

**CLAREMONT TREE COMMITTEE  
MEETING MINUTES**

Wednesday, December 18, 2024 at 6:00 PM  
City Hall Council Chamber, 225 W. Second Street, Claremont, California

---

**CALL TO ORDER**

Chair Brower called the meeting to order at 6:00 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:**

COMMITTEE MEMBER: BINDER, BROWER, SIFUENTES .

**ALSO PRESENT:**

Cari Dillman, Community Services Manager  
Richard Hecker, Landscape Maintenance Supervisor  
Dawn Ross, Senior Administrative Assistant  
Jeremy Swan, Community Services Director

**CEREMONIAL MATTERS, PRESENTATIONS, AND ANNOUNCEMENTS – None**

**PUBLIC COMMENT**

Chair Brower invited public comment.

Dawn Ross, Senior Administrative Assistant, announced that no written public comment had been received.

Frederick Roth provided a written list of suggested standards for nursery stock and spoke regarding the need for a means to inspect trees prior to planting to avoid planting trees with disabled root systems. Dr. Roth stated that the proposed update to the Tree Policies and Guidelines Manual describes quality trees and addresses root issues but does not mention performing inspections prior to planting.

There were no additional requests to speak.

**CONSENT CALENDAR**

1. Tree Committee Meeting Minutes of November 20, 2024

Chair Brower invited public comment.

Senior Administrative Assistant Ross announced that no written public comment had been received on this item.

There were no requests to speak.

***Committee Member Binder moved to approve the Consent Calendar, seconded by Committee Member Sifuentes, and carried on a roll call vote as follows:***

**AYES:**                ***Committee Member – Binder, Brower, Sifuentes***  
**NOES:**             ***Committee Member – None***

## **ADMINISTRATIVE ITEM**

### **2. Updates to the Tree Policies and Guidelines Manual**

Cari Dillman, Community Services Manager, and Kanami Otani, Dudek Urban Forest Planner, provided a PowerPoint presentation.

Staff and Ms. Otani responded to questions from the Committee regarding the notification process for non-emergency removals, public outreach methods, the structure of tree pits vs. tree wells, responsibility for inspection of nursery stock, and the process for making future updates to the Manual.

Chair Brower invited public comment.

Senior Administrative Assistant Ross announced that no written public comment had been received on this item.

There were no requests to speak.

***Committee Member Binder moved to recommend that the Community and Human Services Commission approve the Tree Policies and Guidelines Manual as presented, seconded by Chair Brower, and carried on a roll call vote as follows:***

**AYES:**                ***Committee Member – Binder, Brower, Sifuentes***  
**NOES:**             ***Committee Member – None***

## **ADJOURNMENT**

Committee Member Brower adjourned the meeting of the Tree Committee at 6:53 PM.

  
\_\_\_\_\_  
Nancy Brower  
Committee Chair

  
\_\_\_\_\_  
Dawn Bonnell Ross  
Recording Secretary