



# Agenda

## **MUNICIPAL TREE BOARD**

**A Subcommittee of the PARC (Parks & Recreation Advisory Commission)**

**1142 Siler Rd, Bldg. C – Parks Conference Office**

**Saturday, November 10, 2018**

**9:00 am**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Review of City's Resolutions authorizing the Municipal Tree Board
  - A. Review of City's Resolutions authorizing the Municipal Tree Board
  - B. Review of Tree City USA Requirements
  - C. Discussion of City Parks Departments needs
  - D. Tree Board focus
  - E. Recommendation to PARC
5. Review of City's existing information regarding urban forest
  - A. Land Use Code
  - B. Landscaping guidelines for development
  - C. Sustainable Santa Fe tree information
  - D. Recommendations to PARC
6. Adjourn

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.**

**RECEIVED AT THE CITY CLERK'S OFFICE**

**DATE: 11/06/2018**

**TIME: 2:16 PM**

**SUMMARY OF ACTION  
MUNICIPAL TREE BOARD  
OFFICES OF PARKS AND RECREATION DEPARTMENT  
SILER ROAD  
SATURDAY, NOVEMBER 10, 2018, 9:00 AM**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
<b><u>REVIEW OF CITY RESOLUTION AUTHORIZING THE MUNICIPAL TREE BOARD</u></b>		
REVIEW OF CITY'S RESOLUTION AUTHORIZING THE MTB	REMOVED	1-2
REVIEW OF TREE CITY USA REQUIREMENTS	INFORMATION/DISCUSSION	2
DISCUSSION OF CITY PARKS DEPARTMENT NEEDS	INFORMATION/DISCUSSION	2-4
TREE BOARD FOCUS	INFORMATION/DISCUSSION	4
RECOMMENDATION TO PARC	INFORMATION/DISCUSSION	5
<b><u>REVIEW OF CITY'S EXISTING INFORMATION REGARDING URBAN FOREST</u></b>		
LAND USE CODE	INFORMATION/DISCUSSION	5-6
LANDSCAPING GUIDELINES FOR DEVELOPMENT	INFORMATION/DISCUSSION	6
SUSTAINABLE SANTA FE TREE INFORMATION	INFORMATION/DISCUSSION	6
RECOMMENDATION TO PARC	INFORMATION/DISCUSSION	6-7
ADJOURN	ADJOURNED	7

**MUNICIPAL TREE BOARD  
OFFICES OF PARKS AND RECREATION DEPARTMENT  
SILER ROAD  
SATURDAY, NOVEMBER 10, 2018, 9:00 AM**

**1. CALL TO ORDER**

The meeting of the Municipal Tree Board was called to order by Chair, Katherine O'Brien at 9:30 am, on Wednesday, November 10, 2018, at the Parks and Recreation Department on Silar Road, Conference Room, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Katherine O'Brien, Chair  
Pam Wolfe  
Tracy Neal  
Becky Touchett  
(Vacancy)

**MEMBERS ABSENT**

**OTHERS PRESENT**

Richard Thompson, Parks Department  
Mary Schruben  
Andy Otto, Watershed Association  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

Ms. Touchett asked that item 4 A be removed from the agenda.

**MOTION**      A motion was made by Mr. Neal, seconded by Ms. Wolfe, to approve the agenda as amended.

**VOTE**          The motion passed unanimously by voice vote.

**4. REVIEW OF CITY RESOLUTION AUTHORIZING THE MUNICIPAL TREE BOARD**

**A. REVIEW OF CITY'S RESOLUTION AUTHORIZING THE MTB**

This item was removed from the agenda.

## **B. REVIEW OF TREE CITY USA REQUIREMENTS**

Mr. Thompson made a presentation on the Tree City USA Requirements. Copies were given to the Board members. He reviewed the information.

Standard 1 is to qualify. The community has to have a qualified Tree Board. The Municipal Tree Board formation satisfied this standard for the City of Santa Fe.

Standard 2 is that a basic Tree Care Ordinance forms a foundation of a city's tree care program.

This item was discussed. It was decided that the Municipal Tree Board would look into creating a Tree Care Ordinance.

Standard 3 is met by the Parks Department.

Standard 4 is to celebrate Arbor Day with an event of some sort and a City Resolution.

This item was discussed. It was decided that the Municipal Tree Board will work with the Parks Department to get a Resolution read into the record in 2019.

Ms. Wolfe asked what does a community derive from being a Tree City USA.

Ms. Schruben said it is a basis to stand on for funding opportunities.

## **C. DISCUSSION OF CITY PARKS DEPARTMENT NEEDS**

Chair O'Brien asked what does the City Parks Department lack that we can help you with.

There was an extensive discussion around this issue.

Mr. Thompson said we need the Municipal Tree Board to inform the Governing Body of the threat to the urban forest.

Chair O'Brien asked so we are a voice for trees.

Mr. Thompson said yes.

Chair O'Brien said we have committed volunteers on this Board. We want to do what we are intended to do.

Ms. Wolfe said the minutes from a previous meeting show a discussion of advocating increased

budgets for tree care management and pest management. We need to understand the argument for the urban forest and the Tree Board itself. If she is going to advocate and speak for the urban forest she needs the information about an urban forester to fulfill that need.

Mr. Thompson said when we build the budget \$2.00 per capita is included for tree care. Part of his salary is there, part of pest management and a percentage of park maintenance workers. There is an opportunity to transfer away from passive salaries and planning into action like hiring an arborist and climbers and planters who plant and maintain trees.

Chair O'Brien said Tracy has been living here 30 plus years as she has. As an arborist working here what do you see is the biggest deficiencies in our urban forest.

Mr. Neal said invasives are increasing as climate change goes on. The control of invasives. Part of the need is to educate the public on proper tree selection and tree care and having a crew that takes better care of the trees in the park when they are planted. Better tree care in public places and better education for the public of how they choose the trees and take care of them. Educate and lobby for a healthy urban forest. Lobby government and educate people.

Ms. Wolfe said that is a long difficult road. People have notions of what they do and how to do it. Coordinating these efforts with other groups like the Railyard and the Botanical Garden will be necessary. Engage in that kind of activity. Adopt a small park and do educational sessions there. Adopt a park on the southside and do workshops there.

Mr. Otto said he was going to have to leave. Thank you for your hard work. Keep on working.

Ms. Wolfe said Arbor Day should include an educational event. We need to get people there. There is a huge need for that kind of getting out there and talking to people and helping them understand and get to where the need is.

Ms. Schruben said the Botanical Garden charges for workshops.

Mr. Neal said as part of our education we could use some of the quality of life money to come up with education items such as public tree lists and tree guide information and distribute that to various groups. As to local nurseries, we could go to nurseries and talk to staff about the Board and offer to educate the people in the nursery.

Ms. Touchett said we should have one consistent program and not be all over the place.

Mr. Thompson said you could have a subcommittee.

Mr. Neal recommend that when we have materials from other people to include in our educational efforts we need to all review those materials and agree.

Mr. Thompson said he can get some material on how to plan a tree guide to the Board for review.

Mr. Thompson said Tracys' recommended tree list is on our website and the design guidelines On the City Clerk's page it shows the Santa Fe City Code. That will take you out to a 3<sup>rd</sup> party entity called MUNI code. You can see the code information there.

Ms. Touchett said she would like to discuss the education portion of what we have talked about. She would like to develop an Education program, a consistent program, that we could move forward with.

#### **D. FORMULATION OF MISSION STATEMENT**

Ms. Wolfe said maybe we should include education and reforestation in our mission statement. Just do that and let everything flow from it. It should reflect what we can and can't do.

Mr. Neal recommend that they change the word from reforestation to supporting a healthy urban forest.

Ms. Wolfe said what about water conservation.

Chair O'Brien said before the reservoirs were built there was a natural flow to the Santa Fe River. It was a living river.

Chair O'Brien asked what purpose does a mission statement serve.

Mr. Neal said to get rid of our old one and get new one. We need to specify what we are up to and make it general

Chair O'Brien asked is this for internal purposes.

Mr. Thompson said yes.

There was discussion about drafting a mission statement for the Municipal Tree Board.

The mission statement that was agreed upon was as follows:

"The mission statement of the Municipal Tree Board is to advocate for the health and proper care of the urban forest and to provide education to the public regarding the importance and benefits of the urban forest."

This statement was agreed upon by consensus of the Board.

#### **E. RECOMMENDATION TO PARC**

Chair O'Brien thanked the Board for their discussion and efforts in developing a mission statement. She will present the mission statement to PARC for their approval at their next meeting.

## **F. TREE BOARD FOCUS**

This was discussed during the development of the mission statement.

## **5. REVIEW OF CITY'S EXISTING INFORMATION REGARDING URBAN FOREST**

### **A. LAND USE**

There was general discussion about the City Code and the Land Use Code, where the tree references fit into the codes, how changes are made and the role of the Municipal Tree Board in requesting changes or additions to the code.

Chair O'Brien asked about Tracy's recommended tree list and if it was in the Land Use Code.

Mr. Neal said he put together two things. A recommended tree list for planting in the Santa Fe area and a recommended woody plants list.

Ms. Schruben said they are both listed as tables. She would like to recommend to PARC to list both of these items together as references.

Mr. Neal said the plant list should be added to the Parks website.

Mr. Neal said there needs to be a place for the public to be able to access the recommended plant and tree lists.

Ms. Touchett said there are two places to add the complete list of trees and woody plants. Under landscape designs for medians and on a broader place for the public.

Mr. Thompson said it is combined on the website with 'Understanding Santa Fe Desert Vegetation.

Ms. Schruben said add them under Parks and Recreation with an additional header that says recommended tree and woody plants list for the Santa Fe area. Put both lists there. Delete the old list from the desert vegetation. Recommend to PARC to update the website with this information.

Mr. Neal asked what can we recommend for Chapter 14 revisions.

Chair O'Brien said she read through the regulations and she would like the Tree Board to scan through and see if they have any objections, questions or improvements. That is what we are tasked with. Are they appropriate. We will discuss that at our next meeting.

Ms. Schruben said she is finding in her review that there is a complete absence of follow up care after planting and correct planting methodologies. Transplanting trees is missing. Also spacing and distance between trees. Their current practice is no longer sustainable. They are too far apart and too

close to the street. All of that is missing. That whole concept. She agrees with the Chair. After review we need to sit down and have a work session and talk about all the places where we each marked stuff that concerns us. Get that together and talk about what focus we want these chapters to have.

Mr. Thompson said you could have a subcommittee to look at. We do want to see urban forest highlighted in the Land Use Code.

Chair O'Brien said we also need to discuss how the Tree Board connects with the Sustainable Plan.

Mr. Neal said we need to figure out what we are going to do in interacting with the sustainability staff.

The Sustainable Plan will be sent to each of the Board members.

It was agreed that after review two subcommittees of the Board, including Ms. Schruben, will be formed to address the Land Use Code recommendation and the Sustainability Plan and how it applies to the Tree board. These will be formed at the next meeting of the Tree Board.

#### **B. LANDSCAPING GUIDELINES FOR DEVELOPMENT**

This item was discussed previously.

#### **C. SUSTAINABLE SANTA FE TREE INFORMATION**

This item was discussed previously.

#### **D. RECOMMENDATION TO PARC**

After discussion the Board came to a consensus to recommend to PARC the following:

"Recommend to PARC that the City Land Use Department be asked to update the list of recommended trees and woody plants in their landscape packets for developers and the Parks Department be asked to create a new header on their website for recommended trees and woody plants and place Tracy's updates lists there."

Chair O'Brien will bring those recommendations to PARC at their next meeting for approval.

Ms. Schruben recommended that the Tree Board tell the PARC members to read the Sustainable Plan and work on items that pertain to them.

Mr. Neal said it is a good idea for them to read the plan, but not for us to tell them to do that.

Chair O'Brien will mention that the Tree Board is reviewing the Plan and that it is available for their



review when she attends their next meeting.

Ms. Neal said he would like to look into formulating a Tree Ordinance.

Mr. Thompson informed the Board of what other cities have done with Tree Ordinances.

Chair O'Brien said we will add that to the agenda for our next meeting.

Ms. Touchett reported that the tree inventory map is on google maps now. She is going to put a link to the map on the Master Gardeners site.

It was decided by consensus of the Board to recommend to PARC "that the Parks Department add a link to the tree inventory map on their website."

Chair O'Brien said she will present that recommendation with the others at the next PARC meeting.

Ms. Schruben informed the Board that she went to a lecture at the Santa Fe Art Institute by an artist who has collaborated with Cullen Hallmark on a project called Invasive Plants Papers. It is a process of collecting different plants that are invasive and others, extracting the cellulose and using that to make paper. Colored paper and art paper. It is amazing and so interesting. There is more afoot. She is giving a workshop at the Railyard Park on November 17<sup>th</sup> on paper making. It will be at the community center site.


Mr. Thompson said he is a mentor for an artist at the Art Institute who lives in Glorieta. He won the Berke Prize for crafts.

Mr. Neal said he wanted to thank everyone for coming today and putting in their time and energy.

## **6. ADJOURN**

There being no further business before the Board the meeting adjourned at 12:25 pm.

  
Katherine O'Brien, Chair

  
Elizabeth Martin, Stenographer