



SCANNED

Policy and Procedure

Subject: City Owned Trees: Protection and Administration	Index: Land Use
	Number: 301-2-1
Effective Date: July 21, 1999	Prepared By: Beaches, Parks & Recreation
Supersedes: 301-2-1 (Dated August 6, 1997)	Approved By: <i>Louis Berg</i>

1.0 PURPOSE:

It is the purpose of this policy to provide for the protection and administration of the City's urban forest and establish a process that allows for the management of City owned trees.

2.0 ORGANIZATIONS AFFECTED:

Beaches, Parks & Recreation; Public Works; Community Development Departments

3.0 REFERENCES:

City Ordinance No. 1115

4.0 POLICY:

It is the desire of the City of San Clemente to provide for aesthetically pleasing, safe, healthy City owned trees. The City maintains a variety of trees throughout the entire community, located in parks, on medians, the Municipal Golf Course and on the beach, as well as upon public rights-of-ways of streets.

This policy is designed to provide for the administration of these public trees.

5.0 DEFINITIONS:

5.1 Appropriate Maintenance: Tree maintenance that follows the guidelines within the City's Tree Maintenance Specifications.

- 5.2 Street Tree: Trees that are planted along city owned public streets that meet the following description: (1) The first line of tree planting located adjacent to public streets designated within the Scenic Corridors Master Landscape Plan, (2) Trees in median islands on public streets and, (3) Parkway trees that are the first line of planting along public rights-of-way on public streets.
- 5.3 Park Tree: All trees that are planted upon City owned land, including beaches, parks, golf courses. This definition extends to trees that exist on any developed or undeveloped property owned and maintained by the City.
- 5.4 Safety Hazard: Any condition as determined by the Director of Beaches, Parks and Recreation to be an immediate hazard to life or property.
- 5.5 Unauthorized Planting: Any tree planted either without City approval, in improper location or of an unauthorized variety for area.
- 5.6 Visual Hazard: Obstructing sight distance necessary for the safe operation of vehicles at street intersections, or obstructing in an otherwise incurable manner, any traffic or railroad crossing signal or other safety device as determined by the City Engineer.

6.0 PROCEDURE: PARK TREES AND STREET TREES

- 6.1 The City of San Clemente will be responsible for the maintenance of all trees that are defined as Park Trees and Street Trees. The City shall maintain said trees in compliance with City Ordinance 1115. This includes all major pruning/trimming or other tree surgery and control/treatment of insects, pests, and diseases. Owners of property adjacent to a street tree shall be responsible for watering the street tree to promote healthy growth and to do such trimming as can be done from the ground to preserve the neat appearance and unobstructed use of the adjacent street and sidewalk/bikeway. The City will remove a park or street tree if, in the judgment of the Director of Beaches, Parks and Recreation, it meets the following criteria:
 - 6.1.1 Tree is diseased beyond reclamation or has died.
 - 6.1.2 Tree presents a visual hazard that cannot be mitigated.
 - 6.1.3 Tree presents a safety hazard that cannot be mitigated.
 - 6.1.4 Tree roots damage sidewalks, curbs, gutters or driveways, and damage cannot be effectively repaired or replaced.
 - 6.1.5 Tree roots damage sewer or water lines or other infrastructure, and damage cannot be effectively repaired or replaced.
 - 6.1.6 Tree is an unauthorized planting.
- 6.2 Property owners may request removal or relocation of street trees. Said requests shall be addressed to the Director of Beaches, Parks and Recreation. The property owner shall be responsible for all costs associated with the removal of the street tree and any damage to parkway improvements that occur as a result of the removal of the street tree. The Director of Beaches, Parks and Recreation may authorize the property owner to remove or relocate a street tree if it meets the following criteria:

6.2.1 The street tree is directly in the way of new sidewalks, curbs, gutters or driveway approaches, and where no mitigation is available to preserve the tree.

6.3 Property owners may be required to replace street trees authorized to be removed by the Director of Beaches, Parks and Recreation at the owner's request. Property owners shall be responsible for all costs associated with the replacement street trees and any damage to parkway improvements that occur as a result of the replacement. Replacement street trees shall be a minimum 15-gallon size. However, the Director of Beaches, Parks and Recreation shall have the authority to require larger sizes based upon the size of the street tree removed. The Director of Beaches, Parks and Recreation shall make determinations for replacement based upon the following criteria:

6.3.1 The parkway area has sufficient width, and utilities are in locations that would accommodate a new street tree.

6.3.2 The tree removed is located on a street that meets the definition of maintained street tree.

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