



**CITY OF NORCO  
STREETS, TRAILS AND UTILITIES COMMISSION  
REGULAR MEETING**

**Monday, August 3, 2020  
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

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**PUBLIC ADVISORY: THE STREETS, TRAILS AND UTILITIES COMMISSION MEETING  
WILL NOT BE OPEN TO THE PUBLIC**

Please be advised that pursuant to the Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, and to ensure the health and safety of the public and City Staff by limiting human contact that could spread the COVID-19 virus, the Council Chamber will not be open for the regular meeting of the STUC scheduled for August 3, 2020. The meeting WILL NOT be live streamed.

**CALL TO ORDER:** 6:00 P.M.

**ROLL CALL:** Gary Schonne, Chair  
Jim Pollard, Vice Chair  
Michael Thompson, Commission Member  
Sherry Walker, Commission Member  
Michael Williams, Commission Member

**PLEDGE OF ALLEGIANCE**

**ELECTION OF CHAIR AND VICE CHAIR**

**TO BE READ BY THE CHAIR:** *"All discretionary actions before the Streets, Trails and Utilities Commission are advisory in nature and final actions will be confirmed, modified, or deleted by the City Council."*

1. **PUBLIC COMMENTS:** *This is the time when persons in the audience wishing to address the Commission regarding matters not on the agenda may speak. Please complete the speaker card in the back of the room and present it to the City Clerk so that you may be recognized.*
2. **APPROVAL OF MINUTES**
  - A. Streets, Trails and Utilities Commission Regular Meeting Minutes of June 1, 2020.  
**Recommended Action: Approval** (Director of Public Works)
3. **DISCUSSION / ACTION ITEMS**
  - A. Tree Planting Technical Advisor Council – Oral Discussion (Public Works Director)
  - B. STUC Meeting Starting Time – Oral Discussion (Public Works Director)
4. **COMMISSION/SUBCOMMITTEE/STAFF COMMUNICATIONS**

**ADJOURNMENT**

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*In compliance with the Americans with Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in this meeting, please contact the City Clerk's office, (951) 270-5623, at least*

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*48 hours prior to the meeting to make reasonable arrangements to ensure accessibility. (28 CFR 35.102-35.104 ADA Title II). Staff reports are on file in the Public Works Department. Any writings or documents provided to a majority of the Streets, Trails and Utilities Commission regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue during normal business hours. The meeting is recorded.*



**CITY OF NORCO  
STREETS, TRAILS AND UTILITIES COMMISSION  
REGULAR MEETING  
DRAFT MINUTES**

**Monday, June 1, 2020  
City Council Chambers, 2820 Clark Avenue, Norco, CA 92860**

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The Public was requested to wear face coverings and practice social distancing to ensure the health and safety of the public, the commission and staff.

**CALL TO ORDER:** 6:00 P.M.

**ROLL CALL:** Gary Schonne, Chair  
Jim Pollard, Vice Chair  
Michael Thompson, Commission Member  
Sherry Walker, Commission Member  
Michael Williams, Commission Member

**PLEDGE OF ALLEGIANCE** Commission Member Williams

1. PUBLIC COMMENTS: None
2. APPROVAL OF MINUTES
  - A. Streets, Trails and Utilities Commission Regular Meeting Minutes of February 3, 2020.  
**Recommended Action: Approval** (*Director of Public Works*)

**M/S THOMPSON/WILLIAMS** to approve the Streets, Trails and Utilities Commission Regular Meeting Minutes of February 3, 2020 with revisions to include the Director's responses; the motion was carried by the following roll call vote:

**AYES: SCHONNE, POLLARD, THOMPSON, WALKER, WILLIAMS**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

3. DISCUSSION / ACTION ITEMS
  - A. Trail Fencing Replacement Locations FY 2020-21 – Oral Discussion (Public Works Director)

Director Blais presented the discussion regarding trail fence replacement locations for upcoming fiscal year 2020-2021; gave an update on the completed and current trail fencing projects; and requested input from the commission members.

Commission Member Walker inquired if there would be any funding available from the development of the former egg ranch property. Director Blais stated the development was not required to pay impact fees for trails and noted the funds for the upcoming fiscal year would come solely from Measure R.

Vice Chair Pollard stated trail fencing was not installed on Kips Korner Road between River Road and Santa Anita Road. He noted this section had always been a trail in the past and he does not want to give up something that has always been there. He stated concerns regarding parking in this area and with equestrians accessing their properties. Director Blais stated we do not want to encourage

equestrians to use a trail that ends and does not connect to another trail. Commission Member Thompson stated the trail is noted on the City App. Director Blais stated it is an error and noted the trail system is a work in progress. Vice Chair Pollard then inquired if the horse trail sign should be removed. Director Blais stated the sign should be removed and noted we are trying to set the standard for the trail system.

Director Blais presented staff's recommendations for project locations; and requested input from the commission. He noted he is requesting \$250,000 from City Council and the Measure R Committee.

Commission Member Walker supported Corona Avenue, between Sedona Avenue and Second Street, noting it would look complete.

Superintendent Piorkowski stated the locations presented have had major improvements completed, such as waterline and street improvements, and are now ready for fencing. He suggested the commission keep this in mind when recommending other areas.

Commission Member Thompson stated his support of Corona Avenue, between Sedona Avenue and Second Street. He stated his second choice would be Second Street from Pacific Avenue to Cherokee Lane, noting the fencing is in poor condition. He inquired about any future improvements of the southwest corner of Second Street and Hamner Avenue, near the gas station, noting the wood fencing is in poor condition and needs to be removed. In response, Director Blais stated when the time comes he would recommend installing a sidewalk at this location since the trail ends at Hamner Avenue. Commission Member Thompson commented Second Street east of the freeway could use improvements. In response, Director Blais stated CarMax would be responsible for the area surrounding their project and noted there is an upcoming storm drain project on Second Street between Hillside Avenue and Corona Avenue and potentially street improvements; therefore, this area is not ready for fencing.

Vice Chair Pollard stated his support of Shadow Canyon Circle and Sunset Court.

Chair Schonne inquired if there are any locations that are more cost effective. In response, Director Blais stated the cost is the same regardless of location. Chair Schonne stated the locations with the most visibility would be his choice.

Commission Member Williams stated he would recommend Fifth Street between the freeway and Sierra Avenue.

Vice Chair Pollard recommended Belmont Circle; and Vine Avenue between Corydon Avenue and Bluff Street. In response, Superintendent Piorkowski stated the trail is located behind the properties in this area.

Chair Schonne commented that the contractor that installed the fencing on Pedley Avenue, Red Hawk Services, were very polite and professional.

Commission Member Williams inquired about recent work done at Snipes Park. In response, Superintendent Piorkowski stated the contractor was working for the Parks and Recreation Department. Commission Member Williams inquired about the process when placing DG after being approached by a resident regarding the trail material being too soft. In response, Superintendent Piorkowski stated our trail maintenance contractor will compact the DG when performing maintenance; while city crews drop and spread DG to mitigate immediate tripping hazards and access issues. He stated there are other options for residents, as noted in our city standards, although they would need to go through the encroachment permit process. Director Blais discussed the trail maintenance program and the importance of supporting the program.

Commission Member Walker inquired about submitting requests through the App; and about street sweeping. In response, Director Blais stated the different ways to submit a request; and discussed the street sweeping budget and schedule.

**Chair Schonne opened the discussion to the public.**

Bill Naylor presented a list of recommended locations to the commission and staff; and noted he would speak to Director Blais regarding other items that pertain to his volunteer group.

**Chair Schonne brought the discussion back to the commission.**

Commission Member Walker inquired if the Parks and Recreation Department have stated when they would be replacing the fencing on Fifth Street in front Neil Snipes Park. Bill Naylor, Parks & Recreation Commissioner, responded with the permission from Director Blais. He stated on behalf of Parks and Recreation it would be preferred to be included as a citywide project. In response, Director Blais stated the trail fencing should be done as a citywide project; however, the trail maintenance would need to be discussed with the Director of Parks and Recreation.

Discussion continued regarding the replacement of trail fencing on Sixth Street; and the issues faced with enforcing the city standard.

Vice Chair Pollard stated he has received positive feedback regarding the trail maintenance program and the trail fencing projects.

**M/S THOMPSON/WALKER** to approve the overall list of recommended locations, with the following locations to be completed first: Corona Avenue, Sedona Avenue to Second Street; Shadow Canyon Circle and Sunset Court; Second Street, Pacific Avenue to and including Cherokee Lane; and fill in as noted; the motion was carried by the following roll call vote:

**AYES: SCHONNE, POLLARD, THOMPSON, WALKER, WILLIAMS**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**4. COMMISSION/SUBCOMMITTEE/STAFF COMMUNICATIONS:**

Commission Member Thompson inquired about the recent street improvements done on Hamner Avenue and if the truncated domes would be a material that could be used for driveways. Director Blais and Superintendent Piorkowski responded stating the material is not approved and noted the approved alternatives in the city standards.

Commission Member Walker commented the weeds were cleared on Western Avenue and how nice it looks.

Vice Chair Pollard stated there is a street light out on Saratoga Circle; and noted the palm trees on River Road were cut down but have not removed the stumps. Superintendent Piorkowski stated Southern California Edison has also been affected by recent events and will address both issues.

Director Blais stated a meeting between the commission and other agencies will be put together regarding a tree planting program in July or August.

Commission Member Williams would like to revisit the meeting start time to allow the residents to attend.

**M/S WILLIAMS/POLLARD** to agendaize considering changing future meeting start times; the motion was carried by the following roll call vote:

**AYES: POLLARD, THOMPSON, WALKER, WILLIAMS**

**NOES: SCHONNE**

**ABSENT: NONE**

**ABSTAIN: NONE**

**ADJOURNMENT:** Chair Schonne adjourned the meeting 7:55 P.M.

# CITY OF NORCO STAFF REPORT

TO: Streets, Trails and Utilities Commission

PREPARED BY: Chad Blais, Director Public Works

DATE: August 3, 2020

SUBJECT: Tree Planting Technical Advisory Council

RECOMMENDATION: Review and develop a consensus recommendation for what tree species should be included as part of the tree planning program and how said trees should be maintained to ensure establishment.

**BACKGROUND/ANALYSIS:** The City of Norco is in the beginning process of developing a tree planting project that will utilize Calfire grant funding that has been awarded to the City. The overall goal of the project is to plant up to 1,200 (15-gallon) trees all around the City (parkways, parks, city facilities). One of the requirements of the grant from Calfire is to create a technical advisory council (TAC) consisting of experts in the field of tree and tree planting to help guide the City in what tree should be planted and potential watering requirements that should be considered. Some of the main discussion items will be selection of the tree pallet (3 to 5 max) that residents can pick from, spacing of trees when multiple are being installed at one location, and water requirements when dedicated irrigation is not available. After a consensus is achieved the City plans to hire an outside vendor to purchase, install, and potential water the trees to be planted.

The TAC will be made up of the members of STUC and other local experts from West Coast Arborist, Brightview Landscape, Nova Landscape, Cal Poly Pomona, and 5 Key Schools – Eat Program. The roundtable discussion will be facility by City staff and will be focused on which trees are best suited for Norco utilizing the City’s existing approved list of trees listed in the Urban Forest Specifications and Standards (see attached) and how said trees should be maintained in order to achieve successful establishment.

**FINANCIAL IMPACT:** The City of Norco has received a Calfire grant in the amount of \$242,973, with a match contribution from the City in the amount of \$81,500.

**RELATIONSHIP TO STRATEGIC PLAN:** Developing a tree planning program is consistent with Strategic Priority “Establish funding for planning, maintenance, replacement and development of infrastructure” and “Improve the quality of life by enhancing public safety services.”

Attachments: Urban Forest Specifications and Standards