



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, FAICP, Community Development Director
William R. Gray, Public Works Director

DATE: April 4, 2013

SUBJECT: Legacy Tree Program and Ordinance

Introduction and Background

In 2011, City Council directed staff to research and recommend a program which would celebrate, protect and increase the public’s awareness of Urbana’s significant trees. The program would implement City Council Goal 5: Environmental sustainability - Strategy K: Encourage Sustainable Landscaping and Gardening:

- Establish a heritage tree program.
- Record and mark trees of significant height and growth.
- Study providing notice when a significant tree is to be removed.

Staff presented a summary of findings and three program options to the Committee of the Whole at their regular meeting on January 28, 2013. The three options were as follows:

- Option 1: Honorary and Educational
- Option 2: Advisory Public Input
- Option 3: Public Protection Program

The Committee asked staff to develop a program under Option 2 but with no mitigation fee, and to seek public input. City staff is now presenting a draft ordinance and program description for City Council review and potential approval.

At their January 16, 2013 meeting, the Urbana Tree Commission, by a vote of five eyes to zero nays, recommended that the Urbana City Council approve the Legacy Tree Ordinance. Meeting minutes are attached.

Street Tree Inventory Underway

The City of Urbana is currently undertaking an inventory of all trees in public rights-of-way and other City-owned property through a contract with Davey Tree Company, a leading company in the field. An online inventory of these trees, to be made available in May 2013, will include candidates for Legacy Trees located in rights-of-way and other City properties. The database is designed to be able to create “tree walks” with detailed information on the species, ecology and the ecosystem benefits of trees. Additionally, Davey Tree Company is scheduled to release a mobile application version of the mapping software. This will allow residents to follow the Legacy Tree trail(s) and identify designated trees using their smart phones. Tree trail maps will also be available in print. The beta version of the mobile application is currently being tested by the Davey Tree Company.

Discussion

Public input on the Legacy Tree Program

Public input on the proposed Legacy Tree Program has included:

- A presentation at the February 19, 2013 Developer’s Roundtable Luncheon
- An online survey available on the City’s website (www.urbanainillinois.us/legacytree)
- A *News-Gazette* feature article
- A City website article
- Emails to Neighborhood Association coordinators and neighborhood listservs, and
- Posters and flyers displayed at local retail establishments.

Public input on the plan has been supportive. Seven of the eleven respondents to the survey ‘like the program a great deal’, two respondents ‘like the program a moderate amount’ and one respondent ‘likes the program a little’. Fifty percent of the respondents also reported that they are ‘very likely to use the program’ and four respondents are ‘moderately likely to use the program’. One person commented that the program wasted taxpayer money. Residents supported the clear and straightforward way to nominate trees and were interested in an interactive or paper map. Additionally, staff received positive input via email from community members interested in recognizing trees on their property and in the city.

Overview of Revised Option 2: Advisory Public Input

- The revised program continues to be a completely voluntary program. Any resident of the City of Urbana may nominate any City-owned or privately owned tree.
- Upon receiving a nomination, the City Arborist will contact the owners of the property and seek consent to participate and potentially designate a tree. The City Arborist will inform the property owner of the full details of the program, the benefits available to participants, the process for the voluntary designation or de-listing of a Legacy Tree, and any detriments which may occur from following any voluntary best practices to ensure the long-term health of a designated Legacy Tree.

- The property owner will reserve the right to withdraw his/her consent in writing, at any point before the Urbana Tree Commission designates a nominated Legacy Tree.
- For nominations with written owner consent, the City Arborist shall conduct a “Legacy Tree Assessment” to include:
 1. **A Locale Assessment** to ensure the tree is visible from the public-right-of-way, and note distance from overhead utilities;
 2. **A Health and Condition Assessment** to ensure the tree is in good or better condition and note corrective tree-care recommendations;
 3. **A Risk Assessment** to assess tree safety and note corrective pruning recommendations; and
 4. **Legacy Standards Assessment** to ascertain whether the nominated tree meets one or more of the Legacy Tree standards as specified below:
 - **Size** - The tree is in the top one percent of inventoried trees of its species in Urbana.
 - **Rarity** - One of a kind type tree due to species type, characteristic and/or a species of less than one percent of all inventoried trees in Urbana.
 - **Historic or Notable event** - There is a documented association with a historic event of 75 or more years and/or a more recent event of notable worth.
 - **Age** - The tree is more than 100 years old or a minimum of 75 years old when adjacent to a historically designated home.
 - **Special Ecological Value** - The tree is shown to provide soil stabilization, important genetic resource, or provides critical habitat for important plant or animal species.
 - **Location** – The tree is considered to be of public value as a prominent visual focal point as viewed from public streets and ways.
 - **Aesthetics** – The tree has a distinct or unusually appealing visual characteristic.
 - **Illinois or National Register of Big Trees** – The tree is included in the Illinois or National register of Big Trees.

Please refer to Exhibit C for the Legacy Tree Assessment Form.

- The City Arborist will submit his/her Legacy Tree Assessment findings regarding the nominated tree to the Urbana Tree Commission along with the City Arborist’s recommendation regarding whether the nominated tree should be designated as a “Legacy Tree.”
- On receiving the City Arborist’s recommendation, the Urbana Tree Commissioners may individually inspect the nominated tree prior to making a final determination of a Legacy Tree designation by a majority vote.

- For designated Legacy Trees on private property, the property owner will receive participation benefits as determined on an ongoing basis.
- Once designated, an identification marker would be installed near the tree. Information about the location and characteristics of all Legacy Trees will be made available to the public through the City's website and printed brochures. Additional public awareness efforts may be launched on an ongoing basis.
- If a Legacy Tree other than on City property needs to be removed due to poor health and decline, the owner may remove the tree following issuance of a Legacy Tree removal permit by the City Arborist. The Legacy Tree removal permit will be issued at no cost to the owner within seven days of receipt of application. If tree damage, decline and/or poor health are not obvious said application shall include a certified arborist's recommendation for removal. Once a Legacy Tree removal permit is issued, City staff will remove information about that tree from the City's database and other public records, as applicable. If the Legacy Tree poses imminent and serious danger to the owner(s) and/or their property, the Legacy Tree may be removed prior to issuance of a Legacy Tree removal permit. Other permits for tree removal may also be necessary.
- A property owner pursuing the removal of a Legacy Tree for reasons other than the tree's decline or poor health, may do so at their own discretion, following issuance of a Legacy Tree Removal Permit by the City Arborist. Legacy Tree removal permits will be subject to an automatic 45-day delay period before issuance. During the 45-day period, the City Arborist will post a sign on the public right-of-way adjoining the subject Legacy Tree or the property on which the Legacy Tree belongs. The sign will inform the public that the tree will be removed, and that anyone wishing to offer public input on its removal may do so at the next Urbana Tree Commission meeting, which will be scheduled during the 45-day delay period.

Any individual wishing to offer public input on removal of the designated tree will have the opportunity to do so during the Urbana Tree Commission meeting. All public comments received on the Legacy Tree removal permit application will be advisory for the applicant and these shall be communicated in writing to the applicant by the City Arborist. Following the 45-day period, unless the applicant voluntarily withdraws their application for a Legacy Tree removal permit in writing, the City Arborist shall issue said permit. Once a Legacy Tree removal permit is issued, City staff will remove information about that tree from the City's database and other public records, as applicable. Other permits for tree removal may also be necessary.

Participation Incentives

City staff has developed a program of potential benefits, including:

- Legacy Tree marker, certificate, and updated annual Legacy Trees location map;
- Free tree inspection and assessment by City Arborist during the designation process;
- Free mulch from Landscape Recycling Center (up to 5 cubic yards); and
- Allowances for an administrative reduction of required parking spaces under the drip line of designated Legacy Trees.

Actual participation benefits may vary annually depending on the rate of participation and City resources available.

Public Database of Legacy Trees

The Legacy Tree program is intended to increase the public's awareness of most significant trees and the ecosystem benefits they provide in our community. Information on the community's designated Legacy Trees will be available through a physical and virtual database.

- The City will install a small marker at ground level near a Legacy Tree, not more than 4-5" in diameter and giving information of 'designation status' and a number referenced on a printed map and the online database of Legacy Trees on the City's website. Property owner's consent to install such a marker on private property will be sought in writing. The marker may also be installed in the public right-of-way closest to the Legacy Tree.
- Additionally, if the property owner expresses interest, the City shall provide the owner the option of more elaborate markers at designated Legacy Trees at the owner's expense or the nominator's expense with the owner's written consent. These markers may include detailed information on the ecology, location, history or age of the tree.
- The City's Arbor division will mail, annually, an updated map of designated Legacy Trees to all owners of designated trees. This mailer will serve to inform any new property owners of designated Legacy Trees on their property and provide them with details of the Legacy Tree Program.

Potential Program Funding

Staff has identified the following sources of funding for the program:

- A suggested voluntary donation at the time of nomination.
- Community donations through a Legacy Tree Program fundraising campaign. Ideas for fundraising materials include a calendar with photographs of Urbana's Legacy Trees and the sale of more elaborate plaques to interested owners of designated trees.
- Urban forestry grants.

Fiscal Impact

The Legacy Tree Program will designate up to twelve trees per calendar year. Maintenance of the Legacy Tree web map and mobile Legacy Tree trail will be part of the Arbor Division's Public Tree Inventory maintenance. These tasks will have no additional fiscal impact and only a minimal staffing impact on the Arbor Division's resources. Additionally, estimated staff time for administrative and commemoration tasks will vary between 6 and 14 hours per designated tree, depending on whether the tree is privately owned or city-owned. The City Arborist shall manage and administer the designation process. City staff will assist the Arborist on installation of markers and the production of publication materials. The estimated cost of a Legacy Tree marker, including the art work and installation assembly, is \$120 per marker if ordered in a batch of 25. The retail value of the participation incentive of the delivery of five cubic yards mulch from the Landscape Recycling Center is \$150. Initially, annual marketing and fundraising publications shall be produced in-house. If funds from campaigns and grants allow, a marketing agency may be appointed for the design and production of professional standard marketing materials.

Options

The City Council may:

- a) Approve the Legacy Tree Ordinance;
- b) Approve the Legacy Tree Ordinance with certain changes; or
- c) Deny the Legacy Tree Ordinance.

Recommendation

At their January 16, 2013 meeting, the Urbana Tree Commission, by a vote of five ayes to zero nays, recommended that the Urbana City Council **APPROVE** the Legacy Tree Ordinance. City staff likewise recommends approval.

Prepared by:

Aditi Kambuj, Planner I

Attachments: Exhibit A: Draft Legacy Tree Ordinance
Exhibit B: Draft Nomination Form
Exhibit C: Draft Legacy Tree Assessment Form
Exhibit D: Draft Legacy Tree Certificate
Exhibit E: Public Input Materials

Minutes of January 16, 2013 Tree Commission Meeting
Minutes of March 6, 2013 Tree Commission Meeting

AN ORDINANCE ESTABLISHING A LEGACY TREE PROGRAM

WHEREAS, on August 16, 1976 (Ord. No. 7677-24), the Urbana City Council established the position of the City Arborist, whose duties include overseeing a program for planting and maintenance of trees on City property, and carrying out public education programs concerning the planting, maintenance or removal of trees, shrubs and other plants on public and private properties; and

WHEREAS, on August 16, 1976 (Ord. No. 7677-24), the Urbana City Council established the Urbana Tree Commission with the duties of advising the City Arborist and hearing any appeals of administrative decisions concerning City Arbor functions; and

WHEREAS, the City of Urbana in 1976 became a charter member of the Tree City USA program and has since been recognized annually by the National Arbor Day Foundation as maintaining its Tree City USA status;

WHEREAS, in 2009, the Urbana City Council adopted a goal to Encourage Sustainable Landscaping and Gardening by establishing a heritage tree program, recording and marking trees of significant height and growth, and studying providing notice when significant trees are removed; and

WHEREAS, the Urbana Tree Commission, with the City Arborist and City staff assistance, seeks to establish a voluntary Legacy Tree Program intended to recognize and provide information about our trees to the public, and encourage the preservation of significant trees; and

WHEREAS, at its January 16 2013 meeting, the Urbana Tree Commission supported the Legacy Tree Program by a vote of five ayes and zero nays.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. Establishment. The Urbana City Council does hereby establish a Legacy Tree Program.

Section 2. Statement of purpose. The purpose of this Ordinance is to encourage the identification, awareness, commemoration, and preservation of significant trees within the City of Urbana.

Section 3. Definitions.

"City Arborist". City Arborist as established by Article II of Chapter 25 of the Urbana Municipal Code or his/her designee.

"City-owned property". Property within the city limits and:

(1) Owned by the City of Urbana in fee simple absolute; or

(2) Impliedly or expressly dedicated to the public for present or future use for purposes of vehicular or pedestrian traffic.

"Legacy Tree". A tree or a group of trees designated by the Urbana Tree Commission pursuant to this ordinance as meeting one or more criteria as defined in Section 11.

"Property owner" or "*owner of property*". The person(s) or corporation or other entity in whose name(s) the property is held according to the last recorded deed in the records of the Champaign County Recorder.

"Tree". A self-supporting woody perennial plant, excluding shrubs, with developed branches, a natural habit of considerable height and a trunk diameter measured at four and one-half feet above grade of not less than 2".

"Urbana Tree Commission". Urbana Tree Commission as established by Article II of Chapter 25 of the Urbana Municipal Code.

Section 4. Nomination. Nominations to be considered for Legacy Tree designation may be made by any resident of Urbana, including an individual member of the Urbana Tree Commission. Any tree within the City of Urbana's corporate limits may be nominated, whether located on City-owned or

privately-owned property. The nominator shall submit a completed Nomination Form to the City Arborist.

Section 5. Consent. On receiving a nomination, the City Arborist shall contact, in writing, the owner of the property on which the nominated tree is located to inform the owner of the nomination and request their consent to evaluate and potentially designate the tree as a Legacy Tree. If the nominated tree is on City-owned property, the City Arborist shall inform the Director of Public Works of the nomination and request consent to evaluate and potentially designate the tree as a Legacy Tree. Any consent to participate in the Legacy Tree Program by an owner shall be in writing and signed by the said owner. If there is more than one owner of the property on which the nominated tree is located, the written and signed consent of a majority of all property owners shall be required. Participation in the program is voluntary on the part of the property owner.

Prior to the execution of any written request for consent, the City Arborist shall provide a written notice in the form of a brochure or other writing to the owner of the property on which the nominated tree is located which explains:

- (i) The benefits available to the property owner should such nominated tree be designated as a Legacy Tree;
- (ii) The process for the voluntary "designation" and "de-listing" of a Legacy Tree (as hereinafter set forth);
- (iii) Any recommended best practices to ensure long-term health of designated Legacy Trees.
- (iv) Any detriments which might occur from following voluntary tree care best practices.

In the event, after the provision of the aforesaid written notice, the property owner elects not to sign the consent form, the Legacy Tree nomination process shall cease and no further action regarding that tree shall be undertaken during the next twelve (12) consecutive months.

Section 6. Evaluation. In the event that the owner of the property on which the nominated tree is located provides written consent to participating in the Legacy Tree Program, the City Arborist shall conduct a "Legacy Tree

Assessment" as defined in Section 11 to ascertain whether or not the nominated tree meets the City's standards for Legacy Tree designation.

If the owner of the property on which the nominated tree is located has given written consent to participation in the Legacy Tree Program, the City Arborist shall submit his/her Legacy Tree Assessment findings regarding the nominated tree to the Urbana Tree Commission along with the City Arborist's recommendation regarding whether the nominated tree should be designated as a "Legacy Tree."

On receiving the City Arborist's recommendation, the Urbana Tree Commissioners may individually inspect the nominated tree prior to making a final determination of a Legacy Tree designation.

Section 7. Designation. On receiving the City Arborist's recommendation and on completion of any individual inspections, the Urbana Tree Commission shall consider, at their next regular or special meeting, whether the nominated tree qualifies under the Legacy Tree Assessment hereinafter set forth, and may designate the nominated tree as a "Legacy Tree" by majority vote of those voting members present and voting.

Section 8. Benefits. For designated Legacy Trees on private property, the property owner shall receive participation benefits, as determined on an ongoing basis.

Section 9. Public Awareness Programs. Information about characteristics and location of designated Legacy Trees shall be made available to the public through identification markers near designated Legacy Trees, the City of Urbana website and printed brochures.

Section 10. Withdrawal of consent. At any time during the process of designating a nominated tree as a "Legacy Tree" but before the Urbana Tree Commission has approved such designation, the owner of the property on which the nominated tree is located may withdraw their written support of the nomination upon which the nomination shall not be approved. If the said property owner has given written consent to participate in the Legacy Tree Program but, thereafter, elects to have such nomination withdrawn, such request shall be in writing signed by the property owner.

Section 11. Legacy Tree Assessment. In the event that the owner of the property on which the nominated tree is located provides written consent to participating in the Legacy Tree Program, the City Arborist shall conduct a Legacy Tree Assessment which shall include:

1. A **Locale Assessment** to ensure the tree is visible from the public-right-of-way, and note distance from overhead utilities;
2. A **Health and Condition Assessment** to ensure the tree is in good or better condition and note corrective tree-care recommendations;
3. A **Risk Assessment** to assess tree safety and note corrective pruning recommendations; and
4. A **Legacy Standards Assessment** to ascertain whether the nominated tree meets one or more of the Legacy Tree standards as specified below:
 - i) **Size** - The tree is in the top one percent of tree sizes of its inventoried species in Urbana.
 - ii) **Rarity** - One of a kind type tree due to species type, characteristic and/or a species of less than one percent of all inventoried trees in Urbana.
 - iii) **Historic or Notable event** - There is a documented association with a historic event of 75 or more years and/or a more recent event of notable worth.
 - iv) **Age** - The tree is more than 100 years old or a minimum of 75 years old when adjacent to a historically designated home.
 - v) **Special Ecological Value** - The tree is shown to provide soil stabilization, important genetic resource, or provides critical habitat for important plant or animal species.
 - vi) **Location** - The tree is considered to be of public value as a prominent visual focal point as viewed from public streets and ways.
 - vii) **Aesthetics** - The tree has a distinct or unusually appealing visual characteristic.
 - viii) **Illinois or National Register of Big Trees** - The tree is included in the Illinois or National register of Big Trees.

Section 12. De-listing an unhealthy or declining Legacy Tree. If a Legacy Tree other than on City property needs to be removed due to poor health and decline beyond repair, the owner may remove the tree following issuance of a Legacy Tree removal permit by the City Arborist. The Legacy Tree removal

permit shall be issued at no cost to the owner within seven (7) days of receipt of the application for the Legacy Tree Removal permit. If tree damage, decline and/or poor health are not obvious, the application shall include a certified arborist's recommendation for removal. Once a Legacy Tree removal permit is issued, the Legacy Tree shall be removed from the City's database and other public records, as applicable. If the Legacy Tree poses imminent and serious danger to the owner(s) and/or their property the Legacy Tree may be removed prior to issuance of a Legacy Tree removal permit. Nothing in this section shall be construed to exempt any person from the requirements of obtaining any additional permits as are required by law.

Section 13. De-listing a healthy designated Legacy Tree. A property owner pursuing the removal of a Legacy Tree for reasons other than the tree's decline or poor health, may do so at their own discretion, following issuance of a Legacy Tree Removal Permit by the City Arborist. The City Arborist shall not issue a Legacy Tree removal permit until the passage of 45 calendar days following the submittal of a Legacy Tree removal permit application for de-listing a healthy Legacy Tree. During the 45-day period, the City Arborist shall post a sign on the public right-of-way adjoining the subject Legacy Tree or the property on which the Legacy Tree belongs. Said sign shall be posted such that it is visible from the public right-of-way and shall be posted for no less than 15 days and no more than 30 days prior to the next regular or special Urbana Tree Commission meeting at which any public comments on removal shall be heard. The required sign shall indicate that a Legacy Tree Removal Permit was being requested for the subject tree. In addition, the sign shall indicate the telephone number of the Public Works Department and the details about the next regular or special Urbana Tree Commission meeting at which any public comments on the removal shall be heard. Said sign should be removed no later than ten (10) calendar days after the completion of the said Urbana Tree Commission Meeting.

Legacy Tree removal permit application shall be included as an agenda item of the said Urbana Tree Commission meeting. Any individual wishing to speak on this topic shall have the opportunity to do so during the public input section of the Urbana Tree Commission meeting. All public comments received on the Legacy Tree removal permit application will be advisory for the applicant and these shall be communicated in writing to the applicant by the City Arborist. Nothing in this section shall be construed as vesting legislative discretion or power in the Urbana Tree Commission. Following the

45-day period, unless the applicant voluntarily withdraws their application for a Legacy Tree removal permit in writing, the City Arborist shall issue said permit. Nothing in this section shall be construed to exempt any person from the requirements of obtaining any additional permits as are required by law.

Section 14. Violation and Penalty. Any person who violates any provision of this article or who fails to comply with any notice issued pursuant to the provisions of this article, upon being found guilty of violation, shall be subject to a fine as prescribed in Section 1-10 of the Urbana Municipal Code.

Section 14. This Ordinance shall be effective following its passage by the City Council and signature by the Mayor.

Section 15. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities.

PASSED by the City Council this ____ day of _____, 2013.

AYES:

NAYS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____, 2013.

Laurel Lunt Prussing, Mayor

CERTIFICATE OF PUBLICATION IN PAMPHLET FORM

I, Phyllis D. Clark, certify that I am the duly elected and acting Municipal Clerk of the City of Urbana, Champaign County, Illinois. I certify that on the ___ day of January, 2013, the City Council of the City of Urbana passed and approved Ordinance No. _____, entitled: **"AN ORDINANCE ESTABLISHING A LEGACY TREE PROGRAM"** which provided by its terms that it should be published in pamphlet form. The pamphlet form of Ordinance No. _____ was prepared, and a copy of such Ordinance was posted in the Urbana City Building commencing on the ____ day of _____, 2013, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request at the Office of the City Clerk.

DATED at Urbana, Illinois, this _____ day of _____, 2013.

(SEAL)

Phyllis D. Clark, City Clerk



LEGACY TREE NOMINATION FORM

Any Urbana resident may nominate a tree. Nominated trees will be evaluated by the Urbana City Arborist and approved by the Urbana Tree Commission pending property owner consent.

Tree Information

*denotes required field. Please print legibly

Individual Tree Group of Trees

Tree Species/Common Name: _____

*Address where the tree is located: _____

*Property owner name/address: _____

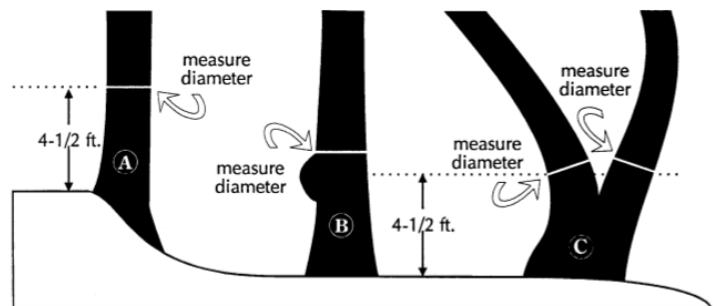
Is the tree located on public or private property?	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE
Is the tree readily visible from the street or sidewalk?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the tree within 15 feet of overhead utilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Why should this tree be designated as a Legacy Tree? (Mark and **X** to all that apply)

- | | | | |
|--|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Size ¹ | <input type="checkbox"/> Rarity | <input type="checkbox"/> Age | <input type="checkbox"/> Historic/Notable Event |
| <input type="checkbox"/> Ecological Value | <input type="checkbox"/> Location | <input type="checkbox"/> Aesthetics | <input type="checkbox"/> IL/US Big Tree Register |

¹Please explain your choice:

Indicate trunk diameter at breast height (4.5 feet from ground).
Use the sketch as a guide.
Image source: woodlandstewardship.org



Nominator Information

Please provide us with your name, address, and telephone number: _____

How did you learn about the Legacy Tree Program? _____

I am interested in donating to the Legacy Tree Fund.

- | | | | | | |
|-------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|
| | | | | | |
| <input type="checkbox"/> \$50 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$500 | <input type="checkbox"/> \$1000 | <input type="checkbox"/> \$2500 |

Make checks payable to: **City of Urbana Legacy Tree, Urbana Public Works, 706 S. Glover Avenue, Urbana, IL 61802.** Donations are tax deductible as permissible by law.

Please return completed form to the Urbana City Arborist at
 Urbana Public Works, 706 S. Glover Avenue, Urbana, IL 61802 www.urbanaininois.us/legacytree



URBANA arboretum
Legacy Tree Program

LEGACY TREE ASSESSMENT FORM

Evaluator:		Date:
Nominator:	Phone:	Tree Species:
DBH:		Owner:
Height:		Address:
Crown Spread:		Owner Phone:
Distance From Property Line:		Neighborhood:
Yard Location:		

LOCALE ASSESSMENT

Is the tree visible from the ROW?	
Is there a conflict with an overhead utility?	Distance from overhead Utility:
Is the tree on private or City owned property?	If on City owned property, is the tree a 'Notable' tree?

HEALTH AND CONDITION ASSESSMENT (score is above or below 4)*

Rating 1- 6 for each factor	(1 low - 6 high)	Comments
Crown and structural condition:		
Scaffold branches:		
Annual shoot growth:		
Foliage:		
Trunk condition:		
Competition:		
Root flare/distribution:		
Pruning history:		
Overall condition	Total / 8 =	

LEGACY STANDARDS ASSESSMENT

	Indicate yes or no	Comments
Size >= top 1% of inventoried trees of its species		
Rarity >= top 1% of all inventoried trees in Urbana		
Documented association with historic or notable event		
Age >= 100 years or 75 years if next to HL home		
Has special ecological value		
Well known focal point or landmark		
Unusual / appealing visual characteristic and/or form		
Illinois / Natl. Big Tree Register		
Other		

RISK ASSESSMENT**

Probability of Failure	Size of Defective Part	Target Area
Low 1	Category 1 < 6"	Occasional Use 1
Medium 2	Category 2 6" to 18"	Intermittent Use 2
High 3	Category 3 18" to 30"	Frequent Use 3
Severe 4	Category 4 > 30"	Constant Use 4
Overall Risk Rating	Total _____ /12	

ABATEMENT RECOMMENDATIONS:

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RECOMMENDED FOR LEGACY TREE STATUS: Yes or No

Circle appropriate category:		
Legacy Size Tree	Legacy Age Tree	Legacy Aesthetics Tree
Legacy Rare Tree	Legacy Ecology Tree	Big Tree Register
Legacy Historic	Legacy Location	

COMMENTS:

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* Health and Condition Assessment: Has to be in good or better condition to be considered. 1= critical; 2= poor; 3= fair; 4= good; 5= very good; 6= Excellent

** Risk Assessment: Has to be a risk rating of less than 5 to be considered.

Trees with a high risk can be resubmitted and reevaluated at a later date once hazard has been corrected.

Risk assessment will be completed by in-house Certified Arborists prior to Tree Commission Evaluation.



URBANArboretum
Legacy Tree Program

THIS IS TO CERTIFY THAT
on the TWENTY SIXTH DAY of APRIL 2013 in URBANA, ILLINOIS

THE
BUR OAK
Quercus macrocarpa

LOCATED AT 102 S. MAPLE STREET HAS EARNED THE DESIGNATION OF
URBANA LEGACY TREE
Historic

MAYOR OF URBANA

URBANA TREE COMMISSION CHAIR



CITY ARBORIST

DATE

Our trees make Urbana a SPECIAL place.



Urbana is one of **13 charter Tree City USA communities** & has **one of the most diverse urban forests** in the Midwest. Some of these trees are **historic**, some are **unique** and some are **one-of-a kind** specimens.

The proposed **LEGACY TREE PROGRAM** is an opportunity to **CELEBRATE** and **PRESERVE** our **MOST NOTABLE** trees.

How will the Program work?

- 1 **Nomination...** any Urbana resident can nominate any tree in Urbana
- 2 **Consent...** the property owner must consent to evaluation & designation
- 3 **Evaluation...** the arborist & tree commission evaluate the tree
- 4 **Designation...** commemoration and benefits...



Participation Benefits

Plaque & Commemoration • Five Cubic Yards Mulch • Tree Care Advice • Online Database
Walking Tour • Quality of life .. and more

For designation criteria and draft program details visit:

www.urbanaininois.us/legacytrees

or email

adkambuj@urbanaininois.us • mjbrunk@urbanaininois.us

or call 217 384 2440



Urbana Legacy Tree Program - Public Input Form

1. Do you like this program, neither like nor dislike it, or dislike it?

Like a great deal	Like a moderate amount	Like a little	Neither like nor dislike	Dislike a little	Dislike a moderate amount	Dislike a great deal
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

2. What changes would most improve this program?

3. What do you like least about this program?

4. What do you like most about this program?

5. What are your goals for a Legacy Tree Program in Urbana?

- Encouraging Tree-Friendly Development
- Enhancing Public Awareness
- Promoting Tree Preservation

Other (please specify)

6. How likely would you be to use this program?

- Extremely likely
- Very likely
- Moderately likely
- Slightly likely
- Not at all likely

7. How would you most like to receive additional information regarding the Legacy Tree Program?

- E-mail
- Phone
- Mail
- None

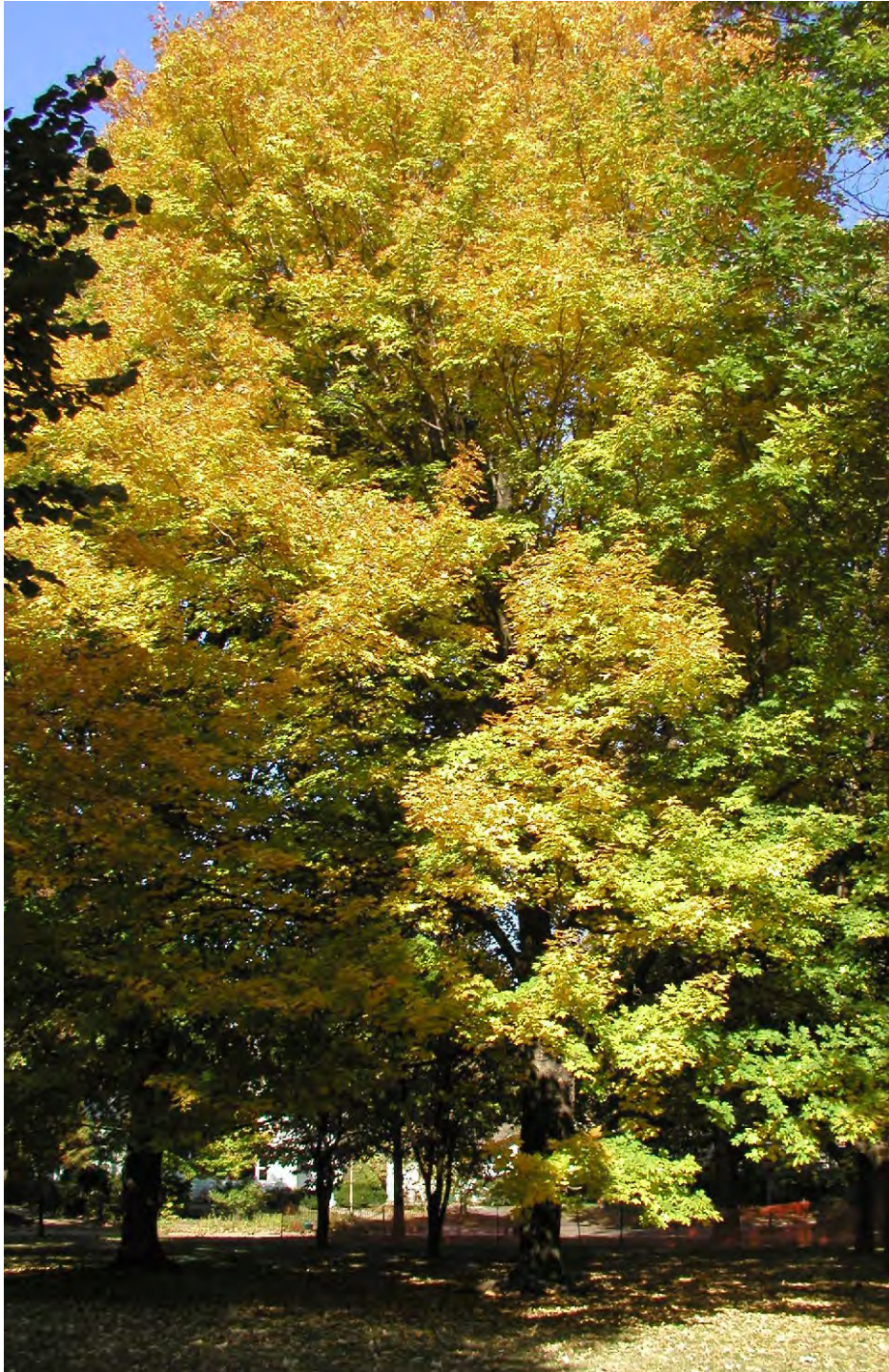
Other (please specify)

8. Please enter your contact information.

9. Please share your ideas and recommendations for fundraising activities.



URBANArboretum Legacy Tree Program



Urbana

is one of **13 charter Tree City USA communities**

& has **one of the most diverse urban forests** in the Midwest.

Some of these trees are **historic**, some are **unique** and some are rare **one-of-a-kind** specimens.



URBANArboretum
Legacy Tree Program

Legacy Tree Program Goals

Enhancing

Public Awareness,

Promoting

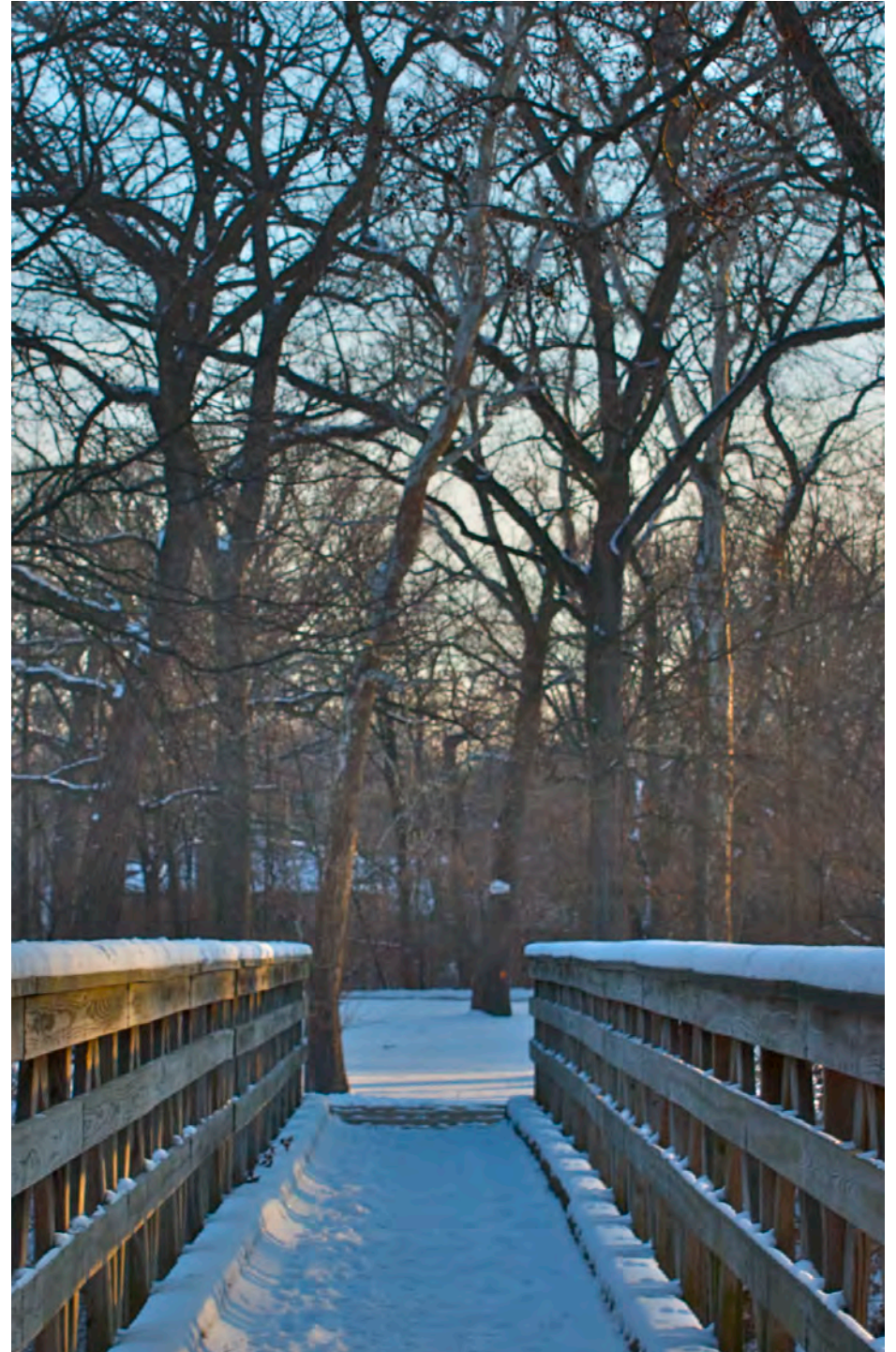
Tree Preservation,

Encouraging

Tree-Sensitive Development.



URBANArboretum
Legacy Tree Program





Burr Oak at Long's Garage

Approximate age: 200+ years

Prime example of a Burr Oak which is locally indigenous to our area and constitutes a historical remnant of 'The Big Woods' or the 'Big Grove' that once occupied the immediate area

Designating a Tree: *the process*

Nomination

any resident, any tree

Consent

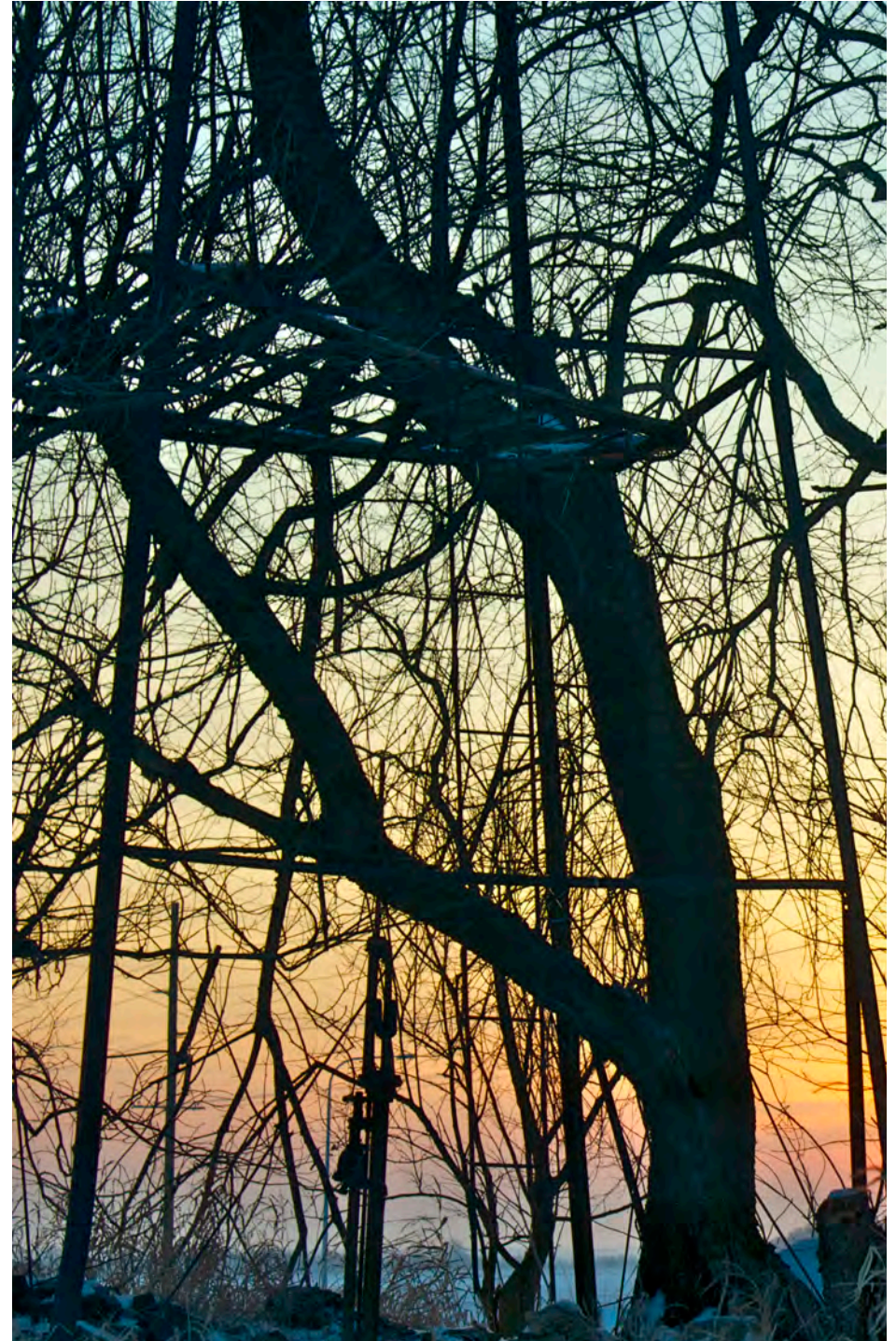
property owner

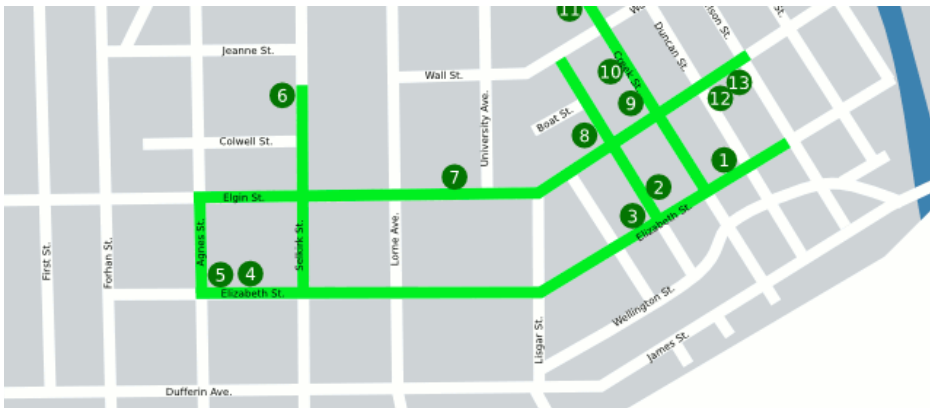
Evaluation

arborist & tree commission

Designation

participation benefits





Owner Benefits.....

Plaque & Commemoration

Five Cubic Yards Mulch

Tree Care Advice

Reduced Parking

.....Urbana Benefits

Online Database

Walking Tour

Quality of life



URBANArboretum
Legacy Tree Program

Designation Criteria

- Notable Tree
 - Size
- Rarity
 - Historic Event
- Age
 - Ecological Value
- Location
 - Aesthetics
- Big Tree Register





De-registering a Legacy Tree

- > Notify City Arborist
- > Notice of De-registration
- > Tree Commission Advice

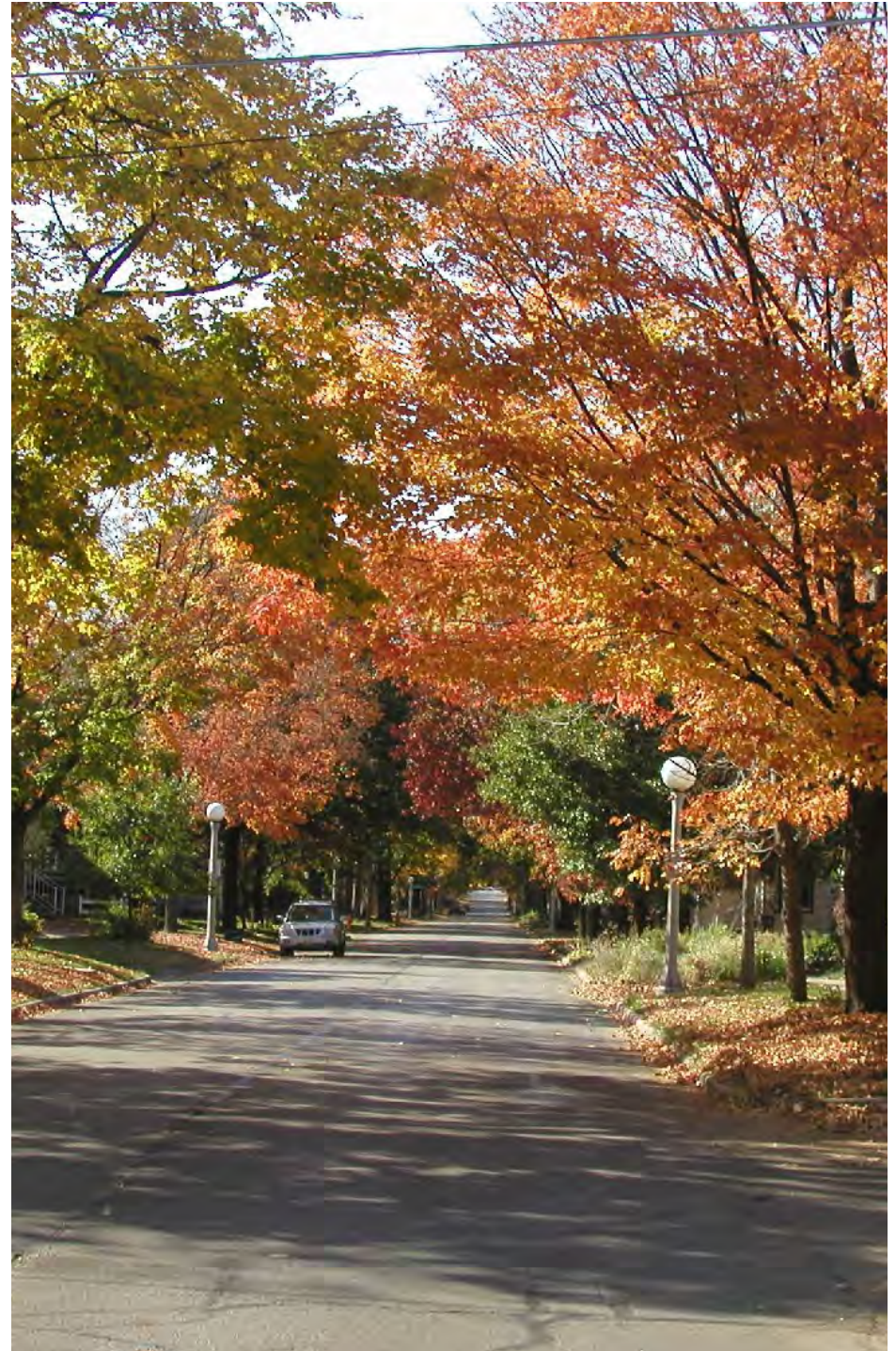
< Dying or Diseased Trees
< Third Party Arborist



URBANArboretum
Legacy Tree Program

The Urbana Legacy Tree Gift Program

- Friend
 - Supporter
- Sponsor
 - Partner
- Steward
 - Founder





Thank you!

Questions?

Contact:

Mike Brunk
City Arborist
(217) 384-2393 • mjbrunk@urbanaininois.us

Aditi Kambuj
Planner I
(217) 384-2440 • adkambuj@urbanaininois.us



URBANArboretum
Legacy Tree Program

City of Urbana, Illinois

Minutes of the Urbana Tree Commission Special Meeting

Wednesday, January 16, 2013

1:30 P.M.

Members Present: Jeff Dawson, Barbara Anderson, Stewart Berlocher, Thom Fehrmann, Michael Stevenson,

Members Absent: Darin Eastburn

Staff Present: Michael Brunk, City of Urbana Arborist
Bruce Cubberley, City of Urbana Arbor Division Manager

Others Present: Robert Myers, City of Urbana Planning Manager
Aditi Kambuj, City of Urbana Planner I

Call to Order

The meeting was called to order at 1:41pm.

Introduction of Commission Members

Stewart Berlocher, Entomology Professor at the University of Illinois, was introduced and welcomed as the newest Commissioner.

Approval of Meeting Minutes

There were no minutes presented for approval. The minutes from the December 5, 2012 meeting are still pending approval.

Public Input

There was no public input.

Legacy Tree Program Options Review

Aditi Kambuj gave a presentation on the proposed Legacy Tree Program that could recognize and celebrate historically and ecologically significant trees within the Urbana community. The impetus behind the creation of this program comes directly from City Council goals. Kambuj discussed three program options detailing the benefits and drawbacks of each. City Staff working on this proposal gave their recommendation for Option 2 which is as follows:

Advisory Public Input Option

- By owner consent (not burdensome on the owner)
- Incentives to participate
- Honorary designation (public awareness and preservation)
- Annual recording in County offices
- Removal requires notice, public hearing, and possible mitigation fee

Additionally, in the presentation, designation criteria were listed as well as nomination and evaluation forms. The Commission then discussed. Anderson moved to formally endorse support for Option 2 to the City Council, Stevenson seconded, and the motion was passed by a voice vote. The votes were as follows:

Anderson – aye

Berlocher-aye

Brunk-aye

Dawson-aye

Fehrmann-aye

Stevenson-aye

Old Business

There was no old business to discuss.

New Business

Berlocher informed the Commission concerning research he was currently involved with measuring tree rings, size, and the age of trees at Crystal Lake Park. He asked Brunk if there was a way to utilize the City removals for age analysis. Brunk agreed to discuss the matter further.

Adjournment

There being no further business to discuss, Fehrmann moved to adjourn. The meeting was adjourned at 3:06 p.m.

Kate Brickman for Femi Washington, Recording Secretary
Tree Commission

City of Urbana, Illinois

Minutes of the Urbana Tree Commission Meeting
Public Works Engineering Conference Room
706 S. Glover Ave.
Urbana, IL 61802

Wednesday, March 6, 2013
2:00 P.M.

UNAPPROVED

Members Present: Barbara Anderson, Carol Augspurger, Stewart Berlocher, Jeff Dawson, Darin Eastburn, Michael Stevenson

Members Absent: Thom Fehrmann

Staff Present: Michael Brunk, City of Urbana Arborist
Bruce Cubberley, Arbor Manager

Others Present: Dennis Roberts, Urbana City Alderman, Ward 5

Call to Order

The meeting was called to order at 2:04 p.m.

Approval of Meeting Minutes

The minutes from December 5, 2012 were presented for approval. Eastburn moved to approve the minutes, Stevenson seconded, and the minutes were approved.

The minutes from January 16, 2013 were presented for approval. Eastburn moved to approve the minutes, Dawson seconded, and the minutes were approved.

Public Input

Dennis Roberts addressed the Commission to praise the list of participation incentives on the Legacy Tree Program draft, and to express concern that two of the incentives had been changed or eliminated from the draft. He was concerned that the list of incentives no longer included a one-year abatement of the Storm Water Utility Fee, and that the amount of free mulch from the Landscape Recycling Center had been reduced from six cubic yards to five cubic yards. He also encouraged the Commission to include reduction on City-required parking spaces (in commercial parking lots) as an additional incentive.

Roberts expressed concern with a requirement in the Legacy Tree Program draft that, in order to be nominated, trees must have a trunk diameter of 48 inches. Brunk clarified that this requirement would not be included on final program documents.

Roberts also encouraged the Commission to add a clause in the Legacy Tree ordinance indicating that Legacy trees will be protected on any property that receives redevelopment funds from the City of Urbana. He suggested that properties applying for these funds be inspected from an arboreal standpoint to determine whether any trees on that property might deserve protection under this ordinance. Brunk said that this type of regulation may be able to stand on its own (outside the Legacy Tree ordinance), and that it should be addressed with the City's Community Development staff.

Discussion ensued regarding incentives, with commission members in general agreement that the incentives suggested by Roberts should be presented to staff for consideration. Brunk said he would inform staff of Roberts' incentive suggestions. Cubberley clarified that "limited pruning" by the City should be eliminated as a possible incentive because it would overburden the Arbor Division workload. The Commission also discussed the installation of a plaque next to each tree as a participation incentive, and the possibility of garnering private or corporate sponsorships to help offset the cost of the plaques.

Brunk discussed a news article that had been forwarded to Commission members by Roberts. The topic of the article was new software can allow an economic value to be assigned to trees during the inventory process. Brunk said a program called "iTree" can be utilized during Urbana's tree inventory to determine a value for each tree.

Legacy Tree Program Update

Brunk gave an update on the Legacy Tree Program. He said it had been determined that it will cost approximately \$4,000 to \$5,000 per year to fund the program if plaques are installed on all Legacy trees.

Brunk distributed a draft of the Legacy Tree nomination form and a draft of the Legacy Tree evaluation form (to be used in evaluating each nominated tree). Commission members discussed the design, wording, and efficacy of each form.

The Commission also discussed an informational Legacy Tree Program poster and public input survey that will be made available in order to collect public feedback on the program draft. The flier and survey link can be found at www.urbanainilinois.us/legacytrees. Brunk said Commission members were welcome to complete the survey and encouraged them to tell others about it.

Former Business

There was no former business to discuss.

New Business

Berlocher suggested that, whenever the City removes a particularly large tree, a ring count be performed to more accurately determine its age. Brunk suggested a list of stumps could be provided to Berlocher's class on campus each season for ring counting, and said that the tree inventory was set up with a data field to record the information from the ring counts. Berlocher also suggested collecting tree cookies from removals for later examination. Brunk stated he would consider the idea but that it may not be possible as it would cost additional money for contract removals and space would need to be allocated for storage.

Dawson said that Berlocher had recently given a presentation on the historical ecology of Champaign County, and suggested that he give that presentation to the Tree Commission at a future meeting.

Commission members discussed holding a special meeting in the summer to follow up on the Legacy Tree program. That meeting has not yet been scheduled.

Adjournment

This meeting was adjourned at 3:43 p.m.

Femi Washington, Recording Secretary
Tree Commission