City of San Marino

New Resident Resource Manual



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www.SanMarinoCA.gov

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www.SanMarinoCA.gov

This brochure has been prepared by City Hall to provide information for all San Marino residents, highlighting important ordinances, community resources, and the unique character of our city.

(626) 300-0700
CityManagerOffice@SanMarinoCA.gov
www.SanMarinoCA.gov

Introduction

This guide has been prepared for all San Marino residents, new and old. It contains pertinent facts and points of interest concerning our City.

In particular, many of our residents are maybe unaware of a number of special ordinances, specific 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 City Manager office at (626) 300-0700 to be routed to the proper department for further information.

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

The City of San Marino would like 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, it was occupied by the Gabrielino Indians with their village located at what is now Huntington Middle 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 Republic of San Marino 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 eighth. High school students attended South Pasadena High until San Marino High School graduated its first class in 1956. The high school mascot, "The Titans," comes from Mt. Titano, in the Republic of San Marino.

Statistics

Incorporated	April 25, 1913
Area	3.75 square miles
Population (2023)	11,977
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 five member City Council, elected by the people for a four-year term, at elections held in November of even calendar years. These five Council members serve without any financial compensation and select 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 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 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 112 years. The founders of this city wished it to be uniquely residential family homes on large lots surrounded by beautiful gardens, with wide streets and well maintained parkways.

The City Council meets regularly on the second Wednesday of every month at 6:00 PM and the last Friday of every month at 8:30 AM in the Council Chambers at City Hall.

To contact your City Council members, visit the City website: www.SanMarinoCA.gov/Council or contact the City Clerk at (626) 300-0705.



Advisory Bodies

The Planning Commission

The Planning Commission, consisting of five members and two alternates 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 6:00 PM.

The Design Review Committee

The Design Review Committee consists of five regular members and two alternates. 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 6:00 PM.

The Public Safety Commission

The Public Safety Commission consists of five regular members. The Commission is appointed by the Mayor and City Council. The Commission acts solely as an advisory board to the City Council and an advocate for public safety and traffic services with respect to matters relating to public safety, including understanding police and fire operations, crime prevention, emergency preparedness, traffic and transportation, and any other matters which may be assigned to it from time to time by the City Council, and shall study and make recommendations as to such matters directly to the City Council in an advisory capacity.

The Public Safety Commission meets on the 3rd Monday of the month at 6:00 PM.

The Library Board of Trustees

The Library Board of Trustees consists of five members and two alternates appointed by the Mayor and City Council. Their duties, as outlined in sections 18900 through 18965 of the State Education Code, include advising the City Council on library programs and materials and providing guidance to the City Manager on budget-related matters. Trustees serve a 3-year term with a limit of two consecutive terms.

The Library Board of Trustees meets on the 4th Monday of each month at 8:00 AM.

The Recreation Commission

The Recreation Commission consists of five members appointed by the Mayor and City Council. The Commission advises the City Council on public recreation programs and decisions concerning recreational facilities, including the San Marino Community Center. Commissioners serve a 4-year term with a limit of two consecutive terms.

The Recreation Commission meets on the 2nd Monday of each month at 6:00 PM.

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

Crowell Public Library

1890 Huntington Drive
(626) 300-0777

San Marino Community Center

1800 Huntington Drive
(626) 403-2200

Public Schools

SAN MARINO UNIFIED SCHOOL DISTRICT

The San Marino Unified School District is a jurisdictionally, administratively and financially separate entity from the City of San Marino. For more information about the district, visit their website at www.smusd.us.

It comprises approximately 2,700 students, K-12, located in two elementary schools (grades K-5), one middle school (grades 6-8), and one high school (grades 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 Tuesdays of each month at 7:00 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-5 **K.L. Carver Elementary**
3100 Huntington Drive
(626) 299-7080

K-5 **William L. Valentine Elementary**
1650 Huntington Drive
(626) 299-7090

6-8 **Henry E. Huntington Middle School**
1700 Huntington Drive
(626) 299-7060

9-12 **San Marino High School**
2701 Huntington Drive
(626) 299-7020

All information pertaining to the schools, including enrollment registration may be obtained from the District Office at (626) 299-7000 or 1665 West Drive.

SAN MARINO SCHOOLS FOUNDATION

The San Marino Schools Foundation (SMSF) is a non-profit organization that supports the San Marino Unified School District (SMUSD), which includes Carver Elementary, Valentine Elementary, Huntington Middle School, and San Marino High School. SMSF raises funds to enhance educational programs, improve facilities, provide resources for teachers and students, and ensure a high-quality learning experience. Since its founding in 1980, the foundation has raised millions of dollars through the generosity of the San Marino community to support the district's needs. SMSF operates independently from the school district, focusing on funding initiatives that improve the overall educational environment. 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 (626) 299-7014.

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
San Gabriel Pomona Valley Chapter
6 W Huntington Dr.
Arcadia, CA 91007
(626) 447-2193

American Youth Soccer Org (AYSO)
www.ayso40.org
Region 214
(South Pasadena/San Marino)
www.ayso214.org

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

Chinese Club of San Marino
2425 Huntington Dr.
San Marino, CA 91108
(626) 796-5190
www.ccsm.org

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

Friends of the CPL
(626) 300-0777 ext. 525
1890 Huntington Drive
San Marino, CA 91108

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

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

Hill-Harbison House
(San Marino Girl Scout House)
1841 Alhambra Road
San Marino, CA 91118
(626) 284-4023

Huntington Westerners
P.O. Box 80034
San Marino, CA 91118
(626) 345-9069

League of Women Voters
65 S. Grand Avenue
Pasadena, CA 91105
(626) 798-0965

Masonic Lodge #408
3130 Huntington Dr.
San Marino, CA 91108
(626) 285-8856
www.sanmarinolodge408.org

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

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

Partnership for Awareness
www.partnershipforawareness.org
Toby Chou
president@partnershipforawareness.org

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

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

San Marino City Club
P.O. Box 80122
www.SanMarinoCityClub.org
info@sanmarinocityclub.org

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
P.O. Box 80222
San Marino, CA 91118
(626) 304-9375

San Marino National Little League
2275 Huntington Drive #248
San Marino, CA 91108
registrar@smnll.org

San Marino PTSA
1665 West Dr.
San Marino, CA 91108

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
(909) 762-4020

San Marino Tribune
1038 Foothill Blvd
La Canada Flintridge, CA 91101
(818) 790-7500

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

Scouting America
Greater Los Angeles Area Council
www.glaacbsa.org
2333 Scout Way
Los Angeles, CA 90026
(213) 413-4400

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

Toastmasters Pasadena Club 6
contact-6@toastmastersclubs.org

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

*If you have any updates to this list, please email suggested changes to CityManagerOffice@SanMarinoCA.gov.

Important Telephone Numbers

American Red Cross
Disaster Response Line:
(800) 733-2767

AT&T Internet
(800) 288-2020

Athens Services
(888) 336-6100

California Highway Patrol
(800) 835-5247

California-American Water
(888) 237-1333

Caltrans - District 7 (LA)
(Highway Conditions)
(213) 897-1200

Office of Emergency Management
(323) 980-2260

Department of Motor Vehicles (CA)
(800) 777-0133

Dial-A-Ride
(626) 744-4094

Emergency
911

FEMA Helpline
(800) 621-3362

Huntington Hospital
Emergency Room
(626) 397-5111

Las Encinas Hospital
(626) 795-9901

Los Angeles County Sheriff's Station (Temple)
(626) 285-7171

Metrolink
(800) 371-5465

Metropolitan Transporation Authority
(323) 466-3876

Pasadena Humane Society
(626) 792-7151

Poison Control Systems
(800) 222-1222

San Gabriel Valley Medical Center
Emergency Room
(626) 289-5454

Crowell Public Library
(626) 300-0777

Southern California Edison
(800) 655-4555

Southern California Gas Company
(877) 238-0092

Spectrum (Charter Communications)
(855) 707-7328

Sunnyslope Water Company
(626) 287-5238

U.S. Post Office
(800) 275-8777

USC Arcadia Hospital Emergency Room
(626) 898-8000

Greater Los Angeles County Vector Control
(562) 944-9656

City Department Information

Department	**Phone**	**Email**
City Manager's Office	(626) 300-0788	CityManagerOffice@SanMarinoCA.gov
City Clerk	(626) 300-0705	CityClerk@SanMarinoCA.gov
Finance Department	(626) 300-0708	Finance@SanMarinoCA.gov
Human Resources	(626) 300-0780	HR@SanMarinoCA.gov
Police Department	(626) 300-0720	Police@SanMarinoCA.gov
Fire Department	(626) 300-0735	Fire@SanMarinoCA.gov
Community Development	(626) 300-0713	CommunityDevelopment@SanMarinoCA.gov
Parks & Public Works	(626) 300-0765	PublicWorks@SanMarinoCA.gov
Community Services - Crowell Public Library	(626) 300-0777	CrowellPL@SanMarinoCA.gov
Community Services - Recreation	(626) 403-2200	Recreation@SanMarinoCA.gov

Special City Ordinances

Residential Community

San Marino is a residential community that is mainly comprised of single-family residences. Multi-family and condominiums units are allowed in the Huntington commercial corridor, and both the Religious Institution Housing and Historical and Cultural zones. Each residential unit can only have one kitchen and cannot 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. Please be advised that if remodeled areas exceed 40% of the total square footage of your home, fire sprinklers and fire alarms will be required to be installed. Additionally, if any remodeling that exceeds 50% of the replacement value of the residence, as determined by City staff, will prompt all nonconforming aspects of the property to be brought into compliance with today's zoning code requirements.

Significant penalty fees will be charged for work started prior to obtaining a permit. We encourage you to contact the Building Division or Community Development Department at 626-300-0700 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

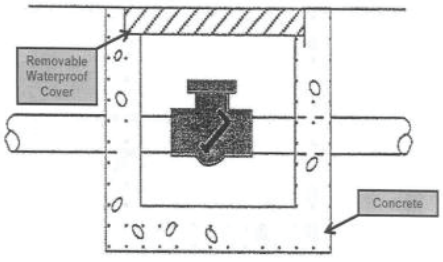
All contractors working in San Marino must obtain a City business license and, when applicable, a building permit. This includes contractors in construction, plumbing, painting, gardening, tree trimming, air conditioning, and other trades. Using an unlicensed or non-permitted contractor of any kind is illegal and places the homeowner in jeopardy of removing all illegal work, and both the property owner and the contractor could be subject to monetary fines. All insurance liabilities fall solely on the homeowner in such cases.

Backwater Valve Requirement in Sewer Lines

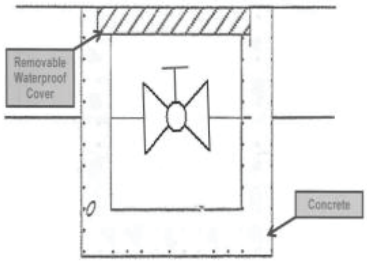
It has come to our attention in recent months that some of the sewer connections within the private properties in the City do not have a backwater valve installed where required. This condition could result in sewage flooding your home in the event of main line stoppage. Not all buildings require backwater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

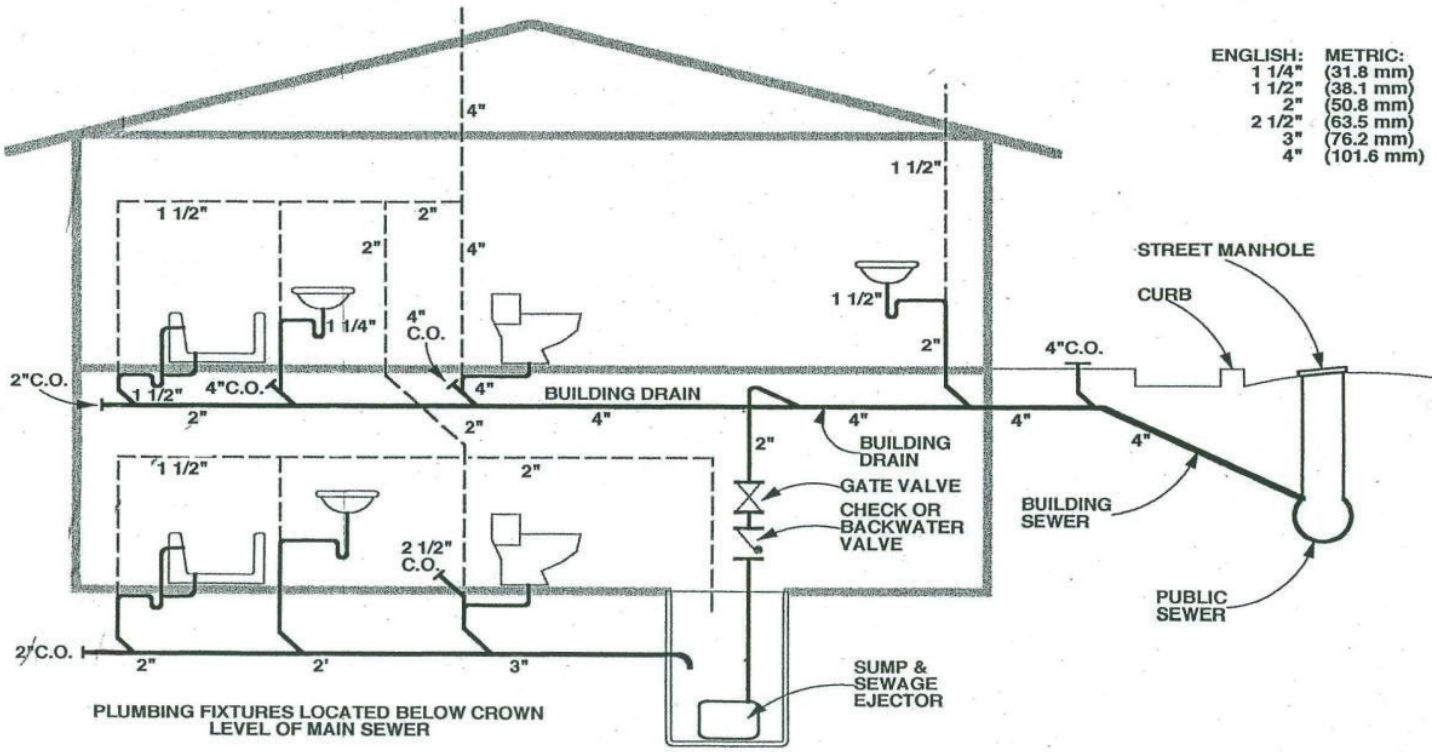
Concrete Pit for Access and Repair

Backwater Valve



Gate Valve





Backwater Valve Gate Valve 11
Plumbing Fixtures below Upper Manhole Elevation and Above Crown Level of Main Sewer

In accordance with the 2022 California Plumbing Code:
710.0 Drainage of Fixtures Located Below the Next Upstream Manhole or Below the Main Sewer Level

710.1 Backflow Protection
Fixtures installed on a floor level that is lower than the next upstream manhole cover of the public, or private sewer shall be protected from backflow of sewage by installing an approved type of backwater valve. Fixtures on such floor level that are not below the next upstream manhole cover shall not be required to be protected by a backwater valve. Fixtures on floor levels above such elevation shall not discharge through the backwater valve. Cleanouts for drains that pass through a backwater valve shall be clearly identified with a permanent label stating "backwater valve downstream."

710.6 Backwater Valves
Backwater valves, gate valves, fullway ball valves, unions, motors, compressors, air tanks, and other mechanical devices required by this section shall be located where they will be accessible for inspection and repair and, unless continuously exposed, shall be enclosed in a masonry pit fitted with an adequately sized removable cover.

Backwater valves shall comply with ASME A112.14.1, and have bodies of cast-iron, plastic, copper alloy, or other approved materials; shall have noncorrosive bearings, seats, and self-aligning discs; and shall be constructed to ensure a positive mechanical seal. Such backwater valves shall remain open during periods of low flows to avoid screening of solids and shall not restrict capacities or cause excessive turbulence during peak loads. Unless otherwise listed, valve access covers shall be bolted type with gasket, and each valve shall bear the manufacturer's name cast into the body and the cover.

Tree Pruning and Removal

The tree preservation ordinance applies to residential and commercial areas in the City. The purpose of this ordinance is to protect trees. It states that trees may not be removed or severely pruned in a way that damages them. If you wish to remove or trim a tree, please apply for a permit with the City to make sure the trees are not damaged. This initiative aims to protect the city's beautiful and historic trees, ensuring that the community's lush, green canopy continues to thrive for future generations.

All work must be performed by a state licensed contractor with a current City business license. Failure to abide to this ordinance could lead to enforcement remedies and severe penalties. Please check with the City for the most recent tree removal regulations prior to the removal of any tree.

Tree Protection

In San Marino, a protected tree is any tree that is at least 15 feet in height, and at least six inches (6") in diameter as measured four-and-one-half feet (4.5') above natural grade; except the diameter requirement is reduced to four inches for trees that are classified as heritage trees. Where possible, construction should be avoided near any protected trees. Any construction activity that takes place under the dripline of the canopy of a protected tree requires a tree protection plan by a certified arborist. Questions about tree protection can be directed to the Planning Division of the Community Development Department.

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.

Businesses in Home

Homes may not be used to conduct businesses, except under very strict guidelines outlined in 23.02.02 of the SMMC. 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, 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 Committee 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 Division for specific details.

Signs

Signs are not permitted in residential zones unless they are real estate or residential subdivision signs. No flags, banners, arrow, or vehicle for sale signs.

For Sale, Lease, or Rent Signs: One on-premises sign advertising the sale, lease or rental of improved or unimproved property within the R-1 zone is authorized during such time as that real property is actually for sale, lease or rent, subject to the following requirements: the real estate sign may not have a total area in excess of 3.3 square feet, nor a length in excess of twenty eight inches (28"). The real estate sign must be located not less than ten feet (10') from any side line of the lot upon which that sign is placed, and the top of the sign may not exceed thirty six inches (36") above grade. No real estate sign may be illuminated.

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 AM and 5:00 AM of any day. A permit may be obtained with approval of the Chief of Police, including special permits for caregivers.

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, is 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 sprinkler 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. Discharging wash water from commercial auto washing, including that from mobile car washing and auto detailing, into the municipal stormwater system is prohibited.

Accessory Dwelling Units (ADU)

Accessory dwelling units (ADUs) are allowed in residential zones within the City, following a streamlined permitting process required by State law. Generally, a residence may be improved with one attached or detached ADU at least 800 square feet in size. For more information about ADUs, contact the Community Development Department and request to speak with a Planner.

Public Off Street Parking Lots

In accordance with 15.07.27 of the SMMC, vehicles shall not be parked in public parking lots between 2:00 AM and 5:00 AM 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. If you wish to take advantage of this ordinance, you are asked to contact the City Clerk at (626) 300-0705.

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. They may be ridden on private property only with the owner's approval. All mini-bikes and go-carts operated illegally on public roadways, sidewalks, or other public property may be impounded and the operator may be issued an citation.

Dog Licenses and Animal Restrictions

Animal control and pet licensing is contracted through the Pasadena Humane Society. All dogs 4 months and older are required to have a pet license. Pasadena Humane Society (PasadenaHumane.org) partners with DocuPet to issue pet licenses for San Marino. Inquiries regarding lost dogs, cats, or other animals should be made by contacting the Pasadena Humane Society for assistance.

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 by a third party will be required to identify certain health and safety items.

Artificial Turf and Synthetic Landscaping Prohibited

The installation of artificial turf, synthetic grass, and/or synthetic plants are prohibited in the City of San Marino, except a maximum area of 200 square feet of artificial turf is allowed in a rear yard location. All existing permitted artificial or synthetic turf, grass, and plantings must be removed before October 2030, except for the aforementioned 200 square-foot allotment in the rear yard.

Garage Sales

Residents must obtain a permit to hold a garage sale. Garage sales are only allowed in the backyard, and only one sign can be placed in the front yard. The sign must meet size requirements set by the city. Residents can have one sale per year, lasting no more than two consecutive days. Before the sale, the homeowner or occupant must register with the City and pay an $8.00 permit fee. Completed applications should be returned to the Community Development Department.

Property Maintenance Standards for Construction Projects

Construction projects in San Marino must adhere to specific property maintenance standards set forth in Ordinance No. O-18-1337. Construction projects in San Marino must follow specific standards such as: Post one visible sign with contact details, screen all construction materials and equipment, and use opaque fencing. Portable toilets must be placed and screened properly, and roll-off containers must be well-maintained. Keep the site free of graffiti and debris and ensure construction does not block sidewalks. Maintain existing landscaping, submit a waste management plan and tree protection plan for larger projects, and use erosion control during the rainy season. A Stormwater Pollution Prevention Plan (SWPPP) may be required for larger projects.

Lacy Park

Lacy Park Features

Lacy Park is a beautiful 30-acre park located at 1485 Virginia Road. The Park features seven picnic areas, a playground, open green areas with varieties of trees and shrubs, a Rose Arbor, War Memorial with Veterans' Walk, and two walking loops. The inner walking loop is approximately ¾ mile in length and the outer walking loop is approximately 1 mile in length. Lacy Park is also home to the historic Thurnher House, which is home to the San Marino Historical Society. For more information on the Historical Society, visit www.SanMarinoHistoricalSociety.org.

Park Admission

San Marino residents may enter the park for free 7 days a week with ID showing their San Marino address. Non-residents may enter the park for free Monday through Friday; however, there is a nominal fee ($4) for non-residents to enter the park on Saturday and Sunday. San Marino residents may bring 3 non-resident guests into Lacy Park for free on Saturday and Sunday. Children 4 and under are always free.

Park Rules and Regulations

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

The City Council requires a group activity permit for any group, organization, business, establishment, or association that will have more than 15 people in attendance. Visit www.SanMarinoCA.gov/Registration to submit a group activity permit request; this must be done 10 business days prior to the event. Permits are on a first come, first serve basis and must be approved by the Community Services Director or designee. 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 (also available online at www.SanMarinoCA.gov) 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 Park facilities. Note: this is not a complete list of rules and regulations; the full list can be found in the San Marino Municipal Code Section 17.02.03.

1. No motor vehicles, motorcycle, motor driven cycle, or motorized bicycles allowed.
2. No dogs allowed unless it is on a leash not greater than ten feet in length; the dog must remain on said leash at all times while in the park. Owners of dogs are required to clean up and properly dispose of the dog's waste in a trash receptacle.
3. No fires allowed.
4. No alcoholic beverages or controlled substances allowed. No person shall enter the park while under the influence of intoxicating liquor or a controlled substance.
5. No smoking.
6. No shoes with cleats.
7. No fireworks, explosives, archery, air rifles, slings, hunting or trapping equipment, or firearms allowed to be used or in possession.
8. No parking of motor vehicles except in an established or designated parking area.
9. No damaging, cutting, carving, transplanting, or removing any tree or plant. No amplified sound in the park.
10. No remote-controlled toys allowed.
11. Commercial photography requires a film permit from City Hall. Personal photography requires a business license of the hired photographer or a photo permit from City Hall. Wedding photography is not allowed.
12. Weddings are not allowed.
13. No loitering around restrooms.
14. No motorized toys are permitted.
15. Outside Loop – Walkers and joggers only.
16. Inside Loop – Bikes, rollerblades, skateboards, and other wheeled toys are permitted.

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 (909)762-4020.

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 may declare a public nuisance if one of the following items exists:

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.
6. Maintain unpainted buildings causing dry rot, warping, and termite infestation.
7. Maintain structures with broken windows constituting hazardous conditions and inviting trespassers and malicious mischief.
8. Allow overgrown vegetation - likely to harbor rats, vermin, and other nuisances, causing a detriment to neighboring properties and property values.
9. Allow dead, decayed, diseased, or hazardous trees, weeds and other vegetation constituting unsightly appearance, or a detriment to nearby property.
10. Have trailers, campers, boats, and other mobile equipment stored for unreasonable periods in front or side yard areas.
11. Park motor vehicles for more than 48 hours in driveways or in required yard areas abutting public streets. .
12. Have any attractive nuisance dangerous to children in the form of abandoned and broken equipment, hazardous pools, ponds, and excavations, and neglected machinery.
13. Have broken or discarded furniture or household equipment in front yard areas.
14. Have garbage cans stored in front or side yard areas and visible from public streets.
15. To neglect premises to spite neighbors, or to influence zone changes, or to cause detrimental effect upon nearby property values.
16. To maintain premises in such a condition as to be a public nuisance.
17. To maintain premises in an unsightly condition.
18. 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 Code Enforcement Division. 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.

Vacant Home Registration

The San Marino City Council adopted Ordinance S.M.C.C. 14.18.01, which took effect on June 15, 2017, establishing regulations and registration requirements for uninhabited residential and commercial properties in the city. A residential or commercial property would be considered vacant if no person has occupied the residence or commercial property on a day-to-day basis for a period of 30 consecutive days or longer. Periodic visits to a property by a third party would not constitute inhabitation. Property owners must register by providing their contact information and that of at least three authorized parties who can respond within one hour to any public safety issues, or alternatively, a property management company that can respond 24/7. There is a $125 annual registration fee, and property owners will be able to register and pay at the San Marino Police Department.

Public Safety Parcel Tax

San Marino's Special Public Safety Parcel Tax is a voter-approved funding source dedicated exclusively to public safety services, including paramedic services, fire protection, and police protection. First approved in 1983, the tax generates significant revenue to support the City's safety needs and is restricted to these purposes by law. The tax is placed on the ballot for voter renewal every few years, ensuring residents have a say in its continuation. All funds are used locally in San Marino and cannot be redirected by the state.

Crime Prevention

The Police Department hosts Neighborhood Watch programs and offer community engagement programs. Please contact the Department at (626) 300-0720 for additional information.

Auto Theft Prevention

- Always roll up your windows and lock your doors
- Never leave your ignition key or fob inside the vehicle
- Do not leave personal property or packages visible inside the passenger compartment, including the floorboard. If you have to leave something inside the vehicle, secure it out of view in the trunk
- If possible, park your vehicle in a well-lit area and near surveillance cameras
- Park vehicles in your closed garage when possible
- Hide it, Lock it, Keep it

Residential Security

When on vacation or away for extended periods:

- Consider canceling or rescheduling deliveries while you are away
- Make arrangements to have all mail picked up daily by a neighbor, family member or trusted friend. In some instances, putting a hold on your mail can have unintended consequences
- Close and lock all windows and doors including garage door(s)
- Use a timer to turn on a lamp or other lights at dusk and off at dawn. This will give the appearance that someone is home

- Leave shades or blinds at least partially closed to limit the view inside of your home
- Arrange to have your lawn and property maintained in your absence
- Deposit your valuables in a well-constructed safe that is bolted down, a safety deposit box, or other offsite location
- Do not leave notes indicating you are away
- Do not make social media posts while you are on vacation
- Notify neighbors of your departure and return dates. Ask your neighbors to keep an eye on your property, and to immediately report any suspicious activity to the Police Department
- Consider using the Police Department house watch and key file program

General Safety Tips

- Install and use deadbolts at the top and bottom of all doors. Make sure windows are closed and locked
- Keep garage doors closed
- Close and lock sliding glass doors. Add steel rods or other security equipment to prevent the door from moving. Install hurricane film to the glass to provide an additional protective layer
- Keep a record of serial numbers and a detailed description of valuables. Take and maintain colored close-up photos of your furs, jewelry, and high-value items
- Do not hide spare keys in full view of the street
- Valuables, blank checks, and other personal information should be put in a well-constructed safe or hidden out of sight
- Use a peep hole to view or side window to speak to people that approach your door. Always check credentials before permitting any stranger to enter
- If you are working in your yard, be sure to lock all doors that are not within your view

STAY ALERT! KEEP AN EYE ON YOUR PROPERTY AS WELL AS YOUR NEIGHBORS'. PROMPTLY REPORTING SUSPICIOUS ACTIVITY WILL INCREASE THE CHANCES OF APPREHENDING CRIMINALS

Personal Protection - At Home or Traveling Alone

Walking:

- If you are walking alone at night, be aware of your surroundings and whether you are being followed. If you are, be prepared to defend yourself and/or run to a nearby residence or business and yell for help. Consider flagging down a passing motorist and/or calling the police for assistance
- Always maintain a secure grip on your purse. It is recommended that you keep it under your arm and close to your body
- Try not to wear expensive jewelry or carry large amounts of money, especially when traveling to unfamiliar places
- Walk in plain view and avoid passing behind shrubbery, dark corridors, and other places of concealment
- Avoid areas that you are unfamiliar with, especially when traveling alone
- When returning home, have your key(s) ready, so you can open your door quickly. Check your surroundings before entering

Driving:

- When practical, travel on well-lit and commonly traveled streets. Keep your doors locked and windows rolled up when possible
- Do not leave your purse on the passenger seat. If size permits, put it in the glove compartment, center console, or on the passenger floorboard
- Keep your vehicle in drive while at traffic lights and stop signs
- If you feel threatened, push and hold your horn to attract attention, and drive away as soon as it is safe to do so

- If you believe you are being followed by another car, do not drive directly home or pull into your driveway. If another vehicle attempts to force you to the side of the road, do not pull over. In both instances, try to obtain the license plate number and description of the other vehicle. Then, continue to a police station or open business and report the incident to the police
- If your vehicle is disabled on a street or highway, turn on your hazard lights, and remain in the car with the doors locked until assistance arrives. If possible, you should also keep your windows up
- When entering a parking lot, park in a well-lit space close to your destination. Check your surroundings before exiting your vehicle
- Upon arriving home, keep the headlights on until the garage is open, the car is parked, and you are ready to enter your home. Make sure to have your house key ready, prior to exiting the car

At Home

- When moving into a new home, it's a good idea to change the door locks. Previous tenants may still have keys in their possession
- Consider installing a chain-lock or peep hole. Never open the door for strangers
- Police officers will display a badge and/or credentials when asked. If you are ever in doubt, do not open the door and call your local police department. You should always request to see identification from a repairman prior to admitting them into your home. If you're not expecting a repairman, then they shouldn't be admitted, and it is recommended to contact the police
- It is important to protect yourself as well as our neighbors. Never mention to a stranger that a neighbor lives alone or is going to be away for long periods of time
- If a stranger asks to use your telephone, do not permit them to enter your home. Offer to make the call for them
- If you receive a call from an unknown number, never reveal your name or address, or admit you are alone. Do not give your phone number to an unknown caller. Instead, ask what number they called. Do not prolong the conversation, simply hang up. Notify the police of obscene calls
- Keep windows secured or install window stops on those left open for ventilation. The stops can limit the ability to open the window enough for entry
- Window shades should be drawn after dark. Leave lights on in a couple rooms to indicate presence of multiple people inside the home
- If a door or window has been forced open or broken while you were away, DO NOT ENTER. Someone may still be inside. Immediately call the police and wait outside until they arrive
- If you are considering the use of a gun for protection, you need to be fully aware of the responsibilities of using a gun to protect yourself. Consult with officers from your local police department, take a gun safety course, and make sure you understand the laws
- Learn basic self-defense techniques to protect yourself in the event you do not have access to a weapon
- If you find yourself in a position where an attacker is in your home, and do not have access to a weapon, make as much noise as possible and call out for help
- Never assume that suspicious persons, occurrences, or vehicles have been reported to the police. Call it in and report it to the police. They will let you know if they have had other reports

Child Safety: Preventing Suspicious Behavior

The safety of children in our community is a top priority. We encourage children and parents to report all disturbing or suspicious incidents to the police.

- Call the police when a suspicious person is seen loitering near places that children frequent (schools, playgrounds, parks, etc.)
- Teach your children to set boundaries and personal space. Reinforce traveling in groups and the importance of a buddy system

- Remind them that it's okay to say "no" to an adult, especially one that they are not familiar with, and to not accept rides from strangers
- Explain the importance of being a good witness. Tell your children to focus on facial features, color of hair, estimated age, height and weight, color and type of clothing, location, and time of occurrence
- If the suspicious person is in a vehicle, tell them to focus on remembering the color, make, model, license plate number, approximate year, and any other distinguishable marks (roof rack, dents, scratches, stickers, etc.)
- Discuss the hazards of abduction, child molesters, and not trusting strangers
- Provide guidelines for bicycle riding, walking, and crossing the street
- If your child is approached or inappropriately touched, try and stay calm and immediately contact the police. Juveniles have certain protections under the law, and this type of interaction is handled with the strictest confidence

Parental Supervision

Parents should keep themselves informed about their children's activities. When a child leaves the house, a parent should be able to answer a few basic questions:

- Where did the child go?
- Who is the child with?
- How were they getting there?
- When were they expected home?

Take the time to find out where your children like to go, or places they frequent. Put a trusted location-based application on their phone, watch, AirPods, or similar device. You are not violating any trust or privacy with your child; this is part of your duty as a parent in keeping them safe

Student Bicycle Safety

- Wear a helmet
- Keep your bicycle in good mechanical condition (tires, brakes, lights, and chain)
- Generally, bicycle riders are required to observe the same "rules of the road" and traffic regulations that are applicable to automobiles
- Be familiar with hand signals
- Ride as close to the right-hand curb as possible and with the flow of traffic
- Walk your bicycle across busy intersections and crosswalks
- Stop at all stop signs and red traffic signals
- Do not ride with passengers on the handlebars
- Do not ride in a pedestrian zone
- Do not ride on sidewalks in a business district
- If you ride during hours of darkness, the 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
- Always ride single file and watch for opening car doors or vehicles backing up
- Yield right-of-way to pedestrians
- 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 kickstand, in such a manner as not to impede or prohibit pedestrian traffic in or out of commercial buildings or motor vehicles
- California law requires use of an approved bicycle safety helmet for anyone under 18 years old

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 services.

- A no-burning ordinance is in effect in San Marino and all of Los Angeles County
- Fireworks of any type, including Safe and Sane, are prohibited by ordinance unless displayed or fired by a properly licensed technician
- Furnaces, flues, and chimneys must be cleaned and inspected periodically. Spark arresters should be installed on all chimneys
- Make sure that all electrical circuits are adequate for lamps and appliances. Generally, 15 amp fuses are sufficient. Never run extension cords under rugs or over nails
- Matches and smoking are one of the major causes of fire throughout the country. Cigarettes and ashes dumped into an open wastebasket, upholstered chair or sofa, or a bed while you doze can easily set fire to your home, resulting in possible loss of life and/or property
- Install smoke detectors in every bedroom, the hallway, 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. Be sure to keep the smoke detectors free of dust, and replace the battery once every year
- Practice escape routes from each bedroom in your home
- Keep escape routes CLEAR OF OBSTACLES such as furniture and children's toys
- Smoke will build up at the ceiling making it dangerous to stand up, so practice crawling on your hands and knees with your eyes closed
- If you hear a fire alarm, FEEL THE DOOR before you open it. If it is hot, do not open it, because there is likely fire on the other side. If it is not hot, get down on your knees and open it slowly
- San Marino has a High Fire Hazard Severity Zone (FHSZ). FHSZs are areas classified as having a high likelihood of fire based on factors like fuel, terrain, and fire history

The following are several things you should do to prepare yourself for a disaster, such as an earthquake:

- 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
- Store at least 14 days of bottled water
- Keep the sealed plastic containers of water in a dark place, and replace them periodically
- Keep a 30-day supply of your medications at home
- 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
- Keep insurance policies in a secure place. Know how to contact your insurance claims agent

Operation: Fire Safe is a voluntary program intended to teach San Marino residents of the dangers of fire and how to prevent them. By calling the San Marino Fire Department at (626) 300-0735, residents can schedule a home safety inspection service to ensure they are taking the necessary precautions to prevent accidental fires.

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. If you need help for a fire or medical emergency, please call 911.

House Watch Program

If you plan to be away from home for any extended period, you may call or come in person to the Police Department to advise them of your intended absence. They will make routine and periodic checks of your residence, varying their checks to discourage would-be burglars. The service is assessed at the rate of $5.00 per day and can be paid online at: www.SanMarinoCA.gov/HouseWatch.

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 water hose in their direction
- 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) 792-7151 for more information.

Stay Connected

Sign up for City of San Marino emergency alerts and the community newsletter at **www.SanMarinoCA.gov/Subscribe**.

Subscribe to our social media channels:

Facebook: @CityofSanMarinoCA

Instagram: @CityofSanMarinoCA

Twitter/X: @CityofSanMarino

If you have recommendations or feedback about this resource, send us an email at: CityManagerOffice@SanMarinoCA.gov. Your input helps us better serve the community!