



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA
Parks, Beaches and Recreation Commission
1810 Francisco Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Sue Beckmeyer

MAYOR PRO TEM
Mary Bier

COUNCIL
Mike O'Neill
Sue Vaterlaus
Tygarjas Bigstycyk

Wednesday, March 24, 2021,
6:00 PM Study Session/ 7:00 PM Regular Session
Virtual Meeting via Zoom Link: <https://zoom.us/j/95832189618>

CORONAVIRUS DISEASE (COVID-19) NOTICE

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND PURSUANT TO THE ORDERS OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED MARCH 16, 2020, MARCH 31, 2020, APRIL 29, 2020 AND MAY 15, 2020. THIS MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION.

Consistent with the above-referenced Orders, this City Committee Meeting will not be physically open to the public and Committee Members and staff will be video/teleconferencing into the meeting.

To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting as detailed below.

- To Observe the Meeting click: <https://zoom.us/j/95832189618>
- To dial-in via phone +1 (669) 900-6833
- Then webinar ID: 958 3218 9618

How to Submit Public Comments:

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom (computer, smartphone/tablet app, or phone). Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press *9 to "raise hand") during the public comment period for the agenda item you wish to address. City staff will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment. You will have 3 minutes to speak unless modified by the meeting chair.
- **Before the Meeting:** Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: seeleyk@ci.pacificaca.us and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:
 - Clearly indicate the Agenda Item No. or topic, or specify "Oral Communications" in the Subject Line for items not on the agenda
 - Include the submitter's full name.

Note: The format of this meeting may be altered or the meeting may be cancelled, if needed. You may check on the status of the meeting by visiting the City's website at www.cityofpacifica.org for any updates.



AGENDA
Parks, Beaches, and Recreation Commission
City of Pacifica

Study Session: 6:00 PM
Regular Meeting 7:00 PM, following Study Session
WEDNESDAY, March 24, 2021
VIA Zoom: <https://zoom.us/j/95832189618>

CALL TO ORDER

6:00 PM Study Session

- I. **STUDY SESSION** Heritage Tree Preservation Ordinance Discussion
- II. **CALL TO ORDER** Regular Meeting
- III. **PLEDGE OF ALLEGEANCE**
- IV. **ROLL CALL**
- V. **APPROVAL OF MINUTES** Regular Meeting 02/24/2021
- VI. **ADOPTION OF AGENDA**
- VII. **ORAL COMMUNICATION**
This is the time set aside for the public to address the Commission on items not appearing on the agenda, public input will be considered for items at this time. Please state your name for the record when addressing the Commission. Statements will be limited to three (3) minutes.
- VIII. **ITEMS FOR CONSENT**
None
- IX. **ITEMS FOR CONSIDERATION**
None
- X. **REPORTS, ANNOUNCEMENTS, AND CORRESPONDENCE FROM COMMISSIONERS**
- XI. **REPORTS FROM STAFF**
Director Michael Perez

Next Regular Meeting: 04/28/2021

The City of Pacifica will provide special assistance for disabled citizens upon at least 24 hour advance notice to the City Manager's office (738-7301). If you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.



Study Session: 6:00 – 7:00 PM
WEDNESDAY, March 24, 2021
VIA Zoom: <https://zoom.us/j/95832189618>

Heritage Tree Preservation Ordinance

Items attached:

- Urban Tree Risk Management: Available to download at:
https://www.fs.usda.gov/naspf/sites/default/files/publications/02_napt-03-03_urban_tree_risk_management_508c_v2_20171027.pdf
- Heritage Tree Ordinance: Pages 7-18 (pages of the PDF)
- Heritage Tree Removal Application and Appeal Form: Page 19
- Heritage Tree Removal Permit Memo: Pages 20-21
- ISA Basic Tree Risk Assessment Form – Resident applying for a tree removal permit can ask their arborist to fill this out: Pages 22-23

CHAPTER 12. - PRESERVATION OF HERITAGE TREES*

* Sections 4-12.01 through 4-12.11, codified from Ordinance No. 333-C.S., as amended by Ordinance No. 386-C.S., effective February 8, 1984 and Ordinance No. 444-C.S., effective June 12, 1985, amended in their entirety by Ordinance No. 542-C.S., effective January 10, 1990)

Sec. 4-12.01. - Purpose.

- (a) It is recognized that the preservation of heritage trees on public and private property is important for the following reasons:
- (1) To encourage and assure the continuance of quality development;
 - (2) To protect and conserve the attractiveness, aesthetic and scenic beauty, and historic atmosphere of the City;
 - (3) To protect the environment and climatic balance of the City;
 - (4) To aid in the reduction of air pollution by protecting the known capacity of trees to produce oxygen and ingest carbon dioxide;
 - (5) To help reduce potential damage from wind by decreasing wind velocity;
 - (6) To provide shade;
 - (7) To act as a noise buffer; and
 - (8) To assist in the absorption of rainwater into the ground, thereby protecting against potential damages from soil erosion, mudslides and flooding, as well as reducing the cost of handling storm water by artificial means.
- (b) In order to promote the health, safety, and general welfare of the citizens of the City, while recognizing individual rights to develop, maintain, and enjoy private property, it is necessary to enact regulations preserving and protecting trees on private or City-owned property within the City.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.02. - Definitions.

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

- (a) "City" shall mean the City of Pacifica, acting by and through its authorized representatives.

- (b) "Director" shall mean the Director of the Department of Community Development and Services of the City, or his or her designee.
- (c) "Heritage tree" shall mean and include:
 - (1) All trees within the City of Pacifica, exclusive of eucalyptus, which have a trunk with a circumference of fifty (50") inches (approximately sixteen (16") inches in diameter) or more, measured at twenty-four (24") inches above the natural grade; or
 - (2) A tree or grove of trees, including eucalyptus, designated by resolution of the Council to be of special historical, environmental, or aesthetic value.
- (d) "Owner" shall mean the owner of the real property on which the tree is situated as shown on the most recent County Assessor's tax roll.
- (e) "Person" shall mean an individual, firm, association, tree removal service, corporation and its agents, officers, employees, or representatives.
- (f) "Private property" shall mean and include all property not owned by the City or another public agency.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.03. - Council designation of heritage trees.

- (a) All trees within the City, exclusive of eucalyptus, which meet the size criteria set out in Section 4-12.02(c) (1) herein are hereby designated to be heritage trees.
- (b) In addition to heritage trees designated under Section 4-12.02(c)(1) herein, where a tree has special historical, environmental or aesthetic value, the Council, by resolution, may designate an individual tree or a grove of trees as a heritage tree, regardless of its size.
- (c) The Director, City Council, landowner, or any other interested person may request that a tree or grove of trees be designated as a heritage tree regardless of its size.
- (d) The City Clerk shall notify the landowner in writing personally or by mail at least ten (10) days before the Council intends to designate an individual tree or trees on his or her land as a heritage tree under subsection (b) herein, unless the landowner has requested the designation.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.04. - Permits required to remove or destroy trees.

No person shall cut down, destroy, remove, or move a heritage tree, or engage in new construction within the dripline of a heritage tree growing on private property or City-owned property, without a permit. As used in this section, "destroy" shall include substantial trimming which threatens the healthy growth and development of the tree.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.05. - Applications for and granting of tree removal permits.

- (a) A person who desires to destroy, move, or remove one or more heritage trees on any private or City-owned property shall apply in writing to the Director. Such application shall contain the number, species, size, and location of the tree or trees involved, a statement of the reason for the requested action, a list of the property owners adjacent and contiguous to the location of the proposed tree or trees involved, stamped and addressed envelopes to such property owners, and any other pertinent information. No person may trim, cut down, destroy, remove or move a heritage tree for which a permit application is pending.
- (b) Within fourteen (14) days after the receipt of the application, the Director, or his or her appointed representative, shall inspect the premises and the tree or trees involved and shall issue a proposed decision determining which, if any, trees may be destroyed, moved, or removed and setting forth the conditions to be imposed. The Director shall give notice of the application and proposed decision pursuant to Section 4-12.09 herein.
- (c) The granting of such permit shall be based on the following criteria:
 - (1) The condition of the tree with respect to disease, general health, damage, public nuisance, danger of falling, proximity to existing or proposed structures, interference with utility services, and its ability to host a plant which is parasitic to another tree which is in danger of being infested by the parasite;
 - (2) Whether the requested action is necessary for the economically viable use of the property;
 - (3) The topography of the land and effect of the requested action on it;
 - (4)

The number, species, size, and location of existing trees in the area and the effect of the requested action upon shade, noise buffers, protection from wind damage, air pollution, historic value, scenic beauty and upon the health, safety, historic value, and general welfare of the area and the City as a whole;

- (5) The number of healthy trees the parcel is able to support; and
 - (6) Good forestry practices.
- (d) The Director may refer the application to another department, committee, or person for a report or recommendation. The Director may also require the applicant to furnish a written report from a qualified horticulturalist, arborist or licensed landscape architect acceptable to the Director.
- (e) In order to mitigate the adverse effects of tree removal, a tree removal permit may be conditioned upon tree relocation on-site, planting of replacement trees, or payment of fees in lieu thereof if on-site replacement is not feasible. No applicant shall be required to expend more on the replacement trees than the appraised value of the trees for which a permit is required. The Director shall determine the replacement value of the trees. If a fee in lieu thereof is imposed, the Director shall determine the value of the number and size of trees necessary to offset the loss of the heritage tree. If on-site replacement is not feasible, the Director may condition the permit on payment of such a fee in order to mitigate the tree loss without replacement plantings off-site. The applicant may be required to submit an evaluation, appraisal or replacement plan prepared by a qualified horticulturist, arborist or licensed landscape architect.
- (f) In his or her proposed decision on an application for such permit, the Director may attach reasonable conditions to insure compliance with the content and purpose of this chapter. If a permit is to be denied or conditions attached, the Director shall provide the applicant with a written statement of the reasons for the denial or conditions.

The Director shall give priority to those applications based upon disease or imminent hazard to persons or property.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.06. - Emergencies.

- (a)

In the event the condition of a tree requires immediate action for the safety of life or property, the tree may be removed upon the order of the Director or the Director of the Department of Public Safety or their authorized representatives.

- (b) Employees of the City may take such action with regard to trees on City-owned property as may be necessary to maintain safety.
- (c) Public utilities subject to the jurisdiction of the Public Utilities Commission of the State may take such action as may be necessary to comply with the safety regulations of the Commission and as may be necessary to maintain a safe operation of their facilities.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.07. - Tree protection plans.

- (a) *Tree protection plan required.* Any development proposal which requires a discretionary permit or other land use approval as set forth in Title 9 of this Code, and which includes a proposal to cut down, destroy, remove, move, or engage in construction within the dripline of a heritage tree, must be accompanied by a tree protection plan which shall insure the preservation of trees where possible and the protection of trees during construction so as to maximize chances for their survival. Such projects are excepted from obtaining a tree removal permit from the Director. The official or public body authorized to grant the development approval sought shall implement the purposes of this chapter by means of review and approval of the tree protection plan and may condition the plan to insure compliance with and to further the purposes of this chapter, including requirement of replacement plantings or an in lieu fee. Public notice of the proposal to remove trees shall be given in conjunction with and in the same manner as the notice requirements applicable to the permit or land use approval sought.
- (b) *Plan preparation.* The plan shall be prepared by a qualified arborist, horticulturist, landscape architect or other qualified person.
- (c) *Plan content.* The plan shall include all the information specified by Section 4-12.05 and the following additional information:
 - (1) Size, species, aesthetics, state of health, and dripline location of each tree that reaches to within twenty (20') feet of any proposed development areas, including any areas where trenching or paving is proposed.

- (2) Mitigating measures proposed to insure the survival of remaining trees through the construction process and thereafter.
 - (3) Size, species, and location of trees proposed to replace those proposed for removal.
- (d) *Tree protection standards.* Approval of the protection plan shall require compliance with the following standards:
- (1) *Identification.* Trees proposed for removal shall be identified for field inspection by the Director, who shall post notice of the proposed removal as set forth in Section 4-12.09(a) herein.
 - (2) *Drip line protection.* The applicant is responsible to use his or her best efforts to preserve all trees which are to remain on the project site. With respect to heritage trees, the following specific construction practices shall apply:
 - (i) Each heritage tree or group of trees to be preserved shall be protected by marking and fencing the entire dripline area prior to grading, paving, movement of heavy equipment, or other construction activity. Exceptions may be approved by the Director.
 - (ii) The existing ground surface within the dripline of any heritage tree should not be cut, filled, compacted, or paved unless there is no other reasonable design alternative.
 - (iii) All cuts or trenching within the dripline of a heritage tree and all root cuttings are to be made by hand. No backhoes or graders shall be used. Appropriate measures shall be taken to prevent soil upon exposed roots from drying out.
 - (3) *Landscape plans.* Landscape plans, when required, must show the proposed landscaping within the dripline of trees and the proposed replacement plantings on site.
 - (4) *Nonconformance.* In case of nonconformance with the tree protection requirements, the Director may issue a Stop Work Order until all requirements have been met.
 - (5) *Tree damage or destruction.* Should unauthorized work or nonconformance lead to the threat of tree damage or destruction, the Director may issue a Stop Work Order and require mitigation of the damage.
 - (6)

Performance security. Performance security, whether by surety bond, cash deposit, or other security acceptable to the City, may be required prior to issuance of a permit in order to assure protection of trees on the site. The amount of any said performance security shall be One Thousand Five Hundred and no/100ths (\$1,500.00) Dollars per tree or the value of the affected tree or trees, whichever is greater. Tree value shall be determined by the Director based on an accepted appraisal method in the landscape appraisal field. The performance security shall be forfeited if, prior to final building permit inspection, the Director finds that the tree has suffered permanent damage. If no permanent damage has occurred, the performance security shall be returned upon final building permit inspection. Funds collected through the forfeiture of performance security shall be used to replace trees in the community.

(§ 1, 542-C.S., eff. January 10, 1990)

Sec. 4-12.08. - Building permits.

If an application for a building permit would require the cutting down, destruction, moving, or removal of a heritage tree or trees, or would involve new construction within the dripline of a heritage tree, the applicant shall be required to obtain a permit under this chapter for the removal or destruction of a heritage tree. As used in this section, "destruction" shall include substantial trimming which threatens the healthy growth and development of the tree.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.09. - Notices of actions on permits and appeals.

(a) The Director shall give public notice of the application and his or her proposed decision by:

- (1) Posting a notice on the tree or on one of the trees so as to be visible from the street. If the notice is not visible when posted on the tree or trees, it may be posted in another visible location on the property;
- (2) Delivering a notice in person or by first-class mail to a person who has made a written request to the Director; and
- (3) Delivering a notice in person or by first-class mail to adjacent and abutting property owners to the tree or trees involved.

- (b) Within seven (7) days, the proposed decision may be appealed to the Parks, Beaches, and Recreation Commission by filing a written notice of appeal with the Director. No person may trim, cut down, destroy, remove or move a heritage tree for which a permit appeal is pending.
- (c) The Parks, Beaches, and Recreation Commission shall fix the time and place for the hearing of the appeal and shall cause a written notice of the hearing to be mailed to the appellant and the persons mentioned in subsection (a) of this section at least five (5) days before the hearing. The Parks, Beaches, and Recreation Commission may approve, disapprove or modify the decision of the Director, including any conditions he or she may have imposed.
- (d) The decision of the Parks, Beaches, and Recreation Commission may be appealed to the Council by filing a notice of appeal with the City Clerk within seven (7) days of the date of the decision of the Parks, Beaches, and Recreation Commission. Appeals shall be heard and determined according to the procedures set forth in Chapter 4 of Title 1 of this Code. The Council may approve, disapprove, or modify the decision of the Parks, Beaches and Recreation Commission, including any condition it may have imposed.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.10. - Permits: Fees.

The fees for the permits required by this chapter shall be those adopted by the Council in its Administrative Policy No. 2.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

Sec. 4-12.11. - Violations: Penalties.

- (a) Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor which shall be punishable by a fine of not more than One Thousand and no/100ths (\$1,000.00) Dollars, or by imprisonment in the county jail for a period not exceeding six (6) months, or both.
- (b) Any person violating any provision of this chapter may also be subject to administrative civil penalties as provided in this Code.

(§ 1, Ord. 542-C.S., eff. January 10, 1990)

CHAPTER 14. - MAINTENANCE AND PRESERVATION OF CITY TREES

Sec. 4-14.01. - City tree maintenance and preservation—Scope and intent.

It is the intent and policy of the City of Pacifica to protect and maintain the unique and characteristic arboreal landscape of the City by employing and using healthy urban forest management practices with respect to the selection and maintenance of City trees. To accomplish this, the City may, as specified in this chapter, prepare, adopt and use written guidelines and policies for healthy urban forest management, and may amend such policies from time to time as necessary. With or without such guidelines, however, the City's urban forest management operations shall be consistent with the following:

- (a) Urban forest management should be conducted with the control or supervision of- or consultation with- persons who have professional credentials or other expertise to qualify as urban foresters or arborists;
- (b) A plan for methodical, periodic inspection, care, and maintenance of City trees should be used. Such processes should include a means of prioritizing inspection, monitoring and maintenance frequency based upon the recommendations of the Director of Public Works or his or her designee;
- (c) Staff should provide for the ability to review and respond to emergency tree maintenance requests related to the maintenance of City trees;
- (d) Staff should seek to select, situate and maintain City trees in such a manner as to seek to minimize hazards, hardscape damage and maintenance costs, while protecting and encouraging healthy urban forestry;
- (e) Practical field procedures and measuring guidelines should be used to determine whether any tree will be maintained by the City as a City tree.

(§ 1, Ord. 733-C.S., eff. April 27, 2006)

Sec. 4-14.02. - City tree maintenance and preservation—Policy and procedures.

- (a) The preservation and maintenance of City trees shall be managed and conducted by the Department of Public Works. The Director of the Department of Public Works, or his/her designee (hereinafter, the "Director"), shall have the authority to adopt written policies and procedures for proper urban forest management consistent with the guidelines set forth in Section 4-14.01 of this chapter. Such written measures may be amended, appended, modified or revoked from time to time, in writing, by the Director

or his/her designee, who shall, within five (5) working days of signing and adopting such measures, make such measures available to the public by depositing a copy of same with the office of the City Clerk.

(§ 1, Ord. 733-C.S., eff. April 27, 2006)

Sec. 4-14.03. - Absence of alternative written City tree maintenance and preservation policies and procedures.

(a) Unless and until such written procedures as set forth in Section 4-14.02 of this chapter are adopted in the manner described in this chapter, the Department of Public Works shall operate in a manner consistent with the goals set forth in Section 4-14.01 "City tree maintenance and preservation—Scope and intent," and shall use the following interim best field practices and procedures when administering the City tree maintenance and preservation program:

- (1) Notwithstanding any other provision of the Code, and for purposes of this chapter only, "City trees" are those trees which: (i) are located on City-owned property, or on property on which the City has an easement or other property interest; (ii) are not located in areas otherwise prescribed by law, contract, conditions of approval, or similar requirement or obligation to be the responsibility of adjacent property owners, leaseholders, or other public agencies or their respective tenants; and (iii) meet at least one of the criteria set forth in subsections (a)(2)(i) through (iv) of this section.
- (2) Absent new or amended procedures resulting from the adoption of tree maintenance and preservation policies and procedures as set forth in Section 4-14.02 of this chapter, the field method to be employed by the Director or his/her designees for determining whether a tree is a City tree for maintenance purposes will be as follows:
 - (i) Sidewalk: Four (4) feet. When a sidewalk abuts private property, and there is no delineated planting strip as described in this chapter, the field measurement shall be four (4) feet, starting from the edge of the sidewalk closest to the abutting property, measured in a straight perpendicular line towards the property or residence, up to the center of the trunk of any existing tree. Any tree with a center which is located within the four (4) foot measurement shall be deemed a City tree for maintenance purposes;
 - (ii)

Planting strip or greenbelt: No measurement. Occasionally, trees are located in planting strips which run between the street and the sidewalk.

When a planting strip or greenbelt area exists between a public street and a sidewalk abutting a private property or residence, no measurement shall be taken. Trees located in this planting strip are designated as City trees for maintenance purposes, and trees located between the strip and the abutting property or residence are not City trees;

- (iii) No sidewalk (curb only): Four (4) feet. When there is only a curb abutting private property, but no sidewalk, and no delineated planting strip, the field measurement shall be four (4) feet, starting from the edge of the curb closest to the abutting property, measured in a straight perpendicular line towards the property or residence, up to the center of the trunk of any existing tree. Any tree with a center which is located within the four (4) foot measurement shall be deemed a City tree for maintenance purposes;
 - (iv) No sidewalk or curb: Four (4) feet from street. When there is no sidewalk, and no curb, and no delineated planting strip, the field measurement shall be four (4) feet, starting from the edge of the asphalt of the City street (notwithstanding any additional subsequent asphalt, paving or hardscaping installed), measured in a straight perpendicular line towards the property or residence, up to the center of the trunk of any existing tree. Any tree with a center which is located within the four (4) foot measurement shall be deemed a City tree for maintenance purposes.
- (3) The designation of any tree as a City tree means only that the City will include such tree in its maintenance and evaluation schedule—it does not create any additional rights, responsibilities, liabilities or presumptions on the part of the City. Moreover, the inclusion of any City tree in the "maintenance and evaluation schedule," as described in this chapter, means simply that the Director or his designee shall decide when, if, and how such a tree will be maintained in such a manner as to be consistent with intent and scope of this chapter as set forth in Section 4-14.01(a) through (e) of this chapter. This may include, as determined by the Director or his/her designee, such maintenance program decisions as: the health or viability of a City tree; the maintenance schedule—if any—for a designated tree; whether and how a tree should be pruned or trimmed, and when;

whether and how a tree should be removed, replanted or relocated; or, any other matter related to the care, placement, pruning, removal, relocation of any City tree.

(§ 1, Ord. 733-C.S., eff. April 27, 2006)

CITY OF PACIFICA
DEPARTMENT OF PUBLIC WORKS - FIELD SERVICES DIVISION
170 SANTA MARIA AVE. PACIFICA, CA 94044
650-738-3760 650-738-9747 (fax) DPWassistance@ci.pacifica.ca.us
HERITAGE TREE APPLICATION

THIS SECTION IS A PERMIT APPLICATION ONLY.
IT DOES NOT GUARANTEE ISSUANCE OF PERMIT NOR GIVE PERMISSION TO BEGIN WORK

PERMIT NUMBER: _____ DATE: _____ PAID: _____ RECEIPT NUMBER: _____

APPLICANTS NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

1) LOCATION OF TREE(S): _____
(ATTACH A SKETCH OR PLOT OF PROPERTY)

2) VARIETY OF TREE(S): _____ TOTAL NUMBER OF TREE(S): _____

3) ACTION REQUESTED:

removal / destruction construction affecting dripline other (please specify)

move designate as Heritage Tree

4) JUSTIFICATION (STATE THE REASON WHY THE ACTION IN SECTION 3 IS BEING REQUESTED): _____

5) SIGNATURE OF PROPERTY OWNER: _____
(by signing, you are granting permission for the City of Pacifica to inspect tree(s) on your property)

THE PERMITEE AND/OR PROPERTY OWNER BY ACCEPTANCE OF THIS PERMIT, AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF PACIFICA FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS AND LEGAL ACTIONS FOR INJURIES OR DAMAGES TO PERSONS OR PROPERTY RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT, REGARDLESS OF PASSIVE NEGLIGENCE OF THE CITY OF PACIFICA, ITS OFFICERS, EMPLOYEES, CONSULTANTS AND AGENTS, AND AGREES TO COMPENSATE THE CITY IN FULL FOR ALL DAMAGES TO PROPERTY OF THE CITY OR TO PUBLIC PROPERTY UNDER ITS JURISDICTION RESULTING FROM OPERATIONS OR MAINTENANCE UNDER THIS PERMIT.

*****APPLICANT - DO NOT COMPLETE BELOW THIS LINE*****

HERITAGE TREE ORDINANCE - PERMIT

IN ACCORDANCE WITH THE APPLICATION EXECUTED ABOVE, PERMISSION IS: GRANTED DENIED

EFFECTIVE DATE: _____ EXPIRATION DATE: _____ EXTENTION EXPIRATION: _____

SUBJECT TO THE FOLLOWING CONDITIONS:

to be done by a professional tree service with a City of Pacifica business license

debris to be removed when work is completed

mitigation measures (specify): _____

NOTE: ANY COSTS FOR THE REMOVAL OF HERITAGE TREE(S) IS AT THE EXPENSE OF THE PROPERTY OWNER

INSPECTED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

HERITAGE TREE ORDINANCE APPEAL

NAME OF APPELLANT: _____ PHONE NUMBER: _____

ADDRESS: _____

REASON TO APPEAL THE ADMINISTRATIVE DECISION ABOVE FOR THE FOLLOWING REASON: _____

Please Review Prior to **Submitting a Heritage Tree Removal Application**

Pacifica Municipal Code (“PMC”), Chapter 12 “Preservation of Heritage Trees” within Title 4 (section 4-12.01 et seq.) provides that no person shall cut down, destroy, remove, or move a heritage tree, or engage in new construction within the dripline of a heritage tree growing on private property or City-owned property, without a permit. Applicants seeking to remove a Heritage Tree through a permit may be required by City staff to provide a report, prepared by an ISA (International Society of Arboriculture) certified arborist with a TRAQ (Tree Risk Assessment Qualification) credential. The report must contain the following minimum information, unless otherwise directed by City staff:

- Documentation of the the condition of the tree/s to be removed.
- A fully completed ISA Basic Tree Risk Assessment Form
- An explanation of why the documented risk associated with the tree/s cannot be mitigated using standard agricultural pruning procedures.
- A replanting plan showing the number and species of proposed replacement trees.

The application, arborist report and replanting plan will be reviewed and a site visit conducted by City staff. City staff will make a determination of whether to grant the permit based on that criteria identified in PMC 4-12.05(c):

(1)The condition of the tree with respect to disease, general health, damage, public nuisance, danger of falling, proximity to existing or proposed structures, interference with utility services, and its ability to host a plant which is parasitic to another tree which is in danger of being infested by the parasite;

(2)Whether the requested action is necessary for the economically viable use of the property;

(3)The topography of the land and effect of the requested action on it;

(4)The number, species, size, and location of existing trees in the area and the effect of the requested action upon shade, noise buffers, protection from wind damage, air pollution, historic value, scenic beauty and upon the health, safety, historic value, and general welfare of the area and the City as a whole;

(5)The number of healthy trees the parcel is able to support; and

(6)Good forestry practices.

Appealing City Decision Regarding Heritage Tree Removal Permits

Pursuant to PMC section 4-12.09, once City staff has made a decision regarding the Heritage Tree permit, there is a seven-day waiting period in which an appeal may be filed by any person. The appeal will be heard by the Pacifica's Parks, Beaches & Recreation Commission. Once a decision has been reached by the commission, there is again a seven-day period in which this decision may be appealed to the City of Pacifica City Council. PMC section 4.12.09 of the Pacifica Municipal Code describes the appeal process in detail. **Effective July 1, 2020, a fee of \$399.00 is required** for an appeal of a Heritage Tree Removal Permit to the Park, Beaches and Recreation Commission. If you would like to appeal the decision of the Pacifica Park, Beaches & Recreation Commission's decision, you can appeal the decision to the City Council and pay a fee of \$514.50 to appeal the decision to City Council.



Basic Tree Risk Assessment Form

Client _____ Date _____ Time _____
 Address/Tree location _____ Tree no. _____ Sheet _____ of _____
 Tree species _____ dbh _____ Height _____ Crown spread dia. _____
 Assessor(s) _____ Time frame _____ Tools used _____

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 – rare 2 – occasional 3 – frequent 4 – constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1							
2							
3							
4							

Site Factors

History of failures _____ **Topography** Flat Slope _____ % **Aspect** _____
Site changes None Grade change Site clearing Changed soil hydrology Root cuts Describe _____
Soil conditions Limited volume Saturated Shallow Compacted Pavement over roots _____ % Describe _____
Prevailing wind direction _____ **Common weather** Strong winds Ice Snow Heavy rain Describe _____

Tree Health and Species Profile

Vigor Low Normal High **Foliage** None (seasonal) None (dead) Normal _____ % Chlorotic _____ % Necrotic _____ %
Pests _____ **Abiotic** _____
Species failure profile Branches Trunk Roots Describe _____

Load Factors

Wind exposure Protected Partial Full Wind funneling _____ **Relative crown size** Small Medium Large
Crown density Sparse Normal Dense **Interior branches** Few Normal Dense **Vines/Mistletoe/Moss** _____
Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown LCR _____ % Cracks _____ Lightning damage
 Dead twigs/branches _____ % overall Max. dia. _____ Codominant _____ Included bark
 Broken/Hangers Number _____ Max. dia. _____ Weak attachments _____ Cavity/Nest hole _____ % circ.
 Over-extended branches Previous branch failures _____ Similar branches present
Pruning history
 Crown cleaned Thinned Raised Dead/Missing bark Cankers/Galls/Burls Sapwood damage/decay
 Reduced Topped Lion-tailed Conks Heartwood decay _____
 Flush cuts Other _____ Response growth _____
 Main concern(s) _____

Load on defect N/A Minor Moderate Significant _____
Likelihood of failure Improbable Possible Probable Imminent _____

— Trunk —

Dead/Missing bark Abnormal bark texture/color
 Codominant stems Included bark Cracks
 Sapwood damage/decay Cankers/Galls/Burls Sap ooze
 Lightning damage Heartwood decay Conks/Mushrooms
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper
 Lean _____ ° Corrected? _____
 Response growth _____
 Main concern(s) _____

Load on defect N/A Minor Moderate Significant
Likelihood of failure Improbable Possible Probable Imminent

— Roots and Root Collar —

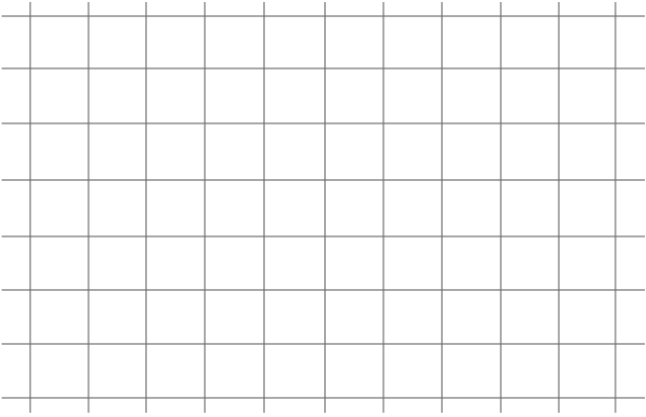
Collar buried/Not visible Depth _____ Stem girdling
 Dead Decay Conks/Mushrooms
 Ooze Cavity _____ % circ.
 Cracks Cut/Damaged roots Distance from trunk _____
 Root plate lifting Soil weakness
 Response growth _____
 Main concern(s) _____

Load on defect N/A Minor Moderate Significant
Likelihood of failure Improbable Possible Probable Imminent

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)				Negligible	Minor	Significant	Severe	
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely					
1																							
2																							
3																							
4																							

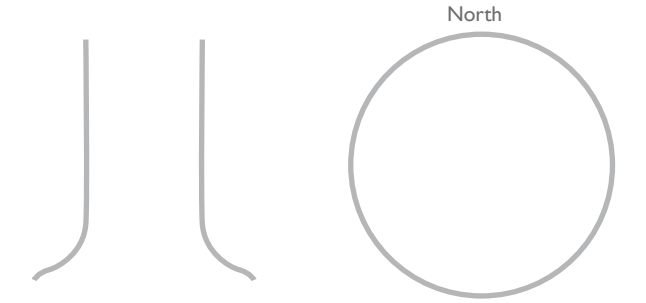
Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely



Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low



Notes, explanations, descriptions _____

Mitigation options _____ Residual risk _____
 _____ Residual risk _____
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low Moderate High Extreme Work priority 1 2 3 4
 Overall residual risk Low Moderate High Extreme Recommended inspection interval _____
 Data Final Preliminary Advanced assessment needed No Yes-Type/Reason _____
 Inspection limitations None Visibility Access Vines Root collar buried Describe _____