

CARSON CITY SHADE TREE COUNCIL

Minutes of the March 22, 2007 Meeting

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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, March 22, 2007 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Carol Roberts
Vice Chairperson Lee-Ann Keever
Carole Brewer
Rex Harold
Terrill Ozawa
Gianna Shirk
Roy Trenoweth

STAFF: Walter Sullivan, Planning Division Director
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 AND DETERMINATION OF QUORUM (1-0007) - Chairperson Roberts called the meeting to order at 5:33 p.m. Roll was called; a quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0016) - None.

1. ACTION ON APPROVAL OF MINUTES - February 22, 2007 (1-0019) - Member Brewer moved to approve the minutes, as presented. Member Ozawa seconded the motion. Motion carried 7-0.

2. MODIFICATIONS TO THE AGENDA (1-0022) - None.

3. AGENDA ITEMS

3-A. ACTION TO RECOMMEND TO THE PLANNING COMMISSION AND BOARD OF SUPERVISORS ADOPTION OF THE LANDSCAPE DEVELOPMENT STANDARDS, CARSON CITY MUNICIPAL CODE, SECTION 18.16, DEVELOPMENT STANDARDS, DIVISION 3, LANDSCAPING, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: GENERAL LANDSCAPE PLANTING AND IRRIGATION SYSTEM NOTES; CERTIFIED LANDSCAPE TECHNICIAN REQUIREMENTS FOR COMMERCIAL PROJECTS; TREE LIST FOR COMMERCIAL PROJECTS, INCLUDING AN INDICATOR OF TREES PREFERRED ON PROJECTS WITHIN THE HISTORIC DISTRICT; STANDARD LANDSCAPE PLANTING AND IRRIGATION SYSTEM DETAILS; TREE PRESERVATION AND PROTECTION; RIPARIAN AREA TREE AND SHRUB LIST FOR PROJECTS ALONG RIVER / STREAM CORRIDORS AND IN WETLAND AREAS; AND OTHER MATTERS PROPERLY RELATED THERETO (1-0028) - Chairperson Roberts introduced and provided background information on this item. She reviewed revisions to the proposed ordinance since the last time it was presented to the council. She advised that the proposed ordinance would be presented to the Planning Commission at their March 28th meeting. In response to a question, Mr. Sullivan advised that approximately 500 hours had been invested in development of the proposed ordinance by City staff, Chairperson Roberts, the council members, and other

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individuals. He acknowledged that Planning Division staff is satisfied with the proposed ordinance, and advised that it is agendized for action as part of the Planning Commission's March 28th agenda. He discussed the purpose of the ordinance, and reviewed pertinent portions of the same. In response to a question, he advised that, other than the historic district, the ordinance is primarily applicable to commercial and industrial landscape rather than residential.

Member Harold expressed concern with regard to a strong reaction by property owners. Member Trenoweth and Mr. Sullivan provided background information on the public process involved in development of the proposed ordinance. Mr. Sullivan requested that the council send a liaison to the Planning Commission meeting to speak on behalf of the ordinance. He requested the entire council to be present at the Board of Supervisors meeting. Chairperson Roberts entertained a motion. **Member Trenoweth moved to approve the Landscape Development Standards, as presented. Member Brewer seconded the motion. Motion carried 7-0.**

Member Harold suggested requesting members of the Parks and Recreation Commission and the Open Space Advisory Committee to attend the Planning Commission and Board of Supervisors meetings at which this item is presented. Mr. Sullivan listed individuals involved in development of the proposed ordinance, including Chairperson Roberts, Parks and Recreation Department Director Roger Moellendorf, Parks and Recreation Director of Operations Scott Fahrenbruch, Open Space / Property Manager Juan Guzman, and Park Planner Vern Krahn; Planning Division Senior Planner Jennifer Pruitt, Assistant Planner Kathe Green, and Principal Planner Lee Plemel; Contract Urban Forester Molly Sinnott; and various Engineering Division staff members. In response to a question, Mr. Sullivan advised that the proposed ordinance was provided to various contractors and engineers. Chairperson Roberts recalled that the proposed ordinance had also been provided to the Builders Association of Western Nevada for review. She advised of the intent to attend the March 28th Planning Commission meeting. She thanked Mr. Sullivan for his attendance and participation. She responded to questions regarding the provisions of Section 3.7.2. She reviewed revisions to the proposed ordinance pertinent to parking lot landscape.

3-B. DISCUSSION AND POSSIBLE ACTION CONCERNING ASSIGNMENT OF DUTIES AND RESPONSIBILITIES TO MEMBERS OF THE COUNCIL BY THE CHAIRPERSON (1-0464)

- Chairperson Roberts introduced this item, and referred to the pertinent agenda materials. She discussed a suggestion to assign duties and responsibilities to the council members based on their strengths and interests, and requested input with regard to the same. Member Brewer expressed a preference to volunteer for rather than be assigned duties and responsibilities. Chairperson Roberts advised that if she takes on the role of project manager to assign duties and responsibilities, the council would assess the status of projects as a group. She further advised of the possibility that projects / events which do not progress adequately may need to be pulled from the list of council goals. She offered the council members the option of volunteering for duties and responsibilities. In response to a question, she advised that tracking volunteer hours is a minimum for the Tree City USA project. Member Brewer noted that she had already volunteered to track the volunteer hours.

In response to a question, Member Shirk volunteered to serve as council liaison to the Planning Commission and the Historic Resources Commission. Member Trenoweth volunteered to continue serving as the alternate liaison to the Planning Commission. In response to a question, Member Harold provided an explanation of the Nevada Fire Safe Council's mission. Member Shirk advised of recent grant funding awarded to Nevada Fire Safe Council chapters from the Nevada Division of Forestry.

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Chairperson Roberts reviewed the Recommendations for Liaison Role included in the agenda materials. In response to a question, she noted the council's advisory responsibility to the Board of Supervisors and the council's purview over trees in public rights-of-way. She further noted the focus of the University of Nevada Cooperative Extension ("UNCE") over residential trees and the general population. She noted the potential of including the entire urban forest by establishing a partnership with the UNCE. Member Harold provided additional information regarding the purview of the UNCE. Consensus of the council was that no action was necessary.

3-C. DISCUSSION AND POSSIBLE ACTION REGARDING THE 2007 ARBOR DAY CELEBRATION (1-0685) - Chairperson Roberts advised of having met with the Nevada Division of Forestry 50th Anniversary Celebration Committee. State Forester Pete Anderson expressed a preference for holding the ceremony at the Mills Park Fireman's Memorial. Chairperson Roberts will review the Mills Park Arboretum plan with Parks and Recreation Director of Operations Scott Fahrenbruch to ensure that the five trees can be planted at the Fireman's Memorial. She advised that George Zappatini's son will be requested to attend the celebration. She circulated, among the council members, a draft flyer and expressed the understanding that the NDF 50th anniversary celebration will be included as part of the regular Carson City Arbor Day Celebration event.

In response to a question, Chairperson Roberts reiterated that the Mills Park Arboretum plan will be reviewed to ensure that five trees can be planted near the Fireman's Memorial. The tree species will be selected based on the Arboretum plan. In response to a question, Chairperson Roberts advised that none of the council members had yet been assigned as event manager for Arbor Day. Member Brewer expressed a willingness to assist with planning the event. Member Ozawa suggested that one of the council members with forestry experience should serve as the event manager. Chairperson Roberts acknowledged the need to secure the Mayor's and Governor's Proclamations for Arbor Day. Member Brewer acknowledged she had taken responsibility for this task in years past. Vice Chairperson Kever offered to look into the possibility of the Legislature entering into a concurrent resolution memorializing the event.

Chairperson Roberts requested one of the council members to contact Mike Tanchek regarding the George Washington Ferris Award plaque. She offered to talk with Conservation Staff Specialist Susan Stead regarding the council conferring the award on the Nevada Division of Forestry. She will be contacting the council members with regard to responsibilities. Member Brewer offered to secure the Mayor's and Governor's Proclamations. Vice Chairperson Kever suggested sending invitation letters to the legislators, and agreed to prepare a draft. Chairperson Roberts suggested the possibility of having food at the event, and discussion followed. Consensus of the council was that no action was necessary.

3-D. DISCUSSION AND POSSIBLE ACTION ON THE ARBOR DAY POSTER CONTEST (1-0865) - Chairperson Roberts introduced this item, and circulated two poster contest entries among the council members. Following review of the entries, Chairperson Roberts entertained votes for Rhythm Roberts' poster entry, and five council members voted in favor. Chairperson Roberts entertained votes for Nathan Tripp's poster entry, and two members voted in favor. She noted that Rhythm Roberts' poster entry carried the council.

Chairperson Roberts requested input of the council members with regard to presenting the award. **Member Ozawa moved to invite the poster winner to the April council meeting to present the award at the meeting. Member Brewer seconded the motion.** Discussion took place regarding the award, and

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Member Brewer moved to spend \$25 on books as part of the award for the winner of the poster contest. Member Trenoweth seconded the motion. Motions carried 7-0. Vice Chairperson Keever moved to have the poster framed and memorialized as the winner of this year's poster contest and presented to the winner at the April council meeting. Member Brewer seconded the motion. Motion carried 7-0. Member Ozawa acknowledged she would photograph the event. In response to a suggestion, the council members advised that the books will be about trees. Discussion took place regarding the method by which to memorialize the event.

3-E. DISCUSSION AND POSSIBLE ACTION REGARDING THE PROGRAM FORMERLY KNOWN AS THE "SHADE TREE COUNCIL HONOR ROLL" (1-1091) - Chairperson Roberts introduced this item. Member Brewer reviewed Internet research into possible names for the program, and suggested conferring a Certificate of Recognition. She referred to a previous suggestion to choose one species of tree each year, and further suggested inviting the public to send photographs to the council and to have an arborist choose two to three trees to recognize. Member Ozawa reviewed Internet research, and suggested naming the program the "'Silver Leaf Award' for whichever designation." Discussion followed, and **Member Brewer moved to confer certificates of recognition for conifers this year. Member Ozawa seconded the motion. Motion carried 7-0.** Vice Chairperson Keever acknowledged a willingness to begin publicizing the program as soon as possible. In response to a question, Member Brewer suggested conferring the award on September 1st and designating the submission deadline as July 1st.

3-F. DISCUSSION ONLY CONCERNING APPLICATION FOR 2007 NEVADA DIVISION OF FORESTRY'S URBAN FORESTRY TREE PLANTING GRANT OR PURSUING OTHER GRANT OPPORTUNITIES (1-1228) - Chairperson Roberts introduced this item, and advised that there is no Nevada Division of Forestry grant funding available this year. Member Brewer suggested local businesses and community organizations as possible grant funding sources, and discussion followed. Chairperson Roberts advised she would agendaize an action item for the next meeting.

3-G. DISCUSSION AND POSSIBLE ACTION ON THE CREATION OF AN ADDITIONAL AWARD THAT WOULD RECOGNIZE ORGANIZATIONS OR INDIVIDUALS THAT HAVE MADE OUTSTANDING EFFORTS TO PROTECT AND PRESERVE TREES IN CARSON CITY (1-1277) - Chairperson Roberts introduced this item. Vice Chairperson Keever distributed to the council members copies of a January 9, 2007 *Nevada Appeal* article, and circulated a *Nevada Observer* article. She reviewed historic information on Aaron D. Treadway, as contained in the articles. She advised of a suggestion by State Archivist Guy Rocha to name the additional award after Aaron D. Treadway, and the council members concurred. Chairperson Roberts advised of having discussed, with Planning Division staff, the Presbyterian Church's renovation project, and provided background information on the decision to save the tree. Discussion followed, and Chairperson Roberts entertained a motion. **Vice Chairperson Keever moved to create a new award to recognize organizations or individuals that have made outstanding efforts to protect and preserve trees in Carson City, and to name it the Aaron D. Treadway Award. Member Trenoweth seconded the motion. Motion carried 7-0.** Chairperson Roberts advised she would agendaize an item, for the April council meeting, to designate an award recipient.

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3-H. DISCUSSION ONLY ABOUT THE CARSON CITY SHADE TREE COUNCIL FINANCIAL STATEMENT (1-1518) - Chairperson Roberts introduced this item, and reviewed the pertinent agenda materials. She advised the newer members that this council is one of the few advisory bodies in the City with its own budget.

3-I. REVIEW AND POSSIBLE ACTION REGARDING THE CARSON CITY SHADE TREE COUNCIL BYLAWS (1-1560) - Chairperson Roberts introduced and provided background information on this item, and reviewed the pertinent agenda materials. In response to a comment, she suggested considering the possibility of designating specific membership criteria for the council member positions. Discussion followed. Chairperson Roberts reviewed the provisions of item 9, and additional discussion took place regarding the responsibility of council members to attend meetings and to notify the chair of planned absences. Chairperson Roberts reviewed the provisions of items 11(c), 12(b), and 5(c). Consensus of the council was to take no action on this item. The council members acknowledged having reviewed Ordinance 1993-23 which was also included in the agenda materials. Member Harold advised he would be absent from the April council meeting.

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM STAFF (1-1845) - None.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-1846) - Member Shirk distributed to the council members and staff information on grant funding awarded to the Nevada Fire Safe Council and reviewed the same. She distributed to the council members and staff the Governor's 2000 Arbor Day Proclamation, information on the Nevada Shade Tree Council's public meetings, and a history on Arbor Day. Member Harold reported having attended a meeting of the Nevada Fire Safe Council earlier in the day. He offered to provide to the council members copies of a booklet to be published by the University of Nevada Cooperative Extension regarding appropriate planting material. Member Trenoweth reported on plans to plant and relocate trees at Governor's Field in conjunction with construction of the batting cage facility. He further reported that new landscape will be planted at the Fairgrounds once the improvement project is complete. Member Brewer requested the volunteer hours sheets. Member Ozawa donated an acid-free, document-safe scrapbook to the council and provided it to Vice Chairperson Keever. She advised of having attended the Board of Supervisors meeting at which Member Shirk was appointed to the council. Chairperson Roberts advised of having received an e-mail from the Alliance for Community Trees ("ACT") requesting organizations and agencies to add themselves to a list to be reviewed by Congress. She discussed the opportunity to write letters, as individuals, requesting reconsideration of federal budget allocations to the Nevada Division of Forestry. She circulated among the council members and reviewed various items of interest which were not included in the agenda materials. She reviewed information on the Urban Forest National Conference to be held in Atlanta, Georgia in May. She advised of a Nevada Shade Tree Council meeting scheduled for early April in Las Vegas. She distributed to the council members information regarding the Arbor Day Poster Contest. (2-0048) Member Harold commended Member Shirk on the research she had conducted.

5. FUTURE AGENDA ITEMS (2-0045) - Member Brewer offered to invite Susan Crowell to the next council meeting to provide a presentation regarding the Brewery Arts Center landscape plan.

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- 6. ACTION ON ADJOURNMENT** (2-0054) - Member Ozawa moved to adjourn the meeting at 7:18 p.m. Vice Chairperson Keever seconded the motion. Motion carried 7-0.

The Minutes of the March 22, 2007 Carson City Shade Tree Council meeting are so approved this 26th day of April, 2007.

CAROL ROBERTS, Chair