CITY OF BANDON
OREGON

Photo by Richard Rahmlow with edit by Janis Halstead

TREE STANDARDS AND SPECIFICATIONS
MANUAL

Adopted by the Parks and Recreation Commission – November 2008
FORWARD

The City of Bandon has adopted a tree ordinance regulating the removal, pruning and replacement of trees located within the public rights-of-way and on City owned properties. While the ordinance provides specific regulations for these activities, the Bandon Parks and Recreation Commission recommended the creation of a Tree Standards and Specifications Manual. This Manual is not intended as a replacement for the Tree Ordinance; but rather a tool to be used as a guide and as a reference that could be used in partnership with the existing ordinance.

The Tree Manual Committee was formed utilizing individuals with knowledge of, and backgrounds in, the care of trees and shrubs. The Committee, through extensive research and inquiries, developed this Manual, which is designed to aid and educate on how to best manage and protect the valuable tree resources within the rights-of-way and on City owned property.

On behalf of the Parks and Recreation Commission, the Tree Manual Committee and the City of Bandon, I would like to thank you for your caring interest in the City of Bandon’s trees. Your support and dedication to good tree care will contribute to the success of a healthy tree population.

Sincerely,

Esther Williams

Esther Williams, Chair
Tree Manual Task Force
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INTRODUCTION

The City of Bandon is known for its beauty. Part of this beauty stems from the majestic scenery on the ocean’s edge, but a large part of its beauty and livability comes from the fact that it is “green” in color.

After the fire of 1936 burned almost every tree in town, a wide variety of trees and shrubs, including the majestic Monterey Cypress, were planted in Bandon. Trees, in particular, are necessary in stopping erosion, water runoff, and giving birds and other creatures a place to live.

The purpose of this manual is to assist Bandon residents in making good decisions about the planting and care of trees and shrubs in the City. Bandon has many unique climate issues, sometimes on the same property, which can make the planting of trees and shrubs challenging and often times impossible.

The City of Bandon is striving to be recognized as a “Tree City USA,” and this manual is part of the overall plan to achieve that goal. As Mayor of Bandon, I am happy to be able to encourage this effort and I am proud of the residents of Bandon who are putting in the hard work to make this happen.

Sincerely,

Mary Schamehorn
Mayor
Chapter 12.13
TREE REMOVAL ON CITY PROPERTY AND RIGHTS-OF-WAY

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12.13.010 Purpose
The purpose of this chapter is to regulate removal, pruning, replacement, and maintenance of trees and landscaping on City property and in public rights-of-way in conjunction with Chapter 12.12. The requirements of this chapter do not apply to tree removal on private property unless the removal negatively impacts trees on public property as determined by the City. If it is determined by the City that there have been negative impacts on public trees, then the property owner who caused the negative impact shall be responsible for all costs of removing and cleaning up, mitigating, and/or replacing the affected trees.

12.13.015 Definitions
For the purpose of this Ordinance, the following terms, phrases, words and their derivation shall have the meaning given herein:

Major Pruning: The removal of living plant parts in an amount over 20% of the tree’s mass within a five year period.

Minor Pruning: The removal of living plant parts in an amount of 20% or less of the tree’s mass within a five year period.

Pruning: The removal of living parts.

12.13.20 Authority
The Parks and Recreation Commission shall have authority to approve or deny requests for tree removal within the rights-of-way of the City of Bandon and on property owned by the City of Bandon.
City Staff shall have authority to approve or deny minor pruning applications. This shall include trees located so that any portion of the trunk or visible roots are located on City property or right-of-way.

This chapter shall only apply to trees that are greater than 4" in diameter 4' above the ground.

12.13.030 Hazard Trees
The City or its authorized agent may remove a tree without Commission approval if it is found by the City of Bandon to present an imminent danger to the public.

12.13.040 Destruction of Trees
No person shall cut down, mutilate, top, destroy, prune, or injure any tree, except with the approval of the Parks and Recreation Commission or as prescribed in this chapter.

12.13.050 Tree Removal Or Pruning Requests
A private property owner (or the City) may request permission from the Parks and Recreation Commission to remove a tree(s) or do major pruning. In addition, a private property owner may request permission from City Staff to do minor pruning. The criteria for both pruning and removal are as follows:

A. The tree(s) is physically blocking an existing or proposed pedestrian way, driveway, necessary access, or street, or,
B. The tree(s) removal is necessary for the repair, maintenance, or installation of public or private utilities or facilities.
C. The tree(s) has been found by the City of Bandon to present a potential danger to the public-or,
D. The tree(s) is diseased, blighted, or insect infested as determined by a certified arborist or other qualified professional.

12.13.060 Application
Requests for tree removal shall be submitted in writing to the City and shall include:

A. A site plan that clearly identifies the location, species, and diameter (4' above the ground) of the tree(s) proposed for removal and the proposed location and species of the replacement tree(s).
B. A statement as to how the removal meets the criteria stated in Section 12.13.040 and what design alternatives were considered for the project.

12.13.070 Removal and Replacement
A. If permission for removal is granted, the City or its authorized agent shall be responsible for the removal. All costs of removal, cleanup and replacement shall be borne by the person requesting the removal.
B. Removed trees shall be replaced on a one-for-one basis within 9 months of removal. Replacement trees shall be at least 1" in diameter at 4' above ground.
level and of a species suitable for the location as determined by the City and approved by the Commission. Replacements shall be planted in the general vicinity of where the removal took place or at a location approved by the commission.

C. The Commission may consider other types of landscaping in lieu of trees. The type, amount, and arrangement of said landscaping shall be clearly illustrated on a plan provided by the applicant and shall be approved by the Commission if it is found that the proposed landscaping:

1. provides aesthetic improvements, and,
2. the planting of replacement trees is not practical or desirable for the public, and,
3. the landscaping will not create a hazard or otherwise impede pedestrian or vehicular traffic.

12.13.080 Maintenance
Trees on City property or rights-of-way shall be maintained by the City or its authorized agents. This includes pruning, ivy removal, removal of dead limbs, and general care and maintenance.

12.13.090 Appeal Procedure
A decision of the Parks and Recreation Commission may be appealed to the City Council within 20 calendar days of the date of the decision.

12.13.100 Penalty
Violation of this chapter shall result in prosecution and a $1500 minimum fine per removal or major pruning upon conviction. The fine for removal or major pruning of a Monterey Cypress tree in violation of this chapter shall be a minimum of $3000 per tree upon conviction.

Minor pruning and all other violations of this chapter will be punishable in accordance with chapter 1.16.
TIPS FOR CHOOSING AND PLANTING TREES IN THE CITY

Whether you choose to plant a tree in your private yard, along the street on city property or right of way, in parks, or on school grounds, there are important things to consider. Trees need to coexist in a safe manner with public infrastructure like utility lines, streets, sidewalks, buildings, and signs. Planting the Right Tree in the Right Place is key to having a healthy and respected urban forest.

**Right Tree Right Place Consideration**

- Look up, look down, all around, above and below ground.
- What utilities, structures, and other infrastructure are around now, and what are in the future plans for the area?
- How large is the planting area?
- What size mature tree will it accommodate?
- Consider mature height and width, spring color, year-round interest, and pollution in the area.
- Consider what the tree’s function is. Is it a visual, noise, boundary or odor buffer? Is it for shade? Is it for wildlife habitat? Is it for pollution uptake?

Tall trees, such as:
- maple, oak, spruce, and pine.

Medium trees such as:
- Washington Hawthorne or Golden Raintree

Small trees such as:
- redbud, dogwood, and crabapple

Plant the right tree in the right place
When can trees be planted?

Trees can be planted anytime the ground can be worked. Spring is a good time to plant when trees are not yet leafed out and newly planted trees can benefit from spring moisture. Late fall planting allows roots to be established while trees benefit from winter moisture. Containerized trees can be planted in summer, as they have good root systems. Freshness and pre-planting care of tree stock are important for survival, as is post-planting weekly watering for a full growing season. And remember, buy quality trees that are healthy, well pruned, and have a strong central trunk. Bargain trees that have been left in hot sun or cold wind to dry out are no bargain when they die.

Always CALL BEFORE YOU DIG 1-800-332-2344 to connect to the free public service utility locate company. Underground utilities like phone, gas, electric, and cable TV will be painted or flagged in the vicinity of your digging hole. This locate service will also mark underground water and sewer lines in the city right-of-way area, but not in your yard.

Selecting the right tree type

This Manual contains the Recommended Tree List, which is a list of tree types that are suitable for planting in the city of Bandon. Trees are grouped into three wind classes – light, medium and windy – based on their wind tolerance. Tree species that appear in this list are also adapted to urban stresses such as salt, limited growth spaces, and poor soils.

Trees should be chosen based on the growing space of the planting area. If you have a small growing space, choose a tree from the tree list that indicates a height of 25’ or less; a medium space will accommodate a tree up to 40’; and a large space, a tree over 40’.

There are trees which are undesirable for planting in the city. These tree species usually have disease, pest, or litter problems that make them unsuitable in urban areas. Some species of trees are invasive in the natural environment due to prolific seeding or root sprouting and should likewise not be planted.

The planting of monocultures of trees (all the same kind of tree) is discouraged because of potential insect and disease problems. It is good to choose trees native to Oregon when determining what to plant.

Plant Material Handling, Inspection and Storage

Only desirable, long-lived trees of good appearance, beauty, adaptability, and generally free from injurious insects and diseases should be planted on public sites. Any trees planted should also be adaptable to appropriate climate conditions for Bandon (see “zones” in gardening catalogs, Sunset publications, or USDA).
When purchasing trees, look for trees that are tagged with indications of species and size. Trees should be free of wounds, insects and cankers (causing the bark to rot and fall off). Root systems should be full and root balls should be moist, but not moldy. Trees in containers should not have circling roots. Root balls should be protected from freezing and drying out.

Plants should be protected from wind during transport and be kept cool and moist at all times. Care should be taken not to drop or otherwise loosen the root ball. Trees should not be picked up by the trunk. Instead, the soil ball (root ball) should be supported when moving the plant.

**PLANTING PROCEDURES**

1. The planting hole width should be a minimum of 1.5 times the diameter of the root ball.

2. The bottom of the trunk flare should be at or above the finished grade. In clay soils, the trunk flare can be planted slightly above grade.

3. Backfill should be similar or the same soil that was taken from the planting hole or amended to meet a specific objective.

4. For balled and burlapped trees, cut away twine only after tree is set in level position. Remove the top ½ of the burlap or any wire basket.

5. Straighten tree and backfill half of the hole with existing soil. Avoid using excessive amounts of organic matter.

6. Apply water to settle the soil and to eliminate any air pockets.

7. Finish filling the hole with the remaining existing soil and add more water to settle the fill in the hole.

8. Place a two to four-inch layer of mulch around the tree and at least two feet in diameter for each inch of trunk diameter. Do not pile mulch against the trunk. Instead, keep mulch at least three inches from the trunk.

9. Create a 4” high mound (earth saucer) beyond the edge of the root ball (see figure on following page).

10. Prune only broken branches.

11. Staking is recommended for trees with loose root balls, trees exposed to equipment damage, or trees exposed to high wind or high river conditions. Take care not to damage the root ball when staking and remove any supports before they grow into the tree.
Bare Rooted Trees

Bare rooted plants must be planted when dormant (buds are closed and not leafed out). Roots should always be kept cool and moist and trees planted as soon as possible. If stored, the trees should be covered with moist soil, straw, or wood chips. Bare rooted trees should be soaked in water immediately prior to planting.

1. Place trees immediately upon receipt. Keep roots cool and moist at all times.
2. Soak roots in water before planting.
3. Cleanly trim any long root hairs or broken roots.
4. Hold tree in hole at soil line, making sure roots are straight and not bent in a "J" shape, are evenly distributed in the planting hole, and not circling the hole. Carefully pack soil firmly around the roots and water. Plant so that the bottom of the trunk flare is at or above the finished grade.
5. Apply water thoroughly, halfway, to settle the soil and eliminate air pockets.
6. Finish filling the hole with remaining existing soil and add more water to settle the fill in the hole.

Tree Care for New Trees

Watering

New trees should be watered for three years after planting to supplement natural rainfall. Water the root ball, not the back fill. Plants should receive a total of two inches of water, every two weeks, or 1.5 to 3 gallons of water for each inch of trunk diameter. Watering is critical when summer temperatures exceed 70 degrees for extended days.

Fertilizing


April 2007
Bare Rooted Trees

1. Place trees immediately upon receipt. Keep roots cool and moist at all times.

2. Soak roots in water about 30 minutes before planting.

3. Cleanly trim any long root hairs or broken roots.

4. Hold tree in hole at soil line, making sure roots are straight and not bent in a “J” shape, are evenly distributed in the planting hole, and not circling the hole. Carefully pack soil firmly around the roots. Plant so that the bottom of the trunk flare is at or above the finished grade.

5. Straighten tree and backfill half of the hole with existing (native) soil.

6. Apply water thoroughly halfway to settle the soil and eliminate air pockets.

7. Finish filling the hole with remaining existing soil and add more water to settle the fill in the hole.
Tree care for New Trees

Watering
New trees should be watered for three years after planting to supplement natural rainfall. Water the root ball and the backfill. Plants should receive a total of two inches of water, every two weeks, or 1.5 to 3 gallons of water for each inch of trunk diameter. Watering is critical when no rain has fallen for extended days, and excessive drying conditions exist, such as constant wind or low humidity.

Fertilization
Fertilization is not usually necessary on newly planted landscape trees. Research has indicated that fertilization has little to no benefit. It is best to focus on irrigation, mulch, and weed control to insure optimum tree health.

Wrapping
Only thin barked trees such as young maples, linden and birch which are subject to sunscald, should be protected November to April with specialty paper tree wrap material. Never use tape or plastic material. All wrapping should be removed during the growing season. Open bark wounds should not be wrapped but, instead, the bark should be trimmed cleanly and left open to air circulation. If the wound is fresh and the bark still partially attached, the bark can be pressed in place and gently wrapped to graft back in place.

Staking
Only those trees in windy open areas, along floodplains or with loose root balls should be staked. The stakes should prevent movement of the root ball, not the tree trunk. Stakes should not entirely restrict movement or sway of the tree. Freedom of movement in a tree trunk helps a tree develop a stronger root system. If staking, use three lines, not ties. Avoid cutting roots while driving the stake or damaging bark with any rope or line used. All staking materials should be removed after one year from installation. Consider using a triangular wind barrier instead of, or (in especially windy areas) in addition to the stakes.

Mulching
Mulch should be applied at time of planting and reapplied annually in the spring. Mulch depth should be three to four inches. Create a circle of mulch at least two feet in diameter for each inch of trunk diameter. Do not pile mulch against the trunk. Instead, keep mulch at least two to three inches from the trunk. Recommended mulch is shredded bark or aged wood chips. Maintain the mulch weed free for a minimum of 3 years after planting.
Newly planted trees should be pruned only as needed to remove dead, damaged, or poorly located limbs. After trees are established, usually a minimum of three years, structure pruning is recommended to promote a strong central tree leader (main shoot) and to remove lower branches as needed for clearance.

**Proper Pruning Procedures**

1. Proper pruning tools help a tree heal its pruning cuts. Pruners, loppers, and saws should be sharp. Hedge shears should never be used. To prevent the spread of infectious diseases, all pruning tools should be cleaned or disinfected with alcohol before being used on a new tree.

2. Trees should not be over pruned. Do not remove too many small branches when tree pruning. A rule of thumb is never to remove more than one-fourth of a tree’s leaf-bearing crown. Another rule of thumb is that when clearance pruning under a tree, always leave at least the top two-thirds of the tree’s height with branches.

3. Wound dressings are not recommended.

4. Dead, damaged, or diseased branches should be removed. Branches that cross or rub should be pruned.
5. Pruning cuts should only be made at a lateral bud on a twig or by pruning back a leader or branch terminal to a lateral branch. Pruning cuts should be made just outside the branch collar, as illustrated.

Approved Pruning Techniques

These techniques should be used, for whatever the pruning goals.

**Crown Cleaning** is the removal of dead, dying, or diseased, crowded, weakly attached and low-vigor branches from the crown of a tree.

**Crown Thinning** is the selective removal of branches to increase light penetration and air movement through the crown. Thinning opens the foliage of a tree, reduces weight on heavy limbs, and helps retain the tree’s natural shape.

**Crown Raising** removes the lower branches from a tree in order to provide clearance for buildings, vehicles, pedestrians, and vistas.

**Crown Reduction** reduces the size of a tree, often for clearance for utility lines. Reducing the height or spread of a tree is best accomplished by pruning back the leaders and branch terminals to lateral branches that are large enough to assume the terminal roles (at least one-third of the diameter of the cut stem). Tree topping is not an accepted pruning method.

**Note:** Please review Bandon Municipal Ordinance 12:13 for permit requirements.
TREE TOPPING

Topping is defined as the severe cutting back of major limbs to stubs larger than three inches in diameter within the tree’s crown to such a degree as to remove the normal canopy and disfigure the tree.

To prevent the need for topping, start out by planting the right trees that will fit the available space. Begin pruning early to modify the structure of a tree as needed. Pruning early in the life of a tree can prevent the need for expensive mature tree pruning.

<table>
<thead>
<tr>
<th>Reasons NOT TO TOP Trees</th>
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<tbody>
<tr>
<td>• Stresses trees</td>
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<tr>
<td>• Causes decay</td>
</tr>
<tr>
<td>• Can lead to sunburn</td>
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<tr>
<td>• Creates hazards</td>
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<tr>
<td>• Makes trees ugly</td>
</tr>
<tr>
<td>• Is expensive</td>
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<tr>
<td>• Pests and disease</td>
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REMOVALS

Ordinance 12.13.050 reads, “The City or a private property owner may request permission to conduct major pruning or removal of trees within the rights-of-way of the City of Bandon and on property owned by the City of Bandon. The criteria for pruning and removal are as follows:

a. The tree(s) is physically blocking an existing or proposed pedestrian way, driveway, necessary access or street, or,
b. The tree(s) removal is necessary for the repair, maintenance, or installation of public or private utilities or facilities.
c. The tree(s) has been found by the City of Bandon to present a potential danger to the public, or,
d. The tree(s) is diseased, blighted, or insect infested as determined by a certified arborist or other qualified professional.”

Safety Triangle for Vision clearance

Tree Removal
Removing trees, especially large trees, can be dangerous work. Tree work should be done only by those trained and equipped to work safely in trees. The person requesting removal may hire, at his or her own expense, a certified forester or arborist to evaluate the tree and submit a report with the request. The certified forester or arborist should assess the health and safety of the tree.

Note: Failure to receive permission to remove a tree on City property or on a City right of way is a violation of the City Ordinance.
GENERAL INFORMATION

The following issues are subject to the city of Bandon rules and regulations.

PROTECTING TREE ROOTS
If a tree’s roots are damaged, the tree is damaged and may succumb to an early death. Trees usually decline slowly and begin showing stress with dying tips of branches in the canopy. While roots extend well beyond the drip line or edge of a tree’s canopy, there is a root area that needs special protection – the Critical Root Zone. This is defined as a circular region measured outward from the tree’s trunk representing the essential area of the roots that must be maintained or protected for the tree’s survival. Critical Root Zone is one foot in radial distance for every inch of tree diameter at breast height (DBH) with a minimum distance of eight feet. For specimen (very special) trees, the formula changes to 1.5 feet for every inch of diameter at breast height (DBH).

MATERIAL STORAGE
No dirt or materials, construction or otherwise, should be stored within the tree’s critical root zone for more than one week. Chemicals or oil or hot charcoals should never be disposed of in the critical root zone under a tree. When grading yards, a layer of soil over six inches deep will damage tree roots, as will the cutting of roots. Eighty percent of a tree’s roots are in the top 18 inches of soil. Roots need to be close to the surface for oxygen needs.

Parking under trees causes soil compaction, which hurts roots and stresses trees. During construction activities where vehicles will pass repeatedly under trees and over roots, a thick layer of wood chips can be placed temporarily on the path to prevent soil compaction.

SIDEWALK CONSTRUCTION AND REPAIR
Large trees in small grow spaces can cause sidewalk lift and a tripping hazard. Planting the right tree (or no tree) in a small space helps prevent this problem. Where tree and sidewalk conflicts already exist, there is unfortunately no perfect solution. Options range from sidewalk redesign to root pruning to tree removal.

Sidewalk lift is caused by both tree root expansion and by poor sidewalk condition. Sidewalks deteriorate with time and from seasonal movement from freezing and thawing. Tree roots can then grow into cracks and voids, raising pavement. By properly installing sidewalks with adequate base materials, the concrete will be less prone to both soil movement and tree root pressure.

Where sidewalk replacement and installation is performed, street trees affected will be evaluated by the Public Works Director to assess impact of construction on tree health. Damage to sidewalks is not sufficient reason to remove a tree if present damage can be adequately corrected and future damage can be averted.
If tree roots are cut, they must be cut cleanly. It is also important that not too many roots are cut. The “four-by-four-by-four rule” noted in the following section is a good guideline for determining if a tree’s support or health is compromised.

Roots exposed during construction should be kept moist. Wet burlap makes a good protective covering. For the year after a root pruning for sidewalk, sewer, or curb construction a tree will benefit from an application within the tree root zone of nitrogen in the form of common grass fertilizer.

**TRENCHING AND TUNNELING STANDARDS**
- Any installation of underground public utilities should employ, whenever physically able, tunneling instead of trenching within the critical root zone area of any City tree.
- All roots cut over two inches in diameter should be cut cleanly. All trenches should not stay open longer than necessary and should be properly barricaded.
- Four-by-Four-by-Four Rule: If any four tree roots four inches in diameter within four feet of the tree are cut, the tree should be removed because of increased tree wind-throw failure potential.

**TREATING WITH PESTICIDES STANDARDS**
- If you think a tree which is on City property or in a City Right of Way needs to be treated with pesticides or herbicides – call the City Public Works Department (347-2437).

**OBTAINING A TREE PERMIT**

Obtaining a Tree Permit is required for the following:
Any persons.
- Planting a tree in the city right-of-way, such as along the street;
- Removing any tree on a city right-or-way or public place;
- Pruning any tree within the city right-of-way.

Tree permit applications are available free of charge from City Hall.
TREE PRUNING AND REMOVAL
ON CITY PROPERTY AND RIGHTS-OF-WAY

APPLICANT: ____________________________________________

MAILING ADDRESS: ____________________________________________

NEAREST ADDRESS WHERE ACTIVITY IS TO TAKE PLACE: _______________________________

NAME AND ADDRESS OF ADJACENT PROPERTY OWNER: ________________________________

___________________________________________________________________________________

NATURE OF THE PROPOSED ACTIVITY:

___ Pruning

☐ Major  (removal of living plant parts over 20% of the tree's mass within a 5 year period.)
☐ Minor  (removal of living plant parts 20% or less of the tree's mass within a five year period.)

___ Voluntary Tree Removal (please state reason):

☐ Physically blocking an existing or proposed pedestrian way, driveway, necessary access, or street.
☐ Repair, maintenance, or installation of public or private utilities or facilities.
☐ Has been found by the City of Bandon to present a potential danger to the public.
☐ Is diseased, blighted, or insect infested as determined by a certified arborist or qualified professional.  (Attach statement from arborist or qualified professional.)

Please specify the reason for this request: ____________________________________________________

___________________________________________________________________________________

APPLICATION:
Requests for tree removal or any pruning of a tree shall include the following:

<table>
<thead>
<tr>
<th>Staff</th>
<th>Applicant</th>
<th>PRUNING OR REMOVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A site plan that clearly identifies the location of the tree in relation to surrounding area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identification of the tree(s).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diameter at 4’ above the ground.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A statement declaring the amount of pruning to be done, AND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A statement declaring what alternatives were considered for the project.</td>
</tr>
</tbody>
</table>

|       | Replacement | A site plan that clearly identifies the location of the replacement trees to surrounding area. |
|       |             | Identification of the replacement tree(s). |
|       |             | Diameter of tree(s) at 4’ above the ground. (Replacement trees must be at least 1" in diameter at 4’ above ground level.) |
|       |             | A statement declaring how the removal meets the criteria noted under the above "Voluntary Tree Removal", AND |
|       |             | A statement declaring what alternatives were considered for the project. |

|       | Landscaping in lieu of trees | The type, amount, and arrangement of landscaping clearly illustrated on a plan. |
|       |                              | A statement as to why the planting of replacement trees is not practical or desirable for the public, AND |
|       |                              | A statement that the landscaping will not create a hazard or otherwise impede pedestrian or vehicular traffic. |
I understand that there may be additional information needed and/or required in order to consider my application for this request. I have read and understand the attached Chapter 12.13 titled TREE PRUNING AND REMOVAL ON CITY PROPERTY AND RIGHTS-OF-WAY.

____________________________________________ ______________________________
Signature of Applicant      Date

THIS FORM MUST BE COMPLETED, SIGNED AND INCLUDED WITH ANY REQUEST FOR PRUNING AND/OR TREE REMOVAL OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND FURTHER ACTION WILL BE DELAYED UNTIL A COMPLETE APPLICATION IS RECEIVED.

Date Application Received:

______________________________________________________________________________________

If application can be administratively approved:   □ Approved           □ Denied

Date of Approval/Denial:

______________________________________________________________________________________

Signature of Administrative Authority:

______________________________________________________________________________________

If application needs approval from Parks and Recreation Commission:

Date of Meeting:

______________________________________________________________________________________

Signature of Parks and Recreation Chair:

______________________________________________________________________________________

Conditions of Approval, or if application is denied, reason for denial:

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Follow Up Comments:

______________________________________________________________________________________
______________________________________________________________________________________
The following list of trees and shrubs is meant to be used as a guide for those who are not familiar with Bandon’s climate. The combination of salt air and windy conditions is extremely hard on many trees that would otherwise thrive in this temperate climate. Some trees, not on this list, can still be successfully grown in sheltered areas with great care and attention.

### ZONE 3 – High wind, salt air – (Beach Loop, harbor areas)

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Size/Growth</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Wax Myrtle</td>
<td>Myrica Californica</td>
<td>30’H, 30’Wide</td>
<td>Multi-trunked</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Leyland Cypress</td>
<td>Cupressocyparis Leyland v. “emerald isle”</td>
<td>60’H, 15’ W</td>
<td>Fast growing, can be a hedge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Schipka Laurel</td>
<td>Prunus laurocerean v. schipkaensis</td>
<td>20’H, 20’W</td>
<td>Fast growing, can be a hedge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Laurustinus</td>
<td>Viburnum tinus</td>
<td>12’H, 6’W</td>
<td>Mildews near sea, good in container, will</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td>hedge unless pruned as a tree.</td>
</tr>
<tr>
<td>Shore Pine</td>
<td>Pinus contorta</td>
<td>30’H, 20’W</td>
<td>Somewhat brittle, shallow rooted, may fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td>in high wind.</td>
</tr>
<tr>
<td>Scotch Pine</td>
<td>Pinus sylvestris</td>
<td>70’H</td>
<td>Tolerates high wind</td>
</tr>
<tr>
<td>Austrian Black Pine</td>
<td>Pinus nigra</td>
<td>40’ H</td>
<td>Slow growing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Mexican pinon pine</td>
<td>Pinus cembroides</td>
<td>10-25’H</td>
<td>Slow growing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Bristlecone pine</td>
<td>Pinus aristata</td>
<td>20’ or more</td>
<td>Slow growing, good container plant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Holly Oak</td>
<td>Quercus ilex</td>
<td>50’H, 50’W</td>
<td>Good street tree, clip to make hedge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Strawberry tree, Madrone</td>
<td>Arbutus unedo Arbutus menziesii</td>
<td>8-30’H, 8-30’W</td>
<td>Can be tree or hedge Fruit drop, messy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Monterey Cypress</td>
<td>Cupressus macrocarpa</td>
<td>40’H, 40’W</td>
<td>Fast growth, picturesque</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Cajeput</td>
<td>Melaleuca quinquenervia</td>
<td>20-40’H</td>
<td>Good street tree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Coast redwood</td>
<td>Sequoia sempervirens</td>
<td>70’H</td>
<td>Fast growing</td>
</tr>
<tr>
<td>Western red cedar</td>
<td>Thuja plicata</td>
<td>50’ H</td>
<td>Native</td>
</tr>
<tr>
<td></td>
<td></td>
<td>evergreen</td>
<td></td>
</tr>
<tr>
<td>Common Name</td>
<td>Botanical Name</td>
<td>Size/Growth</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------</td>
<td>---------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Norway spruce</td>
<td>Picea abies</td>
<td>50+’H evergreen</td>
<td>Fast growing</td>
</tr>
<tr>
<td>Sitka spruce</td>
<td>Picea sitchensis</td>
<td>Up to 180’H evergreen</td>
<td>Native</td>
</tr>
<tr>
<td>Thuja arborvitae</td>
<td>Cupressaceae</td>
<td>70’H, 20’W evergreen</td>
<td>Tolerates salt and wind</td>
</tr>
</tbody>
</table>

**Zone 2 – moderate wind – (west of Hwy 101)**
(The trees in Zone 3 will also grow here)

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Size/Growth</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sargent Cherry</td>
<td>Prunus sargentii</td>
<td>40+’ deciduous</td>
<td>Fall color</td>
</tr>
<tr>
<td>Japanese flowering</td>
<td>Prunus serrulata</td>
<td>40+’ deciduous</td>
<td>Fall color</td>
</tr>
<tr>
<td>cherry</td>
<td>v. “beni hoshi”</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>v. “Kwanzan”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Hawthorn</td>
<td>Crataegus laevigata</td>
<td>18-25’H, 15’W deciduous</td>
<td>Winter flowers, birds eat berries</td>
</tr>
<tr>
<td>Tanyosho Pine</td>
<td>Pinus densiflora</td>
<td>12-20’ H evergreen</td>
<td>Good street tree</td>
</tr>
<tr>
<td></td>
<td>v. “umbraculifera”</td>
<td></td>
<td>Good container tree</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Slow grower, can be multi-trunked</td>
</tr>
<tr>
<td>Scarlet maple</td>
<td>Acer rubrum</td>
<td>40’H, 15’W deciduous</td>
<td>Fall color</td>
</tr>
<tr>
<td>Flowering crabapple</td>
<td>Malus</td>
<td>20’H, 20’W deciduous</td>
<td>Long blooming</td>
</tr>
<tr>
<td></td>
<td>v.”pink perfection”</td>
<td></td>
<td>Fall color</td>
</tr>
<tr>
<td>Hinoki false cypress</td>
<td>Chamaecyparis</td>
<td>20’H, 5’W evergreen</td>
<td>Slow growing</td>
</tr>
<tr>
<td></td>
<td>obtuse v. “gracilis”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Zone 1 – Light wind – (East of Hwy 101)
(Trees in Zones 2 and 3 will also grow here)

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Size/Growth</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saucer Magnolia</td>
<td>Magnolia soulangiana</td>
<td>25’H, 20’W deciduous</td>
<td>Beautiful white-to-purple flowers before leaves</td>
</tr>
<tr>
<td>Maples</td>
<td>Acers Many varieties</td>
<td>Many heights Deciduous</td>
<td>Fall color Street trees</td>
</tr>
<tr>
<td>Western Redbud</td>
<td>Cercis occidentalis</td>
<td>10’ H deciduous</td>
<td>Spring flowers</td>
</tr>
<tr>
<td>Eastern Flowering Dogwood</td>
<td>Cornus florida</td>
<td>20’H, 10’W deciduous</td>
<td>Spring flowers</td>
</tr>
<tr>
<td>Kousa Dogwood</td>
<td>Cornus kousa</td>
<td>20’H, 10’W</td>
<td>Spring flowers</td>
</tr>
<tr>
<td>Myrtlewood</td>
<td>Californica umbellularia</td>
<td>75+’ H, 100’W</td>
<td>Leaf drop, prune multitrunks to single for sturdy tree</td>
</tr>
</tbody>
</table>

### SHRUBS

These shrubs will tolerate wind and sea, and grow in all 3 zones

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Botanical Name</th>
<th>Size/Growth</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warty Barberry</td>
<td>Berberis verrucolosa</td>
<td>3’H evergreen</td>
<td>Black berries</td>
</tr>
<tr>
<td>Hebe</td>
<td>Scrophulariacea v “lake”</td>
<td>3’H evergreen</td>
<td>Many good varieties, purple flowers</td>
</tr>
<tr>
<td>Scotch heather</td>
<td>Calluna vulgaris</td>
<td>1-2’ evergreen</td>
<td>Many choices, flowers</td>
</tr>
<tr>
<td>Salal</td>
<td>Gaultheria shallon</td>
<td>2’ evergreen</td>
<td>Flowers and berries Native plant</td>
</tr>
<tr>
<td>English lavender</td>
<td>Lavendula angustifolia</td>
<td>1-4’ evergreen</td>
<td>Many choices, fragrant</td>
</tr>
<tr>
<td>Shore juniper</td>
<td>Juniperus conferta</td>
<td>1’H, 6” W</td>
<td>Soft needles</td>
</tr>
</tbody>
</table>
**Sources for Further Information**

*Websites:*
Oregon State University Extension Service: www.extension.oregonstate.edu

Oregon Department of Forestry: www.oregon.gov/ODF

Oregon Department of Urban and Community Forestry: www.odf.state.or.us/UF

Alliance for Community Trees (ACT): http://actrees.org/site/index.php

International Society of Arboriculture: www.treesaregood.com

National Arbor Day Foundation: www.arborday.org (Pages 6, 12, 13)

Tree Link: www.treelink.org

USDA Forest Service: www.fs.fed.us/r6/welcome.shtml

**References:** (specific references are cited by page numbers; all others are general information)

ANSI (American National Standards Institute) – (pages 9, 10, 11)

City of Bandon Municipal Code and Master Plan

City of Bandon Parks Master Plan

City of Bandon Tree Ordinance (Chapter 12:13) – (pages 4, 5, 16, 18, 19, 20)

City of Delphi, Michigan, Manual of Tree Standards and Specifications (pages 12, 15, 16, 17)

George McNair, Landscape Architect, ASLA (American Society of Landscape Architects)

Lisa Ehle, BSAA (Bachelor of Science Allied Arts and Architecture) and Owner/Operator of By the Sea Gardens – (pages 8, 21, 22, 23)

National Arbor Day Foundation – (pages 7, 13, 14)

Oregon Department of Forestry, Urban and Community Forestry Program

Oregon State University Extension Service publication, “Trees to know in Oregon”.

Sunset Western Garden Book, 1995

Linda White, Oregon State University

Kristen Ramstead, Community Assistance Forester
The City of Bandon gratefully acknowledges the following for their leadership in the completion of this manual.

Lydia Delgado, Committee for Citizen Involvement
Liza Ehle, By the Sea Gardens
Chele Gamble, Bandon Beautification Committee
Janis Halstead, Weedum Seedum Garden Club, Inc.
Tom Jefferson, Parks and Recreation Commission
David Kimes, Bandon Planning Commission
Jo Anne Lepley, City Recorder
Pat Nash, Friends of Bandon Trees
Mary Schamehorn, Mayor
Jaime Sterling, Friends of Bandon Trees
Esther Williams, Chair of the Tree Manual Committee and Parks and Recreation Commissioner
Matt Winkel, City Manager
BANDON, OREGON
VICINITY MAP