



# City of Redlands



## Street Tree Policy and Protection Guidelines Manual

Approved by City Council on January 8, 2013



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## **1.0 Introduction**

### **1.1 *Organization of Guidelines***

These Street Tree Policy and Protection Guidelines are established in accordance with section 12.52.070 of the Redlands Municipal Code. They are intended to define and illustrate the policies and procedures that shall be utilized by City staff in the management and care of all public trees. They also provide guidance to residents for the planting and care of street trees.

The following pages document the City of Redlands guidelines for the planting, pruning, removal, preservation and protection of all City trees that comprise the public portion of the Redlands' community forest. These policies are based upon the highest national accepted standards set for tree care and act as the source referenced by City staff for the implementation of their duties, authorities and regulations delineated in Chapter 12.52 of the Redlands Municipal Code, including their role in providing guidance and information to the public. These policies have been established to address the specific needs of Redlands' community forest and should be considered as a whole.

This document will be periodically updated to ensure that Redlands uses the best practices to ensure the longevity of our urban forest.

### **1.2 *Statement of Commitment***

The residents of the City of Redlands recognize that trees are one of the most valuable resources in the community. It is for this reason that the City's residents are committed to the preservation, proper maintenance and continued enhancement of our community forest. The City of Redlands has an area of approximately 37-square miles, has approximately 300 miles of public roads, and approximately 200 acres of public parks. In 2012, these streets were lined with approximately 34,100 street trees. In addition, there were approximately 6,100 vacant street tree sites. Our parks contained approximately 4,150 trees. Collectively, these street trees and park trees comprise the publicly owned portion of the Redlands community forest.

The Redlands community forest, including trees in public and private spaces, provides environmental benefits, adds to property values, and contributes to an enhanced quality of life for all of Redlands' residents. The trees in the City of Redlands also represent a significant part of our heritage. As such it is the responsibility and commitment of the residents of Redlands, their elected officials, and City employees to ensure the longevity and health of the community forest, now, and for future generations.

There are many benefits to having a healthy, well-maintained community forest, including: helping to reduce the "heat island" effect which results from having extensive



amounts of un-shaded hardscape, conserving energy by reducing cooling costs, significantly increasing property values, slowing down harsh winds, muffling street and traffic noise, and providing shade and overall beauty to our community. Trees improve the environment in which we live by moderating the micro-climate, providing oxygen, filtering out particulate matter from smog-laden air, removing carbon dioxide from the air, conserving water, reducing erosion, and harboring wildlife throughout our urban setting.

Unfortunately, our City trees suffer from the rigors of urban life, including air pollution, vandalism, compacted soils, abuse by improper gardening practices (such as damage to tree bark by weed whacking), improper use of chemicals, limited growing spaces, and the extremes of the southern California climate. In order to overcome such rigorous growing conditions for our City's trees and reap the benefit of these trees as one of our most valuable assets, the care of our community forest must be a public/private partnership. This guide serves to provide direction for care and management of our City trees.



## **2.0 Guardianship for the Community Forest**

The guardianship of the Redlands community forest is dependent upon a cohesive endeavor by the City Council, City staff, property owners, residents of Redlands, private gardeners and tree trimming contractors. The roles of these guardians are described below.

### **2.1 *The City Council***

The elected officials of the City provide leadership to ensure that our community forest continues to be a priority in Redlands. They oversee the public funds and seek grants that help support the forestation and preservation of the City trees that comprise a portion of the overall community forest. They also make decisions regarding policies and ordinances, which pertain to the care and protection of all trees on public property. Through development standards for new residential and commercial projects, the City Council ensures the expansion and maintenance of the community forest resulting from new development is consistent with established policies and standards.

### **2.2 *The Redlands Street Tree Committee***

To further the care and protection of City trees within Redlands' community forest, the City Council established by Resolution No. 5574 on November 2, 1998, the Redlands Street Tree Committee. Resolution No. 6249, adopted on February 3, 2004, further refined the role of the Street Tree Committee and is the resolution that currently governs the operation and responsibilities of the Committee. The Committee consists of City Council appointed citizen representatives. This Committee's duties, as established in resolution 6249, state that it shall be "advisory to the City Council and staff, on policies for the planting, care, and removal of trees and shrubs in all parkways in the City." The Committee holds regular meetings for the purpose of reviewing tree related issues with follow-up recommendations to City Council. The Redlands Street Tree Committee also provides recommendations regarding use of private funds received through the Honorary Tree Program and donations to the Redlands Community Foundation to assist the city in buying, planting and maintaining our City trees. The Committee through private funds developed a city tree inventory of existing parkway trees. The Committee encourages residents to care for their parkway trees by providing educational materials. The Committee continues to ensure that our community forest will be a priority in Redlands by assisting schools within the City in planting and care of trees, and by promoting Arbor Day and Tree U.S.A. Celebrations.

Section 12.52 of the Redlands Municipal Code, Trees and Tree Protection along Streets and in Public Places, defines the manner of caring for City trees. This section of the municipal code guides the activities of the Redlands Street Tree Committee as it works with City staff. Section 12.52 is included in this document as Appendix A.



### **2.3 The Quality of Life Department**

The Quality of Life Department is responsible for providing the daily management, maintenance, and emergency services which sustain the City trees within our community forest. The department provides forestation and maintenance services, and oversees all contracted and permitted work on City trees. The department retains and updates the City's tree inventory, tree palette, and is the primary resource for residents who contact the City with concerns and questions about maintaining and planting trees in public spaces. The department also provides residents with educational materials on proper tree care, information on specific City trees, and sponsors citywide events to enhance the public's awareness of the important role trees play in the community.

The duties of the Quality of Life Department are defined in Section 12.52 of the Redlands Municipal Code (Appendix A). Section 12.52.40 specifically defines the duties of the Director and Section 12.52.050 specifically defines the duties of the Superintendent of the Quality of Life Department.

### **2.4 Property Owners and Residents of Redlands**

Tree care responsibilities for the residents of Redlands includes protecting and providing enough water to promote the health and viability of any City tree located within the public easement on their property, and to notify the Quality of Life Department of any suspected tree hazards or maintenance needs that their City trees may require. These responsibilities are not currently defined in the Municipal Code and have evolved overtime as accepted practice.

### **2.5 Private Gardeners**

As with any business seeking to conduct business in Redlands, private gardeners are required to be licensed per Redlands Municipal Code section 5.04.90 (Appendix B). Private gardeners in Redlands employed by residents or property owners, including commercial properties, have an important role in maintaining the City parkway trees. Their responsibilities include alerting the resident or business owner if their trees need watering or care by the Quality of Life Department. They are also the "front line of defense" in preventing abuse that leads to decline of the trees. In order to maintain healthy City parkway trees, private gardeners, as well as property owners, need to avoid intentional or unintentional abuse of the trees. Abuse of trees includes damage to the trunks of the trees as a result of improper weed whacking, hitting the trees with lawn mowers, performing dangerous chemical applications, and soil compaction



## **2.6 Contract Tree Trimming Companies or Individuals**

If a resident contracts with a tree trimming company or an individual to trim a City parkway tree, the resident and the tree trimmer have a duty to contact the Quality of Life Department to obtain a City permit. All work needs to comply with the standards established by the International Society of Arboriculture, as stated in Municipal Code Section 12.52.140 (Appendix A).



## **3.0 Funding the Community Forest**

### **3.1 *Honorary Tree Program***

Redlands is known for being a tree city. Through the Honorary Tree Program, people may pay tribute to their friends and family by honoring them, living or deceased, with a donation for a tree to be planted in any public place. City Street Tree Committee members developed the program beginning in 2005 and began the first planting of Honorary Trees in 2007.

Currently, the minimum donation to the Honorary Tree Program is \$60, which pays for a little less than half of the cost to buy and plant a tree. The difference is funded by private donations to the Honorary Tree Fund program within the Redlands Community Foundation. When a donation is made, the donor will receive a receipt and an announcement card will be sent to the person or family of the person being memorialized or honored. A temporary acknowledgment card with the donor and honoree names will be placed on the donated trees. Trees are normally planted in November through April. A certain species of tree may be requested, and the request will be honored if at all possible; however, the City Street Tree Planting Plan (Appendix C) is used to determine the best tree for the location. The donor may also request a general area of the City where the donor would like the tree planted.

For further information on how to participate in the Honorary Tree Program, please see Appendix D.

### **3.2 *Grants and Donations***

Grants and donations represent another source of funding. Staff of the Quality of Life Department identify and respond to potential grant offerings that are applicable to expanding and maintaining the community forest. Donations for planting of trees in the parkways and other public spaces are encouraged. When received, these donations are deposited with the Redlands Community Foundation for subsequent use as recommended by the Street Tree Committee and determined by the Director of the Quality of Life Department.

### **3.3 *General Fund Budget***

Funding for both replacement and maintenance of City trees is provided through the General Fund portion of the city budget. The amount of funding for these activities included in the budget varies from year to year.



## **4.0 Administering the Policies and Guidelines**

### **4.1 *Amendments to Policies and Guidelines***

These Street Tree Policies and Protection Guidelines will be reviewed on an as needed basis. The City Council reserves the right to amend these policies and guidelines, if it is recommended by the QOL Director, in coordination with the Street Tree Committee, that such revisions or updates are necessary. Any amendments to these policies sought by other public or private interests will first receive approval from the City Council upon recommendation of the QOL Director. The City Council will consider the advice and recommendation of the Street Tree Committee (STC) before changing the policies.

### **4.2 *Applicable Locations for Policies and Guidelines***

Section 12.52.020 of the Redlands Municipal Code (Appendix A), defines “street tree,” “parkway,” and “street.” These terms and others in Section 12.52.020 help define locations pertinent to the application of these guidelines.

The City retains an established right-of-way for each public street. These rights-of-way are City controlled areas for the purpose of public improvements, including streets, sidewalks, curbs, and gutters, driveway approaches, streetlights, street signs and street trees.

The widths of rights-of-way and associated easements vary per street. Property lines define the edges of rights-of-way. Parkways are located between the curb face and property line. Sidewalks, where present, are also located within this space. The locations and widths of the parkways vary throughout the City. The City Engineer is responsible for keeping official records of the street rights-of-way.

A street tree is defined as any public tree whose trunk is located primarily within any parkway, public sidewalk, street median, traffic island or other right-of-way under the ownership or control of the city by easement, license, fee title or other permissive grant of use. All street trees are subject to the policies described herein and in the Municipal Code (Appendix A), which governs all City trees located on public property.



## 5.0 Foundation for Tree Preservation

The foundation for the preservation and enhancement of our community forest is based upon the City of Redlands' General Plan administered by the Development Services Department. Implementation is carried out through Section 12.52 of the Redlands Municipal Code (Appendix A) and resolutions adopted by the City Council.

### 5.1 *The General Plan*

The City of Redlands' General Plan refers to trees in several of its policies. The tree management policies and guidelines contained in this document are one tool available to the City for carrying out the policies of the plan. These general plan policies are as follows:

#### ***City Design Section:***

*Policy 3.22b* Maintain and improve Redlands' streets, trees, streetlights, parkways, parks, stone curbs and citrus groves in a manner that enhances the City's beauty and historic fabric.

*Policy 3.28i* Promote the Redlands' image, its cultural life, and its outstanding architectural, historic, and scenic resources, in order to attract new business and tourism to the City.

*Policy 3.29c* Define and implement measures to preserve citrus groves, scenic views, vistas, and streetscapes for the community.

*Policy 3.29q* Plant large-scale street trees on arterial streets. "Few streets developed since 1950 have adequate street trees for a City with hot summers, yet trees are the simplest and most cost-effective way to improve the feel of almost any street. Tall trees reduce apparent width, provide shade and reduce air pollution.

*Policy 3.10* Planted medians or other landscape elements that would reduce the expanse of pavement could be considered for Olive Avenue and other wide streets that do not need more than two lanes of traffic moving at 25 miles per hour.

In addition to these policies, guidelines for planting of trees along arterials roads are provided for certain locations in the City, such as the area of the East Valley Corridor Specific Plan.

### 5.2 *The Redlands Municipal Code*

Chapter 12.52 of the Redlands Municipal Code (Appendix A) establishes the duties, authorities and regulations governing all City trees. All of the tree management policies and protection guidelines found herein are intended to further clarify the implementation of this ordinance. The introductory section of the ordinance presents the City's philosophy regarding our community forest:



*Section 12.52.010* Redlands is graced by the presence of thousands of mature trees that contribute long-term aesthetic, environmental and economic benefits to the city. Trees promote a good community environment and provide biological benefits. They contribute to clean air, provide cooling shade, support wildlife, increase property values, control soil erosion and conserve water, create sound barriers and provide protection from high winds. The community forest is comprised of a street tree system, trees on parks and other public lands and trees on private properties throughout the City. The City is committed to preserving its existing trees, replacing trees that are damaged or dying and expanding community forests in newer areas of Redlands and future developments.

*Section 12.52.070* “Tree protection guidelines are the standards and specifications for the protection of trees under this chapter. The tree protection guidelines, and any revision thereto, shall be effective as of the date of their adoption by resolution of the City Council. (Ordinance 2554, 1, 2004).”



## **6.0 General Preservation and Management Guidelines**

One of the most important aspects of preserving Redlands' community forest is the ability to retain a managed population in terms of species, diversity, density and appropriateness. The City will achieve this through proper planning and gradual reforestation efforts, rather than through drastic deforestation and replacement measures. No healthy, living tree shall be removed for the sole purpose of altering an area's existing tree species composition. Removal shall conform to ordinance section 12.52.140 as may be further clarified in these protection guidelines.

### **6.1 *Species Diversification and Density***

A diversified population of tree species helps to guard against the negative impact of monocultures. Monocultures, large populations of a single tree species, may be ravaged during insect or disease epidemics. On the other hand, too diversified a population may create an unmanageable inventory of trees. Thus, as a means of controlling species variety, it shall be the goal of the city to retain a population of trees in which the optimum quantity of a single tree species shall range between 0.5 and 5.0 percent of the total tree population, and that no species shall exceed 20 percent of that population. The City street tree planting plan shall conform to the approved street tree palette. (Appendix C).

### **6.2 *Landmark Trees, Heritage Tree Rows and Stand, and Scenic Preservation***

Specific trees, which by virtue of their species, size, age, appearance or historical significance are determined to be outstanding, shall be protected by declaration of Landmark Tree status, and shall be so protected by ordinance. Sections 12.52.20 and 12.52.30 of the Redlands Municipal Code (Appendix A) define Landmark Tree and the protection criteria established for them.

Historic stands of trees and tree rows of a particular species in a specific area, such as the palm trees growing along Cajon Street, shall also be afforded the same opportunity for protective status as is afforded singular Landmark Trees. All nominations for Landmark Tree, Heritage Tree Stand, or Heritage Tree Row shall first be reviewed and approved by the Quality of Life Department and Street Tree Committee before final approval by the City Council.

### **6.3 *Redlands Master Street Tree Plan***

Redlands' tree population management plan shall be based primarily upon the City's designated street tree plan. A copy of the Master Street Tree Plan, also called the Street Tree Planting Plan, is included in Appendix C of this manual.

Each street has been assessed and has a designated species chosen to ensure that the right tree is planted in the right place based upon the following criteria:



- ◆ Species hardiness. Based upon the tree’s adaptability to the region in terms of its resistance to frost or freezing temperature.
- ◆ Grow Space. The amount of parkway space available relative to the expected tree trunk circumference and root flare at maturity.
- ◆ Overhead clearance. The potential for conflicts between the tree’s canopy and overhead obstructions, such as utility lines, at the tree’s mature height.
- ◆ Character and basic design plan for the neighborhood. The general compatibility between the tree and its location.
- ◆ Pest and disease resistance. Species known for having a lack of significant pest or disease problems are preferred.
- ◆ Drought Tolerance. Species that are more tolerant to long, dry periods and lack of water are preferred.
- ◆ Durability and wind resistance. Species that are not brittle by nature and provide for good wind buffers are preferred.
- ◆ Canopy and subsurface growth habits. Species that do not have growth characteristics such as invasive surface roots, extensive sucker production, or abundant fruit litter are preferred.
- ◆ Irrigation, drainage and soil qualities. Trees that do well under various irrigation and soil conditions are preferred.
- ◆ General aesthetics and shading potential. Trees that provide some aesthetic benefits, such as flowers or attractive fall color, or trees that provide a good amount of shade are preferred.
- ◆ Existing, traditional or native plant palettes. Species that already exist in a particular area, have traditionally or historically existed in that area, or are native to this region are preferred.
- ◆ Availability, trees that are generally available in local nurseries are preferred.

Longer running streets may have several alternate designated species in an effort to incorporate diversity into the community forest while further avoiding the negative impact of species monocultures. Other streets, or segments of streets, may be designed with a “utility alternate,” which shall be select species planted in locations where there exists certain overhead clearance conflicts or grow space limitations.



The Street Tree Planting Plan shall be retained by the Quality of Life Department. This list identifies every public street in the City with the designated species and alternates for each street being denoted in both botanical and common names. Cultivars or hybrids of the designated species may also be identified parenthetically by the characteristics sought in referencing that particular tree (see Appendix C.)

#### **6.4 *Inventory Administration***

The Quality of Life Department shall keep current an inventory of all City trees, including detailed site characteristics and work histories for each tree. The inventory of City trees identifies species, DBH (Diameter at Breast Height), height, canopy and adjacent hardscape. When creating an inventory of trees, standard procedures shall be used to ensure that they are done in a consistent and regular manner. The inventory includes street trees and trees in other public spaces such as parks. Public access to view the inventory is provided through the City's website.

#### **6.5 *Street Tree Planting within Entitlement Process***

New development projects are required to plant street trees as a condition of approval. The spacing of trees and species are defined in the Development Services Department conditions of approval and the approved site plan for the project. The Development Services Department refers to the Street Tree Master Plan for approved street trees and to coordinate the species planted with the street tree palette for the area. The conditions of approval are approved by the Planning Commission, or for projects involving a legislative action, by the City Council. Planting of these trees by the developer must comply with the Municipal Utilities and Engineering Department standards for tree planting. Once the city has accepted the dedication of the street rights-of-way, including street trees, their maintenance becomes the responsibility of the city, unless a period of time for which the developer is responsible is specified in the conditions.



## 7.0 Guidelines for Planting New and Replacement Trees

### 7.1 *Basis for Planting Guidelines*

Section 12.52.140 of the Redlands Municipal Code (Appendix A) establishes the conditions for all tree plantings that take place on City property or within the rights-of-way. The Quality of Life Department is responsible for the planting of all City trees, although the department may delegate the actual planting of trees to contractors or property owners. The following guidelines have been developed to promote the health and safety of City trees from the time that they are planted through their maturity. These guidelines apply to all City trees that are to be planted.

### 7.2 *Season to Plant*

Unless otherwise approved by the Quality of Life Department, all planting of trees shall take place between mid-Fall and early Spring (November to April) to take advantage of the dormant period for most trees and the cooler, wetter seasons of the year. If a resident would like a tree planted sooner than the City schedule can accommodate, the resident may obtain a free planting permit allowing them to provide a City tree and plant it at their own expense. However, the resident will need City approval for the species of the tree they wish to plant and shall follow the guidelines established herein

### 7.3 *Viable Planting Sites*

It is the objective of the City to plant all viable vacant sites located on City property or within City rights-of-way and to replace City trees which have been removed. Viability of planting sites is based upon the following criteria:

- ◆ **Spacing** - There is adequate spacing present overhead, underground and radially to allow for the healthy, unimpeded growth of the tree to its mature size. Specific examples of spacing conditions that may make a site unsuitable for planting include inappropriate canopy room between existing trees, too close a proximity of a planting site to existing water, gas or sewer lines, potential for conflict with overhead power lines, or inadequate width of the location's parkway for accommodating the tree's girth.
- ◆ **Traffic Clearance** - There is adequate line of sight visibility between normal vehicular or pedestrian traffic and necessary signage, street lights or views.
- ◆ **Maintenance Resources** - There is an adequate and consistent water source available.



## ***7.4 Resident/Property Owner Notification***

It is important that residents/property owners are notified of any project involving the planting of a City tree within the parkway on their property site. Potential methods for notification include mailings and door hangers. City staff, contractors or volunteers may be used to provide notifications.



## 8.0 Tree Stock and Other Planting Materials

### 8.1 *Nursery Stock Standards*

The City will make every effort to ensure that it plants only vigorous, healthy trees which can be trained into an attractive natural form, with strong roots and good crown development. The specifications for acceptable nursery stock are as follows:

- ◆ All trees are to be true to type or botanical name as ordered or shown on planting plans.
- ◆ All trees should be a minimum of size equivalent to that of 15-gallon minimum.
- ◆ All trees are to have a single and fairly straight trunk with a good taper and good branch distribution vertically, laterally and radially.
- ◆ All trees are to be healthy, have a form typical for the species or cultivar; be well rooted, and shall be property trained.
- ◆ The root ball of all trees is to be moist throughout and the crown shall show no sign of moisture stress.
- ◆ All trees are to comply with Federal and State laws requiring inspection for plant diseases and pest infestations.
- ◆ No tree is to be accepted that has been severely topped, headed back, pollarded (cut back to the trunk) or lion-tailed.
- ◆ No tree is to be accepted that has co-dominant stems or excessive weak branch attachments that cannot be trained out without jeopardizing the natural form of the species.
- ◆ No tree is to be accepted that is root bound, shows evidence of girdling or kinking roots, or have “knees” (roots) protruding above the soil.

The City reserves the right to refuse any nursery stock that does not meet these standards, and may require any person who has planted such sub-standard trees on City property or within City parkways, to have these trees removed and replaced at that person’s own expense.

### 8.2 *Planting Material Standards*

Unless otherwise approved by the Quality of Life Department, all City trees are to be planted using materials that meet the following criteria:



- ◆ **Tree Stakes** – shall be two (2) sturdy, eight (8') foot long minimum lodge pole pine stakes. Stakes shall be placed on the outer edge of the root ball on either side of the tree, parallel to the curb or walkway, or perpendicular to prevailing winds.
- ◆ **Staking Ties** – The two staking ties shall be sixteen (16") to eighteen (18") inch rubber cinch ties to be fastened to each stake with galvanized roofing nails. Ties will be pulled loose enough to allow for free movement of the tree in the wind.

### **8.3 Tree Planting Specifications**

Most nursery tree stock in California is sold in a containerized form. The following guidelines are specific for containerized stock. If utilizing bare root or balled and burlaped trees, refer to the appropriate International Society of Arboriculture (ISA) guidelines for planting instructions.

All trees are to be planted immediately after the planting container has been removed. Containers are not to be cut or otherwise damaged prior to delivery of trees to the planting area.

The planting hole is one of the most important factors in establishing a healthy tree. Measure the width and depth of the root ball prior to digging. The diameter of the planting hole should be dug at least two (2) times wider than that of the root ball. The depth of the planting hole should be dug slightly shallower than the depth of the root ball to allow the top two (2") inches of the root crown to remain above the finished grade. (See the City of Redlands Tree Planting Detail diagram).

Before placing the tree into the planting hole, tamp down the base of the hole to allow the tree to stand straight and to avoid the potential of the tree settling below the finish grade. Scarify or scrape the side of the planting hole to break down any glazing or compaction, which may have occurred as a result of digging.

Position the tree in the hole so that the tree stands upright and the top of the root crown is two (2") inches above the grade. Next, backfill the planting hole with clean, native soil no higher than halfway up the root ball. Slightly tamp the soil to remove air pockets, but be sure not to compact the soil too much. Then add 10 plant tablets (21 gm), (21-10-5) equally spaced around the root ball per Appendix C-1 Tree Planting Plan. Complete the backfilling to the finish grade. Once again, tamp the soil slightly to remove air pockets.

Form a watering basin out of backfill material, approximately six (6") inches high, around the drip line of the tree. Remove all nursery stakes, ties, and ribbons from the tree. Give the tree an initial deep watering.

Tree stakes and ties should be removed from the tree within three years after planting or when the circumference of the tree's trunk is equal to or exceeds the circumference of the stakes.



## **8.4 Site Cleanup after Planting**

Work areas should be left in a condition equal to or better than that which existed prior to the commencement of planting operations. All debris should be cleaned up each day before the work crew leaves the site, unless permission is given by the City to do otherwise. All lawn areas are to be raked, all streets and sidewalks are to be swept, and all brush, branches, rocks or other debris are to be removed from the site.

## **8.5 Tree Planting Detail Diagram**

Please refer to the Planting Detail in Appendix C-1 for new trees and replacements and Appendix C-2 through C-5 for new development.

## **8.6 Watering Schedule**

The City requests that property owners with a public easement over their property be responsible for providing adequate water to any City tree planted on it.

Newly installed trees, including drought tolerant species, are dependent upon supplemental irrigation until established, typically for two years. If a tree is native to areas of high rainfall, then the tree will require supplemental water throughout its life cycle, unless the tree finds a subterranean water source. Periods of extreme heat, wind or drought may require more water than recommended in these specifications.

During the establishment period, new trees are to be watered thoroughly to their root depth as frequently as needed. The minimum standards are as follows:

- ◆ One to three months in the ground: four times per month or as necessary.
- ◆ Four to six months in the ground: two times per month or as necessary.
- ◆ Seven to twelve months in the ground: one time per month or as necessary

## **8.7 Training Young Trees**

All newly planted trees are to be placed on the City's written schedule to receive young tree maintenance immediately after completion of a planting program. Properly trained trees will develop into structurally strong trees well suited for their surrounding environment. These trees should require little corrective pruning as they mature. Young trees that reach a larger mature size should have a sturdy, tapered trunk with well-spaced branches that are smaller in diameter than the trunk.



Each City tree should be scheduled for training at least once within the first three years after being planted, as part of a Young Tree Maintenance Program. The Young Tree Maintenance Program will entail evaluating the overall condition of the tree, cleaning out of any dead wood and pruning the tree in such a manner as to develop good structure, checking to insure stakes and ties are providing adequate support for the tree, and examining the watering basis to verify that the tree is receiving adequate water.



## **9.0 Tree Pruning Guidelines**

### **9.1 *Frequency and Manner of Pruning***

The Quality of Life Department is responsible for any and all pruning of City trees. Section 12.52.140 of the Redlands Municipal Code (Appendix A) defines the custody and protection established for public trees.

All City trees are to be pruned on a regular basis using professionally accepted standards, as established by the International Society of Arboriculture (ISA). All City trees are to be pruned in a manner that will encourage good development while preserving their health, structure and natural appearance. Topping, heading back, stubbing, lion tailing or pollarding of public trees is strictly prohibited.

Residents are to be notified of any large-scale crown-thinning project affecting a City tree located in front of their home.

### **9.2 *Utility Clearance Pruning***

Line clearance tree workers must be trained to work safely around high voltage conductors. The United States Occupational Safety and Health Act (OSHA) and the American National Standards Institute (ANSI) have established minimum distances to be maintained by tree workers from electrical conductors. All line clearance work involving City trees must adhere to these standards, as well as the utility pruning standards established by the International Society of Arboriculture (ISA) and the Utility Arborists Association (UAA).

Line clearing is performed by tree trimming companies under contract to Southern California Edison. The SCE Supervisor informs the Quality of Life Supervisor of upcoming trimming events so that the City can inspect the location before trimming occurs to see if an alternative treatment can be used. Staff may make suggestions to the SCE Supervisor to modify the trimming scope to reduce impacts on trees, especially palm trees. Staff may also review the site after the work is performed to determine if special instructions have been followed.

### **9.3 *Certified Arborist***

Any City contracted tree company is required to have in their employment a full-time, permanent Certified Arborist, as accredited by the International Society of Arboriculture (ISA). This person shall be responsible for ensuring that the contractor's crews are performing work according to City specifications. It is also recommended that Redlands' residents use a firm that employs a Certified Arborist for any work performed on privately owned trees.



## **9.4 Contractor Qualifications**

All contractors are required to have a State Contractor's license and also a City license for tree work and provide Worker's Compensation benefits to their employees. They should also provide equal opportunity employment and have appropriate liability insurance. Contractors are to provide all services in compliance with City specifications. Specifications are written based on the policies outlined in this manual. It is recommended that property owners utilizing contracted tree workers require proof of proper licensing/insurance and obtain several references before employing them.

## **9.5 Site Cleanup after Pruning**

Work areas are to be left in a condition equal to or better than that which existed prior to the commencement of pruning operations. All debris is to be cleaned up each day before the work crew leaves the site, unless permission is given by the City to do otherwise. All lawn areas are to be raked, all streets and sidewalks are to be swept, and all brush, branches, rocks or other debris are to be removed from the site.



## 10.0 Tree / Hardscape Conflicts and Tree Removal

### 10.1 City Policy Regarding Tree / Hardscape Conflicts

It is the City's policy to protect and preserve healthy trees that provide valuable benefits to our environment and to the quality of life in the City of Redlands. Section 12.42.020 of the Redlands Municipal Code defines the custody and protection established for all City Trees. This policy also applies to private trees only so far as a private tree directly affects or damages public property, public safety, or public trees. A sidewalk can be removed and replaced in one (1) day. A tree may take 20-70 years to reach a size where site problems begin to show. The sidewalk or curb requires repair whether the tree remains or not. The vested time and value of the tree prompts modifying the site to allow the tree to remain whenever practical. However, the tree in an improper growing site can cause hazards and recurring damages that cannot be corrected by modifying the growing site, and removal and replacement may be necessary. Because of the complexity of resolving tree/hardscape conflicts, the Quality of Life Department has developed detailed guidelines to govern the decision making process.

### 10.2 Inspection

Upon regular inspection, if the tree roots are the cause of hardscape damage, the Quality of Life Department shall assess the potential damage. A Certified Arborist shall consider the size, species, structure/condition, and (external) environmental factors shall be considered.

- ◆ **Size** – Trunk size (DBH, diameter at breast height) and height should be noted in relation to the amount of structural roots that should remain to support the tree. Also, it should be considered if size qualifies it as a specimen tree or one of historical significance.
- ◆ **Species** – The species should be considered for its environmental suitability and its appropriateness to the site.
- ◆ **Structure and Condition** – The tree should be inspected for stability: leaning, crown balance. The trunk should be checked for any cavities, signs of decay, or insects that may cause instability (i.e. root rot, bores, termites). The condition of the foliage should be checked noting dieback, size and quantity of foliage, and anything that may indicate stress.
- ◆ **External or Environmental Factors** – The growing space should be considered. Check for adequate growing space. Note proximity to overhead utilities, water meters, lines of sight for driveways, intersections, and traffic signs. Also, note damage to private property such as uplifting sidewalks, driveways, retaining walls, structural damage to a house, etc



### 10.3 Possible Remedies

- ◆ **Grinding or Asphalt Ramping** – If there exists a deviation in the concrete sidewalk due to lifting, and the deviation is less than  $\frac{3}{4}$ "', the raised lip of the concrete shall be ground down flush with the opposing concrete slab.
  
- ◆ **Tree Removal** – The process for removal of a street tree includes the following steps:
  - Request for tree removal is logged and documented with Quality of Life Department.
  - QOL staff determines the ownership of the tree (private/public) and conducts an inspection for:
    - Size
    - Species
    - Condition
    - Photos
  - QOL staff makes an assessment and quantifies the amount of infrastructure repair work required with a full written report and photos of:
    - Sidewalk
    - Curb and Gutter
    - Road Pavement
    - Driveway Approach
    - Irrigation System
    - Landscape Restoration
    - Estimate Cost
    - Estimate Repair Time
  - QOL staff obtains condition assessment report from Certified Arborist. Arborist Report Part 1 (condition assessment) contains the following:
    - Truck Size
    - Dripline Diameter
    - Height
    - Species
    - Structural Condition
    - Disease
    - Estimated Age
    - Liability Targets
    - Other
  - The QOL staff performs an infrastructure removal to expose all roots in affected area. The QOL staff does not remove the roots until the arborist has completed Part 2 of the evaluation. QOL staff must place moist material over the exposed roots to minimize damage to roots as a result of exposure to air.
  - Certified Arborist prepares second report - Report Part 2 (Completion)
  - The report will recommend tree removal if the following conditions are encountered:
    - Dead /Dying Tree – 60% or more decline
    - Root removal will cause tree to die or topple



- Disease/Insect-infested Tree – Treatment or Threat
- Hazardous Tree – High Failure Risk
- Emergency Removal – Earthquake, Buried Infrastructure Repair
- Hazardous Condition – Public Safety, Power line obstruction
- The report will recommend alternative options to tree removal if the conditions above are not present. Alternative options may include:
  - Arbitrary Root Pruning
  - Selective Root Pruning – All roots exposed for more than four hours shall be covered with burlap and kept moist to prevent desiccation until they can be properly covered with soil.
  - Root Shaving
  - Temporary Asphalt Ramping
- All trees removed shall be replaced per the Street Tree Planting Plan.
- ◆ **Offset** – If the sidewalk is wider than the four (4') foot minimum, an offset should be recommended. If the sidewalk is four (4') foot wide, a meandering sidewalk shall be recommended.
- ◆ **Declining Tree** – If a declining tree has used most of the growing space available and is raising both the sidewalk and curb, consideration should be given to relocating the sidewalk next to the curb or further from the curb in order to create adequate growing space for planting a new tree.
- ◆ **Reconstruction with Alternative Materials** – If a heritage tree is causing substantial damage to the hardscape and there is no available room in the public right-of-way to move the sidewalk the necessary distance away from the tree, existing hazardous concrete sidewalk will be removed and replaced in the same location with a decomposed granite surface.

#### **10.4 Role of Street Tree Committee in Street Tree Removal Process**

The Quality of Life Department is responsible for all removals of City trees. The Quality of Life Department will inform the Redlands Street Tree Committee of all non-emergency City tree removals; whereas, the City will continue to have authority per Chapter 12 of the Redlands Municipal Code for emergency tree removals. All requests for tree removals by individual residents will be presented to the Street Tree Committee for their recommendation. If the Quality of Life Department is in disagreement with the Redlands Street Tree Committee on removal of a City tree, the City Manager will serve as the appeal body.

#### **10.5 Invalid Reasons for Tree Removal:**

The following represent invalid reasons for removal of a street tree:



- ◆ Leaves getting into gutters
- ◆ Messy fruit
- ◆ View obstruction (other than for safety reasons)
- ◆ Roots getting into sewer lines
- ◆ Power line obstruction if a feasible solution to move the power line exists (e.g., underground in historical districts)

### ***10.6 Utility Line and Palm Tree Conflicts***

There are approximately 1,124 palm trees of various species planted under electrical utility lines. In situations where these palm trees negatively impact SCE's electrical lines, a determination shall first be made regarding available alternatives to save the palm tree. The first choice would be to save the palm tree by implementing one of the following to negate electrical line interference—placing the electrical lines underground, increasing the height of the power pole, and/or the use of alley arms on the power poles/lines. Additional alternatives would be the relocation of the palms and/or save the palm tree.

In an effort to save palms and provide a return to the City on the value and investment of the palms, the City Council adopted a policy on December 19, 2006, that established a program to sell palms to various landscape vendors and contractors. These palms would be sold to and removed by these vendors instead of simply being allowed to die. In exchange, the vendors would plant new street trees, pay an in-lieu cash value payment and/or relocate a certain number of palms to other locations in Redlands. Any revenue collected would be used to purchase and plant new street trees or relocate other endangered palms. This policy is contained in Appendix D.

The last option shall be to remove and destroy the entire palm tree and grind the stump 12" below grade. Any palm tree, which must be removed, shall be replaced, if feasible, with a suitable tree for the specific site, which meets with the approval of the Quality of Life Department.

All stumps remaining after a utility company removal shall be ground out by the City of Redlands within a reasonable time as scheduling permits, but within one year from date of removal.

### ***10.7 Special Circumstances Mitigation***



In an effort to preserve and protect the integrity of a neighborhood there may be times when a tree species existing along a specific street or streets may not be appropriate for the available grow space, having reached a state of irrecoverable decline, are in serious conflict with overhead utility lines, or have been ravaged by severe and repeated pest or disease infestation. When these conditions exist, the Quality of Life Department may find that the affected street qualifies as a special circumstances designation and warrant a phased mitigation plan to be developed by the Quality of Life Department for the removal and replacement of the street trees in these neighborhoods.

**Redlands Street Tree Committee** - The Redlands Street Tree Committee shall review all requests for special circumstances designation prior to consideration by the City Council.

**Mitigation Plan** - Any street determined by the Redlands Street Tree Committee to be a Special Circumstances Designation shall be subject to the following mitigation plan guidelines.

The Quality of Life Department shall develop a mitigation plan in accordance with the General Preservation and Planned Management policies of the Tree Policy Manual. The Quality of Life Department shall consult with the Street Tree Committee during development of the mitigation plan, and receive approval of the plan from the Street Tree Committee prior to acting upon the plan.

Street tree removals along affected streets shall be completed in a minimum of three (3) separate phases. Each phase of this mitigation plan shall occur in increments no sooner than every three (3) years. The exact frequency for each phase of the mitigation plan shall be established based upon the growth rate of the re-designated species for each street affected by the plan and related environmental factors for the neighborhood. No more than thirty-four (34) percent of the street's trees shall be removed in any one phase of the mitigation plan.

The Quality of Life Department shall determine which trees are to be removed in each phase of the mitigation plan.

Any street tree removed as part of a phased mitigation plan shall be replaced with the re-designated species as is consistent with the tree planting policies established in the Street Tree Planting Plan.

All property owners shall be notified by mail of any public hearing addressing a special circumstances determination or mitigation plan affecting a street or streets on which they own property.

Upon review, the Quality of Life Department and the Redlands Street Tree Committee shall have the authority to find on certain streets that the burden of the tree palette on the neighborhood outweighs the value of the trees to the community.

The Quality of Life Department and the Redlands Street Tree Committee shall make this finding based upon the following criteria:



- ◆ **Inadequate Grow Space** - A street where there exists a frequent need for repairs to surrounding private and public hardscape, where there exists a history of extensive root pruning of the street trees to accommodate hardscape installations, and where the hardscape reconfiguration alternatives for the street have been exhausted.
- ◆ **Major Grove Decline** - A street where a majority of the street trees have reached serious levels of irrecoverable decline due to over-maturity or other factors that can contribute to the trees' decline.
- ◆ **Severe Utility Clearance Conflict** - A street where a majority of the trees have reached a height that the required utility clearance pruning would need to be of such severity that it would affect the continued good health and natural structure of the tree.
- ◆ **Severe Pest or Disease Infestation** - A condition where the trees planted along a particular street have a history of repeated pest or disease infestation thereby having a negative impact on the health of the trees and the quality of the streetscape.

For streets that have been determined to meet these special circumstances, a phased mitigation plan shall be developed.

Any street deemed to meet these criteria shall be re-designated with a different species of tree, or trees, as is consistent with the policies for designating street trees established in the Street Tree Policy and Protection Guidelines.

**Landmark Trees, Heritage Tree Rows and Heritage Tree Stands** – One of the factors to be considered by staff and commission in determining special circumstances is the historic value of the trees in question. Particular trees that have been declared Landmark Trees or streets that have been recognized as a Heritage Tree Rows or Heritage Tree Stands, as defined in the General Preservation and Planned Management policies, shall be afforded special consideration in accordance with the protections established for such trees.

The Quality of Life Department shall obtain a second opinion from an independent ISA Certified Arborist for pending removals of significant or historic trees. If the situation permits, the department shall also make every effort to notify any abutting and/or surrounding property owners and inform the Redlands Street Tree Committee of such a tree removal prior to the work being performed.

**Property Owner Appeals** - Individual property owners may request a review of the circumstances existing on a street or streets on which they own property. The Quality of Life Department shall provide interested property owners with a copy of this policy and petition forms.



The Quality of Life Department shall evaluate the request and make a staff determination, after review by the Redlands Street Tree Committee. If a property owner does not agree with staff's decision on a special circumstance determination, they may appeal to the Redlands City Council. The Quality of Life Department shall provide interested property owners with information on the appeal process. Once the department receives a formal appeal, a second opinion shall be obtained by an independent ISA Certified Arborist.

The Redlands Street Tree Committee shall evaluate the request as is consistent with the policy. If the commission finds that a street warrants special circumstances designation, the committee shall then review and approve a phased mitigation plan.

**Neighborhood Notification** - All property owners shall be notified in an appropriate manner.



## 11.0 City Business License and Street Tree Permit Requirements

### 11.1 Business License

It is unlawful to transact business in the City of Redlands without first procuring a Business License per Municipal Code Section 5.04.90. Permits may be obtained from the office of the City Treasurer.

### 11.2 Street Tree Permit

City Street Tree Permits are also required for any work on public trees unless specifically exempt.

**Street Tree Permit Requirement** - No person shall plant or otherwise disturb any City tree without first obtaining a permit from the Director of the Quality of Life Department. Requirements for removing, planting, pruning, applying chemicals to public street trees requires a City permit from the Quality of Life Director, Municipal Code 12.52.140. All persons/companies obtaining such permits shall abide by the arboricultural specifications and standards. All contract tree trimmers shall be licensed by the City and the State of California with an appropriate class C-27 or related contractor's license. Such tree trimming companies shall also have a certified arborist on staff. Tree trimming companies will not be issued a permit if they have had verified complaints filed against them from the Better Business Bureau or the Contractor's State License Board.

**Issuance of Permits** - The Director or Superintendent may issue a permit if the proposed work complies with the following criteria:

- ◆ The aesthetics of the area or neighborhood will improve from the proposed work;
- ◆ The work required involves a dead tree and/or one in 60% decline;
- ◆ The tree presents a public health, welfare and/or safety concern;
- ◆ The tree branches interfere with electrical wire clearance requirement required by the California Public Utilities Commission; and
- ◆ If the trees interfere with an approved development project, the Redlands Street Tree Committee will be consulted before any removal of street trees.



**Performance Clause** – Permits granted may contain a performance clause.

**Completion Notice** - Completion notice shall be given to the Quality of Life Department within five days of completion of permitted work.

**Improper Planting** - Whenever a tree is planted or set out in conflict with the provisions of this section. The Director of the Quality of Life Department shall have it removed and the cost shall be assessed to the owner as provided by law.

### ***11.3 Permit Waiver for Certain Planting, Pruning and Removal***

Redlands Municipal Code 12.52.150 states that a permit is not required to remove, prune, and/or plant a City tree under the following circumstances:

- ◆ A tree that is not protected by this chapter;
- ◆ Where immediate action is required for the protection of life or property;
- ◆ City employees or its contractors working under the direction of the Director of the Quality of Life Department;
- ◆ A conditional use permit or design review approval has been obtained from the City or a valid building permit has been lawfully issued by the City prior to the effective date.
- ◆ Persons or entities that donate and plant public trees in parkways or other public places, provided that they obtain approval by the Quality of Life Department. Any tree planted shall conform to the approved Street Tree Planting Plan. The donation of a tree and planting shall be considered a gift to the City.



## Appendix A – Municipal Code Section 12.52

### 12.52.010: PURPOSE OF CHAPTER:

Redlands is graced by the presence of thousands of mature trees that contribute long term aesthetic, environmental and economic benefits to the city. Aesthetically, trees offer dimensions in the form of color, shape, texture, scale and variety. Mature trees are often integral components of many historic sites and their presence contributes to the site's cultural and historic significance. Environmental benefits derived from trees include the filtering of air pollutants, increasing atmospheric oxygen levels, the stabilization of soils, reducing heat convection, decreasing wind speed and reducing the negative effects of solar glare. The biological diversity of wildlife and plant communities is enhanced by the favorable conditions created by trees. The economic benefits derived from trees include increased property values and additional revenue generated by businesses, visitors and new residents attracted to the urban forest image of the city. Trees are a major capital asset of the city and like any valuable community asset, they require appropriate care and protection. Therefore, it is the purpose of this chapter to:

- A. Preserve and grow Redlands' canopy cover by protecting landmark, native and specimen, and public trees in specified areas and expanding the protection of street trees and trees on public property.
- B. Safeguard the city's urban forest by providing for the regulation of the protection, planting, maintenance and removal of public trees in the city.
- C. Protect the visual and aesthetic character of the city.
- D. Improve and enhance property values by conserving and adding to the distinctive and unique aesthetic character of the many areas of the city.
- E. Improve the quality of life for residents, visitors and wildlife.
- F. Create favorable conditions for the protection of designated landmark, native and specimen, and public trees for the benefit of current and future residents of the city.
- G. Maintain and enhance the general health, safety and welfare of the city and its residents by assisting in counteracting air pollution and in minimizing soil erosion and other related environmental damage. (Ord. 2554 § 1, 2004)

### 12.52.020: DEFINITIONS:

For purposes of this chapter, the following terms are defined as follows:



**CITY:** The city of Redlands.

**CITY MANAGER:** The city manager of the city or the city manager's designee.

**DIRECTOR:** The public works director of the city or the director's authorized designee.

**HAZARD OR HAZARDOUS:** A tree, or part of a tree, that has a potential for failure and falling because of dead, or dying or diseased branches, roots or trunk.

**INJURE:** Any act or omission which substantially affects or seriously jeopardizes the health of a living tree, in the determination of the director.

**LANDMARK TREE:** A public tree designated as a historic resource under [chapter 2.62](#) of this code as a tree of historic or cultural significance and of importance to the community due to any of the following factors: it is one of the largest or oldest public trees of the species located in the city, it has historical significance due to an association with a historic building, site, street, person or event, or it is a significant outstanding feature of a neighborhood.

**LOCATED OR LOCATION OF A TREE:** That place where any portion of the trunk of a tree is found at natural grade.

**MAINTAIN OR MAINTENANCE:** Pruning, trimming, spraying, fertilizing, watering, and/or treating for disease or injury or any other similar act which promotes growth, health, beauty and the life of trees.

**MASTER STREET TREE PLAN:** The comprehensive street tree plan, approved by the city council, which lists the official street trees to be planted or replaced for all streets or sections of streets within the city.

**MEDIAN OR TRAFFIC ISLAND:** A raised area within a street not used for vehicular traffic.

**MEDIUM TREES:** Those trees attaining a height of thirty (30) to forty five feet (45').

**MULTITRUNK:** Any tree with multiple trunks attributed to a single tree. Each trunk shall be measured at a height of four and one-half feet (4<sup>1/2</sup>') above natural grade, and the combined diameters of the trunks shall be used to determine the tree's size for the purposes of this chapter.

**NATIVE TREE:** Any tree, identified by a certified arborist as native to the local area, with a trunk more than eight inches (8") in diameter at a height of four and one-half feet (4<sup>1/2</sup>') above natural grade that is identified on a list of native trees approved by the city council.

**OFFICIAL STREET TREE:** An approved species of street tree designated in the master street tree plan.

**PARK:** All public parks within the city.



**PARKWAY OR TREE LAWN:** That part of a street or highway, not covered by sidewalk or other paving, lying between the property line and the curb or edge of pavement on that portion of the street or highway used for vehicular traffic.

**PERSON:** Any person, firm, partnership, association, corporation, company or organization of any kind.

**PROPERTY OWNER:** The person owning any property shown by record in the official records of the county of San Bernardino.

**PRUNING:** The appropriate shaping and the removal of dead, dying, diseased, life interfering and weak branches according to the most recent standards of the International Society of Arboriculture.

**PUBLIC PLACE:** Streets and public right of way, all parks and other grounds owned by the city.

**PUBLIC TREE:** A tree located in a public place or area under ownership or control of the city, including, but without limitation, city streets, parkways, open space and park lands.

**SPECIMEN TREE:** Any public tree meeting the criteria established by resolution of the city council by species and size of tree which is thereby presumed to possess distinctive form, size or age and to be an outstanding specimen of a desirable species and to warrant the protections of this chapter.

**STREET:** Any public right of way regardless of whether it is described as a street, avenue, road, boulevard, drive, lane, court, place, alley or by any other such designation. This includes the entire width of every public way or right of way when any part thereof is open to the use of the public for purposes of vehicular and pedestrian traffic.

**STREET TREE:** Any public tree whose trunk is located primarily within any parkway, public sidewalk, street median, traffic island or other right of way under the ownership or control of the city by easement, license, fee title or other permissive grant of use.

**SUPERINTENDENT:** The city's public works operations manager, the urban forester or any other person designated by the public works director to administer and supervise the city's public tree programs. (Ord. 2554 § 1, 2004)

12.52.030: **APPLICABILITY:** 

The provisions of this chapter providing protection for specific trees shall apply as follows, unless otherwise excepted by provisions of this chapter:

A. Native and specimen trees, as defined herein.



B. Landmark trees, as defined herein.

C. Public trees, as defined herein. (Ord. 2554 § 1, 2004)

12.52.040: DIRECTOR AUTHORITY: 

The director shall have the authority to:

A. Recommend to the city council changes or additions to the master street tree plan;

B. Recommend to the city's planning commission and city council the size, species and location of street trees required to be planted by development projects seeking planning commission and city council approvals;

C. Make determinations on public tree planting, pruning, trimming and removal based upon evaluations made by a certified arborist, other relevant facts, public health, welfare and safety concerns and upon established public tree removal criteria;

D. Recommend enforcement of this chapter through the code enforcement division of the Redlands police department for alleged violations of this chapter;

E. Affix reasonable conditions, to protect the public health, safety, and welfare to any approval issued pursuant to this chapter. (Ord. 2554 § 1, 2004)

12.52.050: SUPERINTENDENT AUTHORITY: 

The superintendent shall have the authority to:

A. Administer rules and regulations of the arboricultural specifications and standards of practice, to govern the planting, maintenance, removal, fertilization, pruning and bracing of trees on the streets or other public places in the city.

B. The superintendent shall further have the authority to enforce the provisions of this chapter and, in the superintendent's absence, these duties may be delegated to a qualified alternate designated by the director.

C. Formulate a master street tree plan with the advice and recommendation of the parks and recreation advisory commission and the street tree committee. The master street tree plan shall specify the species of trees to be planted on each of the streets and other public places within the city. From and after the effective date of the city council's adoption of the master street tree plan, and any amendment thereof, all planting shall conform thereto. The superintendent shall consider all existing and future utility and environmental factors when recommending a specific tree species for streets and other public places within the city. The superintendent, with the advice and recommendation of the parks and recreation advisory commission and the city's street tree



committee, shall have the authority to recommend amendments to the master street tree plan to the city council at any time.

D. Regulate and inspect all planting, trimming, maintenance and removal of trees on streets and other public places within the city to ensure public safety and preserve the aesthetic character of the city.

E. Regulate and inspect all work done under any approval for tree work issued pursuant to this chapter.

F. Affix reasonable conditions, to protect the public health, safety and welfare, to any approval issued pursuant to this chapter. (Ord. 2745, 2011; Ord. 2554 § 1, 2004)

#### 12.52.060: APPEALS OF DIRECTOR OR SUPERINTENDENT ACTIONS:

Any person aggrieved by any administrative action taken by the director or the superintendent under this chapter may appeal from the action, in writing, to the city manager. If the action appealed from arises in connection with a request for a permit pursuant to subsection [12.52.140C2](#) of this chapter, the city manager shall render his or her decision within four (4) hours of receipt of the appeal. In the appeal of all other matters, the city manager shall render his or her decision within three (3) working days of receipt of the appeal. The decision of the city manager shall be final. (Ord. 2554 § 1, 2004)

#### 12.52.070: TREE PROTECTION GUIDELINES:

Tree protection guidelines are the standards and specifications for the protection of trees under this chapter. The tree protection guidelines, and any revision thereto, shall be effective as of the date of their adoption by resolution of the city council. (Ord. 2554 § 1, 2004)

#### 12.52.080: CONSULTATION POLICY:

All departments, agencies and personnel of the city shall consult with the director prior to engaging in any action which would require the removal of, or which would otherwise substantially affect or jeopardize the health of, any public tree. Citrus trees in designated public citrus groves, under the direction of the citrus preservation commission, are exempt from this consultation policy. (Ord. 2554 § 1, 2004)

#### 12.52.090: PROTECTION POLICY:

It shall be the policy of the city to protect and maintain mature and healthy public trees. Special consideration shall be afforded public, landmark, native and specimen trees as set forth in this chapter. (Ord. 2554 § 1, 2004)

#### 12.52.100: DESIGNATION OF LANDMARK TREES:

Any person or city agency may propose to the director that a public tree meets the criteria set



forth in the definition of "landmark tree" in section [12.52.020](#) of this chapter and should be designated as a city landmark. (Ord. 2554 § 1, 2004)

12.52.110: DESIGNATION OF NATIVE AND SPECIMEN TREES: 

All public trees meeting the definition of native or specimen trees in section [12.52.020](#) of this chapter are automatically subject to the protections of this chapter as of the effective date hereof. (Ord. 2554 § 1, 2004)

12.52.120: OBSTRUCTION; TREES PRUNED ON PRIVATE PROPERTY: 

It shall be a violation of this chapter to allow any tree, shrub or plant located primarily on private property to create a hazard or to create danger or likelihood of harm to any public place, public area, parkway or street or to public health, safety or welfare. It shall be the duty of any person owning or occupying real property bordering on any street upon which property there may be trees, to prune such trees in such manner that they will not obstruct or shade the streetlights, obstruct the passage of pedestrians on sidewalks, obstruct vision of traffic signs, or obstruct the view of any street or alley intersection. The minimum clearance of any overhanging portion thereof shall be ten feet (10') over sidewalks and twelve feet (12') over all streets except truck thoroughfares, which shall have a clearance of sixteen feet (16').

A. Notice To Prune: Should any person owning real property bordering on any street fail to prune trees as hereinabove provided, the superintendent shall order such person, within ten (10) days after receipt of written notice, to so prune such trees.

B. Order Required: The order required herein shall be served by mailing a copy of the order to the last known address of the property owner, by certified mail.

C. Failure To Comply: When a person to whom an order is directed shall fail to comply within the specified time, it shall be lawful for the city to prune such trees, and the exact cost thereof shall be assessed to the owner as may be provided for by law. (Ord. 2554 § 1, 2004)

12.52.130: ABUSE OR MUTILATION OF PUBLIC TREES: 

Unless specifically authorized by the superintendent, no person shall intentionally damage, cut, carve, allow any vines to grow more than three feet (3') in height on trunk, transplant, or remove any publicly owned tree, allow any rope, wire, nails, advertising posters or other contrivance to be attached to any publicly owned tree; allow any gaseous liquid, or solid substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree. (Ord. 2554 § 1, 2004)

12.52.140: WORK ON PUBLIC TREES: 

A. Planting, Maintenance And Removal Of Trees: No person shall plant, chemically spray, fertilize, preserve, prune, remove, cut or otherwise disturb any public tree without first procuring a permit from the director. All persons/companies obtaining such permits shall abide by the



arboricultural specifications and standards of practice and any other rules promulgated by the superintendent.

B. Contract Tree Trimming: For those persons willing to bear the cost of trimming street trees, a licensed tree trimming company may be hired. A "license" is defined as an appropriate class C-27 or related state of California contractor's license and a city business license. Such tree trimming companies shall have been in business for a minimum of five (5) years and shall have no verified complaints filed against them to the Better Business Bureau or the contractor's state license board. Such tree trimming companies shall also have a certified arborist on staff. Persons may contract with such tree trimming companies, to trim public trees fronting their property provided said person or tree trimming company obtains the required permit from the city. Permits for tree trimming and removals shall only be issued to authorized tree trimming companies pursuant to this chapter.

C. Issuance Of Permits: The director or the superintendent may issue a permit provided for herein if the proposed work complies with the following criteria:

1. It is desirable for the aesthetics of the area or neighborhood and the proposed method of workmanship is of a satisfactory nature; or
2. It addresses a defined and verified public health, welfare and safety concern, including the removal of dead, dying or diseased trees, trees or branches within the defined limits of the California public utilities commission clearance requirements from electrical facilities, trees damaged as a result of a traffic accident or other accidental cause, and trees causing damage to private or public property where such damage cannot be remedied without removal of the tree; or
3. It relates to an approved development project where the subject trees interfere with the ability of the developer to comply with and implement the approved conditions of approval; and
4. All work shall comply with the standards established by the International Society of Arboriculture.

Any permit granted may contain a definite date of expiration and the work shall be completed in the time and manner provided in the approval. Any permit shall be void if its terms are violated. Permits are required for any work on public trees unless specifically exempt under this chapter.

D. Notice: Notice of completion of the tree work shall be given within five (5) working days to the superintendent for his inspection of the work.

E. Improper Planting: Whenever any tree is planted or set out in conflict with the provisions of this chapter, it shall be lawful for the superintendent to remove or cause removal of the same, and the cost thereof shall be assessed to the owner as provided by law.



F. Removal, Replanting And Replacement: Wherever it is necessary to remove a tree or trees from a parkway or tree lawn in connection with the paving of a sidewalk, or the paving or widening of the portion of a street or highway used for vehicular traffic, the city shall require that such trees be replanted or replaced. In the event conditions prevent planting on the parkway or tree lawn, this requirement will be satisfied if any equivalent number of trees, at least fifteen (15) gallon or greater in size as determined by the director, and species as approved by the director, are planted in an attractive manner on the adjoining property or location designated by the director.

G. Prohibition Against Removal: No person shall remove a tree from a parkway or tree lawn for the purpose of construction, or for any other reason, without first filing an application and being issued a permit from the director or the superintendent, and without replacing the removed tree or trees in accordance with this chapter. Such replacement shall meet the standards of species and placement as provided for in the permit issued by the director or the superintendent. The person proposing to remove any tree shall bear the cost of removal and replacement of all trees removed.

H. Permit Fee Required: Before the director or superintendent shall issue any permit to any individual or firm, a permit fee, in the amount established by resolution of the city council shall be paid by the applicant, unless the permit fee is specifically waived by this chapter. (Ord. 2554 § 1, 2004)

#### 12.52.150: EXEMPTIONS; NO PERMIT AND/OR FEE REQUIRED FOR CERTAIN PLANTING, PRUNING AND REMOVAL:

- A. No permit is required to prune or remove a tree that is not protected by this chapter.
- B. Where immediate action is required for the protection of life or property, no permit is required to remove or to injure a public tree which has been determined to be hazardous by the director, any police officer or any firefighter, after inspection of the tree.
- C. No permit is required for city employees or its contractors to do the following: to prune any public trees under the direction of the director; and to injure or remove any public trees as the director has determined is necessary or prudent for the public health, safety or welfare. All tree removal shall be otherwise consistent with adopted public tree removal criteria.
- D. No permit is required to prune, injure or remove a public tree on a project for which a variance, conditional use permit or design review approval has been obtained from the city prior to the effective date hereof or for a project for which a valid building permit has been lawfully issued by the city prior to the effective date hereof.
- E. No permit fee shall be required from persons or entities who donate and plant public trees in parkways or other public places, provided there is no city requirement through a discretionary permit process to plant such public trees. Any trees planted shall conform to the approved street



tree list and master street tree plan. The donation of a tree and planting shall be considered a gift to the city. (Ord. 2554 § 1, 2004)

#### 12.52.160: PROHIBITED ACTS:

The following are prohibited acts under this chapter unless expressly exempted:

- A. To prune, injure or remove a public tree located anywhere in the city without a permit issued by the director.
- B. To plant a tree of a species other than an official street tree in a parkway, median or traffic island.
- C. To fail to adhere to the terms and conditions of any permit issued under this chapter.
- D. To fail to adhere to the terms of any public tree protection plan imposed as a condition of any discretionary land use approval or development agreement with the city. (Ord. 2554 § 1, 2004)

#### 12.52.170: SIDEWALK AND STREET REPAIR:

The repair of sidewalks, curbs, gutters or streets may create a need to prune tree roots to the extent that the tree is damaged or becomes unstable. When this occurs, the director, whose decision shall be final, shall provide for the general health, safety and welfare of the public and remove the tree as necessary. Sidewalks, curbs, gutters and other infrastructure shall be maintained by placement of a temporary asphaltic concrete patch or other suitable material until such times as permanent repairs can be made. (Ord. 2554 § 1, 2004)

#### 12.52.180: PLACEMENT OF MATERIALS ON PUBLIC PROPERTY:

No person shall deposit, place, store or maintain upon any public place within the city, any stone, brick, sand, concrete or other material which may impede the free passage of water, air and fertilizer to the roots of any tree growing therein, unless issued a permit by the director. (Ord. 2554 § 1, 2004)

#### 12.52.190: PROTECTION OF TREES DURING IMPROVEMENTS:

During the construction, repair, alteration, relocation or removal of any building or structure in the city, no person in control of such work shall leave any landmark, native, specimen or other public tree without sufficient guards or protections to prevent injury to the public landmark, native, specimen or other public tree, in connection with such construction, repair, alteration, relocation or removal and it shall be a violation of this chapter to do so. All trees on any street or other public place near any excavation or construction of any building, structure or street work, shall be guarded with a substantial fence, frame or box not less than four feet (4') high and eight feet (8') square, or at a distance in feet from the tree equal to the diameter of the trunk in inches



at breast height, whichever is greater, and all building material, dirt or other debris shall be kept outside that barrier. No person shall excavate any ditches, tunnels, trenches, or lay any driveway within a radius of ten feet (10') from any public tree without first obtaining a permit from the director. (Ord. 2554 § 1, 2004)

12.52.200: ATTACHMENTS TO PUBLIC TREES: 

No person shall, without a permit issued by the director, attach or keep attached to any public tree, street tree, shrub or plant in any street, park or other public place of the city, or to the guard or stake intended for the protection thereof, any wire, rope, sign, nail or any other device. (Ord. 2554 § 1, 2004)

12.52.210: INTERFERENCE: 

No person shall hinder, prevent, delay or interfere with any city employee or city contractor acting under this chapter. (Ord. 2554 § 1, 2004)

12.52.220: PROSECUTION OF VIOLATIONS: 

A violation of any provision of this chapter may be prosecuted as a misdemeanor or infraction, at the option of the city attorney, as the interests of justice warrant. (Ord. 2554 § 1, 2004)

12.52.230: REMEDIES NOT EXCLUSIVE: 

To the maximum extent permitted by law, the administrative remedies specified in this chapter are in addition to, and do not supersede or limit, any and all other remedies of the city for violation of this chapter whether civil or criminal. The remedies provided for herein shall be cumulative and not exclusive. (Ord. 2554 § 1, 2004)



## Appendix B – Municipal Code Section 5.04.090

5.04.090: LICENSE REQUIRED: 

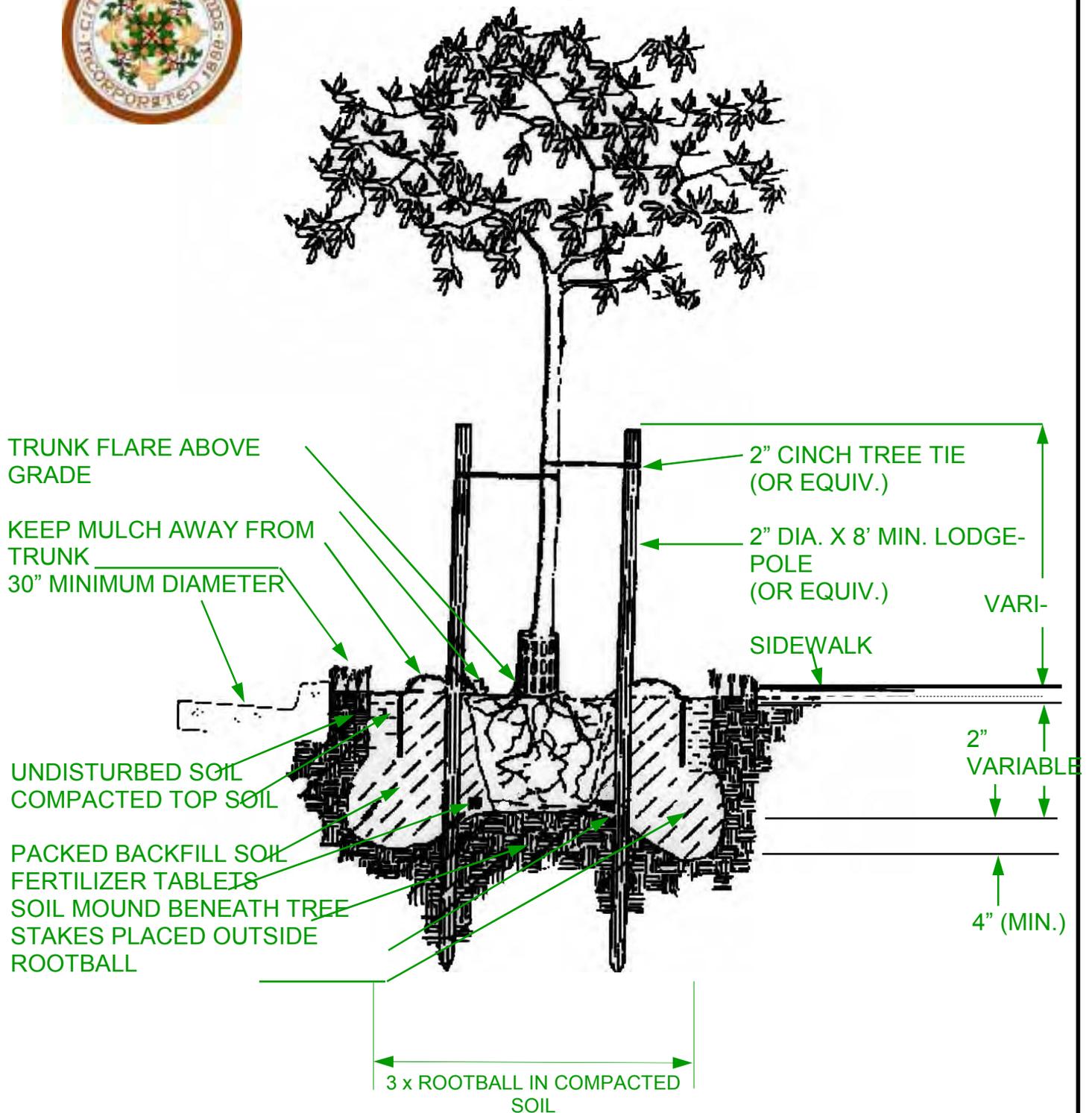
It is unlawful for any person, whether as principal or agent, clerk or employee, either for himself or for any other person, or for any body corporate, or as an officer of any corporation, or otherwise to commence or carry on any lawful business, trade, calling, profession or occupation in the city without first having procured a license from this city so to do or without complying with any and all regulations of such trade, calling, profession or occupation contained in this chapter and [chapter 5.08](#) of this title. (Prior code § 2111)



## **Appendix C-1 – Tree Planting Plan for Existing Parkway Street Trees**



# City of Redlands Tree Planting Detail

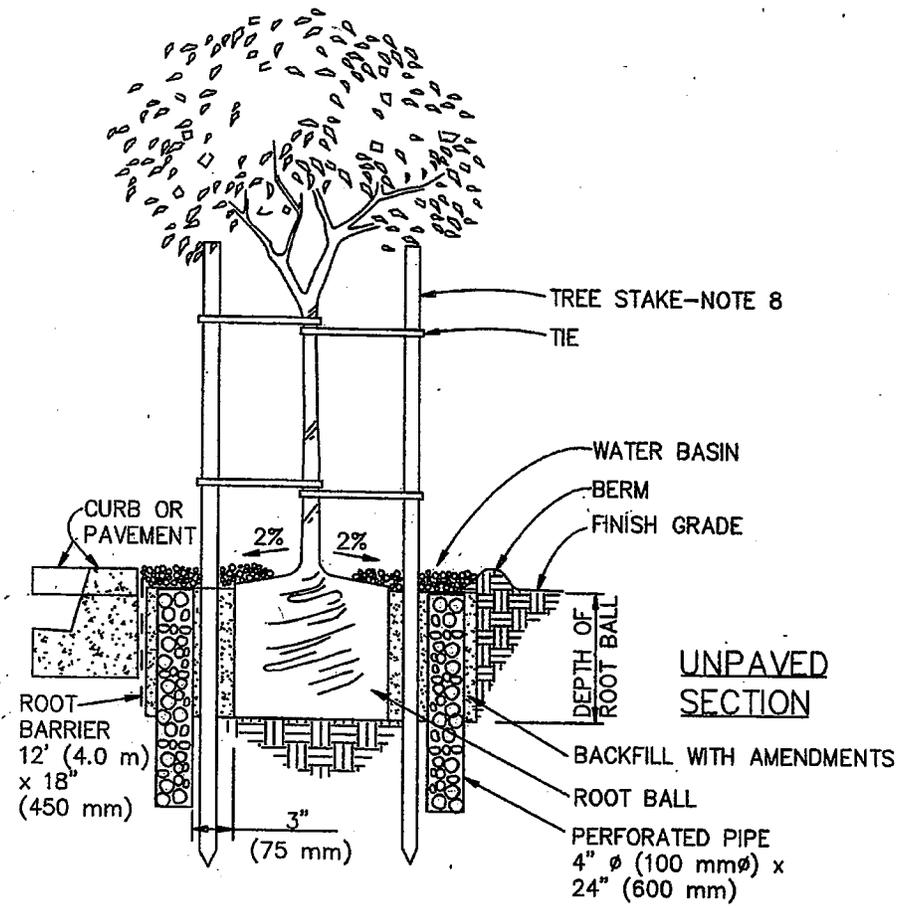


1. Tree spacing 40' minimum to 50' maximum
2. Plant 30' minimum from the BCR on the approach to an intersection and 10' from the ECR on the exit side
3. Plant 10' minimum from edge of approach
4. Plant 15' minimum from street light standards and power poles
5. Plant 10' minimum from fire hydrants
6. Plant 10' from house walks and utility meters
7. Center tree between the sidewalk and curb
8. Where there is no parkway, plant tree in the center of the public right-of-way

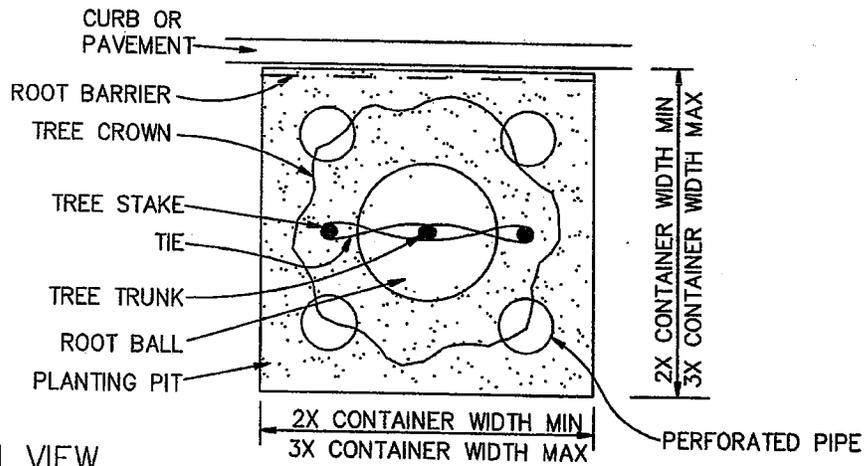


## **Appendix C-2 – New Development Street Tree Planting Standards**

PAVED SECTION



PLAN VIEW



UNPAVED PARKWAY  
15 GAL (60 LITER) OR 24" (600 mm) BOX

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE  
PUBLIC WORKS STANDARDS INC.  
GREENBOOK COMMITTEE  
1985  
REV. 1993, 1996, 2005, 2009

**TREE PLANTING**

STANDARD PLAN

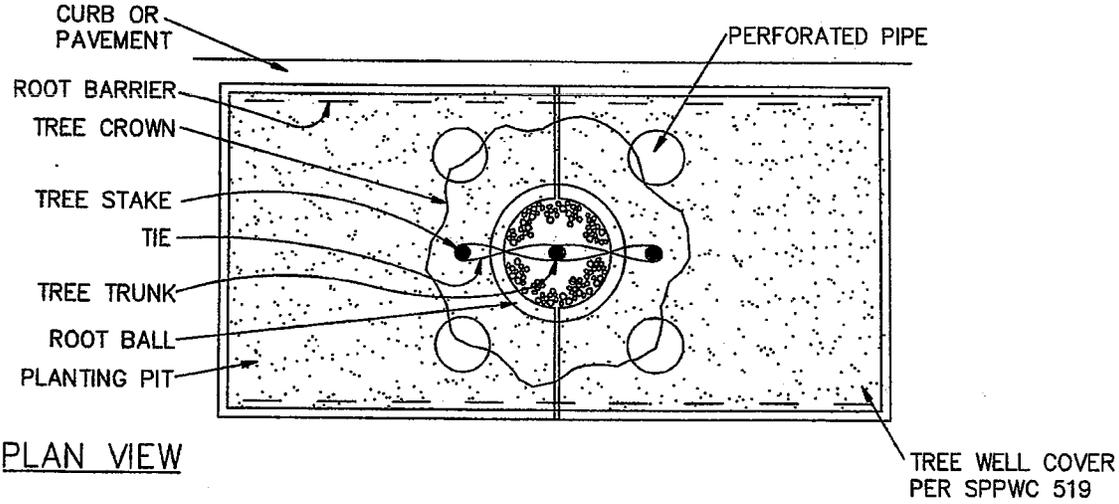
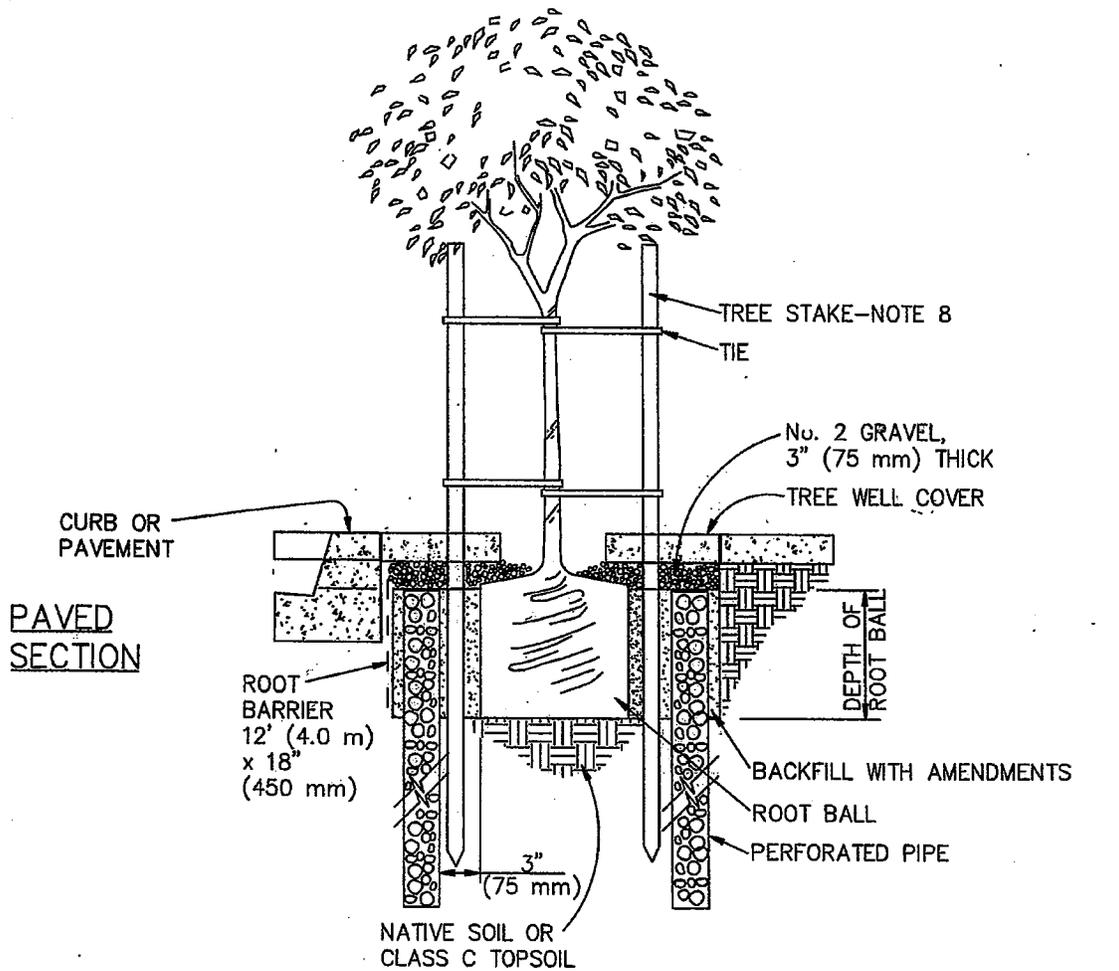
**520-4**

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

SHEET 1 OF 4



## **Appendix C-3 – New Development Street Tree Planting Standards**



SIDEWALK TREE WELL  
15 GAL (60 LITER) OR 24" (600 mm) BOX

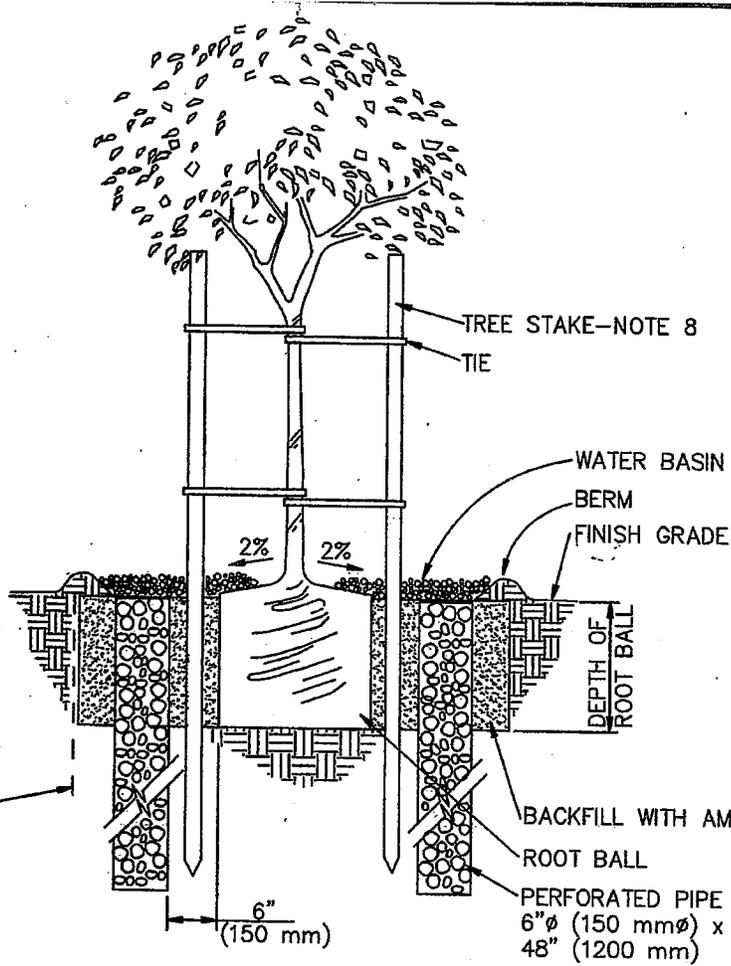


## Appendix C-4 – New Development Street Tree I hope this is useful.

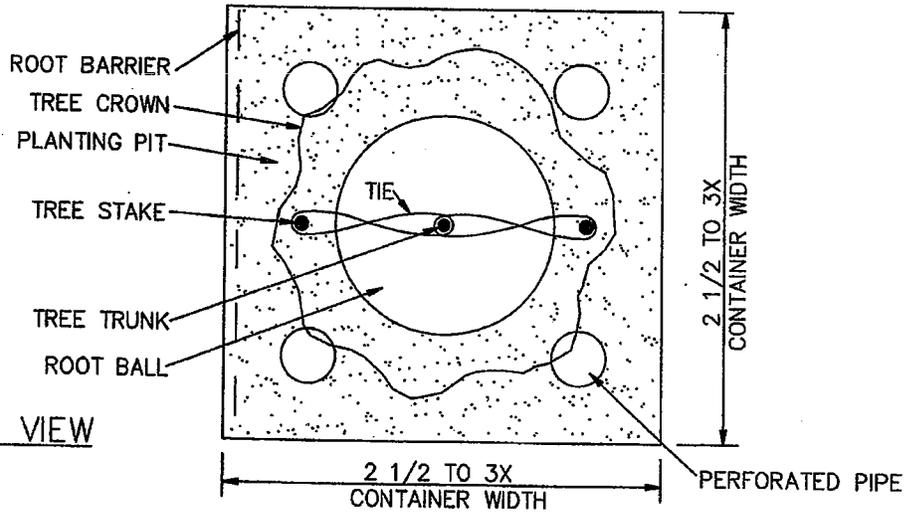
### Planting Standards

**SECTION**

ROOT BARRIER  
16' (4800 mm)  
x 36" (900 mm)



**PLAN VIEW**



30" (750 mm) TO 48" (1200 mm) BOX



## **Appendix C-5 – New Development Street Tree Planting Standards**

NOTES:

1. SET TOP OF ROOT BALL 1" (25 mm) ABOVE FINISH GRADE.
2. FOR 24" (600 mm) BOX TREES OR SMALLER, INSTALL ROOT BARRIERS IF TRUNK IS WITHIN 5' (1.5 m) OF CURB OR WALK.  
FOR 30" TO 48" (750 mm TO 1200 mm) BOX TREES, INSTALL ROOT BARRIERS IF TRUNK IS WITHIN 10' (3.0 m) OF CURB OR WALK.
3. AMEND BACKFILL MIX PER SPECIFICATIONS. LEAVE TRUNK AND ROOT FLARE VISIBLE.
4. SET PERFORATED PIPE FLUSH WITH TOP OF BACKFILL. FILL PIPE WITH No. 2 GRAVEL PER SSPWC TABLE 200-1.4.(B) AND COVER WITH FILTER FABRIC. WRAP FABRIC 6" (150 mm) DOWN SIDES OF PIPE.
5. FORM 3 1/2" (90 mm) HIGH BERM AROUND BACKFILL AS A WATER BASIN.
6. TOP WATER BASIN WITH 3 1/2" (90 mm) OF No. 2 GRAVEL OR TYPE 1 MULCH PER THE SPECIAL PROVISIONS. KEEP GRAVEL OR MULCH 3 1/2" (90 mm) CLEAR OF TRUNK. LEAVE TRUNK AND ROOT FLARE VISIBLE.
7. REMOVE ALL NURSERY STAKES.
8. INSTALL NEW TREE STAKES PER SPPWC 518.
9. FASTEN TREE TO STAKES PER 308-4.6, TWO TIES PER STAKE.
10. AFTER PLANTING, PRUNE THE TREE AS APPROVED BY THE ENGINEER.
11. ROOT BARRIER, WHERE SHOWN, SHALL BE 80 MIL (2.0 mm) THICK.



**Appendix D – City Policy Adopted on December 19, 2006:  
“Removal/Transplanting/Selling of City Parkway Palms”**

**City of Redlands  
Public Works Department**

**Removal/Transplanting/Selling of City Parkway Palms**

This program provides a policy for the removal, relocation, and/or sale of palms located under Southern California Edison overhead facilities that are required to be trimmed and/or topped by SCE crews as mandated by the California Public Utilities Commission for safety clearance. Any such identified palms could be removed and sold, with an appropriate replacement tree planted and/or an in lieu cash value paid to the City; or any such identified palms could be removed and relocated to a location specified by the City of Redlands Public Works Department. Provisions of this policy shall include, but may not be limited to the following:

The contractor arranging for the removal, transplanting, and/or sale of the subject palms shall go through the City's tree encroachment permit process as required by code. Such permit process shall be used by staff to maintain the tree inventory.

No permit to remove a street palm shall be issued nor any removal work commenced until an approved replacement tree is ready to be planted.

An approved replacement tree shall be on-site and it shall be planted by the contractor on the same day as the palm is removed. Any palm that is to be relocated within the City of Redlands will be replanted within five (5) calendar days.

Palms from 5 feet up to 10 feet in height would be replaced with an approved 24-inch box tree and/or in-lieu cash payment of equal value.

Palms from 10 feet up to 35 feet in height would be replaced with an approved 36-inch box tree and/or in-lieu cash payment of equal value.

If the specified 24-inch or 36-inch box tree is too big for the area, as determined by the Public Works Director or designee, a smaller tree may be planted and/or an in-lieu cash payment of equal value may be made.

All revenue collected from the sale of the subject palms shall be accounted for and maintained in a separate account to be used for the purchase and planting of new street trees, the relocation of other palms conflicting with overhead SCE facilities, or other costs directly related to the planting and preservation of the City's street trees.

Redlands Community Foundation Tree Fund established for the Street Tree Committee may be used for the initial or up-front purchase of replacement street trees. Said money shall be refunded to the Redlands Community Foundation Tree Fund when the street palms are sold.

December 5, 2006



## **Appendix E – City of Redlands Street Tree Palate**

# City of Redlands

## Street Tree Palette

PARKWAY	UTILITY	COMMON NAME	HEIGHT	SPREAD	TYPE	GROWTH RATE	SOIL
2-3'	Yes	Chinese Fringe Tree	20	15	deciduous	moderate	most
2-3'	Yes	Toyon	25	25	evergreen	moderate	any
2-3'	Yes	Windmill Palm	35	10	fan palm	slow-moderate	many
3-5'	Yes	Crape Myrtle	25	20	deciduous	moderate-fast	any
4'	Yes	Crown of Gold Tree	35	35	semi-deciduous	fast	no clay
3'	Yes	Eastern Redbud	35	35	deciduous	fast	any
4'	Yes	Goldenrain Tree	35	30	deciduous	moderate-fast	sand
3'	Yes	Guadalupe Palm	35	15	fan palm	slow	any
3-5'	Yes	Madeira Bay Fig	35	30	evergreen	moderate	most
3'	Yes	Mexican Blue Palm	35	20	fan palm	moderate	any
3-5'	Yes	Ornamental Pear	35	25	deciduous	moderate	any deep
3'	Yes	Sweetshade	35	15	evergreen	moderate	any
3'	Yes	Weeping Bottlebrush	25	20	evergreen	fast	any
3'	Yes	Yew Pine	40	25	evergreen	slow-moderate	most
5-6'		Acer Paxii	35	45	evergreen	slow-moderate	loam
5'	Yes	Australian Willow	30	25	evergreen	moderate	well drained
5-6'	No	Bottle Tree	50	20	evergreen	moderate	any
5'	No	Brisbane Box	45	30	evergreen	moderate-fast	any
5-8'	No	California Fan Palm	65	20	fan palm	moderate	any
6'	No	Cape Chestnut	35	35	deciduous	slow-moderate	loam
6'	No	Carrotwood	35	40	evergreen	slow-moderate	any
7'	No	Chinese Flame Tree	40	30	deciduous	fast	any
5-6'	No	Chinese Parasol Tree	35	30	deciduous	moderate	no clay
5-6'	Yes	Chinese Pistache	50	25	deciduous	moderate	most
5-6'	No	Chinese Tallow Tree	35	30	deciduous	fast	most
5-6'	No	Delavay's Magnolia	35	20	evergreen	moderate	most
5-6'	No	Drooping She-Oak	45	30	evergreen	fast	any
5-6'	No	European Ash	65	60	deciduous	fast	any
5-8'	No	Fern Pine	60	60	evergreen	moderate	most
5-6'	No	Flame Tree	50	30	semi-deciduous	fast	any
5'	No	Flaxleaf Paperbark	35	30	evergreen	moderate-fast	any
6'	No	Halka Thornless Honey Locust	65	35	deciduous	fast	no clay
5-6'	No	Holly Oak	65	40	evergreen	moderate-fast	most
6'	No	Horsetail Tree	65	25	evergreen	fast	any
6'	No	Imperial Thornless Honey Locust	35	35	deciduous	moderate	no clay
5-6'	No	Japanese Pagoda Tree	50	35	deciduous	slow	any
6'	No	Lemon-Scented Gum	65	40	evergreen	fast	any
4-5'	No	Long-Leafed Yellowwood	40	15	evergreen	moderate	well drained
5-6'	No	Magnolia Saint Mary	25	20	evergreen	moderate	no clay
5-6'	No	Maidenhair Tree	50	40	deciduous	slow	well drained
5-6'	No	Maple Sycamore	35	25	deciduous	moderate	any

# City of Redlands

## Street Tree Palette

PARKWAY	UTILITY	COMMON NAME	HEIGHT	SPREAD	TYPE	GROWTH RATE	SOIL
4-5'	Yes	Marina Arbutus	35	35	evergreen	moderate	any
5-6'	No	Mimosa	35	35	deciduous	fast	any
5-6'	No	Mindinao Gum	65	30	evergreen	fast	no clay
6-8'	No	Moraine Ash	50	40	deciduous	fast	any
5'	No	Pink Trumpet Tree	30	30	semi-deciduous	fast	most
5'	Yes	Portugal Laurel	35	30	evergreen	moderate	any
5'	No	Purple Orchid Tree	25	25	deciduous	slow-moderate	no clay
5'	Yes	Queen Palm	50	25	fan palm	moderate-fast	any
5-6'	Yes	Raywood Ash	35	30	deciduous	fast	most
6'	No	Red Oak	65	50	deciduous	moderate	most
6'	No	River She-Oak	65	40	evergreen	fast	any
7'	No	Sawtooth Zelkova	65	30	deciduous	moderate-fast	any
7'	No	Silver Linden	50	40	deciduous	moderate	most
6'	No	Southern Live Oak	80	65	evergreen	moderate-fast	deep
6'	No	Swan Hill Olive	35	25	evergreen	moderate	any
5'	Yes	Victorian Box	35	25	evergreen	moderate	most
8'	No	Camphor Tree	65	50	evergreen	slow-moderate	no clay
7-8'	No	Chinese Hackberry	50	20	deciduous	moderate	any
6-8'	No	Cork Oak	60	40	evergreen	moderate	most
8'	No	Engelmann Oak	50	50	evergreen	moderate	most
8'	No	Indian Laurel Fig	40	45	evergreen	moderate	any
8'	No	Interior Live Oak	65	60	evergreen	moderate	most
6-8'	No	Jacaranda	50	35	semi-deciduous	moderate-fast	sand
8'	No	Nepal Camphor Tree	65	50	evergreen	slow-moderate	no clay