A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, May 25, 2006 in the Cooperative Extension Conference Room, 2621 Northgate Lane, Suite 12, Carson City, Nevada.

PRESENT: Chairperson Carol Roberts

Vice Chairperson Lee-Ann Keever

Carole Brewer Mary Moline Terrill Ozawa Roy Trenoweth

STAFF: Vern Krahn, Park Planner

Walter Sullivan, Planning and Community Development Director Lee Plemel, Planning and Community Development Principal Planner Jennifer Pruitt, Planning and Community Development Senior Planner

Rick Beckerdite, Streets Division Foreman Molly Sinnott, Contract Urban Forester Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the council's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

CALL TO ORDER, DETERMINATION OF QUORUM (1-0007) - Chairperson Roberts called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Member Wertz was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0020) - None.

- 1. ACTION ON APPROVAL OF MINUTES April 27, 2006 (1-0027) Member Brewer moved to approve the minutes. Member Ozawa seconded the motion. Motion carried 6-0.
- **2. MODIFICATION TO THE AGENDA** (1-0033) None.
- 3. AGENDA ITEMS:
- 3-A. DISCUSSION ONLY WITH CARSON CITY PUBLIC WORKS DEPARTMENT, STREETS DIVISION REPRESENTATIVES TO LEARN MORE ABOUT TREE MANAGEMENT METHODS FOR TREES WITHIN CITY STREET RIGHT-OF-WAY (1-0040) At Chairperson Roberts' request, Mr. Beckerdite reviewed the methods by which street trees are maintained. He acknowledged the Streets Division is only concerned with trees in the right-of-way. Questions with regard to right-of-way are researched using Engineering Division maps. Mr. Beckerdite responded to further questions regarding tree inspections, and discussion took place regarding the cottonwood tree on the corner of Washington and Division Streets. He responded to additional questions regarding the criteria used to determine the need for tree removal. He acknowledged that Contract Urban Forester Molly Sinnott is contacted in questionable situations. In response to a further question, he advised that the Streets Division is not responsible for replacing trees which are required to be removed. He responded to additional

questions regarding interaction between Streets Division and Regional Transportation staff. He discussed trees which cause major problems with sidewalks, and the methods by which these problems are addressed. In response to a further question, he advised that the Streets Division does not use the tree inventory. Chairperson Roberts thanked Mr. Beckerdite for his attendance and participation.

3-B. ACTION TO MAKE FINAL RECOMMENDATIONS ON MODIFICATIONS TO THE LANDSCAPE DEVELOPMENT STANDARDS, CARSON CITY MUNICIPAL CODE SECTION 18.16, DEVELOPMENT STANDARDS, DIVISION 3, LANDSCAPING, INCLUDING THE FOLLOWING: TREE LIST FOR COMMERCIAL PROJECTS; RIPARIAN AREA TREE AND SHRUB LIST FOR PROJECTS ALONG RIVER / STREAM CORRIDORS AND IN WETLAND AREAS; TREE LIST FOR PROJECTS IN THE HISTORIC DISTRICT; GENERAL LANDSCAPE AND IRRIGATION NOTES; STANDARD LANDSCAPE PLANTING AND IRRIGATION SYSTEM DETAILS; STANDARD LANDSCAPE SITE AMENITIES AND FURNITURE DETAILS; OTHER MATTERS PROPERLY RELATED THERETO (1-0427) - Mr. Sullivan provided background information on this item. In response to an earlier question, he advised of a requirement to replace trees by twice the diameter of the trunk of the tree removed. He related a specific example. He advised that affixing signs to trees is forbidden pursuant to the City's sign code. He requested the council members to contact the Planning and Community Development Division with questions or to report violations. Member Brewer suggested including tree ordinance information in utility bills. In response to a comment, Chairperson Roberts noted the responsibility for trees within the City's right-ofway "goes across many departments." She suggested the council could serve as a liaison.

Mr. Krahn provided background information on development of the Carson City Tree List for Commercial Projects and the Carson City Riparian Area Tree List, copies of which were included in the agenda materials. Ms. Pruitt provided background information on the working draft of the Historic District Most Desired Trees list, copies of which were included in the agenda materials. Discussion took place with regard to the most up-to-date list, and Ms. Pruitt reviewed the method by which the Planning Division will utilize the list. She advised that the Historic Resources Commission had reviewed and approved the list, and indicated preferred species. Mr. Krahn clarified that the lists represent recommendations, and do not preclude a developer from considering other trees for a project.

Mr. Plemel reviewed Sections 3.6 and 3.3.6 of the proposed revisions to the Landscape Development Standards. Mr. Krahn provided background information on development of the General Landscape and Irrigation Notes, and the Standard Landscape Planting and Irrigation System Details. Ms. Sinnott discussed the benefits of having implemented these guidelines. She responded to questions regarding Clark County landscaping standards. At Mr. Krahn's request, Ms. Pruitt discussed benefits of the general landscape and irrigation notes and the planting and irrigation system details. Mr. Krahn referred to the Landscape Site Amenities and Furniture Detail which was also included in the agenda materials. Ms. Sinnott clarified that the "detail" referred to the drawings, not the text. Mr. Krahn thanked Engineering Division Intern Mike Otterstrom for his drafting assistance. He reviewed park standard details for landscape and irrigation.

Mr. Sullivan provided an overview of Section 3.4 of the proposed revisions to the Landscape Development Standards. He requested the council's support at the time the proposed revisions are presented for review and approval by the Board of Supervisors. Mr. Krahn responded to questions regarding possible action and the public review time table.

Discussion took place with regard to including provisions to protect trees during construction projects. Mr. Krahn advised of a staff meeting scheduled for May 26th to review the council's recommendations and further refine the language of the proposed revisions. He suggested the council could empower Chairperson Roberts to recommend further revision, as appropriate. In response to a question, Mr. Plemel advised that provisions for appeal are found throughout Title 18. Discussion followed with regard to the standards, and Mr. Krahn requested the council members to review the agenda materials in preparation for the special meeting on June 22nd.***

Chairperson Roberts called for public comment and, when none was forthcoming, entertained a motion. Member Trenoweth moved to recommend the Landscape Development Standards, Carson City Municipal Code Section 18.16, Development Standards, Division 3, Landscaping, including the following: Tree List for Commercial Projects; Riparian Area Tree and Shrub List for Projects along Rivers, Streams, Corridors, and in Wetland Areas; Tree Lists for Projects in the Historic District; General Landscape and Irrigation Notes; Standard Landscape Planting and Irrigation System Details; Standard Landscape Site Amenities and Furniture Details; and other matters properly related thereto. Member Ozawa seconded the motion. Motion carried 5-0-1. Member Brewer had temporarily left the meeting room. Upon her return and, in response to a question, she indicated her agreement with the motion. Chairperson Roberts thanked Mr. Krahn and the Planning and Community Development staff.

- 3-C. ACTION ON THE SHADE TREE COUNCIL'S HONOR ROLL PROCESS, RELATED FORMS, AND REQUIRED COUNCIL MEMBER ACTIVITIES, INCLUDING IDENTIFICATION OF MEMBERS' NOMINATIONS (1-2728) Member Moline reviewed the agenda materials, and distributed to the council members additional nomination forms. She solicited input from the council members with regard to the program and the nomination form. She requested the council members to consider nominations and to submit them no later than June 1st. She circulated photographs of her nomination, located on Mary Street. Chairperson Roberts reviewed the nomination process. In response to a question, Member Moline advised that the award would be presented in October. Mr. Krahn suggested mentioning the honor roll tree during the Fall Tree Care Seminar. Chairperson Roberts advised of Supervisor Robin Williamson's suggestion to conduct the honor roll program twice a year. In response to a question, Member Moline advised of having already spoken to the editor of the *Nevada Appeal*. She responded to additional questions regarding the method by which votes will be collected and tallied. Chairperson Roberts called for public comment and, when none was forthcoming, closed this item. No formal action was taken.
- 3-D. DISCUSSION ONLY REGARDING THE CARSON CITY MUNICIPAL CODE SECTION 13.04, PARKS AND RECREATION, TREES, WHICH RELATES TO THE CARSON CITY SHADE TREE COUNCIL (1-3354) Chairperson Roberts introduced this item. The council members reviewed and discussed pertinent portions of CCMC Section 13.04, copies of which were included in agenda materials. (2-0053) Chairperson Roberts recessed the meeting and reconvened. (2-0090) The council members continued reviewing and discussing pertinent portions of Section 13.04. Chairperson Roberts advised she would research the background of those portions of Section 13.04 which she had highlighted.

- 3-E. ACTION TO APPROVE EXPENSES INCURRED IN PREPARATION FOR THE 2006 ARBOR DAY CELEBRATION (2-0333) Chairperson Roberts reviewed expenses which she and Mike Tanchek incurred for the 2006 Arbor Day Celebration. Vice Chairperson Keever moved to approve the reimbursement of up to \$200 for expenses incurred in conjunction with the 2006 Arbor Day Celebration. Member Ozawa seconded the motion. Motion carried 6-0. Chairperson Roberts advised she would submit her receipts to the Parks Department Administration Office.
- 3-F. ACTION TO IDENTIFY THE DATE, LOCATION, AND POSSIBLE THEME OF THE 2006 FALL TREE CARE SEMINAR (2-0365) Pursuant to discussion at a previous meeting, Member Brewer advised of having contacted the Casino Fandango. She expressed the opinion that the venue would to be too expensive and would not be conducive to the format of the seminar. She expressed the further opinion that the seminar should be held at the Community Center because of the availability of equipment and its proximity to Mills Park. She noted that many seminars have included some type of activity in Mills Park. Chairperson Roberts advised she would provide to Member Brewer the survey comments regarding the catering for the last year's seminar. Consensus of the council was to hold the seminar at the Community Center. Member Brewer suggested that the council consider planting a tree in the arboretum as part of this year's seminar, and to do so on an annual basis.

Discussion took place regarding possible dates, and consensus of the council was to schedule the seminar for Wednesday, November 15th with an alternate date of Wednesday, November 8th. Member Brewer offered to reserve the necessary rooms at the Community Center, including the audio / video equipment, and to get a quote from the caterer.

- **3-G. DISCUSSION ONLY REGARDING POSSIBLE SITES FOR THE 2007 ARBOR DAY CELEBRATION TO BE HELD ON FRIDAY, APRIL 27, 2007** (2-0738) Chairperson Roberts discussed the purpose of this agenda item. Member Ozawa suggested considering the new hospital. Vice Chairperson Keever suggested Monte Vista Park. Member Moline suggested the freeway offramp on which GROW is working. Member Trenoweth suggested JohnD Winters Centennial Park. Member Ozawa suggested the Edmonds Sports Complex.
- 3-H. DISCUSSION ONLY REGARDING POSSIBLE 2007 GEORGE WASHINGTON FERRIS AWARD RECIPIENTS (2-0880) Chairperson Roberts solicited input from the council members. Vice Chairperson Keever suggested considering GROW. Chairperson Roberts requested the council members to continue considering possible nominations.

4. NON-ACTION ITEMS

STATUS REPORTS AND COMMENTS FROM STAFF (2-0948) - None.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (2-0930) - Chairperson Roberts provided background information on the new format of Non-Action Items. (2-0960) Member Moline provided her e-mail address for Shade Tree Honor roll nominations. She requested photographs of nominated trees. She commended Chairperson Roberts on the time and effort invested into council business. Vice Chairperson Keever advised she is gathering information from other government agencies with regard to procedures for disseminating agenda materials. She hopes to provide information at the next meeting. She acknowledged she is continuing to compile articles. Member Brewer clarified

a statement made at the last meeting in that there appear to only be three dead trees along the Silver Oak linear park. Member Ozawa reported on a tree near the Carl's Jr. Restaurant which needs attention. She advised of having considered nominating a horse chestnut tree on Baker Street for the Honor Roll Program. Member Trenoweth acknowledged he has continued to attend meetings in his role as council liaison.

Chairperson Roberts reported on the presentation to the Board of Supervisors of the council's goals. She advised that the experience was pleasant. Mr. Krahn commended Chairperson Roberts on her presentation. Member Trenoweth agreed. Mr. Krahn advised that this council was the first to have presented annual goals to the Board of Supervisors following the audit which recommended doing so. Chairperson Roberts advised of the Board of Supervisors' recommendation for the council to collect rooted Christmas trees for planting in parks. Member Moline advised that the Board of Supervisors was very complimentary toward the council. Chairperson Roberts advised of having reported a tree in the Safeway parking lot to the store manager. The Safeway store manager advised she would contact their landscape contractor. Chairperson Roberts requested the store manager to not remove the tree unless absolutely necessary. She advised of having invited NDOT representatives to this meeting, but that they had declined. She suggested considering the possibility of the council becoming a member of the Chamber of Commerce. She requested the council members to consider the possibility of televising council meetings.

- **5. FUTURE AGENDA ITEMS** (2-1421) Mr. Krahn discussed the unveiling of the conceptual downtown improvements video, and suggested it could be presented at the June 22nd special meeting. Chairperson Roberts suggested deferring the items with regard to televising the council meetings and Chamber of Commerce membership until September. In response to a question, consensus of the council members was to cancel the August meeting.
- **6. ACTION ON ADJOURNMENT** (2-1575) Member Brewer moved to adjourn the meeting at 7:40 p.m. Member Ozawa seconded the motion. Motion carried 6-0.

The Minutes of the May 25, 2006 Carson City Shade Tree Council meeting are so approved this 28th day of September, 2006.

CAROL ROBERTS, Chair