



## CITY COMMISSION POLICY MANUAL

### Tree Removal Policy

**Department:**  
Growth Management

**Date Adopted:**  
November 13, 1991

**Last Revised Date:**  
September 9, 1992

#### 702.01 AUTHORITY

City Commission action on March 26, 1985, November 13, 1991, and May 27, 1992.

#### 702.02 PURPOSE

This policy shall apply at any time a City Department has reason to remove a tree, that is protected under the provisions of the Environmental Management Ordinance, from City property.

#### 702.03 STATEMENT OF POLICY

Prior to the City Environmental Management Division issuing a permit to remove a tree, protected under the provisions of the Environmental Management Ordinance, the City Commission shall approve the tree removal.

#### 702.04 DEFINITIONS:

1. **City Property** - Any roadway right-of-way or property for which the City has a fee simple title or any roadway or utility easement in the City's name.
2. **Protected Tree** - Any tree that would require a permit to remove, including:
  - a) any tree having a diameter of eighteen (18) inches DBH or greater,
  - b) any tree within a canopy road tree protection zone which extends 100 ft. on both sides of the centerline,
  - c) any tree planted to meet the landscape requirements (Article III) or tree mitigation requirements (Article IV) of the EMO,
  - d) any tree in a wetland.

#### 702.05 EXCEPTIONS:

This policy does not apply to protected trees that are dead, dying or diseased or that present an eminent hazard to the safety of the public, either as certified by the City or County Urban Forester.

#### 702.06 ACTION SECTIONS:

1. For any approved Capital project that requires an environmental assessment, under Section 61 of the EMO, the Environmental Services Division shall review and approve the removal of any "protected tree(s)" as a part of the approval of the Part II Environmental Assessment for the project. The Part II approval shall occur prior to the completion of the project design and the filing of an application for an EMO permit for the project.
2. The responsible department shall apply for a tree removal permit from the Growth Management Department, either separately or as a part of an overall EMO permit for the project.

3. The Growth Management Department shall review the permit application and tentatively approve or deny the tree removal. This review shall include an evaluation by the Urban Forester as to the health of the tree(s) and feasible mitigation measures that may be suggested. The Growth Management Department shall hold the permit pending City Commission action on the tree removal.
4. The responsible department shall prepare an agenda item for a regularly scheduled City Commission meeting that includes the species, size, condition and location of the tree to be removed; the reason for the removal; options to the removal; and a recommendation from the Growth Management Department. The agenda item will request authorization from the City Commission to remove a protected tree(s).
5. The agenda item will be placed on the consent agenda for action by the City Commission.
6. The responsible department shall notify the Growth Management Department of the City Commission action.
7. The Growth Management Department shall either issue or deny a tree removal permit according to the City Commission direction.

**702.07 ADMINISTRATION:**

The City Department responsible for the maintenance of the City property on which the protected tree is located.

**702.08 SUNSET PROVISION:**

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

**702.09 EFFECTIVE DATE:**

September 9, 1992

**REVISIONS:**