

# **CITY OF BEAVERTON TREE PLANTING & MAINTENANCE POLICY**

## **GOAL:**

To establish a set of workable specification standards for activities affecting our Urban Forest resources. By developing these standards and guidelines for working around public trees, the City will be able to assist responsible parties in maintaining this valuable resource, and to help those parties minimize public safety hazards presented by trees. City staff will work with others to achieve the purposes stated below, while making every effort to require responsible parties to maintain the integrity of our existing trees.

## **PURPOSE:**

- To contribute to the livability of the Beaverton community, and to enhance the appearance and overall attractiveness of Beaverton for continued prosperity and growth.
- To improve air quality, reduce noise pollution, reduce surface runoff, and to reduce surface and ground water contamination.
- To continually strive to identify all suitable locations for tree planting throughout Beaverton, and selection of suitable trees for those sites, with an emphasis on species diversity.
- To identify what services the City can supply to assist persons responsible for maintaining public trees.
- To provide an equitable distribution of resources and services based on priority needs and to ensure the maintenance of public safety when the public interest requires that the City intervene in tree maintenance.
- To address the public's request for assistance with this policy in a timely fashion.
- To outline how the City and public will participate in the maintenance of public trees.

Public trees are defined as those trees which are located within the public right-of-way or on land under the jurisdiction of the City.

## **I. HAZARDOUS CONDITIONS**

### **PURPOSE:**

The City of Beaverton has limited resources to assist property owners with the maintenance demands of trees planted within and extending into the public rights-of-way and other public properties. The City limits its maintenance to work on trees within the public rights-of-way, public properties and private trees that pose an immediate threat to the life/safety of the public.

1. When the City receives notice that a tree or part thereof constitutes or creates a hazardous condition to public health or safety, the City will either remedy the hazard or will permit the adjacent property owner to effect a remedy approved by the City.

2. Hazards to public health or safety may include, but are not limited to obstruction of traffic control devices and obstructions to illumination by street lights by limbs and foliage.
3. Use of City forces to remedy such hazards will be done on a priority basis as determined by the City relative to the hazard posted to the public and the City's available funds. Nothing in this policy is intended to nor shall relieve the adjacent property owner from the owner's primary obligation to maintain trees in the adjacent right-of-way.
4. Public requests for service shall be recorded by the Operations Department. The Operations Department will report back to the requester the nature of the inspection, the intended action, and whether the City will perform the necessary work relative to maintenance.

## **II. ARBORIST CERTIFICATION**

Arborist Certification. To be qualified to prune, treat, and remove street or public trees maintained by the City, a contractor retained by the City shall have on staff an Arborist certified by the International Society of Arboriculture. The certified Arborist must oversee all pruning, treatment and tree removal work and certify that all the work meets the City's standards and conditions placed on permits. Nothing in this section shall prevent the employees of public agencies who are not certified Arborists from removing trees on the grounds of those public agencies. Nothing in this section shall prevent an owner or property or an agent for the owner from pruning, treating or removing trees with someone who is not a certified Arborist. However, the City encourages all property owners to use contractors who have this certification.

## **III. RESPONSIBILITY OF INDIVIDUAL PROPERTY OWNERS**

All resource material for maintenance standards referenced in this section are available at the Operations Department upon request.

### **A. Maintenance Responsibilities**

1. The City will assume the responsibility of the maintenance of trees located in the right-of-way along that portion of property which abuts a major arterial, minor arterial or major collector street as designated on the City's Comprehensive Plan, if the abutting portion of such right-of-way: 1) is separated from the property by a permanent barrier (such as a sound wall or fence) at least four feet in height; 2) does not have direct pedestrian or vehicular access (such as a driveway) to the property; 3) does not allow parking along the property allowing safe access for private maintenance; 4) abuts property used for single family residential purposes and not commercial, industrial, multi-family, and home owner or unit owner common area uses. The streets which have been identified for maintenance by City Code Section 5.05.101.D, subject to the above criteria are as follows:
  1. Farmington Road east of Murray Boulevard to Lombard Avenue
  2. Brockman Road

3. Greenway Avenue
4. 125th Avenue
5. Hall Boulevard
6. Denney Road
7. Watson Avenue
8. Hart Road west of Murray Boulevard to City limits
9. Davis Road
10. 5th Street
11. Davies Road
12. Conestoga Drive
13. Downing Drive
14. 155th Avenue - Bonneville power line right-of-way to Davis Road
15. Allen Boulevard
16. Weir Road
17. Beard Road
18. Sexton Mountain Drive

The obligation to maintain those trees as well as trees planted in the median of such roadway shall remain with the governmental unit which is obligated to maintain such roadway arterial or major collector.

2. Where individual properties are responsible for maintaining street trees, the following requirements shall apply:
  - a) Inspect the tree for damaging insects, disease, defect or hazard yearly.
  - b) In the event of infestation by damaging insects which threaten the tree's health, or disease or evidence of defect or hazard, treat or repair the tree.
  - c) Trim or prune the tree so that no branch of the tree is less than fourteen feet (14') above any roadway or less than eight feet (8') above any sidewalk or bicycle path along an arterial roadway as designated on the Comprehensive Plan. Trees along a roadway not designated as an arterial on the Comprehensive Plan shall be pruned so that no branch of the tree is less than twelve feet (12') above the surface of the roadway or eight feet (8') or less above the surface of a sidewalk or bicycle or pedestrian path.
  - d) Except for trees which have been severely damaged by storms or other causes, or where trees are located under utility wires or other obstructions where other pruning practices are impractical as determined by the City, trees in the right-of-way shall not be topped.

- e) If appropriate, and after a permit has been obtained from the City, remove and dispose of the tree.
- f) Except in cases where the planting strip between the roadway and the improved sidewalk is narrower than recommended for the health of a tree listed on the City's street tree plan, or where otherwise excused by the Operations Director, replace a tree that has been removed or severely damaged with an approved variety and sized tree.

## **B. Permit Requirements & Conditions**

1. Any property owner desiring for any purpose to remove or destroy any tree in or upon any abutting right-of-way or other public lands maintained by the City, shall make application to the City on forms furnished by the City for a Public Tree Removal permit. Such application must state the number and kind of tree to be removed or destroyed, the name of the permittee and contractor, if any, the time by which the proposed work is to be done and such other information as may be required by the City. Any work done under such written permit must be performed in strict accordance with the terms and provisions of this Policy. In issuing or denying a permit, the City shall apply all the standards as set forth in this Tree Maintenance and Planting Policy.
2. The Council may establish, by resolution, inspection and permit fees as part of the tree permit process.
3. This work shall be done in accordance with the City of Beaverton Tree Planting and Maintenance Policy and the current tree maintenance standards (A-300) established by the National Arborist Association (NAA), International Society of Arboriculture (I.S.A.) Tree Pruning Guidelines, and those found in (OAR 437, division 2, subdivision R, Ornamental Tree and Shrub Services) by the Oregon Occupational Safety and Health Administration (OR-OSHA). As indicated, copies of the NAA, I.S.A. and OR-OSHA standards are available from the Operations Department.
4. Stumps from removed trees shall be removed from the right-of-way. Mechanical grinding or other methods may be used to accomplish this task.

## **IV. PUBLIC TREE PRUNING STANDARDS**

All resource material for pruning standards referenced in this section area available at the Operations Department upon request.

## **PURPOSE:**

To develop and preserve tree structure and health. These guidelines are presented as working guidelines, recognizing that trees are individually unique in structure, form and growth response, not only between, but also within species and cultivars. Pruning activities should be chosen and/or modified depending on the species, the landscape site, intended function of the tree, the present age and condition of the tree, and the desired severity of pruning.

## **STANDARDS:**

1. All pruning work shall be in accordance with the current tree maintenance standards, (A-300), I.S.A. Pruning Guidelines, and (ORA 437, division 2, subdivision R, Ornamental Tree and Shrub Services).
2. All pruning activities affecting any tree within the right-of-way, shall be done in accordance with City of Beaverton code and policies.
3. Pruning cuts should be clean and smooth with the bark at the edge of the cut firmly attached to the remaining limb.
4. Large or heavy branches that cannot be thrown clear should be lowered by ropes to prevent injury to the tree or other property.
5. Climbing and pruning practices should not injure the tree and therefore, the use of spurs or gaffs are not allowed.
6. Spurs may only be used to reach an injured climber.
7. Rope injury to thin barked trees from loading out heavy limbs should be avoided by installing a block in the tree to carry the load. This technique may also be used to reduce injury to a branch crotch from a climber's line.
8. All pruning work within ten feet of an overhead energized conductor shall be referred to the appropriate utility.

## **V. STREET TREE PLANTING SPECIFICATIONS**

All resource material for planting standards and plant material referenced in this section are available at the Operations Department upon request.

### **PURPOSE:**

1. To help assure that quality planting materials receive an acceptable establishment in their new environment in order to minimize potential maintenance problems and safety related issues in the future.
2. To contribute to the livability of the Beaverton community, and to enhance the appearance and overall attractiveness of Beaverton for continued prosperity and growth.
3. To improve air quality, reduce noise pollution, reduce surface runoff, and to reduce surface and ground water contamination.

4. To continually strive to identify all suitable locations for tree planting throughout Beaverton, as well as suitable trees for those sites, with an emphasis on species diversity.

## **SPECIFICATIONS:**

### **A. Suitability Of Planting Sites:**

1. Planting shall be restricted to appropriate areas within the public right-of-way and to City owned and controlled property.
2. All planting shall meet the standards of the Beaverton Code including the Development Code relating to street trees.

### **B. Procedure For Handling Requests For Tree Planting Relative To Tree Replacement and Special Funded Projects**

1. Requests for assistance with tree planting will be evaluated in the order in which they are received.
2. Requests for tree planting in unirrigated areas must be received by the City between November 1<sup>st</sup>, and the following March 1<sup>st</sup>, to be included in the work program for the current planting season. Requests received after March 1<sup>st</sup> will be considered for planting in the following season after November 1<sup>st</sup>.
3. If the site is considered appropriate for planting under this policy, the Operations Department will make species recommendations chosen from the City recommended tree list and discuss them with the requester.
4. Planting and parking strips under three feet in width will not be approved for planting unless sufficient unpaved or pervious surface exists or may be established to allow the tree to grow.
5. Trees shall be planted according to City tree placement standards, which will be made available to the public by the Operations Department.

### **C. Plant Materials**

1. Plant materials shall conform to the latest version of the American Standard for Nursery Stock (ANSI Z60.1-1990). Plant materials shall be of standard quality or better, true to name and type of their species or cultivar.
2. Plants shall have normal, well-developed branches and root systems. They shall be healthy, vigorous plants free from decay, defects, sunscald injuries, abrasions of the bark, insect pests, and all forms of infestations or objectionable disfigurements.
3. Balled and burlapped plants shall have solid balls of size at least meeting the American Standard, the balls securely wrapped with burlap or canvas, tightly bound with rope or twine. Plastic wrapping material or twine is not permitted.
4. A minimum of one and a half inch caliper plant required of all stock planted. The City has the authority to require larger trees to be planted if the planting is a

result of a tree replacement due to a removal of an existing tree or destroyed through negligence or accidents.

5. The City of Beaverton Operations Department shall be notified and have the right to inspect any trees or shrubs before they are planted, or at any time during the term of a contract. The City reserves the right to reject any materials at any time for nonconformance to the specifications of this policy. The contractor will replace rejected materials with specified plants at the contractor's expense.
6. All street trees shall be of an approved species and variety from the recommended Street Tree Planting list, approved by the City.
7. Plant materials pruned at, or directly before, the time of planting will be rejected.
8. Tree material originating within the state shall have the Oregon inspection certificate attached. Nursery stock imported from other states shall be accompanied by a certificate of inspection from the place of origin as required by Oregon law. All certificates shall be given to and reviewed by the City of Beaverton Operations Department prior to tree approval. The contractor shall be responsible for making all arrangements with the Oregon Department of Agriculture for inspection of tree materials shipped from out of state directly to the contractor of the project.

#### **D. Planting Method**

1. All planting work shall be performed using sound horticultural practices approved by the National Arborist Association and/or the International Society of Arboriculture.
2. Plants shall be set plumb. All plants shall be set so that, after settlement, they are at the same level as when growing in the nursery. Plants shall be watered in at the time of planting to eliminate air pockets. Excess soil shall be removed by the Contractor.
3. Balled and burlapped plants may be placed with the wrapping in place if all materials are untreated and biodegradable. When burlap is left around plants, any string shall be removed and the burlap folded down from the top half of the root ball.
4. No plant pit shall be dug or approved until all underground utilities have been marked.
5. Tree spacing must conform to the "Minimum Street Tree Planting Distances" of this Policy. The spacing will be approved by the City Arborist in conjunction with the City Engineer before planting will proceed.
6. Every planting pit shall be at least 50% wider and at least the depth of the soil ball or the full extent of the root system of bare-rooted trees. In the process of digging the hole "glazing" the sides of the hole will not be accepted.
7. For all balled-and-burlapped, bare-rooted, and container grown plants, the backfill will be of desirable structure, texture, and pH to support vigorous plant

growth. The City of Beaverton Operations Department will approve any proposed use of the existing soil as backfill.

8. A watering berm in unirrigated areas shall be constructed around every tree or shrub.
9. Planting sites will be mulched with an approved mulch material with four inches of wood chips, fibrous bark, or composted wood debris after planting is completed. The mulch will be extended beyond the drip zone of the tree, and cover an area no less than the width of the planting hole.
10. All trees must be staked with materials as approved by the City Operations Department. The tree will be secured to the stakes with an approved rubber, adjustable, chainlock “tree tie”; no less than one inch wide and secured at no less than two points along the tree trunk. (Refer to planting and staking diagram, Figure 1.)
11. Excavated plant pits that will be left open when work is not in progress (nights, holidays, and weekends) or which pose hazards at any time to pedestrians or vehicles shall be adequately barricaded with qualified warning devices as per Oregon Department of Transportation and Oregon OSHA standards.
12. Trees will be protected at all times during handling, shipping, storage, and planting. Trees shall be protected from windburn during transit, extreme weather conditions, and drying of roots or root balls. Any trees showing substantial damage, as determined by the City Operations Department, will be rejected and replaced by the contractor at the contractor’s own expense.
13. If required, root barriers will be approved by the City Operations Department before installation.

#### **IV. LOCATION STANDARDS**

All resource material for location standards and definitions referenced in this section area available at the Operations Department upon request.

##### **A. Trees Planted In The Streetside Right-Of-Way:**

1. On public streets without sidewalks or on major thoroughfares with no or one sidewalk, trees will be located to accommodate future sidewalk placement.
2. Trees will be located in the street right-of-way taking into account current and future utility line corridors.

##### **B. Minimum Street Tree Planting Distances**

1. Minimum distances from intersections, alleys, and driveways shall conform to the Development Code for the City of Beaverton as outlined in Section 227.1. Exceptions for allowing trees to be placed within the sight clearance areas may be granted by permission of the City.

*Definitions for shade trees:*

Spreading Crown	Trees with a mature crown which is 30' or more
Global, Pyramidal	Trees with a mature crown which is 20' to 30'
Fastigate, Columnar	Trees with a mature crown which is 10' to 20'

*Minimum spacing for tree planting are as follows:*

Spreading Crown	30' apart
Global, Pyramidal	25' apart
Fastigate, Columnar	20' apart

2. Minimum distance between the trunk of a tree from walks, curbs and utilities:

Sidewalk	1.5'
Access or Courtesy Walk	5'
Face of Curb	1.5'
Manholes and Catch Basins	10'
Fire Hydrants	10'
Water Meters and other Utility Boxes	5'

3. Minimum distances from buried utility lines shall be determined on an individual, case-by-case basis.

4. Minimum distance from structures:

Shade Trees	10'
Ornamental Trees	6'
Shrubs	3'

5. Minimum distance from streetlights:

Shade Trees	Spreading Crown	20'
	Global, Pyramidal	16'
	Fastigate, Columnar	10'
Ornamental Trees	All	10'

(Shade trees are those trees that will grow to over 15' in height. Ornamental trees are those trees that will grow to less than 15' in height.)

6. Any tree planted ten feet (10') or closer to an above ground structure shall have an impenetrable root barrier installed near the above ground structure. The root barrier shall run the length of the planting area or the above ground structure, and reach a depth of 18".

**C. Overhead Utility Lines**

No tree with the potential of reaching a mature height of more than thirty feet (30') shall be planted in the right-of-way under "primary" overhead wires (as defined in ANSI A300).

#### **D. Vehicular Area**

In or adjacent to any vehicular area and parking lot which abuts the right-of-way, provisions shall be made to prevent any parts of the vehicles from touching trees and plants; in addition provision shall be made to protect trees and plants from noxious fumes or chemicals, by providing sufficient distance between the vehicle and the plants by use of wheel stops.

### **VII. DEVELOPMENT REQUIRED STREET TREES**

The following are the procedures to be used for the planting of trees along street frontages within a public or private right-of-way or easement for vehicular access as part of a single family residential subdivision or partition, as required by the City of Beaverton's Development Code.

An applicant for development other than a non-single family residential land division may request, but is not required to, participate in the procedures as provided herein:

1. Prior to final plat approval, the developer shall pay fees to the City based upon a requirement for one tree per 30 lineal feet of street frontage. These fees shall be deposited in the City's Urban Forestry Program Fund and used to plant and establish trees within the public right-of-way or public lands maintained by the City within or abutting the specified subdivision or partition. Any extra revenues received through interest earnings or discounts received from volume may be used for other trees in the public rights-of-way. Interested citizens and other parties may also contribute to this program, or to the Tree Preservation Fund, for planting and establishment of street trees as a tax deductible contribution.
2. The fee amount shall be established and may be amended by a resolution of the City Council and shall be sufficient to cover all costs associated with the planting and initial maintenance of the trees. The fees may be adjusted upon approval by the City Council. The current fee, as approved by Resolution 3403, is \$200 per tree.
3. The Operations Department will prepare an appropriate bid document in accordance with public contracting requirements on an annual (or semi-annual) basis and the City will contract for planting and establishing the street trees. The contractor shall be responsible for both the planting and establishment of street trees on specific developments. Contractors shall be paid from the Urban Forestry Program Fees account. The Operations Department shall manage the planting and maintenance contracts.
4. Trees are to be planted during winter and early spring after occupancy permits are issued, or as otherwise approved by the Operations Department within one year after final certificates of occupancy are issued. The Operations Department shall inspect the trees for correct number planted and type and health. Contractor establishment responsibilities shall include watering at least weekly through either

one or two summers. (More often in times of severe heat.) The Operations Department shall inspect the newly planted trees for health. All contracts shall include replacement and subsequent maintenance of any trees which have died or are diseased within the warranty period. The Operations Department shall determine when the trees are established and thereafter tree maintenance responsibilities shall be in accordance with City Ordinances and this Policy.

5. After the Operations Department determines that the trees are established, it shall notify the adjoining property owner thereof and include information on the care, maintenance and pruning of such trees and the process for removal or replacement of trees. Periodic seminars on tree care and maintenance may be conducted by the Operations Department.
6. An applicant for development other than a single family residential land division may request and the City may agree to provide the services indicated above upon payment of a fee determined by the City sufficient to achieve compliance with the approved landscape plan.
7. The City will coordinate with interested property owners over the land and choice of tree from the recommended street tree list.