



**Portland Parks and Recreation Urban Forestry Programmatic Permit
Bureau of Environmental Services Tree Program
Years 2016 to 2018**

**Working together, we will have “a healthy, sustained urban forest, carefully managed and cared for, which contributes to the economic and environmental well-being of the City.”
(UFMP, 2004)**

Portland Parks and Recreation Urban Forestry (UF) and Bureau of Environmental Services (BES) work together to enhance Portland’s urban canopy. BES recognizes that, among the numerous environmental, economic, and social benefits trees provide, they can work for clean rivers by helping to manage stormwater where it falls. Planting trees can expand and enhance the urban forest canopy and help the city meet key goals of several plans, including the Portland Plan (2012, PP), the Climate Action Plan (2009, CAP), the Portland Watershed Management Plan (2012, PWMP), the Urban Forestry Management and Action Plans (2004, 2007, UFMP) and the Climate Change Preparation Strategy (2014, CCPS).

Therefore, Portland Parks & Recreation Urban Forestry (UF), under the authority of Portland City Code hereby permits BES to identify locations for tree planting and to plant trees in City public street rights-of-way according to the requirements described herein. The requirements of this permit are intended to promote the goals of the aforementioned city plans, support urban forestry best management practices, help ensure the City’s future forest asset, and maintain consistency with City street tree planting specifications, regulations, and permitting.

1.0 GOALS:

- 1.1 Protect, preserve, restore and expand the urban forest (UFMP, 2004).
- 1.2 Promote stewardship of the urban forest (UFMP, 2004).
- 1.3 Provide equitable urban forest benefits for all residents of the City (UFMP, 2004).
- 1.4 Prevent cumulative adverse impacts to the urban forest and ensure that there is no reduction in tree canopy coverage over time (Title 11.45).
- 1.5 Protect and improve surface water and groundwater quality to protect public health and support native aquatic and terrestrial species and biological communities to improve and maintain biodiversity in Portland’s watersheds (PWMP 2005).

Urban Forestry

1900 SW 4th Ave, Suite 5000
Portland, OR 97201
Tel: (503) 823-TREE (8733) Fax: (503) 823-4493

Administration

1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
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Portland Trees – www.Portlandoregon.gov/trees - permits, tree removal, report a downed tree.

Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.
PortlandParks.org • Amanda Fritz, Commissioner • Mike Abbaté, Director



1.6 Focus planting efforts on a diverse planting palette of large-stature, native, and evergreen trees in low-income, low-canopy, racially diverse neighborhoods (UFMP 2004, PWMP 2005, PP 2012, and CCPS 2014).

2.0 TERMS AND TIMELINES OF PERMIT:

2.1 **Permit duration is from June 1, 2016 through May 31, 2018.**

All required documentation and submittals must be received and approved by Urban Forestry prior to beginning any permit related work. The permit must be signed and in effect before any tree activity takes place.

2.2 City of Portland Bureau of Environmental Services Tree Program (ESTP) is the responsible party for all activities in this permit and shall ensure contractors comply with the terms and conditions of this permit.

2.3 This permit applies only to tree management activities not related to site development or development projects. Separate permits are required for tree activities related to development.

2.4 This permit is issued under the authority of the City Forester in compliance with the requirements of City of Portland Title 11 Trees.

2.5 Urban Forestry shall issue ESTP's next programmatic permit by June 1, 2018 provided ESTP has submitted all required information by the timeframes described herein and submits a completed application for a programmatic permit by February 15, 2018.

3.0 SCOPE OF WORK:

3.1 Activities shall prevent cumulative adverse impacts to the urban forest and ensure no net reduction in tree canopy coverage over time.

3.2 Activities shall support the [2004 Urban Forest Management Plan](#) and the [2012 Portland Watershed Management Plan: 5-Year Implementation Strategy](#).

3.3 Activities include street tree planting inspections, tree planting, tree replacement, and tree pruning as described herein.

3.4 The work to be performed under this permit includes ESTP furnishing all labor, supervision, administration, materials, equipment, insurance, licenses, permits, and utility marking required for tree planting, tree replacement, and site restoration work including soil backfill, mulching, and the removal of all debris generated during the operation of this permit at planting locations throughout the City of Portland.

3.5 Only qualified personnel shall perform the services in this permit. All work shall be performed in accordance with OSHA standards, the latest revision of ANSI Standard Z133.1, and other applicable regulations. ESTP may engage qualified contractors to perform work under this permit.

3.6 Heritage trees shall not be included within the scope of this permit.

3.7 Location

This permit regulates all tree planting efforts undertaken by ESTP in City public rights-of-way adjacent to BES-owned property and private property throughout the City of Portland, Oregon. This permit does not cover tree planting on other rights-of-way, street tree planting for City capital projects, tree planting for mitigation of City capital projects, or trees planted under other UF-issued street tree permits.

3.8 Planting

a. Due Dates

- i. ESTP shall submit proposed changes to the Approved Street Tree Planting List and Approved Trial Street Tree List (Appendix A) once each permit cycle, no later than **May 1 each year**. UF shall respond to ESTP's proposed changes within two weeks.
- ii. ESTP shall schedule street tree planting inspection training (see 3.8.c.i) by **July 1** each year.
- iii. ESTP shall submit a list of neighborhoods intended for planting in the upcoming planting season by **September 1** each year. This list shall include planting locations in low-canopy neighborhoods.

b. Planting targets

ESTP will strive to meet the targets as specified below. Not meeting the targets does not constitute non-compliance with this permit. However, UF setting targets and ESTP's progress towards achieving the targets demonstrate both parties' responsibility in upholding regulations and meeting various City management plan goals as described in Section 1.0.

- i. Target 1:
Low canopy neighborhoods – minimum of 60% of all trees planted will be in low canopy neighborhoods (see Appendix B).
- ii. Target 2:
Low-income neighborhoods – minimum 30% of all trees planted will be in low-income neighborhoods (see Appendix B).
- iii. Target 3:

- Single species – maximum 10% of all trees planted
- Single genus – maximum 20% of all trees planted
- Single family – maximum 30% of all trees planted
- UF will change the distribution targets in future years and encourages ESTP to begin planning to achieve future permit goals. The palette of trees able to successfully thrive in the City of Portland climate allows for a modernized target to achieve greater species diversity and prevent devastation from exotic pests.

iv. Target 4:

Evergreen – minimum 10% of all trees planted

- ESTP will strive to plant a diversity of species as permitted by the approved planting list (Appendix A).

v. Target 5:

Native species – minimum 10% or more of all trees planted

- ESTP will strive to plant a diversity of species as permitted by the approved planting list (Appendix A).

vi. Target 6:

Large canopy – minimum 40% of all trees planted (see Appendix A)

- Working within site constraints, aim for 40% large, 40% medium, 20% small

c. Site Inspection and Species Selection:

- All persons responsible for street tree planting inspections under this permit shall be trained by UF staff on an annual basis prior to any inspection activities and on an as-needed basis after inspection activities begin.
- The species of trees to be planted under this permit (see Appendix A) may be adjusted at the discretion of the City Forester as deemed necessary by UF. Species shall only be removed in the case of an emergency.
- Street tree planting inspections shall meet all Urban Forestry standards as set forth in the City of Portland *Street Tree Planting Standards* (Appendix F) and *Street Tree Inspection Guidelines* (Appendix C). Any exceptions to the standards require prior approval by UF.
 - ESTP is encouraged to plant trees in rights-of-way with unpaved sites less than 3 feet wide by creating sufficient space for robust and sustainable tree development. With the approval of the Portland Bureau of Transportation and UF, innovative methods to suitably expand tree space and reduce future infrastructure conflicts such as concrete cutting, structural soils, suspended sidewalks, curb extensions, and root paths may be implemented. Where site modifications are not feasible, planting behind the sidewalk or on private land may be the most effective means

of generating and sustaining urban forest benefits. These practices are particularly encouraged in low-canopy, low-income and racially-diverse neighborhoods to increase high-return City investment there in support of 1.6.

- iv. Planting locations shall be marked with paint on the curb (where possible) to facilitate quality control checks by UF. The location shall provide sufficient unobstructed vertical and horizontal space for the selected species to grow to maturity without significant obstruction or conflict.
 - v. Species selection shall meet all standards as set forth in the City of Portland *Street Tree Planting Standards* (Appendix F) and be selected from the BES Approved Street Tree Planting List and Approved Trial Street Tree Planting List (Appendix A). Any exceptions to the standards require prior approval by UF.
 - vi. All tree stock for use in this permit shall be nursery-grown trees meeting ANSI Z60.1 industry standards. Trees supplied for use in this permit shall be provided in the appropriate sized stock for the particular tree packaging type (ball and burlap, bare root, etc.). All trees shall be healthy, well branched, and free from evident disease, pests, decay, physical damage, and injury.
- d. Tree Planting/Installation:
- i. Tree planting shall meet all standards as set forth in the City of Portland *Street Tree Planting Standards* (Appendix F) with the exception that 1.5" caliper trees may be planted in the right-of-way adjacent to residential properties. Any exceptions to the standards require prior approval by Urban Forestry.
 - ii. All tree planting work must be completed under the direct on-site supervision of an experienced trained tree planting crew leader.
 - iii. All underground utilities must be marked prior to beginning any excavation on tree planting locations.
 - iv. The planting hole shall be excavated to 1.5 to 2 times (1.5 to 2X) the diameter of the root ball, and the depth of excavation shall not exceed the height of the base of the trunk at the first true root, or root flare. The root flare of the tree shall be even with the finished grade after the tree is placed in the excavated hole.
 - v. Root barrier is to be installed in all planting locations on the sidewalk side in planting strips less than 4' wide. If conditions exist that prohibit root barrier installation or that may cause infrastructure damage if the root barrier is installed, ESTP may forgo root barrier installation. ESTP shall document these locations and notify UF of these conditions in monthly reporting. This notification shall include a description of the issue that prevented installation.

- vi. All debris, such as wire, burlap, tape, etc., generated in the preparation and planting of trees shall be completely removed from the property and disposed of in accordance with state and local laws and regulations, including Oregon Department of Agriculture and Consumer Protection requirements.

3.9 Removal

ESTP may remove and replace any tree planted under the terms of this permit or a previous UF programmatic permit that dies within two years of planting and by following the terms of subsection 3.8 Planting, above. No other tree removals are permitted.

3.10 Pruning

- a. ESTP staff and contractors may prune trees planted under the conditions of this permit within one year of planting for the following reasons:
 - to remove dead, damaged, and diseased portions of trees; or
 - to correct minor structural flaws.
- b. Pruning shall be done with proper pruning cuts and sharp tools. Pruning activities shall adhere to American National Standards Institute (*ANSI A300 Pruning Standard – Part 1*) and International Society of Arboriculture *Best Management Practices: Tree Pruning*, including any amendments or revisions. Street tree pruning activities shall adhere to the City of Portland *Street Tree Pruning Standards* (Appendix G). All pruning activities shall be conducted under the direction of an experienced Certified Arborist with the International Society of Arboriculture (ISA) or a Registered Consulting Arborist with the American Society of Consulting Arborists (ASCA).
 - i. All persons conducting this work shall have the training, experience, and equipment necessary to conduct the pruning work in a controlled and safe manner.
 - ii. For trees pruned, no more than 25% of the crown shall be removed within an annual growing season.
 - iii. When pruning from the ground, care shall be taken to avoid cutting the trunk above the cut.
 - iv. Trees shall not be topped.
- c. Elm pruning requirements
In order to limit the spread of Dutch elm disease and comply with Oregon's state quarantine of elm wood, the following rules apply to the pruning of elm trees (*Ulmus* spp.):
 - i. Elm trees shall not be pruned from April 15 through October 15 annually, unless pruning is necessary for public safety.

- ii. Pruning tools shall be treated with disinfectant before and after pruning individual elm trees.
- iii. All wood waste shall be chipped or taken to an approved commercial disposal site within 24 hours of cutting.

4.0 PUBLIC NOTICE:

- 4.1 ESTP shall ensure adequate recording and documentation of property-owner approval for all trees planted. ESTP shall retain such records in accordance with City record retention requirements, and provide upon request by other City entities including, but not limited to, UF and the City Attorney.
- 4.2 ESTP shall communicate to all participating property owners the property owner's responsibility for care and maintenance of City right-of-way trees.
- 4.3 ESTP shall communicate to all participating property owners the UF role as responsible manager of the City's urban forest, UF's role as a resource available to property owners for tree and urban forest questions and management, and UF's responsibility for the regulation and permitting of all tree activity on City right-of-way trees. This shall be accomplished by providing participants with this standard statement once they have confirmed interest in tree planting: Portland Parks Urban Forestry manages all street tree activities including permitting for planting, pruning, and removal. For more information and to obtain permits, please call 503-823-TREE (8733) or visit www.portlandoregon.gov/parks/trees
- 4.4 ESTP shall provide to UF all printed communication and website materials for property owners pertaining to the provisions of this permit, prior to public distribution, and no later than **May 1, 2017** for UF review. ESTP shall notify UF of any substantive changes made to materials about UF after the initial UF review has been performed.
- 4.5 ESTP shall post planned tree planting events on www.portlandoregon.gov/bes/trees at least fifteen days prior to the activities. The notification shall include:
 - contractor company name;
 - contractor business license number;
 - contractor phone number, email address, and mailing address;
 - planting neighborhood or area; and
 - anticipated start and end dates of planting activities.

5.0 COMMUNICATION:

- 5.1 ESTP shall maintain accurate permit contact information with UF
- 5.2 **Bureau of Environmental Services contact and representative**

Jennifer Karps, Tree Program Coordinator
Address: 1120 SW 5th Ave., Suite 1000, Portland, OR 97204
Phone: 503-823-2263
Email: jennifer.karps@portlandoregon.gov

5.3 Urban Forestry contact and representative

Jim Field, Tree Inspector
Address: 10910 N Denver Ave., Portland, OR, 97217
Phone: 503-823-4011
Email: jim.field@portlandoregon.gov

6.0 QUALITY CONTROL AND REPORTING:

For projects that include punch list reports (reports issued by ESTP to those providing services under this permit) the reports shall be provided to the Urban Forestry Tree Inspector electronically at the time the report is submitted to those providing the services. ESTP shall notify UF by email if a report will not be submitted on time.

6.1 Monthly planting reports

- a. ESTP shall submit electronic, editable Excel spreadsheet reports in the format provided in Appendix D by the 10th of the month following the month reported on, continuously on a monthly basis for all tree planting activity occurring under this permit and through the expiration of this permit. Files should be named accordingly by report date, e.g., “Monthly Report (insert date)”. Reports are to be cumulative and inclusive of all tree planting activity occurring under the permit regardless of who executes the service (e.g., Friends of Trees and on-call contractors).
- b. ESTP shall provide for entering the tree planting data associated with this permit in the City of Portland tree permitting database, TRACS, under an interagency agreement with UF. This data entry shall occur by **August 15** each year.

6.2 Quarterly reporting.

- a. Quarterly Progress Reports
ESTP shall provide electronic quarterly summary reports, starting with the September 1 – November 30 reporting period, of all planting activity and shall schedule a quarterly meeting to discuss the progress and results. The quarterly summary reports shall include a cumulative analysis of the progress in meeting targets defined in Section 3.8.b Planting Targets. The summary shall provide a current status breakdown of each of the targets and any observed obstacles in the last quarter.
 - i. Quarterly Meetings
Quarterly meetings with ESTP and UF shall be scheduled by ESTP to be held on or before the following dates:

- September 30 (reporting period: June 1 – August 31)
- December 31 (reporting period: September 1 – November 30)
- March 31 (reporting period: December 1 – February 28)
- June 30 (reporting period: March 1 – May 31)

Meeting topics include reviewing timelines, quarterly summary reports, provisions of the next permit, and other content. The progress reports and quarterly meetings are an important time to discuss challenges encountered and determine potential solutions.

6.3 Annual Reporting

An editable electronic annual report shall be provided from ESTP to UF once per year for the duration of the permit. The completed report shall be received by September 1 each year.

a. Reporting periods:

June 1, 2016 – May 31, 2017; report due by: September 1, 2017

June 1, 2017 – May 31, 2018; report due by: September 1, 2018

b. The annual report shall include:

- The final Excel spreadsheet of all tree planting, inspection, and monitoring activity with all associated data attributes (Appendix D)
- A GIS file attaching all tree planting locations to point locations
 - Future permits will continue to require point data that depicts actual planting locations rather than the tax lots where trees were planted, in a format compatible with ArcGIS software and the City’s updated permitting database. It is understood that this transition may require changes in ESTP data collection and management processes therefore submitted GIS files that fail to attach all tree planting locations to point locations will not constitute non-compliance with this permit. It is recommended that ESTP begin work towards this goal during the life of this permit as it will be a future permit requirement.
- A separate Excel spreadsheet containing all data attributes of trial species planted, as per Appendix E Trial Tree Planting Protocol
- An MS Word file containing:
 - A brief description of how the activities under the permit have supported the Urban Forest Action Plan and Portland Watershed Management Plan

- A review of annual accomplishments including a table identifying the desired targets, progress by quarter, and the final percentages of total trees planted towards each target.
 - A description of challenges, obstacles, and successes in achieving the permit targets and what approach(es) can be taken to achieve these targets in the future.
 - Tree planting total tables indicating tree quantity and percentages for total trees planted by:
 - Species
 - Genus
 - Family
 - Native
 - Evergreen
 - Planting strip category
 - A list of all low-income and low-canopy neighborhoods planted with a table depicting tree planting totals by tree species quantity and percentage.
 - A compiled monitoring and mortality report of all trees planted during the planting seasons prior to the reporting period, under this or previous permits.
 - Provide a brief narrative explaining any data attributes that are not able to be incorporated into the report.
 - Summary of all trees planted by planting strip code category and type
 - Recommendations for program improvement
- c. Inspection Reports
- i. ESTP shall also submit inspection reports on all planting site inspections annually, in the format provided in Appendix D. This report shall be submitted according to the reporting periods listed in section 6.3.a. This report shall be reviewed and field-checked by UF for compliance with site inspection standards as set forth in Section 3.8.c Site Inspection and Species Selection and shall then be communicated back to ESTP.
 - ii. If the Urban Forestry planting site inspection review reveals concerns, the Tree Inspector may:
 - propose an on-site meeting to review the site;
 - require additional training for personnel involved in site selection; and/or
 - impose additional requirements as determined by UF.
- d. UF and ESTP shall present summary information from the annual report to the Urban Forestry Commission once per year.

6.4 Compliance

It is the permit holder's responsibility to adhere to the terms of the permit. If the terms of the permit are not met, the permit holder shall be notified of the violation in writing and informed of the actions necessary to correct the violation(s). If the corrective actions are not undertaken within the specified timeframe, UF may impose any or all of the following actions until the violation is corrected:

- Temporary work stoppage
- Revocation of the Programmatic Permit
- Denial of future Programmatic Permits
- Additional conditions imposed upon the activities permitted by the Programmatic Permit
- Enforcement penalties
- Civil penalties
- Restoration fees imposed for trees found in violation.

- a. Fees shall follow the adopted Title 11 fee schedule at www.portlandoregon.gov/trees/fees.

6.5 Revisions

UF may modify the specifications of the permit in order to respond to concerns, changes in regulations, or previously unforeseen issues. The permittee shall be notified at least three weeks in advance in writing of the intent to modify the permit and shall be provided an opportunity to comment on the proposed changes. The permittee shall also have an opportunity to appeal the permit if changes are made. Changes shall not go into effect until the permit is updated in writing.

7.0 **RESOURCES:**

ANSI A300 (Part 1)-2008 Pruning: Tree Care Operations: Tree, Shrub, and Other Woody Plant Management: Standard Practices (Pruning). Revision of ANSI A300 (Part 1)-2001. 2008. American National Standards Institute, Washington, DC.

ANSI A300 (Part 3)-2006 Tree, Shrub, and Other Woody Plant Maintenance: Standard Practices (Supplemental Support Systems). Revision of ANSI A300 (Part 3)-2000. 2006. American National Standards Institute, Washington, DC.

ANSI A300 (Part 6)-2012: Tree Care Operations: Tree, Shrub, and Other Woody Plant Management: Standard Practices (Planting and Transplanting). Revision of ANSI A300 (Part 6)-2005. 2012. American National Standards Institute, Washington, DC.

Gilman, Edward and Sharon Lilly. *Best Management Practices: Tree Pruning, Second Edition*. 2008. International Society of Arboriculture, Champaign, Il.

Smiley, E. Thomas and Sharon Lilly. *Best Management Practices: Tree Support Systems: Cabling, Bracing, Guying, and Propping, Third Edition*. 2014. International Society of Arboriculture, Champaign, IL.

Street Tree Pruning Standards. 2014. City of Portland, Portland Parks & Recreation Urban Forestry, Portland, OR.

Watson, Gary. *Best Management Practices: Tree Planting, Second Edition*. 2014. International Society of Arboriculture, Champaign, IL.

8.0 APPENDICES:

Appendix A – BES Approved Street Tree Planting List and Approved Trial Street Tree Planting List Permit Years 2016-2018

Appendix B– Defining a low canopy neighborhood and defining a low income neighborhood

Appendix C - Street Tree Inspection Guidelines

Appendix D – Quantitative reporting templates for plantings (tab A), inspections (tab B), and monitoring (tab C)

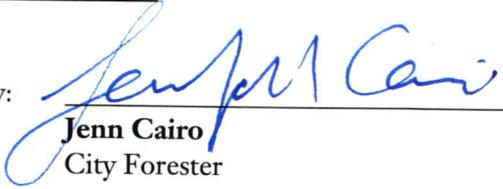
Appendix E – Trial Tree Planting Protocol

Appendix F – Street Tree Planting Standards

Appendix G – Street Tree Pruning Standards

9.0 SIGNATURE:

By:


Jenn Cairo
City Forester

Date:

6/1/16