



**Portland Parks & Recreation Urban Forestry Programmatic Permit
Portland Bureau of Transportation Maintenance Operations
2018 - 2020**

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 Incidental Pruning of Street Trees during Portland Bureau of Transportation Maintenance Operations (PBOT MO) maintenance activities.

2.0 TERMS AND TIMELINE OF PERMIT:

- 2.1 **Permit duration is from the date of final signature through June 30, 2020.**
The permit must be signed and in effect before tree work is conducted.
- 2.2 Portland Bureau of Transportation Maintenance Operations (PBOT MO) 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 applies only to Incidental Pruning activities necessitated by PBOT MO maintenance activities that are not related to nor comprised of Routine Pruning. It is intended to address tree conditions that could not be anticipated and for which Urban Forestry assistance could not reasonably be requested or provided, in order to facilitate the routine maintenance of PBOT assets.
- 2.5 Collective bargaining agreement conditions apply for Routine Pruning activities.

City Nature - 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
Tel: (503) 823-7529 Fax: (503) 823-6007

Portland Trees – www.Portlandoregon.gov/trees - permits, tree removal, report a downed tree.

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- 2.6 Routine Pruning shall be requested via the Urban Forestry and Inter-Agency Partners Standard Operating Procedure attached as Appendix D.
- 2.7 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.
- 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 and shall not be pruned or otherwise disturbed.
- 3.4 Tree roots shall not be included within the scope of this permit and shall not be pruned or otherwise disturbed.
- 3.5 **Location**
Permit activity may occur in City of Portland rights-of-way and on PBOT property.
- 3.6 **Definitions**
- a. City Trees: Trees located on City-owned property
 - b. Street Trees: Trees located in the City right-of-way
 - c. Diameter at Breast Height (DBH): Tree diameter measured at 4.5 feet above the ground. DBH can be calculated by dividing the tree circumference by 3.14.
 - d. Routine Pruning: For the purposes of this permit, Routine Pruning shall refer to tree pruning that is conducted by Urban Forestry.
 - e. Incidental Pruning: For the purposes of this permit, Incidental Pruning shall refer to branch pruning that is conducted by PBOT MO.
- 3.7 **Pruning**
- a. Incidental Pruning activities are permitted to address tree conditions that prevent PBOT MO from conducting routine maintenance of PBOT assets; to abate a hazard; or to restore health, form, and function to trees accidentally damaged by PBOT MO maintenance activities
 - b. Incidental Pruning shall not displace or reduce Routine Pruning conducted by Urban Forestry
 - 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. Limbs removed shall not be larger than 3 inches in diameter.
 - i. In order to prevent structural damage to young trees, removed limbs shall also not be greater in diameter than $\frac{1}{4}$ of the tree's DBH. For example, limbs removed from a 4" DBH tree shall be no greater than 1" in diameter.
- iii. No more than 25% of the tree crown shall be removed within an annual growing season.
- iv. When pruning from the ground, care shall be taken to avoid cutting the trunk above the cut.
- v. Trees shall not be topped.
- d. 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.
- e. PBOT MO shall maintain a record of pruning locations and dates, to be kept up-to-date and provided when requested by the City Forester. Reporting shall follow the specifications of section 5.1 Reporting.

3.8 Training

- a. PBOT MO staff who may conduct Incidental Pruning activities shall attend a pruning training workshop conducted by Urban Forestry at least once during the permit timeframe. The City Forester may require additional trainings.

3.9 Tree emergencies

- a. This permit does not authorize the removal of any tree, except in emergency situations defined as follows:
 - i. Per Title 11.40.020.D.1: If an emergency exists because the condition or location of a tree presents such a clear and present danger to 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.
 - ii. Per Title 11.40.020.D.2: in the course of performing unexpected or emergency road, sewer or water maintenance activities, PBOT MO may trim, prune or remove a tree as required to perform the immediate work without first obtaining a required tree permit. **If such activities occur during normal business hours, these representatives shall first attempt to contact the City Forester at 503-823-TREE (8733) to determine if technical assistance can be made immediately available.** If such assistance is not immediately available, then the pruning or removal may occur in accordance with proper arboricultural practices.
- b. Within seven days of any tree portion removal due to an emergency, PBOT MO shall provide notification and documentation to the City Forester on the Inspection Request Form (Appendix E) 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 an emergency existed. Failure to provide

information documenting the emergency nature of the event or tree portion removal that does not constitute an emergency may be pursued as a violation per Title 11.70.

3.10 Public notice

- a. The Bureau of Environmental Services (BES) Watershed Revegetation Program Manager shall be contacted at least 15 days in advance of pruning trees located in stormwater management facilities. BES shall have 15 days from receipt of notification to prune, or notify PBOT MO of BES's intent to prune, such trees at BES's expense. If BES fails to do so, PBOT MO and its contractors may prune the trees at PBOT MO's expense.
- b. Staff shall identify themselves to the public as PBOT MO employees while conducting pruning activities on street or City Trees, either by wearing an article of clothing with the PBOT logo or parking a marked PBOT vehicle on the block where the pruning activities are occurring.
- c. PBOT MO shall respond to all concerns and complaints about PBOT MO's pruning activities and make the City Forester aware of such complaints in a timely manner.

4.0 COMMUNICATION:

4.1 PBOT MO shall maintain accurate permit contact information with Urban Forestry.

4.2 Portland Bureau of Transportation Maintenance Operations contact and representative

Peter Wojcicki, Street Maintenance Division Manager

Mailing address: 2929 N Kerby, Portland, OR 97227

Phone: 503-823-1751

Email: peter.wojcicki@portlandoregon.gov

4.3 Portland Parks & Recreation Urban Forestry contact

Dylan Saito, Tree Inspector

Mailing address: 10910 N. Denver Ave., Portland, Oregon 97217

Phone: (503) 823-TREE

Email: trees@portlandoregon.gov

5.0 QUALITY CONTROL AND REPORTING:

5.1 Reporting

A qualitative and quantitative report describing permit activities shall be sent to Urban Forestry quarterly for the duration of the permit on forms provided by Urban Forestry (Appendices B and C). The reports shall be emailed to trees@portlandoregon.gov and received no later than one month after the reporting period.

a. Reporting periods:

Date of permit issuance – December 31, 2018; report due by: February 1, 2019

January 1, 2019 – March 30, 2019; report due by: May 1, 2019

April 1, 2019 – June 30, 2019; report due by: August 1, 2019

July 1, 2019 – September 30, 2019; report due by: November 1, 2019

October 1, 2019 – December 31, 2019; report due by: February 1, 2020

January 1, 2020 – March 30, 2020; report due by: May 1, 2020

April 1, 2020 – June 30, 2020; report due by: August 1, 2020

5.2 Inspections

Urban Forestry may inspect 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.

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

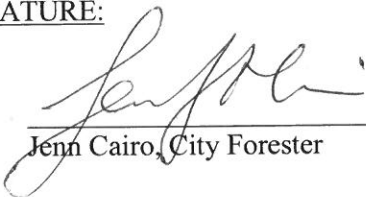
Appendix D – Urban Forestry and Inter-Agency Partners Standard Operating Procedure

Appendix E – Inspection Request Form

Appendix F – PBOT MO Organizational Chart

8.0 SIGNATURE:

By:


Jenn Cairo, City Forester

Date:

9/26/18



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

City of Portland

PP&R Urban Forestry Street Tree Pruning Standards

Portland Parks & Recreation Urban Forestry issues permits for all street tree pruning work within the City of Portland under the guidance of City Code Title 11 Trees. This document contains pruning standards to inform residents, contractors, business owners, city staff, and others of acceptable street tree pruning activities.

Foundation for the Standards

City of Portland pruning standards generally reflect industry standards and acceptable best management practices for pruning as published in the *American National Standards Institute (ANSI) A300 Pruning Standards* and *International Society of Arboriculture Best Management Practices: Tree Pruning*. In some cases the City of Portland standards are more restrictive than those in the publications above, given the City's goals of optimizing and enhancing the urban forest. This document provides standards specific to street tree work within the City of Portland. Educational information on pruning can also be found in the Portland Parks & Recreation brochure "Pruning and Care of Young and Mature Trees."

Tree Pruning Specifications

The word "shall" indicates that a practice is mandatory. The word "should" refers to a practice that is highly recommended. The purpose of pruning is to develop and preserve tree structure, health, and the final appearance of the tree(s). Any person pruning a street tree shall do so in an appropriate manner, in order to maintain a tree form typical of the species or cultivar of the tree being pruned.

Pruning permit process

Any person intending to perform work on street trees must first obtain a Street Tree Pruning Permit from the City of Portland by submitting a permit application to Portland Parks & Recreation's Urban Forestry Division. Only an owner of the property abutting the street tree, or the owner's designee, may apply for a Street Tree Pruning Permit.

City Nature - Urban Forestry Division
1900 SW 4th Ave., Suite 5000
Portland, OR 97201
Tel: (503) 823-8733 Fax: (503) 823-4493

Administration
1120 S.W. 5th Ave., Suite 1302
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There is no fee for a permit to prune street trees. All work sites are subject to inspection before, during, and after work is completed.

Types of pruning

Pruning should only be done with a specific objective. To meet the objective(s) identified for a tree, one or more of the following types of pruning may be permitted by PP&R Urban Forestry: crown cleaning, crown raising, crown restoration, and young tree training. Each of these pruning types is described in further detail in *ANSI A300 Standards* and *Best Management Practices: Tree Pruning*. It is the responsibility of the person conducting the work to be familiar with each type of pruning, its benefits, and its limitations. Street Tree Pruning Permits will indicate one or more of the following types of pruning allowed under an individual permit:

- **Crown cleaning** is the removal of water sprouts and dead, dying, diseased, crowded, weakly attached, and low vigor branches from a tree's crown.
- **Crown raising** removes the lower branches of a tree in order to provide clearance for vehicles, pedestrians, and buildings. The City of Portland requires maintaining clearance standards 7½ feet above the sidewalk, 11 feet above residential streets, and 14 feet above main arterial streets.
- **Crown restoration** is used to improve the structure, form, and appearance of trees that have sprouted vigorously after being broken, topped, or severely pruned using heading cuts. Crown restoration may require several prunings over a number of years as new dominant branches take time to form.
- **Young tree pruning:** Young trees should be pruned to develop good structure, including a strong and well established central leader, strong branch attachments, and adequate spacing and distribution of scaffold branches. Young tree pruning will need to occur on an ongoing basis over the first ten years after tree planting.

A Street Tree Pruning permit may also allow additional specific activities outside of the above pruning types. In such cases, the allowed activity will be specifically noted on the permit. If not included on the permit, the activity is not allowed.

Additional activities may include:

- **Weight reduction:** In order to reduce the likelihood of limb or trunk failure, proper pruning cuts at the end of limbs are used to reduce the weight of a limb.
- **Clear infrastructure:** Pruning to clear street light poles, buildings, stop signs, and other infrastructure.
- **Remove defective part:** Pruning to remove a specific defect.

Pruning cuts

- The three-cut approach to pruning, as described in the Portland Parks & Recreation brochure “Pruning and Care of Young and Mature Trees,” shall be used to prevent tearing of the bark and vascular tissue.
- Branches shall be pruned at the branch collar or a lateral branch. Internodal pruning and leaving branch stubs are not permitted. Flush cuts are not permitted.
- Lions tailing is not permitted. Lions tailing is the improper practice of removing all or most secondary and tertiary branches from the interior portion of the crown, leaving most live foliage at the edge of the canopy.
- Topping is not an acceptable pruning practice and is prohibited. Topping is the reduction of a tree’s size using heading cuts that shorten limbs or branches to a predetermined crown limit.

Amount of pruning

- No more than 25% of the crown shall be removed within an annual growing season.

Tools and equipment

- Pruning tools shall be sharp and appropriately sized for the pruning cut.
- Equipment that will damage the bark and cambium layer shall not be used on or in any tree.
- Spikes or climbing spurs shall not be used for climbing trees during pruning operations.

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.):

- Elm trees shall not be pruned from April 15 through October 15 annually.
- Pruning tools shall be treated with a disinfectant before and after pruning individual elm trees.
- All wood waste shall be chipped or taken to an approved commercial disposal site within 24 hours of cutting.

Resources

ANSI A300 (Part 1)-2001 Pruning: Tree Care Operations - Tree, Shrub and Other Woody Plant Maintenance - Standard Practices (revision and redesignation of ANSI A300-1995, includes supplements). American National Standards Institute, Washington, DC.

ANSI Z133.1–2006. Standards for Arboricultural Operations: Safety Requirements. American National Standards Institute, Washington, DC.

Best Management Practices: Tree Pruning. 2002. Gilman, E. and S. Lilly. International Society of Arboriculture. Champaign, Il.

Portland Parks & Recreation. Pruning and Care of Young and Mature Trees brochure. <http://www.portlandonline.com/parks/index.cfm?c=39712&a=179897>

Ver. 12/3/2014

Summarize the feedback received regarding PBOT MO tree activities from the public, the City, and any other party, and the responses provided.

What feedback do you have for the Programmatic Permit process?

PBOT Tree Pruning Report

Report period:

Today's date:

Pruning date

Pruning location



**URBAN FORESTRY and INTER-AGENCY PARTNERS
STANDARD OPERATING PROCEDURE:
REQUESTING TREE MAINTENANCE IN CITY-OWNED
OR MANAGED PROPERTIES**

Portland Parks and Recreation’s Urban Forestry (UF) provides maintenance for trees located within City of Portland-owned or managed properties. Inter-agency (IA) partners are required to activate UF first for any tree maintenance needs, including but not limited to pruning, root pruning, removal, and planting. This tree work is provided on a demand basis, triggered by IA staff that observe tree maintenance needs in the field.

This protocol describes how UF and IA customers communicate and coordinate to address tree maintenance needs in City-owned or managed property in a timely and efficient manner.

- 1) IA Customer sends an email to UF intake at trees@portlandoregon.gov that includes the following information:
 - a. Exact location
 - b. Description of work
 - c. Preferred timeline₁
 - d. Map of location which includes tree(s) requiring maintenance
 - e. Billing elements
 - f. IA Customer contact information—name, email, phone number
- 2) UF Intake staff confirm receipt with IA Customer via email.
- 3) Within two weeks of receiving request:
 - a. UF Tree Inspector will inspect the site and follow-up with the IA Customer to ensure agreement on the scope of tree work, billing, and timeline.
- 4) Tree Inspector presents scope and timeline to UF Operations Supervisor.
- 5) If Operations Supervisor accepts proposed work:
 - a. Tree Inspector confirms acceptance with IA Customer and submits work order to Operations Supervisor
 - b. Operations Supervisor and IA Customer coordinate to establish start date and perform notifications, if necessary
 - c. Work order begins; IA customer is notified when work order is completed
- 6) If UF Operations declines proposed work:
 - a. Tree Inspector issues permit to IA Customer with notification of work declined
 - b. Project becomes eligible for outside contracting₂

Notes:

1: Timeline: This SOP is not intended for requesting emergency tree work. Tree Inspector will begin reviewing complete requests within two weeks of submission. Once Tree Inspector submits work order to Operations, UF Crew work can begin in one week, or as scheduled between UF and the IA Customer, barring workload constraints from inclement weather events.

2: Outside Contracting: Tree work on any City of Portland property, including rights-of-way, must always be reviewed by Urban Forestry before other bureaus or contractors, except for CIPs. Work may be contracted out due to cost savings, provided the savings is not achieved by lower wages and benefits paid by a contractor. Refer to Chapter 6 of Portland City Laborers: Labors Local 483 Bargaining Agreement.

Section 4: Crew Information

(For routine pruning requests only) Please include name, phone number, and email address of crew lead for planned work.

For Tree Inspector use only

Date: _____

Approved Denied Approved with conditions (write in conditions below)

