

DEVELOPMENT SERVICES

ADMINISTRATIVE TREE ACTIVITY WORKSHEET

T-01

501 EVERGREEN POINT ROAD MEDINA, WA 98039 PHONE: 425-233-6414/6400

 Complete this form for the follow The property is designated 	owing: ated as under development re	egardless of wheth	er a tree is removed	d (MMC 16.52.060)				
 Removal of any significant 	cant tree on private property h	naving a 6-inch DB	H and larger size, b					
 Removal of a hazard tr 	ree from a city right-of-way	arty within 200 1661	Of the Shoremie ha					
	Date Received.		Ву:	Permit No. TREE-23-010				
	Property Info	rmation						
Property Address:				ck if tree is located: Vithin 200 feet of shoreline				
Tax Parcel No.				Vithin a critical area (Ch. 16.50 / 16.67 MMC)				
Name	Legal	Property Own	er Information					
Name:				Email:				
Mailing Address:	City	State	Zip	Phone:				
	Co	ntact/ Agent l	nformation					
Name:				Email:				
Address:	_			Phone:				
Contractor Information				Email & Phone:				
		Project Infor	mation					
Is the lot under development?		Application is fo	or tree performance	standards (attach form T-01a)				
Yes No Does the lot meet the tree rete	Check One:		, , , , , , , , , , , , , , , , , , ,	otalia. 25 (State in the state)				
requirements of MMC 16.52.09	illion	Application is for	or tree restoration st	andards (attach form T-01b)				
Yes No								
The following materials are rec		ication Submitation:	ttai Checkiist					
Copies Material to be subm				Applicant N/A City				
2 This form completed	<u></u>							
2 Completed T-01a fo	1 Declaration of Agency							
	orm if restoration standards ap							
2 Tree removal and planting plan (required for tree performance standards)								
	1 Critical Areas Report (if applicable)							
· •	, , , ,			agent of the owner(s) and that all applicable				
information furnished in support				39.10.01.00.00.10.10.00.00.00.00.00.00.00.				
Print Name:	Print Name:							
Signature: Hilary Rose			Date:					
Signature		City Use Or						
Application Fee:	Check if day as s	issued same	Planning Approva	l: / /				
Tech Fee:	,		Tree Approval:	1 1				
Advanced Deposit:			Final Inspection:	1 1				

City of MEDINA SE

DEVELOPMENT SERVICES

TREE PERFORMANCE T-01a WORKSHEET

501 EVERGREEN POINT ROAD MEDINA, WA 98039 PHONE: 425-233-6414/6400

Instru		Complete and attach this he property is designated		_	to MMC	16 52 060		File No.		
		he applicant is using the tr						☐ New ☐ Revision		
STEP	1:	Inventory existing tree units	Conduct an invento	ry of all sig	nificant t	rees within the	boundarie	s of the lot.		
No.		Tree		DBH No. Tr				ree	DBH	
1					7					
2					8					
3					9					
4					10					
5					11					
6 STEP:	2:	Calculate Existing	From Table 16.52.0 by the corresponding					trees in each range be	elow and multiply	
A. Total number of trees at least 6				produce	X 0.50 =	Jilio.	D. TOTAL EXISTI			
B.		number of trees 10 inches	s DBH and larger		X 0.75 =			. 0)		
C.	Total number of conifer trees 36 inches DBH and			ger		X 1.00 =				
			List the significant to (if applicable).	List the significant trees that are proposed for removal. This information will be used in Step 4 and 7 (if applicable).						
No.		Tree	DBH		No.		Tı	ree	DBH	
					II I					
		Calculate Not Existing	To calculate Not Ex	visting Troo	Units	dd tagathar tha	number o	f cignificant troop in a	ach rango holow	
STEP	4:	Calculate Net Existing Tree Units						f significant trees in e		
		Tree Units	that are proposed for		and mult	iply by the corr	esponding	value. Then follow H		
STEP 6	Tota		that are proposed for			iply by the corr	esponding			
E.	Total	Tree Units I number of trees removed	that are proposed for at least 6 inches,		and mult X 0.50 =	iply by the corr	esponding	value. Then follow H. TOTAL TREE UNITS		
	Total but I Total and I	Tree Units I number of trees removed ess than 10 inches DBH I number of trees remove arger	that are proposed for at least 6 inches, d 10 inches DBH		and mult	iply by the corr	esponding H	value. Then follow H . TOTAL TREE UNITS TO BE REMOVED (E+F+G)		
E.	Total but I Total and I	Tree Units I number of trees removed ess than 10 inches DBH I number of trees remove arger I number of conifer trees 3	that are proposed for at least 6 inches, d 10 inches DBH		and mult X 0.50 =	iply by the corr	esponding H	value. Then follow H . TOTAL TREE UNITS TO BE REMOVED (E + F + G) Net Existing Tree Units		
E. F.	Total but I Total and I Total large	Tree Units I number of trees removed ess than 10 inches DBH I number of trees remove arger I number of conifer trees 3	that are proposed for at least 6 inches, d 10 inches DBH 6 inches DBH and To calculate Require in J through M.	or removal	x 0.50 = X 0.75 = X 1.00 =	iply by the corr	esponding H	value. Then follow H . TOTAL TREE UNITS TO BE REMOVED (E+F+G) Net Existing Tree	l and I.	
E. F. G.	Total but I Total and I Total large	Tree Units I number of trees removed ess than 10 inches DBH I number of trees remove arger I number of conifer trees 3 or Calculate Required	that are proposed for at least 6 inches, d 10 inches DBH 6 inches DBH and To calculate Require	or removal	x 0.50 = X 0.75 = X 1.00 = nits, perf	e e e e e e e e e e e e e e e e e e e	esponding H	value. Then follow H . TOTAL TREE UNITS TO BE REMOVED (E + F + G) Net Existing Tree Units (subtract		
E. F. G. STEP	Total but I Total and I Total large	Tree Units I number of trees removed ess than 10 inches DBH I number of trees remove arger I number of conifer trees 3 or Calculate Required Tree Units Area (sq. ft.)	that are proposed for at least 6 inches, d 10 inches DBH 6 inches DBH and To calculate Require in J through M. Divide J by 1,000	red Tree U	x 0.50 = X 0.75 = X 1.00 = nits, perf Density] 0.40 (r	e corn the calcular Ratio (check coesidential)	esponding H I. ations	value. Then follow H . TOTAL TREE UNITS TO BE REMOVED (E + F + G) Net Existing Tree Units (subtract H from D) M. REQUIRED TREE UNITS	l and I.	
E. F. G.	Total but I Total and I Total large	Tree Units I number of trees removed ess than 10 inches DBH I number of trees remove arger I number of conifer trees 3 or Calculate Required Tree Units	that are proposed for at least 6 inches, d 10 inches DBH 6 inches DBH and To calculate Require in J through M. Divide J by 1,000	red Tree U	x 0.50 = x 0.75 = x 1.00 = nits, perf Density 0.40 (r) T	e corm the calcular Ratio (check coresidential) able 16.52.090	esponding H I. ations	value. Then follow H . TOTAL TREE UNITS TO BE REMOVED (E + F + G) Net Existing Tree Units (subtract H from D) M. REQUIRED TREE	(round up)	
E. F. G. STEP	Total but I Total and I Total large	Tree Units I number of trees removed ess than 10 inches DBH I number of trees remove arger I number of conifer trees 3 or Calculate Required Tree Units Area (sq. ft.)	that are proposed for at least 6 inches, d 10 inches DBH 6 inches DBH and To calculate Require in J through M. Divide J by 1,000 Subtract the Tree U	red Tree U Tree L. Units in M fi	x 0.50 = X 0.75 = X 1.00 = nits, perf Density 0.40 (r T om the T a positive	ree Units in I. e number - sto	esponding H I. ations nne) D(B)	value. Then follow H . TOTAL TREE UNITS TO BE REMOVED (E + F + G) Net Existing Tree Units (subtract H from D) M. REQUIRED TREE UNITS	l and I.	

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		Tree I	Performance Wo	rksheet			Page 2		
Calculate STEP 7: Supplemental Trees		 Each replacement of a 24-inch DBH and larger tree requires two supplemental trees with each supplemental tree having a Tree Unit value = 0.5. Each replacement of a less than 24-inch DBH tree & each tree that fills a gap requires one supplemental tree with each supplemental tree having a Tree Unit value = 1.0 Each replacement of a Legacy or Landmark tree requires mitigation pursuant to MMC 16.52.080. The total mitigation for each Legacy or Landmark tree has a Tree Unit value = 1.0 The total Tree Units of the supplemental trees must equal or be greater than the absolute value of N. Tree Units are assigned first to those supplement trees replacing removed trees and in order of largest to smallest tree. 							
	For repl	acement of 24-inch I	DBH and larger tree			For rep	lacement of less Fill Existing Ga		H/
No.	Check if Applied		Proposed # Supp. Trees	Tree Unit	No.	Check if Applied	# of Supp. Trees	Proposed # Supp. Trees	Tree Unit
		2					1		
	<u> </u>	2				<u> </u>	1		
		2					1		
		2 2					1		
		2					1		
							-		
		2					1		
		2					1		
		2				Ш	1		
		Legacy or Landmark Tree					1		
		Legacy or Landmark Tree					1		
0.		Total			P.		Total		
• Q <i>i</i>	is the numb	per of supplemental tre	es required to be	planted.			Total from O		
		ts in R must equal or b	•	•	V.		Grand Totals	Q.	R.
STEP 1	: Inve	entory existing tree u	nits					-	-
No.		Tree		DBH	No.		Tree		DBH
13					21				
14					22				
15					23				
16 17					24 25				
18					26				
19					27				
20					28				
STEP 3	3: Inve	entory removed trees	.						
No.		Tree		DBH	No.		Tree		DBH
					1				
					1				
Attach	addition	al sheets if needed	l.						

INSTRUCTIONS ON TREE ACTIVITY PERMITS

When a permit is required

Chapter 16.52 of the Medina Municipal Code (MMC) requires a tree activity permit to be obtained from the City for the following:

- When a property is designated as being under development pursuant to MMC 16.52.070;
- When removing a tree on private property and the tree has a diameter breast height of 6 inches
 or larger and is of a species found on List 1 of the City of Medina List of Suitable Tree Species
 (Form T-05);
- When removing any tree from the city right-of-way and the tree has a diameter breast height of 6 inches or larger;
- When pruning a tree located on the city right-of-way that involves removing limbs larger than 3inch diameter, removes more than 25 percent of the natural canopy of the tree; or endangers
 the life of the tree; and
- When removing a tree located within 200 feet of the Lake Washington shoreline.

The following activities associated with trees are exempt from obtaining a tree activity permit:

- Normal and routine trimming, pruning and maintenance of trees that follows ANSI standards;
- Trees that are no longer alive, or are in an advanced state of decline (insufficient amount of live tissue exists to sustain the tree), where the city determines that the tree died from naturally occurring causes; and
- Emergency tree removals provided the city is notified within seven days of the removal, and the tree removal qualifies as an emergency removal.

Types of Tree Activity Permit Applications

An application for a tree activity permit are categorized according to the following:

- Administrative Tree Activity Permits decided by the Director (See Form T-01).
- Administrative Right-of-way Tree Activity Permits decided by the Director (see Form T-02) following public notice.
- Non-administrative Right-of-way Tree Activity Permits decided by the Hearing Examiner (see Form T-03) following public notice and a public hearing.
- Non-administrative Tree Activity Permits decided by the Hearing Examiner (see Form T-04) following public notice and a public hearing.

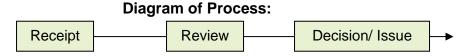
Tree Activity Permit Approval Process

ADMINISTRATIVE TREE ACTIVITY PERMIT:

An application for an administrative tree activity permit is a ministerial action requiring a simple review that the tree mitigation complies with the municipal code. The City has two categories of administrative tree activity permits: (1) requires an applicant to meet the restoration standards in MMC 16.52.110 by planting one, two or three trees depending on size of the tree being removed; and (2) requires an applicant to meet the performance standards in MMC 16.52.090 by having a

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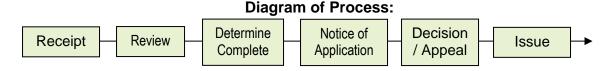
minimum number of tree units on the property. City staff or the City's tree consultant will review the application and will approve the application if the applicable standards are met.



ADMINISTRATIVE RIGHT-OF-WAY TREE ACTIVITY PERMIT:

An application for an Administrative Right-of-way Tree Activity Permit is an administrative discretionary decision having a public noticing component. Staff makes a preliminary review to verify information and identify if additional information is required. City staff or the City's tree consultant will review the application for completeness and issue a notice within 28 days of receipt. If the application is found to be complete, a Notice of Application will be sent to you and your neighbors within a distance prescribed by the municipal code and a notice posted on the tree or trees in question within 14 days after the application is determined complete. The Notice of Application will contain a 14 to 30-day public comment period to allow for written comments to be submitted on the application. Following the conclusion of the public comment period, the City will review written comments received and, if comments are substantive, the proposal may be required to be revised or conditions added. A decision is issued and following a 14 day appeal period, if no appeal is filed, a permit can be issued. Appeals are to Medina Hearing Examiner.

The process can take up to 148 days to complete from the date the application is submitted to City Hall. However, incomplete applications and requests for additional information will increase the review time.

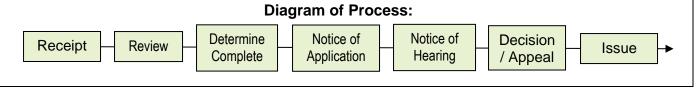


NON-ADMINISTRATIVE TREE ACTIVITY PERMITS & RIGHT-OF-WAY TREE ACTIVITY PERMITS:

An application for a Non-administrative Tree Activity Permit to remove a significant tree with a DBH of 50" or greater, or a Non-administrative Right-of-way Tree Activity permit is a quasi-judicial decision having the same procedural requirements as an Administrative Right-of-way Tree Activity Permit, except a public hearing is added to the process. Notice for the public hearing is sent at least 15 days before the hearing date to the same property owners as the Notice of Application. Additionally, notice is sent to any party that provides a written request to receive such notices and any party that comments on the Notice of Application who may not have previously received notice.

At least one week prior to the public hearing, the staff report with recommendations will be provided to the applicant and made available to the public. The public hearing is held by the Medina Hearing Examiner. Hearing Examiner meetings are normally held the third Wednesday of each month at Medina City Hall. The Hearing Examiner will issue a decision within 10 working days of the conclusion of the hearing, unless a longer time is announced at the hearing. A copy of the decision is transmitted to the applicant and any other parties of record.

If the Hearing Examiner grants approval, the City will issue a permit following conclusion of the appeal period. The appeal period lasts 21 days and is to King County Superior Court.



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