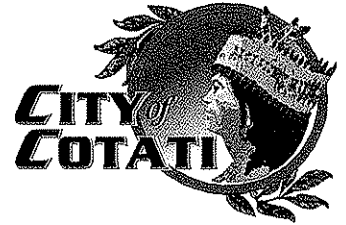


# City of Cotati

Sonoma County, California



## CITY OF COTATI

### AGENDA for the Regular Meeting of the DESIGN REVIEW COMMITTEE

DATE OF MEETING: March 6, 2008  
TIME OF MEETING: 4:30 p.m.  
PLACE OF MEETING: Cotati City Hall  
201 W. Sierra Avenue

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. CHANGES TO AGENDA

#### IV. APPROVAL OF MINUTES

A. For the Regular Meeting on February 7, 2008

#### V. MATTERS AT HAND

A. Request for comments on the proposed new playground equipment at La Plaza Park

B. Request for comments on the City of Cotati Demonstration Gardens project

#### VI. REPORTS BY STAFF

A. Update on the Downtown Specific Plan

#### VII. REPORTS BY COMMITTEE

#### VIII. ADJOURNMENT

STATE OF CALIFORNIA, COUNTY OF SONOMA, CITY OF COTATI - I declare under penalty of perjury that I am employed by the City of Cotati in the Planning Department; and that I posted this agenda on the bulletin boards of City Hall, U.S. Post Office, and Veteran's Memorial Building on or before March 3, 2008.

A handwritten signature in cursive script, appearing to read "Linda Sime", is written over a horizontal line.

Linda Sime, Administrative Clerk



**CITY OF COTATI**  
**MINUTES for the Regular Meeting of the DESIGN REVIEW COMMITTEE**

DATE OF MEETING: February 7, 2008  
TIME OF MEETING: 4:30 p.m.  
PLACE OF MEETING: Cotati City Hall, Council Chambers  
201 W. Sierra Avenue

**I. CALL TO ORDER**

Chairman Hancock called the meeting to order at 4:35 p.m.

**II. ROLL CALL**

Committee Members Present: Glendening, Kagan, LeDoux, Merriss, Hancock  
Urfer  
Members Absent: Hammond  
Staff Present: Lustig, Giudice, Sime

**III. CHANGES TO AGENDA**

Senior Planner Lustig stated there were no changes to the agenda.

**IV. APPROVAL OF MINUTES**

A. For the Regular Meeting on January 17, 2008

It was moved by Committee Member Merriss and seconded by Chairman Hancock to approve the minutes of January 17, 2008.

Yes: 4 Noes: 0 Abstain: 1 (Urfer) Absent: 1 (Hammond)

**V. MATTERS AT HAND**

A. Committee Reorganization for 2008

Senior Planner Lustig clarified the procedure for nomination and voting of new Committee officers.

Chairman Hancock called for nominations for Chairman.

Committee Member Kagan motioned to nominate Committee Member Le Doux for Chairman.  
Chairman Hancock seconded the motion.

Ayes: 6 Noes: 0 Abstain: 0 Absent: 1 (Hammond)

Chairman Le Doux stated he would be happy to chair the next meeting as he needed to be excused at 5:00 p.m.

Acting Chairman Hancock called for nominations for Vice Chairman.

Committee Member Kagan indicated he would be happy to serve as Vice Chairman.

Acting Chairman Hancock motioned to nominate Committee Member Kagan as Vice Chairman. Committee Member Merriss seconded the motion.

Ayes: 6      Noes: 0      Abstain: 0      Absent: 1 (Hammond)

B. **Subcommittee Report - Status of 100 Valparaiso Site.** The Subcommittee members assigned to assess the need for additional vegetation removal for the purpose of providing better visibility to the existing residence and stone building at the 100 Valparaiso site will report back findings/suggestions to the full Committee.

PA# 13/05  
APN: 144-450-002

Applicant: Larry Colvin & John Clifford

Associate Planner Giudice presented the staff report.

Associate Planner Giudice stated the purpose of the meeting was to provide the Design Review Committee with an update on tree removal activity at 100 Valparaiso. Giudice reminded the Committee that at the December 6, 2007 meeting, the DRC was presented an update of tree removal activity at 100 Valparaiso, which had occurred in November, 2007. Giudice further stated at that meeting, staff received comments and recommendations by the DRC. In addition, the DRC assigned two Committee Members, Merriss and Urfer, to serve as Subcommittee Members. Giudice stated the purpose of the Subcommittee was to assist staff with further site assessment/monitoring should any additional tree removal occur.

Associate Planner Giudice stated: 1) a site visit was made on January 2008; 2) at this site visit, staff, Subcommittee Members, the applicant and his representatives were in attendance; and, 3) Subcommittee Members advised the applicant to do the following:

- Remove overgrown vegetation (e.g., blackberries, ivy, bamboo)
- Limb up trees to a maximum of ten feet
- Remove the dead trees as mentioned in the arborist report
- Retain certain shrubs on the perimeter of the existing residence, as the Subcommittee felt they were important historic components of the residence
- The stone walls should remain intact and free of damage during the site work

Associate Planner Giudice added the Design Review Committee had received a copy of the Subcommittee's site visit notes and mentioned Subcommittee Members may want to provide their comments and recollection of that site visit.

Associate Planner Giudice also stated that on January 28, 2008, the applicant submitted revised plans and documents, including information related to tree removal. Giudice mentioned staff was not able to review and evaluate these documents in time to provide them to the DRC for this meeting. Associate Planner Giudice added that an evaluation would be presented at a future DRC meeting.

Associate Planner Giudice mentioned the applicant had sent email correspondence to staff stating the following:

- Both of the historic buildings had been secured.
- Erosion control measures had been installed and improved. The erosion control measures will continue to be upgraded as needed and monitored for effectiveness.
- Driveway, parking lot, and walkways had been swept and cleaned.
- Weeds, shrubs, and ivy had been cleaned from the buildings.
- The entire site had been cleared of bottles and debris.

Associate Planner Giudice state that the next steps in the review process would be as follows:

- Staff will evaluate the applicant's submittal, inclusive of the arborist's report, tree removal plan and other documents.
- Applicant anticipates additional early spring vegetation removal as recommended by the Subcommittee.
- Applicant has submitted demolition plan for some of the outbuildings and anticipates early spring demolition pending issuance of the demolition permit. However, additional information has been requested of the applicant before a demolition permit will be issued by the Building Department.

Associate Planner Giudice concluded the purpose of the Subcommittee meeting was to provide the Design Review Committee and interested individuals with an update on what has transpired since the last meeting held in December of 2007 and anticipated next steps for any additional vegetation removal.

Associate Planner Giudice summarized the content of the Subcommittee's notes for the site visit on January 28, 2008 as follows:

- Subcommittee members, staff, and applicant representatives walked the site and observed currently existing trees and overgrown areas (e.g., ivy, blackberries).
- The Subcommittee determined considerable clean-up was needed in order to provide line-of-site from key locations.
- Trees should be limbed up to a height of eight to ten feet in an effort to provide line-of-site to the historic buildings.
- A follow-up site visit is needed to determine if additional tree/vegetation removal is necessary.

- The next follow-up site visit shall include the Chief of Police. The group will evaluate the need for any further tree removal at that time.

Committee Member Merriss suggested recordation of the names and locations of the ornamental trees and shrubs for replication, should the landscaping in the larger area around the buildings eventually be removed. Merriss noted the arborist's report included only the types and locations of trees. He suggested an evaluation of all trees, including the bamboo and cedars on the south side. Committee Member Merriss felt a thinning of the cedars should be a consideration.

Committee Member Urfer commented she had nothing further to add. She felt the notes provided by staff were sufficient as presented.

Acting Chairman Hancock asked if the applicant had anything to add.

Larry Colvin, applicant, stated that he recognized that it would be necessary to proceed cautiously for the remainder of the issues. Mr. Colvin commented on the abruptness of tree removal due to the fact that the overall tree mitigation plan was not clear. Mr. Colvin stated he had updated the tree mitigation plan regarding the number of trees removed. Mr. Colvin felt that preparation of a shrub study would be fine. He stated his desire that the demolition of the outbuildings will be done concurrently with tree removal. Colvin thought it important that the site continue to remain cleaned up, and that he would continue to improve on the site's appearance.

Acting Chairman Hancock opened the meeting to public comment at 4:52 p.m.

Don Kropper, 128 Jagle Street, thanked Mr. Colvin for cleaning up the site. He felt Mr. Colvin's efforts created a visual improvement.

Jim Fouche, Fehler Lane, asked if the public would be notified before the demolition plan was approved and whether it would be available for public review

Acting Chairman Hancock clarified that such information was part of the public process and that all such information would be available to the public.

Associate Planner Giudice clarified that due to the nature of the permit a notice would not be sent out but that the demolition permit was available for public viewing. She stated that interested individuals would need to be proactive by contacting the Building Department for information on status.

Mr. Fouche asked if the Design Review Committee Members had seen the letter which he and Ms. Cynthia Larsen had presented to City Council. Mr. Fouche clarified the letter pertained to an update on tree and vegetation removal at 100 Valparaiso Ave. Acting Chairman Hancock affirmed the letter was indeed included in the packet.

Mike McGinnis, Lund Hill Lane, asked whether the DRC had come to a conclusion to establish future procedures regarding tree removal. Mr. McGinnis remarked that he thought it a bit late to protest about the tree removal at 100 Valparaiso. Mr. McGinnis commented that trees were bulldozed during

a holiday, and due to that timeframe, the issue of tree removal could not be addressed. Mr. McGinnis asked if more trees were removed than what had been allowed by the DRC.

Acting Chairman Hancock closed public comment at 4:56 p.m.

At the request of Acting Chairman Hancock, Associate Planner Giudice addressed questions and comments as follows:

- Permits are public information, and consequently are available for public review at any time.
- The demolition permit, although incomplete, is presently available for review in the Building Department.
- A tree removal permit was issued in October, 2007, and the applicant did proceed under that permit. Associate Planner Giudice stated there was no indication additional trees, other than what was allowed, had been removed.
- Staff was scheduled to present/discuss a future analysis on prospective tree removal procedures with City Council. Date certain for such discussion was not available at this time.

In response to a question from Acting Chairman Hancock, Senior Planner Lustig clarified the present procedure for tree removal. Lustig stated that it did not appear there would be much change to the tree removal process other than additional public participation and clarification of the current process. Senior Planner Lustig stated if changes to the Land Use Code were desired, Council approval would be necessary.

Discussion ensued regarding interpretation of code and tree removal.

In answer to a question from Acting Chairman Hancock, Associate Planner Giudice stated that the applicant had submitted revised documents and that staff would be evaluating the applicant's submittal. She stated that once the application is deemed complete, staff will present a packet at a future DRC meeting.

In response to a question from Vice Chairman Kagan, Associate Planner Giudice clarified the procedure for notifying surrounding residents of the availability for permit review. Giudice stated: 1) the demolition permit did not involve a public hearing; 2) the Planning Department is unable to notify the public of such permit; however, 3) if individuals are interested in information such as the demolition permit, they should contact the Building Department on a regular basis.

Committee Member Merriss stated the project was yet to be submitted for preliminary Design Review. Merriss noted that many questions could be addressed at that time, such as historical data.

Associate Planner Giudice clarified proposed demolition includes only those buildings not designated for preservation.

Committee Member Merriss suggested all materials from buildings scheduled for demolition should be recycled.

In response to Acting Chairman Hancock's question, Associate Planner Giudice stated that the purposed of this meeting is to provide an update of the site visit to receive concurrence with the recommendations by the Subcommittee and to receive comments from the Design Review Committee.

In response to a question from Committee Member Glendening regarding removal of fruit trees, Associate Planner Giudice clarified the Subcommittee had designated certain trees for removal as they were not deemed appropriate for the site.

Committee Member Merriss added that the fruit trees were located in outlying areas, not in historic areas and that the fruit trees were not in good shape.

Acting Chairman Hancock concluded that the Design Review Committee supported the findings of the Subcommittee report.

## **VI. REPORTS BY STAFF**

Senior Planner Lustig:

- Summarized recent organizational changes to the Planning Department;
- Distributed watershed information to the Committee Members;
- Indicated the position for Community Development Director had been advertised and explained the qualifications and duties of the position;
- Noted the City has advertised for a new Planning Secretary;
- Announced Damien O'Bid is the new City Engineer/Director of Public Works; and that,
- The City will be advertising for the position of Building Official.

## **VII. REPORTS BY COMMITTEE**

There were no reports from Committee Members.

## **VIII. ADJOURNMENT**

Acting Chairman Hancock adjourned the meeting at 5:10 p.m.

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Linda Sime, Administrative Clerk

# MEMORANDUM

**Date** March 6, 2008  
**To:** Design Review Committee  
**From:** Terry Dutra, Recreation Manager *TD by mt*  
**Subject:** Replacement of La Plaza Park Playground Equipment

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The playground equipment in La Plaza Park was installed 15 years ago and unfortunately does not comply with today's standards. The existing structure is made out of wood and does not meet the Americans with Disabilities Act (ADA) accessibility requirements. We would like to remove the existing equipment and replace it with a system that would comply with all standards. This would also include replacing the outside border and cutting a curb into the playground area. With a previous replacement of playground equipment, the city received participation from the community to assist with installation. In addition, the City's Public Works Department installed the support beams and helped manage crews of citizens for the remaining installation. This same type of coordination is anticipated for this project.

The City of Cotati has received funding from a grant in the amount of \$32,333 from Partnerships in Youth II (CPY II). This funding is from the Sonoma County Regional Parks and the County Board of Supervisors. The City's matching 33% makes the project total \$48,500. We will be using Park-in-Lieu funds and Public Works labor as our portion. We have contacted several playground equipment companies and have selected Ross Recreation as our subcontractor. Our project completion deadline for the grant funding is June 2008, which Ross Recreation feels is feasible for completion of this project.

The new playground equipment will mirror the current playground using updated pieces. The biggest change is the placement of the swing equipment. At its current location, there is not enough room between the swings and the bathrooms. By installing a shorter support structure and moving the swing equipment to where the climbing structure is currently located, we will still be able to retain the 3 swings and provide the room needed for safety (see Attachment). The structures will be powder coated and the swing seats will be slash-proof material. The new climbing structure will be made out of recycled materials, outfitted with a sign explaining what the equivalent use of plastic, aluminum, and soup cans is used to build it. The new playground will have the same footprint in the park.

We would like the DRC to review the plans and give any input needed to make this a nice addition to La Plaza Park.

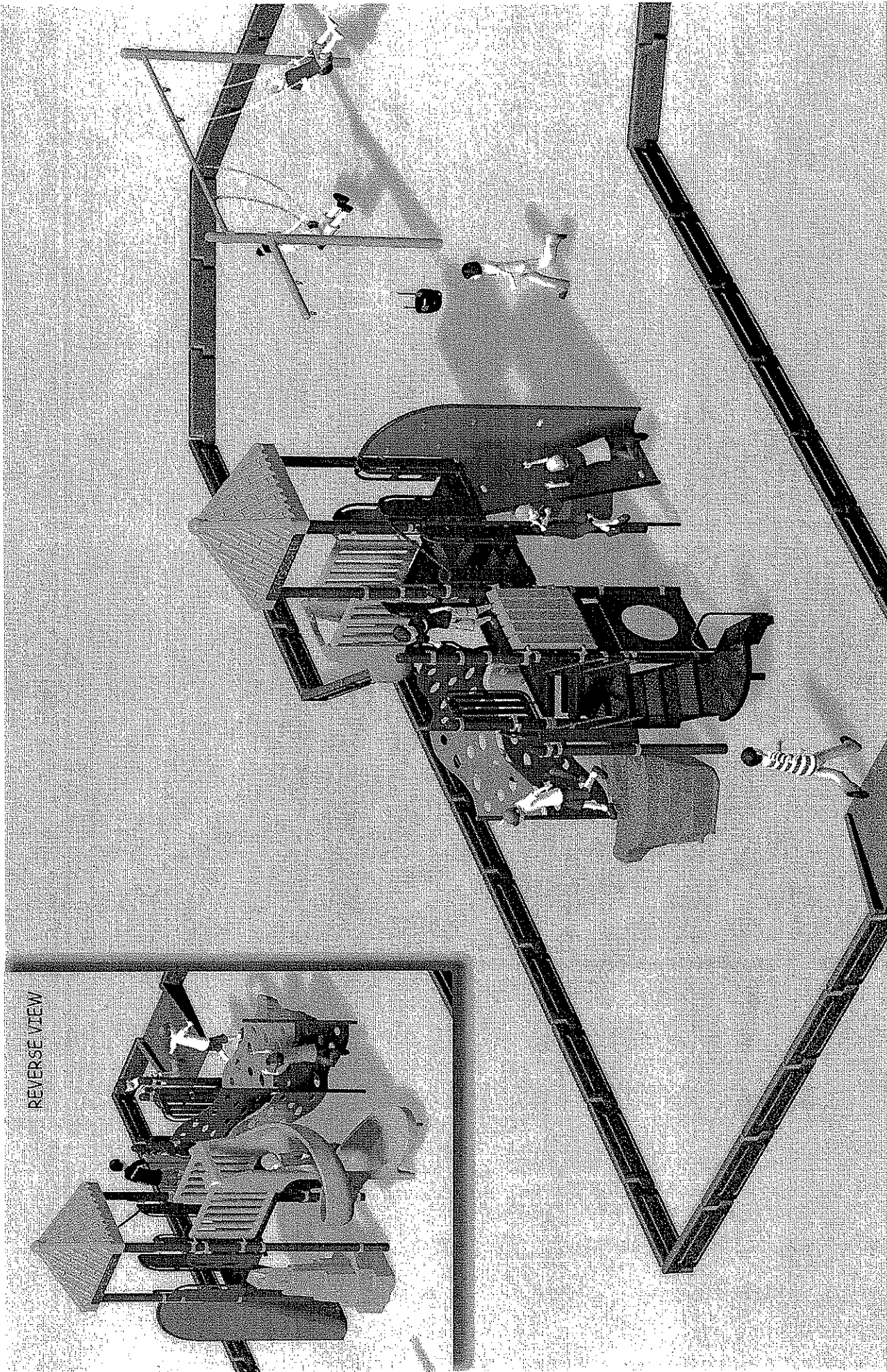
Staff will provide a presentation with opportunity for questions at the March 6, 2008, DRC meeting.

## Attachments

1. Plans for Playground Equipment



REVERSE VIEW



LA PLAZA PARK

CALIFORNIA

10622233-2-3

1/10/2008

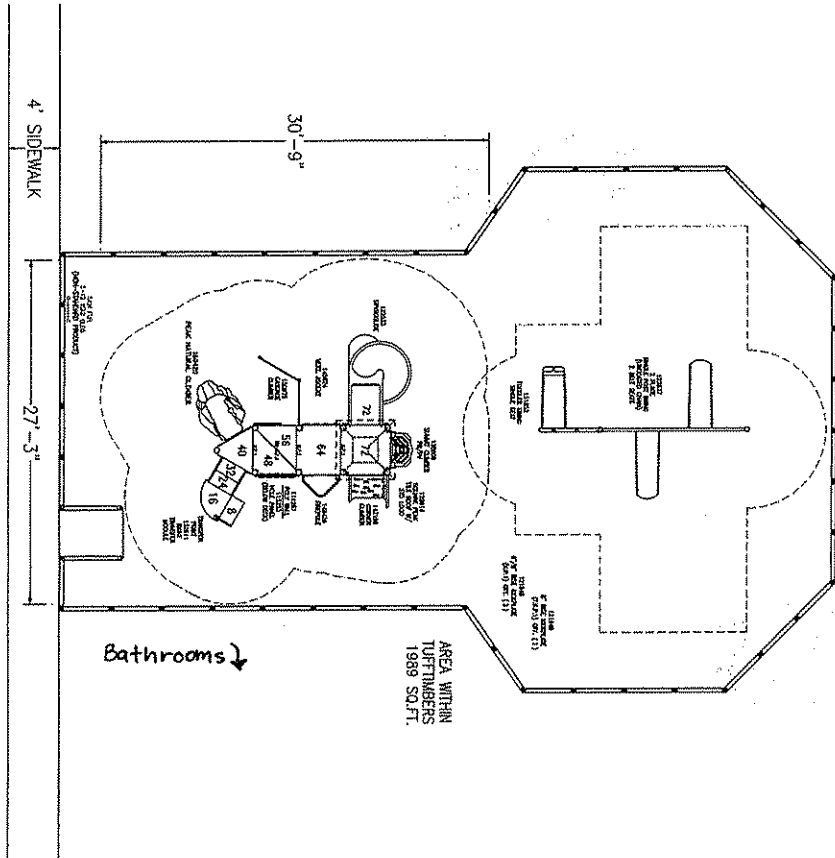
**ROSS**  
recreation equipment



*slar*  
landscape  
structures



To East Cotati Ave



2	PLAY COMPONENTS	7	REQUIRED	0
3	COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
4	COMPONENTS ACCESSIBLE BY WALKER	7	REQUIRED	4
5	COMPONENTS ACCESSIBLE BY WHEELCHAIR	4	REQUIRED	4
6	COMPONENTS ACCESSIBLE BY STROLLER	4	REQUIRED	4
7	COMPONENTS ACCESSIBLE BY WALKER	4	REQUIRED	4
8	COMPONENTS ACCESSIBLE BY WALKER	2	REQUIRED	2
9	COMPONENTS ACCESSIBLE BY WALKER	2	REQUIRED	2

SCALE IN FEET

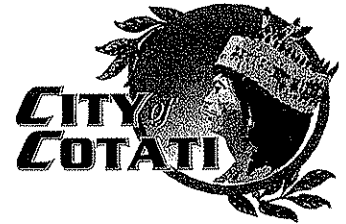
LA PLAZA



1	AREA WITHIN TUFTINGERS 1989 SQ. FT.	1989
2	PARKING AREA	100
3	BATHROOMS	100
4	WALKWAY	100
5	WALKWAY	100
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City of Cotati  
Sonoma County, California



MEMORANDUM

March 6, 2008

**TO:** Design Review Committee Members  
**FROM:** Marsha Sue Lustig, Senior Planner *MSL by MTH*  
**SUBJECT:** Demonstration Gardens

The City of Cotati has been in the process of designing publicly visible water conservation planting and irrigation projects, called demonstration gardens, for three sites around Cotati, including the area of La Plaza Park where Chief Cotati resides, from the marquee to the bus stop on Old Redwood Highway, and the front and sides of City Hall. The purpose of this project is to display appropriate drought tolerant plants that homeowners and businesses can emulate. This project is envisioned to have a strong education component, including a small on-site sign program. It is also envisioned that the design and plant list will be available to the public for free.

After the design has been approved, the City of Cotati Public Works Department will till the lawn and add substantial compost prior to planting and irrigation. We are currently optimistic that a local Rotary Club will install the plants and irrigation. The City will provide on-site supervision for the program, which should begin in May or June.

Staff is looking for comments from the Design Review Committee regarding plant selection and layout. After receiving the Committee's comments, staff will take this project to the City Council.

Y:\PLANNING\public projects\demonstration garden\DRC memo 3.6.08.doc



## TECHLINE General Guidelines

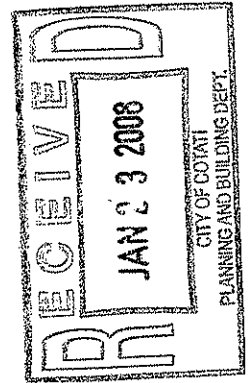
	TURF		SHRUBS and Ground COVER	
	Clay Soil	Sandy Soil	Clay Soil	Sandy Soil
Dripper Flow	0.4 GPH	0.6 GPH	0.4 GPH	0.9 GPH
Dripper Interval	18"	12"	18"	12"
Technline Lateral Spacing	18" - 22"	18" - 22"	18" - 24"	16" - 20"
Burial Depth	Bury evenly throughout the zone to a max. of 6 inches			
Application Rate (in./hr.)	29 - 23	64 - 48	1.44 - 1.08	29 - 21
Time to Apply 1/4" of Water (in minutes)	52 - 65	23 - 31	10 - 14	52 - 71

## MAXIMUM LENGTH of a Single Technline Lateral

INLET PRESSURE (psi)	TECHLINE DRIPPER SPACING			
	12"	18"	24"	30"
15	292	175	410	308
25	397	238	558	423
35	466	279	656	497
45	520	311	732	555
Dripper Flow Rate (GPH)	0.4	0.6	0.9	0.9

## TECHLINE Flow per 100 Feet

DRIPPER SPACING	0.4 GPH Drifter	0.6 GPH Drifter	0.9 GPH Drifter
12"	40.00 GPH	61.00 GPH	92.00 GPH
18"	26.67 GPH	40.00 GPH	61.00 GPH
24"		31.00 GPH	46.00 GPH



5470 E. Home Ave. • Fresno, CA 93727  
 888.638.2346 • 559.453.6800  
 FAX 800.695.4753  
[www.netafimusa.com](http://www.netafimusa.com)

# Steps to Choosing and Applying Netafim USA Technline

To determine the proper Technline to use on your project, you will need to know the following:

1. What are you irrigating - shrubs and ground cover or turf areas?
2. What type of soil do you have - clay, loam or sand?
3. How many square feet are going to be irrigated?

Use this simple formula for calculating approximately how much Technline to use in the area:

- Multiply the square footage of the area x 12.
- Divide that number by the minimum number of inches apart the rows should be (also called Technline Lateral Spacing).

This number is found on the Technline General Guidelines Chart. While this quick formula is not meant to replace an actual design and take-off, you will have a fairly accurate idea of how many feet of dripperline you will need.

## Refer to the Technline General Guidelines Chart.

For example, when irrigating shrubs with loam soil, choose Technline with 0.6 GPH (gallons per hour) drippers and 18" dripper spacings (drippers are spaced 18" apart inside the tubing). Note the box on the general guidelines chart highlighting the .6/18" column.

This chart gives you important information including:

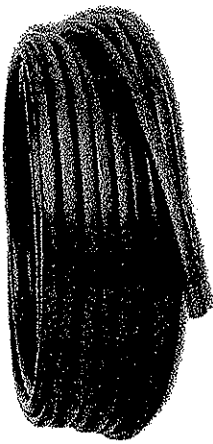
- How many inches apart the rows will go (18" - 24")
- To what depth you can bury the Technline (a maximum of 6")
- What the application rate is (.42 in/hour with rows 18" apart and .35 in/hour with rows 24" apart)
- How long to run the zone to apply 1/4" of water (36 minutes for rows spaced 18" apart and 43 minutes for rows spaced 24" apart)

## Refer to the Technline Maximum Length of Laterals Chart.

Based on the Technline you choose (for our continuing example we will use .6/18" Technline) this chart will tell you how far you can run a length of Technline.

**Note:** The maximum length of each lateral is dependent on the pressure at the beginning of the lateral. If the pressure is 45 psi, you can safely run a .6/18" Technline lateral up to 574'. If the pressure is 15 psi, the maximum length of the run is 322'.

**The Technline Flow per 100' Chart** tells you how many GPM the Technline will use. **Note:** .6/18 example - every 100' will use 41 GPH or 0.68 GPM.





# NETAFIM USA

## Sub Surface Techline Quick Install Guide

### Typical Netafim USA Techline Subsurface Layout

#### Tips and Recommendations

Techline can be installed on-surface, under mulch, or buried evenly up to 6". Use guidelines on the back to select which Techline to use, and how to apply properly.

#### Estimating How Much Techline to Use

Multiply the square footage of the area x 12, divide that number by the minimum recommended row of spacing from the General Guidelines Chart. (See back of sheet for more information.)

#### Netafim USA Techfilter

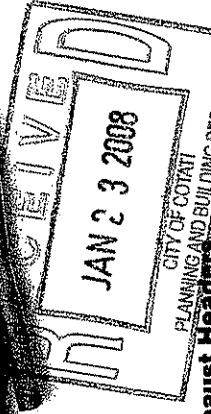
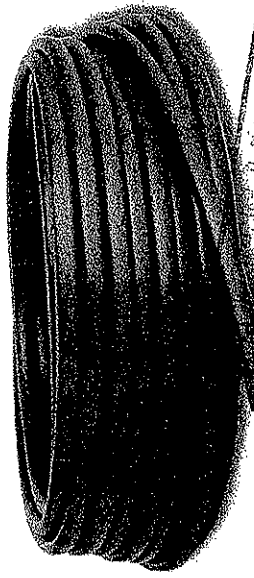
Provides a Limited Lifetime Warranty against root intrusion. See Netafim USA Product Catalog for application information.

#### Fittings

- Techline fittings are recommended. They are the fastest to install, most economical fittings to use, and do not require clamps at pressures less than 45 psi.
- 1/2" Poly insert fittings with clamps can be used.
- 700 Series compression fittings can be used.

#### Low Volume Control Zone

Pre-assembled valve, filter and low-flow regulator (up to 4.4 GPM) is more convenient to use than separate components.



#### Pressure Regulating Valve (PRV)

- Install after the zone valve and filter.
- Use PRV075LF20V2K from .25 - 4.4 GPM
- Use PRV075HF45V2K from 3.5 - 17.6 GPM
- Use PRV15045V2K from 7 - 35 GPM

#### Supply & Exhaust Headers

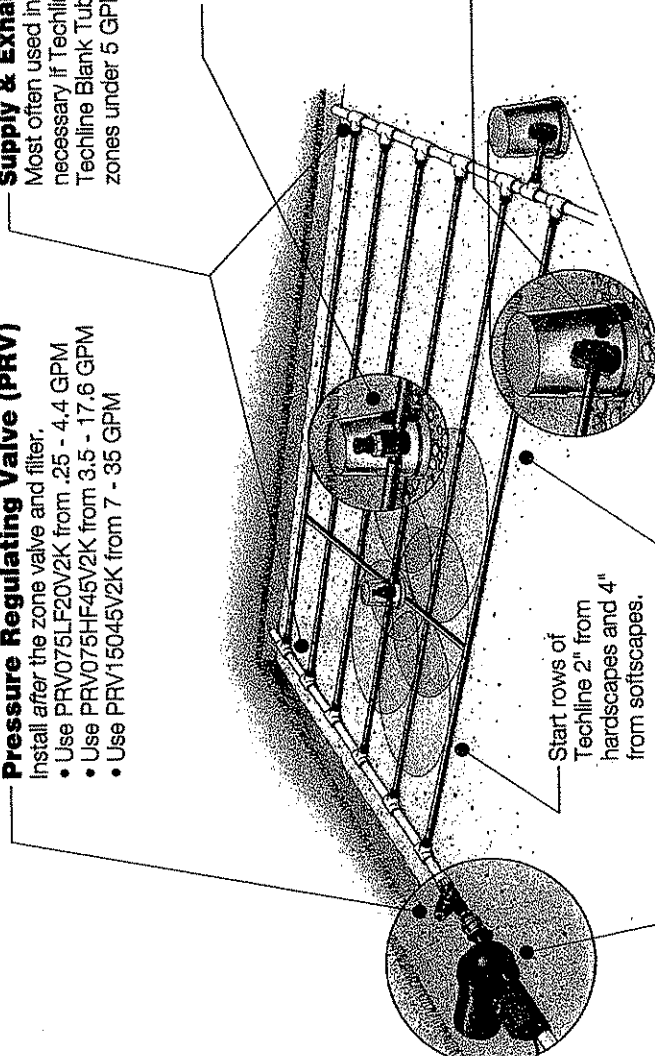
Most often used in subsurface systems. They may also be necessary if Techline is laid on-surface. Use Techline or Techline Blank Tubing as supply and exhaust headers on zones under 5 GPM.

#### A/VRV (Air/Vacuum Relief Valve)

- Use on subsurface zones.
- Place A/VRV at high point(s) in the zone.
- Place on a row of Techline or Techline blank tubing that is perpendicular to Techline rows to connect all Techline laterals to

#### Line Flushing Valves

- Use one Line Flushing Valve for every 15 GPM of zone flow.
- TLSOV or TLFIG8 may be substituted.
- Normally placed along exhaust header or at the point farthest away from the source.
- Install in a valve box with a gravel sump able to drain about 1 gallon of water.



#### Filters

- Placed before or after the zone valve.
- 3/4" filter - up to 13 GPM
- 1" filter - up to 26 GPM
- 1 1/2" Filter - up to 35 GPM
- Use 120 or 140 mesh
- Netafim USA sells a large variety of filters - up to 3,600 GPM - call Netafim USA for more information.

#### Staples - Use 1 TLS6 staple for:

- Every 3' of Techline in sand, every 4' in loam and every 5' in clay.
- Use 2-staples over each tee, elbow or cross.
- **Caution** - Landscape fabric staples and other non-stainless steel staples rust away quickly and are not recommended.



For more information call your Authorized Netafim USA Distributor or call Netafim USA Customer Service at (888) 638-2346.

