

CITY OF ALPENA
COUNCIL POLICY STATEMENT

General Subject:	TREES	Policy No.:	<u>8</u>
Specific Subject:	REMOVAL, PLANTING, REPLACEMENT, AND CARE OF PUBLIC TREES	Date Issued:	<u>1-19-87</u>
		Effective Date:	<u>1-20-87</u>
		Amended Date:	<u>3-06-00</u>
		Amended Date:	<u>2-07-05</u>

Copies to: City Council, City Manager, City Attorney, Department Heads, E.T.O.S., File

PURPOSE:

To clarify procedures and standards to be used in enforcement of Chapter 102 of the City's Code of Ordinances, and in the removal, planting, and care of healthy trees on City lands and right-of-ways.

STATEMENT OF PURPOSE:

Actions and standards set forth in this policy shall comply with and be pursuant to provisions of Chapter 102, of the Alpena Code of Ordinances, and with other related Michigan statutes.

- A. Administration: It is the City Council's intent to have this policy administered as consistently, fairly, and effectively as possible.
1. During his/her review and consideration of permits and requests related to trees and plantings referenced in Chapter 32, the City Manager may consult with the City Engineer and/or Assistant City Manager. Related forms and paper work may provide for the signed approval and comments of the City Engineer and/or Assistant City Manager.
 2. A comprehensive permit application shall be used to request the City Manager's permission to plant, trim, and remove trees on City right-of-ways. The City Manager may modify this form as may be appropriate.
 3. For the purposes of this policy, the term "tree" shall refer to all woody vegetation and may include plants otherwise referred to as shrubs.
 4. Trees located on state trunkline rights-of-way shall be subject to the desires, practices, and rules of the Michigan Department of Transportation.
 5. The City Manager may establish a standard operating policy regarding relations between the City's Department of Public Works and the Alpena Power Company and Michigan Consolidated Gas Company; to arrange procedures, make rules, and adopt schedules for tree operations.

6. For the purposes of this policy, general conditions and procedures specified for tree removal shall also be applied to trimming of public trees.
7. For the purposes of this policy, the term "illegal tree" shall refer to those species mentioned in Sections 102-32, 102-40, and 102-101 of the Alpena City Code of Ordinances, and other species as may be identified by the City Manager.

B. Removal of Diseased Public Trees: It is the City Council's intent to have diseased trees removed from public lands as quickly and cost-efficiently as possible.

1. The Assistant City Manager shall identify diseased public trees. Once identified, and removal is authorized, such trees shall be removed by either City crews or by private parties; whichever method is determined most cost efficient.
2. Removal and trimming of diseased trees will generally occur in the winter months but may depend on affordability, weather, and other factors.
3. Procedures described in Chapter 102 of the City Code of Ordinances, as interpreted by the City Manager, will be followed regarding removal of diseased trees.

C. Removal of Non-Diseased Public Trees: It is the City Council's intent to preserve the natural character provided by mature public trees, as long as such trees do not pose either a safety hazard or a maintenance problem to the public and public utilities.

1. Non-diseased public trees may be removed at the initiative and cost of the City and subject to the City Manager's approval in the following instances, unless otherwise specifically approved by City Council:
 - (a) When incidental to repair or construction of streets, alleys, or underground utility mains.
 - (b) When required to provide adequate and safe vehicular clear vision and clearance along City streets, particularly near intersections, railroad crossings, alleys, crosswalks, and traffic control signs.
 - (c) When a tree is significantly damaged to the degree that the remaining portion of the tree either is a safety hazard or is so greatly damaged that the tree's recovery is unlikely.
2. Unless otherwise specifically approved by the City Council, illegal and non-diseased public trees may be removed at the specific request of the adjacent property owner only in the following instances, provided that the requesting property owner pays all tree and stump removal costs, plus a sum equal to the cost of a designated replacement tree and its planting costs:
 - (a) When a tree is closer than 20 feet to an existing private drive approach and is hindering clear vision and clearance onto the public street.
 - (b) When an existing water or sewer service to the adjacent property is less than twenty (20) feet from the trunk of the tree to be removed; or if there are root-related problems with the nearest service and/or connection to the main as determined by the Assistant City Manager.

- (c) When a new or replacement water or sewer service is installed; if the new service cannot be installed twenty (20) or more feet from the tree and remain within the right-of-way directly adjacent to the property receiving the service.

If a tree cannot be replaced adjacent to the subject property in compliance with the planting requirements described herein, then the owner-financed replacement tree will be planted in a proper location elsewhere in the City as determined by the City Engineer.

D. Other Tree Removal Issues:

1. When removed, all public trees shall be cut so that the remaining stump is less than six (6) inches above ground level. Then the City's Contractor shall grind the stump out per the bid specifications.
2. Prior to removal of a public right-of-way tree, the occupant of the adjacent property will be asked if they wish the tree's wood. If so, the person will sign the City-provided acceptance form. Wood sections of four (4) or more inches in diameter will be left at the site. Smaller sized pieces and branches will be removed and disposed of by the City or its contractor. The cut wood shall be placed on the private property in large pieces so that only the stump remains in the right-of-way. The tree cutting crew shall not cut the wood into pieces smaller than necessary to place it on the private property.

If the adjacent occupant does not want the cut wood, then it shall be removed and disposed of in a manner determined by the Assistant City Manager.

3. The City of Alpena will, where applicable, plant a replacement tree for all trees removed by the Department of Public Works. Trees will not be planted where, in the opinion of the City, they would interfere with utilities or traffic. The replacement trees shall be of size and variety consistent with the tree reimbursement program. The trees as replacements to those removed by DPW shall be planted in the fall of each year. The Assistant City Manager should notify the City Engineer in writing by September of each year of the number and location of trees to be replaced that fall.

E. Planting of Trees:

It is the intent of the City Council to encourage planting of trees on private property and in public right-of-ways so to minimize future conflicts with public utilities and with traffic vision and clearance.

1. Subject to financial conditions and need, the City will reimburse property owners for a portion of the expense incurred by that property owner for the purchase and planting of a tree within the right-of-way. A fall planting, as necessary, shall be utilized for installation of trees on construction projects and as replacement of removed trees.
2. The City, upon request by a property owner and review and approval by the City Engineer, may issue a voucher to the property owner indicating approval of the proposed tree planting. Once planted, the property owner may submit the voucher with documentation of all costs associated with the tree and planting. Upon review and approval of the installed tree, the City shall reimburse the property owner for a portion of the tree related expenses. Information related to the reimbursement levels and Tree Planting Partnership Program shall be determined by the City Council and incorporated into the Tree Planting Partnership Program.
3. Public right-of-way trees shall be planted in accordance with all of the following placement standards:
 - (a) Trees shall be planted -

- (1) Not under power and overhead utility lines when the specific species has a maximum mature height of over fifteen (15) feet.
 - (2) Four (4) or more feet from either a sidewalk, the adjacent property's side lot line extended, or the back of the curb.
 - (3) In areas where curb and gutter is not present, right-of-way trees shall be planted ten and one-half (10-1/2) feet from the property line along major streets, and between ten and one-half (10-1/2) and thirteen and one-half (13-1/2) feet from the property line along local streets.
 - (4) Ten (10) lateral feet or more from each: sewer (storm and sanitary) and water mains, fire hydrants, guy wire anchors, power poles, underground telephone cable, telephone panels, and no parking and guide signs.
 - (5) Twenty (20) lateral feet or more from each: drive approaches, sewer and water service connections, catch basins, manholes, natural gas mains, gas vault vent stacks and buildings.
 - (6) Thirty (30) feet or more from each: regulatory and warning traffic signs, alley, pedestrian crosswalks, and street lights.
4. Trees shall be of size and quality per the Tree Planting Partnership Program. Trees shall be top quality nursery-grown stock and shall be guaranteed for at least one growing season.
 5. No conifers or other bushy tree shall be approved for planting within a City right-of-way.
 6. In cases of planting replacements for right-of-way trees removed due to illness or injury, if planting cannot occur between the sidewalk and curb in accordance with these placement standards, then the tree may be planted on the house side of the sidewalk/property line in accordance with these standards if approved by the property owner. Approval shall be in writing on a form provided by the City. Such trees when planted on private property shall be placed within six (6) feet of the sidewalk/property line in an easily accessed location.
 7. Immediately prior to planting, and after utility marking by the appropriate agency, City staff shall review the proposed location for the tree.
 8. Plantings in the downtown area shall comply with the guidelines specified in the December 1979 Alpena C.B.D. Design Plan.
 9. The City, as part of extensive construction projects, shall include street tree planting as part of the project. The City shall target the installation of one street tree per 30 foot of frontage under construction. This shall not be applicable in areas where planting of the tree would interfere with utilities, traffic, etc. Trees under this part of the program shall not be planted behind the sidewalk line. This section will not apply to projects which involve only resurfacing and minor corrective work. The target of this section are streets that undergo extensive reconstruction work or new construction activities. The City Manager will make the final determination as to whether a project warrants tree installation for this section. The City Public Works Department would undertake the responsibility of watering and maintaining the trees planted under this program.