



RIGHT – OF – WAY **URBAN FORESTRY MANAGEMENT** **TREE POLICY / PROCEDURES**

Trees are removed, planted and maintained by the Public Works department within the City of Clayton commercial and residential public subdivision rights-of-ways. All facets of the outlined forestry practices and procedures listed below will comply with the International Society of Arbor Culture, Missouri Department of Conservation and the ANSI A300 Standards.

Removals - (December through March) are based upon:

- request by a resident or property owner that reside **directly adjacent** to the tree(s) in question.
- routine inspections by City Foresters and Superintendent and their findings to be based upon a potential liability and prioritized.

Plantings - (November and April) are based upon and parameters followed:

- request by a resident or property owner that reside **directly adjacent** to the tree(s) planting request.
- routine inspections by City Foresters and Superintendent and their findings to be based upon an as needed basis.

Routine trimming maintenance - (June through October) is based upon:

- one year, three year and five year scheduled tree trimming maintenance program:
 - **1 year (annually)** - trees in commercial and high pedestrian traffic areas (Business Districts, walkways and parkways) are ground level (low) trimmed to a height of at least 8 foot for pedestrian safety and 12 - 14 foot for vehicular clearance safety.
 - **3 year** - trees in residential subdivisions are ground level trimmed on an as needed basis to the 8 foot height standard for pedestrians and 12 -14 foot standard clearance for vehicular traffic.
 - **5 year** - trees in residential subdivisions are ground and high level (aerial basket truck) trimmed and shaped to the 8 foot clearance height for pedestrians and 12 - 14 foot standard clearance height for vehicular traffic and limbs pruned back that are encroaching upon residential and commercial properties.

- request by a resident, inspection of request and prioritized by staff.
- **routine inspections of all trees** by City Foresters and Superintendent and prioritized on an as needed basis in addition to the routine tree trimming schedule.

STANDARD PROCEDURES

During routine inspections of all street trees on all public rights-of-ways by the Public Works department staff, an annual list of tree removals and warranted planting locations are generated and the resident notification process listed below occurs throughout the procedure process.

The three step information notification process:

- 1 - A letter is sent outlining the reason(s) for the needed removal.
- 2 - A packet is sent for solicitation for a tree(s) replacement adjacent to the property that follows these parameters:
 - after a recent removal of a hazard or dead tree(s)
 - if existing open spacing warrants additional plantings
 - if a resident calls the Public Works department with a valid request
- 3 - A letter is sent outlining basic resident tree care for the newly planted tree(s).

The removal process starts in late summer with markings of the trees to be removed and resident notification. Actual removals begin in late fall to early winter and continues through the winter months.

The solicitation and tree planting processes occur in late summer for the fall planting season and in late winter for the spring planting season. The resident(s) receive a "Tree Planting Survey Form" from the Public Works department with a list of 10 to 12 desirable and available trees and a comment section for special requests for the upcoming planting season. This letter is sent only when the location can accommodate the planting of a tree(s) listed above.

Desirable trees are chosen by the city foresters to be the most compatible to the urban environment and best suited for the various locations on the right-of-ways, i.e.

- Missouri native species
- amount of sunlight and/or shade
- weather condition tolerant
- growth habits and fruit bearing

Available trees are from a master list of native, proven and appropriate trees for this region generated by the City Foresters and the Public Works Superintendent. Trees are competitively bid by local growers throughout the Metro area with a specified average size of a 2" caliper tree. The trees are inspected by the City Foresters at time of delivery to ensure the trees meet the caliper size, solid root balls and overall a very good quality tree.

Accommodation of tree(s) are determined and final approval of the requests will be by the city foresters based on the following criteria;

- adequate spacing between existing trees
- tree-lawn widths for proper growth
- utility locations, above and below grade
- growth restrictions off the right-of-way, existing trees and landscaping behind the sidewalk or encroaching onto the ROW.

After the planting of the tree(s), the property owner(s) receive another letter from the Public Works department describing a brief "General Care Outline" for the newly planted tree(s). A basic watering schedule and minimal fertilizing are the only requests on the outline.

Included is a complete sample packet of the 3 forms of correspondence each resident receives throughout the process, starting with the removal(s) until the tree(s) are planted. In addition, various informative publications from the National Arbor Day Foundation and the Missouri Department of Conservation to better educate the residents about why we plant trees and general tree care.