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Portland Pruners Program

1. Organize and conduct thoughtful and productive street tree prunings
2. Gain permission from property owners to prune street trees
3. Work as leaders and educators
4. Properly dispose of debris from trees pruned
5. Quality control on all trees pruned
6. Provide pruning details and feedback to Urban Forestry

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Portland Pruners Program

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Step 1: Starting the process

What kind of pruning do you want to do?

- Do you want to grab a friend and prune street trees on your block?
- Do you want to connect with a few stewards and prune 15 trees in your neighborhood
- Do you want to organize a lager pruning event and prune 50 tree in your community?

You choose what works best for you.

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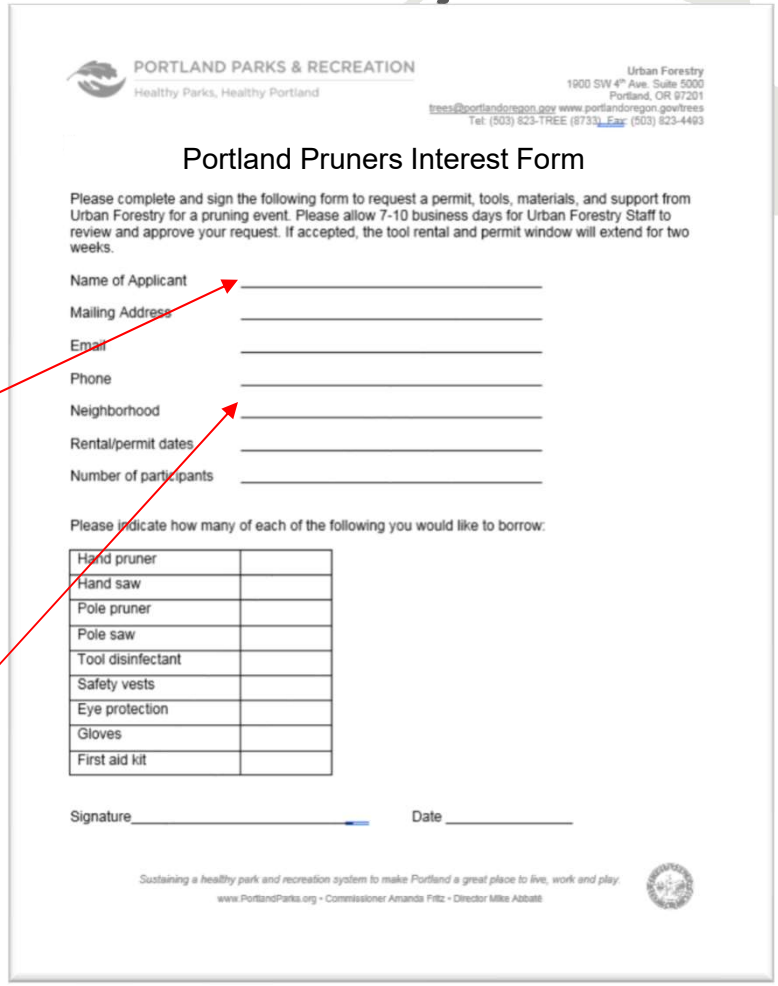
Step 2: Connecting with Urban Forestry

Email UFvolunteers@portlandoregon.gov for the *Portland Pruners Interest Form.*

Include:

- Name and contact information for pruning leader
  - This will be the name on the permit
- Include neighborhood where the pruning event will take place



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Urban Forestry
1900 SW 4th Ave. Suite 5000
Portland, OR 97201
trees@portlandoregon.gov www.portlandoregon.gov/trees
Tel: (503) 823-TREE (8733) Fax: (503) 823-4493

Portland Pruners Interest Form

Please complete and sign the following form to request a permit, tools, materials, and support from Urban Forestry for a pruning event. Please allow 7-10 business days for Urban Forestry Staff to review and approve your request. If accepted, the tool rental and permit window will extend for two weeks.

Name of Applicant _____
Mailing Address _____
Email _____
Phone _____
Neighborhood _____
Rental/permit dates _____
Number of participants _____

Please indicate how many of each of the following you would like to borrow:

Hand pruner	
Hand saw	
Pole pruner	
Pole saw	
Tool disinfectant	
Safety vests	
Eye protection	
Gloves	
First aid kit	

Signature _____ Date _____

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Step 2: Connecting with Urban Forestry

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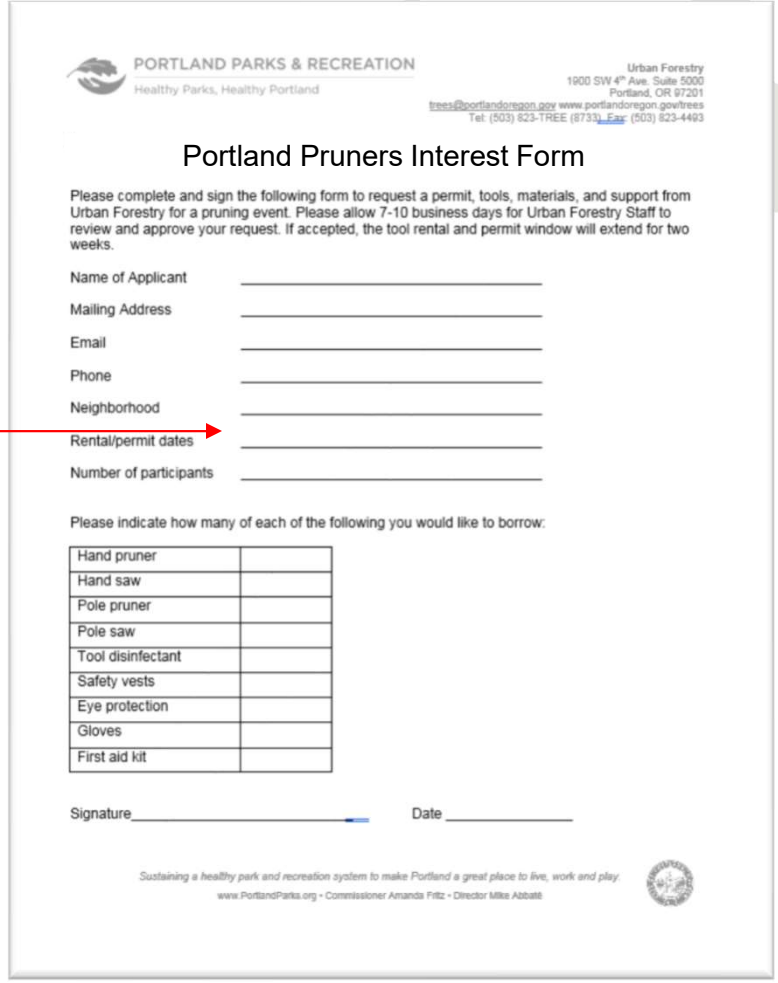
Include:

- When you want to pick up the tools and when you will return them
- One month range to borrow tools and conduct event
- Coordinate pick up and return time to Urban Forestry in the email.



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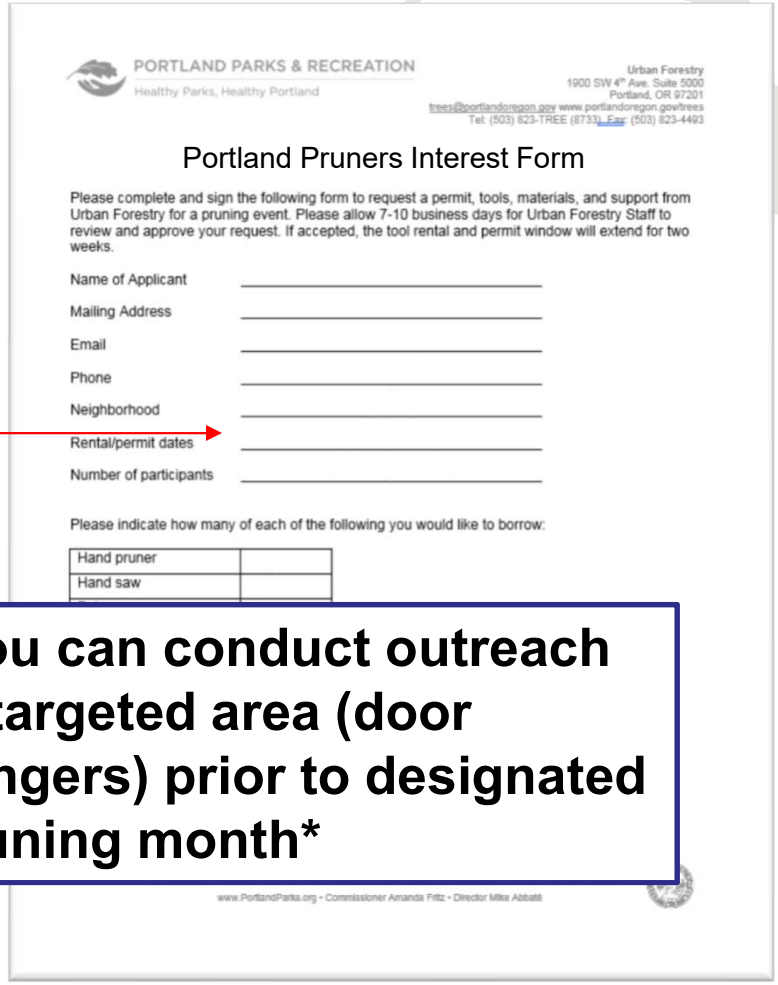

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Hand pruner	
Hand saw	

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You can conduct outreach in targeted area (door hangers) prior to designated pruning month

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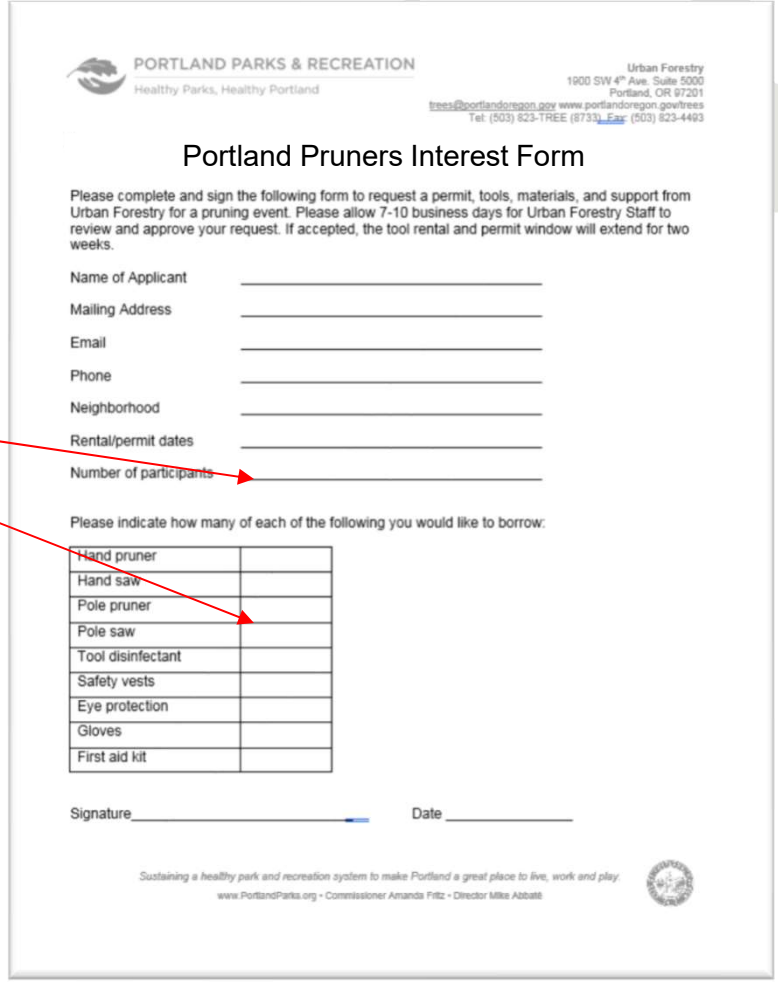
Step 2: Connecting with Urban Forestry

Email UFvolunteers@portlandoregon.gov for the *Portland Pruners Interest Form.*

Include:

- Estimated number participants, tools, and PPE you will require
- You will sign out on the actual number of tools when you come to pick
- Report actual number of participants when tools are returned



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Signature _____ Date _____

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Step 3: Selecting Trees to Prune

Focus on:

- Street trees
- Focus on young trees (DBH <6”)
- Match your skill level
- Sidewalk and street clearance issues

A guide is included in *Leader Packets*

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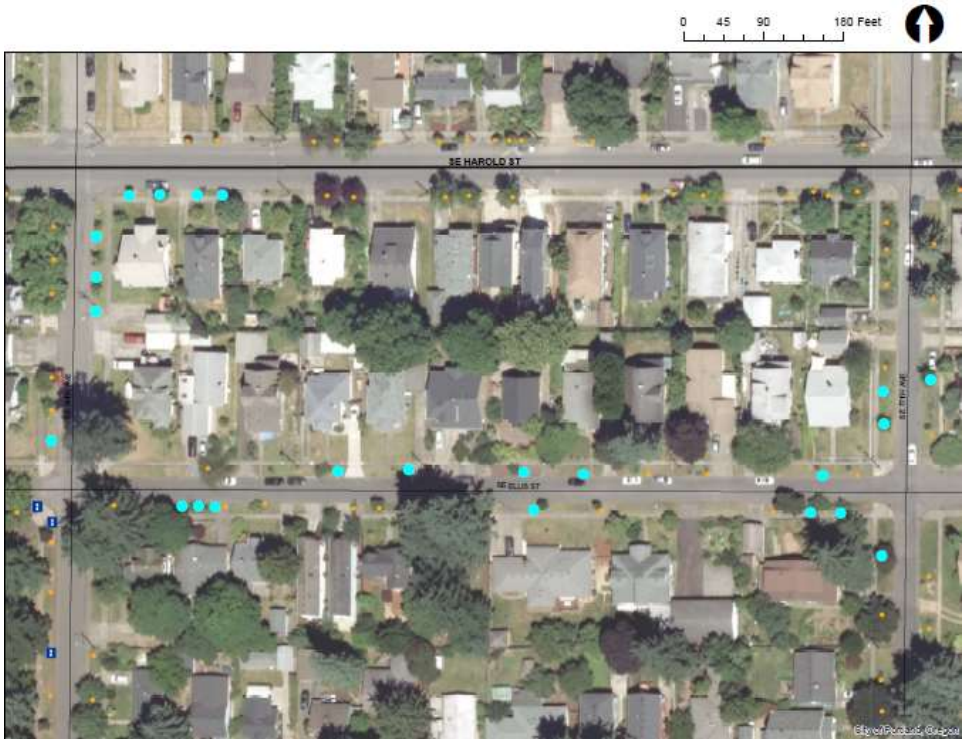
Step 3: Selecting the Trees to Prune

Urban Forestry can provide:

- Neighborhood maps with street trees 6” and under
- Recent pruning with Urban Forestry or Friends of Trees



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Selecting Trees to Prune

Broken, dead and dying branches

Clearance issues

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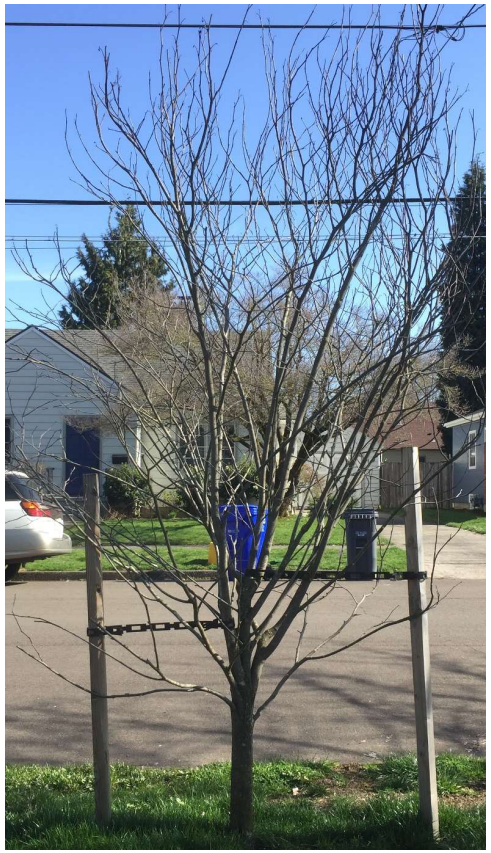
Selecting Trees to Prune

Co-dominant branches



Crossing or competing branches

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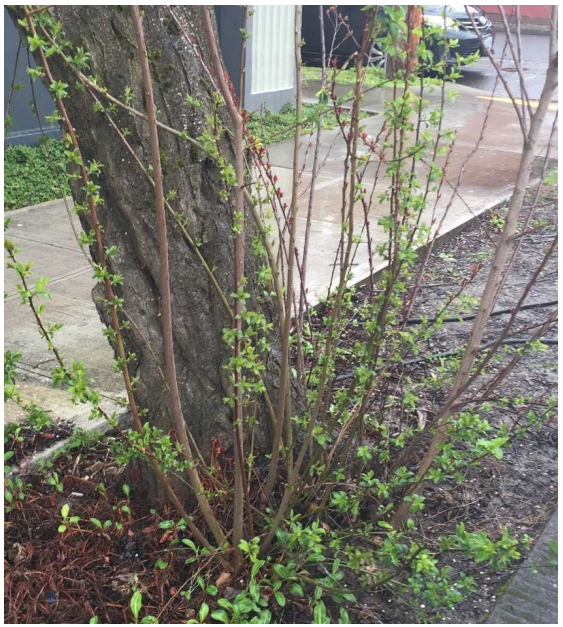
Selecting Trees to Prune

Trees with:

Root suckers



Excessive water sprouts

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Selecting Trees to Prune

Trees to be avoided:

Dead, dying, or dangerous trees

Tree planted in the last year

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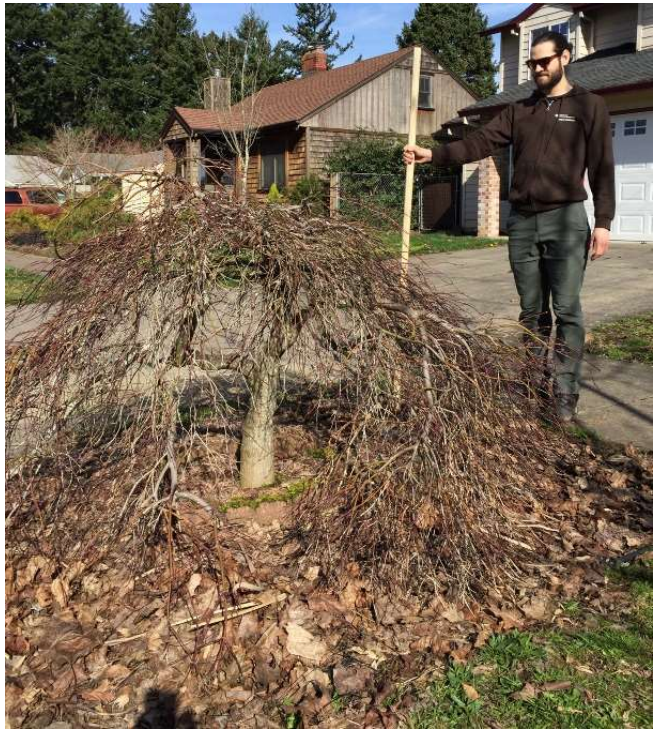
Selecting Trees to Prune

Trees undergoing special pruning or training, such as fruit trees, topiaries, and weeping or dwarf varieties



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Know Your Trees

- When to Prune - *Elm Pruning Moratorium (April 15 —October 15)*
- Trees with upright forms
- Use tree inventory maps to help

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Step 4: Getting Urban Forestry Resources

Urban Forestry will provide:

- Permitting and permission materials
- Maps (optional)
- Data collection sheets
- Post pruning door hanger
- Event leader packet
  - Pruning education materials
  - Tree pruning selection guidelines
  - Safety and pruning check lists
- Pruning tools
- Personal Protective Equipment (PPE)

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Getting connected to Pruning Partners

- Urban Forestry can help you connect other pruners
- Help you connect with arborist and experienced pruners
- Provide outreach for your event (if wanted)

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Tools to be Loaned

Tools:

- Hand pruners
- Hand saws
- Pole pruner
- Pole saw
- Loppers

PPE:

- Safety vests
- Eye protection
- Gloves
- First aid kit

All materials should be cleaned before their return

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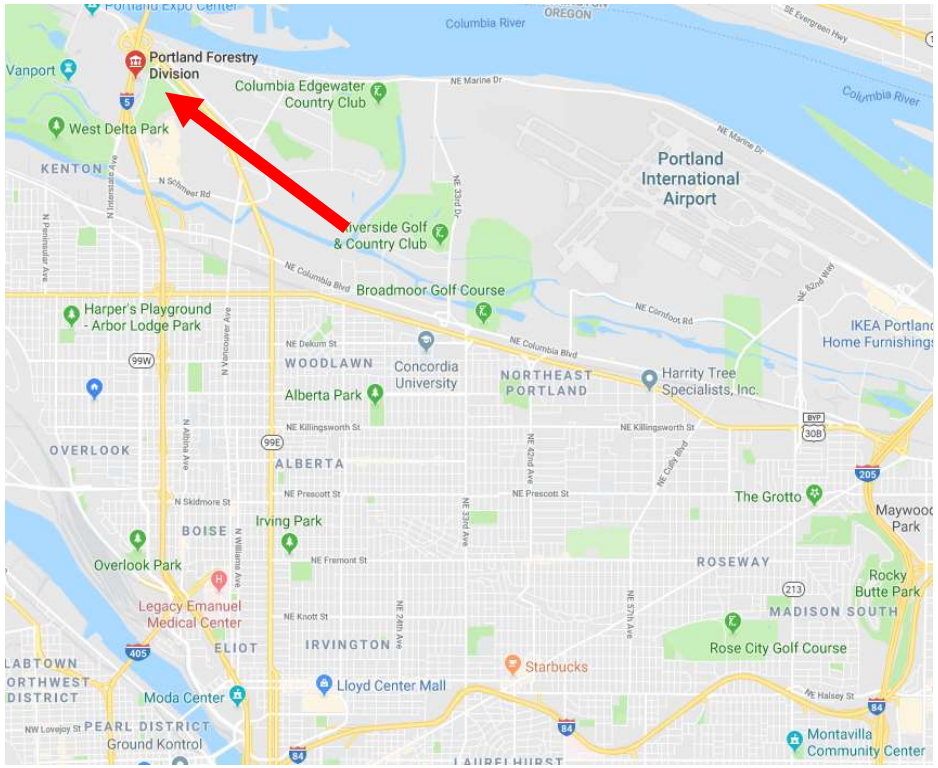
Picking up Tools

Make arrangement with Clare to pick up tools at Urban Forestry headquarters.

Located at Delta Park



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Step 5: Permission from Property Owners

A special permit will be issued for the pruning events

Written permission with a signature is required from property owners* to prune adjacent street trees.

Two options for gaining signatures:

- Method A- Door hanger
- Method B- In-person signature

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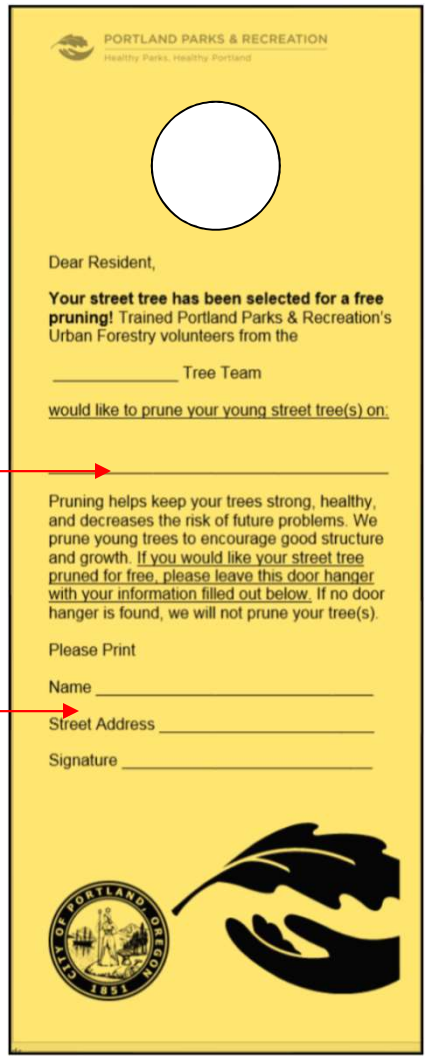
Method A – Door hanger

Door hanger can be left ahead of time to be signed

- Pruning leader information and event date should be added to each hanger
- Hanger must be fully completed to allow permission to prune
- The hangers will need to be returned to Urban Forestry with the tools
- No materials can be put in mail boxes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Dear Resident,

Your street tree has been selected for a free pruning! Trained Portland Parks & Recreation's Urban Forestry volunteers from the

_____ Tree Team

would like to prune your young street tree(s) on:

_____

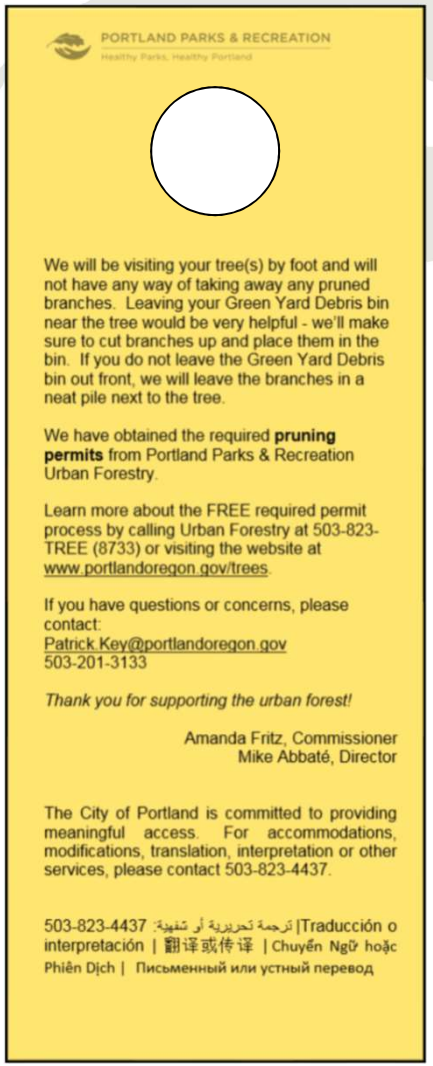
Pruning helps keep your trees strong, healthy, and decreases the risk of future problems. We prune young trees to encourage good structure and growth. If you would like your street tree pruned for free, please leave this door hanger with your information filled out below. If no door hanger is found, we will not prune your tree(s).

Please Print

Name _____

Street Address _____

Signature _____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We will be visiting your tree(s) by foot and will not have any way of taking away any pruned branches. Leaving your Green Yard Debris bin near the tree would be very helpful - we'll make sure to cut branches up and place them in the bin. If you do not leave the Green Yard Debris bin out front, we will leave the branches in a neat pile next to the tree.

We have obtained the required **pruning permits** from Portland Parks & Recreation Urban Forestry.

Learn more about the FREE required permit process by calling Urban Forestry at 503-823-TREE (8733) or visiting the website at www.portlandoregon.gov/trees.

If you have questions or concerns, please contact:
Patrick.Key@portlandoregon.gov
503-201-3133

Thank you for supporting the urban forest!

Amanda Fritz, Commissioner
Mike Abbaté, Director

The City of Portland is committed to providing meaningful access. For accommodations, modifications, translation, interpretation or other services, please contact 503-823-4437.

503-823-4437 ترجمة تحريرية أو شفهية: |Traducción o interpretación | 翻译或传译 | Chuyển Ngữ hoặc Phiên Dịch | Письменный или устный перевод

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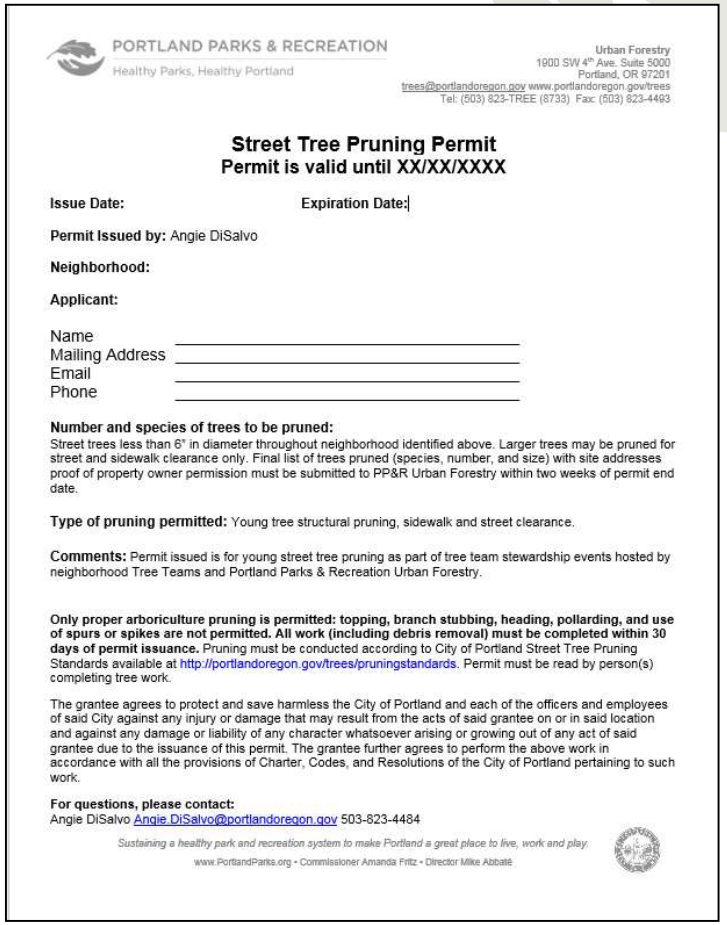
Method B – Signature at the door

Signature sheet connected to the permit

- Signatures to prune can be collected at the door
- Talk with the residents about what and why you are pruning
- Gain permission to use green bins or talk about plan for debris
- Use Urban Forestry as a resource for questions



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Urban Forestry
1900 SW 4th Ave. Suite 5000
Portland, OR 97201
trees@portlandoregon.gov www.portlandoregon.gov/trees
Tel: (503) 823-TREE (8733) Fax: (503) 823-4493

Street Tree Pruning Permit
Permit is valid until XX/XX/XXXX

Issue Date: **Expiration Date:**

Permit Issued by: Angie DiSalvo

Neighborhood:

Applicant:

Name _____
Mailing Address _____
Email _____
Phone _____

Number and species of trees to be pruned:
Street trees less than 6" in diameter throughout neighborhood identified above. Larger trees may be pruned for street and sidewalk clearance only. Final list of trees pruned (species, number, and size) with site addresses proof of property owner permission must be submitted to PP&R Urban Forestry within two weeks of permit end date.

Type of pruning permitted: Young tree structural pruning, sidewalk and street clearance.

Comments: Permit issued is for young street tree pruning as part of tree team stewardship events hosted by neighborhood Tree Teams and Portland Parks & Recreation Urban Forestry.

Only proper arboriculture pruning is permitted: topping, branch stubbing, heading, pollarding, and use of spurs or spikes are not permitted. All work (including debris removal) must be completed within 30 days of permit issuance. Pruning must be conducted according to City of Portland Street Tree Pruning Standards available at http://portlandoregon.gov/trees/pruningstandards. Permit must be read by person(s) completing tree work.

The grantee agrees to protect and save harmless the City of Portland and each of the officers and employees of said City against any injury or damage that may result from the acts of said grantee on or in said location and against any damage or liability of any character whatsoever arising or growing out of any act of said grantee due to the issuance of this permit. The grantee further agrees to perform the above work in accordance with all the provisions of Charter, Codes, and Resolutions of the City of Portland pertaining to such work.

For questions, please contact:
Angie DiSalvo Angie.DiSalvo@portlandoregon.gov 503-823-4484

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Method B – Signature at the door

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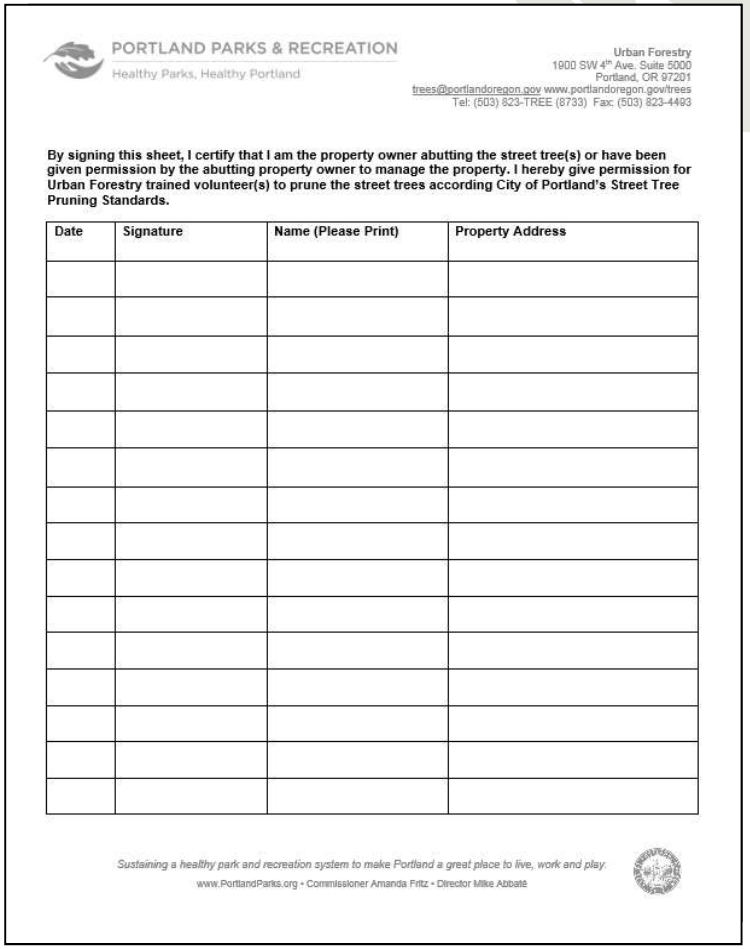

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By signing this sheet, I certify that I am the property owner abutting the street tree(s) or have been given permission by the abutting property owner to manage the property. I hereby give permission for Urban Forestry trained volunteer(s) to prune the street trees according City of Portland's Street Tree Pruning Standards.

Date	Signature	Name (Please Print)	Property Address

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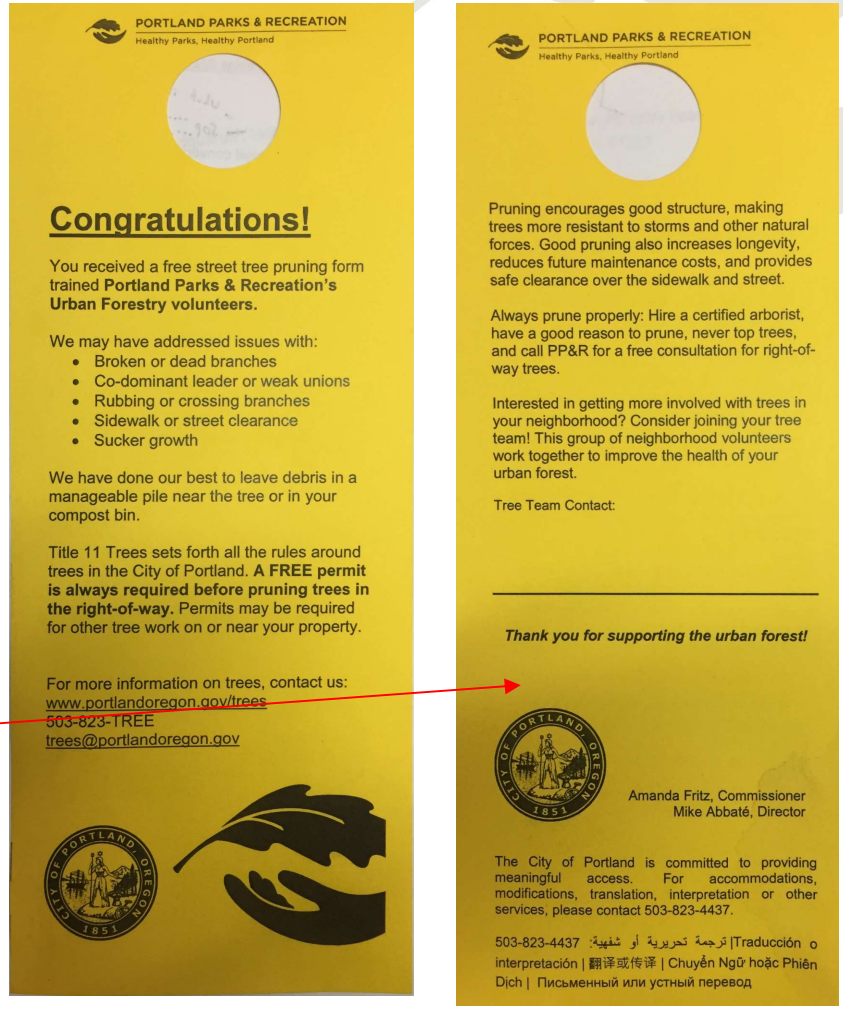
Post Pruning Door Hanger

For both permitting methods leave behind door hanger

- Work completed
- Debris expectations
- Urban Forestry contact information
- Benefits of pruning
- You will need to fill out your contact information
- Be prepared to handle questions and concerns



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Congratulations!

You received a free street tree pruning form trained **Portland Parks & Recreation's Urban Forestry volunteers.**

We may have addressed issues with:

- Broken or dead branches
- Co-dominant leader or weak unions
- Rubbing or crossing branches
- Sidewalk or street clearance
- Sucker growth

We have done our best to leave debris in a manageable pile near the tree or in your compost bin.

Title 11 Trees sets forth all the rules around trees in the City of Portland. **A FREE permit is always required before pruning trees in the right-of-way.** Permits may be required for other tree work on or near your property.

For more information on trees, contact us:
www.portlandoregon.gov/trees
503-823-TREE
trees@portlandoregon.gov

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Pruning encourages good structure, making trees more resistant to storms and other natural forces. Good pruning also increases longevity, reduces future maintenance costs, and provides safe clearance over the sidewalk and street.

Always prune properly: Hire a certified arborist, have a good reason to prune, never top trees, and call PP&R for a free consultation for right-of-way trees.

Interested in getting more involved with trees in your neighborhood? Consider joining your tree team! This group of neighborhood volunteers work together to improve the health of your urban forest.

Tree Team Contact:

_____

Thank you for supporting the urban forest!

Amanda Fritz, Commissioner
Mike Abbaté, Director

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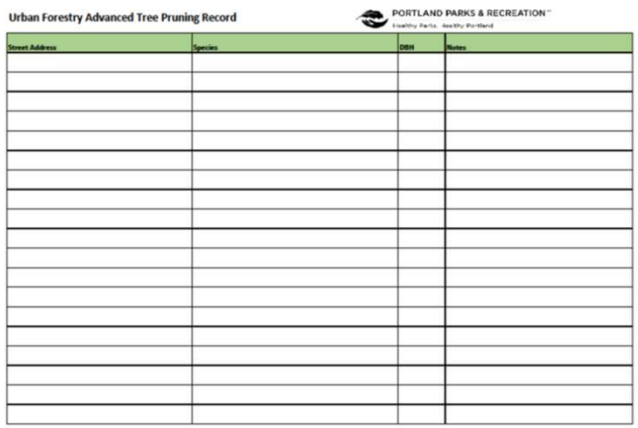
Pruning Record Sheet

For both permitting methods record tree data

- Street address
- Species
- DBH
- Other notes for Urban Forestry


Urban Forestry Advanced Tree Pruning Record

PORTLAND PARKS & RECREATION℠

Street Address	Species	DBH	Notes

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Step 6: Pruning

- Take your time with each tree
- Follow the pruning steps
- Don’t go over your pruning budget
- Quality over quantity

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Always Have a Reason for Pruning

- Tree health
- Promoting single leader
- Clearance
- Safety
- Restoration

How will the tree respond to your pruning?

Tool Safety

- Dress appropriately
- Make sure all pruners have the proper PPE (Gloves, vests and glasses)
- Use sharp tools
- Check for hazards, electrical, traffic, trip hazards
- Be aware of “circle of death” with pole saws and pruners
- Avoid diseased trees

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Be Ready to Talk Trees

Review:

- Benefits of trees and the urban canopy
- Tree ID and basic physiology
- Importance of young tree pruning
- Street tree ownership and maintenance
- Tool and site safety
- How people can connect with Urban Forestry (503 823-tree)

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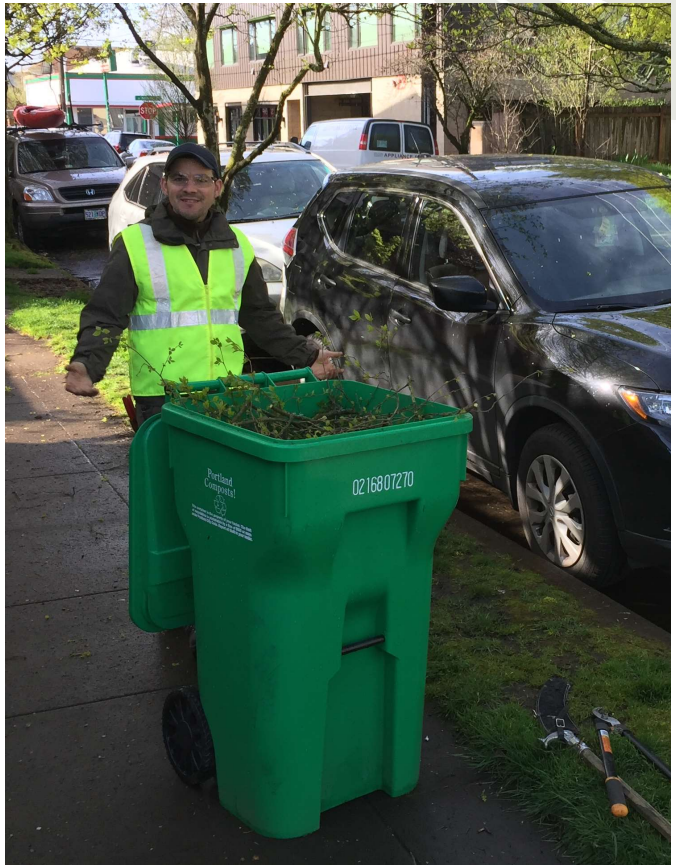
Debris from Trees Pruned

Debris can be a struggle!!

- Communicate debris plans
- Ask for access to green bins
- Leave easy manage to debris piled
- Don’t prune more then you can handle



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Quality Control

- Look over each tree before moving on
- Remove any stubs
- Talk through bad cuts
- Leave door hanger
- Make sure site is clean
- Check for tools

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Reporting back to Urban Forestry

Return tools, PPE and paperwork on prescheduled return date

Information to be returned:

- All signed door hangers
- Permitting signature sheet
- Tree data collection sheet
- Maps (if used)
- Photos (optional)

Debrief with Urban Forestry staff

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Your work and feedback are really important!!

- Make a game plan for the day
- Use check list for each tree
- Safety, Safety, Safety
- Be ready for community engagement
- Make it fun!