CODE OF THE BOROUGH OF CARLISLE, PENNSYLVANIA, v1 Updated 05-01-2005 / PART II: GENERAL LEGISLATION / Chapter 239, TREES

Chapter 239, TREES

[HISTORY: Adopted by the Borough Council of the Borough of Carlisle 3-12-1998 by Ord. No. 1864, approved 3-14-1998. Amendments noted where applicable.]

GENERAL REFERENCES

Parks and Recreation Board -- See Ch. 47. Streets and sidewalks -- See Ch. 223.

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§ 239-1. Definitions.

For the purposes of this chapter, the following terms are defined as follows:

BOROUGH -- The Borough of Carlisle.

COMMISSION -- The Shade Tree Commission of the Borough of Carlisle.

OWNER -- The legal and beneficial owner of land. Where the legal and beneficial ownership of land is severed, the term shall include all persons holding legal and beneficial interests.

PERSON -- An individual, partnership, corporation, unincorporated association or other similar entity.

STREET -- The public streets, highways, roads, avenues, alleys and similar areas, including public walkways appurtenant thereto, to the extent of the public right-of-way in such areas. A shade tree shall be deemed to be "in" such an area when a portion of its trunk at its base is therein.

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§ 239-2. Shade Tree Commission established.

The Borough of Carlisle hereby establishes a Shade Tree Commission, the function of which shall be assumed by the Parks and Recreation Board and which shall be composed of the same membership. Members of the Commission shall be residents of the Borough, who shall be appointed by Council, and shall serve without compensation for the terms of office and with all the rights, powers, duties and obligations provided for in the Borough Code of 1966, P.L. (1965) 1656, Article XXVII(b), as amended.^{EN(1)}

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§ 239-3. Jurisdiction of Commission.

- A. Excepting such powers as are reserved to Borough Council under applicable law, or as herein reserved, the Commission shall have exclusive custody and control of the shade trees in the Borough, and is authorized to plant, transplant, remove, maintain and protect shade trees in the streets and highways in the Borough. To the extent funds for such purposes are budgeted by Borough Council, it may employ and pay such superintendents, engineers, foresters, tree wardens or other assistants, as the proper performance of the duties devolving upon it shall require. Nothing herein shall be construed to require Borough Council to budget funds for the foregoing purposes. The Commission may make and enforce regulations for the care and protection of the shade trees of the Borough, provided that no such regulation shall be enforced until approved and ordained by Borough Council.
- B. Borough Council hereby reserves the following powers unto itself, its officers, employees, agents and contractors:
 - (1) Such power and authority as is reserved to it in the Pennsylvania Motor Vehicle Code to require owners of real property to remove any tree, plant, shrub or other similar obstruction, or part thereof, which by obstructing the view of any driver constitutes a traffic hazard.^{EN(2)}
 - (2) Such power and authority as is reserved to it in the Pennsylvania Borough Code to accept, purchase and plant or contribute to the purchasing and planting of shade trees along the streets and sidewalks of the Borough. EN(3)
 - (3) Such power and authority as is reserved to it in the Pennsylvania Borough Code and this chapter to assess liens.^{EN(4)}
 - (4) Such power and authority as is reserved to it in the Pennsylvania Borough Code to accept the petition of a majority of the property owners upon any public street and, after

receiving the counsel of the Commission, thereupon ordain the planting and replanting of suitable shade trees along and upon the sides of such streets by the owners of property abutting the points designated in such ordinance. EN(5)

(5) All powers and authority reserved to it under any other applicable law.

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§ 239-4. Assessment, penalties and liens.

- A. The costs of planting, transplanting or removing any shade tree in the public streets or highways in the Borough, of removing a portion of a shade tree overhanging a public street or highway, of the necessary and suitable guards, curbing or grading for the protection of shade trees in the public streets and highways in the Borough and of the replacing of any pavement or sidewalk necessarily disturbed in the execution of such work shall be paid by the owner of the real estate abutting which the work is done or containing the tree. Any penalties imposed by the Commission under the provisions of this chapter shall be assessed against the real estate abutting which the work was done, or containing the tree, or upon which the violation was committed.
- B. The collection of assessments, the filing of liens, the levying of taxes and the collection of penalties, whether by the Commission or on or behalf of the Borough, are hereby expressly authorized as provided for in said Article XXVII(b) of the Borough of Code of 1966, P.L. (1965) 1656, as amended.

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§ 239-5. Powers of the Commission.

- A. As set forth hereafter, the Commission is authorized to plant, transplant, remove and protect shade trees in the public streets and highways in the Borough of Carlisle.
 - (1) Where the Commission determines that any of the following conditions exists, notification by letter of that fact shall be sent by the Commission to the owner of the real estate abutting or containing such tree or condition:
 - (a) A shade tree in or overhanging a public street or highway in the Borough is dead or

so dangerous as to require removal in whole or overhanging part.

- (b) A shade tree, shrub or plant in a public street or highway is afflicted with any insect or disease which threatens to injure or destroy plants, shrubs and shade trees in the Borough.
- (c) A plant, shrub or tree located on private property which is afflicted with any insect or disease which threatens to injure or destroy plants, shrubs and shade trees in the Borough.
- (d) A shade tree should be planted or replanted along any street.
- (2) The notification shall advise the owner to mail an election to the board, within 30 days of the mailing of the notification, to have the work performed himself, or to request a hearing under § 239-8 of this chapter. In the case of the required removal of a tree, plant or shrub, in whole or in part, the work shall be performed within three months of the notification. In the case of the required planting or replanting of a shade tree, the work shall be performed within six months of the notification. In the absence of a timely election or timely completion of the work by the owner, and in the absence of a request by the owner for a hearing, the Commission shall proceed to have performed the work it finds necessary; provided, however, that prior thereto the work has been considered at a meeting of the Commission, notice of which meeting, detailing the street or highway or portion thereof to be affected shall have been published in a newspaper of general circulation in the Borough once a week for two weeks immediately preceding the time of the meeting. The notices may be published prior to the expiration of the time period provided in this subsection for the election or the performance of the work by the owner. The amount the owner is to pay for such work shall be ascertained and certified by the Commission to the Borough Council and to the Borough Treasurer. In the event the owner does not honor a promise to remove a tree within three months or, in the case of planting or replanting, plant a tree within six months, the Commission shall proceed to have the work performed as provided heretofore. In the event the owner shall request a hearing to contest any proposed action under this subsection, notice of such hearing shall be published as set forth above, and thereupon the Commission shall consider the matter under the hearing procedure set forth in § 239-8 of this chapter. In the event the Commission determines, upon the conclusion of a requested hearing, that a tree must be removed in whole or part, or that a tree must be planted or replanted, the Commission shall proceed to have the work performed and the cost certified as provided heretofore.
- (3) Upon the filing of the certificate with the Council, the Borough Secretary shall cause 30 days' written notice to be given to every person against whose property an assessment has been made. The notice shall state the amount of assessment and the time, place, and manner of payment and shall be accompanied by a copy of the certificate. The amount

assessed against the real estate shall be a lien from the time of the filing of the certificate with the Council, and if not paid within the time designated in the notice, a claim may be filed and collected by the Borough Solicitor in the manner provided by law. In the case of a shade tree in or overhanging a public street or highway which poses a serious threat of imminent harm to public health or safety in the nature of an emergency, necessitating the tree's removal in whole or overhanging part, the Commission, or the Borough, as the case may be, may effect its immediate complete or partial removal with only such notification to the owner of the abutting or containing property as required by the Pennsylvania Motor Vehicle Code, or other applicable law, to have the work done himself or herself as the exigencies of the situation, in the Commission's reasonable judgment, permit. In such event, costs shall be borne by the owner and the amount owed for such work shall be ascertained and certified as set forth in Subsection A; and the filing, notice and collection procedures of said subsection shall be applicable and followed.

- B. When street reconstruction occurs and curbs and/or sidewalks will be replaced, the Commission will work closely with the property owners to encourage the additional planting of trees.
- C. The Commission is hereby authorized to make such rules and regulations and to impose such penalties for the violation of same as it may deem necessary and proper, provided that such rules and regulations are approved by the Borough Council and are not in conflict with any other ordinances of the Borough of Carlisle or statutes of the Commonwealth of Pennsylvania. Any penalties assessed for the violation of these rules and regulations shall be fixed by the Commission, but in no event shall exceed the sum of \$300 per violation, which penalties may be assessed against the property owner as set forth in this chapter.
- D. The Chairperson of the Commission is hereby authorized to appoint a Shade Tree Committee, its membership not being limited to members of the Commission. The duties of the Shade Tree Committee shall include the inspection of trees, the furnishing of advice to the Commission on shade tree matters, the monitoring of action taken on permits, and such other administrative duties as shall be delegated to it from time to time.
- E. The Commission shall provide its counsel to Borough Council on the merits of any petition presented by a majority of the property owners upon any public street for the planting and replanting of shade trees along and upon the sides of such streets.

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§ 239-6. Regulations.

The following regulations submitted by the Commission are approved:

- A. Administrative policy: see Appendix A, incorporated herein by reference. EN(6)
- B. Planting regulations: see Appendix B, incorporated herein by reference.
- C. Approved shade tree list: see Appendix C, incorporated herein by reference.
- D. Pruning regulations: see Appendix D, incorporated herein by reference,
- E. Trimming and removal permits: see Appendix E, incorporated herein by reference.
- F. Miscellaneous regulations: see Appendix F, incorporated herein by reference.
- G. Schedule of fines: see Appendix G, incorporated herein by reference.

CODE OF THE BOROUGH OF CARLISLE, PENNSYLVANIA, v1 Updated 05-01-2005 / PART II: GENERAL LEGISLATION / Chapter 239, TREES / § 239-7. Permits required.

§ 239-7. Permits required.

No person shall plant, trim, prune or remove, or cause to be planted, trimmed, pruned or removed, any shade tree in or overhanging the public streets or highways in the Borough until a permit therefor is granted by or under the authority of the Commission. The application for such permit, which shall be provided by the Borough and which shall be signed by the owner of the abutting premises containing such tree or wherein such tree is proposed to be planted, shall include the details of such planting, trimming or removal, whether by sketch or otherwise, and the same shall be brought to the attention of the Commission, or under proper circumstance to its administrative designee, for approval. Such work shall not be commenced until a permit shall have been secured. A reasonable fee for obtaining such permit may be set by the Commission, subject to the approval of the Borough of Carlisle by its incorporation of the fee in Chapter 120, Fees. The Commission or, under proper circumstance, its administrative designee, may refuse a permit for the planting of any species of tree which in its opinion is not suited to the location. The Commission shall provide specifications on the proper planting, trimming, pruning and removal of trees, and the kinds of trees permitted for planting.

CODE OF THE BOROUGH OF CARLISLE, PENNSYLVANIA, v1 Updated 05-01-2005 / PART II: GENERAL LEGISLATION / Chapter 239, TREES / § 239-8. Hearings. EN

§ 239-8. Hearings. EN(7)

Any person aggrieved by a notice, determination, refusal, act or failure to act issued, taken or omitted under this chapter shall have the right to a hearing to be held by the Commission, which hearing shall be held pursuant to the administrative law for local agencies. EN(8) In the event of a notification for the proposed planting, replanting or removal, in whole or in part, of any shade tree, notice shall be provided as required in § 239-5A(2) of this chapter. In all other cases, notice of the time and place of the meeting at which said hearing shall occur shall be given according to law. EN(9) In all cases, the aggrieved party shall be given personal notice by regular mail of the date, time and place of the meeting, which notice shall generally specify the rights granted to the party under law. Any person aggrieved by a decision of the Commission shall have the right to appeal said decision to the Court of Common Pleas of Cumberland County within 30 days of the date of said decision. Should no appeal be filed, the cost of the work and any penalty imposed by the Commission shall be certified by the Commission to Borough Council to be thereafter filed as a municipal lien as set forth in this chapter and as provided by law.

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§ 239-9. Annual report.

The Shade Tree Commission shall annually report in full to Borough Council its transactions and expenses for the last calendar year.

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APPENDIX A Administrative Policy

Although the Carlisle Parks and Recreation Board is the regulatory body for the shade tree function in the Borough of Carlisle, the Board relies on the Shade Tree Committee and the Parks and Recreation Department staff for assistance. The duties and responsibilities of both groups are as follows:

SHADE TREE COMMITTEE

- 1. The Committee is an advisory body to the Parks and Recreation Board and will meet periodically to assess the shade tree function in the community.
- 2. The Committee will assess trees for possible removal and make recommendations to the Parks and Recreation Board.
- 3. The Committee will survey trees annually for dead wood and dead or dying trees.
- 4. The Committee will recommend streets that need additional trees for planting programs.
- 5. The Committee will evaluate new techniques and procedures used in the operation of a shade tree function and advise the Parks and Recreation Board.
- 6. The Committee will fund raise where necessary to supplement the budget of the shade tree operation.

PARKS AND RECREATION STAFF

The staff of the Parks and Recreation Department will be the administrative arm of the Parks and Recreation Board concerning the shade tree function and will be responsible for the following items:

- 1. The Department will issue permits for planting and pruning according to the guidelines of the Parks and Recreation Board. The Department will issue removal permits once the Committee and Board have authorized such removal.
- 2. The Department will correspond with property owners on shade tree matters.
- 3. The Department will send out notices once the annual tree survey is completed and reminder notices if necessary.
- 4. The Department will assist the Committee and Board with new tree programs.
- 5. The Department will promote street trees in its literature and public relations programs.

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APPENDIX B Planting Regulations

REGULATIONS TO FOLLOW WHEN PLANTING STREET TREES

- 1. A tree planting permit must be obtained at the Carlisle Community Center, 415 Franklin Street.
- 2. Only those trees on the approved shade tree list may be planted within the public rights-of-way unless authorized by the Carlisle Shade Tree Commission.
- 3. All shade trees shall be so situated to form as nearly as possible a straight and uniform line with the other shade trees growing in the same street or highway.
- 4. Trees shall be planted or set from 30 to 40 feet apart where practical and shall be sound, straight and symmetrical.
- 5. Where space permits, street trees shall be planted just inside the sidewalk.
- 6. No tree shall be planted nearer than 35 feet to an intersection or alley.
- 7. Every tree shall be planted in a pit not smaller than three feet square filled with good topsoil; the open space outside the trunk permits the entrance of water and air to the roots.
- 8. New trees shall be watered weekly during hot, dry weather to keep the trees from dying.
- 9. Trees shall not be less than 1 3/4 inches in caliper (diameter).
- 10. Plant short-growing trees under utility wires. (See tree list.)
- 11. Keep street trees at least 10 feet from utility poles and at least six feet from water, sewer and gas services.

CODE OF THE BOROUGH OF CARLISLE, PENNSYLVANIA, v1 Updated 05-01-2005 / PART II: GENERAL LEGISLATION / Chapter 239, TREES / APPENDIX C Recommended Street Tree Planting List Carlisle Parks and Recreation Department 243-3318

APPENDIX C Recommended Street Tree Planting List Carlisle Parks and Recreation Department 243-3318

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]

It is recommended to note on this list of trees that, when a person chooses a tree(s), to keep in mind and/or inform the nursery that the tree(s) needs to be cultured for a street tree.

Small Trees: Mature height 25-35 feet. If your street has overhead wires, you will need to choose from this category.

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this category.

Thornless Cockspur Hawthorn - Crataegus crusgalli inermis (needs a strong central leader)

Washington Hawthorn- Crataegus phaenopyrum "Sentry" (needs a strong central leader)

Winter King Hawthorne - Crataegrus viridis "Winter King"

Shadblow/Serviceberry - Amelanchier x gradifolia "Robin Hill," "Autumn," "Brilliance" or "Cumulus" (select a tree form, not a bush form)

Japanese Tree Lilac - Syringa reticulata "Ivory Silk" or "Summer Snow"

Columnar Sargent Cherry - Prunus sargenti columnaris

Amur Maple - Acer ginnala

Trident Maple - Acer buergeranum

Medium Trees: Mature height 35-50 feet.

American Hornbeam - Carpinus caroliniana (early pruning critical)

European Hornbeam - Carpinus betulus (also upright var. "Fastigiata")

Redspire callery pear or Aristocrat callery pear

Imperial Honeylocust - Gleditsia tricanthos inermis (small imperial variety of the honeylocust)

Large Trees: Mature height 50 feet or more.

Northern Red Oak - Quercus rubra (recommend planting in the fall only)

English Oak - Quercus robur (specify high branching)

Honeylocust- Gleditsia tricanthos inermis "Skyline," "Shademaster" (pruned properly)

Willow Oak - this tree will drop acorns

White Oak - this tree will drop acorns

Ginkgo - Ginkgo biloba (male only)

Green Ash - Fraxinus pennsylvanica "Summit," "Patmore" or "Urbanite"

White Ash - Fraxinus americana "Rosehill" or "Autumn Purple"

Zelkova - Zelkova serrata "Green Vase"

Little Leaf Linden - tilia cordata "Greenspire"

Blackgum or Tupelo - Nyssa sylvatica

Turkish Filbert - Corylus colurna

Dawn Redwood - Metasequoia glyptostroboides

Red Maple - Acer rubrum "Red Sunset" (strong central leader)

These trees have been selected because they have been proven from past experience and observation to be good street trees.

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APPENDIX D Pruning Regulations

Regulations to Follow in Pruning Trees:

All pest-infested or insect/disease infested branches and interfering branches shall be removed. Crossovers, piggy-backs, watersprouts and suckers shall constitute interfering branches. Smaller branches that might prove undesirable at a future time should also be treated as interfering.

Considered together, these selective inside thinning aspects of proper pruning should create a well-balanced, spatial relationship between all of the major scaffold branches in the tree being trimmed. See Exhibit B. In addition, limbs can be raised 12 feet above sidewalks and 14 feet above streets on mature trees. On younger trees or trees that do not attain much height at maturity, limbs can be raised only to the height that achieves good balance and aesthetics.

There will be no severe heading back, topping or dehorning done to any tree unless prior and specific authorization is given by the Shade Tree Commission. See Exhibit A. Utility companies shall trim around their wires where applicable, as opposed to the topping of trees under the wires.

Severing of large branches shall be accomplished in such a way as not to cause the ripping of bark below the final cut. This means that a preliminary undercut is made followed by a top cut thus delimbing the branch and leaving a short stub to be held in place for the final cut. All cuts will be made clean and according to directions listed in Exhibit C. Removal of dead, diseased and dying branches along with the live cutting of limbs to relieve weight stress will be cut back to a healthy crotch so that sound tissue surrounds the final cut. It must be kept in mind that while pruning limbs which are disproportionately heavy, the remaining lateral branches should have symmetry and balance as related to the surrounding limbs. When pruning for view, it is preferable to develop spaces between branches or windows through the foliage of the tree, rather than to severely raise or reduce the crown.

Exhibit A

No heading back or topping.

This procedure results in many vigorous, weakly attached branches and the loss of the tree's natural form.

Exhibit B

The proper way to thin a tree.

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Do not leave stubs on trees
with no lateral branches at
the end of the cut. Leave as
large a lateral branch at end
of cut as possible.

Current pruning recommendations are as follows:

- 1. When making the final cut, place the saw or shears in front of the branch bark ridge (collar) in the branch crotch.
- 2. Cut down and slightly out from the outer portion of the ridge to prevent injury to or removal of the collar.
- 3. Always use sharp tools.
- 4. Never leave stubs beyond the branch collar.
- 5. Paint the wound only, for cosmetic reasons, and apply only a thin coat.

Exhibit C

CODE OF THE BOROUGH OF CARLISLE, PENNSYLVANIA, v1 Updated 05-01-2005 / PART II: GENERAL LEGISLATION / Chapter 239, TREES / APPENDIX E Trimming and Removal Permits

APPENDIX E Trimming and Removal Permits

- 1. No person shall, without first obtaining a permit therefor, do, perform or cause to be done or performed any of the following:
 - (a) Trim or remove any shade tree in the public streets or highways in the Borough of Carlisle.
 - (b) Cut down or interfere in any way with the main roots of any such tree.
 - (c) Spray any such tree with any chemical or insecticide.
 - (d) Place any rope, guy wire, cable, sign, poster or any other fixture on any such tree or guard for any such tree.
 - (e) Excepting solely in case of immediate necessity for the protection of life and property, no person shall injure, misuse or remove any device placed to protect any such tree.
- 2. No person shall place or hereafter maintain any stone, cement or other substance which shall impede the passage of water and air to the roots of any shade tree in the public street or highways of the Borough of Carlisle unless such person shall have an open space of ground surrounding the trunk of such tree, such space to be not less than three by three feet square.
- 3. In connection with any building operation or the performance of any work whatsoever in the Borough in the vicinity of any shade tree in the public streets or highways, before any work shall be commenced, guards shall be placed at all such trees which might be affected by such work so as effectually to prevent injury to them.
- 4. No person shall pour salt water, oil or any other material at any place in such manner that injury might result to any shade tree in the public streets or highways.
- 5. No person shall, without first having obtained a permit therefor, attach any electrical wire, insulator or any devise for the holding of an electrical wire to any shade tree in the public streets or highways.
- 6. Every person having any wire charged with electricity running along or through a public street or highway shall securely fasten such wire or place an adequate shield thereon so that such wire shall not come into contact with any shade tree so as to injure the same.

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7. Whenever, in order to take down or prune any shade tree in any public street or highway or having branches extending over any public street or highway, it shall be deemed necessary to remove any wire running through or along such public street or highway, the owner of such wire shall temporarily remove the same or cut off the flow of current therefrom within 24 hours after service of written notice from the Commission to do so.

- 8. Details, by sketch or otherwise, of any planting, trimming or removal of trees in public streets or highways in connection with any work requiring a building permit within the Borough shall be attached to the application for such permit. Where less than one shade tree exists per 40 to 50 feet in and on the side of a public street or highway abutting property on which the erection of a dwelling or dwellings, the erection of a commercial building or buildings or other similar major construction project requiring the issuance of a building permit is to be accomplished, the application for the required building permit shall show that the shade trees will be planted on the aforesaid site at the aforesaid intervals, at no expense to the Borough, in conjunction with the work, according to the standards established by the Commission, unless the Commission shall have previously excused the planting of such trees.
- 9. If a permit is granted for the removal of a tree by the Commission, it may, at the time of issuance of said permit, request the owner to replace or replant the tree. If the owner agrees to plant a tree and thereafter fails to do so within a period of six months, the Commission may cause a tree to be replanted and have the cost of the same assessed against the property owner after following the procedures set forth in this chapter.

CODE OF THE BOROUGH OF CARLISLE, PENNSYLVANIA, v1 Updated 05-01-2005 / PART II: GENERAL LEGISLATION / Chapter 239, TREES / APPENDIX F Miscellaneous Regulations

APPENDIX F Miscellaneous Regulations

- 1. When a tree is removed from the public right-of-way, the stump shall be removed at the same time.
- 2. The Borough of Carlisle retains the right to trim street trees around stop signs and other traffic regulatory signs. Also, the Borough will periodically raise the limbs on street trees 12 feet above the sidewalk and 14 feet above the street to accommodate trucks and Borough equipment.
- 3. In areas where trees are close to the curb or where trees are continually struck by parking cars, street tree guards are recommended.
- 4. Permits for removal, pruning, and planting shall be valid for only six months after date of issue.

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APPENDIX G Schedule of Fines	
Pruning	Fine
Pruned according to specifications without a permit	\$10 per violation
Severe pruning with a permit or topping	\$100 per violation
Topping or severe pruning without a permit	\$200 per violation
Removal	
(or things done to a tree to cause the tree to die such as girdling, poisoning, etc., without a permit)	\$300 per violation
Other Damage to Trees	
There may be instances when trees are damaged intentionally or unintentionally, but do not cause the tree to die.	Up to \$100 depending on the severity of damage

Endnotes

1 (Popup - Popup)

Editor's Note: See 53 P.S. § 47721.

2 (Popup - Popup)

Editor's Note: See 75 Pa.C.S.A. § 6112.

3 (Popup - Popup)

Editor's Note: See 53 P.S. § 46202(63).

4 (Popup - Popup)

Editor's Note: See 53 P.S. § 47728.

5 (Popup - Popup)

Editor's Note: See 53 P.S. § 47741.

6 (Popup - Popup)

Editor's Note: Appendixes A through G are included at the end of this chapter.

7 (Popup - Popup)

Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

8 (Popup - Popup)

Editor's Note: See 2 Pa.C.S.A. § 551 et seq.

9 (Popup - Popup)

Editor's Note: See 65 Pa.C.S.A. § 701 et seq.