



# CITY OF NEWPORT BEACH PARKS, BEACHES & RECREATION AGENDA

CITY COUNCIL CHAMBERS – 3300 NEWPORT BOULEVARD  
TUESDAY, June 5, 2012 – 6PM

## **PB&R Commission Members:**

Phillip Lugar, Chair  
Kathy Hamilton, Vice Chair  
Tom Anderson  
Ron Cole  
Roy Englebrecht  
Marie Marston  
Jack Tingley

## **Staff Members:**

Laura Detweiler, Recreation & Senior Services Director  
Mark Harmon, Municipal Operations Director  
Sean Levin, Recreation Superintendent  
Teri Craig, Administrative Assistant

### **1) CALL MEETING TO ORDER**

### **2) ROLL CALL**

### **3) NOTICE TO THE PUBLIC**

Public comments are invited on agenda items generally considered to be within the subject matter jurisdiction of the PB&R Commission. The City provides a yellow sign-in card to assist in the preparation of the minutes. The completion of the card is not required in order to address the PB&R Commission. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The PB&R Commission has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

### **4) CONSENT CALENDAR**

All matters listed under **Consent Calendar 4A-4C** are considered by the PB&R Commission to be routine and will all be enacted by one motion in the form listed below. The Commission Members have received detailed staff reports on each of the items recommending approval and there will be no separate discussion of these items prior to the time the Commission votes on the motion unless members of the Commission, staff, or the public request a specific item to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern upon invitation by the Chair.

#### **A. Minutes of the May 1, 2012 regular meeting.**

*Recommendation:* Waive reading of subject minutes, approve and order filed.

#### **B. Parks & Operations Division Activity Report.**

*Recommendation:* Receive/file monthly Activity Report for activities and upcoming projects.

#### **C. Recreation & Seniors Services Activity Report.**

*Recommendation:* Receive/file monthly Activity Report for activities and upcoming projects.

### **5) CURRENT BUSINESS**

#### **A. Special Tree Removal — 1901 Glenwood Lane**

*Recommendation:* Recommend removal of a Special City Tree — City Eucalyptus citriodora (Lemon Scented Gum) — located adjacent to 1901 Glenwood Lane.

#### **B. Bench Donation Policy – Council Policy B-17 – Oral Presentation**

*Recommendation:* That the PB&R Commission discuss and recommend to the City Council amendments to City Council Policy B-17.

### **6) PARKS, BEACHES & RECREATION COMMISSION / STAFF ANNOUNCEMENTS, UPDATES OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

This Parks, Beaches & Recreation Commission is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Parks, Beaches & Recreation Commission agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Parks, Beaches & Recreation Commission and items not on the agenda but are within the subject matter jurisdiction of the Parks, Beaches & Recreation Commission. The Parks, Beaches & Recreation Commission may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the Parks, Beaches & Recreation Commission Secretary at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3151 or [recreation@newportbeachca.gov](mailto:recreation@newportbeachca.gov).

**7) PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the PB&R Commission. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The PB&R Commission has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers.

**8) ADJOURNMENT**

**Parks, Beaches & Recreation Commission  
Regular Meeting  
May 1, 2012 – 6pm**

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**1) CALL MEETING TO ORDER 6:07pm**

**2) ROLL CALL**

Present: Phil Lugar, Chair  
Kathy Hamilton, Vice Chair  
Ron Cole  
Roy Englebrecht  
Marie Marston

Absent: Tom Anderson  
Jack Tingley

Staff: Mark Harmon, Municipal Operations Director  
Sean Levin, Recreation Superintendent  
Sonia Villalvazo, Department Assistant

**3) NOTICE TO THE PUBLIC**

Director Harmon announced an Arbor Day event at Eastbluff Elementary School on Thursday, May 24, 2012, 9:30am. He requested that the Chair and or a Commissioner attend.

Superintendent Levin reported that Director Detweiler was out sick and introduced Department Assistant Sonia Villalvazo who would be taking minutes this evening.

In addition, Superintendent Levin distributed an invitation to Commission Members celebrating the opening of Buck Gully. He reported that the bridges were flown in by helicopter last week and that the event will be held May 30, 2012 at noon, followed by a docent led hike.

**4) CONSENT CALENDAR**

**A. Pulled by a member of the public.**

**B. Pulled by a member of the public.**

**C. Recreation & Seniors Services Activity Report.**

*Recommendation: Receive/file monthly Activity Report for activities and upcoming projects*

**D. Reforestation Request**

*Recommendation: Approve Reforestation Request by Harbor View Hills South HOA on behalf of homeowner at 1227 Sand Key.*

**E. Reforestation Request**

*Recommendation: Approve Reforestation Request by Newport Hills Community Association to remove 22 Carrotwood trees and replant 21 Camphor trees as replacements within the public right-of-way on Newport Hills Drive East, from Port Edwards Circle to Port Dunleigh Circle.*

**A. Minutes of the April 3, 2012 regular meeting** - Jim Mosher stated that the correct spelling of the President of ExplorOcean is Rita Stenlund.

**Motion by Commissioner Marston** to approve item 4A as amended and accept items 4C through 4E.  
Motion carried by acclamation

- B. Parks & Operations Division Activity Report** - Jim Mosher commented on the Parks & Trees Maintenance Operation Report noting the numbers of tree replacements, Council action on parkway and median improvements, Irvine Avenue and West Cliff to Dover Eucalyptus tree removals and their replacements, and referenced the removal of fire rings in Corona del Mar and Balboa not being included on the CIP the list.

Chair Lugar reported that the matter of the fire rings must go before the Coastal Commission.

Director Harmon reminded the commissioners that the removal and re-landscaping of the Eucalyptus trees had been discussed at the Joint Meeting with the Costa Mesa Commission and that staff is moving forward with the project. He added the project is in the planning phase and that staff is working to finalize the project before forwarding to Council for their approval. He stated that recommended funding for the project would be included in that report and noted that not everything is listed in the CIP.

**Motion by Commissioner Marston** to approve item 4B. Motion carried by acclamation.

## **5) CURRENT BUSINESS**

- A. City Street Tree Designation – Quite Cove** - Director Harmon presented details of the report noting this request has been made through the HOA Board of Directors. He stated that no trees will be removed due to this action, but as they become eligible for removal in the future, they will be replaced with the Australian Willow.

Discussion followed regarding removing the Hong Kong Orchid from the list and replacing it with the Australian Willow and whether this is a common practice.

Commissioner Hamilton stated that the tree referenced under the Consent Calendar Item 4C as 1227 Sand Key should be 1223 Sand Key. Director Harmon stated that he would verify the correct address.

### **Chair Lugar opened the public discussion**

Robert Shelton, Chairman of the City Tree Committee of the Harbor View Hills South HOA stated that there is only one Hong Kong Orchid tree on Quiet Cove, which has not been well-received and presents homeowners with a number of challenges. He added there are five Brisbane Box trees on Quiet Cove and a number of vacant sites. He hoped the Brisbane Boxes would be replaced with the Australian Willow and that all the vacant sites would plant Australian Willows as well.

Jim Mosher wondered if it would be better to have a variety of trees rather than one species.

Chair Lugar stated that it would need to be approved by the HOA.

### **Chair Lugar closed the public discussion**

Director Harmon thanked Mr. Shelton for his comments noting he has been a leader in support of reforestation for a number of years. Director Harmon noted the current item is a street tree change on Quiet Cove to the Australian Willow. He added that the Brisbane Box is not the designated tree for Quiet Cove and that this discussion relates to the approval of the Australian Willow to replace the Hong Kong Orchid. Once the City Council designates the Australian Willow as the designated street tree for Quiet Cove the HOA can request reforestation to remove trees, and then replace them with the Australian Willow.

**Motion by Commissioner Marston** to recommend that City Council changed the designated street tree on Quiet Cove from the Hong Kong Orchid to the Australian Willow. Motion carried by acclamation.



**B. Bench Donation Policy – Council Policy B-17** - Director Harmon addressed a previous Commission meeting where the aforementioned issue was discussed relative to the longevity of donated benches and whether there is a designated lifespan. He reported that the Commission formed a Committee to discuss the issue which met and formed the listed recommendations. He stated that if the recommendations are approved, they will be presented to Council to consider. Director Harmon reported that one of the issues that had been discussed was whether a donated bench will exist in perpetuity and the issue of maintenance costs. He stated that the Committee assigned a five year life to donated benches. He addressed reasons for donating benches and the fact that donors may distance themselves from benches. Director Harmon presented recommendations regarding contacting a donor after five years to renew their donation and adding a \$200 maintenance fee for an additional five year donation.

Director Harmon noted that if an original donor could be found, the bench would be open for new donations allowing more people the opportunity to donate a bench to the City. Director Harmon reported that the recommended program would allow staff to maintain funding and maintenance issues to benches. He noted that additional benches would not be added to those areas that are already at full capacity.

Director Harmon presented options available for the Commission in consideration of this item. He added the program would apply to donated benches from this point forward.

Discussion followed regarding applicability of the policy considering the City is "benched out".

Director Harmon referenced Council Policy B-17 Item D, relative to the City reserving the right to remove or relocate a donated item.

Ensuing discussion followed regarding a new donor having to pay the costs of donating a bench, types and designs of benches, the proposed maintenance fee, clarification of recommendations, benches without plaques, records of ownership/donations for existing benches, and the possibility of contacting donors of existing benches to provide the opportunity for them to renew their donation by paying the maintenance fee.

Director Harmon reported that staff reserves the right to remove that bench without contacting the donor. He stated if that is what the Commission desires, a report can be presented to bring the item forward to the Commission. City Council would ultimately be responsible for approving be changes regarding the policy.

Discussion continued regarding the disposition of replaced benches. Director Harmon reported that benches are repaired and placed in locations were benches are needed. Those benches that are not repairable are disposed of and not replaced.

Commissioners discussed the possibility of starting the five year clock on the day Council approves the recommendation for all existing benches. It was suggested that those benches that have plaques but are not renewed that an offer to return the plaque is made, if possible. Another suggestion was made relative to not assigning a fixed maintenance fee, but rather assign some type of an index to allow for inflation.

Director Harmon agreed with the possibility of starting the five (5) year clock on existing benches on the day Council approves the recommendation. He also stated that an agreement with plaques to original donors or saving them in case a donor could not be reached. Director Harmon indicated a fixed fee could be adjusted in the future as with other City fees. He added that when a bench has exceeded its useful life, the bench and related plaque would be removed.

**Chair Lugar opened the public discussion**

Jim Mosher addressed the various styles of and related costs for benches. He suggested the list of styles and costs include a maintenance fee, proportional to the cost, which would apply with the donation.

**Chair Lugar closed the public discussion**

Director Harmon suggested that staff incorporate the Commission's comments and return next month for consideration. He stated that staff could develop a sliding scale for the maintenance fee depending on the type of bench and costs.

Chair Lugar agreed that this item should be continued.

**6) PARKS, BEACHES & RECREATION COMMISSION ANNOUNCEMENTS, UPDATES OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

None.

**7) PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Jim Mosher expressed concerns with disconnect between various Commissions and Council. He referenced a recent renewal by City Council of a contract with the Aquatic Swim Center at Corona del Mar High School and indicated he was surprised that this item was not heard by the Commission as well as the Banning Ranch project.

Chair Lugar reported issues that are brought before the Commission are presented by staff and he suggested Mr. Mosher present the matter to Council.

**8) ADJOURNMENT - 7:13 p.m.**

Submitted by: \_\_\_\_\_  
Sonia Villalvazo, Department Assistant

Approved by: \_\_\_\_\_  
Phil Lugar, Chair



## Municipal Operations Department

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PB&R Commission Agenda

Item No. 4B

June 5, 2012

**TO:** Parks, Beaches and Recreation Commission

**FROM:** Parks and Trees Maintenance Superintendent  
Operations Support Superintendent

**SUBJECT:** *April – Parks and Trees, and Operations Support Divisions Activity Report*

### **Parks Maintenance Division Activities**

Parks Maintenance Division staff continues working with the Public Works Department on numerous projects in the planning and construction phases.

#### **Projects currently underway:**

- Jamboree Road Widening at Bristol
- Sidewalk, Curb and Gutter Contract - various locations
- Buck Gully Lower Canyon Stabilization
- Upper Buck Gully trail and bridges
- Balboa Yacht Basin re-landscaping
- Bitterpoint and Rocky Point Pump Stations
- Civic Center
- Irvine Terrace Park Shade Structure
- Bristol Street North Landscape

#### **Projects that are in the planning phases:**

- Sunset Ridge Park
- Marina Park
- 19<sup>th</sup> Street Tide Valve
- China Cove Slope Stabilization
- CDM Entrance, at MacArthur Boulevard
- Irvine Terrace Park CERT storage
- Cypress Street End
- Bristol Street South Landscape
- Dover Drive Median
- Irvine Avenue, Westcliff to Dover
- Lido Village
- Balboa Boulevard medians
- Playground donation at Balboa Boulevard and Miramar Street and I Street median.

1. City staff recently coordinated with Newport Harbor Baseball Association (NHBA) representatives in the addition of a batting cage at Bob Henry Park. Staff assisted the group in determining a workable location and coordinated with the group's contractor through the construction phases.
2. Parks Division staff recently coordinated with Library Services staff in determining a suitable landscape enhancement to four large planter pots in the Bamboo Courtyard at the Central Library. The Pygmy Date Palms that were decided upon and installed should provide a grander scale to the area, while blending nicely with the Courtyard's tropical scheme. Additionally, the Gold Lantana selected for the understory should offer a "color cascade" once matured.



3. On the weekend of May 18<sup>th</sup>, in observance of Armed Forces Day, the Exchange Club of Newport Beach hosted The Field of Honor event at Castaways Park. The Exchange Club coordinated with Parks Division staff to assure none of the Park's irrigation system was damaged.



### **Trees Division Activities**

- During the month of April, 1,174 trees were trimmed, 23 trees removed, and 26 trees planted. As part of the City's overall grid and annual trimming schedule, the City's tree services contractor pruned trees within the Spyglass Hills, Buffalo Hills, Balboa Peninsula and Lido Isle areas. Additionally, the annual pruning of selected Ficus and Palm trees were completed throughout the City.



A Special Tree, a Coral tree, was removed within the median on Vista del Sol, Eastbluff area, due to severe decay.

The attached Tree Activity Report summarizes requests and field activities performed during the past months.

- The 2012 Arbor Day Celebration was held at Eastbluff Elementary School on Thursday, May 24<sup>th</sup>. Staff planned the event with the assistance of School Principal Cheryl Beck. Parks and Trees Superintendent Dan Sereno emceed the event and provided a presentation on the transformation of Newport Beach over the past 70 years, from an area with very few trees to one containing the beautiful urban forest of today. The day's festivities included:



- Mayor Nancy Gardner presenting the Arbor Day Proclamation to Principal Beck, the Student Council, and over fifty 5<sup>th</sup> grade students;
- Phillip Lugar, Chair of the Parks, Beaches, and Recreation Commission speaking on the importance of trees as a natural resource;
- Lynnette Short, Urban Forester (Southern Region) with the California Department of Forestry and Fire Protection, and John Conway, Urban Forester presenting the Tree City USA Flag and Growth Award to Mayor Gardner and Principal Beck;
- Dan Sereno and John Conway leading the 5<sup>th</sup> Grade Students in the planting of several native trees adjacent to the school at Eastbluff Park.



### **Beach Maintenance Activities**

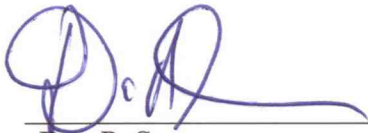
Municipal Operations Department crews have started the annual spring and summer preparations as we anticipate the usual large crowds of visitors to area beaches and beachfront shops. Preparation activities included:

- Pulling forward lifeguard towers
- Digging trenches for phone lines
- Removing winter wind fencing
- Pushing back wind-blown sand
- Grooming and detailing oceanfront beaches

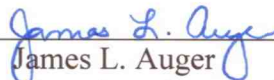
On Monday April 30<sup>th</sup>, the Beach Maintenance Crew switched to the summer work schedule with a start time of 5:00 AM, to ensure a safe work environment while providing increased maintenance coverage. In addition, high profile commercial districts will also receive increased maintenance attention. These maintenance schedules will remain in effect until after the Labor Day weekend.

See attached Municipal Operations Department, Activities Reports for April 2012.

Submitted by:



Dan P. Sereno  
Parks and Trees Maintenance  
Superintendent



James L. Auger  
Operations Support Superintendent

Attachments: (A) Tree Activity Report 2011-2012  
(B) Municipal Operations Department, April 2012 Activities Reports



# Municipal Operations Department

## Parks and Trees Division Reforestation and Tree Removal Activity Report Fiscal Year 2011-2012

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Tree Removals	9	12	12	26	9	18	29	20	34	22			191
Emergency Tree Removals	0	0	105	33	0	0	0	0	0	1			139
Reforestation Tree Removals *	4	0	0	0	0	9	0	0	0	0			13
Problem Tree Removals	0	0	0	0	0	0	0	0	0	0			0
<b>Total Removals</b>													<b>343</b>

Trees Planted	5	2	8	23	5	0	7	21	2	2			75
Replacement Trees									22	24			46
Reforestation Requests	0	0	2	0	0	0	0	0	0	0			2
Reforestation Approved	0	0	1	0	0	0	0	0	0	0			1
Removal Requests	0	0	0	0	0	0	0	0	0	0			0

\*PB&R Commission approved a reforestation request in September that included 9 City trees on Surfview Lane





# Municipal Operations Department

## Parks and Trees Division Fiscal Year 2011-2012

### Problem Tree Removals

Month	# Trees	Location(s)
July-11	0	
August-11	0	
September-11	0	
October-11	0	
November-11	0	
December-11	0	
January-12	0	
February-12	0	
March-12	0	
April-12	0	

### Reforestation Tree Removals

Month	# Trees	Location(s)
July-11	4	(2) trees at 321 Anade Avenue, (2) trees at Altura Drive
August-11	0	
September-11	0	
October-11	0	
November-11	0	
December-11	9	Approved Reforestation Request on Surfview Lane
January-12	0	
February-12	0	
March-12	0	
April-12	0	

### Replacement Trees

Month	# Trees	Location(s)
March-12	22	
April-12	24	



<b>Municipal Operations Department - General Services Divisions - Activities Report - April 2012</b>	<b>This Month</b>	<b>This Month Last Year</b>	<b>Total To Date</b>	<b>TTD Last Year</b>
<b>Asphalt/Concrete</b>				
Street Patching (Tons of Blacktop)	179	265	1,992	2,063
Sidewalk Repaired (sq. ft.)	2,640	3,740	26,973	32,077
Curb & Gutter Replacement (lin. ft.)	110	316	1,495	2,502
Sweeping, Beach Cleaning, Demo Materials (tons)	270	212	2,736	2,818
Asphalt/Concrete Recycled (tons)	164	316	2,238	2,516
<b>Signs &amp; Traffic Markings</b>				
Signs Made	0	54	703	1,246
Signs Installed	132	207	1,826	1,776
Decals	0	0	1,279	496
Special Purpose Signs/Banners Made	15	20	143	463
Street Striping (lin. ft.) Added/Replaced	0	33,858	233,145	452,818
Pavement Markings (including reflective)	3	61	447	684
Parking Stalls	0	25	93	83
Curb Painting (lin. ft.)	4,077	60	35,072	13,279
Thermoplastic (lin. ft.)	0	2,209	570	31,392
Sign Posts Installed	11	27	157	177
<b>Graffiti</b>				
Graffiti Incidents Removed by Staff	15	15	135	208
Graffiti Incidents Removed by Contractor	103	63	827	454
<b>Refuse Collection</b>				
Residential (tons)	2,586	2,622	27,439	28,035
Liquid HazMat Incidents	12	26	139	261
E-Waste Incidents	9	13	38	150
U-Waste Incidents	6	10	77	128
Recyclables (tons)	1,076	1,092	11,449	11,732
<b>Trees</b>				
Trimmed by Staff	39	27	323	225
Trimmed by Contractor	1,135	757	12,124	9,018
Removed	23	19	343	134
Planted	26	12	121	78
Roots Pruned by Contractor	0	2	17	29
Roots Pruned by Staff	14	9	50	26
<b>Automotive</b>				
Repairs	110	201	1,302	2,482
Preventive Maintenance Completed	69	72	642	726
PM Labor Hours	122	161	1,463	1,755
<b>Beach Maintenance</b>				
Beach Area Refuse (tons)	104	94	1,100	1,014
Beach Debris (tons)	52	47	793	928
<b>Sweeping/Storm Drain</b>				
Gutter Miles Swept	3,224	3,329	33,286	36,269
Sweeping Debris (cubic yards)	432	258	5,182	4,935
Storm Drain Debris (cubic yards)	28	25	512	533

**Recreation Services  
Monthly Activities Report**

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To: Parks, Beaches & Recreation Commission  
From: Sean Levin, Recreation Superintendent  
Re: Recreation Division Monthly Activities Report



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**NEWPORT HARBOR LAWN BOWLING CLUB – OPEN HOUSE**

The Newport Harbor Lawn Bowling Club's (NHLBC) annual Open House was a huge success! They had a record attendance of 250 participants and signed up 60 new members. The goal was to inform residents of the lawn bowling club's programs and membership. This annual event helps the club increase its membership and continue to diversify the age of members. During the day, they served 45 pizzas, hundreds of drinks and gave lessons to almost everyone who attended.

The lawn bowling facility is City owned and leased back to the NHLBC. The City is responsible for the exterior of the building, while the NHLBC maintains the inside of the building and the grounds surrounding the building.



**LOOKING AT 2012**

Spring is high season for tidepool tours with thousands of children from throughout Southern California coming to learn about the biological significance of the inner tidal rocks and the responsibility that we all share for water quality. The following email was received for staff member Ginny Gregurek and a happy customer wanting to schedule again for 2013!

**From:** Tandi Filpi  
**Sent:** Friday, May 11, 2012 3:50 PM  
**To:** Marine Education  
**Subject:** Re: Looking at 2012 (ugh!)

Pease give our thanks to "Ginny." We had a wonderful day yesterday, despite the lack of sun. Please let me know when you have your calendar for next year available so that I can begin to look at low tide days for this time next year. Again, we had a wonderful time and are looking forward to the "Traveling Touch Tank!"

Tandi Filpi  
Cross Point Children's Center

## **SPRING BREAK CAMPS A SUCCESS!!**

During spring break, participants enjoyed surfing, soccer, basketball, and cooking! Over 104 kids attended the five different camps offered. Thirty three campers learned how to surf in the Quiksilver & Roxy Camp; 18 kicked around the soccer ball at Bonita Creek Park in the Irish Soccer Camp; and some had the opportunity to learn to mix, bake, and create their own signature cupcake! Basketball camp was busy with 19 campers learning new skills and techniques on the court and 33 three to six year olds campers had fun on the field learning the basics of sports with Camp Playball!



## **CITY'S TRACK MEET — A TOTAL SUCCESS**

The annual Frank E. Anderson Memorial Track & Field Championship was one for the record books: seven new records in fact! Sponsored by the City and the Newport-Balboa Rotary Club, the meet, was held at the Corona del Mar High School track on April 20 and featured a record-breaking 500 participants. And the overall school trophy went to Eastbluff with 246 points, followed by Harbor View, Newport Heights, and Newport Coast.

Among the seven new record holders, two stood out: 10 year old Mia Ferrentino set two records in the 100 meter dash and the 200 meter run - the same two events as double record holder Ricardo Ortiz, who is 15 years old. Both will be among the 77 children representing Newport Beach at the Orange County-SCMAF Track & Field Championships on May 6 at Laguna Hills High School. After that, they can compete at the SCMAF Southern California Track & Field Championships on June 6 in Downey.

Thanks go out to Department Assistant Sonia Villalvazo, Assistant Recreation Coordinator Angie Ernst and Recreation Supervisor Scott Williamson for all their work putting on this great event!



## **NEWPORT COAST COMMUNITY CENTER**

Improvements continue to be made at Newport Coast Community Center. The perimeter walls and removable wall were re-fabricated in the two front rooms. The rooms are primarily used for the City's preschool programs, art programs, girl scout/boy scout groups and HOA meetings.

## **AQUATICS**

- Lap Swim - Participants of the lap swim program are now receiving monthly email blasts which contain information about the program as well as the lap swim calendar.
- Lifeguard Swim Academy - Nine new candidates will begin their training to become certified lifeguards and pool swim instructors this weekend. Once the candidates have successfully completed the program they will teach swim lessons and lifeguard for the City this summer at the pools.

## **PARK PATROL**

Requested calls are assigned visits by staff or schedule or phone requests. Customer Contacts are the number of times they stopped and spoke to customers other than requested calls. Due to the timing of the meeting, these monthly summaries will be two months behind (i.e. in June you will receive April summary). During the month of **April** the Park Patrol had the following number of contacts:

### **1. Requested Calls**

- 133 with Youth Sports Groups
- 398 Field related issues/checks
- 9 Park/Picnic/reservation issues/checks
- 144 Community Center issues/checks
- 334 Playground checks
- 26 other

### **2. Public Contacts**

- 143 education
- 3 alcohol
- 126 dog related

Written Warnings Issued - 5 – for parking violations  
Citations Issued - None

## **FACILITY RENTALS & SPECIAL EVENT PERMITS**

During the period of April 16 –May 15, 2012 there were:

- 17 Picnic/Park Area Rentals
- 8 Room Rentals
- 3 Field Rentals
- 7 Gym Rentals

As of May 15, 2012, there were 87 Special Event Permits processed and issued for the year. Those events of note for this period are:

**Boat Show:** Newport Harbor, April 19-22, 2012 - Attendance: 2400

**NB Film Festival:** Fashion Island, April 26-May 3, 2012 - Attendance: 2500

**March for Babies:** Fashion Island, April 29, 2012 - Attendance: 6400

**OC Marathon:** Fashion Island-CDM, May 6, 2012 - Attendance: 10,000

**NB Film Festival:** Fashion Island, April 26-May 3, 2012 - Attendance: 2500

**Volcom Surf Contest:** 54<sup>th</sup> Street, May 10, 2012 - Attendance: 200 per day

## Senior Services Monthly Activities Report

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To: Parks, Beaches & Recreation Commission

From: Celeste Jardine-Haug, Senior Services Manager

Re: Senior Services Division Monthly Activities Report

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- Swingin' Concert at OASIS - Pete Jacobs' Wartime Radio Revue 16 piece swing band performed May 16 with over 200 seniors toe-tapping to the music and the upbeat harmonies of the three talented "Andrews Sisters" style singers. This is the 5<sup>th</sup> time this fabulous band has entertained the seniors at OASIS, and with rave reviews every year, it won't be their last!
- Ragtime Concert at OASIS - Pianist Jeffrey Briar dazzled the OASIS seniors with a free piano concert featuring fun-filled music by ragtime greats such as Scott Joplin, "Jelly Roll" Morton, and W. C. Handy. Contract Instructor Jeffrey Briar also teaches Laughter Yoga classes at OASIS in the evenings. During his free piano concert, he demonstrated his Laughter Yoga classes so seniors could witness firsthand the benefits of this therapeutic and gentle way to exercise their body and spirit.
- Preparing for the Loss of a Spouse - On June 13 & 27 attorney Bradley Erdosi and a financial planner will present "Preparing for the Loss of a Spouse." This seminar will provide valuable information regarding; planning in advance, top ten things to do when the loss occurs, protecting yourself and finding the right help. This may be a topic that most couples wish to avoid but it is essential to have ones affairs in order and this program will help our seniors start the thought process.



## **OASIS TAX PROGRAM**

The annual tax aide program has come to an end for the year and the following is the annual report of how the program did:

### **Annual Report For the Tax Year 2011 OASIS Senior Center Tax-Aide Program**

Our recruiting effort for the 2011 tax season was quite successful in that three qualified candidates responded to our community outreach. Mahmoud Abdelaty, Jack Harney and Phil Gold completed a rigorous training protocol, passed a comprehensive qualifying exam and provided high quality tax counseling throughout the season. Their participation served to buffer the loss of veteran filers Tim Stahl (relocated) and John Oney (leave of absence).

Our veteran cadre of Robin Boyd, Jerry Ray, Barbara Dawkins, Daryl Johnson and the undersigned once again underscored the advantage that only 40 + years of cumulative experience can provide.

Additionally, Ray Coluzzi and Barbara McKone continued to refine their administrative support efforts ensuring maximum efficiency in the management of supplies and the registering of clients as they arrived for appointments.

Overall, a total of 263 Federal and State returns were prepared (with 260 e-filed). Our second year of Tax-Wise Online (TWO) experience was highly satisfactory with year-to-year system upgrades making for a much improved capability.

Once again, special acknowledgement must be made of the efforts of Robin Boyd and Jerry Ray. Robin was critical in the formatting of TWO for our site and shepherding everyone through the programs various idiosyncrasies. Jerry, as he has since the advent of e-filing at our site, undertook the actual electronic transmission of all returns – a time consuming and technically challenging task.

Finally, on behalf of the entire Tax-Aide counseling crew I must, once again, express deep appreciation to Vicki Chin for all her many suggestions, initiatives and actions-without which our entire effort would have been seriously sub-optimized.

Respectively submitted


John Farmer Volunteer Site Coordinator

## **OASIS FACILITY RENTALS**

During the period of April 16, 2012 – May 15, 2012 there were:

- 12 Classroom Rentals
- 6 Event Center Rentals

<b><u>Upcoming Events</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Responsible Staff</u></b>	<b><u>Phone</u></b>	<b><u>Location</u></b>
NTAC production – <i>The Boy Friend</i>	6/1-7/1	7:30pm	NTAC	631-0288	NTAC
Art in the Park	6/16	10am	Arts Foundation	673-2721	Mariners Park
Summer Camps Begin	6/25	7am	J Harmon/R Valdez	644-3151	All over the City
OASIS Mini Fitness Conference 2012	6/29	8:30am	Justin Schmillen	718-1818	OASIS Senior Ctr
Mariners Independence Day Parade	7/4	10:30am	Mariners Foundation	644-3151	Mariners Park <sup>4th</sup> of
July is for Families	7/4	9am	Matt Lohr	644-3164	38 <sup>th</sup> St/Channel Place Park



*"Your First Choice for Connecting People, Play & Programs"*

# APRIL 2012 OASIS UTILIZATION REPORT

**PARTICIPANTS ATTENDING** 16,903 CUSTOMERS

RECREATIONAL CLASSES 2,951 CUSTOMERS

FITNESS CENTER 6,157 CUSTOMERS

PERSONALIZED SERVICES PROVIDED 3,757 CUSTOMERS

Includes:

Blood Pressure	65	Rental Inquiries	23
Counseling-persons	45	Rentals (Paid)	10
Eldercare	5	Senior Assessment(hrs)	35
Employment	25	Telephone Reassurance	255
HICAP	10	Visual Screening	4
Housing counseling	35	Transportation Info	650
Information and Referral	2520	Taxes (Seasonal)	64
Legal Assistance	11		

**SENIORS RECEIVING TRANSPORTATION SERVICES** 1,197 RIDERS

Care-A-Van/Shuttle

**CUSTOMERS RECEIVING NOON MEALS @ THE CENTER\*** 2,029 CUSTOMERS

\*includes meals on wheels

**VOLUNTEER SERVICES PROVIDED AT THE CENTER** 1,336 HOURS

Includes:	Kitchen & Home Delivered Meals	(*equiv. to 9 full-time employees)
Front Office	Travel Office	
Gift Shop	Library	
Instructors	President	
Treasurer	Vice President	
Bookkeeper	Taxes	

**PARTICIPANTS IN FRIENDS OF OASIS TRAVEL** 117 CUSTOMERS

Day Trips

Barona Casino	54
San Diego Museum of Art	40
Stained Glass Tour	23

Long Trips

**SPECIAL EVENTS/SCREENINGS/LECTURES** 695 PERSONS

Trail Trekkies	0	Strategies to Remember	33
OASIS Golfers	139	Missing Keys & Forgotten Names	10
Computer Friends	45	UCI: Abdominal Aneurysms	50
Big Band Seminar	101		
Movie:Moneyball	95		
Volunteer Luncheon	140		
Spring Fling	82		



## Municipal Operations Department

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PB&R Commission Agenda

Item No. 5A

June 5, 2012

**TO:** Parks, Beaches and Recreation Commission  
**FROM:** Municipal Operations Director  
**SUBJECT:** *Special Tree Removal Request – 1901 Glenwood Lane*

A handwritten signature in dark ink, appearing to be "M. Goodell", is written over the subject line and extends into the right margin.

### Recommendation

Staff recommends that the Parks, Beaches and Recreation (PB&R) Commission consider the removal of a Special City Tree, Neighborhood Tree at 1901 Glenwood Lane.

### Discussion

City Council Policy G-1, Retention or Removal of City Trees, Special City Trees, Neighborhood Trees, requires that the PB&R Commission approve the removal of a Special Tree (Attachment A).

Staff is requesting approval for the removal of a City Eucalyptus citriodora (Lemon-Scented Gum) tree located adjacent to 1901 Glenwood Lane. The tree is listed as a Special City Tree under Neighborhood Trees.

On May 1, 2012, staff met on site on behalf of the property owner, Ms. Lydia Goodell, to discuss the replacement of an uplifted sidewalk adjacent to the tree. Ms. Goodell is insisting upon sidewalk repair and will not accept the ramped asphalt as an alternative solution. That portion of sidewalk had previously been removed and repaired with a section of asphalt, and the asphalt is now raised from tree roots. The Urban Forester, Field Maintenance Superintendent, and Parks and Trees Superintendent determined the tree cannot be safely root pruned without potential liability and possible tree failure. Consequently, the tree must be removed if sidewalk repairs are to occur.

If the removal is approved, the replacement tree will be planted elsewhere in the community. This tree site is deemed a nonviable planting site as it is too close to the driveway approach at the residence.

Staff has attached the Tree Removal Report and photographs related to the request (Attachment B).

Ms. Goodell, Council Member Rush Hill, and the Mariners Community Association have received a copy of this report and a notice of the Commission meeting.



Additionally, notification letters related to this removal request were sent out to the surrounding property owners (Attachment C).

Attachments

- (A) G-1 Policy
- (B) Tree Removal Report and photographs
- (C) Map (highlighting the surrounding property owners)

## RETENTION OR REMOVAL OF CITY TREES

### GOAL OF POLICY

To establish and maintain appropriate diversity in tree species and age classes to provide a stable and sustainable urban forest with an inventory that the City can reasonably maintain in a healthy and non-hazardous condition. To require that in approving any tree removal or reforestation request the PB&R Commission shall find that the tree removal request will not adversely impact the overall inventory, diversity and age of the City's Urban Forest.

### PURPOSE

The purpose of this policy is to establish definitive standards for the retention, removal, maintenance, reforestation, tree trimming standards, and supplemental trimming of City trees. City trees are an important part of the character and charm of the entire City and provide environmental benefits as well. Regular care, trimming, root pruning, maintenance, and programmed replacement are necessary to preserve this charm while at the same time protecting views consistent with Council Policy G-3 and preventing public and private property damage.

The City classifies public trees in one of three categories: Special Trees, Problem Trees, and All Other Trees.

### SPECIAL CITY TREES

It is the City's policy to retain City trees categorized as Landmark, Dedicated, or Neighborhood trees, which have historical significance, and/or contribute to and give character to a location or to an entire neighborhood. Landmark, Dedicated, and Neighborhood trees are identified by species by Attachment 1, and shall hereinafter be referred to as Special Trees. Trees within these categories shall be identified, mapped, recorded and administered by staff for the Parks, Beaches & Recreation Commission ("Commission"). The Commission shall review the Special Tree list on an as needed basis and forward recommendations for additions or deletions to the City Council for approval.

Landmark Trees are identified as those individual Special Trees that possess historical significance by virtue of their size, age, location, or species.

Dedicated Trees are Special Trees donated for or in the memory of specific individuals or organizations.

Neighborhood Trees are Special Trees that by their unusual size, number, species, or location lend a special character to a residential, commercial, or business area.

Special Trees shall be retained, unless there are overriding problems, such as death, disease, or the creation of a hazardous situation, which require their removal. Prior to consideration for any removal of a Special Tree(s), the General Services Director, or designee, shall prepare a report identifying and implementing specific treatment to retain the tree(s). If specific treatment is unsuccessful or impractical in retaining a tree(s) then a full staff report shall be made to the Commission before any further action considering removal is taken. Prior to any removal of Special Tree(s), the City must comply with the noticing provisions of the Removal of City Trees section set forth in this Policy, unless a Special Tree is considered hazardous that necessitates an emergency removal. Any such removal must be recommended by the General Services Director and the Risk Manager and approved by the City Manager.

During normal sidewalk, curb, and street repair activity requiring root pruning, all steps shall be taken to retain Special Trees. If tree roots are to be pruned in association with sidewalk, curb, and gutter improvements, sufficient timing in advance must be planned to ensure that pruning will not destabilize or kill the tree. If both sides of a Special Tree's roots are to be pruned, one side should be pruned 6 months to a year in advance of the other side depending upon the species and other related factors. If root pruning methods are not practical and/or critical to the health of the tree, then alternate or special hardscape improvements should be considered by the City in order to retain the tree providing that costs are reasonable. All proposed root pruning or other tree treatment shall be assessed and approved by the Urban Forester.

Special Trees may be considered for removal in conjunction with a City Council approved beautification project utilizing the Removal of City Trees procedures noted in a subsequent section of the Policy.

## PROBLEM TREES

A Problem Tree is defined as a tree that by virtue of its species causes excessive hardscape or utility damage due to its excessive root system. The following trees are defined as Problem Trees:



- *Ficus nitida* (Indian Laurel Fig)
- *Ficus rubiginosa* (Rusty Leaf Fig)
- *Ficus benjamina* (Weeping Fig)
- *Erythrina caffra* (Kaffirboom Coral Tree)
- *Fraxinus uhdei* (Shamel Ash)
- *Cupaniopsis anacardioides* (Carrotwood)
- *Liquidambar styraciflua* (American Sweet Gum)
- *Schinus terebinthifolius* (Brazilian Pepper)

Problem Trees shall not be designated as parkway trees on the Designated Street Tree List.

Problem Trees that are not designated Special Trees may be removed for the following reasons:

- A. The City tree has had a repeated history of damaging public or private sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities, or foundations based on City records or other competent and reliable authority. Water or sewer stoppage that results from tree roots and causes significant documented private property damage (greater than \$500) shall be sufficient criterion for tree removal.
- B. The City tree has had repeated history of significant interference with street or sidewalk drainage, despite specific treatment by the City to alleviate repeated damage.
- C. The City tree has created, in the opinion of the Urban Forester, a view impediment that cannot be resolved by normal nor alternative tree trimming procedures.

Problem Trees may be proposed for removal by either staff or private property owners. The authority to remove Problem Trees rests with the City Manager. No more than 250 Problem Trees may be removed per year by staff under these criteria without special approval of the Parks, Beaches, and Recreation Commission. In removals under Sections A & B above, no more than one of three parkway trees in a continuous row may be removed in a three year period without a hearing before the Commission. Replacement trees of a 24-inch box size may be planted if funding permits. Staff is responsible for notifying the adjacent property owner, the legally established homeowners association, and the Councilperson of the district where the removal is

proposed, if applicable, of the intent to remove a Problem Tree. The decision by the City Manager to remove a problem tree is final unless called up by at least one Councilperson. The Urban Forester shall report the removal of Problem Trees on a monthly basis to the Commission. The cost to remove and replace Problem Trees will be the sole responsibility of the City based on availability of funding, with the exception of Category C (view), which is the sole responsibility of the applicant.

#### ALL OTHER CITY TREES

A City tree which is not designated as a Special or Problem Tree is designated as an All Other Tree. It is the City's policy to retain All Other Trees unless removal is necessary for one of the following reasons:

- A. The City tree has had a repeated history of damaging public or private sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities, or foundations based on City records or other competent and reliable authority. Water or sewer stoppage that results from tree roots and causes significant public or private property damage (greater than \$500) shall be sufficient criterion for tree removal.
- B. The City tree has had a repeated history - of significant interference with street or sidewalk drainage.
- C. The City tree is dead, diseased, dying, or hazardous, and presents a liability to the City. A dead tree is one that has been assessed by the Urban Forester and found to have deceased. Diseased trees are defined as those trees that cannot be cured by current arboricultural methods, are in an advanced state of decline, and have no prospect of recovery. Dying trees are those that have no prospect of recovery. Hazardous trees are defined as those that are defective, have a potential to fail, and would cause damage to persons and property upon failure. The Urban Forester will perform a hazard assessment whenever a tree is identified as hazardous. The assessment will identify: structural defects of the tree, parts of the tree most likely to fail, targets where imminent personal injury or property damage may result with tree failure, and procedures or actions necessary to abate the hazard. After assessment, the Urban Forester will expeditiously convey his written findings and recommendations to the Risk Manager for evaluation. If the Risk Manager agrees with the Urban Forester findings to remove a tree, the hazardous tree will be removed without further delay. In the case of imminent tree failure, the Parks and Trees Maintenance



Superintendent or the Urban Forester shall have the authority to direct the removal of a hazardous tree.

- D. The tree(s) have been requested to be removed in conjunction with a City Council-approved City, commercial, neighborhood, or community association beautification program.
- E. The City Manager, upon the advice of the General Services Director, City Attorney, Risk Manager or the Traffic Engineer, shall have the authority to remove individual Problem or All Other Trees to resolve claims or safety issues.

## REMOVAL OF CITY TREES

The initiation to remove (Special or All Other) City tree(s) may be made by the staff of the General Services, and/or Public Works Departments, a legally established community association, or a private property owner by making application to the General Services Director, utilizing the City tree removal form. The provisions and procedures of this Section of the Policy do not apply to the Problem Tree nor Reforestation tree removal processes, which are described in other sections of this Policy. Special Trees may be considered for removal under the provisions of this Section provided a special report by the General Services Director is provided to the Commission detailing the necessity of removal and any specific previous treatment of the tree.

After receipt of the application, a Tree Inspection Report shall be prepared by the City's Urban Forester (Attachment 2) to determine if the tree(s) meets the criteria outlined in the above All Other City Trees section for consideration for removal. Simultaneously, the Urban Forester shall provide a notice of the proposed tree removal to the adjacent property owner (if not the applicant), the private property owners immediately adjacent to the applicant's property, and the appropriate community association if applicable, (not applicable to the emergency removal of hazardous trees under Item C nor to trees that meet the criteria of Item E in the preceding All Other City Trees section). The Urban Forester shall determine whether in his/her judgment additional specific treatment can be initiated to retain the tree provided the costs are reasonable. If a tree(s) is to be removed, the tree(s) will be posted at least 30 days prior to the removal with a sign notifying the public that they have the right of appeal. The sign shall also note a staff contact. Once a recommendation is made by the Urban Forester and the Parks and Trees Maintenance Superintendent to the General Services Director and the General Services Director or designee concurs, then the applicant, the adjoining owners,

private property owners on either side of the street within 500' in each direction of the tree location and a legally established community association, if applicable, shall be notified of the decision to remove or retain the tree within 30 days of the proposed removal. A legally established community association is responsible for notification of all association members pursuant to their established procedure. The General Services Director, or a designee, shall prepare a staff report for a regularly scheduled PB&R Commission meeting of all trees recommended for removal, except for those trees categorized in Paragraph C. (dead, diseased, or dying trees) or Paragraph E (claims and safety issues) in the preceding section on All Other City Trees. Only an applicant, an adjoining property owner, or a legally established community association, the City Manager, a PB&R Commissioner, or a Councilmember may appeal the decision of the General Services Director not to remove a tree to the Commission. The Commission, in considering any appeal, shall determine whether the removal meets the criteria outlined in this Policy, as well as any unique factors which may be pertinent to the removal or retention of tree(s). The decision of the Commission will be considered final unless called up by at least one Councilmember or the City Manager.

The General Services Department will delay any tree removal(s) for at least 14 calendar days following the date of the Commission decision in order to allow time for a Councilmember or the City Manager to call the item.

The City will replace all trees removed in accordance with the All Other City Trees removal criteria on a one for one basis. Replacement trees will be a minimum of a 36" boxed size. If 36" boxed trees are not available, or funding, or space constraints prevent planting of a large tree, then a minimum of a 24" boxed tree will be planted. The full costs of removal and replacement of Special or All Other Tree(s) will be the sole responsibility of the City, unless an applicant voluntarily pays for a new tree(s).

#### REFORESTATION OF CITY TREES

The concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of trees for the planted location is referred to as reforestation. The Urban Forester shall make a finding for the latter category of inappropriate tree species for a specific location. His determination may be appealed to the General Services Director whose decision will be final.



It is recognized and acknowledged that City trees were planted many years ago and in some cases were planted with specific species that when fully mature cause damage to curb, gutter, sidewalk or underground utilities. Within the geographical boundaries of certain view neighborhoods, City street trees may encroach into blue water views from public and private property depending on the length of time since the trees were last trimmed, or the age and height of the trees. In other cases, the wrong species of tree was planted originally and simply does not conform to the current treescape or represents a safety hazard.

Arborists continue to develop lists of tree species which will grow in restricted parkway areas without causing significant damage to curb, gutter, sidewalk, utilities or loss of views. The City Street Tree Designation List, which specifies a species for each City street reflects an effort by the City to prescribe appropriate tree species that will not cause future problems.

As a City which understands the importance of trees and the beauty they bring to a community, the City desires to continually improve the urban forest through reforestation. In areas where City trees have been removed through City initiation, the City will endeavor to replace the trees with the appropriate designated City tree.

Individual private property owners, as well as legally established community associations, may apply for single or multiple tree reforestations in their respective area by submitting a request to the General Services Director for consideration by the Commission that meets the following requirements:

- A. The proposed area must have clearly defined contiguous geographical boundaries that include the tree(s) proposed for removal and replacement, street address(es), block number(s), or other geographical information. This section applies to individual and group requests.
- B. Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined for reforestation. The petition content must be approved and dated by City staff prior to distribution by the petitioner. The staff-approved petition must be distributed by the petitioner to a maximum of 30 private property owners (up to 15 contiguous private property owners on both sides of the street up to 500' in either direction from the location of the proposed reforestation). Signatures by non-property owners are not acceptable for petition purposes. All petition signatures shall be verified by City staff for property owner status of the person(s) signing the petition. As an alternative to



the above requirements, areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation with a statement that all members of the community association having their residential views affected, have been officially notified and given an appropriate opportunity to respond before the Board voted on the request. Individual private property owners living within a legally established community association area with mandatory association membership must petition for reforestation through their respective association.

- C. Individual private property owners not residing within a legally established community association area may submit individual requests for single or multiple tree reforestations. The applicant must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable. The petition content must be approved and dated by staff prior to distribution. All petition signatures shall be verified by City staff for private property owner status of the person(s) signing the petition.
- D. A written agreement must be submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department. The total costs shall include only the contractor's removal and replacement costs and be paid in advance of any removal actions.
- E. The replacement tree(s) for reforestation shall be the Designated Street Tree(s) as prescribed by City Council Policy G-6, or the organization must request and obtain approval from the Commission of the designation of a different tree species prior to submitting any reforestation request for a tree species other than the designated street tree. This section applies to individual or group requests.
- F. There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 36" boxed trees, unless the parkway space will not accommodate a 36" boxed tree or a tree cannot be planted due to planting restrictions contained in Council Policy G-6. If there is not room for the replacement tree(s) at a specific site as prescribed by City Council Policy G-6, then the replacement tree(s) shall be planted in a public

area in the same neighborhood at the option of the petitioner. This section applies to individual or group requests.

- G. Reforestation requests must be completed and submitted in a timely manner by the petitioner. Petitions that are dated more than 90 days in arrears from date stamped by staff before distribution will not be forwarded to the PB&R Commission for consideration.

The decision of the Commission on reforestation requests will be considered final unless called up by at least one Councilmember or the City Manager.

#### TREE MAINTENANCE

The City shall require the proper care and watering of replacement trees by the reforestation petitioner to ensure their proper growth and development as outlined in City Council Policy G-6. Furthermore, no person shall tamper with City trees in violation of Section 13.08.040 of the Municipal Code. Further, the City will endeavor to fund the care of the Urban Forest to the highest level possible through the efficient use of regular tree trimming, root pruning, root barrier and pesticide programs.

#### ENCROACHMENT AND DEMOLITION PERMITS

All encroachment permits (permits for private property development which are proposed to encroach upon the City right of way) or demolition permits that involve the removal or replacement of City tree(s) must be specifically noticed by the property owner to City staff prior to the building and/or demolition permit process whenever possible. The proposed construction plans must indicate preservation of existing City trees wherever possible (exempt: dead, dying, or in an advanced state of decline). If the proposed development, as deemed by the General Services Director, requires the removal of City trees, the property owner must submit a tree removal request to the General Services Director, shall pay all related tree removal and replacement costs (one for one replacement) and meet all provisions of Council Policies L-2 and L-6 and City Ordinances 13.08 and 13.09. Approval or disapproval of all tree removal/replacement requests associated with encroachment and demolition permits will be the responsibility of the General Services Director or a designee.



## TREE TRIMMING STANDARDS

The City Council has adopted tree trimming cycles for trees of different ages and species. Tree trimming cycles and trimming standards shall represent the maximum feasible frequency given current fiscal conditions. Except as provided in the Supplemental Trimming Section below, trimming shall be in accordance with the standards of the International Society of Arboriculture (ISA). In those communities with a legally established community association, periodical tree trimming with an emphasis on height reduction will be considered by the City Urban Forester upon written request by the association.

## SUPPLEMENTAL TREE TRIMMING

The City will consider, and as a general rule approve, requests to trim certain trees more frequently or to trim trees consistent with practices applied prior to the adoption of ISA standards (to enhance public and private views, preserve required sight/distance standards, or other public purposes) which are submitted by affected private property owners or the board of a legally established community association and the request is accompanied by a completed "Supplemental Tree Trimming Form" and full payment for the requested tree trimming. However, since these practices often require 'topping' or possible disfiguring of a tree(s) and are often aesthetically displeasing and injurious to a tree, reforestation shall only be considered when supplemental tree trimming is impractical or infeasible as determined by the Urban Forester.

The General Services Director shall establish procedures to implement the supplemental trimming provisions of this Policy. An approval must be obtained from a legally established association by the requestor of supplemental tree trimming in areas with an active homeowners' association if the requested trimming is to be undertaken within the association area.

[Attachment 1- Special Trees]

[Attachment 2- Tree Inspection Report]

Adopted - May 9, 1966  
Amended - August 14, 1967  
Amended - November 9, 1976  
Amended - November 12, 1985  
Amended - November 28, 1988  
Amended - March 14, 1994

Formerly I-9

Amended - April 11, 1994  
Amended - February 26, 1996  
Amended - July 14, 1997  
Amended (Administratively) -  
November 24, 1997  
Amended - August 10, 1998  
Amended - February 22, 2000  
Amended - April 27, 2004  
Amended - October 11, 2011

## ATTACHMENT 1

SPECIAL TREESLANDMARK  
TREES

Balboa Library	Eucalyptus globulus (3)
Balboa Library	Phoenix canariensis (2)
West Jetty View Park (near Historical Marker)	Phoenix canariensis (2)
Dover Drive at Westcliff	Liquidambar styraciflua (4)
Ocean Blvd. Corona del Mar	Phoneix canariensis (5)
Westcliff & Dover (Groves) Bike Trail	Eucalyptus globulus (134)
Main Street	Ficus microcarpa 'Nitida' (1)
City Hall	Ficus microcarpa 'Nitida' (2)
Balboa Boulevard Median	Araucaria heterophylla (1)
Ensign View Park	Erythrina caffra (1)
Lido Isle Medians	Pinus pinea (4)
Bob Henry Park	Ficus rubiginosa (1)
Castaways Park	Phoenix canariensis (1)
Wedge Area	Myoporum laetum (6)
Dover Drive east of Irvine Avenue	Erythrina caffra (1)

DEDICATED  
TREES

No. Mariners Park (Marcie Schrouder)	Pinus radiata
Mariners Park (Frank Tallman)	Pinus radiata
No. City Hall grounds (Billy Covert)	Ficus benamina
City Hall grounds (Walter Knott)	Pinus halepensis
City Hall grounds (Calif. Bicentennial)	Pinus halepensis
Las Arenas Park (Ed Healy)	Melaleuca linarifolia
Mariners Park (Isy Pease)	Pinus halepensis
City Hall grounds (U.S. Bicentennial Freedom Tree)	Harpephyllum kaffrum
Buffalo Hills Park (Bahia Community Earth Day Celebration)	Erythrina caffra
Peninsula Park (Gray Lunde Tree)	Chamaerops humilis
Cliff Drive Park (Gary Lovell)	Quercus agrifolia

DEDICATED  
TREES (contd.)

Begonia Park (Cheryl Bailey Ringwald)	<i>Prunus cerasifera</i>
Castaways Park (Jan Vandersloot) (Jean Watt)	<i>Quercus agrifolia</i>
Peninsula Park (Don Perdue)	<i>Ravenea rivularis</i>
Grant Howald Park (Pete Munro) (Mark Munro)	<i>Metrosideros excelsus</i>
Bob Henry Park (Bob Henry)	<i>Ficus rubiginosa</i>
Cliff Drive Park (Dr. Vandersloot)	<i>Quercus agrifolia</i>
Veterans Park (Rosemary Rae Hill Hansen)	<i>Lagenstroemia indica faueri</i>
Mariners Park (N. Beach Sunrise Rotary Club) (Christopher & Marisha Thomposn) (Meghan & Camielle Thompson)	<i>Stenocarpus sinuatus Pinus eldarica Pinus eldarica</i>
West Newport Park (Brownie Girl Scout Troop 2072)	<i>Spathodea campanulata</i>
Buffalo Hills Park (N. Beach Sunrise Rotary Club)	<i>Stenocarpus sinuatus</i>
Castaways Park (Nancy & Jack Skinner) (Bob & Susan Caustin)	<i>Quercus agrifolia</i>
Bayside Park (Newport-Irvine Rotary Club)	<i>Pyrus calleryana</i>
Castaways Park (Eva Victoria Najera)	<i>Quercus agrifolia</i>
Begonia Park (Dr. Leo V. Turgeon)	<i>Bauhinia blakeana</i>
L Street Park (Tim Van Ostenbridge)	<i>Cassia leptophylla</i>
Castaways Park (John D. Woodruff)	<i>Platanus racemosa</i>
Grant Howald Park (Jean & Coalson Morris)	<i>Cassia leptophylla</i>



DEDICATED  
TREES (contd.)

Old School Park (Jean & Coalson Morris)	<i>Cassia leptophylla</i>
Mariners Park (Sierra Beth)	<i>Bauhinia variegata</i>
Cliff Drive Park (Francis P. Hemenway)	<i>Cassia leptophylla</i>
Grant Howald Park (Skipper Mark Howes)	<i>Hymenosporum flavum</i>
Castaways Park (Michael F. Gustin)	<i>Platanus racemosa</i>
(Yen Chu Kuo)	<i>Quercus agrifolia</i>
(Grover Stephens, PH.D.)	<i>Platanus racemosa</i>
(Logan David Burley)	<i>Quercus agrifolia</i>
(Sawyer Dean Burley)	<i>Quercus agrifolia</i>
(Virginia Najera)	<i>Quercus agrifolia</i>
(Joe Clarkson)	<i>Quercus agrifolia</i>
(Sawyer Dean Burley)	<i>Quercus agrifolia</i>
Eastbluff Park (Lucy Huntsman)	<i>Hymenosporum flavum</i>
Irvine Terrace Park (Dana Harmon)	<i>Liquidambar styraciflua</i>
(Sister City of Okazaki)	<i>Pinus nigra</i>
Bonita Canyon Sports Park (Fern Pirkle)	<i>Melaleuca linariifolia</i>
Gateway Park (Virgina Herberts)	<i>Cassia leptophylla</i>
West Coast Highway & Superior Ave City Parking Lot (Louise Greeley)	<i>Cassia leptophylla</i>
Bayview Park (Gene Atherton)	<i>Cinnamomum camphora</i>
West Newport Park (Russell Marc Beaumont)	<i>Erythrina caffra</i>
(Jeff Steven Reinker)	<i>Erythrina caffra</i>

## NEIGHBORHOOD

## TREES

Shorecliffs Entrance	<i>Erythrina caffra</i> (51)
Marguerite Avenue	<i>Phoenix canariensis</i> (109)
Goldenrod Avenue	<i>Washingtonia robusta</i> (144)
Dover Drive (Mariners to Irvine)	<i>Eucalyptus globulus</i> (3)
15th Street (Newport Heights)	<i>Eucalyptus cladocalyx</i> (29)
Irvine Avenue Median	<i>Eucalyptus globulus</i> (130)
Holiday Road	<i>Eucalyptus globulus</i> (18)
(between Irvine Ave & Tustin Ave)	
Along Avon Avenue	<i>Eucalyptus globulus</i> (8)
Via Lido Bridge	<i>Eucalyptus globulus</i> (14)
Marine Avenue (Balboa Island)	<i>Eucalyptus</i> (Various Species) (34)
Seaview Avenue (Corona del Mar)	<i>Pinus radiata</i> (19)
Poppy Avenue (Corona del Mar)	<i>Eucalyptus rudis</i> (73)
Heliotrope Avenue (Corona del Mar)	<i>Pinus radiata</i> (18)
Candlestick Lane (Baycrest)	<i>Eucalyptus citriodora</i> (21)
Commodore Road	<i>Eucalyptus citriodora</i> (2)
Starlight Circle	<i>Eucalyptus citriodora</i> (11)
Glenwood Lane	<i>Eucalyptus citriodora</i> (7)
Sandalwood Lane	<i>Eucalyptus citriodora</i> (7)
Newport Center Drive	<i>Washingtonia robusta</i> (363)
Fourth Avenue	<i>Eucalyptus globulus</i> (48)
Clay Street	<i>Ficus microcarpa</i> 'Nitida' (21)
(Irvine Ave to St. Andrews Road)	
Leeward Lane	<i>Fraxinus uhdei</i> "Tomlinson" (43)
L Street Park	<i>Quercus suber</i> (39)
M Street Park	<i>Pinus pinea</i> (1)
West Newport Park	<i>Metrosideros excelsus</i> (55)
Santa Ana Avenue	<i>Eucalyptus robusta</i> (33)
Eastbluff Park	<i>Ficus macrophylla</i> (1)
Vista Del Oro Median	<i>Erythrina caffra</i> (6)
Rhine Wharf Park	<i>Archontophoenix cunninghamiana</i> (12)
Mariners Drive	<i>Jacaranda mimosifolia</i> (52)
Along Riverside Avenue	<i>Schinus terebinthefolius</i> (12)
(adjacent to Cliff Drive Park)	
Cliff Drive Park	
(Scout House)	<i>Ficus benamina</i> (1)
Buena Vista and Lindo Avenue	
128 Kings Road	<i>Erythrina caffra</i> (1)
128 Kings Road	<i>Roystonea regia</i> (1)
	<i>Pseudobombax ellipticum</i> (1)



## NEIGHBORHOOD

TREES (contd.)      Cliff Drive  
                              (north side, west of Dover Drive)  
                              725 St. James Road  
                              601 Dover Drive  
                              Margaret Drive Median  
                              Corona Del Mar State Beach

Agathus robusta (4)

Eucalyptus ficifolia (1)

Eucalyptus ficifolia (1)

Erythrina caffra (1)

Washingtonia robusta (74)

Adopted - May 9, 1966

Amended - November 9, 1976

Amended - November 28, 1988

Amended - October, 1993

Amended - July 14, 1997

Amended - January 25, 1999

Amended - February 22, 2002

Amended - April, 23, 2002

Amended - April 27, 2004

Amended - May 10, 2005

ATTACHMENT 2

CITY OF NEWPORT BEACH  
GENERAL SERVICES DEPARTMENT  
TREE INSPECTION REPORT

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Request \_\_\_\_\_

Botanical Name \_\_\_\_\_

Common Name \_\_\_\_\_

Designated Street Tree \_\_\_\_\_

Estimated Tree Value \_\_\_\_\_

Damage \_\_\_\_\_

Parkway: Concrete \_\_\_ Brick \_\_\_ Turf \_\_\_ Other \_\_\_

Comments \_\_\_\_\_

Inspected by \_\_\_\_\_ Date \_\_\_\_\_

Recommendation \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



## Municipal Operations Department

Received

MAY 29 2012

M.O.D.

May 21, 2012

**TO:** Deputy Municipal Operations Director

**FROM:** Parks and Trees Superintendent  
Urban Forester

Human Resources

MAY 24 2012

**SUBJECT:** *Tree Removal Review – Potential Liability*

Received by: hrr

### PROPERTY OWNER(S) / REQUESTER INFORMATION:

**Name:** Lydia Goodell

**Tree Location(s):** 1901 Glenwood Lane / Front 1

City staff is recommending removal of the City Eucalyptus tree that cannot be root pruned safely to accommodate the proposed sidewalk, curb & gutter repair. A field inspection confirmed the recommendation.

The property owner will not accept the asphalt and ramping as an alternative to standard sidewalk. Field Maintenance staff intends to replace 100 square feet of sidewalk and 20 feet of curb & gutter.

The tree is listed as a Special Tree, Neighborhood Tree, which necessitates the recommendation of the Deputy Municipal Operations Director, Risk Manager, City Manager, and the approval of the Parks, Beaches and Recreation Commission prior to removal (Council Policy G-1, Special Trees, page 2). Following City staff approval, the removal is scheduled to be brought to the PB&R Commission at its June 5, 2012 meeting.

**REPLACEMENT TREE(S):** ☒ **YES** ☐ **NO**

### DESIGNATED TREE(S):

Replacement tree will be placed elsewhere in the community. This tree site is deemed a nonviable planting site as it is too close to a driveway approach.

DEPUTY MUNICIPAL OPERATIONS DIRECTOR - COMMENTS /  
RECOMMENDATIONS:

Recommend that tree removal be approved by PB&R Commission  
to allow sidewalk, curb, & gutter work to proceed

Signature: WJR

Date: 5-22-12

RISK MANAGER – COMMENTS / RECOMMENDATIONS:

Risk Mgmt concurs with staff  
recommendation for tree removal

Signature: Sheri Anderson Date: 5/25/12

CITY MANAGER – COMMENTS / RECOMMENDATIONS:

Agree

Signature: [Signature] Date: 5/25/2012



# Municipal Operations Department

## TREE INSPECTION REPORT

**Name:** Lydia Goodell

**Tree Locations:** 1901 Glenwood Lane / Front-1

**Request:** City staff is requesting removal of a City Eucalyptus tree that cannot be root pruned safely to accommodate sidewalk, curb & gutter repair. Field Maintenance staff intends to replace 100 square feet of sidewalk and 20 feet of curb & gutter.

**Botanical/Common Names:** Eucalyptus citriodora – Lemon-Scented Gum

**Designated Street Trees:** Eucalyptus citriodora – Lemon-Scented Gum

**Estimated Tree Value:** \$9,830

**Damage:** Sidewalk, curb & gutter

**Work History:** The Field Maintenance Division indicates the following:

- 2004 – sidewalk repairs
- Curb & gutter, and driveway approach (dates unavailable)

**Parkway:**                      **Concrete**          **Brick**          **Turf**          **(x) Other**

**Comments:** A field inspection confirmed the tree is planted at close proximity to the driveway and proposed sidewalk, curb & gutter repairs. The property owner will not accept the asphalt ramping as an alternative method for sidewalk repair.

In order to accommodate the 100 square feet of sidewalk repair and 20 feet of curb & gutter repair, the tree must be root pruned severely. This cannot occur without significant root loss and potential liability and tree failure.

Staff is recommending the removal of the City Eucalyptus tree in accordance with Council Policy G-1, Special Trees, Page 2, paragraphs 4 and 5.

**Inspected by:**   
**John Conway, Urban Forester**

**Date:** May 21, 2012

**Recommendation:** The tree is listed as a Special Tree, Neighborhood Tree, which necessitates the recommendation of the Deputy Municipal Operations Director, Risk Manager, and City Manager; and the approval by the Parks, Beaches and Recreation Commission prior to removal (Council Policy G-1, Special Trees, page 2).

**Reviewed by:**   
**Dan P. Sereno, Parks and Trees Superintendent**

**Date:** May 21, 2012

















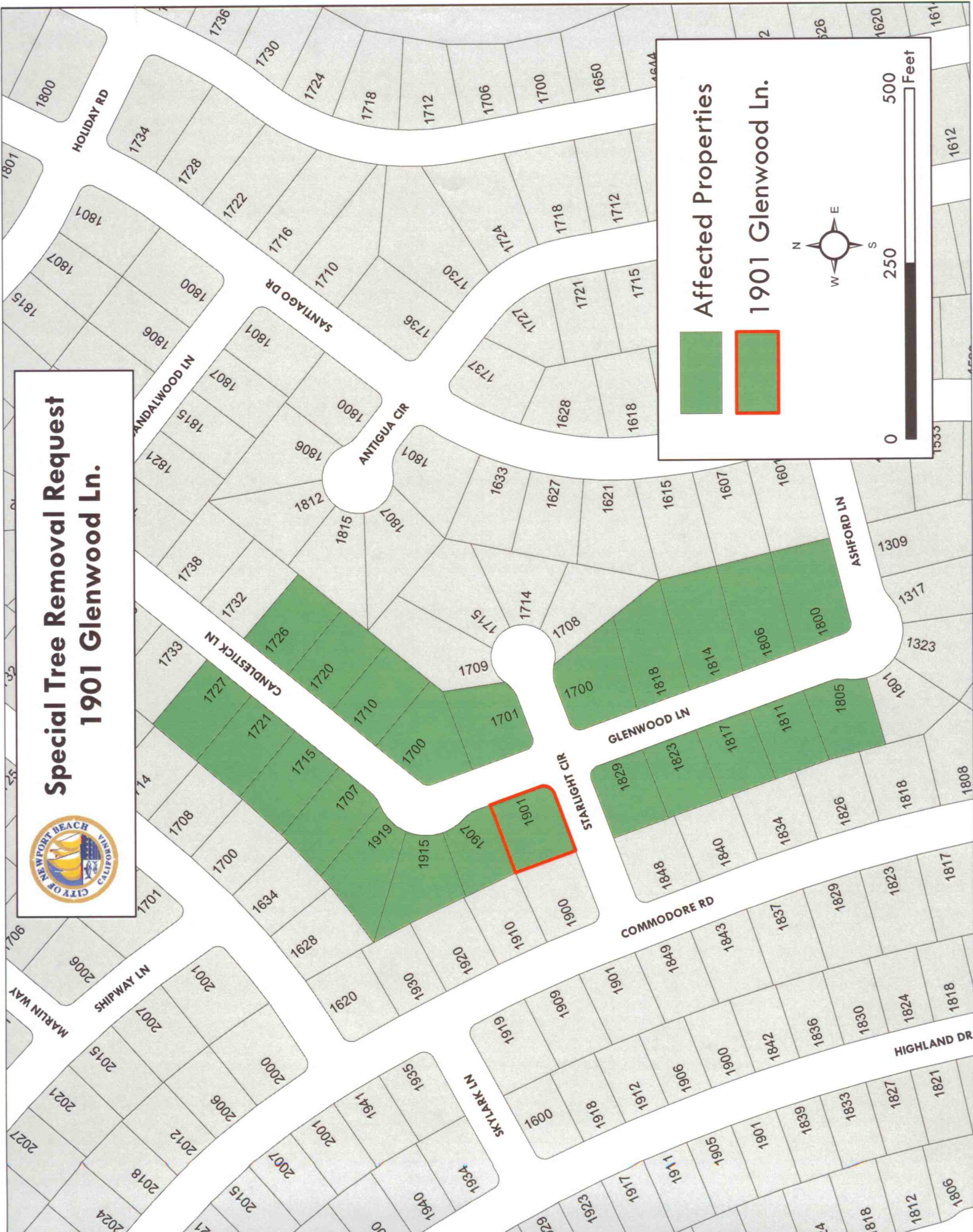








# Special Tree Removal Request 1901 Glenwood Ln.



Affected Properties

1901 Glenwood Ln.

