

*DRAFT MINUTES OF THE ENCINITAS URBAN FOREST ADVISORY COMMITTEE REGULAR MEETING*

*September 26, 2024, 5:30 P.M., 505 SOUTH VULCAN AVENUE*

**CALL TO ORDER / INTRODUCTIONS**

Committee Chair Mark Jenne called the meeting to order at 5:34 P.M.

Present: Committee members Mark Jenne, Linda Schnieder, Matt Palumbo, Brian Bishop, Richard Brocchini

Absent: Brad Lefkowitz

Also Present: Katrina Burritt, Dudek; Hansen LeClair, Dudek; Melissa Lane, City of Encinitas; Rob Tobin, City of Encinitas; Brian Sandland, City of Encinitas; Robert Knight, West Coast Arborists

There being a quorum present, the meeting was in order.

**ORAL COMMUNICATIONS / NON-AGENDA ITEMS**

Carol Parker mentioned there is an Engelmann Oak that was planted in Cottonwood Park during the 2022 Arbor Day that is not looking good. Located on the North grassy area on the east side of the bathrooms. The root ball is exposed. Work order for the parks department.

**CHANGES TO THE AGENDA**

N/A

**AGENDA**

1. REVIEW AND APPROVE DRAFT MEETING MINUTES FROM August 22<sup>nd</sup>, 2024

SPEAKERS: The committee reviewed the meeting minutes from the August 22<sup>nd</sup>, 2024 meeting.

COMMENT: None.

**COMMITTEE ACTION:** Committee member Mark Jenne made a motion to approve the minutes from August 22, 2024. Matt Palumbo seconded. Motion carried. Ayes: 4; Nays: 0; Absent: 1, Abstain: 1

2. REQUEST TO PLANT A TREE PERMIT

SPEAKERS: Katrina Burritt gave the committee an update regarding the Request to Plant a Tree Permit Button. The city's software is limited to what it can build out. The city's software can make a link to a digital form that would isolate the plant a tree request, this would separate it from the removal and trim requests. This option was proposed to John Ugrob and more options were asked to be explored. Katrina then met with West Coast Arborists (WCA) who has a more advanced technology suite. WCA could provide a city website which would function through WCA's website. The city could then choose to have WCA maintain the website or have it maintained by internal city staff. Katrina will need to go back to John with the proposed option and costs. From there the city will need to approve or deny it. A question was asked if the city went with another contractor in the future what would happen to the website? The city would have the domain but would lose the upkeep and maintenance if the city required it to be maintained by WCA.

COMMENT: None.

COMMITTEE ACTION: No action needed from the committee; another update will be provided at the next meeting.

3. REVIEW AND DISCUSS THE UPDATED TREE SPECIES LIST & RECOMMENDED SPECIES

SPEAKERS: Katrina Burritt informed the committee that no other update has been done to the species list since it ties into the Plant A Tree Button/Website. Katrina needs to wait on any updates to the tree species list until there is a definitive path on how to proceed with it.

COMMENT: None.

COMMITTEE ACTION: No action needed from the committee at this time.

4. SUBCOMMITTEE PRESENTATION ON PARKING LOT SHADING REQUIREMENT  
OUTLINE & PROPOSAL

SPEAKERS: Matt Palumbo went over the proposed recommendations regarding the Parking Lot Shade Policy Recommendations. The four recommendations included, having one tree per twenty spaces with a planting area of no less than sixteen feet, designing planting areas to capture rainwater, compiling a list of trees that can withstand the harsh conditions of parking lots, and having an arborist reviewing parking lot development plans. A question was asked if there was a parking lot with fewer than twenty spaces what to do in that situation. Matt will work with Brad and determine what the recommendation would be in a situation like that. Chris Kallstrand reached out to Anna Colamussi in Planning regarding next steps. It was recommended that UFAC can work with Chris Kallstrand on the recommendations, and he can work with Public Works on getting it ready to be presented at city council. However, UFAC would be the ones to present it to council. Rob Tobin mentioned that this process may fall back to Planning since this technically isn't a public works function, when it comes to new developments that falls under Planning. This item seems like it may be more appropriate to be brought forth to the Planning Commission. Linda Schneider brought to attention that the proposal does not mention maintenance. Matt mentioned that the idea of maintenance is out of his expertise and had a hard time thinking of incentives however if Linda can share any incentives that she did research on prior then those ideas can be explored. Matt can work with Chris and John on the proposal prior to involving Planning. Brad and Matt to make any updates to the proposal and follow up with Chris with the maintenance aspect. Melissa can assist Matt on the routing of the proposal, who it might need to be sent to. Rob Tobin mentioned that Chris mentioned the maintenance part of the proposal and it should be with the developers, also square footage might be taken into consideration as opposed to the number of parking spaces. Some parking lots might have loading/unloading zones or 15-minute parking spaces. Another option is to recommend structural soils and permeable pavement in lieu of large open spaces. This would allow for roots to grow. This might be a good option for smaller lots. Katrina will send out some structural soil resources so Melissa can send it out to the committee members.

COMMENT: None.

**COMMITTEE ACTION:** No action needed, item will be reviewed at the next committee meeting.

5. Melba Heritage Grove Signage

**SPEAKERS:** Melissa Lane reached out to West Coast Arborist to get costs for the heritage grove signage. Their contractor is working on putting together costs. Melissa asked Chris Kallstrand and John Ugrob for recommendations on what information should be put on the sign. John does not approve of the proposed heritage sign since its not consistent with the rest of the heritage tree plaques around the city. Signage needs to be consistent throughout the city. If new signage is added then does the other signage need to be changed throughout the city? Also there's the maintenance factor, the new proposed signage is made entirely of wood and would require more maintenance as opposed to the plaques that are consistent throughout the city.

**COMMENT:** Jerylanne Kessler commented to the melba heritage grove signage.

**COMMITTEE ACTION:** No committee action needed, item to be updated at the next committee meeting.

6. AGENDA ITEMS FOR FUTURE MEETINGS- NEXT MEETING JANUARY 23<sup>rd</sup>, 2025

- Review and Approve Meeting Minutes from September 26, 2024
- Request to Plant a Tree Permit
- Tree Species List (dependent on request to plant a tree permit)
- Parking Lot Shading Requirement Proposal
- Heritage Grove Signage

**ADJOURNMENT**

Meeting was adjourned at 6:15 P.M.