

PARKWAY TREE MANUAL

City of Whittier
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2009

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INTRODUCTION

Mission Statement

The City of Whittier is known for its urban forest. Trees beautify the City and enhance the quality of life for all residents. The National Arbor Day Foundation has recognized our City as a Tree City, USA since 1988 in honor of the care we provide for our trees. The purpose of the “Parkway Tree Manual” is to provide guidelines for the preservation and protection of the city’s urban forest as established in the Ordinance, WMC 12.40.

The following pages document guidelines for the planting, pruning, preservation and removal of all trees on City property and right-of-ways. These specifications are based on National standards for tree care set by the International Society of Arboriculture, the National Arborist Association and the American National Standards Institute. The Parkway Tree Manual incorporates input from the City Council, Park and Recreation Commission, Staff and city residents and is a reference for use by city staff, private contractors and citizens when working in and around trees under city jurisdiction.

Director Defined

“Director” means the Director of Parks of this City or his designee, i.e. certified arborist, or manager, hereinafter referred to as Director.

Parkway Defined

“Parkway” is the strip of right-of-way within which the City plants and maintains its urban forest. Normally, it is referred to as the strip of property between the roadway and the sidewalk, or in the absence of a sidewalk, the face of the curb and the property line of which the right-of-way is adjacent to.

“Right-of-Way” is the strip of land over which the public facilities, such as highways, railroads, power lines, etc. are built.

II. TREE CARE GUIDELINES

The city's urban forest is a valuable resource and the care and maintenance of it is very important. Trees in an urban environment suffer from many impacts: air pollution reduces a tree's ability to make food; compacted soils from development of roads and structures interfere with the uptake of nutrients and water; sidewalks, curbs, streets and buildings limit the space for trees to spread their roots and branches. Tree care such as deep watering, proper pruning and pest control help a tree maintain its health and stability.

These guidelines have been developed to help reduce the impacts on city trees and to provide for effective management of the urban forest. Following the tree pruning, planting and other guidelines will result in an increase in the value of our trees and a decrease in the costs to maintain them.

Cultural Practices

Practices such as deep watering, prevention of damage to bark from weed eaters and mowers, use of mulch or wood chips and proper pruning provide for preventative care for trees. These practices help keep a tree healthy so it can maintain its own natural defense system. Staff will continue to educate residents on these proper practices.

Pest Control

Proper planting, pruning and care of trees is the best way to prevent pest problems. A tree has a natural ability to withstand a certain amount of insects and disease. When a tree suffers from other impacts which deplete its food making capability and up-take of water and nutrients its natural defenses are weakened.

When insect and/or disease infestation becomes a detriment to the tree, controls are used. The Park Manager is required to hold a Pest Control Advisor License from the California Department of Agriculture. Other members of the Tree Division hold Pest Control Applicator Certificates. When pest control is recommended, natural or biological substances are considered first with chemical pesticides used only when warranted.

Pest control is based on the timing and intensity of the insect infestation. Inspections of trees are made based on the time of year and weather condition which have favored the development of insect problems in past years. Not all problems are predictable and may not be treatable. If there are requests by residents, an inspection is conducted and recommendations are made on the timing and effectiveness of the control.

III. TREE PRESERVATION GUIDELINES

Trees are an essential element of the image and quality of life of the City of Whittier. It is the Department's policy to protect this urban forest and also to provide useable and safe parks, sidewalks, curbs, gutter and other infrastructure features. Hardscape elements such as sidewalks, curbs, gutters and driveways are elements indicative of the City's commitment to maintaining its infrastructure. Over the years, broken and damaged sidewalks, curbs, gutter and driveways have to be replaced throughout the City. As a result, many trees are involved, and often are the cause of the damage to the sidewalks, curbs, and gutters. To manage this process and protect existing trees, the following departmental guidelines have been established:

1. Whenever sidewalk, curb, gutter, or driveway replacement occurs within four feet of a tree, the site will be inspected by the Park Department for tree impact assessment. Root pruning may be performed on any tree that the Director determines can be safely performed without jeopardizing the health of the tree following the guidelines outlined in the Parkway Tree Manual.

All roots greater than two (2) inches in diameter must be cleanly cut to encourage good callus tissue. Cuts are to be made with an axe, handsaw or chainsaw.

2. Sidewalk Renovation

Trees that would be seriously impacted by root pruning during sidewalk replacements will be inspected by the Director to determine whether:

- a. The repair work can be deferred and a temporary patch on the sidewalk used to eliminate any hazard until other remedies can be reviewed and implemented.
- b. The tree can be saved by narrowing the sidewalk near the tree, while still leaving sufficient sidewalk width for disabled access. Standard disabled access width is four (4) feet with variances given to 38" where absolutely necessary.
- c. The tree can be saved by relocating the sidewalk onto private property and negotiating the appropriate easement (refer page 5, 'Easements')
- d. The tree can be saved by replacing the sidewalk with minimal disruption of the roots (alternatives: temporary sidewalk; ramping the sidewalk grade over the roots; offset or meandering walkway away from tree; other).
- e. To remove the tree and replant with a minimum 15 gallon replacement tree.

3. Curb and Gutter Replacement

Trees that would be seriously impacted by root pruning during curb/gutter replacement will be inspected by the Director to determine whether:

- a. The repair work can be deferred if it does not create drainage problems or otherwise increase street maintenance unnecessarily and is not a hazard.
- b. The tree can be saved by offsetting the curb and gutter into the street at least one foot (ideally two to six feet), thereby narrowing the street width which, in effect, may cause the elimination of some street parking.
- c. Where six or more trees along one side of a block are severely affected, consideration is to be given to offsetting the curb and gutter into the street along the entire block.
- d. The tree can be saved by replacing the curb and gutter with minimal disruption of the roots (alternative: temporary curb and gutter).
- e. Remove the tree and replant with a minimum 15 gallon replacement tree.

4. Construction Projects on City Property

The following guidelines have been developed to protect trees on City property during construction projects:

- a. Prior to issuance of Building Permit, parkway tree assessment must be completed by the Director, as recommended by the Director of Public Works and/or Director of Community Development.
- b. Should it be necessary to trench within the area of the construction project, trenches shall be hand dug. No roots larger than two inches shall be cut unless no other alternative is feasible, as approved by the Director. All smaller roots that must be cut shall be saw cut (no trenchers or backhoes) flush with the side of the trench. If at any time 25 percent of the area within the root protection zone is being separated from the tree by a trench, the line shall be located by boring or an alternate location for the trench established.

The minimum clearance between an open trench and a street tree shall be one(1) foot, or six (6) inches for each inch of trunk diameter measured at 4.5 feet above existing grade if this method defines a larger distance. The maximum shall conform to these provisions unless otherwise directed by the Director.

- c. At no time shall any equipment, materials, supplies or fill be allowed within the prescribed root protection zone unless otherwise directed by the Director. The root protection zone is defined as the larger of the drip line of the tree or the distance from the trunk equal to six (6) inches for each inch of trunk diameter measured at 4.5 feet above existing grade. It is recognized that failure to abide by these provisions will result in substantial root damage to trees that may not be immediately apparent. The Director will therefore assess damages according to the International Society of Arboriculture standards and bill the responsible party for removal and replacement of said tree.

5. Release Requirements

In order for construction work to begin, which will impact a tree, a release must be issued by the Director. This release shall be based on the condition of the tree and an assessment of the impact of the proposed construction. Mitigating measures necessary to protect the tree will also be stated.

In the event a tree must be removed, a Permit for Removal/Replacement must be obtained from the Park Department as outlined in this Parkway Tree Manual.

IV. TREE/HARDSCAPE CONFLICT GUIDELINES

In keeping with the City's policy to preserve and protect healthy trees and to provide for the safety of citizens the following guidelines have been established for correcting hazardous situations that result from tree roots disturbing hardscape in the public right-of-way.

Inspection - When tree roots are suspected of causing hardscape damage, the Director shall inspect the tree and assess the potential of damage to property. The size, species, structure/condition, and (external) environmental factors should be considered before a recommendation is made.

1. Size - Trunk size (DBH) and height should be noted in relation to the amount of structural roots that should remain to support the tree.
2. Species – When planting the species should be considered for its desirability; is it the right tree for the site; is it a problem species; is it a native oak or other desirable species; etc.
3. Structure and Condition - Inspect the tree for stability; leaning, crown balance. Check trunk for any cavities, signs of decay or insects that may cause instability, (i.e. root rot, borers, termites). Check the condition of the foliage and note dieback, size and quantity of foliage and note anything that may indicate stress.
4. External or Environmental Factors - Check for adequate growing space. Note proximity to overhead utilities, water meters, lines-of-sight for driveways, intersections, traffic signs. Also note damage to private property such as uplifting sidewalks, driveways, retaining walls, structural damage to a house, etc. Check for the extent of damage to the public hardscape and the potential for future damage.

Recommendations -

1. Off-set - If the root flare or trunk is within three (3) feet of the sidewalk and the sidewalk is wider than the four (4) foot minimum, an off-set may be recommended. Root removal may not be necessary with an off-set.
2. Ramping - If the inspection warrants retention of all or the majority of offending roots a ramp may be considered. The sidewalk grade change caused by a ramp must be a ratio approved by the City Engineer. Also, the proposed ramp should not cause a substantial grade change from the sidewalk to the private property.

Easements - If none of the recommendations listed previously are workable, the following guidelines are recommended to allow for moving the sidewalk onto private property:

City to provide the following services:

1. Graderwork (cut or fill) to provide a maximum 3:1 slope adjacent to the new sidewalk.
2. Adjustment of any affected sprinkler systems to accommodate the new sidewalk.
3. Adjustment of private walkways if needed to match new sidewalk.
4. Any other alterations needed such as relocating a fence or retaining wall.
5. Replacement or relocation of shrubs, lighting or any other features.

(Revised 12/05)

V. ROOT PRUNING SPECIFICATIONS

Selective Root Pruning

This process involves selectively removing the offending roots that have caused actual hardscape damage and must be supervised by the Director. Selective root pruning is performed with an ax, chainsaw or with a stump grinding machine instead of a root cutting machine.

All Roots that need to be pruned may be removed or shaved down following the criteria set under "Tree/Hardscape Conflicts Guidelines" in the Parkway Tree Manual.

1. Off-set – If the root flare or trunk is within three (3) feet of the sidewalk and the sidewalk is wider than the four (4) foot minimum, an off-set may be recommended. Root removal may not be necessary with an off-set.
2. Ramping – If the inspection warrants retention of all or the majority of offending roots a ramp may be considered. The sidewalk grade change caused by a ramp must be a ratio approved by the City engineer. Also, the proposed ramp should not cause a substantial grade change from the sidewalk to the private property.

The sidewalk area will be defined as extending four inches on either side of the sidewalk and six inches below the top of the new sidewalk. Roots greater than two inches in diameter that must be removed must be pre-approved by the Director. Roots selected for removal will be selected on the basis that they will have the least impact on vigor and stability of the tree. In certain cases partial "root shaving" can be performed without severing the entire root with a stump grinding machine.

Guidelines for recommending Selective Root Pruning

When a tree trunk or root flare is less than three (3) feet from the sidewalk and/or the size, species or condition of the tree warrants a root cut to be hazardous to the tree. When there is only one minor offending root to be removed and/or the damage is minimal (i.e. only one panel uplifted, etc.) and the likelihood of future damage is minimal.

(Revised 12/05)

VI. TREE PRUNING GUIDELINES

All street trees are completely pruned on a periodic basis based on a set pruning cycle. Additional street tree pruning is done on an “as needed” basis. Trees are pruned using the standard Complete Pruning Specifications, set by the ISA.

Specific examples where “as needed” work is authorized include:

1. Pruning tree limbs that interfere with street light illumination
2. Pruning tree limbs that interfere with buildings or other private or public facilities.
3. Pruning hazardous limbs, such as large dead limbs greater than two (2) inches in diameter, hanging limbs and structurally unsound limbs.
4. Pruning tree limbs that interfere with safe vehicular or pedestrian traffic.
5. Sucker pruning.

“As needed” pruning shall be done by City staff or contracted services.

Tree Pruning Specifications

Any tree work performed on a City tree must be done according to the City’s specifications. There are different criteria for pruning depending on the purpose for the pruning.

1. Complete Prune Specifications are used when circumstances deem the entire tree needs to be fully pruned.
2. Safety Prune Specifications require less pruning and are used when specific, possibly hazardous (dead/dying) limbs need removal to eliminate all safety concerns. Safety pruning may be recommended in some circumstances instead of a complete prune. Safety pruning specifications are used for “as needed” pruning as outlined above and address only safety concerns. Safety pruning includes only the basic requirements and does not include the fine pruning detail work outlined in a complete prune.

All specifications are based on International Society of Arboriculture, National Arborist Association and American National Standards Institute criteria. This guarantees that City of Whittier trees will receive the best possible care.

VII. SAFETY PRUNING SPECIFICATIONS

The following specifications are for the use of any permitted pruning of City trees. A permit shall be obtained from the Parks Department prior to any work being performed on City trees.

General Requirements

- a. All greenwaste generated must be properly disposed of.
- b. Assure good traffic control and minimum disruption of the public. "No Parking" signs must be posted twenty-four (24) hours prior to trimming. Signs may be placed on trees with string ties or tape only, no nails or staples of any size may be used.
- c. Assure adequate safety of employees and the public, 18" traffic cones are to be used as well as high rise warning flags for pedestrian and/or vehicular traffic at work site.

Safety Tree Pruning Specifications

Safety tree pruning shall consist of the total removal of those dead and living branches as may threaten the health, strength and attractiveness of trees.

- a. Prevent branch and foliage interference with requirements of safe public passage. Over street clearance shall be kept to a minimum of 13'6" from top of curb. Exceptions are allowed for young trees which would be irreparably damaged by such pruning action.
- b. Remove all dead and dying branches and branch stubs that are ½" diameter or larger.
- c. Remove all broken or loose branches.
- d. Remove any live branches which interfere with the trees structural strength and healthful development of the tree which will include the following:
 1. Limbs of weak structure or otherwise hazardous..
 2. Selective removal of limbs obstructing buildings or other structures or traffic signs. Generally, limbs closer than five (5) feet to a building or other structure should be removed unless doing so would severely damage the structure of the tree.
- e. Clear trees of sprout or sucker growth to a minimum height of eight (8) feet above ground level. Exceptions are allowed for young trees which would be irreparably damaged by such pruning action.

Unacceptable Pruning

The following procedures, or others that will result in tree decline, are not allowed:

- a. Severe cutting back of all growing tips, usually referred to as topping, pollarding or hat racking.
- b. Flush cutting where a cut is made even with the surface of the trunk or limb, removing the branch collar and branch bark ridge.
- c. Stub cutting where branch removal results in the base of branch removed protruding more than approximately ¼" beyond the zone of branch collar and branch bark ridge.
- d. Removal of healthy main leader, for reasons other than power line clearance.

Certified Arborist - Any City contracted tree company shall employ a full-time, permanent certified arborist, as accredited by the International Society of Arboriculture. This person is responsible for ensuring that the contractor's crews are performing work according to City specifications. It is also recommended that all residents use a firm that employs a certified arborist for any tree work.

Contractor Qualifications - All contractors are required to have a state contractor's license and provide workman's compensation insurance with statutory limits, comprehensive automobile liability insurance and comprehensive general liability insurance in compliance with City specifications as outlined in the Tree Removal Policy and the Trimming/Removal Permit. Contractor must provide all services in compliance with City specifications. Specifications are written based on the policies outlined in these guidelines. Property owners utilizing contracted tree workers require proof of proper licensing/insurance prior to issuance of Trimming/Removal Permit.

Additional Specifications

- a. All persons performing tree work on City trees should be trained according to tree care standards accepted by the International Society of Arboriculture.
- b. All persons performing tree work on City trees in or around primary electrical lines must be trained to do so according to the "Electrical Safety Orders" of the state of California, including all amendments and revisions.
- c. When tree pruning cuts are made to a side limb, such remaining limb must possess a basal thickness of at least 1/3 of the diameter of the wound so affected. Such cuts shall be considered proper only when such remaining limb is vigorous enough to maintain adequate foliage to produce wood growth capable of callusing the pruning cut so affected within a reasonable amount of time.
- d. All final tree pruning cuts shall be made in such a manner so as to favor the earliest possible covering of the wound by natural callus growth. Excessively deep flush cuts, which produce large wounds or weaken the tree at the cut shall not be made. The branch collar should not be removed.
- e. Tree limbs shall be removed and controlled in such a manner as to cause no damage to other parts of the tree, or to other plants, property or infrastructure.
- f. All tools used on a tree known to contain an infectious tree disease shall be properly disinfected with bleach or alcohol immediately before and after completing work on such tree. All major pest problems and infectious conditions shall be promptly reported to the Director.
- g. All cutting tools and saws used in tree pruning shall be kept sharpened to result in final cuts with an unabraded wood surface and secure bark remaining intact. All trees six (6) inches in diameter or less shall be pruned with hand tools only. Chain saws will not be permitted on any trees six (6) inches or less. This is to prevent any unnecessary abrasions or cambial tissue that may predispose a tree to insect and/or disease problems.
- h. Whenever pruning cuts are to be made, while removing limbs too large to hold securely in one hand during the cutting operation, the limbs shall be cut off first, one to two feet beyond the intended final cut. Then the final cut shall be made in a manner to prevent unnecessary tearing back of the bark and wood. Such cutting back shall not include the removal of any live, healthy limbs in excess of six (6) inches without prior Director approval.

- i. All tree work done to City trees must comply with current ANSI standards and ISA "Best Management Practices".
- j. Any extraneous metal, wire, rubber or other material interfering with tree growth shall be removed.
- k. Any defective or weakened trees shall be reported to the City for evaluation.
- l. The use of climbing spurs or spike shoes in the act of pruning trees is prohibited, excepting palms that are more than fifty feet in height and should only be spiked out of a bucket truck.
- m. Beneficial animal or bird nests or nesting cavities shall be preserved and protected whenever feasible, unless doing so would create a hazard.

Public Safety and Cooperation - All tree work shall be conducted in a manner as to cause the least possible interference with or annoyance to others. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible. Unless the work area is totally barricaded or otherwise kept safe, at least one worker shall serve to coordinate safe operations on the ground at all times when work operation are in progress.

- a. Whenever larger tree sections are being cut in a tree top which may endanger persons or property, such sections shall be secured by ropes and lowered safely to the ground in a controlled manner.
- b. All fire hydrants, meter vaults, water and gas shut-off valves and similar facilities must remain accessible during the course of work. Clear passage and least amount of inconvenience to public traffic ways, businesses and residences shall be maintained.
- c. Noise levels, resulting from tree work operations must be kept to a minimum at all times. All operation of tree work equipment shall be done between the hours of 7:00 a.m. and 4:00 p.m. and be completely cleaned up no later than 5:00 p.m. Monday through Friday. There will be NO work done on weekends or holidays unless prior approval given by Director.
- d. All tree work done to City trees must comply with all tree pruning related safety requirements as stated in the safety standards ANSI 2133.1-1988 of the American National Standards Institute.

Damage to Public or Private Property - Should any structure or property be damaged during permitted or contracted tree operations, the persons conducting the work shall immediately notify the proper owners or authorities. Repairs to property damaged by the responsible party shall be made within 48 hours, except utility lines which shall be repaired the same working day. Repairs on private property shall be made in accordance with the appropriate building code under permits issued by the City. Any damage caused by the permitted or contracted persons shall be repaired or restored by them at their expense to a condition similar or equal to that existing before such damage or injury, or they shall repair such damage in a manner acceptable to the City. Special attention is drawn to sprinkler systems in City parkways and the need to avoid damage or repair damage as soon as possible.

No permitted or City contracted tree worker shall perform work upon private property without the consent of the property owner.

Site Cleanup - Cleanup of branches, limbs, logs or any other debris resulting from any tree operations shall be promptly and properly accomplished. The work area shall be kept safe at all times until all operations are completed. Under no circumstances shall the accumulation of brush, limbs, logs or other debris be allowed in such a manner as to result in a hazard to the public. All debris from tree operations shall be cleaned up each day before the work crew leaves the site unless permission is given by the City to do otherwise. All lawn areas shall be raked, all streets and sidewalks shall be swept and all brush, branches, or other debris shall be removed from the site.

(Revised 10/07)

VIII. COMPLETE PRUNING SPECIFICATIONS

The following specifications are for the use of any permitted pruning of City trees. A permit shall be obtained from the Parks Department prior to any work being performed on City trees.

General Requirements

- a. All greenwaste generated must be properly disposed of.
- b. Assure good traffic control and minimum disruption of the public. "No Parking" signs must be posted twenty-four (24) hours prior to trimming. Signs may be placed on trees with string or tape only, no nails of any size may be used.
- c. Assure adequate safety of employees and the public 18" traffic cones are to be used as well as high rise warning flags for pedestrian and/or vehicular traffic at work site.

Complete Tree Pruning Specifications

Complete tree pruning shall consist of the total removal of those dead and living branches as may threaten the health, strength and attractiveness of trees.

- a. Prevent branch and foliage interference with requirements of safe public passage. Over street clearance shall be kept to a minimum of 13'6" from top of curb. Exceptions are allowed for young trees which would be irreparably damaged by such pruning action.
- b. Remove all dead and dying branches and branch stubs that are ½" diameter or larger.
- c. Remove all broken or loose branches.
- d. Remove any live branches which interfere with the trees structural strength and healthful development of the tree which will include the following:
 1. Branches which rub and abrade a more important branch.
 2. Branches of weak structure which are not important to the framework of the tree.
 3. Branches which, if allowed to grow, would wedge apart the junction of more important branches.
 4. Branches forming multiple leaders in a single leader type tree.
 5. Branches near the end of a limb which will produce more weight or offer more resistance to wind than the limbs are likely to support.
 6. Undesirable sucker and sprout growth paying specific attention not to nick or damage the sprout "burl".
 7. Selective removal of one or more developing leaders where multiple branch growth exists near the end of broken or stubbed limbs.
 8. Selective removal of limbs obstructing buildings or other structures or traffic signs. Generally, limbs closer than five (5) feet to a building or other structure should be removed unless doing so would severely damage a tree.
- e. Cut back ends of branches and reduce weight where excessive overburden appears likely to result in breakage of supporting limbs.
- f. Clear trees of sprout or sucker growth to a minimum height of eight (8) feet above ground level. Exceptions are allowed for young trees which would be irreparably damaged by such pruning action.
- g. Obtain a balanced appearance when viewed from the opposite side of the street immediately opposite the tree, unless authorized by the Director to do otherwise.
- h. Remove all vines/ivy entwined in trees and on tree trunks. Vine tendrils shall be removed without injury to said trees.

Unacceptable Pruning

The following procedures, or others that will result in tree decline, are not allowed:

- a. Severe cutting back of all growing tips, usually referred to as topping, pollarding or hat-racking.
- b. Flush cutting where a cut is made even with the surface of the trunk or limb, removing the branch collar and branch bark ridge.
- c. Stub cutting where branch removal results in the base of branch removed protruding more than approximately ¼” beyond the zone of branch collar and branch bark ridge.
- d. Removal of healthy main leader, for reasons other than power line clearance.

Certified Arborist - Any City contracted tree company shall employ a full-time, permanent certified arborist, as accredited by the International Society of Arboriculture. This person is responsible for ensuring that the contractor’s crews are performing work according to City specifications. It is also recommended that any resident uses a firm that employs a certified arborist for any tree work.

Contractor Qualifications - All contractors are required to have a state contractor’s license and provide workman’s compensation insurance with statutory limits, comprehensive automobile liability insurance and comprehensive general liability insurance in compliance with City specifications as outlined in the Tree Removal Policy and the Trimming/Removal Permit.

Contractor must provide all services in compliance with City specifications. Specifications are written based on the policies outlined in these guidelines. Property owners utilizing contracted tree workers require proof of proper licensing/insurance prior to issuance of Trimming/Removal Permit.

Additional Specifications

- a. All persons performing tree work on City trees should be trained according to tree care standards accepted by the International Society of Arboriculture.
- b. All persons performing tree work on City trees in or around primary electrical lines must be trained to do so according to the “Electrical Safety Orders” of the state of California, including all amendments and revisions.
- c. When tree pruning cuts are made to a side limb, such remaining limb must possess a basal thickness of at least 1/3 of the diameter of the wound so affected. Such cuts shall be considered proper only when such remaining limb is vigorous enough to maintain adequate foliage to produce wood growth capable of callusing the pruning cut so affected within a reasonable amount of time.
- d. All final tree pruning cuts shall be made in such a manner so as to favor the earliest possible covering of the wound by natural callus growth. Excessively deep flush cuts which produce large wounds or weaken the tree at the cut shall not be made. The branch collar should not be removed.
- e. Tree limbs shall be removed and controlled in such a manner as to cause no damage to other parts of the tree, or to other plants or property.
- f. All tools used on a tree known to contain an infectious tree disease shall be properly disinfected immediately before and after completing work on such tree. All major pest problems shall be promptly reported to the Director.
- g. All cutting tools and saws used in tree pruning shall be kept sharpened to result in final cuts with an unabraded wood surface and secure bark remaining intact. All trees six (6) inches in diameter or less shall be pruned with hand tools only. Chain saws will not be permitted on any trees six (6) inches or less. This is to prevent any unnecessary

abrasions or cambial tissue that may predispose a tree to insect and/or disease problems.

- h. Whenever pruning cuts are to be made, while removing limbs too large to hold securely in one hand during the cutting operation, the limbs shall be cut off first, one to two feet beyond the intended final cut. Then the final cut shall be made in a manner to prevent unnecessary tearing back of the bark and wood. Such cutting back shall not include the removal of any live, healthy limbs in excess of six (6) inches without prior City approval.
- i. All tree work done to City trees must comply with current ANSI standards and ISA "Best Management Practices".
- j. Any extraneous metal, wire, rubber or other material interfering with tree growth shall be removed.
- k. Any defective or weakened trees shall be reported to the Director.
- l. The use of climbing spurs or spike shoes in the act of pruning trees is prohibited, excepting palms that are more than fifty feet in height, and this should be from out of a bucket truck.
- m. Beneficial animal or bird nests or nesting cavities shall be preserved and protected whenever feasible, unless doing so would create a hazard.

Public Safety and Cooperation - All tree work shall be conducted in a manner as to cause the least possible interference with or annoyance to others. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible. Unless the work area is totally barricaded or otherwise kept safe, at least one worker shall serve to coordinate safe operations on the ground at all times when work operation are in progress.

- a. Whenever larger tree sections are being cut in a tree top which may endanger persons or property, such sections shall be secured by ropes and lowered safely to the ground in a controlled manner.
- b. All fire hydrants, meter vaults, water and gas shut-off valves and similar facilities must remain accessible during the course of work. Clear passage and least amount of inconvenience to public traffic ways, businesses and residences shall be maintained.
- c. Noise levels, resulting from tree work operations must be kept to a minimum at all times. All operation of tree work equipment shall be done between the hours of 7:00 a.m. and 4:00 p.m. and be completely cleaned up no later than 5:00 p.m. Monday through Friday. There will be NO work done on weekends or holidays.
- d. All tree work done to City trees must comply with all tree pruning related safety requirements as stated in the safety standards ANSI 2133.1-1988 of the American National Standards Institute.

Damage to Public or Private Property - Should any structure or property be damaged during permitted or contracted tree operations, the persons conducting the work shall immediately notify the proper owners or authorities. Repairs to property damaged by the responsible party shall be made within 48 hours, except utility lines which shall be repaired the same working day. Repairs on private property shall be made in accordance with the appropriate building code under permits issued by the City. Any damage caused by the permitted or contracted persons shall be repaired or restored by them at their expense to a condition similar or equal to that existing before such damage or injury, or they shall repair such damage in a manner acceptable to the City. Special attention is drawn to sprinkler systems in City parkways and the need to avoid damage or repair damage as soon as possible.

No permitted or City contracted tree worker shall perform work upon private property without the consent of the property owner.

Site Cleanup - Cleanup of branches, limbs, logs or any other debris resulting from any tree operations shall be promptly and properly accomplished. The work area shall be kept safe at all times until all operations are completed. Under no circumstances shall the accumulation of brush, limbs, logs or other debris be allowed in such a manner as to result in a hazard to the public. All debris from tree operations shall be cleaned up each day before the work crew leaves the site unless permission is given by the City to do otherwise. All lawn areas shall be raked, all streets and sidewalks shall be swept and all brush, branches, or other debris shall be removed from the site.

(Revised 10/07)

IX. TREE REMOVAL GUIDELINES

It is the City's policy to preserve and protect healthy trees that provide valuable benefits to our environment and the quality of life of the City of Whittier. Tree removal requests are therefore only granted if the request is reasonable and is in the City's best interest as determined by the Director or his/her representative. To better determine when the City may remove a tree the following guidelines have been developed.

Hazardous Trees/Roots – Trees and roots that are declared a hazard to public safety by virtue of being a high risk factor (i.e. falling or large limb breaking, exposed root systems) or have a potential damage and/or injury shall be removed.

Hazardous Condition Removal - If a tree causes a serious visibility hazard (i.e. a corner tree that blocks the visibility of a stop sign/light) it may be removed. Removal would be considered if the pruning to correct the hazard would seriously disfigure the tree or where the continuing cost of repeated pruning would outweigh the value of the tree. Other examples where a hazardous condition may warrant removal are:

- a. Hardscape damage - if hardscape repairs cannot feasibly be completed without severe root/tree damage.
- b. Facility damage or maintenance.
 1. If a tree is causing serious structural damage to a building and the condition cannot be corrected without removing the tree.
 2. If a tree is causing extensive damage to private facilities and cannot be corrected without removing the tree.

Diseased/Insect Infested Trees - Trees that are diseased and that possess dead or damaged foliage, branches, roots or trunk tissue may be determined a hazard and require immediate removal. Trees diseased that are declared a serious threat to other trees nearby may be removed if removal is the best pest control option. An example would be a tree infected with Dutch Elm disease.

Emergency Removals - Healthy trees may be removed immediately if an emergency exists and tree removal is the best option available. An example would be to gain access in an emergency situation created by an earthquake or to allow repair of a broken water main located directly under the tree trunk or to remove a tree split by a storm or other incident where the tree cannot be feasibly restored to a safe condition.

Permits - Trees may be removed to allow construction through the City's permit process. If the tree(s) is removed solely to accommodate a construction project the full appraised value (per International Society of Arboriculture standards) must be paid prior to removal and the tree(s) shall be replaced. The contractor would also be responsible to pay all removal and replanting costs. Removals related to City construction projects shall be handled on a case-by-case basis and will require a permit.

Contractor Qualifications - All contractors are required to have a state contractor's license and provide workmen's compensation insurance with statutory limits, comprehensive automobile liability insurance and comprehensive general liability insurance in compliance with City specifications as outlined in the Tree Removal Policy and the Trimming/Removal Permit.

Notification of Removal - The City will simultaneously give a thirty day written notice by certified mail to the owner(s), occupant(s), or agent(s) of the affected property, and by standard mail to the immediate neighbors of the property of this intention to remove a healthy or diseased parkway tree, and post the affected tree upon which the described

condition exists as stipulated in the Parkway Tree Manual. If possible, trees that are deemed dead or hazardous may be removed following a 10-day posting. Trees that are deemed to be an imminent hazard, i.e. storm damage, traffic collision, etc., may be removed immediately without prior posting. Hazardous tree and emergency removals are not subject to the appeal process.

Reasons That Are Not Valid For Removal

1. Leaves clogging gutters or a nuisance and have to be raked.
2. Messy Fruit
3. Roots clogging sewer (unless all options have been exhausted)
4. Hardscape (See Hazardous Condition Removal)

Before a tree is considered for removal, the Director not only considers all of the above criteria but also conducts an inspection of each tree. Refer to the checklist used to evaluate each tree.

X. STREET TREE PLANTING

The Parkway Tree Index - Masterplan was developed and approved by City Council to guide future planning for tree planting in the parkways throughout the City of Whittier, taking into consideration site tolerance, soil types, locally indigenous species, mature height/width, overhead utility lines and a number of other criteria.

Any resident who wishes to plant a tree in the parkway must obtain permission to do so from the Director of the Park Department, or his agent, prior to planting. Unless there are special circumstances preventing a tree from being planted, i.e. lack of space, underground utilities, etc., the City will plant a parkway tree at no charge to the resident. The City has the authority, per Municipal Code 12.40.030-Planting, to direct the property owner to remove any tree that has been planted without permission.

(9/07)

XI. PERMITS and PENALTIES

TRIMMING/REMOVAL PERMITS:

All trimming, removals and/or replacements of public trees or shrubs are subject to all conditions outlined in the Parkway Tree Manual. Failure to comply with the Parkway Tree Manual as well as the requirements stipulated on the Permit will result in fines equal to the required permit fees plus penalties.

Basic requirements. (Refer to the Permit for complete instructions)

- a. Permit fee of \$70 must be paid prior to commencement of work.
- b. Required \$500 deposit or Performance Bond equal to 10% of the project cost must be on file with the Park Department prior to commencing work.
- c. All required insurance certificates must be on file prior to commencement of work.
- d. All work must be done by a qualified licensed contractor.
- e. All work must be done in a professional and safe manner with due regard for public convenience adhering to the "Traffic Control Requirements".
- f. Work site must be cleared of all debris.

PENALTIES

As authorized by Whittier Municipal Code Section 12.40.110, the penalties specified herein shall apply to all cutting, trimming, pruning, planting, removing, injuring or interfering with any tree, shrub or plant upon any street, park, alley or public place of the City.

For any city-owned tree that is cut down, damaged, including severe trimming, or dies as a result of actions of any person, or his or her agent, not in compliance with this Manual or Chapter 12.40 of the Whittier Municipal Code, including actions taken prior to the approval of required permits, the following remedies may be required:

- a. Payment of the replacement value of the tree, shrub or plant in the following manner:
 1. Palms – The value of the Palm based on vertical footage of clear or brown trunk as established by the International society of Arboriculture (ISA)
 2. Trees – trunk 2-8 inches in diameter; the value of the tree, based on cost of like size container tree plus equipment and labor.
 3. Trees – 9 + inches diameter – the value based on square inches of trunk cross section
 4. Shrubs – The value of the shrub based on cost of like size shrub from a local nursery plus the cost to plant the shrub, which shall be half the price of the shrub replacement cost.
- b. Payment of a penalty as follows:

1. 1st offense	\$100
2. 2nd offense	\$300
3. 3rd offense	\$500
4. Subsequent offenses	\$500
- c. The remedies hereunder are cumulative and in addition to any other remedies available under law. The imposition of one penalty or the exercise of one right or remedy by the City shall not be a waiver as to any other rights and remedies available to the City.

XII. APPEAL PROCESS

Resident Request For Removal

- a. Property owner requests tree removal
 1. Staff determines tree does not meet removal guidelines
 2. Process ends - No appeal option

- b. Property owner requests tree removal
 1. Staff determines the tree does meet removal guidelines
 2. Tree is posted for removal (30 day posting) per Policy; resident is notified via certified mail and immediate neighbors via standard mail.
 3. No response from public within 30 days – tree is removed

- c. Property owner requests tree removal
 1. Staff determines the tree does meet removal guidelines
 2. Tree is posted for removal (30 day posting) per Policy; resident is notified via certified mail and immediate neighbors via standard mail.
 3. Tree removal is appealed – the appeal process is enacted

City Posts For Hazardous or Emergency Removal

1. No appeal option

Appeal Process

Persons wishing to appeal any designated tree posted for removal shall petition to the Park Department in writing (see Appeal Form). Hazardous tree and emergency removals are not subject to the appeal process.

- a. Appeal Criteria
 1. Appellant must reside within the City of Whittier.
 2. Appeal must be filed within thirty days of the posting date.

- b. First Appeal
 1. Appeal form is available from the Park Department.
 2. Appeal hearing will be included on the closest available Park and Recreation Commission Agenda and will be presided by the Commission. Resident and appellant will be notified via certified mail and neighbors via standard mail.
 3. Commission will address their decision to City Council by placing the results of the Park and Recreation Commission appeal hearing on the City Council Consent Calendar.
 4. Any appellant dissatisfied with the decision of the Commission may appeal to the City Council by filing a Notice of Appeal with the Park Department within 10 days after notice of Commission's decision.

- c. Second Appeal
 1. Appeal Form is available from the Park Department.
 2. Appeal hearing will be included on the closest available City Council agenda and will be presided by the Mayor. Resident and appellant will be notified via certified mail and immediate neighbors and attendees of first appeal via standard mail.
 3. City Council determination is final.

(Revised 3/09)