CITY OF
SEQUIM

AGENDA
Parks and Recreation Board

Sequim Civic Center
152 W. Cedar Street
Sequim, WA 98382

October 3, 2016
6:30 p.m.

Board Members: Miles Carignan, Jen Carr, Roger Fell, Stu Hemstreet, Patsy Mattingley, Maria Seabolt.
Staff: Joe Irvin and Ty Brown
City Council Liasion: Bob Lake

1. Call to Order
2. Roll Call
3. Approval of Minutes, September 13, 2016
4. Public Comments
5. Correspondence
6. Unfinished and Continuing Business
   a. Park Operations
   b. Retreat
7. New Business
   a. Parks and Recreation Board Work Plan
   b. Tree City Ordinance
   c. Review Skate Park Concept Plan
8. Good of the Order
9. Adjourn

Next Meeting November 7, 2016 at Civic Center

Chapter 2.62
PARKS, ~~AND~~ RECREATION and TREE BOARD

Sections:

2.62.010 Membership.
2.62.020 Duties.
2.62.030 Procedures.
2.62.040 Removal.

2.62.010 Membership.

A. There is established a city of Sequim parks, ~~and~~ recreation and tree board consisting of seven members to be appointed by the city council upon recommendation of an interview committee. The term of office of the seven members shall be three years, except that the initial appointments shall be staggered from one to three years so that no more than three members shall have their terms expire in any one year. Each of the members of the board will serve without compensation. Initial determination of term of appointment shall be determined by lot. Members of the board shall reside within the Clallam County boundaries of Sequim School District 323, with preference given to residents of the city of Sequim. At all times, at least four members of the board shall be residents of the city of Sequim.

B. Nonvoting advisors may be approved by the city council to assist in the deliberations of the parks, ~~and~~ recreation and tree board. (Ord. 2013-010 § 1 (Exh. A); Ord. 2011-024; Ord. 2009-036 § 1; Ord. 2005-005; Ord. 2001-014 § 2; Ord. 96-013; Ord. 96-009)

2.62.020 Duties.

A. The board is entrusted with the responsibilities of advising and making recommendations to the city council for the acquisition, control, improvement, beautification and planning of all public squares and parks of the city and all city recreation facilities. The board shall periodically review whether the lands being used for park purposes are adequate and shall recommend to the city council what additional lands and grounds should be acquired and used for park and recreation purposes. The board may explore and recommend public/private partnerships where appropriate and feasible. The board shall also recommend design of parks and structures therein to the city council and shall make recommendations on an updated comprehensive plan element for parks and recreation facilities for the city.

B. The board shall recommend to the city council appropriate measures to ensure that the city has a well integrated and complete pro-gram for the use of its parks and recreation playgrounds and to accomplish this end, the board shall from time to time meet with appropriate city employees and with representatives and officials of other groups, public and private, who are interested in the use and development of city parks and recreational facilities for the public benefit. (Ord. 2013-010 § 1 (Exh. A); Ord. 2009-036 § 1; Ord. 96-013; Ord. 96-009)

C. It shall be the responsibility of the Board to study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, pruning, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The Board, when requested by the City Council, shall consider, investigate, make finding, report and recommend upon any special matter of question coming within the scope of its work.

2.62.030 Procedures.

Meetings of the board shall comply with Chapter 42.30 RCW, the Open Public Meetings Act. The board shall elect its own chairperson. The board shall hold at least one meeting per month, unless cancelled by the board chairperson, and shall adopt rules for the transaction of business, keep a record of its meeting by a board member, who shall be appointed secretary, and shall submit such record to the city clerk. A majority of the members of the board shall constitute a quorum for the transaction of business and any action taken by a majority of those present shall be deemed action of the board. (Ord. 2013-010 § 1 (Exh. A); Ord. 2009-036 § 1; Ord. 2001-014 § 2; Ord. 96-013; Ord. 96-009)

2.62.040 Removal.

The mayor may remove any member of the board for any reason other than disagreement with an official recommendation of the board or its members; provided, that such removal has been confirmed by a majority of the city council. Vacancies occurring otherwise than by expiration of the term of office shall be filled for the unexpired term in the same manner as regular appointments are made. (Ord. 2013-010 § 1 (Exh. A); Ord. 2009-036 § 1; Ord. 96-013; Ord. 96-009)

Chapter 12.25
PROTECTION AND PRESERVATION OF PUBLIC TREES IN PARKS AND RIGHT-OF-WAYS

Sections:

12.25.010 Purpose.
12.25.020 Definitions.
12.25.030 Tree planting.
12.25.040 Tree pruning and maintenance.
12.25.050 Tree removal.
12.25.060 Landmark trees.
12.25.070 Trees on private property overhanging public right-of-ways.
12.25.080 Damage to city trees.
12.25.090 Penalties.

12.25.010 Purpose.

The purpose of these regulations is to encourage responsible management of public tree resources within the City of Sequim in a fashion consistent with the goals and policies of the Parks and Recreation Master Plan. Trees growing on public property provide benefits to the greater public at large and the purpose of this chapter is to provide for the maintenance and enhancement of city street and park trees, and to provide for the preservation of landmark trees, to secure the benefits conferred by a prudently managed urban forest. Proper protection, planting, and maintenance is required to promote tree health and aesthetics; foster species diversity; and to preserve the public tree canopy. Therefore, the purposes of this chapter are:

A. Encourage the planting of new trees and the maintenance of existing trees for all the benefits they provide to the community.
B. Maintain public trees in a healthy and nonhazardous condition through good arboricultural practices.
C. Manage trees and vegetation on public property in a manner that represents the best interests of the public.
D. Encourage a diversity of appropriate species of trees.
E. Remove and replace trees in a timely manner so they do not cause damage to city infrastructure such as streets, sidewalks, sewer and water pipes, conduit, and other subsurface elements.
F. Improve the quality of air and water, reduce storm water runoff and help prevent soil erosion.
G. Increase the aesthetic quality of a community and the sense of community pride.
H. The city recognizes the importance of trees to the ambiance of a city, the environment and property values.

12.25.020 Definitions.

For the purpose of this chapter certain words and terms are defined as follows:

A. Appropriate Tree. An appropriate tree is a tree suited at maturity for the space which it occupies without creating a hazard to public health and safety.
B. "City" means the City of Sequim.
C. "City tree" means a tree, shrub, bush, and/or other woody plant on land in public rights-of-way of all streets, avenues or ways within the city, within parks, upon the grounds of city buildings and facilities, or otherwise located upon public property within the city.
D. "Climbing spurs" means sharp, pointed devices affixed to the climber's leg used to assist in climbing trees (also known as gaffs, hooks, spurs, spikes, climbers).
E. "Crown reduction pruning" means the reduction of the top, sides, or individual limbs by the means of removal of the leader or longest portion of a limb to a lateral no less than one-third of the total diameter of the original limb removing no more than one-quarter of the leaf surface.
F. Hazard Tree. A hazard tree is any tree with a combination of structural defect and/or disease (which makes it subject to a high probability of failure) and a proximity to persons or property which makes it an imminent threat.
G. "Landmark tree" means a tree designated by the city council as significant because of association with historic figures or events, rarity or extraordinary aesthetic value.
H. "Park tree" means trees growing on property owned in fee-simple by the City of Sequim.
I. "Specimen tree value" means an objective evaluation process used to determine the public value of a tree. The evaluation looks at the size, condition, and location of a public tree to determine whether a tree has a significant public value.
J. "Street tree" means trees growing within the city's rights-of-way.
K. "Topping" means cutting a branch or stem back to a stub or lateral branch not sufficiently large enough to assume the terminal role (also known as heading, stubbing, lopping).
L. "Vegetation management plan" means a plan identifying how vegetation is to be managed on city-owned property.
M. "Urban forester" means the City of Sequim's designated urban forester, either a designated city employee within the parks department, or a certified arborist contracted by the city.

12.25.030 Tree planting.

A. Tree Planting on City of Sequim Property. Private parties may plant trees on property owned by the city with written permission. To obtain permission the applicant(s) shall:

1. Submit a written request to the city a minimum of thirty days prior to the scheduled planting.

2. Prepare a tree planting plan identifying the species, size, and location of trees to be planted. The proposed species and locations of trees must not create sight distance issues and be consistent with current and potential future uses of the property as determined by city staff review.
3. Comply with the standards for planting, as required per public works standards and policy.
4. Have underground utilities located and obtain approval from any utilities located within fifteen feet prior to planting.

12.25.040 Tree pruning and maintenance.

A. Pruning Street Trees. Private parties may have street trees pruned with written permission from the city. To obtain permission the applicant(s) shall:

1. Submit a written request to the city a minimum of thirty days prior to pruning;
2. Identify the trees to be pruned and describe the specific work to be performed;
3. Pay for all costs associated with the proposed pruning; and
4. Comply with the pruning standards as required per public works standards and policy.

B. Public Tree Care. The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

The City Tree Board may recommend removal or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest.

C. Topping and climbing trees with spurs is prohibited. Topping of park and street trees is prohibited. Climbing spurs may be used to climb a park or street tree only if it is to be removed.

D. Insect and Disease Abatement. The city may prune, spray, or otherwise maintain park and street trees in order to control infestations of insects or disease or to maintain public safety. Private parties may with written permission hire a certified pest controller to spray street trees adjacent to their property.

12.25.050 Tree removal.

A. Hazard Trees—City's Authority to Remove. The city may remove any park or street tree determined to be a hazard by the urban forester.

B. Park or Street Tree Removal Process. No city trees shall be cut down, killed, or removed for any reason without complying with the following procedure:

1. File an application with the urban forester;
2. Receive approval from the City for removal.

12.25.060 Landmark trees.

A. The director of public works or his/her designee shall maintain a register of trees designated as landmark trees because of association with historic figures or events, rarity or extraordinary aesthetic value.

B. The director of public works or his/her designee shall nominate city trees for designation as landmark trees, and prepare a report for the City Tree Board, who will make a recommendation to the City Council to review such nominations.

C. City council shall designate landmark trees by resolution containing sufficiently specific identification of the tree or trees so designated.

D. After designation of a city tree as a landmark tree, it shall not be removed unless city council makes at least one of the following findings:

1. The tree is dead or diseased and poses a danger to public safety.
2. After consideration of potential alterations to the project to preserve the tree, there is no feasible alternative to accomplishing a public project without removal of the tree.
3. The tree is causing damage to city streets, rights-of-way or buildings or facilities that cannot be corrected without removal of the tree.
4. There are other facts city council deems of greater public value to justify removal of the tree.

12.25.070 Trees on private property overhanging public rights-of-way.

Every owner of any tree overhanging any street or right-of-way within the city shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of eight feet above the surface of the street or sidewalk. Such owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public.

12.25.080 Damage to city trees.

Any person negligently damaging or deforming a city tree shall be liable to the city for the cost of replacement of the tree, including the cost of nursery stock in close as size to the damaged or deformed tree as is feasible and the city's costs for soil preparation, planting and actual or estimated costs of establishment.

12.25.090 Penalties.

A. As an additional concurrent penalty, it shall be a civil infraction for a person, firm, or corporation to cut down, prune, kill, or otherwise damage any park or street tree without lawful authority. Each tree cut, pruned or damaged shall be a separate infraction. A person, firm, or corporation found to have committed a civil infraction shall be assessed a monetary penalty as follows:

1. First offense: Class 1 (two hundred fifty dollars), not including statutory assessments.
2. Second offense: It shall be a gross misdemeanor for any person, firm, or corporation to knowingly cut down, prune, kill, or otherwise damage any park or street tree without lawful authority. The penalty for such violation shall be a fine not to exceed one thousand dollars, and/or imprisonment not to exceed ninety days or both such fine and imprisonment. Each tree cut, pruned or damaged shall constitute a separate offense. In the event of continuing violation or failure to comply, the second and subsequent days shall constitute a gross misdemeanor, punishable by a fine not to exceed five thousand dollars and/or imprisonment for not more than three hundred sixty-five days or both such fine and imprisonment.