



<b>Policy No. 14-03R - 2023</b>	<b>Title: CBJ Tree Policy</b>
<b>Date Approved: October 17, 2023</b>	<b>Last Reviewed and Revised: June 22, 2021</b>
<b>CBJ Code / Regulation:</b> CBJ 53.09, 53.12.020, 42.15.140	<b>Other Reference:</b>
<p><b>Purpose &amp; Need:</b> The City and Borough of Juneau manages thousands of acres of land and hundreds of thousands of trees. This policy articulates three goals:</p> <ul style="list-style-type: none"> <li>A. Ensure the safety of people in Juneau through a process for inspection and mitigation of hazard trees on City and Borough of Juneau property.</li> <li>B. Establish the process for property owners to request work on non-hazardous trees on CBJ property.</li> <li>C. Provide the public with reasonable opportunities to harvest trees and wood for personal and commercial use.</li> </ul>	

### Policy Statement

This policy revises and amends Administrative Policy 14-03R. The purpose of the revision is to recognize hazards posed by steep hillsides, where tree removal may result in slope instability. The revised policy balances the considerations of the CBJ Tree Policy with the CBJ All Hazards Mitigation Plan.

### Guidelines

#### I. HAZARD TREES ON CBJ PROPERTY

**NOTE: CBJ staff does not routinely inspect trees on CBJ property. It is the responsibility of adjacent property owners to identify potential hazards to their own properties and to notify the CBJ Lands Manager if they believe that a hazard may exist.**

*Hazard Tree Defined:* Any tree that is evaluated by qualified CBJ staff and determined to have an overall tree risk rating of “high” or “extreme,” according to the ISA Basic Tree Risk Assessment form or similar industry standard tree assessment form.

Any tree on CBJ property that is believed to be a hazard to property or public safety should be reported immediately to the Lands Manager. The Lands Manager will verify that the tree is on municipal land, and forward the report to the department responsible for managing the property.



CBJ staff will visually assess the tree(s) to determine the level of risk associated with the tree. The assessment will be conducted according to standard industry practices, and documented using a standard form. Trees determined to be Hazard Trees will be disposed of as follows:

A. Hazard Trees not Located in Severe/Moderate Hazard Zones for Mass Wasting Events

Following the CBJ assessment, trees not located in a designated Landslide Hazard area as classified by the CBJ's All Hazards Mitigation Plan, or with a known, documented history of mass wasting events, that are determined to be Hazard Trees will be removed by the CBJ as soon as practical. If the property owner disagrees with the CBJ's assessment of a tree, the property owner may obtain a second opinion from another qualified arborist at the property owner's expense. This assessment will be reviewed and considered before a final decision is made by the director of the department responsible for managing the property.

B. Hazardous Trees in Severe/Moderate Hazard Zones for Mass Wasting Events

Hazardous trees that are located within a designated Landslide Hazard area as classified in the CBJ's All Hazards Mitigation Plan (Plan), or with a known, documented history of mass wasting events, will not be subject to removal by the CBJ. The All Hazards Mitigation Plan recommends prohibiting the removal of vegetation in areas prone to landslides:

"Removal of vegetation from slopes can compromise the integrity of the soil and lead to landslides. Requests to remove vegetation should be handled through a permit process that involves an assessment of the area for landslide hazard." (page 57)

Currently, there is no permit process for removal of vegetation from these areas. Balancing the risks of removing a hazardous tree and the risks of a potential mass wasting event, the CBJ will abide by the All Hazards Mitigation Plan. If a property owner within a designated Landslide Hazard or known mass wasting area seeks to remove potentially hazardous trees from adjacent CBJ property, CBJ staff will consider the request and, if approved, will require that the owner and any contractors agree to indemnify the CBJ and provide proof of adequate liability insurance, as determined by CBJ Risk Management.

## **II. NON-HAZARD TREES ON CBJ PROPERTY**

Requests to cut or prune non-hazardous trees on municipal land may be submitted to the Lands Manager. At a minimum, the request must include the following:

- A. A detailed explanation of why the tree(s) should be removed.
- B. Photographs indicating which tree(s) would be removed or pruned.
- C. A map indicating the location of the tree(s)



The Lands Manager will verify that the tree(s) is on municipal land and forward the request to the department responsible for managing the property. The managing department will approve the request if it is consistent with the department's management of the property. A permit authorizing the work will be issued to the applicant. The applicant shall be responsible for all costs of removal. Decisions may be appealed to the City Manager upon written request.

### **III. TREE HARVESTING ON CBJ PROPERTY**

Under section 42.15.140 of CBJ code, it is unlawful to cut a tree or part of a tree without the prior specific authorization of the tree owner. However, the Lands Manager may designate areas where the public may harvest trees on the CBJ Public Use Tree Harvest Map. The Lands Manager may restrict the harvestable trees to members of certain species, for example, alder (*Alnus rubra*). In all other cases, cutting of live trees by members of the public is prohibited on municipal land and rights-of-way unless written authorization has been received from the Lands Manager. All portions of the tree shall be removed from roadways, ditches, and waterways. Dead or down trees may not be removed from the following areas without specific written authorization from the Lands Manager:

- Recreation sites
- Greenbelts
- Municipal Cemeteries
- Scenic corridors
- Within 25 feet of streams, rivers, and other water bodies
- Public facility grounds
- Muskeg
- Hillsides where disturbing the site might cause slope instability

Commercial use or sale of trees is prohibited, unless the Lands Manager has given specific written authorization.

Each year, beginning on Thanksgiving Day and ending on December 31 of the same year, a household may remove one evergreen tree per year from municipal land designated by the CBJ Christmas Tree Harvest Area Map. Trees must be cut at ground level; discarded branches must be scattered. In addition to the prohibited locations listed in the previous section, Christmas trees may not be cut within fifty feet of a hiking trail.

### **VI. GENERAL PROVISION**

Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.

- A. **Authority to promulgate policy:** The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.



B. **Effective Date:** This policy will take effect on date policy is signed.

Dated at Juneau, Alaska, this 19th day of October, 2023

*Mary Katherine Koester*

---

Mary Katherine Koester  
City and Borough Manager