

CITY OF ABILENE
TREE BOARD
MEETING AGENDA

October 25, 2016
at 5:30 pm
Abilene Public Library ~ Jordan Room
209 NW 4th St.

Agenda Item
Call to Order & Roll Call.
Approval of Agenda.
Approval of the Meeting Minutes – July 26, 2016.
Business. 1. Election of Officers. 2. 2017 Kansas Arbor Day Poster Contest. 3. Fall Festival Booth Discussion. 4. Tree Application and Brochure.
Comments. <i>Next meeting is scheduled for January 24, 2017.</i>
Adjournment.

City of Abilene, Kansas

Tree Board Membership

Name	Address	Res. Phone	Bus. Phone	E-mail	Appointed	Term Expires
John Barbur (V-Chair)	2466 Hawk Road	263-5792	239-6537	jbarbur@eaglecom.net	5/91	2018
Jack Gilstrap	306 N. Walnut St.	263-3471	263-1190	fbcabil@kansas.net	9/99	2017
Johnny Kinder	607 Oaklawn Street		560-4605	kansan1945@yahoo.com	5/10	2019
Christina Krause (Chair)	955 2440 Lane	280-3487	263-7104	proscapegreenhouse nursery@gmail.com	5/09	2019
Drew Snitker	885 1500 Avenue		263-1112	drew.snitker@bankwithastra.com	4/16	2017

Tree Board Secretary

Daniel Shea

Community Development Director

P.O. Box 519

419 N. Broadway

Abilene, Kansas 67410

Phone: (785) 263-2355

Fax: (785) 263-3148

E-mail: development@abilenecityhall.com

**CITY OF ABILENE
TREE BOARD
MEETING MINUTES**

July 26, 2016

at 5:30 p.m.

**Abilene Public Library ~ Jordan Room
209 NW 4th Street**

Members Present: John Barbur (Vice-Chair), Christina Krause (Chair) and Drew Snitker

Members Absent: Jack Gilstrap and Johnny Kinder

Staff Present: Daniel Shea, Community Development Director and Jennie Hiatt, Administrative Assistant

Others Present: none

Item A. Call to Order – Welcome.

Chair Krause called the meeting to order.

Hiatt took roll call.

Item B. Approval of Agenda.

Krause stated that a discussion regarding the future of the board needed to be added to the agenda.

Barbur made a motion to approve the agenda as amended. The motion was seconded by Snitker. The motion passed unanimously. (3-0)

Item C. Approval of Minutes – April 29, 2016.

Krause mentioned that Hiatt did not tell the board that “The City Manager, David Dillner agreed to let Josh make the decision on the removal of trees in the Cities Right-of-Way areas and that Josh will then give the Community Development Department a list of properties involved along with the number of trees removed. When the list is completed cost share information will be sent out to home owners letting them know that they can replace the trees that they lost at a lower cost.”

Snitker made a motion to strike out the mentioned wording and to attach the corresponding emails to the minutes. The motion was seconded by Barbur. The motion passed unanimously. (3-0)

Barbur made a motion to approve the agenda as amended. The motion was seconded by Snitker. The motion passed unanimously. (3-0)

Item D. Business.

1. Eisenhower Elementary Update.

Barbur presented a thank you that he had received on behalf of the Tree Board from USD 435 Board of Education, Staff and students for the donation of hornbeam trees at Eisenhower Elementary. Hiatt will give the letter to David, the City Manager to share with the City Commission.

There was discussion regarding the care that the trees have been receiving along with the recommendations that have been made from Tree Board members.

Per the new principal, Ethan Gruen, Westar's Green Team has offered to plant trees and plan to also bury the electrical lines.

There was discussion regarding the possibility of having Eisenhower Elementary putting together a "support group" to help take care of the new trees, consisting of parents, students, a 4-H group or maybe one of the local civic groups.

2. Wright Tree Service/Asplundh Update.

Hiatt gave an update and stated that many trees have been marked with spray paint. A white dot means trim only, an orange dot means the tree will be removed and a green dot means the tree has already been treated with chemical to slow down the growth process.

There was discussion.

3. Emerald Ash Borer Update.

There was discussion.

Barbur stated that he is in the process of writing the EAB Response Plan for Fort Riley, which might help in preparing the response plan for Abilene.

There was discussion regarding other trees and sickness that is going on and the very wet spring that went straight into an extremely hot summer hasn't helped any.

4. Discussion of the Future of the Tree Board.

There was discussion.

Item F. Comments.

The next meeting will be September 27, 2016.

Item G. Adjournment.

Barbur made a motion to adjourn the meeting. The motion was seconded by Snitker. The motion passed unanimously. (3-0)

Minutes Submitted,

Minutes Approved,

Daniel J. Shea
Community Development Director

Christina Krause, Chair or
John Barbur, Vice-Chair



ABILENE APPLICATION TO PLANT, PRUNE OR REMOVE PUBLIC TREE

Date: _____ Address of Tree Site: _____

Name of Applicant: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name & address of owner of abutting lot, if applicant is lessee or agent of owner:

Phone Number _____

Application to:

SPECIES:

☐ PLANT

☐ PRUNE

☐ REMOVE

QUANTITY: _____

Tree desired to be pruned or removed is:

☐ DISEASED

☐ DEAD

☐ CASUALTY DAMAGE

☐ OTHER

(Please explain)

Applicant's Signature

Staff Approval

The foregoing application is approved this _____ day of _____, 20____, subject to the following conditions:

Staff Notes:

CITY INSPECTOR

THIS PERMIT WILL EXPIRE SIX (6) MONTHS FROM ITS DATE OF APPROVAL AS STATED ABOVE. IF THE WORK AUTHORIZED BY THIS PERMIT IS NOT COMPLETED BY THAT EXPIRATION DATE, A NEW PERMIT MUST BE APPLIED FOR.

Choose by Color

Spring Flowers

- ◊ Crabapple - white & pink to dark pink
- ◊ Redbud - lavender or white
- ◊ Hawthorn - mostly white
- ◊ Flowering Cherry - pink or white
- ◊ Ornamental Pear - white
- ◊ Fringetree - white
- ◊ Chokecherry - white

Summer Flowers

- ◊ Smoketree - cream
- ◊ Goldenrain tree - yellow
- ◊ Tree Lilac - white
- ◊ Linden - white/cream
- ◊ Southern Magnolia - white

Fall Colors

- ◊ Trident Maple - orange/red
- ◊ Sweetgum - orange/red/purple
- ◊ Chinese Pistache - red
- ◊ Riverbirch - yellow
- ◊ Ginkgo - yellow
- ◊ Sugar Maple - orange/red
- ◊ Smoketree - yellow/orange
- ◊ Callery Pear - orange/red
- ◊ Shumark Oak - orange/red

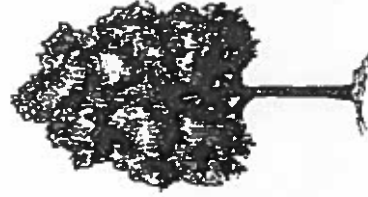
For the complete Preferred Trees List for South Central Kansas call the Kansas Forest Service at 788-0492 or visit www.kansasforests.org.

Urban Forestry

A healthy community forest begins with careful planning. With a little research and a simple layout, you can produce a landscape that will cool your home in summer and tame the winter winds. Your well-planned yard will contain trees that grow well in the soil and moisture of your neighborhood. Your trees will be properly placed to avoid collisions with power lines and buildings, and the aesthetics will increase your property value.

A proper landscape plan takes each tree into consideration:

1. **Height.** Will the tree bump into anything when it is fully grown?
2. **Canopy spread.** How wide will the tree grow?
3. **Is the tree deciduous or evergreen?** (Will it lose its leaves in the winter?)
4. **Form or shape.** A columnar tree will grow in less space. Round and v-shaped species provide the most shade.
5. **Growth rate.** How long will it take for your tree to reach its full height? Slow growing species typically live longer than fast growing species.
6. **Soil, sun, and moisture requirements.**
7. **Fruit.** No one wants messy droppings on busy sidewalks.
8. **Hardiness zone** indicates the temperature extremes in which a tree can be expected to grow. The City of Derby is in Hardiness Zone 6A, which means the average coldest temperature is -5 to -10 degrees Fahrenheit.



2011 Recommended Tree List & Planting Guide



Provided by the Derby Public Works Department and the Parks and Urban Forestry Board.

American Elm (various cultivars)

After many years, this large shade tree is making a comeback. This Kansas native is very tolerant of our environment and is an excellent choice for an urban shade tree. Height to 60' and width to 40'.

Southern Magnolia

A beautiful evergreen tree with large, white, and fragrant summer flowers. Prefers full sun and a southern exposure. Pest and disease resistant. Mature height of 40' and 30' wide.

'Canada Red' Chokecherry

Small rounded tree with attractive white spring flowers. Leaves emerge green in spring then change to red/purple for the summer. The tree prefers a moist site and plenty of sun. This tree reaches a mature height of 25' and equal width.

Coffeetree

A large tree with dark green leaves. Small leaflets give the tree a soft texture. This tree has interesting bark characteristics and large seed pods that add winter interest. This Kansas native tolerates our soils and environment well. Mature height of 60' and width of 40'.

Chinese Pistache

A medium sized tree with a round growth habit. The tree has become very popular recently because of its beautiful red fall color and overall durability. Mature height of 30' to 40' with a 40' spread.

American Yellowwood

A medium sized ornamental tree with attractive spring flowers and nice yellow fall color. This tree prefers a well drained soil and will be unhappy in heavy clays. Height and width of 40'.

Caddo Sugar Maple

Two local selections with outstanding red fall color are available. 'John Pair' and 'Autumn Splendor' have dark green foliage in the summer and are very drought tolerant. These sugar maples are better adapted to our climate than other sugar maples. Mature height of 50' and width of 40'.

Sweetgum

A large tree with star-shaped leaves and outstanding fall color. The tree has a pyramidal growth habit and prefers plenty of sun. The fruit (gumballs) can be a nuisance but they are a short lived inconvenience. Mature height of 60' and a width of 40'.

Arizona Cypress

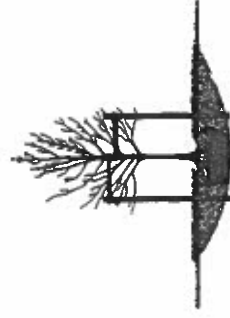
A beautiful drought tolerant evergreen tree that deserves more use. A tall tree with green to blue-green foliage. This tree does not like wet soils. Mature height of 40' and width of 20'.

Sawtooth Oak

Large shade tree with handsome dark green foliage. Known for its rapid growth rate. The acorns can be a nuisance, so avoid planting over a patio or driveway. Mature height of 40' to 50' with equal width.

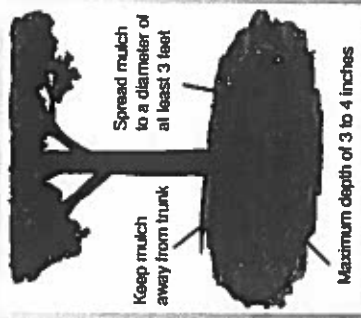
Steps to successful tree planting

1. The hole should be wide, not deep. Make your planting hole two- to three-times wider than the rootball, but no deeper than the rootball its self.



2. Remove all string or twine that may be tied around the trunk of the tree. As the tree grows, these will eventually damage the trunk. Remove top portion of burlap and wire basket.

3. Mulch should be applied over the rootball of the new tree. A three foot circle of mulch around the base of the tree to a depth of two to four inches will help conserve moisture, moderate temperature, and prevent weed competition.



4. Water your new tree to keep the soil moist. Too much water will deprive the roots of oxygen and your tree will suffer. A thorough soaking once a week should suffice.

For more information contact:

Sedgwick County Extension Office or
Sedgwick County Master Gardener Hotline
(316) 660-0100

Local information can be found at:
www.426byweb.com

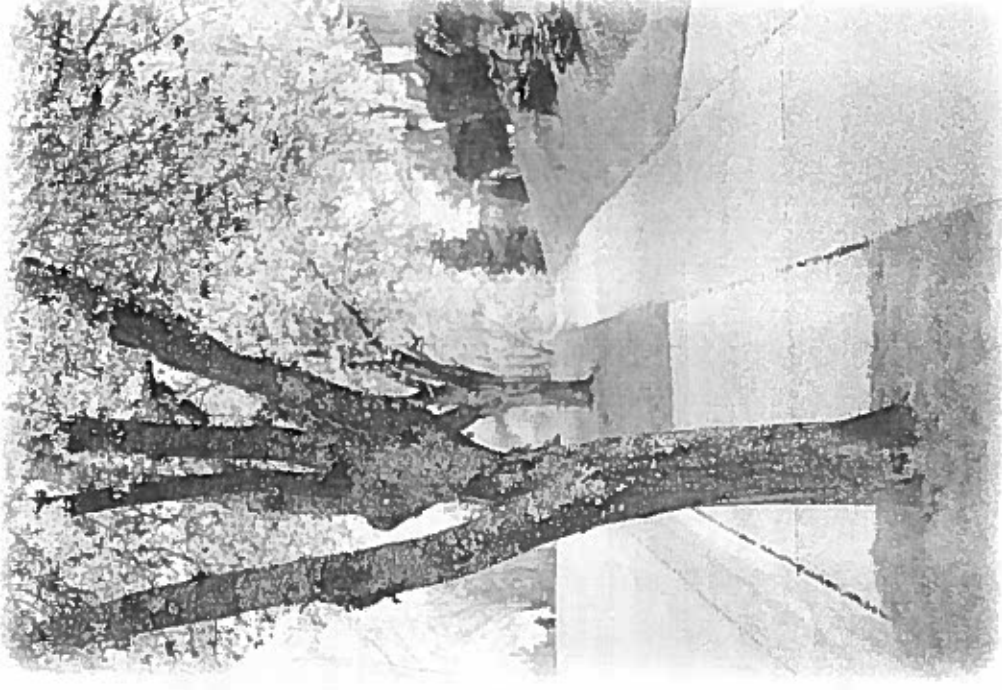
City of Derby Public Works Department

(316) 8-0261

Your local Nursery Professional

PLANTING IN THE RIGHT-OF-WAY

If you have questions about planting trees or other vegetation in the City right-of-way, please visit www.icgov.org/tree-planting, or contact Iowa City Housing & Inspections staff at (319) 356-5135, or Forestry staff at the Iowa City Parks & Recreation Dept. at (319) 356-5100.



CITY OF IOWA CITY
UNESCO CITY OF LITERATURE

What is the City right-of-way?

The City right-of-way is intended for the movement of the public, including public utilities as defined by City code 16-1A. The City right-of-way typically includes the sidewalk and grassy area between the street and sidewalk. The right-of-way is owned by the City, but maintained by the abutting property owners, with the exception of tree maintenance (City Code: 16-1A).

Maintenance of City right-of-way

The City Forestry division cares for and maintains the trees within the right-of-way. Abutting property owners are responsible for mowing and keeping the right-of-way in a safe condition free from defects, debris, nuisances, obstructions or any other hazard (City Code: 16-1A).

Planting within the City right-of-way

- **Trees**

Planting a tree within the right-of-way requires a permit, which can be obtained by contacting the Forestry Division at www.icgov.org/tree-planting or (319) 356-5100.

- **Flowers and shrubs**

Flowers and shrubs may be planted in the right-of-way provided they do not grow taller than 4 feet above the curb height and are contained 1 foot inside the sidewalk edge and 1 foot inside the street curb edge. For example, if you have a six foot wide grass right-of-way, one foot in on any edge will allow you a four foot wide planting area in the center (City Code: 14-5F).

Planting near a vision triangle

At the intersection of two roads, planted vegetation must be kept under 2-feet high in the vision triangle, which is 30-feet back from the point where the street curb intersects. Outside of the vision triangle, vegetation must be kept under 4-feet tall (City Code: 14-5D).

Frequently Asked Questions:

What if there has been a complaint about what I've planted in the right-of-way?

A staff member from Housing Inspection Services will inspect and determine if the plantings violate any of the outlined requirements.

Should I be concerned about utilities when planting in the right-of-way?

Before digging or planting contact Iowa One Call at 1-800-292-8989 to locate utilities. It is important to be mindful of underground and overhead utilities when planting in the right-of-way. Overhead utilities may prevent planting a tree or can limit planting to small, ornamental varieties. Please note that any damage to privately-planted vegetation that occurs during repair and maintenance of utilities is at the expense of the home owner.



**APPLICATION FOR TREE PLANTING PERMIT
CITY OF IOWA CITY FORESTRY DIVISION
(319) 356-5106**

This permit is required for planting of tree(s) in the street right-of-way (area between the sidewalk and the street). The property owner should note that trees planted in the street right-of-way become the property of the City and could be excavated at any time if there is a need to repair buried utilities.

DATE OF APPLICATION _____

APPLICANT _____

ADDRESS _____

TELEPHONE _____

DESCRIPTION OF TREE(S):

Variety _____

Size _____

Person(s) completing work _____

DRAWING REQUIRED (please use back of this form). Drawing **must** include:

1. All existing trees and shrubs within 30 feet of planting location; both in the right-of-way and on private property.
 2. All driveways, alleys, sidewalks and streets within 20 feet of the planting location.
 3. Location of the following**:
 - a) gas main and gas service to house
 - b) water main and water service to house
 - c) sewer
 - d) electric, telephone and cable lines (indicate either overhead or buried)
- **To have these located free of charge call Iowa One Call at 1-800-292-8989
4. Include **north** arrow and **measurements**

The permit must include all of the above information or it will be returned to the applicant for completion.

Return this permit by mail or in person to the Iowa City Parks Forestry Department at 2275 S. Gilbert Street, Iowa City, IA 52240. If you have any questions, please feel free to contact the Forestry Division at (319) 356-5106.

FOR OFFICE USE ONLY

The tree planting permit described herein is approved / not approved by the City of Iowa City.

Superintendent of Parks, Forestry and CBD

Date _____



Right-of-Way Tree Work Permit Application

Refer to TMC 9.18 for Tree Trimming/Removal and TMC 9.19 for Planting Ordinances:
Violations may result in Fines** Link here:

TMC Title 9 Public Ways



Date:

Please Print or Type

Type of Work: ☐ Removal ☐ Trimming ☐ Planting

Date of Proposed Work (minimum of 7 working days from date of application):

Address of Proposed Work: Zip Code: 984

Applicant or Contractor

Name: Email:

Address (if different than above):

Phone: Fax:

Property Owner (If different than above)

Name: Email:

Address (if different than above):

Phone: Fax:

Signature of Property Owner or City of Tacoma Representative : **** REQUIRED****

Date: __/__/____

Who will perform the work -

Company Name / Property Owner:

Sketch of Site (only for planting) - Indicate location of all buildings, streets, sidewalks, trees, and proposed tree planting spaces. Please indicate number of trees, proposed planting spaces and species identification for easy review. Attach a separate sheet

Click this link for an example:

[Example](#)

Tacoma Business License #:

WA State Contract License #:

Questions?

For Tree Questions call (253) 591-2048 or email trees@cityoftacoma.org

For Permit Questions, call (253) 591-5030 or email permitplandesk@cityoftacoma.org

Traffic control: The property owner or tree care provider must provide appropriate traffic control during all street tree work operations. Traffic Control Plans are needed for activities in or near the right-of-way where equipment, materials, or people entering or using the street and sidewalk areas could create safety hazards or traffic congestion. Contact Monique Glick at (253) 591-5172 for details or visit www.cityoftacoma.org/evergreentacoma "Permits" section for a copy of the traffic control handbook.

Right-of-Way
TREE WORK PERMIT APPLICATION

Removal and Replacement

Tree #	Tree # Species	Diameter	Reason for Removal	Replacement Species
1	☐		☐	☐
2	☐		☐	☐
3	☐		☐	☐
4	☐		☐	☐
5	☐		☐	☐

Removal Criteria

A street tree removal permit will be granted if the adjacent property owner can sufficiently demonstrate that the public benefit provided by the tree is outweighed by significant tree defects. Trees that are determined by the Urban Forester to be dead, dying, "hazard trees," or "inappropriate species" are automatic candidates for removal.

The following factors shall NOT be considered as criteria for removal of a street tree:

- Obstruction of view (Please call for correct application).
- Potential future damage to public infrastructure or private property, if that damage can be avoided by root pruning, root barriers, or other management strategies.
- The cost of routine tree maintenance (pruning, watering, fertilizing, spraying)
- Normal maintenance activities such as the raking of leaves and flowers and cleaning of gutters
- Hazards that can be controlled or eliminated through appropriate pruning or maintenance

The stumps and roots of trees or shrubs in improved rights-of-ways shall be removed to a point at least 8"-12", where possible, below the top of the adjacent curb or proposed curb grade.

Call 1 800 424-5555 to locate underground utilities at least 48 hours prior to digging.

Trimming

Tree #	Tree # Species	Diameter	Proposed Activity
1	☐		☐
2	☐		☐
3	☐		☐
4	☐		☐
5	☐		☐

* Trimming is defined as: pruning branches greater than three inches in diameter, pruning to remain in compliance with Tacoma's Urban Forestry Standards. Trimming **must** be performed according to American National Standards Institute (ANSI) A300 guidelines by an individual or company with a valid state contractor's license, City of Tacoma license and current bonding.

Planting

Planting Space	Overhead Power Lines	Proposed Tree Species (botanical Name)
1	☐ Yes ☐ No	☐
2	☐ Yes ☐ No	☐
3	☐ Yes ☐ No	☐
4	☐ Yes ☐ No	☐
5	☐ Yes ☐ No	☐

Trees must be:

- A species on the Approved Street Tree Selection List
- Nursery-grown, at least 1.5" caliper, and Washington Nursery Grade #1
- Maintained through successful establishment.

Call 1.800.424.5555 to locate underground utilities at least 48 hours prior to digging.

Return permit application to: City of Tacoma Building and Land Use, Permit Counter

By mail or in person: Complete the PDF form, save a copy, and print out.

747 Market Street, Room 345

Tacoma, WA 98402-3769

Fax: (253) 591-5433