

# City of Monticello **TREE MANUAL**





# Acknowledgements

## CITY OF MONTICELLO, MN

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# 1. Tree Ordinance Summary

In (year current code was adopted), the City of Monticello passed a citywide Tree Ordinance that codifies the maintenance and management of trees within the city limits. This Tree Manual attempts to provide supporting information to help city staff, residents and developers best adhere to the laws presented in this ordinance.

## A. DEFINITIONS

### ***BOUNDARY TREE.***

A tree that has been planted or naturally grown such that the boundary line(s) between two or more properties passes through any portion of the trunk at the point where the trunk emerges from the ground. The owners of the properties whose boundary line(s) pass through the trunk shall be equally responsible for maintaining, and be considered joint owners of the tree.

### ***BOULEVARD.***

“Boulevard” in reference to the strip of unpaved ground between the sidewalk and street.

### ***CITY FORESTER.***

The “Tree Care Manager/City Forester” is a person or persons certified by the Minnesota Department of Agriculture to plan, direct, and supervise all requirements for controlling shade tree diseases and general tree maintenance throughout the City. The Parks, Arts and Recreation Director or designee shall be the City Forester.

### ***CRITICAL ROOT ZONE.***

The distance from the trunk that equals one foot for every inch of the tree's diameter.

### ***DBH (diameter at breast height) .***

Tree diameter measured at 4.5 feet above soil level.

### ***MAINTAIN, TREE.***

“Maintain” in reference to trees shall refer to but not be limited to pruning, trimming, watering, application of fertilizers, pesticides and other chemicals, installation of cabling and bracing systems, and performing other actions that may impact a tree's growth.



***PUBLIC TREES.***

“Public Trees” are trees, shrubs, bushes, and all other woody vegetation whose trunk is located wholly or partially on Public Property, including but not limited to boulevard strips, public building grounds, and public easements and rights-of-way.

***PARK TREES.***

“Park Trees” are trees, shrubs, bushes, and all other woody vegetation in public parks having individual names, and all areas owned by the City or to which the public has free access as a park.

***PRIVATE TREES.***

“Private Trees” are trees, shrubs, bushes, and all other woody vegetation whose trunk is located wholly or partially on Private Property, including but not limited to yards, common grounds, side lots, parking lots and green spaces owned by private citizens, businesses, or HOAs located or operating within the City of Monticello.

***SHADE TREE FUND.***

A fund established by the City into which fees collected from tree preservation plan enforcement are placed, used to finance City planting and maintenance of shade trees on public lands.



**STREET TREES**

“Street Trees” are trees, shrubs, bushes, and all other woody vegetation which have been or will be planted in a public right-of-way by the City at the direction of the City Forester.

**TREE SAVE AREA**

The area around a specimen tree defined as either the CRZ (critical root zone) or the area that extends one linear foot around the tree's dripline.

**TREE SIZES.** A “Small Tree” is any plant material that will grow to a height and/or spread of thirty (30) feet; a “Medium Tree” is any plant material that will grow to a height and/or spread of thirty-one to and including fifty (50) feet; a “Large Tree” is any plant material that will grow to a height and/or spread of over fifty (50) feet.

**TREE, SIGNIFICANT.**

Any tree over 6” DBH for hardwood trees, over 8” for softwood trees, or over 12’ in height for conifers rated in fair or better condition and not of a species listed under "Prohibited Trees for Planting" list within the City of Monticello's Tree Manual..

**TREE, SPECIMEN.**

Any canopy tree with a DBH of 24 inches or more and any understory or ornamental tree with a DBH of 8 inches or more that is not exempted as a specimen tree by this chapter, rated in fair or better condition and not of a species listed under ‘Prohibited Trees For Planting’ in the City of Monticello’s Tree Manual.

**UNPERMITTED TREE.**

Any tree on Public Property, including but not limited to boulevard strips, public building grounds, and public easements and rights-of-way, planted without a properly issued permit or as part of a Landscape Plan approved by the City of Monticello, or not planted by City of Monticello staff, for which the City does not hold responsibility.

**WOODLAND.**

A grouping or cluster of coniferous and/or deciduous trees with contiguous crown cover, occupying 15,000 or more square feet of property, and composed of deciduous trees of 6 caliper inches or more, coniferous trees over 12 feet in height, and primarily of species not on the Prohibited Trees for Planting list within the City of Monticello's Tree Manual. Whether a grouping or cluster of trees with populations or stands of species on the Prohibited Trees for Planting list meets the definition of “woodland” shall be determined by the City Forester.



## B. Section 92: Trees on Public Property

### § 92.46 PROHIBITED TREES.

It is lawful to plant only highly disease resistant species not of a species listed under 'Prohibited Trees For Planting' in the City of Monticello's Tree Manual within the city limits with the approval of the City Forester.

### § 92.47 ORDER TO TREAT OR REMOVE.

The city may order the trimming, treatment, or removal of trees or plants upon public or private property when they shall determine that the action is necessary to the public safety or necessary to prevent the spread of disease or of insects harmful to trees and shrubs. All tree work shall be performed in accordance with ANSI A300 standards. In the case of Boundary Trees, all parties considered joint owners of the tree(s) shall be considered equally responsible for maintenance.

### § 92.48 REGULATIONS FOR PLANTING IN PUBLIC PLACES.

(A) *Approval required.* No tree shall be planted or placed on public property or right-of-way without the approval of the City Forester.

(B) *Permits.*

- (1) No person shall plant, remove or otherwise maintain (including but not limited to chemical treatments and cabling/bracing) trees or shrubs in public. All work shall be performed according to the standards outlined in the City of Monticello's Tree Manual. places without first filling out an application and obtaining a permit from the city.
- (2) The following provisions apply to the issuance of permits where required for planting in public places.
  - (a) *Application data.* The application required herein shall state the number of trees or plants to be planted or set out, the location, and specific name of each tree or plant.
  - (b) *Standards for issuance.* A permit shall be issued if it is found that the proposed plantings will be in the best interest of the community.



(3) Any tree on Public Property, including but not limited to boulevard strips, public building grounds, and public easements and rights-of-way, planted without a properly issued permit or as part of a Landscape Plan approved by the City of Monticello, or not planted by City of Monticello staff, shall be considered an Unpermitted Tree.

(a) If an Unpermitted Tree is found to have been planted or maintained in such a way that violates the City of Monticello's standards as set forth in the Tree Manual and section 153.060 LANDSCAPING AND SCREENING., the city shall take no responsibility for the maintenance or liability of the Unpermitted Tree.

(b) If Unpermitted Trees are brought to the city's attention, the city may order their trimming, treatment, or removal.

(Prior Code, § 8-3-4) (Ord. 661, passed 2-13-2017) Penalty, see § 92.99

### **§ 92.49 REQUIREMENTS APPLICABLE TO TREES IN NEW SUBDIVISIONS.**

(A) In new subdivisions, on lots with frontage on a single right-of-way, it is required that two trees be planted per platted lot if no significant trees are in existence in the yard adjoining the right-of-way. For lots with frontage on more than one right-of-way, it is required that four trees be planted per platted lot if no significant trees are in existence in the yard adjoining the right-of-way.. The required trees must be planted in the boulevard adjoining each yard having street frontage , if adequate boulevard width exists in accordance with the standards set forth in the Tree Manual. All plantings shall be done in accordance with the standards established in § 153.060 LANDSCAPING AND SCREENING of the City of Monticello municipal code of ordinances. All landscape plant materials shall conform to the latest version of the American Standard of Nursery Stock (ANSI Z60.1, as amended). Plant material shall be of standard quality or better, true to name and type of species or variety.

(B) In subdivision plantings:

- (1) When fewer than 20 trees are required on a site, at least four different species shall be utilized, in roughly equal proportions.
- (2) When more than 20 but fewer than 40 trees are required to be planted on site, at least six different species shall be utilized, in roughly equal proportions.
- (3) When 40 or more trees are required on a site, at least eight different species shall be utilized, in roughly equal proportions.
- (4) Nothing in this division shall be construed so as to prevent the utilization of a larger number of different species than specified above.
- (5) All plantings shall be done in accordance with the standards established in § 153.060 LANDSCAPING AND SCREENING of the City of Monticello municipal code of ordinances.



- (C) Required trees shall be planted in the boulevard at a location ranging from four feet to ten feet from the curb. Precise location within this range to be determined by the city.
- (D) Required subdivision trees must have a trunk diameter of at least two inches at one foot above the ground.
- (E) Required subdivision trees must be protected and supported by tree guards of approved type.
- (F) No required subdivision tree shall be planted in soil too poor to ensure the growth of the tree unless 27 cubic feet (three feet x three feet x three feet) of soil is removed and replaced with suitable loam.

(Prior Code, § 8-3-5) (Ord. 267, passed 3-27-1995; Ord. 287, passed 3-24-1997)

## § 92.50 SHADE TREE DISEASE AND INSECT CONTROL.

- (A) *Forester duties.* The powers and duties of the City Forester as set forth in this code are hereby conferred upon the Parks, Arts and Recreation Director or their designee. It is the duty of the Forester to coordinate, under the direction and control of the City Council, all activities of the municipality relating to the control and prevention of shade tree disease. The City Forester shall recommend to the Council the details of a program for the control of shade tree disease and perform the duties incident to such a program adopted by the Council.
- (B) *Program.* It is the intention of the City Council to conduct a program of plant pest control pursuant to the authority granted by M.S. § 18G13, as it may be amended from time to time. This program is directed specifically at the control and elimination of Dutch elm disease fungus, elm bark beetles, oak wilt, emerald ash borer and other tree diseases; and is undertaken at the recommendation of the Commissioner of Agriculture and the Council in the conduct of this program.
- (C) *Nuisance declared.* The prevention, control, and abatement of Dutch elm disease, oak wilt disease, emerald ash borer, and other tree diseases is necessary for the protection, preservation, and conservation of public and private lands and the investment and benefit therein, and to protect and promote the general welfare of the public and this community. Therefore, the following conditions are hereby found and declared to be a public nuisance wherever they exist in the city:
  - (1) Any living or dead elm tree or part thereof infected to any degree with the Dutch elm disease fungus *Ceratocystis ulmi* (Buisman) Moreau or which harbors any of the elm bark beetles *Scolytus multistriatus* (Eichhh) or *Hylurgopinus rufipes* (Marsh);
  - (2) Any dead elm tree or part thereof, including logs, branches, stumps, firewood, or other elm material from which the bark has not been removed or burned;
  - (3) Any living or dead oak tree or part thereof infected to any degree with the oak wilt fungus (*Ceratocystis fagacearum*); and/or
  - (4) Any living or dead *fraxinus* spp tree or part thereof infected to any degree with the insect emerald ash borer (*Agrilus planipennis*) or any other tree species infected with a disease.



- (D) *Prohibition.* It is unlawful for any person to permit any public nuisance as defined in divisions (C)(1) through (C)(4) above to remain on any premises owned or controlled by such person within the city. The nuisances may be abated in the manner prescribed by this subchapter.
- (E) *Inspection and investigation.*
- (1) The Forester shall inspect all premises and places within the city as often as practicable to determine whether any condition declared in division (C) above to be a public nuisance exists thereon.
  - (2) All reported incidents of infestation of Dutch elm fungus, the presence of elm bark beetles, of infection by the oak wilt fungus or the presence of emerald ash borer, or other tree infestations shall be promptly investigated.
- (F) *Entry on private premises.* The Forester or his or her duly authorized agents may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned him or her under this subchapter, in accordance with § 10.20.
- (G) *Diagnosis.* The Forester shall, upon finding conditions indicating Dutch elm disease or other infestation, immediately send appropriate specimens or samples to the Department of Agriculture for analysis or take other steps for diagnosis as may be recommended by the Commissioner. Except as provided in division (J) below, no action to remove infected trees or wood shall be taken until positive diagnosis of the disease has been made.



(H) *Abatement generally.* No action to remove, destroy and dispose, or require the removal, destruction, and disposal of elm trees, wood infected with Dutch elm fungus, oak trees infected by oak wilt fungus or fraxinus spp (ash) trees or fraxinus spp (ash) wood harboring emerald ash borer shall be taken until a reasonably certain diagnosis of the disease has been made. When such reasonably certain diagnosis has been made, the infected tree or wood shall be removed, destroyed, and disposed of in a manner which will effectively destroy and prevent as fully as possible the spread of the Dutch elm or oak wilt disease fungus, or the spread of emerald ash borer populations or other tree diseases will be handled by the recommendations of the Department of Agriculture.

- (1) *Presence of elm bark beetles or emerald ash borer.* When the presence of elm bark beetles has been discovered in or upon any living elm tree but the presence of Dutch elm disease fungus is not then or thereafter diagnosed, the tree shall be treated in a manner which will effectively destroy and prevent as full as possible the spread of the elm bark beetle. When the presence of emerald ash borer has been discovered in or upon a living fraxinus (ash) tree, the tree shall be treated in a manner which will effectively destroy and prevent as full as possible the spread of the emerald ash borer. If the treatment is not or, because of the extent of infestation, cannot be effective, the tree shall be removed, destroyed, and disposed of.
- (2) *Dead elm or fraxinus (ash) trees, logs, stumps, and the like.* Standing dead elm trees, elm logs, branches, stumps, firewood, or other raw material from which the bark has not been removed and which are not infected with Dutch elm disease fungus, shall have the bark removed, destroyed, and disposed of or shall be treated in a manner which will effectively destroy and prevent as fully as possible the spread of the elm bark beetle, emerald ash borer or other diagnosed tree diseases. If the treatment is not effective, or, because of the extent of infestation, cannot be effective, the trees, logs, branches, stumps, firewood, or other raw elm material shall be removed, destroyed, and disposed of.
- (3) *Specifications and procedures.* The City Forester shall establish specifications and procedures for the removal, destruction, and disposal of trees and wood infected with Dutch elm disease fungus, oak wilt fungus, or emerald ash borer for treating live elm or fraxinus (ash) tree infested with elm bark beetles or emerald ash borers, and for removing, destroying, and disposing of elm or fraxinus (ash) trees, logs, branches, stumps, firewood, and other raw elm material. The specifications and procedures shall be consistent with current specifications and procedures designated or approved by the Department of Agriculture.



(l) *Abatement on private or government property.*

- (1) Whenever a nuisance as defined in division (C) above is found to exist on private property outside any public way in the city, or upon property owned and controlled by a governmental unit other than the city, or in the case of Boundary Trees, the owner(s) or person(s) in control of the property shall be notified in writing by mail or by personal delivery that the condition exists. If the Forester finds that the danger is not imminent, he or she shall make a written report of his or her findings to the City Council prior to notifying the owner or person in control of the property. If the Forester finds that danger is imminent, the Forester shall notify the property owner first as soon as practicable. Once the letter is received by the property owner, it is their responsibility to contact the City Hall and arrange actions for removal. The notice states that if the nuisance is not abated by the owner or person in control of the property within 30 days after receipt of the notice, in the manner prescribed by the City Forester, the city by and through its City Council may enter upon the premises and abate the nuisance in accordance with § 10.20 ENFORCEMENT. The notice further states that the property owner shall be held liable for the cost of abatement plus an amount determined by the Council to reimburse the city for its cost of inspection and eradication in accordance with § 92.50(K).
- (2) If the owner or person in control of any private premises upon which a nuisance exists does not abate or eliminate the same within 30 days after receipt of notification, the City Council, its officers, employees, and agents shall proceed to have the nuisance properly abated or eliminated. The owner or occupant has the right to appeal the determination that a public nuisance exists by submitting a request in writing to the city clerk within seven (7) days after service of the notice, or before the date by which abatement must be completed, whichever comes first. In cases of immediate danger, the city may provide for abatement without following the notice and hearing process.



- (J) *Abatement on city property.* Nuisances as defined in division (C) above which exist upon property owned or controlled by the city, including public street rights-of-way, shall be abated or eliminated by the City Council forthwith in accordance with established specifications and procedures.
- (K) *Cost of abatement.* If, pursuant to division (I) above, the City Council orders the removal or abatement of a nuisance, the City Forester shall report the cost of the removal or abatement to the Council and the expense thereof plus an amount determined by the Council to reimburse the city for its cost of inspection and eradication shall be assessed by the Council upon the lot or lots on which the nuisance was located, notice being first given by publication in the official paper of the time and place that the assessment shall be made. The assessment procedure shall be as prescribed by M.S. § 429.101, as it may be amended from time to time, and the assessment shall be a lien on the lot or lots, and shall be returned and collected in the same manner as other city taxes.
- (L) *Procedures for removal of infected trees and wood.*
- (1) Whenever the Forester finds with reasonable certainty that infestation defined in division (C) above exists in any tree or wood in any public or private place in the city, he or she shall proceed as follows:
    - (a) If the Forester finds that the danger of infestation of other elm trees is not imminent because of elm dormancy, he or she shall make a written report of his or her findings to the City Council which shall proceed by:
      1. Abating the nuisance as a public improvement under M.S. Ch. 429, as it may be amended from time to time; or
      2. Abating the nuisance as provided in division (L)(2) below.
    - (b) If the Forester finds that danger of infestation of other elm trees is imminent, the Forester shall notify the property owner by mail and/or by leaving notice at the property and that the nuisance will be abated within a specified time, not less than 30 days from the date of mailing of the notice. The Forester shall immediately report the action to the City Council; and after the expiration of the time limited by the notice, the Forester may abate the nuisance in accordance with § 10.20
- ENFORCEMENT
- (2) Upon receipt of the Forester's report required by division (L)(1)(a), the City Council shall by resolution order the nuisance abated. Before action is taken on a resolution, the Council shall publish notice of its intention to meet to consider taking action to abate the nuisance. This notice shall be mailed to affected property owners and published once not less than one week prior to the meeting. The notice shall state the time and place of the meeting, the streets affected, action proposed, the estimated cost of the abatement, and the proposed basis of assessment, if any, of costs. At the hearing or adjournment thereof, the Council shall hear property owners with reference to the scope and desirability of the proposed project. The Council shall thereafter adopt a resolution confirming the original resolution with the modifications as it considers desirable and provide for the doing of the work by day labor or by contract.



- (3) The Forester shall keep a record of the costs of abatements done under this section and shall report monthly to the City Clerk all work done for which assessments are to be made stating and certifying the description of the land, lots, and parcels involved and the amount chargeable to each.
  - (4) On or before September 1 of each year, the City Clerk shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this subchapter. The City Council may then spread the charges or any portion thereof against the property involved as a special assessment under M.S. § 429.101, as it may be amended from time to time, and other pertinent statutes for certification to the County Auditor and collection the following year along with current taxes.
  - (5) The City Council has determined that the health of the trees within the municipal limits is threatened by a fatal disease known as Dutch elm disease, oak wilt, or emerald ash borer, or other fatal tree disease. It has further determined that the loss of these trees growing upon public and private property would substantially depreciate the value of property within the city and impair the safety, good order, general welfare, and convenience of the public. It is declared to be the intention of the Council to control and prevent the spread of this disease, and this subchapter is being enacted for that purpose. It is declared to be the intention of the Council to establish a policy for sharing in the cost of replacement tree(s). The City would provide two replacement trees per city lot during the spring tree sale. Residents will need to arrange a final tree inspection with the City Forester to ensure the health of the trees and confirm their planting.
- (M) *Treating elm trees.* Whenever the Forester determines that any elm tree or elm wood within the city is infected with Dutch elm fungus, the Forester may treat all nearby high value elm trees with an effective elm bark beetle destroying concentrate. Treating activities authorized by this section shall be conducted in accordance with technical and expert opinions and plans of the Department of Agriculture and under the supervision of the Department of Agriculture and his or her agents whenever possible.
- (N) *Transporting elm wood prohibited.* It is unlawful for any person to transport within the city any bark-bearing elm wood without having obtained a permit from the Forester. The Forester shall grant permits only when the purposes of the subchapter will be served thereby.
- (O) *Interference prohibited.* No person shall prevent, delay, or interfere with the Forester or the Forester's agents while they are engaged in the performance of duties imposed by this subchapter.



## § 92.51 ABUSE OR MUTILATION.

No person shall damage, cut, carve, kill, or injure the bark of any tree or plant on any public property; attach any rope, wire, or other contrivance to any tree or plant on public property; dig in or otherwise disturb public grass areas, or in any other way injure or impair the natural beauty or usefulness of any area or public property; cause or permit any wire charged with electricity or any gaseous, liquid, or solid substance harmful to trees or plants to come in contact with them.

Violation of this Section shall be punishable in accordance with Minn. Stat. 561.04. Damages for violation of this Section shall include the value of the damaged, injured, or removed tree, plants and native grasses assessed according to *Guide for Plant Appraisal, 10<sup>th</sup> Edition, Second Printing by the Council of Tree & Landscape Appraisers* or a fine equivalent to the cost of damage mitigation work performed as deemed necessary by the City Forester.

## c. Section 153: Trees on Private Property

### § 152.040 PRELIMINARY PLAT.

The owner or subdivider shall prepare and submit a preliminary plat together with any necessary supplementary information.

(A) *Contents.* The preliminary plat shall contain the following information:

- (1) Proposed name of subdivision; names shall not duplicate or too closely resemble names of existing subdivisions;
- (2) Location of boundary lines in relation to a known section, quarter section, or quarter-quarter section lines comprising a legal description of the property;
- (3) Names and addresses of the record fee owner;
- (4) Scale of plat not less than one inch to 100 feet;
- (5) Date and north point;
- (6) Project narrative; and
- (7) Certificate of survey signed by a registered land surveyor and current within six months of plat application to include legal description, all public utilities including pipe size, material type, depths, location, and detail of private utilities or easements, any other easements of record.



## (B) Existing conditions plan.

- (1) Boundary line of proposed subdivision clearly indicated and to a close degree of accuracy;
- (2) Existing zoning classifications for land within and abutting the subdivision;
- (3) Location right-of-way width, and names of existing or planned streets, or other public ways, parks, and other public lands, permanent buildings and structures, easements, school districts, section and corporate lines within the plan and to a distance 350 feet beyond shall also be indicated;
- (4) Boundary lines of adjoining unsubdivided or subdivided land, within 350 feet, identified by name and ownership, including all contiguous land owned or controlled by subdivider;
- (5) Topographic data, including contours at vertical intervals of not more than two feet and all surface features and structures. Watercourses, marshes, rock outcrops, delineated wetlands, power transmission poles and lines, size, location, and elevation of all appurtenances of existing public utilities and all quasi-public utilities, including the name and operating authority of each utility, and other significant features shall be shown. U.S.G.S. data shall be used for all topographic mapping where feasible. (1929 sea level data shall be used for all topographic mapping.) The flood elevation of all lakes, river, and wetlands shall also be shown;
- (6) An accurate soil survey of the subdivision prepared by a qualified person;
- (7) Location and size of existing sewers, water mains, culverts, storm sewer, or other underground facilities within the tract and to a distance of 100 feet beyond the tract. Such data as grades, invert elevations and locations of catch basins, manholes, and hydrants shall be shown only on request;
- (8) A survey prepared by a qualified person identifying tree coverage in the proposed subdivision shall be prepared. Any significant tree on the property to be platted shall be inventoried and tagged with a unique identification number. This number will be used to depict the tree locations on a map at the same scale as the grading plan. The unique identification numbers shall be keyed to a chart showing location, species, condition, size (DBH), and critical root zone (CRZ) of every significant tree on the property. Total DBH inches of all inventoried trees shall be tallied and provided on the chart. In addition to trees on said property, significant trees on adjacent property which have CRZs overlapping onto said property must be inventoried. The chart and map shall specify which trees are to be removed or preserved and reasoning for the decision. The map shall be provided as both a separate sheet and as an overlay atop the grading plan. Special considerations and preservation measures for trees to be preserved shall be described in the tree preservation plan and depicted on both versions of the map. All significant Trees shall be noted.
- (9) Wetland data report shall be required and must consist of a wetland delineation report which identifies all wetlands, ponds, lakes, waterways, floodplains, and shorelines, and a wetland functional assessment summary. The wetland data report must be submitted with the preliminary plat.



(C) *Proposed design features.*

- (1) A proposed grading plan showing the present and existing contours at two-foot contour interval, together with off-site existing contours depicting drainage patterns entering the proposed site, within 200 feet or more of the proposed subdivision is required unless waived by the City Engineer. If determined to be necessary by the City Engineer, one-foot contours may be required for proposed grading plans in order to ensure property drainage. High and low point elevations and emergency overflow elevations and routes shall be provided. The proposed grading plan shall demonstrate a design for the subdivision that respects the natural topography, and preserves existing trees, wetlands, and other natural features;
- (2) Layout of proposed streets showing the right-of-way widths, centerline gradients, typical cross-sections, and proposed names of streets. The name of any street heretofore used in the county or its environs shall not be used unless the proposed street is a logical extension of an already named street, in which event the same name shall be used. Street names conform to the master street name and numbering system as adopted;
- (3) Locations and widths of proposed streets and pathways;
- (4) Layout, numbers, and preliminary dimensions of lots and blocks and dimensions of street frontage;
- (5) Tabulation of the acreage of the full subdivision;
- (6) Tabulation statement of the approximate square footage and dimensions of the individual lots;
- (7) Minimum front and side street building setback lines. When lots are located on a curve, the width of the lot is measured at the building setback line;
- (8) For each lot, specify building type, finished floor elevations, and lowest opening elevations.
- (9) Areas, other than streets, alleys, pathways, and utility easements intended to be dedicated or reserved for public use, including the size of the area or areas in acres;
- (10) Proposed location and routing of proposed sewer lines and identification of gravity mains or forcemains;
- (11) Proposed location and routing of proposed water mains;
- (12) A landscaping and vegetation plan prepared per the requirements of 153.060(D) and (E) and a tree protection plan prepared per the requirements of 153.061.
- (13) A stormwater management plan and erosion and sediment control plan in accordance with the requirements of the city's Design Manual and per zoning ordinance Chapter 4.10; and
- (14) Open space and landscaping plan.



(D) *Other information.*

- (1) The applicant shall supply proof of title in a form approved by the City Attorney and the legal description of the property for which the subdivision is requested and, as applicable, supply documented authorization from the owner(s) of the property in question to proceed with the requested subdivision;
- (2) Statement of the proposed use of lots stating type of residential buildings with number of proposed dwelling units and type of business or industry, so as to reveal the effect of the development on traffic, fire hazards, and congestion of population;
- (3) If any zoning changes are contemplated, the proposed zoning plan for the areas;
- (4) (a) Where the subdivider owns property adjacent to that which is being proposed for the subdivision, the Planning Commission shall require that the subdivider submit a sketch plan of the remainder of the property so as to show the possible relationships between the proposed subdivision and the future subdivision; and
  - (b) In any event, all subdivisions shall be shown to relate well with existing or potential adjacent subdivision.
- (5) Where structures are to be placed on large lots (over 30,000 square feet), the preliminary plat shall indicate placement of structures so that lots may be further subdivided;
- (6) Where potential subdivision and use of excessively deep (over 300 feet) lots exist, the preliminary plat shall indicate placement of structures so that lots may be further subdivided;
- (7) A copy of all proposed private restrictions and covenants; and
- (8) Other information as may be requested by the engineer, surveyor, or Planning Commission.



## § 153.060 LANDSCAPING AND SCREENING.

### (C) General requirements for landscaping.

#### (1) Applicability of landscaping standards.

(a) *General.* Except as exempted by § 153.060(C)(1)(b) below, the standards in § 153.060 shall apply to all development in the city.

(b) *Exemptions.* Development in the CCD shall be exempt from the perimeter vehicular use area landscaping standards in § 153.060(F)(3).

(c) *Landscape plan.* To ensure compliance with the standards of this section, a landscape plan demonstrating how landscaping will be planted on a development site shall be included as a part of any application when required by the Community Development Department.

#### (2) Planting standards. Plantings provided in accordance with this section shall comply with District performance standards. Performance standards for the development of any lot in the Haven Ridge 2nd Addition PUD District shall adhere to the approved final stage PUD plans and development agreement. Specific to the single-family dwellings in the District, the following requirements shall apply: the following standards:

(a) Deciduous canopy or shade trees shall be a minimum of two caliper inches in size at the time of planting, as determined in the American Standard for Nursery Stock, ANSI Z60.1-2004, as amended.

(b) Evergreen canopy trees shall be a minimum of six feet in height above ground level at the time of planting.

(c) Understory or ornamental trees shall have a caliper of one-and-one half inches at time of planting, as determined in the American Standard for Nursery Stock, ANSI Z60.1-2004, as amended.

(d) Deciduous or evergreen shrubs shall be upright in nature and be a minimum of 24 inches in height at the time of planting.

(e) In cases where an aggregate caliper inch (ACI) requirement is utilized to derive a required amount of vegetation, and the ACI figure includes a fraction, an applicant may:

1. Utilize a tree or trees with a caliper inch measurement exceeding the minimum size at time of planting standard of § 153.060(C) in order to meet the required ACI; or
2. Round the ACI figure upwards until the figure corresponds with a whole number of trees meeting the minimum size at time of planting standard. When trees exceeding the minimum size at time of planting standard are proposed, the minimum calipers of such trees shall be clearly noted on the Landscaping Plan.



(f) In cases where application of landscaping requirements result in a fraction in the number of shrubs to be provided, the minimum number of shrubs or trees to be provided shall be rounded upwards to the next highest whole number.

(g) All landscape plant materials shall conform to the latest version of the American Standard of Nursery Stock (ANSI Z60.1, as amended). Plant material shall be of standard quality or better, true to name and type of species or variety.

(h) The use of native, drought tolerant vegetation is encouraged to reduce dependency upon irrigation.

(i) To curtail the spread of disease or insect infestation in a plant species, new tree plantings shall comply with the following standards:

1. When fewer than 20 trees are required on a site, at least four different species shall be utilized, in roughly equal proportions
2. When more than 20 but fewer than 40 trees are required to be planted on site, at least six different species shall be utilized, in roughly equal proportions.
3. When 40 or more trees are required on a site, at least eight different species shall be utilized, in roughly equal proportions.
4. Nothing in this division shall be construed so as to prevent the utilization of a larger number of different species than specified above.

(j) *Required species.*

1. All trees used in site developments shall be indigenous to the appropriate hardiness zone and physical characteristics of the site.
2. All deciduous trees proposed to satisfy the minimum requirements of this policy shall be long-lived hardwood species.
3. No species listed under 'Prohibited Trees For Planting' in the City of Monticello's Tree Manual shall be planted.

(3) *Existing vegetation.*

(a) It is the policy of the City of Monticello to preserve the natural forest and woodland areas throughout the city; and with respect to specific site development, to retain, as far as practicable, substantial tree stands which should be incorporated into the site. . Areas meeting the definition of Woodland as outlined in section 153.012 DEFINITIONS shall be subject to the guidelines set forth in 153.061 (2)(a) Woodland Preservation.

(b) Existing healthy, well-formed canopy and understory trees as well as healthy shrubs shall be credited toward the requirements of this section, provided the vegetation meets the minimum size standards of this chapter, is protected before and during development of the site in accordance with § 153.061(B), Tree Protection During Construction, and is maintained thereafter in a healthy growing condition.



- (4) *Stabilization.* All required landscape planting areas and required yards shall be stabilized and maintained with lawn, ground covers, mulches, or other approved materials to prevent soil erosion and allow rainwater infiltration.
- (5) *Berms.*
- (a) The slope of all berms shall not exceed a two-to-one ratio (horizontal to vertical), shall have a top width at least one-half the berm height, and a maximum height of four feet above the toe of the berm.
  - (b) All berms, regardless of size, shall be stabilized with a ground cover or other suitable vegetation.
  - (c) Berms proposed to be placed along street right-of-way shall be designed and constructed to provide adequate sight distances at intersections and shall not impair safe operation of vehicles.
  - (d) Berms shall in no case damage the roots or trunks of existing healthy vegetation designated to be preserved.
- (6) *Easements.* Nothing except groundcover shall be planted or installed within any underground or overhead utility, drainage, gas easement, or within three feet of a fire protection system without the consent of the utility provider, easement holder, or the city, as appropriate.
- (7) *Ground cover when no landscaping or site plan is required.* All areas not otherwise improved in accordance with approved site or landscaping plans shall be seeded or sodded with lawn cover, except for managed natural landscapes as defined in M.S. § 412.925. Other exceptions to this criterion may be approved by the Community Development Department as follows:
- (a) Undisturbed areas containing existing viable natural vegetation which can be maintained free of foreign and noxious plant materials.
  - (b) Areas designated as open space or future expansion areas properly planted and maintained with prairie grass.
  - (c) Use of mulch materials such as bark, rock mulch over four mil poly, and wood chips in support of shrubs and foundation plantings.



(D) *Landscaping plan requirements.*

(1) Detailed landscape plans shall be required as specified in this chapter and in all cases where site plan approval is specified by either this chapter or the subdivision ordinance.

(a) The landscape plan should illustrate planned development on the site; and

(b) The landscape plan shall be produced on a separate sheet or sheets from other required plans such as grading, drainage, and utility plans.

(2) Detailed landscape plans shall include the following information:

(a) In general.

1. Name and address of developer/owner.
2. Name and address of architect/designer.
3. Date of plan preparation.
4. Dates and description of all revisions.
5. Name of project or development.
6. Scale of plan (engineering scale only, at one inch equals 50 feet or less).
7. North point indication.

(b) *Site analysis.*

1. Boundary lines of property with dimensions based upon certified survey.
2. Name and alignment of proposed and existing adjacent on-site streets.
3. Location of existing and proposed utility rights-of-way, easements, and lines (water, gas, electric).
4. Location of existing and proposed building.
5. Topographic contours of the minimum interval of two feet, extending at least 100 feet beyond the site boundaries.
6. Location of existing and proposed parking facilities, including curbing detail and traffic island delineators.
7. Location of existing and proposed water bodies.
8. Location of existing and proposed sidewalks, trail corridors, and fire lanes.
9. Other existing or proposed conditions which would be expected to affect landscaping.
10. Percentage of gross site area not covered by structures and pavement and percentage of gross site area covered by pervious and impervious surfaces.



(c) *Landscape data.*

1. Planting schedule (table) containing symbols, quantities, common names, botanical names, sizes of plant material, root specification (b.r., B & B, potted, etc.) and special planting instructions.
2. Existing trees and shrubbery, locations, common names, and approximate size.
3. Planting detail (show all species to scale at normal mature crown diameter or spread for local hardiness zone).
4. Typical sections in details of fences, tie walls, planter boxes, tot lots, picnic areas, berms, and the like.
5. Typical sections of landscape islands and planter beds with identification of materials used.
6. Details of planting beds and foundation plantings.
7. Note indicating how disturbed soil areas will be restored through the use of sodding, seeding, or other techniques.
8. Delineation of both sodded and seeded areas with respective areas in square feet.
9. Coverage plan for underground irrigation system, if any.
10. Exterior lighting plan (as applicable).

(E) *Standards for site landscaping.*

- (1) *Purpose and intent.* Site landscaping material is intended to soften the visual impact of building foundations and provide for the even dispersal of trees across a development site.
- (2) *No exceptions.* The site landscaping provisions of § 153.060(H) shall be required for all development.
- (3) *Distinguished from other required landscaping.* Site landscaping, for the purpose of this section, is exclusive of required perimeter buffer and screening landscaping. Plantings required to meet vehicular use area and perimeter vehicular use area landscaping standards can be counted towards meeting site landscaping requirements.
- (4) *Site landscaping standards.* Site landscaping shall be supplied in the amounts identified in Table 4-4: Required Site Landscaping Plantings. Site landscaping shall meet the minimum size standards for new planting specified in § 153.060(C)(2), Planting Standards.



**TABLE 4-4: REQUIRED SITE LANDSCAPING PLANTINGS**

Use Type [1]	Required Plantings Per Site [2][3][4]
<b>General Standards</b>	
Single-family detached and Multi-family dwellings with less than five (5) units [5] [6]	4.0 ACI of canopy trees <u>per street frontage per unit</u> OR [7]
Multi-Family Dwellings with five (5) or more units	16.0 ACI of canopy trees (including at least 3 evergreen trees) per acre + at least 2 shrubs per each 10 feet of building perimeter, or as may be otherwise specified in the zoning district
Civic & Institutional Uses	14.0 ACI of canopy trees (including at least 2 evergreen trees) per acre + at least 1 shrubs per each 10 feet of building perimeter
Office & Commercial Uses	10.0 ACI of canopy trees (including at least 1 evergreen tree) per acre + at least 2 shrubs per each 10 feet of building perimeter
Industrial Uses	4.0 ACI of canopy trees (including at least 1 evergreen tree) per acre + at least 1 shrub per every 10 feet of a building wall facing a public right-of-way
<b>District Specific Standards</b>	
TN District lot standards  (all plantings must be in the front or side yards, and all shrub and flower plantings must be in the front yard)	See § <u>153.060(J)(2)</u>
CCD lot standards	See § <u>153.060(J)(3)</u>
IBC District lot standards	See § <u>153.060(J)(4)</u>

NOTE: ACI = Aggregate Caliper Inches

[1]: See Table 5-1, Uses By District.

[2]: At least ½ of the required shrubs shall be of an evergreen variety.

[3]: Each evergreen tree meeting the minimum size standards of this section shall count as two caliper inches towards the total number of required canopy tree caliper inches.

[4]: Credits towards required landscaping are available for the retention of non-specimen trees per the provisions of § 153.61(D), Tree Preservation Incentives.

[5]: Required landscaping trees shall be planted within the boulevard if adequate boulevard width exists in accordance with the standards set forth in the Tree Manual.

[6]: Lots in the T-N District shall not adhere to these standards, but instead to the specific standards listed in § 153.061(J)(2).

[7]: Required Plantings for corner lots shall be double the listed requirements (8.0 ACI of canopy trees)

## § 153.061 TREE PROTECTION.

(A) *Purpose.* The purpose of this section is to preserve existing natural resources of the community and to encourage the greening of the city. The City Council finds that the preservation of trees and other vegetation, where practicable, is in the best interest of city residents' health and welfare. To that end, the City Council has found it necessary and desirable to establish regulations to ensure the city preserves its most significant trees and clusters of exiting trees throughout the city.

(B) *Protection of specimen trees.*

(1) *Applicability.*

(a) *In general.* All development in the city, except that exempted in accordance with § 153.061(B)(1)(b) below, shall be required to protect specimen trees in accordance with this section.

(b) *Exemptions.* The following development shall be exempt from these standards:

1. Development on land within the CCD zoning
2. Development on land containing an existing single-family detached residential dwelling on a lot-of-record which cannot be further subdivided.

(2) *Separate plan required.* Every significant tree on the property where the permit is being applied for shall be inventoried and tagged with a unique identification number. This number will be used to depict the tree locations on a map at the same scale as the grading plan. The unique identification numbers shall be keyed to a chart showing location, species, condition, size (DBH), and critical root zone (CRZ) of every significant tree on the property. Total DBH inches of all inventoried trees shall be tallied and provided on the chart. In addition to trees on said property, significant trees on adjacent property which have CRZs overlapping onto said property must be inventoried. The chart and map shall specify which trees are to be removed or preserved and reasoning for the decision. The map shall be provided as both a separate sheet and as an overlay atop the grading plan. Special considerations and preservation measures for trees to be preserved shall be described in the tree preservation plan and depicted on both versions of the map. All significant trees shall be noted.

(a) *Woodland Preservation* - Significant trees to be preserved in areas meeting the definition of "woodland" shall be exempt from inventory requirements except where removal is proposed in which case specimen trees shall be inventoried as described above, as well as any significant trees whose CRZ will be impacted by development. If more than 50% of the total area of woodland is to be cleared, specimen and significant trees shall be replaced according to the guidelines set forth in § 153.061 (B)(5) Replacement trees required.



(3) *General requirement.*

(a) No specimen tree may be removed, and no more than 50% of the total significant tree DBH inches inventoried shall be removed for residential developments, and no more than 75% for commercial or industrial developments, except in accordance with § 153.061(B)(4), Removal of a Specimen Tree ("specimen tree" is defined in § 153.012)., Removal of a specimen tree or significant tree shall be subject to the following requirements ("specimen tree" and "significant tree" is defined in § 153.012).

(b) All specimen trees and significant trees shall have the following protections, whether located on public or private land:

1. *Cutting, removal, or harm prohibited.* Specimen trees and significant trees shall not be cut, removed, pushed over, killed, or otherwise harmed.
2. *Paving or soil compaction prohibited.* The area within the dripline of any specimen tree and significant trees shall not be subject to paving or soil compaction greater than 10% of the total area within the dripline, or within 12 feet of the tree trunk.

(4) *Removal of a specimen tree or significant tree.* Specimen trees and significant trees may be removed if the landowner demonstrates to the Community Development Department that one of the following sets of conditions is met:

(a) *Removal of a healthy specimen tree or significant tree beyond the allowable removal allotment.* A specimen tree or significant tree that is in healthy condition may only be removed if either of the following standards are met:

1. The specimen tree or significant tree prevents development of a lot platted prior to the effective date of this chapter as denoted in § 153.004 in a way that limits building area to less than otherwise allowed, or hinders compliance with the standards in §§ 153.040 through 153.047, §§ 153.060 through 153.072, and §§ 153.090 through 153.093.
2. Mitigation is provided in accordance with § 153.061(B)(5), Replacement/ Mitigation of Specimen Trees and Significant Trees. Such mitigation shall be counted toward the landscaping and screening requirements required by this ordinance for the development.

(b) *Removal of a severely diseased, high risk, or dying specimen tree or significant tree.* A specimen tree or significant tree that is certified as being severely diseased, high risk, or dying by a ISA Certified Arborist® may be removed without required mitigation.



(5) *Replacement/mitigation of specimen trees and significant trees.* Those causing the destruction or removal of a healthy specimen tree or significant tree, unless exempted by this chapter, shall be responsible for the following mitigation:

(a) *Replacement trees required.*

1. Each healthy specimen tree or significant tree removed or destroyed shall be replaced at a rate of 1:1 aggregate caliper inch (ACI) to removed DBH inches, e.g. removal of a 24" DBH tree shall require planting of 12 x 2" caliper trees. All plantings shall be done in accordance with the standards established in § 153.060 LANDSCAPING AND SCREENING of the City of Monticello municipal code of ordinances. In cases where the ACI figure includes a fraction, an applicant may follow the guidelines in section 153.06(C)(2)(e).
2. The required replacement trees shall be planted within 12 months of the removal or destruction of the specimen tree.
3. Boulevard trees removed or destroyed shall be replaced at a 1:1 ratio (one new tree for each tree removed) due to planting space restrictions. If replanting sites available are found to violate the standards for boulevard tree plantings set forth in the Tree Manual or are otherwise unsuitable, alternative plantings sites may be required. Planting in a location where a stump was recently removed should be avoided, if possible. Pending approval by the City Forester replanting requirements may be substituted with the payment of a fee equivalent to the replanting cost of trees and labor, to be paid to the City Shade Tree Fund.

(b) *Location of replacement trees.* Replacement trees shall be either planted on the parcel of land from which the specimen tree was removed if sufficient space is available, or placed on nearby lands in accordance with § 153.060(E), Alternative Landscape Plan. If soil quality is determined to be non-conducive to tree root development by the City Forester, soil replacement or improvement measures may be required. Pending approval by the City Forester, replanting requirements may be substituted with the payment of a fee equivalent to the replanting cost of trees and labor, to be paid to the City Shade Tree Fund.

(c) *Establishment period.* Replacement trees shall be maintained through an establishment period of at least two complete growing seasons. The applicant shall guarantee the survival and health of all replacement trees during the establishment period and guarantee any associated replacement costs. If the replacement trees do not survive the establishment period, the applicant shall purchase and install new replacement trees.



(C) *Tree protection during construction.*

(1) *Owner's responsibility.* During development, the owner or developer shall be responsible for the erection of any and all barriers necessary to protect any existing or installed vegetation from damage both during and after construction.

(2) *Tree protection fencing and tree save areas.*

(a) *Where required.* Specimen trees, significant trees, and other existing trees being used for credit towards landscaping requirements shall be fenced with a sturdy and visible fence before grading or other development activity begins. Fencing shall be erected no closer than one linear foot to the tree's dripline or CRZ. The Community Development Department shall consider the existing site conditions in determining the exact location for tree protection fencing. Areas located inside of tree protection fencing are considered "tree save areas".

(b) *Inspection.* All tree protection measures shall be inspected and approved by the city prior to start of any land disturbing activities. Failure to have tree protection measures approved prior to the commencement of construction is a violation of this chapter.

(c) *When required.* No construction, grading, equipment or material storage, or any other activity shall be allowed within the tree save (fenced) area without the approval of an ISA Certified Arborist® or the City Forester.. Fencing shall be maintained until after the final site inspection.

(3) *Encroachments into tree save areas.* Encroachments into specimen tree save areas shall occur only when no other alternative exists. If such an encroachment is anticipated, the following preventive measures shall be employed with the approval of an ISA Certified Arborist® or the City Forester:

(a) *Soil compaction.* Where compaction might occur due to construction traffic or materials delivery through a tree save area, the area must first be mulched with a minimum four inch layer of wood chips. Equipment or materials storage shall not be allowed within a tree save area.

(b) *Fill.* No fill shall be placed within a specimen tree save area without adequate venting to allow air and water to reach the roots.

(c) *Chemical contamination.* Trees located within a specimen tree save area shall be protected from chemical contamination from liquids or other materials, including but not limited to paint, chemical solvents, gasoline, oil, diesel fuel, hydraulic fluid, concrete spoils, or rinse water from vehicle cleaning, including rinsing of concrete truck tanks and chutes.

(d) *Paving limitations.* Except for driveway access points, sidewalks, curb, and gutter; no paving shall occur within five feet of a specimen tree save area unless authorized through an alternative landscaping plan [See § 153.060(E), Alternative Landscaping Plan].



(D) *Tree preservation incentives.*

- (1) *Tree preservation credits.* In order to encourage the preservation of as many healthy trees as practical on a development site, credit towards the minimum landscaping requirements shall be applied to all existing trees retained on a site that are not specimen trees that comply with the credit standards of this division. Credits are offered only for trees that are not required to be retained by other sections of this chapter. Credits shall be granted in accordance with the following standards:
  - (a) *Credit amount.* A credit of one-and-one-quarter multiplied by the aggregate caliper of trees that are not specimen trees shall be credited and applied towards the landscaping standards in § 153.060, Landscaping and Screening, when the trees that are saved comply with the following minimum size standards:
    1. *Canopy trees.* Canopy trees, whether deciduous or evergreen, of seven inches in caliper or greater, measured six inches above ground level.
    2. *Understory/ornamental trees.* Understory or ornamental trees, whether deciduous or evergreen, of four inches in caliper or greater, measured four inches above ground level.
  - (b) *Credit applied towards required plantings.* The credit shall be applied to the aggregate tree caliper inch standards for landscaping. In no case shall credits substitute for more than 75% of the required landscaping material.
  - (c) *Exclusions to credit provisions.* Dead, dying or diseased trees shall not be used towards crediting.
- (2) *Reduction in the minimum number of required parking spaces.* Up to a 5% reduction in the number of off-street parking spaces required on a development site shall be allowed if the reduction in the amount of required pavement will preserve the root zones of existing healthy specimen trees. The amount of reduction can be determined only after taking into consideration any unique site conditions and the impact of the reduction on parking needs for the use, and must be agreed upon by both the applicant and the Community Development Department. Alternative paving materials may be required by the Community Development Department in cases where required parking areas encroach upon root zones.





## 2. Boulevard Trees

The City of Monticello has identified specific boulevard strip types in which to focus tree planting efforts to maximize the ecological, economic and aesthetic benefits of street trees. Boulevard strips utilized for tree planting shall be greater than 6' in width and at least 6' in length. Soil shall be of a type and composition conducive to the growth of trees and their root systems; soils next to sidewalks and roadways are often compacted, polluted and rocky. Soil shall be inspected by the City Forester prior to planting. Unsuitable soils shall be amended or replaced prior to planting.

Trees planted in boulevards and other rights-of-way and public property shall be considered "Unpermitted Trees" for which the city shall take no responsibility, but retains the right to trim, treat or remove them.

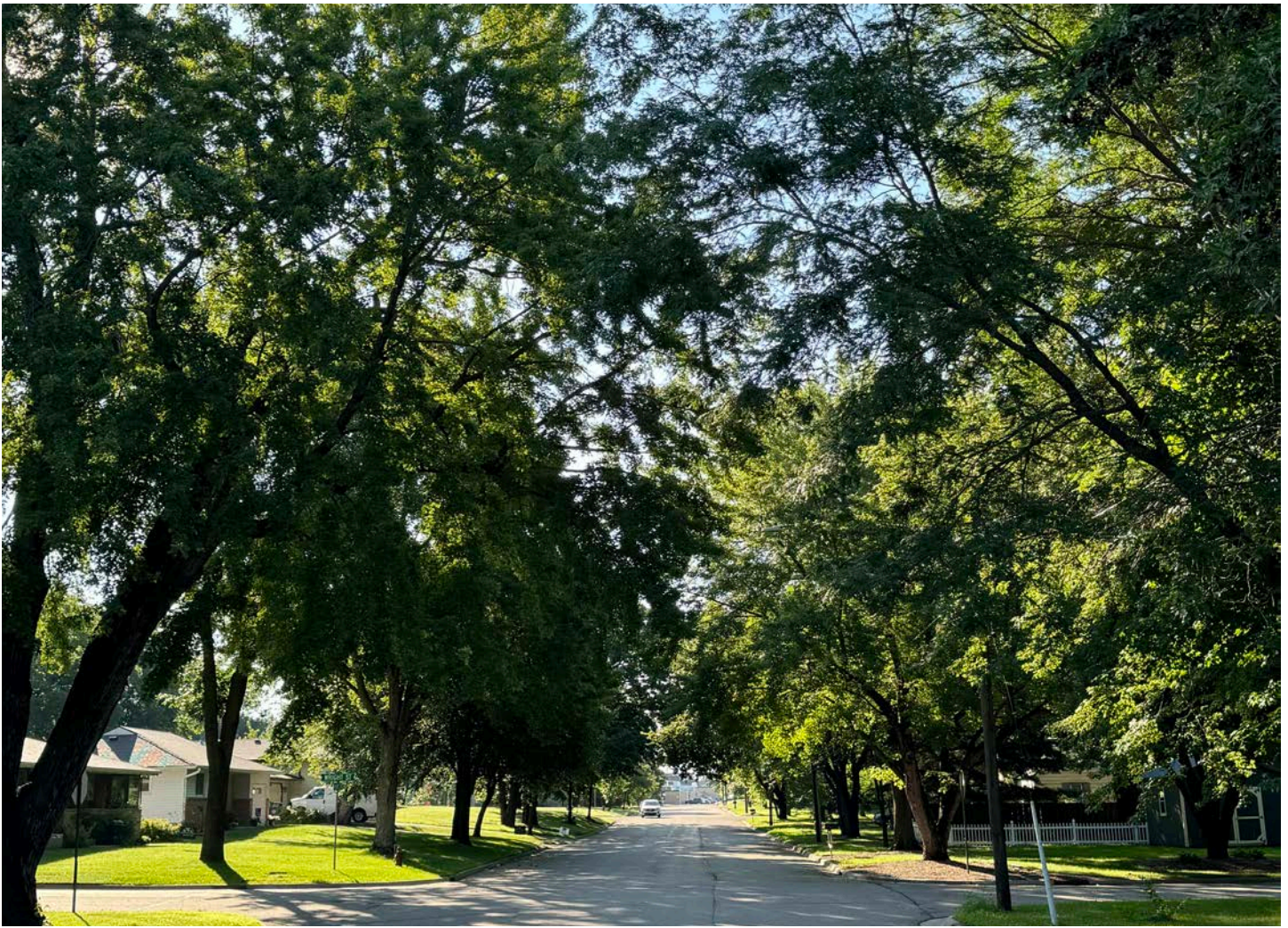
### Boulevard Tree Permits

#### § 92.48 REGULATIONS FOR PLANTING AND MAINTAINING TREES IN PUBLIC PLACES.

- (1) No person shall plant or remove, or otherwise maintain (including but not limited to chemical treatments and cabling/bracing) trees or shrubs on public property without first filling out an application and obtaining a permit from the city. All work shall be performed according to the standards outlined in the City of Monticello's Tree Manual.
- (2) The following provisions apply to the issuance of permits where required for planting in public places.
  - (a) Application data. The application required herein shall state the number of trees or plants to be planted or set out, the location, and specific name of each tree or plant.
  - (b) Standards for issuance. A permit shall be issued if it is found that the proposed plantings will be in the best interest of the community.

(Prior Code, § 8-3-4) (Ord. 661, passed 2-13-2017) Penalty, see § 92.99





(3) Any tree on Public Property, including but not limited to boulevard strips, public building grounds, and public easements and rights-of-way, planted without a properly issued permit or as part of a Landscape Plan approved by the City of Monticello, or not planted by City of Monticello staff, shall be considered an Unpermitted Tree.

If an Unpermitted Tree is found to have been planted or maintained in such a way that violates the City of Monticello’s standards as set forth in the Tree Manual and section 153.060 LANDSCAPING AND SCREENING., the city shall take no responsibility for the maintenance or liability of the Unpermitted Tree.

If Unpermitted Trees are brought to the city’s attention, the city may order their trimming, treatment, or removal if they are in violation of standards as set forth in the Tree Manual and section 153.060 LANDSCAPING AND SCREENING..

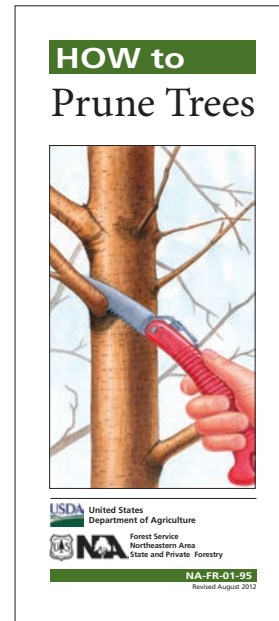
Boulevard tree permit planting locations are subject to approval by the City Forester. The following planting standards outlined in Section 4 of the Tree Manual apply.

# 3. Tree Pruning Guidelines

## PRUNING TREES

Pruning of trees as regulated by the City Code shall be performed following the standards and applications as outlined in this section. These practices will not be enforced upon those performing work on private property outside of the regulation set-forth by the City Code, but they may serve as an approved reference.

All Public trees shall be pruned on a 5 year cycle barring damage from storms or other events necessitating immediate action. Public trees shall be pruned to allow 10’ overhead clearance and one (1) foot side clearance from the nearest edge of the sidewalk. Public trees shall be pruned to allow at least 14’ overhead clearance from streets. The City will prune dead, damaged, or diseased limbs that could pose danger to people or property.



**How to Prune Trees, USDA Forest Service**

## PRUNING OF TREES BY UTILITY AND SERVICE PROVIDERS

The City of Monticello recognizes the duty and right of providers whose utilities and services are delivered through overhead lines to trim trees and vegetation in such a manner as to ensure safe and reliable delivery of those utilities and services.

When trimming trees and other vegetation in electric and other service line right-of-way maintenance, the utility or provider shall make a reasonable attempt to contact the landowner a minimum of twenty-four hours prior to beginning of work on the landowner’s property. This contact may take the form of a written notice delivered to the landowner’s residence, a telephone call to the landowner, or an in-person contact. Reasonable effort shall be made by the utility or service provider to accommodate a landowner’s desire to be present when work is done on his or her property. Emergency repairs are exempted from this notification requirement.





#### **PRUNING OF OAK TREES**

From March 15 through August 1 of each year, no pruning or cutting of oak trees is permitted except in emergencies to prevent the spread of oak wilt (*Bretziella fagacearum*). Herbicide treatment of stumps to prevent sprouting may substitute for the painting of stumps. If a tree is dead at the time of cutting, no treatment is necessary.

Emergency pruning or removal of oaks within the April 15 to July 1 time period is permitted to maintain necessary levels of safety, service and reliability. Some situations where emergency tree pruning and removal may be necessary include:

- (a) Storm-related damage to electrical facilities and/or adjacent trees has caused or could cause a power outage.
- (b) Bringing electrical service into a new residence or business.
- (c) Moving electrical facilities to accommodate road, pipeline, or building construction.
- (d) Rebuilding or upgrading distribution facilities.

## A. PRUNING STANDARDS

Outlined in this section are specific standards of practice that must be adhered to when pruning trees as regulated by the City Code.

All pruning shall adhere as a minimum practice to *ANSI A300 Part 1: Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)* as disturbed by the American National Standards Institute.

As general guidelines the following must be followed while performing City approved maintenance on City trees.

1. All tree work is to be performed by an International Society of Arboriculture (ISA) Certified Arborist, Urban Forest Professional, Board Certified Master Arborist, or Tree Care Industry Council (TCIA) Accredited Certified Tree Care Specialist.
2. All pruning tools must be kept adequately sharp to insure smooth cuts.
3. All tools used on the pruning or removal of trees shall be properly disinfected prior to use on any other tree or plants. Tools shall also be disinfected between pruning infected and unaffected areas in the same tree. Disinfecting can be accomplished by wiping the tools with isopropyl alcohol or 10% bleach to water solution.
4. No spurs, climbing irons, or spike shoes shall be permitted for use on trees, unless the tree is to be removed.
5. Do not prune if boring insects are flying (they are attracted to fresh wounds). Do not prune Oak trees between April 1 and August 30 unless for imminent danger or other safety concerns.
6. All wood pruned/removed from the tree(s) shall be cleaned up and chipped or hauled off the City's right-of-way daily. Each jobsite shall be left in "better than arrival" condition. Any holes created in turf area must be repaired by contractor.
7. Absolutely NO TOPPING will be permitted. Branches must be cut back using "Rule of 1/3"



## B. PRUNING CATEGORIES

Approved pruning categories have been established for pruning trees found within City Properties, rights of way, and other city maintained areas. The following categories are outlined for use by private residents, City employees, or City contractors working on behalf of Monticello.

**1. Light or Safety Prune** shall consist of the minimum pruning necessary to correct extreme or undesirable conditions that may be hazardous to persons or property.

- i. Remove all dead and dying branches greater than 3 inches in diameter
- ii. Remove all broken or loose branches lodged in the trees
- iii. Remove all lower limbs that constitute a threat to persons or property, including those that fall within the City clearance standards. (The City discourages removing lower limbs to the point that the trunk exceeds one- third of the height of the tree.)

**2. Medium Prune** may include any or all of the specifications for Minimum pruning, in addition to the following:

- i. Removal of all dead and dying branches
- ii. Remove all dead or live branch stubs from previously broken or poorly cut branches
- iii. Remove any live branches that interfere with the tree's structural strength and healthy development. These are to include:
  - a. Crossed or rubbing branches
  - b. Multiple leaders in a single leader type tree
  - c. Undesirable sucker and sprout growth
  - d. Diseased or infested limbs
  - e. Excessively heavy branch ends
  - f. Multiple branches near the end of broken or stubbed limbs

**3. Heavy Prune** may include any or all of the specification for Medium pruning, in addition to the following:

- i. Inspection for health conditions
- ii. Crown thinning
- iii. Crown shaping
- iv. Crown restoration
- v. Up to 20% of the canopy may be removed



All Pruning shall be performed by using the “Three Cut Method”. This method is the removal of a limb using a 3-cut process to protect the branch collar. The first two cuts remove the weight of the branch. This prevents the bark from ripped away from the trunk at and below the branch collar.

1. The first cut (marked A in figures below) is an undercut about 1/4 through the branch made upward from the bottom of the branch about one or two inches farther out than the collar.
2. The second cut (marked B in figures below) is a downward cut just outside the undercut that actually removes the entire branch, eliminating the weight of the branch before making the final natural target cut.
3. The third cut (marked C-D in figures below) is the natural target cut. The remaining portion of stub is removed with a cut made just outside of the branch collar tissue

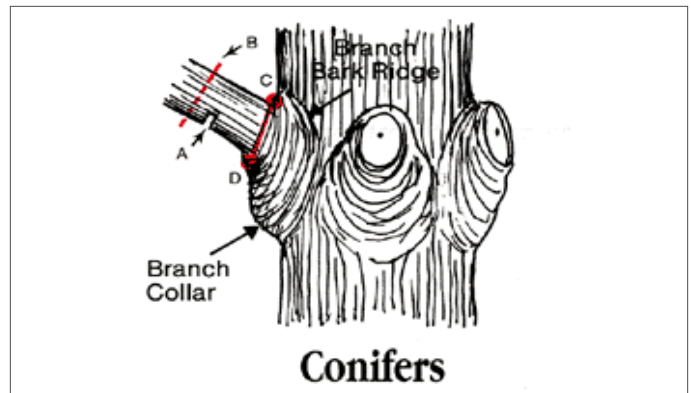


Figure 1: Pruning Conifers to Protect Branch Collars.

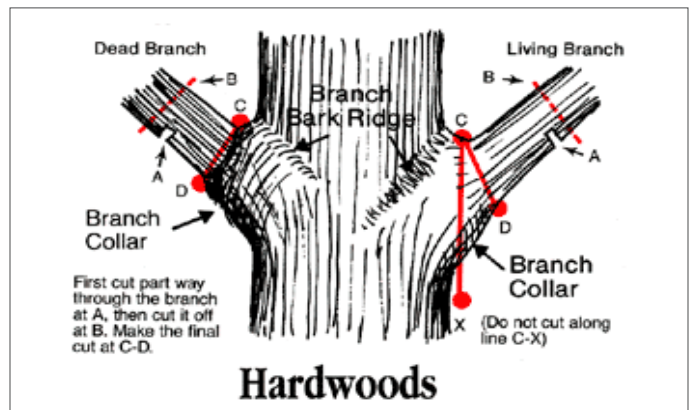


Figure 2: Pruning Hardwoods to Protect Branch Collars.

## C. PROHIBITED PRACTICES

1. **TOPPING or CROWN REDUCTION**  
All pruning shall be completed with the “rule of 1/3”. The reduction of the crown by “topping” branches will not be permitted. The pruning of limbs shall be performed by pruning back to a lateral no less than 1/3 of the diameter of limb being pruned. Heading cuts will not be permitted.

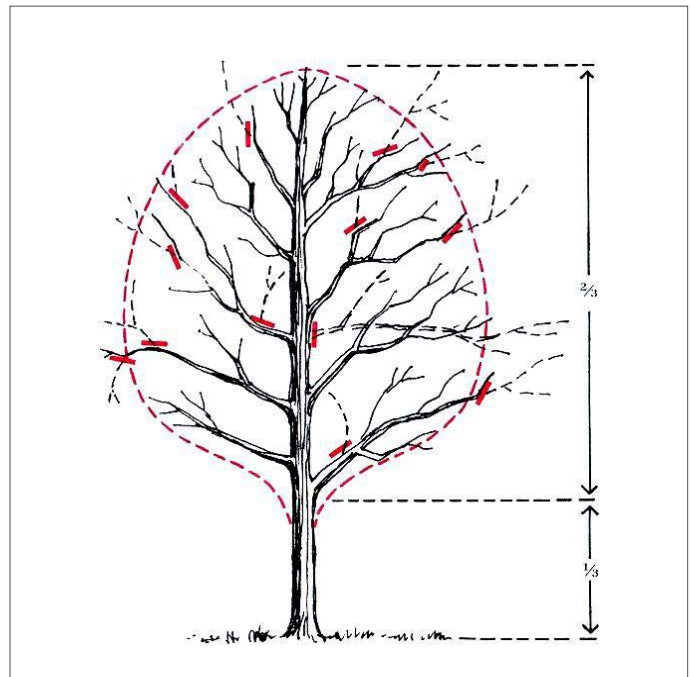


Figure 3: Pruning Practices for Structure, Shape, and Canopy reduction. The trunk shall be no more than one-third the tree height.

# 4. Tree Planting Guidelines

Planting of trees as regulated by the City Code shall be performed following the standards and applications as outlined in this section. These practices will not be enforced upon those performing work on private property outside of the regulations set-forth by the City Code, but they may serve as an approved reference.

## A. PLANTING SPECIFICATIONS

Outlined in this section are specific standards of practice that must be adhered to when planting trees as regulated by the City Code.

All planting shall adhere as a minimum practice to ANSI A300 Part 6: Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Transplanting) as distributed by the American National Standards Institute and highlighted as Best Management Practices by the International Society of Arboriculture.



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The following specifications shall be followed by all individuals, groups, contractors, and agencies performing the actions of planting trees within the City of Monticello Street Right of Way. Planting within the Right of Way shall be determined by the Urban Forester as detailed in the City Code.

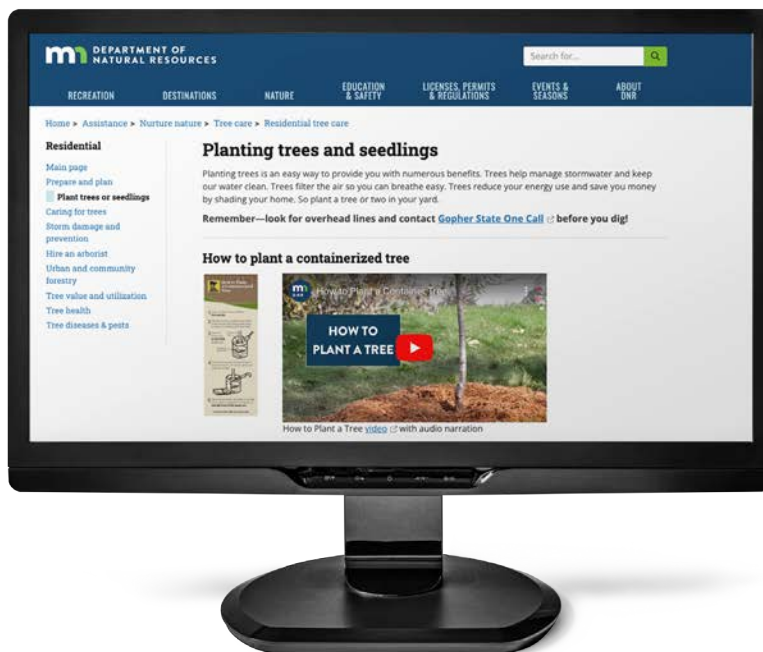
1. Tree Grow Space:

- *Boulevard Size <6ft* – No trees will be planted
- *Boulevard Size 6ft* – Small Growth trees only
- *Boulevard Size 7-12ft* – Small or Medium Growth trees
- *Boulevard Size >12ft* – Small, Medium or Large Growth Trees
- Trees shall be planted in the middle of the boulevard
- Soils with a bulk density higher than 1.6 g/cm<sup>3</sup> tend to restrict root growth and shall not be approved for tree planting in public spaces.
- Soils contaminated by chemicals, unwanted fill, overabundance of rock, or other materials not conducive to tree root development shall be considered unsuitable for planting and may be subject to site remediation.

- i. **Overhead Utility Lines:** Only small trees with a maximum height of 35 feet will be allowed
- ii. **Buried Utilities:** Plant trees at least ten (10) feet from any buried utility unless an alternative placement is approved in the tree planting permit issued by the City of Monticello. Property owners should call 811 for utility locates. The most common utilities of concern are the water line and sanitary sewer lines that run to the house from the main line beneath the street. The shutoff valve (curb stop) is often recognizable and can give a rough idea of where the utility lines are located.

iii. Signs:

- *Stop signs* – Trees will be planted no less than 35 from the rear of a stop sign
- *Miscellaneous Signs* – Trees will be planted a minimum of 15 feet from the rear of these signs



Residential Tree Care, State of Minnesota, Department of Natural Resources

2. **Driveways/Hardscape:** Trees will be planted a minimum of 8 feet from driveways and other sidewalk approaches outside of intersections.
3. **Intersections without stop signs:** Trees will be planted a minimum of 35 feet from the corner of an intersection
4. **Storm Drains:** Plant trees at least 10 feet from any storm drains.
5. **Fire hydrants/utility poles:** Plant trees at least 10 feet from fire hydrants and utility boxes

Trees will be planted a minimum of 10 feet from these hardscapes

#### 6. Tree Spacing for Mature Tree Size

- i. Large growth trees shall have a minimum spacing of 35 feet from center
- ii. Medium growth trees shall have a minimum spacing of 25 feet from center
- iii. Small growth trees shall have a minimum spacing of 15 feet from center

In addition to the Specifications listed above the following general guidelines shall be followed when installing trees as regulated by the City Code.

1. Prior to digging, all utilities shall be located and marked in accordance with all Federal, State, and local law.
2. No trees other than those listed in the *Approved Street Tree Planting Guide* shall be planted.
3. All newly installed public trees must meet the American Standard for Nursery Stock. The trees must be free from disease, insects, and any other disfigurements.
4. All trees must be planted following the International Society of Arboriculture's *Best Management Practices – Tree Planting*.
5. Any planting holes drilled with an auger must have the sides of the holes "roughened" with a shovel to reduce compaction and the effects of "glazed wall"
6. When planting trees, all non-biodegradable material shall be removed from the tree. This includes but is not limited to:
  - i. All rope and twine wrapped around the ball and/or trunk
  - ii. The top 1/3 of burlap shall be cut and removed from the root ball
  - iii. The top 1/3 of any wire baskets shall be cut and removed from the root ball



# 5. Recommended Tree Species

## Deciduous Trees

### LARGE TREES (GREATER THAN 50 FEET IN HEIGHT WHEN MATURE)

Scientific Name	Common Name	Cultivar
<i>Acer miyabei</i> 'Morton'		'State Street'
<i>Acer rubrum</i>	red maple	'North Woods'
<i>Acer saccharum</i>	sugar maple	'Bailsta' 'Green Mountain'
<i>Acer saccharum</i> vs. <i>nigrum</i>	Black maple	
<i>Alnus hirstuta</i> cv. 'Harbin'	Manchurian alder	'Prairie Horizon'
<i>Betula alleghaniensis</i>	yellow birch	
<i>Betula nigra</i>	river birch	'Cully'
<i>Betula papyrifera</i>	paper birch	
<i>Carya ovata</i>	shagbark hickory	
<i>Catalpa speciosa</i>	Northern catalpa	
<i>Celtis occidentalis</i>	common hackberry	'Prairie Sentinel'
<i>Ginkgo biloba</i>	Maidenhair tree	Male varieties only: 'Autumn Gold' 'Princeton Sentry' 'Lakeview'
<i>Gymnocladus dioicus</i>	Kentucky coffeetree	'Espresso' 'Stately Manor'
<i>Juglans nigra</i>	black walnut	
<i>Plantus occidentalis</i>	sycamore	
<i>Populus deltoides</i>	eastern cottonwood	'Siouxland'
<i>Prunus serotina</i>	black cherry	



Scientific Name	Common Name	Cultivar
<i>Quercus alba</i>	white oak	
<i>Quercus elipsoidalis</i>	Northern pin oak	'Bailskies'
<i>Quercus macrocarpa</i>	bur oak	
<i>Quercus rubra</i>	Northern red oak	
<i>Tilia americana</i>	American linden	'Redmond' 'Boulevard'
<i>Tilia cordata</i>	littleleaf linden	'Greenspire'
<i>Tillia x mongolica</i>	Mongolian linden	'Harvest Gold'
<i>Ulmus americana</i>	American elm	'Princeton' 'Valley Forge' 'Lewis and Clark'
<i>Ulmus davidiana var. japonica</i>	Japanese elm	'Discovery'

### MEDIUM TREES (26 TO 50 FEET IN HEIGHT WHEN MATURE)

Scientific Name	Common Name	Cultivar
<i>Aesculus x arnoldiana</i>	Buckeye	'Autumn Splendor'
<i>Aesculus glabra</i>	Ohio buckeye	
<i>Cladrastis kentukea</i>	American Yellowwood	
<i>Gleditsia triacanthos var. inermis</i>	Thornless honeylocust	'Harve' 'Dursan'
<i>Ostrya virginiana</i>	Ironwood	
<i>Populus tremuloides</i>	quaking aspen	
<i>Prunus maackii</i>	Amur chokecherry	
<i>Sorbus decora</i>	showy mountainash	

### SMALL TREES (10 TO 25 FEET IN HEIGHT WHEN MATURE)

Scientific Name	Common Name	Cultivar
<i>Amelanchier x grandiflora</i>	Serviceberry	'Autumn Brilliance'
<i>Carpinus caroliniana</i>	Blue Beech	
<i>Cercis canadensis</i>	Eastern redbud	



Scientific Name	Common Name	Cultivar
<i>Malus spp.</i>	Crabapple spp.	'Coralcole' 'Jefgreen' 'Prairifire' 'Red Splendor' 'Snowdrift' 'Spring Snow'
<i>Prunus nigra</i>	Canada plum	'Princess Kay'
<i>Prunus virginiana</i>	Common chokecherry	'Canada Red'
<i>Syringa reticulata</i>	Japanese Ttree lilac	'Ivory Silk'

## Coniferous Trees

### LARGE TREES (GREATER THAN 50 FEET IN HEIGHT WHEN MATURE)

Scientific Name	Common Name	Cultivar
<i>Abies balsamea</i>	balsam fir	
<i>Abies concolor</i>	white fir	
<i>Larix laricina</i>	tamarack	
<i>Picea abies</i>	Norway spruce	
<i>Picea glauca</i>	white spruce	
<i>Picea pungens</i>	Colorado spruce	
<i>Pinus ponderosa</i>	ponderosa pine	
<i>Pinus resinosa</i>	red pine	
<i>Pinus strobus</i>	white pine	
<i>Thuja occidentalis</i>	Northern white cedar	
<i>Tsuga canadensis</i>	Canadian hemlock	

### MEDIUM TREES (26 TO 50 FEET IN HEIGHT WHEN MATURE)

Scientific Name	Common Name	Cultivar
<i>Juniperus virginiana</i>	eastern redcedar	
<i>Picea mariana</i>	black spruce	
<i>Picea glauca var. densata</i>	Black Hills spruce	
<i>Pinus banksiana</i>	jack pine	

### SMALL TREES (10 TO 25 FEET IN HEIGHT WHEN MATURE)

Scientific Name	Common Name	Cultivar
<i>Pinus mugo</i>	Mugo pine	'Tannenbaum'



## 6. Prohibited Trees for Planting

Trees within the public right of way are an asset to the City of Monticello and must be maintained as healthy non-hazardous trees. To promote the overall health and well-being of the urban forest, the species listed in this section are prohibited to be planted within the City maintained rights of ways and may be removed at any time by the discretion of the City. These species are recognized as noxious weeds by the Minnesota Department of Natural Resources.

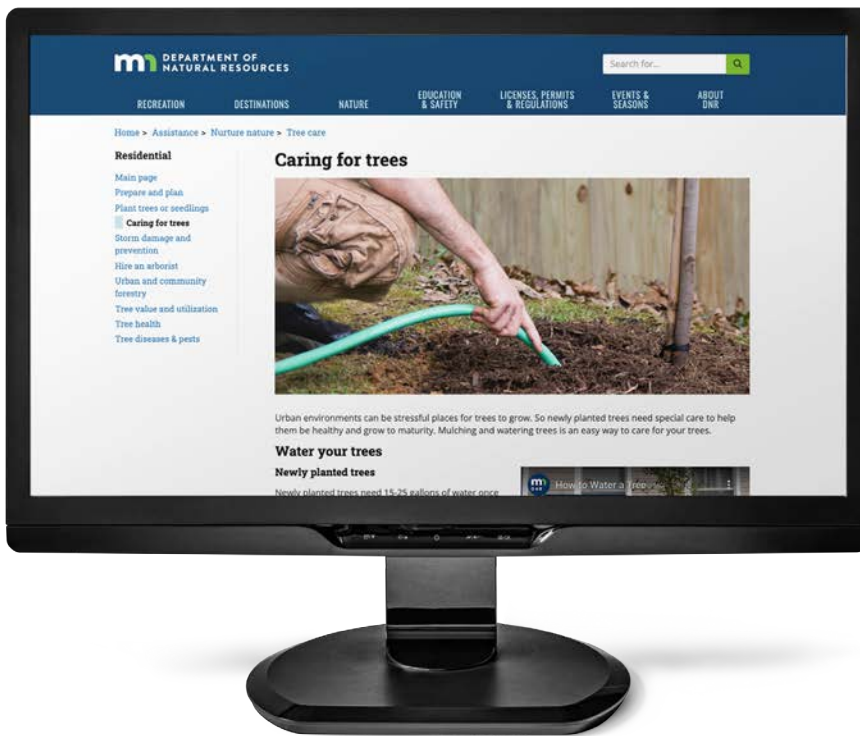
1. Tree of Heaven (*Ailanthus altissima*)
2. Callery Pear (*Pyrus calleryana*) and all varieties including Bradford pear
3. Ash species (*Fraxinus*) to include all native species to North America
4. Black locust (*Robinia pseudoacacia*)
5. European Alder (*Alnus glutinosa*)
6. Amur corktree (*Phellodendron amurense*)
7. Amur maple (*Acer ginnala*)
8. Tatarian maple (*Acer tataricum*)
9. Norway maple (*Acer platanoides*)



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# 7. Resident Tree Care Information



**Caring for Trees,  
State of Minnesota,  
Department of  
Natural Resources**

**MORE RESOURCES**

**Residential Tree Planting, State of Minnesota,  
Department of Natural Resources**



# 8. Avoiding Tree Damage During Construction

## Avoiding Tree Damage During Construction

Possible ways in which existing trees may be damaged during a construction project and methods for planning and facilitating the prevention of tree damage.

### The Importance of Engaging an Arborist

The process of protecting trees during construction is not always easy, but the benefits can be substantial. Larger trees provide aesthetic beauty, financial value, and benefits to the environment and quality of life.

Construction damage to trees may take many years to impact the tree and can be deadly. Small injuries accumulating over time can start a hard-to-reverse decline.

To ensure that trees will survive and thrive after construction, it is important to work with a qualified arborist from the beginning of the planning phase through to the end of the post-construction phase of the project. The sooner and more involved an arborist is in the project, the greater chance of maintaining or improving tree health and survival.

### The Critical Root Zone and Tree Protection Zone

A tree's tolerance for damage depends on its age, species, condition, and other factors. One of the most important factors is the tree's root zone.

A tree's root zone can extend far from the trunk and outer branch spread. The portion of the root zone that is essential for tree health and stability is called the critical root zone.

One of the early steps in protecting trees and the critical root zone during construction is to have an arborist define a tree protection zone. This area should have specific limitations to construction activity and requirements for protection.

Finding the balance between project requirements and protection zones requires a knowledgeable arborist and a cooperative construction team.

### How Construction Can Damage or Kill Trees

**Root Damage:** Grading, trenching, paving, altering drainage patterns, and adding or removing soil within a tree's critical root zone damages tree roots. If too many roots are damaged, the tree will be affected.

**Soil Compaction:** Heavy construction equipment increases soil density (compaction), slowing root growth, limiting water penetration, and decreasing oxygen needed for root survival.

**Physical Injury to Trunk Crown and Root Collar:** Construction equipment can break branches, tear bark, and wound the trunk. These wounds weaken the tree and allow the entry of decay-causing fungi. The base of the tree and its root collar are especially vulnerable to damage from machinery and soil or debris placed over the lower trunk.

**Heat and Chemical Damage:** Bark and foliage are easily damaged by the heat from running machinery and burning material. When spilled fuels and runoff from cleaning, concrete delivery vehicles seep into the soil, soil chemistry changes and root growth and function are reduced.

**Removal of Supporting Trees:** Closely spaced trees grow as a community, supporting and protecting each other. Removing some of the trees exposes the remaining trees to sunscald stress or structural failure.

### Construction Phase

During the construction phase, trees and any required protection zones must be monitored by an arborist regularly. Having access to the construction site allows the arborist to confirm the requirements are properly being followed.

Construction plans may change often and the arborist can make adjustments to protect trees as the project changes. Flexibility and establishing trust between all team members is critical to the successful preservation of large trees.

### Post-Construction Phase

At the end of the project, irrigation, lighting, and planting soil are often made close to existing trees. These new changes in a tree's environment can have a devastating impact on the tree.

Despite the best tree protection plans and intentions, construction can result in unintended damage that may take years to become apparent. An arborist can develop a post-construction maintenance plan to help trees recover and adapt to their new environment.

### What Is a Certified Arborist?

ISA Certified Arborists are individuals who have proven a level of knowledge in the art and science of tree care through experience and by passing a comprehensive examination developed by some of the nation's leading experts on tree care. ISA Certified Arborists must also continue their education to maintain their certification. Therefore, they are more likely to be up to date on the latest techniques in arboriculture.

### Finding an Arborist

Visit [TreesAreGood.org](https://TreesAreGood.org) for free tools:

- The "Find an Arborist" tool can help you locate an arborist in your area.
- The "Verify a Credential" tool enables you to confirm whether an arborist has an ISA credential.

### Be an Informed Consumer

Use the best methods to use in choosing an arborist to educate yourself about some of the principles of tree care. Visit [TreesAreGood.org](https://TreesAreGood.org) and download all brochures in this series.



Avoiding Tree Damage During Construction, TreesAreGood

## MORE RESOURCES

Protecting trees from construction, University of Minnesota Extension

