



Tree Board Agenda

**Grimes Tree Board
October 8, 2025 @ 5:30 PM
Grimes Community Center, 410 SE Main Street**

Public Comment: If you would like to address the Tree Board during the Public Comment portion of the meeting, please sign up upon entrance to the meeting. Participants must be recognized by the presiding officer and must state their full name and address before addressing the Tree Board. The presiding officer will recognize you for 3 minutes of comment, and your microphone will be turned on. Pursuant to §21.4(2) of the Code of Iowa (2019), the City has the right to amend this agenda up until 24 hours before the posted meeting time. For any additional assistance or questions in attending the meeting, please call 515-986-3036. Meetings will be recorded.

GENERAL AGENDA ITEMS

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of Previous Minutes

DISCUSSION ITEMS

1. 8-5 Trees Ordinance Review
2. City of Grimes Forestry Standards and Specifications Review

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT



101 NE Harvey Street, Grimes, Iowa 50111 | P: 515.986.3036

This meeting of the Grimes Tree Board was called to order Wednesday, February 5, 2025, at 5:30 P.M.

Roll Call: Present: Mark Dungan, Russ Lickteig, April Moore, Sally Worley, Dick Piphon

Staff: Kevin Hensley, Rachel Greiving

Absent: Lee Goldsmith

A. GENERAL AGENDA ITEMS

1. APPROVAL OF THE AGENDA

Motion by Dungan, Second by Lickteig, to approve the agenda

Roll Call: Ayes-All; Nays-0 Motion passes: 5-0

2. APPROVAL OF THE MINUTES

Motion by Moore, Second by Lickteig, to approve the minutes from the October 2, 2024, meeting

Roll call: Ayes-All; Nays-0 Motion passes: 5-0

B. DISCUSSION ITEMS

1. Leaf it to Grimes Update

Staff member Guthrie gave a brief update on how well the program has been received.

No action taken.

2. Arboretum Update

Staff member Guthrie provided a quick recap of the plans for the Arboretum at the new library site.

No action taken.

3. Setting a Date and Time for Annual Arbor Day Event

Staff member Guthrie proposed the Saturday after Arbor Day, April 25th at 9:00 a.m., with the following Saturday, May 3rd, as the weather make-up day for the event.

The Board discussed the request and asked questions of staff.

Motion by Dungan, Second by Lickteig to approve setting a date and time for Annual Arbor Day Event as described date and time.

Roll Call: Aye-All Nay-0 **Motion Passes 5-0**

C. ADJOURNMENT

Meeting is adjourned at 5:49 p.m.

Chairperson Signature

Clerk Signature



101 NE Harvey Street, Grimes, Iowa 50111 | P: 515.986.3036

This meeting of the Grimes Tree Board was called to order Wednesday, June 4, 2025, at 5:30 P.M.

Roll Call: Present: Mark Dungan, Lee Goldsmith, Russ Lickteig, April Moore, Sally Worley, Dick Piphon

Staff: Kevin Hensley, Rachel Greving

Absent: NA

A. GENERAL AGENDA ITEMS

1. APPROVAL OF THE AGENDA

Motion by Dungan, Second by Lickteig, to approve the agenda

Roll Call: Ayes-All; Nays-0 **Motion passes: 6-0**

B. DISCUSSION ITEMS

1. Iowa Code Chapter 21

Staff member Anderson explained the regulations for Iowa Code Chapter 21.

The Board discussed the request and asked questions of staff.

No motion made.

2. Dead, Diseased and Dying Trees Inventory

Staff members Hensley and Anderson discussed with the Board a policy and program ideas for dead, diseased and dying trees.

No motion made.

3. Arbor Day Planting Event

Staff member Hensley shared with the Board that there were about 31 people in attendance at the tree planting event, and the company that provided the trees is replacing the trees that were unusable.

The Board discussed the event and outcome and asked questions of staff.

No motion made.

C. OLD BUSINESS

NA

D. NEW BUSINESS

The Board and staff discussed the possibility of a fall planting. No official tree planting will take place this year.

E. ADJOURNMENT

Meeting is adjourned at 6:22 p.m.

Chairperson Signature

Clerk Signature

CITY OF GRIMES CODE OF ORDINANCES (2021 UPDATE)

(Ord. # 758, 12/14/2021)

TITLE 8 PUBLIC WAYS AND PROPERTIES

8-5 Trees

Contents:

- 8-5-1 Definitions
- 8-5-2 Planting Restrictions
- 8-5-3 Street Tree Planting Standards
- 8-5-4 Duty to Trim Trees
- 8-5-5 Trimming Trees to be Supervised
- 8-5-6 Disease Control
- 8-5-7 Inspection and Removal
- 8-5-8 Tree Topping Prohibited
- 8-5-9 Removal of Stumps
- 8-5-10 Arborists License & Bond
- 8-5-11 Review by City Council

8-5-1 Definitions

Parking area means that part of the public street right-of-way lying between the sidewalk line or right-of-way line and the curb line, edge of pavement or edge of traveled way.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

Street tree means any City Council approved trees, shrubs, bushes, and all other woody vegetation located on public property.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

Private trees are herein defined as trees, shrubs, bushes and all other woody vegetation owned by a person or group and kept for their exclusive use.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

Heritage trees are herein defined as a (typically large) individual tree with unique value which is considered irreplaceable. The major criteria for heritage tree designation are age, rarity, and size as well as aesthetic, botanical, ecological, or historic value.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

Tree Board is herein defined as an advisory board to the City Council to promote the growth and development of tree programs in the City of Grimes. Specifically, the Tree Board shall have the authority to establish certain

guidelines for the care, preservation, trimming, planting, replanting, removal, or disposal of trees and other landscape plantings within street rights-of-way, parks and public places to ensure safety and to preserve and enhance the aesthetics of such public places.

Right of Way An area of land, the right to possession of which is secured or reserved by public ownership or easement by the state or a governmental subdivision for roadway purpose.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-2 Planting Restrictions

No tree shall be planted on any parking area or within ten (10) feet of the lot line of private property abutting any street, without a permit issued by the Public Works Director of designee .

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-3 Street Tree Planting Standards

The following standards shall guide the planting of street trees and other landscaping materials. *The National Arbor Day Foundation; International Society of Arboriculture; and American National Standards Institute established these standards.* All trees planted within public right-of-way must be approved by the Public Works Director or designee.

1. No landscaping material may be planted which would cause a public danger or nuisance.
2. No tree shall be planted nearer than three (3) feet to the sidewalk line or other impervious surface such as the curb and gutter line of the street.
3. A minimum of seven (7) feet diameter without impervious surface must exist in the parking area, between the curb and sidewalk, to provide adequate growing conditions.
4. No street tree or shrub that will grow above thirty (30) inches in height shall be planted on a corner lot where two (2) streets intersect for a distance of thirty-five (35) feet in any direction from the point of intersection at the curb line.
5. No street tree shall be planted within fifteen (15) lateral feet of an overhead utility line, five (5) lateral feet from water or sanitary sewer lines, ten (10) feet of a fire hydrant, five (5) feet from a driveway or thirty-five (35) feet from a traffic control sign.
6. All maintenance of ~~of~~ street trees shall be the responsibility of the abutting property owner.
7. A right-of-way permit shall be obtained before any tree is planted in the city-owned right-of-way to ensure there are no conflicts with City infrastructure.
8. Any tree planted that is in direct conflict with city-owned infrastructure is not allowed and shall be removed at the cost of the abutting property owner.
9. The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, parks, and public grounds as necessary to ensure public safety or preserve and enhance the symmetry and aesthetics of such public grounds.

A tree existing within the public right-of-way at the time of the adoption of the ordinance codified in this chapter, if damaged due to a windstorm, snow/ice storm, vandalism, or vehicular accident, may be replaced by a tree from one of the species of trees identified in the City of Grimes Forestry Standards and Specifications.

SPACING. The spacing of street trees will be in accordance with the three size classes listed above and no trees may be planted closer together than the following: Small trees, twenty-five (25) feet; Medium trees, thirty-five (35) feet; and Large trees, forty-five (45) feet. These may be altered in special plantings situations as designed and approved by a landscape architect or ISA Certified Arborist.

UTILITIES. No street trees other than those listed as Small Trees may be planted under or within ten (10) lateral feet of any overhead utility wire or over and within five (5) lateral feet of any underground water line, sewer line, transmission line or any other utility.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-4 Duty to Trim Trees

The owner or agent of the abutting property shall keep the trees on, or overhanging the right-of-way, trimmed so that all branches will be at least sixteen (16) feet above the surface of the street and eight (8) feet above the sidewalks. If the abutting property owner fails to trim the trees, the City may serve notice on the abutting property owner requiring that such action be taken within thirty (30) days. If such action is not taken within that time, the City may perform the required action and assess the costs against the abutting property for collection in the same manner as a property tax.

(Code of Iowa, Sec. 364.12[2c, d & e])

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-5 Trimming Trees to be Supervised

Except as allowed in Section 8-5-4, it is unlawful for any person to trim or cut any tree in a street or public place unless the work is done under the supervision of the City. For the purposes of this section, the determination for supervision shall be based upon the location of the trunk of the tree.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-6 Disease Control

Any dead, diseased or damaged tree or shrub which may harbor serious insects, pests, or disease injurious to other trees is hereby declared to be a nuisance.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-7 Inspection and Removal

The Public Works Director or designee shall inspect or cause to be inspected any trees or shrubs in the City reported or suspected to be dead, diseased or damaged, and such trees and shrubs shall be subject to the following:

1. City Property. If it is determined that any such condition exists on any public property, including the strip between the curb and the lot line of private property, the Public Works Director or designee may cause such condition to be corrected by treatment or removal. The Public Works Director or designee may also order the removal of any trees on the streets of the City which interfere with the making of improvements or with travel thereon.

2. Private Property. If it is determined with reasonable certainty that any such condition exists on private property and that danger to other trees or to adjoining property or passing motorists or pedestrians is imminent, the Public Works Director or designee shall notify by certified mail the owner, occupant or person in charge of such property to correct such condition by treatment or removal within thirty (30)) days of said notification. If such owner, occupant or person in charge of said property fails to comply within thirty (30) days of receipt of notice, the Public Works Director or designee may cause the condition to be corrected and the cost assessed against the property.

(Code of Iowa, Sec. 364.12[3b & h])

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-8 Tree Topping Prohibited

It is unlawful as a normal practice for any person or City department to top any street tree, park tree or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-9 Removal of Stumps

All stumps of street trees shall be removed in a timely manner.. Stumps should be removed below the surface to a depth of six to eight (6-8) inches, filled with good soil to grade or slightly above, and seeded to match surrounding vegetation.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-10 Arborists License & Bond

It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating, or removing street trees without providing evidence of appropriate State licensing. However, no license shall be required of any City employee doing such work in the pursuit of their public service endeavors. Each service provided shall also provide evidence of possession of insurance adhering to the latest requirements of the City. The policy should specifically indemnify the City of any person injured or damaged resulting from the pursuit of such endeavors as herein described.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

8-5-11 Review by City Council

The City shall have the right to review the conduct and recommendations of the City Tree Board. Any person may appeal from any recommendation of the City Tree Board to the City.

(Ord. # 787, 05/28/2024)

Effective on: 6/4/2024

CITY OF GRIMES FORESTRY STANDARDS OF PRACTICE AND SPECIFICATIONS

I. GENERAL SPECIFICATIONS.

These City Forestry Standards of Practice and Specifications are to serve as a standard for planting and maintenance of all public trees and shrubs which are located within the city. These standards and specifications will apply whether the work is performed by City personnel, private companies, or individuals. Exceptions to City Forestry Standards of Practice and Specifications must be by written approval of the Public Works Director. The General Specifications are as follows:

A. A permit must be obtained from the Public Works Department before any person, either for himself/herself or another, prunes, removes, or destroys any tree or shrub which is located within the public right-of-way of any street or alley or which is located within parks or other public places.

B. All personnel utilized for work on or with trees or shrubs which are located within a public right-of way, park, or other public place shall be trained to perform the work properly and safely.

C. Any injury to persons or damages to any improvement, vehicle, tree, shrub, or structure that results from working on trees or shrubs which are located within a public right of way shall be promptly reported both orally and in writing to Public Works.

D. Any injury to persons or damages to any improvement, vehicle, tree, shrub, or structure that results from working on trees or shrubs which are located within parks and other public places shall be promptly reported both orally and in writing to Public Works.

E. Any use of tools or equipment in unsafe condition or any application of techniques or methods deemed unsafe to life, limb or property shall be prohibited.

F. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible.

G. Street and sidewalk warning devices shall be always in position and flagmen shall be stationed as/if necessary while work on trees or shrubs which are located within public rights-of-way or trees and shrubs which are located within parks and other public places is in progress. These actions are necessary for the safety of persons and vehicles.

H. A Notice of Street Closure shall be completed and approved by the appropriate City officials 24 hours prior to commencement of the removal, maintenance, or treatment of any tree or shrub which is located within public rights-of-way or trees and shrubs which

are located within parks and other public places that necessitates closing of a street to thru traffic. This notice may be obtained from the Department of Public Works.

I. Persons conducting authorized tree or shrub activities that will disturb one or several of the following utilities or improvements: electric lines, telephone lines, gas lines, water lines, cable television lines, internet fiber, storm sewers, sanitary sewers, or other improvements, public or private, within a public area, shall notify the proper authorities of the utilities affected or property owner of utilities or improvements affected prior to performing any work activity. All requested precautions by any such authority shall be complied with.

II. MAINTENANCE STANDARDS.

The following maintenance standards are intended to promote public safety and tree health and are to be followed by any persons, companies, or city personnel when doing work on trees or shrubs which are located within the public right-of-way or when doing work on trees or shrubs which are located within parks and other public places:

A. Public trees and shrubs shall be managed in such a manner as to promote their general health by providing the necessary cultural practices which may include insect and disease control, fertilization, watering, staking, wrapping, and pruning.

B. Public trees and shrubs shall be maintained in such a manner as not to endanger, interfere, or otherwise conflict with requirements of the safe public use of an area.

C. Public trees and shrubs which because of habit of growth, age, condition, or disease becomes a hazard to public safety or obstructs a clear view of streets, signs, signals, or intersections, thus creating a hazard, shall be maintained to correct the problem.

D. Public trees and shrubs will be assessed as needed for potential hazardous conditions and maintenance needs. Trees deemed to present a threat to public safety by the Public Works Department shall be removed.

E. Every owner of any tree or shrub which overhangs any street or right-of-way within the City shall prune the branches so that such branches shall not interfere with the safe use of the street or sidewalk or obstruct the view of any street intersection. The City shall have the right to prune any tree or shrub on private property ~~when it interferes with the safe use of the street or sidewalk or when it interferes with the visibility of any traffic control device or sign~~ in accordance with City code.

F. Any tree or shrub, which, because of an epidemic disease or insect infestation, poses a threat to other trees or plants in the City, shall be treated or removed to control the spread of the problem organism. The decision to treat or remove a tree or shrub shall be at the discretion of the Public Works Department and will be based upon the practicality and expense of ongoing treatment versus removal and applicable State and Federal guidelines and regulations.

G. Any tree or shrub on private property that is deemed a risk to public safety by the City will be declared a nuisance and removed by the property owner at the property owner's expense.

III. PLANTING STANDARDS.

The following planting standards are intended to promote advanced planning for tree planting, to promote the proper methods of tree planting, and to promote species diversity. These standards are to be followed by any persons, companies, or city personnel when doing work on trees or shrubs which are located within the public right-of-way or when doing work on trees or shrubs which are located within parks and other public places:

A. Public projects (i.e., parks, streets, medians, substations, treatment plants, plazas, and public buildings) should provide for street tree plantings and park tree plantings as part of the development process. The site plan for such projects shall be reviewed by the Public Works Department, Director of Development Services, and/or the Director of Parks and Recreation as part of the review process and adhere to the City Forestry Standards of Practice and Specifications.

B. Private projects shall provide for street tree plantings as part of the development process. Trees which are to be located within the public right-of-way shall adhere to the design objectives, spacing, and location requirements of this document and applicable City ordinances . Tree species selection shall be from the official street tree species list. All trees or shrubs to be planted within the public right-of-way shall first be approved by the Public Works Department. (Refer to Appendix A for: Acceptable Street Tree List). The planning and placement of the right-of-way utilities shall be done in a manner that will accommodate street tree placement whenever practicable.

B. Existing public places and public rights-of-way may receive new infill plantings based on an approved plan. All removed public trees that were located within the public right-of-way should be replaced with one or more new trees if the replacement does not conflict with other provisions of this Standard and in cooperation with the abutting property owner.

C. Site criteria which will be evaluated in determining tree planting locations are:

1. Visibility of site.
2. Probability of long-term tree survival.
3. Likelihood of private participation and financing.
4. Overall benefit to the community.

D. The following tree planting methods shall be allowed by the City: the balled and burlap method, the tree spade method, and the container method. The bare root method of planting shall only be allowed within the public rights-of-way by first obtaining written approval from the Public Works Department.

E. Allowable minimum sizes for trees or shrubs which are to be planted with public rights-of-way or within parks and other public places shall be as follows:

1. Shade trees: 1-1/4" caliper.
2. Ornamental trees: 1-1/4" caliper.
3. Evergreen trees: 3' height.
4. Shrubs: 5-gallon container.

Note. 1. Planting within the public right-of-way of 3 and 4 from section E shall only be allowed if they are specified in a plan approved by the Public Works Department or approved in a plan as part of the review process.

2. Larger sizes of plant material could be allowed to ensure survival, provide a specific landscape effect, or meet additional city code requirements.

F. The City shall strive to meet the following public tree diversity guidelines:

1. No more than 10 percent of any one species (~~i.e., e.g.~~, white oak)
2. No more than 20 percent of any one genus (~~i.e., e.g.~~, Quercus or all oaks)
3. No more than 30 percent of any one family (~~i.e., e.g.~~, Fagaceae or oaks, beeches, and chestnuts)

Tree diversity is utilized to manage risk and avoid situations where large portions of the City's tree resources are threatened by insect and disease outbreaks ~~and in~~ need of costly treatments or removals. When a species, family, or genus exceeds the 10-20-30 threshold they will be placed on the City's "Do Not Plant" list by the Public Works Department. When they fall back under these thresholds, they will be returned to the planting list if deemed appropriate by the Public Works Department. Whenever

~~practicable~~practical, all planting projects shall adhere to the 10-20-30 thresholds.

G. No species other than those listed on the official street tree species list (refer to appendix A for: Acceptable Street Tree List) for the City of Grimes may be planted as street trees without first obtaining written permission from the Public Works Department.

IV. PRUNING AND REMOVAL SPECIFICATIONS.

The following pruning and removal specifications are intended to promote public safety and tree health during pruning and removal operations. These specifications are to be followed by any persons, companies, or city personnel when doing work on trees or shrubs which are located within the public right-of-way or when doing work on trees or shrubs which are located within parks and other public places. Tree and shrub pruning and removal specifications are as follows:

A. It shall be unlawful, as a normal practice, for any person, firm or city department to top any street tree, park tree, or other tree which is located within public property. Topping is defined as the severe cutting back of limbs to stubs larger than three (3) inches in diameter within the tree's crown to such a degree as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the Public Works Department.

B. All final tree and shrub pruning cuts shall be made in such a manner as to favor the earliest possible covering of the wound by natural callus growth. Excessively deep flush cuts which produce large wounds, or which weaken the tree or shrub at the cut, should not be made. Tree and shrub pruning cuts should be made just outside the branch collar and branch bark ridge.

C. All tree branch removal shall be controlled in such a manner as to prevent damage from occurring to other parts of the tree or to other plants or property.

D. All cutting tools and saws used in making tree and shrub pruning cuts shall be kept sharpened adequately to result in final cuts with an unabraded wood surface and secure bark remaining thereto.

E. All branches to be pruned which are too large to hold securely in one hand shall be cut off first one to two feet beyond the intended final cut. Then the final cut shall be made in a manner to prevent unnecessary tearing back of the bark and wood

F. Oaks will not be pruned between April 1 and October 1 unless authorized by the Public Works Department for reasons of public safety.

G. The use of wound dressings is heavily discouraged unless utilized to treat a pruning cut in oaks made between April 1 and October 1.

H. Never remove more than 30 percent of the live crown of any tree when pruning.

V. STANDARDS OF WORKMANSHIP FOR PRUNING AND REMOVAL.

The following standards of workmanship are intended to promote public safety and tree health and are to be followed by all persons, companies, or city personnel when doing work on trees or shrubs which are located within the public right-of-way or when doing work on trees or shrubs which are located within parks and other public places:

A. Cleanup of branches, logs or any other debris resulting from any tree or shrub pruning or removal operation shall be promptly and properly accomplished. The work area shall ~~be~~ always be kept safe. Under no conditions shall the accumulation of brush, branches, logs, or other debris be allowed upon public property in such a manner as to result in a hazard to the public.

B. In the act of pruning trees, the use of climbing spurs or spike shoes is prohibited.

C. Under no condition shall it be considered proper to leave any severed or partially cut branches in the upper portion of any tree being worked on after the tree workers leave the scene of the operation.

D. Removal operations of tree branch/trunk sections, where there is a high probability of endangering the public or property by limb or branch droppage, shall be accomplished by securing the sections with ropes and lowering them safely in a controlled manner.

E. During pruning or removal operations, at least one responsible tree worker shall ~~serve~~ to always serve to coordinate safe operations on the ground.

F. All removal of public trees or shrubs shall be done in a manner so that the remaining stumps will be at least eight (8) inches below ground level unless special exception is granted by the Public Works Department.

G. Excavations, resulting from tree or shrub removal, must be promptly filled to normal ground level with a clean earth fill properly compacted and free of debris.

H. Public trees, utility poles, or other public utilities shall not be used as an anchor for winch trucks as part of the process of pruning and removing other trees.

I. The act of cutting tree roots during the removal of a standing tree and then leaving the job site with the potentially hazardous standing tree still standing shall be prohibited.

VI. AUTHORIZED TYPES OF TREE PRUNING.

The following four types of tree and shrub pruning are authorized within the public right-of-way and for trees and shrubs which are located within parks and other public places: medium prune, minimum or safety prune, head back prune, and spot prune.

A. MEDIUM PRUNE: This operation of tree or shrub pruning shall consist of the total removal of those dead or living branches or roots as may menace the future health, strength, and attractiveness of the tree.

1. Specifications.

- a. Remove all dead and dying branches 1/4 inch and over in diameter.
- b. Remove all broken branches or any loose branches lodged in the tree.
- b. Remove all dead and live stubs of previously broken or poorly cut branches.
- c. Remove any live branches which interfere with the tree's structural strength and healthy development, which will include the following:
 - (1) Branches which rub and abrade a more important branch.
 - (2) Branches of weak structure which are not important to the framework of the tree.
 - (3) Branches which, if allowed to grow, would wedge apart the junction of two more important branches.
 - (4) Branches with twigs and foliage obstructing the development of more important branches.
 - (5) Branches forming multiple leaders and codominant stems.
 - (6) Branches near the end of a limb which will produce more weight or offer more resistance to wind than the limb is likely to support.
 - (7) Branches that are undesirable sucker and water sprout growth.
 - (8) Branches which are the result of multiple branch growth near the end of broken or stubbed limbs. Remove to one or more developing leaders.

(9) Branches which project too far outward beyond a symmetrical form.

- e. Remove any exposed roots which serve to restrict or act in a girdling manner and prevent proper expansion and growth of other major roots, or restrict the base of the tree trunk.

B. MINIMUM OR SAFETY PRUNE: This operation of tree pruning shall consist of the minimum performance necessary to correct one or more extreme and undesirable conditions existing within a tree which may be hazardous to persons or property.

1. SPECIFICATIONS.

- a. Remove all dead and dying branches of two (2) inches or more in diameter.
- b. Reduce the length of branches which extend extremely beyond the perimeter of an otherwise symmetrical form.
- c. Cut back ends of branches and reduce weight where excessive overburden appears likely to result in breakage of supporting limbs. Such cutting back shall not include the removal of any live, healthy branches more than four (4) inches in diameter unless authorization is first obtained from the Public Works Department. These branches should be removed at their lower junction with shorter side branches.
- d. Remove all broken or loose branches two (2) inches or more in diameter.

C. HEAD BACK PRUNE: This operation shall consist of reducing the height and/or spread of a tree by not more than 1/3 and shall only be applied to a tree when such work is necessary to control extended growth which may endanger overhead utility lines or interfere with adjacent structures.

1. SPECIFICATIONS.

- a. This form of pruning trees shall be done by "drop crotching" which serves to shorten branch structure and thereby limits the extent of the foliage canopy to a natural appearing margin. This action consists of removing perimeter branches at their lower junction with shorter side branches.
- b. Pruning living branches more than four (4) inches in diameter is

prohibited without first securing authorization from the Public Works Department.

c. Extended perimeter branches shall be pruned back to their point of origin or to a side branch at least 1/3 the size of the original. The remaining branches shall be retained intact to form a reduced foliage perimeter at a specific height and/or spread.

d. A "Head Back" prune should not be attempted or used if the metabolism of a tree would be seriously unbalanced using this technique or where the structure of the tree would be weakened by such action. Irreparable trees should be removed rather than be worked on with this mode of tree pruning.

D. SPOT PRUNE: This operation of tree pruning shall consist of the removal of one or more branches localized in a particular area of the crown of a tree.

1. SPECIFICATIONS.

a. Tree or shrub branches that overhang streets, sidewalks, and pedestrian ways shall be pruned to prevent branch interference with safe public passage. Minimum clearances of fourteen (14) feet between the paved surface of streets and the lowest branch and eight (8) feet between the surface of public sidewalks and pedestrian ways and the lowest branch shall be required.

b. Sprout or sucker growth shall be removed to a minimum height of eight (8) feet above ground level. Exceptions are allowed for young trees which would be irreparably damaged by such trimming action.

c. Individual or scattered dead or broken limbs shall be properly removed without the necessity of performing other work not immediately urgent for protection of the public or property, or the health of the tree.

VII. PLANTING SPECIFICATIONS.

The following planting specifications pertain to the selection of trees and shrubs, the planting regulations for trees and shrubs, the planting methods and techniques for trees and shrubs, and the planting standards of workmanship to be used as guidelines when working with trees or shrubs:

A. SELECTION OF TREES AND SHRUBS.

1. Trees and shrubs shall conform to the American Standard for Nursery Stock (ANSI Z60). Plant material shall be of standard quality, true to name and type, and first-class representatives of their species or variety.
2. Trees and shrubs shall have normal, well-developed branches and vigorous root systems. They shall be healthy, vigorous plants free from defects, decay, sunscald injuries, abrasions of the bark, insects, pests, and all forms of infestations or objectionable disfigurements.
3. Balled and burlap trees and shrubs shall be dug with solid soil balls of adequate size. The soil balls should be securely wrapped with burlap or canvas and tightly bound with rope or twine.
4. Tree and shrub minimum sizes shall be specified on a planting permit or on a landscape plan to be approved by the Public Works Department. Variances must be authorized by the Public Works Department.
5. Trees and shrubs may be inspected by Public Works Department prior to their planting.

B. PLANTING REGULATIONS

1. No landscaping material may be planted which would cause public danger or nuisance.
2. No tree shall be planted nearer than three (3) feet to the sidewalk line or other impervious surface such as the curb and gutter line of the street.
3. A minimum of seven (7) feet diameter without impervious surface must exist in the parking area, between the curb and sidewalk, to provide adequate growing conditions.
4. No street tree or shrub that will grow above thirty (30) inches in height shall be planted on a corner lot where two (2) streets intersect for a distance of thirty-five (35) feet in any direction from the point of intersection at the curb line.
5. No street tree shall be planted within fifteen (15) lateral feet of an overhead utility line, five (5) lateral feet from water or sanitary sewer lines, ten (10) feet of a fire hydrant, five (5) feet from a driveway or thirty-five (35) feet from a traffic control sign.
6. All maintenance of street trees shall be the responsibility of the abutting

property owner.

7. A right-of-way permit shall be obtained before any tree is planted in the city-owned right-of-way to ensure there are no conflicts with city infrastructure.
8. Any tree planted that is in direct conflict with city-owned infrastructure is not allowed and shall be removed at the cost of the abutting property owner.
9. Call Iowa One Call at 1-800-292-8989 to locate the utilities in the right-of-way in which tree(s) are being planted. Iowa One Call will provide you with a locate number that shall be listed on the permit. This call is required for approval of the Street Tree Planting Permit. Once locates have been made, adjust your plans and re-stake tree locations as needed to avoid existing underground utilities.

C. PLANTING METHODS AND TECHNIQUES.

1. A planting pit shall only be dug or prepared within a public right of way or within a park or other public place after its location has been approved by the Public Works Department.
2. Container grown trees shall be removed from the container. Primary roots are often buried under inches of soil. Dig down in the root ball to locate the primary roots. These roots must be planted ~~just below~~ soil grade.
3. The lateral and bottom roots around the edge of the root ball should be removed about 1” into the ball all the way around. This can be done by hand with a hand saw or with the backside of a shovel. This will cut roots that have started to grow in a circular pattern, which will strangle the tree and lead to tree death.
4. Circular pits shall be excavated for all balled and burlap and container trees and shrubs to a depth necessary to plant primary roots just below soil grade and one and half times the width of the root ball. Dig a wider hole in heavy clay soils. The planting hole should have a solid bottom with angles sides to help roots grow into the surrounding substrate.
5. Center the tree in the planting hole and ensure that the tree is straight from all angles.
6. Backfill the planting hole using the soil that was removed from the hole. Do not use fertilizer. Compact the soil lightly with hands.
7. Lightly water the trees allowing the soil to settle. Add more soil around the tree if needed to cover primary roots and ensure that the trunk flare is level with the surrounding ground.
8. Mulch the tree with an organic mulch (wood chips) to help retain moisture and protect roots and stem from harsh freezing and thawing cycles and weed eaters and mowers. Organic mulch also adds nutrients to the soil as it decomposes. The mulch ring should extend at least to the furthest branch and be two to three inches deep. Create a donut ring shape with mounded edges and a flat interior. Mulch should be moved away from the main stem (trunk).
9. Water the tree or shrub until soil is saturated. Water the entire root system, not just around the main stem. Water several times a week for the few months. Then water as needed depending on temperature and moisture levels. If weekly rainfall is around an inch and a half supplemental water is not needed. One inch of rainfall equals six gallons of water per square yard.

10. Stake trees if necessary to support the tree from falling over. Use only soft material around the tree to avoid damaging the tree. The staking method should be approved by the Public Works Department.

11. Landscaping around right-of-way trees is not permitted. It damages tree roots and impedes periodic tree maintenance activities.

D. PLANTING STANDARDS OF WORKMANSHIP

1. Trees and shrubs should be handled in a manner to cause the least amount of damage during the planting process.
2. Balled & burlap and container grown trees and shrubs shall be handled by the soil ball. Under no circumstances should they be dragged, lifted, or pulled by the trunk or foliage parts in a manner that will loosen the roots in the soil ball.
3. Balled and burlap trees and shrubs that have become loose in the soil ball shall be resecured with twine or burlap before transporting to the planting site.
4. Trees and shrubs, being transported to the planting site, should be handled, secured, and covered to prevent any damage from wind (desiccation) or vibration (can cause breakage of roots). Plants should never be thrown or bounced off a truck or loader to the ground.
5. Trees and shrubs shall be planted the day they are taken to the planting site or if planting is not possible the same day they should be watered or covered and placed in a shady area to prevent desiccation.
6. Trees or shrubs that are apt to have their trunks scarred during the planting operation should be protected with a tree wrap or a tree padding.
7. Bare root plants, where permitted (refer to Section III. of the City Forestry Standards of Practice and Specifications) shall have their roots either covered with a moist tarp or mulch while they are being transported to and being held at the planting site.
8. Trees and shrubs should not be dug, balled, or moved with a tree spade during the active growth period unless the ball is large enough to insure survival.
9. All twine, rope, and plant labels that have been placed around the trunk of trees and shrubs shall be removed after the planting is completed.
10. Trees or shrubs that have their soil balls secured in a wire basket shall have the entire basket removed after the tree or shrub is placed and centered in the planting pit and before backfilling occurs.

11. Evergreen trees (Note: evergreen trees are not allowed in public rights-of-way unless they are part of an approved plan) with an extensively bushy form of growth shall have the boughs tied up with rope or twine during transporting and planting to avoid damage to the foliage and branches. After planting, the boughs should be released.

12. Abrasions of the bark and/or broken branches which are sometimes caused during the tree or shrub planting operation should be treated or corrected immediately.

13. Cleanup of any soil, branches or other debris resulting from any tree or shrub planting operation shall be promptly accomplished. The work area shall be always kept safe. The accumulation of soil, branches, or other debris upon public property in such a manner as to result in a public hazard shall be prohibited in all conditions.

14. Excavated planting pits that will be left open and unsupervised for any period and/or will pose an immediate and considerable hazard to traffic shall be adequately barricaded with qualified warning devices.

VIII. PROTECTION AND PRESERVATION SPECIFICATIONS.

The following specifications are intended to prevent unnecessary damage and destruction to trees which are located within the public right-of-way, and which are in parks and other public places:

A. Authorization must be given by the Public Works Department before any of the following actions can be performed on trees or shrubs which are located within the public right of way:

1. Attaching or installing any metal materials, signs, cables, wires, or other things foreign to the natural structure of the tree.
2. Excavating any tunnels, trenches, or lays any drive within the dripline of any public tree.
3. Treating the soil within the root zone with a soil sterilant.

B. All site or landscape plans involving public property should show all existing trees. Trees to be saved and trees to be removed should be indicated. Every possible effort should be made to preserve desirable trees.

C. Existing trees to be saved should be marked with prominent identification. Where tree trunks are apt to be damaged, they should be protected by placing fences (snowfence) at or beyond the dripline of the affected trees. Also, soil compaction by any type of

equipment shall not be allowed over the root zone of existing trees. Restricted equipment access routes should be established.

D. Curb cuts should not be closer than five (5) feet from the trunk of a tree. No paving or asphaltting should be placed closer than two and one-half (2.5) feet from the tree trunk.

E. Space must be provided for tree roots when placing sidewalks, paving, or asphaltting near a tree. The following should be used as a guideline: For trees up to four (4) inches in trunk caliper, twenty-five (25) square feet of porous area is needed. For each additional two (2) inches of trunk caliper, an additional ten (10) square feet is needed.

F. Tree root damage is directly related to tree survival and must be considered when making grade changes. The rule of thumb is to protect the area under the tree's crown whether by construction of a dry well where the grade is to be raised or by building a retaining wall where the grade is to be lowered. A tree's tolerance to root damage varies among tree species. What will be adequate protection for one tree species may not be adequate protection for a different tree species.

G. The cutting of surface roots should be avoided wherever possible. Sidewalks and paving levels should be contoured sufficiently to avoid such cutting when possible.

H. Root cutting because of excavation should be done rapidly and with care. Smooth flush cuts should be made. Backfill the disturbed root zone before the roots have had a chance to dry out and water the tree immediately.

I. A tree affected by construction where several roots have been severed and removed may require the pruning of some branches out of the crown of the tree to restore a proper top to root balance.

J. Trees that are in full leaf during construction activities and are affected by the same construction activities may require watering via supplemental irrigation.

K. The provisions of this section shall not apply to utility companies, their agents, their employees, or subcontractors except to the extent that the Director of Public Works or the Director of Parks and Recreation judges it necessary to regulate excavations within a radius of five feet from a public tree for such operations.

VIII. SPRAY APPLICATION SPECIFICATIONS.

The following specifications pertain to the spray application of fertilizers or pesticides to the above ground portion of trees:

A. Applicators who apply chemical pesticides to public trees must possess an Iowa Certified Commercial Pesticide Applicator's License and shall adhere to all federal and state laws and regulations pertaining to pesticides and their application.

B. The pesticide applicator should know and understand the capacities of those spray materials used by either himself/herself or his/her employees and ~~be aware of those~~[follow the](#) recommendations stipulated by the manufacturer.

C. The pesticide applicator shall notify the abutting property owners to the public right-of-way of the intent to spray and what pesticide is being sprayed.

D. Ineffectual control, damage, or injury to plants, animals or persons resulting from the use of spray materials beyond the limitation of the manufacturer's guarantee shall be considered the responsibility of the licensed operator.

E. Spray machines should deliver a proper spray coverage to all portions of the infested or infected tree or shrub being treated or they shall be considered inadequate to perform such operation.

F. Spray equipment shall be kept clean and in good working order. The Director of Public Works may inspect the same at any time and take samples of spray materials being applied.

G. Operation with dirty tanks or equipment or unsanitary, unsafe methods of washing out or draining of the same in public sewers and gutters is prohibited.

H. Spray applications shall be prohibited when there is sufficient wind to make pesticide control ineffectual or create a hazard to persons, plants, or property.

~~I. Spraying of pesticides shall be prohibited when the air temperature is less than forty (40) degrees Fahrenheit.~~

J. All spray machines other than pump up hand sprayers must have agitators capable of always maintaining a uniform spray solution while the spraying application is in progress.

K. Adequate precautions shall be taken in all phases of a spray application concerning any factors of toxicity, phytotoxicity, chemical reaction or residual action pertaining to any spray materials used.

APPENDIX A

Acceptable City Trees	
Botanical Name	Common Name
<i>Abies concolor</i>	Concolor Fir
<i>Acer campestre</i>	Hedge Maple
<i>Acer miyabei</i>	Miyabe Maple
<i>Acer nigrum</i>	Black Maple
<i>Acer rubrum</i>	Red Maple
<i>Acer saccharum</i>	Sugar Maple
<i>Acer triflorum</i>	Three-flower Maple
<i>Acer x Freemanii</i>	Freeman Maple
<i>Betula nigra</i>	River Birch
<i>Carpinus caroliniana</i>	Blue Beech
<i>Carya avata</i>	Shagbark Hickory
<i>Carya cordiformis</i>	Bitternut Hickory
<i>Celtis occidentalis</i>	Hackberry
<i>Cercis canadensis</i>	Eastern Redbud
<i>Cladrastis kentukea</i>	Yellowwood
<i>Cornus alternifolia</i>	Pagoda Dogwood
<i>Cornus mas</i>	Corneliancherry dogwood
<i>Corylus colurna</i>	Turkish Filbert
<i>Crataegus phaenopyrum</i>	Washington Hawthorn
<i>Crataegus viridis</i>	Green Hawthorn
<i>Ginkgo biloba</i>	Ginkgo (male only)
<i>Gleditsia triacanthos var. inermis</i>	Thornless Honey Locust
<i>Gymnocladus dioicus</i>	Kentucky Coffee Tree
<i>Larix decidua</i>	European Larch
<i>Larix laricina</i>	Tamarack
<i>Liquidambar styraciflua</i>	Sweetgum
<i>Liriodendron tulipifera</i>	Tulip Tree
<i>Maackia amurensis</i>	Amur Maackia
<i>Magnolia acuminata</i>	Cucumbertree Magnolia
<i>Magnolia stellata</i>	Star Magnolia
<i>Magnolia x loebnevi</i>	Loebner Magnolia
<i>Magnolia x soulangeana</i>	Saucer Magnolia
<i>Malus spp.</i>	Crabapple (upright and columnar)
<i>Metasequoia glyptostroboides</i>	Dawn Redwood
<i>Nyssa sylvatica</i>	Blackgum
<i>Ostrya virginiana</i>	American Hophornbeam
<i>Phellodendron spp.</i>	Corktree
<i>Picea abies</i>	Norway Spruce

Pinus strobus	White Pine
Platanus occidentalis	Sycamore
Platanus X acerfolia	London Planetree
Prunus sargentii	Sargent Cherry
Quercus alba	White Oak
Quercus bicolor Swamp	Swamp White Oak
Quercus coccinea	Scarlet Oak
Quercus ellipsoidalis	Northern Pin Oak
Quercus imbricaria	Shingle Oak
Quercus macrocarpa	Bur Oak
Quercus muehlenbergii	Chinkapin Oak
Quercus robur	English Oak
Quercus rubra	Red Oak
Quercus shumardii	Shumard Oak
Quercus veluntina	Black Oak
Syringa reticulata	Japanese Tree Lilac
Syringa reticulata subsp. pekinensis	Pekin Lilac
Taxodium distichum	Bald Cypress
Tilia spp.	Linden
Tsuga canadensis	Eastern Hemlock
Ulmus Americana	American Linden
Zelkova serrata	Zelkova

