

Landmark Tree Program Guidelines and Policies

November 19, 2014

1.0 PURPOSE STATEMENT

The purpose of this document is to provide policy guidelines for the preservation, maintenance and enhancement of our urban forest with particular attention to noteworthy trees or "landmark trees" as defined in Section 2.0.

The Landmark Tree Program (LTP) includes specific trees within the city limits on public property, but also extends to private property for owners who wish to participate on a voluntary basis. This program complements the Downtown Zoning Code (DZC) Designated Landmark Trees, but does not supersede the rules and regulations identified for those specific trees (UCC Section 9229.3 Table 19) detailed in the DZC.

2.0 DEFINITION

The definition for landmark trees from the Downtown Zoning Code (10.030 B Article 18 Section 10), shall be used:

Landmark trees are specific trees selected as worthy of landmark status based on one or more of the following characteristics:

- 1) an outstanding specimen of a species desirable to the community
- 2) one of the largest or oldest trees in the City of Ukiah
- 3) historical/commemorative interest
- 4) distinctive form and/or aesthetic appeal and/or
- 5) environmental value, including importance as habitat for wildlife.

3.0 BENEFITS OF THE PROGRAM

Benefits to the City of Ukiah

A LTP would help the City obtain the coveted certification, "Tree City USA" from the Arbor Day Foundation and improve grant funding opportunities. The identification and acknowledgement of landmark trees will also help the City, businesses and private owners garner support and recognition for the care and maintenance of trees which benefits the community at large.

Benefits to Property Owners

Owners will receive acknowledgement and appreciation for their effort. The City of Ukiah will provide a certificate to the participating property owner. Well-maintained trees add to property values. Trees provide shade and can reduce cooling and heating bills.

Benefits to the Community

The LTP will help maintain and expand the City's urban forest by increasing awareness of trees and their benefits. Neighborhoods with good tree canopies improve people's wellbeing and reduce crime; business districts with tree-lined streets have increased activity.

4.0 POLICY GOALS

The LTP focuses on the economic, environmental, historic and aesthetic value specific trees have in the City's urban forest. This includes trees in public areas and trees on private property where the owner voluntarily participates in the program.

The policy goals of the LTP are consistent with the following:

- City of Ukiah General Plan Open Space Conservation Element (1993): OC-22: Conserve and replenish valley oaks in the Valley; OC-23: Native plant landscaping shall be encouraged; OC-25: Maintain and enhance the City's canopy of shade trees.
- City of Ukiah Tree Protection and Enhancement Policy, November 1993
- City of Ukiah Tree Planting and Maintenance Recommendation, November 1993
- Community Forest Management Plan, 1994
- City of Ukiah Landscaping and Streetscape Design Guidelines, 1996
- Ukiah Municipal Code, Chapter 5, Sidewalks/Street Trees. Article 2. Street Tree Policy Purpose and Intent)
- Tree Management Guidelines, December 1, 2010
- City of Ukiah Downtown Zoning Code, 2012

5.0 ADMINISTRATION

DEPARTMENTS AND RESPONSIBILITIES

- 5.1 Community Services Department
- 5.2 Public Works Department
- 5.3 Electric Utility Department
- 5.4 Planning and Community Development Department
- 5.5 Ukiah Municipal Airport

The department directors shall be responsible for the implementation of the LTP and all staff and contractors shall be trained in and shall abide by these guidelines and policies outlined in this document. City Council shall approve any significant amendments or changes to the LTP proposed by staff and/or community partners before they are adopted.

5.1 The City Manager or designee is the primary administrator of the program. However, directors of the departments are responsible for the preservation, care and maintenance of trees in the public and private sphere as follows:

5.1.1 Community Services Department is responsible for all trees in public parks.

5.1.2 Public Works Department is responsible for all trees in the public right of way, creeks and drainages including wetlands.

5.1.3 Electric Utility Department is responsible for the trimming of trees to maintain clearance from primary electric lines and facilities.

5.1.4 Planning and Community Development Department is responsible for the oversight of all trees and landscaping plans filed by the applicant.

5.1.5 The Airport Manager is responsible for all trees on Airport property.

- 5.2 Partnerships:** Volunteers and/or community groups (i.e. Mendocino ReLeaf and Tree Advisory Group) shall be important partners to achieve the objectives of urban forestry.

6.0 PROCEDURES

For a specific tree, grouping of trees or grove for enrollment in the LTP requires the completion of a nomination form signed by the nominee/property owner. Nomination forms are reviewed by the Tree Advisory Group and then forwarded with written recommendation to the City Manager or designee for review and then to the City Clerk for the City Council consent calendar.

- 6.1** City staff and the public are encouraged to nominate specific trees for inclusion in the LTP by completing a nomination form. Electronic nomination forms are available on the City's website or can be obtained from the City Clerk.

The nomination form requires a submitted photo of the tree. Information shall include the following: name of parcel owner; address; email address, if applicable; specimen; location map or illustration; reason(s) why tree(s) should be preserved. All nominations shall be submitted to the Tree Advisory Group for a recommendation. The recommendation is then forwarded to the City Council for consideration and/or adoption.

- 6.2** A listed landmark tree will be recorded by the City of Ukiah, identified on a map with location and description (i.e. Google Earth) and added to the City's website.

- 6.3** Partners from Mendocino ReLeaf and/or Tree Advisory Group will provide an annual docent led walking tour and/or provide a self-guided brochure for interested parties.

- 6.4** Staff will provide notification of the LTP activity by mailing an announcement of the annual walking tour. Notification will occur at least a month prior to the tour (*i.e. City of Ukiah Recreation Guide*, monthly utility bill)

- 6.5** An annual press release to local media about the purpose of the program, number of participants, location of the tree (with participant's permission), species and a website link for recruiting future participants.

7.0 PROTECTION

All participants including the City, a business or homeowner enrolled in the program agree to maintain and care for their tree responsibly and will receive a letter of acceptance. Suggestions for healthy tree care are outlined in the Tree Management Guidelines and may be obtained electronically.

Person or persons shall be prohibited from damaging a landmark tree through excessive watering or pruning or root compaction/destruction. Extra care shall be employed to protect landmark trees during construction (see the Tree Management Guidelines, Section 3.0).

All requests for tree removal or withdrawing from the LTP shall be in writing and submitted to the City Council and thereby forwarded to the Tree Advisory Group which will then forward a written recommendation to the City Council.

A ten (10) day noticing period of the item appearing on the City Council's agenda is required. The placement of the notice will be posted at the nearest public boundary line located closest to the tree(s).

Circumstances not requiring City Council approval for tree removal are as follows:

- 1) due to emergency situations and/or
- 2) traffic visibility obstructions and/or
- 3) public utility damage and/or
- 4) damage to the building foundation.

9.0 SUMMARY

The City of Ukiah intends that the guidelines and procedures of the Landmark Tree Program shall remain in effect, however, they are subject to change based upon arboricultural standards, community input and staff recommendations. Suggestions for changes to this document must be submitted in writing to the City Manager or designee. Changes will then be discussed with community partners and staff with recommendations and forwarded to the City Council for approval.

10.0 ADDITIONAL RESOURCES

Additional City and other tree-related documents that incorporate tree guidelines are available electronically through the Intranet/Internet. These documents are:

- Municipal Code Article 2, Chapter 5, Number 5420 Street Tree Policy, Purpose and Intent (Ordinance 869, adopted 1987)
- Community Forest Management Plan
- Tree Protection and Enhancement Policy
- Tree Planting and Maintenance Recommendations
- Master Tree List, 2012
- Tree Management Guidelines, 2010
- Integrated Pest Management Plan, Community Service Department
- Creek Maintenance Policies & Procedures, 2009
- Downtown Zoning Code Landmark Tree Program and Preservation Tree List, 2012
- General Plan, Open Space and Conservation Element, adopted 12/6/1995; amended 6/16/2004
- Landscaping and Streetscape Design Guidelines
- Commercial Development Design Guidelines
- International Society of Arboricultural Best Management Practices (ISA BMP): *Managing Trees During Construction; Tree Pruning; Integrated Pest Management; Tree Support Systems; Utility Pruning of Trees; Tree and Shrub Fertilization; Tree Planting; Tree Inventories; Integrated Vegetation Management*
- American National Standards Institute (ANSI): *Construction Management Standards*
- Mendocino County ReLeaf Tree Care Guide
- Hillside Ordinance 9135

Landmark Tree Program (LTP)

Landmark Tree Program Listings

Public Property

- Valley Oak, *Quercus lobata*, [#1], Observatory Park
- Redwoods, *Sequoia semper virens*, [#9], City Hall and Clay St (historic Campfire Girls beautification project in 1930s)
- Valley Oak, *Quercus lobata*, [#1], City Hall, 300 Seminary Ave
- Valley Oak, *Quercus lobata*, [#1], Hudson Carpenter Park, N Main St
- White Oak, *Quercus*, [#1], Todd Grove Park, northwest end between stage and picnic tables
- American Persimmon grove, *Diospyros virginiana*, Carpenter Hudson park, S Main St

Private Property

- Black Oak, *Quercus kelloggii*, [#1], 1033 W Standley St
- Bay Laurel, *Umbellularia californica*, [#1], 304 Hortense St

Other Trees with Special Designations

Landmark Trees within DZC Boundary

Downtown Zoning Code Tree Landmark Tree List, Adopted by the City Council on August 1, 2012. These trees are subject to the rules and regulations detailed in the Downtown Zoning Code and not the guidelines and policies detailed in this document.

- Valley Oak, *Quercus lobata*, [#6], 225 E Perkins St
- Coast Redwood, *Sequoia sempervirens*, [#4], 410 E Perkins St
- Coast Redwood, *Sequoia sempervirens*, [#11], E Perkins St at Pear Tree Ctr
- Lebanon Cedar, *Cedrus libani*, [#2], E Perkins St at Pear Tree Ctr
- Valley Oak, *Quercus lobata*, [#2], 324 N Main St
- Valley Oak, *Quercus lobata*, [#1], 320 Main St
- Coast Redwood, *Sequoia sempervirens*, [#1], 220 Mason St
- Coast Redwood, *Sequoia sempervirens*, [#1], 100 block of Norton St,
- Canyon Live Oak, *Quercus chrysolepis*, [#1], 400 block N School St, east side in parking lot
- Coast Redwood, *Sequoia sempervirens*, [#1], 400 block N School St, eastside in parking lot
- Valley Oak, *Quercus lobata*, [#2], 400 block N School St parking lot, eastside in parking lot
- Interior Live Oak, *Quercus wislizeni*, [#2], 400 block N School, east side in parking lot
- Coast Redwood, *Sequoia sempervirens*, [#6], @ 216 W Henry St, (Foundation for Medical Society)
- Cork Oak, *Quercus suber*, [#1], 107 S Oak St, (Saturday Afternoon Club)
- Coast Redwood, *Sequoia sempervirens*, [#2], 107 S Oak St (Saturday Afternoon Club)
- Coast Redwood, *Sequoia sempervirens*, [#1], 108 S Oak St
- Coast Redwood, *Sequoia sempervirens*, [#2], 265 Clay St
- Riparian trees within the Gibson Creek corridor; [#], Perkins St to Leslie St (includes: Willows, salix varieties; Cottonwoods; Black Walnut; Interior Live Oak, *Quercus wislizeni*, Black Oak; Valley Oak, *Quercus lobata*)
- Dawn Redwood, *Metasequoia glyptostroboides*, [#2], Corner of Standley and School St, in front of courthouse
- Oak, *Quercus*, [#1], N State St, in front of courthouse
- Tulip Magnolia, *Magnolia soulangiana*, [#2], N State St, southeast corner in front of courthouse
- Southern Magnolia, *Magnolia grandiflora*, [#2], N State St, in front of courthouse

Property Owner Consent

Property Owner Name

Address

City, State Zip

Home Phone

Email

I hereby authorize the City of Ukiah and/or their agents the right to enter onto my property to view a tree being submitted for nomination. I hereby give my consent to allow the public the opportunity to view the nominated tree on my property from the public street right-of-way if Landmark Tree status is obtained.

Property Owner Signature

Date

Submit Completed Nomination

City of Ukiah
Community Services Department
411 West Clay Street
Ukiah, California 95482
Attention: Landmark Tree Program

(707) 463-6231

Benefits

- ✦ Certificate of Recognition presented to owner
- ✦ Landmark Tree designation for the life of the tree
- ✦ Well maintained trees add to property value
- ✦ Trees provide shade and can reduce cooling and heating bills

Check List

- ✦ Nomination form
- ✦ Site map of tree location
- ✦ Picture of the tree(s)
- ✦ Brochures, newspaper clippings, or other supportive documentation
- ✦ Historical data or other significant information related to the tree
- ✦ Property owner consent



Landmark Tree Program



(707) 463-6231
www.cityofukiah.com



CERTIFICATE OF RECOGNITION

The City of Ukiah
hereby presents this certificate to

NAME

For (name of tree)
Selected as a 201X Ukiah Landmark Tree

XXXXXX
Mayor

Linda Sanders
Tree Advisory Group Coordinator

