



City of St. Helena Tree Committee Special Meeting

1480 Main St., St. Helena, CA 94574
Thursday, March 23, 2017 @ 3:30 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

Page

1. CALL TO ORDER

2. ROLL CALL

Committee Chair: Edie Kausch

Vice Chair: Scott Freeland

Members: Matthew Strouss

Alternates: Joan Westgate and Susan Allen

City Council Member Liaison: Mary Koberstein

Staff Liaison: Carlos Uribe

3. PUBLIC FORUM:

An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMITTEE:

Reports by staff and/or committee on items of general interest. **Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Tree Committee.**

5. CONSENT CALENDAR:

Members of the Tree Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

5.1. Tree Committee Meeting Minutes of January 12, 2017.

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[Draft Minutes 1.12.17](#)

6. SCHEDULED MATTERS:

6.1. Tree Permit Application: Tree Pruning. 1321 Stockton St.

5 - 6

Trim three (3) Pink Locust along Stockton St for utility clearance.

Trim one (1) Phoenix Date Palm in from yard for utility line clearance.

Trim one (1) Pear tree in the side yard for house clearance.

[Permit 1321 Stockton](#)

- 6.2. Tree Permit Application: Memorial Tree Planting. Crane Park. 7 - 8
Plant a Chinese Pistache in memorial for Juan Diaz.
[Crane Park Juan Diaz Memorial Tree](#)
- 6.3. Tree Permit Application: Tree Pruning. 1945 Spring Mountain Road. 9 - 11
Trim nine (9) Olive trees, removal all dead brush and trim back about 1'
to promote new growth.
[1945 Spring Mtn Rd](#)
- 6.4. Tree Permit Application: Tree Pruning. 1480 Main St., City of St Helena 12 - 13
Parks and Maintained Facilities.
City crews will be removing dead branches, structure, and raise canopy
to comply with 7' clearance over sidewalks and 14' clearance over
streets.
[Permit 1480 Main](#)
- 6.5. Tree Permit Application: Tree Pruning. 1325 Adams St., City of St 14 - 16
Helena.
Two (2) Chinese Pistache, Four (4) Linden, Two (2) Raywood Ash, One
(1) Red Maple on Adams St to prune, shape and elevate over sidewalk.
Two (2) Linden, Two (2) Sycamore, One (1) Big Leaf Maple on Oak St
to prune and elevate over sidewalk.
[1325 Adams St](#)
- 6.6. Report: Matthew Strouss to report findings of research on Tree City
USA grants.
7. DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING
AGENDA:
8. ADJOURNMENT

The next regular Tree Committee meeting is scheduled for April 13, 2017 at
3:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on March 21, 2017.

Christina Cook, Public Works Administrative Assistant

In compliance with the Americans with Disabilities Act, if you need special
assistance to participate in the meeting, please contact City Hall at (707) 967-
2792. Notification 48 hours prior to the meeting will enable the City to make
reasonable arrangements to ensure accessibility to this meeting (28
CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at
any time with accessibility.

Tree Committee Members:

Edie Kausch - Chair
Scott Freeland - Vice Chair
Matthew Strouss
Susan Allen-Alternate
Joan Westgate-Alternate

**MINUTES
ST. HELENA TREE COMMITTEE
ST. HELENA CITY HALL, CONFERENCE ROOM
1480 MAIN STREET, ST. HELENA
Regular Meeting – Thursday, January 12, 2017
3:30 pm – 5:00 pm**

1. ROLL CALL @ time: 3:35 pm

Present: Edie Kausch, Matthew Strouss, Susan Allen

Absent: Scott Freeland, Joan Westgate

Staff: Maintenance Manager Carlos Uribe, Public Works Admin Chrissy Cook

PUBLIC FORUM: An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

- *Dave Knudson* at 1700 Pine St., St Helena shared his idea to have the Tree Committee members and/or volunteers inventory the City's large trees, both public and private. After an inventory was completed then reach out to tree owners and encourage them to register their tree as a heritage tree.

REPORTS BY STAFF AND COMMITTEE: Reports by staff and/or committee on items of general interest. *Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Tree Committee.*

- *Carlos Uribe* reported on tree loss during storm.
- *Carlos Uribe* discussed the practice of having Committee members review the minutes that are agenzized for approval before the meeting.
- *Committee members* discussed and formed a sub-committee existing of Susan Allen and Edie Kausch to take on the task of the large tree inventory.

2. CONSENT CALENDAR: Members of the Tree Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommendation actions.

A. Tree Committee meeting minutes of 10/13/2016.

Approved. Strouss motioned to approved, Susan Allen seconded. **Vote 3-0.**

B. Tree Committee meeting minutes of 12/08/2016.

Approved. Kausch motioned to approve, Susan Allen seconded. **Vote 2-0.**

3. SCHEDULED MATTERS:

A. Permit Review: Tree pruning at 1777 Adams Street. Britton Tree Services, Inc. requests consideration to prune two (2) walnut trees in the City right of way.

Approved. Edie Kausch motioned to approve, Michael Strouss seconded. **Vote 3-0.**

B. Permit Review: Tree removal at 1140 Paulson Court.

Approved with conditions. Edie Kausch motioned to approve, Matt Strouss seconded. **Vote 3-0.**

C. Permit Review: Tree removal at 1160 Paulson Court.

Approved with conditions. Matthew Strouss motioned to approve, Edie Kausch seconded. **Vote 3-0.**

D. Discussion: Committee member discussion about modifications to the Heritage Tree designation and maintenance of Heritage Trees.

➤ Review of heritage tree nomination form.

➤ Review of municipal code designation of heritage trees.

Action: Public Works Administrative Assistant will draft new heritage tree designation form.

E. Discussion: Tree Committee applying for Tree City USA grants.

Action: Matthew Strouss researching and will report at February 9, 2017 meeting.

4. TENTATIVE AGENDA ITEMS FOR NEXT MEETING:

➤ Discussion: Draft of new heritage tree designation form.

➤ Report: Matthew Strouss to report findings of research on Tree City USA grants.

ADJOURNMENT: Adjourn at 5:05 pm

Approved:

Edie Kausch, Chair

Attest:

Carlos Uribe, Maintenance Manager

PART 1 of 6

**CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
TREE PERMIT/CONTRACT
APPLICATION FOR CITY TREES**

PERMIT # _____

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

APPLICANT: Pacific Tree Care
(Property Owner or Contractor)

ADDRESS: PO Box 34 Calistoga, CA 94515
(Address, City, State & Zip)

PHONE: 707-942-0261

JOB LOCATION: 1321 Stockton Street

I (or we) hereby request permission to carry out the following Tree work as required in Section 17.8 & 17.10 of the City of St. Helena Municipal Code:

TREE TRIMMING ☒ TREE ROOT PRUNING ☐ TREE REMOVAL ☐ TREE REPLACEMENT ☐

DESCRIPTION OF TRIMMING, ROOT PRUNING, REMOVAL AND/OR REPLACEMENT TREES:

Trim three Golden Locust along Stockton St. for utility line clearance.

Trim one Phoenix Date Palm in front yard for utility line clearance

Trim one Pear tree in the sideyard for house clearance.

Estimated Start Date March 1, 2017 Estimated Completion Date March 31, 2017

DIAGRAM OF LOCATION OF PROPOSED WORK

Attach diagram on separate sheet(s) if necessary

Applicant agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract.

Applicant shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Applicant to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

SIGNATURE and DATE OF APPLICANT *Christine Donney* 2/20/2017

SIGNATURE and DATE OF OWNER _____

Tree Permit Application
8/29/2012

PART 1 of 6

**CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
TREE PERMIT/CONTRACT
APPLICATION FOR CITY TREES**

PERMIT # _____

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

APPLICANT: City of St Helena
(Property Owner or Contractor)

ADDRESS: 1480 Main st
(Address, City, State & Zip)

PHONE: (707) 968 2658

JOB LOCATION: Crane Park

I (or we) herby request permission to carry out the following Tree work as required in Section 17.8 & 17.10 of the City of St. Helena Municipal Code:

TREE TRIMMING ☐ TREE ROOT PRUNING ☐ TREE REMOVAL ☐ TREE REPLACEMENT ☒

DESCRIPTION OF TRIMMING, ROOT PRUNING, REMOVAL AND/OR REPLACEMENT TREES:

Planting a chinese Pistache

Estimated Start Date 4/1/17 Estimated Completion Date 5/1/17

DIAGRAM OF LOCATION OF PROPOSED WORK

Attach diagram on separate sheet(s) if necessary

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SIGNATURE and DATE OF APPLICANT Carlos Alarcon

SIGNATURE and DATE OF OWNER _____

Tree Permit Application
8/29/2012

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PART 2 of 6

CITY ARBORIST REPORT

Type of Tree(s) Chinese Pistache Diameter(s) 15 gal tree
(Site Sketch Required for Multiple Trees)

Sidewalk Damage: Yes _____ No _____ Lift in Inches: _____

Other Damage: _____

Condition of Location: Good _____ Fair _____ Poor _____

Hazards Present: Yes _____ No _____ If Yes, Explain: _____

Distance of Utilities from Tree: Water _____ Sewer _____ Other _____

Overhead Obstructions: Yes _____ No _____ If Yes, Explain type and height: _____

Recommend Approval: Yes X No _____

Comments: This is a memorial tree for Juan Diaz
who worked for City for 26 yrs. He used to
grow crows for rec. dept

Signature Carla (Alpha) Date 3/20/17
City Arborist

* * * * *

SITE SKETCH FOR TREE OR TREES
Attach diagram on separate sheet(s) if necessary

PART 1 of 6

**CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
TREE PERMIT/CONTRACT
APPLICATION FOR CITY TREES**

PERMIT # _____

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

APPLICANT: JOSE GUTIERREZ (CONTRACTOR)
(Property Owner or Contractor)

ADDRESS: 1945 SPRING MOUNTAIN ROAD ST HELENA CA 94574
(Address, City, State & Zip)

PHONE: 707-363-3631

JOB LOCATION: 1945 SPRING MOUNTAIN ROAD.

I (or we) hereby request permission to carry out the following Tree work as required in Section 17.8 & 17.10 of the City of St. Helena Municipal Code:

TREE TRIMMING ☒ TREE ROOT PRUNING ☐ TREE REMOVAL ☐ TREE REPLACEMENT ☐

DESCRIPTION OF TRIMMING, ROOT PRUNING, REMOVAL AND/OR REPLACEMENT TREES:

TRIM 9 OLIVE TREES, REMOVE ALL DEAD BRUSH AND TRIM
BACK ABOUT A FOOT TO PROMOTE NEW GROWTH.

Estimated Start Date MAR 13 2017 Estimated Completion Date APR 15 2017

DIAGRAM OF LOCATION OF PROPOSED WORK

Attach diagram on separate sheet(s) if necessary

Applicant agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract.

Applicant shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Applicant to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

SIGNATURE and DATE OF APPLICANT  2/28/2017

SIGNATURE and DATE OF OWNER _____

PART 2 of 6

CITY ARBORIST REPORT

Type of Tree(s) Olive Diameter(s) See below
(Site Sketch Required for Multiple Trees)

Sidewalk Damage: Yes _____ No X Lift in Inches: _____

Other Damage: _____

Condition of Location: Good X Fair _____ Poor _____

Hazards Present: Yes X No _____ If Yes, Explain: _____

Distance of Utilities from Tree: Water 10' Sewer _____ Other One hydrant 6' from

Overhead Obstructions: Yes _____ No X If Yes, Explain type and height: Closest tree

Recommend Approval: Yes X No _____

Comments: Pruning is recommended, owner should be aware of 14' street clearance from the face of curb.

Signature Carlos Alfaro Date 3/1/17
City Arborist

* * * * *

SITE SKETCH FOR TREE OR TREES
Attach diagram on separate sheet(s) if necessary

All 9 tree are multi-trunk and
have DBH's ranging from 4" → 16"



PART 1 of 6

**CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
TREE PERMIT/CONTRACT
APPLICATION FOR CITY TREES**

PERMIT # _____

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

APPLICANT: City of St Helena
(Property Owner or Contractor)

ADDRESS: 1480 Main st, St Helena, CA 94574
(Address, City, State & Zip)

PHONE: (707) 486-6144

JOB LOCATION: All city parks and maintained facilities

I (or we) hereby request permission to carry out the following Tree work as required in Section 17.8 & 17.10 of the City of St. Helena Municipal Code:

TREE TRIMMING ☒ TREE ROOT PRUNING ☐ TREE REMOVAL ☐ TREE REPLACEMENT ☐

DESCRIPTION OF TRIMMING, ROOT PRUNING, REMOVAL AND/OR REPLACEMENT TREES:

City crews will be removing dead branches, structure,
and raise canopy to comply with 7' clearance over
sidewalks and 14' clearance over streets

Estimated Start Date 3/15/17 Estimated Completion Date 3/1/17

DIAGRAM OF LOCATION OF PROPOSED WORK

Attach diagram on separate sheet(s) if necessary

Applicant agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract.

Applicant shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Applicant to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

SIGNATURE and DATE OF APPLICANT Carlos Alfaro 3/3/17

SIGNATURE and DATE OF OWNER _____

PART 2 of 6

CITY ARBORIST REPORT

Type of Tree(s) _____ Diameter(s) _____
(Site Sketch Required for Multiple Trees)

Sidewalk Damage: Yes _____ No _____ Lift in Inches: _____

Other Damage: _____

Condition of Location: Good _____ Fair _____ Poor _____

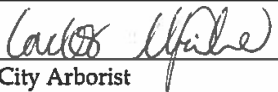
Hazards Present: Yes _____ No _____ If Yes, Explain: _____

Distance of Utilities from Tree: Water _____ Sewer _____ Other _____

Overhead Obstructions: Yes _____ No _____ If Yes, Explain type and height: _____

Recommend Approval: Yes ☒ No _____

Comments: needed for tree health and safety compliance

Signature  Date 3/3/17
City Arborist

* * * * *

SITE SKETCH FOR TREE OR TREES
Attach diagram on separate sheet(s) if necessary

PART 1 of 6

CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA
TREE PERMIT/CONTRACT
APPLICATION FOR CITY TREES

PERMIT # _____

TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574

APPLICANT: Pacific Tree Care
(Property Owner or Contractor)

ADDRESS: PO Box 34 Calistoga, CA 94515
(Address, City, State & Zip)

PHONE: 707-942-0261

JOB LOCATION: 1325 Adams Street

I (or we) hereby request permission to carry out the following Tree work as required in Section 17.8 & 17.10 of the City of St. Helena Municipal Code:

TREE TRIMMING ☒ TREE ROOT PRUNING ☐ TREE REMOVAL ☐ TREE REPLACEMENT ☐

DESCRIPTION OF TRIMMING, ROOT PRUNING, REMOVAL AND/OR REPLACEMENT TREES:

Two Chinese Pistache, Four Linden, two Raywood Ash, one Red Maple on Adams St. to prune, shape, elevate over sidewalk.

One dead 20-foot tall Redwood stump on Tainter Street for removal

Two Linden, two Sycamore, one Big Leaf Maple on Oak St. to prune, elevate over sidewalk

Estimated Start Date 04/17/2017 Estimated Completion Date 04/21/2017

DIAGRAM OF LOCATION OF PROPOSED WORK

Attach diagram on separate sheet(s) if necessary

See attached

Applicant agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract.

Applicant shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Applicant to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

SIGNATURE and DATE OF APPLICANT *William Kersey*

SIGNATURE and DATE OF OWNER _____

Tree Permit Application
8/29/2012

PART 2 of 6

CITY ARBORIST REPORT

Type of Tree(s) See below Diameter(s) See below
(Site Sketch Required for Multiple Trees)

Sidewalk Damage: Yes X No _____ Lift in Inches: _____

Other Damage: minor in some spot, paver repair

Condition of Location: Good _____ Fair X Poor _____

Hazards Present: Yes _____ No X If Yes, Explain: _____

Distance of Utilities from Tree: Water _____ Sewer _____ Other _____

Overhead Obstructions: Yes _____ No _____ If Yes, Explain type and height: _____

Recommend Approval: Yes X No _____

Comments: Pruning to clear sidewalk and road-way
tree # 8/9 to be looked at health wise by
arborist: large cavities in both

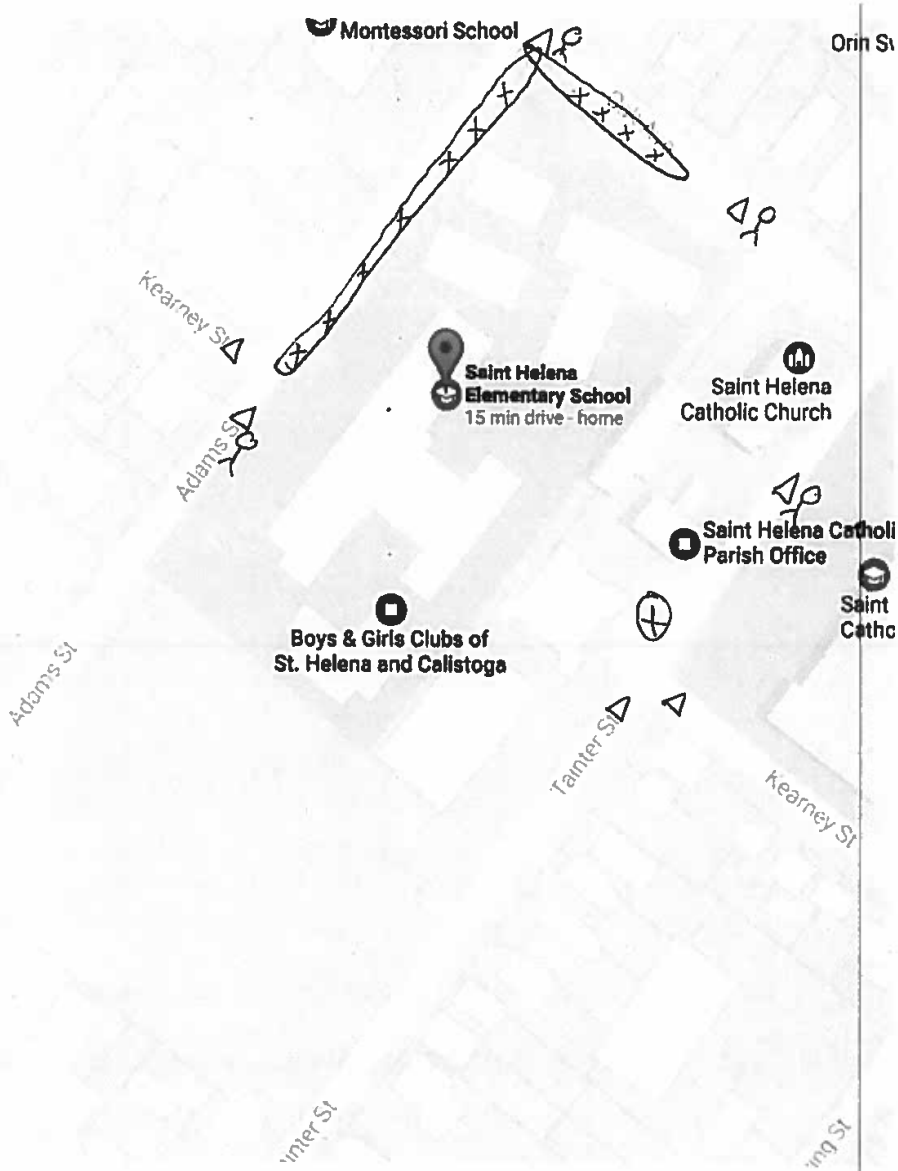
Signature [Signature] Date 5/20/17
City Arborist

SITE SKETCH FOR TREE OR TREES
Attach diagram on separate sheet(s) if necessary

- | | | |
|----------------------------|-------------------------|-----------|
| 1) Linden 22" DBH | 8) Linden 24" DBH | 14 0 |
| 2) Big leaf Maple 15" DBH | 9) " " 14" DBH | 13 0 |
| 3) Linden 18" DBH | 10) " " 13" DBH | 12 0 |
| 4) Sycamore 12" DBH | 11) " " 10" DBH | 11 0 |
| 5) Sycamore 11" DBH | 12) Raywood Ash 10" DBH | 10 0 |
| 6) Chinese Pistache 6" DBH | 13) " " 13" DBH | 9 0 |
| 7) Chinese Pistache 7" DBH | 14) Red Maple 10" DBH | 8 0 |
| | | 6 7 0 |
| | | 0 0 0 0 0 |

Adams st

oak ave



(X) = trees

Δ = 'tree work ahead' signs

⊕ = crew providing vehicle/pedestrian control