

Tree Committee Members:
Susann Ortega-Chair
Kellie Carlin- Vice Chair
Edie Kausch
Kacey Stotesbery
Carol Troy
Susan Allen-Alternate

AGENDA
ST. HELENA TREE COMMITTEE
ST. HELENA CITY HALL, CONFERENCE ROOM
1480 MAIN STREET, ST. HELENA
Special Meeting – Thursday, January 8, 2015
2:30 pm – 3:30 pm

1. **ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. November 13, 2014.
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. **PERMITS TO BE DISCUSSED:**
 - A. None.
6. **SCHEDULED MATTERS:**
 - A. Reviewing parcel map & use permit at 741 McCorkle.
Estimated time: 25 minutes.
 - B. Finalizing the Proposed Tree Ordinance Revision PowerPoint Presentation that the Tree Committee has prepared for presentation to City Council at January 13, 2015 meeting.
Estimated time: 30 minutes.
7. **ADJOURNMENT:** A motion will be in order to adjourn to a regularly scheduled meeting of the Tree Committee on January 8, 2015.

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AGENDA
ST. HELENA TREE COMMITTEE
ST. HELENA CITY HALL, CONFERENCE ROOM
1480 MAIN STREET, ST. HELENA
Regular Meeting – Thursday, November 13, 2014
3:30 pm – 5:00 pm

1. **ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. October 9, 2014
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. **PERMITS TO BE DISCUSSED:**
 - A. 2557 Pinot Way – applicant requests to remove two liquid Amber trees and one Camphor tree as the trees are raising the sidewalk and threaten the water supply line.
 - B. 1752 Scott Street – applicant requests to remove and stump ground one 14.5” Chinese Pistache with a replacement tree to be planted once construction is complete.
6. **SCHEDULED MATTERS:**
 - A. Reviewing the Proposed Tree Ordinance Revision PowerPoint Presentation and quick facts brochure that the Tree Committee has prepared for presentation to City Council at a future council meeting
 - B. Reviewing parcel map & use permit at 741 McCorkle.
 - C. Reviewing St. Helena Flood project annual maintenance plan.
 - D. Reviewing proposed removal of trees and landscape plan for 1915 Main St. (Grandview property).
7. **TENTATIVE AGENDA ITEMS FOR NEXT MEETING:**
 - A. Committee to decide which items to place on agenda for next meeting.
8. **ADJOURNMENT:** A motion will be in order to adjourn to a regularly scheduled meeting of the Tree Committee on December 11, 2014.

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NEW ALBION SURVEYS

CONSULTING LAND SURVEYORS

1113 Hunt Avenue, St. Helena, CA 94574
(707) 963-1217 ♦ FAX (707) 963-1829
E-Mail: jwebb@albionsurveys.com

WRITTEN STATEMENT

Menegon Family Parcel Map

741 McCorkle Avenue

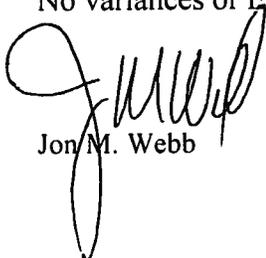
NCAPN 009-100-031

The Menegon Family Parcel Map Application and Use Permit is being filed to subdivide the existing 0.91 acre parcel (39,681 square feet) zoned Medium Density Residential into 4 parcels ranging in size between 8,225 square feet and 11,505 square feet in size. The property currently consists of a residence and several outbuildings. The property is currently served by City water and sewer.

The 2 smaller proposed parcels, 8,225 square feet and 8,498 square feet, are standard lots and will have frontage on McCorkle Avenue. The 2 larger proposed parcels, 11,453 and 11,505 square feet, are flag lots and they will share the flag (access) portion of the property (10 feet on each parcel) as allowed under the current Zoning Ordinance.

No new improvements or construction are proposed at this time under this application other than the removal/relocation of 2 existing outbuildings which are crossing proposed boundary lines and/or the access to the flag parcels. The proposed parcels will be utilizing City of St Helena Water and Sewer in the future when the parcels are built upon in the future.

No variances or Exceptions are being requested under this application.



Jon M. Webb

Principal
PLS 6709

MEMORANDUM



DATE: September 5, 2014

To: Aaron Hecock - Planning

FROM: Steven Palmer - Public Works

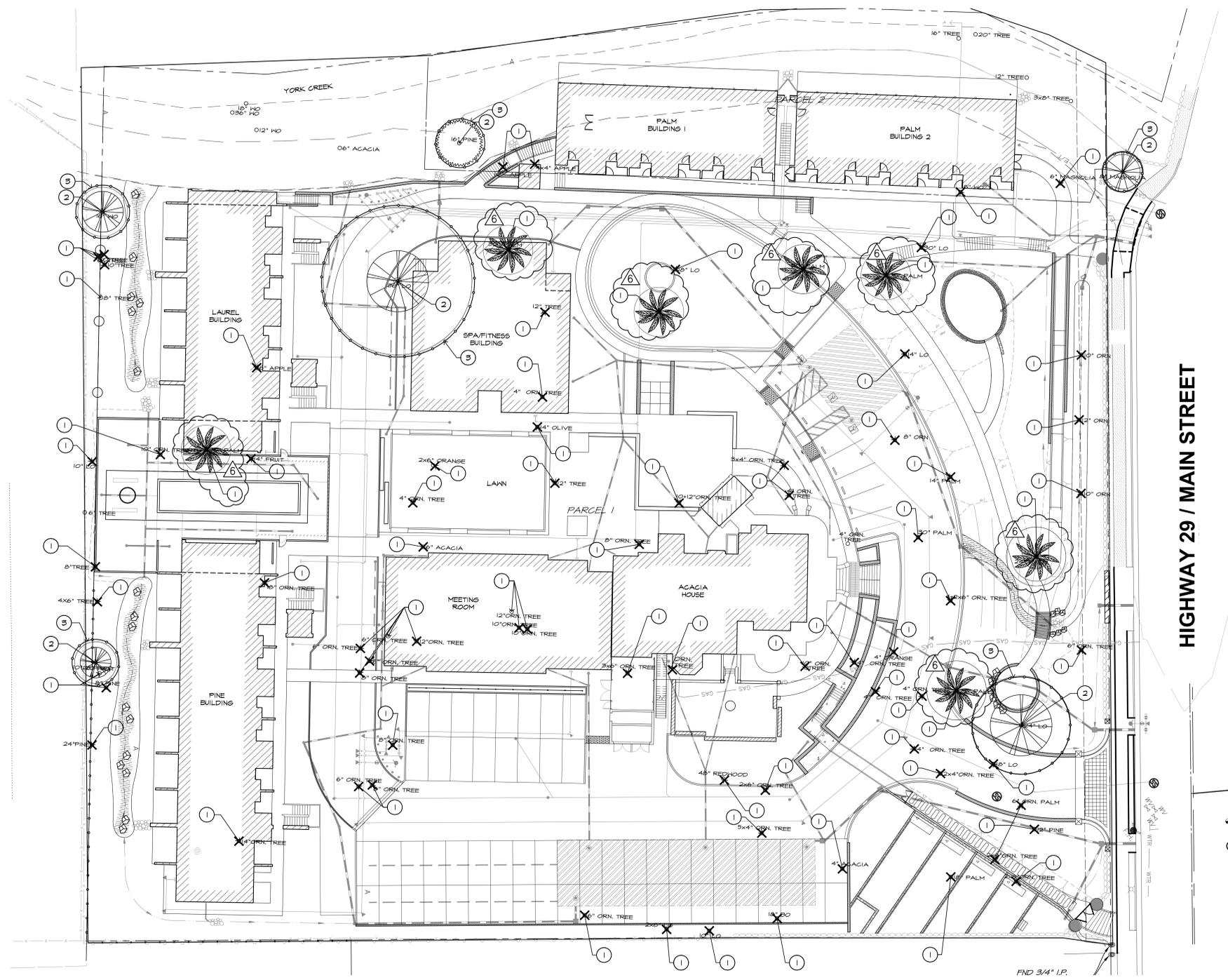
CC:

RE: PL14-041 – 741 McCorkle Tentative Parcel Map

The Public Works Department provides the following comments regarding the subject Tentative Parcel Map approval.

The following additional information is required prior to providing conditions of approval:

1. The location of the flag lot is too close to the existing flag lot APN 009-100-023, and the intersection of Mariposa Avenue. Revise design to provide one access drive that is shared by all four lots.
2. Show location of driveways on adjacent parcels.
3. Label grade/slope on McCorkle Avenue.
4. Show existing topography for 100 feet beyond property line.
5. Provide a conceptual erosion control and fencing plan.
6. Show approximate finish grading of each lot, including pad elevations.
7. Provide a written commitment from subdivider regarding indemnification as required by 16.16.020.C.15.
8. Provide water neutrality analysis in accordance with City's water neutral policy.
9. Show proposed sewer, water, and drainage improvements.
10. Provide preliminary hydrology and stormwater quality calculations to justify drainage improvements and demonstrate that no additional runoff will leave the site.
11. Provide a copy of document 2008-0031002 of Official Records, as referenced in Exception 7 of the title report.
12. Provide a copy of document 1992-014846 of Official Records, as referenced in the legal description in the title report.



LANDSCAPE SHEET INDEX

- L1.0 TREE REMOVAL AND PRESERVATION PLAN
- L2.0 LANDSCAPE SITE LAYOUT PLAN
- L3.0 IRRIGATION PLAN
- L4.0 PLANTING LEGENDS AND NOTES
- L4.1 PLANTING PLAN - VIEW 1
- L4.2 PLANTING PLAN - VIEW 2
- L4.3 PLANTING PLAN - VIEW 3
- L4.4 PLANTING PLAN - VIEW 4
- L5.0 LANDSCAPE CONSTRUCTION DETAILS
- L5.1 LANDSCAPE CONSTRUCTION DETAILS
- L5.2 LANDSCAPE CONSTRUCTION DETAILS
- L5.3 IRRIGATION DETAILS, CONTROLLER SCHEDULE AND WATER USE CALCULATIONS
- L5.4 IRRIGATION DETAILS, CONTROLLER SCHEDULE AND WATER USE CALCULATIONS
- L5.5 PLANTING DETAILS AND SOIL ANALYSIS



OWNER
 CONTRACTOR
 This drawing is not final or to be used for construction until it is signed by the architect and the owner.

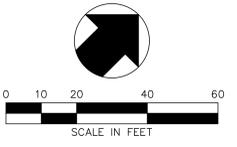
Plan Check Submittal
Presidio Companies
Las Alcobas - Site Work
 1915 Main Street
 St. Helena, California 94574

TREE PRESERVATION CONSTRUCTION NOTES

1. PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITY, A 6 FOOT HIGH CHAIN LINK FENCE SHALL BE INSTALLED AT LEAST ONE FOOT OUTSIDE THE TREE PROTECTION ZONE (TPZ) OF EACH TREE OR AS SHOWN ON PLANS. THE FENCING SHALL REMAIN IN PLACE FOR THE DURATION OF THE PROJECT. FENCES ARE TO BE MOUNTED ON TWO INCH DIAMETER GALVANIZED IRON POST, DRIVEN INTO THE GROUND TO A DEPTH OF AT LEAST 2- FEET AT NO MORE THAN 10-FOOT SPACINGS.
2. WITHIN THE FENCED AREA THERE SHALL BE NO GRADE CHANGES, SOIL DISTURBANCE, STORAGE OF MATERIALS, TRENCHING, OR PARKING OF VEHICLES.
3. FENCING SHALL REMAIN IN PLACE THROUGHOUT THE ENTIRE CONSTRUCTION PERIOD AND SHALL NOT BE REMOVED WITHOUT OBTAINING WRITTEN AUTHORIZATION FROM THE CITY.
4. A WARNING SIGN SHALL BE PROMINENTLY DISPLAYED ON EACH FENCE. THE SIGN SHALL BE A MINIMUM OF 9.5X11-INCHES AND CLEARLY STATE: WARNING - TREE PROTECTION ZONE - THIS FENCE SHALL NOT BE REMOVED AND IS SUBJECT TO A PENALTY ACCORDING TO SHMC SECTION 12.24.200.
5. WORK CONDUCTED TO REMOVE TREES, WHEN ADJACENT TO OTHER TREES THAT WILL REMAIN, SHALL BE CONDUCTED BY, OR UNDER THE DIRECT SUPERVISION, OF A CERTIFIED ARBORIST.
6. PRIOR TO THE REMOVAL OF ANY TREES, AN ON-SITE PRE-CONSTRUCTION MEETING SHALL TAKE PLACE WITH THE DEVELOPER, GENERAL CONTRACTOR, EXCAVATION CONTRACTOR, PROJECT ARBORIST, AND CITY REPRESENTATIVES TO DISCUSS DEVELOPMENT ACTIVITIES AND TREE PRESERVATION REQUIREMENTS.
7. HAND DIG TRENCHES PASSING THROUGH TREE ROOT ZONES. ALL TREE ROOTS OVER 1" TO BE SAVED. ROOTS 1" OR SMALLER TO BE CLEAN CUT WITH SHARP, DISINFECTED PRUNING SHEARS. IF DURING EXCAVATION FOR THE PROJECT ANY TREE ROOTS GREATER THAN TWO INCHES IN DIAMETER ARE ENCOUNTERED WORK SHALL STOP IMMEDIATELY UNTIL PROJECT ARBORIST CAN PERFORM AN ON-SITE INSPECTION. ALL ROOTS SHALL BE CUT CLEAN AND THE TREE AFFECTED MAY REQUIRE SUPPLEMENTAL IRRIGATION, FERTILIZATION, AND PRUNING AS A RESULT OF TREE PRUNING.
8. THE CONTRACTOR SHALL BE HELD LIABLE FOR ANY DAMAGE TO EXISTING STREET TREES OR EXISTING TREES ON ADJACENT PROPERTIES I.E. TRUNK WOUNDS, BROKEN LIMB, POURING OF ANY DELETERIOUS MATERIALS, OR WASHING OUT CONCRETE UNDER THE DRIP LINE OF THE TREE. DAMAGES WILL BE ASSESSED USING THE "GUIDE TO PLANT APPRAISAL" NINTH EDITION PUBLISHED BY THE ISA & PER SPEC 1530. THE PROJECT ARBORIST WILL DO THE APPRAISAL AND SUBMIT A REPORT FOR REVIEW BY THE CITY ARBORIST.
9. PLANTING LIVE MATERIAL UNDER NATIVE OAK IS NOT PERMITTED WITHIN SIX (6) FEET OF THE TRUNK OF A NATIVE OAK TREE WITH A DIAMETER AT BREAST HEIGHT (DBH) OF EIGHTEEN (18) INCHES OR LESS, OR WITHIN TEN (10) FEET OF THE TRUNK OF A NATIVE OAK TREE WITH A DBH OF MORE THAN EIGHTEEN (18) INCHES. ONLY DROUGHT TOLERANT PLANTS WILL BE PERMITTED WITHIN THE TREE PROTECTION ZONE OF NATIVE OAK TREES.
10. HAND GRUB UNDER EXISTING TREES PRIOR TO PLACING NEW MATERIAL. KEEP MULCH 12" AWAY FROM THE TRUNKS.
11. CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT IF GRADE CHANGES EXCEED 6" WITHIN 5' OF ANY EXISTING TREE TRUNK.
12. FOR ADDITIONAL INFORMATION REFER TO THE CITY OF ST. HELENA TREE TECHNICAL MANUAL SECTION 3: PROTECTION OF TREES DURING CONSTRUCTION.

TREE PRESERVATION KEY NOTES

SYMBOL	DESCRIPTION
(1)	EXISTING TREE TO BE REMOVED
(2)	EXISTING TREE TO REMAIN - PROTECT PER TREE PRESERVATION NOTES.
(3)	TREE PROTECTION FENCING



FOR PERMIT

07/10/2014	BASE CHANGE REVISIONS
04/17/2014	PLAN CHECK RESPONSE #3
03/17/2014	PLAN CHECK RESPONSE #2
12/23/2013	PLAN CHECK CORRECTIONS
10/04/2013	First Plan Check Submittal

TREE REMOVAL & PRESERVATION PLAN

Project Number: 11005

Drawn By: JBL/G

Checked By: CHS

L
 1.0

Proposed changes proposed by Committee Members as of 12/5/2014:

1. Suggestion made by Committee Chair Susann Ortega appear in red.
2. Susann also suggested other changes requiring committee discussion to include
 - Protected tree page – include the number of heritage trees protected in St. Helena
 - Include information on fines
 - Addition of photos, graphics

St Helena Tree Ordinance Revisions 2014

Why Make Changes?

- Clarify existing rules and regulations for public and city staff
- Update tree protections to match that of neighboring towns in Napa Valley and the Bay Area
- Increase outreach and educational programs
- Expand city oversight of tree removal in light of increasing construction projects in town
- Clarify and increase financial penalties, enabling city staff to reduce unlawful activity

Goals

- Allow for Citizen input at all stages
- Allow open communication between City Council, City Staff and Tree Committee to design an Ordinance that serves the community as a whole while empowering the City Staff to enforce applicable laws
- Create a simple one page fact sheet for citizens

Role of Tree Committee

- Work to ensure that all approved permits benefit the Citizens of St Helena as a whole
- Job is to **conserve the urban forest, promote the health of the tress and encourage new plantings** ~~protect the overall “feel” of St Helena’s ecosystem for all citizens while respecting individual property owner’s rights~~
- Educate citizens through outreach programs
- Assist citizens throughout the permitting process by providing viable options for tree care and/or removal and replacement
- Ensure that all protected trees receive the full consideration and protections given by city law
- The Committee has approved almost all permits in the past year in some form or worked with the property owner to find an alternate solution. Common changes include: shifting the date of work to protect nesting animals, surrounding trees or replacement trees; altering the type/size of replacement tree; requiring the City Arborist to be on-site to oversee the tree work; or changes to the type of sidewalk materials approved for root zones

Overview of Revised Tree Ordinance

“Why can’t it be shorter?”

- May seem long, but first 6 pages are all legal definitions as required for legal clarity and enforcement
- The 1-2 page “ordinances” available on other city’s websites are not the legal city code, but rather a guide for citizens. Along these lines, we have completed a 1 page brochure to guide citizens of St Helena on basic tree ordinance provisions
- Changes made to this draft have been done with the intention of clarifying rules and increasing specificity as to the roles of city staff, tree committee and the public, which necessitates additional verbiage
- Legal requirements make it impossible to reduce this ordinance to a few pages without significantly reducing the City’s ability to enforce the included provisions

Changes in the 2014 Draft

- Clarification of numerous “definitions” for either legal, practical, or enforcement reasons
- Definitions of “Protected Trees”
- Changes to provisions for tree removal and “Replacement Trees”
- Increase penalties for damage to “Protected Trees”
- Protection of trees before, during and after construction
- Planting of street trees for all construction
- Violations, Enforcement, Penalties and Fines

Changes in Definitions of “Protected Trees”

- Why protect trees on private property?
 - Most cities in the Napa Valley provide protection for some trees on public property. St Helena is the only city that protects NO trees on private property outside of Woodlands and Watershed zoning.
 - Protect the rights of all citizens to live in a vibrant ecosystem
 - Recognize that an increase in construction projects often results in the wholesale razing of residential and commercial properties, resulting in gaping holes in the St Helena ecosystem. The planting of new, younger, non-native trees after the construction is finished does not restore the benefits lost when removing older trees or large groups of trees.
 - Recognize that removing large and/or significant trees impacts both adjacent property owners, animal and plant ecosystems, and local citizens who enjoy the shade, visual impacts, and other benefits provided by large trees. (look in ordinance)
- Why include specific species/sizes?
 - Common practice among Bay Area Ordinances
 - Designed to protect older trees of native species **and other mature significant trees**
- How did we pick sizes
 - Comparable to other Bay Area ordinances
 - Under advisement from the City Arborist
- Why use DBH “Diameter at Breast Height”
 - Is the international standard recognized for measuring trees
 - Used for the estimation of tree age given diameter increment is the only constant and non-reversible feature of tree growth

- Insert Chart of local city's ordinances and the types/sizes of trees protected

Protected Trees

Currently Protected Trees

- Heritage Trees
- “Replacement Tree” as defined by an approved Tree Permit
- City Tree (tree on City property or located within the City’s right of way)
- All trees in Woodland and Watershed Zoning

Newly Protected Trees

Following Protected Species:

- California Redwood (24” DBH)
- Blue Oak (6” DBH)
- California Black Oak, Coastal Live Oak, Interior Live Oak, Valley Oak, California Sycamore, London Plane Tree, California Incense Cedar, and Deodar Cedar (12” DBH)
- Canary Island Date Palm (25’ in Height)
- Any tree greater than or equal to 24” DBH

*DBH is “Diameter at Breast Height” the international standard for measuring tree size. It is a measure of the diameter of a tree 54 inches above the natural grade of the ground

Note for Presentation- Some type of visual depiction of 24” DBH

Changes in provisions for tree removal and “Replacement Trees”

- Clarifies that when a permit is approved for tree removal, the property owner is responsible for the full removal of the tree, including stump and debris, **and tree replacement**. These items have in the past been left to the city to deal with at taxpayer expense
- Clarifies the ratio of “replacement trees” to be planted on different types of zoned properties
- Gives time requirements for planting and guides City Staff on enforcement. There are currently several outstanding permits where property owners have delayed planting replacement trees for a year or longer and staff has little or no means of enforcement
- Makes allowance for property owners to provide compensation for trees when on-site replacement is not feasible

Increase Penalties for Damage to “Protected Trees”

- Clarifies situations in which City Staff may collect punitive damages
- Clarifies role of City Arborist in assigning damage estimates
- Specifies method of determining financial cost of repairing damage or replacing tree(s)
 - Note for presentation: should we include info on the actual fines and/or how the arborist assesses damage

Protection of Trees Before, During and After Construction

- Requires a Tree Protection Plan (TPP) at the discretion of the Director, or when more than 50% of the tree canopy is removed
- Clarifies physical protection requirements (fencing, enclosures, etc.) for designated trees on construction sites
- Clarifies allowable plantings and surfaces under protected trees
- Requires the planting of street trees where applicable for all construction projects, not just new “subdivisions”

Violations, Enforcement, Penalties and Fines

- Some language was changed to reflect current legal standards and verbiage
- Clarifies the maximum financial penalties as allowed by civil law
- Allows the City to rescind an existing business license or permit, or deny an application for a new business license or permit or deny the renewal of a business license or permit to operators who are found in violation of the ordinance
- Clarifies how the cost of damage is to be assessed by the City Arborist