

**CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION  
SPECIAL MEETING MINUTES**

Wednesday, December 18, 2019 – 7:00 p.m.  
City Hall, Council Chamber  
225 Second, Claremont, California

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**CALL TO ORDER:**

Chair Brower called the meeting to order at 7:00 p.m.

**ROLL CALL**

**PRESENT** COMMISSIONER: BROWER, FORESTER, KANE, MUNSON,  
NATICCHIA, SILVA

**ABSENT** COMMISSIONER: SCOTT TOUX

**ALSO PRESENT** Cari Dillman, Community Services Manager  
Michele Gonzales, Sr. Administrative Assistant  
Jeremy Swan, Community Services Director

**PUBLIC COMMENT**

Chair Brower invited public comment.

There were no requests to speak.

**ADMINISTRATIVE ITEM**

**Draft Urban Forest Management Plan**

Community Services Manager Cari Dillman presented the report and a PowerPoint presentation. Manager Dillman said that this is a 95 percent draft plan at this time because staff is still taking public input for the final version that will be going to the City Council for final approval.

Manager Dillman said this process started in 2015 and there was a big push from the community to develop an Urban Forest Management Plan. She said the development of an Urban Forest Management Plan is a huge undertaking and at that time the City did not have the resources of staff or funding to do so. She said in 2017 staff secured grant funding through CalFire to put the plan together, and in December 2017 the City entered into an Agreement with Plan-It Geo for \$80,000 to help staff with the development of the plan.

Manager Dillman said when staff is referring to the urban forest as part of the Urban Forest Manager Plan, staff is referring to the City-owned portion; the City does not have jurisdiction over private trees.

Manager Dillman reviewed the background on the development process, status of the urban forest, challenges of the urban forest, goals and objectives, and the Urban Forest Management Plan recommendations.

Manager Dillman said that recommendations made in the plan can be implemented as funding becomes available, but staff is not asking for additional funds at this time.

Manager Dillman said that this draft plan was presented to the Sustainability Committee and Tree Committee in November and their comments have been incorporated into this draft plan. She said staff is hoping to present the Urban Forest Management Plan to the City Council in January.

Commissioner Naticchia asked about the tree trimming cycle on Page 17 of the plan. He said that it reads that currently the City has an eight-year trim cycle but ideally each tree should be trimmed every five-years. He asked if there has been an attempt to quantify the risk of tree loss from that delayed pruning cycle.

Manager Dillman said staff has not done that.

Commissioner Kane asked if staff is looking for grant money to speed up the trim cycle.

Manager Dillman said that grant money is more focused on planting trees not maintaining or removing trees. She said staff is always looking for grants.

Commissioner Kane said that money must be the number one thing; we can't do anything without the money.

Community Services Director Jeremy Swan said if the City had unlimited funding we could move forward right away, but we don't. He said that this is a forty-year plan, with five-year goal increments and staff can work on elements of the plan right now, which would be education, marketing materials, etc.

Director Swan said staff is constantly looking for grants that the City would be eligible for. He said that Claremont is not eligible for a lot of grants that other cities can receive due to where we are and what we have. He said if the City had money he would like to go to a five-year trim cycle and look at more pruning by species not grid trimming. He said by having this plan it will help the City.

Commissioner Munson asked if you had to submit this plan to get a grant.

Director Swan said that some grants do require that you have an Urban Forest Management Plan.

Commissioner Kane asked if it has to do with the population.

Manager Dillman said that CalFire looks a lot at air quality and that is how they determine disadvantage communities (DAC). She said that because Claremont is up near the foothills, we don't have that component. She said if the City does qualify for DAC grants, they are usually towards the freeway corridor.

Commissioner Kane said we should consider private donations towards this.

Manager Dillman said the City does have the Resident-Pay Program and written into that policy is the ability for people to make donations into the Tree Fund. She said staff could look into advertising this program more.

Commissioner Forester asked about Objective 3B (Mitigate infrastructure and hardscape damages caused by trees) and if this is the part where staff could look into items like the setbacks in the Wilderness Park.

Director Swan said staff is working on the setbacks in the Wilderness Park and that will be an update to the *Tree Policies and Guidelines Manual* along with the designated Street Tree List.

Commissioner Forester said what she was looking for in the plan was fluidity so that when these things came up it was part of it.

Manager Dillman said that staff will work on putting something in there. She said this is a fluid document and we will be making changes and updating it every five years and bringing it through the Committee and Commission process

Commissioner Forester asked about the Municipal Code - Duties of Property Owners:

- D. To remove all fallen leaves and deadfall from any City tree planted in the public easement over his or her property, and to properly dispose of the deadfall in an appropriate waste receptable.

Ms. Forester wants to know in layman's terms what is the expectation of the property owner.

Manager Dillman said the property owner is responsible for removing all the nuisance debris from the sidewalk, curb, gutter, and on their property.

Commissioner Naticchia asked about cost for purchasing and planting a tree.

Manager Dillman said we purchase nursery stock trees for about \$35 – \$60 per tree and then the staff time for planting, for a total of approximately \$100.

Director Swan said the trees that are currently being planted are grant funded.

Commissioner Forester said that the report reads the City is at about 11 percent canopy coverage, she asked what is the target.

Manager Dillman said there is not a specific target; each City is unique.

Commissioner Forester asked about code enforcement and watering. She asked if staff can determine when a new tree is planted, and it fails if it was due to lack of water versus other reasons.

Manager Dillman said most of the time you can tell if a tree was not being watered if there was continual monitoring, but we did not have the staff to do this in the past. Ms. Dillman said now that we have a full-time arborist, we are hoping to increase the monitoring. She said the City has an Agreement with West Coast Arborists for young tree care maintenance, which is within the first year after the tree is planted they will monitor the tree, restake it, build the berm back up, and report to the City if the tree is not being watered.

Commissioner Forester asked if staff has looked into creating a volunteer program when it comes to watering when there are residents that are unable to water the tree or less enthusiastic about young tree care.

Manager Dillman said we have in several different ways. She said the problem is with volunteers they can be less reliable and there is a liability there. She said we have talked to Sustainable Claremont about helping the City and we will be looking into this a little more.

Commissioner Forester said we should endeavor for people to love their trees.

Manager Dillman said next year, staff will be doing an Urban Forest Maintenance Campaign and letting residents know how to properly water their trees, what trees do for the environment, and encourage a more positive, cohesive program.

Chair Brower said on Page 19 of the plan it reads, to establish a proper root system they require adequate water for the first three years and on Page 23 it refers to two years.

Manager Dillman said she thinks it is specific to species, but she will check with the arborist.

Chair Brower said to educate people on what is proper watering.

Manager Dillman said staff recommends a deep watering system; a very slow trickle.

Commissioner Silva said it is unclear what affect this draft plan will have on the budget.

Director Swan said there will be no impact to the budget due to the Urban Forest Management Plan; there are no additional funds available at this time.

Commissioner Silva said there is a lot of valuable information in the plan and asked if there has there been an analysis done on the projected budget going forward and if funds do not become available within a certain amount of time, then the information in the report becomes dated.

Director Swan said there are recommendations in the plan that do not have funding tied to them like expanding the Resident-Pay Program, researching available grants, updating the Designated Street Tree List, updating the *Tree Policies and Guidelines Manual*, etc. that can be accomplished with staff time.

Commissioner Silva said he was reading the excerpt from the Sustainability Committee meeting minutes and Chair Schenk said there was some confusion in the draft plan in regard to differentiating between City-owned trees and private trees. Commissioner Silva asked what revisions were made if any to the plan to address her concerns.

Manager Dillman said that a couple paragraphs were added on Page 8 to distinguish between private and public trees.

Chair Brower asked about the City's easement.

Manager Dillman said there is an 8 – 12-foot easement on most of the residential streets but it does vary throughout the City.

Commissioner Kane asked if larger trees could be planted.

Manager Dillman said that because we are solely using grant funds for planting, we have to plant 15-gallon trees. She said if a resident would like to pay for a larger tree through the Resident-Pay Program, they could do that, and West Coast Arborists would plant it.

Commissioner Forester pointed out a typo on Page 14.

Commissioner Kane asked about Goal 3 – Minimize the Risk of Trees in the Environment and it refers to the Tree Steward Program and if staff has thought to tie that into the High School, the Colleges, and any course study.

Manager Dillman said that Sustainable Claremont has reached out to Cal Poly Horticulture Department in the past and have received little response. She also said we have reached out to the local Colleges with no response.

Commissioner Kane wanted to reiterate on how we could assist the elderly and disabled residents to give them options on taking care of their trees.

Manager Dillman said Sustainable Claremont has helped some residents water their trees because they couldn't. Ms. Dillman said the Teen Green Crew has also helped residents with nuisance debris. She said as staff hears of residents with concerns, we try to pair them with one of these resources.

Commissioner Kane asked if we could announce this at the Senior Programs.

Commissioner Forester asked if staff could develop a database of groups or organizations that are interested in helping.

Director Swan asked the Commission if they are aware of any groups interested in helping to let staff know.

Commissioner Kane asked on Page VV what is VOC.

Manager Dillman said she would check on what that is.

Commissioner Munson asked about Page S, it refers to allergies being a concern, are there some trees that have a higher percentage of causing allergies than others.

Manager Dillman said yes.

Commissioner Munson asked has this been addressed as the City selects trees.

Manager Dillman said staff tries to be diverse in the planting pallet that we choose.

Chair Brower invited public comment.

There were no requests to speak.

***Commissioner Naticchia moved to approve the draft Urban Forest Management Plan and direct staff to finalize the Urban Forest Management Plan for City Council's approval, seconded by Commissioner Kane, and carried on a vote as follows:***

***AYES: Commissioner - Brower, Forester, Kane, Munson, Naticchia, and Silva***

***NOES: Commissioner - None***

***ABSENT: Commissioner - Scott Toux***

#### **ADJOURNMENT**

Chair Brower adjourned the special meeting of the Community and Human Services Commission at 7:48 p.m. The next regular meeting of the Claremont Community and Human Services Commission was scheduled for Wednesday, January 1, 2020 but has been cancelled due to the New Year's Day holiday. The next regular meeting of the Community and Human Services Commission will be held on Wednesday, February 5, 2020, at 7:00 p.m. in the Council Chamber, 225 Second Street, Claremont, California.



Chair

ATTEST:

  
Recording Secretary