

**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  
**Regular Meeting - Thursday, May 8 2014**  
**3:30 pm**

1. **ROLL CALL**
2. **APPROVAL OF MINUTES**
  - A. April 7, 2014 – Special Meeting.
  - B. April 10 2014 – Regular Meeting.
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. 1351 Main Street.
  - B. 1141 Paulson Court.
  - C. 1329 Allyn Ave.
6. **SCHEDULED MATTERS:**
  - A. Ordinance revisions continued.
  - B. Tree Report to City Council.
  - C. Review proposed St. Helena/General Plan revisions regarding Urban forest.
  - D. James Healy: 1888 Madrona permit appeal (requested by Chair Ortega).
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 June 12, 2014.

Kathy Robinson  
Tree Committee Secretary

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

**MINUTES**  
**ST. HELENA TREE COMMITTEE**  
ST. HELENA CITY HALL, CONFERENCE ROOM  
1480 MAIN STREET, ST. HELENA  
**Special Meeting - Thursday, April 7, 2014**  
**2:30 – 5:00 pm**

**1. ROLL CALL**

Present: Kacey Stotesbery, Edie Kausch, Kellie Carlin and Susann Ortega (late arrival).  
Absent: Carol Troy, Susan Allen.  
Staff: None

**2. APPROVAL OF MINUTES**

A. None.

- 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 Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

**Committee Action: No public comment received.**

- 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.*

**Committee Action: No staff comments or committee comments received.**

**5. PERMITS TO BE DISCUSSED:**

A. None.

**6. SCHEDULED MATTERS:**

A. Discuss tree ordinance.

**Committee Action: Discussion occurred.**

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

A. Committee to decide which items to place on agenda for next meeting.

**Committee Action: Discussion occurred.**

- 8. ADJOURNMENT:** A motion will be in order to adjourn to a regularly scheduled meeting of the Tree Committee on May 8, 2014 at 3:30 P.M. in the main conference room of City Hall located at 1480 Main Street, St. Helena, CA.

Kathy Robinson  
Tree Committee Secretary

DRAFT

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

**MINUTES**  
**ST. HELENA TREE COMMITTEE**  
ST. HELENA CITY HALL, CONFERENCE ROOM  
1480 MAIN STREET, ST. HELENA  
**Regular Meeting - Thursday, April 10, 2014**  
**3:30 pm**

**1. ROLL CALL**

Present: Susann Ortega, Edie Kausch, Kacey Stotesbery, Kellie Carlin, Carol Troy and Susan Allen.  
Absent: None.  
Staff: City Arborist Jim Haller, and Senior Management Analyst Kathy Robinson

A. March 13, 2013;

**Committee Action: Upon motion of Committee Kausch seconded by Committee Member Carlin, and unanimously carried.**

**2. 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 Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

**Committee Action: No public comment received.**

**3. 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.*

**Committee Action: Committee received report from City Arborist.**

**4. PERMITS TO BE DISCUSSED:**

A. 1888 Madrona.

**Committee Action: Upon motion of Committee Member Stotesbery to approve root trees and stake existing fruitless olives, deny plant fruitless olive, and strike plant flowering groundcovers as Tree Committee has no jurisdiction, seconded by Committee Member Kausch, and unanimously carried.**

**6. SCHEDULED MATTERS:**

A. Remove discuss Heritage tree on Palmer drive.

**Committee Action: Discussion occurred.**

B. Discussion General Plan tree related issues.

**Committee Action: Discussion occurred.**

C. Tree ordinance revisions continued.

- Committee Action: Discussion occurred.**  
D. Tree Report to city Council.

**Committee Action: Discussion occurred.**

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

- A. Committee to decide which items to place on agenda for next meeting.

**Committee Action: Discussion occurred.**

8. **ADJOURNMENT:** A motion will be in order to adjourn to a regularly scheduled meeting of the Tree Committee on May 8, 2014 at 3:30 P.M. in the main conference room of City Hall located at 1480 Main Street, St. Helena, CA.

Kathy Robinson  
Tree Committee Secretary

DRAFT

The Pastime  
1853 Fir Hill Dr  
St. Helena, CA 94574

CITY OF  
ST. HELENA  
MAR 31 2014

OFFICE OF  
CITY CLERK

March 27, 2014

Gary Broad,  
City Manager, City of St. Helena  
1480 Main Street, St. Helena, CA 94574

Reference: Large Ash Tree in front of 1351 Main St. St. Helena Olive Oil Co.

Dear Mr. Broad

It is our understanding that at the last tree committee meeting approval was given for the city (at city expense) to remove 6 problem trees on Main St. in the upcoming fiscal year. We ask that the large Ash tree in front of 1351 Main St. be one of the trees removed by the city.

The root system has intruded into the sewer line creating a back up and overflow into the interior of 1351 Main several times in recent weeks. City crews were helpful in using their cameras to verify the root intrusion and temporarily clear the blockage. Harold Smith and Son Inc .have been hired to dig up and replace the damaged sewer line at a cost of approximately \$2,500.00 It was also noted during repair work that a large root has bent the water line that runs parallel and would have eventually broken it. While the location of the probable break would have made it the city's responsibility for repair it would still be an inconvenience to the building occupants. There is also a gas line that is over the existing sewer line that was entangled with tree roots.

City arborist, Jim Haller was very helpful and cut back the root system, however it is only a matter of time before this problem presents itself again. This is the second time this type of repair has had to be preformed. When these trees were planted it was with the understanding that the City would provide maintenance for any problems. Beside root intrusion, pavement upheaval, some Main St. buildings have received interior water damage due to leaves from the trees plugging roof drains. This is also a constant maintenance problem for our building as well.

The tree as it sits now, is almost directly on top on the sewer, water and gas lines. Our preference would be to have the tree removed and not replaced, But at the very least, any replacement be moved further away from the underground utilities.

In lieu of a replacement tree the building owners would be willing to donate funds to the city's beautification efforts.

Kind Regards,

  
Ronald J. Arata

For Building Owners, The Arata, Micheli, Smith and Pina Families.

## **APPLICATIONS FOR TREE WORK**

All trees located in the City right-of-way are covered by Section 17.10 of the Municipal Code. If you wish to prune, root prune, remove or replace any trees in the City right-of-way, a tree permit/contract and encroachment permit/contract will be required.

The fee of \$75.00 is required at the time of the tree permit/contract submittal. There will be no charge for the encroachment permit/contract.

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: Ronald J Arata  
(Property Owner or Contractor)

ADDRESS: 1351 Main St Helena Ca 94574  
(Address, City, State & Zip)

PHONE: \_\_\_\_\_

JOB LOCATION: \_\_\_\_\_

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:  
Removal and replace Main Street Raywood Ash  
Tree has damaged the sewer line two times

Estimated Start Date TBD Estimated Completion Date TBD

**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 OF APPLICANT \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

CITY ARBORIST REPORT

Type of Tree(s) Raywood Ash Diameter(s) 11" DBH  
(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 24" Sewer 16" Other \_\_\_\_\_

Overhead Obstructions: Yes \_\_\_\_\_ No  If Yes, Explain type and height: \_\_\_\_\_

Recommend Approval: Yes  No \_\_\_\_\_

Comments: TREE IS LOCATED CLOSE TO THE SEWER LINE  
AND ROOT KEEP GROWING INTO THE LINE AND BLOCKING  
IT, TREE SHOWS SIGNS OF INNER BRANCH DIE BARK DISEASE

Signature [Signature] Date 4/16/14  
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 4/15/14

Approved  Denied  Modified as Follows  Referred to Tree Committee

Requirements/Conditions: \_\_\_\_\_

Signature \_\_\_\_\_ Date 4/15/14  
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 \_\_\_\_\_



RECEIVED

PART 1 of 6

APR 07 2014 CITY OF ST. HELENA  
NAPA COUNTY, CALIFORNIA

PERMIT # PW1404-017

CITY OF ST. HELENA TREE PERMIT/CONTRACT  
APPLICATION FOR CITY TREES

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

APPLICANT: ERIC + CATHY CHESKY  
(Property Owner or Contractor)

ADDRESS: 1141 PAULSON CT. ST. HELENA  
(Address, City, State & Zip)

PHONE: 707-696-5532

JOB LOCATION: 1141 PAULSON CT.

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:  
Remove Sycamore Tree on North Side of driveway

Estimated Start Date Mid May Estimated Completion Date 1 day

DIAGRAM OF LOCATION OF PROPOSED WORK  
*Attach diagram on separate sheet(s) if necessary*

SEE ATTACHMENT

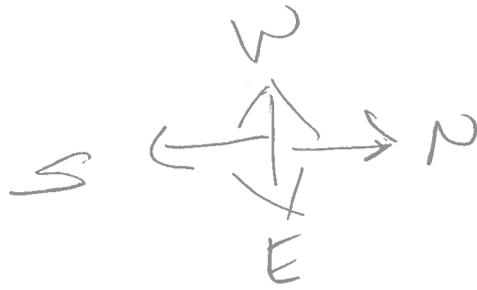
Applicant agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract.

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.

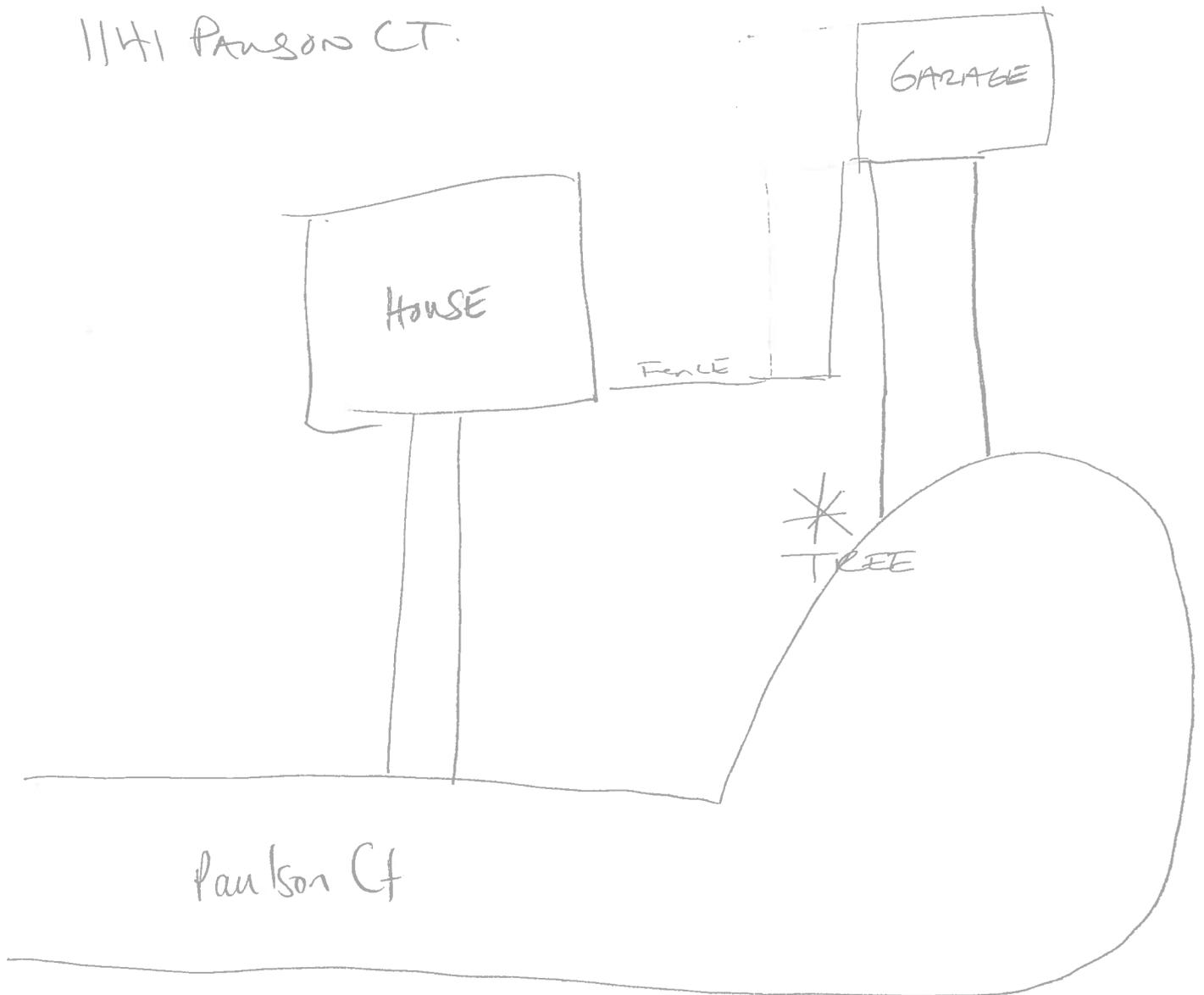
SIGNATURE OF APPLICANT Cathy Chesky

SIGNATURE OF OWNER CATHY CHESKY

ERIC + CATHY CHESTNUT



1141 Paulson Ct.



CITY ARBORIST REPORT

Type of Tree(s) Sycamore Diameter(s) 13.5" DBH  
(Site Sketch Required for Multiple Trees)

Sidewalk Damage: Yes  No  Lift in Inches: 2"

Other Damage: \_\_\_\_\_

Condition of Location: Good \_\_\_\_\_ Fair  Poor \_\_\_\_\_

Hazards Present: Yes  No  If Yes, Explain: side walk damage

Distance of Utilities from Tree: Water N/A Sewer N/A Other \_\_\_\_\_

Overhead Obstructions: Yes \_\_\_\_\_ No  If Yes, Explain type and height: \_\_\_\_\_

Recommend Approval: Yes  No

Comments: Due to compacted soil conditions, the tree is surface rooted, The sidewalk has begun lifting. I recommend removal and replace with a smaller tree

Signature [Signature] City Arborist Date 4/16/14

\* \* \* \* \*

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 10 Apr 14

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Modified as Follows \_\_\_\_\_ Referred to Tree Committee X

Requirements/Conditions: \_\_\_\_\_

Signature [Handwritten Signature] Date 16 Apr 14  
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 \_\_\_\_\_



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

PERMIT # 201404-019

RECEIVED

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

APR 22 2014

APPLICANT: Pacific Tree Care CITY OF ST. HELENA  
(Property Owner or Contractor)

ADDRESS: P.O. Box 34 Calistoga, CA 94515  
(Address, City, State & Zip)

PHONE: 707-942-0261

JOB LOCATION: 1329 Allyn Ave. St. Helena, CA

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:

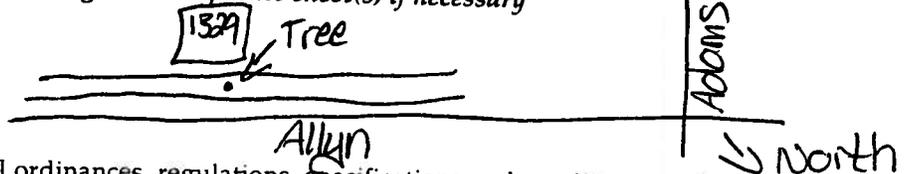
TREE TRIMMING  TREE ROOT PRUNING  TREE REMOVAL  TREE REPLACEMENT

DESCRIPTION OF TRIMMING, ROOT PRUNING, REMOVAL AND/OR REPLACEMENT TREES:  
Remove one Big Leaf Maple from planting strip. Replace tree. Provide cones + signs for pedestrian + vehicle safety.

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**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 OF APPLICANT Michele Kenney

SIGNATURE OF OWNER \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
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 \_\_\_\_\_

