August meeting.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Jones, seconded by Commissioner Tom and approved by roll call vote to approve the August 27, 2024 Natural Resources and Environmental Commission Meeting Minutes. The motion carried 6-0-1, by the following vote:

AYES: Siegel, Ng, Jones, de Villa Bourke, Law, and Tom

NOES: None.

ABSENT: None.

ABSTAINED: Bortz

COMMUNICATIONS

8. CITY COUNCIL LIAISON COMMUNICATIONS

None.

9. COMMISSIONER COMMUNICATIONS

Commissioner Law shared an upcoming event called "A Week Without Driving", taking place from September 30 to October 6, organized by America Walks.

Commissioner de Villa Bourke shared that the high school student-run organization, Compost Culture, is actively fundraising with a GoFundMe campaign titled "Help Compost Culture Grow."

10. STAFF LIAISON COMMUNICATIONS

Environmental Services & Sustainability Manager, Arpy Kasparian, provided an update on upcoming events in the City and the anticipated launch of the Sustainability Division's Landscape Academy program.

Public Works Director, Ted Gerber, shared that the Mission to Mission program is returning next year as "Mission at Twilight," scheduled for June 22 from 3 PM to 8 PM, coinciding with the Summer Solstice.

11. UPCOMING EVENTS

- Compost and Mulch Giveaway – September 28, 9am-12pm; *South Pasadena Middle School Parking Lot*

- Senior Citizen Dumpster Week – October 14-18
- Dumpster Day – October 19, 2024, 8am-11am; *South Pasadena High School Parking Lot*
- Nature Park Volunteer Day – October 19, 2024, 9am-12pm *South Pasadena Nature Park* (weedingwildsuburbia.com/nature-park)
- 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

There being no further matters, Chair Siegel adjourned the meeting of the Natural Resources and Environmental Commission at 9:30 P.M. PT to the next Regular Commission meeting scheduled for October 22nd, 2024.

Respectfully submitted:

Arpy Kasparian
Staff Liaison, Environmental Services
& Sustainability Manager

APPROVED:

Michael Siegel
Chair

Approved at Commission Meeting:

ITEM 8

Upcoming Events



Garden Talk

Transform Your Lawn into
a Native Plant Garden
—and Get Paid for It!

Barbara Eisenstein
Friends of South Pas Nature Park

October 24, 7:30 PM

Eaton Canyon Nature Center
1750 N. Altadena Dr.
Pasadena, CA 91107

For More Information

Calif Native Plant Society

cnps-sgm.org



Landscape Academy

FREE

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**LANDSCAPE
TRAINING**

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REGISTER NOW AT

WWW.SOUTHPASADENACA.GOV/LANDSCAPEACADEMY

CALIFORNIA FRIENDLY AND NATIVE PLANTS LANDSCAPE

DATE: WEDNESDAY NOVEMBER 13TH, 2024

TIME: 6:00PM TO 7:00PM

**LOCATION: LIBRARY - 1100 Oxley Street,
South Pasadena, CA 91030**

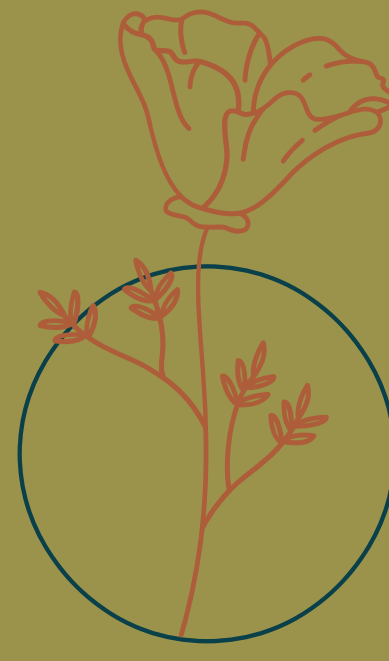
Learn to design sustainable landscapes that support healthier watersheds by selecting native plants, retaining rainwater, and reducing impervious surfaces.

OPEN TO ALL SKILL LEVELS

WANT TO LEARN MORE? Reach out with any questions!

Email: WaterConservation@southpasadenaca.gov

Phone: 626.403.7289



LANDSCAPE ACADEMY

SCHEDULE

UPCOMING

2024- 2025

NOVEMBER 13
WEDNESDAY
6:00PM

CALIFORNIA FRIENDLY AND NATIVE
PLANTS LANDSCAPE

DECEMBER 7
SATURDAY
11:00AM

LAWN CARE AND MAINTENANCE

JANUARY 14
TUESDAY
6:00PM

BEAUTIFUL GARDENS ON MINIMAL
WATER

FEBRUARY 8
SATURDAY
11:00AM

TURF REMOVAL, REPLACE OR
MAINTAIN IT

MARCH 25
TUESDAY
6:00PM

OUTDOOR LEAK DETECTION

MAY 17
SATURDAY
10:00AM

LANDSCAPE TRANSFORMATIONS
ON A BUDGET