

# CITY OF BURLINGAME



## URBAN FOREST MANAGEMENT PLAN



Approved August 20, 2007



# CITY OF BURLINGAME URBAN FOREST MANAGEMENT PLAN



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## Introduction

The City of Burlingame has a long history of proactive tree planting and proper tree care. From the late 1800's when trees were planted along El Camino Real and Easton Drive to the current day, we have enjoyed the many benefits trees provide to an urban area.

Burlingame's urban forest management program is one of the elite programs in San Mateo County and is used by independent arborists as a model for proper tree care. Some examples are:

- Burlingame is one of the few cities in the County that has an in-house crew dedicated to the care and maintenance of its trees and the City Council has for several decades included funds in the annual budget to supplement staff's efforts with a tree contractor for large trees or assistance during winter storms.
- The City Arborist works directly with the Planning, Building and Parks Divisions and the Planning Commission to add new trees to landscaping plans where possible, protect existing trees during construction and ensure healthy, protected trees are not removed. The Parks Supervisor, also a Certified Arborist, inspects and directly oversees the maintenance of City street trees including contract pruning.
- The City's grid pruning program was established so trees would be inspected and maintained on a four-year cycle; the very large, mature trees are inspected and maintained every three years.

The National Arbor Day Foundation was established to inspire people to plant, nurture and celebrate trees. The Foundation's annual award "Tree City USA" is given to cities that meet four standards: (1) a tree board or department, (2) a tree care ordinance, (3) a community forestry program with an annual budget of a least \$2.00 per capita and (4) an Arbor Day observance and proclamation. More information about the Tree City USA program can be found at: <http://www.arborday.org/programs/treecitydirectory.cfm>

**Burlingame's longtime commitment to trees is evidenced by recognition as a "Tree City USA" since 1979. This is the longest streak in the County, fifth longest running in the State, and one of the longest in the Country for receiving this award.** A listing of the California cities that have received Tree City USA awards (attachment).

This Urban Forest Master Plan is a compilation of information, statistics, policies and procedures that the Burlingame Parks & Recreation Department has had in place for many years. **The goal of the plan is to manage the community's urban forest to enhance the quality of life. The process integrates the environmental, economic, political, historical, and social values of the community to develop a comprehensive management plan for the urban forest.** The plan includes a background of the City's vision and tree philosophy, shows the benefits of an urban forest provides the existing City tree ordinances and policies including the Beautification Commission's ordinance and rules of procedure. The plan also describes existing maintenance practices, shows the criteria used to consider tree removals, lists the trees that are allowed as replacements in street planting strips, and explains the process for public appeals of staff decisions. Numerous attachments include tree permits, street tree lists, criteria used to remove trees due to sidewalk impacts or health concerns, and an inventory of street trees listed by species.

### **Attachments (Subsequent Pages)**

- **2012 Tree Cities USA Communities in California (last available update: April, 2013)**
- **City of Burlingame Municipal Code Chapter 3.28: Beautification Commission**

# 2013 Tree Cities USA Communities in California

Updated April, 2014

<i>City</i>	<i>Years</i>	<i>Population</i>
Alameda	2	70000
Anaheim	30	345793
Antioch	9	103054
Arcadia	20	56364
Atherton	24	7400
Azusa	11	48853
Bakersfield	17	358597
Baldwin Park	3	76419
Beale AFB	15	2185
Belmont	7	26000
Benicia	6	27426
Berkeley	3	112580
Brea	17	41394
Brentwood	4	52000
Burbank	37	104391
Burlingame	35	29500
Calabasas	16	23058
Campbell	32	40161

Carlsbad	10	69000
Carmel-By-The-Sea	10	3938
Carpinteria	26	13044
Cerritos	16	49041
Chico	30	87714
Chino	20	80000
Chula Vista	22	254130
City of Bishop	1	3613
City of Walnut	1	33000
Claremont	29	34926
Clovis	4	99983
Commerce	28	12823
Concord	33	121780
Corona	25	153484
Coronado	29	29229
Cupertino	2	58002
Cypress	25	49284
Davis	36	65000
Diamond Bar	13	54764
Dublin	1	49890
El Cajon	17	99478
El Monte	2	113475
El Segundo	12	16600

Encinitas	3	60000
Escondido	19	147575
Fontana	18	199028
Fullerton	33	138610
Gilroy	35	52470
Glendale	30	193652
Goleta	7	30289
Grover Beach	29	13275
Hanford	19	67210
Hayward	28	149392
Hemet	27	81046
Highland	24	53926
Huntington Beach	12	200000
Indio	7	84393
Irvine	24	231117
La Canada Flintridge	26	21500
La Habra	16	60239
La Mesa	34	58150
La Palma	17	15568
Laguna Hills	8	33000
Lakewood	30	87227
Livermore	21	83547
Lodi	12	63301

Los Banos	24	36000
Los Gatos	34	29808
Manteca	23	70000
Menlo Park	15	32881
Merced	33	80608
Millbrae	21	22078
Mission Viejo	14	100242
Modesto	34	203547
Monrovia	27	39500
Monterey	33	27810
Moorpark	8	34421
Mountain View	13	74066
Napa	23	80000
Newark	27	43342
Newport Beach	24	86436
Oakland	27	300000
Oceanside	7	169350
Ontario	24	166500
Orange	25	139412
Oroville	34	16260
Oxnard	30	205000
Palm Desert	1	48445
Palo Alto	27	65544

Pasadena	24	134000
Pittsburg	22	65664
Porterville	21	55490
Poway	15	49071
Rancho Cucamonga	25	171058
Redding	33	90000
Redlands	19	72394
Redwood City	32	75402
Richmond	5	105000
Riverside	26	307000
Rosemead	3	58550
Roseville	32	125000
Rossmoor	4	10244
Sacramento	37	477892
San Dimas	8	37000
San Francisco County	6	825863
San Jose	31	984299
San Leandro	17	84950
San Luis Obispo	31	45000
San Marino	16	7800
San Mateo	33	98391
San Rafael	32	57289
Santa Ana	15	327731

Santa Barbara	34	89082
Santa Barbara County	10	165000
Santa Clara	27	118830
Santa Clarita	24	203323
Santa Cruz	19	59946
Santa Fe Springs	28	16340
Santa Monica	33	91800
Santa Rosa	36	170685
Santee	12	53570
Saratoga	7	29935
Simi Valley	14	126837
South San Francisco	27	63500
St Helena	16	6027
Stockton	31	297984
Sunnyvale	24	145973
Temple City	11	38000
Thousand Oaks	16	128000
Town of Ross	2	2446
Turlock	23	70158
Tustin	18	77983
Union City	8	74000
Upland	16	74837
Vallejo	6	119593

Ventura	23	108000
Visalia	31	124442
Weed	20	3001
West Covina	32	107440
West Sacramento	8	49500
Whittier	30	85500
Woodland	14	56000
Woodside	2	5351
Yuba City	15	65569

## **Chapter 3.28 BEAUTIFICATION COMMISSION**

### **3.28.010 Organization—Terms of members—Compensation.**

There shall be a beautification commission in the city consisting of five (5) members, appointed by the council; their terms of office shall be for a period of three (3) years and until their successors are appointed and qualified. At the time of their application for the commission and throughout their terms as commissioners, they shall be registered, qualified electors of the city. The members shall serve without compensation, but all necessary expenses shall be paid by appropriate council action. (Ord. 884 § 1, (1968); Ord. 1593 § 3, (1998); Ord. 1866 § 2, (2011))

### **3.28.020 Removal of member from office—Filling vacancies.**

The city council may remove any appointed member of the beautification commission from office prior to the expiration of that member's term of office, with or without cause by an affirmative vote of not less than three-fifths of all the members of the city council. Vacancies on the commission, except as to ex officio members, shall be filled by appointment by the mayor, subject to the confirmation of the city council. (Ord. 884 § 1, (1968); Ord. 1637 § 19, (2000))

### **3.28.030 Meetings—Officers.**

The commission shall hold regular meetings at least once each month when there is business to conduct and a quorum present, and may hold such additional meetings as it may deem necessary or expedient. A majority of the commission shall constitute a quorum for the purpose of transacting the business of the commission. The commission shall, as soon as practicable, after the time of the annual appointment of a member to the commission, elect a chair, vice chair, and a secretary thereof, who shall serve at the pleasure of the commission. (Ord. 884 § 1, (1968); Ord. 1637 § 20, (2000))

### **3.28.040 Record of proceedings kept by secretary—Filing.**

The secretary of the commission shall keep a record of all proceedings, resolutions, findings, determinations and transactions of the commission, which records shall be a public record, and a copy of which record shall be filed with the city clerk as clerk of the city council. (Ord. 884 § 1, (1968))

### **3.28.050 Powers and duties.**

Subject to the approval of the city council, the beautification commission, shall:

(a) Act in an advisory capacity to the city council, the city manager, and the director of parks and recreation in all matters of city trees and protected private trees and to cooperate with other governmental and civic groups in the advancement of sound reforestation and tree protection planning and programs;

(b) Recommend, develop, sponsor, and implement programs and activities to promote community awareness and participation in city beautification;

(c) Recommend a master street tree plan for adoption by the city council;

(d) Recommend an "Official Street Tree List" to the city council for adoption, designating specific types of trees which can be planted on any street, based on pertinent local street and tree factors;

- (e) Recommend specific types of street trees for any new subdivision;
- (f) Recommend a survey to be made from time to time to determine those street trees which are to be retained and those which should be removed to conform to the street tree planning and maintenance program, having regard for both the immediate and long-term needs of the city;
- (g) Recommend or comment on plans and programs for the planting, maintenance and removal of all street trees in the city;
- (h) Recommend or comment on plans and programs for the uniform planting, care and maintenance of street trees and of shrubs, grass plots and other ornamental or beautifying plantings upon the streets and highways;
- (i) Recommend or comment on plans and programs for the development and beautification of the public parks, parkways and buildings belonging to, or leased by, the city;
- (j) Consider the annual budget of the parks and recreation department during the process of its preparation and make recommendations thereto to the city council and city manager and, in the case of capital improvement, also to the planning commission;
- (k) As part of each commission meeting, provide the opportunity for citizens to address the commission; and
- (l) Perform such other duties as may be delegated to it by the city council from time to time. (Ord. 884 § 1, (1968); Ord. 1637 § 21, (2000))

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## **Mission Statement**

*Creating a better community in which to live and play through quality recreational environments, enriching opportunities, and empowering people.*

## **Definitions**

### **Urban Forestry Management**

Urban Forestry Management is the systematic management and care of trees and landscape in human settlements.

### **Sustainable Urban Forestry**

Sustainable Urban Forestry is based on the concept of sustainable urban ecosystems or landscapes designed and managed to minimize impact on the environment and maximize value received for dollars expended over time.

### **Urban or Community Forestry**

Urban or Community Forestry is the planning for, and management of, a community's forest resources to enhance the quality of life. The process integrates the environmental, economic, political, historical, and social values of the community to develop a comprehensive management plan for the urban forest. A community in this definition is an area of human settlement in a rural or metropolitan region. The urban or community forest includes the vegetation, open space, and related natural resources of the area.

### **Reforestation**

- The reestablishment of a forest, either by natural regeneration or by planting in an area where forest was removed
- Planting of trees, although the site need not be deforested, prior to being reforested
- The reestablishment of forest cover, either naturally or artificially
- Reforestation occurs on land where trees have been recently removed

### **Grid Pruning**

Grid Pruning is a systematic tree pruning program that establishes pre-designated geographical areas or grids. All trees in these designated grids are evaluated and/or pruned on a rotating cycle. A cycle may vary from three to four year periods depending on tree species, location, and need for pruning.

#### *Benefits of a Grid Pruning Program*

- A systematic tree pruning program reduces overall costs, and the need for “emergency” or “service request” pruning
- Helps reduce liability
- Improves the urban forest’s health and value

## Managing the Urban Forest

An important part of understanding the status of the urban forest is knowing how it has been managed. This requires information on both past and current management methods and actions, such as:

- municipal tree care practices, including planting, maintenance, and removal;
- existing ordinances, and the level of enforcement practiced (numbers of violations, permits and citations issued, penalties and fines collected);
- planning regulations and guidelines that pertain to trees, and numbers of tree-related permits granted, modified, or denied;
- activities of municipal departments and public utilities that impact trees.

Urban forestry needs can be grouped into three broad categories, although many needs may actually fall into more than one category.

**Biological needs** are those that are related to the tree resource itself. Typical needs in this category include the need to:

- increase species and age diversity to provide long-term forest stability;
- provide sufficient tree planting to keep pace with urban growth and offset tree removal;
- increase the proportion of large-statured trees in the forest for greater canopy effects;
- ensure proper compatibility between trees and planting sites to reduce sidewalk damage and conflicts with overhead utilities that lead to premature tree removal.

**Management needs** refer to the needs of those involved with the short and long-term care and maintenance of the urban forest. Some common management needs include:

- develop adequate long-term planning to ensure the sustainability of the urban forest;
- optimize the use of limited financial and personnel resources;
- increase training and education for tree program employees to ensure high quality tree care;
- coordinate tree-related activities of municipal departments.

**Community needs** are those that relate to how the public perceives and interacts with the urban forest and the local urban forest management program. Examples of community needs include:

- increase public awareness of the values and benefits associated with trees;
- promote better private tree care through better public understanding of the biological needs of trees;
- foster community support for the urban forest management program;
- promote conservation of the urban forest by focusing public attention on all trees, not just large heritage trees.

## **Benefits of Trees in Urban Areas**

Below are some of the benefits of trees in urban areas (Glating Jackson and Walkable Communities, Inc; May, 2006). Occasionally seen as highly problematic for many reasons, street trees have proven to be a great value to people living, working, shopping and motoring in and through urban places. While proper management of trees in urban places is costly, the benefits are so great that a sustainable community cannot be imagined without these important green features.

1. **Reduced and more appropriate urban traffic speeds.** Urban street trees create vertical walls framing streets, and a defined edge, helping motorists guide their movement and assess their speed (leading to overall speed reductions). Street safety comparisons show a reduction of run-off-the-road crashes and overall crash severity when street tree sections are compared with equivalent treeless streets. (Texas A and M conducted simulation research which found people slow down while driving through a treed scape. These observations are also noted in the real world when following motorists along first a treed portion of a street, and then a non-treed portion. Speed differentials of 3 mph to 15 mph are noted.)
2. **Create safer walking environment,** by forming and framing visual walls and providing distinct edges to sidewalks so that motorists better distinguish between their environment and one shared with people. If a motorist were to significantly err in their urban driving task, street trees can deflect or fully stop a motorist from taking another human life.
3. **Trees call for planting strips,** which further separate motorists from pedestrians, buildings and other urban fabric.
4. **Increased security.** Trees create more pleasant walking environments, bringing about increased walking, talking, pride, care of place, association and therefore actual ownership and surveillance of homes, blocks, neighborhoods plazas, businesses and other civic spaces.
5. **Improved business.** Businesses on treescaped streets show 20% higher income streams, which is often the essential competitive edge needed for main street store success, versus competition from plaza discount store prices.
6. **Less drainage infrastructure.** Trees absorb the first 30% of most precipitation through their leaf system, allowing evaporation back into the atmosphere. This moisture never hits the ground. Another percentage (up to 30%) of precipitation is absorbed back into the ground and taken in and held onto by the root structure, then absorbed and then transpired back to the air. Some of this water also naturally percolates into the ground water and aquifer. Storm water runoff and flooding potential to urban properties is therefore reduced.
7. **Rain, sun, heat and skin protection.** For light or moderate rains, pedestrians find less need for rain protection. In cities with good tree coverage there is less need for chemical sun blocking agents. Temperature differentials of 5-15 degrees are felt when walking under tree canopied streets.

8. **Reduced harm from tailpipe emissions.** Automobile and truck exhaust is a major public health concern and contains significant pollutants, including carbon monoxide (CO), volatile organic compounds (VOC), nitrogen oxides (NO<sub>x</sub>), and particulate matter (PM). Tailpipe emissions are adding to asthma, ozone and other health impacts. Impacts are reduced significantly from proximity to trees.
9. **Gas transformation efficiency.** Trees in street proximity absorb 9 times more pollutants than more distant trees, converting harmful gasses back into oxygen and other useful and natural gasses.
10. **Lower urban air temperatures.** Asphalt and concrete streets and parking lots are known to increase urban temperatures 3-7 degrees. These temperature increases significantly impact energy costs to homeowners and consumers. A properly shaded neighborhood, mostly from urban street trees, can reduce energy bills for a household from 15-35%.
11. **Lower Ozone.** Increases in urban street temperatures that hover directly above asphalt where tailpipe emissions occur dramatically increase creation of harmful ozone and other gasses into more noxious substances impacting health of people, animals and surrounding agricultural lands.
12. **Convert streets, parking and walls into more aesthetically pleasing environments.** There are few streetmaking elements that do as much to soften wide, grey visual wastelands created by wide streets, parking lots and massive, but sometimes necessary blank walls than trees.
13. **Soften and screen necessary street features** such as utility poles, light poles and other needed street furniture. Trees are highly effective at screening those other vertical features to roadways that are needed for many safety and functional reasons.
14. **Reduced blood pressure, improved overall emotional and psychological health.** People are impacted by ugly or attractive environments where they spend time. Kathlene Wolf, Social Science Ph.D. University of Washington gave a presentation that said “the risk of treed streets was questionable compared to other types of accidents along with the increased benefit of trees on human behavior, health, pavement longevity, etc.” She noted that trees have a calming and healing effect on ADHD adults and teens.
15. **Time in travel perception.** Other research and observations confirm that motorists perceive the time it takes to get through treed versus non-treed environments has a significant differential. A treeless environment trip is perceived to be longer than one that is treed (Walter Kulash, P.E.; speech circa 1994, Glatting Jackson).
16. **Reduced road rage.** Although this may at first seem a stretch, there is strong, compelling research that motorist road rage is less in green urban versus stark suburban areas. Trees and aesthetics, which are known to reduce blood pressure, may handle some of this calming effect.

17. **Improved operations potential.** When properly positioned and maintained, the backdrop of street trees allow those features that should be dominant to be better seen, such as vital traffic regulatory signs. The absence of a well-developed Greenscape allows the sickly grey mass of strip to dominate the visual world. At the same time, poorly placed signs, signals, or poorly maintained trees reduces this positive gain, and thus proper placement and maintenance must be rigidly adhered to.
18. **Added value to adjacent homes, businesses and tax base.** Realtor based estimates of street tree versus non street tree comparable streets relate a \$15-25,000 increase in home or business value. This often adds to the base tax base and operations budgets of a city allowing for added street maintenance. Future economic analysis may determine that this is a break-even for city maintenance budgets.
19. **Provides a lawn for a splash and spray zone, storage of snow, driveway elevation transition and more.** Tree lawns are an essential part of the operational side of a street.
20. **Filtering and screening agent.** Softens and screens utility poles, light poles, on-street and off-street parking and other features creating visual pollution to the street.
21. **Longer pavement life.** Studies conducted in a variety of California environments show that the shade of urban street trees can add from 40-60% more life to costly asphalt. This factor is based on reduced daily heating and cooling (expansion/contraction) of asphalt. As peak oil pricing increases roadway overlays, this will become a significant cost reduction to maintaining a more affordable roadway system.
22. **Connection to nature and the human senses.** Urban street trees provide a canopy, root structure and setting for important insect and bacterial life below the surface; at grade for pets and romantic people to pause for what pets and romantic people pause for; they act as essential lofty environments for song birds, seeds, nuts, squirrels and other urban life. Indeed, street trees so well establish natural and comfortable urban life it is unlikely we will ever see any advertisement for any marketed urban product, including cars, to be featured without street trees making the ultimate dominant, bold visual statement about place.

## Inventory of Existing City & Park Trees

The City of Burlingame has been recognized by the Arbor Day Foundation as a Tree City, USA since 1979. Burlingame's trees are an important part of the history, identity, and character of Burlingame, California. Often referred to as the City of Trees, the community has an active street tree program and a tree protection ordinance (11.04.035) that prohibits the destruction, injury, or removal of public trees without a permit.

As a continuation of their long-standing, proactive approach to managing the urban forest, the City of Burlingame contracted with Davey Resource Group (DRG) in 2011 to inventory publicly owned trees on streets and right-of-ways, in parks, and at City facilities. The inventory, conducted by a team of arborists, included a brief inspection of each tree. In addition to the geographic location, the arborist also recorded the species, size, condition, and current maintenance needs of each tree. The inventory identified 14,783 trees and 911 available planting sites. Using the collected information in conjunction with i-Tree benefit cost modeling software, DRG developed a detailed and quantified analysis of the current structure, function, and value of this public tree resource.

The analysis determined that Burlingame's public urban forest is a cost-effective resource that provides annual benefits of \$2,275,915 (\$153 per tree). These benefits include energy savings, air quality improvements, stormwater interception, atmospheric CO<sub>2</sub> reduction, and aesthetic contributions to the social and economic health of the community. Considering the annual investment of \$954,000 (\$33.88 per capita) to provide care for this resource, the community realizes an overall net benefit of \$1,321,915. **The bottom line is that for every \$1 spent on public trees, the community of Burlingame receives \$2.39 in benefits.**

Each year, public trees reduce electrical energy consumption by 1,805 megawatt hours (MWh) and annual natural gas consumption by 36,555 therms, for a combined value of \$366,259. In addition, canopy from this population annually reduces stormwater runoff by 22.8 million gallons, protecting local water resources, including the Bay, by preventing the introduction of sediment and pollution. Because the public tree inventory currently includes a large percentage of species that naturally emit higher amounts of biogenic volatile organic compounds (BVOCs), the air quality benefits provided by the overall population are negative. However, the population is removing, through deposition and interception, 3.7 tons of nitrogen dioxide (NO<sub>2</sub>), sulfur dioxide (SO<sub>2</sub>), ozone (O<sub>3</sub>), and small particulate matter (PM<sub>10</sub>) from the atmosphere each year.

Through continued growth, greater tree canopy coverage, improved overall health, species selection, and increased lifespan, the urban forest is one community asset that has the potential to increase in value and provided benefits over time. Burlingame has a nearly ideal age distribution, with a good number of young trees establishing and poised to replace older, declining populations. Many of these young trees produce positive air quality benefits and although it is critical to maintain an adequate level of resources to protect and nurture this investment, the City is well positioned to realize an increase in environmental benefits over time. Burlingame's ongoing commitment to maintaining and conserving the urban forest will continue to ensure that the community will always be a great place to live.

### **Attachments (Subsequent Pages)**

- **Street Tree Inventory Report**

## Tree Frequency Report

<i>Click for locations</i>	<i>Count</i>	<i>Percentage(%)</i>
<u>Platanus X acerifolia</u> (London plane tree)	<b>1873</b>	<b>11.46</b>
<u>Eucalyptus globulus</u> (BLUE GUM)	<b>1792</b>	<b>10.96</b>
<u>Magnolia grandiflora</u> (SOUTHERN MAGNOLIA)	<b>1251</b>	<b>7.65</b>
<u>Liquidambar styraciflua</u> (SWEET GUM)	<b>1011</b>	<b>6.18</b>
<u>Pyrus calleryana</u> (BRADFORD PEAR)	<b>782</b>	<b>4.78</b>
<u>Prunus cerasifera spp.-</u> GP (plum, purple-leaf - GP)	<b>390</b>	<b>2.39</b>
<u>Lagerstroemia Indica</u> (CRAPE MYRTLE)	<b>378</b>	<b>2.31</b>
<u>Acer Rubrum (RED</u> <u>MAPLE)</u>	<b>375</b>	<b>2.29</b>
<u>Ginkgo biloba</u> (MAIDENHAIR TREE)	<b>366</b>	<b>2.24</b>
<u>vacant site large (vacant</u> <u>site, large)</u>	<b>348</b>	<b>2.13</b>
<u>Pistacia chinensis</u> (CHINESE PISTACHE)	<b>328</b>	<b>2.01</b>
<u>vacant site small (vacant</u> <u>site, small)</u>	<b>309</b>	<b>1.89</b>
<u>Pyrus kawakamii</u> (EVERGREEN PEAR)	<b>270</b>	<b>1.65</b>
<u>Quercus agrifolia</u> (COAST LIVE OAK)	<b>246</b>	<b>1.50</b>
<u>Sequoia sempervirens</u> (COAST REDWOOD)	<b>243</b>	<b>1.49</b>

<u>Maytenus boaria</u> (MAYTEN)	240	1.47
<u>Sapium Sebiferum</u> (CHINESE TALLOW TREE)	204	1.25
<u>Quercus rubra</u> (RED OAK)	193	1.18
<u>Celtis sinensis</u> (CHINESE HACKBERRY)	191	1.17
<u>Eucalyptus viminalis</u> (MANNA GUM)	171	1.05
<u>Ulmus spp 'Pioneer'</u> (Pioneer)	165	1.01
<u>Geijera parviflora</u> (willow, Australian)	145	0.89
<u>Cinnamomum camphora</u> (CAMPHOR TREE)	136	0.83
<u>Prunus serrulata</u> (JAPANESE FLOWERING C)	136	0.83
<u>vacant site medium</u> (vacant site, medium)	135	0.83
<u>Acacia melanoxylon</u> (BLACK ACACIA)	134	0.82
<u>Betula pendula</u> (EUROPEAN WHITE BIRCH)	131	0.80
<u>Crataegus laevigata</u> (hawthorn, English)	130	0.80
<u>Fraxinus oxycarpa</u> (ash, raywood)	126	0.77
<u>Eucalyptus spp</u> (eucalyptus, spp.)	121	0.74

<u>Vacant planting site</u> <u>(VACANT PLANTING</u> <u>SITE)</u>	<b>116</b>	<b>0.71</b>
<u>Myoporum laetum</u> <u>(MYOPORUM)</u>	<b>114</b>	<b>0.70</b>
<u>Pittosporum undulatum</u> <u>(box, victorian)</u>	<b>110</b>	<b>0.67</b>
<u>Acer buergeranum</u> <u>(TRIDENT MAPLE)</u>	<b>98</b>	<b>0.60</b>
<u>Pinus radiata</u> <u>(MONTEREY PINE)</u>	<b>96</b>	<b>0.59</b>
<u>Robinia pseudoacacia</u> <u>(BLACK LOCUST)</u>	<b>92</b>	<b>0.56</b>
<u>Eucalyptus citriodora</u> <u>(LEMON SCENTED</u> <u>GUM)</u>	<b>88</b>	<b>0.54</b>
<u>Cupressus sempervirens</u> <u>(cypress, Italian)</u>	<b>88</b>	<b>0.54</b>
<u>Eucalyptus polyanthemos</u> <u>(SILVER DOLLAR</u> <u>GUM)</u>	<b>85</b>	<b>0.52</b>
<u>Photinia X fraseri</u> <u>(photinia)</u>	<b>77</b>	<b>0.47</b>
<u>Ligustrum lucidum</u> <u>(privet, glossy)</u>	<b>76</b>	<b>0.46</b>
<u>Eucalyptus nicholii</u> <u>(NICHOL'S WILLOW-</u> <u>LEAF)</u>	<b>75</b>	<b>0.46</b>
<u>Quercus ilex (HOLLY</u> <u>OAK)</u>	<b>74</b>	<b>0.45</b>
<u>Liriodendron tulipifera</u> <u>(TULIP TREE)</u>	<b>70</b>	<b>0.43</b>
<u>Eucalyptus camaldulensis</u> <u>(River Red Gum)</u>	<b>70</b>	<b>0.43</b>
<u>Acer palmatum (maple,</u> <u>Japanese)</u>	<b>63</b>	<b>0.39</b>
<u>Stump (STUMP)</u>	<b>60</b>	<b>0.37</b>

<u>Acer saccharinum</u> (SILVER MAPLE)	59	0.36
<u>Washingtonia robusta</u> (palm, Mexican fan)	59	0.36
<u>Tilia cordata</u> (linden, little-leaf)	59	0.36
<u>Prunus X blireiana</u> (plum, flowering)	59	0.36
<u>Eucalyptus ficifolia</u> (RED-FLOWERING GUM)	58	0.35
<u>Catalpa speciosa</u> (WESTERN CATALPA)	58	0.35
<u>Koelreuteria bipinnata</u> (CHINESE FLAME TREE)	54	0.33
<u>Prunus yedoensis</u> 'Yoshino' - GP (Yoshino Cherry - GP)	54	0.33
<u>Tristania conferta</u> (BRISBANE BOX)	50	0.31
<u>Aesculus carnea</u> (RED HORSE-CHESTNUT)	49	0.30
<u>Ulmus americana</u> (AMERICAN ELM)	48	0.29
<u>Pittosporum eugenioides</u> (tarata)	47	0.29
<u>Platanus acerifolia</u> (SYCAMORE/LONDON PLAN)	43	0.26
<u>Prunus spp</u> (cherry, spp.)	42	0.26
<u>Cordyline australis</u> (Dracaena, Green)	39	0.24
<u>Ulmus parvifolia</u> (CHINESE ELM)	37	0.23
<u>Crataegus Phaenopyrum</u>	37	0.23

<u>(WASHINGTON THORN)</u>		
<u>Schinus terebinthifolius (BRAZILIAN PEPPER)</u>	37	0.23
<u>Cercis Canadensis (EASTERN REDBUD)</u>	37	0.23
<u>Robinia x ambigua (Locust, Purple Robe)</u>	36	0.22
<u>Acer platanoides (maple, Norway)</u>	35	0.21
<u>Fraxinus velutina modesto (ash, modesto)</u>	34	0.21
<u>Quercus Coccinea (SCARLET OAK)</u>	33	0.20
<u>Melaleuca quinquenervia (cajeput tree)</u>	32	0.20
<u>CUPANIOPSIS anacardioides (CARROT WOOD)</u>	31	0.19
<u>Juglans regia (ENGLISH WALNUT)</u>	31	0.19
<u>Populus fremontii (cottonwood, fremont)</u>	30	0.18
<u>Acacia decurrens (GREEN WATTLE)</u>	29	0.18
<u>Eucalyptus sideroxylon (RED IRONBARK)</u>	28	0.17
<u>Crataegus lavalley (hawthorn, Carriere)</u>	28	0.17
<u>Koelreuteria paniculata (GOLDEN RAIN TREE)</u>	27	0.17
<u>Olea europaea (OLIVE TREE)</u>	26	0.16
<u>Phoenix canariensis (palm, Canary Island)</u>	26	0.16
<u>Prunus cerasifera (CHERRY PLUM)</u>	25	0.15

<u>Fraxinus spp (Ash spp)</u>	<b>25</b>	<b>0.15</b>
<u>Quercus spp (oak, spp.)</u>	<b>23</b>	<b>0.14</b>
<u>Eucalyptus conferruminata (Bushy Yate)</u>	<b>23</b>	<b>0.14</b>
<u>Trachycarpus fortunei (palm, windmill)</u>	<b>22</b>	<b>0.13</b>
<u>Cedrus deodara (DEODAR CEDAR)</u>	<b>22</b>	<b>0.13</b>
<u>Podocarpus gracilior (AFRICAN FERN PINE)</u>	<b>22</b>	<b>0.13</b>
<u>Robinia ambigua idahoensis (locust, Idaho)</u>	<b>22</b>	<b>0.13</b>
<u>Schinus molle (CALIFORNIA PEPPER TR)</u>	<b>21</b>	<b>0.13</b>
<u>Prunus lusitanica (Laurel, Portugal)</u>	<b>20</b>	<b>0.12</b>
<u>Calocedrus decurrens (INCENSE CEDAR)</u>	<b>20</b>	<b>0.12</b>
<u>Prunus cerasifera spp (plum, purpleleaf)</u>	<b>20</b>	<b>0.12</b>
<u>Eriobotrya japonica (LOQUAT)</u>	<b>19</b>	<b>0.12</b>
<u>Malus spp (crabapple, flowering)</u>	<b>18</b>	<b>0.11</b>
<u>Ulmus Accolade (Accolade Elm)</u>	<b>17</b>	<b>0.10</b>
<u>Ulmus spp. (ELM SPECIES)</u>	<b>17</b>	<b>0.10</b>
<u>Magnolia `Samuel Sommer' (MAGNOLIA `SAMUEL SOM)</u>	<b>17</b>	<b>0.10</b>
<u>Melaleuca linariifolia (FLAXLEAF PAPERBARK)</u>	<b>17</b>	<b>0.10</b>
<u>Ceratonia siliqua (CAROB)</u>	<b>17</b>	<b>0.10</b>

<u>Pseudotsuga menziesii</u> (douglas-fir)	16	0.10
<u>Pittosporum crassifolium</u> (Karo)	16	0.10
<u>Acer spp (maple, spp.)</u>	15	0.09
<u>unknown spp (unknown spp)</u>	14	0.09
<u>Juniperus Torulosa</u> (juniper, Hollywood)	14	0.09
<u>Gleditsia triacanthos</u> (locust, honey)	14	0.09
<u>Arbutus unedo</u> (STRAWBERRY TREE)	14	0.09
<u>Acer rubrum `Red Sunset' - GP (RED MAPLE - GP)</u>	14	0.09
<u>Casuarina equisetifolia</u> (horsetail tree)	13	0.08
<u>Metrosideros excelsus</u> (NEW ZEALAND X-MAS TR)	13	0.08
<u>Washingtonia filifera</u> (palm, California fan)	12	0.07
<u>Jacaranda mimosifolia</u> (JACARANDA)	12	0.07
<u>Fraxinus uhdei (ash, shamel)</u>	12	0.07
<u>Prunus americana (Plum)</u>	12	0.07
<u>Populus nigra italica</u> (LOMBARDY POPLAR)	12	0.07
<u>Pyrus calleryana</u> 'Aristocrat (ARISTROCRAT PEAR)	11	0.07
<u>Laurus nobilis (SWEET-BAY)</u>	11	0.07
<u>Pyrus calleryana</u> 'Redspire' (pear, ornamental 'Redspire')	11	0.07

<u>Pinus spp (pine, spp.)</u>	11	0.07
<u>Tristania laurina (gum, water)</u>	10	0.06
<u>Malus spp and cv (crabapple)</u>	10	0.06
<u>Prunus Yedoensis 'Yoshino' (YOSHINO CHERRY)</u>	10	0.06
<u>Robinia ambigua (IDAHO LOCUST)</u>	10	0.06
<u>Callistemon citrinus (bottlebrush, lemon)</u>	10	0.06
<u>Prunus yedoensis 'akebono' (AKEBONO CHERRY)</u>	10	0.06
<u>Quercus suber (oak, cork)</u>	10	0.06
<u>Metasequoia glyptostroboi (redwood, dawn)</u>	9	0.06
<u>Cupressus macrocarpa (MONTEREY CYPRESS)</u>	9	0.06
<u>Casuarina cunninghamiana (river-she oak)</u>	9	0.06
<u>Brachychiton populneus (bottle tree)</u>	9	0.06
<u>Cornus florida (dogwood, pink (Eastern))</u>	9	0.06
<u>Aesculus californica (buckeye)</u>	9	0.06
<u>Magnolia X soulangiana (magnolia, saucer)</u>	9	0.06
<u>Podocarpus macrophyllus (pine, yew)</u>	9	0.06
<u>Pinus halepensis (ALEPPO PINE)</u>	9	0.06
<u>Zelkova serrata (ZELKOVA)</u>	8	0.05
<u>Cedrus atlantica (cedar, atlas)</u>	8	0.05

<u>Celtis australis</u> <u>(EUROPEAN</u> <u>HACKBERRY)</u>	8	0.05
<u>Sequoiadendron</u> <u>giganteum (sequoia,</u> <u>giant)</u>	8	0.05
<u>Pinus pinea (ITALIAN</u> <u>STONE PINE)</u>	8	0.05
<u>Citrus limon (lemon)</u>	8	0.05
<u>Malus ioensis 'Prariefire'</u> <u>(crabapple, 'prariefire')</u>	8	0.05
<u>Juniperus spp (juniper,</u> <u>spp.)</u>	7	0.04
<u>Ilex aquifolium (Holly)</u>	7	0.04
<u>Salix spp (willow, spp)</u>	7	0.04
<u>Acacia baileyana (acacia,</u> <u>Bailey)</u>	7	0.04
<u>Citrus spp (citrus)</u>	6	0.04
<u>Musa spp (Banana)</u>	6	0.04
<u>Citrus sinensis (orange)</u>	6	0.04
<u>Prunus caroliniana</u> <u>(CAROLINA LAUREL</u> <u>CHER)</u>	6	0.04
<u>Pinus sylvestris (pine,</u> <u>Scotch)</u>	6	0.04
<u>Morus alba (WHITE</u> <u>MULBERRY)</u>	6	0.04
<u>Arecastrum</u> <u>romanzoffianum (palm,</u> <u>queen)</u>	6	0.04
<u>Ulmus pumila (elm,</u> <u>Siberian)</u>	6	0.04
<u>Alnus rhombifolia (alder,</u> <u>white)</u>	6	0.04
<u>Chitalpa tashkentensis</u> <u>(chitalpa)</u>	5	0.03
<u>Pinus canariensis (pine,</u> <u>Canary Island)</u>	5	0.03
<u>Quercus shumardii (Oak,</u> <u>Shumard)</u>	5	0.03
<u>Quercus lobata (oak,</u> <u>valley)</u>	5	0.03

<u>Tilia americana</u> (linden, American)	5	0.03
<u>Prunus mume</u> (Apricot, Flowering)	5	0.03
<u>Albizia julibrissin</u> (MIMOSA)	5	0.03
<u>Eugenia uniflora</u> (Eugenia)	5	0.03
<u>Callistemon viminalis</u> (bottlebrush, weeping)	5	0.03
<u>Umbellularia californica</u> (CALIFORNIA LAUREL)	4	0.02
<u>Platanus occidentalis</u> (Sycamore, American)	4	0.02
<u>Ulmus amer. 'Prinston'</u> (Prinston Elm)	4	0.02
<u>Acer buergeranum - GP</u> (TRIDENT MAPLE - GP)	4	0.02
<u>Acacia longifolia</u> (Wattle, Sydney Golden)	4	0.02
<u>Acer macrophyllum</u> (maple, bigleaf)	4	0.02
<u>Dodonaea viscosa</u> (HOPSEED BUSH)	4	0.02
<u>Platanus racemosa</u> (sycamore, western)	4	0.02
<u>Eucalyptus robusta</u> (mahogany, swamp)	4	0.02
<u>Eucalyptus rudis</u> (gum, desert)	4	0.02
<u>Ginkgo biloba - GP</u> (MAIDENHAIR TREE - GP)	4	0.02
<u>Yucca faxoniana</u> (Yucca)	4	0.02
<u>Rhaphiolepis</u> (rhaphiolepis)	4	0.02

<u>Malus x floribunda</u> (Crabapple, Japanese Flowering)	4	0.02
<u>Aesculus hippocastanum</u> (horsechestnut, common)	4	0.02
<u>Fraxinus americana</u> (ash, white)	4	0.02
<u>Ulmus spp 'Homestead'</u> (Homestead Elm)	4	0.02
<u>Eucalyptus bancroftii</u> (BANCROFTS EUCALYPTUS)	4	0.02
<u>Leptospermum laevigatum</u> (AUSTRALIAN TEA TREE)	4	0.02
<u>Acer negundo</u> (BOX-ELDER)	4	0.02
<u>Prunus dulcis</u> (almond)	3	0.02
<u>Prunus persica</u> (PEACH)	3	0.02
<u>Pyrus communis</u> (pear, edible)	3	0.02
<u>Eriobotrya deflexa</u> (loquat, bronze)	3	0.02
<u>Cotoneaster spp.</u> (Cotoneaster)	3	0.02
<u>Rhus lancea</u> (sumac, African)	3	0.02
<u>Salix babylonica</u> (WEEPING WILLOW)	3	0.02
<u>Sophora japonica</u> (Japanese pagoda tree)	3	0.02
<u>Taxus baccata 'Stricta'</u> (Yew, Irish)	3	0.02
<u>Crataegus laevigata</u> 'Paul's Sca (hawthorne,	3	0.02

English 'Paul's)

<u>Fraxinus excelsior (ash, European)</u>	3	0.02
<u>Juglans hindsii (walnut, California black)</u>	3	0.02
<u>Picea Abies (Spruce, Norway)</u>	3	0.02
<u>Magnolia `St. Mary' (MAGNOLIA `ST. MARY')</u>	3	0.02
<u>Juniperus chin torulosa (juniper, Hollywood)</u>	3	0.02
<u>Picea pungens (spruce, Colorado blue)</u>	3	0.02
<u>Pinus nigra (Pine, Japanese Black)</u>	3	0.02
<u>Magnolia stellata (STAR MAGNOLIA)</u>	2	0.01
<u>Cercis Occidentalis (WESTERN REDBUD)</u>	2	0.01
<u>Crinodendron patagua (LILLY-OF-THE-VALLEY )</u>	2	0.01
<u>Quercus rubra - GP (RED OAK - GP)</u>	2	0.01
<u>Persea spp (Avacado)</u>	2	0.01
<u>Quillaja saponaria (Soapbark Tree)</u>	2	0.01
<u>Ailanthus altissima (TREE OF HEAVEN)</u>	2	0.01
<u>Juniperus chinensis (juniper)</u>	2	0.01
<u>Cupressocyparis leylandii (cypress, leyland)</u>	2	0.01
<u>Araucaria heterophylla (pine, Norfolk Island)</u>	2	0.01
<u>Cryptomeria japonica (cryptomeria, Japanese)</u>	2	0.01
<u>Ficus carica (fig, edible)</u>	2	0.01

<u>Betula jacquemontii</u> (Birch, Jacquemont)	2	0.01
<u>Sapium sebiferum - GP</u> (CHINESE TALLOW - GP)	2	0.01
<u>Thuja orientalis</u> (Thuja, Chinese)	2	0.01
<u>Buxus sempervirens</u> (Boxwood, English)	2	0.01
<u>Thuja occidentalis</u> (AMERICAN ARBORVITAE)	2	0.01
<u>Magnolia `Samuel Sommers' GP</u> (Magnolia `Samuel Sommers' GP)	2	0.01
<u>Lagerstroemia indica - GP</u> (CRAPE MYRTLE - GP)	2	0.01
<u>Magnolia 'St. Mary' - GP</u> (Magnolia 'St. Mary' - GP)	2	0.01
<u>Platanus acerifolia `Columbia' - GP</u> (SYCAMORE/LONDON PLANE - GP)	2	0.01
<u>Vitex negundo</u> (chastetree)	2	0.01
<u>Ulmus spp 'Patriot'</u> (Patriot)	2	0.01
<u>Grevillea robusta</u> (SILK OAK)	2	0.01
<u>Pittosporum tobira</u> (orange, mock)	2	0.01
<u>Quercus kelloggii</u> (oak, California black)	2	0.01
<u>Pittosporum tenuifolium</u>	2	0.01

(Pittosporum, Black  
Stem)

<u>Prunus laurocerasus</u> (laurel, English)	2	0.01
<u>Ulmus spp. 'Frontier'</u> (Frontier Elm)	2	0.01
<u>Tristania Conferta - GP</u> (Brisbane Box - GP)	2	0.01
<u>Fraxinus holo moraine</u> (ash, moraine)	2	0.01
<u>Fagus sylvatica (beech,</u> <u>European)</u>	2	0.01
<u>Hymenosporum flavum</u> (sweetshade)	2	0.01
<u>Michelia doltsopa</u> (michelia, sweet)	1	0.01
<u>Myrtus communis</u> (Myrtle, Common)	1	0.01
<u>Betula nigra (birch, river)</u>	1	0.01
<u>Asimina triloba</u> (Pawpaw)	1	0.01
<u>Michelia figo (Magnolia,</u> <u>Port Wine)</u>	1	0.01
<u>Phoenix roebelenii (palm,</u> <u>pygmy)</u>	1	0.01
<u>Archontophoenix</u> <u>cunningham (palm, king)</u>	1	0.01
<u>Nyssa sylvatica (Tupelo /</u> <u>Sour Gum)</u>	1	0.01
<u>Acer truncatum (Maple,</u> <u>Purpleblow)</u>	1	0.01
<u>Acer campestre (maple,</u> <u>hedge)</u>	1	0.01
<u>Melia azedarach</u> (chinaberry)	1	0.01

Phoenix dactylifera

<u>(palm, date)</u>	1	0.01
<u>Melaleuca styphelioides</u> (paperbark, prickly)	1	0.01
<u>No Planting Site (No Planting Site)</u>	1	0.01
<u>Persea indica (Madeira Bay)</u>	1	0.01
<u>Unknown (Unknown)</u>	1	0.01
<u>Phoenix rupicola (palm, cliff date)</u>	1	0.01
<u>Paulownia tomentosa</u> (empress tree)	1	0.01
<u>Persea americana</u> (avocado)	1	0.01
<u>Acer spp. (MAPLE SPECIES)</u>	1	0.01
<u>Abies procera (fir, noble)</u>	1	0.01
<u>Eucalyptus cinerea (silver dollar tree)</u>	1	0.01
<u>Robinia ambigua</u> 'Decaisneana' (Locust, Pink)	1	0.01
<u>Quercus phellos (oak, willow)</u>	1	0.01
<u>Cupressus sargentii</u> (Cypress, Sargent's)	1	0.01
<u>Quercus petraea (Oak, Durmast)</u>	1	0.01
<u>Cupressus spp (cypress, spp)</u>	1	0.01
<u>Davidia involucrata</u> (Dove Tree)	1	0.01
<u>Erica lusitanica (Heath, Spanish)</u>	1	0.01
<u>Crataegus spp</u> (Hawthorne spp)	1	0.01
<u>Quercus macrocarpa</u>		

<u>(Oak, burr)</u>	1	0.01
<u>Juglans spp (walnut, spp)</u>	1	0.01
<u>Hakea salicifolia (Hakea, Willow-Leaved)</u>	1	0.01
<u>Quercus garryana (Oak, Oregon White)</u>	1	0.01
<u>Geijera parvifolia (AUSTRALIAN WILLOW)</u>	1	0.01
<u>Populus bolleana (Poplar, Bolleana's)</u>	1	0.01
<u>Prosopis glandulosa (mesquite)</u>	1	0.01
<u>Prunus armeniaca (APRICOT)</u>	1	0.01
<u>Eucomia ulmoides (Hardy Rubber Tree)</u>	1	0.01
<u>Eucalyptus baueriana (Box, Blue)</u>	1	0.01
<u>Chamaecyparis lawsoniana (Cedar, Port-Orford)</u>	1	0.01
<u>Carpinus betulus 'Fastigia (hornbeam, European)</u>	1	0.01
<u>Taxodium mucronatum (Cypress, Montezuma)</u>	1	0.01
<u>Lyonothamnus asplenifoliu (ironwood, catalina)</u>	1	0.01
<u>Lithocarpus densiflora (oak, tan)</u>	1	0.01
<u>Photinia spp. (PHOTINIA)</u>	1	0.01
<u>Liquidambar orientalis (Sweetgum, Oriental)</u>	1	0.01
<u>Celtis sinensis - GP (CHINESE HACKBERRY - GP)</u>	1	0.01

<u>Quercus robur (Oak, English)</u>	1	0.01
<u>Quercus palustris (oak, pin)</u>	1	0.01
<u>Camellia sasanqua (Camellia, Sasanqua)</u>	1	0.01
<u>Chamaecyparis obtusa (Cypress, Hinoki)</u>	1	0.01
<u>Chorisia speciosa (floss-silk tree)</u>	1	0.01
<u>Robina Idahoensis (locust, Idaho)</u>	1	0.01
<u>Lagunaria patersonii (Primrose Tree)</u>	1	0.01
<u>Juniperus occidentalis (Juniper, Western)</u>	1	0.01
<u>Cotinus coggygria (Purple Smoke Bush)</u>	1	0.01
<u>Juniperus californica (juniper, California)</u>	1	0.01
<u>Liquidambar formosana (sweetgum)</u>	1	0.01

**16348 Species Found,  
292 distinct species**

## City Street Tree Policies

Many trees growing in Burlingame are City-owned trees and are protected and maintained by the City. Street trees are trees that grow on City property (right-of way) in front of residences and businesses. In most areas, this is located between the sidewalk and street and is called the planter strip. Where no planter strip exists, the City right-of-way generally extends five to seven feet behind the sidewalk. If there is a question, homeowners can check their deeds to determine how much right-of-way is located in front of their home. Residents may not cut or trim City trees in the City right-of-way. City tree crews or City-hired contractors prune street trees on a regular schedule. On occasion and under certain circumstances, the City Arborist may issue a *Tree Work Plan* permit. PG&E performs safety pruning on City trees located under power lines.

All trees located on El Camino Real, a state Highway, are owned and maintained by the State Department of Transportation (Caltrans), while many of the trees along California Drive and those adjacent to the railroad tracks, are owned and maintained by the City of San Francisco or Cal Train. In 2012, the grove of Eucalyptus trees on El Camino Real in Burlingame were placed on the *National Registry of Historic Places* due to their historic significance dating back to the early 1900's, and continues to be esteemed and protected by Burlingame citizens and city officials.

### ***Street Trees - General Guidelines***

- 1) The Parks Division plants, trims, sprays, and removes trees in the City planter strips and or right-of-ways (where there is no planter strip, City right-of-way generally extends 5-7 feet, behind the sidewalk, into the front yard of residence). Residents are not allowed to trim or remove City trees and must call the *Parks Division at 650-558-7330* when there are maintenance needs or emergencies or to request a *Tree Work Plan* permit. Requests for service are usually responded to within 2-3 weeks unless service is of a more urgent nature.
- 2) The City of Burlingame only removes dead, diseased or structurally unstable trees. Requests for removal of healthy trees will be inspected by the City Arborist. If removal is denied, property owner may request removal in writing to the Beautification Commission.
- 3) The Parks Division plants trees 3 times a year and will plant 1 tree at no charge at each address or will replace a tree at no charge when removal of a tree is necessary. Upon request from the property owner, additional trees may be planted (if space is available) for a charge of \$95.00 for a 15 gallon container size tree or \$200 for a 24" box size tree. (Pricing subject to change based on Master Fee Schedule).
- 4) Upon request, roots in the planter strip may be pruned by the Parks Division. After consulting with the City Arborist, roots behind the sidewalk may be pruned by the property owner. By appointment, the City Arborist will meet with property owners to discuss root pruning and installation of root barriers behind the sidewalk.
- 5) Sidewalks damaged by City tree roots are patched by Public Works crews to mitigate potential tripping hazards. Later repair can be contracted by the property owner and should be coordinated through the Public Works Department. By action of the Council City, trees are ***not*** removed solely due to sidewalk damage. *Call the Public Works Dept. at 650-558-7230 for any or all sidewalk damage.*

- 6) The Citytree crew will trim City trees around street lights, and lines that run from the pole to the house.
- 7) City trees under primary utility lines are pruned by P.G. & E. The City Arborist will inspect these trees to determine if referral to P.G. & E. is warranted.
- 8) Sycamore trees are trimmed by City tree crew on a rotating 4 year cycle. Sections are established by the City Arborist.
- 9) Eucalyptus trees on City planter strips or in City right-of-ways are trimmed by a tree pruning contractor on a 3 - 5 year cycle. Sections are established by the City Arborist.
- 10) Eucalyptus trees on El Camino Real (State Highway) are responsibility of CalTrans. *City tree crew occasionally responds to emergencies but callers should be referred to CalTrans at 650-358-4127.*
- 11) Trees in alleyways/easements between properties were not planted by the City and are not maintained or removed by the City tree crew. Property owners on either side of the easement are generally responsible for maintenance and/or removal of easement trees and may contact private tree companies to perform the work. Property owners are also encouraged to coordinate removals with adjacent property owners. If the trunk of the tree is 48" in circumference or more (rendering it a "protected" tree), an application for private tree removal or crown pruning by more than 1/3 must be submitted to the Parks Division for the Arborist's review. *If the alleyway or easement is determined to be **City owned** and if an immediate hazard exists (i.e. limb/tree on structure, drop to house, etc.) the City's tree crew will respond to remove the immediate hazard only.*
- 12) Water lines, laterals, irrigation systems, etc. behind the sidewalk are the responsibility of the property owner. The Street & Sewer Department maintains water lines, mains, clean-outs, etc. from the sidewalk to the center of the street. City PW staff can inspect sites to determine jurisdiction and responsibility. *The Street and Sewer phone number is 650-558-7670.*

#### **Attachments (Subsequent Pages)**

- **City of Burlingame Municipal Code Chapter 11.04: Street Trees**

# CITY OF BURLINGAME MUNICIPAL CODE

## Chapter 11.04 STREET TREES

### **11.04.010 Definitions.**

“Director” means the director of parks of the city of Burlingame.

“Hedge” means any plant material or shrub when planted in a dense, continuous line or area, so as to form a thicket or barrier.

“Objectionable trees” mean trees which by reason of decay, neglect or disease may become a hazard to persons or property; those which may impair the progress or vision of anyone traveling in a public street; those which by their nature drop fruit, seed pods or debris which create hazards to pedestrians or vehicular travel.

“Person” means individuals, firms and corporations, and agents, employees and representatives thereof.

“Plant” means all other plant material, non-woody, annual or perennial in nature, not necessarily hardy.

“Planting strip” means the portion of the street paralleling the curb or sidewalk intended for tree planting or landscaping.

“Public areas” mean parks, playgrounds, areas around public buildings and all other public areas in the possession of or under the supervision, maintenance or control of the city of Burlingame.

“Shrub” means any woody perennial plant normally low, several-stemmed, adaptable to shaping, trimming and pruning without injury.

“Street” means all land lying between abutting properties dedicated for, or condemned for, or established by, use as a public thoroughfare. Street includes avenue, boulevard, road, highway, walk or lane but does not include freeway.

“Street tree” means any woody perennial plant having a single main axis or stem commonly achieving ten (10) feet or more in height. (Ord. 944 § 1 (part), (1971))

### **11.04.020 Duties of director.**

It shall be the duty of the director to plant, trim, prune, spray and care for any trees, shrubs or plants and to remove any tree, shrub or plants which in his or her opinion are objectionable or hazardous in or upon any street, alley or public place in the city. (Ord. 944 § 1 (part), (1971))

### **11.04.030 Planting in streets or public areas.**

It is unlawful for anyone other than the director or his or her authorized representative to place or plant any tree, shrub or plant in any of the streets or public places in the city until the director shall have first approved the kind and variety to be planted, the location therefor, and granted a permit for planting the same. (Ord. 944 § 1 (part), (1971))

### **11.04.035 Actions by others.**

It is unlawful for any person to cut down, trim, prune, plant, remove, injure or destroy any tree, shrub or plant in or upon any street or public place in the city without a permit therefor from the director, who is hereby authorized to grant such a permit in his or her discretion.

It is unlawful to fasten any sign, wire, rope or any device to any street tree; to permit any fire to burn where the heat thereof will injure any portion of the tree; to place or maintain any stone, cement, or other substance so that it will impede the free access of air and water to the roots of any street tree. (Ord. 944 § 1 (part), (1971))

#### **11.04.040 Public nuisances defined.**

The following are defined and declared to be public nuisances:

(a) Any dead, dying, diseased or infested tree in any street or on any private property so near to any street as to constitute a danger to street trees, public utility services or streets or portions thereof, or to persons;

(b) Any tree or shrub on any private property of a type or species apt to destroy, impair or interfere with any street improvements, sidewalks, curbs, gutters, sewers, utility mains or services;

(c) Vines or climbing plants growing into or over any street tree or fire hydrant, pole or electrolier;

(d) Branches or foliage which interfere with visibility on, or free use of, or access to, any portion of any street improved for vehicular or pedestrian travel;

(e) Hedges or dense thorny shrubs on any planting strip or extending beyond a property line into any portion of the sidewalk or street;

(f) Shrubs, plants or hedges more than three (3) feet in height in that portion of a corner lot at the intersection of two (2) streets which is a triangle measured for fifteen (15) feet in each direction from the external corner of the lot. (Ord. 944 § 1 (part), (1971))

#### **11.04.045 Abatement of public nuisances.**

(a) Whenever any public nuisance as defined herein exists on private property, the director shall cause a written notice to be sent by United States mail or delivered personally to the owner of the property or the person in possession of the property. Such notice shall describe the condition, state the work necessary to remedy the condition, and the time within which the work must be performed.

(b) If, at the end of the time specified, the work has not been done, the director shall cause a report thereof to be made to the city council.

(c) The city council may adopt a resolution which shall preliminarily declare the condition to be a public nuisance, order the director to give notice of the passage of the resolution, and state therein that, unless the nuisance is abated without delay, the work of abatement will be done by the city authorities and chargeable as a lien against the private property. The resolution and notice shall fix the time and place for hearing any objections to the proposed abatement of the public nuisance or to the declaration that a public nuisance exists.

(d) The amount of the cost of abating the nuisance upon the property referred to or described in the resolution and notice shall constitute a special assessment against such property, and after it is

confirmed by the city council, shall constitute a lien on such property for the amount of such assessment, until paid. Such amounts shall be collected at the same time and in the same manner as general city taxes are collected, and shall be subject to the same interest and penalties, and the same procedure and sale in case of delinquency. All laws and ordinances applicable to the levy, collection and enforcement of property taxes are hereby made applicable to such special assessments. (Ord. 944 § 1 (part), (1971))

#### **11.04.050 Trimming by public utility corporations.**

Any public utility corporation maintaining overhead wires may be given a permit by the director, valid for one year from date of issuance, to allow such public utility corporation to trim or brace any trees growing upon the street or which grow upon private property to the extent that they encroach upon the street. Permission to trim or brace trees by the public utility corporation shall be granted where it can be shown that the trees or portions thereof will interfere with the safety of the overhead wires or the transmission of electrical current or telephone messages. (Ord. 944 § 1 (part), (1971))

#### **11.04.055 Paving of planting strips.**

(a) In all residential districts where planting strips exist between sidewalk and curb, permission may be granted by the director, with the assent of the director of public works, for paving or covering by the adjoining property owner of all or part of the strip except for unpaved spaces with a minimum of four (4) square feet for the planting of a street tree. Such unpaved spaces shall be at approximate intervals of fifty feet. Where driveways are so located as to make an interval of fifty feet impractical, the director may designate an appropriate location.

(b) The director is hereby authorized to prepare regulations to apply to the issuance of permits for paving or covering planting strips such as, but not limited to: width of planting strip; previous practices on the block of which the subject property is a part; on-street vehicle parking; number of existing or proposed trees; location of driveways; location of public utility services; proximity to commercially zoned districts. (Ord. 944 § 1 (part), (1971))

#### **11.04.060 Approval of plant varieties.**

The director is authorized to approve varieties of trees which may be planted in planting strips and no trees which do not receive such approval shall be planted. The director shall prepare a list of such trees and said list may be amended and revised from time to time. (Ord. 944 § 1 (part), (1971))

#### **11.04.065 Street tree master plan.**

(a) The director shall develop a comprehensive plan of official street trees for all streets of the city where planting areas are available and provided for trees. The plan may be revised from time to time and shall be reviewed each year.

(b) In accordance with the plan, the director shall proceed each year to plant trees or replace trees to the extent of such funds as may be allocated by the council for that purpose.

(c) Where the condition of a tree, or the unfitness of a tree, or the condition of other public improvements adjacent to a tree make replacement necessary or desirable, the director is authorized to remove such tree and replace it with one in accordance with the master tree plan. (Ord. 944 § 1 (part), (1971))

#### **11.04.070 Responsibility of city for tree damaged sidewalks.**

Periodically, the director of public works shall prepare a list of particular trees which have caused a present and immediate danger to pedestrian travel by causing damage to the contiguous sidewalk or have interfered with drainage flow in gutters or created traffic hazards in adjacent streets. The list shall be delivered to the director for comment or revision. After agreement by the director of public works and the director upon such list, a request for necessary funds shall be made by the director of public works in his or her annual budget to the city council for the repair or replacement of the listed damaged public improvements, and such repairs or replacements shall be made to the extent of the funds approved in the annual budget. (Ord. 944 § 1 (part), (1971))

#### **11.04.080 Appeal from order of director.**

Any person aggrieved by any act of the director may appeal, in writing, to the city manager. The city manager shall hear the appellant, the director and any others, and shall decide the matter and make such order as he or she may find necessary.

In the event that the appellant or any person is dissatisfied with the decision of the city manager, the matter may be appealed to the city council by a written request of the aggrieved party. The action of the city council after review shall be final and conclusive. (Ord, 944 § 1 (part), (1971))

### **Approved Replacement Species**

The following guidelines have been established for the selection of replacement street trees:

- The City has five separate street tree lists in place for selection of replacement trees, distinguished by the planting space (size, power lines or location)
- Property owners are generally required to replace trees that are removed
- Property owners are allowed to select a tree off the list applicable to their property



**OFFICIAL STREET TREE LIST - CITY OF BURLINGAME- PARKS DIVISION**

850 Burlingame Ave., Burlingame, CA 94010

phone: (650) 558-7330 • fax: (650) 696-7216

gborba@burlingame.org



Click the links below to see a sample of the tree.

**TREES TO BE PLANTED IN AREAS OVER 4' WIDE AND UNDER 6'**

Botanical Name	Common Name	Height at Maturity	Description
Acer rubrum	<a href="#">Red Maple</a>	40'-50'	DECIDUOUS: Fast growth; lobed, green leaves; brilliant fall color.
Aesculus carnea	<a href="#">Red Horsechestnut</a>	40'	DECIDUOUS: Fast early growth; round headed; dark green leaves; plumes of crimson flowers in spring.
Carpinus betulus	<a href="#">European Hornbeam</a>	40'	DECIDUOUS: Moderate growth; dense pyramidal form, dark green leaves that turn yellow in the fall. <b>Subject to availability.</b>
Celtis australis	<a href="#">European Hackberry</a>	40'-50'	DECIDUOUS: Fast growth; gray-green elm-like leaves; upright round headed form. <b>Subject to availability.</b>
Celtis sinensis	<a href="#">Chinese Hackberry</a>	30'-40'	DECIDUOUS: Fast growth, glossy, dark green, elm-like leaves; upright round form.
Fraxinum oxycarpa	<a href="#">Raywood Ash</a>	40'-50'	DECIDUOUS: Fast growth: compact, round headed; dark green leaves turn claret red in fall.
Ginkgo biloba	<a href="#">Maidenhair tree</a>	30'-50'	DECIDUOUS: Slow growth; fan shaped leaves turn yellow in the fall; spreading, almost umbrella form.
Magnolia grandiflora	<a href="#">Magnolia "St. Mary"</a>	30'	EVERGREEN: Fast growth; upright branches; dark green foliage with rusty bronze coloring on leaf under side; white flowers in spring and summer.
Pistachia chinensis	<a href="#">Chinese Pistache</a>	30'-40'	DECIDUOUS: Moderate growth; dark green leaves, brilliant fall color.
Platanus acerifolia	<a href="#">London Plane</a> <a href="#">Sycamore/Columbia</a>	40'-60'	DECIDUOUS: Fast growth; large, lobe, maple like leaves; sheds old bark, new smooth bark; cream color.
Quercus coccinea	<a href="#">Scarlet Oak</a>	40'-70'	DECIDUOUS: Moderate to fast growth; high, open branches; large, bright green leaves turn scarlet in the fall.
Quercus rubra	<a href="#">Red Oak</a>	40'-70'	DECIDUOUS: Fast growth; spreading branches with round crown.
Quercus suber	<a href="#">Cork Oak</a>	50'-60'	EVERGREEN: Moderate growth; open-branching habit bright green leaves; deep roots.
Robinia ambigua	<a href="#">Idaho Locust</a>	30'-40'	DECIDUOUS: Moderate to fast growth; spring clusters of bright magenta flowers; long leaves divided into oval leaves.
Sapium sebiferum	<a href="#">Chinese Tallow</a>	35'	DECIDUOUS: Moderate to fast growth; dense, round crown; outstanding fall color. <b>Subject to availability.</b>
Tristania conferta	<a href="#">Brisbane Box</a>	30'-60'	EVERGREEN: Moderate to fast growth; reddish-brown bark; green oval leathery leaves; resembles some Eucalyptus.
Ulmus	<a href="#">Accolade Elm</a>	60'-80'	DECIDUOUS: Fast growth; graceful vase shape limbs; glossy dark green foliage, yellow in fall.

For photos and the most current Street Tree lists, visit our website here:

<http://www.pool2012.net/burlingame/Burlingame%20Street%20Tree%20List.htm>

## **City Street Tree Themed Blocks Policy**

The Burlingame City Council adopted a policy to establish 126 street tree themed blocks. A street tree themed block is a block in which one defined species of street tree is established and maintained indefinitely. If a street tree is removed for any reason the tree will be replaced with the same species. The Council also approved a policy for establishing new themed blocks. These policies were established to help maintain the historic beauty and charm of these blocks for future generations. If you would like more information contact the Parks and Recreation Department at 850 Burlingame Avenue, Burlingame, CA 94010, or call (650) 558-7330.

### **Themed Blocks in Burlingame**

Of the 126 blocks established as themed blocks, 98 will be maintained with the same species. The remaining 28 blocks are planted with trees that are no longer considered as appropriate street trees. As trees are removed, these blocks would be replanted with different species that will maintain the aesthetic feel and canopy of the original dominant species. The designated replacement trees for these blocks are listed in the right column on the Themed Block List.

### **Policy for Establishing Themed Blocks**

The policy for establishing a new “Themed Block” is as follows:

- The Beautification Commission will recommend “Themed Blocks” to the City Council.
- To petition the Beautification Commission for a new themed block a property owner on a block shall gather signatures of at least 2/3 of the property owners on the block.
- Forms for the “Petition” will be provided by the Parks and Recreation Department Office.
- Petitions shall be forwarded to the Beautification Commission for recommendation to the Council to establish a new “themed” block.
- A public hearing will be set by the Beautification Commission and notification will be sent by staff to all property owners on the block.
- If approved, staff will determine the species theme in collaboration with the property owners.
- Selected “themed” species will replace existing trees only when removal of an existing tree is deemed necessary according to City policy.

Petitions for establishing a new themed block are available at the Parks and Recreation Department Office, 850 Burlingame Avenue, Burlingame, CA 94010.

### **Attachments (Subsequent Pages)**

#### **Trees on Themed Blocks List**



**City of Burlingame  
Parks and Recreation Department**



**City Street Trees - Themed Blocks  
(Revised 3.2014)**

Street	Theme	Planter Width	Min Width	Recommendation
1600 Adeline	Sycamore	36/36	48	Themed Block
1700 Adeline	Sycamore	36/P36	48	Themed Block
1800 Adeline	Sycamore	36/P36	48	Themed Block
1900 Adeline	Sycamore	36/P36	48	Themed Block
2000 Adeline	Sycamore	36/36	48	Themed Block
500 Almer	Liquidambar	62/62		Replace w/ Red Maple
800 Alpine	Sycamore	36/36	48	Themed Block
1000 Balboa	Liquidambar	36/36		Replace w/Trident Maple
1400 Balboa	Catalpa	36/36	36	Replace w/Sycamore (Petitioned 11/2009)
1600 Balboa	Liquidambar	36/36		Replace w/Trident Maple
100 Bayswater	Gingko	72/P72	36	Themed Block
200 Bayswater	Gingko	72/P72	36	Themed Block
300 Bayswater	Gingko	72/P72	36	Themed Block
400 Bayswater	Gingko	72/P72	36	Themed Block
500 Bayswater	Gingko	72/P72	36	Themed Block
600 Bayswater	Gingko	72/P72	36	Themed Block
700 Bayswater	Gingko	72/P72	36	Themed Block
800 Bayswater	Gingko	84/P84	36	Themed Block
900 Bayswater	Gingko	69/P69	36	Themed Block
1000 Bayswater	Gingko		36	Themed Block
1100 Bayswater	Gingko	80/P80	36	Themed Block
1200 Bayswater	Gingko	80/P80	36	Themed Block
1300 Bayswater	Gingko	84/P84	36	Themed Block
1200 Bellevue	Liquidambar	60/60		Replace w/ Red Maple
1300 Bernal	Sycamore	48/48	48	Themed Block
1400 Bernal	Sycamore	48/48	48	Themed Block
300 Bloomfield	Sycamore	72/P72	48	Themed Block
400 Bloomfield	Sycamore	72/P72	48	Themed Block
300 Burlingame Ave	Camphor	120/120		Replace w/ Red Maple
400 Burlingame Ave	Camphor	120/144		Replace w/ Red Maple
500 Burlingame Ave	Camphor	144/P120		Replace w/ Red Maple
800 Burlingame Ave	Camphor	120/P144		Replace w/ Red Maple
850 - 1000 Burlingame Ave	Euc. Viminalis = (3 blks.)	120/144		Themed Blocks
1500 Burlingame Ave.	Sycamore	48/P48	48	Themed Block
1200 Cabrillo	Liquidambar	36/36		Replace w/ Trident Maple
400 - 1100 California Dr.	P. Calleryana 'Chanticleer' = (9 blks.)	48/P72	36	Replace with 'Aristocrat'
1100 Cambridge	Elm	72/72	50	Themed Block
300 Channing	Sycamore	72/P72	48	Themed Block
200 Chapin	Sycamore	32/32	48	Themed Block

300	Chapin	Sycamore	32/32	48	Themed Block
1600	Chapin	Sycamore	32/32	48	Themed Block
400	Chatham	Sycamore	72/72	48	Themed Block
300	Clarendon	Red Oak	48/48	50	Themed Block
1500	Columbus	Red Oak	48/48	50	Themed Block
300	Concord	Liquidambar	72/72		Replace w/ Red Maple
600	Concord	Sycamore	72/72	48	Themed Block
700	Concord	Sycamore	72/72	48	Themed Block
500	Corbitt	Sycamore	96/P96	48	Themed Block
1200	Cortez	Sycamore	36/36	48	Themed Block
1100	Cortez	Sycamore	36/36	48	Themed Block
800	Crossway	Liquidambar	48/48		Replace w/ Red Maple
400	Cumberland	Sycamore	72/72	48	Themed Block
1400	Desoto	Sycamore	50/50	48	Themed Block
1100	Douglas	Sycamore	53/P48	48	Themed Block
1100	Drake	Sycamore	36/36	48	Themed Block
300	Dwight	Red Oak	48/P48	50	Themed Block
1500-2000	Easton	Euc. Globulus = (6 blks.)	19/P48		Themed Blocks
800	Edgehill	Liquidambar	68/68		Replace w/ Red Maple
1300	Edgehill	Liquidambar	68/P72		Replace w/ Red Maple
1400	Floribunda	Liquidambar	57/P72		Replace w/ Red Maple
1500	Floribunda	Liquidambar	59/P60		Replace w/ Red Maple
500	Francisco	Sycamore	96/P96	48	Themed Block
2100	Hillside	Sycamore	144/144	48	Themed Block
2200	Hillside	Sycamore	144/144	48	Themed Block
2300	Hillside	Sycamore	144/144	48	Themed Block
2400	Hillside	Sycamore	144/144	48	Themed Block
1200	Laguna	Sycamore	84/P84	48	Themed Block
1300	Laguna	Liquidambar	84/P84		Replace w/ Red Maple
1400	Laguna	Liquidambar	84/P84		Replace w/ Red Maple
300	Lexington	Sycamore	72/72	48	Themed Block
500	Lexington	Sycamore	72/72	48	Themed Block
600	Lexington	Sycamore	72/72	48	Themed Block
800	Maple	Linden	36/36		Replace w/ Trident Maple
400	Marin	Sycamore	72/72	48	Themed Block
500	Marin	Sycamore	84/84	48	Themed Block
1600	McDonald Way	Liriodendron	65/65		Replace w/ Scarlett Oak
1100	Mills	Sycamore	60/P60	48	Themed Block
1200	Mills	Sycamore	60/P60	48	Themed Block
1300	Mills	Sycamore	60/P60	48	Themed Block
1400	Mills	Sycamore	60/P60	48	Themed Block
1400	Oak Grove	Red Oak	36/P36	50	Themed Block
100	Occidental	Sycamore	56/P48	48	Themed Block
200	Occidental	Sycamore	56/56	48	Themed Block
300	Occidental	Sycamore	56/P48	48	Themed Block
400	Occidental	Sycamore	56/P48	48	Themed Block
1100	Palm	Sycamore	72/P72	48	Themed Block
1200	Palm	Sycamore	P72/P72	48	Themed Block
1300	Palm	Sycamore	72/P72	48	Themed Block

1400	Palm	Sycamore	84/P72	48	Themed Block
700	Plymouth	Sycamore	72/72	48	Themed Block
1100	Sanchez	Sycamore	48/P48	48	Themed Block
1200	Sanchez	Sycamore	48/P48	48	Themed Block
1300	Sanchez	Sycamore	48/P48	48	Themed Block
1400	Sanchez	Sycamore	48/P48	48	Themed Block
1600	Sherman	Sycamore	36/P36	48	Themed Block
1700	Sherman	Sycamore	P36/P36	48	Themed Block
10	Stanley	Liriodendron	36/P36		Replace w/ Trident Maple
100	Stanley	Liriodendron	36/P36		Replace w/ Trident Maple
200	Stanley	Liriodendron	36/P36		Replace w/ Trident Maple
2100	Trousdale	Modesto Ash	54	48	Replace w/ Raywood Ash
1100	Vancouver	Catalpa	36/P36		Replace w/ Golden Rain Tree
500	Vernon	Sycamore	48/48	48	Themed Block
600	Vernon	Liquidambar	48/48		Replace w/ Red Maple
700	Vernon	Sycamore	72/72	48	Themed Block
700	Winchester Dr.	Sycamore	96/P96	48	Themed Block
800	Winchester Dr.	Sycamore	96/P96	48	Themed Block

## **Plan to Plant in New Areas**

The City encourages homeowners to plant new trees on their property. The City plants approximately 250 to 300 street trees each year (over 3 different planting cycles) on City owned planter strips and supersedes removals of City trees.

### **Planting Additional City Street Trees**

In 2006, the City Council requested that the Burlingame Beautification Commission make a recommendation concerning the planting of vacant planting sites in the City (residential addresses with a designated City planting strip). In an effort to be proactive in planting efforts, a survey was taken throughout the City of planter strips that were lacking street trees. More than 450 vacant sites were identified. A State grant was applied for to purchase and plant trees in these vacant planter areas. In February of 2008, the Green Trees for the Golden State Grant was awarded to the City to purchase and plant 450 new street trees. The planting took place during 3 different planting cycles and was completed in 2010.

## **Policy for Expanding Width of Planter Strips to Accommodate Larger Canopy Trees**

### **Background:**

The City of Burlingame is committed to creating a larger tree canopy throughout the community and has revised the official street tree list to include only those tree species with “the tallest, most significant canopies”. In approving the revised street tree list in October of 2008, the City Council recognized that the more expansive root systems of larger-scale trees can disrupt city sidewalks. The City Council therefore directed staff to explore opportunities to widen planter strips to accommodate the root systems of the larger scale trees.

### **Planter Strip Policy:**

Based on this direction, Parks & Recreation, Public Works, and Community Development staff have developed the following “Planter Strip Policies” to apply to the construction of new homes, or additions, which are considered to be substantial construction as determined by the Chief Building Official, and/or to the ongoing Sidewalk Replacement Program:

For new homes built in Burlingame, or when substantial construction is performed on existing homes, property owners may be required to increase (maximize) the planter strip width for the purpose of accommodating root systems of large canopy trees.

For the Sidewalk Replacement Program, the City’s sidewalk contractor will consult with Public Works and the City Arborist to reconfigure the sidewalk where applicable, or replace existing meandering sidewalks with another meandering sidewalk to provide room for existing trees or future planting of large canopy trees.

### **Policy Guidelines:**

This requirement is triggered when, during the plan check process, Public Works staff determines that the applicant’s project is subject to rehabilitating the frontage of the property including replacement of the existing sidewalk. On many residential streets in Burlingame, there is additional public right-of-way located between the existing sidewalks and the private property line. This additional right-of-way varies from street to street and ranges from no additional right-of-way to as much as five or six feet.

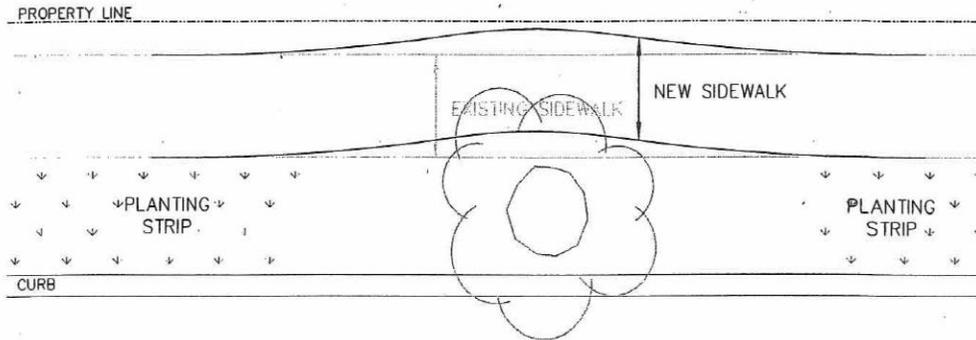
For projects where a new sidewalk is required, Public Works staff will also determine if there is adequate right-of-way available to reconfigure the sidewalk to allow for a wider planter strip. If there is, Parks & Recreation staff will make a determination on whether it is an appropriate situation to implement this policy.

The City Arborist will provide comments to the applicant on the preferred method of satisfying the requirement. There are two ways that this policy requirement can be satisfied. The planter strip may be widened along the entire width of the property, or the planter strip may be widened at the location of the street tree(s) only. A photo of a planter strip widened at

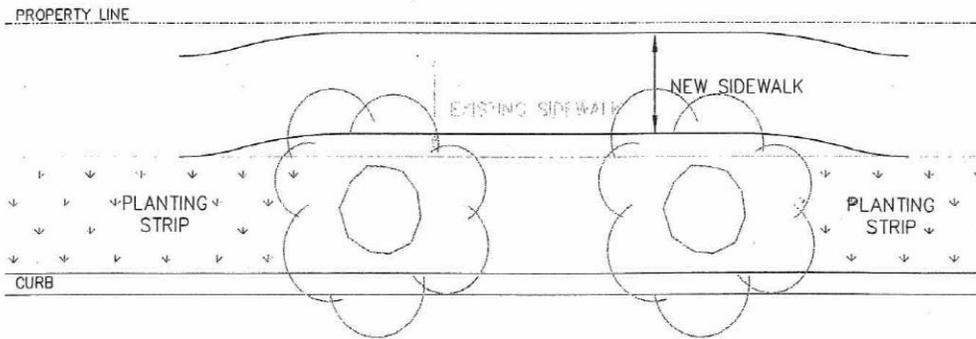
the location of street trees is shown below. City staff must approve the final sidewalk alignment.



The applicant's landscape plan is required to include large canopy street trees within the planter strip. The applicant will be required to contact the Parks Division office at (650) 558-7330 to obtain an appropriate tree list and a no fee permit to plant one or more 15 gallon size trees as spacing is available, at the conclusion of the project. The tree planting requirement will become part of the "final inspection" on the project.



CASE 1 - SINGLE CURVE  
N.T.S.



CASE 2 - CURVE WITH TWO TREES  
N.T.S.

- NOTES: 1. ACTUAL DISTANCES AND CONFIGURATION WILL BE DETERMINED BY PARKS DEPARTMENT STAFF (650-558-7334) WITH CONSULTATION FROM THE PUBLIC WORKS DEPARTMENT.  
2. ALL WORK SHALL CONFORM TO CITY STANDARD DRAWING NO. SW-1.



**SIDEWALK RELOCATION TO MAXIMIZE PLANTER AREA**

DEPARTMENT OF PUBLIC WORKS

APPROVED BY

DRAWING NO.

DATE  
5/18/2009

**TREE-1**  
(1 of 1)

## 50/50 SIDEWALK REPAIR PROGRAM

The City of Burlingame maintains over 116 miles of sidewalk, a significant portion of which is aging and is impacted by the tree roots resulting in cracks and separations requiring repair. Providing frontage access for Burlingame residents and businesses and serving as a primary pedestrian facility, the sidewalks are an essential part of the City's infrastructure. It is essential that the sidewalk infrastructure be properly maintained to protect the public health and safety of the pedestrians, property owners and the community as a whole. The sidewalk repair program is designed to provide a reasonable method, given limitations of financial and personnel resources, for the repair of sidewalks. Geographic areas have been identified and prioritized for repairs based on the intensity of pedestrian traffic and level of repair.

The California Streets and Highways Code requires that adjoining private property owners maintain the sidewalks in front of their property. Given the current state of economy and the financial hardship to property owners, the Council evaluated several options to fund sidewalk repairs. After a comprehensive analysis of options available, the Council approved a "50/50 Sidewalk Repair Program" The 50/50 sidewalk repair program is a turnkey program providing the most efficient method to address damaged sidewalks in a manner which will not only assist the City in maintaining the public pedestrian infrastructure but will also reduce significant financial and logistical burden to the property owners. Following are the main elements of the program:

- The City will fully undertake the work including identifying sidewalk defects, preparing plans and specifications, bidding, construction and contract administration; thus providing a turnkey project saving time for the individual property owners from soliciting bids from contractors and doing the work themselves.
- The City will combine areas/blocks of sidewalk repairs as part of a larger project which will provide economies of scale, thereby reducing repair costs to individual property owners.
- The work will be done through an open competitive bidding process ensuring competitive pricing for the work.
- Only experienced and licensed contractors will be allowed to bid providing best quality construction.
- The property owner will be provided with information about the details of the required repairs and associated costs upon receiving bids. The property owners are not required to pay their share (50%) of the repair costs until after the work is completed.

### **How does the 50/50 Sidewalk Program work?**

The City selects the designated area based on priority and inspects the sidewalk for damaged areas and determines where repairs are necessary. Markings will be placed on the sidewalk according to the type of work needed. The City will provide the adjoining property with information regarding the details of the sidewalk program and approximate time schedule of the repairs. The property owner may at his/her option, chose to either participate in the City 50/50 sidewalk repair program or repair the sidewalk him/herself per City standards. A property owner who does not participate in the City program will not be eligible to receive 50% reimbursement and will accept full cost of the repair.

The City will prepare engineering plans and specifications to obtain competitive construction bids for the repairs or replacement in a given geographical area. Upon receiving successful bids, the City will hire a contractor to perform the repairs. At the completion of construction, a noticed public hearing before the City Council will be held to finalize the repairs costs. Once the work is satisfactorily completed and the City Council has determined the final cost after a public hearing, the City will collect, through the property tax bill, adjoining property owners 50% share of the repair cost for the sidewalk adjacent to their property. The City will keep the affected property owners informed of the project schedule and construction costs.

### **Do I have an option to pay for the repair costs directly?**

Yes. The property owner may choose to pay for their portion of the repair costs directly to the City rather than through their property taxes. Upon completion of the public hearing and determination of final costs, a property owner can request an invoice from the City for their share of the costs.

### **How is the area of sidewalk repairs determined?**

The repair area is selected based on list of sidewalk defect priorities and on the intensity of the pedestrian use of the sidewalks in a given area. Staff takes into account the coordination and scheduling of other projects to avoid potential construction conflicts with other contractors.

### **What if the sidewalk replacement and repairs are outside the geographic area identified by the 50/50 Sidewalk Program?**

Upon citizen request or complaint, staff will inspect damaged sidewalks outside of the current geographic area identified for repairs. If appropriate, City crews will expeditiously make a temporary asphalt repair in order to protect the public health and safety.

### **Does the City perform routine maintenance on sidewalks outside of the City Sidewalk Program area?**

Yes, City crews will perform temporary repairs such as asphalt ramping and grinding throughout the City.

**Will the City remove a tree that is damaging the sidewalk?**

The Parks Division will determine if a tree is to be removed due to sidewalk damage. In general, it is City policy to make every effort to preserve trees. Currently, the City will only remove trees if they are diseased, dead or present a safety concern. Please contact Parks Division at (650)558-7330 if you have any questions regarding trees.

**Who do I contact for answering my questions regarding the program?**

Property owners with questions regarding sidewalks, repairs and encroachment permits should contact the Public Works Department at [sidewalks@burlingame.org](mailto:sidewalks@burlingame.org) or call (650)558-7242. Property owners with questions specifically pertaining to trees should contact the Parks Division at (650)558-7330.



## Parks & Recreation Department Policy Re: Paving of Planting Strips



In conjunction with the City of Burlingame Municipal Code Section 11.04.055, the following department policies and procedures will be followed when citizens or property owners seek City approval to pave a planter strip.

Policies Paving planter strips restricts the ability of City trees to grow and flourish; increases water runoff into the storm drain system; creates problems in servicing sewer and water utilities; reduces the area where the grass, plants, and vegetation that enhance to community can grow.

It will be the policy of the Parks & Recreation Department to:

- NOT to approve new paving on planter strips in the City easement, unless there is a compelling reason to do so.
- Encourage alternative methods of hardscaping the planter strip, such as bricks set in sand, decorative rock, etc. Alternatives that allow some water and light penetration of the ground will be encouraged, especially in residential areas.
- Consider partial planter strip paving for persons with a disability or when other special circumstances are present.
- Encourage the removal of existing planter strip paving in residential areas. When City contractors are performing sidewalk and curb repairs, paving in planter strip areas will be removed, whenever possible.
- Look more favorably upon requests where property is located within a commercial zone and adjacent businesses have paved planter strips.

### Procedure

- Those wishing to pave a planter strip will be referred to the Public Works Department, (650) 558-7230, to begin the procedure.
- The City Arborist will review paving requests by inspecting the premises to determine approval or denial.
- Final paving approvals must be granted by the Public Works Director.

## **Criteria for City Street Tree Removal**

*“Identifying and managing the risk associated with trees is a subjective process. Since the nature of tree failures remains largely unknown, our ability to predict which trees will fail and in what fashion is limited. As currently practiced, tree evaluation involves examining a tree for structural defects, associating those defects with a known pattern of failure and rating the degree of risk.”  
(Matheny/Clark)*

*“Hazard tree evaluation is the systematic process of assessing the potential for a tree or one of its parts to fail and injure people or damage property. The primary goal of hazard evaluation is to identify potentially hazardous trees so they can be treated before failure occurs. All hazards cannot be eliminated. However, by evaluation trees and rating the hazards associated with them, the arborist can prioritize and schedule abatement treatments to reduce the level of risk”  
(Matheny/Clark)*

Generally, City street trees and private protected trees are only approved for removal when determined by the City arborist that a tree has structural defects, disease, or is in close proximity to an existing structure.

Appeals to staff decisions can be made to the Beautification Commission (see Public/Political Input and Appeals Process).

### **Attachments (Subsequent Pages)**

- **City Street Tree Removal Process, updated January 23, 2007**
- **Street Tree Removal Permits/Ongoing Sidewalk Damage**
- **Criteria for City Street Tree Removal When there is Ongoing Sidewalk Damage, Adopted Copy, updated June 2006**
- **Tree Work Plan**
- **Tree Evaluation Form: Matheny-Clark, approved by the Beautification Commission April 2007**



## City Street Tree Removal Process

### **I. Request for Removal**

Request (via phone, email, fax, letter) may come from property owner, public, staff, tree company, business owner or other.

### **II. Parks Administration**

- A. Staff calls requestor for any clarification needed and/or to provide explanation relevant to City ordinance/policy/practice as well as provide information relative to the City's commitment to the Urban Forest.
- B. Submits Service Request for the City Arborist to inspect and consider the request for removal.

### **III. Decision Process Options**

- A. Service request for removal, if warranted. Emergency removals are attended to immediately with no process for appeals.
- B. Deny Removal request (site or phone contact with requestor).
  - 1) Requestor may appeal (in writing) the City Arborist's decision to the Burlingame Beautification Commission.
- C. Alternate Action (prune, fertilize, etc.).

### **IV. Staff Action**

- A. Letter to property owner of intent to remove; replacement tree list included.
- B. Beautification Commission is notified when significant trees are removed, including emergency removals.
- C. Historical Society is notified when trees to be removed have historical significance.
- D. Appeal Process: Beautification Commission hearing. The Commission's decision may be further appealed to the City Council.

### **V. Removal Steps**

- A. Removal scheduled and conducted by City tree crew or City Contractor.
- B. Stumps are ground monthly by contract, while contract is in effect or by City Tree Crew.
- C. Replacement tree planting from Official Street Tree list (conducted by City tree crew, 3 times a year; January, April, and October).

# City of Burlingame - Parks & Recreation Dept.



850 Burlingame Ave., Burlingame, CA 94010  
phone: (650) 558-7300 • fax: (650) 696-7216



## Street Tree Removal Permits when there is ongoing sidewalk damage

1. Permitted Removal process shall begin with property owner requesting removal of a City Street Tree.
2. Request will be acknowledged by the Parks Division. Property owners within 100 feet will be informed of the request ***at least 10 days prior to a permit being issued.***
3. Eligible City Street Trees must be involved with current and/or recurring sidewalk repair problems.
4. Replacement trees will be required at applicant's expense ***and must be*** of appropriate size from the City Street Tree List.
5. Permit issuance or denial will be preceded by an evaluation sheet (see attached) filled out by a qualified City Arborist. Elements on the sheet will be scored. The total score must exceed 100 for a permit to be issued. Denials, i.e. scores of less than 100, may be appealed to the Beautification Commission.
6. Beautification Commission will hear appeals for or against removal permit. Interested citizens may speak for or against issuance at that meeting. Commission will approve or deny.
7. Permitted removals and their replacements are at applicant's or appellant's expense. Removals shall include full removal of the tree and grinding of the remaining stump in a timely manner.
8. ***Property owner, if permitted, may pay City to perform removal and replacement or have work done by a licensed tree care company. City is not required to perform the work, under this clause.***
9. ***Permit shall be valid for no more than six months from date of issuance.***
10. If the permit process is found to be in conflict with existing tree ordinances, the ordinances shall prevail.

April 7, 2005

# Criteria for City Street Tree Removal When There is On-Going Sidewalk Damage Adopted Copy

(updated June 2006)

	5 points	15 points	45 points	100 points
<b>Health and Structure -</b> existing/projected after remedy	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Minimal</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Significant</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Potential for hazard</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Dangerous</i>
<b>Cost to Homeowner -</b> Present & Future to sidewalk, curb, gutter, pipes, drainage, etc	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Minimal Cost</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Significant Cost</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>High Present &amp; Future Cost</i>	
<b>Species Inappropriate</b> for planting area	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Slightly Inappropriate</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Significantly Inappropriate</i>		
<b>Impact on</b> neighborhood if removed	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Extremely Negative</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Somewhat Negative</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>No Significant Impact</i>	
<b>Does not allow for</b> <b>ADA Width/Slope</b>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Some Accommodation Necessary</i>	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Accommodation Difficult or Expenses</i>		<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> <i>Accommodation Not Possible</i>

Total points \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ =   
*TOTAL*

Total of 100 points would require removal



# City of Burlingame - Parks & Recreation Dept.

850 Burlingame Ave., Burlingame, CA 94010  
phone: (650) 558-7330 • fax: (650) 696-7216  
[recreation@ Burlingame.org](mailto:recreation@ Burlingame.org)



## TREE WORK PLAN

\_\_\_\_\_  
**LOCATION OF WORK**

\_\_\_\_\_  
**NAME OF APPLICANT/AGENCY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ADDRESS OF APPLICANT**

\_\_\_\_\_  
**EXPIRATION DATE**

*A separate plan is needed for each tree. For groups of trees of the same species with similar needs, one plan will suffice*

**Tree Species:** \_\_\_\_\_

### Pruning Objectives:

- |   |   |
|---|---|
| <input type="checkbox"/> Improve Structural Strength and Reduce Failure Potential   | <input type="checkbox"/> Improve Aesthetics |
| <input type="checkbox"/> Provide Clearance for Pedestrians, Vehicles and Structures | <input type="checkbox"/> Repair Damage      |
| <input type="checkbox"/> Improve Safety for People and Property                     | <input type="checkbox"/> Reduce Maintenance |
| <input type="checkbox"/> Line Clearance   |   |

### Type of Work:

- |   |                                |                                  |  |
|---|--------------------------------|----------------------------------|--|
| <input type="checkbox"/> Remove   | <input type="checkbox"/> Plant | <input type="checkbox"/> Thin    | <input type="checkbox"/> Reduce        |
| <input type="checkbox"/> Clean  | <input type="checkbox"/> Raise | <input type="checkbox"/> Restore | <input type="checkbox"/> Stump Removal |
| <input type="checkbox"/> Remove for building project- <i>Permit ineffective until after Planning Commission review.</i> |                                |                                  |  |

**Description of Work:** *(Please use back of form for additional comments)*

\_\_\_\_\_  
\_\_\_\_\_  
*Not more than 25% of the crown shall be removed within an annual growing season. In cases where more than 25% of the crown needs to be removed, such as to reduce the potential for structural failure, a qualified arborist shall make an assessment of the amount of pruning needed to abate the hazard. All tree removals shall be made at least 19" below adjacent curb elevation.*

This permit allows the applicant to remove or prune the above listed tree(s) in accordance with the provisions of the Urban Forest Management Plan. By signing this permit, the applicant agrees to comply with all conditions listed.

Permission is hereby granted to perform the above work. All work shall be performed in the manner specified by the Parks Division. The City shall not be made liable for the acts of private persons or their contractors upon city streets or public places by virtue of this permit. **Contact the Parks office at 650-558-7330 when work is completed.**

**PERMITTEE** \_\_\_\_\_

**CITY ARBORIST** \_\_\_\_\_

# City of Burlingame - Parks & Recreation Dept.



850 Burlingame Ave., Burlingame, CA 94010  
 phone: (650) 558-7330 • fax: (650) 696-7216



## TREE HAZARD EVALUATION FORM

Site: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Evaluated by: \_\_\_\_\_  
 Owner :     City             Private             Unknown

**HAZARD RATING:**  
 \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
 Failure + Size + Target = Hazard  
 Potential of prt Rating Rating  
 \_\_\_\_\_ Immediate action needed  
 \_\_\_\_\_ Needs further inspection  
 \_\_\_\_\_ Tree dead

### TREE CHARACTERISTICS

Species \_\_\_\_\_  
**Form:**     generally symmetric     minor asymmetry     major asymmetry     sucker growth  
**Crown class:**     dominant     co-dominant     intermediate  
**Pruning history:**     crown cleaned     excessively thinned     topped     crown raised     pollarded  
                            crown reduced     flush cuts     cabled     none     multiple pruning events  
**Special value:**     specimen     heritage/historic     wildlife     unusual     street tree     screen     shade

### TREE HEALTH

**Foliage color:**     normal             chlorotic             dead  
**Foliage density:**     normal             sparse  
**Annual shoot growth:**     excellent             average             poor  
**Twig Dieback:**    Y    N  
**Woundwood development:**     excellent     average             poor     none  
**Vigor:**     excellent             average             fair     poor  
**Major pests/diseases:** \_\_\_\_\_

### SITE CONDITIONS

**Site character:**     residence             commercial             park             easement  
**Landscape type:**     pavement cut out     lawn     parking strip     shrub border  
**Irrigation:**             none     automated             excessive             inadequate  
**Recent site disturbance:**    Y    N     construction     soil disturbance     grade change  
    sidewalk replacement     line clearing  
**Pavement lifted:**    Y    N  
**% dripline paved:**            0%            10-25%            50-75%    75-100%  
**Soil:**     compacted             poor drainage     clay     sandy/loam     fill     good  
**Obstructions:**     overhead lines     underground utilities     adjacent veg.     Signs/poles  
**Exposure to wind :**     single tree     part of a grove     recently exposed     winward, canopy

Prevailing wind direction: \_\_\_\_\_

**TARGET**

Use under tree: house building parking traffic pedestrian recreation landscape  
hardscape utility lines

Occupancy: occasional use intermittent use frequent use constant use

**TARGET**

Use under tree: house building parking traffic pedestrian recreation landscape  
hardscape utility lines

Occupancy: occasional use intermittent use frequent use constant use

**TREE DEFECTS**

**ROOT DEFECTS:**

Suspect root rot: Y N Mushroom/conk/bracket present: Y N ID \_\_\_\_\_

Roots: girdled kinked circling broken

Exposed roots: severe moderate low

Root pruned: \_\_\_\_\_ distance from trunk Root area affected \_\_\_\_\_%

Buttress wounded: Y N When: \_\_\_\_\_

Restricted root area: severe moderate low

Potential for root failure: sever moderate low

Soil uplifting/cracking: Y N

LEAN: \_\_\_\_\_ deg. from vertical natural unnatural self corrected

**CROWN DEFECTS:**

Defect	Root Crown	Trunk	Scaffolds	Branches
Poor taper				
Bow, sweep				
codominants				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/Mushrooms				
Bleeding/sap flow				

Loose/cracked bark				
Nesting hole/bee hive				

Deadwood/stubs				
Bores/termites/ants				
Cankers/galls/burls				
Previous failure				

**HAZARD RATING**

---

Tree part most likely to fail: \_\_\_\_\_

Inspection period: annual biannual other

**Failure Potential + Size of Part + Target Rating = Hazard Rating**

\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Failure Potential: 1 – low; 2 – medium; 3 – high; 4 – severe

Size of part: 1- <6”; 2 – 6-18”; 3 – 18-30”; 4 ->30”

Target rating: 1- occasional use; 2- intermittent use; 3- frequent use; 4- constant

**HAZARD ABATEMENT**

---

Prune: remove defective part reduce end weight crown clean thin  
raise canopy crown reduce restructure shape

Inspect further: root crown decay aerial monitor not needed

Remove tree: Y N Replace: Y N Move target: Y N

**COMMENTS:**

---

## **Private Tree Policies**

In Burlingame, large trees on private property are protected by City Ordinance. Any tree with a circumference of 48 inches or more, when measured 54 inches above the ground, is a “Protected Tree.” A permit is required to remove or heavily prune a protected tree and there are financial penalties for not doing so.

Permit applications for removal or heavy pruning of protected trees may be obtained at the Parks Division office or can be downloaded from our website at [www.Burlingame.org](http://www.Burlingame.org). There is a **\$75.00** fee for filing a permit application. The permit process involves a formal inspection by the City Arborist to determine the tree's health, structure, and impacts to neighboring properties, as well as replacement requirements. The applicant and adjacent property owners are notified of the arborist's approval or denial. The City Arborist's decision may be appealed to the City Beautification Commission.

If a permit is granted for removal, the applicant is often required to either plant a replacement tree or pay a fee to the City Tree Replacement fund so that a new tree can be placed elsewhere in the City. Contact the Parks Division office at (650) 558-7330 for additional information about the permit process.

### **Attachments (Subsequent Pages)**

- **City of Burlingame Municipal Code Chapter 11.06: Urban Reforestation and Tree Protection**
- **Protected Tree Removal Permit Application**

**CITY OF BURLINGAME  
MUNICIPAL CODE**

**Chapter 11.06 URBAN REFORESTATION AND TREE PROTECTION**

**11.06.010 Purpose and intent.**

The city of Burlingame is endowed and forested with a variety of healthy and valuable trees which must be protected and preserved. The preservation of these trees is essential to the health, welfare and quality of life of the citizens of the city because these trees preserve the scenic beauty of the city, maintain ecological balance, prevent erosion of top soil, counteract air pollution and oxygenate the air, absorb noise, maintain climatic and microclimatic balance, help block wind, and provide shade and color. For these same reasons, the requirement of at least one tree, exclusive of city-owned trees, on every residential lot in the city should be part of the permit process for any construction or remodeling.

It is the intent of this chapter to establish conditions and regulations for the removal and replacement of existing trees and the installation of new trees in new construction and development consistent with these purposes and the reasonable economic enjoyment of private property. (Ord. 1057 § 1 (part), (1975); Ord. 1470 § 1, (1992); Ord. 1598 § 1 (part), (1998))

**11.06.020 Definitions.**

Terms used in this chapter shall be defined as follows:

- (a) “Commission” means the Beautification Commission of the city of Burlingame.
- (b) “Department” means the parks and recreation department of the city of Burlingame.
- (c) “Development or redevelopment” means any work upon any property in the city of Burlingame which requires a subdivision, variance, use permit, building permit or other approval or which involves excavation, landscaping, or construction in the vicinity of a protected tree.
- (d) “Director” means the director of parks and recreation of the city of Burlingame.
- (e) “Landscape tree” means a generally recognized ornamental tree and shall exclude fruit, citrus, or nut-bearing trees.
- (f) “Protected tree” means:
  - (1) Any tree with a circumference of forty-eight (48) inches or more when measured fifty-four (54) inches above natural grade; or
  - (2) A tree or stand of trees so designated by the city council based upon findings that it is unique and of importance to the public due to its unusual appearance, location, historical significance or other factor; or
  - (3) A stand of trees in which the director has determined each tree is dependent upon the others for survival.

(g) “Pruning” means the removal of more than one third of the crown or existing foliage of the tree or more than one third of the root system. Pruning done without a permit or which does not conform to the provisions of a permit shall be deemed a removal.

(h) “Removal” means cutting to the ground, extraction, killing by spraying, girdling, or any other means. (Ord. 1057 § 1 (part), (1975); Ord. 1470 § 1, (1992); Ord. 1492 § 1, (1993); Ord. 1598 § 1 (part), (1998))

#### **11.06.030 Nomination and listing of protected trees.**

Nomination for protected tree status under Section 11.06.020(f)(2) may be made by any citizen. The commission shall review such nominations and present its recommendations to the city council for designation.

A listing of trees so designated, including the specific locations thereof, shall be kept by the department and shall be available for distribution to interested citizens.

The city council may remove a designated tree from the list upon its own motion or upon request. Requests for such action may originate in the same manner as nominations for protected tree status. (Ord. 1057 § 1 (part), (1975); Ord. 1470 § 1, (1992); Ord. 1598 § 1 (part), (1998))

#### **11.06.040 Emergencies.**

In the event that an emergency condition arises whereby immediate action is necessary because of disease, or danger to life or property, a protected tree may be removed or altered by order of the director or, if the director is unavailable, a responsible member of the police, fire, parks and recreation, or public works department. In such event, a report shall be made to the commission describing the conditions and necessity of such an order. (Ord. 1057 §

1 (part), (1975); Ord. 1470 § 1, (1992); Ord. 1598 § 1 (part), (1998))

#### **11.06.050 Prohibitions and protections.**

(a) No protected tree shall be removed from any parcel without a permit except as provided in Section 11.06.040.

(b) The following conditions shall be observed during construction or development of property:

(1) Protected trees are to be protected by a fence which is to be maintained at all times;

(2) Protected trees that have been damaged or destroyed by construction shall be replaced or the city shall be reimbursed, as provided in Section 11.06.090;

(3) Chemicals or other construction materials shall not be stored within the drip line of protected trees;

(4) Drains shall be provided as required by the director whenever soil fill is placed around protected trees; and

(5) Signs, wires or similar devices shall not be attached to protected trees. (Ord. 1057 § 1 (part), (1975); Ord. 1470 § 1, (1992); Ord. 1598 § 1 (part), (1998))

**11.06.060 Notices and permits required for removal or work significantly affecting protected trees.**

(a) Removal or Pruning. Owners, or their authorized representative, of protected trees on public or private property shall obtain a permit to remove or prune a protected tree. The application shall be on a form furnished by the department and shall state, among other things, the number and location of the tree(s) to be removed or pruned by type(s) and the reason for removal or pruning of each. The application shall also include a photograph with correct botanical identification of the subject tree or tree(s). An authorized representative of the department shall make an inspection of the tree(s) and shall file a written report and his or her recommendations to the director.

(b) Educational Conference before Work Commences. After receipt of an application, the director may require an educational conference to inform the owner of potential alternatives to the proposed removal or pruning.

(c) Removal or Pruning of Protected Trees on Undeveloped or Redeveloped Property. When an application for development or redevelopment of a property containing one or more protected trees is filed in any office or department of the city, the person making such an application shall file a site plan showing the location of buildings or structures or of proposed site disturbances, and the location of all trees. The director shall determine if all protected trees are shown. An authorized representative of the department shall make an inspection and shall file a report of his or her findings and recommendations to the director.

Subject to the replacement provisions of Section 11.06.090, the director shall approve the removal of protected trees within the footprint of approved construction in the R-1 zone, which construction does not require a variance, conditional use permit, or special permit under Title 25 of this code. The notice and appeal provisions of Sections 11.06.070 and 11.06.080 shall not apply to such approvals.

(d) Review. In reviewing applications, the director shall give priority to those based on hazard or danger of disease. The director may refer any application to another department, committee, board or commission of the city for a report and recommendation, and may require the applicant to provide an arborist's report. In reviewing each application, the director shall determine:

(1) The condition of the tree(s) with respect to disease; danger of falling; proximity to existing or proposed structures, yards, driveways and other trees; and interference with public utility services;

(2) The necessity to remove the tree(s) in order to construct any proposed improvements to allow economic enjoyment of the property;

(3) The topography of the land and the effect of the removal of the tree(s) on erosion; soil retention; and diversion or increased flow of surface waters;

(4) The number of trees existing in the neighborhood on improved property and the effect the removal would have on the established standard of the area and property value.

Neighborhood is defined as the area within a 300-foot radius of the property containing the tree(s) in question;

(5) The number of trees the particular parcel can adequately support according to good arboricultural practices;

(6) The effect tree removal would have on wind protection, noise and privacy; and

(7) The economic consequences and obligations of requiring a tree to remain. (Ord. 1057 § 1 (part), (1975); Ord. 1470 § 1, (1992); Ord. 1492 § 2, (1993); Ord. 1598 § 1 (part), (1998); Ord. 1603 § 9, (1998))

#### **11.06.070 Decision by Director.**

A decision shall be rendered by the director for each application. If an application is approved, it shall include replacement conditions in accordance with Section 11.06.090. The director shall give written notification of the decision to the applicant and all property owners within one hundred (100) feet of the property containing the tree(s) in question, and include a copy of the city Urban Reforestation and Tree Protection Ordinance (Chapter 11.06). (Ord. 1057 § 1 (part), (1975); Ord. 1470 § 1, (1992); Ord. 1598 § 1 (part), (1998)).

#### **11.06.080 Appeal.**

Any person may appeal the decision of the director to the commission by filing an appeal in writing with the director no later than 5:00 p.m. of the tenth calendar day after the decision. The director shall set the matter for review by the commission at its next regular meeting and provide notice by mail of the commission hearing to the appellant and applicant at least five (5) days prior thereto.

The determination of the commission shall become final and conclusive in ten (10) days if no appeal is filed. Destruction, removal or other work on a protected tree shall not commence until after the ten (10)-day period has passed, or, if any appeal is filed, until the decision of the city council. During the period between the action of the commission and the end of the ten (10)-day appeal period, any person may appeal such action to the city council. Such appeal shall be in writing and shall be filed with the city clerk. During the same period the city council, on its own motion, may suspend the order of the commission for the purpose of reviewing the action of the commission. A permit shall be valid for six (6) months after the date it is issued. Under exceptional circumstances, the director may issue one six (6)-month extension. (Ord. 1470 § 1, (1992); Ord. 1598 § 1 (part), (1998))

#### **11.06.090 Tree requirements and reforestation.**

(a) Whenever the development or redevelopment of a single family home, duplex, apartment house or condominium results in any increase in lot coverage or habitable space (as defined by Chapter 25 of this code), the property shall be required to meet the following requirements:

(1) One landscape tree for every One thousand (1,000) square feet of lot coverage or habitable space for single family homes or duplexes;

(2) One landscape tree for every two thousand (2,000) square feet of lot coverage for apartment houses or condominiums.

Lot coverage and habitable space shall include both existing and new construction. The director shall determine the number of existing trees which are of an acceptable size, species and location to be counted toward this requirement. Any additional trees which are required shall meet the standards for replacement trees set forth in subsection (b) below.

(b) Permits for removal of protected tree(s) shall include replanting conditions with the following guidelines:

(1) Replacement shall be three (3) fifteen (15)-gallon size, one twenty-four (24)-inch box size, or one thirty-six (36)-inch box size landscape tree(s) for each tree removed as determined below.

(2) Any tree removed without a valid permit shall be replaced by two (2) 24-inch box size, or two (2) 36-inch box size landscape trees for each tree so removed as determined below.

(3) Replacement of a tree be waived by the director if a sufficient number of trees exists on the property to meet all other requirements of the Urban Reforestation and Tree Protection ordinance.

(4) Size and number of the replacement tree(s) shall be determined by the director and shall be based on the species, location and value of the tree(s) removed.

(5) If replacement trees, as designated in subsection (b)(1) or (2) above, as applicable, cannot be planted on the property, payment of equal value shall be made to the city. Such payments shall be deposited in the tree planting fund to be drawn upon for public tree planting. (Ord. 1470 § 1, (1992); Ord. 1492 § 3, (1993); Ord. 1598 § 1 (part), (1998))

**11.06.100 Penalty.**

In addition to any other penalties allowed by law, any person removing or pruning a tree in violation of this ordinance is liable to treble damages as set forth in Section 733 of the Code of Civil Procedure of the State of California. Damages for this purpose shall be replacement value of the tree as determined by the International Society of Arboriculture Standards. (Ord. 1470 § 1, (1992); Ord. 1598 § 1 (part), (1998))

**PROTECTED TREE REMOVAL**  
**PERMIT APPLICATION**

*Parks and Recreation Department*  
850 Burlingame Avenue, Burlingame, CA 94010  
(650) 558-7330

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

The undersigned owner of the property at:

Address: \_\_\_\_\_

hereby applies for a permit to remove or prune more than 1/3 of the canopy or roots of the following protected tree(s):

Species: \_\_\_\_\_ Circumference: \_\_\_\_\_

Location on Property \_\_\_\_\_

Work to be Performed: \_\_\_\_\_ Removal \_\_\_\_\_ Trim More Than 1/3 of the Crown

Reason Work is Necessary: \_\_\_\_\_

**Note: A photograph of the tree(s) and a schematic drawing of the location of the tree(s) on the property must be submitted along with a \$75.00 check to: City of Burlingame. Additional documentation maybe required to support removal. Attach any documentation you may have. (Example: Report from an Independent Arborist, pictures of damaged structures, letters of concern from neighbors, etc.).**

OWNER (*Print*) \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

***PERMIT - OFFICE***

This permit allows the applicant to remove or prune the above listed tree(s) in accordance with the provisions of the Urban Reforestation and Tree Protection Ordinance (Municipal Code Chapter 11.06). By signing this permit, the applicant acknowledges receipt of a copy of Chapter 11.06, and agrees to comply with its provisions and all conditions listed below; and that all appeals have expired or been resolved.

OWNER SIGNATURE \_\_\_\_\_

CITY ARBORIST \_\_\_\_\_

CONDITIONS: \_\_\_\_\_ **24 - inch box size landscape tree(s) (no fruit or nut trees) will be required and may be planted anywhere on the property. If conditions are not met within the allotted time as specified in Chapter 11.06.090.(b)(5), payment of \$700 for each tree into the tree replacement fund will be required.**

\_\_\_\_\_ **NO replacement(s) required. Contact the Parks Division at (650) 558-7330 when removal(s) are completed.**

\_\_\_\_\_ **BUILDING PROJECT: Permit ineffective until after Planning Commission review.**

DATE PERMIT EFFECTIVE \_\_\_\_\_ PERMIT EXPIRES \_\_\_\_\_

DATE \_\_\_\_\_ COMPLETED \_\_\_\_\_

***This work should be done by qualified tree professionals and a copy of this permit must be available at the job site at all times when work is being performed. 04/2015revised***  
[Click here to link to Burlingame Protected Tree Permit.](#)

## **Public/Political Input and Appeal Process**

The Burlingame Beautification Commission was appointed by the City Council in 1968 to oversee and advise the Council and staff on issues related to our urban forest. The Commission serves as the public appeals board on staff decisions related to tree removals. Commission decisions can also be appealed to the City Council. Below is listed the Commission's Powers & Duties.

### **3.28.050 Powers and duties.**

Subject to the approval of the city council, the beautification commissions, shall:

- (a) Act in an advisory capacity to the city council, the city manager, and director of parks and recreation in all matters of city trees and protected private trees and to cooperate with other governmental and civic groups in the advancement of sound reforestation and tree protection planting and programs;
- (b) Recommend, develop, support and implement programs and activities to promote community awareness and participation in city beautification;
- (c) Recommend a master street tree plan for adoption by the city council;
- (d) Recommend an "Official Street Tree List" to the city council for adoption, designation specific types of trees which can be planted on any street, based on pertinent local street and tree factors;
- (e) Recommend specific types of street trees for any new subdivision;
- (f) Recommend a survey to be made from time to time to determine those street trees which are to be retained and those which should be removed to conform to the street tree planting and maintenance program, having regard for both the immediate and long-term needs of the city.
- (g) Recommend or comment on plans and programs for the planting, maintenance and removal of all street trees in the city;
- (h) Recommend or comment on plans and programs for the uniform planting, care and maintenance of street trees and of shrubs, grass plots and other ornamental or beautifying plantings upon the streets and highways;
- (i) Recommend or comment on plans and programs for the development and beautification of the public parks, parkways and buildings belonging to, or leased by, the city;
- (j) Consider the annual budget of the parks and recreation department during the process of its preparation and make recommendations thereto to the city council and city manager and, in the case of capital improvement, also to the planning commission;
- (k) As part of each commission meeting, provide the opportunity for citizens to address the commission; and
- (l) Perform such other duties as may be delegated to it by the city council from time to time. (Ord 884 Sec 1 (part); August 19, 1968) (Ord. 1637 Sec 21, Amended, 09/05/2000)

### **Attachments (Subsequent Pages)**

- **Burlingame Beautification Commission's Rules of Procedures**

# **BURLINGAME BEAUTIFICATION COMMISSION**

## **COMMISSION RULES OF PROCEDURE**

### **I. GENERAL PROVISIONS**

A. These rules of procedure shall be known as the “Rules of Procedure of the Beautification Commission, City of Burlingame.” A copy of these rules, and amendments thereto, shall be filed in the office of the Parks & Recreation Department and the City Clerk for examination by the public.

B. These rules, and any amendments thereto, shall be effective on the date of the adoption hereof and shall govern the meetings and conduct of hearings by the Commission.

### **II. OFFICERS**

#### A. Rotation of Commission Officers

The Chairperson, Vice Chairperson, and Secretary are rotated each year for a one-year term and rotation cycle is determined by the order of the Commissioners appointment date. (Commissioners appointed at the same time will draw by lottery to determine order of rotation.) The officers are rotated at the meeting of the Commission in October of each year.

#### B. Vacancies

In case of any vacancy in the office of Chairperson, Vice Chairperson, or Secretary, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. Persons so elected shall serve the balance of the one year term.

#### C. Duties of Officers

The Chairperson performs the following duties:

1. Presides at all meetings of the Commission.
2. Appoints committees and chairperson of committees.
3. Approval of the agenda prior to distribution.
4. Signs correspondence on behalf of the Commission.
5. Represents the Commission before the City Council.
6. Performs other duties necessary or customary to the office.

In the event of the absence of the Chairperson or his/her inability to act, the Vice Chairperson presides in place of the Chairperson. In the event of the absence of or the inability to act of both the Chairperson and the Vice Chairperson, the remaining members shall elect one of their members to act as temporary chairperson.

#### D. Committees

The Commission of the Chairperson, upon direction of the Commission, may appoint several of its members, but fewer than a quorum, to serve as a committee. On certain occasions, such as when a particular kind of expertise or public representation is desirable, the Commission may appoint a non-member to the committee. Committees make recommendations directly to the Commission. A committee may not represent the Commission before the Council or other bodies unless it has first received the authorization of the Commission to do so.

### III. MEETINGS

A. Regular meetings shall be held on the first Thursday of each month at 6:30 p.m. in the Burlingame Recreation Center.

B. Items for public hearing will normally be considered at the beginning of each meeting.

C. Special meetings may be called by the Chairperson or a majority of the members of the Commission.

D. A majority of the voting members of the Commission shall constitute a quorum for the purpose of transacting business.

### IV. VOTING

A. No official action shall be transacted by less than the affirmative vote of a  
B. majority of the quorum present.

B. A motion may refer to items by agenda number. A motion may not be withdrawn by the mover without the consent of the member seconding it. Motions on items or matters not involving a hearing may be adopted by voice vote unless any member requests a roll call vote.

C. Tie votes result in defeat of a motion, and unless a subsequent motion is passed regarding an item, results in its denial. Abstentions shall not be counted as either for or against a motion under any circumstances.

### V. AGENDA

The Agenda of each meeting will normally include the following items:

1. Roll call
2. Minutes
3. Public hearings
4. Other items for action
5. Communications
6. Staff reports
7. Adjournment

### VI. APPLICATIONS, PETITIONS AND OTHER COMMUNICATIONS

No application, petition or other item for consideration shall be placed on the agenda unless it is filed in the office of the Burlingame Parks & Recreation Department, 850 Burlingame Avenue, Burlingame before 5:00 p.m. on the seventh business day preceding the meeting of the Commission. The application of this rule may be waived, for good cause, by the Chairperson of the Commission.

## **VII. HEARING PROCEDURES**

A. The appropriate staff member shall first present the staff report and all documents and exhibits. When possible, all such material shall have been provided to the applicant or petitioner in advance of the meeting. Commission members shall state any known conflicts of interest. The applicant or petitioner and other members of the public may thereafter testify and present evidence for and against the item.

B. The Commission shall retain copies of all documents or exhibit presented.

C. All those wishing to give testimony shall identify themselves by name and address.

D. The Chairperson may limit the time for the presentation of testimony by each person and shall announce said limitation prior to any presentations. Persons may speak more than once only after obtaining permission from the Chairperson. Notwithstanding the above, the Chairperson may terminate the speaking period of any person when the time taken by the person becomes excessive or when his testimony becomes repetitious.

E. A member of the Commission, staff or public may ask the speaker questions with the consent of the Chairperson. All responses and answers shall be made to the Commission.

F. A member of the Commission may not consider a fact not presented as part of the record unless he discloses said fact prior to the closing of the public hearing.

G. No evidence shall be taken after the closing of the public hearing. The public hearing may be reopened for the taking of further evidence at the discretion of the Chairperson.

## **VIII. DELIBERATIONS AND DECISIONS**

A. The Commission shall not deliberate nor make a decision on the application until the close of the public hearing.

B. Deliberations and decisions shall be based on the staff report, documents and exhibits, evidence presented at the hearing and stated open and notorious facts.

Adopted By:

Beautification Commission  
January 4, 1979

## **Tree View Policy**

### **Guidelines for Resolution of Bay View Disputes**

#### **A. PURPOSE**

The purpose of these guidelines is to set forth a procedure for the resolution of disputes between parties (both private and city property owners) relating to the loss of Bay views due to tree growth.

1. These guidelines do not impair obligations imposed by an existing agreement, or a valid pre-existing enforceable covenant, easement or agreement.
2. Nothing in these guidelines is meant to replace the peaceful, sensible, and just resolution of differences between neighbors acting in good faith. The provisions contained in these guidelines are meant to encourage that such resolution occurs prior to engaging in the recommended remedies provided by them.

#### **B. OBJECTIVES**

1. To restore access to existing views of the bay from properties within the Hillside areas subject to a hillside construction permit (Burlingame Municipal Code chapter 25.61).
2. To encourage the maintenance of positive relationships within a neighborhood when there is a conflict between a tree or trees and Bay view preservation.
3. It is not the objective of these guidelines to facilitate or encourage access to any other views such as of hills and landmarks, nor access to sunlight, nor the transmission of radio, television, satellite dishes, or other electronic signals.
4. To preserve and protect the aesthetic and practical benefits which trees provide for individuals and the entire community.
5. To discourage ill-considered pruning or destruction of trees.

#### **C. DEFINITIONS**

1. "Bay view" means a distant vista or panoramic view of the San Francisco Bay.
2. "Crown Reduction" means a method of reducing the height or spread of a tree by performing appropriate pruning cuts.
3. "Crown Restoration" means a method of restoring the natural growth of a tree that has been topped or damaged in any other way.
4. "DBH" means the diameter of the tree at breast height measured at 4.5 feet above the natural grade. In the case of multiple stemmed trees, the measurement will be the sum of diameters of all stems measured at 4.5 feet above the natural grade.
5. "Obstruction" means any substantial blockage or diminishment of a bay view from a structure lawfully used as a dwelling which is attributable to the growth, maintenance or locations of tree(s).
6. "Originating party" means any property owner who wishes to either remove and perhaps replace or have trimmed a tree(s) on the property of another which creates an obstruction to the bay view of another within the Hillside areas subject to hillside construction permit (Burlingame Municipal Code chapter 25.61).
7. "Restorative action" means any specific requirement to resolve a tree dispute.

8. "Topping" means removal of the top portion of a tree's main leader(s) resulting in an overall reduction in the tree's height and size.
9. "Tree" means any woody perennial plant characterized by having a single trunk of 15.28"DBH (48" circumference) or more, or any street tree regardless of size.
10. "Tree mediator" means any trained or experienced mediator(s) either recommended by, or on retainer with, the City of Burlingame.
11. "Tree owner" means any individual, company, corporation, or other property owner owning real property in Burlingame upon whose land is located a tree or trees alleged by an originating party to cause an obstruction to a Bay view.
12. "Tree removal" means the elimination of any tree from its present location.
13. "Trimming" means the selective removal of entire branches from a tree as to improve visibility through the tree and or improve the tree's structural condition.

#### D. PROCEDURES

The procedures described in this section shall be followed in the resolution of Bay view disputes caused by the obstruction of tree growth within the Hillside areas subject to Burlingame Municipal Code chapter 25.61.

1. Initial Reconciliation: An originating party who believes in good faith that growth, maintenance or location of trees on the property of another (hereafter referred to as the tree owner) diminishes the beneficial use or economic value of his or her property because such tree(s) interferes with Bay views that existed prior to such growth, maintenance, or location of the tree(s) on the property during the time the originating party has occupied the property shall notify the tree owner in writing of such concerns.
  - a. The notice shall include all the pertinent information describing the Bay view obstruction.
  - b. The notification shall, if possible, be accomplished by personal discussions to enable the originating party and tree owner to attempt to reach a mutually agreeable solution.
2. Mediation: If such initial reconciliation attempt fails, the originating party shall propose mediation as a means to settle the dispute on a relatively informal basis.
  - a. Acceptance of mediation by the tree owner shall be voluntary.
  - b. If mediation is elected, the parties agree to use any trained or experienced mediator(s) either recommended by, or on retainer with, the City of Burlingame.
  - c. The mediation meeting may be informal, and no written record is necessary unless desired by one of the parties.
  - d. The mediation process may include the hearing of viewpoints of lay or expert witnesses, and shall include a site visit to the properties of the originating party and tree owner.
  - e. The tree mediator shall not have the power to issue binding orders for the restorative action, but shall strive to enable the parties to resolve their dispute.

## E. GUIDELINES FOR RESOLUTION OF DISPUTES

In attempting to resolve Bay view tree disputes the parties and /or mediator may consider the following factors in determining what restorative actions, if any, are appropriate:

1. Visual quality of the tree, including but not limited to species, characteristic size, growth, form, and vigor.
2. Location with respect to overall appearance, design, and/or use of the tree owner's property.
3. Soil stability provided by the tree(s).
4. Visual, auditory, and wind screening provided by the tree(s) to the owner and to neighbors. Existing privacy provided by the tree to the tree owner's home shall be given particular weight.
5. Energy conservation and/or climate control provided by the tree(s).
6. The economic value of the tree(s) as measured by the criteria developed by the International Society of Arboriculture and the economic value of the property as a result of the existence or maintenance of the tree(s).
7. Wildlife habitat provided by the tree(s).
8. Other factors including: the degree to which the species is native to the area, indigenous nature of tree species, and specimen tree quality.
9. The tree(s) relation to the Municipal Codes governing the removal or pruning of a tree.
10. The existence of Bay views that cannot be seen from habitable structures because of the growth of trees since the acquisition of originating party's property within the Hillside areas subject to Burlingame Municipal Code chapter 25.61.
11. Expert opinion from mutually agreed upon tree expert(s) or an expert appointed by the mediator with the consent of the parties.

## F. RESTORATIVE ACTIONS

The mediator may recommend restorative action, consistent with requirements in the municipal code, or no action. Restorative actions may include trimming, thinning, topping, crown reduction, crown restoration, removal, or removal with replacement. Written directions as to appropriate timing of restorative action may be included.

Such restorative actions are to apply only to current parties to the dispute. It will be the responsibility of the originating party to provide the mediator with a copy of the City's Urban Reforestation and Tree Protection and/or Street Tree Ordinance.

## G. APPORTIONMENTS OF COST

1. The originating party shall pay all costs, if any, of mediation, unless otherwise agreed upon by all parties.
2. At any time during the procedure specified in this policy the parties may agree between themselves as to the allocations of the costs of restorative action. If such an agreement is not reached, the originating party shall pay one hundred percent to the costs of the initial restorative actions, as well as the cost of subsequent restorative actions as the result of reoccurrence of the same obstruction.

#### H. POLICY REVIEW

This policy will be evaluated as to its effectiveness by the City Council two years from the date of Council approval.

## **Trees on El Camino Real in Burlingame Summary of Highlights 1970s to Present**

At its October 2, 1973 meeting the Burlingame City Council designated the El Camino Eucalyptus Grove as a Heritage Grove. Heritage trees at the time had to be nominated and affirmed. There was not a blanket designation by size that qualified a tree as a heritage tree. The designation provided certain protections for the tree. It is interesting that the designation was given to trees owned by another agency, i.e. the State. There appears to have been recognition by the State of a degree of City authority over the trees. In this period much of maintenance was provided by City crews. Reports indicate that the period of City maintenance was from the 1930s to the mid 1970's, when Caltrans took over maintenance responsibilities. Renowned local arborist Leslie Mayne in his 1983 report provides details on the nature of that maintenance.

The winter of 1982-83 brought severe storms to the Bay Area. The storms resulted in several eucalyptus tree failures on El Camino Real (ECR) and Burlingame Avenue. The most noteworthy of the failures occurred when an ECR eucalyptus fell into the Safeway parking lot, narrowly missing an occupied car. The failures prompted Caltrans to evaluate its inventory of ECR trees. Arborist Don Blair performed the evaluations.

Leslie Mayne also did an evaluation and report, which he submitted to the Parks Director Richard Quadri (and the Burlingame Beautification Commission). Mayne through his company had been involved in maintenance recommendations of the trees at historical intervals.

The Blair report spoke generally about the presence of a fungus in the trees and recommended a program of removal. Mayne disputed the generalities presented by Blair. Mayne believed that most of the trees were healthy and needed specific maintenance practices in order to be made safe. Mayne believed that the Safeway tree could have been identified as problematic and needing removal, given informed inspection. He did not believe that the Safeway tree provided a model for the needs of the remaining trees. Mayne did assert that without a commitment to ongoing maintenance, large scale removal was the only option. Mayne also promoted an informed replacement practice that would continue the grove's magnificent visual effect.

The two arborists presented their conflicting assessments at a Council meeting in 1983 with Mayne's carrying the day. Council affirmed his findings which appear to have been accepted by Caltrans as well. The City, while not owners of the ECR trees, continued to be acknowledged as a viable partner in decisions regarding the trees.

From the time of the Mayne Report and Council affirmation of it to the mid 90's the City and Caltrans worked well together. Records indicate that Caltrans routinely informed the City's Parks Department when it believed that a removal was indicated on ECR. The Parks Director would inspect the subject tree and, if he agreed, would issue a City permit for the removal. This period also brought more frequent maintenance by Caltrans of the trees, although that maintenance appears not to have been fully guided by the Leslie Mayne Report recommendations. Interestingly, the period also marked the introduction of Burlingame's Protected Tree Ordinance (1992 Urban Reforestation and Tree Protection) which was designed to protect non City owned trees greater than 48" in circumference (at 54" above grade).

In the winter of 1996 Caltrans District Administrator Carl Biancini met with City Staff to announce his agency's plan to remove 115 trees along ECR in Burlingame over a three year period. The primary stated reason for the removals was concerns over site impairment for a thoroughfare on which 40 mph traffic speed is common. Other concerns that emerged over time were ADA sidewalk requirements, drainage issues, safety regarding trees extending (leaning) over the road, diseased trees, and restrictions on street widening. While the City acknowledged that the State had authority over the trees, it held up a deep connection between the City and the trees. Many residents, upon hearing of the plan, strenuously objected to the planned removals. City Manager Dennis Argyres advised that Caltrans be strongly urged to hold a public forum on the matter.

In May 1997 a community meeting was held. In advance of the meeting the City did a study which concluded that a statistically insignificant number of accidents on ECR (over five years) was attributable to the trees.

At the meeting Caltrans repeated its concerns—the list of issues had expanded beyond site distance safety. The City presented its position. The City wished to preserve ECR as a residential tree lined neighborhood, while cooperating with Caltrans in addressing safety concerns by developing a management plan that included tree replacement after any removals. Caltrans had initially proposed no replacement planting, but in the interim has backed away from that position.

There was a third presentation at the meeting. That presentation outlined a proposed study by UC Extension. The study proposed to evaluate a relatively new device called a resistograph, which graphed decay within the outer layers of trees. The study intended to use the device on 20 preselected trees (not necessarily all on ECR), remove the trees, and have the results compared to actual conditions of cross sections of the trees.

The parties agreed to the Study. 10 trees were tested and removed on ECR; the others came from other locations in the City. The work occurred in Summer/Fall 1997. The initial results were available in September 1998. The formal findings appeared later in an arboricultural journal. The conclusion was that the Resistograph was a valuable tool for use in evaluating the presence of decay in Eucalyptus and Elm trees, somewhat less for the Elms. After the tests, Caltrans initiated tests of its own on trees that had been struck by vehicles over time. The City agreed to removal of those trees after the proposed number was dropped from 26 to 13. Caltrans performed the tests and included Resistograph testing of roots which were exposed after removal. There was some squabbling over the results, and the City expressed concern that Caltrans was not very communicative about its schedule for the testing.

There was a continuing debate about setting criteria for future removals. That debate was and is ongoing. In the summer of 1998 a joint Caltrans/City meeting established criteria necessary for removals to occur. Several task forces were also set up to continue evaluating the trees from several perspectives, e.g. arboricultural, engineering, ADA. By this juncture Caltrans had also changed its pruning perspective. Caltrans began supporting more aggressive pruning of the Eucalyptus crowns because past pruning/heading cuts had compromised the structures of the trees. The City supported the practice (and was practicing it on previously topped trees in its own inventory).

With that the City had firmly reestablished itself as a player in the decision making about the removal and replacement of trees on ECR. The Resistograph became an accepted tool in the evaluation of tree health. Several rounds of testing occurred on trees thought to be candidates for removal. Some trees were removed when the device supported it; some were excised from removal lists. Each round of removals was met with objections by varying numbers of residents.

Caltrans continued through the 2000-10 decade to prune the Eucalyptus canopies more aggressively. ADA issues were addressed more comprehensively. The offices of then State Senator Jackie Speir and current Senator Leland Yee assisted in getting ADA upgrades while sparing Eucalyptus trees on ECR. Frequent turnover in Administrative personnel at Caltrans often necessitated restarts of the discussions about the trees, the appropriate criteria for removal, tree replacement ratios, and the maintenance of replacement trees, e.g. dry season watering of newly planted trees. The City and interested residents have also found it necessary to remind Caltrans of the established historical status of the ECR grove with accompanying protections.

The replacement ratio discussion ran through the decade. City staff referenced a meeting in the office of Jackie Speir in which a 2:1 replacement ratio was established. In succeeding years Caltrans replacement plans often showed intent to plant at a lesser ratio. Such plans were frequently followed by reminders from City staff and residents of the 2:1 principle. Most recently Caltrans reintroduced the notion that safety site lines will not even allow for a 1:1 replacement ratio, to which the City vigorously objected. Caltrans began presenting standards in joint meetings with the City that no replacement trees would be planted 100' either side of intersections, 10' feet from driveways or utility poles, and 5' from any walkway.

The decade also ushered in a more intensive discussion of appropriate tree replacements for removed trees. During the period (specifically 2002-03) the replacement of choice migrated away from a smaller Eucalyptus species (*Eucalyptus microtheca*) to disease resistant Elm varieties. Citizen input was important to this now accepted change with few people defending the *microtheca*.

Current replacement species are all elm varieties, which is consistent with the original planting intent of John McLaren in the 19<sup>th</sup> century. Through the coordinated efforts between the City of Burlingame, CALFIRE, and CalTrans, 33 new Accolade Elms were planted as part of the restoration of the historic Eucalyptus/Elm grove. And in 2012, through the tireless and determined efforts of a private citizen, Jennifer Pfaff, the grove qualified and was placed on the National Registry of Historic Places.

## **Burlingame Maintenance Program**

### **Maintenance Standards**

The City of Burlingame Tree Crew uses maintenance standards approved by the International Society of Arboriculture (ISA). The purpose of these standards is to develop specifications for tree pruning. The reason for tree pruning may be to reduce risk, maintain or improve tree health and structure, improve aesthetics or satisfy a specific need.

Several pruning types are used to achieve these standards:

- Pruning for Structure
- Pruning to Clean or Remove Deadwood
- Pruning to Thin
- Pruning to Raise
- Pruning to Reduce
- Pruning to Restore

### **Maintenance Cycles**

City street trees are maintained according to the following:

- Street trees are generally inspected and/or maintained on a 4 year cycle. The City is divided into 4 grid areas; each year a specific grid is targeted and each tree is inspected and/or pruned.
- Larger trees (such as eucalyptus) are maintained every three years. Due to their maturity and potential liability, the trees on Easton are evaluated by an outside arborist every three years.
- Sycamores are maintained on a 4 year cycle.
- Miscellaneous public trees are inspected and/or maintained on a 4-6 year cycle.

### **Maintenance Policies**

The following policies help to accentuate the goals of the City's representatives and its citizenry in maintaining an important resource for generations to come:

1. The Parks Division plants, trims, sprays, and removes trees in the City planter strips and or right-of-ways (where there is no planter strip, City right-of-way generally extends 5 feet, behind the sidewalk, into the front yard of residence). Residents are not allowed to trim or remove City trees and must call the Parks Division when there are maintenance needs or emergencies. Requests for service are usually responded to within 2-3 weeks unless the request is of a more urgent nature.
2. The City of Burlingame only removes dead, diseased or structurally unstable trees. Requests for removal of healthy trees will be inspected by City staff. If removal is denied, property owner may request removal in writing to the Beautification Commission.
3. The Parks Division plants trees 3 times a year and will plant one tree at no charge at each address or will replace a tree when removal of a tree is necessary. Upon request from the resident, additional trees may be planted (if space is available) for a charge of \$95.00 for each additional 15 gallon size tree or \$200 for a 24" box size tree. (Pricing subject to change based on the Master Fee Schedule.)

4. After consulting with the City Arborist, roots behind the sidewalk may be pruned by the property owner. By appointment, City Arborist will meet with residents to discuss root pruning and installation of root barriers behind the sidewalk.
5. Sidewalks damaged by City tree roots are patched and later contracted for repair by the Public Works Department. By action of the Council City, trees are not removed due to sidewalk damage. Callers should be referred to the Public Works Dept. at 558-7230 for all sidewalk damage.
6. The tree crew will trim City trees around, street lights, and lines that run from the pole to the house.
7. City trees under primary utility lines are pruned by P.G.&E. The City Arborist will inspect these trees to determine if referral to P.G.&E. is warranted.
8. Sycamore trees are trimmed by the City tree crew on a rotating 4 year cycle. Sections are established by the City Arborist.
9. Eucalyptus trees on City planter strips or in City right-of-ways are trimmed by a tree pruning contractor on a 3 year cycle. Sections are established by the City Arborist.
10. Eucalyptus trees on El Camino Real (State Highway) are responsibility of CalTrans. The City tree crew occasionally responds to emergencies but callers should be referred to CalTrans at 650-358-4127.
11. Trees in alleyways between residences were not planted by the City and are not maintained or removed by City crews. Property owners on either side of the easement are generally responsible for maintenance and/or removal of easement trees and may contact private tree companies to perform the work. They should be encouraged to coordinate the work with adjacent property owners. If the trunk of the tree is 48" in circumference or more (measured from 54" up from the base of the trunk) it is rendered a "protected" tree. An application for private tree removal or crown pruning by more than 1/3 must be submitted to the Parks Division for the Arborist's review. If the alleyway or easement is determined to be City owned and if an immediate hazard exists, (i.e. limb/tree on structure, drop to house, etc.) the City's tree crew will respond to remove the immediate hazard only.
12. Water lines, laterals, irrigation systems, etc. behind the sidewalk are the responsibility of the property owner. The Street & Sewer Department maintains water lines, mains, clean-outs, etc. from the sidewalk to the center of the street. City staff can inspect sites to determine jurisdiction and responsibility. The Street and Sewer Department's telephone number is 558-7670.

## Pruning Standards

Proper pruning can enhance the structural integrity, longevity and function of trees in the urban forest. When inappropriate pruning practices are used, tree health and structural stability can be adversely affected.

This document identifies basic pruning standards for the City of Burlingame. These standards apply to everyone working on public trees, including City of Burlingame employees, City contractors, private contractors, property owners and residents.

### **Foundation for the Standards**

The City of Burlingame recognizes the most current editions of the following benchmark standards for tree pruning (see References):

1. American National Standards Institute (ANSI) A300 Pruning Standards
2. ANSI Z133.1 Safety Standards
3. ISA Best Management Practices: Tree Pruning

City arborists, managers, related personnel and contractors should obtain copies of the above publications and apply the standards and guidelines when engaged in pruning operations in Burlingame. Copies of these documents can be obtained from the International Society of Arboriculture (see Resources). Occupational health and safety standards in the workplace shall be observed at all times.

For street trees, *Chapter 11.04 of City of Burlingame Municipal Code* establishes responsibilities regarding planting, pruning, removal and care for any tree. Any person who “cuts down, trims, prunes, plants, removes, injures or destroys any tree” is *in violation of Article 11.04.035*.

Commercial contractors or property owners who wish to remove or prune a “protected tree with a circumference of 48 inches or more when measured 54 inches above natural grade” (**Chapter 11.06 of the City of Burlingame Municipal Code**) shall be required to submit a Protected Tree Permit that clearly identifies the tree species, location, work to be performed, reason why work is necessary and a photograph. An authorized representative of the Parks & Recreation Department shall make an inspection of the tree and shall file a written report and recommendation to the Director. A separate plan is needed for each tree.

### **A. Pruning Needs, Objectives and Plans**

In Burlingame, there is a great diversity of trees, including conifer, broadleaf evergreens, and deciduous species. For each species, there exists substantial variation in age, size, condition, and structure of individual trees. As a result, pruning needs can vary; some trees will need little or no pruning, while others will need substantial pruning. In addition, some trees need to be pruned to improve structure, while others may need branches removed to manage pest problems or provide clearance from overhead utility lines.

To ensure that pruning is appropriate for the species and tree/site conditions, it is important to have a clear understanding of the specific needs of the tree and the objectives for pruning. Pruning objectives include the following:

- Improve structural strength and reduce failure potential
- Improve aesthetics
- Provide clearance for pedestrians, vehicles and structures
- Improve safety for life and property
- Repair damage
- Reduce maintenance

The City of Burlingame is responsible for public safety in the right-of-way, and this includes street trees. Street trees receive three general types of pruning: training, hazard and maintenance. Training is primarily done on young trees to establish a central leader and branching habit that ensures structural strength and low maintenance as the tree matures. Hazard pruning is recommended when the primary objective is to reduce the danger over a particular target. Maintenance pruning removes dead, dying, diseased, weakly attached, crowded branches and epicormic sprouts from the tree. It also includes raising and thinning of the crown.

***Standard 1: For all city department, contractors and agencies, work plans shall be developed either for individual trees or for groups of trees, such as trees along streets, in parks, or on the grounds of public buildings. Plans shall include species, locations, pruning objectives and scope of pruning. Pruning plans shall be specific for the species to be pruned.***

## **B. Pruning Practices**

### **1. Pruning Cuts**

Pruning is a wounding process that causes some level of injury to trees. It is important to make pruning cuts that minimize injury or the potential for injury. For instance, cuts should be made on branches in a manner that ensures rapid and complete wound closure, thus reducing the potential for decay. Each cut should be made carefully, at the correct location, leaving a smooth surface with no jagged edges or torn bark. In general, prune first for safety, next for health and finally for aesthetics. Information on appropriate branch removal practices and the size and location of cuts is found in *ANSI A300 Part 1 (Pruning)* and *Best Management Practices: Tree Pruning* (see References).

Several types of pruning cuts should be considered and differ in how they are made and how the trees respond to each. The types of pruning cuts to consider are: thinning, reduction, raising, restoring, and cleaning.

Note that flush cuts increase the potential for decay and reduce the formation of callus (woundwood) tissue above and below the wound. In some cases, flush cuts can stimulate vigorous but incomplete callus development. Conversely, leaving branch stubs prevents wound closure and increases the potential for decay. These types of pruning cuts should be avoided.

In most cases, the preferred place to make a final pruning cut is back to the parent branch or trunk, just outside the branch collar. The collar should remain intact and uninjured. Branches too large to support with one hand should be precut to avoid splitting or tearing of the bark. If necessary, rope or other equipment should be used to lower large branches or portion of branches to the ground.

***Standard 2: All pruning cuts shall conform to ANSI A300 standards (Part 1: Pruning). Do not make flush cuts or leave branch stubs.***

## 2. Amount of Pruning

The amount of live tissue that should be removed depends on the tree size, species and age as well as the pruning objectives. Younger trees tolerate the removal of a higher percentage of living tissue than mature trees. As a general rule, mature trees are less tolerant of severe pruning than younger trees since smaller cuts close faster and are more easily compartmentalized than larger cuts. Removing a large diameter limb can cause a wound that the tree may not be able to close. Removal of live branches and associated leaf area can have a negative impact on the health of trees. Never remove more than 25% of the tree crown. When relatively large amounts of leaf area are removed, the capacity of a tree to produce energy for growth and pest resistance is diminished. Pruning should be limited to that amount needed to accomplish the pruning objective. In some cases, it may be best to complete pruning over a two- or three-year period rather than do all that is needed in one year. The older the tree becomes the less energy it has in reserve to close wounds and defend against decay or insect attack. Pruning large mature trees should be limited to removal of dead branches or to reduce any structural defects.

In addition, excessive pruning or over thinning stimulates watersprout development in many species. Watersprouts are usually weakly attached and prone to breaking at the point of attachment. Crown density can increase substantially due to watersprout production, resulting in a loss of tree form and reduction in light penetration. Also, excessive pruning can lead to sunburn injury to bark tissue.

***Standard 3: Not more than 25% of the crown shall be removed within an annual growing season. The amount of living tissue removed will depend on the age, size, health, and species. Stressed trees are less tolerant of pruning, and leaf area removal should be minimal. In cases where more than 25% of the crown needs to be removed, such as to reduce the potential for structural failure, a qualified arborist shall make an assessment of the amount of pruning needed to abate the hazard. When possible, such pruning should be scheduled over a two or three year period. Pruning should be minimal on mature trees or species prone to watersprout development.***

## 3. When to Prune

In Burlingame, the time of year to prune can vary depending on pruning needs, objectives, and species. Pruning when trees are dormant can minimize the risk of pest problems associated with wound entry and allows the tree to take full advantage of the growing season to begin closing the wounds. Generally, trees can be pruned throughout the year, but the following times need to be avoided:

- a. When pest problems may result from pruning (e.g., insect infestation or disease infection).
- b. After the initial spring growth flush. This is when trees have just used stored energy to produce foliage and removal of live branches can stress the tree.
- c. Pruning trees when birds (or other wildlife species) are actively nesting.

***Standard 4. Generally, pruning can be done throughout the year. For some trees, however, certain periods or seasons need to be avoided. For species susceptible to particular insect or disease problems, avoid pruning at times of the year when the problem will be exacerbated (e.g., do not prune pines during the spring and summer months in order to minimize the potential for bark beetle infestations, do***

*not prune elms during the summer months to avoid Dutch elm disease infection and transmission). For trees with a notable flowering trait, avoid pruning prior to or during flowering periods (unless flowers cause allergic reactions).*

#### **4. Wound Treatments**

Wound dressings and paints have been used to treat or cover pruning wounds, and were once thought to accelerate wound closure and reduce decay. There is no scientific evidence to indicate that these treatments are beneficial or reduce decay or accelerate wound closure. Wound dressings are not required or recommended and are viewed as being unnecessary.

*Standard 5. Pruning wound treatments (dressings and paints) shall not be used.*

#### **5. Pruning Tools**

Proper tools are essential for satisfactory pruning. The choice of tools to be used depends on the size of the branches and the amount of pruning to be done. Bark surrounding the cut should not be torn, shredded, stripped away, or separated from the wood. This can be accomplished by using pruning equipment that is sharp and sized appropriately for the job. To ensure satisfactory cuts are made, keep pruning tools sharp and in good working condition. Clean, well-maintained equipment (blades, chains, bars, and air/fuel filters) produces cleaner cuts with less effort, improves worker safety, and reduces the potential for the spread of pathogens.

Injury to bark tissue can occur from the use of climbing spikes (gaffs, climbing spurs) and tie ropes. Resulting wounds can lead to localized bark death and wood decay, and can serve as entryway for insects and pathogens. Wounds from ropes can be reduced by the use of friction savers at the tie point.

*Standard 6. Pruning equipment shall be sharp and sized appropriately for the pruning cut. Avoid the use of any pruning and climbing equipment that may cause damage to bark tissue. Spikes (climbing spurs) shall not be used for climbing trees unless the tree is being removed, or when limbs are more than throwline-distance apart and there is no other means of climbing the tree. Pruning tools shall be treated with a disinfectant (such as Lysol or a 1: 9 bleach mixture) when pruning trees infected with a pathogen that may be transmitted (on tools) from one tree to another of the same species, such as elms (Ulmus spp.).*

### **C. Pruning Techniques**

#### **1. Pruning Types**

There are several different pruning types used in arboriculture to achieve various objectives: cleaning, thinning, raising, reduction, and restoration. Each of these pruning types is described in the following publications: ANSI A300 *Standards and Best Management Practices: Tree Pruning* (see References). It is important to be familiar with each type to develop a plan of work before pruning a tree.

##### **a. Pruning to Clean**

Cleaning is the selective removal of dead, diseased, broken or weakly attached branches. Regular pruning should correct small growth problems, reduce the risk of branches falling and limit the movement of decay, insects and diseases from dead branches.

**b. Pruning to Thin**

Thinning is the selective removal of branches to reduce crown density and provide light penetration and air movement through the crown. Increased light and air stimulate and maintain the inner foliage. Thinning toward the tips can reduce wind-sail and relieve the weight of heavy limbs. Proper thinning should maintain the trees natural shape and structure. Over thinning can have adverse effects such as an excessive amount of watersprouts or lions tailing.

**c. Prune to Raise**

Raising is the selective removal of branches to provide vertical clearance. The City of Burlingame requires tree clearances for the following situations: pedestrians on sidewalks, streetlights and signals, vehicles on roadways and vistas. Street trees should be pruned to maintain a 14-foot vertical clearance over curbing, and 8-foot clearance over sidewalks. Excessive removal of the lower limbs should be avoided so that the development of trunk taper is not affected and structural stability is maintained.

**d. Pruning to Reduce**

Reduction is the selective removal of branches and stems to decrease the height and/or spread of a tree. Reduction pruning is used to minimize the risk of failure, maintain the structural integrity, reduce the height or spread, and to provide clearance for utility lines. This is done by cutting back limbs to their point of origin or back to a lateral that is generally one third the diameter of the removed portion. No more than 25% of the tree's foliage should be removed.

**e. Pruning for Restoration**

Restoration is the selective removal of branches, sprouts, and stubs from trees that have been topped, severely headed, vandalized, broken in a storm or otherwise damaged. The restoration pruning objective is to improve the structure and appearance of a tree by selecting limbs that are evenly distributed to give the tree a more natural form.

***Standard 7: In Burlingame, all those engaged in tree pruning operations shall be familiar with each of the pruning types. Selection of the pruning type(s) shall be based on pruning objective.***

**2. Topping and Heading Cuts**

Topping is the reduction of a tree's size using heading cuts that shorten limbs or branches back to a predetermined crown limit. Topping is not an acceptable pruning practice (see ANSI A300 Standards).

Heading is defined as cutting a currently growing or one-year-old shoot back to a bud, or cutting an older branch or stem back to a stub in order to meet a defined structural objective, or cutting an older branch or stem back to a lateral branch (see ANSI A300 Standards).

When pruning mature trees, heading cuts should be avoided for the following reasons:

- Vigorous shoots can be stimulated to grow just below the heading cut. Typically, these shoots are weakly attached, poorly tapered, and have a high failure potential.

- Wood decay can develop in the cut branch or stem. Often, decay extends well into the branch or stem and reduces its structural strength. This increases failure potential.
- The tree's natural form can be lost in many cases, particularly when relatively large diameter cuts are made.

In very limited cases, heading cuts may be appropriate for mature trees, such as:

- To reduce tree height or branch end weights. Note: This approach should be employed **only** in cases where there is high risk of structural failure and thinning cuts (reduction cuts) cannot be used. Also, follow-up pruning to minimize risk associated with weakly-attached shoots will be needed.

### 3. Pollarding

Pollarding is a training system that involves severe heading the first year, and requires the removal of all of the current season's growth that forms near the cut branch ends annually. Eventually, tissues at the end of the branch develop to form enlarged and rounded structures, referred to as "knuckles". The pollarding process should be started when the tree is young. Pollarding is typically reserved for certain deciduous species, such as London plane (*Platanus x acerifolia*). Generally, pollarding is not recommended because it requires a high level of maintenance (annual pruning) and tree benefits are reduced by the annual reduction of canopy size. Pollarding is not appropriate for conifers and broadleaf evergreen species.

***Standard 8: Heading and topping cuts shall not be used when pruning mature trees, except in very limited cases. Whenever possible, use reduction cuts to reduce height and thinning cuts to reduce weight.***

### 4. Utility Pruning

Pruning trees to maintain clearance from high voltage distribution lines is a requirement for the local utility (Pacific Gas and Electric, PG&E). This is a highly specialized area of pruning that requires extensive training in safe work practices and appropriate pruning techniques. Guidelines providing detailed information regarding appropriate pruning practices for utility line clearance (such as lateral or directional pruning) are given in the Utility Pruning section of the *ANSI A300 Pruning Standards* (see References).

***Standard 9: Utility pruning requires extensive training in safe work practices and specialized pruning techniques. Prior to pruning trees for line clearance, all workers shall have documented training that meets utility and tree industry standards. Pruning practices shall follow guidelines described in ANSI A300 Pruning Standards (see References). A plan of work that incorporates these practices shall be developed prior to pruning. Trees under wires will either be removed or pruned to a lateral that will direct growth away from the wires.***

## D. Structural Pruning of Young Trees

When young trees are structurally pruned (or "trained") they develop stronger structure, require less maintenance, and are longer lived than trees that are not structurally pruned.

There are five basic steps for training young trees:

1. Remove broken, dead, dying or damaged branches.

2. Establish a central leader.
3. Select and establish the lowest permanent branch.
4. Establish scaffold branches that are well spaced with good attachments.
5. Select temporary branches on the trunk below the permanent branch to provide energy and shade to the trunk.

The training process should continue over several years.

***Standard 10: Trees should be structurally pruned when they are young. Young trees will need follow-up pruning, preferably three times in the first five years, and then periodically as they develop through the juvenile phase into maturity.***

#### **E. Pruning Mature Trees**

Many factors must be considered when pruning mature trees. These include site, time of year, species, size, growth habit, vitality and maturity of the tree. Generally, mature trees are less tolerant of severe pruning cuts than younger tree which can tolerate the removal of a higher percentage of living tissue. Large, mature trees should require little routine pruning.

Never remove more than 25% of the tree's leaf-bearing canopy in one season. Always specify which type of pruning listed above will be required to reach the objective.

***Standard 11: Based on the pruning objective, mature trees should be pruned by one of the pruning types. Never remove more than one-quarter of the trees canopy in a single season.***

#### **F. Palm Pruning**

There are several species of palms throughout Burlingame's urban forest. Being monocots, these trees have a different anatomy and form than conifer, broadleaf evergreen, or deciduous species. Monocots do not produce wood and do not have annual growth rings. Their supportive fibers occur in bundles throughout the stem. As a result, they require special care, particularly in regard to pruning. Generally, only dead fronds (palm leaves) should be removed. The removal of live fronds should be limited to those that are broken or severely chlorotic. Fronds should be removed carefully to avoid damage to living tissue. To avoid transmitting disease-causing organisms on pruning tools, it is important to disinfect tools before and after pruning individual trees.

***Standard 12: Palm pruning should be limited to the removal of dead, broken and strongly chlorotic fronds. Live, healthy fronds should not be removed. Fronds should be severed close to the petiole base without damaging living trunk tissue. Palm fruit flowers, and loose petiole bases should be removed if deemed to be a safety risk. A disinfectant (such as Clorox or rubbing alcohol) shall be used on pruning tools before and after pruning individual trees. Climbing spikes or spurs shall not be used to climb palms for pruning.***

## G. Root Pruning

Root pruning is a practice that may be necessary to address conflicts with infrastructure elements (sidewalks and curbs). Usually when the damage occurs to infrastructure and repairs are needed, roots are removed. Root pruning is intended to reduce or eliminate future infrastructure damage or replacement.

Since this practice results in the loss of roots, both tree health and structural stability are affected. As a result, it is critical to be fully aware of practices used to minimize root-pruning impacts. Keep in mind that certain trees should not be root pruned, such as trees in poor condition or trees that are leaning. In addition, some species do not respond well to root pruning, such as pepper tree (*Schinus* spp.), tulip tree (*Liriodendron tulipifera*), camphor (*Cinnamomum camphora*), Chinese evergreen elm (*Ulmus parvifolia*), and callery pear (*Pyrus calleryana*).

To minimize root-pruning impacts, a tree assessment should be conducted prior to pruning. Both tree and conditions need to be evaluated to determine the potential for injury and structural stability loss. Following the assessment, a plan should be developed that identifies the maximum allowable size of roots to be cut, allowable proximity to the trunk for cuts, time of year when root cutting is allowable, and the most suitable method for making cuts. Both the assessment and plan should be completed by a qualified arborist.

***Standard 13: Root pruning should be considered only when other options for correcting a conflict between roots and infrastructure are deemed not practical. For trees requiring root pruning, a tree and root assessment shall be conducted by the City Arborist or an authorized representative of the Park and Recreation Department. Avoid root pruning during times of the year when wind loads on trees are greatest, such as during the winter months. Crown pruning prior to or following root pruning shall be done only in cases where the potential for structural failure may increase substantially because of root pruning.***

Acknowledgement: This document was adapted from pruning standards prepared for the City of San Francisco by L.R. Costello, Environmental Horticulture Advisor, University of California Cooperative Extension, Half Moon Bay, CA.

## References

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## Resources

International Society of Arboriculture  
P.O. Box 3129, Champaign, IL 61826  
[isa@isa-arbor.com](mailto:isa@isa-arbor.com)  
<http://www.isa-arbor.com/>  
<http://secure.isa-arbor.com/store/>

American National Standards Institute  
1819 L. Street, NW Suite 600  
Washington, DC 20036  
(202) 293-8020  
<http://www.ansi.org/>

## Planting Techniques

Six steps to successful tree planting:

1. **Dig the planting hole.** Before digging locate all underground utilities and pipes such as water, gas and electrical. The planting hole needs to be only as deep as the container of the tree allowing for the root ball to sit 1 to 2 inches above the finished grade. The bottom of the hole should be compacted to ensure root ball will not settle. The hole should be at least twice the diameter of the container and the sides should be scored or sloped rather than vertical.
2. **Tree Preparation.** The tree purchased should be of good quality. Inspect container before purchase for girdling, circling or twisted roots.. Remove tree from container and prune and broken, circling or girdling roots. Roots matted along the sides and bottoms or a container can be cut and spread apart. Remove any dead limbs and correct any structural defects such as multiple leaders.
3. **Planting.** Lightly compact the bottom of the hole to avoid settling. Place tree in the hole and check depth to make sure that the final height of the root ball is 1 to 2 inches above grade. Check that the trunk is straight.
4. **Backfilling.** Soil from the hole should be satisfactory for backfill. If it is of poor quality, amendments may be added. Amended soil has not shown any significant benefits from native soil. Place backfill evenly around root ball and lightly compact and add water to eliminate air pockets. Any excess soil can be used to form a berm around the edge of the hole to hold in water.
5. **Staking.** Staking a newly planted tree protects the trunk, anchors the roots and supports the crown. Use a 2 inch round lodge pole stake (3 inch for 24 box size trees) and if possible, place it on the windward side of the tree for support. The stake should be placed outside the root ball and 2 to 3 inch rubber ties should be installed with a twist and nailed back to the stake. Staking the tree too loosely will not support the tree; staking too tightly will not allow the tree to flex in the wind and develop a taper to support the tree. Staking is only a temporary treatment and the stake should be removed after 1-2 years.
6. **Mulching.** Place 3-4 inches of organic mulch around the tree to retain moisture. Avoid piling on mulch against the trunk of the tree.

## **Landscaping Around Established Trees**

Objective: To reduce the negative impacts when improving the landscaping around established City Street Trees.

- **Tree Protection Zone (TPZ)**  
The area specified by the City Arborist typically within or beyond the tree's drip-line. The TPZ is critical to tree survival and lies in the upper 3 feet of the soil surface. This is a restricted area and the soil should not be disturbed unless otherwise approved
- **Avoid Root Damage**  
Ninety percent of root damage occurs in the upper 18" of soil due to equipment and compaction. Rototiller, trenchers and hand tools cause damage to the surface feeder roots and this is the largest single factor responsible for a trees decline during landscape projects.
- **Compaction**  
Compression within the upper 18" of the soil structure may cause an impermeable layer where water and air cannot circulate and cause damage to the root and decline to the tree. Avoid heavy equipment under the TPZ or placing heavy stones such as river rock as ground cover. Do not use this area as storage site for material during the project.
- **Ground Cover / Mulch / Rocks**  
Ground cover, small shrubs and small stones may be used as covering underneath trees. Leave 1-2 feet clear around base of trunk to allow for proper air circulation. Avoid large heavy stone and do not place sod up around base of tree. Use permeable weed fabric and never use plastic as a weed barrier
- **Water and Air**  
Irrigate the TPZ prior to start of landscape project and continue to keep moist until the completion of the project. The soil should be kept wet but not soaking to a depth of 24 - 30 inches. This will prevent the tree from becoming drought stressed. Keep the TPZ free from compaction, this will allow for air circulation around the root zone and prevent the roots from suffocating.
- **Grade Changes**  
Grade changes within the TPZ are not permitted unless otherwise approved by the City Arborist. Approved grade changes shall not allow for more than 4 inches of fill soil. To prevent decay, new soil shall not be placed around root flare.

## **Tree Protection During Construction**

Construction damage is one of the most common causes of tree death and decline in urban areas. Unless the damage is extreme, trees may not die immediately, but could decline over several years. Because construction equipment is operated next to trees, damage to trees is likely to occur. Branches will be broken, trunks are wounded, pruning cuts are made by untrained construction workers, but the most serious damage to tree caused by construction is underground. Root systems of trees may spread a distance beyond the root zone. The small, absorbing roots are generally located in the upper few inches of soil. The soil can become compacted by construction equipment and the small roots can be damaged or killed and the result could be yellowing leaves, dead twigs, and, large limbs may eventually die.

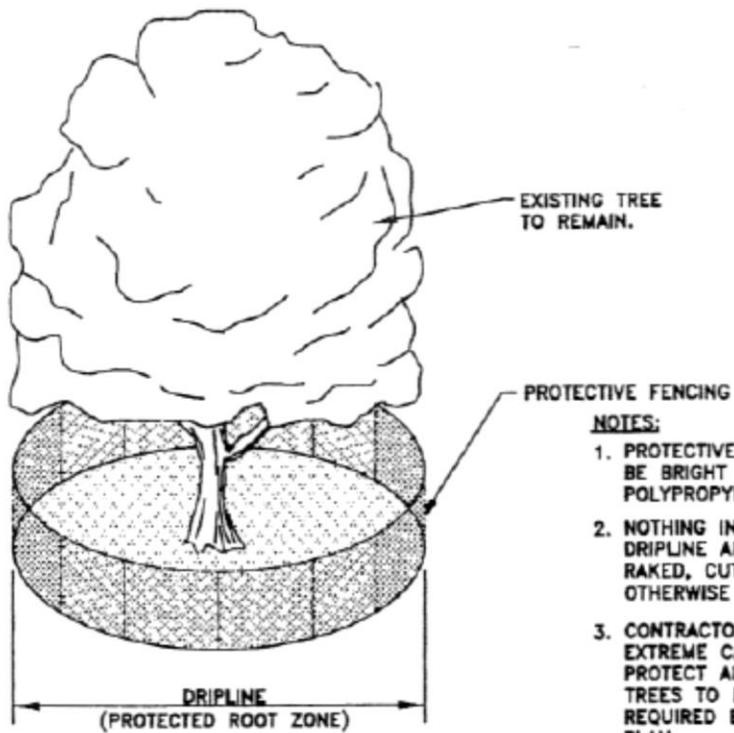
Prior to construction, an on-site inspection should be performed by a qualified arborist. The arborist must be able to communicate his needs of tree preservation with the developer, contractor or homeowner. The arborist should evaluate each trees condition and suitability for saving. Specifications should be written with the intent to protect selected trees and should detail exactly what can and cannot be done to and around the trees.

To avoid tree damage during construction, the following will be considered in order to protect trees from injury:

- **Erect Barriers** – Erect barriers as early as possible, a physical barrier should be established around the trees that are to be preserved. This fence can be made out of wood, plastic, wire or a combination and placed as far out from the trunks of the tree as possible. As a guideline, allow 1 foot from the trunk for each inch of trunk diameter. The intent is to protect not only the overhead branches but also the root system. The area inside the barrier must be kept clear and not used for storage of materials, parking, waste accumulation, or travel of trucks and heavy equipment.
- **Limit Access** – If possible allow only one access route on and off property.
- **Reduce Compaction** – Soil compaction caused by heavy equipment will close the air spaces in the soil. Without air and moisture, roots will die and cause dieback in the canopy. To reduce compaction, spread a thick layer (about 6 -12 inches) of mulch around the base of trees, and to obtain addition additional weight dispersal place large sheets of plywood over the mulch.
- **Avoid Grade Changes** – Changes in grade can be devastating to trees. If the grade is to be raised, the addition of only a few inches of soil around a tree could suffocate the roots and kill some species. Tree wells and aeration systems could be installed to preserve the tree. If the grade must be lowered, terracing or tree islands can be constructed to increase tree survival.

### **Attachments (Subsequent Pages)**

- **Tree Protection Detail**



**NOTES:**

1. PROTECTIVE FENCING SHALL BE BRIGHT ORANGE POLYPROPYLENE FENCING.
2. NOTHING INSIDE THE DRIPLINE AREA SHALL BE RAKED, CUT, STORED, OR OTHERWISE DISTURBED.
3. CONTRACTOR SHALL TAKE EXTREME CARE AND PROTECT ALL EXISTING TREES TO REMAIN, AS REQUIRED BY LANDSCAPE PLAN.
4. TREE PROTECTION SHALL BE INSTALLED IN ACCORDANCE WITH PROJECT ARBORIST REPORT AND SHALL BE INSPECTED BY THE ARBORIST PRIOR TO THE INCEPTION OF ANY WORK.

## TREE PROTECTION DETAIL

NOT TO SCALE

## Landscaping Impacts

Landscaping is a popular option for homeowners who want to improve the curb appeal of their home. If done incorrectly and without regard to the City's street trees, may lead to the death of trees.

When improving the landscape, take into consideration the location, size and variety of the City street tree. At the request of the homeowner, Park staff will gladly meet with residents to discuss the health and care of a City tree before the project begins.

Before starting a landscape project consider the following:

- **Never change the grade around the base of the tree.** Adding soil around the base of a tree may cause the tree to die by suffocating the root zone. Removing soil may damage feeder roots.
- **Never place sod directly up to the base of the tree.** Allow at least one foot for young tree or at least 2 feet for older trees of sod free soil around each tree. Placing sod directly to the base of trees will cause the base of the tree to stay moist which may encourage decay.
- **Root barriers.** Placing root barriers around newly planted trees will delay the roots from entering landscape and turf areas. For young trees, bury the root barriers as far away from trunk as possible. For established trees, roots can be cut and root barriers installed. Contact the Parks Division for specific instructions.
- **Damaging surface roots.** Many tree roots lie within the first 8" of soil absorbing as much water as possible from lawns and landscape areas. Care must be taken when installing new lawns or landscapes, not to damage or remove a significant amount of roots. Rototillers, sod cutters, hand tools and heavy equipment can all cause injury or death to existing tree. The weight of large rocks may cause compaction, and they are discouraged as ground cover under trees. Contact the Parks Division on how to handle roots in these situations before the project begins.
- **Irrigation.** The preferred method of irrigating new and established trees is by drip irrigation. This allows water to be absorbed into the soil with minimal loss by evaporation. It allows for water to penetrate deep into the soil and force root growth down and away from landscapes and sidewalks. It also conserves water. The drip system should be placed under the trees drip zone and moved outward yearly, as the tree grows.

## **Sidewalk Impacts and Replacement**

Damage to urban infrastructure by tree roots is a significant problem in cities throughout the world. In the United States virtually every city has sidewalks, curbs, and gutters that have been cracked, uplifted by tree roots, or both. Damage to infrastructure elements are not only costly to repair, but they represent liability risks that can't be ignored. In addition, many trees (typically repeat offenders) are removed because of infrastructure- related damage. In California this is the second most common reason for tree removal. Collectively, tree loss, infrastructure repair costs, and liability issues make this a significant problem that merits close attention from arborists, urban foresters, planners, and engineers. (L.R. Costello 2005)

If any sidewalk near or around City trees are scheduled to be repaired, a City arborist, supervisor or staff member must be notified before roots are cut or sidewalk is replaced.

The following shall be considered when replacing sidewalk damage that is caused by tree roots:

- Health and Structure of tree.
- Future cost or damage to sidewalk.

If the tree is deemed healthy and structurally sound, several sidewalk design alternatives will be recommended to increase the planting space for the current tree and future trees.

- **Curving sidewalks** – When at all possible, increasing the City right-of-way toward the homeowner's property for the minimum ADA requirement will be encouraged. This will increase the growing area for the current tree, protect roots, and provide a larger planting area for future large-stature tree species.
- **Ramping** – Where root pruning is not an option, ramping may be the only alternative to avoid root damage and tree preservation. Ramps must not exceed the requirements for the American with Disabilities Act.
- **Root Barriers** – Root barriers can be placed in strategic locations to delay sidewalk damage or damage to landscape. City staff can suggest areas where root barriers would be useful.

## **Trees & Roadway Impacts**

*Administered by the Public Works Department*

### **Critical Minimum Street Width Policy for Managing Street Tree Impacts in the Roadway**

#### **INTRODUCTION**

Cities and counties typically have jurisdiction and responsibility over the roadway. These roadways are classified as: local street, collector street, arterial street, and highway. Freeways fall within the jurisdiction of the State of California (Caltrans).

#### **STATE STANDARDS**

**Local Street** – Limited width and limited vehicular volume. A local street has standard travel lane widths of 12 feet, resulting in a two-lane street width no greater than 24 feet when on-street parking is prohibited. Substandard lane widths of 10 feet and 11 feet may be used under special circumstances. A local street serves as direct access for homes and residents. The average daily traffic (ADT) volume of a local street is no more than 2,000 vehicles per day.

**Collector Street** – A collector street has standard travel lanes no less than 12 feet wide per lane, with a total roadway width of 24 feet when on-street parking is prohibited. Similar to local streets, substandard lane widths of 10 feet and 11 feet may be used under special circumstances. The collector street serves to “collect” residential traffic from one or more local streets and channels them through the city in a more efficient manner. The ADT volume for a collector street is no more than 15,000 vehicles per day.

**Arterial Street and Highway** – Serves as main thoroughfare to move large numbers of vehicles through the city. Traffic from local and collector streets are fed into the arterial streets and highways. The roadway width of an arterial street or highway usually exceeds 40 feet in width, and can accommodate traffic volumes above 15,000 vehicles per day. Lane configuration varies from two-lanes to four-lanes with and without on-street parking.

**Freeway** – A freeway is a multi-lane roadway corridor that facilitates large-scale vehicle movement between regional areas and metropolitan centers. Within the boundaries of Burlingame, ADT volumes for freeways easily exceed 50,000 vehicles per day. This type of roadway is under the jurisdiction and responsibility of Caltrans.

## BURLINGAME MINIMUM STREET WIDTH FOR SAFE TRAFFIC CIRCULATION

Many of the streets in Burlingame were constructed in the early 1900s. Modern street width standards for local and collector streets had not yet been established; and, as a result, there are situations where the city's streets are typically narrower than those currently specified by state standards. The minimum roadway widths listed below are established to take into account the overall narrowness of local and collector streets in Burlingame.

- Local street without parking – The minimum lane width for local streets without parking will be 10 feet wide per lane of through-traffic. Therefore, two-lane roadways in Burlingame will have a total minimum roadway width of 20 feet, as measured from curb face to curb face. (While statewide accepted standard roadway width is 12 feet.)
- Local street with parking – If on-street parking is allowed on a local street, a parking lane width of 6 feet per lane will be used. This results in a total minimum desirable roadway width of 32 feet for a two-lane local street assuming parking on both sides. However, due to existing conditions of narrow road width and parking demand, the width could be reduced to no less than 30 feet.
- Collector street without parking – The minimum lane width for collector streets without parking will be 11 feet wide per lane of through traffic. Therefore, two-lane roadways shall have a total minimum roadway width of 22 feet; and, four-lane roadways shall have a total minimum roadway width of 44 feet, as measured from curb face to curb face.
- Collector street with parking – If on-street parking is allowed on a collector street, a parking lane width of 6 feet per lane will be used, resulting in a total minimum roadway width of 34 feet for a two-lane collector street; or, 56 feet for four-lane collector streets assuming parking on both sides.

## STREET TREES

The City of Burlingame has made great efforts to promote “quality of life” issues to benefit its citizens. The planting and preservation of street trees have been an excellent example. Street trees are typically planted within the parking strips of residential and collector streets. In some cases, the trees have grown such that their trunks, roots or root systems now encroach and intrude into the roadway causing damage to sidewalks, curbs and gutters, as well as the roadway surfaces. This intrusion and encroachment also pose safety problems in the form of diminished sight-visibility at intersections.

This policy provides minimum roadway widths, as well as a set of criteria and a process to manage impacts caused by tree roots, tree trunks or other physical features that present safety hazards to the vehicular traffic, pedestrian traffic, and general public.

## MINIMUM STREET WIDTH RELATED TO TREE ROOT IMPACTS

- There shall be no horizontal encroachment into either a local or collector roadway that reduced the travel lane width to less than 10 feet, or 20 feet for two-lane roads.
- There shall be no vertical displacement greater than 3-inches into the minimum travel lane width as described above.
- Any physical objects including tree roots and tree trunks that reduce sight visibility and safe-stopping distances (as specified in the Caltrans Roadway Design Manual) will be considered for removal, or for an alternative course of action.

## UTILITIES

- If a tree has grown directly over a utility line (such as water line, sewer line, gas line, electric line or storm drain line), or its roots have intruded into a utility pipe system; and, is causing damage to the utility, the tree will be considered for removal, or for an alternative course of action.

## ALTERNATIVES TO TREE REMOVAL

Before considering a tree removal, the following alternate actions will be explored.

- Installation of warning signs – The Public Works Department will examine the use of warning signs as a possible first-line safety measure to notify drivers of potential obstructions which are in the overall roadway area, but have not yet encroached into the minimum travel lane width of 10 feet in excess of 3 inches height. Signs will be evaluated for appropriateness, and to ensure that they are sanctioned signs that have state and federal departments of transportation approval.
- Root barriers – The Parks & Recreation Department will examine the use of root barriers on tree roots that begin to encroach into the roadway area, but have not yet encroached into the actual travel lane.
- Root grinding – The Parks & Recreation Department will consider root grinding as a measure to reduce uplifting of the roadway asphalt or concrete sidewalk areas. Root grinding would be considered as an alternate when it can be done without adversely affecting the health and stability of the tree. The Parks & Recreation Department will coordinate with the Public Works Department to carry out the grinding and asphalt/concrete repair as a part of normal operations.
- Removal of on-street parking – The Public Works Department will consider the removal of on-street parking to accommodate tree growth and preserve public safety. The department will conduct field investigations to evaluate the feasibility of this alternative, present its findings to the Traffic, Safety and Parking Commission (TSPC) and receive public input. If recommended by the TSPC and approved by Council, the Public Works Department will proceed with the parking removal.
- In addition to the listed alternate actions, if a location meets the definition or classification of an historical site and is designated as such, staff will work with the Beautification Commission to secure grant funding to make a physical change in the street to preserve historical trees.

## PROACTIVE TREE CONFLICT MANAGEMENT PROGRAM

Public Works and Parks staff will proactively conduct annual street surveys and tree inspections to identify potential tree root issues before they become traffic and public safety problems. Staff will develop possible solutions to avoid tree root intrusion into the minimum roadway width as defined above. Tree roots and tree trunks that reduce roadway width below state standards will be noted and logged for additional evaluation. The Parks & Recreation Department will take the lead on annual tree inspections, while the Public Works Department will be responsible for the annual street surveys.

## PROCESS OUTLINE

- Field inspections will be conducted by Parks and Public Works staff. This will include annual tree inspections and street surveys.
- Locations that are identified by the field inspections to be potential problems will be forwarded to the city arborist for consultation of appropriate measures.
- A recommendation will then be made to the Beautification Commission and the Traffic, Safety & Parking Commission on the most effective and desirable measures of action. The commissions will make the final approval on a course of action.
- Decisions of the commissions may be appealed to the City Council.

## POLICY EXAMPLES

### Example #1:

A tree root has encroached into the 20-foot width of travel lanes of a two-lane roadway and has raised the roadway by more than 3 inches. Staff would consult the city arborist to determine if the root or roots can be ground down. Staff would then proceed with a course of action based on the arborist's recommendation. If the arborist believes that grinding/trimming the roots would de-stabilize the tree or adversely affect the health of the tree, staff would present these findings to the Traffic, Safety and Parking Commission and the Beautification Commission. However, if the root intrusion is outside of the travel lane, staff will monitor the situation. If appropriate, root barriers may be installed, as advised by the city arborist.

### Example #2:

A 6-foot fence, mature tree, or other large obstruction is situated near the corner of an intersection between two streets. If the obstruction is located such that its placement causes a sight-visibility problem or severely reduces the safe approach speeds for vehicles entering into the intersection, the obstruction would be considered for removal or modification to improve the sight-visibility at that location. Staff would present these findings to the Traffic, Safety and Parking Commission and the Beautification Commission.