



## **Portland Parks & Recreation Urban Forestry Programmatic Permit Portland Parks & Recreation Golf**

### 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 Maintain public safety and tree canopy health.
- 1.5 Maintain a health, diverse tree canopy

### 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 Parks & Recreation (PP&R) Golf 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](#).
- 2.5 **Definitions**
  - a. City trees: Trees located on City-owned property

#### **Urban Forestry**

1900 SW 4<sup>th</sup> 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](http://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

- b. Street trees: Trees located in the City right-of-way
- c. Private trees: Trees located on property not owned by the City of Portland or another government entity (e.g. ODOT) and not located in the City right-of-way
- d. DBH: diameter at breast height; the diameter of a tree trunk measured at 4.5 feet above the ground
- e. Dangerous tree: the condition of the tree presents a foreseeable danger of inflicting damage that cannot be alleviated by treatment or pruning
- f. Native tree: a tree listed on the [Portland Plant List](#) as [native to the Willamette Valley](#).
- g. Nuisance tree: a tree of a species listed on the [Portland Plant List's Nuisance Plant List](#).
- h. Topping: means the inappropriate pruning practice used to reduce tree height by cutting to a predetermined crown limit without regard to tree health or structural integrity. Topping is considered "removal."

### 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 **Locations**

All permit activity shall occur on Portland Parks & Recreation Golf properties. Pruning activities may also occur on trees in the City right-of-way adjacent to a Golf property.

### 3.5 **Pruning**

- a. Golf staff may prune trees for the following reasons:
  - to improve their health and form;
  - to remove dead, dying, dangerous, damaged, and diseased portions of trees; and
  - to provide clearance to meet code requirements or allow passage along sidewalks, trails, walkways, driveways, parking areas, and service roads.
- 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 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. For trees pruned, no more than 25% of the live crown shall be removed within an annual growing season.
- iii. When pruning from the ground, the trunk above the cut shall not be impacted.
- iv. Trees shall not be topped.
- c. Pruning activities may include low limbing, crown thinning, and removal of suckers and water sprouts.
- d. Pruning may be performed on limbs less than 15 feet from the ground and less than 3" in diameter. Pruning may be performed on limbs up to 6" in diameter if approved by the City Forester.
- e. Root pruning is not permitted.
- f. 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, except when required for public safety.
    - a. Pruning of elm trees during the state quarantine period requires prior approval from the City Forester. PP&R Golf shall submit an Inspection Request Form (Appendix D) at least 4-weeks in advance of planned pruning activity.
  - 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.
- g. All Golf staff who conduct routine tree pruning activities shall attend a pruning training workshop put on by Urban Forestry at least once during the permit timeframe.
- h. Staff shall identify themselves to the public as PP&R employees while conducting pruning activities by wearing a safety vest or an article of clothing with the PP&R logo.

### **3.6 Removal**

- a. Unregulated trees
  - i. Trees in the City right-of-way (i.e. street trees) that are sucker shoots or self-sown trees less than 1/2 inch DBH (diameter at breast height, the diameter of the trunk measured at 4.5 feet above the ground) are not regulated and therefore may be removed without prior notice to Urban Forestry, reporting, or mitigation.
  - ii. Trees on City property (i.e. City trees) that are less than 3 inches DBH may be removed without notice, reporting, or mitigation, unless the tree was required to be planted as a condition of a permit.

- iii. Trees on private property that are less than 12 inches DBH are not regulated and therefore may be removed with property owner permission but without notice, reporting, or mitigation to Urban Forestry, unless the tree was required to be planted as a condition of a permit or otherwise specified in 3.6.a.iii.a below.
  - a. The regulatory threshold for tree removal on private property decreases to 6 inches DBH for trees located in the following plan districts and/or overlay zones:
    - Plan districts: Cascade Station/Portland International Center Plan District; Columbia South Shore Plan District; Johnson Creek Basin Plan District; Portland International Airport Plan District; Rocky Butte Plan District; South Auditorium Plan District
    - Overlay zones: Environmental (c, p); Greenway (n, q, g, i, r); Pleasant Valley Natural Resources (v); Scenic Resource (s)
  - b. The property owner’s permission should be obtained via signature before removing any tree on private property.
- b. Nuisance trees
  - i. Nuisance trees 12 inches DBH or smaller may be removed without prior notification. Mitigation (3.6.h) and reporting (3.6.i) requirements apply.
- c. Non-dangerous trees
  - i. Dead or dying non-nuisance trees less than 6 inches DBH may be removed without prior notification. Mitigation (3.6.c) and reporting (3.6.d) requirements apply.
- d. Dangerous Trees
  - i. As per Title 11.80.020, a dangerous tree presents a foreseeable danger of inflicting damage that cannot be alleviated by treatment or pruning. A tree may be dangerous because it is likely to injure people or damage vehicles, structures, or development, such as sidewalks or utilities.
  - ii. Dangerous trees less than 6 inches DBH may be removed without prior notification. Mitigation (3.6.c) and reporting (3.6.d) requirements apply.
    - a. Emergency removal of a dangerous tree shall be conducted as follows, as per Title 11.40.020.D: Within seven days of an emergency tree removal, Golf shall provide notification and documentation to the City Forester on the Inspection Request Form (Appendix D). 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 the tree was dangerous. Failure to provide information documenting the emergency nature of the event may be pursued as a violation per Title 11.70.
- e. Mitigation
  - i. Trees removed by Golf staff under this permit shall be mitigated by planting trees one-for-one.

- ii. Replacement trees shall be planted within the next two planting seasons (October to April) immediately following removal.
  - iii. Trees planted for mitigation shall be monitored and replaced in kind if they die within two years of planting.
  - iv. 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 per [Title 11 Trees Permit Fee Schedule](#). Mitigation payment shall be completed by the expiration of the permit.
- f. Reporting
- i. The number, species, and DBH of trees removed shall be reported, as well as the condition of the trees, reason for removal, and type of mitigation (see Appendix C).
  - ii. The number, species, stock size, and location of trees planted as mitigation shall be reported (see Appendix C).
  - iii. The amount of money paid to the Tree Planting and Preservation Fund shall be reported.

### 3.7 Mitigation Planting

- a. Planting shall be to mitigate for trees removed by Golf (3.6e).
- b. Planting of City or Street Trees requires a separate planting permit issued by the City Forester.
- c. 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*.
- d. Planting stock shall adhere to American Standard for Nursery Stock ([ANSI Z60.1-2014](#) or the most current edition).
- e. Species selection
  - i. Species for planting as Street Trees shall be selected from the City's Approved Street Tree Planting Lists ([www.portlandoregon.gov/trees/plantinglists](http://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 on the Portland Plant List's [Nuisance Plants List](#) shall not be planted.
  - iv. Species diversity requirements
    - a. When planting fewer than 8 trees per site per calendar year, they may all be the same species.

- b. When planting between 8 and 24 trees per site 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 site per calendar year, no more than 24 percent of the total planted shall be of one species.
  - f. 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.
  - g. Plantings shall be monitored and guaranteed for at least two years and replaced in kind if they die within this timeframe.
  - h. The number, species, stock size, and location of trees planted shall be reported.
- 3.8 Pesticide and herbicide application shall be in accordance with PP&R Integrated Pest Management policies.

4.0 **COMMUNICATION:**

4.1 Golf shall maintain accurate permit contact information with Urban Forestry.

4.2 **Golf Contact**

Jesse Goodling, Golf Program Manager  
503-823-1647  
[jesse.goodling@portlandoregon.gov](mailto:jesse.goodling@portlandoregon.gov)

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

Phone: 503-823-TREE (8733)  
[trees@portlandoregon.gov](mailto:trees@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. Completed forms shall be received no later than one month after the reporting period.

a. Reporting periods:

- Date of issuance – December 31, 2022, report due by February 1, 2023
- January 1, 2023 – 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 the property 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](http://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 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.

*Portland Plant List*. 2011. City of Portland, Bureau of Planning and Sustainability, Portland, OR. < <http://www.portlandoregon.gov/auditor/34460?a=322280>>

*Portland Urban Forestry Management Plan*. 2004. City of Portland, Parks & Recreation Urban Forestry, Portland, OR. < <http://www.portlandoregon.gov/trees/ufmp>>

*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 – City of Portland Street Tree Pruning Standards

Appendix B – Qualitative reporting template

Appendix C – Quantitative reporting template

Appendix D – Inspection request form

8.0 SIGNATURE:

By: Jenn Cairo  
City Forester

Date: 4/5/22