



# CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION

Chair David Refuerzo, Commissioners Karen Ferlito,  
Mo Massoudi, Stephanie Locke,  
and Al Saroyan

All meetings are held in the City Council Chambers  
East Side of Monte Verde Street  
Between Ocean and 7<sup>th</sup> Avenues

## REGULAR MEETING 6/8/2017 MEETING 3:30 p.m.

### CALL TO ORDER AND ROLL CALL

### PLEDGE OF ALLEGIANCE

### INTRODUCTION OF PUBLIC WORKS STAFF

Mike Tope – Maintenance Worker / Coastal Gardener

**PUBLIC APPEARANCES** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Commission. Matters not appearing on Commission's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names so that they may be identified in the minutes of the meeting.

### ANNOUNCEMENTS

#### A. Announcements from Chair and Commissioners

**CONSENT AGENDA** Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission or the public may ask that any items be considered individually for purposes of Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. Approval of the minutes for the 05/11/17 regular meeting.

**ORDERS OF BUSINESS** Orders of Business are agenda items that require Commission discussion, debate, direction to staff, and/or action.

2. Report from the 2017 Arbor Day event committee.
3. Report on options for tree inventory data collection.
4. Receive the City Forester's Report
  - a. May tree data
  - b. Parks activities

- c. Beach activities
- d. Other items of interest to the Commission

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7<sup>th</sup> Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5<sup>th</sup> Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 6/2/2017 in accordance with the applicable legal requirements.



Michael Branson, City Forester

## **SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Community Activities and Cultural Commission members regarding any item on this agenda, received after the posting of the agenda will be available for public review in the Public Works Department Office located on the east side of Junipero Avenue between Fourth and Fifth Avenues during normal business hours.

## **SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2007 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

**CHALLENGING DECISIONS OF CITY ENTITIES** The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of Carmel-by-the-Sea is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Carmel-by-the-Sea, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

The next regular meeting is July 13, 2017  
Tour of Inspection – as required  
3:30 p.m. – Regular Agenda

**CITY OF CARMEL BY-THE-SEA  
FOREST AND BEACH COMMISSION-MINUTES  
REGULAR MEETING  
THURSDAY, MAY 11, 2017**

**CALL TO ORDER AND ROLL CALL**

Chair Refuerzo called the meeting to order at 3:30 PM.

**COMMISSION MEMBERS PRESENT:** David Refuerzo – Chair  
Stephanie Locke – Vice Chair  
Karen Ferlito  
Mo Massoudi  
Al Saroyan

**STAFF PRESENT:** Mike Branson, City Forester  
Matt Feisthamel, Assistant City Forester  
Yvette Oblander, Commission Secretary/Admin Coordinator  
Jesse Garibay, Streets Supervisor

**PLEDGE OF ALLIGIANCE**

Commissioners and members of the audience participated in the Pledge of Allegiance.

**INTRODUCTION OF PUBLIC WORKS STAFF**

Jesse Garibay – Public Works Streets Supervisor  
Michael Tope – Maintenance Worker/Coastal Gardener  
Mr. Tope was not available to attend this month’s Forest and Beach Commission meeting.

**PUBLIC APPERANCES**

No public appearances

**ANNOUCEMENTS**

A. Announcements from Chair and Commissioners  
Commissioner Ferlito announced that the Friends of Mission Trail Nature Preserve will have a weed pull on Saturday May 13, 2017. Chair Refuerzo announced the beach cleanup on Saturday, May 20, 2017 from 10:00 to 12:00.

**CONSENT AGENDA**

1. Consideration of the minutes for the April 13, 2017 regular meeting. Commissioner Massoudi moved to approve the minutes, seconded by Chair Refuerzo. The motion passed by the following votes:

**AYES:** Massoudi, Refuerzo, Ferlito, Saroyan  
**NOES:**  
**ABSTAIN:** Locke  
**ABSENT:**

### **ORDERS OF BUSINESS**

2. Report from the 2017 Arbor Day event Committee

Commissioner Massoudi spoke on behalf of the ad hoc committee in regards to more ideas for Arbor Day. He gave an update of information that he and the committee has gathered, and has asked to schedule a time to meet with Staff to go over and finalize the events for the Arbor Day Event.

3. Report on the City of Carmel Tree Inventory Data

Mr. Branson gave an update and presentation on tree inventory management software systems. There are a couple of different software's that the Forestry Department may be able to utilize for tree inventory data collection. Staff will look for more options and report back to the Commission.

4. Receive the City Forester's Report

a. April tree data

Mr. Branson gave his update on the tree data for the month of April 2017.

b. Parks activities

Joey Canepa was able to get four work days with five people who volunteered their time to pull up ice plant and annual weeds in the North Dunes.

c. Beach activities

There is currently one fire pit at Eighth Avenue on Carmel Beach. The staff is keeping a close look at the tides and surf in order to determine when other fire pits can be installed. Sand and trash are still being put into the fire pits and staff continues to clean them out each weekday.

d. Other items of interest to the Commission

i. Illegal pruning

Mr. Branson has taken a look at the trees that had been illegally pruned at the property for Mr. Seeley, and from his observation the trees look good and have new growth.

ii. Petit project

Mr. Branson, investigated this project, and found that the project has been finalized in December of 2015.

iii. Tree watering and planting

Mr. Branson reported that he is working with one of the City on-call tree contractors for a watering program. Once the tree contractors are finished with their list of tree and stump removals, the City will follow up with new planting at the removal locations.

### **FUTURE AGENDA ITEMS**

None at this time

### **ADJOURNMENT**

Chair Refuerzo adjourned the meeting at 5:45 PM



# CITY OF CARMEL-BY-THE-SEA

## Forest and Beach Commission Staff Report

June 8, 2017  
Orders

**TO:** Forest and Beach Commissioners  
**FROM:** Mike Branson, City Forester  
**SUBJECT:** Report on Tree Inventory options

### RECOMMENDATION

Receive and discuss the report.

### BACKGROUND / SUMMARY

Following discussion at the May Forest and beach Commission meeting, staff was asked to contact local municipalities on any software they are using for management of their urban forest trees as well as look into additional resources that may be available. Staff contacted representatives from the Cities of Monterey, Pacific Grove, and Santa Cruz. None of the three cities currently utilizes a software program that fully addresses the actual needs of their urban forest management. Staff is investigating if the City's Iworqs software can implement a forest management component since they have recently added a mapping module to Carmel's menu. Staff is also continuing a web search for other software programs that may be a good fit for Carmel's needs.

The City's inventory technology is still rooted in the 1980's. There are many new tree inventory and management software options in use around the country today. Some are used for large scale, wide spectrum forest assessments, while others are scaled to a street level assessment. Before deciding on a particular application, the end result of how the data will be used, as well as cost, should be the primary determining factors in making a choice.

### FISCAL IMPACT

N/A

### PRIOR CITY COUNCIL ACTION

N/A

### ATTACHMENTS

