

INFORMATIONAL GUIDE
FOR
SAN MARINO
RESIDENTS



City of San Marino



INTRODUCTION

This brochure has been prepared for the information of all San Marino residents, new and old. It contains pertinent facts and points of interest concerning our city. Its reading is recommended for every member of the family.

In particular, many of our newer residents are unaware of a number of special ordinances, peculiar to San Marino, which have helped to maintain our unique residential character. We have tried to make them understandable and interesting to review.

If you have any questions concerning any of the information contained on the following pages, do not hesitate to call the office of the City Manager for further information or clarification at (626) 300-0700.

This guide should not be used as a substitute for the official laws of the City of San Marino. The San Marino City Code and Ordinances contained within the Code are on file in the City Clerk's Office located at the City Hall. Also, for your convenience, the City Code is available on the City's website at www.cityofsanmarino.org.

The City of San Marino wants to extend both a warm welcome to all new residents of our community and a special thanks to all established residents for helping to keep San Marino the community we have all come to love.

Sincerely,

City of San Marino

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SAN MARINO HISTORY

The principal portions of San Marino were included in a Mexican Land Grant in 1830 to an Indian woman named Señora Victoria Reid, the widow of an Englishman. She named her rancho Huerta de Cuati. Prior to this grant, the area was part of the San Gabriel Mission (the "Old Mill" was the grist mill for the Mission), and before that was occupied by the Gabrielino Indians with their village located at what is now Huntington School.

In 1852, Mrs. Reid deeded her rancho to Don Benito Wilson. Later, Wilson deeded the main portion to J. de Barth Shorb, who named his rancho after his grandfather's plantation in Maryland, which in turn had received its name from the Republic of San Marino, in Italy.

The San Marino Republic was named after a Dalmatian stone-cutter, by the name of Marino, who fled nearly sixteen hundred years ago from his home on the Dalmatian coast at the time of a Turkish invasion, and took refuge among the rocky crags of Monte Titano, which commanded a view of the Adriatic Sea. In 1085 A.D., the Monastery at Mt. Titano canonized Marino and changed his name to San, which means Saint, hence Saint or San Marino.

In 1903, the Shorb Estate was purchased by Henry E. Huntington and in 1913 the three primary ranchos of Wilson, Patton, and Huntington, together with the subdivided areas from those and smaller ranchos, such as Stoneman, White, Rose and others, were incorporated as the City of San Marino. The first mayor was George S. Patton, Sr., a prominent Los Angeles attorney and father of famous WWII General George S. Patton, Jr.

The San Marino seal contains the three summits of Mt. Titano, upon each of which reposes a tower, fortified with walls built from native rock and capped with a bronze plume, all surrounded by a heart-shaped scroll with two roundels and a lozenge (of unknown significance) at the top. Underneath the left side is a graceful palm frond and underneath the right side, a branch from an orange tree. The crown representing the monarchy on the original was removed and five stars representing the five members of the City's governing body were added.

The first San Marino school was opened at the corner of Monterey Road, (then called Calle de Lopez) and Oak Knoll Avenue, in what was known as the Old Mayberry Home, on September 9, 1917, with three teachers and thirty-five pupils, grades kindergarten through the eighth. High School students attended South Pasadena High until San Marino High School graduated its first class in 1956. Our High School nickname, "The Titans," comes from Mt. Titano, in the Republic of San Marino.

Statistics

Incorporated.....	April 25, 1913
Area.....	3.75 square miles
Population (2016).....	13,365
Lacy Park Area.....	30 acres
Huntington Library Area.....	207 acres
Miles of Streets.....	67 miles
Altitude.....	557 feet above sea level



SAN MARINO CITY COUNCIL

Governing the City of San Marino is a City Council of five members, elected by the people for a four-year term, at elections held in November of odd calendar years. These five Council members serve without any financial compensation and elect one of their own members as Mayor.

San Marino was formed to protect your personal rights and to control the growth and activities of the City in such a way that each individual resident will be guaranteed a pleasant place in which to live with a minimum of nuisance, with assurance that their property values will be protected by stringent zoning regulations.

It is your City Council's desire to acquaint the old and new residents with the history and background of San Marino, its many advantages, and some of your responsibilities as a citizen.

May we take this opportunity to extend to all San Marinians a cordial invitation to call on any branch of your City Government to aid you with any service we can offer. This is your City, and the friendly and courteous city employees are happy to assist you in enjoying your own hometown of which we are all so proud.

The principles upon which the first City Council established San Marino in 1913 have been followed through the ensuing ninety-three years. The founders of this city wished it to be uniquely residential - single-family homes on large lots surrounded by beautiful gardens, with wide streets and well maintained parkways. There were to be no manufacturing districts, heavy business areas or any apartment houses or duplexes. To maintain these standards, the City Council has continued to pass and enforce strict zoning regulations.

The City Council meets on the 2nd Wednesday of the month at 6:00 p.m.

**TO CONTACT YOUR CITY COUNCIL MEMBERS, VISIT THE CITY WEBSITE
http://www.ci.san-marino.ca.us/city_council.htm OR CONTACT THE CITY CLERK AT
(626) 300-0705.**



THE PLANNING COMMISSION

The Planning Commission, consisting of five members and one alternate appointed by the Mayor and City Council, serves as a tribunal for all requests for zoning variances and conditional use permits. The Commission is the first line of defense in protecting the physical character of the City.

The Planning Commission meets on the 4th Wednesday of the month at 7:00 p.m.

THE DESIGN REVIEW COMMITTEE

The Design Review Committee consists of five regular members and one alternate. The Committee is appointed by the Mayor and City Council. Their role is to carefully review new and remodeled structures to ensure architectural compatibility with the neighborhood.

The Design Review Committee meets on the 1st and 3rd Wednesday of the month at 7:00 p.m. Preliminary discussion of proposed plans is welcome.



CITY GOVERNMENT

City Hall

2200 Huntington Drive
(626) 300-0700

Police Department

2200 Huntington Drive
Emergency Calls: 911 Business Calls: (626) 300-0720

Fire Department

2200 Huntington Drive
Emergency Calls: 911 Business Calls: (626) 300-0735

Public Library

1890 Huntington Drive, San Marino, CA 91108
(626) 300-0777

Board of Trustees

The board meets on the 4th Monday of the month at 7:30 a.m. in the Thornton Conference Room at the Crowell Public Library.

Recreation Department

Recreation Office at Stoneman School:
1560 Pasqualito Drive San Marino, CA 91108
626-403-2200

Recreation Commission

Recreation Commission meets August, October, January, March, April, and May at 7:00 p.m. in the Barth Room at the Crowell Public Library.



PUBLIC SCHOOLS
SAN MARINO UNIFIED SCHOOL DISTRICT
1665 WEST DRIVE
(626) 299-7000

The San Marino Unified School District is jurisdictionally, administratively and financially completely distinct from the City of San Marino. It comprises approximately 2,700 students, K-12, located in two elementary schools (K-5), one middle school (6-8), and one high school (9-12). The district is governed by a five member Board of Education, elected to 4-year terms and serving without compensation. The Board meets on the second and fourth Tuesday of each month at 7:30 p.m. at the San Marino Unified School District Office, 1665 West Drive.

The School District boundaries include the entire City of San Marino, plus a small unincorporated area to the east of the City limits. Because of the near identical boundaries and the small size of both the City and the School District, the two agencies work closely together in all areas of common citizen interest.

K.L. Carver School (K-5)	1300 San Gabriel Blvd. 299-7080
William L. Valentine School (K-5)	1650 Huntington Drive 299-7080
Henry E. Huntington School (6-8)	1700 Huntington Drive 299-7060
San Marino High School (9-12)	2701 Huntington Drive 299-7020

All information pertaining to the schools, including enrollment registration may be obtained from the District Office at 299-7000.

SAN MARINO SCHOOLS FOUNDATION

The San Marino Schools Foundation was formed in 1979 in response to severe reductions in state and school funding. Currently, California funding of public schools ranks in the bottom 1/5 of the nation in per pupil spending. San Marino receives 25% less funding than the state average.

The sole purpose of the Foundation is to raise money for the San Marino Unified School District. Since 1979, the Foundation has contributed more than \$7.5 million; during the last several years, the Foundation has given to the District an average of more than \$700,000 per year. These funds have been used to lower teacher/student ratios, to add programs, including languages, band, drama and dance; and to improve facilities including technology and auditorium renovation.

The San Marino Schools Foundation is a 501(C)(3) non-profit corporation. Donations are tax deductible. For more information, contact the Foundation offices at 299-7000.

San Marino Clubs and Organizations

American Association of
University Women
Pasadena Branch
www.aauw.org

American Legion Post#239
P.O. Box 80463
San Marino, CA 91118

American Red Cross
430 Madeline Drive
Mail – Box 91087
Pasadena, CA 91109

Boy Scouts of America
San Gabriel Valley Council
3450 Sierra Madre Blvd.
Pasadena, CA 91107
(626) 351-8815

Boys and Girls Club
3230 Del Mar Blvd.
Pasadena, CA 91107
(626) 449-9100

Chinese Club of
San Marino
2425 Huntington Dr.
San Marino, CA 91108
(626) 796-8636
www.ccsm.org

City Hall – San Marino
2200 Huntington Dr.
San Marino, CA 91108
(626) 300-0700

City of San Marino
Recreation Department
1560 Pasqualito Dr.
San Marino, CA 91108
(626) 403-2200

Daughters of the American
Revolution
San Marino Chapter
Susan Daniels, Regent
www.californiadar.org

Garden Club of
San Marino
P.O. Box 80002
San Marino, CA 91118

Girl Scouts of America
Mt. Wilson Vista Council
101 E. Wheeler Ave.
Arcadia, CA 91006
(626) 445-7771

Hill-Harbrison House
(San Marino Girl Scout
House)
1841 Alhambra Rd.
(626) 284-4023

Huntington Corral of
Westerners International
P.O. Box 80241
San Marino, CA 91118
(626) 284-2130

Judicial Watch
www.judicialwatch.org

League of Women Voters
1353 N. Hill Ave.
Pasadena, CA 91104
(626) 798-0965

Little League,
San Marino National
P.O. Box 80184
San Marino, CA 91118
president@smnll.org

Masonic Lodge #685
3130 Huntington Dr.
San Marino, CA 91108
(626) 285-8856

Newcomers Club of San
Marino
Shirley Donovan
(626) 396-3940

Old Mill Foundation
1120 Old Mill Rd.
(626) 449-5458

Partnership for Awareness
Darrel Chan
(626) 285-6086

Pasadena-Foothill
Association of Realtors
1070 E. Green St., Ste. 100
Pasadena, CA 91106
(626) 795-2455

PTA Council
1665 West Dr.
San Marino, CA 91108

Rotary Club of San Marino
P.O. Box 80301
San Marino, CA 91118

San Marino Chamber of
Commerce
2304 Huntington Dr. #202
San Marino, CA 91108
(626) 386-1022

San Marino City Club
P.O. Box 80276
San Marino, CA 91118
smcityclub@gmail.com

San Marino Guild of
Huntington Hospital
P.O. Box 80194
San Marino, CA 91118

San Marino Heritage
Shirley Jagels, President
1613 Chelsea, #312
San Marino, CA 91108
(626) 926-3126 Demo
Hotline
(626) 441-1400 Fax
info@sanmarinoheritage.org
www.sanmarinoheritage.org
www.facebook.com/sanmarinoheritage

San Marino Historical
Society
Eugene Dryden, President
P.O. Box 80222
San Marino, CA 91118
(626) 449-2037

San Marino Library,
Friends of
(626) 300-0777

San Marino Lions Club
(626) 307-1676

San Marino Schools
Foundation
1665 West Dr.
San Marino, CA 91108
(626) 299-7014

San Marino Tennis
Foundation
1196 St. Albans Rd.
San Marino, CA 91108
(626) 793-1622

San Marino Tribune
1441 San Marino Ave.
San Marino, CA 91108
(626) 792-6397

San Marino Women's Club
1850 Virginia Rd.
San Marino, CA 91108
(626) 282-3918

Silver Triangle Club of
Active Retirees
1605 Garfield Ave.
So. Pasadena, CA 91030
(626) 799-9119

Toastmasters Pasadena
Club Six
Pasadenatm@gmail.com

Soccer
AYSO
Region 40 (San Gabriel)
www.ayso40.org
Region 214 (S. Pasadena)
www.ayso214.org

YMCA
San Marino/S. Pasadena
1605 Garfield Ave
So. Pasadena, CA 91030
(626) 799-9119



City of San Marino Important Telephone Numbers

Athens Services 336-3636	Huntington Memorial Hospital Emergency Room 397-5111	San Marino Chamber of Commerce 286-1022
California Highway Patrol 888-424-7211	L.A. County Disaster Hotline 800-462-9029	San Marino Environmental Hotline 585-2223
California-American Water Company 888-237-1333	Las Encinas Hospital 795-9901	San Marino Public Library 300-0777
Caltrans (Highway Conditions) 800-427-7623	Los Angeles County Sheriff's Station 285-7171	SBC (Pacific Bell) Telephone Repair Service 611
City Hall 300-0700	Methodist Hospital Emergency Room 574-3456	SBC (Pacific Bell) Telephone Service 800-310-2355
County Office Emergency Management 323-980-2260	Metrolink 800-371-5465	Southern California Edison 800-684-8123
Department of Motor Vehicles (CA) 800-777-0133	MTA 800-266-6883	Southern California Gas Company 800-427-2200
Dial-A-Ride 744-4094	Poison Control Systems 800-876-4766	Sunnyslope Water Company 287-5238
Emergency 911	Police Department (Non-emergency) 300-0720	U.S. Post Office 800-275-8777
Fire Department (Non-emergency) 300-0735	San Gabriel Valley Medical Center Emergency Room 570-6514	
Humane Society of Pasadena 792-7151		

SPECIAL CITY ORDINANCES

SINGLE FAMILY HOMES

All homes in San Marino are for single family use only. Each home may have only one kitchen and may not be used for roomers, boarders, or commercial use, other than those qualified as a home occupation.

PERMITS REQUIRED FOR HOME IMPROVEMENTS

If you are considering making any improvements to your home, please make sure a permit is obtained *prior* to starting work. Projects that require permits include, but are not limited to, any plumbing, electrical or mechanical work, pools, drywall, roofing, additions, patio covers, accessory structures/storage sheds, fences/walls, and bathroom and kitchen remodeling. Significant penalty fees will be charged for work started prior to obtaining a permit. We encourage you to contact the Building Department at 626-300-0712 prior to starting any work to determine if a permit is required or if there are any other special requirements associated with your proposed project.

CONTRACTOR LICENSE

All contractors working in San Marino must obtain a City business license and, when applicable, a building permit. This includes contractors in construction, plumbing, painting, gardening, tree trimming, air conditioning, and other trades. Using an unlicensed or non-permitted contractor of any kind is illegal and places the homeowner in jeopardy of removing all illegal work. All insurance liabilities also rest with the homeowner in such cases.

BACKWATER VALVE REQUIREMENT IN SEWER LINES

It has come to our attention in recent months that some of the sewer connections within the private properties in the City do not have a backwater valve installed where required. This condition could result in sewage flooding your home in the event of main line stoppage.

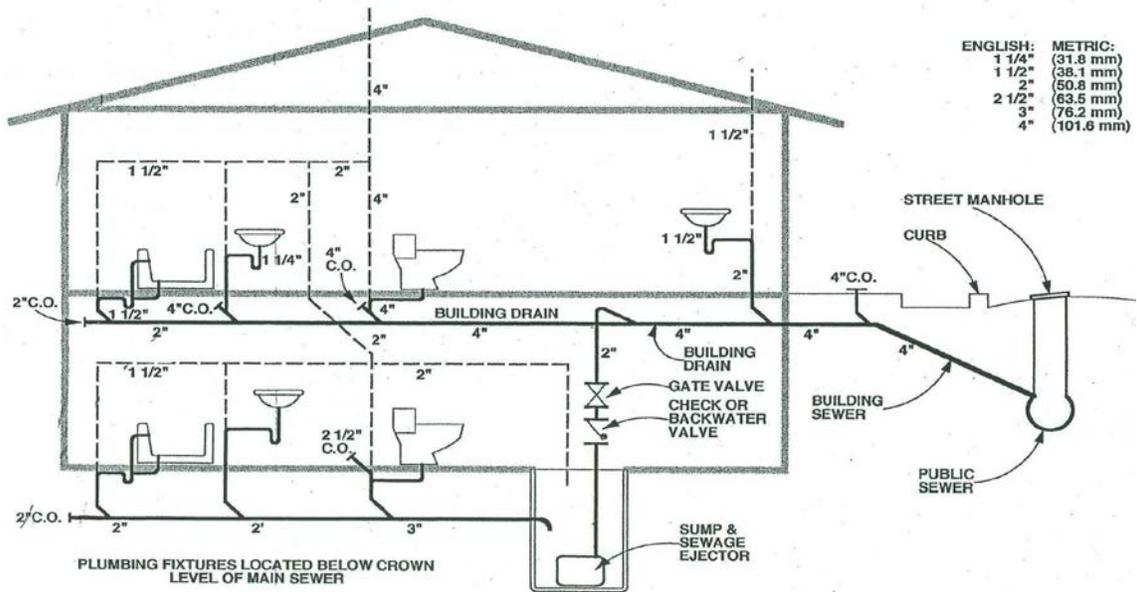
Not all buildings require backwater valves. If the flood rim of all the plumbing fixtures, (i.e., tubs, showers, sinks, toilets) are above the level of the next upstream manhole, no backwater valve is needed. If however, the floor rim of any of the plumbing fixtures is below the next upstream manhole a backwater valve is required. The backwater valve is required to be readily accessible so it should be discernible if you have one on your system.

In the event your situation requires a backwater valve and one has not been installed in your plumbing system, you should take immediate steps to protect your valuable property. You should contact a plumbing contractor to assist you in locating the sewer stub out from the building and installing an approved backwater valve. A permit and inspections are required for such installations.

Concrete Pit for Access and Repair



Plumbing Fixtures below Upper Manhole Elevation and Above Crown Level of Main Sewer



TREE PRUNING AND REMOVAL

Pruning done by anyone other than the property owner or a state licensed tree contractor requires a permit. Most trees require a permit to be removed. Illegal tree removal is subject to the issuance of a citation, a severe penalty fee and will require replacement, determined by the City, at the owner's expense. Please check with the City for the most recent tree removal regulations prior to the removal of any tree.

VEHICLE STORAGE

No automobile, boat, motor home, or other vehicle may be parked or stored on a driveway visible from the street for more than 48 hours. Cars should be parked in the garage.

GARAGE USE

Each home must have a 2-car garage available for automobile storage only. Garages may not be converted to living quarters nor used for non-vehicle storage purposes. Cars should be placed in garages at night.

BUSINESSES IN HOME

Homes may not be used to conduct businesses, except under very strict guidelines. No warehousing, pick up and delivery, signs, advertising, customer or supplier visits, or retaining of employees is permitted. Residential address may not be shown in advertising, letterheads, or literature. Professionals, operating within these rules, must obtain a City business license.

SWIMMING POOL FENCES AND GATES

For the safety of small children of the City, certain precautionary measures must be taken and maintained. All swimming pools must be enclosed with a fence at least five feet high, and all gates leading into the pool area must be equipped with a self-closing, self-latching device.

FENCES AND HEDGES

Front yard hedges may be no more than 4' high in most areas. Front yard fences are subject to design review and also opacity and setback requirements. Chain link and wire fences are prohibited in front yards and street side yards of corner lots. Contact the Planning and Building Department for specific details.

SIGNS

Only the following signs are permitted on each R-1 lot or building site in this city. One unlighted sign, to be placed on the owner's property, not to exceed 475 square inches overall, nor 28 inches in length, to be located not less than 10 feet from any side property line. The top shall not exceed 36 inches above the ground level. It must pertain only to the rental, lease, or sale of the building or property. Also prohibited are flags, banners, and arrows. It is unlawful to advertise or display a vehicle for sale anywhere within the city.

ALL NIGHT PARKING

San Marino has an ordinance which prohibits all-night parking on City streets and states that no person shall stop, stand, or park a vehicle between the hours of 2:00 a.m. and 5:00 a.m. of any day. If an owner cannot move their vehicle off the City street, due to mechanical difficulty or driveway construction or repairs, the Police Department should be notified. Parking your vehicle in the garage prevents burglary, theft and vandalism. Burglars seek out homes with cars in driveways at night.

TRASH

Trash, rubbish and garbage must be stored in side or rear yards, out of sight from the street. Collection in the rear or side yard is mandatory in San Marino. Arrangements with a City licensed contractor must be made for the removal of rubbish and trash on a weekly basis. Recycling bins for certain items will be supplied by the contractor. Green waste, such as grass clippings, leaves and small tree limbs, are to be placed in a separate container labeled for green waste recycling. The dumping or burying of garbage and rubbish on any street, vacant lot or in any flood control channel is also prohibited by City ordinance.

WATER DRAINAGE AND DEBRIS IN STREETS

It is illegal to operate any hose or sprinkling system in such a manner that excessive water is thrown upon any sidewalk or paved portion of any street, or to permit any swimming pool, drain or appliance to discharge water or waste upon any sidewalk or paved portion of any street, or to place, sweep, blow or wash any leaves or similar debris into a public street or alley.

PUBLIC OWNED PARKING LOTS

Vehicles shall not be parked on public parking lots between 2:00 a.m. and 5:00 a.m. of any day. Vehicles weighing over 6,000 lbs., boats, motor homes, trailers or any component are prohibited from parking on public parking lots.

CHARITABLE SOLICITATION

Any person or organization wishing to solicit funds in San Marino must first obtain permission from the City. Applicants must file complete information and comply with all conditions of the San Marino City Code, including the signing of a statement that no solicitation will take place at any residence or commercial business whose name appears on the non-solicitation list that is kept up-to-date by the City or any resident or commercial business who has posted a "No Solicitation" sign. Bona fide religious groups must register with the City only. If you wish to take advantage of this ordinance, you are asked to contact the City Clerk's office at (626) 300-0705.

PEDDLING STRICTLY PROHIBITED

No peddling of any kind is allowed in San Marino. The City ordinance enforcing this restriction against commercial house-to-house solicitation has been in effect since 1936. Any uninvited persons who come to your door to solicit the sale of goods, wares, or merchandise, should be reported immediately to the Police Department. Also prohibited is the distribution of “throw-away” advertising, handbills, etc.

FIREARMS AND AMMUNITION

It is unlawful for any person under the age of eighteen years to have in their possession, care, custody, or control any BB gun, spring-loaded or air gun or firearm of any description or any cartridge, shell or device containing any explosive. All firearms and ammunition found in the possession of persons under the age of eighteen years shall be confiscated. It is also unlawful to fire, shoot or discharge any firearms within the City.

BICYCLE LICENSES

Bicycle licenses are obtained at City Hall for a nominal fee and must be procured before a bicycle can be operated on City streets. A registration card and decal are issued when a license is obtained. The decal is secured onto the bicycle at the Fire Department. The Police Department keeps a record of all licenses issued. When a bicycle is sold or transferred, the new owner must then obtain a license.

MINI-BIKES AND GO-CARTS

There is no area within the City, including public streets, where they may be lawfully ridden. The City schools have requested that the Police Department take action against any person riding such vehicles on school property. Mini-bikes and go-carts are motor vehicles and must be registered by the State when operated upon any public roadway, and the driver must be licensed. All mini-bikes and go-carts operated illegally on public roadways or on sidewalks or other public property may be impounded.

DOG LICENSES AND ANIMAL RESTRICTIONS

All dogs, at the age of four months, must be licensed by the City. Licenses can be obtained at City Hall for a nominal fee and a certificate of vaccination must be presented when owner applies for license and tags. Each year the City conducts a rabies clinic on the City Hall grounds, at which time owners may obtain inoculation against rabies for their pets.

Licenses are valid for a period of one year or up to three years, under certain circumstances. Dogs are not permitted to run at large and are impounded when apprehended by the South Pasadena Animal Control Center. Inquiries regarding lost dogs, cats, or other animals should be made by calling the Pasadena Humane Society.

It is permissible to keep up to a maximum of three dogs or four cats over the age of six weeks. No wild animals, horses, cows, burros, hogs or similar domestic beasts are permitted.

NOISE AND LIGHT

San Marino has very strict ordinances controlling decibel (noise) and Lumen (light) levels emanating from any home or parcel of property. Prohibited are excessive noises from loud radios, leaf-blowers, barking dogs, car engines, and loud parties. Outdoor lights, such as tennis courts, are closely regulated.

HOUSE INSPECTION UPON SALE OF PROPERTY

A certificate of compliance will be required on each piece of (residential) property undergoing sale or change of occupancy. An inspection will be made to identify certain health and safety items are addressed and to determine if any illegal changes have occurred since the last sale or inspection. Emphasis is placed on finding illegally converted garages and second kitchens.



LACY PARK REGULATIONS

In order to preserve the beauty of Lacy Park and to insure the availability of the Park to residents and their guests, many different kinds of regulations have been imposed.

The City Council requires group reservations for civic, school, church, club or private functions. Reservations must be made by obtaining a reservation permit at City Hall prior to the time of the event and are subject to the Park Director's and City Manager's approval. Except for unusual and unforeseen emergencies, Lacy Park shall be open to the public every day of the year at the hours posted in the park except Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

The following regulations are necessary and appropriate for the proper utilization of Lacy Park facilities.

1. The park is free to all on weekdays. On Saturdays and Sundays a nominal fee is charged to non- residents only.
2. No motor vehicles or motor scooters allowed.
3. No dogs allowed except on leash (at all times) and under full control. Leash cannot exceed five feet in length. Owners of dogs defecating in the park must remove such excrement within five minutes.
4. No fires or braziers allowed.
5. No alcoholic beverages or drunkenness allowed.
6. No shoes with cleats, playing of hard ball, or the use of golf clubs allowed.
7. No fireworks, explosives, archery, air guns, sling-shots, hunting or trapping equipment, or firearms allowed to be used or in possession.
8. Racing of bicycles, flying of model airplanes or possession of any motorized racer is prohibited.
9. No parking of motor vehicles except in designated and marked areas.
10. No loitering in or around restrooms or littering of grounds.
11. No destruction, cutting or removal of flowers, shrubs, plants or trees.
12. Control of noise levels from stereos, radios, musical instruments or any other source will be strictly enforced.
13. No remote controlled toys allowed.

LACY PARK TENNIS COURTS

The six championship tennis courts and pro shop in Lacy Park are administered by the San Marino Tennis Foundation, membership in which affords any San Marino School District resident unlimited playing privileges on a nominal annual dues basis. Non-members may play for a daily court charge. Details on membership and fees may be obtained at the Tennis Foundation office by contacting a tennis professional at (626)793-1622.

LACY PARK ROSE ARBOR

The Rose Arbor at the west entrance of the park has special significance for the people of San Marino. It is 63 years old and has long been a source of beauty and tranquility to many residents. In recent years, the care and upkeep of the Rose Arbor itself has been augmented by private donations from dedicated residents who have chosen to sponsor individual posts. These donors' names are perpetuated with bronze plaques. Information on this program is available at City Hall.

PROPERTY NUISANCE ORDINANCE

Ever since 1913, the year this city was founded, the City has built a reputation for well kept properties and strict enforcement of zoning restrictions and building regulations. The values and general welfare of this community are founded upon the appearance and maintenance of properties and property values.

The City has declared it a public nuisance to:

1. Have building or structures, which are unsafe or constitute a fire hazard, or which are otherwise dangerous to human life by reason of inadequate maintenance or dilapidation.
2. Have or maintain any building or structure in violation of the Uniform Building Code.
3. Cause drainage problems, which become injurious to public health, safety and welfare.
4. Maintain premises so as to constitute a fire hazard by reason of wood-like areas, rank overgrowth or accumulation of debris.
5. Maintain buildings which are abandoned, boarded up, partially destroyed, or permitted to remain unreasonable periods of time in a state of partial construction. Maintain unpainted buildings causing dry rot, warping, and termite infestation.
6. Maintain structures with broken windows constituting hazardous conditions and inviting trespassers and malicious mischief.
7. Allow overgrown vegetation - likely to harbor rats, vermin and other nuisances; causing a detriment to neighboring properties and property values.
8. Allow dead, decayed, diseased or hazardous trees, weeds and other vegetation constituting unsightly appearance, or a detriment to nearby property.
9. Have trailers, campers, boats and other mobile equipment stored for unreasonable periods in front or side yard areas.
10. Park motor vehicles for more than 48 hours in driveways or in required yard areas abutting public streets. .
11. Have any attractive nuisance dangerous to children in the form of abandoned and broken equipment, hazardous pools, ponds and excavations, and neglected machinery.
12. Have broken or discarded furniture or household equipment in front yard areas.
13. Have garage cans stored in front or side yard areas and visible from public streets.
14. To neglect premises to spite neighbors, or to influence zone changes, or to cause detrimental effect upon nearby property values.
15. To maintain premises in such a condition as to be a public nuisance.
16. To maintain premises in an unsightly condition.
17. To emit noise of such loud, unusual and penetrating nature so as to unreasonably disturb, or annoy the neighboring residents.

The procedures for abatement of premises found to constitute a public nuisance are handled through the City Manager's office and the Planning and Building Department. The Planning Commission declares and conducts a public hearing to ascertain if the known facts surrounding the condition of the property constitute a public nuisance.

CRIME PREVENTION

OPERATION IDENTIFICATION

To discourage the theft of personal items of value from homes and other locations, the Police Department is encouraging citizens to etch their auto operator's license numbers on items of value, such as TVs, radios, small appliances, tools, business machines, stereos, and cameras.

An electric etching tool will be loaned for this purpose, on a three days' basis, and may be checked out by contacting the Detective Bureau. This etching tool will etch metal, glass, ceramic, plastic or wood surfaces. You will be given an "Operation Identification" decal to affix in a conspicuous place, near or on your front door, to notify burglars that the property on your premises has been marked and can be identified.

AUTO THEFT PREVENTION

1. Never leave your car unlocked.
2. Always remove ignition key and roll up all windows.
3. Never leave personal property or packages visible inside the vehicle; lock them in the trunk.
4. Never park a vehicle on the street overnight.
5. Always park cars in garage. Cars parked in driveways make burglaries far more likely.

RESIDENTIAL SECURITY

When leaving on vacation or away from residence for several days:

1. Cancel all deliveries.
2. Discontinue newspapers.
3. Arrange with post office or neighbor to hold all mail.
4. Close and lock all windows and doors including garage.
5. Use a timer to turn lamp, or lamps on at dusk and off at retiring time to create a lived-in look.
6. Leave shades or blinds in normal position.
7. Arrange to have your lawn and property maintained.
8. Deposit your valuables in a safety deposit box.
9. Do not leave note indicating you are away.
10. Notify neighbors of your departure and return date. Request neighbors to observe your residence and report suspicious circumstances to police.
11. Notify the Police Department so your residence may be checked during your absence.

GENERAL PREVENTION AIDS

1. Install and use dead-bolts at top and bottom of all doors. Same with windows, if possible.
2. Keep garage doors closed. An open garage without a vehicle inside is a thief's invitation.
3. Sliding glass doors - in addition to the lock, place a steel rod in the track or drill a small hole in sill and drop a steel pin into the hole.
4. Keep a record of serial numbers and description of valuables. Take and maintain colored close-up photos of your furs, jewelry, and high-value items for police use in the event you are burglarized.
5. Do not hide door key in full view of the street.
6. Valuables, blank checks and personal papers not placed in safety deposit box should be well hidden within the residence.

7. Install an "interviewer" in the front door (peep hole) so it will not be necessary to open the door to see who is there. Always check credentials before permitting any stranger to enter.
8. If you are a "home gardener" type, be sure and lock all the doors that are not within your vision while gardening.

KEEP ALERT FOR THE PROTECTION OF YOUR PROPERTY AND THE PROPERTY OF YOUR NEIGHBORS. THE MORE PROMPT THE REPORT, THE BETTER CHANCE FOR APPREHENSION OF THE CRIMINAL!

PERSONAL PROTECTION - HOME ALONE OR TRAVELING UNESCORTED

Walking:

If you are walking alone at night, look around to see whether you are being followed. If you are, be prepared to defend yourself by screaming and running to a lighted residence or business; flagging down a passing car; or using any available object for a weapon such as a nail file, high heeled shoe or an umbrella.

Maintain a secure grip on your purse, preferably under your arm. Unless absolutely necessary, never carry expensive jewelry or large amounts of money.

Walk near the curb and avoid passing close to shrubbery, dark doorways and other places of concealment.

Shun shortcuts.

Have your key ready so your house door can be opened immediately.

When arriving home by taxi or private auto, request the driver to wait until you are inside.

Driving:

When practical, travel on well-lighted busy streets. Keep windows rolled up and doors locked.

Do not leave your purse on the seat. Put it in the glove compartment or on the floor opposite yourself.

Keep the car in gear while halted at traffic lights and stop signs.

If your safety is threatened, hold down on the horn and drive away as soon as possible.

If you believe you are being followed by another car, do not drive into your driveway. Should another car attempt to force you to the side of the road, do not pull over. In both instances obtain the license number and WRITE IT DOWN along with any description; then, continue on to a police station or open business. Report the incident to the police.

Should your car become disabled on a freeway, raise the hood and then remain in the car with the doors locked until assistance arrives. Leave the windows up while you talk to whoever approaches. It may be preferable to remain there rather than go with strangers to seek help. Freeways are patrolled at all hours.

Park only in a well-lighted spot close to your destination. Look around for loiterers before leaving the car.

Upon arriving home, keep the headlights on until the garage is opened, the car is parked, and the house is unlocked. Have door key in hand before leaving the car. A well-lighted garage and front door entrance is necessary for personal safety.

AT HOME

Women who live alone should list only their last names and initials in phone directories and on mailboxes. After moving into a new house it is a good idea to change door locks. Previous tenants may still have keys. Pintumbler or square bolt types are best for replacement as these are quite difficult to force.

Install and use chain locks or a peep-hole. When alone, you should never open a door to strangers without having the chain in place.

Police officers will display credentials whenever asked. You should always request salesmen and repairmen to show identification prior to being admitted.

Be alert to protect your neighbors as well as yourself. Never mention to a stranger that a neighbor lives alone or is at home alone.

When a stranger asks to use your telephone, do not permit him to enter. Offer to summon emergency assistance or make the call for him.

Should wrong number calls be received, never reveal your name or address or admit you are alone. Do not give your phone number to an unknown caller, but ask what number he is calling. Do not prolong the conversation. Hang up. Notify the police of obscene calls.

Keep windows secured or install window stops on those left open for ventilation. These can limit openings to spaces small enough to prevent entry.

Window shades should be drawn after dark. Leave lights on in two or more rooms to indicate presence of other persons.

If you are thinking about the use of a gun for protection, you should be aware of the hazards involved. Consult with officers at your police station. Remember, if the criminal has the opportunity, he might take the gun away to use against you.

Your best defense is prolonged LOUD SCREAMING. A good protective device is an electric buzzer, which you can have installed to alert your neighbor in the event of an emergency.

If a door or window has been forced or broken while you were absent - DO NOT ENTER OR CALL OUT. Someone may still be inside. Use a neighbor's phone immediately to call police and wait outside until they arrive.

Never assume that suspicious persons, occurrences, or vehicles have been reported to the police. Do it yourself at once.

CHILD MOLESTER AND INDECENT EXPOSURE OFFENSES

No concern is more important to a community than the welfare and protection of its children. The child molester and indecent exposure suspect is an ugly reality.

To combat this social problem, report all disturbing or suspicious incidents to the police.

1. Calling the police (don't take for granted that someone else has called), when a person is seen loitering near places children frequent; i.e., schools, playgrounds, or parks.
2. Use your phone to immediately report suspicious circumstances or acts. Direct phone calls could save minutes.
3. When an incident occurs be identification-conscious. Look for unusual physical features, color of hair, estimate of age, height and weight, color and type of clothing, time of occurrence.
4. The color, model, year and license number of vehicles involved and direction of departure are all important. If possible, write notes on above information.
5. Discuss the hazards of the child molesters with your children.
6. Give them guidelines just as you do for bicycle riding, swimming, or crossing streets.
7. If a child is approached or molested do not punish, shame or frighten. Be calm in discussing the incident with the child and report to the police immediately. All information of this nature is confidential.

PARENTAL SUPERVISION

Supervisory duties of parents: Parents should keep themselves informed about their children's activities. Whenever a teenager leaves the house, a parent should be able, as a result of mutual agreement with their child, to answer these questions:

1. Where is he going?
2. With whom is he going?
3. How will he get there?
4. When is he due home?

Take the trouble to know the places where your children go. Do not feel that you are snooping or showing lack of trust or faith when you check on their activities now and then. This is part of your duty as a parent.

STUDENT BICYCLE SAFETY

1. Keep your bicycle in good mechanical condition (tires, brakes, lights, and chain).
2. In general, all bicycle riders are required to observe the same "rules of the road" and the same traffic regulations that are applicable to automobiles.
3. Always give proper hand signals.
4. Ride as close to the right hand curb as possible. Do NOT ride opposing motor vehicular traffic.
5. Walk your bicycle across Huntington Drive and busy intersections.
6. Stop at boulevard stop signs and red traffic signals.
7. Do not ride double.
8. Do not ride in a pedestrian zone.
9. Do not ride on sidewalks in a business district. (You may ride on sidewalks in a residential zone).
10. If you ride during dark hours, bicycle must be equipped with a white light visible from a distance of 300 feet in front of the bicycle and with a red reflector or red light on the rear visible for 300 feet.
11. Always ride single file and watch for opening car doors or vehicles backing up.

12. Yield right-of-way to pedestrians.
13. Do not park a bicycle on a sidewalk in a business district unless parked within a bicycle rack, placed in an upright position or upon a kick-stand, in such a manner as not to impede or prohibit pedestrian traffic in or out of commercial buildings or motor vehicles.
14. California law requires use of an approved bicycle safety helmet.

FIRE PROTECTION AND PARAMEDIC ASSISTANCE

The San Marino Fire Department, in addition to its fire suppression and fire prevention activities, also provides paramedic response and emergency transport service.

1. A no-burning ordinance is in effect in San Marino, and in all of Los Angeles County.
2. Fireworks of any type, including Safe and Sane, are prohibited by ordinance unless displayed or fired by a properly licensed technician.
3. Furnaces, flues and chimneys must be cleaned and inspected periodically. Spark arresters should be installed on all chimneys.
4. Make sure that all electrical circuits are adequate for lamps and appliances. Usually 15 ampere fuses are sufficient. Never run extension cords under rugs or over nails.
5. Matches and smoking are the number one cause of fire throughout the country. Cigarettes dumped into an open wastebasket or that drop into an upholstered chair or sofa or onto a bed while you doze, can easily set fire to your home, resulting in possible loss of life or property.
6. Install SMOKE DETECTORS in every bedroom, in the hall outside the bedroom and at the top of the stairs. If you are unsure where to place a smoke detector, call the Fire Department, and they will come to your home to help you install them. Be sure to keep the smoke detectors clean from dust, and replace the battery once every year.
7. Practice two ESCAPE ROUTES from each bedroom in your home or hotel room.
8. Keep escape routes CLEAR OF OBSTACLES such as chairs and toys.
9. Because smoke will build up at the ceiling making it dangerous to stand up, PRACTICE CRAWLING on your hands and knees with your eyes closed.
10. When you check into a hotel, ask for a ROOM ON THE LOWER FLOORS, near an exit stairs. Count the number of doors between your door and the stairs, because you may not be able to see the exit sign if the hall is filled with smoke.
11. If you hear a fire alarm, FEEL THE DOOR before you open it. If it is hot, do not open it, because there is fire on the other side. If it is not hot, get down on your knees and open it slowly. If there is no smoke, walk quickly to the exit stairs and go down to the ground floor. If there is smoke, crawl to the exit stairs and go downstairs.

Following are several things you should do to PREPARE YOURSELF for a disaster, such as an earthquake:

1. Keep your PANTRY STOCKED with food. Store only what you normally eat in a 30 day period, then eat what you store, so that the food does not spoil.
2. Store at least 14 days of BOTTLED WATER. You will need at least one gallon per person per day. Keep the sealed plastic containers of water in a dark place, and replace them every 3 years.
3. Keep a 30-day supply of your MEDICATIONS at home.
4. Keep enough cash on hand for those things you must purchase during a 30-day period. Do not keep cash to pay bills, only to buy things you must have to stay alive until Services are restored.

5. Keep insurance policies in a secure place. Know how to contact your insurance claims agent.

And, remember, in the event of a major disaster, you will need to provide for your own needs for at least 7 days, and perhaps 14 days, depending upon the type of disaster. That will not be difficult if you are prepared. If you need emergency help for a fire or medical emergency at any time, please call the Fire Department at 911.

HOUSE WATCH PROGRAM

If you plan to be away from home for any extended vacation, you may telephone or call in person at the Police Department to advise them of your intended absence. They will make routine and periodic checks of your residence, varying their calls to discourage time checks by possible burglars. The service is assessed at the rate of \$5.00 per day. All billing of the house watch service is done by the City Finance office and funds received go into the General Fund of the City.

COYOTES IN SAN MARINO



Coyotes are a part of even the most urban environments and are frequently seen throughout all parts of San Marino. Here are things to do that may minimize conflict:

- Keep small pets indoors
- Remove outdoor pet food
- Pick up fallen fruit
- Remove bird feeders
- Secure garbage
- Trim overgrown landscaping
- Don't water your lawn at night
- Supervise small children at play
- **Never feed coyotes!** Most conflicts occur when coyotes associate people with food. This alters their behavior and makes them more dangerous.

If you see a coyote:

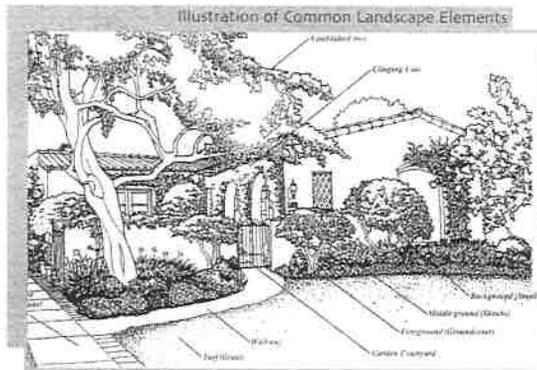
- Be aggressive, yell, throw rocks, or spray a hose at the animal
- Make yourself appear large & back away slowly
- Never turn your back or run away
- Carry a whistle or small air horn with you on walks to scare away the animal

The Pasadena Humane Society will only respond to coyote-related calls if the animal appears to be aggressive or sick. Contact the Humane Society at 626-792-5151 for more information.

the city of san marino

3. Physical Design Components - considerations of mass and scale to achieve a proportional relationship to buildings on adjoining properties and streetscape. Design guidelines provide parameters for: building volume, height and roof lines, facade treatment, front entries, dormers, chimneys, balconies/railings, windows and doors, building materials, color and texture, roof treatment and accessory lighting.

4. Landscaping - principles to protect the defining characteristic of San Marino's mature trees and garden areas include: preservation of trees, architectural consistency and compatibility; open space and public views, as well as considerations for landscaped areas: driveways and walkways, fences, walls, gates and hedges, tennis courts, pools, fountains and statuary.



Architectural styles vary. There are many architectural styles seen in San Marino each with its character defining features.

Common "developer tract" styles are not authentic and their elements are contrary to the existing diverse housing stock, the majority of which was designed by notable architects between the 1920's and 1940's. Encouraged styles include, but are not limited to the following:

- Spanish Colonial Revival
- Mediterranean/Italian Renaissance
- Monterey period Revival
 - Ranch House
- Minimal Traditional
 - Neoclassical
- Tudor Colonial Revival
 - Cape Cod

This brochure is provided as a summary of key information. Please refer to a complete copy of the Residential Design Guidelines available at City Hall in the Planning and Building Department, 626 300-0711, or on the web site: www.cityofsanmarino.org

residential design guidelines

CITY OF SAN MARINO

RESIDENTIAL DESIGN GUIDELINES



the city of san marino



San Marino has a tradition of pride in ownership set forth by the first city leaders in 1913. They envisioned an architecturally rich, residential community of individually designed homes with mature landscapes, tree

lined streets and expansive green belts contributing to a high quality of life.

Today's city leaders carry on that vision through the administration of Residential Design Guidelines established to preserve neighborhood character and protect property values.

Residential property owners, developers, contractors, building and landscape architects seeking to construct new residential structures, additions or alterations to the exterior of existing structures, roofs, walls/fences and front yards are encouraged to refer to the Residential Design Guidelines in the early stage of their project.

What Requires Design Review?

- All new residences and certain accessory structures
- Most one-story additions and all two-story additions
- Exterior facade treatments visible from public view
- Front yard walls, fences, pilasters or gates
- Re-roofing with material not on the City's pre-approved list

Please contact the Planning and Building Department to check if your project requires design review at 300-0711.



Design review/approval is necessary before proposed projects may be started. To begin the process, applicants should check the complete Residential Design Guidelines and schedule a meeting with City staff to discuss their project. Submission of plans, and a completed application with any applicable fees will be required following this meeting. Plans and information regarding color and types of materials, neighborhood notification, as well as attendance at a public hearing before members of the Design Review Committee or Planning Commission will also be required after your application is filed.

Residential Design Guidelines Address Four Key Areas:

1. Neighborhood Compatibility - the importance of designing a project that complements the established neighborhood's physical character with regard to Architectural Style and Design, Streetscape Compatibility, Scale and Mass, Setbacks and Good Neighborhood Considerations such as possible view and sunlight obstructions, and loss of privacy.
2. Site Development - appropriate placement of new residences, additions of accessory buildings, patios and garages. Environmental considerations for the strategies of good design with regard to sun and shade/cooling and for heating, vegetative ground cover, permeable surfaces and landscape areas.



residential design guidelines