

City of Newport Beach
Parks, Beaches & Recreation Commission
Tuesday, February 2, 2010 - 7pm – City Council Chambers

AGENDA

ORDER AND ROLL CALL

DIRECTOR'S COMMENTS

- Director Detweiler
- Director Harmon
- City Council Actions

PUBLIC COMMENTS

Members of the public are invited to comment on non-agenda items of public interest. Speakers are limited to three minutes.

NOTICE TO THE PUBLIC

All matters listed under **Consent Calendar 1-4** are considered by the Commission to be routine and will all be enacted by one motion in the form listed below. The Commission Members have received detailed staff reports on each of the items recommending approval and there will be no separate discussion of these items prior to the time the Commission votes on the motion unless members of the Commission, staff, or the public request a specific item to be discussed and/or removed from the Consent Calendar for separate action. The City provides a yellow sign-in card for those wishing to address the Commission to assist in the preparation of the minutes. If you do fill out the card please place it in the box at the table.

CONSENT CALENDAR

1. Minutes of the December 2, 2009 regular meeting.

Recommendation: *Waive reading of subject minutes, approve and order filed.*

2. Park & Operations Division Activity Report.

Recommendation: *Receive/file monthly Activity Report for activities and upcoming projects.*

3. Recreation & Senior Services Activity Report.

Recommendation: *Receive/file monthly Activity Report for activities and upcoming projects.*

4. Tree Donation.

Recommendation: *Approve tree donation of Friends of Nancy Bergeson to be located at Castaways Park.*

OLD / NEW BUSINESS

5. Reforestation Request.

Recommendation: *Consider reforestation of one City Parkway tree at adjacent to 1701 Antiqua Way requested by Kevin Kubiak.*

6. Reforestation Request.

Recommendation: *Consider reforestation of one City Parkway tree at El Paeo & Bayside requested by The Irvine Terrace Community Association.*

7. Proposed Community Service Award Procedure Revisions.

Recommendation: *Consider proposed of the Community Service Award Procedure revisions.*

COMMITTEE REPORTS -

- **Park Development** - Anderson, Lugar, Marston
- **Recreation/Senior Activities** - Anderson, Hamilton, Lugar
- **Budget** - Garrett, Brown, Lugar
- **Ad Hoc**
 - Community Service Award - Garrett, Hamilton, Ruzicka
 - Youth Sports Liaison - Ruzicka
 - China Cove Volleyball Court- Brown, Lugar

FUTURE AGENDA ITEMS - Matters which Commissioners may wish to place on a future agenda or raise for discussion.

ADJOURNED

Parks, Beaches & Recreation Commission
Regular Meeting
December 2, 2009 – 7pm

Convened 7:04pm

ROLL CALL

Present: Tim Brown, Chair
Bill Garrett
Kathy Hamilton
Phillip Lugar
Marie Marston
Greg Ruzicka

Absent: Tom Anderson

Staff: Laura Detweiler, Recreation & Senior Services Director
Mark Harmon, General Services Director
Teri Craig, Admin Asst

DIRECTORS COMMENTS

- Director Detweiler noted on the flyer placed on the dais regarding the CPRS CABRM Workshop scheduled on January 16 and asked the commissioners to inform staff if they were interested in attending. She also reported that the Community Service Award procedure was on the dais as well and noted that a meeting with the Committee would be scheduled to discuss revisions. Director Detweiler also reminded the Commission that Winter Wonderland would be held this weekend at Bonita Creek Park from 10:30am – 1pm.
- Director Harmon – nothing to report.
- City Council Actions - Director Detweiler reported that the City Council had voted to close City Hall and various outlying city facilities the week between Christmas and New Years beginning at noon on Thursday, December 24 and returning Monday, January 4.

Chair Brown asked if the libraries would be closed as well. Director Detweiler stated that they would be closed

Director Harmon stated that the General Services Department would be working that week. Director Detweiler stated that the Police and Fire Departments would be operating as well for safety purposes.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

1. **Minutes of November 3, 2009 regular meeting.** *Waive reading of subject minutes, approve and order filed.*
2. **Park & Operations Division Activity Report.** *Receive/file monthly Activity Report for activities and upcoming projects.*
3. **Recreation & Senior Services Activity Report.** *Receive/file monthly Activity Report for activities and upcoming projects.*

Motion by Commissioner Ruzicka to accept items Consent Calendar items 1-3. Motion carried by acclamation.

Commissioner Lugar stated that since G-1 does not give the Commission much leeway on reforestation requests submitted by HOA he asked if it would be proper to list those under the Consent Calendar as long as staff is recommending approval.

Discussion ensued regarding private and HOA reforestations.

NEW ITEMS

Director Harmon stated that if the Commission would like to discuss items 4 and 6 together as they are both HOA reforestation requests and that staff recommends approval of both, they could do so. He reminded the Commission that the applicant must go through their HOA Board and that a public meeting must be held with a formal vote to support the reforestation for it to move forward for approval by the Commission. He stated that there have been a couple of reforestation requests where the resident went to the HOA Board and the reforestation was not supported by the Board. He stated that staff does check and does require notification on letterhead from either the management company or the board regarding the action.

Chair Brown stated that a letter from the Harbor View Hills South HOA President was attached in lieu of minutes to the item 6 reforestation request.

Discussion ensued regarding the minutes versus letter. Director Harmon stated that the G-1 requires minutes and or a letter from the board stating that the board had met at an open public meeting to discuss the reforestation request and what action was taken.

4. **Reforestation Request.** *Consider reforestation request of Roger Tirabassi at 2515 Lighthouse Lane within the Broadmoor Hills HOA.*
6. **Reforestation Request.** *Consider reforestation request of Gayle Jensen at 424 Dahlia Avenue within the Harbor View Hills South HOA.*

Chair Brown opened the public discussion; seeing none the public discussion was closed.

Motion by Commissioner Ruzicka to approve reforestation requests for the following:

- *Roger Tirabassi at 2515 Lighthouse Lane within the Broadmoor Hills HOA*
- *Ian Harrison at 3827 Park Green Drive & Melinda Gunton at 4000 Topside Lane within the Harbor View Hills South HOA.*

Motion carried by acclamation.

5. **Reforestation Request.** Director Harmon stated that this reforestation is different in that the property of Gayle Jensen at 424 Dahlia Avenue is not located in a legal HOA. He noted that the G-1 treats this type of request completely different. He went on to say that the resident is required to notify their neighbors and provides an opportunity for those neighbors to respond at the Commission meeting if they have concerns about the removal of the tree. He stated that the big difference between an HOA and a private reforestation is the noticing as they have to go door to door and get signatures

Chair Brown opened the public discussion

Charles Jensen thanked staff for their help through the reforestation process. He asked if the City would pay to fix the sidewalk around the tree planted where it has lifted. He also requested that a palm tree be the replacement rather than what was offered by staff as his next door neighbor has that type and would like it to match.

Chair Brown closed the public discussion

Director Harmon stated that any city property that is damaged would be the city's responsibility to repair; although it has been ground down and does not believe that the sidewalk is a hazard but would

ask staff to visit the location. He went on to say that regarding the brick repair of personal property in a city parkway and noted that the benchmark that staff uses is if the resident at one time applied for an encroachment permit and the resident was given permission to improve the public parkway. If this were the case, the city would repair it; however if an encroachment permit was not requested then it would not be the city's responsibility to repair it. He noted that he would have staff look into that and would let Mr. Jensen know.

Director Harmon stated that there is a designated street tree list and staff is bound to stay within that species on that street. He stated that there are some streets that have more than one designated tree species and will look into that for Mr. Jensen.

Discussion ensued regarding possible conditions and repairs for the request

Motion by Commissioner Lugar to approve reforestation for Gayle Jensen at 424 Dahlia Avenue. Motion carried by acclamation.

COMMITTEE REPORTS –

Parks – Nothing to report.

RSS – Nothing to report.

Budget– Nothing to report

AD-Hoc

–Community Services Award – Commissioner Garrett asked if the Community Service Award procedure was a City policy. Director Detweiler stated that it was a Commission procedure. She stated that the committee will work with staff to fine tune the procedure and then bring it back to the commission for review and approval. Discussion ensued regarding criteria, scope and that better language is included into the procedure to maintain integrity of the award.

Commissioner Ruzicka asked the Commission their thoughts on presenting the Community Service Award to the Vandersloot Family at the memorial service at Castaways on December 6.

Chair Brown stated that he was concerned that the award would lose the impact of coming from the PB&R Commission and that all members might not be able to attend. He noted that he believed it would be better for the family to attend a future meeting to receive the award. Director Detweiler stated that the letter asked Mrs. Vandersloot to contact the office when the family would like to attend a Commission meeting to accept the award.

–Youth Sports Liaison – Nothing to report.

–China Cove Volleyball Court – Chair Brown stated that a representative from the Coastal Commission was to visit the site today was postponed because of illness.

FUTURE AGENDA ITEMS

- Commissioner Hamilton asked that staff look into any possible legal exposure to the City as she has observed the public climbing the rocks at Pirates Cove.
- Discussion ensued regarding naming of public parks and signage enforcement.
- Chair Brown stated that he would like to have a discussion at a future meeting regarding reforestations when it involves homeowners and possibly making it part of the consent calendar

ADJOURNED in honor of Dr. Jan Vandersloot for his extraordinary time and effort to personally care for open space and park properties in the City of Newport Beach **@ 7:38pm**

Submitted by: _____
Teri Craig, Admin Assistant



General Services Department

PB&R Commission Agenda

Item No. _____

February 2, 2010

TO: Parks, Beaches and Recreation Commission

FROM: Parks and Trees Maintenance Superintendent and Operations Support Superintendent

SUBJECT: *December, January Parks, Trees, and Operations Division Activity Report*

Parks Maintenance Division Activities

1. Parks Maintenance Division staff continues working with the Public Works Department on numerous projects in the planning and construction phases.

Projects currently underway:

- Oasis Senior Center
- Irvine Avenue Median Project, south of Bristol Street
- River Avenue Pedestrian Coastal Access Improvements
- Corona del Mar State Beach/Breakers Drive Landscape Corona del Mar State Beach/Breakers Drive Landscape
- Eastbluff and Bonita Creek Reclaimed Water Retrofit
- Westcliff Drive and Avocado Medians
- Parking Lot Pay Stations

Projects that are in the planning phases:

- Sunset Ridge Park
- Marina Park
- City Hall
- West Newport Park Landscape Improvements
- China Cove Slope Stabilization
- Bristol Street North Landscape
- Avon Tree Planting

2. The salt water damaged field at Peninsula Park has been repaired. This work included soils work to mitigate the salts. Along with a deep tine aeration, gypsum

and salt-tolerant grass seed were applied. Another aeration and top-dressing will be performed prior to the field opening on February 1.

3. The off season field renovation work at our various active park sites has continued in January. Work includes aerification, application of gypsum and fertilizer, seeding, and top-dressing.
4. Recently, the Parks Maintenance Division renovated a soccer field at Bonita Canyon Sports Park, which included the filling-in and grading of low and uneven spots on the playing surface. The project also included turf aeration and fertilization, as well as an over-seeding and topdressing of the field. Staff collaborated with the Newport Mesa Soccer Club, who donated the funds for the seed.



5. On Saturday, January 16th, Kim Pederson, Parks Division Crew Chief attended a workshop hosted by the California Parks and Recreation Society, California Association of Parks and Recreation Commission and Board Members, and City of San Clemente. The workshop was designed for Parks Commissioners and City Staffs to come together and share purposes, programs, plans, and park-related concerns. Some of the items discussed were funding alternatives for park and recreation programs and current legislation in Congress, at both State and Federal levels that will affect our interests in the coming year.
6. On Thursday, January 14, 2010, John Conway, Dan Sereno and Paul Ramirez attended the Annual Western Tree Management Symposium, presented by Street Tree Seminar, Incorporated, at the LA Arboretum in Arcadia. This year the focus was on Trees and Climate. Topics discussed:
 - The Impact of Climate on California
 - How climate Change Affects the Physiology of Trees
 - Pest and Disease Susceptibility in the Face of Climate Change – a Pest Update

Street Tree Seminar is comprised of Street Tree Superintendents, arborists and firms whose business is related street tree management. The organization has been instrumental in the development, health, care, and management of street trees in Southern California for over 40 years.

John Conway is the current Treasurer for Street Tree Seminar, Incorporated.

Trees Division Activities

During the month of November, 801 trees were trimmed, 11 trees removed, 6 trees planted and crews responded to 8 emergency tree calls.

During the month of December, 905 trees were trimmed, 8 trees removed, 10 trees planted and crews responded to 6 emergency tree calls.

The City's tree services contractor, pruned trees within the Newport Coast and Eastbluff areas, as part of the City's overall grid trimming schedule. Additionally, the annual pruning of selected Eucalyptus and Ficus trees is currently taking place throughout the City.

1. On December 2009, The City Manager, Risk Manager and General Services Director approved the removal of four City trees that are listed as Special Trees, Neighborhood Trees, in accordance with Council Policy G-1. The trees were dead or dying, declining rapidly and creating a potential for failure and liability.

230 Larkspur Ave



2501 Seaview Ave



2830 Bayview Drive



2930 Seaview Ave



2. The Christmas tree recycling program began on December 30th through January 8th. Unflocked Christmas trees are picked up on the regularly scheduled collection day utilizing a separate collection vehicle, resulting in minimal interruption to the regular collection service. The program has proven to be a successful and an efficient way to recycle Christmas trees.



Just one truck-load of collected Christmas trees

The trees are transported to the Corporation Yard where they are inspected and stands are removed. WCA (West Coast Arborists) crews chip material and haul away the mulch. In previous years, this program resulted in about 70 tons of chipped materials being diverted from landfills.

The attached Tree Activity Report summarizes requests and field activities performed during the past two months.

Beach Maintenance Activities

1. On December 9th, City staff inspected the condition of the sand bags surrounding the catch basin at the Back Bay Science Center and determined that they needed to be replaced. Staff removed the old sand bags and spread the remaining gravel over the adjacent dirt path. A contractor then delivered and installed about 500 new sand bags.

The sand bags play an important role in maintaining water quality by ensuring that the water run-off from the facility does not drain directly into Back Bay.



2. On December 8th, Department Crews were busy cleaning up after the strong winds and rain on the Newport Peninsula. The back-to-back storms inundated the oceanfront walkways, street ends, and bike trails with wind-blown sand. Mechanical loaders, street sweeping equipment, and hand sweeping crews were successful in the cleaning of the McFadden Plaza, oceanfront sidewalks, streets, walkways, and street ends. Parks Maintenance Crews also responded to several downed trees, limbs, fronds on sidewalks, streets, and public right-of-ways.

Mechanical street sweeping equipment picked up 190 cubic yards of material during the weeklong clean-up. In conjunction with the mechanical street sweepers, hand sweeping crews were able to pick up an additional 12 cubic yards of debris, including the bigger branches and limbs, as well as the small piles that were left behind by the street sweeping equipment. On an average week, the mechanical and

hand sweepers pick up 100 cubic yards of debris. This effort is a critical component of the City's water quality effort as it keeps the debris out of the storm drains and bay.



During the weekend of December 11th through 13th, 28 General Services and Utilities Department crew members reported to work as early as 3:00 a.m. to operate pumps and monitor the 86 tidal valve locations. Even though high tides and rain occurred simultaneously, crews were ready to pump down the systems and keep street flooding to a minimum. Tides peaked at 7.1', with 0.90" of rainfall measured at the Corporation Yard from Friday through Sunday night. So far this year, we have received nearly 3" of rainfall.



Lastly, team members cleaned the bay beaches around Balboa Island and on the Newport Peninsula in preparation for the 101st Annual Christmas Boat Parade.

General Services Department Wind and Rain Response

Department Crews cleaned-up after the consecutive storms that brought severe winds and rain to Newport Beach during the week of January 17-22. The back-to-back storms brought nearly 5" of rain measured at the Corporation Yard. Field Maintenance and Parks Maintenance Crews and West Coast Arborists responded to downed trees, limbs, and fronds on sidewalks, streets, and public right-of-ways. Operations Support Crews performed storm response duties such as clearing debris from the mouths of catch basins, distributing sandbags, and placing flood barricades.



In addition, Refuse Division crewmembers continued their regularly scheduled collection while assisting with the filling of hundreds of sand bags and the clearing of downed trees.

The Department Operations Center was activated on Tuesday, January 19th and Wednesday, January 20th to effectively manage the almost 200 service calls received by Department staff.



Due to the fact the high tides were at their monthly low point, we did not experience street flooding due to tide valves being closed, nor were we required to expend resources running pumps to empty storm drain systems. The predominant work required during the storms centered on tree issues.

Once the storms passed, the following weeks were challenging. During the week of January 26th the Operations Support crewmembers expected tides over 7' and were prepared to operate pumps and monitor the 86 tidal valve locations to keep street flooding to a minimum, should further rainstorms occur.

The clean-up effort will continue well into February. Loaders and beach cleaners will clear hundreds of tons of debris, including the plastics, Styrofoam, and natural vegetation covering the ocean-front beaches from the Newport Pier to the Santa Ana River mouth. This debris will continue to float down the Santa Ana River and accumulate on West Newport beaches three to four weeks after the storm occurred.

Storm Response By The Numbers

City Trees Down	100+
Private Trees Cleared from Right-of-Way	16
Sandbags Provided to Residents	1,288
Rainfall Measured (Monday – Friday)	4.95"



Thank you to all Department crewmembers for your extra effort

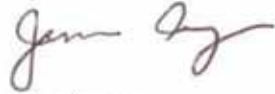
See attached General Services Department, Activities Reports for November and December 2009.

Submitted by:



Dan P. Sereno

Parks and Trees Maintenance Superintendent



Jim Auger

Operations Support Superintendent

- Attachments: (A) Tree Activity Report 2009-2010
(B) General Services Department, November and December 2009
Activities Reports



General Services Department

Parks and Trees Division
 Reforestation and Tree Removal Activity Report
 Fiscal Year 2009-2010

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Tree Removals	2	7	11	7	9	4							40
Emergency Tree Removals	0	0	0	0	0	0							0
Claim Related Tree Removals	0	0	0	0	0	0							0
Reforestation Tree Removals	0	0	0	2	0	3							5
Problem Tree Removals	0	0	0	0	2	1							3
	Total Removals												48
Trees Planted	13	8	4	16	6	10							57
Reforestation Requests	0	0	0	0	0	2							0
Reforestation Approved	0	0	1	0	0	2							0
Removal Requests	0	0	0	0	0	0							0

October reforestation removals - 2 trees approved September 1, 2009 within the HVHS HOA area
 December feforestation removals - 3 trees approved December 1, 2009 within the HVHS & Broadmoor area.



General Services Department

Parks and Trees Division Fiscal Year 2009-2010

Claim Removals

Month	# Trees	Location(s)
July-09	0	
August-09	0	
September-09	0	
October-09	0	
November-09	0	
December-09	0	

Problem Tree Removals

Month	# Trees	Location(s)
July-09	0	
August-09	0	
September-09	0	
October-09	0	
November-09	2	2801 Carob Street / 901 Citrus Place
December-09	1	1701 Port Margate Place

General Services Department Activities Report - November 2009	This Month	This Month Last Year	Total To Date	TTD Last Year
Asphalt/Concrete				
Street Patching (Tons of Blacktop)	256	179	1,403	1,900
Sidewalk Repaired (sq. ft.)	2,921	1,616	20,231	16,893
Curb & Gutter Replacement (lin. ft.)	273	244	1,486	2,294
Sweeping, Beach Cleaning, Demo Materials (tons)	466	272	1,934	1,844
Asphalt/Concrete Recycled (tons)	348	268	1,692	2,430
Signs & Traffic Markings				
Signs Made	61	288	2,736	4,885
Signs Installed	191	171	1,023	1,240
Decals	18	4	242	565
Special Purpose Signs/Banners Made	7	61	151	244
Street Striping (lin. ft.) Added/Replaced	1,256	998	14,307	213,729
Pavement Markings (including reflective)	90	32	288	706
Parking Stalls	0	1	106	1
Curb Painting (lin. ft.)	4,388	355	60,347	17,403
Thermoplastic (lin. ft.)	0	165	14	5,729
Sign Posts Installed	13	23	106	146
Graffiti				
Graffiti Incidents Removed by Staff	5	4	66	115
Graffiti Incidents Removed by Contractor	87	72	651	465
Refuse Collection				
Residential (tons)	2,690	2,749	14,245	15,729
Liquid HazMat Incidents	28	4	109	30
E-Waste Incidents	22	12	133	98
U-Waste Incidents	14	3	69	21
Recyclables (tons)	1,118	1,204	6,094	7,006
Trees				
Trimmed by Staff	156	60	693	730
Trimmed by Contractor	801	828	5,027	4,796
Removed	11	2	38	92
Planted	6	25	47	84
Roots Pruned by Contractor	3	34	20	57
Roots Pruned by Staff	8	22	79	99
Automotive				
Repairs	282	187	1,446	1,323
Preventive Maintenance Completed	83	54	409	352
PM Labor Hours	174	132	883	887
Beach Maintenance				
Beach Area Refuse (tons)	69	56	606	573
Beach Debris (tons)	78	58	562	374
Sweeping/Storm Drain				
Gutter Miles Swept	3,901	3,131	22,957	22,701
Sweeping Debris (cubic yards)	455	406	2,619	2,742
Storm Drain Debris (cubic yards)	93	9	343	254

General Services Department Activities Report - December 2009	This Month	This Month Last Year	Total To Date	TTD Last Year
Asphalt/Concrete				
Street Patching (Tons of Blacktop)	230	263	1,633	2,163
Sidewalk Repaired (sq. ft.)	4,960	4,870	25,191	21,763
Curb & Gutter Replacement (lin. ft.)	22	56	1,508	2,350
Sweeping, Beach Cleaning, Demo Materials (tons)	555	466	2,489	2,310
Asphalt/Concrete Recycled (tons)	320	444	2,012	2,874
Signs & Traffic Markings				
Signs Made	2,057	640	4,793	5,525
Signs Installed	175	168	1,198	1,408
Decals	12	404	254	969
Special Purpose Signs/Banners Made	29	5	180	249
Street Striping (lin. ft.) Added/Replaced	668	1,169	14,975	214,898
Pavement Markings (including reflective)	2	51	290	757
Parking Stalls	32	2	138	3
Curb Painting (lin. ft.)	3,245	289	63,592	17,692
Thermoplastic (lin. ft.)	0	33	14	5,762
Sign Posts Installed	34	18	140	164
Graffiti				
Graffiti Incidents Removed by Staff	3	3	69	118
Graffiti Incidents Removed by Contractor	47	47	698	512
Refuse Collection				
Residential (tons)	3,142	3,231	17,388	18,960
Liquid HazMat Incidents	17	6	126	36
E-Waste Incidents	12	16	145	114
U-Waste Incidents	9	1	78	22
Recyclables (tons)	1,301	1,327	7,394	8,333
Trees				
Trimmed by Staff	59	58	752	788
Trimmed by Contractor	905	414	5,932	5,210
Removed	8	4	46	96
Planted	10	0	57	84
Roots Pruned by Contractor	4	46	24	103
Roots Pruned by Staff	21	54	100	153
Automotive				
Repairs	261	313	1,707	1,636
Preventive Maintenance Completed	73	91	482	443
PM Labor Hours	159	172	1,043	1,058
Beach Maintenance				
Beach Area Refuse (tons)	76	65	682	638
Beach Debris (tons)	113	329	675	703
Sweeping/Storm Drain				
Gutter Miles Swept	4,272	3,534	27,229	26,235
Sweeping Debris (cubic yards)	714	400	3,333	3,142
Storm Drain Debris (cubic yards)	233	411	576	665

Recreation Services Monthly Activities Report

To: Parks, Beaches & Recreation Commission
From: Sean Levin, Recreation Superintendent
Re: Recreation Division Monthly Activities Report

THE GIVING TREE

The Recreation and Senior Services Department coordinated the Newport Beach City employees this year in a gift giving effort to the SPIN (Support People in Need) Giving Tree this past holiday. Sixty seven children had their wishes fulfilled this holiday season thanks to the generosity of our co-workers. The two truckloads of gifts were delivered to SPIN. The case workers were overwhelmed by the Newport Beach Employee family's dedication to giving back to those in need. Many sponsored multiple children and went above and beyond in assuring that this would be a year for them to remember. Special thanks to Teri Craig, Sonia Villalvazo, Jessica Battioli, Meg Condon and Taylor Bills for their assistance in organizing, wrapping and delivery of the Giving Tree gifts. It is efforts such as this that make us all proud to be part of such a wonderful organization! Below are pictures of the children that received these gifts.



RECREATION & SCIENCE IN THE SAME SENTENCE

With an open lab, aquariums, native vegetation, and a location on the Bay, the Back Bay Science Center provides a perfect atmosphere for learning about science in Newport Beach. Recreation staff met with Harbor Resources Staff to discuss incorporating classes into the programming held at the Center, including Marine Biology, Chemistry, and Oceanography Summer Day Camps for Youth, and various workshops for Adults. Staff is excited about the opportunity to bring attention to the Science Center, educate the community about watershed, conservation and ecology.



NEWPORT COAST GYM FLOOR RESURFACING

During the holiday closure, the Newport Coast Community Center contracted with Pro Line to resurface the gymnasium floor, as well as the stage and banquet room floors. Additionally, the gymnasium floor was given a fresh coat of paint over the basketball boundary lines. The refurbishment was a success, and the floors now look better than when the building first opened its doors. Groups that use the gymnasium frequently such as NJB and adult leagues have noticed the improvement, and are glad to have beautiful, shiny floors to play on.

HIGH WINDS BLAST THE NEWPORT COAST COMMUNITY CENTER (NCCC)

Stormy weather and high winds caused tree damage at Newport Coast Community Center on January 19. The area surrounding the Cypress trees was blocked off to ensure safety. One Cork Oak tree was so damaged that it was removed. Thanks to General Services Department, the remaining at-risk trees have been staked to withstand future storms.



HOLIDAY CUP – USA TAKES SECOND PLACE

The rainy weather did not keep water polo fans away from the Marian Bergeson Aquatics Center in December. Six women's teams from around the world competed over five days. Competing teams included Australia, Italy, Russia, Canada, Netherlands, and USA. Australia finished first and USA tied Canada on Sunday to finish second. This event brought national attention to the newly remodeled pool area at Corona del Mar High School and was a huge success.

TIS THE SEASON FOR SNOW IN NEWPORT BEACH

The winter season kicked off as hundreds of happy faces raced down the snow hills at Winter Wonderland Event held December 5. With 100 tons of snow, Santa Clause, bouncers, trains, arts & crafts, and holiday performances, this year's Winter Wonderland was truly a success for the City of Newport Beach. A special thanks to Fire, General Services, and Police Departments for assisting in this year's event.



PREPARING FOR SUMMER IN NEWPORT BEACH

Staff is planning for another summer of “staycations.” Staff met with the Chair and Expo Event Planner for the Spirit Run to discuss incorporating the Newport Beach Camp Expo into the Spirit Run Expo held March 21. Brainstorming ideas included partnering to add a “Kids Corner” where City Camps, Aquatics and Contract Camps will set up booths to promote summer City activities. Staff is very excited about combining the two events, as the Camp Newport Expo will have greater exposure and reach out to more members of the community, as nearly 5000 Newport Mesa participants attend the Spirit Run each year.

FOUR PLAYGROUNDS RECEIVE NEW RESILIENT SURFACING

The Playground Resurfacing Project which included upgrading the poured-in-place resilient surfacing under the playground equipment at Cliff Drive Park, Bob Henry Park, Bonita Creek Park, and Grant Howald Park was completed. In all cases, the current surfacing was cracking, showing holes in the colored surface, or had hardened creating a safety issue.



Cliff Drive Park



Bob Henry Park

FIRE CHIEF VISITS THE YOUTH COUNCIL

Fire Chief Lewis took time out of his busy schedule to talk to members of the Newport Beach Youth Council on December 14. Chief Lewis entertained the teens with many stories about his adventures that were liberally sprinkled throughout his more serious topic: *what it takes to pursue a career in fire services*, and *how to excel at job interviews*. The Youth Council was very appreciative, asking the chief many questions after his presentation. The Youth Council consists of 25 high school students from Corona del Mar, Newport Harbor, Sage Hill, Mater Dei and Orange County Performing Arts. Approximately 4-5 of them have indicated an interest in this field as a career. Chief Lewis' presentation was relaxed, informative and humorous, which certainly worked well with the Youth Council.

NEWPORT BEACH FLAG FOOTBALL TEAMS IN THE FINALS!

After the end of the regular Youth Flag Football season on November 13, many of Newport Beach's teams began preparation for their "Bowl" season at the Southern California Municipal Athletic Federation's (SCMAF's) Orange County division tournament. The SCMAF-OC Flag Football Tournament, held during the week of December 5, featured 12 teams from Orange County. We are proud to announce that Lincoln School 5th and 6th grade team (Division B) won all of their games and took the Orange County title! Because our Flag Football program is the largest in all of SCMAF Southern California, we were given 3 seeds into the SCMAF Regional Tournament, which will take place the weekend of December 19-20. This tournament is the "State Championships" of flag football! Proudly representing Newport Beach and all of Orange County are Newport Coast, Lincoln, and Andersen Elementary schools. Representing Newport Beach staff is Assistant Recreation Coordinator Jonathon Harmon an active member of SCMAF – Orange County. Jonathon served as this year's Chair of the Orange County Flag Football Tournament, and is next year's SCMAF – Orange County Second Vice President. The Recreation division applauds Jonathon for his dedication to youth sports, not only in Newport Beach, but in Orange County and Southern California as well!

TOP NOTCH STAFF

Pool Swim Instructor Kait Klippert made the OC's list of top high school water polo players. Kait has been teaching swim lessons for the Recreation Department since 2008 and it comes to no surprise that she was named # 1 girl water polo player to watch this season. Congratulations to Kait for all her hard work and wish her luck this coming season!

WINTER RECESS REGISTRATION

Recreation staff provided care for working parents who needed some free time to help Santa shop for their children's gifts. Newport Beach children celebrated the holidays with new friends, creating holiday crafts, participating in games and tournaments, and having fun at our Holiday Youth Camp from Monday, December 21 through Wednesday,

FACILITY RENTALS

During the period of Nov 16, 2009 –Jan 15, 2010 there were:

- 20 Picnic/Park Area Rentals
- 33 Room Rentals
- 19 Field Rentals
- 17 Gym Rentals

PARK PATROL

Requested calls are assigned visits by staff or schedule or phone requests. Customer Contacts are the number of times they stopped and spoke to customers other than requested calls. Due to the timing of the meeting, these monthly summaries will be two months behind (i.e. in June you will receive April summary) During the month of **Dec** Park Patrol had the following number of contacts:

1. Requested Calls
 - **31 with Youth Sports Groups**
 - **93 Field related issues/checks**
 - **11 Park/Picnic/reservation issues/checks**
 - **136 Community Center issues/checks**
 - **88 Playground checks**
 - **14 other**
 - **1 Pre-event checks**
 - **1 Post-event checks**
2. **Public Contacts**
 - 40 education
 - 1 alcohol
 - 44 dog related

Written Warnings Issued- 0
Citations Issued- 0

SPECIAL EVENT PERMITS

As of Jan 15, 2010, there were 18 Special Event Permits processed and issued for the year. Those events of note for this period are:

NSSA Surf Contest- 54th Street Beach, Nov 21-22, 2009 - Attendance:100 per day

CNB Recreation Dept Winter Wonderland- Bonita Creek Park, Dec 5, 2009 - Attendance:3000

CDM Chamber Christmas Walk- PCH in CDM, Dec 6, 2009 - Attendance:5000

Christmas Boat Parade- Newport Harbor, Dec 16-20, 2009 - Attendance: 1 million

Senior Services Monthly Activities Report

To: Parks, Beaches & Recreation Commission
From: Celeste Jardine-Haug, Senior Services Manager
Re: Senior Services Division Monthly Activities Report



THE OASIS NEWS – A NEW LOOK!

The Recreation & Senior Services Department along with the Friends of OASIS have just completed the re-design of the *OASIS News* which debuted in January. The goal was to give it a fresh look and at the same time improve the production process to be more efficient. With the new Center opening next year, the Friends of OASIS Board and staff felt that this was a priority and one that was well overdue. Staff worked very hard to create a cleaner more interesting look and have now contracted with a new company that will print, bind and mail. This will cut down on the production and mailing time by at least 13 days which was a high priority for the Friends of OASIS and the senior community who look forward to receiving it monthly. The *OASIS News* has long been a joint venture between the City of Newport Beach and The Friends with its development and sharing of costs that are offset from advertisement revenues. Furthermore, the reformatting of the document has allowed for increased ad revenue by 20%. Thank you to OASIS Staff, Marketing Specialist Sarah

Boulton, and the Friends of OASIS for their time, talents and expertise.

OASIS

- ✚ In December, Senior Services staff toured the OASIS facility. This was the first time that they were able to walk the site as a group and see their future work space.



- ✚ Although the rains caused some slow down with the building, the building project is still on schedule. After the rains subside, the siding and the windows will begin to go in. The building has already attracted many new people with many questions about what the Center will offer. Staff anticipates an influx of baby boomers jumping on board, especially with the Fitness Center.

- ✚ In anticipation of the new Center opening and offering many new activities and classes, the OASIS Program Coordinator has put together a Request for Proposal that includes information on how to become a contract instructor and a questionnaire to complete that will provide information on their proposed class. We have also advertised in some publications and have already received many inquiries and proposals. We are excited to see what new possibilities will come our way. All of the new activities will create a new revenue stream for the Center.
- ✚ The Friends General membership meeting in December included entertainment by Costa Mesa High School Madrigal Choir; a special treat coordinated by Friends President Scott Paulsen.
- ✚ The OASIS Travel group continues to provide great service to those who love to travel. In the past several months they travelled to Palm Springs to see the Follies, the Ronald Reagan Presidential Library, and Viejas Casino.

EQUIPMENT FOR THE NEW FITNESS CENTER @ OASIS

Staff completed reviewing proposals from seven fitness equipment companies looking to outfit the new OASIS Fitness Center and selected TechnoGym out of Seattle. They proved to have the best equipment after Staff took a few senior exercise enthusiasts to visit the three top fitness equipment contenders. We have also had the ergonomist who the Risk Manager uses for the City and our own City Manager join us for some tours. Staff is working on a contract that will be presented to City Council in February.

OCTOBER & NOVEMBER 2009 OASIS UTILIZATION REPORT

PARTICIPANTS ATTENDING **13,447 CUSTOMERS**

RECREATIONAL CLASSES **1,601 CUSTOMERS**

PERSONALIZED SERVICES PROVIDED **4,226 CUSTOMERS**

Includes:

Blood Pressure	80	Information/Referral	2,530
Counseling-persons	95	Legal Assistance	6
Eldercare	0	Senior Assessment(hrs)	60
Employment	20	Telephone Reassurance	549
HICAP	19	Visual Screening	7
Housing counseling	60	Transportation Info	800
		Taxes	

SENIORS RECEIVING TRANSPORTATION SERVICES

Care-A-Van/Shuttle

2,308 CUSTOMERS

CUSTOMERS RECEIVING NOON MEALS AT THE CENTER*

4,025 CUSTOMERS

*includes meals on wheels

VOLUNTEER HRS. OF SERVICES PROVIDED AT THE CENTER

1,212.00 HOURS

Includes:	Kitchen & Home Delivered Meals	(*equiv. to 9 full-time employees)
Front Office	Travel Office	
Gift Shop	Library	
Instructors	President	
Treasurer	Vice President	
Bookkeeper	Taxes	

PARTICIPANTS IN FRIENDS OF OASIS TRAVEL/ SAILING CLUB

639 CUSTOMERS

Day Trips

Various Trips 199

Sailing Club- Sailors

OASIS III	178
OASIS IV	245

Long Trips

Various Trips 17

SPECIAL EVENTS/SCREENINGS/LECTURES

648 PERSONS

Big Band Seminar	140
Tail Trekkies	21
OASIS Golfers	262
Computer Friends	55
UCI Lecture	130
HICAP Lecture	20



General Services Department

PB&R Commission Agenda
Item No. _____
February 2, 2010

TO: Parks, Beaches and Recreation Commission
FROM: General Services Director
SUBJECT: *Tree Donation Request*

Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission consider the tree donation request at Castaways Park.

Discussion

City Council Policy B-17 establishes criteria for parks, facilities, and recreation program donations within the City. The policy is structured to establish a fair and uniform procedure for making gifts to the City, and to make the donation process easier for staff and donors.

The City has received a donation request from the Friends of Nancy Bergeson to donate a tree at Castaways Park. The donated tree will be a Coast Live Oak tree, and will be planted from a 36" box container. Staff selected this particular tree variety that will be welcome enhancement to the proposed location (Attachments A).

Since the value of the tree is greater than \$1,000.00, the donation is eligible to receive a dedicatory plaque. The submitted plaque verbiage, which complies with City Council Policy B-17, is "In Memory of Nancy Bergeson". If approved, this tree donation will replace a tree that died and was never replaced.

Council Member Don Webb, Castaways Homeowners Association, and Dover Shores Community Association have received a copy of this report and a notice of the Commission meeting.

Mark Harmon
Director of General Services

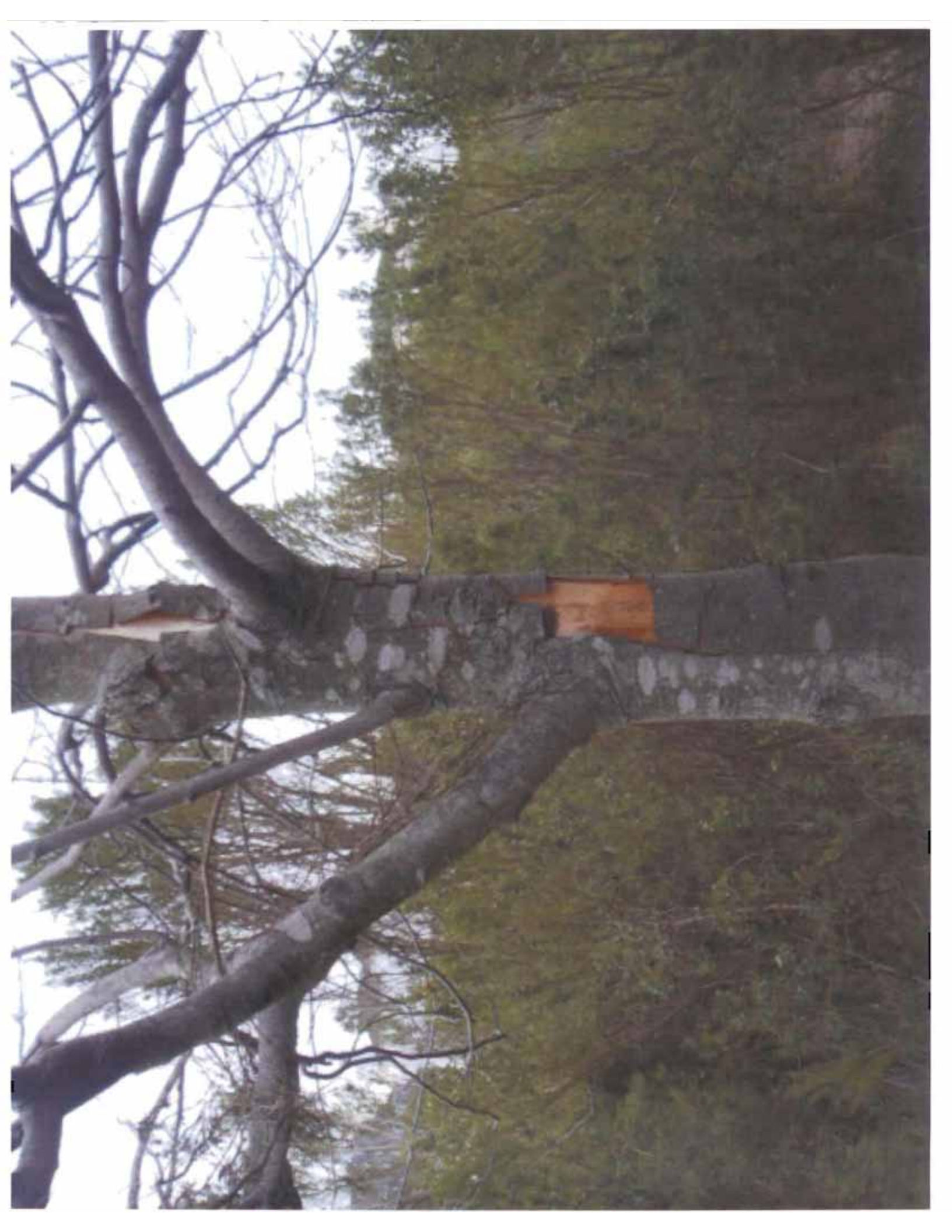
Attachments: (A) Pictures of proposed planting location and dead Alder tree
(B) Aerial Map

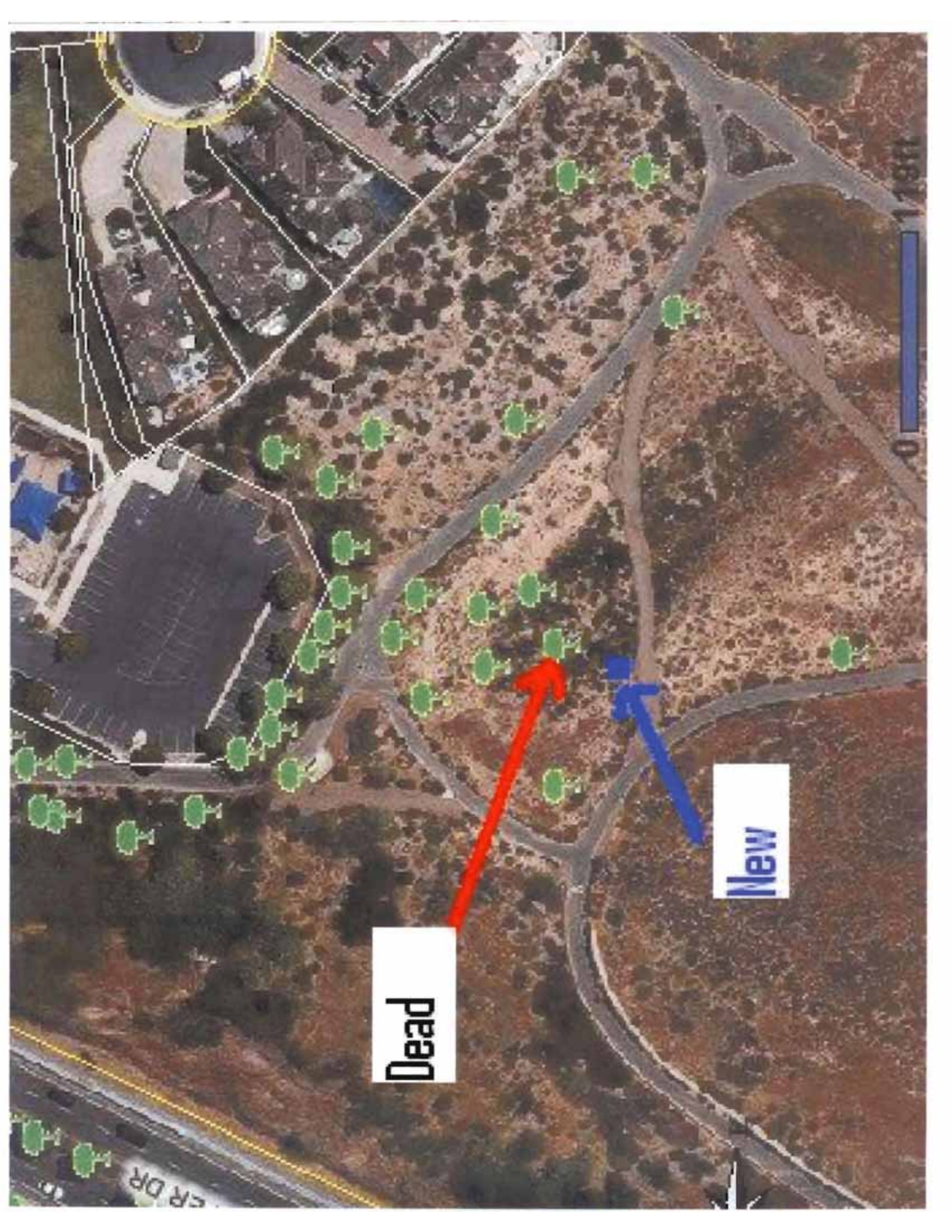


Dead Alder



New Location





Dead

New

ER DR

0 11871



General Services Department

PB&R Commission Agenda

Item No. _____

February 2, 2010

TO: Parks, Beaches and Recreation Commission

FROM: General Services Director

SUBJECT: *Reforestation Request*

Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission consider for approval the reforestation request for Mr. Kevin M. Kubiak, property owner at 1701 Antigua Way.

Discussion

City Council Policy G-1, Reforestation of City Trees requires that individual property owners not residing within a legally established community association area may submit individual requests for single or multiple tree reforestations. The applicant must submit a petition signed by a minimum of 60% of property owners within the area defined for reforestation (see attached Council Policy G-1, pages 6-9, Reforestation of City Trees). The defined area (see attached color map) included a total of 24 property owners. This required the applicant to obtain 14 signatures in favor of the reforestation request of which 15 were obtained.

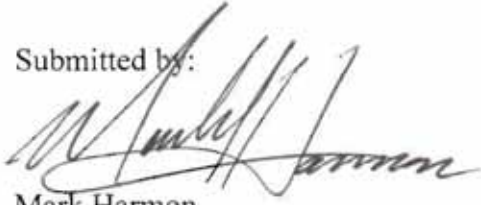
Per City Council Policy G-1, the City has received a petition from Mr. Kubiak with the required property owner signatures approving the removal of one City Eucalyptus citriodora parkway tree adjacent to 1701 Antigua Way.

The property owner has complied with the requirements of Policy G-1, and has agreed to assume the full cost of the removal and replacement of the City tree, approximately \$429.00 (\$195 for 24" box replacement tree and \$234.00 removal).

Staff has attached the Tree Removal Request Report, petition, photograph and area map related to the request.

Mr. Kubiak and Council Member Don Webb have received a copy of this report and a notice of the Commission meeting. Adjacent property owners were also notified of the Commission meeting.

Submitted by:

A handwritten signature in black ink, appearing to read 'Mark Harmon', written over a horizontal line.

Mark Harmon

- Attachments:
- (A) Reforestation Check List
 - (B) City Council Policy G-1, Reforestation of City Trees
 - (C) Tree Removal Application
 - (D) Tree Removal Request Report
 - (E) Petition
 - (F) Picture
 - (G) Area Map



General Services Department

Reforestation Check List

	Verified by:	Urban Forester	Parks and Trees Superintendent	General Services Director
<input type="checkbox"/> Legally Established Homeowners Association		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Individual Private Property Owner(s)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Reforestation Application		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> (90) days Reforestation Request Compliance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Resolution of the Board of Directors, Minutes, Notices (Legally Established Homeowners Association)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Damage/Impact

<input type="checkbox"/> Blue Water View Impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Incorrect Tree Species	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hardscape Damage:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Curb/Gutter			
<input type="checkbox"/> Sidewalk			
<input type="checkbox"/> Utility			

Individual Private Property Owner(s) ONLY

	Verified by:	Urban Forester	Parks and Trees Superintendent	General Services Director
<input checked="" type="checkbox"/> Written Agreement by Individual Property Owner(s)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Staff Approved Petition		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Property Owners Signatures Verified		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Meets 60% Reforestation Criteria:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#24 Property owners notified %60 Agreed with removal

Meets **Minimum** Reforestation Requirements: YES NO

Department Signature: 

Date: 1/20/10

City Attorney Reviewed: _____

Date: _____

General Services Director or designee concurs, then the applicant, the adjoining owners, private property owners on either side of the street within 500' in each direction of the tree location and a legally established community association, if applicable, shall be notified of the decision to remove or retain the tree within 30 days of the proposed removal. A legally established community association is responsible for notification of all association members pursuant to their established procedure. The General Services Director, or a designee, shall prepare a staff report for a regularly scheduled PB&R Commission meeting of all trees recommended for removal, except for those trees categorized in Paragraph C. (dead, diseased, or dying trees) or Paragraph E (claims and safety issues) in the preceding section on All Other City Trees. Only an applicant, an adjoining property owner, or a legally established community association, the City Manager, a PB&R Commissioner, or a Councilmember may appeal the decision of the General Services Director not to remove a tree to the Commission. The Commission, in considering any appeal, shall determine whether the removal meets the criteria outlined in this Policy, as well as any unique factors which may be pertinent to the removal or retention of tree(s). The decision of the Commission will be considered final unless called up by at least one Councilmember or the City Manager.

The General Services Department will delay any tree removal(s) for at least 14 calendar days following the date of the Commission decision in order to allow time for a Councilmember or the City Manager to call the item.

The City will replace all trees removed in accordance with the All Other City Trees removal criteria on a one for one basis. Replacement trees will be a minimum of a 36" boxed size. If 36" boxed trees are not available, or funding, or space constraints prevent planting of a large tree, then a minimum of a 24" boxed tree will be planted. The full costs of removal and replacement of Special or All Other Tree(s) will be the sole responsibility of the City, unless an applicant voluntarily pays for a new tree(s).

REFORESTATION OF CITY TREES

The concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of trees for the planted location is referred to as reforestation. The Urban Forester shall make a finding for the latter category of inappropriate tree species for a specific location. His determination may be appealed to the General Services Director whose decision will be final.

It is recognized and acknowledged that City trees were planted many years ago and in some cases were planted with specific species that when fully mature cause damage to curb, gutter, sidewalk or underground utilities. Within the geographical boundaries of certain view neighborhoods, City street trees may encroach into blue water views from public and private property depending on the length of time since the trees were last trimmed, or the age and height of the trees. In other cases, the wrong species of tree was planted originally and simply does not conform to the current treescape or represents a safety hazard.

Arborists continue to develop lists of tree species which will grow in restricted parkway areas without causing significant damage to curb, gutter, sidewalk, utilities or loss of views. The City Street Tree Designation List, which specifies a species for each City street reflects an effort by the City to prescribe appropriate tree species that will not cause future problems.

As a City which understands the importance of trees and the beauty they bring to a community, the City desires to continually improve the urban forest through reforestation. In areas where City trees have been removed through City initiation, the City will endeavor to replace the trees with the appropriate designated City tree.

Individual private property owners, as well as legally established community associations, may apply for single or multiple tree reforestations in their respective area by submitting a request to the General Services Director for consideration by the Commission that meets the following requirements:

- A. The proposed area must have clearly defined contiguous geographical boundaries that include the tree(s) proposed for removal and replacement, street address(es), block number(s), or other geographical information. This section applies to individual and group requests.
- B. Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined for reforestation. The petition content must be approved and dated by City staff prior to distribution by the petitioner. The staff-approved petition must be distributed by the petitioner to a maximum of 30 private property owners (up to 15 contiguous private property owners on both sides of the street up to 500' in either direction from the location of the proposed reforestation). Signatures by non-property owners are not acceptable for petition purposes. All petition signatures shall be verified by City staff for

property owner status of the person(s) signing the petition. As an alternative to the above requirements, areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation with a statement that all members of the community association having their residential views affected, have been officially notified and given an appropriate opportunity to respond before the Board voted on the request. Individual private property owners living within a legally established community association area with mandatory association membership must petition for reforestation through their respective association.

- C. Individual private property owners not residing within a legally established community association area may submit individual requests for single or multiple tree reforestations. The applicant must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable. The petition content must be approved and dated by staff prior to distribution. All petition signatures shall be verified by City staff for private property owner status of the person(s) signing the petition.
- D. A written agreement must be submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department. The total costs shall include only the contractor's removal and replacement costs and be paid in advance of any removal actions.
- E. The replacement tree(s) for reforestation shall be the Designated Street Tree(s) as prescribed by City Council Policy G-6, or the organization must request and obtain approval from the Commission of the designation of a different tree species prior to submitting any reforestation request for a tree species other than the designated street tree. This section applies to individual or group requests.
- F. There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 24" boxed trees, unless the parkway space will not accommodate a 24" boxed tree or a tree cannot be planted due to planting restrictions contained in Council Policy G-6. If

there is not room for the replacement tree(s) at a specific site as prescribed by City Council Policy G-6, then the replacement tree(s) shall be planted in a public area in the same neighborhood at the option of the petitioner. This section applies to individual or group requests.

- G. Reforestation requests must be completed and submitted in a timely manner by the petitioner. Petitions that are dated more than 90 days in arrears from date stamped by staff before distribution will not be forwarded to the PB&R Commission for consideration.

The decision of the Commission on reforestation requests will be considered final unless called up by at least one Councilmember or the City Manager.

TREE MAINTENANCE

The City shall require the proper care and watering of replacement trees by the reforestation petitioner to ensure their proper growth and development as outlined in City Council Policy G-6. Furthermore, no person shall tamper with City trees in violation of Section 13.08.040 of the Municipal Code. Further, the City will endeavor to fund the care of the Urban Forest to the highest level possible through the efficient use of regular tree trimming, root pruning, root barrier and pesticide programs.

ENCROACHMENT AND DEMOLITION PERMITS

All encroachment permits (permits for private property development which are proposed to encroach upon the City right of way) or demolition permits that involve the removal or replacement of City tree(s) must be specifically noticed by the property owner to City staff prior to the building and/or demolition permit process whenever possible. The proposed construction plans must indicate preservation of existing City trees wherever possible (exempt: dead, dying, or in an advanced state of decline). If the proposed development, as deemed by the General Services Director, requires the removal of City trees, the property owner must submit a tree removal request to the General Services Director, shall pay all related tree removal and replacement costs (one for one replacement) and meet all provisions of Council Policies L-2 and L-6 and City Ordinances 13.08 and 13.09. Approval or disapproval of all tree removal/replacement requests associated with encroachment and demolition permits will be the responsibility of the General Services Director or a designee.



CITY OF NEWPORT BEACH

General Services Department

Tree Removal or Reforestation Application

Per City Council Policy G-1 (Retention or Removal of City Trees), I am **requesting** a tree removal(s) to be reviewed by staff and submitted to either the Parks, Beaches, and Recreation Commission for consideration at a future meeting or the appropriate City approving authority. Commission meetings are held on the first Tuesday of each month (except for holidays) at 7PM at the Council Chambers.

ONE (1) EUCALYPTUS CITRIODORA

Indicate the number and specie(s), (if known) of tree(s).

Located at: 1701 ANTIQUA WAY

Please be as specific as possible

Requestor

- Property Owner
- Community Association
- Other _____

Address/ Phone (Daytime) / Email

1701 ANTIQUA WAY
NEWPORT BEACH, CA 92660
949.874.4706
KKUBIAK@HOMGROUP.COM

Signature: [Handwritten Signature]

Date: 11/23/09

Print Name: KEVIN M. KUBIAK

If this is a reforestation request proceed to the reverse side of this form

Section A. For Tree Removal Requests Only

Removal Criteria (Check one or more)

Please provide copies of photos, bills, documents or any other related material that will verify the checked items.

- Proven and repeated history of **damaging** public or *private, sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities or foundations.
(*Greater than \$500)
- Repeated history** of **significant interference** with street or sidewalk drainage.
- Dying** Has no prospect of recovery.
- Diseased** Cannot be cured by current arboricultural methods.
In advanced state of decline with no prospect of recovery.
- Hazardous** Defective, potential to fail, could cause damage to persons/property upon failure. Assessment by Urban Forester will identify structural defects, parts likely to fail, targets-if fails, procedures and actions to abate.
- Beautification Project** In conjunction with a City Council-approved City, commercial, neighborhood, or community association beautification program.

Section B. For Reforestation Requests Only

Reforestation is the concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of tree(s) for the planted location.

As initiated by:

- Property Owner
 Community Association
 Other _____

Check all items applicable:

- Tree(s) causing curb, gutter, sidewalk or underground utilities damage.
 Wrong tree species for location
 View encroachment
 Area has clearly defined contiguous boundaries that include the tree(s) proposed.
 Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined.
 Areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation.
 Individual property owners must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable.

*A request for reforestation requires a written agreement submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (Individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department using the City tree maintenance contractor.

*There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 24" boxed trees and cost \$195 per tree, unless the parkway space will not accommodate a 24" boxed tree or a tree cannot be planted due to planting restrictions contained in City Council Policy G-6.

This form does not replace the requirements of any of the City tree policies. Its use is intended to expedite the tree removal or reforestation requests and to ensure compliance with all City requirements. Please refer to individual City Council Policy G-1 for additional information.

Requestor Comments:

THE PROPERTY OWNERS ON OUR STREET
OVERWHELMINGLY WANT THESE TREES REMOVED. THE TREES
CONTINUE TO DAMAGE THE SIDEWALK, CURBS AND SEWER LINES.
ADDITIONALLY THEY STAIN AND RUIN THE PAINT ON OUR CARS
AND HARDSCAPE.

Removals, except emergency, will be subject to the notification processes, time frames and authority as specified in the City Council G-1 Policy.



General Services Department

September 17, 2009

TO: General Services Director

FROM: Parks and Trees Superintendent and Urban Forester

SUBJECT: *Tree Removal Request*

Received
SEP 21 2009
General Services

RECEIVED
SEP 18 2009
By *RL*

PROPERTY OWNER(S) INFORMATION: Name: Mr. Kevin Kubiak
Tree Location: 1701 Antigua Way / Front - 1

The property owner is requesting the removal of a City Eucalyptus tree that he alleged has caused repeated damage to private/public property. However, a field inspection confirmed the tree was infested with Lerp Psyllid, which causes an infested tree to drop an excessive amount of leaves. The tree was treated August 2009, and the infestation subsided. Therefore, the amount of debris and fallen leaves has decreased. Additionally, the tree has been pruned accordingly in order to mitigate the amount of fallen debris.

There is insufficient evidence of private/public property damage. Therefore, based on the removal criteria of Policy G-1, this tree does not meet the criteria.

Staff recommends denying the removal of the City tree.

REPLACEMENT TREE: YES NO
DESIGNATED TREE: N/A

GENERAL SERVICES DIRECTOR'S COMMENTS/RECOMMENDATIONS:

Agree with recommendation to retain tree.

Signature: *[Signature]* Date: *9/17/09*

RISK MANAGER'S COMMENTS/RECOMMENDATIONS:

Risk mgmt. concurs with tree retention.

Signature: *Sheri Anderson* Date: *9/18/09*

CITY MANAGER'S COMMENTS/RECOMMENDATIONS:

concur

City Manager: *[Signature]* Date: *9/18/09*

Attachments



General Services Department

TREE INSPECTION REPORT

Name: Mr. Kevin Kubiak

Tree Location: 1701 Antigua Way / Front - 1

Request: The property owner is requesting the removal of a City Eucalyptus tree that he alleged has caused repeated damage to private/public property (see attached tree removal application).

Botanical Name: Eucalyptus citriodora

Common Name: Lemon -Scented Gum

Designated Street Tree: N/A

Estimated Tree Value: \$9,830.00

Damage: Alleged damage to sidewalk, curb and gutter.

Work History: The Field Maintenance Division has the following recorded work history within the last ten years:

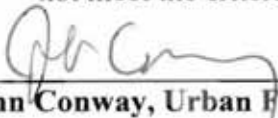
- 2007 – Curb Repairs
- 2000 – Sidewalk Repairs

Parkway: **Concrete** **Brick** **Turf** **(X) Other**

Comments: A field inspection confirmed the tree was infested with Lerp Psyllid, which causes an infested tree to drop an excessive amount of leaves. However, the tree was treated August 2009, and the infestation subsided. Therefore, the amount of debris and fallen leaves has decreased. Additionally, the tree has been pruned accordingly in order to mitigate the amount of fallen debris (see attached Tree Inventory Detail, Work History).

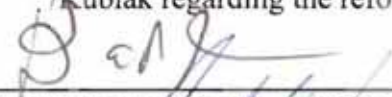
There is insufficient evidence of private/public property damage. Therefore, based on the removal criteria of Policy G-1, this tree does not meet the criteria.


Inspected by:


John Conway, Urban Forester

Date: September 17, 2009

Recommendation: Deny removal of the City Eucalyptus tree. Staff will inform Mr. Kubiak regarding the reforestation process.

Reviewed by:  Date: September 17, 2009
Dan P. Sereno, Parks and Trees Superintendent

Reviewed by:  Date: 9/17/09
Mark Harmon, General Services Director



CITY OF NEWPORT BEACH General Services Department

Tree Removal or Reforestation Application

Per City Council Policy G-1 (Retention or Removal of City Trees), I am requesting a tree removal(s) to be reviewed by staff and submitted to either the Parks, Beaches, and Recreation Commission for consideration at a future meeting or the appropriate City approving authority. Commission meetings are held on the first Tuesday of each month (except for holidays) at 7PM at the Council Chambers.

ONE (1) EUCALYPTUS

Indicate the number and specie(s), (if known) of tree(s).

Located at: DRIVEWAY IN FRONT OF 1701 ANTIQUA WAY

Please be as specific as possible

Requestor

- Property Owner
- Community Association
- Other _____

Address/ Phone (Daytime) / Email

1701 ANTIQUA WAY
NEWPORT BEACH, CA 92660
449-874-4706 KKURBI@KAWAIGROUP.CO

Signature: [Handwritten Signature]

Date: 09-09-09

Print Name: KEVIN KURBIAN

If this is a reforestation request proceed to the reverse side of this form

Section A. For Tree Removal Requests Only

Removal Criteria (Check one or more)

Please provide copies of photos, bills, documents or any other related material that will verify the checked items.

- Proven and repeated history of damaging public or *private. sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities or foundations.
(*Greater than \$500)
- Repeated history of significant interference with street or sidewalk drainage.
- Dying Has no prospect of recovery.
- Diseased Cannot be cured by current arboricultural methods.
- Hazardous In advanced state of decline with no prospect of recovery.
Defective, potential to fail, could cause damage to persons/property upon failure. Assessment by Urban Forester will identify structural defects, parts likely to fail, targets-if fails, procedures and actions to abate.
- Beautification Project In conjunction with a City Council-approved City, commercial, neighborhood, or community association beautification program.

Section B. For Reforestation Requests Only

Reforestation is the concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of tree(s) for the planted location.

As initiated by:

- Property Owner
- Community Association
- Other _____

Check all items applicable:

- Tree(s) causing curb, gutter, sidewalk or underground utilities damage.
- Wrong tree species for location
- View encroachment
- Area has clearly defined contiguous boundaries that include the tree(s) proposed.
- Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined.
- Areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation.
- Individual property owners must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable.

*A request for reforestation requires a written agreement submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (Individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department using the City tree maintenance contractor.

*There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 24" boxed trees and cost \$195 per tree, unless the parkway space will not accommodate a 24" boxed tree or a tree cannot be planted due to planting restrictions contained in City Council Policy G-6.

This form does not replace the requirements of any of the City tree policies. Its use is intended to expedite the tree removal or reforestation requests and to ensure compliance with all City requirements. Please refer to individual City Council Policy G-1 for additional information.

Requestor Comments:

THE TREE HAS CONTINUALLY LIFTED THE CURB, GUTTER AND SIDEWALK. IT IS EXTREMELY MESSY AND COATS OUR YARD WITH LEAVES AND DEBRIS. WE ARE ABOUT TO PUT IN NEW HARDSCAPE AND DO NOT WANT THE NEW CONCRETE TO BE STAINED BY THE TREE DEBRIS. WE WILL BE MAKING A SIGNIFICANT INVESTMENT TO IMPROVE OUR PROPERTY, AND WE DO NOT WANT IT RUINED BY THE TREE.

Removals, except emergency, will be subject to the notification processes, time frames and authority as specified in the City Council G-1 Policy.

Inventory Detail

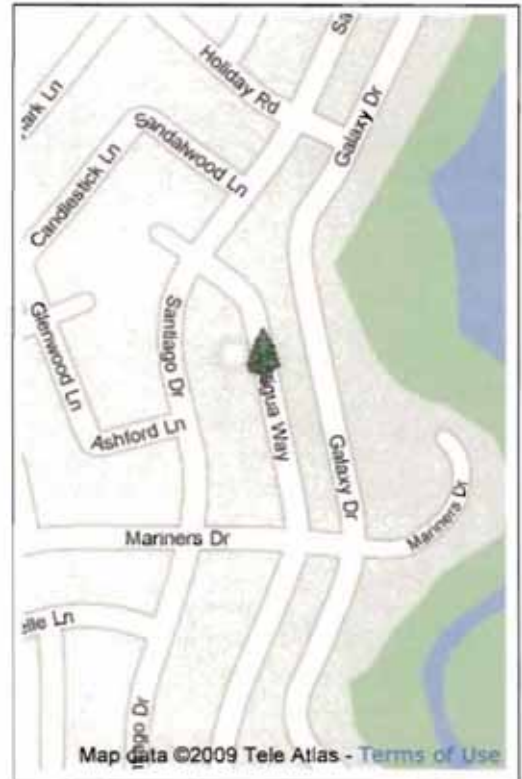
Dist: 16
 Address: 1701 ANTIGUA WY
 Fictitious: No
 Location: Front-1
 On Address: 1701 ANTIGUA WY
 Species: *Eucalyptus citriodora*, LEMON-SCENTED GUM
 DBH/Height: 25-30 / 60+
 Parkway Size: 5
 Utility Overhead: No
 Sidewalk Damage: No
 Recommended Maintenance: Grid Trim
 Estimated Value \$9,830

WCA Work History

Date	Work Type	Amount	Job#
7/8/2008	Grid Pruning	\$39.00	12665
10/7/2005	Grid Pruning	\$39.00	8474
1/10/2003	Grid Trimming	\$39.00	5154
8/8/2002	Grid Trimming	\$39.00	5154
1/3/2000	Grid Trimming	\$39.00	2866

Other Work History

Date	Work Type	Crew	Acct#	Min
------	-----------	------	-------	-----



Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

October 30, 2009

Property Owner First and Last Name (please print): CHADETTE MCKEETZ

Business Name (if applicable): _____

Address: 1601 ANTIQUA

Phone #: 949 642 6818

Chadette McKeeetz

Signature

11-01-09

Date

In favor of tree removal LM (initial) Oppose tree removal _____ (initial)

Comments: _____

Property Owner First and Last Name (please print): BRANDT

Business Name (if applicable): _____

Address: 1606 ANTIQUA WAY

Phone #: 949 642 6818

[Signature]

Signature

11/1/09

Date

In favor of tree removal BB (initial) Oppose tree removal _____ (initial)

Comments: _____

Property Owner First and Last Name (please print): Smay
JEFF & DALAI

Business Name (if applicable): _____

Address: 1618 Antique Way

Phone #: 949-515-2599

[Signature]

Signature

10-31-09

Date

In favor of tree removal S.S. (initial) Oppose tree removal _____ (initial)

Comments: I would like ours removed also.

Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

October 30, 2009

Property Owner First and Last Name (please print): DANNY WALLIS

Business Name (if applicable): _____

Address: 1609 ARTIGUA WAY, NE

Phone #: (949) 645-7250

Signature

Date

11/04/09

In favor of tree removal DW (initial) Oppose tree removal _____ (initial)

Comments:

Property Owner First and Last Name (please print): Remy R. Rosellini

Business Name (if applicable): R. Rosellini LLC

Address: 1629 Artigua way N.P.B CA.

Phone #: (949) 645-9321

Signature

Date

11-4-09

In favor of tree removal R (initial) Oppose tree removal _____ (initial)

Comments:

Property Owner First and Last Name (please print): NATHAN TOWNSEND

Business Name (if applicable): _____

Address: 1707 Artigua way NB

Phone #: 949-632-5766

Signature

Date

11/4/9

In favor of tree removal NT (initial) Oppose tree removal _____ (initial)

Comments:

Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

October 30, 2009
Rodger Griffith

Property Owner First and Last Name (please print):

Business Name (if applicable):

Address: 1721 ANTIGUA WAY, NEWPORT-BEACH, CA 92660

Phone #: 949-722-1070

Rodger Griffith
Signature

11.4.09
Date

In favor of tree removal (initial) *RG*

Oppose tree removal (initial)

Comments:

Property Owner First and Last Name (please print):

Debra Schweickert

Business Name (if applicable):

Address: 1736 Antigua Way Newport Beach, CA 92660

Phone #: 949-646-8285

D Schweickert
Signature

11-4-09
Date

In favor of tree removal (initial) *DS*

Oppose tree removal (initial)

Comments:

Property Owner First and Last Name (please print):

Carol A. Long

Business Name (if applicable):

Address: 1712 Antigua Way Newport Beach 92660

Phone #: 949-646-8592

Carol A Long
Signature

11-4-09
Date

In favor of tree removal (initial) *CAL*

Oppose tree removal (initial)

Comments:

Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

October 30, 2009

Property Owner First and Last Name (please print): HELEN R BARKER

Business Name (if applicable): H.R.B. LLC

Address: 1700 ANTIGUA 2040 Westley Pl St 200

Phone #: 949 515 1580

Helen R Barker
Signature

11/4/09
Date

In favor of tree removal _____ (initial) Oppose tree removal H.R.B. (initial)

Comments:

Property Owner First and Last Name (please print): CATHERINE FARRELL

Business Name (if applicable): _____

Address: 1715 ANTIGUA WAY

Phone #: 949 650 8477

C Farrell
Signature

11/4/09
Date

In favor of tree removal CF (initial) Oppose tree removal _____ (initial)

Comments:

Property Owner First and Last Name (please print): Trevor Benedict

Business Name (if applicable): _____

Address: 1706 Antigua Way

Phone #: (949) 246-0547

T Benedict
Signature

11/13/09
Date

In favor of tree removal TB (initial) Oppose tree removal _____ (initial)

Comments:

Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

October 30, 2009

Property Owner First and Last Name (please print): ELIZABETH LANE

Business Name (if applicable): _____

Address: 1617 ANTIQUA WAY NEWPORT BEACH 92660

Phone #: 949 631-7288

Elizabeth Lane
Signature

11/13/09
Date

In favor of tree removal EL (initial)

Oppose tree removal _____ (initial)

Comments:

Property Owner First and Last Name (please print): Pat Crinshee

Business Name (if applicable): _____

Address: 1727 Antigua Way NTB 92660

Phone #: 949-645-1727

Pat Crinshee
Signature

11/15/09
Date

In favor of tree removal PC (initial)

Oppose tree removal _____ (initial)

Comments:

Property Owner First and Last Name (please print): ANDY ANDONIAN

Business Name (if applicable): Andy

Address: 1630 Antigua Way N.B

Phone #: 949-646-8044

Andy Andonian
Signature

Date

In favor of tree removal an (initial)

Oppose tree removal _____ (initial)

Comments:

Please list the address of the property(s) owned within the surrounding area of the proposed reforestation request (see attached map)

October 30, 2009

Property Owner First and Last Name (please print): KEVIN KUBIAK

Business Name (if applicable): _____

Address: 1701 ANTIQUA WAY

Phone #: 949 874 4704

[Signature]
Signature

11/23/09
Date

In favor of tree removal KKK (initial) Oppose tree removal _____ (initial)

Comments: _____

Property Owner First and Last Name (please print): _____

Business Name (if applicable): _____

Address: _____

Phone #: _____

Signature

Date

In favor of tree removal _____ (initial) Oppose tree removal _____ (initial)

Comments: _____

Property Owner First and Last Name (please print): _____

Business Name (if applicable): _____

Address: _____

Phone #: _____

Signature

Date

In favor of tree removal _____ (initial) Oppose tree removal _____ (initial)

Comments: _____





1701 Antigua Way Reforestation Request





General Services Department

PB&R Commission Agenda

Item No. _____

February 2, 2010

TO: Parks, Beaches and Recreation Commission

FROM: General Services Director

SUBJECT: *Reforestation Request*

Recommendation

Staff recommends that the Parks, Beaches and Recreation Commission consider for approval the reforestation request of the Irvine Terrace Community Association.

Discussion

The Irvine Terrace Community Association has submitted the attached Tree Reforestation Request form pursuant to City Council Policy G-1, requesting the reforestation of one City parkway tree within the Irvine Terrace community.

The Association is requesting the tree removal under the City Council Policy G-1, Reforestation of City Trees guidelines, and has met all requirements. Irvine Terrace Community Association will assume the full cost for the removal and replacement of the tree, approximately \$351.00 (\$195.00 for a 24" box replacement tree and \$156.00 removal).

The replacement tree will be planted at Irvine Terrace Park due to the proximity of the existing concrete slabs, water and electrical controllers, as well as underground lines surrounding this tree site.

Staff has attached the Tree Inspection Report, Tree Inventory Detail, and photographs related to the request.

Mr. David Rainer, Irvine Terrace Community Association, Community Manager and Council Member Edward D. Selich have received a copy of this report and a notice of the February 2 Commission meeting.

Submitted by:

A handwritten signature in blue ink, appearing to read "Mark Harmon".

Mark Harmon

- Attachments:
- (A) Reforestation Check List
 - (B) Policy G-1, Retention or Removal of City Trees, Reforestation of City Trees, pages 6 - 9
 - (C) Tree Removal Request Application
 - (D) Board of Directors Letter
 - (E) Board of Directors Meeting Minutes
 - (F) Tree Inspection Report
 - (G) Tree Inventory Detail
 - (H) Pictures
 - (I) Aerial Map



Reforestation Check List

Table with 4 columns: Verified by, Urban Forester, Parks and Trees Superintendent, General Services Director. Rows include: Legally Established Homeowners Association, Individual Private Property Owner(s), Reforestation Application, (90) days Reforestation Request Compliance, Resolution of the Board of Directors, Minutes, Notices (Legally Established Homeowners Association).

Damage/Impact

Table with 4 columns: Verified by, Urban Forester, Parks and Trees Superintendent, General Services Director. Rows include: Blue Water View Impact, Incorrect Tree Species, Hardscape Damage: Curb/Gutter, Sidewalk, Utility.

Individual Private Property Owner(s) ONLY

Table with 4 columns: Verified by, Urban Forester, Parks and Trees Superintendent, General Services Director. Rows include: Written Agreement by Individual Property Owner(s), Staff Approved Petition, Property Owners Signatures Verified, Meets 60% Reforestation Criteria:

#__Property owners notified %__Agreed with removal

Meets Minimum Reforestation Requirements: YES NO

Department Signature: [Handwritten Signature]

Date: 1/19/10

City Attorney Reviewed: _____

Date: _____

General Services Director or designee concurs, then the applicant, the adjoining owners, private property owners on either side of the street within 500' in each direction of the tree location and a legally established community association, if applicable, shall be notified of the decision to remove or retain the tree within 30 days of the proposed removal. A legally established community association is responsible for notification of all association members pursuant to their established procedure. The General Services Director, or a designee, shall prepare a staff report for a regularly scheduled PB&R Commission meeting of all trees recommended for removal, except for those trees categorized in Paragraph C. (dead, diseased, or dying trees) or Paragraph E (claims and safety issues) in the preceding section on All Other City Trees. Only an applicant, an adjoining property owner, or a legally established community association, the City Manager, a PB&R Commissioner, or a Councilmember may appeal the decision of the General Services Director not to remove a tree to the Commission. The Commission, in considering any appeal, shall determine whether the removal meets the criteria outlined in this Policy, as well as any unique factors which may be pertinent to the removal or retention of tree(s). The decision of the Commission will be considered final unless called up by at least one Councilmember or the City Manager.

The General Services Department will delay any tree removal(s) for at least 14 calendar days following the date of the Commission decision in order to allow time for a Councilmember or the City Manager to call the item.

The City will replace all trees removed in accordance with the All Other City Trees removal criteria on a one for one basis. Replacement trees will be a minimum of a 36" boxed size. If 36" boxed trees are not available, or funding, or space constraints prevent planting of a large tree, then a minimum of a 24" boxed tree will be planted. The full costs of removal and replacement of Special or All Other Tree(s) will be the sole responsibility of the City, unless an applicant voluntarily pays for a new tree(s).

REFORESTATION OF CITY TREES

The concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of trees for the planted location is referred to as reforestation. The Urban Forester shall make a finding for the latter category of inappropriate tree species for a specific location. His determination may be appealed to the General Services Director whose decision will be final.

It is recognized and acknowledged that City trees were planted many years ago and in some cases were planted with specific species that when fully mature cause damage to curb, gutter, sidewalk or underground utilities. Within the geographical boundaries of certain view neighborhoods, City street trees may encroach into blue water views from public and private property depending on the length of time since the trees were last trimmed, or the age and height of the trees. In other cases, the wrong species of tree was planted originally and simply does not conform to the current treescape or represents a safety hazard.

Arborists continue to develop lists of tree species which will grow in restricted parkway areas without causing significant damage to curb, gutter, sidewalk, utilities or loss of views. The City Street Tree Designation List, which specifies a species for each City street reflects an effort by the City to prescribe appropriate tree species that will not cause future problems.

As a City which understands the importance of trees and the beauty they bring to a community, the City desires to continually improve the urban forest through reforestation. In areas where City trees have been removed through City initiation, the City will endeavor to replace the trees with the appropriate designated City tree.

Individual private property owners, as well as legally established community associations, may apply for single or multiple tree reforestations in their respective area by submitting a request to the General Services Director for consideration by the Commission that meets the following requirements:

- A. The proposed area must have clearly defined contiguous geographical boundaries that include the tree(s) proposed for removal and replacement, street address(es), block number(s), or other geographical information. This section applies to individual and group requests.
- B. Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined for reforestation. The petition content must be approved and dated by City staff prior to distribution by the petitioner. The staff-approved petition must be distributed by the petitioner to a maximum of 30 private property owners (up to 15 contiguous private property owners on both sides of the street up to 500' in either direction from the location of the proposed reforestation). Signatures by non-property owners are not acceptable for petition purposes. All petition signatures shall be verified by City staff for

property owner status of the person(s) signing the petition. As an alternative to the above requirements, areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation with a statement that all members of the community association having their residential views affected, have been officially notified and given an appropriate opportunity to respond before the Board voted on the request. Individual private property owners living within a legally established community association area with mandatory association membership must petition for reforestation through their respective association.

- C. Individual private property owners not residing within a legally established community association area may submit individual requests for single or multiple tree reforestations. The applicant must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable. The petition content must be approved and dated by staff prior to distribution. All petition signatures shall be verified by City staff for private property owner status of the person(s) signing the petition.
- D. A written agreement must be submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department. The total costs shall include only the contractor's removal and replacement costs and be paid in advance of any removal actions.
- E. The replacement tree(s) for reforestation shall be the Designated Street Tree(s) as prescribed by City Council Policy G-6, or the organization must request and obtain approval from the Commission of the designation of a different tree species prior to submitting any reforestation request for a tree species other than the designated street tree. This section applies to individual or group requests.
- F. There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 24" boxed trees, unless the parkway space will not accommodate a 24" boxed tree or a tree cannot be planted due to planting restrictions contained in Council Policy G-6. If

there is not room for the replacement tree(s) at a specific site as prescribed by City Council Policy G-6, then the replacement tree(s) shall be planted in a public area in the same neighborhood at the option of the petitioner. This section applies to individual or group requests.

- G. Reforestation requests must be completed and submitted in a timely manner by the petitioner. Petitions that are dated more than 90 days in arrears from date stamped by staff before distribution will not be forwarded to the PB&R Commission for consideration.

The decision of the Commission on reforestation requests will be considered final unless called up by at least one Councilmember or the City Manager.

TREE MAINTENANCE

The City shall require the proper care and watering of replacement trees by the reforestation petitioner to ensure their proper growth and development as outlined in City Council Policy G-6. Furthermore, no person shall tamper with City trees in violation of Section 13.08.040 of the Municipal Code. Further, the City will endeavor to fund the care of the Urban Forest to the highest level possible through the efficient use of regular tree trimming, root pruning, root barrier and pesticide programs.

ENCROACHMENT AND DEMOLITION PERMITS

All encroachment permits (permits for private property development which are proposed to encroach upon the City right of way) or demolition permits that involve the removal or replacement of City tree(s) must be specifically noticed by the property owner to City staff prior to the building and/or demolition permit process whenever possible. The proposed construction plans must indicate preservation of existing City trees wherever possible (exempt: dead, dying, or in an advanced state of decline). If the proposed development, as deemed by the General Services Director, requires the removal of City trees, the property owner must submit a tree removal request to the General Services Director, shall pay all related tree removal and replacement costs (one for one replacement) and meet all provisions of Council Policies L-2 and L-6 and City Ordnances 13.08 and 13.09. Approval or disapproval of all tree removal/replacement requests associated with encroachment and demolition permits will be the responsibility of the General Services Director or a designee.



CITY OF NEWPORT BEACH General Services Department

Tree Removal or Reforestation Application

Per City Council Policy G-1 (Retention or Removal of City Trees), I am requesting a tree removal(s) to be reviewed by staff and submitted to either the Parks, Beaches, and Recreation Commission for consideration at a future meeting or the appropriate City approving authority. Commission meetings are held on the first Tuesday of each month (except for holidays) at 7PM at the Council Chambers.

Indicate the number and specie(s), (if known) of tree(s).

Located at: Queen palm ~~woods~~ behind the Irvine Terrace ~~wood~~ monument at the intersection of El Paseo + Bayside Dr.

Please be as specific as possible

Requestor

- Property Owner
- Community Association
- Other _____

Address/ Phone (Daytime) / Email

1 Paleris Way, Ste 100, Aliso Viejo, 949 448-6103

Signature: 

Date: 1-4-10

Print Name: David Rainer, Managing Agent

If this is a reforestation request proceed to the reverse side of this form

Section A. For Tree Removal Requests Only

Removal Criteria (Check one or more)

Please provide copies of photos, bills, documents or any other related material that will verify the checked items.

Great potential to.

- Proven and repeated history of **damaging** public or *private, sewers, water mains, roadways, sidewalks, curbs, walls, fences, underground utilities or foundations.
(*Greater than \$500)
- Repeated history of significant interference with street or sidewalk drainage.
- Dying Has no prospect of recovery.
- Diseased Cannot be cured by current arboricultural methods.
In advanced state of decline with no prospect of recovery.
- Hazardous Defective, potential to fail, could cause damage to persons/property upon failure. Assessment by Urban Forester will identify structural defects, parts likely to fail, targets-if fails, procedures and actions to abate.
- Beautification Project In conjunction with a City Council-approved City, commercial, neighborhood, or community association beautification program.

Section B. For Reforestation Requests Only

Reforestation is the concept of systematically replacing Problem or All Other Trees which are creating hardscape and/or view problems and cannot be properly trimmed, pruned or modified to alleviate the problem(s) they create, or those which have reached their full life, and are declining in health, or are simply the wrong species of tree(s) for the planted location.

As initiated by:

- Property Owner
- Community Association
- Other _____

Check all items applicable:

- Tree(s) causing curb, gutter, sidewalk or underground utilities damage.
- Wrong tree species for location
- View encroachment
- Area has clearly defined contiguous boundaries that include the tree(s) proposed.
- Residential communities, neighborhoods, or business organizations who apply for reforestation must submit a petition signed by a minimum of 60% of the property owners within the area defined.
- Areas represented by a legally established community association, may submit a resolution of the Board of Directors formally requesting a reforestation.
- Individual property owners must submit a petition signed by a minimum of 60% of a maximum of 30 private property owners (up to 15 contiguous private properties on both sides of the street up to 500' in either direction from the location of the proposed reforestation site) as well as the endorsement of the appropriate homeowners' association, if applicable.

*A request for reforestation requires a written agreement submitted to the Parks, Beaches, and Recreation Commission by the petitioning sponsor (Individual private property owner(s) or group) to pay 100% of the costs of the removal and replacement of the public tree(s) in advance of any removal activity. The actual removal and replanting will be coordinated by the General Services Department using the City tree maintenance contractor.

*There shall be a minimum of a one-for-one replacement of all trees removed in reforestation projects. Replacement trees shall be a minimum size of 24" boxed trees and cost \$195 per tree, unless the parkway space will not accommodate a 24" boxed tree or a tree cannot be planted due to planting restrictions contained in City Council Policy G-6.

This form does not replace the requirements of any of the City tree policies. Its use is intended to expedite the tree removal or reforestation requests and to ensure compliance with all City requirements. Please refer to individual City Council Policy G-1 for additional information.

Requestor Comments:

See enclosed letter.

Removals, except emergency, will be subject to the notification processes, time frames and authority as specified in the City Council G-1 Policy.



November 20, 2009

Mr. Mark Harmon
General Services Director
City of Newport Beach
3200 Newport Blvd.
Newport Beach, CA 92663-3884

Re: Request for Tree Removal

Dear Mr. Harmon,

The Irvine Terrace Community Association would like to have the Queen palm tree located behind the Irvine Terrace entrance monument on Bayside Drive removed as captured in the attached picture (picture no. 1).

There were three Queen palm trees at this location but because of the cramped location, two did not survive and had to be removed. The remaining Queen palm tree will also have to be removed. As seen in the attached picture, there are concrete slabs, water and electrical controllers, as well as underground lines surrounding this remaining tree. The tree is mis-located with the current landscaping that surrounds the Irvine Terrace monument.

The tree located on the El Paseo median (picture no. 2) is also clearly out of place with the adjacent miniature Golden Medallion tree also in the median.

The Irvine Terrace Community Association will pay for the tree removal and in accordance with the City's tree policy will provide funding for a 24" box tree to be planted in the nearby Irvine Terrace park.

Thank you for your consideration. If you have any questions or concerns, please feel free to contact our community association manager, David Rainer of Merit Property Management, at 949-448-6103 or drainer@meritpm.com.

Sincerely,

On Behalf of the Board of Directors
Irvine Terrace Community Association

A handwritten signature in black ink, appearing to read "D. Rainer", is written over a horizontal line.

David Rainer, JD, CCAM®
Community Manager

Managed by

MERIT PROPERTY MANAGEMENT, INC.

1 Polaris Way, Suite 100 • Aliso Viejo, CA 92656 • 949/448-6000 • 800/428-5588 - FAX 949/448-6400

IRVINE TERRACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING- OPEN SESSION

SEPTEMBER 16, 2009
BAHIA CORINTHIAN YACHT CLUB, 1601 BAYSIDE DRIVE, CORONA DEL MAR

MINUTES

DIRECTORS PRESENT

Val Skoro
Joe Silviso
Charles Lacey
Brian Jones
John Carroll

DIRECTORS ABSENT

Scot MacInnes
John Gessford

MERIT PROPERTY MANAGEMENT

David Rainer, Merit Property Management
Melissa Badamain, Merit Property Management

I. CALL TO ORDER

The Irvine Terrace Community Association Board of Directors Open Session meeting was called to order at 7:05 p.m.

II. EXECUTIVE SESSION

There was an Executive Session held prior to the Open Session to discuss matters relating to member discipline, potential litigation and third party contracts. Those items addressed during Executive Session are noted as follows:

- Approval of Minutes
- Potential Litigation
- Contract Formation
- Homeowner Hearings

III. ARCHITECTURAL COMMITTEE REVIEW

The Architectural Review Committee provided the Board with an update of their activity since the last Board meeting.

IV. HOMEOWNER FORUM

- Dan Day of 1821 Galatea Terrace was in attendance to discuss his architectural submittal for a spa installation.
- William McIntyre of 1125 Dolphin Terrace, Charles Bogner of 1027 Dolphin Terrace and Paul Lunsford of 1101 Dolphin Terrace were in attendance to request an update

regarding the Wardy dispute.

V. COMMITTEE REPORTS

A. Landscape Committee

Director Skoro provided the Board with an update of the activity of the Landscape Committee since the last Board meeting.

Motion: Jones
Second: Silvoso

Resolved: That the Board of Directors empowers the Landscape Committee to arrange to have the Queen palm tree located behind the monument on El Paseo removed.

The motion carried unanimously.

B. Coast Highway Project Committee Report

Director Skoro provided the Board with an update of the activity of the Coast Highway Project Committee since the last Board meeting.

C. Newsletter

Director Silvoso provided the Board with an update of the activity of the Newsletter Committee since the last Board meeting.

D. Governing Documents Revision Committee

Director Silvoso provided the Board with an update of the activity of the Governing Documents Revision Committee since the last Board meeting.

E. Architectural Guidelines Revision Ad Hoc Committee

The Architectural Guidelines Revision Ad Hoc Committee was not in attendance as no update was requested by the Board of Directors.

VI. CONSENT CALENDAR

Motion: Silvoso
Second: Jones

Resolved: That the Board of Directors approves the Consent Calendar as submitted.

The motion carried unanimously.

A. Approval of Minutes – July 15, 2009

Resolved: That the Board of Directors approves the minutes of the July 15, 2009, Open Session meeting as presented.

B. Financial Statement – June 30, 2009

Resolved: That the Board of Directors approve the Financial Statements for the period ending June 30, 2009, reflecting \$225,469.27 in operating funds, \$6,021.33 in refundable Architectural Funds, \$58,051.41 in Reserve funds, \$50,000 in future litigation funds, \$6,818.31 in owners receivables, for total assets of \$343,904.32, reflecting a year to date net equity gain of \$114,560.71.

C. Financial Statement – July 31, 2009

Resolved: That the Board of Directors approve the Financial Statements for the period ending July 31, 2009, reflecting \$216,075.56 in operating funds, \$6,023.87 in refundable Architectural Funds, \$58,100.70 in Reserve funds, \$50,000 in future litigation funds, \$6,836.43 in owners receivables, for total assets of \$334,580.56, reflecting a year to date net equity gain of \$104,524.17.

D. Inspector of Election

Resolved: That the Board of Directors appoints Ball & Associates as Inspector of Election for the November 15, 2009 Annual Election for the amount of \$175.00 per meeting attendance plus \$1.25 per ballot received. Funds for the Inspector of Election may be derived from the operating G/L account # 19328, Annual Meeting, which has an annual budget of \$6,000.00.

E. Establishment of Record Date

Resolved: That the Board establishes October 9, 2009 as the Record Date for the November 15, 2009 Annual Election.

*The motion carried unanimously
End of Consent Calendar*

VIII. NEW BUSINESS ITEMS

A. Fiscal Year 2010 Proposed Budget

Motion: Silvoso
Second: Lacey

Resolved: That the Board of Directors approves the fiscal year 2010 budget as submitted with the following revision: remove \$0.16 per unit per month

from operating G/L account #19110, Newsletter, to establish the annual assessment amount at \$505.00.

The motion carried unanimously.

B. Draft Reserve Study

Motion: Jones
Second: Carroll

Resolved: That the Board of Directors approves the draft reserve study as submitted by Reserve Data Analysis.

The motion carried unanimously.

C. Improvement to Community Monument

The Board engaged in discussion regarding adding a stone veneer to complete the veneer to the community monument. The Board of tabled the matter until the November Board meeting.

IX. REPORTS

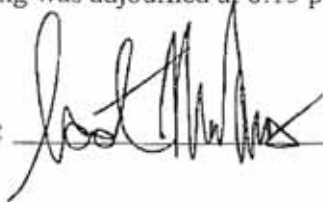
The Board of Directors reviewed and filed the following reports:

- Management Report
- Asset Management Plan.
- Utility Report
- One Page Financial Summary Report

X. ADJOURNMENT

There being no further Regular Session business to come before the Board of Directors, the meeting was adjourned at 8:15 p.m.

ACCEPTED: _____



DATE: _____

10-21-09



General Services Department

TREE INSPECTION REPORT

Name: David Rainer, Community Manager
Irvine Terrace Community Association

Tree Location: 400 El Pasco Drive – Median 1/ Behind Irvine Terrace entrance monument on Bayside Drive.

Request: Mr. Rainer is requesting removal of a City Queen Palm tree located within the Irvine Terrace community based on the criteria of City Council Policy G-1, Reforestation of City Trees.

Tree Species: Syagrus romanzoffianum – Queen Palm

Designated Street Tree: Olea europaea – Olive

Estimated Tree Value: \$1,050.00

Damage: No apparent damage

Parkway: **Concrete** **Brick** **Turf** **(X) Other**

Comments: A field inspection confirmed a healthy City tree. However, the tree is planted in an inappropriate location due to the proximity of the existing concrete slabs, water and electrical controllers, as well as underground lines surrounding this tree site.

Estimated cost for reforestation of one City tree:

- o Removal - \$ 156.00
- o Replacement - \$ 195.00 / 24" box tree

Total Cost - \$351.00

Inspected by: John Conway **Date:** January 5, 2010
John Conway, Urban Forester

Recommendation: Forward the reforestation request to the Parks, Beaches and Recreation Commission for review and approval.

Reviewed by: Dan P. Sereno **Date:** January 5, 2010
Dan P. Sereno, Parks and Trees Superintendent

Reviewed by: Mark Harmon **Date:** 1/19/10
Mark Harmon, General Services Director

Show/Hide Map

Print Report

Inventory Detail

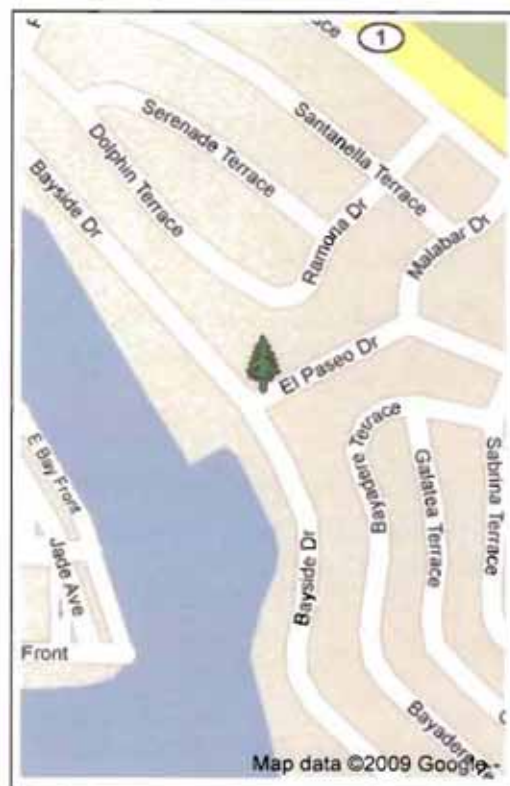
Dist: 13
 Address: 400 EL PASEO DR
 Fictitious: Yes
 Location: Median-1
 On Address: 400 EL PASEO DR
 Species: *Syagrus romanzoffianum*, QUEEN PALM
 DBH/Height: 07-12 / 15-30
 Parkway Size: 9
 Utility Overhead: No
 Sidewalk Damage: No
 Recommended Maintenance: Grid Trim
 Estimated Value \$1,050

WCA Work History

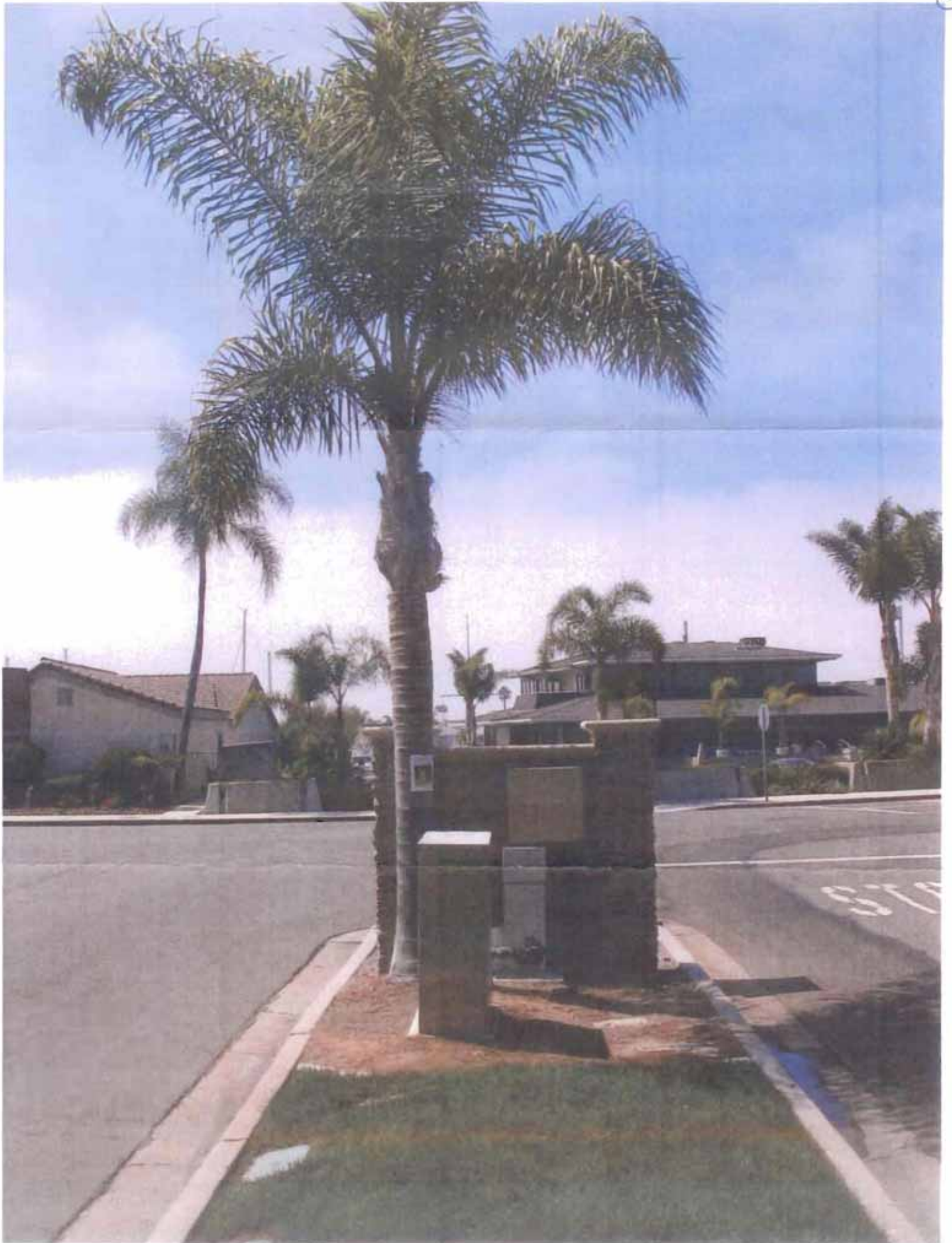
Date	Work Type	Amount	Job#
8/18/2009	Grid Pruning	\$39.00	14394
9/18/2008	Service Request Pruning	\$39.00	12668

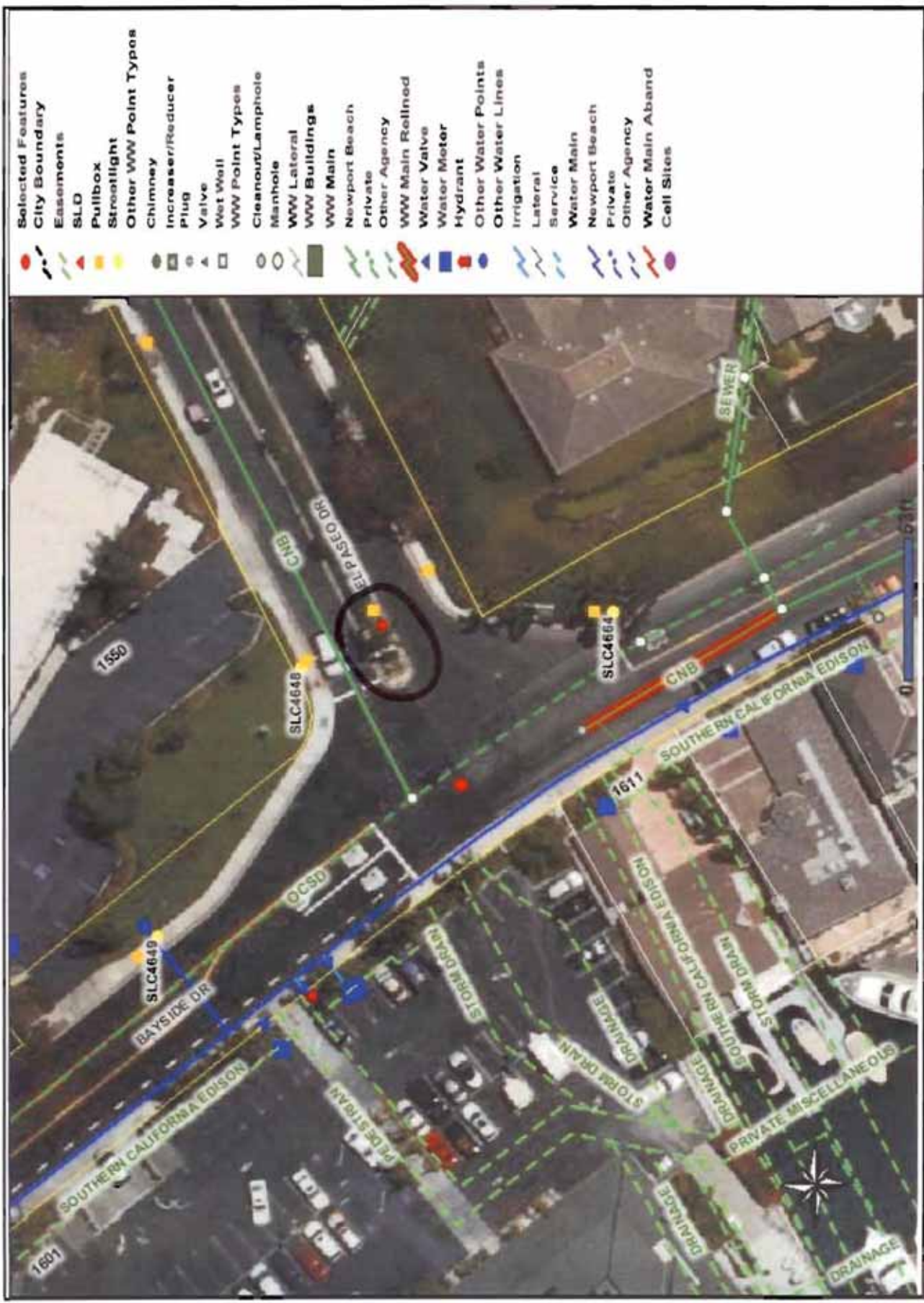
Other Work History

Date	Work Type	Crew	Acct#	Min
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Recreation & Senior Services Department

To: Parks, Beaches & Recreation Commission
From: Sean Levin, Recreation Superintendent
Re: Proposed Community Service Award Procedure Revisions

RECOMMENDATION

Discuss and approve revisions to the Community Service Award Procedure.

BACKGROUND

At the November 3, 2009 Commission Meeting, discussion ensued regarding needed revisions to the Community Services Award Procedure to create clear criterion for selection of recipients. It was determined that staff would work with the Ad Hoc committee to make recommended revisions and report back the Commission as a whole for final approval of the procedure. Additionally, a third member was added to the Ad Hoc Community Service Award Committee to create a tie breaker in situations where consensus is not reached. Commissioner Hamilton was appointed to the Committee.

DISCUSSION

With Commission input, staff revised the existing application as attached. The intent of the revised document is to create a clear process that will serve the current and future commissions in the selection of Community Service Award recipients.

Attachment: A. **Revised** Community Service Award Procedure and Application
B. **Current** Community Service Award Procedure and Application

**Parks, Beaches & Recreation Commission
Community Service Award
Procedure**

Community Service Award

The Community Service Award is presented by the Parks, Beaches & Recreation Commission (PB&R) in the spirit of showing their appreciation to those individuals who contribute to the community and improve the quality of life in Newport Beach.

Awarded to individuals, agencies, community organizations, foundations, businesses, or educational institutions for outstanding public service in the support of creating community through people, parks and programs. Recipients are chosen based upon their significant effort of time and/or monetary contributions to influence and improve the quality of the Newport Beach community through parks, recreation, senior and community services.

Procedure

Nominations will be accepted from Commissioners, staff and residents anytime when deemed appropriate throughout the year on the attached form. Anonymous nominations will not be accepted. A subcommittee consisting of three PB&R Commissioners will review the nominations. Nominations that receive a majority of the subcommittee vote will be presented to the full commission for final vote at a future PB&R meeting. Presentation to the award winner will be made at the earliest available Commission meeting that the award winner is able to attend.

Selection Criterion (at least 3 criterion must be met)

1. Be a resident of the City of Newport Beach or actively teaching or volunteering in the community.
2. Active in Newport Beach Recreation, Parks or Senior programs for at least one year.
3. Contributed to the development or improvement of new equipment, apparatus, facilities or programs in Newport Beach.
4. Proven record of outstanding volunteer service to the delivery of park and recreation services or programs for the City of Newport Beach.

**Parks, Beaches & Recreation Commission
Community Service Award
Nomination Form**

Name of Nominee: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Program involvement: _____

Explain why you are nominating this person:

(Please attach additional pages if necessary)

Your Name: _____ Phone: _____

Relationship to Nominee: _____

Your email: _____ Fax: _____

Address: _____

Please submit this application for consideration to:

**Community Service Awards
c/o Recreation & Senior Services Department
3300 Newport Blvd.
Newport Beach, CA 92663
For questions please call: 949-644-3151**

CURRENT

Attachment B

City of Newport Beach
Parks, Beaches & Recreation Commission
Annual Community Service Award

This award is given annually by the Parks, Beaches & Recreation Commission to recognize an individual or group that has contributed significant time, energy and/or donations for recreation, parks or senior citizen programs. This annual award is one way that the Commission can show their appreciation publicly for their contributions, create a sense of community pride, and encourage involvement in the community.

Procedure

Nominations will be accepted from staff and residents annually in March. A subcommittee of the Parks, Beaches & Recreation Commission and staff will review the nominations and present the top two to the full commission for review in closed session for final vote. Presentation to the award winner will be made at the June meeting each year there is an award winner.

Criteria for Nomination

1. Must be a resident of the City of Newport Beach or actively teaching/volunteering in City programs.
2. Must be active in recreation, parks or senior citizen programs for at least one year.
3. Should demonstrate significant contributions (time, expertise or monetary) to the recreation, parks and senior citizen programs.
4. Should demonstrate good citizenship, sportsmanship, dedication or involvement in recreation, parks and senior citizen programs.
5. Nomination form must be completed and submitted by March 31 each year. Nominations will not be carried over from year to year and must be resubmitted. There can be no anonymous nominations.

February 25, 2003

**Parks, Beaches & Recreation Commission
Community Service Award
Nomination Form**

Name of Nominee: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Program involvement: _____

Explain why you are nominating this person

(Please attach additional pages if necessary)

Your Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Relationship to Nominee: _____

Please submit this application by March 31 for consideration to:

Community Service Awards
c/o Recreation & Senior Services Department
3300 Newport Boulevard
Newport Beach, CA 92663

Attach two letters of support from others who are familiar with the nominee's work in the community.

All information submitted as part of the Nomination Process becomes the property of the Recreation and Senior Services Department and cannot be returned.