



Tony Wayne Wolcott, Consulting Arborist

January 24, 2024

Irene Borba  
Planning and Building Director  
Town of Yountville  
6550 Yount Street  
Yountville, CA 94599

**RE: Tree Ordinance Revision**

Dear Irene,

Thank you for the opportunity to present my proposal for revising the Yountville Municipal Code regarding the Yountville Trees. My experience with similar ordinances and tree-related issues enables me to guide this process.

Over the last two months, I have seen how important the trees are to the Town of Yountville. The ordinance reflects these Town values, but some revisions are necessary for clarification and transparency.

I propose to provide my services on a Time and Material basis at \$195 per hour. As your On-Call Yountville Arborist, I have various tasks, such as reviewing tree removal applications and appearing before the Zoning Design and Review Board and the Town Council for tree issues. This Yountville Tree Ordinance Revision is a different assignment—preparing and presenting PowerPoint presentations, producing Municipal Code drafts and written documents for consideration, and discussing the suggested changes with staff, Council and ZDRB members, and vested parties and individuals.

I have attached my CV for further review. Please do not hesitate to contact me if you need to clarify any questions. I look forward to hearing from you soon and starting this project.

Sincerely,

Tony Wayne Wolcott  
ASCA Registered Consulting Arborist  
510.274.7367  
[Twhort2200@gmail.com](mailto:Twhort2200@gmail.com)

ATTACHMENT A – SCOPE OF WORK  
ATTACHMENT B – CV

## Attachment A SCOPE OF WORK

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Task 1: The Tree Ordinance—fleshing out the tree-related municipal codes as they exist now. Working closely with staff, introducing what the Yountville Code says about trees. In PowerPoint, I will present the tree-centric codes in digestable sizes to the Zoning Design and Review Board. Written documents are provided to the audience as well.

- A. Introduction of Chapters **12.16.010 Purpose** and **12.16.020 Definitions** and **Chapter 17.128 -Tree Preservation and Management** and **17.128.010 Purpose** and **17.128.020 Statement of Intent** comes first.
- B. Active discussion on these sections is the starting point for all to come. What needs rewriting? What sections need additions or subtractions? (One ZDRB meeting)

Task 2: Second Presentation to Design and Review Board **12.16.030 Master Tree List**, **12.16.040 Placement of Trees**, **12.16.050 Prohibited Trees**, and **17.128.030 Hazard Reduction and Prevention** Active Discussion and approving any changes to the Chapters reviewed in Task 1 and 2. (Two DZRB meetings)

Task 3: Review **12.16.060 Permits for Planting, pruning, removing, and replacement**, **12.16.070 Permit for Utilities**. **12.16.080 Permit eligibility**. **12.16.090 Destruction of trees unlawful**. **12.16.100 Right of appeal**. **12.16.110 Master Tree List**  
Discussion leading to consensus for approving minor changes to these ordinances. (One DZRB meeting)

Task 4: Review **17.128.030 Hazard reduction and prevention**. **17.128.040 Permit Required (Protected Trees, including Heritage Trees)**. **17.128.050 Permit application**. **17.128.060 Permit decision, criteria, and mitigation**. (Two DZRB meetings)

Task 5: Review **17.128.070 Replacement trees/in-lieu fees**. **17.128.080 Tree protection during development**. **17.128.090 Duty of care for protected trees**. **17.128.100 Additional duty of care for heritage trees**. (Two DZRB meetings)

Task 6: Review **17.236.010 Definitions** (only the definitions that pertain to trees) **and the Heritage Tree Survey** (one DZRB meeting)

Tasks 1 to 6 Deliverables: A PowerPoint presentation for each DZRB meeting, including downloaded copies of the presentation for staff and interested parties.

Task 7: Put together a Presentation of the ZDRB Draft of the Tree Ordinances and present at a Town Council Meeting and a second Town Council meeting to read and approve the updated Tree Ordinances.

## **2024 Rate Sheet and Estimated Cost**

**Tony Wolcott, the On-Call Arborist, provides the Presentation Material (PowerPoint presentations and downloaded copies)**

**Hourly Rate: \$195/hour**

Estimated Hours to research, prepare, present, and discuss for the ZDRB and Town Council meetings: 75

$75 \times 195 = \$14,625$

Estimated Cost for Office Expenses: \$3,000

**Total Estimated Cost: \$17,625**

**For budgeting purposes, consider the availability of the ZDRB and the Town Council. Two years might be a safe prediction for these tree ordinance revisions. I have opinions on what needs revisioning, but the Town of Yountville may have other ideas as the process progresses.**

**Please let me know if you have any questions or suggestions. I have enjoyed my work as Yountville's On-Call Arborist.**

Sincerely,

Tony Wayne Wolcott  
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ISA – Board Certified BCMA WE 3284B  
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