2006 – 2011
COMMUNITY FORESTRY MANAGEMENT PLAN

City of Clifton
Passaic County
New Jersey

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# Municipal / County Information Form

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<td>Passaic</td>
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<tr>
<td>ADDRESS</td>
<td>900 Clifton Avenue</td>
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<td></td>
<td>Clifton, NJ 07013</td>
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<td>CONTACT</td>
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<tr>
<td>ORGANIZATION</td>
<td>City of Clifton, Department of Engineering</td>
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* I certify that this Community Forestry Management Plan was developed specifically and exclusively for the City of Clifton.

**DATE SUBMITTED**

August 31, 2006

**TIME PERIOD**

July 2006 – June 2011

**CSIP PRACTICES IDENTIFIED IN PLAN**

- ✔ CSIP #1 Plan Preparation p. 44
- ✔ CSIP #2 Training p. 21
- ✔ CSIP #3 Public Education & Awareness p. 25
- ✔ CSIP #4 Arbor Day Activities p. 25, 26
- ✔ CSIP #5 Assessment / Inventory p. 8, 28
- ✔ CSIP #6 Tree Hazard Identification Plan p. 30
- ✔ CSIP #7 Tree Planting p. 32
- ✔ CSIP #8 Tree Maintenance p. 36
- ✔ CSIP #9 Tree Recycling p. 40
- ✔ CSIP #10 Ordinance Establishment p. 16, 18
- ✔ CSIP #11 Tree Care Disaster Plan p. 42
- ✔ CSIP #12 Insect and Disease Management p. 33, 37, 42
- ✔ CSIP #13 Other various sections

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**Official Use Only Certification**

The above named municipality has made formal application to the New Jersey Forest Service. I am pleased to advise you that after our review, the NJ Forest Service has concluded that this plan meets the standards set forth by the State and the NJ Community Forestry Council and is approved for the period covered.

Signed

State Forester

Approved Date
Introduction

The following outlines programs and procedures for managing tree resources within the City of Clifton during the five-year period of July 2006 through June 2011.

Recognizing that trees help improve the quality of urban life, the City has developed this Community Forestry Management Plan in accordance with statewide efforts to preserve and promote sustainable community forest resources and to support goals of the City Master Plan.

This second five-year plan builds upon the successes realized and addresses the challenges faced in implementing the City’s 2001 – 2005 Community Forestry Management Plan, the goals and objectives of which were carried into 2006. In the coming five years, the City will continue to expand and enhance programs for managing public street trees and begin to more actively apply its goals and objectives to trees in City parks and on City properties.

Further, it is expected that various elements of this Plan will stimulate the public’s appreciation for trees and the voluntary planting, protection and care of trees on private property for the benefit of the entire community.

MISSION STATEMENT

To improve the quality of life in the City of Clifton by maximizing the environmental, social and economic benefits of trees to the community while minimizing the associated costs and liabilities.

OVERALL PROGRAM GOALS

The New Jersey Community Forestry Council has identified twelve Community Stewardship Incentive Program (CSIP) practices that together comprise a complete and comprehensive community forestry program.

Within each of the plan elements that follow, existing City programs, policies and procedures are described and element-specific goals are established, and CSIP-based objectives for the 2006 – 2011 management period are set.

Systematic fulfillment of the CSIP-specific goals and objectives will continue to move the City’s Shade Tree Program toward its overall program goals, which are established as follows:

1. Develop and perpetuate a beneficial public shade tree resource.
2. Maximize the benefits of trees to the community.
4. Optimize the balance between maintenance costs and budgetary constraints.
5. Minimize the risk of trees to public safety.
6. Minimize conflicts between trees and infrastructure.
7. Maintain public interest, appreciation and support for public shade tree programs.
8. Encourage the planting, protection and proper care of trees on private property.
9. Meet all eligibility requirements of the NJ Shade Tree & Community Forestry Assistance Act.
The City of Clifton fully recognizes the benefits that a well-established and properly maintained tree resource provides to the community. Trees are regarded as a critical asset that contributes as much as any other to the character and desirability of the City.

The City also recognizes, however, that the benefits of trees do not come without costs and liabilities. As with all municipal assets – perhaps even more so – trees require maintenance, they mature, and they eventually require replacement. It is inevitable that potentially hazardous conditions will emerge. The City acknowledges that not all such hazards can or will be predicted.

Comprehensive and proactive management will reduce the probability of hazards, but unpredictable events will still occur. The City must work with limited resources and may not be able to meet every need immediately.

Nevertheless, experience has shown that comprehensive and proactive community forestry programs that strive to prevent, anticipate, and correct such problems will cost-effectively maximize the benefits of trees while minimizing the threat to public safety and exposure to liability. All elements of this plan are designed to optimize the balance between tree benefits and risks.

The intent of this plan is to direct available resources toward the greatest needs and systematically develop and maintain a healthy community forest with a commensurate reduction in threats to public safety.

Public safety will be a primary consideration in the development and implementation of all community forestry plans and programs. This plan provides a means of identifying and systematically addressing existing tree hazards. Further, it provides a means of reducing the potential for future hazards and liability through responsible planting and preventative maintenance.
In implementing its first five-year Community Forestry Management Plan (2001 – 2005), the City of Clifton both enjoyed great success and faced difficult challenges. It was successful in completing many of the objectives it set in the Plan, but changing circumstances and shifting priorities prevented it from meeting others.

One key reason that certain objectives were not satisfied is that the first five-year Plan was simply too optimistic and aggressive. When the City’s 2001 – 2005 Community Forestry Management Plan was developed, so many needs were identified and, without experience in implementing such a detailed plan, it was difficult to know how much was too much and funding became an issue. Therefore, the objectives were prioritized and some were postponed.

Although the City failed to meet some of its stated objectives, it maintained forward progress by addressing and satisfying emerging new needs while continuing to successfully implement all of its existing programs. Where appropriate, incomplete objectives have been moved forward to this current five-year management period.

The following is a summary of the Clifton Shade Tree Program’s accomplishments during the 2001 – 2005 management period.

1. **Program Administration**
   a) The City continued to implement existing programs relating to the administration of the Shade Tree Program during the 2001 – 2005 period. *(Program Administration, Objective #1)*
   b) A new ordinance was enacted in 2002 which regulates the removal of trees on private property and requires the planting of replacement trees in conjunction with major subdivisions. Subsequently, the ordinance was revised to include minor subdivisions. This ordinance was primarily designed to provide a check on the quantity of trees removed, rather than prevent removal or create a hardship on property owners.
   c) The City Recycling Coordinator became actively involved in the Shade Tree Program by assisting the City Engineer in completing public education, awareness and outreach tasks, grant applications, Annual Accomplishment Report submissions, and Tree City USA applications.

2. **Training & Professional Development**
   a) The City continued to implement all of its previously existing training and professional development programs during the 2001 – 2005 period, met its New Jersey Shade Tree & Community Forestry Assistance Act, Training Skills & Accreditation Program continuing education requirements each year, and maintained continuous Approved Status under the Act during the 2001 – 2005 period. *(Training & Professional Development, Objective #1 and #2)*
   b) Key employees and volunteers within the Shade Tree Program attended and participated in educational training sessions on an ongoing basis. Subject matter includes:
      i) New Jersey Community Forestry CORE Training. *(Training & Professional Development, Objective #2)*
ii) Tree protection during construction. *(Training & Professional Development, Objective #4)*

iii) Hazard tree evaluation and tree autopsy. *(Training & Professional Development, Objective #5)*

iv) Insect and disease diagnosis.

v) Climbing and rigging.

vi) Tree species identification.

vii) Trees and urban soils.

viii) Asian longhorned beetle identification and eradication.

ix) Tree pruning techniques.

x) New Jersey Shade Tree Federation Annual Meetings.

3. **Public Education, Awareness & Outreach**
   
a) The City continued to implement all of its previously existing public education, awareness and outreach programs during the 2001 – 2005 period. *(Public Education, Awareness & Outreach, Objective #1)*

b) Arbor Day celebrations were held each year during the 2001 – 2005 period. These celebrations included programs at City schools, the distribution of tree seedling, tree plantings, and memorial tree plantings and dedications. The City Administration, the Beautification Committee, the Department of Public Works, City schools, and local boy and girl scouts all participated or assisted in organizing these events. *(Public Education, Awareness & Outreach, Objective #2)*

c) The City applied for and received the Tree City USA designation through the National Arbor Day Foundation each year during the 2001 – 2005 period. This designation has been proudly displayed on all Shade Tree Program materials. In addition, the City received the Tree City USA Growth Award in 2004. *(Public Education, Awareness & Outreach, Objective #3)*

d) Each year during the 2001 – 2005 period, the City exceeded its objectives for press releases and other media coverage for the purpose of increasing public awareness of Clifton’s Shade Tree Program and the benefits of trees. Articles were routinely run in *The Record, Herald News,* and *Clifton Journal* newspapers and the City Newsletter covering a variety of Program announcements, accomplishments, and projects. *(Public Education, Awareness & Outreach, Objective #4)*

e) In 2003, a 14-page, professionally produced booklet entitled, *City of Clifton, Tree City U.S.A.* was developed and printed to educate and inform residents about Clifton’s Shade Tree Program. The booklet, which describes the purpose, administration and role of the Shade Tree Program and includes a variety of facts, a description of current programs, and contact information, was mailed to 31,000 residences and businesses and is circulated at Arbor Day and various civic events. *(Public Education, Awareness & Outreach, Objective #6)*

f) In 2003, the Beautification Committee, in cooperation with the Clifton Arts Center, sponsored, *World Arboreal,* an art exhibit on trees and nature. This event included tours of the large and beautiful trees on the fifteen-acre City Hall Complex and was well publicized through local newspapers and cable television.

g) The City began providing certificates commemorating residents’ participation in the City’s Adopt-A-Tree program.

h) A variety of flyers and other handout materials that promote proper recycling, Arbor Day, Clean Communities programs, and other related subjects are routinely distributed by the City.

i) The Engineering Department, Public works Director, Recycling Coordinator, and Public Works Shade Tree Division Supervisor continue to periodically provide tree planting and maintenance tips to property owners via telephone calls, onsite
meetings, and written documents.

4. **Tree Inventory & Assessment**
   a) The City found that its objective to conduct a new tree inventory to update and expand the information obtained from a sample inventory conducted in 1996 was cost-prohibitive in the absence of supplemental funding. In lieu of an inventory, the City elected to retain a consulting arborist to conduct a priority maintenance needs survey for street trees in five of the City’s twenty-four Neighborhoods. Tree counts and other observations made in conjunction with this survey confirmed that much of the information from the 1996 inventory and Shade Tree Management Study remains valid and suitable to guide the Shade Tree Program.

5. **Tree Hazard Management**
   a) The City continued to implement its previously existing programs, policies and procedures for identifying and addressing trees requiring priority maintenance to minimize potential tree hazards on an ongoing basis. *(Tree Hazard Management, Objective #1)*
   b) In addition to the ongoing programs to identify potentially hazardous conditions, the City retained a consulting arborist to conduct a priority maintenance needs survey for street trees in five of the City’s twenty-four Neighborhoods to identify high priority pruning and removal needs.
   c) Shade Tree Program participants received training in tree hazard evaluation. *(Tree Hazard Management, Objective #2)*

6. **Tree Planting**
   a) The City continued to implement all of its previously existing tree planting programs, policies and procedures during the 2001 – 2005 period. *(Tree Planting, Objective #1)*
   b) A total of 3000 public trees were planted by the City from 2001 through 2005.
   c) The City continued to operate its existing Tree Farm and Greenhouse and added a second tree farm to provide sufficient tree and annual flower planting stock.
   d) The City re-established an Adopt-A-Tree Program and is actively promoting the program and its benefits. To date, 225 families have adopted and agreed to care for new trees. *(Tree Planting, Objective #2)*
   e) The City incorporated a variety of measures into new planting projects to minimize future sidewalk conflicts. These measures include selecting species that fit the available space and re-aligning and radius-cutting sidewalks. *(Tree Planting, Objective #3)*
   f) The City has and continues to strive to increase its street tree stock by making whole-street replanting part of every street reconstruction project, as well as other planting initiatives. While the continued decline and need to remove deteriorating older trees has limited its progress during the past five years, these initiatives have significantly limited the net loss of trees that otherwise would have occurred through attrition. *(Tree Planting, Objective #5)*
   g) The City has made strides in improving species diversity and stability in its street tree population by seeking and planting a variety of species and cultivars. *(Tree Planting, Objective #6)*

7. **Tree Maintenance**
   a) The City continued to implement its previously existing tree maintenance programs, policies and procedures during the 2001 – 2005 period. *(Tree Maintenance, Objective #1)*
   b) The Department of Public Works continued to receive and address service requests as efficiently as time and resources permitted. *(Tree Maintenance,
Objective #1)

c) The 2004 priority maintenance needs survey produced a long list of existing high priority maintenance needs on an individual tree basis. The City has begun, and continues to complete this work in addition to new needs that arise.

8. Tree Waste Recycling

a) The City continued to implement all of its previously existing tree waste recycling programs, policies and procedures, including the composting of leaves, tub-grinding of wood and chips, and the utilization of the resulting materials on City properties and by City residents. (Waste Recycling, Objective #1)

9. Tree Care Disaster Plan

a) While Clifton’s public tree population did not face any acute, widespread threats during the 2001 – 2005 period, the City stood ready to implement its previously existing tree care disaster plan programs, policies and procedures and worked to reduce the risk of tree failures through a variety of implementation practices. (Tree Care Disaster Plan, Objective #1)

10. Plan Preparation & Evaluation

a) During the 2001 – 2005 period, the City continually reviewed its Community Forestry Management Plan, monitored progress toward its goals and objectives, and made the necessary adjustments in the Shade Tree Program’s activities to address current needs. (Plan Preparation & Evaluation, Objective #1 and #3)

b) The City submitted all necessary Annual Accomplishment Reports to the NJ Forest Service in accordance with the Requirements of the New Jersey Shade Tree & Community Forestry Assistance Act. (Plan Preparation & Evaluation, Objective #2)

c) The City has prepared this second five-year Community Forestry Management Plan for the 2006 – 2011 management period, with the assistance of a NJ Green Communities Challenge Grant, based on a thorough review of its goals, objectives and current needs. (Plan Preparation & Evaluation, Objective #4)

By vigorously implementing its first five-year Community Forestry Management Plan, the City of Clifton has taken a more commanding role in the planning and management of its community forest. Implementation of its second five-year Plan will see this trend continue.

The City has realized a number of benefits through the implementation of its first five-year Community Forestry Management Plan (2001 – 2005).

1. Both long-term decision making and day-to-day operations are more focused and more accurately directed at existing needs in logical, priority order.

2. The roles, responsibilities and expectations of the various groups and individuals within the Shade Tree Program have been clarified. The result has been a more focused and efficient implementation of various tasks.

3. Ongoing training has improved the Shade Tree Program participants’ technical knowledge and effectiveness in making management decisions.

4. Although there is a great deal more work to do and the results won’t be readily apparent for many years, goals and objectives to plant new trees with an eye to the future in terms of improved species diversity, reduced sidewalk and utility conflicts, and reduced maintenance needs have begun to improve the long-term condition and stability of the City’s public tree population.

5. The City has begun to realize increased safety as a result of evaluating the public tree populations, identifying potentially hazardous conditions, and directing efforts toward the pruning and removal of problem trees in a more efficient manner.
6. Public education, awareness and outreach efforts have been widespread and highly beneficial. Efforts to demonstrate what has been accomplished and how it has improved the City, to work with and educating youth and volunteer groups, and to maintain a strong working relationship with the Mayor and Council have proven very effective in rallying enthusiastic support and continued assistance for all aspects of the Shade Tree Program.

SHADE TREE PROGRAM ISSUES

Implementation of the City’s first five-year Community Forestry Management Plan aided it in successfully addressing several key issues that were facing the Shade Tree Program. However, the City continues to be faced with the following key issues and will continue to direct its efforts accordingly.

1. Although efforts to introduce new species and cultivars into the City’s public tree population over the past several years have begun to improve species diversity, Norway and other maples still comprise the vast majority. The City is acutely aware of the dangers that a near-monoculture present and will continue to make increased diversity one of its primary long-term goals.

2. Although a significant number of trees have been planted through street reconstruction projects and other initiatives, they are not always planted in a manner that will ensure there proper development over the long term. The City has established objectives for the 2006 – 2011 management period that will help ensure that reforestation efforts benefit the City for many years.

3. With increased planting comes the need to provide maintenance to ensure that the trees develop and remain in a safe and beneficial condition. Many of the potentially hazardous structural failures that occur are the result of defects that could have been easily corrected when the tree was young. It is critical that the City proactively provide protection and developmental pruning for the new trees it plants so that they may become safe, structurally sound shade trees in the future.

4. Emphasis has been necessarily placed on planting and reforesting the City. However, the City contains a great number of mature and over-mature public trees and many of these are declining in their health and structural condition. Recent initiatives to identify and address priority maintenance needs and potentially hazardous conditions must continue.

5. Conflicts between trees and sidewalks and overhead utilities have been a major problem in Clifton. There is no feasible way to avoid these conflicts given the highly developed nature and limited space in much of the City. Therefore, efforts must be directed at making the best use of the available space and utilizing creative methods to minimize conflicts, such as carefully selecting tree species to “fit” with their surroundings, modifying sidewalk designs, and planting outside the traditional curbside planting lawns.

CURRENT TREE ASSESSMENT

In 1996, a stratified random sample inventory and assessment conducted by Paul Cowie & Associates, consulting arborists and urban foresters, revealed the following information about Clifton’s street tree resource:

1. The street tree resource was approximately 50% stocked with approximately 14,500 trees and approximately 14,400 vacant planting sites and stumps.

2. It was comprised of 49 different species representing 29 different genera. However, 59% of the trees were maples.

3. It was relatively young, with over 93% of the street trees 24-inches in diameter or less.

4. The majority of the street trees were in “fair” condition and frequently deteriorating (36% in good condition, 43% in fair condition, 20% in poor condition, and 1% dead).

5. The vast majority of the trees in fair and poor condition were maples exhibiting...
general decline symptoms.
6. 6% of the maples were exhibiting apparent symptoms of *Verticillium* infection. Many others were exhibiting characteristic symptoms, but infection was not confirmed.
7. 11% of the trees had moderate to severe girdling roots and 91% of the trees with girdling roots were maples.
8. 20% of the tree population required high or medium priority pruning or removal to reduce potential hazard risks and 52% required clearance pruning.
9. 33% of the street side planting sites provide less than four feet between the sidewalk and curb, an area too small for the species commonly planted in them.
10. 19% of the existing trees had caused damaged to the adjacent sidewalk and 6% had damaged adjacent curbs to the extent that they required repair.

Based on the results of the 1996 sample inventory, records of planting and maintenance since 1996, maintenance needs surveys completed in 2004, and the impressions of the City Engineer and Department of Public Works personnel, the following changes are believed to have occurred in the street tree population over the past five years:

1. The stocking level of the street tree population has increased slightly. This is primarily the result of whole-street replanting on street reconstruction projects, which have resulted in two or three fold increases in the number of trees on some streets, as well as other planting initiatives. However, the continued decline and necessary removal of maples has countered much of the progress made.
2. Efforts to introduce new species into the street tree population have resulted in a significant increase in genus and species diversity. Maples, however, still comprise a disproportionately large segment of the population.
3. The continued decline and removal of older trees and increased replanting efforts have maintained a relatively young tree population.
4. Efforts directed at treating or removing deteriorating trees and replanting with younger, more vigorous trees has increased the number of trees in good and fair condition versus poor and dead.
5. The 2004 priority maintenance needs survey identified a relatively high percentage of trees that required high priority pruning or removal. However, this was to be expected because the Neighborhoods selected for the initial surveys were known to have the greatest needs. City-wide, it is believed that the total number of trees requiring high priority maintenance has been reduced as a result of efforts to address these needs.

The City currently lacks a comprehensive inventory and assessment of trees in City parks and on public properties.

**RELATION TO THE CITY MASTER PLAN**

All aspects of this Community Forestry Management Plan are consistent and compatible with the goals, objectives and general intent of the 2003 *City of Clifton Master Plan*. Open space issues are addressed in the Recreation Plan Element of the Master Plan.

Specific goals and objectives of the Master Plan to which this Community Forestry Management Plan directly or indirectly relate include the following.

1. Related General Goals
   - To encourage City actions to guide the appropriate use or development of all lands in Clifton, which will promote the public health, safety, morals and general welfare.
   - To secure safety from fire, flood, panic and other natural and man-made disasters.
   - To provide adequate light, air and open space.
• To provide sufficient space in appropriate locations for a variety of uses and open space, both public and private, in a manner compatible with the character of the City and the environment.

• To promote a desirable visual environment through creative development techniques and good civic design and arrangements.

• To promote the conservation of historic sites and districts, open space, energy resources and valuable natural resources, and to prevent urban sprawl and degradation of the environment through the improper use of land.

• To promote the maximum practicable recovery and recycling of recyclable materials from municipal solid waste through the use of planning practices designed to incorporate the State Recycling Plan goals and to compliment municipal recycling programs.

2. Related Specific Goals & Policies

• To promote the continued maintenance and rehabilitation of the City’s housing stock.

• To encourage the revitalization of the City’s older business areas through proper land use controls, utilization of design elements, provision and expansion of off-street parking, and provision of other public improvements. The City’s policy is to define the commercial areas’ functional role in the community and reaffirm their identity, uniformity of purpose, and integration of building, landscaping, signage design, and parking elements.

• To promote the revitalization and enhancement of the Main Avenue corridor as a unified, pedestrian-friendly downtown business district for the community. The City policy is to provide a comprehensive and coordinated long-range plan to guide the growth, development and physical improvements which are necessary to ensure the continued vitality of this area, including specialized are and bulk regulatory controls, signage and lighting provisions, parking, and landscape features.

• To provide for the maintenance and upgrading of the local street system to serve abutting areas. It is the objective of the municipality to render traffic improvements along major roads that also incorporate associated landscape amenities, as featured in the master plan, serving as an aesthetic and functional improvement to the community.

• To enhance community appearance and the visual environment by encouraging good design for new and rehabilitated buildings. The imposition of design standards can enhance and assure that sites are developed in an attractive manner consistent with sound planning design criteria. This can be reinforced by applying controls regarding building placement, lighting, signage, landscaping, parking, circulation, architectural details, and related elements.

• To provide for the best possible development of the few remaining vacant tracts, keeping in mind the objectives of maintaining a balance of land uses and diversified residential uses. The City of Clifton recognizes that the protection of existing residential neighborhoods, community appearance and visual environment while looking to provide the best use and development design of the remaining vacant lots is a priority.

• To provide a variety of recreational uses for all segments of the City’s population. The City seeks to provide the continued improvement of the recreational infrastructure to accommodate local needs, maintain attractive and aesthetically pleasing public open spaces for active and passive recreation opportunities, and establish policies and pursue funding for the creation of new open space and recreation facilities in the community.

• To promote the maximum practicable recovery and recycling of recyclable materials from municipal solid waste. The City of Clifton acknowledges that the recycling of recyclable materials from municipal solid waste is necessary to
conserve our natural resources and reduce the amount of solid waste disposed of in landfills.

Presently, there is no formal link between the City of Clifton Master Plan and this Community Forestry Management Plan. However, the parallel goals and objectives outlined above provide a strong informal link and common purpose. The Plans are further linked through existing zoning, subdivision, land use, and site plan review code, which contain specific requirements regarding trees, landscaping and buffers.

It is clear that implementation of this Community Forestry Management Plan will support and help satisfy certain goals and objectives of the Master Plan.
Administration of Clifton’s Shade Tree Program is a cooperative effort of the Mayor and Council, the City Manager, the Department of Engineering, the Department of Public Works, the Recycling Coordinator, and various other internal and external groups, as follows:

**1. Mayor & Council**
   a) The Mayor is responsible for appointing members to the City’s various Boards and Committees.
   b) The Mayor and Council have ultimate authority over the policies, procedures, and programs of the Shade Tree Program and are responsible for approving its budget and authorizing debt.

**2. City Manager**
   a) The City Manager supervises the daily operations of the City’s various Departments and serves as its Chief Administrative Officer.

**3. Beautification Committee**
   a) The Beautification Committee is a group of resident volunteers that advise the Mayor and Council on a variety of issues relating to the maintenance and
enhancement of the City, including shade tree management.

b) To facilitate communications between the Beautification Committee and the Mayor and Council, a Council Liaison sits on the Committee.

c) To facilitate communications between the various bodies responsible for implementing shade tree and related programs, the following maintain permanent seats on the Beautification Committee:
   i) Garden Club
   ii) Environmental Commission
   iii) Director of Public Works

4. Planning Board & Zoning Boards
   a) The Planning and Zoning Boards are responsible for implementing and enforcing various elements of the City Code and Master Plan that relate to the planting and preservation of public and private trees and landscaping.

5. City Engineer
   a) The City Engineer’s responsibilities within the Shade Tree Program include:
      i) Overseeing the development and implementation of the City’s Community Forestry Plan in cooperation with the Recycling Coordinator and the Director of Public Works.
      ii) Managing the protection, removal and replanting of trees by construction and planting contractors on street reconstruction and other infrastructure improvement projects.
      iii) Administration of the City’s Tree Removal and Protection Ordinance (Chapter 433, Article V).

6. Director of Public Works
   a) The Director of Public Works manages the daily operations of the Shade Tree Program with the advice of the Beautification Committee and the consent of the Mayor and Council.

   b) Specifically, the Director of Public Works’ responsibilities include:
      i) Overseeing the planting, maintenance and removal of public trees.
      ii) Enforcing elements of the City Code that regulate and control the planting and protection of public trees.
      iii) Inspecting trees and determining maintenance requirements.
      iv) Managing the Department of Public Works Shade Tree Division.
      v) Coordinating and supervising outside contractors hired to complete tree maintenance tasks for the City.
      vi) Sitting as a permanent member on the Beautification Committee.

7. Recycling Coordinator
   a) The Recycling Coordinator is responsible for assisting the City Engineer and the Director of Public Works in completing many of the tasks associated with the day-to-day operation of the Shade Tree Program, including:
      i) Preparing related grant applications.
      ii) Preparing Tree City USA applications.
      iii) Organizing Arbor Day events.
      iv) Preparing and disseminating press releases and public education materials relating to the Shade Tree Program.
      v) Preparing and submitting Annual Accomplishment Reports to the New Jersey Forest Service as required under the New Jersey Shade Tree & Community Forestry Assistance Act.
vi) Obtaining donated trees from various sources, such as the New Jersey Tree Foundation.

8. Department of Public Works Shade Tree Division
   a) The Shade Tree Division is a division of the Department of Public Works that is responsible for:
      i) Completing public tree maintenance and planting work under the direction and to the specifications of the Shade Tree Division Supervisor in a safe and efficient manner.
      ii) Providing emergency response service, when appropriate.
      iii) Following all current and accepted arboricultural standards and practices.
      iv) Abiding by all current safety standards relating to tree care operations.
      v) Reporting any tree-related hazards or other problems immediately to the Director of Public Works.

9. Consulting Arborist
   a) The City routinely utilizes the services of an independent consulting arborist (New Jersey Certified Tree Expert) for technical advice.
   b) Over the past several years, a consulting arborist has been hired to:
      i) Evaluate trees on street improvement projects to determine their condition and make recommendations for either their protection or their removal and replacement.
      ii) Inspect trees on private property for hazardous conditions when requested by the Housing Department.
      iii) Complete a stratified random sample inventory of the City’s street trees.
      iv) Prepare a comprehensive study of the Shade Tree Program and provide management recommendations.
      v) Complete street tree maintenance needs surveys in various areas of the City.
      vi) Assist in preparing this Community Forestry Management Plan.

10. Tree Planting & Maintenance Contractors
    a) Private tree planting and maintenance contractors are periodically hired to complete, or assist in completing, tree maintenance, planting and removal work and provide emergency services.
    b) These contractors are, within the terms of their agreement, responsible for:
        i) Completing tree maintenance, planting and removal work under the direction and to the specifications of the Director of Public Works or the City Engineer in an efficient and safe manner.
        ii) Following all current and accepted arboricultural standards and practices.
        iii) Abiding by all current and applicable safety standards relating to tree care operations.
        iv) Reporting any tree-related hazards or other problems immediately to the City

11. Other City Departments & Boards
    a) Other departments, boards and committees assist the Shade Tree Program to the extent that they implement City policies, procedures and ordinances that directly or indirectly relate to shade trees. For example:
        i) The Code Enforcement Officer is responsible for ensuring that property owners respect the rights of others and that they maintain their property in accordance with City codes and community standards.
        ii) Various other departments and boards notify the Beautification Committee, the Department of Public Works, and others of plans and projects as they
relate to shade trees and seek their input.

iii) All departments notify the Department of Public Works of tree related hazards for emergency response (e.g. Police Department notifies the Director of a downed tree for emergency service, etc.)

12. Public Utilities

a) Public utilities are responsible for minimizing conflicts between trees and their facilities.

b) While working on or around City trees, public utilities report to the Director of Public Works and are responsible for:
   i) Abiding by all applicable ordinances.
   ii) Keeping the City informed as to their work plans and schedules.
   iii) Exercising reasonable diligence in the installation and maintenance of their facilities so as to avoid damage to public and private trees.
   iv) Not removing any tree without prior approval of the City or its owner.
   v) Following all current and accepted arboricultural standards and practices.
   vi) Assisting the Shade Tree Division and City contractors in completing tree removal and maintenance work around their facilities, where necessary.

13. Property Owners

a) Private property owners assist the Shade Tree Program to the extent that they:
   i) Notify the City of tree service requests.
   ii) Are asked to irrigate new public tree plantings adjacent to their properties.
   iii) Are encouraged to plant and properly maintain trees and landscaping on their properties.
   iv) Are required to abide by City ordinances relating to the preservation and protection of trees.

14. Community Volunteers

a) Volunteers periodically assist in completing projects and tasks relating to the Shade Tree Program.

b) Volunteer groups currently involved in the Shade Tree Program on a regular basis include the following:
   i) Beautification Committee, which advises the Mayor and Council on a variety of issues, including shade tree management.
   ii) Garden Club, which includes certified Master Gardeners.
   iii) Environmental Commission.

The following portions of the Code of the City of Clifton, New Jersey authorize, govern or relate to the City of Clifton’s Shade Tree Program:

1. Chapter 6, Advisory Beautification Committee, which establishes, authorizes and defines the role of the Beautification Committee.

2. Chapter 175, Brush, Weeds, Uncut Grass and Debris, and Chapter 273 Housing Standards, which contain requirements for maintaining private property and landscaping in an acceptable condition.

3. Chapter 196, Compost, Mulch and Topsoil, which establishes rules and regulations relating to the distribution of compost, mulch and topsoil by the City to residents at the Clifton City Hall complex.

4. Chapter 261, Garbage, Rubbish and Refuse, which contains requirements for the separation and recycling of tree and other vegetation wastes from the municipal
waste stream.

5. Chapter 296, Landscapers, which requires landscaping services to obtain a license to operate within the City of Clifton.

6. Chapter 351, Parks and Playgrounds, which prohibits damage to trees and other plants in City parks, playgrounds or recreation areas.

7. Chapter 395, Streets and Sidewalks, which contains provisions requiring adjacent property owners to:
   a) Install and maintain sidewalks in the public right-of-way to City specifications.
   b) Install and maintain landscaping.

8. Chapter 433, Trees and Shrubbery, which:
   a) Requires the control of certain insect pests (Article I) and the spraying of trees on private property (Article IV).
   b) Authorizes the City to prevent vegetation on private property from interfering with public rights-of-way (Article II).
   c) Regulates the planting, care and protection of shade and ornamental trees and shrubs within public rights-of-way and on City lands (Article III).
   d) Regulates the removal and protection of trees on private lands in conjunction with major and minor subdivisions (Article V).

9. Chapter 461, Zoning, and various other sections of the City Code, which contain requirements for landscaping, buffers and the protection of natural resources on private property.

A copy of Chapter 433, Trees and Shrubbery, is provided in the Appendix at the end of this Plan.

Requests for the pruning, removal, planting, or other treatment of public trees are typically initiated by adjoining property owners, but may also be generated internally by City personnel and other sources. All service requests are addressed in the following manner:

1. All service requests are received by or forwarded to the Department of Public Works (DPW).

2. For pruning requests:
   a) A DPW work order is generated.
   b) The appropriate work is completed by the Shade Tree Division on a prioritized basis.

3. For tree removal requests:
   a) All trees are inspected by both the Shade Tree Division Supervisor and the Director of Public Works to determine the validity of the request.
   b) If removal is justified, a DPW work order for removal is generated and completed on a prioritized basis.
   c) If removal is not justified, the requester is notified and, if necessary, a DPW work order for other corrective work is generated.

4. Emergency service requests are responded to immediately by the Shade Tree Division or an outside contractor, as appropriate. All others are completed in order of priority and/or as time and resources permit.

5. Records of completed work are maintained via standard Department of Public Works work order records.
1. **Ongoing Administrative Programs**  
   a) 2006 – 2011  
      i) Continue implementing all administrative programs, policies and procedures already in effect.

2. **Ordinance Review & Revision**  
   a) January – June 2010  
      i) Review all applicable ordinances as they relate to the current policies, procedures and needs of Clifton’s Shade Tree Program.  
         • Evaluate the merits of each ordinance relative to the goals and objectives of the City’s Shade Tree Program.  
         • Identify components of the ordinances that may be outdated, have limited value, and/or are no longer enforced (e.g. articles in Chapter 433 pertaining to tent caterpillars and tree spraying).  
         • Evaluate the success of past enforcement.  
         • Review similar ordinances from other municipalities and the success and issues they faced in enforcing them.  
   
   b) July – September 2010  
      i) If necessary, draft revisions to the appropriate ordinances based on the results of the review.  
      ii) If appropriate, submit the revised ordinances to the Mayor and Council for adoption.
The following is a summary of the resources available annually to Clifton’s Shade Tree Program, on average, in recent years.

Objectives contained within this Plan may require resources beyond those currently available. The City’s ability to fully satisfy these objectives may be dependent upon its ability to secure additional funding through internal or external sources.

The City received the following Community Stewardship Incentive Program (CSIP) grants to aid in the implementation of its 2001 – 2005 Community Forestry Management Plan. In each case, these grants were critical in helping the City achieve its corresponding goals and objectives.

1. A $9,000.00 CSIP grant in 2003, which was matched with $3,000.00 by the City, for the development and distribution of an informational booklet describing Clifton’s trees and Shade Tree Program (CSIP # 3). This grant helped the City meet its commitment to educating the public in the value of trees to the City and their properties and to provide a better understanding of, and support for, the Shade Tree Program.

2. A $6,000.00 CSIP grant, which was matched with $2000.00 by the City, for hiring a consulting arborist to conduct a priority maintenance needs survey of street trees in various neighborhoods throughout the City (CSIP #5). These maintenance needs surveys were designed as a modified way to address goals relating to Tree Inventory & Assessment (CSIP #5), Tree Hazard Management (CSIP #6), and Tree Maintenance (CSIP #8) when it was determined that the complete, City-wide Tree Inventory Assessment originally planned would be cost-prohibitive.

City Manager
Director of Public Works
City Engineer
Recycling Coordinator
Shade Tree Division personnel
Engineering Department personnel
Administrative personnel

Subtotal (total salary and benefits prorated by percent of time dedicated to the Shade Tree Program) $1,054,500.00
<table>
<thead>
<tr>
<th>OPERATIONS</th>
<th></th>
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<tbody>
<tr>
<td>Tree Farm operation</td>
<td></td>
</tr>
<tr>
<td>Materials and supplies</td>
<td></td>
</tr>
<tr>
<td>Contracted services</td>
<td></td>
</tr>
<tr>
<td>Training &amp; professional development</td>
<td></td>
</tr>
<tr>
<td>Memberships &amp; subscriptions</td>
<td></td>
</tr>
<tr>
<td>Consulting services</td>
<td></td>
</tr>
<tr>
<td>Other miscellaneous expenses</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$52,500.00</strong></td>
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<table>
<thead>
<tr>
<th>CITY EQUIPMENT</th>
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<tbody>
<tr>
<td>(2) Bucket trucks</td>
<td></td>
</tr>
<tr>
<td>(4) Chip trucks</td>
<td></td>
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<tr>
<td>(4) Chippers</td>
<td></td>
</tr>
<tr>
<td>(2) Stump grinders (1 large, 1 walk-behind)</td>
<td></td>
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<tr>
<td>(2) Front-end loaders</td>
<td></td>
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<tr>
<td>(1) Tub grinder</td>
<td></td>
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<tr>
<td>(1) Container truck and 40-yard roll-off container</td>
<td></td>
</tr>
<tr>
<td>(1) 36&quot; Tree spade (loader mount)</td>
<td></td>
</tr>
<tr>
<td>Various chainsaws</td>
<td></td>
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<tr>
<td>Miscellaneous small tools</td>
<td></td>
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<tr>
<td><strong>Subtotal (estimated annual value based on value amortized over 5–10 year service life, plus annual maintenance, repairs, etc. and prorated by percent of time used by the Shade Tree Program)</strong></td>
<td><strong>$91,560.00</strong></td>
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<table>
<thead>
<tr>
<th>TREE PLANTING</th>
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<tbody>
<tr>
<td>Contracted tree planting</td>
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<tr>
<td>Trees purchased for planting by the Shade Tree Division</td>
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</tr>
<tr>
<td>Value of trees produced in the Tree Farm</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$210,000.00</strong></td>
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<table>
<thead>
<tr>
<th>TREE WASTE RECYCLING</th>
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<tbody>
<tr>
<td>Curbside pickup of leaves by contractor</td>
<td></td>
</tr>
<tr>
<td>Cost of tree waste disposal at outside facilities</td>
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</tr>
<tr>
<td>Other costs of in-house recycling of tree waste</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$250,000.00</strong></td>
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<th>VOLUNTEER SERVICES</th>
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<tbody>
<tr>
<td>Beautification Committee</td>
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</tr>
<tr>
<td>Garden Club</td>
<td></td>
</tr>
<tr>
<td>Local Boy Scouts and Girl Scouts</td>
<td></td>
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<tr>
<td>Interact Club</td>
<td></td>
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<tr>
<td>Clifton High School Conservation Club</td>
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<tr>
<td>Passaic River Coalition</td>
<td></td>
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<tr>
<td>Other volunteers</td>
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</tr>
<tr>
<td><strong>Subtotal (200 hrs per year @ $17.55)</strong></td>
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<tr>
<td></td>
<td><strong>$3,510.00</strong></td>
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<tr>
<th>TOTALS</th>
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<tbody>
<tr>
<td>City Resources</td>
<td><strong>$1,658,560.00</strong></td>
</tr>
<tr>
<td>Value of Volunteer Services</td>
<td><strong>$3,510.00</strong></td>
</tr>
</tbody>
</table>


Training & Professional Development

1. **Training & Professional Development Goals**

   1. Provide individuals serving the Shade Tree Program with sufficient knowledge to make technically sound and effective management decisions.
   2. Ensure that all tree planting and maintenance tasks are planned and completed in accordance with the latest scientific knowledge and current industry standards.
   3. Ensure that tree inspections and evaluations follow accepted standard procedures and that the results are objective, technically accurate, and consistent.
   4. Ensure continuity in the overall level of knowledge and expertise within the Shade Tree Program as individuals leave the Program and new ones join.
   5. Satisfy the requirements of the New Jersey Shade Tree & Community Forestry Assistance Act, Training Skills & Accreditation Program without interruption.

2. **Existing Programs, Policies & Procedures**

   1. **Training Provisions & Funding**
      
      a) Training and professional development opportunities in arboriculture and urban forestry continue to be made available to employees and volunteers serving Clifton City’s Shade Tree Program.
      
      b) These opportunities include CORE Training and Continuing Education as required under the New Jersey Shade Tree & Community Forestry Assistance Act.
      
      c) The cost of training is funded by the operating budget of the attendee’s respective department, board or committee.

   2. **NJ Community Forestry’s Training Skills & Accreditation Program**
      
      a) At the time this Plan was prepared, three individuals had satisfied the CORE Training requirements of the New Jersey Shade Tree & Community Forestry Assistance Act Training Skills & Accreditation Program including:
         
         i) (2) City employees
         
         ii) (0) elected officials
         
         iii) (1) program volunteer

   3. **Other Training**
      
      a) Employees of the Department of Public Works Shade Tree Division periodically attend training sessions, seminars and professional meetings relating to urban forestry and arboriculture.
      
      b) The City and/or key Shade Tree Program participants currently hold memberships in the following organizations:
         
         i) New Jersey Shade Tree Federation.
      
      c) Shade Tree Program participants utilize the resources of various industry organizations and attend formal seminars and training programs relating to tree maintenance operations including:
         
         i) New Jersey Shade Tree Federation resources and meetings.
         
         ii) Cook College Office of Continuing Professional Education programs.
         
         iii) Rutgers Cooperative Extension.
      
      d) Department of Public Works employees are provided with regular training in
equipment use and safety, CPR, and first aid.

4. **Current Expertise, Licenses & Certifications**
   a) One employee of the Public Works Shade Tree Division holds a New Jersey Certified Pesticide Applicator license.
   b) Clifton’s Shade Tree Program benefits from a wide range of arboriculture and urban forestry related experience, knowledge and skill among its employees and volunteers.

The City has evaluated its existing programs and personnel and identified the following areas in which training is currently needed or desired.

1. New Jersey Community Forestry CORE Training for additional City employees, elected officials and Program volunteers.
2. Tree species identification for Shade Tree Division personnel.
3. Insect and disease diagnosis for Shade Tree Division personnel.
4. Ongoing tree hazard identification and evaluation training for Shade Tree Division personnel.
5. Planting site analysis and tree species selection for the City Engineer, the Director of Public Works, the Recycling Coordinator, and Shade Tree Division personnel.
6. Planting procedures and issues critical to ensuring the survival and proper development of new trees, including pre-planting inspection and approval, proper handling, planting hole preparation, root collar depth, etc. for Shade Tree Division personnel and City inspectors responsible for approving contracted plantings.
7. Tree nursery production for Director of Public Works, Shade Tree Division Supervisor, and Tree Farm personnel.
8. Awareness, detection and reporting of major forest health issues such as Asian longhorned beetle, bacterial leaf scorch, emerald ash borer, and others for Shade Tree Division personnel, Beautification Committee members, local green industry contractors, and interested residents.
9. Young tree pruning techniques, in accordance with A300 Pruning Standards, for encouraging the development of a structurally sound branch structure in young trees for Shade Tree Division personnel, preferably through hands-on training.
10. Maintenance pruning for mature trees in accordance with ANSI A300 Pruning Standards for Shade Tree Division personnel.
11. Ongoing electrical hazard awareness and tree worker safety for Shade Tree Division personnel.

**2006 – 2011 Objectives**

1. **Ongoing Training Programs**
   a) 2006 – 2011
      i) Continue to attend training programs, in addition to the following objectives, that address the Current Training Needs listed above as appropriate programs become available.
      ii) Maximize the number of different individuals who increase their level of expertise.

2. **New Jersey Community Forestry’s Training Skills & Accreditation Program**
   a) January – March, Annually
      i) Review training needs versus upcoming training opportunities.
      ii) Ensure that the City will accumulate the necessary continuing education credits as required under the New Jersey Shade Tree & Community Forestry
Assistance Act by the end of each year.

iii) Schedule CORE training for additional individuals, as necessary, to maintain three or more CORE trained individuals including at least one City employee or elected official and at least one Program volunteer.

3. **Planting Site Analysis & Species Selection Training**
   a) July 2006 – June 2007
   
   i) Train the City Engineer, the Director of Public Works, the Recycling Coordinator, and/or the Public Works Shade Tree Division Supervisor in pre-planting site analysis, species selection and tree placement. Critical issues to be covered include:
   - Selecting species whose site requirements and growth characteristics suit the existing site conditions.
   - Recognizing potential root zone and aboveground restrictions and conflicts.
   - Identifying suitable sites for larger shade tree species versus smaller ornamentals.
   - Evaluating soil structure and drainage.
   - Selecting an appropriate mix of species that will maximize long-term health and stability in the tree population while minimizing maintenance demands.
   - Minimizing the use of aggressively invasive exotic species.

4. **Tree Planting Techniques Training**
   a) October 2006 – June 2007
   
   i) Provide training in proper tree planting to any individuals responsible for inspecting and approving tree plantings for adherence to City specifications (e.g. Engineering Department representative, DPW Tree Supervisor, Consulting Engineer).
   
   ii) Key issues to be covered in this training include:
   - Pre-planting inspection and approval of planting stock based on tree condition, branch structure and root ball preparation.
   - Proper handling of nursery stock.
   - Planting hole preparation.
   - The removal of burlap, twine, wire baskets, and other balling materials at planting time.
   - Proper planting depth.
   - Staking.
   - Mulching.
   - Irrigation.
   
   iii) A hands-on, field training session held in conjunction with an actual tree planting project will be preferred over, or supplemented by, classroom training.

5. **Tree Hazard Evaluation Training**
   a) January – December 2007
   
   i) Train the Shade Tree Division Supervisor and/or personnel in recognizing and evaluating potential tree hazards using the latest information and techniques.

6. **Young Tree Developmental Pruning Training**
   a) January – December 2008
   
   i) Provide training for Shade Tree Division personnel in the proper pruning of young trees in accordance with ANSI A300 standards to promote the development of a structurally sound trunk and crown form, minimize conflicts with roads and utilities, and minimize the need for severe pruning as they mature.
ii) This training may be completed as a hands-on, field training session in conjunction with the scheduled Developmental Pruning Project (see Tree Maintenance).

7. **Mature Tree Pruning Training**
   a) **January – December 2009**
      i) Train at least two Shade Tree Division employees in the proper pruning of mature trees in accordance with ANSI A300 standards, including the development of pruning objectives, hands-on techniques, and tree worker safety.

8. **Tree Farm & Greenhouse Production Training**
   a) **January – December 2010**
      i) If appropriate, based upon the results of the Cost-Benefit Analysis of the Tree Farm operation (see Tree Planting), train the Shade Tree Division Supervisor and at least one member of the Tree Farm Crew in the cost-effective operation and associated cultural practices for tree nursery and greenhouse production.
**Public Education, Awareness & Outreach**

**Public Education, Awareness & Outreach Goals**

1. Improve and maintain public interest and support for Clifton’s Shade Tree Program.
2. Encourage public assistance in implementing various programs, protecting public trees, and beautifying the City.
3. Encourage the planting, protection and proper care of trees on private property for the benefit of the entire community.
4. Educate all citizens in the importance of environmental stewardship.

**Existing Programs, Policies & Procedures**

1. Arbor Day
   a) Formal Arbor Day celebrations have been held annually by the City since 1996.
   b) Recent Arbor Day programs have included:
      i) Celebrations at all twenty-five City schools.
      ii) The distribution of tree seedlings to students in 2004.
      iii) Tree plantings.
      iv) Memorial tree plantings.
   c) Recent Arbor Day programs have been cooperative efforts involving:
      i) The City Administration.
      ii) The Beautification Committee.
      iii) The Department of Public Works.
      iv) City schools.
      v) Local Boy Scouts and Girl Scouts.

2. Tree City USA
   a) The City of Clifton has been designated as a Tree City USA by the National Arbor Day Foundation every year since 1997.
   b) The City received the Tree City USA Growth Award each year from 2000 through 2004 and has applied for 2005.

3. Press Releases
   a) The Clifton Shade Tree Program routinely issues press releases and contributes to articles in *The Record*, *Herald News* and *Clifton Journal* newspapers and the City Newsletter covering a variety of Program announcements, accomplishments, and projects.

4. Public Relations, Awareness & Outreach Materials
   a) The City has developed and continues to utilize several methods of promoting the Shade Tree Program and maintaining contact with property owners including:
      i) *City of Clifton, Tree City U.S.A.*, a 14-page, professionally produced booklet designed to educate and inform residents about Clifton’s Shade Tree Program. The booklet describes the purpose, administration and role of the Shade Tree Program and includes a variety of facts, a description of current programs, and contact information.
ii) Certificates commemorating residents’ participation in the City’s Adopt-A-Tree program.

iii) A variety of flyers and other handout materials that promote proper recycling, Arbor Day, Clean Communities programs, and other related subjects.

5. Other Outreach Programs

a) Tree Care Advice: The Engineering Department, Recycling Coordinator and Shade Tree Division Superintendent periodically provide tree planting and maintenance tips to property owners via telephone calls or onsite meetings and written documents.

1. Ongoing Public Education, Awareness & Outreach Programs

a) 2006 – 2011

i) Continue all existing public education, awareness and outreach programs on a regular basis.

2. Annual Arbor Day Programs

a) January – April, Annually

i) Continue to organize and conduct annual Arbor Day celebrations.

- Continue to seek assistance from local civic groups, the Board of Education, local businesses, and others to help spread the workload and maximize visibility and attendance at the programs.
- Vary the location, activities, target audience, etc. each year to help increase interest and support for the City’s Shade Tree Program.

3. Tree City USA

a) October – December, Annually

i) Continue to submit the annual application for designation as a Tree City USA through the National Arbor Day Foundation.

ii) Prepare and submit the application for Tree City USA Growth Awards when eligibility requirements have been met.

iii) Continue to advertise the designation throughout the City and in other public relations materials (road signs, plaques, truck decals, stationary logo, etc.).

4. Shade Tree Program Webpage

a) January – March 2008

i) Develop plans to create a Shade Tree Program page on the official City of Clifton website. Information to include on the page may include:

- Regularly updated information regarding Shade Tree Program activities and accomplishments.
- Special interest information regarding trees and their benefits.
- Technical information regarding trees and proper tree care.
- Critical and/or common tree health bulletins regarding Asian longhorned beetle, bacterial leaf scorch, hemlock woolly adelgid, and others.
- Downloadable or on-line service request and planting request forms.
- Downloadable or on-line Adopt-A-Tree and permit applications.
- Policies and procedures of the Shade Tree Program.
- References to applicable ordinances and property owner responsibilities in protecting public and privately owned trees.
- A “Frequently Asked Questions” section that addresses many of the common concerns of the citizens.
- Shade Tree Program contact information.
- Invitations for public involvement in Shade Tree Program activities.
- Links to related websites (National Arbor Day Foundation, NJ Forest Service, the NJ Certified Tree Expert Directory, etc.).

  ii) Review the feasibility of these plans with the City Webmaster and make any adjustments necessary.

b) April – June 2008

  i) Create the web page in accordance with plans set.

c) October 2008 – 2011

  i) Continue to update the web page content at least quarterly.
**Tree Inventory & Assessment**

**Tree Inventory & Assessment Goals**

1. Provide accurate baseline information upon which sound shade tree management plans and decisions may be based.
2. Provide a basis for monitoring and evaluating the impact of management activities on the tree populations and progress toward the overall goals of the Shade Tree Program.
3. Improve the efficiency of day-to-day tree management activities by using the data to identify, prioritize and scheduling planting, maintenance, and hazard abatement needs.
4. Provide data upon which proactive tree planting, maintenance and other implementation programs can be established or improved.

**Existing Programs, Policies & Procedures**

1. **Existing Tree Inventory**
   a) In 1996, the City retained Paul Cowie & Associates to conduct a stratified random sample inventory of the City’s street tree resource as part of a comprehensive study of Clifton’s Shade Tree Program.
      i) The information produced was based on a stratified random sample of blocks and street segments. As a result, it represents a static “snapshot” of the state of the street tree population at the time it was completed and is not updatable.
      ii) Estimated summary totals were provided for the City overall and each of its twenty-four Neighborhoods, including total numbers of trees and vacant planting sites, planting site conditions, genus and species composition, diameter distribution, tree condition, and prioritized hazard reduction and maintenance needs.
      iii) The resulting summary data and accompanying recommendations have been used since 1996, and continue to be used, to guide the Shade Tree Program in a variety of ways, including selecting species to improve species composition, matching species to site conditions, and focusing maintenance efforts in areas of greatest need.
   b) The City recognizes that the 1996 inventory data is becoming increasingly outdated and that a new sample or complete inventory will be necessary to fully and accurately document the current state of the tree population and to ensure that future management efforts are appropriately directed.
      i) A new street tree inventory was an objective of the City’s 2001 – 2005 Community Forestry Management Plan, but the cost was determined to be prohibitive in the absence of grant funding to help subsidize the cost.
      ii) The City further determined that a complete, computerized inventory would be ideal, but that it did not, and still does not, have the resources to maintain and continually update such an inventory.
      iii) Priority maintenance needs surveys completed in several Neighborhoods in 2004 confirmed the general accuracy of the sample derived tree totals, species composition and diameter distribution figures, and maintenance needs quantified in the 1996 sample inventory and indicate that the data and recommendations it produced remain sufficiently valid.
c) As a result of the above, the City has opted to postpone completion of a new sample or complete inventory until after the current five-year management period. Instead, it will conduct additional priority maintenance needs surveys that include provisions to validate, update or expand information from the 1996 sample inventory (total tree counts, tree counts by species and diameter class, etc.).

d) The City currently lacks a comprehensive inventory of trees in public parks and on public properties.

2. Current Tree Assessment

a) A current assessment of the City’s street tree population and how it has changed over the past five years is provided on page 8.

b) The City currently lacks a comprehensive assessment of tree in City parks, on public properties, and on private lands.

1. Ongoing Tree Inventory & Assessment Programs

a) 2006 – 2011

i) Continue utilizing data and recommendations from the 1996 sample tree inventory and Shade Tree Management Study, in combination with records of subsequent planting and maintenance, as the basis for shade tree management programs.

ii) In lieu of conducting a new inventory during the current five-year management period, perform priority maintenance needs surveys in additional Neighborhoods (See Tree Hazard Management objective #3). Utilize these surveys as an opportunity to collect additional information that may be necessary in making goal-oriented management decisions and designing effective projects (identifying planting priorities, quantifying species composition, etc.).
**Tree Hazard Management**

**TREE HAZARD MANAGEMENT GOALS**

1. Minimize the risk of trees to public safety.

**EXISTING PROGRAMS, POLICIES & PROCEDURES**

1. **Tree Hazard Identification**
   a) The City strives to identify potentially hazardous trees on a continual basis via:
      i) Service requests from property owners.
      ii) Ongoing observations by the Shade Tree Division personnel and other City personnel during the course of their daily activities.
      iii) Periodic inspections of individual trees and maintenance needs surveys conducted by a private consulting arborist retained by the City.
   b) In addition, in 2004, the City retained a private consulting arborist to conduct a survey of street trees in five of the City’s twenty-four Neighborhoods to identify high priority maintenance needs. It is the City’s intent to conduct similar surveys in additional Neighborhood’s as resources permit.

2. **Tree Hazard Abatement Procedures**
   a) All emergency situations brought to the City’s attention are investigated and addressed immediately by the Department of Public Works.
   b) All other potentially hazardous tree conditions brought to the City’s attention are addressed on a prioritized basis according to the degree of hazard potential and the availability of the necessary resources.

3. **Record Keeping**
   a) Records of completed work are maintained via standard Department of Public Works work order records.

**2006 – 2011 OBJECTIVES**

1. **Ongoing Tree Hazard Management Programs**
   a) 2006 – 2011
      i) Continue to implement the existing programs for identifying potentially hazardous conditions.
      ii) Continue to address hazard abatement needs as they are identified in order of priority.
      iii) Continually strive to improve the City’s ability to identify and mitigate potentially hazardous conditions as new programs and procedures outlined in this Plan are implemented.

2. **Existing Priority Maintenance Work**
   a) July 2006 – June 2007
      i) Complete any remaining high priority tree pruning and removal work identified during, and subsequent to, the 2004 priority maintenance needs
survey.
- This work will be completed by the Shade Tree Division to the extent that personnel and the necessary equipment are available.
- However, it is very likely that the City’s ability to satisfy this objective will be dependent upon external funding to hire contractors to supplement the Shade Tree Division’s efforts.

3. **Priority Maintenance Needs Surveys**
   a) **April – September 2007**
      i) Conduct a survey that identifies high priority street tree maintenance needs in at least five additional Neighborhoods that were not previously addressed.
      ii) Include as part of this survey, the identification of planting priorities, total tree counts, species counts, or other tree inventory summaries deemed necessary.
      iii) Produce a comprehensive report that:
           - Provides a listing of trees requiring high priority pruning or removal.
           - Summarizes and documents the current state of the street tree population in these Neighborhoods.
   b) **October 2007 – March 2008**
      i) Complete all high priority tree pruning and removal maintenance work identified by this survey.
         - This work will be completed by the Shade Tree Division to the extent that personnel and the necessary equipment are available.
         - However, it is very likely that the City’s ability to satisfy this objective will be dependent upon external funding to hire contractors to supplement the Shade Tree Division’s efforts.
   c) **April – September 2009**
      i) Conduct a survey that identifies high priority street tree maintenance needs in at least five additional Neighborhoods that were not previously addressed.
      ii) Include as part of this survey, the identification of planting priorities, total tree counts, species counts, or other tree inventory summaries deemed necessary.
      iii) Produce a comprehensive report that:
           - Provides a listing of trees requiring high priority pruning or removal.
           - Summarizes and documents the current state of the street tree population in these Neighborhoods.
   d) **October 2009 – March 2010**
      i) Complete all high priority tree pruning and removal maintenance work identified by this survey.
         - This work will be completed by the Shade Tree Division to the extent that personnel and the necessary equipment are available.
         - However, it is very likely that the City’s ability to satisfy this objective will be dependent upon external funding to hire contractors to supplement the Shade Tree Division’s efforts.

4. **Tree Hazard Evaluation Training**
   i) see Training & Professional Development, Objective #5
1. **Tree Planting Goals**
   1. Achieve and perpetuate the public tree populations at maximum practical stocking (the maximum number of trees the City can effectively manage).
   2. Optimize and maintain tree species and age diversity to maintain long-term stability in the public tree populations.
   3. Minimize future maintenance needs and costs.
   4. Minimize conflicts between trees and sidewalks, buildings, utilities and other public and private fixtures.
   5. Improve aesthetic appeal, seasonal variation and physical benefits to adjacent properties and the City overall.

2. **Existing Programs, Policies & Procedures**
   1. **Planting Jurisdiction**
      a) The City plants and maintains trees:
         i) In City rights-of-way.
         ii) In County rights-of-way.
         iii) In City parks.
         iv) On City-owned properties.
   2. **Planting vs. Removal Ratio**
      a) The ratio of street and public trees planted versus removed over the past five years has resulted in a limited net increase in the public tree population.
         i) During this period, an average of 500 public trees were removed per year including approximately 450 due to deteriorating condition and approximately 50 due to road reconstruction and other engineering projects.
         ii) During this period, an average of 600 public trees were planted per year.
      b) Over this same period of time, the level of tree cover on private lands not directly managed by the City appears to have remained steady.
   3. **Planting Location & Tree Placement**
      a) The location, placement and spacing of trees planted by the City is determined by:
         i) The Director of Public Works for general tree planting projects.
         ii) The City Engineer for tree planting on street improvement projects.
      b) Tree planting needs are typically identified via:
         i) Requests from property owners.
         ii) The requirements of street improvement projects. Any trees that must be removed during street reconstruction projects are replaced immediately after the project is completed. In addition, all vacant planting sites within the project area are planted. It is the City’s policy to plant at least one tree, depending upon road frontage, adjacent to each property. In almost every case, this has resulted in a two to three fold increase in the number of trees prior the reconstruction.
c) Street trees are placed:
   i) Within the public right-of-way, usually between the sidewalk and curb, but occasionally behind the sidewalk when space permits.
   ii) Trees placement and spacing is determined:
       • In accordance with standard guidelines to minimize future conflicts with buildings, sight lines, underground utilities, signs, etc. and to permit proper tree development.
       • In a manner, and in conjunction with alternative construction techniques, to minimize future conflicts with sidewalks and curbs.

4. **Species Selection**
   a) Species are selected by:
      i) The Director of Public Works, with the advice of the Beautification Committee, for general tree planting projects.
      ii) The City Engineer, with the advice of the Beautification Committee, for tree planting on street improvement projects.
   b) Species are selected with consideration to:
      i) Recommendations for improving species diversity contained within the 1996 Shade Tree Management Study.
      ii) Past performance in Clifton and neighboring communities, insect and disease resistance, and maintenance requirements.
      iii) Existing or desired planting patterns.
      iv) Their suitability to the existing growing conditions at each site.
      v) Availability.

5. **Tree Supply & Installation**
   a) Of the trees planted in public rights-of-way and on City properties each year:
      i) Approximately 10% are produced in the City’s Tree Farm and planted by Shade Tree Division personnel.
      ii) Approximately 10% are purchased by the City from growers and planted by Shade Tree Division personnel.
      iii) Approximately 80% are supplied and installed by private contractors selected via public bid.
   b) Periodically, tree seedlings are donated by the NJ Tree Foundation for planting on public lands and to replenish the Tree Farm stock.
   c) Property owners may plant approved species in approved locations within the right-of-way after obtaining a permit from the City.

6. **Post-Planting Care**
   a) Post-planting maintenance includes:
      i) Irrigation by adjacent property owners. Instructions are provided to each property owner at the time of planting.
      ii) Removal of stakes and guy wires by the planting contractor or Shade Tree Division personnel, as appropriate.

7. **Adopt-A-Tree Program**
   a) The City recently re-instituted an Adopt-A-Tree Program in which property owners agree to assist in protecting and caring for trees planted within the public right-of-way. Currently, property owners are not required to contribute to the cost of purchasing and planting the trees.
8. **Funding**
   
a) All contracted tree planting is funded through the City capital budget.

b) The production of trees in the Tree Farm and their installation by Shade Tree Division personnel is funded by the Department of Public Works operating budgets.

c) Additional funds are periodically obtained from developers for the planting of mitigation trees elsewhere in the City in the event that they can not be planted on the affected site.

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1. **Ongoing Tree Planting Programs**

   a) 2006 – 2011
      
      i) Continue implementing all existing tree planting programs.

      ii) Continue to identify and plant a wider variety of species and cultivars to continue to improve the diversity of the public tree populations in accordance with the recommendations contained in the 1996 Shade Tree Management Study.

      iii) Vary the species and cultivars planted from year to year to provide diversity over all age classes.

      iv) Continue selecting and placing trees in a manner that will help minimize future conflicts with sidewalks, overhead utilities, and other fixtures.

2. **Tree Planting Specifications & Inspection**

   a) July – September 2006
      
      i) Develop comprehensive planting specifications and details to which all tree planting by the City, its contractors and their subcontractors will adhere.

      ii) Key issues to address in developing these specifications include, among others:
         - Tree condition, branch structure and root ball preparation.
         - Proper handling of nursery stock.
         - Planting hole preparation.
         - The removal of burlap, twine, wire baskets, and other bailing materials at planting time.
         - Proper planting depth.
         - Staking.

   b) October – December 2006
      
      i) Adopt these specifications as the single standard specification to be followed in all public tree planting projects completed by City personnel or contractors, regardless of the governing agency.

      ii) Begin including these specifications as a standard subsection in plans for all projects undertaken by the City (street reconstruction projects, building construction, park rehabilitation projects, etc.).

      iii) Identify and designate appropriate individuals as responsible for inspecting tree planting for adherence to the specifications prior to approval, as with all other aspects of the project (Engineering Department representative, DPW Tree Supervisor, Consulting Engineer, Consulting Arborist, etc.).

   c) 2007 – 2011
      
      i) Complete all tree planting projects in accordance with the specifications and inspection procedures developed.

3. **Elm Research Institute Planting**

   a) October–December 2006
      
      i) Formally accept the Elm Research Institute’s recent offer to plant Dutch elm
35

disease resistant elms in Clifton.

ii) In cooperation with representatives from the Institute, identify appropriate locations for planting.

iii) If feasible, organize, promote and schedule the elm planting to coincide with the City’s 2007 Arbor Day celebration.

b) April – June 2007

i) Complete the elm planting.

c) 2008 – 2011

i) Continually evaluate the performance of the newly planted trees and consider the use of these and other disease resistant elms in other City plantings.

4. **Tree Farm Cost-Benefit Analysis**

a) January 2007 – June 2007

i) Complete a cost-benefit analysis of producing tree planting stock in the City’s Tree Farm versus purchasing it from commercial growers and suppliers.

ii) This analysis should address:

   - A complete and thorough accounting of all the costs and potential loss risks associated with producing tree planting stock in the Tree Farm, averaged over the past five years (personnel, equipment, materials, land, fuel, irrigation, etc.). These costs should be broken down to a per-tree cost based on average Tree Farm yields over the past five years.
   - The quality and survivability of trees produced and planted from the Tree Farm versus those available from commercial growers.
   - The potential costs and benefits of reallocating personnel, equipment, land, and funds to other needs.
   - The per-tree cost of procuring comparable trees, including personnel time required in selecting and ordering trees, delivery costs, etc.

b) July – December 2007

i) Based on the findings of the cost-benefit analysis, continue operating the Tree Farm with operational changes to improve its efficiency, switch to purchasing tree planting stock from commercial growers and suppliers, or begin using a cost-effective mix of purchased and Tree Farm grown trees.
Tree Maintenance

Tree Maintenance Goals

1. Improve and maintain the long-term health and condition of Clifton’s public tree populations.
2. Maximize the service life of existing trees.
3. Maximize the cost-efficiency of tree maintenance activities.
4. Minimize the occurrence of tree hazards to maintain public safety.
5. Maximize the benefits that trees provide to the community relative to the cost of maintaining them.

Existing Programs, Policies & Procedures

1. In-House Crews
   a) The maintenance of the City’s public trees is primarily completed by the Shade Tree Division, a division of the Department of Public Works.
   b) The Shade Tree Division currently employs 17 persons led by the Shade Tree Division Supervisor. These personnel are typically deployed as follows, but may also be assigned to other, non-tree maintenance crews to fill other needs of the Department of Public Works.
      i) One Supervisor.
      ii) A primary crew comprised of one tree climber plus one loader operator and two truck drivers whom assist the tree climber and complete ground-based work. This crew completes a variety of tree pruning and removal tasks.
      iii) A secondary crew comprised of one tree trimmer and one ground person. This crew is typically dedicated to crown-raising pruning.
      iv) A two-person Tree Farm crew that operates and maintains the Tree Farm, greenhouse and display gardens throughout the City.
      v) A two-person stump grinding crew.
      vi) A four-person branch pickup crew.
      vii) Two laborers.
   c) The Shade Tree Division is currently equipped with:
      i) (2) Bucket trucks
      ii) (4) Chip trucks
      iii) (4) Chippers
      iv) (2) Stump grinders (1 large, 1 walk-behind)
      v) (1) Tub grinder
      vi) (1) Container truck and 40-yard roll-off container
      vii) (1) 36” Tree spade (loader mount)
      viii) Various chainsaws
      ix) Miscellaneous small tools
   d) The Shade Tree Division currently completes approximately:
      i) 90% of all tree removal work.
      ii) 98% of all tree pruning work.
iii) 100% of all stump grinding work.
iv) 100% of all specialty maintenance work, including the maintenance of the City’s display gardens.
v) 100% of all maintenance and harvesting of trees in the City Tree Farm.
vi) More than 95% of all emergency response work.

2. Private Contractors
   a) Private tree maintenance firms are occasionally hired by the City to complete tree pruning and removal work.
   b) Private contractors currently complete approximately:
      i) 10% of all tree removal work.
      ii) 2% of all tree pruning work.
      iii) 0% of all stump grinding work.
      iv) 0% of all specialty maintenance work.
      v) Less than 5% of all emergency response work.
   c) The maintenance of trees located outside the public right-of-way on private property is completed by the respective property owners and their contractors.
   d) Contractors working on behalf of public utility companies complete all line clearance pruning along City, County and State rights-of-way with Clifton.

3. Inter-Local & Mutual Assistance Agreements
   a) The City currently has an agreement with Passaic County for the sharing of equipment and personnel for tree maintenance.
   b) Passaic County will remove trees within the County rights-of-way in the City. However, responsibility for pruning County trees was recently assumed by the City.
   c) The City has developed a working relationship with Public Service Electric & Gas Company (PSE&G), which assists with work on trees near their electric lines.

4. Public Tree Maintenance Programs
   a) Currently, most tree maintenance needs are identified via:
      i) Service requests from property owners.
      ii) Ongoing observations by Shade Tree Division and other City personnel during the course of their daily activities.
      iii) Individual tree inspections and maintenance needs surveys conducted by a private consulting arborist retained by the City.
   b) Tree maintenance needs are prioritized and scheduled for completion based on the degree of hazard potential, subject to available personnel, equipment and budget.
   c) Records of completed work are maintained via standard Department of Public Works work order records.

5. Tree Removal
   a) It is the City’s policy to not remove live public trees unless they pose a threat to public safety or if there is some other valid reason, subject to the approval of the Director of Public Works or the City Engineer, as appropriate.
   b) Since 2001, the City has removed an average of 500 public trees per year.

6. Plant Health Care & Specialty Treatments
   a) Currently, specialty treatments, such as insect and disease controls, fertilization, and cabling and bracing are generally not completed on public trees by the
7. Sidewalk Maintenance

a) By ordinance, adjacent property owners are responsible for maintaining and repairing sidewalks in the public right-of-way.
   i) All root pruning necessary to permit sidewalk repair is completed by Shade Tree Division personnel to minimize unnecessary tree damage and uprooting hazards.
   ii) All species selection and tree placement is designed to help minimize future conflicts between trees and sidewalks.

b) In recent years, the City has replaced sidewalks as part of its ongoing street improvement program.
   i) In cases where the removal and replacement of sidewalks and curbs may jeopardize the health and structural stability of the street trees, the anticipated impact of the construction on each tree’s condition and expected longevity is evaluated by a private consulting arborist prior to construction.
   ii) Based upon the consulting arborist’s evaluation and the desires of the area residents either:
      - The tree is removed prior to construction.
      - The tree is retained and great care is taken in removing and replacing the sidewalk and, if necessary, curb sections immediately adjacent to the tree’s stump are not replaced.
   iii) Any trees that are removed are replaced immediately after the project is completed. In addition, all vacant planting sites within the project area are planted. It is the City’s policy to plant at least one tree, depending upon road frontage, adjacent to each property. In almost every case, this has resulted in a two to three fold increase in the number of trees prior the reconstruction.

8. Funding

a) The cost of tree maintenance work completed by Shade Tree Division personnel and private tree contractors is covered by the Department of Public Works operating budget.

b) The cost of work completed in conjunction with street improvement projects is covered by the City capital budget.

2006 – 2011 OBJECTIVES

1. Ongoing Tree Maintenance Programs
   a) 2006 – 2011
      i) Continue implementing all existing tree maintenance programs, policies and procedures on a regular basis.

2. Developmental Pruning Program for Young Trees
   a) July – December 2008
      i) Develop a project to provide developmental pruning for trees planted over the past 5 – 10 years. Such pruning is a very cost effective way to ensure the development of good form and sound structure as trees mature, to minimize future pruning needs, and to minimize the development of potentially hazardous structural defects.
      ii) Development of this project will or may require:
          - Scouting, identifying, and prioritizing the trees to be pruned. Generally, trees 3” – 8” in diameter will be targeted with priority given to trees in higher use areas and/or which exhibit the greatest need.
- Developing technically sound pruning objectives and specifications in accordance with the ANSI A300 Pruning Standard for “Young Tree Pruning.”
- If appropriate, developing specifications for correcting root collar disorders such as girdling roots, deep planting, etc.
- Pre-qualifying contractors that have the appropriate technical skills, experience that are critically important for this type of work.
- Training in-house personnel in proper developmental pruning techniques.
- Obtaining bids from pre-qualified contractors.
- Obtaining funding from external sources, if necessary.

b) January – March 2009
   i) Complete the Developmental Pruning Project.

c) 2009 – 2011
   i) Conduct additional Developmental Pruning Projects, as necessary, to ensure that all trees are pruned within 3 – 5 years after planting.
1. Minimize the cost of tree waste disposal to the City.
2. Produce beneficial recycled products for use on public properties and by City residents.
3. Generate income that can be used to subsidize various shade tree programs and project.

1. Recycling Facilities
   a) The City currently utilizes two facilities for receiving, temporarily storing, processing, and distributing recycled tree waste products:
      i) The Department of Public Works yard is used for receiving, processing and temporarily storing tree waste materials.
      ii) An area at the Clifton City Hall complex is used to distribute mulch, compost and topsoil to City residents.

2. Material Processing, Use & Distribution
   a) Leaves
      i) Leaves are picked-up at the curb by the City and delivered to a commercial recycling facility for composting.
      ii) In the past, approximately 1000 cubic yards of the resulting compost was returned to the City each year and:
         • Used on public properties and in City parks as a soil conditioner.
         • Made available for pick-up by City residents at no cost.
   b) Brush & Wood Chips
      i) A private contractor employed by the City currently provides curbside pick-up of branches and other vegetative yard waste generated by private property owners. The Department of Public Works also provides branch pick-up services.
      ii) Small limbs, branches, wood chips, and stump grindings generated by the City or received from residents are processed in the City’s tub grinder to produce mulch.
      iii) The resulting mulch is:
         • Used on public properties and in City parks as mulch and playground bedding.
         • Made available to City residents at no cost.
      iv) Brush and wood chips generated by contractors are removed by the contractor for proper recycling.
   c) Bulk Wood
      i) Bulk wood generated by the Shade Tree Division is temporarily stored at the Department of Public Works yard and made available to residents for firewood at a minimal cost.
      ii) Bulk wood generated by contractors is removed by the contractor for proper recycling.
3. **Recycling Income**
   a) Currently, no income is generated from the sale of vegetative wastes or recycled products.

1. **Ongoing Tree Waste Recycling Programs**
   a) **2006 – 2011**
      i) Continue implementing all existing tree waste recycling programs, policies and procedures.
1. **TREE CARE DISASTER PLAN GOALS**

   1. Enable the City to respond to tree-related emergencies promptly and efficiently.
   2. Minimize the extent of tree-related damage and losses caused by weather, disease, and other forces.
   3. Provide the City with a viable plan to repair or replace widespread tree damage or losses.

2. **EXISTING PROGRAMS, POLICIES & PROCEDURES**

   1. **Tree Emergency & Disaster Threats**
      
      a) Severe weather is currently considered the most serious threat to the City’s tree population.
      
      b) In addition to the threat to the trees themselves, widespread tree failures during severe weather also pose a serious threat to electrical service, communications, and the City’s ability to provide critical emergency services.
      
      c) The risk of widespread tree losses to biotic threats is currently considered moderately high. Though it is believed that such threats can be reduced over the long term through increased species diversity, there currently is particular concern regarding:
         
         i) The threat of Asian longhorned beetle infestation due to Clifton’s proximity to existing infestation centers and shipping ports and hubs in the New York and New Jersey metropolitan area.
         
         ii) Bacterial leaf scorch and its apparent spread throughout southern and central New Jersey.
         
         iii) Emerald Ash Borer, which is expected to spread from the Great Lakes area to much of the eastern United States.
         
         iv) Sudden oak death, which has been found in nursery stock delivered to the east coast from west coast growers.

   2. **Existing Emergency & Disaster Plans**
      
      a) The City of Clifton Emergency Operation Plan outlines procedures for vital services and cooperative efforts between all City departments during an emergency or disaster.
      
      b) The City currently lacks a formal plan specific to the repair and replacement of widespread tree damage and losses beyond initial emergency response efforts. However, it is believed that technically sound and responsible planting, preventive maintenance and hazard identification and abatement efforts described elsewhere in this Plan will, over the long term, help insulate the City against certain catastrophic losses.

   3. **Emergency Response**
      
      a) The Department of Public Works, in cooperation with local utilities and contractors, is responsible for immediately clearing trees and debris to open roadways and permit restoration of electrical service and communications.
      
      b) The Shade Tree Division is on 24-hour call to respond to tree-related emergencies.
      
      c) The City maintains a working relationship with local tree maintenance contractors.
who can provide specialized equipment and additional manpower, if necessary.

2006 – 2011
OBJECTIVES

1. **Ongoing Programs**
   
a) 2006 – 2011
   
i) Continue implementing all existing programs, policies and procedures.
   
ii) Continue to implement technically sound and responsible planting, preventive maintenance and hazard identification and abatement programs, as detailed elsewhere in the Plan, to reduce the risk of future tree failures and losses.
Plan Preparation & Evaluation

1. Ensure that Clifton’s Shade Tree Program continues to follow a well-defined, consistent and efficient course of action toward its overall goals.
2. Provide a means of continually evaluating the success of past programs and activities and making adjustments to address changing conditions and needs.

Existing Programs, Policies & Procedures

1. Preparation of this second five-year Community Forestry Management Plan was the cooperative effort of the City of Clifton and its consulting arborist.
2. Goals and objectives contained in this Plan are based on the ongoing evaluation of the City’s implementation of its 2001 – 2005 Community Forestry Management Plan.
3. Preparation of this Plan was made possible through a 2004 Green Communities Challenge Grant from the New Jersey Forest Service and the in-kind services of City volunteers and employees.

2006 – 2011 Objectives

1. Annual Program Evaluation
   a) December, Annually
      i) Evaluate the success of the year’s activities and accomplishments relative to the goals and objectives contained within this Plan.
      ii) Adjust programs, as necessary, based upon the evaluation.
      iii) Prepare and submit the Annual Accomplishment Report to the New Jersey Forest Service in accordance with the requirements of the New Jersey Shade Tree & Community Forestry Assistance Act.

2. Five-Year Evaluation
   a) October – December 2010
      i) Evaluate the success of all objectives completed to date.
      ii) Evaluate progress toward the overall goals of the Shade Tree Program.
      iii) Begin formulating new objectives and adjustments to existing policies, programs and procedures, if necessary to address changing needs, for the 2011 – 2016 management period.

3. 2011 – 2016 Management Plan Development
   a) January – March 2011
      i) Finalize new objectives and adjustments to existing policies, programs and procedures for the 2011 – 2016 management period.
   b) April – June 2011
      i) Obtain Plan approval from the New Jersey Community Forestry Council.
## Summary of 2006 – 2011 Objectives

### Program Administration

1. **Ongoing Administrative Programs**
   - Continue all existing administrative programs, as appropriate (p.18, #1.a.i)

2. **Ordinance Review & Revision**
   - Review all applicable ordinances as they relate to the current policies, procedures and needs of Clifton’s Shade Tree Program (p.18, #2.a.i)
   - If necessary, draft revisions based on the results of the review (p.18, #2.b.i)
   - If appropriate, submit the revised ordinances to the Mayor and Council for adoption (p.18, #2.b.ii)

### Training & Professional Development

1. **Ongoing Training Programs**
   - Continue all existing training programs (p.22, #1.a.i)

2. **NJ Community Forestry Training Skills & Accreditation Program**
   - Review training needs and schedule training, as necessary, to maintain Approved Status (p.22, #2.ai-iii)

3. **Planting Site Analysis & Species Selection Training**
   - Train the City Engineer, Director of Public Works, Recycling Coordinator, and/or Tree Division Supervisor in pre-planting site analysis, species selection and tree placement (p.23, #3.a.i)

4. **Tree Planting Techniques Training**
   - Provide training in proper tree planting to any individuals responsible for inspecting and approving tree plantings via hands-on field training (p.23, #4.a.i-iii)
## Objectives / Tasks

<table>
<thead>
<tr>
<th>TRAINING &amp; PROFESSIONAL DEVELOPMENT, cont’d</th>
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<tbody>
<tr>
<td><strong>5. Tree Hazard Evaluation Training</strong></td>
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<tr>
<td>- Train the Tree Division Supervisor and/or personnel in tree hazard identification and evaluation (p. 23, #5.a.i)</td>
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<tr>
<td><strong>6. Young Tree Pruning Training</strong></td>
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<tr>
<td>- Train Tree Division personnel in developmental pruning techniques for young trees (p.23, #6.a.i-ii)</td>
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<tr>
<td><strong>7. Mature Tree Pruning Training</strong></td>
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<tr>
<td>- Train at least two Tree Division employees in the pruning of established and mature trees in accordance with ANSI A300 standards (p.24, #7.a.i)</td>
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<tr>
<td><strong>8. Tree Farm &amp; Greenhouse Production Training</strong></td>
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<tr>
<td>- If appropriate, train the Tree Division Supervisor and at least one Tree Farm crew member in tree nursery and greenhouse production (p.24, #8.a.i)</td>
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</tbody>
</table>

### PUBLIC EDUCATION, AWARENESS & OUTREACH

| **1. Ongoing Public Education, Awareness & Outreach Programs** |
|   - Continue all existing public education, awareness and outreach programs on a regular basis (p.26, #1.a.i) |
| **2. Annual Arbor Day Programs** |
|   - Organize and conduct annual Arbor Day programs (p.26, #2.a.i) |
| **3. Tree City USA** |
|   - Prepare and submit the annual application for designation as a Tree City USA; Prepare and submit the application for Tree City USA Growth Awards after eligibility requirements have been met; Continually advertise the designation by displaying the program’s promotional materials (p.26, #3.a.i-iii) |
| **4. Shade Tree Program Web Page** |
|   - Develop plans to create a Shade Tree page on the official City of Clifton website; Review the feasibility of the plans with the City Webmaster and make any necessary adjustments (p.26, #4.a.i-iii) |
|   - Create the Shade Tree Program webpage in accordance with the plans set (p.27, #4.b.i) |
|   - Continue to update the web page content at least quarterly (p.27, #4.c.i) |
### Summary of 2006–2011 Objectives

<table>
<thead>
<tr>
<th>Objectives / Tasks</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
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<tr>
<td><strong>TREE INVENTORY &amp; ASSESSMENT</strong></td>
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<td>1. Ongoing Tree Inventory &amp; Assessment Programs</td>
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<td>- Continue utilizing data and recommendations from the 1996 sample tree inventory and Shade Tree Management Study, in combination with records of subsequent planting and maintenance, as the basis for shade tree management programs; Collect additional information that may be necessary in combination with priority maintenance needs surveys (p.29, #1.a.i-ii)</td>
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<td><strong>TREE HAZARD MANAGEMENT</strong></td>
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<td>1. Ongoing Tree Hazard Management Programs</td>
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<td>- Continue to implement and strive to improve all existing tree hazard management programs and address hazard abatement needs as they are identified in order of priority (p.30, #1.a.i-iii)</td>
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<tr>
<td>2. Existing Priority Maintenance Work</td>
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<td>- Complete any remaining high priority work identified during and subsequent to the 2004 priority maintenance needs survey with in-house or contracted crews, as necessary (p.30, #2.a.i)</td>
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<td>3. Priority Maintenance Needs Surveys</td>
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<td>- Conduct a priority maintenance needs survey of street trees in at least 5 Neighborhoods that were not addressed in 2004; Include identification of planting priorities, total tree counts, species counts or other tree inventory summaries deemed necessary (p.31, #3.a.i-iii)</td>
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<td>- Complete all high priority work identified by the priority maintenance needs survey (p.31, #3.b.i)</td>
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<td>- Conduct a priority maintenance needs survey of street trees in at least 5 Neighborhoods that were not previously addressed; Include identification of planting priorities, total tree counts, species counts or other tree inventory summaries deemed necessary (p.31, #3.c.i-iii)</td>
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<td>- Complete all high priority work identified by the priority maintenance needs survey (p.31, #3.d.i)</td>
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<td>4. Tree Hazard Evaluation Training</td>
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<td>(See Training &amp; Professional Development, Objective #5)</td>
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## TREE PLANTING

### 1. Ongoing Tree Planting Programs
- Continue all existing tree planting programs; Continue to plant a wider variety of species and cultivars; Continue to vary the species planted from year to year; Continue to select and place trees in a manner that minimizes future hardscape conflicts (p.34, #1.ai-iv)

### 2. Tree Planting Specifications & Inspection
- Develop comprehensive tree planting specifications and details to which all tree planting by or for the City will be completed (p.34, #2.a.i-ii)
- Adopt these specifications as the single standard for all City tree planting; Begin including these specifications in plans for all projects undertaken by the City; Identify and designate appropriate individuals to inspect planting project for adherence to the specifications (p.34, #2.b.i-iii)
- Complete all planting projects in accordance with the specifications and inspection procedures developed (p.34, #2.c.i)

### 3. Elm Research Institute Planting
- Formally accept the Elm Research Institute’s recent offer to plants disease resistant elms in Clifton; Identify appropriate planting locations; If feasible, plan the planting to coincide with the City’s 2007 Arbor Day celebration (p.34, #3.a.i-iii)
- Complete the Elm Research Institute planting (p.35, #3.b.i)
- Continually evaluate the performance of the elm plantings and consider the use of these and other resistant elms in other plantings (p.35, #3.c.i)

### 4. Tree Farm Cost-Benefit Analysis
- Complete a cost-benefit analysis of producing tree planting stock in the City Tree Farm versus purchasing it from commercial growers and suppliers (p.35, #4.a.i-ii)
- Based on the results of the cost-benefit analysis make adjustments in the operation of the Tree Farm and/or source of tree planting stock (p.35, #4.b.i)
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<tr>
<th>Objectives / Tasks</th>
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<td>TREE MAINTENANCE</td>
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<td>1. Ongoing Tree Maintenance Programs</td>
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<td>✏️ Continue all existing tree maintenance programs, policies and procedures on a regular basis (p.38, #1.a.i)</td>
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<td>2. Developmental Pruning Program for Young Trees</td>
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<td>✏️ Develop a project to provide developmental pruning for trees planted over the past 5 – 10 years (p.38, #2.a.i-ii)</td>
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<td>✏️ Complete the Developmental Pruning Project (p.39, #2.b.i)</td>
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<td>✏️ Conduct additional Developmental Pruning Projects, to ensure that all trees are pruned within 3 – 5 years after planting (p.39, #2.c.i)</td>
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<td>TREE WASTE RECYCLING</td>
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<td>1. Ongoing Tree Waste Recycling Programs</td>
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<td>✏️ Continue all tree existing recycling programs, policies and procedures (p.41, #1.a.i)</td>
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<td>TREE CARE DISASTER PLAN</td>
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<td>✏️ Continue all existing programs; Reduce risks via other elements of this Plan (p.43, #1.a.i-ii)</td>
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<td>1. Annual Program Evaluation</td>
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<td>✏️ Evaluate prior year’s accomplishments and adjust programs, as necessary: Prepare and submit Annual Accomplishment Report to NJFS (p.44, #1.a.i-iii)</td>
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<td>2. Five-Year Evaluation</td>
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<td>✏️ Evaluate accomplishments during 2006 – 2011 relative to Plan objectives and progress toward long-term program goals; Begin formulating new objectives and program adjustments (p.44, #2.a.i-iii)</td>
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<td>3. 2011 – 2016 Plan Development</td>
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<td>☑ Finalize new objectives and program adjustments and prepare a Plan for the 2011 – 2016 management period (p.44, #3.a.i-ii)</td>
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<td>✏️ Obtain State approval for the 2011 – 2016 Plan (p.44, #3.b.i)</td>
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1. Chapter 433, Trees and Shrubbery
Code of the City of Clifton, New Jersey

Chapter 433: TREES AND SHRUBBERY

[HISTORY: Adopted by the Municipal Council of the City of Clifton as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES
Brush, weeds and debris — See Ch. 175.

ARTICLE I Tent Caterpillars
[Adopted 12-20-60 by Ord. No. 3319 as Article II of Chapter 18 of the Revised Ordinances of the City of Clifton, New Jersey, 1960]

§ 433-1. Existence unlawful.

It shall be unlawful for the owner or occupant of any lands within the limits of the City to permit tent caterpillars or tent caterpillar nests to exist in the trees, undergrowth or shrubbery of such premises.

§ 433-2. Enforcement; notice of violation.
A. It shall be the duty of the City Engineer to enforce the provisions of this article.
B. If a violation of § 433-1 is deemed to exist, the City Engineer shall give or cause to be given written notice to the owner and occupant of said premises to remove and destroy the tent caterpillars or tent caterpillar nests within three days after service of the notice. Such notice may be served in person or by registered or certified mail, and, if by registered or certified mail, service shall be deemed completed three days after being mailed to the last known address of the owner and occupant. If said owner does not reside in the City and when service is by mailing, then, on the same day as mailed, a copy of said notice shall be posted at the premises where the alleged violation is deemed to exist.

§ 433-3. Failure to comply.

If the owner or occupant shall fail to remove the tent caterpillars or tent caterpillar nests within the time required by the notice referred to in § 433-2, then the same shall be removed and destroyed by or under the direction of the City Engineer. The City Engineer shall certify the costs and expenses of such removal and destruction, as nearly as can be ascertained, to the City Council. The Council shall examine the certificate and, if found correct, shall cause the cost as shown thereon to be charged against said lands. The amount so charged shall forthwith become a lien upon such lands and shall be added to and become and form part of the taxes next to be assessed and levied upon such lands. Such lien shall bear interest at the same rate as taxes and shall be collected and enforced by the same officers and in the same manner as taxes.


The imposition and collection of the penalty imposed by this article shall not bar the right of the City to collect the cost of removal of such tent caterpillars or nests of tent caterpillars in the manner authorized in § 433-43, but the remedy shall be cumulative.

§ 433-5. Violations and penalties.

Any person who violates any provision of this article shall, upon conviction thereof, be punished by a fine not exceeding $25 for each offense.
ARTICLE II Plant Life Near Roadways
[Adopted 12-20-60 by Ord. No. 3319 as Article 1 of Chapter 28 of the Revised Ordinances of the City of Clifton, New Jersey, 1960]

[Amended 11-21-67 by Ord. No. 3803]

As used in this article, the following terms shall have the meanings indicated:

PLANT LIFE — Includes any plant, hedge, brush or other plant life on lands within the City.

RAILROAD GRADE CROSSING — The meaning respectively ascribed to it in Chapter 12 of Title 48 of the Revised Statutes of New Jersey. [Added 6-15-82 by Ord. No. 4718-82]

STREET or HIGHWAY — The meanings respectively ascribed to them in Subtitle 1 of Title 39 of the Revised Statutes of New Jersey.

§ 433-7. Legislative declaration.
[Amended 11-21-67 by Ord. No. 3803; 6-15-82 by Ord. No. 4718-82]

The Council hereby finds and declares that plant life growing within 10 feet of any street or highway or within 50 feet of the intersection of two or more streets, highways or a railroad grade crossing may cause traffic and safety hazards and may be detrimental to the public welfare unless the same are trimmed as provided in this article.

§ 433-8. Trimming required after notice.
[Amended 11-21-67 by Ord. No. 3803; 6-15-82 by Ord. No. 4718-82]

Any plant life growing within 10 feet of any street or highway or growing within 50 feet of the intersection of any two or more streets or highways or of a railroad grade crossing on lands within the City shall be trimmed or cut to a height of not more than two feet within 10 days after notice from the City Engineer, as hereafter provided in this article.

§ 433-9. Engineer to have authority to compel trimming.

The City Engineer shall have the power and authority to compel the trimming and cutting of any plant life growing within the limits stated in § 433-8 to a height of not more than 2 1/2 feet whenever, in his judgment, he shall deem it necessary for the elimination of a traffic or safety hazard or he determines such growth of more than 2 1/2 feet in height is detrimental to the public safety.

§ 433-10. Notice to owners and tenants.

The City Engineer shall give or cause to be given 10 days' written notice to the owners of any lands upon which said plant life is growing and to the tenants in possession, if any, of such lands to cut, before the expiration of such ten-day period, the plant life growing within the limits stated in § 433-8 to a height of not more than 2 1/2 feet. Such notice may be given by registered or certified mail, addressed to the last known address of said owners and tenants.

§ 433-11. Failure to comply.

If, by the end of the ten-day period referred to in § 433-10, the owner or tenant shall have neglected or refused to cut the plant life in accordance with the notice, it shall be lawful, at the expiration of such period, for City employees, under the direction of the City Engineer, to cut the same. The City Engineer shall certify the cost thereof to the Council. Upon receipt of the certificate, the Council shall examine the same and, if found correct, shall cause the cost as shown thereon to be charged against said lands. If such cost is found to be excessive, the Council shall cause the reasonable cost thereof to be charged against said lands. The amount so charged shall forthwith become a lien upon such lands and shall be added to and become and form part of the taxes next to be assessed and levied upon such lands. Such amount shall bear interest at the same rate as other taxes and shall be collected and enforced by the same officer and in the same manner as taxes.

Nothing contained in this article shall be construed as repealing or in any wise affecting the provisions of Chapter 175, Brush, Weeds and Debris.

[Amended 5-9-69 by Ord. No. 3912; 3-17-70 by Ord. No. 3969]

Every owner or tenant who shall refuse or neglect to cut or trim any plant life in the manner and within the time provided in the notice given by the City Engineer or who violates any provision of this article shall, upon conviction thereof, be punished by a fine not exceeding $500 or by imprisonment for a term not exceeding 90 days, or both.

ARTICLE III Shade Trees, Ornamental Trees and Shrubs
[Adopted 12-20-60 by Ord. No. 3319 as Article 2 of Chapter 28 of the Revised Ordinances of the City of Clifton, New Jersey, 1960]


No person shall do or cause to be done any of the following acts within or along any public street or park without the written permission of the Director of the Division of Public Works:
A. Cut, prune, break, injure or remove any healthy tree, shrub or plant.
B. Cut or unduly disturb or interfere with, in any way, any root of any healthy tree, shrub or plant.
C. Spray with chemical any tree, shrub or plant.
D. Fasten any rope, wire, sign or other device to any tree or shrub or to any guard around or protecting any tree or shrub.
E. Remove or damage any guard or device protecting any tree or shrub.
F. Close or obstruct any open space provided about the base of trees or shrubs, which open space permits the access of air, water or fertilizer to the roots thereof.


No shade or ornamental tree or shrub shall be planted in or along any public street or park until such tree or shrub shall have been first approved for planting and the place where it is to be planted designated by the Director of the Division of Public Works and a permit granted therefore.

§ 433-16. Compliance with regulations and specifications required.
[Amended 11-4-70 by Ord. No. 4015-70]

Any work performed under such written permit shall be in accordance with the terms and conditions set forth in such permit and in accordance with the following regulations and specifications:
A. The following shade or ornamental trees are approved for planting in or along any public street or park, namely: pin oak, red oak, scarlet oak, London plane, sweet gum, ginkgo (male only), honey locust, moraine sugar maple, Norway maple, moline elm, sycamore, green spire linden, kwanson cherry and Pyrus calleryana (Bradford pear).
B. No shade or ornamental tree shall be planted unless nursery-grown and at least two inches in diameter at a height of 12 inches from the ground.
C. No shade or ornamental tree so planted shall have a crooked or bent trunk or more than one leader or main trunk.
D. All trees planted shall have at least two stakes for support.
E. No shade or ornamental tree whose lowest limbs or branches extend onto or over a public street shall have its lowest limbs or branches less than 12 feet above such street.
F. Any person engaged in the pruning of shade or ornamental trees in or along any public street or park shall apply the correct and required pruning techniques and methods in cutting, painting of wounds and sterilization of pruning tools and equipment.

§ 433-17. Permission required to impede access to roots; open area to be maintained.
A. It shall be unlawful for any person, except with the written permission of the Director of Public Works, to place or maintain, or cause to be placed or maintained, upon the ground in or along any public street or park any stone, concrete, cement or other substance which impedes the free access of air and water to any roots of a tree or shrub located in any such public street or park.
B. Unless otherwise provided for in said written permit, an open area shall always be maintained around any tree planted along a public street, which area shall consist of at least eight linear feet parallel to the curb, by at least three linear feet between the curb and sidewalks.

A. No person shall place or cause to be placed any salt, brine, oil or other substance injurious to plant growth in or upon any public street or park in such a manner as to injure any tree or shrub growing thereon.
B. No person shall build any fire or station any tar kettle, road roller or other engine or machine in or upon any public street or park in such a manner as to permit the heat, vapors or fumes emanating therefrom to injure any tree or shrub growing in or along such street or park.
C. Steam shovels and all other implements, machines and tools shall be used or operated in such a manner as not to damage or destroy any tree, shrub or plant in or along any public street or park.

In the erection, moving, alteration or repairing of any building or structure, the owner or contractor performing the work shall place guards around all trees in the vicinity of such work so as to effectively prevent damage or injury to the trees.

§ 433-20. Permission required to excavate.
No person shall do any excavating within two feet of any tree or shrub standing or growing along or in any public street or park without the written permission of the Director of the Division of Public Works.

Every person having or maintaining any electric telephone, telegraph or other wires running over, along or through a public street or park shall:
A. Securely fasten and maintain the wires in such a manner as to safeguard the trees and shrubs against any damage therefrom.
B. Make periodic adjustments, when necessary, to prevent damage to trees and shrubbery growing in or along any public street or park.

§ 433-22. Permission required to attach wires.
No person shall attach or fasten any wire, insulator or other device for holding any wire to any tree or shrub in or along any public street or park without the written permission of the Director of the Division of Public Works.

A. When it shall become necessary to prune or remove any tree in or along any public street or park, any person having wires running through said public street shall temporarily remove the wires within 48 hours after service of a written notice from the Director of the Division of Public Works upon the owner of the wire or his agent.
B. Any utility company, instead of temporarily removing such wires, shall have the option of pruning or removing the tree to below the level of the wires. Such tree pruning or removal shall be done under the direction of the Director of the Division of Public Works or any competent agent or employee of the City assigned by the Director.
§ 433-24. Cutting down of trees or shrubs restricted.

A. No tree or shrub in or along any public street or park shall be cut down unless it shall be diseased, dead or dangerous to public health or safety.

B. When any tree or shrub, other than one diseased, dead or dangerous to the public health or safety, imposes a hardship upon the adjoining property owner, but not the public, the Director of the Division of Public Works may approve the removal thereof, and the property owner shall be responsible for the replacement of the tree or shrub. [Amended 2-4-1986 by Ord. No. 5051-86; 1-16-1996 by Ord. No. 5783-96]

C. A tree or shrub shall constitute a hardship to the adjoining property owner if: [Added 12-1-1998 by Ord. No. 6015-98]

(1) It requires the adjoining property owner to have the sidewalk lifted or replaced more than once in a five-year period;

(2) It interferes with the sewer line for a second time within a five-year period; and

(3) The cost of the same to the property owner exceeds $500.


[Amended 2-4-1986 by Ord. No. 5051-86; 1-16-1996 by Ord. No. 5783-96; 10-6-1998 by Ord. No. 6001-98]

A. Any property owner with reason to believe that a tree or shrub growing in or along any public street is diseased, dead or dangerous to the public health or safety, or constitutes a hardship to the adjacent property owner, shall request the Department of Public Works to remove the tree, setting forth the reasons therefore. Upon receipt of such request from the property owner, the Department of Public Works shall conduct an inspection in order to confirm that such tree or shrub is in fact diseased, dead or dangerous to the public health or safety or constitutes a hardship to the adjacent property owner. Upon confirmation that such tree or shrub is diseased, dead or dangerous to the public health or safety, or constitutes a hardship to the adjacent property owner, the Director of Public Works shall cause such tree or shrub to be removed, and the property owner shall be responsible for the replacement of the tree or shrub. [Amended 12-1-1998 by Ord. No. 6015-98]

B. Any property owner cutting down any tree in excess of six inches in diameter on the property but not within the right-of-way shall request a permit from the Director of Public Works for the removal of said tree.

C. The City of Clifton shall remove any tree in excess of six inches in diameter from curbside if the work is performed by the property owner. If the tree is cut down by a contractor, the contractor shall be responsible for the removal of the same. In order for the City of Clifton to be responsible for the removal, the City of Clifton shall be notified by the property owner on the day the work is being performed in order for the City of Clifton to verify the party doing the work.


[Amended 10-18-1988 by Ord. No. 5302-88]

Any person who violates any provision of this article shall, upon conviction thereof, be punished by a fine not exceeding $500. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

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ARTICLE IV Spraying

[Adopted 12-20-1960 by Ord. No. 3319 as Article 3 of Chapter 28 of the Revised Ordinances of the City of Clifton, New Jersey, 1960]

§ 433-27. Application for spraying; release required.

Upon application of any owner or occupant of any property within the City to spray trees on such property and upon the applicant’s execution and delivery of the release hereinafter described in § 433-29, the City Engineer may cause such trees to be sprayed.

The application shall be accompanied by a fee of $0.50 for each tree to be sprayed.

§ 433-29. Form of release.

The release described in § 433-27 shall run in favor of the City and all its officers or employees, and shall release them and each of them of and from any and all liability for injuries or damages arising out of the spraying of such trees.

ARTICLE V Tree Removal and Protection
[Adopted 12-3-2002 by Ord. No. 6320-02]

§ 433-30. Title.

This article shall be known as the “Tree Removal and Protection Ordinance of the City of Clifton.”

§ 433-31. Findings and purpose.

The Mayor and Municipal Council of the City of Clifton finds that the preservation, protection and planting of trees aids in the stabilization of soil by the prevention of erosion and sedimentation; reduces stormwater runoff and the potential damage it may create; aids in the removal of pollutants from the air and assists in the generation of oxygen; provides a buffer and screen against noise and pollution; provides protection against severe weather; aids in the control of drainage and restoration of denuded soil subsequent to construction or grading; provides a haven for birds and other wildlife and otherwise enhances the environment; protects and increases property values; conserves and enhances the City's physical and aesthetic appearance; and generally protects the public health and safety as well as the general welfare.

§ 433-32. Definitions.

The following definitions shall apply to this article:

MAJOR TREE — A deciduous tree with a mature height of at least 20 feet which shall be of a caliper of at least 2 1/2 inches measured 4 1/2 feet above the ground when planted (e.g., red, Norway, silver or sugar maple; sweetgum; London plane; American sycamore; white, red or pin oak; American elm; yellow or white poplar; or copper beech, and such other species as requested by applicant, all of the aforesaid species to be approved by the administration official in charge of enforcement of this article).

MINOR TREE — An evergreen tree, ornamental tree or other small tree at least six feet in height at time of planting (e.g., birch, dogwood, Japanese maple, cherry, crab apple, magnolia, Bradford pear, willow, cedar, spruce, pine, fir or hemlock, and such other species as requested by applicant, all of the aforesaid species to be approved by the administration official in charge of enforcement of this article).

PERSON — The owner of a parcel of real estate or any other individual, group, company, firm, corporation, partnership, association, society or other legal entity.

SPECIES — For purposes of this article, the common name of the tree.

STRUCTURE — A combination of materials to form a construction for occupancy, use or ornamentation, whether installed on, above or below the surface of a parcel of land.
§ 433-33. Applicability.
[Amended 5-3-2005 by Ord. No. 6481-05]

The provisions of this article shall apply to all new subdivisions, site plans and new construction within the City of Clifton. The provisions of this article shall not apply to additions or alterations to existing one- and two-family residences on lots with areas of 9,375 square feet or less.

§ 433-34. Permit required.

No person shall cut down or remove any tree of a caliper of four inches or greater measured at a height of 4 1/2 feet above the ground or engage in any site clearing without a tree removal permit.

§ 433-35. Application procedure.

A. Application for a tree removal permit shall be made by submission of the following (commercial, multifamily, and one- and two-family):

(1) An original and two copies of an application on forms provided by the City containing the following information: the name and address of the applicant; the street address and tax lot and block of the property in question; the number of trees to be removed; and reason for tree removal.

(2) An original and two copies of a tree removal plan consisting of a map drawn to scale showing the location of all trees to be removed, the species of such trees and their caliper. In the event that the application is for the removal of more than five trees, the tree removal plan must be prepared, signed and sealed by a licensed land surveyor, and must show the location of all existing and proposed structures on the property, together with the distance, up to 15 feet that the trees proposed to be removed are located from such structures and from the property line. This section applies to commercial and multifamily only.

(3) An original and two copies of a tree mitigation plan (if mitigation is required pursuant to § 433-37, Subsection D, Mitigation), consisting of a map drawn to scale showing the location of all trees to be planted, the species of such trees and their caliper or size as required. Said plan shall be prepared, signed and sealed by a professional engineer, land surveyor, architect or landscape architect. This section applies to commercial and multifamily only.

B. The applicant shall place a one-inch-wide red, yellow, or blue ribbon around the trunk of each tree to be removed at a height of 4 1/2 feet above the ground so that the proposed tree removal may be inspected in the field.

§ 433-36. Fees.

The fee for a tree removal permit shall be the following:

<table>
<thead>
<tr>
<th>Number of Trees</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5</td>
<td>$50.00</td>
</tr>
<tr>
<td>6 to 10</td>
<td>$100.00</td>
</tr>
<tr>
<td>11 to 20</td>
<td>$200.00</td>
</tr>
<tr>
<td>21 to 50</td>
<td>$300.00</td>
</tr>
<tr>
<td>51 and over</td>
<td>$400.00, plus an additional $100.00 for each additional 50 trees or part thereof</td>
</tr>
</tbody>
</table>

§ 433-37. Standards for application review.

The following standards for review of applications shall apply:

A. Permitted removal. No tree shall be permitted to be removed unless the tree is:

(1) Located within the building footprint of a proposed principal building and/or located within 15 feet of any building (size of tree may require additional clearance).

(2) Located between the right-of-way line of a proposed roadway approved pursuant to the Subdivision Ordinance. Editor's Note: See Ch. 399, Subdivision of Land.
(3) Dead or poses a safety hazard (i.e., damage to walks, curbs, or utilities).

(4) Required by site grading for building access, parking, etc.

(5) Located within the area of a proposed driveway, walkway, utility line, accessory building, or any other structure.

(6) Specifically permitted to be removed in a site plan approved pursuant to the Municipal Land Use Law Editor's Note: See N.J.S.A. 40:55D-1 et seq., considered by evidence and testimony.

(7) Obstructs line of site for site ingress and egress.

B. Conflict with other laws. Notwithstanding anything in this article to the contrary, no tree removal shall be permitted where prohibited by the Zoning Ordinance Editor's Note: See Ch. 461, Zoning. (e.g., buffer zones and crest line provisions) or any other municipal, state federal statute, ordinance or regulation.

C. Hardship appeal. In the event that an applicant desires to appeal the standards as set forth above, the applicant may seek relief from the Planning Board or the Zoning Board of Adjustment, if applicable, or the Mayor and Municipal Council.

D. Mitigation. Mitigation for tree removal shall be required as follows:

(1) No mitigation shall be required in connection with tree removal conducted pursuant to a permit issued under Subsections A(1), (2) and (7) of this section.

(2) Mitigation shall be required pursuant to Subsections A(4), (5), (6) and (7).

(3) For each tree for which mitigation is required, the following shall apply:

   (a) For each tree removed pursuant to the standards of this article of a caliper of four inches to no more than six inches, the applicant shall plant a major tree as defined in this article on the property in question, unless the applicant asserts the planting would be inappropriate and the official in charge of enforcement and administration of the chapter agrees.

   (b) For each tree removed pursuant to the standards of this article of a caliper of more than six inches, the applicant shall plant a major tree as defined in this article on the property in question, unless the applicant asserts the planting would be inappropriate and the official in charge of enforcement and administration of this article agrees.

(4) In the event that the tree removal occurs in an area otherwise than as permitted in Subsection A of this section, mitigation shall be required at the rate of two replacements for each one removed.

(5) In the event that it is unknown or in question in any given instance as to whether mitigation should be determined on the basis of a minor tree or major tree, mitigation shall be required on the basis of a major tree.

(6) In the event that it is unknown how many trees were removed from any given site, and removal took place without a tree permit issued pursuant to this or the predecessor chapter, the number of trees requiring mitigation shall be computed by assuming trees over six inches in caliper existed 30 feet on center and plotting the maximum number of those trees as circles on a fifteen-foot radius without having the circles overlap or extend beyond the property lines or driplines of existing trees.

(7) In connection with tree removal pursuant to Subsection A(3) of this section, it shall be required that the applicant plant major trees, on center a distance of 30 feet, as street trees between the curbline and the edge of the right-of-way in a location determined by the City Engineer and the official administering this article.

(8) Mitigation in any instance is not to be considered a penalty, but rather an implementation of the purposes of this article. Mitigation shall not be a substitute for, but shall be in addition to, any penalty imposed for violation of the provisions of this article.

§ 433-38. Performance bond (commercial applications only).

Except in the event of tree removal pursuant to an approved subdivision or site plan where a performance bond to assure tree planting was posted, as a precondition to the issuance of a permit where mitigation is required, the applicant shall post a cash bond to assure mitigation in an amount equal to the amount set forth in the resolution adopted by the Municipal Council for each minor and major tree to be planted. The bond shall be returned to the applicant upon completion of the required mitigation.

A. In connection with any construction, subsequent to tree clearing but prior to the issuance of a building permit or start of construction, snow fencing or other protective barrier acceptable to the official charged with the administration and enforcement of this article shall be placed at least 10 feet from the trunk of any tree and shall remain in place until all construction activity is terminated. No equipment, chemicals, soil deposits or construction materials shall be placed within any area so protected by barriers. Any landscaping activities subsequent to removal of barriers shall be accomplished with light machinery or hand labor.

B. No person shall:

1. Cut down or remove any tree except as permitted by this article or allow or cause such cutting or removal.
2. Cause or allow any willful damage, injury or disfigurement of any tree growing within the City. For purposes of this subsection, the actions of any person shall be deemed willful if the damage, injury or disfigurement of any tree is caused as a result of but not limited to the following: cutting, gashing or slitting of any tree; the pouring of any liquid or other material on any tree or on the nearby ground; the construction or placement of any nonporous material on the ground around any tree so as to cut off air, light or water from the roots; or placement or removal of any soil from within 15 feet of any tree.
3. Store or pile building material or debris or place construction equipment within 10 feet of any tree.

C. In the event that any tree to be saved in connection with construction as set forth above or any tree planted in mitigation shall die within two years after planting, it shall be replaced by the applicant or property owner within six months.

§ 433-40. Administration and enforcement.

This article shall be administered and enforced by the City Manager, or his designee, except that the Municipal Council shall approve the issuance of a tree removal permit in conjunction with any tree removal sought in conjunction with an application for a major soil-moving permit.

§ 433-41. Appeals.

Any person aggrieved by the decision of the official charged with the administration and enforcement of this article shall have the right, within 10 days of the issuance of any decision by such official to appeal to the Municipal Council, which shall take action as it deems necessary in this matter. In the event of such an appeal, the procedures set forth with reference to applications based on hardship contained in this article shall apply.

§ 433-42. Violations and penalties.

Any person who violates any provision of this article shall, upon conviction thereof, be punished by a fine not exceeding $1,000, and each tree removed or damaged in violation of this article shall be deemed a separate offense