

CITY OF GLENDORA COMMUNITY SERVICES DEPARTMENT

# URBAN FORESTRY

# MANUAL





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REVISED MARCH 2018

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Mayor Pro Tem Judy M. Nelson
Council Member Michael Allawos
Council Member Gary Boyer
Council Member Karen Davis
City Manager Chris Jeffers

Community Services Commission

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Community Services Director La Shawn Butler

## INTRODUCTION

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The City of Glendora's trees, both public and private, are one of the resources that make the City so special. The insignia on our park's signs is represented with a stately Oak tree, specifically a Coastal live oak tree. Our Urban Forest is one of the most important assets the city has as studies have shown that, as there are more trees per square mile in an urban setting, the real estate value increases exponentially. Glendora maintains approximately 20,000 trees growing in parkways and on City-owned property. The City is committed to the preservation of trees located both on City property and on private property if it concerns possible development, depending on the species. Native California trees have been here for thousands of years and have the benefit of being more resistant to pests, bacteria, and diseases.



Our Urban Forest provides numerous environmental benefits. In the urban environment, trees serve many purposes ranging from aesthetic considerations to climatic influences. In natural environments, they perform even more functions including those of reducing soil erosion and providing habitats for wildlife. Glendora's trees add value to property, help conserve heating and cooling costs, buffer against

noise and air pollution, and contribute to an enhanced quality of life for all Glendora residents. At the same time that trees are benefitting our lives, trees struggle for survival every day. Trees have to endure air pollution, vandalism, compacted soils from foot and vehicle traffic, limited spaces to grow in, and Summer like temperatures that can last throughout the entire year. In order to aid the trees in overcoming such a harsh environment and continue their lives, the care of our Urban Forest must become both a public and private partnership.

Tree care responsibilities for residents of the City of Glendora include protecting and providing enough water to promote the health and viability of any City tree located within the public easement of their property. It is also the responsibility of the resident to notify the Community Services Department of any suspected tree hazards, maintenance needs, or unwarranted pruning and or removal of City owned trees. Residents may call the Parks Division at (626) 852-4869 or visit our website at <http://www.ci.glendora.ca.us/parks> to report any issues.

## PURPOSE

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The purpose of this manual is to define and illustrate the policies and procedures that shall be utilized by City staff in the management and care of all trees located on City owned property and within the City's parkway areas, and in some cases regarding California native species and new developments/private property. This manual provides guidelines and specifications for the pruning, planting, removal and general care for these trees. It is our desire that this guide will also provide the community with maintenance tips to improve or maintain the health of their private trees and to gain an understanding and appreciation for what all trees provide.

These guidelines and specifications are based upon standards set by the International Society of Arboriculture (ISA), the National Arborist Association (NAA) and the American National Standards Institute (ANSI), which are currently considered the highest nationally accepted standards for tree care. These standards shall act as the source reference by City staff for the implementation of the regulations delineated in Title 16 and Title 20, Section 20.08 .130 (6) of the Glendora Municipal Code, and Title 21, Section 21.03.020 (C) (7) (b) of the Glendora Zoning Code.

Healthy trees in the landscape provide numerous benefits to humanity. They provide a sense of peace, a beautiful view, a harmonizing effect with nature, and a quiet escape from the hectic world we live in. Additionally, studies have shown that recovering patients have actually healed more quickly when being able to observe trees when hospitalized (Franklin, Scientific American, March 2012). You will continue to find other benefits of trees as you read this manual, so it is vital to keep our trees healthy in order to keep ourselves healthy.

## OBJECTIVES

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The objectives of this manual are to communicate to City staff, City officials and Glendora residents the importance of our urban forest, the type of maintenance the urban forest requires to keep it healthy, and the policies, which the City shall enforce in order to maintain our urban forest in optimum condition.

## DEFINITION OF TERMS

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The following terms are commonly used throughout this text. The meaning of





these terms as used in this document is listed below.

***ANSI Standards*** - detailed tree maintenance standards developed and published by the American National Standards Institute. These standards address issues regarding proper tree maintenance practices as well as safe work practices for persons working in trees.

***Arbor Day*** - an annual holiday first proposed by J. Sterling Morton of Nebraska City, Nebraska, in 1872, that was officially proclaimed by the Governor of Nebraska in 1874 as a legal holiday in Nebraska. The idea spread to other states in the US and beyond. A national holiday is often celebrated on the last Friday in April. However, many state Arbor Days are held at times that coincide with the best tree-planting weather for each particular locale. Glendora has celebrated its Arbor Day both in the spring and in the fall.

***Certified Arborist*** - a tree care professional meeting International Society of Arboriculture (ISA) standards of tree care and certified as such.

***Certified Tree Worker*** - a tree care professional who works trimming and removing trees meeting International Society of Arboriculture (ISA) standards of trimming and removal, and certified as such.

***City Easements and Right-of-Way*** - The City retains an established right-of-way or easement on each public street. These easements are City-controlled areas for the purpose of public improvements, including streets, sidewalks, curb and gutters, driveway approaches, streetlights, street signs, and street trees.

Easements vary among the streets and alleys of the community. Generally, the width of these parkways or landscape easements is around ten (10') feet from the face of the curb, but this dimension may range from anywhere between one (1') foot and thirty (30') feet. The City's Public Works Department shall have maps and/or legal descriptions that show official record of the City easements.

Any tree located within this public easement is recognized as a City-owned tree, and is subject to the policies described herein and in the Municipal Code and Preservation Ordinance (see addendum) which govern all City trees and public property.

***City Forester*** - an office created by the Glendora City Council to which is delegated oversight of the care and maintenance of City trees, and the administration of the program. The City Forester office is held by the Director of the Community Services Department.

***City Trees*** - trees under the care of the City Forester, including trees growing on City-owned property as well as those trees growing in street parkways and right-of-way easements.

***Community Services Commission*** - a Council-appointed body of citizen volunteers which meet monthly to discuss and review issues pertaining to City parks, recreation activities, senior services and transportation, City trees, and the municipal golf course. The Community Services Commission makes recommendations for the City Council to consider regarding issues pertaining to the Community Services Department.

**Consulting Arborist** - a designation implemented by ASCA, the American Society of Consulting Arborists, which certifies tree professionals above and beyond the certification of Certified Arborist and Certified Tree Worker, as implemented by the International Society of Arboriculture.

**Drip line** - the ground area at the outside edge of the tree's branches or canopy.

**Girdling** - a tree means cutting away the bark and inner cambium which sometimes can happen naturally because of roots “strangling” parts of the tree. This often occurs when gardeners use weed whackers near the base of the tree.

**Habitat** - a physical place in the natural world in which plant and animal species live together where each can reproduce, feed, grow, and exist together according to the laws of nature.

**ISA (International Society of Arboriculture)** - an international organization established in 1921 dedicated to the proper care and maintenance of trees. ISA has been instrumental in disseminating information on the proper trimming of trees, the dangers associated with the improper care of trees, as well as the implementation of certification programs which help quantify and standardize the knowledge and expertise of tree workers and professionals. ISA is responsible for implementing the Certified Arborist and Certified Tree Worker professional certifications.

**NAA Standards** - detailed tree maintenance standards developed and published by the National Arborist Association which cover topics regarding pruning standards, bracing and cabling standards, fertilization standards, pesticide spray treatment of trees, as well as the installation of systems which protect trees from lightning.

**Parkway, or Right-of-Way** - that portion of a public street, alley, or avenue, located within the City, which usually lies between the curb lines or edge of pavement and also the line which would be the outside line of any sidewalk.

**Street Tree/Parkway Tree** - a tree located in the City right-of-way or City easement.

**Tree City USA** - an award and designation established by the National Arbor Day Foundation. City's that meet a stringent set of criteria and apply for this title may be designated as a “Tree City USA”. The National Arbor Day Foundation coordinates with urban forestry programs in each State to review and award this prestigious title to cities that qualify. Glendora has received this award for the last 20 years.

**Tree Inventory** - a computerized software program that contains data regarding parkway trees which includes the type of tree, size of tree, address and location of trees, nature of the surrounding ground cover and hardscape and condition thereof, and health of the tree.

**Urban Forest** - for the purposes of this manual, the term “urban forest” refers to those



trees growing with City right-of-way easements, and street parkways, and those trees growing on City-owned properties. This urban forest consists of more than 18,000 trees in Glendora.

## STANDARD OF CARE

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The planting, maintenance, pruning, removal and general care of the trees in Glendora's Urban Forest will consider the standards of the ANSI A300 Pruning Standards and the standards of the National Arborist Association.

### A. ANSI A300 Pruning Standards

The ANSI A300 Pruning Standards refers to the most current printing of this document. The text is divided into several sections, including Definition of Terms, Tree Pruning, and Safety. A copy of the document can be found by visiting their website at [webstore.ansi.org](http://webstore.ansi.org) Along with the ANSI-A300 Standards, a companion document known as the ANSI-Z133.1 that addresses detailed safety practices will be considered by all tree workers and companies working for the City.

### B. NAA Pruning Standards

The National Arborist Association Standards shall also be followed by tree workers and companies working for the City. In addition to categorizing four types of pruning, i.e., fine, medium, course and drop crotch pruning, these standards also offer detailed recommendations regarding cabling, bracing and guying, fertilization, pesticide applications and spray calibration.

### C. Utility Trimming

Utility companies working within the Glendora city limits shall utilize the ANSI-A300 Pruning Standards regarding utility trimming techniques, as discussed in Section 5.7 of that document.

## TREE CARE MANAGEMENT

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**Management of the soil:** Proper management of the soil around the base of a tree has a direct impact upon the health of the tree. Tree health can be greatly enhanced by proper irrigation practices. The use of mulch in or on the soil surface aids in reducing compaction of the soil due to vehicles, foot traffic, or routine maintenance practices.

**Hazards associated with trees:** A tree that is not healthy can pose a hazard in the landscape. Trees with damaged root systems become susceptible to disease organisms that cause root rot and overall decline. Without a strong root system, the tree can lose stability and collapse. Poor pruning practices can damage a tree's branching pattern over time, and promote the growth of weakly attached branches that can break during summer heat and high winds. Any tree with potential hazards should be closely monitored and inspected regularly by a trained arborist.

**Proper watering practices for trees:** Mature trees can have a vast root system which extends as much as three times the width of the drip line around the base of the tree. The roots are generally not deep, in most trees, 90% of the tree's root system can be found in the top three feet of soil. The absorbing roots are located in the area beyond the drip line. For this reason, it is not recommended to water trees around the base of a tree near the trunk. Excess moisture in this area can lead to crown rot, root rot and other detrimental conditions for the tree. Trees are best watered deeply but infrequently.

Watering should be done once or twice a week during the summer with a deep watering practice i.e. dripping or slow trickling of the water for long periods of time is best. Avoiding water runoff and slowly tapering the water back as the tree matures and the seasons become cooler are best, then increasing as the weather becomes warm again. The City's tree contactor will water the tree once a week for 90 days after planting it. After the 90 days, the resident must take over the watering of the tree.

**Selecting and planting trees:** Because urban trees are dependent upon the growing space allotted to them, it is critical to choose the right tree for the right place. Trees that are expected to grow in small tree wells cut out of concrete sidewalks need to be chosen for the ability to grow in such areas without breaking and cracking the sidewalk in the future. Trees which are intended to grow underneath power lines should be chosen so that their mature height should not exceed the height of the lowest wires. Trees that require a dry root zone should not be planted in lawn areas that are frequently irrigated. A good rule of thumb is to perform research on a variety of tree species before choosing one to plant.

**Energy efficiency:** Healthy trees can help the community save energy costs. Trees that lose their leaves each winter can be planted on the western and southern side of a building, thus providing much needed shade and cooling in the summer. These same trees will then allow sunlight to come through the bare canopy in the winter to provide added warmth to the building. Evergreen species provide excellent privacy screens and wind screens as well.

**A habitat for nature:** Trees provide homes and a source of food for many types of wildlife. They provide nesting sites for birds and squirrels, food in the form of leaves, seeds, nuts and fruit, and shelter from wind, rain and sun. The planting of carefully chosen native species of trees can help maintain and stabilize populations of some endangered species. A good note to remember is: if a wild animal is living in a tree, chances are it isn't trying to take up residence in your home.

**Benefits of composting:** The fallen leaves of a tree contribute a valuable component to the landscape and when maintained properly, can add to the health of the tree. Leaf litter provides a mulch base which holds water in the soil and reduces the need for excess watering. Leaves also insulate the soil and prevent the germination and spread of weeds, which in turn, reduces the need for herbicide use. The organic material provided by the decaying leaves over time provides a habitat for earthworms and beneficial soil bacteria.





TREE CARE PROCEDURES

**P**RUNING

Glendora focuses on five main objectives for pruning trees in the Urban Forest. These objectives are:

**1. Reduce the risk of root, branch, or trunk failure (breakage):** Breakage risk can be reduced by establishing a structural pruning program that begins at planting and carries through the first 25 years. This program should be designed to create structurally sound architecture that will sustain the tree for a long period. Medium-aged and mature trees can be cleaned, thinned, reduced, raised, or restored to manage risk. Some structural pruning can be conducted on these older trees as well. The choice among these pruning types depends on the tree and the situation.

**2. Provide clearance:** Growth can be directed away from an object such as a building, security light, or power line by reducing or removing limbs on that side of the tree. Adequate clearance is also required over the street for tall trucks, and over the sidewalk for pedestrians. Regular pruning is required to maintain this clearance. Canopy reduction helps maintain a tree smaller than it would be without pruning. The crown can be raised to provide clearance by hortening low branches so those toward the middle and top of the tree are encouraged to grow. Utility pruning keeps limbs clear of overhead wires and other utility structures. Utility pruning is



performed by contractors hired by the utility company, and is not performed by City crews or City contractors.

**3. Reduce shade and wind resistance:** Thinning and canopy reduction can allow more sunlight to reach understory plantings as well as open the canopy so that wind can pass through the tree rather than being blocked by it.

**4. Proper tree for the proper place:** Trees provide shade and privacy. The proper choice of tree can provide the desired results if you choose the right tree for the right place. Trees which are expected to grow in small planting areas must be chosen with their mature height and width in mind, along with careful consideration to the amount of rooting area the planting site provides.

**5. Five-Year grid pruning schedule:** In general, the City of Glendora has chosen

a systematic grid trimming method of pruning most of its city trees on a five (5) year cycle. The city has also placed its palm trees on a three (3) pruning cycle. The city considers that at the time of pruning, the contracted crew does an inspection of the tree's overall health. This enables the city to monitor the health of the entire urban forest. This is necessary for the safety and welfare of the citizens as well as for the urban forest. In these strained economic times, the five (5) year schedule is quite respectable.

All trees growing in City parkway areas and on City property shall be pruned, either by City crews or by contract workers, according to the standards listed in this manual. The pruning cycles of trees shall be scheduled based upon the following criteria:

1. Trees with broken, diseased, damaged or hanging branches, or with branching that is blocking signs, streetlights, or intersection lights, shall be scheduled as first priority in order to insure the health and safety of the public and adjacent property.
2. Trees requiring raising of low limbs for traffic and pedestrian clearance shall be trimmed as needed.
3. The trimming of Glendora's Ficus trees on the City's main thoroughfares shall be scheduled annually under contract.
4. Palm Trees shall be scheduled for trimming every three years.
5. Trees whose growth is considered "moderate" shall be scheduled for trimming every five years.
6. Trees whose growth is considered "slow" shall be considered for trimming every six years.
7. The trimming and shaping of newly planted trees shall be scheduled as needed for the first four years after planting.
8. The trimming of Glendora's Big Tree shall be scheduled every two years.

### **FIRE ZONE PROTECTION**

The Pride of our Foothills is always at risk of fire and erosion damage. The City has learned through experience that landscaping plays a major role in home protection. Therefore, the following information is designed for those who live in the area north of Sierra Madre and in the area that the various Fire related agencies and City of Glendora refer to the "High Fire Severity Zone".

Through Cal Fire, US Forest Service, and LA County Fire, we discovered that many of the areas that were struck the hardest by the fires could have been reduced with proactive landscaping plans. Four key components can be used to protect your home and



property from severe fire damage. The four key components are Proactive Landscaping, Plant Selection, Erosion Control, and creation of a Defensible Space.

**Proactive Landscaping** - Immediately surrounding your home, you should have a perimeter of at least 30 feet that is lean, clean, and green. In other words, plants that do not catch fire readily such as grass, groundcover, or succulents. In the next 70 feet of area outside of the 30 foot area, you should have a perimeter of a reduced fuel zone. This is to protect your home while providing a safe area for firefighters.

**Plant Selection** - This is crucial in that you must plant to mitigate fire hazard but plants must be large enough to have a strong root structure. Most of the Fire Severity Zone is in hilly terrain and therefore erosion can be a huge problem in rainy weather. Utilizing native plants and brush would be best as these plants are best suited for this area. Ideally, if the plants can be kept at a height of 18 inches or lower, that would be best.



**Tree Selection** - Trees are particularly valuable on steep hillsides. The roots of many trees go much deeper than those of most ground cover plants. Trees that re-sprout after burning are generally the best choice for wild land areas, so you do not have to replant and the roots continue to grow. Selections for new tree plantings may include California natives like Coast Live Oak, Valley Oak, Toyon, Alder, Black Walnut, and California Laurel.

**Erosion** - Trees and large shrubs are the plants with the strongest root structure in case of soil erosion. However, it is wise to remember that these plants root system can be up to one and half times larger than that of their branch structure. Keeping this in mind, trees and shrubs should have space between them so fire cannot spread readily from one plant to another. Fifteen to twenty feet between trees and large shrubs should be adequate in a fire scenario, ensuring that they are outside of the 30 foot perimeter directly next to your home.



**Defensible Space** - Defensible space is the design and maintenance of landscape that will reduce the chances of structure loss during a fire. For more information regarding planting in high fire areas please visit [www.fire.ca.gov/](http://www.fire.ca.gov/). Therefore, all brush should be cleared within 30 feet of your home. An additional 70 feet of reduced fuel utilizing succulents or low lying shrubbery outside the 30 feet is required by California law (Public Resources Code 4291)

which will give a structure a total defensible space of 100 feet. The goal is to protect your home while providing a safe area for firefighters too. These 100 feet of defensible space is a minimum guideline, providing more defensible space when possible would be best. The term “structure” includes buildings not inhabit such as garage, storage shed, or your neighbor’s home however, a “defensible space” still pertains when it comes to fire suppression.

Native Trees species especially in Southern California are best utilized on slope areas and around your house. These trees have acclimated to this area over thousands of years and are not as susceptible to fire as imported trees are. Trees like Oaks, Sycamores, and Walnuts are equipped with thick, spongy, fibrous bark that defends well against flames. Often, after a fire has come and gone, you will see these trees sprout back from a fire and go on to live long and healthy lives. Remember to space trees apart at least 15-20 feet away from each other at their nearest points. An adult Oak tree can have a spread of 50 feet or more, and what you plant today could have an adverse effect on your property in the future.

There are many Pine trees and Palm trees that are native to Southern California. Taking what information we learned from the Fires, Pine trees, Palm trees, Eucalyptus trees (sometimes considered a native because they have been here so long), Cypress, and most conifers are laden with oils, sap, resins and other combustible material. Those of you who reside in the Fire Severity Zone should refrain from planting these types of trees as they would not do well in fire conditions. City Palm trees north of Sierra Madre are being considered for removal if they are within 100 feet of a structure. Palm trees such as Mexican fan palms and California fan palms tend to have old dried husks and palm frond remnants unless the trees are skinned on a regular basis.

Permits needed - If you live in the High Fire Severity Zone, you must obtain a landscape permit if landscaping more than 1000 square feet of land. This is not an option. Obtaining a permit is easy; submit your landscape plans to the City Planning Department showing defensible space, plant and tree selection, irrigation, erosion control, and how you are going to address drainage issues.

### **V**IABLE PLANTING SITES

It shall be the Community Services Department's objective to plant in all viable vacant sites located on City property or within City right-of-ways, to honor all resident requests for new street trees in viable locations, and to replace any City tree, which has been removed with the provision that the remaining vacant site is viable for planting. They may contact the Community Services Department at the following:

**City of Glendora Community Services Department**  
116 E. Foothill Blvd., Glendora, CA 91741  
**(626) 914-8228**

## **Viability shall be based upon the following criteria:**

**Spacing** - There is adequate spacing present overhead, underground, and to allow for the healthy, unimpeded growth of the tree to its mature size. Specific examples of spacing conditions that may make a site unsuitable for planting include inappropriate canopy room between existing trees, too close a proximity of a planting site to existing water, gas, or sewer lines, light standards, or potential conflict with overhead power lines, conflict with safety signs, or the inadequate width of the location's parkway size for the tree's girth at maturity.

**Traffic Clearance** - There shall be adequate line-of-sight visibility between normal vehicular or pedestrian traffic and necessary signage, street lights, or views.

**Maintenance Resources** - There shall be an adequate and consistent source of water available for the tree.

**Funding** - The Funding for tree planting request is dependent on current fiscal budgeting.

## **P LANTING AND REPLACEMENT**

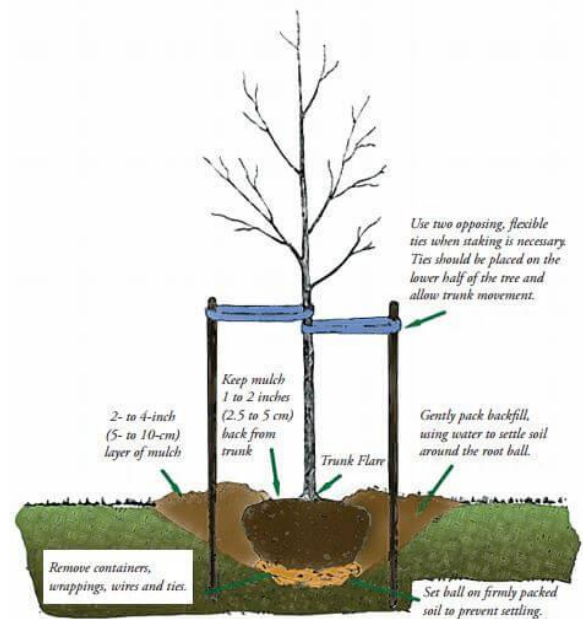
The planting and replacement of parkway trees falls under the authority of the City Forester, and is established in Sections 16 .12 .160 and 16 .12 .190 of the Glendora Municipal Code. Most nursery tree stock in California is sold in a containerized form. The following guidelines are specific for containerized stock. The selection of tree species shall be made from the list of approved trees on file in the Community Services Department. The selection is based upon the available growing space, both for root growth and canopy growth. The trees are listed according to the appropriate size of the parkway or tree well in which they are to be planted. The height of overhead wires shall also be considered when selecting replacement tree species. The City Forester shall approve all planting and replacement selections

Trees shall be single stemmed trees and at a minimum of 1" in caliper (or larger) measured at six (6) inches above ground level. Minimum container size shall be a 24" box container. The root ball of each tree must hold intact during planting and be sized to contain adequate roots for good tree growth. Trees must not exhibit signs of being root bound from growing in the container too long. All trees shall be certified insect and disease free, and have a symmetrical, well-balanced crown.

All trees shall be planted immediately after the root ball has been removed from the container. Containers shall not be cut or otherwise damaged prior to delivery of the trees to the planting area. Circling or girdling roots are prohibited and will be cause for rejection of the tree. Nursery stakes, ties, and ribbons shall be removed unless such removal would cause major root disturbance. Trees shall not be planted in dry soil or in muddy soil. Backfill shall consist of native, un-amended soil.



The planting hole is one of the most important factors in establishing a healthy tree. An old tree planting saying goes “It is better to plant a \$1 dollar tree in a \$100 hole in the ground, then to plant a \$100 tree in a \$1 hole in the ground”. Tree City USA Bulletin #19 is included in the Addendum of this manual and illustrates the specifications for the proper planting of trees, and why it is so important to take time and care when it comes to preparing the planting site. The diameter of the planting hole shall be dug at least two (2) times wider than that of the root ball. The depth of the hole shall be dug slightly shallower than the depth of the root ball to allow for the top two inches of the root crown to remain above grade (the level of the ground). By doing so, the tree has less chance of developing crown rot, the planted tree will also settle about 1-2 inches after planting and watering (takes about a week), and will direct the water more to the root system than right against the trunk.



Before placing the root ball into the planting hole, tamp down the base of the hole to allow the tree to stand straight and to avoid the potential of the tree settling below finish grade. Scarify or scrape the sides of the planting hole (and the root ball if you see many roots) to break down any glazing or compaction which may have occurred as a result of digging.

Position the tree in the hole so that it stands upright and the top of the root crown is slightly exposed above grade. Then, start backfilling the hole and tamping the dirt down as you go (flipping the shovel over and using the handle works well for this operation), this will help in avoiding air pockets but do not do this with a heavy hand so as to cause root damage, continue this until you have matched the grade level. With the left over material, form a basin around the tree, approximately six inches high and to at least the drip line of the tree, if the tree is small and has no drip line, about a three foot wide circle would be a good starting point. Remove the nursery stakes, ties, and ribbon away from the trunk of the tree. The top of the initial root ball should be exposed or have no more than a one inch layer of soil on top when done. After planting is complete, the tree should be given an initial deep watering- this is achieved through slowly watering the tree for a long time so the water can penetrate deep into the soil. Watering your city tree with lawn irrigation is not recommended, as this will encourage surface roots.

Staking the tree should be done last, use two stakes on opposite sides of the tree being careful not to penetrate the root ball; this could set the tree back health wise or even kill it! In about three years' time, the stakes should be rotten, the tree ties should be ready to be taken off, and the tree should be strong enough to stand on its own. Tie the tree loosely, the tree needs to move to gain strength in the trunk, wood is like a muscle, the more it flexes the stronger it becomes. Note: Once a tree is planted upon the easement, it

becomes the responsibility of the resident to maintain the irrigation of the tree. There is no warranty from the city regarding the planting of the tree. If your tree dies outside of three months, there will be another fee charged for the planting of a secondary tree.

## **R**EMOVAL CRITERIA

It is the City's policy to protect and preserve healthy trees that provide valuable benefits to our environment and to the quality of life in Glendora. The Community Services Department shall oversee all parkway tree removals. If a Glendora property owner wishes to remove the parkway tree, he/she must (1) contact the Community Services Department office and submit a Tree Services Request Form and pay for an inspection fee. A copy of this form is included in the Addendum for reference. (2) Applicant must be the owner of said property where tree is to be removed. (3) A Parks Staff member will evaluate the tree independently, only after form is complete and the inspection fee is paid. The tree will be removed only if the tree is deemed unhealthy and at a risk to the health and welfare of the public in general, the resident will then receive full payment back of the inspection fee. This will only hold true if it is deemed the resident had nothing to do with the decline of the tree.



The inspection is conducted by a Certified Arborist, this individual is trained in the art and science of planting, caring for, and identifying problems in the field of trees. The employee will note the tree species, size, health, and the reasons given by the applicant for removal.

Park Staff will evaluate the tree independently, noting tree species and size, tree health, and the reasons given by the applicant for removal. Criteria which justify the removal are discussed later in this section, and each of these items is taken into consideration regarding the tree. An arborist fills out the back side of the form, and photographs are taken to document the existing conditions of the tree and surrounding area. An inspection report is prepared, consisting of the photographs, and the evaluation of the tree. The City Forester reviews the information and makes the final determination to remove the tree, or to not remove the tree. A letter is then mailed to the applicant stating the decision of the City Forester. In many cases the removal and the replanting is at the cost of the property owner. The entire process usually takes about one month.

The City Forester shall have the authority to approve the removal of a parkway tree based upon the following conditions:

**Hazardous Trees** - Trees that are declared a high hazard by virtue of being determined at

high risk of failure (frequent limb breakage or tree in danger of falling) and with a high potential of hitting a target. A tree with a majority of decayed, dead or damaged foliage, branches, trunk or roots may be determined to be a hazard.

**Dead and Dying Trees** - All trees have a lifespan. The urban environment is a harsh environment and demands much on a tree. Trees prefer to grow in a forest, surrounded by other trees. The urban forest is an environment where each tree is a “stand alone” tree. The tree must withstand the rigors of nature on its own and the lifespan is reduced significantly. Urban trees will encounter a period in their lifespan that Arborists term “declining” as in declining health. A certified Arborist can best decide at which stage a street tree is in decline. Street and park trees that are dead or have been determined by the City Forester to be in a state of severe decline, although perhaps not an immediate hazard, may be removed.

**Diseased/Insect Infested Trees** - Trees that acquire an infectious disease or are infested with an insect that is declared to be a serious pest threat to other nearby trees shall be removed, if removal is determined to be the best pest control solution.

**Emergency Removals** - Healthy trees shall be removed if an emergency condition exists, and tree removal is determined to be the only option available. An example would be to gain access to an emergency situation created by an earthquake or to allow repair of a broken water main or sewer line located directly underneath the tree’s trunk, or to remove a tree too badly damaged by a storm, or struck by a vehicle and the tree cannot be feasibly restored to a safe condition.

**Hazardous Condition Removal** - If it is determined that a tree is causing a serious visibility hazard (i.e. a corner tree that blocks the visibility of a stop sign) it should be removed. Removal shall be considered only if pruning to correct the hazard would seriously disfigure the tree.

**Other Removals** - Other examples where a condition shall warrant removal are:

**Hardscape damage** - When hardscape repairs cannot be complete without severe root pruning, (which would jeopardize the health and stability of the tree), the tree shall be removed. If any tree repeatedly damages surrounding hardscape with damages equaling the cost to remove and replace the tree within two years after repairs, and root pruning and/or other remedial repair methods cannot feasibly be utilized without severely jeopardizing the health and stability of the tree. All such removal decisions shall be made by the City Forester.

**Building damage** - When a tree is causing structural damage to a building, and the condition cannot be corrected without removing the tree.

**Cost of maintenance** - Sometimes the cost of maintaining certain species of trees cannot be justified in respect to the environmental benefits such trees afford. In many circumstances, such trees cost more to maintain than the benefit they give back to the community. The authority to remove such trees lies with the City Forester.



**Undesirable Species** - If a tree is contained on the list of undesirable trees on file in the Community Services Department, the tree will be evaluated for additional reasons for removal. Many species considered to be undesirable are extremely vigorous and fast growing trees, which are ultimately too costly for the City to maintain properly. The “undesirable” aspect of a tree will be taken into consideration with one of the above listed criteria.

The following are reasons that are **NOT** valid for removal:

- Excessive leaves, fruit, flowers, petals, bees, birds and other animals or insects creating a nuisance to resident.
- Roots in the sewer line, resident must maintain their lateral.
- Hardscape damage if a feasible, economic solution exists to save the tree.

## **F**ICUS TREES IN GLENDORA'S VILLAGE

The Ficus trees in Glendora's Shopping Village have become a trademark of the City. These trees require special care and attention to ensure their health, beauty, and safety.



There are sixty-six trees in the Village. The care of these trees shall consist of the following:

1. The trees will be trimmed in a formal pattern each year, preferably in October. The pattern is currently a “cone” or Christmas tree shape. The trimming shall take place at a time to allow a sufficient time span to hang lights in the trees prior to the Christmas shopping season. The hanging of the Christmas lights traditionally occurs in October, before Thanksgiving and before the “Holiday Stroll” event.
2. A number of trees in the Village bear fruit. A combination of certain weather patterns and environmental factors appear to trigger fruit production, and these patterns often cannot be easily predicted. When trees in the Village bear fruit, the sidewalk becomes slippery with the tiny figs. Often, the fruit can get tracked into the

businesses and can cause an unsightly mess. As funding becomes available, the City will trim the Ficus trees every six months to stem the fruit drop as applying a topical growth regulator has become cost prohibitive and not very effective.

- 3. During the summer months, the Ficus trees in the Village are frequently attacked by the Cuban Laurel Thrip. The biting of these tiny insects can be a considerable nuisance. On these occasions, the City will arrange to have trees either treated with a pesticide to stem the attack of the Thrips.



- 4. Every effort shall be made by City staff and contractors to accommodate the merchants.

## ARBORETUM & BOTANIC GARDEN

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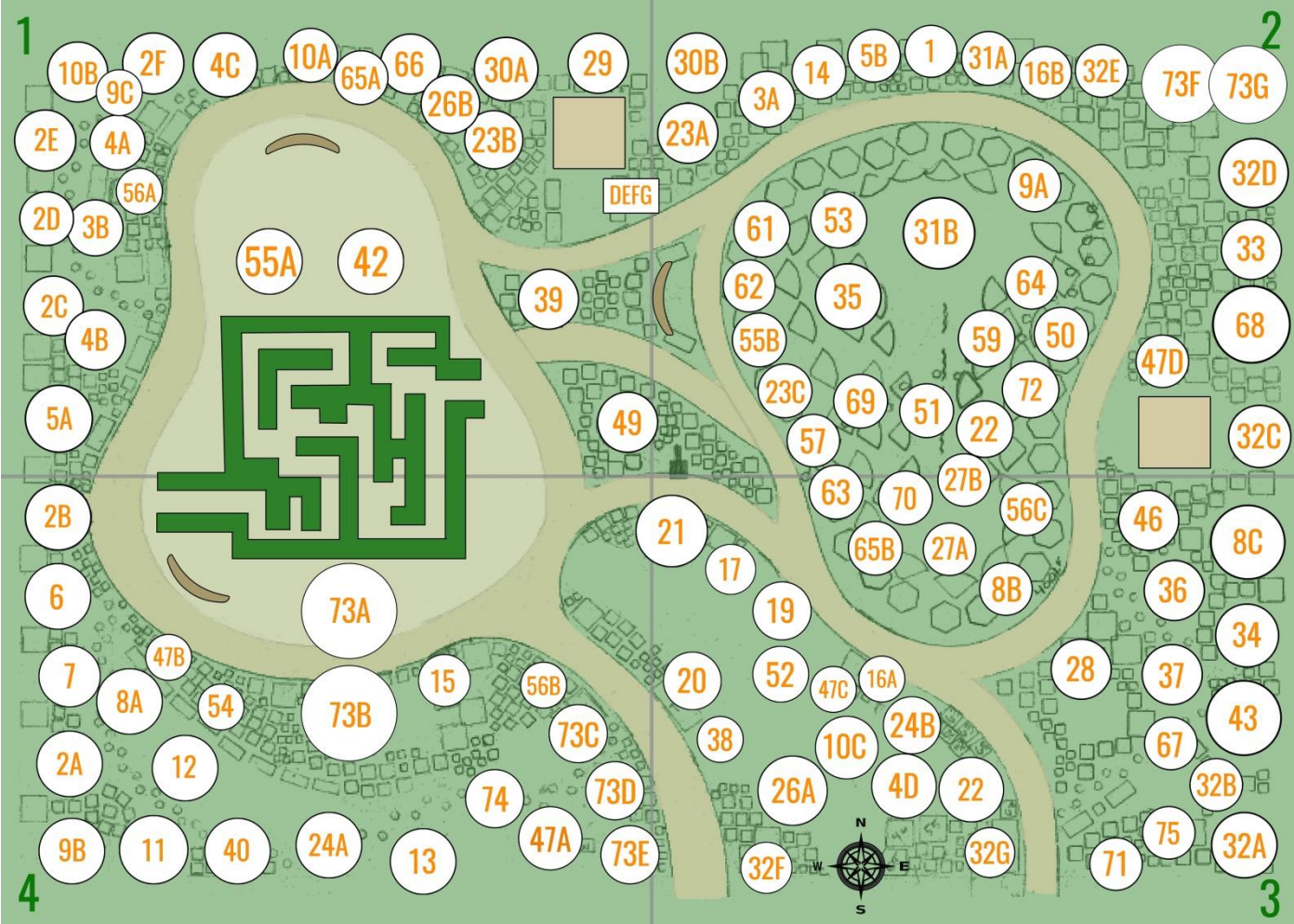


The Arboretum and Botanical Garden was completed in June 2017. The concept of the park was to get visitors excited about exploring a wide variety of trees in one location. The walking path along with a variety of flagstone paths provides access for a closer look at each tree species. Each tree has a name tag identifying the common and botanical name. Researching the tree using the scientific name is the best way to obtain information to ensure the right tree is planted in the right place. A total of 98 trees were planted for this project for a total of 64 different species, with about half of those trees being deciduous, we can expect significant fall color and bare branches in the winter. Besides their seasonal behavior, one can expect to observe trees' size, growth habit and other characteristics.

Staff maintains the planters free of weeds on a biweekly basis and ensures that the irrigation is working properly, which is key to ensure good health of the plants and



the grounds. Sufficient mulch will ensure that the weeds are suppressed and that compaction is minimized for both plants and trees. Younger trees may or may not have ideal structure, so staff ensures that early in the trees' life trimming is done to correct its form to minimize large diameter cuts when the tree is mature. The garden will grow greener with each passing year and each tree will provide countless benefits to the community.





## UTILITY, CURB, GUTTER, AND SIDEWALK REPAIRS

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### ROOT PRUNING POLICIES

Contractors hired by the Public Works Department to repair curbs, gutters sidewalks, pavement and utilities shall coordinate all work with the City Forester. All sidewalks and curbs scheduled for replacement where City-maintained trees are located shall first be inspected by the City Forester prior to the commencement of any work. The contractor shall notify the City Forester when the removal of such pavement is scheduled and the City Forester shall be on site when the work is performed. All pavements shall be removed to expose the root system of trees causing the damage. No roots shall be removed by the contractor without the approval of the City Forester. All roots shall be pruned according to the direction of the City Forester. Any tree which is so severely damaged in root pruning operations that, in the opinion of the City Forester, must be removed shall have a cost value placed upon it using the valuation procedures outlined by the International Society of Arboriculture. This cost value may be charged against the contract as liquidated damages.

When City Public Works crews repair curbs, gutters, sidewalks, pavement and utilities, the policy described above shall also be in full effect. Public Works crew will remove pavement to expose the tree's roots in place. Community Services staff will inspect roots and perform tree work as necessary. No roots shall be removed by City workers without the approval of the City Forester. All roots shall be pruned according to the direction of the City Forester.

In case(s) where the flare of the tree trunk interferes with the work, crews will need to go around the trunk as the flare will not be trimmed or shaved. Removing any portion of the tree trunk flare will greatly compromise the health and stability. Buttress Roots provide the most support and stability. These vital roots play a huge role in providing a sound structure and will not be trimmed or removed. In cases of hardscape installation we will consider the possibility of the following options:

- A. Reroute sidewalk to go around the tree trunk flare or buttress roots, installing a curve to sidewalk.
- B. Bridging Sidewalk to provide a gap between the sidewalk and offending root. Slope must comply with ADA standards.
- C. Taper sidewalk to decrease width of sidewalk without compromising ADA standards.

In cases where options above are not possible, Community Services Staff will perform the following:

1. **Selective Root Pruning** is the removal of specific offending roots, which are directly interfering with the work area. When pruning out selective roots, great care shall be given to retain as much root surface as possible, including sufficient buttress root dispersal around the radius of the tree. No more than one-third (1/3) of a tree's root system shall be removed. Roots shall be cut back at least four (4") inches away from

new hardscape to compensate for new growth and for possible hardscape forms. Pruning cuts shall be made clean and smooth with no crushing, tearing or ripping with mechanical means (backhoe, loader, or jackhammer).

- 2. Root Shaving** is the removal of a small portion of a nonessential buttress root or general root with a diameter of four (4") inches or greater. Roots will be shaved down to allow for at least two (2") inches of clearance between the root and the new hardscape. No more than one third (1/3) of a root's diameter shall be shaved off. Shaving cuts shall be made clean and smooth with no crushing or tearing of the remaining root material.
- 3. Excavating** because the root system of a tree is one of its most important physiological components, the removal of any part of a tree's root system should be avoided. In instances where there exists a need to install subsurface structures or utilities, such as irrigation lines or block wall footings, every effort shall be made to avoid encroachment within the dripline of the tree. If it becomes necessary to excavate within a tree's dripline area, every effort shall be made to tunnel under or through the tree's root system with a minimal amount of pruning, rather than to trench across the tree's roots. The removal of any root over two inches (2") in diameter must be first be approved by the City Forester.

In cases where options above are not possible, tree removal will need to be considered.



*The magnificent buttress roots of the *Ficus macrophylla* or Moreton Bay Fig tree located at the corner of Santa Fe Avenue and Colorado Avenue. Aptly named Big Tree Park. This Moreton Bay Fig may be the second largest in California next in largest to the one located in Santa Barbara near the mission.*

## NEW DEVELOPMENT/CONSTRUCTION MANAGEMENT

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The City of Glendora desires to maintain and further develop the local urban forest on public and private property. Consequently, the City shall consider the impact on private property trees as part of any application for discretionary zoning approval (i.e. Development Plan Review, CUP, etc.). In reviewing applications, the City Forester shall consider the impact on existing private trees and shall recommend project alternatives that encourage the preservation of mature trees. Trees that are removed from private property when done for the purpose of accommodating a project subject to discretionary zoning approval shall require replacement based on the following schedule.

Private Trees of any species removed with a DBH of 10 inches or more must be replaced according to the size scale listed below:

<u>Existing DBH</u>	<u>Replacement DBH or tree</u>
10"-15"	24" boxed tree – 1:1 replacement
16"-36"	36" boxed tree – 1:1 replacement
37"-48"	48" boxed tree – 2:1 replacement
49"-or greater	Tree replacement to be determined by the City Forester

Native Oak Trees are of particular importance to the community with respect to preservation. Mature Oaks on private property have a positive effect on property values and enhance the beauty of neighborhoods. Consequently, any Oak removed from private property with a DBH of 8" or more shall require replacement according to the size scale below:

<u>Existing DBH</u>	<u>Replacement DBH or tree</u>
8"-15"	36" boxed tree – 2:1 replacement
16"-36"	48" boxed tree – 3:1 replacement
37" or greater	Tree replacement to be determined by the City Forester

Multi-trunk trees, Oaks or other species, shall calculate the combined DBH of all trunk branches 4" DBH or greater. The replacement requirement shall be based on the tables above.

Tree replacement species shall require review and approval from the City Forester. Preservation of existing trees is preferred over replacement. If the project applying for zoning approval does not replace trees on-site, an in-lieu fee per tree for future tree replacement shall be collected and deposited into a tree replacement fund. The in-lieu fee is based on City's cost to replant and set by city resolution. Funds collected must be used within five years of receipt of funds or the project applicant will receive a refund.

The following policy shall establish construction specifications to preserve and protect existing or native trees located on a site that is planned for development.



**General Site Evaluation** - As part of the environmental review for a location planned for the development, the Planning and Redevelopment Department shall consult the Community Services Department on the appropriate measures to take regarding trees existing on the project site. Community Services and Planning and Redevelopment staff are to identify which trees to remove and develop an appropriate mitigation plan. All costs associated with fulfilling a mitigation plan shall be borne by the applicant.

In addition, the applicant shall develop a plan to protect all trees that are to remain. Such plan shall be submitted to the Director and approved prior to any permits being issued by the Building Official. Department staff shall consider such items as, but not limited to, site access and traffic route considerations, excavation limitations, appropriate locations for the piling of soil and debris, and the storage of equipment and vehicles as each of these activities pertain to trees on the project site.

**Protective Fencing** - Temporary, protective fencing shall be installed around any existing tree that is to be preserved on a project site. This fencing must be made of a material that has high visibility, such as fluorescent-colored, and must be posted at regular intervals around the tree. This fencing shall be placed at a minimum distance of fifteen (15) feet from the trunk of the tree or five (5) feet outside the drip line of the tree, whichever distance is greater. No activity shall take place within this fenced-in area.



**Grade Changes** - A change of grade around a tree, even well outside of a tree's root zone, can have serious impact on the tree due to reduced aeration or poor drainage.

**Excavation Requirements** - Whenever possible, services such as water lines and utilities shall be routed around the drip line of trees that are being preserved on a site. If department staff determines that excavation within the drip line of a preserved tree is unavoidable, then every effort shall be made to tunnel under or through the tree's root system with a minimal amount of pruning, rather than to trench across the tree's roots. All root pruning shall be in accordance with the Maintenance Guidelines established for such activity in this manual and the Tree Preservation Ordinance.

**Construction Mulching** - If department staff determines that traffic encroachment within the drip line of a preserved tree is unavoidable, then a six (6) to twelve (12) inch layer of temporary mulch shall be placed over the affected area to disperse the weight of traffic and equipment. Additional weight dispersal and mobility may require the placement of large plywood sheets

over the mulched area. Construction mulching and plywood must be removed carefully, so as not to damage the tree, as soon as the required activity within the drip line of the tree has been completed.

Department staff shall recommend that development specifications include requirements for mitigating such impacts to trees that are to be preserved on a project site based upon the type of grade changes that are to be implemented, tree species, drainage patterns, soil conditions, and future irrigation and maintenance plans. Department staff shall employ the following mitigation measures whenever feasible:

**Raised Grades** - If a grade around an existing tree is to be raised with a backfill less than six (6) inches in depth, then department staff should consider vertical mulching as a mitigation measure. If a grade around an existing tree is to be raised more than six (6) inches, then department staff should consider specifying the construction of a tree well as a mitigation measure.

**Lowered Grades** - If a grade around an existing tree is to be lowered along the side of its root zone, then department staff should consider specifying the construction of a terraced dry wall as a mitigation measure. If a grade around an existing tree is to be lowered along all sides of its root zone, then department staff should consider specifying the construction of a tree island as a mitigation measure.

## TREE ROOT/HARDSCAPE CONFLICTS

1. Damage to hardscapes which occurs on public property that is three-fourths of an inch (3/4") or less shall be "ground down" by a concrete grinding machine. If necessary, permanent repair of the area should be scheduled for a later date.
2. Hardscape damage on public property where the damage cannot be rectified by temporary measures such as grinding of the concrete will require the scheduling of a permanent repair, based upon the potential the damages have for creating a public safety hazard. In such cases, the offending roots shall be exposed in place using an air spade (if available), ground down or pruned as discussed above, and a six (6") to twelve (12") inch layer of gravel base or other type of structural soil shall be inserted underneath the exposed roots, and the hardscape surface poured over the base material. This is called a Structured Soil Theory and there have been positive results in many cases. The theory is the base material promotes root growth at a deeper level for the roots to develop at, thereby reducing the chance of having root damage at the surface again where the hardscape is located.
3. When repairing or replacing hardscape adjacent to a parkway tree, every effort shall

be made to protect the tree from root or trunk damage.

If the removal of the offending roots might jeopardize the health or integrity of the tree, one of the following alternatives shall be considered:

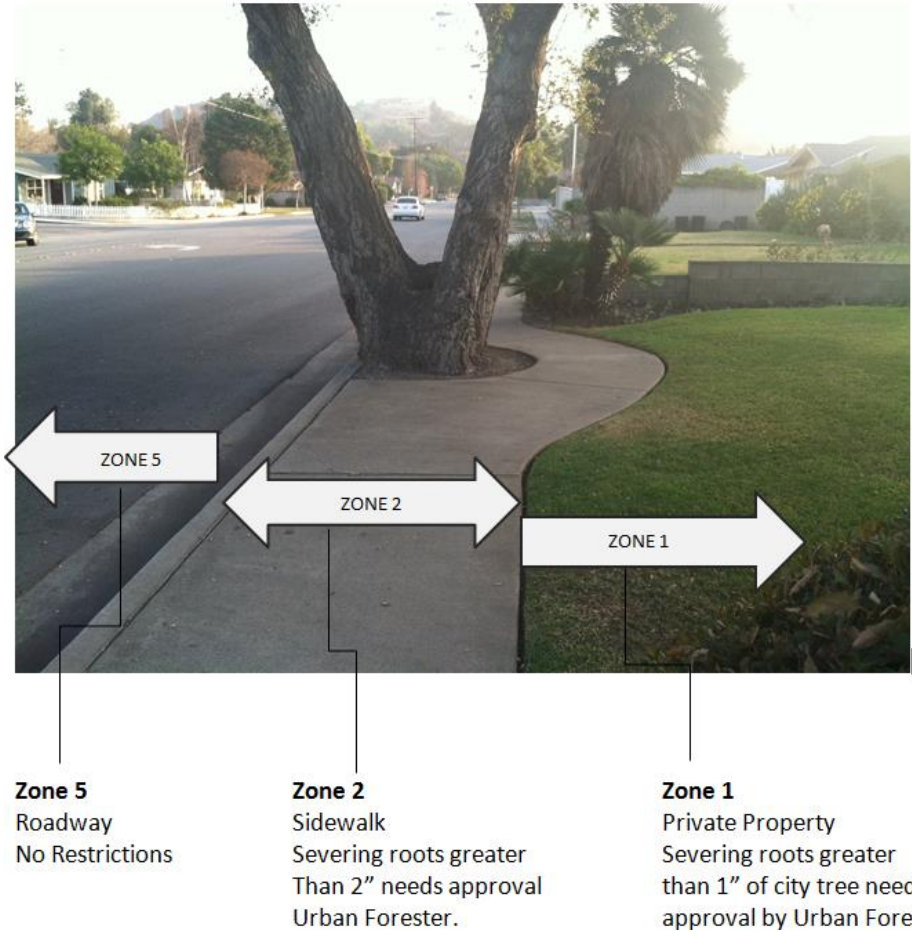
- A. Off-set** - An off-set is the tapering or reduction of a sidewalk’s size down to a width no less than forty-two inches (42”).
- B. Ramping** - A sidewalk may be constructed to ramp over offending roots, as long as the slope of the grade does not exceed one foot (1') of elevation change within a span of twelve linear feet (12').
- C. Reconfiguration** - Sidewalks do not need to be constructed in a straight line. If the public easement can accommodate it, a sidewalk may be reconfigured to curve around a tree in suitable manner.
- D. Removal** - If no other hardscape installation alternative is feasible, a tree may be removed, as long as it complies with the tree removal criteria listed in Chapter VI of this manual.

*Image of root restriction zones for excavation, trenching, or boring within a tree dripline in a planting strip.*



ZONE 5	ZONE 4	ZONE 3	ZONE 2	ZONE 1
Zone 5 Roadway	Zone 4 Curb & Gutter	Zone 3 Planter Strip	Zone 2 Sidewalk	Zone 1 Private Property
No restriction	Severing Roots greater than 2" require approval by Urban Forester.	No mechanical digging. Severing roots greater than 2" require approval by Urban Forester.	Severing roots greater than 2" requires approval by Urban Forester.	Severing roots greater than 1" requires Urban Forester approval





This is a great example of how the Public Works Department works cohesively with the Community Services Department. In this particular case, this 100 year old Oak tree was encroaching on the sidewalk. The Public Works Department removed the old buckled sidewalk and “thinking out of the box” went around the tree instead of using the old “straight line” type of thinking.

City Trees are subject to inspection at any time throughout the year by Parks Division staff. During these inspections, if a City Tree is deemed unhealthy or hazardous and needs to be removed due to improper care or harmful treatment by a resident, the following replacement fees may be applied to the resident responsible for the trees decline.

**Replacement Fees:**

- Value of tree being removed
- Two replacement trees 24" box
- Removal Fee

\*All costs are based on City’s Tree Maintenance Contractor prices.

## TOOLS AND STAFFING

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### **TREE INVENTORY AND TRIMMING SCHEDULE**

The Community Services Department shall keep current an inventory of all City-owned trees, including detailed site characteristics and work histories for each tree. The City's contractor and staff, accounting for all new tree plantings, any tree removals, and the trimming history, shall update this record yearly.

The inventory of City trees identifies species, Diameter at Breast Height (DBH), canopy, and adjacent hardscape. When creating an inventory of trees, consistent procedures shall be used to inventory all trees in order to ensure that they are done in a consistent and regular manner.

The City maintains a very respectable five (5) year tree trimming cycle. In these current economic times, this is extremely important. This tree trimming cycle is just as important to the community as it is to the City. Pruning more often is beneficial in that the city is able to recognize situations before they become a larger issue such as insect infestation, diseases, and other problems. Additionally, pruning more often enables the trees to be healthier as smaller cuts are made on a more frequent basis rather than large cuts which could open up the tree to bacteria, fungus, diseases, infestations and overall stress of the tree.

### **PERSONNEL**

The City's personnel responsible for the oversight of the care and maintenance of Glendora's Urban Forest consists of the Director of Community Services or Assistant Community Services Director, who serves as Glendora's City Forester, the Parks and Landscape/Contract Supervisor, who administers the tree program and the Landscape/Contract Supervisor contract maintenance, and the administrative staff, who assists in organizing the requests for tree work and inspections of the trees needing attention.

### **CONTRACTED WORK**

The City contracts with independent contractors to trim Glendora's Urban Forest, including the annual Ficus trimming, the trimming of Big Tree, and the trimming and removal of very large trees such as Mexican Fan Palms and Canary Island Pines.

All companies hired by the City to perform tree trimming, tree removal and root pruning shall employ ISA Certified Arborists and ISA Certified Tree Workers among their working personnel. Contracts for tree trimming are prepared and administered by the Community Services Department. Contracts for sidewalk repair and root pruning are prepared and administered by Public Works Engineering Division and Water Division staff, and coordinated with the City Forester. All root-pruning performed by contractors repairing curbs and sidewalks under the direction of the Public Works Department shall comply with the policies set forth in this manual.

All contractors hired by the City to trim trees shall be required to possess a State contractor's license for tree work (D49) and provide worker's compensation benefits to their employees, and show proof of appropriate liability insurance.

## **WORK PERFORMED BY CITY CREWS**

City crews perform limited amount of tree care work on the Urban Forest. The clearing of traffic signs, performing traffic and pedestrian raises, and other hazard mitigation, and work that must be done that day rather than placed on a schedule are the primary functions of the City Park Maintenance staff. Emergency call outs are generally handled by contractor.

## **TREE POLICES GOVERNING SUBDIVISIONS**

Codes and regulations regarding subdivisions are spelled out in Title 20 of the Glendora Municipal Code and Title 21 of the Glendora Zoning Code. The Planning Department and Community Services Department has the responsibility of implementing the laws spelled out in these codes. The City Forester will work closely with the Planning Department staff to make recommendations regarding trees in these instances.

## **THE ROLE OF THE CONSULTING ARBORIST**

Title 20 of the Glendora Municipal Code includes conditions for approval of a new subdivision. A developer may be required to retain a consulting, certified arborist to monitor and enforce all conditions placed upon the development of the property by the Planning Commission. The Planning Department keeps a list of arborists qualified to perform these duties.

## **THE PLANNING COMMISSION**

Some projects slated for development in the City of Glendora require Planning Commission review and approval. The Planning Commission may assign conditions of approval to a project during the review process. The Planning Commission may require a tree preservation plan as a condition of approval. The Planning Commission will use this manual and tree ordinance as a guide when developing conditions of approval.

## **JURISDICTION AND GOVERNING AUTHORITY**

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### **CONTRACTED WORK**

Along many City streets in Glendora, a strip of land exists between the curb of the street and the sidewalk. This strip is called "the parkway". The City shall maintain trees growing in the parkway as long as the tree was planted or approved by the City. The City shall trim trees; the cost of planting and removal of parkway/sidewalk trees will be the responsibility of the property owner.



## TREES NOT MAINTAINED BY THE CITY

Trees growing on private property are not maintained by the City. It is the property owner's responsibility to maintain such trees so that there is adequate clearance over the street for large trucks and other traffic, and over the sidewalk for pedestrians. Trees must be maintained at a minimum height of 14 feet over the street, and at a minimum height of 9 feet over the sidewalk. It is also the property owner's responsibility to maintain their private trees and shrubbery at street intersections to provide adequate sight distance for drivers, and to maintain their trees and shrubs away from street signs and stop lights.

Many streets in Glendora do not have sidewalks. The front yards of residences on such streets come all the way to the curb. Each street like this in Glendora has a street right-of-way easement upon which the City or utility companies may enter to perform work. The width of these easements varies from street to street, with some easements measuring 1 foot or less, while other easements measure up to 12 feet. Trees located within the City right-of-way easement are the property of the City and will be maintained by the City. Property owners are required to provide water to the tree and not doing so will be seen as the willful neglect or harming of a city owned tree. This could result in a fine to the homeowner or resident.

## COMMUNITY SERVICES COMMISSION

The Community Services Commission is made up of citizen representatives appointed by the City Council. The duties of the Community Services Commission are spelled out in Section 2.16.160 of the Glendora Municipal Code. The Commission also serves as the City's tree advisory board. The Commission holds regular monthly meetings. The Community Services Commission serves as the final authority for hearing appeals and for resolving objections regarding issues pertaining to parkway trees as spelled out in the G.M.C. Section 16.22. The procedures for filing appeals and/or objections specified in Section 16.22.010 and Section 16.22.020 of the Glendora Municipal Code shall be followed. The Community Services Commission shall periodically review the policies and guidelines listed Glendora's Urban Forestry Manual. The Commission may recommend to the City Council amendments to the policies as deemed necessary. Any amendment to the policies and guidelines listed in Glendora's Urban Forestry Manual first receives the approval from the Commission, prior to adoption by the City staff.

The City Forester shall update the Commission periodically regarding the City's Urban Forest program, and shall work with the Commission on the scheduling of Glendora's annual Arbor Day celebration and award of the Tree City USA designation.

## BENEFITS OF NATIVE TREES

Community Services Department and the Community Services Commission are committed to promoting the proper use and placement of California native tree species, and educating the public as to the benefits and care of such plantings. Native trees are well adapted to the California climate, provide habitat for native wildlife, and compliment the urban landscape with their beauty. There are many benefits of going native such as saving

water. The native plant rarely needs more than minimal irrigation beyond rainfall averages. Native plants are low Maintenance, are a natural fit to this area.



*Willow Springs Park on the corner of Leadora and Willow Springs Lane*

The City of Glendora is dedicated to preserving and increasing our urban forest. One of the most important aspects of preserving Glendora's community forest is the ability to retain a manageable population in terms of species diversity, density and appropriateness. The City shall achieve this through proper planning and gradual reforestation efforts, rather than through drastic deforestation and replacement measures. Glendora has many ways to preserve our trees through care and maintenance, which readers can find under the tree care procedure. This section will review the City's plan to increase the Urban Forest and the role the community may play in assisting with this goal.

One of the City's goal(s) listed in Glendora's sustainable action plan is to adopt and implement an urban forest policy to increase the City's street tree and parking lot canopy by 25 percent by 2025 in order to improve the local microclimate and air quality, reduce urban heat island effects and increase carbon sequestering. Glendora's Community Services Department's goal is to plant or coordinate planting of at least 75 trees per year. The community will have the opportunity to assist by tree donations or having a memorial tree planted in honor of a loved one.

TREE DONATIONS PROGRAM

The City would encourage the community to donate funds or trees to enhance the community forest. All donations of trees to the City must meet certain qualifications and restrictions set by the Community Services Department.

Likewise, the department must follow certain procedures in the receiving of such gifts. All tree donations shall be accepted only under the terms stated in the City's Administrative Policy. Trees may be donated to the City for planting in City parks or within City right-of-ways. The City shall make every effort to have the tree planted where the donor wishes; however, we may not always be able to plant a certain tree in a certain place.

STANDARD TREE DONATIONS

Standard tree donations may be in the form of monetary gifts funded specifically for the purchase and planting of a tree or the donation may be a tree itself pending approval by the Community Services Department.



We request the general amount necessary for a monetary tree donation gift cover the current average cost for a twenty-four (24") inch box-sized tree and all necessary planting materials. The current average cost for tree planting shall be determined by the Director of Community Services.

All donated trees shall be approved by the City's ISA Certified Arborist or Director of Community Services only after the proposed tree and location have been reviewed and approved. Residents are encouraged to stay within the recommended street tree list. (See page 33)

Donators giving tree donations valued at more than \$500, will be presented with a token of appreciation by the Community Services Commission.

It is the responsibility of the Community Services Department to complete a proposed "Gift to the City" form for all tree donations, including acquiring necessary donor information and signatures. The completed original form shall be forwarded to the City's Finance Department. One copy of the completed form shall be returned to the donor, and one copy shall be retained by the Community Services Department.



**MEMORIAL TREE PROGRAM**

For residents wishing to donate a memorial tree honoring the passing of a loved one, we have a memorial tree program. Memorial trees are available for purchase and would be planted in your loved ones name at a City park or City right-of-way, and a rocked shaped tree marker with an engraved brass plate will be placed in front of tree. A listing of recommended street trees is available. For information or to request a form, please contact:

**Glendora Community Services  
Department Parks Division located at  
1636 Compromise  
Glendora, CA 91741  
(626) 852-4869**

Acceptance of donations implies no reciprocal agreement or obligation to the donor by the City other than designation of donated funds for specific tree gifts. Any tree accepted by the City becomes the property of the City, and shall be subject to all the policies described in this manual.

No healthy, living tree shall be removed for the sole purpose of altering an area's existing tree species composition.





GLENDORA’S PROTECTED TREES

The following trees are considered protected trees and shall continue to be maintained by the City:

‘Big Tree’	Morton Bay Fig
545 E Dalton	Italian Stone Pine
543 N Ranch Ln	Italian Stone Pine
544 W Whitcomb	Italian Stone Pine
554 N Cullen	Coast Live Oak
Auto Centre at Wal-Mart	Coast Live Oak
831 E Route 66	Coast Live Oak
300 E Woodcroft island	Torrey Pine
1452 S. Willow	Coast Live Oak

REFERENCES

1. Glendora’s Tree Preservation Ordinance of 2003
2. “Don’t Top Trees”, Tree City USA Bulletin #8
3. “How to select and plant a tree, Tree City USA bulletin #19
4. “Resolving Tree/Sidewalk Conflicts”, Tree City USA Bulletin #3
5. American National Safety Institute Standards-A 300 (ANSI)
6. National Arborist Standards (NAA)



## LIST OF APPROVED AND RECOMMENDED STREET TREES

### SPECIES FOR 2 - 3 FOOT PARKWAYS, OR 2x2 CUT OUTS

Western Red Bud	Deciduous	Flowers	Height to 20' spread to 20'
Indian Hawthorne	Evergreen	Flowers	Height to 20' spread to 20'
Water Gum	Evergreen	Flowers	Height to 20' spread to 20'
Chinese Fringe	Deciduous	Flowers	Height to 20' spread to 12'
Firewheel	Evergreen	Flowers	Height to 30' spread to 15'

### SPECIES FOR 3 - 5 FOOT PARKS WAYS, OR 3x3 CUT OUTS

Bronze Loquat	Evergreen		Height 20-30' spread to 20'
Bradford Pear	Deciduous		Height 20-25' spread to 20'
Golden Trumpet	Deciduous		Height to 25' spread to 30'
Red Cap Gum	Evergreen		Height to 20' spread to 20'
Water Gum	Evergreen	Flowers	Height to 15' spread to 15'
Pink Trumpet	Deciduous	Flowers	Height to 30' spread to 30'
Peppermint	Evergreen	Flowers	Height to 30' spread to 20'
Australian Willow	Evergreen		Height 25-30' spread to 20'
Paperbark	Evergreen		Height 20-30' spread to 20'
Silk Tree	Deciduous	Flowers	Height 20-40' spread to 40'

### SPECIES FOR 5 - 6 FOOT PARKWAYS, OR 5x5 CUT OUTS

Purple Orchid	Deciduous	Flowers	Height 20-30' spread 15-30'
Ginkgo	Deciduous	Fall Color	Height 40-60' spread 20-40'
Chinese Pistache	Deciduous	Fall Color	Height 40-50' spread 40'
Chinese Hackberry	Deciduous		Height 40-50' spread 20-40'
Chinese Fringe	Deciduous	Flowers	Height 20' spread to 12'
Goldenrain	Deciduous	Flowers	Height 30-50' spread 20-40'
Chitalpa	Deciduous	Flowers	Height 15-20' spread to 20'
Coral Gum	Evergreen	Flowers	Height 40-50' spread to 20'
Tulip Tree	Deciduous	Fall Color	Height 40' spread to 20'
Yew Pin	Evergreen		Height 40' spread to 20'
Holly Oak	Evergreen		Height 40' spread to 30'
California Bay (Laurel)	Evergreen		Height 35' spread to 25'
Australian Flame	Deciduous	Flowers	Height 40' spread to 30'
Bottle Tree	Evergreen	Flowers	Height 40' spread to 30'
Cape Chestnut	Deciduous	Flowers	Height 35' spread to 35'
Gold Medallion	Deciduous	Flowers	Height 30' spread to 30'
Arizona Ash	Deciduous	Fall Colors	Height 30' spread to 30'
Jacaranda	Deciduous	Flowers	Height 35' spread to 35'
Victorian Box	Evergreen	Flowers	Height 35' spread to 25'
California Sycamore	Deciduous	Fall Color	Height 60' spread to 40'
Thornless Honey Locust	Deciduous		Height 40' spread to 40'
Chinese Tallow	Deciduous		Height 30' spread to 20'



## SPECIES FOR 8-12 FOOT PARKWAYS, OR 10-20 FOOT MEDIANS

Heritage Birch	Deciduous		Height 40-60' spread to 20'
Camphor	Evergreen		Height 40-60' spread 20-40'
Lemon Gum	Evergreen		Height over 60' spread 50'
Chinese Flame	Deciduous	Flowers	Height 30' spread to 20-40'
Southern Magnolia	Evergreen	Flowers	Height 40-60' spread -40'
Canary Island Pine*	Evergreen		Height over 60'
London Plane	Deciduous		Height 30-50' spread 30-40'
Fern Pine	Evergreen		Height 40-60' spread 40-60'
Coastal Live Oak	Evergreen		Height 50-60' spread-70'
Cork Oak	Evergreen		Height 40-60' spread 40'
Brisbane Box	Evergreen		Height 40-60' spread to 20'
Sawleaf Zelkova	Deciduous		Height 40' spread to 40'
Aleppo Pine*	Evergreen		Height 60' spread to 50'
Canary Island Pine*	Evergreen		Height 60' spread to 35'
Stone Pine*	Evergreen		Height 50' spread to 50'
Canyon Live Oak	Evergreen		Height 45' spread to 45'
Red Oak	Deciduous		Height 45' spread to 40'

\* Tree species not approved in fire severity zones

## LIST OF UNDESIRABLE TREES

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African Sumac (*Rhus lancea*)  
Aleppo Pine Tree (*Pinus halepensis*)  
Black Locust tree (*Robinia pseudoacacia*)  
Blue Gum Eucalyptus (*Eucalyptus globulus*)  
Box Elder (*Acer negundo*)  
Brazilian Pepper (*Schinus terebenthifolius*)  
California Fan Palm (*Washingtonia filifera*)  
California Pepper (*Schinus molle*)  
Carob tree (*Ceratonia siliqua*)  
China Berry tree, Texas Umbrella tree (*Melia azedarach*)  
Cottonwood species (*Populus spp*)  
Cow Elm (*Lagunaria patersonii*)  
Evergreen Ash tree (*Fraxinus uhdei*)  
Fruiting fig tree (*Ficus carica*)  
Fruit trees (except ornamental varieties)  
Mexican Fan Palm (*Washington robusta*)  
Monterey cypress tree (*Cupressus macrocarpa*)  
Monterey pine tree (*Pinus radiata*)  
Mulberry tree (*Morus alba*)  
Palo Verde Tree (*Parkinsonia florida*)  
Shamel Ash (*Fraxinus udeii*)  
Silk Oak tree (*Grevillea robusta*)  
Tree of Heaven (*Alianthus altissima*)  
Weeping Willow (*Salix babilonica*)

## FREQUENTLY ASKED QUESTIONS

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### How long does it take to get my tree trimmed?

All trees maintained by the City are on a regular tree pruning schedule. Depending on the species of the tree, you can expect to see the City trees pruned every three years for palms, annually for Ficus, and every five years for all other species.

### How do I get my parkway tree removed?

If you would like to have a parkway tree removed, you must seek approval from the City Forester by filling out a Tree Service Request form and paying the appropriate fee as outlined on the form. The tree will be approved only if it is deemed unhealthy and at risk to the health and welfare of the public in general. (See page 14 for complete details)

### How do I get a tree planted in my parkway?

If you would like a tree planted in a parkway near your home, you may complete a Tree Service Request Form, located on our website [www.CityofGlendora.org](http://www.CityofGlendora.org) (see sample on page 40). There is a \$70 non-refundable fee for planting inspection. Free trees will be subject to available funds, grants or donations. If you elect to purchase a tree, payment can be made at the Community Services office. Cost is based on the size of tree requested.

### How can I have my trees topped?

You CANNOT Top City of Glendora owned trees. The City of Glendora and the ISA do not recommend topping trees. Topping often removes 50 to 100 percent of the leaf-bearing crown of a tree. Because leaves are the food factories of a tree, removing them can weaken a tree to the point it can die and fall causing significant property damage. Severe pruning can also cause a “flush” of weak branch growth as the tree tries desperately to generate more leaf area. **Topping is perhaps the most harmful tree pruning practice known. Yet, despite more than 25 years of literature and seminars explaining its harmful effects, topping remains a common practice among the unaware or inexperienced. (Tree Ordinance 16.12.070)**

### How can I get my trees trimmed in my back yard?

The City only trims City owned trees. If you desire to trim your backyard trees, we suggest that you call a fully licensed tree maintenance contractor.

### May I get my neighbors trees trimmed?

No, you can only trim the portion of the tree that is on your property. If it's a city owned tree you may request a trim, however if it is out of the trim schedule you will be required to pay for the additional trim.



## **How can I get all the trees on my block trimmed?**

The City trims all city owned trees on a grid trim schedule, if you would like to know when your street is scheduled for a grid trim, you may call the Community Services Parks Division at (626) 852-4869 or visit our website [www.CityofGlendora.org](http://www.CityofGlendora.org)

## **How can I get my tree checked for diseases or if it is dying?**

If you suspect a parkway tree in your front property is dying or diseased, you may request a tree inspection, there is an inspection fee that may be refunded if we find the tree is diseased, dead or declining. You can find the request form on our website [www.CityOfGlendora.org](http://www.CityOfGlendora.org) or call the Community Services Parks Division at (626) 852-4869.

## **Who can I call if I want my private trees trimmed?**

We recommend an experienced ISA certified tree maintenance contractor.

## **Can I trim my City tree?**

No, all City trees are maintained by the City contractor or in-house city staff. You may be charged if you trim a city tree. (Tree Ordinance 16.12.010)

## **How can I find out if my tree is on city easement?**

Call the Community Services Park Division at (626) 852-4869.

## **My tree is messy; can I replace my tree with a less messy tree?**

Messiness is not a reason for tree removal. Large mature trees are vital to the environment and we encourage residents to maintain all healthy trees.

## **Do you have a list of private tree trimmers that you could recommend?**

NO, the City does not recommend a particular company, we only suggest you to select a tree certified and licensed contractor.

## **Do any companies offer discounts for Senior Citizens?**

Many companies do offer discounts to seniors, you will need to contact each company for senior rates.

## **Can I get my tree trimmed for free?**

The City trims all city owned trees at no additional cost, please see the tree trim schedule for more information. If you would like a City owned tree trimmed outside of the regular trim cycle, there is a fee for this service. The fee is determined by the size of the tree(s) in question.

## **Why do tree roots enter a sewer pipe system?**

Roots grow toward water vapor or moisture, by a continuous process (hydrotropism) occurring at the very end of the root. The root grows one cell at a time enabling it to enter the small cracks and joints, which may be present in your pipe. After a root enters a pipe, it divides hundreds of times to form a large mass of tender root ends. This root mass will accumulate a thick coating of grease which will collect up on the root mass until a blockage occurs.

## **Are we allowed to cut down California Oak Trees?**

All of the City of Glendora public Oak trees are protected trees. We strongly encourage Glendora residents to educate themselves regarding the California Oak trees and the reasons why many Cities and Counties have ordinances protecting all the Oak trees, public and private.

ADDENDUMS

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# TREE SERVICE REQUEST FORM

A written application must be submitted to Community Services Department: Parks Division requesting; out of grid inspection or trim, planting, or removal of city parkway tree and arborist reports. Please complete the following information which is pertinent to your request and enclose any applicable fees.

Applicant's Name:  Date:

Applicant's Address:

Telephone:  Email:

Please check appropriate box:

- |  |  |
|--|--|
| <input type="checkbox"/> Arborist Report (\$930.00)  | <input type="checkbox"/> Planting a 24" tree (\$305.00)                    |
| <input type="checkbox"/> Planting a 36" tree (\$960.00)  | <input type="checkbox"/> Pruning @ cost depending on the size of the tree. |
| <input type="checkbox"/> Planting Site Inspection (\$70.00) <i>City staff will evaluate site and determine if the site is viable for a tree planting.</i>  |  |
| <input type="checkbox"/> Removal inspection (\$520.00) <i>Trees will not be removed unless the inspector determines that the tree meets the tree removal criteria set forth by the Tree Preservation Ordinance and the City Forester (Municipal Code Section 16.14 Tree Removal). This fee <b>may</b> be refunded if the removal criterion is met.</i> |  |
| <ul style="list-style-type: none"> <li>Included in the above fees is a \$10.00 administration charge</li> </ul>  |  |

Address of tree(s) to be inspected, trimmed, removed, planted or arborist report completed on:

**Please make check payable to: City of Glendora.** Mail or deliver to Community Services Department: Parks Division 1636 Compromise Line Rd. Glendora, CA 91741. If you have additional questions, feel free to contact Parks Staff at 626-852-4869.

No unauthorized trimming, topping or removal is allowed on City trees without prior approval from the City Forester. Any property owner, upon securing permission of the City Forester, may trim/remove approved tree in the parkway upon or abutting upon the property of such owner. The City forester will require the property owner to cover the full cost for tree replacement if the tree is removed or damaged during trimming (See Municipal Code Section: 16 -Trees).

Signature of Applicant/Property Owner:  Date:

## REASON FOR REQUEST

Please explain reason for request in space provided. Attach a separate piece of paper if more space is needed and/or picture(s) are provided.

ORIGINAL

ORDINANCE No. 1768

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE TO  
CREATE A NEW TREE PRESERVATION ORDINANCE**

**THE CITY COUNCIL  
City of Glendora, California**

WHEREAS, the City of Glendora is a general law city; and

WHEREAS, California Government Code Section 37100 and California Constitution Article II, Section 7 provides that a legislative body may pass Ordinances not in conflict with the Constitution and the laws of the State and of the United States.

NOW, THEREFORE, the City Council of the City of Glendora hereby ordains as follows:

- Section 1. Title 16, TREES, including Chapter 16.04 Definitions, Chapter 16.08 Tree Warden, and Chapter 16.12 Regulations, of the Glendora Municipal Code is hereby repealed and deleted in its entirety.
- Section 2. A new Title 16, TREES, is hereby added to the Glendora Municipal Code to include Chapter 16.01 Purpose, Chapter 16.04 Definitions, Chapter 16.06 Application of Title, Chapter 16.08 City Forester, Chapter 16.12 Regulations, Chapter 16.14 Tree Removal, and Chapter 16.22 Appeals, as follows:

**“Title 16 TREES**

**Chapter 16.01 PURPOSE**

**16.01.010 Purpose.** The purpose of this title is to ensure and enhance public health, safety, and welfare through proper care, maintenance and preservation of trees on City-owned properties, parkways and public street right-of-way and easements.

**Chapter 16.04 DEFINITIONS**

- 16.04.010 Definitions generally.** For the purposes of this title, the following words and phrases shall have the meanings respectively ascribed to them by this chapter.
- 16.04.020 Cambium layer.** “Cambium layer” means a layer of actively dividing cells responsible for the production of a tree’s vascular tissue, critical to the translocation of water, nutrients, and photosynthates to all living tissues within the tree. The cambium layer is located just underneath the outer bark of woody trees.
- 16.04.030 Certified Arborist.** “Certified arborist” means a tree care professional meeting International Society of Arboriculture (ISA) standards of tree care and certified as such.
- 16.04.040 Certified Tree Worker.** “Certified tree worker” means a tree care professional who works trimming trees, meets ISA standards of tree trimming, and is certified as such.
- 16.04.050 City-owned property.** “City owned property” means property owned by the City, including parkland, street median islands, and open space areas.
- 16.04.060 Diameter at breast height.** “Diameter at breast height,” also referred to herein utilizing the initials “DBH”, means a measurement of the diameter of a tree trunk approximately 4-1/2 feet above the root crown.
- 16.04.070 Easement/Right of Way.** “Easement/right of way” means land owned by another over which the City has an easement or right-of-way for street maintenance, utilities and other related purposes.
- 16.04.080 Drip line.** “Drip line means” the ground area at the outside edge of a tree's branches or canopy.
- 16.04.090 Heritage Tree.** “Heritage tree” means any tree that has historical or cultural importance or significance to the Glendora area, as determined by the City Forester.
- 16.04.110 Inventory of parkway trees.** “Inventory of parkway trees” means -a City document that contains data regarding parkway trees, including type of tree, size of tree, address and location of trees, nature of the surrounding ground cover and hardscape and condition thereof, and health of the tree.
- 16.04.120 List of approved street trees.** “List of approved street trees” means a list of trees approved by the Community Services Commission that are suitable for planting in City parkways.



- 16.04.130 List of undesirable trees.** "List of undesirable trees" means a list of trees approved by the Community Services Commission which are not suitable for planting in City parkways or on other City-owned property.
- 16.04.140 Mechanical damage.** Any type of cutting, scraping, scarring of the outer bark or root crown of any tree caused by wire, rope, or machinery such as lawnmowers, weed eaters, edgers, etc., that cuts into or removes the outer bark of a tree.
- 16.04.150 Parkway.** "Parkway" means that portion of a public street, alley or avenue, located within the city, which lies between the curb lines or edge of pavement and also the line which would be the outside line of any sidewalk.
- 16.04.160. Post and beam construction.** "Post and beam construction" means a wood framework method of building a structure with columns or posts supporting the structure.
- 16.04.170 Root crown/Root collar.** "Root crown/root collar" means the junction between the roots of a tree and its trunk(s) often indicated by a trunk flare.
- 16.04.180. Root Pruning** "Root pruning" means a technique for the proper removal of unwanted roots.
- 16.04.190 Sight distance visibility.** "Sight distance visibility" means the visible clearance required from the perspective of the driver of a motor vehicle in the direction of all on-coming traffic at street intersections.
- 16.04.210 Street tree.** "Street tree" means a tree maintained by the City located in the city right-of-way or city easement.
- 16.04.220 Topping.** "Topping" means a severe type of pruning which produces less desirable results than more moderate pruning with respect to a tree's natural form, and which is generally hazardous to the overall health and stability of the tree.
- 16.04.230 Tree crown.** "Tree crown" means that portion of the tree encompassed by the lowest branches on the trunk extending to the top of the tree.
- 16.04.240 Tree protection zones.** "Tree protection zones" means areas designated for special care of trees during development.
- 16.04.250 Tree root zones.** "Tree root zones" mean those areas beneath the canopy of a tree consisting of the mass of roots growing from the trunk of a tree along with the surrounding soil extending to and including the drip line of the tree.

## Chapter 16.06 APPLICATION OF TITLE

16.06.010 **Application of Title.** The provisions of this title shall apply to all City-owned property, City right-of-way, City easements, and street parkways within the City of Glendora.

16.06.020 **Exceptions.** The provisions of this ordinance do not govern the following:

- a. The removal or pruning of any tree which poses an imminent threat to public property or public health, safety and welfare, as determined by any member of a law enforcement agency, the Los Angeles County Fire Department, the City Forester, the Director of Public Works or a utility company.
- b. The removal of any tree on City-owned property as directed by any county, state, or federal agency or insurance provider.
- c. The removal of a diseased or dead tree on City-owned property as determined by the City Forester.

## Chapter 16.08 CITY FORESTER

16.08.010 **Office Created.** The office of City Forester is hereby created.

16.08.020 **Appointment.** The office of City Forester shall be filled by appointment of the City Manager.

16.08.030 **Compensation.** The City Forester shall receive such compensation as may be established by resolution of the council.

16.08.040 **Administrative Responsibilities:** The City Forester shall have the following duties and responsibilities:

- (a) To make or cause to be made inspections of all trees and shrubs growing in parkways of the City and to determine whether or not any section of this title has been, or is being violated.
- (b) Regulate all tree planting in City parkways;
- (c) Oversee the planting, the removal, and the replacement of parkway trees.
- (d) To maintain a current inventory of all parkway trees. Such inventory will be audited a minimum of every five (5) years.
- (e) Evaluate the health and safety of parkway trees and implement appropriate remedial actions.
- (f) Direct the trimming of parkway trees.

- (g) Follow procedures and policies regarding appeals as outlined in Chapter 16.22 of this Title.
- (h) Oversee sidewalk, curb and gutter repair operations undertaken or contracted by the Public Works Department to prevent unnecessary damage to parkway tree roots.
- (i) Review and provide recommendations for tree preservation, tree mitigation, and tree removal for new subdivisions.

## Chapter 16.12 REGULATIONS

- 16.12.010 Harming Parkway Trees.** It shall be unlawful for any person or entity to destroy, deface or injure any parkway tree through willful intent.
- 16.12.020 Physical Damage.**
- a) No person shall construct or cause to be constructed any private hardscape improvement which prevents the free access of water to the root zone of any parkway tree without prior approval of the City Forester.
  - b) The construction, installation or placement of any object or barrier which infringes upon the root crown of a parkway tree is prohibited without prior approval of the City Forester.
  - c) Any mechanical damage to the root crown on any parkway tree which results in girdling of the cambium layer is prohibited.
- 16.12.030 Weakening.** Ivy or climbing vines growing adjacent to a parkway tree shall be maintained away from the trunk and canopy of the tree by the property owner.
- 16.12.040 Tree Protection.** Parkway trees shall be sufficiently shielded to prevent injury during any repair, alteration or removal of a house or structure. Protection shall include but not be limited to chain-link fencing, staking, etc.
- 16.12.050 Root Protection When Trenching.** During construction where trenching around parkway trees is necessary, the pathway of the trench shall be dug making every reasonable effort to avoid the tree's drip line. In those cases where an alternative trenching route is not possible, tunneling under woody roots rather than cutting such roots shall be preferable to preserve roots two inches or greater in diameter. When roots must be cut, sharp saws shall be used to make clean, non-frayed cuts, under the supervision of the City Forester.
- 16.12.060 Pruning and Maintenance.** The pruning of all trees covered in this title shall conform to the industry standards as deemed necessary by the City Forester.
- 16.12.070 Topping prohibited.** Topping is prohibited, except as deemed



necessary by the City Forester.

- 16.12.080 Clearance requirement of trees.** All parkway trees shall be kept trimmed, to a minimum vertical clearance of fourteen (14) feet over the street.
- 16.12.090 Trees on private property.** Trees growing on private property which overhang the street or sidewalk shall be trimmed so that they vertically clear the sidewalk by not less than nine (9) feet and so that they vertically clear the street by not less than fourteen (14) feet. It is the responsibility of the property owner on whose property trees are standing to conduct this trimming.
- 16.12.100 Trimming by contiguous property owner.** A property owner who wishes to trim trees in the parkway abutting his property must first obtain the permission of the City Forester, and then perform such trimming in accordance with the City Forester's instructions.
- 16.12.110 Plants in parkway.** The property owner whose property abuts the sidewalk or parkway in which plants or shrubs are growing shall keep such plants or shrubs trimmed three inches back of the curb or sidewalk line, and to a height of not to exceed thirty (30) inches.
- 16.12.120 Plants along property line.** The property owner on whose property hedges or shrubs are growing shall keep such hedges or shrubs trimmed so that no part of them will project over the sidewalk.
- 16.12.130 City trimming on private property.** The City may not trim trees that overhang from one private property to another.
- 16.12.140 Qualifications of tree care companies.** All tree-care companies contracted by the City shall employ at least one ISA (International Society of Arboriculture) Certified Arborist to supervise all work performed on behalf of the City. All tree-care companies contracted by the City shall employ ISA Certified Tree Workers.
- 16.12.150 Cost of parkway tree replacement.** In those cases where parkway tree removal and replacement is necessary because of conditions and events caused by the property owner, the property owner shall be charged for replacement.
- 16.12.160 Street tree planting.** All street tree plantings shall be approved by the City Forester as to species, location and method of planting. The tree must be inspected by the City Forester prior to planting.
- 16.12.170 Proximity to intersections.** No person shall plant or maintain any tree or shrub that impedes sight distance visibility at street intersections.
- 16.12.180 Thorn bearing plants in parkways.** No person shall plant in any parkway ivy or any shrub or plant upon which grow thorns or spiny extensions.
- 16.12.190 Method of planting.** No person other than the property owner or designee shall plant any tree in the parkways adjacent to the property of such owner. The property owner may plant trees in the parkway abutting his own property, provided that such trees are contained on the City's list of approved street trees; or provided that such planting shall be first

approved by the City Forester and that such planting be done under the direction of, and in accordance with, the instructions of the City Forester.

## Chapter 16.14 TREE REMOVAL

### 16.14.010 Removal of Parkway Trees.

- a) The City Forester shall authorize the removal of all parkway trees as well as those trees on City-owned property.
- b) The City Forester shall review all applications for parkway tree removal and determine whether the tree in question shall be removed.
- c) If an unsafe or undesirable tree is to be removed, the planting of a new tree from the approved list of parkway trees may be required, as determined by the City Forester.
- d) Any oak tree removed from City-owned property or within a parkway shall be replaced with an oak or other tree as deemed appropriate by the City Forester, at a location within the City of Glendora.

**16.14.020 Removal from sidewalk area by property owner.** All trees growing in that portion of highway set apart for sidewalk use by the ordinances of the City shall be removed by the property owner upon the order of the City Forester.

**16.14.030 Removal from parkway area by property owner.** Any property owner, upon securing permission of the City Forester, may remove any tree in the parkway upon or abutting upon the property of such owner. The City Forester, may require the planting of another tree.

### 16.14.040 Violations.

- a) It is unlawful for any person to cause or permit any tree or shrub to be planted, maintained or removed in violation of the provisions of this chapter.
- b) Every person who violates any section of this chapter is guilty of an infraction, unless the violation is otherwise made a misdemeanor pursuant to Section 1.01.110(b).
- c) If the City Forester finds any violation of any section of this title, he shall, in writing, notify the violator of the existing condition and the violation and direct the violator as to the manner in which the violation is to be corrected. If, after fifteen business days, the cause for the violation has not been corrected as directed, the City Forester may cause the violation to be abated in accordance with the provisions of Chapter 9.36.

## Chapter 16.22 APPEALS

**16.22.010 Final Disposition.** Any property owner may appeal a



decision of the City Forester to the Community Services Commission for final disposition. The appeal should be made in writing and filed with the City Clerk within fifteen (15) days following notice of decision of the City Forester. Said appeal shall state the grounds for the appeal. The City Clerk shall, upon receipt of the appeal set the matter for hearing before the Community Services Commission not less than fifteen (15) days but no more than sixty (60) days following the filing of the appeal. The City Clerk shall give not less than ten (10) days written notice to the appellant and the owner of the affected property of the time and place of the public hearing by United States Mail or by personal delivery as such owner is shown on the latest assessment roll of Los Angeles County. The failure of any person to receive said notice shall not affect the validity of any proceedings under this chapter.

#### 16.22.020 Objections-Notice-Hearing.

Should the request of a property owner to remove a parkway tree be denied, and such property owner wishes to appeal this decision, the appellant shall deposit, with the written appeal, a sum of money sufficient to cover the cost of the City Clerk's having published twice in the local newspaper a notice of the intention to "kill, cut down or remove" the city tree, which notice shall state the name of the applicant, the location of the tree and a statement to the effect that any person objecting to such removal must, in writing, notify the City Forester of their objection and the reasons therefore. When the money and information is received by the City Clerk, he/she shall cause notice to be published twice in the weekly newspaper of general circulation printed, published and circulated in the City. At the time and place of the hearing, the Community Services Commission shall hear and consider all relevant evidence and information including, but not limited to the report of the City Forester and testimony written or oral relative to the tree removal. The hearing may be continued from time to time. Upon the conclusion of the public hearing, the Community Services Commission shall, on the basis of the evidence presented at the hearing determine whether the tree should be removed. If the Community Services Commission finds that the tree should be removed, it shall, by resolution, order the same tree removal in a reasonable time to be set forth in the resolution. The determination of the Community Services Commission shall be final.

Section 3. Section 20.08.130 (6), of the Glendora Municipal Code, is hereby repealed and deleted in its entirety.

Section 4 A new Section 20.08.130(6) of the Glendora Municipal Code is hereby added as follows:

**20.08.130(6) Preservation of Existing Trees.** All existing living trees having a DBH of six inches or more shall be preserved and no grading shall be done to endanger them without providing tree wells or protective planters or other mitigation measures as recommended by a



certified arborist. If said trees are destroyed applicant shall replace them with trees whose size, number, and planting location shall be determined by the Planning Department before final occupancy is granted to any new resident. If trees having a DBH of six inches or more were removed prior to the applicant filing the subdivision application, the applicant shall undertake reasonable efforts to replace said trees to mitigate the effects of the removal of said trees. Tree well details and plans shall be submitted at the direction of the City Forester and the Planning Department for locations where cuts or fills adjacent to trees exceed one foot in height.

Trees that have a six-inch or greater diameter at breast height (DBH) shall be shown on the site plan, and shall include the identification of species, diameter at breast height (DBH), and the condition of each tree.

Where required by the Planning Department, the applicant shall submit a tree preservation/relocation/replacement/removal plan, and shall include the following:

- (1) Methods of tree preservation
  - a. Trees to be retained on site shall be encircled by a protective fence. In all cases, fencing shall be installed prior to commencement of any grading and/or construction activity, and shall remain in place throughout all phases of development. Fences may not be removed without first obtaining written authorization from the City Forester. The fence shall be placed outside of the tree root zones. General root zone estimates may be determined by one foot of radius per inch of trunk diameter at breast height (DBH).
  - b. No structure or impervious paving should be located within the drip line or within a six-foot radius of the trunk perimeter, whichever is greater. A tree with a DBH of thirty inches or more shall require additional space as determined by the City Forester. Decks located above the root zones of retained trees shall be of post and beam construction to reduce the need for root pruning or removal.
  - c. All areas within the tree protection zones shall remain in natural states and grades. The following activities shall be prohibited within tree protection zones; construction, stockpiling of materials, parking, soil compaction or other such detrimental activities.

- d. The applicant shall retain a certified arborist to monitor compliance with the tree preservation conditions approved by the Planning Commission.
- (2) Tree replacement recommendations; and
- (3) A report with recommendations from a certified arborist.

Section 5. Section 21.04.030 (D) (9) of the Glendora Municipal Code is hereby repealed and deleted in its entirety.

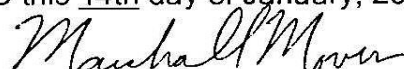
Section 6. Section 21.03.020(C)(7)(b) of the Glendora Municipal Code, is hereby repealed and deleted in its entirety.

Section 7 A new Section 21.03.020(C)(7)(b) is hereby added to the Glendora Municipal Code as follows:

**21.03.020(C)(7)(b)** Parking area landscaping shall include a minimum of one (1) twenty-four inch box tree for every three (3) parking stalls and appropriate ground cover. Such landscaping shall be located throughout the parking area and planted according to the City Forester's recommendations.

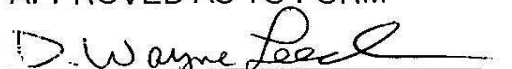
Section 8 Severability. If any word, phrase, clause, sentence, or section herein is for any reason held to be invalid, such invalidity shall not impair the validity of any other part herein, and the City Council of the City of Glendora hereby declares that it would have enacted everything herein without such invalid part thereof.

PASSED, APPROVED, and ADOPTED this 14th day of January, 2003.

  
MARSHALL MOUW  
Mayor of the City of Glendora

ATTEST:  
  
JO ANN SHARE  
City Clerk of the City of Glendora

APPROVED AS TO FORM

  
D. WAYNE LEECH  
City Attorney of the City of Glendora

State of California )  
County of Los Angeles )  
City of Glendora )

I, Jo Ann Sharp, City Clerk of the City of Glendora, do hereby certify that the foregoing is a true and correct copy of Ordinance No. 1768, which was regularly introduced and placed upon its first reading at a Regular Meeting of the City Council on the 10<sup>th</sup> day of December 2003. That, thereafter, said Ordinance was duly adopted and passed at a Meeting of the City Council on the 14<sup>th</sup> day of January 2003 by the following vote to wit:

AYES: Mouw, Conway, Clifford, Hamlow, Herman  
NOES: None  
ABSENT: None

I do further certify that said Ordinance was published in the Glendora Press, a weekly newspaper of general circulation, in accordance with law.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Jo Ann Sharp, City Clerk  
City of Glendora



## ORDINANCE NO. 1932

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, AMENDING GLENDORA MUNICIPAL CODE TITLE 16 ENTITLED TREES ADDING SECTIONS “16.04.260 UNSAFE OR UNDESIRABLE TREES” AND “16.14.050 TREE REMOVAL CRITERIA AND AMENDING 16.22.020 OBJECTIONS-NOTICE-HEARING.”**

### **THE CITY COUNCIL City of Glendora, California**

**WHEREAS**, the City of Glendora is a general law city; and

**WHEREAS**, California Government Code Section 37100 and California Constitution Article II, Section 7 provides that a legislative body may pass Ordinances not in conflict with the Constitution and the laws of the State and of the United States.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF GLENDORA DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** A new Section 16.04.260 of the Glendora Municipal Code is hereby added to read as follows:

“16.04.260 Unsafe Trees. “Unsafe tree” means tree that presents a threat to the public health, safety and welfare. An unsafe tree may include a tree that is in the latter stages of disease, is structurally unstable, has suffered damage due to storms, accidents, etc., or other reasons considered by the Tree Forester.”

**SECTION 2.** A new Section 16.04.270 of the Glendora Municipal Code is hereby added to read as follows:

“16.04.270 Undesirable Tree. “Undesirable tree” means a species of tree that is unsuitable for planting or use in city parkways or on other city-owned property.”

**SECTION 3.** A new Section 16.14.010 (e) of the Glendora Municipal Code is hereby added to read as follows:

“16.14.010(e) Tree Removal Criteria. The city forester may grant an application for tree removal after consideration of the following criteria:

1. The tree is dead or is determined to be in a state of severe decline such that it presents a high risk of failure, and is likely to cause damage to property and/or injury to persons;
2. The tree has acquired an infectious disease or is infested with an insect that is declared to be a serious pest threat to other nearby trees, after consideration of alternative infectious disease and pest control remediation measures;

3. The tree is healthy but presents an immediate threat to the public health, safety and welfare, and tree removal is determined to be the only option available. An example would be to gain access to property due to an emergency situation created by an earthquake or to allow repair of a broken water main or sewer line located directly underneath the tree's trunk, or to remove a tree split by a storm, or struck by a vehicle and the tree cannot be feasibly restored to a safe condition.
4. The tree is a threat to the public health, safety and welfare because it impairs visibility for pedestrian or vehicle traffic. Removal shall be considered only if tree pruning would severely disfigure the tree as applied to applicable tree industry standards;
5. The tree needs to be removed to facilitate hardscape repairs that cannot be completed without severe root pruning which would jeopardize the health and stability of the tree;
6. The tree repeatedly damages surrounding hardscape within two years after repairs, and root pruning and/or other remedial repair methods cannot feasibly be utilized without severely jeopardizing the health and stability of the tree;
7. The tree is causing structural damage to a building, and the condition cannot be corrected without removing the tree;
8. Where the cost of maintaining certain species of trees cannot be justified with respect to the environmental and community benefits such trees provide.
9. Any other criteria that protects the public health, safety and welfare and is consistent with promoting the city's policy to protect and preserve a healthy urban tree forest that provides valuable benefits to our environment and to the quality of life in Glendora."

**SECTION 4.** Section 16.22.020 of the Glendora Municipal Code is hereby amended to read as follows:

"16.22.020 Objections – Notice – Hearing. Should the request of a property owner to remove a parkway tree be denied, and such property owner wishes to appeal this decision, the appellant shall deposit, with the written appeal, a sum of money sufficient to cover the cost of the city clerk's having published twice in the local newspaper a notice of the intention to "kill, cut down or remove" the city tree, which notice shall state the name of the applicant, the location of the tree, statement by the owner as to why the tree removal meets one of the stated criteria under 16.14.010 (e) along with language to the effect that person(s) objecting to such removal may either in writing or in person state their objections to the community services commission. When the money and written appeal is received by the city clerk from the property owner, the city clerk shall cause notice to be published twice in the weekly newspaper of general circulation, printed, published and circulated in the city. At the time and place of the hearing, the community services commission shall hear and consider all relevant evidence and testimony including, but not limited to the report of the city forester and testimony, written or oral, relevant to the tree removal. The hearing may be continued if the commission wishes to receive additional information relevant to the appeal. However, in no case shall the hearing on the appeal be continued more than 120 days. Upon the conclusion of the public hearing, the community services commission shall, on the basis of the evidence



and testimony presented at the hearing, determine whether one or more of the conditions listed in 16.14.010 (e) exist, and, if so, whether the tree should be removed. If the community services commission finds that the tree should be removed, it shall, by resolution, order the same tree removal in a reasonable time to set forth in the resolution. The determination of the community services commission shall be final.”

**SECTION 4.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The city council of the City of Glendora hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

**SECTION 5.** The Mayor shall sign this Ordinance and the City Clerk shall attest and certify to the passage and adoption thereof and cause same to be published at least once in the San Gabriel Valley Examiner, a weekly newspaper of general circulation, published in the City of Glendora, which newspaper is hereby designated for that purpose (GC § 40806); and thirty (30) days after its passage, this ordinance shall take effect and be in force.

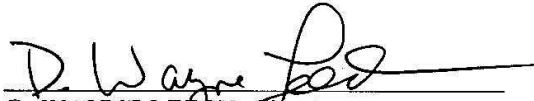
**PASSED, APPROVED and ADOPTED** this 23<sup>rd</sup> day of February, 2010.

City Council of Glendora, California

BY: 

KAREN K. DAVIS, Mayor

**APPROVED AS TO FORM:**

  
D. WAYNE LEECH, City Attorney



I, Kathleen R. Sessman, City Clerk of the City of Glendora, do hereby certify that the foregoing Ordinance was introduced for first reading on February 9, 2010. Thereafter, said Ordinance was duly approved and adopted at a regular meeting of the City Council on February 23, 2010, by the following roll call vote:

AYES:	COUNCIL MEMBERS:	Clifford, Murabito, Tessitor, Herman and Davis.
NOES:	COUNCIL MEMBERS:	None.
ABSENT:	COUNCIL MEMBERS:	None.
ABSTAIN:	COUNCIL MEMBERS:	None.

I further certify that said Ordinance was published as required by law in a newspaper of general circulation in the City of Glendora, California on the 4<sup>th</sup> day of March, 2010.

Dated: February 25, 2010

  
KATHLEEN R. SESSMAN, City Clerk