Initial Roles & Work Flow Associated with Tree Preservation Ordinance

[1] For this document, responsible indicates who is doing the work.
[2] Tree Team is 2-3 people, one from each department, who help resolve disputes.

Key
- City Forester
- Contractor
- Tree Team[2]
- Community
- City Engineer
- PW Project Manager
- Consulting Arborist

1. Project Approval

- Project kick-off letter mailed to adjacent properties prior to geotechnical and survey information being gathered

2. Land Survey



Initiates
Responsible[1] Surveyor
Approves
Consulted

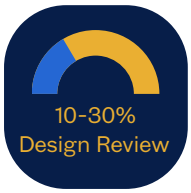
3. Tree Survey



Initiates
Responsible[1]
Approves
Consulted

- PM procures Consulting Arborist
- Tree surveys on qualifying projects only (see ordinance for detail)
- PM creates initial proposal for tree preservation and removals based on existing conditions

4. Alternatives Analysis



Initiates
Responsible[1]
Approves /
Consulted

- Public open house meeting
- Possible alternative and tree impacts are shared for public feedback

5. Draft Tree Preservation Plan



Initiates
Responsible[1]
Approves /
Consulted

- Public engagement: general layout, design decisions, and tree preservation plan are shared for public feedback

6. Final Tree Preservation Plan



Initiates
Responsible[1]
Approves /
Consulted

- Forestry reviews construction specs
- Project Informational Meeting held prior to public hearing
- Final layout, design, and tree preservation plan are shared
- Public Hearing No. 1: City Council considers project ordering

7. Pre-Construction Meeting



Initiates
Responsible[1]
Approves
Consulted

- Tree removals November 1-March 30 (per federal regulations)
- Pre-construction meeting with contractor
- Pre-construction informational meeting with property owners, residents, businesses

8. Construction: Tree Protection



Initiates
Responsible[1]
Approves
Consulted

- City Forester provided weekly construction updates
- Consulting Arborist monitors protection measures
- Tree protection installed prior to site disturbance and reviewed by Consultant Arborist

9. Construction: Changes in Plans



Initiates
Responsible[1]
Approves
Consulted

- Consulting Arborist notified by PM who makes a recommendation to City Forester (or designee) and PM if there is a suggested change to original plan
- City Forester (or designee) makes decision, in consultation with PM
- PM coordinates with City Forester (or designee) to update TPP as needed
- Property owner(s) notified as necessary

10. Tree Planting



Initiates
Responsible[1]
Approves
Consulted

- General email notification to property owners that trees to be planted
- Preliminary tree and utility locations marked
- Adjustments to tree locations approved by City Forester (or designee)

Additional Agreement
- Forestry will review general specs annually with Public Works