



# MEMORANDUM

## CITY OF SAUSALITO

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TO: Trees and Views Committee

FROM: Alison Thornberry, Assistant Planner *at*

DATE: September 7, 2010

SUBJECT: Review of Procedures for Staff Issuance of Tree Removal Permits

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### Discussion

Tree removal and alteration permits are requested by property owners for multiple reasons. Chapter 11.12.030.A.2.b of the Sausalito Municipal Code requires that all removals or alteration of protected trees on private property, not associated with a development proposal requiring Planning Commission review, be heard and acted upon by the Trees and Views Committee.

The Community Development Department understands that the Trees and Views Committee, by past practice, authorized the Department of Public Works Staff to review and approve certain types of Tree Removal and Alteration Permits. With the numerous inquiries the Staff receives regarding tree removals or alterations, the Committee may want to consider a policy where certain Tree Removal or Alteration Permits can be reviewed and acted upon by Community Development Department Staff. Staff has determined some instances where the Committee may want to delegate action to the Staff level, some of these instances to consider are:

1. Dead, dying or severely diseased trees, including oaks with Sudden Oak Death Syndrome.
2. Trees that are severely damaging property including a structure, foundation, sidewalk, or other property. Such damage would need to be documented in an arborist report.
3. Trees where all surrounding residents and property owners agree in writing should be removed or altered.

As with all Tree Removal and Alteration Permit applications, applicants in the above situations would be required to submit all the required permit application materials including, but are not limited to:

1. General Application Form;
2. Tree Permit Application Forms, including the reason for removal/alteration;
3. Arborist Report, prepared by a certified arborist;

4. A site plan drawn by the arborist stating the location of the tree to be removed or altered;
5. Photographs of the existing trees and site;
6. All associated permitting fees.

If at any time the removal or alteration of a tree meeting the above criteria becomes a controversial matter between neighbors or other members in the community, Staff would require the Permit be brought to the Trees and Views Committee for review and action at a public meeting.

If the Committee feels that any or all of these instances can be handled at the Staff level, staff may directed to prepare a draft policy for the Committee's consideration including the information listed above.

#### Recommendation

Review the above criteria and determine whether staff should prepare a draft resolution for the Committee's consideration at a future meeting which authorizes staff to review and issue Tree Removal or Alteration Permits meeting defined criteria.

I:\CDD\Boards & Committees\TVC\Memos\Staff Issuance of TR Permits 9-07-10