

CITY OF CERRITOS

TREE PRESERVATION MANUAL

SECOND EDITION 2018



Cerritos Civic Center - Heritage Tree Designation
Salix laevigata – Red Willow

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CHAPTER 1: Tree City USA Standards

To qualify as a Tree City USA community, you must meet four standards established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size. The four standards for Tree City USA Recognition is as follows:

STANDARD 1

A Tree Board or Department

Someone must be legally responsible for the care of all trees on city- or town-owned property. By delegating tree care decisions to a professional forester, arborist, city department, citizen-led tree board or some combination, city leaders determine who will perform necessary tree work. The public will also know who is accountable for decisions that impact community trees. Often, both professional staff and an advisory tree board are established, which is a good goal for most communities.

The formation of a tree board often stems from a group of citizens. In some cases a mayor or city officials have started the process. Either way, the benefits are immense. Involving residents and business owners creates wide awareness of what trees do for the community and provides broad support for better tree care.

STANDARD 2

A Tree Care Ordinance

A basic public tree care ordinance forms the foundation of a city's tree care program. It provides an opportunity to set good policy and back it with the force of law when necessary. A key section of a qualifying ordinance is one that establishes the tree board or forestry department—or both—and gives one of them the responsibility for public tree care (as reflected in Standard 1). It should also assign the task of crafting and implementing a plan of work or for documenting annual tree care activities.

Ideally, the ordinance will also provide clear guidance for planting, maintaining and removing trees from streets, parks and other public spaces as well as activities that are required or prohibited. Beyond that, the ordinance should be flexible enough to fit the needs and circumstances of the particular community.

STANDARD 3

A Community Forestry Program with an Annual Budget of at Least Two Dollars Per Capita

City trees provide many benefits—clean air, clean water, shade and beauty to name a few—but they also require an investment to remain healthy and sustainable. By providing support at or above the \$2 per capita minimum, a community demonstrates its commitment to grow and tend these valuable public assets. Budgets and expenditures require planning and accountability, which are fundamental to the long-term health of the tree canopy and the Tree City USA program.

To meet this standard each year, the community must document at least \$2 per capita toward the planting, care and removal of city trees—and the planning efforts to make those things happen. At first this may seem like an impossible barrier to some communities. However, a little investigation usually reveals that more than this amount is already being spent on tree care. If not, this may signal serious neglect that will cost far more in the long run. In such a case, working toward Tree City USA recognition can be used to reexamine the community's budget priorities and redirect funds to properly care for its tree resources before it is too late.

STANDARD 4

An Arbor Day Observance and Proclamation

An effective program for community trees would not be complete without an annual Arbor Day ceremony. Citizens join together to celebrate the benefits of community trees and the work accomplished to plant and maintain them. By passing and reciting an official Arbor Day proclamation, public officials demonstrate their support for the community tree program and complete the requirements for becoming a Tree City USA!

This is the least challenging—and probably most enjoyable—standard to meet. An Arbor Day celebration can be simple and brief or an all-day or all-week observation. It can include a tree planting event, tree care activities or an award ceremony that honors leading tree planters. For children, Arbor Day may be their only exposure to the green world or a springboard to discussions about the complex issue of environmental quality.

The benefits of Arbor Day go far beyond the shade and beauty of new trees for the next generation. Arbor Day is a golden opportunity for publicity and to educate homeowners about proper tree care. Utility companies can join in to promote planting small trees beneath power lines or being careful when digging. Fire prevention messaging can also be worked into the event, as can conservation education about soil erosion or the need to protect wildlife habitat.

CHAPTER 2: Municipal Code Regulations

**Cerritos Municipal Code (CMC)
Chapter 9.75
TREES AND LANDSCAPE**

Sections:

- 9.75.100 Purpose.
- 9.75.110 Definitions.
- 9.75.120 Obligations of residential property owners.
- 9.75.130 Commercial and industrial regulations.
- 9.75.135 Multifamily residential and homeowners’ association regulations.
- 9.75.140 Prohibition in parkways.
- 9.75.150 Duties of the property preservation commission.
- 9.75.160 Duties of the director of public works.
- 9.75.170 Parkway trees.
- 9.75.180 Public nuisance.
- 9.75.190 City tree removal.
- 9.75.200 Protection of city trees.
- 9.75.210 Interference with the director of public works.
- 9.75.220 Penalties.

9.75.100 Purpose.

The intent of this chapter is to establish goals, policies and regulations which will ensure compliance with the city’s objective to create and maintain a community forest as an essential element of the city’s character; to provide a unifying influence throughout city parks and streetscapes through the selective planting of trees according to the streetscape and median development guidelines; to register and conserve heritage trees; to sustain the standards and expectations of being a member of Tree City USA; and to establish the property preservation commission as the advising body to the city council for tree-related issues. (Ord. 940 § 2, 2008; Ord. 785 § 1 (part), 1998)

9.75.110 Definitions.

For the purpose of this chapter, the following terms shall have the meanings set forth herein:

- (1) "City tree" means a tree which is located within any city park, city easement, parkway or on any other city-owned property.
- (2) "Commercial" means private property zoned for commercial uses.
- (3) "Director" means the director of public works or his or her designee.
- (4) "City easement" means land owned by another over which the city has an easement for street, parks, landscaping and related purposes.
- (5) "Heritage trees" means trees on city-owned property or city easement which have been found to be of significance to the community or of notable historic interest and are so designated by action of the property preservation commission.
- (6) "Industrial" means private property zoned for industrial uses.
- (7) "Maintain" or "maintenance" means root pruning, trimming, spraying, watering, fertilizing, mulching, treating for disease or injury, or any other similar act which promotes growth, health, beauty and life of any tree.
- (8) "Parkway" means that area between the sidewalk and the curb of any street and, where there is not a sidewalk, that area between the edge of the roadway and the property line adjacent thereto. "Parkway" also includes any area within a street which is not a sidewalk and is not open to vehicular traffic.
- (9) "Pruning," "trimming" or "thinning" means to reduce the size or to alter the mass or natural branching habit of a tree by using only professionally accepted standards, as established by the International Society of Arboriculture (ISA), National Arborists Association (NAA) or American National Standards Institute (ANSI) Section A300. Pruning, trimming or thinning is performed to control the height and spread of a tree, lessen the wind resistance, preserve its health and natural appearance, produce fuller branching and shaping, aid in disease prevention by allowing more light and air passage within the branches, or make adjustments which will increase its longevity in an urban environment. Proper pruning methods indicate that no more than twenty-five percent of a tree's leaf-bearing crown be removed at any given time.
- (10) "Residential" means private property zoned for residential uses, including single-family dwellings and multiple-family dwellings.
- (11) "Roadway" means that portion of the street generally used for public use for public vehicular traffic.
- (12) "Sidewalk" means that portion of the street provided for the exclusive use of pedestrians.
- (13) "Street" means all that area dedicated to public use for public travel purposes and shall include, but not be limited to, roadways, parkways, alleys and sidewalks.
- (14) "Topping," "heading back," "stubbing" or "pollarding" are types of pruning actions that result in negative impacts to the health, structure and function of the tree, as well as diminish the natural aesthetic and environmental benefits of the tree. Topping constitutes the removal of more than twenty-five percent of the leaf-bearing crown of a tree.
- (15) "Tree Policy Manual" means the document prepared by the department of public works which states policies, procedures, and other relevant information regarding the selection, planting, maintenance, and removal of trees on commercial, industrial and residential properties and city trees. (Ord. 940 §§ 3, 4, 2008; Ord. 785 § 1 (part), 1998)

9.75.120 Obligations of residential property owners.

The owner of private property zoned single-family residential shall:

- (1) Properly maintain and provide adequate water to any tree planted on his or her property and provide water for any city tree planted in the parkway adjacent to said property.
- (2) Notify the department of public works of any suspected tree hazards or maintenance needs of any city tree.
- (3) Landscape and properly maintain the landscaping within the parkway adjacent to his/her property. The requirement of the single-family residential property owner to maintain landscaping within the adjacent parkway as set forth in this subsection shall exclude the obligation to maintain city trees in said parkway other than providing water. (Ord. 940 § 5, 2008; Ord. 913 § 2, 2006; Ord. 785 § 1 (part), 1998)

9.75.130 Commercial and industrial regulations.

(1) For the purpose of this section, “city representative” shall mean the director of public works, the director of community development, the director of community safety services, and/or their designees, including the parks superintendent, the city arborist, and/or code enforcement officers.

(2) Obligations. Any entity responsible for governing the maintenance of trees on the property, including, but not limited to, property owners, lessees, tenants, occupants, property management companies, and landscape maintenance associations, shall:

(a) Properly maintain and provide adequate water to any tree planted on his or her property and provide water for any city tree planted on said property or adjacent thereto in the parkway;

(b) Notify the department of public works of any suspected tree hazards or maintenance needs of any city tree;

(c) Comply with professionally accepted pruning, trimming or thinning standards for all trees on the property in accordance with the Tree Policy Manual, and obtain a tree pruning permit from the department of public works prior to performing said activities;

(d) Not permit topping, heading back, stubbing, or pollarding of any tree on the property.

(3) Tree Pruning Permit.

(a) A tree pruning permit shall be required for the pruning, trimming, or thinning of trees for all trees located on the property;

(b) Prior to the issuance of a permit, a contractor or landscape maintenance company shall be required to obtain a business license as described in Title 5 of this code;

(c) The issuance of a tree pruning permit shall be contingent upon the applicant meeting with the city representative, at his/her discretion, prior to the pruning, trimming, or thinning activities to establish the scope of such activities;

(d) The applicant shall be required to pay a nonrefundable permit fee in an amount to be determined by resolution of the city council.

(4) Violation. Unless otherwise provided, the following shall constitute a violation and shall be subject to penalties as described in subsection (5) of this section:

(a) Failure to obtain a permit prior to the pruning, trimming, or thinning of any tree located on the property;

(b) The improper maintenance of trees including, but not limited to, topping, heading back, stubbing or pollarding, regardless if said activities were observed by city staff in action or as a result of maintenance prior to observation.

(5) Penalty for Violation. Any violation of the provisions of this chapter related to unsafe or unsightly tree conditions which have been created by the improper maintenance of trees or the failure to obtain a permit prior to the pruning, trimming, or thinning of any tree located on the property shall be subject to the following:

(a) Work being undertaken to trees on commercial or industrial property may be stopped immediately by oral or written order of the city representative if it is in violation of the regulations established in this chapter;

(b) Failure to obtain a tree pruning permit will result in the payment of double the permit fee amount described in subsection (3)(d) of this section, and the offender shall be required to obtain a tree pruning permit notwithstanding penalties for improper maintenance, if applicable;

(c) The improper maintenance of trees shall result in a misdemeanor offense punishable as provided for in Chapter 1.08 of this code and fees associated with the value of the trees as follows:

(i) The offender shall be required to replace any damaged or improperly maintained tree with a tree of comparable size and type in accordance with the classification standards determined by the city representative;

(ii) If a tree of comparable size and type is not available, the offender shall be required to replace the damaged or improperly maintained tree with a like quality tree subject to the approval of the city representative, and shall pay a monetary fine equal to the difference between the valuation of the damaged tree and the valuation of the replacement tree, the amounts of which shall be determined administratively in accordance with the method established by the International Society of Arboriculture for tree appraisal. Alternatively, said amounts may be determined, at the request of the offender, by an independent third-party certified arborist approved by the city, and paid for by the offending person or entity.

(6) Appeals.

(a) Any offender dissatisfied with the decision of the city representative may appeal to the property preservation commission in regard to violations and penalties for trees located on the property. Such appeal shall be in writing, and shall be filed with the department of public works within ten calendar days of the city representative's decision.

(i) Penalties may be reduced at the discretion of the property preservation commission to a monetary fine equal to no less than the difference between seventy-five percent of the valuation of the damaged tree and the valuation of the replacement tree, the amounts of which shall be determined administratively in accordance with the method established by the International Society of Arboriculture for tree appraisal. Alternatively, said amounts may be determined, at the request of the offender, by an independent third-party certified arborist approved by the city, and paid for by the offending person or entity.

(b) Any offender dissatisfied with the decision of the property preservation commission's decision may appeal to the city council. Such appeal shall be in writing, and shall be filed with the city clerk within ten calendar days of the property preservation commission's decision. The decision of the city council shall be final. In no instance shall penalties levied be less than the amount described in subsection (6)(a)(i) of this section. (Ord. 940 § 6, 2008; Ord. 785 § 1 (part), 1998)

9.75.135 Multifamily residential and homeowners' association regulations.

Provisions established under Section 9.75.130 of this code shall apply to trees located on multifamily residential property and common areas governed by residential homeowners' associations and shall be enforceable against the owners of such property. (Ord. 940 § 7, 2008)

9.75.140 Prohibition in parkways.

(1) It is unlawful for any person, other than city authorized personnel, to plant or cause to be planted any tree, plant, or growing thing other than grass, ground cover and shrubs which do not exceed a maximum height of twenty-four inches above the street curb in any parkway.

(2) It is unlawful for any person to pave and/or surface any portion of the roadway or parkways at any location in the city.

(3) It is unlawful for any person to allow the growth of any shrubs or ground cover in any parkway to a height of more than twenty-four inches above the street curb level. No shrubs or ground cover shall obstruct any portion of any adjoining sidewalk or roadway. (Ord. 785 § 1 (part), 1998)

9.75.150 Duties of the property preservation commission.

The property preservation commission shall serve as the city's tree advisory board. The commission shall:

(1) Study tree-related issues and determine the needs of the city in connection with its tree planting and maintenance programs; approve the Tree Policy Manual and any proposed modifications;

(2) Hear and determine appeals of administrative decisions denying city street tree removal. The commission may grant an appeal if it finds that the burden on the property owner substantially outweighs the benefit to the public. The commission's decision may be appealed to the city council in a written appeal, setting forth the grounds for appeal, and filed with the city clerk within ten days of the commission's decision. If no timely appeal is filed, the decision shall be final. (Ord. 785 § 1 (part), 1998)

9.75.160 Duties of the director of public works.

The powers and duties of the director of public works, or his or her designee, under this chapter are as follows:

- (1) Designate the places within city easements or city-owned property where a city tree will be planted;
- (2) Recommend a Tree Policy Manual and any modifications thereof for property preservation commission approval that states policies and procedures concerning the selection, planting, maintenance, and removal of trees in public and private property to promote a viable urban forest;
- (3) Recommend to the property preservation commission any changes or additions to the recommended street tree list as defined in the Cerritos Tree Policy Manual;
- (4) Administer this chapter. (Ord. 785 § 1 (part), 1998)

9.75.170 Parkway trees.

No tree shall be planted within a parkway other than the species designated as the street tree for that particular street, or portion of a street, by the director of public works. (Ord. 785 § 1 (part), 1998)

9.75.180 Public nuisance.

- (1) The city council, pursuant to the power and authority vested in it to do so under the provision of Sections 38771 and 38773 of the California Government Code, does hereby find and declare that any of the following constitutes, per se, a public nuisance:
 - (a) Any dead, diseased, infested, leaning or dying trees on private property so near to any street as to constitute a danger to street trees, or streets, sidewalks, or portions thereof, or the life, health or safety of the public;
 - (b) Any dead, diseased, infested trees on private property so as to create a threat to life, safety or health of the public or to the property of the public;
 - (c) Any tree or shrub or parts thereof growing upon private property, but overhanging or interfering with the use of any street, parkway, sidewalk or public place of the city such that in the opinion of the public works director endangers the life, health, safety or property of the public;
 - (d) The existence of any branches or foliage on private property which interferes with visibility on, or free use of, or access to any portion of any street improved for vehicular or pedestrian travel.
- (2) Trees on private property which constitute a public nuisance, as determined by the director of public works, shall be removed, replaced or trimmed at the expense of the property owner.
- (3) It shall be the duty of all owners and persons having possession and control of real property within the city to abate any public nuisances referred to in this section that occur on their real properties. (Ord. 785 § 1 (part), 1998)

9.75.190 City tree removal.

(1) No city tree shall be removed unless authorized pursuant to the city tree removal policy. If the tree removal is authorized, the applicant is prohibited from removing the city tree. The city shall be responsible for removal.

(2) The city tree removal policy shall be adopted by resolution of the city council.

(3) Tree removal applications must be submitted to the department of public works and shall include such information as the director deems necessary to review the application.

(4) Administrative decisions may be appealed to the property preservation commission if a written appeal, setting forth the grounds, is filed with the city clerk within ten days of the director's decision. If no timely appeal is filed, the decision shall be final.

(5) Fees for the administrative review of tree removal applications and/or appeals to the property preservation commission shall be established by a resolution of the city council.

(6) Special consideration shall be afforded city trees determined by the property preservation commission to be heritage trees. Such trees shall be removed only when public interest served by removal outweighs the interest in preservation and heritage status. (Ord. 785 § 1 (part), 1998) 9.75.200 Protection of city trees.

(1) In accordance with the California Civil Code Section 3346, no person except authorized city personnel shall cut, damage, carve, transplant, prune, root prune, or remove any city tree.

(2) In accordance with the California Government Code Section 53067, no person shall top, head back, stub or pollard any city tree.

(3) It is unlawful for any person to attach or keep attached to any city tree, or to the guard or stakes intended for the protection thereof, any rope, wire, nails, tacks, staples, advertising posters, or any other material or item.

(4) It is unlawful for any person to cause or allow any poison or other substance harmful to tree life to lie, leak, pour, flow, or drip upon or into the soil within the dripline of any city tree; or set fire or permit any fire to burn when such fire or heat thereof will injure any portion of any city tree; or to operate any equipment, such as mechanical weeding devices, in such a manner as to cause damage to a city tree in any way.

(5) No person shall plant, remove, cut, prune, root prune, apply pesticides or otherwise disturb any city tree.

(6) No person shall injure any city tree located within an easement or parkway by neglecting to provide the necessary amount of water required for said tree's continued good health and viability.

(7) During the construction, repair, alteration, moving or removal of any building, structure or other type of construction in the city, no person in control of such work shall leave any city tree, shrub or plant in the vicinity of such activity without sufficient guards or protectors to prevent injury to the tree, shrub or plant in connection with such construction, repair, alteration, moving or removal. The costs of any such protection shall be borne by the person responsible for the improvement. (Ord. 785 § 1 (part), 1998)

9.75.210 Interference with the director of public works.

No person shall hinder, prevent, delay, or interfere with the director or any of his or her agents while engaged in carrying out the execution or enforcement of this chapter; provided, however, that nothing in this section shall be construed as an attempt to inhibit the pursuit of any remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the city. (Ord. 785 § 1 (part), 1998)

9.75.220 Penalties.

(1) A violation of this chapter or of any of its provisions is punishable as provided in Chapter 1.08 of the Cerritos Municipal Code.

(2) In addition to other remedies or penalties, or in lieu thereof, the city may seek restitution for damage to city property. (Ord. 785 § 1 (part), 1998)

CHAPTER 3: Cerritos Tree Preservation Policies & Procedures

The following policies and procedures have been established by the City of Cerritos for the removal of City-owned parkway trees:

Cerritos Tree Preservation Policies & Procedures

1. The goals of the Cerritos General Plan have been adopted to encourage a park-like community through the development of landscaped public areas and open spaces, which includes a vigorous parkway tree planting program.
2. The City has caused to be planted approximately 30,000 trees along parkways, medians and in parks and maintains said number of trees.
3. The existence of healthy, mature trees which have been planted in accordance with the recommended street tree list can increase the property value of adjacent properties.
4. It is the City's intent to preserve and protect healthy trees that provide valuable benefits to the environment and create a desirable aesthetic appearance for the community's neighborhoods.
5. Trees located in parkways, medians and parks which are dead, dying or diseased are replaced for the purpose of maintaining the park-like appearance of the City.
6. The City recognizes that from time to time, certain conditions may exist which would cause private property owners to request the removal of a parkway tree located adjacent to their parkway.
7. Property owners may qualify for residential parkway tree removal if the property owner has pursued and received financial reimbursement from the Joint Powers Insurance Authority (JPIA) for damages to private property resulting from a City maintained parkway tree where the accumulated amount of the awarded claim(s) exceeds the cost for tree removal and replacement.
8. Should multiple trees on a specific residential block satisfy the tree removal criteria, removal schedule shall be determined based on the individual growth characteristics of each tree approved for removal and the severity of damage to each property. No more than twenty percent of the total number of trees on the subject residential block may be removed annually.

9. Other than trees which are diseased, dying or dead, must be removed for public health and safety reasons, or have caused significant damage to private property, a maximum of fifty (50) additional parkway trees may be removed during any calendar year. This will minimize the possibility of having all of the parkway trees removed from large areas of the City at one time.
10. Requests to remove a tree because a tree drops leaves, needles or flowers are not valid reasons to consider the tree to be eligible for removal. Damage to sidewalks and curbs caused by the roots of a tree shall not qualify the tree for removal. Special problems caused by the roots of a parkway tree such as mounding or damage to public improvements may be considered on a case by case basis. Reasonable efforts such as installing root barriers or pruning will be made to save a healthy tree or trees rather than removing or replacing the tree or trees. Trees removed and replaced due to special problems will not be included as part of the fifty (50) trees per year limit and associated tree removal and replacement costs will be the responsibility of the City.
11. Costs associated with repairing improvements on private property shall be the responsibility of the property owner. Trees which are replaced due to root problems may be replaced with the same species of tree.
12. The Property Preservation Commission is responsible for prioritizing the removal of trees and shall serve as an appeal board for property owners requesting the removal of the parkway tree adjacent to their property. Upon appeal, applications for removal of parkway trees shall be submitted to the Department of Public Works. City staff will prepare recommendations for qualifying requests to the commission for consideration. The Commission's decision shall be final unless appealed to the City Council.
13. Homeowners have the opportunity to request the removal and replacement of the parkway tree adjacent to their property providing the policy requirements are met.
14. Individual property owners may request the removal and replacement of the parkway trees adjacent to their property. An application must be submitted to the Department of Public Works. Staff will review the request and approve or deny the request. If the request is denied, the applicant shall have the opportunity to file an appeal to the Property Preservation Commission. The appeal application must be submitted to the Department of Public Works within ten (10) days of receiving denial of their tree removal request from the Department of Public Works. Staff will prepare a report and forward the appeal to the Property Preservation Commission for consideration. The Commission's decision shall be final unless appealed to the City Council.
15. Notice of a request to the Property Preservation Commission to remove a parkway tree or trees shall be conspicuously posted on each tree being considered for removal not less than ten (10) days before the hearing date.

16. Upon the Property Preservation Commission's review and approval of a tree removal application, any cost associated with the removal of City trees shall be incurred by the City of Cerritos.

17. Property owners and/or residents shall not cause the parkway tree adjacent to their property to be removed or damaged in any way.

18. Property owners may have the opportunity to contract tree trimming/tree removal services through the City of Cerritos for City maintained parkway trees should tree maintenance be necessary or tree removal be approved in accordance with City of Cerritos policy and with an approved tree trimming/removal permit. Contracted parkway tree trimming shall be in accordance with City of Cerritos, International Society of Arboriculture and National Arbor Day Foundation standards. Tree replacement species shall be determined by the City of Cerritos, Public Works Department.

19. The City shall continue to implement preventative actions and practices such as installing root barriers when installing curbs, gutters and sidewalks or when planting new trees.

CHAPTER 4: City Recommended Trees

Chapter 4 - City Recommended Trees is intended to provide Cerritos residential homeowners, Homeowners Associations (HOAs) and/or prospective residential developers a list of recommended trees that have been deemed by City staff to be suitable for use as "Street Trees" or "Parkway Trees". The following tables do not represent a complete list of trees that may be suitable for each condition and, as a result, City staff would be happy to entertain alternative suggestions for consideration on a case-by-case basis.

Parkway Trees (PT): "Parkway Trees" are also commonly referred to as "Street Trees". Parkway Trees line nearly all interior residential streets in the City of Cerritos providing environmental benefits such as improved air quality through the elimination of carbon and the generation of oxygen. Parkway Trees also help with water retention during the winter and aid in the reduction of temperatures through transpiration during the hot Southern California summer months. Further, Parkway Trees contribute to the aesthetic appearance and character of Cerritos residential neighborhoods providing an improved quality of life for residents and additional value to residential property. The following Parkway Trees have been identified by the City of Cerritos as being suitable for use as Street Trees because said trees are small to medium in size measuring between 15'-0" to 50'-0" in height and possess non-invasive root systems.

PARKWAY TREES		
Tree No.	Botanical Name	Common Name
PT-1	<i>Acer palmatum</i>	Japanese Maple
PT-2	<i>Agonis flexuosa</i>	Peppermint Tree
PT-3	<i>Arbutus 'Marina'</i>	Marina Madrone
PT-4	<i>Bauhinia variegata</i>	Purple Orchid Tree
PT-5	<i>Callistemon citrinus</i>	Lemon Bottlebrush
PT-6	<i>Callistemon viminalis</i>	Weeping Bottlebrush
PT-7	<i>Calodendrum capense</i>	Cape Chestnut
PT-8	<i>Cassia leptophylla</i>	Gold Medallion Tree
PT-9	<i>Cercis canadensis</i>	Eastern Redbud
PT-10	<i>Chilopsis Linearis</i>	Desert Willow
PT-11	<i>Chitalpa tashkentensis 'Pink Dawn'</i>	Pink Dawn Chitalpa
PT-12	<i>Eriobotrya deflexa</i>	Bronze Loquat
PT-13	<i>Geijera parviflora</i>	Australian Willow
PT-14	<i>Handroanthus heptaphyllus</i>	Pink Trumpet Tree
PT-15	<i>Koelreuteria elegans</i>	NCN
PT-16	<i>Lagerstroemia indica</i>	Crape Myrtle
PT-17	<i>Laurus nobilis</i>	Sweet Bay

PARKWAY TREES (CONTINUED)		
Tree No.	Botanical Name	Common Name
PT-18	Laurus 'Saratoga'	Saratoga Laurel
PT-19	Ligustrum japonicum	Japanese Privet
PT-20	Lysiloma watsonii var. thornberi	Feather Bush
PT-21	Melaleuca linariifolia	Flaxleaf Paperbark
PT-22	Photinia x fraseri	Frazer Photinia
PT-23	Pistacia chinensis	Chinese Pistache
PT-24	Podocarpus henkelii	Long Leafed Yellowwood
PT-25	Pyrus calleryana 'Aristocrat'	Aristocrat Callery Pear
PT-26	Raphiolepis 'Montic'	Majestic Beauty Indian Hawthorne
PT-27	Rhus lancea	African Sumac
PT-28	Stenocarpus sinuatus	Firewheel Tree
PT-29	Tristaniopsis laurina	Water Gum

Greenbelt Trees (GT): Greenbelts are large landscaped areas comprised of meandering public sidewalks located along City-owned arterial streets. Greenbelts provide a physical buffer between arterial streets and adjacent land uses. The "Greenbelt Trees" listed in the following table are also be suitable for use in common areas that provide adequate space to accommodate large trees at maturity. As with Parkway Trees, Greenbelt Trees help with water retention during the winter and aid in the reduction of temperatures through transpiration during the hot Southern California summer months. Additionally, Greenbelt Trees contribute to the aesthetic appearance and character of Cerritos residential neighborhoods providing an improved quality of life for residents and additional value to residential property. The following Greenbelt Trees have been identified by the City of Cerritos as being suitable for greenbelt and/or common area installation because they are quite large in size measuring over 50'-0" in height and possess substantial root systems.

GREENBELT TREES		
Tree No.	Botanical Name	Common Name
GT-1	Betula nigra 'Heritage'	Heritage River Birch
GT-2	Betula pendula	European White Birch
GT-3	Betula pendula 'Dalecarlica'	Cutleaf Weeping Birch
GT-4	Brachychiton populneus	Kurrajong
GT-5	Ceiba insignis	White Floss Silk Tree
GT-6	Fraxinus angustifolia 'Raywood'	Raywood Ash
GT-7	Fraxinua velutina 'Modesto'	Modesto Ash
GT-8	Gleditsia triacanthos	Honey Locust
GT-9	Handroanthus chrysotrichus	Golden Trumpet Tree
GT-10	Hymenosporum flavum	Sweetshade
GT-11	Jacaranda mimosifolia	Jacaranda
GT-12	Jacaranda mimosifolia 'Alba'	Alba Jacaranda

GREENBELT TREES (CONTINUED)		
Tree No.	Botanical Name	Common Name
GT-13	<i>Koelreuteria elegans</i>	Flame Gold
GT-14	<i>Lophostemon confertus</i>	Brizbane Box
GT-15	<i>Maytenus boaria</i>	Mayten Tree
GT-16	<i>Pinus canariensis</i>	Canary Island Pine
GT-17	<i>Platanus Mexicana</i>	Mexican Sycamore
GT-18	<i>Podocarpus macrophyllus</i>	Yew Pine
GT-19	<i>Tabebuia heterophylla</i>	Pink Tecoma
GT-20	<i>Tipuana tipu</i>	Tipu Tree
GT-21	<i>Triadica sebifera</i>	Chinese Tallow Tree
GT-22	<i>Zelkova serrata</i>	Sawleaf Zelkova

CHAPTER 5: International Society of Arboriculture (ISA)



City of Cerritos - Public Works Department
Parkway Trees Division

Tree Pruning Guide



This guide is a combination of work by: the California Department of Forestry and Fire Protection, the National Arbor Day Association, and the University of California, Agriculture & Natural Resources

Finding proper care for your tree is important. Your best assurance of obtaining professional work is by using the services of an arborist certified by the International Society of Arboriculture. Our City Forest can also provide a list of tree care companies and certified

arborists; contact us at (408) 99-TREES. For more information on how to prune young trees, sign up for a Tree Amigo class or attend a pruning workshop. This guide, and all services are provided free of cost by Our City Forest, a non-profit 501(c)3 organization.

The type of pruning your tree gets is critical to its health, longevity, safety, and appearance. Proper pruning is important because trees add beauty and enhance property value, up to 27%. Improperly pruned or neglected trees can result in: suffering tree health, lessened property value, increased potential hazards and liability, and increased long-term maintenance costs.

This guide is intended to describe how young trees should be pruned. We are not encouraging tree owners to prune large mature trees themselves. Pruning is both difficult and dangerous, it's best left to experienced arborists.

Reasons to Prune/Train Young Trees

Source: *Training Young Trees for Structure & Form*

Improved structural strength. By removing defects such as weak branch attachments and codominant stems, trained trees are structurally stronger than untrained trees. Structurally stronger trees have a lower potential for failure.

Reduced maintenance costs. Trained trees require less maintenance when they are mature. Typically, trained trees have fewer branches than untrained trees, which means less pruning. In addition, well-spaced branches provide easier access for arborists, and pruning can be accomplished in a shorter period of time. Finally, trained trees may not have structural defects that require correction by cabling, bracing, canopy thinning, and codominant stem removal, which avoids substantial costs.

Increased tree longevity. Simply by remaining intact longer, trained trees serve as functional components of the urban forest for more time than untrained trees. Trained trees have a lower potential for structural failure than untrained trees. Failed trees and hazardous trees need to be removed. Trees that have sustained substantial partial failure (limb or stem failure) often need to be removed because they are hazardous or unsightly.



Provided by:
Our City Forest
151 West Mission Street
San Jose, CA 95110
(408) 99-TREES
www.OurCityForest.org

Five Key Steps for Pruning Young Trees

Source: *Training Young Trees for Structure & Form*

- 1 Remove broken, dead, dying, diseased, or damaged branches.** Inspect the canopy and remove or cut back these branches.
- 2 Select and establish a central leader.** There should only be one leader. Select the strongest and most vertical stem as the leader and remove or cut back competing stems.
- 3 Select and establish the lowest permanent branch.** Look for a well-attached branch at the desired height (determined by location and use), and remove closely-spaced, competing branches. The diameter of the lowest permanent branch should be no more than one-half that of the central leader or trunk at the point of attachment. Smaller temporary branches should be left close to the lowest permanent branch. Larger temporary branches should be pruned back to three to four buds.
- 4 Select and establish scaffold branches.** Look for well-attached branches above the lowest permanent branch that are no more than one-half the diameter of the central leader. Scaffold branches should be well spaced both vertically and radially. Vertical spacing should be 18 inches or more for large trees and 12 inches for smaller trees. Radial spacing should be allowed for balanced branch distribution around the central leader. Leave small branches close to scaffolds as temporary branches and cut back or remove larger branches.
- 5 Select temporary branches below the lowest permanent branch.** Some or all the branches below the lowest permanent branch can be retained as temporaries. If possible, leave the smallest branches and cut back or remove the largest branches.

September 2006

How Much to Prune?

Generally, no more than 25% of the canopy of a young tree should be removed in any one year (This varies for different tree species). In some cases, removing only 5 to 10% will be sufficient to develop structure and form. With particularly fast-growing trees or trees with significant defects, over 25% may need to be removed. You can reduce the height of a large tree by up to 30%. It is important that approximately 1/2 of the trees foliage originate in the lower 2/3 of the tree.

Tree Location and Training

A tree's location is an important consideration for Step 3, "Select and establish the lowest permanent branch." The height of the lowest permanent branch is determined by both the location and use of the tree. Trees planted along streets or in parking lots need to allow clearance for vehicles. For street trees, many cities require an 8-foot (2.4 M.) clearance above the sidewalk and 14-feet (4.3 M.) over the street. Trees in parking lots need a 12 to 14-foot (3.7 to 4.3 M.) clearance. Trees in parks and yards have variable clearance requirements. If access is not needed, or if the tree is used for wind protection or as a visual screen, then the lower branches should be retained.

Conifers

The Five Steps can be applied to conifers, but with some modifications. Steps 1 and 2 are important. Damaged branches and competing leaders need to be removed. Step 3 may be important depending on the tree's location. If clearance is needed for vehicles, equipment, or people, then Step 3 should be applied. Step 4 is not as important for conifers as it is for hardwood species. In many cases this step can be skipped entirely. Look for and remove branches with weak attachments, however. Step 5 is needed if a lowest permanent branch is established.


Field Practice

It is very important to practice the Five Steps before applying them. Review each step with a helper before making cuts. Tie string or ribbon around the leader, the lowest permanent branch, and scaffolds. Discuss reasons for your selections, and step back to look at potential impacts on tree form and size. After you are confident of your selections, then make your cuts. Again step back from time to time to assess impacts on tree form. Remember that species and conditions vary considerably, and you will always need to use good judgment. Understand the reasons for the Five Steps, and then make reasonable adjustments in the field.


When to Prune?

Source: *Tree City USA Bulletin #1*


When to prune depends to a large extent on *why* you prune. Light pruning and the removal of dead wood can be done anytime. Otherwise, here are some guidelines, but recognizing that individual species may differ.


 **Winter** Pruning during dormancy is the most common practice. It results in a vigorous burst of new growth in the spring and should be used if that is the desired effect. It is usually best to wait until the coldest part of winter has passed. Some species, such as maple, walnut, and birches, may "bleed" when sap begins to flow. This is not harmful, and will cease when the tree leafs out.

Spring At the latest, prune well before the buds swell and new leaves begin to develop.

 **Summer** To direct the growth by slowing the branches you don't want; or to slow or "dwarf" the development of a tree or branch, pruning should be done soon after seasonal

growth is complete. The reason for the slowing effect is that you reduce the total leaf surface, thereby reducing the amount of food manufactured and sent to the roots for their development and next year's growth of crown.

 **Fall** Because decay fungi spread their spores profusely in the fall and healing of wounds seems to be slower on fall cuts, this is a good time to leave your pruning tools in storage.

 **Flowering Trees** If your purpose for pruning is to enhance flowering: 1. For trees or shrubs that bloom in summer or fall on current year's growth (e.g., crape myrtle), prune in winter. 2. For trees that bloom in spring from buds on one-year-old wood (e.g., dogwood and flowering fruit trees), prune when their flowers fade.

Caution: In some areas of the country, diseases or insect occurrence may be affected by the time of pruning. Check with an arborist or nursery operator to see if there are any local problems.

The Right Way - Where to Make The Cut

Source: *Tree Pruning - Doing it Right*

Remove unwanted branches at their attachment point to the trunk or another branch. Shorten branches to a lower lateral branch at least 1/2 the diameter of the branch to be removed. **DO NOT LEAVE STUBS.** Stubs die-back and allow decay to enter the trunk or branch. This shortens the tree's lifespan and causes potential hazards. In addition, stubs look unnatural.

Making the cut:

Make the cut just outside the branch bark ridge (D) and the trunk collar (E) (Figure 1). These 'targets' mark the boundary between the branch and the trunk. The branch bark ridge (BBR) is a raised strip of bark found on most branch crotches. When viewed from the top, it appears as a crescent shaped ridge extending downward. From the side, it appears as a narrow triangular ridge extending downward from the crotch to the center of the trunk. It marks the upper boundary between the branch and the trunk.

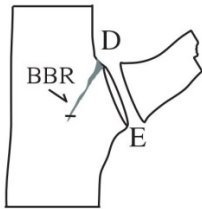


Figure 1
Basic cut

If the BBR is not clearly visible, you can approximate its location by bisecting the crotch angle (Figure 2). Cut to lower side of this point (F) to protect the trunk or parent branch. The trunk collar generally appears as an enlarged area at the base of the branch. It's actually part of the trunk (G) (Figure 2). The point at where the enlargement perceptibly narrows is the lower boundary between the branch and trunk. Make your cut to the outside off this point (G) to avoid injuring the trunk. This type of cut is smaller and closes over rapidly.

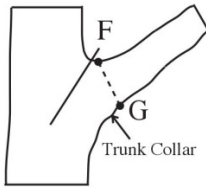


Figure 2
Unobvious BBR

A cut made inside the BBR or trunk collar is called a 'flush cut' (Figure 3). The resulting wound is larger than necessary and rather injurious to the trunk. If the trunk collar is not obvious, the angle of the final cut should approximate the angle that the BBR forms with the axis off the limb. Angle HY should equal angle HX (Figure 4). Many tree cavities are a result of 'flush cuts'.



Figure 3

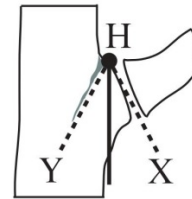


Figure 4

Unobvious trunk collar

For Larger Branches:

Make the first cut (A) on the underside of the branch about one foot from the crotch. Cut at least 1/3 of the branch diameter (Figure 5). Make the second cut (B) on the top side, 1 to 3 inches from the first. The limb should split away cleanly without tearing the bark or leaving a jagged edge. The remainder can be removed with final cut (C) without damaging the tree.

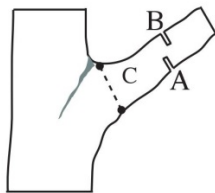


Figure 5
For larger branches

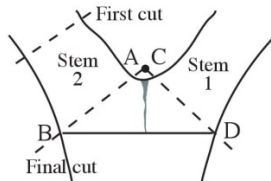


Figure 6
Codominant stems

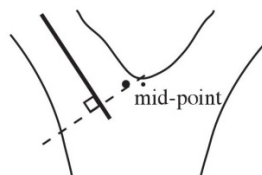


Figure 6a
Unobvious BBR

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Source: *Tree Pruning - Doing it Right*

To Change Leader Branches:

To shorten a branch back to a lower lateral branch enough to become the leader, make the final cut outside the BBR to a point directly opposite the bottom of the BBR. You can also approximate the cut by bisecting the angle formed by the BBR and an imaginary line which intersects the BBR and runs perpendicular to the axis of the trunk (Figure 7).

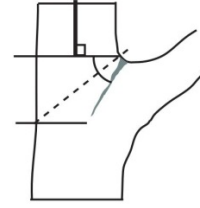


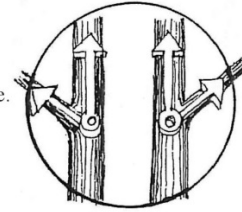
Figure 7

Pruning for Strength

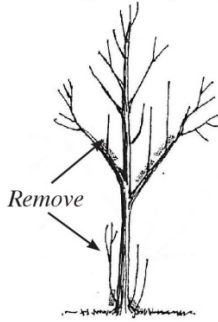
Source: *Tree City USA Bulletin #1*

Branch Angles and Size

Narrow angles signal a point of future weakness, whether in the trunk or crown. The reason is that as the two branches grow, neither has sufficient space to add the wood needed for strength. Instead, they grow against each other. The effect is similar to hammering in a wedge. To prevent this and the expensive problems that are sure to follow, simply remove one of the two branches. For strength, the ideal branching angle approximates 10 or 2 o'clock. Lateral branches should be no more than 1/2 to 3/4 the diameter of the trunk. As the trunk grows it will strengthen the joint by adding wood around the branch - like a dowel in a chair leg.



Ideal angles



Suckers

Rubbing Branches

Branches that rub result in wounds, decay and notches. Remove one of the offending branches.



Rubbing Branches

Watersprouts and Suckers

These "parasite" sprouts can occur at the base or inside the crown. They are rapidly growing, weakly attached, and upright. Usually they use more energy that they return to the tree. It is best to remove them as soon as possible when it is obvious they are vigorous sprouts.

Lower Temporary Branches

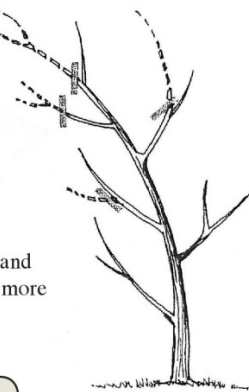
Branches below the lowest permanent branch can protect young bark from injury from the sun and add taper and strength to the trunk. Particularly in lawn plantings where lower limbs do not block passage or temp vandals, the limbs may be left for 3-4 years after planting. Then remove over the next 2-3 years, beginning with the larger temporaries. Don't let the temporary branches become large and vigorous. Shorten the larger temporary branches, or remove vigorous temporaries if less vigorous ones can be selected.



Temporary Branches

Center of Gravity

Young trees deformed by wind may be corrected by pruning. Move the tree's center of gravity to a point more central over the trunk by cutting back the leader and laterals on the downward side (or direction of lean) to more upright branches.



Correcting center of gravity.

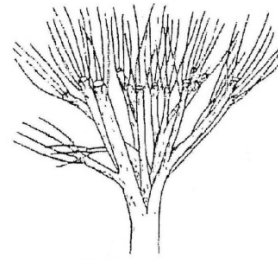
Caution: When pruning diseased trees, dip your shears in household bleach before storing or moving to the next tree. Be sure to rinse and wipe dry before storage.

The Wrong Way - Topping

Source: *Training Young Trees for Structure & Form*



Topping, heading-back or stubbing is an unnatural and destructive pruning technique used to reduce tree height. It is commonly practiced on trees under power lines and on many publicly and privately owned trees. People often assume that because they see it done so frequently that it is an appropriate way to prune trees. Unfortunately, few people are aware of how a tree grows, closes its wounds, and prevents the spread of disease and decay throughout itself, otherwise it would become a rare sight.

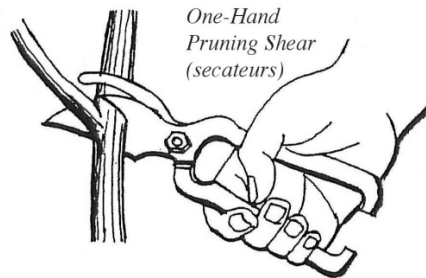


WRONG: Topping

Keys to Good Pruning

Source: *Tree City USA Bulletin #1*

1. Prune early in the life of the tree so pruning wounds are small and so growth goes where you want it.
2. Begin your visual inspection at the top of the tree and work downward.
3. Don't worry about protecting pruning cuts. Do not paint larger wounds with tree paint, the evidence is that it does not prevent or reduce decay, and actually limits healing of the wound.
4. Keep your tools sharp. One-handed pruning shears with curved blades (secateurs) work best on young trees.
5. Make safety a number one priority. For high branches use a pole pruner. Some, have both a saw and shears on the same tool. A major job on a big tree should be done by a professional arborist.
6. When you prune back to the trunk or a larger limb, branches too small to have formed a collar (swollen area at base) should be cut close. (Notice in the drawing of the pruning shears that the cutting blade is cutting upward for less effort and a close cut.) Otherwise, follow the rules of good pruning of larger limbs by cutting just outside the branch ridge and collar and at a slight down-and-outward angle (so as to not injure the collar). Do not leave a protruding stub.
7. When simply shortening a small branch, make the cut at a lateral bud or another lateral branch (referred to as "head" or "headback pruning"). (See Figure 9) Favor a bud that will produce a branch that will grow in a desired direction (usually outward). The cut should be sharp and clean, and make at a slight angle about 1/4 inch beyond the bud.



Pole Pruner

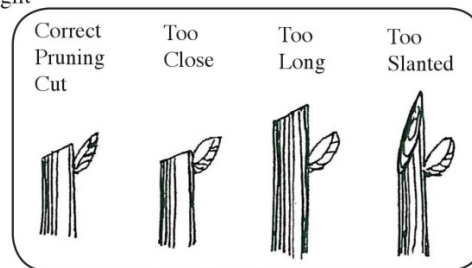
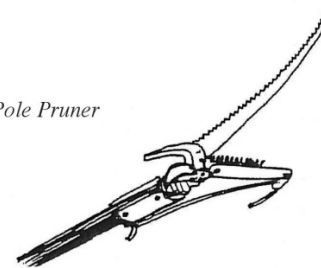


Figure 9

Glossary of Pruning Terms

Source: *Training Young Trees for Structure & Form*

Canopy. See Crown.

Central leader. Dominant, upright stem that forms the main trunk.

Codominant stems. Stems or trunks of approximately equal size, growing at about the same rate, and attached to one another. Typically, the attachment is structurally weak.

Crown. Foliated portion of the tree, from the lowest branch to the tree top; synonymous with canopy.

Decurrent. Round-headed tree form; scaffold branches codominate with central leader at maturity.

Double leader. Two codominant stems growing more or less in the center of the tree and jointly assuming the role of the leader.

Excurrent. Conical tree form; strong central leader is present to the top of tree when mature. Leader development is dominant over scaffold branch development.

Included bark. Pattern of development at branch junctions where bark is turned inward rather than pushed out. Synonymous with embedded bark.

Lateral. Secondary branch arising from scaffold limbs.

Leader. See central leader.

Lowest permanent branch. Lowest scaffold branch on tree. Its height is determined by tree use and location.

Pollard. Pruning technique by which young trees or branches are initially headed and then reheaded on an annual basis without disturbing the callus knob.

Photosynthate. Carbohydrate produced by leaves (and other chlorophyll containing tissues) during photosynthesis.

Round-over. To reduce tree size by heading back all stems on the periphery of the canopy by an equal amount. (This is not a recommended pruning practice.)

Scaffold branch. A branch that is part of the main structure of the crown. Scaffolds arise from the central leader or main trunk.

Sucker. A vigorous, upright, epicormic shoot that arises from the latent buds below the graft union or soil level.

Temporary branch. A branch that remains on the tree for a limited period of time. It is not part of the main structure of the crown. Temporaries can occur on the central leader, trunk, or scaffold branches.

Watersprout. A vigorous, upright shoot that arises from the latent or adventitious buds above the growth or graft union on older wood.

Content Sources

This guide is a combination of work by: the California Department of Forestry and Fire Protection, the National Arbor Day Association, and the University of California, Agriculture & Natural Resources.

Hagen, Bruce W. (1991). Tree Pruning - Doing it Right, *California Department of Forestry*

Tree City USA Bulletin #1 (2000). *National Arbor Day Foundation*

Training Young Trees for Structure and Form, Supplemental Information (2000). *University of California, Agriculture & Natural Resources*

For More Information

1. Take a Tree Amigo class or pruning workshop offered for free through Our City Forest: <http://www.ourcityforest.org/>
2. International Society of Arboriculture: <http://www.isa-arbor.com/>, or <http://www.treesaregood.com/>
3. City of San Jose tree permits page: http://www.sanjoseca.gov/transportation/tl_treepermits.htm
4. Registered San Jose Tree Trimming companies: http://www.ourcityforest.org/pdf/tree_trimming_companies.pdf

CHAPTER 6: California Civil Code

Section 3346

The following excerpt is from California Civil Code – Section 3346 pertaining to penalties equaling three times the value of the damage inflicted on City-owned trees:

California Civil Code: ARTICLE 3. Penal Damages – Section 3346

(a) For wrongful injuries to timber, trees, or underwood upon the land of another, or removal thereof, the measure of damages is three times such sum as would compensate for the actual detriment, except that where the trespass was casual or involuntary, or that the defendant in any action brought under this section had probable cause to believe that the land on which the trespass was committed was his own or the land of the person in whose service or by whose direction the act was done, the measure of damages shall be twice the sum as would compensate for the actual detriment, and excepting further that where the wood was taken by the authority of highway officers for the purpose of repairing a public highway or bridge upon the land or adjoining it, in which case judgment shall only be given in a sum equal to the actual detriment.

(b) The measure of damages to be assessed against a defendant for any trespass committed while acting in reliance upon a survey of boundary lines which improperly fixes the location of a boundary line, shall be the actual detriment incurred if both of the following conditions exist:

(1) The trespass was committed by a defendant who either himself procured, or whose principal, lessor, or immediate predecessor in title procured the survey to be made; and

(2) The survey was made by a person licensed under the laws of this State to practice land surveying.

(c) Any action for the damages specified by subdivisions (a) and (b) of this section must be commenced within five years from the date of the trespass.

CHAPTER 7: California Government Code

Section 53067

The following excerpt from California Government Code – Section 53067 pertains to the need for local municipalities to implement aggressive tree planting programs for the purpose of maintaining and/or increasing tree densities in the urban environment. Said provisions require local municipalities to develop long-term tree master plans that promote the preservation and protection of trees. Section 53067 also encourages local municipalities to establish policies and guidelines to insure the use of proper tree maintenance and pruning techniques while encouraging the continued use of large trees in urban settings for their environmental benefits.

California Government Code: Section - 53067

(a) The Legislature finds and declares the following:

(1) That trees and other woody plants respond in specific and predictable ways to pruning and other maintenance practices.

(2) That careful scientific studies indicate that arboriculture practices including, but not limited to, “topping” are often misunderstood and misapplied.

(3) That the results of the 1988 California urban forestry survey prepared by Plant Science and Research for the California Department of Forestry and Fire Protection's Urban Forestry Program summarizes that an estimated 5.9 million street trees are managed by California cities of which approximately 30 percent of the cities and 20 counties do not have tree ordinances of any kind. That in 1988 an estimated one hundred nine million dollars (\$109,000,000) statewide was spent on municipal tree maintenance, less than 1 percent of most city and county budgets, with an average of sixteen dollars and 82 cents (\$16.82) per street and park tree per year and an average of four dollars and 68 cents (\$4.68) per resident per year. California's city governments support urban forestry. Support for tree programs is highest in communities where citizens are involved.

Conclusions of the urban forestry survey state that most cities need an aggressive tree planting program to maintain tree densities at current levels, to keep pace with urban growth, increase species diversity, maintain the health and vigor of their trees, and put more effort into long-term master planning of urban forests. To derive the maximum ecological benefit from the urban forest, the current trend towards planting smaller trees will need to be reversed. Counties lag far behind cities in urban forestry efforts. Most tree programs need to put greater emphasis on educating the public on the benefits the urban forest provides. A healthy

flourishing urban forest cannot be developed and maintained without foresight, proper care, and good management.

(4) That the California Department of Forestry and Fire Protection Guidelines for Developing and Evaluating Tree Ordinances 1991 publications states that an ordinance shall be developed for the purpose of prohibiting topping of public and private trees. Topping is the practice of cutting back large diameter branches of a mature tree to stubs and is a particularly destructive pruning practice. It is stressful to mature trees, and may result in reduced vigor, decline, or even death of trees. In addition, new branches that form below the cuts are only weakly attached to the tree and are in danger of splitting out. Topped trees require constant maintenance to prevent this from happening and it is often impossible to restore the structure of the tree crown after topping. Unfortunately many people believe that topping is a proper way to prune a tree, and this destructive practice is prevalent in some communities.

(5) That in an effort to promote practices that encourage the preservation of tree structure, and public safety and health, these standards developed through careful scientific studies by leading industry consultants, United States Department of Forestry scientists, and professors of horticulture and plant pathology, are recognized standards by the Department of Parks and Recreation, California Department of Forestry and Fire Protection, University of California Co-operative Extension Farm advisers, the National Arborist Association, the International Society of Arboriculture, American Forestry Association, and numerous tree planting and preservation organizations throughout the state and nation.

(6) That those standards are working guidelines, recognizing that trees are individually unique in form and structure and that their pruning or maintenance needs may not always fit strict rules.

(7) That the International Society of Arboriculture founded in 1924 with over 21 chapters throughout the world publishes the monthly Journal of Arboriculture which is devoted to the dissemination of knowledge in the science and art of growing and maintaining shade and ornamental trees. The Journal of Arboriculture, March 1988, Volume 14, No. 3, page 76, states that properly trimmed trees not only require less man hours on their next cycle but some may not even need trimming. This conclusion was based on a study performed at Delmarva Power in Maryland during the 1982-84 trim cycles. Results indicate a 25 percent reduction in work force and a 7.4 percent reduction in costs in the first three years.

(8) That the use of proper tree maintenance techniques benefits the public because of reduced costs, reduced hazards, reduced public liability, protection from premature decline or death (conserving energy reducing carbon dioxide and ozone, absorbing particulate matter, producing more oxygen by increasing canopy spread, reduction in wind speed, reducing noise pollution, increasing real property values, enhancing visual and aesthetic qualities that attract visitors and businesses, serve as a source of community image and pride by providing maximum shade and canopy cover). As canopy cover increases the public benefits increase.

(9)(A) The Legislature's findings recognize that topping of trees is a widespread misunderstood consumer request and this form of pruning detracts from public benefits including, but not limited to, safety and property values, and causes premature decline, death, disease, insects, woodrot, and increased maintenance costs. These findings also recognize that a great number of personnel performing maintenance on trees unknowingly and unintentionally produce irreversible harm.

(B) The Legislature finds that nonregulated commercial tree service firms that advertise topping are widespread among commercial advertising including the yellow pages, but not limited to newspaper advertising, and that millions of dollars have been spent topping trees including publicly owned trees.

(C) The Legislature finds that modern techniques utilized by certified arborists through scientific study and continued education are of value and benefit to the citizens of California and to all who care for our resources.

(b) Notwithstanding any other provision of law, the California Department of Forestry and Fire Protection through Sections 4799.06 to 4799.12, inclusive, of the Public Resources Code, shall to the extent possible, furnish to every public agency, including the state, but not limited to, a city and county, school district, or community college district copies of these publications as listed: Western Chapter International Society of Arboriculture Pruning Standards, California Department of Parks and Recreation specifications for pruning trees, and National Arborist Association Standards of pruning shade trees.

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CHAPTER 8: HOA Tree Removal Application Procedures

SECTION I – Definitions

1. Administrative Tree Removal Application – shall mean an application submitted by a City-recognized Homeowners Association (HOA) requesting administrative approval by City staff to remove and replace privately-owned trees that have been qualified by City staff as Eligible Trees for removal because they are dead, dying and diseased and/or constitute a Public Nuisance as deemed by the Director of Public Works or his/her designee. Requirements for the completion of an Administrative Tree Removal Application shall include the preparation of a Tree Reforestation Plan by a Qualified Landscape Professional and written proof of HOA Board approval. The Administrative Tree Removal Application is designed to incentivize HOAs to pursue only the removal of Eligible Trees that are dead, dying or diseased and/or that constitute a Public Nuisance by way of providing expedited City staff level approval for the removal of said trees.

2. Discretionary Tree Removal Application - shall mean an application submitted by a City-recognized Home Owners Association (HOA) requesting discretionary approval by the Planning Commission to remove and replace privately-owned trees that do not qualify as Eligible Trees for removal as they are not dead, dying or diseased and/or constitute a Public Nuisance. Specifically, discretionary Planning Commission approval shall be required when the removal of otherwise Healthy Trees is being sought by an HOA because said trees are believed to constitute a Private Nuisance by way of causing Significant Structural Damage to privately-owned HOA property/structures. Further, Planning Commission approval of a Discretionary Tree Removal Application shall be required because City staff does not have the administrative authority to approve the removal of otherwise Healthy Trees that were previously approved by the Planning Commission and City Council for the project by way of the related entitlements. Requirements for the completion of a Discretionary Tree Removal Application shall include the preparation of a Tree Reforestation Plan by a Qualified Landscape Professional and the preparation of a Building Inspection Report by a Certified Building Inspector. Written HOA Board approval shall also be required to be submitted in order for said application to be deemed complete and suitable for further processing City staff.

3. Eligible Trees – shall mean trees that qualify for removal because they are dead, dying or diseased or constitute a Public and/or Quasi-public Nuisance.

4. Healthy Trees – shall mean trees that are in good health and not dead, dying or diseased.

5. Illustrative Plan - shall mean a plan and/or aerial photo that effectively identify the location of each tree to be removed and the location of each replacement tree.

6. Immediate Threat to Public Safety – shall mean trees that are deemed by the City Arborist to be unstable and unsafe thereby posing an immediate threat to the life, health, safety of the public during extreme environmental conditions such as high winds and/or excessive rains. Conditions that may contribute to a tree's instability may include its unique growth characteristics, excessive leaning, improper root pruning, poor soil, restricted root growth and/or root-bound conditions. Trees, on a case-by-case basis, that are deemed by the City Arborist to pose an Immediate Threat to Public Safety shall be permitted to be removed administratively. Replacement trees shall be required to be installed within a period of thirty (30) days from the date of removal subject to the approval of City staff. Tree droppings, pine cones, leaf debris, sap, pollen and/or branches shall not be cause for a tree to qualify as an Immediate Threat to Public Safety.

7. Private Nuisance (privately-owned trees damaging private property) - shall mean any privately-owned and maintained tree located on property owned and controlled by a Homeowners Association (HOA) causing Significant Structural Damage to permanent privately-owned structures including, but not limited to, buildings, block walls, patios, porches, and trash enclosures and/or that poses a danger or threat to the life, health or safety of HOA residents or members of the general public. Trees on private property which constitute a Private Nuisance, as determined by the Cerritos Planning Commission, may be deemed Eligible Trees and permitted to be removed and replaced at the expense of the respective Homeowners Association (HOA).

8. Public Nuisance (privately-owned trees damaging public or quasi-public property) - shall mean any dead, diseased, infested, leaning or dying privately-owned and maintained tree located on private property that poses a danger or threat to public and/or quasi-public property or the life, health or safety of members of the general public. Trees on private property which constitute a public nuisance by way of causing Significant Structural Damage to public and/or quasi-public property, as deemed by the Director of Public Works or his/her designee, may be permitted to be removed and replaced on a case-by-case basis and at the expense of the property owner (see Cerritos Municipal Code Section 9.75.180 – Public Nuisance). Further, should the City of Cerritos be required to remove a privately-owned tree that constitutes a Public Nuisance, said cost shall be borne and reimbursed by the respective property owner and/or Homeowners Association (HOA).

9. Qualified Landscape Professional - shall mean a registered or licensed professional with credentials as either a Certified Arborist or State Licensed Landscape Architect.

10. Schedule of Performance - shall mean a schedule providing for the phased removal and replacement of City-approved trees. The Schedule of Performance shall include specific dates

and information that shall serve as a critical path for the phased removal and replacement of City-approved trees from commencement to completion of the Tree Reforestation Plan.

11. Significant Structural Damage – shall mean significant visible physical damage to permanent privately-owned structures including, but not limited to, buildings, block walls, patios, porches, and trash enclosures caused by the subject tree's main trunk and/or root system jeopardizing the structural integrity of said structure. For privately-owned structures to be deemed a Private Nuisance, a Building Inspection Report prepared by an independent Certified Building Inspector, retained by the HOA, shall be required to provide evidence to support the removal of the subject tree on the grounds that it is causing Significant Structural Damage to privately-owned HOA property/structures. Upon receipt of the referenced building inspection support and its subsequent validation by City staff, said report will be presented to the Planning Commission for consideration as potential justification for the discretionary removal of the subject tree.

Damage to existing privately-owned sidewalks, curbing, asphalt paving and/or plumbing caused by the root system of an adjacent tree, shall not qualify as Significant Structural Damage to property/structures unless any of the following conditions apply: 1) damage to private property persists after initial root-pruning measures prove to be ineffective; 2) if the extent of the required root pruning is deemed by the City Arborist to be detrimental to the long-term health and stability of the subject tree; or 3) if the referenced damage to private property is unable to be corrected without first removing the subject tree.

In accordance with existing City Council-approved Tree Preservation Policies, all measures to preserve and protect trees that are not dead, dying or diseased must be exhausted prior to obtaining Planning Commission approval for the removal of Healthy Trees that are believed to be causing Significant Structural Damage to a permanent privately-owned structure. Accordingly, leaf debris, droppings and sap and/or tree branches that can be effectively controlled through pruning shall not constitute Significant Property Damage and thereby shall not be considered as justification for the removal of trees. Tree trimming shall be required to be completed in accordance with applicable International Society of Arboricultural (ISA) and City of Cerritos standards and shall not be permitted to exceed twenty-five (25%) of the tree mass unless previously authorized by the City Arborist. Planning Commission approval of a Discretionary Tree Removal Application shall be required because City staff does not have the administrative authority to approve the removal of otherwise Healthy Trees that were previously approved by the Planning Commission and City Council for the project by way of the related entitlements.

12. Tree Reforestation Plan - shall be comprised of the following: 1) Tree Disposition Plan shall consist of an Illustrative Plan identifying the location, genus, species and size of the tree proposed for removal and written justification for its removal; 2) Tree Replacement Plan shall consist of an Illustrative Plan identifying the location, genus, species and size of the replacement tree (this plan shall account for instances when the replacement tree is to be

installed at an alternative location); 3) for instances when the replacement tree is to be installed at an alternative location, a Planting Detail shall be required to identify the genus, species and size of shrubs and/or ground cover to be installed in lieu of the originally removed tree; and 4) Schedule of Performance shall be required to establish the timeframe for completing the removal and replacement of Eligible Trees and/or to establish the phased removal and replacement of City-approved trees over an extended period of time.

13. Tree Removal Request – shall mean an application submitted by either a Homeowners Association (HOA) or individual property owner requesting City staff approval to remove a privately-owned tree that poses an Immediate Threat to Public Safety or a privately owned parkway tree that has been approved for removal by the respective HOA as in the case of Shadow Park and the Encore development.

SECTION II – Tree Removal Categories

Two (2) categories have been established for the proposed removal trees located within City-recognized Homeowners Associations (HOA) as follows:

- I. **Tree Removal Request** - shall be made available to HOAs and/or individual property owners under the following two (2) conditions
 - A. Emergency Tree Removal Notification/Application – for instances when a subject tree is deemed by the City Arborist to pose an Immediate Threat to Public Safety (see Definition - Immediate Threat to Public Safety)
 - B. Parkway Tree Removal – for instances when an individual resident of a City-recognized HOA is seeking City approval to remove a privately-owned parkway tree (see Definition - Tree Removal Request)
- II. **Tree Removal Applications**
 - A. Administrative Tree Removal Application - shall be made available to HOAs seeking City approval to remove Eligible Trees that are dead, dying or diseased and/or privately-owned trees that constitute a Public Nuisance located within the common area of a HOA (see Definition – Administrative Tree Removal Application & Public Nuisance)
 - B. Discretionary Tree Removal Application - shall be made available to HOAs seeking City approval to remove Healthy Trees causing Significant Structural Damage to private property and/or privately-owned trees that constitute a Private Nuisance located within the common area of a HOA (see Definition – Discretionary Tree Removal Application & Private Nuisance)

SECTION III – Tree Removal Application Requirements

The requirements referenced in this Section shall apply only to Administrative Tree Removal Applications and Discretionary Tree Removal Applications.

- I. **Tree Reforestation Plan** - Applications shall be required to include the submittal of a Tree Reforestation Plan prepared by a Qualified Landscape Professional (see Definition – Tree Reforestation Plan). Tree Reforestation Plan shall be comprised of the following:
 - A. Tree Disposition Plan – required to identify the location and reasoning for the proposed removal of the subject tree by way of an Illustrative Plan
 - i. The location of the subject tree to be removed may be identified by:
 - a. Site plan
 - b. Aerial photo
 - ii. Tree Legend for subject trees to be removed
 - iii. Tree Type – genus, species, size
 - iv. Reasoning and/or support for the subject tree to be removed shall differ between application types (Administrative Tree Removal Application vs. Discretionary Tree Removal Application)
 - a. **Administrative Tree Removal Application**
 1. Report prepared by a Qualified Landscape Professional identifying privately-owned trees that are dead, dying or diseased and/or privately-owned trees that constitute a Public

Nuisance as deemed by the Director of Public Works or his/her designee

b. Discretionary Tree Removal Application

1. Report prepared by a Qualified Landscape Professional identifying privately-owned trees that are dead, dying or diseased and/or privately-owned trees that constitute a Public Nuisance as deemed by the Director of Public Works or his/her designee
2. Building Inspection Report prepared by an independent Certified Building Inspector retained by the respective HOA providing evidence of a Private Nuisance existing by way of a privately-owned tree causing Significant Structural Damage to privately-owned HOA property

B. Tree Replacement Plan – required to identify a suitable replacement tree

- i. Illustrative Plan identifying the location of the proposed replacement tree
 - a. Site plan
 - b. Aerial photo
- ii. Tree Legend for replacement trees
 - a. Tree Type – genus, species, size and quantity of replacement tree

C. Planting Plan Detail – required only when the replacement tree is to be located in alternative location

- i. Planting Plan Detail shall specify the type of replacement shrubs and/or ground cover to be planted for the purpose of filling the void caused by the subject tree's removal
- ii. Replacement shrubs and/or ground cover shall be required to match and/or complement the existing landscape found in the subject area

D. Schedule of Performance – required to establish the timeframe for completing the removal and replacement of City-approved trees and/or to establish the phased removal and replacement of said trees over an extended period of time

II. HOA Board Approval – evidence of HOA Board approval of the proposed Tree Removal Application shall be provided to City staff in writing and submitted with the application in order for the application to be deemed complete and suitable for further processing

- A. Letter from the HOA Board President or other designated Board member in support of the application and one (1) of the following:
- i. Resolution of the Board approving the Tree Removal Application
 - ii. Meeting Minutes

III. Application Fee

- A. Application fees shall be paid upon submittal of a Tree Removal Application for said application to be deemed complete and suitable for further processing
- i. \$115 for the proposed removal of 1-5 trees
 - ii. \$230 for the proposed removal of 6-10 trees
 - iii. \$560 for the proposed removal of 11 or more trees
- B. The above referenced application fees are necessary to cover costs associated with the processing of each application by City staff including:
- i. Application and landscape plan check review and comment
 - ii. Site inspection by City staff to verify existing conditions that warrant tree removal

- iii. Site inspection by City staff following the installation of replacement tree(s)
- C. Application fees shall be remitted in conjunction with a completed Tree Removal Application and shall be assessed:
 - i. Per application submittal
 - ii. Regardless of determination

SECTION IV – Tree Removal Request

- I. **Tree Removal Request** - Tree Removal Requests shall be made available to HOAs and/or individual property owners under the following two (2) conditions:
 - A. Emergency Tree Removal Notification/Application – for instances when a subject tree is deemed by the City Arborist to pose an Immediate Threat to Public Safety
 - i. Conditions that may cause or support the immediate removal of the subject tree by the City Arborist include
 - a. Unique growth characteristics that jeopardizes the structural integrity of the subject tree
 - b. Excessive leaning with the propensity to the subject tree to fall during high winds or rainy conditions
 - c. Improper root pruning
 - d. Poor soil conditions
 - e. Root-bound conditions
 - f. Significant damage to public and/or quasi-public property
 - ii. HOA shall be required to obtain a City-approved Tree Removal Request that includes:
 - a. Location of the subject tree that was removed
 - b. Specific reasoning for the subject tree's removal
 - c. Evidence of City Arborist approval
 - d. Proposed replacement tree subject to City staff approval
 - iii. Trees that are deemed to pose an Immediate Threat to Public Safety shall be permitted to be removed immediately by the City Arborist with the understanding that a City-approved Tree Removal Request shall be obtained within thirty (30) days from the date of the subject tree's removal for recordation purposes
 - iv. Replacement trees shall be required to be installed within thirty (30) days of the subject tree's removal
 - v. Applicable Fees
 - a. No fee shall be required for the removal of a subject tree that is deemed by the City Arborist to pose an Immediate Threat to Public Safety subject to the following conditions being met within a period of thirty (30) days from the date of the subject tree's removal
 - 1. Required Tree Removal Request is obtained from the Community Development Department for recordation purposes
 - 2. City-approved replacement tree is installed to the satisfaction of City staff
 - b. For instances when the required City-approved Tree Removal Request is not obtained and/or the City-approved replacement tree is not installed within thirty (30) days

1. Applicable fees shall apply as follows
 - (a). \$115 for the proposed removal of 1-5 trees
 - (b). \$230 for the proposed removal of 6-10 trees
 - (c). \$560 for the proposed removal of 11 or more trees
2. Said fees shall be paid prior to the consideration of any future tree removal requests

- B. Parkway Tree Removal – for instances when an individual property owner of a City-recognized HOA is seeking City approval to a remove privately-owned parkway tree (see Definition - Tree Removal Request)
- i. Resident shall be required to submit a completed Tree Removal Request application for City staff consideration
 - a. Location of the subject tree
 - b. Justification for the removal of the subject tree
 - c. Proposed replacement tree subject to City staff approval
 - d. HOA approval of the removal of the subject tree
 - ii. A fee of \$78 shall be required for the processing of a Private Parkway Tree Removal Application (categorized as a Tree Removal Request)
 - iii. Home owner shall be required to incur the cost of replacing and installing the City-approved replacement tree

SECTION V – Administrative Tree Removal Application

I. Administrative Tree Removal Application (application consideration by City staff)

- A. Administrative Tree Removal Application shall be required when approval from City staff is being sought by an HOA for the removal of Eligible Trees that are dead, dying or diseased and/or that constitute a Public Nuisance by way of causing damage to public and/or quasi-public property
- B. Administrative Tree Removal Application shall be completed with the assistance of a Qualified Landscape Professional
 - i. Landscape Professional
 - a. Qualified Landscape Professional shall prepare the required Tree Reforestation Plan for inclusion as an attachment and/or supplement to the Administrative Tree Removal Application
 - b. Qualified Landscape Professional must be licensed to conduct business in the City of Cerritos
 - ii. Pre-application submittal meeting with City staff
 - a. Qualified Landscape Professional and respective HOA representatives shall be provided an opportunity to meet with City staff in advance of Administrative Tree Removal Application submittal to answer questions pertaining to:
 - 1. Completion of the Administrative Tree Removal Application
 - 2. Preparation of the required Tree Reforestation Plan
- C. Tree Reforestation Plan shall include the following
 - i. Tree Disposition Plan – shall include an Illustrative Plan identifying the location and condition of the subject tree to be removed within the HOA common area trees eligible for removal must be:
 - a. Dead, dying or diseased, or
 - b. Constitute a Public Nuisance as deemed by the Director of Public Works or his/her designee
 - ii. Tree Replacement Plan – shall include an Illustrative Plan identifying the location and type of replacement tree to be installed within the HOA common area
 - a. Replacement tree must be comparable in size and shape of subject tree being removed at maturity for the purpose of maintaining the integrity of the original City-approved landscape design
 - iii. Planting Plan Detail – only required when the replacement tree is to be located in alternative location
 - a. Shall provide specifications for shrubs and ground cover to be used to fill voids in existing landscape caused by the removal and subsequent relocation of subject replacement trees
 - iv. Schedule of Performance – required to establish the timeframe for completing the removal and replacement of City-approved trees and/or to establish the phased removal and replacement of City-approved trees over an extended period of time
- D. Administrative Tree Removal Application shall be submitted to the Department of Community Development for plan check review and completeness

- E. Administrative Tree Removal Application shall include the following information in order to be deemed complete
 - i. Tree Reforestation Plan (see Tree Removal Application Types: Tree Reforestation Plan)
 - a. Tree Disposition Plan
 - b. Tree Planting Plan
 - c. Planting Detail (if applicable)
 - d. Schedule of Performance
 - ii. Written evidence of HOA Board approval (see Section III - Tree Removal Application Types: HOA Board approval)
 - iii. Application fee payment in accordance with the City-established Fee Schedule (see Tree Removal Application Types: Application Fee)
 - a. \$115 for the proposed removal of 1-5 trees
 - b. \$230 for the proposed removal of 6-10 trees
 - c. \$560 for the proposed removal of 11 or more trees
- F. Administrative Tree Removal Application that is deemed complete by City staff is accepted by the Department of Community Development for plan check review
 - i. 30-day Shot Clock commences
 - a. City staff shall be required to do either of the following within 30 days of receipt of a completed application:
 - 3. Complete the plan check review and provide comments and corrections to the applicant for incorporation into revised application for re-submittal purposes
 - 4. Find the application to be in compliance with City Council-approved tree preservation policies and issue City approval
 - ii. Administrative Tree Removal Application routed to Community Development and Public Works Departments for concurrent plan check review
 - iii. Comments and corrections from both Community Development and Public Works Departments are compiled
 - a. City comments are provided to HOA for incorporation by the Qualified Landscape Professional into revised application submittal
 - iv. HOA to submit revised Administrative Tree Removal Application with corrections incorporated to Community Development Department for final plan check review
 - a. New 30-day Shot Clock Commences
 - v. Revised Administrative Tree Removal Application routed to Community Development and Public Works Departments for concurrent plan check review
 - a. Application Approval - if the subject trees are deemed eligible for removal and/or constitute a Public Nuisance, the Administrative Tree Removal Application or a portion thereof shall be approved by City staff at this time
 - 1. Following City approval the HOA shall be required to coordinate the removal and replacement of City-approved trees with the City Arborist
 - b. Application Denial - if the subject trees do not qualify as Eligible Trees for removal or do not constitute a Public Nuisance, the Administrative

Tree Removal Application or a portion thereof may be denied by City staff at this time

- c. If a denial is issued by City staff for the proposed Administrative Tree Removal Application, the HOA may choose one of the following options:
 1. Revise the Administrative Tree Removal Application in accordance with City staff's comments, corrections and/or recommendations
 - (a). New 30-day Shot Clock shall apply upon submittal of a revised application
 2. Appeal City staff's decision to the Planning Commission at a duly noticed public hearing
 - (a). Appeal of City staff's denial to the Planning Commission must be submitted to the Department of Community Development within fifteen (15) days of said denial
 - (b). Applicable Appeal fees of \$500 shall apply
 3. Withdraw the Administrative Tree Removal Application from further consideration
 - (a). No further action required

SECTION VI – Discretionary Tree Removal Application

- I. **Discretionary Tree Removal Application (application consideration by Planning Commission)**
 - A. Discretionary Tree Removal Application shall be required when a Homeowners Association (HOA) is seeking Planning Commission approval for the removal of privately-owned trees within the HOA common area
 - i. Condition that may warrant the removal of privately-owned HOA trees may include
 - a. Privately-owned trees constituting a Private Nuisance by way of causing Significant Structural Damage to privately-owned HOA property/structures
 - B. Discretionary Tree Removal Application shall be completed with the assistance of the following professionals
 - i. Qualified Landscape Professional
 - a. Necessary for preparing the required Tree Reforestation Plan for inclusion as an attachment and/or supplement to the completed Discretionary Tree Removal Application
 - b. Qualified Landscape Professional must be licensed to conduct business in the City of Cerritos
 - ii. Certified Building Inspector
 - a. Necessary for providing evidence to support the existence of a Private Nuisance by way of a privately-owned tree causing Significant Structural Damage to privately-owned HOA property/structures
 - b. Certified Building Inspector must be licensed to conduct business in the City of Cerritos
 - iii. Pre-submittal meeting with City staff
 - a. Qualified Landscape Professional, Certified Building Inspector and respective HOA representatives shall have the option to meet with City staff in advance of Discretionary Tree Removal Application submittal to answer questions pertaining to
 - 1. Completion of the Discretionary Tree Removal Application
 - 2. Preparation of the required Tree Reforestation Plan
 - 3. Preparation of the required Building Inspection Report
 - C. Tree Reforestation Plan shall include the following
 - i. Tree Disposition Plan – shall include an Illustrative Plan identifying the location and condition of the of subject tree to be removed within the HOA common area
 - ii. Building Inspection Report - prepared by an independent certified building inspector retained by the respective HOA providing evidence of a Private Nuisance existing by way of the subject tree causing Significant Structural Damage to privately-owned HOA property
 - iii. Tree Replacement Plan – shall include an Illustrative Plan identifying the location and type of replacement tree to be installed within the HOA common area
 - a. Replacement tree must be comparable in size and shape of subject tree being removed at maturity for the purpose of maintaining the integrity of the original City-approved landscape design

- iv. Planting Plan Detail – only required when the replacement tree is to be located in alternative location
 - a. Shall provide specifications for shrubs and ground cover to be used to fill voids in existing landscape caused by the removal and subsequent relocation of the replacement tree
 - v. Schedule of Performance - required to establish the timeframe for completing the removal and replacement of City-approved trees and/or to establish the phased removal and replacement of City-approved trees over an extended period of time
- D. Tree Reforestation Plan shall be submitted to the Department of Community Development for preliminary plan check review in advance of application submittal
- i. 30-day Shot Clock Commences
 - a. City staff shall be required to complete the preliminary plan check review of the Tree Reforestation Plan and provide comments and corrections to the applicant for revision purposes within 30 days of submittal
 - ii. Tree Reforestation Plan shall be circulated to Community Development and Public Works Departments for concurrent plan check review
 - a. Comments and corrections from both Community Development and Public Works Departments are compiled
 - b. Comments and corrections shall be provided to HOA for incorporation by the Qualified Landscape Professional into revised Tree Reforestation Plan for application submittal purposes
 - iii. HOA to resubmit revised Tree Reforestation Plan with corrections incorporated to Community Development Department for second plan check review
 - a. New 30-day Shot Clock commences
 - b. City staff shall be required to complete the preliminary plan check review of the Tree Reforestation Plan and provide comments and corrections to the HOA for revision purposes within 30 days of submittal
 - iv. Revised Tree Reforestation Plan routed to Community Development and Public Works Departments for concurrent plan check review
 - a. Tree Reforestation Plan deemed complete and suitable for further processing
- E. HOA authorized to proceed with the submittal of a Discretionary Tree Removal Application for consideration by the Planning Commission at a duly noticed public hearing
- i. Discretionary Tree Removal Application shall include the following information in order to be deemed complete
 - a. Completed Discretionary Tree Removal Application form signed by an authorized HOA representative
 - b. Mailing Labels as required by the Cerritos Municipal Code for public noticing purposes
 - 1. Inclusive of all HOA properties and those within a five hundred (500) foot radius of the subject HOA boundary
 - c. Tree Reforestation Plan (see Tree Removal Application Types: Tree Reforestation Plan)
 - 1. Tree Disposition Plan

2. Tree Planting Plan
3. Planting Detail (if applicable)
4. Schedule of Performance
- d. Written evidence of HOA Board approval (see Tree Removal Application Types: HOA Board approval)
- e. Applicable Planning Commission Public Hearing fees of \$500 shall apply
- f. Tree Removal Permit fees shall apply
 1. \$115 for the proposed removal of 1-5 trees
 2. \$230 for the proposed removal of 6-10 trees
 3. \$560 for the proposed removal of more than 11 trees
- ii. Discretionary Tree Removal Application Process
 - a. Applicant shall be required to submit a Discretionary Tree Removal Application to be reviewed for completeness
 1. City staff deems Discretionary Tree Removal Application to be complete
 - b. Discretionary Tree Removal Application shall be scheduled for Planning Commission consideration at a duly noticed regularly scheduled public hearing
 1. Opportunity for affected residents to participate in the decision making process voicing their comments in support and/or against proposed Discretionary Tree Removal Application
 2. Local Government Transparency
- iii. Application Approval
 - a. Following Planning Commission approval of the Discretionary Tree Removal Application, the HOA shall be required to coordinate the removal of the City-approved trees with the City Arborist in accordance with the City-approved Tree Reforestation Plan
- iv. Application Denial
 - a. Application Denial - if Healthy Trees are not found to be causing Significant Structural Damage to private property and/or do not constitute a Private Nuisance, the Discretionary Tree Removal Application or a portion thereof may be denied by the Planning Commission at this time
 - b. If a denial is issued by the Planning Commission for the Discretionary Tree Removal Application, the HOA may choose one of the following options
 1. Revise the Discretionary Tree Removal Application in accordance with the Planning Commission's comments, corrections and/or recommendations
 - (a). To avoid additional fees the public hearing item must be continued to a date certain the night of the Planning Commission meeting
 - (b). Revised Discretionary Tree Removal Application is resubmitted to City staff for reconsideration by the Planning Commission

2. Appeal the Planning Commission's denial of the Discretionary Tree Removal Application to the City Council at a duly noticed public hearing
 - (a). Appeal of the Planning Commission's denial to the City Council must be submitted to the City Clerk's Office within fifteen (15) days of said denial
 - (b). Applicable Appeal fees of \$500 shall apply
 - (c). Determination of the City Council shall be final and effective immediately
3. Withdraw the Administrative Tree Removal Application from further consideration
 - (a). No further action required