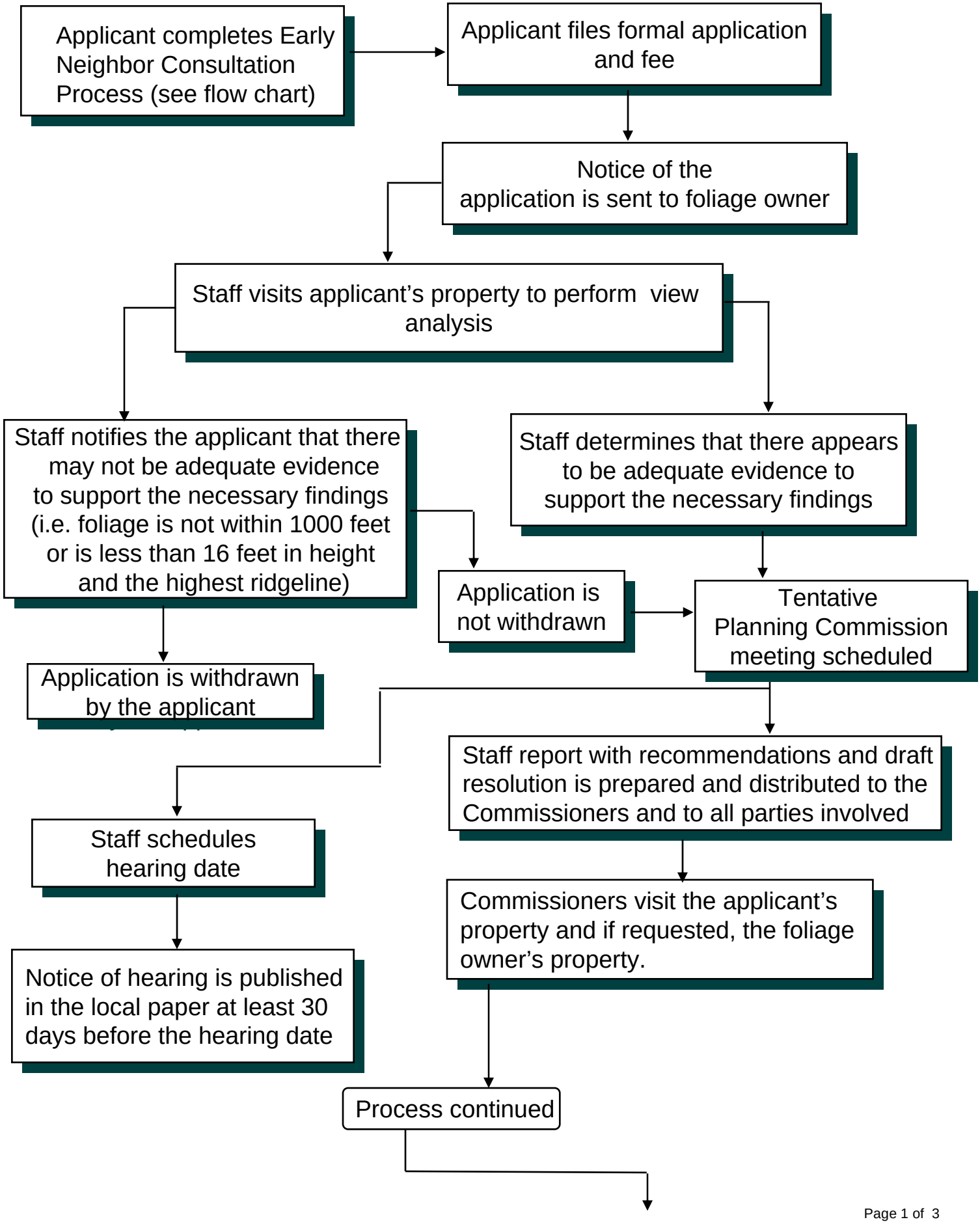
View Restoration Permit - Process Flow Chart



VRP - Process Flow Chart (con't)

Planning Commission Meeting (2nd and last Tuesday of each month)
The Commission holds a public hearing, hears public testimony, deliberates and acts on the request

If major changes to the draft resolution are necessary, then Staff will draft the changes and the resolution will be placed on the consent calendar of the next regularly held meeting.

If only minor changes to the draft resolution are necessary, then they will be read into the record the night of the hearing and a resolution will be adopted.

Staff sends follow-up letters to all parties involved informing them of the Commission's action. If a resolution was adopted, then a copy of the adopted resolution and appeal procedures are also sent.

The Commission adopts the resolution at the next meeting

15-day appeal period begins

no appeal is filed

PC decision final

Process continued

appeal and appeal fee filed

see PC Appeals Process Flow Chart

VRP - Process Flow Chart (con't)

If the decision is to approve a VRP, then Staff notifies the applicant of the requirement to obtain a bid and post a deposit within 30 days

Applicant obtains bid from licensed, bonded and insured tree service contractor to perform the work required and posts a deposit with the City

Staff verifies that the bid is consistent with the PC's decision and is prepared by a qualified company

Staff sends the 90-day notice to the foliage owner

Foliage owner trims and/or removes the foliage

The foliage owner submits to the City a bill from the tree service company

Staff visits the applicant's property to verify and document that the work is done properly

work is done in accordance with PC decision

Staff initiates processing of a reimbursement to the foliage owner

Project file is closed out

work is not done in accordance with PC decision

Staff notifies the foliage owner that they are in violation of the PC Resolution and forwards the case to the City Attorney.