



CITY OF CANNON BEACH

AGENDA

Meeting: Parks and Community Services Committee
Date: **Thursday, February 15, 2024**
Time: 9:00 a.m.
Location: City Hall Council Chambers

- 9:00 (1) CALL TO ORDER
- (2) APPROVAL OF MINUTES
A. Thursday, January 18, 2023
- (3) PUBLIC COMMENT
- (4) DISCUSSION AND INFORMATIONAL ITEMS
A. Monthly State of the Parks Report
B. ROW Tree Removals
C. Tree Focus Group
D. Community Grants
E. Heritage Trees Program
F. Monthly Reserve Cleanup
G. 12 Days of Earth Day
- (5) GOOD OF THE ORDER
- (6) ADJOURN

Posted: February 8, 2024

Please note that agenda items may not be considered in the exact order listed. For questions about the agenda, please contact the City of Cannon Beach at (503) 436-8048. The meeting is accessible to the disabled. If you need special accommodations to attend or participate in the meeting, per the Americans with Disabilities Act (ADA), please contact the City Manager at (503) 436-8050. TTY (503) 436-8097. This information can be made in alternative format as needed for persons with disabilities

***Note Public Comment:** If you wish to provide public comment virtually via phone, you must submit your request by noon, the day before the meeting, to parks@ci.cannon-beach.or.us. All written comments received by that same deadline will be distributed to the Parks and Community Services Committee and the appropriate staff prior to the start of the meeting. These written comments will be included in the record copy of the meeting.

View Our Live Stream: View our [Live Stream](#) on YouTube!

Join Zoom Meeting:

To join from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/85061475444?pwd=YUVZdVhYZTNPbHp0WVJtZzJ5WXP5QT09>

PO Box 368 Cannon Beach, Oregon 97110 • (503) 436-1581 • TTY (503) 436-8097 • FAX (503) 436-2050
www.ci.cannon-beach.or.us • cityhall@ci.cannon-beach.or.us

Meeting ID: 850 6147 5444
Password: 274617

To join from your phone:
1-669-900-6833 or
1-253-215-8782
Meeting ID: 850 6147 5444
Password: 274617

Minutes of the
PARKS AND COMMUNITY SERVICES COMMITTEE
Thursday, January 18, 2024
Council Chambers

Members: Stacy Benefield, Anita Dueber and Tom Landrum in person. Betty Gearen and Les Sinclair via Zoom

Absent:

Staff: Assistant Public Works Director Trevor Mount, Parks Division Utility AJ Welliver, Parks Specialist Kirk Anderson, Recorder Jennifer Barrett and Administrative Assistant Sheri Skotland

1. CALL TO ORDER

Benefield called the meeting to order at 9:00 a.m.

Benefield thanked public works and all those who helped keep us safe over the weekend.

Mount introduced Sheri Skotland the new public work administrative assistant.

2. APPROVAL OF MINUTES

The Committee considered the Minutes of December 21, 2023.

Motion: Dueber moved to approve the meeting minutes of December 21, 2023; Landrum seconded the motion.

Vote: Dueber, Sinclair, Gearen, Landrum, and Benefield voted: AYE. The vote was 5:0 in favor and the motion carried. The minutes were approved.

3. PUBLIC COMMENT

There was none.

4. DISCUSSION AND INFORMATIONAL ITEMS

A. 2024 Officer Nomination and Election

Benefield noted each January committees nominate the officers for the year.

Motion: Dueber moved to appoint Benefield as Chair; Gearen seconded the motion.

Vote: Dueber, Sinclair, Gearen, Landrum, and Benefield voted: AYE. The vote was 5:0 in favor and the motion carried.

Motion: Gearan moved to appoint Sinclair as Vice Chair; Dueber seconded the motion.

Vote: Dueber, Sinclair, Gearen, Landrum, and Benefield voted: AYE. The vote was 5:0 in favor and the motion carried.

B. Monthly State of the Parks Report

Welliver gave an overview of the past month included the removal of the Christmas lights, started trail signs washing, irrigation plan for Main Park, Logan st Beach access widen slightly and brought up and re-chipped and storm clean up. Mount added Joe Birch coming into town to address several windowmakers, which will all will be chipped up.

Dueber added noticed by school by west side the clump of trees look really nice how it was cleaned up and mulched. Mount it turned our really nice.

C. ROW Tree Removals

Mount asked if there were any questions on Tanana removal. In response to Sinclair's question is this the big tree that's been debated so much, Mount replied no, this is for the driveway access, giving an overview. Mount added to avoid utilities and root structure of massive tree they are saving; this is the location for the driveway access. Mount noted the possibility of replanting in the area.

D. Tree Focus Group

Sinclair reported the draft of tree protection code has been sent to Bill Kabeiseman who provided good input that has been incorporated. The group will speak to code enforcement and chief about how enforceable the suggestions will be which will happen next week. It may be presented to the Parks Committee in February. .

E. Community Grants

Benefield asked if there are any suggestions. The language we anticipate checks to be awarded in August will be added to the application. The Committee discussed how they will receive the applications for review. Staff will submit through file transfer in both individual apps and in one giant PDF that is tabbed.

Bob Lundy spoke from the audience about the presentations given by the applicants at past potlucks. Benefield said thank you adding it is beneficial for everyone to hear what the organizations are doing. In response to Dueber's question we can put out information on the recipients and the awards, this is another chance for the public to hear, Barrett replied we can add an announcement to the bulletin notice including information about the presentation to help spread the word

F. Heritage Trees Program

Mount explained Jeff Gerhardt looked at the Spruce tree and found defects with the tree and did not recommend it be a heritage tree. It has two treetops and internal decay is suspected due to a noticeable hole. Mount noted Gerhardt reviewed a Sitka Spruce nearby and that tree was in the same condition. In response to Dueber's question does he think we'll need to take them down, Mount replied I asked and he said not at this time. Dueber suggested setting what defects are acceptable and the length it would stand as all trees could falter, a discussion ensued. Dueber noted having guidelines that if a tree is going to fail within a year it's not eligible. Mount suggested a field trip to review trees, setting a site at the next meeting and scheduling a visit. Gearan noted concerns of climate change on trees. Mount noted we can have Gerhardt attend to provide input. Dueber requested a copy of Gerhardt's write up, Mount replied it was an email but will have him do a report.

G. Monthly Reserve Cleanup

Gearan reported she received several emails to say how nice the trail looked. Gearan thanked everyone for working on the cleanup. Monthly cleanup is on the 3rd Saturday from 10-noon, meeting this month on 2nd St. near Pompey ponds.

H. 12 Days of Earth Day

Benefield reported the date had been set for 11-22nd in April, requesting a revision to the 10-21st to take advantage of a nature talk the Friends of HRAP is giving on the 10th. Benefield they will not have anything on Earth Day but will have lots of things leading up. Committee consensus to revise the dates.

Benefield reported Zoe from the History Center will have a talk on 4/18 and they'd like to partner with 12 Days, Barb is happy to work on the shred event and tree planting, Angela Benton from Friends of have been approached about hosting a film on Hacida Bank, which is a rocky shelf about 15 miles long and 10 miles wide near Florence Oregon. Benefield gave an overview of the location. Benefield added Oregon State put together a film and would like to do a special screening and after the film would have a Q&A.

Committee discussed revisions to the handbook. Consensus to make then handbook more make generic by removing the date on front page. Remove the short waiver, add language to the waiver language letting volunteers know they need to submit a waiver each year. Discussed dates of street fair.

Bob Lundy volunteer to do the parade. Landrum will assist.

Sinclair noted the theme for 2024 is planet vs plastic asked to encourage as a group, for plastic events. Sinclair will work with Skotland to update the 2024 website page.

Bob Lundy noted his objection to the amount of effort sifting a square meter at a time on the beach, effort vs return.

5. GOOD OF THE ORDER

Benefield thanked the Public Works crew and everyone for being here.

6. ADJOURN IN FIELD

Benefield adjourned the meeting at 9:40 a.m.

Jennifer Barrett, Recorder



CITY OF CANNON BEACH

NOTICE OF APPLICATION TO REMOVE TREES IN THE STREET RIGHT-OF-WAY OR PROPERTY OWNED BY THE CITY

The City of Cannon Beach has made an application for the removal of one (1) hazardous cherry species (*Prunus spp*) and is approximately 7" in DBH and 12' tall. The affected tree are located within the 5th Street and Fir Street (adjacent to Map51020CB, Tax Lot 03200).

The request for tree removal is made based on Municipal Code Section 17.70.020 A, "Removal of a tree which poses a safety hazard." Municipal Code Section 17.70.030 I, Additional Requirements, states for tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020.

Correspondence regarding this matter should be mailed to: City of Cannon Beach, Attention: Sheri Skotland, PO Box 368, Cannon Beach, OR 97110 or skotland@ci.cannon-beach.or.us. Further information regarding this application is available at City Hall, 163 E. Gower Street, Cannon Beach, or by calling (503) 436-8048.

DATE NOTICE MAILED: 01/17/2024

cc: Mayor Barb Knop
Councilor Nancy McCarthy
Councilor Brandon Ogilvie
Councilor Gary Hayes
Councilor Lisa Kerr





Treescapen Northwest
Jeff Gerhardt, Consulting Arborist
ISA Certified Arborist #PN-5541A



City of Cannon Beach, Public Works Department
Attn: Trevor Mount; Assistant Public Works Director
mount@ci.cannon-beach.or.us

December 3, 2023

Hazard Tree Inspection - 207 E 5th Street

Per your request, I evaluated the hazard potential of 1 tree located within City ROW. After visually examining the tree and site, I recommend 1 tree be removed. Please find a site map, photograph, and an ISA Tree Hazard Evaluation Form included for reference.

The tree is a cherry species (*Prunus spp*) and is approximately 7" in DBH and 12' tall. The tree is dead and an orange dot has been painted on the lower stem. Despite the leaves being absent from deciduous trees at this time of year, tree mortality was confirmed. The end of the branch tips are all dead and brittle with no life present. A coast redwood (*Sequoiadendron sempervirens*) has already been planted next to the dead cherry as a replacement.

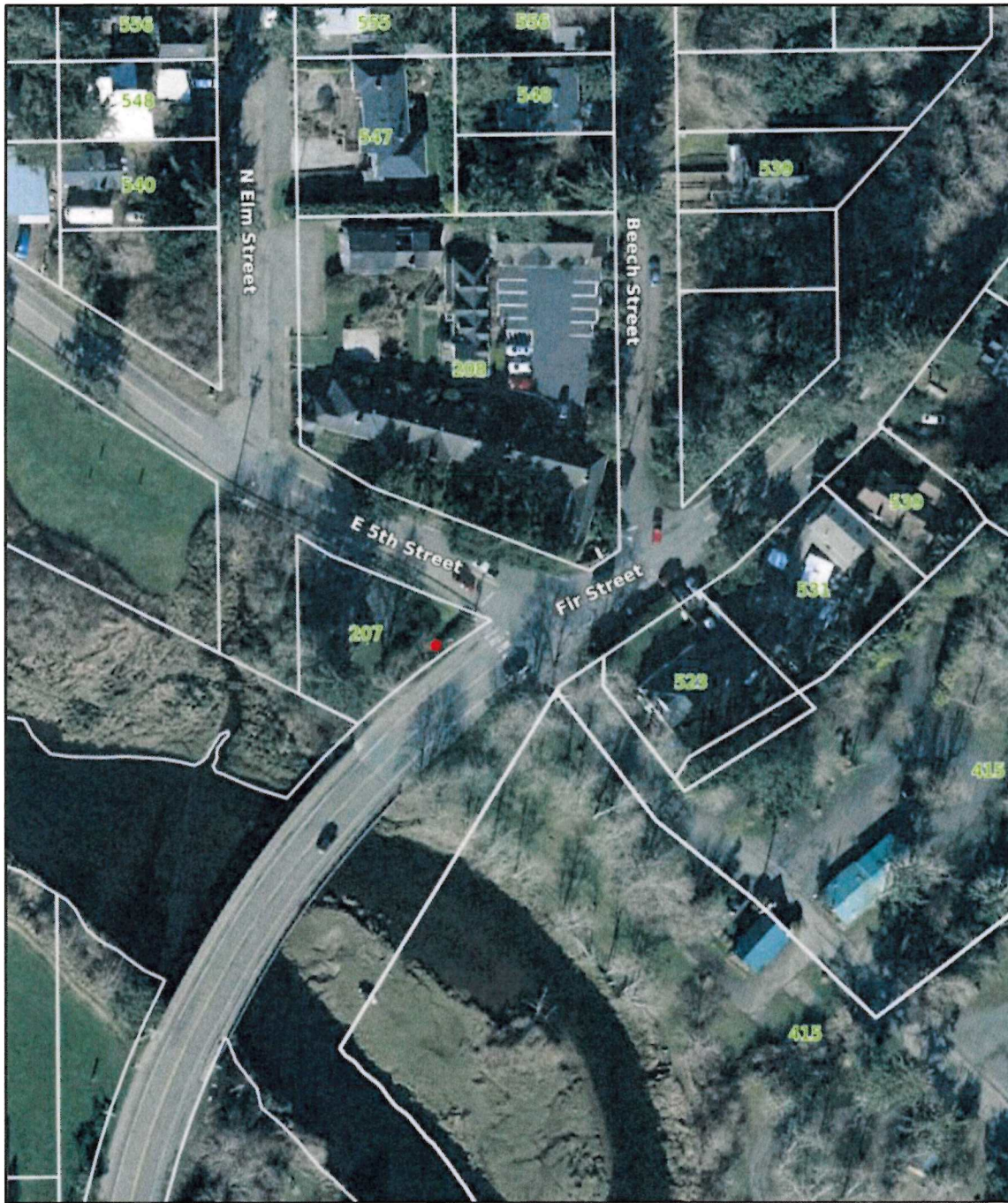
Best regards,

Jeff Gerhardt

Treescapen Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescapenorthwest.com

The red dot indicates the location of the dead cherry tree I recommend be removed



Treescaples Northwest
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Treescaping Northwest
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A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas
TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: 207 E 5th St (ROW)
Map/Location: _____
Owner: public ☒ private _____ unknown _____ other _____
Date: 11/28/2023 Inspector: Jeff Gerhardt
Date of last inspection: _____

HAZARD RATING:

| | | | | | | |
|---|---|---------|---|--------|---|--------|
| 3 | + | 1 | + | 1 | = | 5 |
| Failure | | Size | | Target | = | Hazard |
| Potential | | of part | | Rating | | Rating |
| _____ Immediate action needed | | | | | | |
| _____ Needs further inspection | | | | | | |
| <input checked="" type="checkbox"/> Dead tree | | | | | | |

TREE CHARACTERISTICS

Tree #: 1 Species: cherry
DBH: 7" # of trunks: 1 Height: 12' Spread: 10"
Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☐ co-dominant ☒ intermediate ☐ suppressed
Live crown ratio: 0 % Age class: ☐ young ☒ semi-mature ☐ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: _____
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by gov. agency

TREE HEALTH Tree is dead

Foliage color: ☐ normal ☐ chlorotic ☐ necrotic Epicormics? ☐ Y ☐ N
Foliage density: ☐ normal ☐ sparse Leaf size: ☐ normal ☐ small
Annual shoot growth: ☐ excellent ☐ average ☐ poor Twig Dieback? ☐ Y ☐ N
Woundwood development: ☐ excellent ☐ average ☒ poor ☐ none
Vigor class: ☐ excellent ☐ average ☐ fair ☐ poor
Major pests/diseases: _____

SITE CONDITIONS

Site Character: ☐ residence ☐ commercial ☐ industrial ☒ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? ☐ Y ☒ N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: ☒ 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? ☐ Y ☐ N
% dripline w/ fill soil: ☒ 0% 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: ☒ 0% 10-25% 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☐ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope _____° aspect: _____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☒ area prone to windthrow
Prevailing wind direction: S/SW Occurrence of snow/ice storms ☐ never ☒ seldom ☐ regularly

TARGET

Use Under Tree: ☐ building ☐ parking ☐ traffic ☐ pedestrian ☐ recreation ☒ landscape ☐ hardscape ☐ small features ☐ utility lines
Can target be moved? ☐ Y ☒ N Can use be restricted? ☐ Y ☒ N
Occupancy: ☒ occasional use ☐ intermittent use ☐ frequent use ☐ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

Treescaping Northwest

P.O. Box 52

Manzanita, OR 97130

CCB# 236534

Cell: 503-453-5571

www.treescapingnorthwest.com

City of Cannon Beach Right-of-Way/Property Owned by the City Tree Removal Application

Please fill out this form completely. Please type or print.

Applicant Name: The City of Cannon Beach

Mailing Address: PO Box 368, Cannon Beach, Or 97110

Phone: 503-436-8048 **Email:** Mount@ci.cannon-beach.or.us

Abutting Property Owner Name: The City of Cannon Beach

Mailing Address: PO Box 368 Cannon Beach, Or 97138

Phone: 503-436-8048 **Email:** _____

Property Location: 5th Street **Map/Tax Lot Number:** 51020CB03200

The city shall issue a tree removal permit if one of the following criteria is met. Please circle the letter of the criteria that applies.

These criteria require a Tree Removal Report from an International Society of Arboriculture (ISA) Certified Arborist:

- A. You are constructing a structure or development approved and allowed by pursuant to Cannon Beach Municipal Code 17.70.030, which involves any form of ground disturbance; including required vehicular and utility access. **SEE ATTACHMENT A – Removing Trees Because of Construction.**
- B. Removal of a tree for the health and vigor of surrounding trees.

These criteria require an ISA Tree Hazard Evaluation Form prepared by an ISA Certified Arborist:

- C. The tree presents a safety hazard, where:
 - 1. The condition or location of the tree presents either a foreseeable danger to public safety, or a foreseeable danger of property damage to an existing structure; and,
 - 2. Such hazard or danger cannot reasonably be alleviated by pruning or treatment of the tree.
- D. The tree was damaged by storm, fire or other injury, which cannot be saved by pruning.

You must submit a tree removal permit with a reason if:

- E. The tree is dead.
- F. Tree removal is necessary to provide solar access to a solar energy system where pruning will not provide adequate solar access:
 - 1. The city may require documentation that a device qualifies for Oregon Department of Energy Solar Tax Credit, or other incentive for installation of solar devices offered by a utility.
 - 2. No tree measuring more than 24 inches in diameter shall be removed for solar access.
- G. Tree removal is for landscaping purposes, subject to the following conditions:
 - 1. The tree cannot exceed 10 inches in diameter.
 - 2. A landscape plan for the affected area must be submitted and approved by the City.
 - 3. The landscape plan must incorporate replacement trees for the trees removed. The replacement trees must be at least six feet in height or have a two-inch caliper; and,
 - 4. The City shall inspect the property one year after the approval of the permit to ensure the landscape plan has been implemented.

If your tree presents an immediate danger of collapse and if such potential collapse represents a clear and present hazard to persons or property, **please contact the Community Development Director (CDD)**. If it is determined by the CDD that there is an immediate danger, then a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit. Where a tree presents an immediate danger of collapse, a complete ISA Tree Hazard Evaluation Form prepared by a certified arborist is not required. Where a safety hazard exists, as defined by this subsection, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

Attach a site plan showing the location and type of all trees on the property, including the trees to be removed. Indicate the location of replacement trees and the type. SEE ATTACHMENT B – Site Plan. Attach photos of the trees to be removed and mark the trees with ribbon.

Explain how the request meets one or more of the applicable criteria. Include the number and type of trees requested for removal. If appropriate, explain why pruning would not accomplish the same goal as tree removal.

.....

Application fee: \$50.00 for 1-4 trees; \$100 for 5 or more trees

Note: The application fee is a **nonrefundable** fee that is due upon receipt of application, whether the removal request is approved or denied.

Municipal Code Section 17.70.030.I. For tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020. Any person who has commented on the tree removal request shall be notified of the city's decision and may appeal that decision in accordance with subsection H.

Applicant Signature *[Signature]* Date: 1/17/28

I understand, as the applicant signature, the cost of the tree removal and cleanup is my full responsibility and I am responsible if an approved tree removal permit is violated in any way. I must comply with all City requirements included with the approval, and I must notify the City 48-hours prior to the removal.

Date: _____ Fee Paid: \$ NA Receipt Number: NA Permit #: NA

Date Notice Mailed: 1/17/24 Date of 10-day waiting period: 1/27/24

Comments Received: Yes ☐ No ☒ Application is: ☐ Approved ☐ Denied

☐ Approved - Tree replacement required per Cannon Beach Municipal Code 17.70.040, Tree Replacement Policy.

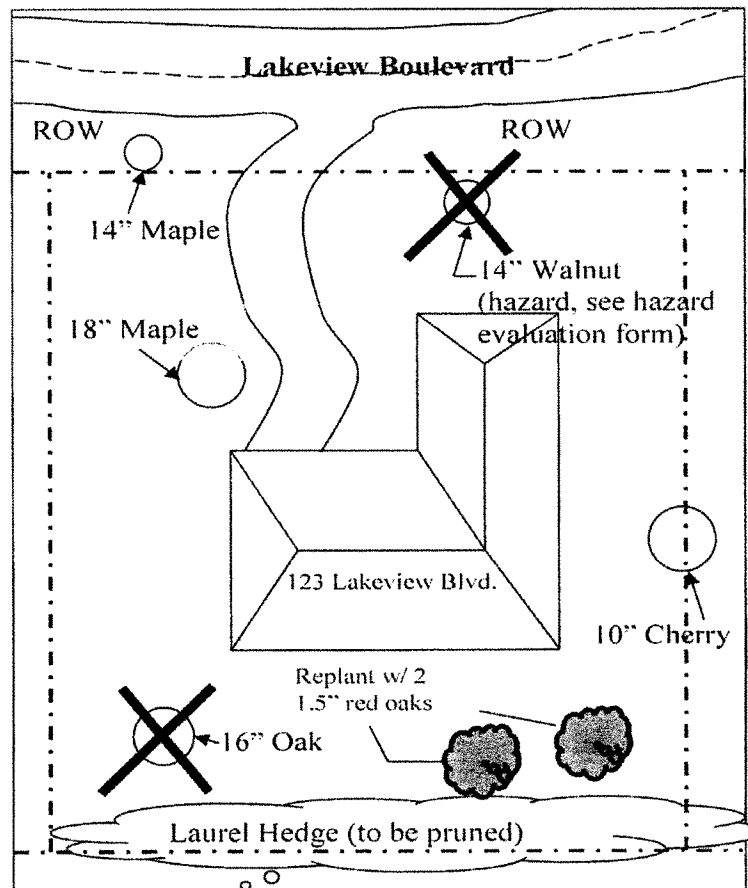
☒ Approved with comments: Removal per arborist letter

By: *[Signature]* Date: 2/6/24

Decisions on the issuance of a tree removal permit may be appealed to the Planning Commission in accordance with Section 17.88.140 a, of the Municipal Code.

ATTACHMENT B SITE PLAN EXAMPLE FOR A TREE REMOVAL APPLICATION

A site plan is required as part of your tree removal request. The site plan should be on an 8.5" x 11" size paper, or larger and include the following information.



Items to include on your Site Plan:

- Address of the Tree Removal Site;
- Property lines;
- Public Right of Way, including the name of any streets;
- Existing or proposed structures;
- Creeks, Streams, or any other natural features;
- Location of any existing 6" or larger tree, as measured from breast height (approximately 4' from the ground), with diameter size and type of tree;
- Please indicate by clearly marking those proposed for removal with an "X"

Within 24 Hours of submitting your application, mark the tree(s) with yellow ribbon.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y ☒ N Mushroom/conk/bracket present: Y ☒ N ID: _____

Exposed roots: ☐ severe ☐ moderate ☒ low Underscored: ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: Y ☒ N When: _____

Restricted root area: ☐ severe ☐ moderate ☐ low Potential for root failure: ☐ severe ☐ moderate ☐ low

LEAN: 0 deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected Soil heaving: Y ☒ N

Decay in plane of lean: Y N Roots broken Y N Soil cracking: Y N

Compounding factors: _____ Lean severity: ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

| DEFECT | ROOT CROWN | TRUNK | SCAFFOLDS | BRANCHES |
|-------------------------|------------|-------|-----------|----------|
| Poor taper | | | | |
| Bow, sweep | | | | |
| Codominants/forks | | | | |
| Multiple attachments | | | | |
| Included bark | | | | |
| Excessive end weight | | | | |
| Cracks/splits | | | | |
| Hangers | | | | |
| Girdling | | | | |
| Wounds/seam | | | | |
| Decay | | | | |
| Cavity | | | | |
| Conks/mushrooms/bracket | | | | |
| Bleeding/sap flow | | | | |
| Loose/cracked bark | | | | |
| Nesting hole/bee hive | | | | |
| Deadwood/stubs | | | | |
| Borers/termites/ants | | | | |
| Cankers/galls/burls | | | | |
| Previous failure | | | | |

HAZARD RATING

Tree part most likely to fail: Tops or entire tree

Inspection period: _____ annual _____ biannual _____ other _____

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

3 + 1 + 1 = 5

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);

3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 intermittent use;

3 - frequent use; 4 - constant use

HAZARD ABATEMENT

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

Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: ☒ Y N Replace? ☒ Y N Move target: Y ☒ N Other: _____

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☐ owner ☐ manager ☒ governing agency Date: 11/2023

COMMENTS

See report



CITY OF CANNON BEACH

NOTICE OF APPLICATION TO REMOVE TREES IN THE STREET RIGHT-OF-WAY OR PROPERTY OWNED BY THE CITY

The City of Cannon Beach has made an application for the removal of one (1) hazardous red alder (*Alnus rubra*) approximately 18" in DBH and 35' tall. The affected tree is located within the Amber Lane (adjacent to Map51032BB, Tax Lot 00310).

The request for tree removal is made based on Municipal Code Section 17.70.020 A, "Removal of a tree which poses a safety hazard." Municipal Code Section 17.70.030 I, Additional Requirements, states for tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020.

Correspondence regarding this matter should be mailed to: City of Cannon Beach, Attention: Sheri Skotland, PO Box 368, Cannon Beach, OR 97110 or skotland@ci.cannon-beach.or.us. Further information regarding this application is available at City Hall, 163 E. Gower Street, Cannon Beach, or by calling (503) 436-8048.

DATE NOTICE MAILED: 1/17/2024

cc: Mayor Barb Knop
Councilor Nancy McCarthy
Councilor Brandon Ogilvie
Councilor Gary Hayes
Councilor Lisa Kerr





Treescapesc Northwest
Jeff Gerhardt, Consulting Arborist
ISA Certified Arborist #PN-5541A



City of Cannon Beach, Public Works Department
Attn: Trevor Mount; Assistant Public Works Director
mount@ci.cannon-beach.or.us

January 10, 2024

Hazard Tree Inspection - Amber Lane

Per your request, I evaluated the hazard potential of one tree located within the City ROW. After visually examining the tree and site, I recommend the tree be removed. A site map and photograph is included for reference.

The tree is a red alder (*Alnus rubra*) approximately 18" in DBH and 35' tall. The tree is located south of the intersection of Amber Lane and South Hemlock Street. The tree has an orange dot painted near the base. The tree is declining in health and has multiple structural weaknesses. The tree presents a hazard to roadway users and I recommend it be removed. This tree is not a good candidate for safety pruning. I do not advise replanting a tree at this location due to future conflicts with utility lines and line of sight issues for motorists.

Best regards,

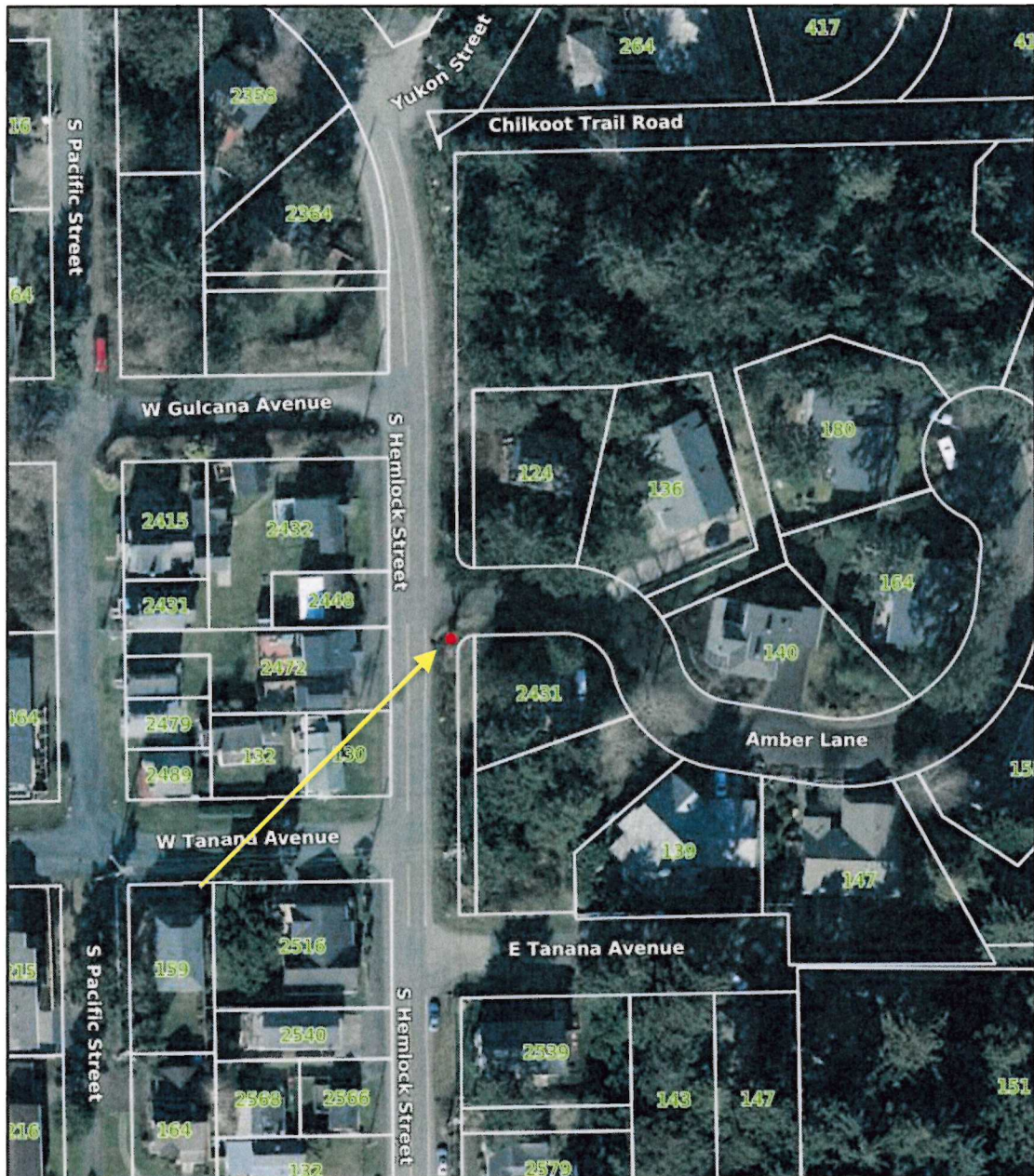
A handwritten signature in black ink, appearing to read 'Jeff Gerhardt'.

Jeff Gerhardt

Treescapesc Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescapescnorthwest.com

Red dot indicates location of declining alder I recommend be removed



Treescaples Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescaplesnorthwest.com

Alder tree located south of Amber lane



Treescaples Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescaplesnorthwest.com

City of Cannon Beach Right-of-Way/Property Owned by the City Tree Removal Application

Please fill out this form completely. Please type or print.

Applicant Name: City of Cannon Beach

Mailing Address: PO Box 368 Cannon Beach, OR 97110

Phone: 503-436-8066 **Email:** mount@ci.cannon-beach.or.us

Abutting Property Owner Name: Sharon Amber

Mailing Address: PO Box 101, Cannon Beach OR 97110

Phone: 503.436.1357 **Email:** sharon@sharonamber.com

Property Location: Amber Lane **Map/Tax Lot Number:** 310

The city shall issue a tree removal permit if one of the following criteria is met. Please circle the letter of the criteria that applies.

These criteria require a Tree Removal Report from an International Society of Arboriculture (ISA) Certified Arborist:

- A. You are constructing a structure or development approved and allowed by pursuant to Cannon Beach Municipal Code 17.70.030, which involves any form of ground disturbance; including required vehicular and utility access. **SEE ATTACHMENT A – Removing Trees Because of Construction.**
- B. Removal of a tree for the health and vigor of surrounding trees.

These criteria require an ISA Tree Hazard Evaluation Form prepared by an ISA Certified Arborist:

- C. The tree presents a safety hazard, where:
 - 1. The condition or location of the tree presents either a foreseeable danger to public safety, or a foreseeable danger of property damage to an existing structure; and,
 - 2. Such hazard or danger cannot reasonably be alleviated by pruning or treatment of the tree.
- D. The tree was damaged by storm, fire or other injury, which cannot be saved by pruning.

You must submit a tree removal permit with a reason if:

- E. The tree is dead.
- F. Tree removal is necessary to provide solar access to a solar energy system where pruning will not provide adequate solar access:
 - 1. The city may require documentation that a device qualifies for Oregon Department of Energy Solar Tax Credit, or other incentive for installation of solar devices offered by a utility.
 - 2. No tree measuring more than 24 inches in diameter shall be removed for solar access.
- G. Tree removal is for landscaping purposes, subject to the following conditions:
 - 1. The tree cannot exceed 10 inches in diameter.
 - 2. A landscape plan for the affected area must be submitted and approved by the City.
 - 3. The landscape plan must incorporate replacement trees for the trees removed. The replacement trees must be at least six feet in height or have a two-inch caliper; and,
 - 4. The City shall inspect the property one year after the approval of the permit to ensure the landscape plan has been implemented.

If your tree presents an immediate danger of collapse and if such potential collapse represents a clear and present hazard to persons or property, **please contact the Community Development Director (CDD)**. If it is determined by the CDD that there is an immediate danger, then a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit. Where a tree presents an immediate danger of collapse, a complete ISA Tree Hazard Evaluation Form prepared by a certified arborist is not required. Where a safety hazard exists, as defined by this subsection, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

Attach a site plan showing the location and type of all trees on the property, including the trees to be removed. Indicate the location of replacement trees and the type. SEE ATTACHMENT B – Site Plan. Attach photos of the trees to be removed and mark the trees with ribbon.

Explain how the request meets one or more of the applicable criteria. Include the number and type of trees requested for removal. If appropriate, explain why pruning would not accomplish the same goal as tree removal.

.....

Application fee: \$50.00 for 1-4 trees; \$100 for 5 or more trees

Note: The application fee is a **nonrefundable** fee that is due upon receipt of application, whether the removal request is approved or denied.

Municipal Code Section 17.70.030.I. For tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020. Any person who has commented on the tree removal request shall be notified of the city's decision and may appeal that decision in accordance with subsection H.

Applicant Signature *Ja Mu* Date: 1/17/24

I understand, as the applicant signature, the cost of the tree removal and cleanup is my full responsibility and I am responsible if an approved tree removal permit is violated in any way. I must comply with all City requirements included with the approval, and I must notify the City 48-hours prior to the removal.

Date: _____ Fee Paid: \$ NA Receipt Number: NA Permit #: NA

Date Notice Mailed: 1/17/24 Date of 10-day waiting period: 1/27/24

Comments Received: Yes ☐ No ☒ Application is: ☐ Approved ☐ Denied

☐ Approved - Tree replacement required per Cannon Beach Municipal Code 17.70.040, Tree Replacement Policy.

☒ Approved with comments: Removal per arborist letter

By: *And B. Smith* Date: 2/6/24

Decisions on the issuance of a tree removal permit may be appealed to the Planning Commission in accordance with Section 17.88.140 a, of the Municipal Code.

ATTACHMENT A

Removing Trees Because of Construction

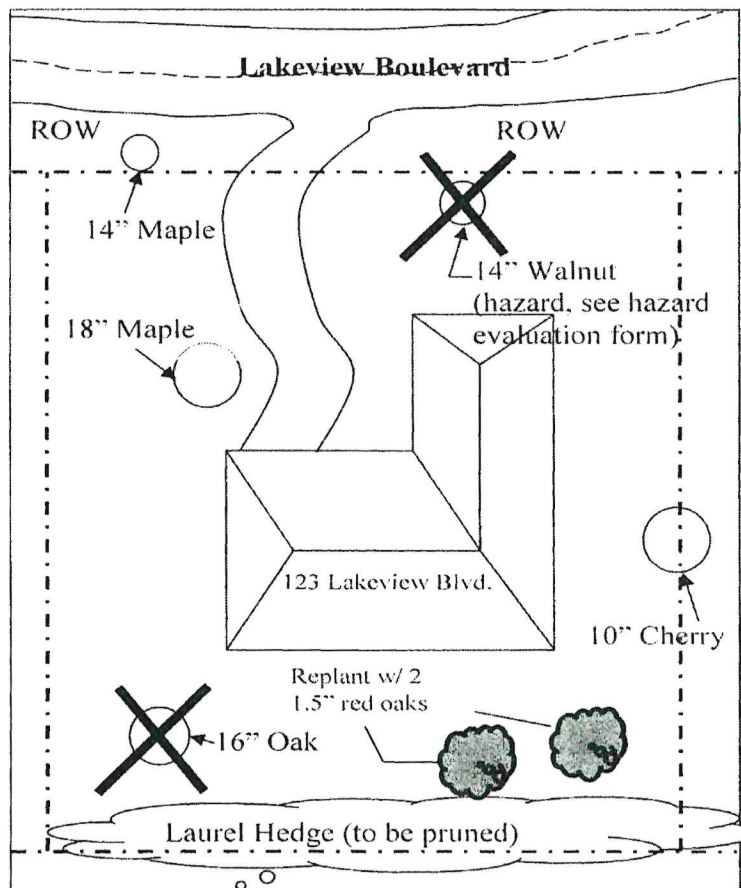
If you are constructing a structure or development which involves any kind of ground disturbance; including required vehicular or utility access, prior to beginning construction, you must:

- 1) Contact a certified arborist
- 2) If the certified arborist determines that no trees will be affected by the proposed construction, then the certified arborist should write a letter stating these findings.
NOTE: The City reserves the right to have the City Arborist review all arborist recommendations and make an independent report for Administrative review. All administrative decisions may be appealed.
- 3) If the certified arborist determines that trees will be affected,
 - a. A site plan must be submitted with a Tree Removal permit. The Site Plan should indicate the location of all trees over 6" DBH on the subject property or off-site (in the adjoining right-of-way or on adjacent property) whose root structure might be impacted by excavation associated with the proposed structure, or by soil compaction caused by vehicular traffic or storage of materials.
 - b. Measures must be taken to avoid damaging trees not proposed for removal, both on the subject property and off-site (in the adjoining right-of-way or on adjacent property).
 - c. The area where a tree's root structure might be impacted by excavation, or where soil compaction caused by vehicular traffic or storage of materials might affect a tree's health, shall be known as a Tree Protection Zone (TPZ).
 - d. Prior to construction the TPZ shall be delineated by hi-visibility fencing a minimum of 3.5 feet tall, which shall be retained in place until completion of construction. Vehicular traffic, excavation and storage of materials shall be prohibited within the TPZ.

The city may require the replanting of trees to replace those being removed.

ATTACHMENT B SITE PLAN EXAMPLE FOR A TREE REMOVAL APPLICATION

A site plan is required as part of your tree removal request. The site plan should be on an 8.5" x 11" size paper, or larger and include the following information.



Items to include on your Site Plan:

- Address of the Tree Removal Site;
- Property lines;
- Public Right of Way, including the name of any streets;
- Existing or proposed structures;
- Creeks, Streams, or any other natural features;
- Location of any existing 6" or larger tree, as measured from breast height (approximately 4' from the ground), with diameter size and type of tree;
- Please indicate by clearly marking those proposed for removal with an "X"

Within 24 Hours of submitting your application, mark the tree(s) with yellow ribbon.



CITY OF CANNON BEACH

NOTICE OF APPLICATION TO REMOVE TREES IN THE STREET RIGHT-OF-WAY OR PROPERTY OWNED BY THE CITY

The City of Cannon Beach has made an application for the removal of two (2) hazardous red alders (*Alnus rubra*) and are approximately 7" and 10" in DBH and 15' and 20' tall. The affected trees are located within parking islands in the Downtown Parking Lot. (adjacent to Map 51019DD, Tax Lot 07301).

The request for tree removal is made based on Municipal Code Section 17.70.020 A, "Removal of a tree which poses a safety hazard." Municipal Code Section 17.70.030 I, Additional Requirements, states for tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020.

Correspondence regarding this matter should be mailed to: City of Cannon Beach, Attention: Sheri Skotland, PO Box 368, Cannon Beach, OR 97110 or skotland@ci.cannon-beach.or.us. Further information regarding this application is available at City Hall, 163 E. Gower Street, Cannon Beach, or by calling (503) 436-8048.

DATE NOTICE MAILED: 01/17/2024

cc: Mayor Barb Knop
Councilor Nancy McCarthy
Councilor Brandon Ogilvie
Councilor Gary Hayes
Councilor Lisa Kerr





Treescaples Northwest
Jeff Gerhardt, Consulting Arborist
ISA Certified Arborist #PN-5541A



City of Cannon Beach, Public Works Department
Attn: Trevor Mount; Assistant Public Works Director
mount@ci.cannon-beach.or.us

November 26, 2023

Hazard Tree Inspection - Downtown Parking Lot

Per your request, I evaluated the hazard potential of 2 trees located at the Downtown Parking Lot. After visually examining the trees and site, I recommend 2 trees be removed. Please find a site map, photographs, and an ISA Tree Hazard Evaluation Form included for reference.

Both trees are red alders (*Alnus rubra*) and are approximately 7" and 10" in DBH and 15' and 20' tall. The trees are located within parking islands in the Downtown Parking Lot. The two trees are steadily declining in health and I recommend they be removed to avoid damage to parked vehicles or injuries to pedestrians. The trees have been marked with an orange dot on the westside 1' above grade. Consider replanting two trees at another site as space is limited at this location.

Best regards,

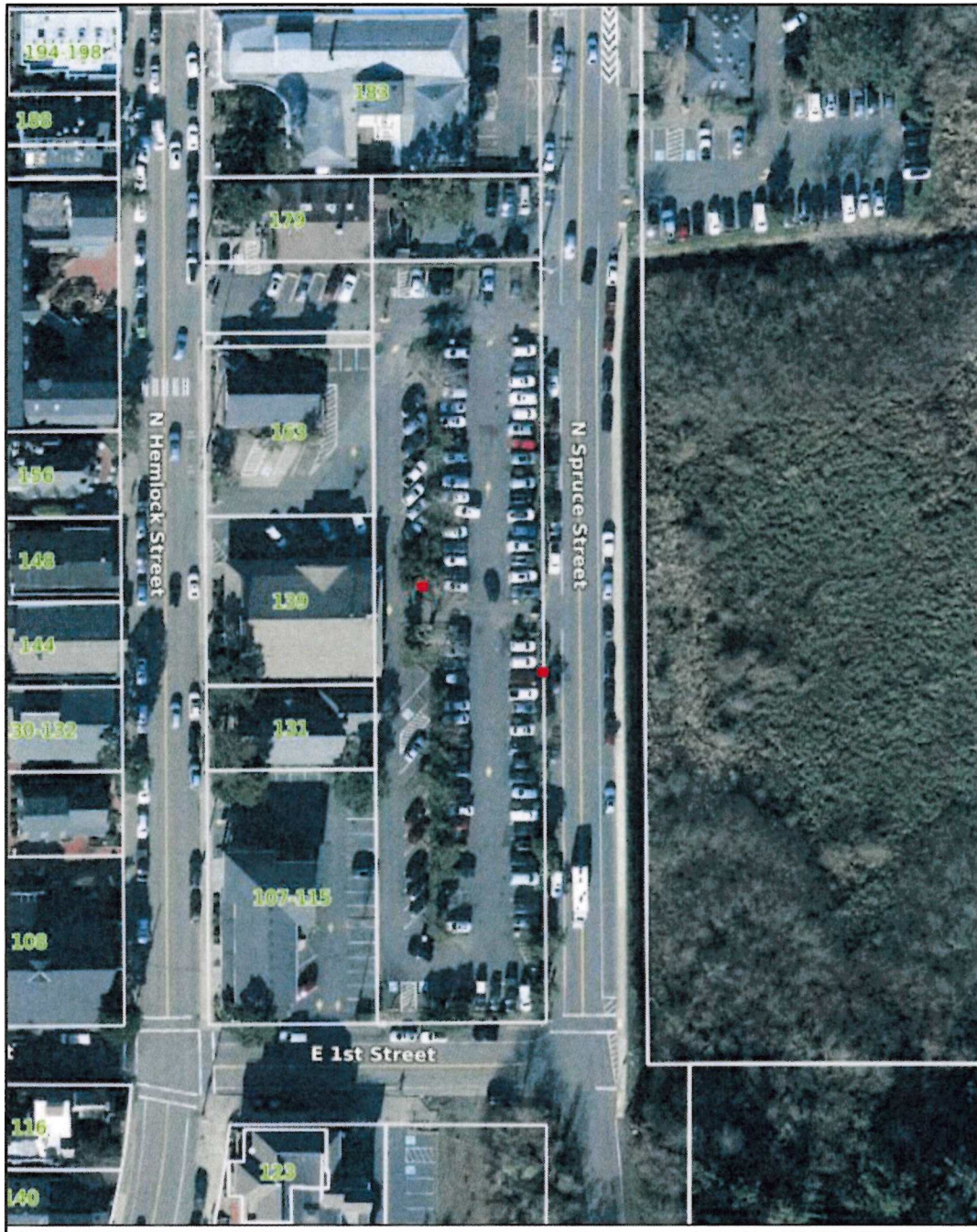
A handwritten signature in black ink, appearing to read "Jeff Gerhardt".

Jeff Gerhardt

Treescaples Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescaplesnorthwest.com

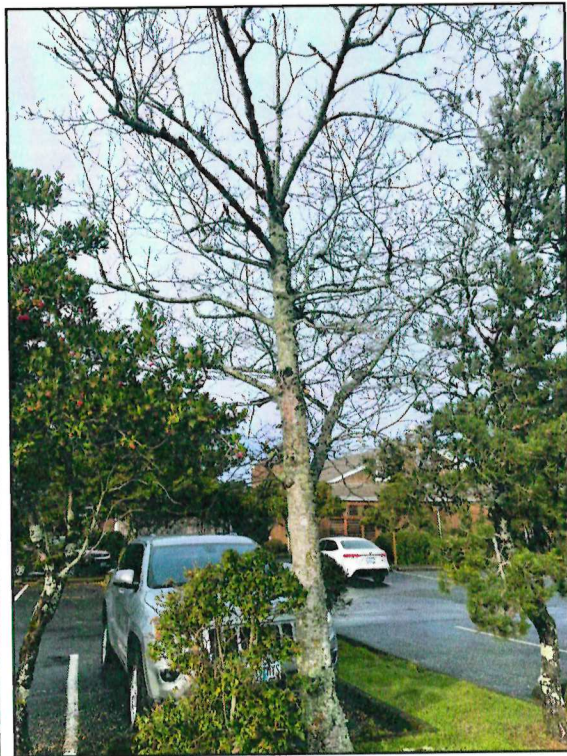
Red dots indicate locations of the 2 alder trees I recommend be removed



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Manzanita, OR 97130

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Cell: 503-453-5571
www.treescaplesnorthwest.com

Two red alder trees in the City parking lot that I recommend be removed



Treescaping Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescapingnorthwest.com



A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas
TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: Downtown Parking Lot (ROW)
Map/Location: _____
Owner: public ☒ private _____ unknown _____ other _____
Date: 11/28/2023 Inspector: Jeff Gerhardt
Date of last inspection: 1/2023

| HAZARD RATING: | | | |
|--------------------------------|---------|--------|--------|
| 3 | 2 | 4 | 2 |
| Failure | Size | Target | Hazard |
| Potential | of part | Rating | Rating |
| _____ Immediate action needed | | | |
| _____ Needs further inspection | | | |
| _____ Dead tree | | | |

TREE CHARACTERISTICS

Tree #: 1 & 2 Species: red alder
DBH: 7" & 10" # of trunks: 1 per Height: 15' & 20' Spread: 10' & 15'
Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☐ co-dominant ☒ intermediate ☐ suppressed
Live crown ratio: 30 % Age class: ☐ young ☒ semi-mature ☐ mature ☐ over-mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: _____
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by gov. agency

TREE HEALTH

Foliage color: ☐ normal ☐ chlorotic ☐ necrotic Epicormics? ☒ Y ☐ N
Foliage density: ☐ normal ☒ sparse Leaf size: ☐ normal ☐ small
Annual shoot growth: ☐ excellent ☐ average ☒ poor Twig Dieback? ☒ Y ☐ N
Wound/wood development: ☐ excellent ☐ average ☒ poor ☐ none
Vigor class: ☐ excellent ☐ average ☐ fair ☒ poor
Major pests/diseases: _____

Growth obstructions:
☐ stakes ☐ wires/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☐ other _____

SITE CONDITIONS

Site Character: ☐ residence ☒ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☐ woodland/forest
Landscape type: ☐ parkway ☒ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? ☒ Y ☐ N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% 10-25% ☒ 25-50% 50-75% 75-100% Pavement lifted? ☒ Y ☐ N
% dripline w/ fill soil: 0% ☒ 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: 0% ☒ 10-25% 25-50% 50-75% 75-100%
Soil problems: ☒ drainage ☐ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope _____ * aspect _____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☒ area prone to windthrow
Prevailing wind direction: S/SW Occurrence of snow/ice storms ☐ never ☒ seldom ☐ regularly

TARGET

Use Under Tree: ☐ building ☒ parking ☒ traffic ☒ pedestrian ☐ recreation ☒ landscape ☐ hardscape ☐ small features ☐ utility lines
Can target be moved? ☒ Y ☐ N Can use be restricted? ☒ Y ☐ N
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: ☒ Y ☐ N Mushroom/conk/bracket present: ☒ Y ☐ N ID: _____
 Exposed roots: ☐ severe ☐ moderate ☒ low Undertimed: ☐ severe ☐ moderate ☒ low
 Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: ☒ Y ☐ N When: _____
 Restricted root area: ☒ severe ☐ moderate ☐ low Potential for root failure: ☐ severe ☒ moderate ☐ low
 LEAN: _____ deg from vertical ☒ natural ☐ unnatural ☐ self-corrected Self heaving: ☒ Y ☐ N
 Decay in plane of lean: ☒ Y ☐ N Roots broken ☒ Y ☐ N Soil cracking: ☒ Y ☐ N
 Compounding factors: _____ Lean severity: ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

| DEFECT | ROOT CROWN | TRUNK | SCAFFOLDS | BRANCHES |
|-------------------------|------------|-------|-----------|----------|
| Poor taper | | | | |
| Flow sweep | | | | |
| Codominants/locks | | | | |
| Multiple attachments | | | | |
| Included bark | | | | |
| Excessive end weight | | | | |
| Cracks/splits | | s | | |
| Hangers | | | | m |
| Girdling | | | | |
| Wounds/seam | | | | |
| Decay | | s | | |
| Cavity | | | | |
| Conks/mushrooms/bracket | | | | |
| Bleeding/sap flow | | | | |
| Loose/cracked bark | | s | | |
| Nesting hole/bee hive | | | | |
| Deadwood/stubs | | | | |
| Borers/termites/ants | | | | |
| Cankers/galls/burls | | | | |
| Previous failure | | | | |

HAZARD RATING

Tree part most likely to fail: Tops or entire tree
 Inspection period: _____ annual _____ biannual _____ other _____
 Failure Potential + Size of Part = Target Rating = Hazard Rating
 3 + 2 = 4 = 9
 Failure potential: 1 - low, 2 - medium, 3 - high, 4 - severe
 Size of part: 1 - <6" (15 cm), 2 - 6-18" (15-45 cm), 3 - 18-30" (45-75 cm), 4 - >30" (75 cm)
 Target rating: 1 - occasional use, 2 - intermittent use, 3 - frequent use, 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape
 Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor
 Remove tree: ☒ Y ☐ N Replace? ☒ Y ☐ N Move target: ☒ Y ☐ N Other: _____
 Effect on adjacent trees: ☒ none ☐ evaluate
 Notification: ☐ owner ☐ manager ☒ governing agency Date: 11/2023

COMMENTS

See report

City of Cannon Beach Right-of-Way/Property Owned by the City Tree Removal Application

Please fill out this form completely. Please type or print.

Applicant Name: The City of Cannon Beach

Mailing Address: PO Box 368, Cannon Beach, Or 97110

Phone: 503-436-8048 **Email:** Mount@ci.cannon-beach.or.us

Abutting Property Owner Name: Th Cannon Beach Library

Mailing Address: PO Box 486 Cannon Beach OR 97110

Phone: 503-436-1391 **Email:** _____

Property Location: Downtown Parking off N Spruce **Map/Tax Lot Number:** 51019DD07301

The city shall issue a tree removal permit if one of the following criteria is met. Please circle the letter of the criteria that applies.

These criteria require a Tree Removal Report from an International Society of Arboriculture (ISA) Certified Arborist:

- A. You are constructing a structure or development approved and allowed by pursuant to Cannon Beach Municipal Code 17.70.030, which involves any form of ground disturbance; including required vehicular and utility access. **SEE ATTACHMENT A – Removing Trees Because of Construction.**
- B. Removal of a tree for the health and vigor of surrounding trees.

These criteria require an ISA Tree Hazard Evaluation Form prepared by an ISA Certified Arborist:

- C. The tree presents a safety hazard, where:
 - 1. The condition or location of the tree presents either a foreseeable danger to public safety, or a foreseeable danger of property damage to an existing structure; and,
 - 2. Such hazard or danger cannot reasonably be alleviated by pruning or treatment of the tree.
- D. The tree was damaged by storm, fire or other injury, which cannot be saved by pruning.

You must submit a tree removal permit with a reason if:

- E. The tree is dead.
- F. Tree removal is necessary to provide solar access to a solar energy system where pruning will not provide adequate solar access:
 - 1. The city may require documentation that a device qualifies for Oregon Department of Energy Solar Tax Credit, or other incentive for installation of solar devices offered by a utility.
 - 2. No tree measuring more than 24 inches in diameter shall be removed for solar access.
- G. Tree removal is for landscaping purposes, subject to the following conditions:
 - 1. The tree cannot exceed 10 inches in diameter.
 - 2. A landscape plan for the affected area must be submitted and approved by the City.
 - 3. The landscape plan must incorporate replacement trees for the trees removed. The replacement trees must be at least six feet in height or have a two-inch caliper; and,
 - 4. The City shall inspect the property one year after the approval of the permit to ensure the landscape plan has been implemented.

If your tree presents an immediate danger of collapse and if such potential collapse represents a clear and present hazard to persons or property, **please contact the Community Development Director (CDD)**. If it is determined by the CDD that there is an immediate danger, then a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit. Where a tree presents an immediate danger of collapse, a complete ISA Tree Hazard Evaluation Form prepared by a certified arborist is not required. Where a safety hazard exists, as defined by this subsection, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

Attach a site plan showing the location and type of all trees on the property, including the trees to be removed. Indicate the location of replacement trees and the type. SEE ATTACHMENT B – Site Plan. Attach photos of the trees to be removed and mark the trees with ribbon.

Explain how the request meets one or more of the applicable criteria. Include the number and type of trees requested for removal. If appropriate, explain why pruning would not accomplish the same goal as tree removal.

.....

Application fee: \$50.00 for 1-4 trees; \$100 for 5 or more trees

Note: The application fee is a **nonrefundable** fee that is due upon receipt of application, whether the removal request is approved or denied.

Municipal Code Section 17.70.030.I. For tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020. Any person who has commented on the tree removal request shall be notified of the city's decision and may appeal that decision in accordance with subsection H.

Applicant Signature *[Signature]* Date: 11/17/24

I understand, as the applicant signature, the cost of the tree removal and cleanup is my full responsibility and I am responsible if an approved tree removal permit is violated in any way. I must comply with all City requirements included with the approval, and I must notify the City 48-hours prior to the removal.

Date: _____ Fee Paid: \$ NA Receipt Number: NA Permit #: NA

Date Notice Mailed: 11/17/24 Date of 10-day waiting period: 11/27/24

Comments Received: Yes ☐ No ☒ Application is: ☐ Approved ☐ Denied

☐ Approved - Tree replacement required per Cannon Beach Municipal Code 17.70.040, Tree Replacement Policy.

☒ Approved with comments: Approved removal per arborist letter

By: *[Signature]* Date: 2/6/24

Decisions on the issuance of a tree removal permit may be appealed to the Planning Commission in accordance with Section 17.88.140 a, of the Municipal Code.

ATTACHMENT A

Removing Trees Because of Construction

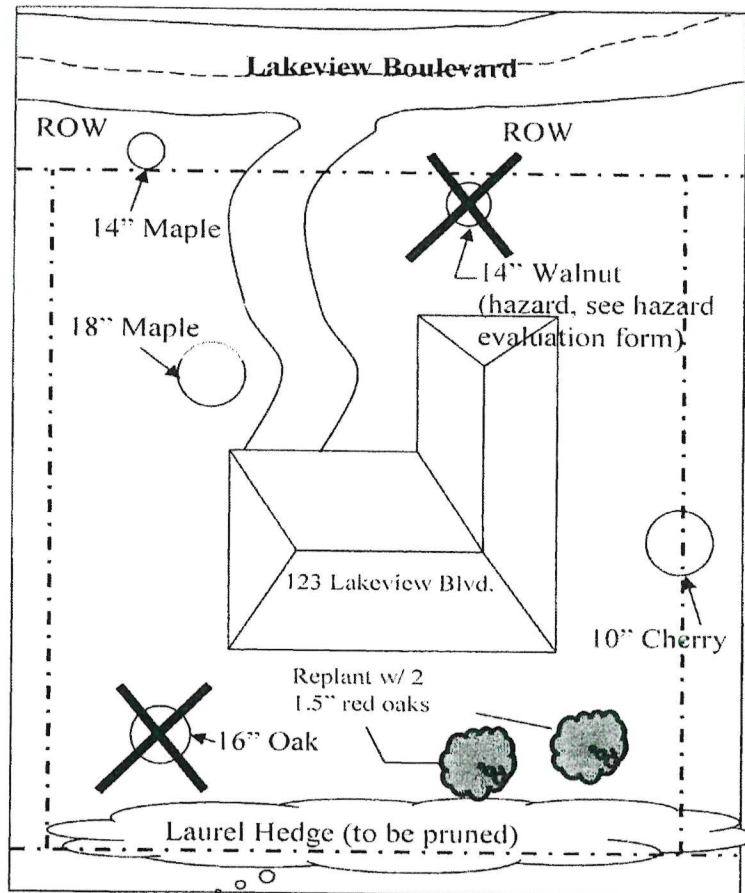
If you are constructing a structure or development which involves any kind of ground disturbance; including required vehicular or utility access, prior to beginning construction, you must:

- 1) Contact a certified arborist
- 2) If the certified arborist determines that no trees will be affected by the proposed construction, then the certified arborist should write a letter stating these findings.
NOTE: The City reserves the right to have the City Arborist review all arborist recommendations and make an independent report for Administrative review. All administrative decisions may be appealed.
- 3) If the certified arborist determines that trees will be affected,
 - a. A site plan must be submitted with a Tree Removal permit. The Site Plan should indicate the location of all trees over 6" DBH on the subject property or off-site (in the adjoining right-of-way or on adjacent property) whose root structure might be impacted by excavation associated with the proposed structure, or by soil compaction caused by vehicular traffic or storage of materials.
 - b. Measures must be taken to avoid damaging trees not proposed for removal, both on the subject property and off-site (in the adjoining right-of-way or on adjacent property).
 - c. The area where a tree's root structure might be impacted by excavation, or where soil compaction caused by vehicular traffic or storage of materials might affect a tree's health, shall be known as a Tree Protection Zone (TPZ).
 - d. Prior to construction the TPZ shall be delineated by hi-visibility fencing a minimum of 3.5 feet tall, which shall be retained in place until completion of construction. Vehicular traffic, excavation and storage of materials shall be prohibited within the TPZ.

The city may require the replanting of trees to replace those being removed.

ATTACHMENT B SITE PLAN EXAMPLE FOR A TREE REMOVAL APPLICATION

A site plan is required as part of your tree removal request. The site plan should be on an 8.5" x 11" size paper, or larger and include the following information.



Items to include on your Site Plan:

- Address of the Tree Removal Site;
- Property lines;
- Public Right of Way, including the name of any streets;
- Existing or proposed structures;
- Creeks, Streams, or any other natural features;
- Location of any existing 6" or larger tree, as measured from breast height (approximately 4' from the ground), with diameter size and type of tree;
- Please indicate by clearly marking those proposed for removal with an "X"

Within 24 Hours of submitting your application, mark the tree(s) with yellow ribbon.



CITY OF CANNON BEACH

NOTICE OF APPLICATION TO REMOVE TREES IN THE STREET RIGHT-OF-WAY OR PROPERTY OWNED BY THE CITY

The City of Cannon Beach has made an application for the removal of two (1) hazardous red alder (*Alnus rubra*) approximately 25" in DBH and 50' tall. The affected tree is located within the City ROW in front of the residence at 4079 South Pacific Avenue. (adjacent to Map 41006BC, Tax Lot 05700).

The request for tree removal is made based on Municipal Code Section 17.70.020 A, "Removal of a tree which poses a safety hazard." Municipal Code Section 17.70.030 I, Additional Requirements, states for tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020.

Correspondence regarding this matter should be mailed to: City of Cannon Beach, Attention: Sheri Skotland, PO Box 368, Cannon Beach, OR 97110 or skotland@ci.cannon-beach.or.us. Further information regarding this application is available at City Hall, 163 E. Gower Street, Cannon Beach, or by calling (503) 436-8048.

DATE NOTICE MAILED: 01/17/2024

cc: Mayor Barb Knop
Councilor Nancy McCarthy
Councilor Brandon Ogilvie
Councilor Gary Hayes
Councilor Lisa Kerr

S Pacific Ave





Treescaples Northwest
Jeff Gerhardt, Consulting Arborist
ISA Certified Arborist #PN-5541A



City of Cannon Beach, Public Works Department
Attn: Trevor Mount; Assistant Public Works Director
mount@ci.cannon-beach.or.us

January 10, 2024

Hazard Tree Inspection - S Pacific Avenue

Per your request, I evaluated the hazard potential of one tree located within the City ROW. After visually examining the tree and site, I recommend the tree be removed. A site map, photograph, and ISA Tree Evaluation Form is attached.

The tree is a red alder (*Alnus rubra*) approximately 25" in DBH and 50' tall. The tree is located within the City ROW in front of the residence at 4079 South Pacific Avenue. The tree has an orange dot painted near the base. The roots of the tree are impeding a sewer line beneath the tree. Due to the close proximity to below ground utilities, I recommend this tree be removed in entirety. I discourage replanting at this location in order to avoid a similar conflict.

Best regards,

A handwritten signature in black ink, appearing to read "Jeff Gerhardt".

Jeff Gerhardt

Treescaples Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescaplesnorthwest.com

Red dot indicates location of alder I recommend be removed



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Manzanita, OR 97130

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Cell: 503-453-5571
www.treescaplesnorthwest.com

Alder tree located on City ROW (note proximity of manhole cover)



Treescaping Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescapingnorthwest.com



A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas
TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: S Pacific Avenue (ROW)
Map/Location: _____
Owner: public ☒ private _____ unknown _____ other _____
Date: 1/6/2024 Inspector: Jeff Gerhardt
Date of last inspection: _____

HAZARD RATING:

| 1 | 3 | 4 | 5 |
|--------------------------|--------------|---------------|---------------|
| Failure Potential | Size of part | Target Rating | Hazard Rating |
| Immediate action needed | | | |
| Needs further inspection | | | |
| Dead tree | | | |

TREE CHARACTERISTICS

Tree #: 1 Species: red alder
DBH: 25" # of trunks: 1 Height: 50' Spread: 25'
Form: ☐ generally symmetric ☒ minor asymmetry ☐ major asymmetry ☐ stump sprout ☐ stag-headed
Crown class: ☐ dominant ☐ co-dominant ☒ intermediate ☐ suppressed
Live crown ratio: 60 % Age class: ☐ young ☒ semi-mature ☐ mature ☐ over mature/senescent
Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: _____
Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by gov. agency

TREE HEALTH

Foliage color: ☐ normal ☐ chlorotic ☐ necrotic Epicormics? ☒ Y ☒ N
Foliage density: ☐ normal ☐ sparse Leaf size: ☐ normal ☐ small
Annual shoot growth: ☐ excellent ☒ average ☐ poor Twig Dieback? ☒ Y ☒ N
Woundwood development: ☐ excellent ☒ average ☐ poor ☐ none
Vigor class: ☐ excellent ☒ average ☐ fair ☐ poor
Major pests/diseases: _____

Growth obstructions:

☐ stakes ☐ wire/ties ☐ signs ☐ cables
☐ curb/pavement ☐ guards
☐ other _____

SITE CONDITIONS

Site Character: ☒ residence ☐ commercial ☐ industrial ☐ park ☐ open space ☐ natural ☒ woodland/forest
Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
Recent site disturbance? ☒ Y ☒ N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
% dripline paved: 0% ☒ 10-25% 25-50% 50-75% 75-100% Pavement lifted? ☒ Y ☒ N
% dripline w/ fill soil: 0% ☒ 10-25% 25-50% 50-75% 75-100%
% dripline grade lowered: ☒ 0% 10-25% 25-50% 50-75% 75-100%
Soil problems: ☐ drainage ☐ shallow ☒ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☐ history of fail
☐ clay ☐ expansive ☐ slope _____ aspect _____
Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☒ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
Exposure to wind: ☐ single tree ☒ below canopy ☐ above canopy ☐ recently exposed ☐ windward, canopy edge ☒ area prone to windthrow
Prevailing wind direction: S/SW Occurrence of snow/ice storms: ☐ never ☒ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☒ parking ☒ traffic ☒ pedestrian ☐ recreation ☒ landscape ☐ hardscape ☐ small features ☐ utility lines
Can target be moved? ☒ Y ☒ N Can use be restricted? ☒ Y ☒ N
Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y (N) Mushroom/conk/bracket present: Y (N) ID: _____

Exposed roots: ☐ severe ☐ moderate ☒ low Undetermined: ☐ severe ☐ moderate ☒ low

Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: Y (N) When: _____

Restricted root area: ☒ severe ☐ moderate ☐ low Potential for root failure: ☐ severe ☒ moderate ☐ low

LEAN: _____ deg. from vertical ☒ natural ☐ unnatural ☐ self-corrected Self-heaving: Y (N)

Decay in plane of lean: Y (N) Roots broken Y (N) Soil cracking: Y (N)

Compounding factors: _____ Lean severity: ☐ severe ☐ moderate ☒ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

| DEFECT | ROOT CROWN | TRUNK | SCAFFOLDS | BRANCHES |
|-------------------------|------------|-------|-----------|----------|
| Poor taper | | | | |
| Bow, sweep | | | | |
| Codominants/forks | | | | |
| Multiple attachments | | | | |
| Included bark | | | | |
| Excessive end weight | | | | |
| Cracks/splits | | | | |
| Hangers | | | | |
| Girdling | | | | |
| Wounds/scar | | | | |
| Decay | | | | |
| Cavity | | | | |
| Conks/mushrooms/bracket | | | | |
| Bleeding/sap flow | | | | |
| Loose/cracked bark | | | | |
| Nesting hole/bee hive | | | | |
| Deadwood/stubs | | | | |
| Borers/termites/ants | | | | |
| Cankers/galls/burls | | | | |
| Previous failure | | | | |

HAZARD RATING

Tree part most likely to fail: _____

Inspection period: _____ annual _____ biannual _____ other _____

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

1 + 3 = 4 = 8

Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe

Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);

3 - 18-30" (45-75 cm); 4 - >30" (75 cm)

Target rating: 1 - occasional use; 2 - intermittent use;

3 - frequent use; 4 - constant use

HAZARD ABATEMENT

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

Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor

Remove tree: Y (N) Replace? Y (N) Move target: Y (N) Other: _____

Effect on adjacent trees: ☒ none ☐ evaluate

Notification: ☐ owner ☐ manager ☒ governing agency Date: 1/2024

COMMENTS

See report

City of Cannon Beach Right-of-Way/Property Owned by the City Tree Removal Application

Please fill out this form completely. Please type or print.

Applicant Name: The City of Cannon Beach

Mailing Address: PO Box 368, Cannon Beach, Or 97110

Phone: 503-436-8048 **Email:** Mount@ci.cannon-beach.or.us

Abutting Property Owner Name: Kristina Berney

Mailing Address: 3827 NW Astor Street Camas, WA 98607

Phone: 360-907-4140 **Email:** mlabadie@comcast.net

Property Location: S Pacific Ave **Map/Tax Lot Number:** 41006BC05700

The city shall issue a tree removal permit if one of the following criteria is met. Please circle the letter of the criteria that applies.

These criteria require a Tree Removal Report from an International Society of Arboriculture (ISA) Certified Arborist:

- A. You are constructing a structure or development approved and allowed by pursuant to Cannon Beach Municipal Code 17.70.030, which involves any form of ground disturbance; including required vehicular and utility access. **SEE ATTACHMENT A – Removing Trees Because of Construction.**
- B. Removal of a tree for the health and vigor of surrounding trees.

These criteria require an ISA Tree Hazard Evaluation Form prepared by an ISA Certified Arborist:

- C. The tree presents a safety hazard, where:
 - 1. The condition or location of the tree presents either a foreseeable danger to public safety, or a foreseeable danger of property damage to an existing structure; and,
 - 2. Such hazard or danger cannot reasonably be alleviated by pruning or treatment of the tree.
- D. The tree was damaged by storm, fire or other injury, which cannot be saved by pruning.

You must submit a tree removal permit with a reason if:

- E. The tree is dead.
- F. Tree removal is necessary to provide solar access to a solar energy system where pruning will not provide adequate solar access:
 - 1. The city may require documentation that a device qualifies for Oregon Department of Energy Solar Tax Credit, or other incentive for installation of solar devices offered by a utility.
 - 2. No tree measuring more than 24 inches in diameter shall be removed for solar access.
- G. Tree removal is for landscaping purposes, subject to the following conditions:
 - 1. The tree cannot exceed 10 inches in diameter.
 - 2. A landscape plan for the affected area must be submitted and approved by the City.
 - 3. The landscape plan must incorporate replacement trees for the trees removed. The replacement trees must be at least six feet in height or have a two-inch caliper; and,
 - 4. The City shall inspect the property one year after the approval of the permit to ensure the landscape plan has been implemented.

If your tree presents an immediate danger of collapse and if such potential collapse represents a clear and present hazard to persons or property, **please contact the Community Development Director (CDD)**. If it is determined by the CDD that there is an immediate danger, then a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit. Where a tree presents an immediate danger of collapse, a complete ISA Tree Hazard Evaluation Form prepared by a certified arborist is not required. Where a safety hazard exists, as defined by this subsection, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

Attach a site plan showing the location and type of all trees on the property, including the trees to be removed. Indicate the location of replacement trees and the type. SEE ATTACHMENT B – Site Plan. Attach photos of the trees to be removed and mark the trees with ribbon.

Explain how the request meets one or more of the applicable criteria. Include the number and type of trees requested for removal. If appropriate, explain why pruning would not accomplish the same goal as tree removal.

.....

Application fee: \$50.00 for 1-4 trees; \$100 for 5 or more trees

Note: The application fee is a **nonrefundable** fee that is due upon receipt of application, whether the removal request is approved or denied.

Municipal Code Section 17.70.030.I. For tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020. Any person who has commented on the tree removal request shall be notified of the city's decision and may appeal that decision in accordance with subsection H.

Applicant Signature *Ju Ra* Date: 1/17/24

I understand, as the applicant signature, the cost of the tree removal and cleanup is my full responsibility and I am responsible if an approved tree removal permit is violated in any way. I must comply with all City requirements included with the approval, and I must notify the City 48-hours prior to the removal.

Date: _____ Fee Paid: \$ NA Receipt Number: NA Permit #: NA

Date Notice Mailed: 1/17/24 Date of 10-day waiting period: 1/27/24

Comments Received: Yes ☐ No ☒ Application is: ☒ Approved ☐ Denied

☐ Approved - Tree replacement required per Cannon Beach Municipal Code 17.70.040, Tree Replacement Policy.

☒ Approved with comments: Removal per arborist letter

By: *Heather Perboon* Date: 2/6/24

Decisions on the issuance of a tree removal permit may be appealed to the Planning Commission in accordance with Section 17.88.140 a, of the Municipal Code.

ATTACHMENT A

Removing Trees Because of Construction

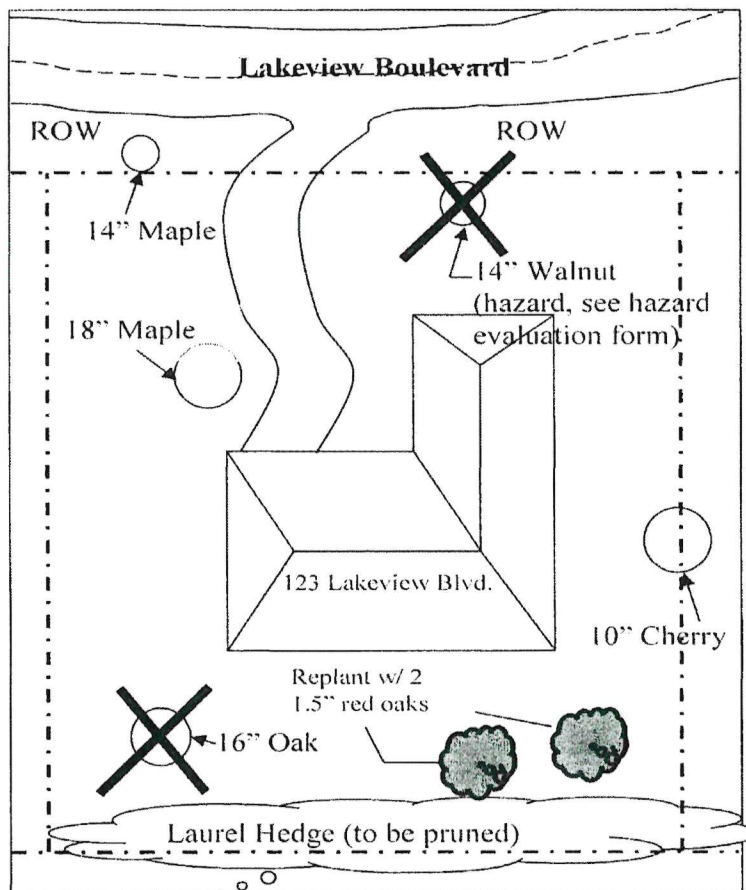
If you are constructing a structure or development which involves any kind of ground disturbance; including required vehicular or utility access, prior to beginning construction, you must:

- 1) Contact a certified arborist
- 2) If the certified arborist determines that no trees will be affected by the proposed construction, then the certified arborist should write a letter stating these findings.
NOTE: The City reserves the right to have the City Arborist review all arborist recommendations and make an independent report for Administrative review. All administrative decisions may be appealed.
- 3) If the certified arborist determines that trees will be affected,
 - a. A site plan must be submitted with a Tree Removal permit. The Site Plan should indicate the location of all trees over 6" DBH on the subject property or off-site (in the adjoining right-of-way or on adjacent property) whose root structure might be impacted by excavation associated with the proposed structure, or by soil compaction caused by vehicular traffic or storage of materials.
 - b. Measures must be taken to avoid damaging trees not proposed for removal, both on the subject property and off-site (in the adjoining right-of-way or on adjacent property).
 - c. The area where a tree's root structure might be impacted by excavation, or where soil compaction caused by vehicular traffic or storage of materials might affect a tree's health, shall be known as a Tree Protection Zone (TPZ).
 - d. Prior to construction the TPZ shall be delineated by hi-visibility fencing a minimum of 3.5 feet tall, which shall be retained in place until completion of construction. Vehicular traffic, excavation and storage of materials shall be prohibited within the TPZ.

The city may require the replanting of trees to replace those being removed.

ATTACHMENT B SITE PLAN EXAMPLE FOR A TREE REMOVAL APPLICATION

A site plan is required as part of your tree removal request. The site plan should be on an 8.5" x 11" size paper, or larger and include the following information.



Items to include on your Site Plan:

- Address of the Tree Removal Site;
- Property lines;
- Public Right of Way, including the name of any streets;
- Existing or proposed structures;
- Creeks, Streams, or any other natural features;
- Location of any existing 6" or larger tree, as measured from breast height (approximately 4' from the ground), with diameter size and type of tree;
- Please indicate by clearly marking those proposed for removal with an "X"

Within 24 Hours of submitting your application, mark the tree(s) with yellow ribbon.



CITY OF CANNON BEACH

NOTICE OF APPLICATION TO REMOVE TREES IN THE STREET RIGHT-OF-WAY OR PROPERTY OWNED BY THE CITY

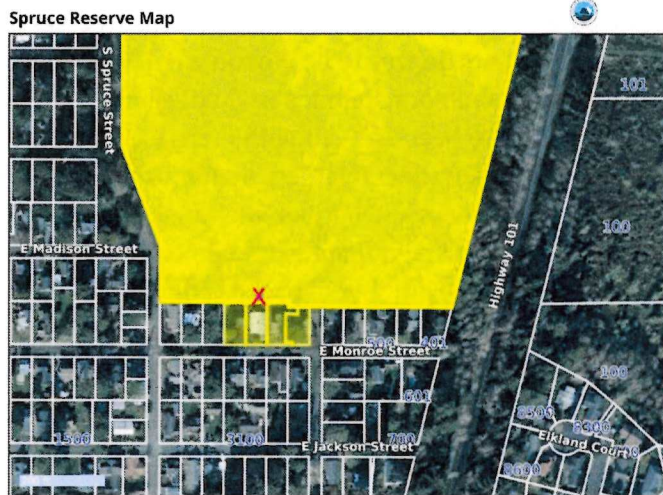
The City of Cannon Beach has made an application for the removal of three (3) hazardous Western hemlocks (*Tsuga heterophylla*). The affected trees are located at the Spruce Reserve (behind Map 51029BC, Tax Lot 01701).

The request for tree removal is made based on Municipal Code Section 17.70.020 A, "Removal of a tree which poses a safety hazard." Municipal Code Section 17.70.030 I, Additional Requirements, states for tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020.

Correspondence regarding this matter should be mailed to: City of Cannon Beach, Attention: Sheri Skotland, PO Box 368, Cannon Beach, OR 97110 or emailed to skotland@ci.cannon-beach.or.us. Further information regarding this application is available at City Hall, 163 E. Gower Street, Cannon Beach, or by calling (503) 436-8048.

DATE NOTICE MAILED: 1/17/24

cc: Mayor Barb Knop
Councilor Nancy McCarthy
Councilor Brandon Ogilvie
Councilor Gary Hayes
Councilor Lisa Kerr





Treescapesc Northwest
Jeff Gerhardt, Consulting Arborist
ISA Certified Arborist #PN-5541A



City of Cannon Beach, Public Works Department
Attn: Trevor Mount; Assistant Public Works Director
mount@ci.cannon-beach.or.us

December 12, 2023

Hazard Tree Inspection - Spruce Reserve

Per your request, I evaluated the hazard potential of 4 trees located in the Spruce Reserve. After visually examining the trees and site, I recommend 3 trees be removed and 1 pruned. Please find the included site map, photograph, and ISA Tree Hazard Evaluation Form for reference.

All 4 trees are Western hemlocks (*Tsuga heterophylla*). The trees are located in the Spruce Reserve. They are all within the City Right of Way, north of the residence at 280 E Monroe Street. Tree diameters range from approximately 16" to 30" in DBH and 25' to 80' tall. Two of the trees are standing dead and should be removed for safety. A third tree I advise be removed is located atop a nurse stump. This tree has a noticeable lean and a heavy crown. This tree does not appear to be a good candidate for pruning as the tree is compromised with exposed roots and poor stem taper. I advise this tree be removed in entirety. All 3 trees slated for removal have been painted with orange dots on the Eastside of the lower stem. I recommend the fourth and largest tree in this group be pruned for safety. The tree has two tops and one of these tops should be removed to reduce windsail and to improve structure. The tree should additionally be pruned to alleviate limb weight on the southern side. Please have me communicate these pruning guidelines directly to the contracted tree worker.

Replanting multiple Western red cedars (*Thuja plicata*) is highly recommended for this site.

Best regards,

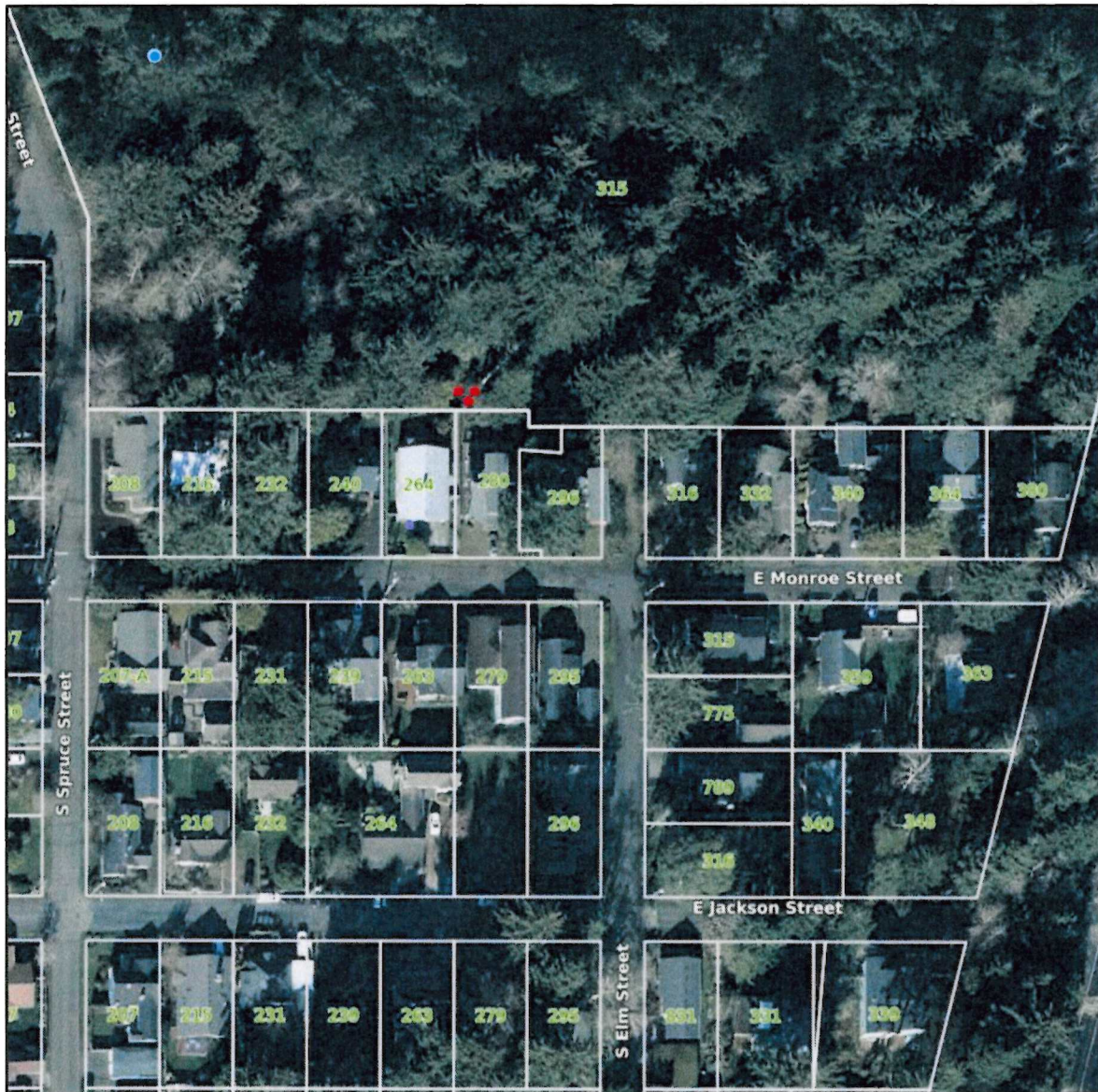
A handwritten signature in black ink, appearing to read 'Jeff Gerhardt'.

Jeff Gerhardt

Treescapesc Northwest
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescapescnorthwest.com

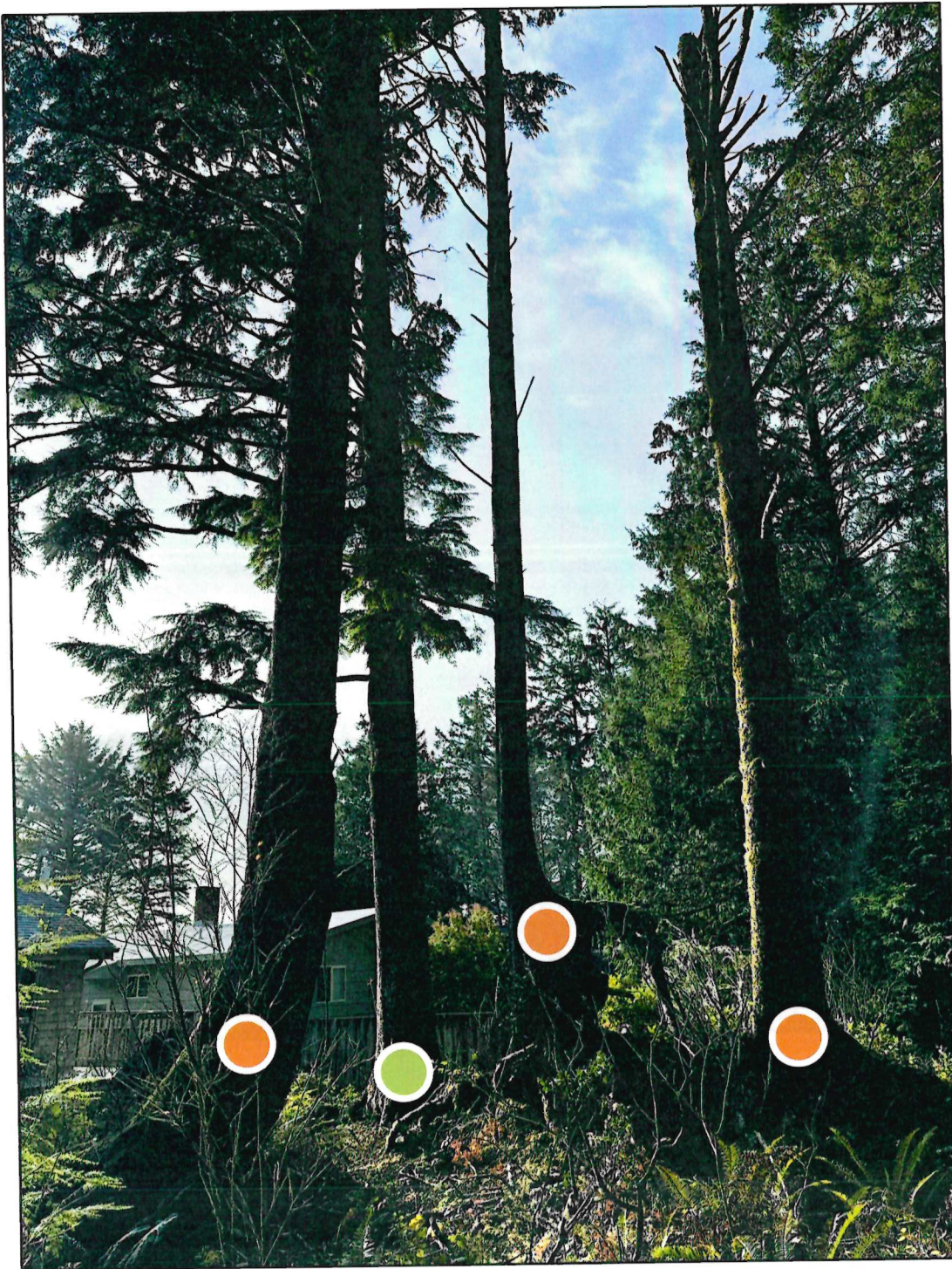
Red dots indicate location of 3 hemlock trees that I advise be removed for public safety



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3 tree removals (orange dots); 1 safety prune (green dot)



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A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas

TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: Spruce Reserve (ROW)
 Map/Location: _____
 Owner: public ☒ private _____ unknown _____ other _____
 Date: 12/2023 Inspector: Jeff Gerhardt
 Date of last inspection: _____

HAZARD RATING:

| | | | |
|--------------------------|-----------------|------------------|------------------|
| 3 | 2 | 4 | 9 |
| Failure Potential | Size of part | Target Rating | Hazard Rating |
| Immediate action needed | | | |
| Needs further inspection | | | |
| Dead tree | | | |

TREE CHARACTERISTICS

Tree #: 1 Species: western hemlock
 DBH: 15" # of trunks: 1 Height: 60' Spread: 20'
 Form: ☐ generally symmetric ☐ minor asymmetry ☒ major asymmetry ☐ stump sprout ☐ stag-headed
 Crown class: ☐ dominant ☐ co-dominant ☒ intermediate ☐ suppressed
 Live crown ratio: 40 % Age class: ☐ young ☒ semi-mature ☐ mature ☐ over-mature/senescent
 Pruning history: ☐ crown cleaned ☐ excessively thinned ☐ topped ☐ crown raised ☐ pollarded ☐ crown reduced ☐ flush cuts ☐ cabled/braced
☐ none ☐ multiple pruning events Approx. dates: _____
 Special Value: ☐ specimen ☐ heritage/historic ☐ wildlife ☐ unusual ☐ street tree ☐ screen ☐ shade ☐ indigenous ☐ protected by gov. agency

TREE HEALTH

Foliage color: ☒ normal ☐ chlorotic ☐ necrotic Epicormics? Y ☒ N
 Foliage density: ☒ normal ☐ sparse Leaf size: ☒ normal ☐ small Growth obstructions:
☐ stakes ☐ wires/ties ☐ signs ☐ cables
 Annual shoot growth: ☐ excellent ☒ average ☐ poor Twig Dieback? Y ☒ N
☐ curb/pavement ☐ guards
 Woundwood development: ☐ excellent ☐ average ☒ poor ☐ none
 Vigor class: ☐ excellent ☐ average ☒ fair ☐ poor
 Major pests/diseases: _____

SITE CONDITIONS

Site Character: ☐ residence ☐ commercial ☐ industrial ☒ park ☐ open space ☐ natural ☒ woodland/forest
 Landscape type: ☐ parkway ☐ raised bed ☐ container ☐ mound ☐ lawn ☐ shrub border ☐ wind break
 Irrigation: ☒ none ☐ adequate ☐ inadequate ☐ excessive ☐ trunk wetted
 Recent site disturbance? Y ☒ N ☐ construction ☐ soil disturbance ☐ grade change ☐ line clearing ☐ site clearing
 % dripline paved: ☒ 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y ☒ N
 % dripline w/ fill soil: ☒ 0% 10-25% 25-50% 50-75% 75-100%
 % dripline grade lowered: ☒ 0% 10-25% 25-50% 50-75% 75-100%
 Soil problems: ☐ drainage ☐ shallow ☐ compacted ☐ droughty ☐ saline ☐ alkaline ☐ acidic ☐ small volume ☐ disease center ☒ history of fail
☐ clay ☐ expansive ☐ slope _____ aspect _____
 Obstructions: ☐ lights ☐ signage ☐ line-of-sight ☐ view ☐ overhead lines ☐ underground utilities ☐ traffic ☐ adjacent veg. ☐ _____
 Exposure to wind: ☐ single tree ☐ below canopy ☐ above canopy ☐ recently exposed ☒ windward, canopy edge ☒ area prone to windthrow
 Prevailing wind direction: S/SW Occurrence of snow/ice storms: ☐ never ☒ seldom ☐ regularly

TARGET

Use Under Tree: ☒ building ☐ parking ☐ traffic ☐ pedestrian ☒ recreation ☐ landscape ☐ hardscape ☐ small features ☐ utility lines
 Can target be moved? Y ☒ N Can use be restricted? Y ☒ N
 Occupancy: ☐ occasional use ☐ intermittent use ☐ frequent use ☒ constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

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TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: ☒ Y ☐ N Mushroom/conk/bracket present: ☒ Y ☐ N ID: _____
 Exposed roots: ☒ severe ☐ moderate ☐ low Underside: ☒ severe ☐ moderate ☐ low
 Root pruned: _____ distance from trunk Root area affected: _____ % Buttress wounded: ☒ Y ☐ N When: _____
 Restricted root area: ☐ severe ☒ moderate ☐ low Potential for root failure: ☐ severe ☒ moderate ☐ low
 LEAN: 5 deg from vertical ☐ natural ☒ unnatural ☐ self-corrected Soil heaving: ☒ Y ☐ N
 Decay in plane of lean: ☒ Y ☐ N Roots broken: ☒ Y ☐ N Soil cracking: ☒ Y ☐ N
 Compounding factors: Poor root anchorage on nurse stump _____ Lean severity: ☐ severe ☒ moderate ☐ low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

| DEFECT | ROOT CROWN | TRUNK | SCAFFOLDS | BRANCHES |
|-------------------------|------------|-------|-----------|----------|
| Poor taper | | s | | |
| Bow sweep | | s | | |
| Codominants/locks | | | | |
| Multiple attachments | | | | |
| Included bark | | | | |
| Excessive end weight | | | | s |
| Cracks/splits | | | | |
| Hangers | | | | |
| Girdling | | | | |
| Wounds/seam | | | | |
| Decay | | | | |
| Cavity | | | | |
| Conks/mushrooms/bracket | | | | |
| Bleeding/sap flow | | | | |
| Loose/cracked bark | | | | |
| Nesting holes/bee hive | | | | |
| Deadwood/stubs | | | | |
| Borers/termites/ants | | | | |
| Cankers/galls/burls | | | | |
| Previous failure | | | | |

HAZARD RATING

Tree part most likely to fail: entire tree Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
 Inspection period: _____ annual _____ biannual _____ other _____ Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);
 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
 Failure Potential + Size of Part = Target Rating = Hazard Rating
3 + 2 = 4 = 9 Target rating: 1 - occasional use; 2 - intermittent use;
 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: ☐ remove defective part ☐ reduce end weight ☐ crown clean ☐ thin ☐ raise canopy ☐ crown reduce ☐ restructure ☐ shape
 Cable/Brace: _____ Inspect further: ☐ root crown ☐ decay ☐ aerial ☐ monitor
 Remove tree: ☒ Y ☐ N Replace? ☒ Y ☐ N Move target: ☒ Y ☐ N Other: _____
 Effect on adjacent trees: ☒ none ☐ evaluate
 Notification: ☐ owner ☐ manager ☒ governing agency Date: 12/2023

COMMENTS

See report

City of Cannon Beach Right-of-Way/Property Owned by the City Tree Removal Application

Please fill out this form completely. Please type or print.

Applicant Name: The City of Cannon Beach

Mailing Address: PO Box 368, Cannon Beach, Or 97110

Phone: 503-436-8048

Email: Mount@ci.cannon-beach.or.us

Abutting Property Owner Name: Matthew L Labadie

Mailing Address: 1260 NW Naito Pkwy #208 Portland, Or 97209

Phone: 503-248-0270

Email: mlabadie@comcast.net

Property Location: Monroe

Map/Tax Lot Number: 51029BC01701

The city shall issue a tree removal permit if one of the following criteria is met. Please circle the letter of the criteria that applies.

These criteria require a Tree Removal Report from an International Society of Arboriculture (ISA) Certified Arborist:

- A. You are constructing a structure or development approved and allowed by pursuant to Cannon Beach Municipal Code 17.70.030, which involves any form of ground disturbance; including required vehicular and utility access. **SEE ATTACHMENT A – Removing Trees Because of Construction.**
- B. Removal of a tree for the health and vigor of surrounding trees.

These criteria require an ISA Tree Hazard Evaluation Form prepared by an ISA Certified Arborist:

- C. The tree presents a safety hazard, where:
 - 1. The condition or location of the tree presents either a foreseeable danger to public safety, or a foreseeable danger of property damage to an existing structure; and,
 - 2. Such hazard or danger cannot reasonably be alleviated by pruning or treatment of the tree.
- D. The tree was damaged by storm, fire or other injury, which cannot be saved by pruning.

You must submit a tree removal permit with a reason if:

- E. The tree is dead.
- F. Tree removal is necessary to provide solar access to a solar energy system where pruning will not provide adequate solar access:
 - 1. The city may require documentation that a device qualifies for Oregon Department of Energy Solar Tax Credit, or other incentive for installation of solar devices offered by a utility.
 - 2. No tree measuring more than 24 inches in diameter shall be removed for solar access.
- G. Tree removal is for landscaping purposes, subject to the following conditions:
 - 1. The tree cannot exceed 10 inches in diameter.
 - 2. A landscape plan for the affected area must be submitted and approved by the City.
 - 3. The landscape plan must incorporate replacement trees for the trees removed. The replacement trees must be at least six feet in height or have a two-inch caliper; and,
 - 4. The City shall inspect the property one year after the approval of the permit to ensure the landscape plan has been implemented.

If your tree presents an immediate danger of collapse and if such potential collapse represents a clear and present hazard to persons or property, **please contact the Community Development Director (CDD)**. If it is determined by the CDD that there is an immediate danger, then a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit. Where a tree presents an immediate danger of collapse, a complete ISA Tree Hazard Evaluation Form prepared by a certified arborist is not required. Where a safety hazard exists, as defined by this subsection, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

Attach a site plan showing the location and type of all trees on the property, including the trees to be removed. Indicate the location of replacement trees and the type. SEE ATTACHMENT B – Site Plan. Attach photos of the trees to be removed and mark the trees with ribbon.

Explain how the request meets one or more of the applicable criteria. Include the number and type of trees requested for removal. If appropriate, explain why pruning would not accomplish the same goal as tree removal.

.....

Application fee: \$50.00 for 1-4 trees; \$100 for 5 or more trees

Note: The application fee is a **nonrefundable** fee that is due upon receipt of application, whether the removal request is approved or denied.

Municipal Code Section 17.70.030.I. For tree removal requests of trees located in a street right-of-way, or on property owned by the city, property owners within one hundred feet of the tree(s) requested for removal shall be notified of the proposed action. The notification shall also be posted on the city's website, and on the bulletin board at City Hall, and at the Post Office. In making its decision on such a tree removal request, the city shall consider comments received within ten days of the date of the mailing of the property owner notification. To be considered, comments must address the tree removal criteria of Section 17.70.020. Any person who has commented on the tree removal request shall be notified of the city's decision and may appeal that decision in accordance with subsection H.

Applicant Signature *Ju Mu* Date: 1/17/24

I understand, as the applicant signature, the cost of the tree removal and cleanup is my full responsibility and I am responsible if an approved tree removal permit is violated in any way. I must comply with all City requirements included with the approval, and I must notify the City 48-hours prior to the removal.

Date: _____ Fee Paid: \$ NA Receipt Number: NA Permit #: NA

Date Notice Mailed: 1/17/24 Date of 10-day waiting period: 1/29/24

Comments Received: Yes ☐ No ☒ Application is: ☐ Approved ☐ Denied

☐ Approved - Tree replacement required per Cannon Beach Municipal Code 17.70.040, Tree Replacement Policy.

☒ Approved with comments:

*Removal as
per City Arborist letter*

By: *Heidi Smith* Date: 2/6/24

Decisions on the issuance of a tree removal permit may be appealed to the Planning Commission in accordance with Section 17.88.140 a, of the Municipal Code.

ATTACHMENT A

Removing Trees Because of Construction

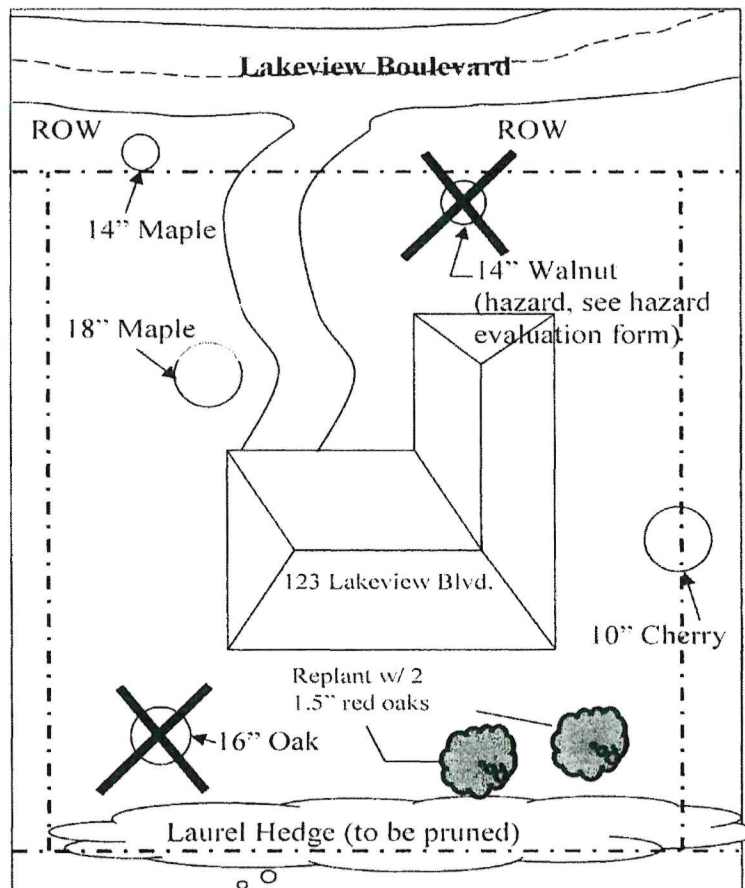
If you are constructing a structure or development which involves any kind of ground disturbance; including required vehicular or utility access, prior to beginning construction, you must:

- 1) Contact a certified arborist
- 2) If the certified arborist determines that no trees will be affected by the proposed construction, then the certified arborist should write a letter stating these findings.
NOTE: The City reserves the right to have the City Arborist review all arborist recommendations and make an independent report for Administrative review. All administrative decisions may be appealed.
- 3) If the certified arborist determines that trees will be affected,
 - a. A site plan must be submitted with a Tree Removal permit. The Site Plan should indicate the location of all trees over 6" DBH on the subject property or off-site (in the adjoining right-of-way or on adjacent property) whose root structure might be impacted by excavation associated with the proposed structure, or by soil compaction caused by vehicular traffic or storage of materials.
 - b. Measures must be taken to avoid damaging trees not proposed for removal, both on the subject property and off-site (in the adjoining right-of-way or on adjacent property).
 - c. The area where a tree's root structure might be impacted by excavation, or where soil compaction caused by vehicular traffic or storage of materials might affect a tree's health, shall be known as a Tree Protection Zone (TPZ).
 - d. Prior to construction the TPZ shall be delineated by hi-visibility fencing a minimum of 3.5 feet tall, which shall be retained in place until completion of construction. Vehicular traffic, excavation and storage of materials shall be prohibited within the TPZ.

The city may require the replanting of trees to replace those being removed.

ATTACHMENT B SITE PLAN EXAMPLE FOR A TREE REMOVAL APPLICATION

A site plan is required as part of your tree removal request. The site plan should be on an 8.5" x 11" size paper, or larger and include the following information.



Items to include on your Site Plan:

- Address of the Tree Removal Site;
- Property lines;
- Public Right of Way, including the name of any streets;
- Existing or proposed structures;
- Creeks, Streams, or any other natural features;
- Location of any existing 6" or larger tree, as measured from breast height (approximately 4' from the ground), with diameter size and type of tree;
- Please indicate by clearly marking those proposed for removal with an "X"

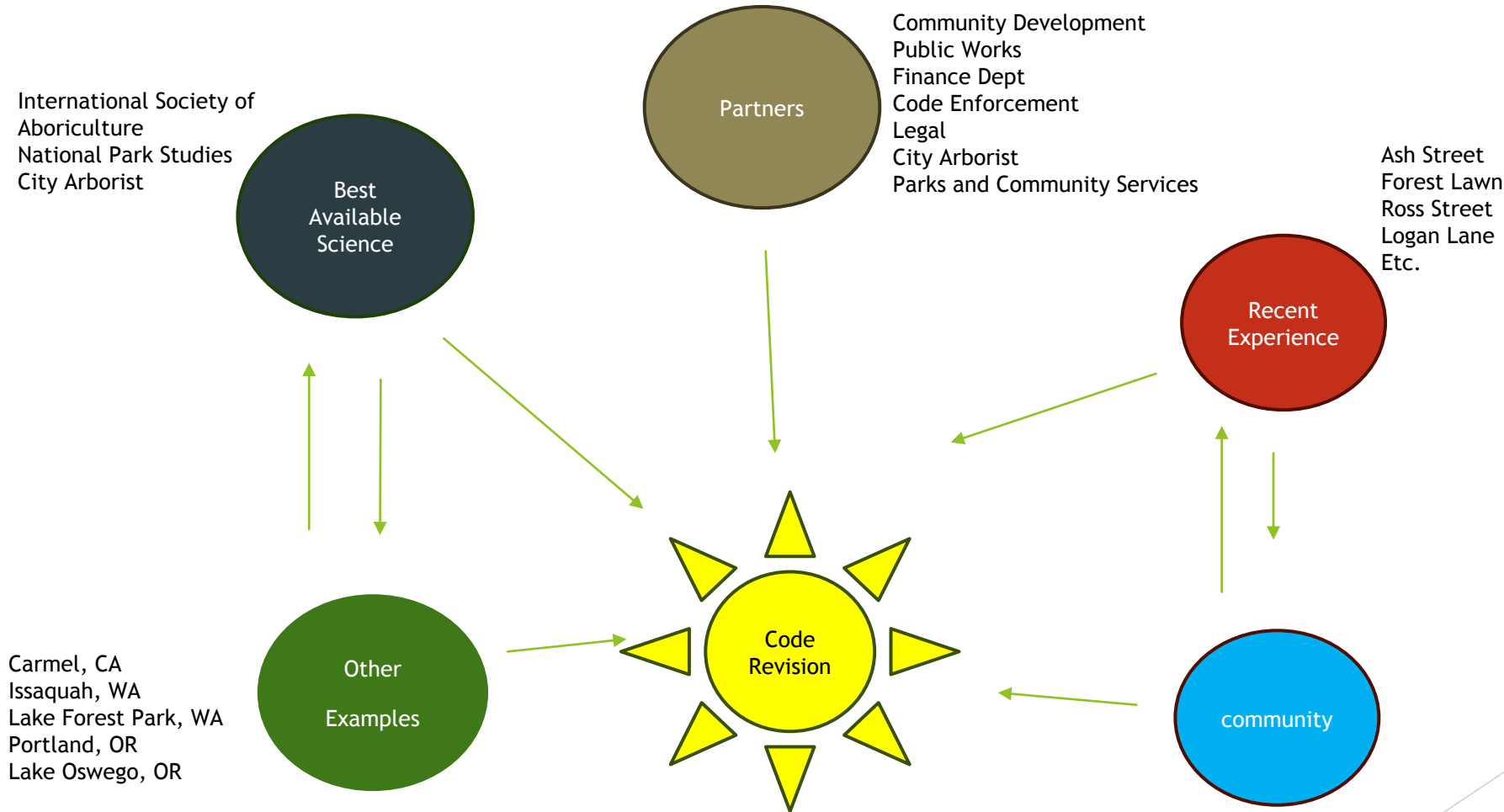
Within 24 Hours of submitting your application, mark the tree(s) with yellow ribbon.

A photograph of a dense forest with tall, slender trees and a thick layer of green ferns in the foreground. The scene is misty, with a soft, ethereal light filtering through the canopy. The text is overlaid on the left side of the image.

Tree Focus Group

Les Sinclair
Jan Siebert-Wahrmund
Dorian Farrow
Lisa Kerr
Stacy Benefield
Mike Bates

Process



Trees are often considered a community asset, even though they may exist primarily on private property. What may be good for the property may not always be in the best interest of the community, and vice versa.

- ISA, Guide for Plant Appraisal, 10th Edition

Proposals

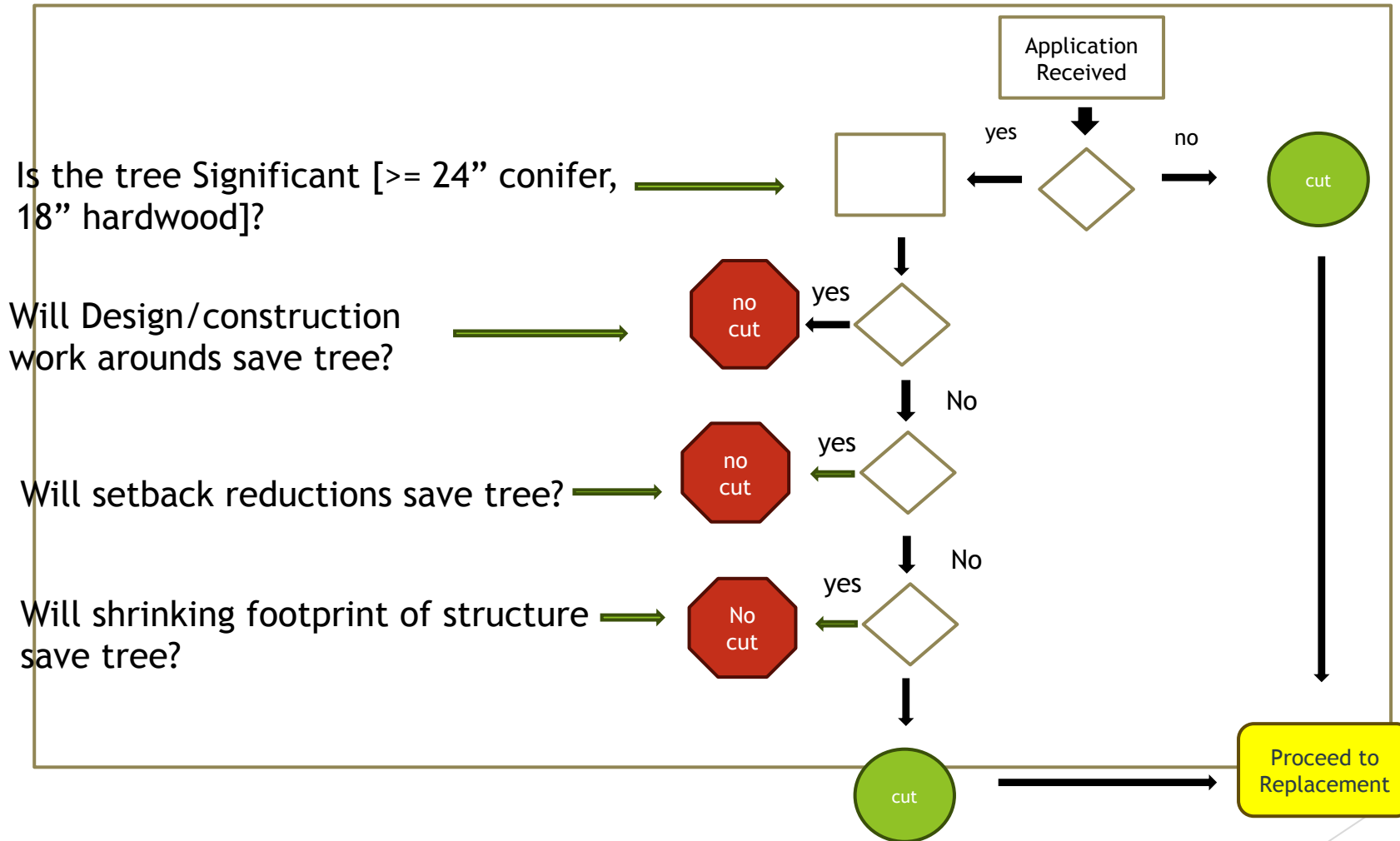
- ▶ Codify public notice for private trees to resemble procedure presently used for removal of trees in ROW
- ▶ Landscaping and views are no longer a justification for tree-removal
- ▶ Inserting requirement to consider geological hazards with tree application
- ▶ Expands the role of City Arborist, with definition
- ▶ Preserve Significant Trees where there are alternatives to removal
- ▶ Mandate replacement of trees, significant or otherwise, or reimbursement to the community for their loss
- ▶ Establish community tree fund, with restrictions on use
- ▶ Give the City better enforcement tools for violations

It is not the intention of the Plan to encourage growth, or to stop development; rather, it is the intention of the people who have prepared the Plan . . . to establish a set of policies and guidelines which will allow for development to occur, while preserving those qualities which brought them to the community, or has made the community what it is today.

- Comprehensive Plan,
Introduction

Significant Trees. 17.70.20B


Decision Tree



I used to be the staff arborist for the city for a number of years. . . . I've seen an awful lot of trees disappear in the last bunch of years. A lot of it is because everybody wants a big home. Nobody builds beach cottages anymore, and that makes it really difficult.

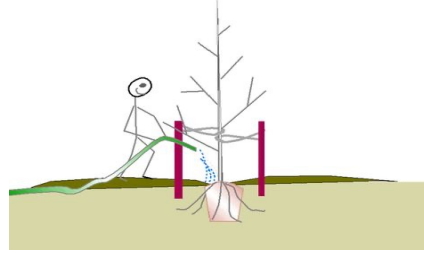
- Joe Balden

Replacement of Trees, 17.70.40

- How to make this  equal this



Either



Up to four trees

Or at applicant's option

Pay



into



We thought we'd addressed the loss of trees in this community with the last tree code revision. What we f were the teeth.

- Former Planning Commissioner

And lest we forget, . . .



So much of our relationship with trees is priceless.

I'm the Lorax who speaks for the trees, which you seem to be chopping as fast as you please. But I'm also in charge of the Brown Bar-ba-loots, who played in the shade in their Bar-ba-loot suits and happily lived, eating Truffula Fruits. NOW...thanks to your hacking my trees to the ground, there's not enough Truffula Fruit to go 'round.

- Dr. Suess, The Lorax

Backup

Revision Mapping

| Proposal | Existing Section(s) | Draft Section(s) |
|--|----------------------|----------------------|
| Codify public notice and comment | None | 17.70.017 |
| Eliminate tree removal for landscaping | 17.70.20B.G, -.D. -F | None |
| Add protections for Significant Trees in ICW construction of residential and commercial structures | None | 17.70.020B |
| Protects neighbors where removal will occur on geological hazards | None | 17.70.030B |
| Mandates replacement of all trees, up to four trees for each tree removed or payment into the city tree fund | 17.70.40B | 17.70.040, 17.70.045 |
| Formalizes role of city arborist in selection and location of replacement trees | None | 17.70.010, etc. |
| Give the City better enforcement tools, stop work, revocation of business licenses, and fines | None | 17.70.035 |

Tree Removals and Replacement

Calendar Year '21*

| Month | Removed | Replaced |
|-----------|-----------|-----------|
| January | 5 | 2 |
| February | 12 | 8 |
| March | 26 | 4 |
| April | 6 | 0 |
| May | 1 | 0 |
| June | NO REPORT | NO REPORT |
| July | 17 | 8 |
| August | 9 | 3 |
| September | 2 | 0 |
| October | 41 | 1 |
| November | 5 | 4 |
| December | 8 | 0 |
| Totals | 131 | 31 |

9

2/8/24

*Source: Monthly Community Development Tree Report

Tree Removals and Replacement

Calendar Year '22*

| Month | Removed | Replaced |
|-----------|-----------|-----------|
| January | NO REPORT | NO REPORT |
| February | 11 | 5 |
| March | 15 | 12 |
| April | 11 | 2 |
| May | 12 | 5 |
| June | 6 | 1 |
| July | 49 | 4 |
| August | 19 | 3 |
| September | 3 | 3 |
| October | 9 | 5 |
| November | 36 | 7 |
| December | 0 | 0 |
| Totals | 171 | 47 |

2/8/24

10

*Source: Monthly Community Development Tree Report

Average tree diameter data, Cascade Head Experimental Forest, Tillamook County, 1935 to 1968

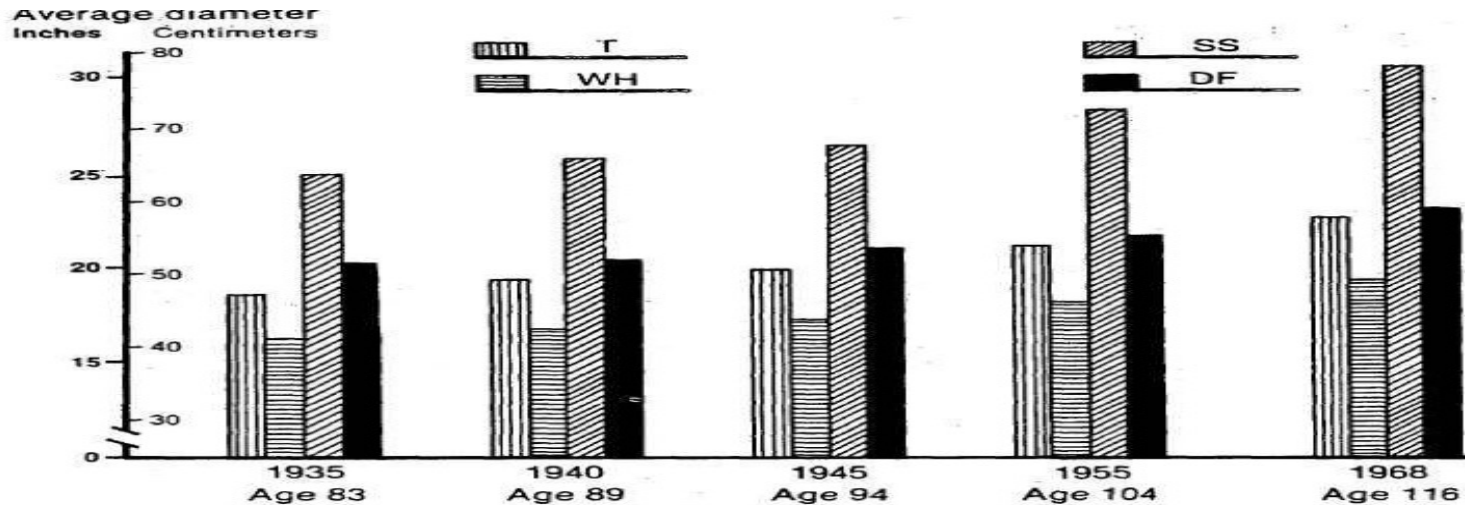


Figure 7.—Average diameter at breast height of western hemlock (WH), Sitka spruce (SS), Douglas-fir (DF), and all species (T), by year of measurement (all trees 1.6+ inches (4+ cm) in d.b.h.).

Average basal area for western hemlock ranged from 237 ft²/acre (54.4 m²/ha) at age 83 to 252 ft²/acre (57.8 m²/ha) at age 116. Average basal area for Sitka spruce ranged from 176 ft²/acre (40.5 m²/ha) at age 83 to 213 ft²/acre (48.8 m²/ha) at age 116. The relatively stable figure for basal area for western hemlock can be attributed to a gradual decrease in the number of trees per acre (ha) and the increased average diameter of the remaining trees. Average basal area for Douglas-fir remained small and essentially unchanged from 1935 to 1968.

Average Diameter

The diameter growth data (appendix tables 7 to 16) reflect an inherent difference between the growth pattern of Sitka spruce and western hemlock. Sitka spruce typically has a rapid and well-sustained growth habit, whereas western hemlock generally grows at a slower rate than its associates (Allen 1902, Meyer 1937). Figure 7 depicts the average diameter^{3/} for western hemlock, Sitka spruce, Douglas-fir, and all species for each year of measurement.

The larger average diameter of Sitka spruce, is apparent, ranging from 25.1 inches (63.8 cm) in d.b.h. at age 83 to 30.6 inches (78 cm) at age 116; western hemlock ranges from 16.2 inches (41 cm) in d.b.h. at age 83 to 19.4 inches (49.3 cm.) at age 116. An analysis of the average diameter indicates that Sitka spruce is significantly larger than western hemlock each year of measurement.

^{3/}Quadratic mean diameter

Diameter at breast height for Sitka spruce averages 8.9 inches (22.8 cm) or 55 percent larger than western hemlock at age 83 and averages 11.2 inches (28.4 cm) or 58 percent larger at 116. Although Sitka spruce is significantly larger than western hemlock, measurements of diameter are often confounded by extreme butt swell. Diameter differences at 18 feet (5.5 m) above seedling origin might not be so great.

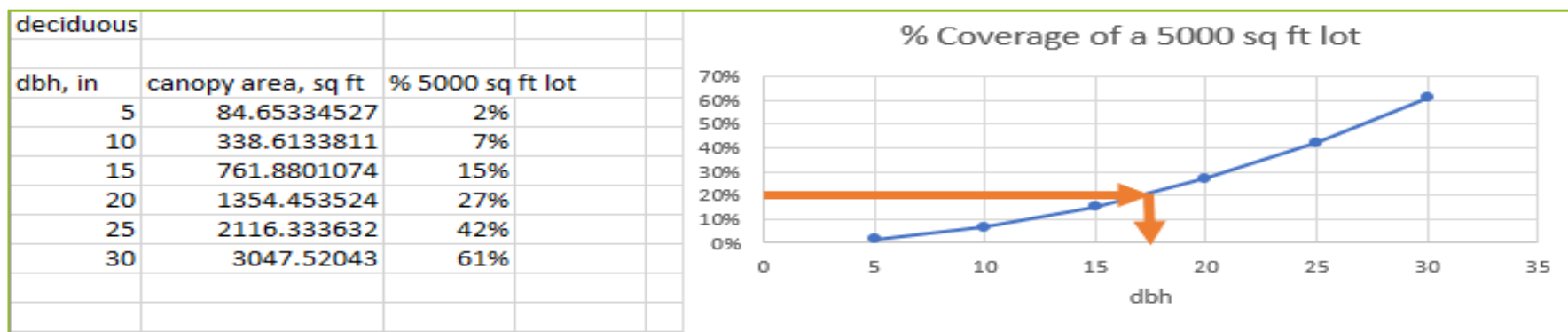
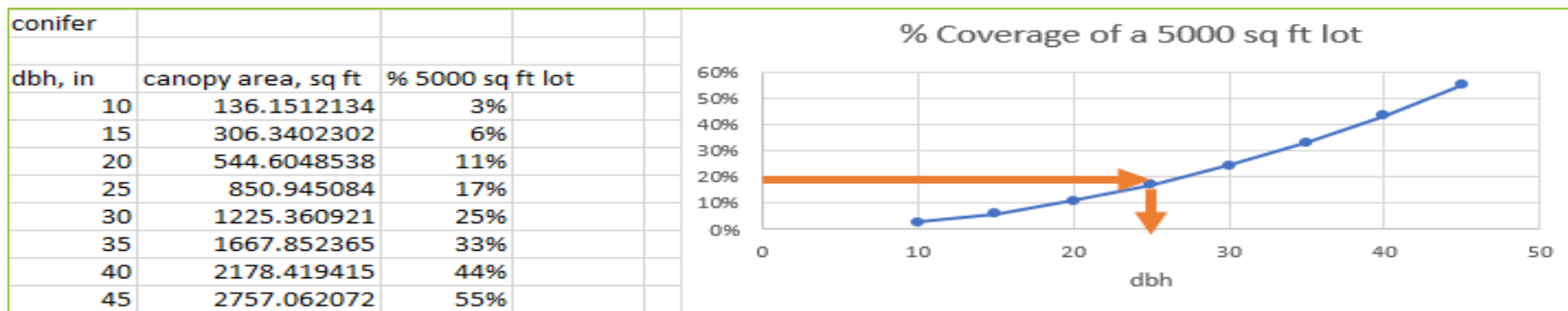
Number of Trees

Figure 8 shows the average number of western hemlock, Sitka spruce, Douglas-fir, and all species per unit area. The total number of trees per acre (ha) decreased from 218 (539) at age 83 to 166 (410) at age 116. Sitka spruce decreased from 51 trees/acre (126/ha) at age 83 to 43/acre (104/ha) at age 116, whereas western hemlock averaged 165 trees/acre (408/ha) at age 83, decreasing to 123/acre (304/ha) at age 116.

Full stocking on the sample areas was maintained throughout the 1935-68 measurement period. Because western hemlock is relatively shade-tolerant and Sitka spruce maintains a high growth rate, and therefore a dominant position beyond 100 years of age (Barnes 1962), the growing sites were fully occupied. In the mixed even-aged stand of Sitka spruce-western hemlock, the larger number of hemlock trees per unit area can probably be traced to the initial establishment of the stand. Western hemlock is a constant and prolific seeder, but Sitka spruce seeds only occasionally (Meyer 1937). Thus, western hemlock had an advantage over Sitka spruce in numbers of trees per unit area. That numerical advantage is still apparent today.

Figures 9-11 compare the distribution of the number of trees per acre (ha) by 2-inch (5.1-cm) diameter class for western hemlock Sitka spruce, and all species at ages 83 and 116 Table 17 (appendix) gives stand information for each year of measurement

DBH of mature trees required to establish 80 percent canopy coverage, assuming a goal of four trees per lot on standard lot of 5000 square feet.



Sources:

- 1 [portland-tree-canopy-composition-gis-analysis-report-18june20.pdf](#)
- 2 [The Latest Urban Tree Canopy Cover by State | DeepRoot Blog](#)
- 3 [Uncertainty in urban forest canopy assessment: Lessons from Seattle, WA, USA \(sightline.org\)](#)

How to Calculate Payment to Tree Fund, 17.70.40C.2

- ▶ One given, two variables, and four algebraic operations.
- ▶ Given
 - ▶ R_1 - Radius of replacement tree
 - ▶ A minimum of two (2) inch caliper and seven (7) to eight (8) feet tall
- ▶ Variables
 - ▶ P - Highest price of replacement tree of same species at wholesale
 - ▶ R_2 - Radius of removed tree
- ▶ Arithmetic operations
 - ▶ Cross-sectional area, A_1 , of the replacement tree
 - ▶ Cross Sectional area, A_2 of the removed tree
 - ▶ Price per square inch, P_{sq} of replacement tree
 - ▶ Value of the removed tree`

$$R_1^2 \times \pi$$

$$R_2^2 \times \pi$$

$$P/A_1$$

$$P_{sq} \times A_2/A_1$$

Trees provide a \$73 billion benefit to society from environmental benefits including carbon sequestration, reduced air pollution, and reduced stormwater runoff.

- Arbor Day Foundation,
The Economic Footprint and
Quality-of-Life Benefits of
Urban Forestry in the
United States: A
Comprehensive Report

Sample Calculation, 17.70.40C.2

► Hypothetical

Property Owner wants to remove a 24" dbh Western Hemlock in connection with construction. There are no alternatives to removal per 17.70.40.B.2. Highest cost replacement tree at wholesale is \$50*.

► Calculations

| | | | |
|--|---------------------------|--------------------------------|-------------------------|
| Cross sectional area, A_1 replacement tree, same species | $R_1^2 \times \pi$ | $1^2 \times 3.14$ | 3.14 sq. inches |
| Cross sectional area, A_2 , removed tree | $R_2^2 \times \pi$ | $12^2 \times 3.14$ | 452 sq. inches |
| Price per square inch, P_{sq} of replacement tree | P/A_1 | $\$50/3.14 \text{ sq. inches}$ | \$15.92 per square inch |
| Value of the removed tree | $P_{sq} \times (A_2/A_1)$ | $\$15.92 (452/3.14)$ | \$2,292 |

Because transactional data are not available for established trees and landscapes, plant appraisal has traditionally focused on costs to reproduce plants or functionally replace their benefits and utility

- ISA, Guide for Plant Appraisal, 10th Edition

* <https://nurseryguide.com/Assets/Files/u20214%2F1-The-Nursery-Outlet-AVAILABILITY-L.pdf>.

Findings of Fact

WHEREAS the City of Cannon Beach recognizes that trees in Cannon Beach serve an important role in mitigating climate change; provide important ecological processes for the health of the community and provide aesthetic value to both community members and visitors alike.

WHEREAS the City recognizes that significant trees are the foundation anchoring our forest canopy and sequester the most carbon and contribute the most seed to the next generation of trees.

WHEREAS the City recognizes that groves of trees anchored by significant trees, buffer most effectively against high winds, soil erosion fluctuating surface temperatures, and provide canopy continuity for wildlife.

WHEREAS The Cannon Beach Comprehensive Plan directs the city to regulate the removal of trees to control soil erosion, landslide hazards and to preserve the City's aesthetic character.

WHEREAS, the City is establishing these tree regulations to maximize the storm and surface water, wildlife, climate change, human health and other benefits provided by trees and their understory vegetation including everything from their canopy to their roots.

17.70.010 Purpose.

- A. The purpose of this chapter is to establish protective regulations for trees within the city in order to better control problems of soil erosion, landslide, air pollution, noise, wind and destruction of scenic values and wildlife habitat, and to protect trees as a natural resource which establishes the wooded character of the city.
- B. The intent is not to prohibit the removal of trees completely, or to require extraordinary measures to build structures; rather the intent is to stop the wanton and oftentimes thoughtless destruction of that vegetation which has a beneficial effect on the value of property, and on the city in general.
- C. The goal(s) of the Cannon Beach Tree Ordinance are to:
 - 1. Implement strategies for protection and management of Cannon Beach's urban forest resources.
 - 2. Mitigate the economic, environmental, aesthetic, public health, and general welfare consequences of tree loss through protection of existing trees and planting of new trees on public and private lands.
 - 3. Preserve and enhance the Cannon Beach tree canopy by mandating the protection of existing trees and groves of trees and the replanting of new trees to replace those lost to construction and development.
 - 4. Where there is insufficient space on the property to plant replacement trees, the applicant shall pay into a City tree fund an amount deemed to represent the value of the removed tree to the community.

5. Set forth guidelines to protect trees from adverse impacts as a consequence of construction and development.
6. Retain trees and tree canopy through the design of partitions, subdivisions or planned developments; placement of roads and utilities shall preserve trees wherever possible. The need to remove trees shall be considered in the review process for partitions, subdivisions or planned developments.
7. Encourage project designs that utilize existing trees in the landscape.
8. Maintain and protect the public health, safety and general welfare.

17.70.012 Definitions

“At-risk tree” means a tree that is exposed to potential damage but can be preserved during the construction process of development through strict adherence to recommendations from the city’s qualified arborist.

“Best Management Practices” (BMP’s) means adherence to tree health care standards as detailed in the most current edition of the American National Standards Institute (ANSI)A300, and the current edition of the International Society of Arboriculture (ISA).

“Caliper” means the industry standard for measurement of nursery stock size. Caliper is measured six inches above the root collar for nursery stock that is four inches in diameter and smaller.

“Canopy” means the part of the tree crown composed of leaves and small twigs or the collective branches and foliage of a group of tree crowns.

“City Arborist” means an individual certified as an arborist with the International Society of Arboriculture and licensed by the State of Oregon, who is retained or contracted by the City of Cannon Beach for the purpose of assessing the health of trees within the city boundary.

“Critical root zone” (CRZ) means an area equal to one half foot (0.5 feet) radius from the base of the tree’s trunk for each one inch of the tree’s diameter as measured at the DBH of the tree.

“Crown” means that portion of the tree’s stem that is occupied by branches with live foliage.

“DBH” (Diameter at Breast Height) means the measure of the maximum diameter of a tree measured 4.5 feet above ground level. For multi-stemmed trees, the DBH for the tree is the square root of the sum of the DBH for each individual stem squared (example with three stems:

DBH = square root of [(stem 1)² + (stem 2)² + (stem 3)²]).

“Dead Tree” means a tree with no live crown and no functioning vascular tissue.

“General Tree List” means a list of tree species that is maintained by the city and approved by the city’s qualified arborist for planting as replacement trees. This list is maintained in Resolution XX-XX.

“Immediate danger of collapse” means that the tree is already leaning, with the surrounding soil heaving, and there is a significant likelihood that the tree will topple or otherwise fail and cause damage before a tree removal permit can be obtained. “Immediate danger of collapse” does not include hazardous conditions that can be alleviated by pruning or treatment.

“Multi-stemmed tree” means a tree that has one stem at ground level but that splits into two or more stems above ground level. Trees whose stems diverge below ground level are considered separate trees.

“Significant Tree”. Any conifer tree that exceeds 24 inches DBH or any deciduous tree exceeding 18 inches DBH.

“Solar energy system” means either: (1) a device employed in the collection of solar radiation for the purpose of heating or cooling a building, the heating of water, or the generation of electricity; or (2) the roof of a dwelling which has been designed for the collection of solar energy for space heating purposes.

“Tree” is defined as any woody plant having at least one well-defined stem at least six inches in diameter measured at a height of four and one-half feet above the natural grade.

“Tree topping” means the removal of the top of the central stem of a tree, called the leader, as well as the removal of the upper main branches. They are usually sheared off at a uniform height.

“Tree Protection Zone” (TPZ) means an area enclosed at ground level by a circular line that conforms with the tree canopy dripline unless specified otherwise by the city arborist. The TPZ is that area where the root structure of trees to be retained on the property or replacement trees might be impacted by excavation, or where soil compaction caused by vehicular traffic or storage of materials might affect a tree’s health.

17.70.015 Tree removal without a permit prohibited.

No person shall remove a tree (tree removal) without first obtaining a permit from the city pursuant to this chapter, unless the tree removal is exempted by provisions of this chapter.

17.70.017 Tree Removal Permit

A. A property owner may initiate a request for approval for removal of a tree on the owner’s property by filing an application with the city using forms prescribed by the city. The property owner’s signature is required. If a tree straddles the border between properties, each property owner must sign. A tree removal request signed by the property owner shall clearly and explicitly grant permission to city staff and/or to the city’s arborist to enter the subject property for purposes of examining the tree(s) proposed for removal and monitoring the status of replacement trees.

1. Anyone may initiate a request for approval of tree removal in a city right-of-way or on city-owned property.

2. Trees within the city ROW shall not be removed without a written report by the city arborist
- B. Notice of all applications shall be as follows:
1. Each tree proposed to be removed shall be marked in a manner visible from the nearest street; and
 2. Notice of the proposed removal, identifying the affected property and tree(s), as well as the right to appeal, shall also be provided
 - a. By mail or electronic email to property owners within two hundred fifty (250 ft) feet of the property;
 - b. Posted on the city's website; and
 - c. Posted in the bulletin boards at City Hall and the Post Office.
- C. In making its decision on such a tree removal request, the city shall consider comments received within ten (10) business days of the date of posting. To be considered, comments must address the tree removal criteria of Section 17.70.020. Any person who has commented on the tree removal request shall be notified of the city's decision and may appeal that decision in accordance with Section 17.70.030(F).
- D. At the conclusion of the specified comment period, the city may issue a provisional tree removal permit effective upon resolution of all appeals.
- E. A tree removal permit approved by the city is valid for twelve months from the date of issuance, or resolution of all appeals, if an appeal is filed. The permit may be extended for an additional twelve months at the owner's request if there has been no material change in circumstances.
- F. A copy of the approved tree removal permit shall be kept on-site when the removal is carried out.
- G. Tree pruning does not require a permit. However, Significant trees shall be pruned in conformance with International Society of Arboriculture (ISA) ANSI A300 Pruning Standards (2008):
- H. Tree topping is prohibited except for where trees have been severely damaged in a storm as determined by a city arborist.
- I. Decisions on the issuance of a tree removal permit may be appealed to the planning commission in accordance with Section 17.88.140 (A).

17.70.020 Permit issuance—Criteria.

The city shall issue a tree removal permit if the applicant demonstrates that one of the following criteria is met:

A. Removal of a tree(s) which pose(s) a safety hazard, provided that

1. The condition or location of the tree presents either a clear and present danger to public safety, or a clear and present danger of property damage to an existing residential or commercial structure; and
2. Such hazard or danger cannot be alleviated by pruning, bracing, treatment of the tree with nutrients, natural or non-synthetic pesticides, or water or other Best Management Practices.
3. If the condition of a tree presents an immediate danger of collapse, and if such potential collapse represents a clear and present hazard to persons or property, a tree removal permit is not required prior to tree removal. However, within seven days after the tree removal, the tree owner shall make application for an after-the-fact permit.
4. Where a safety hazard exists, the city may require the tree's removal. If the tree has not been removed after forty-eight hours, the city may remove the tree and charge the costs to the owner.

B. Removal of a tree(s) necessary to construct a residential or commercial structure or development approved or allowed pursuant to the Cannon Beach Municipal Code, including required vehicular and utility access, subject to the requirements in Section 17.70.020 (B) and Section 17.70.017 (E), provided that

1. Significant Tree(s) shall not be cut unless the following list of alternative and mitigating actions, listed from highest to lowest priority, cannot be implemented:
 - a. Move the building footprint so as not to cause removal of the significant tree.
 - b. Employ design techniques such as foundation bridges, pile foundations, and/or cantilevers so as not to cause removal of a significant tree.
 - c. Apply for a setback reduction so as not to cause removal of a significant tree.
 - d. Reduce the building footprint. If the resulting footprint is less than 1,000 square feet then it is permissible to remove a significant tree.
2. Where the conditions cannot be met for every Significant Tree on the property, preference shall be given to preserving Significant tree(s) in the following order of priority, highest to lowest:
 - a. Significant trees on slopes greater than twenty (20) percent;
 - b. Significant tree(s) adjacent to protected areas and their associated buffers;

- c. Significant tree(s) that form a continuous canopy;
 - d. Healthy and vital Significant tree(s) as determined by the City Arborist.
- 3. Significant Tree(s) may not be removed to construct accessory dwellings, home expansions, accessory structure(s) or outdoor living spaces such as decks, patios, garages and driveways.
- 4. A building permit for the structure necessitating the tree removal shall not be issued until after the conclusion of a tree removal permit's mandatory appeal period and the resolution of any appeals.
- C. Removal of tree(s) that are found by the city arborist to be infested by any insect or infected by any disease threatening the life of the tree,
- D. Removal of a tree where required to provide solar access to a solar energy system where pruning will not provide sufficient solar access to permit effective operations of the solar energy system.
 - 1. Where an applicant identifies the necessity to remove a tree(s) to install a solar device or devices, the application shall include proof that the device(s) qualifies for an Oregon Department of Energy solar tax credit, or other incentive for the installation of solar devices offered by a utility.
 - 2. No Significant Tree shall be removed or pruned solely for the purpose of obtaining solar access.
 - 3. Windows are not solar devices unless they are south-facing and include special storage elements that distribute heat energy.
- E. In any area that would constitute a potential geological hazard under 17.50.020, tree removal will be permitted only where:
 - 1. The geologic site investigation report indicates that there is not a hazard from removal of the tree either to the property in question or to properties in the vicinity; or
 - 2. The geologic site investigation report and engineering report specifies engineering and construction methods which will eliminate the hazard or will minimize the hazard.
- F. No tree shall be removed, topped or pruned solely for view.
- G. Stumps and root structure shall be retained unless inside the planned building footprint.

17.70.030 Required Documentation.

- A. All tree-removal applications shall include the following, at a minimum:
 - 1. A tree replacement plan showing the location, species, DBH of all tree(s) to be removed, the proposed location and species of replacement tree(s), TPZ(s) together with measures to maintain the replacement tree(s), including A written commitment on behalf of the owner of the property to maintain replacement trees for a period of five years following planting.

- B. In any area that would constitute a potential geological hazard under 17.50.020, the City shall require a geological site report prepared in accordance with the City's site investigation report checklist before issuance of a tree removal permit.
1. Where the tree-removal application is submitted pursuant to 17.17.020 (A) and/or (C), the application shall include an ISA Tree Hazard Evaluation Form together with certification from a certified arborist on behalf of the applicant that the tree is as represented in the ISA Tree Hazard Evaluation Form.
 2. Where the applicant identifies the necessity to remove a tree(s) pursuant to Section 17.70.020 (B), the application shall include:
 - a. Site plan showing lot dimensions, slope of the lot, the location of structures already on the property, species and DBH of all trees, the location of tree(s) to be removed, and the proposed location of replacement trees, together with tree(s) on adjoining rights-of-way or on adjacent properties whose root structure might be impacted by excavation associated with the proposed structure, or by soil compaction caused by vehicular traffic or storage of materials; the TPZ for each tree not being removed.
 - b. Measures considered to avoid removal of trees, including but not limited to reducing the size of the structure, seeking setback reduction; and
 - c. Measures to be taken to preserve trees not proposed for removal, both on the subject property and off site (in the adjoining right-of-way or on adjacent property) during construction using best management practices.
- C. Where an ISA tree hazard evaluation form is required, applicant shall leave the tree stump and any and all roots in place. Should the City determine that the condition of the tree was different than described in the ISA tree hazard evaluation report, the owner will be assessed the penalties in Section 17.70.035 (A).
- D. An application for the removal of a dead tree does not require an ISA Tree Hazard Evaluation Form if the tree is evaluated by the city arborist and the city arborist concurs in the evaluation that tree is dead.
- E. A monthly report on tree removal permit actions shall be made to the Planning Commission in a form or format agreed upon by the Planning Commission and the Community Development Director or its equivalent.

17.70.035 Enforcement

- A. If a tree is removed without a tree removal permit or if the conditions are not as represented on the ISA Tree Evaluation Report, a violation may be determined by measuring the stump at the surface of the cut. A stump that is twenty-two inches or more in circumference or seven inches or more in diameter shall be considered prima facie evidence of a violation of this chapter. Proof of violation of this chapter shall be deemed prima facie evidence that such violation is that of the owner of the property upon which the violation is committed.
1. Notwithstanding any other provisions of the code, any person who violates any provision of this chapter shall pay into the tree fund a civil fine calculated on a per tree basis as follows.
 - a. For each Significant Tree(s), an amount equal to the greater of

- (i) 5 percent of the total assessed value of property and improvements as established on the property tax statement for the most current year.
- (ii) \$20,000 per tree.

b. For all other trees, the civil fine shall be \$20,000 per tree.

- 2. The civil fine shall be in addition to the other amounts payable under 17.70.040 (D).
- 3. Any builder, developer, tree service, or any other person holding a city business license who is convicted of violating any provision of this chapter is also subject to a proceeding to consider revocation of their business license, pursuant to Section 5.04.170.
- 4. Failure to protect or maintain trees on construction/demolition sites is a violation of the municipal code and shall be grounds for issuance of a stop work order or suspension of the building permit altogether until the condition is corrected.

17.70.040 Tree replacement policy.

- A. The city shall require the replanting of trees to replace those being removed in conformance with this city tree replacement policy.
- B. The basic standard is one tree for each 1,250 sf. For non-standard size lots, the resultant number of required trees shall be rounded up to the next whole number.
- C. The basic standard shall be implemented as follows:
 - 1. One (1) replacement tree is required for every six (6) inches of caliper at DBH of tree removed up to a maximum of four replacement trees for conifers removed and up to three replacement trees for every deciduous tree removed.
 - 2. Where there is insufficient space on the property as determined by the city arborist to plant the required replacement tree(s) in accordance with this Chapter, Applicant shall pay into the City tree fund an amount deemed to value the tree(s) removed pursuant to this Section as follows:
 - a. The value of each tree removed pursuant to this chapter shall be established in accordance with the Trunk Formula Technique (TFT) formula, with the unit cost of the replacement tree set as the largest commonly available nursery stock of the tree species selected as set forth in the most recent edition of the International Society of Arboriculture, Guide for Plant Appraisal, 10th or subsequent editions. Figures used and those resulting from these calculations shall be rounded to the nearest dollar or inch, as applicable.

- b. Amounts payable into the City tree fund for trees removed pursuant to this chapter shall be prorated for trees planted in replacement of removed tree(s) up to four replacement trees per each removed tree.

D. Replacement Tree Size and Quality

1. The objective of the tree replacement policy is to require the replanting of native trees. All replacement tree(s) shall come from the General Tree List.
2. Trees offered in replacement must be a minimum of two (2) inch caliper and seven (7) to eight (8) feet tall.

E. Location and Protection of Replacement Trees:

1. Trees shall be replaced on site.
2. Acceptable locations for replacement trees on site, deference shall be based on the estimated critical root zone of the replacement tree(s) when mature.
3. The applicant's proposed location of replacement trees shall be subject to approval of the Community Development Director and the City Arborist as part of the tree replacement plan.
4. Replacement trees shall be maintained by the property owner. A written commitment to maintain replacement trees for a period of five years following planting shall be required on behalf of the owner of the property.

17.70.045 City Tree Fund

The city shall establish in the budget ordinance a city tree account in a separate fund.

A. The city shall credit to the city tree account:

1. All money paid to the city under this chapter; and
2. Other monies allocated by the city council.

B. The city shall use the city tree account funds for the following purposes:

1. Acquiring, managing, maintaining, and preserving forested areas within the city; or
2. Planting and maintaining trees within the city, on city ROW or on city owned property; or

3. Other purposes relating to preservation of trees in the city as determined by the city council.



CITY OF CANNON BEACH

Community Grants Program - Timeline FY 2024-2025

NOTE: All grant application information & supporting documentation must be in 8 ½ by 11” format.

| Date | Activity |
|----------|--|
| Feb 21 | Contact Cannon Beach Gazette, Seaside Signal and Daily Astorian. Post notices. Send email to organizational contacts of last year's grant recipients. Post application online. |
| April 22 | 2 p.m. deadline for grant applications via mail, in-person delivery (via drop box) or the City website file-share system. |
| April 23 | Packets with grant applications scanned and available for download for Parks & Community Services Committee members, via City website file-share system. |
| May 2 | Special Meeting: Identify questions for applicants to address in their presentations. Identify any additional information needed from applicants. |
| May 3 | Notify applicants if Committee has specific questions/additional information requests to be addressed in presentation & schedule presentations. Provide staff contact info for any applicant questions. |
| May 9 | Presentations (9 a.m. to 12 p.m.) in person and/or via Zoom. (Presentations may be conducted in person if COVID restrictions at this time allow.) Encourage dialogue and discussion. Communicate the reason for any questions/concerns and clarify whether those have been addressed in applicant responses. |
| May 14 | Preliminary member worksheets due to Admin by 5 p.m. |
| May 16 | May Committee meeting: discuss preliminary member worksheets. If ready, committee may prepare a recommendation for Council. Start discussions about Potluck date and time. |
| May 21 | Final member worksheets due to Admin by 12 p.m. |
| May 23 | Special Meeting: Committee reviews grant applications and prepares a recommendation for Council. Start discussions about Potluck date and time. (<i>Memorial Day 5/27</i>) |
| June 4 | Council work session packet due. Recommendations from Committee, as well as grant applications, to be included in Council packets for work session. |
| June 11 | Council work session -- Parks & Community Services Committee representative makes presentation of Committee's recommendations to Council. |
| June 20 | Finalize date and time options for Awards Ceremony at June meeting to give to Council for its August meeting. |
| July 2 | Council meeting -- Adoption of grant recommendations on agenda. |
| July 3 | Prepare check requests (hold for ceremony) and letters for grant awards. |
| July 12 | This date is approximate. Letters sent to grant recipients; evaluation form included with award letters. (Letters to include reference to Awards Ceremony.) |
| | Email reminders to grant recipients regarding Community Grant Awards Ceremony. |
| | Awards Ceremony at Chamber of Commerce at __ p.m. |



CITY OF CANNON BEACH

Community Grants Program - Timeline FY 2024-2025

NOTE: All grant application information & supporting documentation must be in 8 ½ by 11” format.

| Date | Activity |
|----------|--|
| Feb 21 | Contact Cannon Beach Gazette, Seaside Signal and Daily Astorian. Post notices. Send email to organizational contacts of last year's grant recipients. Post application online. |
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| July 12 | This date is approximate. Letters sent to grant recipients; evaluation form included with award letters. (Letters to include reference to Awards Ceremony.) |
| | Email reminders to grant recipients regarding Community Grant Awards Ceremony. |
| | Awards Ceremony at Chamber of Commerce at __ p.m. |

February 21, 2024

Community Grants Applicants:

Thank you for your interest in the 2024-25 City of Cannon Beach Community Grants Program. Nonprofit organizations providing programs/projects in arts, educational, community, recreational, environmental, or social services in Cannon Beach are invited to apply for funding through this annual program. Organizations may apply for project-specific funds or operational funding.

Enclosed are the application materials. The application packet is available electronically at www.ci.cannon-beach.or.us/. Completed applications will be accepted in person at City Hall (utilizing the drop box by the door on E. Gower St.), by mail, or via the City's file-share system on its website. Applications submitted by fax or email will not be accepted or considered. Grant requests must be received at Cannon Beach City Hall by **2 p.m. on April 22, 2024**.

Remember, the Community Grant application format must be carefully followed. Alternative formats will not be accepted. "On file with City" is not a valid response to application questions. **All grant application information and supporting documentation must be in 8 ½" x 11" format. If you are submitting your grant application information and supporting documentation via the electronic file-share system, you MUST submit everything as one PDF. Incomplete or late applications WILL NOT be considered.**

For previous award recipients, emphasis will be placed on most recent evaluations when considering Community Grant requests. **Grant requests from organizations that have received a grant in the past will only be considered if an evaluation form has been submitted for the most recent grant received.**

Applications for FY 2024-2025 will be reviewed by the Parks & Community Services Committee at their May 2, 2024, meeting. All grant applicants are **required** to provide a 10-minute presentation about their project/program on Thursday, **May 9, 2024**. Please plan on these presentations to be conducted in person. They may be done via Zoom with advance notice in the case of extenuating circumstances. The Committee will make recommendations to the City Council for consideration at the July City Council meeting with the anticipation of checks being awarded in August.

Please feel free to call me at (503) 436-8048 or email me at skotland@ci.cannon-beach.or.us if you have any questions.

Sincerely,

Sheri Skotland
Administrative Assistant – Public Works
Parks & Community Services Committee Staff
Encl: FY 2024-2025 Community Grants Program Application for Funding



CITY OF CANNON BEACH

Application for Funding Community Grants FY 2024-2025

Please review the attached criteria and checklist as you complete this application. Electronic applications are available at www.ci.cannon-beach.or.us. Completed applications should be sent to the Cannon Beach Parks & Community Services Committee, Attention: Sheri Skotland, P.O. Box 368, Cannon Beach, OR 97110, dropped off at City Hall, or sent via the City's file-share system on its website (to Skotland@ci.cannon-beach.or.us). Applications submitted by fax or email will not be accepted or considered. All information must be submitted in 8 ½" x 11" format. If you are submitting your information via the electronic file-share system, you **MUST** submit everything as one PDF. **Applications must be received at Cannon Beach City Hall by 2 p.m., April 22, 2024.**

The Parks & Community Services Committee will review applications for funding at its May meeting and will make recommendations to the City Council at its June work session. The City Council will consider the recommendations at its July meeting. Applicants will be notified by letter of the Council's decision and it is anticipated that checks will be distributed in August.

All grant applicants are **required** to provide a 10-minute presentation about their project/program on Thursday, **May 9, 2024**. Please plan on these presentations to be conducted in person, but they may be done via Zoom in the case of extenuating circumstances preventing a representative of your organization attending. This enhances Committee understanding of your grant request. Presentations will take place between 9 a.m. and 12 p.m., and the schedule will be done alphabetically by organization name. At the May meeting, the Committee will determine if additional information is required from the applicant. Applicants will be notified on May 3, 2024, of the presentation schedule and with any questions or additional information the Committee would like the applicant to provide during their presentation on May 9, 2024.

Only one application per organization may be submitted. Organizations may submit multiple projects on the same application. If multiple projects are requested, please prioritize the projects. Each year, the funds available for Community Grants are distributed among many organizations, each doing vital work in our community. Typically, combined funding requests far exceed the amount of funding available. For example, combined grant requests were nearly double the available budget last year. Please keep this in mind as you consider your organization's specific needs and goals for each funding cycle.

ALL applicants must provide the following, in this order:

- Completed application form, signed by an authorized representative of the organization
- A copy of organization's IRS statement as evidence of 501(c) (3) status, or evidence of nonprofit status, and date organization was formed
- A copy of line-item budget for the requested grant funds
- Evaluation for last grant received (if applicable)
- Completed W-9

FIRST-TIME applicants must also provide the following:

- Profit and loss statements, or equivalent, for your past two complete fiscal years
- A copy of line-item organizational budget for your current fiscal year

If requesting general operating funds, or if it has been three years since your last Community Grants application was submitted, applicants must provide:

- Summary profit and loss statements, or the equivalent, for your past two complete fiscal years
- Summary organizational budget for your current fiscal year

Incomplete or late applications WILL NOT be considered.

PO Box 368 Cannon Beach, Oregon 97110 • (503) 436-1581 • TTY (503) 436-8097 • FAX (503) 436-2050
www.ci.cannon-beach.or.us • cityhall@ci.cannon-beach.or.us

Thank you for your interest in the City of Cannon Beach's Community Grants!

The Cannon Beach City Council recognizes all Community Grant recipients at the Community Potluck held each year in September. Recipients are strongly encouraged to attend the potluck and share information about their program with the Community. Potluck details will be included in letter of Council's decision.

Please type or print. Use additional sheets as necessary.

1. Contact Information

| | |
|-----------------|-------|
| Organization | _____ |
| Mailing Address | _____ |
| City, State Zip | _____ |
| Telephone | _____ |
| Website | _____ |
| Contact Name | _____ |
| Contact Email | _____ |

2. Organization Information

Provide a brief statement of the history and purpose of your organization. Please include:

- Number of years your organization has been a nonprofit
- Organization mission statement
- How your organization is currently fulfilling your mission
- How this funding request relates to and furthers your mission

3. Grant amount requested_____

4. Program/Project Description (check all that apply)

Purpose: Arts ☐ Community ☐ Educational ☐
Social ☐ Recreational ☐ Environmental ☐
Other ☐_____

Geographical Areas served:

Cannon Beach ☐ County ☐
Other ☐_____

Audiences/age groups served:

Resident ☐ Regional ☐
Tourist ☐ Other ☐_____

Describe the program/project for which you are seeking funding. Discuss:

- the goal of the program/project
- audiences and age groups served
- curriculum or planned events or activities
- dates, times, location, and program/project duration

5. Contribution to the Community

How will this program/project enhance the quality of life in Cannon Beach?

6. Contribution to the Community Residents

How many Cannon Beach residents are served by this program?

7. Program/Project Budget

ALL applicants must provide the following, in this order:

- Completed application form, signed by an authorized representative of the organization
- A copy of organization's IRS statement as evidence of 501(c) (3) status, or evidence of nonprofit status, and date organization was formed
- A copy of line-item budget for the requested grant funds
- Evaluation for last grant received (if applicable)
- Completed W-9

FIRST-TIME applicants must also provide the following:

- Profit and loss statements, or equivalent, for your past two complete fiscal years
- A copy of line-item organizational budget for your current fiscal year

If requesting general operating funds, or if it has been three years since your last Community Grants application was submitted, applicants must provide:

- Summary profit and loss statements, or the equivalent, for your past two complete fiscal years
- Summary organizational budget for your current fiscal year

8. Past Grants from the City of Cannon Beach

Attach Grant Recipient Evaluation Form from your most recently received grant, if applicable.

Acknowledgment

I understand that, should a grant be awarded to me by the City of Cannon Beach, I will be expected to complete a summary report and evaluation form provided by the City within thirty (30) days of completion of the project or program.

By signing this application, I acknowledge that I am an authorized representative of the organization listed on this application and am submitting this application with its full support and permission.

Signature

Date

Name

Title

**Criteria and Checklist
Community Grants Application
FY 2024-2025**

Criteria

The following criteria will be used by the Parks & Community Services Committee to evaluate applications for grants funding:

1. Applicant is a nonprofit, tax-exempt organization. Strong preference is given to 501(c) (3) organizations.
2. Organization has a history of providing arts, educational, recreational, environmental, community, or social service programs/projects to the Cannon Beach community for a minimum of one year prior to the application, unless funding requested is for an emerging grant project application.
3. Program/project must clearly demonstrate relevance to, and favorable impact upon the quality of life in Cannon Beach.
4. Application must be received at City Hall by the deadline advertised.
5. Applicant agrees to provide the City with an evaluation of the program/project within 30 days of its completion, if awarded grant funding for the project. Evaluation will include a description of the events and services, audience, number of participants, and a final financial statement showing line-item income and expenses for the project. This form will be mailed to all award recipients.
6. Former grant recipients who have not submitted a completed evaluation will not be considered for grant funding.

Checklist for Grants Funding Request. Applications must be submitted in the following order.

ALL applicants must provide the following, in this order:

- ☐ Completed application form, signed by an authorized representative of the organization
- ☐ A copy of organization's IRS statement as evidence of 501(c) (3) status, or evidence of nonprofit status, and date organization was formed
- ☐ A copy of line-item budget for the requested grant funds
- ☐ Evaluation for last grant received (if applicable)
- ☐ Completed W-9

FIRST-TIME applicants must also provide the following:

- ☐ Profit and loss statements, or equivalent, for your past two complete fiscal years
- ☐ A copy of line-item organizational budget for your current fiscal year

If requesting general operating funds, or if it has been three years since your last Community Grants application was submitted, applicants must provide:

- ☐ Summary profit and loss statements, or the equivalent, for your past two complete fiscal years
- ☐ Summary organizational budget for your current fiscal year

All information must be in 8 ½" x 11" size format.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

| | | |
|--|--|--|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): |
| | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____ | Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| | 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| 6 City, state, and ZIP code | | |
| 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| Social security number | | | | | | | | | |
|--------------------------------|--|--|--|---|---|--|--|---|--|
| | | | | - | | | | - | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | | - | | | | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|----------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ► | Date ► |
| | | |

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

| IF the entity/person on line 1 is a(n) . . . | THEN check the box for . . . |
|--|---|
| • Corporation | Corporation |
| • Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes. | Individual/sole proprietor or single-member LLC |
| • LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. | Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation) |
| • Partnership | Partnership |
| • Trust/estate | Trust/estate |

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

| IF the payment is for . . . | THEN the payment is exempt for . . . |
|--|---|
| Interest and dividend payments | All exempt payees except for 7 |
| Broker transactions | Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012. |
| Barter exchange transactions and patronage dividends | Exempt payees 1 through 4 |
| Payments over \$600 required to be reported and direct sales over \$5,000 ¹ | Generally, exempt payees 1 through 5 ² |
| Payments made in settlement of payment card or third party network transactions | Exempt payees 1 through 4 |

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|--|---|
| 1. Individual | The individual |
| 2. Two or more individuals (joint account) other than an account maintained by an FFI | The actual owner of the account or, if combined funds, the first individual on the account ¹ |
| 3. Two or more U.S. persons (joint account maintained by an FFI) | Each holder of the account |
| 4. Custodial account of a minor (Uniform Gift to Minors Act) | The minor ² |
| 5. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee ¹ |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner ¹ |
| 6. Sole proprietorship or disregarded entity owned by an individual | The owner ³ |
| 7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A)) | The grantor* |
| For this type of account: | Give name and EIN of: |
| 8. Disregarded entity not owned by an individual | The owner |
| 9. A valid trust, estate, or pension trust | Legal entity ⁴ |
| 10. Corporation or LLC electing corporate status on Form 8832 or Form 2553 | The corporation |
| 11. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 12. Partnership or multi-member LLC | The partnership |
| 13. A broker or registered nominee | The broker or nominee |

| For this type of account: | Give name and EIN of: |
|---|-----------------------|
| 14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |
| 15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B)) | The trust |

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



CITY OF CANNON BEACH

Grant Recipient Evaluation FY 2024-2025

All grantees are required to complete an evaluation of the grant-funded program/project to the City within 30 days of completion of the program/project. For ongoing program/projects, evaluations should be received prior to the submittal of a new grant request. Please type or print. Use additional 8 ½" x 11" sheets as necessary.

Organization Name _____

Program/Project Title _____

Evaluator Name/Position _____ **Date** _____

1. **Project/Program Summary**

Briefly describe your program/project as it was delivered. Please include the following:

- The original program/project goals
- Number of participants
- Audiences served
- Types of activities and events
- Number of Cannon Beach residents served

2. **Program/Project Evaluation**

- a. Describe whether the program/project met its goals, and in what ways you believe the program/project was successful. Include participant comments or feedback if available.
- b. Describe what could be done differently in the future to improve the program/project.

3. **Budget**

Briefly describe how your program/project did or did not meet its financial projections. Please include:

- Final program/project income and expenses
- Line-item description of the City of Cannon Beach's contribution



CITY OF CANNON BEACH

NOTICE

INVITATION FOR COMMUNITY GRANT APPLICATIONS FUNDING REQUESTS

Nonprofit organizations providing programs/projects in arts, educational, community, recreational, environmental, or social services in Cannon Beach are invited to apply for funding through this annual program. Organizations may apply for project-specific funds or operational funding.

Submit your application to:

Cannon Beach Parks & Community Services Committee
Attention: Sheri Skotland
P.O. Box 368
Cannon Beach, OR 97110

Or by using the City's file-share system on its website
and sending to: skotland@ci.cannon-beach.or.us

Applications must be received by 2 p.m. on April 22, 2024

Applications are available at:
www.ci.cannon-beach.or.us

Posted: February 21, 2024



12 Days of Earth Day Handbook

Parks & Community Services Committee

City of Cannon Beach

*This handbook and proposed lineup of events is subject to change at the sole discretion of the City of Cannon Beach.

Revised: February 2024

12 Days of Earth Day Handbook

Parks and Community Services Committee

MISSION, GOALS AND MANAGEMENT

MISSION

To educate the Community and visitors about the unique, complex coastal environment and ecosystem of the area, and to celebrate Earth Day through a 12-day program of educational and community activities.

GOALS

- Increasing awareness
- Promoting conservation
- Celebrating the work of those engaged in environmental protection and restoration.

EVENTS

The 12 Days of Earth Day event primarily consists of activities such as: a street fair, a speaker series, a small parade, tree planting, Puffin Welcome, shred event, Hands Across the Sand and city potluck. Participants for each activity are invited by the City of Cannon Beach Parks and Community Service Committee to assist the City in upholding its mission and achieving its goals.

LOCATION, DATES, TIMES

The 12 Days of Earth Day event will generally be held over a 12 day consecutive period which includes Earth Day. The location of the parade will be determined each year. The Street Fair will take place on City property at a location to be agreed upon by the City. The speaker series will be held at various locations.

VOLUNTEERS

Community volunteers play key roles in performing the tasks of 12 Days of Earth Day, including advertising, publicity, setup, and cleanup. **To become a volunteer, please contact a Parks and Community Service Committee member.** All community member volunteers, and partner organizations must fill out and sign all necessary City of Cannon Beach waivers and send them in to the City prior to the event.

For a list of current Parks & Community Service Committee members and staff contacts please view the City website at:

<https://www.ci.cannon-beach.or.us/parkscommservices/page/parks-community-services-committee-members>

STREET FAIR

STREET FAIR LIAISON

Each year the Parks and Community Services Committee shall designate a committee member to be the Street Fair Liaison. The Street Fair Liaison will work with the community partners to ensure they adhere to the terms of the invitation and the City's mission.

STREET FAIR LIAISON DUTIES

1. Recommend Community Partners to the City Staff Liaison for final selection.
2. Once the 12 Days dates are set and Community Partners are approved, contact each organization to see if they would like to participate.
3. If they accept the invitation provide a spreadsheet to the City Staff Liaison with Community Partner's names, contact information, booth equipment needs, and volunteer list (see addenda). The City Staff Liaison will send out the Invitation and Insurance Waiver and all other necessary waiver forms to the Community Partner to fill out.
4. ALL booth volunteers need to fill out all of the necessary waiver forms and send to the City Staff Liaison prior to the event.
5. Order tables, tents and chairs from City Public Works to be delivered the day of the fair if requested.
6. Upon receiving all of the completed forms the City Staff Liaison will pass the participant list on to the Street Fair Liaison who will compile the information and fill out the Special Event Application Form and turn it into the City for approval (see addenda).
7. As soon as possible send the Communication Liaison a PR blurb with Street Fair time, place, demonstrations and other information about the fair to add to the 12 Days Flyer (see addenda).
8. Contact Public Works Department to make arrangements for street closure, barricades, cones, and/or signs to be set up on the day of the event. Prior to the event notify all businesses that will be affected by the street closure associated with the event and let them know what to expect, when street will be closed and that there will be no parking on street during the Street Fair.
9. Arrive an hour early to help unload booth equipment and make sure community partners know where to set up their booths.
10. Help with cleanup and loading booth equipment back into Public Works truck.

STREET FAIR BOOTH SELECTION

The Street Fair Liaison will recommend community partner invitees based on the following criteria:

- Adherence to the City's mission;
- Variety of participants and topics;
- Previous participants in this event;
- Innovation and creativity;
- Connection to the Community.

STREET FAIR BOOTHS

What To Bring

1. Promotional materials and business cards
2. Canopy
3. Canopy weights sufficient to hold your canopy in place—Cannon Beach can be windy.
4. Tables, chairs, tablecloths, racks and/or shelves and other display equipment
5. Broom and dustpan for cleanup
6. Trash bags or cans (you must take your garbage with you at the end of the day)
7. Personal comfort items such as hats, scarves and drinking water—for those of you who don't live on the North Coast, bring extra fleeces, rain jackets, shoes for the possible inclement weather.
8. Smiles and a good attitude!

BOOTHS

General Rules of Booth Operations

- All booths receive the same amount of space, approximately 10 feet x 10 feet.
- Booths shall support the mission and goals of the 12 Days of Earth Day event.
- Selling of goods and services shall follow the current municipal code.
- Booth participants will not have tables, product, boxes, signs or any part of their booths outside their space boundaries as designated.
- All booth signage must be approved by the liaison and align with the City's mission statement
- Booths and/or tables must be supplied by the participant and must be erected with concern for the safety of the public and other participants.
- Each leg of a booth's canopy must be secured at all times with enough weight to keep it anchored to the ground, no matter the weather (Cannon Beach is known for a strong north wind in the spring, and the occasional rain storm).
- Participants are responsible for keeping their spaces attractive during the street fair, and for cleaning them up thoroughly after the event. ***Before leaving, all litter and product debris in the Participant's booth must be collected and the ground swept clean. PACK IT IN—PACK IT OUT.***
- Playing radios or CDs inside the event hours is prohibited.

ENFORCEMENT

The applicable liaison, that has the ultimate on-site authority and is responsible for their event and the City of Cannon Beach, will enforce all rules of the event, including the Cannon Beach Municipal Code Relating to Outdoor Vending.

LOADING/UNLOADING/SETUP & TEAR-DOWN

- Vehicle unloading will not be permitted before -designated times without the approval of the liaison.
- Setup time can be very congested. A lot of vehicles need to move in and out of the area in a short time. Booths participants need to arrive and quickly unload the parts and contents of their booth, move their vehicle to the designated parking area.
- Booth participants are not to disassemble or unman their booths before closing time without the liaison's approval.

RULES OF CONDUCT

- Participants shall be honest and conduct themselves at all times in a courteous and businesslike manner. Rude, abusive, offensive or other disruptive conduct will not be permitted.
- To maintain a positive atmosphere, participants should bring concerns about the event to the liaison or to the Parks Committee, not to attendees or other operators.
- Participants who wish to smoke must leave the event area to do so and comply with current public smoking regulations.
- Participants are responsible for their own actions and the actions of their employees, if necessary.

CITY OF CANNON BEACH

12 Days of Earth Day Invitation

You and/or your organization embody the message the City is conveying for the 12 Days of Earth Day event. You are invited to participate in one or more events. To participate, please complete the section below, complete the insurance waiver, volunteer and all other required waivers and return to City.

Organization _____

Name _____

Mailing Address _____

City, State Zip _____

Phone Number _____

Email Address _____

Please provide a list of your volunteers, their email address and phone number. The City Liaison will send each volunteer the necessary Waiver Forms to fill out. They will need to fill them out and send back to the City Liaison prior to the event.

VOLUNTEER LIST

Name _____

Phone Number _____ Email _____

Activity

Check all that apply

Street Fair Booth ☐

Please provide the following information regarding the selected activity.

Street Fair Booth

What is the mission of your organization, if applicable?

What information will be available at your booth?

Will there be signs? If yes, please provide a description of all signage.

I have read the 12-Days of Earth Day Handbook Yes ☐

Attached is a completed Volunteer & Insurance Waiver Form Yes ☐

CITY OF CANNON BEACH

Volunteer & Insurance Waiver

Volunteers must sign and date a new form each year

Volunteer
Name

Mailing
Address

City,
State, Zip

Phone
Number

Email
Address

Emergency Contact Information:

Name

Phone
Number

Relationship
to Volunteer

Description of work to be performed:

Organize, host, volunteer or participate in the 12 Days of earth day event.

I understand that I will not receive any compensation for the above work and that volunteers are NOT considered City employees, nor are they covered by the City's workers compensation insurance. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the City or I may cancel this agreement at any time by notifying the other party. I understand that my volunteer position may require a background investigation in order for me to perform my duties. I authorize use of my image (photo, video, etc.) in newsletters, brochures, and other program materials.

I fully acknowledge that I will be engaging in activities that involve risk or serious injury including permanent disability and death, and that severe social and economic losses might result not only from my own actions, inactions, or negligence, but the action, inactions, or negligence of others. I further acknowledge that there may be other risks not known to me and that may not be reasonably foreseeable at this time. I assume all the

foregoing risks and accept personal responsibility for the damages following such injury including permanent disability or death, including but not limiting to all medical and insurance payments, and any social or economic damages or harm. I acknowledge that I am healthy and physically fit enough to participate in all activities of listed in this document.

In the event that I sustain injury or illness while volunteering, I hereby authorize any emergency first aid, medication, medical treatment or surgery deemed necessary by medical personnel and for medical personnel to act on my behalf if I am not immediately available to do so

I hereby release, waive, and discharge the City of Cannon Beach, all officers, directors, employees, or other volunteers, and each of them (individually or collectively) from any and all liability to myself for any and all loss or damage on account of injury to me or my personal property, while I am participating in any of the activities sponsored or conducted by the City. I further agree to indemnify the City of Cannon Beach from any loss, liability, damage or cost that they may incur due to any harm suffered. I agree to never institute suit or action against the City of Cannon Beach for damages, cost, expenses, or loss of series resulting or arising from any such loss, damage, or injuries.

I do hereby volunteer my services as described above.

Volunteer Signature/Parent or Guardian

Date

Print Name



Treescaples Northwest
Jeff Gerhardt, Consulting Arborist
ISA Certified Arborist #PN-5541A



City of Cannon Beach, Public Works Department
Attn: Trevor Mount; Assistant Public Works Director
mount@ci.cannon-beach.or.us

January 23, 2024

Heritage Tree Inspection - Les Shirley Park

Per your request, I evaluated a Heritage Tree nominee located in Les Shirley Park. After completing an aerial inspection of the tree, I recommend this tree not be designated Heritage Tree status.

The tree nominated in Les Shirley park is a native Sitka spruce (*Picea sitchensis*). The tree is approximately 40" in DBH and 80' tall. A solitary tree, of good health and anchorage. During a prior visual inspection (11/25/2023), I noted an area of decay at the union of two large stems in the mid-canopy. I performed an aerial inspection of the tree on January 22nd, 2023. Located approximately 20' above grade exists an open cavity (photo attached). This hollow cavity extends vertically down into the stem in excess of 20". I suspect this tree was either topped intentionally, or by a weather event some 40 to 60 years ago. The tree has since generated two new tops above the cavity site. Over time, internal decay will increase at the cavity site, rendering the tops more prone to failure. For this reason, I recommend the tree not be given Heritage Tree status. By no means, am I indicating or advising that this tree be removed. A follow-up aerial inspection in 5 years to examine the cavity site would be good protocol. A proactive approach to aid in tree longevity and public safety would be to thin the upper canopy. If pursued, this "wind-sail" reduction pruning, shall not entail topping, and should be directed by the City's Arborist.

Best regards,

A handwritten signature in black ink, appearing to read "Jeff Gerhardt", on a light blue background.

Jeff Gerhardt

Treescaples Northwest, LLC
P.O. Box 52
Manzanita, OR 97130

CCB# 236534
Cell: 503-453-5571
www.treescaplesnorthwest.com

Cavity location (14" handsaw blade inserted for reference)



12 Days of Earth Day Street Fair

Join us as we learn more about the efforts of local non-profits and community organizations that are bringing positive change to our community while discovering creative ways to lessen your own Eco-footprint.

Demonstrations on:

- creating your own eco-envelopes and wrapping paper
- turning plastic bottles and containers into objects of beauty to reuse again and again
- making your own natural cleaning products
- building a compost pile and worm bin

We will also be giving away organic veggie seeds and green cleaning recipes!

After the Street Fair head down to Haystack Rock and take part in the Puffin Watch, SOLVE beach cleanup and the Sea Turtles Forever micro plastic cleanup.

Get involved as we help build a greener future.

Together we can make it EASY being GREEN!!!