

DEDICATION TREE PLANTING POLICY



Introduction

The Public Works Department manages South Pasadena's urban community forest. The community forest includes trees in City parkways, median strips, public parks and other parkland areas. It is the policy of the City to enthusiastically accept donations for planting dedication trees and to accept donations of trees that meet the City's minimum requirements and conditions for planting. The park supervisor shall approve a location for planting, taking into consideration the site requirements and desirable tree species as described herein.

Dedication trees can be donated to celebrate the birth of a child, to celebrate a special event, to honor a special person in your life, in memory of the deceased, etc. The planting of dedication or donation trees is not limited to these purposes.

Anyone wishing to donate funds or to donate dedication trees shall first complete a Dedication Tree Planting application. Applicants will be notified of available sites for planting and the variety of tree(s) desirable at those sites. Applicants will be given an option to purchase a tree for planting, or to donate funds for a tree to be purchased by the City. The park supervisor will schedule tree planting upon approval of the application and acceptance of the donation. Whenever a dedication tree is planted, information noting the planting site will be included on the City's tree inventory and a photo will be added to the Dedication Tree Planting page of the City's website. Each donation will be recognized by the issuance of a card of acknowledgement to both the applicant and the honoree or the honoree's family when the tree is planted.

Tree Species

New street trees shall generally be of the same species as the predominate species on a street. If the existing species type is determined to be inappropriate, then a similar, compatible species shall be planted that preserves the aesthetic qualities of the existing trees located on the street. Among other relevant factors, the size of the tree at maturity shall be a consideration for tree species selection.

Minimum Planting Size

Trees shall be single stemmed trees, 1½" caliper (or larger) measured at breast height. Minimum container size shall be a 24" box for trees specified as 1½" caliper. The standard tree size shall be 6-10 feet in height.

The root ball of each tree must hold intact during planting and be sized to contain adequate roots for good tree growth. Trees must not exhibit signs of being root bound from being in a container too long. Additionally, all trees shall be disease free, have a symmetrical, well-balanced crown and be capable of standing on their own without the nursery stake upon final inspection.

Planting Site

Planting sites shall be determined by the park supervisor. The planting site must meet the following minimum requirements.

- 1.) Adequate spacing (both above ground and under ground) must be present to allow healthy growth to maturity.
- 2.) Location must be conducive to good management practices and does not significantly disrupt maintenance activities or utilities.
- 3.) Water must be reasonably available for the maintenance of the tree.
- 4.) Trees shall not be planted where they would interfere with the growth of other trees in the immediate area or be overshadowed by an existing tree.
- 5.) Planting site shall allow five feet minimum distance from gas, electric or water meters.
- 6.) Location shall be fifteen feet from street lights, ten feet from fire hydrants, and five feet from walkways, driveways or other hardscape features.
- 7.) Site shall not be within 75-feet of the point of intersection of streets (per Municipal Code Section 34.6).

This Dedication Tree Policy supplements the City's Public Tree Management Policy, which contains further information about selection of tree species and planting requirements.

(Dated: 12/21/00)