



## **Portland Parks & Recreation Urban Forestry Programmatic Permit Portland Public Schools**

### 1.0 GOALS:

- 1.1 Protect, preserve, and restore the urban forest (Urban Forest Management Plan (UFMP), 2004).
- 1.2 Promote stewardship of the urban forest (UFMP, 2004).
- 1.3 Prevent cumulative adverse impacts to the urban forest and ensure that there is no reduction in tree canopy coverage over time (Title 11.45).
- 1.4 Allow for appropriate management of trees during Portland Public Schools routine maintenance activities.

### 2.0 TERMS AND TIMELINE OF PERMIT:

#### 2.1 **Permit duration is from the date of final signature through March 30, 2022.**

The permit must be signed and in effect before tree work is conducted.

- 2.2 Portland Public Schools is the responsible party for all activities in this permit and shall ensure all staff and 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](#).

### 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.

#### **City Nature - Urban Forestry**

1900 SW 4<sup>th</sup> 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  
Tel: (503) 823-7529 Fax: (503) 823-6007

Portland Trees – [www.Portlandoregon.gov/trees](http://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



3.2 Activities shall support the [2004 Urban Forest Management Plan](#).

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

### 3.4 Location

Permit activity may occur on Portland Public Schools (PPS) property, and City of Portland Rights-of-Way adjacent to Portland Public Schools (PPS) property.

### 3.5 Definitions

- a. Private trees: Trees located on property not owned by the City of Portland or another government entity (e.g. ODOT) and not located in the City right-of-way
- b. Street trees: Trees located in the City right-of-way
- c. DBH: diameter at breast height; the diameter of a tree trunk measured at 4.5 feet above the ground
- d. Dangerous tree: the condition of the tree presents a foreseeable danger of inflicting damage that cannot be alleviated by treatment or pruning
- e. Native tree: a tree listed on the [Portland Plant List](#) as [native to the Willamette Valley](#).
- f. Nuisance tree: a tree of a species listed on the [Portland Plant List's Nuisance Plant List](#).
- g. Topping: means the inappropriate pruning practice used to reduce tree height by cutting to a predetermined crown limit without regard to tree health or structural integrity. Topping is considered "removal."

### 3.6 Pruning

- a. Portland Public Schools staff and contractors may prune street trees adjacent to Portland Public Schools property for the following reasons:
  - to improve their health and form;
  - to remove dead, damaged, and diseased portions of trees;
  - to abate a hazard; and
  - to provide clearance to meet code requirements or allow for bus, equipment, and pedestrian passage.
- b. Pruning activities may include crown raising, crown cleaning, and crown restoration.
  - i. Crown raising removes the lower branches of a tree in order to provide clearance for vehicles, pedestrians, and buildings. Clearance standards are 7.5 feet above the sidewalk, 11 feet above residential streets, and 14 feet above main arterial streets.
  - ii. Crown cleaning is the removal of water sprouts and dead, dying, diseased, crowded, weakly attached, and low vigor branches from a trees' crown.
  - iii. Crown restoration is used to improve the structure, form, and appearance of trees after being broken.

- c. Pruning shall be made with proper pruning cuts and sharp tools. City tree 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’s *Street Tree Pruning Standards* (Appendix A).
  - 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.
- d. 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, except to abate a hazard.
    - a. Pruning of elm trees during the state quarantine period requires prior approval from the City Forester. Portland Public Schools shall submit an Inspection Request Form (Appendix D) at least 4-weeks in advance of planned pruning activity.
  - 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.

### **3.7 Removal**

- a. Unregulated trees
  - i. Trees in the City right-of-way (i.e. street trees) that are sucker shoots or self-sown trees less than 1/2 inch DBH (diameter at breast height, the diameter of the trunk measured at 4.5 feet above the ground) are not regulated and therefore may be removed without prior notice to Urban Forestry, reporting, or mitigation.
  - ii. Trees on private property that are less than 12 inches DBH are not regulated and therefore may be removed with property owner permission but without notice, reporting, or mitigation to Urban Forestry, unless the tree was required to be planted as a condition of a permit or otherwise specified in 3.6.a.iii.a below.
    - a. The regulatory threshold for tree removal on private property decreases to 6 inches DBH for trees located in the following plan districts and/or overlay zones:

- Plan districts: Cascade Station/Portland International Center Plan District; Columbia South Shore Plan District; Johnson Creek Basin Plan District; Portland International Airport Plan District; Rocky Butte Plan District; South Auditorium Plan District
- Overlay zones: Environmental (c, p); Greenway (n, q, g, i, r); Pleasant Valley Natural Resources (v); Scenic Resource (s)

b. Street Trees

- i. The City Forester may approval the removal of Street Trees on a case-by-case basis. Removal shall be requested at least 4 weeks in advance of the anticipated removal timeframe. The City Forester may approve or deny the removal request or approve the removal with conditions. Removal may be granted for trees that are dead, dying, dangerous, or are causing serious repeated conflicts with infrastructure.

c. Non-dangerous Private Trees

- i. Dead or dying trees may be removed with prior permission from the City Forester. Portland Public Schools shall notify the City Forester using the Inspection Request Form (Appendix D) at least 21 days prior to anticipated removal date. Mitigation (3.7.e) and reporting (3.7.f) requirements apply.

d. Dangerous Trees

- i. As per Title 11.80.020, a dangerous tree presents a foreseeable danger of inflicting damage that cannot be alleviated by treatment or pruning. A tree may be dangerous because it is likely to injure people or damage vehicles, structures, or development, such as sidewalks or utilities.
- ii. Removal of a dangerous tree:
  - a. Emergency tree removal shall be conducted as follows, as per Title 11.40.020.D: If the condition or location of a tree presents such a clear and present danger to a structure or the public that there is insufficient time to obtain advance approval of the City Forester, the hazardous portion of the tree may be removed without first obtaining approval from the City Forester.
    - i. Within seven days of an emergency tree removal, Portland Public Schools shall provide notification and documentation to the City Forester on the Inspection Request Form (Appendix D) provided by Urban Forestry. Upon submittal to the City Forester, the Inspection Request Form shall accompany photographs or other documentation that prove an emergency existed. The City Forester will evaluate the information to determine whether the tree was dangerous. Failure to provide information documenting the emergency nature of the event may be pursued as a violation per Title 11.70.

e. Mitigation

- i. Trees removed by Portland Public Schools staff under this permit shall be mitigated by planting trees one-for-one.
- ii. Replacement trees shall be planted within the next two planting seasons (October to April) immediately following removal.

- iii. Trees planted for mitigation shall be monitored and replaced in kind if they die within three years of planting.
- iv. Mitigation unable to be met by tree planting shall be paid into the Tree Planting and Preservation Fund. Payment for each tree to be mitigated shall be the Fee in Lieu of Planting and Establishment for two inches per [Title 11 Trees Permit Fee Schedule](#). Mitigation payment shall be completed by the expiration of the permit.

f. Reporting

- i. The number, species, and DBH of trees removed shall be reported, as well as photographs demonstrating condition of the tree prior to removal, reason for removal, and type of mitigation (see Appendix C).
- ii. The number, species, stock size, and location of trees planted as mitigation shall be reported (see Appendix C).
- iii. The amount of money paid to the Tree Planting and Preservation Fund shall be reported.

4.0 COMMUNICATION:

4.1 Portland Public Schools shall maintain accurate permit contact information with Urban Forestry.

4.2 **Portland Public Schools contact and representative**

Mark Franklin, Portland Public Schools Landscape Department Supervisor  
Mailing address: PO Box 3107, Portland, Oregon 97208-3107 Attn: Mark Franklin, Maintenance  
Phone: 503-481-0119  
Email: mfranklin@pps.net

5.0 QUALITY CONTROL AND REPORTING:

5.1 **Reporting**

A report describing permit activities shall be sent to Urban Forestry once per calendar year for the duration of the permit on a form provided by Urban Forestry (Appendix B). The report shall be received no later than one month after the reporting period.

- a. Reporting periods:
- b. Date of permit issuance – December 31, 2018; report due by: February 1, 2019
- c. January 1, 2019 – December 31, 2019; report due by: February 1, 2020
- d. January 1, 2020– December 31, 2020; report due by: February 1, 2021
- e. January 1, 2021 – December 31, 2021; report due by: February 1, 2022

5.2 **Inspections**

Urban Forestry may inspect the trees to determine compliance with the conditions of the permit.

5.3 **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, Urban Forestry may impose any or all of the following actions until the violation is corrected:

- Temporary stop work order
- 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 up to \$1000 per tree per day of violation
- Restoration fees imposed for trees found in violation.

a. Fees shall follow the adopted Title 11 fee schedule at [www.portlandoregon.gov/trees/fees](http://www.portlandoregon.gov/trees/fees).

#### 5.4 Revisions

Urban Forestry 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 3 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.

#### 6.0 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.

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

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

#### 7.0 APPENDICES:

Appendix A – City of Portland *Street Tree Pruning Standards*

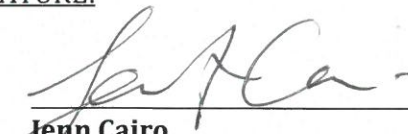
Appendix B – Qualitative reporting template

Appendix C – Quantitative reporting template

Appendix D – Inspection Request Form

#### 8.0 SIGNATURE:

By:

  
\_\_\_\_\_  
**Jenn Cairo**  
City Forester

Date:

1/1/18