[Amended Landmark Tree Criteria, Nomination and Evaluation Forms]

Resolution amending Landmark Tree Criteria, Nomination and Evaluation Forms to be used in the implementation of a nomination, evaluation, and removal process for landmark trees in the City and County of San Francisco.

WHEREAS, The Environment Code, Chapter 12, Section 1203 charges the Urban Forestry Council with developing criteria for a landmark/heritage tree program for the City and County of San Francisco; and,

WHEREAS, The Board of Supervisors passed Ordinance 0017-06 Amendment to Public Works Code - Section 801, Landmark Trees, Significant Trees, and Penalties for Violations on January 20, 2006, which directs the Council to implement a landmark tree program that includes a nomination, evaluation and removal process; now, therefore be it

RESOLVED, That the Urban Forestry Council has amended and approved previously approved criteria and forms for landmark tree nomination and evaluation at their August 26, 2008 meeting, and the Council submits these amended documents to the Board of Supervisors.

I hereby certify that the Urban Forestry Council adopted this Resolution at their regular meeting on August 26, 2008.

Monica Fish, Council Secretary

VOTE: Adopted (9-0) (6 Absent)
Ayes: Chair Milne, Council Members Blair, Boss, Cohen, Habert, Hillan, Miller, Nervo, Short
Noes: None
Absent: Vice-Chair Quirke, Members Griswold, Marks, Rodgers, Sherk and Sustarich

Urban Forestry Council

Adopted on August 26, 2008
Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?
- The Board of Supervisors, Planning Commission, and Landmarks Preservation Advisory Board may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

I am one of the following authorized nominators
- Property owner
- Board of Supervisor member
- Head of a city department or agency
- Planning Commission member
- Landmarks Preservation Advisory Board member

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

<table>
<thead>
<tr>
<th>Name</th>
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<td>Fax #</td>
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<td>Email</td>
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I am an authorized nominator and I support this nomination.

Signature

Date

Member of the public who initiated nomination (if applicable):

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<td>Phone (day)</td>
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<td>Fax #</td>
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<td>Email</td>
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</tbody>
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I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Signature

Date
The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

**TREE DESCRIPTION**

Tree name (species and common name): ___________________________________________________________

Number of trees: _________________________________________________________________________

Street address: _________________________________________________________________________

Location of Tree:  □ Front yard  □ Rear yard  □ Side yard  □ Corner-side yard

□ Public right-of-way  □ Public lands  □ Not sure

□ Other: _____________________________________________________________________________

If the tree which extends beyond multiple properties:

Which part of the tree does so?

□ Trunk □ Canopy

Where in the neighboring area?

□ Front yard □ Rear yard □ Side yard □ Corner-side yard

GPS units (OPTIONAL): ___________________________________________________________________

Height

__________ feet

Average canopy width □ __________________ feet

Distance from one edge to opposite edge of tree canopy

Circumference at chest level □ ______________ inches


Circumference at ground level □ ______________ inches

Distance around trunk on the ground where the trunk meets the soil.
SAN FRANCISCO URBAN FORESTRY COUNCIL

Rarity

Rarity: ___ Rare ___ Uncommon ___ Common ___ Other
Unusual species in San Francisco or other geographic regions.

Comment: ____________________________________________

_____________________________________________________

Physical

Size: ___ Large ___ Medium ___ Small
Notable size compared to other trees of the same species in San Francisco.

Comment: ____________________________________________

_____________________________________________________

Age: Significantly advanced age for the species.

Comment: ____________________________________________

_____________________________________________________

Distinguished form: ___ Yes ___ No
Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: ____________________________________________

_____________________________________________________

Tree condition: ___ Good ___ Poor ___ Hazard
Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: ____________________________________________

_____________________________________________________

Historical

Historical Association: ___ Yes ___ None apparent
Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: ____________________________________________

_____________________________________________________

Profiled in a publication or other media: ___ Yes ___ Unknown
Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.
Describe coverage: ____________________________________________

_____________________________________________________
Environmental

Prominent landscape feature:   ___Yes   ___No
A striking and outstanding natural feature.
Describe, attach photo if possible:

Low tree density:   ___Low   ___Moderate   ___High
Tree exists in a neighborhood with very few trees.
Describe:

Interdependent group of trees:   ___Yes   ___No
This tree in an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.
Describe:

Visible or Accessible from public right-of-way:   ___Yes   ___No
High visibility and/or accessibility from public property.
Describe:

High traffic area:   ___Yes   ___No
Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.
Describe:

Important wildlife habitat:   ___Yes   ___No
Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control:   ___Yes   ___No
Tree prevents soil erosion.
Describe:

Wind or sound barrier:   ___Yes   ___No
Tree reduces wind speed or mitigates undesirable noise.
Describe:
Cultural

Neighborhood appreciation:  ____ Yes  ____ None apparent
Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:
Describe: ____________________________________________________________

Cultural appreciation:  ____ Yes  ____ None apparent
Particular value to certain cultural or ethnic groups in the city.
Describe nature of appreciation: _______________________________________

Planting contributes to neighborhood character:  ____ Yes  ____ No
Tree contributes significantly to, or represents, neighborhood aesthetic.
Describe contribution: ________________________________________________

Profiled in a publication or other media:  ____ Yes  ____ Unknown
Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.
Describe coverage: _________________________________________________

Prominent landscape feature:  ____ Yes  ____ No
A striking and outstanding natural feature.
Describe, attach photo if possible: ______________________________________

Additional comments
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
If you have any questions about this form, tree terms or tree concepts, please contact the Urban Forestry Council staff (below). It is acceptable if you cannot provide some of the information requested on this form.

A photograph of the tree must be submitted with this form.

Please attach optional supporting documents such as letters, arborist report, etc.

Send to: Urban Forestry Council, c/o Mei Ling Hui, 11 Grove Street, San Francisco, CA 94102
OR meiling.hui@sfgov.org

Any information you submit will be part of the public record.
The Public Records Act defines a "public record" broadly to include "any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency, regardless of the physical form or characteristics." Govt. Code § 6252(e). The Sunshine Ordinance defines "public information" as the content of "public records" as defined in the Public Records Act. Admin Code § 67.20(b). Pursuant to the Public Records Act and Sunshine Ordinance, this document is a public record and will be available to the public upon request, at the hearing site, at the San Francisco Main Library, and on the Urban Forestry Council’s website. Admin Code §§ 8.16, 67.7 (b), and 67.21(a).

<table>
<thead>
<tr>
<th>Application received date</th>
<th>Received by</th>
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<tbody>
<tr>
<td>Tree evaluation form</td>
<td>UFC recommendation date</td>
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<tr>
<td>Board of Supervisors Decision</td>
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<tr>
<td>Landmark Tree #</td>
<td>Title recorded date</td>
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</table>
Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator’s name: 

Date of evaluation:

Scientific name:

Common name:

Street address:

Cross streets:

**Rarity**

__ Yes __ Partially __ No

**Rarity:**

__ Rare __ Uncommon __ Common __ Other

Unusual species in San Francisco or other geographic regions.

Comment:

**Physical Attributes**

__ Yes __ Partially __ No

**Size:**

__ Large __ Medium __ Small

Notable size compared to other trees of the same species in San Francisco.

Comment:

**Age:**

__ Yes __ No

Significantly advanced age for the species.

Comment:

**Distinguished form:**

__ Yes __ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe:
Urban Forestry Council  
Landmark Tree Evaluation Form and Criteria  

Tree condition:  
- Good  
- Poor  
- Hazard  
Consider overall tree health and structure, and whether or not tree poses a hazard
Describe: ____________________________________________________________

Historical  
- Yes  
- Partially  
- No  

Historical Association:  
- Yes  
- None apparent  
Related to a historic or cultural building, site, street, person, event, etc.
Describe nature of appreciation: _________________________________________

Profiled in a publication or other media:  
- Yes  
- Unknown  
Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.
Describe coverage: ____________________________________________________

Environmental  
- Yes  
- Partially  
- No  

Prominent landscape feature:  
- Yes  
- No  
A striking and outstanding natural feature.
Describe, attach photo if possible: _______________________________________

Low tree density:  
- Low  
- Moderate  
- High  
Tree exists in a neighborhood with very few trees.
Describe: ____________________________________________________________

Interdependent group of trees:  
- Yes  
- No  
This tree in an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.
Describe: ____________________________________________________________

Visible or Accessible from public right-of-way:  
- Yes  
- No  
High visibility and/or accessibility from public property.
Describe: ____________________________________________________________
High traffic area:  ____ Yes  ____ No
Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.
Describe: ____________________________

Important wildlife habitat:  ____ Yes  ____ No
Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control:  ____ Yes  ____ No
Tree prevents soil erosion.
Describe: ____________________________

Wind or sound barrier:  ____ Yes  ____ No
Tree reduces wind speed or mitigates undesirable noise.
Describe: ____________________________

Cultural  ____ Yes  ____ Partially  ____ No

Neighborhood appreciation:  ____ Yes  ____ None apparent
Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:
Describe: ____________________________

Cultural appreciation:  ____ Yes  ____ None apparent
Particular value to certain cultural or ethnic groups in the city.
Describe nature of appreciation: ____________________________

Planting contributes to neighborhood character:  ____ Yes  ____ No
Tree contributes significantly to, or represents, neighborhood aesthetic.
Describe contribution: ____________________________

Profiled in a publication or other media:  ____ Yes  ____ Unknown
Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.
Describe coverage:

Prominent landscape feature: ___ Yes ___ No
A striking and outstanding natural feature.
Describe, attach photo if possible:

Additional comments
Landmark Tree Criteria

Landmark Tree criteria will be examined in five major sections.

1. **Rarity**: Examines the rarity of the specific tree in San Francisco
   a) **Rarity**: Unusual species in San Francisco or other geographic regions

2. **Physical Attributes**: Examines the physical aspects of the tree
   a) **Size**: Notable size compared to other trees of the same species in San Francisco
   b) **Age**: Significantly advanced in age for the species
   c) **Distinguished form**: Tree is an example of good form for its species, has a majestic quality, or otherwise unique structure
   d) **Tree condition**: Consider overall tree health and structure, and whether or not tree poses a hazard

3. **Environmental**: Examines the ecological and locational aspects of the tree
   a) **Important wildlife habitat**: This species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals
   b) **Interdependent group of trees**: This tree is an integral member of a group of trees, and removing it may have an adverse impact on adjacent trees
   c) **Erosion control**: Tree prevents soil erosion
   d) **Wind or sound barrier**: Tree reduces wind speed or mitigates undesirable noise
   e) **High traffic area**: Tree is located in an area that has a high volume of vehicular, pedestrian or bike traffic and has a potential traffic calming effect
   f) **Low tree density**: Tree exists in a neighborhood with very few trees
   g) **Visible or Accessible from public right-of-way**: High visibility and/or accessibility from public property
   h) **Prominent landscape feature**: A striking, and outstanding natural feature

4. **Historical**: Examines the history of the specific tree as well as the value of the specific tree and the species to historical groups
   a) **Historical Association**: Related to a historic building, site, street, person, event, etc.
   b) **Profiled in a publication or other media**: Tree has received coverage in print, internet, video, media, etc.

5. **Cultural**: Examines the sociological value of the tree to the current population of the neighborhood and City
   a) **Neighborhood appreciation**: Multiple neighbors appreciate tree as shown by indicators such as letters of support, petitions, outdoor gatherings, celebrations adjacent or related to tree, etc.
   b) **Cultural appreciation**: Particular value to certain cultural or ethnic groups in the city
   c) **Tree contributes to neighborhood character**: Tree contributes significantly to or represents neighborhood aesthetic
   d) **Profiled in a publication or other media**: Tree has received coverage in print, internet, video, media, etc.
   e) **Prominent landscape feature**: A striking, and outstanding natural feature