

III.A



DATE: July 16, 2008
TO: Planning & Public Works Committee
FROM: ^{Bm} Brian McGownd, PWD\CE

SUBJECT: Residential Street Tree Program

As directed by the Planning & Public Works Committee at their July 10, 2008 meeting, the Residential Street Tree Program has been revised to address the Committee's comments. The following revisions were made, and are in **bold text** on the attached documents:

- Section I, Paragraph C. was revised to address the "acceptable space" issue, and now lists very specific requirements that must be met before an application is approved.
- Section I, Paragraph D. addresses the "tree species" issue, and makes it very clear that in order to prevent over planting of a particular species, City staff will review the species choices, and will compare with existing trees in the area. City staff will have final say, and will grant approval for the appropriate species.
- A Spring planting (March 1 – April 30) was added.
- Both the application and tree guide were revised to reflect the aforementioned revisions.

It is important to note that with these revisions, the program is consistent with the requirements stated in the City's Tree Manual.

Also, at the meeting, there was some confusion over the amount of funding that was estimated to be required to operate the program. As was mentioned in the meeting, we anticipate receiving applications to plant 200 to 300 trees per year, and a tree is expected to cost \$150 to \$250. When using the high end of the numbers, the estimated amount of funds required will be \$75,000. When factoring in the \$100 fee per tree received from the property owners, the net budget impact is \$45,000.

Finally, City Attorney Rob Heggie reviewed the program policy and application and had a few comments that have been incorporated into the documents. The revisions made by Mr. Heggie are in *italicized text*.

If you need additional information or have any questions please advise.

Attachments

cc: Mike Geisel, Director of Planning & Public Works
Mindy Mohrman, City Arborist/Urban Forester

TREE CHOICES

All street trees must be chosen from the Tree Guide included in the application packet. The City can not guarantee the availability of a particular tree species. Please use the accompanying materials and consider site/soil conditions when making your top three choices.

1.	
2.	
3.	

I/we understand that in order to prevent over planting of one species in a given area, the City will determine if the species I/we have chosen is appropriate. If the City determines that the species chosen is not appropriate, I/we will have to choose a different species that is appropriate as determined by the City.

I/we have read, and fully understand, the City of Chesterfield Residential Street Tree Program Policy and Procedures, and agree to provide proper tree care as detailed in the accompanying materials.

Signature(s):		Date	

INSTRUCTIONS:

1. Complete the application.
2. Submit payment to the City of Chesterfield in the amount of \$100 per tree. If it is determined that a tree cannot be planted in the available space, the payment will be returned to you.
3. Mail completed application, and payment before **January 1st for the Spring Planting (March 1 – April 30)**, or before August 1st for the Fall planting (November 1 – December 31) to:

City of Chesterfield
Residential Street Tree Program
690 Chesterfield Parkway West
Chesterfield, MO 63017

.....
OFFICE USE ONLY

DEPARTMENT OF PLANNING AND PUBLIC WORKS
PHONE: 636-537-4762 FAX: 636-537-4798

D. The Owner shall choose a tree species from the City's list of Recommended Street Trees located in the Tree Guide, which is included with the application packet. In order to prevent over planting of one species in a given area, City staff will review the species chosen by the Owner, and will compare to the existing trees located in the general area. If City staff determines that the species chosen is appropriate, the application will be processed. If City staff determines that the species chosen is not appropriate due to over planting concerns, the Owner will be notified, and given a list of species that are appropriate. Once the Owner chooses a species that has been determined by the City to be appropriate, the application will be processed.

E. Tree size for all species will be 2 ½" caliper.

F. This is a cost-sharing program, the Owner must submit a payment of \$100.00 per tree. A property owner may apply for multiple trees, provided there is adequate space for each tree, and that the species chosen is appropriate, as outlined in paragraph C. and D. above.

Section II- Application By Property Owner

A. The Owner, not the tenant, must submit the application for participation in the program. The application packet can be found on the City of Chesterfield's website, www.chesterfield.mo.us, or can be obtained at City hall located at 690 Chesterfield Parkway West, between the hours of 8:30 AM and 5:00 PM, Monday through Friday.

B. The Owner shall submit the \$100 per tree payment along with the application. If it is determined that a tree can not be planted in the available space, the payment will be returned.

C. By signing and submitting an application, the Owner agrees to properly care for the tree(s) as described in the Tree Guide.

D. The deadline to submit an application is **January 1st for the Spring planting (March 1 – April 30)**, and August 1st for the Fall planting (November 1 – December 31).

Section III- Tree Installation

A. Upon receipt of application, City staff will review the site and the species choice, as outlined in Section I, paragraph C. and D., and will notify the Owner if their application has been accepted or denied. If the application has been denied, payment will be returned. *The City is in now way obligated to accept and approve applications.*

B. City will submit species list and locations to nursery (annually contracted by city).

C. The contractor will schedule and perform the installations between **March 1 and April 30 for the Spring planting**, and between November 1 – December 31 for the Fall planting. The contractor will be responsible for obtaining the required utility locates before installation.