



City of St. Helena Tree Committee Regular Meeting

1480 Main St., St. Helena, CA 94574
Thursday, April 13, 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 Smith

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 March 23, 2017.

3 - 4

[3-23-2017 Minutes](#)

6. SCHEDULED MATTERS:

6.1. Tree Removal Permit. 1262 Allyn Avenue. Remove dead walnut in front yard of home.

5 - 9

[1262 Allyn Tree Removal](#)

6.2. Discussion: Susann Ortega to discuss Elm Trees replanting in Beringer tree tunnel relating to the St. Helena residents offer to Tree Committee

in 2016 to help with replant cost of the elm trees that died in 2015 and 2016.

- 6.3. Report from Committee Chair on proposed tree survey for inventorying trees in St Helena
 - 6.4. Discussion of Tree Committee goals and set committee priorities.
 - 6.5. Discussion: Tree Committee to discuss the draft tree ordinance.
- 7. DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA:
 - 8. ADJOURNMENT

The next regular Tree Committee meeting is scheduled for May 11th at 3:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on April 10th, 2017.

Chrissy 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 Strauss
Susan Allen-Alternate
Joan Westgate-Alternate

**MINUTES
ST. HELENA TREE COMMITTEE
ST. HELENA CITY HALL, CONFERENCE ROOM
1480 MAIN STREET, ST. HELENA
Special Meeting – Thursday, March 23, 2017
3:30 pm – 5:00 pm**

1. Call to Order @ time: 3:34 pm

Present: Edie Kausch, Matthew Strauss, Susan Allen, Scott Freeland

Absent: Joan Westgate

Council Liaison: Mary Koberstein

Staff: Water Conservation Coordinator Jennifer Tuell, 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.**

➤ None.

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.*

➤ None.

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 01.12.17

Approved as Amended: Kausch motioned to approve, as amended, correcting Matthew's name in Item 6A , Strauss seconded. **Vote 4-0.**

3. **SCHEDULED MATTERS:**

- A. Permit Review:** Tree pruning at 1321 Stockton Street.
Consideration to prune two (2) walnut trees in the City right of way.
Approved. Edie Kausch recused, Matt Strouss motioned to approve, Susan Allen seconded.
Vote 3-0.
- B. Permit Review:** Tree Planting at Crane Park.
Plant a memorial tree for the passing of Juan Diaz
Approved. Scott Freeland motioned to approve, Matt Strouss seconded. **Vote 4-0.**
Tree Committee requested an invitation to the planting of the tree
- C. Permit Review:** Tree pruning at 1945 Spring Mountain Road.
Approved. Edie Kausch motioned to approve, Matt Strouss seconded. **Vote 4-0.**
- D. Permit Review:** Tree pruning at 1480 Main. City owned parks and facilities.
Approved. Matt Strouss motioned to approve, Scott Freeland seconded. **Vote 4-0.**
- E. Permit Review:** Tree pruning at 1325 Adams Street. Various trees.
Approved. Edie Kausch motioned to approve, Susan Allen seconded. **Vote 4-0.**
- F. Report:** Matthew Strauss reported findings of research on Tree City USA grants. He determined it is too late for CDF or Tree City USA grants. An opportunity may be a pass-through organization such as Re-Leaf programs that benefit municipalities through non-profits. He will also look into Napa Land Trust programs.
Action: No actionable items.

4. **TENTATIVE AGENDA ITEMS FOR NEXT MEETING:**

- Discussion of Project suggestions for potential grants
- Review of the Tree committee roles and responsibilities, as defined in the municipal code
- Reviewing the Tree committee priorities and goals
- Review of the City's municipal code and permit process
- Report on the drought's impact on trees
- Reviewing the Building code as it relates to trees
- Report on Tree Survey

ADJOURNMENT: Adjourn at 4:20 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: 1262 Allyn Avenue

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:

One Walnut in the front yard along driveway
for removal. Tree is dead.

Estimated Start Date 3/20/17 Estimated Completion Date 4/28/17

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 *[Signature]*

SIGNATURE and DATE OF OWNER _____

Tree Permit Application
8/29/2012

PART 2 of 6

CITY ARBORIST REPORT

Type of Tree(s) English Walnut Diameter(s) 24"
(Site Sketch Required for Multiple Trees)

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

Other Damage: _____

Condition of Location: Good _____ Fair _____ Poor X

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

Distance of Utilities from Tree: Water 17' Sewer 17' Other _____

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

Recommend Approval: Yes X No _____

Comments: Tree is in decline and extremely over-crowded

Signature Carlos Uribe Date 3/20/17
City Arborist

* * * * *

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

PART 3 of 6

ACTION BY PUBLIC WORKS DIRECTOR

Date Received by Public Works Director _____

Approved _____ Denied _____ Modified as Follows _____ Referred to Tree Committee _____

Requirements/Conditions: _____

Signature _____ Date _____
Director of Public Works

* * * * *

PART 4 of 6

ACTION TAKEN BY TREE COMMITTEE

Date of Meeting _____ Refer to Minutes Dated _____

Approved _____ Denied _____

Comments/Recommendation _____

Signature _____ Date _____
Tree Committee Chair Person

* * * * *

PART 5 of 6

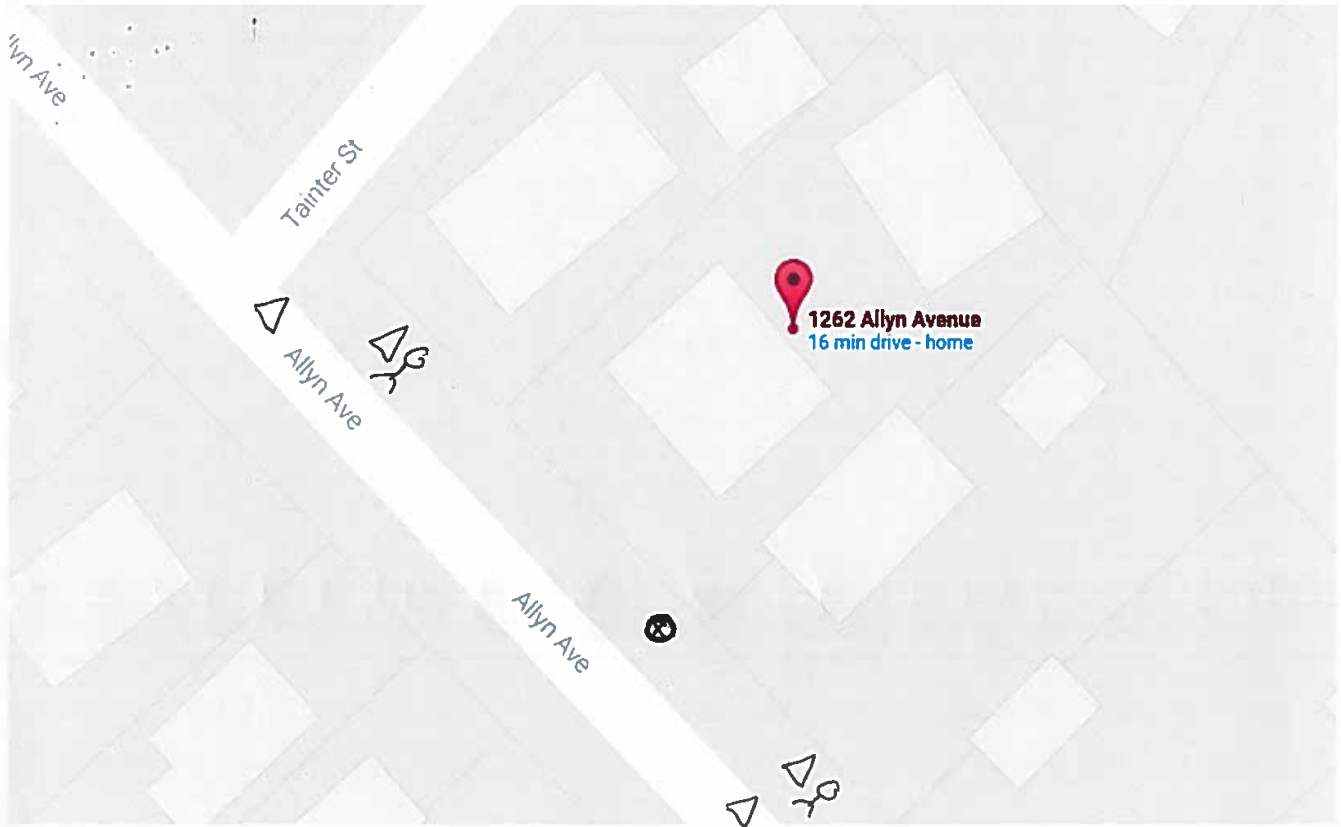
APPEAL INFORMATION
(For Tree Planting Only)

The Tree Committee has been appointed by the City Council, pursuant to Section 17.5 of the Municipal Code of the City of St. Helena. If you are dissatisfied with the above action by the Tree Committee, you may, within ten (10) days of the receipt of this notice, file an appeal with the City Council as provided in Section 17.12 of the Municipal Code. The Tree Committee may comment and make a recommendation to the City Council.

_____ I wish to appeal this action to the City Council.

I certify that I am the owner of the property described above or the owner's representative and I understand the approved requirements and conditions.

Signature of Applicant _____ Date _____



(X) = Dead walnut

Δ = 'Tree work Ahead' signs

⌚ = Crew providing pedestrian control as needed

PUBLIC NOTICE



**A PERMIT FOR
TREE REMOVAL
IS SCHEDULED TO BE CONSIDERED
BY THE CITY OF ST. HELENA
TREE COMMITTEE**

**AT THE
Tree Committee
Special Meeting
March 23, 2017**

**3:30 pm
AT THE REGULAR LOCATION**

**DIRECT ANY INQUIRIES TO THE
CITY OF ST. HELENA
DEPARTMENT OF PUBLIC WORKS
(707) 968-2658 OR CARLOSU@CITYOFSTHELENA.ORG**

