



TREE REMOVAL ON CITY PROPERTY

POLICY

The removal or “radical pruning” of trees 20’ in height or greater on City property requires authorization from the City Manager or designee (City Arborist) and concurrence from the Assistant City Manager. Additionally, this policy requires the implementation of a communication plan to provide advance notification to the immediate neighborhood. Radical pruning is defined as the removal of one-third or more of the live foliage of a tree. The purpose of this policy is to ensure that the health of mature City trees is maintained to the maximum extent practical, and that the public in the immediate vicinity of affected trees is informed of the City’s intentions when the removal or radical pruning of a tree is necessary.

This policy applies to trees on City-owned property, including but not limited to parks, medians, cemeteries, electric facilities, water/sewer facilities, rights-of-way, and bare lands. The policy applies to tree removal work conducted by both City employees and private contractors engaged to perform tree maintenance work for the City. This policy does not apply to trees on City owned property that require removal for immediate health and safety reasons or due to acts of God (floods, earthquakes, wind damage, lightning strikes, disease, etc.).

PROCEDURE

- If staff believes that a tree over 20’ in height on City-owned property must be removed or radically pruned, the City Manager or designee (City Arborist) must be notified and provided with the following information at least one (1) month prior to the scheduled work:
 - ◆ Reasons/rationale for removing or radically pruning the tree(s).
 - ◆ Photos and an aerial view of the tree(s) to be removed/radically pruned and the immediately surrounding area. The tree(s) to be removed/radically pruned should be highlighted.
 - ◆ A description of what subsequent actions will occur after the tree(s) is (are) removed (replanting, new construction, etc.). If replanting, give a description of the plant replacement material and quantity. Provide landscaping plans, if available.
 - ◆ A timeline for the tree removal and subsequent actions.
 - ◆ A description of the immediate neighborhood and the number of homes or businesses within approximately 250 feet of the location of the subject tree(s).



TREE REMOVAL ON CITY PROPERTY (cont.)

2. The City Arborist must inspect the tree(s) in question and determine if the removal/radical pruning is warranted. If removal/radical pruning appears to be warranted, the City Arborist will attached a brief written opinion to the information submitted by the requesting department and forward it to the City Manager's Office. If the City Arborist and the requesting department do not concur on the need to remove/radically prune the tree(s), the Assistant City Manager (or designee) will mediate the conversation and make the final determination.
3. Once it is determined that removal/radical pruning of the tree(s) on City-owned property is warranted, the following Communication Plan must be implemented prior to performing any work:
 - ◆ The requesting department must provide written notification to all businesses and residents within 250 feet of the tree(s) to be removed.
 - ◆ The notification should include an aerial view or drawing showing the location of the tree(s) to be removed, a description of the tree(s), the planned removal date, a description of the replanting plan, and the planned replanting timeline. If no replanting is planned, then the notification should provide a brief explanation of what will occur on the site.
 - ◆ The draft notification must be reviewed by the City Manager or designee prior to distribution.
 - ◆ Affected businesses and residents must receive the notification at least two weeks prior to the planned removal date in order to allow an opportunity for comments or questions.
 - ◆ The requesting department will designate a single point of contact for comments and questions from the public and will coordinate with the City Manager's Office and the City Arborist on any community concerns.

Reference: **Council approved policy 12/17/02**