

From: [Michael Vartanians](#)
To: [Sophia Conchas](#)
Subject: FW: 1813 Marengo tree removal application and arborist report
Date: Tuesday, March 4, 2025 4:08:48 PM
Attachments: [image001.png](#)

Hi Sophia,

This is the email conversation thread I have had with Elias Najar from Najjar Arbor Care.

Thank you,

Michael Vartanians, P.E.

Principal Engineer

City of South Pasadena | Public Works

1414 Mission Street | South Pasadena, CA 91030

Office: 626.403.7245

SP_PublicWorks_Dept_Logo



From: Elias Najar <najjararborcare@gmail.com>
Sent: Tuesday, January 28, 2025 8:33 AM
To: Michael Vartanians <mvariantians@southpasadenaca.gov>
Cc: erika.aure.mei@gmail.com
Subject: Re: 1813 Marengo tree removal application and arborist report

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Will do, thank you.

On Tue, Jan 28, 2025 at 8:20 AM Michael Vartanians <mvariantians@southpasadenaca.gov> wrote:

Thank you,

We will present this item on February 25th to the NREC. Please plan to attend the meeting that evening at 7:00 PM.

Thank you,

Michael Vartanians, P.E.

Principal Engineer

City of South Pasadena | Public Works

[1414 Mission Street | South Pasadena, CA 91030](#)

[Office: 626.403.7245](#)

SP_PublicWorks_Dept_Logo



From: Elias Najar <najjararborcare@gmail.com>

Sent: Monday, January 27, 2025 8:59 PM

To: Michael Vartanians <mvartanians@southpasadenaca.gov>

Cc: erika.aure.mei@gmail.com

Subject: Re: 1813 Marengo tree removal application and arborist report

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Hello Michael,

Please see attached Removal and Replacement Plan. Thank you so much, see you soon

On Thu, Jan 23, 2025 at 5:21 PM Elias Najar <najjararborcare@gmail.com> wrote:

Yes, please proceed. Will provide the removal and replacement asap.

On Thu, Jan 23, 2025 at 3:34 PM Michael Vartanians <mvartanians@southpasadenaca.gov> wrote:

Hi Erika,

We would like to agendize this item on February 25th. If you would like to be scheduled for this date please provide a removal and replacement plan by February 13th.

Thank you,

Michael Vartanians, P.E.

Principal Engineer

City of South Pasadena | Public Works

[1414 Mission Street | South Pasadena, CA 91030](#)

[Office: 626.403.7245](tel:626.403.7245)

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From: Michael Vartanians

Sent: Tuesday, January 14, 2025 2:41 PM

To: erika.aure.mei@gmail.com

Cc: Elias Najar <najjararborcare@gmail.com>

Subject: RE: 1813 Marengo tree removal application and arborist report

Hi Erika,

Comments received as part of the notification process will be made available when the item is agendaized for a NREC meeting.

The application included an arborist report, however it does not include a removal and replacement plan. The removal of the 8-inch oak tree will require two 24-inch box native box trees to be planted. A plan would need to be prepared showing where and the species you will be replacing the existing oak tree with.

Thank you,

Michael Vartanians, P.E.

Principal Engineer

City of South Pasadena | Public Works

[1414 Mission Street | South Pasadena, CA 91030](https://www.southpasadenaca.gov/1414MissionStreet)

[Office: 626.403.7245](tel:626.403.7245)

SP_PublicWorks_Dept_Logo



From: erika.aure.mei@gmail.com <erika.aure.mei@gmail.com>

Sent: Thursday, January 9, 2025 10:19 PM

To: Michael Vartanians <mvarianians@southpasadenaca.gov>

Cc: Elias Najar <najjararborcare@gmail.com>

Subject: Re: 1813 Marengo tree removal application and arborist report

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Sorry I forgot to CC the arborist.

Elias, please see the email thread below.

Sent from my iPhone

On Jan 9, 2025, at 10:17 PM, erika.aure.mei@gmail.com wrote:

Thank you Micheal. I will cc the reporting arborist, Mr. Elias Najjar so he can make arrangements to be present. Please let us know when the meeting will take place.

I believe the removal/replacement plan and arborist report were included in the application I submitted. Please let us know if any corrections need to be made or if there are other missing items.

Also, would it possible for me to review the public objections as well as the report from the city arborist to help me prepare my statement for the meeting? Thanks again!

Erika

Sent from my iPhone

On Jan 9, 2025, at 2:24 PM, Michael Vartanians
<mvartanians@southpasadenaca.gov> wrote:

Hi Erika,

Okay, we can schedule this item to be presented to the NREC. Please prepare a removal and replacement plan showing the removal of the 8-inch oak tree and replacement with two native trees. We will also need a certified arborist report discussing the condition of the oak tree.

Thank you,

Michael Vartanians, P.E.

Principal Engineer

City of South Pasadena | Public Works

[1414 Mission Street | South Pasadena, CA 91030](#)

[Office: 626.403.7245](#)

<image001.png>

From: erika.aure.mei@gmail.com <erika.aure.mei@gmail.com>
Sent: Thursday, January 9, 2025 1:45 PM
To: Michael Vartanians <mvartanians@southpasadenaca.gov>
Subject: Re: 1813 Marengo tree removal application and arborist report

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Yes I would like to refer this to the NREC. Thank you.
Sent from my iPhone

On Jan 9, 2025, at 10:53 AM, Michael Vartanians
<mvartanians@southpasadenaca.gov> wrote:

Good Morning Erika,

We received a letter of opposition from several of the neighbors regarding the tree removal applications. If you would like to continue the tree removal permit process, we will need to present this item to the Natural Resources and Environmental Commission (NREC). Please let me know how you would like to proceed.

Thank you,

Michael Vartanians, P.E.
Principal Engineer
City of South Pasadena | Public Works
[1414 Mission Street | South Pasadena, CA 91030](#)
[Office: 626.403.7245](#)
<image001.png>

From: Erika Mei <erika.aure.mei@gmail.com>
Sent: Wednesday, December 18, 2024 4:28 PM

To: Michael Vartanians

<mvartanians@southpasadenaca.gov>

Subject: Re: 1813 Marengo tree removal application
and arborist report

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Dear Michael,

I dropped off the mailing labels at City Hall this morning along with an updated application (I removed the bottle brush). Please see the attached copy. Thank you.

Sincerely,
Erika

On Wed, Dec 11, 2024 at 11:31 AM Erika Mei
<erika.aure.mei@gmail.com> wrote:

Thank you Michael!

On Wed, Dec 11, 2024 at 10:52 AM Michael Vartanians <mvartanians@southpasadenaca.gov> wrote:

Hi Erika,

Yes, that is the case. The permit is only required for the Coast Live Oak.

Thank you,

Michael Vartanians, P.E.
Principal Engineer
City of South Pasadena | Public Works
[1414 Mission Street | South Pasadena,](#)
[CA 91030](#)
[Office: 626.403.7245](#)
<image001.png>

From: Erika Mei <erika.aure.mei@gmail.com>

Sent: Wednesday, December 11, 2024 10:04 AM

To: Michael Vartanians
<mvardanians@southpasadenaca.gov>

Subject: Re: 1813 Marengo tree removal application and arborist report

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Thank you Michael. I should have the mailing labels by the end of the week. I wanted to follow up on the bottle brush plant in the backyard. When I spoke to Rebecca at the time of inspection, I was told she would document it as an "overgrown shrub". I would like to know if this was included in her report and if it establishes the plant as a shrub rather than a tree. If so, would it be ok for me to remove it sooner? I am also happy to wait until the permit to remove both trees is issued. Thanks again!

Erika

On Thu, Dec 5, 2024 at 3:06 PM Michael Vartanians

<mvardanians@southpasadenaca.gov> wrote:

Hello,

The arborist has recommended approval, the next step is to notify residents within 100 feet of the property line.

A 100-foot radius map and mailing labels must be provided. See pages 27 and 28 of the Tree Removal Permit for an example of how to determine properties that must be notified and a list of vendors that could prepare the

mailing labels.

Once the mailing labels are provided, the city will prepare and mail a notice to all property owners and tenants of property located within a one hundred-foot radius of the subject property. Such property owners shall be given fifteen calendar days from the date of mailing within which to comment on the application.

Once you have received the mailing labels, please mail or drop them off at:

City of South Pasadena

Attn: Michael Vartanians

[1414 Mission Street](#)

[South Pasadena, CA 91030](#)

The permit will be issued, if there are no comments of opposition.

If you have any additional questions, please don't hesitate to contact us.

Thank you,

Michael Vartanians, P.E.

Principal Engineer

City of South Pasadena | Public Works

[1414 Mission Street | South Pasadena, CA 91030](#)

[Office: 626.403.7245](#)

<image001.png>

From: erika.aure.mei@gmail.com

<erika.aure.mei@gmail.com>

Sent: Tuesday, November 26, 2024 1:58 PM

To: Michael Vartanians

<mvartanians@southpasadenaca.gov>; Elias

Najar <najjararborcare@gmail.com>

Subject: Re: 1813 Marengo tree removal application and arborist report

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Hi Elias,

Please see the reply from Michael below.
Thank you.

Erika
Sent from my iPhone

On Nov 26, 2024, at 1:35 PM,
Michael Vartanians
<mvartanians@southpasadenaca.gov>
wrote:

Inspection has been scheduled for 8:30 AM. Please ask Najjar Arbor Care to obtain a city business license number. We will also be requiring a removal and replacement plan showing the two trees that are to be removed and showing the planting of the replacement trees required per our municipal code.

Thank you,

Michael Vartanians, P.E.
Principal Engineer
City of South Pasadena |
Public Works
[1414 Mission Street | South](#)
[Pasadena, CA 91030](#)
[Office: 626.403.7245](#)
<image001.png>

From: Erika Mei
<erika.aure.mei@gmail.com>
Sent: Tuesday, November 26,
2024 12:32 PM
To: Michael Vartanians
<mvartanians@southpasadenaca.gov>
Subject: Re: 1813 Marengo tree
removal application and arborist
report

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Hello Michael,

Thank you for your help with processing my application. I forwarded you the receipt for the permit fee in a separate email. Could we please schedule the inspection between 830am-130pm while my children are in school? Thank you.

Erika Mei

On Tue, Nov 26, 2024 at 11:57 AM Michael Vartanians
<mvartanians@southpasadenaca.gov>
wrote:

Thank you for submitting a Tree Removal & Replacement Application / Tree Trimming Permit. The next step is for a City Arborist to assess the condition of the tree/s on the

application. The next inspection will be scheduled on 12/4/2024.

In order to schedule the inspection please process the permit fee of \$141 and reference PW2807 for the invoice number, Public Works for the department, and tree removal/trimming for payment type. Once payment is received, we will schedule a city arborist inspection.

If you would like to specify a time for the inspection, please respond to this email with a time you would prefer. If you do not have a preference the city will schedule the inspection at a time convenient for the city arborist. Please note, if the tree is located in area not accessible from the public right of way the arborist will need to access the area to inspect the tree. If the tree is in the backyard of your property, the arborist will need to access your backyard in order to inspect the tree. If you do not consent to allowing the arborist to enter your backyard for the purposes of inspecting the tree please respond to this email to schedule a time .

Secure web portal

<https://securepayment.link/southpasadenaca/>

Thank you,

Michael Vartanians, P.E.
Principal Engineer
City of South Pasadena |
Public Works
[1414 Mission Street |](#)

[South Pasadena, CA
91030](#)
[Office: 626.403.7245](#)
<image001.png>

From: Elias Najar
<najjararborcare@gmail.com>
Sent: Tuesday, November 26,
2024 11:46 AM
To: Public Works Permits
<publicworkspermits@southpasadenaca.gov>
Cc: Erika Mei
<erika.aure.mei@gmail.com>
Subject: 1813 Marengo tree
removal application and
arborist report

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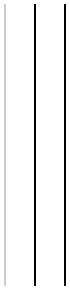
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Hello,

Please see attached application for private property tree removal and the arborist report. Please let me know if you have any questions or any additional information needed.

Elias Najar

- ISA Certified Arborist WE-10133AT
- ISA Certified Tree Worker



Climber Specialist

- ISA Tree Risk Assessment

Qualification

626-688-7682 English/
Arabic/ Hebrew

626-429-2843 English/
Chinese