



Street Tree Planting Procedures April, 2023

Administrative Procedures

- The City Green Committee, a Committee that serves under the authority of the Clean & Green Commission, acts as an advisory panel for City staff in regard to tree locations, species and activities. The committee focus is to allow tree decisions to be transparent to City residents and others interested, as the membership is not restricted.
- Final tree decisions are made by the City's Department of Public Works.
- Throughout the year, staff and Green Committee identify areas in need of street trees and compile a list for consideration. Several variables are considered when prioritizing each year's list:
 - Areas of greatest need as determined by lack of street trees.
 - Neighborhood tree requests & trees funded by residents.
 - Identify safe areas feasible for use of volunteers to plant without cost to City.
- Public comments are accepted on tree planting area decisions and plans may be revised, if determined necessary.

Planting Procedures

- 30-60 days prior to planting, approved City contractor flags proposed planting locations and notification letter are delivered to residents, civic groups, and neighborhood associations in planting areas.
- Miss Utility marks underground utilities at all marked locations.
- Public Works ensures no conflicts between new trees and existing infrastructure, adjusting locations as necessary.
- Approved City Contractor finalizes tree planting sites and requests excavation permit from Public Works.
- Public Works approves final tree locations and issues excavation permit(s) to approved contractor.
- Contractor is responsible for all duties as expressed in MOU, contract or other binding legal document. This may include but is not limited to the excavation of planting holes, planting of replacement trees, coordination and supervision of volunteer plantings, long term care of newly planted trees.
- Approved contractor cares for newly planted trees for five (5) years, to include but not be limited to watering, staking and possibly pruning, under supervision of the Department of Public Works.

Replacement Trees, Citizen Request Trees, Small Projects

- Replacement trees will be planted as staff deems reasonable, in accordance with City Code §66-226.D. Notice to adjacent resident(s) will be provided before trees are replaced.
- Staff will review citizen tree planting permit applications and small tree projects on a case by case basis, in accordance with City Code §66-224.

All tree decisions are made based on general guidelines for species and location, outlined in ["Guidelines for Street Tree Planting"](#), revised April 2023, and available on the Department of Public Works web page.