



City Tree Guide

City of O'Fallon
100 North Main Street
O'Fallon, MO 63366

UPDATED 3-25-04

Street Tree Ordinance Manual

Definitions

City Tree Plan: A written document that plans for the care, replacement, maintenance, and removal of trees in parks, along streets, and in other public areas.

Parks and Recreation Director: The representative of the City of O'Fallon who is responsible for the administration of the Tree Ordinance Manual.

Park Trees: Trees located in City- owned public parks.

Public Right-of- Way: Area that has been dedicated for use as a street or roadway, often including a portion of land beyond the existing paved surfaces.

Street Tree: Trees located on City-owned right-of –way along public streets.

Tree Ordinance Manual: A manual prepared by the City of O'Fallon pursuant to the O'Fallon Tree Ordinance containing the technical information to be used in carrying out the provisions of the O'Fallon Tree Ordinance.

Public Tree Care Permit: A permit obtained from the Parks and Recreation Department when a tree is to be planted, pruned or removed from a public tract.

Tree Topping: Indiscriminate cutting back of large tree branches to stubs or lateral branches that are not large enough to assume the terminal role. The drastic removal leaves open wounds, which subjects the tree to disease and decay, ultimately resulting in early failure or death of tree.

Root Flare: It is the swelling at the base of the trunk where the roots and the trunk connect.

1.0 PURPOSE

The O'Fallon Tree Manual for the City of O'Fallon specifies the best management practices for the publicly owned trees of O'Fallon. All work performed on, or affecting, publicly owned trees shall comply with the American National Standards Institute, Inc. standards and all relevant tree related ordinances. Public trees include park trees, street trees, and trees located on City-owned property

These minimum standards apply to all of the City of O'Fallon staff, residents, and contractors for publicly owned trees. This guide is also recommended as a guide for proper tree care activities by the private sector.

This Tree Manual provides recommended tree lists, planting standards, and a tree maintenance schedule for newly planted trees. The Tree Manual specifies the tree removal procedure required for street trees and the Permit Application for public tree care. This Manual defines tree spacing, locations, and arboricultural practices.

This Tree Manual was developed by the Landscape Division of the City of O'Fallon. It follows the guidelines of the American National Standards Institute, Inc. and the Tree Ordinance.

2.0 MINIMUM TREE REQUIREMENTS PER ZONING DISTRICT

1. Residential Zoning Districts (R-1 through R-5):

- a. Where Record Plats have been approved in a subdivision prior to November 1, 2001, without an approved landscape plan, said Plat shall conform with the ordinance requirements in place at the time of approval which typically required the installation of one (1) tree per fifty (50) feet, or portion thereof of street frontage, public or private, within an area between the front of a structure and the curb. Said trees can be clustered or arranged within the setback and need not be placed evenly at fifty (50) foot intervals.
- b. For residential subdivisions approved after November 1, 2001, there shall be a minimum of one (1) tree for every lot; in cases of lots having frontage on more than one (1) street (e.g. corner lots) there shall be a minimum of one (1) tree for each street on which the lot has frontage. Each tree shall be at least two (2) inches in caliper.
- c. Standards – Trees as required to meet this section shall be located within a street right-of-way or easement subject to the following:
 1. Street trees shall not be planted closer than three (3) feet to any curb.
 2. Street trees shall not be placed within twenty-five (25) feet of street lights.
 3. At street intersections, no street tree shall be placed within the sight triangle.
 4. Street trees shall not be planted within ten (10) feet of street inlets or manholes.

5. All trees must be an acceptable species. A list containing acceptable species shall be maintained by City Staff.
 6. After normal warranty periods, trees shall be maintained in good condition by the corresponding homeowners association as part of the covenants and restrictions of the subdivision. Said restrictions shall include language approved by the City to allow the City to remove trees should public safety be threatened.
 7. Street trees must be planted within one (1) year of issuance of the final occupancy permit.
- d. Existing trees saved. Existing trees saved on the site during construction may be credited toward the minimum tree requirements specified for landscaped open space for each Zoning District, except the residential districts. Those existing trees credited shall be a minimum of two (2) inch caliper as measured six (6) inches above the ground for deciduous trees. Minimum size for existing ornamental and evergreen species shall be six (6) feet in height. All existing plant material saved shall be healthy and free of mechanical injury.

3.0 TREE LISTS AND SELECTION

2.1 Selection of species, varieties, and cultivars

- A. "Right Tree – Right Place". Consider the physical conditions of your planting site. Sun and wind exposure, soil type and drainage pattern are all factors that can effect the growth and performance of the tree.
- B. Consider varieties and cultivars when choosing the right tree. A variety or cultivar is a subgroup within a certain species having a distinct character or trait. Selection of a particular species or cultivar can help solve problems related to the planting site. These traits may: reduce the need for pesticides; reduce the maintenance hours; improve tree health; predict root space needs; enhance aesthetics through more diversity of flowers; eliminate the nuisance of fruit droppings and thorns in addition to extending the life of the tree.
- C. Tree Lists are labeled as Table 1 and 2, and contain lists of acceptable trees. The trees on these lists have been proven adaptable to and suitable for urban conditions in O'Fallon and are

directly from the Missouri Urban Tree Book published by the Missouri Department of Conservation. This booklet can also be found on the Missouri Department of Conservation website @ www.conservations.state.mo.us/forest/urban/urbantree/. These lists contain species by size category and common and scientific name. Tree species other than those listed will be approved under the discretion of the Director of Parks and Recreation. Site selection will have to be approved by the Director of Parks and Recreation during the permit process.

Table 1
Preferred Shade Trees
Large / Medium Tree List

Trees from Table 1 will eventually reach a height of between thirty (30) to eighty (80) feet in most urban situations. Variations of plant selections not included on the *Preferred Shade Tree List* may be approved through the Director of Parks and Recreation. Improved cultivars and seedless, thornless varieties **must** be used when available.

Common Name	Scientific Name
Ash, Green	<i>Fraxinus pennsylvanica</i>
Ash, White	<i>Fraxinus americana</i>
Beech, European	<i>Fagus sylvatica</i>
Birch, Paper	<i>Betula papyrifera</i>
Birch, River	<i>Betula nigra</i>
Blackgum	<i>Nyssa sylvatica</i>
Coffeetree, Kentucky	<i>Gymnocladus dioicus</i>
Ginkgo	<i>Ginkgo biloba</i>
Hackberry	<i>Celtis occidentalis</i>
Honeylocust	<i>Gleditsia tricanthos</i>
Linden, Littleleaf	<i>Tilia cordata</i>
Maple, Norway	<i>Acer platanoides</i>
Maple, Red	<i>Acer rubrum</i>
Maple, Sugar	<i>Acer saccharum</i>
Oak, Bur	<i>Quercus macrocarpa</i>
Oak, English	<i>Quercus robur</i>
Oak, Pin	<i>Quercus palustris</i>
Oak, Northern Red	<i>Quercus rubra</i>
Oak, Shingle	<i>Quercus imbricaria</i>
Oak, Shumard	<i>Quercus shumardii</i>
Oak, Swamp White	<i>Quercus bicolor</i>
Oak, White	<i>Quercus alba</i>
Oak, Willow	<i>Quercus phellos</i>
Sweetgum	<i>Liquidambar styraciflua</i>

Sycamore, American	<i>Platanus occidentalis</i>
Tuliptree	<i>Liriodendron tulipifera</i>
Zelkova, Japanese	<i>Zelkova serrata</i>

Table 2
Preferred Ornamental Trees
Small Tree List

Trees from Table 2 will eventually reach a height of between fifteen (15) to thirty (30) feet in most urban situations. The *Preferred Ornamental Tree List* should be used when there are planting obstructions, such as overhead power lines or narrow planting strips. Small trees used as street trees should not be in clump form.

Common Name	Scientific Name
Cherry, Japanese Flowering	<i>Prunus serrulata</i>
Crabapple, Flowering	<i>Malus species</i>
Dogwood, Flowering	<i>Cornus florida</i>
Goldenrain Tree	<i>Koelreuteria paniculata</i>
Hawthorn, Washington	<i>Crataegus phaenopyrum</i>
Hawthorn, Green	<i>Crataegus viridis</i>
Hornbeam, European	<i>Carpinus betulus</i>
Magnolia, Saucer	<i>Magnolia x soulangiana</i>
Magnolia, Sweetbay	<i>Magnolia virginiana</i>
Pagodatree, Japanese	<i>Sophora japonica</i>
Redbud, Eastern	<i>Cercis canadensis</i>
Serviceberry	<i>Amelanchier species</i>

4.0 PLANTING STANDARDS

Plant Material Selection, Handling, Inspection, Storage and Planting

- A. **GRADE-** Only desirable, long-lived trees of good appearance shall be planted on public sites. All trees shall have reasonably straight trunks with well-developed leaders and tops. All plant material should be free from insects, diseases, wounds, and cankers. Trees planted shall be adaptable to USDA Zone 5 climate conditions. There must be a well-developed root system and root ball must be moist. Root balls must be protected from freezing.
- B. **TRANSPORTATION-** Tree should not be picked up by the trunk. The soil ball should be supported when moving the tree. Trees should be protected during transport and kept cool and moist at all times.

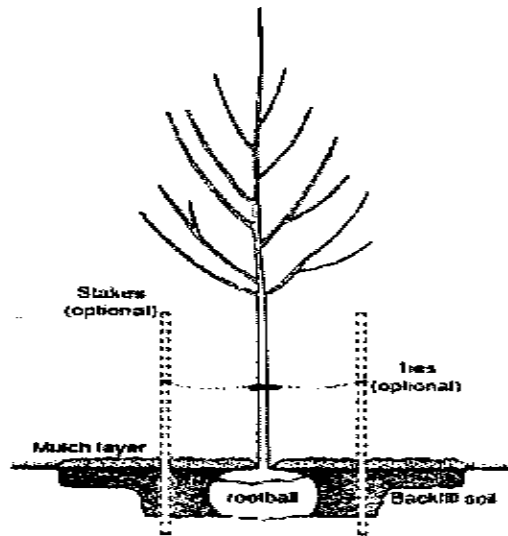
- C. TYPE- All trees used for public planting shall be balled and burlapped or containerized stock.
- D. SIZE- Unless otherwise specified in the tree list, or by the Director of Parks and Recreation, all medium and large deciduous shade trees shall be a minimum of 2 inches in diameter measured six-inches (6") above ground level.
- E. All trees must adhere to Standards for Nursery Stock. (See Attached ANSI standards for Nursery Stock 1.1-4.5, ANSI Z60.1-1996.)
- F. Director has the ability to reject any and all nursery stock.

Spacing and Location Specifications for Public Areas

- A. Before digging make certain you are aware of underground utility locations. Call (800) DIG-RITE at least three working days before you dig.
- B. MINIMUM WIDTH- Plant trees between the curb and sidewalk. If planting strip is less than four (4) feet wide, trees from table 2 (Large/Medium trees) may only be planted behind the sidewalk. Trees from table 1 (Small trees) with upright/columnar branches and single stemmed may be used with the approval of the Parks and Recreation Director.
- C. DISTANCE FROM INFRASTRUCTURE- To ensure public safety, minimize infrastructure damage, and allow for maintenance, trees shall be planted:
 - twenty (20') feet from alley corner
 - thirty-five (35') feet from street corner
 - three (3') feet to any curb
 - twenty-five (25') feet from utility pole or street lights
 - ten (10') feet from fire hydrant
 - ten (10') feet away from overhead utility wire for **small trees** approved by the Street Tree List
 - ten (10') feet from street inlets or manholes
 - At street intersections, no street tree shall be placed within the sight triangle

Planting Procedures for Potted or Balled and Burlapped Trees

1. Optimal time for planting trees is the fall or early spring, when the tree is dormant. Planting trees at other times is discouraged due to increased stress on tree. If you have any questions on planting times call O'Fallon Parks and Recreation at 636/379-5575.
2. Hole should be dug with the width **three times** the spread of the root ball no deeper than the root ball. Holes should have slanted sides and be roughed with a shovel.



3. Trees will be planted no deeper than the **original root flare**. Do not confuse a graft union for the root flare. In clay soils trees can be planted slightly high. Excavation and soil replacement may be necessary where there is overlay compacted subsoil and excessive amounts of gravel. **(See Attachment 1 - Planting in Compact Soils)**

4. Remove tree from pot or cut away twine or rope from stem and wire basket below ground level. When possible, roll back burlap from top and cut off top one third of the wire basket. Always remove all plastic twine and artificial burlap.

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

6. Apply water to settle the soil and eliminate any voids. At this time a solution of root stimulator (not fertilizer) can be watered in.

7. Chop up any dirt clods; add soil if needed.

8. Place a two to four inch layer of mulch around the tree in a minimum three foot radius. **Make sure that the mulch is not mounded against the base of the tree trunk. (See Attachment 2 - Mulching Procedures)**

5.0 EARLY MAINTENANCE PROCEDURES

Early Maintenance- This section covers care of the tree for the three years after planting. It is essential that the care after planting occurs to guarantee the early healthy development of the tree.

1. Plants should be thoroughly watered every 5 to 10 days as needed as a supplement to natural rainfall.
2. Trees, at planting, should only be pruned if there are dead or broken limbs. For 1-3 years after planting, trees can be pruned as needed to remove dead and broken limbs. Only after trees are fully established (3-5 years), lower branches

may be removed to promote tree structure and facilitate pedestrian and vehicular clearance.

3. Only those trees in windy open areas need to be staked. Stake to prevent movement of root ball, **not trunk of tree**. Stake with three (3) guy lines, protecting trunk of tree from rope damage. **(See Attachment 3 - Planting Procedures)**
4. Shredded bark mulch shall be maintained at all times in a minimum of three foot radius around the tree. **(See Attachment 2 - Mulching Procedures)**
5. Trees that are healthy are less susceptible to attracting insects and diseases. Spraying shall be done for the control of specific diseases of insects, with the proper materials, applied at the proper time and according to label recommendations to obtain the desired control.
6. If disease or insects appear to be a problem on any public tree, please call the O'Fallon Parks and Recreation Office at 636/379-5575.

6.0 PRUNING PROCEDURES

Pruning is required to maintain a structurally desirable shape for the tree.

1. Topping is not allowed on any street or public tree as required by the Tree Ordinance, Section 6. The City of O'Fallon doesn't allow the topping of trees because it is hazardous and injurious to the tree and the community.
2. Except for work necessitated by storms or other emergencies, a permit is required before any person may remove or cut any trees upon the public right of way within the City.
3. All dead branches shall be removed. Branches that cross or rub shall be pruned.
4. If you suspect that your tree has a disease, notify the O'Fallon Parks and Recreation at 636/379-5575. To prevent the spread of infectious disease, all pruning tools should be disinfected before being used on a new tree.
5. All large, established trees shall have their lower branches pruned as necessary to allow the flow of vehicles and pedestrians under the tree; fifteen (15) foot street clearance and eight (8) foot sidewalk clearance required.
6. All cuts shall be made with a sharp saw or pruning shears and only at the nodes or crotches of the tree. **(See Attachment 4 - Basic Pruning Guidelines and ANSI A300 Standards)**
7. Typically, the best time to prune living branches is late in the dormant season or very early in spring before leaves form. Dead and dying branches can be pruned anytime. Certain individual species may have stringent requirements. If you have

questions about specific pruning times, please call the O'Fallon Parks and Recreation at 636/379-5575

7.0 REMOVAL PROCEDURES for STREET TREES & ORDINANCE REQUIRED PLANTS

REMOVAL PROCEDURES:

1. All removals of existing public trees or plants required by this ordinance shall require a permit application and approval by the Parks and Recreation Director.
2. Application for a permit must be made with the Parks and Recreation office not fewer than eight (8) days in advance of the time the work is to be done.
3. Condition to the issuance of a permit to remove any trees, may be the planting of approved trees in the place of those removed.
4. Appropriate street and sidewalk barriers shall be placed where Removals may cause danger to the public. The Street and Police departments shall be notified of any street blockages or restrictions of on-street parking.
5. The stumps of all trees shall be removed to below ground level, filled with soil and seeded.
6. **INSURANCE.** The City shall have the authority to require any permit holder to show adequate insurance coverage to cover potential damages that may occur during the work. If the property owner chooses to do the work, proof of homeowner personal liability insurance may be required. If a private contractor is hired by the homeowner, the contractor shall provide the City with a certificate of liability insurance in the amount of \$500,000 and workmen's compensation insurance as required by state law.
7. Any private business hired to remove public trees must have an ISA Certified Arborist on staff.

