



Standard Operating Procedure (SOP): Tree Public Engagement and Transparency

Purpose:

To provide the Departments of Parks & Recreation and Public Works staff with clear procedures for public engagement and input during project design and construction phases as directed by Ordinance 25-4, Tree Preservation.

Scope:

This SOP applies to all city-sponsored construction projects per Ordinance 25-4.

Goal:

To ensure that residents have clear, consistent, timely and accessible information about construction projects that impact trees, including information about the means of and opportunities for input.

To provide a means of effectively communicating, receiving public input, monitoring and reporting on implementation of the Tree Ordinance.

Related Documents:

- City Ordinance 25-4 Tree Preservation (update with approved title)
- ANSI A300 Part 5—Management of Trees and Shrubs During Site Planning, Site Development, and Construction

Design Phase Tree Public Engagement and Input

Project Notices:

Adjacent properties to the construction project will receive notification. Notices should use plain language and provide appropriate multilingual communication when necessary. Notification will be delivered through multiple channels, including mailings signage, emails,



project webpage and online platforms. Written notices may be supplemented with QR codes that direct to project webpage for more information.

Initial Project Notices:

Adjacent property owners and residents will receive initial notices about city construction projects. Qualifying projects that impact trees will provide notices that outline the timeline for key phases of public feedback, planning, design, construction and project staff information.

Event Project Notices:

Property Owners and residents will receive notices prior to each opportunity for feedback or public engagement meeting. Types of open houses and public engagement meetings:

- Initial project kick-off meetings with the public which should include the existing tree conditions assessment
- Public engagement and input meetings as the design progresses and the tree preservation plan is developed
- Informational meeting prior to Public Hearing No. 1 to inform the property owners and residents of the city-recommended project and tree protection plan
- Construction informational meeting to inform the property owners and residents of expected construction impacts and receive feedback

Public utilities coordination:

Other public utilities, such as sanitary and storm sewers and watermain, will be coordinated with and invited to public engagement meetings to identify any conflicts with trees. The tree preservation plan will share tree impacts identified by type.

Public Input:

The public will have the opportunity to review and provide feedback on proposed construction designs and tree preservation plans through in-person or online public meetings.



Design Alternatives:

The adjacent property owners and residents will be provided with the opportunity to review and comment on design alternatives at the concept phase if they are considered.

Alternative Methods:

Feasible alternative construction methods, including trenchless technologies, will be considered and identified when used to preserve trees.

Tree Preservation plans:

The residents and property owners will have the opportunity to review and comment on project design and the draft tree preservation plan by the sixty-percent design phase.

Final Review:

Prior to Public Hearing No. 1, Improvement Hearing for Council to consider ordering the project, the residents and property owners will have the opportunity to review and comment on the final tree preservation plan.

Tree Removal Notice:

Trees will be marked for removal and notice will be provided to the adjacent property owners a minimum of 7-days prior to removal. Tree removals will occur between November 1 and March 30, prior to the improvement project, in order to be in conformance with federal protection for long-eared bats and migratory birds.

Construction Phase Tree Public Engagement and Input

Tree Preservation Plan Changes:

Projects may have unforeseen circumstances that arise and require tree impact or removal that was scheduled to be preserved. When this occurs, staff will notify abutting property owners in one or more of the following ways:

- general project letter that includes tree removal information
- project community engagement meetings
- email update that includes tree removal notice
- project website update with tree removal notice



In addition, staff is available to answer resident or property owner inquiries.

The contractor shall follow Forestry's Tree Work Permit process and notice to the adjacent property owner will be required. A notice to the Tree Ambassadors, managers of Parks Forestry and Public Works Street Engineering, or their supervisors, is required to obtain a resolution on tree impacts and removals that were intended to be preserved.

Post-Construction Phase Reporting

Reporting:

Reporting will be of two types: project specific review and recommended updates to the Tree Preservation Ordinance.

Project Specific Reporting:

After substantial completion and prior to final payments, the project manager, either from Street Engineering or Consultant, will provide a written summary of tree-related impacts and report on any tree impacts that differed from the Tree Preservation Plan, including:

- Number of trees preserved and by which means
- trees added, removed or saved as compared to the approved Tree Preservation Plan
- Final count of number of trees added or subtracted as compared to pre-construction conditions
- Report damages and whether restitution was implemented following International Society of Arboriculture plant appraisal guidelines
- After action review of the effectiveness of the Tree Preservation Ordinance, Standard Operating Procedures, contract documents, and implementation thereof by city, contractors and stakeholders
- Document extraordinary circumstances and/or measures taken
- Provide suggested updates to SOPs and contract documents



Annual Summary Report:

The Department of Public Works and Department of Parks and Recreation shall provide a single report to the City Council in December of each year outlining progress in implementing the Tree Ordinance. The report should include:

- High level summaries of trees added, preserved, removed and replaced
- Field changes to the approved Tree Preservation Plans
- Key challenges or burdens to implementation
- Lessons learned and new methods or procedures utilized to preserve trees
- Cost implications
- Recommended changes to the Tree Preservations Ordinance and Standard Operating Procedures
- Provide a final summary table of trees added, preserved, removed, and planted along with diversity on a per project and year's total
- Key Performance Indicator will be whether the Tree Preservation Plan approved was accurate and followed