



Department of Public Works  
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**Deputy City Engineer**  
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**Deputy Division Manager**  
Kathleen M. Cryan

**Principal Engineer 2**  
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Janet Schmidt, P.E.

**Principal Engineer 1**  
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**Financial Manager**  
Steven B. Danner-Rivers

«ParcelNumber»  
«SitusAddress»

«Name1st»  
«Address»  
«CityStateZip»

May 5, 2023

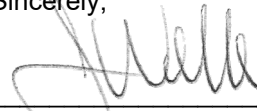
**TO: Property Owners within 100 Feet of 5013 Lake Mendota Drive.**

**RE: Tree Removal**

Prior to the Lake Mendota Drive Phase 2 reconstruction project, an additional tree removal has been identified in front of 5013 Lake Mendota Drive due to conflicts with the planned sanitary sewer work. The tree that will be removed is a 17" Norway Maple. Engineering and Forestry staff reviewed the tree in detail with the contractor, and unfortunately, there were no options available to save this tree. If you have any questions, please contact Aaron Canton at [acanton@cityofmadison.com](mailto:acanton@cityofmadison.com) or 608-242-4763.

Per APM 6-2, this letter shall serve as the 10-day advance notice of the tree removal.

Sincerely,



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James M. Wolfe, P.E.,  
City Engineer

RFP: ajc  
Cc by Email:

Ald. Kristen Slack  
Daniel Olivares, City Engineering  
Brandon Sly, City Forestry  
Tim Pearson, Water Utility  
Tom Mohr, City Traffic Engineering  
Dane County 911  
Mark Moder, City Engineering

Yang Tao, City Traffic Engineering  
Tim Sobota, Metro  
Brandon Sly, City Forestry  
Chris Petykowski, City Engineering  
Jim Wolfe, City Engineering  
Charles Romines, Streets Division  
Janet Schmidt, City Engineering

**SUBJECT: PUBLIC NOTIFICATION REGARDING THE TRIMMING, PRUNING OR  
REMOVAL OF TREES WITHIN THE PUBLIC RIGHT-OF-WAY OR ON PUBLIC  
LANDS**

Purpose: The citizens of Madison have expressed their keen interest and concern for the development and welfare to the City's urban forest, with particular emphasis on the trees within the public right-of-way.

Section 10.101 of the Madison General Ordinances provides for the advance notification of residents regarding the trimming, pruning or removal of trees within the public right-of-ways or on public lands. Operations by the Departments of Public Works and Transportation are exempt, provided that work is under the direction of the City Forester.

The construction and maintenance of public facilities are performed in accordance with the requirements of several different statutes and ordinances. Different notification procedures are required and it is preferable to integrate issues regarding the trimming, pruning, or removal of street trees, as such issues are relevant to the facility or service being provided.

It is the purpose of this APM to establish the public notification procedures for the trimming, pruning, and removal of trees required by the construction and maintenance of public facilities by City divisions, departments and their employees.

Notification Procedures: The public notification procedures for the trimming, pruning, and removal of trees required by the construction and maintenance of public facilities by City Divisions, Departments and their employees are included in Table 1, entitled Public Notification Procedure for Tree Trimming, Pruning and Removal, which is attached to and made a part of this Administrative Procedure Memorandum.

Failure to comply with the notification requirements of this procedure shall be considered misconduct and shall be subject to remedial action, which may include discipline, up to and including discharge.



Satya Rhodes-Conway  
Mayor

APM No. 6-2  
February 20, 2020

Attachment: Table 1, entitled Public Notification Procedure for Tree Trimming, Pruning and Removal

Original APM dated 3/3/1999

**TABLE 1**  
**Public Notification Procedure for Tree Trimming, Pruning, and Removal**

Service	Type of Notice	Date of Issue	Who is Notified	Remarks
Assessable Public Works Improvements Including Streets, Water Mains, Storm Sanitary Sewers, Street Lights, Traffic Signals, and Street Resurfacing.	First Class Notice	Not less than 10 days prior to the project approval of the Board of Public Works	Property Owners of Record assessed for project	Notice specifies if trees are to be pruned or removed or roots pruned.
Non-Assessable Public Works Improvements including street pavement seal coating, crack sealing, bike paths, bridge repair or repairs by City forces or contractors.	First Class Notice	Not less than 10 days prior to Common Council approval	Property Owners of Record abutting the project	Notice specifies if trees are to be pruned or removed or roots pruned.
Sidewalk Construction, Including Initial Installation or Repair  Note: Trees are not generally removed for sidewalk repairs but may need to be removed for the initial installation. The lifting of sidewalk blocks by tree roots is a chronic problem and repair generally involves root pruning and/or removal.	First Class Notice	At least 20 days before work commences	Property Owners of Record assessed by the project	Notice shall inform property owner that roots may be pruned and tree limbs may be removed. A door hanger shall be placed at each residence when trees are to be removed.
Specific tree pruning (as opposed to tree maintenance on a block by block basis) by City Forestry to improve the visibility of street signs, the efficiency of street lights, or vegetation hindering pedestrians, vehicles or city services.	None	N/A	N/A	

**TABLE 1**

**Public Notification Procedure for Tree Trimming, Pruning, and Removal**

Service	Type of	Date of Issue	Who is Notified	Remarks
Scheduled cyclical street tree pruning on a block by block basis by City Forestry in the public right-of-way.	Website:	As needed	General public	This work is performed on an as needed basis for the street tree population. Alderperson of the area will be notified by email from the Forestry Section when the Forestry Section moves into their area for cyclical pruning.
Removal of trees located within the public right of way, including trees not initially identified for removal as part of an approved public works project.	Door hanger placed at adjacent property except for multi-family units or business.	3 city work days before work commences unless it is determined by City Forestry that the street tree poses immediate risk to public safety. For example, storm damaged trees.	Occupants of residential property which abut the street tree scheduled to be removed.	
Tree pruning or removal by Forestry or Park Personnel, or other City staff authorized by Forestry or Parks, in golf courses, parks, bike paths and street boulevards (medians).	None	N/A	N/A	

**TABLE 1**

**Public Notification Procedure for Tree Trimming, Pruning, and Removal**

<b>Service</b>	<b>Type of Notice</b>	<b>Date of Issue</b>	<b>Who is Notified</b>	<b>Remarks</b>
Tree pruning or removal by Contractors on public lands owned and maintained by the City.	First Class Mail	10 days before work commences	Property owners whose property is within 100 feet of the trees proposed for pruning or removal	This notice is proposed because of concerns of property owners regarding privately owned and operated equipment on public lands.
Tree pruning or removal where immediate action is necessary to protect the public from imminent harm, such as sickness, disease, personal injury or property damage, and any of the otherwise applicable notice requirements would unreasonably delay the pruning or removal activity.	None	None	None	