

ENVIRONMENTAL MAINTENANCE

Consistent with the Sausalito Marin City School District’s policy to preserve native plants and trees on the district’s property in as natural a state as reasonably possible, the Board of Trustees adopts the following regulations for the maintenance and alteration of hedges, shrubs and trees on district’s grounds.

DEFINITIONS

Alteration

Any action which would significantly harm the health or appearance of any tree, shrub or hedge whether by (1) filling or surfacing or changing the drainage of the surrounding soil, (2) cutting the trunk, branches or roots, (3) removal, or (4) other damaging acts. Alteration does not include Routine Maintenance.

Grounds Committee

The Grounds Committee shall consist of the Business Manager, Director of Maintenance and Operations, and a certificated administrator selected by the Superintendent.

Hedge

Any shrubs or other plant material, excluding trees, planted or growing in a dense continuous line, so as to form a thicket, barrier or living fence.

Routine Maintenance

Routine acts to maintain or improve the health or configuration of any tree, shrub, or hedge including pruning, shaping, and removal of dead or dying plant material.

Shrub

A woody perennial plant that is smaller than a tree.

Tree

A woody perennial plant which usually, but not necessarily, has a single trunk and a height of 15 feet or more or a circumferences of 20” measured at 24” above ground.

ALTERATIONS – AUTHORIZATION AND PROCEDURES

A. Hedges and Shrubs.

Alterations to hedges or shrubs may be made only with the prior written authorization of the Superintendent or his or her designee.

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ENERGY AND WATER MANAGEMENT (continued)

B. Trees.

1. Alterations to trees may be made only with the prior authorization of the Superintendent upon the written recommendation of district's Director of Maintenance and Operations, the request of a member of the community in accordance with paragraphs 2-7, below, or when conditions pose a risk to the safety of persons or property.
2. To request alteration of a tree a community member shall complete a Request for Tree Alteration ("Application") and submit it to the District Office, Attention: Grounds Committee.
3. The Grounds Committee shall review the Application, inspect the tree(s) and surrounding areas, and prepare a written report of its findings after considering the following factors.
 - a. The condition of the tree(s) with respect to disease, hazard, proximity to existing or proposed structures, or interference with utility services;
 - b. The effect alteration of the tree(s) will have on the privacy and aesthetic qualities of the district's or applicant's properties and the character of the surrounding area; and
 - c. The topography of the land and the effect removal or alteration will have on protection from wind, soil erosion and flow of surface water.
4. Health or Safety Concerns.
 - a. If the Grounds Committee, after its review pursuant to paragraph 3, above, agrees that the health of the tree(s) or safety of persons or property are at risk, the Grounds Committee shall prepare a written report and forward it to the Superintendent with a copy of the Application. The Superintendent shall decide which alterations, if any, shall be implemented and give a Notice to the applicant. The Notice shall

advise the applicant of the opportunity to request further consideration upon deposit of an arborist's fee, the amount of which shall be specified in the Notice.

- b. If after review pursuant to paragraph 3, above, the basis for the Application is not apparent to the Grounds Committee, the Grounds Committee shall forward the Application and the Grounds Committee's findings to the Superintendent who shall give a Notice of denial. The Notice shall advise the applicant of the opportunity to request further consideration upon deposit of an arborist's fee, the amount of which shall be specified in the Notice.

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ENERGY AND WATER MANAGEMENT (continued)

- c. The applicant may request further consideration within 15 days after the date of the Notice given pursuant to paragraph 4(a) by submitting a written request and the arborist's fee to the District Office, Attention: Superintendent. The district shall then engage a certified arborist to (i) evaluate the health of the tree or trees and/or any safety concerns the tree or trees may present and (ii) prepare a written report, which shall include an opinion on whether any maintenance or alteration work is necessary to maintain the health of the tree(s) or ensure the safety of persons or property. Based on the arborist's report, the Superintendent shall decide which alterations, if any, shall be implemented and give written Notice to the applicant. The Notice shall advise the applicant of the opportunity to request further consideration by the Board.
 - d. Any applicant who is dissatisfied with the Superintendent's decision may seek review by the Board by submitting a written request to the Board of Trustees within 15 days after the date of the Notice given pursuant to paragraphs 4(b) or 4(c), above. The Superintendent shall forward to the Board the Application, the arborist's written report and Grounds Committee's findings, if any, and the Notice.
5. Aesthetic Concerns.
- a. If the Application is based on maintenance of aesthetic concerns related to applicant's property (e.g., view), the applicant shall submit a completed Application to the Superintendent and pay an arborist's fee. The Superintendent or designee shall notify applicant of the amount of the arborist's fee. Upon receipt of the arborist's fee, the district shall

engage a certified arborist to evaluate the effect the requested alteration(s) will have on the health of the tree(s) and safety of persons and property and to prepare a written report.

- b. If the arborist concludes that the requested alteration(s) will harm the health of the tree or adversely impact the safety of persons or property, the Application shall be denied, and the Superintendent, or designee, shall so notify the applicant in writing with a copy to the Board. The Superintendent's decision shall be final.
- c. If the arborist concludes that the requested alteration will not harm the health of the tree or adversely impact safety conditions, the Superintendent shall decide which alterations, if any, shall be implemented and notify the applicant. The Notice shall advise the applicant of the opportunity to request further consideration by the Board.

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ENERGY AND WATER MANAGEMENT (continued)

- d. Any applicant who is dissatisfied with the Superintendent's decision may seek review by the Board by submitting a written request within 15 days after the date of the Notice given pursuant to paragraph 5(c). The Superintendent shall forward the Application, the arborist's report, and the Notice to the Board.
6. Review by Board of Trustees.
- a. The Board shall review the Application, the Grounds Committee's findings, if any, the arborist's report, and the Notice, and based upon the best interests of the district, determine whether to approve or deny the requested alteration(s).
 - b. If the Board approves an Application based on its conclusion that the alteration(s) are necessary and appropriate to preserve the health of the tree(s) or safety of persons or property, the Board shall record its findings in the meeting minutes.
 - c. The decision of the Board shall be final.
7. Payment of Costs.

If the Board approves the applicant's requested alteration(s), in whole or in part, the applicant shall be required to submit to district, in advance, a sum equal to the costs associated with the authorized alteration(s), unless based upon review of the certified arborist's report, and the findings of the Grounds Committee, if any, and the best interests of the district, the Board specifically finds that the alteration(s) are necessary and appropriate to preserve the health of the tree(s) or safety of persons or property. In such case the arborist's fee, if any, shall be reimbursed to the applicant and the costs of the alterations shall be paid by the Sausalito Marin City School District.

C. Enforcement.

The Director of Maintenance and Operations and/or the Superintendent shall take appropriate action to prevent or stop any alterations in violation of Board Policy 3511 or this regulation.

Regulation approved: April 26, 2007
Business and Noninstructional Operations

SAUSALITO MARIN CITY SCHOOL DISTRICT
Sausalito, California
E 3511

ENERGY AND WATER MANAGEMENT

FORM A
SAUSALITO MARIN CITY SCHOOL DISTRICT

Request for Tree Alteration

Applicant's Name: _____
Phone: Business: _____ Residence: _____
Address _____
City, CA Zip _____

Assessor's Parcel Number _____

Location of the Tree(s) _____

Please attach a photograph or draw a detailed map showing location of tree(s) in relation to applicant's property.

1. Size/height of tree(s): _____

2. Number of tree(s): _____

3. Species of tree(s): _____

4. Specify in detail the alterations you are requesting.

5. Reason for request:

a) Safety/health of tree(s). Specify nature and basis for safety/health concern:

b) Maintain aesthetic qualities of applicant's neighboring property. Specify:

Signature: _____ Date: _____