



David Gerber, Chair
Michael Kotowski, Vice-Chair
Eddie Kouyoumdjian, Commissioner
Britanny Lewis-Porchia, Commissioner
Stephen Salle, Commissioner

COMMUNITY SERVICES COMMISSION

6:00 PM

Thursday, March 19, 2026
City Hall Council Chamber
116 E. Foothill Boulevard, Glendora

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

REORDERING OF AND ADDITIONS TO THE AGENDA

PUBLIC COMMENT

The City of Glendora encourages community participation at its public meetings. Speakers are limited to three minutes, and time may not be shared or transferred. A total of 30 minutes is reserved for public comment, which may be extended by majority vote of the legislative body. At regular meetings, comments may address both agenda and non-agenda items during the Public Comment portion, with additional opportunities to speak provided during Public Hearings. At special meetings, public comment is limited to agenda items. Residents may participate in person or submit comments by email, phone, mail, or other available methods. Participation options may be adjusted if a State of Emergency, Health Order, or Executive Order limits in-person attendance. For more information, see the Guide to Public Meetings and Participating in Public Meetings on the City's website at www.cityofglendora.gov/citymeetings.

1. Public Comments received

MEMBER STATEMENTS/REPORTS

DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS

SPECIAL ITEMS

- 2. Glendora Lassie League Update**
- 3. Glendora Pony Baseball Update**

CONSENT CALENDAR

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the governing body requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the regular items. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

4. Affirm minutes from the January 15, 2026 meeting

Recommended Action for the Community Services Commission

- 1. Affirm minutes as presented.

MEMBER AGENDA ITEMS

5. Holiday Home Decorating Contest Revamp (Requested by Chair Gerber)

Recommended Action for the Community Services Commission

- 1. Review and discuss potential revisions to the Holiday Home Decorating Contest categories, guidelines, and award signage; and
- 2. Provide direction to staff regarding any recommended modifications for future implementation.

UNFINISHED BUSINESS

6. Selection of Award Recipients for the Kirkpatrick, Dunham and Harper Awards

Recommended Action for the Community Services Commission

- 1. Discuss and select winners for the Kirkpatrick, Dunham and Harper Awards.

NEW BUSINESS

7. Review and Feedback for the Updated Urban Forestry Manual

Recommended Action for the Community Services Commission

- 1. Review and provide feedback for the updated Urban Forestry Manual; and
- 2. Provide direction to staff regarding continued community engagement prior to finalizing updates to the Ordinance.

8. Earth Day Plan of Activities

Recommended Action for the Community Services Commission

- 1. Receive and file the report.

MEMBER/STAFF CLOSING COMMENTS

ADJOURNMENT

Date Posted: March 9, 2026 10:14 am

Glendora

GLENDORA LASSIE LEAGUE

RECREATION AND HUMAN SERVICES

COMMISSION MEETING

MARCH 19, 2026

TIM VALDEZ- GLENDORA LASSIE LEAGUE, PRESIDENT



EXECUTIVE BOARD 2025/2026

PRESIDENT, TIM VALDEZ

VICE PRESIDENT, NIVARDO SALAZAR

TREASURER, HAMPTON CLARKE

SECRETARY, MEGAN DE ANDA

REGISTRAR, JOE KOZEL

PARLIAMENTARIAN, TOM LUNDE



GLENDORA LASSIE LEAGUE ORGANIZATIONAL PURPOSE

- GLENDORA LASSIE LEAGUE IS SPONSORED BY THE RECREATION AND HUMAN SERVICES DEPARTMENT, IS A PROGRAM OF SERVICE TO THE YOUNG LADIES OF OUR COMMUNITY.
- IT IS ESTABLISHED AND GEARED TO PROVIDE AN AVENUE FOR HEALTHY ACTIVITY AND TRAINING UNDER RESPONSIBLE LEADERSHIP IN THE ATMOSPHERE OF WHOLESOME COMMUNITY PARTICIPATION.
- THIS LEAGUE IS DEDICATED TO HELPING YOUNG LADIES BECOME PRODUCTIVE CITIZENS THROUGH WHOLESOME FUN, EXCELLENT LEADERSHIP AND THE SPIRIT OF GOOD SPORTSMANSHIP, TEAMWORK AND FAIR PLAY.

Pompei Sports Park – Home of Glendora Lassie League

SEASONAL PLAY

Fall Ball 2025

SEPTEMBER – NOVEMBER

264 PLAYERS

22 TEAMS

FALL SELECT 2025

SEPT – DEC.

84 PLAYERS

7 TEAMS

Spring Season 2026

FEBRUARY – MAY

471 PLAYERS

40 TEAMS

SPRING SELECT 2026

FEB – MAR

96 PLAYERS

8 TEAMS

ALL- STARS

MAY – JULY

9 TEAMS

BUDGET OVERVIEW

REVENUE

PER PLAYER FEE – \$275, NON-RESIDENT \$300

SNACK BAR – \$20,000

KEY EXPENDITURES

UMPIRES – \$22,000

JERSEYS – \$25,000

AWARDS – \$5,000

LIGHTS – \$15,000

TOURNAMENTS

- Santa's Little Helper
December 5-7, 2025
- Pride of the Foothills
May 29 – May 31, 2026



GLENDORA LASSIE LEAGUE
PRIDE OF THE FOOTHILLS
Tournament
MAY 30-JUNE 1ST | LOUIE POMPEI SPORTS PARK
REGISTRATION \$700 | 6U \$650
OPEN TO ALL-STAR TEAMS ONLY
6U | 8U | 10U | 12U | 14U
GOLD & SILVER
FIRST AND SECOND PLACE RINGS
MVP AWARDS FOR POOL PLAY GAMES
POOL PLAY 1:20 DD | 3 GAME GUARANTEE

• LUSH, VIBRANT TURF FIELDS
• CANOPIED STADIUM SEATING
• ABUNDANTLY STOCKED SNACK BAR

www.Glendorasoftball.com
GLLTournaments@outlook.com



GLENDORA LASSIE LEAGUE PRESENTS
SANTAS LITTLE
TOURNAMENT
Dec. TBD | Louie Pompei Sports Park
REGISTRATION: \$625
8U | 10U | 12U | 14U
GOLD & SILVER
FIRST & SECOND PLACE RINGS | MVP AWARDS FOR POOL PLAY
• POOL PLAY 1:20 DD | 3 GAME GUARANTEE
DON'T FORGET TO BRING A SHINY, UNWRAPPED TOY WORTH \$10!
LET'S SPREAD SOME HOLIDAY CHEER!

• Spectacular turf fields
• Canopied stadium seating
• Abundant snack bar

Enroll GLLTOURNAMENTS@OUTLOOK.COM
WWW.GLENDORASOFTBALL.COM



PARTNERSHIP WITH AZUSA PACIFIC UNIVERSITY



VICTORY LEAGUE

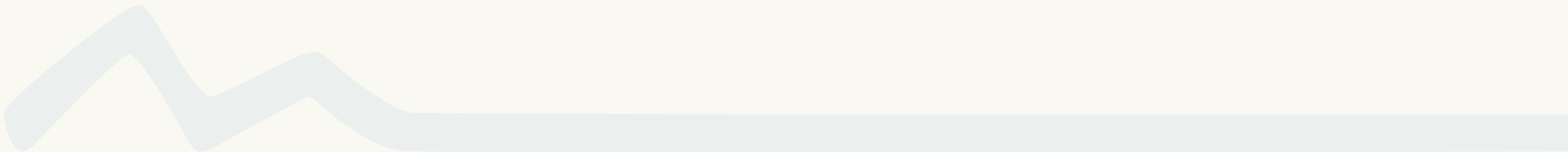
The Victory League started by Rich Harper in 2018. This league is at no cost to the players. Equipment and uniforms are covered by the league and donations. Currently the program is run by Pedro Vidana.

23 players – 2 teams

50 Victory Sisters



DO YOU HAVE ANY QUESTIONS?





PONY COLT LEAGUE UPDATE

RECREATION AND HUMAN SERVICES

COMMISSION MEETING

MARCH 19, 2026

LYNDA DENMAN – GLENDORA PONY COLT, PRESIDENT



BOARD MEMBERS 2025/2026

PRESIDENT, LYNDA DENMAN

VICE PRESIDENT, RAY BUSTILLOS

TREASURER, TODD GILES

SECRETARY, MATTHEW CALICCHIA

FIELD MAINTENANCE, LYNDA DENMAN, MATT CALICCHIA

PONY REP. DIRECTOR, BILL SKELTON

COLT REP. DIRECTOR, STEVE LANGE



LEAGUE HISTORY

GLENDORA ATHLETICS/GLENDORA PONY BASEBALL

EIN: 46-4159295

CHARTERED MEMBER OF PONY BASEBALL

EIN: 25-0994080

Henderson Field - Home of Pony/Colt Baseball

SEASONAL PLAY



PRE-SEASON

- JANUARY – FEBRUARY

REGULAR PONY SEASON

- MARCH – JUNE

ALL – STARS

- JUNE – JULY

COLT LEAGUE

- APRIL – JULY

FALL SKILLS AND DRILLS

- SEPTEMBER – NOVEMBER

GLENDORA HIGH SCHOOL BASEBALL

- PRE-SEASON
- CIF GAMES
- FALL SEASON

OPERATING BUDGET

- **FIELD MAINTENANCE**
- **UTILITIES**
- **UNIFORMS**
- **UMPIRES**
- **BASEBALLS**
- **SNACK BAR**
- **INSURANCE**

CHARITABLE WORK

- CHRIS VEGA
- CITY HOPE
- BLOOD DRIVE
- FUNDRAISERS



DO YOU HAVE ANY QUESTIONS?





STAFF REPORT

TO: Chair and Commissioners

DATE: March 19, 2026

FROM: City Clerk

DISTRICT(S): Citywide

SUBJECT: Affirm minutes from the January 15, 2026 meeting

RECOMMENDATION

That the Community Services Commission:

1. Affirm minutes as presented.

STRATEGIC FOCUS AREAS

- Not Applicable

EXECUTIVE SUMMARY

This staff report requests affirmation of the minutes from previous meetings. The minutes have been prepared and reviewed in accordance with city procedures and transparency requirements. Affirming these minutes ensures the accuracy and integrity of the official record. Staff recommends approval to maintain proper documentation and compliance with meeting protocols.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Not Applicable.

DISCUSSION

Pursuant to the City's standard practices and the Brown Act, meeting action minutes are reviewed and affirmed by the legislative body to ensure transparency and accuracy in government proceedings. The action minutes for the January 15, 2026 meeting were compiled based on staff notes and official recordings. No requests for revisions or amendments have been received to date.

By affirming minutes, legislative bodies acknowledge their accuracy and preserve them as an official record of the meeting. If any corrections or amendments are desired, they can be addressed before final affirmation.

FISCAL IMPACT

There is no fiscal impact associated with the recommendation in this report.

ENVIRONMENTAL DETERMINATION

There is no CEQA impacts associated with the recommendations in this report.

Prepared By: Lorena Cordova, City Clerk Specialist

Concurs With: Not Applicable

Reviewed By:	Kathleen Sessman, City Clerk/Communications Director Annie Warner, Interim Recreation and Human Services Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Not Applicable
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

Attachments

[A_January_15_2026_minutes.pdf](#)



CALL TO ORDER

The Community Services Commission meeting was called to order at 6:00 PM.

ROLL CALL

Members Present: Eddie Kouyoumdjian, Brittany Lewis-Porchia, Stephen Salle, Vice-Chair Michael Kotowski, and Chair David Gerber

Members Absent: None

Staff Present: Interim Recreation and Human Services Director Annie Warner, Human Services Manager Debbie Lopez, Recreation Supervisor Ramero Valderrama, Human Services Supervisor Rachel Orosz, Administrative Assistant Megan Stone, Digital Media Specialist Craig Gill, Senior Digital Media Specialist Greg Morton, and City Clerk Specialist Lorena Cordova

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Lewis-Porchia.

REORDERING OF AND ADDITIONS TO THE AGENDA

There were no requests received.

Chair Gerber requested that staff agendize, for the next meeting, a report on the Holiday Home Decorating Contest with recommendations for possible changes. There were no objections.

PUBLIC COMMENT

1. Public Comments received

Comments were received from Gary Boyer.

MEMBER STATEMENTS/REPORTS

Commissioner Salle provided an update on the Glendora Youth Sports and made suggestions to staff for the discussion on the Holiday Home Decorating Contest as well as a Recreation Hall of Fame.

Commissioner Lewis-Porchia commented on John Aguirre's retirement party; Quarterly Recognition Awards; the Stuff the Bus event; and wished everyone a Happy New Year.

Commissioner Kouyoumdjian congratulated and welcomed Interim Recreation and Human Services Director Warner; and provided an update on upcoming trail hikes.

Vice-Chair Kotowski provided an update on upcoming Transportation events.

Chair Gerber congratulated Interim Recreation and Human Services Director Warner, commented on the Quarterly Recognition Awards, provided an update on homelessness, and invited residents to participate in this year's Homeless Count.

DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS

Interim Recreation and Human Services Director Warner reported on Winter/Spring Recreation Guide and registration, announced that the Skate Park is currently closed for renovations, provided an update on special events, and requested that the meeting be adjourned in memory of Cameron Sirkow.

SPECIAL ITEMS

2. Shining Star Presentation

Presented to Human Services Supervisor Rachel Orosz.

CONSENT CALENDAR

A motion was made by Commissioner Lewis-Porchia, seconded by Commissioner Salle, to approve Consent Calendar Item #3 as presented. Motion carried 5 - 0 as follows: AYES: Kouyoumdjian, Lewis-Porchia, Salle, Kotowski, Gerber; NOES: None; ABSENT: None; ABSTAIN: None.

3. Affirm minutes from the November 20, 2025 Regular and December 11, 2025 Special meeting

The Community Services Commission affirmed the minutes as presented.

NEW BUSINESS

4. Glendora Youth Basketball Presentation

A motion was made by Commissioner Lewis-Porchia, seconded by Commissioner Kouyoumdjian, that the Community Services Commission receive and file the report. Motion carried 5 - 0 as follows: Kouyoumdjian, Lewis-Porchia, Salle, Kotowski, Gerber; NOES: None; ABSENT: None; ABSTAIN: None.

MEMBER/STAFF CLOSING COMMENTS

Commissioner Lewis-Porchia congratulated Interim Recreation and Human Services Director Warner; would like to bring for discussion in the future new gym location; and provided history of Black History Month.

Commissioner Kouyoumdjian thanked staff for their presentation, congratulated Interim Recreation and Human Services Director Warner on her new position; and wished everyone a Happy New Year.

Commissioner Salle welcomed Interim Recreation and Human Services Director Warner and congratulated Human Services Manager Orosz; and thanked staff for their presentation.

Vice-Chair Kotowski thanked staff for the yearly calendar of special events.

Chair Gerber commented on happy being back and looking forward to the upcoming special events.

ADJOURNMENT

Meeting was adjourned at 7:05 PM in memory of Cameron Sirkow.

Lorena Cordova
City Clerk Specialist

Kathleen R. Sessman, MMC
City Clerk/Communications Director

Minutes were approved on _____.



STAFF REPORT

TO: Chair and Commissioners

DATE: March 19, 2026

FROM: Recreation and Human Services

DISTRICT(S): Citywide

SUBJECT: Holiday Home Decorating Contest Revamp (Requested by Chair Gerber)

RECOMMENDATION

That the Community Services Commission:

1. Review and discuss potential revisions to the Holiday Home Decorating Contest categories, guidelines, and award signage; and
2. Provide direction to staff regarding any recommended modifications for future implementation.

STRATEGIC FOCUS AREAS

Not applicable

EXECUTIVE SUMMARY

The City of Glendora Holiday Home Decorating Contest is a longstanding community tradition with steady annual participation; however, a high rate of returning entrants has limited opportunities for new participants to receive recognition. At the January 15, 2026 Commission Meeting, Commissioners requested that staff present a history of the contest and explore potential updates. Staff now seeks Commission review and direction regarding possible revisions to contest categories, guidelines, and award signage to encourage broader participation.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Not Applicable.

DISCUSSION

The following summarizes the overview of the annual Holiday Home Decorating Contest judged by the Community Services Commission.

History

The City of Glendora's Holiday Home Decorating Contest is an annual community event that encourages residents to decorate their homes for the winter holiday season with festive lights, animated displays, or outdoor lawn decorations. Homes are judged in various categories such as Use of Lights, Best Animation, Best Lawn Display, with special recognition for Best Overall and Sweepstakes winners. The contest has become a long-standing holiday tradition in Glendora, marking its 31st annual celebration in 2025.

Participants register in early December through the City's Recreation & Human Services Department, and the Community Services Commission holds a special meeting to judge the entries. Commissioners are transported to each participating home, where they review the displays and select winners. Once judging is complete, the City provides lawn signs for the winners in each category to proudly display at their homes.

The contest currently includes the following award categories:

- Sweepstakes
- Best Overall
- Commissioners' Choice
- Lawn Display (1st & 2nd Place)
- Use of Lights (1st & 2nd Place)
- Animation (1st & 2nd Place)

This structure provides recognition across several display styles while maintaining a traditional judging format.

Participation Summary

Participation has remained steady over the past three years:

- 2023: 22 entries
- 2024: 25 entries
- 2025: 22 entries
- Three-year average: 23 entries annually

Approximately 12–15 participants return each year.

Competitive Impact

The high rate of recurring participation contributes to limited annual turnover within categories, resulting in fewer than 10 new participant opportunities each year. Returning participants often refine and expand established displays, which may increase their visibility and competitive advantage over time.

Because many recurring participants enter the same category annually, competition frequently occurs among the same households. This pattern may reduce opportunities for first-time entrants to earn recognition and may create a perception that outcomes are predictable, potentially discouraging new participation.

Recommendations

To support continued program growth and promote broader community participation, staff has identified several potential modifications for Commission consideration. These may include:

- Creation of a First-Time Participant Award
- Introduction of a Neighborhood Spirit Award (Pride of the Foothills)
- Addition of a Creative Theme Award
- Implementation of a one-year “Winner Cool-Off” period within the same category

Staff requests Commission input and direction on possible category or structural adjustments that would expand participation opportunities while preserving the longstanding tradition of the City of Glendora Holiday Home Decorating Contest.

FISCAL IMPACT

New yard signs will need to be designed and purchased to reflect the nine existing categories, along with any newly added categories. Based on anticipated quantities and production costs, staff estimates total expenses not to exceed \$5,000. Sufficient appropriations are available in the FY 2025-27 adopted two-year budget.

ENVIRONMENTAL DETERMINATION

There is no CEQA impacts associated with the recommendations in this report.

Prepared By:	Alma Villasenor, Recreation Supervisor
Concurs With:	Not Applicable
Reviewed By:	Annie Warner, Interim Recreation and Human Services Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Adam Raymond, City Manager
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

Attachments

[Holiday Home Decorating Contest Revamp.pdf](#)



HOLIDAY HOME DECORATING CONTEST REVAMP

COMMUNITY SERVICES COMMISSION

MARCH 19, 2026

ALMA VILLASEÑOR, RECREATION SUPERVISOR





HOLIDAY HOME DECORATING CONTEST

ESTABLISHED IN 1994

- Annual community holiday tradition
- Encourages residents to decorate homes with festive lights and displays
- Judged in multiple categories
- Community Services Commission
- Entry map shared on City website

CURRENT CATEGORIES

- SWEEPSTAKES
- BEST OVERALL
- COMMISSIONERS' CHOICE
- **LAWN DISPLAY**
 - 1st & 2nd place
- **USE OF LIGHTS**
 - 1st & 2nd place
- **ANIMATION**
 - 1st & 2nd place



PARTICIPATION SUMMARY (2023-2025)

Average Annual Entries

- 2023: 22 Entries
- 2024: 25 Entries
- 2025: 22 Entries

Recurring Participation

- Approximately 12-15 participants return each year
- Returning participants often refine and improve established displays



COMPETITIVE IMPACT

LIMITED TURNOVER IN CATEGORIES

- Fewer than 10 spots per year are new participants
- Returning participants often refine and improve established displays

REDUCED OPPORTUNITY FOR NEW WINNERS

- Returning participants build visibility and competitive advantage over time
- Recurring competition among the same households
- First-time participants may encounter challenges in earning recognition

PERCEPTION RISK

- Contest outcomes may become predictable
- Potential discouragement for first-time participants

RECOMMENDATION:

That the Community Services Commission:

- Review and discuss potential revisions to the Holiday Home Decorating Contest categories, guidelines, and award signage; and
- Provide direction to staff regarding any recommended modifications for future implementation.





OPEN FOR FURTHER DISCUSSION





STAFF REPORT

TO: Chair and Commissioners

DATE: March 19, 2026

FROM: Recreation and Human
Services

DISTRICT(S): Citywide

SUBJECT: Selection of Award Recipients for the Kirkpatrick, Dunham and Harper Awards

RECOMMENDATION

That the Community Services Commission:

1. Discuss and select winners for the Kirkpatrick, Dunham and Harper Awards.

STRATEGIC FOCUS AREAS

Not Applicable.

EXECUTIVE SUMMARY

Each year, the Recreation and Human Services Department coordinates the nomination process for the Kirkpatrick, Dunham, and Harper Awards. Nomination packets are distributed to the community, and after a designated submission period, staff present the nominations to the Community Services Commission for review and selection of award recipients. In recent years, the Department has implemented the use of JotForm to streamline the nomination process.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

The Community Services Commission has a long-standing tradition of recognizing exceptional individuals in Glendora for their dedicated service to the community. Throughout the years, the Commission has honored numerous nominees who exemplify the spirit of volunteerism and selflessness. These awards serve not only to acknowledge their meaningful contributions, but also to encourage continued community engagement and service. The Commission is proud to recognize and support individuals whose efforts positively impact and help strengthen the Glendora community.

At the November 20, 2025 Community Services Commission meeting, the Chair and Commissioners directed staff to release nomination packets seeking outstanding community members who are deserving of these awards.

DISCUSSION

The Ed “Eddie” Kirkpatrick, William “Buck” Dunham, and Ruth Harper Awards celebrate the exceptional volunteer contributions of Glendorans to our youth and senior citizens. These prestigious awards are presented annually, and the descriptions are as follows:

1. Kirkpatrick Award Presented to an individual active in youth sports within the last two years in the City of Glendora.
2. Dunham Award Presented to an individual active in the welfare of youth in the last two years in the City of Glendora, not in the area of sports.
3. Harper Award Presented to an individual with outstanding service to the senior citizen community in the last two years within the City of Glendora.

The Recreation and Human Services Department recently mailed the award nomination information, in addition to hand delivering to residents involved in various youth sports leagues, youth groups, and community and/or senior citizen organizations. As a result, there is one nomination for the Kirkpatrick Award, one nomination for the Dunham Award, and one nomination for the Harper award. Staff recommend that the Community Services Commission discuss and select the nominations and select a winner for each award.

FISCAL IMPACT

There is no fiscal impact associated with the recommendations in this report.

ENVIRONMENTAL DETERMINATION

There is no CEQA impacts associated with the recommendations in this report.

Prepared By:	Megan Stone, Administrative Assistant
Concurs With:	Not Applicable
Reviewed By:	Annie Warner, Interim Recreation and Human Services Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Adam Raymond, City Manager
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

Attachments

[A_Awards_Presentation.pdf](#)

[B_Award_Nominations_2026.pdf](#)



SELECTION OF AWARD RECIPIENTS FOR THE KIRKPATRICK, DUNHAM AND HARPER AWARDS

RECREATION AND HUMAN SERVICES
COMMUNITY SERVICES COMMISSION
MARCH 19, 2026
MEGAN STONE, ADMINISTRATIVE ASSISTANT



EDGAR "ED" KIRKPATRICK AWARD:

The Kirkpatrick Award is awarded to an outstanding adult who has provided exemplary and extraordinary service to the youth of Glendora in the area of sports.

WILLIAM "BUCK" DUNHAM AWARD:

The Dunham Award is awarded to an individual who has made outstanding contributions to the youth of Glendora in an area other than sports.

RUTH HARPER AWARD:

The Harper Award Presented to an individual with outstanding service to the senior citizen community in the last two years within the City of Glendora.



AWARD NOMINEES

KIRKPATRICK AWARD

Ian Stewart

DUNHAM AWARD

Fred Rice

HARPER AWARD

Lorrie Torres

RECOMMENDATION:

That the Community Services Commission:

Discuss and select winners for the Kirkpatrick, Dunham, and Harper Awards.

Kirkpatrick, Dunham, and Harper Awards Nomination Form

Please fill out this form to nominate a Glendoran for one of our annual awards.

Annually, the Community Services Commission honors individual Glendorans for their outstanding volunteer service to the youth and senior citizens of our community. These individuals are the recipients of awards named for individuals who were recognized and remembered for their commitment to community service above self. This year we will be recognizing individuals deserving of the 58th Annual Ed Kirkpatrick Award, the 49th Annual William E. "Buck" Dunham Award, and the 32nd Annual Ruth Harper Award. These awards have been named for outstanding citizens who have distinguished themselves by deed, accomplishment, or volunteerism.

Edgar "Ed" Kirkpatrick Award

The first City of Glendora-sponsored perpetual volunteerism award was named after Edgar "Ed" Kirkpatrick. Ed was an outstanding Glendora youth, young adult sports figure, and citizen. Ed signed with the California Angels as a catcher in 1962 just after graduation from high school. Today, the Edgar "Ed" Kirkpatrick Award continues to be awarded to an outstanding adult who has provided exemplary and extraordinary service to the youth of Glendora in the area of sports.

William E. "Buck" Dunham

Glendora is acknowledged as one of the most volunteer-oriented communities in the San Gabriel Valley. As such, the originating commission recognized that adults volunteer in numerous youth-oriented activities. In order to acknowledge these volunteers, a second award was created. This award was named in honor of William E. "Buck" Dunham and is awarded to an individual who has made outstanding contributions to the youth of Glendora in an area other than sports.

Ruth Harper Award

Glendora also honors individuals who have made outstanding contributions to the community's senior population. This award is named in honor of Ruth Harper. Ruth was a tireless worker and volunteer for the seniors of Glendora. Her tenacity on behalf of senior services was instrumental in laying the foundation for the programs and services that Glendora seniors enjoy today.

Choose the Award

Ed Kirkpatrick Award - Service to Youth in the area of sports

Please provide a complete profile of nominee's services. Please provide as much detail as possible.

** This nomination is for a former GYS Board Member who has passed. The award would be accepted by his wife, Wendy. Wendy does not know of this nomination and because it's a sensitive situation, I will share my contact information in place of his. Should he be selected to receive this award posthumously, I will share Wendy's contact information. **

Ian Stewart served on the GYS Board for 5+ years and had a passion for working to create teams that were evenly talented while creating a competitive atmosphere for kids to learn and be challenged in the sport of soccer.

Ian's efforts behind the scenes made an impact on our players' experiences on the field but the impact he made on the Board Members who worked with him was just as great.

My first year on the GYS Board overlapped with Ian's last year on the GYS Board and I missed him greatly even before he was truly gone. What he taught me about being fair and focused on details to create the greatest possible outcome for our kids stuck with me. As I navigate challenges as the current President I try to keep him in mind and remember we're serving a greater group - a greater group of Players, Coaches, and Families.

Ian has been described by other GYS Board Members as a selfless leader who inspired new ideas and created opportunities for players and families beyond GYS working to create a safe and competitive program.

We continue to use the documents he created in our Team Formation process - the documents are valuable but in a small way it also feels like he's still working with us and still inspiring us.

Ian's legacy is one of determination, willingness to serve, and involving oneself in one of our city's youth sports programs to continue building on the foundations of others to develop the best version of Glendora Youth Soccer for Glendora's youth and that legacy lives on in all of us Season after Season.

Ian's wife, Wendy, still serves the GYS Community as a Coach - we are so deeply appreciative of the impact the Stewart Family has made and continues to make on the Glendora Soccer Community.

Nominee's Name	Ian Stewart
Nominee's Phone Number	[REDACTED]
Nominee's E-mail Address	[REDACTED]
Nominee's Address	[REDACTED]
Reference #1's Name	Josh Bergler
Reference #1's E-mail Address	[REDACTED]
Reference #1's Phone Number	[REDACTED]
Reference #2's Name	Abe Van Beek
Reference #2's E-mail Address	[REDACTED]
Reference #2's Phone Number	[REDACTED]
Your Name	Jenna LaCour
Your E-mail Address	[REDACTED]
Your Phone Number	[REDACTED]

The Community Services Commission is requesting your assistance by submitting the names of Glendora's who have extended themselves on behalf of the youth and seniors of Glendora. The Community Services Commission will select a winner for each award at the meeting scheduled for March 19, 2026.

Kirkpatrick, Dunham, and Harper Awards Nomination Form

Please fill out this form to nominate a Glendoran for one of our annual awards.

Annually, the Community Services Commission honors individual Glendorans for their outstanding volunteer service to the youth and senior citizens of our community. These individuals are the recipients of awards named for individuals who were recognized and remembered for their commitment to community service above self. This year we will be recognizing individuals deserving of the 58th Annual Ed Kirkpatrick Award, the 49th Annual William E. "Buck" Dunham Award, and the 32nd Annual Ruth Harper Award. These awards have been named for outstanding citizens who have distinguished themselves by deed, accomplishment, or volunteerism.

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William E. "Buck" Dunham

Glendora is acknowledged as one of the most volunteer-oriented communities in the San Gabriel Valley. As such, the originating commission recognized that adults volunteer in numerous youth-oriented activities. In order to acknowledge these volunteers, a second award was created. This award was named in honor of William E. "Buck" Dunham and is awarded to an individual who has made outstanding contributions to the youth of Glendora in an area other than sports.

Ruth Harper Award

Glendora also honors individuals who have made outstanding contributions to the community's senior population. This award is named in honor of Ruth Harper. Ruth was a tireless worker and volunteer for the seniors of Glendora. Her tenacity on behalf of senior services was instrumental in laying the foundation for the programs and services that Glendora seniors enjoy today.

Choose the Award

William E. Buck Dunham Award - Service to Youth not in sports

Please provide a complete profile of nominee's services. Please provide as much detail as possible.

Fred Rice is a longtime and deeply committed member of the Glendora Trails Council whose dedication to trail preservation has made a lasting impact across the city's open spaces. Known for his hands-on leadership, Fred is continually seeking out trail work opportunities—often before issues become visible to most hikers. Whether weed-whacking in Big Dalton, removing poison oak from heavily trafficked routes, or coordinating large volunteer crews, he consistently demonstrates a passion for keeping Glendora's trail system safe, functional, and enjoyable. Fred also contributes his expertise by offering Chainsaw Safety Training and Certification, emphasizing situational awareness and best practices for working safely

around the recreating public. His training provides volunteers with invaluable skills that enhance the quality and safety of tread work and other maintenance tasks throughout the trail network.

A significant part of Fred's service involves mentoring and guiding youth organizations, particularly local Boy Scout Troops. Under his leadership, Troop 730 from Diamond Bar completed extensive conservation efforts along Pavil, addressing three sections where water had begun flowing directly onto the trail tread. Through careful re-routing of the creek, reshaping trail approaches around natural features, and widening narrow segments, Fred and the Scouts restored the trail's integrity while improving natural water flow. His guidance also supported major erosion-control improvements on the Wren Meacham Trail, where the troop installed underground drainage, hauled in crushed rock, cleaned natural channels, and performed end-to-end trimming. Their work ensures these trails remain protected from seasonal washouts and continue to provide a safe, sustainable route for hikers.

Fred's contributions extend far beyond routine trail maintenance. At the Coulter Pine and Amphitheater trailhead, his leadership helped recover 170 feet of lost parking space through brush removal and fuel reduction, with additional erosion-repair work planned to recover even more. This effort not only improves visitor access but also reduces fire risk from vehicles. He played a key role in the significant cleanup of the Dalton Rock House Fire Zone, where volunteers chipped wood, cleared vegetation, restored defensible space, and improved the historic cactus landscaping. Similar improvements were made in Dunn Canyon, along the Keiser Trail, and throughout Dalton Wilderness Park, where Fred helped remove brush, trim tree limbs, and restore safe parking areas. Through each project, Fred Rice exemplifies the spirit of stewardship—mobilizing volunteers, restoring natural spaces, and ensuring that Glendora's trails remain well-maintained and welcoming for years to come.

Nominee's Name	Fred Rice
Nominee's Phone Number	[REDACTED]
Nominee's E-mail Address	[REDACTED]
Nominee's Address	[REDACTED]
Reference #1's Name	Alma Villasenor
Reference #1's E-mail Address	[REDACTED]
Reference #1's Phone Number	[REDACTED]
Reference #2's Name	Matthew Boespflug
Reference #2's E-mail Address	[REDACTED]
Reference #2's Phone Number	[REDACTED]
Your Name	Alma Villasenor
Your E-mail Address	[REDACTED]
Your Phone Number	[REDACTED]

The Community Services Commission is requesting your assistance by submitting the names of Glendora's who have extended themselves on behalf of the youth and seniors of Glendora. The Community Services Commission will select a winner for each award at the meeting scheduled for March 19, 2026.

Kirkpatrick, Dunham, and Harper Awards Nomination Form

Please fill out this form to nominate a Glendoran for one of our annual awards.

Annually, the Community Services Commission honors individual Glendorans for their outstanding volunteer service to the youth and senior citizens of our community. These individuals are the recipients of awards named for individuals who were recognized and remembered for their commitment to community service above self. This year we will be recognizing individuals deserving of the 58th Annual Ed Kirkpatrick Award, the 49th Annual William E. "Buck" Dunham Award, and the 32nd Annual Ruth Harper Award. These awards have been named for outstanding citizens who have distinguished themselves by deed, accomplishment, or volunteerism.

Edgar "Ed" Kirkpatrick Award

The first City of Glendora-sponsored perpetual volunteerism award was named after Edgar "Ed" Kirkpatrick. Ed was an outstanding Glendora youth, young adult sports figure, and citizen. Ed signed with the California Angels as a catcher in 1962 just after graduation from high school. Today, the Edgar "Ed" Kirkpatrick Award continues to be awarded to an outstanding adult who has provided exemplary and extraordinary service to the youth of Glendora in the area of sports.

William E. "Buck" Dunham

Glendora is acknowledged as one of the most volunteer-oriented communities in the San Gabriel Valley. As such, the originating commission recognized that adults volunteer in numerous youth-oriented activities. In order to acknowledge these volunteers, a second award was created. This award was named in honor of William E. "Buck" Dunham and is awarded to an individual who has made outstanding contributions to the youth of Glendora in an area other than sports.

Ruth Harper Award

Glendora also honors individuals who have made outstanding contributions to the community's senior population. This award is named in honor of Ruth Harper. Ruth was a tireless worker and volunteer for the seniors of Glendora. Her tenacity on behalf of senior services was instrumental in laying the foundation for the programs and services that Glendora seniors enjoy today.

Choose the Award

Ruth Harper Award - Service to the Senior population

Please provide a complete profile of nominee's services. Please provide as much detail as possible.

Lorrie Torres has been a volunteer at the La Fetra Center since 2022. She volunteers every Monday morning at the front reception desk, providing information and referral and excellent customer service to the La Fetra Center's participants. Lorrie is also a volunteer for the nonprofit Partners of La Fetra Center, whose aim is to support the La Fetra Center and enhance the quality of life of the adult population of Glendora and neighboring communities. Lorrie is currently on the Partners of La Fetra Center Board, serving as the secretary. She is instrumental in record-keeping and maintaining organization among the board. In volunteering both at the La Fetra Center and with Partners, Lorrie has proved to be an essential part of enriching the senior community at the La Fetra Center and beyond. She assists with activity RSVPs,

phone calls, clerical work, Bingo operations, and general customer service. She approaches every task with thoughtfulness and kindness, and the La Fetra Center is proud to have Lorrie as one of its volunteers.

Nominee's Name	Lorrie Torres
Nominee's Phone Number	[REDACTED]
Nominee's E-mail Address	[REDACTED]
Nominee's Address	[REDACTED]
Reference #1's Name	Carol Stellato
Reference #1's E-mail Address	[REDACTED]
Reference #1's Phone Number	[REDACTED]
Reference #2's Name	Debbie Lopez
Reference #2's E-mail Address	[REDACTED]
Reference #2's Phone Number	[REDACTED]
Your Name	Rachel Orosz
Your E-mail Address	[REDACTED]
Your Phone Number	[REDACTED]

The Community Services Commission is requesting your assistance by submitting the names of Glendoran's who have extended themselves on behalf of the youth and seniors of Glendora. The Community Services Commission will select a winner for each award at the meeting scheduled for March 19, 2026.



STAFF REPORT

TO: Chair and Commissioners

DATE: March 19, 2026

FROM: Public Works

DISTRICT(S): Citywide

SUBJECT: Review and Feedback for the Updated Urban Forestry Manual

RECOMMENDATION

That the Community Services Commission:

1. Review and provide feedback for the updated Urban Forestry Manual; and
2. Provide direction to staff regarding continued community engagement prior to finalizing updates to the Ordinance.

STRATEGIC FOCUS AREAS

- Action 3.6 Completion of Urban Forestry Manual

EXECUTIVE SUMMARY

The Urban Forestry Manual (Manual) and the Tree Ordinance (Glendora Municipal Code Title 16 – Trees) are key components of the City's urban forestry program. Together, they help balance the needs of a growing and increasingly built-out community with the long-term health and sustainability of Glendora's urban forest.

In July 2024, the City engaged Dudek to assist with updating the Urban Forestry Manual and reviewing the Tree Ordinance. The Manual was originally adopted in 2010 and last updated in 2017. The 2026 update modernizes the document, aligns it with current arboricultural industry standards, and incorporates updated data regarding the City's tree inventory and canopy cover.

The updated Manual is ready for Commission review and feedback. Staff recommends moving forward with adoption of the Manual while continuing community engagement efforts prior to completing the finalized Tree Ordinance update at a later date.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

The Urban Forestry Manual was first adopted in 2010 and updated in 2017.

On July 9, 2024, the City Council awarded a Consulting Services Agreement to Dudek in an amount not to exceed \$93,790, plus a 10% contingency, for a total authorized amount of \$103,170, to update the Urban Forestry Manual and review related municipal codes.

The City of Glendora's General Plan (Glendora Community Plan 2025) identifies establishing a tree master plan and developing a tree preservation strategy as actions supporting preservation and enhancement of landscape resources within the Conservation Element.

Additionally, updating the Urban Forestry Manual is identified in the City's 2025–2027 Strategic Plan under Action 3.6.

DISCUSSION

The City manages more than 12,000 trees located in parks, parkways, rights-of-way, easements, and other City-owned properties. The current inventory identifies 12,191 City-managed trees. In addition, City-wide canopy cover includes trees on both public and private property. Periodic updates to the Urban Forestry Manual ensure the City's policies, procedures, and management strategies remain aligned with current industry standards, environmental conditions, and community priorities.

In July 2024, the City engaged Dudek to:

- Conduct a City-managed tree inventory analysis
- Perform a City-wide canopy cover analysis
- Update the Approved and Undesirable Tree Lists
- Revise the Urban Forestry Manual
- Review and red-line the Tree Ordinance

Urban Forest Analysis

As part of the update, Dudek evaluated both the City-managed tree inventory and overall canopy coverage. The inventory analysis indicated that the total number of City-managed trees has declined since the last update. Based on available data, trees removed over time were not consistently replaced. Additional analysis would be required to determine exact quantities and causes of tree loss.

The City-wide canopy cover analysis revealed that canopy coverage decreased from 17.3% in 2018 to 16.8% in 2022. While this change may appear modest, it represents a measurable reduction in overall tree canopy across the community. These findings highlight the importance of proactive and thoughtful long-term planning. Glendora remains a community that values its urban forest; however, data indicates that continued attention to planting, preservation, and maintenance will be necessary to maintain and enhance canopy coverage over time.

Urban Forestry Manual Update

The updated 2026 Urban Forestry Manual primarily serves as:

1. An operational guide for City staff responsible for tree management and maintenance;
2. An educational and reference resource for residents and developers; and
3. A transparent framework outlining how the City manages its public tree assets.

Key updates include:

- Alignment with current ISA and municipal urban forestry standards
- Updated tree inventory and canopy data
- Revised Approved and Undesirable Tree Lists (considering water needs, climate resilience, wildfire risk, and spacing requirements)
- Illustrated guides for proper planting and maintenance practices
- Discussion of wildfire resilience and climate adaptability

- Clarification of development-related tree protection practices

The updated Manual discusses the current state of Glendora's urban forest, suitable tree species, wildfire resilience considerations, and other urban forestry topics relevant to a foothill community. Species recommendations were updated to reflect water efficiency, climate adaptability, wildfire risk, and long-term sustainability.

The Manual also highlights opportunities for community involvement, including participation in the Street Tree Program for rights-of-way and easements, annual tree planting events, and donation or recognition programs such as Heritage and Memorial Trees. These programs provide residents with meaningful ways to contribute to the long-term health of the City's urban forest.

Additionally, the Manual includes a discussion of the Village Ficus trees located in Glendora's downtown area. These trees are a defining feature of the community and require thoughtful long-term planning as they continue to age. The Manual acknowledges that future planning for their replacement will require careful evaluation and community engagement to ensure that any transition reflects Glendora's character and values.

Community Engagement Results

An online community survey, available in both English and Spanish, was open from April 2025 through September 2025 and received 198 responses. The survey was distributed through the City website, social media channels, Glendora's Earth Day Festival 2025, and National Night Out 2025. Preliminary results indicate that community members highly value the urban forest and support preserving trees during development when feasible.

While meaningful outreach has occurred, staff believes additional engagement is appropriate prior to finalizing updates to the Tree Ordinance to ensure the community fully understands current canopy trends and potential policy implications.

Tree Ordinance Update - Next Steps

The Tree Ordinance (Title 16 – Trees) is the regulatory component of the City's urban forestry program and primarily influences tree preservation and replacement during development. A red-lined draft Ordinance has been prepared to consolidate regulatory components and identify areas requiring further consideration, including:

- Protected tree size thresholds
- Replacement ratios
- In-lieu fee options
- ISA Certified Arborist oversight requirements
- Penalty provisions

These policy decisions can significantly influence development feasibility, staff workload, and enforcement responsibilities. Staff recommends conducting additional engagement and completing the finalized draft Ordinance at a later time. At this time, staff welcomes Commission feedback on both the updated Manual and the proposed approach to the Ordinance update.

FISCAL IMPACT

On July 9, 2024, City Council approved a Professional Services Agreement with Dudek in an amount not to exceed \$93,790, plus a 10% contingency, for a total authorized amount of \$103,170, funded through a General Fund appropriation.

ENVIRONMENTAL DETERMINATION

There are no CEQA impacts associated with the recommendations in this report.

Prepared By: Matthew Boespflug, Parks and Landscape Contracts Supervisor
Concurs With: Not Applicable
Reviewed By: Valerie Velasquez-Santoya, Assistant Public Works Director
Certified to Availability of Funds: Not Applicable
Approved By: Adam Raymond, City Manager
Legal Review: Not Applicable
CEQA Review: Not Applicable

Attachments

[A_Glendora_Urban_Forestry_Manual_2026_Draft.pdf](#)

[B_Power_Point.pdf](#)

THE CITY OF

Glendora



PUBLIC WORKS DEPARTMENT



URBAN FORESTRY MANUAL

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Table of Contents

SECTION	PAGE NO.
REVISED January 2026	v
CHAPTER 1: INTRODUCTION	1
What Is An Urban Forest?	1
Why Does Glendora Need an Urban Forestry Manual?	3
Achieving Glendora’s Planning Goals	4
Glendora Is Losing Canopy Cover	5
Finding Information - Urban Forestry Manual vs. Tree Ordinance.....	5
The Role of Private Residents and Developers	6
Trees on Easements or Right-Of-Ways	6
Trees on Private Property	6
CHAPTER 2: STAFFING AND LEADERSHIP	7
City Leadership	8
City Council	8
Community Services Commission	8
City Personnel.....	8
Director of Public Works/City Arborist.....	8
Parks and Landscape/Contract Supervisor	9
Administrative Staff	9
City Crews	9
Non-City Personnel.....	9
Contracted Crews.....	9
Private Consulting Arborists.....	9
CHAPTER 3: TREE CARE PROCEDURES	10
Standard of Care.....	10
ANSI Standards.....	10
ISA Best Management Practices	10
Tree Inventory and Data Management.....	10
Tree Planting And Establishment Care	10
Vacant Sites	11
Select the Right Tree for the Right Place.....	12
Prioritize Areas with the Lowest Canopy Cover.....	13
Prioritize Native Trees	13
Soil Considerations	14
Tree Irrigation.....	21
Glendora Water Restrictions	23

Tree Pruning	23
Young Tree Structural Pruning.....	24
Mature Tree Pruning	25
Pruning Outside of the Pruning Cycle.....	27
Plant Health Care	27
Tree Risk.....	28
Tree and Infrastructure Conflicts	28
Root Pruning	28
Hardscape Repair	31
Tree Preservation	32
Tree Removal	33
Removal Criteria.....	33
Reasons NOT Valid for Removal.....	33
CHAPTER 4: FICUS TREES IN GLENDORA’S VILLAGE.....	34
Ficus Tree Maintenance	34
Considerations for Enhancing Resilience.....	35
CHAPTER 5: VERY HIGH FIRE HAZARD SEVERITY ZONE PROTECTION.....	36
Creating Defensible Space	36
Tree Selection.....	37
Landscaping Permits.....	37
Erosion	37
CHAPTER 6: ARBORETUM AND BOTANIC GARDEN.....	38
CHAPTER 7: PARTICIPATING IN URBAN FORESTRY.....	40
Tree Donations Program	40
Standard Tree Donations	40
Memorial Tree Program	41
Volunteer Program.....	41
TABLES	
1 Tree Ordinance vs. Urban Forestry Manual	5
2 Tree Planting and Establishment Care Characteristics.....	11
3 Common Native Trees.....	14
4 Tree Watering Characteristics	21
EXHIBITS	
1 Benefits of Trees.....	1
2 Why Native Trees Are Important	2
3 Value of Trees.....	4

4 Glendora’s Urban Forestry Organizational Chart..... 7

5 Spacing Guidelines for Trees 12

6 How Trees Help Negate the Urban Heat Island Effect..... 13

7 Nursery Stock Selection 15

8 Root Correction for Container Grown Trees..... 16

9 Tree Planting and Mulching..... 17

10 Establishment Care Guidelines 18

11 Benefits of Mulch 19

12 Young Tree Maintenance Guidelines 20

13 Watering Guidelines 22

14 Young Tree Structural Pruning 24

15 Mature Tree Pruning..... 26

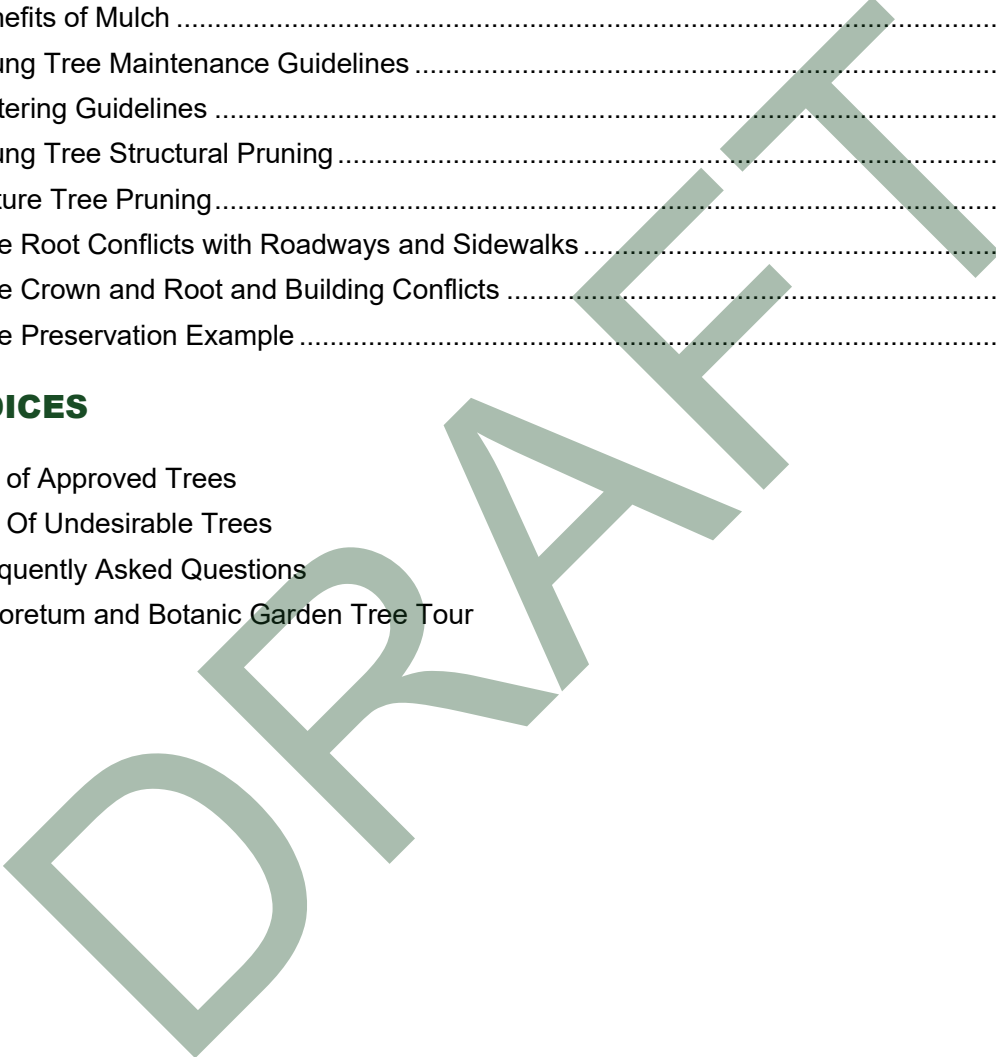
16 Tree Root Conflicts with Roadways and Sidewalks 29

17 Tree Crown and Root and Building Conflicts 30

18 Tree Preservation Example 32

APPENDICES

- A List of Approved Trees
- B List Of Undesirable Trees
- C Frequently Asked Questions
- D Arboretum and Botanic Garden Tree Tour



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REVISED MARCH 2026

City Council

Mayor	David Fredendall
Mayor Pro Tem	Karen Davis
Council Member	Michael Allawos
Council Member	Shaunna Elias
Council Member	Mendell L. Thompson

City Staff

City Manager
Interim Public Works Director
Interim Recreation and Human Services Director

Community Services Commission

Chair	David Gerber
Vice Chair	Michael Kotowski
Commissioner	Brittany Lewis-Porchia
Commissioner	Eddie Kouyoumdjian
Commissioner	Stephen Salle

Adam Raymond
 Moises Lopez
 Annie Warner

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CHAPTER 1: INTRODUCTION

What Is An Urban Forest?

The City of Glendora’s urban forest, defined as all trees growing on public and private properties within the City of Glendora’s (City OR Glendora) boundaries, is an invaluable community asset that enhances the City’s unique charm and livability. Approximately 12,000 trees are growing in parks, parkways, easements or rights-of-ways, or on other City-owned property, and are maintained by the Public Works Department (City of Glendora. 2025.) These 12,191 trees comprise of 143 genera and 254 unique species, illustrating a diverse urban forest which enhances its resilience against pests or pathogens. By properly caring for, planting, and preserving urban trees, the City provides urban forestry benefits to community members today, while ensuring that future generations will continue to experience the beauty and associated environmental benefits, making the City a special place to live. The numerous benefits of a healthy and robust urban forest are illustrated in **Exhibit 1**.

Exhibit 1. Benefits of Trees.

BENEFITS OF TREES

- WILDLIFE HABITAT**
Trees support the lives of many wildlife species and provide them with food, shelter, and nesting sites.
- BEAUTY**
Trees add natural character to city streets and residential areas as they radiate with colors, flowers, textures, and shapes!
- HEALTHIER COMMUNITIES**
Trees improve mental health by lowering depression and stress, and they boost public health by reducing respiratory risks and encouraging outdoor recreation.
- RAINWATER CAPTURE**
Trees capture rainfall, channeling it down their trunks into the soil to recharge groundwater. They also reduce stormwater pollution flowing into the ocean.
- CONNECTING WITH NEIGHBORS**
Trees act as neighborhood landmarks that foster civic pride, and planting them creates community opportunities that bring diverse groups together.
- FRESH FOOD**
Trees provide food in the form of fruits, nuts, leaves, bark, and roots. Even dead trees provide food for many insects!
- SAVING ENERGY**
Strategically placed shade trees can cut annual air-conditioning costs by up to 56%, reducing the need for fossil fuels to generate electricity.
- SHADE**
Trees cool cities by up to 10°F by shading homes, streets, and other surfaces. Shaded areas can be 20-40°F cooler than un-shaded areas.
- CLEANER AIR**
Trees absorb pollutants and filter particulates out of the air by trapping them on their leaves and bark.

The City’s parks’ signs proudly feature a stately coast live oak tree, illustrating how trees are an integral part of Glendora’s community character. Native trees are well adapted to the California climate as demonstrated by their heat and drought tolerance. Native species evolved with the region’s landscape and are ecologically significant

to local plants, animals, and indigenous people. The planting of carefully chosen native species can help maintain and stabilize populations of wildlife. Other native trees that define the natural landscape of southern California include the California sycamore, Modesto ash, incense cedar, and toyon. These trees evolved in the local environment and provides enhanced benefits for climate adaptation and wildlife habitat to Glendora. **Exhibit 2** illustrates the benefits of planting native tree species throughout a community.

Exhibit 2. Why Native Trees Are Important

Why Native Trees Are Important

1. Native trees support exceptional biodiversity for the City of Glendora.

Native tree species have evolved with local fungi, insects, birds, and mammals, and these flora and fauna rely on these trees for habitat and food.

2. Native trees are adapted to the region and well suited to thrive in Glendora's environment.

Native tree species can withstand prolonged drought and be fire resilient. Native species such as the California Sycamore (*Platanus racemosa*) are riparian, which can be planted in areas to help mitigate storm water.

3. When the City, community partners, and Glendora property owners

choose to plant a native tree, they support the urban forest by increasing shade, enhancing environmental benefits, supporting wildlife, and limiting water needs.

Coast Live Oaks (*Quercus agrifolia*)

are noted for being a keystone species. Native oak trees play a critical role in maintaining a healthy ecosystem as their presence throughout the City supports wildlife habitat and biodiversity.

The City of Glendora recognizes the benefits of native trees and prioritizes these species when planting sites are appropriate. However, the quantity of native species to Glendora is limited, and native species are often unsuited for urban areas with large root structures and surrounding hardscape and limited soil volume in planting sites. Municipal urban forestry programs must balance ecological benefits, site suitability, maintenance requirements, and overall urban forestry resilience when selecting trees to foster a healthy and sustainable urban forest.

The List of Approved Trees (Appendix A) was updated with species that are well-suited for Glendora's environment with consideration for water use, spacing requirements, root systems, and tree species diversity. The City will utilize the updated list to implement the arboricultural principle of 'right tree, right place,' supporting trees through their natural lifecycle, while maintaining a healthy, resilient, and sustainable urban forest.

The City of Glendora has been recognized as a "Tree City USA" for thirty-two (32) consecutive years with an additional "Growth Award" for five (5) years. Being recognized through The Arbor Day Foundation's program is indicative of the City's on-going commitment to providing proper care and management to the urban forest, maximizing the environmental benefits it provides. This investment enhances the quality of life and livability of Glendora for community members today and with proper care, for the City's future residents.

Why Does Glendora Need an Urban Forestry Manual?

While urban trees benefit Glendora's community in numerous ways, they often grow in suboptimal conditions, enduring air pollution, vandalism, compacted soils from pedestrian and vehicle traffic, limited growing spaces, extreme heat, and prolonged drought conditions. This results in a shortened life expectancy, and a greater need for monitoring and maintenance than trees that naturally occur in wildland areas. Proper maintenance practices can ensure the longevity of trees and enhance the City's urban forest resources, or green infrastructure, over time. As illustrated in **Exhibit 3**, the benefits and economic value of trees appreciates as they mature, emphasizing the importance of preserving trees to maturity. This indicates that guidelines and policies for long-term care of the urban forest are necessary to ensure the urban forestry benefits experienced today by community members are available for future generations.

The Urban Forestry Manual (Manual) was developed as a tool to guide the day-to-day practices that impact Glendora's urban forest. The Manual is intended for three main audiences, (1) a reference document to guide staff on day-to-day decision making which ensures alignment with City policies, (2) is informational for City leadership on the importance of a well-maintained urban forest, and (3) an educational resource for Glendora residents who care for trees growing on their private properties.

The Manual highlights the environmental benefits and economic values Glendora's urban forest brings to the community and includes resources such as a List of Approved Trees (**Appendix A**) and illustrated guidelines for proper tree care practices. These resources are intended to encourage urban forest advocacy and communicate the important contribution of private property trees to maintaining Glendora's overall urban forest.



The City of Glendora has been recognized as a "Tree City USA" for the last 32 years

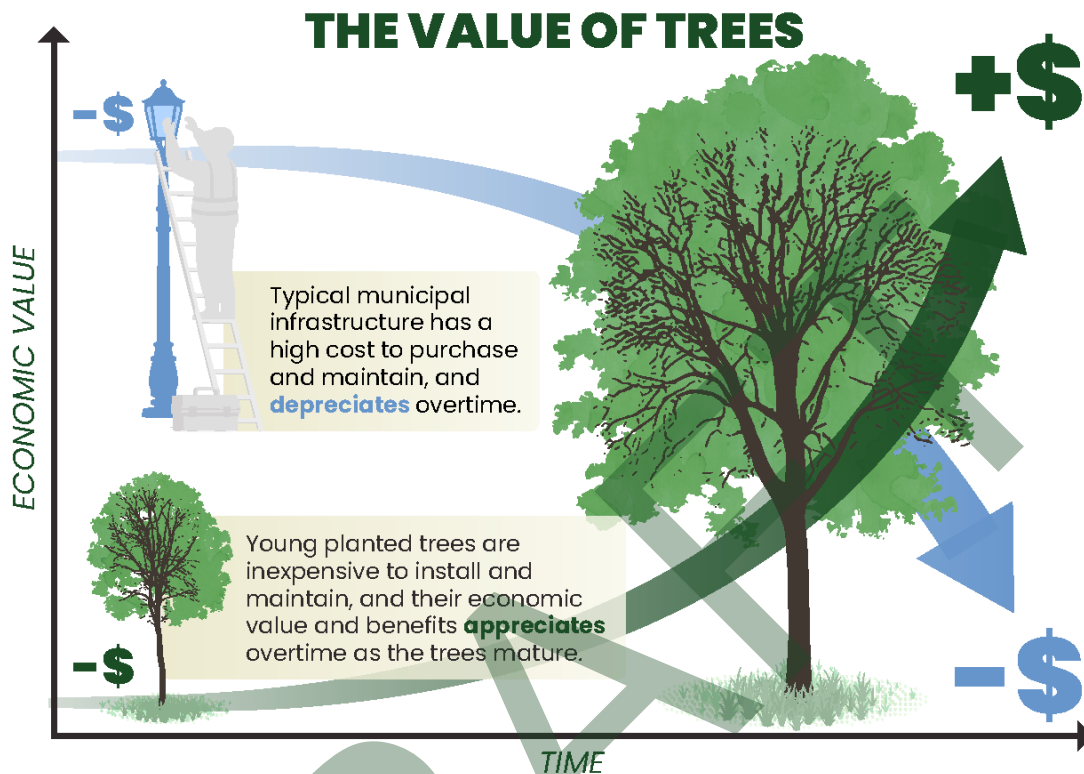
What is required to become a "Tree City USA"?

- *Active Tree Board*
- *Spend \$2/capita annually on tree care**
- *Tree Ordinance*
- *Annual Arbor Day Celebration*

In addition, Glendora has been recognized for a "Growth Award" for the last five (5) years, providing an enhanced level of care and community engagement annually.

**Costs expended vary each year and is reported annually to The Arbor Day Foundation to maintain this recognition.*

Exhibit 3. Value of Trees



Achieving Glendora's Planning Goals

The City of Glendora recognizes that trees can be an asset to help achieve the City's overall vision, described in Glendora's General Plan, known as Glendora's Community Plan 2025 (Community Plan). The Community Plan's Conservation Element (Chapter 8) identifies both establishing a tree master plan and developing a tree preservation strategy, as actions to support the preservation and enhancement of landscape resources (Glendora Community Plan 2025 Conservation Element. 2025)

Urban forestry and trees are mentioned throughout the City of Glendora's 2025-2027 Strategic Plan (Strategic Plan) and updating the Urban Forestry Manual is an action of 'Goal 3: New + Revitalized Facilities' (City of Glendora Council Retreat Summary Report. 2024). The Strategic Plan also identifies 'SubURBAN Living,' 'Glendora as a Destination,' and 'Sustainable Infrastructure,' as the City Council's goals, which may be supported by urban forestry efforts. Planting and preserving trees throughout the community assists in traffic calming, provides cleaner air and water, and helps mitigate increasing temperatures and stormwater runoff.

Sustainable, long-term urban forestry management is necessary in achieving the Community Plan and Strategic Plan's objectives of enhancing connectivity between attractions, improving street conditions, and fostering a livable community for all. Preserving trees through a tree preservation ordinance, identifying opportunities to plant new trees on both public and private properties, ensuring the 'right tree, is planted in the right place,' and securing resources to continue providing proper maintenance, are some of the most important factors in enhancing the urban forest throughout the City.

Glendora Is Losing Canopy Cover

The California Urban Tree Canopy Viewer (Viewer) is a publicly available online tool developed by the US Forest Service and California Department of Forestry and Fire Protection (CalFire). The Viewer identifies the City of Glendora’s urban canopy cover in 2022 was 16.8%, which is a 0.5% decrease from 2018 which shows 17.3%.

Cities may experience canopy cover loss over time due to various factors including the removal of private trees for development, annual windstorms, pests or pathogens, removal of trees as they mature and die, and lack of replacement tree plantings following the removal of these trees. While an exact cause cannot be pinpointed, it is likely that a combination of factors spanning private and public tree management led to the overall decline in urban canopy from 2018 to 2022.

Evaluating the City’s urban forestry program can help identify how the City can effectively expand the urban forest through policies, procedures, and guidelines. The City can directly impact canopy cover by ensuring large replacement trees are planted for reach removal on public property. However, urban forests encompass both trees on private and public property, and land ownership within municipalities often means a significant portion of the City’s urban forest is growing on private land. Through policies and ordinances, the City can approach regaining lost canopy cover by strengthening tree removal and replacement policies for new developments and re-construction projects, encouraging preservation of mature trees or planting replacement trees on private land, and considering protection for specimen trees on private property.

Using a combination of these methods will help support the City’s overall goal to expand the urban forest.

Finding Information - Urban Forestry Manual vs. Tree Ordinance

The Urban Forestry Manual and the City of Glendora’s Tree Ordinance (Ordinance) (Glendora Municipal Code Title 16, Section 20.08.130 (6), and Section 21.03.020 (C) (7) (b)) were evaluated in 2025 to address inefficiencies, align with arboricultural standards, address canopy cover loss, and balance urban forestry with competing priorities such as increased development. The Manual provides guidelines and specifications for the general care of City-managed trees, while the Tree Ordinance provides a regulatory framework for prohibited actions and mechanisms used to balance canopy cover loss when development projects require tree removals. The Manual was organized to be a resource for staff, leadership, and the community, while all regulatory components were contained in the Ordinance for ease of implementation. **Table 1.** Urban Forestry Manual vs. Tree Ordinance details the information found in each document and their general purposes.

Table 1. Urban Forestry Manual vs. Tree Ordinance

Urban Forestry Manual	Tree Ordinance (Glendora Municipal Code)
<ul style="list-style-type: none"> ▪ City-managed tree care procedures for City staff ▪ Benefits of trees and urban forestry education ▪ Private property tree care resources ▪ Maintenance specifications and standards ▪ Staffing description and structure ▪ Volunteer opportunities 	<ul style="list-style-type: none"> ▪ Protect trees on public land ▪ Tree removal and replacement requirements for development projects ▪ Restricted and prohibited actions for City-managed trees and development projects ▪ Plan review requirements for tree protection including Tree Protection Zones and Tree Protection Plans ▪ Tree permitting process, Ordinance enforcement and violation procedures

The Role of Private Residents and Developers

While the City and their tree care contractors aim to detect and mitigate all potential tree hazards from City-managed trees, residents are encouraged to notify the Public Works Department of any suspected tree hazards, maintenance needs, or unwarranted pruning or removal of City-managed trees. Residents may request service through the City's Services portal, available on the City website.

Private property owners who are pursuing new development or reconstruction projects are guided by Title 16 of the Glendora Municipal Code to protect trees, align with tree maintenance standards, and file tree removal permits. Developers are encouraged to preserve trees during construction and required to replace removed trees for each project as guided by the Ordinance.

Trees on Easements or Right-Of-Ways

When a residential property owner requests a tree to be planted on a City easement or rights-of-way, the City will purchase the tree, plant the tree, and maintain the tree over its lifetime at no cost to the resident. The residential property owner must agree to maintain working irrigation within the easement to promote the health and viability of the newly planted tree. This allows for a collaborative urban forestry program where both the resident and the City contribute to enhancement of the urban forest.

At the time of planting, residents receive a door hanger which provides watering guidelines for their tree. Residents can use irrigation infrastructure or hand-water newly planted trees once per week with approximately ten (10) gallons of water per inch of trunk diameter for the first year, bi-weekly for the second year, and once a month in the third year after planting. An additional watering prior to predicted extreme heat events or during prolonged periods of drought will further support the tree's longevity. Tree pruning, health assessments, or other maintenance operations (excluding irrigation) is the responsibility of the City and residents should contact the City to request service.

Trees on Private Property

Tree care responsibilities for residents include managing trees on their own property to maintain safe conditions. Private property trees are a large contributor to city-wide canopy cover and choices made by residential, commercial, and industrial property owners greatly impact the sustainability of the urban forest. The planting, maintenance, and preservation of private property trees are crucial to the urban forest because these decisions not only affect the health of the urban forest but also determine the extent of improved air quality, reduction of the urban heat effect, and enhanced well-being, experienced by the community. The City of Glendora recognizes the importance of proactive and targeted strategies to engage the community in urban forestry through volunteer partnerships, educational resources, tree giveaways, and outreach events.

CHAPTER 2: STAFFING AND LEADERSHIP

The care and maintenance of Glendora's City-owned trees is a collaborative effort between City staff and contractors. The associated job titles and responsibilities are illustrated in **Exhibit 4** and further detailed in narrative.

Exhibit 4. Glendora's Urban Forestry Organizational Chart



City Leadership

City Council

The City Council develops and establishes ordinances, provides direction to staff, and sets policies in the best interest of the City. The City Council receives recommendations from the Community Services Commission, Planning Commission, and City staff when discussing the urban forestry program.

Community Services Commission

The Community Services Commission is comprised of citizen representatives appointed by the City Council. The Community Services Commission, as defined in Section 2.18.020 of the Glendora Municipal Code, serves as the City's tree advisory board, acting as the final authority for hearing appeals and resolving objections regarding issues of tree pruning, removals, permitting, etc.

The City's Community Services Commission (Commission) shall direct staff to review the policies and guidelines in the Urban Forestry Manual and provide necessary updates on a five (5) year-maximum return interval. The Commission may recommend policy amendments to City Council as deemed necessary and the City Council shall be the approving body.

City Personnel

The City employs the following staff who are responsible for the oversight of the care and maintenance of Glendora's City-managed trees.

Director of Public Works/City Arborist

The Director of Public Works, who serves as the City Arborist, or their designee, is responsible for the following:

- A. Implement and be the authority for the City's Tree Ordinance, ensuring all procedures and policies are upheld.
- B. Regulate all tree planting in City parkways, rights-of-ways, or easements.
- C. Oversee the planting, removal, and replacement of City-managed trees.
- D. Maintain a current inventory of all City-managed trees. Such an inventory will be audited at a minimum of every five (5) years.
- E. Evaluate the health and safety of City-managed trees and implement appropriate remedial actions.
- F. Direct the pruning of City-managed trees.
- G. Oversee sidewalk, curb and gutter repair operations undertaken or contracted by the Public Works Department to prevent unnecessary damage to City-managed trees and root zones.
- H. Review and provide recommendations for tree preservation, removal, and replacement for new private subdivision projects.
- I. Review and approve development and reconstruction plans which reference tree protection, or tree removal and replacement ratios, and species, to ensure the Ordinance parameters are being followed.
- J. Maintain a publicly accessible register of Heritage Trees and Memorial Trees on the City's website, ensuring it is regularly updated and easily navigable for residents and visitors.
- K. Update the Community Services Commission periodically regarding the City's urban forestry program.

- L. Partner with the Community Services Commission to schedule Glendora's annual Arbor Day celebration and award of the Tree City USA designation.

Parks and Landscape/Contract Supervisor

The Parks and Landscape/Contract Supervisor administers the urban forestry program under the direction of the Director of Public Works.

Administrative Staff

Administrative staff assist in the day-to-day administrative tasks associated with City-managed trees. Their responsibilities include receiving community comments and concerns, reviewing tree permits, and organizing requests for tree work and inspections.

City Crews

City crews perform a limited amount of City-managed tree care, including tree planting, structural pruning, and watering when budget allows. When timely tree maintenance is required such as pruning for traffic sign clearance, crown raising for traffic and pedestrian paths of travel, or occasional hazard mitigation, the city crews address issues as capacity allows.

Non-City Personnel

Third party arboriculture and urban forestry professionals contribute to caring for Glendora's urban forest as follows:

Contracted Crews

The City contracts tree maintenance companies to plant, prune, maintain, and remove Glendora's City-managed trees, including annual Ficus pruning in the Village and the Big Tree located on the corner of West Colorado Avenue and South Santa Fe Avenue. Emergency pruning for hazard trees is generally performed by the contractor.

All companies contracted by the City to perform tree maintenance tasks employ the International Society of Arboriculture (ISA) Certified Arborists and ISA Certified Tree Workers among their working personnel. Contracts for tree maintenance are prepared and administered by the Public Works Department. Contracts for sidewalk repair and root pruning are prepared and administered by the Public Works Department and coordinated with the City Arborist. All root-pruning performed by contractors repairing curbs and sidewalks under the direction of the Public Works Department shall comply with the policies set forth in this Manual.

Private Consulting Arborists

Title 16 of the Glendora Municipal Code includes conditions for approval of new subdivisions. A developer may be required to retain an American Society of Consulting Arborists Registered Consulting Arborist and/or an ISA Certified Arborist to enforce all conditions placed upon the development of the property by the Planning Commission.

CHAPTER 3: TREE CARE PROCEDURES

Standard of Care

The guidelines and specifications set forth in this Manual are aligned with best management practices (BMPs) by the ISA and arboriculture industry standards through the American National Standards Institute (ANSI), as well as City-specific considerations. Any tree maintenance practice within the City shall adhere to these standards.

ANSI Standards

The ANSI A300 Tree Care Standards refers to the most current printing of this document. The ANSI-Z133 addresses detailed safety practices required for all tree workers and companies contracted by the City. Adherence to these standards is also required for utility companies working within City limits. Contractors who work with utility based pruning shall adhere to the ISA BMP utility tree pruning.

ISA Best Management Practices

Best Management Practices (BMPs) set forth by the ISA provide specific guidelines for implementing ANSI Standards during tree work including pruning, establishment care, pest management, inventory collection, and watering of trees. These BMPs were developed for the purpose of interpreting tree care standards and providing guidelines for arborists and tree workers, and as reference for people who employ their services.

Tree Inventory and Data Management

Glendora's Public Works Department keeps an inventory of all City-owned trees which is used to analyze the sustainability of an urban forest and helps inform management decisions. The tree inventory includes tree attribute data for each inventoried tree or site and serves as a hub for workflow organization. Tree attribute data includes Diameter at Standard Height (DSH), overall health, height, crown width, GPS location data, proximity to adjacent hardscape, work history, and other data relevant to each site. The inventory also includes vacant tree planting sites that have been identified as viable for future tree planting. An up-to-date tree inventory increases operational efficiencies and is an important component of proactive and responsible urban forest management.

Access and editing privileges to this inventory are shared by City staff and tree care contractors. Data includes all existing trees on City property or within City rights-of-way or easements, new tree plantings, any tree removals, and maintenance history for each site. Tree inventory information is kept up to date through continuous inputs from City staff and contractors.

Tree Planting And Establishment Care

Tree establishment and long-term survival can be impacted greatly by the actions taken during planting, such as the width and depth of the planting hole, placing the tree at the right depth, and proper staking. **Table 2** below explains how these practices impact tree longevity and full considerations are detailed in the following section. **Exhibits (5 through 12)** found at the end of the Tree Planting section illustrate the arboriculture best management practices regarding nursery stock selection, root correction for container-grown trees, tree planting and mulching, and establishment care.

Table 2. Tree Planting and Establishment Care Characteristics

Characteristic	Reasoning	Relation to Longevity
Planting depth	Planting a tree too deep or too shallow will inhibit the tree's establishment and growth.	If planted too shallow, tree roots will not have soil to establish in, decreasing the water and nutrients available to the tree overall. Planting a tree too deeply, may cause roots to suffocate and cause root rot.
Water at planting	Ensure newly planted trees receive ten (10) gallons of water per inch in trunk caliper, applied slowly upon planting.	Watering a tree after planting reduces transplant shock experienced by the tree and its roots, helping establishment.
Staking at planting	Trees that lean at the time of planting should be staked with one, two, or three stakes and supported by flexible ties. Each stake and tie shall allow movement of the tree trunk to develop trunk taper.	Leaning trees can be corrected to grow vertically with the support of stakes and ties. Trees that grow with a lean into maturity can potentially cause conflicts with pedestrian or vehicle paths of travel. Tying stakes to a tree too tightly will prevent movement of the tree, slowing the growth of the trunk and inhibiting establishment of a strong root system that can support the tree during high wind events.
Plant early in the planting season	Plant trees in winter months while rain events are likely and high heat events are less frequent.	Planting new trees in winter months will allow the tree to take advantage of rain events and limited heat stress. Providing water to newly planted trees through the planting season when not naturally occurring, assist the tree in the early phases of establishment.
Remove stakes after establishment	Stakes should be removed when the tree has established into the landscape. Establishment takes approximately one (1) to two (2) years after planting or when moving the trunk does not move the root ball.	When trees are staked beyond their establishment period, crown and trunk movement are not enough to produce a sufficient root system to support the tree. Without a sufficient root system, trees will lack water and nutrients.
Build a berm	Build a four (4) to six (6) inch berm for newly planted trees.	Berms provide a pathway for water to directly and slowly enter the root ball. Slowly water the tree and add water as it permeates the root ball.
Add mulch to berms	Add a mulch ring around the berm to help build soil profile with mulch decomposition.	Mulch reduces evaporation of water from the soil surface, and helps preserve moisture.

Vacant Sites

The Public Works Department has an objective to plant trees in all viable vacant sites located on City property or within City rights-of-way or easements. The City will do so by honoring all resident requests for new street trees in viable locations, planting new trees in identified locations, exploring locations that can be converted to a tree site, and replacing any City-managed removal on-site, should a viable vacant site be available. Residents who agree to providing sufficient water to a newly planted tree may request planting through the City's Services portal. Trees with residential watering agreements will be planted in the rights-of-way or easements adjacent to the home at no cost to the resident. Tree planting site viability is based on the spacing requirements identified in **Exhibit 5**.

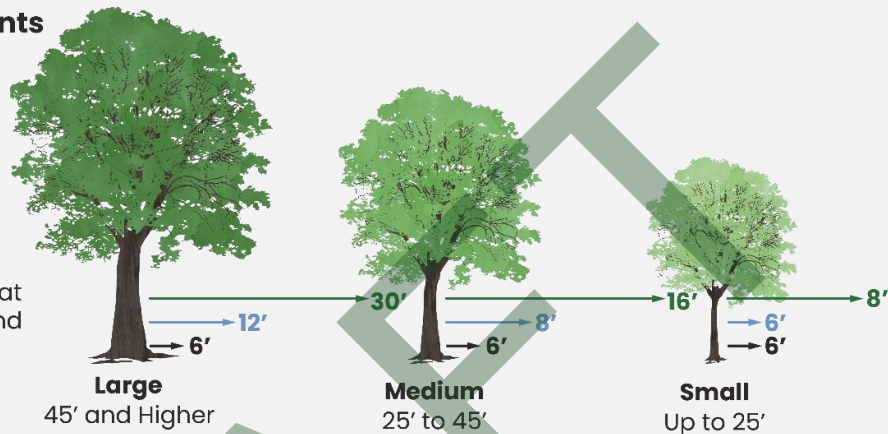
Exhibit 5. Spacing Guidelines for Trees

Spacing Guidelines for Residential Trees

Knowing the type of soil, water needs, and eventual size of the tree will help you select the best tree for your yard.

Spacing requirements by tree size

- ➔ Spacing from other trees
- ➔ Spacing from hardscape infrastructure
- ➔ Spacing from trunk at maturity to in-ground utility lines



Call 811 Before You Dig

Select the Right Tree for the Right Place

Choosing the proper tree species for each planting location is crucial for ensuring the tree's longevity and avoiding premature removal and conflicts with infrastructure. Site-based recommendations include available growing space, for roots, trunk, and canopy, as well as water availability, soil type, sunlight, heat, and nearby infrastructure. Trees that require a dry root zone should not be planted in lawn areas that are frequently irrigated. Trees that have large sprawling roots should not be planted in narrow parkways. Tall trees should not be planted below overhead utility lines.

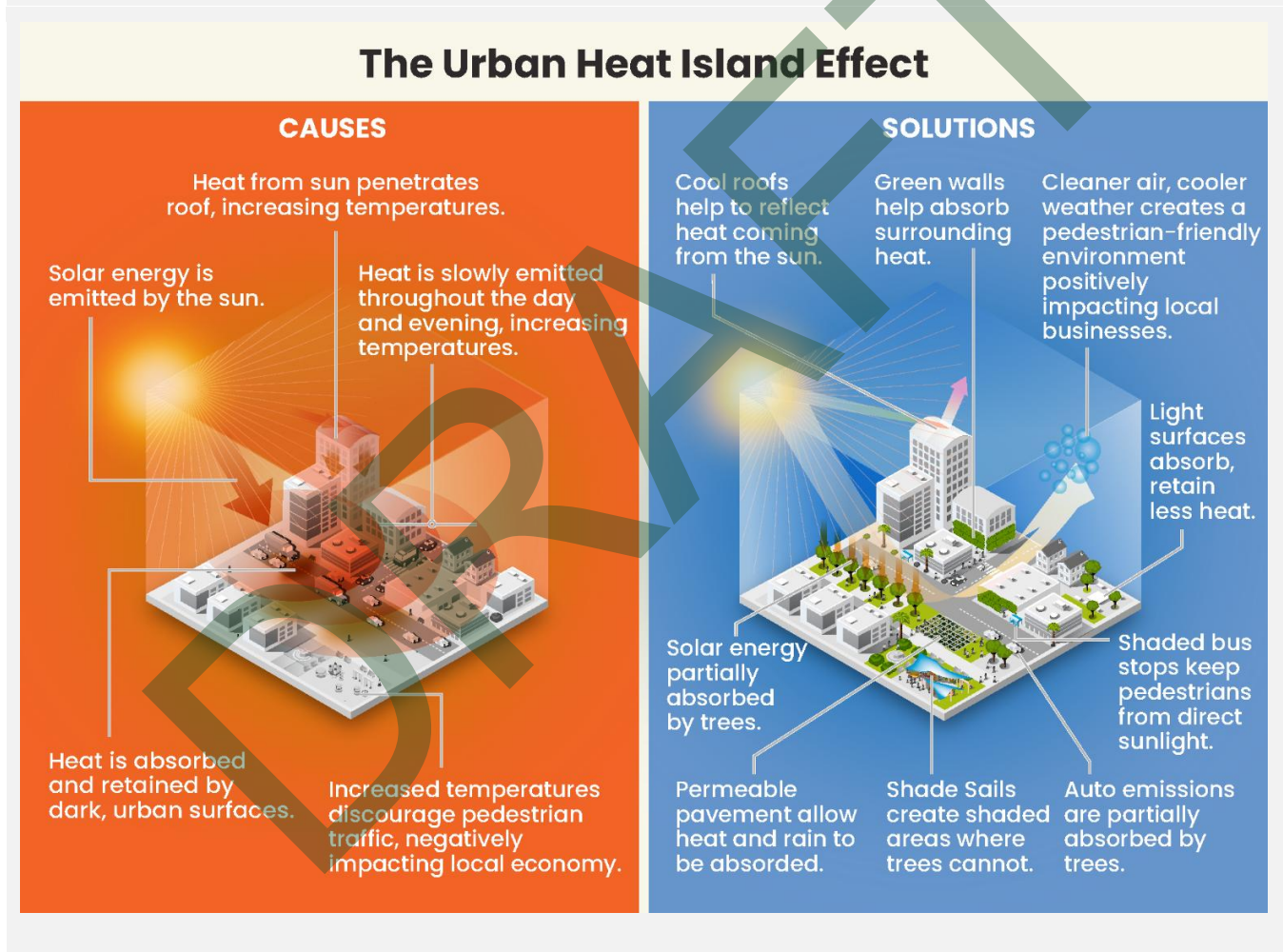
The selection of tree species shall be made from the City of Glendora's list of approved trees in **Appendix A** of this document provides information for the various considerations of each species. The trees are categorized according to the minimum planting space necessary and other characteristics. *SelecTree: A Tree Selection Guide* by California Polytechnic University, San Luis Obispo's Urban Forest Ecosystems Institute can be used to assist with tree selection.

The City Arborist shall approve all planting and replacement selections for trees on City-owned properties. Making the proper species selection at planting can significantly reduce future issues and costs associated with tree maintenance.

Prioritize Areas with the Lowest Canopy Cover

Studies have shown that inequitable canopy cover and pollution vulnerability disproportionately affect low-income and marginalized communities due to identifiable systemic injustices and socioeconomic factors (Locke et al. 2020). Tree canopy is often used as the essential measurement for urban forest success, as tree canopy provides shade and air filtration and reduces urban heat island effect, as shown in **Exhibit 6**. When addressing the distribution of canopy cover, it is important to consider variations in population density, land use, current canopy cover, existing planting spaces, and other environmental factors. Tree equity can be increased by focusing urban forest efforts in marginalized communities so that canopy cover and urban forest benefits are equally distributed throughout the City.

Exhibit 6. How Trees Help Negate the Urban Heat Island Effect



Prioritize Native Trees

The City is committed to enhancing the presence of California native tree species on private and City-owned property. The City also recognizes that native plants that thrive in surrounding wildlands may be less suitable in urban sites with small planting areas, amended and compacted soils, or less availability to vital resources like nutrients, microbial interactions, water, and sunlight. As new tree planting opportunities arise, native trees should

be considered before non-native species, as they evolved in the local environment, are emblematic to the area, and may be better suited for the planting site than non-native species. “Right tree right place” and individual site characteristics should be considered when determining if a native tree is the proper choice for a planting site. Several native tree species are listed in **Table 3. Common Native Trees**.

Table 3. Common Native Trees

Common Name	Scientific Name	Habitat	Fun Fact
Coast Live Oak	<i>Quercus agrifolia</i>	Foundation species found throughout California. Commonly found on hillsides, near creeks, and in parks.	Referred to as “the terrestrial coral reef” because of the vast amount of life that depends on it.
California Sycamore	<i>Platanus racemosa</i>	Riparian tree. Typically survives best near creeks and other sources of freshwater.	In some cultures, sycamore bark and roots are ground and boiled as a coffee substitute.
Modesto Ash	<i>Fraxinus velutina</i>	Often found in sandy soils of desert riparian areas.	Tolerates a wide range of soil types, from very alkaline to acidic, allowing the tree to grow in harsh conditions.
Incense Cedar	<i>Calocedrus decurrens</i>	Native range includes the coast ranges and Sierra Nevada range from Baja California to northwestern Oregon.	Common name derived from the aromas produced from its wood and crushed leaves. It is widely understood that the wood aroma repels insects.
Toyon	<i>Heteromeles arbutifolia</i>	Found in chaparral and woodland plant communities from Baja California to southwestern Oregon	Also called “Christmas berry” because of the bright red berries it produces in winter.

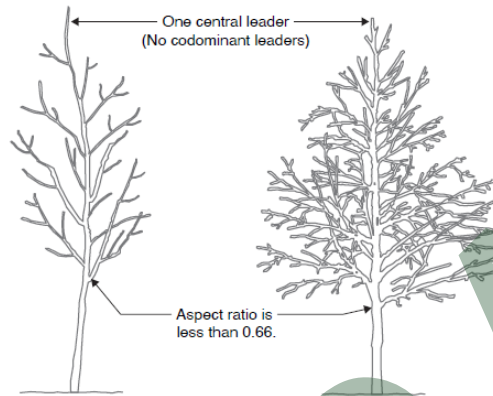
Soil Considerations

Soil composition profoundly impacts tree health. The physical and chemical properties of soil, such as texture, structure, pH, and nutrient content, play crucial roles in determining water and nutrient absorption. Healthy soil provides a stable foundation for root growth, allowing trees to anchor themselves securely and access essential resources. Conversely, poor soil conditions can lead to inadequate root development, making trees more susceptible to stress, pests, or pathogens. Understanding and managing soil composition is fundamental to promoting robust tree health and ensuring the longevity of urban forests. Understanding the City’s soil composition and how it changes from site to site can help determine which species is best suited for a planting location.

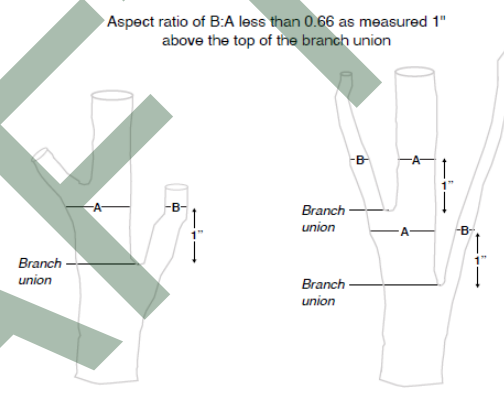
Exhibit 7. Nursery Stock Selection

Nursery Stock Selection

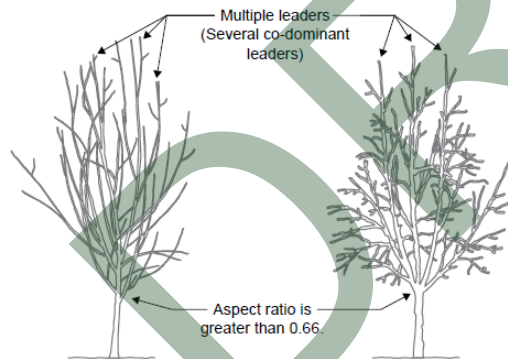
Accept



Accept

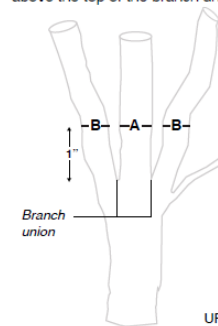


Reject



Reject

Aspect ratio of B:A greater than or equal to 0.66 as measured 1" above the top of the branch union.

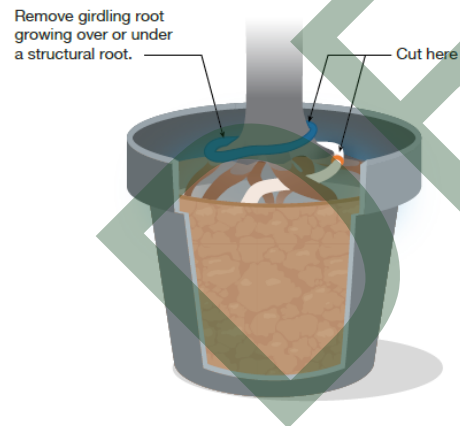
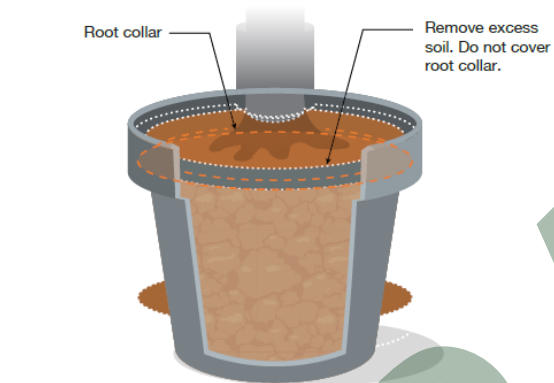


URBAN TREE FOUNDATION
ADAPTED BY DUDEK

NOTE: 1. Nursery stock with significant mechanical injury, serious root defects, and trees that show signs of dehydration are to be rejected. 2. Aspect ratio shall be less than 0.66 on all branch unions. Aspect ratio is the diameter of branch (B) divided by the diameter of the trunk (A) as measured 1" above the top of the branch union. 3. Any tree not meeting the crown observations detail may be rejected.

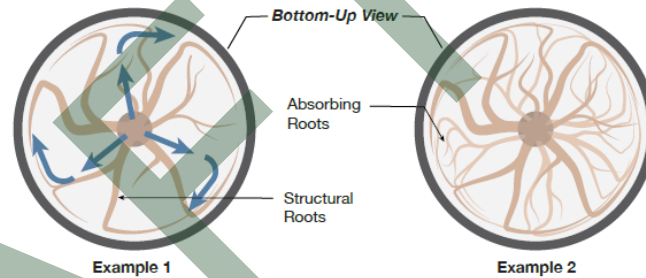
Exhibit 8. Root Correction for Container Grown Trees.

Root Correction for Container Grown Trees



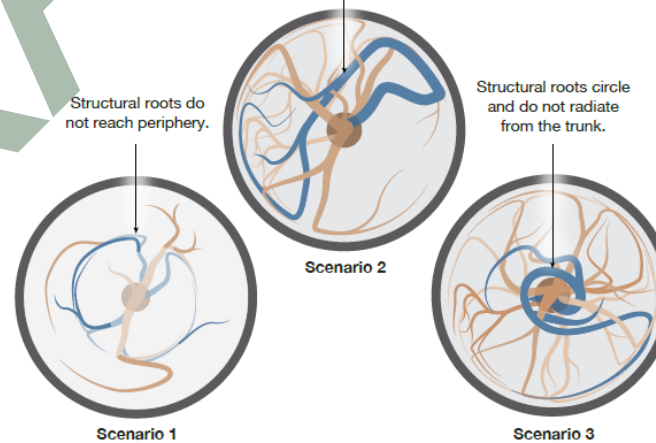
Accept

Roots radiate from trunk and reach each side of root ball without deflecting down or around.



Reject

Structural roots primarily grow to one side or tangent to trunk.



URBAN TREE FOUNDATION
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Exhibit 9. Tree Planting and Mulching.

Tree Planting and Mulching

Planting hole shall be dug no deeper than the root ball and root collar is to be 1 to 2 inches above finished grade.

Keep mulch 4 to 6 inches away from trunk.

Round-topped soil berm 4 inches high by 8 inches wide above root ball surface shall be constructed around the root ball. Berm shall be built 6 to 12 inches outside of root ball.

Finished grade

Ensure root collar is visible

After backfilling, slowly water to saturate the root ball.

Prior to mulching, lightly tamp soil around the root ball (do not over compact).

2" to 3" layer of mulch.

Loose soil. Dig and turn the soil to reduce compaction.

Root ball width

Planting hole 2-3 times width of root ball

URBAN TREE FOUNDATION
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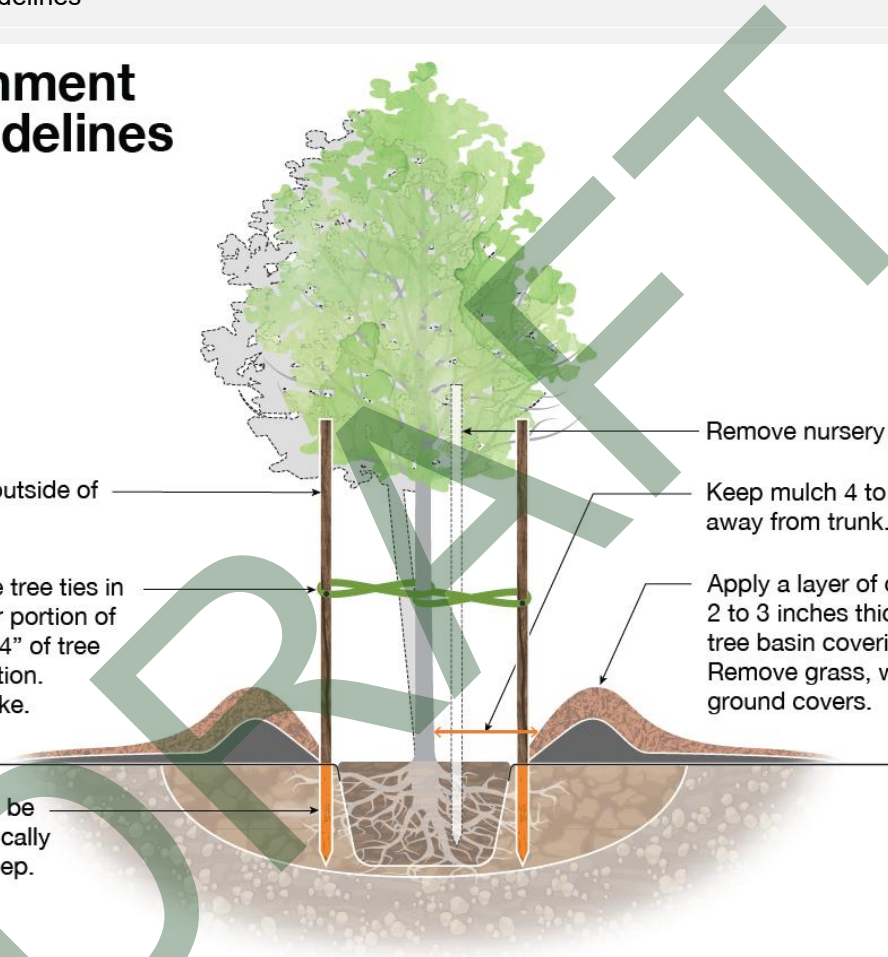
Exhibit 10. Establishment Care Guidelines

Establishment Care Guidelines

Install two stakes outside of the root ball.

Place non-abrasive tree ties in the middle to lower portion of the tree to allow 3-4" of tree sway in each direction. Nail tree ties to stake.

Tree stakes should be firmly secured vertically in the soil 2 feet deep.



Remove nursery stake.

Keep mulch 4 to 6 inches away from trunk.

Apply a layer of organic mulch 2 to 3 inches thick inside the tree basin covering the berm. Remove grass, weeds, and ground covers.

URBAN TREE FOUNDATION
ADAPTED BY DUDEK

Exhibit 11. Benefits of Mulch

Benefits of Mulch

Water Retention, Soil Insulation and Weed Suppression

- Mulch prevents the sun from drying out the soil after watering or a rain event, helping to retain soil moisture for a longer period of time.
- Mulch insulates the soil from extreme heat and colds, helping to maintain healthy soil conditions.
- Mulch helps suppress weeds that compete with the tree roots for water. The presence of fewer weeds also reduces maintenance costs, and increases the aesthetic appeal of the newly planted tree.

Mulch Applications

- Use only organic materials 4" - 6" thick.
- Keep mulch 4" away from the trunk of the tree to avoid moisture building on the trunk, which can lead to trunk rot and fungal growth.
- Apply a layer 2" - 3" thick inside the tree basin and covering the berm.

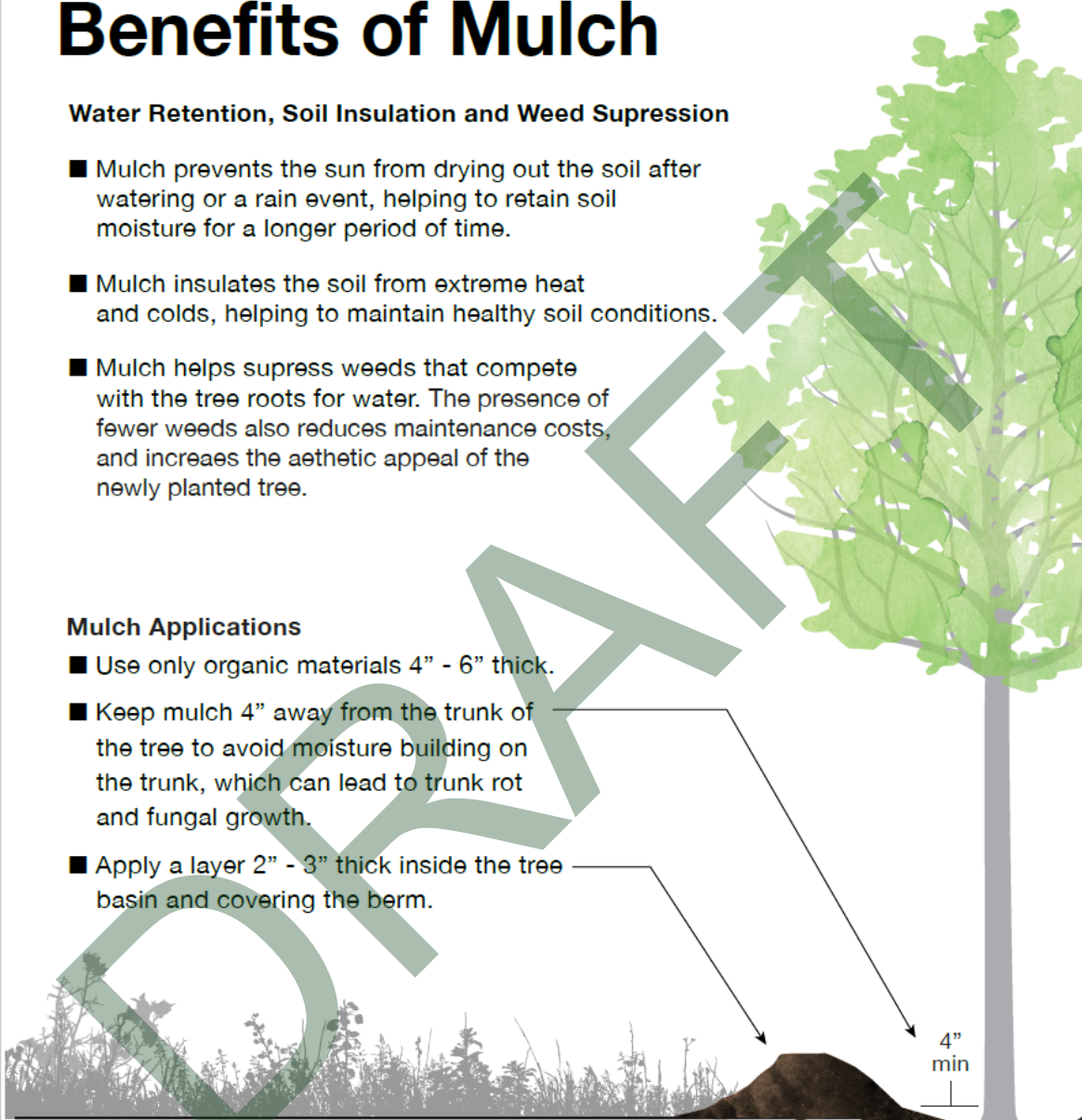


Exhibit 12. Young Tree Maintenance Guidelines

Tree Maintenance Guidelines

Ensure proper tree support

- Tree stakes should be firmly secured.
- Leaning or loose stakes should be re-installed immediately.
- Tree ties should be placed in the middle to upper portion of the tree and allow for tree movement.
- When the roots of the tree are established, remove the stakes and tree ties. This typically occurs 1 to 3 years after planting.

Weeding

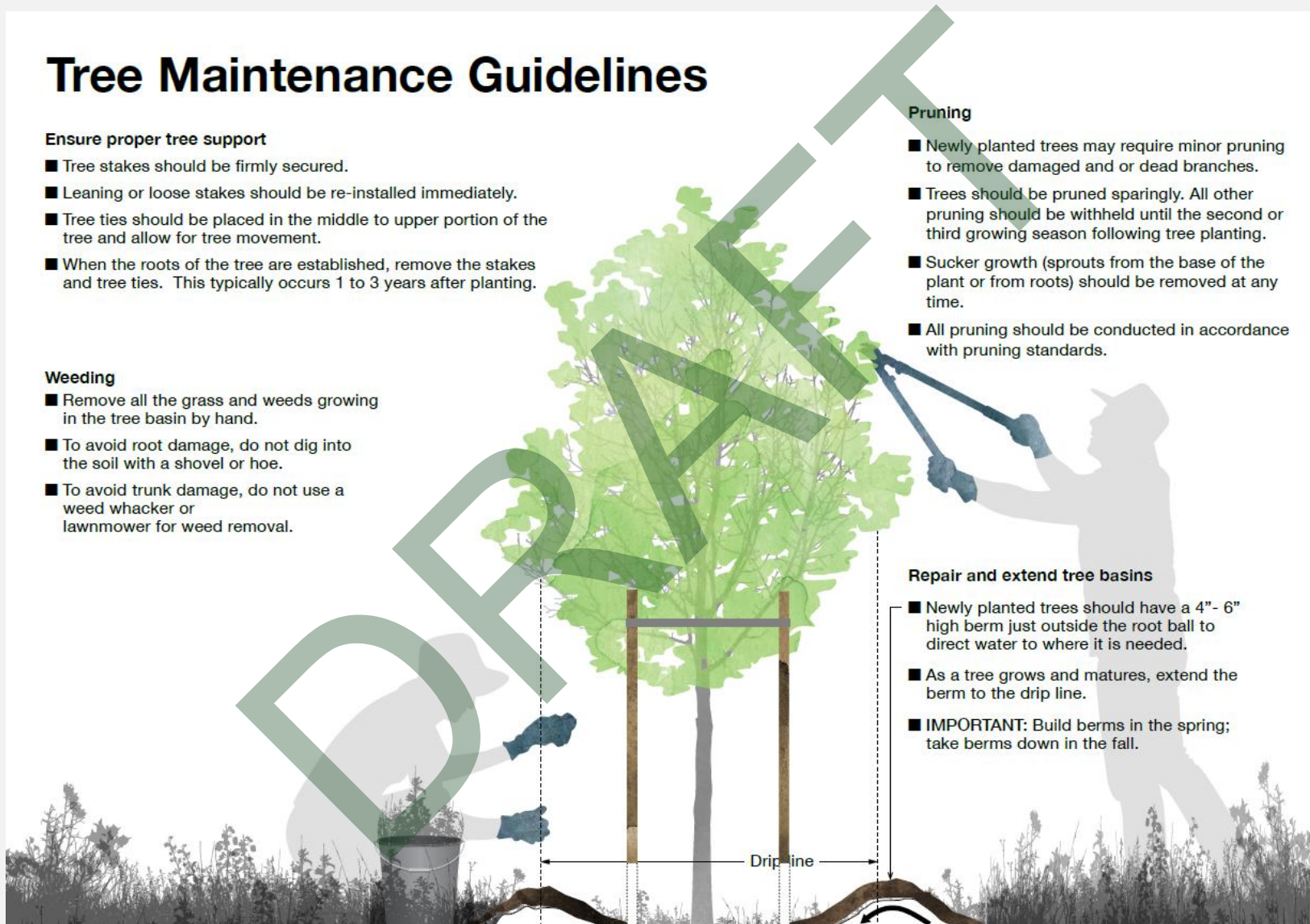
- Remove all the grass and weeds growing in the tree basin by hand.
- To avoid root damage, do not dig into the soil with a shovel or hoe.
- To avoid trunk damage, do not use a weed whacker or lawnmower for weed removal.

Pruning

- Newly planted trees may require minor pruning to remove damaged and or dead branches.
- Trees should be pruned sparingly. All other pruning should be withheld until the second or third growing season following tree planting.
- Sucker growth (sprouts from the base of the plant or from roots) should be removed at any time.
- All pruning should be conducted in accordance with pruning standards.

Repair and extend tree basins

- Newly planted trees should have a 4"- 6" high berm just outside the root ball to direct water to where it is needed.
- As a tree grows and matures, extend the berm to the drip line.
- **IMPORTANT:** Build berms in the spring; take berms down in the fall.



Tree Irrigation

Newly planted trees benefit most from deep, infrequent waterings that permeate through the entire root ball. Using the ISA BMP establishment care watering guidelines provides water to a new tree that supports its establishment into the landscape, impacts its ability to absorb nutrients and water, and enhances the tree’s resiliency to heat events and prolonged drought throughout its lifetime. **Table 4** details the impact that adequate watering will have on a tree and **Exhibit 13** below illustrates the ISA BMPs for tree watering guidelines.

Trees planted on City easements or on the rights-of-way, are only planted when the adjacent property owner agrees to provide water to the tree throughout its lifetime. Residents requesting a new tree will be asked to provide water aligned with ISA best management practices for three (3) years after the tree is planted. **Appendix A** contains the approved species list and watering needs for each species. It is important to note that even species classified as “California native” or “drought-tolerant” require regular watering during the establishment phase. Sufficient watering while the tree is establishing into the impact a tree’s ability to thrive and recover from drought stress or extreme heat events throughout its lifecycle.

Table 4. Tree Watering Characteristics

Characteristic	Reasoning	Relation to Longevity
Water at planting	Ensure newly planted trees receives ten (10) gallons of water per inch trunk diameter, applied slowly upon planting.	Watering a tree after planting reduces transplant shock experienced by the tree and its roots, helping establishment.
Over Watering	Overwatering shall be avoided by checking the soil moisture prior to watering. Check soil moisture by sticking a finger into the soil and examining if the soil is wet.	Trees declining through over watering look similar to trees declining from under watering. Both are detrimental to the tree’s health.
Water trees consistently	Water Newly planted trees with ten (10) gallons of water per inch trunk diameter per week for the first year. Water bi-weekly the second year, and monthly for the third year after planting.	Supporting the establishment of a vigorous root system is necessary for roots to transport water efficiently throughout its life. Bucket watering, hand watering, or drip irrigation systems are ideal for slow, deep watering of trees.
Water Mature trees during drought	Water mature trees during extended periods of drought or extreme to help maintain tree health and avoid depletion of resources.	A continual depletion of resources will cause stress within the tree, and over time, it’s ability to recover health and vigor will decrease.
Watering Location	Water at the tree’s dripline. When it is raining, most mature trees naturally shed rainwater at the perimeter of the tree’s crown – much like an umbrella.	This is the area capable of absorbing the most water and where watering efforts should be concentrated, if possible. Watering closer to the trunk is less effective and may increase the risk of disease and/or trunk rot.

Exhibit 13. Watering Guidelines

Watering Guidelines

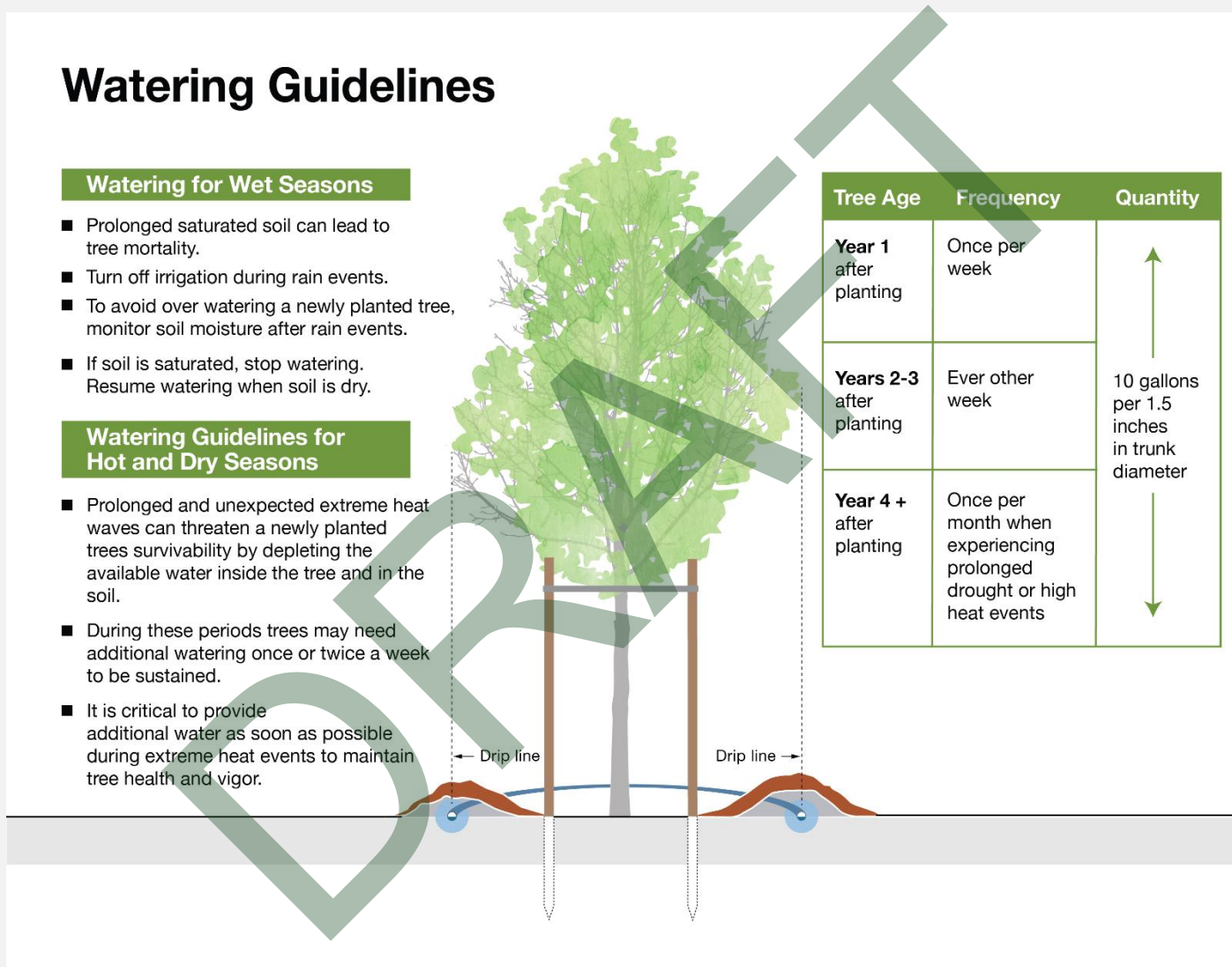
Watering for Wet Seasons

- Prolonged saturated soil can lead to tree mortality.
- Turn off irrigation during rain events.
- To avoid over watering a newly planted tree, monitor soil moisture after rain events.
- If soil is saturated, stop watering. Resume watering when soil is dry.

Watering Guidelines for Hot and Dry Seasons

- Prolonged and unexpected extreme heat waves can threaten a newly planted trees survivability by depleting the available water inside the tree and in the soil.
- During these periods trees may need additional watering once or twice a week to be sustained.
- It is critical to provide additional water as soon as possible during extreme heat events to maintain tree health and vigor.

Tree Age	Frequency	Quantity
Year 1 after planting	Once per week	10 gallons per 1.5 inches in trunk diameter
Years 2-3 after planting	Ever other week	
Year 4 + after planting	Once per month when experiencing prolonged drought or high heat events	



Glendora Water Restrictions

The City enforces watering restrictions to preserve the availability of high-quality fresh groundwater for all City residents. However, Glendora's water restrictions recognize the value of properly watering trees to maintain health and safety of the urban forest and include the following exemption:

- Hand watering trees shall be allowed by any means and at any time of the day provided that:
 1. The watering shall be confined to the area within the dripline of the tree.
 2. The water is applied by means of a hose equipped with an automatic shut-off nozzle.
 3. There shall be no run-off as a result of hand watering.

Apart from tree watering, golf courses, City facilities, City parks, recreational fields, and schools are NOT exempt from the restrictions described below. The following restrictions apply to ALL City water customers:

- Outdoor watering is restricted between 8 AM to 5 PM.
- Watering is limited to three (3) days per week.
- Watering is limited to five (5) minutes per station.
 - Irrigation systems with drip irrigation are given an exception for an additional fifteen (15) minutes, given there is no runoff.
- No washing down sidewalks or driveways.
- No excessive runoff from landscape irrigation that causes water flow onto an adjoining sidewalk, driveway, street, alley, or gutter.
- No outdoor watering during and forty-eight (48) hours following measurable rainfall.
- No washing motor vehicles with a hose, unless the hose is fitted with a shut-off nozzle.

The following links provide information on the City's water conservation, rebate, smart water meter, and free water conservation programs: <https://www.cityofglendora.gov/Services/Water>

Tree Pruning

Pruning is a critical component of urban forest management, directly influencing tree health, structural integrity, public safety, and long-term maintenance needs and costs. When trees are pruned using age-specific strategies aligned with ISA Best Management Practices (BMPs), pruning supports structural soundness of trees, promotes healthy wound closure, and reduces the likelihood of structural defects as the tree grows.

All pruning activities create wounds that may serve as entry points for pests and pathogens, potentially compromising tree health. Proper pruning techniques increase the tree's ability to defend against decay through a natural process known as Compartmentalization of Decay in Trees (CODIT). A healthy and thriving tree uses its resources to compartmentalize the pruning wound, which takes away from resources to grow.

Tree pruning for any age of tree should only be performed when there is a clear and defined pruning objective. Pruning objectives should prioritize the preservation of the natural form and growth habits of the species to minimize maintenance frequency, costs, and associated emissions. However, preserving community character and value is also an accepted pruning objective, notably used for the Glendora's Village Ficus trees discussed in Chapter 4. The following section details acceptable pruning objectives and methods for all other City-managed trees.

Young Tree Structural Pruning

A tree is more likely to mature into a structurally sound tree when trees are formatively pruned at a young age. Young tree structural pruning promotes the early development of sound branching structure by removing weak attachments, establishing a central leader, and spacing branches evenly to support long-term health and stability. Defects such as codominant stems or competing leaders should be addressed at this age to minimize defects that may lead to limb or branch failures. Pruning of the relatively smaller branches on younger trees also results in smaller wounds that compartmentalize more effectively and is more cost-efficient than pruning at maturity due to reduced branch size and canopy volume. **Exhibit 14** illustrates Young Tree Structural Pruning Guidelines.

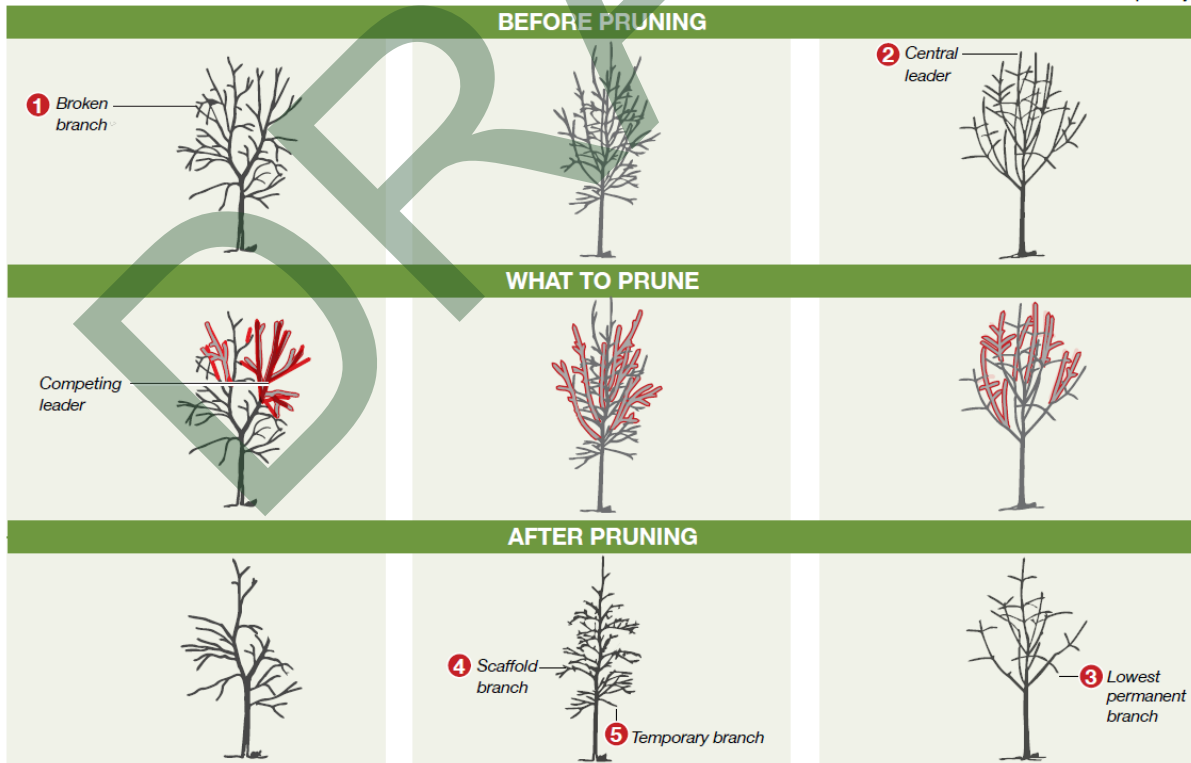
The most effective annual young tree structural pruning program begins one (1) year after planting and continues annually, as needed, for approximately ten (10) years, or until the tree enters the mature tree pruning cycle measuring approximately twelve (12) inches at diameter at standard height (DSH).

Young tree structural pruning is a relatively new practice with on-going research supporting its benefits. The City strives to secure funding for this program as the City plants more new trees throughout the community.

Exhibit 14. Young Tree Structural Pruning

Pruning to Improve Young Tree Structure

- 1 Remove broken branches.
- 2 Select central leader and remove competing leaders.
- 3 Select lowest permanent branch.
- 4 Select scaffold branches.
- 5 Select low temporary branches. Cut back and leave as temporary.



NOTE: 1. At the time of planting, limit pruning to removal of broken, dead, or diseased branches only.
2. Young Tree Structural Pruning is to occur only after trees establish and resume normal growth rates following planting.

Structural Pruning: A Guide for the Green Industry
URBAN TREE FOUNDATION | ADAPTED BY DUDEK

Mature Tree Pruning

Proper pruning practices for mature trees that enter a scheduled and systematic pruning cycle shall include a natural pruning system utilizing either a reduction cut, or branch removal cut. Trees that measure approximately twelve (12) inches at diameter at standard height (DSH), or at four and a half (4.5) feet above soil grade, are included in a mature tree pruning cycle. Acceptable methods for medium-aged and mature trees, when appropriately performed and prescribed, include crown cleaning, thinning, raising, and reduction. Pruning practices should not include topping, lion tailing, making flush cuts, unnecessarily leaving stubs, or removing an excessive number of live branches. A topped tree should be evaluated to reduce risk or be considered for removal. Topped trees kept in the landscape that are not reduced in stature may need annual maintenance for sucker growth control.

Removing more than necessary of the live crown in a single year or the use of improper pruning cuts is prohibited, as it compromises tree health, promotes the development of structural defects, increases maintenance needs, and accelerates premature decline or removal. Strategic pruning reduces long-term maintenance costs by reducing the likelihood of structural failures and minimizing reactive work over a tree's lifetime. Some structural pruning can be conducted on mature trees, however, the appropriate pruning type depends on the tree and the situation. These practices should be conducted for mature trees on a five (5) to seven (7) year pruning cycle to contribute to long-term aesthetics, health, and structural integrity, described below.

Pruning Cycle

A five (5) to seven (7) year pruning cycle is the optimal timeframe for maintaining mature trees in a safe condition while limiting expenses to a City (Miller et. al 1981). A pruning cycle on a shorter timeframe has a higher cost but does not correlate to a proportional increase in safety or tree health. Mature tree pruning should occur with pre-determined specifications which may include the style of pruning, amount to remove, what types of cuts to use, sizes of branch to be removed, and a pruning objective.

Every mature City-managed shade tree in Glendora is pruned on a five (5) year basis, which aligns with the industry standard for maintaining a safe and healthy municipal urban forest (Miller et. al 1981) and palm species are on a three (3) year pruning cycle. At the time of pruning, the City's contracted crew will perform an inspection of the tree's overall health. Inspecting and pruning mature trees at this frequency allows the City to identify and mitigate potential risk on a cyclical basis, prior to becoming a potential risk.

Pruning specifications for mature trees on a pruning cycle prioritize managing tree health and mitigating risk. These specifications are illustrated in **Exhibit 15** and include:

1. Trees with broken, damaged or hanging branches, or with branches that are blocking signs, streetlights, or intersection lights, shall be pruned immediately, no greater than one week from when the situation is identified and reported by a resident, contractor, or City staff.
2. Branches that are dead or exhibit significant damage or decline due to pests or pathogens should be removed to eliminate hazards, mitigate wounds that may serve as entry points for pests or pathogens, and/or enhance health by removing areas impacted from pest or pathogens from the crown of the tree.
3. Trees are pruned as needed to achieve a vertical clearance above the sidewalk of at least nine (9) feet and above the street at least fourteen (14) feet.
4. Glendora's Big Tree on the corner of West Colorado Avenue and South Santa Fe Avenue shall be pruned every two (2) years.

Exhibit 15. Mature Tree Pruning

Tree Pruning

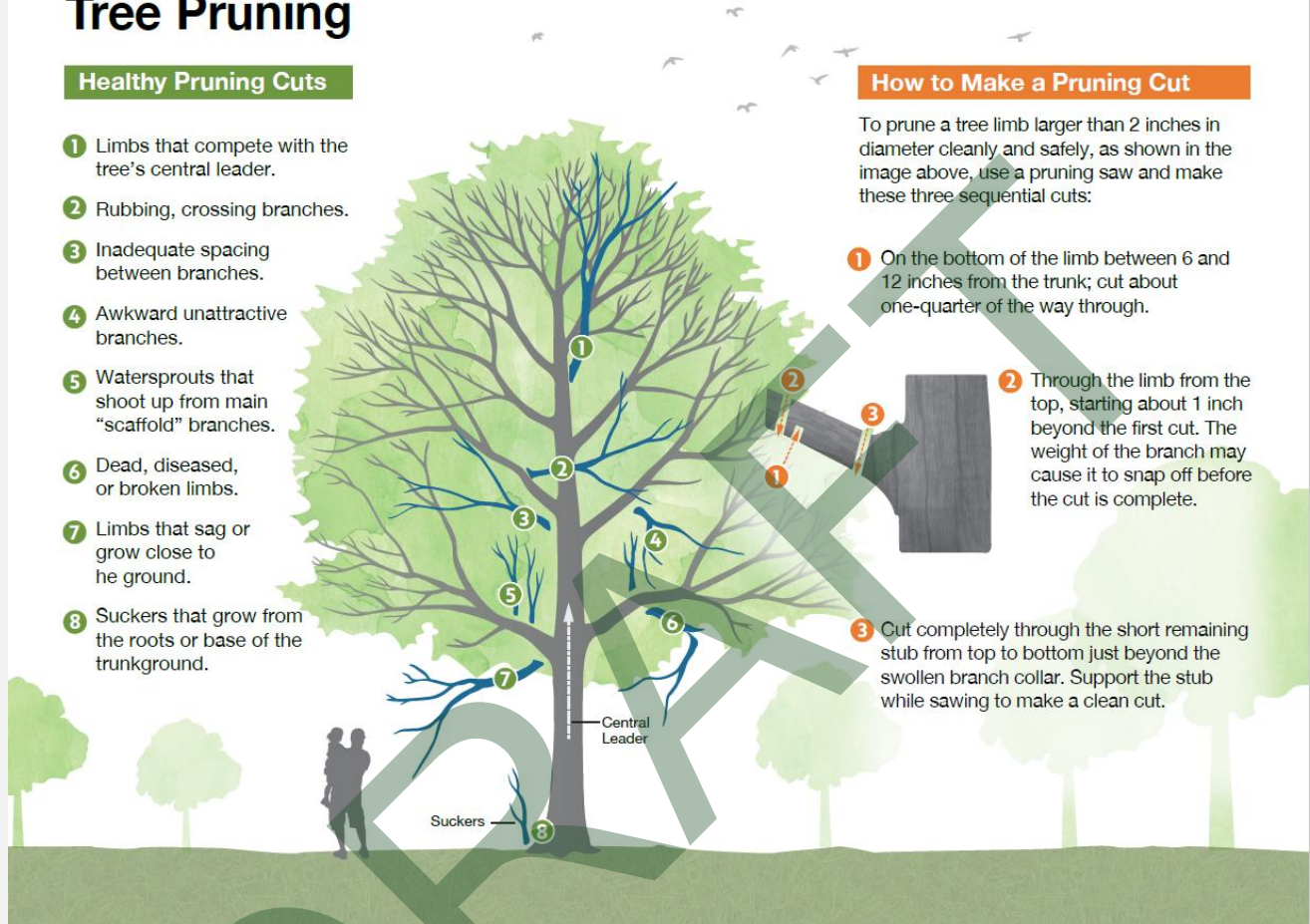
Healthy Pruning Cuts

- 1 Limbs that compete with the tree's central leader.
- 2 Rubbing, crossing branches.
- 3 Inadequate spacing between branches.
- 4 Awkward unattractive branches.
- 5 Watersprouts that shoot up from main "scaffold" branches.
- 6 Dead, diseased, or broken limbs.
- 7 Limbs that sag or grow close to the ground.
- 8 Suckers that grow from the roots or base of the trunkground.

How to Make a Pruning Cut

To prune a tree limb larger than 2 inches in diameter cleanly and safely, as shown in the image above, use a pruning saw and make these three sequential cuts:

- 1 On the bottom of the limb between 6 and 12 inches from the trunk; cut about one-quarter of the way through.
- 2 Through the limb from the top, starting about 1 inch beyond the first cut. The weight of the branch may cause it to snap off before the cut is complete.
- 3 Cut completely through the short remaining stub from top to bottom just beyond the swollen branch collar. Support the stub while sawing to make a clean cut.



Providing Additional Clearance

The mature pruning cycle addresses clearance issues as described in the list of specifications above. However, should a tree part be causing visibility, line of sight issues, or vertical clearance issues, additional clearance pruning can address this conflict. Growth can be directed away from objects such as buildings, security lights, or traffic signs by reducing or removing limbs that conflict with visibility issues. If a resident is experiencing visibility of safety issues due to a tree part, residents may request inspection through the City's Services portal.

Utility Pruning

Utility pruning keeps limbs clear of utility structures including overhead lines and is performed by contractors hired by the utility company due to specific safety requirements. Utility pruning is not performed by City crews or City contractors. If a resident believes a tree part is conflicting with utility infrastructure, residents may request inspection through the City's Services portal.

Aesthetic Pruning – Glendora’s Village

The gum drop Ficus trees in Glendora’s Village are characteristic of the downtown area and hold important value for the community. The annual maintenance program prioritizes maintaining the ‘gum drop’ aesthetic and conflict with arboriculture best management practices for tree care. These trees are pruned annually or up to twice a year to maintain this aesthetic, as budget allows. When trees are pruned to meet an aesthetic outside of the species’ natural form, maintenance costs and associated greenhouse gas emissions are greatly increased to preserve the aesthetic. Annual pruning may also be unintentionally harming these trees, increasing their vulnerability to pests and pathogens as pruning wounds remain exposed, and more are added annually. In addition, the existing trees are similar in age, and the City must identify a realistic and feasible vision for the Glendora Village to reforest the area as these gum drop trees reach the end of their natural lifecycle and require replacement. **Chapter 4** of the Manual discusses Ficus trees in Glendora’s Village in greater detail.

Pruning Outside of the Pruning Cycle

The City allocates funding to ensure each City-owned tree in easements or rights-of-ways are pruned every five (5) years. If a resident is interested in pruning a tree before the designated pruning cycle, residents may request an inspection through the City’s Services portal. The City Arborist will inspect the tree and identify if the tree necessitates pruning outside of the established pruning cycle. If the inspection indicates that the tree is sufficiently maintained and does not require earlier pruning, the City may consider accommodating the resident request through a ‘resident cost share’ program. This may allow the residents to pay for the requested pruning and associated administrative costs ahead of the designated pruning cycle. Tree pruning for any City-owned tree must be approved and performed by the City’s contractor and pruning objectives, such as aesthetic pruning or shaping, which may negatively impact the health or structure of the tree will be denied.

Plant Health Care

Plant health Care (PHC) is a program of scheduled inspections and proactive strategies and tactics to improve the appearance and vitality of landscape plants (or trees) within the expectations of the City (Ball 1994). The first iteration of PHC was integrated pest management (IPM), which focuses largely on monitoring and controlling pests. PHC is a broader practice that focuses on ensuring plants are healthy and have the resources to defend against pests, pathogens, and other factors that could cause a decline in their condition. Practices to improve soil health, proper tree selection, and preventative care are performed when warranted and in the most effective environmentally conscious method.

To improve the health and longevity of individual trees or species that are seeing decline, A thorough assessment will be required to accurately diagnose underlying causes and tailor PHC actions accordingly on a case-by-case basis. Implementing improvements in a sustainable and environmentally responsible manner will not only support the potential recovery of vulnerable trees but also contribute to the long-term resilience of the urban forest. These interventions may include integrated pest management, soil remediation, mulching, pruning, or other site-specific treatments.

Not all PHC interventions require intensive treatments such as soil injections, air spading, or other root zone modifications. While these techniques can be necessary in certain cases, many trees benefit greatly from simple, proactive practices that support root and soil health in an organic and low-impact manner. Two of the most effective and sustainable strategies include maintaining a consistent layer of organic mulch over the critical root zone and implementing a regular, species-appropriate watering regime. Mulch helps retain soil moisture, regulate

temperature, suppress weeds, and slowly improve soil structure as it decomposes. Consistent watering, especially during drought conditions or establishment periods, is essential to reduce stress and promote healthy growth.

Tree Risk

Dead, declining, or damaged trees can pose risks in an urban environment. Root, trunk, and/or branch damage can compromise the health and structural integrity of a tree, making it more likely to experience partial or whole failure. The consequences of failure vary depending on the tree part and nearby targets. A branch that falls in the middle of a forest does not present as high a risk as a failing tree near a house. During regular pruning cycles, tree crews contracted by the City inspect individual trees for potential hazards. If any conditions that render a tree hazardous are observed by City staff, contractors, or community members, these conditions should be reported to the Public Works Department for further evaluation. Further evaluation may include a Tree Risk Assessment report for individual trees with potential hazards conducted by an ISA Certified Arborist with the Tree Risk Assessment Qualification (TRAQ). All potential conflict resolution methods shall be considered to reduce risk prior to considering the tree for removal.

Tree and Infrastructure Conflicts

Where tree roots and infrastructure conflict, every effort shall be made to preserve the tree and protect the root system and trunk from damage. Damage to a tree's trunk or root system when tree and infrastructure conflicts are addressed can greatly compromise the health and stability of the tree long term.

Root Pruning

All crews, whether Public Works or contractors, are prohibited from pruning, shaving, or otherwise damaging the trunk flare and/or root system of a City-owned tree. Should trees and infrastructure conflicts occur and a resolution method intended to preserve the tree requires root pruning, the contractor shall notify the City Arborist. The City Arborist shall be required on-site prior to groundbreaking to ensure the root system is not compromised during excavation. All pavement shall be removed by hand to expose and inspect the root systems in question.

To determine if root pruning is appropriate and will not jeopardize the long-term health or stability of the tree, only trees and roots that align with the parameters illustrated in **Exhibits 16 and 17** shall be pruned. **As shown in Exhibits 16 and 17, roots may be pruned only if they meet all four (4) criteria.** Root pruning may be approved only if (1) the tree's health condition is 'fair' or 'good, and only if roots targeted for pruning are (2) located in no more than ninety (90) degrees of the tree's radius, (3) are not within a distance of three (3) times the diameter of the tree, and (4) roots are no greater than three (3) inches in diameter. If the tree's overall health is not in fair or good condition, or the three root-related parameters are not met, root pruning may jeopardize the tree's health and stability and should not be performed. All root pruning for City-managed trees shall be approved by the City Arborist.

Exhibit 16. Tree Root Conflicts with Roadways and Sidewalks

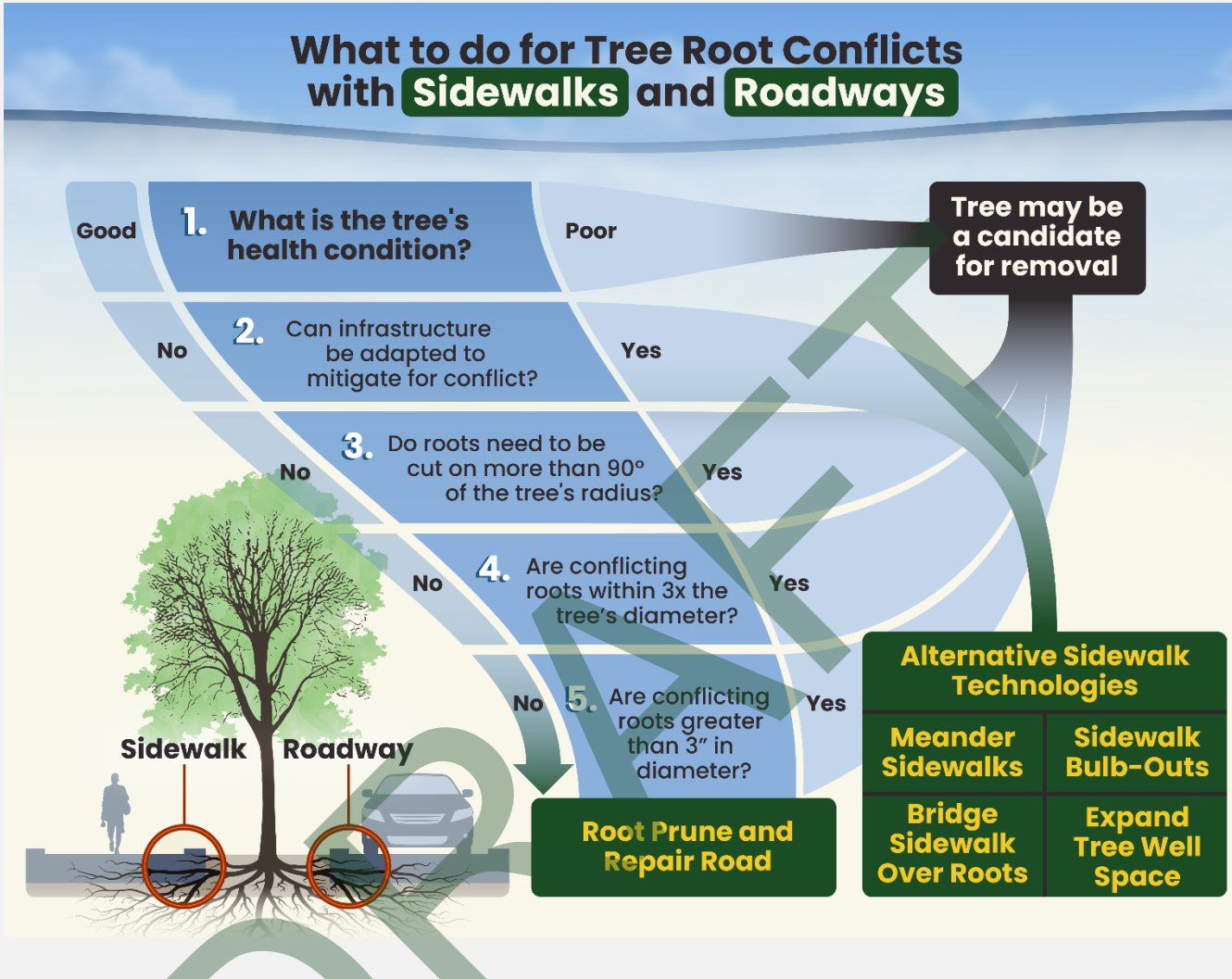
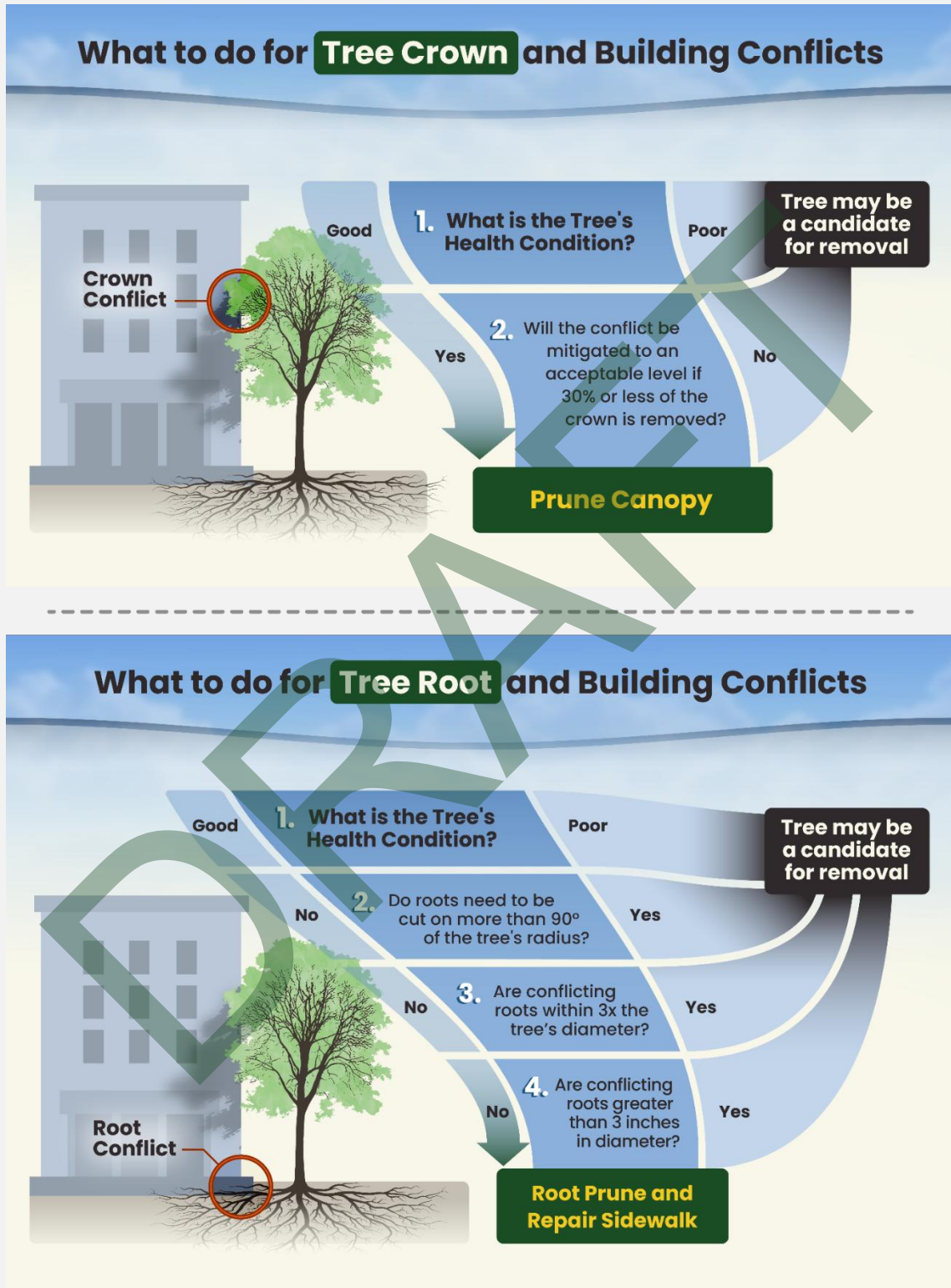


Exhibit 17. Tree Crown and Root and Building Conflicts



In cases where the disturbance of the root system within the tree's dripline area is unavoidable, the City Arborist or a contractor will perform one or more of the following under supervision of the City Arborist. All requirements illustrated in **Exhibit 16** and **Exhibit 17** must be met to root prune City-managed trees as described below:

1. **Selective Root Pruning** is the removal of specific offending roots that directly interfere with the work area. In general, the roots closest to the tree are the most important. Care should be taken to prune roots as far from the tree as possible. When pruning select roots, great care shall be given to retain as much root area as possible, including sufficient major structural root dispersal around the radius of the tree. Roots identified for removal shall fall within the parameters of **Exhibit 16**. Roots shall be cut back at least four (4) inches away from new hardscape to compensate for new growth and for possible hardscape forms. Pruning cuts shall be made cleanly with no crushing, tearing or ripping with mechanical means (backhoe, loader, or jackhammer).
2. **Root Shaving** is the removal of a small portion of a nonessential or general root with a diameter of four (4) inches or greater. Roots will be shaved down to allow for at least two (2) inches of clearance between the root and the new hardscape. No more than one third (1/3) of a root's diameter shall be shaved off. Shaving cuts shall be made cleanly with no crushing or tearing of the remaining root material.
3. **Excavating** is the removal of soil surrounding the roots to expose the root system and may be performed to install subsurface devices such as irrigation lines or block wall footings within the dripline area of the tree. If avoiding excavation within the dripline area of a tree is not possible, every effort shall be made to tunnel under or through the tree's root system with a minimal amount of pruning, rather than to trench across the tree's roots. Any root pruning to occur shall fall within the parameters of **Exhibit 16**.

In cases where root pruning is not feasible without severely compromising the structural stability or health of the tree, tree removal may be considered.

Hardscape Repair

Minor damage to hardscapes which occur on public property that is three-fourths of an inch (3/4") or less shall be "ground down" by a concrete grinding machine. If necessary, permanent repair of the area should be scheduled for a later date.

Major hardscape damage on public property where the damage cannot be rectified by temporary measures such as grinding of the concrete will require the scheduling of a permanent repair, based upon the potential to create a public safety hazard.

If the removal of the offending roots may jeopardize the health or structural stability of the tree, one of the following alternatives shall be considered:

1. **Off-set** - An off-set is the tapering or reduction of a sidewalk's size down to a width no less than forty-two (42) inches.
2. **Ramping** - A sidewalk may be constructed to ramp over offending roots, as long as the slope of the grade does not exceed one (1) foot of elevation change within a span of twelve (12) linear feet.
3. **Reconfiguration** - Sidewalks do not need to be constructed in a straight line. If the public easement can accommodate it, a sidewalk may be reconfigured to curve around a tree in suitable manner.
4. **Removal** - If no other hardscape installation alternative is feasible, a tree may be removed, as long as it complies with the tree removal criteria listed in Chapter 3 of this manual.

Tree Preservation

Urban forest management includes addressing trees outgrowing their planting site as they mature and conflict with infrastructure. These trees were planted with the arboriculture knowledge available at the time and we continue to learn more about which trees ‘work’ in an urban environment as the industry advances. Current tree plantings throughout the City of Glendora focus on planting the ‘right tree’ in the ‘right place,’ to minimize these conflicts in the future.

The City of Glendora recognizes and values the historical investment in planting and caring for City-managed trees, and the enhanced environmental values mature trees provide. Although these trees are not in the ‘right place,’ removing these trees to repair infrastructure also results in a loss of environmental benefits to the community. Replacing lost benefits is only possible when young trees are given time to grow.

Exhibit 18 illustrates an example of how a mature tree can be preserved while resolving an infrastructure conflict. The City of Glendora is open to exploring creative solutions such as encroachment permits with agreeable residents to prioritize tree preservation. Collaborative partnerships may be an effective method to preserve mature trees throughout the City.

Exhibit 18. Tree Preservation Example

Tree Preservation Example

A cooler, healthier, cleaner Glendora can be realized through urban forestry efforts. Planting new trees and preserving mature trees, **on both public and private properties**, enhances the quality of life for community members today and the future.

The City of Glendora collaborates with community partners to achieve both:

Repairing Infrastructure to a Safe Condition

Preserving Mature Trees



Tree Removal

Removal Criteria

The City Arborist shall use the criteria detailed below to evaluate if a City-owned tree qualifies for removal in alignment with City policies:

1. **Hazardous Trees** - Trees determined to have a risk level higher than the City's tolerance as evaluated by an ISA Certified Arborist with the Tree Risk Assessment Qualification (TRAQ) may be considered for removal.
2. **Dead and Dying Trees** – Trees are living creatures with finite lifespans. Upon the City Arborist's declaration that a City-owned tree is dead or in irreversible decline, the tree may be considered for removal.
3. **Diseased/Infested Trees** - Trees that acquire an infectious disease or are infested with an insect that is declared to be a serious pest threat to other nearby trees shall be examined by the City Arborist and removed upon their recommendation that the tree may not be saved with reasonable remedies.
4. **Emergency Removals** – An immediate threat to life is present or imminent and removal of the tree is the only feasible way to alleviate the threat.
5. **Infrastructure and Hardscape Damage** - If a tree is causing damage to infrastructure and/or hardscape such as sidewalks, water mains, or sewer lines, then root and/or crown pruning should be employed to prevent further infrastructure damage. If repairs to infrastructure cannot be completed without severe root pruning, and other remedial repair methods cannot feasibly be utilized without severely jeopardizing the health and stability of the tree, the tree may be removed and, when feasible, replaced with a suitable species. Should trees require root pruning to mitigate a conflict, the roots that require pruning shall meet the criteria illustrated in **Exhibits 16** and **17**.
6. **Sight Visibility** - If it is determined that a tree is causing a serious visibility hazard (e.g. a corner tree that blocks the visibility of a stop sign), consideration to moving signs temporarily while the tree matures shall be considered. If infrastructure cannot be modified, visibility pruning shall be considered. If visibility pruning is either insufficient in mitigating the conflict or pruning would jeopardize the health or structure of the tree, the tree may be considered for removal and replacement.
7. **Undesirable Species** - If a tree is on the list of undesirable trees on file in the Public Works Department, the tree will be evaluated for additional reasons the tree may be considered for removal. Some species characteristics which make a tree undesirable may include high water-use, unsuitable for the local climate, and/or invasive. The "undesirable" aspect of a tree will be taken into consideration with one or more of the previously listed criteria.

Reasons NOT Valid for Removal

The following are reasons are NOT valid for removal:

- Excessive leaves, fruit, flowers, petals, bees, birds and other animals or insects create a nuisance to the resident.
- Roots in the sewer line; resident must maintain their lateral.
- Hardscape damage if a feasible modification to infrastructure allows for tree preservation.
- Altering an area's existing tree species composition.

CHAPTER 4: FICUS TREES IN GLENDORA'S VILLAGE

The Ficus trees in Glendora's Shopping Village (Village) have become a trademark of the City. These trees require special care and attention to maintain their aesthetic and minimize debris in the Village area. The Ficus trees in the Village are pruned to a desired aesthetic and not to the natural form of the tree species. To preserve their characteristic silhouette, these trees are pruned annually, and when funding is available, bi-annually. However, as outlined in Chapter 3, current standard for a safe and healthy municipal urban forest identifies pruning cycles of five (5) to seven (7) years. More frequent pruning can elevate physiological stress and compromise long-term health and ability to thrive. Excessive pruning may result in structurally weak branch attachments, heightened vulnerability to pests and pathogens, and a reduction in overall tree longevity.



Ficus Tree Maintenance

The care of these trees shall consist of the following:

1. The trees will be pruned annually to retain their shape, preferably in October to allow sufficient time to hang lights on the trees prior to the Christmas shopping season. The hanging of Christmas lights traditionally occurs in October, before Thanksgiving and the "Holiday Stroll" event. The pattern is currently a "cone" or Christmas tree shape.
2. Several trees in the Village bear fruit. A combination of certain weather patterns and environmental factors appear to trigger fruit production, and these patterns often cannot be easily predicted. When this occurs, dropped fruit get tracked on sidewalks and floors of local businesses, causing an unsightly mess. As funding becomes available, the City will prune the trees up to every six (6) months and reduce fruit drop by applying a topical growth regulator. However, pruning every six (6) months and applying a topical growth regulator is dependent on funding.
3. In the summer, the Ficus trees in the Village are frequently impacted by Cuban Laurel Thrip, which can be a considerable nuisance. On these occasions, the City will treat the trees with pesticide to prevent infestation.
4. Every effort shall be made by City staff and contractors to accommodate local merchants.

Considerations for Enhancing Resilience

Throughout southern California, municipalities are reporting rapid branch dieback of Ficus trees caused by a fatal fungal strain that will likely result in the death of these trees within ten (10) to thirty (30) years. While the sixty-six (66) maintained Ficus trees in the Village provide trademark character and beauty, it is important to understand how this fungus may impact the health and viability of these trees and begin considering different species or a variety of species to enhance resiliency. An important step in determining a palette of replacement tree species involves gaining feedback from the community regarding important characteristics of Ficus trees to preserve, including the shape, consistent aesthetic value, spacing, and coloring. Once observable dieback occurs among the City's Ficus trees, replacement with approved species will fall under the authority of the City Arborist. Without a transitional planting plan, the Village is susceptible to losing canopy cover and shaded pathways.

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CHAPTER 5: VERY HIGH FIRE HAZARD SEVERITY ZONE PROTECTION

The Pride of the Foothills is always at risk of fire and erosion damage. The City has learned through experience that landscaping plays a major role in home protection. Therefore, the following information is designed for those who live in the “High Fire Severity Zone” as identified by the City and Fire agencies.

Through sources provided by the California Department of Forestry and Fire, US Forest Service, and Los Angeles County Fire Department, the City concludes that the severity of fire-related damage in many areas could have been reduced with proactive landscaping plans. The four key components used to protect homes and property from severe fire damage are creating Defensible Space, plant selection and maintenance, and erosion control.

Creating Defensible Space

Defensible space is the design and maintenance of landscapes that will reduce the risk of structure loss during a fire. Defensible space works to achieve four objectives:

- Reduce the risk of direct flame contact with a structure,
- Reduce the overall fire intensity and rate of spread near a structure,
- Remove ember sources and provide a space for embers to fall to the ground before reaching a structure,
- Provide an area for firefighters to safely engage with the fire and access to structures.

The term “structure” includes all buildings including those uninhabited such as garages, storage sheds, or other exterior buildings. A defensible space zone around the entire structure has been proven to be effective for achieving these objectives (Syphard et. al. 2014). Conversely, the lack of defensible space within thirty (30) feet of a structure has been shown to be a key factor in structure ignition during wildfires (Troy 2020).

Defensible space is comprised of the following three zones. These zones comprising one hundred (100) feet of Defensible Space is the minimum guideline yet providing additional defensible space treatments beyond one hundred (100) feet is recommended in some cases depending on topography, building construction, and vegetation types.

- **Zone 0: Ember Resistant (zero (0) to five (5) feet):** Zone 0, sometimes referred to as the “Immediate Zone,” is the area nearest to the structure and includes the surfaces of the structure itself, plants, decks, and outdoor furniture. Ideally, there should be zero combustibles in this zone. This area is the most vulnerable and should be maintained to be fire resistant.
- **Zone 1: Lean, Clean, and Green (five (5) to thirty (30) feet):** Zone 1, sometimes referred to as the “Intermediate Zone,” extends from five (5) feet from the house’s exterior walls to a distance of thirty (30) feet. Management actions include a combination of landscaping and hardscaping, with the goal of moderating fire behavior. In this Zone, all dead and dying plants should be removed. Separation between shrubs and trees should be created to prevent fire spread. It is also recommended to regularly prune trees to keep branches a minimum of ten (10) feet from other trees and provide sufficient watering.
- **Zone 2: Reduce Fuel (thirty (30) to one hundred (100) feet):** Zone 2, sometimes referred to as the “Extended Zone,” extends from thirty (30) feet to at least one hundred (100) feet from the house. Vegetation should be reduced in this zone to prevent wildfire spread. Grass in this zone should be mowed annually and kept to a height of four (4) inches. In addition, vertical and horizontal spacing between shrubs and trees should be maintained accordingly.

For more information regarding creating and maintaining Defensible Space, please visit <https://www.fire.ca.gov/dspace>.

Tree Selection

Proper plant selection is a key component of firesafe landscaping. Ideally, plants near structures should be well-irrigated, maintained frequently to remove ladder fuels, and be of a species that is appropriate for the wildland urban interface/intermix (WUI). Native trees evolved in the local environment over thousands of years and are typically less susceptible to fire, pests, and/or diseases compared to non-native species. Native selections for new tree plantings include coast live oak, valley oak, alder, and the black walnut. Conversely, some native species such as toyon and California laurel should be avoided in these areas due to their flammability.

Trees such as oaks, sycamores, and walnuts are equipped with thick, spongy, fibrous bark that is flame-resistant. These trees can often survive and continue growing healthily after fire events. Tree condition and maintenance are also important factors in reducing wildfire risk, as some tree species can become more fire-resistant if properly maintained and irrigated. For more information regarding plant selection and firesafe landscaping, visit <https://readyforwildfire.org/prepare-for-wildfire/fire-smart-landscaping/>.

While some pine and palm species are native to the area, previous fire events have demonstrated that pines, palms, eucalyptuses, cypresses, and most conifers are laden with oils, sap, resins and other combustible material. Those who reside in the Very High Fire Hazard Severity Zone should refrain from planting these trees as they are highly flammable.

Landscaping Permits

A City-issued landscaping permit is required for projects planning to landscape over one thousand (1000) square feet of land within the High Fire Severity Zone. A permit may be obtained by submitting landscape plans to the Planning Division of the City's Recreation and Human Services Department. Landscape plans should depict defensible space, plant and tree selection, irrigation, erosion control, and drainage.

Erosion

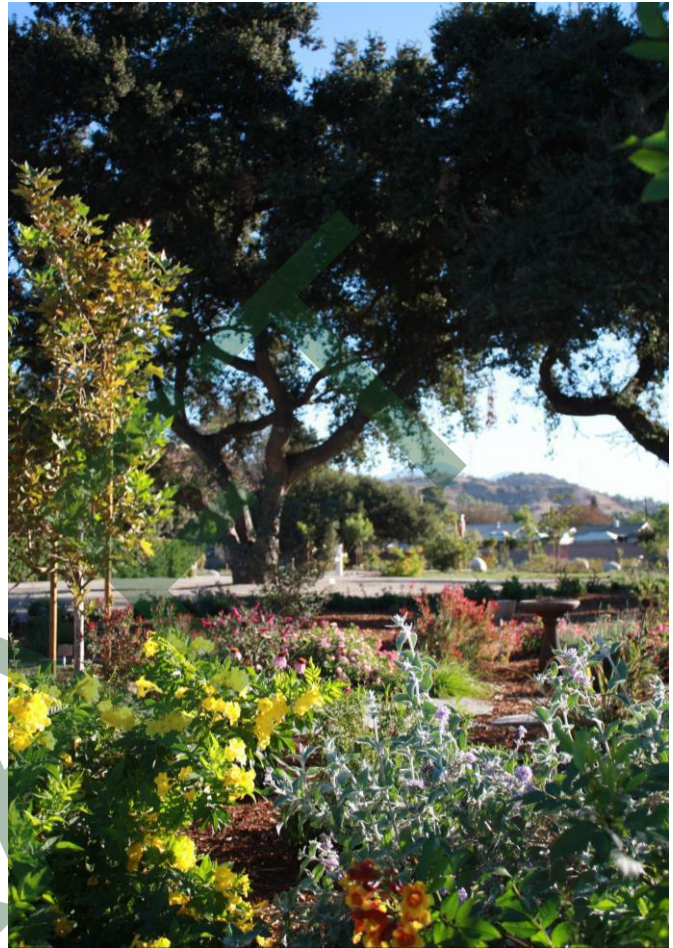
The risks of fire and erosion and the costs of installation and maintenance increase with each degree of a hill's incline (Kent 2005). Planting trees on hillsides provides erosion control but must be balanced with limited ability to maintain these trees and the community's desires for views that may be blocked by these trees. The best trees for hillside planting produce minimal fuel, grow shorter in height, and are easier to maintain on steep, erodible slopes. As such, these tree species should thrive under the site's natural conditions and be suited for the existing soil type and depth, sun exposure, and water availability. These trees should not result in current or future obstruction of views.

CHAPTER 6: ARBORETUM AND BOTANIC GARDEN

The City of Glendora's Arboretum and Botanic Garden located at 201 West Gladstone Street was completed in June 2017 with the goal of encouraging visitor curiosity and exploration of a wide variety of trees. Each approved tree species on the City's tree list grows in the arboretum to allow visitors to see the mature size, aesthetic, growth habit, and seasonal behavior of each species. The various paths provide access for a closer look at each tree, which have a tag identifying the common and botanical name. Researching the tree using the botanical name is the best way to obtain information to ensure the right tree is planted in the right place. A total of 98 trees of 64 different species were planted for this project. With roughly half of the trees being deciduous, meaning one can expect fall color and bare branches in the winter.

The Arboretum and Botanic Garden is a unique community resource providing opportunities for education, access to green space, and a connection to local nature and biodiversity. The Arboretum is a useful tool to educate community members on the approved tree species list, providing them with the opportunity to see and interact with trees they may be interested in planting on their property.

Staff maintain the planters free of weeds on a biweekly basis and ensure proper irrigation, which is key to healthy and thriving trees grow in the arboretum. Mulch suppresses weeds and minimizes soil compaction. Staff perform regular structural pruning on young trees to improve their aesthetic appearance, correct their form and minimize large diameter cuts when the trees mature. The garden will grow greener with each passing year and each tree will provide countless benefits to the community. A map of the City's Arboretum and Botanic Garden Tree Tour can be found in **Appendix D**.



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CHAPTER 7: PARTICIPATING IN URBAN FORESTRY

Tree Donations Program

The City encourages the community to donate funds, trees, or tree care materials to enhance the community forest. All donations of trees to the City must meet certain qualifications and restrictions set by the Public Works Department.

Likewise, the department must follow certain procedures in receiving such gifts. All tree donations shall be accepted only under the terms stated in the City's Administrative Policy. Trees may be donated to the City for planting in City parks or within City rights-of-way. The City shall make every effort to have a tree planted where the donor wishes; however, may not always be able to plant a certain tree in a certain place.

Standard Tree Donations

Standard tree donations may be in the form of monetary gifts funded specifically for the purchase and planting or watering of a tree, or the donation may be a tree itself pending approval by the Public Works Department.

The City requests that the general amount for a monetary tree donation gift covers the current average cost for a twenty-four (24") inch box-size tree, all necessary planting materials, and cost for a three (3) year establishment care watering program. The current average cost for tree planting shall be determined by the Director of Public Works. Donors giving tree donations valued at more than \$500 will be presented with a token of appreciation by the Community Services Commission.



All donated trees shall be approved by the City Arborist only after the proposed tree and location have been reviewed and approved. Residents are encouraged to stay within the recommended street tree list found in **Appendix A**.

Residents interested in donating a tree to the City of Glendora should contact the Recreation and Human Services Department for information.

Memorial Tree Program

For residents wishing to donate a memorial tree honoring the passing of a loved one, the City has a memorial tree program. Memorial trees are available for purchase and would be planted in a loved one's name at a City park or City right-of-way with an engraved brass plate in front of tree. Residents are encouraged to stay within the recommended street tree list found in **Appendix A**.

Acceptance of donations does not imply reciprocal agreement or obligation to the donor by the City other than designation of donated funds for specific tree gifts. Any tree-related gift accepted by the City becomes the property of the City and shall be subject to all the policies described in this manual.

Volunteer Program

The City has numerous opportunities for members of the community to get involved with the urban forest. Volunteer tree plantings occur each Arbor Day and Earth Day where residents are encouraged to volunteer. However, ongoing volunteer opportunities may include tree watering, mulch and berm maintenance, arboretum maintenance, outreach, and more. Please contact the Public Works Department for more information.



APPENDIX A
List of Approved Trees

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Appendix A

Approved Tree Species List

The Approved Tree Species List (List) for the City of Glendora (City) is meant to serve as a guide and resource for the City, residents, developers and others interested in planting region-appropriate and climate-resilient trees with the highest chance for successful establishment and long-term survival. The List includes several tree characteristics to consider when determining if a tree species is suitable for a given area including its water needs, size at maturity, planting space requirements, and whether the tree is native to the area. Columns with an asterisk indicate the information is provided from the California State Polytechnic University, San Luis Obispo's Urban Forest Ecosystems Institute (UFEI) SelecTree website.

The Recommended Tree Species List has several columns with information to help the user choose which tree species to plant. These columns include:

- **Tree Species /Scientific Name:** Formal botanical or Latin name for the tree species.
- **Common Name:** Corresponding common name for the tree species; often more easily recognized than the botanical name.
- **Size Classification:** Classifies trees by their potential height at maturity. Small size trees are classified as less than 30 feet, medium size 30 – 50 feet, and large trees as greater than 50 feet.
- **Climate Areas:** The City of Glendora falls in the Sunset Climate Zones 8 (Building Climate Zones by Zip Codes | California Energy Commission. 2025.). Glendora falls in Zones 10a for Plant Hardiness (USDA Plant Hardiness Zone Map. 2025.)
- **Foliage Type:** Indicates whether the species is deciduous (loses all its leaves every year), evergreen (retains all its leaves or needles through the year), or semi-deciduous (loses foliage for a very short period or loses only part of their foliage).
- ***Height at Maturity:** Maximum potential height the tree species will grow.
- ***Spread at Maturity:** Maximum potential width of the tree canopy at maturity, or the horizontal distance across the tree canopy from one end to its opposite end.
- ***Minimum Planting Space:** These measurements (often a range) are the circular dimensions of the required planting area that are needed for the tree species to ensure it has enough room to grow and will not encroach with other planted tree or shrub species.
- ***Water Use Rating:** Indicates the amount of water the tree species needs to thrive, from very low to high as defined by SelecTree.
- ***Salt Tolerance:** The terms 'Low', 'Moderate', and 'High' are used to rate the ability of a species to tolerate salt, either in the soil or in a coastal location.
- ***Native Tree to the Region:** Indicates if a tree species naturally occurs in Los Angeles County.

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Scientific Name	Common Name	Size Classification	Foliage Type: Deciduous (D) Evergreen (E) Semi-Deciduous (SD)	Height at Maturity (feet)	Spread at Maturity (feet)	Selectree Minimum Planting Space (ft)	Selectree Water Use Rating	Salt Tolerance	Native	Root Damage Potential
<i>Acer negundo</i>	box elder	Large	D	50	35-40	Greater than 7	High	Moderate	X	Moderate
<i>Acer oblongum</i>	Himalayan maple	Medium	SD	30	20-30	4--7	Medium	Moderate		Low
<i>Aesculus californica</i>	California buckeye	Small	D	25	20-30	4--7	Low	Moderate	X	Low
<i>Agonis flexuosa</i>	peppermint	Medium	E	35	15-30	4--7	Low	Moderate		Moderate
<i>Albizia julibrissin</i>	silk tree	Medium	D	35	20	4--7	Medium	Moderate		Moderate
<i>Arbutus unedo</i>	strawberry tree	Medium	E	35	20-35	4--7	Medium	High		Low
<i>Bauhinia variegata</i>	purple orchid	Medium	SD	35	20-35	4--7	Medium	Low		Low
<i>Brachychiton acerifolius</i>	Australian flame	Large	D	60	30-40	Greater than 7	Medium	NA		NA
<i>Brachychiton populneus</i>	bottle tree	Large	SD	50	30	4--7	Medium	Moderate		Moderate
<i>Calocedrus decurrens</i>	incense cedar	Large	E	90	10-20	Greater than 7	Medium	Moderate	X	Moderate
<i>Calodendrum capense</i>	Cape chestnut	Medium	SD	40	25-40	4--7	Medium	High		Low
<i>Cassia leptophylla</i>	gold medallion	Small	SD	25	30	4--7	Medium	High		Low
<i>Celtis sinensis</i>	Chinese hackberry	Large	D	70	50	Greater than 7	Medium	Low		Moderate
<i>Ceratonia siliqua</i>	carob	Medium	E	40	30-40	4--7	Low	Moderate		High
<i>Cercis canadensis</i>	eastern redbud	Medium	D	40	25-35	4-7	Medium	Moderate		Low
<i>Cercis mexicana</i>	Mexican redbud	Medium	D	40	15	2--4	Medium	NA		Low
<i>Cercis occidentalis</i>	western red bud	Small	D	25	10--20	2--4	Medium	Moderate	X	Low
<i>Chilopsis linearis</i>	desert willow	Medium	D	30	10--20	2--4	Very low	Low	X	Low
<i>Chionanthus retusus</i>	Chinese fringe	Medium	D	30	6--15	2--4	Medium	Moderate		Low
<i>Cinnamomum camphora</i>	camphor	Large	E	70	50-60	Greater than 7	Medium	Moderate		High
<i>Cupaniopsis anacardioides</i>	carrot wood	Medium	E	40	30	4--7	Medium	High		Moderate
<i>Eriobotrya deflexa</i>	bronze loquat	Small	E	25	15-25	4--7	Medium	Moderate		Low
<i>Ficus rubiginosa</i>	rusty-leaf fig	Large	E	50	35-60	Greater than 7	Medium	High		High
<i>Fraxinus dipetala</i>	California ash	Small	D	25	15-20	4--7	High	Moderate	X	Low
<i>Fraxinus velutina</i>	Arizona ash	Large	D	50	30-40	Greater than 7	Medium	Moderate	X	High
<i>Fraxinus velutina 'Modesto'</i>	Modesto ash	Large	D	50	30-40	Greater than 7	Medium	Moderate	X	High
<i>Geijera parviflora</i>	Australian willow	Large	E	60	20	4--7	Medium	Moderate		Low
<i>Ginkgo biloba</i>	maidenhair tree	Large	D	70	25	4-7	Medium	Moderate		Moderate
<i>Handroanthus chrysotrichus</i>	golden trumpet	Medium	SD	30	25-30	2--4	Medium	High		Moderate
<i>Handroanthus heptaphyllus</i>	pink trumpet	Medium	D	30	15-25	4--7	Medium	NA		Moderate
<i>Heteromeles arbutifolia</i>	toyon	Small	E	25	8--15	4--7	Low	Moderate	X	Low
<i>Hymenosporum flavum</i>	sweetshade	Large	E	50	15-20	4--7	Medium	NA		Low
<i>Jacaranda mimosifolia</i>	jacaranda	Large	SD	50	15-30	4--7	Medium	Low		Moderate
<i>Juglans californica</i>	Southern California black walnut	Medium	D	30	15-30	4--7	Medium	Moderate	X	Moderate
<i>Lagerstroemia 'Catawba'</i>	catawaba crape myrtle	Small	D	20	5-15	2-4	Very low	Moderate		Low
<i>Lagerstroemia 'Cherokee'</i>	Cherokee crape myrtle	Small	D	15	10-15	2-4	Very low	Moderate		Low

Scientific Name	Common Name	Size Classification	Foliage Type: Deciduous (D) Evergreen (E) Semi-Deciduous (SD)	Height at Maturity (feet)	Spread at Maturity (feet)	Selectree Minimum Planting Space (ft)	Selectree Water Use Rating	Salt Tolerance	Native	Root Damage Potential
<i>Lagerstroemia</i> 'Natchez'	natchez crape myrtle	Small	D	25	15-25	4-7	Medium	Moderate		Low
<i>Lagerstroemia</i> 'Powhatan'	powhatan crape myrtle	Small	D	20	8-15	2-4	Very low	Moderate		Low
<i>Lagunaria patersonii</i>	primrose tree	Large	E	50	20	4--7	Medium	Moderate		Low
<i>Laurus nobilis</i>	sweet bay	Medium	E	40	15-30	4--7	Medium	Moderate		Moderate
<i>Lyonothamnus floribundus</i> ssp. <i>asplenifolius</i>	Catalina ironwood	Medium	E	40	15-20	4--7	Low	High	X	Moderate
<i>Magnolia grandiflora</i>	southern magnolia	Large	E	80	60	Greater than 7	Medium	Moderate		Moderate
<i>Malosma laurina</i>	laurel sumac	Small	E	20	10--20	4--7	Low	NA	X	Low
<i>Metrosideros excelsa</i>	New Zealand Christmas tree	Medium	E	40	30-35	4--7	Low	High		Moderate
<i>Morus alba</i> 'Fruitless'	fruitless mulberry	Medium	D	30	30-45	4--7	Medium	Moderate		High
<i>Pinus canariensis</i>	Canary Island pine	Large	E	80	20-35	4-7	Medium	High		Moderate
<i>Pinus pinea</i>	Italian stone pine	Large	E	80	40-60	Greater than 7	Medium	High		Moderate
<i>Pinus torreyana</i>	Torrey pine	Large	E	50	20-25	Greater than 7	Low	High	X	Moderate
<i>Pistacia chinensis</i>	Chinese pistache	Medium	D	40	25-35	4--7	Low	Low		Low
<i>Platanus hispanica</i>	London plane	Large	D	80	50	Greater than 7	Medium	Moderate		High
<i>Platanus racemosa</i>	California sycamore	Large	D	80	20-50	Greater than 7	High	Moderate	X	Moderate
<i>Platanus wrightii</i>	Arizona sycamore	Large	D	80	50-55	Greater than 7	High	Low		Moderate
<i>Prunus ilicifolia</i> ssp. <i>Lyonii</i>	Catalina cherry	Medium	E	30	10--25	4--7	Low	High	X	Moderate
<i>Quercus agrifolia</i>	coast live oak	Large	E	70	30-70	4--7	Low	High	X	Moderate
<i>Quercus berberidifolia</i>	scrub oak	Small	E	20	15		Low	Low	X	Low
<i>Quercus chrysolepis</i>	canyon oak	Large	E	70	30	Greater than 7	Low	Moderate	X	Moderate
<i>Quercus douglasii</i>	blue oak	Large	D	70	40-50	Greater than 7	Very low	Moderate	X	Low
<i>Quercus durata</i>	leather oak	Small	E	10	10--12	2--4	Very low	Low	X	Low
<i>Quercus engelmannii</i>	Engelmann oak	Large	SD	70	75-80	4--7	Low	High	X	Moderate
<i>Quercus ilex</i>	holly oak	Large	E	69	40-70	Greater than 7	Medium	High		Low
<i>Quercus kelloggii</i>	California black oak	Large	D	70	30-50	Greater than 7	Medium	Low	X	Moderate
<i>Quercus lobata</i>	valley oak	Large	D	70	50	Greater than 7	Medium	Low	X	Moderate
<i>Quercus muehlenbergii</i>	Chinquapin oak	Large	D	60	50-70	Greater than 7	Medium	NA		Low
<i>Quercus nuttallii</i>	Texas oak	Large	D	80	30-50	Greater than 7	Medium	NA		Low
<i>Quercus palustris</i>	pin oak	Large	D	70	30-40	Greater than 7	Medium	Moderate		Low
<i>Quercus rubra</i>	red oak	Large	D	80	50-70	Greater than 7	Medium	Moderate		Moderate
<i>Quercus suber</i>	cork oak	Large	E	70	70	4--7	Low	Moderate		Moderate
<i>Quercus tomentella</i>	spe	Large	E	50	25-40	Greater than 7	Low	NA	X	NA
<i>Quercus wislizeni</i>	interior live oak	Large	E	70	40-75	Greater than 7	Medium	Low	X	Moderate
<i>Rhaphiobotrya splendens</i> 'Montic'	indian hawthorne	Small	E	25	10	4--7	Medium	Moderate		Low
<i>Stenocarpus sinuatus</i>	firewheel	Large	E	50	15	4--7	Medium	Moderate		Low
<i>Styphnolobium japonicum</i>	Japanese pagoda	Large	D	70	40-70	Greater than 7	Medium	NA		Low

Scientific Name	Common Name	Size Classification	Foliage Type: Deciduous (D) Evergreen (E) Semi-Deciduous (SD)	Height at Maturity (feet)	Spread at Maturity (feet)	Selectree Minimum Planting Space (ft)	Selectree Water Use Rating	Salt Tolerance	Native	Root Damage Potential
<i>Tipuana tipu</i>	tipu	Large	SD	50	25-50	4--7	Low	High		Low
<i>Tristanopsis laurina</i>	water gum	Medium	E	40	15-30	4--7	Medium	High		Low
<i>Ulmus parvifolia</i>	Chinese elm	Large	D	60	50-70	Greater than 7	Medium	Moderate		Moderate
<i>Umbellularia californica</i>	California bay laurel	Medium	E	30	60-75	Greater than 7	High	High	X	Moderate
<i>x Chitalpa tashkentensis</i>	chitalpa	Medium	D	35	30	4--7	Low	Moderate		Low
<i>Xylosma congesta</i>	xylosma	Small	E	25	8--15	2--4	Low	Moderate		Low
<i>Zelkova serrata</i>	sawleaf zelkova	Large	D	70	50-65	Greater than 7	Medium	Moderate		Moderate

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APPENDIX B
List Of Undesirable Trees

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Appendix B

List of Undesirable Tree Species

Selecting appropriate tree species greatly impacts the overall health, ecosystem, and resiliency of an urban forest. The species listed below are considered undesirable to plant for factors such as incompatibility with Glendora's environmental conditions, structural or rooting issues, or identified as an invasive species. Selecting species outside of this list will contribute to a healthier, sustainable urban forest for future Glendora community members.

Undesirable Tree Species

Botanical Name	Common Name	Considerations
<i>Acacia baileyana</i>	bailey acacia	Cal- IPC ¹ rating of Watch.
<i>Acer negundo</i>	box elder	Has weak branch strength and is prone to limb failures.
<i>Ailanthus altissima</i>	tree-of-heaven	Cal-IPC rating of Moderate.
<i>Alnus cordata</i>	Italian alder	Riparian area high water-use species. Not climate appropriate in southern California.
<i>Alnus rhombifolia</i>	white alder	Riparian area high water-use species. Not climate appropriate in southern California.
<i>Archontophoenix cunninghamiana</i>	king palm	Palms are not woody tree species and provide fewer environmental benefits, such as shade and carbon sequestration. Ornamental uses may be considered.
<i>Betula nigra</i>	river birch	Riparian area high water-use species. Not climate appropriate in southern California.
<i>Betula pendula</i>	European white birch	Riparian area high water-use species. Not climate appropriate in southern California.
<i>Ceratonia siliqua</i>	carob	Has an invasive root system.
<i>Erythrina coralloides</i>	naked coral tree	Has an invasive root system and is prone to limb failures.
<i>Erythrina crista-galli</i>	cockspur coral tree	Has weak branch strength and is prone to limb failures.
<i>Erythrina humeana</i>	natal coral tree	Has weak branch strength and is prone to limb failures.
<i>Eucalyptus globulus</i>	blue gum	Cal-IPC rating of Limited.
<i>Eucalyptus camaldulensis</i>	river red gum	Cal-IPC rating of Limited.
<i>Ficus carica</i>	edible fig	Cal-IPC rating of Moderate.
<i>Fraxinus uhdei</i>	evergreen ash	Has an invasive root system.
<i>Grevillea robusta</i>	silk oak	Cal- IPC rating of Watch. Prone to limb failures.
<i>Hesperocyparis macrocarpa</i>	Monterey cypress	Has weak branch strength and is prone to limb failures.
<i>Koeleruterina paniculata</i>	goldenrain	Invasive seed pods and vigorous sprouting.

¹ The California Invasive Plant Council (Cal-IPC) is a 501(c)(3) nonprofit that works closely with agencies, industry and other non-profit organizations to maintain the California Invasive Plant Inventory, a comprehensive list of invasive plants based on ecological impacts, as well as "Watch" plants that may become invasive in the future. Each plant is assessed using a transparent criteria system with documentation of sources. Individual plant profile pages, along with many other resources on invasive plants, can be found on their website: <https://www.cal-ipc.org/>.

Undesirable Tree Species

Botanical Name	Common Name	Considerations
<i>Lagunaria patersonia</i>	primrose	Pest and disease susceptibility
<i>Liquidambar styraciflua</i>	American sweetgum	Has an invasive root system, is not climate appropriate for southern California. Susceptible to Xylella or "bacterial scorch."
<i>Liquidambar styraciflua</i> 'rotundiloba'	rotundiloba sweetgum	Has an invasive root system, is not climate appropriate for southern California. Susceptible to Xylella or "bacterial scorch."
<i>Magnolia grandiflora</i>	southern magnolia	Not climate appropriate for southern California.
<i>Magnolia grandiflora</i> 'Russet'	russet southern magnolia	Not climate appropriate for southern California.
<i>Melia azedarach</i>	chinaberry	Cal-IPC rating of Watch.
<i>Morus alba</i>	mulberry	Has an invasive root system.
<i>Parkinsonia florida</i>	blue palo verde	Extensive root system
<i>Phoenix canariensis</i>	Canary Island date palm	Cal-IPC rating of Limited.
<i>Pinus halepensis</i>	aleppo pine	Not climate appropriate for southern California.
<i>Pinus radiata</i>	Monterey pine	Not a suitable species for southern California
<i>Pittosporum undulatum</i>	victorian box	Cal-IPC watch list.
<i>Populus spp.</i>	cottonwood	Has weak branch strength and is prone to limb failures. Riparian species with high water need.
<i>Prunus cerasifera</i>	purple-leaf plum	Cal-IPC rating of Limited.
<i>Pyrus calleryana</i> , 'aristocrat'	aristocrat callery pear	Cal-IPC watch list.
<i>Pyrus calleryana</i> , 'bradford'	bradford pear	Cal-IPC watch list.
<i>Pyrus kawakamii</i>	evergreen pear	Cal-IPC watch list.
<i>Robinia pseudoacacia</i>	black locust	Cal-IPC rating of Limited.
<i>Salix babylonica</i>	weeping willow	Has an invasive root system.
<i>Schinus molle</i>	Peruvian pepper	Cal-IPC rating of Limited.
<i>Schinus terebinthifolia</i>	Brazilian pepper	Cal-IPC rating of Moderate.
<i>Searsia lance</i>	African sumac	Bushy, low growing. Requires high maintenance.
<i>Sequoia sempervirens</i>	coast redwood	While native to California, coast redwood is not a native or climate appropriate tree for southern California and has a high mortality rate in the southern California region.
<i>Sequoiadendron giganteum</i>	giant sequoia	While native to California, giant sequoia is not a native or climate appropriate tree for southern California and has a high mortality rate in the southern California region.
<i>Syagrus romanzoffiana</i>	queen palm	Palms are not woody tree species and provide fewer environmental benefits, such as shade and carbon sequestration. .
<i>Triadica sebifera</i> / <i>Sapium sebiferum</i>	Chinese tallowtree	Cal-IPC rating of Moderate.
<i>Washingtonia robusta</i>	Mexican fan palm	Cal-IPC rating of Moderate. Palms are not woody tree species and provide fewer environmental benefits, such as shade and carbon sequestration. Palms require more frequent maintenance, increasing costs and contribute to greater greenhouse gas emissions.

Undesirable Tree Species

Botanical Name	Common Name	Considerations
<i>Washingtonia filifera</i>	California fan palm	Palms are not woody tree species and provide fewer environmental benefits, such as shade and carbon sequestration. Palms require more frequent maintenance, increasing costs and contribute to greater greenhouse gas emissions.
	Fruit trees	Undesirable as a street tree due to fruit and debris. Ornamental varieties may be considered.

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APPENDIX C
Frequently Asked Questions

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Appendix C

Frequently Asked Questions

The City of Glendora's Public Works Department maintains trees growing on City-owned property, parks, and within residential rights-of-way, easements, or parkways throughout the City. The City is responsible for these City-maintained trees throughout the tree's lifetime. The following addresses Frequently Asked Questions regarding tree care in Glendora.

To request services such as tree inspection, tree maintenance, tree removal, or planting a new street tree within those areas, please request service through the City's Services portal, available on the City website. Questions about this process can be directed to the Public Works Department Parks Landscape Division at (626) 852-4871.

How can I find out if my tree is on City easement?

Call the Parks and Landscape Division at (626) 852-4871. This information must be requested through the Parks and Landscape Division. All other service requests can be requested through the City's Services portal, available on the City website.

How do I get a tree planted in my easement/parkway?

Request can be made through the City's Services portal, **the City will plant a new tree at no cost to the resident, if the resident agrees to maintain irrigation to support the tree's health and maturity**

How can I get my tree checked for diseases or if it is dying?

If you suspect a parkway tree in your front property is dying or diseased, you may request service through the City's Services portal.

How long does it take to get my tree trimmed

All trees maintained by the City are on a regular tree pruning schedule. Depending on the species of the tree, you can expect to see the City trees pruned every three years for palms, annually for downtown Ficus trees, and every five years for all other species. **A 5–7 year pruning cycle is the recommended industry standard for a safe and healthy municipal urban forest.** This frequency minimizes physiological stress and supports long-term health and structural integrity as trees grow to maturity. This interval allows trees to respond and recover naturally, reducing susceptibility to pests, pathogens, and structural weaknesses.

The City trims all city owned trees on a grid trim schedule. Pruning schedules can be found on the City website.

Can I trim my City tree or get it trimmed?

If you would like a City owned tree trimmed outside of the regular trim cycle, please use the City's Services portal to request service. The City Arborist shall review and approve or deny requests.

How do I get my City-maintained tree removed?

Request service using the City's Services portal. **Tree removal will be approved only if it meets the criteria detailed in the Urban Forestry Manual.** The following are not valid reasons for tree removal: messiness, nuisance caused by natural debris or wildlife, roots affecting private sewer lines, hardscape damage when feasible alternatives exist, and altering the area's existing tree species composition.

How can I have my trees topped?

You may NOT top City-managed trees. The City and the International Society of Arboriculture (ISA) prohibit topping trees and does not consider topping an appropriate pruning method. This practice often removes 50 to 100 percent of the leaf-bearing crown of a tree. Because leaves are the food factories of a tree, removing them can cause stress to a tree, where they are more vulnerable to pests, pathogens, drought stress, and potential mortality and failure. Topping also produces water sprouts or suckers to mitigate tree canopy loss. These water sprouts, caused by topping, result in weak branch attachments which make the tree more susceptible to failure. **Topping is a prohibited pruning practice unless deemed necessary by the City Arborist, yet remains common among the unaware or inexperienced, despite more than 25 years of literature and seminars documenting its harmful effects (Glendora Municipal Code 16).**

How can I get my private trees trimmed?

The City only trims City owned trees. Hiring an ISA Certified Arborist to provide tree care on private property trees ensures that minimal harm is caused while performing tree work. The ISA website has an online tool to find local arborists. The City does not recommend a particular company.

How can I trim my trees like the downtown Ficus trees?

The downtown Ficus trees are characteristic to the City of Glendora. These specimens are specifically pruned at least annually to retain the 'gum drop aesthetic.' Maintaining the 'shaped' form instead of the 'natural form' of a tree is called 'shaping.' Shaping can have unintended consequences such as more frequent pruning wounds, which can be harmful to the tree, costs money to maintain, and emits more greenhouse gases associated with the additional maintenance.

May I get my neighbors trees trimmed?

No, you can only trim the portion of the tree that is on your property.

Do any companies offer discounts for Senior Citizens?

Many companies do offer discounts to seniors. You will need to contact each company for senior rates.

Why do tree roots enter a sewer pipe system?

Roots grow toward water vapor or moisture, by a continuous process (hydrotropism) occurring at the very end of the root. The root grows one cell at a time enabling it to enter the small cracks and joints, which may be present in your pipe. After a root enters a pipe, it divides hundreds of times to form a large mass of tender root ends. This root mass will accumulate a thick coating of grease which will collect up on the root mass until a blockage occurs.

Are we allowed to cut down California Oak Trees?

All of the City's public trees are protected trees including native oak species (Glendora Municipal Code Chapter 16). Native oak trees are climate-adapted, large shade trees that provide an exceptional amount of benefits to the environment and surrounding ecosystem. Many entities throughout California adopt local ordinances to protect City-managed native tree species. Some entities go further and protect native oak trees on private properties. The City of Glendora's Tree Ordinance only applies to trees managed by the City.

What day-to-day maintenance tasks will help my newly planted tree thrive?

Newly planted trees require deep, slow, infrequent watering to improve survivability. A newly planted tree should be watered at a rate of 10 gallons per 1.5-inch trunk caliper diameter at the following rates: once a week for the first year, once every two weeks for the second year, and once a month for the third year. Additional watering should occur during prolonged drought and before anticipated heat events. These watering practices can help a tree develop long term drought resiliency and increase drought recovery.

Maintaining mulch and soil berms can help retain moisture and decrease drought stress. Avoid using weed whackers or lawn mowers near the trunk to prevent damage, keep the soil berms free of grass and weeds, and regularly check and adjust stakes to ensure they are upright and that ties are not girdling the trunk. Monitor the tree for signs of pests, disease, or stress. If you suspect a parkway tree in front of your property is dying or diseased, request service using the City's Services portal found on the City website.

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APPENDIX D
Arboretum and Botanic Garden Tree Tour

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REGION 1

NAME	TREE NO.
Amaya, Bridget	55A
Andrews, Gary and Connie	10A
Butler, La Shawn	4A
DAR Serrano	10B
Domino's Pizza Glendora	23B
Fields, Marilyn	49
Glendora Plumbing	4C
Jasso, Emily	26B
Jones, Morgan and Aileen	29
Killackey, Kristopher	30A
Nelson, Judy and Byron	17
Rowland, Giles and Sandy	5A
Van Vliet, Mr. and Mrs. Keith	4B
Viera, Margaux	56A

SCIENTIFIC NAME
<i>Lagerstroemia 'Natchez' multi</i>
<i>Cedrus atlantica 'Glauca'</i>
<i>Ginkgo biloba 'Autumn Gold'</i>
<i>Cedrus atlantica 'Glauca'</i>
<i>Handroanthus impetiginosus</i>
<i>Olea europaea 'Majestic Beauty'</i>
<i>Ginkgo biloba 'Autumn Gold'</i>
<i>Coiba speciosa</i>
<i>Quercus ilex</i>
<i>Quercus suber</i>
<i>Handroanthus chrysotrichus</i>
<i>Cassia leptophylla</i>
<i>Ginkgo biloba</i>
<i>Magnolia grandiflora</i>

COMMON NAME
Natchez Hybrid Crape Myrtle
Blue Atlas Cedar
Autumn Gold Maidenhair
Blue Atlas Cedar
Pink Trumpet
Majestic Beauty Olive
Autumn Gold Maidenhair
Silk Floss Tree
Holly Oak
Cork Oak
Golden Trumpet Tree
Gold Medallion
Autumn Gold Maidenhair
Southern Magnolia

REGION 2

NAME	TREE NO.
Banham, Glenn	33
Butler, La Shawn	9A
Freitag, Kista	69
Girl Scout Troop #6544	32C
Glendora United Methodist Church	1
Hawkins, Howard and Wong	16B
Jean, Kelly, Dan D and Laura	31A
Kugel, Jeff and Brooke	3A
Larsen, Dee Ann	57
Lopez, Paul and Debbie	35
Lopez, Paul and Debbie	50
Lopez, Paul and Debbie	51
Lorusso, Mike	61
McClellan, Lindsay	59
Nall, Tom	23A
Potty, Mary	55B
Quayle, Robin	23C
Queen, Stephanie Cho and Nick	63
Smith, Christine	62
Smith, Christine	64
Viera, Margaux	47D
Ward, John and Victoria	32E
West Coast Arborists	31B

SCIENTIFIC NAME
<i>Cercis canadensis var. texensis 'Texas White'</i>
<i>Pistacia chinensis</i>
<i>Citrus x paradisi 'Rio Red'</i>
<i>Cercidium x 'Desert Museum'</i>
<i>Prosopis glandulosa</i>
<i>Arbutus unedo</i>
<i>Quercus lobata</i>
<i>Acer palmatum var. atropurpureum 'Bloodgood'</i>
<i>Prunus persica var. nucipersica 'Snow Queen'</i>
<i>Citrus sinensis</i>
<i>Maltus Pumila</i>
<i>Pyrus communis</i>
<i>Jacaranda mimosifolia</i>
<i>Citrus sinensis 'Cara Cara'</i>
<i>Handroanthus impetiginosus</i>
<i>Lagerstroemia 'Natchez' multi</i>
<i>Handroanthus impetiginosus</i>
<i>Lophostemon confertus</i>
<i>Cercis canadensis 'Covey'</i>
<i>Cercis chinensis 'Avondale'</i>
<i>Prunus cerasifera 'Purple Pony'</i>
<i>Cercidium x 'Desert Museum'</i>
<i>Quercus lobata</i>

COMMON NAME
White Redbud
Chinese Pistache
Rio Red Grapefruit
Desert Museum Palo Verde
Maverick Honey Mesquite
Strawberry
Valley Oak
Bloodgood Japanese Maple
Snow Queen Noctarine
Citrus Tree Orange
Apple
Pear
Jacaranda
Cara Cara Orange
Pink Trumpet Tree
Natchez Hybrid Crape Myrtle
Pink Trumpet Tree
Brisbane Box
Lavender Twist Weeping Redbud
Avondale Chinese Redbud
Purple Pony Plum
Desert Museum Palo Verde
Valley Oak

REGION 3

NAME	TREE NO.
Armstrong Gardens Nursery	67
Bathelmiss, Gary and Barb	47C
Banham, Glenn	24B
Bennet, Cynthia	43
Burgan Family	27B
Girl Scout Troop 24154	20
Gray, Judith	32A
Lopez, Paul and Debbie	27A
Ludwick, Arthur and Sarah	28
Mendoza, Robert	8C
Martindale Group	71
Miller, Tony	46
Nichols, Rod Dave and Tami Tavares	34
O'Connor, Ian and Hannah	8B
O'Connor, Patrick and Lali	65B
Schindler, Kurt and Lori	70
Stevens, Kathy	4D
Unknown Donor	75
Viera, Margaux	56C
Voors, Rob and Christie	36
Wiggins, Barbara	39

SCIENTIFIC NAME
<i>Arbutus 'Marina'</i>
<i>Prunus cerasifera 'Purple Pony'</i>
<i>Cercis canadensis 'Forest Pansy'</i>
<i>Bauhinia x blakeana</i>
<i>Persea americana</i>
<i>Brachychiton discolor</i>
<i>Cercidium x 'Desert Museum'</i>
<i>Persea americana</i>
<i>Sophora japonica</i>
<i>Platanus racemosa</i>
<i>Pinus thunbergii</i>
<i>Melaleuca nesophila</i>
<i>Chilopsis linearis</i>
<i>Platanus racemosa</i>
<i>Cercis canadensis</i>
<i>Lagerstroemia indica 'Catwaba'</i>
<i>Ginkgo biloba 'Autumn Gold'</i>
Unknown
<i>Magnolia grandiflora</i>
<i>Tipuana tipu</i>
<i>Metrosideros excelsa</i>

COMMON NAME
Strawberry
Purple Pony Plum
Purple Leaf Eastern Redbud
Hong Kong Orchid
Avocado
Pink Flame Tree
Desert Museum Palo Verde
Avocado
Japanese Pagoda
California Sycamore
Japanese Black Pine
Pink Melaleuca
Desert Willow
California Sycamore
Eastern Redbud
Catawba Grape Myrtle
Autumn Gold Maidenhair Tree
Unknown
Southern Magnolia
Tipu Tree
New Zealand Christmas Tree

REGION 4

NAME	TREE NO.
Andrews, Gary and Connie	40
Busque, Liz	47B
Cordova, Lorena	47A
Davis & Deal CPA	8A
Glendora Women's Club	14
Jeanou, Laura	9B
Mussenden Family	6
Salamone, Frank and Elaine	13
Taj Family	54
Viera Margaux	56B

SCIENTIFIC NAME
<i>Cedrus deodara</i>
<i>Prunus cerasifera 'Purple Pony'</i>
<i>Prunus cerasifera 'Purple Pony'</i>
<i>Platanus racemosa</i>
<i>Cercis occidentalis</i>
<i>Pistacia chinensis</i>
<i>Koeleruteria paniculata</i>
<i>Cercis canadensis var. texensis 'Oklahoma'</i>
<i>Lagerstroemia 'Tuscarora' multi</i>
<i>Magnolia grandiflora</i>

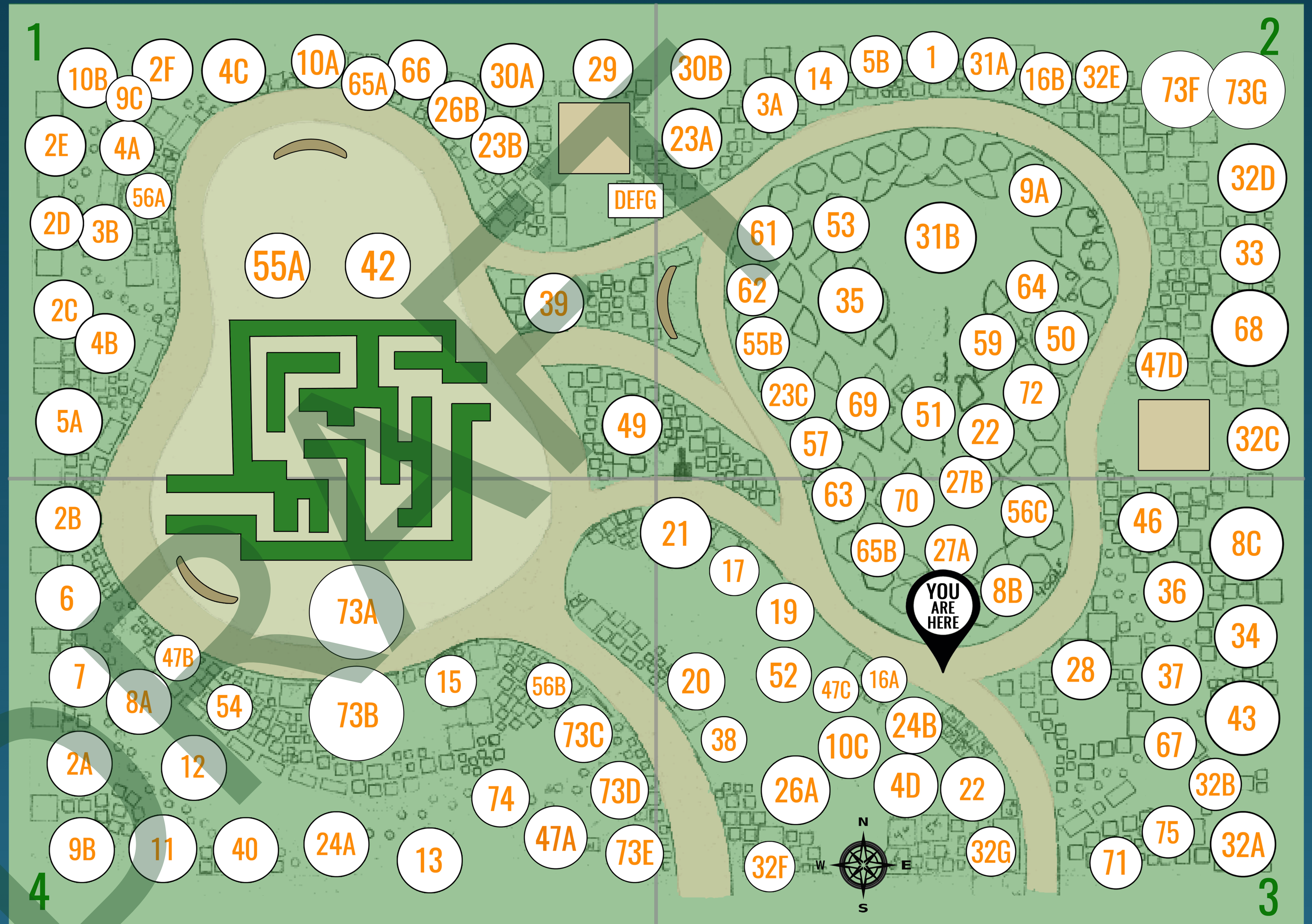
COMMON NAME
Deodar Cedar
Purple Pony Plum
Purple Pony Plum
California Sycamore
Western Redbud
Chinese Pistache
Goldenrain Tree
Oklahoma Redbud
Tuscarora Hybrid Crape Myrtle
Southern Magnolia

ADOPT A TREE

SCIENTIFIC NAME	COMMON NAME	TREE NO.	REGION	SCIENTIFIC NAME	COMMON NAME	TREE NO.	REGION
<i>Acer palmatum var. atropurpureum 'Bloodgood'</i>	Bloodgood Japanese Maple multi	11	4	<i>Cinnamomum camphora</i>	Camphor Tree	2E	1
<i>Acer palmatum var. atropurpureum 'Bloodgood'</i>	Bloodgood Japanese Maple	3B	1	<i>Cinnamomum camphora</i>	Camphor Tree	2F	1
<i>Acer palmatum var. dissectum 'Inaba Shidare'</i>	Inaba Shidare Japanese Maple	15	4	<i>Corymbia ficifolia</i>	Red Flowering Gum	74	4
<i>Azadirachta indica</i>	African Neem Tree	19	3	<i>Etiobrya deflexa</i>	Bronze Loquat	22	3
<i>Mimosa</i>	Mimosa Tree	68	2	<i>Eucalyptus torquata</i>	Coral Gum	53	2
<i>Arbutus unedo</i>	Strawberry Tree	16A	3	<i>Pistacia chinensis</i>	Chinese Pistache	9C	1
<i>Brachychiton rupestris</i>	Bottle Tree	7	4	<i>Pittosporum undulatum</i>	Victorian Box	38	3
<i>Cassia leptophylla</i>	Gold Medallion Tree	5B	2	<i>Prosopis chilensis</i>	Chilean Pistache	42	1
<i>Ceanothus 'Ray Hartman'</i>	Ray Hartman Ceanothus	12	4	<i>Punica granatum</i>	Pomegranate	72	2
<i>Cedrus atlantica 'Glauca'</i>	Blue Atlas Cedar	10C	3	<i>Quercus agrifolia</i>	Coast Live Oak	73A	4
<i>Coiba speciosa</i>	Silk Floss Tree	26A	3	<i>Quercus agrifolia</i>	Coast Live Oak	73B	4
<i>Cercidium x 'Desert Museum'</i>	Desert Museum Palo Verde	32B	3	<i>Quercus agrifolia</i>	Coast Live Oak	73C	4
<i>Cercidium x 'Desert Museum'</i>	Desert Museum Palo Verde	32D	2	<i>Quercus agrifolia</i>	Coast Live Oak	73D	4
<i>Cercidium x 'Desert Museum'</i>	Desert Museum Palo Verde	32F	3	<i>Quercus agrifolia</i>	Coast Live Oak	73E	4
<i>Cercidium x 'Desert Museum'</i>	Desert Museum Palo Verde	32G	3	<i>Quercus agrifolia</i>	Coast Live Oak	73F	4
<i>Cercis canadensis</i>	Eastern Redbud	65A	1	<i>Quercus agrifolia</i>	Coast Live Oak	73G	4
<i>Cercis canadensis 'Forest Pansy'</i>	Purple Leaf Eastern Redbud	24A	4	<i>Quercus engelmannii</i>	Engelmann Oak	66	2
<i>Cinnamomum camphora</i>	Camphor Tree	2A	2	<i>Quercus suber</i>	Cork Oak	30B	2
<i>Cinnamomum camphora</i>	Camphor Tree	2B	4	<i>Tristanopsis laurina 'Elegant' multi</i>	Elegant Water Gum	21	4
<i>Cinnamomum camphora</i>	Camphor Tree	2C	1	<i>Wisteria floribunda 'Issai Perfect'</i>	White Japanese Wisteria	52	3
<i>Cinnamomum camphora</i>	Camphor Tree	2D	1				



The City of Glendora's Arboretum & Botanic Garden TREE TOUR



On June 24th, 2017 the Community Services Department and over 200 volunteers participated in creating Glendora's first Arboretum & Botanic Garden. The two acre park is filled with over 80 trees and 50 different types of plants, from a Crape Myrtle to a Ginkgo Biloba. Along with California native plants and trees, the park also features an ADA accessible maze, great public art pieces, a swale in the center of the park, picnic tables, a drinking fountain and paths allowing you to walk throughout the entire park and get an up close look at each tree or plant. Also checkout the plaques depicting who is responsible for all the generous donations that made this greenspace possible.

To adopt a tree, please call (626) 914-8228

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Glossary

The following terms are commonly used throughout the Urban Forestry Manual and are defined below:

American National Standards Institute (ANSI) Standards A300 - Detailed tree maintenance standards developed and published by ANSI. These standards address issues regarding proper tree maintenance practices as well as safe work practices for tree care.

Arbor Day - An annual holiday first proposed by J. Sterling Morton of Nebraska City, Nebraska, in 1872, that was officially proclaimed by the Governor of Nebraska in 1874 as a legal holiday in Nebraska. The idea spread to other states in the US and beyond. The national holiday is often celebrated on the last Friday in April. However, many state Arbor Days are held at times that coincide with the best tree-planting weather for each particular locale. Glendora has celebrated its Arbor Day both in the spring and in the fall.

Best Management Practice – A series of publications by the ISA for the purpose of interpreting tree care standards and providing guidelines of practice for arborists, tree workers, and the people who employ their services. It also serves as a companion publication for the ANSI A300 Tree Care Standards.

City Owned Property - Property owned by the City, including parkland, street median islands, and open space areas.

Certified Arborist - A tree care professional meeting ISA standards of tree care and is certified as such.

Certified Tree Worker - A tree care professional who meeting ISA standards of tree care practices including pruning and removal and is certified as such.

City Easements and Right-of-Way - The City retains an established right-of-way or easement on each public street. These easements are City-controlled areas for the purpose of public improvements, including streets, sidewalks, curb and gutters, driveway approaches, streetlights, street signs, and street trees.

Easements vary among the streets and alleys of the community. Generally, the width of these parkways or landscape easements is approximately ten (10') feet from the face of the curb, but this dimension may range from anywhere between one (1') foot and thirty (30') feet. The City's Public Works Department shall have maps and/or legal descriptions that show official records of City easements.

Any tree located within this City easement is recognized as a City-owned tree, and is subject to the policies described herein and in the Glendora Municipal Code and Tree Ordinance.

City Arborist – An office created by the Glendora City Council to which is delegated oversight of the care and maintenance of publicly-managed trees, and the administration of the urban forestry program. In the absence of a City Arborist, the Public Works Director shall be the designated oversight.

City Trees - Trees under the care of the City Arborist, including trees growing on City-owned property as well as those trees growing in street parkways and right-of-way easements.

Community Services Commission - A Council-appointed body of citizen volunteers that meets monthly to discuss and review issues pertaining to City parks, recreation activities, senior services and transportation, publicly-managed trees, and the municipal golf course. The Community Services Commission makes recommendations for

the City Council to consider regarding issues pertaining to the Recreation and Human Services and Public Works Departments.

Compacted Soil – A soil with a high bulk density, lacking structure and macro porosity characterized by restricted water infiltration and percolation (drainage) and limited root penetration.

Consulting Arborist - A designation implemented by the American Society of Consulting Arborists that certifies tree professionals above and beyond the certification of Certified Arborist and Certified Tree Worker, as implemented by the ISA.

Drip Line - The ground area encompassed by the outside edge of the tree's branches or crown.

Girdling – Compression or constriction of tissue by roots, straps, wires or other materials.

Crown – The portion of the tree encompassed by the lowest branches on the trunk extending to the top of the tree.

Habitat - A physical place in the natural environment in which plant and animal species live together where each can reproduce, feed, grow, and exist together according to the laws of nature.

Heritage Tree - Any tree that has historical or cultural importance or significance to the Glendora area, as determined by the City Arborist (Ord. 1768 § 2, 2003).

International Society of Arboriculture (ISA) - An international organization dedicated to the proper care and maintenance of trees. ISA certification programs which help quantify and standardize the knowledge and expertise of tree workers and professionals. ISA is responsible for implementing the Certified Arborist and Certified Tree Worker professional certifications.

Parkway/Right-of-Way - Portion of a public street, alley, or avenue, located within the City, which usually lies between the curb lines or edge of pavement and also the line which would be the outside line of any sidewalk.

Plant Health Care – A program of scheduled inspections and proactive strategies and tactics to improve the appearance and vitality of landscape plants and trees.

Planting Specifications – Documentation stating a detailed, measurable plan for tree planting including tree species, tree well size, establishment care guidelines, among others.

Pruning Objectives – The desired outcome of pruning that influences the pruning process (e.g., visual clearance, deadwood removal).

Publicly-Managed Trees – See “City Trees.”

Root Crown/Collar - The junction between the roots of a tree and its trunk(s) often indicated by a rapid increase in width near the base of the trunk.

Root Pruning - A technique used, often to resolve a tree and infrastructure conflict, to remove roots in conflict. The City Arborist or ISA Certified Arborist shall provide oversight when root pruning occurs to ensure the health and stability of a tree is not severely compromised from root pruning.

Root Zone – Area beneath the crown of a tree consisting of the mass of roots growing from the trunk of a tree along with the surrounding soil extending to and including the drip line of the tree.

Street Tree/Parkway Tree - A tree located in the City right-of-way or City easement.

Topping - A severe type of pruning that produces less desirable results than more moderate pruning with respect to a tree's natural form and is generally hazardous to the overall health and stability of the tree.

Tree City USA – A designation established by the National Arbor Day Foundation. Cities that meet a stringent set of criteria and apply for this title may be designated as “Tree City USA.” The National Arbor Day Foundation coordinates with urban forestry programs in each state to review and award this prestigious title to cities that qualify. Glendora has received this award for the last thirty-two (32) years.

Tree Inventory - A computerized software program that contains data regarding publicly-managed trees that includes the species of tree, size of tree, address and location of trees, nature of the surrounding ground cover and hardscape and condition thereof and health of the tree.

Tree Risk Assessment – A systematic process used to identify, analyze and evaluate tree risk.

Urban Forest - For the purposes of this Manual, the term “urban forest” refers to those trees growing within City right-of-way easements, and street parkways, trees growing on City-owned properties and on private property.

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Urban Forestry Manual & Tree Ordinance Update

City of Glendora

COMMUNITY SERVICES COMMISSION

MARCH 19, 2026



Project Background

Project Background – Objective

- Urban Forestry Manual vs Tree Ordinance
 - Guiding Document vs Regulatory Tool
- Balance sustainable urban forestry and the needs of a growing population
- Preserve urban forestry benefits for the future

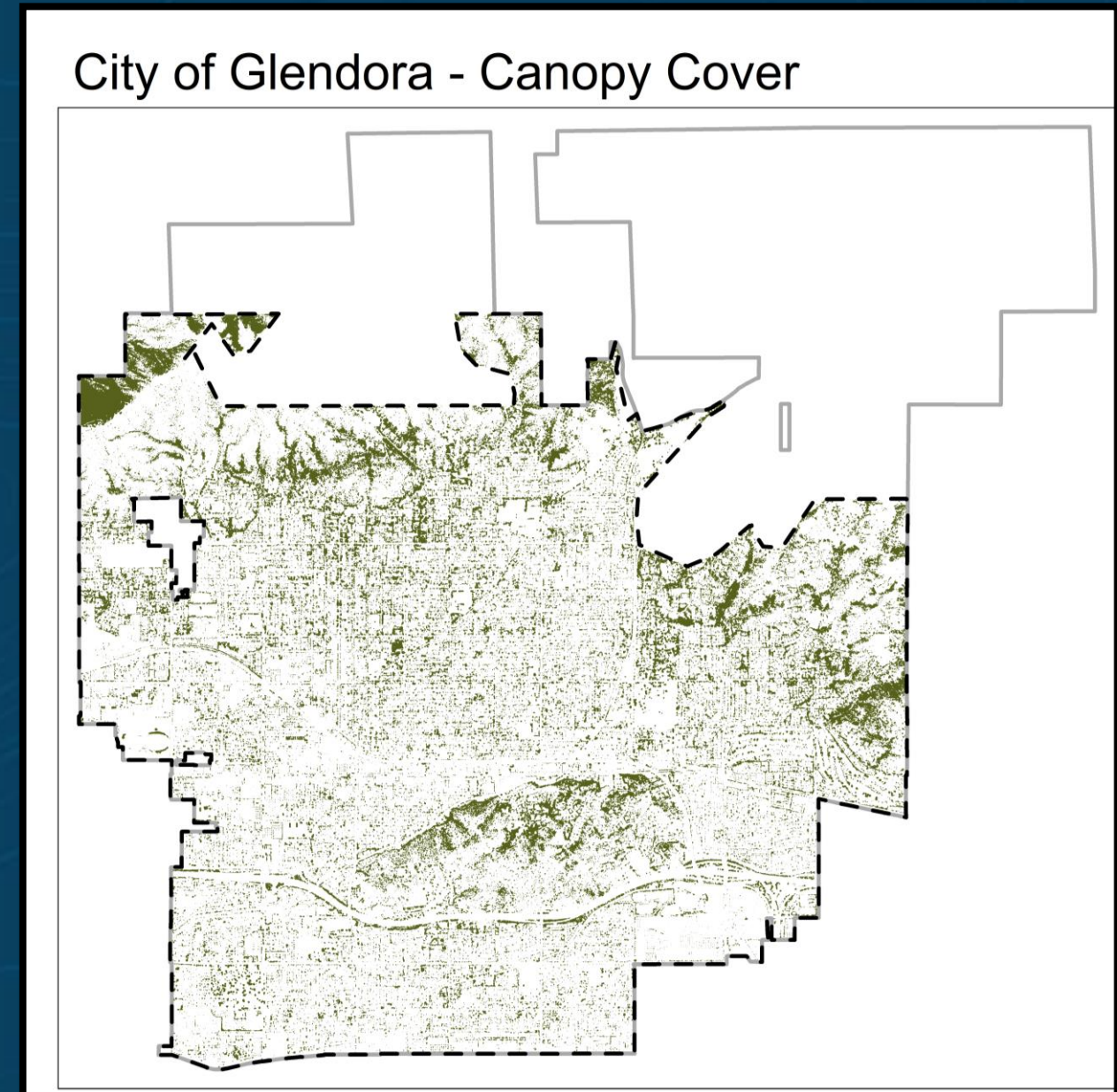
Project Analysis

- Glendora's current urban forest
- Recommended Species List
- Undesirable Trees List
- Canopy cover over time



Urban Forestry Resources

- City-wide Canopy Cover decreased by 0.5% from 2018 to 2022
 - ~44 acres or ~33 football fields
- **~4,809** City-managed trees were removed
- Drought, development, lack of replacement plantings





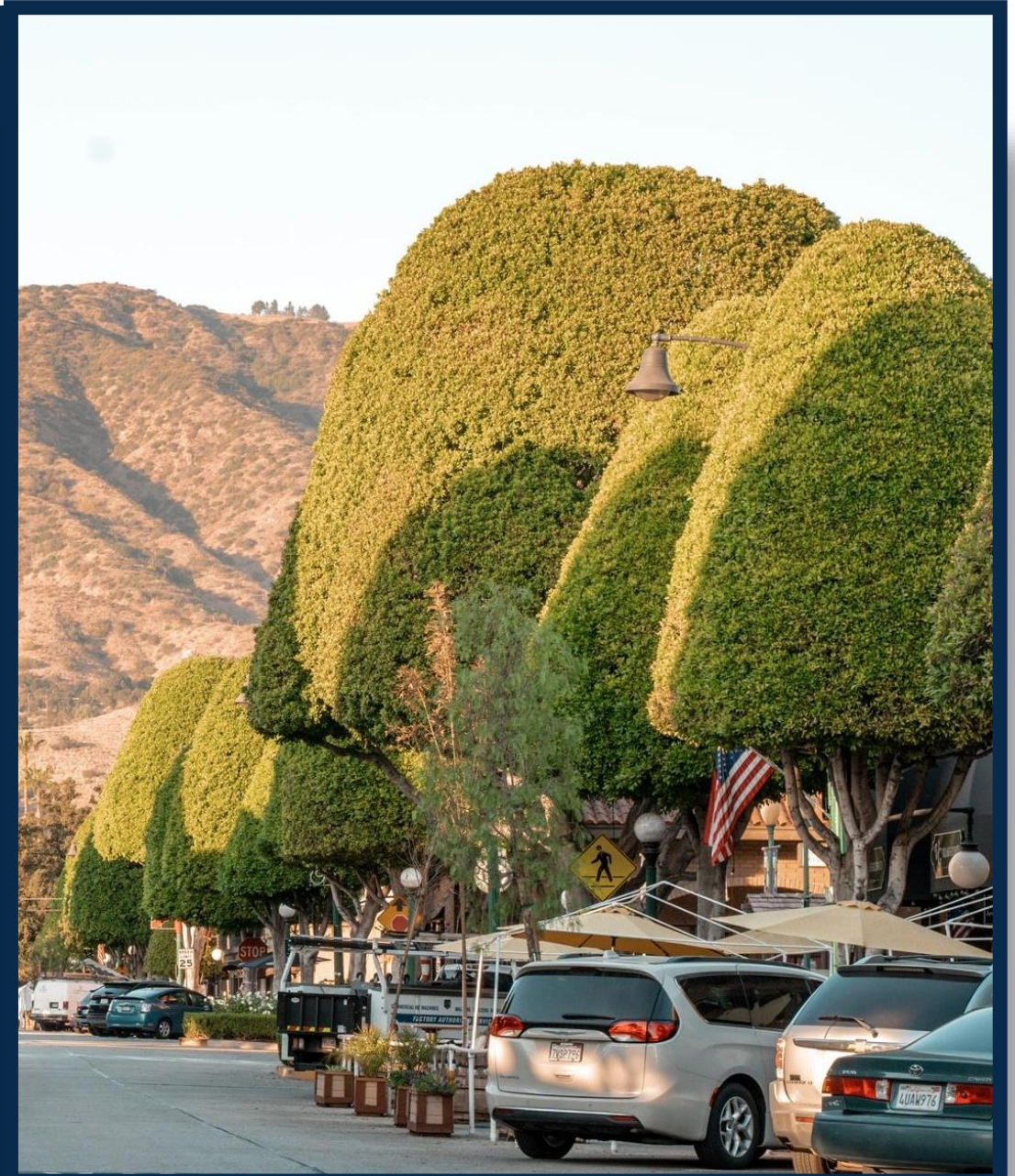
Urban Forestry Manual Update

Urban Forestry Manual Update

Revision Theme	Content Update
Urban Forestry Topics	High Fire Severity Zones
	Right Tree, Right Place
	Water Use, Drought, Tree Species Diversity
Participating in Urban Forestry	Free tree planting with residential watering agreements
	Heritage/Memorial Trees, Volunteering
Aligning with Industry Standards	Tree Planting, Watering, and Establishment Care
	Pruning for Tree Health

Pruning for Tree Health – Downtown Ficus Trees

- The Village is characterized by the Gum drop Ficus trees.
- Requires annual pruning to maintain.
- Each time a tree is pruned, a wound is created.
- A 5-7-year pruning cycle is the industry standard for a safe and healthy municipal urban forest.



Pruning for Tree Health – Downtown Ficus Trees



- The community values this aesthetic.
- Necessary to align future practices with community priorities.
- The 'future vision of the Village' needs to address the role of Ficus trees.



Tree Ordinance

Tree Ordinance Considerations

Topic	Current Ordinance		Recommendation		
	Ordinance Parameters	Result of Current Ordinance	Recommendation	Benefits	Potential Consequences
Protected Trees During Development (Properties subject to discretionary zoning approval)	10" diameter at standard height (DSH) or larger	Trees under 10" DSH are not protected	Decrease protected tree parameter to 6" DSH	Protects more existing trees	May be restrictive to developers
	Replacement trees required	Removals under 10" DSH not replaced		New replacement sites must be identified on public land	
Funding Mechanisms	N/A	Limit ability to regain canopy cover within development site	Develop an in-lieu fee bank	Funding allocated to urban forestry Plant in areas without funding	May increase administrative burden on staff

Tree Ordinance Considerations

Topic	Current Ordinance		Recommendation		
	Ordinance Parameters	Result of Current Ordinance	Recommendation	Benefits	Potential Consequences
Plan Review Process	<p>City Forester oversight of all project components related to trees</p> <p>Level of involvement, timeline, and approval process are not detailed</p>	<p>Arboricultural technical review is inconsistent for spacing, species, protected trees</p>	<p>Codify City Arborist as the Approving Body for enhanced requirements</p>	<p>Ensures only trees that meet criteria are removed and removed trees are replaced</p>	<p>Administrative burden, staffing capacity, timeline implications to enhanced process.</p>
			<p>Enhance documentation by requiring Tree Permits, Tree Protection Plans, and Tree Replacement Plans</p>	<p>Ensures replacement trees are the 'right tree' in the 'right place.'</p>	
			<p>Require City Arborist oversight during construction.</p>	<p>Enhanced data tracking of canopy cover related to development</p>	

Tree Ordinance Considerations

Topic	Current Ordinance		Recommendation		
	Ordinance Parameters	Result of Current Ordinance	Recommended Update	Benefits of Recommendation	Potential Consequences
Violations and Penalties	Every person who violates any section of this chapter is guilty of an infraction, penalties follow Chapter 9.36	Penalties are inconsistently enforced for violations of the Ordinance.	Point to Master Fee Schedule for violation penalties.	Allows for standardized implementation of penalty.	A general penalty does not account for ordinance violations that may result in a large amount of canopy cover or environmental benefits lost. The Master Fee Schedule penalty may not be high enough as a deterrent to large developers resulting in lost canopy cover for the City.
		Inconsistent monitoring results in unmanaged canopy loss.	Enhance violation penalties for Ordinance, Tree Permit, or Tree Protection Plan violation by exploring Stop Work orders, increasing replacement requirements, and other methods to encourage compliance.	Allows the City to enforce the Ordinance with penalties that are strong enough to deter larger entities from violation.	Administrative burden



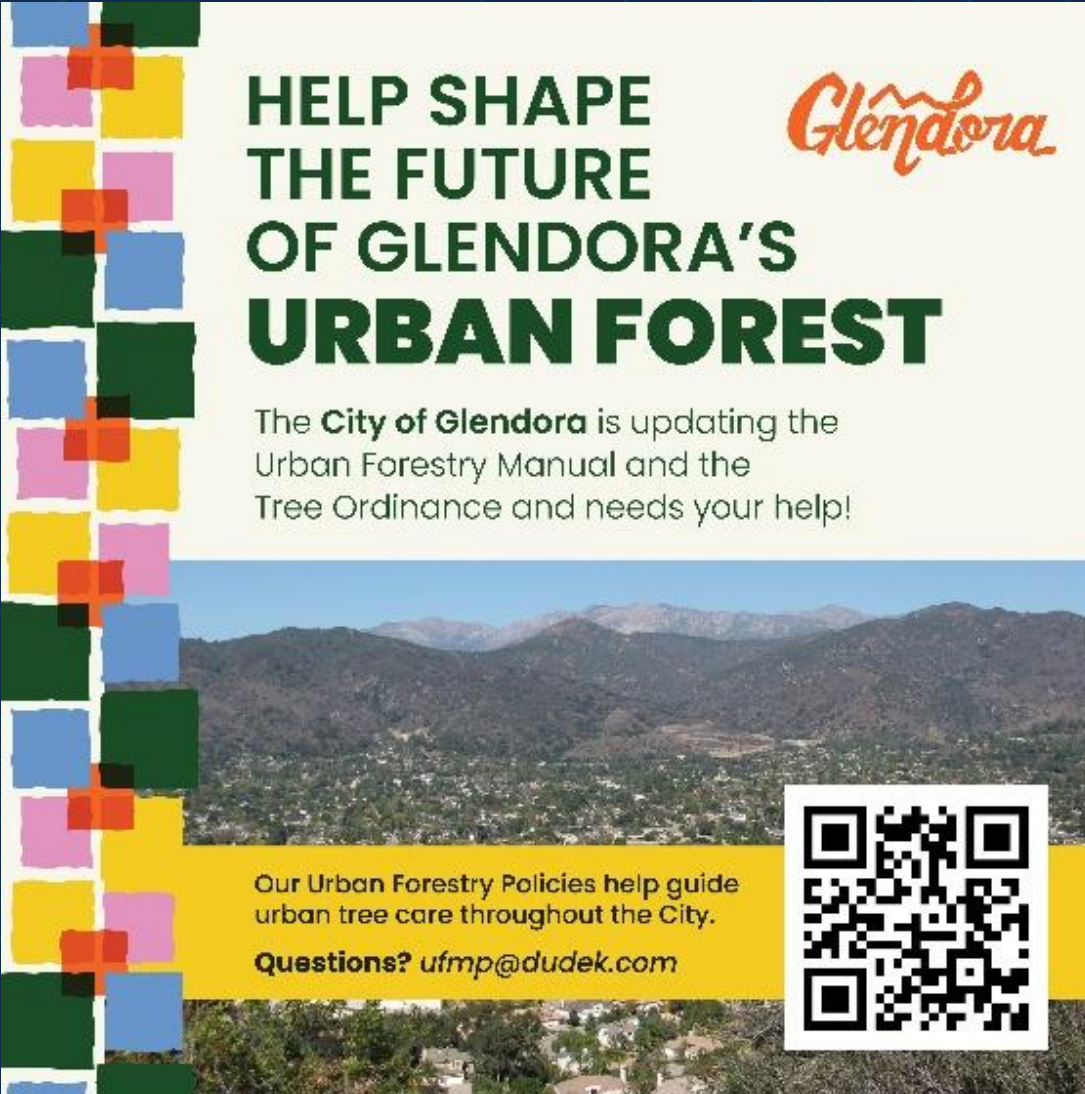
Community Engagement

Community Engagement

Early engagement efforts indicate Glendora's community cares about trees and value preservation.

An online community survey was distributed through:

- City website
- Social Media
- NextDoor
- Earth Day Festival 2025
- National Night Out 2025
 - Free Tree Raffle




**HELP SHAPE
THE FUTURE
OF GLENDORA'S
URBAN FOREST**

Glendora

The **City of Glendora** is updating the Urban Forestry Manual and the Tree Ordinance and needs your help!

Our Urban Forestry Policies help guide urban tree care throughout the City.
Questions? ufmp@dudek.com



Community Survey Results

198 survey participants noted that trees contribute to their quality of life.

- 87% Significantly
- 8% Moderately
- 4% Slightly
- Zero participants said the urban forest does NOT contribute to their quality of life.

60% of participants think every tree that can be preserved through development, should be.

The limited quantity of survey respondents necessitate further engagement to better understand the community's priorities and values.



Are residents aware of the recent trend in
canopy cover decline?

Does urban forestry remain a priority for
residents?

Should there be enhanced requirements for developers to replace removed trees?

How can we better balance development needs and tree preservation?

Staff Request/Recommendation

- Review and provide feedback for the updated Urban Forestry Manual; and
- Provide direction to staff regarding continued community engagement prior to finalizing updates to the Ordinance.

Thank you!



STAFF REPORT

TO: Chair and Commissioners
FROM: Recreation and Human Services
SUBJECT: Earth Day Plan of Activities

DATE: March 19, 2026
DISTRICT(S): Citywide

RECOMMENDATION

That the Community Services Commission:

1. Receive and file the report.

STRATEGIC FOCUS AREAS

Not Applicable.

EXECUTIVE SUMMARY

Earth Day is celebrated worldwide on April 22 each calendar year, where the purpose of Earth Day is to demonstrate support for environmental protection. In Glendora, Earth Day is celebrated with a festival where we invited residents and friends to celebrate together. This year's free festival is scheduled to take place on Saturday, April 18, 2026 from 9:00am to 1:00pm at both Finkbiner Park, in the Larry R. Glenn Bandshell area for booths and activities and the Glendora City Hall Civic Center for collections of confidential document shredding, used motor oil & filter collection, as well as beverage container recycling.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Not Applicable.

DISCUSSION

Those who attend the yearly festival are educated about what we have available to us locally and what we lose by acting in ways that are not environmentally friendly or energy efficient. The goal is to remind people to act now, in order to protect the environment before it's too late and too much damage is done. The Recreation and Human Services Department takes the lead in partnership with the Community Development, Public Works, and Police Department as well as the Library in planning this city wide event. The proposed event activities are listed below:

Collection Services: A number of collection services will be offered at the City Hall back parking lot where residents are lined around the block, trying to do their part. 'Paper Recycling and Shredding' will be on site with confidential document shredding where there is a limit of 10 boxes per customer. You may also recycle your used motor oil and filters with Johnny Lightning Oil. We will also be collecting beverage containers where proceeds benefiting the Community Services Foundation helps us put money back into our Community and our Parks.

Kids Activities: Kids will be able to enjoy the life size Athens Trash Truck bounce house, as well as the animal reptile show which will be showcased at the American Legion Building. Kids will be able to take a tour around the available booths while doing the scavenger hunt, stop for some face painting and so much more!

City Booths and Community Partners: Various City departments including Public Works, Library, Police Department, will all be in attendance with informational fliers and giveaways for people who stop by. Our Community Partners join us in educating the public about their services and what their business offers. We also have local Governmental services and various Non-Profits will also be in attendance to hand out information to attendees.

Eco-Tours of Glendora: Shuttles will be leaving from Cullen Ave in front of the Bandshell every 40 minutes where participants can join us for a fun and informational tour and learn about environmentally friendly projects and points of interest throughout Glendora. Shuttle sign-ups will be available before hopping on the shuttle on Cullen Ave.

Explore Big Dalton Canyon Trail: Shuttles will be proceed to and from Big Dalton Canyon where attendees will escape into the Glendora Canyons and embark on a guided tour led by Recreation and Human Services staff in partnership with Trail Committee members. The guided tour includes an easy one-half mile flat hike to discover ecosystems withing the riparian belt, walk along streams and tracers the winding Big Dalton Trail to the Oak Woodland. Participants must be able to walk on their own without assistance (no walkers, canes, or strollers will be allowed on the hike). Shuttles will run every 35 minutes and participants can hop on the shuttle from Cullen Ave, in front of the Bandshell.

Earth Day Workshops: The City of Glendora will offering a free workshops scheduled by the City's Water Division. This workshop is will be hosted by social media influencer, Jake the Plant Guy, who will guide residents through the best low-maintenance houseplants and patio plants for Southern California, and show how giving your plants less water can actually help them thrive. This workshop will be held at the Liberty House from 11:00am to 12:00pm.

FISCAL IMPACT

All funding for this event is included in the current FY2025/2026 budget. The Recreation and Human Services Department will incur personnel cost on the day of the even which totals approximately \$1,000. The Public Works Department is responsible for all other fiscal expenditures that are incurred for the event.

ENVIRONMENTAL DETERMINATION

There is no CEQA impacts associated with the recommendations in this report.

Prepared By: Megan Stone, Administrative Assistant

Concurs With: Not Applicable

Reviewed By:	Annie Warner, Interim Recreation and Human Services Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Adam Raymond, City Manager
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

Attachments

[A_Earth_Day_Presentation.pdf](#)

Glendora

EARTH DAY FESTIVAL 2026

RECREATION AND HUMAN SERVICES
COMMUNITY SERVICES COMMISSION
MARCH 19, 2026
MEGAN STONE, ADMINISTRATIVE ASSISTANT



"OUR POWER, OUR PLANET"

#GreenGlendora



SATURDAY, APRIL 18

9:00AM-1:00PM | CITY CIVIC CENTER
& FINKBINER PARK





COLLECTION SERVICES

Confidential Document Shredding
Used Motor Oil & Filter Collections
Beverage Container Recycling

KIDS ACTIVITIES

Reptile Show
Bounce House
Scavenger Hunt
Arts & Crafts
Face Painting
& MORE!



CITY DEPARTMENTS & COMMUNITY PARTNERS

Public Works- Water Division
Glendora Police Department
Glendora Public Library
Glendora Trails Committee
Athens Services
& MORE!



GLENDORA'S ECO TOUR

Louie Pompei Memorial Sports Park
Arboretum & Botanical Garden
A Line Rail Station
Bougainvillea's
Big Tree Park

Shuttle leaves every
40 minutes from Cullen Ave



EXPLORE BIG DALTON

Shuttle ride up the canyon
Explore Big Dalton Trail
Discover different ecosystems

Shuttle leaves every
35 minutes from Cullen Ave



WORKSHOPS

The Secret to Thriving Plants:
Less Water, Better Growth

Located in the Liberty House



QUESTIONS?