

City of Newport Beach  
Parks, Beaches & Recreation Commission  
Tuesday, September 1, 2009 - 7pm – City Council Chambers

**AGENDA**

**ORDER AND ROLL CALL**

**DIRECTOR'S COMMENTS**

- Director Detweiler
- Director Harmon
- City Council Actions

**PUBLIC COMMENTS**

Members of the public are invited to comment on non-agenda items of public interest. Speakers are limited to three minutes.

**NOTICE TO THE PUBLIC**

All matters listed under Consent Calendar 1-5 are considered by the 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. The City provides a yellow sign-in card for those wishing to address the Commission to assist in the preparation of the minutes. If you do fill out the card please place it in the box at the table.

**CONSENT CALENDAR**

**1. Minutes of the August 4, 2009 regular meeting.**

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

**2. Park & Operations Division Activity Report.**

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

**3. Recreation & Senior Services Activity Report.**

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

**4. Bench Donation.**

**Recommendation:**     *Approve bench request of Anna Marie Leyenaar to be located at Ensign View Park.*

**5. Bench Donation.**

**Recommendation:**     *Approve bench request of Aaron Brent to be located at Ensign View Park.*

**OLD / NEW BUSINESS**

**6. Reforestation Request.**

**Recommendation:**     *Consider reorestation of two City Parkway trees at 1417 Keel Drive & 3901 Park Green Drive requested by Harbor View Hills South HOA.*

**COMMITTEE REPORTS -**

- *Park Development* – Brown, Lugar, Marston Next meeting will be in October - specific date to be scheduled.
- *Recreation/Senior Activities* –Anderson, Hamilton, Lugar
- *Budget* – Garrett, Brown, Lugar

- *Ad Hoc*
  - Community Service Award – Garrett, Ruzicka
  - Youth Sports Liaison – Ruzicka
  - China Cove Volleyball Court– Brown, Lugar

*Other* -- Marina Park – Garrett

**FUTURE AGENDA ITEMS** - Matters which Commissioners may wish to place on a future agenda or raise for discussion.

**ADJOURNED**

# CITY OF NEWPORT BEACH

Parks, Beaches & Recreation Commission  
Regular Meeting  
August 4, 2009 - 7pm

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Convened 7:10pm

## ROLL CALL

Present: Marie Marston, Chair  
Tom Anderson  
Tim Brown  
Kathy Hamilton  
Bill Garrett  
Phillip Lugar  
Greg Ruzicka

Staff: Laura Detweiler, Recreation & Senior Services Director  
Mark Harmon, General Services Director  
Sean Levin, Recreation Superintendent  
Teri Craig, Admin Asst

## COMMUNITY SERVICE AWARD PRESENTATION TO ERIC PAULSEN

Superintendent Levin gave a brief overview of Eric Paulsen's accomplishments. Chair Marston presented the Community Service Award to Eric Paulsen for his work with Newport Beach Little, AYSO, CdM Water Polo and for his work on the addition of 4 scoreboards at Bonita Canyon Sports Park.

## SYNTHETIC TURF PRESENTATION

Superintendent Levin introduced Jim Perryman from CMX who provided a PowerPoint presentation to the Commission.

Commissioner Garrett asked questions regarding the heat of the turf.

Mr. Perryman stated that the turf can be anywhere between 20-30 degrees hotter at the surface level but does not rise beyond two to three inches. He stated that there are ways to keep the turf cooler such as watering it down between games.

Discussion ensued regarding the cost analysis, life cycle and warranty.

Mr. Perryman stated that they had done a cost analysis of all parks and came up with a list that has been provided. He noted the analysis is over a period of 24 years with an average life span of the synthetic turf lasting 8 years. He stated that with natural grass fields must be closed an average of 6-8 weeks twice a year and that by having synthetic turf in use would enable the use on a year round basis.

Commissioner Brown stated that the Riverside Community College had installed a synthetic turf and that heat did not seem to be an issue except during one or two months during the summer.

Director Detweiler stated that the staff's perspective is that the turf would provide more play time. She also noted that there is no budget appropriated for this project except for the study and that staff would be presenting their findings to Council in September.

Discussion ensued regarding safety, cost and environmental benefits.

### **ELECTION OF OFFICERS**

Chair Marston opened the nominations for **Chair** for FY 2009/10.

**Motion by Commissioner Lugar** to nominate Commissioner Brown as Chair.

**Motion by Chair Marston** to nominate Commissioner Ruzicka as Chair.

Hearing no other nominations, Chair Marston closed the nominations for Chair.

Motion to nominate Commissioner Brown was carried by the following votes:

Ayes: Anderson, Brown, Hamilton, Lugar

Since this vote constituted a majority vote, Commissioner Brown was elected Chair.

Chair Marston opened the nominations for **Vice Chair** for FY 2009/10.

**Motion by Commissioner Lugar** to nominate Commissioner Garrett as Vice Chair.

Hearing no other nominations, Chair Marston closed the nominations for Chair.

Motion carried by unanimous vote.

**Commissioner Ruzicka left at 7:58pm**

### **DIRECTORS COMMENTS**

Director Detweiler highlighted the Camp Friendship program and partnerships with Newport-Mesa Unified School District which provided training for the recreation leaders in working with children with Autism while providing some recreational programming in exchange. She noted that swim lessons were up 11% from last year and that the program was extremely successful. Director Detweiler stated that the CYC renovation was completed one day before it opened for summer camp and commented that the facility is providing a great programming venue. She thanks Commissioners Hamilton and Brown for their support at the CdM 5k in June and Commissioners Anderson, Hamilton and Marston at the Independence Day parade. She also noted that these two events could not happen without Director Harmon and his crew and thanked him for their work. She stated that the Coastal Peak Park dedication would be September 1 at 5pm.

Director Harmon stated that June was quiet but that July came with a roar and left with a roar. He stated that they had a very successful 4<sup>th</sup> of July weekend and that it was not as bad as expected. He stated that the crew had accumulated over the weekend about 477 hours of overtime keeping the City clean just for those two days. He noted that 15 crew members were at CdM State Beach early on July 5 and picked up 12 tons of trash from the beach, parking lot and small parks in about three hours.

Commissioner Hamilton thanked him and his staff for their work.

He stated that his crew then worked at the beach during the largest tide surge that anyone has seen in over 25 years. He stated that he saw a wave go over a 12 foot high back hoe in the parking lot. He stated that the water went thru the parking lot and over to the bay. He stated that there was some minor pier damage and that his crew was incredible to watch.

### **CITY COUNCIL ACTION**

Director Detweiler stated that the City Council approved the budget which included additional hours for the Park Patrol program and that staff is in the process of reviewing applications and hope to have someone on board by September.

### **PUBLIC COMMENTS**

None.

### **CONSENT CALENDAR**

1. **Minutes of the June 2, 2009 regular meeting.** Commissioner Marston asked that the minutes reflect that she was in attendance and that Commissioner Garrett was absent at the June 2, 2009 meeting.

2. **Park & Operations Division Activity Report.**

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

3. **Recreation & Senior Services Activity Report.**

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

**Motion by Commissioner Lugar** to amend item 1 as stated and approve items 2 and 3. Motion carried by acclamation.

4. **Bench Donation.** Director Harmon stated that at the January 6, 2009 meeting that the Commission had approved the donation of 12 additional wood benches along the Marine Avenue corridor on Balboa Island but leaving two sites vacant. Mr. Stewart was able to secure funding for the final two locations at 306 and 323 Marine Avenue. He recommended approval of these last two donations. He also asked that the minutes reflected the General Services Department's gratitude to Mr. Stewart for his work, tenacity and fundraising for the 14 benches on Balboa Island.

**Motion by Commissioner Lugar** to approve the donation of two benches at 306 and 323 Marine Avenue on Balboa Island. Motion carried by acclamation.

### **OLD/NEW BUSINESS**

5. **Newport-Mesa Soccer Club (NMSC) Request for Temporary Lights at BCSP field #5.** Superintendent Levin stated that NMSC is requesting placement of two portable lights run by a generator on BCSP for use during the fall/spring seasons from October 1<sup>st</sup> to November 14<sup>th</sup>, 2009 and January 11<sup>th</sup> - February 27<sup>th</sup>, 2010 from dusk to 7:45pm, Monday - Friday. NMSC would be responsible all costs associated with securing the lights. The lights will be locked together during non-use hours and stored near the fences and away from the main play area in a location acceptable to the Recreation and Parks Divisions. The lights will only be turned on by authorized users with a key. The lights would be placed on the eastern and western ends of the field to avoid shining into residential areas. This proposal is consistent with the previous year's requests approved by the PB&R Commission.

Commissioner Anderson recused himself and left the dais.

**Chair Brown opened the public discussion; hearing none the public discussion was closed.**

Commissioner Garrett stated that the NMSC have been good stewards and that the Commission has not received any complaints.

Chair Brown asked if this item was noticed to the public.

Superintendent Levin stated that all homes were noticed within 500 feet of the entire park and no public comment was received.

**Motion by Commissioner Garrett** to approve the request by NMSC to place two portable lights run by a generator on BCSP field #5 for use during the fall/spring seasons from October 1<sup>st</sup> to November 14<sup>th</sup>, 2009 and January 11<sup>th</sup> - February 27<sup>th</sup>, 2010 from dusk to 7:45pm, Monday - Friday. Motion carried by the following vote:

Ayes: Brown, Garrett, Hamilton, Lugar, Marston

Absent: Ruzicka

Recuse: Anderson

6 & 7. **Special Tree Removal.** Director Harmon stated that staff is requesting the removal of a City Eucalyptus tree that is adjacent to 546 El Modena Avenue and 547 Riverside Drive. He noted that the



trees are listed as Special City Trees. He noted that after inspection by the City's Urban Forester and another staff certified arborist confirmed that the tree at 546 El Modena was infested with tree conks that are present inside the whole seam area of both co-dominant stems and that the tree had developed decay in the lower trunk and that the tree at 547 Riverside is severely decayed. The arborist report is that these trees have been deemed as posing an immediate danger but are not creating a potential liability. On June 20 staff hired a 3<sup>rd</sup> party arborist who confirmed the findings of the City Urban Forester. He noted that because these trees are "Special Trees" that they would be replaced with a 36" box tree of the same species. Director Harmon also noted that the City Risk Manager and the City Manager also agree that they should be removed.

Commissioner Hamilton stated that it appears that other trees on that street are suffering as well.

Discussion ensued.

**Chair Brown opened the public discussion.**

Jan Vandersloot complemented staff on their consideration of the special tree. He noted that the report did not mention possible measures that could be done or had been done to save the tree and that they should also become part of the staff report. He did note that he basically agrees that the tree should be removed as long as it is the same species of tree.

**Chair Brown closed the public discussion.**

**Motion by Commissioner Hamilton** to approve the replacement of the Eucalyptus trees adjacent to 546 El Modena Avenue and 547 Riverside Drive. Motion carried by acclamation.

8. **Beach Fire Ring Policy.** Director Harmon recommended that the Commission review the following recommendation that will be forwarded to City Council for their review and approval. He noted that this policy will better address issues such as location of beach fires, acceptable materials for burning and the responsibility for extinguishing the fires. He stated that once these policies have been approved enforcement would be easier.

***Existing Newport Beach Policy***

Section 307.42.1 Beach, Camp, Recreational fires. No person shall make, set, or maintain any beach or camp/recreational fire at any beach, park, or other public place within the City except in areas where proper containers are provided for such fires by the City and where City signs are plainly posted indicating such fires are permissible.

***Proposed Newport Beach Policy***

***I. Overview***

- a. No person shall make, set, or maintain any beach or camp/recreational fire at any beach, park, or other public place within the City except in areas where proper containers are provided for such fires by the City and where City signs are plainly posted indicating such fires are permissible.

***II. Location***

- a. City-provided fire containers are concrete rings that have been pre-installed at certain beach locations where fires are allowed.
- b. Fires are prohibited at locations where there are no City-provided fire containers.
- c. The use of a stove, barbecue, hibachi or other similar device specifically designed for starting and maintaining fires is prohibited.

***III. Materials***

- a. Fires may be built using only fire materials limited to charcoal, clean wood, or paper products. Any other material containing landscape debris, paint, stain, sealer, wood preservative, cloth, rubber, metal (including nails, screws, and bolts), asphalt, foam rubber, plastic, or any similar material producing noxious fumes, odors, smoke, or leaving any type of solid residue other than ash may not be used. THE BURNING OF PALLETS IS STRICTLY PROHIBITED.
- b. Fire materials shall not exceed a height of more than twelve (12) inches above the upper edge of the fire container and must be wholly contained within the inside edge of the fire container.
- c. No cutting, sawing or other means of shredding wood may take place on the beach, parks, sidewalks, streets or parking lots.

***IV. Extinguishing***

- a. Fires shall only be extinguished with water.
- b. To bury any fire, coals or embers with sand; or to dispose of any hot, burning or smoldering coals or embers except in a fire ring or other City-provided receptacle which are specially marked as being for that purpose is prohibited.
- c. No person who has built, maintained, used, or been within ten (10) feet of a fire on the beach shall abandon the fire until all ignited fire material has been exhausted or extinguished.

**Chair Brown opened the public discussion; hearing none the public discussion was closed.**

Discussion ensued regarding fines to the public.

**Motion by Commissioner Anderson** to approve the policy submitted by General Services and to forward to City Council for their review and approval. Motion carried by acclamation

9. **Proposed Allocation of "Home Field" Allocation Procedure to the Youth Sports Commission's Field Allocation and Use Policy.** Recreation Manager Cates reviewed the policy with the Commission noting that it had been revised in 2005. She stated that with the approval of this policy that the youth organizations would be guaranteed a home field and would more likely invest funds towards the improvement of home fields knowing they will have ongoing annual use. The Youth Sports Commission members had voted in favor of this policy change and that this a trial period had proved successful.

Chair Brown confirmed that this change to the policy was about the designation of home field and not any change to allocations.

Manager Cates stated yes.

**Chair Brown opened the public discussion.**

Commissioner Anderson recused himself and spoke as a member of the Newport-Mesa Soccer Club. He stated that with this change in policy that the Youth Sports Organizations would put money towards their home field.

Eric Paulsen also urged his support of the change to the policy and noted that this would strengthen the community as well in terms of improving the quality of the fields.

**Chair Brown closed the public discussion.**

**Motion by Commissioner Lugar** to approve the changes to the Youth Sports Commission's Field Allocation & Use Policy. Motion carried by the following vote:

Ayes: Brown, Garrett, Hamilton, Lugar, Marston  
Absent: Ruzicka  
Recuse: Anderson

Motion carried by acclamation.

**COMMITTEE REPORTS -**

**Parks** - Director Detweiler stated that the Park Development Committee would meet at 6pm before the October Commission meeting.

**RSS** - Chair Brown appointed Commissioner Anderson to take his place on the committee. Nothing to report.

**AD- Hoc**

—**Youth Sports Liaison** - Nothing to report

—**Community Services Award** - Nothing to Report.

—**Budget** - Nothing to report.

**Other**

—**Marina Park** - Director Detweiler stated the EIR will be re-circulated due to comments on the Draft EIR. Which pushes back the time to submit the Project to Coastal Commission. Coastal is taking 6-9 months to review projects and set them for Commission hearings. Discussions of the timeline have been taking place with the residents.

—**China Cove** - Director Detweiler stated that the application to the Coastal Commission has been filed.

**FUTURE AGENDA ITEMS**

**ADJOURNED - 9:01pm**

Submitted by: \_\_\_\_\_  
Teri Craig, Admin Assistant



## General Services Department

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PB&R Commission Agenda

Item No. \_\_\_\_\_

September 1, 2009

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

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

**SUBJECT:** *August Parks, Trees, and Operations Division Activity Report*

### **Parks Maintenance Division Activities**

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

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

- Irvine Avenue Median Project, south of Bristol Street.
- River Avenue Pedestrian Coastal Access Improvements
- Median Maintenance Walk Repair Project

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

- |   |  |
|---|--|
| ○ Sunset Ridge Park                                   | ○ Marina Park                              |
| ○ Westcliff Drive and Avocado Medians                 | ○ City Hall                                |
| ○ Big Canyon Creek Restoration                        | ○ Bristol Street North Landscape           |
| ○ Corona del Mar State Beach/Breakers Drive Landscape | ○ China Cove Slope Stabilization           |
| ○ Eastbluff and Bonita Creek Reclaimed Water Retrofit | ○ West Newport Park Landscape Improvements |

2. Recently, Parks Division staff renovated the median landscaping on MacArthur Boulevard. The project included the removal of diseased-plagued Escallonia shrubs and under-performing Liriope grasses. Over 1,000 low-growing and drought-tolerant Carissa shrubs were installed from Coast Highway to San Joaquin Hills Road. Additionally, fresh mulch was placed throughout the planters to assist in water retention. Currently, crews are planting and mulching from San Joaquin Hills Road to Bonita Canyon Road.



3. During the high surf event the evening of July 23, the Peninsula Park field received a salty drenching from the rogue waves that knocked down the protective sand berms along with the short wall between the field and the beach. When ocean water comes in contact with grass, salt poisoning of both the plant material and soil occurs.

In order to develop a recovery plan, a soil sample was delivered to a lab to determine the condition of the soil, and the results showed that the soil did in fact contain a very high salt content. Based on the reports recommendation, the field was dethatched, aerated, top-dressed, and gypsum was applied. With the gypsum, and many cycles of leaching, the salts will be flushed out of the turf's root zone.

Seeding and another top-dressing will be completed in late November, following the American Youth Soccer Organization season.



4. Following the completion of the restroom at Little Corona, Parks Supervisor Randy Kearns coordinated with Park West Landscape, a City landscape maintenance contractor, to design landscaping around the facility to help to conceal the restrooms from the view of canyon residents and shade the safety lighting. The project included the installation of six 15-gallon *Pittosporum tenuifolium* "Silver Sheen" shrubs, soil, mulch, and a new automated irrigation system. The project was funded by the Public Works Department, and should alleviate resident view concerns.

*Before*



*After*





5. During the week of August 10, crews from the Parks Maintenance and Field Maintenance Divisions performed a major irrigation repair at the Newport Pier Plaza due to a mainline break under a palm tree.



The Concrete Crew barricaded the area from visitors and cut through old concrete, rebar, and under a large drain pipe in order to access the section for repair and reroute the mainline and valve control wire. The concrete was replaced on Thursday.

*Another job well done!*

### **Trees Division Activities**

During the month of July, 1,784 trees were trimmed, 2 trees removed, 13 trees were planted and crews responded to 6 emergency tree calls. The City's tree services contractor, pruned trees within the Newport Heights, Irvine Terrace and Lido Isle areas, as part of the City's overall grid trimming schedule. Additionally, the crews have started the annual pruning of approximately 3,500 palm trees, 300 coral trees, and selected Eucalyptus and Ficus trees throughout the City.

1. The entry into Lido Isle was recently updated with two 40' tall Date Palm trees. One tree was planted within the last year, and the second tree was planted this week. Both trees were planted near the Lido bridge, providing a grand entrance effect for residents and visitors entering into the community. Each tree weighed over 15 tons and required specialized equipment in order to be installed.



2. On August 14, 2009, The City Manager, Risk Manager and General Services Director approved the removal of a City Monterey Pine tree and two River She-Oak trees adjacent to 222 Marigold Avenue on Seaview Avenue side.

The River She-Oak trees were decayed and declining rapidly, consequently, creating a potential liability.

The Monterey Pine tree was a dead tree, however, listed as a Special Tree, Neighborhood Tree, based on Council Policy G-1, Retention or Removal of City Trees, page 2, paragraph 3, which allows removal of a Special Tree that is considered hazardous and necessitates an emergency removal. The tree was removed on August 19, 2009.

*Monterey Pine Tree (Special Tree)*



*River She-Oak Trees*



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

### **Beach Maintenance Activities**

1. On July 20, Operations Support Division crews constructed sand berms in the Newport Peninsula area in preparation for the predicted 7.3' high tide series. Sand berms are built when there is a potential for street flooding along the oceanfront when high tides and large surf occur simultaneously.



Berms were erected at the following locations: in front of all beach driveways in the A and B Streets, Balboa municipal parking lots, Junior Lifeguard facility, areas bordering G Street, driveway at 10<sup>th</sup> Street and West Bay Avenue, and at the west end of the Newport Pier municipal lot.

On Tuesday evening, July 21, 7.9' tides occurred without any incident, however, late night Thursday, July 23, high tide and surf kept the crews very busy, rebuilding the berms that washed away with the large waves at the Balboa Pier municipal parking lot, and required setting up pumps to redirect the salt water back into the ocean.

The next series of 7'+ tides occurred during the third week in August.

2. United Storm Water has begun the annual inspection and cleaning of the City's 3,212 catch basins and 16,878 lineal feet of open drainage ditches. The inspection



and cleaning efforts, which meet NPDES mandates, are performed before the start of the rainy season.

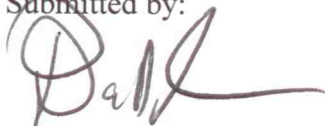
With United Storm Water inspecting and cleaning the City's catch basins and open drainage ditches, the Storm Drain Maintenance Crew is able focus on the on-going maintenance needs of the City's tidal valve system and cleaning catch basin filters and inlet guards.

This type of preparatory work will be especially important this year as the Operations Support Division gears up for a predicted El Niño-type winter expected to bring heavier than usual rainfall.

3. The Operations Support Division's, Beach Maintenance staff were involved in picking up after the many visitors who visited our beaches and surrounding commercial districts during the summer months, thus ensuring a clean, safe, and aesthetically pleasing environment to recreate.
4. In addition to normal work hours, members of the General Services Department staff worked in excess of 800 scheduled overtime hours on weekends and evening hours. The work consisted of street sweeping, trash collection, hand sweeping, and beach cleaning in the early morning hours, or operating and monitoring the City's 86 tidal valves.
5. The supplemental restroom cleaning program for beach area restroom facilities completed its ninth successful summer. The program entails having contract attendants on site to assure that the beach area facilities are repeatedly cleaned and stocked with paper products during periods of heavy usage. This supplemental restroom cleaning in conjunction with City staff ensures that beach area facilities will be clean and presentable from the early morning hours until the late evening.

See attached General Services Department, Activities Reports for July 2009.

Submitted by:



Dan P. Sereno  
Parks and Trees Maintenance Superintendent



Jim Auger  
Operations Support Superintendent

Attachments: (A) Tree Activity Report 2009-2010  
(B) General Services Department July 2009 Activities Reports



## Parks and Trees Division

## Total Removals

1





# General Services Department

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## Parks and Trees Division Fiscal Year 2009-2010

### Claim Removals

Month	# Trees	Location
July-09	0	

### Problem Tree Removals

Month	# Trees	Location
July-09	0	

<b>General Services Department Activities Report - July 2009</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)	203	465	203	465
Sidewalk Repaired (sq. ft.)	6,280	3,460	6,280	3,460
Curb & Gutter Replacement (lin. ft.)	152	242	152	242
Sweeping, Beach Cleaning, Demo Materials (tons)	407	404	407	404
Asphalt/Concrete Recycled (tons)	260	404	260	404
<b>Signs &amp; Traffic Markings</b>				
Signs Made	137	2,003	137	2,003
Signs Installed	190	448	190	448
Decals	34	300	34	300
Special Purpose Signs/Banners Made	30	100	30	100
Street Striping (lin. ft.) Added/Replaced	1,221	5,424	1,221	5,424
Pavement Markings (including reflective)	15	36	15	36
Parking Stalls	0	0	0	0
Curb Painting (lin. ft.)	14,816	10,364	14,816	10,364
Thermoplastic (lin. ft.)	0	0	0	0
Sign Posts Installed	23	35	23	35
<b>Graffiti</b>				
Graffiti Incidents Removed by Staff	18	7	18	7
Graffiti Incidents Removed by Contractor	177	118	177	118
<b>Refuse Collection</b>				
Residential (tons)	3,203	3,645	3,203	3,645
Liquid HazMat Incidents	18	7	18	7
E-Waste Incidents	37	24	37	24
U-Waste Incidents	16	6	16	6
Recyclables (tons)	1,388	1,597	1,388	1,597
<b>Trees</b>				
Trimmed by Staff	92	156	92	156
Trimmed by Contractor	1,784	1,648	1,784	1,648
Removed	2	12	2	12
Planted	13	28	13	28
Roots Pruned by Contractor	2	0	2	0
Roots Pruned by Staff	31	20	31	20
<b>Automotive</b>				
Repairs	303	299	303	299
Preventive Maintenance Completed	82	80	82	80
PM Labor Hours	149	195	149	195
<b>Beach Maintenance</b>				
Beach Area Refuse (tons)	163	158	163	158
Beach Debris (tons)	148	128	148	128
<b>Sweeping/Storm Drain</b>				
Gutter Miles Swept	5,437	5,382	5,437	5,382
Sweeping Debris (cubic yards)	599	659	599	659
Storm Drain Debris (cubic yards)	36	35	36	35

## **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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### **ADULT SPORTS**

**SOFTBALL** - Summer leagues for the 117 men and coed teams concluded August 27, with the "Action Sports" playoffs taking place on August 25 and 27, the final summer league to finish! During the May 7 through August 27 season, 23 league champions were "crowned. League winners were given Red/Black "Softball Champions" equipment bags. Fall softball registration closed August 7 with 80 teams registering. Teams begin play the week of September 8.

**BASKETBALL** - Seventy four summer teams will conclude play on September 3. Adult hoop teams will enjoy a one week break from league action, with fall leagues tipping off the week of September 14. Summer league winners will receive "Throwback" T-shirts, with a cool "sandstone" color with black trim. Fall registration closed August 13, with approximately 80 teams.

**VOLLEYBALL** - Contractor Ric Jennings' Thursday Coed volleyball league continues to be popular! Currently, 20 summer season teams enjoy playing inside Lincoln gym each Thursday evening. Jennings does an excellent job promoting and running the coed volleyball program. Teams play year-round, with 4 seasons of 20 teams each enjoying volleyball action from 6:30pm until 10pm.

**SOCCER** - The annual adult soccer tourney "Churro Challenge" a 7 on 7 coed event was held at Lincoln Athletic Center on August 22. Twenty teams playing on five 60 yard fields throughout the day competed in 3 different classifications. This event provided players a chance to warm up to get ready for the upcoming coed 11 on 11 league. The 11 on 11 coed soccer league will begin the week of September 8, with teams playing once a week at Bonita Creek Park, Arroyo Park, and Lincoln Athletic Center. League fees were increased to \$1300 a team, with \$50 going to a "field improvement account" to help keep the Newport Beach fields looking first class! Approximately 40 teams are expected to compete.

### **YOUTH SPORTS / YOUTH PROGRAMS**

**FLAG FOOTBALL** - The popular youth flag football program registration opened August 12. Boys and girls grades 3 through 6 register for this exciting football program. Many school sites are already full, as over 300 participants will enjoy playing in the "Friday Night Lights" flag football program. Teams will begin practicing once a week beginning September 14 with games held at Bonita Creek Park beginning Friday, September 25, from 4pm through 9pm.



**SUMMER DAY CAMP** - Day Camp came to an end after eleven fun filled weeks that included trips to the beach, local amusement parks, water parks, and an Angel's game. The program was very successful with over 920 participants at the CYC and Balboa sites. Special thanks to the Recreation Leaders and Senior Recreation Leaders who kept all the children safe, active and happy throughout the summer creating a lifetime of memories!



**PRE-SCHOOL 101** - Registration is now open for the fall session of Pre-School 101, which will begin September 14 at Mariners and Newport Coast Community Center. Pre-School 101 is a recreational program designed to help children ages 3-5 prepare for kindergarten by teaching socialization through play. Staff is looking forward to another fun and exciting year with these future scholars!

**A FACELIFT FOR WEST NEWPORT COMMUNITY CENTER - JUST IN TIME FOR ACTIVE KIDZ** -When children from Newport Heights and Newport Elementary schools enter the Active Kidz afterschool program at West Newport Community Center this fall, they'll be in for a pleasant surprise! Both rooms have a bright and bold new look, with fresh new paint, new window shades and even new furniture, in order to make the spaces more cheery and welcoming for them. There's a new sign and a new display case outside the main door so parents will have an opportunity to check out the Active Kidz program schedule and arts and crafts displays. The rooms feature two bright colors on the walls, with decals running along the chair rails. The homework room will have flower decals planted on the walls with a friendly sun beaming down from above - and a lowered chalkboard to work math problems on or to express their creativity in chalk. The main room will feature a map of the world rug and comfy large pillows for the kids to sit on while playing board games or watching a movie. Stop by to take a look!



**YOUTH COUNCIL** - Applications for the 2009-10 Youth Council are currently available. All City of Newport Beach residents in grades 9 -12 from Newport Harbor, Sage Hill and Corona del Mar High School students are eligible to apply. The Council will be selected at the end of September with the first meeting to be held on Monday, October 12.

## **AQUATICS**

**SWIM LESSONS**- Aquatics staff wrapped up another successful summer season, with well over 1,000 swimmers participating in swim lessons. This summer swim lessons took place at the Newport Harbor High School and the Marian Bergeson Aquatic Center at Corona del Mar High School. Group lessons in a variety of levels were offered for children from the age of 6 months through 14 years. Private lessons for children and adults were also offered throughout the week and on Saturdays. Senior Lifeguards Mimi Bury and Erik Summerville did an excellent job supervising lessons and staff, and ensured a safe and fun pool environment for the community.



**STANDSTILL AT MBAC** - The Marian Bergeson Aquatic Center was unexpectedly shut down during the final week of swim lessons due to a power outage at the pool. A high voltage transformer went down on August 11, disrupting power to the pool's filtration system and heaters. As a result, all swim lessons, water polo, and lap swim programs were cancelled that day. The next day, lessons had to be moved to the Newport Harbor High School pool as the power still was not up and running. Both the NHHS and MBAC aquatics staff showed a true team effort, as they shared lesson space and accommodated all swim lesson participants. Power was restored and swim lessons resumed without conflict. All swim lesson participants were given free admission to the last Splash Bash of the season due to the inconvenience.



**SPLASH BASH EVENTS** - Four Splash Bash events were held this summer at both Newport Harbor High School and the Marian Bergeson Aquatic Center. Two events were held during the day, and two were family movie nights. Youth enjoyed playing on the pool's inflatable's, swimming with their friends and watching movies from the comfort of their floaties. BBQ hotdogs were served to all in attendance, which the pool lifeguards were more than happy to dish out. Over 100 kids and parents attended each Splash Bash this summer.

## **CONTRACT CLASSES**

**SUMMER CAMPS** - Staycations proved to be the name of the game for Newport Beach residents in Summer 2009. Summer camps came to an end on September 4, after 11 fun-filled weeks of sports, water based and educational camps. Summer 2009 was successful with over 6000 participating in camp, which brought in \$1.1 million dollars in revenue, increasing approximately 20% compared to Summer 2008. Although overall camp enrollment increased, a new trends have emerged this year. Whereas in past years, surf camps were the most popular, over the past summer the educational based camps, such as science, art, engineering and learning were full with waiting lists almost every week. In addition, the camps for preschool-age children were extremely popular; thus, staff has made the conclusion that



camps will continue to be popular over the next few years, as the growing population of preschoolers enter elementary and middle school.



Staff will be hosting a summer wrap-up meeting with all the contract instructors on September 29. A special recognition is owed to the front office for handling phone calls, providing direction, and outstanding customer service to the participants and contract instructors.

**FALL NAVIGATOR** - Fall class registration began 12 and to date, \$53,000 has been generated through class enrollments. Staff anticipates enrollment to increase with the grand opening of the Community Youth Center and are excited to begin offering a diverse portfolio of classes at the center.



## NEWPORT COAST COMMUNITY CENTER (NCCC)



The second summer at the Newport Coast Community Center is quickly drawing to an end. NCCC hosted 27 summer camps, with over 500 participants in attendance, keeping staff very busy ensuring a safe and efficient environment for both instructors and campers. Camps at NCCC included the City's own Pint-Sized Campers, cooking camp, Harry Potter camp, and many art camps. The summer will end with the production of "Roxanne", a romantic comedy directed by Robert Michael Conrad and presented by the Newport Repertory Theater. Performances will take place August 21-23 on the NCCC Stage.

## COMMUNITY YOUTH CENTER (CYC)

After undergoing renovations, including the interior and exterior, parking lot, and the roof (this September), the center is scheduled to host an "OPEN HOUSE", the week of October 3-9.

Events will include "Big Kids (Adults) Day Out" on Tuesday, October 6 for seniors to enjoy light refreshments and a continental breakfast, while learning about mental and physical health and free blood pressure screenings will be available, "Parent & Me Playdate" on October 8 for parents and their toddlers to participate in a demonstration class, enjoy activities, crafts, and bouncers, and "Movie in the Park" featuring Madagascar 2 will be shown on Friday, October 9. Throughout the week, participants are invited to "try a class for free" and register for classes at a discounted rate.



## FACILITY RENTALS

During the period of July 16, 2009 - Aug 15, 2009 there were:

- 18 Picnic/Park Area Rentals
- 11 Room Rentals
- 12 Field Rentals
- 8 Gym Rentals

There were total of (0) wedding reservation rentals for this period:

Peninsula Park Gazebo-July 24, 2009 125 guests

## 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 July Park Patrol had the following contacts:

### 1. Requested Calls

- **50 with Youth Sports Groups**
- **34 Field related issues/checks-** monitored use of fields by Youth Sports organizations and club teams, turned on/off field lights, removed an unauthorized team from Fountain valley at Mariners Field, advised a man to remove his electric vehicle from the field, stopped a man golfing at Bonita Creek, advised an unpermitted group that they need a field reservation if they want to use Bonita Canyon Field for any future practices, advised adult softball players not to play ball on sidewalks at Bonita Creek, advised 4 men that golfing is not permitted on the fields at Bonita Canyon Sports Park
- **7 Park/Picnic/reservation issues/checks:** monitored scheduled picnic reservations at various parks, issued warnings for dogs off leash; checked on statue at Castaways Park, advised bicyclists not to ride down the hill at Castaways Park for safety reasons, issued citation for conducting private instruction on public tennis courts at West Newport Park, issued a citation for professional photography violation at Ensign View Park, advised a man and a group of students conducting a karate class at BCSP that they must be permitted by the City to conduct these type of activities, advised a man to remove his dog from the basketball courts at 38<sup>th</sup> Street Park
- **86 Community Center issues/checks:** unlocked and locked various community center rooms/gyms, checked on weekly meetings at community rooms. Unlocked Council Chambers for a community meeting. Warned a man at NCCC not to use the public parking lot for loading/unloading commercial trucks
- **20 Playground checks** - checked all playgrounds for safety issues and vandalism, removed advertisement sign at Las Arenas tennis courts, removed empty beer cans from Eastbluff Park playground
- **39 other-** Called NBPD regarding a man intoxicated at Mariners Park, PD issued the man a citation, continued to enforce bbq restrictions at CDM Beach, stopped boys from skateboarding on steps at Arroyo Park, patrolled NB Pier area and removed vendors conducting illegal sales activities, issued citation to an unauthorized surfing instructor at 74<sup>th</sup> Street Beach, spoke to joggers near CDM Beach and advised them to use sidewalks and not the street for their safety, assisted with traffic management at the July 4<sup>th</sup> Mariners Park parade, warned dog owners at numerous park locations to keep dogs on the leash, enforced no smoking regulations on beach

near 30<sup>th</sup> Street, assisted an injured volleyball participant who sprained her leg, helped her to her vehicle and documented the injury with the instructor of the class,

- 2 Pre-event check
- 1 Post-event checks

## 2. Public Contacts

- 57 education
- 3 alcohol
- 34 dog related

Written Warnings Issued- 0

Citations Issued- (3) 1 for unauthorized surfing business on 74<sup>th</sup> Street Beach, 1 for unauthorized private tennis lessons at West Newport Park, and 1 for unpermitted professional photography at Ensign View Park.

Additional Info: During this month we continued to experience a big increase in groups and individuals conducting commercial businesses in our parks and on our beaches. We issued citations for an unauthorized surfing business, private tennis lessons, and a unpermitted professional photographer.

## SPECIAL EVENT PERMITS

As of Aug 15, 2009, there were 141 Special Event Permits processed and issued for the year. Those events of note for this period are:

Concert in the Park- Mariners Park, July 19, 2009 Attendance:500

Pacific Coast Triathlon- Crystal Cove State Park/PCH, July 26, 2009 Attendance:1700

Shakespeare in the Park- BCSP, Aug 1-2, 2009 Attendance: 500

## PARK & CAPITAL IMPROVEMENT PROJECTS

CYC PROJECT - CYC will be closed September 8 - 30 to receive a new roof, remove skylights and install solar tubes. Staff has been working with the Public Works Department to make sure the Community Center is ready for the Open House Week. Also, staff is working with Public Works on installing new doors throughout the Community Center. This will happen in September or late December depending on cost.

Newport Coast Community Center Audio/Visual Project - Staff is expecting this project to go out to bid in early September with the Public Works Department taking the lead. The construction and installation of the equipment will take place in late December and early January. Staff is looking forward to these improvements!

SUNSET RIDGE PARK - Public Works and Recreation Staff met with EPT Design to work on grading, sound, specifications and the Tot Lot design over the past month. Staff also met with representatives from the Crest Homeowners Association to continue ongoing discussions regarding design in the area where the two properties meet. Planning, Public Works, General Services and Recreation staff continue to meet twice a month to ensure the EIR process continues to proceed smoothly. The EIR is scheduled to be completed in Early 2010.





**FACILITY UPDATES** - The harsh marine environment corrodes the chains, hardware and seats on the swings at Peninsula Park requiring annual maintenance to maintain safety and aesthetics. Thank to Eric Foley for renovating the swings to keep our playgrounds looking top notch!

## 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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**TRANSPORTATION** - This month, OASIS Senior Transportation team received a special training on Fire Safety from Community Education Coordinator Jennifer Schultz. Jennifer explained the speed in which fire travels and what measures must be taken in order to survive a fire. She showed a video that graphically demonstrated the need to stay low in a fire and avoid the smoke and heat at all costs. The team then gathered outside in the parking lot to have a hands-on demonstration of the use of fire extinguishers. All OASIS para-transit vehicles are equipped with fire extinguishers, available in the event of a vehicle fire. Each driver had a turn using an extinguisher and was instructed in its proper use. Jennifer also educated the team on the different types of extinguishers, the materials they should be used for and the importance of ensuring all passengers are safe before attempting to put out any fires. At the end of the training, the OASIS staff felt confident that they would know what steps to take in the event of a vehicle fire and were grateful for the knowledge and expertise Jennifer imparted to them.

**Medical Lectures** - OASIS continues to host UCI medical lectures at the Central Library. This month's topic was Atrial Fibrillation. Atrial Fibrillation is the most common form of abnormal heartbeat. The causes and symptoms and latest treatments will be discussed.

**Flu Shots** - The OASIS Staff has partnered with the Orange County Health Department to provide free flu shots to the seniors. Staff is in the process of finding a facility to accommodate this large program. Every year the OASIS provides flu shots to approximately 350 people. Faithful senior volunteers will once again assist staff with this large undertaking.



<b>PARTICIPANTS ATTENDING</b>	<b>8,454 CUSTOMERS</b>
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<b>RECREATIONAL CLASSES</b>	<b>2,321 CUSTOMERS</b>
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<b>PERSONALIZED SERVICES PROVIDED</b>	<b>2,222 CUSTOMERS</b>
---------------------------------------	------------------------

Includes:

Blood Pressure	31	Information/Referral	1,150
Counseling-persons	50	Legal Assistance	5
Eldercare	0	Senior Assessment(hrs)	30
Employment	20	Telephone Reassurance	325
HICAP	4	Visual Screening	3
Housing counseling	40	Transportation Info	550
Hearing Screening	14	Taxes	0

**SENIORS RECEIVING TRANSPORTATION SERVICES**

Care-A-Van/Shuttle	1,402 CUSTOMERS
--------------------	-----------------

<b>CUSTOMERS RECEIVING NOON MEALS AT THE CENTER*</b>	<b>1,937 CUSTOMERS</b>
--	------------------------

\*includes meals on wheels

<b>VOLUNTEER HRS. OF SERVICES PROVIDED AT THE CENTER</b>	<b>485.00 HOURS</b>
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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	

<b>PARTICIPANTS IN FRIENDS OF OASIS TRAVEL/ SAILING CLUB</b>	<b>273 CUSTOMERS</b>
--	----------------------

<u>Day Trips</u>	<u>Sailing Club- Sailors</u>
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The Getty Villa	45	OASIS III	66
Del Mar Races	30	OASIS IV	132

Long Trips

<b>SPECIAL EVENTS/SCREENINGS/LECTURES</b>	<b>299 PERSONS</b>
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Big Band Seminar	70
Tail Trekkies	27
OASIS Golfers	165
Computer Friends	25
UCI Lecture	12



## General Services Department

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PB&R Commission Agenda

Item No. \_\_\_\_\_

September 1, 2009

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

**FROM:** General Services Director

**SUBJECT:** *Bench Donation Request*

### Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission consider the bench donation request at Ensign View Park. This bench donation would replace an existing wooden bench that will be refurbished and used as a bench replacement as needed.

### Discussion

City Council Policy B-17 establishes criteria for parks, facilities, and recreation program donations within the City. The policy is structured to establish a fair and uniform procedure for making gifts to the City, and to make the donation process easier for staff and donors.

The City has received a request from Ms. Annemarie Leyenaar (Attachment A) to donate a bench at Ensign View Park. The donated bench (Attachment B) is included on the City's Official Bench List and will match the existing benches at this site. Attachment C shows the existing wooden bench and Attachment D depicts the location of the proposed bench donation.

There are currently six benches on the lower view walkway of Ensign View Park. Four are Commission approved donated benches (Huntington Beach bench style) that have/or are in the process of replacing existing wooden benches. The remaining two are wooden benches, however, if this donation is approved, it would replace another wooden bench.

Since the value of the bench is greater than \$1,000.00, the donation is eligible to receive a dedicatory plaque that will be placed on the bench. The submitted plaque verbiage, which complies with City Council Policy B-17, is "In Memory of Willem and Johanna Grandia".

Ms. Leyenaar, and Council Member Steven Rosansky have received a copy of this report and a notice of the Commission meeting. This bench donation does not require staff to notice the adjoining property owners, since this is a replacement bench.

Submitted by:

  
Mark Harmon

Attachments: (A) Ms. Leyenaar's Gifts for Tomorrow Order Request Form  
(B) Huntington Beach bench style picture  
(C) Picture of existing wooden bench  
(D) Map of the proposed location

Plague to read as follows:

In Memory of  
Willem and Johanna Grandia



NEWPORT BEACH 1906-2006

## Gifts for Tomorrow Order Request Form

12000

### Description

Concrete Park

Bench with Plaque.

placement of bench at Ensign  
View Theatre Arts Center,  
2nd to last site on left)

### Contact Information

Name: Annemarie Leyenaar

Name \_\_\_\_\_

5442 Orleans Dr.

Mailing Address

Mailing Address  
Huntington Bch, CA 92649

714. 903.4500

Phone

Chyrenaw

Signature \_\_\_\_\_

## DEDICATION PLAQUE INFO

Donors may elect to provide a dedicatory plaque if the value of the donation is greater than \$1,000. Contact city staff for more information.

☒ Yes, I am interested in dedicatory plaque for my donation.

## In Memory of

Please do not write on this page.

Plaque is donated from:  
Willem and Johanna Grandia

First Name

Last Name













Ensign View Park  
Proposed Bench Donation

0 58ft



## General Services Department

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PB&R Commission Agenda

Item No. \_\_\_\_\_

September 1, 2009

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

**FROM:** General Services Director

**SUBJECT:** *Bench Donation Request*

### Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission consider the bench donation request at Ensign View Park. This bench donation would replace an existing wooden bench that will be refurbished and used as a bench replacement as needed.

### Discussion

City Council Policy B-17 establishes criteria for parks, facilities, and recreation program donations within the City. The policy is structured to establish a fair and uniform procedure for making gifts to the City, and to make the donation process easier for staff and donors.

The City has received a request from Mr. Aaron Brent (Attachment A) to donate a bench at Ensign View Park. The donated bench (Attachment B) is included on the City's Official Bench List and will match the existing benches at this site. Attachment C shows the existing wooden bench and Attachment D depicts the location of the proposed bench donation.

There are currently six benches on the lower view walkway of Ensign View Park. Four are Commission approved donated benches (Huntington Beach bench style) that have/or are in the process of replacing existing wooden benches. The remaining two are wooden benches, however, if this donation is approved, it would replace another wooden bench.

Since the value of the bench is greater than \$1,000.00, the donation is eligible to receive a dedicatory plaque that will be placed on the bench. The submitted plaque verbiage, which complies with City Council Policy B-17, is "In Memory of Nancy L. Knable".

Mr. Brent, and Council Member Steven Rosansky have received a copy of this report and a notice of the Commission meeting. This bench donation does not require staff to notice the adjoining property owners, since this is a replacement bench.

Submitted by:

A handwritten signature in blue ink, appearing to read "Mark Harmon", is written over the "Submitted by:" text.

Mark Harmon



Attachments: (A) Mr. Brent's Gifts for Tomorrow Order Request Form  
(B) Huntington Beach bench style picture  
(C) Picture of existing wooden bench  
(D) Map of the proposed location

Gifts for Tomorrow Order Request Form

Item # 100 Description Concrete Bench  
for Ensign View Park

Contact Information  
Name Aaron Brent  
Mailing Address 1911 Paxton Way  
Encinitas, Cal. 92024  
Phone 714-786-1593  
Signature Aaron Brent

DEDICATION PLAQUE INFO

Donors may elect to provide a dedicatory plaque if the value of the donation is greater than \$1,000.  
Contact city staff for more information.

☒ Yes, I am interested in dedicatory plaque for my donation.

In Memory of  
Plaque is donated for  
Nancy Knabbe  
First Name Last Name

GS

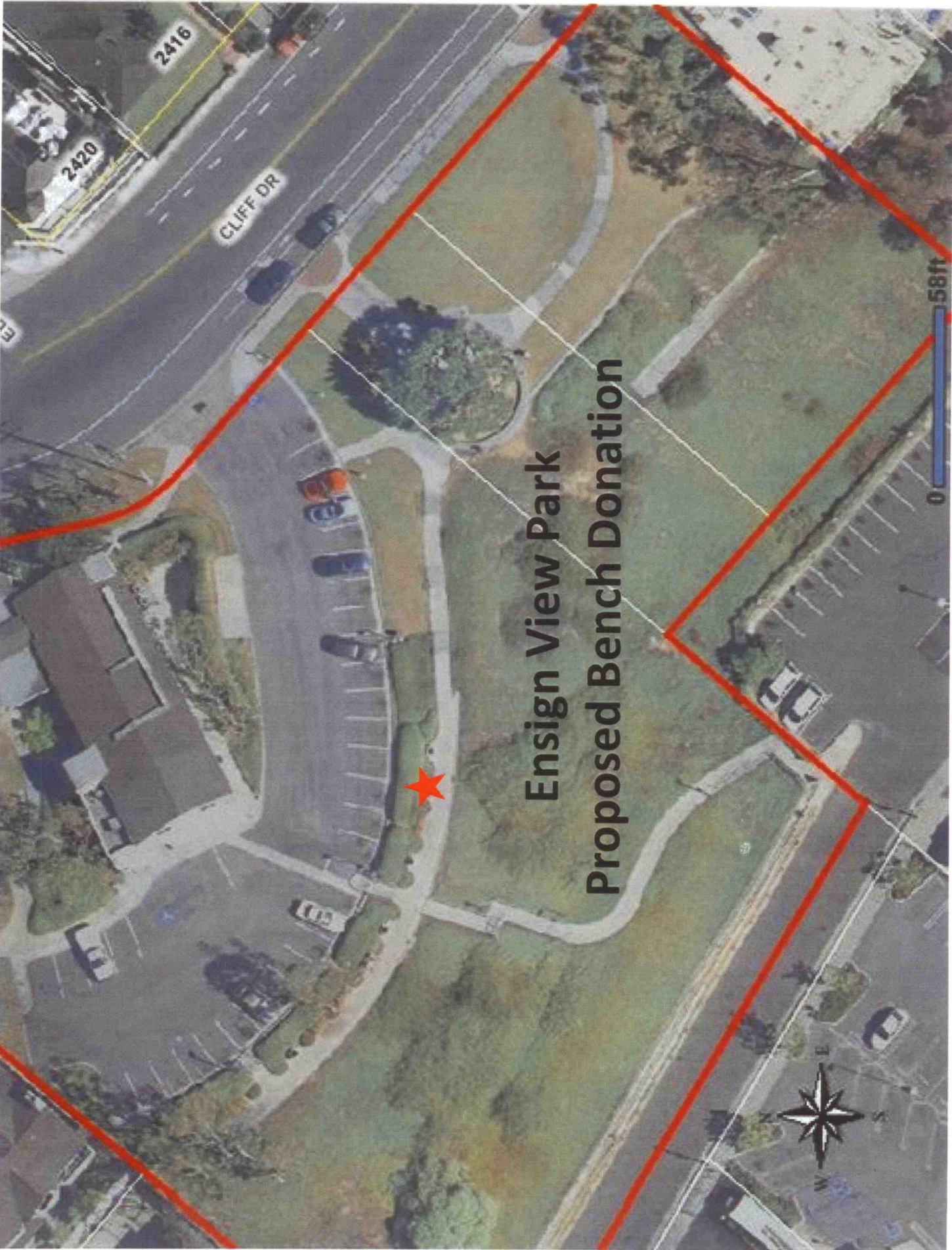












2416

2420

CLIFF DR

Ensign View Park  
Proposed Bench Donation

0 58ft





## General Services Department

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PB&R Commission Agenda

Item No. \_\_\_\_\_

September 1, 2009

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

**FROM:** General Services Director

**SUBJECT:** *Reforestation Request*

### **Recommendation**

Staff recommends that the Parks, Beaches and Recreation Commission consider for approval the reforestation request of the Harbor View Hills South Homeowners Association.

### **Discussion**

The Harbor View Hills South Homeowners Association has submitted the attached Tree Reforestation Request form pursuant to City Council Policy G-1, requesting the reforestation of two City parkway trees within the Harbor View Hills South community.

The Association is requesting the tree removals under the City Council Policy G-1, Reforestation of City Trees guidelines, and has met all requirements. Harbor View Hills South Homeowners Association will assume the full costs of the removals and replacement of the trees, approximately \$812.00 (\$195 each for two 24" box replacement trees = \$390 and \$211.00 each for two removals = \$422).

Staff has attached the Tree Inspection Report, Tree Inventory Detail, and photographs related to the request.

Mr. Robert Shelton, President of the Harbor View Hills South Homeowners Association, Edgar Gomez, Community Association Manager with Walters Management and Council Member Keith D. Curry have received a copy of this report and a notice of the September 1 Commission meeting.

Submitted by:

A handwritten signature in blue ink, appearing to read "Mark Harmon", is written over the "Submitted by:" text.

Mark Harmon



- Attachments:
- (A) Reforestation Check List
  - (B) Tree Removal Request Applications
  - (C) Board of Directors Letters
  - (D) Property Owner Letters
  - (E) Email from John Conway to Mr. Shelton
  - (F) Tree Inspection Report
  - (G) Tree Inventory Details
  - (H) Policy G-1, Retention or Removal of City Trees, Reforestation of City Trees, pages 6 - 9
  - (I) Pictures
  - (J) Aerial Maps



# General Services Department

## Reforestation Check List

Verified by:	Urban Forester	Parks and Trees Superintendent	General Services Director
<input checked="" type="checkbox"/> Legally Established Homeowners Association	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Individual Private Property Owner(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Reforestation Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> (90) days Reforestation Request Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Resolution of the Board of Directors, Minutes, Notices (Legally Established Homeowners Association)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Damage/Impact


<input checked="" type="checkbox"/> Blue Water View Impact - 1417 Keel Dr.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Incorrect Tree Species - 3901 Park Green Dr.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hardscape Damage:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Curb/Gutter			
<input checked="" type="checkbox"/> Sidewalk			
<input type="checkbox"/> Utility			

### Individual Private Property Owner(s) ONLY

Verified by:	Urban Forester	Parks and Trees Superintendent	General Services Director
<input checked="" type="checkbox"/> Written Agreement by Individual Property Owner(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Staff Approved Petition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Property Owners Signatures Verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Meets 60% Reforestation Criteria:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#\_\_\_Property owners notified %\_\_\_Agreed with removal

Meets **Minimum** Reforestation Requirements: YES ☒ NO ☐

Department Signature: 

Date: 8/20/09

City Attorney Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF NEWPORT BEACH

## General Services Department

### Tree Removal or Reforestation Application

Per City Council Policy G-1 (Retention or Removal of City Trees), I am requesting a tree removal(s) to be reviewed by staff and submitted to either the Parks, Beaches, and Recreation Commission for consideration at a future meeting or the appropriate City approving authority. Commission meetings are held on the first Tuesday of each month (except for holidays) at 7PM at the Council Chambers.

(1) TREE @ PARK STRIP

Indicate the number and specie(s), (if known) of tree(s).

Located at: 1417 KEEL DR. CORONA DEL MAR

Please be as specific as possible

#### Requestor

- ☒ Property Owner  
☐ Community Association  
☐ Other

#### Address/ Phone (Daytime) / Email

1417 KEEL DR. C.D.M.  
ROB FARRELL (949) 929-6996  
FARRELL R E SBL GLOBAL, NET

Signature:

Date: 5/22/2009

Print Name: EDITH M. FARRELL

☒ If this is a reforestation request proceed to the reverse side of this form

#### Section A. For Tree Removal Requests Only

##### Removal Criteria (Check one or more)

Please provide copies of photos, bills, documents or any other related material that will verify the checked items.

☒ Proven and repeated history of **damaging** public or \*private, sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities or foundations.  
(\*Greater than \$500)

☐ Repeated history of **significant interference** with street or sidewalk drainage.

☐ Dying Has no prospect of recovery.

☐ Diseased Cannot be cured by current arboricultural methods.

☒ Hazardous In advanced state of decline with no prospect of recovery.

Defective, potential to fail, could cause damage to persons/property upon failure. Assessment by Urban Forester will identify structural defects, parts likely to fail, targets-if fails, procedures and actions to abate.

☐ Beautification In conjunction with a City Council-approved City, commercial, neighborhood,



## Section B. For Reforestation Requests Only

Reforestation is 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 tree(s) for the planted location.

As initiated by:

<input checked="" type="checkbox"/>	Property Owner
<input type="checkbox"/>	Community Association
<input type="checkbox"/>	Other _____

Check all items applicable:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Tree(s) causing curb, gutter, sidewalk or underground utilities damage.  |
| <input type="checkbox"/>            | Wrong tree species for location  |
| <input type="checkbox"/>            | View encroachment  |
| <input type="checkbox"/>            | Area has clearly defined contiguous boundaries that include the tree(s) proposed.  |
| <input type="checkbox"/>            | 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.  |
| <input type="checkbox"/>            | Areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation.   |
| <input type="checkbox"/>            | Individual property owners 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. |

\*A request for reforestation requires a written agreement 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 using the City tree maintenance contractor.

\*There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement tree shall be a minimum size of 24" boxed trees and cost \$195 per tree, unless the parkway space will not accommodate a 24' boxed tree or a tree cannot be planted due to planting restrictions contained in City Council Policy G-6.

This form does not replace the requirements of any of the City tree policies. Its use is intended to expedite the tree removal or reforestation requests and to ensure compliance with all City requirements. Please refer to individual City Council Policy G-1 for additional information.

Requestor Comments:

DAMAGE TO WATER MAIN, SPRINKLER SYSTEM  
& HAZARD TO HOMEOWNER & RESIDENCE USING SIDEWALK  
AND PARKING & CURB TRIP HAZARD

**Removals, except emergency, will be subject to the notification processes, time frames and authority as specified in the City Council G-1 Policy.**





# CITY OF NEWPORT BEACH

## General Services Department

### Tree Removal or Reforestation Application

JUL 27 2009

Per City Council Policy G-1 (Retention or Removal of City Trees), I am requesting a tree removal(s) to be reviewed by staff and submitted to either the Parks, Beaches, and Recreation Commission for consideration at a future meeting or the appropriate City approving authority. Commission meetings are held on the first Tuesday of each month (except for holidays) at 7PM at the Council Chambers.

*Indicate the number and specie(s), (if known) of tree(s).*

Located at: 3901 Park Green Drive

*Please be as specific as possible*

#### Requestor

- ☒ Property Owner  
☐ Community Association  
☐ Other \_\_\_\_\_

Address/ Phone (Daytime) / Email

(949) 232-5861

melinda.gunton@yahoo.com

Signature:

M Gunton

Date:

7/23/09

Print Name:

Melinda Gunton

**If this is a reforestation request proceed to the reverse side of this form**

#### **Section A. For Tree Removal Requests Only**

##### **Removal Criteria (Check one or more)**

**Please provide copies of photos, bills, documents or any other related material that will verify the checked items.**

- ☐ Proven and repeated history of **damaging** public or \*private, sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities or foundations.

(\*Greater than \$500)

- ☐ **Repeated history of significant interference** with street or sidewalk drainage.

- ☐ **Dying** Has no prospect of recovery.

- ☐ **Diseased** Cannot be cured by current arboricultural methods.

- ☐ **Hazardous** In advanced state of decline with no prospect of recovery.

- ☐ **Hazardous** Defective, potential to fail, could cause damage to persons/property upon failure. Assessment by Urban Forester will identify structural defects, parts likely to fail, targets-if fails, procedures and actions to abate.

- ☐ **Beautification Project** In conjunction with a City Council-approved City, commercial, neighborhood, or community association beautification program.

## Section B. For Reforestation Requests Only

Reforestation is 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 tree(s) for the planted location.

Walters Management

JUL 27 2009

Irvine Office

### As initiated by:

<input checked="" type="checkbox"/>	Property Owner
<input type="checkbox"/>	Community Association
<input type="checkbox"/>	Other _____

### Check all items applicable:

- ☐ Tree(s) causing curb, gutter, sidewalk or underground utilities damage.
- ☐ Wrong tree species for location
- ☐ View encroachment
- ☒ Area has clearly defined contiguous boundaries that include the tree(s) proposed.
- ☐ 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.
- ☒ Areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation.
- ☒ Individual property owners 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.

\*A request for reforestation requires a written agreement 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 using the City tree maintenance contractor.

\*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 24" boxed trees and cost \$195 per tree, unless the parkway space will not accommodate a 24" boxed tree or a tree cannot be planted due to planting restrictions contained in City Council Policy G-6.

**This form does not replace the requirements of any of the City tree policies. Its use is intended to expedite the tree removal or reforestation requests and to ensure compliance with all City requirements. Please refer to individual City Council Policy G-1 for additional information.**

### Requestor Comments:

Request replacement tree in different location.

*Removals, except emergency, will be subject to the notification processes, time frames and authority as specified in the City Council G-1 Policy.*





July 20, 2009

City of Newport Beach  
General Services Department  
3300 Newport Blvd. CA. 92663

RE: City Parkway Tree Removal/Reforestation  
Edith Farrell Wasmann  
1417 Keel Drive, Corona Del Mar, CA. 92625

The purpose of this letter is to advise the City of Newport Beach that on June 3, 2009 the Harbor View Hills South HOA Board of Directors unanimously approved the reforestation request made by the homeowners of the above referenced address. The homeowner would like to have the existing tree removed and replaced with a city approved St. Mary Magnolia tree.

Should you require additional information or correspondence from the Management Company or Board of Directors please feel free to contact me at (949) 752-2225 or email at [egomez@waltersmanagement.com](mailto:egomez@waltersmanagement.com)

Sincerely,  
On Behalf of the Board of Directors

A handwritten signature in dark ink, appearing to read 'E. Gomez', with a stylized flourish at the end.

Edgar Gomez  
Community Association Manager

CC: Board of Directors

August 6, 2009

City of Newport Beach  
General Services Department  
3300 Newport Blvd. CA. 92663

RE: City Parkway Tree Removal/Reforestation Application  
Melinda Gunton  
3901 Park Green Drive, Corona Del Mar, CA. 92625

The purpose of this letter is to advise the City of Newport Beach that on August 5, 2009 the Harbor View Hills South HOA Board of Directors unanimously approved the tree reforestation application request made by the homeowner of the above referenced address. The homeowner would like to have the existing tree removed and replaced with a city approved St. Mary Magnolia tree in a different location.

I have attached the homeowner's Reforestation Application along with the recommendation letter from the Association's City Tree Committee approving the reforestation.

Should you require additional information or correspondence from the Management Company, the Board of Directors or the homeowner please feel free to contact me at (949) 752-2225 or email at [egomez@waltersmanagement.com](mailto:egomez@waltersmanagement.com).

Sincerely,  
On Behalf of the Board of Directors



Edgar Gomez  
Community Association Manager

CC: Board of Directors



Edith Farrell, Wasmann  
1417 Keel Drive  
Corona del Mar, CA 92625  
(949) 711-9675

Mr. Paul Siconolfi, HOA President  
Harbor View South  
Corona del Mar, CA 92625

May 21, 2009

Subject: Removal of existing tree in park strip

Dear Paul,

I have asked my son to assist us with this task and process of requesting the removal of the existing tree on the park strip in front of my property at 1417 Keel Drive for the following reasons;

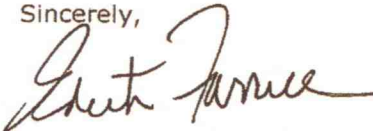
1. The existing tree's root system has now broken our sprinkler system which has made it impossible to fix and costly due to the existing root structure.
2. I as well as my guest have tripped and fallen over the raised tree root system and grass which is now several inches above the curb and sidewalk. Causing potential injury or even worse a lawsuit in the event of injury to others.
3. The existing tree roots have started to raise the sidewalk, which again poses a trip hazard.

As explained to us the City of Newport Beach must remove the existing tree and its roots since the park strip belongs to them. We do agree and have no problem with the HOA's Magnolia tree as a replacement. As soon as that is accomplished we can then remove and replace the existing lawn in the park strip, replace the broken irrigation lines in that location and level the soil at the sidewalk and install Marathon Sod which will remove the hazard, mitigate loss of water while irrigating and improve the street appeal to our home and the community. It is also our plan to replace our lawn at the front of the house property with Marathon Sod to improve the overall landscape appearance of our home.

We are hereby requesting the HOA Board's approval of this work. If you have any questions please feel free to contact my son, Robert Farrell, (949) 929-6996. He will be more than happy to answer any questions.

Thanks for your quick action on this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Edith Farrell', written in a cursive style.

Edith Farrell, Homeowner

July 23, 2009

To Harbor View Hills South Board of Directors

From City Parkway Tree Committee

Re Removal/Reforestation at 3901 Park Green Drive, CdM

The adjoining property owner requests removal of one existing Carrotwood Parkway tree directly in line with the front entryway of her recently remodeled Home. The tree will impede the intended path from curbside to front door. She wishes to replace the tree with another species acceptable to the City at a different location within the parkway. All costs will be paid by the applicant.

One of the City's criteria for approving reforestation is that the subject tree is "simply the wrong species of tree for the planted location". Beautification is also a consideration. As you know, replacement of unsuitable species is progressing in our community as new plantings of the City Designated Tree – St. Mary Magnolia, are substituted.

Your Committee believes that opportunities to convert an unsuitable tree to an approved species, entirely at the adjoining owners expense, should be encouraged. Therefore, it is recommended that your Board adopt and submit to the City a resolution supporting and requesting the subject reforestation.



Robert Shelton  
Chairman

## Rusas, Pat

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**From:** Conway, John  
**Sent:** Thursday, August 13, 2009 9:30 AM  
**To:** 'Robert Shelton'  
**Cc:** Sereno, Dan; Rusas, Pat  
**Subject:** Reforestation

Mr. Shelton,

Thank you for forwarding the information regarding the reforestation requests for;

- 1417 Keel Dr.
- 3901 Park Green Dr.

Everything appeared to be in order with one exception; I couldn't see evidence on both applications that the property owners are clearly aware that reforestations costs are incurred by the applicant.

**As you know, we just discussed this on the phone & you confirmed the applicants are very clear on this point; therefore, we'll proceed with the request for the September 8<sup>th</sup> PBR Comm. meeting.**

Thank you Mr. Shelton for your patience & assistance.

JC



## General Services Department

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### TREE INSPECTION REPORT

**Name:** Robert Shelton, President  
Harbor View Hills South Homeowners Association

**Request:** Mr. Robert Shelton, President of the Harbor View Hills South Homeowners Association is requesting of the General Services Department staff, the removal and replacement of two City parkway trees located within the Harbor View Hills South community based on the criteria of City Council Policy G-1, Reforestation of City Trees.

**Tree Species/Sites:** **1417 Keel Drive – Front – 1** / Cupaniopsis anacardioides – Carrotwood

**Designated Street Tree:** Magnolia grandiflora ‘St.Mary’ – Saint Mary Magnolia

**Tree Species/Sites:** **3901 Park Green Drive – Front - 1** / Cupaniopsis anacardioides – Carrotwood

**Designated Street Tree:** Bauhinia blakeana – Hong Kong Orchid Tree

**Estimated Tree Value:** \$2,760.00 (\$1,380 each) / 2 trees

**Damage:** No apparent damage

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

**Comments:** A field inspection confirmed two healthy City trees within the Harbor View Hills South community.

The property owner at **1417 Keel Avenue** has alleged private/public property damage and hazardous tree (see attached tree removal application and letter dated May 21, 2009).

The property owner at **3901 Park Green Drive** has alleged the City tree is wrong tree species for the planted location (see attached tree removal application and letter dated July 23, 2009).



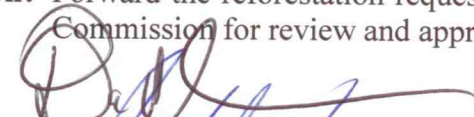
Estimated cost for reforestation of one City tree:

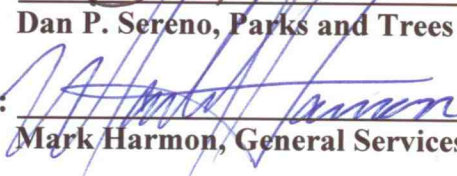
- Removals - \$ 211.00 each x 2 trees = \$422.00
- Replacements - \$ 195.00 each x 2 trees = \$390.00

**Total Cost - \$812.00**

**Inspected by:**  **Date:** August 14, 2009  
**John Conway, Urban Forester**

**Recommendation:** Forward the reforestation request to the Parks, Beaches and Recreation Commission for review and approval.

**Reviewed by:**  **Date:** August 14, 2009  
**Dan P. Sereno, Parks and Trees Superintendent**

**Reviewed by:**  **Date:** 8/20/09  
**Mark Harmon, General Services Director**

[Show/Hide Map](#)[Print Report](#)

## Inventory Detail

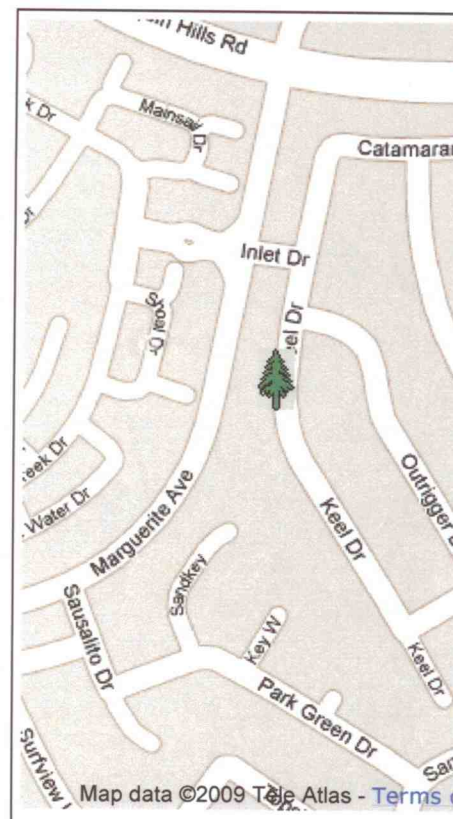
Dist: 8  
 Address: 1417 KEEL DR  
 Fictitious: No  
 Location: Front-1  
 On Address: 1417 KEEL DR  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 7-12 / 15-30  
 Parkway Size: 5  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
 Estimated Value \$1,380

## WCA Work History

Date	Work Type	Amount	Job#
4/3/2008	Grid Pruning	\$39.00	11060
7/25/2006	Grid Pruning	\$39.00	9765
4/11/2005	Service Request Pruning	\$39.00	7334
1/27/2004	Grid Trimming	\$39.00	6071
9/2/2002	Grid Trimming	\$39.00	5154
6/21/2000	Grid Trimming	\$39.00	3524
3/24/1999	Grid Trimming	\$39.00	2438

## Other Work History

Date	Work Type	Crew	Acct#	Min
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[Show/Hide Map](#)[Print Report](#)

## Inventory Detail

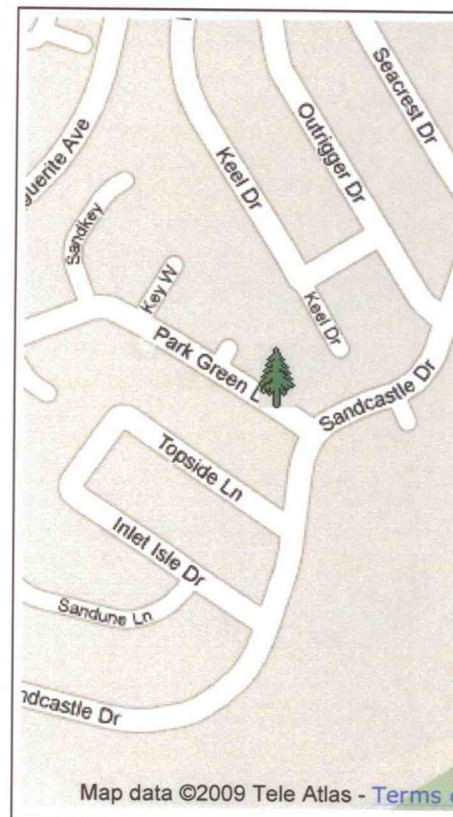
Dist: 8  
 Address: 3901 PARK GREEN DR  
 Fictitious: No  
 Location: Front-1  
 On Address: 3901 PARK GREEN DR  
 Species: *Cupaniopsis anacardioides*, CARROTWOOD  
 DBH/Height: 7-12 / 15-30  
 Parkway Size: 5  
 Utility Overhead: No  
 Sidewalk Damage: No  
 Recommended Maintenance: Grid Trim  
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1/16/2004	Grid Trimming	\$39.00	6071
10/3/2002	Grid Trimming	\$39.00	5154
3/16/2001	Service Request	\$39.00	3874
6/14/2000	Grid Trimming	\$39.00	2866
3/31/1999	Grid Trimming	\$39.00	2438

## Other Work History

Date	Work Type	Crew	Acct#	Min
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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 24" boxed trees, unless the parkway space will not accommodate a 24" 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.



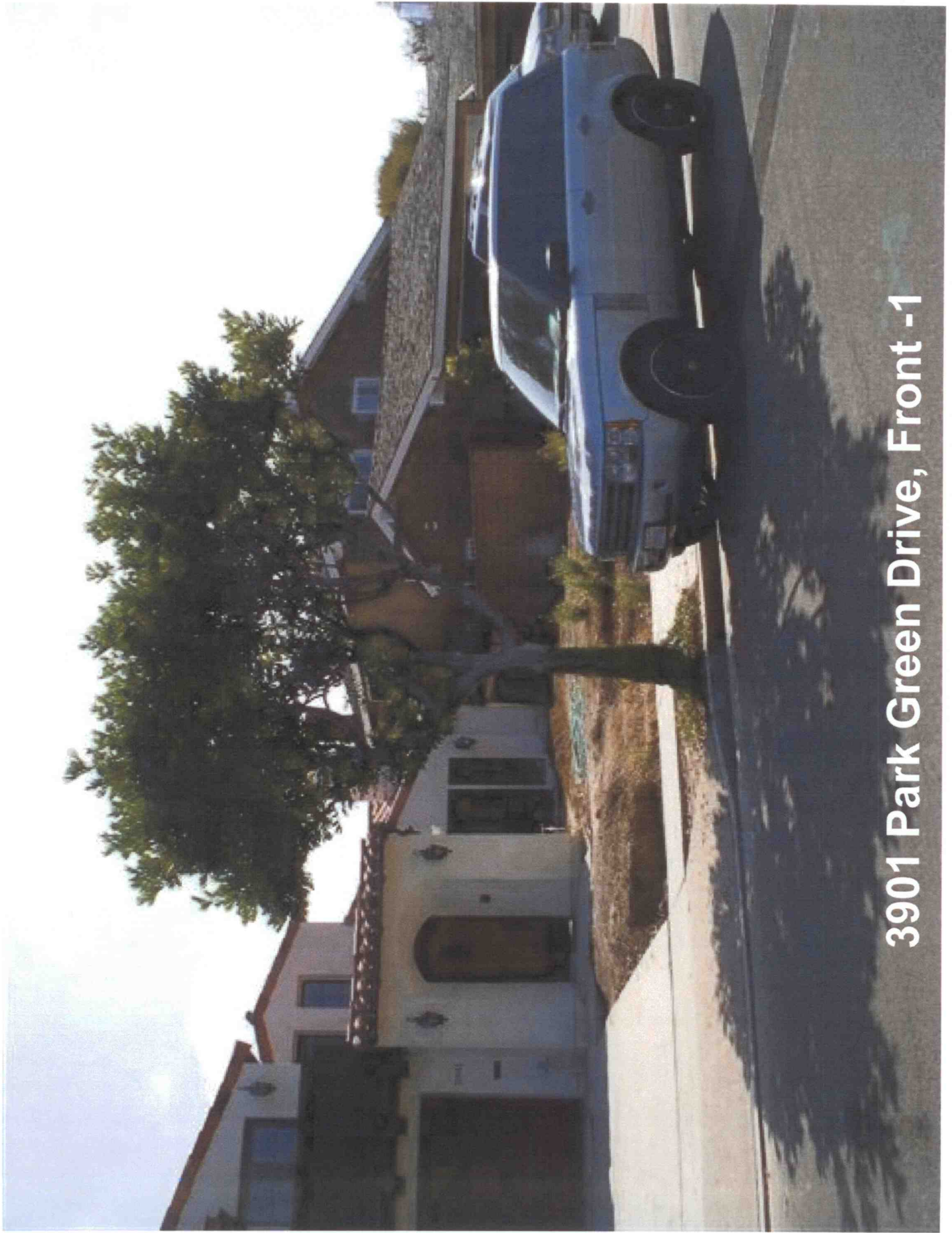
1417 Keel Drive, Front -1





1417 Keel Drive, Front -1





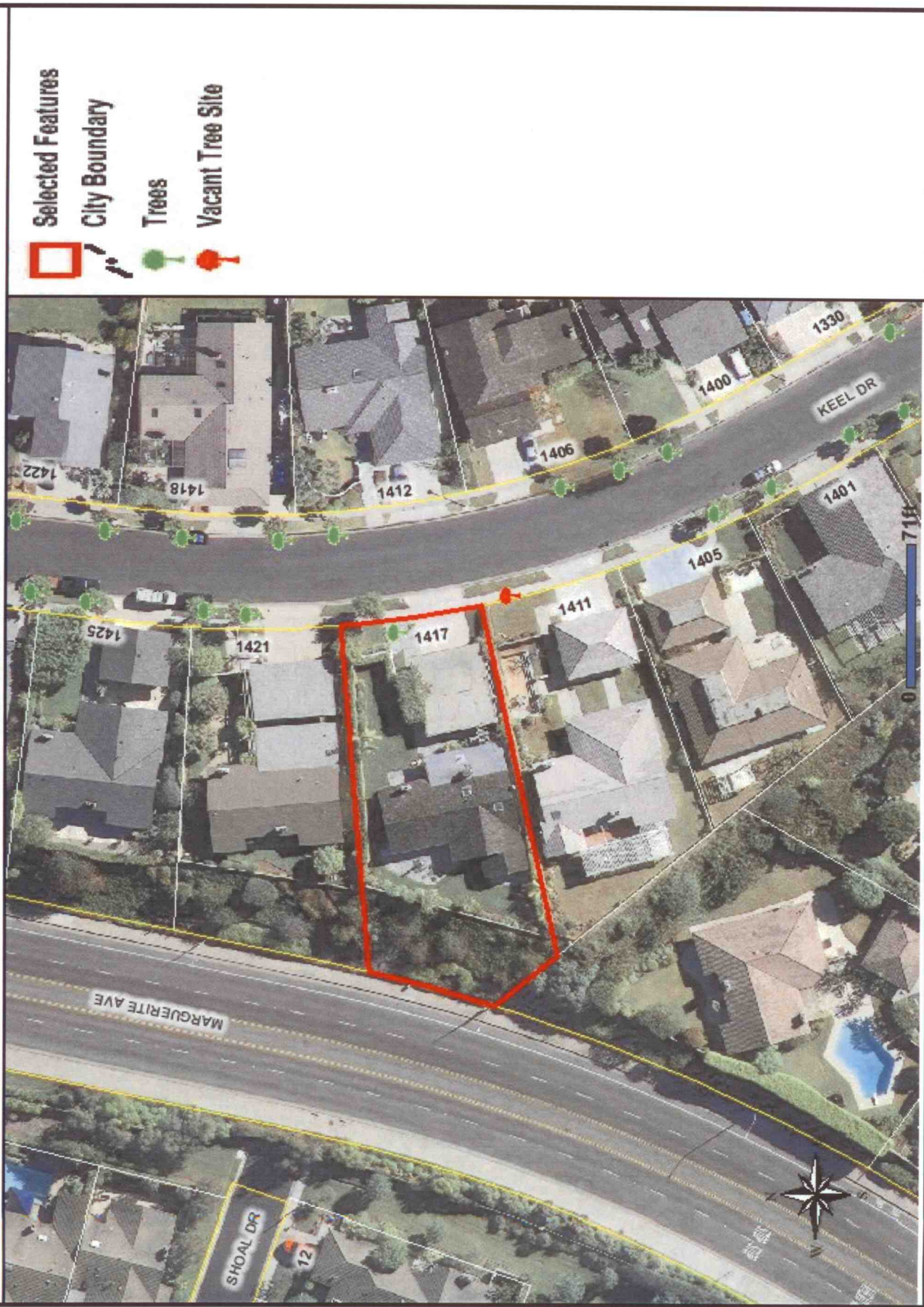
3901 Park Green Drive, Front -1



3901 Park Green Drive, Front -1



1417 Keel Drive





3901 Park Green Drive

