



Parks & Recreation Commission Meeting Agenda

March 11, 2024
5:30 PM – Regular Meeting
Council Chambers
400 N. Douty St.

CALL TO ORDER:

ROLL CALL:

INVOCATION:

Pastor Lori Niles

FLAG SALUTE:

PUBLIC COMMENT:

This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Commission. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

- A. Approval of minutes for the meeting held February 12, 2024.

DIVISION UPDATES:

- A. Parks Division Updates
- B. Recreation Division Updates
- C. Director Updates

GENERAL BUSINESS:

- A. Park of the Month
- B. Winter Wonderland Final Report

- C. Review Street Tree Permit Request for Removal of One Tree Located at 1325 N Douth St.
- D. Review Street/Heritage Tree Request for Removal of Multiple Trees Located at 667 Saffron St.
- E. Review Street Tree Permit Request for Removal of One Tree Located at 901 W. Orange St.

FUTURE AGENDA ITEMS:

ADJOURNMENT:



AGENDA STAFF REPORT

MEETING DATE: 3/11/2024

AGENDA SECTION: CONSENT CALENDAR

SUBJECT:

Approval of minutes for the meeting held February 12, 2024.

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

1. Parks and Recreation Commission-February 12, 2024 Minutes



**Parks & Recreation Commission Regular Meeting
Minutes**

**February 12, 2024 5:30 PM
Council Chambers
400 N. Douty St.**

CALL TO ORDER:

Vice-Chair Commissioner Scott called the meeting to order at 5:30pm.

ROLL CALL:

Present:	Excused:
Joseph Castaneda James Castleman Carolyn Hudgins Gregory Kelley Judy Scott	Sheldon Blackwell

INVOCATION:

Pastor Thomas L. King

Led by Pastor Thomas L. King

FLAG SALUTE:

Flag salute was led by Vice-Chair Scott

PUBLIC COMMENT:

This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Commission. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. A maximum of three minutes is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.

None.

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

Motion to

RESULT: (UNANIMOUS)
MOVER: Gregory Kelley
SECONDER: Joseph Castaneda
AYES: Kelley, Castaneda, Hudgins, Scott

A. Approval of the Minutes for the Meeting held January 8, 2024

DIVISION UPDATES:

A. Parks Division Updates

- Helping Hands update
- EFJ Playground update

Parks Manager Winebrenner provided the updates for the commission.

B. Recreation Division Updates

- Food Truck Takeover: March - May held on first and third Tuesday of every month from 11:30 am-1:30 pm.
- Spring Camp - March 25-29
- Free Easter Egg Hunt - March 29 10:00 am-2:00 pm at Civic Park
- Plunge - Opens in June with new extended hours. Currently recruiting for lifeguards.

Recreation Coordinator Brittany Parreira provided the recreation division updates and answered questions.

C. Director Updates

- Longfield Center Programming

Council directed staff to continue existing programming and gave approval to install a gym divider

- Hanford Boys & Girls Club

Soft opening with students. Transportation in partnership with KART. Rebranding to the Hanford Innovation Lab. Grand Opening March 16th.

- YAC Restroom/Concession Building
- Winter Wonderland Final Report to Council on February 20th
- Hardscaping of the Civic Park center rectangle (ARPA Funds)
- Partnership with Paty's Studio to offer youth dance classes
- Digital Activity Guide

Director Albert provided the updates and answered questions from the commission.

GENERAL BUSINESS:

A. Review Street Tree Permit Request for Removal of one tree located at 1352 W Ambassador Way.

Parks Manager Winebrenner presented the Street Tree Permit Request to the commission. The commission approved the property owners request to remove one tree.

Motion to Approve

RESULT: Passed (UNANIMOUS)

MOVER:	Castaneda
SECONDER:	Kelley
AYES:	Castaneda, Kelley, Hudgins, Scott

B. Park of the Month

Parks Manager Winebrenner introduced the commission to the Park of the Month item and the features of it.

C. Analysis of Small Sided Soccer Options

What is it?

- Small-sided soccer is played with fewer players than traditional soccer.
- It is played in a smaller space and has dasher boards surrounding the field.
- Typical games are 5 on 5, or 7 on 7

Typical Field Sizes

- 30 x 50
- 50 x 90
- 70 x 110

Benefits:

- Smaller footprint than traditional soccer
- Provides players with more opportunities to touch the ball
- Serves both youth and adults
- Excellent for teaching youth the basics of soccer
- Typically played on artificial turf field
- Can be played year-round

Costs:

The cost estimate for a 65' x 42' small-sided soccer field is approximately \$102,958 (includes lighting and infill)

Maintenance Costs:

Depending on the type of surface, amount of use, level of play, and local climate.

Grants and Funding Opportunities:

- US Soccer Foundation
- Sponsorships
- Crowdfunding

Director Albert presented the item. There was some discussion.

FUTURE AGENDA ITEMS:

The commission requested that copies of the presentation slides be provided before or days following the meetings.

ADJOURNMENT:

Vice-Chair Scott adjourned the meeting at 7:16 pm.



**AGENDA
STAFF REPORT**

MEETING DATE: 3/11/2024	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:
Park of the Month

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:
None



**AGENDA
STAFF REPORT**

MEETING DATE: 3/11/2024	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:
Winter Wonderland Final Report

RECOMMENDATION:
Recommendation: Commission receive report.

Recommended Motion: NA

BACKGROUND:

FISCAL IMPACT:

- ATTACHMENTS:**
- 1. Exhibit 1-Winter Wonderland Event Data
 - 2. Exhibit 2-Visitor Heat Map
 - 3. Exhibit 3-Winter Wonderland Revenue and Expense
 - 4. Exhibit 4 Ice Rink Purchase Analysis
 - 5. Staff Report (3)

Exhibit 1

2023 Winter Wonderland Event Data

- Total number of visits: **110,471**
- Total number of unique visitors: **87,500**
- Average dwell time: **88 minutes**
- Number of skaters: **13,969**
- Number of skate sessions: **204** (average 68.5 skaters per session)
- Number of sold-out skate sessions: **77** (38%)
- Number of Incident Reports documented: **32**
 - 2 requiring emergency medical aid
 - 5 requiring first aid by staff
 - 25 minor, documented with no action taken
- Total vendor revenue: \$270,613

Customer Survey Results (431 respondents)

1. On a scale of 1-5, how would you rate your Winter Wonderland Experience?

Average rating 4.1

2. How did you hear about Hanford Winter Wonderland?

- Word of Mouth 40.1%
- Facebook 32.25%
- Instagram 22.51%
- Other 12.53%
- Television 9.28

3. Was buying tickets online a smooth experience?

- Yes, I have no complaints 88.63%
- It could have been better 8.82%
- No, it was not a good experience 2.55%

4. What is something you would like to see added next year?

- Too crowded, need a bigger rink, fewer tickets sold
- Create separate ice rink entrance and exit
- More food vendors
- Vendors not open
- No refunds?
- Adults only sessions
- More seating to watch
- Live music

Exhibit 2

Visitor Heat Map

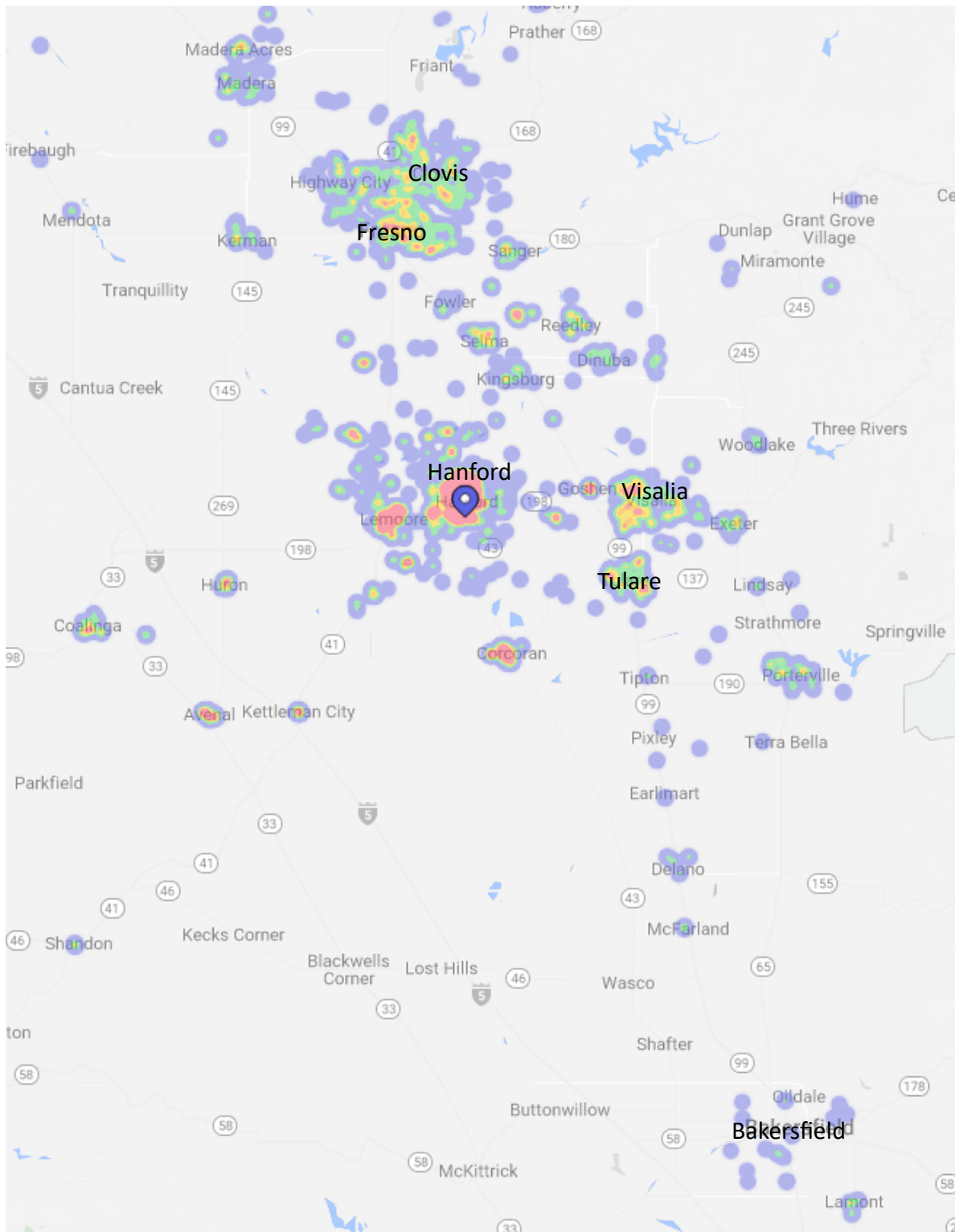


Exhibit 3

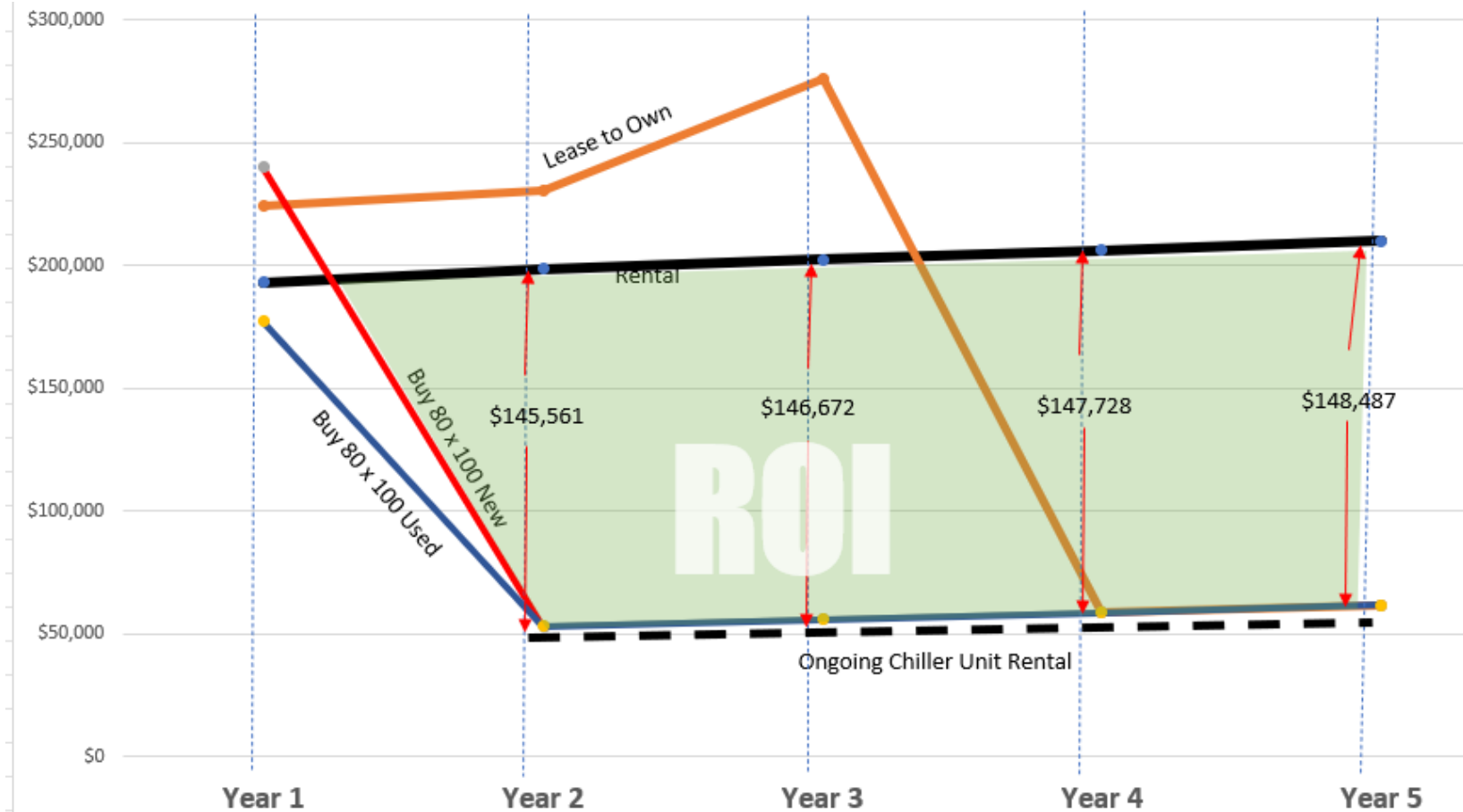
2023 Winter Wonderland Revenue and Expense

EXPENSES	AMOUNT
EMPLOYEES (PART TIME)	\$51,200.15
EVENT SUPPLIES	\$24,815.08
OPERATIONS	\$35,056.98
ICE RINK RENTAL	\$193,249.34
LARGE EXPENSES	\$79,991.40
ACTUAL EXPENSE TOTALS:	\$384,321.95
BUDGETED EXPENSES:	\$347,919.35
DIFFERENCE:	-\$36,402.60

REVENUE	AMOUNT
ONLINE SAFFIRE SALES (TICKETS, SKATE AIDES, ETC.)	\$349,128.45
BOX OFFICE (AT THE GATE) CASH SALES TICEKTS	\$46,667.00
VENDOR SPILTS (FREDDY INCLUDED)	\$47,864.72
SPONSORSHIPS	\$65,162.50
NAMABLE ASSETS	\$13,500.00
ACTIVENET ACTIVITY (LIGHT TOURS, MISC).	\$5,081.22
TOTALS:	\$527,403.89

TOTAL EXPENSES	\$384,321.95
TOTAL REVENUE	\$527,403.89
DIFFERENCE	\$143,081.94
EXPENSE OVERAGE	-\$36,402.60
TOTAL AFTER OVERAGE APPLIED	\$106,679.34

Exhibit 4 Ice Rink Purchase Analysis



Proforma						Capacity Calculations			
	Year 1	Year 2	Year 3	Year 4	Year 5	Width	Length	Sq. Ft.	Capacity
60' x 100' Rental	\$193,249	\$198,796	\$202,569	\$206,420	\$210,104	60	100	6000	120
Lease to Own	\$224,450	\$230,900	\$275,990	\$58,692	\$61,626	80	100	8000	160
80' x 100' New	\$240,160	\$53,235	\$55,897	\$58,692	\$61,626	80	120	9600	192
80' 100' Used	\$177,398	\$53,235	\$55,897	\$58,692	\$61,626				
Chiller Rental		\$53,235	\$55,897	\$58,692	\$61,626	Based on 50 square feet per person			



AGENDA STAFF REPORT

MEETING DATE: 2/20/2024

AGENDA SECTION: STUDY SESSION

SUBJECT:

Presentation of the 2023 Winter Wonderland Final Report; Recognition of Winter Wonderland Staff; and Council consideration of an appropriation of \$106,679.34 to this year's budget to help fund the purchase of a new ice rink, which would save the City in future years.

RECOMMENDATION:

Recommendation: The Council receives the Winter Wonderland Final Report and appropriates \$106,679.34 to this year's budget to pay one of two payments to purchase a new 80' x 100' ice rink quoted at \$240,160—the remaining balance to be paid by the fiscal year 24/25 budget.

Recommended Motion:

BACKGROUND:

Appreciation

Winter Wonderland is a big undertaking. Without the many internal and external individuals and organizations working tirelessly to plan, prepare, and execute this event, it would not be possible. Without their efforts, this event would not be possible.

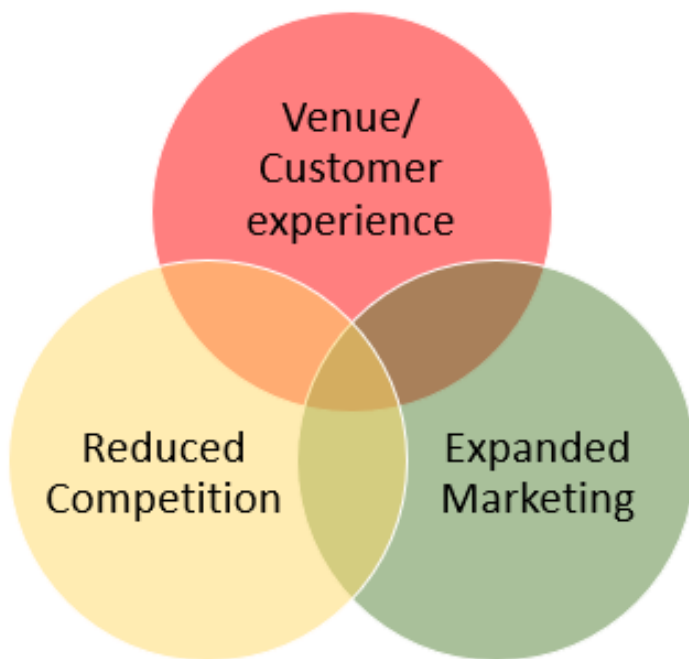
Internally, the frontline staff interacts with our customers daily to provide the best customer service possible, working for eight weeks straight, including holidays. The Parks Division sets up and breaks down the park site. The Facilities Division provides the carpentry skills, and the Refuse Division provides additional waste and recycling containers. Departmental staff answer hundreds of calls and track the daily financials, and the Community Relations Manager leads the marketing efforts.

External partners include the Hanford Chamber of Commerce, which solicited cash sponsorships and reserved the North Pole Lounge. The many business sponsors supported the event through cash and trade sponsorships and our naming rights partners. The entire community supported this event, so it has become a regional holiday destination for many families.

2023 Winter Wonderland In Review

The 2023 Winter Wonderland was a success on many levels, as the event has evolved into a regional holiday destination within the Central Valley. During the eight weeks of operation, the event attracted 110,471 visits and 87,500 unique visitors, with an average dwell time of 88 minutes (see attached Exhibit 1-Event Data). The precise reason for this success is challenging to pinpoint. However, the cumulative synergy of an incredible location/customer experience, expanded marketing strategies, and reduced competition combined for increased revenue and an experience that creates

holiday memories.



Venue/Customer Experience

The historic and scenic Civic Park provides a location unlike any other. Collectively, there is a sense that transports people in time and creates a “Norman Rockwell” moment. This past year, the new Wonderland Village, consisting of eight Tuff Sheds and ten picnic tables, created a centralized location for food vendors, who collectively earned \$270,613 in total revenue and \$47,864.72 in revenue to the City based on the negotiated revenue split.

Donated holiday decorations improved the ambiance, including two large walk-through ornaments, twelve lit Christmas trees, and Santa’s Sleigh with full-sized reindeer. A new commercial fourteen-foot Christmas tree provided the center point for Wonderland Village, and a new twelve-foot star on the south end of the ice rink became a popular photo opportunities.

Providing excellent customer service is always our goal. This year, we surveyed our customers to understand how we performed. We received 431 responses; the survey results are in Attachment 1- Event Data.

Expanded Marketing

Winter Wonderland marketing was handled in-house this year. However, Jeffrey Scott Agency (JSA), a Fresno advertising firm, provided some recommendations to staff as part of a Media Plan before the start of the season. JSA was also hired to handle paid social media marketing on Facebook, Instagram, and TikTok. Additionally, JSA provides advertising services to one of Winter Wonderland’s sponsors, Amtrak San Joaquins. As part of a trade agreement with JSA/Amtrak, Winter Wonderland benefitted from more paid social media marketing and an “influencer night,” where Central Valley social media influencers documented their experience riding the train to Hanford Winter Wonderland and enjoying the event. It’s worth mentioning that staff also created non-paid (organic) social media content throughout the event to keep engagement high and attract more guests.

In addition to social media, print, radio, and television advertising investments were made. Staff hired local videographer Josh Cordero (REMSCAPE) to produce a 15-second commercial that aired 200 times on ABC30 throughout the season. The partnership with ABC30 included both paid and trade advertising, and it's worth noting that more than half of the commercials that aired were part of the trade agreement with the station. All of the TV stations in the market had news coverage of Winter Wonderland, including several morning shows and "live shots" featuring Parks & Community Services Director Brad Albert.

Staff hired All Valley Printing to freshen up the design of the Winter Wonderland posters. These posters were distributed to organizations, businesses, and schools; some were displayed in prominent locations. For example, Hanford Elementary School District put up posters in school offices and promoted the event through direct, digital communications to parents.

More data points will be discussed during the presentation, but overall, marketing efforts were integral to Winter Wonderland's success. Some modifications will be made to next year's marketing plan, but many elements will carry over, and staff will be receptive to new ideas (Please see Attachment 2-Visitor Heat Map).

Reduced Competition

The privately-owned "Christmas on the Farm" ice rink in Visalia did not return this year. This reduced regional competition, and Winter Wonderland became the only outdoor ice rink from Atwater to Bakersfield.

Business Sponsorships

This past year, the City partnered with the Hanford Chamber of Commerce to solicit and secure cash sponsorships within the business community. A total of \$85,400 was secured, with the City receiving \$60,000 based on the written agreement.

In addition to the cash sponsorships, the City leveraged several trade sponsorships involving goods and services for sponsorship recognition. These trade sponsorships included Carvalho Construction, ABC30, J.H. Tackett Marketing, Tuff Shed of Visalia, Champi Fencing, Hanford Tractor Supply, Hanford Elementary School District, and the Lemoore Naval Air Station.

A new revenue-generating strategy started this year is the funding of nameable assets. The naming rights and funding for the new commercial Christmas tree by Poor Man's Poison and the large photo-opportunity star sponsored by Greg Melton Design generated \$13,500.

Lessons Learned

Over the past three years, the staff has learned a great deal about the refinement of the business model. Based on customer surveys and input from staff. The following are recommended moving forward:

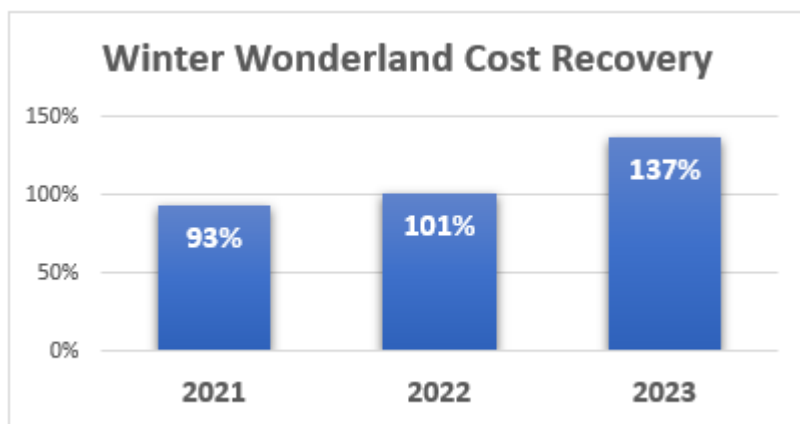
- As the event has grown, greater capacity on the ice rink is warranted. An 80' x 100' ice rink is recommended to solve this issue. This will increase capacity from 120 to 160 ice skaters per session.
- Reduce the skate sessions from 90 to 60 minutes in length and reduce ice resurfacing to every two sessions. In addition, the admission price for adult skaters could be lowered from \$18 to \$16.
- Expand the Wonderland Village, providing the ability to add additional vendors.
- Offer season passes.
- Offer adult-only skate sessions.
- Analyze other online ticketing systems to enhance payment options, reduce service charges,

and enhance customer convenience.

- Increase the size of the staging area and improve the transition of skaters entering and exiting the skating rink.
- Enhance marketing through targeted social media.

Financial Report

The 2023 Winter Wonderland event exceeded budgeted expenses by \$36,402.60; however, it also surpassed budgeted revenue by \$127,403.89, for a net of \$106,679.34 (see Attachment 3 2023 Winter Wonderland Revenue and Expense), which represents a cost-recovery rate of **137%**.



Based on this year's financial report, staff recommends an appropriation of \$106,679.34 to this year's budget to pay one of two payments to purchase a new 80' x 100' ice rink quoted at \$240,160—the remaining balance to be paid by this fiscal year's budget. The purchase is a practical investment into the future of the Winter Wonderland event. It will generate a sizable Return On Investment (ROI) for the next five years and beyond (see Attachment 4- Ice Rink Purchase Analysis). Once the ice rink is purchased, the ongoing chiller unit rental is \$50,500 annually.

FISCAL IMPACT:

Council appropriates \$106,679.34 to the FY23/24 budget to pay one of two payments to purchase a new 80' x 100' ice rink quoted at \$240,160—the remaining balance to be paid by the fiscal year 24/25 budget. This request will not require additional funding based on the FY 24/25 budget.

ATTACHMENTS:

1. Exhibit 1-Winter Wonderland Event Data
2. Exhibit 2-Visitor Heat Map
3. Exhibit 3-Winter Wonderland Revenue and Expense
4. Exhibit 4 Ice Rink Purchase Analysis



AGENDA STAFF REPORT

MEETING DATE: 3/11/2024

AGENDA SECTION: GENERAL BUSINESS

SUBJECT:

Review Street Tree Permit Request for Removal of One Tree Located at 1325 N Douty St.

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

1. Tree Permit Request Hanford
2. Photo 2 Tree Permit Removal Request 1325
3. Tree Permit Request Photo 1 (1325).

Office Use Only:

Received: _____ on: _____

Approved: _____ on: _____



TREE PERMIT REQUEST

Parks and Community Services Department

321 North Douty Street, Suite A

Hanford, CA 93230

Office (559) 585-2525

Website: www.cityofhanfordca.com

TDD/TYY, Dial 711

This application is hereby made under provisions of the City of Hanford Title 12, Chapter 12, Section 220

Ordinance for permission to Plant, Prune, or Remove:

Under Title 12, Chapter 12, Section 520 penalties for failing to follow codes laid out in this section could include penalties up to \$1000 per infraction.

☐ **Street Tree:** 12.12.300: Trees within the park strip or buffer/ abutting one's property

☒ **Heritage Tree** 12.12.020: Native Oaks protected for historical significance

Date 2/27/2024

I am requesting to:

☐ **Plant** street trees in the public right of way

☐ **Prune** street trees in the public right of way

☒ **Remove** street trees in the public right of way

No. of ~~street~~ trees affected 1

Name of Applicant Daniel Simms

Telephone: 209-978-0217

Email: simmsd005@gmail.com

Address where the tree is located

1325 N Douty St. Hanford

Mailing Address, if different from the tree location

Are you the owner of the property? Yes

Signature of the property owner

Details of request: Previous tree trimmer said branches were too brittle & tree is dying. Excessive size could be a safety hazard to property occupants.

FOR OFFICIAL USE ONLY

Responsibility	Planting	Prune	Removal	Comments
Owner				
Expense				
City				

Mailing Address: 4690 North Island View / Clovis, CA

~~93619~~
93619







**AGENDA
STAFF REPORT**

MEETING DATE: 3/11/2024	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:

Review Street/Heritage Tree Request for Removal of Multiple Trees Located at 667 Saffron St.

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

- 1. Tree Permit Request 667 Saffron



TREE PERMIT REQUEST

Parks and Community Services Department
321 North Douty Street, Suite A
Hanford, CA 93230
Office (559) 585-2525
Website: www.cityofhanfordca.com
TDD/TYY, Dial 711

Office Use Only:

€ Received: _____ on: _____

€ Approved: _____ on: _____

This application is hereby made under provisions of the City of Hanford Title 12, Chapter 12, Section 220 Ordinance for permission to Plant, Prune, or Remove: Under Title 12, Chapter 12, Section 520 penalties for failing to follow codes laid out in this section could include penalties up to \$1000 per infraction.

- [X] **Street Tree:** 12.12.300: Trees within the park strip or buffer/ abutting one's property
[X] **Heritage Tree** 12.12.020: Native Oaks protected for historical significance

Date 3/7/24

I am requesting to:

- [] **Plant** street trees in the public right of way
[] **Prune** street trees in the public right of way
[X] **Remove** street trees in the public right of way

No. of street trees affected Tarragon Avenue

Name of Applicant Aimee Nelson

667 Saffron Street, Hanford, CA 93230

Address where the tree is located

Telephone: 559-285-4897

Same

Mailing Address, if different from the tree location

Email: aimeep08@gmail.com

Aimee Nelson

Are you the owner of the property? YES

Signature of the property owner

Details of request: The issue of tree roots damaging plumbing and infrastructure is a serious concern that cannot be ignored. The financial burden of constantly removing roots from plumbing, repairing backflows, replacing sidewalks, and worrying about damage to neighbors' property is simply unsustainable. While we understand the sentimental value of heritage trees, the reality is that they were planted without consideration for their eventual size and impact on the surrounding area. It is inevitable that these trees will continue to cause problems unless they are removed and their roots destroyed. The cost of maintaining these trees through trimming far outweighs any benefits they may provide. It is time to prioritize practicality over sentimentality and address the root of the issue before it causes further damage and expense. Thank you.

FOR OFFICIAL USE ONLY

Responsibility		Planting		Prune		Removal	Comments
Expense	Owner						
	City						

Commission approval required:				
Commission Vote:	Y:	N:	A:	Result:

APPROVED BY: _____

Signature: _____

Permit No. _____ **Date** _____

PERMIT VALID FOR SIXTY (60) DAYS FROM THE DATE ABOVE



AGENDA STAFF REPORT

MEETING DATE: 3/11/2024	AGENDA SECTION: GENERAL BUSINESS
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SUBJECT:

Review Street Tree Permit Request for Removal of One Tree Located at 901 W. Orange St.

RECOMMENDATION:

Recommendation:

Recommended Motion:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

- 1. Tree Removal Photo 2 901 Orange
- 2. Photo 901 Orange Tree Request
- 3. Tree Removal Permit. 901 W Orange.







TREE PERMIT REQUEST

Parks and Community Services Department
321 North Douty Street, Suite A
Hanford, CA 93230
Office (559) 585-2525
Website: www.cityofhanfordca.com
TDD/TYY, Dial 711

Office Use Only:

€ Received: _____ on: _____

€ Approved: _____ on: _____

This application is hereby made under provisions of the City of Hanford Title 12, Chapter 12, Section 220 Ordinance for permission to Plant, Prune, or Remove:

Under Title 12, Chapter 12, Section 520 penalties for failing to follow codes laid out in this section could include penalties up to \$1000 per infraction.

- [] **Street Tree:** 12.12.300: Trees within the park strip or buffer/ abutting one's property
[x] **Heritage Tree** 12.12.020: Native Oaks protected for historical significance

Date 3-1-24

I am requesting to:

- [] Plant street trees in the public right of way
[] Prune street trees in the public right of way
[] Remove street trees in the public right of way

No. of street trees affected 1

Name of Applicant Steve Schweizer

401 W. Orange St. Hanford

Address where the tree is located

Telephone: (559) 904-0663

Mailing Address, if different from the tree location

Email: S.Schweizer@sbcglobal.net

Steve Schweizer

Signature of the property owner

Are you the owner of the property? Yes

Details of request: Requesting that I be able to remove a Valley Oak tree on my property due to concerns of overall health of tree as well as personal and public safety. See attached email.

FOR OFFICIAL USE ONLY

Responsibility		Planting		Prune		Removal	Comments
Expense	Owner						
	City						

Commission approval required:

Commission Vote:	Y:	N:	A:	Result:
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APPROVED BY: _____

Signature: _____

Permit No. _____ Date _____

PERMIT VALID FOR SIXTY (60) DAYS FROM THE DATE ABOVE

Sent
3-1-24