

Estimated Staff Time Ordinance No. 942

Staff will update and present permit costs after the ordinance is adopted.

The staff time required to administer the tasks outlined in the new version of the tree ordinance will vary based on the type of permit, the complexity of each case, and the nature of the tasks. Here's an estimation of staff time needed for each major task:

Here's an estimate of staff time required to administer Ordinance No. 942:

1. Permit Processing (Minor Permits)

- **Time per permit:** ~1 hour (includes reviewing application, verifying information, issuing permit).
- **Estimated frequency:** 10–15 minor permits annually.
- **Total annual time:** 10–15 hours.

2. Permit Processing (Major Permits)

- **Time per permit:** ~3–4 hours (additional review, possibly coordinating with the planning commission).
- **Estimated frequency:** 5–10 major permits annually.
- **Total annual time:** 15–40 hours.

3. Heritage Tree Designation

- **Time per designation:** ~4–6 hours (including nomination form review, possible historical research, and plaque placement coordination).
- **Estimated frequency:** 2–3 trees annually.
- **Total annual time:** 8–18 hours.

4. Appeals Management

- **Time per appeal:** ~3 hours (preparing for and attending appeal meetings, paperwork).
- **Estimated frequency:** 1–2 appeals annually.
- **Total annual time:** 3–6 hours.

5. Enforcement

- **Time per enforcement action:** ~2–3 hours (monitoring compliance, coordinating any necessary enforcement).
- **Estimated frequency:** 5–10 enforcement actions annually.
- **Total annual time:** 10–30 hours.

Estimated Annual Staff Time Total: 46–109 hours

These estimates will fluctuate based on the number of applications, appeals, and enforcement actions that arise each year.