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

*April 25, 2024, 5:30 P.M., 505 SOUTH VULCAN AVENUE*

**CALL TO ORDER / INTRODUCTIONS**

Committee Chair Mark Jenne called the meeting to order at 5:36 P.M.

Present: Committee members Mark Jenne, Linda Schnieder, Brad Lefkowits, Richard Brocchini, Stephanie Piccirelli, Matt Palumbo

Absent: Brian Bishop

Also Present: Katrina Burritt, Dudek; Melissa Lane, City of Encinitas; Joy Lyndes, City of Encinitas Council Member; Bruce Ehlers, City of Encinitas Council Member; Brad Roth, Resident; Mark Wisniewski, Resident

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

**ORAL COMMUNICATIONS / NON-AGENDA ITEMS**

None.

**CHANGES TO THE AGENDA**

None.

**AGENDA**

1. REVIEW AND APPROVE DRAFT MEETING MINUTES FROM FEBRUARY 29, 2024

SPEAKERS: The committee reviewed the meeting minutes from the February 29, 2024 special meeting.

COMMENT: None.

**COMMITTEE ACTION:** Committee member Mark Jenne moved to approve the meeting minutes from February 29, 2024. Brad Lefkowits seconded. Motion carried. Ayes: 6; Nays: 0; Absent: 1, Abstain: 0

2. REVIEW AND APROVE DRAFT MEETING MINUTES FROM MARCH 28, 2024

SPEAKERS: The committee reviewed the meeting minutes from Mach 28, 2024. Linda Schnieder had a comment on page one under oral communications, wanted to spell out CIP (Capital Improvement Program). Linda Schneider also had a question on page six for item seven. There was a comment regarding Brian Staner’s opposition to the topic. Melissa Lane explained that Mr. Staner marked in opposition on his speaker slip he submitted. Mark Jenne explained that Mr. Staner came in opposition however left the meeting more in support since the committee had determined that it was unlikely for the trees to impact his development since the trees are far enough away, no change needed. Linda Schneider mentioned a technicality issue regarding item seven on page six. The minutes stated the UFAC committee moved to approve the heritage trees as a grove. The committee could not remember who moved to approve and seconded, however since the committee unanimously voted on approving the trees as heritage grove it was determined no change was needed.

COMMENT: None.

**COMMITTEE ACTION:** Committee would like CIP spelled out to Capital Improvement Program on page one. Mark Jenne moved to approve the meeting minutes from March 28, 2024. Linda Schneider seconded. Ayes: 6; Nays: 0; Absent: 1, Abstain: 0. Unanimous vote

 3. NATIVE PLANT POLICY

SPEAKERS: Council members Joy Lyndes and Bruce Ehlers attended the UFAC meeting to give an update on the city’s native plant policy that is in discussion. Joy Lyndes gave the committee a brief explanation on the native plant policy that is in discussion and where it’s currently at today. Originally the idea of a native plant policy took place approximately two years ago and city council formed a subcommittee to work with an ad hoc citizen group on the topic. Several public meetings were held so the public could come and comment on the topic. An outline for the native plant policy was formed and the goal was to bring it forward to the city and make it into city policy. The aspiring policy was recently brought forth to city council about a week ago, where it received support from a policy standpoint, however, it did not receive support from a budgetary standpoint. The native plant policy has three main focus areas, having an education component/demonstration garden, getting native plants put into new developments and public spaces, and developing the ordinance part of the policy. Next budget cycle Joy Lyndes and Bruce Ehlers are going to submit for funding to move this item forward. There has been $150,000 in funding in the proposed budget that has been dedicated towards education and a demo garden. Currently in the works is getting a native plant consultant to help formulate how to care for and manage native plants. At the last city council meeting there were two budgetary items that were brought forth which was $150,000 for education and the demo garden which got approved, and $350,000 for the technical expertise, a planner, and biologist to write the code/ordinance for the native plants, which did not get approved. The reason why technical expertise funds were so high is because the level of mapping that is being requested (where the city has valuable native plant habitats existing currently and base it off the multi species habitat conservation plan that was done twenty years ago and vet that information). Also identifying an overlay zone near those areas that native plants would be most beneficial and identify where native plants could be highly incentivized or mandated. Since the funding for the technical aspects did not get approved the subcommittee is working on putting something together to move as a first step forward in the process.

COMMENT: Brad Roth and Mark Wisniewski in support of item three.

**COMMITTEE ACTION:** None.

 4. PARKING LOT SHADING REQUIREMENT

SPEAKERS: Secretary noticed the recorder had shut off at some point between item three and item four. The committee discussed the city’s parking lot shading requirement and potential ways to improve the requirement to help maximize shade and tree canopy in the city. Brad Lefkowits mentioned a few ideas such as taking notes of larger trees that are doing well in parking lots or introducing a new tree species per every five trees. Mark Jenne mentioned UFAC can recommend tree planting conditions so that larger trees survive by allowing more room for expansion, less compaction, and less damage from cars. Mark Jenne will look into the Land Life product and look into the Thousand Oaks ordinance.

COMMENT: Mark Wisniewski in support of item four.

**COMMITTEE ACTION:** Each UFAC committee member will conduct some research on trees in parking and send to Melissa Lane to make a power point.

 5. URBAN FOREST ADVISORY COMMITTEE ELECTIONS

SPEAKERS: Mark Jenne brought to the committee’s attention that each year the UFAC needs to conduct elections for a chair and a vice chair. The committee discussed chair responsibilities and what would be expected. Brad Lefkowits mentioned he was interested in being Vice Chair for the committee. The committee asked Mark Jenne if he could still be the committee chair and he expressed he was still interested unless another member would like to be chair. No members voted to run as chair.

COMMENT:

**COMMITTEE ACTION:** Mark Jenne made a motion to continue being Chair and Brad Lefkowits as Vice Chair. The committee approved the motion with a unanimous vote.

 6. REQUEST TO PLANT A TREE PERMIT

SPEAKERS: The topic has been ongoing, originally it was thought the current tree permit can be swapped with the newer form that was created a few years ago. Melissa Lane has been working with Information Systems and John Ugrob to try and find the tree planting form but it cannot be found. John Ugrob and the city arborist will need to work together and decide whether to keep the current permit or create an entirely new tree planting form. The permit that is currently on the city website is a citywide form that is used and if it’s changed it will need to go through certain departments for approval. City resident Carol Parker mentioned that the point of changing the form is to make it easier and appealing to plant more trees. Melissa Lane went over some of the website edits Information Systems helped to make the website more user friendly such as making an improved tree planting button, creating a button for the tree tracker, and making the different urban forest/UFAC websites more repetitive so users can find how to get to the heritage tree website, tree removals, and other helpful information. A small description of the city’s tree planting program will be placed right above the tree planting button on the website. The committee would like residents to be able to easily submit a tree planting request online through the website, where they can click a button and fill out their information. If a resident needs a tree to be trimmed or removed then a resident should be submitting a request via the myencinitas app.

COMMENT: None.

**COMMITTEE ACTION:** Melissa Lane will inform John Ugrob and Chris Kallstrand of the committee’s website recommendation and report back with an update at the next UFAC meeting.

7. ARBOR DAY 2024 UPDATE

SPEAKERS: The arbor day planning group had a final meeting after the event to see what went well and what could have been done better. Some event strengths noted were: high attendance, boy scout and girl scout attendance, arbor day shirts/hats, strategically placing banners, active social media marketing, state assembly and senate representation, and having the tree planting demonstration. Areas of improvement that were noted were: ordering more food (due to high attendance), having a noise permit for guest speakers and musician, having signage on the different booths, having an identifier for the tree stewards (maybe colored hats), and having an information poster for the registration area (so participants can see the registration process). Other items that were also discussed were: having large amounts of participation certificates on hand for so participants can take them home the same day (some information was not legible, correct, or contact information was missing), getting more medium and large shirts, and adding messaging to social media stressing the importance of arriving early (planting trees are on a first come first served basis or potentially limiting planting to one tree per group).

COMMENT: None.

**COMMITTEE ACTION**: None.

8. AGENDA ITEMS FOR FUTURE MEETINGS-NEXT MEETING MAY 23, 2024

* Review and approve April 25, 2024 meeting minutes
* Parking Lot Shading Requirement
* Request to Plant a Tree Permit
* Tree Species List

**ADJOURNMENT**

Meeting was adjourned at 7:32 P.M.