

ARBORICULTURAL SPECIFICATIONS AND STANDARDS

OF PRACTICE FOR THE CITY OF QUINCY, ILLINOIS

(Arboricultural Specifications Manual)

Prepared By:

Tree Commission

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Revised May 8, 1989

A. Policy

1. All work on public trees shall comply with the "Tree Ordinance" of the City of Quincy, and this Arboricultural Specifications Manual.

2. The Arboricultural Specifications Manual shall be adhered to at all time, but it may be amended at any time that experience, new research, or laws indicate that improved methods or circumstances make it advisable, and only then with the advice and assistance of the Urbana Tree Commission, all as provided for in the above said Ordinance.

3. The policy of the Quincy Tree Commission, the Arbor Division and the Office of the City Arborist shall be to cooperate at all times with the public, property owners, other municipal departments, and with appropriate not-for-profit organizations.

B. Species, Cultivars, or Varieties

1. The following Table I contains a list of tree species or their varieties acceptable for planting on City-owned property.

TABLE I

Large Size Trees (Over 50 feet)

Acer Saccharm	Sugar Maple
Fraxinus Pennsylvanica (Seedless)	Green Ash
Liquidar Styraciflua	Sweet Gum
Liriodendron Tulipifera	Tulip Tree
Quercus Rubra	Red Oak
Gleaitsia Tria Inermis (Seedless)	Locust
Tilia Cordata	Greenspire Linden

Medium Size Trees (30-45 feet)

Acer Plantanides	Norway Maple
Acer Rubrum (Select Variety)	Red Maple
Pyrus Calleryana	Bradford Pear
Tilia Cordata	Little Leaf Linden
Betula Nigra	River Birch
Fraxinus Americana	Autumn Purple Ash

Small Size Trees (Under 30 feet)

Malus	Approved variety of Crab
Koelreuteria Paniculata	Golden Rain
Cercis Canadensis	Red Bud
Cornus Florida	Dogwood
Acer Ginnala	Dwarf Maple

2. Undesirable tree species or their varieties contained in the following Table II shall not be planted on City-owned property, except in special locations where because of characteristics of adaptability or landscape effect they can be used to public advantage.

TABLE II

Abies sp.	Fir
Acer negundo	Boxelder
Acer saccharinum	Silver or Soft Maple
Aesculus sp.	Horsechestnut
Ailanthus altissima	Tree-of-Heaven
Albizzia sp.	Mimosa
Catalpa sp.	Catalpa
Diospyros	Persimmon
Gleditsia triacanthos	Honeylocust and all its varieties
Juglans nigra	Black Walnut
Juniperus sp.	Junipers
Maclura pomifera	Osage Orange
Malus sp.	Apples
Morus sp.	Mulberry (all fruiting varieties)
Picea sp.	Spruce
Pinus sp.	Pines
Platanus occidentalis	Sycamore (American)
Populus sp.	Poplars, Cottonwood
Prunus sp.	Cherry, Plum (all fruiting varieties)
Pyrus sp.	Pear (all fruting varieties)
Quercus palustris	Pin Oak
Robinia pseudoacacia	Black Locust
Salix sp.	Willow
Thuja sp.	Arbor-vitae
Ulmus sp.	Elms

3. Other tree species or their varieties not listed in the foregoing Table I may be planted on City-owned property, but only desirable trees of good appearance, beauty and adaptability that are generally free from injurious insects, diseases, or other limitations may be planted.

4. Where certain planting sites have been assigned a particular species or variety, only the designated species or variety shall be planted on such sites, unless the plan is revised by the City Arborist with the advice and assistance of the Quincy Tree Commission.

5. The Tree Commission, in conjunction with the City Arborist, shall review, at least once every two years, the species, cultivars and varieties listed on Table I to determine whether any should be removed or

whether certain new species, cultivars or varieties of proven adaptability and value should be added; and the Tree Commission shall similarly review the trees listed on Table II to determine whether any should be removed or whether certain new species, cultivars or varieties should be added thereto.

C. Planting Stock Requirements

1. Size

a. Unless otherwise specified by the City Arborist all medium to large deciduous trees and their cultivars or varieties shall conform to American Association or Nurserymen Standards, shall be free of branches to a point not more nor less than sixty (60) percent of their height, be at least 1 1/4 to 1 1/2 inches in diameter at a point six (6) inches above ground level, and be at least eight (8) to ten (10) feet in height when planted.

b. All small deciduous trees and their cultivars or varieties, shall be at least five (5) feet in height and have at least six (6) branches on the upper half of the trunk.

2. Grade

Unless otherwise allowed for specific reasons, all trees shall have comparatively straight trunks, well developed leaders and tops, and the roots shall not only be characteristic of the species, cultivar, or variety, but also shall exhibit evidence of proper nursery pruning practices. At the time of planting, all trees must be free of mechanical injuries, and other objectionable features that tend to affect the future form and beauty of the plant.

3. Location and Spacing

a. Based on a 40-year cycle, no tree which will attain a trunk diameter greater than fifteen (15) inches shall be planted in a treelawn less than five (5) feet in width. In treelawns less than five (5) feet in width, or where overhead lines or building setback presents a special problem, the selection of planting site and species shall be determined by the City Arborist.

b. Trees shall be planted at least fifteen (15) feet from driveways and alleys, and at street intersections the distance shall be that specified in City Ordinance #8275 (Visibility Triangle).

c. No trees shall be planted closer than ten (10) feet to a utility pole to allow room for line maintenance.

d. Spacing of trees shall be determined by the City Arborist in accordance with local conditions; the species, cultivars, or varieties used, and their mature height, spread and form. Generally, all large trees, at maturity, shall be spaced forty (40) to sixty (60) feet, center-to-center; all medium sized trees shall be spaced a minimum of thirty-five (35) feet, center-to-center; and all small trees shall be spaced a minimum of twenty-five (25) feet, center-to-center.

e. All planting on unpaved streets without curbs or sidewalks must have approval of the City Arborist, who shall determine the location of the tree, so that it will not be injured or destroyed when the street is curbed and paved, or when sidewalks are constructed.

4. Methods of Planting and Support

a. Most small, deciduous trees and shrubs may be moved bare-rooted unless otherwise indicated. Roots of bare-rooted trees and shrubs must be protected against drying out.

b. All coniferous trees shall be moved balled and burlapped. Balled roots should be prevented from drying out at the surface of the ball and they should be protected against freezing.

c. Pits for the planting of bare-root plants shall be at least twelve (12) inches larger in diameter than the diameter of the root system in order to accommodate the roots without crowding. For balled trees, the pits should be a minimum of twelve (12) inches larger than the diameter of the ball of soil to allow proper backfill.

d. Plants shall be planted no deeper than previously grown, with due allowance for settling.

e. In poorly drained soil, artificial drainage shall be provided the root system of any species intolerant of wet sites, or a species tolerant of wet sites shall be used.

f. Top soil, compost, peat moss, or an acceptable soil mixture shall be placed about the roots of bare-root stock, or in the backfill around balled stock. When the planting is completed, the entire root area shall be thoroughly saturated with water and burlap wrappings shall be cut.

g. Although pruning should be done to develop a balance with the root system, excessive pruning at the time of transplanting should be avoided.

h. Tree trunks shall be suitably wrapped and guyed, or supported in an upright position, according to accepted arboricultural practices. The guys or supports shall be installed so that they will neither girdle or cause serious injury to the tree nor endanger public safety.

D. Early Maintenance

1. General

a. Newly planted trees, shrubs, and other plants require special maintenance for one or two growing seasons following planting. All maintenance practices shall follow approved arboricultural standards.

2. Watering

a. Ample soil moisture shall be maintained following planting. A thorough watering once in five (5) to ten (10) days, depending on soil type and drainage provisions, is usually adequate during the growing season. A soil auger can be used to check the adequacy of moisture in the soil ball and/or backfill.

3. Fertilization

a. Adequate quantities of the essential nutrient elements should be available after new root growth starts. However, provision of good drainage and adequate moisture of the backfill, or the soil ball on balled plants, is more important than fertilization immediately following planting.

4. Insect and Disease Control

a. Frequent and thorough inspections shall be made to determine when measures for the control of insects and diseases shall be taken. Plants are in a weakened condition following transplanting and they are more susceptible to insects, especially borers, and disease than are vigorously growing trees. Where it is necessary to spray, insecticides or fungicides shall be used that are recommended for safe and effective control.

5. Pruning

a. Pruning newly planted trees shall consist of removing dead, broken, or injured branches; the suppression of rank, uneven growth that affects form. Water sprouts shall be removed when they reach the diameter of a pencil.

b. Pruning shall be practiced as often thereafter as needed to assure study crotch development.

c. Tree crowns should be elevated as growth characteristics and location dictate. Newly planted trees need not have lower branches removed until they are well established.

E. General Maintenance

1. Pruning and Removal

a. No topping or dehorning of trees shall be permitted, except by written permission of the City Arborist. Proper cabling and bracing shall be substituted for this practice wherever possible.

b. All large, established trees shall be pruned to the following height to allow free passage of pedestrians and vehicular traffic: seven (7) feet over sidewalk and twelve (12) feet over all streets except those that are subject to truck traffic which shall have a minimum clearance of fourteen (14) feet.

c. It shall be the policy of the City Arborist to cooperate with the Municipal or Utility Lighting Engineer, and vice-versa, in the placement and selection of lighting standards and the development of a system of tree pruning that will give effective street illumination.

d. All cuts shall be made with a saw or pruner and only at the nodes or crotches. No stubs shall be left. No spurs or climbing irons shall be used in the trees, except when trees are to be removed.

e. All dead branches shall be removed; branches that cross or that rub should be pruned to eliminate the problem.

f. All wounds over two (2) inches in diameter shall be treated with a suitable tree-wound dressing.

g. To prevent the spread of infectious diseases, all pruning tools must be disinfected before being used on a new tree.

h. Whenever streets are to be blocked off to public service, the police and fire departments shall be notified of the location and length of time the street will be blocked. Notifications shall be given these to these departments upon the removal of such barriers or if such barriers are to remain longer than originally expected.

i. To protect the public from danger, suitable street and sidewalk barriers, highway cones, or signs shall be used when pruning a tree. Signals, flares, or flasher lights shall be placed on all barriers or obstructions remaining in the street after dark.

j. The stumps of all removed trees shall be cut to at least three (3) inches below the ground level, the soil cavity shall be filled with soil and the area leveled. If the area where the tree is removed is to be paved, the top of the stump shall be at least six (6) inches below the ground.

2. Spraying

a. Suitable precautions shall be taken to protect and warn the public that spraying is being done.

b. Spraying shall be done only for the control of specific diseases or insects, with the proper materials in the necessary strength, and applied at the proper time, to obtain the desired control. All spraying practices shall conform to federal and state regulations.

c. Dormant oil sprays shall not be applied to sugar maple, Japanese maple, beech, flowering dogwood, hickory, walnut, and most crab apple trees. Dormant oil sprays shall be applied only when the air temperature is at least 40 degrees for a period of twenty-four (24) hours after spraying.

3. Fertilization

a. Fertilization of public trees shall follow the recommendations of the Natural History Survey or other accepted arboricultural standards.

b. Methods of application of fertilizers shall be specified by the City Arborist.

4. Cavities

a. Extensive cavity work should be performed on trees only if they are of sufficiently high value to justify the cost. All cavity work shall conform to the National Arborist Association or other acceptable arboricultural standards.

5. Cabling and Bracing

a. As a general rule, cables should be located above the crotch at a point approximately two-thirds ($2/3$) of the distance between the crotch and tops of the branch ends. Rust-resistant cables, thimbles, and lags should be used. The ends of a cable should be attached to hooks or eyes of lags or bolts inserted near the ends of the branches; thimbles must be used in the eye splice in each end of the cable. In no instance shall cable be wrapped around a branch.

b. All cabling and bracing practices with screw rods shall follow National Arborist Association or other accepted arboricultural standards.

F. Container Planting

1. Installation Requirements

a. No container may be placed in a manner which violates the Tree Ordinance No. 8275, nor may any container be placed on public property where such would constitute a visibility hazard.

b. The planting medium shall be of sufficient volume to support and sustain plant materials, and the design and construction details shall be approved by the City Arborist.

2. Maintenance of Containers. Containers, plants and their maintenance become the responsibility of the abutting property owner.

a. All costs arising from the establishment, maintenance of removal of plants or plant containers are to be borne by the abutting property owner.

b. Containers, plants and their contents must be maintained in the condition specified by original design at all times. Any planter not serving its designed aesthetical function shall be replanted or removed.

Notice to Replant or Remove. Any container and/or plant material not maintained to quality and designed standard, as required by the City Arborist, is hereby declared a nuisance. Anyone failing to abate such a nuisance after notice is given, shall be guilty of a misdemeanor and the City Arborist may remove such nuisance.

G. Tree Trimming and Removal, Chemical Applicators, Excavation and Construction.

1. Standards and Guidelines:

a. Generally: Except as may otherwise be permitted by these specifications, no tree trimming, tree removal, chemical applications or construction or excavation shall be permitted on any "city-owned property" as defined in Section 14.402 of the Quincy Municipal Code, until the person, firm or corporation or subcontractor thereof undertaking tree trimming, tree removal, chemical applications, excavation or construction:

(i.) has obtained and reviewed the standards and guidelines as set forth in the Quincy Arboricultural Specifications Manual and any applicable city ordinances pertaining to tree trimming, maintenance, or removal; and

(ii.) signs a statement verifying that all materials have been received, read, and guidelines will be followed. This verifying statement is required with each individual trimming permit issued as provided in Section G 3d below and with each annual registration as required therein annually and must be dated and signed by the applicant and kept on file with the City Forester.

(iii.) obtains the permit or permits required, if any, for such trimming or removal.

b. Copy of Guidelines: A copy or copies of such Standards and Guidelines may be obtained from the City Forester, City Clerk, or the Executive Secretary of the Tree Commission. They are available at a minimal per page copying charge.

2. Removal of Trees:

a. Generally: No tree or trees shall be removed from any "City-owned property" unless it is dead, damaged beyond the point of saving, diseased beyond the point of saving, or dangerous and is creating a potential safety hazard.

b. Permit: A written permit for such removal is required from the City Forester.

3. Tree Trimming:

a. General Standard: Attention is to be given to symmetrical appearance when a tree is being trimmed and one should keep in mind to make the tree shapely and typical of its species..

b. Limitation:

1.) Tree trimming shall not be of such type or of such an extent as would materially harm or affect the health of a tree. Not more than 20% of the canopy of the tree can be pruned in any twelve (12) month period. Thereafter, for a three (3) year period only, new growth may be removed.

2.) On thin bark trees, only enough limbs shall be removed to obtain the desire or required shape without admitting unreasonable amounts of sunlight to the trunk of the tree or the top of large branches. In that regard, particular care should be taken with the following species: Lindens, maples, beeches, apple, oaks, and other trees susceptible to sunscald, growing in different geographical areas. The above damage may be minimized by doing work on susceptible species during the dormant season.

c. Topping: Trees should not be topped (cut straight edge on top or side), but should be cut at laterals.

d. Permit - Registration:

1.) Permit: Except as otherwise provided herein, in subsection 3d(2) below, a written permit is required from the City Forester for trimming or removal of branches greater than one (1) inch in diameter. No fee shall be charged for said permit.

2.) Registration: No permit shall be required, as provided in Section 3d(1) above, for: (a) any person, firm or corporation engaged in the business of tree trimming or tree removal or otherwise engaged in or undertaking tree trimming or tree removal on a regular or continuing basis for compensation reimbursement or remuneration in whatsoever form; and (b) for public utility franchisees such as gas, electric, telephone, and cable T.V. franchisees. Any such person, firm, corporation or public franchisee, shall, however, register with the City Forester before engaging in tree trimming. Any such person, firm or corporation, or public franchisee shall provide such information as is requested by the City Forester, as a part of said registration. Said registration shall be filed annually on or before May 1 of each year following the initial registration. Said annual registration shall be accompanied by or include the verified statement required and provided for in Section G.1.a.(ii), above. No fee shall be charged for said registration.

4. Chemical Applicators:

a. Generally: No growth retardant or herbicides shall be used on any trees or shrubs on any city-owned property unless approved by the City Forester, and in accordance with such other municipal, state or federal rules or regulations in regard thereto. Approval shall be reported to the Tree Commission. Such report shall include the chemical's common name, technical name, manufacturer's name and address, the manufacturer's label, and the report of such chemical filed with the Illinois Environmental Protection Agency or other agency, and the terms and conditions of the approval.

b. Types and Application: No restricted use herbicides and pesticides as defined in the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) shall be applied except by licensed commercial applicators or operators and then only in accordance with all manufacturer specifications.

5. Excavation and Construction:

a. Generally: In making excavations in streets or other public places, no digging will be allowed within five (5') feet of any tree, with a trunk diameter greater than five (5") inches, unless specific permission is granted otherwise by the City Forester or as is otherwise permitted by these standards. In all such excavations, proper care shall be taken to avoid injury to the roots of any tree and consideration given to alternative locations for lines or work, wherever possible.

b. Protection: During any type of construction work, it is recommended that the applicant place protection around all nearby trees to prevent injury to such trees, including the roots, trunk or any part thereof. It is recommended that special attention be paid to oak trees because of disturbance within the drip line.

c. Trenching: Trenching within five (5') feet of any tree, with a trunk diameter greater than five (5") inches, shall be avoided whenever possible. The recommended method is boring or augering. See PARKWAY TREE AUGERING SPECIFICATIONS by Municipal Foresters of Northeast Illinois, available from City Forester or Executive Secretary of the Quincy Tree Commission, which specifications are incorporated herein by this reference.

6. Special Provisions Regarding Municipal Franchisees:

a. Generally:

1.) The City of Quincy grants, from time to time, rights to public utilities and others to utilize its right-of-ways or property for public utilities and other appropriate purposes.

2.) All such franchisees are expected to comply with these standards, except as provided in this paragraph 6.

b. Hazards and Emergencies: Whenever a hazard exists requiring tree trimming or removal on any emergency basis, a franchisee is entitled to abate such hazard in a reasonable manner. However, tree trimming or removal or excavation or construction undertaken shall not exceed the extent reasonably necessary to abate the nuisance. Further, a permit is not required for any such tree removal undertaken for emergency purposes but shall be reported expeditiously to the City Forester.

c. Shape of Trees: The location of franchisee improvements, such as poles, lines, conductors, or other appurtenances, may affect the ability of the franchisee to comply with these guidelines regarding natural trimming. The franchisee shall endeavor to undertake natural trimming. Where natural trimming is not possible, lateral trimming shall be utilized if possible. Deep crotch pruning shall be used only where lateral trimming is not possible. To facilitate the use of lateral trimming, it is recommended that all poles or lines hereafter located shall be placed in such a manner to facilitate the use of lateral trimming.

d. Private Rights: Nothing in these guidelines shall be deemed to deny any rights or claims which private persons may have regarding damage or injury to trees or property in which they have an interest recognized by law.

e. Thin Bark Trees: Upon notification by the City Forester that conditions exist for a probable sunscald to thin bark trees, Municipal Franchisees will defer trimming of specific thin bark trees identified by the City Forester until so advised by the City Forester that sunscald conditions no longer exist or until all other routine trimming of the circuit is completed for the cycle.

f. The Municipal Franchisee, when engaged in tree trimming, shall supply current and future crew schedules. The schedules shall be provided at least two (2) weeks in advance of the work. The City Forester may waive this requirement in the case of the installation of new service to a franchisee customer.

g. Written permits, as provided in G, 2 above, are required.

7. Variance: The City Forester or his or her designee may, where sufficient reasons warrant, grant variances from the guidelines herein established, including, but not limited to the guidelines and standards for trimming or removal of trees. Such variance shall not be granted unless, in the opinion of the City Forester or his or her designee, such variance is necessary to insure public safety, when a tree or shrub or part thereof, by reason of the condition or location of the same constitutes a significant threat or injury to persons or property.

8. Penalties For Violation:

To the extent specifically provided in the Municipal Code of the City of Quincy, violation of the mandatory requirements or prohibitions of these regulations shall be considered as other miscellaneous offenses against the City of Quincy and shall be prosecuted by the City Attorney accordingly. The City Forester shall issue a citation when, in his opinion, the guidelines set out herein have been violated. The Citation shall contain an appearance date for a hearing in the Circuit Court of Adams County.

The fine for a conviction of a first offense shall range from \$50 to \$500. The fine for a second and other subsequent offenses shall range from \$100 to \$2,000.

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