



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Portland Parks & Recreation Urban Forestry Programmatic Permit Hoyt Arboretum

1.0 GOALS:

- 1.1 Protect, preserve, and restore the urban forest (Urban Forest Management Plan (UFMP), 2004).
- 1.2 Promote stewardship of the urban forest (UFMP, 2004).
- 1.3 Prevent cumulative adverse impacts to the urban forest and ensure that there is no reduction in tree canopy coverage over time (Title 11.45).
- 1.4 Support the management of a living tree collection and ensure that this resource is available for the next 80 years and beyond.
- 1.5 Improve public safety and tree canopy health.

2.0 TERMS AND TIMELINE OF PERMIT:

- 2.1 **Permit duration is from the date of final signature through September 30, 2023.**
The permit must be signed and in effect before tree work is conducted.
- 2.2 Hoyt Arboretum is the responsible party for all activities in this permit and shall ensure all staff, contractors, and volunteers comply with the terms and conditions of this permit.
- 2.3 This permit applies only to tree management activities not related to site development or development projects. Separate permits are required for tree activities related to development.
- 2.4 This permit is issued under the authority of the City Forester in compliance with the requirements of City of Portland Title 11 Trees.

3.0 SCOPE OF WORK:

- 3.1 Activities shall prevent cumulative adverse impacts to the urban forest and ensure no net reduction in tree canopy coverage over time.

Urban Forestry

1900 SW 4th Ave, Suite 5000
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Tel: (503) 823-TREE (8733) Fax: (503) 823-4493

Administration

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

Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.
PortlandParks.org • Nick Fish, Commissioner • Adena Long, Director



3.2 Activities shall support the 2004 Urban Forest Management Plan and the 2012 Hoyt Arboretum Collections Policy (Appendix A).

3.3 Location

All permit activity shall occur within Hoyt Arboretum or in the City right-of-way adjacent to Hoyt Arboretum, located at 4000 SW Fairview Blvd., Portland, OR 97221. See Appendix B for a map of the Arboretum's boundaries.

3.4 Definitions

- a. City trees: Trees located on City-owned property and in City rights-of-ways managed as part of the Hoyt Arboretum collection
- b. Street trees: Trees located in the City right-of-way and not managed as part of the Hoyt Arboretum collection
- c. Dangerous tree: the condition of the tree presents a foreseeable imminent danger of inflicting damage to people or property that cannot be alleviated by treatment or pruning
- d. DBH: diameter at breast height; the diameter of a tree trunk measured at 4.5 feet above the ground
- e. Native tree: a tree listed on the Portland Plant List as native to the Willamette Valley.
- f. Nuisance tree: a tree of a species listed on the Portland Plant List's Nuisance Plant List.

3.5 Pruning

- a. Staff, contractors, and volunteers may prune trees in the Arboretum or in the City right-of-way adjacent to the Arboretum for the following reasons:
 - to improve their health and form;
 - to remove dead, damaged, and diseased portions of trees;
 - to accommodate the growth of other plant collection specimens; and
 - to allow passage along trails, walkways, driveways, service roads, and parking lots.
- b. Pruning shall be made with proper pruning cuts and sharp tools. City tree pruning activities shall adhere to American National Standards Institute (ANSI) *A300 Pruning Standard – Part 1*, and International Society of Arboriculture *Best Management Practices: Tree Pruning*, including any amendments or revisions. Street tree pruning activities shall adhere to the City of Portland's *Street Tree Pruning Standards* (Appendix C). All pruning activities shall be conducted under the direction of an experienced Certified Arborist with the International Society of Arboriculture (ISA) or a Registered Consulting Arborist with the American Society of Consulting Arborists (ASCA).
 - i. All persons conducting this work shall have the training, experience, and equipment necessary to conduct the pruning work in a controlled and safe manner.
 - ii. For trees pruned, no more than 25% of the crown shall be removed within an annual growing season.
 - iii. When pruning from the ground, care shall be taken to avoid cutting the trunk above the cut.

- iv. Trees shall not be topped.
- c. Elm pruning requirements
In order to limit the spread of Dutch elm disease and comply with Oregon's state quarantine of elm wood, the following rules apply to the pruning of elm trees (*Ulmus* spp.):
 - i. Elm trees shall not be pruned from April 15 through October 15 annually, unless pruning is necessary for public safety.
 - ii. Pruning tools shall be treated with disinfectant before and after pruning individual elm trees.
 - iii. All elm wood waste shall be chipped or taken to an approved commercial disposal site within 24 hours of cutting.
- d. Hoyt Arboretum staff shall track the number of volunteers and volunteer-hours for larger volunteer pruning events and long-term pruning volunteers and report this to Urban Forestry annually.

3.6 Removal

- a. The Hoyt Arboretum Collections Policy
 - i. Tree removals should be made in accordance with The Hoyt Arboretum Collections Policy sections VII. De-Acquisition of Plants and V. Evaluation of Living Collections (see Appendix A).
- b. Unregulated trees
 - i. Street trees that are sucker shoots or self-sown trees less than ½ inch DBH may be removed without notice, reporting, or mitigation.
 - ii. City trees less than 3 inches DBH may be removed without notice, reporting, or mitigation, unless they were required to be planted as the condition of a permit.
- c. Dead or dangerous trees
 - i. Dead City trees of any size or species may be removed without notifying the City Forester or the public. Mitigation (3.6.h) and reporting (see 3.6.j) requirements apply to regulated trees.
 - ii. Dangerous City and street trees of any size or species may be removed without notifying the City Forester or the public. Mitigation (3.6.h) and reporting (see 3.6.j) requirements apply to regulated trees.
- d. Street trees
 - i. The City Forester may approve the removal of trees managed as "street trees" in the City right-of-way adjacent to Hoyt Arboretum on a case-by-case basis. Removal shall be requested at least 4 weeks in advance of the anticipated removal timeframe. The City Forester may approve or deny the removal request or approve the removal with conditions.

Removal may be granted for trees that are dead, dying, dangerous, or are causing serious, repeated conflicts with infrastructure.

- ii. Street trees may be treated as City trees when they are located in City rights-of-way that are managed as an extension of the Hoyt Arboretum collection.

e. Nuisance trees

- i. Nuisance trees within the Arboretum that are less than 12 inches DBH may be removed without notifying the City Forester or the public. Mitigation (3.6.h) and reporting (see 3.6.j) requirements apply to regulated trees.
- ii. Nuisance trees within the Arboretum that are 12 inches DBH or greater may be removed with at least 4 weeks prior notice to the City Forester. The Forester may set conditions on the timing of removals. Mitigation (3.6.h) and reporting (see 3.6.j) requirements apply.

f. Non-nuisance trees

- i. Non-nuisance trees within the Arboretum that are less than 6 inches DBH may be removed for the purposes of collection management, trail maintenance, thinning, or other Arboretum maintenance needs without notifying the City Forester or the public. Mitigation (3.6.h) and reporting (see 3.6.j) requirements apply to regulated trees.
- ii. The City Forester may approve the removal of non-nuisance trees 6 inches DBH or greater within the Arboretum on a case-by-case basis. Removal shall be requested at least 4 weeks in advance of the anticipated removal timeframe. The City Forester may approve or deny the removal request approve the removal with conditions.

g. Public notice

- i. The public shall be notified at least two weeks in advance of the impending removal of healthy (i.e. not dead, dying, or dangerous), non-nuisance trees 20 inches DBH or greater by posting a sign on or near the tree. A copy of the sign and a map to the tree shall also be posted at the Hoyt Arboretum visitor center.
- ii. The sign shall state when and why the tree is being removed, it is a permitted tree removal, how the removal is being mitigated, and contact information for a Hoyt staff person or volunteer who the public can contact regarding the removal.

h. Mitigation

- i. Trees that are removed under this permit shall be mitigated for by planting trees one-for-one by the next planting season (October to April).
- ii. Trees planted for mitigation shall be monitored and guaranteed for three years and replaced in kind if they die within this timeframe.
- iii. Mitigation unable to be met by tree planting shall be paid into the Tree Planting and Preservation Fund. Payment for each tree to be mitigated shall be the Fee in Lieu of Planting

and Establishment for two inches Title 11 Trees Permit Fee Schedule. Mitigation payment shall be completed by the expiration of the permit.

i. Zoning code exemption requirements

- i. The zoning of the property shall be checked before any non-dangerous, non-nuisance tree is removed. Detailed zoning information can be found on Portland Maps at www.portlandmaps.com -> maps -> zoning.
- ii. Trees located in Environmental (c, p) and/or Scenic Resource (s) overlay zones shall meet zoning exemptions for removal, or else a zoning code review from the Bureau of Development Services (503-823-7526) shall be obtained prior to removal. See Appendix D for a general map of these overlay zones in Hoyt Arboretum.
- iii. Zoning code exemption requirements are detailed in Title 11 Table 40-1 (Appendix E). Generally, a zoning code review is required for the removal of healthy native trees. However, some plan districts and overlay zones require a zoning code review for certain non-native, non-nuisance tree removals. The City Forester can help determine whether exemption requirements are met or whether a zoning code review is necessary.

j. Reporting

- i. The number, species, and DBH of trees removed under this permit shall be reported, as well as the condition of the trees, reason for removal, and type of mitigation.
- ii. The amount of money paid to the Tree Planting and Preservation Fund shall be reported.
- iii. The number, species, and size of tree stock planted as mitigation shall be reported.

3.7 Planting

- a. Planting activities shall adhere to American National Standards Institute (ANSI) A300 *Planting and Transplanting Standards* and International Society of Arboriculture *Best Management Practices: Tree Planting*.
- b. The locations and species of trees planted in the City right-of-way (i.e. street trees) shall be approved by the City Forester.
- c. Species selection
 - i. Street tree species selected for planting shall be selected from the City's Approved Street Tree Planting Lists (www.portlandoregon.gov/trees/plantinglists) or approved by the City Forester.
 - ii. Tree species selected for planting in environmental (c, p) or scenic (s) overlay zones shall be chosen from the Portland Plant List's Native Plants List.
 - iii. Trees selected for planting as part of the botanical collection should reflect the Hoyt Arboretum Collections Policy (Appendix A).

- iv. Trees on the Portland Plant List's Nuisance Plants List shall not be planted.
- v. Species diversity requirements for trees planted as mitigation
 - a. When planting fewer than 8 trees per calendar year, they may all be the same species.
 - b. When planting between 8 and 24 trees per calendar year, no more than 40 percent of the total planted shall be of one species.
 - c. When planting more than 24 trees per calendar year, no more than 24 percent of the total planted shall be of one species.
- d. Trees shall be a minimum of 2 inches caliper for broadleaf trees or at least 5 feet in height for coniferous trees at the time of planting.
 - i. Trees smaller than the standard size thresholds may be planted in Arboretum areas that are being restored for natural resource functions and values.
 - ii. Rare or unusual trees needed for botanic or horticultural collections may be planted below the standard size thresholds.
- e. Plantings shall be monitored and guaranteed for three years for establishment, and replaced in kind if they die within this timeframe.
- f. The number, species, stock size, and location of trees planted shall be reported (see Appendix G).

3.8 Other tree activities

Other tree activities allowed under the scope of this permit are:

- a. Attaching plant labels. Labels attached directly to trees shall do no significant damage to the trees and shall be monitored to prevent subsequent tree damage.
- b. Pesticide application. Pesticide application shall conform to Portland Parks & Recreation IPM (integrated pest management) policies, Federal and State regulations and be overseen by PP&R personnel.
- c. Tree cabling. City Forester approval is required prior to the installation of any tree cabling. Tree cabling activities shall adhere to American National Standards Institute (ANSI) A300 (Part 3)- 2013 *Supplemental Support Systems* and International Society of Arboriculture *Best Management Practices: Tree Support Systems: Cabling, Bracing, Guying, and Propping* (Third Edition).
- d. Root pruning. Roots up to 2 inches may be pruned without notice. The City Forester may approve pruning of roots larger than 2 inches. Air spades may be used to expose root issues. ISA-certified volunteers and staff shall conduct these activities.
- e. Fertilization. Fertilization may occur as needed to provide an environment favorable to plant growth. Compost and/or activated charcoal may be applied to the tree's root zone to improve the health of the tree. ISA certified volunteers and staff shall conduct these activities.

- f. Irrigation. Trees may be irrigated as needed.
- g. Tree moving. Trees less than 3 inches caliper may be dug and replanted within the Arboretum due to poor performance or other issues.

4.0 COMMUNICATION:

4.1 Hoyt Arboretum shall maintain accurate permit contact information with Urban Forestry.

4.2 **Hoyt Arboretum contact**

Martin Nicholson, Botanic Specialist II Plant Collections
Mailing address: 4000 SW Fairview Blvd., Portland, OR 97221
Phone: 503-823-4475
Email: martin.nicholson@portlandoregon.gov

5.0 QUALITY CONTROL AND REPORTING:

5.1 **Reporting**

Qualitative and quantitative activities reports shall be sent to Urban Forestry once per fiscal year for the duration of the permit on forms provided by Urban Forestry (see Appendix F and Appendix G). Completed forms shall be received no later than one month after the reporting period. Failure to submit reports may result in suspension of current programmatic permit or delayed issuance of future programmatic permits until the report is submitted.

a. Reporting periods:

- July 1, 2019 – June 30, 2020, report due by August 1, 2020
- July 1, 2020 – June 30, 2021, report due by August 1, 2021
- July 1, 2021 – June 30, 2022, report due by August 1, 2022
- July 1, 2022 – June 30, 2023, report due by August 1, 2023

5.2 **Inspections**

Urban Forestry may inspect the trees to determine compliance with the conditions of the permit.

5.3 **Compliance**

It is the permit holder's responsibility to adhere to the terms of the permit. If the terms of the permit are not met, the permit holder shall be notified of the violation in writing and informed of the actions necessary to correct the violation(s). If the corrective actions are not undertaken within the specified timeframe, Urban Forestry may impose any or all of the following actions until the violation is corrected:

- Temporary work stoppage
- Revocation of the Programmatic Permit
- Denial of future Programmatic Permits
- Additional conditions imposed upon the activities permitted by the Programmatic Permit
- Enforcement penalties
- Civil penalties up to \$1000 per tree per day of violation

- Restoration fees imposed for trees found in violation.

a. Fees shall follow the adopted Title 11 fee schedule at www.portlandoregon.gov/trees/fees.

5.4 Revisions

Urban Forestry may modify the specifications of the permit in order to respond to concerns, changes in regulations, or previously unforeseen issues. The permittee shall be notified at least 3 weeks in advance in writing of the intent to modify the permit and shall be provided an opportunity to comment on the proposed changes. The permittee shall also have an opportunity to appeal the permit if changes are made. Changes shall not go into effect until the permit is updated in writing.

6.0 RESOURCES:

ANSI A300 (Part 1)-2008 Pruning: Tree Care Operations: Tree, Shrub, and Other Woody Plant Management: Standard Practices (Pruning). Revision of ANSI A300 (Part 1)-2001. 2008. American National Standards Institute, Washington, DC.

ANSI A300 (Part 3)-2006 Tree, Shrub, and Other Woody Plant Maintenance: Standard Practices (Supplemental Support Systems). Revision of ANSI A300 (Part 3)-2000. 2006. American National Standards Institute, Washington, DC.

ANSI A300 (Part 6)-2012: Tree Care Operations: Tree, Shrub, and Other Woody Plant Management: Standard Practices (Planting and Transplanting). Revision of ANSI A300 (Part 6)-2005. 2012. American National Standards Institute, Washington, DC.

Gilman, Edward and Sharon Lilly. *Best Management Practices: Tree Pruning, Second Edition*. 2008. International Society of Arboriculture, Champaign, IL.

Smiley, E. Thomas and Sharon Lilly. *Best Management Practices: Tree Support Systems: Cabling, Bracing, Guying, and Propping, Third Edition*. 2014. International Society of Arboriculture, Champaign, IL.

Street Tree Pruning Standards. 2014. City of Portland, Portland Parks & Recreation Urban Forestry, Portland, OR.

Watson, Gary. *Best Management Practices: Tree Planting, Second Edition*. 2014. International Society of Arboriculture, Champaign, IL.

7.0 APPENDICES:

Appendix A – Hoyt Arboretum Collections Policy 2012

Appendix B – Hoyt Boundaries

Appendix C – City of Portland Street Tree Pruning Standards

Appendix D – Hoyt Overlay Zones

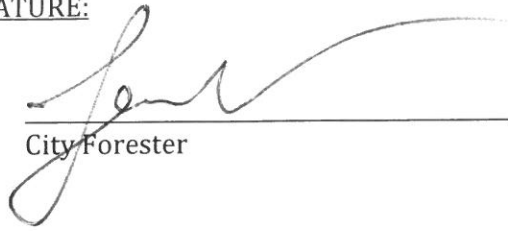
Appendix E – Title 11 Table 40-1

Appendix F – Qualitative reporting template

Appendix G – Quantitative reporting template

8.0 SIGNATURE:

By:


City Forester

Date:

10/30/19