

## Marietta Tree Commission Policies and Procedures

### I. Tree maintenance

#### A. Public Inquiries

The public is encouraged to inquire about the condition of a tree by calling City Hall or a member of the Tree Commission, preferably the Public Inquiry Committee Chair.

In some cases, the City's Ohio Dept. of Natural Resources, Division of Forestry, Urban Forester Consultant may be asked to inspect and provide a written evaluation of a tree. Occasionally, the Tree Commission as a whole will be asked to vote on a recommended action. Residents will be contacted about decisions.

#### B. Permit Procedure

A resident or contractor requesting to remove or prune a city tree at personal expense must fill out a permit application (Appendix A).

The public inquiry chair (or Tree Commission chair or other assigned TC member) will check the tree and contact the resident for additional details if needed. The Tree Commission will provide recommendations on the application form. The application is then forwarded to the Director of Public Safety and Service for his decision. It is the responsibility of the resident to obtain a completed, approved permit before proceeding with the requested action.

#### C. Prioritization of Tree Maintenance

Trees requiring pruning or removal are given a priority ranking as follows.

*E (Emergency). Condition of tree indicates imminent hazard and remedial action should be taken at once.*

*P-1 (Priority-1). Indicates tree should go on the next contract.*

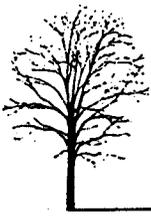
*P-2 (Priority-2). Future action may be required. Condition of P-2 trees is currently unclear and the tree will be reevaluated before being placed on the next contract. In some cases, trees that recover may be removed from the list.*

*P-3 (Priority-3). No action required. A tree about which a resident has made repeated inquiries, but for which the tree's condition does not warrant action. As a courtesy to the resident, a P-3 tree will be reevaluated once each year or as called for by the particular situation.*

*P-4 (Priority-4) No action appropriate. A tree for which a resident has recently requested maintenance that is not appropriate to a sound urban tree program. Typically, a P-4 tree might be one for which extensive pruning or removal has been requested by the resident for personal reasons (e.g., tree removal so that flowers may be planted.)*

#### D. Maintenance work

Maintenance of city trees is performed by city crews or by a contracted pruning company. Occasionally, Tree Commission members may remove or prune limbs of smaller trees. Contracts for tree pruning and removal are awarded two or three times a year, or as necessary, to licensed tree pruners. The list of current priority trees is maintained by the Assistant Safety-Service Director.



### **E. Licensing of Tree Maintenance Contractors**

An application (Appendix B) to be filled out by a contractor is available at City Hall. Proof of insurance, workmers compensation, etc. must be provided to the Director of Public Safety and Service. Before making a recommendation on the application, the Tree Commission may request an on-site inspection of recent prunings by the applicant to ascertain whether the work has been conducive to long-term health of the tree and appropriate for the location and tree.

## **II. Planting Program**

### **A. Goals**

An inventory in the early 1950s showed over 1900 American elms along Marietta's streets and in the parks. In 2000, 15 remain --the rest were lost to the Dutch Elm Disease. The Dutch elm blight highlighted the importance of a diversified urban forest. For this reason, the Tree Commission endeavors to build and maintain a high diversity of species within the Marietta urban forest.

Through its tree planting program, the Tree Commission endeavors to apply the "10-20-30" rule. This rule states that:

1. No more than 10% of the urban forest should be the same species,
2. No more than 20% of the urban forest should be the same genus, and
3. A single family should comprise no more than 30% of the urban forest.

In general, the Tree Commission places a priority on the planting of native species where suitable and appropriate.

### **B. Planting Schedule**

The Tree Commission contracts for planting of City trees in late fall (November). Occasionally, planting will also occur in the spring. Trees are often planted to mark special occasions, such as Arbor Day (in Marietta, Arbor Day is generally celebrated the second week of April). Planting at other times of the year is not recommended since hot, dry weather can severely stress newly transplanted trees.

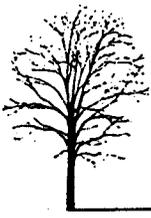
### **C. Tree Planting Requests**

Residents and property owners may request to plant a tree in a lawnstrip or park by completing a planting permit (Appendix A) or by contacting a member of the Planning and Planting Committee. Species selection and site selection must meet Tree Commission guidelines.

## **III. Commission Operation**

### **A. Standing Committees**

1. Planning and planting committee. Determines number and species of trees to be planted in the city right-of-ways, and organizes and oversees the planting program. Identifies new planting areas and potential planting projects.
2. Pruning and removal committee. Assesses city trees for pruning or removal and assigns maintenance priorities. Identifies City blocks that warrant maintenance pruning. Issues requests for bids and coordinates with city offices. Does follow-up examination of work to insure compliance with pruning specifications.
3. Public inquiry committee. Addresses inquiries from public regarding city trees. Assesses requests for removal or pruning of city trees and refers to Commission for action.



4. Finance committee. Oversees commission budget expenditures, receipt of donations, and other fiscal matters. Acts as liaison with city treasurers office.

## **B. Ad Hoc Committees**

The commission may, from time to time, appoint ad hoc committees for special needs or programs

## **C. Committee Assignments**

During the January meeting, Tree Commission members will be asked to serve on and/or as Chair of one or more committees.

## **D. Election of Chair**

During the December meeting, nominations will be entertained for a member to serve as Chair of the Tree Commission for the following year. The Tree Commission will vote for the Chair in the January meeting.

## **E. Tree Commission Membership**

The Tree Commission is a very active City Commission that often seeks new members. Membership on the Commission incurs certain responsibilities that prospective new members should consider before they seek appointment. These responsibilities include:

- ability to attend regular meetings on the first Tuesday of the month at 4:15 p.m.
- time and willingness to interact with city residents to discuss tree planting, tree maintenance and other tree-related issues.
- time and willingness to help stake planting sites in the Fall and inspect planted trees in the Spring.

- willingness to be alert to problems with city trees and to report problem trees at monthly Tree Commission meetings.
- willingness to serve on at least one of the Tree Commission's committees.
- willingness to help when possible with "ceremonial" tree events like the annual Arbor Day planting.

## **F. City Management Zones**

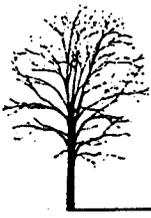
The city is divided into eight management zones: Upper Harmar, Lower Harmar, Downtown, Emerson Heights, Ohio River, Indian Acres, Oak Grove, and Norwood (see Appendix C). To better coordinate surveillance of the urban forest, Tree Commission members select a management zone to monitor for the presence of trees needing maintenance and planting sites, and to liaison with residents.

## **G. Changes to Tree Commission Documents**

Changes to the Tree Commission 'Rules and Regulations' and 'Policies and Procedures' require a majority vote of the current Tree Commission membership. The Chair will vote in case of a tie.

## **IV. Marietta Arboretum**

The Marietta Arboretum was established in Sacra Via Park in the year 2000. The arboretum serves to display a wide variety of native and specimen trees, and to provide an educational resource. Certain areas of the Arboretum have been designated as 'Thematic Groves', and trees planted within these areas will all share certain traits. The Thematic Groves are:



In West Sacra Via Park

- Native tree species grove
- Riverbank species grove
- Wood worker's grove

In Central Sacra Via Park

- Flowering tree grove
- Interesting foliage and bark grove

In East Sacra Via park

- Fruit and nut tree grove

## **V. Tree Inventory**

The Tree Commission maintains a computerized inventory of city trees and their contracted work histories. Street trees are inventoried according to address and site number, and each tree is given a unique serial number. See Appendix D for a more complete description of the method used to assign address site numbers. Park tree site positions are maintained on maps of the parks.

Tree listings and summary data and maps from the inventory will be provided upon request.

## **VI. Certified Green Award**

Periodically the Tree Commission recognizes exceptional use of trees in landscaping of commercial property with the "Certified Green" award. The award includes a framed certificate and notification of local newspapers. The Tree Commission welcomes nominations for this award.