

CITY OF POMONA

STREET TREE MANUAL



**Community Services department
Parks & Facilities Division
(909) 620-3671**

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GENERAL POLICY

It shall be the policy of the City of Pomona, Parks, Recreation and Community Services Department to maintain, plant and replant “city trees.” City trees shall be maintained in such a way as to provide maximum benefit toward the trees’ health, shape and aesthetic value.

The following policies are established to guide the planning, planting, removal and/or maintenance of city trees within the City of Pomona. (C.O. 51832A.) Trees are beneficial and desirable for their aesthetic beauty, for their ability to use carbon dioxide for production of life giving oxygen, and for their proven ability to conserve energy. The City of Pomona has policies governing the management and care necessary for their perpetuation. (C.O. 51835.)

Definition of Street Tree: Any tree planted by the City on city easement, parkway and/or dedication.

RESPONSE TO STREET TREE REQUEST

All street tree requests shall be recorded in the street tree Inventory System. Upon receiving request, the date, location, property owner, phone number, nature of request and name of person who received the request shall be noted on the street tree inventory system. This record is then forwarded to the Tree Supervisor through the system for investigation.

INVESTIGATION

Upon receiving Tree Site Investigation Form, the Tree Division shall investigate the request. After the Tree Division has made a detailed investigation, an attempt shall be made to contact and notify the property owner of what action will be taken. Detailed information is then entered into the system, along with possible schedule date, and work order is created.

WORK ORDER

A tree crew will be sent out to handle the work order request. Upon completion the Tree Site Work Order Form will be signed and dated by crew leader. All information from Tree Site Work Order Form should be entered into the system.

TREE PLANTING

- A. The Parks and Recreation Commission shall be responsible for the designation of species or variety of trees planted within the public street rights-of-way of/ or city easement. (C.O. Sec. 18-37).
- B. Street trees shall be planted in conformance with the approved master plan and/or in accordance with the designed street tree plan. (C.O. 18-37).
- C. Any private property owner desiring to plant a tree(s) on city easement or right-of way must obtain written permission from the Parks and Facilities Superintendent (C.O. 518-39).

D. Tree Spacing:

All residential lots are entitled/required to have at least one city tree. If the street frontage is in excess of 80 feet, at least two trees are entitled/required. The average spacing shall be 40 feet on center as determined by the city.

1. 45 feet from the beginning of curb returns at intersection
2. 20 feet from street lights
3. 10 feet from water or gas meters
4. 10 feet from fire hydrants
5. 10 feet from sewer laterals (if location can be ascertained)
6. 15 feet from driveway approaches
7. 5 feet from service walks

Consideration must be given to those varieties of trees that will create a conflict with existing overhead electric utility lines.

E. Planting Sizes:

1. All trees, other than palm trees, shall be planted a minimum 24 inch box size, unless otherwise specified by the Parks and Facilities Superintendent.
2. All trees, other than palm trees, must have at least a 1-1/2" diameter at breast height (D.B.H.)
3. All trees, other than palm trees should have a head at least 8' in height.
4. All trees shall be planted and staked per city standards.

PLANTING METHODS AND SPECIFICATIONS

1. If planting in a parkway, center tree between curb and sidewalk.
2. If planting on streets without sidewalks, plant trees four to six feet from curb or street.
3. Check tree for proper spacing (D-17).
4. The hole in which the tree is to be planted must be dug twice the width of the container in which the tree is in.
5. Back fill soil must be clear of rocks and debris. Polmar (P-4) can be added to backfill soil.
6. Slightly loosen or score root ball before placing tree in planting hole.
7. Add Agriform fertilizer tablets at or equal to recommended amount for four tablets for 15 gallon and eight tablets for 24 inch box prior to back filling hole.
8. After back filling soil to original level, soil shall be compacted.
9. Create a water basin of firmly packed soil. Basin should be 24 inches in diameter at the base of each tree.
10. All trees, except palms, shall be double staked, using two 2" x 8' wooden (fine) poles.
11. Stakes shall be into soil to a depth of approximately two feet.

12. Stakes shall be placed 8 to 12 inches from the tree trunk.
13. Tree shall be double tied, one at each stake. On the windward side, approximately ¼ down from the head on the trunk; on the other stake ½ way up from the base of the trunk.
14. All trees shall be thoroughly watered on completion of planting.
15. Abutting property owner then must be notified that a tree has been planted and property owner will be responsible for watering of tree. C.O. 18-39E.

PERMIT TO PLANT

Anyone wishing to plant a street tree(s) within the public right-of-way must obtain a permit from the Parks and Facilities Superintendent. All trees planted shall be designed in the street plan and follow the street tree policy.

TREE TRIMMING & REMOVAL POLICIES

A. TRIMMING POLICIES

1. All tree trimming by the City of Pomona Parks Division, private citizen or private contractor, shall be performed in a manner to maintain the natural form and balance of the tree. No tree shall be reduced by more than one third of its height and/or crown in any one trimming.
2. Clearance over residential streets shall be a minimum of eleven feet (11'). Clearance over major thoroughfares shall be a minimum height of fourteen feet (14'). Clearance over sidewalk shall be a minimum of nine feet (9').

B. TREE TRIMMING PRIORITIES

First Priority: Immediate safety hazard which endangers life and/or property – i.e. tree or limb down blocking traffic, clear traffic signal, stop signs or broken hanging limbs.

Second Priority: Potential safety hazard which may endanger life or property, such as low hanging branches blocking sidewalk and/or trees with heavy crowns.

Third Priority: All other tree trimming work.

C. PERMIT FOR PRIVATE OWNER TO TRIM

1. The work will be performed solely by a recognized professional arborist who has sufficient liability insurance (\$500,000 per individual, \$500,00 for each incident, \$500,000 property damage) including worker's compensation insurance.
2. No work by a private arborist shall begin until the Park Division has been given advance notice (48 hours) of such intention.

3. No work shall begin by private arborist prior to a written agreement authorized by the Parks and Facilities Superintendent or Tree Division outlining the type and extent of work to be done. The description of the work to be done shall be consistent with pruning, cabling, and maintenance guidelines established by the Parks, Recreation and Community Services Department.
4. Should the private owner wish to continue employing a private arborist for the tree maintenance in future years, it will be the responsibility of the owner to contact the Parks Division to secure additional written approval. The written approval is especially necessary to avoid duplicate or contradictory trimming which could occur through city use of private contractors.
5. Emergency work required as a result of a storm or accident will remain the responsibility of the city tree crew, regardless of any agreements that may be in effect.
6. That at any time, in the opinion of the Parks and Facilities Superintendent, a contractor is not performing the assigned tasks in a workmanlike manner and according to the spirit of the established street tree maintenance policy, the Parks and Facilities Manager may disqualify that contractor from any additional work on city trees under private contract.

D. TREE REMOVAL

The Parks Division is responsible for the maintenance of the street tree system. It is recognized that individual trees can affect the environment and the community. Street trees are recognized as an asset to the environment due to their ability to take in smog and give off life giving oxygen. Trees also add aesthetic value to the community. Therefore, it is the Park Division's policy that no live tree is removed without permission from the Parks and Facilities Superintendent.

All street tree removals shall be authorized by the Parks and Facilities Manager, in writing, with the exception of street trees that are a definite safety hazard or dead. Trees that are a definite safety hazard or dead can be removed by the authority of the Tree Supervisor and/or Tree Division's representative.

Definite Safety Hazard: A tree that is structurally weak, a traffic obstruction, or injurious to safety welfare of the general public.

Dead Tree: A tree that has over 90% loss of foliage, and not capable of producing for itself.

UNDESIRABLE TREES – CLASS I

Tree species that cause chronic damage to curbs, gutters, sidewalks or other structures; also trees which, in the opinion of the Tree Division, are causing an extreme nuisance to the property owner, significant enough to necessitate removal of the tree. Undesirable trees can be removed with the permission of the Parks and Facilities Superintendent or the Parks and Recreation Commission.

UNDESIRABLE TREES – CLASS II

A tree that meets the general definition of an undesirable tree, but the undesirable characteristics are not significant enough to necessitate removal of the tree (e.g. leaf drop, heavy fruit drop, susceptibility to wind damage, disease or insect infestation, etc.). Class II undesirable trees will be maintained as needed by the Tree Division.

ACCIDENT/UNAUTHORIZED REMOVALS:

1. *Definition:* Trees that are removed due to damage from vehicular accidents or other accident cause; or a tree removed with legal authorization.
2. *Process:* Trees removed either due to damage from an accident or unauthorized removal shall be replaced by the city using funds from any insurance settlement or assessed fines.

The Parks and Facilities Superintendent or Tree Division will assess replacement trees, man-hours and equipment costs. This information will be forwarded to the insurance services department.

SPECIFIC REMOVAL POLICIES:

1. Consideration shall be given to retain tree by means of:
 - a. Relocating sidewalk and/or utilities.
 - b. Root pruning trees and/or installation of root barriers.
 - c. Trimming or pruning.
2. Trees removed shall be replaced by the department according to department planting guidelines.

PERMIT TO REMOVE:

Anyone wishing to remove a street tree for the purpose of construction must obtain a permit for construction prior to requesting a permit to remove a street tree. A replacement tree is required at the proponent's expense unless there are space limitations, as per policy (tree spacing). Replacement tree shall be as designated in the street tree plan. Permit to remove shall be given by the Parks and Facilities Superintendent and/or Parks and Recreation Commission.

WASTE WOOD POLICY:

All wood resulting from trimming or removal of city street tree will be deemed city property.

1. In the occurrence of a property owner retaining the wood from the trimming or removal of a city tree, resident must call Park Yard for approval.

2. For purposes of monitoring the removal of wood from the Park Yard an employee must receive permission from his/her supervisor before doing so.
3. Wood will be taken for personal use only, not for the purpose of selling.
4. Employees, including supervisory personnel, will only be allowed to remove wood during lunchtime or after work. Weekend removal will not be permitted.

FIREWOOD

The City of Pomona Park Division has a wood-recycling program offering firewood for sale. Much of the City's waste has been wood clippings from maintenance of Pomona's parks and over 28,000 street trees. Monies collected will be used to purchase and plant trees in our parks and neighborhood streets. All firewood is available for pick-up by appointment only at the Park Yard, 870 E. Ninth St., Pomona.

D. STUMP GRINDING AND ROOT PRUNING

1. Stump grinding will be limited to the immediate area of the stump. Stumps will only be ground slightly below the surface. Holes will be immediately backfilled with soil of availability, with a replacement tree.
2. Root pruning will be for the purpose of maintaining roots from sidewalks, driveways, block walls, streets and/or curbs. Private property is not to be renovated for the removal of surface roots or sucker growth. Only visible surface roots shall be removed from private property, with property owner's permission.
3. Stump grinding or root pruning around conduit or other underground lines shall first be inspected by Signal/Traffic Division or Underground Service Alert. Contact and inspection will be made prior to any work.
4. If there is damage from tree roots to city sidewalk, curb, street or other hardscape, it shall be reported the same day to the Street Department. If damage has occurred to private property, the property owner should be referred to Insurance Services Department only if a claim is to be filled for damages.

DAMAGE/POSSIBLE DAMAGE TO PRIVATE PROPERTY

SEWER LATERAL LINE

The property owner(s) is responsible for maintenance of the house connection (lateral line) from his/her home to the main sewer line, usually located in a street or alley way. A properly maintained line will not attract tree roots.

WHAT TO DO IF A CITY TREE DAMAGES YOUR PROPERTY:

If you believe that your property has been damaged by City tree roots and you would like to apply for financial assistance from the City to help offset the costs of repairing your property, you will need to file a “Claim for Damages.” Using the guidelines below will better prepare you to file your claim and will assist the City in determining whether or not financial assistance will be provided to you.

PROCEDURES FOR THE PROPERTY OWNER:

Step 1: Notify the City’s Parks Division of possible damage resulting from a City tree by calling (909) 620-3671 or (909) 620-2348. A Parks Division employee will inspect the damage and attempt to determine if the cause is from City tree roots.

Step 2: Pick up a claim form at City Hall, Human Resources/Risk Management, 2nd floor, 505 S. Garey Ave (909) 620-2294 ; complete all sections; and submit the form to the City Clerk’s office, City Hall, 2nd floor , 505 S. Garey Avenue, (909) 620-2341.

If the City determines that City tree roots caused your property damage, then the City will reimburse the property owner for repair costs up to a maximum of \$150; this is a one-time payment per address. For damage to sewer lateral lines caused by City tree roots, the property owner will also be give (at no cost) a single application of root killer.

SPECIMEN TREES (HERITAGE TREES)

Trees, which by species, size, age , appearance, or historical significance, are determined to be outstanding, shall be protected by city declaration of heritage tree status and so protected by Resolution (Res. 73 – 68). The Parks Division shall establish a means of identifying such specimen trees, whether public or private.

Those tree specimens determined to be outstanding according to policy definition are listed herein and identified at their locations.

Definition: A rare or endangered species, size, age, appearance, or historical significant—are determined to be outstanding...

1. *Species*: A rare or endangered species would qualify. Any species in combination with other characters would qualify.
2. *Size*: A specimen exceeding 36” dbh would qualify. Any size dbh in combination with other characteristic would qualify.
3. *Age*: Any age in combination with other characteristics would qualify.
4. *Appearance*: Any appearance in combination with other characteristics would qualify.

5. *Historical significance*: Information relating the tree to historical events or circumstances would qualify.

REMOVAL OF SPECIMEN TREE

No specimen tree shall be removed unless and until it becomes infected or infested beyond control, detrimental or hazardous to public health, safety or welfare in any form or manner. Request for the removal of such tree shall be in the form of a letter to the Director of Parks, Recreation and Community Services and the Parks and Recreation Commission, and thereupon be approved by the City Council of the City of Pomona. (Resolution 73-68)

PLANTS OBSTRUCTING PUBLIC RIGHT-OF-WAY

Any tree, shrubs and/or plants obstructing public right-of-way which are hazardous and declared to be a public nuisance shall be the responsibility of the property owner to remove. If the property owner does not remove the nuisance(s) the city can abate the nuisance and the cost of such removal or abatement shall be charged to the property owner in the form of a lien upon said property. The Parks and Facilities Superintendent shall keep an itemized account of the expense involved in such abatement. He shall submit this itemized statement to the City Clerk who will mail a copy of the statement to the person owning the land.

INTERSECTION OBSTRUCTION

Any hedge, shrubbery or tree growing in a parkway which obstructs the view of any intersection, or any traffic upon streets approaching such intersection, property owner shall be responsible for removal or reducing these plants, (C.O. 1707).

On property at any corner from the intersecting streets, it shall be unlawful to install, set out or maintain any sign, hedge, shrubbery, natural growth or other obstructions to the view higher than 3 feet above the gutter flow line of the curb, or cause, permit, or allow to be installed. Within that triangular area between the tangents of the curve and a diagonal line joining points on such tangents 45 feet from the point of their intersection, the tangents referred to are those at the beginning and end of the curve at the corner.

LANDSCAPE REQUIREMENTS IN OFF-STREET PARKING AREAS

The intent and purpose of this landscaping is to assist in protecting the health, safety and general welfare in regard to reducing the heat and glare of the sun in off-street areas.

In addition to other landscaping requirements, the following shall be required at the time of parking lot construction in area designated for off-street parking, when more than 20 feet off-street parking spaces or more than 6,000 square feet of area for off-street parking spaces are placed on the land, (Ordinance No. 1753).

The following shall be required in all going districts except the R-D, Research and Development District which has particular landscaping provisions established therein.

- A. Minimum of 6 percent of total off-street parking area shall be landscaped with at least one fifteen-gallon minimum size tree per each five parking stalls (which may be clustered or grouped) and appropriate shrubs and ground cover. Such trees, shrubs, and ground covers shall be taken from a list approved by the Parks Division.
- B. Such landscaping shall be contained in planting areas. Each planting bounded by a concrete curb or equal, having a minimum height of 6 inches.
- C. A minimum of a ten-foot wide planter area shall be provided between the parking area and all property lines adjacent to a public street.
- D. All planting areas shall be provided with an automatic sprinkler system.
- E. All landscaping shall be continuously maintained free of weeds, debris, litter, or temporary signage.
- F. Landscaped planter areas as set forth above shall be located throughout the off-street parking areas in order to obtain the maximum amount of dispersion. A minimum number of five landscaped areas shall be required on minimum size off-street parking areas and this number shall be increased on larger off-street parking areas.

DEVELOPMENT FOR HILLSIDE PROPERTY

This section is to encourage the orderly development of hillside areas by relating the number and distribution of dwelling units and other buildings to the topography, so that the terrain will suffer minimum disfigurement by scarring from extensive cut and fill.

These regulations are designed to minimize danger, life and property damage due to the hazards of fire, flood, soil, erosion, slippage and destruction of the natural topography and plant material of the area.

Definition of hillside: Areas which in general have a median slope before grading of 10 percent or more 50 percent or more of the site, or less steep lands which are strongly related to areas of greater slope.

Landscaping plans including planting design and an irrigation system plan, all which are prepared by a landscape architect, shall be submitted by the applicant. They shall be submitted for review and approval by the Planning Commission.

All cut, fill and natural slopes shall be planted with deep rooted plants or other plants approved by the Park and Facilities Superintendent, that are able to acclimate to their environment. To promote growth of the plants that protect the slopes against erosion, an approved irrigation system shall be installed that will uniformly cover all planted areas.