



Public Works Department Landscape Maintenance Division Policies and Procedures

URBAN FORESTRY

REVISED: 3/17/09

PURPOSE: To establish criteria for urban forestry management

POLICY: Follow the International Society of Arboriculture (ISA) guidelines in the operation activities related to City of Irvine maintained trees in the public right-of-way or on public property include forestry planning, inventorying species and their condition, planting, pruning, and removal of dead, diseased or hazardous trees.

PROCEDURES:

1. Tree Inventory

- Tree inventory is maintained by the City Landscape Tree Supervisor in the GBA work order system.
- All City maintained trees shall be GIS mapped and include the botanical name of the tree and current condition.
- City staff or contractor will update the tree inventory as necessary to include newly accepted or rehabilitated landscape.
- City staff shall keep a detailed record of all pruning activities of each tree, inspections and date of removal as necessary.

2. Tree Ordinance

- All tree related activities must follow the City of Irvine Municipal Code.

3. Tree Inspections

- ISA Certified Arborists whether City staff or contractor will inspect City maintained trees for insect and disease problems.
- Beneficial insects and cultural practices should be used as the first treatment to correct the problem.

- If the condition persists, a Pest Control Advisor shall be hired to provide recommendations and necessary chemical control.

4. Tree Trimming

- City Landscape Tree Supervisor will post the current year tree trimming cycle on the City of Irvine Public Works website under Trees.
- Trimming cycles are determined by the tree species, current guidelines in the Community Forest Management Manual located in the City Landscape Tree Supervisor's office and available budget.
- All tree trimming shall conform to the current ISA guidelines.

5. Tree Removals

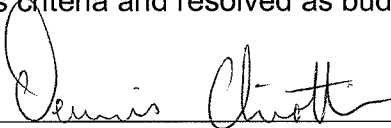
- Tree removals must follow the City of Irvine Municipal Code, Section 5-7-410, an Ordinance providing for the preservation of trees within the City of Irvine.
- Trees shall be replaced on a one-for-one ratio as determined by the City Arborist in Community Development.
- The removal any City maintained tree shall be reported in writing to the City's Landscape Tree Supervisor so they can update the tree inventory data in GBA.
- A picture and accompanying Tree Removal Permit must be submitted before any tree in the parks shall be removed.
- Only after a Public Works, Community Services and Community Development have signed the Tree Removal Permit shall a work request in GBA be submitted along with painting a three inch dot at the base of the tree to be removed.
- The City Landscape Tree Supervisor or City Tree Contract Specialist shall create a work order and verify the tree removal within two weeks of the submitted work request in GBA.

6. Tree Planting

- Tree plantings shall adhere to the Master Streetscape Plan.
- Written approval from the Director of Community Development shall be necessary to introduce a new tree not listed in the Master Streetscape Plan.
- Trees shall be planted in accordance with City of Irvine Landscape Standard Plans. Stakes and ties shall be placed so no chafing or girdling of bark occurs. All guys, ties and stakes shall be checked regularly to avoid girdling and damage to trees, and shall be removed once the tree can stand on its own.

7. Resident Requests

- All tree related requests will be handled by the City Landscape Tree Supervisor or City Landscape Tree Contract Specialist.
- Requests will be entered into the GBA work order system, reviewed based upon this document's criteria and resolved as budget allows.



Dennis Chiotti, Landscape Maintenance Superintendent

3/17/09

Date