



**CITY OF CHICO**  
**BIDWELL PARK AND PLAYGROUND COMMISSION (BPPC)**  
**TREE COMMITTEE**  
March 12, 2014, 6 p.m.  
Municipal Center - 421 Main Street, Conference Room 2

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*Materials related to an item on this Agenda are available for public inspection in the Park Division Office at 965 Fir Street during normal business hours or online at <http://www.chicoca.gov>*

**1. CALL TO ORDER**

**2. REGULAR AGENDA**

**2.1. Review Right of Way Street Tree Planting Procedure**

Staff has developed some draft materials to aid the City in developing partnerships with organizations to plant street trees in the City Right-of-Way. Working with organizations will allow for the efficient, safe planting of street trees that meet City specifications. Staff will fold feedback into the development of a Final Administrative Procedure and Policy Manual (AP&P) for BPPC consideration and potentially, Council adoption. **Recommendation:** Provide feedback and recommend for BPPC consideration.

**2.2. Introduction of Programmatic Tree Removal Permit**

Staff will describe, and seeks feedback, on an outline of a program to help expedite permit requests for undesirable trees. The approach will allow for the administrative approval of discretionary trees on behalf of the BPPC (essentially pre-approval of permits that meet certain criteria). All other requests would still come before the BPPC for consideration. **Recommendation:** Provide feedback that will be incorporated into a more refined version of the protocol.

**2.3. Draft Urban Forest Management Plan Update**

Staff will provide an overview of progress to date on the Urban Forest Management Plan, and present an initial list of issues. Staff seeks Tree Committee input to identify data gaps, additional information needs, and refine goals to be incorporated into the next revision of the plan. **Recommendation:** Provide an update to the BPPC on the status of the Plan, and identify the major items needed for the next revision.

**3. BUSINESS FROM THE FLOOR**

Members of the public may address the Committee at this time on any matter not already listed on the agenda, comments are limited to three minutes. The Committee cannot take any action at this meeting on requests made under this section of the agenda.

**4. ADJOURNMENT**

Adjourn to the next regular meeting on April 9, 2014 at 6:00 p.m. in Conference Room 2 at the Chico City Council building (421 Main Street, Chico, California).



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Please contact the Park Division Office at (530) 896-7800 if you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation. This request should be received at least three working days prior to the meeting.

**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject: Right of Way Street Tree Encroachment Planting (RightSTEP) Permit Procedure	Number: xx-2
	Effective Date: June 30, 2014
Department(s) Affected: Public Works	Supersedes: xx-2 dated 12/4/02
Authority: Chapter 14.08 Encroachment and Excavation Permits Chapter 14.40 Street Trees Chapter 16.66 Tree Preservation Regulations	File Reference:  Approved:

**I. PURPOSE**

To establish an application procedure which enhances Street Tree Planting in the City of Chico through partnerships with community and volunteer groups, utilizing a special encroachment permit for working in the City right of ways.

**II. POLICY**

**A. Street Tree Planting Encroachment Permit**

In order to provide a means for voluntary participation in the planting of City Street Trees, it is the intent of the City Council to provide a special encroachment permit, which local and certain non-local nonprofit community groups, organizations, and private groups or organizations can utilize, when requests are not in conflict with the needs of the City Chico and other City governmental needs. Costs for this special encroachment permit procedure shall be waived and access to planting sites within the City of Chico rights of way may be granted. All incidental costs of exercising this permit will be borne by the group making the application and will be based on fees established in the City's fee schedule, if applicable.

Except that coordination with the Street Tree Division can yield a partnership wherein the City staff would provide excavation services for tree planting sites, in which case, the City shall bear the costs for the use of City staff and equipment.

The applicant's usage of equipment shall be limited to supplies available to volunteer groups, costs for participation and all other equipment and materials shall be borne by the group making the application. In addition, all applicants shall be asked to provide proof of general liability insurance or sign appropriate waivers of liability for each participant.

**B. Applications for Rights of way Street Tree Encroachment Planting Permit (RightSTEPP)**

A special permit may be approved when the following conditions are met and well coordinated with the City of Chico, and meet the following criteria:

1. Sites for planting have been selected and specifically identified and availability determined, all requests will be submitted in writing, coordinated with the parks division, including completion of the application form.
2. Application is being requested on behalf of a community group.

- a. The requesting group has specified a Contact Coordinator for the planting event.
- b. The community group or organization has completed an application form signed by both a representative of that group and the Contact Coordinator.
- c. The community group or organization has supplied the appropriate insurance coverage and waivers.
- d. An application request for a date within a 21 day time frame, will be accompanied by a special fee, based on 7 hours of Senior Maintenance Worker overtime.

### III. PROCEDURE

#### A. Applications for Right of way Street Tree Encroachment Planting Permit

##### 1. Encroachment Permit Application for Street Tree Planting

- a. Applications will be taken Monday through Friday from 8:00 a.m. to 5:00 p.m. and are approved by the Public Works Office. Requests shall be made with the Public Works Director at least 21 days in advance of the date of the requested reservation along with any associated fees as outlined in the City's Fee Schedule. In order to reserve a room, agencies must submit a completed room reservation form signed by a responsible adult, 21 years of age or older.

Applications may be accepted less than 14 days in advance provided the Public Works Director is able to make adequate arrangements to accommodate them and if all special fees are paid at the time the application is submitted. Any related fees are to be paid two weeks prior to the date of the event, or the application will be canceled.

Applications are not accepted for use of the facilities on Fridays, Saturdays, Sundays, City holidays, or on weekdays preceding a municipal holiday.

- b. An application form for the special encroachment (Exhibit "1") shall be completed either by City staff or the requesting agency and signed by a representative of the requesting organization.
- c. Applications are accepted on a first-come, first-served basis. Only one application will be accepted for specific days.
- d. Conference Room No. 1 is to be restored to the original setup as depicted in the plat (Exhibit "2") which is provided to each organization. Additional charges may be incurred if it is necessary for custodial staff to return the room to its original state. The room layout of Conference Room No. 2 cannot be changed.

##### 2. Limitations on Use

- a. Application may be made for three days, at a time, maximum.
  - (1) Hours available are Mondays through Sunday from 7:00 a.m. to 2:00 p.m. Planting activities shall be prohibited on, City holidays, or on weekdays preceding a municipal holiday.
  - (2) Additional applications may be requested only after utilizing a majority of days on the prior application are utilized.

(3) Applications are limited to one three day, or less, request unless prior arrangements, special circumstances, and special fees provided.

b. Use of Equipment

(1) Applicants shall supply all necessary tools. Requests for reservation of volunteer equipment shall be made at the time of application. Staff will not be available to provide training on usage and community group assumes all responsibility for any necessary usage or site setup.

(2) City shall request Utility Companies mark utility locations as needed prior to excavation or planting operations. Additional fees may be charged, by the Utilities depending on the request(s).

(3) Individuals or guests of the organization placing trees are not to adjust or operate any piece of City equipment, and will be held liable for any damage occurring from unauthorized use.

3. Review and Approval

a. The Public Works Director shall review the requested use to determine availability and shall approve or disapprove the applicant's request subject to consideration of the needs of the City Council, boards, commissions, committees, staff and other City governmental needs.

b. Fees for any related purpose and due as a result of the application, or otherwise owed by the group to the City for other services, shall be paid by the applicant 14 days prior to the date of requested event.

4. Cancellation

a. It is the intent of the City to prepare sites for planting by applicant organizations or volunteers; when absolutely necessary for the needs of the City, a planting event may be cancelled or rescheduled with the approval of the Public Works Director.

b. The Public Works Director or his designee will notify the person or group as soon as possible when a cancellation is necessary.

c. The Public Works Director or his designee will also notify all affected departments of any cancellations or changes as soon as possible.

6. Rules and Regulations for Use

a. All persons and groups utilizing the Special Street Tree Planting Special Encroachment Permit must submit a completed and signed application form and abide by the rules and regulations Exhibit xx, for participation in a street planting event. Signing the application confirms the group's willingness to assume responsibility for any damages that may occur during their or their guest's access to city infrastructure. Those attending events shall abide by all other City codes.

b. The applicant is responsible for enforcement of the rules and regulations and shall notify the participants at a pre construction meeting of these regulations. The group or agency assumes full responsibility for the conduct of the guests at their event.

c. Additional charges or fees will result in cases of unusual damage, and/or when unplanned services are provided by the City, which were not originally requested and paid for at the time the application was submitted.

d. If intentionally misleading information is provided by the agency or community group in the application or through any other means regarding the nature of the event or the

number of participants, the City will immediately cancel the application and group or agency will forfeit all rights provided by the encroachment permit.

- e. Advertising for the group or agency may be displayed or exhibited, in conformance with City signage requirements, during the active planting event, but no solicitation may occur in the City rights of way.
- f. The City is not responsible for any property lost or stolen during an event, or any items left behind.
- g. Any special arrangements or accommodations needed for participants must be listed on the application form, omissions may be considered, "misleading information".
- h. Sites shall be kept as neat and clean as possible before and after a planting event. If clean up is unsatisfactory or damage occurs, and /or if in the event exceeds the specified time, the organization will be billed additional charges.
- p. Organizations applying for a special Street Tree Planting Special Encroachment permit may not charge a fee to persons for the privilege of attending a planting event or coordination meeting, except to the extent that a fee or charge is fully offset by the cost to the organization of the supplies necessary to complete a proper street tree planting. Volunteer donations may be accepted by the City.
- q. The City is not responsible for any property lost or stolen during an event, or any items left behind. The applicant will be responsible for loss of any City equipment.
- r. Any violation of these rules and regulations, including failure to remit any required payments, may result in denial of any future applications. It is understood that the applicant and the person in charge will notify participants of these procedures and be responsible for their enforcement.

7. Accessibility

The community group is responsible for an accommodations related to Americans with Disability Act considerations city personnel will not be able to respond to any extemporaneous requests.

B. Application for Street Tree Plantings

It is the intent to make the planning of street trees by community groups a partnership with the City of Chico through the use of a special permit dedicated to enhancing the urban forest.

1. Application for Street Tree Planting Encroachment Permit

- a. An application for permission to plant Street Trees (attached as Exhibit "x") shall be obtained from and returned to the Public Works Department, Engineering Division, at least 10 days in advance of the requested date.
- b. A diagram of the street tree planting locations (a sample is attached as Exhibit "x") designating and delineating those spaces to be used by the Group shall be included with the application packet.
- c. An Indemnification Agreement (attached as Exhibit "x") which indemnifies the City against any and all liability, damage, or loss during the event is required and shall be executed by the applicant and shall be included with the application packet.

2. General Liability Insurance

The applicant shall obtain commercial general liability insurance from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better or, in the alternative, an unlicensed U.S. domiciled company or companies with an "A" rating, which provides coverage for bodily

injury, personal injury, and property damage liability in the amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a maximum policy deductible of \$500. Said insurance coverage shall be evidenced by a certificate of insurance with policy endorsements and shall be executed by an authorized official of the insurer(s). In addition to the limits of coverage provided hereinabove, policy endorsements shall be attached to the certificates that also provide that:

- a. "The City of Chico, its officers, boards, and commissions, and members thereof, its employees and agents are covered as additional insured with respect to any liability arising out of the activities of the named insured."
- b. "The insurance coverage's afforded by this policy shall be primary insurance with respect to the City of Chico, its officers, officials, and employees. Any insurance or self-insurance maintained by the City of Chico, its officers, officials, or employees shall be in excess of the insurance afforded to the named insured by this policy and shall not contribute to any loss."
- c. An unqualified statement that "The insurer will provide to the City at least thirty (30) days prior notice of cancellation or material change in coverage."

3. Review and Approval

- a. Non-refundable fees for use of the Street Tree Planting Encroachment Permit as established by resolution of the City Council shall be paid by the applicant at the time the application is submitted.
- b. Prior to approval, the Public Works Director will circulate the application to the Police Department, Fire Department, and the Public Works Department for their review and comment.
- c. Prior to the issuance of the permit, the evidence of insurance required above must be submitted to the City's Risk Manager for review and approval.
- d. The Public Works Director shall review the application, provide written conditions of approval which shall be read, acknowledged, and signed by the applicant, and approve the permit.

4. Rules and Regulations

All persons and groups utilizing the RightSTEP Permit shall abide by the rules and regulations of the Chico Municipal Code and conditions set forth by the Public Works Services Director.

**CONTRACTOR ENCROACHMENT PERMIT (OFF-SITE) REQUIREMENTS**  
**Municipal Code Section 14.08/General Information: (530) 879-6900**

Any work or activity proposed to be done in the public right-of-way requires an encroachment permit. And any encroachment permit that will involve digging or excavating requires an Excavation Permit Bond. (*See attached 'City of Chico Encroachment Permit Excavation Bond Requirements'*). This bond guarantees and assures the City of Chico that the work started will be completed. You must complete the work started according to all laws, ordinances, rules and regulations pertaining to the permit and hold the City harmless from all loss and damage that the City may suffer by reason of your failure to comply with laws, ordinances, rules and regulations.

\*\* Muni. Code 14.08

***TO PULL AN ENCROACHMENT PERMIT A CONTRACTOR MUST:***

- 1. Have a Valid State Contractor's Pocket License:**
  - Class A – (Covers All)**
  - C-8 Concrete (Curb, Gutter, Sidewalk)**
  - C-36 (Plumbing)**
  - C-42 (Sanitation System License)**
  
- 2. Submit a Certificate of General Liability Insurance in the amount of \$1,000,000 that has been approved by the City of Chico Risk Manager (530)879-7900.\*\* See Insurance Requirements Information Sheet - Attached**
  
- 3. If Applicable – Submit a Pre-Approved Excavation Bond Form (Form provided by the City of Chico) in the amount of \$10,000.00. \*\* See Excavation Permit Bond CMC - Attached**

**Or**

**Submit an Excavation Bond form provided by the Insurance Company which has been approved by the City Attorney. \*\* See Bond Requirements – Attached**
  
- 4. Have a Valid City of Chico Business License.**

This can be obtained from the City of Chico Finance Office, 411 Main Street 1<sup>st</sup> Floor, (530) 879-7320.
  
- 5. Correct & current owner/leaser/agent/business name, including mailing address(es).**
  
- 6. Letter from corporation/company/partnership/sole proprietorship authorizing specific employees/agents to sign Encroachment Permits on behalf of said entity.**
  
- 7. Provide 2 sets of approved plans or approved plan sheets.**



## ENCROACHMENT PERMIT

### City of Chico – Capital Project Services Insurance Requirements - Information Sheet

Following is a summary of the insurance requirements for the issuance of an Encroachment Permit pursuant to Section 14.08.120 Chico Municipal Code and City Risk Management Office procedures:

An applicant for an Encroachment Permit shall obtain and provide to the City evidence of a **Commercial General liability insurance** from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of "B" or better, or in the alternative, an unlicensed U.S. domiciled company or companies with a rating of "A", which provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a maximum policy deductible of \$5,000, except when the City's Risk Management determines that work performed pursuant to such permit involves unusual risks which expose the City to liabilities in excess of \$1,000,000, then the insurance shall be in an amount which the City's Risk Management determines is necessary to fully cover the City's exposure to all such risks. An Occurrence policy is required.

Applicants for an Encroachment Permit must submit evidence of coverage in the form of an original **certificate of insurance with policy endorsements** executed by an authorized official of the insurer. The policy endorsements to be attached to the certificate shall provide that:

1. The City of Chico, its officers, boards and commission, and members thereof, its employees and agents are covered as **additional insureds** as respects to **any** liability arising out of the activities of the named insured. **A CG 2012 endorsement form or equivalent is required.**
2. The insurance coverages afforded by this policy shall be **primary** insurance as respects to the additional insured. Any insurance or self-insurance available to the additional insureds shall be excess and non-contributing to any loss.

The above language can be included on the additional insured endorsement form or on a separate endorsement form. A photocopy of the language from the policy (typically found in the section which discusses "Other Insurance" and "Methods of Sharing") is also acceptable as evidence of primary coverage **provided that it is transmitted to the City with a note or letter on insurance agency or company letterhead certifying it is from the policy of the insured.**

3. **Thirty (30) day prior notice of cancellation** or material change in coverage. Ten (10) day notice for non-payment of premium is acceptable.

Please provide this information sheet to your insurance agent or broker and request that they issue the certificate, with endorsements, to the City of Chico, Attention: Risk Management, P.O. Box 3420, Chico, CA 95927. If your agent or broker has questions regarding these insurance requirements, they should call the Risk Management office at (530) 879-7910.

City of Chico – Human Resources & Risk Management  
PO Box 3420 | Chico, CA 95927  
Phone (530) 879-7910 | Fax (530) 895-4733  
RiskManagement@ci.chico.ca.us

Premium: \$ \_\_\_\_\_

SURETY: \_\_\_\_\_  
BOND NO.: \_\_\_\_\_  
COMMENCEMENT DATE: \_\_\_\_\_  
TERMINATION DATE: \_\_\_\_\_

**ENCROACHMENT PERMIT BOND  
FOR EXCAVATION**  
(City of Chico Approved Form)

\_\_\_\_\_ [Name of Principal], a(n) \_\_\_\_\_  
[Capacity of Principal] (“Principal”) and \_\_\_\_\_ [Name of Surety],  
a corporation duly authorized to transact business as a corporate surety in the State of California,  
 (“Surety”) are held and firmly bound to the City of Chico, a municipal corporation of the State of  
California (“City”), in the sum of Ten Thousand Dollars (\$10,000.00), for which payment will be  
made, we and each of us bind ourselves and our heirs, executors, administrators, successors, and  
assigns, jointly and severally, firmly by the provisions of this Encroachment Permit Bond for  
Excavation (“Bond”).

WHEREAS, Principal has applied to the City for a permit to make excavations within the public  
streets and other public places within the City, all as provided for by Chapter 14.08 of the Chico  
Municipal Code;

NOW, THEREFORE, the condition of this Bond is such that if an excavation permit is issued to  
Principal and Principal shall comply with all requirements of Chapter 14.08 of the Chico  
Municipal Code relating to excavations made within the public streets or other public places  
within the City pursuant to said permit, as well as with all instructions and directions of City’s  
Building & Development Services Director/Capital Project Services Director/General Services  
Director pertaining thereto, then the above obligation shall be void; otherwise, it shall be and  
remain in full force and effect until \_\_\_\_\_, unless renewed by a  
continuation certificate.

IN WITNESS WHEREOF, the Principal and Surety have executed this Bond on the dates first  
set forth above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

By: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Surety

By: \_\_\_\_\_  
Attorney-in-Fact

\_\_\_\_\_  
Address of Surety

\_\_\_\_\_

\_\_\_\_\_  
Telephone Number

APPROVED AS TO FORM:

\_\_\_\_\_  
Lori J. Barker, City Attorney  
By: Roger S. Wilson  
Assistant City Attorney

**14.08.120 General conditions of permits - Comprehensive liability insurance.**

- A. Insurance Requirements. Except as hereinafter provided by this chapter, no permit shall be issued pursuant to the provisions of this chapter unless and until the permittee has obtained a comprehensive general liability insurance policy from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of at least "B," which provides insurance coverage against all liabilities for death, personal injury or property damage arising out of or in any way related to the encroachment and/or excavation work authorized pursuant to such permit.
- B. Amount of Insurance. The comprehensive general liability insurance obtained by a permittee at the time of the issuance of a permit pursuant to the provisions of this chapter shall be in an amount of at least \$1,000,000.00, combined single limit, except that where the city's risk manager determines that work performed pursuant to such permit involves unusual risks which expose the city to liabilities in excess of \$1,000,000.00, then such insurance shall be in an amount which the city's risk manager determines is necessary to fully cover city's exposure to all such risks.
- C. Form of Insurance. The comprehensive general liability insurance obtained at the time of the issuance of a permit pursuant to the provisions of this chapter shall include an endorsement naming the city, the city's officers, employees and agents as additional insureds under the coverage afforded, shall be primary with respect to any other insurance available to the city, shall include a severability of interest (cross-liability) clause, shall require the insurer to provide city at least 30 days prior notice of cancellation, and otherwise shall be in a form approved by city's risk manager.
- D. Proof of Insurance. Proof of comprehensive general liability insurance provided by a permittee at the time of the issuance of a permit pursuant to the provisions of this chapter shall be in a form approved by the city's risk manager and shall be filed with the director prior to the issuance of such permit.

(Ord. 1928 §2 (part), Ord. 1992 §4, Ord. 2364 §129)

**14.08.130 General conditions of permits - Compliance with traffic control plan.**

As a further condition of the issuance of a permit required by this chapter, the permittee shall undertake and carry out the encroachment or excavation authorized by such permit in accordance with the provisions of the State of California Manual of Traffic Controls for Construction and Maintenance Work Zones as published by the State Department of Transportation and/or any additions or modifications thereto now or hereafter adopted in Title 18R of this code.

(Ord. 1928 §2 (part))

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**NOTE:** *The "State of California Manual of Traffic Controls for Construction and Maintenance Work Zones" has been replaced with the [California Manual on Uniform Traffic Control Devices – Temporary Traffic Control](#). See Caltrans [Construction Policy Bulletin CPB 04-3, "Manual on Uniform Traffic Control Devices Adoption"](#) for more information.*

*In addition to motor vehicle traffic concerns, the traffic control plan shall address bicycle, pedestrian, accessibility, and worker safety concerns.*

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**14.08.140 Additional conditions of permits authorizing construction or excavation work - Surety bond or other security.**

- A. **Security Requirements.** Except as hereinafter provided by this chapter, no permit shall be issued pursuant to the provisions of this chapter which authorizes construction or excavation work within a public right-of-way or public service easement unless and until the permittee has obtained and provided to the city a surety bond or other security guaranteeing performance by permittee of all of permittee's duties and obligations under such permit including, in particular, the duty and obligation to restore the site of the construction or excavation work to the same condition as it was in prior to commencement of the construction or excavation work, or such modified condition as has been approved by the director.
- B. **Amount of Security.** The surety bond or other security obtained and provided by a permittee at the time of the issuance of a permit pursuant to the provisions of this chapter authorizing construction or excavation work on or within a public right-of-way or public service easement shall be in the amount of at least \$10,000.00; except that where the director determines that the work performed pursuant to such permit is extensive and would expose the city to costs substantially in excess of \$10,000.00 to remedy any breach by the permittee in the permittee's duties and obligations to restore the public right-of-way or public service easement to the same condition as it was in prior to the commencement of the construction or excavation work or such modified condition as approved by the director, then the surety bond or other security shall be in an amount which the director determines is necessary to fully cover the city's exposure to all such costs.
- C. **Form of Security.** The surety bond obtained and provided by a permittee at the time of the issuance of a permit pursuant to the provisions of this chapter authorizing an encroachment or excavation within a public right-of-way or public service easement shall be conditioned on the permittee's compliance with all requirements of this chapter, including all orders of the director pertaining thereto, and shall otherwise be in a form approved by the city attorney. In lieu of a surety bond, a permittee may obtain and provide to the city a cash deposit, certificate of deposit naming the city as the payee thereof or such other kind of security acceptable to the city's risk manager, provided such cash deposit, certificate of deposit or the security is accompanied by an agreement stating that the security is being pledged to guarantee performance of the permittee's duties and obligations under the permit issued to permittee pursuant to this chapter, which pledge agreement shall also be in a form approved by the city attorney.

(Ord. 1928 §2 (part), Ord. 1992 §6, Ord. 2364 §131)



DATE: March 5, 2014  
TO: Bidwell Park and Playground Commission  
FROM: Dan Efseaff, Park and Natural Resource Manager  
SUBJECT: Programmatic Tree Removal Permit Application Protocol

## Report in Brief

The BPPC directed the Tree Committee to consider a Programmatic Permit program to help expedite requests for undesirable trees. Staff seeks feedback on the approach before a protocol is developed to allow for the administrative approval of discretionary trees on behalf of the BPPC (essentially pre-approval of permits that meet certain criteria). All other requests would still come before the BPPC for consideration. The removals and replanting will be completed at the applicants cost.

### Recommendation:

Provide feedback to Staff on the outlined Programmatic Removal Permit to help expedite requests for undesirable trees.

### Background

Under City of Chico Municipal Code (CMC Section 14.40.120 Permits – Required) No trees or shrubs shall be planted in or removed from any planting area in the city unless the commission or the city council authorizes and the director issues a permit; or such planting or removal is required by order of the commission or the city council. The CMC states that the director shall bring all applications for permits to the attention of the commission and shall issue such written permit when and as directed by the commission or the city council. Trees that are dead or dying or pose an immediate public safety risk are not discretionary and staff may act to have those trees removed without BPPC action (CMC 14.40.270).

The CMC also provides for 1) the director to impose additional reasonable conditions, such as the replanting of a tree or shrub in place of that removed. (CMC 14.40.150 Permit - Conditions upon issuance); and 2) that the cost of removal of trees that are not dead or dying or pose a dangerous condition upon public property, the removal shall be deemed to be for the convenience of the property owner (CMC 14.40.170) and the cost shall be at the property owner's expense. (CMC 14.40.180). More broadly, the preservation of trees and

At the November 25, 2013 meeting, the BPPC recommended that the Tree Committee consider a proposed protocol to set up a programmatic permit process to help landowners to securing a permit to remove targeted trees. The process would identify the conditions that are appropriate for such a program. The protocol essentially lays out the conditions for the pre-approval of permits so that permits may be handled administratively. The full BPPC will consider removal permits that do not meet the criteria. The administrative approval will streamline the process for landowners that may wish to remove trees that are obvious candidates and also indicate the City's support of removing undesirable species.

### Discussion

The goal of the program is to identify and communicate to the public undesirable trees that meet clear criteria and City goals; expedite the permit process for landowners that may wish to remove undesirable trees and replace with appropriate ones; reduce administrative and opportunity costs. The idea is to establish guidelines in which to provide the basis for administrative permit decisions on behalf of the BPPC. The program would essentially provide for "pre-approval" of removal requests that meet certain criteria. The sections below lay out elements of the program for consideration.

#### a. Protocol

Staff proposes that the BPPC adopted protocol be transformed into an Administrative Policy and Procedures Memo (AP&P) to make the application of the protocol clear to staff. Staff recommends Tree Committee feedback on considerations for the protocol for the permit program. For example, some initial protocol considerations could include:

1. A pre-approved list of species and/or conditions for removal (see below).
2. Staff will report all removals to the BPPC in the monthly manager report.
3. Applicants will replace the trees at appropriate locations with trees that are appropriate for the planter size.

4. The removals and replanting will be completed at the applicants cost.
5. Costs of removal and replanting will be at the applicant's expense.
6. As there may be cases in which staff determines that the removal of a tree may not serve the public interest. If in dispute, Staff will bring forth the item to the BPPC for a determination.

b. Tree species eligible for program

Staff proposes a categorical approach to restrict the number of tree species that are eligible for this program. The categories include:

1. Noxious Woody Plants – Non-native invasive trees (i.e. tree of heaven) on the California Department of Food and Agriculture's noxious plant list (A or B level species) should be removed and replanted with an appropriate tree. Title 3, Section 5004, Food and Agricultural Code defines and lists noxious weeds and the determination to get on the list (we refer the curious reader to CDFA, 2010, and Kelch 2014, Attachment A). Without exception, these are clear cut candidates for removal.
2. List of Trees explicitly excluded from the Tree Preservation Code (CMC 16.66) – This part of the CMC regulates the removal and preservation of trees and promotes the advancement of public values related to trees (Street trees are covered in CMC 14.40). The Preservation Code applies to property that requires discretionary permits and requires that certain trees require a removal permit from the City. However, CMC 16.66 excludes certain trees from the permit requirement and these trees provide a good basis for trees that should be on the programmatic approval list for Street trees as well (CMC 16.66.050.C).
3. Trees incompatible as street trees based on local knowledge - There are several tree species that thru past experience or knowledge that should be added to the list. These plants have proven to be incompatible with infrastructure or produced problems as street trees. Many of the trees that fall in this category are future candidates for the CMC list above.

Trees that are state-wide invasive threats (on the CDFA or Cal-IPC lists) or demonstrate local invasiveness are clear-cut candidates for removal anyplace within the City, while other trees are not simply well matched for street tree locations. In other words, there are trees that should be removed under all circumstances (for example, Tree of heaven) and those that would be recommended for removal under particular circumstances (for example, Yarwood sycamore in small planters).

Yarwood sycamore is a good example of local experience and knowledge governing why it should be on the list (another example is hackberry, where the City spends approximately \$16,000 on pesticide application for 1,200 non-native trees for aphid control; while certain varieties have escaped into Bidwell Park). Once an approved variety, this tree poses damage to infrastructure (water mains, sidewalks, and a gas main). This variety is favored in some areas of the country because it is relatively fast growing, but with Chico's good climate and areas of good soil; the tree can grow so fast that branches become weak and fail regularly. While some of the effects can be reduced with regular pruning, these trees are among the costliest in Chico to maintain. The roots can also be invasive and damage sidewalks and water pipes. Therefore, the tree should be replaced with a more appropriate species in most street tree locations. Still the tree could have application in certain areas where it has enough room to grow and does not pose a hazard.

Staff recognizes that the BPPC may wish to exclude some of the individual trees species from the list above; or discuss the particular conditions for removal. An explicit list may help with that discussion. Therefore, staff recommends that the species list return for discussion.

c. Next Steps

Staff would like the Tree Committee to provide direction as to the initial concept of the programmatic approach. If the direction and concepts that staff describes is acceptable, we propose to develop a list of trees that would be on the programmatic list. Staff will incorporate this information into a protocol in the next report.

**References:**

[CDFA] DEPARTMENT OF FOOD AND AGRICULTURE. 2010. PROPOSED AMENDMENT OF THE REGULATIONS Title 3, California Code of Regulations, Section 4500, Noxious Weed Species, INITIAL STATEMENT OF REASONS/POLICY STATEMENT OVERVIEW. [www.cdfa.ca.gov/plant/docs/4500ISR.pdf](http://www.cdfa.ca.gov/plant/docs/4500ISR.pdf)

**Attachments:**

1. Kelch. Dean. 2014. RE: Noxious Weed Request. Email to Dan Efseaff on 2/21/14.
2. Excerpt from Bidwell Park Invasive Plant inventory (Trees and Shrubs growth form).

**Table 1. Example Matrix Table of Species Eligible for Programmatic (Pre-approval) Removal Permit Program**

Common name	Scientific Name	Invasive (CDFA/CAL-IPC)	CMC list	Local Experience	Recommend for Program	Comments (Basis for inclusion, Conditions for removal)
Ailanthus / Tree of heaven	<i>Ailanthus altissima</i>	A	Y	Y	Y	Noxious weed. None. Encourage removal from within the City of Chico.
Yarwood Sycamore		N	N	Y	Y*	Fast growing in Chico. Falling limbs, incompatible with urban infrastructure Planter size < 6 ft or presence of infrastructure (gas, water mains, sidewalks, and regular use by people).

\* Conditional.

The future list would include

- 1) all recognized statewide noxious woody (shrub and tree) that might be found in the Chico Area in the ROW.
- 2) CMC 16.66.050L List: "...: Ailanthus, Chinese Tallow, Fremont Cottonwood or Poplar, Privet, Box Elder, Silver Wattle, Black Acacia, English Hawthorn, Russian Olive, Olive, Red Gum, Tasmanian Blue Gum, Edible Fig, English Holly, Cherry Plum, Black Locust, Peruvian Peppertree, Brazilian Peppertree, Western Catalpa, Chinese Elm or Winged Elm; or the following fruit and nut trees: Almonds, Apples, Apricots, Avocados, Cherries, Chestnuts, Mandarins, Nectarines, Olives, Oranges, Peaches, Pears, Pecans, Persimmons, Pistachios, Plums or English Walnuts."
- 3) Trees that have posed a problem based on local knowledge and experience.

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3/7/2014

## Dan Efsaaff

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**From:** Kelch, Dean@CDFA <dean.kelch@cdfa.ca.gov>  
**Sent:** Friday, February 21, 2014 9:26 AM  
**To:** Dan Efsaaff  
**Subject:** RE: Noxious Weed Request

Below I have listed all the woody plants (plus the giant knot weeds that are somewhat woody) that are listed on the California list of noxious weeds at this time (Section 4500 of CCR). Trees are starred. This is the list I would proceed with in any effort to control the planting of invasive woody plants (even though some will never be grown in Chico).

HTH,  
Dean Kelch

### CA woody noxious weeds

Acacia paradoxa\*  
Ailanthus altissima\*  
Alhagi pseudalhagi  
Arundo donax\*  
Cytisus scoparius  
Fallopia japonica  
Fallopia sachalinensis  
Genista monspessulana  
Halimodendron halodendron  
Hypericum canariense  
Peganum harmala  
Salsola damascena  
Sesbania punicea  
Solanum marginatum  
Spartium junceum  
Sphaerophysa salsula  
Tamarix chinensis\*  
Tamarix gallica\*  
Tamarix parviflora\*  
Tamarix ramosissima\*  
Ulex europaeus  
Viscum album  
Zygophyllum fabago

### Woody species I hope to be added soon to the 4500 list:

Galega officinalis  
Saccharum ravennae  
Euphorbia dendroides

Dean G. Kelch  
Primary Botanist  
California Department of Food and Agriculture  
1220 N Street, Room 349  
Sacramento, CA 95814  
Tel. (916) 403-6650 Fax (916) 403-6787  
dean.kelch@cdfa.ca.gov

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**From:** Dan Efsaaff [dan.efsaaff@Chicoca.gov]  
**Sent:** Thursday, February 20, 2014 4:17 PM  
**To:** Kelch, Dean@CDFA  
**Subject:** Noxious Weed Request

Hello,

We are trying to develop a list of trees (woody shrubs) that we hope to encourage landowners to remove from the City's Right of Way.

One of the criteria I was hoping to use was to separate out all A (and possibly B) rated noxious woody trees from the state list, but I did not see an easy way of doing that and hope that you can either tell or show me how to extract growth from the list (rather than doing it manually).

Thanks, please call if you have any questions.

Sincerely,

Dan Efseaff | Park and Natural Resource Manager  
Public Works Department | City of Chico  
965 Fir Street | Chico, California 95927  
O 530.896.7801 | [dan.efseaff@Chicoca.gov](mailto:dan.efseaff@Chicoca.gov)  
[www.chicoca.gov](http://www.chicoca.gov)

### Bidwell Park - List of Non-native Plants

From Cal-IPC database 3/25/10  
<http://www.cal-ipc.org/ip/inventory/weedlist.php?re> <http://www.friendsofbidwellpark.org/invasivetable.html>

Frequency (note 0,

BP Location

Scientific Name	Common Name	Rating	Alert	Impacts	Invasiveness	Distribution	Documentation Level	CA-FP	CaR	GV	SN	Habitats of Concern and Comments	UP	MP	LP
Cal-IPC	Cal-IPC	Cal-IPC	IPC	IPC	IPC	IPC	Cal-IPC	IPC	IPC	IPC	IPC	Cal-IPC	BP	BP	BP
Acacia dealbata	silver wattle	Moderate	No	B	B	B	2.5	N	N	N	N	Coastal prairie, riparian woodland, riparian forest, North Coast coniferous forest, closed cone coniferous forest.			
Acacia melanoxylon	black acacia, blackwood acacia	Limited	No	C	C	B	2.7	N	N	N	N	Coniferous forest, chaparral, woodland, riparian. Impacts are low in most areas.			
Acacia paradoxa	kangaroothorn	Eval No List	No	D	C	C	2.5	N	N	N	N	Does not spread in wildlands.			
Ailanthus altissima	tree-of-heaven	Moderate	No	B	B	B	3	Y				Riparian areas, grasslands, oak woodland. Impacts highest in riparian areas.	X	X	
Albizia lophantha	plume acacia	Eval No List	No	U	C	C	1.5	N	N	N	N	Present in Golden Gate National Recreation Area. Need more information.			
Celtis australis	Mediterranean hackberry												X	X	X
Cordyline australis	giant dracaena, New Zealand cabbage tree	Limited	No	C	C	C	2	N	N	N	N	Coniferous forest. Two reports of horticultural escape into wildlands. Appears best suited to moist, cool climates.			
Crataegus monogyna	hawthorn	Limited	No	C	B	C	3.4	N	N	N	N	Riparian habitats, woodland. Limited distribution. Impacts appear to be minor.	X	X	X
Cupressus macrocarpa	Monterey cypress	Native	No	B	B	B	2.3	N	N	N	N	Native to Monterey area. Invades coastal prairie, desert scrub, riparian areas.			
Elaeagnus angustifolia	Russian-olive	Moderate	No	B	A	B	3.3	N	N	Y	N	Interior riparian. Impacts more severe in other western states. Current distribution limited in CA.			
Eucalyptus camaldulensis	red gum	Limited	No	C	C	C	2.2	N	N	Y	N	Mainly southern CA urban areas. Impacts, invasiveness and distribution all minor.			
Eucalyptus globulus	Tasmanian blue gum	Moderate	No	B	B	B	2.8	N	N	Y	N	Riparian areas, coastal grasslands, scrub. Impacts can be much higher in coastal areas.			
Ficus carica	edible fig	Moderate	No	B	A	B	2.6	N	N	Y	N	Riparian woodland. Can spread rapidly. Abiotic impacts unknown. Can be locally very problematic.	X	X	X
Fraxinus uhdei	evergreen ash, shamel ash, tropical ash	Eval No List	No	U	B	D	3	N	N	N	N				

Scientific Name	Common Name	Rating	Alert	Impacts	Invasiveness	Distribution	Documentation Level	CA-FP	CaR	GV	SN	Habitats of Concern and Comments	UP	MP	LP
<i>Gleditsia triacanthos</i>	honey locust	Eval No List	No	D	B	C	3.3	N	N	Y	N	Impacts unknown and distribution very limited			
<i>Ilex aquifolium</i>	English holly	Moderate	Alert	B	B	C	2.7	N	N	N	N	North coast forests. Expanding range south from OR.			
<i>Leptospermum laevigatum</i>	Australian tea tree	Eval No List	No	D	C	D	2.2	N	N	N	N	Very limited distribution.			
<i>Ligustrum japonicum</i>	japanese privet											Riparian-Valley Oak woodland; widely planted horticultural shrub. 264 mapped sites in Bidwell Park alone.	X	X	X
<i>Ligustrum lucidum</i>	glossy privet	Eval No List	No	D	B	C	3.1	N	N	N	N	May prove to be problematic in riparian areas.			
<i>Maytenus boaria</i>	mayten	Eval No List	No	D	C	D	2.4	N	N	N	N	Infestation on Angel Island, San Francisco Bay			
<i>Myoporum laetum</i>	myoporum	Moderate	No	B	B	B	2.6	N	N	N	N	Coastal habitats, riparian areas; mostly along the southern coast. Abiotic impacts unknown.			
<i>Nicotiana glauca</i>	tree tobacco	Moderate	No	B	B	B	2.5	N	N	Y	Y	Coastal scrub, grasslands, riparian woodland. Abiotic impacts unknown. Impacts vary locally. Rarely in dense stands.			
<i>Olea europaea</i>	olive	Limited	No	C	B	B	2.5	N	N	Y	N	A problem in Australia. Currently a rare escape in CA but is of concern due to the possibility of spread from planted groves.	X	X	X
<i>Parkinsonia aculeata</i>	Mexican Palo Verde	Eval No List	No	D	B	D	2.2	N	N	Y	N	Has not escaped into wildland enough to cause impacts.			
<i>Phoenix canariensis</i>	Canary Island date palm	Limited	No	C	B	D	2.3	N	N	N	N	Desert washes; agricultural crop plant. Limited distribution in southern CA. Impacts can be higher locally.			
<i>Pinus radiata</i> cultivars	Monterey pine	Native	No	B	B	B	2.6	N	N	N	N	Five populations native to CA. Invades coastal scrub and prairie, chaparral.			
<i>Pistachia chinensis</i>	Chinese pistache	Eval No List	No	U	C	D	0.9	N	N	N	N	Impacts unknown	X	X	X
<i>Pittosporum undulatum</i>	Victorian box	Eval No List	No	D	C	D	2.7	N	N	N	N	Infestations in California are small. More problematic on north coast			
<i>Prunus cerasifera</i>	cherry plum	Limited	No	C	B	B	1.8	N	N	N	N	Riparian habitats, chaparral, woodland.	X	X	X
<i>Rhus Cotinus</i>	smoke tree											Limited distribution. Abiotic impacts unknown.			
<i>Robinia pseudoacacia</i>	black locust	Limited	No	C	B	B	2.8	Y				Riparian areas, canyons. Severe impacts in southern states. Impacts minor in CA.	X		X
<i>Sapium sebiferum</i>	Chinese tallowtree	Moderate	Alert	B	B	C	3.2	N	N	Y	N	Riparian areas. Impacts severe in southeast US. Limited distribution in California, but spreading rapidly regionally.			X
<i>Schinus molle</i>	Peruvian peppertree	Limited	No	C	B	B	2.5	N	N	Y	Y	Riparian. Limited distribution. Impacts largely unknown in CA.			
<i>Schinus terebinthifolius</i>	Brazilian peppertree	Limited	No	C	B	C	2.6	N	N	N	N	Riparian. Very invasive in tropics. Abiotic impacts unknown, but appear significant locally.			X

Scientific Name	Common Name	Rating	Alert	Impacts	Invasiveness	Distribution	Documentation Level	CA-FP	CaR	GV	SN	Habitats of Concern and Comments	UP	MP	LP
Tamarix aphylla	athel tamarisk	Limited	No	C	B	B	3.5	N	N	Y	N	Desert washes, riparian areas. Limited distribution. Impacts minor, but can be locally higher.			
Tamarix parviflora	smallflower tamarisk	High	No	A	A	B	3.1	N	Y	Y	Y	Riparian areas, desert washes, coastal scrub			
Tamarix ramosissima	saltcedar, tamarisk	High	No	A	A	A	3.3	N	N	Y	Y	Desert washes, riparian areas, seeps and springs			
Ulmus pumila	Siberian elm	Eval No List	No	D	B	B	2.5	N	N	Y	Y	Impacts unknown			
Washingtonia robusta	Mexican fan palm	Moderate	Alert	B	B	C	2.7	N	N	N	N	Desert washes. Limited distribution but spreading in southern CA. Impacts can be higher locally.			
Alhagi maurorum	camelthorn	Moderate	No	B	B	B	3.2	N	N	Y	N	Grassland, meadows, riparian and desert scrub, Sonoran thorn woodland. Very invasive in southwestern states. Limited distribution in CA.			
Alhagi pseudalhagi	camel thorn	Moderate	N	B	B	B	3.2	y	N	Y	Y	Herbaceous perennial or shrub (Fabaceae) found in the central valley, ...arid agricultural areas, grasslands, meadows and desert riparian areas. ...can spread rapidly (about 10 m per year ) ....from its large creeping root system. ...resprout by fire. ...disperse over long distances.	0	0	0
Atriplex semibaccata	Australian saltbush	Moderate	No	B	B	B	2.9	Y	Y	Y	Y	Coastal grasslands, scrub, upper salt marsh. Limited distribution, but can be very invasive regionally.			
Berberis darwinii	Darwin barberry	Eval No List	No	U	B	D	2.1	N	N	N	N	Impacts unknown			
Buddleja davidii	butterflybush	Eval No List	No	D	B	D	2.5	N	N	N	N	Not known to be invasive in CA, although it is a problem in Oregon.			
Cestrum parqui	willow jessamine	Eval No List	No	U	B	C	2	N	N	N	N	Impacts unknown			
Cotoneaster franchetii	orange cotoneaster	Moderate	No	B	A	B	2.6	N	N	N	N	Coniferous forest. Limited distribution. Abiotic impacts largely unknown.			X
Cotoneaster lacteus	Parney's cotoneaster	Moderate	No	B	B	B	2.1	N	N	N	N	Many coastal habitats, mainly a problem from SF Bay Area north along coast but also in San Diego County. Limited distribution. Abiotic impacts largely unknown.			
Cotoneaster pannosus	silverleaf cotoneaster	Moderate	No	B	A	B	2.5	N	N	N	N	Many coastal habitats, mainly a problem from SF Bay Area north along coast. Limited distribution. Abiotic impacts largely unknown.			X
Cytisus scoparius	Scotch broom	High	No	A	B	A	3.2	Y				Coastal scrub, oak woodland, horticultural varieties may also be invasive.			
Cytisus striatus	Portuguese broom	Moderate	No	B	B	B	2.7	N	N	N	N	Coastal scrub, grasslands; often confused with C. scoparius. Limited distribution.			
Genista monspessulana	French broom	High	No	A	A	B	3.2	N	Y	N	Y	Coastal scrub, oak woodland, grasslands. Horticultural selections may also be invasive.		X	

Scientific Name	Common Name	Rating	Alert	Impacts	Invasiveness	Distribution	Documentation Level	CA-FP	CaR	GV	SN	Habitats of Concern and Comments	UP	MP	LP
Lupinus arboreus	yellow bush lupine	Native	No	B	B	B	3.5	N	N	N	N	Invasive in NW coastal dunes.			
Nerium oleander	oleander	Eval No List	No	D	B	D	2.6	N	Y	Y	N	Not known to be invasive, although reported from riparian areas in Central Valley and San Bernardino Mtns			
Onopordum acanthium	Scotch thistle	High	No	B	B	B	2.9	Y				Wet meadows, sage brush, riparian areas			
Pyracantha angustifolia, P. crenulata, P. coccinea	pyracantha, firethorn	Limited	No	C	B	B	2.8	N	N	N	N	Coastal scrub and prairie, riparian areas. Horticultural escape. Impacts unknown or minor.			X
Retama monosperma	bridal broom	Moderate	Alert	B	B	C	1.8	N	N	N	N	Coastal scrub. Can spread rapidly but largely if uncontrolled. Limited distribution in CA.			
Ricinus communis	castorbean	Limited	No	C	B	B	2.5	N	Y	Y	Y	Coastal scrub and prairie, riparian areas. Widespread in southern CA. Impacts locally variable.			
Rubus armeniacus	Himalaya blackberry	High	No	A	A	A	3	Y				Riparian areas, marshes, oak woodlands	X	X	X
Sesbania punicea	red sesbania, scarlet wisteria	High	Alert	A	B	C	3.2	Y				Riparian areas			
Spartium junceum	Spanish broom	High	No	A	B	B	3.2	Y				Coastal scrub, grasslands, wetlands, oak woodland, forests	X		
Ulex europaeus	gorse	High	No	A	B	B	2.9	N	Y	N	Y	Scrub, woodland, forest, coastal grassland			



DATE: November 15, 2013  
TO: Bidwell Park and Playground Commission  
FROM: Dan Efseaff, Park and Natural Resource Manager  
SUBJECT: Update on the Urban Forest Management Plan

## Report in Brief

Staff will provide an overview of progress to date on the Urban Forest Management Plan, and present an initial list of issues. Staff seeks Tree Committee input to identify data gaps, additional information needs, and refine goals to be incorporated into the next revision of the plan.

**Recommendation:** Provide an update to the BPPC on the status of the Plan, and identify the major items needed for the next revision.

## Background

At the 7/25/11 BPPC Meeting, the Commission approved their biennial work plan priorities for 2011- 2012. At the 1/11/12 meeting, the Tree Committee began the discussion of the goals the plan should include.

Over the next few months key pieces of the plan were considered. The Committee goals of the plan continued and discussed using the format and web site toolkit from the CaUFC for the Plan, and:

- Initiated the definition of an Urban Forest and developing a Vision Statement (2/8/11);
- Reviewed a definition of Chico's Urban Forest and developed a Vision Statement (3/14/12);
- Considered background information on the current state of the Urban Forest for analyzing goals and developing a Mission Statement for the plan. (4/11/12);
- Began to define (5/9/12) and review (6/13/12) goals for the Management Plan; discuss the format of goals for tree resources; and
- Discussed goals of landscape resources (9/12/12).

Fewer meetings were needed in 2013 as Staff developed the information from the initial scoping phases:

- 3/13/13 - Staff provided an overview of progress and the Committee set up a general timeline for the next few months. Staff described the need for review by City compliance staff for environmental review.
- 4/10/13 - The Committee was provided an initial Draft UFMP, and Staff requested comments from the public on the Draft (Staff also noted preliminarily that the Plan may need limited environmental compliance because the general elements were reviewed under the City's General Plan and that the plan only includes maintenance of existing street trees).
- 5/15/13 – Staff noted that the draft UFMP was posted on the City web site. The Committee also considered some comments related to the draft (public notification of tree removals, etc).

## Discussion

Chico's Urban Forest Management Plan (UFMP) used an adaptive management approach and planning process as outlined by the Urban Forest toolkit handout (Attachment A originally handed out at the 4/11/12 Tree Committee meeting). The process notes that it is common to go back and forth between the first three steps several times before proceeding further. Staff highly recommends that participants review the preliminary draft at ([http://www.ci.chico.ca.us/general\\_services\\_department/park\\_division/documents/ChicoFinalMgtPlan6-2013Web.pdf](http://www.ci.chico.ca.us/general_services_department/park_division/documents/ChicoFinalMgtPlan6-2013Web.pdf) ).

In addition, the City proceeded with public input as a cornerstone of the approach; therefore, the plan to date as developed in an incremental fashion. Like the Trails Plan and Natural Resource Management Plan, as Staff completed building blocks of the report, they would present them to the committee, gather feedback, and then move forward with the next building block. While this approach takes longer than the traditional process of receiving comments on draft reports and developing revisions, the continual feedback means that Staff and participants are more confident that the process carries forth accepted comments.

While tremendous progress has been accomplished, the next version of the UFMP would greatly benefit from addressing the following issues:

1. Committee Review of Revision - As part of the model (Adaptive/Toolkit) used to develop elements of the plan, is the concept that as new knowledge is added, previous parts of the document will need to be modified and refined. The Tree Committee should review and comment on a revised UFMP (only the 1<sup>st</sup> Draft have been reviewed). Staff have received comments on several major issues (for example, permitting notification, large trees) that should be considered in the revised document. In addition, the UFMP should reflect new resource realities imposed by recent staffing reductions. While this may not change some of the goals, it may change the means to achieve them.
2. General Plan/Environmental Compliance - Many of the goals listed delve into issues within the General Plan, and the UFMP would benefit from an analysis on potential conflicts and consistency with the General Plan. Staff preliminarily indicated that some of the elements in the UFMP may be covered by the CEQA documentation for the General Plan and “because the plan only includes maintenance of existing street trees and their locations”. However, the scope of the document includes a larger definition of the Urban Forest than street trees. In addition, a number of the measures potentially impact other Departments and activities. Review from City Planning Staff would help refine the document on those issues and provide a better sense as to information required, refining goals, and integration with Planning Department activities.
3. Goal Refinement - The goals would benefit from adding more quantitative measures (use example on Attachment A). The application of “SMART principals” will help (Specific, Measureable, Attainable, Relevant, Time-Bound).
4. Linkages and Next Steps - Some of the measures would benefit from indicating the next steps. For example, the UFMP notes the problem with vacant properties and turning off the water to landscaping, and that development of a policy or ordinance may help. This is an item that stretches beyond the purview of the BPPC; however, the document does not indicate the audience for this recommendation (should it be considered by Council, reviewed by the Planning Commission, explored by staff?). Measures that may be beyond the scope of the document, could be clearly identified as non-binding recommendations or as information gaps.
5. Review Completed Sections - The sections on implementation and monitoring should be developed and incorporated into the document. This should include a description of the overall Adaptive Management Approach.

Tree Committee members may have additional comments that may not have been shared at the previous review meeting. Addressing this issues will improve the UFMP and will make it much more likely that the principals will be implemented and achieved.

Staff recommends that the Tree Committee provide an update to the full BPPC and share the preliminary draft plan for comment. This will provide an opportunity for comments from a wider audience, and help develop a better timeline and a more complete document. At a future Tree Committee, Staff use that input to provide a more refined list of needs and data gaps on the first draft, and the list of needs and next steps including Committee attention to data gaps and refinements in the document and receive a more definitive answer to the environmental compliance issue.

**Attachments:**

- A. Urban Forest Management Plan Toolkit excerpt from (<http://ufmptoolkit.com/> )

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3/7/2014

# Urban Forest Management Plan Toolkit

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What do you want?

How do you get what you want?

Are you getting what you want?

Comments

Lise S. Mar 05, 2012

Signing up was easy - this is a great way to get started.

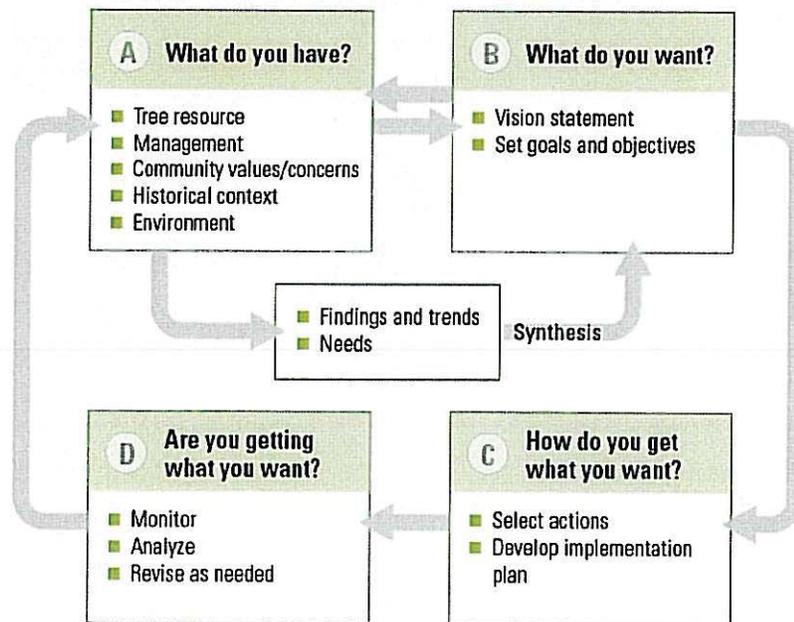
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## Management Planning Process



The overall management planning process used in this web site follows the model illustrated below. This process is referred to as adaptive management. It is commonly used for management planning and resource management (Miller 1988). This model provides a good conceptual framework for the process of developing a management plan. You can also use other variations of this general framework.



Although the steps shown above are represented as a continuous cycle, it is common to go back and forth between the first three steps when developing a plan. Steps A and B are closely related. You may need to revisit these steps several times before proceeding further.

For example, you may know that increased canopy cover is desirable before you assess it. However, to set a quantifiable goal (how much more canopy?), it will be necessary to determine how much canopy is present. Findings from step A may also raise new questions that may require additional assessments. In progressing from step B to C, it may become obvious that the funding or organizational structure for accomplishing various goals are lacking. It may be necessary to backtrack and develop goals related to developing a funding base or public support.

After the management plan is in place, it is important to evaluate how it is working (Step D). Monitoring procedures should be specified in the plan. This brings the process to a full cycle. This cycling allows the plan to adapt to changing conditions.