



**Portland Parks & Recreation Urban Forestry Programmatic Permit
Portland Bureau of Transportation Traffic Operations
2023 - 2024**

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 minor maintenance of City and Street Trees by Portland Bureau of Transportation Traffic Operations (PBOT TO) in order to maintain sight distance requirements for traffic control devices.

2.0 TERMS AND TIMELINE OF PERMIT:

- 2.1 **Permit duration is from the date of final signature through December 31, 2024.**
The permit must be signed and in effect before tree work is conducted.
- 2.2 Portland Bureau of Transportation Traffic Operations (PBOT TO) 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 Minor Pruning activities by PBOT TO for maintenance of sight distance requirements for traffic control devices that are not related to nor comprised of Routine Tree Maintenance. Collective bargaining agreement conditions apply for Routine Tree Maintenance activities.
- 2.5 Routine Tree Maintenance shall be requested via the Urban Forestry Interagency Request Process attached as Appendix D.

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 • Carmen Rubio, Commissioner • Adena Long, Director

2.6 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.

3.4 **Location**

Permit activity may occur in City of Portland rights-of-way and on PBOT property.

3.5 **Definitions**

- a. City Trees: Trees located on City-owned property
- b. Street Trees: Trees located in the City right-of-way
- c. Minor Pruning: For the purposes of this permit, Minor Pruning shall refer to pruning that is conducted by PBOT TO as described in 3.6.b.
- d. Routine Tree Maintenance: For the purposes of this permit, Routine Maintenance shall refer to pruning that is conducted by Urban Forestry.

3.6 **Pruning**

- a. PBOT TO staff may conduct Minor Pruning of Street Trees and trees on PBOT-owned property (City Trees) for the following reasons:
 - To address visibility obstruction of traffic control devices (signs and signals)
 - to abate a hazard; and
 - to restore health, form, and function to trees accidentally damaged by PBOT TO maintenance activities.
- b. Pruning shall be performed with proper techniques and appropriate 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.
 - iii. For trees pruned, no more than 25% of the 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.

- 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
- d. PBOT TO 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.

3.7 Training

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

3.8 Tree emergencies

- a. When PBOT TO discovers a dangerous tree in the right-of-way, PBOT TO shall immediately notify Urban Forestry by calling 503-823-TREE (8733) and, where power lines are involved, notify the appropriate power supplier. As per Title 11.80.020, a dangerous tree is one where the condition of the tree presents a foreseeable danger of inflicting damage that cannot be alleviated by Minor Pruning. A tree may be dangerous because it is likely to injure people or damage vehicles, structures, or development, such as sidewalks or utilities.
- b. This permit does not authorize the removal of any tree, except in an emergency.
- c. Removal of a dangerous tree shall be conducted as follows, as per Title 11.40.D:
 - i. 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. Within seven days of any tree portion removal due to an emergency, PBOT TO shall provide notification and documentation to the City Forester on the Inspection Request Form provided by Urban Forestry. Upon submittal to the City Forester, the Inspection Request Form shall accompany photographs or other documentation that prove that 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.

3.9 Public notice and opt-out options

- a. The adjacent property owner and/or occupant shall be given written notification of possible tree pruning. The notice shall be attached to the door and/or sent via U.S. Post.

The notice shall state the following information:

- The date of notice
- The date of the pruning
- Contact information for PBOT TO

- The PBOT TO logo
- b. The Bureau of Environmental Services (BES) Watershed Revegetation Program Manager shall be contacted at least 15 days in advance of the possibility of pruning trees located in stormwater management facilities. BES shall have 15 days from receipt of notification to prune, or notify PBOT TO of BES's intent to prune, such trees at BES's expense. If BES fails to do so, PBOT TO and its contractors may prune the trees at PBOT TO's expense.
 - c. Staff shall identify themselves to the public as PBOT TO 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.
 - d. PBOT TO shall respond to all concerns and complaints about PBOT TO's pruning activities and make the City Forester aware of such complaints in a timely manner.

4.0 COMMUNICATION:

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

4.2 **Portland Bureau of Transportation Maintenance Operations contact and representative**

Rick Nys, Traffic Operations Supervisor
 Mailing address: 1120 SW 5th Avenue Portland OR 97204
 Phone: 5030-823-5220
 Email: Richard.nys@portlandoregon.gov

4.3 **Portland Parks & Recreation Urban Forestry contact**

Casey Jogerst, Permitting & Regulations Manager
 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 once per year 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

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 Interagency Request Process

8.0 SIGNATURE:

By: Jenn Cairo Date: 12/22/22
Jenn Cairo, City Forester