



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521

AGENDA

Regular City Council Meeting

CITY COUNCIL

Monday, November 14, 2022

CITY OF ROLLING HILLS

7:00 PM

The meeting agenda is available on the City's website. The City Council meeting will be live-streamed on the City's website. Both the agenda and the live-streamed video can be found here:
<https://www.rolling-hills.org/government/agenda/index.php>

Members of the public may submit written comments in real-time by emailing the City Clerk's office at cityclerk@cityofrh.net. Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information that you do not want to be published.

Recordings to City Council meetings can be found here: <https://www.rolling-hills.org/government/agenda/index.php>

Next Resolution No. 1317

Next Ordinance No. 382

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS

5. BLUE FOLDER ITEMS (SUPPLEMENTAL)

Blue folder (supplemental) items are additional back up materials to administrative reports, changes to the posted agenda packet, and/or public comments received after the printing and distribution of the agenda packet for receive and file.

5.A. FOR BLUE FOLDER DOCUMENTS APPROVED AT THE CITY COUNCIL MEETING

RECOMMENDATION: Approved

[CL_AGN_221024_CC_BlueFolderItem_11B.pdf](#)

[CL_AGN_221024_CC_BlueFolderItem_11E.pdf](#)

[CL_AGN_221114_CC_BlueFolderItem_13A.pdf](#)

6. PUBLIC COMMENT ON NON-AGENDA ITEMS

*This is the appropriate time for members of the public to make comments regarding items **not** listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.*

7. CONSENT CALENDAR

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Mayor or any Councilmember may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion. The Mayor will call on anyone wishing to address the City Council on any Consent Calendar item on the agenda, which has

not been pulled by Councilmembers for discussion.

- 7.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF NOVEMBER 14, 2022
RECOMMENDATION: Approve.
[CL_AGN_221114_CC_AffidavitofPosting.pdf](#)
- 7.B. APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA
RECOMMENDATION: Approve.
- 7.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: OCTOBER 24, 2022
RECOMMENDATION: Approve as presented.
[CL_MIN_221024_CC_F.pdf](#)
- 7.D. PAYMENT OF BILLS.
RECOMMENDATION: Approve as presented.
[CL_AGN_221114_CC_PaymentOfBills.pdf](#)
- 7.E. FOR SECOND READING AND ADOPTION. ADOPT BY TITLE ONLY ORDINANCE NO. 380, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, AMENDING CHAPTER 8.32 TO THE ROLLING HILLS MUNICIPAL CODE RELATING TO STORM WATER AND POLLUTION CONTROL, AND FINDING THE ACTION TO BE EXEMPT FROM CEQA.
RECOMMENDATION: Adopt by title only Ordinance No. 380, amending Chapter 8.32 to the Rolling Hills Municipal Code relating to storm water and pollution control.
[CL_ORD_380_Stormwater_D.pdf](#)
[PW_NPDES_MS4_RHMC_Chapter_8.32_Stormwater\(FinalDraft2\)redline.pdf](#)
- 7.F. RECEIVE AND FILE MEASURE W, MUNICIPAL SAFE CLEAN WATER (SCW) ANNUAL REPORT FOR FISCAL YEAR 2021-22
RECOMMENDATION: Receive and file Measure W, Municipal Safe Clean Water Annual Report for Fiscal Year 2021-22
[CL_AGN_CC_221114_RH_2021-22_SCW_Expenditures.pdf](#)
- 7.G. RECEIVE AND FILE SUBMITTAL OF THE ANNUAL MUNICIPAL STORMWATER REPORT FOR FISCAL YEAR 2021-2022
RECOMMENDATION: Receive and file submittal of the City's Individual Annual Municipal Stormwater Report for Fiscal Year 2021-2022
[CL_AGN_CC_221114_RH_Annual Report 2021-22\(Final\).pdf](#)
[CL_AGN_CC_221114_RH_AR_2021-22_Sec8attachD\(Final\).pdf](#)
- 7.H. CONSIDER AND APPROVE THE THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH NV5 FOR THE SEPULVEDA CANYON STORMWATER MONITORING FOR 2022-23, 2023-24, 2024-25 IN THE AMOUNT OF \$39,445
RECOMMENDATION: Approve third Amendment to Professional Services Agreement with NV5 for the Sepulveda Canyon Stormwater monitoring

services for 2022-23, 2023-24, 2024-25 in the amount of \$39,445

[CL_AGN_221020_CC_PVP_WMP_ConditionalApproval.pdf](#)

[CL_AGN_CC_221114_3rd Amendment NV5\(FINAL\).pdf](#)

8. EXCLUDED CONSENT CALENDAR ITEMS

9. COMMISSION ITEMS

- 9.A. ZONING CASE NO. 22-60: A REQUEST FOR THE APPROVAL OF A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A NEW 800 SQUARE-FOOT SWIMMING POOL/SPA AND FOR NON-EXEMPT GRADING; AND A CONDITIONAL USE PERMIT FOR THE CONSTRUCTION OF A 797-SQUARE-FOOT POOL HOUSE LOCATED AT 21 CHUCKWAGON ROAD (MAUS) (LOT 4-CF & LOT 7-CF). THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA.

RECOMMENDATION: Receive and file.

[221005_21ChuckwagonRd_ZC22-60_Radius Map.pdf](#)

[Development Table](#)

[Development Plans](#)

[CL_AGN_221018_PC_BlueFolderItem_PublicComment.pdf](#)

[Before and After Photos.docx](#)

[2022-17_PC_Resolution_21ChuckwagonRoad_ZC22-60_Maus_E.pdf](#)

10. PUBLIC HEARINGS

11. OLD BUSINESS

- 11.A. APPROVE UPDATE TO THE COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) AND DIRECT STAFF TO SHARE THE APPROVED UPDATED CWPP WITH THE CALIFORNIA INSURANCE COMMISSION AND WORK WITH THE COMMISSION TO ASSIST RESIDENTS IN OBTAINING FIRE INSURANCE IN ROLLING HILLS

RECOMMENDATION: Approve Update to the Community Wildfire Protection Plan (CWPP) and direct Staff to share the approved updated CWPP with the California Insurance Commission and work with the Commission to assist residents in obtaining fire insurance in Rolling Hills

[CWPP_final_2020-09-10_v2020.1.pdf](#)

[CL_AGN_CC_220926_CWPPAppendix D - September 2022_F_2022-09-22.pdf](#)

[CL_AGN_CC_221114_COMMENTS CWPP Update_221101.pdf](#)

- 11.B. RECEIVE A LETTER FROM THE ROLLING HILLS COMMUNITY ASSOCIATION REGARDING THE NATURAL GAS BACKUP GENERATOR PROJECT AND PROVIDE DIRECTION TO STAFF

RECOMMENDATION: Provide direction to staff.

[CL_AGN_221114_CC_RHCA_Memo_Generator.pdf](#)

[CL_AGN_221114_CC_LTGenerator_Proposal.pdf](#)

[CL_COR_220803_RHCA_NG-GeneratorDiscussion.pdf](#)

[CL_MIN_220725_CC_F_E.pdf](#)

- 11.C. RECEIVE AND FILE FEEDBACK FROM CALWATER ON THE OUTDOOR SIREN PROJECT

RECOMMENDATION: Receive and file feedback from CalWater on the

outdoor siren project

[CL_AGN_CC_221114_Siren Locations_CalWater_rv221108.pdf](#)
[CL_AGN_CC_221114_22-10-27_SpecialNewsletter.pdf](#)
[CL_AGN_CC_221114_22-11-03_SpecialNewsletter.pdf](#)
[CL_AGN_CC_221114_Lorig_Re_Proposed 3 Story 138dB Tower on Spur Lane.pdf](#)

- 11.D. [CONSIDER STAY GREEN INC. TO PROVIDE LANDSCAPING SERVICES FOR THE CITY HALL CAMPUS AND DIRECT STAFF TO PREPARE A PROFESSIONAL SERVICES AGREEMENT](#)

RECOMMENDATION: Approve staff recommendation to select Say Green Inc. as the new City Hall Campus Landscape Maintenance provider and direct staff to prepare a professional services agreement.

[PW_LND_220920_StayGreen_Proposal.pdf](#)
[PW_LND_220920_Bennett_Proposal.pdf](#)
[PW_LND_220822_RFP_LandscapeMaintenanceServices_F_A.pdf](#)

- 11.E. [CONSIDER AND APPROVE THE TRAFFIC COMMISSION'S RECOMMENDATION FOR TRAFFIC IMPROVEMENTS ON JOHNS CANYON ROAD TO ADDRESS RESIDENTS' CONCERNS AND FIND THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT](#)

RECOMMENDATION: Approve street improvements on Johns Canyon Road as recommended by the Traffic Commission, approve the budget amendment to fund the improvements, and find the same exempt from the California Environmental Quality Act.

[CO_TRC_Attachment A - Email from Smith 062122.pdf](#)
[CO_TRC_Attachment B - Memo from City Traffic Engineer 091922.pdf](#)
[CO_TRC_Attachment C - Johns Canyon Rd Updated Estimate.pdf](#)
[CO_TRC_Attachment D - Collision Report from Sheriffs for 5 years 083022.pdf](#)
[CL_PBN_221114_Attachment E - CC_JohnsCynRd_improvements.pdf](#)
[CL_PBN_Attachment F - Johns Canyon Rd Map.pdf](#)
[CL_PBN_221110_Attachment G - Johns Canyon Mailing List_2.pdf](#)
[CL_AGN_221114_CC_JohnsCanyonRd_PublicComment01.pdf](#)
[CL_AGN_CC_221104_Email_BinhongLi_Redacted.pdf](#)
[CL_AGN_221114_CC_JohnsCanyonRd_PublicComment02.pdf](#)

- 11.F. [CONSIDER AND APPROVE AMENDING THE SANITARY SEWER IMPROVEMENT FEASIBILITY STUDY TO PHASE THE CONSTRUCTION OF THE 8-INCH SEWER MAIN PROJECT](#)

RECOMMENDATION: Approve a proposal from Willdan Engineering in the amount of \$9,010 and direct staff to prepare an amended Professional Services Agreement.

[PW_SEW_8-inch_P22-158_23401_RH_Phase_II__Sewer_Area_Study_Supplement.pdf](#)

12. NEW BUSINESS

- 12.A. [ADOPT RESOLUTION NO. 1316 AND SET A PUBLIC HEARING ON JANUARY 23, 2023 TO CREATE UNDERGROUND UTILITY DISTRICT NO. 2 \(UUD-02\) ON EASTFIELD DRIVE](#)

RECOMMENDATION: Adopt Resolution No. 1316 and set a public hearing on January 23, 2022 to create Underground Utility District No. 2 (UUD-02) on Eastfield Drive

[CL_AGN_CC_221114_ResolutionNo1316_IntentionToForm_UndergroundingUtilityDistrict2.r](#)
[CL_AGN_221114_CC_EastfieldUU_District_Letter01_Template.pdf](#)

- 12.B. [CONSIDER ONWARD ENGINEERING TO PROVIDE CONSTRUCTION AND GENERAL INSPECTION SERVICES FOR A NOT-TO-EXCEED AMOUNT OF \\$24,470 FOR FISCAL YEAR 2022-2023; AND DIRECT STAFF TO PREPARE A PROFESSIONAL SERVICES AGREEMENT](#)

RECOMMENDATION: Approve as presented.

[PW_PJI_221031_RFP_InspectionServices_FY22-23.pdf](#)

13. MATTERS FROM THE CITY COUNCIL

- 13.A. [LOS ANGELES COUNTY LAND BANK PROGRAM \(DIERINGER\)](#)

RECOMMENDATION: Receive a presentation from Councilmember Dieringer and provide direction to staff.

[CL_AGN_221114_CC_LACo_LandBank_CEO-Report.pdf](#)

[CL_AGN_221114_CC_LACo_LandBank_HahnLandBanking.pdf](#)

[CL_AGN_221114_CC_LACD_CCCA_CommentLetterToMetro.pdf](#)

[CL_AGN_221114_CC_LACo_LandBank_Pres.pdf](#)

[CL_AGN_221114_CC_LACo_LandBank_MetroBoardItem.pdf](#)

[CL_AGN_221114_CC_SBCCOG_LetterToBOS.pdf](#)

[CL_AGN_221114_CC_PVE_Letter.pdf](#)

14. MATTERS FROM STAFF

15. RECESS TO CLOSED SESSION

- 15.A. [EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE SECTION 54957, TITLE CITY MANAGER](#)

RECOMMENDATION: None.

- 15.B. [PUBLIC EMPLOYEE APPOINTMENT CALIFORNIA GOVERNMENT CODE SECTION 54957 TITLE: CITY ATTORNEY](#)

RECOMMENDATION: None

16. RECONVENE TO OPEN SESSION

17. ADJOURNMENT

Next adjourned regular meeting: Tuesday, December 13, 2022 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Public Comment is welcome on any item prior to City Council action on the item.

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for

your review of this agenda and attendance at this meeting.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 5.A
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: FOR BLUE FOLDER DOCUMENTS APPROVED AT THE CITY COUNCIL MEETING

DATE: November 14, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approved.

ATTACHMENTS:

[CL_AGN_221024_CC_BlueFolderItem_11B.pdf](#)

[CL_AGN_221024_CC_BlueFolderItem_11E.pdf](#)

[CL_AGN_221114_CC_BlueFolderItem_13A.pdf](#)

BLUE FOLDER ITEM (SUPPLEMENTAL)

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CITY COUNCIL MEETING November 14, 2022

**11.B RECEIVE A LETTER FROM THE ROLLING HILLS COMMUNITY ASSOCIATION
REGARDING THE NATURAL GAS BACKUP GENERATOR PROJECT AND
PROVIDE DIRECTION TO STAFF**

FROM: CHRISTIAN HORVATH, CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY
MANAGER

[CL AGN 221114 CC LTGenerator Proposal.pdf](#)

BLUE FOLDER ITEM (SUPPLEMENTAL)

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CITY COUNCIL MEETING November 14, 2022

- 11.E CONSIDER AND APPROVE THE TRAFFIC COMMISSION'S RECOMMENDATION FOR TRAFFIC IMPROVEMENTS ON JOHNS CANYON ROAD TO ADDRESS RESIDENTS' CONCERNS AND FIND THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

FROM: CHRISTIAN HORVATH, CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY MANAGER

[CL AGN 221114 CC JohnsCanyonRd PublicComment02.pdf](#)

BLUE FOLDER ITEM (SUPPLEMENTAL)

Blue folder (supplemental) items are additional back up materials to administrative reports, changes to the posted agenda packet, and/or public comments received after the printing and distribution of the agenda packet for receive and file.

CITY COUNCIL MEETING November 14, 2022

13.A LOS ANGELES COUNTY LAND BANK PROGRAM (DIERINGER)

FROM: CHRISTIAN HORVATH, CITY CLERK/EXECUTIVE ASSISTANT TO THE CITY
MANAGER

[CL_AGN_221114_CC_PVE_Letter.pdf](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.A
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF NOVEMBER 14, 2022

DATE: November 14, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve.

ATTACHMENTS:

[CL_AGN_221114_CC_AffidavitofPosting.pdf](#)



Administrative Report

7.A., File # 1542

Meeting Date: 11/14/2022

To: MAYOR & CITY COUNCIL

From: Christian Horvath, City Clerk

TITLE

APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF NOVEMBER 14, 2022

EXECUTIVE SUMMARY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF ROLLING HILLS)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations below.

Legislative Body	City Council
Posting Type	Regular Meeting Agenda
Posting Location	2 Portuguese Bend Road, Rolling Hills, CA 90274 City Hall Window City Website: https://www.rolling-hills.org/government/agenda/index.php https://www.rolling-hills.org/government/city_council/city_council_archive_agendas/index.php

Meeting Date & Time	November 14, 2022	7:00pm Open Session
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As City Clerk of the City of Rolling Hills, I declare under penalty of perjury, the document noted above was posted at the date displayed below.

Christian Horvath, City Clerk

Date: November 10, 2022



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.B
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA

DATE: November 14, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.C
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE THE FOLLOWING CITY COUNCIL MINUTES: OCTOBER 24, 2022

DATE: November 14, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_MIN_221024_CC_F.pdf](#)



1. CALL TO ORDER

The City Council of the City of Rolling Hills met in person on the above date at 7:00 p.m. Mayor Black presiding.

2. ROLL CALL

Councilmembers Present:

Dieringer, Pieper, Mirsch, Mayor Pro Tem Wilson, Mayor Black

Councilmembers Absent:

None

Staff Present:

Elaine Jeng, City Manager

Christian Horvath, City Clerk / Executive Assistant to the City Manager

Patrick Donegan, Deputy City Attorney

John Signo, Planning & Community Services Director

Vanessa Hevener, Senior Management Analyst

Robert Samario, Finance Director

3. PLEDGE OF ALLEGIANCE – Mayor Black

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS – NONE

5. BLUE FOLDER ITEMS (SUPPLEMENTAL)

6. PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Comment: Jim Aichele, Jim Partridge

7. CONSENT CALENDAR

7.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF OCTOBER 24, 2022

7.B. APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA

7.C. PULLED BY COUNCILMEMBER DIERINGER

7.D. PAYMENT OF BILLS

7.E. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR SEPTEMBER 2022

7.F. RECEIVE AND FILE CEQA FINDINGS ON THE CREST ROAD EAST AND EASTFIELD DRIVE ELECTRIC UTILITY UNDERGROUNDING PROJECTS

7.G. PULLED BY COUNCILMEMBER DIERINGER

7.H. PULLED BY COUNCILMEMBER DIERINGER

7.I. PULLED BY COUNCILMEMBER MIRSCH

Motion by Mayor Pro Tem Wilson, seconded by Councilmember Pieper to approve Consent Calendar, excluding Items 7C, 7G, 7H and 7I. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

8. EXCLUDED CONSENT CALENDAR ITEMS

7.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: OCTOBER 10, 2022

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to 1) amend the first motion's language of item 12.A in the October 10th minutes to the following: "Motion by Councilmember Pieper, seconded by Mayor Pro Tem Wilson to find that emergency repairs were needed to the storm drain segment on 3 Middleridge Lane North based on the risk of impairment of property;" and 2) revise the friendly amendment in Item 12.B to say "...any work would be consistent with the ADA design..." Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

7.G. ACCEPT BID PROPOSAL FROM EC CONSTRUCTION FOR EMERGENCY STORM DRAIN REPAIR AT 3 MIDDLE RIDGE LANE NORTH; ADOPT BY RESOLUTION NO. 1312 APPROVING THE EMERGENCY WORK; ADOPT BY RESOLUTION NO. 1313 AUTHORIZING A BUDGET MODIFICATION OF \$40,503.00; DIRECT THE CITY ATTORNEY TO FINALIZE A CONSTRUCTION CONTRACT AND AUTHORIZE THE CITY MANAGER TO EXECUTE

Motion by Councilmember Mirsch, seconded by Councilmember Pieper to approve as presented and correct the compensation amount in the emergency contract to reflect \$40,503.00. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

7.H. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH S&K CONSULTING SERVICES TO EVALUATE EXISTING CITY HALL HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND PROVIDE AN ENGINEERING DESIGN TO CONSTRUCT A WORKING SYSTEM FOR A NOT-TO-EXCEED FEE OF \$25,100; ADOPT BY RESOLUTION NO. 1315 AUTHORIZING A BUDGET MODIFICATION OF \$25,100

Motion by Councilmember Dieringer, seconded by Councilmember Pieper to approve as presented and add the following language to section 1 (Scope of Services) "Any design shall be consistent with any preliminary design of the ADA improvements." Motion carried with the following vote:

AYES: Dieringer, Pieper, Wilson, Mayor Black
NOES: Mirsch
ABSENT: None

7.I. UPDATE ON THE REPLACEMENT OF THE THREE RAIL FENCE, LOCATED ADJACENT TO PORTUGUESE BEND ROAD NEAR THE MAIN GATE

Presentation by Elaine Jeng, City Manager

Public Comment: Beth Howell, Judy Martin, Stacy Markulis

Motion by Councilmember Mirsch, seconded by Councilmember Pieper to receive and file with City Council comments made to be taken into consideration by staff. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

9. COMMISSION ITEMS – NONE

10. PUBLIC HEARINGS

10.A. RE-ADOPT THE SAFETY ELEMENT TO INCORPORATE THE CITY'S LOCAL HAZARD MITIGATION PLAN IN ACCORDANCE WITH ASSEMBLY BILL 2140

Presentation by John Signo, Planning & Community Services Director

Motion by Councilmember Pieper, seconded by Councilmember Dieringer to re-adopt the Safety Element to incorporate the City's Local Hazard Mitigation Plan in accordance with Assembly Bill 2140. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

Mayor Black moved to Item 12.B. Without objection, so ordered.

12. NEW BUSINESS

12.B. RECEIVE AND FILE THE CALIFORNIA WATER QUALITY CONTROL BOARD LOS ANGELES REGION CONDITIONAL APPROVAL OF THE PALOS VERDES PENINSULA ENHANCED MANAGEMENT PROGRAM (EWMP)

Presentation by Vanessa Hevener, Senior Management Analyst and Kathleen McGowan, Consultant

Motion by Councilmember Pieper, seconded by Councilmember Mirsch to receive and file. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

Mayor Black moved to Item 12.A. Without objection, so ordered.

12.A. FISCAL YEAR 2022-23 INTERIM FINANCIAL STATEMENTS FOR THE 1ST QUARTER ENDED SEPTEMBER 30, 2022

Presentation by Robert Samario, Finance Director

Motion by Mayor Pro Tem Wilson, seconded by Councilmember Dieringer accept the FY 2022-23 Interim Financial Statements for the 1st Quarter ended September 30, 2022. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

Mayor Black moved to Item 12.C. Without objection, so ordered.

12.C. INTRODUCE BY TITLE ONLY ORDINANCE NO. 380, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, AMENDING CHAPTER 8.32 TO THE ROLLING HILLS MUNICIPAL CODE RELATING TO STORM WATER AND POLLUTION CONTROL. FOR INTRODUCTION AND FIRST READING

Presentation by John Signo, Planning & Community Services Director and Kathleen McGowan, Consultant

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Wilson to waive first reading and introduce Ordinance No. 380. Amending Chapter 8.32 to the Rolling Hills Municipal Code relating to storm water and pollution control. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

12.D. CONSIDER AND APPROVE THE TRAFFIC COMMISSION'S ACTIONS ON SEPTEMBER 29, 2022, INCLUDING TRAFFIC IMPROVEMENTS FOR JOHNS CANYON ROAD TO ADDRESS RESIDENT CONCERNS

Presentation by John Signo, Planning & Community Services Director and Vanessa Munoz, Traffic Engineer

Public Comment: Jim Aichele, Arun Bhumitra

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Wilson to notify residents on Johns Canyon Road, Morgan Lane, Chestnut Lane and Storm Hill Lane (by phone, email and mail with a copy of the engineer's recommendations in order to solicit responses) that this item will again be agendized for the November 14, 2022 meeting. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

12.E. CONSIDER STAY GREEN INC. TO PROVIDE LANDSCAPING SERVICES FOR THE CITY HALL CAMPUS AND DIRECT STAFF TO PREPARE A PROFESSIONAL SERVICES AGREEMENT

Presentation by Elaine Jeng, City Manager

Public Comment: Sean Bennett, Martin McKenna

Motion by Councilmember Dieringer, seconded by Mayor Pro Tem Wilson to continue this item to the November 14, 2022 meeting and provide City Council with both vendor proposals, the staff side by side

comparison spreadsheet and all information that went into the selection and recommendation process. Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

Mayor Black moved to Item 11.A. Without objection, so ordered.

11. OLD BUSINESS

11.A. RECEIVE FEEDBACK FROM CAL WATER ON THE OUTDOOR SIREN PROJECT, AND APPROVE THE SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH HQE SYSTEMS IN THE AMOUNT OF \$6,095 FOR SITING VIABLE OUTDOOR SIREN POLE LOCATIONS

Presentation by Vanessa Hevener, Senior Management Analyst

Public Comment: Alfred Visco

Motion by Councilmember Pieper, seconded by Councilmember Mirsch directing staff approving up to 20 hours of technical service with HQE to determine next steps related to determining feasibility of potential City or Cal Water sites as proposed. Motion carried with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson
NOES: Mayor Black
ABSENT: None

11.B. CONSIDER ADDITIONAL IMPROVEMENTS TO COURT 1 REQUESTED BY THE TENNIS CLUB AND THE ROLLING HILLS COMMUNITY ASSOCIATION, AND PROVIDE DIRECTION TO STAFF

Presentation by Elaine Jeng, City Manager

Public Comment: Alfred Visco

Motion by Mayor Pro Tem Wilson, seconded by Councilmember Dieringer directing Councilmember Pieper to communicate to the Rolling Hills Community Association, the Council's support for the modification requests outlined as follows:

- Expanding the court footprint by 5 feet to be 120' x 60';
- Ensuring the corner cutoff design from the ADA Improvement plans was removed;
- Modifying the fencing along the west side for better spectator viewing by lowering the fence height from 10 feet to 3 feet;
- Adding acoustical treatments to the fencing and/or add fencing along the property line with acoustical treatments, and
- Adding entrance gates at the 60' mark alongside the new patio treatment
- The RHCA shall take the lead on the project and be responsible for the costs of the project.

Motion carried unanimously with the following vote:

AYES: Dieringer, Pieper, Mirsch, Wilson, Mayor Black
NOES: None
ABSENT: None

Mayor Black moved to Item 13.A. Without objection, so ordered.

13. MATTERS FROM THE CITY COUNCIL

13.A. COMMENT ON THE ADOPTION OF THE 6TH CYCLE HOUSING ELEMENT, AND PENDING PLAN CERTIFICATION BY THE STATE (PIEPER)

Councilmember Pieper expressed some thoughts on the Housing Element and current concerns other municipalities are experiencing.

Councilmember Dieringer requesting agendaizing a discussion about LA County's proposed Land Bank for November 14, 2022.

14. MATTERS FROM STAFF

14.A. PALOS VERDES PENINSULA LAND CONSERVANCY TOURS OF THE FIRE FUEL ABATEMENT WORK IN THE PRESERVE COMMISSIONED BY THE CITY OF ROLLING HILLS

Planning & Community Services Director John Signo reported on the dates for the tours.

14.B. ANNOUNCEMENT OF SECOND EMERGENCY NOTIFICATION EXERCISE SCHEDULED FOR OCTOBER 26, 2022

Christian Horvath, City Clerk / Executive Assistant to the City Manager reported on the upcoming Alert South Bay Citywide Emergency Notification exercise.

15. RECESS TO CLOSED SESSION

Mayor Black recessed the City Council to Closed Session at 10:40 p.m.

15.A. EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE SECTION 54957, TITLE CITY MANAGER

16. RECONVENE TO OPEN SESSION

The City Council reconvened to Open Session at 12:10 a.m. on October 25, 2022 and there was no reportable action.

17. ADJOURNMENT: 12:10 A.M.

Hearing no further business before the City Council, the meeting was adjourned in memory of resident Ann Carley at 12:10 a.m. on October 25, 2022. The next regular meeting of the City Council is scheduled to be held on Monday, November 14, 2022 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via City's website link at: <https://www.rolling-hills.org/government/agenda/index.php>

All written comments submitted are included in the record and available for public review on the City website.

Respectfully submitted,

Christian Horvath, City Clerk

Approved,

James Black, M.D., Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.D
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PAYMENT OF BILLS.

DATE: November 14, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[CL_AGN_221114_CC_PaymentOfBills.pdf](#)

CITY OF ROLLING HILLS
AP23-012 & AP23-013, & ACH23-021 Check Run 10-19-TO 11-14-2022

Check No.	Check Date	Payee	Description	Amount
027818	11/1/2022	Abila	10-18-2022 - 11-17-2022 Accounting Software	98.38
027819	11/1/2022	Bennett Landscape	Landscape Maint Services MARLEX BROKE 2022	87.36
027820	11/1/2022	Best Best & Krieger LLP	General Services & Undergrounding Services- SEPT 2022	6,707.00
027820	11/1/2022	Best Best & Krieger LLP	Land Use-Professional Services September 2022	2,622.00
CHECK TOTAL			\$ 9,329.00	
027821	11/1/2022	Chambers Group	Professional Services SEPTEMBER 2022 Project 21330	14,978.67
027822	11/1/2022	Executive Suite Services Inc.	October 2022 Monthly Janitorial Svcs	1,360.00
027822	11/1/2022	Executive Suite Services Inc.	September 2022 Monthly Janitorial Svcs	1,360.00
CHECK TOTAL			\$ 2,720.00	
027823	11/1/2022	Forum Info-Tech. Inc./Levelcloud	August Cloud Hosting	5,341.47
027823	11/1/2022	Forum Info-Tech. Inc./Levelcloud	October Cloud Hosting	5,533.04
027824	11/1/2022	Granicus	Encoding Appliance HDW-WOWZA	3,805.26
027825	11/1/2022	LA County Sheriff's Department	September	1,447.44
027826	11/1/2022	McGowan Consulting	Municipal Stormwater Consulting Services Sept 22	9,459.00
027827	11/1/2022	Peninsula Seniors	Grant For 2022 Community Services	2,000.00
027828	11/1/2022	Women's Community Club of Rolling Hills	Reimbursement for Expenses Jan to June 2022	1,878.20
027828	11/1/2022	Women's Community Club of Rolling Hills	Reimbursement for Stone Fountain	1,308.75
CHECK TOTAL			\$ 3,186.95	
027829	11/1/2022	Willdan Inc.	Professional Services Sept 22 Project 105238.00	2,022.50
027830	11/8/2022	Abila	09-18-2022 - 10-17-2022 Accounting Software	98.36
027830	11/8/2022	Abila	11-18-2022 - 12-17-2022 Accounting Software	202.59
CHECK TOTAL			\$ 300.95	
027831	11/8/2022	Alan Palermo Consulting	City Hall ADA Design Oct 2022	1,200.00
027832	11/8/2022	Bennett Landscape	Landscape Maint Services November 2022	693.00
027832	11/8/2022	Bennett Landscape	Repairs to Irrigations Systems	332.40
CHECK TOTAL			\$ 1,025.40	
027833	11/8/2022	Best Best & Krieger LLP	CPUC COMPLAINT RE FRONTIER SEPT 2022	325.00
027834	11/8/2022	Black Box Audio Video Services	Repair work at City Hall	4,940.00
027835	11/8/2022	Cox Communications	Phone Service Oct 26 - Nov 25 2022	154.25
027836	11/8/2022	HQE Systems Inc	City of RH Emergency Mass Notification Consulting	6,780.00
027837	11/8/2022	ICMA	ICMA Renewal	1,200.00
027838	11/8/2022	John Signo	AICPIAPA RENEWAL MEMBERSHIP	788.00
027839	11/8/2022	County of Los Angeles	September 2022 Animal care Housing Costs	678.26
027840	11/8/2022	MV CHENG AND ASSOCIATES	Monthly Accounting Services October 2022	11,878.75
027841	11/8/2022	Orkin	Monthly Pest Control October 2022	158.00
027842	11/8/2022	Rolling Hills Community Assn.	Reimbursement for City Hall	837.21
ACH-125	10/21/2022	CalPERS	PERS RETIREMENT PR ENDING 10-18-22	4,041.27
ACH-126	10/21/2022	Vantagepoint Transfer Agents - 306580	ICMA PR ENDING 10-18-22	1,912.49
ACH-127	10/25/2022	Delta Dental	DELTA INSURANCE FOR NOVEMBER	1,442.68
ACH-128	10/25/2022	The Gas Company	GAS USAGE FROM 9-8-22 TO 10-7-22	22.58
ACH-129	10/25/2022	Nextiva	BUSINESS PHONE SERVICE OCTOBER INVOICE	305.64

Check No.	Check Date	Payee	Description	Amount
ACH-130	10/25/2022	Southern California Edison	ELECTRICITY USAGE 09-16-22 TO 10-7-22	279.12
ACH-131	10/25/2022	Southern California Edison	ELECTRICITY USAGE 09-22-22 TO 10-23-22	1,478.27
ACH-132	10/25/2022	Vision Service Plan - (CA)	VISION COVERAGE NOVEMBER 2022	160.65
PR LINK	10/21/2022	PR LINK - Payroll & PR Taxes PR#21	Payroll Processing Fee PR#21 10-05/2022 - 10/18/2022	\$ 72.97
PR LINK	10/21/2022	PR LINK - Payroll & PR Taxes PR#21	Pay Period - PR#21 10-05/2022 - 10/18/2022	\$ 24,409.06
PR LINK	11/4/2022	PR LINK - Payroll & PR Taxes PR#22	Payroll Processing Fee PR#22 10/19/2022 - 11/01/2022	\$ 59.36
PR LINK	11/4/2022	PR LINK - Payroll & PR Taxes PR#22	Pay Period -PR#22 PR#22 10/19/2022 - 11/01/2022	\$ 23,615.99
				\$ 148,074.97

I, Elaine Jeng, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of

148,074.97 for the payment of above items.

Elaine Jeng, P.E., City Manager

11/08/2022



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.E
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: FOR SECOND READING AND ADOPTION. ADOPT BY TITLE ONLY ORDINANCE NO. 380, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, AMENDING CHAPTER 8.32 TO THE ROLLING HILLS MUNICIPAL CODE RELATING TO STORM WATER AND POLLUTION CONTROL, AND FINDING THE ACTION TO BE EXEMPT FROM CEQA.

DATE: November 14, 2022

BACKGROUND:

On October 24, 2022, the City Council waived first reading and introduced by title only Ordinance No. 380, amending Chapter 8.32 of the Rolling Hills Municipal Code (RHMC) relating to storm water and pollution control.

The City has been discussing stormwater mitigation measures on private improvements projects over the past year. On September 27, 2021, the City Council and Planning Commission held a joint study session to discuss stormwater mitigation measures on private improvement projects. On March 15, 2022, a follow up item was discussed with the Planning Commission to consider a policy for low impact development (LID) standards. On October 18, 2022, the Planning Commission held a meeting to discuss the revisions to Chapter 8.32 and voted, 4-0 (Cardenas absent), to adopt Resolution No. 2022-18 recommending that the City Council approve the Ordinance amending RHMC Chapter 8.32.

Ordinance No. 380 revises Chapter 8.32 to align with the provisions of the Regional Municipal NPDES Stormwater Permit (Regional Stormwater Permit) to provide clarity as to the requirements and the City's authority to enforce them. As a permittee, the City is required to establish and maintain adequate legal authority to control pollutant discharges into the municipal separate storm sewer system (MS4) and to enforce the provisions of the Regional Stormwater Permit as applicable within the City's jurisdiction.

The City Attorney will need to prepare an updated statement of legal authority for submittal to

the LA Water Board with the City's annual report due on December 15, 2022.

DISCUSSION:

McGowan Consulting performed a review and prepared a draft revision of RHMC Chapter 8.32 for consistency and alignment with the technical and regulatory requirements in the Regional Stormwater Permit. While the changes in the Regional Stormwater Permit over the previous permit did not necessitate the addition of new sections in the RHMC Chapter 8.32, there were terminology changes and more nuanced changes to the requirements in the permit which resulted in proposed changes to most sections in the chapter. A summary of notable changes proposed to the RHMC Chapter 8.32 for consistency with the Regional Stormwater Permit follows:

8.32.040 Definitions

Updates existing definitions and adds key regulatory definitions applicable to development projects, such as "Biofiltration", "Bioretention", "Low Impact Development", "Natural Drainage Systems", and "Priority Development Projects".

8.32.090 Requirements for construction activities

Specifies that evidence of coverage under applicable permits, including the statewide construction general permit for sites disturbing one acre or more, shall be provided to the City prior to issuance of building or grading permits.

Reduces specificity of requirements for construction best management practices at sites disturbing one acre or more and instead refers to requirements in the statewide construction general permit for required best management practices.

8.32.095 Planning and Land Development Program Requirements for New Development and Redevelopment Projects

Lists the types of new and redevelopment projects categorized as Priority Development Projects subject to the stormwater retention/performance requirements of the Municipal NPDES permit.

Provides that development projects may be conditioned to conserve natural areas, protect slopes and channels, minimize impervious areas, and divert roof runoff and surface flows to vegetated areas before discharge unless the diversion would result in slope instability.

Specifies that prior to the issuance of grading, building or construction permits, applicable post construction stormwater mitigation plans for Priority Development Projects, including site design elements and placement of stormwater control measures, shall be included on project plans and submitted along with detailed sizing calculations for structural or treatment control measures for review and approval by the City.

Allows for alternative stormwater mitigation measures on Priority Development Projects when a demonstration is made that it is technically infeasible to retain the stormwater quality design volume onsite.

Provides that Priority Development Projects disturbing one acre or more of area must demonstrate that hydromodification control criteria are met in addition to meeting low impact development (LID) requirements, while projects disturbing less than one acre may comply with hydromodification requirements by implementing LID requirements.

California Environmental Quality Act

The action to adopt the Ordinance is not subject to the California Environmental Quality Act (CEQA) based on Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Alternatively, the adoption of the Ordinance is exempt from CEQA because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (State CEQA Guidelines, § 15061(b)(3).)

FISCAL IMPACT:

None.

RECOMMENDATION:

Adopt by title only Ordinance No. 380, amending Chapter 8.32 to the Rolling Hills Municipal Code relating to storm water and pollution control.

ATTACHMENTS:

[CL_ORD_380_Stormwater_D.pdf](#)

[PW_NPDES_MS4_RHMC_Chapter_8.32_Stormwater\(FinalDraft2\)redline.pdf](#)

ORDINANCE NO. 380

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, AMENDING CHAPTER 8.32 OF THE ROLLING HILLS MUNICIPAL CODE REGARDING STORM WATER MANAGEMENT AND POLLUTION CONTROL AND FINDING THE ACTION TO BE EXEMPT FROM CEQA

WHEREAS, the Federal Clean Water Act (33 U.S.C. Sections 1251, et seq.) provides for the regulation and reduction of pollutants discharged into the waters of the United States by extending National Pollutant Discharge Elimination System (hereinafter "NPDES") requirements to storm water and dry weather runoff discharge into storm drain systems; and

WHEREAS, storm water and dry weather runoff flows from individual properties in the City into natural drainage courses and storm drains owned by other agencies prior to reaching surface waters also known as receiving waters; and

WHEREAS, the City of Rolling Hills is a co-permittee under the Municipal NPDES Permit authorized by the Federal Clean Water Act. As a co-permittee, the City is required to maintain adequate legal authority within its respective jurisdiction to control pollutant discharges and to require the use of control measures to prevent or reduce the discharge of pollutants to achieve water quality standards; and

WHEREAS, in order to control, in a cost-effective manner, the quantity and quality of storm water and dry weather runoff to the maximum extent practicable, the adoption of reasonable regulations is essential; and

WHEREAS, on July 23, 2021, the Los Angeles Regional Water Quality Control Board (LA Water Board) adopted the Regional Municipal NPDES Stormwater Permit, which became effective on September 11, 2021, to replace the previous 2012 Municipal NPDES Stormwater Permit. As a permittee, the City is required to establish and maintain adequate legal authority to control pollutant discharges into the municipal separate storm sewer system (MS4) and to enforce the provisions of the Regional Stormwater Permit as applicable within the City's jurisdiction; and

WHEREAS, the City desires to amend the Rolling Hills Municipal Code ("RHMC") to keep it in compliance with the Regional Municipal NPDES Stormwater Permit; and

WHEREAS, this ordinance (the "Ordinance") amends the RHMC to address storm water management and pollution control; and

WHEREAS, on October 18, 2022, the Planning Commission considered the staff report, recommendations by staff, and public testimony concerning this Ordinance. The Planning Commission voted, 4-0 (with one absence), to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on October 24, 2022, the City Council considered the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance, (2) the policy considerations discussed therein, and (3) the consideration and recommendation by the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The Recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. CEQA. The City Council finds that adoption of this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Alternatively, the adoption of this ordinance is exempt from CEQA because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (State CEQA Guidelines, § 15061(b)(3).)

SECTION 3. Consistency with the Rolling Hills Municipal Code. The Ordinance's amendments to Chapter 8.32 of the Rolling Hills Municipal Code are consistent with, and in furtherance of, the City's intent to protect and enhance the quality of watercourses, water bodies, and wetlands within the City in a manner consistent with the Federal Clean Water Act, the California Porter-Cologne Water Quality Control Act and the Municipal NPDES Permit; and provide the City with the legal authority necessary to implement and enforce the requirements contained in 40 CFR § 122.26(d)(2)(i)(A—F) and in the Municipal NPDES Permit to the extent they are applicable in the City of Rolling Hills.

SECTION 4. Code Amendment. Based on the foregoing recitals and findings, the City Council hereby approves and adopts the code amendments attached as Exhibit "A" hereto and incorporated herein by reference.

SECTION 5. Severability. If any provision of this Ordinance is declared to be invalid by a court of competent jurisdiction, it shall not affect any remaining provision hereof. The City Council of the City of Rolling Hills hereby declares that it would have adopted this Ordinance despite any partial invalidity.

SECTION 6. Effective Date. This Ordinance takes effect 30 days following its adoption.

SECTION 7. Certification. The City Clerk is hereby directed to certify to the passage and adoption of this Ordinance; cause the same, or a summary thereof, to be published or posted in the manner required by law; and file a notice of exemption within five business days after adoption of the Ordinance.

PASSED, APPROVED and ADOPTED this 14th day of November, 2022.

James Black, Mayor

ATTEST:

Christian Horvath, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

I, Christian Horvath, City Clerk of the City of Rolling Hills, California, do hereby certify that the foregoing Ordinance No. 380 was adopted at a regular meeting of the City Council of the City of Rolling Hills held on the 14th day of November, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Christian Horvath
City Clerk

Exhibit "A"

Title 8 - HEALTH AND SAFETY Chapter 8.32 STORM WATER MANAGEMENT AND POLLUTION CONTROL

Chapter 8.32 STORM WATER MANAGEMENT AND POLLUTION CONTROL¹

8.32.010 Title.

This chapter shall be known as the "City of Rolling Hills Storm Water Management and Pollution Control Ordinance."

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.020 Findings.

- A. The Federal Clean Water Act (33 U.S.C. Sections 1251, et seq.) provides for the regulation and reduction of pollutants discharged into the waters of the United States by extending National Pollutant Discharge Elimination System (hereinafter "NPDES") requirements to storm water and dry weather runoff discharge into storm drain systems.
- B. Storm water and dry weather runoff flows from individual properties in the City into natural drainage courses and storm drains owned by other agencies prior to reaching surface waters also known as receiving waters.
- C. The City of Rolling Hills is a co-permittee under the Municipal NPDES Permit authorized by the Federal Clean Water Act. As a co-permittee, the City is required to maintain adequate legal authority within its respective jurisdiction to control pollutant discharges and to require the use of control measures to prevent or reduce the discharge of pollutants to achieve water quality standards.
- D. In order to control, in a cost-effective manner, the quantity and quality of storm water and dry weather runoff to the maximum extent practicable, the adoption of reasonable regulations, as set forth herein, is essential.
- E. The City of Rolling Hills is a unique, low density residential community where development consists of single-family residential homes on large estate-size lots; the only nonresidential development in the City consists of City administration buildings, a fire station, water reservoirs, and a public school campus.
- F. All roadways in the City are privately owned and maintained by the Rolling Hills Community Association. The City of Rolling Hills does not own or operate a municipal separate storm sewer system. Natural drainage courses within the City are located on private property.
- G. Properties with geologic instability throughout the City and the hillside topography of the entire community make it difficult and in some instances hazardous for property owners to have storm water retention on site if such retention will result in absorption of water in slide planes.
- H. All the properties within the City limits are under the constraints and limitations of CC&Rs of the Rolling Hills Community Association.

¹Editor's note(s)—Ord. No. 334, § 3(Exh. A), adopted June 24, 2013, amended ch. 8.32 in its entirety to read as herein set out. Former ch. 8.32, §§ 8.32.010—8.32.110, pertained to storm water and urban runoff pollution control, and derived from Ord. No. 267, § 1(part), adopted 1996; Ord. No. 284, §§ 1—6, adopted 2001; Ord. No. 289-U, §§ 1—8, 10—15, adopted 2002.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.030 Purpose and intent.

- A. The purpose of this chapter is to comply with the Federal Clean Water Act, the California Porter-Cologne Water Quality Control Act, and the Municipal NPDES Permit by:
1. Reducing pollutants in storm water discharge to the maximum extent practicable;
 2. Regulating illicit connections and illicit discharges and thereby reducing the level of contamination of storm water and dry weather runoff into receiving waters; and
 3. Regulating non-storm water discharges to the storm sewer system.
- B. The intent of this chapter is to:
1. Protect and enhance the quality of watercourses, water bodies, and wetlands within the City in a manner consistent with the Federal Clean Water Act, the California Porter-Cologne Water Quality Control Act and the Municipal NPDES Permit;
 2. Provide the City with the legal authority necessary to implement and enforce the requirements contained in 40 CFR § 122.26(d)(2)(i)(A—F) and in the Municipal NPDES Permit to the extent they are applicable in the City of Rolling Hills; and
 3. Set forth compliance measures for the construction and operation of storm water mitigation measures required for certain "New Development" and "Redevelopment", and other projects (as further defined herein) as prescribed in the current version of the Municipal NPDES Permit approved by the Regional Water Quality Control Board-Los Angeles Region, and on file in the office of the City Clerk of this City. This chapter authorizes the City Manager or his/her designee to serve as an authorized enforcement officer to define and adopt applicable Best Management Practices (BMPs) and other storm water pollution control measures, to grant emergency self-waivers, as necessary, and to cite infractions and to impose fines pursuant to this chapter. Except as otherwise provided herein, the authorized enforcement officer shall administer, implement, and enforce the provisions of this section.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.040 Definitions.

Except as specifically provided herein, any term used in this chapter shall be defined as that term defined in the current Municipal NPDES Permit, or if it is not specifically defined in the Municipal NPDES Permit, then as such term is defined in the Federal Clean Water Act, as amended, and/or the regulations promulgated thereunder. The following definitions apply to this chapter only:

"Area susceptible to runoff" means any surface directly exposed to precipitation or in the path of runoff caused by precipitation.

"Authorized enforcement officer" means the City Manager or his or her designee.

"Best Management Practices (BMPs)" means practices or physical devices or systems designed to prevent or reduce pollutant loading from storm water or non-storm water discharges to receiving waters, or designed to reduce the volume of storm water or non-storm water discharged to the receiving water. Examples of BMPs may include public education and outreach, proper planning of development projects, and proper sludge- or waste-handling and disposal, among others.

(Supp. No. 26)

"Biofiltration" is a low impact development (LID) BMP that reduces stormwater pollutant discharges by intercepting rainfall on vegetative canopy, and through incidental infiltration and/or evapotranspiration, and filtration. Incidental infiltration is an important factor in achieving the required pollutant load reduction. Biofiltration BMPs include bioretention systems with an underdrain and bioswales.

"Bioretention" is an LID BMP that reduces stormwater runoff by intercepting rainfall on vegetative canopy, and through evapotranspiration and infiltration. The bioretention system typically includes a minimum 2-foot top layer of a specified soil and compost mixture underlain by a gravel-filled temporary storage pit dug into the *in-situ* soil. As defined in the Municipal NPDES Permit, a bioretention BMP may be designed with an overflow drain but may not include an underdrain. When a bioretention BMP is designed or constructed with an underdrain it is regulated as a biofiltration BMP.

"City" means the City of Rolling Hills.

"Construction" means any construction or demolition activity, clearing, grading, grubbing, excavation, or any other activities that result in soil disturbance. Construction includes structure teardown and demolition. It does not include routine maintenance activities required to maintain the integrity of structures by performing minor repair and restoration work, original line and grade, hydraulic capacity, or original purpose of facility; emergency construction activities required to immediately protect public health and safety (including fire prevention); clearing and grubbing of vegetation for landscape maintenance and fire prevention which is not associated with a larger construction project; interior remodeling with no outside exposure of construction material or construction waste to storm water; mechanical permit work; or sign permit work. See "Routine Maintenance" definition below.

"Construction General Permit" means the NPDES General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities issued by the State Water Board, which authorizes the discharge of stormwater from construction activities under certain conditions.

"Control" means to minimize, reduce, eliminate, or prohibit by technological, legal, contractual or other means, the discharge of pollutants from an activity or activities.

"Development" means any construction, rehabilitation, redevelopment or reconstruction of any public or private residential project or mass grading for future construction. It does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include emergency construction activities required to immediately protect public health and safety.

"Directly Adjacent" means situated within two hundred feet of the contiguous zone required for the continued maintenance, function, and structural stability of the environmentally sensitive area.

"Director" means the City Manager or his or her designee.

"Discharge" means when used without qualification the "discharge of a pollutant."

"Discharging directly" means outflow from a drainage conveyance system that is composed entirely or predominantly of flows from the subject, property, development, subdivision, or industrial facility, and not commingled with the flows from adjacent lands.

"Discharge of a Pollutant" means: any addition of any "pollutant" or combination of pollutants to "waters of the United States" from any "point source" or, any addition of any pollutant or combination of pollutants to the waters of the "contiguous zone" or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. The term discharge includes additions of pollutants into waters of the United States from: surface runoff which is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

"Discretionary project" is defined in the same manner as Section 15357 of the Guidelines For Implementation Of The California Environmental Quality Act contained in Title 14 of the California Code Of

Regulations, as amended, and means a project which requires the exercise of judgment or deliberation when the City decides to approve or disapprove a particular activity, as distinguished from situations where the City merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations.

"Disturbed Area" means an area that is altered as a result of clearing, grading, and/or excavation, unless solely for the purposes of landscape maintenance or fire prevention.

"Good housekeeping practices" means common practices related to the storage, use or cleanup of materials, performed in a manner that minimizes the discharge of pollutants. Examples include, but are not limited to, purchasing only the quantity of materials to be used at a given time, use of alternative and less environmentally harmful products, cleaning up spills and leaks, and storing materials in a manner that will contain any leaks or spills.

"Illicit connection" means any human-made conveyance that is connected to the storm drain system without a permit, excluding roof-drains and other similar type connections. Examples include channels, pipelines, conduits, inlets or outlets that are connected directly to the storm drain system.

"Illicit discharge" means any discharge to the storm drain system that is prohibited under local, state or federal statutes, ordinances, codes or regulations. The term illicit discharge includes all non-storm water discharges except authorized non-storm water discharges; conditionally exempt non-storm water discharges; and non-storm water discharges resulting from natural flows specifically identified in the Municipal NPDES Permit.

"Infiltration" means the downward entry of water into the surface of the soil.

"Inspection" means entry and the conduct of an on-site review of structures and devices on a property, at reasonable times, to determine compliance with specific municipal or other legal requirements. The steps involved in performing an inspection, include, but are not limited to:

1. Pre-inspection documentation research;
2. Request for entry;
3. Interview of property owner, resident and/or occupant(s);
4. Property walk-through;
5. Visual observation of the condition of property;
6. Examination and copying of records as required;
7. Sample collection (if necessary or required);
8. Exit discussion (to discuss preliminary evaluation) as appropriate; and
9. Report preparation, and if appropriate, recommendations for coming into compliance.

"Low Impact Development (LID)" means implementation of systems and practices that use or mimic natural processes to: 1) infiltrate and recharge, 2) evapotranspire and/or 3) harvest and use precipitation near to where it falls to earth.

"Material" means any substance including, but not limited to: garbage and debris; lawn clippings, leaves and other vegetation; biological and fecal waste; sediment and sludge; oil and grease; gasoline; paints, solvents, cleaners and any fluid or solid containing chemicals.

"Municipal NPDES Permit" means the "Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles and Ventura Counties" (Order No. R4-2021-0105), NPDES Permit No. CAS004004, effective September 11, 2021, issued by the California Regional Water Quality Control Board—Los Angeles Region, and any successor permit to that permit.

"Municipal separate storm sewer system" or "MS4" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

1. Owned or operated by a state, city, town borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States;
2. Designed or used for collecting or conveying storm water;
3. Which is not a combined sewer; and
4. Which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2.

"Natural Drainage Systems" means drainage courses that have not been modified using engineering controls or drainage systems that are tributary to a natural drainage system. Examples of engineering modifications to a drainage course include channelization, armoring with concrete, and application of riprap. The clearing or dredging of a natural drainage system does not constitute a "modification" for purposes of this definition.

"New development" means land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision. "New development" is not land disturbing activities solely involving landscaping or fire prevention.

"Non-storm water discharge" means any discharge into the MS4 or from the MS4 into a receiving water that is not composed entirely of storm water.

"NPDES" or "National Pollutant Discharge Elimination System" means the national program for issuing, modifying, and revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Clean Water Act Section 307, 402, 318, and 405.

"Pollutant" means those "pollutants" defined in Section 502(6) of the Federal Clean Water Act (33 U.S.C. Section 1362(6)), or incorporated into California Water Code Section 13373. Examples of pollutants include, but are not limited to the following:

1. Commercial and industrial waste (such as fuels, solvents, detergents, plastic pellets, hazardous substances, fertilizers, pesticides, slag, ash and sludge);
2. Metals such as cadmium, lead, zinc, copper, silver, nickel, chromium; and non-metals such as phosphorus and arsenic;
3. Petroleum hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants and grease);
4. Excessive eroded soils, sediment and particulate materials in amounts which may adversely affect the beneficial use of the receiving waters, flora or fauna of the State;
5. Animal wastes (such as discharge from confinement facilities, kennels, pens, recreational facilities, stables and show facilities);
6. Substances having characteristics such as pH less than six or greater than nine, or unusual coloration or turbidity, or excessive levels of fecal coliform, or fecal streptococcus, or enterococcus.

"Priority Development Project" means land development projects subject to the City's planning and building authority which are required to implement post-construction stormwater control measures to meet the Priority Development Project Structural BMP Performance Requirements of the Municipal NPDES Permit.

"Project" means all development, redevelopment, and land disturbing activities excluding landscaping projects.

"Rain event" means a rainfall event that produces more than 0.1 inch of precipitation in twenty-four hours unless specifically stated otherwise.

"Rainfall Harvest and Use" is an LID BMP system designed to capture runoff and to provide for temporary storage until the harvested water can be used for irrigation or non-potable uses. The harvested water may also be used to replace certain potable water uses such as toilet flushing if the system includes disinfection treatment and is approved for such use by the local building department.

"Redevelopment" includes, but is not limited to: the expansion of a building footprint; addition or replacement of a structure; replacement of impervious surface area that is not part of a routine maintenance activity; and land disturbing activities related to structural or impervious surfaces. It does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include emergency construction activities required to immediately protect public health and safety.

"Regional Board" means the California Regional Water Quality Control Board-Los Angeles Region.

"Routine Maintenance" includes, but is not limited to projects conducted to:

1. Maintain the original line and grade, hydraulic capacity, or original purpose of the facility;
2. Perform as needed restoration work to preserve the original design grade, integrity and hydraulic capacity of flood control facilities;
3. Carry out road shoulder work, regrading dirt or gravel roadways and shoulders and performing ditch cleanouts;
4. Update existing lines and facilities, including the replacement of existing lines with new materials or pipes, to comply with applicable codes, standards, and regulations regardless if such projects result in increased capacity;
5. Repair leaks;
6. Conduct landscaping activities without changing existing or natural grades; and
7. Conduct disking and grubbing for fire prevention.

Routine maintenance does not include construction of new lines or facilities resulting from compliance with applicable codes, standards and regulations. New lines are those that are not associated with existing facilities and are not part of a project to update or replace existing lines.

"Runoff" means any runoff including storm water and dry weather flows from a drainage area that reaches a receiving water body or subsurface. During dry weather it is typically comprised of base flow either contaminated with pollutants or uncontaminated, and nuisance flows.

"Significant Ecological Area" means an area that has been officially designated as having irreplaceable biological resources as part of the Los Angeles County General Plan.

"Simple LID BMP" means a BMP constructed above ground on a single-family residential home that can be readily inspected by a homeowner or inspector. Simple LID BMPs do not require an operation and maintenance plan per the Municipal NPDES Permit. Examples of such BMPs include, but are not limited to, vegetated swales, rain barrels and above ground cisterns, rain gardens, and pervious pavement.

"Site" means the land or water area where any "structure or activity" is physically located or conducted, including adjacent land used in connection with the structure or activity.

"Source control BMP" means any schedule of activities, prohibition of practices, maintenance procedures, managerial practices or operational practices that aim to prevent storm water pollution by reducing the potential for contamination at the source of pollution.

"Storm water" or "stormwater" means storm water runoff and surface runoff and drainage related to precipitation events (pursuant to 40 CFR § 122.26(b)(13); 55 Fed. Reg. 47990, 47996 (Nov. 16, 1990)).

"Structural BMP" means any structural facility designed and constructed to mitigate the adverse impacts of storm water and dry weather runoff pollution. Structural BMPs may include stormwater retention BMPs, treatment control BMPs and source control BMPs(e.g., canopy, structural enclosure).

"Treatment" means the application of engineered systems that use physical, chemical, or biological processes to remove pollutants. Such processes include, but are not limited to, filtration, gravity settling, media adsorption, biodegradation, biological uptake, chemical oxidation and UV radiation.

"Treatment control BMP" means any engineered system designed to remove pollutants by simple gravity settling of particulate pollutants, filtration, biological uptake, media adsorption or any other physical, biological, or chemical process.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.050 Construction and application.

This chapter shall be construed to assure consistency with the requirements of the Federal Clean Water Act and acts amendatory thereof or supplementary thereto, applicable implementing regulations, and the Municipal NPDES Permit, and any amendment, revision or reissuance thereof.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.060 Prohibited activities.

- A. Illicit Discharges. It is prohibited to discharge pollutants directly into or cause pollutants to be discharged into natural drainage courses.
- B. Littering. No person shall intentionally throw, deposit, place, leave, maintain, keep or permit to be thrown, deposited, placed, left or maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles or accumulations, on or upon any roadway, driveway, trail, canyon, storm drain, inlet, catch basin conduit or drainage structure, or upon any private plot of land in the City, so that the same might be or become a pollutant. No person shall throw or deposit litter in any fountain, pond, stream or other body of water within the City. This subsection shall not apply to refuse, rubbish or garbage deposited in containers, bags or other appropriate receptacles which are placed in designated locations for regular solid waste pick up and disposal.
- C. Disposal of Landscape Debris. It is prohibited to intentionally dispose of leaves, dirt, or other landscape debris into the MS4 or into natural drainage courses.
- D. No person shall intentionally dispose of manure or any animal waste into the MS4 or into any natural or modified drainage course.
- E. Non-Storm Water Discharges. All non-storm water discharges into the municipal storm sewer system are prohibited unless those flows are: in compliance with and authorized by a separate NPDES Permit; authorized by a conditional waiver or WDRs for agricultural lands; associated with emergency firefighting activities (i.e., flows necessary for the protection of life or property); natural flows as defined in the Municipal NPDES Permit; conditionally exempt non-storm water discharges as defined in accordance with

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the Municipal NPDES Permit; or authorized as a temporary non-storm water discharge by USEPA pursuant to sections 104(a) or 104(b) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Prohibited discharges include, but are not limited to:

1. The discharge of runoff from mobile auto washing, steam cleaning, mobile carpet cleaning, and other such mobile commercial and industrial operations (excluding non-commercial car washing by residents and non-profit organizations);
 2. Discharges from areas where repair of machinery and equipment, including motor vehicles, which are visibly leaking oil, fluid or antifreeze, is undertaken;
 3. Discharges of runoff from areas where materials containing grease, oil, or other hazardous substances (e.g., motor vehicle parts) are stored, and discharges from uncovered receptacles containing hazardous materials;
 4. The discharge of swimming pool or spa filter backwash or water from draining of saltwater pools;
 5. Discharges of runoff from the washing of toxic materials from paved or unpaved areas;
 6. Discharges from the washing out of concrete or cement laden wash water from concrete trucks, pumps, tools, and equipment;
 7. Discharges of any pesticide, fungicide, or herbicide, banned by the USEPA or the California Department of Pesticide Regulation;
 8. Discharge of any food or food processing wastes;
 9. Discharge of any fuel and chemical wastes, animal wastes, garbage, batteries, and other materials that have potential adverse impacts on water quality; and
 10. The disposal of hazardous wastes into trash containers that causes a direct or indirect discharge to the municipal storm water system.
- F. Discharges in Violation of the Municipal NPDES Permit. Any discharge that would result in or contribute to a violation of the Municipal NPDES Permit, either separately or in combination with other discharges, is prohibited. Liability for any such discharge shall be the responsibility of the person(s) causing or responsible for the discharge, and such person(s) shall defend, indemnify and hold harmless the City from all losses, liabilities, claims or causes of actions in any administrative or judicial action relating to such discharge.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.070 Exempted discharges, or conditionally exempted discharges or designated discharges.

Discharges from those activities specifically identified in, or pursuant to, the Municipal NPDES Permit as being exempted discharges, or conditionally exempted discharges, shall not be considered a violation of this chapter; provided, that any applicable BMPs developed pursuant to the Municipal NPDES Permit are implemented to minimize any adverse impacts from such identified sources and that required conditions outlined in the Municipal NPDES Permit are met prior to discharge.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.080 Good housekeeping provisions.

Owners and occupants of property within the City shall implement Best Management Practices to prevent or reduce the discharge of pollutants to the municipal storm water system to the maximum extent practicable. Treatment and structural Best Management Practices shall be properly operated and maintained to prevent the breeding of vectors. Implementation includes, but is not limited to:

- A. Septic Waste. No person shall leave, deposit, discharge, dump or otherwise expose any chemical or septic waste to precipitation.
- B. Use of Water. Runoff of water used for irrigation purposes shall be minimized to the maximum extent practicable. Runoff of water from the conditionally exempt washing down of paved areas shall be minimized to the maximum extent practicable. Conditionally exempt non-storm water discharges of roadway/driveway wash water only include those discharges resulting from use of high pressure, low volume spray washing using only potable water with no cleaning agents at an average usage of 0.006 gallons per square feet of impervious area. Conditionally exempt non-storm water discharges of roadway/driveway wash water do not include hosing of any driveway or roadway with a garden hose with a pressure nozzle. If there are pollutants in the area, such as oil or grease spills or leaks, the area shall be cleaned using appropriate dry cleaning methods prior to washing.
- C. Storage of Materials, Machinery, and Equipment. Machinery or equipment that is to be repaired or maintained in areas susceptible to or exposed to storm water, shall be placed in a manner so that leaks, spills and other maintenance-related pollutants are not discharged to the MS4.
- D. Removal and Disposal of Debris and Oil from Institutional Motor Vehicle Parking Lots. Institutional motor vehicle parking lots one acre or more that are located in areas potentially exposed to storm water shall be inspected at least twice per month and shall have debris and/or oil removed in an effective manner from such parking lots to prevent the discharge of debris or oil to the MS4. Institutional parking lots that are either one acre in size and/or used for heavy vehicle storage, such as construction vehicles, buses, refuse trucks, etc., shall be cleaned at least once per month. Best management practices shall be implemented and maintained to prevent the discharge of gravel and sediment to the MS4 from parking lots with gravel/sediment base.
- E. Best Management Practices. Best Management Practices shall be used in areas exposed to storm water for the removal and lawful disposal of all fuels, chemicals, fuel and chemical wastes, animal wastes, garbage, batteries, or other materials which have potential adverse impacts on water quality.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.090 Requirements for construction activities.

- A. Each industrial discharger, discharger associated with construction activity, or other discharger described in any general storm water permit addressing such discharges, as may be issued by the U.S. Environmental Protection Agency, the State Water Resources Control Board, or the Regional Board, shall comply with all requirements of such permit. Each discharger identified in an individual NPDES permit shall comply with and undertake all activities required by such permit. Proof of compliance with any such permit may be required in a form acceptable to the Authorized Enforcement Officer prior to the issuance of any grading, building or occupancy permits, or any other type of permit or license issued by the City.
- B. Storm water runoff containing sediment, construction materials or other pollutants from the construction site and any adjacent staging, storage or parking areas shall be reduced to the maximum extent practicable. The following shall apply to all construction projects within the City, regardless of project size, and shall be required from the time of land clearing, demolition, or commencement of construction until final approval:

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1. Sediment, construction wastes, trash and other pollutants from construction activities shall be reduced to the maximum extent practicable.
 2. Structural controls such as sediment barriers, plastic sheeting, detention ponds, filters, berms, and similar controls shall be utilized to the maximum extent practicable in order to minimize the escape of sediment and other pollutants from the site.
 3. All excavated soil shall be located on the site in a manner that minimizes the amount of sediment running onto the street, drainage facilities or adjacent properties. Soil piles not actively in use shall be bermed and covered with plastic sheeting or similar materials until the soil is either used or removed from the site.
 4. No washing of construction or other vehicles is permitted adjacent to a construction site. No water from the washing of construction vehicle or equipment on the construction site is permitted to run off the construction site and enter the municipal storm water system or natural drainage system.
 5. Trash receptacles must be situated at convenient locations on construction sites and must be maintained in such a manner that trash and litter does not accumulate on the site nor migrate off site. Trash receptacles must be covered at the end of each business day and during rain events.
 6. Erosion from slopes and channels must be controlled through the effective combination of Best Management Practices.
- C. Construction sites where the construction activity covers less than one acre must implement an effective combination of erosion and sediment control BMPs from the Municipal NPDES Permit to prevent erosion and sediment loss, and the discharge of construction wastes.
- D. The owner or authorized representative of the owner must certify in a form acceptable to the Director or duly authorized representative that Best Management Practices to control runoff from construction activity at all construction sites will be implemented prior to the issuance of any Building or Grading permit.
- E. Construction sites where the construction activity covers one acre or more must adhere to the requirements set forth in the Municipal NPDES Permit and the Construction General Permit. Evidence of coverage under applicable permits, including, but not limited to, the Construction General Permit and State Water Board 401 Water Quality Certification shall be provided to the City prior to issuance of a grading or building permit. A Storm Water Pollution Prevention Plan (SWPPP) for construction sites of one acre or greater shall be developed by a Qualified SWPPP Developer (QSD) consistent with the Construction General Permit requirements.
- G. Roadway paving and repair projects must implement at a minimum the BMPs listed in the Municipal NPDES Permit. Roadway projects disturbing an area equal to or greater than one acre in size shall also abide by the Construction General Permit, and implement all necessary BMPs as required for coverage under the Construction General Permit.

8.32.095 Planning and Land Development Program requirements for New Development and Redevelopment projects.

- A. The following New Development and Redevelopment projects are required to comply with the Priority Development Project requirements of the Municipal NPDES Permit:
1. New development projects equal to one acre or greater of disturbed area and adding ten thousand square feet or more of impervious surface area (collectively over the entire project site);

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2. Redevelopment projects that create and/or replace five thousand square feet or more of impervious surface (collectively over the entire project site) on existing sites of ten thousand square feet or more of impervious surface area;
 3. New development and redevelopment projects that create and/or replace five thousand square feet or more of impervious surface (collectively over the entire project site) and support the following uses: parking lots;
 4. New development and redevelopment projects that create and/or replace two thousand five hundred square feet or more of impervious area, discharge stormwater that is likely to impact a sensitive biological species or habitat, and are located in or directly adjacent to or are discharging directly to a Significant Ecological Area as identified by the County of Los Angeles Significant Ecological Areas Program.
 5. The Priority Development Project Structural BMP Performance Requirements of the municipal NPDES permit are applicable to redevelopment Priority Development Projects as follows:
 - (a) Where Redevelopment results in an alteration to more than fifty percent of impervious surfaces of a previously existing development the entire Project must be mitigated.
 - (b) Where Redevelopment results in an alteration to less than fifty percent of impervious surfaces of a previously existing development only the alteration must be mitigated and not the entire development.

EXCEPTIONS: The following do not constitute New Development or Redevelopment:

Routine maintenance activities conducted to maintain original line and grade, hydraulic capacity, original purpose of facility, or emergency redevelopment activity required to protect public health and safety.

- B. Roadway construction of ten thousand square feet or more of impervious surface area shall follow USEPA guidance regarding Managing Wet Weather with Green Infrastructure: Green Streets (December 2008 EPA-833-F-08-009) to the maximum extent practicable. Roadway construction projects are exempt from the Priority Development Project Structural BMP Performance Requirements of the municipal NPDES permit.
- C. Incorporation of Planning and Land Development Program requirements into Project Plans.
 1. New Development and Redevelopment projects are required to control pollutants and runoff volume from the project site. To the extent that the City may lawfully impose conditions, mitigation measures, or other requirements on the development or construction of a single-family home, a single-family home Development or Redevelopment project shall:
 - (a) Conserve natural areas;
 - (b) Protect slopes and channels;
 - (c) Minimize impervious areas;
 - (d) Divert roof runoff to vegetated areas before discharge unless the diversion would result in slope instability; and
 - (e) Direct surface flow to vegetated areas before discharge unless the diversion would result in slope instability.
 2. Prior to the issuance of any grading, building, or construction permit, an applicant for a Priority Development Project identified in Section 8.32.095(A) of this chapter shall incorporate into the applicant's project plans a Post Construction Storm Water Mitigation Plan which includes site design elements for stormwater management and BMP placement, detailed sizing calculations for structural

BMPs and/or pollutant removal performance for treatment control BMPs necessary to control storm water runoff and pollution from the completed project.

3. Priority Development Project Structural BMP Performance Criteria. Post-construction stormwater control measures are required for all new development and redevelopment projects identified in Section 8.32.095(A) of this chapter unless alternative control measures are approved as provided in the Municipal NPDES Permit. Post-construction stormwater control measures must be implemented to retain on-site the Stormwater Quality Design Volume (SWQDv) from the project site defined as runoff from either:

- (a) Three-quarter-inch, twenty-four-hour rain event; or
- (b) The eighty-fifth percentile, twenty-four-hour rain event, whichever is greater.

Structural BMPs shall meet the design specifications and on-site retention potential outlined in the Municipal NPDES Permit.

4. For projects unable to retain one hundred percent of the SWQDv on-site due to technical infeasibility as defined in the Municipal NPDES Permit, projects must implement alternative compliance measures in accordance with the Municipal NPDES Permit. To be eligible for alternative compliance measures due to technical infeasibility, the project applicant must submit a site-specific hydrologic and/or design analysis consistent with Technical Infeasibility Demonstration requirements of the municipal NPDES permit conducted and endorsed by a registered professional engineer, geologist, architect, and/or landscape architect for approval by the City. Structural or Treatment Control BMPs (also known as post-construction stormwater control measures or post-construction BMPs) set forth in project plans shall meet the Priority Development Project Structural BMP Performance Requirements of the current Municipal NPDES Permit in the following order of preference:

- (a) On-site infiltration, bioretention and/or rainfall harvest and use;
- (b) Where subpart a. above is infeasible, then on-site biofiltration, off-site groundwater replenishment, and/or offsite retrofit; or
- (c) On-site treatment where a. and b. above are infeasible.

5. Hydromodification Management Requirements.

- (a) Priority Development Projects located within natural drainage systems as defined in Section 8.32.040 of this chapter must implement hydrologic control measures consistent with Hydromodification Management Requirements of the municipal NPDES permit to prevent accelerated downstream erosion and to protect stream habitat in natural drainage systems.
 - i. Priority Development Projects disturbing an area less than or equal to one acre may satisfy the hydromodification management requirements of the municipal NPDES permit by meeting the Priority Development Project Structural BMP Performance Requirements of the municipal NPDES permit.
 - ii. Priority Development Projects disturbing an area greater than one acre within natural drainage systems must demonstrate that one of the Hydromodification Management Control Criteria in the municipal NPDES permit is met as applicable for the disturbed area of the project or, alternatively, may demonstrate that the hydromodification requirements in the current County of Los Angeles Low Impact Development Manual are met as applicable for the disturbed area of the project.
- (b) Exemptions. The following new development and redevelopment projects are exempt from implementation of hydromodification controls where assessments of downstream channel

conditions and proposed discharge hydrology indicate that adverse hydromodification effects are unlikely:

- i. Projects that are replacement, maintenance, or repair of an existing flood control facility, storm drain, or transportation network;
- ii. Projects with any increased discharge, directly or through a storm drain, to a sump, lake, area under tidal influence, into a waterway with a one-hundred-year peak flow of twenty-five thousand cubic feet per second or greater, or other receiving water that is not susceptible to impacts of hydromodification; and
- iii. Projects that discharge, directly or through a storm drain, into concrete or other engineered channels which discharge into a receiving water that is not susceptible to impacts of hydromodification as described in ii. above.

- C. Issuance of Final Approval. As a condition for issuing final approval for New Development or Redevelopment projects identified in Section 8.32.095(A), the Authorized Enforcement Officer shall require property owners or their representative(s) to build all the storm water pollution control Best Management Practices and structural or treatment control BMPs that are shown on the approved project plans and to submit a signed certification statement stating that the site and all structural or treatment control BMPs will be maintained in compliance with the Municipal NPDES Permit and other applicable regulatory requirements including the following words: "SHOULD THE ABOVE REPRESENTATION BE INCORRECT, WE UNDERSTAND AND ACKNOWLEDGE THAT WE ARE RESPONSIBLE FOR THE COST OF CORRECTING ANY DEFICIENCY IN THE PERFORMANCE OF THE ABOVE CONDITION AS WELL AS PAYMENT OF APPLICABLE ADMINISTRATIVE AND/OR CIVIL REMEDIES. WE UNDERSTAND THAT THE CITY WILL RELY ON THE REPRESENTATIONS CONTAINED IN THIS STATEMENT AS HAVING ACHIEVED OUR OBLIGATION FOR COMPLIANCE WITH STORM WATER REQUIREMENTS AND SIGN THIS CERTIFICATION VOLUNTARILY, WITHOUT PURPOSE OF EVASION AND OF OUR OWN FREE WILL AND WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE."

With the exception of Simple LID BMPs (as defined in Section 8.32.040) implemented on lots developed with single family residences, project owners shall provide an operation and maintenance plan, monitoring plan where required, and verification of ongoing maintenance provisions for structural BMPs, Treatment Control BMPs, and Hydromodification Control BMPs including but not limited to: final map conditions, legal agreements, covenants, conditions or restrictions, CEQA mitigation requirements, conditional use permits, and/or other legally binding maintenance agreements. The operation and maintenance plan and maintenance records shall be kept on-site and available for review by the City's authorized enforcement officer upon request.

- D. Transfer of Properties Subject to Requirement for Maintenance of Structural and Treatment Control BMPs.
1. The transfer or lease of a property subject to a requirement for maintenance of structural and treatment control BMPs shall include conditions requiring the transferee and its successors and assigns to either (a) assume responsibility for maintenance of any existing structural or treatment control BMP or (b) to replace an existing structural or treatment control BMP with new structural or treatment control BMPs meeting the then current standards of the City and the Municipal NPDES Permit. Such requirement shall be included in any sale or lease agreement or deed for such property. The condition of transfer shall include a provision that the successor property owner or lessee conduct maintenance inspections of all structural or treatment control BMPs at least once a year and retain proof of inspection and proper operation and maintenance.
 2. If structural or treatment control BMPs are located within an area proposed for dedication to a public agency, they will be the responsibility of the developer until the dedication is accepted.
- E. CEQA. Provisions of this section shall be complementary to, and shall not replace, any applicable requirements for storm water mitigation required under the California Environmental Quality Act.

8.32.100 Enforcement.

A. Violations Deemed a Public Nuisance.

1. Any condition caused or permitted to exist in violation of:
 - (a) Any of the provisions of this chapter; or
 - (b) Any failure to comply with any applicable requirement of the Municipal NPDES Permit, an approved Post-Construction Storm Water Mitigation Plan, or effective implementation of a SWPPP with respect to a property; or
 - (c) Any false certification or verification, or any failure to comply with a certification or verification provided by a project applicant or the applicant's successor in interest; or
 - (d) Any failure to properly operate and maintain any structural or treatment control BMP on a property in accordance with a SWPPP developed by a QSD and/or Post-Construction Storm Water Mitigation Plan or the Municipal NPDES Permit, is determined to be a threat to the public health, safety and welfare, is declared and deemed a public nuisance, and may be abated or restored by any authorized enforcement officer, and a civil or criminal action to abate, enjoin or otherwise compel the cessation of such nuisance may be brought by the City Attorney.
2. The cost of such abatement and restoration shall be borne by the owner of the property and the cost thereof shall be invoiced to the owner of the property, as provided by law or ordinance for the recovery of nuisance abatement costs.
3. If any violation of this chapter constitutes a seasonal and recurrent nuisance, the City Manager shall so declare. The failure of any person to take appropriate annual precautions to prevent storm water pollution after written notice of a determination under this paragraph shall constitute a public nuisance and a violation of this chapter.

B. Concealment. Causing, permitting, aiding, abetting or concealing a violation of any provision of this chapter shall constitute a violation of such provision.

C. Civil Actions. In addition to any other remedies provided in this section, any violation of this chapter may be enforced by civil action brought by the City. In any such action, the City may seek, as appropriate, any or all of the following remedies:

1. A temporary and/or permanent injunction;
2. Assessment of the violator for the costs of any investigation, inspection or monitoring survey which led to the establishment of the violation, and for the reasonable costs of preparing and bringing legal action under this subsection;
3. Costs incurred in removing, correcting or terminating the adverse effects resulting from violation; and
4. Compensatory damages for loss or destruction to water quality, wildlife, fish and aquatic life.

D. Administrative Enforcement Powers. In addition to the other enforcement powers and remedies established by this chapter, the authorized enforcement officer has the authority to utilize the following administrative remedies:

1. Cease and Desist Orders. When an authorized enforcement officer finds that a discharge has taken place or is likely to take place in violation of this chapter, the officer may issue an order to cease and desist such discharge, or practice, or operation likely to cause such discharge and direct that those

persons not complying shall: (i) comply with the requirement, (ii) comply with a time schedule for compliance, and (iii) take appropriate remedial or preventive action to prevent the violation from recurring.

2. Notice to Clean. Whenever an authorized enforcement officer finds any oil, earth, debris, grass, weeds, dead trees, tin cans, rubbish, refuse, waste or any other material of any kind, in or upon the roadway or trail abutting or adjoining any parcel of land, or upon any parcel of land or grounds, which may result in pollutants entering the MS4 or a non-storm water discharge to the MS4, the officer may give notice to the owner or occupant of the adjacent property to remove such oil, earth, debris, grass, weeds, dead trees, tin cans, rubbish, refuse, waste or other material, in any manner that the officer may reasonably provide. The recipient of such notice shall undertake the activities as described in the notice.
- E. Penalties. Violation of this chapter shall be punishable as a misdemeanor, punishable as set forth in Section 1.08.020(A) of this code. Each day that a violation continues shall constitute a separate offense.
- F. Permit Revocation. To the extent the City makes a provision of this chapter or any identified BMP a condition of approval to the issuance of a permit or license, any person in violation of such condition is subject to the permit revocation procedures set forth in this code.
- G. Remedies. Remedies specified in this chapter are in addition to and do not supersede or limit any and all other remedies, civil or criminal. The remedies provided for herein shall be cumulative and not exclusive.
- H. Authority to Carry Out Inspections, Conduct Samplings, and Establishing Sampling Devices. The Authorized Enforcement Officer may carry out all inspections, surveillance, and monitoring procedures necessary to determine compliance and noncompliance with the Municipal NPDES Permit, including the prohibition of non-storm water discharges into the MS4 and receiving waters. With the consent of the owner or occupant or pursuant to an inspection warrant, any Authorized Enforcement Officer may establish on any property such devices as necessary to conduct sampling and monitoring activities necessary to determining the concentrations of pollutants in storm water and/or non-storm water runoff. The inspections provided for herein may include but are not limited to:
 1. Inspecting efficiency or adequacy of construction or post construction BMPs;
 2. Inspection, sampling and testing any area runoff, soils in areas subject to runoff, and or treatment system discharges;
 3. Inspection of the integrity of all storm drain and sanitary sewer systems, including the use of smoke and dye tests and video survey of such pipes and conveyance systems;
 4. Inspection of all records of the owner, contractor, developer or occupant of public or private property relating to BMP inspections conducted by the owner, contractor, developer or occupant and obtaining copies of such records as necessary; and
 5. Identifying points of storm water discharge from the premises whether surface or subsurface and locating any illicit connection or discharge.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.110 No taking.

The provisions of this chapter shall not be construed or operate to deprive any property owner of substantially all of the market value of such owner's property or otherwise constitute an unconstitutional taking without compensation.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

Chapter 8.32 STORM WATER MANAGEMENT AND POLLUTION CONTROL¹

8.32.010 Title.

This chapter shall be known as the "City of Rolling Hills Storm Water Management and Pollution Control Ordinance."

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.020 Findings.

- A. The Federal Clean Water Act (33 U.S.C. Sections 1251, et seq.) provides for the regulation and reduction of pollutants discharged into the waters of the United States by extending National Pollutant Discharge Elimination System (hereinafter "NPDES") requirements to storm water and dry weather runoff discharge into storm drain systems.
- B. Storm water and dry weather runoff flows from individual properties in the City into natural drainage courses and storm drains owned by other agencies prior to reaching surface waters also known as receiving waters.
- C. The City of Rolling Hills is a co-permittee under the Municipal NPDES Permit authorized by the Federal Clean Water Act. As a co-permittee, the City is required to maintain adequate legal authority within its respective jurisdiction to control pollutant discharges and to require the use of control measures to prevent or reduce the discharge of pollutants to achieve water quality standards.
- D. In order to control, in a cost-effective manner, the quantity and quality of storm water and dry weather runoff to the maximum extent practicable, the adoption of reasonable regulations, as set forth herein, is essential.
- E. The City of Rolling Hills is a unique, low density residential community where development consists of single-family residential homes on large estate-size lots; the only nonresidential development in the City consists of City administration buildings, a fire station, water reservoirs, and a public school campus.
- F. All roadways in the City are privately owned and maintained by the Rolling Hills Community Association. The City of Rolling Hills does not own or operate a municipal separate storm sewer system. Natural drainage courses within the City are located on private property.
- G. Properties with geologic instability throughout the City and the hillside topography of the entire community make it difficult and in some instances hazardous for property owners to have storm water retention on site if such retention will result in absorption of water in slide planes.
- H. All the properties within the City limits are under the constraints and limitations of CC&Rs of the Rolling Hills Community Association.

¹Editor's note(s)—Ord. No. 334, § 3(Exh. A), adopted June 24, 2013, amended ch. 8.32 in its entirety to read as herein set out. Former ch. 8.32, §§ 8.32.010—8.32.110, pertained to storm water and urban runoff pollution control, and derived from Ord. No. 267, § 1(part), adopted 1996; Ord. No. 284, §§ 1—6, adopted 2001; Ord. No. 289-U, §§ 1—8, 10—15, adopted 2002.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.030 Purpose and intent.

- A. The purpose of this chapter is to comply with the Federal Clean Water Act, the California Porter-Cologne Water Quality Control Act, and the Municipal NPDES Permit by:
1. Reducing pollutants in storm water discharge to the maximum extent practicable;
 2. Regulating illicit connections and illicit discharges and thereby reducing the level of contamination of storm water and dry weather runoff into receiving waters; and
 3. Regulating non-storm water discharges to the storm sewer system.
- B. The intent of this chapter is to:
1. Protect and enhance the quality of watercourses, water bodies, and wetlands within the City in a manner consistent with the Federal Clean Water Act, the California Porter-Cologne Water Quality Control Act and the Municipal NPDES Permit;
 2. Provide the City with the legal authority necessary to implement and enforce the requirements contained in 40 CFR § 122.26(d)(2)(i)(A—F) and in the Municipal NPDES Permit to the extent they are applicable in the City of Rolling Hills; and
 3. Set forth compliance measures for the construction and operation of storm water mitigation measures required for certain "New Development" and "Redevelopment", and other projects (as further defined herein) as prescribed in the current version of the Municipal NPDES Permit approved by the Regional Water Quality Control Board-Los Angeles Region, and on file in the office of the City Clerk of this City. This chapter authorizes the City Manager or his/her designee to serve as an authorized enforcement officer to define and adopt applicable Best Management Practices (BMPs) and other storm water pollution control measures, to grant emergency self-waivers, as necessary, and to cite infractions and to impose fines pursuant to this chapter. Except as otherwise provided herein, the authorized enforcement officer shall administer, implement, and enforce the provisions of this section.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.040 Definitions.

Except as specifically provided herein, any term used in this chapter shall be defined as that term defined in the current Municipal NPDES Permit, or if it is not specifically defined in the Municipal NPDES Permit, then as such term is defined in the Federal Clean Water Act, as amended, and/or the regulations promulgated thereunder. The following definitions apply to this chapter only:

"Area susceptible to runoff" means any surface directly exposed to precipitation or in the path of runoff caused by precipitation.

"Authorized enforcement officer" means the City Manager or his or her designee.

"Best Management Practices (BMPs)" means practices or physical devices or systems designed to prevent or reduce pollutant loading from storm water or non-storm water discharges to receiving waters, or designed to reduce the volume of storm water or non-storm water discharged to the receiving water. Examples of BMPs may include public education and outreach, proper planning of development projects, and proper sludge- or waste-handling and disposal, among others.

(Supp. No. 26)

"Best management practices (BMPs)" means practices or physical devices or systems designed to prevent or reduce pollutant loading from stormwater or non-stormwater discharges to receiving waters or designed to reduce the volume of stormwater or non-stormwater discharged to the receiving water.

"Biofiltration" is a low impact development (LID) BMP that reduces stormwater pollutant discharges by intercepting rainfall on vegetative canopy, and through incidental infiltration and/or evapotranspiration, and filtration. Incidental infiltration is an important factor in achieving the required pollutant load reduction. Biofiltration BMPs include bioretention systems with an underdrain and bioswales.

"Bioretention" is an LID BMP that reduces stormwater runoff by intercepting rainfall on vegetative canopy, and through evapotranspiration and infiltration. The bioretention system typically includes a minimum 2-foot top layer of a specified soil and compost mixture underlain by a gravel-filled temporary storage pit dug into the *in-situ* soil. As defined in the Municipal NPDES Permit, a bioretention BMP may be designed with an overflow drain but may not include an underdrain. When a bioretention BMP is designed or constructed with an underdrain it is regulated as a biofiltration BMP.

"City" means the City of Rolling Hills.

"Construction" means any construction or demolition activity, clearing, grading, grubbing, excavation, or any other activities that result in soil disturbance. Construction includes structure teardown and demolition. It does not include routine maintenance activities required to maintain the integrity of structures by performing minor repair and restoration work, original line and grade, hydraulic capacity, or original purpose of facility; emergency construction activities required to immediately protect public health and safety (including fire prevention); clearing and grubbing of vegetation for landscape maintenance and fire prevention which is not associated with a larger construction project; interior remodeling with no outside exposure of construction material or construction waste to storm water; mechanical permit work; or sign permit work. See "Routine Maintenance" definition below.

"Construction General Permit" means the NPDES General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities issued by the State Water Board, which authorizes the discharge of stormwater from construction activities under certain conditions, Order No. 2009-0009-DWQ (NPDES No. CAS000002), adopted September 2, 2009, and any successor permit to that permit.

"Control" means to minimize, reduce, eliminate, or prohibit by technological, legal, contractual or other means, the discharge of pollutants from an activity or activities.

"Development" means any construction, rehabilitation, redevelopment or reconstruction of any public or private residential project or mass grading for future construction. It does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include emergency construction activities required to immediately protect public health and safety.

"Directly Adjacent" means situated within two hundred feet of the contiguous zone required for the continued maintenance, function, and structural stability of the environmentally sensitive area.

"Director" means the City Manager or his or her designee.

"Discharge" means when used without qualification the "discharge of a pollutant."

"Discharging directly" means outflow from a drainage conveyance system that is composed entirely or predominantly of flows from the subject, property, development, subdivision, or industrial facility, and not commingled with the flows from adjacent lands.

"Discharge of a Pollutant" means: any addition of any "pollutant" or combination of pollutants to "waters of the United States" from any "point source" or, any addition of any pollutant or combination of pollutants to the waters of the "contiguous zone" or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. The term discharge includes additions of pollutants into waters of the United States from: surface runoff which is collected or channeled by man; discharges through pipes,

sewers, or other conveyances owned by a State, municipality, or other person which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works.

"Discretionary project" is defined in the same manner as Section 15357 of the Guidelines For Implementation Of The California Environmental Quality Act contained in Title 14 of the California Code Of Regulations, as amended, and means a project which requires the exercise of judgment or deliberation when the City decides to approve or disapprove a particular activity, as distinguished from situations where the City merely has to determine whether there has been conformity with applicable statutes, ordinances, or regulations.

"Disturbed Area" means an area that is altered as a result of clearing, grading, and/or excavation, unless solely for the purposes of landscape maintenance or fire prevention.

~~"Environmentally Sensitive Area" ("ESA") means an area in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which would be easily disturbed or degraded by human activities and developments (California Public Resources Code § 30107.5). Areas subject to storm water mitigation requirements are areas designated as Significant Ecological Areas by the County of Los Angeles (Los Angeles County Significant Areas Study, Los Angeles County Department of Regional Planning (1976) and amendments); an area designated as a Significant Natural Area by the California Department of Fish and Game's Significant Natural Areas Program, provided that area has been field verified by the Department of Fish and Game; an area listed in the Basin Plan as supporting the Rare, Threatened, or Endangered Species (RARE) beneficial use; and an area identified by the City as environmentally sensitive.~~

"Good housekeeping practices" means common practices related to the storage, use or cleanup of materials, performed in a manner that minimizes the discharge of pollutants. Examples include, but are not limited to, purchasing only the quantity of materials to be used at a given time, use of alternative and less environmentally harmful products, cleaning up spills and leaks, and storing materials in a manner that will contain any leaks or spills.

~~"Hillside" means property located in an area with known erosive soil conditions, where the development contemplates grading on any natural slope that is twenty-five percent or greater and where grading contemplates cut or fill slopes.~~

"Illicit connection" means any human-made conveyance that is connected to the storm drain system without a permit, excluding roof-drains and other similar type connections. Examples include channels, pipelines, conduits, inlets or outlets that are connected directly to the storm drain system.

"Illicit discharge" means any discharge to the storm drain system that is prohibited under local, state or federal statutes, ordinances, codes or regulations. The term illicit discharge includes all non-storm water discharges except authorized non-storm water discharges; conditionally exempt non-storm water discharges; and non-storm water discharges resulting from natural flows specifically identified in the Municipal NPDES Permit.

"Infiltration" means the downward entry of water into the surface of the soil.

"Inspection" means entry and the conduct of an on-site review of structures and devices on a property, at reasonable times, to determine compliance with specific municipal or other legal requirements. The steps involved in performing an inspection, include, but are not limited to:

1. Pre-inspection documentation research;
2. Request for entry;
3. Interview of property owner, resident and/or occupant(s);
4. Property walk-through;
5. Visual observation of the condition of property;
6. Examination and copying of records as required;

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7. Sample collection (if necessary or required);
 8. Exit discussion (to discuss preliminary evaluation) as appropriate; and
 9. Report preparation, and if appropriate, recommendations for coming into compliance.

"Low Impact Development (LID)" means ~~building or landscape features designed to retain or filter storm water runoff~~ implementation of systems and practices that use or mimic natural processes to: 1) infiltrate and recharge, 2) evapotranspire and/or 3) harvest and use precipitation near to where it falls to earth.

"Material" means any substance including, but not limited to: garbage and debris; lawn clippings, leaves and other vegetation; biological and fecal waste; sediment and sludge; oil and grease; gasoline; paints, solvents, cleaners and any fluid or solid containing chemicals.

"Municipal NPDES Permit" means the "Waste Discharge Requirements and National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles and Ventura Counties", ~~Except Those Discharges Originating from the City of Long Beach MS4~~ (Order No. R4-20112-01750105), NPDES Permit No. CAS0040041, effective ~~December 28, 2012~~ September 11, 2021, issued by the California Regional Water Quality Control Board—Los Angeles Region, and any successor permit to that permit.

"Municipal separate storm sewer system" or "MS4" means a conveyance or system of conveyances (~~consisting of~~ including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

1. Owned or operated by a state, city, town borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States;
2. Designed or used for collecting or conveying storm water;
3. Which is not a combined sewer; and
4. Which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2.

"Natural Drainage Systems" means ~~all drainage courses that have not been modified using engineering controls or drainage systems that are tributary to a natural drainage system. Examples of engineering modifications to a drainage course include channelization, armoring with concrete, and application of riprap. The clearing or dredging of a natural drainage system does not constitute a "modification" for purposes of this definition.~~ drainages that have not been improved (e.g., channelized or armored with concrete, shotcrete, or riprap) or drainage systems that are tributary to a natural drainage system.

"New development" means land disturbing activities; structural development, including construction or installation of a building or structure, creation of impervious surfaces; and land subdivision. "New development" is not land disturbing activities solely involving landscaping or fire prevention.

"Non-storm water discharge" means any discharge into the MS4 or from the MS4 into a receiving water that is not composed entirely of storm water.

"NPDES" or "National Pollutant Discharge Elimination System" means the national program for issuing, modifying, and revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Clean Water Act Section 307, 402, 318, and 405.

"Pollutant" means those "pollutants" defined in Section 502(6) of the Federal Clean Water Act (33 U.S.C. Section 1362(6)), or incorporated into California Water Code Section 13373. Examples of pollutants include, but are not limited to the following:

1. Commercial and industrial waste (such as fuels, solvents, detergents, plastic pellets, hazardous substances, fertilizers, pesticides, slag, ash and sludge);
2. Metals such as cadmium, lead, zinc, copper, silver, nickel, chromium; and non-metals such as phosphorus and arsenic;
3. Petroleum hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants and grease);
4. Excessive eroded soils, sediment and particulate materials in amounts which may adversely affect the beneficial use of the receiving waters, flora or fauna of the State;
5. Animal wastes (such as discharge from confinement facilities, kennels, pens, recreational facilities, stables and show facilities);
6. Substances having characteristics such as pH less than six or greater than nine, or unusual coloration or turbidity, or excessive levels of fecal coliform, or fecal streptococcus, or enterococcus.

"Priority Development Project" means land development projects subject to the City's planning and building authority which are required to implement post-construction stormwater control measures to meet the Priority Development Project Structural BMP Performance Requirements of the Municipal NPDES Permit.

"Project" means all development, redevelopment, and land disturbing activities excluding landscaping projects.

"Rain event" means a rainfall event that produces more than 0.1 inch of precipitation in twenty-four hours unless specifically stated otherwise.

"Rainfall Harvest and Use" is an LID BMP system designed to capture runoff and to provide for temporary storage until the harvested water can be used for irrigation or non-potable uses. The harvested water may also be used to replace certain potable water uses such as toilet flushing if the system includes disinfection treatment and is approved for such use by the local building department.

~~"Redevelopment" means, land-disturbing activity that results in the creation, addition, or replacement of ten thousand square feet or more of impervious surface on existing single family dwelling and accessory structures or the creation, addition, or replacement of five thousand square feet or more of impervious surface area on an already developed site for non-single family projects. Redevelopment~~ includes, but is not limited to: the expansion of a building footprint; addition or replacement of a structure; replacement of impervious surface area that is not part of a routine maintenance activity; and land disturbing activities related to structural or impervious surfaces. It does not include routine maintenance to maintain original line and grade, hydraulic capacity, or original purpose of facility, nor does it include emergency construction activities required to immediately protect public health and safety.

"Regional Board" means the California Regional Water Quality Control Board-Los Angeles Region.

"Routine Maintenance" includes, but is not limited to projects conducted to:

1. Maintain the original line and grade, hydraulic capacity, or original purpose of the facility;
2. Perform as needed restoration work to preserve the original design grade, integrity and hydraulic capacity of flood control facilities;
3. Carry out road shoulder work, regrading dirt or gravel roadways and shoulders and performing ditch cleanouts;

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4. Update existing lines and facilities, including the replacement of existing lines with new materials or pipes, to comply with applicable codes, standards, and regulations regardless if such projects result in increased capacity;
 5. Repair leaks;
 6. Conduct landscaping activities without changing existing or natural grades; and
 7. Conduct disking and grubbing for fire prevention.

Routine maintenance does not include construction of new lines or facilities resulting from compliance with applicable codes, standards and regulations. New lines are those that are not associated with existing facilities and are not part of a project to update or replace existing lines.

"Runoff" means any runoff including storm water and dry weather flows from a drainage area that reaches a receiving water body or subsurface. During dry weather it is typically comprised of base flow either contaminated with pollutants or uncontaminated, and nuisance flows.

"Significant Ecological Area" means an area that ~~is determined to possess an example of biotic resources that cumulatively represent biological diversity, for the purposes of protecting biotic diversity~~ has been officially designated as having irreplaceable biological resources, as part of the Los Angeles County General Plan. ~~Areas are designated as SEAs, if they possess one or more of the following criteria:~~

- ~~1. The habitat of rare, endangered, and threatened plant and animal species;~~
- ~~2. Biotic communities, vegetative associations, and habitat of plant and animal species that are either one of a kind, or are restricted in distribution on a regional basis;~~
- ~~3. Biotic communities, vegetative associations, and habitat of plant and animal species that are either one of a kind or are restricted in distribution in Los Angeles County;~~
- ~~4. Habitat that at some point in the life cycle of a species or group of species, serves as a concentrated breeding, feeding, resting, migrating grounds and is limited in availability either regionally or within Los Angeles County;~~
- ~~5. Biotic resources that are of scientific interest because they are either an extreme in physical/geographical limitations, or represent an unusual variation in a population or community;~~
- ~~6. Areas important as game species habitat or as fisheries;~~
- ~~7. Areas that would provide for the preservation of relatively undisturbed examples of natural biotic communities in Los Angeles County; and~~
- ~~8. Special areas.~~

"Simple LID BMP" means a BMP constructed above ground on a single-family residential home that can be readily inspected by a homeowner or inspector. Simple LID BMPs do not require an operation and maintenance plan per the Municipal NPDES Permit. Examples of such BMPs include, but are not limited to, vegetated swales, rain barrels and above ground cisterns, rain gardens, and pervious pavement.

"Site" means the land or water area where any "structure or activity" is physically located or conducted, including adjacent land used in connection with the structure or activity.

"Source control BMP" means any schedule of activities, prohibition of practices, maintenance procedures, managerial practices or operational practices that aim to prevent storm water pollution by reducing the potential for contamination at the source of pollution.

"Storm water" or "stormwater" means storm water runoff and surface runoff and drainage related to precipitation events (pursuant to 40 CFR § 122.26(b)(13); 55 Fed. Reg. 47990, 47996 (Nov. 16, 1990)).

"Structural BMP" means any structural facility designed and constructed to mitigate the adverse impacts of storm water and dry weather runoff pollution ~~(e.g., canopy, structural enclosure)~~. Structural BMPs may include ~~both stormwater retention BMPs,~~ treatment control BMPs and source control BMPs ~~(e.g., canopy, structural enclosure)~~.

"Treatment" means the application of engineered systems that use physical, chemical, or biological processes to remove pollutants. Such processes include, but are not limited to, filtration, gravity settling, media adsorption, biodegradation, biological uptake, chemical oxidation and UV radiation.

"Treatment control BMP" means any engineered system designed to remove pollutants by simple gravity settling of particulate pollutants, filtration, biological uptake, media adsorption or any other physical, biological, or chemical process.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.050 Construction and application.

This chapter shall be construed to assure consistency with the requirements of the Federal Clean Water Act and acts amendatory thereof or supplementary thereto, applicable implementing regulations, and the Municipal NPDES Permit, and any amendment, revision or reissuance thereof.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.060 Prohibited activities.

- A. Illicit Discharges. It is prohibited to discharge pollutants directly into or cause pollutants to be discharged ~~pollutants~~ into natural drainage courses.
- B. Littering. No person shall intentionally throw, deposit, place, leave, maintain, keep or permit to be thrown, deposited, placed, left or maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles or accumulations, on or upon any roadway, driveway, trail, canyon, storm drain, inlet, catch basin conduit or drainage structure, or upon any private plot of land in the City, so that the same might be or become a pollutant. No person shall throw or deposit litter in any fountain, pond, stream or other body of water within the City. This subsection shall not apply to refuse, rubbish or garbage deposited in containers, bags or other appropriate receptacles which are placed in designated locations for regular solid waste pick up and disposal.
- C. Disposal of Landscape Debris. It is prohibited to intentionally dispose of leaves, dirt, or other landscape debris into the MS4 or into natural drainage courses.
- D. No person shall intentionally dispose of manure or any animal waste into the MS4 or into any natural or modified drainage course.
- E. Non-Storm Water Discharges. All non-storm water discharges into the municipal storm sewer system are prohibited unless those flows are: in compliance with and authorized by a separate NPDES Permit; ~~pursuant to a discharge exemption by the Regional Board, the regional board's executive officer, or the State Water Resources Control Board~~ authorized by a conditional waiver or WDRs for agricultural lands; associated with emergency firefighting activities (i.e., flows necessary for the protection of life or property); natural flows as defined in the Municipal NPDES Permit; conditionally exempt non-storm water discharges as defined in accordance with the Municipal NPDES Permit; or authorized as a temporary non-storm water discharge by USEPA pursuant to sections 104(a) or 104(b) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Prohibited discharges include, but are not limited to:

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1. The discharge of runoff from mobile auto washing, steam cleaning, mobile carpet cleaning, and other such mobile commercial and industrial operations (excluding non-commercial car washing by residents and non-profit organizations);
 2. Discharges from areas where repair of machinery and equipment, including motor vehicles, which are visibly leaking oil, fluid or antifreeze, is undertaken;
 3. Discharges of runoff from areas where materials containing grease, oil, or other hazardous substances (e.g., motor vehicle parts) are stored, and discharges from uncovered receptacles containing hazardous materials;
 4. The discharge of ~~chlorinated/brominated~~ swimming pool ~~water or spa and~~ filter backwash or water from draining of saltwater pools;
 5. Discharges of runoff from the washing of toxic materials from paved or unpaved areas;
 6. Discharges from the washing out of concrete or cement laden wash water from concrete trucks, pumps, tools, and equipment;
 7. Discharges of any pesticide, fungicide, or herbicide, banned by the USEPA or the California Department of Pesticide Regulation;
 8. Discharge of any food or food processing wastes;
 9. Discharge of any fuel and chemical wastes, animal wastes, garbage, batteries, and other materials that have potential adverse impacts on water quality; and
 10. The disposal of hazardous wastes into trash containers that causes a direct or indirect discharge to the municipal storm water system.
- F. Discharges in Violation of the Municipal NPDES Permit. Any discharge that would result in or contribute to a violation of the Municipal NPDES Permit, either separately or in combination with other discharges, is prohibited. Liability for any such discharge shall be the responsibility of the person(s) causing or responsible for the discharge, and such person(s) shall defend, indemnify and hold harmless the City from all losses, liabilities, claims or causes of actions in any administrative or judicial action relating to such discharge.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.070 Exempted discharges, or conditionally exempted discharges or designated discharges.

Discharges from those activities specifically identified in, or pursuant to, the Municipal NPDES Permit as being exempted discharges, or conditionally exempted discharges, shall not be considered a violation of this chapter; provided, that any applicable BMPs developed pursuant to the Municipal NPDES Permit are implemented to minimize any adverse impacts from such identified sources and that required conditions outlined in the Municipal NPDES Permit are met prior to discharge.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.080 Good housekeeping provisions.

Owners and occupants of property within the City shall implement Best Management Practices to prevent or reduce the discharge of pollutants to the municipal storm water system to the maximum extent practicable. Treatment and structural Best Management Practices shall be properly operated and maintained to prevent the breeding of vectors. Implementation includes, but is not limited to:

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- A. Septic Waste. No person shall leave, deposit, discharge, dump or otherwise expose any chemical or septic waste to precipitation.
 - B. Use of Water. Runoff of water used for irrigation purposes shall be minimized to the maximum extent practicable. Runoff of water from the conditionally exempt washing down of paved areas shall be minimized to the maximum extent practicable. Conditionally exempt non-storm water discharges of roadway/driveway wash water only include those discharges resulting from use of high pressure, low volume spray washing using only potable water with no cleaning agents at an average usage of 0.006 gallons per square feet of impervious sidewalk area. Conditionally exempt non-storm water discharges of roadway/driveway wash water do not include hosing of any driveway or roadway with a garden hose with a pressure nozzle. If there are pollutants in the area, such as oil or grease spills or leaks, the area shall be cleaned using appropriate dry cleaning methods prior to washing.
 - C. Storage of Materials, Machinery, and Equipment. Machinery or equipment that is to be repaired or maintained in areas susceptible to or exposed to storm water, shall be placed in a manner so that leaks, spills and other maintenance-related pollutants are not discharged to the MS4.
 - D. Removal and Disposal of Debris and Oil from Institutional Motor Vehicle Parking Lots. Institutional motor vehicle parking lots with more than twenty five parking spaces one acre or more that are located in areas potentially exposed to storm water shall be inspected at least twice per month and shall have debris and/or oil removed in an effective manner regularly from such parking lots to prevent the discharge of debris or oil to the MS4. Institutional parking lots that are either one acre in size and/or used for heavy vehicle storage, such as construction vehicles, buses, refuse trucks, etc., shall be cleaned at least once per month. Best management practices shall be implemented and maintained to prevent the discharge of gravel and sediment to the MS4 from parking lots with gravel/sediment base.
 - E. Best Management Practices. Best Management Practices shall be used in areas exposed to storm water for the removal and lawful disposal of all fuels, chemicals, fuel and chemical wastes, animal wastes, garbage, batteries, or other materials which have potential adverse impacts on water quality.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.090 Requirements for construction activities.

- A. Each industrial discharger, discharger associated with construction activity, or other discharger described in any general storm water permit addressing such discharges, as may be issued by the U.S. Environmental Protection Agency, the State Water Resources Control Board, or the Regional Board, shall comply with all requirements of such permit. Each discharger identified in an individual NPDES permit shall comply with and undertake all activities required by such permit. Proof of compliance with any such permit may be required in a form acceptable to the Authorized Enforcement Officer prior to the issuance of any grading, building or occupancy permits, or any other type of permit or license issued by the City.
- B. Storm water runoff containing sediment, construction materials or other pollutants from the construction site and any adjacent staging, storage or parking areas shall be reduced to the maximum extent practicable. The following shall apply to all construction projects within the City, regardless of project size, and shall be required from the time of land clearing, demolition, or commencement of construction until final approval:
 - 1. Sediment, construction wastes, trash and other pollutants from construction activities shall be reduced to the maximum extent practicable.
 - 2. Structural controls such as sediment barriers, plastic sheeting, detention ponds, filters, berms, and similar controls shall be utilized to the maximum extent practicable in order to minimize the escape of sediment and other pollutants from the site.

(Supp. No. 26)

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3. All excavated soil shall be located on the site in a manner that minimizes the amount of sediment running onto the street, drainage facilities or adjacent properties. Soil piles not actively in use shall be bermed ~~or~~ and covered with plastic [sheeting](#) or similar materials until the soil is either used or removed from the site.
 4. No washing of construction or other vehicles is permitted adjacent to a construction site. No water from the washing of construction vehicle ~~or~~ equipment on the construction site is permitted to run off the construction site and enter the municipal storm water system [or natural drainage system](#).
 5. Trash receptacles must be situated at convenient locations on construction sites and must be maintained in such a manner that trash and litter does not accumulate on the site nor migrate off site. Trash receptacles must be covered at the end of each business day and during rain events.
 6. Erosion from slopes and channels must be controlled through the effective combination of Best Management Practices.
- C. Construction sites where the construction activity covers less than one acre must implement an effective combination of erosion and sediment control BMPs from the Municipal NPDES Permit to prevent erosion and sediment loss, and the discharge of construction wastes.
 - D. The owner or authorized representative of the owner must certify in a form acceptable to the Director or duly authorized representative that Best Management Practices to control runoff from construction activity at all construction sites will be implemented prior to the issuance of any Building or Grading permit.
 - E. Construction sites where the construction activity covers one acre or more must adhere to the requirements set forth in the Municipal NPDES Permit and the Construction General Permit. [Evidence of coverage under applicable permits, including, but not limited to, the Construction General Permit and State Water Board 401 Water Quality Certification shall be provided to the City prior to issuance of a grading or building permit.](#) A Storm Water Pollution Prevention Plan (SWPPP) for construction sites of one acre or greater shall be developed by a Qualified SWPPP Developer (QSD) consistent with the [Municipal NPDES Construction General Permit requirements](#). ~~The SWPPP must include all elements required by the Construction General Permit. SWPPPs must be prepared in accordance with their calculated risk level per the Construction General Permit. Such plans must be submitted to the City for review and approval prior to the issuance of building or grading permits.~~
 - ~~F. BMPs selected for erosion and sediment control shall be detailed in the SWPPP. BMPs shall be selected from the Municipal NPDES Permit, as applicable, and, at a minimum, shall include those BMPs specified in Attachments C, D, and E of the Construction General Permit based on the project risk level. Selected BMPs must be selected, designed, implemented, and maintained in accordance with the BMP technical standards presented in the latest version of the California Stormwater Quality Association (CASQA) Stormwater Best Management Practice Handbook for Construction; or Caltrans Stormwater Quality Handbook, Construction Site Best Management Practices Manual and addenda.~~
 - G. Roadway paving and repair projects must implement at a minimum the BMPs listed in the Municipal NPDES Permit. Roadway ~~paving or repair~~ projects [disturbing an area equal to or](#) greater than one acre in size shall also abide by the Construction General Permit, and implement all necessary BMPs as required for coverage under the Construction General Permit.

8.32.095 Planning and Land Development Program requirements for New Development and Redevelopment projects.

- A. The following New Development and Redevelopment projects are required to comply with the [Priority Development Project requirements of Part VIII.F. of the](#) Municipal NPDES Permit:

1. ~~New Development projects, including the construction of new single family residential homes, equal to one acre or greater of disturbed area and adding more than ten thousand square feet or more of impervious surface area (collectively over the entire project site);~~
2. ~~Parking lots with five thousand square feet or more of impervious area or with twenty-five or more parking spaces; Redevelopment projects that create and/or replace five thousand square feet or more of impervious surface (collectively over the entire project site) on existing sites of ten thousand square feet or more of impervious surface area;~~
3. ~~New development and redevelopment projects that create and/or replace five thousand square feet or more of impervious surface (collectively over the entire project site) and support the following uses: parking lotsSingle family hillside residential developments or redevelopments;~~
4. ~~New development and redevelopment projects that create and/or replace two thousand five hundred square feet or more of impervious area, discharge stormwater that is likely to impact a sensitive biological species or habitat, and are located in or directly adjacent to or are discharging directly to a Significant Ecological Area as identified by the County of Los Angeles Significant Ecological Areas Program. Redevelopment projects in subject categories that meet Redevelopment thresholds (pursuant to the Municipal NPDES Permit), which include:~~
5. ~~The Priority Development Project Structural BMP Performance Requirements of the municipal NPDES permit are applicable to redevelopment Priority Development Projects as follows:~~
 - ~~(a) Land-disturbing activities which create, add, or replace ten thousand square feet or more of impervious surface area on lots developed with single family dwellings and/or accessory structures; and~~
 - ~~(b) Land-disturbing activities which create, add, or replace five thousand square feet or more of impervious surface area on an already developed site excluding lots developed with single family dwellings and accessory structures.~~
 - ~~(ae) Where Redevelopment results in an alteration to more than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to post-development storm water quality control requirements, the entire Project must be mitigated.~~
 - ~~(be) Where Redevelopment results in an alteration to less than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to post-development storm water quality control requirements, only the alteration must be mitigated, and not the entire development.~~

EXCEPTIONS: The following do not constitute New Development or Redevelopment:

1. Routine maintenance activities conducted to maintain original line and grade, hydraulic capacity, original purpose of facility, or emergency redevelopment activity required to protect public health and safety.
2. Discretionary permit projects or phased project applications which have been deemed complete by February 8, 2013, and which have not received an extension of time.
3. Discretionary permit projects with a valid vesting tentative map.

- B5. Roadway construction with of ten thousand square feet or more of impervious surface area shall follow USEPA guidance regarding Managing Wet Weather with Green Infrastructure: Green Streets (December 2008)

EPA-833-F-08-009) to the maximum extent practicable. Roadway construction projects are exempt from the Priority Development Project Structural BMP Performance Requirements of the municipal NPDES permit.

6. ~~Any New Development or Redevelopment project located in or directly adjacent to or discharging directly into a Significant Ecological Area (as defined herein), where the development will:~~

~~(a) Discharge storm water that is likely to impact a sensitive biological species or habitat; and~~

~~(b) Create two thousand five hundred square feet or more of impervious surface area.~~

~~EXCEPTIONS: The following do not constitute New Development or Redevelopment:~~

~~1. Routine maintenance activities conducted to maintain original line and grade, hydraulic capacity, original purpose of facility, or emergency redevelopment activity required to protect public health and safety.~~

~~2. Discretionary permit projects or phased project applications which have been deemed complete by February 8, 2013, and which have not received an extension of time.~~

~~3. Discretionary permit projects with a valid vesting tentative map.~~

CB. Incorporation of Planning and Land Development Program requirements into Project Plans.

1. New Development and Redevelopment projects are required to control pollutants and runoff volume from the project site by minimizing the impervious surface area and controlling runoff through infiltration, bioretention, and/or rainfall harvest and use, in accordance with the standards set forth in the Municipal NPDES Permit. To the extent that the City may lawfully impose conditions, mitigation measures, or other requirements on the development or construction of a single-family home, a single-family home Development or Redevelopment project shall:

(a) Conserve natural areas;

(b) Protect slopes and channels;

(c) Minimize impervious areas;

(d) Divert roof runoff to vegetated areas before discharge unless the diversion would result in slope instability; and

(e) Direct surface flow to vegetated areas before discharge unless the diversion would result in slope instability.

2. Prior to the issuance of any grading, building, or construction permit, An applicant for a New Development or a Redevelopment Priority Development Project identified in Section 8.32.095(A) of this chapter shall incorporate into the applicant's project plans a Post Construction Storm Water Mitigation Plan which includes those site design elements for stormwater management and BMP placement, detailed sizing calculations for structural Best Management Practices BMPs and/or pollutant removal performance for treatment control BMPs necessary to control storm water runoff and pollution from the completed project. Structural or Treatment Control BMPs (including, as applicable, post-construction Treatment Control BMPs) set forth in project plans shall meet the design standards set forth in the current Municipal NPDES Permit.

3. To the extent that the City may lawfully impose conditions, mitigation measures, or other requirements on the development or construction of a single-family home in a hillside area, a single-family hillside home Development or Redevelopment project shall implement mitigation measures to:

(a) Conserve natural areas;

(b) Protect slopes and channels;

- ~~(c) Provide storm drain system stenciling and signage;~~
- ~~(d) Divert roof runoff to vegetated areas before discharge unless the diversion would result in slope instability; and~~
- ~~(e) Direct surface flow to vegetated areas before discharge unless the diversion would result in slope instability.~~
- 4. ~~New Development/Redevelopment~~ Priority Development Project Structural BMP Performance Criteria.: Post-construction ~~stormwater control BMPs to mitigate stormwater pollution~~ control measures are required for all new development and redevelopment projects identified in Section 8.32.095(A) of this chapter unless alternative control measures are ~~allowed~~ approved as provided in the Municipal NPDES Permit. Post-construction stormwater control measures ~~BMPs~~ must be implemented to retain on-site the Stormwater Quality Design Volume (SWQDv) ~~from the project site~~, defined as runoff from either:
 - (a) Three-quarter-inch, twenty-four-hour rain event; or
 - (b) The eighty-fifth percentile, twenty-four-hour rain event, ~~as determined from the Los Angeles County eighty-fifth percentile precipitation isohyetal map~~, whichever is greater.Structural BMPs shall meet the design specifications and on-site retention potential outlined in the Municipal NPDES Permit.
- 4. For projects unable to retain one hundred percent of the SWQDv on-site due to technical infeasibility as defined in the Municipal NPDES Permit, projects must implement alternative compliance measures in accordance with the Municipal NPDES Permit. To be eligible for alternative compliance measures due to technical infeasibility, the project applicant must submit a site-specific hydrologic and/or design analysis consistent with Technical Infeasibility Demonstration requirements of the municipal NPDES permit conducted and endorsed by a registered professional engineer, geologist, architect, and/or landscape architect for approval by the City. Structural or Treatment Control BMPs (also known as post-construction stormwater control measures or post-construction BMPs) set forth in project plans shall meet the Priority Development Project Structural BMP Performance Requirements of the current Municipal NPDES Permit in the following order of preference:
 - (a) On-site infiltration, bioretention and/or rainfall harvest and use;
 - (b) Where subpart a. above is infeasible, then on-site biofiltration, off-site groundwater replenishment, and/or offsite retrofit; or
 - (c) On-site treatment where a. and b. above are infeasible.

~~Single family hillside home development projects are exempt from the New Development/Redevelopment Project Performance Criteria of the Municipal NPDES Permit unless they create, add or replace ten thousand square feet of impervious surface area.~~

- 5. Hydromodification ~~Control Criteria~~ Management Requirements.
 - (a) ~~All non-exempt New Development and Redevelopment~~ Priority Development Projects located within natural drainage systems as defined in Section 8.32.040 of this chapter must implement hydrologic control measures consistent with Hydromodification Management Requirements of the municipal NPDES permit to prevent accelerated downstream erosion and to protect stream habitat in natural drainage systems. ~~Projects exempt from hydromodification controls are listed in the Municipal NPDES Permit.~~
 - i. Priority Development Projects disturbing an area less than or equal to one acre may satisfy the hydromodification management requirements of the municipal NPDES permit by

meeting the Priority Development Project Structural BMP Performance Requirements of the municipal NPDES permit.

- ii. Priority Development Projects disturbing an area greater than one acre within natural drainage systems must demonstrate that one of the Hydromodification Management Control Criteria in the municipal NPDES permit is met as applicable for the disturbed area of the project or, alternatively, may demonstrate that the hydromodification requirements in the current County of Los Angeles Low Impact Development Manual are met as applicable for the disturbed area of the project.

- (b) Exemptions. The following new development and redevelopment projects are exempt from implementation of hydromodification controls where assessments of downstream channel conditions and proposed discharge hydrology indicate that adverse hydromodification effects are unlikely: The following New Development and Redevelopment projects must include one, or a combination of, hydromodification control BMPs, Low Impact Development (LID) strategies, or stream and riparian buffer restoration measures:

- i. Projects that are replacement, maintenance, or repair of an existing flood control facility, storm drain, or transportation network;
- ii. Projects with any increased discharge, directly or through a storm drain, to a sump, lake, area under tidal influence, into a waterway with a one-hundred-year peak flow of twenty-five thousand cubic feet per second or greater, or other receiving water that is not susceptible to impacts of hydromodification; and
- iii. Projects that discharge, directly or through a storm drain, into concrete or other engineered channels which discharge into a receiving water that is not susceptible to impacts of hydromodification as described in ii. above.

~~iv. LID BMPs implemented on single family home projects are sufficient to comply with Hydromodification criteria.~~

- ~~i. Projects on single family lots that create, add, or replace ten thousand square feet or more of impervious surface area are required to implement LID BMPs in accordance with parts B.1 through B.4 of this Section. Single family homes implementing such BMPs will satisfy the hydromodification control requirements of the Municipal NPDES Permit.~~
- ~~ii. Projects on non single family lots disturbing an area greater than one acre but less than fifty acres within natural drainage systems must demonstrate one of the following:~~
 - ~~a. The project has been designed to retain on-site, through infiltration, evapotranspiration, and/or harvest and use, the storm water volume from the runoff of the ninety fifth percentile, twenty four hour storm; or~~
 - ~~b. The runoff flow rate, volume, velocity, and duration for the post development condition do not exceed the pre development condition for the two year, twenty four hour rainfall event; or~~
 - ~~c. The erosion potential (Ep) in the receiving water channel will approximate one, as determined by a Hydromodification Analysis Study and the equation presented in Attachment J of the Municipal NPDES Permit, or other approved equations.~~

- C. Issuance of Final Approval. As a condition for issuing final approval for New Development or Redevelopment projects identified in Section 8.32.095(A), the Authorized Enforcement Officer shall require property owners or their representative(s) to build all the storm water pollution control Best Management Practices and

structural or treatment control BMPs that are shown on the approved project plans and to submit a signed certification statement stating that the site and all structural or treatment control BMPs will be maintained in compliance with the Municipal NPDES Permit and other applicable regulatory requirements including the following words: "SHOULD THE ABOVE REPRESENTATION BE INCORRECT, WE UNDERSTAND AND ACKNOWLEDGE THAT WE ARE RESPONSIBLE FOR THE COST OF CORRECTING ANY DEFICIENCY IN THE PERFORMANCE OF THE ABOVE CONDITION AS WELL AS PAYMENT OF APPLICABLE ADMINISTRATIVE AND/OR CIVIL REMEDIES. WE UNDERSTAND THAT THE CITY WILL RELY ON THE REPRESENTATIONS CONTAINED IN THIS STATEMENT AS HAVING ACHIEVED OUR OBLIGATION FOR COMPLIANCE WITH STORM WATER REQUIREMENTS AND SIGN THIS CERTIFICATION VOLUNTARILY, WITHOUT PURPOSE OF EVASION AND OF OUR OWN FREE WILL AND WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE."

With the exception of Simple LID BMPs (as defined in Section 8.32.040) implemented on lots developed with single family residences, project owners shall provide an operation and maintenance plan, monitoring plan where required, and verification of ongoing maintenance provisions for ~~LID practices~~ structural BMPs, Treatment Control BMPs, and Hydromodification Control BMPs including but not limited to: final map conditions, legal agreements, covenants, conditions or restrictions, CEQA mitigation requirements, conditional use permits, and/or other legally binding maintenance agreements. The operation and maintenance plan and maintenance records shall be kept on-site and available for review by the City's authorized enforcement officer, upon request. ~~These maintenance records must be kept on-site for treatment BMPs implemented on single family residences.~~

- D. Transfer of Properties Subject to Requirement for Maintenance of Structural and Treatment Control BMPs.
1. The transfer or lease of a property subject to a requirement for maintenance of structural and treatment control BMPs shall include conditions requiring the transferee and its successors and assigns to either (a) assume responsibility for maintenance of any existing structural or treatment control BMP or (b) to replace an existing structural or treatment control BMP with new structural or treatment ~~measures or~~ BMPs meeting the then current standards of the City and the Municipal NPDES Permit. Such requirement shall be included in any sale or lease agreement or deed for such property. The condition of transfer shall include a provision that the successor property owner or lessee conduct maintenance inspections of all structural or treatment control BMPs at least once a year and retain proof of inspection and proper operation and maintenance.
 2. If structural or treatment control BMPs are located within an area proposed for dedication to a public agency, they will be the responsibility of the developer until the dedication is accepted.
- E. CEQA. Provisions of this section shall be complementary to, and shall not replace, any applicable requirements for storm water mitigation required under the California Environmental Quality Act.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.100 Enforcement.

- A. Violations Deemed a Public Nuisance.
1. Any condition caused or permitted to exist in violation of:
 - (a) Any of the provisions of this chapter; or
 - (b) Any failure to comply with any applicable requirement of the Municipal NPDES Permit, an approved Post-Construction Storm Water Mitigation Plan, or effective implementation of a ~~approved~~ SWPPP with respect to a property; or
 - (c) Any false certification or verification, or any failure to comply with a certification or verification provided by a project applicant or the applicant's successor in interest; or

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- (d) Any failure to properly operate and maintain any structural or treatment control BMP on a property in accordance with an ~~approved~~ SWPPP developed by a QSD and/or Post-Construction Storm Water Mitigation Plan or the Municipal NPDES Permit, is determined to be a threat to the public health, safety and welfare, is declared and deemed a public nuisance, and may be abated or restored by any authorized enforcement officer, and a civil or criminal action to abate, enjoin or otherwise compel the cessation of such nuisance may be brought by the City Attorney.
2. The cost of such abatement and restoration shall be borne by the owner of the property and the cost thereof shall be invoiced to the owner of the property, as provided by law or ordinance for the recovery of nuisance abatement costs.
 3. If any violation of this chapter constitutes a seasonal and recurrent nuisance, the City Manager shall so declare. The failure of any person to take appropriate annual precautions to prevent storm water pollution after written notice of a determination under this paragraph shall constitute a public nuisance and a violation of this chapter.
- B. Concealment. Causing, permitting, aiding, abetting or concealing a violation of any provision of this chapter shall constitute a violation of such provision.
- C. Civil Actions. In addition to any other remedies provided in this section, any violation of this chapter may be enforced by civil action brought by the City. In any such action, the City may seek, as appropriate, any or all of the following remedies:
1. A temporary and/or permanent injunction;
 2. Assessment of the violator for the costs of any investigation, inspection or monitoring survey which led to the establishment of the violation, and for the reasonable costs of preparing and bringing legal action under this subsection;
 3. Costs incurred in removing, correcting or terminating the adverse effects resulting from violation; and
 4. Compensatory damages for loss or destruction to water quality, wildlife, fish and aquatic life.
- D. Administrative Enforcement Powers. In addition to the other enforcement powers and remedies established by this chapter, the authorized enforcement officer has the authority to utilize the following administrative remedies:
1. Cease and Desist Orders. When an authorized enforcement officer finds that a discharge has taken place or is likely to take place in violation of this chapter, the officer may issue an order to cease and desist such discharge, or practice, or operation likely to cause such discharge and direct that those persons not complying shall: (i) comply with the requirement, (ii) comply with a time schedule for compliance, and (iii) take appropriate remedial or preventive action to prevent the violation from recurring.
 2. Notice to Clean. Whenever an authorized enforcement officer finds any oil, earth, debris, grass, weeds, dead trees, tin cans, rubbish, refuse, waste or any other material of any kind, in or upon the roadway or trail abutting or adjoining any parcel of land, or upon any parcel of land or grounds, which may result in pollutants entering the MS4 or a non-storm water discharge to the MS4, the officer may give notice to the owner or occupant of the adjacent property to remove such oil, earth, debris, grass, weeds, dead trees, tin cans, rubbish, refuse, waste or other material, in any manner that the officer may reasonably provide. The recipient of such notice shall undertake the activities as described in the notice.
- E. Penalties. Violation of this chapter shall be punishable as a misdemeanor, punishable as set forth in Section 1.08.020(A) of this code. Each day that a violation continues shall constitute a separate offense.
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- F. Permit Revocation. To the extent the City makes a provision of this chapter or any identified BMP a condition of approval to the issuance of a permit or license, any person in violation of such condition is subject to the permit revocation procedures set forth in this code.
- G. Remedies. Remedies specified in this chapter are in addition to and do not supersede or limit any and all other remedies, civil or criminal. The remedies provided for herein shall be cumulative and not exclusive.
- H. Authority to Carry Out Inspections, Conduct Samplings, and Establishing Sampling Devices. The Authorized Enforcement Officer may carry out all inspections, surveillance, and monitoring procedures necessary to determine compliance and noncompliance with the Municipal NPDES Permit, including the prohibition of non-storm water discharges into the MS4 and receiving waters. With the consent of the owner or occupant or pursuant to an inspection warrant, any Authorized Enforcement Officer may establish on any property such devices as necessary to conduct sampling and monitoring activities necessary to determining the concentrations of pollutants in storm water and/or non-storm water runoff. The inspections provided for herein may include but are not limited to:
1. Inspecting efficiency or adequacy of construction or post construction BMPs;
 2. Inspection, sampling and testing any area runoff, soils in areas subject to runoff, and or treatment system discharges;
 3. Inspection of the integrity of all storm drain and sanitary sewer systems, including the use of smoke and dye tests and video survey of such pipes and conveyance systems;
 4. Inspection of all records of the owner, contractor, developer or occupant of public or private property relating to BMP inspections conducted by the owner, contractor, developer or occupant and obtaining copies of such records as necessary; and
 5. Identifying points of storm water discharge from the premises whether surface or subsurface and locating any illicit connection or discharge.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)

8.32.110 No taking.

The provisions of this chapter shall not be construed or operate to deprive any property owner of substantially all of the market value of such owner's property or otherwise constitute an unconstitutional taking without compensation.

(Ord. No. 334, § 3(Exh. A), 6-24-2013)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.F
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE MEASURE W, MUNICIPAL SAFE CLEAN WATER (SCW) ANNUAL REPORT FOR FISCAL YEAR 2021-22

DATE: November 14, 2022

BACKGROUND:

In 2018, Los Angeles County voters approved Measure W (Safe Clean Water Municipal Program Funds) to provide funding for stormwater projects and programs to increase local water supply, improve water quality and protect public health. Funding is provided through a parcel tax of 2.5 cents per square foot of impermeable land area (e.g., building, concrete, etc.). Measure W provides local agencies with funds to implement projects and programs that will best address local stormwater and urban runoff needs. The funding can be used for eligible activities such as project development, design, construction, effectiveness monitoring, operations and maintenance, as well as for programs and studies related to protecting and improving water quality in lakes, rivers and ocean.

DISCUSSION:

One condition of the Municipal SCW funding is that the City of Rolling Hills must submit an Annual Report within six months of the close of each fiscal year describing the use of its Municipal SCW Program Funds. The Annual Report must describe how the funds were used during the preceding fiscal year and how those uses are eligible expenses that advance the goals of the Safe Clean Water Program. The Annual Report must be prepared and submitted using the online tool mounted on the SCW Program website. A copy of the City's FY 2021-22 Annual Report is available: [https://cms5.revize.com/revize/rollinghillscsca/CL_AGN_CC_221114_Rolling_Hills_SCW_AR_FY_22%20\(FinalDraft\).pdf](https://cms5.revize.com/revize/rollinghillscsca/CL_AGN_CC_221114_Rolling_Hills_SCW_AR_FY_22%20(FinalDraft).pdf).

The City must spend at least 70% of its Municipal Program Funds on eligible expenses related to new projects or programs established since the enactment of Measure W. Up to 30% of a City's Municipal Program Funds may be used to pay for eligible costs and expenses related to the continuation of programs prior to the enactment of Measure W. Unused funds may be carried over for use in a future fiscal year so long as each tranche of funding is expended within five years of disbursement. Attached is an Excel worksheet used to prepare the Annual

Report and track the City's Municipal SCW Program funds, breaking down the City's FY2021-22 Municipal SCW Program expenditures by line item and detailing whether each is a new effort (minimum 70%) or continuing effort (maximum 30%).

FISCAL IMPACT:

The City expended \$130,213 in Municipal SCW Funds during FY2021-22 on activities that supported the City's implementation of the municipal stormwater permit, which offset/avoided the use of General Funds for those efforts. The amount expended was more than the \$104,742 disbursement in FY2021-22 from Measure W because the City was able to use carried over unspent funds from FY2020-21.

RECOMMENDATION:

Receive and file Measure W, Municipal Safe Clean Water Annual Report for Fiscal Year 2021-22

ATTACHMENTS:

[CL_AGN_CC_221114_RH_2021-22_SCW_Expenditures.pdf](#)

STORMWATER EXPENDITURES FOR FY2021-22 UNDER SCW MUNICIPAL PROGRAM						
Item	Description	Total or Estimated Cost for line item	Cost to be Recovered under Ongoing Programs - up to 30% of municipal return or \$30,000	Cost to be Recovered under New Projects or Programs - at least 70% of municipal return or \$70,000	Source	Explanation
1A	Peninsula MS4 Permit and TMDL Monitoring Program	\$ 72,364.10	\$ 39,063.82		CIMP MOU Cost share amount based amount invoiced by RPV for FY21-22 (\$ 66,146.10) plus FY2021-22 Gateway invoice for Harbor Toxics TMDL receiving water monitoring (\$6,218)	CIMP monitoring is an ongoing effort recovered upto the full 30% allowed for ongoing efforts cost.
1B	Sepulveda Canyon Study	\$ 56,953.61		\$ 48,960.55	Remaining unspent amount in amended contract/cost estimate from NV5 for extra flow monitoring in FY2122 plus new scope for tech memo documenting retention of 85%/24-hr runoff volume	Additional flow monitoring in Sepulveda Canyon and the hydrology study to demonstrate retention of the 85%, 24-hr runoff volume is a new effort and falls under the 70% category.
Total 1	Stormwater Monitoring Items	\$ 129,317.71	\$ 39,063.82	\$ 48,960.55		
2	SCW Municipal Program Planning (FY2122)	\$ 8,000.00		\$ 9,664.20	McGowan Task 2.2 SCW Program for preparing FY2020-21 annual report and preparation of plan for 2022-23	actual expenditure for FY2021-22
3	Enhanced Sediment Source Control [Code Enforcement oversight of Construction Site BMPs]	\$ 5,000.00		\$ 5,000.00	10% of full time code enforcement position salary during FY2122 (rounded to \$5K since increases by CPI annually)	Eligible in 70% category as new effort to address storm-borne sediment pollutants via source controls.
4	Expanded Low Impact Development	\$ 5,000.00		\$ 6,938.10	McGowan Task 4.2	actual expenditure for FY2021-22
5	Watershed Management Program Addendum	\$ 20,000.00		\$ 17,097.00	McGowan Task 7.3 Estimated effort to revise Peninsula EWMP to include City as 85%/24-hr runoff retaining area	actual expenditure for FY2021-22
6	Development of new Rainwater Harvesting Webpage and outreach	-		\$ 3,489.06	McGowan Task 2.3 plus subcontracted expenses for website hosting and graphic design. This effort was originally planned for expenditure in FY2020-21 however work was carried over into FY2021-22 due to delays with SBCCOG website relaunch with new platform	City's share of expenditure for FY2021-22
Expenditures			\$ 39,063.82	\$ 91,148.91	\$ 130,213	Total Expenditures

Measure W Revenues Received for FY2021-22 from LACFCD	\$ 104,742.00		actual local return received by City for SCW Municipal Program	
Carryover of unspent funds from FY2020-21	\$ 48,588.73			
Interest earned in FY2021-22 on Measure W account	\$ 181.00			included in carryover amount in FY2021-22 SCW Annual Report
Total SCW Municipal Funds Available to Spend in FY2021-22	\$ 153,511.73			



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.G
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE SUBMITTAL OF THE ANNUAL MUNICIPAL STORMWATER REPORT FOR FISCAL YEAR 2021-2022

DATE: November 14, 2022

BACKGROUND:

The municipal stormwater permit requires that each city submit an individual annual report no later than December 15 of each year covering the preceding July 1 to June 30 reporting year using the annual report form provided by the Los Angeles Regional Water Quality Control Board (LA Water Board). Each City or Permittee is required to report on its expenditures, funding sources, and progress on implementing the following programs: Non-Stormwater Discharge Prohibitions, Minimum Control Measures, the Non-Stormwater Outfall-Based Screening and Monitoring Program, Trash TMDLs and Trash Discharge Prohibitions.

A new municipal stormwater permit was adopted by the LA Water Board on July 23, 2021, with an effective date of September 11, 2021. Certain of the permit provisions became effective immediately, however the Permittees were given six months from the effective date to implement new provisions of the Minimum Control Measures in Part VIII of the Permit.

DISCUSSION:

On May 3, 2022, shortly before the close of the reporting year, LA Water Board staff issued a memorandum to Permittees outlining how the individual annual report for the 2021-22 reporting year should be structured to reflect the phased implementation of the new permit. That memo directed Permittees to report on various municipal stormwater permit provisions depending on whether or not they were operating under an approved watershed management program (WMP) during the reporting year.

Since the City had not yet received formal approval to join the Palos Verdes Peninsula Watershed Management Program (WMP) as an 85%, 24-hr retention area, McGowan Consulting prepared the City's individual annual report according to the approach outlined in the LA Water Board staff memo for Permittees without an approved WMP for the 2021-22

reporting year. The main body of the individual annual report uses the form provided in the new municipal stormwater permit, and is accompanied by several attachments, most notably, Attachment D which contains excerpts from the previous permit's annual report form that have been completed for the partial reporting period prior to the effective date of the new municipal stormwater permit requirements as directed in the LA Water Board memo. In each form, the reporting period covered is denoted by bold text at the top of each section.

This individual annual report meets the City's obligation to prepare an annual report detailing its municipal stormwater program implementation. It will be finalized with supporting attachments and submitted to the LA Water Board by the December 15 deadline.

FISCAL IMPACT:

The cost of preparing the mandated Annual Report and attachment are included in the approved budget for Fiscal Year 2022-2023.

RECOMMENDATION:

Receive and file submittal of the City's Individual Annual Municipal Stormwater Report for Fiscal Year 2021-2022

ATTACHMENTS:

[CL_AGN_CC_221114_RH_Annual Report 2021-22\(Final\).pdf](#)

[CL_AGN_CC_221114_RH_AR_2021-22_Sec8attachD\(Final\).pdf](#)

**Regional Phase I MS4 NPDES Permit
Order No. R4-2021-0105
NPDES No. CAS004004**

**City of Rolling Hills Individual Annual Report
Reporting Year 2021-22**

Sections 2-8 of this form include items to be reported individually by each Permittee for this reporting year unless otherwise indicated.

Permittee Name	City of Rolling Hills
Permittee Program Contact	Vanessa Hevener
Title	Senior Management Analyst
Address	2 Portuguese Bend Road
City	Rolling Hills
Zip Code	90274
Phone	310-377-1521
Email	VHevener@CityofRH.net

List of Attachments	
ATTACHMENT A:	City Attorney Statement of Legal Authority
ATTACHMENT B:	Machado Lake Trash TMDL Reporting Form
Attachment C:	Santa Monica Bay Debris TMDL Reporting Form
Attachment D:	Section 8 Attachment prepared according to 2021-2022 Reporting Year Submittal Schedule

2. Legal Authority and Certification

Complete the items on this page.

2.1 Answer the following questions on Legal Authority [Order – VI.B.2].

Question	Yes	No
Is there a current statement certified by the Permittee's chief legal counsel that the Permittee has the legal authority within its jurisdiction to implement and enforce each of the requirements contained in 40 CFR § 122.26(d)(2)(i)(A-F) and the Order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the above statement been developed or updated within this reporting year? If yes, attach the updated legal authority statement to this report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2.2 Complete the required certification below [Attachment D – V.B.5].

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of either a principal executive officer, ranking elected official, or by a duly authorized representative of a principal executive officer or ranking elected official. A person is a duly authorized representative only if:

- The authorization is made in writing by a principal executive officer or ranking elected official.
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)
- The written authorization is submitted to the Regional Board.

If an authorization of a duly authorized representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization will be submitted to the Regional Board prior to or together with any reports, information, or applications, to be signed by an authorized representative.

Signature

Title City Manager

Date 11/14/2022

3. Program Expenditures

Complete the following items in this section.

3.1 Source(s) of funds used in this reporting year, and proposed for the next reporting year, to meet necessary expenditures on the Permittee's stormwater management program [*Order – VI.C.2*].

The City has funded the implementation of the MS4 Permit and TMDL compliance primarily through its General Fund. The City is receiving approximately \$100,000 per year from the Safe Clean Water Program for its municipal stormwater program which addresses a portion of the stormwater program costs.

The City utilizes contract Building & Safety services for new and redevelopment plan checking, permitting, and construction site inspections. The contract building officials collect permit fees from developers that offset the cost of stormwater compliance review and inspection for development projects under the Planning and Land Development Program and the Development Construction Program – those costs and fees are not included in the following program expenditures.

3.2 Complete the table below on program expenditures for this reporting year [Attachment D – VII.A.5]. Enter “0” for any fields that do not apply.

Category		Capital Expenditures ¹	Land Costs	Personnel Cost	Consultant (s) Cost	Overhead Costs	Construction Costs	Permit(s), Operation, and Maintenance (O&M) Costs	Total Expenditures for this Reporting Year	Program Budget for Next Reporting Year
(1) Program Management²				\$ 6287.12	\$31,906.60				\$ 38,193.72	\$ 34, 591.24
(2) NPDES MS4 Permit Fees								\$ 7,067.00	\$7,067	\$ 7,067.00
(3) Minimum Control Measures (MCMs)	PIPP				\$ 16,194.76				\$ 16,194.76	\$ 16,100
	Industrial / Commercial Facilities Program								-	
	Planning & Land Development Program³				\$ 6,177.90				\$ 6,177.90	\$ 3,600
	Construction Program									\$ 3,300
	Public Agency Activities Program				\$ 688.10				\$ 688.10	\$ 6,600
	IDDE Program				\$ 50.40				\$ 50.40	\$ 1,800
	Additional Institutional BMPs / “Enhanced” MCMs			\$ 5,000.00	\$ 6,938.10			\$ 119,800.00	\$ 131,738.10	\$ 43,100

¹ Exclude land costs.

² Including but not limited to program management plans, mail, legal support, travel, conferences, printing, producing manuals and handbooks, annual/semi-annual reporting, development and maintenance of any electronic databases required by this permit including GIS, and other non-labor costs.

³ Including but not limited to environmental review, development project approval and verification, and permitting and licensing costs specific to the provisions of the Order that are beyond the scope of a normal plan review, permitting, and inspection process.

Category		Capital Expenditures ¹	Land Costs	Personnel Cost	Consultant (s) Cost	Overhead Costs	Construction Costs	Permit(s), Operation, and Maintenance (O&M) Costs	Total Expenditures for this Reporting Year	Program Budget for Next Reporting Year
(4) TMDL Implementation Plan / Watershed Management Program Development ⁴					\$ 17,097.00				\$ 17,097.00	-
(5) Projects ⁵	Distributed Projects and Green Streets									
	Regional Projects									
	Other Structural BMPs									
(6) Trash Compliance	Trash TMDLs ⁶									
	Discharge Prohibitions - Trash ⁷									

⁴ Include costs for development and/or revision of Implementation Plans (e.g., TMDL Implementation Plan, Watershed Management Programs including Reasonable Assurance Analysis). Specify which plans these are in Section 3.3.

⁵ If a Permittee is implementing a project collaboratively, the Permittee should only include the portion of the project cost that it is assuming.

⁶ Includes full capture, partial capture, and institutional controls used to comply with trash TMDLs.

⁷ Includes full capture, partial capture, and institutional controls used to comply with Statewide Trash Provisions.

Category		Capital Expenditures ¹	Land Costs	Personnel Cost	Consultant (s) Cost	Overhead Costs	Construction Costs	Permit(s), Operation, and Maintenance (O&M) Costs	Total Expenditures for this Reporting Year	Program Budget for Next Reporting Year
(7) Monitoring	Monitoring Plan Development ⁸									\$ 1,844.26
	Outfall and Receiving Water Quality Monitoring				\$ 69,722.29	\$ 3,738.81			\$ 73,461.10	\$ 45,493.03
	BMP Effectiveness Monitoring				\$ 53,464.30				\$ 54,464.30	\$ 23,000
	Regional Studies ⁹									
	Special Studies ¹⁰									
(8) Other ¹¹										
TOTAL				\$ 11,287.12	\$ 202,239.45	\$ 3,738.81		\$ 126,867.00	\$ 344,132.38	\$ 186,495.53

3.3 Additional Information: Please add any additional comments on stormwater expenditures below.

As shown in the foregoing table, monitoring costs comprised 37% of the City's stormwater expenditures during Reporting Year 2021-22. Administrative costs for program management, reporting and permit fees comprised 13% of the City's stormwater expenditures. Thus, monitoring and program administration together comprised 50% of the City's stormwater expenditures in 2021-22, with stormwater program implementation cost comprising the remaining 50% of stormwater expenditures.

⁸ Includes costs to develop and/or revise monitoring plans (e.g., TMDL Monitoring Plan, IMP, CIMPs, non-stormwater screening and monitoring program). Specify which plans these are in Section 3.3.

⁹ Includes costs to comply with Part X (Regional Studies) of the Attachment E-MRP.

¹⁰ Includes costs to comply with Part XI (Special Studies) of the Attachment E-MRP.

¹¹ Enter costs in this table but specify what this "Other" category consists of in Section 3.3.

The City employs a very small staff, with one staff person assigned lead responsibility for implementation of the stormwater program. The City retains a stormwater consulting firm to assist with MS4 Permit coordination, management, and implementation, including the City's share of watershed coordination and implementation efforts.

4. Non-Stormwater Discharge Prohibitions [reporting period 9/11/21 – 6/30/22]**Complete the following items in this section.**

- 4.1 Provide an assessment of the effectiveness of the Permittee's control measures in effectively prohibiting non-stormwater discharges into the MS4 to the receiving water [Order – III.A].

Results of the City's Non-stormwater Screening and Monitoring Program have demonstrated that the City's non-stormwater control measures are effective. Additionally, two years of continuous flow monitoring at a representative natural drainage outfall location in the City has further documented that non-stormwater discharges from the City into downstream MS4s have been effectively eliminated.

- 4.2 Describe sources of non-stormwater discharges determined to be a NPDES permitted discharge, a discharge subject to CERCLA, a conditionally exempt non-stormwater discharge, or entirely comprised of natural flows [Order - III.A.2].

No such non-stormwater discharges to the MS4 have been identified by the City.

- 4.3 Check all that apply [Order – III.A.4].

There has been non-stormwater discharge(s) to an ASBS	<input type="checkbox"/>
The non-stormwater discharge(s) to the ASBS caused or contributed to an exceedance receiving water limitations, WQBELs, water quality objectives in Chapter II of the Ocean Plan, or an undesirable alteration in natural ocean water quality in an ASBS	<input type="checkbox"/>
Additional BMPs were implemented to address the exceedances above	<input type="checkbox"/>

- 4.4 If you had non-stormwater discharge(s) to an ASBS that caused or contributed to an exceedance receiving water limitations, WQBELs, water quality objectives in Chapter II of the Ocean Plan, or an undesirable alteration in natural ocean water quality in an ASBS, describe what additional BMPs were implemented to address these exceedances. How effective were those BMPs in addressing the exceedances? [Order - III.A.4.b]

Not applicable, the MS4 system serving the City does not discharge to an ASBS.

- 4.5 Did you develop and implement procedures to ensure that a discharger, if not a named Permittee in this Order, fulfilled the requirements of Part III.A.5.a.i-vi? If so, provide a link to where the procedures may be found or attach to this Annual Report [Order – III.A.5.a].

Given the City's entirely residential, semi-rural character with drainage consisting primarily of natural drainage courses, many of the provisions of Part III.A.5.a do not apply.

The City has developed and implements an Illicit Discharge Elimination Program to respond to reports of illicit discharges into the natural canyon drainage system.

Additionally, with respect to the conditions for landscape irrigation using potable water, since 2010 the City has been applying water efficient landscape requirements to projects subject to discretionary review. On May 13, 2019, the City adopted its own [water efficient landscape ordinance](#) consistent with the amended statewide 2015 MWELO. During the reporting year six (6) landscape plans were reviewed by the City for consistency with the City's water efficient landscape ordinance, and of these one (1) project completed installation. The City also disseminates educational material on native and drought tolerant landscaping, water conservation, and water use restrictions through the City's website: https://www.rolling-hills.org/government/planning_and_community_services/index.php#landscapedesignstandards. Additionally, California Water Service, the retail water provider to all residents in the City, has instituted prohibitions on outdoor water use as described at: <https://drought.calwater.com/> which are consistent with the requirements for conditionally exempt non-stormwater discharges. The [City's Environmental Programs pages](#) disseminates information on other types of conditionally exempt discharges that may occur from residential land uses with the City.

- 4.6 Did you organize and maintain records of all notifications, local permits, and non-stormwater discharges greater than 100,000 gallons in an electronic database? (Yes or No) [Order – III.A.5.b]

The City has not received notifications of non-stormwater discharges greater than 100,000 gallons since the effective date of the Permit but plans to do so if it is notified of such discharges in the future. Los Angeles County Flood Control District would be the more likely recipient of such notifications since it operates the MS4 infrastructure which receives discharges from the natural canyon drainage system in the City. The City does not issue local permits for conditionally-exempt non-stormwater discharges.

- 4.7 Did you determine that any of the conditionally exempt non-stormwater discharges, with the exception of essential non-stormwater discharges, identified per Part III.A.5.c of the Order is a source of pollutants that causes or contributes to an exceedance of applicable receiving water limitations and/or water quality-based effluent limitations? If so, how many of the conditionally exempt non-stormwater discharges in Part III.A.3.b of the Order did you determine to be sources of pollutants that caused or contributed to an exceedance of receiving water limitations or WQBELs? If you made that determination, which type(s) of non-stormwater discharges in Part III.A.3.b were sources of pollutants? [Order – III.A.6]

No, the City has not identified any conditionally exempt non-stormwater discharges that have caused or contributed to an exceedance of applicable receiving water limitations or WQBELs. The City submitted a source investigation report with the reporting year 2016-17 Annual Report which found no conditionally exempt discharges from the City to the MS4. Additionally, continuous flow monitoring conducted during the current and previous reporting years in a representative canyon drainage system within the City also

demonstrated that the strategies, control measures and BMPs implemented by the City cumulatively retained any conditionally exempt, non-essential non-stormwater.

4.8 If you answered yes to the question 4.7 above, check all that apply [*Order – III.A.6*].

Effectively prohibit the non-stormwater discharge into the MS4	<input type="checkbox"/>
Impose conditions in addition to those in Table 5 of the Order, subject to approval by the Los Angeles Water Board Executive Officer, on the non-stormwater discharge such that it will not be a source of pollutants	<input type="checkbox"/>
Require diversion of the non-stormwater discharge to the sanitary sewer	<input type="checkbox"/>
Require treatment of the non-stormwater discharge prior to discharge to the receiving water	<input type="checkbox"/>

5. Non-Stormwater Outfall Screening and Monitoring [reporting period 9/11/21 – 6/30/22]

Complete the following items in this section.

5.1 Complete the tables below regarding your Non-Stormwater Outfall-Based Screening and Monitoring Program [Attachment E – VII].

Receiving Water	No. of Outfalls within your Jurisdiction	No. of Outfalls Screened during this Reporting Year	No. of Screening Events During This Reporting Year	Outfalls with Significant Non-Stormwater Discharges ¹²			
				Total Confirmed	Total Abated	Total Attributed to Allowable Sources ¹³	Total Being Monitored
Machado Lake	3	1	Continuous flow monitoring	0	-	-	0
LA Harbor	1	0				-	0
Santa Monica Bay	2	0	0	-	-	-	0
Total	6	1	Continuous	0	NA	-	0

Method of Abatement	Total No.
Low Flow Diversion (LFD)	NA
Illicit Discharges Eliminated	NA
NPDES Permitted	NA
Retention	NA
Discharge No Longer Observed	NA
Other (describe in Section 5.3)	

5.2 Los Angeles County Permittees: Did you consider dry weather receiving water monitoring data downstream of the outfalls and other relevant information to determine if re-screening is necessary for any of the previously screened outfalls that did not have significant non-stormwater discharge? If so, explain how many outfalls require re-screening and when re-

¹² "Significant Non-Stormwater Discharges" as identified by the Permittee per Part VII.B of the Attachment E - MRP.

¹³ "Allowable Sources" refers to the discharges exempt from the Prohibition of Non-Stormwater Discharges listed in Part III.A.2 of the Order.

screening will be completed. If applicable, describe any changes made to the program [Attachment E – VII.D.2].

The Peninsula WMG regularly evaluates dry weather receiving water monitoring data in the Santa Monica Bay, Machado Lake, and the Los Angeles Harbor waters to which the group is tributary. Analysis of dry weather receiving water monitoring in the reporting year is included in the Palos Verdes Peninsula Watershed Monitoring Report.

The City of Rolling Hills Non-Storm Water Screening and Monitoring Program (NSW Screening & Monitoring Program) was re-assessed during reporting year 2016-17 based on the results of the completed Source Investigation and no outfalls were found to have significant non-stormwater discharges. Additionally, during reporting year 2020-21 and 2021-22, the City conducted a continuous flow monitoring study in its largest tributary canyon within the Machado Lake Watershed area of the City, the Sepulveda Canyon, which had previously not been screened because it was thought to have exempt baseline natural flow; the two-year Sepulveda Canyon flow monitoring study documented the absence of non-stormwater flow, natural or otherwise, from that canyon to the MS4.

5.3 Additional Information. If desired, provide additional information regarding Non-Stormwater Outfall Screening and Monitoring.

6. Minimum Control Measures [reporting period 3/12/22 – 6/30/22]

Complete the following items in this section.

6.1 General Provisions [Order – VIII.A.3]

Did you train all your employees in targeted positions (whose interactions, jobs, and activities affect stormwater quality) on the requirements of the Minimum Control Measures in this Order, or did you ensure contractors performing privatized/contracted municipal services are appropriately trained to: (a) Promote a clear understanding of the potential for activities to pollute stormwater, (b) Identify opportunities to require, implement, and maintain appropriate BMPs in their line of work? (Yes or No)

Yes, employees in targeted positions were trained on the requirements of the Minimum Control Measures.

6.2 Public Information and Participation Program [Order - VIII.D]

Complete the following item regarding the Public Information and Participation Program.

- 6.2a) Summarize opportunities created for public engagement in stormwater planning and program implementation to raise public awareness of stormwater program benefits and needs (e.g., *Don't Trash California* campaign). Note whether activities were performed by the jurisdiction or as part of a watershed, regional, or county-wide group [VIII.D.3.a].

The county-wide public awareness campaign [Water for LA County](#) being implemented by the County of Los Angeles aims to “transform LA County residents from passive water consumers to empowered and informed water advocates...”. The website provides a wealth of information, including a toolkit on how to become a water advocate.

The [Safe Clean Water Program](#), funded by Measure W, engages the public on a county-wide, watershed, and jurisdictional level to engage in planning and implementation of projects and programs to improve water quality and raise awareness of the benefits and needs for these projects and programs. The City lies within the South Santa Monica Bay Watershed and is represented at that Watershed Area Steering Committee by the Palos Verdes Peninsula Watershed Management Group representative to that body. The City’s Safe Clean Water Municipal Program funds are programmed through an Annual Plan which is considered for approval by the City Council at a publicly noticed meeting. The final plan is also posted on the Safe, Clean Water Program website. During the reporting year the City’s FY2022-23 Municipal Safe Clean Water Annual Plan budget was developed and considered by its City Council.

The City engages its governing board, the City Council, and its residents through duly noticed agendas and public meetings, including most stormwater quality program and project decisions.

The City also utilizes its monthly newsletter to advise its residents of upcoming opportunities for participation in activities related to stormwater pollution prevention such as:

- green waste collection/pickup events (organic waste, nutrients and wildfire-mobilized storm-borne sediment-associated pollutants)
- e-waste collection (toxic pollutants)
- removal of invasive tumbleweeds from properties and roadsides (wildfire-mobilized storm-borne sediment-associated pollutants)
- reminders and recommendations on wildfire fuel abatement measures (wildfire-mobilized storm-borne sediment-associated pollutants)

6.2b) Summarize educational activities and public information activities to facilitate stormwater and non-stormwater pollution prevention and mitigation. What pollutants were targeted? What audiences were targeted? Note whether activities were performed by the jurisdiction or as part of a watershed, regional, or county-wide group [VIII.D.3.b].

Educational materials and links to related websites are available for the City's residents on the City's website through its [Environmental Programs](#) page. Topics on this page include:

- Water Pollution Prevention
- Water Conservation
- Sustainable Gardening and Landscaping
- Household Waste Management
- Wildfire Prevention
- Septic systems (OWTS)

This page targets residents of the City and targeted pollutants include: nutrients (nitrogen and phosphorus), bacteria, sediment-born pollutants such as legacy toxics and PAHs, and metals.

The City is a member of the South Bay Cities Council of Governments which, through its South Bay Environmental Services Center (SBESC), circulates numerous PSAs via e-mail blasts to residents regarding opportunities to learn and become actively involved in water conservation and stormwater pollution prevention. Examples of events that were promoted over the past reporting year include:

- Water Replenishment District's Eco Gardener classes covering sustainable landscape design, composting, drought tolerant plants, edible gardening, and irrigation basics
- West Basin Municipal Water District Workshops, Classes and Virtual Events, including:
 - Rain Barrel Pick Up events
 - Virtual Water Harvest Event
 - CA Friendly Garden Design Workshop
 - West Basin Chats about the application process for water conservation rebate programs including the Grass Replacement Rebate and Change and Save Programs
 - Know Your H2O Classes

- Edward C Little Recycling Water Facility Tours
- Water Lab online classes, virtual tours, and other family-friendly resources to explore where water comes from, the types of water produced at the District's water recycling facility, and how to safeguard homes from wildfire risk.

The City also contributes support for the maintenance of the Environmentally Friendly Landscaping, Gardening, and Pest Control webpages being hosted on the South Bay Environmental Services Center through a collaborative outreach effort between the Peninsula WMG and the Beach Cities WMG, and links residents to the webpage from its City website: <http://www.southbaycities.org/programs/environmentally-friendly-landscaping-gardening-and-pest-control>

These webpages target residential landscapers and gardeners and targeted pollutants include: nutrients and pesticides and fertilizers.

During the reporting year the Palos Verdes Peninsula WMG's joint outreach and engagement efforts were focused on updating the [Rainwater Harvesting webpages](#) on the South Bay COG Environmental Services website along with a media kit for use in promoting the new webpage. This outreach and engagement targets the single-family residential community who are the predominant land users in the City and encourages retention of stormwater on individual properties which reduces the discharge of all types of stormwater-associated pollutants. The positive messaging highlights the multiple benefits and relative ease of rainwater collection in drought-stricken Southern California.

The City leverages the county-wide Environmental Defenders and Generation Earth programs to educate K-5 school children on stormwater pollution prevention. The Environmental Defenders Rock the Planet – You Can Change the World Tour is a 30-minute, high-energy assembly program that is offered free to all elementary schools in Los Angeles County, including the Palos Verdes Peninsula Unified School District schools attended by children living in Rolling Hills. Teachers or administrators can schedule the virtual assembly online at <http://dpw.lacounty.gov/epd/defenders/schedule.asp> and download [free lesson plans](#) to utilize at home or through remote learning.

The Generation Earth program is an environmental education program that provides training and support to secondary school teachers and students at public and private schools within Los Angeles County. The program offers tools and techniques for service-learning projects that meet state curriculum standards. These activities and publications are available for educators to download for free at <http://dpw.lacounty.gov/epd/ge/ProjectResources.aspx>. The water pollution prevention toolkit explores the water pollution potential on a typical campus and guides students in conducting a water audit of the campus and choosing from a variety of options to reduce water waste and pollution. Generation Earth also offers interactive virtual workshops that address environmental topics and project ideas at school and at home.

The Palos Verdes Peninsula Land Conservancy's [School-Based Programs](#) help children understand the beauty and significance of the Palos Verdes Peninsula's natural areas and empower them to play a role in their preservation. From elementary school science programs to student research projects, the goal is to create a commitment to science and nature and to inspire excitement about the outdoors. The long-standing 3rd Grade Student Naturalist Program has been implemented for decades—the program serves 24 schools annually with approximately 2,000 students participating.

The program offers online educational video lessons and a nature handbook along with a home-based wildlife survey and habitat survey to help students learn how they can improve the habitat around their homes for wildlife.

West Basin Municipal Water District also offers a wide array of educational programs, contests, and tours to help students in grades 3 -12 find out more about water and water conservation. Educators and school administrators are notified about the programs through a quarterly newsletter, Waterworks. <http://www.westbasin.org/community/education>. Programs include water treatment facility tours, career-focused classroom presentations, water themed assemblies and engineering challenges. All activities support the Common Core State Standards and the Next Generation Science Standards. West Basin fosters student creativity and innovation throughout its service area by hosting the annual "Water is Life" student art contest. Student artists inspire their communities to support water conservation as a way of life by creating thought-provoking water-smart pieces of art. West Basin also held its annual Water Is Life Art contest for K-12 students.

The Water Replenishment District also held a Water is Life! Art contest during the reporting year, calling on K-6 students in WRDs service area to submit original art demonstrating the importance of groundwater and/or water conservation for WRD's 2022 student art calendar. In addition, WRD's education program provides interactive virtual activities that engage students on the importance of groundwater, water treatment and conservation, including virtual tours of the Albert Robles Center for Water Recycling and Environmental Learning, water-related Story Time where a WRD "Water Nerd" shares their love for water related stories, and a water conservation bracelet kit featuring colored beads representing pledges to conserve water.

Solar Cup is science-technology-engineering-arts-mathematics (STEAM) team-focused program in which high school students work in teams to learn engineering, physics, math, technical writing and career-building skills. Students use these new skills to transform an empty boat hull into a fully operational solar powered boat. This innovative water education and environmentally sustainable technology program is funded by the [Metropolitan Water District of Southern California](#) and its member agencies including West Basin Municipal Water District. West Basin MWD sponsored two Solar Cup 2022 online teams, including Palos Verdes Peninsula High School serving kids living in Rolling Hills, which won seven awards during the 2022 competition.

<https://www.westbasin.org/community/education/solar-cup-boat-building-and-racing-competition/>

- 6.2c) In selecting targeted pollutants for public information/education topics, did you consider the proper management and disposal of (1) vehicle wastes (e.g., used oil, used tires); (2) household waste materials (i.e., trash and household hazardous waste, including personal care products, pharmaceuticals, and household cleaners); (3) pesticides, herbicides, and fertilizers; (4) green waste; and (5) animal wastes? (Yes or No) If no, what other materials were considered? [VIII.D.3.b.i]

Yes.

6.2d) Which of the following methods were selected to distribute public information/ educational materials? [VIII.D.3.b.ii]

Category	Yes	No
Internet-based platforms (e.g., stormwater websites, social media websites and applications)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commercial points-of-purchase (e.g., automotive parts stores, home improvement centers/ hardware stores/ paint stores, landscape / gardening centers, pet shops)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools (K- 12)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radio/television	<input type="checkbox"/>	<input type="checkbox"/>
Community events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (specify) <i>newsletters to residents</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6.2e) Did you document and track information on the implemented Public Information and Participation activities including activity, date(s), method of dissemination, targeted behavior, targeted pollutant, targeted audience, culturally effective method(s), other information necessary for the metrics identified in Part VIII.D.4.a of the Order, and metric for measuring effectiveness? (Yes or No) [VIII.D.4.b]

Yes.

6.2f) What metrics did you use to measure the effectiveness in achieving the objectives of the Public Information and Participation Program? Considering those metrics, is your Public Information and Participation program effective? Explain [VIII.D.4.a].

The following metrics for the Public Information and Participation Program were tracked:

- Environmentally Friendly Landscaping, Gardening and Pest Control webpage views
- Number of regional events and workshops
- Number of regional and City meetings with stormwater topics
- City Blue Newsletter articles
- Tonnage of green waste collected by City's waste hauler
- Rain barrels distributed by water agencies to residents in Rolling Hills

Given that this is the first reporting year tracking most of these metrics, it is premature to assess effectiveness.

6.2g) Additional Information. If desired, provide additional information regarding implementation of the Public Information and Participation Program.

The City participates in the Peninsula Watershed Management Group which has been implementing a customized, collaborative Public Information and Participation Program (PIPP) as approved by the Regional Board in March 2019. This customized PIPP was adapted to address the Peninsula WMG's highest water quality priorities and to allow for effective and targeted distribution of education and outreach materials to Palos Verdes Peninsula

residents. This customized strategy includes the development of outreach materials promoting behavioral change in the residential community that is a source of targeted pollutants of concern to the Peninsula WMG, including metals, PAHs, legacy sediment-associated toxic pollutants, nutrients and indicator bacteria.

6.3 Industrial and Commercial Facilities Program [Order – VIII.E]

Complete the following items regarding the Industrial and Commercial Facilities Program.

6.3a) Watershed-Based Inventory:

Question	Yes	No
Have you updated your watershed-based inventory or database of all industrial and commercial facilities within your jurisdiction that are critical sources ¹⁴ of stormwater pollution identified in Part VIII.E.2 of the Order (inventory shall be updated at least once every 2 years)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6.3b) If you answered yes to question 6.3a above, what is the total number of facilities in your inventory list?

Not applicable. There are no industrial or commercial facilities under the City's jurisdiction.

6.3c) If you answered no to question 6.3a above, when will you update the inventory list?

Not applicable. There are no industrial or commercial facilities under the City's jurisdiction.

6.3d) Commercial Facilities [VIII.E.3]:

¹⁴ Part VIII.E.2.a of the Regional MS4 Permit summarizes "critical sources" to be tracked.

Question	Response
In implementing the Outreach Program, how many commercial facilities did you reach out to during this reporting year?	Not Applicable
In implementing the Business Assistance Program, how many commercial facilities did you assist during this reporting year?	Not Applicable
How many commercial facilities did you inspect during this reporting year?	Not Applicable
Of the commercial facilities inspected during this reporting year, how many were the first, second, third, etc. round of inspections? For example, report x number of first-round inspections, y number of second-round inspections, z number of third-round inspections, etc. Each round of inspections corresponds to the requirement to conduct an inspection every two years.	Not Applicable
How many of the total commercial facility inspections had stormwater violation(s) during this reporting year?	Not Applicable

6.3e) Industrial Facilities [VIII.E.4]:

Question	Response
How many facilities from question 6.3b are industrial facilities with SIC codes that require enrollment in the IGP? (in this reporting year)?	Not Applicable
How many industrial facilities did you report to the Los Angeles Water Board as non-filers during this reporting year?	Not Applicable
In implementing the Business Assistance Program, how many industrial facilities did you assist during this reporting year?	Not Applicable
How many Industrial facilities did you inspect during this reporting year?	Not Applicable
Of the commercial facilities inspected during this reporting year, how many were the first, second, third, etc. round of inspections? For example, report x number of first-round, y number of second-round, and z number of third-round, etc. Each round of inspections corresponds to the requirement to conduct an inspection every two years.	Not Applicable
How many of the total industrial facility inspections had stormwater violation(s) during this reporting year?	Not Applicable

6.3f) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the industrial and commercial facilities program [VIII.E.6].

Not Applicable

6.3g) Additional Information. If desired, provide additional information regarding implementation of the Industrial and Commercial Facilities Program.

Not Applicable

6.4 Planning and Land Development Program [VIII.F]

Complete the following items regarding the Planning and Land Development Program.

- 6.4a) Priority Development Projects: Complete the table below for Priority Development Projects as of the end of this Reporting Year [VIII.F. 1].

Development Type	Number of Priority Development Projects Completed During This Reporting Year	Number of Priority Development Projects In-Progress
New Development	0	0
Redevelopment	0	1

- 6.4b) Use of Alternative Compliance Measures for Priority Development Projects. Provide the number of Priority Development Projects completed during this Reporting Year that utilized alternative compliance measures per Part VIII.F.4.b of the Order.

Category	Number of Projects
On-site Biofiltration	0
On-site Flow-based BMPs	0
Off-site Infiltration	0
Groundwater Replenishment Projects	0
Off-site Retrofit Projects	0
Other	0

- 6.4c) Exemptions to Priority Development Project Performance Requirements. If the Permittee is implementing an approved Local Ordinance Equivalence or an approved Regional Stormwater Mitigation Program per Part VIII.F.1.c, describe the area covered by these exemptions; and the number and names of Priority Development Projects that were exempted from the Order's Priority Development Project Structural BMP Performance Requirements.

Not applicable.

- 6.4d) Priority Development Project Greater Than 50 Acres. If applicable, provide information on any Priority Development Projects with a project area greater than 50 acres that were completed during this Reporting Year or are currently in-progress. Information should include the name and location of the project(s) and whether the project(s) are new development or redevelopment.

None

- 6.4e) Hydromodification Management: If applicable, provide information on the name, location, and nature of any projects requiring hydromodification controls that were completed or in-progress within this Reporting Year [VI.F.2].

None

- 6.4f) Exemptions to Hydromodification Controls: Are there any areas where assessments of downstream channel conditions and proposed discharge hydrology indicate that adverse hydromodification effects to beneficial uses of Natural Drainage Systems are unlikely, per Part VIII.F.2.b? If so, what are the numbers and names of the New Development and Redevelopment projects exempt from implementation of hydromodification controls?

No projects were reviewed or necessitated such assessments during the reporting year.

- 6.4g) Tracking, Inspection and Enforcement of Post-Construction BMPs: Describe the number and nature of any enforcement actions taken related to the planning and land development program [VIII.F.3.c.v].

Question	Yes	No
Does your program implement a GIS or other electronic system for tracking Priority Development Projects and Hydromodification Management Projects that at a minimum contains all the information required by Permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your program inspect all Priority Development Projects and Hydromodification Management Projects upon completion of construction and prior to issuance of occupancy certifications to ensure proper installation of post-construction BMPs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 6.4h) Additional Information. If desired, provide additional information regarding implementation of the Planning and Land Development Program.

By design, the City is a model of low-impact development utilizing nature-based solutions for management of stormwater. A substantial area of land in Rolling Hills is constrained from development due to steep hillsides and canyons; the use of these areas as wildlife habitats and native vegetation is emphasized. Rolling Hills' zoning code further promotes the preservation and appreciation of open space by requiring easements for equestrian/ hiking trails on all lots. There are approximately 30 miles of unpaved equestrian/hiking trails throughout the City. Roads within the City have many green street features. They are designed as narrow, two-lane undivided winding roads 20 to 25 feet wide with rolling to steep grades lined with significant naturalized landscaping. There are no sidewalks or curb-and-gutter systems, and roads are not designed to be stormwater conveyance systems. The City's Zoning Ordinance contains strict standards for development ratios on each property. Only 40% of the net area of a lot may be disturbed for construction, and the remaining area of the lot must remain in its natural state. Only 35% of the net lot area may

be developed with impervious surfaces, including structures, patios and other paved areas. Driveways may not cover more than 20% of the area of the yard in which they are located. Uncovered motor courts/parking pads may not cover more than 10% of the yard in which they are located. Horse stable access-ways may not be entirely paved and use of 100% gravel or decomposed granite is encouraged. The City has developed a guide for construction of stables on residential properties which includes consideration of proximity to blue line streams and natural drainage courses so as not to negatively affect stormwater quality in the siting of stables, horse wash stations, and manure storage. Tennis and sports courts are encouraged to have pervious surfaces as well. Stormwater run-off that is not contained on properties is conveyed through the City via natural, heavily vegetated, soft bottom drainage courses/canyons, providing ample opportunity for runoff to infiltrate. Installation of cisterns and biofiltration devices are encouraged on projects even when they are not required.

6.5 Construction Program [*Order – VIII.G*]

Complete the following items regarding the Construction Program.

6.5a) Complete the table below. Only report numbers for sites less than 1 acre.

Question	Response
How many new sites of less than one acre commenced their activities during this reporting year?	0
How many sites of less than one acre did you inspect during this reporting year?	1
How many (if any) of the sites from the previous question had a BMP violation [<i>VIII.G.4.b</i>]?	0

6.5b) Complete the table below. Only report numbers for sites 1 acre or greater and construction sites less than 1 acre that are part of a common plan of development totaling 1 acre or greater.

Question	Response
What is the date of the latest update made to the site inventory [<i>VIII.G.5.b</i>]?	NA
How many new sites of 1 acre or greater commenced their activities during this reporting year?	0
How many sites of 1 acre or greater did you report to the Los Angeles Water Board as non-filers [<i>VIII.G.5.a</i>]?	0
How many post-construction plans were reviewed during this reporting year [<i>VIII.G.5.a</i>]?	0
How many of the plans from the previous question were approved during this reporting year?	0
How many (if any) sites of 1 acre or greater did you inspect during this reporting year [<i>VIII.G.5.c</i>]?	0

Question	Response
How many (if any) of the inspected sites were in violation of construction BMPs?	0
How many (if any) of the inspected sites were in violation of post-construction plans?	0
How many of the sites from the previous two questions were reported to the Los Angeles Water Board along with an inspection report?	0

6.5c) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the development construction program [VIII.G.6].

None.

6.5d) Additional Information. If desired, provide additional information regarding implementation of the Construction Program.

During the plan checking and/or permit issuance stage, plan checkers require that applicable MS4 Permit and Construction General Permit (CGP) requirements are met and that BMPs for construction activities are incorporated into the development plans. The contract building officials require that developers sign a Statement of Understanding Pertaining to BMPs and NPDES Requirements. For any project involving a grading or excavation permit regardless of size, a pre-construction meeting is held between City staff, RHCA staff, the building inspector, the property owner and the contractor and subcontractor to discuss construction BMP requirements and ensure that responsibility for implementing the BMPs is clear. During this meeting, the Small Site Construction brochure, available in [English](#) and [Spanish](#), is provided to contractors of sites under one (1) acre to inform them of the required minimum BMPs.

Extra protection during construction is required for projects adjacent to environmentally sensitive areas and, in some cases, a biologist monitors the project and adjacent environmentally sensitive area during construction to ensure that proper protections are maintained.

The City's code enforcement officer provides additional outreach and oversight of construction sites beyond that provided by contract Building & Safety inspectors.

6.6 Public Agency Activities Program [VIII.H]

Complete the following items regarding the Public Agency Activities Program.

6.6a) Answer the following questions regarding the Public Agency Activities Program.

Question	Response
Did you maintain an updated inventory or database of all your owned or operated (i.e., public) facilities and activities within your jurisdiction that are potential sources of stormwater pollution? [VIII.H.2]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Question	Response
For the above inventory, what is the date of the latest update [VIII.H.2.c]?	2016
How many treatment control BMPs including post-construction control treatment BMPs do you own? [VIII.H.2.b.vi]	0
For the above, how many inspections were conducted during this reporting year? [VIII.H.3.e]	NA
How many storm drain inlets do you own?	0
How many of the above are labeled with a legible “no dumping” message? [VIII.H.6.c.i]	NA
Did you inspect the legibility of all the stencils or labels nearest each inlet prior to the wet season during this reporting year? [VIII.H.6.c.ii]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
If yes for the above, how many illegible stencils and labels were recorded?	NA
For the illegible stencils and labels recorded above, how many were re-stenciled and re-labeled within 180 days of inspection? For those not re-stenciled and re-labeled, explain why not. [VIII.H.6.c.iii]	NA
Did you visually monitor owned open channels and other drainage structures for trash and debris at least annually? [VIII.H.6.d.i]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many miles of open channels do you own?	0
Did you remove trash and debris from your open channels a minimum of once per year before the wet season? [VIII.H.6.d.ii]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
How many parking lots exposed to stormwater do you own that meet either criteria listed in Part VIII.H.9?	None
Did you inspect Permittee-owned parking lots exposed to stormwater that meet either criteria listed in Part VIII.H.9 at least twice per month? <i>Not applicable, no City-owned parking lots meet either criterion.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
For the above, how many inspections were conducted during this reporting year? [VIII.H.9]	NA
For the owned parking lots exposed to stormwater, how many cleanings were conducted in total for this reporting year? [VIII.H.9]	NA

6.6b) Street Sweeping: Complete the table below [VIII.H.8].

	Total Miles of Street¹⁵ in Priority Category	Frequency of Street Sweeping (e.g., Twice a Month, Monthly, Annually)	Additional Notes
Priority A	Not applicable		City does not own streets
Priority B	Not applicable		City does not own streets
Priority C	Not applicable		City does not own streets

6.7 Illicit Discharge Detection and Elimination (IDDE) Program [Order – VIII.I]

Complete the following items regarding the Illicit Discharge Detection and Elimination Program.

6.7a) IDDE Investigations: Complete the table below. Include illicit discharges detected through other inspection programs.

	Number of Reported Illicit Discharges	Number of Investigations	Number Eliminated	Number Permitted or Exempt	If Not Eliminated or Permitted / Exempt, Explain.
Illicit Discharges	None				

6.7b) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to illicit discharge detection and elimination program [Order – VIII.I.7].

None.

6.7c) What means were provided to the public for public reporting of illicit discharges and other water quality impacts from stormwater and non-stormwater discharges into or from MS4s? [VIII.I.6]

Category	Yes	No
Telephone hotline	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email address	<input type="checkbox"/>	<input type="checkbox"/>
Web-based form / reporting portal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>

6.7d) Did you document all public reports of illicit discharges and track all investigations? If no, explain why. [Order – VIII.I.8]

None were reported.

¹⁵ Permittees shall report the length of street swept in the “total miles of street” and/or “total curb miles of street”, depending on data availability.

- 6.7e) Additional Information. If desired, provide additional information regarding implementation of the Illicit Discharge Detection and Elimination Program.

The City's Illicit Discharge Elimination Program (IDE Program) is focused on elimination of illicit discharges into the City's natural drainage courses.

7. Trash Reporting

Complete the following items in this section.

7.1 Trash TMDL Compliance [Order – IV.B.3]

- 7.1a) If you are subject to Trash TMDLs, complete and attach the provided “Trash TMDL Reporting Forms” in Attachment I of the Order for each applicable Trash TMDL. Report your compliance with the applicable interim and/or final Effluent Limits for trash below. If compliance with the applicable interim and/or final Effluent Limits for trash has not been achieved, explain why.

The City is complying with the final effluent limits in the Machado Lake Trash TMDL and the Santa Monica Bay Debris TMDL through institutional controls and a modified MFAC program as described in its approved Trash Monitoring and Reporting Plan (TMRP). Results from this twelfth year of monitoring found 3 gallons of trash collectively from the seven (7) canyon study areas, equating to 99.9% reduction of trash from its baseline allocation. See Attachment B Reporting Form for Machado Lake Trash TMDL and Attachment C Reporting Form for Santa Monica Bay Debris TMDL.

Both the Santa Monica Bay Debris TMDL and the Machado Lake Trash TMDL were reconsidered by the Regional Board on March 14, 2019. The Regional Board staff report for the reconsideration of these TMDLs accurately stated that the City has met the 100% reduction of trash from baseline waste load allocations. Accordingly, the City submitted its Revised Trash Monitoring and Reporting Plan (TMRP) for Machado Lake Trash and Santa Monica Bay Debris TMDLs on June 17, 2019, which proposed a reduction in monitoring frequency. On June 3, 2021, the City received a letter from the Regional Board Executive Officer granting a reduction from monitoring twice per year to once per year following the first major storm of the year.

- 7.1b) Mark the compliance approach you have implemented for any applicable Trash TMDLs.

- ☐ Full Capture Systems
☐ Mass Balance
☐ Scientifically Based Alternative
☒ Minimum Frequency of Assessment and Collection

- 7.1c) Complete the table below regarding the catch basins within your jurisdiction.

	Retrofitted with Full Capture Systems	Retrofitted with Partial Capture Devices	Retrofitting Infeasible	Not Retrofitted	Total Number of Catch Basins within Jurisdiction
Owned	0			0	0
Not Owned	0			26	26
Total	0			26	26

The City does not own any catch basins. Review of LACFCD GIS maps indicated a total of 26 catch basins within trash TMDL areas of the City, with 19 identified as owned/maintained by LACFCD, and 7 are attributed to the City but should be identified as private since they are owned/maintained by the private community association which also owns the roadways.

- 7.1d) If relying on full capture systems, are the maintenance records of the full capture systems within your jurisdiction up-to-date and available for inspection by the Los Angeles Water Board? [Order – IV.B.3.b.i.(c)]

Not applicable.

- 7.1e) If implementing a Plastic Pellet Monitoring and Reporting Plan (PMRP), report any known spills (including names and locations) from preproduction plastic (i.e., plastic pellet) generating, transfer, processing, and storage facilities within this reporting year, explain the actions taken for cleanup, and describe the measures taken to prevent future incidents.

Not applicable. City is exempt from PMRP reporting requirements.

- 7.1f) If implementing a PMRP, how many new preproduction plastic generating, transfer, processing, and storage facilities have been added in Permittee's jurisdiction within this reporting year that have not been addressed in the PMRP?

Not applicable. City is exempt from PMRP reporting requirements.

7.2 **Trash Discharge Prohibitions Compliance [Order – III.B]**

- 7.2a) For areas not addressed by a Trash TMDL, and for Permittees that have regulatory authority over Priority Land Uses (PLUs) or Designated Land Uses, indicate the compliance method that was selected in response to the Los Angeles Water Board's 13383 Order issued on August 18, 2017 as the method to comply with the prohibition of discharge in PLUs within Permittee's jurisdiction.

- ☐ Track 1 (Complete items 7.2b – 7.2e)
☐ Track 2 (Complete items 7.2f – 7.2l)

- 7.2b) If using Track 1 compliance, complete the table below regarding the catch basins within PLUs, designated land uses, and equivalent alternate land uses in your jurisdiction.

	Retrofitted with Full Capture Systems	Retrofitting Infeasible	Not Retrofitted	Total Number of Catch Basins within Jurisdiction
Owned				
Not Owned				
Total				

There are no PLUs within the City

- 7.2c) If using Track 1 compliance, complete and attach the "Trash Discharge Prohibitions Reporting Form" provided in Attachment I of the Order for PLUs, designated land uses, and equivalent alternate land uses within your jurisdiction.

Not applicable

7.2d) If using Track 1 compliance, provide a map showing the location and drainage area in PLUs, designated land uses, and equivalent alternate land uses within your jurisdiction served by full capture systems.

Not applicable

7.2e) If using Track 1 compliance, did you properly operate and maintain all full capture systems in PLUs, designated land uses, and equivalent alternate land uses within your jurisdiction?

Not applicable

7.2f) If using Track 2 compliance, complete the table below regarding the catch basins within PLUs, designated land uses, and equivalent alternate land uses in your jurisdiction.

	Retrofitted with Full Capture Systems	Retrofitted with Partial Capture Devices	Not Retrofitted	Total Number of Catch Basins within Jurisdiction
Owned				
Not Owned				
Total				

Not applicable

7.2g) If using Track 2 compliance, provide a map of the location and drainage area in PLUs, designated land uses, and equivalent alternate land uses within your jurisdiction served by full capture systems, multi-benefit projects, other treatment controls, and/or institutional controls.

Not applicable

7.2h) If using Track 2 compliance, did you properly operate and maintain all full capture systems, multi-benefit projects, treatment controls, and/or institutional controls in PLUs, designated land uses, and equivalent alternate land uses within your jurisdiction?

Not applicable

7.2i) If using Track 2 compliance, explain what type of and how many treatment controls, institutional controls, and/or multi-benefit projects have been used and in what locations?

Not applicable

- 7.2j) If using Track 2 compliance, what is the effectiveness of the total combination of treatment controls, institutional controls, and multi-benefit projects employed? Explain the metric to measure the effectiveness.

Not applicable

- 7.2k) If using Track 2 compliance, explain whether the amount of trash discharged from the MS4 decreased from the previous year. If so, by how much? If not, explain why. To determine the amount of trash discharged from the MS4 and to report on progress towards achieving the interim/ final compliance, provide the results of the trash levels using the methodology identified in the Trash Implementation Plan (e.g., Visual Trash Assessment Approach or other equivalent trash assessment methodology).

Not applicable

- 7.2l) If using Track 2 compliance, explain whether the amount of trash in the MS4's receiving water(s) decreased from the previous year. If so, by how much? If not, explain why.

Not applicable

8. Additional Information (Optional)

Provide any additional information in this section.

You may use this section to report any additional information not specified in Sections 2-7 such as information better presented outside of the report form structure, data limitations that prevented the required information from being obtained, and additional detailed summary table describing control measures.

Please see Attachment D for required responses for reporting period covered by Order No. R4-2012-0175 in this section.

City was not participating in a WMP during the reporting year; however it submitted a notice of intent to join the Palos Verdes Peninsula WMP and prepared and submitted an addendum to the WMP with narrative modifications necessary to include the City as an 85th %/24-hr retention area during the upcoming reporting year. After the close of the reporting year, the City received conditional approval for its participation in the Palos Verdes Peninsula WMP as an 85%, 24-hr retention area.

City of Rolling Hills

**Individual Annual Report – Section 8 Attachment D
Reporting Year 2021-22**

**Los Angeles County Municipal Storm Water Permit
(Order No. R4-2012-0175 as amended by Order WQ 2015-0075)
NPDES No. CAS004001**

This attachment provides information to be reported in accordance with Table 1 2021-2022 Reporting Year Submittal Schedule in the May 3, 2022 memo from Ivar Ridgeway, Municipal Stormwater Permit Unit Supervisor to all Phase I MS4 Permittees.

3. Discharge Prohibitions and Receiving Water Limitations *[reporting period 7/1/21 – 9/10/21]*

Complete the following items in this section.

- 3.1 Did you develop and implement procedures to ensure that a discharger, if not a named Permittee in this Order, fulfilled the requirements of Part III.A.4.a.i-vi? If so, provide a link to where the procedures may be found or attach to the Annual Report [III.A.4.a]:

Given the City's entirely residential, semi-rural character with drainage consisting primarily of natural drainage courses, many of the provisions of Part III.A.4.a.i-vi do not specifically apply to the City as a Permittee.

The City has developed and implements an Illicit Discharge Elimination Program to respond to reports of illicit discharges into the natural canyon drainage system. This includes a Quick Reference Handout on Non-Stormwater Discharges for staff to use in explaining necessary conditions for conditionally-exempt discharges.

- 3.2 Did you develop and implement procedures that minimize the discharge of landscape irrigation water into the MS4? If so, provide a link to where the procedures may be found or attach to the Annual Report [III.A.4.b]:

Since 2010 the City has been applying water efficient landscape requirements to projects subject to discretionary review. In 2015 the Governor of California issued Executive Order B29-15 instructing the Department of Water Resources to amend the 2010 Model Water Efficient Landscape Ordinance (MWELO) to increase water efficiency standards for new and retrofitted landscapes. On May 13, 2019, the City adopted its own [water efficient landscape ordinance](#) consistent with the statewide 2015 MWELO.

The City disseminates educational material on native and drought tolerant landscaping, water conservation, and water use restrictions through the City's website: https://www.rolling-hills.org/government/planning_and_community_services/index.php#landscapedesignstandards. Additionally, California Water Service, the retail water provider to all residents in the City, has instituted prohibitions on outdoor water use as described at: <https://drought.calwater.com/>

- 3.3 Where Receiving Water Limitations were exceeded, describe efforts that were taken to determine whether discharges from the MS4 caused or contributed to the exceedances and all efforts that were taken to control the discharge of pollutants from the MS4 to those receiving waters in response to the exceedances (e.g., BMPs that were implemented) [Attachment E – XVIII.A.5.e]:

Continuous flow monitoring conducted during the reporting year in a canyon drainage system representative of the City demonstrated that the strategies, control measures and BMPs implemented by the City cumulatively retained all conditionally exempt, non-essential non-stormwater and all stormwater runoff up to and including the runoff volume from an 85th percentile, 24-hour storm event. Please refer to the Peninsula Cities Monitoring Report for an assessment of receiving water and outfall monitoring data.

4. Non-Stormwater Outfall Screening and Monitoring [reporting period 7/1/21 – 9/10/21]

Complete the following items in this section.

4.1 Complete the following tables regarding your Non-Stormwater Outfall Based Screening and Monitoring Program [Attachment E – XVIII.A.3.a-g]. (These tables correspond to Tables 4a and 4b in the Watershed Form.)

Table 4a: Summary of Non-Stormwater Based Screening and Monitoring								
Receiving Water and/or WMP/EWMP Group	No. of Major Canyons	Total No. of Canyons Screened Since Dec 28, 2012	No. of Screening Events During Reporting Year	No. of Screening Events Since Dec 28, 2012	Outfalls with Significant Non-Stormwater Discharges ¹			
					Total Confirmed	Total Abated	Total Attributed to Allowable Sources ²	Total No. Being Monitored
Machado Lake	3	3	continuous	4	0	NA	NA	0
Santa Monica Bay	2	2	0	4	0	NA	NA	0
Greater LA Harbor	1	1	0	4	0	NA	0	0
Total	6	6	continuous	12	0	NA	0	0

Table 4b: Summary of Non-Stormwater Discharges Abated During Reporting Year	
Method	Total No.
Low Flow Diversion	0
IC/ID Eliminated	0
Permitted	0
Retention	0
Discharge No Longer Observed	0
Other (describe in Section 4.4)	0

4.2 How many of the conditionally exempt non-stormwater discharges in Part III.A.2.b of the Permit did you determine to be sources of pollutants that caused or contributed to an exceedance of receiving water limitations or WQBELs? If you made that determination, which type(s) of non-stormwater discharges in Part III.A.2.b were sources of pollutants? [III.A.4.d]

Zero (0). The City submitted a source investigation report with the reporting year 2016-17 Annual Report which found no conditionally exempt discharges from the City to the MS4. Continuous flow monitoring conducted during the reporting year in a representative

¹ "Significant Non-Storm Water Discharges" as identified by the Permittee per Part IX.C.1 of the MRP

² "Allowable Sources" include NPDES permitted discharges, discharges subject to a Record of Decisions approved by USEPA pursuant to section 121 of CERCLA, conditionally exempt essential non-storm water discharges, and natural flows as defined in Part III.A.d of the permit.

canyon drainage system in the City demonstrated that the strategies, control measures and BMPs implemented by the City cumulatively retained any conditionally exempt, non-essential non-stormwater. Accordingly, there has been no need to make a determination that any conditionally exempt non-stormwater discharges in Part III.A.2.b of the Permit are sources of pollutants that caused or contributed to an exceedance of receiving water limitations or WQBELs.

- 4.3 State when the non-stormwater outfall-based screening and monitoring program will be (or was) re-assessed. If applicable, describe any changes to program (the program must be re-assessed once during the permit term) [*Attachment E – IX.B.2*].

The City of Rolling Hills Non-Storm Water Screening and Monitoring Program (NSW Screening & Monitoring Program) was developed in September 2014 and approved by Regional Board staff. The program was re-assessed during reporting year 2016-17 based on the results of the completed Source Investigation and one modification was recommended which was to remove Purple Canyon from the list of canyons to be screened since it is documented to have natural flows consistent with its status as a blue-line stream tributary to George F Canyon, a known perennial stream.

- 4.4 Additional Information. If desired, provide additional information regarding Non-Stormwater Outfall Screening and Monitoring:

None.

5. Minimum Control Measures [*Reporting Period 7/1/21 – 3/11/22*]

Complete the following items in this section.

5.1 Public Information and Participation Program [VI.D.5]

Complete the following item regarding the Public Information and Participation Program.

- 5.3a) Summarize stormwater pollution prevention public service announcements and advertising campaigns. What pollutants were targeted? What audiences were targeted? Note whether activities were performed by the jurisdiction or as part of a watershed, regional, or county-wide group.

The county-wide public awareness campaign [Water for LA County](#) has been developed and is implemented by the County of Los Angeles.

The City utilizes its monthly newsletter to advise residents of upcoming opportunities for participation in activities related to stormwater pollution prevention such as:

- green waste collection/pickup events
- e-waste collection
- bulky item pickup and paper shredding events
- removal of invasive tumbleweeds from properties and roadsides
- reminders and recommendations on wildfire fuel abatement measures, dead vegetation management, and roadside vegetation management
- Christmas tree recycling

The City is a member of the South Bay Cities Council of Governments which, through its South Bay Environmental Services Center (SBESC), circulates numerous public service announcements (PSAs) via e-mail blasts to residents and businesses regarding opportunities to learn and become actively involved in water conservation and stormwater pollution prevention. Examples of events that were promoted over the past reporting year include:

- Water Replenishment District's Eco Gardener series with four (4) classes covering sustainable landscape design, composting, drought tolerant plants, edible gardening, and irrigation basics
- West Basin Workshops, Classes and Virtual Events, including:
 - Several West Basin Chats which aims to address residents' questions about the application process for District water conservation rebate programs. These chats covered the Grass Replacement Rebate and Change and Save Programs
 - Know Your H2O Classes
 - Edward C Little Recycling Water Facility Tours
 - Rain Barrel Pick Up events

- Virtual Water Harvest Event
- CA Friendly Garden Design Workshop
- Water Lab, a collection of online classes, virtual tours, and other family-friendly resources to explore where water comes from, the different types of water produced at the District's water recycling facility, and how to safeguard homes from wildfire risk.

The City also participates in development and dissemination of joint outreach material developed cooperatively between the Palos Verdes Peninsula Watershed Management Group (Peninsula WMG) and the Beach Cities WMG. During the reporting year the joint outreach and engagement efforts were focused on updating the [Rainwater Harvesting webpage](#) on the South Bay COG Environmental Services website. This outreach and engagement targets single-family residents who are the predominant land users in the City and encourages retention of stormwater on individual properties which reduces the discharge of all types of stormwater-associated pollutants. The positive messaging highlights the multiple benefits and relative ease of rainwater collection in drought-stricken Southern California.

5.3b) Which of the following public education materials did you distribute? (check yes or no)

	Yes	No
Information on the proper handling (i.e., disposal, storage and/or use) of vehicle waste fluids?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Household waste materials (i.e., trash and household hazardous waste, including personal care products and pharmaceuticals)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Construction waste materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pesticides and fertilizers (including integrated pest management practices [IPM] to promote reduced use of pesticides)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Green waste (including lawn clippings and leaves)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Animal wastes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.3c) Did you distribute activity specific stormwater pollution prevention public education materials at the following points of purchase? If yes, provide the number of points of purchase within each category (if available).

Category	Yes	No	Number of Points of Purchase
Automotive Part Stores	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City
Home Improvement Centers, Lumber Yards, Hardware Stores, Paint Stores	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City
Landscaping, Gardening Centers	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City
Pet Shops, Feed Stores	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable, no such establishments in the City

- 5.3d) Did you maintain stormwater websites or provide links to stormwater websites via your website, which included educational material and opportunities for the public to participate in stormwater pollution prevention and clean-up activities listed in Part VI.D.4? Provide links to the stormwater websites that you maintained and/or the location on your website where you provide links to stormwater websites.

Yes. Educational materials and links to related websites are available on the City's website through its [Environmental Programs](#) page. Topics on this page include:

- Water Pollution Prevention
- Water Conservation
- Sustainable Gardening and Landscaping
- Household Waste Management

Wildfire Prevention

The City also contributes support for the Environmentally Friendly Landscaping, Gardening, and Pest Control webpages being hosted on the South Bay Environmental Services Center through a collaborative outreach effort between the Peninsula WMG and the Beach Cities WMG. <http://www.southbaycities.org/programs/environmentally-friendly-landscaping-gardening-and-pest-control>

- 5.3e) Did you provide materials to educate school children (K-12) on stormwater pollution?

Yes. The City leveraged the county-wide Environmental Defenders and Generation Earth programs to meet the requirement to educate school children in K-5 on stormwater pollution prevention. The Environmental Defenders Rock the Planet – You Can Change the World Tour is a 30-minute, high-energy assembly program that is offered free to all elementary schools in Los Angeles County, including the Palos Verdes Peninsula Unified School District schools attended by children living in Rolling Hills. Teachers or administrators can schedule the virtual assembly online at <http://dpw.lacounty.gov/epd/defenders/schedule.asp>. and download [free lesson plans](#) for educators and families to utilize at home or through remote learning.

The Generation Earth program is an environmental education program that provides training and support to secondary school teachers and students at public and private schools within Los Angeles County. The program offers tools and techniques for service-learning projects that meet state curriculum standards. These activities and publications are available for educators to download for free at <http://dpw.lacounty.gov/epd/ge/ProjectResources.aspx>. The water pollution prevention toolkit explores the water pollution potential on a typical campus and guides students in conducting a water audit of the campus and choosing from a variety of options to reduce

water waste and pollution. Generation Earth also offers interactive virtual workshops that address environmental topics and project ideas at school and at home.

The Palos Verdes Peninsula Land Conservancy's [School-Based Programs](#) help children understand the beauty and significance of the Palos Verdes Peninsula's natural areas and empower them to play a role in their preservation. From elementary school science programs to student research projects, the goal is to create a commitment to science and nature and to inspire excitement about the outdoors. The long-standing 3rd Grade Student Naturalist Program has been implemented for decades—the program serves 24 schools annually with approximately 2,000 students participating. The program offers online educational video lessons and a nature handbook along with a home-based wildlife survey and habitat survey to help students learn how they can improve the habitat around their homes for wildlife.

West Basin Municipal Water District also offers a wide array of educational programs, contests, and tours to help students in grades 3 -12 find out more about water and water conservation. Educators and school administrators are notified about the programs through a quarterly newsletter, Waterworks. <http://www.westbasin.org/community/education>. Programs include water treatment facility tours, career-focused classroom presentations, water themed assemblies and engineering challenges. All activities support the Common Core State Standards and the Next Generation Science Standards. West Basin fosters student creativity and innovation throughout its service area by hosting the annual "Water is Life" student art contest. Student artists inspire their communities to support water conservation as a way of life by creating thought-provoking water-smart pieces of art. West Basin also held its annual Water Is Life Art contest for K-12 students.

The Water Replenishment District also held a Water is Life! Art contest during the reporting year, calling on K-6 students in WRDs service area to submit original art demonstrating the importance of groundwater and/or water conservation for WRD's 2022 student art calendar. In addition, WRD's education program provides interactive virtual activities that engage students on the importance of groundwater, water treatment and conservation, including virtual tours of the Albert Robles Center for Water Recycling and Environmental Learning, water-related Story Time where a WRD "Water Nerd" shares their love for water related stories, and a water conservation bracelet kit featuring colored beads representing pledges to conserve water.

Solar Cup is science-technology-engineering-arts-mathematics (STEAM) team-focused program in which high school students work in teams to learn engineering, physics, math, technical writing and career-building skills. Students use these new skills to transform an empty boat hull into a fully operational solar powered boat. This innovative water education and environmentally sustainable technology program is funded by the [Metropolitan Water District of Southern California](#) and its member agencies including West Basin Municipal Water District. West Basin MWD sponsored two Solar Cup 2022 online teams, including Palos Verdes Peninsula High School located serving kids living in Rolling Hills, which won seven awards during the 2022 competition.

<https://www.westbasin.org/community/education/solar-cup-boat-building-and-racing-competition/>

- 5.3f) Additional Information. If desired, provide additional information regarding implementation of the Public Information and Participation Program:

The City participates in the Peninsula Watershed Management Group which has been implementing a customized, collaborative Public Information and Participation Program (PIPP) as approved by the Regional Board in March 2019. This customized PIPP was adapted to address the Peninsula WMG's highest water quality priorities and to allow for effective and targeted distribution of education and outreach materials to Palos Verdes Peninsula residents. This customized strategy includes the development of outreach materials promoting behavioral change in the residential community that is a source of targeted pollutants of concern to the Peninsula WMG.

5.2 Industrial and Commercial Facilities Program [VI.D.6]**Complete the following items regarding the Industrial and Commercial Facilities Program.****5.2a) Watershed-Based Inventory:**

	Yes	No
Did you maintain and update a watershed-based inventory or database containing the latitude / longitude coordinates of all industrial and commercial facilities within your jurisdiction that are critical sources ³ of stormwater pollution?	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Not Applicable</i>	

5.2b) Commercial Facilities:

Question	Response
Number of Critical Commercial Sources⁴: How many critical commercial sources are within your jurisdiction (as of the end of the reporting year)?	0
Number of Facility Inspections Conducted during the Reporting Year: How many inspections of commercial facilities were conducted during the reporting year?	NA
First Round of Mandatory Compliance Inspections⁵: Did you complete a first round of mandatory compliance inspections of all commercial facilities identified in Part VI.D.6.d of the permit by 12/28/2014 ⁶ ? (Yes/No)	NA
Second Round of Mandatory Compliance Inspections: Describe your progress on the second round of mandatory compliance inspections of all commercial facilities identified in Part VI.D.6.d of the permit. (To be completed by 12/28/2018.)	NA

5.2c) Industrial Facilities:³ Part VI.D.6.b.i of the LA County MS4 Permit summarizes "critical sources" to be tracked⁴ Part VI.D.6.b.i of the LA County MS4 Permit summarizes "critical sources" to be tracked⁵ Permittees are required to inspect all commercial facilities identified in Part VI.D.6.b of the permit twice during the 5-year permit term, provided that the first mandatory compliance inspection occurs no later than 2 years after the effective date of the permit. A minimum interval of 6 months between the first and the second mandatory compliance inspection is required.⁶ Permit effective date = December 28, 2012

Question	Response
Number of Critical Industrial Sources: How many critical industrial sources are within your jurisdiction (as of the end of the reporting year)?	0
Number of Facility Inspections Conducted during the Reporting Year: How many inspections of industrial facilities were conducted during the reporting year?	NA
First Round of Mandatory Compliance Inspections⁷: Did you complete a first round of mandatory compliance inspections of all industrial facilities identified in Part VI.D.6.d of the permit by 12/28/2014? (Yes/No)	NA
Second Round of Mandatory Compliance Inspections: Describe your progress on the second round of mandatory compliance inspections of all industrial facilities that did not file a No Exposure Certification. (To be completed by 12/28/2017.)	NA
No Exposure Verification Inspections⁸: Describe your progress on performing a second mandatory compliance inspection at a minimum of 25% of facilities identified to have a filed a No Exposure Certification.	NA

- 5.2d) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the industrial and commercial facilities program.

None, not applicable.

- 5.2e) Additional Information. If desired, provide additional information regarding implementation of the Industrial and Commercial Facilities Program.

Industrial/Commercial Program is not applicable because there are no industrial or commercial facilities subject to the City's jurisdiction.

5.3 Planning and Land Development Program [VI.D.7 and Attachment E-XVIII]

Complete the following items regarding the Planning and Land Development Program.

- 5.3g) New Development Projects: Complete the table below for projects completed during the reporting year.

⁷ Permittees are required to perform an initial mandatory compliance inspection at all industrial facilities identified in Part VI.D.6.b no later than 2 years after the effective date of the permit. After the initial inspection, all facilities that have not filed a No Exposure Certification with the State Water Board are subject to a second mandatory compliance inspection. A minimum interval of 6 months between the first and second mandatory compliance inspection is required.

⁸ Approximately 3 to 4 years after the effective of the permit, each Permittee shall evaluate its inventory of industrial facilities and perform a second mandatory compliance inspection at a minimum of 25% of the facilities identified to have filed a No Exposure Certification. The purpose of this inspection is to verify the continuity of the non exposure status.

Table 5a: Summary of New Development Projects Subject to Implementation of Post-Construction Controls				
Receiving Water and/or WMP/EWMP	Number of Projects Completed Using On-Site Retention ⁹	Number of Projects Completed Using Alternative Compliance Measures ¹⁰	Total Drainage Area of Projects [acres]	Total Storm Water Quality Design Volume (SWQDV) [acre-feet] ¹¹
NA	0	NA	NA	NA

5.3h) Redevelopment Projects. Complete the table below for projects completed during the reporting year.

Table 5b: Summary of Redevelopment Projects Subject to Implementation of Post-Construction Controls				
Receiving Water and/or WMP/EWMP	Number of Projects Completed Using On-Site Retention	Number of Projects Completed Using Alternative Compliance Measures	Total Drainage Area of Projects [acres]	Total Storm Water Quality Design Volume (SWQDV) [acre-feet]
Machado Lake	0	0		
LA Harbor	0	0		

5.3i) Planning and Land Development Efforts beyond Permit Requirements. If applicable, describe Planning and Land Development activities that went above and beyond the permit requirements (e.g., stricter LID ordinance, small-site LID).

By design, the City is a model of low-impact development utilizing nature-based solutions for management of stormwater. A substantial area of land in Rolling Hills is constrained from development due to steep hillsides and canyons; the use of these areas as wildlife habitats and native vegetation is emphasized. Rolling Hills' zoning code further promotes the preservation and appreciation of open space by requiring easements for equestrian/hiking trails on all lots. There are approximately 30 miles of unpaved equestrian/hiking trails throughout the City. Roads within the City have many green street features. They are designed as narrow, two-lane undivided winding roads 20 to 25 feet wide with rolling to steep grades lined with significant naturalized landscaping. There are no sidewalks or curb-and-gutter systems, and roads are not designed to be stormwater conveyance systems.

The City's Zoning Ordinance contains strict standards for development ratios on each property. Only 40% of the net area of a lot may be disturbed for construction, and the remaining area of the lot must remain in its natural state. Only 35% of the net lot area may be developed with impervious surfaces, including structures, patios and other paved areas. Driveways may not cover more than 20% of the area of the yard in which they are located. Uncovered motor courts/parking pads may not cover more than 10% of the yard in which they are located. Horse stable access-ways may not be entirely paved and use of 100% gravel or decomposed granite is encouraged. The City has developed a guide for

⁹ "Number of Projects Completed" should only include projects that are completed and signed off by the Permittee during the reporting year. In progress projects that have been issued a permit, but are not completed should not be included.

¹⁰ "Alternative Compliance Measures" refer to the mitigation options listed in Part VI.D.7 of the permit. These options include: on-site biofiltration, offsite infiltration, groundwater replenishment projects, offsite retrofits of existing developments, and areas covered by a regional storm water mitigation program.

¹¹ "Total Storm Water Quality Design Volume (SWQDV)" should also include the SWQDV which would have been achieved on-site for projects completed using alternative compliance measures.

construction of stables on residential properties which includes consideration of proximity to blue line streams and natural drainage courses so as not to negatively affect stormwater quality in the siting of stables, horse wash stations, and manure storage. Tennis and sports courts are encouraged to have pervious surfaces as well. Stormwater run-off that is not contained on properties is conveyed through the City via natural, soft bottom drainage courses/canyons, providing ample opportunity for runoff to infiltrate. Installation of cisterns and biofiltration devices are encouraged on projects even when they are not required.

- 5.3j) Summary of New and Redevelopment Projects using Alternative Compliance Measures: Complete the table below for projects completed during the reporting year.

Table 5c: Summary of Alternative Compliance Measures for Development/Redevelopment Projects (where onsite retention of the SWQDv is infeasible)					
Category¹²	Number of Projects Completed Utilizing Alternative Compliance Method	Area Addressed by Projects [acres]	Total Design Retention Volume of Projects¹³ [acre-feet]	Total Design Biofiltration Volume of Projects¹⁴ [acre-feet]	Total SWQDv Which Would Have Been Achieved by Retaining SWQDv on-site [acre-feet]
Onsite Biofiltration	0				
Offsite Infiltration	0				
Ground Water Replenishment Projects	0				
Offsite Project – Retrofit Existing Development	0				
Regional Storm Water Mitigation Program ¹⁵	0				
TOTAL	0				

- 5.3k) Alternative Compliance Measures – Regional Storm Water Mitigation Program [VI.D.7.c.vi]: If applicable, complete the table below.

Table 5d: Alternative Compliance Measures – Regional Storm Water Mitigation Program

¹² Alternative Compliance Measures refer only to the alternative measures used to comply with Planning and Land Development Program requirements as described in Part VI.D.7.c.iii.(1)-(7)

¹³ Design Retention Volume should correspond to the sum of the mitigation volume (Mv) and the volume of stormwater runoff reliably retained on-site (Rv) as noted in Equation 2 of Part VI.D.7.c.iii.(2).(c) and Part VI.D.7.c.iii.(3).(c) of the permit.

¹⁴ Design Biofiltration Volume should correspond to the biofiltration volume (Bv) noted in Equation 1 of Part VI.D.7.c.iii.(1).(a) of the permit.

¹⁵ "Regional Storm Water Mitigation Program" is only applicable where the Permittee (or Permittee Group) has received approval of such a program from the Regional Water Board. If a Permittee intends to use regional projects in an approved WMP or EWMP as the basis of a Regional Storm Water Mitigation Program, the Permittee must still receive approval of the program from the Regional Water Board.

Mitigation Program	Receiving Water and/or WMP/EWMP	Date Program Approved by Regional Water Board	Area Addressed by Mitigation Program [acres]	Cumulative Number of New and Redevelopment Projects Addressed by Project since Program Approval
NONE	NA	NA	NA	NA

5.3l) **Alternative Compliance Measures – Pending Offsite Projects¹⁶ [VI.D.7.c.iii.(5).(f)]:** If applicable, complete the table below.

Table 5e: Alternative Compliance Measures – Offsite Projects					
Pending Offsite Project	Location	General Design Concept	Volume of Water Expected to be Retained [acre-feet]	Total Estimated Budget	Total Project Funds Raised to Date
NONE	NA	NA	NA	NA	NA

5.3m) **Control Measures for Projects Greater than 50 Acres [Attachment E – XVIII.A.6.e]:** If applicable, provide a detailed description of control measures to be applied to new development or redevelopment projects disturbing more than 50 acres.

Not Applicable

5.3n) **Enforcement Actions:** Describe the number and nature of any enforcement actions taken related to the planning and land development program.

No such enforcement actions were necessary during the reporting year.

5.3o) **Additional Information.** If desired, provide additional information regarding implementation of the Planning and Land Development Program.

The City is a model of low-impact development by design. There is no industrial or commercial land use within the City. The City is developed with only single-family, single-story ranch style homes. Minimum lot size is 1 acre; the average lot size is 2.7 acres. There is no public infrastructure and no City-owned or maintained storm drains, roads, sewers, sidewalks or curb-and-gutter. Stormwater run-off that is not contained on properties is conveyed through the City via natural, heavily vegetated, soft bottom drainage courses/canyons, providing ample opportunity for runoff to infiltrate. Accordingly, few parcels are connected directly to an improved MS4 (there are some structural improvements to manage energy dissipation and protect slopes). Residential projects that do not trigger the numeric retention requirements of low-impact development are required to implement measures that pertain to single-family hillside homes consistent with the MS4 Permit including conserving natural areas, protecting slopes and channels, and diverting

¹⁶ "Offsite projects" refers only to offsite projects being used as an alternative compliance measure for development/redevelopment project applicants that have demonstrated technical infeasibility for on-site retention of the SWQDv. This does not include on-site biofiltration, however it does include off-site biofiltration projects.

roof runoff and surface flows to vegetated areas before discharge unless the diversion would result in slope instability.

All roads within the City are private, semi-rural in layout and are not equipped with curb-and-gutter so are not part of the MS4. As a consequence, green street BMP projects that would retain or treat stormwater are not feasible within the City. However, it is noteworthy that all the roads within the City were originally designed and continue to be maintained by the community association with features applicable to green street design such as: narrow widths and soft shoulders without paved sidewalks which minimizes impervious surface area, no extra paved width is provided for on-street parking, natural drainage courses and riparian areas have been preserved, and pedestrian movement through the City is accommodated via a pervious trail network.

5.4 **Development Construction Program [VI.D.8]**

Complete the following items regarding the Development Construction Program.

5.4a) Answer the following questions regarding your Development Construction Program:

	Yes	No
For construction sites 1 acre or greater, did you use an electronic system to inventory grading permits, encroachment permits, demolition permits, building permits, or construction permits (and any other municipal authorization to move soil and/ or construct or destruct that involves land disturbance) that you issued?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For construction sites 1 acre or greater, did you use procedures to review and approve an ESCP (or a SWPPP prepared in accordance with the requirements of the Construction General Permit) that contains appropriate site-specific construction site BMPs that meet the minimum requirements of a Permittee's erosion and sediment control ordinance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For construction sites 1 acre or greater, did you track the date that you approved the Erosion and Sediment Control Plans (ESCP) or CGP SWPPPs for new sites permitted and sites completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For construction sites less than 1 acre, did you require the implementation of an effective combination of erosion and sediment control BMPs from Table 12 of the LA County MS4 Permit to prevent erosion and sediment loss, and the discharge of construction wastes through the use of the Permittee's erosion and sediment control ordinance or building permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you ensure that all staff whose primary job duties are related to implementing the construction stormwater program is adequately trained? [VI.D.8.I]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.4b) **Permits and Inspections:** Complete the table below. Only report numbers for sites 1 acre or greater in area.

Table 5f. Construction Site Inspections for Construction Sites \geq 1 Acre	
How many building/grading permits were issued to construction sites during the reporting year?	0
How many Erosion and Sediment Control Plans (ESCPs) did you approve during the reporting year?	0
How many inspections of construction sites were conducted during the reporting year?	0
How many final landscaping/site stabilization inspections (to ensure that all graded areas have reached final stabilization and that all trash, debris, and construction materials, and temporary erosion and sediment BMPs are removed) were conducted during the reporting year?	0

- 5.4c) **Enforcement Actions:** Describe the number and nature of any enforcement actions taken related to the development construction program.

No such enforcement actions were taken during the reporting year.

- 5.4d) **Additional Information.** If desired, provide additional information regarding implementation of the Development Construction Program.

The City's code enforcement officer provides additional outreach and oversight of construction sites beyond that provided by contract Building & Safety inspectors.

For any project involving a grading or excavation permit regardless of size, a pre-construction meeting is held between City staff, RHCA staff, the building inspector, the property owner and the contractor and subcontractor to discuss construction BMP requirements and ensure that responsibility for implementing the BMPs is clear. During this meeting, the Small Site Construction brochure, available in [English](#) and [Spanish](#), is provided to contractors of sites under one (1) acre to inform them of the required minimum BMPs.

Extra protection during construction is required for projects adjacent to environmentally sensitive areas and, in some cases, a biologist monitors the project and adjacent environmentally sensitive area during construction to ensure that proper protections are maintained.

5.5 **Public Agency Activities Program [VI.D.9]**

Complete the following items regarding the Public Agency Activities Program.

- 5.5a) Answer the following questions regarding the Public Agency Activities Program:

	Yes	No
Did you maintain an updated inventory of all Permittee-owned or operated (i.e., public) facilities within your jurisdiction that are potential sources of stormwater pollution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you develop an inventory of retrofit opportunities that meets the requirements of Part VI.D.9.d. of the LA MS4 Permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were all Permittee-owned parking lots exposed to stormwater cleaned at least once per month?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you ensure effective source control BMPs for the activities listed in Table 18 of the Permit were implemented at Permittee-owned or operated facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you ensure employees in targeted positions (whose interactions, jobs, and activities affect stormwater quality) were trained on the requirements of the overall stormwater management program, and contractors performing privatized/contracted municipal services were appropriately trained	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 5.5b) **Street Sweeping:** Complete the table below.

Table 5g. Summary of Street Sweeping Activities				
	Total Miles of Street ¹⁷	Total Curb Miles of Street	Frequency of Street Sweeping	Additional Notes
Priority A (greater than once per month)	NA	NA	NA	All roads within the City are private so the City is not responsible for their maintenance. Furthermore, private roads within the City are not equipped with curb-and-gutter and so are not considered part of the MS4. City Hall Complex parking lot is swept once per week by the City's landscape contractor.
Priority B (once per month)	NA	NA	NA	
Priority C (as needed, once per year minimum)	NA	NA	NA	

5.6 Illicit Connections and Illicit Discharges Elimination Program [VI.D.10]

Complete the following items regarding the Illicit Connections and Illicit Discharges Elimination Program.

5.6a) IC/ID Investigations: Complete the following table¹⁸

Table 5h. IC/ID Investigations				
	Number of Reported Illicit Discharges or Connections	Number of Investigations	Number Eliminated	Number Permitted or Documented
Illicit Discharges	0	0	NA	NA
Illicit Connections	NA	NA	NA	NA

5.6b) Enforcement Actions: Describe the number and nature of any enforcement actions taken related to the illicit connections and illicit discharges elimination program.

None taken during current reporting year.

5.6c) Answer the following questions regarding Public Hotline and Training [VI.D.10.d and VI.D.10.f]

	Yes	No
Did you maintain or provide access to a hotline to enable the public to report illicit discharges/connections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did you continue to implement a training program regarding the identification of IC/IDs for all municipal field staff, who, as part of their normal job responsibilities (e.g., street sweeping, storm drain maintenance, collection system maintenance, road maintenance), may come into contact with or otherwise observe an illicit discharge or illicit connection to the MS4?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

¹⁷ Permittee may report the length of street swept in "total miles of street" and/or "total curb miles," depending on availability.

¹⁸ Illicit discharges and connections detected through other inspection programs should be included.

- 5.6d) Additional Information. If desired, provide additional information regarding implementation of the Illicit Connections and Illicit Discharges Elimination Program.

The City's Illicit Discharge Elimination Program (IDE Program) is focused on elimination of illicit discharges into the City's natural drainage courses.

Quick-Reference Handout for NSW Discharges

Quick Reference Handout*

Non-Stormwater Discharges under LA MS4 Permit¹

All non-stormwater discharges are prohibited from the municipal separate storm sewer system (MS4) except for those discharges listed below as specified in the LA MS4 Permit.

Authorized Non-Stormwater Discharges

The following authorized non-stormwater discharges are allowed if they are either:

- Separately regulated by an individual or general NPDES permit
- Temporary and authorized by USEPA under CERCLA 104(a) and 104(b), typically associated with authorized groundwater remediation actions
- Emergency firefighting activities necessary for the protection of life or property
- Natural flows including: natural springs; flows from riparian habitats and wetlands; diverted stream flows authorized by the State or Regional Water Board; uncontaminated groundwater infiltration; and rising ground waters where ground water seepage is not otherwise covered by a NPDES permit
- Conditionally exempt, as explained below

Conditional Exemptions from Non-Stormwater Discharge Prohibition

The following categories of non-storm water discharges are exempt if they comply with the terms listed below, including the implementation of Permit-specified Best Management Practices (BMPs), and are not a source of pollutants:

- Dewatering of lakes
- Landscape irrigation
- Dechlorinated/debrominated swimming pool/spa discharges
- Dewatering of decorative fountains
- Non-commercial car washing by residents or non-profit organizations

¹ California Regional Water Quality Control Board—Los Angeles, Order No. R4-2012-0175, NPDES Permit No. CAS004001 Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County, Except those Discharges Originating from the City of Long Beach MS4.

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- Street/sidewalk wash water using only high pressure, low volume potable water with no cleaning agents
- There are separate conditional exemptions for MS4s that discharge to an Area of Special Biological Significance (ASBS).



Terms for All Conditionally Exempt Non-Stormwater Discharges:

- Must ensure there are no potential sources of pollutants in the flow path of the of the non-stormwater discharges to prevent introduction of pollutants to the MS4 and receiving water.
- Discharges greater than 100,000 gallons require advance notification, monitoring, and record keeping.
- BMPs for the non-essential categories can be found in Table 8 of MS4 Permit (copied below).

Table 8. Required Conditions for Conditionally Exempt Non-Storm Water Discharges Applicable to Rolling Hills

Discharge Category	General Conditions Under Which Discharge Through the MS4 is Allowed	Conditions/BMPs that are Required to be Implemented Prior to Discharge Through the MS4
All Discharge Categories	See discharge-specific conditions below.	<p>Ensure conditionally exempt non-storm water discharges avoid potential sources of pollutants in the flow path to prevent introduction of pollutants to the MS4 and receiving water.</p> <p>Whenever there is a discharge of 100,000 gallons or more into the MS4, Permittees shall require advance notification by the discharger to the potentially affected MS4 Permittees, including at a minimum the LACFCD, if applicable, and the Permittee with jurisdiction over the land area from which the discharge originates.</p>
Landscape irrigation using potable water	Discharge allowed if runoff due to potable landscape irrigation is minimized through the implementation of an ordinance specifying water efficient landscaping standards, as well as an outreach and education program focusing on water conservation and landscape water use efficiency.	<p>Implement BMPs to minimize runoff and prevent introduction of pollutants to the MS4 and receiving water.</p> <p>Implement water conservation programs to minimize discharge by using less water.</p>
Non-commercial car washing by residents or by non-profit organizations	Discharges allowed after implementation of specified BMPs.	<p>Implement BMPs and ensure discharge avoids potential sources of pollutants in the flow path to prevent introduction of pollutants prior to discharge to the MS4 and receiving water.</p> <p>Minimize the amount of water used by employing water conservation practices such as turning off nozzles or kinking the hose when not spraying a car, and using a low volume pressure washer.</p> <p>Encourage use of biodegradable, phosphate free detergents and non-toxic cleaning products.</p> <p>Where possible, wash cars on a permeable surface where wash water can percolate into the ground (e.g. gravel or grassy areas).</p> <p>Empty buckets of soapy or rinse water into the sanitary sewer system (e.g., sinks or toilets).</p>

Discharge Category	General Conditions Under Which Discharge Through the MS4 is Allowed	Conditions/BMPs that are Required to be Implemented Prior to Discharge Through the MS4
<p>Dechlorinated/debrominated swimming pool/spa discharges</p> <p>AND</p> <p>Dewatering of decorative fountains</p>	<p>Discharges allowed after implementation of specified BMPs.</p> <p>Water containing copper-based algaecides is not allowed to be discharged to the MS4.</p> <p>Discharges of cleaning waste water and filter backwash for pools allowed only if authorized by a separate NPDES permit.</p> <p>Fountain water containing dyes may not be discharged to the MS4</p>	<p>Implement BMPs and ensure discharge avoids potential sources of pollutants in the flow path to prevent introduction of pollutants prior to discharge to the MS4 and receiving water.</p> <p>Water must be dechlorinated or debrominated using holding time, aeration, and/or sodium thiosulfate. Chlorine residual in the discharge shall not exceed 0.1 mg/L. Discharges are to be pH adjusted, if necessary and be within the range of 6.5 and 8.5 standard units.</p> <p>Water shall not contain any detergents, washes, or algaecides, or any other chemicals including salts from pools commonly referred to as "salt water pools" in excess of applicable water quality objectives.</p> <p>Discharges shall be volumetrically and velocity controlled to promote evaporation and/or infiltration.</p> <p>Ensure procedures for advanced notification by the owner to the Permittee(s) at least 72 hours prior to planned discharge for discharges of 100,000 gallons or more. (For reference, a residential pool that is 800 square feet in area and 7 feet deep contains about 42,000 gallons.)</p> <p>For discharges of 100,000 gallons or more, immediately prior to discharge, the discharge pathway and the MS4 inlet to which the discharge is directed, shall be inspected and cleaned out.</p>
<p>Street/sidewalk wash water</p>	<p>Discharges allowed after implementation of specified BMPs.</p>	<p>Sweeping should be used as an alternate BMP whenever possible and sweepings should be disposed of in the trash.</p> <p>BMPs shall be in accordance with Regional Water Board Resolution No. 98-08 that requires:</p> <ol style="list-style-type: none"> 1) removal of trash, debris, and free standing oil/grease spills/leaks (use absorbent material if necessary) from the area before washing and 2) use of high pressure, low volume spray washing using only potable water with no cleaning agents at an average usage of 0.006 gallons per square feet of sidewalk area. <p>In areas of unsanitary conditions whenever practicable, Permittees shall collect and divert street/sidewalk wash water to the sanitary sewer.</p>

Conditionally Exempt Essential Non-Stormwater Discharges

Two categories of non-storm water discharges are exempt if they comply with specific BMPs, are essential public services discharge activities, and are directly or indirectly required by statute or regulation:

- 1. Drinking water supplier distribution systems**
- 2. Non-Emergency firefighting activities**

Drinking water supplier distribution system releases include:

- drinking water system failures;
- pressure releases;
- system maintenance;
- distribution line testing;
- flushing and dewatering of pipes, reservoirs and vaults;
- minor non-invasive well maintenance activities not involving chemical additions.

There are four categories of applicable BMPs for releases of potable water, potential low volume potable water, raw water, and groundwater from drinking water supplier distribution systems:

Administrative- These are operational practices that reduce potential pollutants at the source. These practices include conservation and reuse of water, training/education of workers, improved material storage and waste management practices, preparing procedures for unplanned releases, maintaining documentation, and planning, scheduling and developing operating procedures.

Erosion and sediment control- Need to slow the flow of water, protect bare earth surfaces, use piping to bypass sediment, and/or prevent water from reaching sediment by using berms or dikes.

Dechlorination- This is a treatment method that removes or replaces chlorine atoms in water after measuring/monitoring for chlorine residual. This can be accomplished through use of dechlorination agents (ex. sodium sulfite, or ascorbic acid) or use of dechlorination equipment (ex. Dechlor mat or diffuser).

On-site storage or treatment- Analyze the water and choose an on-site storage or treatment option that will remove or treat the contaminants/constituents (ex. BOD reduction, VOC removal, pH adjustment).

Appropriate BMPs from the preceding categories must be implemented based on the type of release activity and the potential pollutants of concern associated with the type of release. Detailed BMPs can be found in *AWWA (CA-NV Section) Guidelines for the Development of Your Best Management Practices (BMP) Manual for Drinking Water System Releases (2005)*, or an equivalent industry standard BMP manual.

Non-emergency firefighting activities include:

- Fire training activities which simulate emergency responses
- Routine maintenance and testing activities necessary for the protection of life and property, specifically:
- Fire hydrant testing and maintenance
- Building fire suppression system maintenance and testing (e.g., sprinkler line flushing)



Discharges from fire vehicle washing are not considered essential and are not conditionally exempt.

Detailed BMPs can be found in *CAL FIRE Water-Based Fire Protection Systems Discharge Best Management Practices Manual (September 2011)* and *Riverside County's Best Management Practices Plan for Urban Runoff Management (May 2004)*. A summary of the BMPs are listed below in the following two tables.

BMP Summary for Non-Emergency Firefighting Activity Discharges (CAL FIRE Manual)

Category	BMP Description	Reference
Safety Considerations for Discharges Associated with Fire Protection Systems	Ensure water will flow into nearby drain inlets as intended	CAL FIRE Manual, Part 4
	Ensure drain inlets are open and free of debris	
	Ensure flowing water will not cause flooding or damage to adjacent properties	
	Ensure water flow trajectory will not impact nearby vehicles, equipment, or pedestrian traffic	
	Ensure water flow does not create slick or unsafe conditions	
Discharges Associated with Fire Protection Systems	Conduct flows for the shortest duration possible	CAL FIRE Manual, Part 6.1
	Remove all debris from the curb and gutter before initiating flushing	CAL FIRE Manual, Part 6.2
	If chlorine residual is a concern, use dechlorination	CAL FIRE Manual, Part 6.3
	Whenever possible and when safe to do so without causing damage or erosion, contain flows onsite by directing the water to landscaped or green areas	CAL FIRE Manual, Part 6.4
	When practicable and with the permission of the local sewer agency, divert sprinkler system discharge to the sewer	CAL FIRE Manual, Part 6.5
	Make required visibility/chemical assessments prior to any discharge from a vault, substructure, or building fire system	CAL FIRE Manual, Part 6.6
	When dechlorinating, use appropriate methods/equipment as prescribed in this Section	CAL FIRE Manual, Part 6.7
	Use sediment control in accordance with the CAL FIRE Manual as necessary. A list of equipment is provided therein	CAL FIRE Manual, Part 6.8
	Determine the flow path of the discharge from the point of release to the inlet of a storm drain	CAL FIRE Manual, Part 6.9
	Use appropriate drain inlet protection	CAL FIRE Manual, Part 6.10
Discharges Associated with Fire Protection Systems (Discharges Into Sensitive Areas)	Ensure road surfaces are free of debris that may flow into the drain inlets or nearby sensitive areas	CAL FIRE Manual, Part 5
	Ensure curbs or ditches are adequate to handle the flow without creating a buildup of silt which cannot be contained and removed	
	Ensure water flows will be free of potential contaminants such as oil, contaminated soils, etc.	
	Ensure water does not cause erosion	

BMP Summary for Non-Emergency Firefighting Activity Discharges (Riverside County Manual)

Discharges Associated with Fire Training Activities	Where feasible, live and simulated fire training should be conducted in facilities where runoff controls protecting the storm drain system have been engineered and built into the facility	Riverside County Manual, Page 2
	When conducting Maximum Capability Training exercises, potable water sources may be used when runoff cannot be contained	
	Direct water flows to landscaped or green belt areas whenever possible	
	Survey the area prior to the training exercise to ensure that debris will not enter the storm drain system	
	When practicable, divert flows to the sewer with the permission of the local sewer agency	
	Use fog streams or straight streams for short durations when practicable	
	Use lower gpm nozzle settings	
	Prevent discharge of foam or other additives to the storm drain system. If necessary, block inlets with plastic sheeting and sandbags or temporary berms	
Discharges Associated with Post-Emergency Firefighting Activities	Rehab and maintenance of response equipment must be performed in a manner that prevents discharges to the storm drain system whenever practicable	Riverside County Manual, Page 2
	When elimination of discharges is unavoidable, rehab and maintenance of response equipment must be performed in a manner that minimizes discharges to the storm drain system	

In addition to prescribing BMPs for non-emergency firefighting activities, the BMP manuals also include recordkeeping requirements:

1. Records must be kept for all discharges greater than 1,500 gallons
2. Include the information listed in Part 2, Section 3 of the CAL FIRE Manual
3. Appendix C of the CAL FIRE Manual provides a form that should be utilized for recordkeeping purposes.
4. Records should be kept onsite for a minimum of five years.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.H
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE THE THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH NV5 FOR THE SEPULVEDA CANYON STORMWATER MONITORING FOR 2022-23, 2023-24, 2024-25 IN THE AMOUNT OF \$39,445

DATE: November 14, 2022

BACKGROUND:

The City of Rolling Hills is required to comply with the Los Angeles County Municipal Separate Storm Sewer System (MS4) Permit. A component of the MS4 subjects the City to meet the Total Maximum Daily Load (TMDL) in the Machado Lake for Nutrient.

Stormwater runoff from the City discharges to three bodies of water: Santa Monica Bay, Los Angeles Harbor and Machado Lake. The MS4 requires municipalities to conduct outfall monitoring to characterize the water quality as the runoff leaves the City to each of the three bodies of water.

The City of Rolling Hills joined the Palos Verdes Peninsula Watershed Management Group and prepared a Coordinated Integrated Monitoring Plan (CIMP) which was approved by the Los Angeles Regional Board in January 2016. The plan called for a joint outfall, located near Rolling Hills Estates City Hall, to characterize the discharge from the Peninsula to Machado Lake. This location was selected because it captured runoff from all the cities within the group. Monitoring data showed that the water quality standards exceeded the allowable nutrients thresholds. To come into compliance with the water quality objectives, the Peninsula Watershed Management Group contributed funds to study an infiltration project at the Torrance Airport. The infiltration project would eliminate a specified volume to demonstrate that the runoff from the Peninsula is not impairing the waters of Machado Lake.

In April 2020, Staff presented an alternative compliance strategy that would require the City to look at all the outfalls to Machado Lake that retain the specified volume to demonstrate that the City is not discharging to Machado Lake and therefore the City would not have to contribute to the Torrance Airport project. After a thorough review by Staff and McGowan Consulting, it was determined that Sepulveda Canyon meets the criteria of having potential dry

weather and wet weather flows to Machado Lake.

In September 2020, the City awarded a Professional Services Agreement with NV5 in the amount of \$44,556.40 to conduct a new sampling outfall location in the Sepulveda Canyon for one season (2020-21). In May 2021, the City amended the original agreement to continue stormwater monitoring services in the Sepulveda Canyon using unexpended funds due to lack of both dry weather and wet weather flows as there were no water quality events completed during the 2020-2021 monitoring year. Subsequently in August 2021, a second amendment was approved to include a hydrologic analysis of the retentive capacity of the Sepulveda Canyon relative to the 85%, 24-hour runoff event and extrapolate that analysis to the other canyons within the City in the amount of \$27,600.

In January 2022, the City submitted an Addendum to the Palos Verdes Peninsula Enhanced Watershed Management Program (EWMP Addendum) to include the City as an 85%, 24-hour runoff retention area. In June 2022, the City submitted the Technical Memorandum outlining the monitoring program conducted at the Sepulveda Canyon during two wet weather seasons from October 26, 2021 through April 30, 2022. The Technical Memorandum confirmed that Sepulveda Canyon effectively retained all storm events during the study period less than or equal to the 85th percentile, 24-hour storm event.

DISCUSSION:

On October 19, 2022, the Los Angeles Regional Board approved the Palos Verdes Peninsula EWMP with conditions. Included in the Conditional Approval letter included with this report is the recognition that the City of Rolling Hills retains the runoff volume from the 85th percentile, 24-hour storm as the City has previously indicated.

In order to maintain the City's approval as an 85%, 24-hour runoff retention area, the City is required to continue to monitor the flow in Sepulveda Canyon. The third Amendment allows NV5 to conduct the necessary monitoring program on behalf of the City for the next three years: 2022-23, 2023-24, 2024-25 in the amount of \$39,445. In addition, a technical memorandum will be prepared summarizing the flow monitoring results.

FISCAL IMPACT:

There is sufficient funds in Fund 30 (Measure W, Safe Clean Water) to conduct flow monitoring at Sepulveda Canyon in the amount of \$39,455 for three monitoring years.

RECOMMENDATION:

Approve third Amendment to Professional Services Agreement with NV5 for the Sepulveda Canyon Stormwater monitoring services for 2022-23, 2023-24, 2024-25 in the amount of \$39,445

ATTACHMENTS:

[CL_AGN_221020_CC_PVP_WMP_ConditionalApproval.pdf](#)
[CL_AGN_CC_221114_3rd Amendment NV5\(FINAL\).pdf](#)

Los Angeles Regional Water Quality Control Board

October 19, 2022

Via Email Only

Permittees of the Palos Verdes Peninsula Watershed Management Group¹

APPROVAL, WITH CONDITIONS, OF THE PALOS VERDES PENINSULA WATERSHED MANAGEMENT PROGRAM (WMP) PURSUANT TO THE REGIONAL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) WASTE DISCHARGE REQUIREMENTS AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT FOR THE LOS ANGELES REGION (NPDES PERMIT NO. CAS004004; ORDER NO. R4-2021-0105)

Dear Palos Verdes Peninsula Watershed Management Group:

This letter (1) conditionally approves the Watershed Management Program (WMP) submitted by the Palos Verdes Peninsula Watershed Management Group (Group) subject to additional revisions of the WMP, (2) reviews compliance metrics for waterbody pollutant combinations (WBPCs) and (3) specifies additional requirements including requirements for an updated adaptive management process.

1) Review of Watershed Management Program

The Regional MS4 Permit (Order No. R4-2021-0105) authorizes discharges from the MS4 operated by 99 municipal Permittees within the coastal watersheds of Los Angeles and Ventura Counties (hereafter, Regional MS4 Permit or Order). The Regional MS4 Permit became effective on September 11, 2021. The Regional MS4 Permit allows the Permittee(s) the option to use a Watershed Management Program (WMP) to implement many of the permit's requirements through customized strategies, control measures, and best management practices (BMPs).

Pursuant to the State Water Resources Control Board (State Water Board) WQ Order No. 2020-0038 and the Los Angeles County MS4 Permit Order No. R4-2012-0175, the Group submitted to the Los Angeles Regional Water Quality Control Board (Los Angeles Water Board or Board) a revised draft WMP dated June 30, 2021. Because the Regional MS4 Permit carries over many of the provisions from Order No. R4-2012-0175 and incorporates the required elements of Order No. 2020-0038, and because it is the

¹ Permittees of Palos Verdes Peninsula Watershed Management Group include Los Angeles County, Los Angeles County Flood Control District and the Cities of Palos Verdes Estates, Ranch Palos Verdes, Rolling Hills Estates, and Rolling Hills.

currently effective permit, the Los Angeles Water Board reviewed the WMP per Part IX of the Regional MS4 Permit.

Public Review and Comment

On December 21, 2021, the Los Angeles Water Board provided public notice and a 76-day period to allow for public review and comment on the WMPs submitted by June 30, 2021. The Board received one joint comment letter from Heal the Bay, the Los Angeles Waterkeeper, and the Natural Resources Defense Council, which generally applied to all WMPs. These comments were considered during staff's review of the WMPs.

Conditions of Approval

Pursuant to Part IX.G.3.a of the Order, the Watershed Management Program and Reasonable Assurance Analysis (RAA) are required to be consistent with the requirements of the Regional MS4 Permit. On March 24, 2022, an email was sent to the Peninsula WMG with preliminary questions and concerns regarding the Peninsula WMP. On April 6, 2022, a second email was sent to the Group that provided additional comments and questions. Subsequently, Los Angeles Water Board staff met with the Peninsula WMG on April 11, 2022, to discuss the required revisions to the WMP. The Los Angeles Water Board received the Group's second revised WMP dated May 13, 2022. The Los Angeles Water Board hereby approves the Group's WMP, under the condition that the WMP is revised to address the following requirements:

1. The Board recognizes that the City of Rolling Hills intends to retain the runoff volume from the 85th percentile, 24-hour storm; however, the drainage areas within the City of Rolling Hills should still be identified. In Figure 1-1 on page 1-3 and in Figure 3-1 on page 3-10, shade the City of Rolling Hills jurisdictional area to show the watershed management area(s) to which it drains and include the streams to be consistent with the other jurisdictions' watershed areas on the map.
2. In Section 1.3.1 on page 1-4, in the fourth paragraph, update the reference to the current 303(d) list to the 2020-2022 303(d) list of impaired waterbodies approved on May 11, 2022.
3. Remove footnote 16 from Section 2.2, Dominguez Channel page 2-3. The Los Angeles Water Board notes that per the Amended Consent Decree entered in *United States v. Montrose Chemical Corp.*, Case No. 90-3122 AAH (JRx), the Los Angeles Water Board released some local agencies from liability for natural resource damages and for specific response costs related to releases of DDT and other hazardous substances from the Montrose DDT Plant. This Amended Consent Decree does not apply to all toxic pollutants covered by the Dominguez Channel Toxics TMDL. Further, nothing in the Amended Consent Decree bars the State from requiring compliance with the Clean Water Act, including compliance with NPDES permits issued thereunder. According to Attachment J of the Regional MS4 Permit, the Dominguez Channel and Greater Los Angeles and Long Beach Harbor Waters Toxic Pollutants TMDL, including the water quality-based effluent limits (WQBELs) in Attachment P, Part II of the Order, apply to the Group.

4. In Section 2.3.1 on page 2-30, update the second paragraph and Table 2-16 to include the land uses for the City of Rolling Hills.
5. In Section 2.3.2 on page 2-48, in the first sentence of the second paragraph delete the word “limited.”
6. Update the Torrance Airport Stormwater Basin Project Phase II BMP volume on Table 3-20: Summary of Modeled Regional BMPs, and update the WMP to be consistent with the most current volume and project details (including related figures).
7. In Table 4-22 on pages 4-4 and 4-5, replace the values in the two **Bacteria (*E. coli*)** rows for Analysis Regions WD-1 and WD-Solano with “n/a”. Update the second sentence of footnote 1 to say, “For WD-1 and WD-Solano, bacteria was originally modeled using an incorrect receiving water limitation. Therefore, it is not included in the table, since the 85th percentile, 24-hour storm volume is selected”. Make this footnote edit again in Appendix 4.1 RAA Table 11 and update the entire WMP to be consistent with the footnote (e.g., edit the first bullet point on page 4.2-2).
8. Add a new table to Section 4.2 that compares the target load reduction summaries in Table 4-21 and Table 4-22, and the management volumes in Table 4-23, with the summary of BMP volumes for modeled regional BMPs in Table 3-20, as well as any modeled volumes for distributed BMPs, to show how the RAA-recommended projects will meet the target load reductions for each subwatershed and city.
9. In Section 9, Adaptive Management Process, update the reference in number 1 of the list to refer to the Regional MS4 Permit and any other outdated references to the 2012 LA County MS4 Permit.
10. Correct internal referencing of tables and figures throughout the WMP. In many places the text references to table or figure numbers do not match the actual table or figure number. Additionally, for clarity, we would suggest either simple sequential numbering throughout the document, or numbering within each section. The document seems to employ a hybrid approach. For example, Table 3-1 is labeled Table 3-20 and follows Table 2-19, and Figure 2-1 is labeled Figure 2-2 and follows Figure 1-1. These are just a few examples.

The Board may rescind this approval if any of the conditions in this letter are not met to the satisfaction of the Board within the timeframe provided below. Pursuant to Part IX.G.4 of the Order, if the necessary revisions are not appropriately made, the Group shall be subject to all requirements in the Order except those requirements pertaining to Watershed Management Programs upon disapproval by the Los Angeles Water Board.

The Peninsula WMG shall submit a final WMP to the Los Angeles Water Board that satisfies all of the above conditions no later than **December 19, 2022**. The final WMP must be submitted electronically by uploading the files in a Folder with the name of the Group to the FTP site using the following credentials:

FTP site: <https://ftp.waterboards.ca.gov>

Username: RB4MS4-Upload

Password: RB4-bmBb3Z

Pursuant to Parts IX.C.1 and IX.G.3.c of the Order, **the Peninsula WMG shall implement their approved WMP immediately.** The Group is subject to all applicable compliance schedules in Part IV.B and Attachments K through S of the Order.

Approval of the Group's WMP, subject to the conditions above, reinstates the Group's deemed compliance status, per the Board's February 25, 2022 letter on the Group's June 30, 2021 status of compliance demonstration, for the WBPCs identified in section 2.1.

To the extent allowed by law, it is not the intent of Board staff to take enforcement action resulting from the temporary loss of deemed compliance status for the WBPCs identified in section 2.1.2 below for the period of July 1, 2022 to the date of this conditional approval.

2) Compliance Determinations

2.1 Compliance Determination for WBPCs other than Trash

2.1.1 Compliance Metric: Pursuant to Part IX.B.7.h of the Order, the WMP is required to specify the expected volume capture, load reductions, or other compliance metric(s) at regular milestones, and the methods by which these reductions will be measured and demonstrated for each WBPC and supported via the RAA. Based on the information provided in the WMP, and pending revision of the WMP to address the conditions of this approval letter, the Board will determine deemed compliance with the Group's WMP based on the following compliance metric(s) with the approved compliance schedule:

- The cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills Estates the County of Los Angeles (for the unincorporated areas within the Palos Verdes Peninsula WMP) and the Los Angeles County Flood Control District will comply with Table 4-23: Peninsula EWMP RAA Summary and Table 5-24: Structural TCM Implementation Schedule

These permittees must demonstrate compliance with final WQBELs and receiving water limitations through the direct demonstration of compliance options outlined in Part X.B.2.a of the Order or revise the WMP to include structural BMPs that retain all non-stormwater runoff and the volume of stormwater runoff from the 85th percentile 24-hour storm event.

Per Attachment P, Part IV.C.2, of the Order, the cities of Palos Verdes Estates, Rancho Palos Verdes, and Rolling Hills Estates did not receive approval to comply with alternative mass-based water quality-based effluent limitations for total nitrogen and total phosphorus allowed by the Machado Lake Nutrient TMDL. Therefore, these Permittees shall comply with the final monthly average concentration-based water quality effluent limitations for total nitrogen and total phosphorus per Attachment P, Part IV.C.1.

The City of Rolling Hills will comply with the measures described in Section 3.5.2, 85th Percentile, 24-hour Runoff Retention Areas. The City shall continue to monitor flow in Sepulveda Canyon at the Middleridge Road crossing culvert to demonstrate that the 85th %, 24-hr storm event is retained.

2.1.2. WBPCs Eligible for Deemed Compliance Through Alternative

Demonstration of Compliance: Based on the below criteria, the following WBPCs will receive deemed compliance up to the applicable final compliance deadline if the actions and schedules specified in the WMP are attained as outlined in Parts X.B.1.b and X.B.2.b of the Order and pending revision of the WMP to address the conditions of this approval letter:

- Wilmington Drain for *E. coli* indicator bacteria;
- Inner Los Angeles Harbor for copper, lead, zinc, total DDTs, total PAHs, and total PCBs; and
- Cabrillo Marina for copper, lead, zinc, total DDTs, total PAHs, and total PCBs.
- In the City of Rolling Hills, only:
 - Santa Monica Bay for total DDTs, total PCBs, arsenic, and mercury;
 - Santa Monica Bay Beaches for the indicator bacteria total coliform, fecal coliform and enterococcus, total DDTs, and total PCBs; and
 - Machado Lake for total nitrogen, total phosphorus, total DDTs, DDT (all congeners), DDE (all congeners), DDD (all congeners), total PCBs, total chlordane and dieldrin.

Any WBPCs that are not listed above are not eligible for deemed compliance for the following reasons: (a) for Category 1 WBPCs with interim deadlines, the WMP proposes watershed control measures for which there are no quantitative analysis that satisfy the RAA requirements, (b) the final TMDL deadline(s) have past and there is no approved Time Schedule Order (TSO) or retention of all non-stormwater runoff and the volume of stormwater runoff from the 85th percentile 24-hour storm event, (c) the WMP proposes implementing baseline Permit requirements only, and/or (d) the WMP does not propose implementing additional BMPs and proposes to demonstrate compliance through monitoring.

2.2 Compliance Determination for Trash WBPCs

Trash WBPCs are not eligible for deemed compliance under the WMP. For Trash WBPCs, compliance shall be determined as outlined in Part X.C of the Order.

(3) Other Requirements

Adaptive Management

Pursuant to Part IX.E.1 of the Order, the Permittee(s) shall implement an adaptive management process for each approved WMP. An adaptive management process is a periodic, comprehensive program evaluation, including re-analysis of data and/or

modeling, and modification process to determine progress toward achieving WQBELs and receiving water limitations and to adapt the Watershed Management Program to become more effective at achieving WQBELs and receiving water limitations. Pursuant to Part IX.E.4 of the Order, Permittee(s) shall submit the results of the adaptive management process with the Permittees' Report of Waste Discharge (ROWD) to the Los Angeles Water Board no later than **March 15, 2026**.

Per Part IX.E.3 of the Order, the adaptive management process fulfills the requirements in Part V.D of the Order to address continuing exceedances of receiving water limitations.

WMP Modifications

As indicated in Part IX.E.2 of the Order, based on the results of the adaptive management process, the Permittee(s) may propose WMP modifications necessary to improve the effectiveness of the WMP. The Permittee(s) shall clearly identify any WMP modification proposals in their submittal of the adaptive management results.

Additionally, per Part IX.C.2 of the Order, notwithstanding Part IX.E (Adaptive Management) of the Order, the Permittee(s) may propose WMP modifications at any time during the term of the Order, as necessary as a standalone request. As explained in Attachment H of the Order, the Permittee(s) cannot submit WMP modification requests as part of the Annual Report. The Permittee(s) shall provide separate written requests explaining the nature of the proposed modification and justification for consideration by the Los Angeles Water Board.

Receiving Water Limitations Compliance Report

Per Part IX.B.9.c.iv of the Order and Part XIV.C.4 in Attachment E of the Order, implementation of actions to address water quality priorities in a Watershed Management Program related to addressing exceedances of receiving water limitations in Part V (Receiving Water Limitations) of the Order which is not otherwise addressed by TMDLs in Part IV of the Order and Attachments K through S, fulfills the requirements in Part V.C of the Order to prepare a Receiving Water Limitations Compliance Report.

If you have any questions, please contact Susana Vargas with the Municipal Stormwater Permitting Unit by email Susana.Vargas@waterboards.ca.gov or phone (213) 576-6688. Alternatively, you may also contact Ivar Ridgeway, Municipal Stormwater Permitting Unit Supervisor by email at Ivar.Ridgeway@waterboards.ca.gov or by phone at (213) 620-2150.

Sincerely,

R Purdy
Digitally signed by R
Purdy
Date: 2022.10.19
10:28:46 -07'00'

Renee Purdy
Executive Officer

cc: Tim Jonasson, City Engineer, Palos Verdes Estates
Ken Rukavina, Community Development Director, Rancho Palos Verdes
John Signo, Planning and Community Services, Rolling Hills
Christian Horvath, Senior Management Analyst, Rolling Hills
David Wahba, Public Works Director, Rolling Hills Estates
Haris Harouny, Department of Public Works, Los Angeles County
Maryam Adhami, Department of Public Works, Los Angeles County
Thuan Nguyen, Department of Public Works, Los Angeles County
Jalaine Verdiner, Department of Public Works, Los Angeles County
Annelisa Ehret Moe, Heal the Bay
Benjamin Harris, LA Waterkeeper
Corinne Bell, Natural Resources Defense Council

PROFESSIONAL SERVICES AGREEMENT

THIS THIRD AGREEMENT TO PROFESSIONAL SERVICES AGREEMENT ("Third Amendment") is made and entered into this 14th day of November, 2022 in City of Rolling Hills, County of Los Angeles, State of California, by and between the CITY OF ROLLING HILLS, a California municipal corporation (hereinafter the "CITY"), and ALTA ENVIRONMENTAL, L.P., a limited partnership, (d.b.a. NV5) (hereinafter the "CONSULTANT").

1. RECITALS:

A. On September 12, 2020, the CITY entered into a Professional Services Agreement with CONSULTANT to conduct Canyon Monitoring for the 2020-2021 monitoring year to identify whether the City's stormwater discharge is in compliance with stormwater water-quality based effluent limitations derived from the Total Maximum Daily Load waste load allocations (the "Agreement").

B. On May 27, 2021, the CITY and CONSULTANT entered into a First Amendment to the Agreement to extend the term of the Agreement until June 30, 2022 and to use the unexpended amount from the 2020-2021 Wet and Dry Weather Flow Monitoring (approximately \$29,000) (the "Unexpended Funds") on the Wet and Dry Weather Flow Monitoring for the 2021-2022 monitoring year ("First Amendment"); and

C. On September 2, 2021, the CITY and CONSULTANT entered into a Second Amendment to expand the scope of work and increase the cost by \$27,603.05 so that CONSULTANT may provide (1) Sepulveda Canyon Hydrologic Modeling and Analysis; and (2) a Hydrologic Modeling Technical Memorandum.

D. CITY AND CONSULTANT now desire to amend the Agreement for a third time to continue to conduct Sepulveda Canyon Continuous Flow Monitoring for the 2022-23, 2023-24, and 2024-25 monitoring years and to increase the cost by a total of \$39,445.00. This cost is inclusive of all three years of continued monitoring services for Sepulveda Canyon.

E. CONSULTANT is well qualified by reason of education and experience to perform such services.

F. CONSULTANT is willing to render such professional services.

Now, therefore, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agrees to perform the services set forth in this Agreement.

1. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the scope of work attached hereto as Exhibit A and incorporated herein by reference. CONSULTANT shall provide deliverables pursuant to the schedule outlined in Exhibit A.

2. COST

CITY agrees to pay CONSULTANT for the services required by this Agreement on a Time and Materials basis as set forth in Exhibit A, subject to a do not exceed amount in the amount of \$39,445. This fee includes all expenses, consisting of travel, attendance at meetings, and miscellaneous costs. It also includes any escalation or inflation factors anticipated. Any increase in Agreement amount or scope shall be by express written amendment approved by the CITY and CONSULTANT.

3. All terms and conditions of the Agreement not amended by the First Amendment, Second Amendment and this Third Amendment remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

CITY OF ROLLING HILLS

ALTA ENVIRONMENTAL, LP

CITY MANAGER:

SENIOR PROJECT MANAGER

ELAINE JENG

GARTH ENGELHORN

DATE:_____

DATE:_____

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS
CITY ATTORNEY

**EXHIBIT A
SCOPE OF WORK**



November 2, 2022

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Attn: Vanessa Hevener, Senior Management Analyst

RE: Scope of Work and Budget for Sepulveda Canyon Continuous Flow Monitoring

Dear Ms. Hevener,

NV5 is pleased to present the City of Rolling Hills (City) with this scope of work and cost estimate to conduct Sepulveda Canyon Continuous Flow Monitoring for the 2022-2023, 2023-2024, and 2024-2025 monitoring years. NV5 is 100% committed to providing the City with exceptional, high quality monitoring and data processing support. We are eager to support the City with sound technical experience, dedicated customer service, and strategic recommendations that protect your operational interests, your stakeholder's concerns, and the environment. Please do not hesitate to call me with any questions.

For and on behalf of NV5,

A handwritten signature in blue ink, appearing to read 'G. Engelhorn'.

Garth Engelhorn, CPSWQ, QISP/ToR
Water Resources Senior Project Manager
3777 Long Beach Boulevard Annex Building
Long Beach, CA 90807
Phone Number: 760-644-0167
Email: Garth.Engelhorn@nv5.com

1 EXHIBIT A: SCOPE OF WORK

NV5 will conduct the following tasks to implement Sepulveda Canyon Continuous Flow Monitoring during the 2022-2023, 2023-2024, and 2024-2025 monitoring years. The objective of the continuous flow monitoring is to verify that Sepulveda Canyon effectively retains the 85th percentile, 24-hour storm event by collecting continuous flow measurements near the base of Sepulveda Canyon over the course of three years.

Task 1: Project Management and Coordination

NV5 will routinely coordinate with the City to provide updates and discuss any potential modifications necessary for the continuous flow monitoring activities. This task includes planning and implementation of the project, relevant meeting attendance, coordination with the City, budget management, and monthly invoicing/reporting.

Task 2: 2022-2023 Flow Monitoring (8 months)

NV5's proposed flow equipment includes an ultra-sonic sensor and data logger with near real-time access through NV5's MS4 Flow System web portal. NV5 will install one flow monitoring unit and maintain the equipment in working order for the eight-month deployment period from approximately November 2022 through the end of June 2023. The equipment will remain installed for the monitoring planned in Task 2.

Task 3: 2023-2024 Flow Monitoring (12 months)

NV5's proposed flow equipment includes an ultra-sonic sensor and data logger with near real-time access through NV5's MS4 Flow System web portal. NV5 will maintain the equipment in working order for the twelve-month deployment period from July 2023 through the end of June 2024. The equipment will remain installed for the monitoring planned in Task 3.

Task 4: 2023-2024 Flow Monitoring (12 months)

NV5's proposed flow equipment includes an ultra-sonic sensor and data logger with near real-time access through NV5's MS4 Flow System web portal. NV5 will maintain the equipment in working order for the twelve-month deployment period from July 2024 through the end of June 2025. The equipment will be removed following the completion of continuous flow monitoring in June 2025.

Flow Monitoring Methodology for Tasks 2-4

The continuous flow monitoring equipment will be located in Sepulveda Canyon at the road crossing of Middlebridge Road (33.773522, -118.348538), which is an accessible location near the bottom of the canyon suitable for flow monitoring. Sepulveda Canyon is located on the east side of the Palos Verdes Peninsula, south of N. Palos Verdes Drive, and about 0.5 miles east of Crenshaw Boulevard. During the installation, the storm drain dimensions and slope will be measured, and the flow equipment will be programmed to continuously log flow measurements at 5-minute intervals for the duration of the deployment period. Flow rates will be measured in accordance with the NPDES Storm Water Sampling Guidance Document (EPA-833-B-92-001). The flow monitoring equipment will be maintained throughout the deployment to ensure functionality (site visits approximately every other month). NV5 will review the continuous flow data remotely to prevent data gaps through routine data evaluation, automated equipment alerts, and quick responses to resolve any issues.

Calibration of all monitoring equipment will be conducted immediately prior to deployment and periodic maintenance and calibration will be scheduled based site evaluations of the real-time data. All calibrations will be conducted in accordance with the manufacturer's specifications and equipment will be calibrated on-site and field verified for accuracy with a level measurement tape. NV5 will conduct instantaneous flow measurements as needed during to ensure accurate flow calculations are kept updated and reflect any changes to the site conditions. A maintenance log form will be kept on file to detail the dates of instrument inspection, battery replacement, and any problems noted with instruments. Upon completion of the deployment period, NV5 will remove all flow equipment.

NV5 will conduct routine quality assurance/quality control (QA/QC) of the flow data and calculations. NV5 will access the continuous flow data remotely to ensure the equipment is continuously monitoring, recording, and presenting accurate flow data on the web portal. Upon request, NV5 will provide flow history file deliverables that include summary of flow statistics, daily/weekly flow statistics tables, site photos, and general site observations.

NV5 will provide the project staff with access to NV5 's MS4 Flow System web portal so that the site's status can be reviewed in real-time from any web enabled device. The web portal generates site-specific reports to monitor flows on a daily evaluation and broken into weekly, and monthly totals. The project staff will have access to weekly data summaries including flow statistics and flow hydrographs in both Excel and Adobe Acrobat format.

Task 5: Technical Memorandum

NV5 will prepare a brief technical memorandum summarizing the results of the Sepulveda Canyon Continuous Flow Monitoring. The results of the hydrologic assessment for the Sepulveda Canyon will include an analysis of the observed flow measurements compared with the observed rainfall to verify that Sepulveda Canyon effectively retains the 85th percentile, 24-hour storm event. The memorandum will identify the purpose of the monitoring, methodology, results, conclusions, and any limitations, and be accompanied with applicable maps and figures. A draft memorandum will be provided to the City for review and comment. Following one round of comments, NV5 will prepare and submit a final technical memorandum.

Assumptions

- Access agreements may be necessary, but no encroachment permits will be required.
- Traffic control plans will not be necessary. Standard traffic caution procedures will be used as-needed.
- NV5 assumed the Canyon site may require confined space entry for installation and removal. When confined space entry is required, field teams properly trained and certified in confined space entry will use confined space equipment including use of a tripod, winch, and harness system for fall protection and emergency egress, four gas monitoring, two-way communication, and air ventilation as-needed.
- Task 5 assumes preparation of one draft memorandum and one final memorandum to address comments from the City.

References

USEPA (U.S Environmental Protection Agency), 1992. NPDES Storm Water Sampling Guidance Document. EPA 833-B-92-001. Office of Water, USEPA, Washington, DC. July 1992.

2 EXHIBIT B - COST ESTIMATE

NV5 has estimated the total cost to complete all tasks described in the scope of work below. The cost estimate summary for each task and total project cost is provided in Table 1. The detailed cost estimate worksheets including itemized labor costs and equipment costs for each task are provided in Table 2.

Table 1. Cost Estimate Summary

Sepulveda Canyon Continuous Flow Monitoring	Total Staff Hours	Total Labor Costs	Total Reimbursables	Total Costs
Task 1. Project Management and Coordination	18	\$ 3,190.00	\$ -	\$ 3,190.00
Task 2. 2022-2023 Flow Monitoring (8 months)	52	\$ 6,520.00	\$ 2,818.75	\$ 9,338.75
Task 3: 2023-2024 Flow Monitoring (12 months)	58	\$ 7,300.00	\$ 3,437.50	\$ 10,737.50
Task 4: 2023-2024 Flow Monitoring (12 months)	66	\$ 8,200.00	\$ 3,468.75	\$ 11,668.75
Task 5: Technical Memorandum	28	\$ 4,510.00	\$ -	\$ 4,510.00
Total Project Cost		\$ 29,720.00	\$ 9,725.00	\$ 39,445.00

Table 2. Detailed Cost Estimate

Sepulveda Canyon Continuous Flow Monitoring			Task 1. Project Management and Coordination		Task 2. 2022-2023 Flow Monitoring (8 months)		Task 3: 2023-2024 Flow Monitoring (12 months)		Task 4: 2023-2024 Flow Monitoring (12 months)		Task 5: Technical Memorandum		Totals
Alta Title	Alta Staff	Hourly Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
Principal	Dave Renfrew	\$ 210.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Senior Project Manager III	Garth Engelhorn	\$ 190.00	16	\$ 3,040.00	8	\$ 1,520.00	10	\$ 1,900.00	10	\$ 1,900.00	10	\$ 1,900.00	\$ 10,260.00
Senior I	Jacqueline McMillen	\$ 170.00		\$ -		\$ -		\$ -		\$ -	8	\$ 1,360.00	\$ 1,360.00
Associate III	Austin Kay	\$ 140.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Associate I	Nick Poser/Katlin Goodrich	\$ 125.00		\$ -	24	\$ 3,000.00	24	\$ 3,000.00	28	\$ 3,500.00	10	\$ 1,250.00	\$ 10,750.00
Specialist III	Jake Daxe Pullins	\$ 110.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Specialist II	Inez Bretado	\$ 100.00		\$ -	20	\$ 2,000.00	24	\$ 2,400.00	28	\$ 2,800.00		\$ -	\$ 7,200.00
Financial Analyst II	Victoria Hall	\$ 75.00	2	\$ 150.00		\$ -		\$ -		\$ -		\$ -	\$ 150.00
	Labor Fee Costs		18	\$ 3,190.00	52	\$ 6,520.00	58	\$ 7,300.00	66	\$ 8,200.00	28	\$ 4,510.00	\$ 29,720.00
Other Direct Costs	Notes	Unit Cost	units	Cost	units	Cost	units	Cost	units	Cost	units	Cost	Totals
Mileage	\$0.625 mile	\$ 0.63		\$ -	350	\$ 218.75	300	\$ 187.50	350	\$ 218.75		\$ -	\$ 625.00
MS4 Flow System	\$325/month or \$3,250/year	\$ 325.00		\$ -	8	\$ 2,600.00	1	\$ 3,250.00	1	\$ 3,250.00		\$ -	\$ 9,100.00
	ODCs Cost			\$ -		\$ 2,818.75		\$ 3,437.50		\$ 3,468.75		\$ -	\$ 9,725.00
Total Cost Estimate (Labor and ODCs)			Task 1. Project Management and Coordination		Task 2. 2022-2023 Flow Monitoring (8 months)		Task 3: 2023-2024 Flow Monitoring (12 months)		Task 4: 2023-2024 Flow Monitoring (12 months)		Task 5: Technical Memorandum		Total Project Cost
			\$ 3,190.00		\$ 9,338.75		\$ 10,737.50		\$ 11,668.75		\$ 4,510.00		\$ 39,445.00



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.A
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: ZONING CASE NO. 22-60: A REQUEST FOR THE APPROVAL OF A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A NEW 800 SQUARE-FOOT SWIMMING POOL/SPA AND FOR NON-EXEMPT GRADING; AND A CONDITIONAL USE PERMIT FOR THE CONSTRUCTION OF A 797-SQUARE-FOOT POOL HOUSE LOCATED AT 21 CHUCKWAGON ROAD (MAUS) (LOT 4-CF & LOT 7-CF). THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA.

DATE: November 14, 2022

BACKGROUND:

On October 18, 2022, the Planning Commission unanimously adopted 3-0, with one commissioner absent and one commissioner recused, to approve Resolution No. 2022-17 and Zoning Case No. 22-60 for a Site Plan Review the construction of a new 800 square foot swimming pool/spa and a Conditional User Permit for a new 797 square foot pool house for the subject property located at 21 Chuckwagon Road. The Planning Commission added following conditions to address residents' concerns:

- MM. The applicant shall remove all of the existing portable toilets located at the north portion of the lot that fronts Chesterfield Road immediately after execution of this resolution. The applicant shall relocate the portable toilets to the vicinity of the barn or to an area on the property that will not impact the neighbors' views. In addition, during construction and any time after the project is complete, the applicant shall not place any sheds, storage bins, or temporary structures on the property that will impact the neighbors' views.
- NN. The applicant is required to present a Landscape Plan to the Planning Division for approval prior to issuance of a building permit. The landscape shall include plant materials that will provide privacy for the property owners, and provide screening to minimize the neighbors' views of the swimming pool and pool house. The landscaping shall be planted along the northern portion of the fence line of Pad #2. Hedges are prohibited in the City, and the applicant shall use drought tolerant native plants, including trees, shrubs, and bushes.
- OO. The existing pasture and corral area shall be restored to its natural state. The existing driveway and road located at the easterly portion of Pad #3 shall be removed

prior to plan check submittal. No future driveway shall be permitted without approval from the City.

- PP. The 143 cubic yards of dirt excavated from the swimming pool shall be exported. Pad #2 shall remain at the same grade with no increase to the existing elevation. Prior to plan check submittal, plans shall be revised to show excavated dirt for the swimming pool removed from the property.

Field Trip to 21 Chuckwagon Road

A field trip was held the morning of October 18, 2022, at the subject property. Commissioner Cardenas was absent and Commissioner Cooley recused herself due to proximity to the project site. Residents included:

- William Dilfer, Tannia Dilfer, James Aichele, Leah Mirsch, Martha Bernadette, Faustino Bernadette, Larry (5 Chesterfield), Cheryl Marcz, Mario Ramirez, Sam Maus

Assistant Planner Stephanie Grant gave the staff presentation for a proposed swimming pool and pool house on an existing building pad. Residents Cheryl Marcz, Martha Bernadette, Faustino Bernadette, James Aichele, and Mario Ramirez spoke on the item. Concerns included:

- Portable toilets and storage along Chesterfield Road;
- Parking on Chesterfield Road, including parking for construction workers;
- A gravel driveway that was installed on a pasture/corral area leading to Chesterfield Road that was not permitted; and
- Shared access of a driveway from Chesterfield Road between three properties including the subject property.

The Planning Commission considered the concerns raised by the residents and adopted the specific conditions of approval provided above.

Zoning, Location, and Lot Description

The subject property is zoned RAS-1 and OZD-1. The property located at 21 Chuckwagon Road has a gross lot area of 55,627 square feet (1.28 acres) and net lot area of 38,373 square feet (0.88 acre). In 2000, the existing lot was part of lot merger and lot line adjustment of two lots (Lot 4-CF) and (Lot 7 C-F) resulting in one irregular perpendicular shaped parcel. The west portion of the lot fronts Chuckwagon and the northeast portion of the lot fronts Chesterfield Road.

The lot is developed with a 2,886 square foot single-family residence, 676 square foot attached garage, and 423 square foot stable. There are a total of 3 building pads on the site. The existing residence and garage are located on the primary building pad (Pad #1), which has a total area of 7,320 square feet. The second building pad (Pad #2) is the proposed location for the Project and is currently vacant, and it has a total area of 4,795 square feet. The existing 423 square foot barn and 1,805 square foot corral are located on the third building pad (Pad #3) which has a total area of 2,228 square feet.

DISCUSSION:

Applicants' Requests

The applicant, Mr. Sam Maus, is proposing to construct a new 800 square foot swimming

pool/spa, 797 square foot pool house, and 143 cubic yards of exempt grading for the excavation of the swimming pool. The proposed new structures and landscaping will be located on the existing secondary building pad (Pad #2) that is relatively flat and undeveloped.

Site Plan Review

The Rolling Hills Municipal Code Section 17.16.200.G.(3) requires a Site Plan Review approval for a swimming pool/spa that is 800 square feet or greater. The applicant proposed the construction of a new 800 square-foot swimming pool/spa with a slide, 1,484 square feet of flatwork, and 43-square-foot pool equipment that will be located on Pad #2. The main driveway entrance fronts on Chuckwagon Road, and the driveway extends behind the main residence down the slope to south portions of Pad #2 and Pad #3. There is a shared private driveway located along the westerly portion of the parcel that fronts onto Chesterfield Road.

The project includes 143 cubic yards excavation for the swimming pool/spa which will be exported from the site. The Rolling Hills Municipal Code (RHMC) Section 17.46.020.(2)(a) states the actual excavation for the swimming pool or spa is not considered grading and is exempt from discretionary review.

Initially, the Applicant proposed the excavated dirt from the pool to raise the building pad by 12 inches. This is considered non-exempt subject to Site Plan Review approval. At the October 18, 2022 meeting, the Planning Commissioners expressed concerns regarding the fill and increase of the pad by 12 inches because it would increase the height of the proposed ridge line of the pool house. Furthermore, it would be better to preserve the existing grade by exporting the excavated dirt from the pool. A condition of approval has been added to remove the excavated dirt from the property.

Conditional Use Permit (CUP)

Per Rolling Hills Municipal Code (RHMC) Section 17.16.200, a Conditional Use Permit is required for a pool house subject to the conditions in RHMC Section 17.16.200(L)(7). The Applicant is requesting an approval of a Conditional Use Permit for the proposed 797-square-foot pool house to be located on the southern portion of Pad #2.

MUNICIPAL CODE COMPLIANCE

Area of Disturbance

The property has been previously disturbed due to development of the residence, attached garage, paved areas, stable, and corral. The Project proposes no additional disturbance. The proposed project is located on the secondary building pad that is already disturbed, relatively flat, and only requires minimal grading for the excavation of the pool and fill. The total disturbed area is 60.00% of the net lot area, or 34,355 square feet.

Access to Stable and Corral

The existing stable and corral are accessible from Chesterfield Road accessed via a pathway along the western property line.

Lot Coverage

The existing structural coverage on the lot will be 6,043 square feet, or 16% of the net lot area, which meets the lot coverage limitation of 20% maximum. The proposed pool, spa, pool house, and flatwork increases the lot coverage by 2.5%. The proposed total coverage including structures and flatwork will be 21,085 square feet or 30.6% of the net lot area, which also meets the lot coverage limitation of 35% maximum.

Environmental Review

The proposed project has been determined to not have a significant effect on the environment and is categorically exempt from the provisions of CEQA pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of new small facilities or structures, including accessory structures (e.g., including but not limited to garages, carports, patios, swimming pools and fences).

Public Participation

On October 13, 2022, residents Martha Bernadette and Cheryl Marcz came into City Hall to review the plans and express their concerns. Their concerns included: the current onsite construction, location of the portable toilets, gravel driveway on the corral, parking in the cul-de-sac on Chesterfield, shared driveway access, and landscape screening for the new pool house and swimming pool/spa.

There were several neighbors in attendance at the morning field trip meeting on October 18, 2022. Residents in attendance were: William Dilfer, Tannia Dilfer, James Aichele, Leah Mirsch, Martha Bernadette, Faustino Bernadette, Larry (5 Chesterfield), Cheryl Marcz, Mario Ramirez, and Sam Maus. Their concerns included:

- Portable toilets and storage along Chesterfield Road;
- Parking on Chesterfield Road, including parking for construction workers;
- A gravel driveway that was installed on a pasture/corral area leading to Chesterfield Road that was not permitted; and
- Shared access of a driveway from Chesterfield Road between three properties including the subject property.

On October 18, 2022, the City received a letter from Faustino Bernadett and Martha

Bernadett. They were both in support of the project, but requested the portable toilets be relocated, the gravel driveway in the corral be removed, and best construction management practices be followed. Their letter has been attached to this report.

The Planning Commissioners had the following concerns:

- Landscape Plans - the type of plants and screening of the swimming pool/spa and pool house;
- Portable toilets and storage along Chesterfield Road;
- The gravel driveway that was installed and not permitted;
- The grading of the second building pad and using the 143 cubic yard of cut from the swimming pool/spa to fill second building pad;
- Increasing the height of the second building pad by 12 inches; and
- Ownership of the shared driveway access from Chesterfield Road

At the evening Planning Commission meeting on October 18, 2022, the Commissioners discussed and addressed the concerns. Chair Chelf opened the meeting to the public, and there were no public comments. The Conditions of Approval for Resolution 2022-17 were revised to include special conditions discussed above. Since the meeting, the Applicant has removed the gravel driveway and restored the corral back to its natural state. The before and after photos of the corral are attached to this report. In addition, the portable toilets have been relocated farther from the neighboring residences. Any construction storage will be screened from the neighbors' sight and out of view. Staff is working with the Applicant's Landscape Architect to address the landscape issues. Staff confirmed that the shared driveway is not an easement, but a shared private driveway access owned by 21 Chuckwagon Road, 23 Chuckwagon Road, and 25 Chuckwagon Road. The shared private driveway access will be used during the construction of the new swimming pool/spa and pool house. According to the RHCA, the parking of the cars on the cul-de-sac is permitted during the day.

CRITERIA FOR SITE PLAN REVIEW

Section 17.46.050 - Required Site Plan Review findings.

1. The Commission shall be required to make findings in acting to approve, conditionally approve, or deny a site plan review application.
2. No project which requires site plan review approval shall be approved by the Commission, or by the City Council on appeal, unless the following findings can be made:
3. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance;
4. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot;
5. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences;
6. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls);

7. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area;
8. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course;
9. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas;
10. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles; and
11. The project conforms to the requirements of the California Environmental Quality Act.
12. If all of the above findings cannot be made with regard to the proposed project, or cannot be made even with changes to the project through project conditions imposed by City staff and/or the Planning Commission, the site plan review application shall be denied.

Section 17.42.050 - Criteria for Approval of a Conditional Use Permit.

The Commission (and Council on appeal), in acting to approve a conditional use permit application, may impose conditions as are reasonably necessary to ensure the project is consistent with the General Plan, compatible with surrounding land use, and meets the provisions and intent of this title. In making such a determination, the hearing body shall find that the proposed use is in general accord with the following principles and standards:

1. That the proposed conditional use is consistent with the General Plan;
2. That the nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures;
3. That the site for the proposed conditional use is of adequate size and shape to accommodate the use and buildings proposed;
4. That the proposed conditional use complies with all applicable development standards of the zone district;
5. That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities;
6. That the proposed conditional use observes the spirit and intent of this title.

FISCAL IMPACT:

None.

RECOMMENDATION:

Receive and file.

ATTACHMENTS:

[221005_21ChuckwagonRd_ZC22-60_Radius Map.pdf](#)

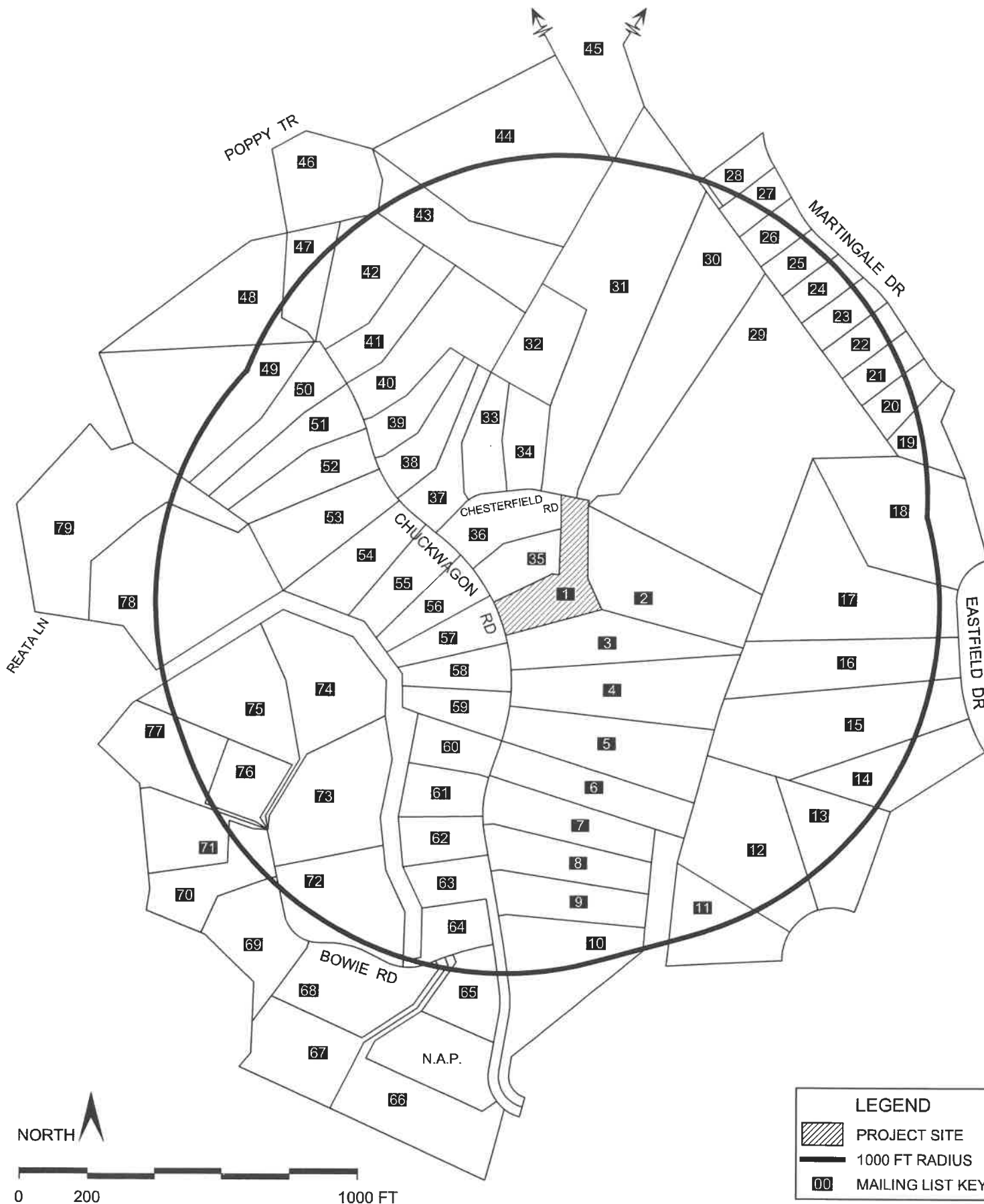
[Development Table](#)

[Development Plans](#)


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[Before and After Photos.docx](#)


[2022-17_PC_Resolution_21ChuckwagonRoad_ZC22-60_Maus_E.pdf](#)



LEGEND

 PROJECT SITE

 1000 FT RADIUS

 MAILING LIST KEY

RADIUS MAP 1000 FT ON ASSESSOR'S PARCEL BASE	PROJECT SITE 21 CHUCKWAGON RD ROLLING HILLS, CA 90274 APN 7567-006-038	APPLICANT SAMUEL MAUS	REQUESTING AGENCY CITY OF ROLLING HILLS	9/10/2022	PREPARED BY CITY RADIUS MAPS ROBERT SIMPSON 818-850-3382 P 22502 Copyright CRM
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**Development Table
Zoning Case No. 22-60
21 Chuckwagon Road**

Site Plan Review, and Variance	EXISTING	PROPOSED	TOTAL
RA-S- 1 Zone OZD-1 Zone	SINGLE FAMILY RESIDENCE, ATTACHED GARAGE, & BARN	SPR FOR NEW 800 SF POOL/SPA, SPR FOR 143 CY NON-EXEMPT GRADING, & CUP FOR NEW 797 SF POOL HOUSE	
Gross Lot	55,627 SF (1.28 acres)	0 SF	55,627 SF (1.28 acres)
Net Lot Area	38,373 SF(0.88 acres)	0 SF	38,373 SF(0.88 acres)
Residence	2,886 SF	0 SF	2,886 SF
Garage	676 SF	0 SF	676 SF
Swimming Pools/Spa	0 SF	800 SF	800 SF
Pool Equipment	0 SF	44 SF	44 SF
Pool House	0 SF	797 SF	797 SF
Stable minimum: 450 SF Corral minimum: 550 SF	423 SF 1,805 SF	0 SF 0 SF	423 SF 1,805 SF
Recreation Court	0 SF	0 SF	0 SF
Stairs	0 SF	30 SF	30 SF
Attached Covered Porches, Entryway, Porte Cochere, Breezeways	417 SF	0 SF	417 SF
Detached Structures: Sheds, Trellises, Gazebos	0 SF	0 SF	0 SF
Water features	0 SF	0 SF	0 SF
Service Yard	0 SF	0 SF	0 SF
Basement Area	0 SF	0 SF	0 SF
Primary Driveway	2729 SF	0 SF	2,729 SF
Paved walks, patio areas, courtyards	1,484 SF	1,484	6,742 SF
Other paved areas	169 SF		169 SF
Grading	0 CY	286 CY total 143 CY cut (exempt) 143 CY fill (non-exempt)	286 CY
Total Structure Area	4,402 SF	1,641 SF	6,043 SF
Structural Lot Coverage (20% max)	4,402 (11.5%)	1,597 SF (4.1%)	5,998.5 SF (15.6%)
Flatwork Lot Coverage	3,148 SF (8.2 %)	1,514 SF (3.9 %)	4,662 SF (12.5%)
Total Lot Coverage (Structures and Flatwork) (35% max & with deductions)	7,550 SF (19.6%)	3,154 SF (8.2%)	10,704 SF (27.9%)
Total Disturbed Area (40% maximum)	23,030 SF (60%)	0 SF	20,030 SF (60%)
Building Pad #1 total 7,492 SF Main Residence and Garage	53.1%F	0 SF	53.1%F
Building Pad #2 total 4,795 SF Proposed Project	0%	65%	65%
Building Pad #3 total 2,228 SF	18.9%	0 SF	18.9%

SHEET INDEX:

- A.0: COVER SHEET - SITEPLAN
- A-1: SITE PLAN - POOL PAD
- A.2: POOL HOUSE PLAN & ELEVATIONS
- A.3: POOL HOUSE SECTIONS
- A.4: SITE SECTIONS
- A.5: PROPERTY PHOTOS
- A.6: DETAILS

L.1: LANDSCAPE PLAN

- C.1: SURVEY-EXISTING TOPO
- C.2: GRADING PLAN
- C.3: CUT & FILL

DESCRIPTION OF PROJECT:

CONSTRUCTION OF A NEW POOL HOUSE ADJACENT TO A NEW SWIMMING POOL,(UNDER A SEPARATE PERMIT), IN THE REAR PORTION (EAST SIDE) OF THE PROPERTY LOCATED AT 21 CHUCKWAGON ROAD, ROLLING HILLS, CALIFORNIA. THE NEW STRUCTURE IS PROPOSED TO BE ERECTED ON AN XISTING FLAT PAD OF THE LOT THAT WILL REQUIRE SOME LEVELING, BUT NO CONSIDERABLE CUT AND FILL OF THE EXISTING TERRAIN, NO EXPORT OR IMPORT OF SOIL WILL TAKE PLACE. THE PROPOSED POOL HOUSE WILL BE A SINGLE STORY, WOODEN FRAME STRUCTURE WITH SLOPED HIP ROOF, OF SIMILAR PITCH AND ROOFING MATERIAL TO THE EXISTING MID-CENTURY HOUSE IN THE PROPERTY

PROJECT DATA:

PROJECT ADDRESS:
21 CHUCKWAGON ROAD,
ROLLING HILLS, CALIFORNIA

LEGAL DESCRIPTION:
LOTS 4 & 7
AP# 7567-006-038
TRACT 6705.00

ZONING: RAS-1 & OZD-1

SITE AREA: 1.24 ACRES (54,014.45 SF)

EXISTING HOUSE COVERED AREA- 2,860 SF,
(LOCATED IN PAD#1 OF SITE PLAN)

NEW PROPOSED POOL HOUSE: 797 SF,
SINGLE STORY- TYPE V CONSTRUCTION
(LOCATED IN PAD# 3 OF SITE PLAN)

OTHER STRUCTURES ON THE SITE: EXISTING BARN
(ON PAD#3 SOUTHEAST QUADRANT OF SITE PLAN)

PROJECT OWNER:
SAM & KRIS MAUS PHONE: 310-254-4612
21 CHUCKWAGON ROAD, ROLLING HILLS, CALIFORNIA

ARCHITECT:
EDUARDO CESPEDES PHONE: 310-200-5515
BREEN DESIGN GROUP
1983 W. 190TH STREET, SUITE 200
TORRANCE, CA 90504

CIVIL ENGINEER:
TRAVIS IVERSON P.E. PHONE: 661-284-7421
DAVID EVANS & ASSOCIATES
25152 SPRINGFIELD CT. SUITE 350
SANTA CLARITA, CA 91355

AREA SUMMARY

LOT AREA TOTAL= 55,627 SF
NET LOT AREA= 38,373 SF

EXISTING STRUCTURES ON SITE:
ON PAD #1 (PAD SIZE 7320 SF)
EXISTING HOUSE: 2886 SF
COVERED PATIO: 417 SF
EXISTING GARAGE: 676 SF
TOTAL STRUCTURES ON PAD 1= 3979 SF

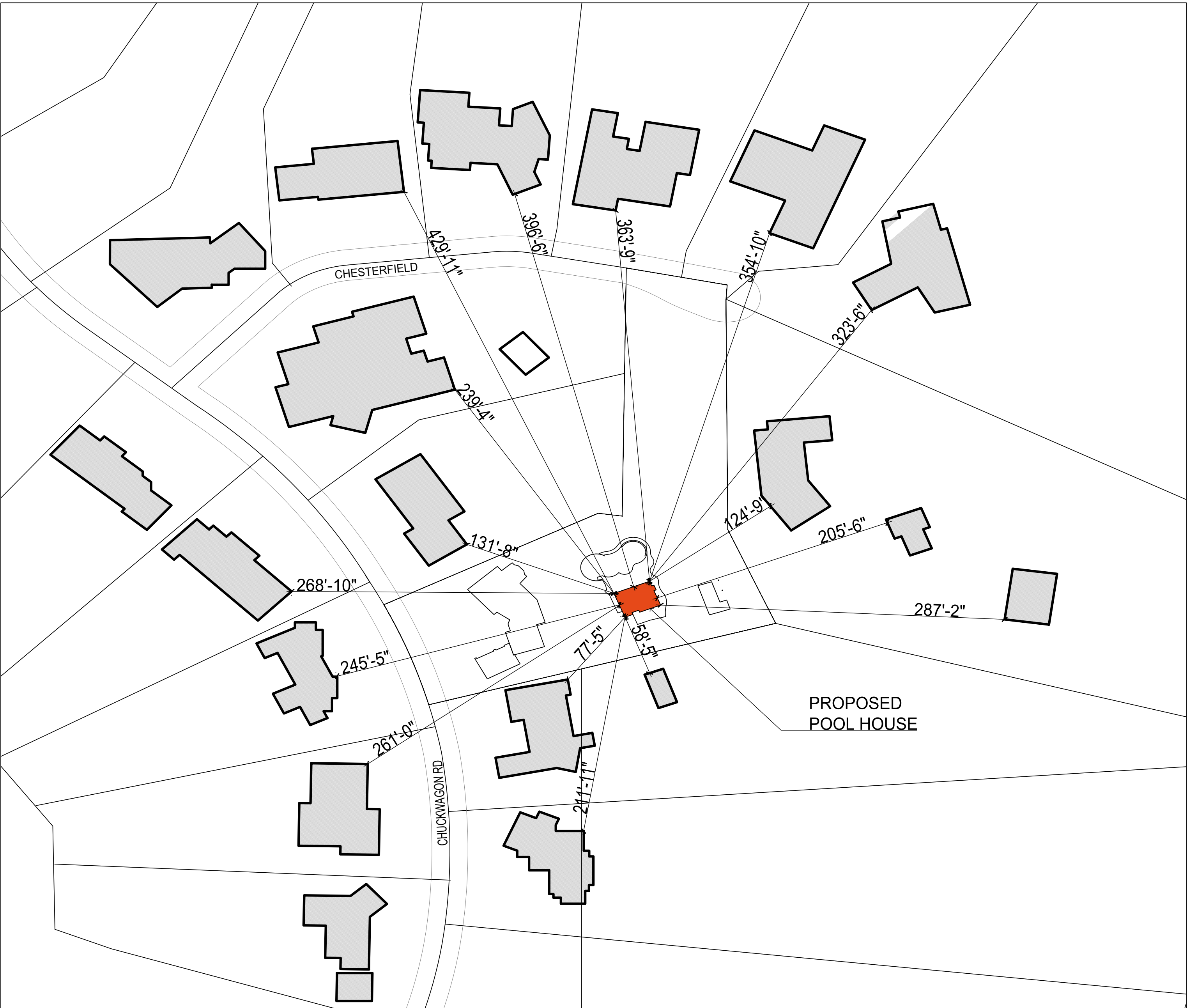
ON PAD #3 (PAD SIZE 2228 SF)
EXISTING BARN: 423 SF
TOTAL STRUCTURES ON PAD 3= 423 SF

PROPOSED STRUCTURES ON SITE:
ON PAD #2 (PAD SIZE 4795 SF)
NEW POOL HOUSE: 797 SF
NEW SWIMMING POOL: 800 SF
TOTAL STRUCTURES ON PAD 2= 1597 SF

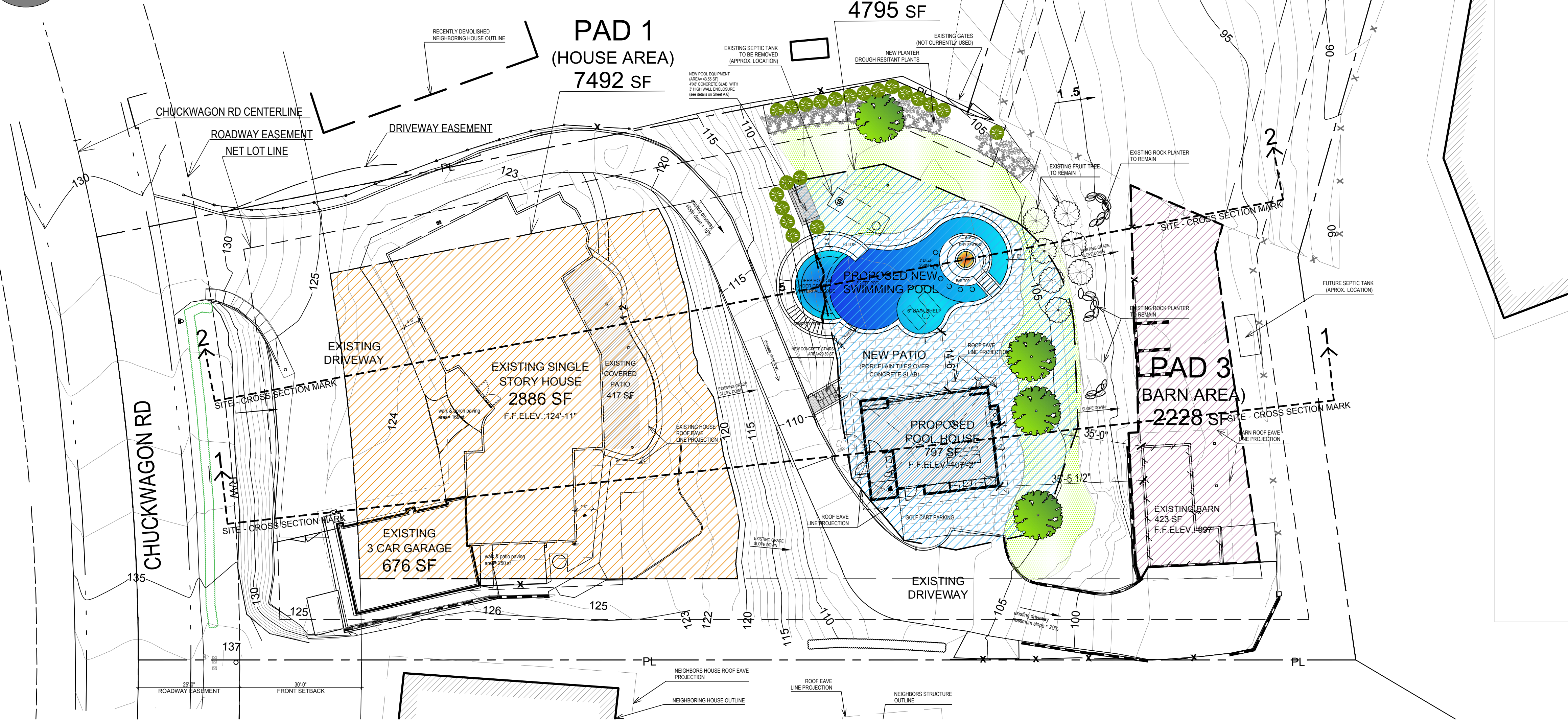
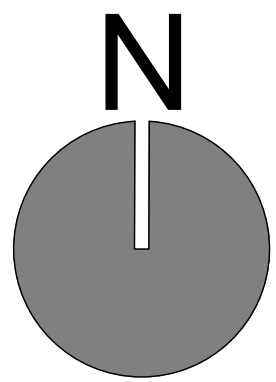
TOTAL AREA OF STRUCTURES ON SITE (NEW & EXISTING)= 5999 SF
STRUCTURAL NET LOT COVERAGE = 15.63%

NON STRUCTURAL LOT COVERAGE (INSIDE NET LOT):
EXISTING DRIVEWAY & MOTORCOURT 2729 SF
EXISTING HOUSE WALK & PORCH 169 SF
EXISTING OTHER WALKS 250 SF
NEW POOL AREA PATIO & WALKS 1484 SF
TOTAL NON STRUCTURAL COVERAGE= 4632 SF

NET LOT COVERAGE: STRUCTURAL 5999 + NON-STRUC. 4632= 10631 SF
TOTAL NET LOT COVERAGE: 27.70%



VICINITY MAP



ENTIRE PROPERTY - SITE PLAN

SCALE 1/16"=1'-0"

PROJECT TITLE

MAUS RESIDENCE
POOL HOUSE

21 CHUCKWAGON RD.
ROLLING HILLS
CA 90274

OWNER:
SAM & KRIS MAUS
21 CHUCKWAGON RD.
ROLLING HILLS
CALIFORNIA, 90274
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CONTACT:
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Ph: 310-200-5515
email:
ecespedes@brendesign.com

CIVIL ENGINEERING:
DAVID EVANS & ASSOCIATES
CONTACT: TRAVIS IVERSON
TEL: 661-2847421

PROJECT INFO:

PROJECT #	
PERMIT APP #	
DRAWN BY	EDUARDO CESPEDES
CHECKED BY	
DATE	07-06-2022

ISSUED / REVISIONS

No.	Date	Item
1	09-08-2022	07-06-2022

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A1



PROJECT TITLE

MAUS RESIDENCE
POOL HOUSE

21 CHUCKWAGON RD.
ROLLING HILLS
CA 90274

OWNER:

SAM & KRIS MAUS
21 CHUCKWAGON RD.
ROLLING HILLS
CALIFORNIA, 90274
Ph:310-254-4612

ARCHITECT:

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email:
ecespedes@breendesign.com

CIVIL ENGINEERING:

DAVID EVANS & ASSOCIATES
CONTACT: TRAVIS IVERSON
TEL: 661-2847421

PROJECT INFO:

PROJECT #	
PERMIT APP #	
DRAWN BY	EDUARDO CESPEDES
CHECKED BY	
DATE	07-06-2022

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No.	Date	Item
1	8-30-22	SLIDING DOOR WIDTH

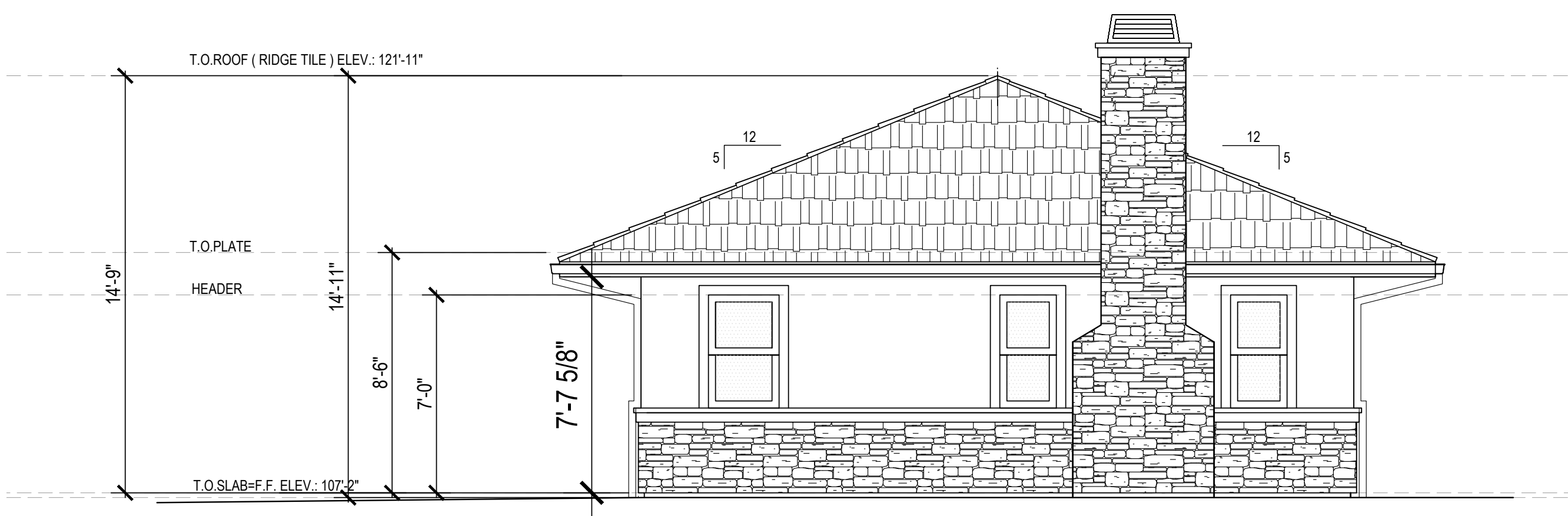
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PLAN CHECK

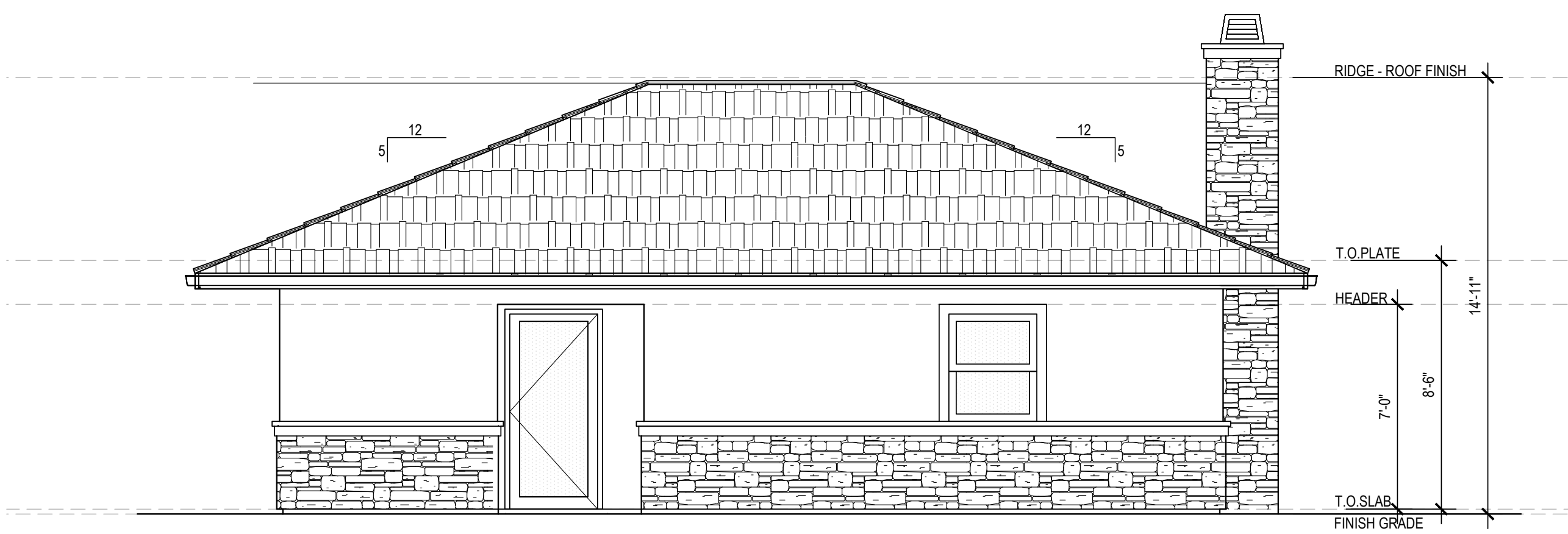
SHEET TITLE
FLOOR PLAN
ELEVATIONS

SHEET NUMBER

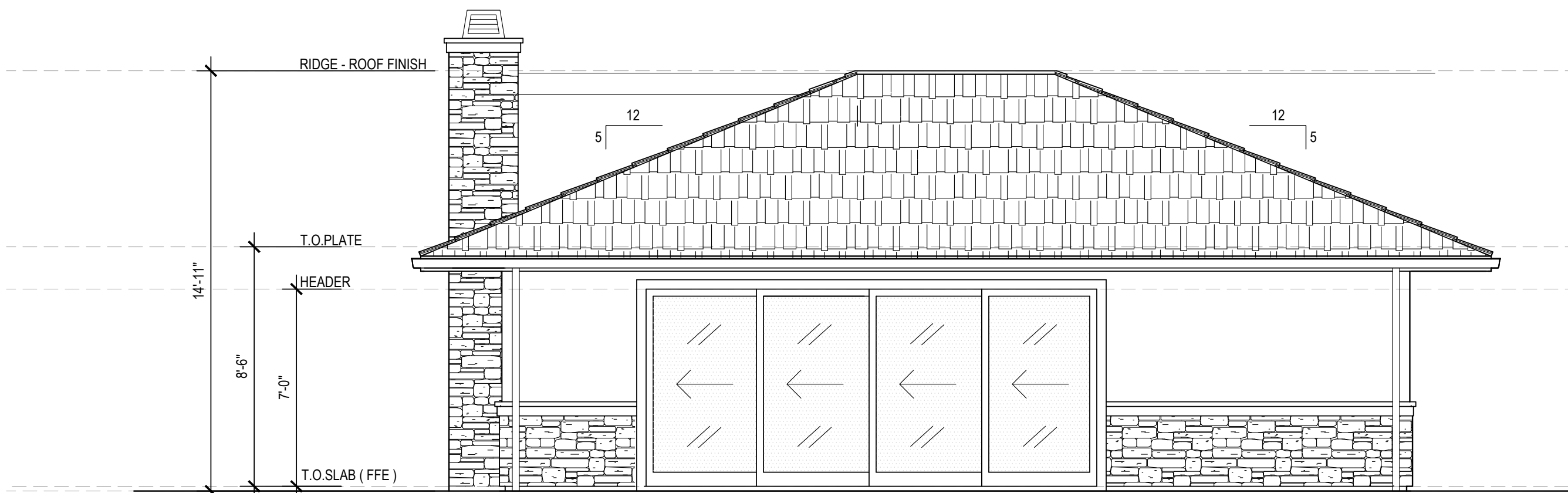
A2



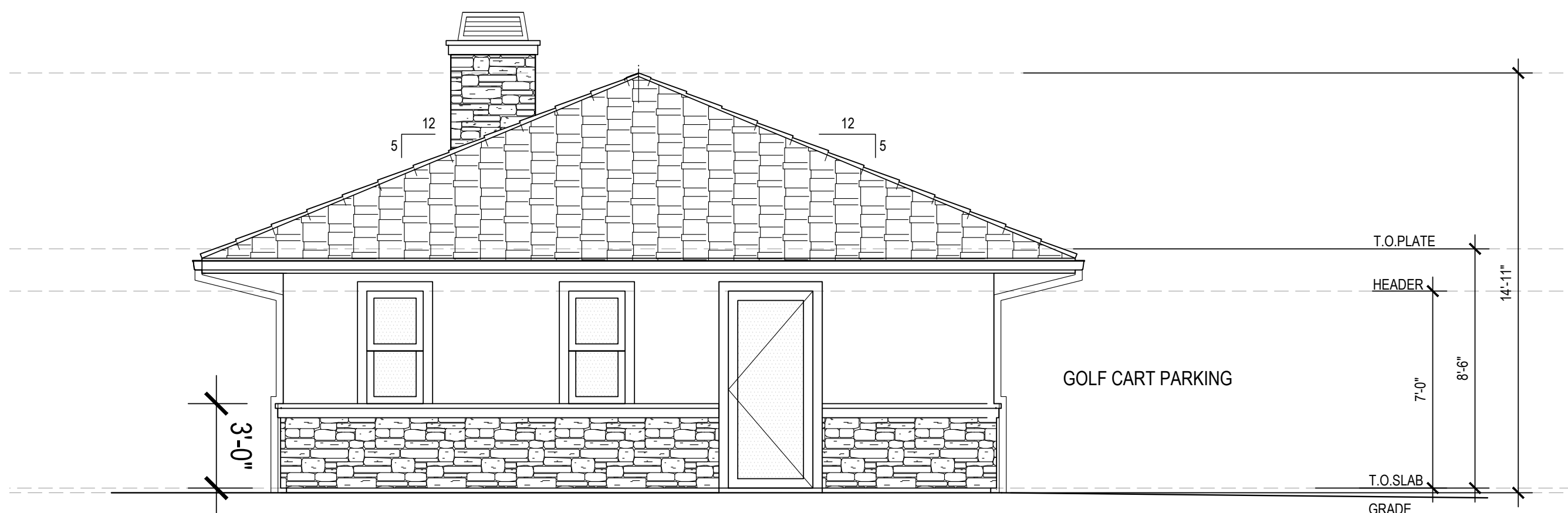
EAST ELEVATION



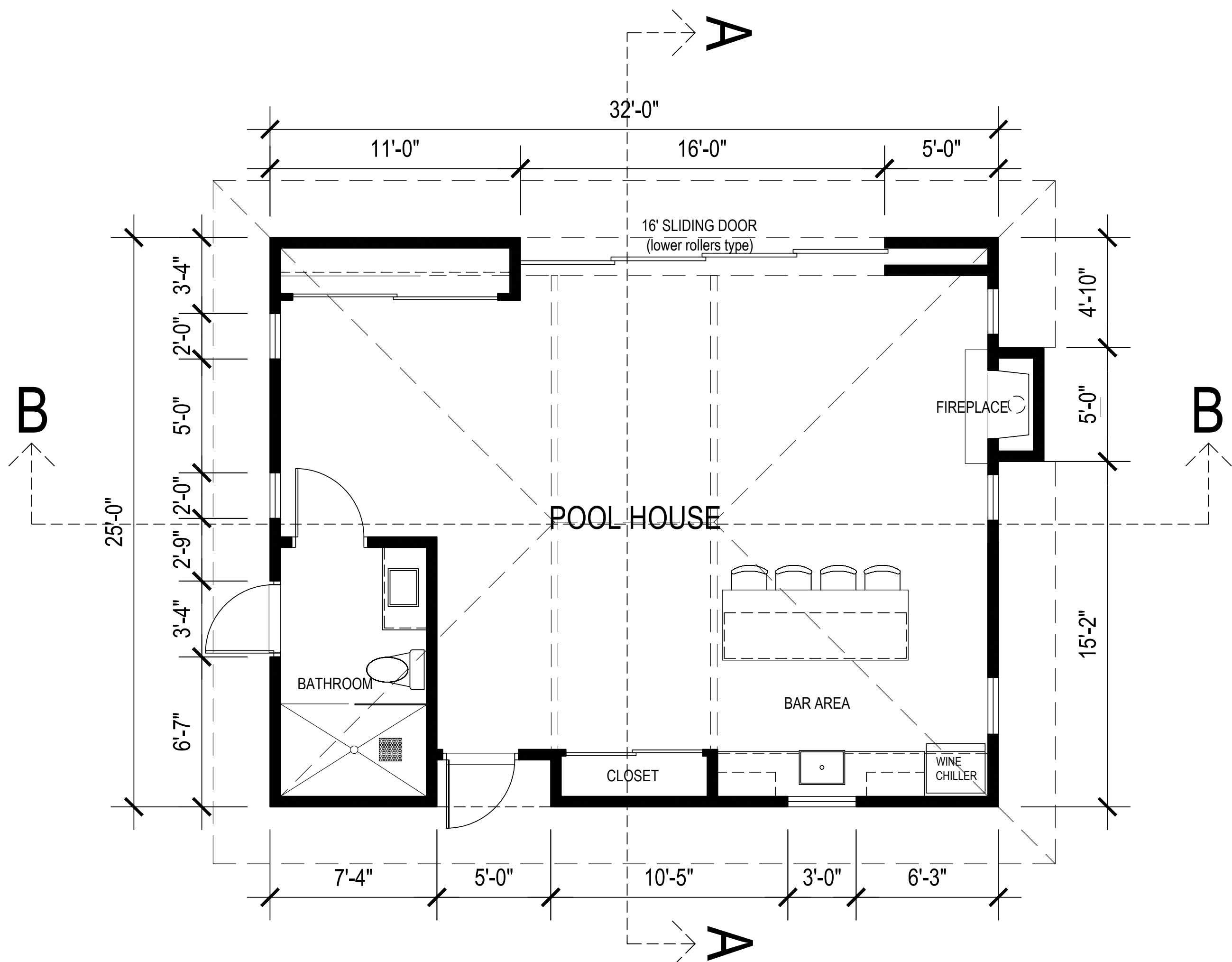
SOUTH ELEVATION
SOUTH ELEVATION



NORTH ELEVATION



WEST ELEVATION



POOL HOUSE PLAN
COVERED AREA : 797 SF

SCALE: 1/4"=1'-0"

PROJECT TITLE

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ROLLING HILLS
CA 90274

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TEL: 661-2847421

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DRAWN BY	EDUARDO CESPEDES		
CHECKED BY			
DATE			07-06-2022

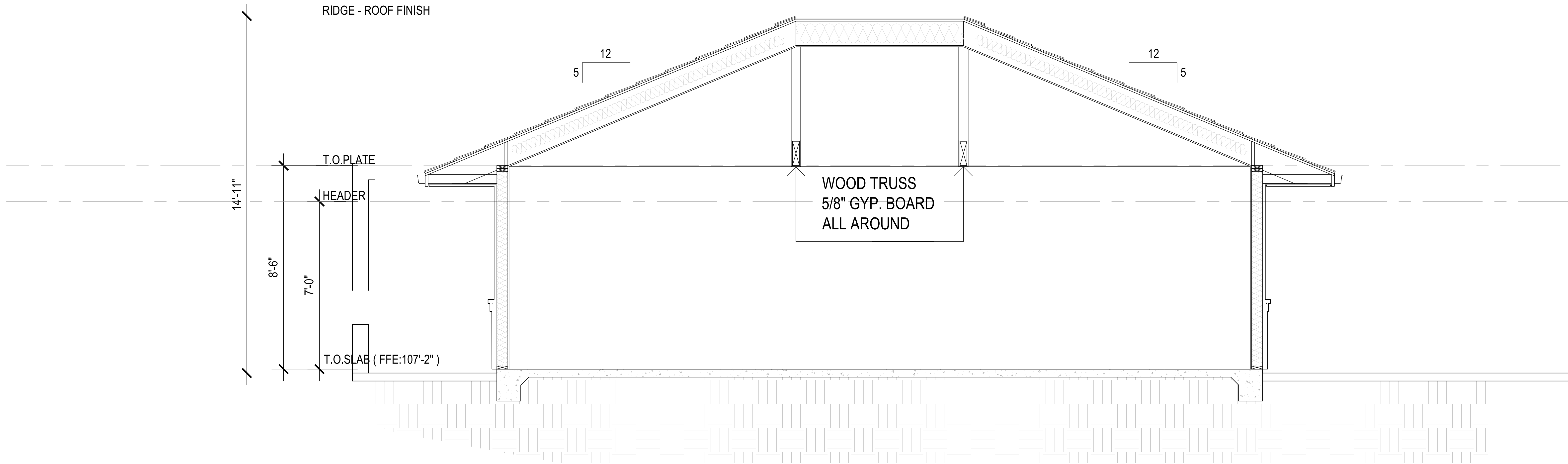
ISSUED / REVISIONS		
No.	Date	Item
	09-08-2022	PLANNING REVISION

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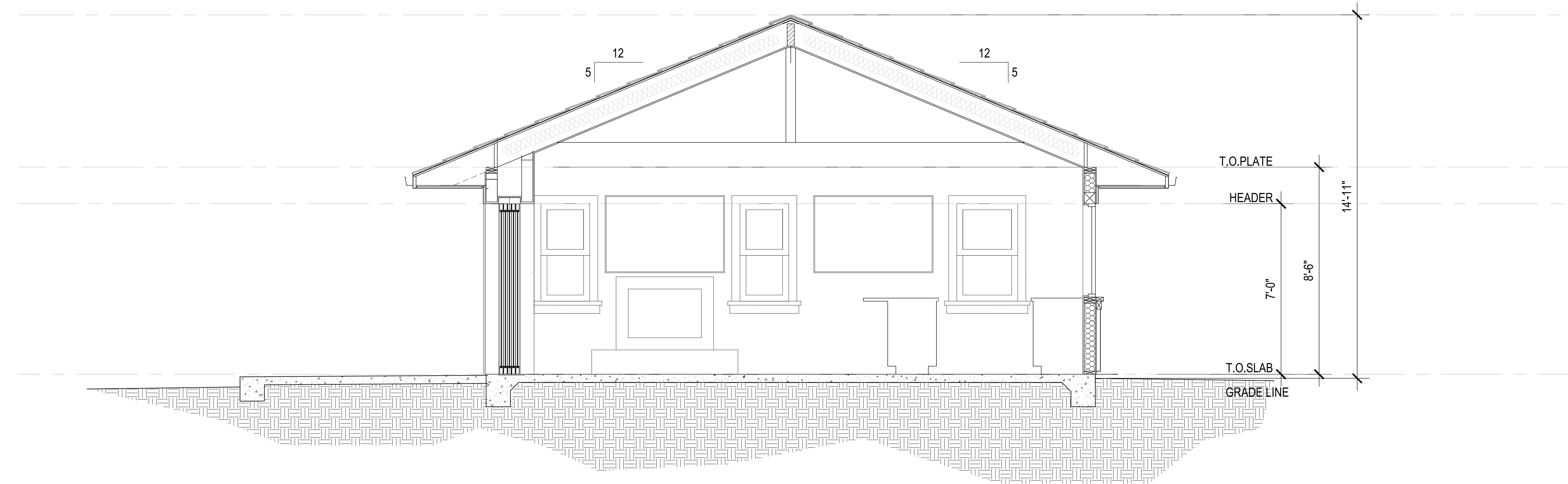
PLAN CHECK

SHEET TITLE
POOL HOUSE
SECTIONS

SHEET NUMBER
A3

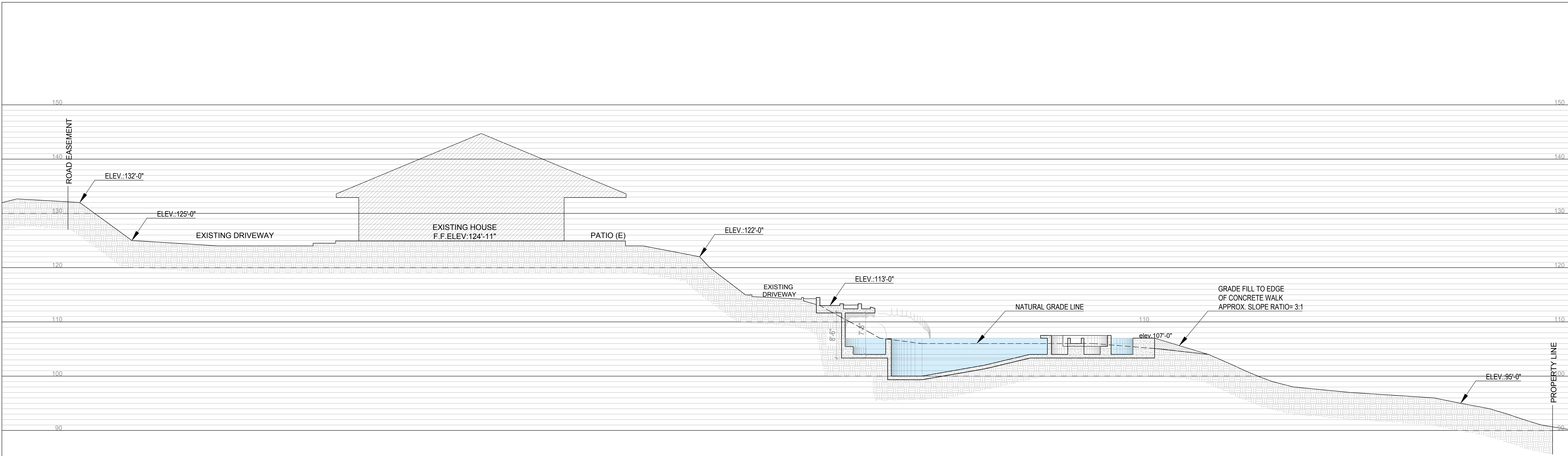


SECTION B-B



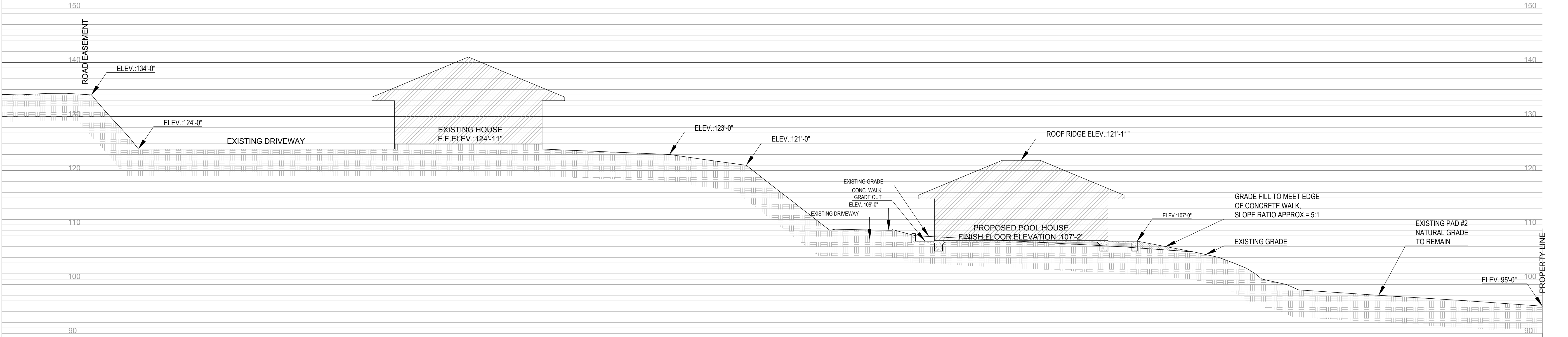
SECTION A-A

SCALE: 1/2"=1'-0"



ENTIRE SITE - SECTION 2-2

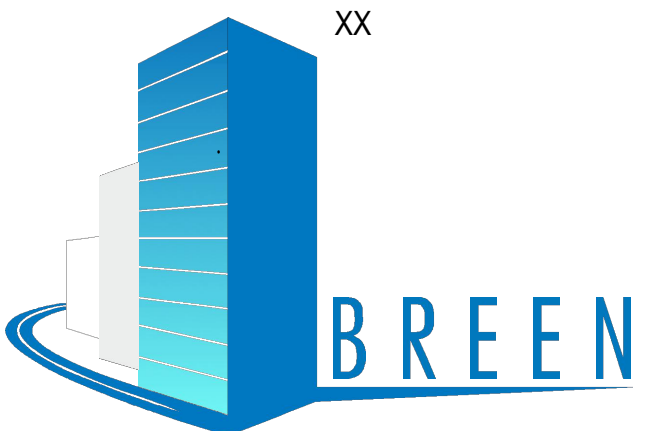
SCALE 1/8"=1'-0"



ENTIRE SITE - SECTION 1-1

SCALE 1/8"=1'-0"

XX



BREEN

ENGINEERING & ARCHITECTURE
1983 w 190th street, suite 200
torrance, ca 90504
tel:(310) 464-8404
fax:(310) 464-8408
www.breeneng.com

PROJECT TITLE

MAUS RESIDENCE
POOL HOUSE

21 CHUCKWAGON RD.
ROLLING HILLS
CA 90274

OWNER:

SAM & KRIS MAUS
21 CHUCKWAGON RD.
ROLLING HILLS
CALIFORNIA, 90274
Ph:310-254-4612

ARCHITECT:

BREEN DESIGN GROUP
TORRANCE, CALIFORNIA
CONTACT:
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Ph: 310-200-5515
email:
ecespedes@breendesign.com

CIVIL ENGINEERING:

DAVID EVANS & ASSOCIATES
CONTACT: TRAVIS IVERSON
TEL: 661-2847421

PROJECT INFO:			
PROJECT #			
PERMIT APP #			
DRAWN BY	EDUARDO CESPEDES		
CHECKED BY			
DATE	07-06-2022		
ISSUED /		REVISIONS	
No.	Date	Item	
1	06-27-2022		

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PLAN CHECK

SHEET TITLE
SITE SECTIONS

SHEET NUMBER
A4



PAD #3 - NORTH END
EXISTING HORSE TRAIL GATES



PAD #3- EXISTING TREES
EXISTING BARN STRUCTURE BEYOND



EXISTING DRIVEWAY LOWER POINT
EXISTING BARN STRUCTURE



EXISTING DRIVEWAY LOOKING NORTH
PAD #3 - PROPOSED POOL AREA



EXISTING HOUSE
REAR VIEW



EXISTING DRIVEWAY LOOKING DOWN
PAD #3 ON LEFT - BARN ROOF BEYOND



EXISTING DRIVEWAY LOOKING UP
FROM PAD #3 TO PAD #1

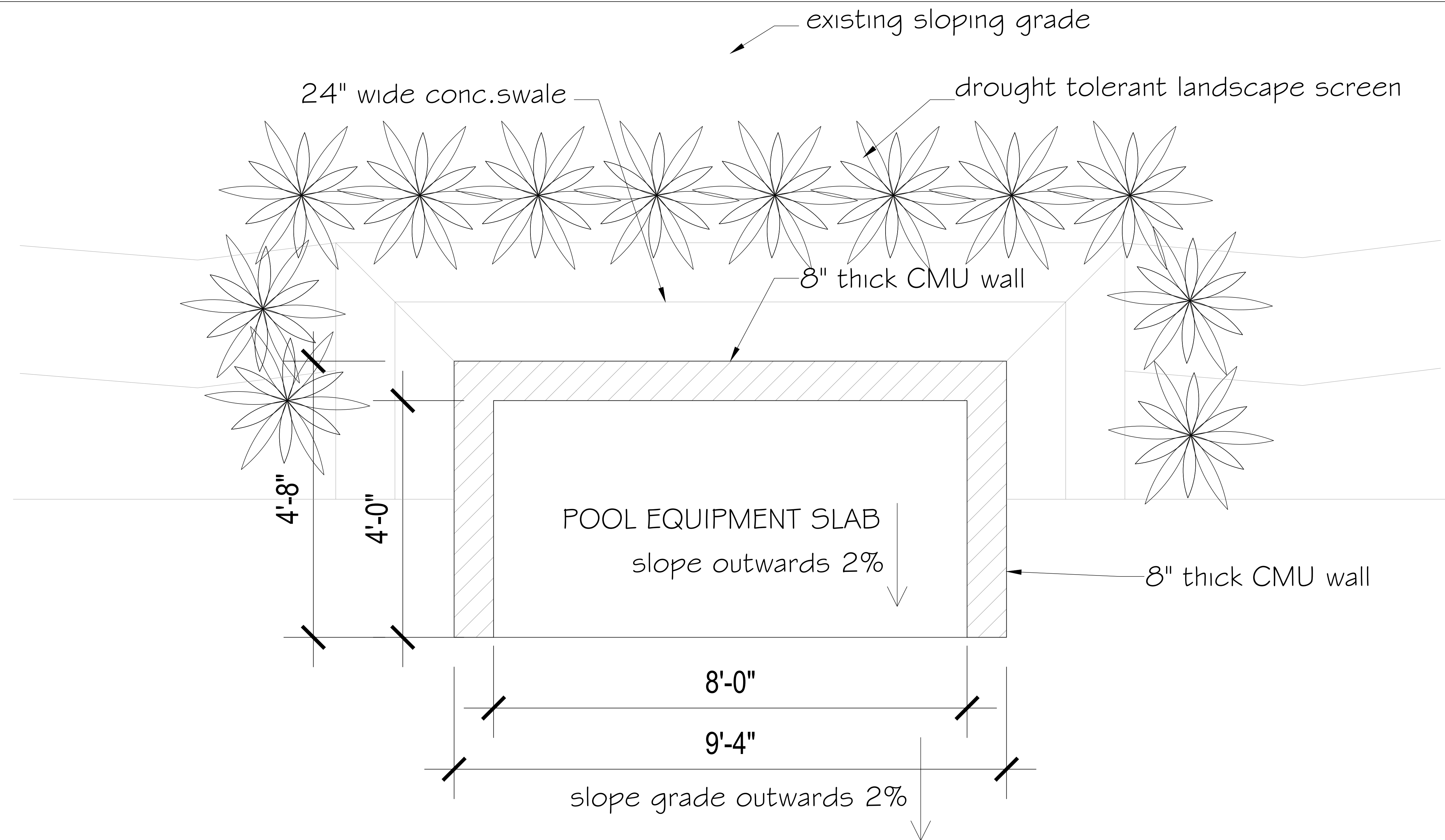


EXISTING HOUSE
FRONT ELEVATION



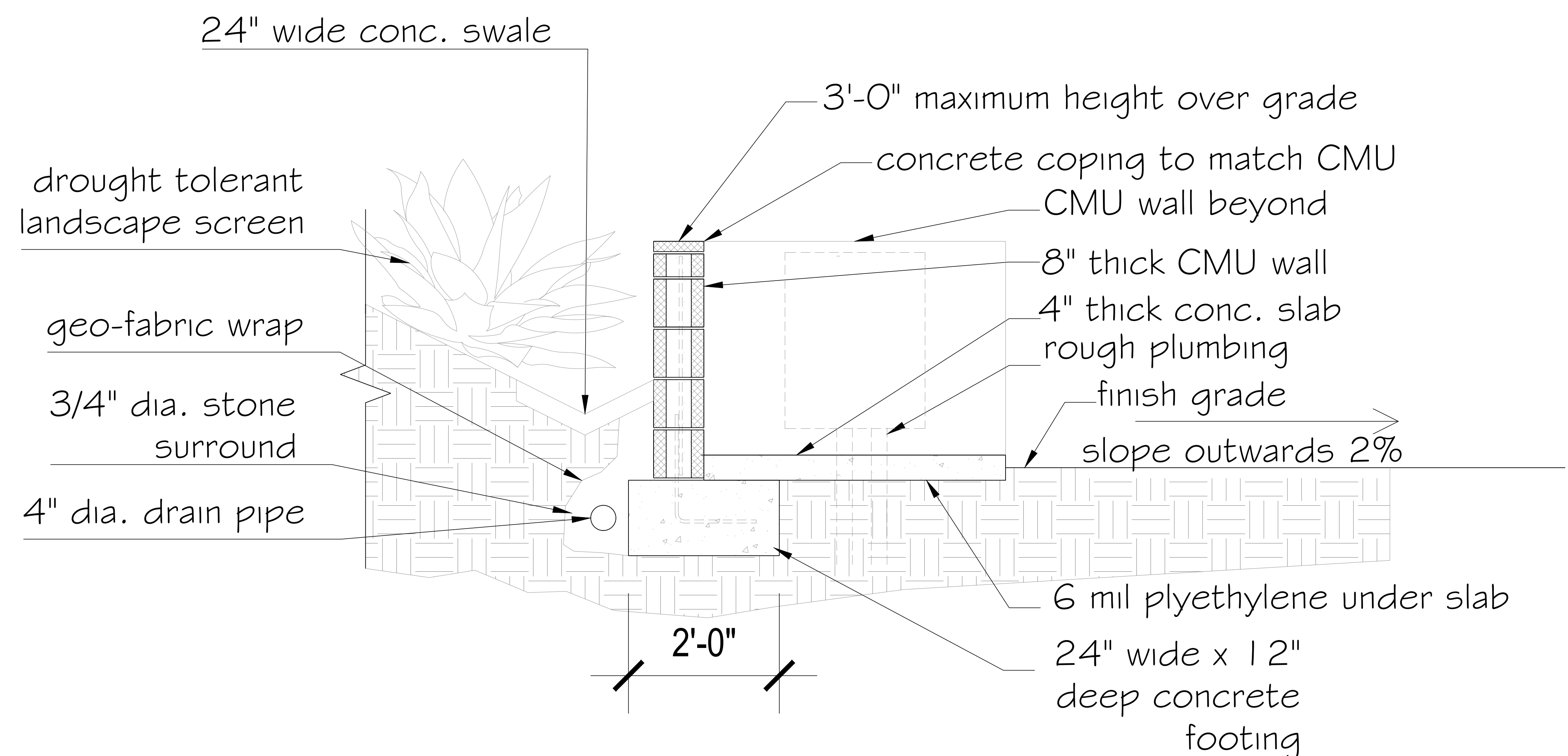
EXISTING HOUSE
ATTACHED GARAGE

PROJECT TITLE		
MAUS RESIDENCE POOL HOUSE		
1 CHUCKWAGON RD. ROLLING HILLS CA 90274		
OWNER:		
SAM & KRIS MAUS 1 CHUCKWAGON RD. ROLLING HILLS CALIFORNIA, 90274 Ph: 310-254-4612		
ARCHITECT:		
BREEND DESIGN GROUP TORRANCE, CALIFORNIA CONTACT: DUARDO CESPEDES, AIA Ph: 310-200-5515 email: ecespedes@breendesign.com		
CIVIL ENGINEERING:		
DAVID EVANS & ASSOCIATES CONTACT: TRAVIS IVERSON TEL: 661-2847421		
PROJECT INFO:		
PROJECT #		
PERMIT APP #		
DRAWN BY	EDUARDO CESPEDES	
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DATE	07-06-2022	
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No.	Date	Item
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PLAN CHECK		
SHEET TITLE		
PROPERTY PHOTOS		
SHEET NUMBER		
A.5		



POOL EQUIPMENT ENCLOSURE PLAN

SCALE: 1"=1'-0"



POOL EQUIPMENT ENCLOSURE SECTION -DETAIL

SCALE: 1"=1'-0"

PROJECT TITLE

**MAUS RESIDENCE
POOL HOUSE**

21 CHUCKWAGON RD.
ROLLING HILLS
CA 90274

OWNER:

SAM & KRIS MAUS
21 CHUCKWAGON RD.
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CIVIL ENGINEERING:

DAVID EVANS & ASSOCIATES
CONTACT: TRAVIS IVERSON
TEL: 661-2847421

PROJECT INFO:

PROJECT #	
PERMIT APP #	
DRAWN BY	EDUARDO CESPEDES
CHECKED BY	
DATE	07-06-2022

ISSUED / REVISIONS

No.	Date	Item
	09-08-2022	PLANNING REVISION

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PLAN CHECK

SHEET TITLE
DETAILS
POOL EQUIPMENT ENCLOSURE

SHEET NUMBER
A6



LANDSCAPE PLAN

SCALE: 1/8"= 1'-0"

BREEN
ENGINEERING & ARCHITECTURE
1983 w 190th street, suite 200
torrance, ca 90504
tel: (310) 464-8404
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www.breeneng.com

PROJECT TITLE

**MAUS RESIDENCE
POOL HOUSE**

21 CHUCKWAGON RD.
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CIVIL ENGINEERING:

DAVID EVANS & ASSOCIATES
CONTACT: TRAVIS IVERSON
TEL: 661-2847421

LANDSCAPE REFERENCE

1. NEW NORTH PLANTER - LANDSCAPE BUFFER
2. NEW TWILIGHT CRAPE MYRTLE 24" BUCKET
3. GROUND COVER - DWARF MONDO GRASS - FLATS
4. VINYL PLANTER EDGE
5. PHOENIX ROEBELII - 15 GALLON
6. GROUND COVER - SENEIO - FLATS
7. EXISTING TREE TO REMAIN
8. EXISTING FRUIT TREE TO REMAIN
9. EXISTING LANDSCAPE TO REMAIN
10. EXISTING LANDSCAPE TO REMAIN
11. NEW LAWN
12. HARDSCAPE - PORCELAIN TILES
13. EXISTING STONE PLANTER
14. CURB
15. COREOPSIS VERTICILLATA - "ZAGREB"
16. CHINESE PISTACHE (CANOPY TREE) 24" BUCKET
17. CONCRETE
18. EXISTING ASPHALT DRIVEWAY

LANDSCAPE NOTES

1. ALL PLANTING MATERIAL WILL BE OF LOW WATER CONSUMPTION OR DRAUGHT RESISTANT TYPE
2. TOTAL LANDSCAPED AREA = 532 S.F.
3. MAX. IRRIGATION CAPACITY = 0.9 GPH
4. NEW AND REPLACED LANDSCAPE IS PROPOSED ONLY FOR THE POOL AREA, AND SURROUNDING GROUNDS. ON THE CENTRAL PART OF THE SITE LABELED AS PAD#3 NO ALTERATIONS TO THE EXISTING LANDSCAPE ARE PROPOSED AT THIS TIME FOR THE REMAINING PART OF THE SITE.

NEW LANDSCAPED AREAS (POOL AREA ONLY)

NEW LAWN : 2535 SF
NEW PLANTERS: 995 SF
TOTAL NEW LANDSCAPE: 3530 SF

PROJECT INFO:		
PROJECT #		
PERMIT APP #		
DRAWN BY	EDUARDO CESPEDES	
CHECKED BY		
DATE	07-06-2022	
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No.	Date	Item
1		

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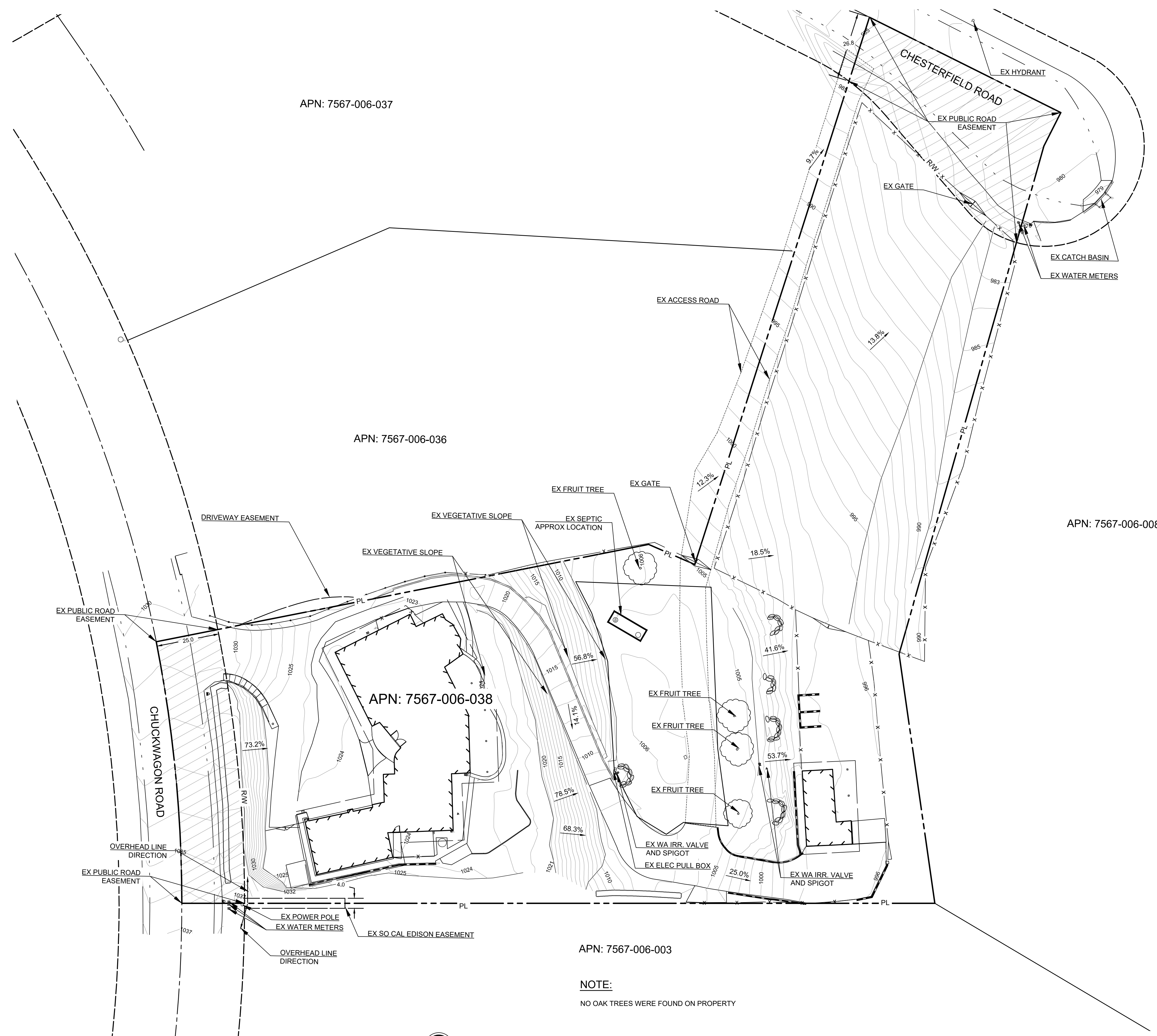
PLAN CHECK

SHEET TITLE

LANDSCAPE PLAN

SHEET NUMBER

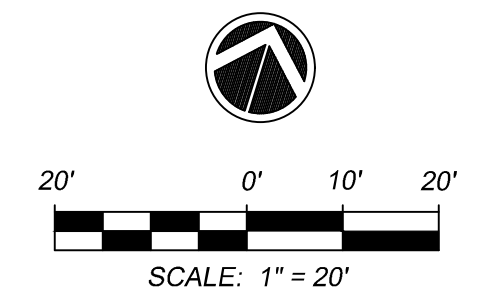
L1



APN: 7567-006-003

NOTE:

NO OAK TREES WERE FOUND ON PROPERTY



FIELD SURVEY PERFORMED ON 03/26/2021



DAVID EVANS AND ASSOCIATES INC.
25152 SPRINGFIELD CT., STE. 350
SANTA CLARITA, CA 91355
Phone: 661.284.7400

PREPARED UNDER THE SUPERVISION OF:
Travis L. Iverson
TRAVIS L. IVERSON R.C.E. 78235

09/07/2022
DATE:

REVIEWED: COUNTY OF LOS ANGELES
BY: _____ DATE: _____
RECOMMENDED: COUNTY OF LOS ANGELES
BY: _____ DATE: _____
APPROVED:
BY: _____ DATE: _____
ASSISTANT DEPUTY DIRECTOR

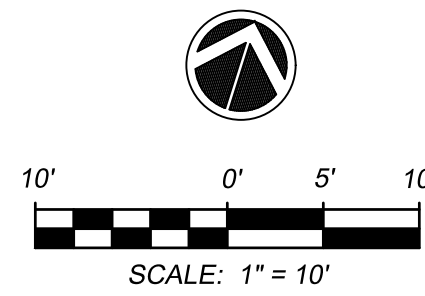
21 CHUCKWAGON ROAD
ROLLING HILLS, CA 90274
APN: 7567-006-038

EXISTING TOPO
SHEET 1 OF 3



LEGEND:

- | | |
|--------|---------------------------|
| XXX.XX | -EXISTING GRADE |
| FG | |
| 1005 | -EXISTING CONTOUR |
| 1005 | -PROPOSED CONTOUR |
| | -EXISTING FRUIT TREE |
| | -EXISTING SAND BAG BERM |
| FF | -FINISHED FLOOR |
| FS | -FINISHED SURFACE |
| | -PATIO DECK PER ARCHITECT |
| 12.1% | -EXISTING SLOPE |
| 12.1% | -PROPOSED SLOPE |
| C/F | -CUT/FILL LINE LIMIT |



**DAVID EVANS
AND ASSOCIATES INC.**
25152 SPRINGFIELD CT., STE. 350
SANTA CLARITA, CA 91355
Phone: 661.284.7400

PREPARED UNDER THE SUPERVISION OF:

TRAVIS L. IVERSON R.C.E. 78235

09/07/2022
DATE:

REVIEWED: COUNTY OF LOS ANGELES

BY: DATE:

RECOMMENDED: COUNTY OF LOS ANGELES

BY: DATE:

APPROVED:

BY: ASSISTANT DEPUTY DIRECTOR DATE:

21 CHUCKWAGON ROAD
ROLLING HILLS, CA 90274
APN: 7567-006-038

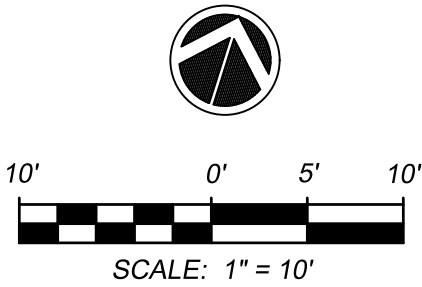
GRADING PLAN
SHEET 2 OF 3



ELEVATIONS TABLE				
#	MIN. ELEV.	MAX. ELEV.	AREA	COLOR
1	-7.36	-0.01	1179.93	Red
2	0.01	1.90	2966.57	Green

EARTHWORK CALCULATION:

CUT: 143 cy
 FILL: 143 cy
 NET: 0 cy
 TOTAL EARTHWORK: 286 cy



DAVID EVANS AND ASSOCIATES INC.
 25152 SPRINGFIELD CT., STE. 350
 SANTA CLARITA, CA 91355
 Phone: 661.284.7400

PREPARED UNDER THE SUPERVISION OF:

 TRAVIS L. IVERSON R.C.E. 78235

09/07/2022
 DATE:

REVIEWED: COUNTY OF LOS ANGELES

BY: _____ DATE: _____

RECOMMENDED: COUNTY OF LOS ANGELES

BY: _____ DATE: _____

APPROVED:

BY: _____ DATE: _____

ASSISTANT DEPUTY DIRECTOR

21 CHUCKWAGON ROAD
 ROLLING HILLS, CA 90274
 APN: 7567-006-038

CUT/FILL
 SHEET 3 OF 3

From: [Martha Bernadett](#)
To: [Stephanie Grant](#); [John Signo](#)
Subject: 21 Chuckwagon project
Date: Tuesday, October 18, 2022 7:30:37 AM

Good morning,

Thank you for reviewing the plans for the project at 21 Chuckwagon with me yesterday. I appreciate the thoughtful approach and answers to my questions.

We are supportive of the project and only ask that the porta-potties be moved up to the job site rather than at their current location at the Chesterfield fence line of the corral and that best practices for construction be followed throughout. We expect that, according to the plans, the access driveway in the corral will be removed at the conclusion of the project.

It has been our experience with the Maus' contractors with whom we have engaged so far (as they have prepared for the work and their septic replacement) that they select professional and polite subs. We greatly appreciate that.

We wish the Maus Family the very best with their project.

Best regards,

Faustino and Martha Bernadett
10 Chesterfield Road
(310)995-1232

21 Chuckwagon Road
Photos Before and After
Zoning Case No. 22-60 and Resolution No. 2022-17



Before: This photo was taken on 10/18/22 from Chesterfield Road looking in the south direction. The portable toilet and gravel driveway are existing on the third building pad. The toilet is located at the fence line of the corral on Chesterfield Road.



After: This photo was taken on 11/3/22 from Chesterfield Road looking in the south direction. The gravel driveway has been removed, and the corral has been restored back to the natural state. The portable toilets have been moved out of the neighbor's direct sight and up closer to the project site.

RESOLUTION NO. 2022-17

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS GRANTING APPROVAL OF ZONING CASE NO. 22-60 FOR A SITE PLAN REVIEW FOR THE CONSTRUCTION OF A NEW 800-SQUARE-FOOT SWIMMING POOL/SPA AND A CONDITIONAL USE PERMIT FOR THE CONSTRUCTION OF A 797- SQUARE-FOOT POOL HOUSE FOR A PROPERTY LOCATED AT 21 CHUCKWAGON ROAD (LOTS 4-CF & 7-CF) ROLLING HILLS, CA 90274 (MAUS)

THE PLANNING COMMISSION OF THE CITY OF ROLLING HILLS DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. On July 7, 2022, an application was duly filed by Mr. Sam Maus ("Applicant") requesting approvals for a Site Plan Review for the construction of an 800-square-foot swimming pool/spa and a Conditional Use Permit for the construction of a 797-square-foot pool house for the subject property located at 21 Chuckwagon Road, Rolling Hills, CA 90274 (the "Property").

Section 2. On October 6, 2022, a notice was published in the Daily Breeze and the Applicant and property owners within 1,000 feet of the Property were notified of the public hearings scheduled for October 18, 2022, in writing by first class mail. On October 18, 2022, the Planning Commission conducted a morning field trip public hearing, took public testimony, and walked the site. The hearing was continued to the evening teleconference meeting at 6:30 p.m. At that meeting, evidence was heard and presented from all persons interested in said proposal.

Section 3. The Property is located in the RAS-1 Overlay Zoning District (OZD-1). The OZD-1 was established within the RAS-1 Zoning District to allow modernization, reconstruction, or enlargement of homes located on unique lots generally characterized by steep terrain, smaller than typical lots in the City. The Property is located at 21 Chuckwagon Road and has a gross lot area of 55,627 square feet (1.28 acres) and a net lot area of 38,373 square feet (0.88 acres). In 2000, the existing lot was part of a lot merger and lot line adjustment of two lots (Lot 4-CF) and (Lot 7 CF) resulting in one irregular perpendicular shaped parcel. The west portion of the lot faces Chuckwagon and the northeast portion of the lot faces Chesterfield Road.

The Property is developed with a 2,886-square-foot single-family residence, 676-square-foot attached garage, 423-square-foot stable, and 1,805-square-foot corral. There are a total of three building pads on the site. The existing residence and garage are located on the primary building pad (Pad #1), which has a total area of 7,320 square feet. The proposed new project will be located on the second building pad (Pad #2), which has a total area of 4,795 square feet and is vacant. The barn and corral are located on the third building pad (Pad #3) which has a total of 2,228 square feet. There is an existing driveway apron that fronts Chuckwagon Road and the driveway extends to the front of the garage of main residence. The driveway also extends around the north portion of the existing residence, down the slope to south portions of Pad #2 and Pad #3. There is a shared private driveway located along the western portion of Pad #3 that is accessible

from Chesterfield Road.

The Applicant is proposing to build an 800-square-foot swimming pool/spa with a slide, 43-square-foot pool equipment, 30-square-foot concrete stairs, 1,484 square feet of flatwork, and 797-square-foot pool house. The total proposed grading is 143 cubic yards. The export of 143 cubic yards of cut from the pool is exempt from the Municipal Code. The proposed new structures and landscaping will be located on Pad #2, that is already disturbed, relatively flat, and vacant.

Section 4. This Project is categorically exempt from CEQA pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures), which exempts the construction and location of new small facilities or structures, including accessory structures, including but not limited to garages, carports, patios, swimming pools and fences. Here, the Project includes construction of a swimming pool & spa, flatwork, concrete stairs, pool equipment, and a pool house. Accordingly, the Project qualifies for the exemption pursuant to Section 15303. Further, no exceptions to the exemption apply; there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

Section 5. Site Plan Review Findings. Site Plan Review is required for the Project's 800 square foot swimming pool and spa per Rolling Hills Municipal Code ("RHMC") Section 17.16.200(G)(3). The 143 cubic yards of excavation for the proposed swimming pool/spa is exempt from the Municipal Code and will be exported. Given the foregoing, in accordance with RHMC Section 19.46.050, the Planning Commission makes the following findings:

A. The project complies with and is consistent with the goals and policies of the general plan and all requirements of the zoning ordinance.

The Project is consistent with the purposes and objectives of the General Plan because the Project is consistent with similar amenities in the community and will be located in an area on the property that is already disturbed, relatively flat, and undeveloped.

The Project is consistent with the City's General Plan, including Land Use Element ("LUE") Policy 2.4, which aims for structures to be sited in a manner that preserves views from adjacent structures. Here, the Project is consistent with LUE Policy 2.4 as the pad area for the pool house and pool will be landscaped and screened from nearby residences so that the improvements will not impact the view or privacy of surrounding neighbors. Approval of the Project is also consistent with LUE Policy 1.1, which aims for the City to maintain its one and two acre minimum lot size requirements. The Project is consistent with LUE Policy 1.1 as it will not change the lot size, and consistent with LUE Goal 2, which aims to accommodate development that is compatible with and complements existing land uses. Here, the Project is compatible with existing land uses as other properties in the same zone have a pool and pool house. Lastly, by constructing the pool and pool house, the Project is consistent with Open Space and Conservation Element Goal 2, which aims for expanded opportunities for outdoor recreation.

The Project conforms to the Zoning Code lot coverage requirements for the RAS-1 and OZD-1. The net lot area is 38,373 square feet. The structural net lot coverage proposed is 6,423 square feet or 15.74% (maximum 20% permitted). The total lot coverage proposed

including flatwork will be 4,632 square feet or 27.7% (maximum 35% permitted). The existing disturbed area will remain the same, and is 20,030 square feet (maximum 60% permitted). The Project conforms to all of the required setbacks and the goals of the RAS-1 and OZD-1 Zone.

B. The project substantially preserves the natural and undeveloped state of the lot by minimizing building coverage. Lot coverage requirements are regarded as maximums, and the actual amount of lot coverage permitted depends upon the existing buildable area of the lot;

The development plan substantially preserves the natural and undeveloped state of the lot because minimal grading is required for Pad #2 to construct the swimming pool/spa. A landscape buffer is proposed at the northerly portion of Pad #2 to screen the swimming pool/spa, pool equipment, and pool house. The Project site, with the development, will be within the allowed structural coverage (17% proposed, 20% maximum permitted), total coverage of the lot (32% proposed, 35% maximum permitted), and there is no increase in disturbance. The proposed swimming pool/spa and pool house comply with all of the required setbacks in the RAS-1 and OZD-1 Zoning Districts, 35-foot front yard setback, 20-foot side yard setback, and 50-foot rear yard setback.

C. The project is harmonious in scale and mass with the site, the natural terrain and surrounding residences.

The Project is consistent with the scale of homes in the surrounding RA-S-1 and OZD-1 zoning district. The swimming pool/spa, slide, stairs, flatwork, pool house, and landscape buffer will not impact any views of the surrounding residences, but will enhance the use of the Project site. The Project site slopes down approximately 18 feet below the main residence to the finished grade of the pool house. The proposed ridgeline elevation does not exceed 14 feet and 11 inches in height. The applicant has left the four existing trees on the site, and integrated the design of the Project to preserve the nature of the trees.

D. The project preserves and integrates into the site design, to the greatest extent possible, existing topographic features of the site, including surrounding native vegetation, mature trees, drainage courses and land forms (such as hillsides and knolls).

The Project preserves and integrates into the site design, to the greatest extent. The net lot area is 38,373 square feet and is sufficient to accommodate the proposed use. The Project will be constructed on an existing building pad that is relatively flat, vacant, and already disturbed.

E. Grading has been designed to follow natural contours of the site and to minimize the amount of grading required to create the building area.

The swimming pool/spa and pool have been designed to follow the natural contours of the slope. The total proposed grading is 143 cubic yards. The excavation and export of 143 cubic yards for the pool is exempt from the Municipal Code.

F. Grading will not modify existing drainage channels nor redirect drainage flow, unless such flow is redirected into an existing drainage course.

Drainage will continue to flow toward the rear of the property with development of the proposed Project. No drainage channels will be affected by the proposed grading.

G. The project preserves surrounding native vegetation and mature trees and supplements these elements with drought-tolerant landscaping which is compatible with and enhances the rural character of the community, and landscaping provides a buffer or transition area between private and public areas.

The surrounding native vegetation and mature trees will not be affected. The proposed new landscaping will be drought tolerant and will enhance the rural character of the community. The location of the landscape buffer is proposed at the north portion of Pad #2 to screen the swimming pool/spa, pool equipment, and pool house from adjacent neighbors. The proposed new structures and new landscaping have been designed to preserve the four existing trees.

H. The project is sensitive and not detrimental to the convenient and safe movement of pedestrians and vehicles;

The proposed swimming pool/spa, stairs, flatwork, and landscaping are located in the at the northwest corner of Pad #2 and will not impact the existing circulation on the lot. An existing driveway on Pad #1 extends behind the residence down to Pad #2 and Pad #3. The existing driveway currently extends directly through Pad #2 to a private shared driveway onto Chesterfield Road.

I. The project conforms to the requirements of the California Environmental Quality Act. This project is also categorically exempt from CEQA pursuant to Section 15301.

See Section 4 above. The Project is exempt from the CEQA Guidelines pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures).

Section 6. Conditional Use Permit Findings. RHMC Section 17.16.040(A)(3) requires a Conditional Use Permit for a pool house that exceeds 200 square feet. The Applicant is proposing to build a 797-square-foot pool house located on Pad #2 on the central portion of the lot. Given the foregoing, in accordance with RHMC Section 17.42.050, the Planning Commission makes the following findings:

A. That the proposed conditional use is consistent with the General Plan.

The Project is consistent with the City's General Plan, including Land Use Element ("LUE") Policy 2.4, which aims for structures to be sited in a manner that preserves views from adjacent structures. Here, the Project is consistent with LUE Policy 2.4 as the pad area for the pool house and pool will be landscaped and screened from nearby residences so that the

improvements will not impact the view or privacy of surrounding neighbors. Approval of the Project is also consistent with LUE Policy 1.1, which aims for the City to maintain its one and two acre minimum lot size requirements. The Project is consistent with LUE Policy 1.1 as it will not change the lot size, and consistent with LUE Goal 2, which aims to accommodate development that is compatible with and complements existing land uses. Here, the Project is compatible with existing land uses as other properties in the same zone have a pool and pool house. Lastly, by constructing the pool and pool house, the Project is consistent with Open Space and Conservation Element Goal 2, which aims for expanded opportunities for outdoor recreation.

B. That the nature, condition and development of adjacent uses, buildings and structures have been considered, and that the use will not adversely affect or be materially detrimental to these adjacent uses, building or structures.

The nature, condition, and development of adjacent structures have been considered, and the Project will not adversely affect or be materially detrimental to these adjacent uses, buildings, or structures because the proposed use (pool house), the existing second building pad, and its general location is of sufficient distance from nearby residences so as to not impact the view or privacy of surrounding properties. The Project site slopes down approximately 18 feet below the main residence to the finished grade of the pool house. The proposed ridgeline elevation of the pool house does not exceed 14 feet and 11 inches in height.

C. That the site for the proposed conditional use is of adequate size and shape to accommodate the uses and buildings proposed.

The proposed conditional use complies with all applicable development standards in the RAS-1 and OZD-1 Zones. The net lot area is 38,373 square feet and is adequate to support the proposed use. The proposed pool house will be located on the existing Pad #2, which has a total of 4,795 square feet.

D. That the proposed conditional use complies with all applicable development standards of the zone district.

That the proposed conditional use complies with all applicable development standards of the RAS-1 and OZD-1 Zoning Districts, including size, setbacks, and location.

That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities. That the proposed use is consistent with the portions of the Los Angeles County Hazardous Waste Management Plan relating to siting and siting criteria for hazardous waste facilities because the Project site is not listed on the current State of California Hazardous Waste and Substances Sites List.

A. That the proposed conditional use observes the spirit and intent of this title.

The construction of the pool house allows the Applicants the ability to enjoy rights enjoyed by other residents in the City. The proposed use is consistent with the residential character of the City.

Section 7. Approvals. Based upon the foregoing findings, the Planning Commission hereby approves the 1) Site Plan Review for an 800-square-foot swimming pool/spa and 2) Conditional Use Permit for a 797- square-foot pool house; subject to the following conditions:

A. The Site Plan and Conditional Use Permit approvals shall expire within two years from the effective date of approval as defined in RHMC Sections 17.46.080, 17.42.070, 17.60.080, and 17.38.070 of the Zoning Ordinance unless otherwise extended pursuant to the requirements of these sections.

B. If any condition of this resolution is violated, the entitlement granted by this resolution shall be suspended and the privileges granted hereunder shall lapse and upon receipt of written notice from the City, all construction work being performed on the subject property shall immediately cease, other than work determined by the City Manager or his/her designee required to cure the violation. The suspension and stop work order will be lifted once the Applicant cures the violation to the satisfaction of the City Manager or his/her designee. In the event that the Applicant disputes the City Manager or his/her designee's determination that a violation exists or disputes how the violation must be cured, the Applicant may request a hearing before the City Council. The hearing shall be scheduled at the next regular meeting of the City Council for which the agenda has not yet been posted; the Applicant shall be provided written notice of the hearing. The stop work order shall remain in effect during the pendency of the hearing. The City Council shall make a determination as to whether a violation of this Resolution has occurred. If the Council determines that a violation has not occurred or has been cured by the time of the hearing, the Council will lift the suspension and the stop work order. If the Council determines that a violation has occurred and has not yet been cured, the Council shall provide the Applicant with a deadline to cure the violation; no construction work shall be performed on the property until and unless the violation is cured by the deadline, other than work designated by the Council to accomplish the cure. If the violation is not cured by the deadline, the Council may either extend the deadline at the Applicant's request or schedule a hearing for the revocation of the entitlements granted by this Resolution pursuant to Chapter 17.58 of the Rolling Hills Municipal Code (RHMC).

C. All requirements of the Building and Construction Ordinance, the Zoning ordinance, and of the zone in which the subject property is located must be complied with unless otherwise a variance to such requirement has been approved.

D. The lot shall be developed and maintained in substantial conformance with the site plan on file at City Hall and approved by the Planning Commission on **October 18, 2022** except as otherwise provided in these conditions. The working drawings submitted to the Department of Building and Safety for plan check review shall conform to the approved development plan. All conditions of the Site Plan Review and Conditional Use Permit approvals shall be incorporated into the building permit working drawings, and where applicable complied with prior to issuance of a grading or building permit from the building department.

E. The conditions of approval of this Resolution shall be printed onto a separate sheet and included in the building plans submitted to the Building Department for review and shall be kept on site at all times.

F. Any proposed modifications and/or changes to the approved Project, including resulting from field conditions, shall be discussed with staff so that staff can determine whether

the modification is minor or major in nature. Minor modifications are subject to approval by the City Manager or his or her designee. Major modifications are subject to approval by the Planning Commission after a public hearing. Applicant shall not implement modifications or changes to the approved Project without the appropriate approval from the City Manager or designee or the Planning Commission, as required.

G. Prior to submittal of final working drawings to Building and Safety Department for issuance of building and grading permits, the plans for the Project shall be submitted to City staff for verification that the final plans are in compliance with the plans approved by the Planning Commission.

H. A licensed professional preparing construction plans for this Project for Building Department review shall execute a Certificate affirming that the plans conform in all respects to this Resolution approving this Project and all of the conditions set forth herein and the City's Building Code and Zoning Ordinance.

I. Further, the person obtaining a building and/or grading permit for this Project shall execute a Certificate of Construction stating that the Project will be constructed according to this Resolution and any plans approved therewith.

J. Structural lot coverage of the lot shall not exceed 5,998 square feet or 15.6% of the net lot area, in conformance with lot coverage limitations (20% maximum). The total lot coverage proposed, including structures and flatwork, shall not exceed 10,704 square feet or 27.9% of the net lot area, in conformance with lot coverage limitations (35% maximum).

K. The disturbed area of the lot shall not exceed 60%, or 23,030 square feet surface area. Grading for this Project shall not exceed a total of 143 cubic yards and all dirt will be exported.

L. The first building pad (Pad #1) the main residence is shall not exceed 7,492 square feet or 53.1%, the second building pad (Pad #2) the proposed location for the swimming pool/spa shall not exceed 4,795 square feet or 65%, and building pad (Pad #3) is the barn and corral shall not exceed 2,228 square feet or 18.9%.

M. The Project shall at all times comply with the conditions set forth in Section 17.16.210(A)(2) of the RHMC in that the pool house:

- a. Shall not exceed eight hundred square feet.
- b. Shall not be located in the front yard or any setback.
- c. A kitchenette and sanitary facility consisting of a shower, sink and toilet shall be permitted.
- d. No sleeping quarters or renting of the structure shall be permitted.

N. A minimum of five-foot level path and/or walkway, which does not have to be paved, shall be provided around the entire perimeter of all of the proposed structures or otherwise required by the Fire Department.

O. The applicant shall comply with all requirements of the Low Impact Development requirements for storm water management on site (RHMC Chapter 8.32).

P. Hydrology, soils, geology and other reports, as required by the Building and Public Works Departments, and as may be required by the Building Official, shall be prepared.

Q. Prior to issuance of a final construction approval of the Project, all graded slopes shall be landscaped. Prior to issuance of building permit, the landscaping plan shall meet the requirements of the City, shall be submitted to the City in conformance with Fire Department Fuel Modification requirements, and shall be approved by the City's landscape consultant.

R. The Project shall be landscaped, and continually maintained in substantial conformance with the landscaping plan on file approved by the City's landscape consultant. A detailed landscaping plan shall provide that any trees and shrubs used in the landscaping scheme for this Project shall be planted in a way that screens the Project development from adjacent streets and neighbors, such that shrubs and trees as they mature do not grow into a hedge or impede any neighbors views and the plan shall provide that all landscaping be maintained at a height no higher than the height of the ridge line of the pool house. The pool equipment shall be screened to the satisfaction of the Planning Director. The landscaping plan shall utilize to the maximum extent feasible, plants that are native to the area, are water-wise and are consistent with the rural character of the community. Plants listed as high hazardous plants under RHMC Section 8.30.015 are prohibited.

S. The applicant shall submit a landscaping performance bond or other financial obligation, to be kept on deposit by the City, in the amount of the planting plus irrigation plus 15%. The bond shall be released no sooner than two years after completion of all plantings, subject to a City staff determination that the plantings required for the Project are in substantial conformance with approved plans and are in good condition.

T. The landscaping shall be subject to the requirements of the City's Water Efficient Landscape Ordinance, (Chapter 13.18 of the RHMC).

U. Pursuant to Chapter 8.30 of the RHMC, the property shall at all times be maintained free of dead trees and vegetation.

V. The setback lines and roadway easement lines in the vicinity of the construction for this Project shall remain staked throughout the construction. A construction fence may be required.

Perimeter easements, including roadway easements and trails, if any, shall remain free and clear of any improvements to advance equestrian use and emergency preparedness for evacuation within the City. Where RHCA has demonstrated authority over the easement, the City's Planning Director may grant relief from this condition upon satisfactory proof of permission from RHCA and a legitimate showing that there is no need for the condition to advance equestrian uses and emergency preparedness.

W. Minimum of 65% of any construction materials must be recycled or diverted from landfills. The hauler of the materials shall obtain City's Construction and Demolition permits for waste hauling prior to start of work and provide proper documentation to the City.

X. *During construction*, conformance with the air quality management district requirements, storm water pollution prevention practices, county and local ordinances and

engineering practices so that people or property are not exposed to undue vehicle trips, noise, dust, objectionable odors, landslides, mudflows, erosion, or land subsidence shall be required.

Y. *During construction*, to the extent feasible, all parking shall take place on the Project site, if necessary, any overflow parking may take place within the unimproved roadway easements along adjacent streets, and shall not obstruct neighboring driveways, visibility at intersections or pedestrian and equestrian passage. During construction, to the maximum extent feasible, employees of the contractor shall car-pool into the City. To the extent feasible, a minimum of 4' wide path, from the edge of the roadway pavement, for pedestrian and equestrian passage shall be available and be clear of vehicles, construction materials and equipment at all times.

AA. *During construction*, the property owners shall be required to schedule and regulate construction and relate traffic noise throughout the day between the hours of 7 AM and 6 PM, Monday through Saturday only, when construction and mechanical equipment noise is permitted, so as not to interfere with the quiet residential environment of the City of Rolling Hills.

BB. Prior to demolition of the existing structures, an investigation shall be conducted for the presence of hazardous chemicals, lead-based paints or products, mercury and asbestos-containing materials (ACMs). If hazardous chemicals, lead-based paints or products, mercury or ACMs are identified, remediation shall be undertaken in compliance with California environmental regulations and policies.

CC. The property owner and/or his/her contractor/applicant shall be responsible for compliance with the no-smoking provisions in the Municipal Code. The contractor shall not use tools that could produce a spark, including for clearing and grubbing, during red flag warning conditions. Weather conditions can be found at: http://www.wrh.noaa.gov/lox/main.php?suite=safety&page=hazard_definitions#FIRE. It is the sole responsibility of the property owner and/or his/her contractor to monitor the red flag warning conditions.

DD. The swimming pool/spa, flatwork, and pool house shall drain in accordance with the approved grading and drainage plan. Drainage dissipaters shall be constructed outside of any easements. The drainage system shall be approved by the Department of Building and Safety. If an above ground swale and/or dissipater is required, it shall be designed in such a manner as not to cross over any equestrian trails or discharge water onto a trail, shall be stained in an earth tone color, and shall be screened from any trail, road and neighbors' view to the maximum extent practicable, without impairing the function of the drainage system.

EE. *During construction*, dust control measures shall be used to stabilize the soil from wind erosion and reduce dust and objectionable odors generated by construction activities in accordance with South Coast Air Quality Management District, Los Angeles County and local ordinances and engineering practices.

FF. *During construction*, an Erosion Control Plan containing the elements set forth in Section 7010 of the 2016 County of Los Angeles Uniform Building Code shall be followed to minimize erosion and to protect slopes and channels to control storm water pollution.

GG. The property owners shall be required to conform to the Regional Water Quality Control Board and County Health Department requirements for the installation and maintenance

of storm water drainage facilities and septic tank.

HH. The applicant shall pay all of the applicable Building and Safety and Public Works Department fees and Palos Verdes Peninsula Unified School District fees, if any.

II. Prior to final inspection of the Project, "as graded" and "as constructed" plans and certifications shall be provided to the Planning Department and the Building Department to ascertain that the completed Project is in compliance with the Planning Commission approved plans. In addition, any modifications made to the Project during construction, shall be depicted on the "as built/as graded" plan.

JJ. The applicants shall execute an Affidavit of Acceptance of all conditions of the Site Plan Review approval, or the approval shall not be effective.

KK. All conditions of this Resolution, when applicable, must be complied with prior to the issuance of a grading or building permit from the Building and Safety Department

LL. Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Code of Civil Procedure Section 1094.6.

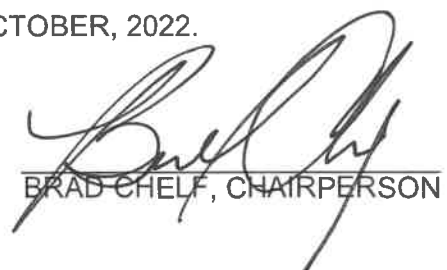
MM. The applicant shall remove all of the existing portable toilets located at the north portion of the lot that fronts Chesterfield Road. The applicant shall relocate the portable toilets to an area on his property that will not impact the neighbors' views. In addition, the applicant shall not place any sheds, storage bins, or temporary structures on his property that will impact the neighbors' views.

NN. The applicant is required to present a Landscape Plan to the Planning Commission for approval. The landscape shall include plant materials that will provide privacy for the property owners, and provide screening to minimize the neighbors' views of the swimming pool and pool house. The landscaping shall be planted along the northern portion of the fence line of Pad #2. Hedges are prohibited in the City, and the applicant shall use drought tolerant native plants, including trees, shrubs, and bushes.

OO. The existing pasture and corral area shall be restored to its natural state. The existing driveway and road located at the easterly portion of Pad #3 shall be removed. No future driveway shall be permitted without approval from the City. Street parking is permitted on Chesterfield Road in front of the driveway to be removed.

PP. The 143 cubic yards of dirt excavated from the swimming pool shall be exported. Pad #2 shall remain at the same grade with no increase to the existing elevation.

PASSED, APPROVED AND ADOPTED THIS 18th DAY OF OCTOBER, 2022.



BRAD CHELF, CHAIRPERSON

ATTEST:

A handwritten signature in blue ink, appearing to read 'CH', is written over a horizontal line.

CHRISTIAN HORVATH, CITY CLERK

Any action challenging the final decision of the City made as a result of the public hearing on this application must be filed within the time limits set forth in Section 17.54.070 of the Rolling Hills Municipal Code and Civil Procedure Section 1094.6.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
§§ CITY OF ROLLING HILLS)

I certify that the foregoing Resolution No. 2022-17 entitled:

**A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF ROLLING HILLS GRANTING
APPROVAL OF ZONING CASE NO. 22-60 FOR A
SITE PLAN REVIEW FOR THE CONSTRUCTION OF
A NEW 800- SQUARE-FOOT SWIMMING POOL/SPA
AND A CONDITIONAL USE PERMIT FOR THE
CONSTRUCTION OF A 797- SQUARE-FOOT POOL
HOUSE FOR A PROPERTY LOCATED AT 21
CHUCKWAGON ROAD (LOTS 4-CF & 7-CF)
ROLLING HILLS, CA 90274 (MAUS)**

was approved and adopted at a regular meeting of the Planning Commission on October 18,
2022, by the following roll call vote:

AYES: Douglass, Kirkpatrick, Chair Chelf

NOES: None

ABSENT: Cardenas, Cooley

ABSTAIN: None

and in compliance with the laws of California was posted at the following:

Administrative Offices.


CHRISTIAN HORVATH, CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.A
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE UPDATE TO THE COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) AND DIRECT STAFF TO SHARE THE APPROVED UPDATED CWPP WITH THE CALIFORNIA INSURANCE COMMISSION AND WORK WITH THE COMMISSION TO ASSIST RESIDENTS IN OBTAINING FIRE INSURANCE IN ROLLING HILLS

DATE: November 14, 2022

BACKGROUND:

In June 2018, the City submitted a notice of interest for federal grant funds provided by the Federal Emergency Management Agency (FEMA)'s Hazard Mitigation Grant Program administered by the California Office of Emergency Services (CalOES), to prepare a Community Wildfire Protection Plan (CWPP). On July 2, 2020, the City received an award of \$123,750 of federal funding to complete a CWPP.

Because of the delay in the award process and uncertainty as to whether the funds would be awarded, City staff and the Block Captains, with the support of the Rolling Hills Community Association (RHCA) and the City Council, decided to take on the task of completing a CWPP without the assistance of consulting services to minimize expenses. On July 26, 2020, the City was informed by CalOES that the awarded funds would be de-obligated because the preparation of the CWPP commenced prior to the FEMA award date of June 19, 2020. On July 27, 2020, the City Council adopted the Rolling Hills Community Wildfire Protection Plan which was completed without FEMA grant monies.

The support of the First Responders (Los Angeles County Fire and Sheriff's Departments), the engagement of the community through the efforts of the Block Captains, and the coordination between the RHCA and the City Council subcommittees on Wildfire Mitigation, all were critical elements to the completion of the CWPP.

The CWPP is a community-based document aimed at addressing concerns from the residents and community engagement is a key component of the CWPP. During the initial Plan development process in 2020, the residents developed survey questions and analyzed the survey responses, and a large portion of the plan was written by residents. The CWPP also is

intended to be a living document. The CWPP utilizes an iterative approach and defines a path for the City, RHCA, the First Responders and the community for action to prevent and prepare for wildfires. It is intended to be updated annually, to capture ongoing mitigation efforts and to evaluate the effectiveness of current mitigation measures.

2021 CWPP Plan Update

Since the adoption of the Rolling Hills Community Wildfire Protection Plan, the City has seen multiple staff vacancies which have prevented annual updating of the Plan. More recently, the City had sufficient staff to dedicate the time needed for the update to occur and recently completed the update process.

2022 CWPP Plan Update

The plan called for updates to occur annually. As a part of the lessons learned since 2020 from implementing projects listed in CWPP, projects typically require more than 12 months to develop. Staff is adjusting so that the plan update occur once every two years. Going forward, plan updates will be summarized in new appendices to the plan. Appendix D summarizes the activities for 2021 and 2022.

DISCUSSION:

On September 26, 2022, the CWPP Update was presented to the City Council with the intent to share the Update with the community and allow the community to review and provide feedback in the month of October 2022. Significant efforts were made to allow the public the opportunity to make comments on the Plan Update including posted it predominately on City's homepage, publicized twice on the City's Blue Newsletter, distributed to the Block Captains and announced it during the five Block Captain Annual Zone meetings held at City Hall. To date, the City received 2 comments (attached comment matrix).

Staff recommends the City Council approve the CWPP Update as drafted and direct Staff to share the approved updated CWPP with the California Insurance Commission and work with the Commission to assist residents in obtaining fire insurance in Rolling Hills.

FISCAL IMPACT:

There is no fiscal impact to this report.

RECOMMENDATION:

Approve Update to the Community Wildfire Protection Plan (CWPP) and direct Staff to share the approved updated CWPP with the California Insurance Commission and work with the Commission to assist residents in obtaining fire insurance in Rolling Hills.

ATTACHMENTS:

[CWPP_final_2020-09-10_v2020.1.pdf](#)

[CL_AGN_CC_220926_CWPPAppendix D - September 2022_F_2022-09-22.pdf](#)

[CL_AGN_CC_221114_COMMENTS CWPP Update_221101.pdf](#)

**ROLLING HILLS
COMMUNITY WILDFIRE PROTECTION PLAN
(CWPP)**



V2020.1
JULY 2020

The City of Rolling Hills Community Wildfire Protection Plan was developed collaboratively among stakeholders including the community, the City of Rolling Hills, the Rolling Hills Community Association, the Los Angeles County Fire Department, and the Los Angeles Sheriff's Department. The plan includes a prioritized list of hazardous fuel reduction strategies and addresses measures that the community members can take to reduce structural ignitability. The undersigned have reviewed the Rolling Hills CWPP and accept this document as the final draft representing 2020.

Leah Mirsch, Councilmember

City of Rolling Hills

Patrick Wilson, Councilmember

City of Rolling Hills

Tom Heinsheimer, RHCA Boardmember

Rolling Hills Community Association

Anne Smith, RHCA Boardmember

Rolling Hills Community Association

Central Regional Operations Bureau
Assistant Fire Chief Scott Hale

Los Angeles County Fire Department

Lomita Station Captain James Powers

Los Angeles County Sheriff's
Department



We would like to thank the following for individuals for their support:

City of Rolling Hills

Elaine Jeng, City Manager

Connie Viramontes, Administrative Assistant

Rolling Hills Community Association

Roger Hawkins, past Board member

Kristen Raig, RHCA Manager

First Responders

Assistant Chief J. Lopez, Los Angeles County Fire Department

Battalion Chief Alvin Brewer, Los Angeles County Fire Department

Fire Station 56, Los Angeles County Fire Department

Deputy John Despot, Los Angeles County Sheriff's Department

Deputy Reese Souza, Los Angeles County Sheriff's Department

Deputy Tina McCoy, Los Angeles County Sheriff's Department

Rolling Hills Residents - Block Captain Program

Arlene and Gene Honbo, Lead Block Captains

Block Captains as of May, 2020

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**CITY OF ROLLING HILLS
COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)
JULY 2020**

INTRODUCTION

2018 was a year of destructive wildfires throughout California taking lives, destroying properties and prompting large-scale emergency evacuations. It was a stark reminder that all the land in Rolling Hills and the Palos Verdes Peninsula were determined as “Very High Fire Hazard Severity Zone” by the State of California Department of Forestry and Fire Protection. Recognizing its wildfire history, the City of Rolling Hills asked residents what actions should be taken to better prepare and protect lives in the event of a wildfire?



What is the greatest risk of wildfire for Rolling Hills? The residents responded fire fuel in the canyons. Is there more that the Rolling Hills Community Association and the City should be doing to protect lives and properties in the case of wildfires? The residents responded yes! Would the community be interested in receiving information on the best way to manage the vegetation in the canyons to prevent wildfires? The residents responded yes! How important is it for residents to manage fuel (e.g. trees, brush, etc.) on their property (including canyons located on private property)? The residents expressed, on a scale 1-100 with 100 being very important, 87. All of these efforts to reduce

vegetation are critical to our highest priority – protecting the lives of residents and their families.

Early 2019 marked the beginnings of a needed collaboration between the residents of Rolling Hills, the City of Rolling Hills, Rolling Hills Community Association (RHCA), Los Angeles County Fire Department and Los Angeles County Sheriff's Department (collectively referred to as First Responders). The four entities worked together throughout the year to formulate a Community Wildfire Protection Plan (CWPP). The CWPP for the City of Rolling Hills is an action plan to implement wildfire mitigation measures to address the community's greatest risks. Residents were offered opportunities to voice their opinions on ways to reduce wildfire threats to their lives and home and overall community. This was accomplished through a series of emergency preparation meetings with First Responders; residents were encouraged to participate in a Wildfire Mitigation survey and 25% of the residents of Rolling Hills submitted their comments. The on-going work and commitment of all four entities produced a prioritized plan that reflects the voices of residents and wildfire mitigation priorities for the City of Rolling Hills.

The plan is designed to be a living document, one that the community can refer to for action and as such, the conventional agency (City, RHCA, and First Responders) statistical data, environmental setting including fire history and the process to solicit the community's feedback on issues relating to wildfire concerns are all relegated to the Appendices of this plan. This plan starts with the tool box of mitigation measures identified for Rolling Hills and the plan discusses in detail potential evacuation scenarios. Many mitigation strategies were recommended and prioritized by Carol Rice, Fire Fuel Consultant, with the highest value being placed on 1) life safety; 2) structural protection; 3) natural resources and habitat. Finally, the plan lists the action items for the next three fiscal years and concludes with a schedule for periodic evaluation of the effectiveness of the actions performed and updates to the plan.

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APPENDIX

Appendix A City Overview and Fire Environment

Appendix B Community Survey

Appendix C Wildland Res Mgt by Carol Rice, November 1, 2019

1.0 FIRE MITIGATION STRATEGIES FOR ROLLING HILLS

Wildfire threat can be defined as the result of an analysis of potential fire behavior and the likelihood of fire to occur relative to the communities at risk. The Fire Department develops maps showing areas of significant fire hazards using fuels, terrain, weather, and other relevant factors. While the maps are useful in examining fire hazard, high risk areas can be further identified using local perspectives and priorities regarding communities at risk and areas of concern. Appendix A, City Overview and Fire Environment, provides information on the City and the wildfire threats.

Critical to the development of the CWPP was to obtain the input of the City's stakeholders, all the residents of Rolling Hills. It was decided the best vehicle to capture input of all residents was through a survey and augment seminars conducted with residents in 2018. The survey was a "grassroots" effort whereby Block Captains developed the survey, educated residents on the importance of their participation through Zone meetings and summarized the survey feedback. Block Captains provided feedback on potential solutions and mitigation strategies.

The Wildfire Mitigation survey was sent to approximately 1270 residents and the response rate was estimated at 25%. Appendix B, Community Survey, details areas of concerns and priorities as expressed by the residents.

Based on the community's expressed concerns, fire mitigation strategies for Rolling Hills were developed from a variety of sources. The Rolling Hills Community Association (RHCA) engaged Fire Fuel Consultant, Wildland Res Management Ms. Carol Rice to assess Rolling Hills and provide recommendations to the RHCA Board of Directors. The Wildland Res Management Report dated November 1, 2019 is included as Appendix C. The Los Angeles County Fire Department provided recommendations to the City of Rolling Hills on options to deal with vegetation management including the canyons. All recommendations provided by Wildland Res Management and LA Fire Department are prioritized with the highest value on 1) life safety; 2) structural protection; and 3) natural resources and habitat. Based on the feedback from the community survey, vegetation management was a most critical element for the residents. Feedback from all these resources was used to formulate the potential mitigation strategies detailed below.

1.1 Infrastructure hardening

- Require that all structures have a class A roof by 2030.
- Consider changes to landscaping guidelines to comply with landscape recommendations to reduce structure ignitability
- Create incentive plan or identify special "preferred" contractors who will assist with approvals and installation/alterations to harden homes.

- Partner with manufacturers for demonstrations & to identify contractors of vents and equipment to harden homes.
- For a specific period of time (1 year) offer discounted permits or incentive for homeowners to make alterations to homes to harden (change out wood siding to hardy board, replace wood shingles, upgrade windows to dual pane, major landscape change)
- Feature homes that are compliant with standards in Rolling Hills Living magazine

1.2 Vegetation Management¹

Canyons

- **Fuel Management.** Consultant Carol Rice provided services to the RHCA in 2009 and the products of her work can be found on the City and RHCA websites. RHCA contracted again with Carol Rice in 2019 for a report recommending steps for the community to mitigate wildfire. Ms. Rice's "Creating Fire Safe Canyons" guide includes 3 strategies for residents to manage fuel on their property, including area in canyons:
 - Shaded fuelbreak
 - Mosaic groupings
 - Shortened shrubs
- **Goats.** Goat grazing can be a cost effective, environmentally sound way to clear combustible vegetation and promote growth of native grasses and beneficial plants, particularly for large areas (10, to 100+ acres) and in steep or difficult terrain. Grazing can efficiently treat areas that are inaccessible or difficult to manage with mowers and weed eaters, areas where prescribed burns are inadvisable, and sensitive areas where the application of herbicides is not appropriate.
- **Control burns.** Los Angeles County Fire Department is dedicated to fire protection and wildfire prevention. One of the Los Angeles County Fire Department's prevention programs is Vegetation Management (Title 14, California Code of Regulations, Chapter 9.8 Chaparral management, Sections 1560 to 1569.6). The Vegetation Management Program (VMP) is a cost-share program that focuses on the use of prescribed fire, and some mechanical means, for addressing wildland fire fuel hazards and other resource management issues. The use of prescribed fire mimics natural processes, restores fire to its historic role in wildland ecosystems and provides significant fire hazard reduction benefits that enhance public and firefight safety.

¹ Recommendations by Consultant Carol Rice are included in this report to illustrate available wildfire mitigation strategies for Rolling Hills and in no way suggest that the strategies will be adopted by the Rolling Hills Community Association.

- **Invasive or noxious plants.** Consider the use of herbicide or the manual removal of invasive or noxious plants in the canyons: Arundo donax, bamboo-like plants and poison oak.

Fire Fuel Management Standards for individual properties

Fire Fuel Consultant Carol Rice recommended the community adopt Fire Fuel Management Standards as a tool to teach homeowners about fire-wise vegetation management on their private property. The Los Angeles County Fire Department endorsed and supported this recommendation for the city. Ms. Rice also recommended individual property inspections be conducted to evaluate individual properties in comparison with the Fuel Management Standards with recommendations on how homeowners can meet vegetation management guidelines.

Roadside

Based on the Wildland Res Management report, the following measures were recommended:

- Evaluate the Fire Code requirements for 10' roadside clearance for easy access and improved evacuation routes. Fire Code Section 325.10 defines clearance requirements.
- Remove all vegetation from area immediately adjacent to roadway and install surface that does not promote germination of weeds, i.e. decomposed granite or wood chips. Perform weed management in spring and summer (mowing, weed whacking). The RHCA does not use herbicides in the community except for noxious plants like poison oak.
- Eliminate fuel ladders by removing lower tree branches and limiting the height of shrubs under trees to prevent fire from moving into tree canopies 4-6' back from edge of roadway:
- Clear all vegetation within 3' around the base of a utility pole or fire hydrant. Non-exempt poles require 10' clearance. SCE is responsible for such clearance.
- Remove trees underneath power lines that have a mature height that could interfere with electrical wires or equipment. Always work through SCE for line clearance.
- Remove or cut back tree limbs that are within 8' of electrical wires. Always work through SCE for line clearance.
- Within the roadway easement, remove plants and volunteer trees identified by the fire department as highly flammable (pampas grass, juniper, palm trees, pine trees, eucalyptus trees). Prohibit new planting of these highly flammable plants by changing landscape guidelines.
- Encourage or require property owners to adhere to vegetation management within the boundaries of their property to meet the fuel management standards set by the County Fire Department for Very High Fire Hazard Areas and in limited areas, the Association standards for Fuel Management and RHCA landscaping

guidelines for new planting. The RHCA may require higher standards than the Fire Code.

- Rice's report also encouraged the development of a community fuel management standards to set measurable standards for vegetation management along roadsides within the RHCA road easements and other areas allowed in the CC&Rs. Recommended also is removing tree limbs hanging over roadways that are under 18' in height or as assessed by the fire department.

Bridle trails

- Annual maintenance mowing and weed whacking along bridle trails.
- Periodic vegetation management such as abatement using brush hound, hedge trimmers or heavier equipment on an as-needed basis and as the budget permits.
- Manage vegetation to eliminate fuel ladders along bridle trails.
- Cut back blackberries and lift and separate plants that currently make up the dense brush in canyons (lemonade berry or toyon).
- Remove palm trees and other "high hazard" plants identified by LA Co. Fire
- Remove Arunda (bamboo like vegetation) from areas immediately adjacent to bridle trails
- Consider all means available for brush clearance, including but not limited to goats, or contract services

Invasive and highly flammable plants

- Create a list identifying highly flammable plants and request that the governing bodies prohibit planting of these plants and create a plan for eradication or removal of such plants within the community. Create a list of desirable plants as an alternative for planting. Create or obtain funding for an incentive program for removal of such plants

1.3 Electric Power Lines

Experts have said that despite the heavy costs, burying power lines in areas most susceptible to winds would provide a huge margin of safety in reducing fire risk for communities. Burying utility lines underground in sensitive areas is a potential mitigation strategy for Rolling Hills.

Southern California Edison (SCE) periodically has to replace its wood power poles as part of its ongoing maintenance program and installs new power poles as needed. SCE has recently started to install power poles constructed of a composite nonflammable material and will begin to wrap its wood power poles with a nonflammable material. Replacement occurs when SCE determines the need on a case by case basis.

1.4 Inspections and Enforcement

The City of Rolling Hills (City) enforces its nuisance codes (City Municipal Code Chapter 8.24 Abatement of Nuisance and Chapter 8.30 Fire Fuel Abatement) by City staff and the City Attorney.

The Fire Department has jurisdiction over property with structures and the Agricultural Commissioner has jurisdiction over the rest. The Fire Code enforcement, historically, has been limited to removing dead vegetation within 200 feet of residences even though the Fire Code also requires ten feet of clearance on each side of all roads and driveways. Fire Code Section 325.10 Roadway Clearance: "The fire code official may require removal and clearance of all flammable vegetation or other combustible growth for a minimum of 10' on each side of every roadway, whether public or private... This section shall not apply to single specimen trees, ornamental shrubbery, or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground cover, provided that they do not form a means of readily transmitting fire."

City nuisance code enforcement of Chapter 8.24 is rarely invoked. City nuisance code enforcement of Chapter 8.30 is actively enforced by a dedicated City code enforcement official. Said Chapter 8.30, however, is limited by its terms to dead vegetation of any kind, dead or alive tumbleweeds, and dead palm fronds on living palm trees located on the portion of the property that has a slope equal to or less than 50%.

The LA County Fire Department provides fire hazard reduction and safety guidelines to all property owners in Rolling Hills. After a mailed notice, the Fire Department and Agricultural Commissioner personnel conduct an annual inspection of all of the properties commencing June 1 for non-compliance with the Fire Code. Fire Department personnel do not have the right to enter through locked gates. Property owners may deny access, at which point, an inspection warrant must be secured. The property may be inspected if it can be seen from a public viewpoint.

The City code enforcement official conducts inspections year-round but can only do so from the roads and/or bridle trails unless given permission or obtaining a warrant.

SCE is responsible for power line clearance and non-exempt poles. The property owner is responsible for all other required clearance in the easement. SCE periodically inspects and reduces the height of trees and brush so they do not encroach into the area of the power lines.

2.0 EVACUATION STRATEGIES

2.1 Community Preparedness and Education

The Los Angeles County Fire Department, along with partnering agencies, stand ready to quickly respond to contain wildfires, utilizing firefighting resources from the air and ground to help protect people and property from wildfire.

Preparation and prevention go hand-in-hand. LA County Fire's Ready! Set! Go! Brochure is available for residents and was designed to provide critical information on creating defensible space around a home, retrofitting a home with fire-resistant materials, and informing how and when to safely evacuate well ahead of a wildfire. The City of Rolling Hills partners with the Fire Department to prepare and educate the community on the specifics contained in the Ready! Set! Go! Brochure through the Block Captain Program. A copy of the brochure can be obtained by calling LA County Fire Department Public Information Office at (323) 881-2411 or online at http://fire.lacounty.gov/wp-content/uploads/2020/05/Ready-set-go_051420.pdf.

2.1.1 Block Captain Program

The City's volunteer Block Captains are a crucial liaison between residents, first responders and the City's Emergency Operation Center (EOC) in the event of a large-scale emergency. In this role, the Block Captains are committed to serving and assisting residents of Rolling Hills before, during and after a disaster.

The Block Captain program divides the city into 24 zones. Each zone has two to three Block Captains with other residents providing Block Captain support if needed. Each zone has an average of 50 homes.

The Block Captain's primary duties include:

- Meet the residents in their zone, greet new homeowners and explain the Rolling Hills Wildfire Community Protection Plan (CWPP) to them.
- Keep track of who is living within their zone by maintaining names, telephone, email addresses and other relevant information.
- Identify residents with special needs.
- Maintain their walkie-talkies to ensure they are charged and in good working condition.
- Attend bi-monthly Block Captain meetings.
- Attend and encourage residents to attend periodic training programs on wildfire mitigation and disaster planning.

- Conduct one to two meetings annually with residents in their zone to distribute, update and exchange information. Convey resident's concerns to the Lead Block Captain or City Manager.
- Participate in annual emergency response drills.



In case of a wildfire or any type of disaster, the Block Captain's first responsibility is to his/her safety and the safety of his/her family and home. Only if there is time, it is the Block Captain's role to initiate pre-arranged procedures within their neighborhoods, including checking on and assisting special needs neighbors and, disseminating information received from the EOC.

Block Captains should be familiar with key documents contained in the "RH Block Captain Master Information File" including: Wildfire & Earthquake Checklists; the Wildfire & Earthquake Preparation and Evacuation Recommendations, and City emergency procedures. Block Captains play an important role in providing such information to residents about what to do in an emergency, in advance of an evacuation and in preparation for a disaster.

Each Block Captain is in charge of giving specific information summaries to emergency responders through the EOC about the state of residents in a Zone so their response to a disaster can be most effective and efficient.

Training programs will teach Block Captains about these responsibilities and teach other useful information, such as how to keep specific supplies accessible for when they are called to respond. They will be taught how to reach out to the residents in their Zone.

In short, a Block Captain is a lifesaving leader in times of citywide emergencies.

2.1.2 On-going communication and education

Effective communication and education programs are essential to implement and to maintain a successful Community Wildfire Protection Plan (CWPP) and will keep residents involved. The Rolling Hills Wildfire Mitigation Survey identified ‘on-going communications and education’ as a critical factor in dealing with wildfire preparedness and evacuation issues.

The communication and education program will be jointly sponsored by the City of RH, the RHCA and support of the first responders and the Block Captains. The program will consist of but not be limited to the following items:

1. Rolling Hills Living Magazine in-depth articles on wildfire mitigation
2. Rolling Hill Newsletter and Rolling Hills Community Association News Letter – Meeting announcements, training class schedule, annual exercise schedule, demonstrations, new Block Captain announcement
3. Bi-monthly Block Captain meeting will discuss planning updates, information transfer, first responder inputs
4. One to two annual Block Captain Zone meetings with new and current residents to transfer emergency preparedness information, especially updates from first responders
5. City of Rolling Hills Website www.rolling-hills.org has important information from items 1 thru 4
6. Workshops or seminars to include but not limited to:
 - a. How to create a defensible space on your property
 - b. How to harden your home
 - c. How to improve your landscape with more fire-resistant plants
 - d. How to inspect your home for fire hazards
 - e. Why high hazard plants should be removed
 - f. How to develop an evacuation plan for your family
 - g. How to sign up for the City’s “Notify me”, reverse 911 and subscribe to Alert Southbay.

7. An evaluation of equipment used by Block Captains during an emergency will facilitate communication with the City of Rolling Hills. The goal is to complete the evaluation by the end of 2020. (See section 2.2.2.2.) Equipment will be issued in advance of an emergency so Block Captains can communicate with the Emergency Operation Center (EOC) in the event of land line and cell phone failure.

The communication and education process will be continuously monitored to ensure effectiveness and efficiency by evaluating new tools and methods.

2.2 Evacuation during an Actual Emergency

The Fire Department and the Sheriff's Department operate under the Unified Incident Command where representatives from each department and other relevant agencies will set up a command post near the incident to ensure all entities responding to the emergency are communicating. If appropriate and relevant, the City Manager of Rolling Hills will be invited to be at the command post and send information back to the City's Emergency Operations Center (EOC).

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept. It is a management protocol originally designed in the 1970s for the Fire Service agencies in California and subsequently required through state legislation in 1993 as an element of the Standardized Emergency Management System (SEMS) to cover all California State agencies and its political subdivisions. In 2004, ICS was required to be implemented nationally as an element of the National Incident Management System (NIMS) through Presidential Directive (HSPD-5 & 8). ICS is based upon a flexible, scalable emergency response organization providing a common framework within which representatives may be drawn from multiple agencies that do not routinely work together, and ICS is designed to give standard response and operation procedures to reduce the problems and potential for miscommunication on such incidents.¹

Responding specifically to wildfires, the Fire Department will take the lead in determining the appropriate response strategies including ordering evacuations. The Sheriff's Department will take orders from the Fire Department and support the Fire Department in their calls. As an example, if the Fire Department calls for evacuations citywide, the Sheriff's Department would assist in notifying residents by going to door to door, siren calls in a localized area, and or use available and operable media notifications such as the City's "notify me," and or Alert Southbay. The Sheriff's Department would also deploy personnel to assist with traffic control. Under a citywide evacuation order, to ensure safety, the Sheriff's Department would also manage the entries back into the community.

2.2.1 Evacuation Levels

Depending on the condition of the wildfire, the Fire Department may call for the following:

- Citywide evacuation
- Partial evacuation – areas defined
- Shelter in place

In all scenarios, it is imperative that the community has a personal evacuation plan to refer to for expedient actions. It is also imperative that the community prepare for emergencies with a list of important phone numbers, critical items to take with when leaving, a location to go when forced to evacuate, several different routes to safety and flash lights, candles, canned food and water. The READY! SET! GO! brochure published by the Los Angeles County Fire Department is an essential emergency preparation booklet that includes how to prepare a personal Wildfire Action Plan including where and when to evacuate. Residents are asked to formulate a plan and rehearse that plan periodically so that it becomes second nature in the event of an emergency.

2.2.2 Communication during emergency events

2.2.2.1 Emergency Operations Center (EOC)

The City of Rolling Hills is currently drafting the Emergency Operations Plan (EOP) that will outline the operations of the Emergency Operations Center (EOC). The EOP will define when and how the EOC will be opened, the players that are a part of the EOC and the functions of each position in the EOC.

The EOC will operate using the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). Employees of the City of Rolling Hills will be staffing the City's EOC including a member of the Rolling Hills Community Association. Employees of the City of Rolling Hills are required to take SEMS/NIMS training from the California Governor's Office of Emergency Services (CalOES). A division of CalOES called the California Specialized Training Institute (CSTI) provide training to local governments in California to have standardization in the way EOCs are operated in California and nationally. In the event that the employees of the City of Rolling Hills are unable to serve in the EOC during an emergency, staff members from other nearby cities can assist provided that they have received training from CSTI.

The EOC would be divided into the following sections with one or two people responsible for each of the sections:

- Intelligence
- Planning
- Logistics
- Operations
- Finance

Briefly, the EOC is a centralized location to receive reports from the field, response efforts are planned, operations personnel are deployed and expenditures are tracked. As an example, the First Responders could report that there are three fallen trees along the major arterial of the City blocking vehicular traffic. Upon receiving this report, the EOC could contact appropriate vendors to clear the trees from the road. Expenses relating to the clearing of the tree will be tracked for potential reimbursement through federal agencies or State agencies.

Rolling Hills Community Association, having control over the easements including the trail and the roads, will play a critical part in the example outlined. The RHCA can deploy their own personnel to conduct the clearing work or engage vendors that they already have relationships with to assist the community in the time of need.

2.2.2.2 Emergency communication methods with residents and Block Captains

During an emergency, information is critical to deploy the needed resources. In the time of an emergency, Block Captains are expected to take care of their families and loved ones first. Only if Block Captains are able and available will they be encouraged to report field conditions to the City's EOC, or to the City Hall. This communication can be done via working cell phones, land-lines, emails, text messages and or walkie-talkies. The City of Rolling Hills is currently evaluating 1) what infrastructure is needed to support emergency communications and 2) which equipment is needed for use by Block Captains and the City to communicate during emergencies. The goal is to have this project completed by the end of 2020. Once equipment is purchased and installed Block Captains should communicate efficiently by answering two questions in each communique:

- What do you have?
- What do you need?

2.2.2.3 Notifying residents to prepare to evacuate

The City of Rolling Hills has multiple ways to communicate with residents during an emergency:

- RH website - www.rolling-hills.org
- Alert Southbay - emergency notifications
- local media
- email and phone communication

2.2.3 Potential evacuation routes

2.2.3.1 Main gate, Crest Road gate at Crenshaw and Eastfield gates

The number one and two priorities of first responders are life safety and property, in that order. First Responders will determine if an Evacuation Order is needed and will notify the City through the Incident Command Center.

If an Evacuation Order is issued by the Incident Command Center, residents will be alerted of an immediate threat to life and property that is within one to two hours. When the order is issued residents should evacuate through one of the main gates and the route chosen is dependent on the location of the fire activity route recommended by first responders.

LA County Sheriff and LA County Fire Department have identified potential evacuation routes, which included options for rapid egress from areas within the city threatened by a wildfire.

- Main Gate at Rolling Hills Road and Palos Verdes Drive North
- Crest Gate at Crest Road near Crenshaw Blvd
- Eastfield Gate at Eastfield Drive and Palos Verdes Drive East

Potential issues that may affect evacuation include:

- Residents may not have established evacuation preparedness plans.
- Residents may choose not to evacuate but to stay and defend their homes or decide to shelter in place until the fire danger passes. Some might change their mind late in the evacuation process forcing them to flee when conditions are at their worst. Without fully understanding the effects of their decisions, resident actions can jeopardize their life safety as well as that of firefighters and law enforcement personnel.
- Fallen trees or downed powers lines may block roads.
- Several streets within Rolling Hills are narrow and could quickly become congested with traffic.

First Responders do not want residents to use bridle trails as potential evacuation routes. In an extreme situation the use of trails as potential evacuation routes may be considered by First Responders on a “case by case” basis.

IMPORTANT NOTE: Wildfires are extremely fluid and complex. An evacuation route may become compromised due to fire activity. The Potential Evacuation Routes map provides suggested evacuation routes that are dependent on the location of the wildfire. It is recommended that residents practice preparing for and evacuating through their primary and secondary exit route.

2.2.3.2 Crest Road East Gate

There is a fourth (4th) gate that is locked and closed located at the end of Crest Road East with no guards. There are several holders of the key to unlock the gate including:

- LA County Sheriff
- LA County Fire Department
- All RHCA Gatehouses
- RHCA Manager
- Maintenance Supervisor and Staff
- Gate Supervisor
- Architectural Supervisor

During a wildfire emergency the Crest Road East gate is considered by First Responders as an option for residents to use to exit the city. Residents should be informed in advance that Crest Road East is an option and is considered as a one-way exit from Rolling Hills into Rancho Palos Verdes towards Palos Verdes Drive East. Once the Crest Road East Gate is opened, residents will not be granted re-entry through this gate.

First Responders will determine if an Evacuation Warning and/or Evacuation Order is needed and will notify the City through the Incident Command Center.

During a wildfire emergency an Evacuation Warning may be issued by the Incident Command Center. Residents will be alerted of a potential threat to life and property that is more than two hours away. If the possibility exists that the gate will need to be opened a RHCA staff person will be stationed at the gate ready to open it.

An Evacuation Order may be issued by the Incident Command Center. Residents will be alerted of an immediate threat to life and property that is within one to two hours. RHCA staff person or another designee of the RHCA should be onsite to assist with traffic management if available.

Note: As of the publication date of this plan the RHCA Board of Directors approved the automation of the Crest Road East gate. The installation is scheduled to be completed in August 2020. It is expected that RHCA staff will be able to open the gate remotely upon receiving with an Evacuation Warning or Evacuation Order from First Responders.

2.2.3.3 Traffic Control

In the event of an evacuation, the Sheriff's Department will maintain traffic control based on the level of closure established by the Fire Department. The five evacuation levels are as follows:

Level 1: Open to general public

Level 2: Open to critical-incident resources and all residents.

Level 3: Closed to all traffic except fire, law and critical resources e.g. public works, power, LASD volunteers, etc. Note: escorts may be needed.

Level 4: Closed to all traffic except fire-department and law-enforcement personnel.

Level 5: Closed to all traffic.

2.2.3.4 Temporary Refuge Area(s)

Temporary Refuge Area(s) have been recommended to be identified for the community of Rolling Hills by First Responders and consultant, Ms. Carol Rice. At the time of this publication areas have not been identified.

2.2.4 Residents Who May Need Special Assistance in an Emergency

Vulnerable populations have special needs that are critical to address during disasters such as wildfire. These populations may be less likely to respond to, cope with, recover from wildfire, and are less likely to get involved in wildfire mitigation activities. Age, physical, and mental limitations can restrict mobility making it more difficult to evacuate in a disaster. Language issues can result in communication barriers to evacuation or support services. 15% of survey respondents indicated that they or family members have special needs. 26% of survey respondents have neighbors with special needs or who may need assistance in an evacuation.

The RH Block Captains will identify special needs residents by canvassing their zones and working with the RH Seniors Committee on who they are, where they live and what assistance they may need. Ways to easily identify the homes of these residents is currently being evaluated. The Block Captains along with first responders can provide assistance to these residents in preparing, responding and recovering from a disaster.

Information on special needs residents will be saved on an encrypted server and only accessible by city staff and a Block Captain. A printout of special needs residents will only be distributed to the corresponding zone Block Captains.

2.2.5 Large animal/horse evacuations

Rolling Hills is considered an equestrian community. Emergency preparedness is important for all animals, but preparedness can be more difficult for large animals (e.g., horses) because of their size and special transportation needs. Evacuation of horses should occur as soon as an evacuation warning is issued. If owners are unprepared or wait until the last minute, they may have to leave their animals behind. The following provides information for pre-planning evacuation with large animals, including horses:

- Contact Los Angeles County Department of Animal Control Equine Response Team (LACDACERT) for evacuation information for large animals. LACDACERT has trained volunteers who are trained in the evacuation and sheltering of horses in wildfire events. LACDACERT has equipment and personnel available for large animal evacuation and billeting. All requests for emergency assistance are channeled through LA County Sheriff's Dispatch (911).
- Even though the County has assistance available, it is strongly encouraged for horse owners to make their own plan for emergency transportation and sheltering for horses. Many designated sheltering sites may become overcrowded or are far from Rolling Hills. Make plans now to house horses with friends, at a commercial stable, or other suitable location out of the danger area. Discuss plans with everyone in the family and keep the contact information and address of emergency animal shelters and driving directions in an emergency kit.
- Make a list of emergency contacts. Keep copies in vehicles or trailer as well as in the house.
- Take photographs and prepare a written description of each horse or other large animal(s). Put one set in a safe place and another set in an emergency kit.
- Have a halter and rope for each horse/large animal. Make sure halters are marked with contact information or write the information on a piece of duct tape and stick it on the halter. Reflective identification collars are available for purchase from Caballeros. If a horse has medical issues or special needs, record this information on a luggage tag and attach it to the halter.
- Microchip horses/large animals. This is an easy, inexpensive way to help identify animals.
- Have a three-day supply of feed and water (per large animal). This is particularly important if plans are to shelter in place but bring feed (and buckets) if evacuated. Make sure to include any medications the large animal(s) may need. Label all equipment.
- Teach your horses how to trailer. Spend time loading and unloading the animals so they are safe and willing to load, consider practicing loading during the day and night. Continue working with the large animals until you are confident that they will load.
- Keep trucks, trailers and vans well maintained and ready to move. Keep gas tanks full, check tire pressure, particularly during Red Flag Warning days.
- Horse owners who keep their horses on their property are encouraged to have an orange reflector, available from Caballeros, on their house sign to indicate that horses are on the property. If you evacuate your animals, remove or cover the reflector.
- Store non-perishable supplies in a portable container such as a clean trashcan, bucket or canvas duffle bag.

Potential issues with evacuating large animals and horses include panicked animals may behave unpredictably and may refuse to respond to normal handling approaches.

2.2.6 Re-entry back in to the Community

Re-entering an evacuated area requires as much forethought and planning as an evacuation order. The safety of residents and emergency responders is of the utmost concern and must drive the decision of when to repopulate. LA County Fire Department and LA County Sheriff's Department will determine when it is safe for residents, including those with special needs and large animals to move back into the area. Residents re-entering the city will depend upon the evacuation level. Note: Levels 3, 4 and 5 are closed the city to residents.

- Level 1: Open to general public
- Level 2: Open to critical-incident resources and all residents.
- Level 3: Closed to all traffic except fire, law and critical resources e.g. public works, power, LASD volunteers, etc. Note: escorts may be needed.
- Level 4: Closed to all traffic except fire-department and law-enforcement personnel.
- Level 5: Closed to all traffic.

3.0 ACTION PLAN

The plan below defines the actions needed to lessen the risk of wildfires and to address the community's greatest risks. The plan lists the action items for each of the four entities – City of Rolling Hills, RH Community Association, RH Residents, LA County Fire Department and LA County Sheriff's Department.

Action Plan (FY2020-2021 to FY2022-2023)	City	RHCA	Residents	LACFD	LASD
1 Block Captain Program - participate and support program	x	x	XX	x	x
2 Neighborhood zone meetings	x		XX	x	x
3 Emergency communication with residents	x	x	XX	x	x
4 Evacuation Exercise	XX	x	x	x	x
5 Workshops and seminars for residents	x	x	XX	x	x
6 Special needs population	x	x	XX		
7 Define communication standards with residents	XX	x	x		
8 Define refuge areas	x	x	x	XX	x
9 City Ordinance Enforcement	XX		x		
10 Fire Department Annual Inspection			x	XX	
11 Evacuation routes (roadside) vegetation management		XX	x	x	
12 Bridal trail vegetation management		XX	x		
13 Entry/Exit gates vegetation management		XX		x	
14 Fire Fuel Management in Preserve with Land Conservancy	XX			x	
15 Development of fire fuel management standards		XX	x	x	
16 City Ordinance to restrict planting of six high hazard plants per Ready! Set! Go! brochure	XX	x	x	x	
17 Motorize Crest Road East Gate		XX			
18 Utility undergrounding projects	XX	x	x		
19 Grants for fire fuel management in canyons	XX				
20 Controlled burns in canyons	x	x	x	XX	x

Legend:

XX Primary Responsibility

x Secondary Responsibility

Project Descriptions

1. Block Captain Program

This project will focus on the recruitment and the training of the Block Captain volunteers. Training programs will focus on teaching Block Captains about responsibilities and other useful information, such as how to keep specific supplies accessible for when they are called to respond.

The project will evaluate the best marketing materials to encourage recruitment, best training vehicles, including multi-media, and enhancements needed to the City's website to support the management of resident contact information while ensuring privacy and confidentiality.

Project Leads: Block Captain Leads and City of Rolling Hills working with First Responders and RHCA

Timing: 2020/2023

2. Neighborhood Zone Meetings

The project will evaluate available educational materials and videos from the Los Angeles County Fire Department, which highlight priorities documented in the Ready! Set! Go! Brochure. The project will evaluate a cost-effective approach to video for replay on the city's website.

Project Leads: Block Captain Leads and City of Rolling Hills with First Responders

Timing: 2020/2023

3. Emergency Communication with Residents

The City's volunteer Block Captains are a crucial liaison between residents in the 24 City zones, first responders and the City's Emergency Operation Center (EOC) in the event of a large-scale emergency. Block Captains have responsibilities in assisting residents of Rolling Hills before, during and after a disaster including:

- What to do in an emergency, in advance of an evacuation and in preparation for a disaster.
- During an emergency specific information will be provided to emergency responders through the EOC about the state of residents in a Zone.

In the event that cell phones, landlines and/or email communications are compromised evaluate other equipment options, such as digital radios, satellite phones (with Push-to-

talk capability) or other viable options. Purchase equipment and provide training to Block Captains as necessary.

Project Leads: Block Captain Leads and City of Rolling Hills with First Responders and RHCA

Timing: 2020/2023

4. Evacuation Exercise

It is important to periodically conduct a simulation exercise of an actual emergency evacuation with all entities involved during an emergency: First Responders, residents, City of Rolling Hills and the RHCA, including the gate staff. The goals of the exercise can include but are not limited to evacuation of residents and individuals with special needs, communication between the city's Emergency Operations Center and Block Captains, and traffic control. Assessment and "lessons learned" should be captured and shared.

Project Leads: Block Captain Leads and City of Rolling Hills with First Responders and RHCA

Timing: 2020/2023

5. Workshops and Seminars for Residents

The project will evaluate available educational materials and local experts in wildfire mitigation who can conduct seminars and workshops for the 2000 residents in Rolling Hills. The project will evaluate a cost-effective approach to video seminars and workshops for replay on the city's website.

Project Leads: Block Captain Leads and City of Rolling Hills

Timing: 2020/2023

6. Residents with Special Needs

This project will focus on the coordination needed between Block Captains and the RHCA Seniors Committee to identify residents who may have special needs during an emergency. This project will focus on teaching Block Captains how best to assist this group of residents, what useful information and/or supplies should be provided to this group, and what resources are available to them in the event of an emergency.

Project Leads: Block Captain Leads, RHCA and City of Rolling Hills

Timing: 2020/2023

7. Define communication standards with residents

This project will define the protocols for communicating for the City to communicate with Block Captains and for the Block Captains to communicate with residents during emergencies and wildfire events. This project will include the purchase of communication devices for relevant parties.

Project Leads: City staff

Timing: 2020/2021

8. Define refuge areas

This project requires the Fire Department and the Sheriff's Department to identify refuge areas within the limits of the City in the event of wildfire event.

Project Leads: Fire Department/Sheriff's Department

Timing: 2020/2021

9. City Ordinance Enforcement

This project requires city staff to enforce ordinances relating to wildfire mitigation including Chapter 8.30 Fire Fuel Abatement.

Project Leads: City staff

Timing: currently in progress and on-going

10. Fire Department annual inspections

The project requires the Fire Department Brush Clearance Unit to conduct inspection at all parcels within the city limits for compliance with 200' defensible space around structures.

Project Leads: Fire Department

Timing: currently in progress and on-going

11. Evacuation routes (roadside) vegetation management

This project requires fire fuel and vegetation management along three evacuation routes within the city: Portuguese Bend Road, Eastfield Drive, and Crest Road. Fire Code defines the standard for roadside clearance.

Project Leads: RHCA, residents

Timing: 2020

12. Bridle Trail Vegetation Management

This project requires RHCA contractors to thin out, remove or otherwise manage vegetation on and adjacent to bridle trails as outlined in the Fire Fuel management Standards to include the following:

- Thinning native chapparal
- Remove hazardous brush and weeds
- Remove lower limbs of trees to create a safe vertical clearance for equestrians and emergency vehicles
- Remove non-native species such as palm trees, castor beans, Arundo donax, and other highly flammable species
- Cut back vegetation to provide adequate horizontal clearance on bridle trails as identified in the Fuel Management Standards

Project Leads: RHCA maintenance staff

Timing: 2020/2023

13. Entry/exit gate vegetation management

RHCA Board has adopted a policy for roadsides along major roadways in the community to have vegetation cleaned up to 8' back from the edge of pavement, where practical. RHCA also performs periodic maintenance of roadside trees for safety purposes and to ensure there is 16' vertical clearance along roadways for emergency vehicles and evacuation.

Project Leads: RHCA maintenance staff

Timing: currently in progress, on-going

14. Fire Fuel management in the Preserve

This project requires the Palos Verdes Peninsula Land Conservancy to remove fire fuel in the Preserve annually. The City has funded two rounds of fuel removal between 2019 and 2020.

Project Leads: City and Land Conservancy

Timing: currently in progress, on-going

15. Development of fire fuel management standards

This project requires the development of fire fuel management standards for the residents and the community as a whole.

Project Lead: RHCA
Timing: 2020

16. City Ordinance to restrict planting of six high hazard plants per Ready! Set! Go! brochure

In April 2020, the City Council considered restricting the planting of the six high hazard plants but decided not to take action. Instead, the City Council directed staff to discourage applicants seeks permits development or landscaping projects from planting the six high hazard plants. The City Council will reconsider taking action in the near future.

Project Lead: City
Timing: 2021

17. Motorize Crest Road East Gate

See section 2.2.3.2 of this report.

Project Leads: RHCA
Timing: 2020

18. Utility undergrounding projects

This project requires the undergrounding of overhead utilities within the city. The Eastfield Undergrounding Project is underway and undergrounding is tentatively scheduled for fall 2020. The city provides incentives for residents to form assessment districts for utility undergrounding projects. The city is developing a policy to incentivize single utility pole undergrounding.

Project leads: City
Timing: currently in progress, on-going

19. Grants for fire fuel management in canyons

This project requires collaboration with property owners of the canyon areas and to find innovative ways to remove fire fuels in difficult to reach areas. Once identified, the City can pursue grant funds to implement the solution.

Project Leads: City and residents
Timing: 2021

20. Controlled burns in canyons

This project requires collaboration with the Fire Department to determine areas within the City suitable for controlled burns.

Project Leads: Fire Department

Timing: 2023

4.0 MONITORING AND UPDATES

4.1 Action Plan Performance Measures

Performance measures will be develop in future versions of the CWPP.

4.2 CWPP updates

The CWPP will be updated on an annual basis. Updates to document shall be noted at the beginning of the document identified by version number.

APPENDIX A CITY OVERVIEW AND FIRE ENVIRONEMNT

A1. CITY OVERVIEW

A1.1 Information about the City

The City of Rolling Hills (Rolling Hills) incorporated in 1957. Rolling Hills is 3.0 square miles and a gated community with private roads and three entry gates on the Palos Verdes Peninsula in the County of Los Angeles. Rolling Hills has a citizen population of 1,860 and 685 single-family one-story homes that are nestled in a rural equestrian community with no traffic lights. There are approximately 80 horses in Rolling Hills with 19 horse trailers. 90% of the housing units (600+) are owner occupied and less than 10% of the housing units are renter occupied. Rolling Hills homes are 20th century California ranch or Spanish haciendas located on large parcels.

As a gated community, Rolling Hills land use pattern was established in 1936 with the sale of parcels around hilly terrain and deep canyons. From its inception in 1936, Rolling Hills created and continues to maintain a residential community that conforms to its unique land form constraints. The City's minimum lot size requirements were established in recognition of some relevant physical constraints, which includes the following constraints:

1. Steeply sloping hillsides; Land movement hazards
2. Lack of urban infrastructure such as sewer
3. Danger of wildland fires
4. Sensitive animal habitats and species
5. Geological constraints
6. Fire safety constraints
7. Infrastructure constraints
8. Environmental constraints
9. Topographic constraints

In particular, unique features to mention is Rolling Hills geological and topographic constraints which are driven by expansive soil combined with ancient landslide which when it reactivates affects lands shift and landslides from time to time, which in turn imposes high repair cost for slope restoration work. A portion of the City is located on severe terrain comprised of steep hills and roads with slope elevations between 25 to 50 percent, deep canyons, and cliffs all surrounded with an abundance of native and non-native vegetation, makes it difficult to meet the zoning requirements for the production of housing development. Furthermore, the California Geological Survey has identified numerous liquefaction zones and areas within city limits that are subject to earthquake induced landslides.

Rolling Hills fire safety constraint is driven by the fact that in July 2008, all the land in Rolling Hills was determined “Very High Fire Hazard Severity Zone” by the State of California Department of Forestry and Fire Protection. As a result, more restrictive fire safety and landscape standards were adopted into Rolling Hills building code that resulted in higher design and building cost for all new housing development. Another constraint to note is that the Fire Department’s capability to address normal fire calls, not to mention, address wildfire crisis is limited due to its aging distribution water system that is managed by California Water Company.

On June 10, 2019, Rolling Hills City Council adopted the fiscal year 2019/20 budget. The budget serves as the City’s roadmap for allocating resources for the management of public programs and services, achieving city priorities and goals that serve residents and the public. The budget also represents the projections necessary for managing and monitoring annual revenue and expenditures in a fiscally responsible manner. For fiscal year 2019/20, Rolling Hills general fund budget projects \$2,278,300 in revenue and \$2,233,600 in expenditures. The overall financial position of the City’s General Fund remains strong with a projected year-end fund balance of \$4, 947,213 at June 30, 2020.

A1.2 Information about the Association

The RHCA was established in 1936 by developer A.E. Hanson and the Palos Verdes Corporation to develop the community and to carry out their vision of a private, gated community made up of little ranches and family homes. The entire community is on private property and there is no public property inside the city. All roads are located on Association easements. Both the RHCA office and City Hall are located just outside the Main Gate at 1 & 2 Portuguese Bend Road, respectively.

Today, the RHCA’s primary purpose is to maintain the roads and other common areas of the community, uphold the architectural standards of the community, operate the gates and assist the members of the Board, committees and members of the community in upholding and maintaining the community's charm and appeal. RHCA’s primary functions include but are not limited to the following activities:

- Maintains files on all properties within Rolling Hills
- Reviews plans related to architectural features
- Maintains roadway & bridle trails
- Gate operations
- Controls easements
- Sells residence signs

RHCA places a high value on the privacy and rural character of the community created by the open space around each residence. This is achieved through both the regulation

of the size and style of buildings and the preservation of open easements that surround each property.

Other RHCA that warrant mentioning is through the deed restrictions. Every homeowner has granted control of easements on their property to the RHCA. These easements are used for roadways, bridle trails, utilities and drains. When they are not used for those purposes, easements should remain free of building, planting or other obstructions unless licensed by the RHCA.

A1.3 Information about the Residents

Rolling Hills has a city population of 1,860 residents, 645 households, and 554 families that reside in 685 housing units within the City.

Rolling Hills has a sizable senior population of 513 (27.6%) residents that are 65 years or older. Since Rolling Hills is considered an equestrian community, a large percentage of landowners are also horse owners that engage in horse training, horse care, and horseback riding as part of their quality of life.

Rolling Hills landscape does have a lot of vegetation that requires residents to maintain. Rolling Hills does have an ordinance on dead vegetation that requires every person who owns or is in possession of any property, place or area within the boundaries of the City, shall at his or her own expense, maintain the property, place or area free from any dead or alive tumbleweed or dead tree, shrub, palm frond or other plant. Any dead or alive tumbleweed or dead tree, shrub, palm frond or other plant located on any property in the City is hereby declared to be a public nuisance. In addition, RHCA by laws impose deed restrictions that require residents to trim or removal trees and shrubs to acceptable levels and that do not create a public health concern and/or become a fire safety violation. Finally, LA County Ordinance that require vegetation removal and that places fuel mitigation plans near existing structures and natural habitats such as trees, shrubs and other vegetation that may be vulnerable to the spreading of brush fire.

A1.4 Information about the First Responders

A1.4.1 Los Angeles County Fire Department

The Los Angeles County Fire Department provides all hazard emergency response services to approximately 4.1 million residents and businesses throughout 58 cities and the incorporated areas of Los Angeles County. The agency provides service to over 2,300 square miles of diverse geography and demographics and approximately 1.23 million housing units. With a 2017/2018 budget of \$1.2 billion, Los Angeles County Fire Department employs approximately 4,700 employees².

² After Action Review of the Woolsey Fire Incident, County of Los Angeles, October 23, 2019 presented by Citygate Associates, LLC Public Safety Services

The Department is made of three major functional areas: Emergency Operations, Business Operations, and the Leadership and Professional Standards Bureau. Emergency Operations is the arm of the Department responsible for leading and directing emergency response personnel. Emergency Operations is further divided into three geographic Bureaus: North Operations Bureau, Central Operations Bureau, and East Bureau. The three geographically divided operations bureaus of LA County Fire serve 58 cities and unincorporated communities with 22 battalions and nine divisions. An Assistant Chief commands each division and three shift Battalion Chiefs command each battalion. A Community Services Liaison (CSL) and a Secretary support each of the nine Assistant Fire Chiefs. The CSL represents the Department at community and civic events.

Rolling Hills participates in the fire district served by the Los Angeles County Fire Department. The fire district assesses the residents of Rolling Hills community through the property tax roll annually. The City of Rolling Hills is served by Fire Station 56. Fire Station 56 is under Battalion 14 serving Lomita, Palos Verdes Peninsula, and Catalina Island. Battalion 14 is a part of Division 1.

A1.4.2 Los Angeles County Sheriff's Department

The Los Angeles County Sheriff's Department employs approximately 18,000 employees including 10,000 sworn and 8,000 non-sworn personnel. The Department is organized into three primary operational areas: Custody Operations, Patrol Operations and Countywide Operations. The Department has approximately \$3.2 billion budget. Within Patrol Operations, the Los Angeles County Sheriff's Department provides service from 23 patrol stations throughout the County. The Lomita Sheriff's Station at 26123 Narbonne Avenue is located in the City of Lomita serves cities of Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, Lomita, and pockets of unincorporated areas of Los Angeles County. The Lomita Sheriff's Station is led by a Captain of the Sheriff's Department.

By law, the County Sheriff's Department is the mutual aid coordinator for law enforcement in Los Angeles County. To manage operations and resources more efficiently, the 88 cities of Los Angeles County are divided into eight geographical areas: A through H. To ensure continuity of operations, the County Sheriff's Department and mutual aid partners update mutual aid agreements annually¹. The Peninsula Cities including the City of Rolling Hills is located in Area G.

The City of Rolling Hills contracts with the Los Angeles County Sheriff's Department for law enforcement. Rolling Hills share the contract with Rancho Palos Verdes and Rolling Hills Estates.

A2. FIRE ENVIRONMENT

A2.1 Topography

Rolling Hills unique topography features places the City at risk from damage and wildfire. Rolling Hills is primarily made up of many steep hillsides with high elevations, landslide hazards, dense vegetation, narrow asphalted private roads, and canyons adjacent to the Palos Verdes Peninsula and the Pacific Ocean. Other features include expansive soils and geological hazard conditions that place constraints on existing housing stock and any potential for new development within the City.

Rolling Hills Terrain is comprised of several large and steep canyons that limit and challenge vegetation management and present conditions where a fire can quickly travels up and downslope to nearby homes. The alignment of the canyons makes them more at risk from winds of different directions. LA County Fire has categorized the canyons in the following way:

Canyons that would be at higher risk during northeast winds:

1. Georgeff Canyon
2. Purple Canyon
3. Willow Canyon
4. Sepulveda Canyon
5. Blackwater Canyon
6. John's Canyon
7. Agua Magna Canyon

Canyons that would be at risk from fires driven by winds coming from the southwest are:

1. Paint Brush Canyon
2. Portuguese Canyon
3. Altamira Canyon
4. Forrestal Canyon

RH lot layout and size places the City at risk from fire. The large lot sizes provide opportunities for dense vegetation to grown between homes, in contrast to smaller lots which are largely occupied with building structures. Some lots span long slopes in steep canyons while others are smaller lots on flatter terrain. The placement of homes within the lots also contribute to their vulnerability as they are often located at the top of slopes which preheated fuels beneath them can burn intensely.

RH provides importing hiking and equestrian access, but are also areas of high fuel load with little access available for management. These lands are interspersed between

privately held lots which provides in many locations, places where fire can easily travel between and to structures. Furthermore, trails between lots can provide either an area of low fuel, or thus more opportunities for fire containment, or can be areas of high fuel volume as privacy hedges, and thus exacerbate fire spread.

Additionally, most of Rolling Hills population live on smaller branch roads and because this is a gated community, access is restricted which hampers egress during a time of emergency.

A2.2 Fire History

Fires on the Palos Verdes Peninsula have crossed city lines, including Rolling Hills and Rancho Palos Verdes. The Daily Breeze summarized three major fires on the Peninsula on November 7, 2014. Some excerpts are included below:

“The blaze started about 2:30 pm on Friday, June 22, 1973. Before it was tamed at 1 a.m. on Saturday, June 23, it had charred about 925 acres, burned 12 homes to the ground, damaged at least 10 others and caused an estimated \$2 million in property losses. Somewhat miraculously, no one was seriously injured or killed in the conflagration.

Black smoke filled the skies, and hundreds of sightseers clogged nearby roads, including Crenshaw and Hawthorne Boulevards and Highridge, Crest and Crestridge Roads, in an attempt to view the blaze. Luckily, no one was hurt, especially in the early hours of the blaze when bystanders went right up to the edge of the fire area, before perimeters had been established.

Houses were destroyed on Cinch Ring, Wrangler, Paint Brush Canyon and Running Brand roads. Three more houses were destroyed as the fire reached the Portuguese Bend area. Three houses at 100 Vanderlip Drive were destroyed.

The most recent major brush fire in the South Bay began on Thursday night, Aug. 27, 2009, at the upper ends of Narcissa and Peppertree drives, in the gated Portuguese Bend community near the [Portuguese Bend Nature Preserve](#) (now part of the Palos Verdes Nature Preserve) just north of the Trump National Golf Club.

It burned 230 acres of brush, threatened dozens of homes and forced 1,200 area residents to evacuate.

No homes were lost and no injuries to residents or firefighters were reported. Its cause was unknown, though it was speculated that an electrical problem at a utility pole in the area may have been the source.

165 of the 230 acres charred in the blaze were part of the relatively new Nature Preserve, which was created in 2005.

An earlier fire on July 13, 2005 burned 212 acres of land near Del Cero Park on the Palos Verdes Peninsula, but no homes were lost."

A2.3 Ignition History

There has not been significant ignition history in the Rolling Hills Community. The threat of past fires has come from the Conservancy in Rancho Palos Verdes to the south. The Los Angeles County Fire Department has been very efficient in keeping ignitions in the community very small, and holding property damage to a minimum.

APPENDIX B

COMMUNITY SURVEY

B1 Process of Conducting Survey

Critical to the development of the RH's CWPP was to obtain the input of the City's stakeholders, all the residents of Rolling Hills. It was decided that the best vehicle to capture input of all the residents was through a survey. Block Captains would assist in developing the survey, educating residents on the importance of their participation and summarizing the feedback. Block Captains would assist with the development of potential solutions and mitigation strategies.

A small group of residents joined representatives from the City of RH, RHCA and Block Captains - Caballeros, Women's Club, Seniors Club, Tennis Club and developed (35) survey questions. Early notifications of the survey included Block Captains explaining to residents in their zone the purpose of the survey and how the feedback would be analyzed to specify how RH might approach reducing the risk of wildfire.

The Wildfire Mitigation Survey was emailed mid-October, 2019 to all RH residents who provided email addresses to either the RHCA or the RH City. For residents who did not have email addresses hard-copy surveys were available at both the RH City Hall and the RHCA.

The survey was emailed to 1272 RH residents, which included a small number of duplicates and non-residents (contractors and real estate agents). The survey was open for one month and multiple announcements were made at neighborhood Zone meetings throughout October and in the City and RHCA newsletters. Paper copies were made available at City Hall for those residents who did not have email addresses.

258 surveys were completed and submitted by the deadline of November 15, 2019 including all hand-written surveys. Based upon the Rolling Hills profile and elimination of duplicates and non-residents it was estimated the response rate was 25%.

B2 Survey Data

RH City Staff summarized each survey question utilizing absolute numbers, percentages, graphs and pie charts.

It should be noted that three questions, numbers 14, 29 and 32 were "open ended" questions where participants made comments. The Lead Block Captains analyzed the comments made in the open-ended questions and grouped similar comments into major categories.

B3 Insights from Surveys

The survey provided valuable information regarding:

- the best communication vehicles currently used by residents
- the best social media platforms residents currently use
- the public alert systems currently used by residents
- the degree to which residents want more education and training on emergency preparedness
- the role of first responders.
- the number of residents who have special needs or have family members or neighbors with special needs

The City of RH, the RHCA, and First Responders will use the information to guide what content will be developed and how to communicate with residents.

Lead Block Captains were tasked with the preliminary analysis and reviewed the survey results both qualitatively and quantitatively. They grouped survey answers and comments into similar categories. They reviewed their analytical approach with a marketing consultant with expertise in surveys and marketing research who validated the process and provided some additional grouping suggestions.

Note: Some of the issues raised by residents occur in multiple categories. An example is the concern of the closed Crest Road East gate was raised in both traffic congestion and evacuation routes.

A summary of stakeholder input on wildfire mitigation strategies is below:

- 1) Residents want more communication, education and training from the City, RHCA and First Responders. The need for communication with residents during an emergency is a major concern. Residents are anxious and want information on: traffic congestion during an evacuation, limited exits routes, excessive and unmanaged growth on private properties, easements and in canyons.
- 2) Residents want better enforcement and compliance to existing ordinances and regulations from both the City, RHCA and Fire Department.
- 3) Residents are concerned that traffic congestion, bottlenecks will occur just outside of RH exits. Residents view congestion and inadequate traffic control will impede and slow evacuation from the city. Many residents want access to alternate routes and question how the Crest Road East Gate will be opened in the event of an emergency evacuation.


- 4) Residents question the adequacy of three main exits of the city as the main evacuation routes. They are concerned about narrow roads, especially Eastfield Drive, the fuel along the exit routes and what happens if a tree or car impedes or prevents evacuation. They want the City of RH and RHCA to proactively identify alternate evacuation routes (unlocking Crest Road East gate or connecting dead-end streets). Residents want help in defining individual evacuation plans and routes.
- 5) Residents want actions taken to reduce fuel and excessive vegetation on private properties. Residents want hazardous plants and trees removed from easements. Residents want easements along exit routes to be cleared regularly. Dead vegetation and unkempt properties are ranked moderate to high as greatest risk of wildfire.
- 6) Excessive fuel located in canyons and outside of the RH City limits are perceived by residents as the greatest risk of wildfire. Residents perceive unattended fuel growth in canyons will threaten lives and their properties.
- 7) Residents with special needs are a small but vulnerable group and may need special support during an emergency or disaster. The elderly may need help in keeping their property safe from wildfire.
- 8) A small number of residents want utilities moved underground as above-the-ground power lines present a major risk to residents during a fire.

APPENDIX C
WILDLAND RES MGT REPORT BY CAROL RICE
NOVEMBER 1, 2019

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November 1, 2019



Kristen Raig, Manager
Rolling Hills Community Association
#1 Portuguese Bend Road
Rolling Hills, CA 90274

Via email to Kristen Raig, kraig@rhca.net

Dear Ms. Raig:

Wildland Res Mgt was commissioned to prepare a set of recommendations that focus on reducing wildland fire hazards on the southern boundary and to update exit plans on east and west sides of the Rolling Hills Community Association in Rolling Hills, California, and to present these findings and recommendations to the Rolling Hills Community Association Board of Directors.

RHCA is looking for the following work products from the consultant:

1. An overall community assessment identifying the areas of highest risk.
2. A plan for individual homeowners on how to reduce fire fuel on their property, including slopes and mature growth in canyons.
3. Recommendations programs to educate or incentivize homeowners to reduce fire fuel and harden homes against fire.
4. Recommend policies the RHCA can adopt to discourage or remove invasive or highly flammable plants and trees.
5. Evaluate community areas (roads, bridle trails, parks and riding rings) and recommend actions to RHCA can take to reduce fire risk.
6. A vegetation management plan for the southern boundary of the community where Rolling Hills and Land Conservancy meet. This could involve work on one or both sides of the boundary.

Carol Rice visited the site on September 19 and 20, 2019, to assess conditions in order to develop the set of recommendations. The following report details the observations of existing conditions, and provides recommendations and answers to the questions and requests above.

1. Assessment of Site and Risk

SITE ASSESSMENT

RHCA is fortunate to have lush vegetation and attractive homes, which makes it a desirable place to live. However, there are several features that combine to make the community at risk from damage from wildfire.

Terrain

Several large, steep canyons exist within the community. These canyons limit/challenge vegetation management, and present conditions where a fire quickly travels up and downslope to nearby homes.

The alignment of the canyons makes them more at risk from winds of different directions. The LACoFD categorized the canyons in the following way:

Canyons that would be at higher risk during northeast winds:

1. Georgeff Canyon
2. Purple Canyon
3. Willow Canyon
4. Sepulveda Canyon
5. Blackwater Canyon
6. John's Canyon
7. Agua Magna Canyon

Canyons that would be risk from fires driven by winds coming from the southwest are:

1. Paint Brush canyon
2. Portuguese Canyon
3. Altamira Canyon
4. Forrestal Canyon

Lot layout and size

The large lots common in RHCA provide opportunities for lush vegetation to grow between homes, in contrast to smaller lots which are largely occupied with buildings. Some lots span long slopes in steep canyons while others are smaller lots on flatter terrain.

The placement of homes within the lots also contribute to their vulnerability as they are often located at the top of slopes, which pre-heated fuels beneath them burn intensely.

Commonly-held lands provide important hiking and equestrian access, but are also areas of high fuel load with little access available for management. These lands are interspersed between privately-held lots, which provides, in many locations, places where fire can easily travel between and to structures.

The RHCA trails between lots can provide either an area of low fuel, and thus more opportunities for fire containment, or can be areas of high fuel volume as privacy hedges, and thus exacerbate fire spread.

Access

RHCA is fortunate to have a few wide "spine" roads in the form of Crest Road, Portuguese Rd., and Eastfield Rd. In addition, the wide right-of-way held by the RHCA allows for easy access and egress.

These roads are at least 20-feet wide, and the ROW is another 20-feet, which could potentially, provide a 60-ft wide evacuation route (not proposed).

These roads are moderately steep, and have curvature well within codes; all are accessible by any type of fire response vehicle.

The branch roads are smaller, and while all except one have adequate turn-around space, sometimes have grades that are steeper than currently allowed for new construction, and present challenges for access for some larger fire response vehicles because of the steepness, road width, turning radius.

Unfortunately, most of the RHCA population lives on these smaller branch roads. Because this is a gated community, access is restricted, which hampers egress during a time of emergency.

Vegetation

Vegetation within 100-ft of structures is generally compliant with fire department standards, but in many instances have high volumes of vegetative fuel in the form of landscaping and hedges.

Canyons are heavily vegetation with shrubs and trees in lower elevations.

Areas of highly flammable species – both trees and shrubs - present particular issues. Areas of pines and eucalyptus with flaking bark increase the risk. Smooth-barked eucalyptus is not as much of a concern because of the more fire-safe branching habit and bark that does not loft.

RISK ASSESSMENT

Risk is based on values placed on possible outcomes. Risk will be viewed through highest value being placed on:

1. Life safety, therefore evacuation and access for emergency responders
2. Structure protection, especially residences and facilities providing vital infrastructure
3. Natural resources, for example slopes that provide soil-holding capacity, yards that offer improved aesthetics and bridle trails that host wildlife habitat

With that in mind, the areas that are most important to reduce risk are those areas adjacent to major roads. The first treatments target roadside vegetation, including trees that could fall across the road, and vegetation that could burn with such intensity that passage could be precluded. Nearby slopes of natural vegetation, and in some locations, landscaping, should be managed with an eye towards safe passage during evacuation.

The roads that serve the highest population are the next high priority.

To minimize risk of structure ignition the most effective actions are to create an ignition structure itself, then immediately adjacent to. Flammable wood roofs are the biggest concern. Replacing old vents with ember-resistant vents are an important retrofit that is easily performed. The further away from the structure, the less direct impact treatment has on potential structure damage. Actions to bolster structure protection are largely the responsibility of individual landowners, with support and assistance of adjacent landowners (especially if the landowner is the RHCA).

Actions to protect natural resources is important for slope stability, and because these may offer locations for fire containment in places where structures are not immediately threatened. Most of the large lots with natural vegetation lead to structures with no access below structures. Prior to taking action in the mid-slope locations, the LACoFD should be consulted regarding their potential use.

The RHCA, City and LaCoFD should work together to develop a wildfire management plan that would include

- Potential containment locations, so that these locations can be prioritized for maintenance and additional desired containment locations can receive treatment
- Temporary refuge areas so that the locations can be communicated to residents, and the areas can be prioritized for treatment and possible expansion
- Triggers for phased evacuation under a variety of scenarios, learning from the 2019 Sonoma County evacuation experience
- Future equipment, vehicle purchases, or water supply enhancements to bolster wildfire emergency response

As part of this wildfire management plan, RHCA should identify a Resource Advisor to work with the Agency Liaison between RHCA and the Incident Commander. This individual should have deep knowledge of RHCA facilities and community, and be certified as a Resource Advisor under the Incident Command Systems.

RHCA should review this wildfire management plan annually in the field with local firefighting staff so that the personnel involved know the locations, personnel and scenarios mentioned in the plan.

Conclusion

The area has varied risks and vulnerabilities. Some areas have been well-tended, with little wildland fire safety concerns, and the entire community has the potential be more fire-safe through focusing on structure ignition-resistant construction and retrofitting, vegetation management immediately surrounding each lot, broader canyon management, and improved evacuation and access features.

Projects and programs should be aimed at the following goals (not prioritized):

1. Ignition prevention, through education on fire-safety behaviors and making fuels (both structural and vegetative) less ignitable.
2. Fire containment, through strategic vegetation management that would support pre-defined (pre-planned) potential locations to stop the wildfire
3. Fire response support, through providing adequate detection and reporting and awareness programs, water supply, vehicle and equipment, and training, of both citizens and fire response agencies
4. Evacuation and sheltering in place options. This would entail increasing structure survivability, and defensible space, vegetation along evacuation that would not block the road, and creation and maintenance of temporary refuge areas.

Recommended actions in all locations should support attainment of these goals.

2. Plan for Individual homeowners on how to reduce fire fuel on their property

Los Angeles County Fire Department has fire codes that all homeowners must comply with. The defensible space forms offer general guidance on how to create and maintain defensible space. However, it is suggested that RHCA adopt a set of fire fuel management standards for its service area (including its common areas), and then require homeowners to develop a lot-specific plan that identifies for each lot the specific treatments and post-treatment conditions that would exist.

This program could be phased in by starting with new construction, and those lots where a significant remodeling project has been undertaken. Lots that have been sold could also be a trigger for the development of a site-specific plan. In this scenario, a local landscape designer or landscape contractor could provide services under contract, with each plan having a life of 5-8 years.

A site-specific fuel management plan would address canyon management. The consultant would work with the landowner regarding treatments, phasing, costs, and priorities. Options include the use of grazing animals, establishment of orchards/groves, or horse pasture.

Please refer to a sample set of Fuel Management Standards

Please refer to a sample Site-specific Fuel Management Plan

3. Programs to educate and incentivize homeowners

There currently is no shortage of educational material regarding how to reduce a structure's vulnerability through the creation of defensible space and ignition-resistant construction and retrofitting ideas. However, most material is not tailored to conditions in the RHCA, and many assume it doesn't apply to them. The City of Rolling Hills and RHCA developed educational material using site-specific images and conditions in 2010, and offered a fire-centric presentation at its annual meeting. It is recommended that existing material be canvassed and adopted, or changed slightly to best suit the residents of RHCA and then adopted. For example:

- The Grass published a newsletter that had a column that offered actions to take every month.
- CAL Fire's Ready-Set-Go program has a suite of helpful websites and printed material that inform residents about specific actions to take at appropriate times to reduce ignitions, prepare defensible space, retrofit structures, and make preparations for evacuation.
- The California FireSafe Council has additional information.
- The programs that builds community awareness in Fire Learning Network are ready for use
- The FireWise program has multiple success stories applicable to RHCA

Another program would be to find that various interests that intersect with wildland fire safety and provide information that those venues. Here are a few examples: The potential use of fire-resistant native plants in the garden could be program targeting those who appreciate native plants. Please see attached a spreadsheet describing "Friend or Foes" for fire-resistant landscaping. Organizations that promote wildlife could host a program that addresses how management for fire safety is compatible with wildlife. When topics of water conservation arise, a program could be presented that touts fire-safe landscaping as water-friendly. Insurance coverage, costs, and methods to mitigate the possible loss of coverage are particularly timely and intersect with the desire to reduce fire hazard on a community scale; this topic can be addressed in newsletters and presentations by insurance and fire protection professionals. If RHCA decides to adopt community-wide fuel management standards, RHCA and City should contact local insurance brokers and inform them of site-wide plans/standards and actions (if approved) and encourage them to write new policies. This strategy has been quite effective in Monterey County.

Currently the California Native Plant Society is giving away small oak trees at no cost; these fire-resistant plants could be part of an incentive program for those who remove shrubs, or those who participate in a fire-fuel removal program (such as removing Arundo). Because these seedlings are so small, they are not suitable for incentives for removal of larger trees.

A series of demonstration lots could be effective means of communicating the benefits of treatments. Ideally some in high priority areas, or next to PV Land Conservancy, for example. Demonstration areas should be sprinkled throughout neighborhoods in order to avoid appearance of favoritism. Tours of these lots could reinforce the sense of community, with a possible social event at the end to bring all participants together, when a summary short talk could be offered.

Another program could be to create a challenge within the community street by street for defensible space, based on 100% compliance, cubic yards of material removed, installation of reflective 4-inch strike address signs, or other metric. The winner would receive recognition at the RHCA Annual meeting, or other incentives like 5 ember-resistant vents.

Include Friend or Foe file, PPTs from 2010 presentations
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4. Policies to discourage or remove invasive or highly flammable plants and trees

As part of RHCA-wide fuel management standards, specific plants should be prohibited due to the vulnerability of the site. These are plants that have been tested in laboratories and shown in numerous wildfires to promote the spread of fire and to burn intensely, thereby making structures more vulnerable.

These include

- Stringy-barked eucalyptus species (blue gum, particularly)
- Long-leaved pine trees (e.g., Monterey pine, Canary Island pine)
- Juniper
- Palm trees

A survey of trees within 100-ft of the road should identify those that have the potential for falling or blocking the road when burning, and those trees should be removed. Similarly, trees that are too tall near powerlines should also be removed rather than repeatedly pruned; the removal would decrease maintenance costs and reduce the risk of potential ignition.

Phasing of removal: Those locations on RHCA-owned lands should be targeted for retrofitting, with removal of trees that are structurally unsound or unhealthy first. When those trees with a near-immediate threat have been addressed, systematic removal of trees that pose a high risk should be tackled along primarily evacuation routes: Crest Rd., Portuguese Bend, Eastfield Dr. and within striking distance of above-ground powerlines.

Flammable shrubs, and voluminous weeds (such as Arundo) are the next highest priority for removal and could be targeted for incentive and educational programs. The California Native Plant Society and the California Invasive Plant Council both have worthwhile brochures and more detailed manuals that can be distributed at no or little cost. In addition, the LACoFD has also determined a set of plants that promote wildfire and prohibit those. A small inventory of these materials should be kept at the RHCA office. The local Resource Conservation District provides consulting services at no cost to large landowners regarding best practices, including reduction of pest plants and soil erosion prevention.

As part of the design review of new construction, a landscape plan review should be included, to determine if prohibited trees and plants are present. This landscape plan review would also be an appropriate time to determine if the design is consistent with Fuel Management Standards, or if future retrofitting would be a burden to make it consistent.

5. Recommend actions for RHCA community areas

The community of Rolling Hills is fortunately to have lands held by the RHCA, especially lands that are located in strategic locations in terms of wildland fire safety.

- The right of way lands provide areas that could facilitate evacuation
- The common areas could provide some areas of temporary refuge
- The bridle trails between lots facilitate emergency response access behind homes.
- Bridle trails with potential vehicular access can also provide quick response on a brush rig to fuels in canyons below structures.

Each type of area is associated with a different goal, and thus a different treatment type.

Bridle Trails as possible firebreaks

Bridle trails are not viable fuelbreaks, since they are mostly mid-slope or downslope. It is not likely that they would be used by the LACoFD due to firefighter safety concerns.

However, some of these trails, such as Si's Trail, offer possible access. In order to leverage these trails into firefighting access several additional actions are recommended, include the installation of water bars and berms to stabilize the roadbed and minimize erosion. Deposition of chips may be a suitable erosion prevention treatment at the same time as providing a debris disposal solution. It is recommended the RHCA inventory its trails with an eye toward which could be upgraded to be access for fire department by a 4wd brush rig.

Should the RHCA work with the LACoFD in preparation of a wildfire management plan, the possible use of the bridle trails as fuelbreaks and access routes can be discussed. It could be possible that if a short-wheel-based smaller brush rig were in the fire department inventory these bridle trails could be an asset for fire suppression.

Current work with a masticator with a brush cutter an articulated arm is an effective and efficient, necessary treatment and should be continued.

Where possible bridle trails should connect with paved roads rather than be dead-ends. For example, the bridle trail at the end of BuggyWhip could be connected to another cul-de-sac.

Road Easements

The roadside easements may be the most important asset RHCA has to support evacuation efforts. As mentioned previously in this document the property near the roads should be maintained in such as manner to allow for passage during a wildfire. This would entail a substantial tree assessment and management program, coupled with roadside vegetation management. Surface fuel volume (vegetation up to 12 feet in height) should be minimized, and compliance with Fuel Management Standards should be an emphasis.

Where roadways are narrow, RHCA should install pullouts; should funding become available, widening a few stretches of the roadway should be considered. A survey of the locations where

this strategy is most important should be conducted, however, a candidate is Eastfield Rd. because it serves a large population and is narrow and windy.

Possible Temporary Refuge Areas

The use of temporary refuge areas surfaced as a way to reduce congestion, and to provide a safe location for those waiting for congestion to be reduced. Some areas of low volume vegetation that are owned by RHCA are large enough to be considered temporary refuge areas. These include the area by the intersection of Crest Rd and Portuguese Bend Rd., or Storm Hill. The equestrian center is not large enough, nor easily accessible by vehicles, however, this location horses may be suitable for evacuation of horses. Not all areas that are temporary refuge area are owned by the RHCA (e.g. the local school, or the church that was used as an Emergency Operations Center).

All suitable or possible temporary refuge areas should be identified so that they can be reviewed with the LACoFD. If any are agreed-upon, these locations should be maintained to be as large as possible, with minimum fuel volume. In locations where fences constrain the boundary, methods to remove fencing during an emergency should be considered. In other locations, vegetation on nearby areas should be cut to minimize fuel volume in order to reduce the heat felt by those harboring in the refuge area.

In order to reinforce these decision, the community should practice the evacuation plan, including traveling to the temporary refuge area. Subsequent drills could be held during the night so that the Rolling Hills population can understand the challenges of evacuating on a route without street lights. Evacuation drills with horses should be a following practice.

FUEL MANAGEMENT STANDARDS

A. Purpose and Content

The purpose of this document is to establish updated standards for the implementation of vegetation management to provide defensible space around homes, and safe access/egress along driveways and roads within the Rolling Hills Community Association (RHCA), consistent with the requirements contained in two sections of the California Public Resources Code 4291, included by reference as **Exhibit A**. The RHCA Fuel Management Standards (FMS) provide broad standards that guide the development and implementation of Lot-Specific Fuel Management Plans (Lot-Specific Plans) which are prepared for each private Lot in the RHCA. These standards are intended to provide landowners with the ability to create robust defensible space around homes and other structures while maintaining the natural and aesthetic values.

By applying these standards consistently throughout the community, we intend to achieve a more fire-resistant and defensible community while also sustaining a healthy and fire-resilient natural landscape. It is important to note, however, that proper design and implementation of defensible space, including through the application of these Standards, does not guarantee fire protection in the event of a wildfire. The intended audiences for this document include insurance carriers, residential design teams, resource agencies, fuel management consultants, City staff, RHCA staff and landowners.

Vegetation management is only one of several critical strategies for reducing fire risk. Others include home and infrastructure design location and placement, landscaping, fire response systems, and other elements of community design. The RHCA takes an integrated approach to fire safety that robustly meets and often exceeds State standards.

The objective of the California Building Code (CBC) within the Wildland-Urban Interface Fire Area is to establish minimum standards for materials and material assemblies and provide a reasonable level of exterior wildfire exposure protection for new home construction. The use of ignition resistant materials and design to resist the intrusion of flame or burning embers projected by a vegetation fire (wildfire exposure) will prove to be the most prudent effort within the RHCA to try and mitigate the losses resulting from wildland fires.

An additional protective measure is maintaining defensible space around structures. Defensible space is created by continually maintaining the natural vegetation and landscaping around homes and other structures, with three specific objectives:

- (1) preventing flame lengths from exceeding a height of 2 feet within 30 feet of structures,
- (2) reducing a fire's ability to climb into the tree canopy, and
- (3) providing safe egress by residents and ingress by emergency personnel.

Native vegetation can be retained around structures as part of a robust fuel management plan, provided appropriate treatments are applied, consistent with the RHCA FMS and lot-specific recommendations.

Mowing grass reduces its capacity to carry fire, limits the spread of a fire, and reduces the flame lengths. Reducing shrub height and creating shrub groupings lessens the fuel volume and continuity, reduces fire intensity, and slows the spread of fire. Preserving mature trees provides shade and can reduce shrub and perennial weed expansion, while pruning lower tree branches and removing shrubs, weed stalks and vines under trees prevents fire from spreading into the tree canopy where firebrands are produced and distributed. Preventing or removing dense stands of woody weeds such as French broom is an essential part of fuel management in all treatment areas.

The vegetation treatment recommendations in this document are organized within Fuel Management Zones, delineated by factors such as existing vegetation types, distance from structures, and site topography. Within each Fuel Management Zone, treatments are designed to achieve sufficient defensible space utilizing the best current fire safety and vegetation management practices, consistent with the California Board of Forestry and Fire Protection's Strategic Plan for California (revised in 2016), current State fuel management standards, conservation easements and local, state and federal regulations.

B. Roles and Responsibilities

Specific roles related to the creation and implementation of fuel management plans are as follows:

1. **Landowners** are solely responsible for creating defensible space for their homes, through development of a Lot-Specific Plan consistent with these Standards and ensuring that the Plans are correctly implemented.
2. **The RHCA** contributes to the development of the FMS and implements it along roadsides, bridle paths, and other RHCA lands in proximity to community/utility infrastructure.
3. **Los Angeles County Fire Department (LACoFD)** reviews, contributes to and approves the FMS and, when requested, receives a copy of each fully executed Lot-Specific Plan, described below. The LACoFD will perform annual site inspections to ensure implementation of and compliance with the Lot-Specific Plans, and may be accompanied by RHCA staff.

C. Lot-Specific Fuel Management Plans (Structures and Driveways)

Landowners are encouraged to mow grasslands and manage weeds within their unbuilt Lots on an annual basis, as this enhances access during future design and construction activities and may provide other benefits.

Once construction of a home begins, all fuel management must be conducted under the guidance of a Lot-Specific Fuel Management Plan. It is the landowner's responsibility to engage a qualified consultant with expertise in wildlands fuel management to draft a Lot-Specific Fuel Management Plan. Beginning this process early in the design phase is highly encouraged.

Initial Fire Risk Assessment and Design Considerations.

1. An Initial Fire Risk Assessment is required, to allow landowners and design teams to understand and incorporate lot-specific risk factors and considerations and ensure structure design and siting is responsive to lot-specific fire hazards and constraints. This Assessment shall include:

- a. A brief description of the existing lot-specific fire hazards due to natural factors such as unique topography, prevailing winds, and existing vegetation conditions, as well as anthropogenic factors such as nearby roads or structures.
 - b. A brief description of the existing or proposed infrastructure and uses on the subject Lot, including structures, landscaping, driveways, roads, equestrian facilities and previous vegetation modifications, if any.
 - c. A set of maps accurately depicting predicted flame lengths within the fuel management treatment areas which covers the entire Lot and portions of adjacent Lots as needed to place the fire risk of structures in context with adjacent environmental conditions. Maps shall be produced that depict the pre-treatment conditions of the property and adjacent ownerships as needed to understand fire risk factors of the Lot.
2. The use of ignition-resistant materials and design in structures will help resist the intrusion of flame or burning embers projected by a vegetation fire, and is a critical element of a coordinated approach to avoid and/or mitigate losses resulting from wildland fires.

Lot-Specific Fuel Management Plan. Prior to receiving occupancy approval, an approved Lot-Specific Fuel Management Plan (Lot-Specific Plan) must be completed. As described below, each Lot-Specific Plan must include the following seven elements:

1. A description of the existing sensitive habitat and/or known cultural resources present within the Fuel Management Areas.
2. A description of the existing lot-specific fire hazards due to natural factors such as unique topography, prevailing winds, and existing vegetation conditions, as well as anthropogenic factors such as nearby roads or structures.
3. A description of the existing/approved infrastructure and uses on the subject Lot, including structures, landscaping, driveways, roads, equestrian facilities and previous vegetation modifications, if any.
4. A set of maps accurately depicting predicted flame lengths within the fuel management treatment areas which covers the entire Lot and portions of adjacent lots as needed to place the fire risk of structures in context with adjacent environmental conditions. Flame length analyses should use FlamMap as a predictive software with fuel moistures consistent with CAL FIRE criteria used to determine fire hazard severity zones: 3% for 1 hour fuels, 4% for 10- hour fuels, 5% for 100- hr fuels, and using 70% for woody foliar fuels. Fuel types should be consistent with the publicly available Landfire, using its most recent update. Maps shall be produced for both pre-treatment and anticipated post-treatment conditions.
5. A map depicting the fuel management area on an aerial-photo base-map which details the locations of the lot-specific fuel management zones in a manner that illustrates the locations of different vegetation treatments required in the plan.

6. A list of lot-specific treatment requirements within each fuel management zone, consistent with these Standards. When necessary to ensure defensible space in response to lot-specific site conditions, Lot-Specific Plans may require vegetation treatments that go beyond these standards, such as shorter mowing heights or broader treatment areas.
7. A list of lot-specific recommendations for implementing treatments, including sufficient information to provide clear instructions to contractors performing the fuel management work, including the locations and special requirements of any known sensitive habitat or cultural features.
8. Photos that document fuel types present on the Lot and current vegetation condition, as well as images needed to support specific treatment recommendations (for example, depicting sensitive habitat to be retained).

In some cases, Lot-Specific Plans will identify sensitive resource areas which require special treatment and will need to be marked prior to implementation year.

Each Lot-Specific Plan shall be considered current for five years, unless significant changes to the site occur (such as a heavy weed infestation or significant die-back of trees or woody shrubs).

When a plan update is needed, it is the responsibility of the landowner to engage a qualified consultant to update the Lot-Specific Plan.

D. Fuel Management Zones

The RHCA supports a diversity of plant communities, topographic relief and microclimates. The development of Lot-Specific Plans ensures that these elements are addressed in the creation of defensible space for each home and safe access/egress. The following vegetation treatments are required within the Fuel Management Zones described in this section, as required, to create sufficient defensible space. Fuel treatments for areas in proximity to all structures include the Non-combustible Zone, the Landscaping Zone, and the Driveway Zone. The type(s) of plant communities present in and around each residential Lot influences the management actions required. For the purposes of this section, 'Fuel Management Zones' are categorized according to proximity to structures and the presence of **six** general plant community types: landscaping, grasslands, chaparral, coastal scrub, as noted below.

In circumstances where slope, vegetation cover, building materials of existing homes, or other circumstances beyond the control of the landowner are called out in the Lot-Specific Plan, the width of the relevant Fuel Management Zone may be expanded to address increased risk factors. In such cases, strategies other than vegetation removal should also be considered and incorporated to the extent feasible.

	Fuel Management Zone:	Zone Area:
1	Non-Combustible Zone	5 feet from structures
2	Landscaping Zone	entire landscaped area
3	Driveway Zone	15 to 30 feet from pavement

4	Grassland Zone	30 feet from structures
6	Chaparral Zone	200 feet from structures
7	Coastal Scrub Zone	200 feet from structures
10	Riparian / Wetland Zone	

1. Non-Combustible Zone – to a distance of 5 feet from structures

A non-combustible zone should be maintained within in a 5-foot buffer around structures.

Hardscape surfaces (such as patios, gravel, and bare soil), and consistently moist landscape materials (such as lawn and succulent herbaceous plants) are examples of non-combustible surfaces. Wood mulch is not considered non-combustible. Landscape architects are encouraged to make liberal use hardscaping within 5 feet of structures. Care should be taken in the design phase to ensure there is adequate room for such treatments.

2. Landscaping Zone – within entire landscaped area

Approved landscaping must be designed and maintained to minimize flammability.

Ornamental landscaping often results in large amounts of shrubby flammable vegetation being planted near structures. Many commonly used landscape plants, such as conifers, flammable woody shrubs, and tall ornamental grasses, should be avoided because they may create a fire threat to a home that would otherwise be fire safe. All plant material that is removed from the landscaping must be composted or removed and disposed of properly.

The spacing between landscaping plants and volume of landscaping biomass should mimic the Oak Woodland Zone, and landscape areas should be maintained according to the recommendations in the Oak Woodland Zone (see below).

3. Driveway Zone – 15 to 30 feet from edge of driveway pavement

Safe ingress and egress must be maintained along the driveway.

The Driveway Zone is important to allow for safe passage and to provide a location where firefighter resources can travel and engage in fire response. The treatments required correspond to vegetation type.

- Grassland, and the understory of all trees should be mowed within 15 feet from the pavement edges, according to the recommendations in the Grassland Zone.
- All Chaparral and Coastal Scrub, vegetation should be treated to 30 feet from the pavement edge, according to their respective recommendations.
- All tree branches extending over driveway surfaces should be pruned to ensure 15 feet of vertical clearance. Whenever possible, healthy overhanging branches higher than 15 feet should be left in place to shade driveway areas and thereby reduce weed and understory growth. Each Lot has accessibility to a fire hydrant located within 1,000 feet of a residence, and a hammerhead or other safe turnaround for fire equipment access. Vegetation around

these facilities must be maintained as needed to ensure visibility and access, and all vegetation must be cleared or mowed to a height of not greater than 4 inches within three feet of each fire hydrant.

4. Grassland Fuel Management Zone, areas, to a distance of 30 feet from structures

Grassland zones must be mowed at least once annually in late spring or early summer.

Because grasslands dry and become flammable at the start of every summer, grassland areas will need annual attention, typically by mowing prior to the beginning of each summer. By mowing in late spring, native grasses and wildflowers are retained and may contribute in a lower-hazard condition. Woody weed species such as French broom, poison hemlock and thistles must be completely removed annually.

- a. Grassland areas should be mowed in early summer, consistent with Public Resources Code 4291. Maintaining a grass height of 4 inches to prevent soil erosion and dust is recommended, unless further height reduction is determined to be necessary in a Lot-Specific Plan.
- b. To promote native perennial grasses and wildflower stands which are less flammable and require less water, it is best to avoid mowing more frequently than every 60 days. Ideal mowing time is shortly after natives have set seed, and may require a delayed mowing schedule in wetter years to maintain their density.
- c. Trees growing within the Grassland Zone should be treated according to the recommendations made in the Savanna Zone.
- d. Coyote bush and other shrub species growing within the grassland zone, may be removed to maintain open herbaceous grasslands as part of an approved Lot-Specific Plan.

5. Open Canopy/ Savanna Zone – to a distance of 150 feet from structures

Grass under trees must be mowed annually, and small-diameter lower tree branches must be pruned.

Savannas consist of scattered oaks growing within a grassy understory, and both trees and grass should be maintained to provide a vertical separation between the ground and the tree canopy. According to fire behavior predictions, many areas of oak savanna are expected to produce flame lengths less than 4 feet before treatment. Mowing grass under and around trees reduces fire intensity and rate of spread of fire to an acceptable level, and diminishes the possibility that fire can climb into tree canopy. Pruning the small lower tree branches, as noted below, will reduce the possibility fire can spread into the tree crowns. Woody weed species such as French broom, poison hemlock and thistles must be completely removed annually.

Prescriptions for grass mowing:

- a. Within 30 feet of structures, all grassland areas should be mowed in early summer to a height of four inches, according to the recommendations in the Grassland Zone.
- b. Within 100 feet of structures, all grass growing under trees, out to 6 feet beyond the driplines of trees, should be mowed in early summer to a height of not greater than four inches.

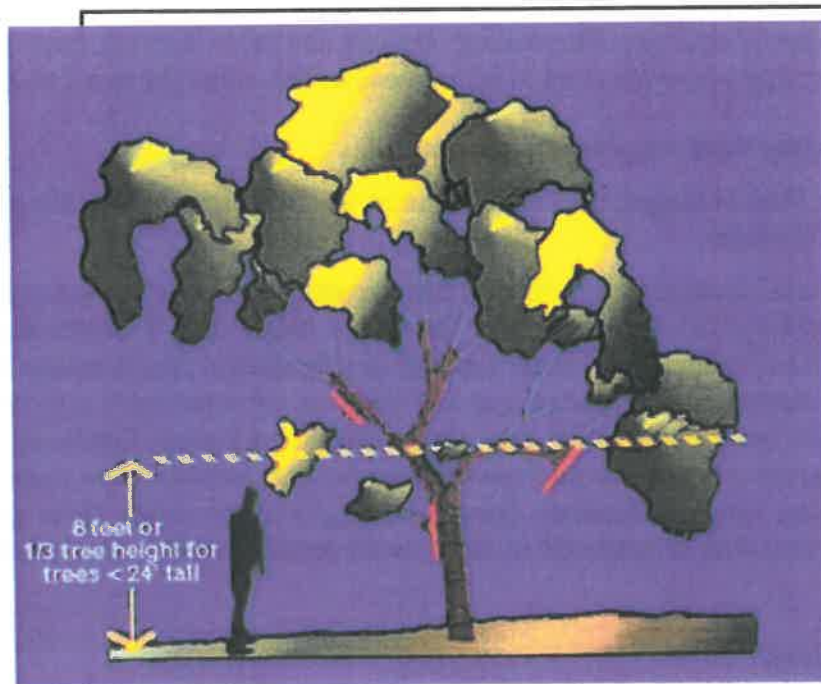
- c. Within 30-100 feet of structures (depending on slope and other factors), grass growing in the open, away from trees, does not need to be mowed, unless called for in a Lot-Specific Plan.

Prescriptions for removing dead wood on the ground:

- a. Throughout the Fuel Management Zones, remove all dead branches on the ground smaller than 6-8 inches diameter.
- b. Large dead material located within the fuel management zone may be removed or relocated as recommended by a Lot-Specific Plan. Dead logs larger than 8 inches in diameter may remain on the site if isolated from dead material that is smaller than 4 inches in diameter, if not under a tree canopy, or if moved at least 100 feet from the structure. Large woody material by itself does not ignite readily and does not produce long flames. Retaining these features in open areas serves a beneficial purpose of retaining soil moisture and supports important wildlife, including native pollinators. Once dead logs become rotted through and friable, they should be removed or scattered in the general area to avoid a concentration of lighter fuels.

Prescriptions for tree pruning:

- a. All branches, living or dead, less than 3 inches diameter in width and less than either 8 feet from the ground or three times the height of any understory shrubs whichever is greater, shall be removed (Figure 1).
- b. Living branches that are greater than 3 inches in diameter but lower than 8 feet in height can be retained, provided that the area within the drip-line of trees is maintained. Oaks with live limbs resting on the ground need not be removed, but all ground debris around and beneath the limbs must be removed to reduce fire risk.
- c. Dead limbs less than 8 feet in height shall be removed in all cases. Additional dead limbs or overhanging structures, as well as those determined to be a hazard, may be included for removal in Lot-Specific Plans.
- d. In landscaped areas, healthy tree branches less than 3 inches in diameter or 8 inches diameter if split or diseased, should be removed to provide vertical clearance of 3 times the height of the understory plants, or 8 feet above understory plants, whichever is greater.
- e. For trees shorter than 24 inches in height, remove lower 1/3 of branches smaller than 3 inches in diameter, or alternatively, treat as a shrub grouping.
- f. Once initial pruning is accomplished, tree pruning is likely to be needed infrequently, on an interval of about once every 3 to 5 years.
- g. Do not thin or prune the tree canopy, as this will promote more understory shrub growth as well as lower parts of the tree, and will result in increased risk that fire will spread to the tree canopy.



tree, whichever is less.

Figure 1.
Create vertical spacing under lower tree branches, by removing small tree branches from the bottom 8 feet of the tree, or from the bottom one-third of the

6. Chaparral Zone – to a distance of 200 feet

All shrubs within chaparral must be thinned or mowed within 200 feet of structures.

Chaparral, composed of broad-leaved shrubs and bushes that form dense thickets, is an important habitat type. This habitat type burns with great intensity and poses a high fire hazard to adjacent structures. When mowed or burned, woody shrubs in this habitat type re-sprout from the root system and require regular treatment to manage fire risk. In this vegetation type, defensible space is created by maintaining well-spaced chaparral shrubs that are short-stature, with succulent young vegetation, and no dead branches. Stands of shrubs within this Zone should be managed annually to ensure they are not allowed to grow above 2.5 ft height (usually 5 years or less) before being re-treated.

- In open areas away from trees, individual plants or small groupings of shrubs may be retained if reduced to discontinuous groups of shorter, younger, more succulent shrubs. Ensure the distance between groups of shrubs is at least 2 times the height of the shrub patch (see Figure 3). Retain less-flammable desirable shrubs, such as ceanothus, currant, coffeeberry, native rose, and sticky monkey flower, particularly where needed to stabilize slopes or prevent soil erosion.
- All other shrubs within 200 feet of structures should be mowed, or cut, at ground level. Site topography and vegetation will determine whether the treatments can be “feathered” at the edges, and whether it can be conducted with machinery or by hand crews.
- In all cases, remove chamise, a highly flammable dense-growing native (*Adenostoma fasciculatum*), under tree canopies. Where chamise is found outside of tree canopies, mow

chamise at ground level, or create shrub groupings, according the recommendations in the Coastal Scrub Zone. If other shrub species are present with the chamise, retain them at the expense of the chamise.

- d. All healthy trees within the 200-foot Chaparral Zone should be retained. As trees increase within the chaparral, they provide a long-term reduction in shrub cover and fire hazard.
- e. Trees growing within chaparral should be encouraged by removing shrubs from within a zone around the tree (Figure 2):
 - When the tree is shorter than 6 feet high, all shrubs should be removed from within a distance of 3 feet from the tree's drip line.
 - When a tree is taller than 6 feet high, all shrubs should be removed from within a distance of 6 feet from the tree's drip line.

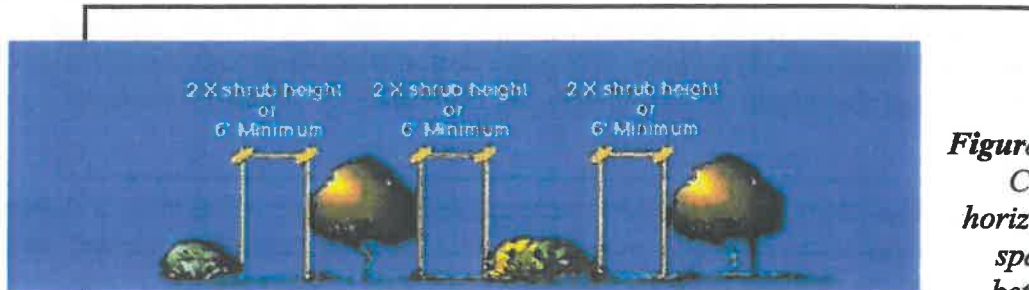


Figure 2.
Create
horizontal
spacing
between

trees and shrubs, by removing shrubs from around trees within a radius that extends 3 feet from the tree's drip line. For trees taller than 6 feet, remove shrubs within a distance of 6 feet from the tree's drip line.

7. Coastal Scrub Zone – to a distance of 200 feet

All shrubs within coastal scrub must be thinned or mowed within 200 feet of structures.

Like chaparral, coastal scrub is an important habitat type. Coastal scrub is comprised of a diverse mixture of native shrub species including coyote bush, native sage, blackberry, coffeeberry, and poison oak. Like most chaparral shrubs, shrub species growing within coastal scrub habitat will stump-sprout vigorously when mowed or burned, so coastal scrub zones will need to be retreated on a regular basis.

- a. In open areas away from trees, between 30 feet and 200 feet of structures, change the pattern into discontinuous groups of shorter, younger, more succulent shrubs and ensure the distance between groups of shrubs is at least 2 times the height of the shrub patch (see Figure 3).

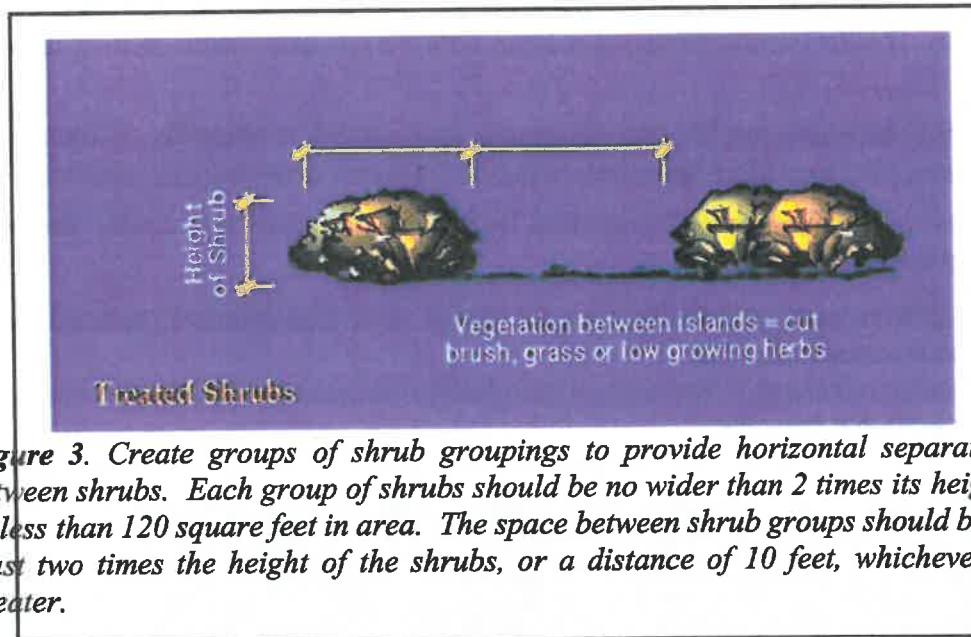


Figure 3. Create groups of shrub groupings to provide horizontal separation between shrubs. Each group of shrubs should be no wider than 2 times its height, or less than 120 square feet in area. The space between shrub groups should be at least two times the height of the shrubs, or a distance of 10 feet, whichever is greater.

- b. In coyote brush dominated stands, if other shrub species are present, retain them at the expense of coyote brush. Retain less-flammable desirable shrubs, such as ceanothus, currant, coffeeberry, native rose, and sticky monkey flower.
- c. It is not necessary to eliminate coyote brush within the fuel management zone. Instead, change the pattern into discontinuous groups of shorter, younger, more succulent shrubs. If native bunch grasses are present, promote these grassland conditions through permanent removal of encroaching brush species.
- d. Remove all dead branches from less-flammable desirable shrubs, such as ceanothus, currant, coffeeberry, native rose, and sticky monkey flower.
- e. All healthy trees within the 200-foot Coastal Scrub Zone should be retained. As trees increase within the chaparral, they provide a long-term reduction in shrub cover and fire hazard.
- f. Trees growing within coastal scrub zones should be encouraged by removing shrubs from within an area around the tree as shown below (Figure 2, above):
 - a. When the tree is shorter than 6 feet high, all shrubs should be removed from within a distance of 3 feet from the tree's drip line.
 - b. When a tree is taller than 6 feet high, all shrubs should be removed from within a distance of 6 feet from tree crown edge.

8. Oak Woodland Zone – to a distance of 150 feet

Understory plants must be kept short, and small lower tree branches must be removed.

The understory of oak woodland habitat includes shade tolerant shrubs and grasslands. The goal of this standard is to maintain an existing oak woodland with a short-statured understory of herbaceous plants and shrubs, and a tree canopy at least 8 feet above the ground. An initial treatment will be required

to prune smaller branches of trees up to 8 feet above the ground and to reduce density and stature of understory shrubs. After the initial treatment, annual maintenance will be needed to cut back shrub sprouts in order to maintain a maximum height of 2.5 feet.

Prescriptions for understory maintenance:

- a. Within 30 feet from structures, at the beginning of each summer, ensure that the herbaceous understory is maintained at a maximum height of 4 inches.
- b. Understory vegetation should not be completely removed. Instead, selectively remove flammable species like coyote bush, and prune-back and remove dead branches from less-flammable desirable species such as coffeeberry, currant and wild rose.
- c. Native understory shrubs are to be kept free of dead branches and no more than 2.5 feet in height.
- d. Leaf litter depth should be kept to no greater than 4 inches.

Prescriptions for tree pruning:

- a. All branches, living or dead, less than 3 inches diameter in width and less than either 8 feet from the ground or three times the height of any understory shrubs whichever is greater, shall be removed (Figure 1).
- b. Living branches that are greater than 3 inches in diameter but lower than 8 feet in height can be retained, provided that the area within the drip-line of trees is maintained. Oaks with live limbs resting on the ground need not be removed, but all ground debris around and beneath the limbs must be removed to reduce fire risk.
- c. Dead limbs less than 8 feet in height shall be removed in all cases. Additional dead limbs or overhanging structures, as well as those determined to be a hazard, may be included for removal in Lot-Specific Plans.
- d. In landscaped areas, healthy tree branches less than 3 inches in diameter or 8 inches diameter if split or diseased, should be removed to provide vertical clearance of 3 times the height of the understory plants, or 8 feet above understory plants, whichever is greater.
- e. For trees shorter than 24 inches in height, remove lower 1/3 of branches smaller than 3 inches in diameter, or alternatively, treat as a shrub grouping.
- f. Once initial pruning is accomplished, tree pruning is likely to be needed infrequently, on an interval of about once every 3 to 5 years.
- g. Do not thin or prune the tree canopy, as this will promote more understory shrub growth as well as lower parts of the tree, and will result in increased risk that fire will spread to the tree canopy.

Exhibit A

PCR 4291

LOT-SPECIFIC FUEL MANAGEMENT PLAN

AUGUST 5, 2019



DOCUMENT PREPARED:

LOT XXXFUEL MANAGEMENT PLAN

STREET ADDRESS; APN: XXX-XXX-XXX

**PREPARED BY FIRE ECOLOGIST, LANDSCAPE
CONTRACTOR, OR QUALIFIED CONSULTANT**

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LOT XXXFUEL MANAGEMENT PLAN

PURPOSES

This Lot-Specific Fuel Management Plan ("Plan") has been prepared by, Fire Ecoloist for the homeowners. The purposes of this Plan are to guide the implementation of vegetation management and to provide for the Owner sufficient defensible space and fire safety around the home and structure on Lot XXX; as required by California Public Resources Code 4291, while still maintaining the natural and aesthetic values of the RHCA. This plan is to implement the vegetation treatments outlined in the Fuel Management attached hereto and incorporated by reference herein.

It is important to note that the creation of a Lot-Specific Fuel Management Plan and subsequent implementation of the prescribed treatments found below do not guarantee that the property will be 100% fire-safe, but it will improve fire-fighter safety and lessen potential structural damage.

CURRENT CONDITIONS

Through an analysis of aerial imagery and during a site visit on July 25, 2019 the following conditions were observed by CONSULTANT.

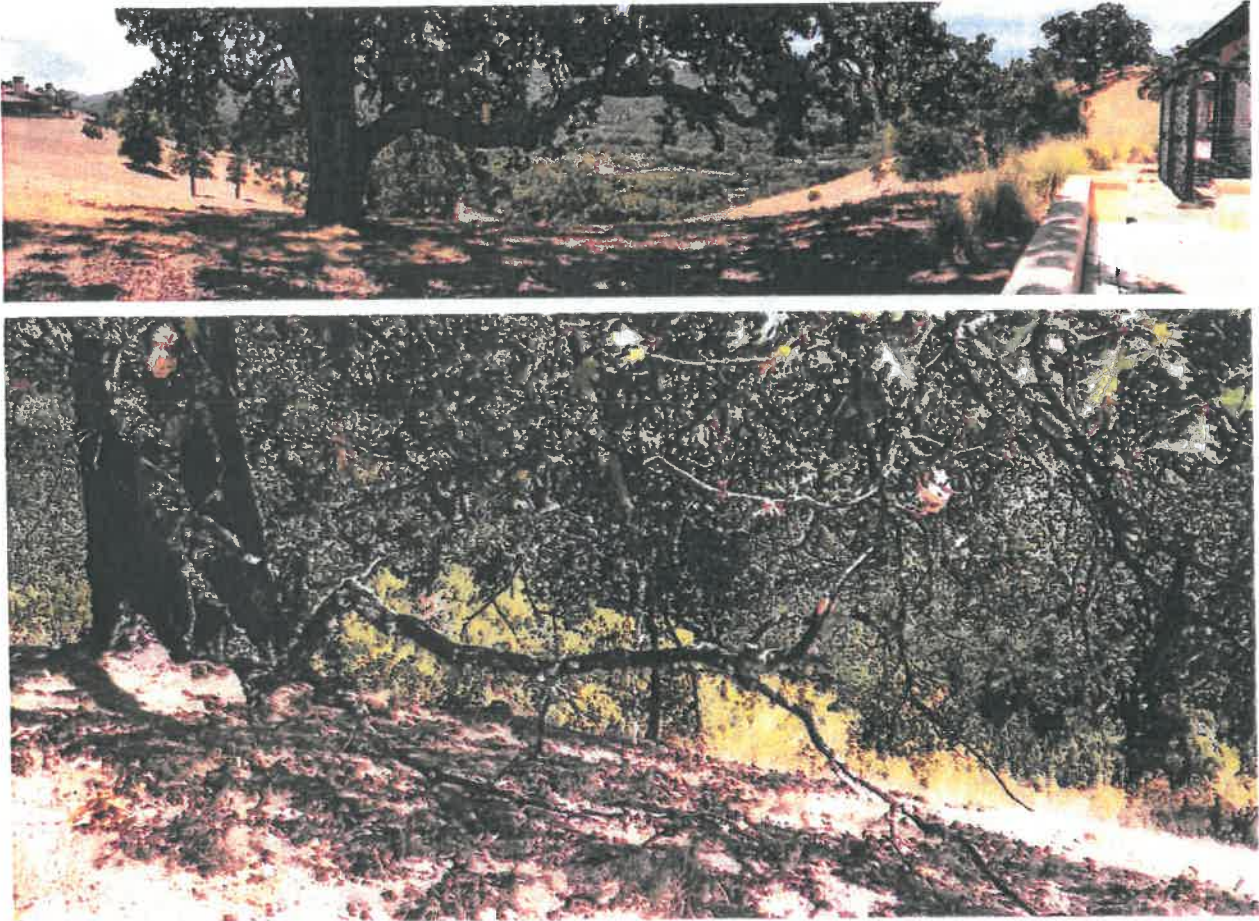


FIGURE 1 PHOTOS OF TYPICAL VEGETATION; UPPER PHOTO SHOWS LANDS SOUTHWEST OF STRUCTURE AND LOWER PHOTO SHOWS LANDS NORTH OF STRUCTURE

STRUCTURES

There are several structures on site; these include a main residence, a detached garage, a guest house, and a caretaker residence. All structures are concentrated on the southern portion of the lot. Combined, these buildings represent roughly 12% of the 1.8-acre lot. Hardscaping surrounds most of the buildings.

LOCATION

Lot XXX is located in the southern portion of RHCA, south of the equestrian center, on Buggywhip Lane. The property boundary to the north constrains the fuel treatment in oak/shrub woodland; an agreement with adjacent landowners (Lot XXX) should be reached that would allow implementation of the full width of the treatment areas per the approved Fuel Management Standards.

Lot xx abuts nine residential parcels: Lots xx, yy and zz. Statement regarding adjacency to roads, or large canyons.

The property can be accessed via this road or that road. The nearest fire station is within The Preserve at the Corporate Yard and is approximately XX miles away on this road (approximately less than a 5 to 10-minute response time). There is also the fire station of the Gate House, which is 10 miles away (with an approximate 25-minute response time).

Outside RHCA, two stations are available for response. These include the [Another Fire Department] at 8455 Somewhere Road. Also, the Different Fire Protection District station at XXX Road in Palos Verde is 14 miles away with an expected response time of 35 minutes



FIGURE 2 AERIAL MAP OF LOT XXX..

ROADS OR TRAILS

Lot XXX is accessed using XX Road. To exit, travel southeast on the private driveway until driveway meets YY Rd.

The driveway to the residence is relatively long at XXX feet. However, it traverses a gentle grade, does not cross any other lots, and does not pose a hindrance to access or maintenance.



FIGURE 3 PHOTOS OF LOT XXXS DRIVEWAY

TERRAIN

The lot sits atop a gentle ridge rising above several of the Golf Course fairways and overlooking an industrial pond. The entire lot is best characterized by rolling terrain, with an elevation range of 1,500ft to 1,690 ft. The heads of two, small drainages define the eastern portion of the lot, while another drainage borders the southwestern edge of the parcel. The lot is primarily south facing. The terrain does not restrict fuel management.

The predominate wind comes from the northwest, up canyon from the golf course, but because the site is atop a knoll/ridge, winds may also flow up from the southwest. Because of the lot's relatively high elevation, winds preceding a northern storm could present a problem.

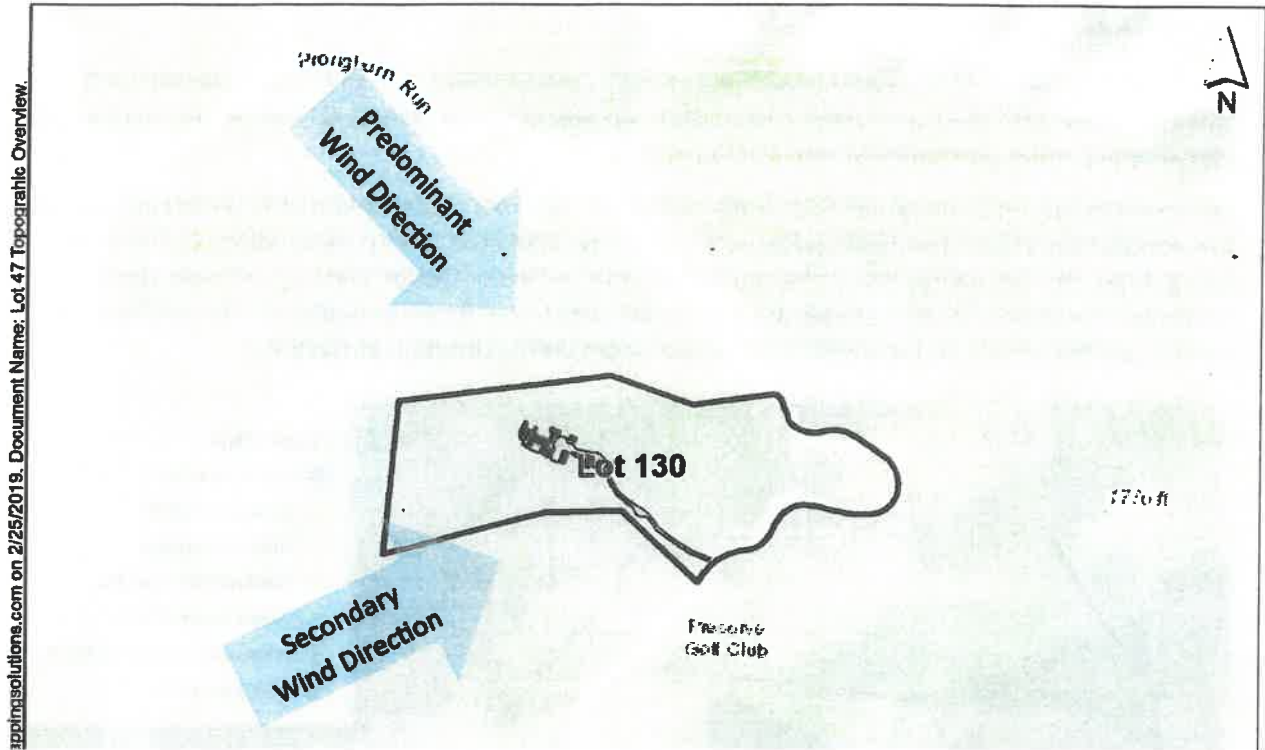


FIGURE 4 TOPOGRAPHIC MAP OF LOT XXX. LARGE BLUE ARROWS INDICATE WIND FLOWS AROUND LOT XXX, WHICH ARE INFLUENCED BY TERRAIN.

VEGETATION

There are three vegetation types mapped on Lot XXX: a mix of Valley Oak and Coast Live Oak (VoClo), California Black Oak (Cbo), and Valley Oak (VaOa). All vegetation types extend into the surrounding lots until meeting either grasslands or the Golf Course.

Site observations note the property is comprised of an open oak savanna with little understory and an oak woodland north of the building site, with a shrubby understory that is developing on this north-facing slope. On the rolling hills on the south and west portion of the lot there is currently good separation between the tree canopy and grassy fuel, which is a fire safe condition. The northern and eastern portion of the lot has steep oak-covered slopes with a shrubby understory.

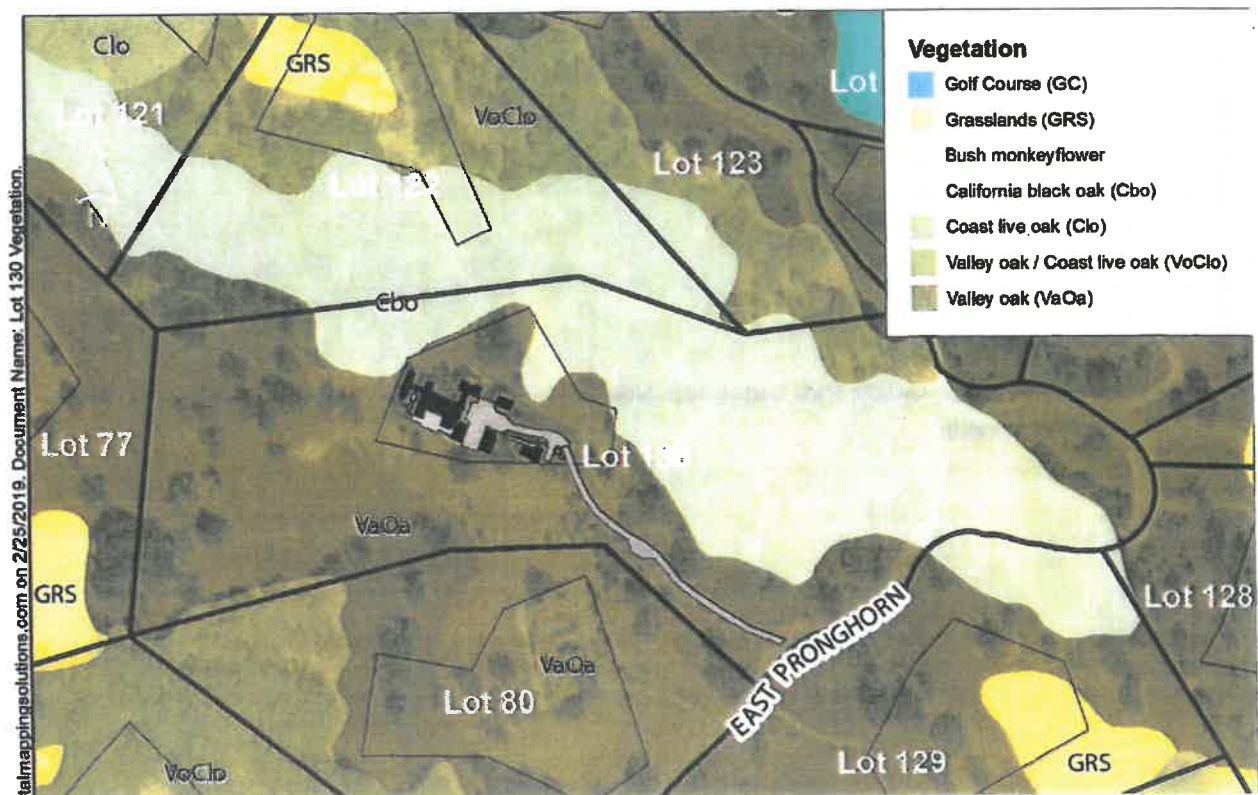


FIGURE 5 VEGETATION MAP OF LOT XXX.

FIRE HAZARD

The vegetative fuels are comprised of annual grass and oak woodland; these fuel types produce fires that are usually non-threatening when the grass and shrubby fuels are maintained. Because of the open nature of these vegetation types, fire behavior can be expected to be relatively low if shrubs have not become dense and tall. If a well-developed understory is present fire behavior can be anticipated to be challenging.

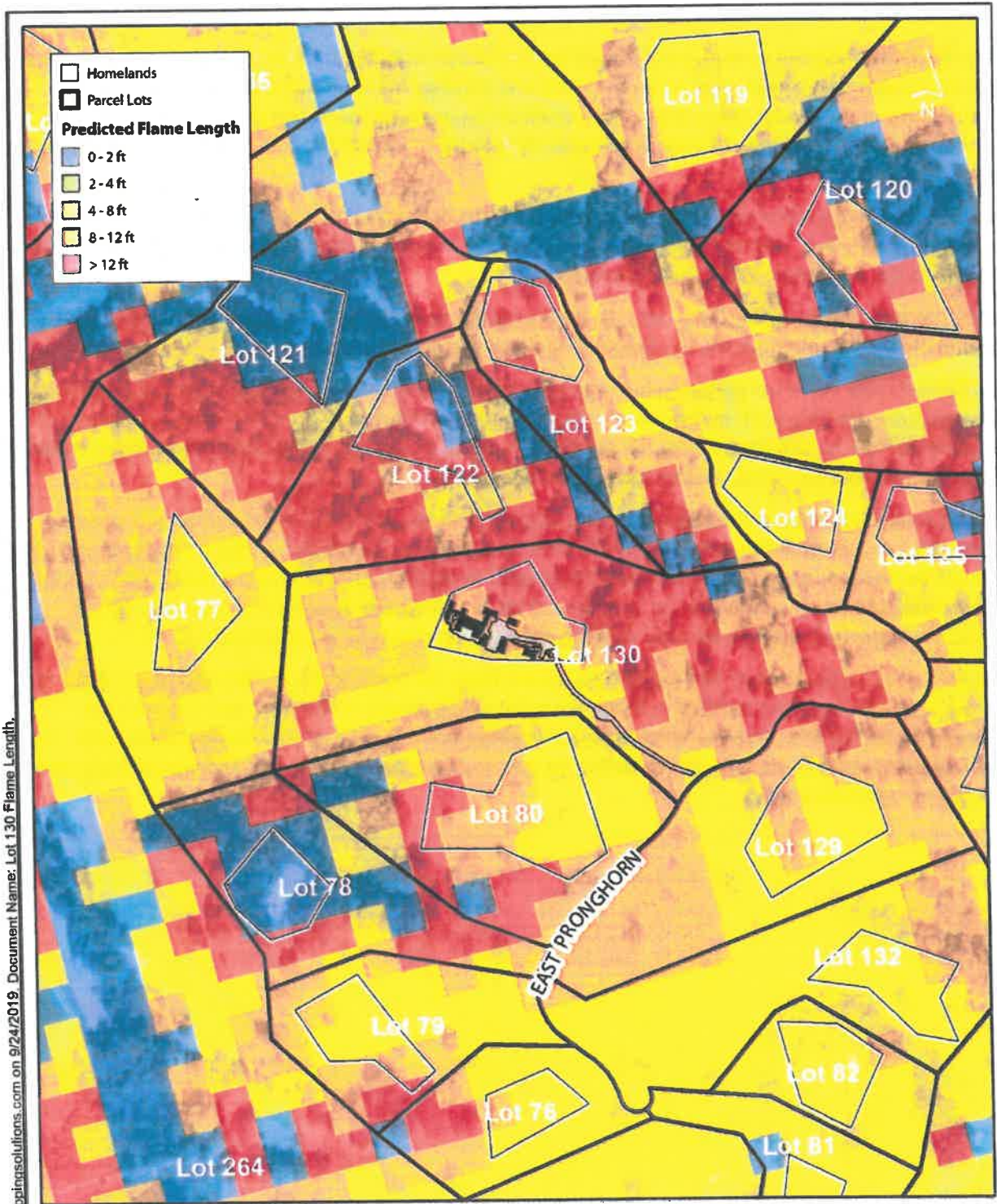
For Lot XXX, fire behavior modeling indicates under current conditions, a wildfire on the property would burn fairly hot; with flame lengths above 4 feet in the south and west, and much higher flame lengths to the north-east along the main ridgeline.

With that said, the modeling does not take into consideration current management practices which include mowing throughout the lot; emolliating these predicted results.

Fire spread rates in annual grass can be quite fast. With maintenance of mowed or grazed grass around the structures the threat of fire from this vegetation type is reduced to acceptable levels because of the width of low-hazard fuels below the structure. Wherever mowing or grazing has occurred, minimal flame lengths and very slow rates of spread can be expected.

If a fire were to develop in the oak woodland, longer flame lengths could be produced and possibly cause the trees to torch the oak and threaten the structures on the property. Fuel management on the site will be needed to maintain a low level of understory shrubby growth and low dead debris on the forest floor, and to prune the bottom branches of trees to limit the possibility of torching. This is especially important in those wooded areas to the north and east of the structures.

The worst-case scenario may be a big fire advancing from the north to northwest because if there is a strong wind also from the northeast, there would be an alignment of the wind and fire with the topography on Lot XXX. Because of its exposed location, fire behavior may be conflagrated, with swirling winds and erratic spread. However, the golf course is north of Lot XXX and would likely stop the fire or lessen its effects.



Predicted Flame Lengths

FIGURE 6 MAP OF PREDICTED FLAME LENGTHS ON LOT XXX (WITHOUT TREATMENT).

FUEL MANAGEMENT

If the treatments described below are implemented, two-foot flames are expected throughout Lot XXX. Fuels that produce a two-foot flame length and prevent ember production are the result of fuel mitigation treatments in five zones of varying actions and distances from the structure, based on existing vegetation and terrain in and around Lot XXX. In each zone, the distance is constrained by the distance to the property boundary; in no case does this fuel management plan authorize the landowner to take fuel management actions beyond the property boundary. However, if the recommended distance for fuel maintenance exceeds a parcel's boundaries, the owner is encouraged to contact the Conservancy and reach an agreement with adjacent landowners to fully comply with Fuel Management Standards.

Each zone has a unique set of standards by which compliance will be gauged. Treatments in each zone are fully described in the Fuel Management Standards and repeated here. Unless specified here, treatments must be consistent with the Standards. ***Exceptions and additional actions are noted in bold, underlined italics.***

The fuel management zones are:

1. Non-combustible Zone, for a width of 5 feet from structure
2. Landscaping Zone, per landscaping plans
3. Driveway Zone, for a width of 15 feet from edge of pavement
4. Grassland Zone, for a width of 30 feet from structure
5. Oak Savanna Zone, for a width of 150 feet from structure
6. Oak/Shrub Zone for a width of 200 feet from structure
7. Coastal Scrub Zone, for a width of ***150 feet*** from structure

The following two pages show the post-treatment predicted flame lengths and the fuel management zone map.

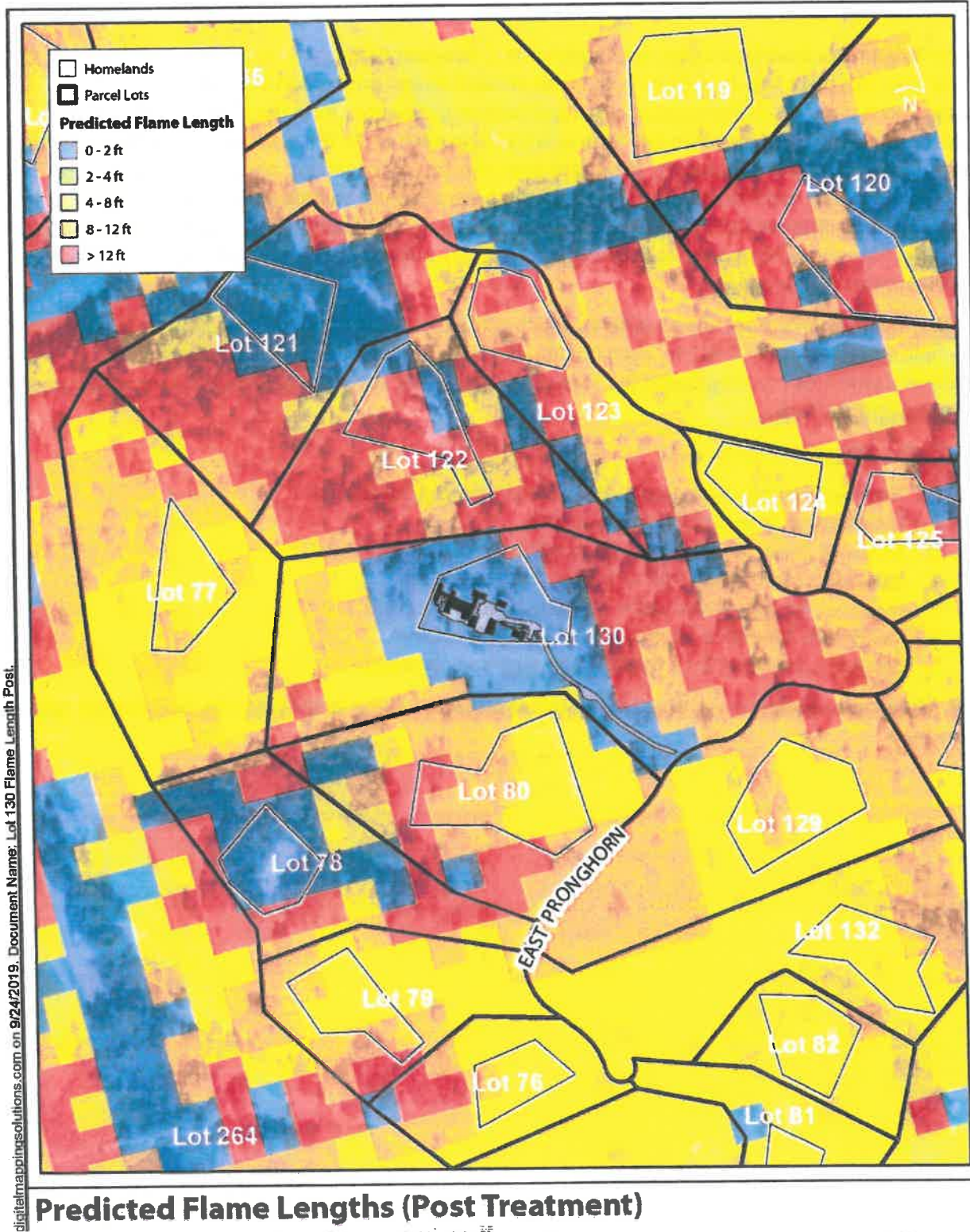


FIGURE 7 MAP OF PREDICTED FLAME LENGTHS ON LOT XXX (WITH TREATMENT).

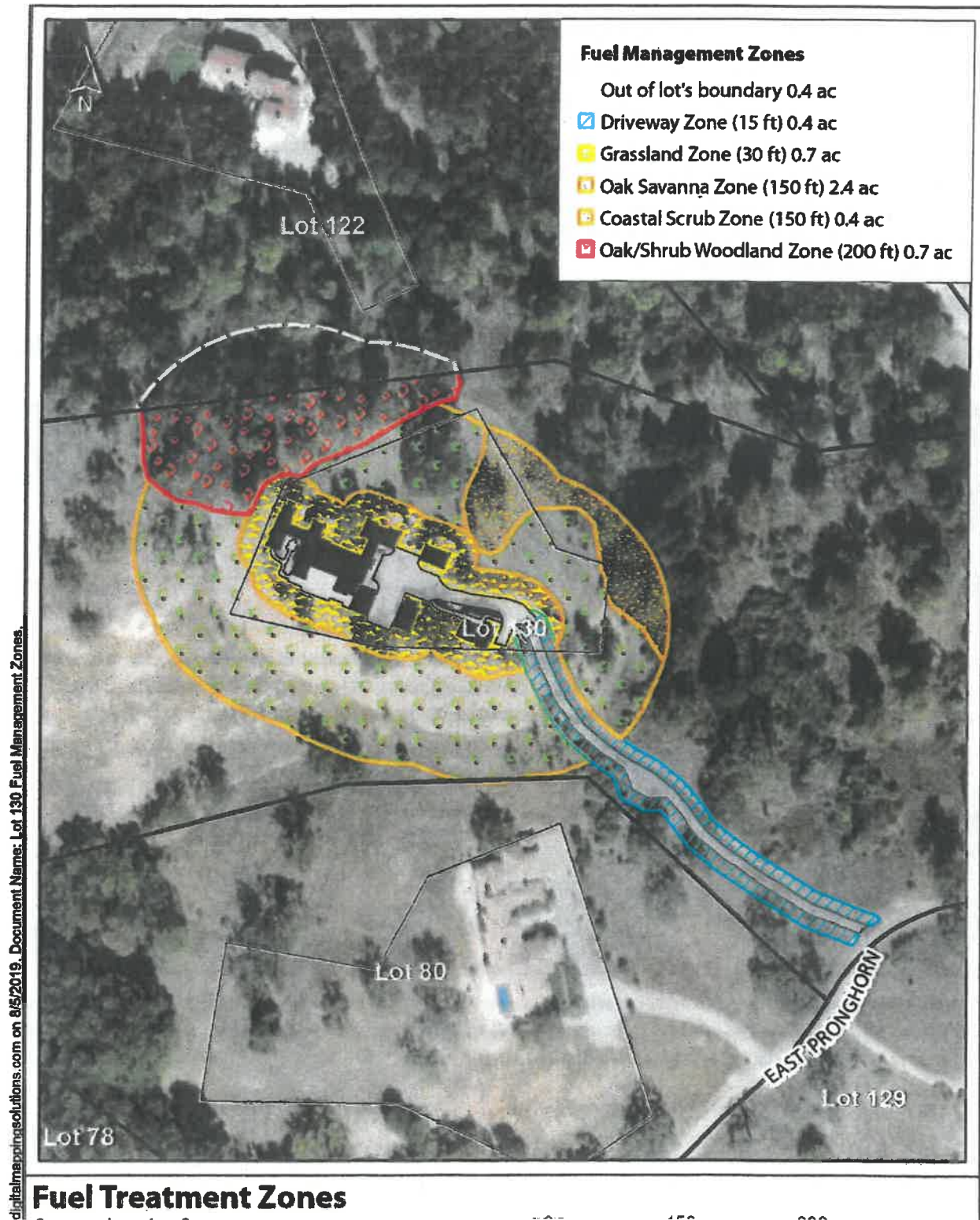


FIGURE 8 FUEL MANAGEMENT MAP WITH ZONES DELINEATED.

There is a small portion of the fuel treatment falling into an adjacent lot (Lot 122). It was also noted during the site visit that dense vegetation on Lot 122 could pose a threat to the structures on Lot XXX.

For reference, here are the fuel management standards for the zones on Lot XXX.

NON-COMBUSTIBLE ZONE – TO A DISTANCE OF 5 FEET

A non-combustible zone should be maintained within in a 5-foot buffer around structures.

Hardscape surfaces (such as patios, gravel, and bare soil), and landscape materials (such as lawn and succulent herbaceous plants) are examples of non-combustible surfaces. Wood mulch is not considered non-combustible. Landscape architects are encouraged to make liberal use hardscaping within 5 feet of structures. Care should be taken in the design phase to ensure there is adequate room within the lot for such treatments.

Firewood currently near the house should be moved more than 5 feet from structures and enclosed.

In addition, where Mugo pine or other woody landscaping exists near vents, trim lower branches to a 2-3 foot height up from the ground when they are within 5 feet of a foundation vent.

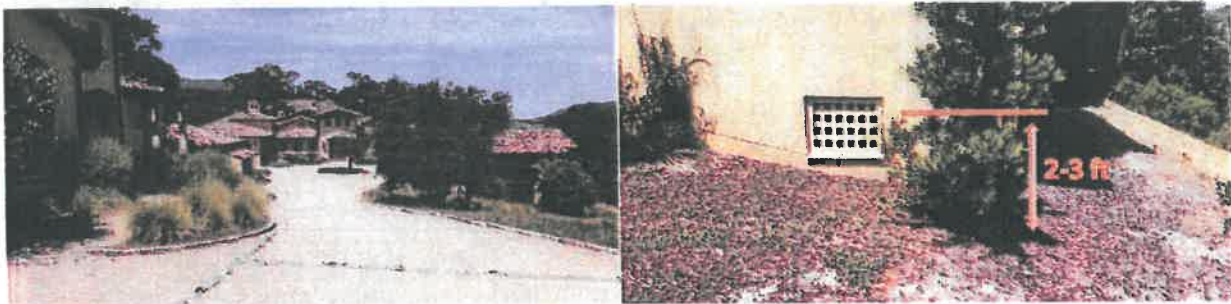


FIGURE 9 OVERALL, LOT XXX MAKES USE OF EXTENSIVE HARDSCAPING IN AND AROUND STRUCTURES. DUE TO HOME CONSTRUCTION THAT INCLUDES STUCCO WITHOUT WEEP SCREENING, THERE IS NO NEED FOR A NON-COMBUSTIBLE ZONE. HOWEVER, ALL MULCH WILL NEED TO BE REMOVED WITHIN 5 FEET OF FOUNDATION VENTS.



FIGURE 10 WINDOWS ARE A WEAK POINT IN STRUCTURE HARDENING; TRIM MATCHED, LARGE SHRUBS (LEFT PHOTO) 5 FEET AWAY FROM WALL AND WINDOWS. TRIM HERITAGE OAK IN COURTYARD NORTH OF HOUSE 5 FEET FROM ROOFLINE TO KEEP TREE FROM DAMAGING ROOF/GUTTER (RIGHT PHOTO).



FIGURE 11 BECAUSE IT IS AN EMBER TRAP (AS EVIDENCED BY CURRENT LEAF BUILD-UP), CLEAR AWAY COMBUSTIBLE MATERIAL FROM COVERED STORAGE ENTRY.

LANDSCAPING ZONE – WITHIN ENTIRE LANDSCAPED AREA

Approved landscaping must be designed and maintained to minimize flammability.

Ornamental landscaping often results in large amounts of shrubby flammable vegetation being planted near structures. Many commonly used landscape plants, such as conifers, flammable woody shrubs, and tall ornamental grasses, should be avoided because they may create a fire threat to a home that would otherwise be fire safe. All plant material that is removed from the landscaping must be composted removed and disposed of properly. In no case can material from the Landscaping Zone be left and must be processed if it will remain. The spacing between landscaping plants and volume of landscaping biomass should mimic the Oak Woodland Zone, and landscape areas should be maintained according to the recommendations in the Oak Woodland Zone (see below).



FIGURE 12 EXAMPLES ON LOT XXX OF GOOD LANDSCAPING CHOICES OF LOW FUEL VOLUME AND ADEQUATE SPACING BETWEEN PLANTS ALONG WITH HARDSCAPING TO PREVENT IGNITION FROM EMBERS

DRIVEWAY ZONE – 15 FEET FROM EDGE OF DRIVEWAY PAVEMENT

Safe ingress and egress must be maintained along the driveway.

The Driveway Zone is important to allow for safe passage and to provide a location where firefighter resources can travel and engage in fire response. The treatments required correspond to vegetation type.

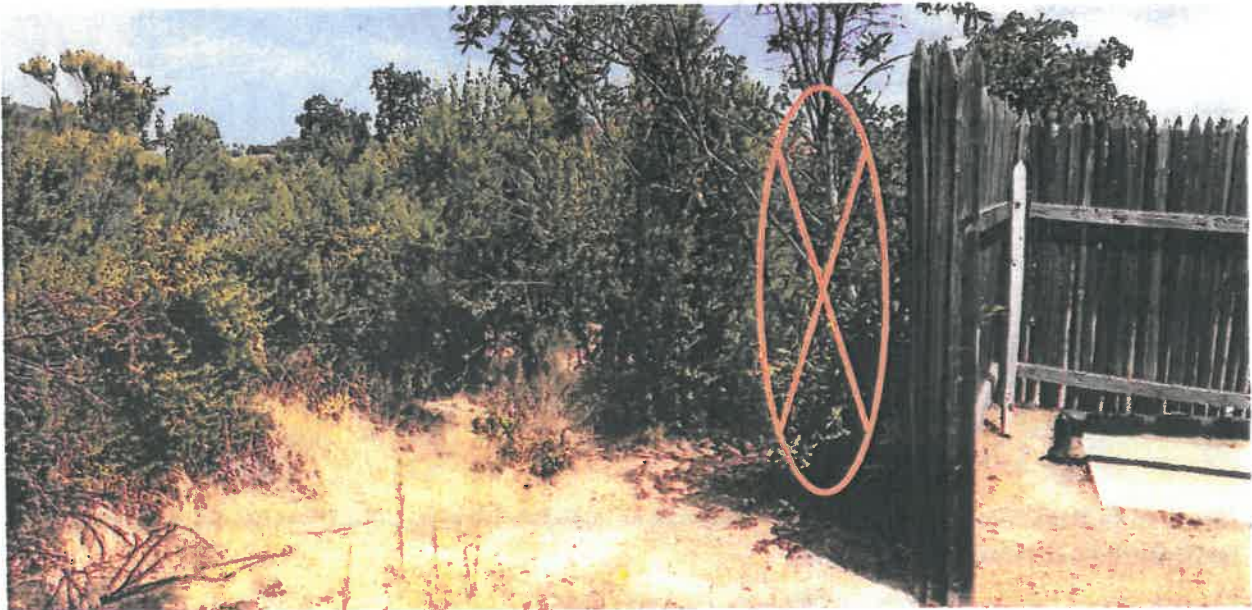


FIGURE 13 TRIM AND CLEAR AWAY VEGETATION AWAY FROM WOODEN STRUCTURE NEAR DRIVEWAY

- a. Grassland, and the understory of all Oak Savanna, and Oak Woodland vegetation should be mowed within 15 feet from the pavement edges, according to the recommendations in the Grassland Zone.
- b. All Chaparral, Coastal Scrub, and Oak/Shrub Woodland vegetation should be treated to 30 feet from the pavement edge, according to their respective recommendations.
- c. All tree branches extending over driveway surfaces should be pruned to ensure 15 of vertical clearance. Whenever possible, healthy overhanging branches higher than 15 feet should be left in place to shade driveway areas and thereby reduce weed and understory growth.
- d. Every residential structure shall have a dedicated fire hydrant and a hammerhead or other safe turnaround for fire equipment access. Vegetation around these facilities must be maintained as needed to ensure visibility and access, vegetation must be cleared three feet around fire hydrant.

A minimum 3-foot radius from each fire hydrant shall be free of vegetation.

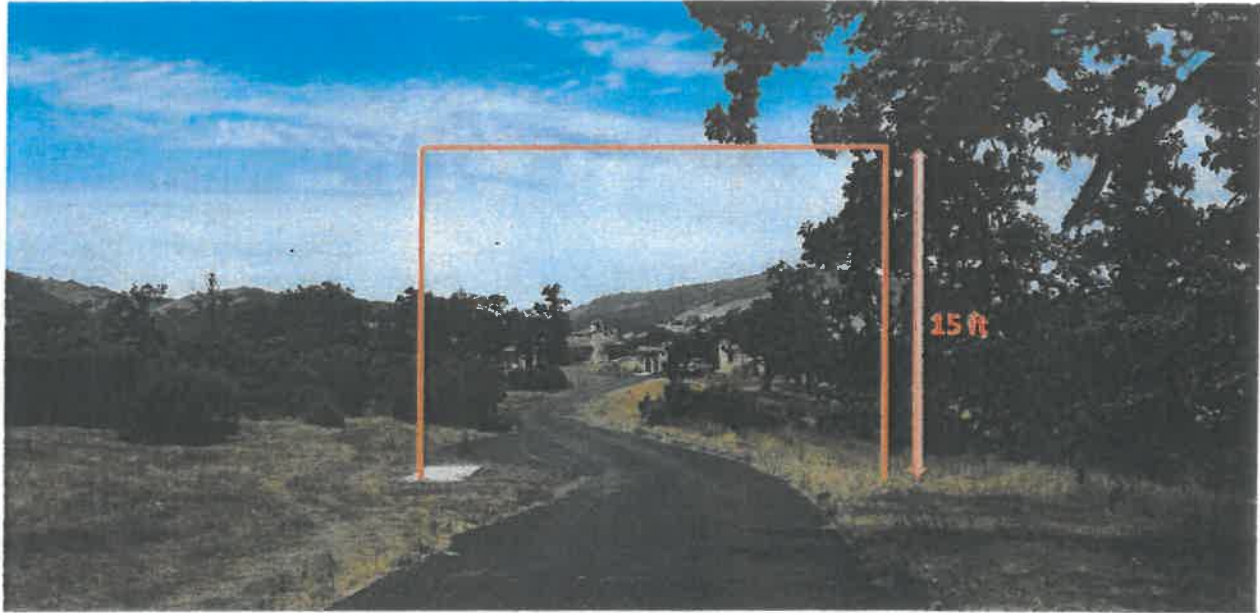


FIGURE 14 BE SURE TO CLEAR OVERHANGING BRANCHES ABOVE DRIVEWAY UP TO 15 FEET

GRASSLAND ZONE – TO A DISTANCE OF 30 FEET FROM STRUCTURES

Grassland zones must be mowed at least once annually in late spring or early summer.

Because grasslands dry and become flammable at the start of every summer, grassland areas will need annual attention, typically by mowing prior to the beginning of each summer. By mowing in late spring, native grasses and wildflowers are retained and may contribute in a lower-hazard condition. Woody weed species such as French broom, poison hemlock and thistles must be completely removed annually.

- a. Within 30 feet from structures, all annual grassland areas should be mowed in early summer to maintain a minimum height of 4 inches during the summer.
- b. Native perennial grasses and wildflower stands should not be mowed more frequently than 60 days, ideally shortly after they have set seed. This may require a delayed mowing schedule in wetter years to maintain their density. Consult with the Conservancy staff as needed.
- c. Trees growing within the Grassland Zone should be treated according to the recommendations made in the Oak Woodland Zone.
- d. Coyote bush, and a number of other shrub species, growing within the grassland zone, may be removed to maintain open herbaceous grasslands as part of an approved Lot-Specific Plan.



FIGURE 15 CURRENTLY, MOWING IN OPENLANDS BETWEEN LOT XXX AND NEIGHBOR TO SOUTHEAST IS WIDER THAN NEEDED BUT IS MAINTAINED AT THE REQUIRED 4 INCHES IN HEIGHT

OAK SAVANNA ZONE – TO A DISTANCE OF 150 FEET

Grass under trees must be mowed annually, and small-diameter lower tree branches must be pruned.

Oak savannas consist of scattered oaks growing within a grassy understory, and both trees and grass should be maintained to provide a vertical separation between the ground and the tree canopy. According to fire behavior predictions, many areas of oak savanna are expected to produce flame lengths less than 4 feet before treatment. Mowing grass under and around trees reduces fire intensity and rate of spread of fire to an acceptable level, and diminishes the possibility that fire can climb into tree canopy. Pruning the small lower tree branches, as noted below, will reduce the possibility fire can spread into the tree crowns. Woody weed species such as French broom, poison hemlock and thistles must be completely removed annually.

Prescriptions for grass mowing:

- a. Within 30 feet of structures, all grassland areas should be mowed in early summer to a height of four inches, according to the recommendations in the Grassland Zone.
- b. Within 100 feet of structures, all grass growing under trees, out to 6 feet beyond the driplines of trees, should be mowed in early summer to a height of four inches.
- c. Within 30-100 feet of structures (depending on slope and other factors), grass growing in the open, away from trees, does not need to be mowed.

Prescriptions for removing dead wood on the ground:

- a. Throughout the Fuel Management Zones, removal all dead branches on the ground smaller than 6-inch diameter.
- b. Large dead material located within the fuel management zone may be removed or relocated as recommended by a Lot-Specific Plan. Dead limbs larger than 8 inches in diameter, in the Fuel Management Zones within the Openlands, should remain on the site if isolated from dead material that is smaller than 4-inches in diameter, if not under a tree canopy, or if moved at least 100 feet from the structure. Large woody material by itself does not ignite readily and

does not produce long flames. Retaining these features in open areas serves a beneficial purpose of retaining soil moisture and supports important wildlife, including native pollinators. Once dead logs become rotted through and friable, they should be removed or scattered in the general area to avoid a concentration of lighter fuels.

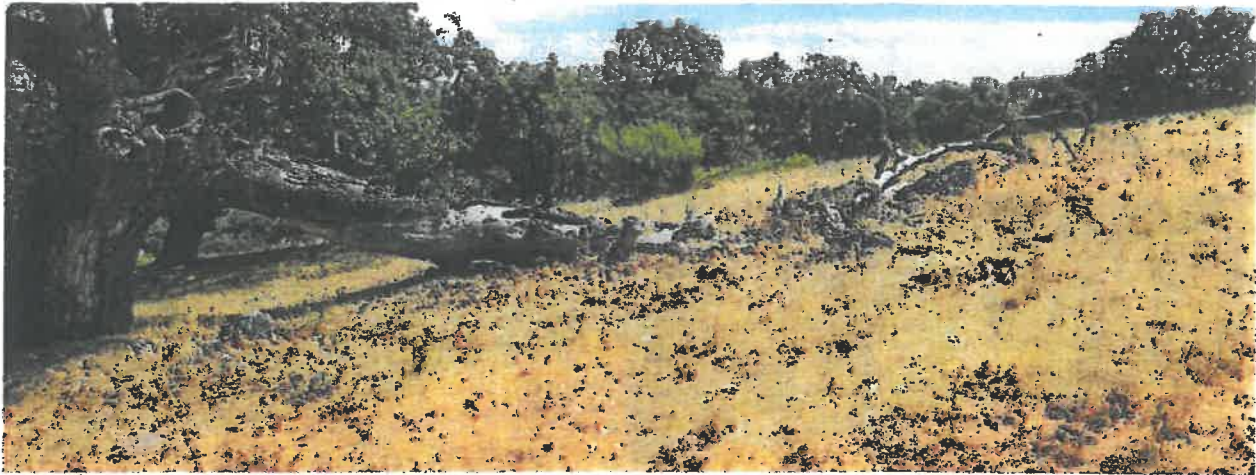


FIGURE 16 LARGE DEAD LOGS MAY REMAIN IF LOCATED OUTSIDE THE TREE CANOPY. GRASS SHOULD BE MOWED UNDER THE TREE CANOPY AND AROUND THE DEAD LOGS TO LIMIT IGNITION POTENTIAL. IN THIS CASE, THE WOODY MATERIAL ON THE LEFT SHOULD REMAIN, THE MATERIAL ON THE RIGHT SHOULD BE REMOVED.

Prescriptions for tree pruning:

- a. All branches, living or dead, less than 3 inches diameter in width and less than either 8 feet from the ground or three times the height of any understory shrubs whichever is greater, shall be removed (Figure 17).
- b. Living branches that are greater than 3 inches in diameter but lower than 8 feet in height can be retained, provided that the area within the drip-line of trees is maintained Oaks with live limbs resting on the ground need not be removed, but all ground debris around and beneath the limbs must be removed to reduce fire risk.
- c. Dead limbs less than 8 feet in height shall be removed.
- d. In landscaped areas, healthy tree branches less than 3 inches in diameter or 8 inches diameter if split or diseased, should be removed to provide vertical clearance of 3 times the height of the understory plants, or 8 feet above understory plants, whichever is greater.

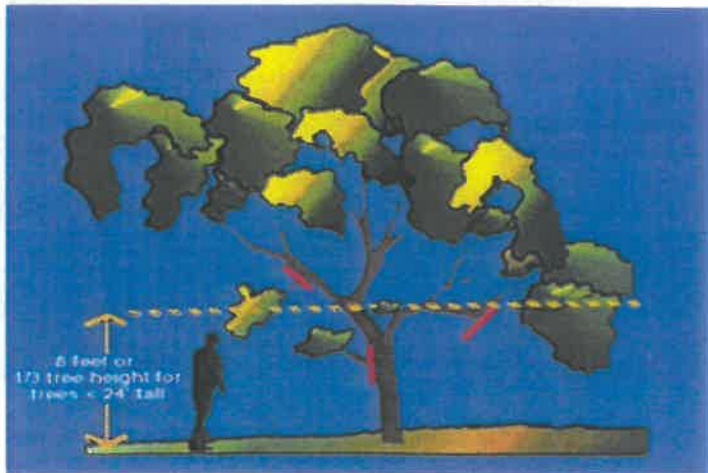


FIGURE 17 CREATE VERTICAL SPACING UNDER LOWER TREE BRANCHES BY REMOVING SMALL TREE BRANCHES FROM THE BOTTOM 8 FT OF THE TREE OR FROM THE BOTTOM ONE-THIRD OF THE TREE, WHICHEVER IS LESS.

- e. For trees shorter than 24 inches in height, remove lower 1/3 of branches smaller than 3 inches in diameter, or alternatively, treat as a shrub grouping.
- f. Once initial pruning is accomplished, tree pruning is likely to be needed infrequently, on an interval of about once every 3 to 5 years.
- g. Do not thin or prune the tree canopy, as this will promote more understory shrub growth as well as lower parts of the tree, and will result in increased risk that fire will spread to the tree canopy.
- h. Sometimes small trees may need to be cut to the ground in order to achieve the separation of the ground level from the tree canopy, or because mowing equipment cannot avoid the small trees.
- i.



FIGURE 18 TRIM BOTH VALLEY AND BLACK OAKS PER STANDARDS NORTH OF STRUCTURE; SUGGEST TRIMMING TO JOINTS



FIGURE 19 CLUMP OF COAST LIVE OAKS TO SOUTHWEST OF STRUCTURE SHOULD BE TRIMMED (FOR THE FIRST TIME) OF LOWER THIRD OF TOTAL HEIGHT OF TREE

COASTAL SCRUB ZONE – TO A DISTANCE OF 150 FEET (EXCEPTION)

*All shrubs within coastal scrub must be thinned or mowed within **150** feet of structures.*

Like chaparral, coastal scrub is an important habitat type. Coastal scrub is comprised of a diverse mixture of native shrub species including coyote bush, native sage, blackberry, coffeeberry, and poison

oak. Like most chaparral shrubs, shrub species growing within coastal scrub habitat will stump-sprout vigorously when mowed or burned, so coastal scrub zones will need to be retreated on a regular basis.

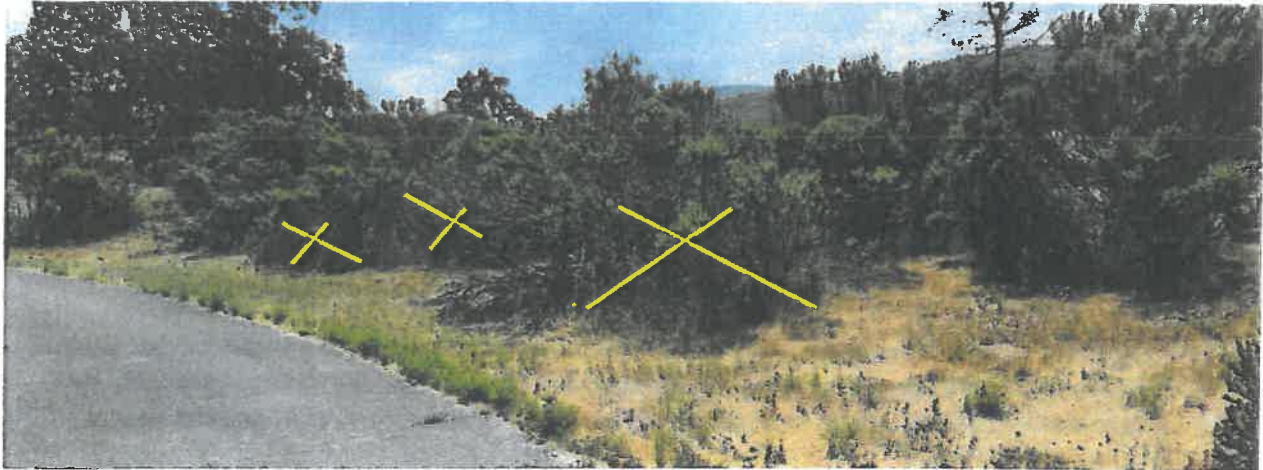


FIGURE 20 EAST OF STRUCTURE, APPLY COASTAL SCRUB ZONE TREATMENT WITH AN EXCEPTION BEING TO NARROW THE WIDTH OF TREATMENT TO 150 FEET, NOT THE 200-FOOT STANDARD. THIS IS JUSTIFIED BECAUSE OF THE RELATIVELY FLAT TERRAIN AND GRASS FUELS NEAREST TO THE STRUCTURES. REMOVE COYOTE BUSH PLANTS THAT HAVE THE MOST DEAD MATERIAL TO REACH A GOAL OF 30% COVER OF COYOTE BUSH, 70% GRASS.

- a. In open areas away from trees, within 200 feet of structures, change the pattern into discontinuous groups of shorter, younger, more succulent shrubs and ensure the distance between groups of shrubs is at least 2 times the height of the shrub patch (see Figure 20).
- b. In coyote brush dominated stands, if other shrub species are present, retain them at the expense of coyote brush. Retain less-flammable desirable shrubs, such as ceanothus, currant, coffee berry, current, native rose, and sticky monkey flower.
- c. It is not necessary to eliminate coyote brush within the fuel management zone. Instead, change the pattern into discontinuous groups of shorter, younger, more succulent shrubs. If native bunch grasses are present, consult with the Conservancy regarding restoring grassland conditions through permanent removal of encroaching brush species.
- d. Remove all dead branches from less-flammable desirable shrubs, such as ceanothus, currant, coffee berry, current, native rose, and sticky monkey flower.
- e. All healthy trees within the 200-foot Coastal Scrub Zone should be retained. As trees increase within the chaparral, they provide a long-term reduction in shrub cover and fire hazard.
- f. Trees growing within coastal scrub zones should be encouraged by removing shrubs from within an area around the tree as shown below (Figure 2, above):
 - When the tree is shorter than 6 feet high, all shrubs should be removed from within a distance of 3 feet from the tree's drip line.
 - When a tree is taller than 6 feet high, all shrubs should be removed from within a distance of 6 feet from tree crown edge.

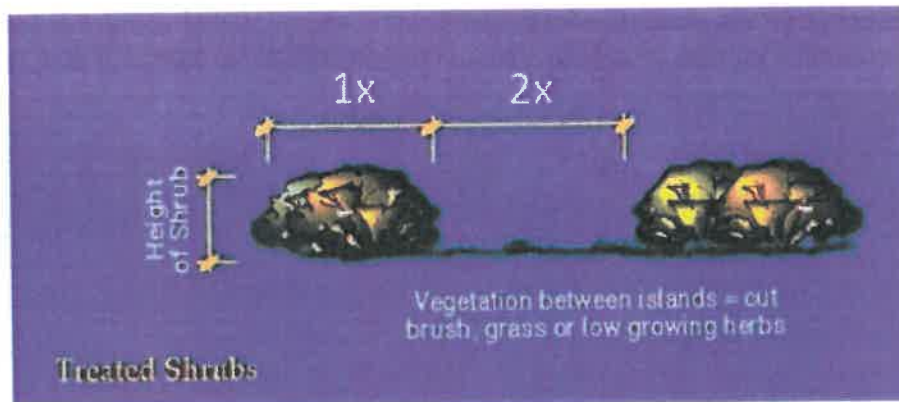


FIGURE 21 CREATE GROUPS OF SHRUB GROUPINGS TO PROVIDE HORIZONTAL SEPARATION BETWEEN SHRUBS. EACH GROUP OF SHRUBS SHOULD BE NO WIDER THAN 2 TIMES ITS HEIGHT, OR LESS THAN 120 SQUARE FEET IN AREA. THE SPACE BETWEEN SHRUB GROUPS SHOULD BE AT LEAST TWO TIMES THE HEIGHT OF THE SHRUBS, OR A DISTANCE OF 10 FEET, WHICHEVER IS GREATER.

OAK-SHRUB WOODLAND ZONE – TO A DISTANCE OF 150 FEET

Understory plants must be kept short, and small lower tree branches must be removed.

The goal of the following treatment is to facilitate the conversion from a transitional woodland / shrubland vegetation type, into a more fire-safe oak woodland with an understory consisting of grass, herb or other low-growing fire resistant plants. Native understory shrubs are acceptable, if maintained to a maximum height of 2.5 feet, and if kept free of dead branches. Once the conversion has been made to a stable oak woodland, little vegetation treatment will be necessary other than the normal treatments for the Oak Woodland Zone. Woody non-native weeds such as French broom should be vigorously suppressed.

Prescriptions for understory maintenance:

- a. Understory vegetation should not be completely removed. Instead, selectively remove all French broom and flammable native species like coyote bush, and prune-back and remove dead branches from less-flammable desirable species such as coffee berry and wild rose.
- b. Within 30 feet of structures, at the end of each spring mow grass according to the Grassland Zone.
- c. Remove chamise, a highly flammable dense-growing native (*Adenostoma fasciculatum*), under tree canopies. Where chamise is found outside of tree canopies, mow chamise at ground level, or create shrub groupings, according the recommendations in the per the Coastal Scrub Zone. If other shrub species are present with the chamise, retain them at the expense of the chamise.



FIGURE 22 REMOVE SHRUBS UNDER TREES AT THE EDGE OF THE OAK SAVANNA AND OAK SHRUB WOODLAND. PRUNE LOWER BRANCHES TO 8 FT OR THE LOWER THIRD OF THE TREE HEIGHT.

Prescriptions for tree pruning:

- a. All branches, living or dead, less than 3 inches diameter in width and less than either 8 feet from the ground or three times the height of any understory shrubs whichever is greater, shall be removed (Figure 17).
- b. Living branches that are greater than 3 inches in diameter but lower than 8 feet in height can be retained, provided that the area within the drip-line of trees is maintained Oaks with live limbs resting on the ground need not be removed, but all ground debris around and beneath the limbs must be removed to reduce fire risk.
- c. Dead limbs less than 8 feet in height shall be removed retained.
- d. In landscaped areas, healthy tree branches less than 3 inches in diameter or 8 inches diameter if split or diseased, should be removed to provide vertical clearance of 3 times the height of the understory plants, or 8 feet above understory plants, whichever is greater.
- e. For trees shorter than 24 inches in height, remove lower 1/3 of branches smaller than 3 inches in diameter, or alternatively, treat as a shrub grouping.
- f. Once initial pruning is accomplished, tree pruning is likely to be needed infrequently, on an interval of about once every 3 to 5 years.
- g. Do not thin or prune the tree canopy, as this will promote more understory shrub growth as well as lower parts of the tree, and will result in increased risk that fire will spread to the tree canopy.
- h. Sometimes small trees may need to be cut to the ground in order to achieve the separation of the ground level from the tree canopy, or because mowing equipment cannot avoid the small trees.

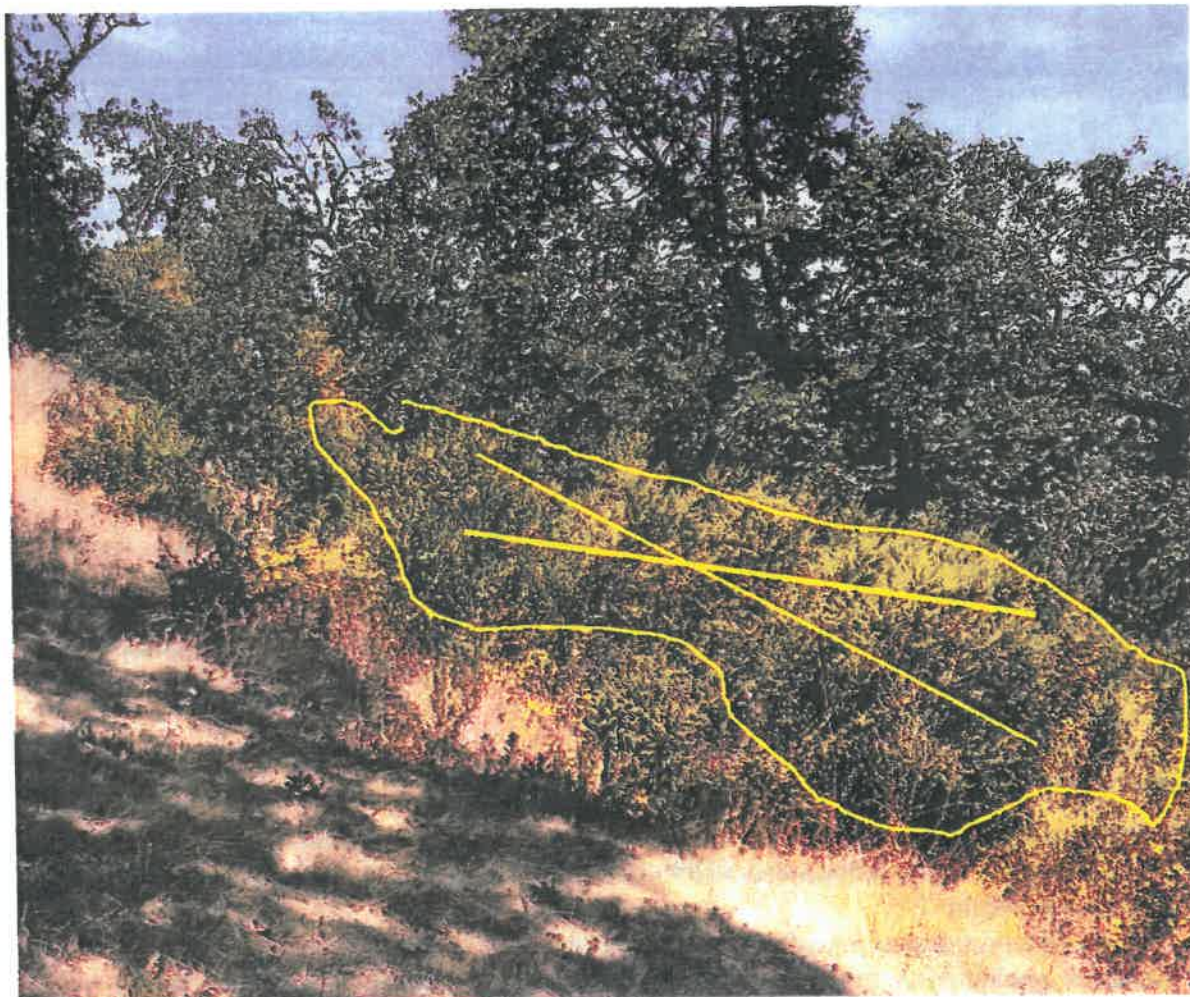
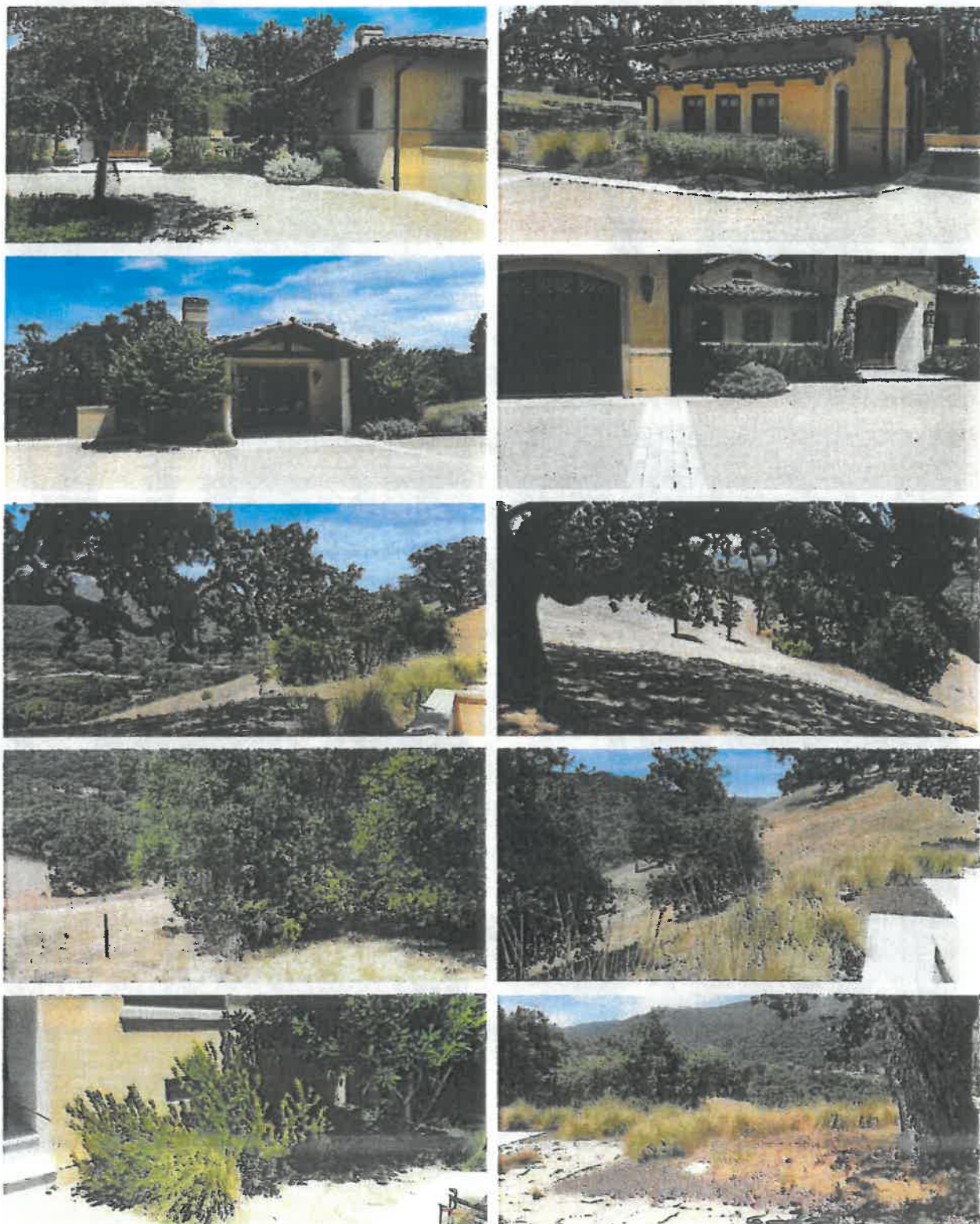
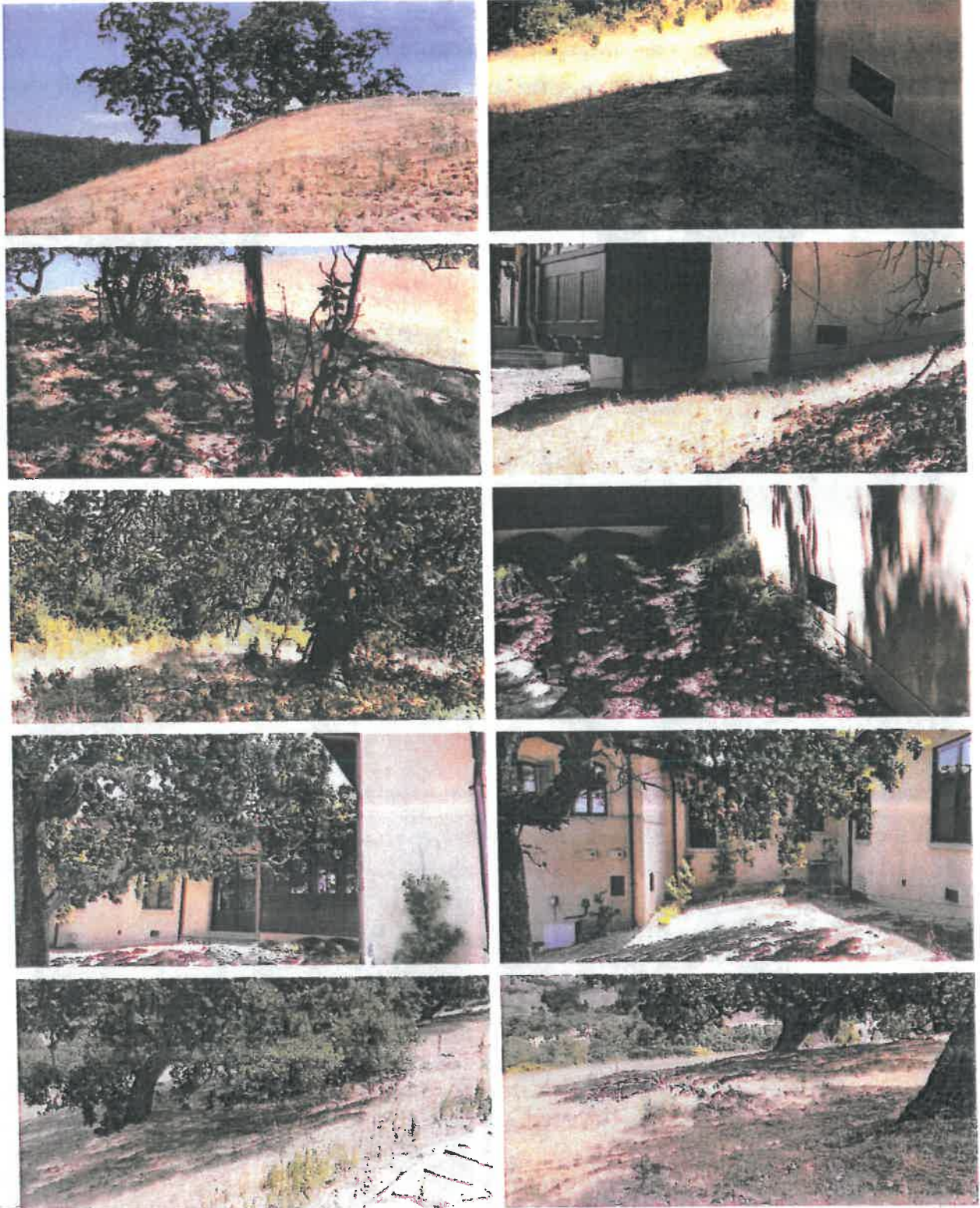


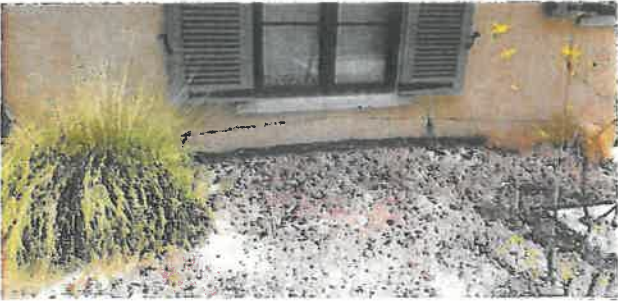
FIGURE 23 APPLY OAK-SHRUB WOODLAND STANDARDS ON VEGETATION NORTHWEST OF STRUCTURE FOR 200-FT. REMOVE SHRUBS UNDER TREES ON A PERIODIC BASIS (EVERY 5 YEARS). WORK WITH ADJACENT NEIGHBOR TO OBTAIN AUTHORITY TO CONDUCT WORK OUTSIDE PROPERTY BOUNDARY.

PHOTOS OF LOT XXX

Other photos taken during site visit provided here as a record of conditions:









Friend or Foe?

How Does Your Garden Rate?

Characteristics of a Selection of Common Landscape Plants

Friend Characteristics

Botanical Name	Common Name	Form	Mature Size (height by width)	Low total volume	Form (restricts air flow)	Leaf (low surface to volume)	Little dead Material	Low moisture leaves/ stem	High moisture leaves/ stem	Mineral content
<i>Arbutus unedo</i>	strawberry tree	Shrub/ Small Tree	X-25' x equal spread			X	X			
<i>Arbutus menziesii</i>	Madrone-marina hybrid	Shrub/ Small Tree								
<i>Quercus agrifolia</i>	Coast live oak	Large Tree								
<i>Cercis occidentalis</i>	western redbud	Shrub/ Small Tree	4-8' x equal spread	X			X		X	
<i>Ficus sellowiana</i>	pineapple guava	Shrub	10-25' x equal spread			X	X			X
<i>Ribes sanguineum</i>	flowering currant	Shrub	4-12' x equal spread			X	X		X	
<i>Rosa banksiae</i>	Lady Banks rose	Shrub	climbs to 20'	X	X		X		X	
<i>Agapanthus africanus</i>	lily of the Nile	Perennial	2' x 2'	X	X		X		X	
<i>Achillea</i>	yarrow	Perennial	4-5 x 1-2'	X			X			
<i>Diates bicolor</i>	formlight lily	Perennial	3-4' x equal	X	X		X		X	
<i>Centaurea cineraria</i>	dusty miller	Perennial	1-2' x equal	X	X		X		X	X
<i>Gazania hybrids</i>	gazania	Groundcover	6 inch x 2'	X	X		X		X	
<i>Passiflora alata</i>	passion vine	Vine	climbs to 20-X0'		X	X	X		X	

Foe Characteristics

Botanical Name	Common Name	Form	Mature Size (height by width)	High total volume	Form (optimum air flow)	Leaf (high surface to volume)	Lots of Dead Material	Low moisture leaves/ stem	High Oil content
<i>Eucalyptus calendulensis</i>	blue gum eucalyptus	Tree	150-200'	X	X	X	X	X	X
<i>Pinus radiata</i>	Mottrey pine	Tree	80-100'	X	X	X	X	X	X
<i>Acacia melanoxylon</i>	black acacia	Tree	40' x 20'	X	X	X	X	X	
<i>Artocarpus alatus</i>	manzanilla	Shrub/ Small Tree	6-20' x 4-10'	X	X	X	X	X	
<i>Baccharis pilularis</i>									
<i>'Pigeon Point'</i>	dwarf coyote brush	Shrub	X' by 9'	X	X	X	X	X	
<i>Dodonaea purpurea</i>	hopseed bush	Shrub	12-15' x 6-8'	X	X	X	X	X	
<i>Genista and Cytisus spp</i>	broom	Shrub	6-8' x 5-6'	X	X	X		X	
<i>Juniperus spp</i>	juniper	Shrub/ ground cover	12-15' x same	X	X	X	X	X	X
<i>Phormium tenax</i>	flax	Perennial	9-12' x 10'	X	X	X	X	X	
<i>Bambusa aurea</i>	golden bamboo	Giant grass	6-20' runners	X	X	X	X	X	
<i>Pennisetum</i>	fountain grass	Giant grass	X-4' x 4-76'	X	X	X	X	X	
<i>Hedra canariensis</i>	Algerian Ivy	Ground cover	runners	X	X	X	X	X	
<i>Rosmarinus officinalis</i>	rosemary	Ground cover	2-6' x 4-8'	X	X	X	X	X	X

APPENDIX D - September 2022 Update

3.0 ACTION PLAN

The plan below defines the actions needed to lessen the risk of wildfires and to address the community's greatest risks. The plan lists the action items for each of the five entities – City of Rolling Hills, Rolling Hills Community Association, Residents, LA County Fire Department and LA County Sheriff's Department.

Action Plan (FY2022-2023 to FY 2024-2025)	City	RHCA	Residents	LACFD	LASD
1 Block Captain Program - participate and support program	x	x	XX	x	x
2 Neighborhood zone meetings	x		XX	x	x
3 Emergency communication with residents	x	x	XX	x	x
4 Evacuation Exercise	XX	x	x	x	x
5 Workshops and seminars for residents	x	x	XX	x	x
6 Special needs population	x	x	XX		
7 Define communication standards with residents	XX	x	x		
8 Define refuge areas	x	x	x	XX	x
9 City Ordinance Enforcement	XX		x		
10 Los Angeles County Fire Department Annual Inspection			x	XX	
11 Evacuation routes (roadside) vegetation management		XX	x	x	
12 Bridal trail vegetation management		XX	x		
13 Entry/Exit gates vegetation management		XX		x	
14 Fire Fuel Management in Preserve with Land Conservancy	XX			x	
15 Development of fire fuel management standards		XX	x	x	
16 City Ordinance to restrict planting of six high hazard plants per "Ready! Set! Go!" brochure	XX	x	x	x	
17 Motorize Crest Road East Gate					
18 Utility undergrounding projects	XX	x	x		
19 Grants for fire fuel management in canyons	XX				
20 Controlled burns in canyons	x	x	x	XX	x
21 Wildfire Camera Detection System	XX	x	x		
22 Demonstration of Vegetation Management Project Models	XX	XX	XX		

Legend: XX Primary Responsibility
x Secondary Responsibility

Project Descriptions

1. Block Captain Program

This project will focus on the recruitment and the training of the Block Captain volunteers. Training programs will focus on teaching Block Captains about responsibilities and other useful information, such as how to keep specific supplies accessible for when they are called to respond.

The project will evaluate the best marketing materials to encourage recruitment, best training vehicles, including multi-media, and enhancements needed to the City's website to support the management of resident contact information while ensuring privacy and confidentiality.

Added: In 2020, there were xx Block Captains, and xx Block Captain Support. In 2021, the number of Block Captains grew to xx and the number of Block Captain Support increased to xx. In 2022, additional volunteers joined the program and there were xx Block Captains and xx Block Captain Support. Block Captains recruited new volunteers and the City utilized the Blue Newsletter to announce program goals and activities.

In 2021 and 2022, the City emphasized at Block Captain meetings that the role of the Block Captain is to educate the community on preparedness measures. Block Captains and Block Captain Support are to care for themselves and loved ones in the time of emergencies.

The City implemented the Emergency Information System (EIS) to manage the resident contact information.

Project Leads: Block Captain Leads and City of Rolling Hills working with First Responders and RHCA

Timing: 2020/2023

2. Neighborhood Zone Meetings

The project will evaluate available educational materials and videos from the Los Angeles County Fire Department, which highlight priorities documented in the Ready! Set! Go! Brochure. The project will evaluate a cost-effective approach to video for replay on the City's website.

Added: In 2021 and 2022, the City produced two educational videos. The first educational video was on hardening the home and the second educational video was on managing fire fuel in the canyons. Both videos are made available to all residents via the city's website.

Project Leads: Block Captain Leads and City of Rolling Hills with First Responders
Timing: 2020/2023

3. Emergency Communication with Residents

~~Deleted: The City's volunteer Block Captains are a crucial liaison between residents in the 24 City zones, first responders and the City's Emergency Operation Center (EOC) in the event of a large scale emergency. Block Captains have responsibilities in assisting residents of Rolling Hills before, during and after a disaster including:~~

- ~~• What to do in an emergency, in advance of an evacuation and in preparation for a disaster.~~
- ~~• During an emergency specific information will provided to emergency responders through the EOC about the state of residents in a Zone.~~

~~In the event that cell phones, landlines and/or email communications are compromised evaluate other equipment options, such as digital radios, satellite phones (with Push to talk capability) or other viable options. Purchase equipment and provide training to Block Captains as necessary.~~

Added: The City of Rolling Hills relies primary on communication tools that require electricity, cellular signals or access to the internet during an emergency. During inclement weather conditions, the City may be susceptible to power outages including during periods of heightened fire danger resulting in an increased risk of not receiving important communications including evacuation orders, via landlines, cellular, internet or radio. Since February 2021, the City embarked on identifying communications systems that will assist the City in the event of a complete power failure. One such system is the outdoor siren system that has intelligible voice and tone coverage for emergency alerting capabilities.

Project Leads: City of Rolling Hills with First Responders and RHCA
Timing: 2022/2023

4. ~~Deleted: Evacuation Exercise~~; Added: Emergency Notification Exercise

~~Deleted: It is important to periodically conduct a simulation exercise of an actual emergency evacuation with all entities involved during an emergency: First Responders, residents, City of Rolling Hills and the RHCA, including the gate staff. The goals of the exercise can include but are not limited to evacuation of residents and individuals with special needs, communication between the city's Emergency Operations Center and Block Captains, and traffic control. Assessment and "lessons learned" should be captured and shared.~~

Added: Based on recommendations from the First Responders, the City's initial plan to conduct an actual emergency drill where residents evacuate the City did not occur and instead in August 2022, the City conducted its first emergency notification exercise to simulate a fictional emergency incident. The goals of the exercise include but are not limited to test the City's Alert South Bay system and encourage residents to register to the City's Emergency Information System and/or Alert South Bay. Assessment and "lessons learned" have been captured and shared.

The City is also in collaboration with the County of Los Angeles Office of Emergency Management to develop a Peninsula-wide mass evacuation plan using the Zonehaven software. Zonehaven is a cloud-based evacuation management software that leverages critical data and assists local public safety personnel (e.g., Los Angeles County Fire and Sheriff Departments and Palos Verdes Estates Police Department) by providing actionable insight to emergency responders and the public in the event of a disaster.

Project Leads: City of Rolling Hills

Timing: On-going

7. Define communications Standards with Residents

~~Deleted: This project will define the protocols for communicating for the City to communicate with Block Captains and for the Block Captains to communicate with residents during emergencies and wildfire events. This project will include the purchase of communication devices for relevant parties.~~

Added: Residents have been informed that the City will be communicating with residents using the Alert Southbay platform for emergencies.

Project Leads: City of Rolling Hills

Timing: Completed

10. Los Angeles County Fire Department Annual Inspections

The project requires the Fire Department Brush Clearance Unit to conduct inspection at all parcels within the city limits for compliance with 200' defensible space around structures.

Added: In addition, in October 2020, the Fire Department conducted year-round roadside clearance inspections, looking at areas ten feet from the edge of pavement. Starting in July 2021, the roadside clearance would be included in the annual brush clearance inspections. Also, the City will receive complementary inspections beyond 200' starting Fall 2022.

Project Leads: Los Angeles County Fire Department
Timing: Currently in progress and on-going

14. Fire Fuel Management in the Preserve

This project requires the Palos Verdes Peninsula Land Conservancy to remove fire fuel in the Preserve annually. The City has funded two areas of fuel removal between 2019 and 2020.

Added: Since February 2022, the City has funded two additional areas of fuel load reduction in the areas closest to the Rolling Hills border with the Preserve.

Project Leads: City and Land Conservancy
Timing: currently in progress, on-going

15. Development of Fire Fuel Management Standards

This project requires the development of fire fuel management standards for the residents and the community as a whole.

Added: In November 2020, the Rolling Hills Community Association adopted the “Fire Fuel Management Strategies” and has disseminated the standards to all City residents.

Project Lead: RHCA
Timing: Completed

16. City Ordinance to Restrict Planting of Six High Hazard Plants per “Ready! Set! Go!” Brochure

~~Deleted: In April 2020, the City Council considered restricting the planting of the six high hazard plants but decided not to take action. Instead, the City Council directed staff to discourage applicants seeks permits development or landscaping projects from planting the six high hazard plants. The City Council will reconsider taking action in the near future~~

Added: In March 2022, the City Council adopted Ordinance No. 375 prohibiting new plantings of high hazardous plants and trees.

Project Lead: City
Timing: Completed

17. Motorized Crest Road East Gate

~~There is a fourth (4th) gate that is locked and closed located at the end of Crest Road East with no guards. There are several holders of the key to unlock the gate including:~~

- ~~• LA County Sheriff~~
- ~~• LA County Fire Department~~
- ~~• All RHCA Gatehouses~~
- ~~• RHCA Manager~~
- ~~• Maintenance Supervisor and Staff~~
- ~~• Gate Supervisor~~
- ~~• Architectural Supervisor~~

~~During a wildfire emergency the Crest Road East gate is considered by First Responders as an option for residents to use to exit the city. Residents should be informed in advance that Crest Road East is an option and is considered as a one-way exit from Rolling Hills into Rancho Palos Verdes towards Palos Verdes Drive East. Once the Crest Road East Gate is opened, residents will not be granted re-entry through this gate.~~

~~First Responders will determine if an Evacuation Warning and/or Evacuation Order is needed and will notify the City through the Incident Command Center.~~

~~During a wildfire emergency an Evacuation Warning may be issued by the Incident Command Center. Residents will be alerted of a potential threat to life and property that is more than two hours away. If the possibility exists that the gate will need to be opened a RHCA staff person will be stationed at the gate ready to open it.~~

~~An Evacuation Order may be issued by the Incident Command Center. Residents will be alerted of an immediate threat to life and property that is within one to two hours. RHCA staff person or another designee of the RHCA should be onsite to assist with traffic management if available.~~

~~Note: As of the publication date of this plan the RHCA Board of Directors approved the automation of the Crest Road East gate. The installation is scheduled to be completed in August 2020. It is expected that RHCA staff will be able to open the gate remotely upon receiving with an Evacuation Warning or Evacuation Order from First~~

Added: There is a fourth (4th) gate that is locked and closed located at the end of Crest Road East with no guards. During an emergency, RHCA staff will open the Crest Road East Gate remotely upon receiving an Evacuation Warning or Evacuation Order from First Responders.

Project Leads: RHCA
Timing: Completed

18. Utility Undergrounding Projects

Revised: This project requires the undergrounding of overhead utilities within the City. In September 2020, the City received Federal monies for the Crest Road East utility undergrounding project. Design is expected to be completed by end of 2022.

In January 2022, the City received Federal monies for the Eastfield Drive project. In addition, the County of Los Angeles is expected to approve the donation of its Rule 20A work credits to the City in the amount of \$1,000,000 for the Eastfield Drive project.

The City also provides incentives for residents to form assessment districts for utility undergrounding projects. In July 2020, the City adopted Resolution No. 1259 which provides reimbursements to residents for utility pole removals of up to \$3,500.

Project leads: City

Timing: Currently in progress, on-going

19. Grants for Fire Fuel Management in Canyons

This project requires collaboration with property owners of the canyon areas and to find innovative ways to remove fire fuels in difficult to reach areas.

Added: In November 2020, the City received Phase 1 approval from the Federal Emergency Management Agency's Hazard Mitigation Grant Program through the California Office of Emergency Services (CalOES) to create defensible space/fuel breaks to protect homeowners from wildfires. The City identified areas for treatment including removing dead vegetation, reducing the volume of vegetation in trees, shrubs and grass, and reducing the height of brush and grass. Phase 1 was completed in April 2022.

The City anticipates to receive approval for Phase 2 in the coming months.

Project Leads: City and residents

Timing: On-going

Added new Sections 21 and 22:

21. Wildfire Camera Detection System

This new project, which is in the process of deployment, requires collaboration with surrounding Peninsula cities to use a Peninsula-wide fire camera detection system. The City of Rancho Palos Verdes recently received grant funding from Assembly Bill 179 to install four cameras for early detection of potential wildfires, which, upon installation, will cover the entire City. The fire detection system uses cameras and artificial intelligence software to automatically detect the first wisps of smoke and deliver real-time fire images

to First Responders and emergency personnel, with the goal of detecting flare-ups quickly and allowing for a quicker response before a fire spreads.

Project Lead: City

Timing: In-progress

22. Demonstration of Vegetation Management Project Models

This new project involves highlighting vegetation management projects throughout the City for residents to replicate at their own property. One such example is the recent completion of the Rolling Hills Community Association's (RHCA) fuel management demonstration project at Si's Trail (on the northwest corner of Crest Drive West and Portuguese Bend Road) which the RHCA indicated that they utilized the practices outlined in the City's fuel management in the canyons educational videos.

Project Lead: City, RHCA, Residents

Timing: In-progress

**COMMENTS TO THE ROLLING HILLS COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) UPDATE
APPENDIX D – SEPTEMBER 2022**

	DATE	FROM	ADDRESS	COMMENT	RESPONSE
1	10/29/202	Marian Visco	15 Cinchring	Fire department to enforce clearing of all flammable vegetation minimum of ten feet of each side of roadway (F.C.325.10) and remove all overhanging tree branches clear to the sky for fire dept. vehicle access. (F.C.503.2.1)	Duly noted. The City will followup with the Los Angeles County Fire Department.
2	10/31/2022	Marie Shipman		Paragraph 18 indicates "the project requires the undergrounding of overhead utilities". While I think this is great news I note that only two projects were mentioned, the project on Crest Rd East and the project on Eastfield. Have all of the funds been spent on these two projects? What are the plans for undergrounding the rest of the city? Is this a mandate for undergrounding? I am on Caballeros. When would we be scheduled for undergrounding?	Thank you for your email. Utility undergrounding projects are costly. The California Public Utilities Commission (CPUC), regulators of utility companies in California, requires utility companies to assist with funding undergrounding projects but funding is limited to major arterials in a community. In Rolling Hills, the major arterials are Portuguese Bend Road, Eastfield Drive and Crest Road. The annual revenue of the City is approximately \$2.1M. In comparison to the magnitude of utility undergrounding projects, the City would be go bankrupt implementing utility undergrounding projects without the assistance of the CPUC/utility companies and supplemental funding from Federal and State grants. The City recognizes that power poles exist elsewhere in the community aside from the major arterials and to support utility undergrounding projects in these areas, the City Council approved a policy to reimburse residents for their projects based on the number of poles removed.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.B
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE A LETTER FROM THE ROLLING HILLS COMMUNITY ASSOCIATION REGARDING THE NATURAL GAS BACKUP GENERATOR PROJECT AND PROVIDE DIRECTION TO STAFF

DATE: November 14, 2022

BACKGROUND:

At the July 25, 2022 City Council Meeting (Councilmember Pieper and Mayor Black absent) the Council considered the approval of the Rolling Hills Community Association's (RHCA) request to install a natural gas unit to provide stand-by power for the city hall campus. The following summarizes the Council's discussion on the item:

1. Who would be paying for this?
2. Could the RHCA vendor be available to answer technical questions?
3. Does the natural gas unit meet building code with respect to clearances in the existing shed?
4. Council expressed that the proposed natural gas unit is a viable path.

DISCUSSION:

Staff provided the RHCA staff with a summary of the Council's July 25, 2022 discussion (attached) and requested the RHCA provide additional information based on questions and comments raised. On November 8, 2022, the RHCA provided a memo in response.

In summary, the attached letter states as follows:

1. Acknowledges City request to investigate defunct generator replacement
2. Reaffirms bid from LT Generators (attached) with recommendation for natural gas solution
3. Confirms the contractor proposal and cost was complete but does not include an additional estimated \$8,850 for subcontractor work.
4. Notes that any proposal of a financial agreement to participate in cost of replacement should be made to the RHCA Board.

In a subsequent conversation with the RHCA's manager regarding the Council's inquiries, she further informed staff of the following:

1. Regarding which entity would be paying, her assumption is that the City Council would be responsible for the replacement costs as it has historically been the City's responsibility
2. Specific to the request for the vendor to be available to answer technical questions, she said that the RHCA had paid over \$1000 to secure the bid and the city could contact the vendor directly to get further questions answered
3. Regarding whether the proposed natural gas unit would meet building code in the existing shed, her assumption was that it would.

Staff would respectfully recommend that the city assume control of the project and associated costs, and requests further direction from the City Council as to whether the City should move forward with either the RHCA proposed Natural Gas solution, or the previous City proposed solar and battery backup solution.

FISCAL IMPACT:

\$250,000 was allocated in FY 21-22 adopted budget under 01-75-946 (City Properties / Building & Equipment.) The allocation was not characterized as a capital improvement in Fund 40 and thus did not carry over to FY 22-23. There is currently no budget for this project.

RECOMMENDATION:

Provide direction to staff.

ATTACHMENTS:

[CL_AGN_221114_CC_RHCA_Memo_Generator.pdf](#)
[CL_AGN_221114_CC_LTGenerator_Proposal.pdf](#)
[CL_COR_220803_RHCA_NG-GeneratorDiscussion.pdf](#)
[CL_MIN_220725_CC_F_E.pdf](#)

Rolling Hills Community Association
of Rancho Palos Verdes

NO. 1 PORTUGUESE BEND RD. • ROLLING HILLS, CALIF. 90274

(310) 544-6222

ROLLING HILLS



CALIFORNIA

(310) 544-6766 FAX

Date: November 8, 2022
To: Rolling Hills City Council
From: Kristen Raig, RHCA Manager
Re: Bid for Natural Gas Generator

The City Council asked RHCA to investigate replacing the defunct emergency generator that serves City Hall and RHCA administration building.

The RHCA obtained bids from LT Generators for diesel and natural gas generators and provided them to the Council with a recommendation from the RHCA Board for the natural gas option. The contractor said that the existing generator housing was adequate for the natural gas generator.

The City Council then asked RHCA to confirm with the contractor that the proposal was complete and to find out if there are any other costs. The costs that are the responsibility of the owner on the permit are replacing the gas meter (by the Gas Co.) sawcutting, trenching, backfilling and patching the parking lot between the City's gas meter and the generator housing, and new louvered doors. The Generator company's proposal states that the subcontractor can bid the owner's work once a project is initiated.

RHCA has obtained a general cost estimate of \$8,850 for the cutting, trenching, backfill and patching of the parking lot for approximately 96 linear feet.

The RHCA contacted the contractor who informed the RHCA staff that the proposal is complete.

RHCA has obtained the proposals at the request of the Rolling Hills City Council to look into options for replacing the generator. It is not an offer or assumption of all or any part of the replacement of the emergency power for the City Hall and RHCA building. Any proposal of a financial agreement to participate in the cost of the replacement of the emergency generator should be made to the RHCA Board of Directors.

If there are any other questions about the bid or specifications for either of the generator options, please contact LT Generators directly.



14932 Delano St., Van Nuys, CA 91411
 818-787-1470 / FAX: 818-787-1487
 www.LTGenerators.com - sales@LTGenerators.com
 Lic# 602073

Proposal

June 10, 2022
 Reference # 47131
 Sales Person: LT

Customer:

Rolling Hills Community Association
 Attn: Arty Beckler
 1 Portuguese Bend Road
 Rolling Hills, CA 90274

Job Site:

Rolling Hills Community Association
 Attn: Arty Beckler
 1 Portuguese Bend Road
 Rolling Hills, CA 90274

For Your Consideration

RE: Generator & Installation - Selection #2

Generator Location: Same as Existing Generator

Transfer Switch Location: Same as Existing Automatic Transfer Switch

Supply and Install the Following:

This is for Replacement of Existing Generator with Same Coverage:

ONE (1) 80 kW Automatic Natural Gas Kohler Generator, 120/240V, Three Phase, 250 Amps

ONE (1) 600 Amp Automatic Transfer Switch, 120/240V, Three Phase

TWO (2) Years of Maintenance (4 Visits)(\$2590 Value)(No Charge Per Lenny)



This unit will provide the same coverage as existing. The Generator will come on within 10 seconds of power loss and run until power is restored.

WE INCLUDE: Gas Connection & Electrical Connection, Surface Mounting of Gas Line & Electrical Conduit, Patching Floor with Concrete, Running Gas Line from Generator to Gas Meter, Disposal of Old/Existing Generator with Existing Automatic Transfer Switch, Disposal of Existing Fuel, Factory Start-Up, Testing, Freight, Delivery, Installation, Labor, and Battery.

Estimated Price for Above Generator & Installation: \$156,500.00

see over

This Estimate May Vary Due to City Requirements, is Strictly for Budgetary Purposes ONLY and is Subject to the Possibility of Errors, Omissions, and Changes. This Proposal is Based on Limited Information Provided at the Time of Our Commercial Site Visit. We Obtained the Information Herein from Sources We Believe to be Reliable. We Include Projections, Opinions, Assumptions and We are NOT Expected to Exercise Clairvoyance in Spotting Hidden Ambiguities. We Have Not Verified Its Accuracy and Make NO Guarantee, Warranty or Representation About the Accuracy. The Scope of Work Can and Will Change Based on Final Engineering Specs Provided by Licensed Engineers if We are Contracted to Move Forward and it Will Include Work Consisting of Additions, Deletions, and/or Modifications by Others. Additional Site Visits Will be Needed to Determine Final Installation Costs

FIVE (5) YEAR Limited Factory Warranty on Generator and Transfer Switch.

LT Generators offers a Five (5) Year Warranty on installation.

***NOT INCLUDED IN THIS ESTIMATE: City Building & Safety Permits, South Coast Air Quality Management District (SCAQMD) Permit Process & Associated Fees (If Applicable), Back-up Propane Fuel System, Maintenance Programs (After First Free Year).

***OWNER RESPONSIBLE FOR: Gas Meter Upgrade, Sawcutting & Patching, Trenching & Backfilling, Louvered Doors, Ducting for Exhaust, and Slab (All of This Can be Bid to our Subcontractors Once Project is Initiated).

*****SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) PERMIT (IF Needed):**

The South Coast Air Quality Management District (SCAQMD) has mandated that diesel generator over 50 brake horsepower must have a Permit to Construct before installation and a Permit to Operate in order to legally operate. If the generator is situated within 1,000 feet of a K-12 school, a 30-day public notification is also required by state law and SCAQMD Rule 212.

Cost: \$3,500.00 – \$6,500.00

Please note that the above is preliminary assessment based on presently available information. A more thorough evaluation will be conducted when initiating the project. Cost ranges will vary based on SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD).

*****PERMITS: *(Pending Location Approval)***

Getting a permit is a multifaceted endeavor. Our Permit Fee is all inclusive of the entire process and includes the following: We start with Engineering, Design, Drawings & Create Plans. We move on to Plan Check & Paying Plan Check Fees, Electrical Permit Fees, Plumbing Permit Fees. As we progress through the process, we have made Multiple Trips to Building & Safety, had Multiple Meetings with Inspectors and conclude with Final Inspection and Final Approval.

Cost: \$8,950.00

H.O.A. Fees are NOT Included in Permit Costs and are the Responsibility of Owner (IF Applicable).

===== ADDED OPTIONS =====

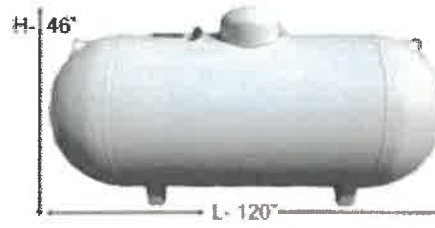
***OPTION 1: EMERGENCY BACK-UP FUEL FOR YOUR 80 kW GENERATOR:**

Two (2) 499 Gallon Propane Location: Within 15 Feet of Generator on Slab. These two (2) 499 gallon fuel tanks will last 25 years above ground before needing replacement. The fuel (included) will need replacement every 10 years if not used. These tanks are installed with the generator, so they are plumbed and ready to work. We show you how to operate the manual system. It's a very simple process anyone can do. Typical installation will run your generator 6 days at 25% load, depending on how much power you need. We can also add more tanks for a longer duration.

Cost: \$48,500.00



499 Gallon PROPANE BACKUP FUEL TANKS
(to run your generator when natural gas is lost)



499 Gallon PROPANE BACKUP FUEL TANKS
(to run your generator when natural gas is lost)

****OPTION 2: ONE YEAR MAINTENANCE PLAN: (After Two Years)**

The Manufacturer recommends regular maintenance by an authorized dealer two (2) times a year for natural gas while the generator is under warranty. Our Maintenance plans include the following:
 Oil: check levels, complete oil & filter change once per year; Radiator: check radiator & hoses for leaks, coolant level, add coolant as needed; Spark plugs: plugs, wires, gap checked-adjusted & replaced as needed; Battery: levels checked, cables checked for cracks and wear, Complete Battery replaced once a year; Electronics & Connections: Circuit breaker, Hertz, Amperage & Voltage tested & adjusted, Fuel Filter: filter, hoses & pressure checked and replaced as needed; Pulleys & Belts: checked for tension & wear, adjust as needed; Air Filter: checked, cleaned, complete filter replacement once per year, Transfer switch connections test. Generator Cleaning inside & outside & remove debris; Propane or Fuel Tank: (if applicable) Check hoses, valves & straps.

Cost: \$1,295.00 *** (Price Does not Include Any Fuel or Re-Fueling Costs) ***

***Should the client decide to integrate a photovoltaic (solar/battery backup) system into their electrical framework at a future date after our installation is completed, this may require changes to equipment and/or infrastructure related to the generator. It is very possible, that the integration of a photovoltaic (solar/battery backup) system, after our emergency standby generator has been installed, could result in additional client incurred costs, IF/when those changes are made.

*****We accept all forms of payment*****

This estimate valid 15 days from date at top of page.

At the July 25, 2022 City Council Meeting the Council considered the approval of the RHCA's request to install a natural gas unit to supply stand-by power for the city hall campus.

The following were aspects brought up and discussed during the item:

1. Councilmember Dieringer inquired about:
 - a) whether this was an either/or proposal and whether RHCA would also be installing solar as previously discussed in concert with the back-up system;
 - b) was a consultant hired to study battery backup;
 - c) were there additional costs from the contractor related to the project, upgrades and related activities including trenching;
 - d) who would be paying for this?
 - e) need for ongoing power vs. emergency power should be weighed;
2. City Manager Jeng mentioned that the council could choose, if desired to have a mix and match system (solar/natural gas). But that the tenant has landed on a natural gas only for emergency backup. This would be more of a question for the council.
3. Mayor Pro Tem Wilson commented/inquired about:
 - a) reliability of natural gas is true;
 - b) thinks it is amazingly expensive;
 - c) 3-phase power – would like the proposer to be able to answer technical questions
 - d) concerned about clearance from building wall for generator or for propane tanks to avoid future issues and that it checks out with building code;
 - e) concerned about other regulatory agency issues;
4. Councilmember Dieringer:
 - a) commented that she does not want to abandon solar completely;
 - b) brought up grant money for generators;
 - c) mentioned that the price doesn't justify a backup
5. Mayor Pro Tem Wilson:
 - a) expressed support for considering this proposal as a viable path;
 - b) commented on battery backups had time limitations depending on size
6. Councilmember Mirsch:
 - a) expressed past confusion about trying to decide between diesel/solar backup;
 - b) made motion to approve RHCA's request to get more information from the vendor and share with the council. (Motion approved.)



1. CALL TO ORDER

The City Council of the City of Rolling Hills met in person on the above date at 7:00 p.m. Mayor Pro Tem Pat Wilson presiding.

2. ROLL CALL

Councilmembers Present:

Councilmembers Absent:

Staff Present:

Dieringer, Mirsch, Mayor Pro Tem Wilson,

Pieper, Mayor Black

Elaine Jeng, City Manager

Jane Abzug, Deputy City Attorney

John Signo, Planning & Community Services Director

Christian Horvath, City Clerk / Executive Assistant to the City Manager

Robert Samario, Finance Director

Vanessa Hevener, Senior Management Analyst

3. PLEDGE OF ALLEGIANCE – Councilmember Mirsch

4. PRESENTATIONS/PROCLAMATIONS/ANNOUNCEMENTS

4.A. PRESENTATION BY WEST BASIN MUNICIPAL WATER DISTRICT

Presentation by E.J. Caldwell, West Basin Municipal Water District

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to receive and file. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson

NOES: None

ABSENT: Pieper, Mayor Black

4.B. RECOGNIZE DEPUTY CITY ATTORNEY JANE ABZUG FOR HER SERVICE TO THE CITY OF ROLLING HILLS

Presentation by Elaine Jeng, City Manager
Mayor Pro Tem Wilson

Mayor Pro Tem Wilson thanked Deputy City Attorney Abzug for her service and presented a Certificate of Recognition.

4.C. PRESENTATION FROM RANCHO PALOS VERDES' PROJECT ON WILDFIRE CAMERA DETECTION SYSTEM

Presentation by Rancho Palos Verdes City Manager, Ara Mihanian, and Senior Administrative Analyst Emergency Preparedness, Jesse Villalpando

Public Comment: Arlene Honbo

MINUTES – CITY COUNCIL MEETING

Monday, July 25, 2022

Page 1

Motion by Councilmember Mirsch, seconded by Councilmember Dieringer to receive and file. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson
NOES: None
ABSENT: Pieper, Mayor Black

Mayor Pro Tem Wilson moved to Item 13.A. Without objection, so ordered.

13. MATTERS FROM THE CITY COUNCIL

13.A. UPDATE ON SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG) REGIONAL PLANNER SPECIAL ASSESSMENT (DIERINGER)

Presentation by SBCCOG Chair & Rancho Palos Verdes Councilmember John Cruikshank

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to pay the additional \$1000 assessment fee for the SBCCOG Regional Planner. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson
NOES: None
ABSENT: Pieper, Mayor Black

Mayor Pro Tem Wilson moved to Item 12.B. Without objection, so ordered.

12.B. REVIEW AMENDED GENERAL FUND RESERVE POLICY AND PROVIDE DIRECTION TO STAFF

Presentation by Robert Samario, Finance Director

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to refer this discussion back to the Finance/Audit/Budget Committee. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson
NOES: None
ABSENT: Pieper, Mayor Black

Mayor Pro Tem Wilson moved to Item 5. Without objection, so ordered.

5. BLUE FOLDER ITEMS (SUPPLEMENTAL) – NONE

6. PUBLIC COMMENT ON NON-AGENDA ITEMS – NONE

7. CONSENT CALENDAR

7.A. APPROVE AFFIDAVIT OF POSTING FOR THE CITY COUNCIL REGULAR MEETING OF JULY 25, 2022

7.B. APPROVE MOTION TO READ BY TITLE ONLY AND WAIVE FURTHER READING OF ALL ORDINANCES AND RESOLUTIONS LISTED ON THE AGENDA

7.C. PULLED BY COUNCILMEMBER DIERINGER

7.D. PAYMENT OF BILLS

7.E. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR JUNE 2022

7.F. PULLED BY COUNCILMEMBER DIERINGER

7.G. ADOPT RESOLUTION NO. 1297 UPDATING THE CONSOLIDATED TAX AND FEE SCHEDULE REGARDING THE COMMITTEE ON TREES AND VIEWS PROCESSING FEE FOR VIEW CASES

7.H. RECEIVE AND FILE PENDING MONSANTO CLASS ACTION SETTLEMENT RELATING TO STORMWATER COMPLIANCE

Public Comment: Jim Aichele

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to approve Consent Calendar excluding Items 7C and 7F. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson
NOES: None
ABSENT: Pieper, Mayor Black

8. EXCLUDED CONSENT CALENDAR ITEMS

7.C. APPROVE THE FOLLOWING CITY COUNCIL MINUTES: JULY 11, 2022

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Wilson to accept as written. Motion carried with the following vote:

AYES: Mirsch, Mayor Pro Tem Wilson
NOES: Dieringer
ABSENT: Pieper, Mayor Black

7.F. APPROVE REIMBURSEMENT REQUEST FOR COSTS INCURRED BY WOMEN'S CLUB BEAUTIFICATION COMMITTEE TO IMPROVE VIEWING SITE ON CREST ROAD

Motion by Councilmember Dieringer to approve the reimbursement request but only out of this year's potential budget allocation to the Women's Club. Motion failed for lack of a second.

Motion by Councilmember Mirsch, seconded by Mayor Pro Tem Wilson to approve the reimbursement request. Motion carried with the following vote:

AYES: Mirsch, Mayor Pro Tem Wilson
NOES: Dieringer
ABSENT: Pieper, Mayor Black

9. COMMISSION ITEMS – NONE

9.A. ZONING CASE NO. 21-02: REQUEST FOR APPROVAL OF A SITE PLAN REVIEW TO DEMOLISH AN EXISTING RESIDENCE AND CONSTRUCT A NEW 5,215-SQUARE-FOOT SINGLE-FAMILY RESIDENCE AND RELATED IMPROVEMENTS; AND A VARIANCE TO CONSTRUCT A FIVE-FOOT-HIGH RETAINING WALL IN THE SETBACK AREA AND CONDUCT NON-EXEMPT GRADING ON A PROPERTY LOCATED AT 11 FLYING MANE ROAD (LOT 53-SF), ROLLING HILLS, CA (NEVENKA LCC)

Presentation by John Signo, Planning & Community Services Director

Motion by Councilmember Mirsch, seconded by Councilmember Dieringer to receive and file. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson

NOES: None

ABSENT: Pieper, Mayor Black

9.B. ZONING CASE NO. 22-44: REQUEST FOR APPROVAL OF A SECOND MAJOR MODIFICATION TO A SITE PLAN REVIEW TO RELOCATE THE DRIVEWAY APRON, CONSTRUCT MAXIMUM FIVE-FOOT-HIGH RETAINING WALLS, AND FOR NON-EXEMPT GRADING; CONDITIONAL USE PERMIT TO CONSTRUCT A 750-SQUARE-FOOT STABLE AND CORRAL; AND VARIANCE REQUESTS TO EXCEED THE MAXIMUM PERMITTED DISTURBANCE, CONSTRUCT A STABLE AND CORRAL IN THE FRONT YARD, CONSTRUCT IN THE FRONT SETBACK AREA, AND FOR RETAINING WALLS THAT EXCEED A HEIGHT OF 3 FEET UP TO A MAXIMUM OF 5 FEET IN THE FRONT YARD SETBACK FOR A PROPERTY LOCATED AT 8 MIDDLE RIDGE LANE SOUTH (LOT 254-UR), ROLLING HILLS, CA 90274 (CIMMARUSTI)

Presentation by John Signo, Planning & Community Services Director

Public Comment: Jim Aichele, Cris Gunderson

Motion by Councilmember Mirsch, seconded by Councilmember Dieringer to receive and file. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson

NOES: None

ABSENT: Pieper, Mayor Black

Mayor Pro Tem Wilson moved to Item 12.A . Without objection, so ordered.

12. NEW BUSINESS

12.A. APPROVE ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST TO INSTALL NATURAL GAS UNIT TO SUPPLY STAND-BY POWER FOR THE CITY HALL CAMPUS

Presentation by Elaine Jeng, City Manager

Kristen Raig, Rolling Hills Community Association Manager

Motion by Councilmember Mirsch, seconded by Councilmember Dieringer to approve RHCA request to get more information from the vendor and share with the City Council. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson

NOES: None

ABSENT: Pieper, Mayor Black

10. PUBLIC HEARINGS

10.A. PUBLIC HEARING FOR INTRODUCTION AND FIRST READING OF ORDINANCE NO. 377 AMENDING VARIOUS SECTIONS OF THE MUNICIPAL CODE TO ENSURE CONSISTENCY

**WITH STATE LAW REGARDING EMPLOYEE, SUPPORTIVE, AND TRANSITIONAL HOUSING
AND FINDING THE ACTION TO BE EXEMPT FROM CEQA**

Presentation by John Signo, Planning & Community Services Director

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to introduce for first reading by title only ordinance No. 377 which: Amends various sections of the RHMC to ensure consistency with State law regarding employee, supportive, and transitional housing; and Finds that the adoption of the Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the State CEQA Guidelines (California Code of Regulations, Title 14, Chapter 3) and direct staff to schedule a second reading for the August 8, 2022 City Council meeting. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson
NOES: None
ABSENT: Pieper, Mayor Black

**10.B. PUBLIC HEARING FOR INTRODUCTION AND FIRST READING OF ORDINANCE NO. 378
AMENDING SECTION 17.19.030 OF THE ROLLING HILLS MUNICIPAL CODE RELATING TO
FAMILY DAY CARE HOMES**

Presentation by John Signo, Planning & Community Services Director

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to introduce for first reading by title only Ordinance No. 378, amending section 17.19.030 of the Rolling Hills Municipal Code relating to Family Day Care Homes and direct staff to schedule a second reading for the August 8, 2022 City Council meeting. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson
NOES: None
ABSENT: Pieper, Mayor Black

**10.C. PUBLIC HEARING FOR INTRODUCTION AND FIRST READING OF ORDINANCE NO. 379
ADDING CHAPTER 17.62 TO THE ROLLING HILLS MUNICIPAL CODE REGARDING DENSITY
BONUSES AND OTHER AFFORDABLE HOUSING INCENTIVES REQUIRED BY STATE LAW
AND FINDING THE ACTION TO BE EXEMPT FROM CEQA**

Presentation by John Signo, Planning & Community Services Director

Motion by Councilmember Dieringer, seconded by Councilmember Mirsch to introduce for first reading by title only Ordinance No. 379, which: Adds Chapter 17.62 to the Rolling Hills Municipal Code regarding density bonuses and other affordable housing incentives required by State law; and Finds that the adoption of the Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15358, 15305, and 15061(b)(3) of the State CEQA Guidelines (California Code of Regulations, Title 14, Chapter 3) and direct staff to schedule a second reading for the August 8, 2022 City Council meeting. Motion carried unanimously with the following vote:

AYES: Dieringer, Mirsch, Mayor Pro Tem Wilson
NOES: None
ABSENT: Pieper, Mayor Black

11. OLD BUSINESS – NONE

14. MATTERS FROM STAFF

City Manager Jeng introduced new Deputy City Attorney Patrick Donegan

15. RECESS TO CLOSED SESSION – NONE

16. RECONVENE TO OPEN SESSION – NONE

17. ADJOURNMENT: 10:41 P.M.


The meeting was adjourned at 10:41 p.m on July 25, 2022. The next regular meeting of the City Council is scheduled to be held on Monday, August 8, 2022 beginning at 7:00 p.m. in the City Council Chamber at City Hall, 2 Portuguese Bend Road, Rolling Hills, California. It will also be available via City's website link at: <https://www.rolling-hills.org/government/agenda/index.php>

All written comments submitted are included in the record and available for public review on the City website.

Respectfully submitted,


Christian Horvath, City Clerk

Approved,


James Black, M.D., Mayor



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.C
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE FEEDBACK FROM CALWATER ON THE OUTDOOR SIREN PROJECT

DATE: November 14, 2022

BACKGROUND:

In Fiscal Years 2019-2020 and 2020-2021, the City Council provided funding for the Block Captain Program to investigate communication platforms in the event of complete power failure in the community. The Block Captains and City staff used funds to purchase two-way radios and when the handheld radio option proved to be ineffective, a Request for Proposal (RFP) was issued in February 2021 to solicit proposals on other communication systems. The City received one proposal from HQE Systems (HQE), Inc.

On April 26, 2021, Staff recommended that City Council engage the services of HQE. The City Council directed Councilmember Pieper to work with Staff to better understand the evolution of the communication project and the scope of the feasibility study. As directed, Staff met with Councilmember Pieper on four occasions: May 20, 2021, July 15, 2021, July 23, 2021 and August 12, 2021. Some of the meetings with Councilmember Pieper included the Lead Block Captains Arlene and Gene Honbo. Staff also worked with Project Manager Alan Palermo and HQE to provide technical information requested by Councilmember Pieper. The Lead Block Captains, along with members of the Block Captains were in support of a feasibility study. The City Council approved a Professional Services Agreement (PSA) with HQE to prepare a feasibility study that would identify the hardware, location of the hardware, software, system integration, and a detailed cost estimate to install a siren system for the community.

At the January 10, 2022, City Council meeting Staff presented the final Feasibility Study and recommended to City Council to conduct a community survey to gauge interest for an outdoor siren system. In review of the Feasibility Study, the City Council requested information relating to the annual maintenance cost of the proposed outdoor siren system. The City Council also requested a street level map of Solution A and Solution B presented in the Feasibility Study.

On March 14, 2022, the City Council unanimously voted to amend the PSA with HQE allocating an additional not to exceed \$3,500 to investigate potential co-location sites of the

poles. On June 16, 2022, HQE Staff and Block Captain Leads Arlene and Gene Honbo conducted a site visit at the Main Gate, Crest Gate, Eastfield Gate and the Radar Station. In early July, HQE submitted the revised Feasibility Study that included two additional options: Solution C includes the three gates and the Radar Station and Solution D includes only the three gates.

At the August 8, 2022, City Council meeting, Staff presented potential site locations and to consider Solution D. HQE representatives were present to answer questions from Council and members of the public. HQE informed City Council that they had completed the remaining tasks of the Feasibility Study at no cost to the City, a savings of \$22,814 and invited the Council to observe a demonstration of the proposed system, if desired. City Council directed Staff to seek approval from the Rolling Hills Community Association to place the siren poles at the three gate locations.

On September 1, 2022, Staff and Councilmember Mirsch attended a demonstration of the proposed outdoor siren system equipment at HQE headquarters. The demonstration included a tour of their facility where manufacturing of the equipment was conducted in-house and a demonstration simulated a test warning that would be sent out in case of an emergency. The equipment used consisted of a single 4' speaker mounted on a pole 25 feet above ground (for Rolling Hills, there would be 4-4' speakers mounted 50 feet above ground at each gate). The quality of the intelligible voice was clear and could be easily heard. The speakers could be adjusted to rotate a few degrees at a time through the use of a software application to ensure the best sound coverage.

In our discussion with HQE, it was conveyed that they were recently awarded a contract with the City of Paradise to install 21 poles and are in the process of installing them.

On September 1, 2022, Staff also attended the Rolling Hills Community Association (RHCA) Board meeting. Per Council direction, the City Manager asked that the RHCA Manager present to the Board of Directors the City's request to place the siren poles at the three gatehouse locations. During that meeting, the City's question was not presented as requested. As a result, the Board of Directors began asking questions with respect to public safety, an area outside the purview of the RHCA. The Board of Directors ultimately did not discuss the City's request to place siren poles at the three gates. Instead the Board of Directors requested that the RHCA Manager meet with City Staff and that the RHCA Liaisons meet with the City Council Subcommittee to discuss why the Board of Directors were not informed of the project, if the project was warranted, and concerns relating to only having one proposer submit a proposal for the project.

In addition, per Council direction, Staff reached out to the five homes adjacent to the three gates to inform them of the project. The two residences were in support, one was opposed, and the other two did not respond.

At the September 12, 2022 City Council meeting, the City Council directed the Subcommittee members to follow up with their counterparts at RHCA. On September 15, 2022, Staff made a presentation at the Rolling Hills Community Association Board meeting requesting an approval to place the siren system at the three gates. The RHCA Board expressed concerns about the health of the guard attendants who would be exposed to high levels of sound emitting from the sirens, interference with the operations of the guardhouses, and aesthetics and noise impacts on residents. The RHCA Board ultimately voted to not support the the City's request of placing

the siren system at the gates.

Following the RHCA Board meeting, Staff contacted HQE to seek additional information on noise levels that could be heard at the base of the poles. Based on HQE's response, the speakers will emit up to 124 decibels 50' above ground; however, at the base of the pole, the decibel is 90 or equivalent to a hairdryer. Included in the packet is additional information on sound prepared by HQE.

At the September 26, 2022 City Council meeting, the City Council directed Staff to do the following:

- seek input from the First Responders on usage scenarios when the siren system is deployed for evacuation and non-evacuation purposes and system with voice capability vs siren only
- obtain information on easement requirements from the Rolling Hills Community Association

Staff contacted Los Angeles County Fire Department Chief Bennett and Los Angeles County Sheriff's Department Captain Powers to seek their input on the proposed usage scenarios and whether siren only system or a system with siren tone and intelligible voice would be the preferred option. Based on feedback received from the First Responders, their preferred option is the combined siren tone and intelligible voice because it could provide information to residents that are comprehensible regardless of the scenario (e.g., shelter in Place or mandatory evacuation). Staff has also created a flow chart to activate the siren.

In addition, on September 28, 2022, Staff submitted a letter to the RHCA requesting easement requirements for siting of poles at locations identified in Solution A and Solution B in easements held by RHCA with a response date of October 6, 2022. It is important to note that RHCA staff was present when pole locations were identified in Solution A and Solution B.

At the October 6, 2022 RHCA Board meeting, the Board discussed the item and requested that the City follow these procedures:

1. Obtain permission from the owner of the property where the siren will be placed,
2. Submit a written request to the Board for a license(s) to use the Association easement for Board review and approval. The request should include:
 - Site plan with the location of the pole and any ground mounted equipment indicated,
 - Specifications of the height and size of the pole and any pole mounted equipment

Site plans should include property and easement lines, edge of pavement and property address. If the license is approved by the Board, the City would be responsible for legal and recording fees incurred for the license agreement(s). RHCA would waive fees for excavation permits.

Per Council direction, the pole locations are identified based on the "Outdoor Siren Location-Street Level" prepared by HQE:

Solution A - Proposed Pole Locations

- Siren A-1: On Blackwater Canyon Trail (behind 13 Portuguese Bend Rd) between Lower Blackwater Canyon Rd and Portuguese Bend Road

- Siren A-2: In front of 9 Upper Black Canyon Rd
- Siren A-3: In front of 57 Saddleback Rd
- Siren A-4: On Storm's Ridge Trail/Buggy Whip Trail (near 4 Storm Hill Ln)
- Siren A-5: In the canyon behind 4 Possum Ridge Road
- Siren A-6: Near 4 Poppy Trail
- Siren A-7: In the canyon behind 1 Hackamore Rd
- Siren A-8: Near 74 Portuguese Bend Rd
- Siren A-9: On Crest Rd East (near 63 Crest Road East)

Solution B- Proposed Pole Locations

- Siren B-1: On Pine Tree Lane (adjacent to 10 Pine Tree Ln)
- Siren B-2: Corner of Portuguese Bend Road and Fuld's Furlong Trail
- Siren B-3: In the canyon on Crest Road East (east of 38 Crest Road East)

Based on the discussion from the October 10, 2022 City Council meeting, Staff was directed to the do following:

- seek permission from CalWater to place 50' poles at their water facilities
- identify City properties where the poles could be placed

On October 19, 2022, Staff held a virtual meeting with CalWater representatives to discuss whether there is a possibility of installing poles in their three water facilities. CalWater representatives were open to the discussion and asked that the City provide additional information such as the specification of poles to be installed, length of access needed at their facilities, and any electronic equipment placed on poles. The requested information will assist CalWater to determine if the proposed poles would interfere with their current operations and/or any future planned activities at their sites. It may take up to the end of this year or early next year for CalWater to decide if their sites are viable options to install the poles.

HQE has been a generous partner with the City in providing additional information requested by Staff without receiving additional compensation. Given the new locations to investigate, it was necessary to obtain another proposal from HQE in order to conduct a site survey, perform a sound propagation analysis, provide systems option and cost to provide technical support to third-party entities. HQE submitted a proposal in the amount of \$6,095 to evaluate up to four sites and correspond directly with CalWater on behalf of the City on technical matters.

At the October 24 meeting, the City Council directed staff to engage the services of HQE to provide technical support in conversations with CalWater for \$1,900.

DISCUSSION:

To keep the community informed of the outdoor siren project, the City published a Special Blue Newsletter on October 27, 2022 identifying the proposed ten sites with the disclaimer that the final locations were not confirmed.

On October 28, 2022, Staff, HQE, and CalWater representatives held a follow-up meeting to discuss the proposed locations, specification of poles to be installed, length of access needed at their facilities, and any electronic equipment placed on poles. During the meeting, CalWater eliminated the following facilities for consideration due to space constraints: CalWater Reservoir #12, 23 Portuguese Bend (Water Tank Trail/Black Water Cayon/Tallyhand Rd), CalWater on Sunnyridge Rd in unincorporated LA County and tentatively allowed the

possibility of installations of poles at the CalWater Reservoir #22 on Spur Lane and at 3960 Crest Road upon further review by various CalWater departments. A revised map of the proposed sites is attached. On November 1, 2022, with assistance from HQE, Staff submitted the requested document to CalWater for their review. Staff anticipates to receive a response from CalWater in the next two weeks to determine if any follow-up steps are warranted.

Subsequent to that meeting, the City published another Special Blue Newsletter on November 3, 2022, updating the residents of promising news in which CalWater had tentatively allowed two facilities as possible sites for the installation of siren poles. Both publications of the Special Blue Newsletters are attached. Following that publication, Mr. Frederick Lorig submitted an email on November 7, 2022 to Staff and the City Council to express his concerns (attached).

Staff will keep the City Council abreast of any new development.

FISCAL IMPACT:

There is no fiscal impact to receive and file this report.

RECOMMENDATION:

Receive and file feedback from CalWater on the outdoor siren project

ATTACHMENTS:

[CL_AGN_CC_221114_Siren Locations_CalWater_rv221108.pdf](#)

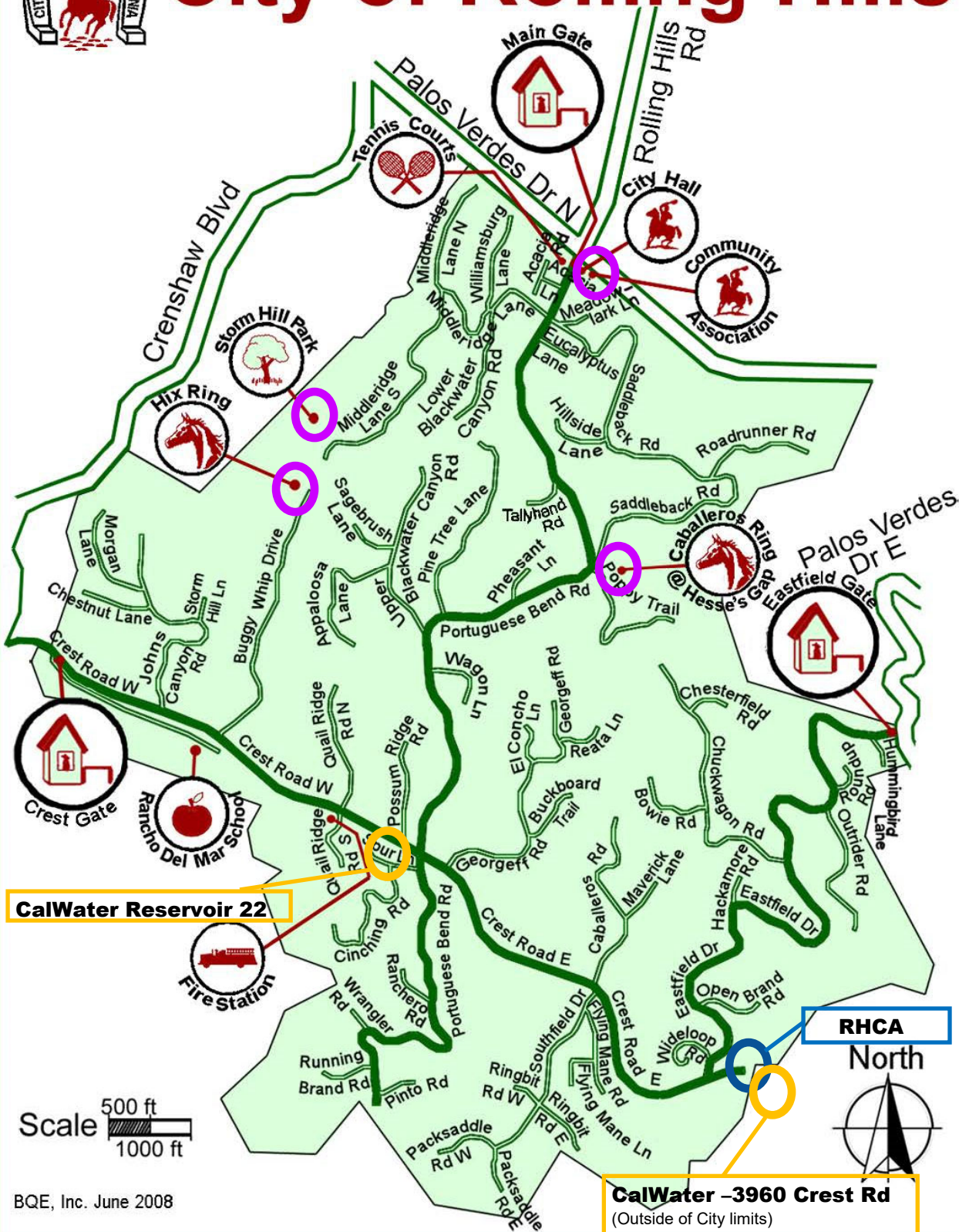
[CL_AGN_CC_221114_22-10-27_SpecialNewsletter.pdf](#)

[CL_AGN_CC_221114_22-11-03_SpecialNewsletter.pdf](#)

[CL_AGN_CC_221114_Lorig_Re_Proposed 3 Story 138dB Tower on Spur Lane.pdf](#)



City of Rolling Hills



BQE, Inc. June 2008

4 City Properties

2 CalWater Water Facilities

1 RHCA Crest Rd East Gate



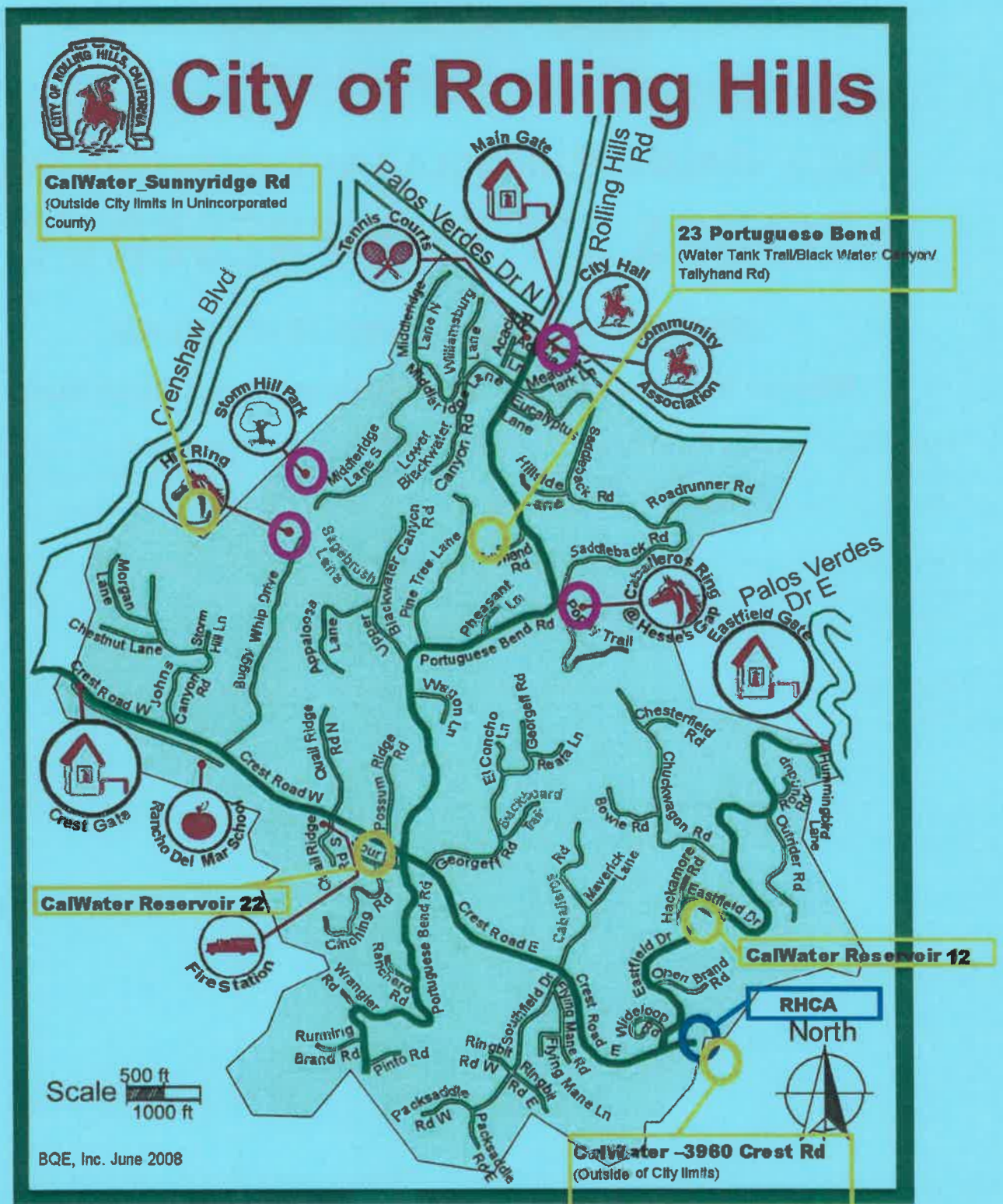
City of Rolling Hills Newsletter

office: (310) 377-1521 • fax: (310) 377-7288
www.Rolling-Hills.org

Published 10/27/2022

UPDATE: OUTDOOR SIREN PROJECT

The map below was presented during the October 24, 2022 City Council meeting identifying potential sites where outdoor siren poles could be installed. A total of 10 sites have been identified including five sites owned by CalWater, four City-owned properties and the Crest Road East Gate maintained by RHCA. The final locations have **NOT** been confirmed. The City will work closely with the City's vendor, HQE and CalWater to investigate the feasibility of these potential locations. Stay tuned.



- 4 City Properties
- 5 CalWater Water Facilities
- 1 RHCA Crest Rd East Gate

**PALOS VERDES PENINSULA
LAND CONSERVANCY**



**PALOS VERDES PENINSULA LAND CONSERVANCY
TOURS OF THE PRESERVE**

When: November 4, 7, and 10 at 9:30 AM

Where: Trail next to Fire Station 56 on Crest Road West

Since 2019, the City has funded fire fuel abatement in the Preserve in the areas closest to the city border to reduce wildfire risks to Rolling Hills. In collaboration with the City, the Palos Verdes Peninsula Land Conservancy is hosting tours of the Preserve.

The tours will showcase the fire fuel abatement work that has been commissioned by the City to date. Participants will meet next to Fire Station 56 on Crest Road West at 9:30 a.m. and tours will last about an hour.

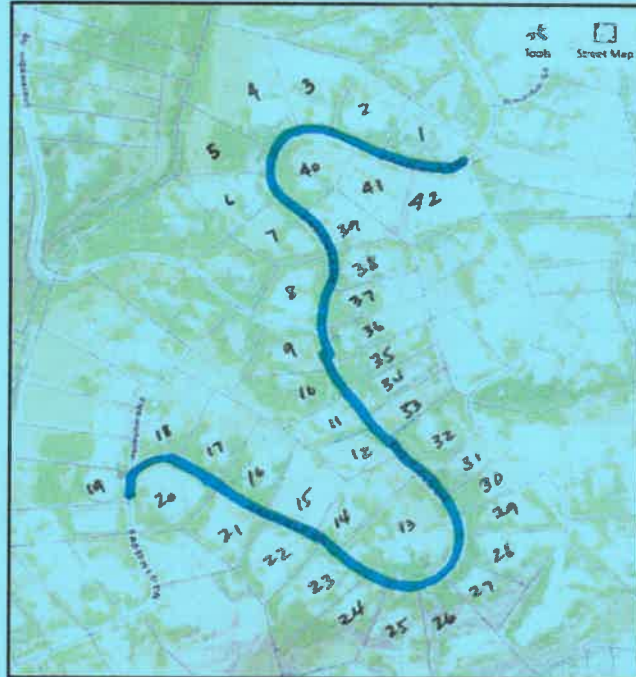
If you plan on attending, please wear proper attire and expect to do some strenuous hiking!

*City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274*



EASTFIELD DRIVE ELECTRIC UTILITY UNDERGROUND DISTRICT

In January of 2022, the City secured federal grants to underground utility on Eastfield Drive from Outrider Road to Hackamore Road. As such, the City is proposing to form the Eastfield Drive Utility Underground District ("District") on the January 23, 2023 City Council meeting. Per the California Public Utility Commission (CPUC) Rule 20 requirements, the City is required to adopt an ordinance creating the Assessment District in the area in which both existing and new facilities are and will be located. The City will send notifications to the all affected residents in the coming months.



EMERGENCY NOTIFICATION EXERCISE SURVEY

To prepare for emergencies, the City held its 2nd Emergency Notification Exercise on October 26, 2022. Similar to the first exercise conducted in August, the City sent out three notification alerts: the first two were via texts and emails, and the last being a Reverse 911 notification. To measure performance and success, please fill out the short survey about your experience with the notification exercise: <https://www.surveymonkey.com/r/5WMY53>

2022 COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)

The City updated the Community Wildfire Protection Plan (CWPP) with the addition of Appendix D in September. For the month of October, residents were asked to provide feedback on the CWPP Update. To date, only two residents provided comments. There will be an agenda item on CWPP Update on the November 14, 2022 City Council meeting.

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274



From: Elaine Jeng
To: Frederick Lorig
Cc: Christian Horvath; Vanessa Hevener; John Signo; Kristen Raig; Jim Black; Jeff Pieper; Pat; Patrick Wilson; Leah Mirsch; Bea Dieringer; Bea; tybobot@gmail.com; Anne Occhipinti; Anne Shen Smith; David McKinnie
Subject: Re: Proposed 3 Story 138dB Tower on Spur Lane
Date: Tuesday, November 8, 2022 11:42:58 AM
Attachments: image001.png
image002.png
image003.png

Mr. Lorig,

Thanks for the clarification and yes, I understand that your feedback was given as a community member. My apologies for comingling your roles; I used the opportunity to update the RHCA Board of Directors on the project. In retrospect, that was not appropriate. Again, my apologies.

Elaine Jeng, P.E.
City Manager
City of Rolling Hills
ejeng@cityofrh.net
310 377-1521

From: frederick Lorig <fredericklorig@gmail.com>
Sent: Tuesday, November 8, 2022 8:39 AM
To: Elaine Jeng <ejeng@cityofrh.net>
Cc: Christian Horvath <chorvath@cityofrh.net>; Vanessa Hevener <vhevener@cityofrh.net>; John Signo <jsigno@cityofrh.net>; Kristen Raig <kraig@rhca.net>; Jim Black <jblack@cityofrh.net>; Jeff Pieper <jpieper@cityofrh.net>; Pat <pwilson@fastlanetrans.com>; Patrick Wilson <pwilson@cityofrh.net>; Leah Mirsch <lmirsch@cityofrh.net>; Bea Dieringer <bdieringer@cityofrh.net>; Bea <ddabea@msn.com>; tybobot@gmail.com <tybobot@gmail.com>; Anne Occhipinti <amocincy@earthlink.net>; Anne Shen Smith <a.shen.smith@gmail.com>; David McKinnie <dmck@mckinnieconsulting.com>
Subject: Re: Proposed 3 Story 138dB Tower on Spur Lane

Thank you for your quick response. But I noticed you copied the Association Board. To be clear, I was writing in my personal capacity not as Board member which is why I did not copy the RHCA Board.

Best

Frederick Lorig

From: Elaine Jeng <ejeng@cityofrh.net>
Date: Monday, November 7, 2022 at 2:10 PM
To: frederick Lorig <fredericklorig@gmail.com>
Cc: Christian Horvath <chorvath@cityofrh.net>; Vanessa Hevener <vhevener@cityofrh.net>; John Signo <jsigno@cityofrh.net>; Kristen Raig <kraig@rhca.net>; Jim Black <jblack@cityofrh.net>; Jeff Pieper <jpieper@cityofrh.net>; Pat <pwilson@fastlanetrans.com>; Patrick Wilson <pwilson@cityofrh.net>; Leah Mirsch <lmirsch@cityofrh.net>; Bea Dieringer <bdieringer@cityofrh.net>; Bea <ddabea@msn.com>; tybobot@gmail.com <tybobot@gmail.com>; Anne Occhipinti <amocincy@earthlink.net>; Anne Shen Smith <a.shen.smith@gmail.com>; David McKinnie <dmck@mckinnieconsulting.com>
Subject: Re: Proposed 3 Story 138dB Tower on Spur Lane

Mr. Lorig,

Thank you for your feedback on the city's outdoor siren project.

In consideration of the community, including properties surrounding potential sites for the project, the City Council emphasized with staff to share discussions and activities relating to the outdoor siren project as soon as information is available. On October 26, a few days following the October 24 City Council meeting with the direction to explore Cal Water sites within the community, a map went out to the community via the Special Blue Newsletter. A few conversations with Cal Water took place between October 24 and November 1. To keep the community apprised and to solicit community feedback, staff sent another Special Blue Newsletter on November 3.

As of today, the City Council has not approved the project to move forward with installation; the City Council is exploring possible siren pole locations in the community. Cal Water did not provide full approval but merely said they would entertain more conversations at two of their four sites in the community. The outdoor siren project is scheduled to be discussed with the City Council at the next regular meeting scheduled for November 14. Your input per the email below will be included in the agenda report.

Here is the full language on the latest Special Blue Newsletter: "Promising news! Since the last update, CalWater **has tentatively allowed the two CalWater facilities as possible locations** for the installation of siren poles at CalWater Reservoir on Spur Lane and 3960 Crest Road. The City has provided CalWater with the requested information and the next step is to schedule site visits at those two CalWater facilities with HQE, the City's outdoor siren consultant."

To date, the exact placement of poles on potential sites were not a part of any conversations with CalWater or HQE.

Once again, on behalf of the City Council, I appreciate your feedback.

Elaine Jeng, P.E.
City Manager
City of Rolling Hills
ejeng@cityofrh.net
310 377-1521

From: frederick Lorig <fredericklorig@gmail.com>
Sent: Monday, November 7, 2022 7:00 AM
To: Elaine Jeng <ejeng@cityofrh.net>; Christian Horvath <chorvath@cityofrh.net>; Jim Black <jblack@cityofrh.net>; Jeff Pieper <jpieper@cityofrh.net>; Patrick Wilson <pwilson@fastlanetrans.com>; Leah Mirsch <lmirsch@cityofrh.net>; Bea Dieringer <bdieringer@cityofrh.net>
Subject: Proposed 3 Story 138dB Tower on Spur Lane

Dear All:

Karen and I live at 1 Spur Lane. We were surprised to learn, from reading this Friday's City newsletter, that the City had already sought and obtained permission from Cal-Water for a 50 foot (3 story!) 138 dB siren at Reservoir 22 on Spur Lane next to our bedroom windows. Although announced as "Promising News!.. CalWater has tentatively allowed .. the installation of siren poles at CalWater Reservoir 22 on Spur Lane .. the next step is to schedule site visits on those two facilities with HQE" no one sought the input of our family nor that of our neighbors on Spur Lane. The newsletter announcement did not solicit comments from the residents near the announced Spur Lane location. Nor was either a neighborhood survey or an EIR done. As the City may or may not know, a military jet aircraft take-off from an aircraft carrier causes less noise (130 dB) than the 138dB siren the City proposes to place outside our bedroom windows. Thank you for your consideration of this request to move the proposed 3 story 138dB siren to a less controversial location not near our home or the homes of other residents

As shown by the attached CDC report quoted below, every time the City's proposed 3 story 138dB siren is tested it can cause immediate harm to our and our neighbors' hearing :

Loud Noise Can Cause Hearing Loss Quickly or Over Time

Hearing loss can result from a single loud sound (like firecrackers) near your ear. Or, more often, hearing loss can result over time from damage caused by repeated exposures to loud sounds. The louder the sound, the shorter the amount of time it takes for hearing loss to occur. The longer the exposure, the greater the risk for hearing loss (especially when hearing protection is not used or there is not enough time for the ears to rest between exposures).

L

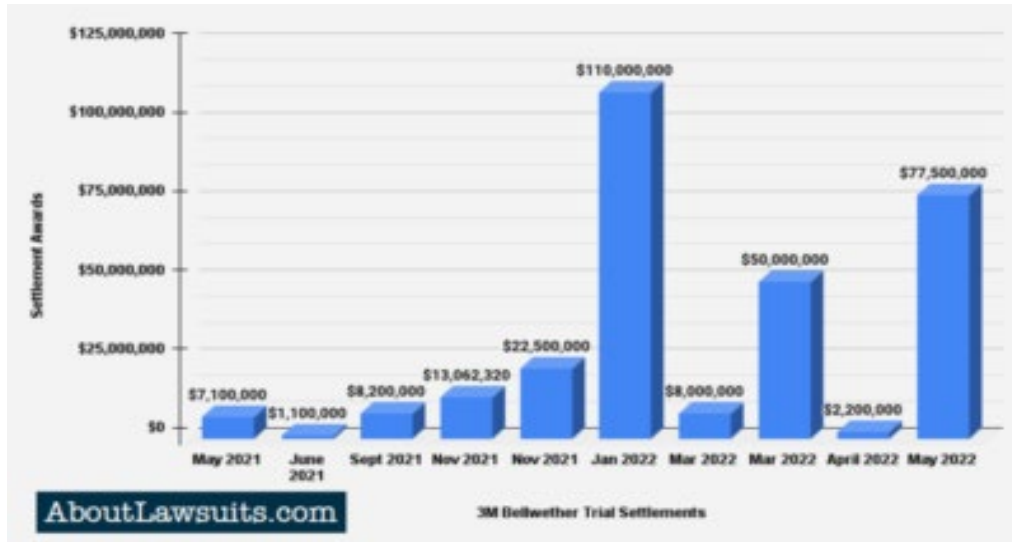
Loud noise above 120 dB can cause immediate harm to your ears. [emphasis added]

Shouting or barking in the ear	110	Hearing loss possible in less than 2 minutes
Standing beside or near sirens	120	Pain and ear injury
Firecrackers	140-150	Pain and ear injury

The CDC cautions that "Loud noise above 120dB can cause immediate, harm to your ears" even if the exposure from testing the proposed siren is less than 1 minute. This problem is particularly acute since the proposed siren is just outside our bedroom windows, next door to the windows at 3 Spur, across a narrow 25' street from the new home at 3 Spur, the newly planned residence at 4 Spur and just down the street from the homes at 1 Crest West and the nearby homes on the corner of Cinchring and Spur. Although the City has not circulated an Environmental Impact Report, based on the CEQA Guidelines a project may also be deemed to have a significant effect on the environment if it would result in:

- Exposure of persons to, or generation of, noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies;
- Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels;
- A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project;
- A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project;

Importantly, having a view which includes a 3 story siren next door is hardly the pastoral Rolling Hills views for which we and other Rolling Hills residents pay a premium. The City may also wish to consider recent bellweather verdicts (over the last 18 months) for tinnitus caused despite the use of government supplied combat ear plugs:



Therefore, our family respectfully asks that the Council consider alternative less controversial locations for its 3 story 138 dB siren to reduce: the environmental impact of its project; the risk of our and our neighbors' hearing loss; and the loss of value of our and our neighbors' property if this 3 story project goes through. Please also consider this note our formal objection to the City's selection of Reservoir 22 and the proposed site visit by HQE to this previously unannounced location.

Regards,

Frederick Lorig



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.D
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER STAY GREEN INC. TO PROVIDE LANDSCAPING SERVICES FOR THE CITY HALL CAMPUS AND DIRECT STAFF TO PREPARE A PROFESSIONAL SERVICES AGREEMENT

DATE: November 14, 2022

BACKGROUND:

The City requested proposals from qualified firms to provide weekly landscaping maintenance to the City Hall campus located at 2 Portuguese Bend Road, Rolling Hills, California. The City Hall campus is widely utilized by residents and visitors for events, informal social gatherings, tai-chi class, and as park space.

Between 2017 and 2020, the City Hall campus was poorly maintained, with diseased vegetation, broken irrigation lines and sprinklers. Repairs were made and replacement irrigation parts installed; diseased vegetation removed, and isolated new vegetation planted without a holistic plan for the entire campus. An outdated landscape drawing of the City Hall campus was included with the Request for Proposal (RFP) as Attachment 1. The City is lacking as-builts for the campus, including the existing irrigation system and plant palette.

In 2022, a survey of the existing irrigation system was conducted by a licensed landscape architect that resulted in a list of recommended actions to improve the operation of the system. The survey was included with the RFP as Attachment 2. With limited open space, the City desires to keep the City Hall campus functional at all times. The City also desires an aesthetically pleasing campus with attention to details to the plant palette. The west side of the City Hall campus is one of the three main entryways to the community. Residents have expressed to staff that the rose bushes and ground covering adjacent to Portuguese Bend Road are the first visuals upon entering the city and this area should be reflective of the care that the city has for the greater community. The City released the RFP on August 22, 2022. All proposals were due no later than 3 pm on September 20, 2022.

The City received two responses to the RFP. The first from our current provider Bennett Landscape and the second from Stay Green Inc. whose clientele includes Palos Verdes

Estates and Rancho Palos Verdes. The proposals received were evaluated in 4 categories: Expertise, Experience & Training Plus Prior Contracting History; Project Approach & Availability; Cost; and Compliance with RFP.

Both firms were compliant with the RFP, responsive, and had similar approaches to the tasks as stipulated. Staff conducted interviews with both firms and after an evaluation of both proposals in combination with the interviews, staff believes that Stay Green Inc., offered a variety of proactive solutions to existing problems that will meet the community and campus needs over time. Given resident feedback on the current campus, staff recommends entering into a one-year contract with Stay Green Inc. with an option to renew for three additional years based on performance.

The following should be noted:

1. Both firms recommend replacement of the current irrigation system and refreshing the outdated plant palate. The campus irrigation system is out-of-date and in dire need of replacement. The recent Landscape Architect irrigation recommendations were one of many reasons to conduct the request for proposals. Staff would work with the vendor to establish potential project scope and estimates and return with further information to the City Council.
2. Stay Green Inc.'s monthly pricing includes a \$400.00 fee for conducting monthly irrigation audits. Per the above point, the monthly audits are necessary to maintain an existing problematic system with no as-builts to help understand the underlying issues that cannot be ascertained by an above-ground evaluation. If the City Council ultimately decides to replace the campus irrigation system, the monthly audit would be unnecessary and therefore lower the monthly fee by \$400.00.

DISCUSSION:

At the October 24, 2022 City Council meeting, the Council directed staff to provide them with the internal documents used to determine staff's recommendation. The council was provided with the Bennett Landscaping proposal (attached) as well as a comparison spreadsheet and evaluation scoring documentation.

As mentioned above, the proposals received were evaluated in 4 categories with weighted percentage in parenthesis: Expertise, Experience & Training Plus Prior Contracting History (30%); Project Approach & Availability (30%); Cost (20%); and Compliance with RFP (20%). The average scoring was as follows:

Proposer	Average Score
Bennett Landscaping	82.40
Stay Green Inc.	84.00

FISCAL IMPACT:

The current Area Landscaping Budget assumes \$1,042.00 per month. The proposed Monthly fee will be \$4,156.00 and therefore \$3,114.00 per month is not budgeted in Fiscal Year 2022-2023. This ongoing cost requires an allocation from General Fund reserves.

RECOMMENDATION:

Approve staff recommendation to select Stay Green Inc. as the new City Hall Campus Landscape Maintenance provider and direct staff to prepare a professional services agreement.

ATTACHMENTS:

[PW_LND_220920_StayGreen_Proposal.pdf](#)

[PW_LND_220920_Bennett_Proposal.pdf](#)

[PW_LND_220822_RFP_LandscapeMaintenanceServices_F_A.pdf](#)



The City of Rolling Hills City Hall Campus

Proposal For Landscape Maintenance Services

September 20,2022

**Martin McKenna
Branch Manager**

mmckenna@staygreen.com

818-967-1946



26415 Summit Circle, Santa Clarita, CA 91350 • (800) 858-5508 • www.staygreen.com



Credentials, Experience

Stay Green's approach to providing quality landscaping services has been a goal that we aim to achieve year after year. The crews are organized by their manager who provides direction, communication, training, and assistance on a schedule, as well as, on as needed basis. The crew is set up to perform the work as productively and efficiently as possible. The work will be performed in a cyclical manner to allow for organized flow throughout the project. We are always training new staff as part of our bench strength program. Keeping the highest level of managers on our projects is key to our success.

Stay Green's direct office line is available for assistance 5 days a week M-F 7:00am -5:00pm. Our afterhours emergency line is available to our customers 24 hours a day. The number for both lines is (800)858-5508. A customer service representative will be assigned to this account to assist with work order requests. This partnership will expedite the completion of issues and follow up communication.

We use top of the line equipment that is rotated out based on manufacturers' recommendation. The equipment assists our team in providing our client a great product. Stay Green Inc. is equipped with additional equipment not dedicated to the job but, available in a moment's notice. Delays in accomplishing work will not be an issue. If a backup is needed, we are equipped to step in and handle the additional need for equipment, laborers, or management. Our enhancement department is equipped to handle work outside of the scope of maintenance. This helps many of our customer's resolve issues outside of the standard scope of work. All staff are trained to use all equipment and tools assigned to them. Stay Green Inc. lives by best practices that are performed daily. Managers are especially used to training staff members on maintenance tasks, routine and non-routine. Other examples of best practices are pruning techniques, training the staff, and safety. Managers evaluate the job sites and walk with the crew leader to make a plan daily.

Stay Green Inc. specializes in Landscape Maintenance, Plant Health Care, Design, and Tree Services thereby eliminating the need for subcontracting work. Not only does Stay Green Inc. service commercial businesses, homeowner associations, and large complexes; we also handle many city and county landscaping accounts. Since we are a full service Landscape Company we have the ability to expect and achieve our high standards out in the field.

Martin McKenna will be the Branch Manager in charge of this account if awarded to Stay Green. Martin's direct phone number is, 818-967-1946, and his email, mmckenna@staygreen.com. Zach Lavenant will be the Production Manager in charge of this account, his direct number is 818-402-2239, and his email is zlavenant@staygreen.com. If you have any questions please feel free to reach out to Martin McKenna.

Our yard is located in RPV thus minimizing commute time. We will service the property weekly with a crew that will vary in size based on seasonality.



Firms Projects

1. City of Rancho Palos Verdes
30940 Hawthorne Blvd
Rancho Palos Verdes, CA 90275
Contact – Juan Hernandez, jhernandez@rpvca.gov, 310-544-5221

2. City of Downey
12324 Bellflower Blvd
Downey, CA 90241
Contact – Gio Amador, gamador@downeyca.org, 562-417-6902

3. City of Palos Verdes Estates
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
Contact – Brianna Rindge, brindge@pvestates.org, 310-378-0383

Stay Green Inc. Landscape Maintenance Specification & Agreement



STAY GREEN INC (SGI) agrees to furnish labor, supervision, tools and equipment necessary to maintain all plants and turf that make up the landscaping of:

Owner/Owner's Representative:

Company/Name: City of Rolling Hills - City Hall Campus

Address: 2 Portuguese Bend Road

Rolling Hills, CA 90274

In this Agreement, STAY GREEN INC. shall be referred to as "SGI", and "Owner and/or Owner's Representative" shall be referred to as "Owner".

Close Communication shall be kept with the Owner to insure their awareness of the maintenance program at all times. Upon request, SGI and Owner shall make a monthly inspection of the grounds covered by this Agreement.

SGI shall maintain the landscape areas in accordance with the following maintenance specifications.

Maintenance Specifications

Section 1: Personnel/Supervision

- 1.1 Supervision:** All included work shall be performed by persons directly employed and supervised by SGI. SGI shall provide management and technical supervision. SGI supervisor shall make at least 12 general inspections per year.
- 1.2 Personnel:** All employees of SGI shall be U.S. citizens or properly documented resident aliens and each is subject to professional appearance and performance. Each SGI employee shall wear an identifying uniform.

Section 2: Turf Maintenance

- 2.1 Mowing:** Turf shall be mowed on a scheduled basis to maintain a neat appearance and to promote healthy growth. Cool season turf shall be cut to at least 2 ½ inches in height during warm seasons and reduced to 2 inches in height during cool seasons. Warm season turf shall be cut to at least 1-½ inches in height year round. Turf shall be cut at a uniform height. Turf shall be cut with sharp blades at all times. Mowing patterns shall be changed weekly to avoid rutting of turf areas. Care shall be exercised during the mowing operation to prevent damage to trees and other obstacles in the lawn areas. No mowing shall be performed in wet conditions.
- 2.2 Edging:** All turf edges adjacent to any hardscape and shrub/groundcover areas shall be trimmed as needed to maintain a neat appearance. A mulch buffer zone of approximately 17 inches in diameter shall be maintained around all trees in turf areas. Care shall be exercised with regard to the use of edgers and weedeaters to prevent damage to trees, building surfaces, walls, headboard, light fixtures, signage, etc.
- 2.3 Watering:** Operation of a smart, cloud based irrigation system shall be used to obtain efficient and uniform moisture throughout the root zone. A soil probe or moisture sensor shall be used to determine moisture needs on an as needed basis while daily, onsite evapotranspiration data will be used to establish watering schedules. Repeat run and soak cycles based on the soil type and slope by zone shall be programmed to maximize water penetration and minimize runoff. Soil in turf areas shall be allowed sufficient time to dry prior to mowing in order to minimize soil compaction.

Section 3: Groundcover Maintenance

- 3.1 Edging and Trimming:** Groundcover adjacent to walkways, curbs, paved areas, shrubs, trees, and other miscellaneous objects in groundcover areas shall be edged as needed to maintain a neat, clean, well-defined edge. A 4-inch to 6-inch bare area shall be maintained between groundcover and adjacent buildings.
- 3.2 Watering:** Operation of the irrigation system shall be performed to obtain uniform moisture throughout the root zone. A soil probe or moisture sensor shall be used to determine moisture needs on an as needed basis. Repeat cycles shall be programmed to maximize penetration and minimize runoff.
- 3.3 Weed Control:** Weed Control shall be maintained so that all groundcover areas are reasonably weed free and no obvious weeds are left visible. Weeds shall be controlled with suitable pre- and/or post-emergent herbicides, as well as with selective and/or contact herbicides. Hand pulling and/or mechanical removal may also be necessary.

Section 4: Shrub Maintenance

- 4.1 Pruning:** Pruning of shrubs shall be performed to attain maximum desired effect or purpose while retaining as much of the natural characteristics or branching as possible. Shrubs shall be pruned as required for safety, removal of broken or diseased branches, general containment or appearance. Pruning at the correct time of year is essential to maximize flowering potential. After flowering, remove any spent blooms or flower stalks. The landscape, building design, as well as the Owner's preferences dictates the type of pruning to be done. SGI practices are as follow:
- A. Natural Shape-** The intent is to emphasize the natural form of the shrub. Initially "pinch prune" to keep compact and develop structure. Ultimately remove, as needed old stems to rejuvenate. Avoid shearing, which will eliminate flowering wood and destroy character.
- B. Natural Hedge-** The intent is to develop a loose, informal appearing hedge.

C. Formal Hedge- It is the intent of these shrubs to have straight, crisp edges.

- 4.2 Weed Control:** Weed Control shall be maintained so that all shrub areas are reasonably weed free and no obvious weeds are left visible. Weeds shall be controlled with suitable pre- and/or post- emergent herbicides, as well as with selective and/or contact herbicides. Hand pulling and/or mechanical removal may also be necessary

Section 5: Tree Maintenance

- 5.1 Included Trees:** Trees shall be pruned back to clear all roads, drives, parking lots, walkways and doorways to achieve safety for all pedestrians and vehicles. Trees less than a height of twelve (12) feet shall be routinely maintained as necessary to maintain and encourage the natural form and shape. Trees over twelve feet shall be monitored by SGI for necessary pruning in order to maintain tree health, appearance, and over-all safety. SGI will notify Owner of recommended action, price, and timing of work to be done on a separate "Work Order" form.
- 5.2 Tree Pruning:** Pruning shall be done to eliminate diseased or damaged growth; to eliminate weak branch attachment angles; to reduce wind damage by thinning-out the canopy and to encourage a natural growth pattern of each specific variety.
- 5.3 Staking and Guying:** While in place, stakes and guys shall be inspected and adjusted, as needed, to prevent girding damage to trunk and limbs. All tree ties and guys shall be loosened to allow tree to flex, allowing for the trunk to strengthen. Staking and guying shall be eliminated as rapidly as trees become self-supporting under normal environmental conditions.
- 5.4 Weed Control:** A buffer zone of approximately 17 inches in diameter shall be maintained for trees located in turf areas and are to be kept weed free. Weeds shall be controlled with suitable pre- and/or post-emergent herbicides, as well as with selective and/or contact herbicides. Hand pulling and/or mechanical removal may also be necessary.
- 5.5 Mulching:** For trees located in turf areas SGI will mulch the tree buffer zone, which will help reduce water consumption, enhance soil nutrition and improve tree vigor.

Section 6: Hardscape Areas

- 6.1 Hardscape Cleaning:** Hardscape areas shall be maintained in accordance with maintenance schedule. Cracks in sidewalks, curbs and gutters shall be sprayed to control weeds. Sidewalls will be cleaned of gardening debris resulting from SGI's work.

Section 7: Disposal of Garden Debris

- 7.1 Offsite Disposal:** Garden debris generated as a result of work performed by SGI shall be accomplished off site.

Section 8: Annual Color Program N/A

- 8.1 Color Maintenance:** Watering shall be accomplished, as required, to promote optimum growth. Care shall be exercised to prevent eroding of soil and excess drainage from containers on the hardscape. Remove dead or faded blossoms, stems, foliage, and trash to encourage blooming and maintain a neat appearance. Applications of pesticides will be made as required to control and prevent diseases and pests. Fertilize annual color plants regularly with consideration of plant and soil needs. SGI, at no additional expense to Owner, shall replace plants removed due to diseases or maintenance problems



26415 Summit Circle · Santa Clarita, CA 91350
C-27, C-61 License #346620
800.858.5508 · 661.291.2800 · StayGreen.com

and will be of same quality, type, and size as initial installed. Owner will absorb costs of color replacement due to vandalism, theft, Acts of God, and/or anything beyond SGI's control.

- 8.2 Color Installation Procedures:** The annual color program shall be designed by SGI's color designer. The design including plant types, species, and colors will be presented to Owner for input and review. SGI will contract annual color growers 8 to 12 weeks ahead of scheduled planting to provide the best quality plants. Seasonal weather conditions and trends dictate optimal growth for annual color; therefore, SGI will be responsible for annual color planting schedule. SGI is responsible to notify Owner if there are any delivery problems which would delay planting.

Section 9: Irrigation Water Management

- 9.1 Controllers:** SGI will install 0 controllers - smart, cloud based irrigation controls by Weathermatic, at no cost to the property (typically \$5,000 per controller system), to automatically adjust watering schedules equal to the needs of the landscape and percolation rate each area is capable of receiving based on topography, soil type, plant material, season, and/or climatic factors. SGI shall utilize repeat cycles on controller to minimize excessive runoff and aid in water conservation. SGI will schedule controller operation preferable at night and/or early morning to reduce possible nuisance from sprinkler operation to pedestrians or vehicles. SGI shall perform preventative maintenance as needed using mobile, cloud based inspection software with photographic records of major repair items. If controller map is not available, Owner shall provide SGI with a site plan and SGI shall produce and provide Owner with a controller location map. Owner is responsible for providing water and continuous 110-volt power to controller. If rebates are available for controllers and obtained funds will be split 50/50 with SGI and "owner". In our experience we have seen 20-30%+ water savings over a 12 month duration when this system is installed and allowed to be operated properly.
- 9.2 Operation of System:** All irrigation systems shall be observed during operation cycle at least once per month to verify effectiveness of sprinkler operation. SGI will adjust and clean as necessary all sprinkler heads, valves and pressure reducers to continue operation at maximum efficiency and performance. Sprinkler heads in turf areas shall be kept clear of overgrowth, which may obstruct maximum operation
- 9.3 Repairs:** Accidental damage resulting from SGI's operation shall be repaired at no charge. Needed repairs resulting from vandalism, accidents, animals, normal wear and tear, Acts of God or other cause shall be reported to Owner and shall be performed upon approval of a separate "Work Order" form. However, SGI shall use good judgment to make such immediate repairs, at time and material basis, as may be required to prevent unnecessary expense, water-waste and/or prevent damage to the landscape. Malfunctions of any nature, which are deemed to be the fault of the materials or workmanship still covered under original installation guarantee, shall be reported immediately to Owner.

Section 10: Pesticides

- 10.1 Procedures for Application of Pesticides:** Pest populations shall be monitored by SGI and recommendations for control shall be forwarded to Owner. SGI will perform such work upon approval, by Owner, of a separate "Work Order" form. Pesticides used shall be of the least toxic available which will be consistent with good pest management and practices and results. In the event that a pesticide application is approved, the Owner shall be notified per schedule of all chemical applications. Owner will be notified of any deviations from this schedule. Pesticides shall be applied at times, which limit the possibility of contamination from climatic and other factors. Applicator shall monitor forecasted weather to limit potential runoff of treated areas and possibility of contamination. When water is required to increase pesticide efficiency it shall be applied only in quantities of which area is capable of receiving without runoff. Care shall be taken in transferring and mixing pesticides to prevent contam-

inating areas outside the target area. Application methods shall be used which insure that materials are confined to their targeted area. Disposal of pesticides shall be within guidelines established in the California Food and Agriculture Code or any state or local governing agencies. Chemical application records shall be kept on file by SGI and will be made available to Owner if requested.

Section 11: Safety

11.1 Rules and Procedures: Safety vests shall be worn at all times while working near traffic areas. Safety cones shall be used while working in median or near traffic areas. Safety cones shall always be set in front of and at the rear of SGI vehicles. "Front" cone shall not be necessary when parked head-in parking stall. No standing or riding in the back of trucks or trailers.

A. Proper safety protection shall be worn by workers at all times when operating power equipment:

1. Safety glasses
2. Hearing protection
3. Safety vests

B. If a vehicle must be stopped in the traffic lane, all proper precautions must be followed:

1. Cones set out at proper intervals
2. Flashing hazard lights on vehicle
3. Care must be taken at all times so as not to impede the flow of traffic

SGI shall comply with all Safety, OSHA requirements, local and federal requirements which are not listed within these specifications.

Section 12: Holidays/ Rain, Snow, or Natural Disasters

12.1 Holidays: SGI observes New Years, Good Friday, Independence Day, Labor Day, Memorial Day, Thanksgiving and Christmas. Holidays occurring on Saturdays will be observed on the Friday prior, and the Holidays occurring on Sundays will be observed on the following Monday.

12.2 Rain, Snow, or Natural Disasters: Any of the following occurring on three (3) or more consecutive service days, SGI will work an alternate day.

Section 13: Licenses and Insurance

13.1 Licenses: Landscape Contractor, Certified Arborist, Pest Control Advisor and Pest Control Operator licenses shall be maintained by SGI's as required by the state of California. Photocopies of licenses will be provided upon request.

13.2 Insurance: SGI at its sole cost and expense, shall procure and maintain in effect during the term of the Agreement the following insurance coverage: (i) Worker's Compensation with statutory benefits and limits which shall fully comply with all federal, state and local laws; (ii) Employer's Liability Insurance with limits of not less than \$1,000,000 per accident and \$1,000,000 per disease; (iii) General Liability Insurance with limits of not less than \$1,000,000 combined single limit, with an additional \$1,000,000 Umbrella of coverage; and (iv) Comprehensive Automobile Liability Insurance, including owned, non-owned, leased and hired coverage with limits not less than \$1,000,000 combined single limit. Certificates of Insurance for Liability, Property damage and Workers Compensation will be provided upon request.



Weekly Amount \$966.51

OFFER, TERMS AND CONDITIONS for landscape maintenance service to be provided in conformance with this Agreement for the sum of **\$4,156.00** per month. Invoices are generated on the 1st day of each month of service and sent electronically. This Agreement is for a period of 1 year and is automatically renewed each anniversary date, subject to a cost of living increase based upon the Consumer Price Index of the U.S. Department of Labor for the Los Angeles – Riverside – Orange County, California areas. A change in the scope of this Agreement and/or specifications could be subject to a cost increase. Invoices are due within 30 days of billing date, or are subject to a 1 1/2% per month service charge (18% annual rate). SGI shall have the right to stop work until all payments due have been received under terms of this Agreement. Such Action shall not be deemed a breach of this Agreement by SGI.

Owner and SGI retain the right to terminate this Agreement upon 30 days notice by **Certified Mail**. Owner agrees to pay all materials, extra work, and if applicable, pro-rated service fees for the service period up to and including termination date. A termination fee of \$199 per SmartLink water management control system is applied in the event of termination; this fee includes the property retaining the smart controller and weather station while the SGI Aircard for monitoring is removed. In the event that any unresolved dispute or controversy arises out of any of the terms or conditions of this agreement, or to recover damages from the other party, any party hereto agrees to submit and file same with the JAMS Resolution Center ("JAMS") Los Angeles, California. The prevailing party of such action shall be entitled to recover the full amount of costs and expenses, including attorney fees paid or incurred in good faith. The JAMS Resolution Center ("JAMS") shall not be bound by any fee schedule.

Service in accordance with this Agreement shall commence on _____, at the above referenced fee.

Owner/Manager:

City of Rolling Hills - City Hall Campus

Address: 2 Portuguese Bend Road

Rolling Hills, CA 90274

Phone 1: 310-377-7288

Phone 2: _____

Billing Contact: _____

Email: _____

Phone: _____

SGI:

STAY GREEN INC.

26415 Summit Circle

Santa Clarita, CA 91350

Phone Number (800) 858-5508

Fax Number (877) 317-8437

Landscape Contractors License #346620

Pest Control Operators License #32488

Pest Control Advisors License #04181

Certified Arborist License #WC-4375

SIGNATURE: _____

SIGNATURE: Martin McKenna

DATE: _____

DATE: 09-20-2022



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Fees will be as follows —

\$3756.00	Monthly
<u>\$ 400.00</u>	Irrigation Audit Monthly
\$4156.00	Total Monthly or \$966.51 Weekly

24 Hours of weekly maintenance service
Once a month Irrigation Audit



Additional Fees –

Task 2)

- A. Major Tree Trimming for Tree Trimming Above Twenty Feet in Height (\$3,800)
- B. Major Irrigation Repairs (Time and Material Based off spec)
- C. New Plants (1g Common \$10, 1g Premium \$16, 5g Common \$32, 5g Special \$50, 5gal Premium \$80, 15gal Common \$70, 15g special \$100)
- D. Construction Specific to grading soil movement or installing new system- (Time and Material Based off spec)
- E.

Task 3) Emergency Services

- A. Emergency Service (125hourly)
- B. Irrigation System Breaks Requiring Emergency Response or shut off (\$95 hourly)
- C. Other Emergencies relating landscape or irrigation (\$95 Hourly)
- D.

Task 4) One Time Service Unit Price

- A. Reprogramming Controllers for proper duration and frequency (\$75 Hourly)
- B. Replace Pressure Regulators as needed (Time and material based off spec)
- C. Check Conditions of backflow and implement measures to ensure functionality (\$125)
- D. Change Spray Nozzles (\$40)
- E. Mulch and fertilize all planter beds with 2 to 3 inch and pick or rake (\$65yard, \$90 15,000 SQT)
- F. De-thatch, Aerate, overseed/topdress and fertilize lawn (Time and Material Based off spec)
- G. New irrigation Control (\$3185)
- H. Replace failing pop ups (\$40)
- I. Replacing aging valves (\$575)
- J. Replace Entire Irrigation System – (Time and Material Based off spec)

Task 5) Implement Landscape Architect Recommendations

Pending proposal approval



Safe &
Effective

Customized
Care

Expert
Attention

Diagnosis
& Treatment



Plant Health Care

Ensuring a healthy and beautiful landscape year-round requires more than weekly mowing and watering.

Our Plant Health Care team enhances the beauty of residential and commercial settings through environmentally friendly pest management, weed eradication, and fertilization programs.



Stay Green Inc.
*The Natural Choice
For Professional Landscape Services*

Stay Green staff receives regular training and we stay current with all state certifications:

Pest Control Advisor #4181
ISA Certified Arborist #WC-4375
Pest Control Operator #75085
California Certified Water Auditor

Proudly Serving Communities Throughout California

800.858.5508 • StayGreen.com



The Stay Green Story

Operating from the garage of his home in the San Fernando Valley, Rich Angelo launched Stay Green Inc. in 1970 with one truck, a handful of residential customers, and a vision for providing his clients with the best service around.

In those early days, Rich personally serviced each account. His sense of professionalism guaranteed his customers' satisfaction, and the business grew quickly through referrals.

Today, Stay Green Inc is owned by Rich's son Chris Angelo and operated by a team of landscape experts who share that same passion for quality and service.

Headquartered in Santa Clarita, Stay Green Inc. now employs more than 400 employees working in three divisions – Landscape Maintenance, Plant Health Care, and Tree Care – and delivers that same excellent service to clients throughout California.

We were among the first to investigate and adopt environmentally friendly landscaping tools and practices and continue to be innovators in the field of sustainable landscape technologies.



Stay Green Inc. is recognized as a leading provider of high-quality landscape services, having achieved a 95 percent customer retention rate, along with continually receiving the industry's most prestigious awards.

We remain committed to growth, as evident in our acquisition of landscape companies throughout the state, as well as leading the landscape industry in new and innovative practices. We are consistently implementing new technologies and techniques to improve efficiency and effectiveness and provide our clients with the best possible services.



*Founder, Rich Angelo
as a child*



Stay Green Inc.
*The Natural Choice
For Professional Landscape Services*



Comprehensive
Services

Immediate
Response

Certified
Crews

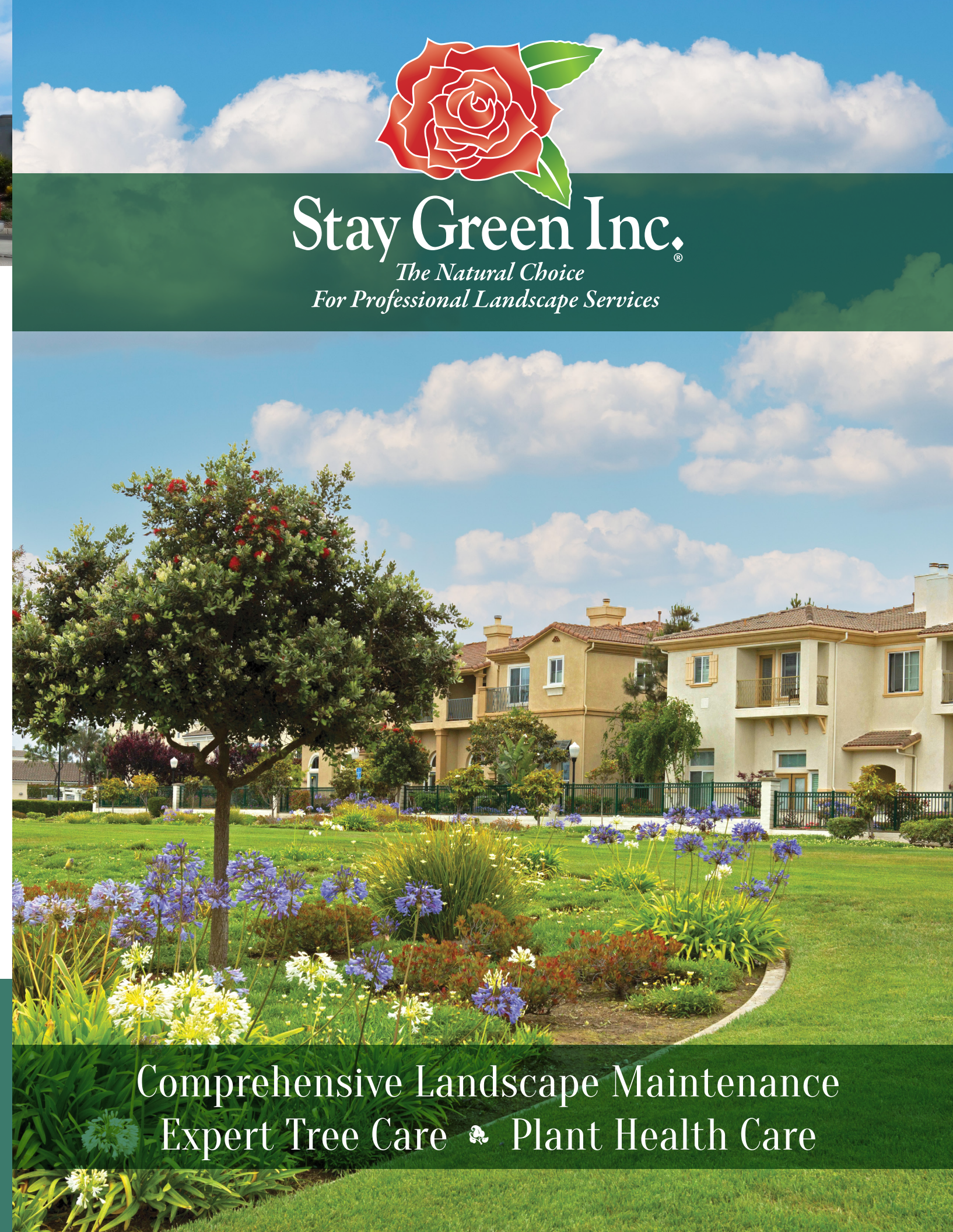
Licensed
& Insured



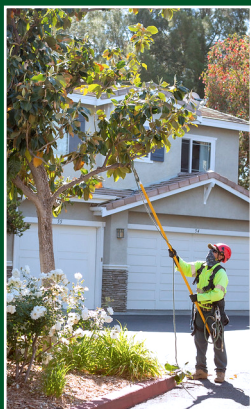
Complete Tree Care

There is no more impressive or valuable feature in your outdoor setting than a majestic canopy of healthy, thriving trees.

Trees are an investment whose lasting value and beauty depend on expert, consistent care. Backed by state licenses and industry certifications, as well as decades of experience, Stay Green is your natural choice for professional tree service.



Comprehensive Landscape Maintenance
Expert Tree Care • Plant Health Care



Trust Stay Green for Professional Tree Care

24-Hour Emergency Response

- ✓ Crews are always on call and ready to respond without delay.

Tree Pruning

- ✓ Proper pruning encourages healthy growth and maximum longevity.

Tree & Stump Removal

- ✓ Eliminate hazards from dead trees and dangerous stumps.

Cabling and Bracing

- ✓ Add support to trees with weak limbs.

Tree Feeding and Fertilization

- ✓ Ensure long-term growth with properly applied nutrients.

Pest Control

- ✓ Protect the health of your trees with proper management of harmful predators.

Consulting

- ✓ Tree Health Assessments
- ✓ Tree Hazard Evaluations
- ✓ Annual Care and Management Plans

Superior Service

Our Tree Care team is staffed by trained arborists and crews certified by the International Association of Arboriculture.



A New Standard for Landscape Maintenance

With a focus on client service, eye-catching quality, uncompromising professionalism and concern for the environment, Stay Green is the natural choice for professional landscape management for property management firms, homeowners' associations, commercial, industrial, retail, municipalities and golf courses throughout California.



Service

It's the Stay Green difference, and it shows in our industry-best 95 percent customer retention rate. Our clients know that when emergencies happen, we'll be there. And when they have questions, we'll answer them. And when they have concerns, we'll resolve them.

Quality

That's a word we live by at Stay Green. In our first 30 days on your site, you'll see the difference for yourself. Green grass. Vibrant flower beds. Naturally shaped shrubs and greenery. All courtesy of skilled and dedicated crew members and supervisors who know our reputation rests on your satisfaction.



Professionalism

We're proud of the work we do, and it's reflected in every aspect of our operation. From clean, well-maintained trucks, to uniformed crew members, to proper safety procedures, to ongoing training in new techniques and technologies, we're committed to setting a higher standard for ourselves and the work we do for you.



Environmental Stewardship

Whether we implement computerized water management systems, recycle our trimmings for mulch, or apply organic fertilizers and pest control products, your property will benefit from Stay Green's commitment to environmentally friendly landscaping practices.

A Healthy Landscape From the Inside Out

Disease and Pest Control

- ✓ Scheduled treatments protect trees, grasses, shrubs, flowers, and ground cover from common plant diseases, as well as snails, insects, rodents, and other pests.

Weed Management

- ✓ Pre-emergent weed control stops invasive species from germinating, substantially reducing the need for hand weeding

Feeding and Fertilization

- ✓ Deep root fertilization and trunk injections boost tree health and guard against pests and diseases.
- ✓ Custom treatments based on soil analysis provide needed nutrients.
- ✓ Irrigation adjustments ensure landscaping receives the optimal amount of water while eliminating runoff.

Environmentally Friendly Materials

- ✓ Whenever possible, we opt for organic fertilizers and pest control solutions to minimize impact on the environment.

Superior Service

- ✓ Our Plant Health Care team is staffed by trained horticultural professionals committed to applying innovative, safe, and effective techniques and materials to your property. We are on call 24/7 to respond to emergencies.



You'll Value Our Views



A Professional Landscape Company

Award Winning Full-Service landscape Design, Installation and Maintenance

Dear Sir/Ma'am

September 20, 2022

We are enclosing the proposal for the City of Rolling Hills Landscape Maintenance Services.

Thank you for giving us the opportunity to bid.

Sincerely

Sean A. Bennett
President and Founder
Bennett Landscape

Planting ✂ Irrigation ✂ Masonry ✂ Carpentry ✂ Lighting ✂ Tree Trimming ✂ Design

25889 Belle Porte Ave., Harbor City, CA 90710

Bus (310) 534-3543 ✂ Ventura Office (8050) 640-3635 ✂ Fax (310) 534-3176

www.bennett-landscape.com ✂ bennettlandscape@cox.net

Bonded/Insured/Member: California Landscape Contractors Association, International Society of Arboriculture
Irrigation Association & Pesticide Applicators Professional Association

C27 479003/PCO 30123/ CLIA # 00763



A Professional Landscape Company

Award Winning Full-Service landscape Design, Installation and Maintenance

Executive Summary

Bennett Landscape enjoys the experience and knowledge to perform the landscape maintenance for the City of Rolling Hills ("the City"). We currently maintain the City of Rolling Hills and believe we can be instrumental in continuing to enhance the beauty of the City of Rolling Hills campus. With the increase latitude the RFP proposes, we will be able to give a higher level of service.

The City of Rolling Hills will continue to have the experience of the Landscape Maintenance Supervisor who manages all the landscape maintenance for the Company. Our Landscape Maintenance Supervisor has over 30 years of experience and is remarkably familiar with landscape maintenance. We are the closest professional landscape service near you. I grew up in the City of Rolling Hills, so I have firsthand knowledge of the City. I have been in business for 37 years and I know how important the landscape maintenance and beautification of the City of Rolling Hills is and the prestige that the City represents.

Sean A. Bennett
President, CEO, and Founder

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You'll Value Our Views



A Professional Landscape Company

Award Winning Full-Service landscape Design, Installation and Maintenance

City of Rolling Hills

Landscape Maintenance Services 2022

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Irrigation Association & Pesticide Applicators Professional Association

C27 479003/PCO 30123/ CLIA # 00763



PROPOSAL REQUIREMENTS

Scope of Work

Bennett Landscape will approach the landscape maintenance with efficiency, knowledge, and professionalism. Our crew is very knowledgeable with the City of Rolling Hills ("the City") and always perform to their best ability. We will provide monthly or as staff is available proactive suggestions to help the City of Rolling Hills save costs yet not hinder the beauty of the City. Bennett Landscape employs individuals that are highly skilled within their specialties such as irrigation technician, tree trimming etc. We ensure that employees are knowledgeable in all aspects of landscape maintenance as well as irrigation. All employees are trained to conform to specific jobs. They practice safety as well as being well trained in landscape service techniques.

Challenges in the RFP would be the irrigation and ensure it is functionally working in all areas. All broken sprinklers will be repaired quickly, controllers all operational, and getting a better insight as to the irrigation system. Bennett Landscape has an experienced Irrigation technician as well as a Certified Irrigation auditor to save on water use.

Please see Exhibit 1 for the detailed scope of work such as mowing, fertilization, etc.

Scope of Work - Quality Control Program

Bennett Landscape has a proactive Quality Control program. Both the maintenance and irrigation supervisors provide weekly visits and are in constant communication with the foreman. All concerns will be handled as "time sensitive." All additional work that arises because of issues or concerns will be communicated to the City representative. We will practice a philosophy of keeping the landscape beautiful but also suggest water savings such as drought tolerant plantings and landscape ideas for long term resilience. We have periodic site visits, random inspections, photographs, walk throughs, punch lists, documentation, and meetings with the customer.

Organization and Credentials

Bennett Landscape has brought landscape services to the South Bay and the greater Los Angeles area. We believe we are partners with each customer as we strive to exceed service expectations. With the City of Rolling Hills as our partner, we can continue to beautify and develop the landscape areas of the City. We offer a complete spectrum of landscape services so that we can fully maintain the City's landscape. We have trained and knowledgeable personnel to identify and resolve issues that may occur. We have a certified landscape irrigation auditor as well as qualified pest applicators. Sean Bennett is a life member of the California Landscape Contractors Association in addition to winning several awards. Bennett Landscape can assist and offer creative ideas and water saving costs that can be beneficial to the City of Rolling Hills. Landscape architect can be consulted if client wishes to make major changes.



Experience

Bennett Landscape has the knowledge and experience to perform landscape maintenance with the City of Rolling Hills. We have experience in landscape maintenance with other cities, large HOA's and commercial properties.

References

Our three references are the following:

City of Rolling Hills Estates	Mike Goldsmith, 4045 Palos Verdes Dr. N, (310) 377-1577
Riviera Beach Colony HOA	Judy Lombard, (310) 493-3413
Beach Cities Health District	Valerie Lee, (310) 374-3426 x 227

Project Management

Bennett Landscape will have a foreman, irrigation technicians, laborers, maintenance, and irrigation supervisors. All laborers report to the supervisors. The supervisors report to the general manager and lastly the President.

See attached resumes (Exhibits 2, 2a, 2b) of all persons having the primary responsibility for implementing the proposal. The attached three individuals have been in the landscape business for a combine 95 years. They have the knowledge and technical expertise to produce ideas, resolve issues and create a beautiful public space.

Personnel - Contact Availability and Contract Administrator

Name:	Azor Gonzalez
Years' Experience	30 years +
Phone Number	(310) 534-3543



Emergency Information

Emergencies - Please call 310 534-3543 x100 and follow the prompts.

Jesus De la Torre, Irrigation technician	(310) 534-3543
Azor Gonzalez, Maintenance supervisor	(310) 534-3543
Marty Blankenship, General manager	(310) 534-3543

Additional Information

Contractor's license	C27-479003
Pest license	96910
Architect license	3420
Federal ID #	33-0105672
City of Los Angeles Business License	257880-05

Location: City of Rolling Hills

2022 - 2023

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Sean A. Bennett – President

Summary

President of landscape contracting, maintenance, service, and tree trimming company offering over 35 years of progressive experience in commercial, municipal and high-end residential projects. Strengths include managerial and leadership role with skills in employee relations, training, and team building. Knowledgeable in all aspects of operations and facilities general business disciplines to effectively accomplish innovative methods, increase efficiency and produce high levels of customer satisfaction. Demonstrated success in developing and implementing new programs to improve safety and work force integrity.

Experience

1983-Present Bennett Landscape Harbor City, CA

President, CEO, and Founder

- Highly experienced in all aspects of landscape maintenance operations, landscape operations, and tree trimming. Employee supervision and development, workflow coordination, purchasing, vendor relations, inventory management, quality assurance, recruitment, marketing, report preparation, and customer service.
- Strong background in many areas including estimating and scheduling projects, reviewing bid proposals, negotiating contracts, managing equipment inventory and a fleet of vehicles, determining appropriate equipment for appropriate projects, overseeing maintenance of equipment and maintaining quality control.
- Recognized for expert problem identification, troubleshooting, and practical problem solving skills.
- Proven track record in seeing all projects to successful completion, while consistently coming in on time within budgetary requirements.
- Ability to establish and maintain professional relationships with all levels of management, co-workers, and the public.
- Well-developed communication skills in English and Spanish

Education

1978-1983 Cal Poly Pomona Pomona, CA

- B.S., Landscape Architecture

Associations

- Irrigation Association

Licenses/Certifications

- Landscape Contractor License #479003
- Pest Control Operator License #30123
- Certified Landscape Irrigation Auditor #007763
- 1st Aid & CPR



Martin Blankenship — General Manager

Experience

2004 – Present **Bennett Enterprises, Inc.** Harbor City, CA
Db a Bennett Landscape

Project Manager/Estimator

- Coordinate subcontractor scheduling.
- Manage multiple landscape construction projects.
- Develop and manage construction budgets.
- Estimate construction bids from \$1,000 to \$1,000,000.
- Developed and implemented project safety plans to maintain a safe work environment.
- Consultations with architects and engineers.

2002-2004 **Self Employed** Harbor City, CA
General Contracting

- Coordinate subcontractor scheduling.
- Consult with architect and engineers regarding city codes.
- Requisition permits.
- Develop and manage construction budget.
- Evaluate, design & implement landscape and irrigation projects.

1997-2001 **Weitz Golf International** Temecula, CA &
North Palm Beach, FL

Project Superintendent

- Managed the development and installation of golf course and country club projects for a Florida and California based construction contractor.
- Coordinated budgets, schedules, subcontractors, material vendors and all other related projects requisites including but not limited to consultations with designers, developer, and engineers. Project budgets ranged from \$1.5M to \$8M.
- Managed and supervised six to eight foremen and crews of up to 100 employees.
- Requisitioned permits reporting to local, state, and federal agencies.
- Developed and implemented project safety plans to maintain a safe working environment.
- Complied with construction-confidentiality requirements to protect companies' development of technology.

1989-1997 **Singing Hills Country Club** El Cajon, CA
Construction Foreman

- Assisted with the in-house construction of several golf holes and an outdoor wedding event area.

- Designed and installed the irrigation systems for the in-house projects.

Irrigation Technician

- Maintained and scheduled an irrigation system for a 54-hole championship golf course with over 350 acres of turf, trees, landscape shrubs, as well as several annual and perennial varieties.

Education

1991-1994 Cuyamaca Community College San Diego, CA

- Associates of Science Degree
- Ornamental Horticulture
- Golf/Sports Turf Management Construction and Irrigation Design & Technology (double major)

1987-1990 San Diego State University San Diego, CA

- Undergraduate course work with an emphasis in Business Management.

Certifications

- Building Inspector Certification – ICC (ICBO), License #5230814-10
- *Construction Safety and Health* per OSHA requirements
- CLCA Certified Water Manager

Specialized Skills

- Developed job-specific safety plans and videos for employees.
- Landscape design – commercial, golf course development, and residential, mass excavation, utility/curb/gutter placements.
- Turf management – all varieties.
- Irrigation systems – design, installation & repair
- Construction equipment operator – bull dozers, loaders, articulating dump trucks, backhoes, and track hoes.
- Technical – Able to interpret blueprints and technical details.
- Computers – Windows 98 – MS Office – Outlook, Word & Excel
- Communication – Spanish speaking – conversational, signing with deaf/hard of hearing – conversational and interpersonal.
- CPR/First Aid



Azor Gonzalez — Landscape Maintenance Supervisor

Summary

Landscape Maintenance Supervisor for over 30 years. He is responsible for managing a portfolio of landscape maintenance contracts including tree trimming, manage over 60 crew members and is a licensed pesticide applicator. He ensures profitability through effective management and coordination of personnel, equipment, and facility resources, employee training and developing and delivery of quality services.

Experience

1990-Present Bennett Landscape

Harbor City, CA

Landscape Maintenance Supervisor

- Responsible for scheduling landscape maintenance crews and oversee quality of services performed
- Responsible for monitoring and managing operation expenses
- Investigate and improve all avenues to exceed and improve the Company's bottom line
- Participate in recruitment efforts
- Personnel management (hire, train, mentor, motivate, discipline, and terminate crew members)
- Provide supplemental work and enhancements to improve quality of landscape for the clients
- Develop long term relationship with clients to ensure contract renewals
- Develop and participate routine training sessions with crew members as well as monthly safety meeting to promote a safe culture within the company
- Promote high standards for customer service and create a positive team environment within the company
- Create quotes for new maintenance projects as well as tree trimming and planting

Certifications

- First Aid & CPR
- Pest Control Operator Certificate #89003



PROPOSAL REQUIREMENTS

Fees

Landscape Maintenance Services

\$263 weekly

Tree Trimming

Campus tree trimming services allotment \$11,200.

Tree trimming is performed by a separate crew who specializes in and have the knowledge of tree trimming safety.

Irrigation Repairs

After reaching the cumulative total of \$750 in irrigation repairs, we will charge at the standard rate of 2 men crew \$125/hr. plus material costs. Monday through Friday 7-4 pm.

New Plantings

Price will be determined on which plants, shrubs, or trees the City of Rolling Hills selects, how many, equipment needed, and availability. Price will include the plant/shrub/tree, soil amendments, slow-release planting tablets, labor, stakes etc.

- 1 gallon \$17.95
- 5 gallon \$42.50
- 15 gallon \$145
- 24" box \$500
- 36" box \$850

Construction

Price is determined by project. Price includes, equipment, labor, material etc.



Emergency Services – After 4pm, weekends, holidays

Major irrigation repairs, 1 man team	\$120 per hour
Tree crew 3 men	
Chipper truck and chipper	\$650 per hour
Aerial bucket truck additional	\$200 per hour

After Hours:

Main telephone line – listen to prompts	(310) 534-3543
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One -time Services Unit Prices – Monday – Friday 7-4pm

a) Reprogram irrigation controllers	\$125/hr.
b) Replace pressure regulator, Brass Wilkens, regulator each	\$2400 each
c) Check back flow device, certification	\$200 each
d) Change spray nozzles	\$9.50 each
e) Mulch and fertilize planter beds, 50 cu yds wood tree mulch	\$900 each
f) De-thatch, aerate, overseed, top dress, fertilize lawn	\$495
g) New irrigation controllers	\$3900 each
h) Replace 6 failing pop-ups	\$42 each
i) Replace aging valves	\$390 each
j) Replace entire irrigation system	\$1500 station/zone each station
k) 2 – 90° gutter repair, downspout	included

It is difficult to price material as the recommendations does not include in some cases model, sizes, and quantity. Only states Hunter I-Core controllers.

****Subject available and substitution due to availability from distributors****

Implement Landscape Architect Recommendations

Licensed landscape architect



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

REQUEST FOR PROPOSALS CITY HALL CAMPUS LANDSCAPE MAINTENANCE SERVICES

Response to Questions

The City of Rolling Hills is providing the following preliminary statement and subsequent answers for those questions that the preliminary statement does not address.

Preliminary Statement: This RFP is seeking responses for what is regarded as a professional service and therefore allows for different service approaches by each proposing firm.

1. Are there formal proposal forms to standardize all bids? Otherwise, no equal comparison can be made.
See preliminary statement.
2. Do you want the monthly amount? Weekly amount?
Weekly
3. What is the term of the contract? Do we quote 1 year?
At least one year.
4. Is there a tree inventory list?
No.
5. How many times a year does the City want the trees over 20' trimmed? Do you know which trees? Is there an inventory? Separate by location tennis court, City Hall, or RHCA?
See preliminary statement
6. Page 1 and 7 of the scope says over 15'? is it 15' or 20'?
20'
7. Plants, shrubs, trees, or groundcover damaged by vandalism; do we bill separately for replacement? Does the city have to approve what type of plant, shrub, tree, or groundcover before replacement? Does that require a proposal? Turnaround time for approval?
See preliminary statement
8. Irrigation that is damaged by vandalism, do we replace and invoice separately?
See preliminary statement
9. Would you like a bid for replacing design/build irrigation system? Please elaborate mainline, wires, quick couplers, valves, clocks?
See preliminary statement
10. Drip irrigation?
See preliminary statement
11. Landscape contractor doing pest control are required to be licensed? Should we add to Exhibit A page 5?
Yes.

12. Do we need to notify the city before we spray?
Yes
13. The proposal says spraying is limited to one application. If needed, do we notify you in writing or proposal for additional applications?
See preliminary statement
14. Is pesticide drenching included in the one application?
See preliminary statement
15. Gophers? Proposal?
See preliminary statement
16. It says under "weekly landscaping maintenance services" the crews are to sweep and remove decomposed granite at Southeast corner of Portuguese Bend Road and Palos Verdes Drive North out of walkway and concrete curb. Would you like it supplement al addition to repair?
See preliminary statement
17. The downspout which is causing hillside erosion and mud to flow, dumping water directly in zone 2-17 parking lot, and leaking water into planter area, is it 2 locations? 90° elbow white aluminum or galvanized?
See preliminary statement
18. The RFP does not show the tennis court or main gate landscape maintenance - attachment #1
Main Gate is not the City's responsibility. Tennis Court are included.
19. Irrigation repairs exceeding \$750. Is this rate after the new irrigation installation? Before the new irrigation installation? Is the \$750 annually, monthly?
\$750 per one occasion
20. Page 6 of Landscape Architect review- 2B what type MP rotar nozzle?
See preliminary statement
21. Page 6 of Landscape Architect review - he recommends changing both pressure regulators, (type, spec, size?) at City Hall and Association... what about the tennis court?
See preliminary statement
22. Sample contract - page 2, says City of Rolling Hills Estates
This is an error in the sample document.
23. Sample contract - under Fed Tax identification, should have Pesticide license number and Landscape Architecture number?
Yes
24. Could you provide us a form to standardize responses, would be helpful in proposing and evaluating
See preliminary statement
25. Task 4 - questions
- B - what is the size, quantity, specification?
 - C- what does that mean? Annualized certification?
 - D- quantity, specific brand. MP rotary nozzle?
 - F- square feet?
 - G - model, spec, quantity?
 - H - model, quantity?
 - I - model, size, quantity?

See preliminary statement


acknowledge 9/19/20



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND
ROAD ROLLING HILLS, CA
90274
(310) 377-1521
FAX (310) 377-7288

REQUEST FOR PROPOSALS CITY HALL CAMPUS LANDSCAPE MAINTENANCE SERVICES

PROPOSALS DUE 3 PM, SEPTEMBER 20, 2022

SECTION 1 BACKGROUND

The City of Rolling Hills (The City) is requesting proposals from qualified firms to provide weekly landscaping maintenance to the City Hall campus located at 2 Portuguese Bend Road, Rolling Hills, California. The City owns limited properties and the City Hall campus is one of them. The City Hall campus is widely utilized by residents and visitors for events, informal social gatherings, tai-chi class, and as park space.

Between 2017 and 2020, the City Hall campus was poorly maintained, with diseased vegetation, broken irrigation lines and sprinklers. Repairs made and replacement irrigation parts installed; diseased vegetation removed, and isolated new vegetation planted without a holistic plan for the entire campus. An outdated landscape drawing of the City Hall campus is included with this Request for Proposal as Attachment 1. The City is lacking in as-builts for the campus, including the existing irrigation system and plant palette. In 2022, a survey of the existing irrigation system was conducted by a licensed landscape architect that resulted in a list of recommended actions improve the operation of the system. The survey is included with this Request for Proposals as Attachment 2.

Purpose

With limited open space, the City desires to keep the City Hall campus functional at all times. The City also desires an aesthetically pleasing campus with attention to details to the plant palette. The west side of the City Hall campus is one of the three main entryways to the community. Residents have expressed to the city that the rose bushes and the ground covering adjacent to Portuguese Bend Road are the first visual upon entering the city and this area should be reflective of the care that the city has for the community.

SECTION 2

SCOPE OF SERVICES

The City is requesting proposals from qualified companies that have experience in maintaining public properties, and or public open space with expertise in landscape architecture offering advice on aesthetics, vegetation management, hardscape/landscape interface and irrigation design/maintenance.

Task 1 – Weekly Landscaping Maintenance Services

Provide the following services at 1 Portuguese Bend Road, and 2 Portuguese Bend Road, including the vegetation adjacent to Portuguese Bend Road, on both sides of the road, between Palos Verdes Drive and the Rolling Hills Community Association main gate.

- a) Mowing, edging, fertilizing all turf
- b) Remove all weeds from lawns, planters, and improved areas
- c) Pruning, edging and trimming of shrubs, ground cover, roses and all trees under twenty feet in height
- d) Cultivation of soil as needed
- e) Cleaning of all hardscape areas, including the removal of dead leaves, trash, and other debris
- f) Application of pest and disease control treatments by licensed pest spray technician, as needed
- g) Complete spray program to control weeds in lawns, planters, and slopes by use of herbicides and by mechanical methods
- h) Tying and training roses along existing 3-rail fence (Portuguese Bend Road)
- i) Sweeping and removing decomposed granite at southeast corner of Portuguese Bend Road and Palos Verdes Drive North out of walkway and concrete curb
- j) Adjustment and maintenance of automatic sprinkler systems as needed
- k) Inspection and regular cleaning of drainage swales, grates and rain gutters on all structures on and from the property

The selected service provider can use blowers, power mower, or other landscaping maintenance equipment. Weekly services shall be provided on Tuesdays after 8am and before 3:30pm. Service provider has control over the frequency of fertilization necessary for the maintenance of the City Hall campus. All cuttings, prunings, and trimmings shall be disposed at the sole expense of the service provider.

Service provider shall have a Supervisor oversee the crew providing weekly services, meet with the City representatives when necessary, ensure timely completion of scopes of work and work requests, and shall serve as the point of contact for the City unless another Supervisor is agreed upon between service provider and the City.

Service provider shall provide an irrigation technician to assess irrigation system repair and maintenance needs, if needed.

Task 2 – Extra Charges Beyond the Scope of Weekly Landscaping Maintenance Services

Service provider shall provide unit prices for the following are extra charge services:

- a) Major tree trimming for trees above twenty feet in height

- b) Major irrigation repairs (i.e. repairs and/or replacement of automatic irrigation clocks, major valves, and repair of major piping) exceeding \$750.00 amount in cost
- c) New plantings
- d) Construction specific to grading, soil movement, or installing new systems or other related tasks.

The City reserves the right to seek other proposals for the above listed services.

Task 3 – Emergency Services

Service provider shall provide 24 hours a day, 7 days a week for the following emergency service:

- a) Move, remove, dispose topple trees
- b) Irrigation system breaks requiring emergency response and /or shut-off
- c) Other emergencies relating to the City Hall campus landscaping and irrigation system

Task 4 – One-time Services Unit Prices

Service provider shall provide unit prices for the following tasks:

- a) Reprogram irrigation controllers for proper duration and frequency
- b) Replace pressure regulators as needed
- c) Check the condition of back flow devices and implement measures to ensure functionality of back flow devices
- d) Change spray nozzles
- e) Mulch and fertilize all planter beds with 2 to 3 inches of dressing of composted wood chips (hand pick or use rake)
- f) De-thatch, aerate, over seed/top dress and fertilize lawn
- g) New irrigation controllers
- h) Replace failing pop-ups
- i) Replace aging valves
- j) Replace entire irrigation system

Task 5 – Implement Landscape Architect Recommendations (Attachment 2)

Service provider shall provide total project cost to implement all recommendations in Attachment 2 within 60 days of potential contract execution.

SECTION 3

PROPOSAL REQUIREMENTS

Understanding of the Scope of Work: Firms shall provide a narrative to the approach to complete the Scope of Work efficiently and economically.

Organization, Credentials and Experience: Provide a summary of the Firm's qualifications, credentials, and related past experience. Describe the firm, including the personnel who will be assigned to the contract. Provide a list of three of the firm's projects within the last five years of similar scope and content.

Fees: Under separate cover, provide a rate proposal for the scope of work. The cost proposal shall be identified for each task. The proposed cost budget shall present the labor rates and proposed labor hours of proposed staff for each work task described in the consultant's proposal, as well as other direct costs.

Additional Information: Firms are to review the sample Professional Services Agreement (Attachment 3) and provide comments and or questions as a part of the firm's proposal. See Section 6 of this Request for Proposal.

SECTION 4

PROPOSAL PROCEDURE

All proposals are due no later than 3 pm on September 20, 2022. The City reserves the right to extend the deadline. The City will respond to request for clarification in written RFP addendum(s) as needed. All inquiries shall be directed to Project Manager Christian Horvath (chorvath@cityofrh.net) by 5pm on September 13, 2022. Responses to all inquiries received will be posted on the City's website under this Request for Proposal by 5pm, September 15, 2022. Please submit the proposal via email to

Elaine Jeng, P.E.
City Manager
ejeng@cityofrh.net

Christian Horvath
City Clerk/Executive Assistant to the City Manager
chorvath@cityofrh.net

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City of Rolling Hills and the firm selected. The City of Rolling Hills reserves the right without prejudice to reject any or all proposals. No reimbursement will be made by the City for costs incurred in the preparation of the response to this Request for Proposal. Submitted materials will not be returned and become the property of the City of Rolling Hills.

SECTION 5

SELECTION CRITERIA

Proposals will be selected based on sound approach to meeting the scope of work, the ability to demonstrate efficiency use of resources, reference checks, and the relevant experience of proposed personnel. Firms may be asked to participate in an interview with the City. If necessary, interviews are tentatively scheduled for the week of September 26, 2022.

SECTION 6

ATTACHMENTS

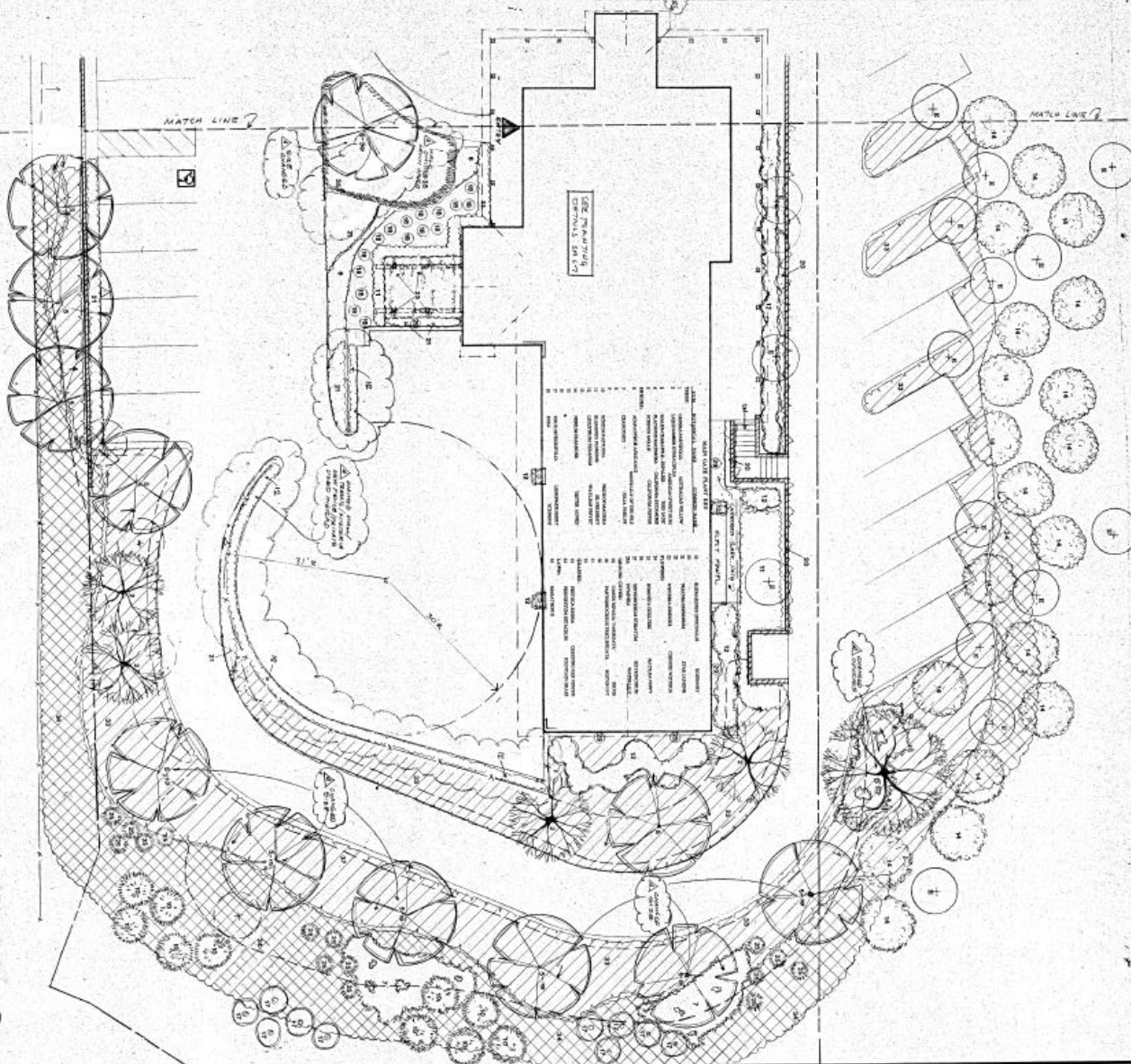
Attachment 1 – Outdated landscape drawing of the City Hall campus
Attachment 2 – 2022 Irrigation Survey Recommendations
Attachment 3 – Sample Professional Services Agreement

Attachment 1

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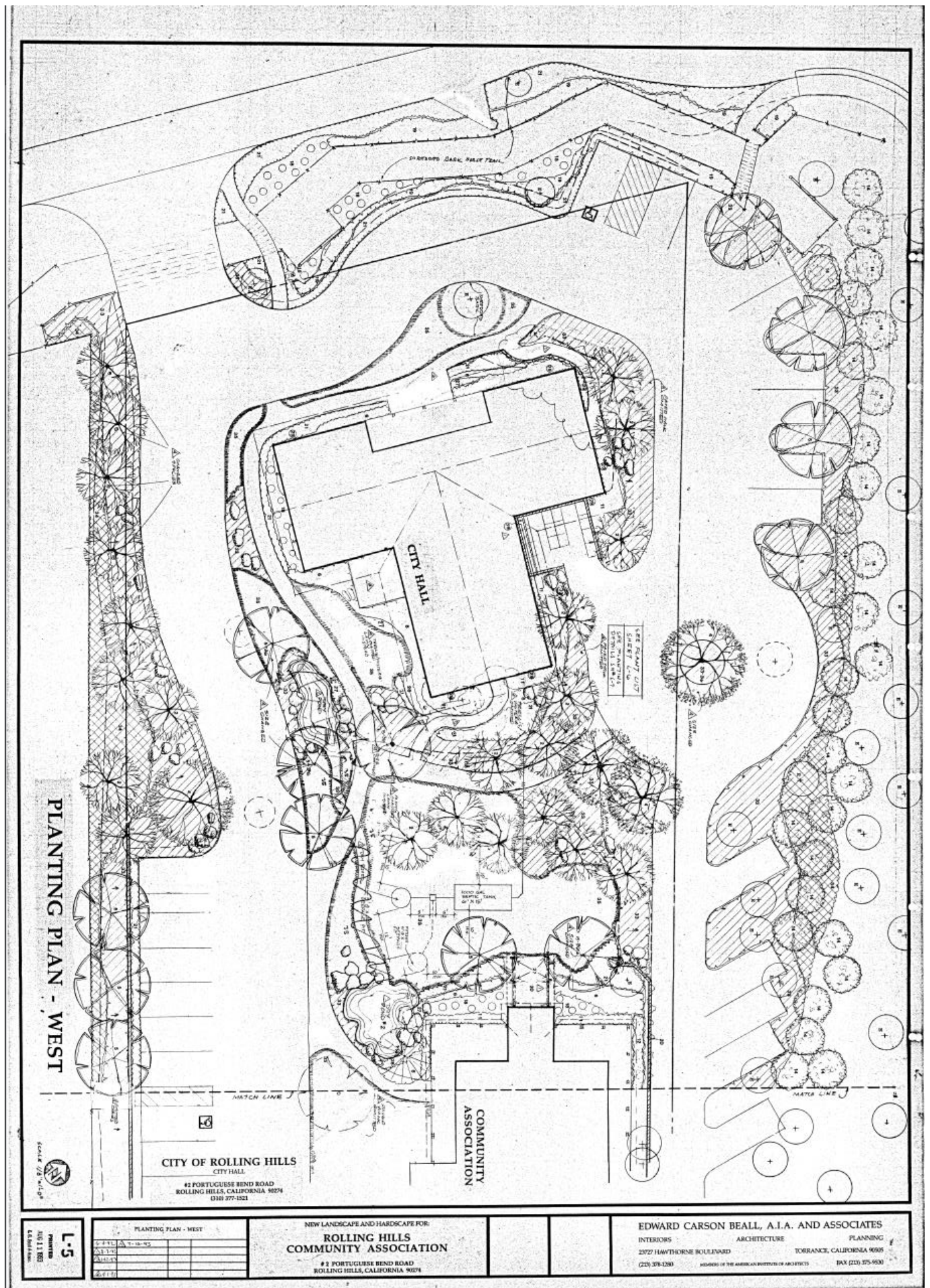
TRIPS:

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PLANTING PLAN - EAST

L-6 (SEE TT 1070) (SEE TT 1070)	PLANTING PLAN - EAST		NEW LANDSCAPE AND HARDSCAPE FOR		EDWARD CARSON BEALL, A.I.A. AND ASSOCIATES INTERIORS ARCHITECTURE PLANNING 2572 HAWTHORNE BOULEVARD TORRANCE, CALIFORNIA 90505 (310) 375-1280 NEWBORN OF THE AMERICAN INSTITUTE OF ARCHITECTS TAX (310) 375-9530	
	0-0-00		ROLLING HILLS			
	0-0-00		COMMUNITY ASSOCIATION			
	0-0-00		# 2 FORTUGUERE BEND ROAD			
	0-0-00		ROLLING HILLS, CALIFORNIA 90274			



Attachment 2

Irrigation Survey & Recommendations
for City of Rolling Hills Campus
May 5th, 2022
by Evan Smith Landscape Architect #4716

Opening

The following is intended to convey the current conditions and recommendations for the irrigation system found on the Rolling Hills City Hall & Community Association campus during my survey in April 2022.

The report will index the campus using the TWO Irrigation Controllers on site and their associated Irrigation Zones for referencing the numerous areas on this campus. I.e. 2-12 would be Controller #2 Zone 12

A Zone Map for each Controller is attached. These Zones are indicated using assorted hatching and shows the areas each Irrigation Zone covers when activated.

The Irrigation Zone Schedules shows the Time of activation, Duration Zone is watered (minutes) & Frequency (days activated) each Zone is set for watering individual Zone. This schedule shows the current settings. See attached

Recommendations for each Zone and overall improvements will be address in this report.

Components of the Irrigation System

- Water Main = Direct service from the municipal water source
- Back Flow Device = Prevents water from reversing flow back into the municipal water supply and/or potable water supply (i.e. into the buildings) This is a health regulation as ground water & pollutants could be pulled back into the potable water supply.
- Pressure Regulator = Municipal Water Supply can often be delivered at a very high pressure. This device lowers the water pressure to an acceptable level for both irrigation and potable uses.
- Irrigation Controllers - Two "Hunter I-Core" are found on campus. This controller is approximately 10+ years old and is good working condition.

Components of the Irrigation System - continued

Controller #1 is located on the East wall of the City Hall building near the rear entrance. This Controller activates the planters surrounding the City Hall building, The planters along Portuguese Bend Road, along a portion of PV Drive North & the planter along the south side of the entry way.

Controller #2 is located on the North wall of the Community Association behind the Maintenance Garage. This Controller activates the Lawn Area & associated planters, and the planters along the North, South & East sides of the property.

- Irrigation Valves = To water a specific Zone a valve is turned on and off by the respective controller.

These valves should only be associated with one type of irrigation method. I.e. either Spray or drip.

Types of Irrigation

Three main Irrigation devices are used on the Rolling Hills Campus.

1 - Pop-Up / Spray : Using hydraulic pressure a spray nozzle is raised several inches above ground level to distribute water over a given area. When the water is shut off the spray nozzle returns to its housing and is below ground level. These have a preset height which are selected according to the situation.

2 - Fixed / Spray (Shrub Head) : A fixed piece of irrigation pipe holds the nozzle above ground. This is a static piece and does not move. These can be easily raised or lowered as needed.

3 - Drip Line (hose) A flexible hose is placed in the area to be irrigated. This hose has numerous small holes spaced along its length to distribute water over the soil.

Note: A "Nozzle" is a replaceable spray device used to distribute the water.

They come in a variety of sizes to spread the water over a given area so the plantings can be properly watered according to their specific needs.

This can be the distance required. I.e a 8ft nozzle will spray 8ft +/-

They come in a variety of arcs from a few degrees up to 360°.

They come in a variety of flow rates measured in GPM (Gallons Per Minuet) for a standard nozzle. These can range from 0.2 up to 3.7 GPM

Other Irrigation Considerations

Soil = Rolling Hills has a very heavy clay soil. This soil is very slow in absorbing water and very slow to let water evaporate or be absorbed.

Exposure = The campus has a varied exposures ranging from the Northern edge getting several hours of direct sun light to the Southern edge having heavy shade from neighboring trees.

Plantings = Plants should be grouped together according to their sun, soil and watering needs. This allows each group to receive the same care and water allowing for optimal growth. I.e. you should not plant a cactus with a lawn.

SURVEY FINDINGS

Irrigation System

The overall appearance of the irrigation system shows that the only portions are currently working and keeping the existing plants alive.

Several areas are NOT working with some plantings surviving and other plantings which have died.

The AGE of the system is one of the main faults of the existing system. The original plans (provided for this survey) are dated 1992-3 making the system close to 30 years old.

This AGE has caused several failures during the time I spent on this survey:

- An irrigation main line (i.e. always carrying water) broke near Controller #2 and caused the entire Controller #2 system to be shut off. Several days elapsed before repairs could be completed. (SEE PHOTO #1)
- I found several Pop-Up sprinklers were either stuck in the Up position or failing to properly rise to while turned on. These did not distribute water to their respective areas & only caused puddling and runoff of water. (SEE PHOTO #2)
- An Irrigation Valve was (2 - 4) stuck in the ON position on one occasion. This resulted in the Irrigation Main Line being shut off again. The entire Controller #2 area was again not watered until this was repaired.
- Several above ground drip lines were chewed by animals allowing water to stream out of these lines and limiting the downline water distribution.
- Several above ground irrigation lines and connections have been chewed and will pose leaking in the future. (SEE PHOTO #3)

SURVEY FINDINGS

Irrigation System - continued

- In viewing the area near the generator house I noticed some old irrigation lines were exposed. These lines are Schedule 80 PVC. These are thin walled inexpensive lines and are not recommended in a future improvements nor repairs.
- The PRESSURE REGULATOR is out of date and needs to be replaced. (recommendations see below)
- All Zones that are working are being OVERWATERED!
A combination of factors are involved:
 - The timers are set for extended durations and frequency.
 - Inability of the soil (clay) to absorb water in the allotted time.
The Lawn Areas (2-14 , 2-15, 2-16, 2-19) are good example.
During my survey I turned on each Zone and reviewed their respective conditions. In these 4 zones I noticed the water would not be absorbed after 2 or 3 minuets of run time and would quickly runoff onto the pathways & paving and then go to the drainage culvert. In other zones I observed similar circumstances of overwatering with signs of puddling, mud, and runoff.
Overwatering is a major cause of premature plant disease and death. When the soil is too moist the roots can not get enough air and can become rotten and then die. (SEE PHOTO #4)
- All zones are being watered too late in the evening.
When plants are watered during the nighttime they hold moisture on their leaves. This extended soaking promotes fungus, mold and other plant diseases causing premature death and other problems. (recommendations see below)

Drainage System

Several downspouts for the gutter system on the Community Association building are faulty. (SEE PHOTO #5)

- In location DS#1 (see plan) the elbow from the roof gutter has corroded and is leaking water directly into a planter area. Water from this area is then directed to an area drain in the lawn.

Drainage System - continued

- In locations DS#2 & #3 (see plan) the downspouts are dumping water directly into zone 2 -17. This planter is being saturated with the rain water and does not have any direct outlet to drain excess water. This along, with the irrigation system overwatering, has caused the Oleander hedge to die.
- In location DS#4 there is no drain line to direct roof gutter water towards the drainage culvert in the parking lot. This is causing erosion on the hillside and mud to flow into the parking lot.

RECOMMENDATIONS - ranked in order of importance

1 - The least expensive solution is to reprogram the Irrigation Controllers for proper duration and frequency. Each Controller and Zone should cut their times & and maybe their frequencies in at least half.

Have the maintenance company run each zone independently and watch until the soil is saturated. When water begins to runoff and/or puddle the timer should be reset to that duration.

The starting times should be set so the last zone in the controller turns off just before staff arrive for work.

I.e. Controller #1 has 17 zones @ 8 minutes each = 136 minutes or 2hrs 16 minutes run time (still way too much).

So the ideal time to start would be around 5:00am. allowing staff to arrive by 7:15am.

The campus has a mature landscape. These plantings have developed deep roots and which allows them to draw water from far below the surface. The top of the soil does not need to be moist for plants to survive.

I dug a small hole in the lawn area which on first appearances looked dry and cracked. In looking only 1 to 2 inches down I found the soil to be moist and sticky. I.e. still too wet. (SEE PHOTO #6)

Again the soil on the campus is clay. This type of soil is very slow to absorb water and expansive. I.e. it expands when wet and contracts as it dries out.

2a - Replace the Pressure Regulator

The Pressure regulator reduces the City Water Main pressure down to a 50 PSI (pounds per square inch). This is an industry standard operating pressure for irrigation and general building plumbing. (Drip Valves are an exception and need 35psi).

RECOMMENDATIONS - continued

I was able to measure the water pressure at two locations during this survey and both measured 140psi+. This is close to 3 x's the standard pressure.

The initial "Surge" PSI reading hit 170psi & 200+psi. This sudden rush of water is a major cause of irrigation failure. (SEE PHOTO #7)

This excessive resting pressure (140psi) causes undue wear and tear on the irrigation system and the plumbing in both buildings. This high pressure is a major cause of current & future failures.

A visible indication of this high pressure demonstrated when the lawn area is watered. With normal operating pressure the spray nozzles should appear uniform with heavy droplets.

With this higher pressure the water is "Misting". This MIST is tiny droplets and look like a fog or mist. These and are easily carried / miss directed by any wind. Sometimes a "Rainbow" can be seen during watering. (SEE PHOTO #8)

- I recommend changing BOTH regulators at the City Hall & Association sites.
- I recommend adding pressure regulators on both side of the regulators.

One on the inlet side (140psi+-) and another just after the outlet side (50psi). This will allow accurate monitoring of the system.

- I recommend checking the condition of each Back Flow device as these could be a health hazard.

NOTE : WHEN the pressure regulator is changed the new corrected pressure may not provide adequate coverage with the existing spray nozzles. Therefore in conjunction with (2a) I recommend the following as outline in (2a) below.

2b - Change all spray nozzles

The newer Stream Spray nozzles distribute water at a slower volume and allow the clay soil to absorb the water. This slower distribution also drops the water demand on the valve controlling the zone. This in turn allows more nozzles on in an existing Zone.

Stream Spray Rotary Nozzles can range from 0.17 up to 1.01 GPM which can be up to 1/2 to 1/3 that of a standard spray nozzle.

RECOMMENDATIONS - continued

3 - Mulch & Fertilize all planter beds

A 2 to 3 inch dressing of composted wood chips provides several benefits:

- Helps with soil by holding the water until it can be slowly absorbed.
- Slows evaporation on hotter days
- As it decomposes it adds nutrients to the soil
- It helps prevent weeds

A good general all purpose fertilizing should be done at least 2x's per year.

Your maintenance contractor should switch away from leaf blowers as these will remove most organic matter / mulch if improperly used. Hand picking and raking will remove some of the larger less desirable items.

4 - De-thatch, Aerate, Over-seed/Top dress and Fertilize the lawn

De-thatching is a process where the top few inches of lawn are removed. As lawns grow they build up a heavy layer of roots and dead material. This impedes the water and nutrients from getting to the roots.

Aeration is a process where numerous holes or plugs are removed from the lawn. This allows water and nutrients better access to the roots. This is especially helpful where lawns get heavy traffic or have heavy soils (clay). Both of these are present on site.

Over-seed / Top Dress is the next step in helping the lawn. New lawn seed is broadcasted over the existing lawn and then an application of fine composted organic mulch is used to cover these new seeds. This covering helps protect them while germinating.

Fertilizer should be used through at most two times per year. This is typical done in early Spring and again in early Fall. Lawns are heavy feeders and having two basic types of lawn (cool growing & warm growing) this will help both types start off strong.

5 - New Irrigation Controllers

The newer Irrigation Controllers can help eliminate the need for constant monitoring. Using satellite uplinks these new controllers can think ahead of upcoming weather patterns. If the controller "knows" it is going to rain they shut down the irrigation. Also if it going to be hot and dry it can irrigate for a longer duration. These controllers will also shut off a valve when it senses it is not closing and not interrupt the surrounding plantings. They can also be monitored remotely from either your maintenance company, your onsite staff or from anyone with access to the system and software.

RECOMMENDATIONS - continued

6 - Replace old Pop-Ups that fail

Most of the Pop-up sprinklers on site are not necessary. Pop-up sprinklers are best used when irrigating next to paths, walkways and other high traffic areas. They help reduce the chance of tripping and falling. However they are expensive and more prone to failure. When any Non-essential Pop-up sprinkler fails I recommend replacing them with the more affordable Fixed / Spray (Shrub Head). This simple method will save money and allow direct observation of performance. They are also easily adjusted or raised when surrounding plantings grow taller.

7 - Replace Old Valves & Systems

Do not try to fix any of the old systems.

The 30+ years of use & the excessive high pressure has caused irreparable damage to the remaining irrigation system. If any future improvements are considered for any Zone then I highly recommend new Irrigation Systems be installed.

IRRIGATION ZONE SCHEDULESController #1 - Settings as of April 2022:

8 minuet cycles 3 times a week (Monday, Wednesday, Friday) starting at 10:00PM

Zone 1 - 1 - This zone has 14 pop-up spray heads and is in heavy shade.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 2 - This zone has 15 pop-up spray heads and is in heavy shade.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 3 - This zone has 18 pop-up spray heads.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 4 - This zone has 8 pop-up spray head.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 5 - This zone has 15 pop-up spray heads.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 6 - This zone has 11 pop-up spray heads.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 7 - This zone has 10+ pop-up spray heads.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 8 - This zone is currently OFF LINE - New construction has damaged existing system

Zone 1 - 9 - This zone has 1 Fixed head and is in heavy shade.

Zone 1 - 10 - This zone has 14+ pop-up spray heads.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 11 - This zone has 12 pop-up spray heads.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 12 - This zone has 23 pop-up spray heads.

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 13 - This zone has 12+ pop-up spray heads & Drip

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 14 - This zone has 25+ pop-up spray heads

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 15 - This zone is currently OFF LINE - New construction has damaged existing system

Zone 1 - 16 - This zone has 9 pop-up spray heads & Drip

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Zone 1 - 17 - This zone has 15+ pop-up spray heads

The current 8 minuet x 3 day cycle delivers too much water for this zone.

Controller #2

Settings as of April 2022:

A variety of minuet cycles

4 times a week (Monday, Tuesday, Thursday, Friday) starting at 2:30AM

Zone 2 - 1 - This zone has 22 pop-up spray heads.

The current 8 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 2 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 3 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 4 - is zone has 10+ pop-up spray heads & Drip

The current 8 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 5 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 6 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 7 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 8 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 9 - This zone has 15 pop-up spray heads.

The current 8 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 10 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 11 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 12 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 13 - This zone is currently OFF LINE - exact location unknown

Zone 2 - 14 - This zone has 21 pop-up spray heads.

The current 6 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 15 - This zone has 10 pop-up spray heads.

The current 12 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 16 - This zone has 5 pop-up spray heads.

The current 12 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 17 - This zone has 20+ pop-up spray heads.

The current 6 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 18 - This zone has 12+ pop-up spray heads.

The current 6 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 19 - This zone has 6 pop-up spray heads.

The current 6 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 20 - This zone has 15+ pop-up spray heads.

The current 6 minuet x 4 day cycle delivers too much water for this zone.

Controller #2 - continued:

Zone 2 - 21 - This zone has 8 pop-up spray heads.

The current 10 minuet x 4 day cycle delivers too much water for this zone.

Zone 2 - 22 - This zone is currently OFF LINE - exact location unknown

ATTACHMENTSPhotos

#1 - Broken Mainline

#2 - Pop-Ups

#3 - Chewed Lines

#4 - Runoff

#5 - Down Spouts

#6 - Soil Test

#7 - Pressure Regulator

#8 - Misting

#9 - Zone Map for City Hall - Controller #1

#10 - Zone Map for Community Association - Controller #2

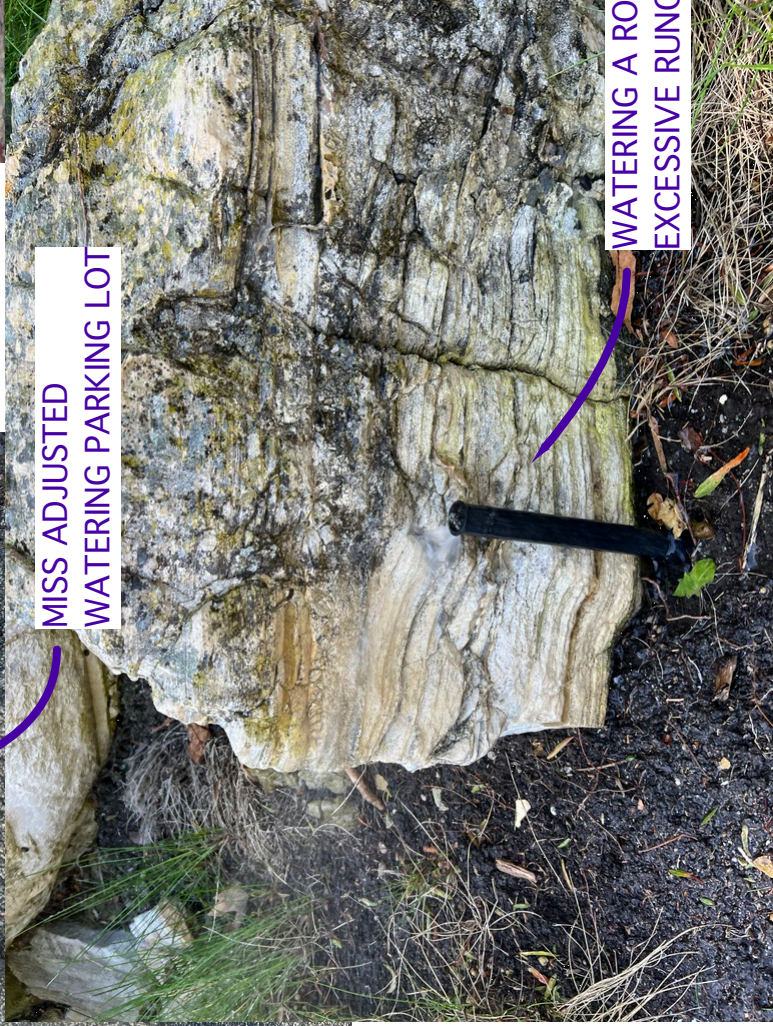
end of report



BROKEN WATER MAIN NEAR C#2
ALSO DOWN SPOUT INTO PLANTER W/ EROSION ONTO DRIVEWAY



STUCK OPEN
BRAKING HAZARD



MISS ADJUSTED
WATERING PARKING LOT

WATERING A ROCK
EXCESSIVE RUNOFF



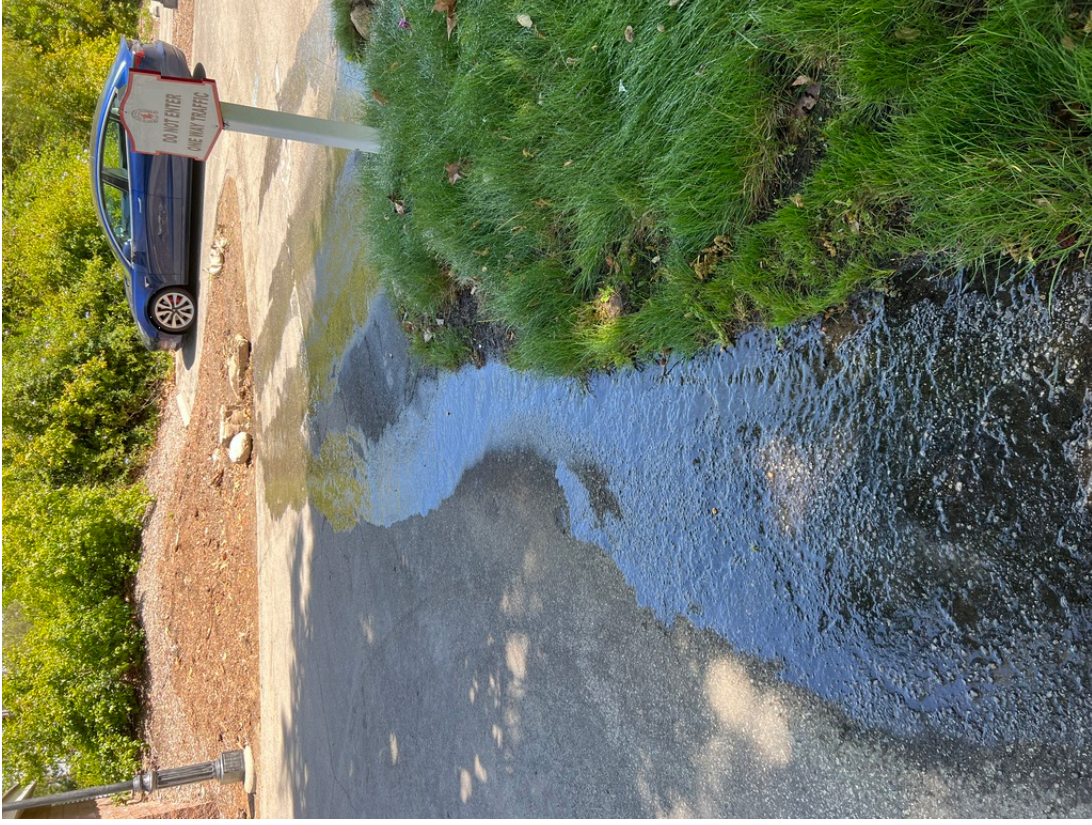
POP UP SPRINKLERS



RODENTS LOOKING FOR WATER



EFFECTS - DRIPLINE PERFORMANCE



RUNOFF FROM LAWN AFTER 4 MINUETS



PUDDLING & RUNOFF FROM LAWN
AFTER 4 MINUETS



DOWNSPOUT #3
EMPTIES INTO
PLANTER W/ NO
OUTLET



CORRODED DOWNSPOUT



ZONE 2-17
NO DRAINAGE
DEAD / DYING HEDGE

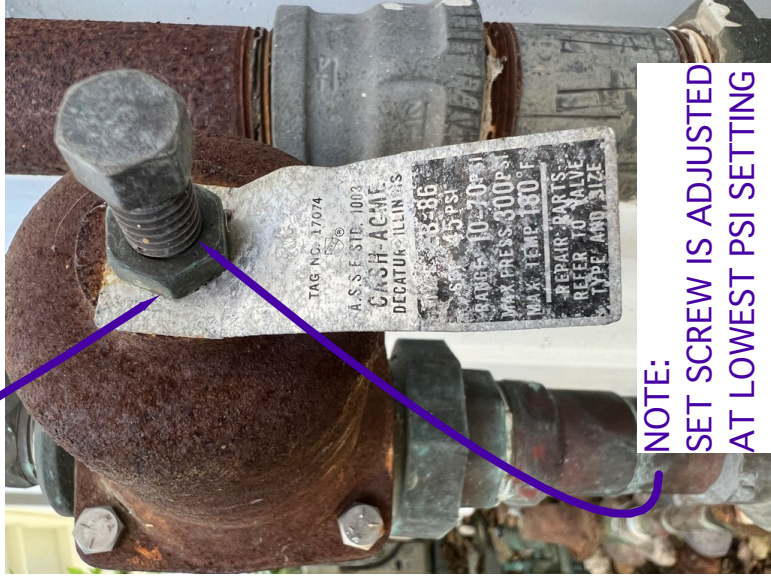


SURFACE CRACKS
IN LAWN AREA



MOIST SOIL 2" BELOW

PRESSURE REGULATOR BY CONTROLLER #2



NOTE:
SET SCREW IS ADJUSTED
AT LOWEST PSI SETTING
YET PRESSURE IS STILL
TOO HIGH
INDICATES FAULTY
REGULATOR



140PSI

170 PSI & 200+ PSI
SURGE PRESSURE





MISTING
NOTE
RAINBOW

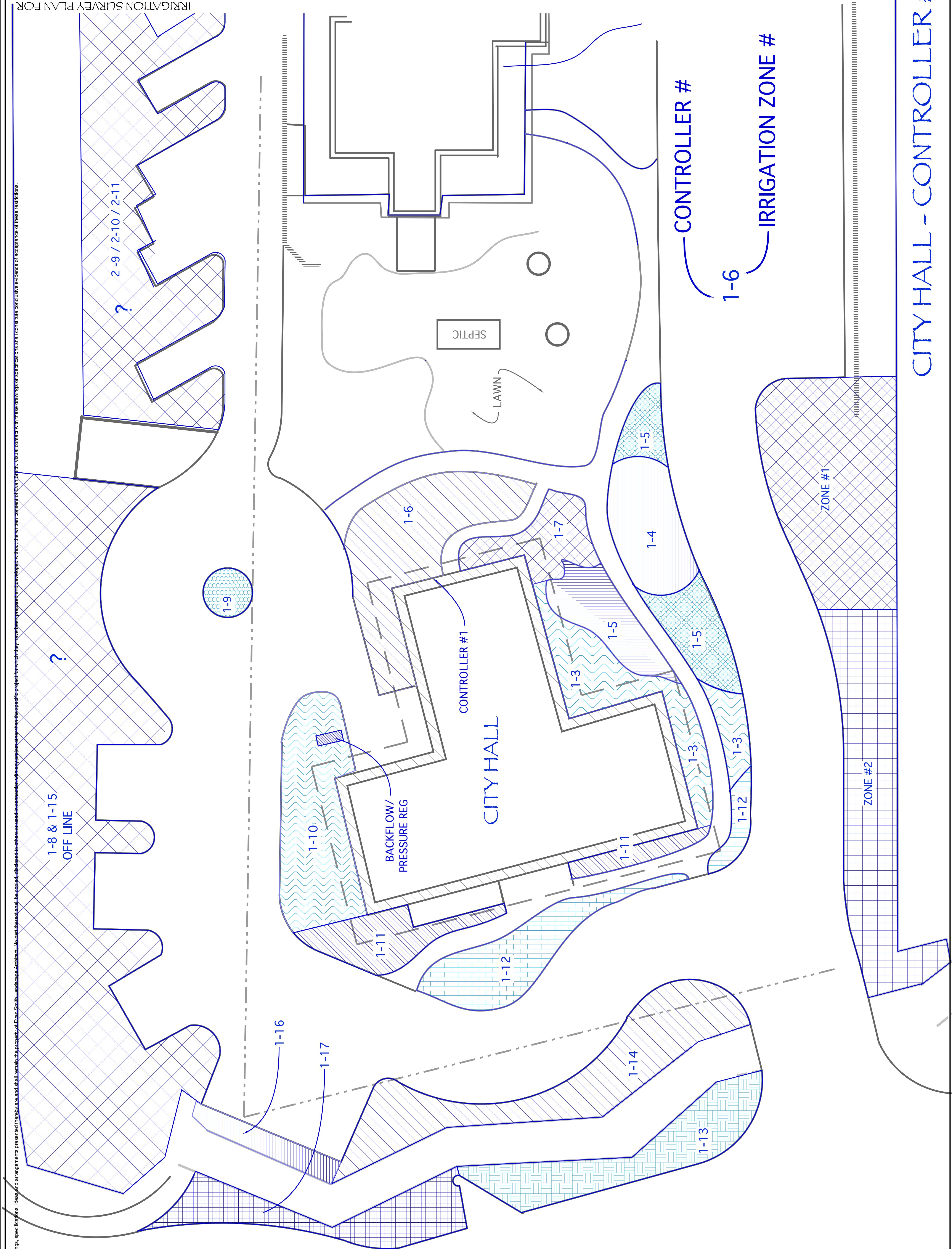
These drawings, specifications, plans and arrangements presented thereto are and shall remain the property of Evan Smith Landscape Architect. No part thereof shall be copied, disclosed to others, reused in connection with any project other than the specific project for which they have been prepared and developed without the written consent of Evan Smith. Visual contact with these drawings or specifications shall constitute conclusive evidence of acceptance of these restrictions.

ROLLING HILLS CITY HALL & COMMUNITY ASSOCIATION CAMPUS

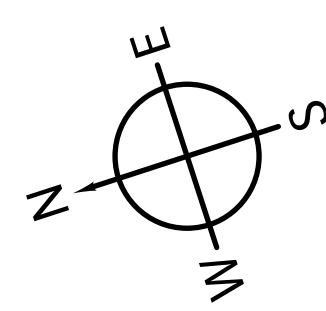
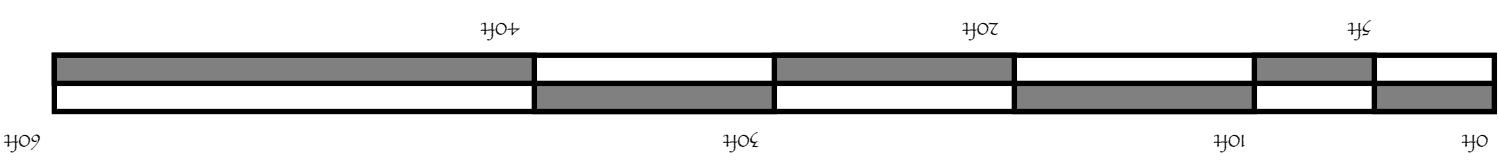
2 PORTUGUESE BEND ROAD - ROLLING HILLS , CA 90274

EVAN SMITH - LANDSCAPE ARCHITECT #4716 - 1501 VIA GABRIEL - P.V.E. , CA 90274

IRRIGATION SURVEY PLAN FOR



1" = 8' - 0"



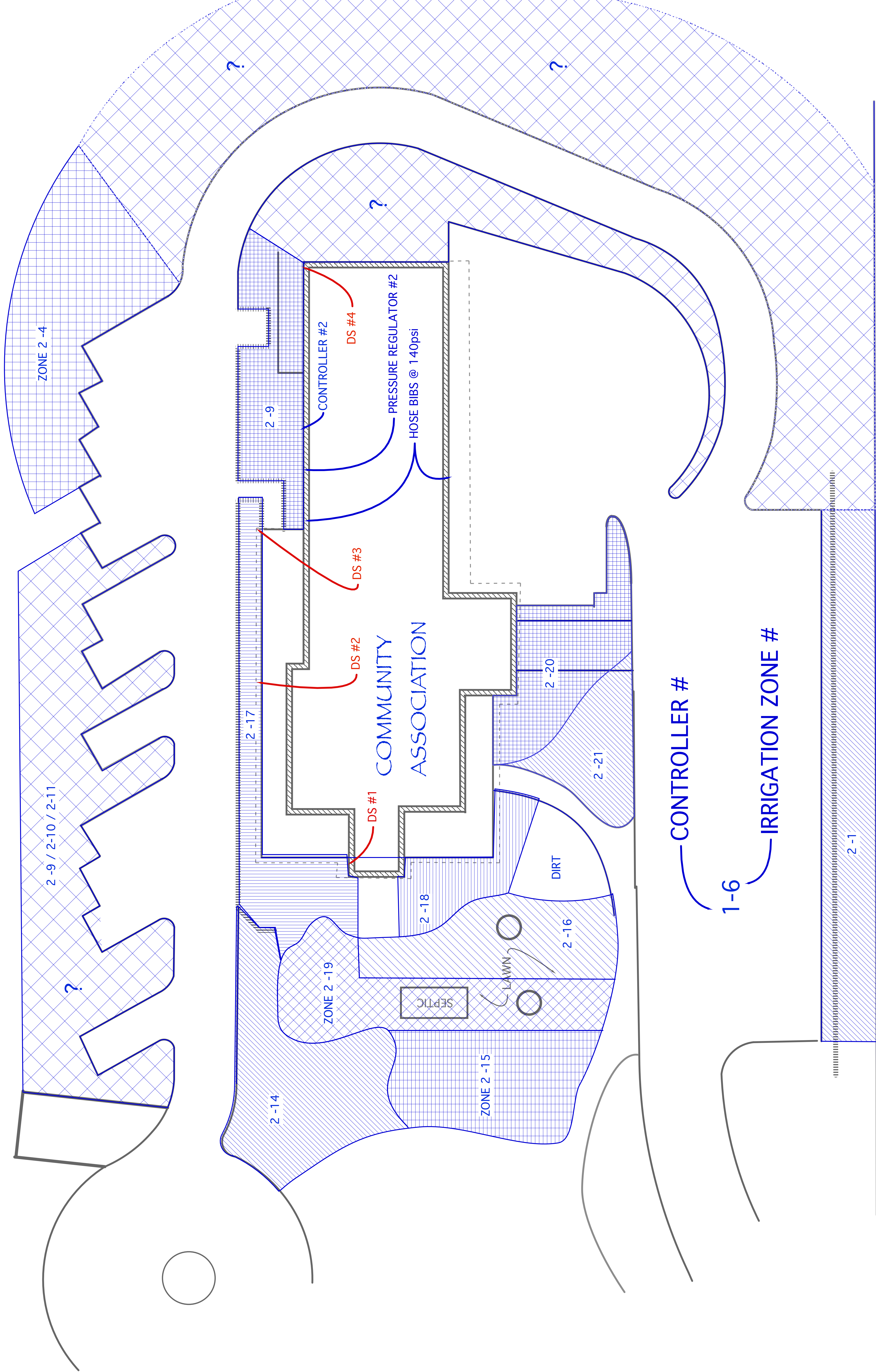
NOTES:
- THIS IS A DIAGRAMMATIC DRAWING AND IS NOT A LEGAL SURVEY.
- CONTRACTOR TO VERIFY ALL MEASUREMENTS PRIOR TO BIDDING & CONSTRUCTION.
- NOT A LANDSCAPE ARCHITECT OF ANY DISCIPLINES.
- ALL ADJUSTMENTS WILL BE MADE IN THE FIELD BY ARCHITECT, CONTRACTOR & HOMEOWNER.

CITY HALL - CONTROLLER #1

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IRRIGATION SURVEY PLAN FOR
ROLLING HILLS CITY HALL & COMMUNITY ASSOCIATION CAMPUS
2 PORTUGUESE BEND ROAD - ROLLING HILLS , CA 90274
EVAN SMITH - LANDSCAPE ARCHITECT #4716 - 1501 VIA GABRIEL - P.V.E. , CA 90274

NOTES:
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- NOTARY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
- ALL ADJUSTMENTS WILL BE MADE IN THE FIELD BY ARCHITECT, CONTRACTOR & HOMEOWNER.



COMMUNITY ASSOCIATION - CONTROLLER #2

Attachment 3

CITY OF ROLLING HILLS

AGREEMENT FOR LANDSCAPE MAINTENANCE

THIS AGREEMENT is made and entered into as of _____, by and between the **CITY OF ROLLING HILLS** ("City") and _____ ("Contractor").

RECITALS

A. City desires to retain the services of Contractor to provide maintenance of landscaping services in the Civic Center Area (City Hall and Tennis Courts) in the City of Rolling Hills.

B. Contractor has represented to City that it has the expertise, experience, and qualifications to perform the services described in Paragraph A, above, and those services which are more fully described in this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements set forth below, City and Contractor agree as follows:

1. **General Services.** Contractor shall furnish all materials and perform all work required for maintenance of Civic Center Area and Tennis Court landscaping, which services are more particularly set forth in the Scope of Work attached hereto as Exhibit A and incorporated herein by reference. City expressly reserves the right to contract with other contractors for landscape services other than those described in this Agreement.

2. **Payment.** Contractor shall submit invoices monthly and the City will make payment for both services covered by this Agreement and any authorized extra work on a monthly basis, within 10 days of the close of the month in which work was performed.

Authorized extra work, such as tree trimming for trees over 15 feet, major irrigation repairs, tree removal, and other work not covered by this Agreement, may be performed at the written direction of the City and charges itemized separately as extra work on a monthly invoice. City reserves the right to seek other bids for these services from the successful bidder or from any other contractors.

A. **Compensation.** City shall pay to Contractor the sum of _____ per month based on weekly services rendered under this Agreement, representing total compensation for all work, labor, annual fertilizer, equipment, and expenses incurred by Contractor. Additional work and materials not provided for in this Agreement may be authorized by City in writing and compensation therefor shall be agreed upon in advance by the parties.

B. **Prevailing Wage.** Contractor shall abide by the minimum prevailing rate of wages as determined by the State of California, Department of Industrial Relations for each craft, classification, or type of workman employed to carry out provisions of the Agreement. During the term of this Agreement, Contractor shall keep on file sufficient evidence of its employee compensation to enable verification of compliance of Prevailing Wages as established by State of California, Department of Industrial Relations.

3. **Term and Termination.** The term of this Agreement shall commence on _____ and terminate _____ unless extended by mutual agreement of the parties. City may terminate this Agreement at any time, with or without cause. In such event, Contractor shall be compensated for work satisfactorily accomplished up to the time of termination.

4. **Insurance.** Contractor shall, at his expense, obtain and keep in force during the term of this Agreement, a policy of Comprehensive General Liability Insurance, a policy of Comprehensive Automobile Liability Insurance, and a policy of Workers' Compensation Insurance as set forth more fully below:

A. Contractor shall maintain and deliver to the City copies of their Comprehensive General Liability Insurance with a combined single limit of not less than \$1,000,000 covering bodily injury and property damage; insuring Contractor and the City against any liability arising out of the maintenance on the premises and all areas appurtenant thereto. Such insurance shall (a) name City, the Rolling Hills Community Association, and the City of Rolling Hills Estates, their appointed and elected officials, officers, employees, and agents as insureds; and (b) be primary with respect to any insurance or self-insurance programs maintained by the City; and (c) contain standard cross liability provisions.

B. Contractor shall maintain and deliver to City Copies of Comprehensive Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

C. Contractor shall maintain Workers' Compensation Insurance covering their employees for injuries arising out of and in the course of their employment with limits of not less than \$1,000,000 per accident.

D. Contractor shall provide copies of said policies' Certificates of Insurance. If Contractor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of this Agreement. City, at its sole option, may forthwith terminate this Agreement and obtain damages from the Contractor resulting from said breach. Alternatively, City may purchase such required insurance coverage, and without further notice to Contractor, City may deduct from sums due to Contractor any premium costs advanced by City for such insurance.

5. **Indemnity.** Notwithstanding the existence of insurance coverage required of Contractor pursuant to this Agreement, Contractor shall save, keep, indemnify, hold harmless, and defend City and its appointed and elected officials, officers, employees, and agents, from every claim or demand made and every liability, loss, damage, or expense of any nature whatsoever and all costs or expenses incurred in connection therewith, which arise at any

time, by reason of damage to the property of, or personal injury to, any person, occurring or arising out of the performance by Contractor, its officers, agents, or employees, including, but not limited to, its subcontractors (hereinafter collectively "Contractor"), of the work required pursuant to this Agreement, occasioned by any alleged or actual negligence or wrongful act or omission by the Contractor, including any such liability imposed by reason of any infringement or alleged infringement of rights of any person or persons, firm or corporation, in consequence of the use in the performance by Contractor of the work hereunder of any article or material supplied or installed pursuant to this Agreement.

A. Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations, or liabilities and will pay all costs and expenses, including attorneys' fees incurred in connection herewith;

B. Contractor will promptly pay any judgment rendered against City, its officers, agents, or employees for any such claims, penalties, obligations, or liabilities; and,

C. In the event City, its officers, agents, or employees are made a part to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence or wrongful acts of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees any and all costs and expenses incurred by City, its officers, agents, or employees in such action or proceeding, including but not limited to, reasonable attorneys' fees.

6. **Quality of Work Performed.** All work shall be performed in accordance with accepted horticultural standards of quality and workmanship so as to maintain the landscape in the highest possible aesthetic condition.

7. **Personnel.** Contractor shall provide at all times sufficient landscape personnel with the skills and experience necessary to perform the various landscape activities for the full performance of this work. All personnel provided for the performance of this Agreement shall be employees of the contractor and contractor shall assume payment of all wages, taxes, and all other employee costs, unless otherwise provided.

Contractor shall hold harmless, indemnify, and defend the City against any liability or assessment connected with violations of Federal Statutes pertaining to alien/citizen status.

On-site personnel shall wear identifiable company uniforms including shirts, jackets, and caps, as necessary.

Frequent inspections of the site shall be made by an appropriate supervisor of the Contractor to assure adherence to schedules and policies by the crews performing the work. Supervisors shall be available to attend job walks with the City Manager or representative as necessary.

8. **Work Schedule.** Under normal conditions, the crews shall be on-site at various times to be determined by the City between the hours of 7:30 a.m. and 3:30 p.m. Monday through Friday (no Thursday mornings 7:00 a.m. to 1:00 p.m., Saturdays or Sundays permitted). Contractor shall observe the standard holidays and shall schedule work accordingly.

Contractor's crews shall not work during inclement weather as damage to ground cover and turf areas may result. Contractor shall have a foreman visit the job site on Rain Days to turn off irrigation clocks and check for storm damage to the landscape. Storm damages noted shall be reported to the City.

9. **Licenses and Permits.** Contractor shall maintain a State Landscape Contractor's license and shall comply with all other license and permit requirements of the City, State, and Federal governments, as well as all other requirements of the law.

10. **Taxes.** Contractor agrees to pay all applicable taxes, including sales tax on material supplies where applicable.

11. **General Requirements.** Contractor shall comply with all City, State, and Federal laws in the performance of its services.

12. **Assignment.** This Agreement is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights or obligations of either party without the prior written consent of the other shall be void and of no force and effect.

13. **Attorney's Fees.** In any action brought to declare the rights granted herein or to enforce any of the terms of this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees in an amount determined by the court.

14. **Non-discrimination.** Contractor shall not discriminate in the hiring of employees or in the employment of subcontractors on any basis prohibited by law.

15. **Independent Contractor.** Contractor is and shall at all times remain as to City, a wholly independent contractor. Neither City nor any of its agents shall have control of the conduct of Contractor or any of the Contractor's employees, except as herein set forth. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the City.

16. **Notices.** All notices and communications shall be sent to the parties at the following addresses:

CITY: **City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274**

CONTRACTOR:

17. **Authorized Signature.** Contractor affirms that the signatures, titles, and seals set forth hereinafter in execution of this Agreement represent all individuals, firm members, partners, joint ventures, and corporate officers having a principal interest herein.

18. **Entire Agreement: Modification.** This Agreement supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statements, or promise not contained in this Agreement shall not be valid or binding. Any modification of this Agreement will be effective only if signed by the party to be charged.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Agreement to be executed by setting hereunto their names, titles, hands, and seals this ____ day of ____, ____.

CONTRACTOR:

(Title)

Contractor's License No. _____

Agency Business License No. _____

Federal Tax Identification No. _____

CITY:

Elaine Jeng, City Manager of the City of Rolling Hills

Attested:

Christian Horvath, City Clerk of the City of Rolling Hills

Date: _____

EXHIBIT A

Scope of Work

I. Turf Management

Contractor is expected to perform the tasks listed below:

1. Mow the lawns weekly to maintain a neat and manicured appearance, weather permitting.
2. For all turf areas, inspect grounds for litter and debris prior to mowing and dispose of any litter or debris identified.
3. Mow all irrigated lawn areas to the finished cut height of no less than 1 ½" and no more than 2 ½" unless otherwise requested.
4. Cut lawn to a uniform height. Mowing equipment is to be kept sufficiently sharp and properly adjusted through daily servicing to provide a cleanly cut grass blade. Grass blade bruising, tearing, and shredding are to be prevented.
5. The lawn cutting height shall be appropriate to turf variety. The lawn edges shall be trimmed adjacent to walks, curbs, paving, headers, and shrub areas. Immediately following each mowing, the areas shall be left in a neat and clean condition.
6. Mowing pattern will be varied where possible to reduce rutting and compaction of grade. Any excess clippings will be dispersed and/or collected to prevent damage and unsightly appearance of lawns.
7. Extra care shall be taken to prevent edging wider than necessary margins around sprinkler heads, borders, and trees. Care shall be taken to prevent trimmer damage to tree trunks and structures.
8. Fertilizers shall be applied seasonally on a set schedule to maintain lawn strength, color, and vigor.
9. Fertilizers shall be watered in after the application at the next regularly scheduled watering period.
10. Both chemical and organic fertilizer materials may be used.
11. Contractor shall maintain a log of fertilizer use and provide log to City upon City's request.
12. Broadleaf and grassy weeds, insect pests, and plant diseases shall be treated by application of approved pesticides.
13. Damage to lawns and ground cover due to circumstances beyond the Contractor's control shall be repaired after agreement with the City as to payment for such work.
14. Lawns are to be thatched, scalped, and over-seeded in the Fall.

II. Ground Covers and Shrubs

Contractor is expected to perform the tasks listed below:

1. On a monthly basis, prune and trim ground cover plants neatly away from shrubs, trees, walk-ways, walls, and headers.
2. Shrubs shall be pruned to maintain a natural shape and proper size as a continuous operation.
3. Pruning and shaping of shrubs shall be performed only as necessary to maintain the natural form of the plant, to maintain growth within space limitations, and to eliminate damaged or diseased wood.
4. Shrubs shall not be clipped into balled or boxed forms unless required by the design.
5. Ground cover and shrubs shall be kept trimmed and pruned back so as to not obstruct sprinklers, outdoor lights, fire hydrants, and electrical/telephone boxes.
6. Vines on City Hall shall be removed.
7. Damage to ground covers due to circumstances beyond the Contractor's control shall be repaired after prior agreement with the City as to payment for such work.
8. Plants that are in a state of decline and are dead shall normally be removed if Contractor is satisfied that the property will benefit aesthetically. Contractor must notify the City first, and gain City approval, before plant are removed.
9. Shrub and ground cover areas shall be kept free of broadleaf or grassy weeds, preferably with pre-emergent and/or selective herbicides. Cultivation or hoeing weeds is not permitted.
10. Fertilizer shall be applied seasonally on a programmed and monitored basis or as required to stimulate growth.
11. Contractor shall maintain a log of fertilizer use and provide log to City upon City's request.

III. Small Trees

Contractor is expected to perform the tasks listed below:

1. Maintain all trees and shrubbery to a measure of 15 feet in height or less.
2. Trimming of trees over 15 feet in height may be performed and invoiced as extra work following written approval by the City. City reserves the right to seek other proposals from other contractors for trimming of trees over 15 feet in height.
3. Trees shall be properly staked and tied as necessary. Tree ties shall be inspected at least three times per year to prevent damage caused by abrasion or constriction.
4. Removal of tree stakes shall be considered as soon as possible to encourage tree development.

5. Trees and stumps requiring removal due to storm damage, proximity to buildings, walks, utilities, or other reasons shall be performed as directed and invoiced as extra work following written approval by the City.
6. Contractor shall inspect trees for insects and diseases. Approved chemical sprays shall be applied if required for common and controllable insect and disease infestations. Spraying shall be limited to one application. Additional treatments necessary due to unusual conditions may be invoiced as extra work following written approval by the City. Spraying shall be limited to trees measuring 15 feet or less in overall height.
7. The City may ask that a tree or large shrub be lowered to protect a view. If this requires a non-standard trimming practice that can result in deformity or seriously impact the health of the tree, the ultimate responsibility will be borne by the City.
8. Olive trees shall be sprayed in the spring to reduce the production of olives and shall be performed as part of the monthly service at no additional charge to the City.
9. Contractor shall not be responsible for tree damage caused by tree roots.

IV. Replacement

Contractor is expected to perform the tasks listed below:

1. Comply with the following requirement: any plant material that may expire, due to negligent maintenance procedures, shall be replaced by the Contractor, up to a maximum fifteen-gallon size plant, at no extra cost to the City.

V. Debris Control

Contractor is expected to perform the tasks listed below:

1. On a weekly basis, all lawns, planting beds, and walkways shall be cleaned of papers, bottles, excessive dust, and other types of debris.
2. On a weekly basis, rake and remove leaf debris after tree trimming.
3. As work in each area is completed, the clippings, trimmings, and debris shall be picked up and removed from the property at the end of each workday to leave a clean condition.

VI. Pest Control

Contractor is expected to perform the tasks listed below:

1. A pervasive pest infestation that is out of the ordinary (e.g. an influx of snails, whitefly, and lerp psyllid, etc.) requiring repeated pesticide applications may be invoiced as extra work following written approval by the City. Contractor will bear the responsibility to hire a California licensed pest control and fumigation subcontractor when the application of services is deemed necessary.
2. Contractor's employees and subcontractors shall exercise the proper use of chemical controls and spray equipment and take all established safety precautions.
3. Contractor shall assume all supervision and responsibility for the application of chemicals and insecticides that are used by Contractor's employees and subcontractors in performing contracted work.
4. Contractor will not be held responsible for children or pets that may ingest pellets, granular products, or treated foliage, unless negligence on the part of the Contractor is the cause.

VII. Irrigation Systems

Contractor is expected to perform the tasks listed below:

1. Continually inspect the irrigation systems for broken and clogged heads, malfunctioning or leaking valves, or any other condition, which hampers the normal operation of the irrigation system.
2. The crew foreman shall manually sequence each automatic irrigation controller on a scheduled basis to ensure that the irrigation system facets are operating properly.
3. Contractor shall replace sprinkler heads damaged by normal landscape maintenance operations at no charge to the City.
4. On a monthly basis, Contractor shall inspect sprinkler heads and make adjustments, if necessary to conserve water and to provide the best possible coverage and least possible spray onto buildings, fences, and tennis courts while conserving water.
5. Contractor will not be held responsible for water damage resulting from sprinkler heads located in close proximity to structures that over-spray in an unavoidable manner.
6. Maintenance crew shall schedule watering area plant material on automatic irrigation controllers in quantities and frequencies consistent with seasonal requirements of the area plant materials.
7. Where practical, watering all vegetation shall be done at night or early morning if the system is automatic, or unless directed otherwise by the City.

8. Repairs and/or replacement of automatic irrigation clocks, major valves, and major piping may be performed and invoiced as extra work following written approval by the City.
9. Minor replacement and repairs to sprinkler heads and pipes shall be performed at no additional cost to the City.
10. Maintenance crew must immediately report to the City any vandalism or accidental damage caused by others. Repairs may be made and invoiced as an extra charge following written approval by the City.
11. If the maintenance crew has determined that the automatic irrigation controller has failed or malfunctioned, the City shall be instructed as to location of clocks and backflow valves so that they may be turned off.
12. Contractor shall provide the City with a 24-hour emergency service telephone number and designate a company person to receive emergency calls. Contractor agrees to respond to City emergency calls during normal business hours (7:30am to 5pm) and during non-business hours (5pm to 7:30am).
13. Contractor shall inspect and clean all drainage swales, grates, and rain gutters on all structures on and leading from the property.

VIII. Irrigation Systems

Contractor is expected to perform the tasks listed below:

1. Special Circumstances. Damage to landscape or irrigation systems caused by others, such as other contractors working on the property, may be repaired and invoiced as extra work following written approval by the City.
2. Stormwater Prevention. Pursuant to the National Pollutant Discharge Elimination System (NPDES) Permit, Public Agencies are required to implement programs to minimize storm water pollution impacts from public agency activities, including from landscape facilities management. Therefore, Contractor shall ensure that no application of pesticides or fertilizers occurs immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied. In addition, Contractor shall not apply any banned or unregistered pesticides or fertilizers.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.E
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JOHN SIGNO, DIRECTOR OF PLANNING & COMMUNITY SERVICES

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE THE TRAFFIC COMMISSION'S RECOMMENDATION FOR TRAFFIC IMPROVEMENTS ON JOHNS CANYON ROAD TO ADDRESS RESIDENTS' CONCERNS AND FIND THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

DATE: November 14, 2022

BACKGROUND:

On October 24, 2022, the City Council received the actions by the Traffic Commission taken on September 29, 2022, and directed staff to notify residents of the Johns Canyon Road neighborhood of the street improvements for Johns Canyon Road. On October 31, 2022, staff mailed residents the memorandum prepared by the City's Traffic Engineer. The recommended improvements include:

- Stripe 6" white edge line
- Stripe 6" double yellow center road detail with reflective pavement parkers spaced every 8 feet
- Install four curve warning signs with a recommended speed limit of 15 miles per hour
- Stripe 6" yellow skipped line and reflective markers to delineate center of roadway along the segment that does not have sharp curves

Resident Concerns

On June 21, 2022, staff received an email from Anne Smith regarding a traffic hazard on Johns Canyon Road (Attachment A). Mrs. Smith sent the email on behalf of other owners on Johns Canyon Road, including:

- Heinsheimer (7 Johns Canyon Road)
- Grzywacz (4 Storm Hill Lane)
- Tangen (10 Johns Canyon Road)
- Smith (12 Johns Canyon Road)

Mrs. Smith indicates the street is winding, narrow, steep, and has several blind curves. She claims they have witnessed and experienced (while driving, walking, and horseback riding) many near misses with vehicles that come barreling down the hill too fast, often crossing the center line. Minor collisions have occurred and her husband and his riding friend have had many close encounters with vehicles while crossing the road on horseback. The problem is worsening with increased deliveries and work vehicles in the area.

On July 28, 2022, the Traffic Commission held a meeting and received testimony from Anne Smith of 12 Johns Canyon Road. Mrs. Smith and her neighbors requested the City's help to slow down traffic on Johns Canyon Road to prevent serious mishaps. Currently, there is one "horse crossing" sign near the top of the street, just off Crest Road East. Mrs. Smith and her neighbors request more further down the road. The City Traffic Engineer, Vanessa Munoz, provided guidance on improvements that can be considered to alleviate the concerns. Ms. Munoz indicated she and staff could meet with the residents at the site to discuss the matter further. At the conclusion of the item, the Traffic Commission voted unanimously, 4-0 (Bobit absent), to direct the traffic engineer to prepare a study to be brought back for consideration at the next meeting.

On August 29, 2022, Director John Signo and Traffic Engineer Vanessa Munoz met with residents at the site on Johns Canyon Road to discuss concerns. Present at the meeting were Anne Smith (12 Johns Canyon Road), Darren Tangen (10 Johns Canyon Road), and Claudia Grzywacz (4 Storm Hill Lane). The residents expressed concerns about speeding, drivers crossing the lanes, blind curves, and options to mitigate the issues. Subsequently, Ms. Munoz prepared a traffic report for the Traffic Commission's consideration based on resident concerns and field visit observations. The traffic report included several recommendations to improve traffic conditions on Johns Canyon Road.

On September 29, 2022, the Traffic Commission held a meeting to discuss the recommendations in the traffic report. Mrs. Smith reminded the Commission of the concerns and Ms. Munoz provided an overview of the recommendations in the traffic report. At the conclusion, the Traffic Commission voted 4-0 (Virtue absent) to recommend that the City Council approve the improvements described in the traffic report.

DISCUSSION:

Attachment B is Ms. Munoz's traffic report for the Traffic Commission's consideration, which is based on observations from the site visit. Attachment C is the cost estimate provided by the City Traffic Engineer. Attachment D is a five-year Collision Summary Report from the Sheriff's Department beginning January 1, 2017 indicating no reported collisions on Johns Canyon Road, Storm Hill Lane, Chestnut Lane, and Morgan Lane.

Public Outreach

At the direction of the City Council at the October 24, 2022 meeting, notices were sent to residents in the affected neighborhood along with the City Traffic Engineer's report. On Monday, October 31, notices were mailed to 40 owners and occupants of the Johns Canyon Road neighborhood. On Friday, November 4, notices were emailed to 11 addresses on file. On Monday, November 7, notices were hand-delivered to 6 addresses most affected by the improvements, including those where signs are proposed in front of their property. Hand-

delivered notices include:

- 2 Johns Canyon Road – attempted to call from entry gate but no answer; notice left on pillar next to gate
- 3 Johns Canyon Road – notice hand-delivered to house cleaner with instructions to call if there are any questions
- 4 Johns Canyon Road – no answer so notice was left at front door
- 5 Johns Canyon Road – notice was hand-delivered to owner who said he also received the notice in the mail
- 7 Johns Canyon Road – notice given to house cleaner; also spoke to owner in the driveway
- 8 Johns Canyon Road – no answer so notice was left at front door

Attachment E is the notice that was sent, Attachment F is the vicinity map showing the properties that were notified, and Attachment G is the mailing list.

Response from the Public

In response to the notices that were sent, staff received one email from Binhong Li of 11 Johns Canyon Road requesting wide-angle traffic mirrors and speed bumps. The email is included as Attachment H.

Implementation

If the City Council approves the recommendations made by Ms. Munoz, staff would place a County Service Request (CSR) for the Los Angeles County Public Works via the General Services Agreement to implement the recommended measures. CSRs have been processed within two to three months from the date of the request. Staff anticipates that the Los Angeles County can complete the recommended measures in early January 2023.

FISCAL IMPACT:

The recommended street improvement costs are estimated to be \$28,000. The improvements are not budgeted in the adopted budget for Fiscal Year 2022-2023 so a budget amendment to use General Fund Reserve would be needed to fund the improvements.

RECOMMENDATION:

Approve street improvements on Johns Canyon Road as recommended by the Traffic Commission, approve the budget amendment to fund the improvements, and find the same exempt from the California Environmental Quality Act.

ATTACHMENTS:

[CO_TRC_Attachment A - Email from Smith 062122.pdf](#)
[CO_TRC_Attachment B - Memo from City Traffic Engineer 091922.pdf](#)
[CO_TRC_Attachment C - Johns Canyon Rd Updated Estimate.pdf](#)
[CO_TRC_Attachment D - Collision Report from Sheriffs for 5 years 083022.pdf](#)
[CL_PBN_221114_Attachment E - CC_JohnsCynRd_improvements.pdf](#)
[CL_PBN_Attachment F - Johns Canyon Rd Map.pdf](#)
[CL_PBN_221110_Attachment G - Johns Canyon Mailing List_2.pdf](#)

CL_AGN_221114_CC_JohnsCanyonRd_PublicComment01.pdf
CL_AGN_CC_221104_Email_BinhongLi_Redacted.pdf
CL_AGN_221114_CC_JohnsCanyonRd_PublicComment02.pdf

John Signo

From: Elaine Jeng
Sent: Tuesday, June 21, 2022 12:33 PM
To: John Signo
Cc: Christian Horvath
Subject: Fwd: Slow down traffic on Johns Canyon Rd

Begin forwarded message:

From: "A.Shen.Smith" <a.shen.smith@gmail.com>
Date: June 21, 2022 at 4:12:27 AM GMT+3
To: Elaine Jeng <ejeng@cityofrh.net>
Cc: Patrick Wilson <pwilson@cityofrh.net>, Grzywacz Claudia <cstormbird@aol.com>, Tangen Nicole <nicoletangen@yahoo.com>, Heinsheimer Tom <theinsheimer@col-heins.com>
Subject: **Slow down traffic on Johns Canyon Rd**

Hi Elaine,

I am sending this email on behalf of these 4 property owners to request the City's help.

Heinsheimer (7 Johns Canyon)
Grzywacz (4 Storm Hill Lane)
Tangen (10 Johns Canyon)
Smith (12 Johns Canyon)

We are requesting the Traffic Commission to address the traffic hazard on Johns Canyon Road.

As you know, the street is winding, narrow, steep, with several blind curves.

We have witnessed and experienced (while driving, walking, and horseback riding) many near misses with vehicles that come barreling down the hill too fast, often crossing the center line.

There had been minor collisions on the street; my husband and his riding friend have had many close encounters with vehicles while crossing the road on horseback.

We are asking the City's help to slow down the traffic, to prevent serious mishaps just waiting to happen. With increased deliveries and work vehicles, things will only get worse.

Currently there is one "horse crossing" sign near the top of the street, just off Crest. However, more should be done further down the road.

We are not experts on the best solution: whether it is installing bumps on the center line or placement of appropriate traffic signs.

We would appreciate the help of the Traffic Commission on this matter.

Thank you for your consideration.

Memorandum

TO: Elaine Jeng, PE, City Manager

FROM: Vanessa Munoz, City Traffic Engineer

DATE: September 19, 2022

SUBJECT: Johns Canyon Road Traffic Calming Measures

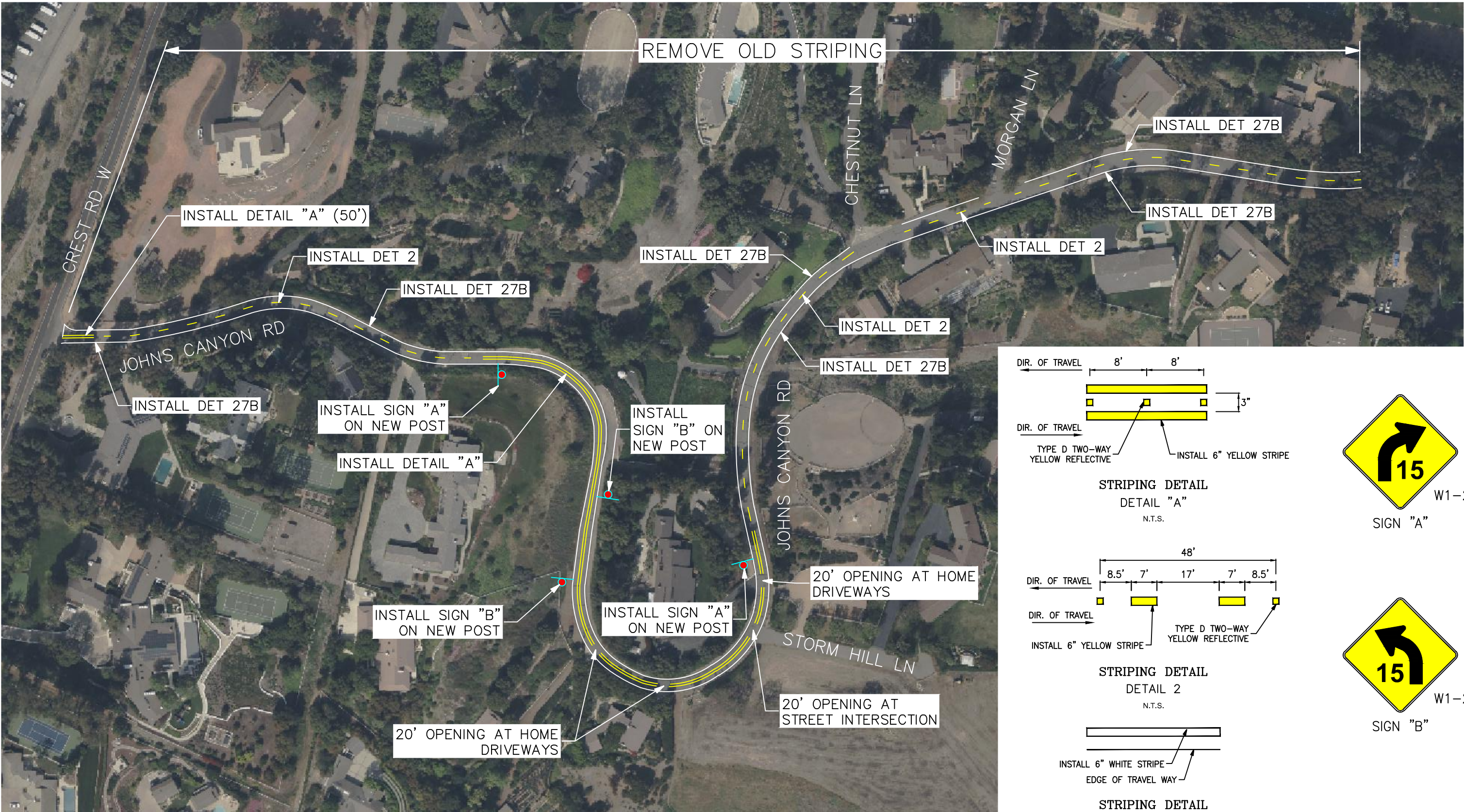
This memorandum is in response to the request by City staff to review and provide input on traffic calming measures for Johns Canyon Road. The request arose when residents from Johns Canyon Road attended the traffic commission meeting on Thursday July 28, 2022 and presented their concerns regarding vehicles driving on the wrong side of the road and speeding.

On Monday August 29, 2022, a field meeting was held with three residents, city staff and the city traffic engineer to discuss their concerns. The general concerns included vehicles using the center of the roadway to travel up and down Johns Canyon which lead to near missed head on collisions; general speeding; excessive speeding within the tight curves and speeding around pedestrians and equestrian traffic.

Johns Canyon Road is a residential north-south 19 to 20-foot wide roadway north of Crest Road with one lane of travel in each direction. The road is striped with edge lines to delineate the edge of pavement and a skipped yellow line to delineate the center of the road and no reflective markers. The prime facie speed limit is 25 mph.

To reduce the speeding and minimize the number of vehicles that use the entire road instead of the designated travel lanes, the following striping and signage improvements (see the enclosed exhibit) are proposed:

- Stripe 6" white edge line (detail 27)
- Stripe 6" double yellow center road detail with reflective pavement markers around the curve. The pavement markers will be spaced every 8-feet to provide an enhancement to the center of the road.
- Install four (4) curve warning signs with a recommended speed limit of 15 mph for curved segment of roadway
- Stripe 6" yellow skipped line (detail 2) to delineate center of roadway along the roadway segment that does not have sharp curves. The striping detail will include reflective markers



**ENGINEER'S ESTIMATE
FOR
CITY OF ROLLING HILLS
JOHNS CANYON RD**

10/10/2022

Item No.	Description	Quantity	Unit	Unit Price	Extended Amount
1.	Install signing and striping complete per concept plan.	1	LS	\$ 14,300.00	\$ 14,300.00
2.	Removal of old striping per concept plan.	1	LS	\$ 9,400.00	\$ 9,400.00
Sub total					\$ 23,700.00
15% Contingency					\$3,555.00
Project Total					\$28,000.00

**Los Angeles County Sheriff's Department
Lomita Sheriff's Station**

From 1/1/2017 to 8/30/2022

Total Collisions: 0

Injury Collisions: 0

Fatal Collisions: 0

JOHNS CANYON RD

Collision Summary Report

8/30/22

Page 1 of 1

Settings for Query:

Street: JOHNS CANYON RD

Note that when a street is selected, the results return all collisions with that street as a primary road and all collisions with that street as a secondary road with a distance of 0'.

Sorted By: Date and Time

**Los Angeles County Sheriff's Department
Lomita Sheriff's Station**

From 1/1/2017 to 8/30/2022

Total Collisions: 0

Injury Collisions: 0

Fatal Collisions: 0

STORM HILL LANE

Collision Summary Report

8/30/22

Page 1 of 1

Settings for Query:

Street: STORM HILL LANE

Note that when a street is selected, the results return all collisions with that street as a primary road and all collisions with that street as a secondary road with a distance of 0'.

Sorted By: Date and Time

**Los Angeles County Sheriff's Department
Lomita Sheriff's Station**

From 1/1/2017 to 8/30/2022

Total Collisions: 0

Injury Collisions: 0

Fatal Collisions: 0

CHESTNUT LN

Collision Summary Report

8/30/22

Settings for Query:

Street: CHESTNUT LN

Note that when a street is selected, the results return all collisions with that street as a primary road and all collisions with that street as a secondary road with a distance of 0'.

Sorted By: Date and Time

**Los Angeles County Sheriff's Department
Lomita Sheriff's Station**

From 1/1/2017 to 8/30/2022

Total Collisions: 0

Injury Collisions: 0

Fatal Collisions: 0

MORGAN LN

Collision Summary Report

8/30/22

Page 1 of 1

Settings for Query:

Street: MORGAN LN

**Note that when a street is selected, the results return all collisions with that street as a primary road
and all collisions with that street as a secondary road with a distance of 0'.**

Sorted By: Date and Time



TRAFFIC IMPROVEMENTS FOR JOHNS CANYON ROAD

The **City Council** of the City of Rolling Hills will conduct a meeting to discuss recommendations to improve traffic safety on **Johns Canyon Road**.

Meeting Date: **Monday, November 14, 2022**
Time: **7 p.m.**
Location: **Council Chambers, Rolling Hills City Hall**
2 Portuguese Bend Road, Rolling Hills, CA 90274

On September 29, 2022, the Traffic Commission reviewed safety concerns on Johns Canyon Road that were raised by residents. The City Traffic Engineer prepared recommendations (attached) to address the concerns, which were accepted by the Traffic Commission.

The Traffic Commission's recommendations were then considered by the City Council at its meeting on October 24, 2022. Since the recommendations will affect those using Johns Canyon Road, the City Council would like to hear from residents in the area.

Residents are encouraged to review the attached memorandum and provide feedback to the City Council at the November 14, 2022 meeting.

In addition to attending the meeting, residents may also submit comments prior to the start of the meeting by emailing the City Clerk at cityclerk@cityofrh.net. Your comments will become part of the official meeting record. You may provide your full name, but please do not provide any other personal information (i.e. phone numbers, addresses, etc.) that you do not want to be published.

For additional information contact the Planning Department at 310-377-1521 or email jsigno@cityofrh.net.

MAP OF PROPERTIES RECEIVING NOTICE OF STREET IMPROVEMENTS TO JOHNS CANYON ROAD



JOHNS CANYON ROAD MAILING LIST

Owner(s) Full Name	MailAddress	MailCity	MailZip	Hand Delivered	Email Sent	Notes
TAKAHASHI,MIKI H AND RYO TRS TAKAHASHI FAMILY TRUST	0 CHESTNUT LN	ROLLING HILLS CA	90274-5001		YES	Undeliverable to: miki@fc2.co.jp
RUSSELL,MARIA J TR MARIA J RUSSELL TRUST	PO BOX 2087	PALOS VERDES PNSLA CA	90274-8087			
PERRIN,PATRICK CO TR PERRIN FAMILY TRUST	PO BOX 2646	ROLLING HILLS CA	90274-8646			
PHILLIPS,GARY R TR FIVE JOHNS CANYON ROAD TRUST	PO BOX 4261	ROLLING HILLS ESTATES CA	90274-9577			
IAN YUNG	1 CHESTNUT LN	ROLLING HILLS CA	90274			
HOFMAN,CRAIG AND MARI D TRS C AND M HOFMAN TRUST	1 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005		YES	Undeliverable to: raiderhofman@cox.net; chofman@hofshut.com
HU, FENG	1 MORGAN LN	ROLLING HILLS CA	90274			
TANGEN,DARREN J TR DARREN AND NICOLE TANGEN TRUST	10 JOHNS CANYON RD	ROLLING HILLS CA	90274-5082		YES	
FANG,MANDI AND LI,BINHONG	11 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005			
SMITH,BERNARD J AND ANNE S TRS BERNARD AND ANNE SMITH TRUST	12 JOHNS CANYON RD	ROLLING HILLS CA	90274-5083		YES	
ROYAN,YVONNE TR YVONNE ROYAN TRUST AND ROYAN,JOHN TR ROYAN TRUST	13 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005			
SHULTZ,STEPHEN AND CATHERINE TRS S AND C SHULTZ TRUST	14 JOHNS CANYON RD	ROLLING HILLS CA	90274-5083			
MEDINA,JORGE L CO TR JORGE AND CHERYL MEDINA TRUST	14167 S HAWTHORNE BLVD	HAWTHORNE CA	90250			
SHULTZ PROPERTIES INC	15 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005			
SHULTZ,STEPHEN W TR S AND C SHULTZ TRUST	17 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005			
JORGE MEDICA	2 CHESTNUT LN	ROLLING HILLS CA	90274			
COLYEAR,RICHARD C	2 JOHNS CANYON RD	ROLLING HILLS CA	90274-5081	YES	YES	attempted to call from entry gate but no answer; notice left on pillar next to gate
GRAY,MICHAEL AND SUSAN TRS GRAY FAMILY TRUST	2 MORGAN LN	ROLLING HILLS CA	90274-5045			
ICARUS LP C/O MITTAL MANAGEMENT LLC	2030 W ROSECRANS AVE	GARDENA CA	90249-2932			
STORM PROPERTIES INC	23223 NORMANDIE AVE	TORRANCE CA	90501-5050			
DONNA PERRIN	29 CREST ROAD W	ROLLING HILLS CA	90274			
HANSEN,LISA TR LISA HANSEN TRUST	3 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005	YES	YES	notice hand-delivered to house cleaner with instructions to call if there are any questions
DOUGLAS,SCOTT ANDKRISTINE TRS DOUGLAS FAMILY TRUST	3 MORGAN LN	ROLLING HILLS CA	90274-5045			
SUNNY GLEN ORCHARD LLC C/O JEANNE C SAKS	33 CREST RD W	ROLLING HILLS CA	90274-5057			
COLYEAR,RICHARD C	35 CREST RD W	ROLLING HILLS CA	90274-5057			
LIN,CHIN YEW AND LAI,IAU CHING	4 CHESTNUT LN	ROLLING HILLS CA	90274-5001			
WINGERNING,WILLIAM M CO TR WINGERNING FAMILY TRUST	4 JOHNS CANYON RD	ROLLING HILLS CA	90274-5081	YES	YES	no answer so notice was left at front door
MARIA RUSSELL	4 MORGAN LN	ROLLING HILLS CA	90274			
CLAUDIA STORM-GRZYWACZ	4 STORM HILL LN	ROLLING HILLS CA	90274		YES	
SPELLBERG,RICHARD AND CAROLE TRS R D AND C L SPELLBERG TRUST	5 CHESTNUT LN	ROLLING HILLS CA	90274-5001			
JACK MUNCHERIAN	5 JOHNS CANYON RD	ROLLING HILLS CA	90274	YES	YES	notice was hand-delivered to owner who said he also received the notice in the mail
LIM,IN OK	5 MORGAN LN	ROLLING HILLS CA	90274-5045			
HU,JINGJIE TR BLUE PACIFIC MTN TOP TRUST AND FENG,WHITNEY	51 VIA DEL CIELO	RANCHO PALOS VERDES CA	90275-2511			
HANSEN,GARY R AND PATRICIA C	6 CHESTNUT LN	ROLLING HILLS CA	90274-5001			
CERAMI,JAMES J AND MAYA TRS CERAMI SODERSTROM FAMILY TRUST	6 MORGAN LN	ROLLING HILLS CA	90274-5045			
HEINSHEIMER,THOMAS F CO-TR HEINSHEIMER TRUST	7 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005	YES	YES	notice given to house cleaner; also spoke to owner in the driveway
REICH,GERALD AND MARGARET TRS REICH TRUST	7 MORGAN LN	ROLLING HILLS CA	90274-5045			
COLE,REGENA C TR COLE FAMILY TRUST	8 JOHNS CANYON RD	ROLLING HILLS CA	90274-5081	YES		no answer so notice was left at front door
SCHMALZRIED,THOMAS P CO TR SCHMALZRIED FAMILY TRUST	8 MORGAN LN	ROLLING HILLS CA	90274-5045			
STONE,DAVID N AND KIMBERLY G TRS STONE FAMILY TRUST	9 JOHNS CANYON RD	ROLLING HILLS CA	90274-5005		YES	
TOTAL	40			6	11	

From: [DAVID STONE](#)
To: [City Clerk](#)
Subject: Traffic safety on Johns Canyon Road
Date: Thursday, November 10, 2022 9:31:31 AM

We are residents on Johns Canyon Road and we fully support the proposed recommendations from the City Traffic Engineer as detailed on the email we received from Mr. Signo on November 4, 2022.

David and Kimberly Stone

John Signo

From: Christian Horvath
Sent: Monday, November 7, 2022 9:05 AM
To: John Signo
Subject: FW: Traffic improvements for Johns canyon road

See below....

With gratitude,

Christian Horvath
City Clerk / Executive Assistant to the City Manager



City of Rolling Hills

2 Portuguese Bend Road, Rolling Hills CA 90274
o: 310.377.1521 | c: 213.925.9490 | f: 310.377.7288
e: chorvath@cityofrh.net

This is a transmission from the City of Rolling Hills. The information contained in this email pertains to City business and is intended solely for the use of the individual or entity to whom it is addressed. If the reader of this message is not an intended recipient, or the employee or agent responsible for delivering the message to the intended recipient and you have received this message in error, please advise the sender by reply email and delete the message.

WARNING: Computer viruses can be transmitted by e-mail. The recipient should check this e-mail and any attachments for the presence of viruses. The CITY OF ROLLING HILLS accepts no liability for any damage caused by any virus transmitted by this e-mail.

From: BINHONG LI [REDACTED]
Sent: Friday, November 4, 2022 10:53 AM
To: City Clerk <cityclerk@cityofrh.net>
Subject: Traffic improvements for Johns canyon road

Hello,

I am Lily, the residents of Johns Canyon Road, Can we apply to build serval wide angle view and curved traffic mirrors please? Also to build some speed bumps for driving safety.

Thank you for your time!

Lily
--
Lily

From: [Kimberly Stone](#)
To: [City Clerk](#)
Subject: Traffic Improvements for Johns Canyon Road
Date: Saturday, November 12, 2022 10:33:57 AM

To: Rolling Hills City Council
Re: Recommendations for Traffic Improvements for Johns Canyon Road

Hello,

We would like to register our unequivocal support for the traffic improvements recommended for Johns Canyon Road.

As long-time residents of this street, we've noticed an increase in driving habits that pose significant safety concerns for drivers, pedestrians and equestrians. We very much appreciate the efforts of the Traffic Commission, the Rolling Hills City staff, the City traffic engineer, and involved residents of Johns Canyon Road for spearheading these efforts to make our street and neighborhood safer.

Thank you to all concerned for your continued efforts to keep Rolling Hills the beautiful, safe and unique area it is.

Sincerely,
Kimberly and David Stone



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 11.F
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE AMENDING THE SANITARY SEWER IMPROVEMENT FEASIBILITY STUDY TO PHASE THE CONSTRUCTION OF THE 8-INCH SEWER MAIN PROJECT

DATE: November 14, 2022

BACKGROUND:

At the May 13, 2019 meeting, the City Council approved a Professional Services Agreement with Willdan Engineering for the Phase II Sanitary Sewer Improvement Feasibility Study. The completed study was submitted to the Sanitation District of Los Angeles County for a Will Serve Letter to accept effluent discharge from Rolling Hills at the County's treatment facility. The County provided two Will Serve Letters: the first Will Serve Letter allows effluent discharge from the City Hall campus and from the Tennis Courts. The second Will Serve Letter allows for effluent discharge from existing 235 single family homes in Rolling Hills. The cities of Rolling Hills Estates and Torrance reviewed the study and the study was approved by the Los Angeles County Department of Public Works (LACDPW) on May 6, 2020.

The City released a Request for Proposal and engaged the services of NV5 in 2020 to provide engineering design for the 8-inch sewer main along Portuguese Bend Road/Rolling Hills Road from the Rolling Hills Community Association's (RHCA) main gate to the intersection of Rolling Hills Road and Crenshaw Boulevard. Since the commencement of the design work, NV5 has met the 65% design, 90% design, and the 100% design milestones. The design documents at various milestones were reviewed by the cities of Rolling Hills Estates and Torrance.

During the review process, the City of Torrance requested additional design services to address the utility conflict from upsizing downstream main lines near the corner of Rolling Hills Road and Crenshaw Boulevard. A proposal to amend NV5's professional services agreement was presented to the City Council on April 25, 2022 at which time the City Council directed staff to look at bifurcating the project into two construction phases.

Phase 1 would include the new 8-inch sewer main along Portuguese Bend Road from the RHCA's main gate to Lariat Lane in Rolling Hills Estates. Phase 2 would involve the downstream sewer improvements in the City of Torrance (upsizing existing sewer mains)

along Rolling Hills Road from Lariat Lane to Crenshaw Boulevard.

DISCUSSION:

Per the City Council's direction at the April 25, 2022 meeting, staff confirmed with the cities of Rolling Hills Estates and Torrance as well as LACDPW that the proposed 8-inch sewer main along Portuguese Bend Road/Rolling Hills could be phased as previously described on the condition that the Sanitary Sewer Improvement Feasibility Study prepared by Willdan Engineering be updated. All agencies wanted to confirm that the existing sewer main lines in Rolling Hills Estates and the City of Torrance have the capacity to accept effluent from the City Hall campus and the Tennis Courts (Phase 1) without upsizing.

In June 2022, Willdan Engineering provided a proposal to amend the Sanitary Sewer Improvement Feasibility Study for \$9,010. At the June 27, 2022 meeting, the City Council reviewed Willdan Engineering's proposal and directed staff to bring this item back in six months.

FISCAL IMPACT:

The adopted Fiscal Year 2022-2023 budget did not include funds to amend the Sanitary Sewer Improvement Feasibility Study. If the City Council should move forward with an amended agreement with Willdan Engineering, the General Fund Reserves would be used to pay for the expense.

RECOMMENDATION:

Approve a proposal from Willdan Engineering in the amount of \$9,010 and direct staff to prepare an amended Professional Services Agreement.

ATTACHMENTS:

[PW_SEW_8-inch_P22-158_23401_RH_Phase_II__Sewer_Area_Study_Supplement.pdf](#)

May 5, 2022

Via e-mail: ejeng@cityofrh.net

Ms. Elaine Jeng, PE, City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

Subject: Sewer Area Study Supplement

Dear Ms. Jeng:

The City of Rolling Hills selected Willdan Engineering in 2018 to prepare a "Sewer Feasibility Study Including City Hall and Tennis Court Site" (Phase 1). The study conducted concept level research and engineering feasibility evaluation regarding the potential of connecting the City Hall, POA building, and the tennis court site, and upstream properties to existing downstream sanitary sewer systems. The report was presented to the City Council on October 8, 2018. The City subsequently selected Willdan in July 2019 to further the design to the preliminary engineering level (Phase 2). The scope of work of the Phase 2 project included:

Analyzing parcels in the City upstream of the City Hall location that can feasibly drain to the proposed sanitary sewer extension;

Estimating the amount of wastewater to be generated by the project area;

Analyzing the capacity of the existing downstream sewer system with the estimated wastewater from the project area;

Preparation of a Sewer Area Study that was submitted to, and received approval from, the City of Torrance, the City of Rolling Hills Estates, LACDPW and the County Sanitation District of Los Angeles County;

Preparation of preliminary engineering plans for the extension of the sanitary sewer to the City Hall, POA Building and tennis court site.

The Phase 2 project determined that pipe size upgrades in the downstream segments in the City of Torrance are required to ensure the sewer pipes do not exceed Design Capacity (pipe half full).

City of Rolling Hills
May 5, 2022
Attn: Elaine Jeng, PE, City Manager

The City now desires to study the impact to the downstream sewers from the sewer flows from the City Hall and the Tennis Court Site only, i.e., not including sewer flow from the upstream properties. The sewer will likely not be extended to the upstream properties for several years and the City would like to not construct the pipe size upgrades at this time if they are not needed. The City has contacted the Cities of Rolling Hills Estates and Torrance and they are acceptable to this concept if the Sewer Area Study is supplemented to verify that the downstream sewer pipes are within Design Capacity without the sewer flows from the upstream properties. This proposal presents Willdan's scope of work, fee and schedule to prepare the Sewer Area Study Supplement.

SCOPE OF WORK

1. Project Management:

The success of any project is dependent upon communication between the client and project manager. This communication ensures that the project performs within the agreed upon scope of work, schedule, and budget. Willdan will provide the City with a bi-weekly Project Status Memorandum which will be delivered via email.

Products Developed: Bi-Weekly Project Status Memorandum
Deliverable to Client: Bi-Weekly Project Status Memorandum

2. Review Approved Sewer Area Study:

Willdan will review the Sewer Area Study which was approved by all affected agencies to determine the pertinent documents, figures, and calculations which will require revision.

Products Developed: Project status documents and working notes
Deliverable to Client: None

3. Revise the Sewer Model:

Willdan will update the approved sewer model Excel file to reflect the following:

Delete sewer flows from properties upstream of City Hall / Tennis Court Site;
Revise pipe slopes to reflect the current design plans provided by the City; and
Evaluate the results of the model

Products Developed: Updated Sewer Model
Deliverable to Client: None

4. Prepare a Sewer Area Study Supplement:

City of Rolling Hills
May 5, 2022
Attn: Elaine Jeng, PE, City Manager

Willdan will prepare a textual document which will document the scope and findings of the Supplement. Figures and exhibits which were included in the approved Sewer Area Study will be annotated to reflect the scope and findings of Phase 1. Willdan will prepare a Sewer Area Study Supplement, sealed and signed by a California registered Professional Engineer and submit to the City, Rolling Hills Estates, and Torrance. As Phase 1 will not have any impact on LACDPW facilities, we have emailed them to confirm that a formal submittal to them is not required. As of the writing of this proposal, we have not heard back from LACDPW, but we are including a submittal fee of \$2000 in our fee to be conservative. The fee for the LACDPW review of the original Sewer Area Study was \$2000 and is based on review effort. The review effort for the Supplement should be less and therefore the \$2000 should be conservative. The Cities of Torrance and Rolling Hills Estates require no fee for review of the Supplement.

Products Developed: Sewer Area Study Supplement
Deliverable to Agencies: Draft Sewer Area Study Supplement (2 Hard Copies each to Rolling Hills, Torrance and Rolling Hills Estates. If LACDPW review is required, it is through its electronic permitting service)

5. Revise Sewer Area Study Supplement

Although not anticipated, it is possible that the agencies may have comments after reviewing the Sewer Area Study Supplement. If comments are received, Willdan will revise the documents as required and resubmit the Sewer Area Study, sealed and signed by a California registered Professional Engineer.

Products Developed: Revised Sewer Area Study Supplement
Deliverable to Client: Revised Sewer Area Study Supplement (2 Hard Copies each to Rolling Hills, Torrance and Rolling Hills Estates. If LACDPW review is required, it is through its electronic permitting service)

FEE

We propose to provide the above engineering services for a fixed fee of **\$9,010**.

Please indicate the City's approval and authorization to proceed by either printing out and signing two originals and returning one hard copy original to our office, or by scanning one signed original and returning it by e-mail.

City of Rolling Hills
May 5, 2022
Attn: Elaine Jeng, PE, City Manager

SCHEDULE

We estimate the Sewer Area Study Supplement will be completed within four weeks, which excludes agency review time, from receipt of the signed proposal and written Notice-to-Proceed. The proposed Schedule is as follows:

<u>Task</u>	<u>Weeks</u>	<u>Weeks from NTP</u>
1. Project Management	Ongoing	Ongoing
2. Review Approved Sewer Area Study	1	1
3. Revise Sewer Model	1	2
4. Prepare Sewer Area Study Supplement	1	3
5. Revise Sewer Area Study Supplement	1	4

Thank you for the opportunity to be of service to the City of Rolling Hills. We recognize the importance of this preliminary engineering assessment to the City and are committed to accomplishing it timely and successfully. Should you have any questions regarding this proposal, please contact Mr. Chris Stone, P.E. at (702) 289-4247 or Ms. Vanessa Muñoz PE, TE, PTOE at (562) 368-4848.

Respectfully submitted,

Approval and Authorization to Proceed By:

WILLDAN ENGINEERING

CITY OF ROLLING HILLS



Vanessa Muñoz, PE, TE, PTOE
President/Director of Engineering

Date:

910005/WW.00.60/P22-158_23401

<i>PROJECT HOURS AND FEE</i>	<i>CITY OF ROLLING HILLS Sewer Area Study Supplement</i>							
<i>PROJECT ACTIVITY DESCRIPTIONS & TEAM</i>	Dep. Dir. Engrg. \$214	Project Manager III \$191	Sr. Engineer II \$183	Asst. Engineer I \$127	Admin. Asst II \$100	Total Hours #	ODC \$	Total Fee \$
TASK DESCRIPTION	Peter	Stone	Gandhi	Crim				
1. Project Management		4				4		\$764
2. Review Approved Sewer Area Study		2	4			6		\$1,114
3. Revise Sewer Model		2	6			8		\$1,480
4. Prepare Sewer Area Study Supplement								
Report Writing	1	2	4			7		\$1,328
Revise Exhibits and Figures				3		3		\$381
LACDPW Review Fee (if required)							\$ 2,000	\$2,000
Printing/Binding/Shipping 6 hard copies total				1	2	3	\$ 100	\$427
5. Revise Sewer Area Study Supplement								
Revise Report	1	2	2			5		\$962
Revise Exhibits and Figures				2		2		\$254
Printing/Binding/Shipping 6 hard copies total					2	2	\$ 100	\$300
Totals	2	12	16	6	4	40	\$ 2,200	\$9,010



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.A
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: VANESSA HEVENER, SENIOR MANAGEMENT ANALYST

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: ADOPT RESOLUTION NO. 1316 AND SET A PUBLIC HEARING ON JANUARY 23, 2023 TO CREATE UNDERGROUND UTILITY DISTRICT NO. 2 (UUD-02) ON EASTFIELD DRIVE

DATE: November 14, 2022

BACKGROUND:

To preserve the rural character of Rolling Hills and eliminate risks of wildfires, the City Council encourages and supports utility undergrounding throughout the community. In line with this vision, the City applied for grant funds through FEMA Hazard Mitigation Program and on January 26, 2022, the City was awarded \$1,971,882 in Federal funds to underground utility infrastructure on Eastfield Drive between Outrider Road and Hackamore Road. The grant requires a Local Match of 25% or \$657,294 for a total project amount of \$2,629,176. The Local Match can be fulfilled using the City's Rule 20A work credits.

Through efforts and involvement from Councilmember Wilson, the City was able to secure a donation of \$1,000,000 Rule 20A work credits from Supervisor Hahn's Office which will be approved by the Los Angeles County Board of Supervisor on its December 6, 2022 meeting.

DISCUSSION:

The California Public Utility Commission requires local agencies using Rule 20A work credits to adopt an ordinance creating an Underground Utility District (UUD) in the area in which both the existing and new facilities are and will be located requiring the following:

1. All existing overhead communication and electric distribution facilities in such district shall be removed,
2. Each property served from such electric overhead facilities shall have installed in accordance with SCE's rules for underground service, all electrical facility changes on the premises necessary to receive service from the underground facilities of SCE as soon as it is available, and
3. Authorize SCE to discontinue its overhead service. This ordinance can also be in the form of a resolution.

The formation of the Underground Utility District provides SCE the authorization needed to initiate design of the proposed underground facilities by removing existing overhead facilities and installing the underground facilities as replacement. The formation of the Underground Utility District will not carry any financial requirements/burden to owners of the parcels within the district.

The City has been working with SCE to provide a Rough Order of Magnitude (ROM) for the segment on Eastfield Drive between Chuckwagon Road and Hackamore Road and have indicated that a ROM is not necessary in order to form an underground utility district. Given that SCE has already provided the ROM for the segment between Outrider Road and Chuckwagon Road used in the formation of the failed utility assessment district in 2021, the City is confident that the ROM for Chuckwagon and Hackamore will be generally consistent with what was previously presented.

Exhibit A identifies the parcels that be part of the Underground Utility District. The affected parcel owners will be notified via letter upon the City Council's approval of Resolution No. 1316 and the public hearing date on January 23, 2023 (attached).

FISCAL IMPACT:

The City will use grant funds of \$1,971,882 to underground utility infrastructure on Eastfield Drive between Outrider Road and Hackamore Road and use the City's Rule 20A work credits in the amount of \$657,294 (Local Match of 25%) for a total project amount of \$2,629,176.

RECOMMENDATION:

Adopt Resolution No. 1316 and set a public hearing on January 23, 2023 to create Underground Utility District No. 2 (UUD-02) on Eastfield Drive

ATTACHMENTS:

[CL_AGN_CC_221114_ResolutionNo1316_IntentionToForm_UndergroundingUtilityDistrict2.pdf](#)
[CL_AGN_221114_CC_EastfieldUU_District_Letter01_Template.pdf](#)

RESOLUTION NO. 1316

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, DECLARING ITS INTENTION TO FORM CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 2 (UUD-02) (EASTFIELD DRIVE) AND FIXING THE TIME AND PLACE OF A PUBLIC HEARING

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, RESOLVES AS FOLLOWS:

SECTION 1. The City Council finds as follows:

- A. The City has received a grant from the Federal Emergency Management Agency ("FEMA") and the California Governor's Office of Emergency Services ("CalOES") to underground utility infrastructure along Eastfield Drive from Outrider Road to Hackamore Road;
- B. Rule 20A of the California Public Utilities Commission ("Rule 20A") allows Southern California Edison ("Edison") to remove poles, overhead wires and associated overhead structures, and the underground installation of wire and facilities for supplying electric, communication and similar services to underground utility districts;
- C. Rule 20A funds are expected to be used as the local match portion for the CalOES/FEMA grant to provide for the undergrounding of such utility infrastructure;
- D. Chapter 15.32 of the Municipal Code of the City of Rolling Hills permits the City to form underground utility districts if the City Council finds, after holding a public hearing, that the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within designated areas of the City and the underground installation of wires and facilities for supplying electric, communication or similar associated service;
- E. The City Council desires to set a public hearing for January 23, 2023 at 7:00 p.m. at the regular meeting place of the City Council at City Hall Council Chambers, 2 Portuguese Bend Road, Rolling Hills, California 90274 to consider the formation of City of Rolling Hills Underground Utility District No. 2 (UUD-02) (Eastfield Drive) (the "District");
- F. The proposed boundaries of the District are shown on a map included as Exhibit A to this Resolution;

SECTION 2. The above recitals, and each of them, are true and correct.

SECTION 3. A public hearing shall be held on January 23, 2023 at 7:00 p.m. at the regular meeting place of the City Council at City Hall Council Chambers, 2 Portuguese Bend Road, Rolling Hills, California 90274 to consider the formation of the District.

SECTION 4. The City Clerk is hereby directed to give notice of the public hearing to all affected property owners within the proposed District in the form and manner required by Chapter 15.32 of the City's Municipal Code.

SECTION 5. The City Engineer is hereby directed to consult with the affected utilities and to prepare a report for submission at the public hearing in form described in, and containing the information requiring by, Chapter 15.32 of the City's Municipal Code.

SECTION 6. All inquiries for any and all information relating to these proceedings and the proposed District should be directed to:

Elaine Jeng, City Manager City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274 (310) 377-1521

SECTION 20. This Resolution shall take effect immediately upon its passage.

SECTION 21. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 14th day of November, 2022.

JAMES BLACK, M.D.
MAYOR

ATTEST:

CHRISTIAN HORVATH
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

The foregoing Resolution No. 1316 entitled:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ROLLING HILLS, CALIFORNIA, DECLARING ITS INTENTION
TO FORM CITY OF ROLLING HILLS UNDERGROUND UTILITY
DISTRICT NO. 2 (UUD-02) (EASTFIELD DRIVE) AND FIXING
THE TIME AND PLACE OF A PUBLIC HEARING**

was approved and adopted at a regular meeting of the City Council on the 14th day of
November, 2022, by the following roll call vote:

AYES:

NOES:

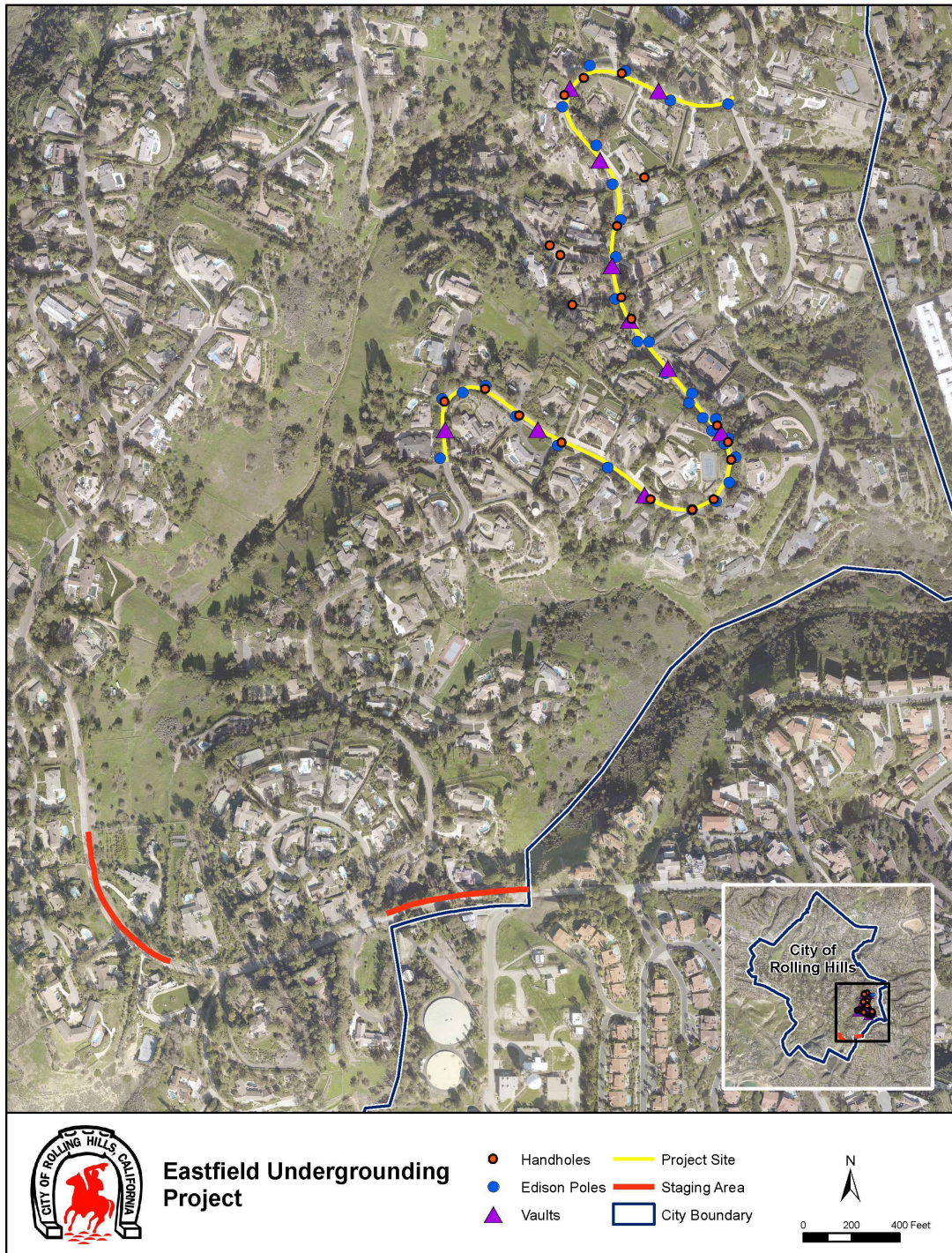
ABSENT:

ABSTAIN:

CHRISTIAN HORVATH
CITY CLERK

EXHIBIT A

BOUNDARY MAP OF PROPOSED CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 2 (UUD-02) (EASTFIELD DRIVE)



[PLEASE PLACE LETTER ON CITY LETTERHEAD]

Date

Resident

«Address_Line_1»

Rolling Hills, CA 90274

Subject: Rolling Hills Eastfield Drive Utility Undergrounding District
FEMA Hazard Mitigation Grant Program

Dear Rolling Hills Resident:

In 2019, the City of Rolling Hills (City) submitted an application to the Hazard Mitigation Grant Program to underground existing power lines for fire prevention mitigation. In January 2022, the City was awarded grant funds to underground existing power lines along Eastfield Drive, from Outrider Road to just North of Hackamore Road covering approximately 4,735 linear feet. The existing overhead lines will be relocated/removed from their current location adjacent to Eastfield Drive and placed underground. Southern California Edison (SCE) will be the lead agency for the design and construction (removal of existing overhead power lines and other utilities using the existing overhead infrastructure and undergrounding all these utilities.)

The California Public Utility Commission requires the creation of a Utility Undergrounding District by City Resolution for the area in which both the existing (overhead) and new (underground) facilities will be located. This letter serves as a notice that a portion of your property lies within the proposed Underground Utility District. The limits of the proposed Utility Undergrounding are approximately 100 feet in all directions beyond the location of the existing overhead facilities. Easements for new underground facilities that may be located on privately owned property will be required. Upon SCE's design completion, the City will have more clarity on where easements may be required. The attached Exhibit A is a map showing the approximate limits of the project.

The City Council will consider formation of the Utility Undergrounding District at a Public Hearing on Monday, January 23, 2023 at 7:00pm. Upon approval of the Resolution, SCE will commence with design of the underground facilities. Your feedback is important and you are invited to participate in January 23, 2023 City Council meeting

Please contact Vanessa Hevener, Senior Management Analyst, if you should have questions at 310-377-1521 or by email at vhevener@cityofrh.net.

Sincerely,

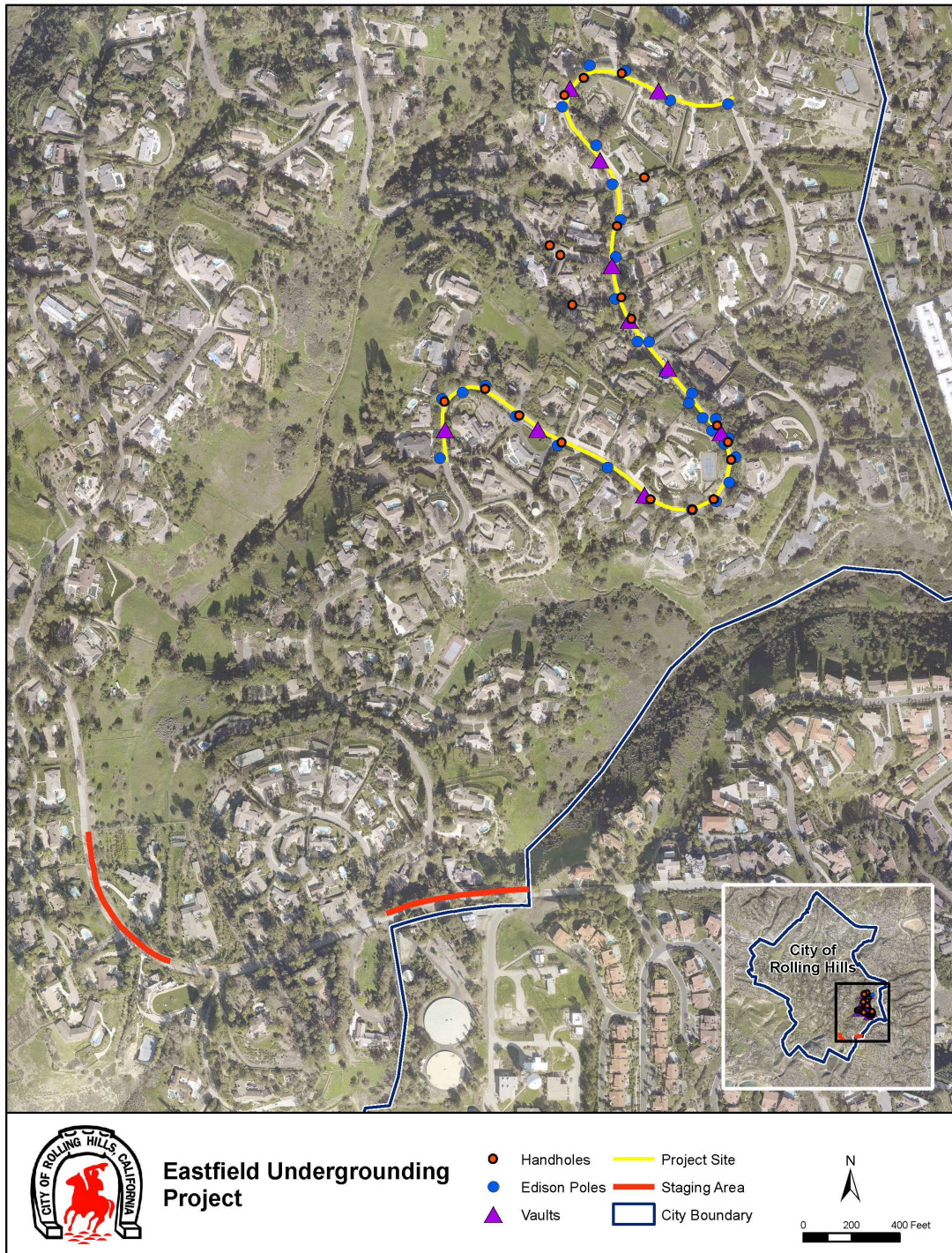
Elaine Jeng, P.E.
City Manager

enc: Exhibit A

cc: Vanessa Hevener
Robert Ciccarelli, SCE

EXHIBIT A

BOUNDARY MAP OF PROPOSED CITY OF ROLLING HILLS UNDERGROUND UTILITY DISTRICT NO. 2 (UUD-02) (EASTFIELD DRIVE)





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 12.B
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER ONWARD ENGINEERING TO PROVIDE CONSTRUCTION AND GENERAL INSPECTION SERVICES FOR A NOT-TO-EXCEED AMOUNT OF \$24,470 FOR FISCAL YEAR 2022-2023; AND DIRECT STAFF TO PREPARE A PROFESSIONAL SERVICES AGREEMENT

DATE: November 14, 2022

BACKGROUND:

Councilmember Bea Dieringer noted that the City should conduct construction inspections in conjunction with the recently completed emergency drainpipe repairs at 1 Middleridge Lane North. In response, staff released a Request for Proposals (RFP) soliciting Construction and General Inspection Services to assist with the following projects:

- Emergency storm drainpipe repair at 3 Middleridge Lane North, anticipated to commence on November 14
- Anticipated traffic improvements on Johns Canyon Road pending City Council's approval
- General inspections on an as-needed basis

The RFP for Construction and General Inspection was published on the city's website on Monday, October 31 and is attached. To meet the needs of the emergency repair at 3 Middleridge Lane North, the RFP closed on Wednesday, November 9, 2022 at 3pm. The results of the solicitation are presented in this report for the City Council's consideration.

DISCUSSION:

There were five proposals received as a part of the solicitation. Staff evaluated all responses and selected Onward Engineering based on four categories:

1. Expertise, Experience & Training Plus Prior Contracting History
2. Project Approach
3. Cost
4. Compliance with RFP

All the proposals complied with the requirements of the RFP and all proposals were received timely. All the proposals demonstrated expertise to serve in the specified capacity and demonstrated relevant experience through their list of recent projects. Below is a summary of the construction inspection hourly rates provided by each proposer and staff's scoring of the proposals.

Proposer	Hourly rate	Score
GK & Associates	\$175	85.20
Ladayu Consulting Group	\$120	86.35
Onward Engineering	\$135	89.25
Transtech Engineers, Inc.	\$150	85.90
Southstar Engineering & Consulting, Inc.	\$109-\$196	84.80

The element that set Onward Engineering apart from the other proposals was that outreach to the community was an important part of their service. This emphasis is aligned with the staff's approach to serving the community. Onward Engineering included dedicated personnel to disseminate information during all phases of construction. Additionally, the proposer recognized the rural character of the City requiring less expertise at the engineering level but more emphasis at the inspector level. A robust list of construction inspectors that can serve Rolling Hills was included. In comparison, Onward Engineering offered a competitive rate of \$135 hours per hour for construction inspection.

The proposals are available at the City Clerk's office.

FISCAL IMPACT:

The emergency drainage repair and the pending traffic improvements were not anticipated at the time the Fiscal Year 2022-2023 budget adoption. As such, the construction inspections associated with these projects were not included in the current budget. If the City Council decides to engage Onward Engineering for services, General Funds Reserves would be used to fund the contract.

Each proposer provided an hourly rate for construction inspection and general inspection. For the emergency repair at 3 Middleridge Lane Onward Engineering, estimated a cost of \$15,770 assuming the work would commence on November 14 and end on November 30. Onward Engineering also estimated \$2,700 for conducting 10 meetings, if needed throughout Fiscal Year 2022-2023. Since the work duration for the anticipated traffic improvements on Johns Canyon Road and the as-needed inspections in the easement are unknown at this time, staff is using an estimate of \$6,000 for a total contract amount of \$24,470.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[PW_PJI_221031_RFP_InspectionServices_FY22-23.pdf](#)



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND
ROAD ROLLING HILLS, CA
90274
(310) 377-1521
FAX (310) 377-7288

**REQUEST FOR PROPOSALS
CAPITAL IMPROVEMENTS CONSTRUCTION AND GENERAL INSPECTION SERVICES**

PROPOSALS DUE 3PM, NOVEMBER 9, 2022

SECTION 1 BACKGROUND

The City of Rolling Hills is seeking Construction and General Inspection Services to assist with the following projects:

- Emergency storm drainpipe repair at 3 Middleridge Lane North
- Traffic improvements approved by the City Council
- General inspections on an as-needed basis

Rolling Hills is a private gated community. All the roadways within the City boundaries are private streets managed by the Rolling Hills Community Association (RHCA). The City owns the City Hall property, the Tennis Courts, and three riding rings. RHCA is a tenant of the City, renting the RHCA's building on City Hall property, the Tennis Courts and the three riding rings. The RHCA is the operator of leased properties. The projects listed above require close coordination with the City RHCA.

SECTION 2 SCOPE OF SERVICES

Task 1: Serves as the City's construction inspector for the emergency repair at 3 Middleridge Lane North, slated to start on November 14, 2022 and anticipated to complete by November 30, 2022. Provide site inspections to ensure contractor meets construction documents, industry standards and practices, safety measures per CalOSHA, NPDES (stormwater) requirements for a construction site, applicable city codes, and provide inspection reports to the City on a weekly basis.

Task 2: Serves as the City's construction inspector for traffic improvements approved by the City Council. The Los Angeles County Public Works via the City's General Services Contract will implement majority of traffic improvements in Rolling Hills. Provide inspections to ensure contractor meets construction documents, industry standards and practices, safety measures per CalOSHA, NPDES (stormwater) requirements for a construction site, applicable city codes, and provide inspection reports to the City on a weekly basis.

Task 3: Serves as the City's inspector for the construction activities in the easement (term equivalent to public right of way in a non-private community), on an as-needed basis. Provide inspection reports to the City as appropriate. This task would include responding to residents' inquiries, conducting site visits to private properties in connection with activities in the easement.

Task 4: Meeting with City staff as needed, maximum ten meetings over a twelve-month period.

SECTION 3 PROPOSAL REQUIREMENTS

Understanding of the Scope of Work: Consultant shall provide a narrative to the approach to complete the Scope of Work efficiently and economically.

Organization, Credentials and Experience: Provide a summary of the Consultant's qualifications, credentials, and related past experience. Describe the consulting firm, including the personnel who will be assigned to the contract. Provide a list of three of the Consultant's projects within the last five years of similar scope and content.

Fees: Provide a rate proposal for the scope of work. The cost proposal shall be identified for each task. The proposed cost budget shall present the labor rates and proposed labor hours of proposed staff for each work task described in the consultant's proposal, as well as other direct costs.

Additional Information: Consultants are to review the sample Professional Services Agreement and provide comments and or questions as a part of the Consultant's proposal. See Section 6 of this RFP.

SECTION 4 PROPOSAL PROCEDURE

All proposals are due no later than 3pm on November 9, 2022. The City reserves the right to extend the deadline. The City will respond to request for clarification in written RFP addendum(s) as needed. All inquiries shall be directed to the City Clerk/Executive Assistant to the City Manager, Christian Horvath via email: chorvath@cityofrh.net. Please submit the proposal via email to

Elaine Jeng, P.E.
City Manager
ejeng@cityofrh.net

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the City of Rolling Hills and the firm selected. The City of Rolling Hills reserves the right without prejudice to reject any or all proposals. No reimbursement will be made by the City for costs incurred in the preparation of the response to this Request for Proposal. Submitted materials will not be returned and become the property of the City of Rolling Hills.

SECTION 5 SELECTION CRITERIA

Proposals will be selected based on sound approach to meeting the scope of work, the ability to demonstrate efficiency use of resources, the relevant experience of proposed personnel, and dedication of personnel to complete the listed projects within Fiscal Year 2022-2023.

SECTION 6 SAMPLE CONSULTANT AGREEMENT

A sample City Professional Services Agreement is included with this Request for Proposal as Attachment 1. Consultants are to review the sample agreement and provide comments and questions as a part of the proposal.

CITY OF ROLLING HILLS PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____ 2019 between the City of Rolling Hills, a municipal corporation, hereinafter referred to as "CITY" and _____ with principal offices at _____, hereinafter referred to as "CONSULTANT."

1. RECITALS:

A. The CITY desires to contract the CONSULTANT, for _____

B. CONSULTANT is well qualified by reason of education and experience to perform such services; and

C. CONSULTANT is willing to render such _____ services as hereinafter defined.

Now, therefore, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT, and CONSULTANT agrees to perform the services set forth in this AGREEMENT.

2. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the specifications and the scope of work described in the Proposal for _____ Services, attached herein as Exhibit A (hereinafter referred to as "SERVICES").

3. COST

The CITY agrees to pay CONSULTANT for all the work or any part of the work performed under this AGREEMENT at the rates and in the manner established in the attached Scope of Work, attached herein as Exhibit A.

Total contract shall not exceed the sum of _____ during the term of the AGREEMENT. This fee includes all expenses, consisting of all local travel, attendance at meetings, printing and submission of grants, which are accrued during that period. It also includes any escalation or inflation factors anticipated.

Any increase in contract amount or scope shall be approved by expressed written amendment executed by the CITY and CONSULTANT.

4. METHOD OF PAYMENT

CONSULTANT shall be reimbursed within 30 (thirty) days of submitting an invoice to City for the SERVICES. CONSULTANT shall submit an invoice for the SERVICES within 10 (ten) days of completing each task or portion thereof identified in Exhibit A to this AGREEMENT. CONSULTANT shall submit invoices electronically to the City Manager of the CITY and shall also provide a courtesy copy by U.S. Mail addressed to the City Manager of the CITY.

5. SUBCONTRACTING

CONSULTANT may employ qualified independent subcontractor(s) to assist CONSULTANT in the performance of SERVICES with CITY's prior written approval.

6. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this AGREEMENT upon execution of this AGREEMENT.

7. PERFORMANCE TO SATISFACTION OF CITY

CONSULTANT agrees to perform all work to the reasonable satisfaction of CITY and within the time hereinafter specified.

8. COMPLIANCE WITH LAW

All SERVICES rendered hereunder shall be provided in accordance with the requirements of relevant local, State and Federal Law.

9. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred which records and documents shall be kept available at the CONSULTANT's California office during the contract period and thereafter for five years from the date of final payment.

10. OWNERSHIP OF DATA

All data, maps, photographs, and other material collected or prepared under the contract shall become the property of the CITY.

11. TERM OF CONTRACT

This contract shall be valid for _____ from execution of this AGREEMENT.

12. TERMINATION

This contract may be terminated by either party with or without cause upon seven (7) days written notice to the other party. All work satisfactorily performed pursuant to the contract and prior to the date of termination may be claimed for reimbursement.

13. ASSIGNABILITY

CONSULTANT shall not assign or transfer interest in this contract without the prior written consent of the CITY.

14. AMENDMENT

It is mutually understood and agreed that no alteration or variation of the terms of this contract, or any subcontract requiring the approval of the CITY, shall be valid unless made in writing, signed by the parties hereto, and approved by all necessary parties.

15. NON-SOLICITATION CLAUSE

The CONSULTANT warrants that he or she has not employed or retained any company or persons, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the CITY shall have the right to annul this contract without liability, or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

16. INDEMNITY

CONSULTANT shall indemnify and save harmless CITY, its elected and appointed officers and employees from all claims, damages, suits, cost or actions of every name, kind or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of CONSULTANT, its officers, agents, employees and/or servants in connection with this AGREEMENT.

CITY shall indemnify and save harmless CONSULTANT, its officers, agents, employees, and servants from all claims, damages, suits, costs or actions of every name, kind, or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of the CONSULTANT, its officers, agents, employees, and/or servants in connection with this AGREEMENT.

If CONSULTANT should subcontract all or any portion of the SERVICES to be performed under this AGREEMENT, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees,

agents and volunteers in accordance with the term of the preceding paragraph. This section shall survive termination or expiration of this AGREEMENT.

17. INSURANCE

A. Without limiting CONSULTANT'S obligations arising under paragraph 16 - Indemnity, CONSULTANT shall not begin work under this AGREEMENT until it obtains policies of insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives and employees in connection with the performance of work under this AGREEMENT, and shall be maintained throughout the term of this AGREEMENT. Insurance coverage shall be as follows:

i. Automobile Liability Insurance with minimum coverage of \$300,000 for property damage, \$300,000 for injury to one person/single occurrence, and \$300,000 for injury to more than one person/single occurrence.

ii. Public Liability and Property Damage Insurance, insuring CITY its elected and appointed officers and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from CONSULTANT'S actions under this AGREEMENT, whether or not done by CONSULTANT or anyone directly or indirectly employed by CONSULTANT. Such insurance shall have a combined single limit of not less than \$500,000.

iii. Worker's Compensation Insurance for all CONSULTANT'S employees to the extent required by the State of California. CONSULTANT shall require all subcontractors who are hired by CONSULTANT to perform the SERVICES and who have employees to similarly obtain Worker's Compensation Insurance for all of the subcontractor's employees.

iv. Professional Liability Insurance for CONSULTANT that at a minimum covers professional misconduct or lack of the requisite skill required for the performances of SERVICES in an amount of not less than \$500,000 per occurrence.

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed \$5,000 per occurrence.

C. Additional Insured. City, its elected and appointed officers and employees shall be named as additional insured on policies referred to in subparagraphs A (i) and (ii).

D. Primary Insurance. The insurance required in paragraphs A (i) and (ii) shall be primary and not excess coverage.

E. Evidence of Insurance. Consultant shall furnish CITY, prior to the execution of this AGREEMENT, satisfactory evidence of the insurance required, issued by an insurer authorized to do business in California, and an endorsement to each such

policy of insurance evidencing that each carrier is required to give CITY at least 30 days prior written notice of the cancellation of any policy during the effective period of the AGREEMENT. All required insurance policies are subject to approval of the City Attorney. Failure on the part of CONSULTANT to procure or maintain said insurance in full force and effect shall constitute a material breach of this AGREEMENT or procure or renew such insurance, and pay any premiums therefore at CONSULTANT'S expense.

18. ENFORCEMENT OF AGREEMENT

In the event that legal action is commenced to enforce or declare the rights created under this AGREEMENT, the prevailing party shall be entitled to an award of costs and reasonable attorney's fees in the amount to be determined by the court.

19. CONFLICTS OF INTEREST

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this AGREEMENT; and the CONSULTANT further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed.

20. INDEPENDENT CONTRACTOR

The CONSULTANT is and shall at all times remain as to the CITY a wholly independent contractor. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees or subcontractors, except as herein set forth. The CONSULTANT shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

21. ENTIRE AGREEMENT OF THE PARTIES

This AGREEMENT supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of CONSULTANT by CITY and contains all the covenants and agreements between the parties with respect such employment in any manner whatsoever. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement or amendment hereto shall be effective unless executed in writing and signed by both CITY and CONSULTANT.

22. NOTICES.

All written notices required by, or related to this AGREEMENT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed

below. Neither party to this AGREEMENT shall refuse to accept such mail; the parties to this AGREEMENT shall promptly inform the other party of any change of address. All notices required by this AGREEMENT are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this AGREEMENT is as follows:

CITY: Elaine Jeng, PE, City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

CONSULTANT: _____

23. GOVERNING LAW

This AGREEMENT shall be governed by and construed in accordance with the laws of the State of California, and all applicable federal statutes and regulations as amended.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date and year first above written.

CITY OF ROLLING HILLS
CITY MANAGER

CONSULTANT

ELAINE JENG, PE

DATE: _____

DATE: _____

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS, CITY ATTORNEY



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 13.A
Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: LOS ANGELES COUNTY LAND BANK PROGRAM (DIERINGER)

DATE: November 14, 2022

BACKGROUND:

At the October 10, 2022 City Council meeting, Councilmember Bea Dieringer requested to have a discussion on the Los Angeles County Land Bank Program.

DISCUSSION:

League of California Cities Los Angeles County Division (Cal Cities LA) was consulted, and the Regional Public Affairs Manager Jeff Kiernan provided the attached reference material relating to the Los Angeles County Land Bank Program. These are highlights from the reference material:

- Los Angeles County is interested in a viable land banking model that would operate at a regional scale to support affordable housing preservation and production without a dedicated and ongoing source of funding.
- Los Angeles County is concerned about severely cost burdened households vulnerable to displacement and an increased risk of homelessness.
- The reference study that Los Angeles County used to initiate the land bank program states, "The land bank should have the capacity to proactively search for underutilized sites in targeted neighborhoods facing displacement pressure which would meet the criteria established by affordable housing funding programs for future development of multi-family subsidized rental housing."
- Los Angeles County's pilot land bank program will focus and target land within a radius of up to approximately two miles on either side of the LA River in communities at highest risk of displacement.
- The reference study recommends "After successful implementation and creation of the land bank pilot and reviewing lessons learned the land bank may be expanded to the full County as a strategy for anti-displacement and the creation of affordable housing."
- The Los Angeles County Chief Executive Officer allocated \$40 million in American Rescue Plan funds for the land bank program.
- In September 2022, Supervisor Janice Hahn motioned to have County staff provide a

report on the feasibility of an opt-in mechanism to ensure that cities have a choice of whether or not to participate in the County's pilot program while also maintaining the County's existing authority to acquire and entitle property.

- In October 2022, Cal Cities LA sent a letter to Los Angeles County Metropolitan Transportation Authority (Metro) expressing concerns with Metro's partnership in the Los Angeles County's proposal to establish a land bank program. Cal Cities LA noted that Metro's partnership is most suitable for the unincorporated areas in each Supervisors' jurisdiction or in cities that chose to participate.
- The SBCCOG Board voted 10/1/1 at their October 27, 2022 meeting to approve sending a modified letter akin to one drafted by CalCities and the California Contract Cities Association with the following additional points: - the land bank would deprive cities of property tax income as it indefinitely holds property for future development
 - that it competes with and duplicates the LA County Affordable Housing Solutions Agency established by SB679
 - and that it undermines state certified housing elements

FISCAL IMPACT:

There is no fiscal impact to providing a report on the Los Angeles County Land Bank Program.

RECOMMENDATION:

Receive a presentation from Councilmember Dieringer and provide direction to staff.

ATTACHMENTS:

[CL_AGN_221114_CC_LACo_LandBank_CEO-Report.pdf](#)
[CL_AGN_221114_CC_LACo_LandBank_HahnLandBanking.pdf](#)
[CL_AGN_221114_CC_LACD_CCCA_CommentLetterToMetro.pdf](#)
[CL_AGN_221114_CC_LACo_LandBank_Pres.pdf](#)
[CL_AGN_221114_CC_LACo_LandBank_MetroBoardItem.pdf](#)
[CL_AGN_221114_CC_SBCCOG_LetterToBOS.pdf](#)
[CL_AGN_221114_CC_PVE_Letter.pdf](#)



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

FESIA A. DAVENPORT
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

June 3, 2022

To: Supervisor Holly J. Mitchell, Chair
Supervisor Hilda L. Solis
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Fesia A. Davenport
Chief Executive Officer

ESTABLISHING A LAND BANK FOR LOS ANGELES COUNTY (ITEM NO. 4, AGENDA OF MARCH 1, 2022)

On March 1, 2022, the Board of Supervisors (Board) adopted a motion directing the Chief Executive Officer, in collaboration with the Department of Public Works (DPW), the Anti-Racism Diversity and Inclusion Initiative (ARDI), Metro, and outside partners, to research a viable land banking model that would operate at a regional scale to support affordable housing preservation and production with a dedicated and ongoing source of funding. The motion adds that research should build on existing affordable housing programs and partnerships and examine the beneficial relationship between Community Land Trusts (CLTs) and affordable housing land banks and its potential to address displacement and gentrification near the Los Angeles River (LA River). Further, the motion encourages local non-profit organizations to apply for grants to assist the County of Los Angeles (County) in researching CLTs and affordable housing land banks.

The attached report responds to this motion. The report was prepared by Southeast Asian Communities Alliance (SEACA), Street Level Advisors, OLIN, and Gehry partners (research entities) with the assistance of many County Departments and affiliated agencies, as well as CLTs, local non-profit developers, and community-based organizations. SEACA secured funding for the research through the Strong, Prosperous, and Resilient Communities Challenge. During March and April 2022, the research entities met with various stakeholders to develop the report, including seven County departments/entities, the five Board Offices, four other government entities, and 17 community-based organizations.

Each Supervisor
June 3, 2022
Page 2

BACKGROUND

The County needs to add nearly 500,000 affordable homes to meet the affordable housing demand for households at or below 50 percent Area Median Income. Even prior to the novel coronavirus (COVID-19) pandemic, 64 percent of renter households at this income level were severely cost-burdened, paying more than 50 percent of their household income on rent.¹ As a result, severely cost burdened households are vulnerable to displacement and at increased risk of homelessness. The economic impact of the pandemic on employment and the lifting of tenant protections could further affect communities at risk, displacing long-time residents and families from their neighborhoods.

One anti-displacement strategy is land banking. Land banks are public organizations that acquire, hold, and manage land in order to remove land from the speculative market and reserve for future uses such as affordable housing. As recommended in a recent Chief Executive Office (CEO) report,² the County may consider land banking as a long-term strategy where large infrastructure projects are planned in communities at risk for displacement. As identified in the report, the County and other countywide agencies are preparing for large infrastructure investments, notably LA River Redevelopment, the Restorative Justice Village Master Plan, and Metro projects. On October 18, 2016, the Board instructed DPW to update the 1996 Los Angeles River Master Plan (LARMP), and the final LARMP is to be presented to the Board on June 14, 2022.³ Goal 6 of the draft LARMP directs the County to identify funding necessary to create an affordable housing land bank, land acquisition loan fund, or similar strategy to purchase land in proximity to the LA River and hold it for future development as affordable housing or permanent supportive housing.

Complementary to land banking is the CLT model. In September and November 2020, the Board directed the CEO and Los Angeles County Development Authority to develop a Pilot CLT Partnership Program, which was launched in April 2021. CLTs are nonprofit, community-based organizations that provide affordable housing through various strategies, including opportunities for residents to manage and/or own their homes. The CLT model is an important strategy to prevent housing displacement in communities by providing opportunities for community stewardship.

RESEARCH AND RECOMMENDATIONS TO PILOT A LAND BANK MODEL

The attached report by the research entities includes research and recommendations to pilot a land bank model. The research describes the goals and benefits of a land bank, compares examples of land banks across the United States, the importance of community partnerships, and specific roles of a land bank, beginning with the identification of land and ultimately

¹ California Housing Partnership. 2021 County of Los Angeles Affordable Housing Outcomes Report. Prepared for the County of Los Angeles Chief Executive Office. June 2021.

² County of Los Angeles Chief Executive Office. Prioritizing Affordable Housing in Areas with Displacement Risk August 17, 2020.

³ County of Los Angeles Department of Public Works. Los Angeles River Master Plan Update – Quarterly Update Report April 18, 2022. www.larivermasterplan.org

Each Supervisor
June 3, 2022
Page 3

development of housing. The report also provides recommendations for the County to pilot a land bank model. Recommendations for the pilot involve geographic scope, land acquisition strategy, organizational structure, community partnerships, and funding sources. Below are considerations for a County land bank pilot, based upon the report's research.

- **Geographic Scope:** To begin the process toward a countywide land bank, a pilot area is recommended to set up the land bank to focus initial funding targeting land within a radius of up to approximately two miles on either side of the LA River in communities at highest risk displacement which aligns with Goal 6 of the LARMP.
- **Land Acquisition Strategy:** The land bank should develop a data-driven strategy for acquiring properties in highly targeted locations where the known risks of gentrification and displacement are highest.
- **Organizational Structure:** The land bank should be managed by a County department or an alternative model such as a Joint Powers Authority (JPA) that would be set up by the County with other partners or a non-profit public benefit corporation. In the initial stages, an interim management structure could be considered until appropriate long-term management options are fully analyzed and vetted.
- **Community Partnerships:** Review potential partnerships with other jurisdictions, public agencies, and community-based organizations (including Metro CLTs) to strengthen capacity, as well as success of the land bank.
- **Possible Funding Sources:** Consider availability of federal, State, and local funding sources to establish a land bank pilot for acquisition of land, as well as capital and operating expenditures.

Should you have any questions concerning this matter, please contact me or Cheri Todoroff, Executive Director of the Homeless Initiative and Affordable Housing, at (213) 974-1752 or CTodoroff@ceo.lacounty.gov.

FAD:JMN:CT
VD:yy

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Los Angeles County Development Authority
Regional Planning
Public Works
Metropolitan Transportation Authority

Affordable Housing Land Bank Models

Authored By Research Team:

Southeast Asian Community Alliance (SEACA)

Street Level Advisors

OLIN

Gehry Partners

Participating County Entities:

Chief Executive Office

Los Angeles County Development Authority

Department of Regional Planning

Department of Public Works

Metropolitan Transportation Authority

May 23, 2022

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BACKGROUND

The COVID-19 pandemic has exacerbated the ongoing housing crisis faced by many residents of Los Angeles County (County). On March 1, 2022, the County Board of Supervisors (Board) instructed the Chief Executive Office (CEO) in collaboration with Public Works, the Anti-Racism Diversity and Inclusion Initiative, Metro, and outside partners, to research a viable land banking model that would operate at a regional scale to support affordable housing preservation and production with a dedicated and ongoing source of funding. The County has passed previous motions to facilitate and support the development of Community Land Trusts (CLTs) to create, establish, and preserve long-term opportunities for affordable housing, as well as initiatives to combat homelessness. Formation of a regional land bank aligns with the County's efforts to support CLTs and other forms of affordable housing development and preservation and address the County's affordable housing and homelessness crisis.

The COVID-19 pandemic has been devastating to essential workers, immigrant and low-income households who were already struggling to find a healthy, safe and affordable place to live in the County. Prior to the pandemic, 56 percent of County renters were rent-burdened (paying over 30 percent of household income in rent). The loss of employment, economic slowdown and lack of equitable access to healthcare has resulted in many more families living on the economic edge. This burden is not equally distributed, with many more families of color and marginalized communities bearing the brunt of the crisis. Post pandemic, almost half of all renters in the County are behind on rent, owing a median of \$2,800. These residents are often forced to make impossible sacrifices to stay housed, in addition to accruing more debt, more than 60 percent of rent-burdened renters cut back on food, 45 percent on clothing, and 33 percent on transportation. When compared to higher income renters, roughly 10 times as many low-income renters are behind on rent. Similarly, compared with white counterparts, more than twice as many Asian American, Black, and Latino/a renters had trouble paying their rent.¹ In addition, early analysis of the rent relief data shows that communities of color, particularly Latino/a and Asian American renters, were not able to access rent relief programs at the same rates as their white counterparts.² According to a report from the Economic Roundtable, the economic impacts of the pandemic are projected to increase chronic homelessness by 68 percent in California and 86 percent in the County.³

¹ Ong, Paul M, Silvia R. Gonzalez, and Paula Nazario, "Housing Insecurity Persists for Renters of Color Amid the COVID-19 Pandemic," April 2022, Regents of the University of California, Los Angeles, https://knowledge.luskin.ucla.edu/wp-content/uploads/2022/04/Housing_Insecurity_COVID_Report.pdf (accessed 26 April 2022).

² Ibid.

³ Flaming, Daniel, Anthony W. Orlando, Patrick Burns, and Seth Pickens, "Locked Out: Employment and Homelessness in the COVID Economy," 11 January 2021, Economic Roundtable, <https://economicrt.org/publication/locked-out/> (accessed 26 April 2022).

According to a report by the US Department of Health and Human Services,⁴ poverty increased during the pandemic, with communities of color continuing to experience higher rates of poverty than white communities. The report estimated that 13.6 percent of Americans were in poverty at the end of 2020, compared to 10.5 percent in 2019. Rates were estimated to be over twice as high for Black and Hispanic Americans as for Whites. Additionally, already-severe housing burdens for U.S. families were particularly difficult during the pandemic for households of color. As recently as March 2021, 22 percent of Black and 20 percent of Hispanic renters could not pay the prior month's rent on time, compared with 9 percent of White renters.

REPORT PREPARATION PROCESS

This report was prepared with the assistance of many County departments and affiliated agencies, as well as CLTs, local non-profit developers, and community-based organizations.

A research team consisting of Southeast Asian Community Alliance (SEACA), Street Level Advisors, OLIN, and Gehry Partners prepared the report. As instructed by the March 1, 2022, Board motion, the research team met with seven County departments, four other government entities, seventeen community organizations, two national experts on housing and land banks, and two academic leaders.

The development of this report was supported by research through funding secured by the Southeast Asian Communities Alliance (SEACA) through the Strong, Prosperous, And Resilient Communities Challenge, an initiative of Enterprise Community Partners, the Low-Income Investment Fund, and the Natural Resources Defense Council, with funding support from the Ford Foundation, The JPB Foundation, The Kresge Foundation, the Robert Wood Johnson Foundation, and The California Endowment.

RESEARCH

What is a Land Bank?

Land banks are public organizations that acquire, hold, and manage land in order to remove it from the speculative market and reserve it for future uses such as affordable housing. Some are non-profits while others are government-based. As local institutions, land banks operate within a defined geographical area. Land banks and community land trusts are often conflated but actually play distinct and complementary roles. Whereas land banks are temporary agents that carry out the steps needed to return vacant, abandoned, or delinquent properties back into productive use, land trusts operate on a longer time horizon, holding land in perpetuity as a community asset even as its use changes.

⁴ Winston, Pamela. "COVID-19 and Economic Opportunity: Unequal Effects on Economic Need and Program Response," April 2021, U.S. Department of Health & Human Services Office of the Assistant Secretary for Planning & Evaluation, https://aspe.hhs.gov/sites/default/files/migrated_legacy_files/199921/covid-19-human-service-response-brief.pdf (accessed 26 April 2022).

Why does the County need an Affordable Housing Land Bank?

The County and other countywide agencies are gearing up for large infrastructure investments, notably Los Angeles river redevelopment, the Restorative Justice Village Master Plan, and Metro projects. Research shows that investments in greening and public infrastructure improvements can cause property values and rent costs to increase to a point where community residents can no longer afford to live in their neighborhood. The displacement of low-income residents due to rising rents and gentrification also has a direct correlation to LA's homelessness crisis, as the 2020 Homeless Count revealed that two-thirds of the unsheltered adults experiencing homelessness were homeless for the first time that year, with 59 percent of them citing economic hardship as the cause.⁵ The displacement pressure is even greater post COVID-19, now that so many more vulnerable families are living on the edge of homelessness.

A key strategy to mitigate risk of displacement and homelessness in areas experiencing large-scale new investment in parks and infrastructure is to increase the supply of affordable housing, both through preservation of existing multi-unit housing and by building new affordable housing. A strategy to quickly acquire and hold properties for affordable housing development reduces speculation and protects low-income communities. However, affordable housing acquisition and development can be a complex and long-term process that necessitates access to resources and financing that low-income communities lack. A County's affordable housing land bank could serve to proactively ensure on-going affordability for communities in the County and to save money over time by purchasing properties at today's real estate prices prior to further escalation. As an example, had the County been land banking for affordable housing along the Los Angeles River five years ago, it would have been significantly less expensive than buying land today. Additionally, given the number of communities at high risk for displacement and homelessness along the river, an investment in land banking today could save millions of dollars in future housing costs.

An investment today in land banking could reduce the risk of displacement and homelessness by implementing proactive strategies to stabilize communities and creating a pipeline of sites ready for future affordable housing.

Affordable Housing Land Bank Goals

1. Reduce displacement and homelessness in communities at risk of displacement, low-income communities, and communities of color.
2. Ensure a just recovery post COVID-19 that uplifts most marginalized communities affected by the pandemic.
3. Reduce speculation and stabilize production and preservation of affordable units in 'hot' markets around proposed greening and infrastructure projects.

⁵ Los Angeles Homeless Services Authority, "2020 Great Los Angeles Homeless Count Results," 3 September 2020, <https://www.lahsa.org/news?article=726-2020-greater-los-angeles-homeless-count-results> (accessed online 26 April 2022).

4. Ensure that low-income communities and communities of color have a pathway to preserve affordability, build CLT capacity, and thrive in the post-COVID recovery.

Comparable Precedents Across the United States

There are hundreds of land banks across the United States, and many were created in response to the excess of vacant, blighted, tax-delinquent, and/or surplus properties after the 2008-2009 financial crisis. Land banks worked with land trusts to keep properties within local communities and away from speculators. In Los Angeles County however, an affordable housing land bank can be implemented to help address our affordability and homelessness crisis, curb speculation in ‘hot’ markets, and bring stability and predictability to the development process.

Land banks across the country can be categorized into ones that are administered by public authorities, or ones run by non-profit entities. In the case of non-profit land banks, representatives from various municipal agencies sit on the board of directors. Seven different case studies were examined as part of this report.

Public Authority Land Banks

1. Detroit Land Bank Authority | Detroit, MI⁶

Initiated in 2013 and managed by the City of Detroit, the Detroit Land Bank Authority completes sales of vacant land and structures to increase homeownership and make purchase of land more accessible. Additionally, the Detroit Land Bank Authority has a compliance program to oversee the goals of the Land Bank. The Compliance Team works with property owners to renovate distressed properties in order to meet the Land Bank’s compliance requirements.

Philadelphia Land Bank | Philadelphia, PA⁷

In addition to acquiring tax-delinquent vacant properties, the Philadelphia Land Bank was created to consolidate the City’s surplus land under one agency. The City can then dispose of surplus property to developers who plan to support affordable or market-rate housing developments, businesses, community facilities, or community green spaces.

2. Land Bank Program | Eugene, OR⁸

Established in 1968, Land Acquisition program is managed by the City of Eugene with a mission to acquire properties for affordable housing development. Further, the City of Eugene has a set of criteria that a property must meet in order to qualify for acquisition. These include affordability, proper zoning, size minimums,

⁶ Detroit Land Bank Authority, <https://buildingdetroit.org/overview> (accessed 26 April 2022).

⁷ PHDC, <https://phdcphila.org/> (accessed 26 April 2022).

⁸ City of Eugene, “Housing Development Incentives,” <https://www.eugene-or.gov/1042/Affordable-Housing-Development-Incentive> (accessed 26 April 2022).

proximity to jobs, schools and transit, environmental benchmarks, and utility access.

Nonprofits Acting as Municipal Land Banks

1. Metro Atlanta Land Bank | Atlanta GA⁹

The Metro Atlanta Land Bank (MALB) has set up a Land Banking Depository Program that allows nonprofits to transfer land titles to the MALB for up to 5 years, tax exempt. Maintenance and insurance are provided by MALB as a pass-through cost to the non-profit. The MALB provides clear guidelines for the sale and pricing of housing, as well as residentially-zoned vacant lots.

2. Urban Land Conservancy | Denver, CO¹⁰

The Urban Land Conservancy (ULC) has its own community land trust that holds land under a 99-year ground lease to ensure that the space is used for the community regardless of circumstances.

In partnership with the City and County of Denver, the ULC created a Transit Oriented Development (TOD) Fund to preserve affordable homes along transit corridors. The revolving loan makes capital available for acquiring and holding land that can be used for affordable housing. This hold lasts for up to 5 years.

3. Land Bank Twin Cities | Twin Cities, MN¹¹

In addition to land banking, Land Bank Twin Cities offers brokerage services, financing, and property loans to potential buyers or developers.

4. Richmond Land Bank | Richmond, VA¹²

Instead of creating their own agency or a new nonprofit, the City of Richmond designated the Maggie Walker Community Land Trust (MWCLT) to run the Land Bank.

A Citizen's Advisory Panel (CAP) was created to provide transparency and accountability to the public. The CAP reviews recommendations by the Land Bank, evaluates qualifications for organizations or individuals who may receive properties, and recommends properties that will be designated as permanent affordable housing.

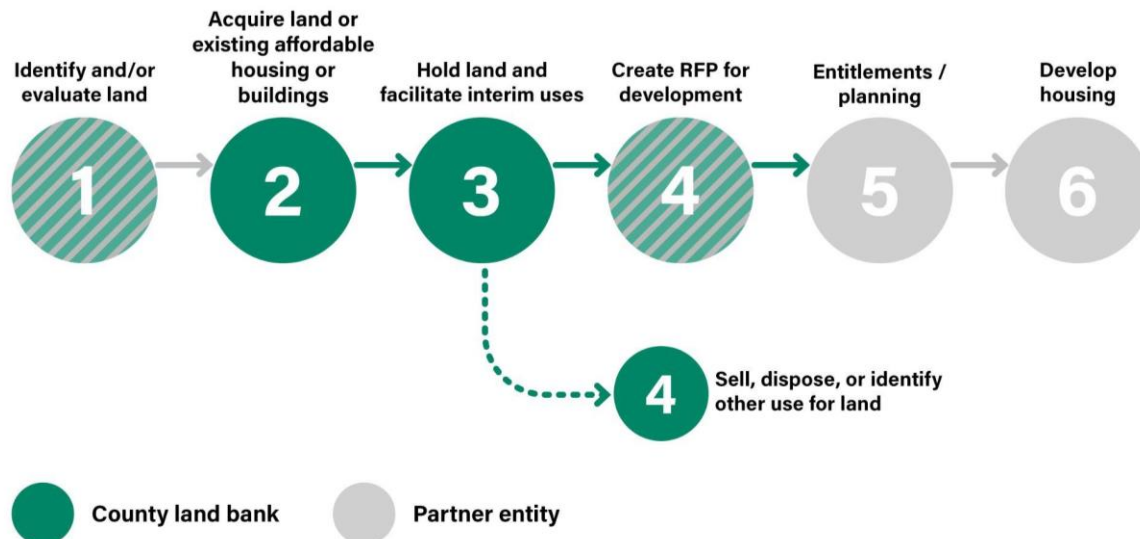
⁹ Metro Atlanta Land Bank, <https://www.metroatlantalandbank.org/> (accessed 26 April 2022).

¹⁰ Urban Land Conservancy, <https://www.urbanlandc.org/> (accessed 26 April 2022).

¹¹ Land Bank Twin Cities, <https://landbanktwincities.org/> (accessed 26 April 2022).

¹² Richmond Land Bank, <https://www.richmondlandbank.com/> (accessed 26 April 2022).

Roles of the Land Bank



To be effective, the land bank will need to have the capacity to perform a number of functions.

1. Identify and/or Evaluate Land

A. Direct Acquisition

The land bank should have the capacity to proactively search for underutilized sites in targeted neighborhoods facing displacement pressure which would meet the criteria established by affordable housing funding programs for future development of multi-family subsidized rental housing.

B. Community Acquisition Partnerships

One way for a land bank to acquire land more quickly is to engage the capacity of existing community serving organizations to identify appropriate sites. The Metro Atlanta Land Bank has a Depository Program which allows participating affordable housing developers to identify parcels which the Land Bank then purchases. The ‘depositing’ developers retain a right to purchase the parcels that they identify when they are ready to develop them as affordable housing. An option agreement gives the partner nonprofit the exclusive opportunity to purchase a given site within a set period of time. After that period, the Land Bank can sell to another affordable housing developer or dispose of the property on the market. A County land bank could engage established and emerging Community Land Trusts, community based nonprofit housing developers, and other community organizations to evaluate land purchase opportunities in their own communities with the land bank coming in at the end

to buy properties that meet the land bank's criteria. The partnering local agency could retain a degree of community control over the long-term use of the property, undertake longer term community planning and assemble financing and other resources necessary to develop the site while benefiting from the land bank's property tax exemption and short-term management of properties.

C. Public Agency Acquisition Partnerships

In addition, the land bank can be structured to enable local cities, special districts or transit agencies within the County to 'deposit' land in the land bank for future development as affordable housing, while maintaining ownership. The land bank could centralize and streamline the somewhat burdensome tasks related to compliance with the state Surplus Lands Act for agencies that are seeking to make public land available for affordable housing. As with the community acquisition partnerships above, the land bank could offer partnering public agencies a first opportunity to purchase certain properties which would enable them to maintain local control over property that had been placed in the land bank.

2. Acquire Land

The land bank will need both the financial and organizational capacity and legal authority to negotiate and quickly purchase land. For each property purchased, the land bank will need to perform significant due diligence to: 1) ensure that the property meets the land bank's acquisition criteria, and 2) evaluate the environmental and other risks associated with the site (including commissioning environmental reports, title reports, and in some cases physical inspections).

3. Hold Land and Facilitate Interim Uses

A. Interim Use

While long-term plans for affordable housing are being developed, acquired land can be used creatively to provide continuous community assets. Opportunities for interim use are vast, ranging from pocket parks to urban agriculture to energy farms. Their selection should be based on specific community needs, as well as the availability of resources. Uses with minimal start-up and ongoing maintenance costs include meadows, dog parks, and food truck hubs. Recycling centers, energy farms, and temporary housing are interim uses that require more substantial resources at the outset.

B. Interim Asset Management

The land bank will need to proactively manage each site. This includes asset management, security, clean up, and insurance and related holding costs. Communication about the temporary nature of interim assets is also a key part of this management, as communities can develop attachment; phased approaches to change and, where possible, the integration of interim use into long-term plans are two strategies for addressing this risk.

C. Interim Use Partnerships

The ability to partner with existing neighborhood or community organizations and other partners to plan for and manage interim uses will be a critical capacity of the land bank. Whenever possible, the land bank should seek to partner with public or nonprofit agencies that are in a position to manage interim uses on the land held in the land bank. In some cases, this may involve leasing land to operators of interim uses (at low or no cost). In others it may involve the land bank retaining management responsibility but entering into agreements with others to allow certain community uses during the interim holding period.

4. Entitlements/Planning

Initially, the affordable housing land bank should not be expected to pursue entitlements or undertake complex land development activities such as subdivision or land assembly. As the organization develops, it may make sense to grow capacity to play this role. Initially, the land bank can and should rely on existing affordable housing development organizations to manage entitlements. In some cases, this will require that the land bank enter into binding purchase agreements with developers which allow them to undertake costly pre-development and planning activities with certainty that they have control over the site before they actually purchase the land from the land bank. Community based affordable housing developers may need the right to assign their purchase rights in order to access critical pre-development financing.

5. Create RFPs for Disposition

Another key capacity for an affordable housing land bank will be the ability to manage community responsive and transparent processes for selection of experienced affordable housing developers to build housing on land bank land. In most cases, the land bank will need to develop Request for Proposals (RFP) documents that solicit applications from multiple potential developers.

Community Partnerships for Selection

While community engagement and input should be an element of every RFP, the land bank can meet a critical community need in neighborhoods facing displacement by creating more intentional partnerships with a selected set of trusted organizations with close ties to impacted communities. Among other things these partner organizations would undertake community engagement and community planning processes in order to identify community goals/needs for the selected sites. These partnerships should involve a formal agreement with shared decision-making authority which allows the community partner to exercise meaningful control over the disposition of a specific property or set of properties in a targeted neighborhood. In some cases, these may be properties that the land bank purchased on behalf of the partner organization. In others, the land bank may proactively acquire property and then seek out partners for the disposition. In order to make this approach effective, the land bank could build a fee into the sale of properties to compensate community partners for their work.

6. Develop Housing

The County has a variety of experienced affordable housing and supportive housing developers, and it is not anticipated that the proposed land bank will need to directly participate in development of housing.

RECOMMENDATIONS

Recommendations for an Affordable Housing Land Bank Pilot for the County

Extensive stakeholder engagement and analysis of land banking models across the country point to the need, desire, and potential for significant benefits from the creation of an affordable housing land bank in the County. Additionally, the land bank is a good example of one of the many alternative models for land acquisition. For example, the County's Chief Sustainability Office's, *OurCounty*, a regional sustainability plan, seeks to promote as a tool for the provision of permanently affordable housing, specifically in Action #65.

Geographic Scope

The Land Bank should be developed with a service area encompassing the entire county. To begin the process toward a countywide land bank, a pilot area is recommended to set up the land bank to focus initial funding targeting land within a radius of up to approximately 2 miles on either side of the Los Angeles River in communities at highest risk displacement which aligns with Goal 6 of the LA River Master Plan. In this way, the County can respond to the immediate need for an anti-displacement strategy related to river improvements while laying the groundwork for broader impact by building a tool which the County and local cities can use countywide. After successful implementation and creation of the land bank pilot and reviewing lessons learned the land bank may be

expanded to the full County as a strategy for anti-displacement and the creation of affordable housing.

Land Acquisition Strategy

The land bank should develop a data-driven strategy for acquiring properties in highly targeted locations where the known risks of gentrification and displacement are highest. Several relevant mapping efforts have already been undertaken to date with within and beyond County departments. Examples within the County include the Green Zones Program (Department of Regional Planning(DRP))¹³, Equity Indicator Tool (DRP)¹⁴, Climate Vulnerability Assessment (CEO)¹⁵, and the COVID-19 Vulnerability and Recovery Index Dashboard (CEO)¹⁶. Each identifies communities' risk level or vulnerability relative to isolated or combined environmental, social, or economic factors. The forthcoming LA River Master Plan specifically includes maps and datasets reflecting housing affordability need and displacement risk.¹⁷ Additional mapping tools have been created by SAJE¹⁸, the Trust for Public Land¹⁹, and the State of California²⁰.

The focus of the land bank, initially, should be vacant and underutilized properties in neighborhoods facing significant displacement risk. The properties should be selected based on their potential to eventually be redeveloped as affordable housing. The organization should not be prohibited from acquiring and preserving occupied multi-family residential properties, but this should not be its initial focus.

The land bank should be structured in a way that anticipates that environmental remediation will represent a key risk on many projects. The land bank should anticipate investing resources in studying the environmental conditions on potential sites or sites that have been acquired and developing cost estimates for remediation. However, the land bank should not, initially, be expected to actually undertake complex remediation projects. Instead, the land bank should hold land and document any clean up needs prior to selling

¹³ LA County Department of Regional Planning, Green Zones Program (Environmental Justice Screening Method), <https://lacounty.maps.arcgis.com/apps/webappviewer/index.html?id=32517816f1bb4e869448db52c683d23a> (accessed 2 May 2022).

¹⁴ LA County Department of Regional Planning, Equity Indicators Tool, <https://apps.gis.lacounty.gov/drp/m/?viewer=Equity> (accessed 2 May 2022).

¹⁵ LA County Chief Executive Office, Climate Vulnerability Assessment, <https://lacounty.maps.arcgis.com/apps/webappviewer/index.html?id=c78e929d004846bb993958b49c8e8e65> (accessed 2 May 2022).

¹⁶ LA County Chief Executive Office, COVID-19 Vulnerability and Recovery Index Dashboard, <https://lacounty.maps.arcgis.com/apps/dashboards/264f62ccedcb48c9a1f358eeb643ea14> (accessed 2 May 2022).

¹⁷ LA County Public Works, LA River Master Plan, forthcoming 2021.

¹⁸ Strategic Actions for a Just Economy (SAJE), Organizers Warning Notification and Information for Tenants, <https://www.ownit.la/> (accessed 2 May 2022).

¹⁹ Trust for Public Land, Climate-Smart Los Angeles, https://web.tplgis.org/csc_losangeles/ (accessed 2 May 2022).

²⁰ California Office of Environmental Health Hazard Assessment, CalEnviroScreen4.0, October 2021, <https://experience.arcgis.com/experience/11d2f52282a54ceebcac7428e6184203/page/Draft-CalEnviroScreen-4.0/> (accessed 2 May 2022).

to a developer who would then undertake necessary remediation as part of developing the site.

An initial activity of the land bank should be to provide the Board of Supervisors with a land acquisition strategy which: 1) inventories existing County owned land adjacent to the river which might be suitable for development as affordable housing; 2) outlines criteria for prioritizing parcels for purchase; and 3) provides a refined land acquisition budget reflecting the likely costs associated with the proposed strategy.

Organizational Structure

Land banks in other communities are sometimes organized within local government agencies, as partnerships with local non-profits, or as fully independent non-profit entities. In recommending the structure for the County's affordable housing land bank, it is important to consider how to best preserve primary functions and powers of the entity.

Interviews and research have indicated that these are the most important functions of the County's affordable housing land bank:

- Ability to buy and hold land
- Exemption from property taxes while holding properties
- Ability to form community partnerships
- Coordinating interim use activities
- Connected to the authority and staffing resources of Los Angeles County

In order to achieve these core functions, the County may consider options for placement of the land bank. First, the County's affordable housing land bank could reside within the County in a department as a Special Purpose Entity (SPE). For expediency, the program could initially be organized as a program within a department that is then moved to another department or a SPE within a defined period of time.

The CEO's office could assess capacity in existing departments and consider alternative models including a Joint Powers Authority (JPA) set up by the County with other partners or a non-profit public benefit corporation.

While there are compelling benefits to structuring the land bank as a part of County, success of the land bank will depend on forming strong partnerships with other jurisdictions and public agencies and community-based organizations. In the future, other public agencies should be able to provide funding to the land bank to manage acquisitions related to their projects. A land bank, in particular, might benefit Metro's work by enabling acquisition of land adjacent to future transit stations at an earlier stage in the development process than is currently possible. In addition, the land bank should be structured in a way that allows nonprofit affordable housing developers or Community Land Trusts to 'deposit' land into the land bank to hold properties (tax free) for future development (by the donating organization) as affordable housing. Over time, it may make sense to

consider formation of a JPA to enable other agencies to participate more fully in governance of the land bank. In any scenario it is important for the affordable housing land bank to be able to operate nimbly to achieve the goals of the land bank and proactive purchase of lands.

Community Partnerships

Community partnerships are essential to achieving the goals of preserving and empowering low-income communities and communities of color. Through clear and developed partnerships, local communities can inform a number of key functions of the land bank, and work hand in hand to achieve primary goals. For example, community groups or CLTs can participate early in the process to ground truth potential properties for acquisition and engage in community acquisition partnerships (see above) with the land bank. They can also be engaged in identifying appropriate interim uses and help manage community short- and long-term expectations. Most importantly, continued meaningful community engagement will result in a well calibrated and informed site planning and disposition process that best suits the community, and adds value to the process.

Community partners can be a variety of organizations ranging from community associations, to non-profit community serving organizations, to community land trusts, or other mission-aligned entities. Partnerships should be clearly defined, and the partnering organizations should be aligned with the goals of the land bank to prevent displacement and increase availability of affordable housing in the community.

Possible Funding Sources

As described earlier in this report, the COVID-19 pandemic has strained the physical, economic, and community health of the County's residents, and the effects have been particularly dire for low-income communities and communities of color. Countywide, increases in rent burden and homelessness are two palpable manifestations of these strains. Further exploration of Federal, State, and local funding sources to establish a land bank pilot for acquisition of land as well as capital and operating expenditures should be undertaken. For instance, American Rescue Plan Act (ARPA) funds have already been used in other jurisdictions for the establishment of new or support of existing land banks across the United States.²¹ This funding has been used for vacant land disposition; maintenance and remediation of vacant land; rehabilitation of existing vacant homes; development and pre-development of new affordable housing; and operating costs for staffing, program management, and analysis.²² Whether a land bank is eligible for funding under the ARPA will depend on the specifics how the land bank is formed; how it identifies and purchases property; and the timing to acquire and use the property, among other factors.

²¹ See the Niagara-Orleans Land Bank (Buffalo, NY), Greater Syracuse Land Bank (Syracuse, NY), Broome County Land Bank (Binghamton, NY), Rochester Land Bank (Rochester, NY), and Pittsburgh Land Bank (Pittsburgh, PA). Center for Community Progress, "American Rescue Plan Act SLFRF: An Opportunity to Fund Land Banks," 25 October 2021.

²² Ibid.

MOTION BY SUPERVISOR JANICE HAHN

September 27, 2022

Developing an Opt-In Model for the County's Land Bank Pilot Program

On March 1, 2022, the Board of Supervisors (Board) approved a motion directing the Chief Executive Officer (CEO) to research and explore the possibility of establishing a Land Bank Pilot Program (pilot program) in LA County. The purpose of this pilot program is to create opportunities for affordable housing preservation and production in areas along the Los Angeles River (LA River). On June 15, 2022, the Board directed the CEO in consultation with the Los Angeles County Development Authority, Department of Public Works, the Anti-Racism Diversity and Inclusion Initiative (ARDI), Department of Regional Planning, Treasurer and Tax Collector, the Los Angeles County Metropolitan Transportation Authority (Metro), and other key County departments to report back with the necessary steps to create the pilot program. The CEO has identified a Roadmap for Implementing the Land Bank Pilot and allocated \$40 million in American Rescue Plan funds for this program.

Cities in the Fourth Supervisorial District that neighbor the LA River and the proposed West Santa Ana Branch (WSAB) and Gold Line Eastside Phase 2 Extension

MOTION

SOLIS	_____
KUEHL	_____
HAHN	_____
BARGER	_____
MITCHELL	_____

projects have raised concerns about this pilot program and the impacts it may have on their ability to make decisions about land uses adjacent to these transit projects, in accordance with city needs and priorities. As stated in the CEO's August 30, 2022 report, the working group will collaborate with local cities and engage communities during the launch and ongoing implementation of the land bank pilot. However, cities should have the opportunity to decide to participate in this program rather than have that decision made for them by the County.

I, THEREFORE MOVE that, as part of the Chief Executive Officer's ongoing development of a Land Banking Pilot Program, the Board of Supervisors request a report back in writing in 30 days on the feasibility of an opt-in mechanism to ensure that cities have a choice of whether or not to participate in the County's pilot program while also maintaining the County's existing authority to acquire and entitle property. Cities that do not opt-in to the program would not be able to participate in the development and implementation of the pilot program, and their jurisdictions would be excluded from consideration for locations for property acquisition in the pilot program.

#

JH:dg/lk



October 11, 2022

The Honorable Ara J. Najarian
Chair, Metro
1 Gateway Plaza, Mail Stop 99-3-1
Los Angeles, CA 90012

RE: Concerns Regarding Metro's Potential Partnership in Los Angeles County Land Bank Program

Dear Chair Najarian:

On behalf of the Los Angeles County Division of the League of California Cities (Division), and the California Contract Cities Association (CCCA), collectively representing every city in Los Angeles County, we write to express strong concerns regarding Metro's partnership in Los Angeles County's proposal to establish a land bank pilot program that would undermine local land use and zoning regulations and exempt property taxes while the county or Metro "holds" land for future use. We are disappointed that neither Metro Board nor the Board of Supervisors have engaged with the county's 88 incorporated cities in the development of this potentially expansive program.

As described in the June 23, 2022 Metro Board Agenda report, the proposed county land bank program would allow for the acquisition and retention of property to potentially build affordable housing and serve as an anti-displacement mechanism in areas where large infrastructure projects are planned. While discussions currently center around a pilot program, the Los Angeles County Chief Executive Office's June 3, 2022 report to the Board of Supervisors cites an interest to expand the program countywide, without designation of unincorporated or incorporated areas. Addressing our local housing crisis is a priority for cities throughout the county. However, we do not think that a land bank program, developed by the county in partnership with Metro, without city input, is appropriate for the following reasons:

The land bank program undermines state-certified housing elements. Cities under the Southern California Association of Governments have certified or are in the process of certifying their state-mandated Housing Elements to meet all income levels under the Regional Housing Needs Assessment (RHNA). The state-mandated process entails years of planning, community outreach and financial resources to identify sites suitable for housing units. In that process, cities may identify sites for mixed use development with retail-commercial, office, and residential uses to help generate the long-term revenue required to offset the cost of infrastructure improvements. Without dialogue from cities, the county's land bank program would undermine this state/city planning process designed to zone and plan for all housing needs, including affordable developments.

Implementing the land bank program in incorporated cities is an encroachment of local land use authority and zoning adopted by local elected officials. Our organizations are concerned that, under a countywide land bank program, the county and/or Metro will hold and develop land without regard to a city's local zoning ordinances and regulations. It is paramount to city residents that their city leaders make land use decisions based on their input and on the unique needs of their community. Mayors and

council members are elected to listen, respond, and work with their community members in developing land-use and other community priorities. Many of the areas that the county and Metro have identified sensitive to gentrification because of large incoming infrastructure projects already have specific plans adopted by the locally elected city council. These local plans provide much-needed housing for both current residents and new residents through mixed-use developments that can generate tax revenues to sustain open space, parks, public works, and other essential community infrastructure and services. The county and Metro's plan to hold land for an indeterminate time and develop it, without regard for existing city land use laws and planning, is a severe overreach. It overrules local land-use decision making, cripples cities' ability to implement their prepared plans and threatens future funding for local services.

The land bank program would compete with and unnecessarily duplicate the work of the Los Angeles County Affordable Housing Solutions Agency (LACAHS) recently created under SB 679. Governor Newsom just signed SB 679 (Kamlager, 2022) to create LACAHS, a new countywide affordable housing agency to preserve, protect, and build affordable housing. LACAHS will have the authority to fund housing and preservation through bonds and other long-term revenue sources. The legislation to create the agency was developed and supported by months of stakeholder dialogue, including cities. The new agency's governance structure and regional funding allocation formulas can achieve the same goals as the proposed land bank program but with the structure and capacity to both purchase land and develop it. It is foreseeable that the county's land bank program could compete for the same funding and land as LACAHS. This proposed program is an unnecessary duplication of resources and adds another layer of regulation in the land use area that is already heavily regulated by the state and now by LACAHS.

The land bank program would deprive cities of essential property tax income that financially support community services. As described in the June 23, 2022 CEO's report, the proposed county land bank program would allow for the acquisition and retention of property tax free by the county. The report further recommended that the county's tax free status should be extended to private parties: "the land bank should be structured in a way that allows nonprofit affordable housing developers or Community Land Trusts to 'deposit' land into the land bank to hold properties (tax free) for future development (by the donating organization) as affordable housing." However, the report fails to address how cities are to recoup this proposed loss of property tax-based city income needed for community services.

We understand the dire need for affordable housing in Los Angeles County. Cities are responding and continue to plan, zone, and promote opportunities for the construction of housing projects to meet that need. Additionally, state legislation continuously propels cities and the county to reexamine current land-use functions. The implementation of major housing bills, like SB 9 (Atkins, 2021) and most recently AB 2011 (Wicks, 2022) and SB 6 (Caballero, 2022), will drastically transform the supply, affordability, and landscape of housing throughout the county. These statewide laws, along with the reasons stated above, make the creation of a countywide land program unnecessary. Nevertheless, we understand that the county, like cities, also has its own land use authority and must find opportunities to create and fund affordable housing in its unincorporated areas. We believe the land bank program, working with partners like Metro, may be most suitable for the unincorporated areas in each Supervisor's jurisdiction, or in cities that chose to participate.

While we have concerns with the program as currently presented, we certainly recognize the need for cities, the county, and Metro to work together to address housing production and affordability in the region. We would look forward to working collaboratively with both entities in that effort. If you have

questions or feedback, please contact Kristine Guerrero with the Division at kguerrero@calcities.org, or Jorge Morales with CCCA at jorge@contractcities.org.

Sincerely,



Andrew Chou
Mayor Pro Tem, Diamond Bar
President
Los Angeles County Division, League of
California Cities



Jeff Wood
Council Member, Lakewood
President
California Contract Cities Association

CC: Jacquelyn Dupont-Walker, Metro 1st Vice Chair
Mike Bonin, Metro Board Member
Fernando Dutra, Metro Board Member
James Butts, Metro Board Member
Eric Garcetti, Metro Board Member
Paul Krekorian, Metro Board Member
Tim Sandoval, Metro Board Member
Hilda L. Solis, Metro Board Member
Sheila Kuehl, Metro Board Member
Janice Hahn, Metro Board Member
Kathryn Barger, Metro Board Member
Los Angeles County Cities

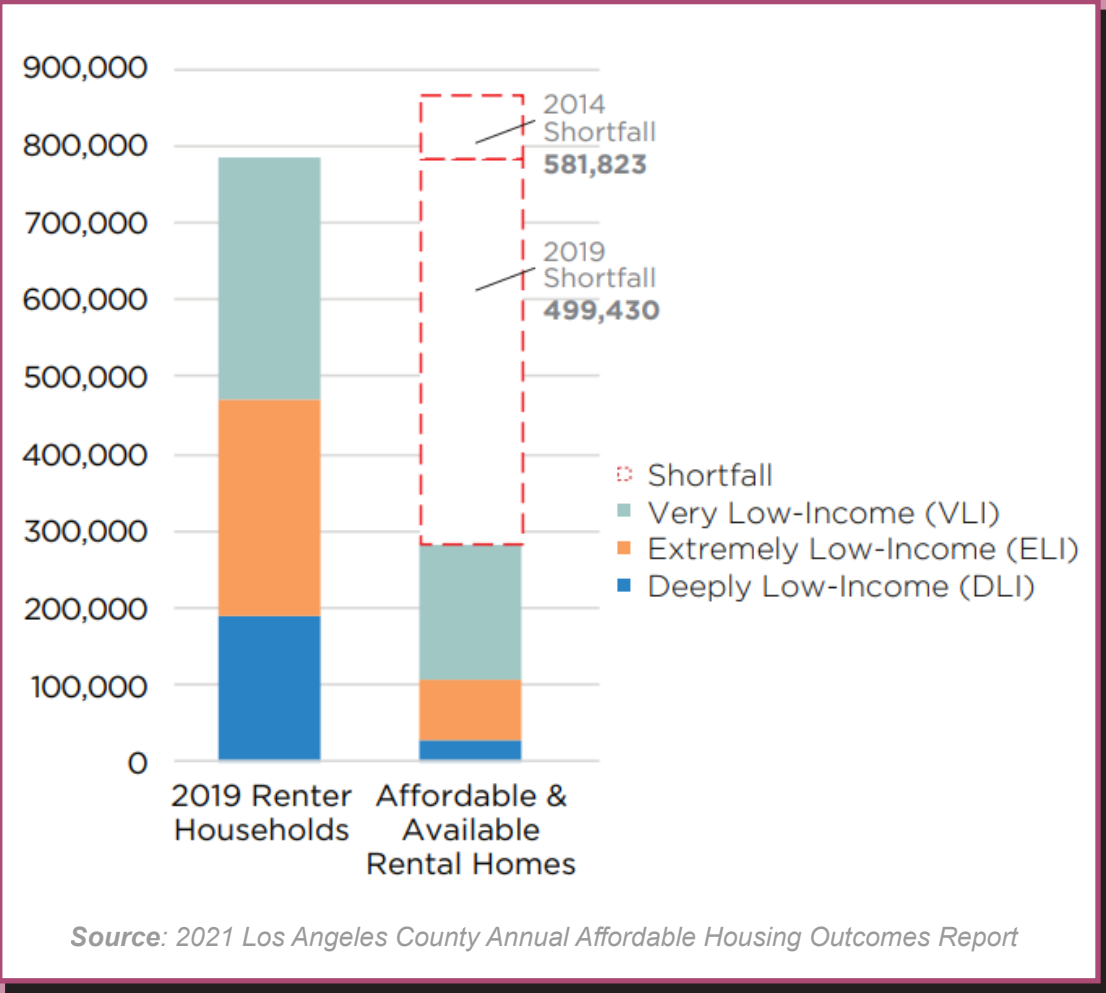


LOS ANGELES COUNTY LAND BANK PILOT

Gateway Cities COG City Manager Breakfast
August 11, 2022

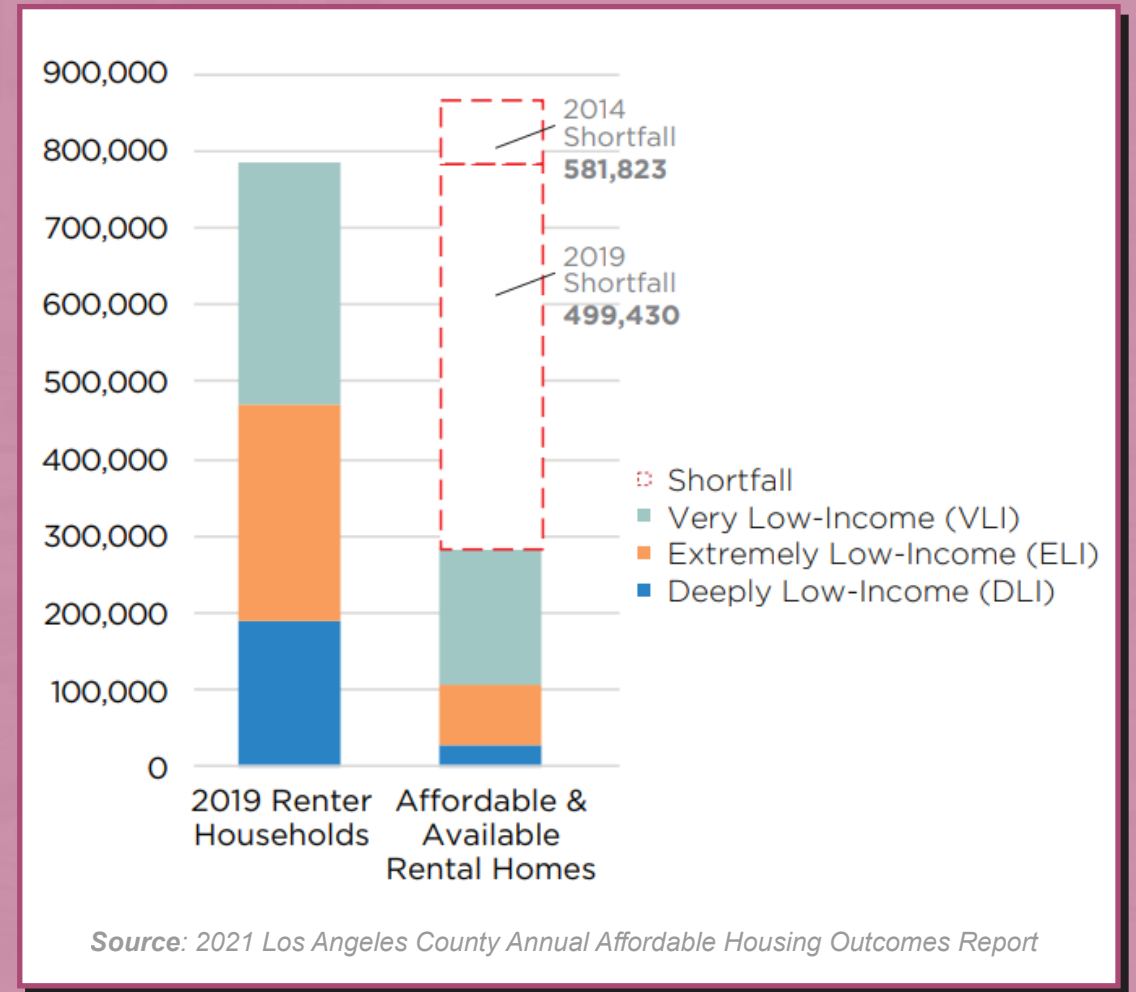
Martin Reyes, PE, AICP
Transportation Deputy for Supervisor Hilda L. Solis

Los Angeles County needs 499,430 homes affordable to meet the demand of renters with incomes at or below 50% of the area median income.



Los Angeles County needs 499,430 homes affordable to meet the demand of renters with incomes at or below 50% of the area median income.

Fifty-seven percent of these homes are located in areas at high risk of displacement.



THE PROPOSAL:

The LA County Land Bank Pilot is a proposal to form an entity tasked with identifying and acquiring land, holding it, and eventually developing it primarily for affordable housing. The Land Bank would target areas experiencing major infrastructure investments to mitigate displacement that may occur as a result of those investments.

STATUS:

The Pilot is still in planning phase.

Two Motions have been introduced at BoS and Metro.

Environmental clearance will be undertaken after governance structure, funding plan, etc. is developed.

MOTIONS:

- **BoS 6/14 - Reports due in Aug and Sept 2022**
- **Metro 6/23 - Report due in Oct 2022**

AGN. NO.

REVISED MOTION BY SUPERVISOR HILDA L. SOLIS

June 14, 2022

AND SHEILA KUEHL

Establishing the Land Bank Pilot

The County has explored numerous strategies to address our housing and homelessness crisis. On March 1, 2022, the Board of Supervisors adopted a motion, [Establishing a Land Bank for Los Angeles County](#), introduced by Supervisors Hilda L. Solis and Sheila Kuehl in order to prevent real estate speculation and create new opportunities for affordable housing in areas experiencing and set to experience rapid gentrification and displacement near the Los Angeles River, instructing the Chief Executive Officer, in collaboration with the Department of Public Works, the Anti-Racism Diversity and Inclusion Initiative (ARDI), Metro, and outside partners to report back to

Metro

Los Angeles County
Metropolitan Transportation
Authority
One Gateway Plaza
3rd Floor Board Room
Los Angeles, CA



Board Report

File #: 2022-0422, File Type: Motion / Motion Response

Agenda Number: 49.

**REGULAR BOARD MEETING
JUNE 23, 2022**

Motion by:

DIRECTORS SOLIS, NAJARIAN, KUEHL, AND MITCHELL

Land Bank Pilot Partnership with Los Angeles County Motion

On Tuesday, June 14, 2022, the Los Angeles County Board of Supervisors approved a motion directing County Departments to collaborate with Metro and other local agencies to draft a report detailing the steps necessary to create a Land Bank Pilot. The purpose of the Pilot is to support existing affordable housing infrastructure and increase the stock of affordable housing within the County with a particular focus on areas along the Los Angeles River and greening and infrastructure initiatives connected to the river. The motion also directed staff to develop a plan to secure at least \$50 million in seed funding for the Land Bank Pilot.



BoS Motion Directives

- **Develop next steps to create the land bank with a focus on the LA River and projects that connect to the River;**
- **Develop a plan to secure \$50 million in seed funding; and**
- **Direct staff to provide annual reports on outcomes**

Metro Motion Directives

- **Collaborate with LA County to explore opportunities for partnership with a focus on LA River and projects that connect to the River;**
- **Identify roles that Metro can take on within the pilot; and**
- **Explore additional ways to partner with Metro on housing**

WHY PARTNER WITH METRO?



Taylor Yard (Cypress Park)
• 18 acres
• Affordable apartments, market-rate condos, retail



Westlake Station (Westlake)
• 2 acres
• Affordable and market-rate apartments, hotel, commercial

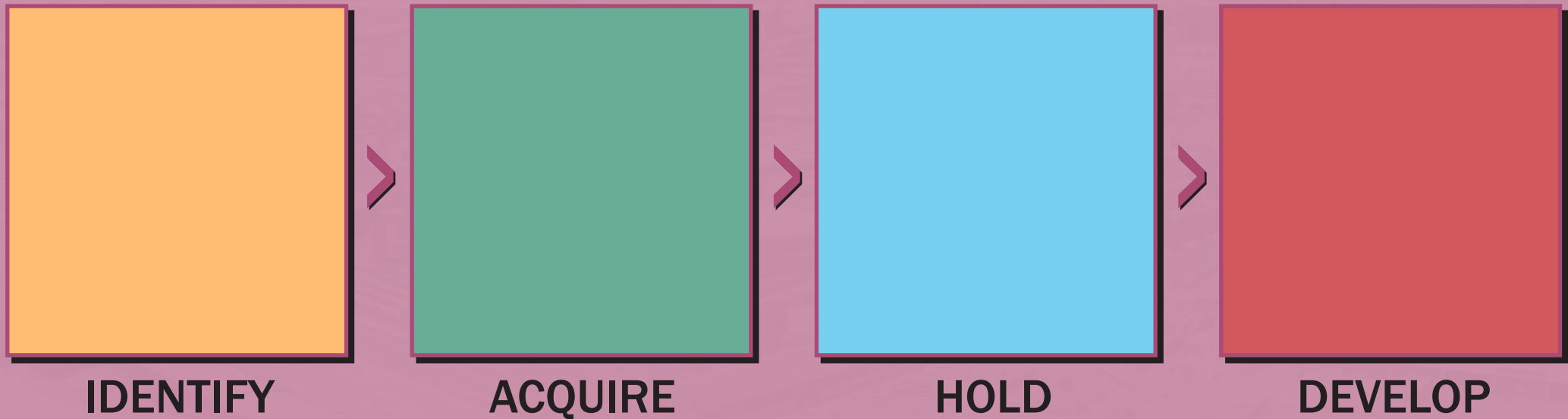


1st/Soto (Boyle Heights)
• 0.3 - 0.5 acres
• Affordable apartments and retail

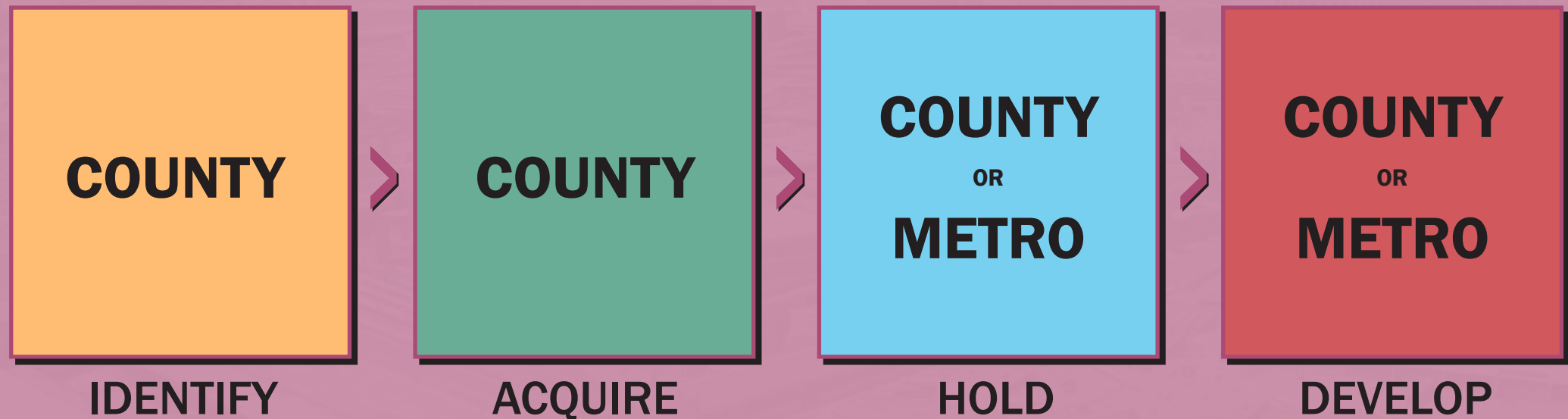


1st/Lorena (Boyle Heights)
• 0.75 acres
• Affordable apartments and retail

HOW WOULD THE LAND BANK WORK?



HOW WOULD THE LAND BANK WORK?



NEXT STEPS

- **Reports later this month, September and October**
- **Finalize framework and secure funding**
- **CEQA compliance undertaken at Land Bank launch**
- **Launch date TBD**

CONTACT INFORMATION

Martin Reyes

Transportation Deputy for Supervisor Hilda L. Solis

mreyes@bos.lacounty.gov

213 - 974 - 4111



Los Angeles County Supervisor

HILDA L. SOLIS

460

First District



Board Report

File #: 2022-0422, File Type: Motion / Motion Response

Agenda Number: 49.

**REGULAR BOARD MEETING
JUNE 23, 2022****Motion by:****DIRECTORS SOLIS, NAJARIAN, KUEHL, AND MITCHELL**

Land Bank Pilot Partnership with Los Angeles County Motion

On Tuesday, June 14, 2022, the Los Angeles County Board of Supervisors approved a motion directing County Departments to collaborate with Metro and other local agencies to draft a report detailing the steps necessary to create a Land Bank Pilot. The purpose of the Pilot is to support existing affordable housing infrastructure and increase the stock of affordable housing within the County with a particular focus on areas along the Los Angeles River and greening and infrastructure initiatives connected to the river. The motion also directed staff to develop a plan to secure at least \$50 million in seed funding for the Land Bank Pilot.

Land banks are public organizations that acquire, hold, and manage land in order to remove land from the speculative market and reserve them for future uses. The County's Land Bank Pilot stems from the County's recently updated Los Angeles River Master Plan (Master Plan) which builds upon the County's 1996 plan to address critical issues including equity, workforce development, safety, environmental justice, and affordable housing. The Master Plan utilized existing plans such as the Lower Los Angeles River Revitalization Plan and the City of Los Angeles Los Angeles River Revitalization Plan combined with robust community outreach and data research to identify areas for investment and potential projects along the 51 miles of river. Goal 6 of the Master Plan directs the County to identify funding necessary to create an affordable housing land bank or other mechanisms to purchase land in proximity to the Los Angeles River and to hold it for future development of affordable housing, or permanent supportive housing. The Land Bank Pilot is intended to mitigate speculation along the Los Angeles River that may occur when large infrastructure investments are made, especially in low-income communities of color.

The County's recent adoption of the Master Plan and action to establish a Land Bank Pilot offers an opportunity for Metro to build on the 2021 Joint Development Policy Update, which included recommendations for a Housing Lab that could explore land banking opportunities. Metro has major capital projects in the pipeline located on or adjacent to the Los Angeles River that may increase property values and real estate speculation in low-income communities along the corridor. These projects include the LA River Path, the West Santa Ana Branch Transit Corridor, the Arts District Station, Rail to River, and others. Metro also offers unique expertise in acquiring, holding, and re-developing land across the region. Joint development projects like Lorena Plaza and Los Lirios in

Boyle Heights are shining examples of what the power and significance of land banks. A partnership with the County through the Land Bank Pilot would create opportunities to target specific areas where both Metro and County are making significant investments and would make the best use of Metro's experience in acquiring, holding and developing land.

SUBJECT: LAND BANK PILOT PARTNERSHIP WITH LOS ANGELES COUNTY MOTION

RECOMMENDATION

APPROVE Motion by Directors Solis, Najarian, Kuehl, and Mitchell directing the Chief Executive Officer to:

- A. Collaborate with the Los Angeles County Chief Executive Office, other County Departments and outside community partners to explore opportunities to partner on the Land Bank Pilot;
- B. Identify specific roles that Metro can take on as part of the Land Bank Pilot and associated duties that align with Metro's role as a transit operator and transportation planner for the region. Metro should consider a scenario in which the County leads property acquisitions where a nexus to Metro exists and Metro takes on holding and developing the properties;
- C. Explore additional ways to partner with the County leveraging the work of Metro's Housing Lab, including participating in the County's Community Land Trust Partnership Pilot Program; and
- D. Report back on all directives above in October 2022.



2355 Crenshaw Blvd., #125
Torrance, CA 90501
(310) 371-7222
sbccog@southbaycities.org
www.southbaycities.org

November 6, 2022

The Honorable Holly J. Mitchell, Chair
Los Angeles County Board of Supervisors
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

RE: Concerns Regarding Los Angeles County Land Bank Program

Dear Supervisor Mitchell,

The South Bay Cities Council of Governments (SBCCOG) has concerns regarding the county's proposal to establish a land bank pilot program. We believe that it could undermine local land use and zoning regulations and exempt property taxes while the county "holds" land for future use. Local jurisdictions are required by law to carefully study and develop sound General Plan Land Use and Housing Elements. The county should not implement the Land Bank Pilot without input from incorporated cities, particularly if it does not conform with local development standards and is not restricted to unincorporated areas.

As proposed, the Land Bank Pilot would not only negate the extensive community and stakeholder input received and analyzed as part of the development of General Plans, but also would explicitly usurp local authority over land use decisions. City Councils are elected by voters to listen, respond, and work with the community to adopt these local priorities. The Land Bank Pilot would undermine state certified housing elements by allowing the county to indefinitely hold land for potential future uses negating local land-use decision making, crippling cities' ability to implement their prepared plans and threatening future funding for local services.

The Land Bank Pilot would also deprive cities of essential property tax income that is used to fund important community services. Tax-free acquisition and retention of property by the county, and the recommendation that the tax-free status should also be extended to private parties, would negatively impact cities' ability to provide basic services. The proposal does not address how cities are to recoup this loss of property-tax income either.

Another significant concern involves the Land Bank Pilot's competition with and duplication of the work by the LA County Affordable Housing Solutions Agency recently created by SB679. The new agency will have the authority to preserve, protect, and build affordable housing through bonds and other long-term revenue sources. It could achieve the same goals as the Land Bank Pilot and would conceivably compete for the same funding and land resources.

If the county moves forward with implementation of the Land Bank Pilot, it should only apply to unincorporated areas and should be voluntary for incorporated cities. The county should also

LOCAL GOVERNMENTS IN ACTION

Carson El Segundo Gardena Hawthorne Hermosa Beach Inglewood Lawndale Lomita
Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills
Rolling Hills Estates Torrance Los Angeles District #15 Los Angeles County

ensure that the pilot program adheres to all local land use and zoning requirements for cities that do participate.

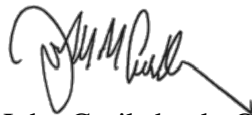
The fact that the county has developed the program without stakeholder input further erodes trust between the county and the 88 cities in it. The Blue Ribbon Commission on Homelessness (BRCH) report released earlier this year highlighted the severe challenges the county faces in its attempts to solve homelessness through LAHSA and Measure H. The BRCH report clearly identified the need for the county to partner with cities to address the complex issue of homelessness. Housing affordability is as complex an issue and there is no reason the same philosophy shouldn't apply to the Land Bank Pilot.

We understand the dire need for affordable housing in Los Angeles County. Like the county, cities are responding and continuing to plan, zone, and promote opportunities for the construction of housing projects to meet that need. Additionally, state legislation continuously propels cities and the county to reexamine current land-use functions. The implementation of major housing bills, like SB 9 and most recently AB 2011 and SB 6, should drastically transform the supply, affordability, and landscape of housing throughout the region. These statewide laws, along with the reasons stated above, make the creation of a countywide land bank program unnecessary.

We understand that the county, like SBCCOG member cities, has its own land use authority and must find opportunities to create and fund affordable housing in its unincorporated areas. We believe the land bank program may be most suitable for the unincorporated areas in each Supervisor's jurisdiction, or in cities that chose to participate.

Again, the SBCCOG urges you to reconsider the land bank proposal and to work collaboratively with cities throughout the county to address the urgent affordable housing needs our region faces.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Cruikshank', with a long horizontal stroke extending to the right.

John Cruikshank, Chair
South Bay Cities Council of Governments
Councilmember, City of Rancho Palos Verdes

CC: Los Angeles County Supervisors Hahn, Kuehl, Solis, Barger
Los Angeles County CEO
Los Angeles County Metropolitan Transportation Authority Board of Directors
Los Angeles County Division, League of California Cities
California Contract Cities Association



CITY OF
Palos Verdes Estates

OFFICE OF
THE MAYOR

October 31, 2022

The Honorable Janice Hahn
Los Angeles County Board of Supervisors
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

RE: Concerns Regarding Los Angeles County Land Bank Program

Dear Supervisor Hahn,

The City of Palos Verdes Estates has concerns regarding the county's proposal to establish a land bank pilot program that would undermine local land use and zoning regulations and exempt property taxes while the county "holds" land for future use. We supported Supervisor Hahn's motion at the September 27 Board of Supervisors (BOS) meeting to include cities in a working group and to study an opt-in approach for cities that want to participate in the land bank pilot program. We were disappointed that the Board rejected this opportunity to prioritize partnerships with cities in the development of this potentially expansive program, by a 3-2 vote.

As described in the June 23, 2022 CEO's report, the proposed county land bank program would allow for the acquisition and retention of property to potentially build affordable housing and serve as an anti-displacement mechanism in areas where large infrastructure projects are planned. While discussions currently center around a pilot program, the CEO's report cites an interest to expand the program countywide, without designation of unincorporated or incorporated areas. Addressing our local housing crisis is a priority for City of Palos Verdes Estates. However, we do not think that a land bank program, developed by the county in a vacuum, without city input, is appropriate for the following reasons:

The land bank program undermines state-certified housing elements. Our city is in the process of certifying 199 units to meet the state-mandated Housing Element, which entails years of planning, community outreach, and financial resources to identify sites suitable for housing units at all income levels. Without dialogue from cities, the county's land bank program would undermine this state/city planning process designed to zone and plan for all housing needs, including affordable developments.

Implementing the land bank program in incorporated cities is an encroachment of local land use authority and zoning adopted by local elected officials. Voters make conscious decisions to elect leaders at every level of government to administer functions specific to that jurisdiction. As such, our city council was elected to listen, respond, and work with our community members in developing land-use and other community priorities. The county's plan to hold land for an indeterminate time and develop it, without regard for existing city land use laws and planning, is a severe overreach. It overrules local land-use decision making, cripples cities' ability to implement their prepared plans and threatens future funding for local services.

The land bank program would compete with and unnecessarily duplicate the work of the Los Angeles County Affordable Housing Solutions Agency (LACAHSa) recently created under SB 679. Governor Newsom just signed SB 679 (Kamlager, 2022) to create LACAHSa, a new countywide affordable housing agency to preserve, protect, and build affordable housing. LACAHSa will have the authority to fund housing and preservation through bonds and other long-term revenue sources. The new agency's governance structure and regional funding allocation formulas can achieve the same goals as the proposed land bank program but with the structure and capacity to both purchase land and develop it. It is foreseeable that the county's land bank program could compete for the same funding and land as LACAHSa.

The land bank program would deprive cities of essential property tax income that financially support community services. As described in the June 23, 2022 CEO's report, the proposed county land bank program would allow for the acquisition and retention of property tax free by the county. The report further recommended that the county's tax free status should be extended to private parties. Yet, this report fails to acknowledge the effects on cities' ability to provide basic services to their residents, especially in low-income communities and communities of color. Nor does the report address how cities are to recoup this proposed loss of property tax-based city income needed for community services.

Developing the land bank program in a vacuum further erodes trust and cooperation between the County and the 88 cities in it. We learned from this year's Blue Ribbon Commission on Homelessness (BRCH) report and recommendations that the county faces severe challenges in its efforts to address homelessness through LAHSA and Measure H. The BRCH report's message was clear: the county cannot solve regional homeless issues on its own. The report recommended local solutions and partnerships with cities. There is no reason that the same philosophy shouldn't be used under the land bank program. As such the county should be partnering with cities to create affordable housing.

We understand the dire need for affordable housing in Los Angeles County. Like the county, cities are responding and continuing to plan, zone, and promote opportunities for the construction of housing projects to meet that need. Additionally, state legislation continuously propels cities and the county to reexamine current land-use functions. The implementation of major housing bills, like SB 9 (Atkins, 2021) and most recently AB 2011 (Wicks, 2022) and SB 6 (Caballero, 2022), will drastically transform the supply, affordability, and landscape of housing throughout the county. These statewide laws, along with the reasons stated above, make the creation of a countywide land program unnecessary. Nevertheless, we understand that the county, like our city, also has its own land use authority and must find opportunities to create and fund affordable housing in its unincorporated areas. We believe the land bank program may be most suitable for the unincorporated areas in each Supervisor's jurisdiction, or in cities that chose to participate.

Again, the City of Palos Verdes Estates urges you to reconsider the land bank proposal and work collaboratively with your district cities to address the urgent affordable housing needs in the county.

Sincerely,
Victoria A. Lozzi
Mayor
Palos Verdes Estates





City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 15.A

Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: EMPLOYEE PERFORMANCE EVALUATION
GOVERNMENT CODE SECTION 54957, TITLE CITY MANAGER

DATE: November 14, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

None.

ATTACHMENTS:



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 15.B

Mtg. Date: 11/14/2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CHRISTIAN HORVATH, CITY CLERK / EXECUTIVE ASSISTANT TO
CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PUBLIC EMPLOYEE APPOINTMENT
CALIFORNIA GOVERNMENT CODE SECTION 54957
TITLE: CITY ATTORNEY

DATE: November 14, 2022

BACKGROUND:

None.

DISCUSSION:

None.

FISCAL IMPACT:

None.

RECOMMENDATION:

None

ATTACHMENTS: