City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final

City Council

Tuesday, January 20, 2026 | **6:30 PM** | **Council Chamber**

Regular Meeting

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

4. Scheduled Appearances and Presentations

a) Guest Citizens

b) Scheduled Public Presentations

5. Proclamations - None

6. Public Comment

If you wish to address city council under Public Comment, please sign-in on the public speaker form before the call to order for this meeting. Public Comment is an opportunity to express opinions regarding issues that are not part of public hearings on tonight's agenda; a separate opportunity will be provided for comment for any public hearing. Each speaker is limited to three (3) minutes. We expect comments to be civil. Disrespectful or disruptive behavior will not be tolerated. The city council is not authorized under the Colorado Open Meetings Law to discuss, comment, or take action at this meeting on any issue raised by public comment that is not part of tonight's agenda. The Mayor may refer the matter to the city manager and/or city attorney for immediate comment after Public Comment, or to staff to obtain additional information and report back to council as appropriate.

7. Comments / Reports

a) Council Members

b) Mayor

c) City Manager

d) City Attorney

8. Consent Agenda Items

Consent agenda items can be adopted by a simple motion. All ordinances must be read by title prior to a vote on the motion. Any consent agenda item may be removed at the request of a council member.

a) Ordinance 04-2026 — Ordinance 04-2026: An ordinance on first reading amending Title1, Chapter 14 of the Littleton City Code regarding land development impact fees

Attachments: 1. Ordinance No. 04-2026

b) Ordinance 03-2026 — Ordinance 03-2026: An ordinance on first reading approving text amendments to Title 10, Unified Land Use Code, regarding the preservation and enhancement of the city's tree canopy and the tree canopy loss rate

Attachments: 1. Ordinance No. 03-2026
2. PC Resolution No. 10-2025_SIGNED

c) ID# 26-014 — Motion to approve minutes of the January 6, 2025, regular meeting of City Council

Attachments: 1. 01-06-2026 CC Minutes_DRAFT

9. General Business

a) ID# 26-018 — 2026 Update on Urban Forestry Management Plan and the City of Littleton Tree Manual

Attachments: 1. Tree Manual_DRAFT
2. Presentation

b) ID# 26-007 — Police Department Update

Attachments: 1. Presentation_PD Update

10. Ordinances on Second Reading and Public Hearings

Speakers wishing to address council as part of a public hearing will be limited to three (3) minutes and will be called upon when the mayor opens the public comment portion of the hearing.

a) Ordinance 01-2026 — Ordinance 01-2026: An ordinance on second reading amending Title 7, Chapter 1 of the Littleton City Code regarding Abatement Notice on Derelict/Unlicensed Vehicles

Attachments: 1. Ordinance No. 01-2026
2. Presentation_Ord. 01-2026

11. Motion to Adjourn to Executive Session

I move to go into Executive Session pursuant to C.R.S. § 24-6-402(4)(d)(I), and Article III, Section 27 of the City Charter for purpose of discussing matters required to be kept confidential by Federal and State laws or rules or regulations, including but not limited to specialized details of security arrangements or investigations, including defenses against terrorism or criminal acts, both foreign or domestic.

12. Adjournment

The public is invited to attend all regular meetings or study sessions of the city council or any city board, commission, or committee. Please call 303-795-3780 at least 48 hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to attend, or participate in, any such meeting. For any additional information concerning city meetings, please call the city clerk's office at the above referenced number.

Staff Communication

File #: Ordinance 04-2026, **Version:** 3

Agenda Date: 01/20/2026

Subject:
Ordinance 04-2026: An ordinance on first reading amending Title1, Chapter 14 of the Littleton City Code regarding land development impact fees

From:	James L. Becklenberg, City Manager
Prepared by:	Laurie Matta, Finance Director
Presentations:	Laurie Matta, Finance Director

PURPOSE:
Does city council support adoption increasing impact fees for the City based on the Consumer Price Index (CPI) for the Denver, Aurora, Lakewood metro area?

LONG-TERM OUTCOME(S) SERVED:
High-Quality Governance

DISCUSSION:
The city imposes impact fees as per the Colorado Revised Statutes for land development. The intent is that such fees only cover the full cost of capital resulting from the development of new service units caused by the new development and is not intended to be a tax under the Taxpayer Bill of Rights.

Land development impact fees collected pursuant to the Littleton City Code are to be used to fund expenditures for capital facilities attributable to land development. These development impact fees should be imposed upon land development based upon the principle of new growth paying for the costs attributable to new growth.

The city's code further states rates will be subject to an annual inflation factor as determined by the finance director and amended accordingly. Staff's recommendation is that the impact fees be increased by the Denver, Aurora, Lakewood Consumer Price Index inflation factor of 2.7%.

BACKGROUND:
In 2013, council adopted capital facility impact fees/land development impact fees. These fees have been amended over the years with the last amendment occurring in October 2023 for inflation and multimodal transportation phase II increases.

Prior Actions or Discussions
The current 2025 impact fees were adopted by ordinance December 3, 2024.

FISCAL IMPACTS:
The following are the proposed fee changes for 2026:

Use	Land Development Impact Fee Rate Residential (per unit)						Total
	Multimod Improven	Museum	Library	Police	Facilities	Transpor-tation	
Single Family	$1,237.93	$1,027.37	$779.95	$421.42	$2,188.06	$2,547.03	$8,201.76
Multiple Dwelling Unit	$812.31	$674.13	$511.79	$276.53	$1,435.76	$1,975.02	$5,685.54

Use	Land Development Impact Fee Rate Non-Residential (per square foot)						Total
	Multimo Improve	Museum	Library	Police	Facilities	Transpor tation	
Auto Dealership	$0.93	$0.00	$0.00	$0.42	$1.89	$3.27	$6.51
Industrial	$0.93	$0.00	$0.00	$0.42	$1.89	$0.55	$3.79
Lodging	$0.93	$0.00	$0.00	$0.42	$1.89	$1.28	$4.52
Office	$0.93	$0.00	$0.00	$0.42	$1.89	$1.07	$4.31
Retail/Commercial	$0.93	$0.00	$0.00	$0.42	$1.89	$3.27	$6.51
Warehouse/Storage	$0.93	$0.00	$0.00	$0.42	$1.89	$0.20	$3.44

STAFF RECOMMENDATION:
Staff recommends approval of the ordinance adopting the 2026 impact fees.

ALTERNATIVES:
1. Adopt fees as proposed.
2. Adopt different fees, understanding the impact to current and future projects.
3. Maintain fees at the 2025 level, understanding the impact to current and future projects.

PROPOSED MOTION:
I move to approve Ordinance 04-2026 on first reading amending Title 1, Chapter 14 of the Littleton City Code regarding land development impact fees, and to set the second reading and public hearing for February 3, 2026.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 04

Series, 2026

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, AMENDING TITLE 1, CHAPTER 14 OF THE LITTLETON CITY CODE REGARDING LAND DEVELOPMENT IMPACT FEES

WHEREAS, the imposition of impact fees which are defined as land development fees under Colorado Revised Statues is a financial matter and more appropriately placed in the administrative title of the City Code; and

WHEREAS, the city is subject to the provisions of Title 29, Colorado Revised Statutes pertaining to the imposition of charges for land development as the legislature has exercised its power of preemption under the Colorado Constitution; and

WHEREAS, the city intends that such fees only cover the full cost of capital facilities resulting from the development of new service units caused by new development and such fees are not intended to be a tax under the Taxpayer Bill of Rights in Article X of the Colorado Constitution; and

WHEREAS, the city council wishes to revise the capital facility impact fee rates.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LITTLETON, COLORADO, THAT:

Section 1: Subsection B of title 1, chapter 14 of the Littleton City Code is hereby revised as follows:

TABLE 1-14-3(a)

Use	Land Development Impact Fee Rate Residential (per unit)						Total
	Multimodal Improvements	Museum	Library	Police	Facilities	Transpor-tation	
Single Family	~~$1,205.38~~	~~$1,027.37~~	~~$779.95~~	~~$421.42~~	~~$2,188.06~~	~~$2,547.03~~	~~$8,169.21~~
Multiple Dwelling Unit	~~$790.95~~	~~$674.13~~	~~$511.79~~	~~$276.53~~	~~$1,435.76~~	~~$1,975.02~~	~~$5,664.18~~

Use	Land Development Impact Fee Rate Residential (per unit)						Total
	Multimodal Improvements	Museum	Library	Police	Facilities	Transpor-tation	
Single Family	$1,237.93	$1,027.37	$779.95	$421.42	$2,188.06	$2,547.03	$8,201.76
Multiple Dwelling Unit	$812.31	$674.13	$511.79	$276.53	$1,435.76	$1,975.02	$5,685.54

TABLE 1-14-3(b)

Use	Land Development Impact Fee Rate Non-Residential (per square foot)						Total
	Multimodal Improvements	Museum	Library	Police	Facilities	Transpor-tation	
Auto Dealership	~~$0.91~~	~~$0.00~~	~~$0.00~~	~~$0.41~~	~~$1.84~~	~~$3.18~~	~~$6.34~~
Industrial	~~$0.91~~	~~$0.00~~	~~$0.00~~	~~$0.41~~	~~$1.84~~	~~$0.54~~	~~$3.70~~
Lodging	~~$0.91~~	~~$0.00~~	~~$0.00~~	~~$0.41~~	~~$1.84~~	~~$1.25~~	~~$4.41~~
Office	~~$0.91~~	~~$0.00~~	~~$0.00~~	~~$0.41~~	~~$1.84~~	~~$1.04~~	~~$4.20~~
Retail/Commercial	~~$0.91~~	~~$0.00~~	~~$0.00~~	~~$0.41~~	~~$1.84~~	~~$3.18~~	~~$6.34~~
Warehouse/Storage	~~$0.91~~	~~$0.00~~	~~$0.00~~	~~$0.41~~	~~$1.84~~	~~$0.19~~	~~$3.35~~

Use	Land Development Impact Fee Rate Non-Residential (per square foot)						Total
	Multimodal Improvements	Museum	Library	Police	Facilities	Transpor-tation	
Auto Dealership	$0.93	$0.00	$0.00	$0.42	$1.89	$3.27	$6.51
Industrial	$0.93	$0.00	$0.00	$0.42	$1.89	$0.55	$3.79
Lodging	$0.93	$0.00	$0.00	$0.42	$1.89	$1.28	$4.52
Office	$0.93	$0.00	$0.00	$0.42	$1.89	$1.07	$4.31
Retail/Commercial	$0.93	$0.00	$0.00	$0.42	$1.89	$3.27	$6.51
Warehouse/Storage	$0.93	$0.00	$0.00	$0.42	$1.89	$0.20	$3.44

Section 2: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the

validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 3: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 20th day of January, 2026, passed on first reading by a vote of ___ FOR and ___ AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the 3rd day of February, 2026, in the Council Chamber, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of __ FOR and ___ AGAINST on the 3rd day of February, 2026 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____	_____
Colleen L. Norton	Kyle Schlachter
CITY CLERK	MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

Staff Communication

File #: Ordinance 03-2026, **Version:** 1

Agenda Date: 01/20/2026

Subject:
Ordinance 03-2026: An ordinance on first reading approving text amendments to Title 10, Unified Land Use Code, regarding the preservation and enhancement of the city's tree canopy and the tree canopy loss rate

From:	James L. Becklenberg, City Manager
Prepared by:	Andrea Vaughn, Senior Planner
	Mary Danser, City Forester
Presentations:	Andrea Vaughn, Senior Planner
	Mary Danser, City Forester
	Diana Kamenel Trettin, Manager of Grounds, Open Space and Natural Resources

PURPOSE:
To consider adoption of amendments to the Unified Land Use Code (ULUC) regarding an update to the Tree Canopy and miscellaneous greenscape provisions for the preservation of the City's tree canopy.

LONG-TERM OUTCOME(S) SERVED:
Sustainable Community with Natural Beauty; Environmental Stewardship; High-Quality Governance

DISCUSSION:
The protection and enhancement of the City's tree canopy has been identified by the City through several documents, including Envision Littleton, Horizon 2027 and the Urban Forestry Management Plan. Specifically, the Urban Forestry Management Plan calls for the City's tree canopy to be increased from 19.5% (as of 2023) to 50% by 2090. In order to meet this goal, this will require investment by the city, its residents, and private developers. The proposed text amendments seek to increase the tree canopy requirements for new developments in specific zone districts and for an increase in the fee-in-lieu for removal of healthy and mature trees; this fee will be used towards the City's Tree Equity Fund, which will plant trees in areas identified by the Urban Forestry Management Plan in greatest need of plantings.

The ULUC proposed code changes are now ready for City Council review and consideration.

BACKGROUND:
In 2023, the City hired a consultant to review Littleton's general tree ordinance provisions. The consultant identified various areas for improvement to increase the effectiveness of our code, including the following: i) developing a comprehensive and robust tree manual; ii) updating terminology and definitions to ensure clarity and consistency; iii) clarifying permitting procedures and violations to ensure compliance with Littleton's tree regulations; iv) promoting best practices to preserve the urban forestry; and v) streamlining the review of applications between the Community Development department and the Public Works, Forestry division.

Following the adoption of the Urban Forestry Management Plan, Public Works staff met with several boards and commissions over the years, including the Environmental Stewardship Board, Planning Commission and the City Council to discuss potential strategies for the protection and enhancement of the City's tree canopy. Public Works staff has also worked closely with internal stakeholders in the City Attorney's Office and Community Development on proposed text amendments.

Prior Actions or Discussions

- At the July 22, 2025, Planning Commission study session, staff met with the Planning Commission to provide an overview and receive feedback and direction from the Commission regarding an increase in tree canopy and the proposed changes to the fee-in-lieu
- At the September 22, 2025, staff presented the proposed amendments at the Planning Commission hearing. The Commission recommended approval (3-2) of PC Resolution 10-2025.

FISCAL IMPACTS:
N/A

STAFF RECOMMENDATION:
Staff recommends approval of the proposed amendments to Title 10, Chapter 1, Article 3 as outlined in Resolution 10-2025.

ALTERNATIVES:
The City Council may approve the code amendment, reject the code amendment, or approve the code amendment with revisions.

PROPOSED MOTION:
I move to approve Ordinance 03-2026 on first reading approving text amendments to Title 10, Unified Land Use Code, regarding the preservation and enhancement of the city's tree canopy and the tree canopy loss rate, and to set the second reading and public hearing for February 3, 2026.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 03

Series, 2025

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, APPROVING AMENDMENTS TO TITLE 10, UNIFIED LAND USE CODE REGARDING THE PRESERVATION AND ENHANCEMENT OF THE CITY'S TREE CANOPY AND THE TREE CANOPY LOSS RATE

WHEREAS, the City Council of the City of Littleton, Colorado passed Ordinance 24-2021 in October of 2021 which enacted Littleton City Code Title 10, the "Unified Land Use Code" (ULUC); and

WHEREAS, Section 10-9-3.2.A.4. of the ULUC authorizes the director of community development to initiate a code text amendment; and

WHEREAS, since October 2021, staff, property owners, business owners, and applicants must comply with the ULUC with site-specific applications; and

WHEREAS, in March of 2025, City Council discussed various updates to Littleton's tree preservation policies, aiming to enhance the protection of Littleton's urban forest. Specifically, City Council emphasized the importance of maintaining a tree canopy in Littleton, and discussed an adjustment in the fee structure for tree removal; and

WHEREAS, staff conducted a study session with the planning commission regarding the proposed code text amendments regarding the fee structure for tree removal on July 14th, 2025; and

WHEREAS, on September 22, 2025, the planning commission held a public hearing to consider PC Resolution No. 10-2025, a recommendation on the adoption of the proposed code text amendment to the fee structure for tree removal within the ULUC; and

WHEREAS, that in order to improve and maintain the public health, safety, and welfare it is necessary to adopt certain standards and requirements for trees within our City; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LITTLETON, COLORADO, THAT:

Section 1: Littleton City Code, Section 10-1-3.6.A, is hereby amended, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Subsec. 10-1-3.6.A Purpose, Applicability, and Design

A. Purpose. Greenscaping in the form of site landscaping, screening of parking and vehicular use and storage areas, and buffering within and between developments contributes to the character and appearance of developments. TREES ARE AN ASSET THAT SHOULD BE PROPERLY PROTECTED AND MAINTAINED. The greenscape requirements in this Section serve to address the following:

1. *ENVIRONMENT.* PRESERVATION OF MATURE TREES AND PROMOTION OF NEW TREES IS A PRIORITY FOR THE COMMUNITY. MATURE TREES PROVIDE INNUMERABLE BENEFITS TO THE COMMUNITY, INCLUDING IMPROVEMENT TO AIR QUALITY AND SEQUESTRATION OF CARBON, REDUCTION OF NOISE POLLUTION, REDUCTION TO HEAT ISLANDS, AND PROVIDING IMPROVEMENT TO MENTAL WELLNESS;

~~1.~~2. *Appearance*. Improve the general appearance and aesthetic appeal of the city by creating tree-lined streets with deciduous canopies, preserving urban tree cover, and softening the impacts of development with landscaping;

~~2.~~3. *Character*. Establish an aesthetic that emphasizes the value and beauty of the natural landscape and the visual enhancement of streetscapes, parking lots, service areas, building foundations and façades, and utility improvements;

~~3.~~4. *Buffering*. Provide for landscaping and screening between zoning districts to buffer adjacent land uses and their associated impacts;

~~4.~~5. G*reen Function*. Enhance the various place types with provisions for pervious surfaces and planting areas for trees, shrubs, and grasses;

~~5.~~6. *Conservation*. Conserve energy and water resources by encouraging the use of shade and xeriscaping;

~~6.~~7. *Biodiversity*. Provide a diversity of species and native plant communities to ensure natural sustainability, minimize the spread of disease and insect infestations, and limit the use of species that cause negative impacts to native plant communities; and

~~7.~~8. *Water Quality*. Protect the quality of surface water and groundwater, reduce pollutants in stormwater runoff, prevent stream channel erosion, preserve trees and other natural vegetation, and encourage groundwater recharge.

B. Applicability …

C. DESIGN

1. *Objectives*. In the review and approval of landscape plans, the Director may impose additional requirements to fulfill the following sustainable design objectives:

a. Integration of drainage and pedestrian circulation systems into the landscaping design.

b. Use of ground covers or other types of landscape materials that stabilize soils and minimize erosion.

c. Protection during construction and preservation of existing native vegetation.

d. Use of landscape materials that achieve variety with respect to seasonal changes, species of living material selected, textures, colors, and size at maturity.

e. Placing newly installed plants at intervals to ensure their health at maturity.

e.f. PLANTING OF NEW TREES SHALL BE DONE IN ACCORDANCE WITH THE INTERNATIONAL SOCIETY OF ARBORICULTURE STANDARDS.

f.g. Maximize shading of streets and parking areas.

g.h. Provision for native and drought-tolerant plant species.

h.i. Planting trees and shrubs in locations that will reduce energy consumption by shading buildings and reducing the heat island effects of paved surfaces.

i.j. Protection of existing specimen trees and native vegetation to preserve intact natural ecosystems.

j.k. Designing the landscape to complement building elevations and architecture through use of color, texture, density, and form on both vertical and horizontal planes. Landscaping should be in proportionate scale with adjacent buildings and be of a size at maturity to accomplish intended goals. Ornamental, shrub, and ground cover plantings should be designed to complement a building's architectural character.

k.l. Landscape design should incorporate natural drainage features and the use of pervious surfaces and areas that capture and minimize runoff.

l.m. Inclusion of pedestrian amenities such as, but not limited to, shade, benches, kiosks, public art, shades, fountains, and other elements into the landscape design.

2. *Water Wise Landscaping (Xeriscape).* …

3. *Qualifications*.

a. …

b. A professional shall certify that they are qualified to prepare the type of plan(s) that they submit by verifying licensure or certification at the time of application and providing professional qualifications, which may include:

1. Licensed Landscape Architect;

2. Licensed Architect;

3. Licensed Professional Engineer; or

4. Certified Irrigation Designer (CID);.

5. INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) CERTIFIED ARBORIST.

Section 2: Littleton City Code, Section 10-1-3.6.B, is hereby amended, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Subsec. 10-1-3.6.B Planting Requirements

A. Plant Materials Standards.

1. *Plant Types*. …

2. *Plant Variety*. All plants shall be of a type and species that are selected for the climate, location, and soils on the site, as promulgated by the Colorado State University Extension FRONT RANGE TREE RECOMMENDATION LIST. All plant material shall be commercially produced and meet the minimum standards recognized by landscape professionals. In order to reduce the threat and impact of plant disease, a variety of plant types and species shall be utilized on each site. ~~In general, a minimum of one third of the plant material on any lot should be evergreen.~~ ALL NEW PLANTINGS SHALL FOLLOW THE CITY'S 5-10-20 RULE OF DIVERSITY STANDARDS, AS OUTLINED IN THE URBAN FORESTRY MANAGEMENT PLAN, WHERE no more than 5% of the same species, no more than 10% of the same genus, and no more than 20% of the same family.

3. *Living Materials*. …

4. *Nonliving Materials.* …

5. *Artificial Turf*. …

~~5.~~ *Prohibited*. Use of any plant species WHICH HAS BEEN DECLARED A "NOXIOUS WEED" OR INVASIVE SPECIES BY THE LOCAL ADVISORY BOARD UNDER TITLE 4, CHAPTER 4, OR THE STATE ~~listed by the Colorado Department of Agriculture as a "Noxious Weed Species," according to the~~ of Colorado Noxious Weed Act, C.R.S. §§ 35-5.5-101 through 35-5.5-119 ET SEQ., AS AMENDED, is prohibited. ~~Specifically prohibited species include:~~

~~ii. Chinese and Siberian elms;~~

~~iii. Cotton-bearing cottonwoods (female Populus species);~~

~~iv. Russian olive; and~~

~~v.~~i. ~~Box elder.~~

6. *Sizes*. …

B. [RESERVED.]

C. Plant Locations and Timing.

1. *Public Right-of-Way*. …
2. *Sight Triangle*. …
3. *Easements.* …
4. *Spacing*. …
5. *Timing of Landscape Installation*. Landscaping that is required by this Code shall be installed between March 15 and October 15. If compliance with this timeframe is impractical due to the time of year that work is completed, an applicant may provide a financial performance guarantee in the form of a cash bond, ~~irrevocable~~ letter of credit, certified check, or similar instrument acceptable to the CITY ATTORNEY ~~Public Works Director or the Public Works Director's designee~~, in an amount equal to 125 percent of the estimated cost of purchase and installation of required landscaping.

D. Plant Substitutions.

1. *Approval*. Requested substitutions of plant material shall be submitted on a landscape plan and shall be in accordance with the recommended plant lists promulgated by the Colorado State University Extension'S FRONT RANGE RECOMMENDATION LIST and approved by the Director.

2. *Substitution Ratios* …

Section 3: Littleton City Code, Section 10-1-3.6.C, is hereby amended, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Subsec. 10-1-3.6.C Protection and Preservation

A. Purpose …

B. …

E. Tree Protection.

1. *Distance from Utilities. …*

7. *Mitigation Standards.* Damage or removal of trees within a tree protection zone, or removal of trees required to be retained by this Subsection, shall require equivalent replacement on the lot or development site.

a. *Removal or Damage in Violation*. …

b. *Restoration Plan*. …

c. *Replacement Requirements*. …

d. ~~*In-Lieu Fee Alternative.*~~ *PAYMENT IN LIEU OF MITIGATION.*

1. WHERE EXISTING CONDITIONS MAKE IT IMPRACTICAL TO COMPLY WITH THE MITIGATION STANDARDS HEREIN, THE APPLICANT SHALL PAY A FEE-IN-LIEU IN ACCORDANCE WITH THE FOLLOWING:

1. THE CANOPY LOSS FEE RATE SHALL BE $250 PER INCH PER REPLACEMENT TREE.

2. THE CANOPY LOSS FEE FORMULA SHALL BE *CANOPY LOSS FEE ($) = [(DIAMETER PER STANDARD HEIGHT REMOVED) – (DIAMETER PER STANDARD HEIGHT REPLACED)] X (CANOPY LOSS FEE RATE).*

2. IN-LIEU FEES SHALL BE DEPOSITED INTO THE TREE EQUITY FUND TO BE USED TO INCREASE THE TREE CANOPY WITHIN THE CITY OF LITTLETON.

3. REDUCTIONS IN CANOPY LOSS FEE RATE:

1. AFFORDABLE HOUSING DEVELOPMENTS SHALL QUALIFY FOR A REDUCTION TO AN AMOUNT OF $75.00 TOTAL PER REPLACEMENT TREE.

~~d.~~2. NO PAYMENT IN LIEU OF MITIGATION SHALL BE REQUIRED FOR PROPERTY OWNERS THAT RECEIVE

VERIFIED, ESTABLISHED FORMS OF FINANCIAL ASSISTANCE FROM LOCAL, STATE, OR FEDERAL ENTITIES.

~~1. Where existing conditions make it impractical to comply with the replacement standards, the applicant may, at the discretion of the Director, payinlieu of meeting the requirement for replacement of damaged or removed trees, in whole or in part. The in-lieu fee shall be $500 per replacement tree.~~

~~2. If tree replacement is required to~~ mitigate ~~damaged or removed trees in areas where water and electricity are not available and no development is under construction, the in-lieu fee shall be $500 per replacement tree.~~

~~3. In-lieu fees shall be deposited in a tree reserve account for the purchase and installation of trees and tree-related~~ irrigation systems ~~in city~~ parks, ~~rights-of-way, and other~~ public open spaces ~~in reasonable proximity to the applicant's project.~~

8. *Tree Preservation Credit* …

Section 4: Littleton City Code, Section 10-1-3.6.E, is hereby amended, by adding capitalized material and striking through deleted material, as follows. In this section, ellipses indicate material not reproduced as the Littleton City Council intends to leave that material in effect, as it now reads.

Subsec. 10-1-3.6.E Tree Canopy Coverage Requirements

A. Applicability. …

B. Minimum Standards. The tree canopy coverage requirements for the applicable districts are set out in Table 10-1-3.6.E, *Canopy Coverage Requirements.*

Table 10-1-3.6.E
Canopy Coverage Requirements

Zoning District	Minimum Tree Canopy Coverage
MFR, Multi-Family Residential	~~20~~30%
NC, Neighborhood Commercial	~~15~~20%
CM, Corridor Mixed	~~15~~20%
BC, Business Commercial	~~10~~20%

Table Notes:
1. The minimum canopy coverage requirements are based on gross lot area.

Section 5: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 6: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 20th day of January, 2026, passed on first reading by a vote of ___ FOR and ___ AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the 3rd day of February, 2026, in the Council Chamber, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of ___ FOR and ___ AGAINST on the 3rd day of February, 2026 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____	_____
Colleen L. Norton	Kyle Schlachter
CITY CLERK	MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

CITY OF LITTLETON, COLORADO

PC RESOLUTION 10

Series, 2025

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LITTLETON, COLORADO RECOMMENDING APPROVAL TO CITY COUNCIL OF AMENDMENTS TO TITLE 10, UNIFIED LAND USE CODE, REGARDING THE PRESERVATION AND ENHANCEMENT OF THE CITY'S TREE CANOPY AND THE TREE CANOPY LOSS RATE

WHEREAS, the City Council of the City of Littleton, Colorado passed Ordinance 24-2021 in October of 2021 which enacted Littleton City Code Title 10, the "Unified Land Use Code" (ULUC); and

WHEREAS, in March of 2025, City Council discussed various updates to Littleton's tree preservation policies, to enhance the protection of Littleton's urban forest and canopy. Specifically, City Council emphasized the importance of maintaining and increase the tree canopy in Littleton, and discussed an adjustment in the fee structure for tree removal; and

WHEREAS, staff conducted a study session with the planning commission regarding the proposed code text amendments regarding canopy coverage and the fee structure for tree removal on July 14th, 2025;

WHEREAS, on September 22, 2025, the Planning Commission held a public hearing to consider recommendation to the Littleton City Council on the adoption of changes to the Unified Land Use Code regarding tree preservation and the Tree Canopy Loss Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF LITTLETON, COLORADO THAT:

Section 1. Recommendation. The planning commission hereby recommends adoption of this ordinance amending the Unified Land Use Code as referenced in Exhibit "A," attached hereto.

INTRODUCED, READ, AND ADOPTED at a regularly scheduled meeting of the Planning Commission of the City of Littleton, Colorado on the 22nd day of September, 2025 at 6:30 p.m. at the Littleton Center, 2255 W. Berry Avenue, Littleton Colorado.

ATTEST:

Wendy Shea-Tamag
Deputy City Clerk

Jason Reynolds
Chair

APPROVED AS TO FORM

Atasi Titlow
Sr. Assistant City Attorney

CITY OF LITTLETON, COLORADO
SEAL
INCORPORATED
1890

Staff Communication

File #: ID# 26-014, **Version:** 1

Agenda Date: 1/20/2026

Subject:
Motion to approve minutes of the January 6, 2026, regular meeting of City Council

Prepared by:	Wendy J. Shea-Tamag, Deputy City Clerk

RECORDING SECRETARY'S CERTIFICATION:
I hereby certify that the attached minutes are an accurate representation of motions made, and action taken at the January 6, 2026 regular meeting of City Council. I have also reviewed the video recording for the January 6, 2026, regular meeting of the Littleton City Council and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video.

PROPOSED MOTION:
I move to approve the minutes for the January 6, 2026, regular meeting of City Council.

City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes - Draft

City Council

Tuesday, January 6, 2026 | **6:30 PM** | **Council Chamber**

Regular Meeting

1. Roll Call

Present: 7 - Mayor Schlachter, Mayor Pro-Tem Peters, Council Member Grove, Council Member Henderson, Council Member Reichardt, Council Member Stillwell and Council Member Zink

2. Pledge of Allegiance

3. Approval of Agenda

4. Scheduled Appearances and Presentations

a) Andy Bass, South Suburban Parks & Recreation (SSPR) Executive Director introduction

b) Tami Slipher and Julie Hall, HAAT Force (Homelessness Awareness & Action Task Force) severe weather shelter and resources overview, and invitation for donations and volunteers

5. Proclamations

a) ID# 26-004 Mayoral Proclamations

6. Public Comment

Candice Rutledge, Dist. II – Follow-up to previous comments to Council/Main St. sidewalk holes

Greg Sullivan, Dist. IV – Costco fuel station

Pam Chadbourne, Dist. I – Issues with departments

Andrew Schad, Dist. II – Intersection at Prentice and Huron

Peter Fryer, Dist. II – Intersection at Prentice and Huron

7. Comments / Reports

a) Council Members

Council Member Henderson - Appreciates community input. Will have office hours at Bemis Library, alternating weeks with Mayor Pro Tem Peters, if anyone needs to share anything on their mind.

Council Member Zink - No report

Council Member Reichardt - Will have a community meeting on February 7, 2026 from 10am-11:30am at Bemis Library; Invited colleagues and the public to come.

Council Member Stillwell - Excited to be back. Had his third baby girl recently and is thinking toward the future. Ready to work through any challenges.

Council Member Grove - Happy New Year. Reminded the public to apply for boards and commissions. Part of County Line is closed and, while inconvenient, it's a good thing for improvements. There are a lot of improvements in the city: Harlow Park, High Line Canal Connection at Prince St., Hudson Gardens, and many others, both seen and unseen. Hosting a city-wide meeting on March 7, 2026 at the Littleton Museum.

Mayor Pro Tem Peters - No report

b) Mayor

Council was not involved in the approval of the application for the Costco development on Mineral, including the fuel station; It was part of the landowner's application in compliance with code. RTD has re-opened D, H & L lines. Littleton Leadership Academy starts next Friday. The CML Mayors Summit will be next weekend. The National Western Stock Show starts on January 10, 2026. The General Assembly starts on January 14, 2026. Mentioned the 5th anniversary of the events & turmoil on January 6, 2021 regarding civil discourse. Called for unity and collaboration as we are stronger together.

d) City Attorney

The legislative session kicks off in 8 days. The Home Act will be a topic to watch with regard to non-profits & educational institutions ability to construct affordable housing on their property. Also for consideration is a bill which would allow residents to subdivide their property easier to allow for the construction of more homes on their site. All bills will be followed closely.

c) City Manager

His office will follow up with regard to the intersection of Prentice St. and Huron.

8. Consent Agenda Items

a) Resolution 01-2026 — Resolution 01-2026: Approving designation of where notices of public meetings are posted and identifying the newspaper where notices and other information required to be published will be printed

approved

b) Resolution 02-2026 — Resolution 02-2026: Approving a contract amendment with CareATC for the City of Littleton employee clinic administration

approved

c) **Ordinance 01-2026** Ordinance 01-2026: An ordinance on second reading amending Title 7, Chapter 1 of the Littleton City Code regarding Abatement Notice on Derelict/Unlicensed Vehicles

approved on first reading

d) ID# 26-005 Motion to approve minutes of the December 16, 2025, regular meeting of City Council

approved

Approval of the Consent Agenda

Mayor Pro Tem Peters moved and Council Member Zink seconded to approve consent agenda items a through d. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Schlachter, Mayor Pro-Tem Peters, Council Member Grove, Council Member Henderson, Council Member Reichardt, Council Member Stillwell and Council Member Zink

9. General Business - None

10. Ordinances on Second Reading and Public Hearings

a) Ordinance 02-2026 Ordinance 02-2026: An emergency ordinance repealing and reenacting Title 1 Administrative, Chapter 4 General Penalty of the Littleton City Code regarding maximum sentencing provisions for city ordinance violations

Mayor Schlachter opened the public comment portion of the public hearing at 7:49 p.m.

John Levene, Dist. III - concerns
Pam Chadbourne, Dist. I - concerns

Mayor Schlachter closed the public comment portion of the public hearing at 7:51 p.m

Mayor Pro Tem Peters moved and Council Member Reichardt seconded to approve Emergency Ordinance 02-2026: An ordinance on second reading authorizing four farm lease agreements on behalf of South Platte Renew. The vote is 7-0. The motion carries unanimously.

Aye: 7 - Mayor Schlachter, Mayor Pro-Tem Peters, Council Member Grove, Council Member Henderson, Council Member Reichardt, Council Member Stillwell and Council Member Zink

11. Adjournment

Mayor Schlachter adjourned the meeting at 8:01 p.m.

Staff Communication

File #: ID# 26-018, **Version:** 1

Agenda Date: 01/20/2026

Subject:
2026 Update on Urban Forestry Management Plan and the City of Littleton Tree Manual

From:	James L. Becklenberg, City Manager
Prepared by:	Brent Soderlin, Public Works Director Mary Danser, City Forester Diana Kamenel Trettin, Manager of Grounds, Open Space and Natural Resources
Presentations:	Brent Soderlin, Public Works Director Mary Danser, City Forester Diana Kamenel Trettin, Manager of Grounds, Open Space and Natural Resources

PURPOSE:
To present the 2026 update on the City's Urban Forestry Management Plan and Tree Manual.

LONG-TERM OUTCOME(S) SERVED:
Sustainable Community with Natural Beauty

DISCUSSION:
It is crucial that staff have a strategic plan if the city wants to protect and grow its urban canopy. The urban environment is harsh on tree health and there are a lot of upcoming challenges that the city will have to navigate to, at minimum, preserve the existing canopy that the city has and increase that canopy as directed by Council in 2023. By collecting the data and understanding where things are now compared to where they have been, staff know that the existing canopy is in decline. By using this data to prepare a long-term action plan, staff can set the city up for success for not only preserving what exists but growing it. Some of the benefits of trees in the urban environment include reducing pollution and heat island effect, increasing property value, managing stormwater and improving health among residents through cleaner air.

BACKGROUND:
Littleton's Grounds, Open Space and Natural Resources Division has spent the last five years gathering data on Littleton's urban forest, rebuilding the division to include forestry staff and creating a supporting Urban Forestry Management Plan to lay the foundation in advancing canopy goals for the City of Littleton. In late 2021, the division hired a City Forester to start laying the framework for a management plan. Since then, an internal inventory and risk assessment was completed to understand the City's assets. A larger canopy study for the entire city was completed in March 2023. Both served as guiding documents in developing long term goals for the City and associated work plans. The City's Urban Forestry Management Plan was approved by Council

in 2023. The City has now prepared a Tree Manual to provide best management practices (BMPs) for implementing the Management Plan and increased tree canopy goals.

Prior Actions or Discussions
The City's Urban Forestry Management Plan was approved by Council in 2023.

FISCAL IMPACTS:
N/A

STAFF RECOMMENDATION:
The current implementation of our planning documents presents challenges in effectively maintaining and enhancing our urban canopy. To achieve our goals of growing and preserving this vital resource, it is essential that we focus on more proactive strategies. With a dedicated effort toward implementing these plans, we can create a healthier and more vibrant urban environment for our community.

ALTERNATIVES:
The development and acceptance of the Tree Manual will help the city, and its businesses and residents understand that Best Management Practices (BMPs) can be utilized by the city to help increase our canopy and minimize canopy loss. If the city does not implement the plans as developed and approved by Council, the result will be a decrease in tree canopy and potentially increasing pollution and heat island effect and decreasing property value. The expanded use of pervious pavement and minimizing the use of impervious pavement will also help the tree canopy by allowing for the infiltration of the limited precipitation we get in Colorado and decreasing water loss due to evapotranspiration.



Edited February 2024

CITY OF LITTLETON TREE MANUAL

Prepared for:
City of Littleton
2255 West Berry Ave.
Littleton, CO 80120

Prepared by (May 2023):
Davey Resource Group, Inc.
295 S. Water Street, Suite 300
Kent, Ohio 44240
800-828-8312

Revised Edits (2023) made by:
City of Littleton, Forestry
303-785-3827

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DRAFT

INTRODUCTION

Trees of Littleton's urban forest – which include trees growing along streets, in parks and other public spaces, and on private property – deliver the city's residents with a multitude of environmental, economic, and societal benefits. As a significant part of Littleton's urban infrastructure, it is critical to maintain and protect these trees to preserve and grow the collective benefits they provide.

The City of Littleton's Tree Manual intends to guide the community in the best practices for planting, maintaining, and protecting trees of the urban forest. The following standards were used to develop the requirements and recommendations set forth in this Tree Manual:

- American National Standards Institute (ANSI) A300 Part 5: *Standards of Management of Trees and Shrubs During Site Planning, Site Development, and Construction*
- ANSI A300 Part 6: *Planting and Transplanting*
- ANSI z133: *The Arboricultural Operations – Safety Requirements Standards*
- ANSI Z60.1-2004: *American Standard for Nursery Stock*
- International Society of Arboriculture's Best Management Practices Manual for Tree Planting
- International Society of Arboriculture's Best Management Practices Manual for Managing Trees During Construction

The following specifications are requirements for those contracted to conduct tree work or construction on City of Littleton property. All tree work must be performed by a licensed arborist.

This manual is organized into five sections:

- **Section I: Tree Planting for Contractors.** Defines the required planning, preparation, and installation requirements for Contractors planting on City property.
- **Section II. Tree Maintenance.** Summarizes industry standard guidelines for properly maintaining newly installed trees.
- **Section III. Irrigation Standards.** Outlines the approved options for irrigating newly installed trees.
- **Section IV. Tree Preservation & Protection.** Guides Contractors performing construction on City property on best practices for preserving and protecting trees from damage.
- **Section V. Tree Removal and Damages.** Presents the City of Littleton's tree removal permit process, mitigation requirements and exceptions, and the consequences of violation.

DRAFT

SECTION I: TREE PLANTING FOR CONTRACTORS

Trees planted in the urban forest face a wide variety of challenges, and proper planting practices can significantly increase a young tree's chances of survival. Proper planting practices can also minimize potential public safety hazards caused by improperly planted trees.

Tree planting for the City of Littleton shall be performed and specified according to the following standards. Property owners or Contractors planting trees on private property are not required to follow these specifications, but are encouraged to consider these industry standard guidelines to increase the longevity and health of their tree.

1. Planning for Tree Planting

1.1 Planting Season

Trees should be planted in their dormant season before bud break or after leaf drop. Early spring and late fall are recommended due to cool temperatures and ample moisture. Trees planted during the active growing season may require additional care to become established.

1.2 Species Selection

Selecting the right tree for the right place is critical to ensure tree health and limit future conflicts with infrastructure. Appendix A lists approved species suited to Littleton's current and future climate. Species on Littleton's prohibited species list may not be planted on City property are described in Appendix B. Other site factors must also be considered when choosing a tree for different location types, such as within the City's Right-of-Way (Figure 1) or in an open space such as a park or yard. Considerations include site-specific environmental conditions, exposure, surrounding utilities and other possible obstructions to root, stem, or crown growth, maintenance requirements, and availability at local nurseries.

What is a public Right-of-Way?

A public Right-of-Way (ROW) is a city or county-owned easement for public infrastructure, such as roads, sidewalks, utilities, and other public services.

Typically, the ROW in Littleton is designated as 35-feet from a street's centerline, including any tree lawns, sidewalks, or other infrastructure present. The size of the ROW can vary - a surveyor assessment can designate the ROW area for each property.

In Littleton, property owners are responsible for the care and maintenance of the trees, vegetation, and sidewalks in the ROW abutting their property. The City retains the right to plant, maintain, or remove trees within this space as needed.

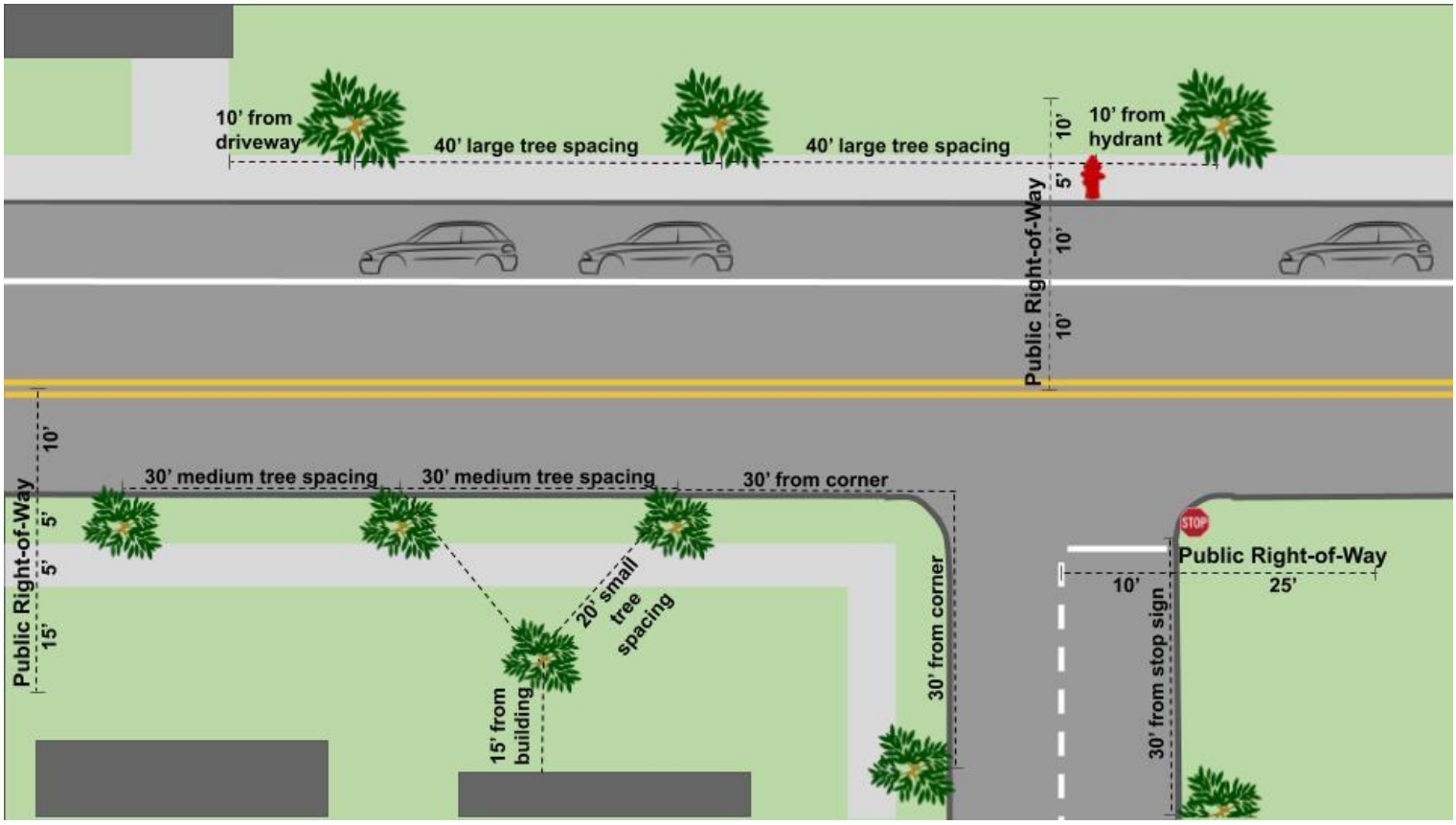
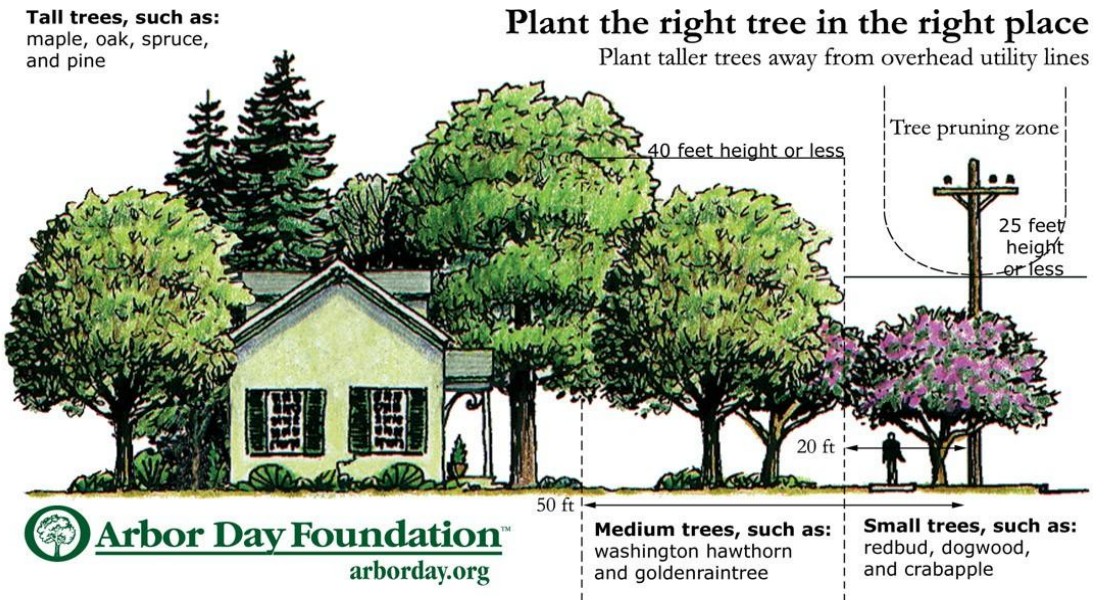


Figure 1. Street layout depicting the typical ROW size and several minimum spacing requirement examples (see Table 2 for full list).

The existing tree species growing in the area must be considered to support high levels of biodiversity in the urban forest. A diverse array of tree species ensures that no one threat can cause significant canopy loss of a street, in a neighborhood, or throughout the city. Different tree species also provide distinct benefits to the community and the ecosystem. An industry guideline recognized as ideal is to maintain tree species diversity at levels of no more than 5% of one tree species, 10% of one genus, and 15% of one family to promote a resilient urban forest (Table 1).

Table 1. Example family, genus, and species.

FAMILY (15%)	Sapindaceae		
GENUS (10%)	*Acer*		*Koelreuteria*
SPECIES (5%)	*saccharinum*	*rubrum*	*paniculata*
COMMON NAME:	Silver maple	Red maple	Golden rain tree



1.3 Tree Stock

Trees planted shall meet or exceed ANSI Z60.1-2004: *American Standard for Nursery Stock* at the time of planting. All trees are required to have been grown for a minimum of two growing seasons within 150 miles of Littleton. City staff may inspect tree stock selected for planting on City property to approve or reject prior to installation.

The following must be considered when selecting quality stock:

- Caliper – tree shall have a minimum 2-inch caliper, as measured 6 inches above grade
- Root ball size and quality – tree shall be centered in the root ball
- Trunk flare condition and location
- Crown shape and branching structure – shall be fully representative of its species in shape and form
- Branching form
- Damage to trunk or branches
- Foliage color and density, signs of significant stress, insects, or disease

Trees shall be protected from crown and root damage and wind during transport. The root ball must remain moist until the date of planting.

2. Location Selection

2.1 Soil Volume and Type

The following **minimum** soil volumes, by mature tree size, are recommended:

- Small Trees: 300 cubic feet
- Medium Trees: 600 cubic feet
- Large Trees: 1,000 cubic feet

These are **minimum** soil volumes – the amount of uncompacted soil for trees to grow should be as large as possible.

Streetscape redesign and infrastructure replacement projects provide an ideal opportunity to incorporate trees and adequate soil volume into the planning and design phases. There are also technologies to assist in maximizing rooting space available for trees.

Soil pH, structure, texture, density, nutrients, and percolation should be assessed prior to planting. Drainage must be adequate for the species being planted. Solving drainage issues is essential for long-term tree health, as saturated soil restricts the tree root's ability to access oxygen necessary for growth and survival. Methods for addressing drainage issues include:

- If a well-drained layer of soil exists beneath a poorly drained layer, drill a vertical hole through the poorly drained layer and fill it with gravel or coarse sand to provide a path for water to flow to the well-drained layer.
- Use a perforated pipe or other product designed to create drainage channels. This approach works well for trees on a slope – a 3-inch fall per 100 feet of pipe is the minimum slope needed for adequate water flow.
- If excess water cannot be drained away, it is best to choose a species tolerant of poorly drained soil or to forgo planting at the site.

2.2 Locate Underground Utilities

The location of utilities and other below and above ground obstructions must be assessed prior to planting. At least three working days prior to any digging 811 (Dig Safe) is required to be contacted to locate any underground utilities in the area of planting. Contact Dig Safe by calling 811 or visiting their website at http://www.digsafe.com/. If planting on City property, irrigation location is required per City protocol. Representatives or Contractors of the utility companies will visit the site and mark the location of underground utilities to highlight any conflicts that may exist. Adjust planting location based on minimum distance recommendations (Table 2).

2.3 Assess Planting Space

Table 2 lists the minimum distances required for trees to be planted away from varying infrastructure. It is critical to also assess distance from nearby road signage to avoid future obstruction.

Table 2. Required minimum distances from tree trunk.

Object	Min. distance from center of trunk
Stop sign/red light	30 feet
Traffic signs (speed, yield)	20 feet
Street signs (parking, sweeping)	10 feet
Streetlight or utility pole	20 feet
Alley, driveway, or other vehicular entrance	10 feet
Crosswalk	10 feet
Corner of street intersection	30 feet
Fire hydrant	10 feet
Building	15 feet
Underground utilities	10 feet
Storm Drain	15 feet
Small Cell Technology	30 feet

2.4 Overhead Utilities

Trees that mature to a height greater than or equal to 25 feet shall not be planted underneath or within 20 feet of any overhead utility to avoid future conflict.

2.5 Tree spacing

Distance between existing and planned trees must be assessed before planting (Table 3). When choosing planting locations of public trees, trees growing on private property must be considered to avoid crowding and future conflicts.

Table 3. Minimum distance required between trees.

Tree size (height at maturity)	Minimum spacing distance
Large (>45 feet)	40
Medium (31-45 feet)	30
Small (≤30 feet)	20

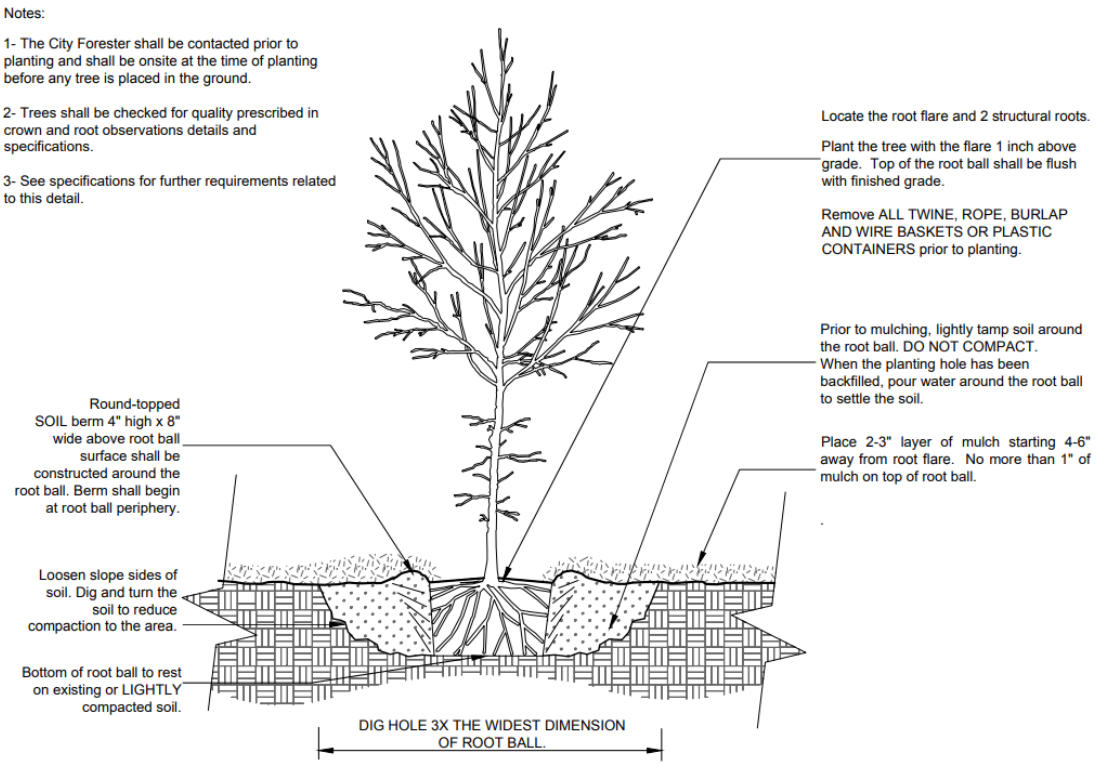
2.6 Tree Delivery and Storage

All trees must be tarped during transport to the planting site. Trees shall be offloaded using appropriate machinery or by hand. Trees shall NOT be dropped any distance from the truck or trailer to the ground. Trees may not be delivered to the planting site more than 48 hours prior to

planting. All trees delivered must be planted within 48 hours of delivery. Trees stored on site during this time must be located so as not to endanger the public and be separated physically from other nearby construction activities. Trees will be watered as needed while awaiting planting.

3. Tree Planting

The Contractor shall provide all trees and all necessary hardware, materials, labor, tools, and equipment required to properly complete the work. The Contractor shall ensure at least one licensed arborist is present at all times during the tree planting and who shall be thoroughly familiar and knowledgeable with the best practices for proper delivery, handling and installation of the type of trees being planted.



3.1 Identify Trunk Flare

The trunk flare is where the tree's trunk expands to form roots. The flare's location determines the depth of the planting hole, making its identification a critical first step. It can be found by identifying the highest non-fibrous root, which can often be found buried underneath soil. If this is the case, the soil above the trunk flare shall be removed.

3.2 Prepare Hole

The depth of the hole shall be from the bottom of the trunk flare to the bottom of the ball and shall not exceed the depth of the root ball. Planting too deeply deprives the tree of oxygen,

causing stress and the potential for the growth of unsupportive adventitious roots. The soil directly beneath the root ball should be undisturbed or compacted to prevent settling. The width of the hole should be at least 1.5 times the width of the root ball, and wider in poor-quality soils. The sides of the planting hole should be loose soil, which can be achieved using a shovel. If holes are dug with an auger, hand tools must be used to break up glazing on the sides of the hole.

3.3 Prepare Tree for Planting

The tree shall not be removed from its container by pulling its trunk, but rather by bending, wiggling, or cutting the container. Fabric and burlap should be cut away after being placed in the hole.

Inspect the tree's roots. Prune any girdling roots growing around the trunk flare, fibrous roots above the trunk flare, or circling roots that cannot be straightened, removing no more than 20% of the roots. To avoid moisture loss, do not leave the exposed root ball out for an extended period of time, especially in direct sunlight. Inspect the crown, pruning any dead or damaged branches.

3.4 Place the Tree

Place the tree in the hole, ensuring that it is centered, then check that the bottom of the trunk flare is at or just above grade. Add or remove soil beneath the root ball as needed to align the bottom of the root flare with grade. Always move the tree by its root ball to avoid damage to its roots.

3.5 Fill Hole

Stabilize the root ball by tamping soil firmly around its base. Add the remaining backfill soil in layers, about 6 inches at a time. Lightly tamp or thoroughly water each layer to limit future settling and prevent air pockets. If the soil is dry, apply water after each layer is tamped. Backfill shall not be compacted to a density that inhibits root growth. Backfill soil should be similar to the soil at the planting site or amended if needed. Organic amendment incorporated should not exceed 10% by volume.

3.6 Build Berm

Build a berm circling the outside edge of the root ball with the remaining soil. The berm must be a minimum 3 inches high and 3 inches wide. This structure will encourage water to stay close to the root ball and will act as a barrier from lawnmowers and foot traffic. Berms should be monitored routinely and weeded or rebuilt as needed.

3.7 Stake Tree as Necessary

Trees establish more quickly and develop stronger root systems and trunks without stakes. If the site is windy or vandalism is a concern, stake tree with two wooden stakes placed on opposite sides of the tree outside of the root ball, or as agreed upon with the City Forester prior to the tree planting date. Attach jute webbing to the stake and around the tree. Ties should be loose enough

so the tree crown moves up to three times the trunk diameter in the wind, in order to develop a strong taper, and taut enough that the trunk cannot rub the stakes. Stakes and straps should be consistently adjusted as needed and removed after 1-year or one full growing season. Straps that are tied around the trunk too tightly or are left on the tree too long may girdle fast-growing young trees. Damage caused by improper placement or use of stakes/straps may require replacement of the tree.

3.8 Water

Using low water pressure, apply water until the root ball is thoroughly moist immediately following installation. Lawn sprinklers are not an acceptable method of irrigation for newly planted trees; hose, soaker hose, or bucket are recommended to ensure deep-root watering. Stationary watering methods, such as gator bags or Tree Diapers®, may be considered as a long-term watering method, following the initial hand-watering immediately after planting.

Providing adequate water to young trees is the single most beneficial action that can be taken to ensure establishment. Trees require consistent, thorough watering for at least three years after planting. Underwatering or overwatering trees often causes irreversible damage, so it is recommended to test the soil's water holding capacity in order to establish an effective irrigation plan. However, the amount and frequency of watering will change with species, soil type, seasons, and stage of establishment, making it important to check moisture levels continually. In hot summer months, up to 10 gallons of water per caliper inch may be needed, while that amount can typically be reduced by 50% in cooler months.

3.9 Mulch

Apply organic mulch 2-4 inches deep over the filled hole and berm, leaving 5 inches around the trunk clear from mulch to avoid excess moisture against the trunk. Mulch shall be free of any extraneous material such as soil, stones, plastic, construction debris, or any other deleterious matter. Replenish mulch as needed to keep soil moist, nutrient-rich, and temperature regulated. Do not exceed 4-inch depth of the mulch.

4. Post-Planting

Upon completing the tree installation, the entire area must be cleaned up to leave a neat and orderly appearance free from debris and other materials. Post-planting care should consist of watering, mulching, integrated pest management, soil management, and adjustment and removal of stakes. Formal written acceptance from the City Forester is required within 30 days of tree installation, stating that tree(s) were properly planted in accordance with the specifications.

SECTION II: TREE MAINTENANCE

Providing newly planted trees with proper tree care and maintenance is crucial for their long-term health and survival. Contractors providing tree maintenance work for the City of Littleton are required to follow the specifications outlined below, as well as conform to the safety specifications of the ANSI Z-133.1 *Safety Requirement for Pruning, Trimming, Repairing, Maintaining, Removing Trees, and for Cutting Brush*. All maintenance performed on City property must be recorded in the City's maintenance log (Appendix C) to be submitted to the City Forester.

1. Monitoring

Each tree under a Contractor's purview shall be consistently monitored (weekly during growing season and monthly during dormant season) during its two-year establishment period for declining health and signs of pests and diseases. Monitoring a tree's condition allows for proactive care to address the identified issues, such as adjusting water levels for drought-stressed trees, pruning a damaged branch before it peels off the trunk's bark, or providing Integrated Pest Management for trees affected by a pest.

If treatment for pests or diseases is required, the Contractor shall use least invasive methods, and must have The City approve any chemical pesticide application in advance. If an issue is identified which suggests that a tree should be removed, the Contractor must notify the City Forester of the problem and wait for their decision before resuming work on that tree.

2. Irrigation

See *Section III* for tree watering specifications.

3. Berm and Mulch

Berms should be monitored routinely and rebuilt as needed to retain water close to the tree's critical root zone and act as a barrier to foot traffic and lawn mowers. Berms should be a minimum of 3 inches high and 3 inches wide and must be kept clear of unwanted vegetation and other debris. Unwanted vegetation must be removed by hand; chemical weed control is not permitted for use on or around City-owned trees. The use of chemical weed control is subject to a $300 fine.

Mulch is very important for retaining moisture in the soil, improving the soil biology, regulating soil temperature, and reducing weeds. Mulch should be replenished within the berm as needed to

maintain a layer 2-4 inches deep, leaving 5 inches around the trunk clear from mulch to avoid conditions favorable to decay, disease, and insects.

4. Pruning

Young trees need periodic pruning to develop good form and branching structure – reducing future public safety risks and increasing the tree's longevity (Figure 2). All pruning of the City's trees must be performed by a licensed arborist and shall be in accordance with the latest revision of ANSI A300 *Standard Practices for Trees, Shrubs, and Other Woody Plant Maintenance*.

Pruning should be kept to a minimum for the first year after tree installation to allow the tree to use its existing foliage to manufacture carbohydrates for growth. In order to structurally prune a young tree, the first step is to identify the stem that will make the best dominant leader. Although there may be several options, the selected leader should be centered and upright, and free of damage or other defects that could compromise its strength. The leader's identification steers the following pruning decisions, as branches and stems in competition should be removed or subordinated. Competition includes stems similar in height, and stems and branches that are larger than half the diameter of the trunk.

Scaffolding must be considered, making sure to remove branches that are clustered together and growing from the same point on the trunk, or are crossing. The ideal spacing between branches on young trees is 4-6 inches. Temporary branches may be retained along the trunk of young trees to encourage taper and protect trees from vandalism and sun scald. They should be pruned annually to slow their growth and should be removed eventually.

Trees should be pruned of all dead, diseased, and dying branches in addition to their structural pruning. No more than 20% of the living crown of an individual tree shall be removed. A sharp handsaw or pruners shall be used, and must be cleaned thoroughly with alcohol, hydrogen peroxide, or chlorine bleach before pruning. In the case of trees known to be infected with diseases such as ceratocystis, hypoxylon canker, oak wilt, or verticillium wilt, the tool must be cleaned after each cut. Treatment of cuts and wounds with wound dressing or paints has not been shown to be effective in preventing or reducing decay and shall not be used.

All cut limbs shall be removed from the crown upon completion of the pruning. Clean-up of branches, logs, or any other debris resulting from any tree pruning shall be promptly and properly accomplished. The work area shall be kept safe and under total control of the Contractor at all times until the clean-up operation is completed. Under no condition shall the accumulation of brush, branches, logs, or other debris be allowed upon a public property in such a manner as to result in a public hazard.

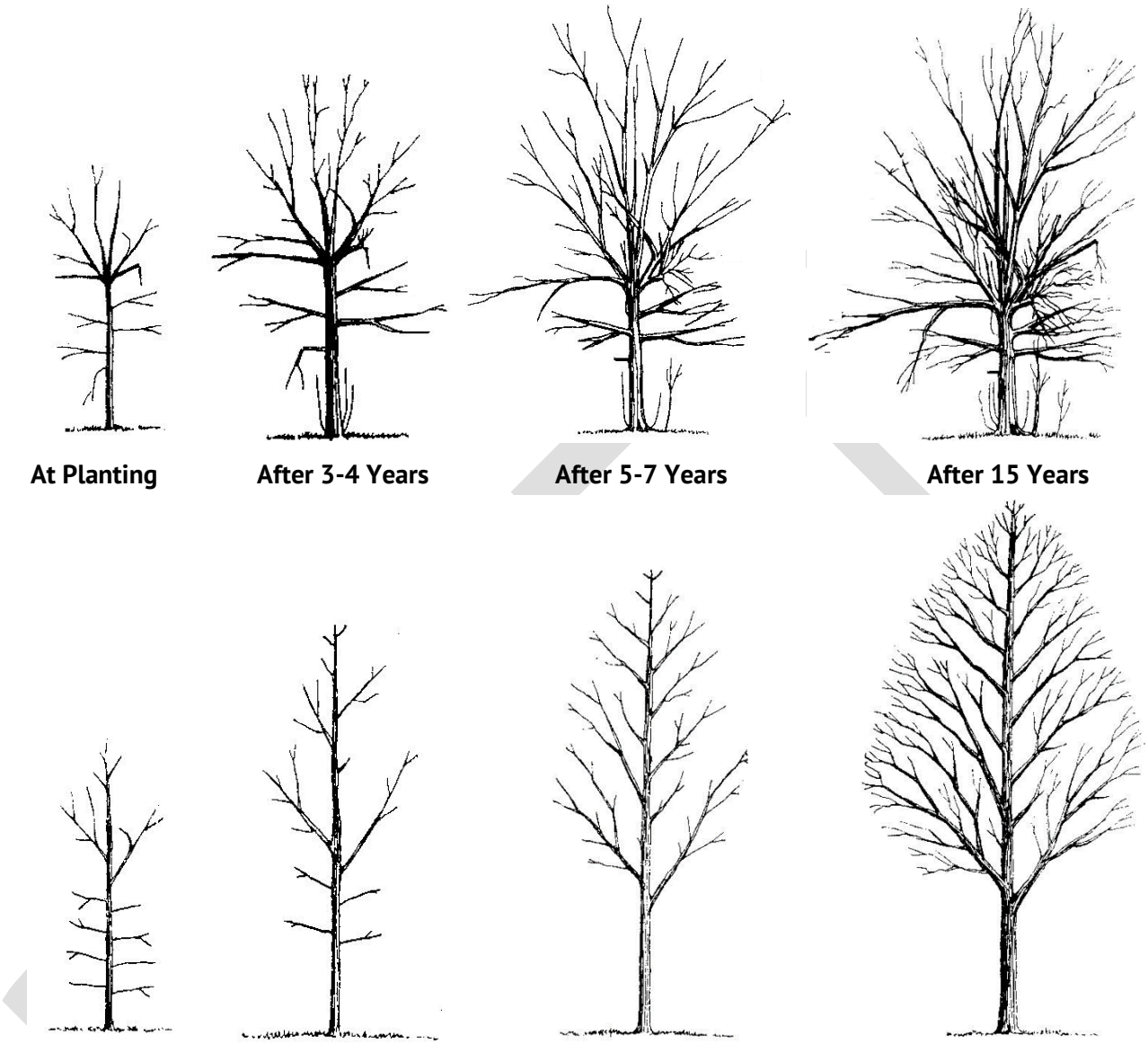


Figure 2. The benefit of structurally pruning a tree from a young age. Image Source: Tree City USA Bulletin.

5. Fertilization

Although fertilization is not required during establishment, it may be beneficial to a tree's condition, appearance, and ability to withstand drought, minor insect and disease issues, and other stresses. Newly planted trees are encouraged to develop a healthy root system when fertilized, allowing them to retain water. However, fertilizer may not be applied directly to newly planted trees for the first year of establishment. All fertilizer used on City-owned trees must be organic.

6. Stakes

Stakes should provide support for young trees while not inhibiting them from moving in the wind and developing trunk taper and a stable root system. The Contractor shall monitor the efficiency of installed stakes and guying material, adjusting and removing as needed. Typically, stakes may be removed after 1-year or one full growing season once they are capable of supporting themselves.

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TREE WARRANTY

Formal written acceptance from the City Forester is required both:

- Within 30 days of tree installation, stating that tree(s) were properly planted in accordance with the specifications of the Tree Manual's Tree Planting for Contractors section.
- At the end of the two-year establishment period, stating that tree care and maintenance has been completed by the Contractor in accordance with the tree specifications outlined in this manual and in the contract specifications.

The Contractor must pay a performance bond to the City prior to the start of establishment care of $600 per tree. Within this two-year establishment period, the Contractor will be responsible for any tree failure, except that caused by vandalism. A tree may be determined to be failing if it is showing less than 75% healthy growth, does not have the natural character of its species, or has a dead leader. This guarantee will require the Contractor to remove and replace any trees that die or are failing within the first two years after installation per the City Forester's judgment, at no additional cost to the City, as well as forfeit their performance bond. The City should be notified as soon as a tree dies, and replacement should occur immediately, or at the start of the next planting season if the tree dies out of planting season.

The City has the right to inspect trees during this period and request additional maintenance or an altered maintenance schedule. The Contractor must notify the City in writing if maintenance appears to not be sufficient in caring for the trees and needs adjustment.

At the end of the warranty period, the Contractor and the City will meet to inspect the plants to determine if they are acceptable. The City will prepare a list of any necessary maintenance actions for the Contractor to complete, continuing the maintenance period at no additional expense to the City. When the deficiencies are corrected to the City's satisfaction, or if there are no actions needed, the City will issue a written notice that the warranty period has ended and return performance bond funds for each tree not replaced during this period.

Once the trees' condition has been deemed acceptable, the Contractor must meet with the City to formally transfer the responsibilities of maintenance. The Contractor must provide all information on past maintenance activities and provide a list of critical tasks that will be needed over the next 12 months.

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SECTION III: IRRIGATION STANDARDS

Properly watering trees, turf, and other vegetation is essential to their survival. Contractors conducting irrigation for the City of Littleton shall be fully responsible to provide adequate water to all vegetation from the point of installation until the date of final acceptance and shall furnish all labor, equipment, materials, water, tools and supervision to perform tree watering as described herein.

1. Safety

Contractors providing tree maintenance work for the City of Littleton are required to follow the specifications outlined below, as well as conform to the safety specifications of the ANSI Z-133.1 *Safety Requirement for Pruning, Trimming, Repairing, Maintaining, Removing Trees, and for Cutting Brush*.

Hoses and other watering equipment must not block walking paths or be placed in a manner that may create tripping hazards. The Contractor must use standard safety warning barriers and other procedures as necessary to ensure the site is safe at all times for any vehicle or pedestrian passersby.

2. Acceptable Methods of Irrigation

There are several methods of irrigation considered acceptable by the City. Irrigation plans must be approved by the City Forester or their designee prior to a project start date. Watering services are to be performed according to the following specifications for each acceptable method of irrigation:

- Irrigation bags (preferred)
    - Irrigation bags wrap around the bottom half of a tree's trunk or sit on top of tree's basin in a doughnut shape.
    - Bags must have a capacity of at least 15 gallons and no more than 20 gallons of water and be made of durable PVC tarpaulin material. Bags must be approved by the City Forester.
    - At the end of the watering period the Contractor shall remove all watering bags for winter storage. Bags must be removed upon termination of the contract.
    - At the time of watering, both the drip irrigation bag and the tree basin shall be filled to capacity.
- Hand-watering
    - Consists of a simple hose and manual shut-off valve. Water can be directly placed where needed and shut-off to prevent over-watering and run-off.
- Drip irrigation pipes

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    - Perforated flexible pipes or hoses laid directly around the root zone soaks soil from the ground-level. Water pressure is controlled by emitters; the number of emitters used for each plant and the flow rate for each emitter will depend on the size of the tree.
- Bubblers
    - *Subsurface bubblers*. A 12 - 36-inch perforated mesh tube delivers water below-ground while allowing water, air, and nutrients to bypass compacted soil and directly reach tree root systems. An added benefit is that it provides excellent aeration, which helps release trapped gases that may increase plant stress.
    - *Above-grade bubblers*. Similar to subsurface bubblers but without the aeration tubes. They are often used with existing trees to avoid damage to an established root zone during installation. Because they are placed above grade, they can be easier to maintain than below-ground bubblers.
- Sprinkler systems
    - The use of sprinkler systems is only allowable for turf or groundcover irrigation.

Automatic irrigation systems are the only options acceptable for trees, turf, or other vegetation planted as a part of new development construction.

3. Irrigation Requirements

In general, the watering season is from May 1 through October 31, or at the discretion of the City, and during long periods without precipitation in the winter months upon request of the City Forester. It is the responsibility of the Contractor to make adjustments in watering frequency and duration depending on plant species, soil type, and weather as approved by the City Forester. All installed plants that are injured or damaged due to the lack of water, or the use of too much water, shall be the Contractor's responsibility to correct.

3.1 Trees

Newly planted trees shall receive 10 gallons of water per inch of trunk diameter once weekly during the watering season. The tree watering basin must be maintained to a height of 3-4 inches high along the perimeter of the planting hole and kept free of weeds and debris.

3.2 Turf

Develop a suitable watering schedule for each zone and program the irrigation clock to accommodate each zone's specific needs. The system shall be zoned to allow for efficient watering of turf areas with different slopes, orientations, and exposure. A typical range of irrigation suitable for turf in Littleton is ¾ to 1 inch of water weekly, although Kentucky bluegrass lawns may require 2.5 inches of water or more per week during the heat of summer.

During the growing season, after each lawn mowing, inspect irrigation heads and systems to ensure that all components remain accurately aligned and no damages have occurred during the

mowing operations. Keep grass cut shorter directly around irrigation heads to prevent spray blockage.

3.3 Other Vegetation

Other vegetation, such as annual or perennial flowers, shrubs, and landcover, highly vary in their required irrigation. Each plant species' water requirements must be identified and irrigated to the following guidelines:

- *Xeric perennials:* 1 gallon per week after installation, extending the time between watering once established.
- *Moderate water use perennials and annuals:* 2 gallons per week.
- *5-gallon shrub:* 4 to 6 gallons weekly.
- *Larger shrubs*: 10 to 12 gallons weekly.

4. Water Conservation

The following water conservation methods must be adhered to by all Contractors performing irrigation for the City of Littleton:

- All irrigation methods shall be designed to provide only the water required to sustain the plants and vegetation.
- A rain and/or moisture sensor and shut-off equipment shall be required on automatic irrigation systems.
- Non-potable or reclaimed water shall be used in an irrigation system when available.
- Do not spray on concrete and asphalt or allow water to collect in gutters, streets, and alleys.

5. Watering Log

The Contractor shall provide the City Forester with a schedule of planned watering before each watering season for approval. The watering schedule shall include details on the order in which the trees will be watered, the volume of water that will be provided to each tree during each visit, and the irrigation methods to be used.

The City will provide a template for a weekly log for the Contractor to record all irrigation activities throughout the watering season (Appendix D). The log shall be updated daily and list the plants watered by Maintenance Zones designated by the City. A copy of the log, which shall be maintained in digital format, must accompany invoicing for tree watering services by the Contractor and submitted during the first week of the month.

6. Annual Maintenance

6.1 Watering season start

Inspect and test all system components to verify they are in appropriate working condition. Check the automatic timers, sensors, gauges, heads, valves, filters, mainlines and tubing if applicable.

6.2 Watering season

All irrigation systems must be monitored throughout the watering season to identify any damage, inefficiencies, or adjustments needed to increase the survivability of the trees, turf, or other vegetation. The Contractor is responsible for notifying the City Forester of any issues regarding the irrigation system that may cause decline of the plants' health.

6.3 Watering season close

All irrigation systems and equipment must be expelled of water at the end of each watering season. The systems should be manually blown out with pressurized air.

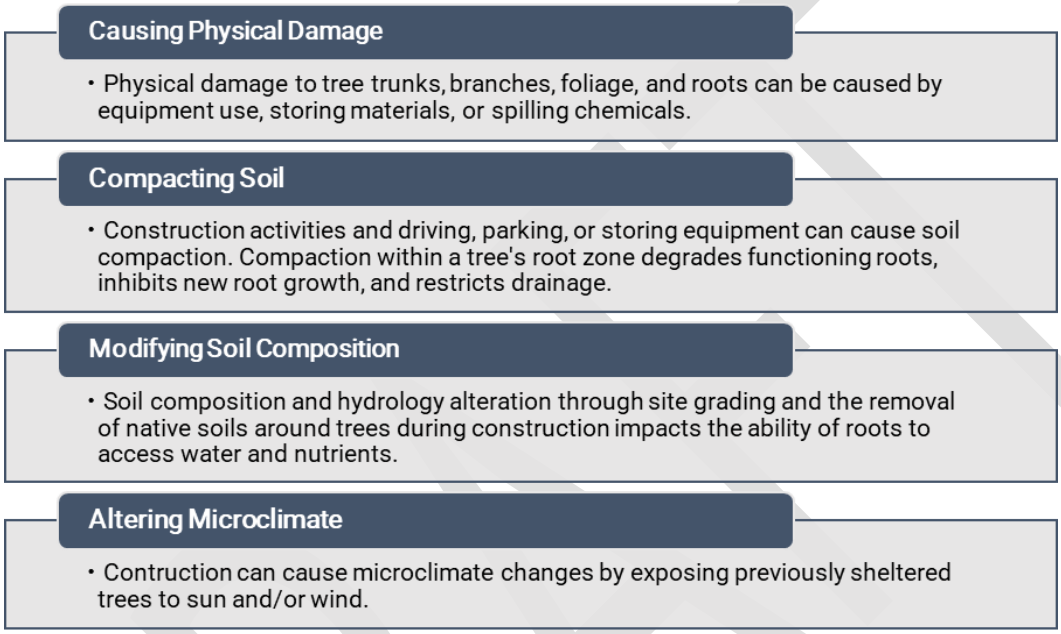
7. Repairs

The Contractor will verify that all installed irrigation systems are in good working condition and will be responsible for making repairs in a timely manner. The Contractor must provide continued and consistent watering with their own equipment as the irrigation system is repaired. If a repair is identified outside of the watering season, the repair must be completed before the start of the watering season.

All irrigation repairs must be made by a licensed irrigation contractor; completed repairs must be viewed by City staff before burial. A separate invoice must be submitted to the City outlining a detailed description of the repair work performed. However, the Contractor is responsible for the cost of repair and/or replacement of all irrigation system materials (e.g., equipment, irrigation bags) and trees that are damaged during tree watering.

SECTION IV: TREE PRESERVATION & PROTECTION DURING CONSTRUCTION

The standards detailed in this document are intended to preserve and protect Littleton's public street and park trees from damage caused by construction, including excavation, and grading.



All construction activities within the City of Littleton must adhere to the standards set forth in this section and state and local laws and regulations as they apply. The following information aims to guide construction activities within the City of Littleton in properly protecting trees according to industry standards and City regulations.

1. Planning and Design

The entity conducting construction work (henceforth referred to as the Contractor) shall be solely responsible for judging the full extent of the work requirements, including, but not limited to any equipment and materials necessary for providing tree protection. Every effort must be made to include existing, healthy, mature trees and shrubs in the landscape design, unless otherwise approved by the City Forester if it is proven that the site development demands it. The following steps must be taken prior to construction.

1.1 Coordination

Engineering and design project teams shall work with the City Forester and/ or Grounds Manager at the project's initial design stage. The Contractor shall retain the services of a City Licensed

Arborist, Irrigation Specialist, and Restoration Specialist, all with demonstrated experience in construction protection. Prior to start of work, the Contractor shall submit the names and certification numbers of the licensed arborist, Irrigation Specialist, and Restoration Specialist to the City Forester and Ground Manager for approval.

1.2 Initial Site Visit

The Contractor and Arborist shall walk the site with the Engineer and City Forester to identify potential tree impacts, trees of special concern for preservation, and trees that are in poor/dead condition that will require removal.

1.3 Tree Survey & Site Assessment

A plan sheet with existing tree conditions shall be provided to the City Forester. The following shall be included in the existing tree conditions plan sheet:

- Limits of project disturbance
- All trees in the construction area shall be inventoried, with the exception of wooded areas, where trees 4-inches or greater diameter at standard height (DSH - 4.5-feet from the ground) shall be inventoried.
- For each tree the following information shall be collected: tree tag number or tree inventory number, location (GPS, map reference, coordinates), species (common and botanical names), size (DSH) and condition (Table 4), and suitability for preservation.
    - Each tree shall be given a numerical value ($) by the City Forester prior to the start of work based on its size, species, condition, and significance. If a tree is killed during the construction process, the Contractor must pay this value into the City's Tree Fund that shall be used for increasing Tree Equity in the City.
    - Each tree shall be numbered and tagged with one of the following:
        - Small, metal numbered tag affixed to tree trunk with an aluminum nail for any project that may take longer than one-year to complete from the date of tree inventory.
        - Flagging tape with the tree number written on it with permanent/non-fading marker for projects that will take less than one year to complete.
- Tree survey data shall be provided in a chart on the site assessment sheet. For example:

Tree Tag #/ Tree Inventory #	Species (Botanical)	Species (Common)	Size (DSH)	Condition	Suitability for Preservation
35464	*Gleditsia triacanthos* f. *inermis*	Thornless Honeylocust	4"	Fair	Moderate
35359	*Quercus palustris*	Pin oak	13"	Fair	High
17230	*Acer campestre*	Hedge maple	3"	Poor	Low

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- Tree surveys will be valid for 3 years.

Table 4. Example specifications of tree condition classifications. Condition = health and structure.

Condition	Description
Good	Tree shows no major problems. There may be some dead twigs or small branches, minor scuffs in the bark that don't penetrate to the wood, or a slight disease/insect issue that are primarily cosmetic.
Fair	Tree may have some issues which are likely to improve with time or maintenance (e.g., dead branches >2" diameter that can be removed during pruning, minor trunk wounds that the tree can heal over time).
Poor	Tree shows no signs of life or has major issues that cannot be corrected with time or maintenance (e.g., large sections of dead canopy, decay cavities in the stem or roots).

1.4. Tree Protection Plan

All trees are to be protected unless otherwise approved for removal. The following requirements shall be included in the Tree Protection Plan. For detailed specifications to assist with tree protection plan development see Section 2 (Tree Protection Details, Specifications, and Requirements):

- Tree inventory data table
- Map identifying:
  - Trees proposed for preservation and location(s) of their tree protection zones (TPZ).
  - Identification of trees proposed for removal.
  - Location and description of protection measures required for reduced tree protection zones, if approved.
- Tree care and maintenance plan prepared by the Arborist with proposed activities to improve conditions before, during, or after construction (e.g., pruning to provide clearance, root pruning, mulching, irrigation)
- Required mitigation for trees to be removed, if applicable
- Language that addresses responsibility for tree damage mitigation, tree valuation, and tree replacement
- Location of the following:
  - Utility and drainage corridors
  - Grading and excavation
  - Material, soil storage and debris piles

    - Limits of disturbance/ equipment routes on site
    - Construction area access (exit and entry points)
    - Parking for construction and personal vehicles
    - Fueling, mixing, and concrete washout areas
    - Sediment control barriers (silt fence)
- Consequences for non-compliance

1.5 Submittal and Review

All projects will require a permit from the City Forester or Grounds Manager. To obtain a permit, the existing conditions plan and tree protection plan (1.3 and 1.4) shall be submitted to the City Forester for review. The City Forester shall review the plan to ensure that public shade trees are protected to the full extent feasible from damage during construction, street and sidewalk repair, utilities work above and below ground, and other similar activities.

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Tree Protection Zone (TPZ)- *Based on ANSI Standard 55.1*
A TPZ is an area established to prevent injury to a tree's critical root zone (CRZ), or the area extending from the trunk that encompasses the roots most vital to the tree's health (Figure 3). To determine the CRZ: the radius of the CRZ, measured from the outside of the tree trunk, shall be calculated as at least 1.5 feet for every 1 inch in trunk diameter measured 4.5' above ground (DSH).

TPZ shall be specified around all trees being retained and protected during construction. The TPZ should be site-specific, defined based on species tolerance, expected impact of construction activities, tree size, age, and health, and the site's soil conditions (moisture, texture, density), however it is typically defined as the outline of a tree's CRZ (Figure 4), or a combined set of CRZ areas.

In the case of street trees with limited space, the outline of a tree well or planter strip in a paved area may be the TPZ (Figures 5 & 6). The City Forester retains the discretion to extend or modify the TPZ at any time. When the minimum TPZ radius cannot be achieved, appropriate mitigation shall be recommended. TPZ barriers shall be installed in the specified locations with signs to alert contractors about the protected status of the TPZ.

The following activities are prohibited within the TPZ of public street and park trees unless approved by the City Forester:

- Trenching, grading, excavation or digging;
- Root cutting;
- Storage of vehicles, construction equipment, debris, or soil;
- Exhaust or excessive heat directed towards trees' foliage, branches, or trunks;
- Foot or vehicular traffic;
- Disposal of wash water, fuels, chemicals, or other harmful substances; and,
- Attaching signs to or wrapping materials around trees.



Figure 3. A proportionally accurate depiction of a root span of a tree, which extends well beyond the dripline of its canopy. Image source: Wroclaw University of Environmental and Life Sciences.

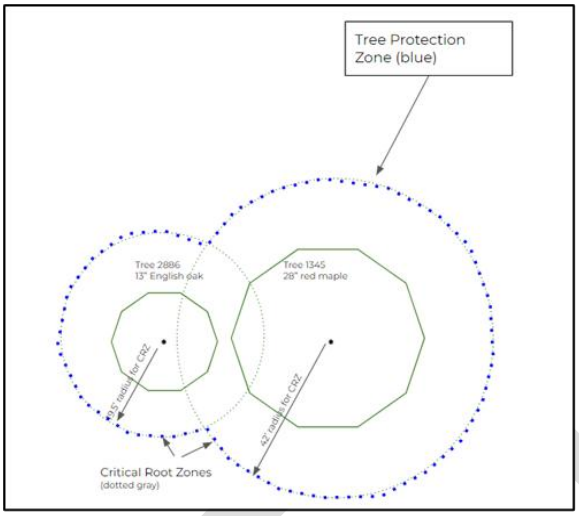


Figure 4. Standard CRZ and TPZ areas.

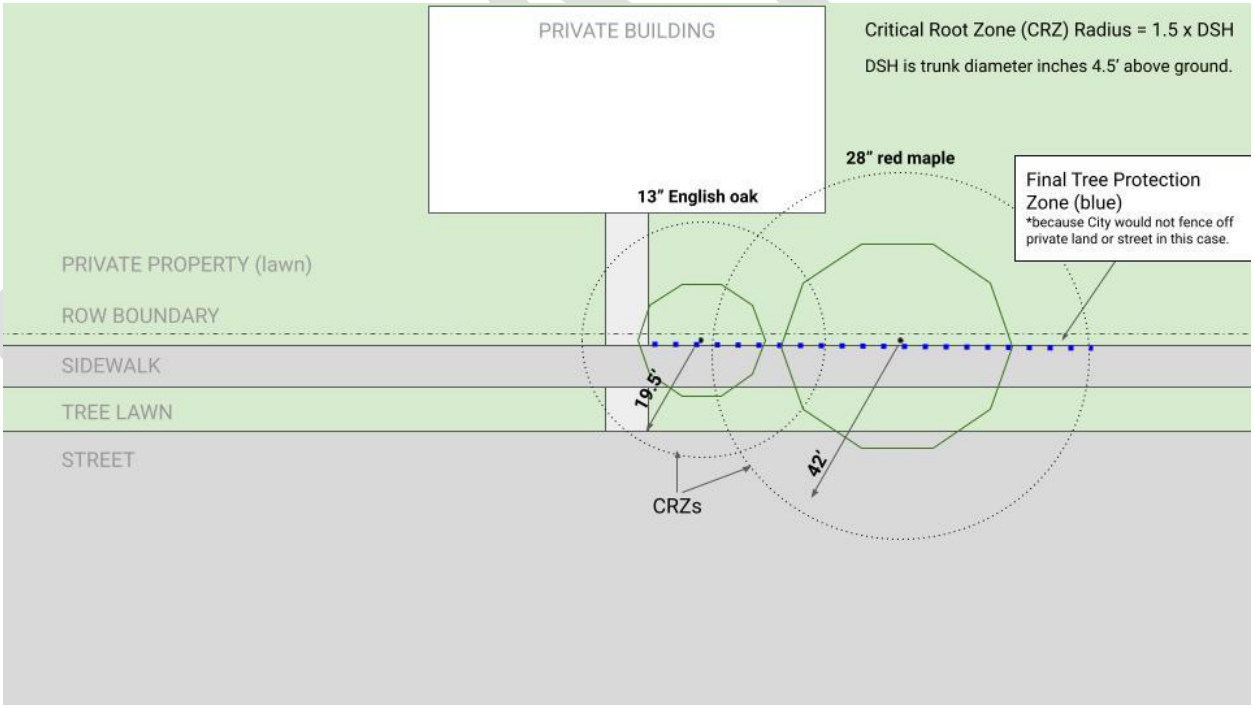


Figure 5. Scenario 1- CRZ and modified TPZ of a tree located in a Right-of-Way site abutting private property.

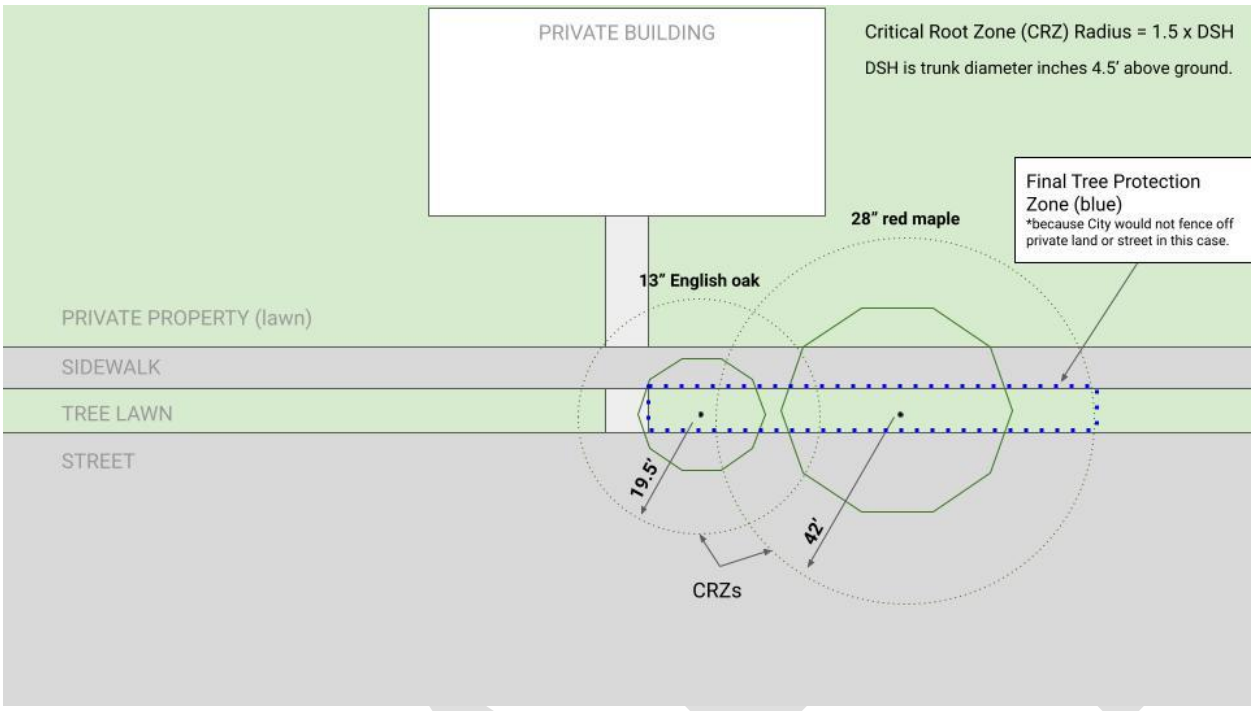


Figure 6. Scenario 2 - CRZ and modified TPZ of a tree located in a tree lawn within the Right-of-Way site.

2. Tree Protection Details, Specifications, and Requirements

All tree protection measures shall be installed prior to any construction activities beginning, including, but not limited to, site preparation, grading, grubbing, clearing, and staging activities. Tree protection measures shall be in place and inspected by the City of Littleton before any tree removal, stump removal, clearing, grading, excavation, demolition, or any other construction-related activities begins.

2.1 Tree Protection Fencing

Tree fencing shall be erected before construction begins and remain in place until final inspection of the project. For street trees, fencing should be installed along the edge of the tree lawn or Right-of-Way that is unpaved.

- Plastic Fencing: A minimum 4-feet high, plastic, heavy duty snow/warning barrier fencing in high-visibility orange color. Fences shall be attached to posts with a zip tie at the top and bottom and shall have a minimum of three ties for a 4-foot-high fence or four ties for a 6-foot high fence.
- Posts: Safety fence posts not more than 8 feet apart, set or driven 1-1.5 feet deep into the ground without concrete footings. Where a post is located on existing paving or concrete to remain, provide appropriate means of post support acceptable to the City.

- Entrances: Access entrances/gates that are clearly marked with signage and are a different color than the tree protection fencing for visibility.
- Signage: Prominent signage displayed on each fence stating that entrance and removal of fence are prohibited without authorization. Signs shall be posted along the tree protection fence at regular intervals every 30-feet, or centered if the fence is less than 50-feet. DO NOT affix signs to trees themselves.

2.2 Erosion and Siltation Control

If a tree is in the immediate proximity to a grade slope of 8% (23º) or more, then approved erosion control or silt barriers shall be installed outside the TPZ to prevent siltation and/or erosion within the TPZ. The Contractor shall provide all labor, tools, equipment, and material required to install, maintain, and remove all siltation control measures shown on the approved plans, or at the direction of the contract officer.

2.3 Temporary Irrigation

The Contractor shall provide water for maintaining plants in the construction area that will have exposed root systems for any period during construction. Water each tree within the construction area where work is in progress to the depth of its roots, generally within the upper 6-18 inches of the original soil surface. A temporary irrigation system with a specified operating schedule may be installed within the TPZ if included in the Tree Protection Plan.

Acceptable irrigation methods include above ground sprinklers, gator bags, bubblers, soaker hoses, injection of water into the soil, or flood irrigation with the creation of a berm. Irrigation should be continued until sufficient root growth has been shown. Trees should be monitored for signs of drought including leaf curling, wilting, leaf drop, early fall color, and dieback of branches or leader and mitigated with supplemental irrigation as recommended by the Arborist.

2.4 Tree Pruning

Prior to construction, it is recommended to remove dead, diseased, or dying branches to reduce the risks of limb failure. Crown raising may be necessary for construction equipment to gain access to an area; other options include lifting lower branches with ropes, cables or straps, or supporting with props. All approved pruning must adhere to the following standards:

- The Contractor shall retain the services of an licensed arborist to perform any cutting of limbs.
- All cuts shall be clean and executed with an approved tool.
- Wounds shall not be painted.
- If the type of pruning is left unspecified in the Tree Protection Plan, the standard pruning shall be 'crown cleaning' as defined by ISA Pruning Guidelines.
- Maximum Pruning: No more than 25% of the functioning leaf and stem area may be removed within one calendar year of any protected tree, or removal of foliage so as to

cause the unbalancing of the tree. Maximum pruning should only occur in the rarest situation approved by the City Forester.

2.5 Root Pruning

Root pruning may be necessary prior to mechanical excavation in order to minimize damage to a tree's root system. Any root >1 inch in diameter should be pruned rather than torn or crushed. The two allowable methods of root pruning are:

- Using air excavation tools, pressurized water, or hand tools to excavate soil, followed by selectively cutting roots. This method allows the arborist to examine the roots and determine the best places to cut.
- Using a tool designed to cut roots, cut through the soil along a predetermined line on the surface.

For most tree species, a significant reduction in stability and long-term health can occur when roots are cut within their CRZ – the farther a root is cut away from the tree's trunk, the better. Root pinning or stapling and directional changes should be considered to minimize root damage.

All approved root pruning shall be performed according to the following standards:

- The Contractor shall retain the services of a licensed arborist to perform any cutting of roots.
- Under no circumstances shall excavation in a TPZ be made with mechanical equipment that might damage the existing root systems. The Contractor shall use equipment and methods that shall minimize damage to the tree roots, per recommendations of the Arborist. Such methods may require root pruning prior to, as well as during, any excavation activities.
- Exposed tree roots shall be protected by dampened burlap at all times until they can be covered with soil.
- Backfill the areas where root pruning has occurred and immediately water the area with 10 gallons of water per inch of tree diameter.

Branches shall not be removed from a tree to compensate for root pruning – it is best to wait for the tree to respond and act accordingly.

2.6 Tree & Stump Removal

Removal of identified trees shall be done by a licensed arborist in a skillful manner to avoid above- or below-ground damage to the trees that remain. Before performing stump extraction, the roots that may be entangled with trees that are to remain should be considered – these stumps shall have their roots severed before extracting the stump. Removal shall include the grinding of the stump and roots to a minimum depth of 12 inches below sidewalk grade and hauling away excess

material. Any root material within the sidewalk shall be considered part of the stump and therefore removed.

3. Protection Measures and Grading Specifications for Approved Changes in TPZ

All changes to the size of a TPZ or any construction activities within a TPZ must be approved by the City Forester. Where grading or other disturbance is permitted within a TPZ, extra protection measures must be implemented to protect the CRZ of the tree(s).

3.1 Tree Protection Fence

Required fencing specifications as detailed above. See Figures 5 and 6 for fence placement on sites without space for full TPZ to be fenced.

3.2 Trunk Protection

Trunk protection is necessary when construction activities are close enough to cause mechanical damage to the tree's trunk or buttress roots. Trunk protection shall be 2'x4' cladding, at least 8 feet in length from the tree's base, clad together with wire (alternative materials shall be at the approval of the City Forester). No fasteners shall be driven into the tree. Burlap shall be used to separate trunk cladding from bark. The barrier can be installed at an angle to protect the trunk, trunk flare, and buttress roots. Adjustments may be needed if protection is needed during periods of trunk growth.

3.3 Surface Protection

If construction activities cannot be kept outside a TPZ, surface protection measures shall be established to reduce soil compaction and prevent root damage. Measures may vary depending on equipment type and frequency of use and must be approved by the City Forester. Measures may include, but are not limited to:

- Applying 6-12 inches of wood chip mulch to the area.
- Laying >¾ inch thickness plywood, beams, commercial logging, or road mats over a >4 inch thick layer of wood chip mulch.
- Applying 4-6 inches of gravel over a taut, staked, geotextile fabric.
- Any of the above actions shall be performed manually. Any mulch, plywood, or other material used that exceeds 4 inches must be removed from the TPZ immediately after the potentially hazardous activity has concluded.

Table 5. Minimum distances for offset and length of boring hole relative to tree's DSH.

Tree Diameter (DSH)	Minimum Offset Distance from Trunk	Minimum Length of Bore Hole

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2”	1 ft	2 ft
3”	2 ft	3 ft
5”	5 ft	5 ft
10”	8 ft	10 ft
15”	12 ft	15 ft
20”	15 ft	20 ft

3.4 Excavation

Where excavation within the TPZ is unavoidable, the Contractor shall use equipment and methods that shall minimize damage to the tree roots, per recommendations of the Arborist. Excavation methods permitted inside the TPZ are limited to hand digging, hydraulic or pneumatic air excavation. Roots >2-inches in diameter must be tunneled under. Boring machines that can tunnel under root systems are the preferred alternative to trenching when installing pipes or wires. If possible, these machines should be set up outside the drip line of the tree because they often require a hole to be dug for operation. Prior to soil excavation near trees, roots should be pruned or cleanly cut at the excavation limit, outside the TPZ.

If boring from one side of a tree to the other, the boring hole needs to be offset from the trunk’s center to avoid damaging its tap or oblique roots. The distance of offset and the length of the boring hole are based on the tree’s diameter (Table 5). The length of the bored hole should be at least 12 times the trunk diameter, with the midpoint based on the location of the trunk. Excavation should then be performed below root depth at 2-3 feet.

If boring cannot be used and trenching is required, the following specifications must be met:

- All trenching shall be located outside TPZs. If a reduction in a TPZ’s size has been approved, a minimum distance will be determined.
- The City reserves the right to evaluate the cutting of any roots prior to them being cut.
- Excavation within the TPZ should be avoided during hot, dry weather. Utilities that cannot be routed outside the TPZ should be installed by tunneling under or other methods to avoid root damage. Utilities should be installed far enough from existing trees to avoid future tree damage during utility repair and should be routed in a common trench or conduit or grouped as closely as permitted.

3.5 Grading

Grade changes, even if slight, have the potential to greatly impact a tree's health. Grading within the TPZ is prohibited unless approved by the City Forester. Grade changes outside of the TPZ shall not significantly alter drainage to the tree. For circumstances where grade changes have been approved within a TPZ, the following specifications shall be followed for each activity:

- Soil Fill: method of placing native soil where existing grade is <2 inches below elevation of finish grade.
    - Place soil in a single un-compacted layer and hand grade to the required finish elevation. It is important to keep fill soil as far from the trunk and in as thin a layer as possible.
    - Coarse-textured soil is best for water and air movement. Soil moisture should be monitored and remain hydrated.
    - No more than 6 inches fill is allowed unless mitigated. Mitigation can include a retaining wall 3x the diameter of the tree, permanent aeration systems or other approved alternatives.
- Soil Cut: method of building a retaining wall around (or on the one side being graded) the tree to maintain the grade within TPZ.
    - Refer to Table 5 for minimum radius of distance from trunk to retaining wall.
    - Walls that encircle a tree may eliminate soil volume available to roots outside, therefore trees may need supplemental irrigation.
    - No more than 4 inches of existing soil shall be removed from natural grade (cut) unless mitigated by retaining wall or an equivalent technique.

3.6 Soil Compaction Mitigation

Soil that is damaged or compacted shall be loosened or aerated to promote root growth and enhance tree vitality. One of the following aeration methods shall be specified an in effort to correct compacted soil conditions, as specified by the Arborist:

- Vertical mulching, by auguring holes (2-4 inches wide and 12-18 inches deep, 1-3 feet apart starting approximately 2-3 feet from the trunk and extending to the dripline) and backfilling with porous material such as gravel, sand, perlite, or peat moss.
- Radial trenching using an air excavator to excavate a soil trench (3-6 inches wide and >12 inches deep starting approximately 3 feet from the trunk and extending to the dripline) and add a 2-3 inches application of organic mulch. Trenches shall radiate out from one foot apart at the closest point.
- Soil-fracturing and subsurface injections with a pneumatic air-driven device to increase pore space in the soil.

3.7 Trunk Injury Mitigation

In most cases of trunk or branch damage, it is best to remove loose bark, cutting jagged edges with a sharp knife or chisel and being careful to leave as much firmly attached bark intact as possible. This can be performed during the post-construction phase.

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4. Construction and Post-Construction Inspections and Oversight

Failure to comply with the standards, restrictions, conditions, and mitigation measures of this Tree Manual will result in the issuance of a stop work order and may result in the imposition of fines and/or penalties.

All fencing, trunk protection, branch protection, and woodchips shall be maintained throughout the duration of the contract. The Contractor shall be held responsible for the health and survival of the existing trees in the immediate vicinity of the construction area. Damage that can be remedied by corrective measures shall be repaired immediately per the City Forester's judgment.

4.1 Tree Health Monitoring During Construction

Monitoring the site on a specified schedule is necessary during the construction phase to ensure compliance with tree protection measures. Monitoring tree health, soil moisture, and/or tree damage should be a priority during these site visits so damage can be documented and mitigated, and work plans can be adjusted as needed.

- **Mulch.** Organic mulch, such as wood chips, is an effective way to protect tree health by conserving soil moisture, moderating soil temperature, eliminating turf competition, promoting soil nutrients, and reducing soil compaction. If mulch is used it should be maintained at 2-4 inches deep within the TPZ throughout the duration of construction activities and NOT piled on the trunk.
- **Foliage.** If leaves begin to yellow, wilt, or die, collecting foliar samples should be done to determine causes. If nutrient deficiencies are found, consultation with the City Forester shall be done to determine mitigation activities (i.e., fertilization).
- **Pests and Diseases.** The stress induced by construction has been shown to increase the susceptibility of certain tree species to pests. Integrated Pest Management strategies should be employed where a non-lethal pest population exists to minimize damage to trees left vulnerable from the stressors of construction. Tree species that are known to be susceptible to mortality should be monitored during construction.

4.2 Post-Construction Monitoring

After all other construction activities are complete, all materials shall be removed and disposed of off-site by the Contractor. The City Forester, or their designee, shall conduct a site inspection at project completion to ensure all preserved trees are in good condition. The health and condition of preserved trees on site shall continue to be monitored by the contractor's Arborist after construction activities during the 2-year establishment period. Treatments such as fertilization or pruning may be required at the direction of the City Forester. If tree removal is necessary, the City Forester's office shall recommend replacement species suited to the site. The City may require development of a long-term tree maintenance plan for preserved and newly planted trees.

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SECTION V: TREE REMOVAL AND DAMAGES

1. Tree Removal Process

Section V does not apply to single-family residences.

Removal requirements apply to trees, defined as single- or multi-stem woody plants that attain a minimum mature height of fifteen feet (15') with a minimum mature trunk diameter of four inches (4") as measured 4.5' above the ground, Diameter at Standard Height (DSH). It shall be unlawful for any person or entity on any public or private property within the city, excluding lots which contain single-family residences, to remove a tree whose trunk is greater than 4" in diameter without first having obtained a written permit from the city to do so (see permit in Appendix E). For purposes of this section, "removal" means the destruction or displacement of a tree by cutting, bulldozing or other mechanical or chemical means, which results in the physical transportation of the tree from its site and/or death of the tree. "Removal" shall also mean the pruning down of any tree more than 33% of its size in any 365 day period.

In reviewing the application for a permit, the City Forester, or their designee, shall review and take into consideration approved land uses, landscaping or other approved city plans. Permits for the removal of trees shall be granted by the city under the following conditions:

- The tree is diseased and the applicant has considered possible alternatives;
- The tree is dead;
- The tree is in a location or in such condition as to endanger the public or an adjoining property owner and the applicant has considered possible alternatives;
- The removal of the tree is necessary due to construction activities and the applicant has considered possible alternatives;
- The overcrowding of trees at a specific location threatens their health and makes the requested removal appropriate; or
- The tree significantly impedes the normal water flow of a carrier ditch, canal, storm sewer or the floodway of a natural watercourse.
- Removal of the tree is necessary to mitigate fire risk.
- Removal of the tree is necessary due to green energy efforts.
- The tree is an undesirable or invasive species, as designated by the City Forester.

2. Tree Removal Mitigation

Mitigation measures are not intended to supplant tree preservation; planning and design of a site must consider all existing trees and ecological features. Mitigation for tree removals will be considered only after all feasible design alternatives to preserve trees have been exhausted.

The following tree removal activities are exempt from mitigation requirements upon approval from the City Forester:

- Removal of "for sale" trees from a plant nursery or botanical garden;
- Removal of trees that pose a risk of immediate danger to life and property due to an accident, fire, storm, or other act of nature;
- Removal of diseased or dying trees as determined by an arborist, with written notice to be shared with the City;
- Selective and limited removal or pruning of trees or vegetation necessary to obtain clear visibility within sight triangles; and
- Removal of exotic, invasive, or prohibited tree species.

2.1 Tree Replacement Requirements

Excluding single-family unit residents, permits granted for removal shall require, to the extent possible, replacement plantings on the site of a similar quantity to those removed. Should any protected tree die or be removed at any time, the owner shall, within 90 days, replace the tree. The owner shall replace the tree with a minimum of three new trees. The replacement trees should be of a similar approved species that will achieve the same height, spread, and growth characteristics.

- For commercial property owners, new building construction, and construction on City property: every DSH inch of tree that is removed or damaged, two caliper inch of replacement trees are required.
    - In cases where the total caliper of trees removed in violation cannot be determined, eight replacement trees shall be provided per acre of disturbed area.
- For multi-family units or development property owners: every DSH inch of tree that is removed or damaged, two caliper inches of replacement trees are required.

2.2 In-Lieu Fee Alternative

In-lieu payments are not intended to facilitate the excessive removal of trees, rather as an alternative if no feasible options exist for tree replacement.

The 2024 canopy loss fee rate = $250/inch for shade trees

Canopy loss fee ($) = (DSH removed - DSH replanted) x (canopy loss fee rate)

Example:

Trees to be removed: 10" oak, 6" maple, and 5" ginkgo

Total DSH inches of trees removed = 21"

Replacement trees: Three, 2" caliper trees

Total Caliper inches of replacement trees = 6"

Canopy Loss Fee Calculation: (21" - 6") x $250/inch = $3,750

This fee is reduced to $75 for certified affordable developments. No Mitigation Payment shall apply to property owners that receive established forms of financial assistance.

In-lieu fees shall be deposited in a Tree Equity Fund to be used towards the preservation, safety, and increase of tree canopy within Littleton. Tree Equity refers to the fair distribution of trees and their associated benefits, aiming to provide access to these benefits regardless of socioeconomic status or other demographic factors. Although tree planting is the most common tool used to address inequities in the urban forest, providing other urban forestry services on both public and private properties is essential to maintaining an equitable urban forest. For instance, a homeowner may be burdened with costs of pruning a mature tree - if they aren't able to prune, the tree may die or cause damage to property or the public, both creating more costs and eliminating the benefits the tree once provided to the homeowner. Resources from the Public Tree Fund are to be allocated at the discretion of the Forestry division.

3. Tree Removal/Damage Violation Penalties

Each instance of removing a tree in contravention to the permit requirements specified herein shall be deemed a separate offense. The finance director or designee shall send a statement of costs or assessment which reflects the monetary value of the municipal services performed or the amount of money due and owing to the city to the owner of record or business owner by first class mail. The statement of costs or assessment is due and payable to the City within 30 days of the date of the statement. If the owner of record fails to pay the amount specified in the statement of costs or assessment within 30 days from the date of the statement, the assessment may, at the discretion of the finance director or designee become a municipal lien against each lot or tract of land until paid and shall have priority over all other liens except general taxes and prior special assessments.

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Appendix A: Approved Tree Species List

Tree species approved for planting on City of Littleton property (subject to change). Only species indicated as 'ROW Approved' may be planted in the city's Right-of-Way; species not approved for planting in the ROW are suitable for parks or other city properties.

Common name	Botanical name	Acceptable cultivars	ROW Approved?
Hedge maple	*Acer campestre*	Queen Elizabeth	Y
Rocky Mountain maple	*Acer glabrum*		Y
Bigtooth maple	*Acer grandidentatum*	Rocky Mountain Glow	Y
Paperbark maple	*Acer griseum*		Y
Miyabe maple	*Acer miyabe*	State Street	Y
Sugar maple	*Acer saccharum*	Fall Fiesta, Legacy, Caddo	N
Yellow buckeye	*Aesculus flava*		Y
Common horsechestnut	*Aesculus hipposcastanum*		Y
Red horsechestnut	*Aesculus x carnea*	Briotti, Fort McNair	Y
Downy serviceberry	*Amelanchier arborea*		Y
Shadblow serviceberry	*Amelanchier canadensis*		Y
Allegheny serviceberry	*Amelanchier laevis*	Spring Flurry	Y
Apple serviceberry	*Amelanchier x grandiflora*	Autumn Brilliance	Y
European hornbeam	*Carpinus betulus*	Fastigiata, Frans Fontaine	Y
American hornbeam	*Carpinus caroliniana*		Y
Pecan	*Carya illinoinensis*		N
Shagback hickory	*Carya ovata*		N
Chinese catalpa	*Catalpa ovata*		Y

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Common name	Botanical name	Acceptable cultivars	ROW Approved?
Western catalpa	*Catalpa speciosa*		Y
Purple catalpa	*Catalpa x erubescens*		Y
Atlas blue cedar	*Cedrus atlantica*		N
Sugar hackberry	*Celtis laevigata*	All Seasons, Magnifica	Y
Common hackberry	*Celtis occidentalis*		Y
Netleaf hackberry	*Celtis reticulata*		Y
Eastern redbud	*Cercis canadensis*		Y
Yellowwood	*Cladrastis kentukea*		Y
Turkish filbert	*Corylus colurna*		Y
Russian hawthorn	*Crataegus ambigua*		Y
Lavalle hawthorn	*Crataegus lavellei*		Y
Downy hawthorn	*Crataegus mollis*		Y
Green Hawthorn	*Crataegus viridis*	Winter King	Y
European beech	*Fagus sylvatica*	Purpurea, Tricolor	N
Ginkgo	*Ginkgo biloba*	Autumn Gold, Golden colonnade, Magyar, Princeton Sentry, Presidential Gold, Shangri-la	Y
Kentucky coffeetree	*Gymnocladus dioicus*	Espresso, Stately Manor	Y
Rocky Mountain juniper	*Juniperus scopulorum*		N
Eastern redcedar	*Juniperus virginiana*		N
Goldenrain tree	*Koelreuteria paniculata*		Y
Sweetgum	*Liquidambar styraciflua*		N
Tuliptree	*Liriodendron tulipfera*		Y
Amur maackia	*Maackia amurensis*		Y
Osage orange	*Maclura pomifera*	White Shield	Y

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Common name	Botanical name	Acceptable cultivars	ROW Approved?
Cucumbertree magnolia	*Magnolia acuminata*		Y
Galaxy magnolia	*Magnolia 'Galaxy'*		Y
Magnolia x soulangiana	*Magnolia x soulangiana*		Y
Crabapple	*Malus sylvestris*	Golden Raindrops, Indian Magic, Prairefire, Royal Raindrops, Spring Snow, Thunderchild	Y
Dawn redwood	*Metasequoia glyptostroboides*		N
White mulberry	*Morus alba*		N
Black Tupelo	*Nyssa sylvatica*		Y
American hophornbeam	*Ostrya virginiana*		Y
White spruce	*Picea glauca*		N
Blue spruce	*Picea pungens*		N
London planetree	*Platanus x acerifolia*	Bloodgood, Exclamation	Y
Amur chokecherry	*Prunus maackii*	Sucker Punch, Canada Red	Y
Chokecherry	*Prunus virginiana*		Y
Common hoptree	*Ptelea trifoliata*		N
White oak	*Quercus alba*		Y
Swamp white oak	*Quercus bicolor*		Y
Gambel oak	*Quercus gambelii*		N
Shingle oak	*Quercus imbricaria*		Y
Bur oak	*Quercus macrocarpa*	Bulletproof	Y
Chinkapin oak	*Quercus muehlenbergii*		Y
Chestnut oak	*Quercus prinus*		Y
Wavy-leaf oak	*Quercus undulata*		Y

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Whitebeam tree	*Sorbus aria*		Y
Common name	**Botanical name**	**Acceptable cultivars**	**ROW Approved?**
Oakleaf mountain-ash	*Sorbus hybrida*		Y
Japanese pagoda tree	*Styphnolobium japonicum*		Y
Chinese tree lilac	*Syringa pekinensis*	China Snow	Y
Japanese tree lilac	*Syringa reticulata*	Ivory Silk	Y
American linden	*Tilia americana*	Valley Forge, Princeton, Jefferson	Y
Silver linden	*Tilia tomentosa*	Sterling	Y
American elm	*Ulmus americana*	Boulevard, DTR 123, MckSentry, Redmond	Y
David elm	*Ulmus davidiana*	Discovery	Y
Accolade elm	*Ulmus davidiana var. japonica*	Morton	Y
Golden yellowhorn	*Xanthoceras sorbifolium*	Clear Creek	Y

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Appendix B: Prohibited ROW Tree Species List

Tree species prohibited from planting in the City of Littleton's Right-of-Way (ROW), parks, or other city properties (subject to change).

Common name	Botanical name	CAUSE
Boxelder (female)	*Acer negundo (female)*	Poor suitability
Silver maple	*Acer saccharinum*	Poor suitability
Tree of heaven	*Ailanthus altissima*	Invasive
Russian olive	*Elaeagnus angustifolia*	Invasive
Ash spp.	*Fraxinus spp.*	Insect/disease concern
Sunburst' honeylocust	*Gleditsia triacanthos var. inermis 'Sunburst'*	Poor suitability
Populus spp., including hybrid poplars, cottonwoods, and aspens	*Populus spp.*	Poor suitability
Bradford flowering pear	*Pyrus calleryana 'Bradford'*	Poor suitability
Willow spp.	*Salix spp.*	Poor suitability
Tamarisk	*Tamarix ramosissima or Tamarix parviflora*	Poor suitability
Siberian elm	*Ulmus pumila*	Poor suitability
Multi-stemmed trees		Poor suitability
Weeping or pendulous trees		Poor suitability
Any large conifers	Picea spp., Pinus spp., Abies spp.	Visibility concerns
Fruit producing trees		Fruit may pose public risk

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The following tree species trees are currently over-planted in Littleton. In order to enhance biodiversity in the urban forest, these species are currently not allowed for planting in the ROW and are recommended to avoid planting in other locations. This list is subject to change as levels of species diversity shift.

Common name	**Botanical name**	**ROW Approved?**
Norway maple	*Acer platanoides*	No
Autumn blaze/freeman maple	*Acer x freemanii*	No
Hot wings maple	*Acer tartaricum 'garann'*	No
Austrian pine	*Pinus nigra*	No
Thornless honeylocust	*Gleditsia triacanthos var. inermis*	No

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Appendix C: Maintenance Log for Contractors

MONTHLY MAINTENANCE LOG

To be completed and returned to the City Forester during the first week of the month.

Tree Maintenance Zone	Date	Maintenance performed	Notes	Initials
Zone 1				
Zone 2				
Zone 3				
Zone 4				

Authorized Signature: _____

Date: _____

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Appendix D: Irrigation Log for Contractors

WEEKLY IRRIGATION LOG

To be completed and returned to the City Forester during the first week of the month.

Tree Maintenance Zone	Date	Irrigation Method	Gallons per tree	Notes	Initials
Zone 1					
Zone 2					
Zone 3					
Zone 4					

Authorized Signature: _____

Date: _____

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Appendix E: Tree Removal Permit

Littleton

Mail or fax to: Littleton City Forester
1800 W. Belleview Ave.
Littleton, CO 80120
F: (303) 797-2138

TREE REMOVAL PERMIT APPLICATION

A tree removal permit approved by the City Forester is required for the removal of trees ≥4" caliper (diameter measured 6" above grade) on any property, other than outside the Right-of-Way on single-family residential lots.

Location of tree: _____ Date: _____
(Address or legal description)

Property Owner

Name: _____

Phone: _____

Email: _____

Applicant (if someone other than the Property Owner)

Name: _____

Phone: _____

Email: _____

Mark the boxes of any reasons for tree removal that apply:

☐ Tree is dead

☐ Tree is diseased and no reasonable alternative exists

☐ Tree location or condition endangers the public and no reasonable alternative exists

☐ Tree removal is necessary due to construction activities and no reasonable alternative exists

☐ Tree health is threatened due to overcrowding

☐ Tree impedes normal water flow

☐ Tree removal is necessary to mitigate fire risk

☐ Tree is an undesirable or invasive species, as designated by the City Forester

If # 2, 3 or 4 is checked, describe alternatives considered and reasons not selected. Attach supporting materials if necessary. If #4 is checked, list replacement tree size and species (2" caliper minimum) for each tree removed. See the City of Littleton's list of tree removal activities exempt from mitigation requirements, upon approval from the City Forester.

Any person who is denied a permit may, within ten (10) days of the date that written notice of the denial is mailed by the city, appeal the decision of the City Forester to the city's Board of Adjustment. The appeal shall be de novo and the burden of proof shall be on the applicant to show that the criteria specified herein for the issuance of a permit to remove a tree has been met. The Board of Adjustment's decision shall be final and shall be subject to judicial review.

This Section is for City Use Only

Permit is hereby granted to _____
(Applicant)

Permit issued on the _____ day of _____, 20___
(Day) *(Month)* *(Year)*

by _____ at the Department of Public Works.
(City Forester or their designee)

This permit is non-transferable and expires on _____
(Expiration Date)

Tree Site ID _____

Questions: (303) 795-3766 -- mdanser@littletongov.org

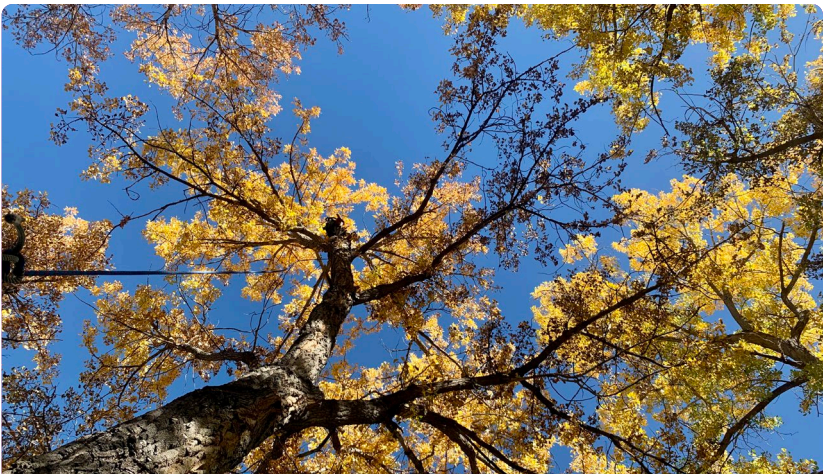
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Forestry Updates

Mary Brand Danser, City Forester

Diana Kamenel Trettin, Manager of Grounds Open Space and Natural Resources

Brent Soderlin, Director, Public Works

January 20, 2026

Littleton Colorado

Agenda

- Benefits of Urban Trees
- Timeline
- Inventory and Risk Assessment
- Urban Tree Canopy Assessment
- Forestry Management Plan
    - Updates on Expected Challenges and Long-term Goal
- Tree Manual
- Public Outreach
- Next Steps



Benefits of Urban Trees

Research has linked the presence of urban trees to...

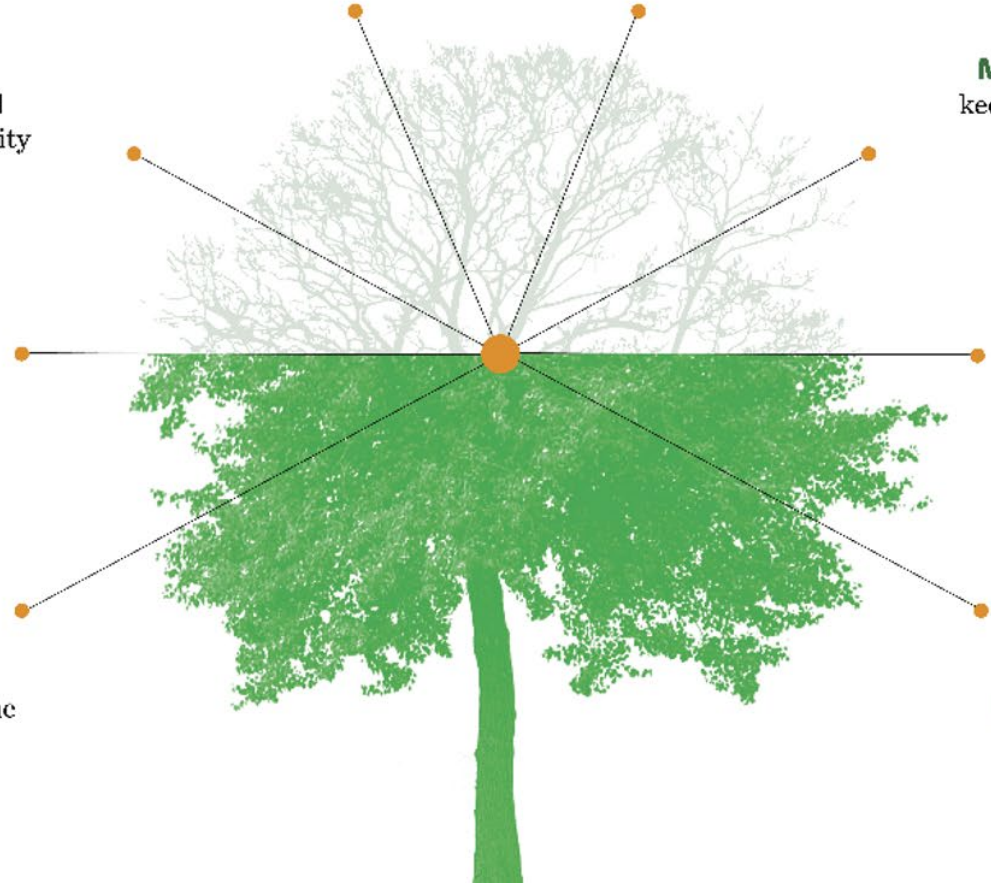
The Nature Conservancy

PROTECTING BIODIVERSITY
including habitat for migrating birds and pollinators

REDUCING OBESITY LEVELS
by increasing physical activity including walking and cycling

REDUCING RATES
of cardiac disease, strokes, and asthma due to improved air quality

MANAGING STORMWATER,
keeping pollutants out of waterways, and reducing urban flooding



COOLING city streets by 2-4° F, reducing deaths from heat and cutting energy use

INCREASING
neighborhood property values

FILTERING up to a third of fine particle pollutants within 300 yards of a tree

REDUCING STRESS by helping interrupt thought patterns that lead to anxiety and depression

TIMELINE

2022

City-wide tree inventory and risk assessment (IT, PW)

Urban Tree Canopy Assessment

2023

Forestry Management Plan approved by City Council

EAB confirmation (Communications, SSPR, TriCities)

Tree Manual-internal (PW)

Tree Ordinance Review (Comm Dev)

Habitat Tree Guiding Document (CU Boulder)

2024

Forestry Subsidy Program (Communications, Finance, SMLC)

Environmental Stewardship Board Presentation

2025

Highline Canal Natural Resource Management Plan

Planning Commission Presentation

2026

Propose Forestry Updates in Title 8 and Title 10 (ULUC)

Adopt The Tree Manual as a BMP

Determine where Forestry enforcement is best housed

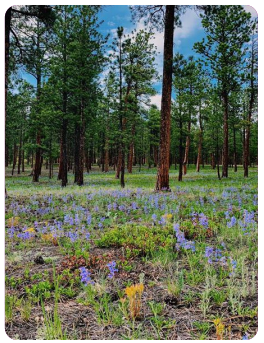
Urban Tree Canopy Assessment (2022)

- Current canopy coverage is decreasing

Comparing Data over 10 Years		
2013 Classification Category	2013 Percentage	2023 Percentage
Tree Canopy	25%	20%
Grass and Vegetation	24%	32%
Bare Soil	6%	4%
Impervious Surface	37%	36%
Water	8%	8%

Increasing pervious surfaces helps manage and improve water quality, mitigate flooding, increase biodiversity, and support vegetation growth.



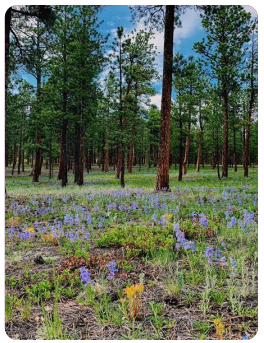



Forestry Management Plan (2023)

Expected Challenges:

- **EAB**- potentially loss of 14% of urban canopy (total is only 20%)
- **Highline Canal**- aging trees, lack of water, monoculture, pressure around trail construction
- **Declining Canopy**- years of deferred maintenance and lack of standards around current trees
- **Limited Maintained Land**- COL only maintains 80 acres of the 9000 total acres surveyed in the UTC.
- **Increased Development-** often means increased impervious surfaces






Forestry Management Plan (2023)

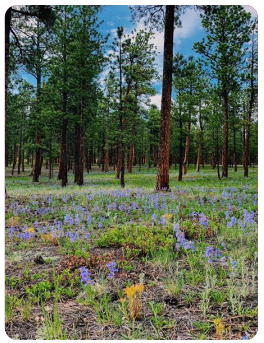
<u>Long Term Goals:</u>

Canopy increase

Quantifiable diversity increase

Proactive risk reduction






Forestry Subsidy Program Update

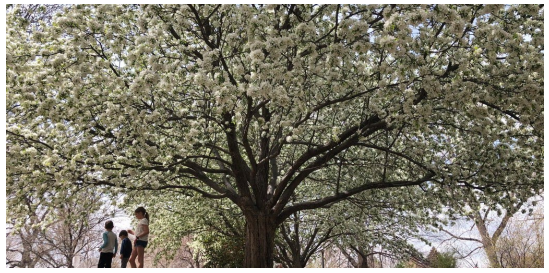
- Community Engagement
- Tree Equity
- EAB Education and Prevention

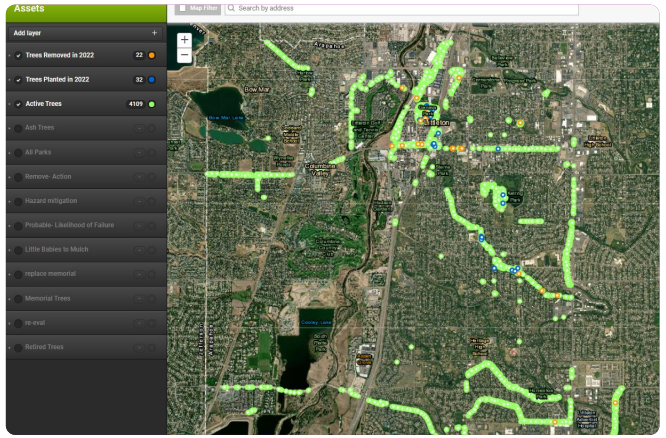
91 applications!

(for 2024 & 2025)







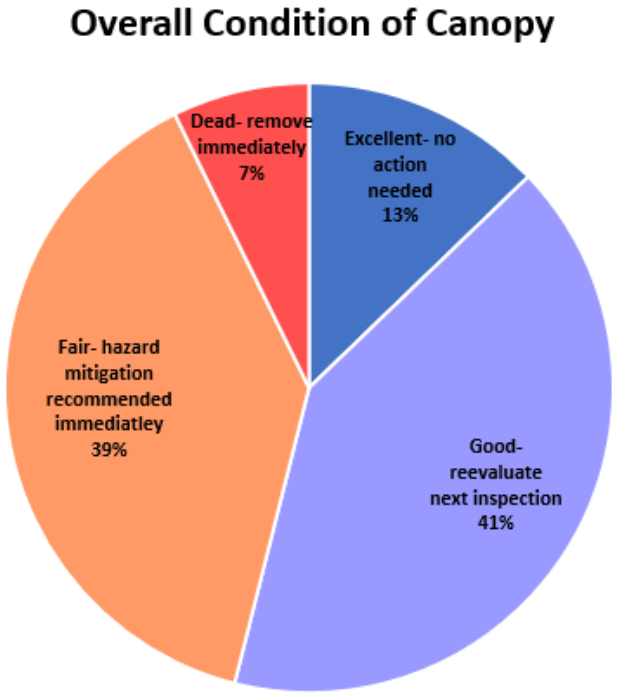




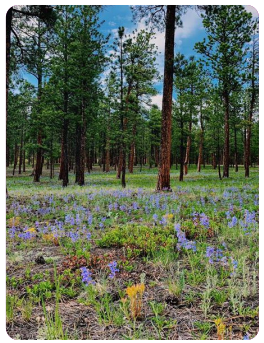
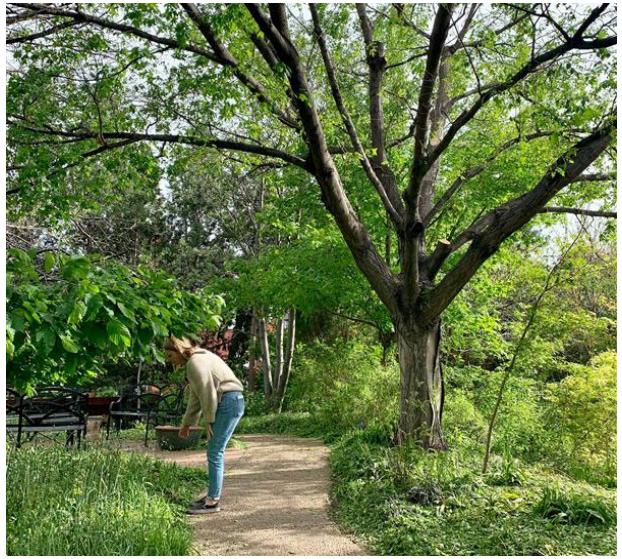


Inventory and Risk Assessment (2022)

- Lack of species diversity
- Declining canopy: 46% required prompt hazard mitigation
- Included Partners: IT, PW, Highline Canal Conservancy





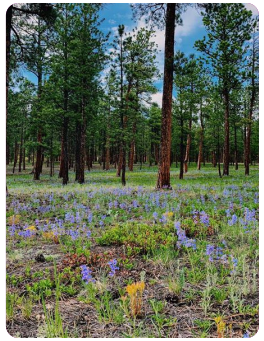
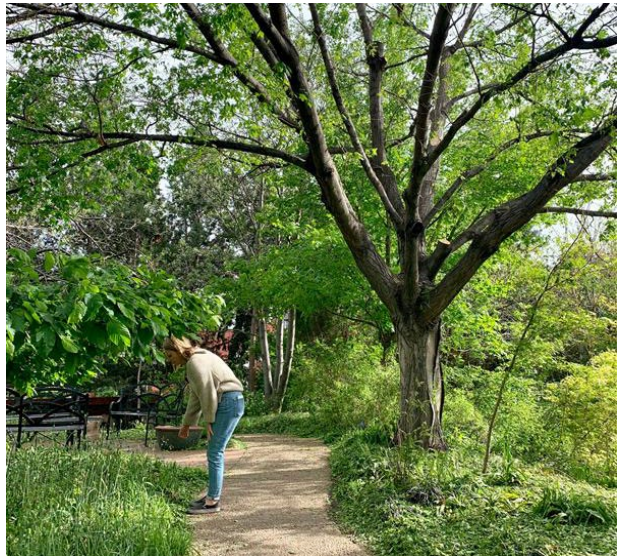






The Tree Manual- explained

- Proposed Best Management Practice for arboriculture within the City of Littleton to provide property owners, contractors and city staff with comprehensive guidance.
- Referenced in 8-4 and 10-1-3 (ULUC) but not enforceable until adopted



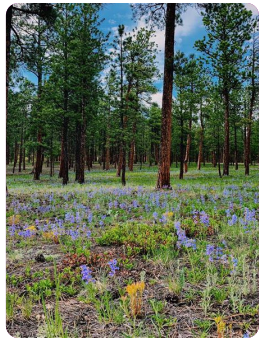
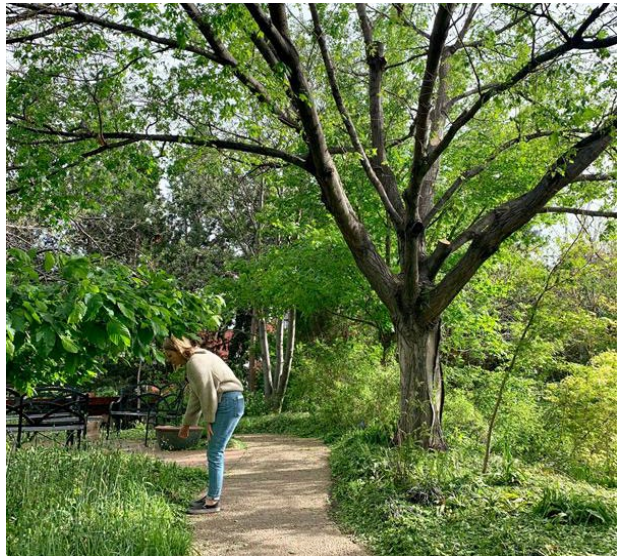


The Tree Manual- Tree Planting for Contractors

Defines the required planning, preparation, and installation requirements for Contractors planting on City property.

- Includes: ROW Minimum Spacing, Tree Diversity Goals, Tree Location, Proper Tree Planting



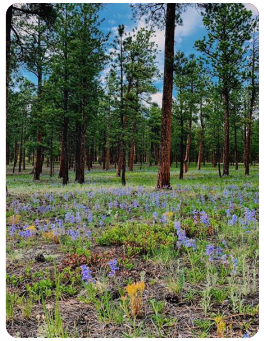
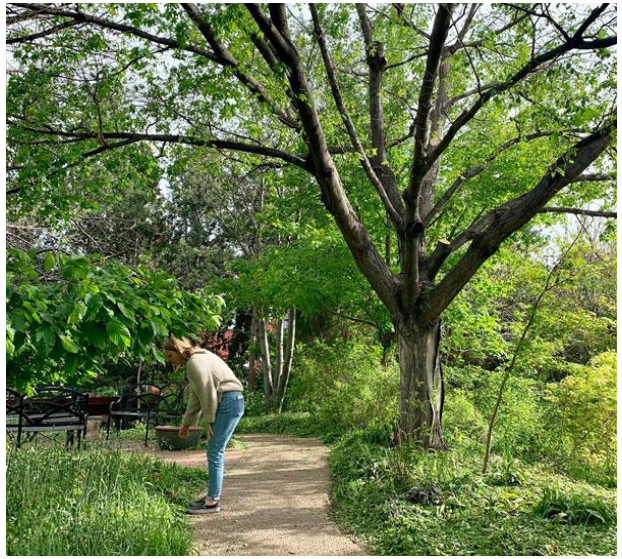


The Tree Manual- Tree Maintenance

Summarizes industry standard guidelines for properly maintaining newly installed trees.

- Includes: Monitoring, Irrigation, Mulch, Structure Pruning, Tree Warranty



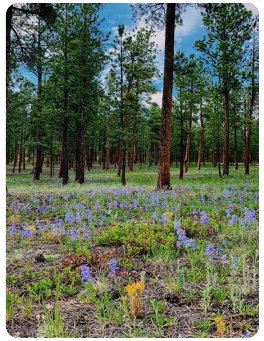
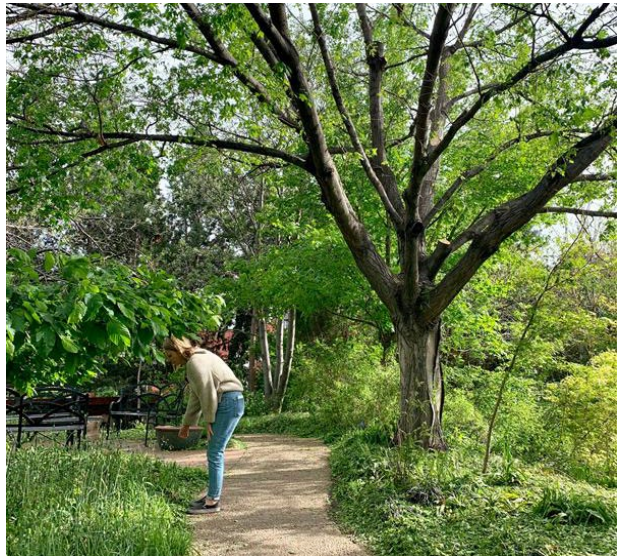


The Tree Manual- Irrigation Standards

Outlines the approved options for irrigating newly installed trees.

- Includes: Requirements for trees, turf, and other vegetation; Water Conservation; Watering Log; Annual Maintenance; Repairs



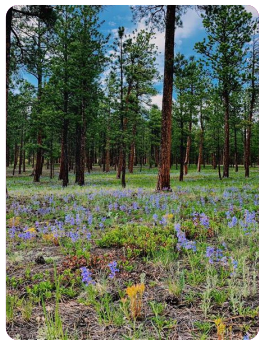
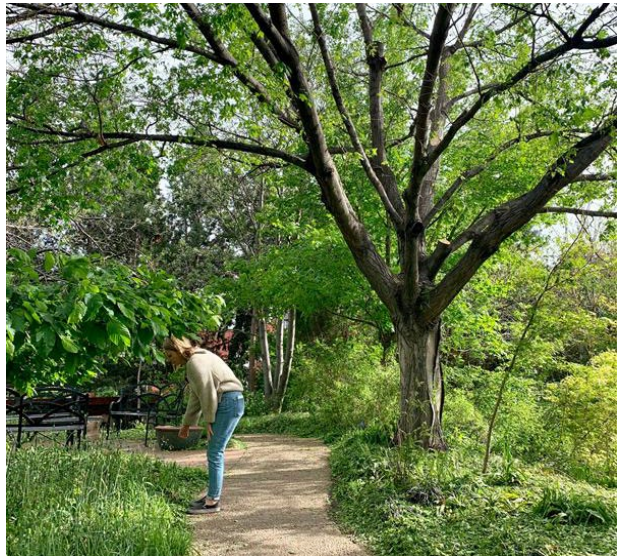


The Tree Manual-
Tree Preservation & Protection During Construction

Guides Contractors performing construction on City property on best practices for preserving and protecting trees from damage.

- Includes: Planning & Design Standards; Tree Protection Zone; Tree/ Root Pruning; Soil Compaction Mitigation





The Tree Manual- Tree Removal and Damages

Presents the City of Littleton's tree removal permit process, mitigation requirements and exceptions, and the consequences of violation.

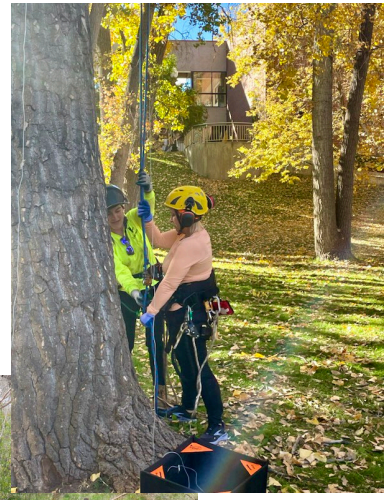
- Includes: Tree Removal Process; Tree Replacement/ In-Lieu Fee Alternatives
- In-Lieu Fee Alternative is proposed to be $250 per diameter inch. This is intended to serve as an incentive to preserve the existing canopy. This is consistent with neighboring communities.

Public Outreach and Engagement

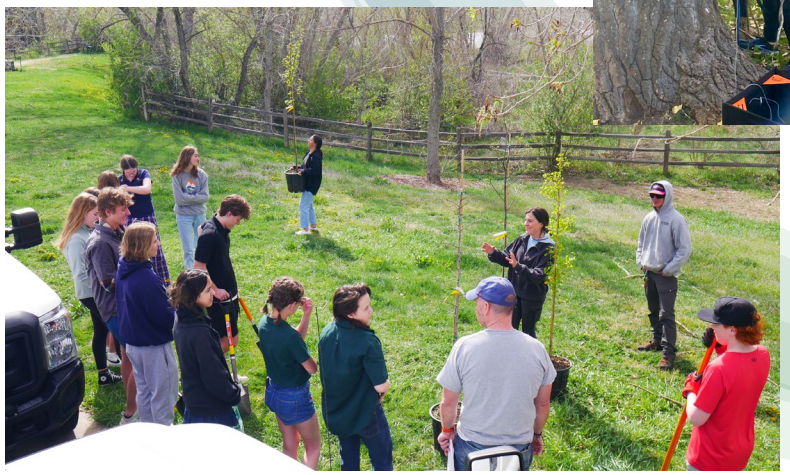
- Forestry Website Update
- Community Events
- Arbor Day Events
- Schools
- Master Gardeners
- Arapahoe and Jefferson County Ext.
- South Metro Land Conservancy
- Colorado State Forest Service
- Highline Canal Conservancy











Next Steps

- Determine where Forestry enforcement is best housed
- Finalize update recommendations to Title 8 and Title 10
- Adopt the Tree Manual as a BMP for the City
- Expand subsidy program



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Staff Communication

File #: ID# 26-007, **Version:** 1

Agenda Date: 01/20/2026

Subject:
Police Department Update

From:	James L. Becklenberg, City Manager
Prepared by:	Doug Stephens, Chief of Police
Presentations:	Doug Stephens, Chief of Police

PURPOSE:
To provide Council with an update on the status and operations of the police department.

LONG-TERM OUTCOME(S) SERVED:
Safe Community

DISCUSSION:
The Chief of Police will provide Council with an update on LPD operations and status with a focus on the following areas: Crime, Staffing, Accomplishments, Future Planning, and Questions/Answers.

BACKGROUND:
This is an annual update.

FISCAL IMPACTS:
N/A

STAFF RECOMMENDATION:
N/A

ALTERNATIVES:
N/A

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POLICE DEPARTMENT UPDATE

Chief Doug Stephens

JANUARY 20, 2026



Littleton Colorado

AGENDA



- Crime Statistics
- Staffing Level
- Accomplishments
- Strategic Planning
- Safer Streets Littleton
- Questions

Littleton

CRIME STATISTICS (12/31/25)

- Overall Crime: ↓ 3.1% ytd ↓ 4.2% 3-yr avg

	YTD	3-YR AVG
Burglary	↓ 37.3	↓ 33.8%
Auto Theft	↓ 38%	↓ 33.1%
Robbery	↓ 66.7%	↓ 60.5%
Sex Offenses	↓ 15.1%	↑ 1.5%
Larceny/Theft	↓ 8.8%	↓ 8.9%
Assault	↑ 5.2%	↑ 4.0%

- 60,503 Calls for Service ↑ 4.7% ytd ↑ 1.4% 3-yr
- 823 Crash Reports ↑ 3.7% ytd ↑ 0.3% 3-yr
  - Crash data is used for focused enforcement efforts

Littleton

STAFFING



- 2026 Authorized Staffing
  - 88 sworn - 34 professional staff
- Current Staffing
  - 83 sworn – 33 professional staff
    - 4 recruit officers currently in Field Training
- Anticipated Attrition
  - 2 retirements (1 Cmdr. 1 Ofcr.)
  - 1 resignation (officer lateral to TX department)

Littleton

ACCOMPLISHMENTS

- CALEA Re-Accreditation (7th)
- Staffing
- Neighborhood Officers
- Crime Reduction
- Community Support







Littleton

STRATEGIC PLANNING

- Real Time Crime Center RTCC Video
  - Analysis Software
  - Automated License Plate Readers (ALPR)
  - Live Cameras
  - Drone as First Responder (DFR)
  - Personnel
    - professional staff vs. sworn staff



Littleton

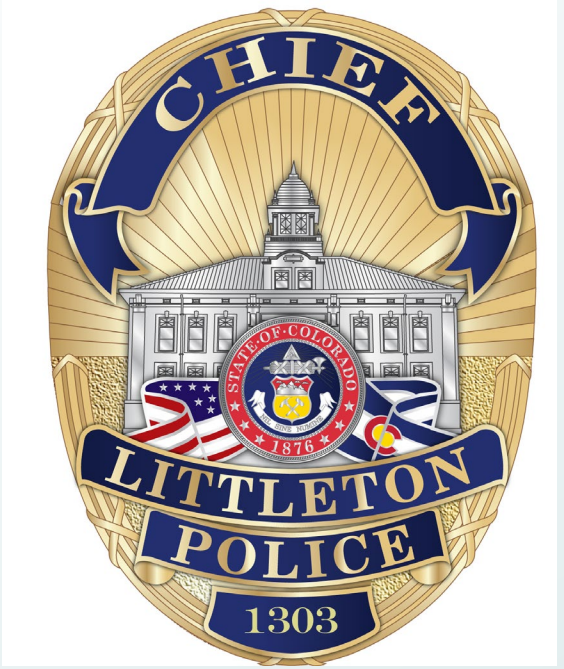
STRATEGIC PLANNING

- Staffing Needs
  - Data Analyst*
  - Traffic Unit
  - Parking Enforcement
  - Animal Control
  - RTCC
    - Cross-trained non-sworn personnel
    - Supported by robust data analysis

Littleton

STRATEGIC PLANNING

- Succession Planning
  - Internal
    - Command staff and supervisors
      - Professional and sworn staff
  - Chief of Police
    - Recruitment/hiring update



Littleton

SAFER STREETS LITTLETON

- School zone speed enforcement
- Support of community events
  - Roll to school day
- Collaboration with LPS and Communications on educational events



Littleton

QUESTIONS?



Littleton

Staff Communication

File #: Ordinance 01-2026, **Version:** 2

Agenda Date: 01/20/2026

Subject:
Ordinance 01-2026: An ordinance on second reading amending Title 7, Chapter 1 of the Littleton City Code regarding Abatement Notice on Derelict/Unlicensed Vehicles

From:	James L. Becklenberg, City Manager
Prepared by:	Reid Betzing, City Attorney
Presentations:	Reid Betzing, City Attorney

PURPOSE:
The purpose of this ordinance is to amend Title 7, Chapter 1, Section 7-1-7 regarding abatement of derelict/unlicensed vehicles on public right-of-way and amending the required notice period prior to lawful abatement.

LONG-TERM OUTCOME(S) SERVED:
Safe Community; High-Quality Governance

DISCUSSION:
In August of 2024, the Littleton City Council passed on final reading Ordinance 20-2024 amending various titles and sections of the city code regarding nuisance and nuisance abatements. A policy related amendment was inadvertently omitted from Ordinance 20-2024 specifically regarding a specific notice period for derelict/unlicensed vehicles within the public right-of-way. This amendment seeks to resolve that omission.

BACKGROUND:
Currently, Section 7-1-6 of the municipal city code requires that when a nuisance is found, the Code Compliance Division shall post a notice providing responsible parties at least ten (10) days to take necessary action(s) to remove the nuisance. In the event that the nuisance is not removed by the responsible party, the Code Compliance Division may abate the nuisance, in accordance with Section 7-1-7, once the ten (10) day period has expired.

This ten-day notice period is currently being applied to derelict/unlicensed vehicles on private property **and** the public right-of-way. Staff is proposing the attached amendments to clarify and provide for a lesser notice period, specifically seventy-two (72) hours, for those derelict/unlicensed vehicles only on public right-of-way. This clarification was inadvertently omitted from the amendments in August of 2024 and the ten-day notice period is no longer operationally or administratively effective for derelict/unlicensed vehicles on public right-of-way.

Removal of these derelict/unlicensed vehicles on public right-of-way, after a lesser period of 72-hours, allows the Littleton Police Department to: i) ensure vehicles are brought into legal status (licensed/operable); ii) ensure

unobstructed access for emergency vehicles, public works/utilities projects, and transportation in general; iii) prevent varying hazards such as overgrown vegetation and sight-line obstructions. This amendment will further allow the Littleton Police Department to better regulate and respond to citizen and community concerns regarding derelict/unlicensed vehicles on the public right-of-way. The current prescribed notice period for derelict/unlicensed vehicles on public right-of-way (10 days) is insufficient and may lead to greater public hazards on our right-of-way.

As a note, the proposed amendments do **not** amend the notice period for derelict/unlicensed vehicles on private property or any other nuisance outlined in Title 7.

Prior Actions or Discussions

City Council approved Ordinance 20-2024 on final reading in August 2024, which amended various titles and sections of the city code related to nuisances and nuisance abatements, including setting the ten-day notice period discussed herein.

This ordinance passed on first reading on January 6, 2026.

FISCAL IMPACTS:

In cases where abatement is required, there would be upfront costs for the city to have the work performed.

STAFF RECOMMENDATION:

Staff recommends approval of Ordinance 01-2026, amending Title 7, Chapter 1 allowing for a lesser notice period for derelict/unlicensed vehicles on public right of way.

ALTERNATIVES:

City Council may choose to deny the motion or offer revisions to the currently proposed amendment.

PROPOSED MOTION:

I move to approve Ordinance 01-2026 on second reading amending Title 7, Chapter 1 of the Littleton City Code regarding Abatement Notice on Derelict/Unlicensed Vehicles.

CITY OF LITTLETON, COLORADO

ORDINANCE NO. 01

Series, 2026

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, AMENDING TITLE 7, CHAPTER 1 OF THE LITTLETON CITY CODE REGARDING THE ABATEMENT NOTICE ON DERELICT/UNLICENSED VEHICLES

WHEREAS, the City Council of the City of Littleton, Colorado passed Ordinance 20-2024 in August of 2024, which revised the City's administrative process on nuisances and nuisance abatements; and

WHEREAS, that nuisances, such as derelict/unlicensed vehicles on the public right-of-way, are detrimental to the health, safety, and general and economic welfare of the citizens and the city; and

WHEREAS, to properly address derelict/unlicensed vehicles on the public right-of-way in a timely and efficient manner, and to ensure compliance and legal status of these specific vehicles, an amendment to the abatement notice period is required; and

WHEREAS, the proposed amendment will clarify an omission from Ordinance 20-2024 and provide for a more operationally and administratively effective process for abatement of non-compliant derelict/unlicensed vehicles by providing for abatement after seventy-two (72) hours.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LITTLETON, COLORADO, THAT:

Section 1: Littleton City Code, Title 7, Health and Sanitation, Chapter 1, Section 7-1-7, Abatement, is hereby amended to read as follows:

7-1-7 ABATEMENT

A. It shall be the duty of the responsible party of any lot, building or premises, in or upon which any nuisance may be found, to abate the same in such manner as the officer serving such notice prescribes, within the time specified in the abatement notice and correction order. Timely filing of an appeal from the abatement notice and correction order under this section shall extend the time for abatement until a final ruling on that appeal. In addition to any other available sanction or relief, if such responsible party neglects or refuses to comply with the requirements of such order within the time specified, he or she commits a violation of this code, punishable as stated within this title.

B. If the nuisance remains unabated at the end of the time specified in the abatement notice and correction order, including any extension for appeal, as provided above, the code compliance officer (or authorized official) shall cause abatement of the nuisance as soon as possible, and shall require payment of the abatement expense by the responsible party so refusing or neglecting to abate.

C. If any responsible party fails or refuses to pay when due any charge imposed under this section, the City may, in addition to taking other collection remedies, certify due and unpaid charges, to be levied against the person's property for collection as provided for in Section 1-9-9.

D. ABATEMENT OF DERELICT/UNLICENSED VEHICLES ON PUBLIC RIGHT-OF-WAY.

1. WHENEVER A CODE COMPLIANCE OFFICER, OR OTHER AUTHORIZED OFFICIAL, FINDS A DERELICT/UNLICENSED VEHICLE ON PUBLIC RIGHT-OF-WAY, THE OFFICER SHALL ISSUE A NOTICE, WHICH SHALL COMPLY WITH SECTION 7-1-6, EXCEPT THAT THIS NOTICE SHALL:

a. BE SERVED BY PHYSICAL POSTING ON THE DERELICT/UNLICENSED VEHICLE;

b. INCLUDE A CORRECTION ORDER ALLOWING AT LEAST SEVENTY-TWO (72) HOURS FOR THE RESPONSIBLE PARTY TO TAKE NECESSARY ACTIONS TO ABATE THE NUISANCE;

c. STATE THAT, IF THE NUISANCE CONTINUES TO REMAIN AT THE END OF THE SEVENTY-TWO (72) HOUR TIME-PERIOD, THE AUTHORIZED OFFICER SHALL CAUSE THE ABATEMENT OF SAID NUISANCE; AND

d. STATE THAT, DUE TO THE NATURE OF THE NUISANCE, A TIMELY APPEAL MAY BE HEARD AFTER ABATEMENT.

2. TIMELY FILING OF AN APPEAL FROM A CORRECTION ORDER UNDER THIS SUBSECTION SHALL NOT EXTEND THE TIME FOR ABATEMENT.

3. IF THE DERELICT/UNLICENSED VEHICLE REMAINS UNABATED AT THE END OF THE SEVENTY-TWO (72) HOUR PERIOD GIVEN, THE AUTHORIZED OFFICER SHALL CAUSE ABATEMENT OF THE NUISANCE.

E. Emergency Abatement and Correction Order.

1. Whenever a code compliance officer, or authorized official, finds that a nuisance exists under this title, which places the health, safety, or welfare of the public in immediate danger, the officer may issue an emergency correction order, which shall comply with Section 7-1-6, except that the emergency correction order may:

a. Allow less time than ten (10) days, as is reasonable under the circumstances to abate the nuisance;

b. State that, if the nuisance continues to remain at the end of the reasonable time given, the authorized officer shall cause the abatement of said nuisance in accordance with this section; and

c. State that, due to the emergency need for an abatement, a timely appeal may be heard after abatement.

2. Timely filing of an appeal from the emergency correction order shall not extend the time for abatement.

3. If the nuisance remains unabated at the end of the reasonable time given within the emergency abatement and correction order, the authorized officer shall cause abatement of the nuisance in accordance herewith.

F. Recovery of Costs. The code compliance officer, or authorized officer, shall follow the procedure outlined in Section 1-9-9 of the code regarding assessments for the costs of services and collections. Notwithstanding, the City shall have the additional right to collect from any responsible party through institution of an action at law or in equity or by other lawful means, any amount due from such responsible party for amounts due and owing herein.

G. Appeal. The responsible party may appeal, in writing, the notice of violation within seven (7) days of mailing. Requests for appeal shall be filed with the City Clerk and appeals shall be heard by a hearing officer in accordance with Title 1, Chapter 20, Administrative Hearings.

Section 2: Littleton City Code, Title 7, Health and Sanitation, Chapter 1, Section 7-1-8, Enforcement, is hereby amended to revise a clerical error within Subsection 7-1-8(C):

7-1-8: ENFORCEMENT:

The City may elect to initiate one (1) or more of the following enforcement methods:

A. Warning Notice.

B. Voluntary Abatement Agreement. The Director, or authorized designee, shall have the authority to enter into a written voluntary abatement agreement with the responsible party to gain voluntary compliance in correcting the noticed violation. The Director, or authorized designee, shall refrain from further processing of the violation during the time allowed in the agreement for the completion of necessary corrective action. The failure to comply with any term of the voluntary abatement agreement constitutes a separate violation and shall be handled in accordance with the agreement, except no further notice need be given.

C. Summons and Complaint. If the responsible party has failed to abate or correct the violation described in a notice of violation, issued pursuant to Section 7-1-6 of this chapter, within the time provided on such notice, a code compliance official may initiate an action in municipal court to have a nuisance declared as such by the court and to have the court impose an appropriate sentence.

D. Administrative Civil Penalties.

1. Any costs incurred by the City, including reasonable attorneys' fees, due to violations under this title shall be added to the total amount of the civil penalty assessment. Nothing within this subsection shall prevent the City from acting or seeking relief under any other sections of this code for any violations of this title.

2. The City Manager or authorized designee shall send notice of the corresponding civil penalty to the responsible party via regular mail to the last known address of the owner as shown in the records of the County Assessor of which the property is located or by personal service. The notice shall describe the nature of the violation and clearly state the civil penalty along with the due date and possible consequences of nonpayment in accordance with this title. The notice of civil penalty may be combined with the notice of violation and/or administrative order.

3. Violations issued under this title are subject to the following civil penalties. Each day or part of a day any violation occurs or continues is a separate offense.

a. First notice of violation: not less than $100.00.

b. Second notice of violation for the same violation within twelve (12) consecutive months: not less than $250.00.

c. Third or subsequent notice of violation for the same violation within twelve (12) consecutive months of the previous violation: not less than $500.00.

Section 2: Littleton City Code, Title 7, Health and Sanitation, Chapter 4, Section 7-4-5 Abatement, is hereby amended to revise a clerical error within Subsection 7-4-5(A):

7-4-5: ABATEMENT:

A. In all cases where a nuisance shall be found to exist in accordance with this chapter, notice of the nuisance shall be served by the City upon all responsible parties for causing, permitting, maintaining, or failing to abate the nuisance. Notice shall be given in accordance with Section 7-1-6.

B. If the responsible parties fail to correct the violation as required by the notice prescribed by Subsection (A) of this section, the City may correct the violation by cutting or removing the weeds or grass, and charge the costs thereof, in accordance with Section 7-1-7.

Section 3: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 4: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 6th day of January, 2026, passed on first reading by a vote of 7 FOR and 0 AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the Ordinance to take place on the 20th day of January, 2026, in the Council Chamber, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of ___ FOR and ___ AGAINST on the 20th day of January, 2026 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

_____
Colleen L. Norton
CITY CLERK

_____
Kyle Schlachter
MAYOR

APPROVED AS TO FORM:

_____
Reid Betzing
CITY ATTORNEY

CITY OF LITTLETON, COLORADO
SEAL
INCORPORATED
1890

Ordinance 02-2026 – Littleton City Code 7-1-7 Abatement Notices for Unlicensed/Abandoned Vehicles

JANUARY 20, 2026



Abatement of Nuisances Currently

In 2024, the City adopted a Nuisance Code that helped clarify the process and provide a tool for the City to address nuisance conditions on properties that are not timely remedied.

For derelict or abandoned vehicles the code inadvertently requires the City to provide 10 days notice whether the vehicle is on private property, or on the public right-of-way prior to abating the nuisance (towing).

Proposed Changes to 7-1-7

Changing the Notification provisions for abandoned/derelict vehicles on Public Rights-of-Way from 10 days to 3 days.

Consistent with state law regarding abandoned vehicles

Reverts back to what was previously in the code.

Questions?

