



**Portland Parks & Recreation Urban Forestry Programmatic Permit
Portland Bureau of Transportation Maintenance Operations
2023 - 2025**

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 Allow for Incidental Pruning of Street Trees during Portland Bureau of Transportation Maintenance Operations (PBOT MO) maintenance activities.

2.0 TERMS AND TIMELINE OF PERMIT:

- 2.1 **Permit duration is from the date of final signature through December 31, 2025.**
The permit must be signed and in effect before tree work is conducted.
- 2.2 Portland Bureau of Transportation Maintenance Operations (PBOT MO) is the responsible party for all activities in this permit and shall ensure all staff and contractors 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 applies only to Incidental Pruning activities necessitated by PBOT MO maintenance activities that are not related to nor comprised of Routine Pruning. It is intended to address tree conditions that could not be anticipated and for which Urban Forestry assistance could not reasonably be requested or provided, in order to facilitate the routine maintenance of PBOT assets.
- 2.5 Collective bargaining agreement conditions apply for Routine Pruning activities.

City Nature - Urban Forestry

1900 SW 4th Ave, Suite 5000
Portland, OR 97201
Tel: (503) 823-TREE (8733) Fax: (503) 823-4493

Administration

1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 Fax: (503) 823-6007

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 • Dan Ryan, Commissioner • Adena Long, Director

- 2.6 Routine Pruning shall be requested via the Urban Forestry and Inter-Agency Partners Standard Operating Procedure attached as Appendix D.
- 2.7 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.
- 3.2 Activities shall support the [2004 Urban Forest Management Plan](#).
- 3.3 Heritage trees shall not be included within the scope of this permit and shall not be pruned or otherwise disturbed.
- 3.4 Tree roots shall not be included within the scope of this permit and shall not be pruned or otherwise disturbed.
- 3.5 **Location**
Permit activity may occur in City of Portland rights-of-way and on PBOT property.
- 3.6 **Definitions**
- a. City Trees: Trees located on City-owned property
 - b. Street Trees: Trees located in the City right-of-way
 - c. Diameter at Breast Height (DBH): Tree diameter measured at 4.5 feet above the ground. DBH can be calculated by dividing the tree circumference by 3.14.
 - d. Routine Pruning: For the purposes of this permit, Routine Pruning shall refer to tree pruning that is conducted by Urban Forestry.
 - e. Incidental Pruning: For the purposes of this permit, Incidental Pruning shall refer to branch pruning that is conducted by PBOT MO.
- 3.7 **Pruning**
- a. Incidental Pruning activities are permitted to address tree conditions that prevent PBOT MO from conducting routine maintenance of PBOT assets; to abate a hazard; or to restore health, form, and function to trees accidentally damaged by PBOT MO maintenance activities
 - b. Incidental Pruning shall not displace or reduce Routine Pruning conducted by Urban Forestry
 - c. 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 A).

- 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. Limbs removed shall not be larger than 3 inches in diameter.
 - i. In order to prevent structural damage to young trees, removed limbs shall also not be greater in diameter than $\frac{1}{4}$ of the tree's DBH. For example, limbs removed from a 4" DBH tree shall be no greater than 1" in diameter.
- iii. No more than 25% of the tree crown shall be removed within an annual growing season.
- iv. When pruning from the ground, care shall be taken to avoid cutting the trunk above the cut.
- v. Trees shall not be topped.
- d. 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.
- e. PBOT MO shall maintain a record of pruning locations and dates, to be kept up-to-date and provided when requested by the City Forester. Reporting shall follow the specifications of section 5.1 Reporting.

3.8 Training

- a. PBOT MO staff who may conduct Incidental Pruning activities shall attend a pruning training workshop conducted by Urban Forestry at least once during the permit timeframe. The City Forester may require additional trainings.

3.9 Tree emergencies

- a. This permit does not authorize the removal of any tree, except in emergency situations defined as follows:
 - i. Per Title 11.40.020.D.1: If an emergency exists because the condition or location of a tree presents such a clear and present danger to structure or the public that there is insufficient time to obtain advance approval of the City Forester, the **hazardous portion** of the tree may be removed without first obtaining approval from the City Forester.
 - ii. Per Title 11.40.020.D.2: in the course of performing unexpected or emergency road, sewer or water maintenance activities, PBOT MO may trim, prune or remove a tree as required to perform the immediate work without first obtaining a required tree permit. **If such activities occur during normal business hours, these representatives shall first attempt to contact the City Forester at 503-823-TREE (8733) to determine if technical assistance can be made immediately available.** If such assistance is not immediately available, then the pruning or removal may occur in accordance with proper arboricultural practices.
- b. Within seven days of any tree portion removal due to an emergency, PBOT MO shall provide notification and documentation to the City Forester on the Inspection Request Form (Appendix E) provided by Urban Forestry. Upon submittal to the City Forester, the Inspection Request Form shall accompany photographs or other documentation that prove an emergency existed. The City Forester will evaluate the information to determine whether an emergency existed. Failure to provide

information documenting the emergency nature of the event or tree portion removal that does not constitute an emergency may be pursued as a violation per Title 11.70.

3.10 Public notice

- a. The Bureau of Environmental Services (BES) Watershed Revegetation Program Manager shall be contacted at least 15 days in advance of pruning trees located in stormwater management facilities. BES shall have 15 days from receipt of notification to prune, or notify PBOT MO of BES's intent to prune, such trees at BES's expense. If BES fails to do so, PBOT MO and its contractors may prune the trees at PBOT MO's expense.
- b. Staff shall identify themselves to the public as PBOT MO employees while conducting pruning activities on street or City Trees, either by wearing an article of clothing with the PBOT logo or parking a marked PBOT vehicle on the block where the pruning activities are occurring.
- c. PBOT MO shall respond to all concerns and complaints about PBOT MO's pruning activities and make the City Forester aware of such complaints in a timely manner.

4.0 COMMUNICATION:

4.1 PBOT MO shall maintain accurate permit contact information with Urban Forestry.

4.2 Portland Bureau of Transportation Maintenance Operations contact and representative

Rich Grant, Environmental Policy and Hazardous Materials Coordinator

Mailing address: 2929 N Kerby, Portland, OR 97227

Phone: 503-823-6463

Email: richard.grant@portlandoregon.gov

4.3 Portland Parks & Recreation Urban Forestry contact

Dylan Saito, Tree Inspector

Mailing address: 10910 N. Denver Ave., Portland, Oregon 97217

Phone: (503) 823-TREE

Email: trees@portlandoregon.gov

5.0 QUALITY CONTROL AND REPORTING:

5.1 Reporting

A qualitative and quantitative report describing permit activities shall be sent to Urban Forestry quarterly for the duration of the permit on forms provided by Urban Forestry (Appendices B and C). The reports shall be emailed to trees@portlandoregon.gov and received no later than one month after the reporting period.

a. Reporting periods:

- Date of permit issuance – December 31, 2023; report due by: February 1, 2024
- January 1, 2024 – December 31, 2024; report due by: February 1, 2025
- January 1, 2025 – December 31, 2025; report due by: February 1, 2026

5.2 Inspections

Urban Forestry may inspect 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 stop work order
- 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.

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

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

7.0 APPENDICES:

Appendix A – City of Portland *Street Tree Pruning Standards*

Appendix B – Qualitative Reporting Template

Appendix C – Quantitative Reporting Template

Appendix D – Urban Forestry and Inter-Agency Partners Standard Operating Procedure

Appendix E – Inspection Request Form

Appendix F – PBOT MO Organizational Chart

8.0 SIGNATURE:

By: Jenn Cairo Date: 3/9/2023
Jenn Cairo, City Forester