



*Forward to PPW  
for review  
mog  
8/24/2016*

**DATE:** August 24, 2016

**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** James A. Eckrich, P.E. *JAE*  
Public Works Director / City Engineer

**RE:** Public Works and Parks Policies 1-5

As you have directed, the City Staff has begun the process of comprehensively reviewing all City Council policies to ensure those policies are current and followed. There are 53 policies in the Public Works and Parks portion of the City Policy Manual. My goal is to periodically present these policies in groups of five to the Planning and Public Works Committee for review. Once the PPW Committee recommends approval, each group of policies would then be presented to City Council for its approval.

The first five policies are as follows:

- 1) Acceptance of streets within residential subdivisions: Recommend no change.
- 2) Tree Lawn Maintenance: Recommend revising the Policy as shown in the attachment. This Policy is probably not absolutely necessary since the maintenance of the area adjacent to the Public Right of Way is covered in Section 20-2(a). However, because this affects nearly every resident I believe it is prudent to keep this straight forward Policy. The revised Policy also clarifies that subdivisions are responsible for the maintenance of islands within the Public Right of Way.
- 3) Erecting Signs: Recommend no change.
- 4) Special Use Permit – Tree Planting: Recommend deleting this Policy. Street trees are installed and maintained by the City of Chesterfield so it is no longer necessary for residents to obtain a Special Use Permit.
- 5) Street Trees: This Policy was heavily debated by the Planning and Public Works Committee in conjunction with the Ash Tree Removal Program. The Policy was revised in February of 2016 and no changes are necessary at this time.

#### **Action Recommended**

These five policies should be presented to the Planning and Public Works Committee for consideration. Should PPW concur with Staff's recommendation, it should vote to authorize Staff to submit these policies to City Council for approval. Public Works and Parks Policies 6-10 will be submitted to PPW in the near future for a similar review.

Existing

Recommend NO change

CITY OF CHESTERFIELD  
POLICY STATEMENT

<b>PUBLIC WORKS</b>		<b>NO.</b>	1
<b>SUBJECT</b>	Acceptance of streets within residential subdivisions	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/20/1988	<b>DATE REVISED</b>	

**POLICY**

The City of Chesterfield will not accept streets for maintenance within subdivisions until all development is completed, or until construction within the subdivision has been substantially completed. Responsibility for determination of substantial completion shall rest with the Director of Public Works/City Engineer. In addition, developers shall provide upon display plats within sales offices, notification that maintenance of streets will be the responsibility of the developer until such time as streets are brought up to the standards of the City of Chesterfield and are accepted by the City.

RECOMMENDED BY:

*Mike D. Gensel*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael B. Fleming*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

Existing  
TO BE Replaced

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 2

SUBJECT Tree Lawn Maintenance

INDEX PW

DATE ISSUED 03/06/1989

DATE REVISED

---

---

POLICY

The City is not responsible for maintenance of grass areas located between sidewalk and curblines within the right-of-way.

RECOMMENDED BY:

Mike D. Davis  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

Michael B. Johnson  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

*Recommended  
Replacement*

**PUBLIC WORKS**

**NO.** 2

**SUBJECT** Tree Lawn Maintenance

**INDEX** PW

**DATE  
ISSUED** 3/6/1989

**DATE  
REVISED** 6/15/2016

---

---

**POLICY**

The City of Chesterfield is not responsible for the maintenance of grass within the public right of way. The adjacent property owner is responsible for the maintenance of grass between the property line and the edge of pavement. Grass or landscaped islands are the responsibility of the property owner (if common ground) or the subdivision (if right of way) unless the island has been specifically designated for City maintenance by City Council.

**RECOMMENDED BY:**

\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Council (if applicable)**

\_\_\_\_\_  
**Date**

Existing  
Recommend no change

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 3

SUBJECT Erecting Signs

INDEX PW

DATE ISSUED 10/02/1989

DATE REVISED

---

---

POLICY

City crews are prohibited from erecting signs at the request of civic/fraternal organizations.

RECOMMENDED BY:

Mike P. Herd  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

Michael S. Jennings  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

Existing  
Recommend DELETE

CITY OF CHESTERFIELD  
POLICY STATEMENT

PUBLIC WORKS

NO. 4

SUBJECT Special Use Permit - Tree Planting

INDEX PW

DATE ISSUED 12/17/1990

DATE REVISED

---

---

POLICY

Residents are required to obtain a Special Use Permit to plant replacement street trees. However, the fee for the Special Use Permit fee will be waived.

RECOMMENDED BY:

*McTers*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

APPROVED BY:

*Michael Jefferson*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

Existing  
Revised in 2016  
Recommend NO Change

<b>PUBLIC WORKS</b>		<b>NO.</b>	5
<b>SUBJECT</b>	Street Trees	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	11/19/1990	<b>DATE REVISED</b>	12/4/2006 2/04/2016

---

---

**Section 1- General**

The owner of a residential property that abuts a public street controlled by the City of Chesterfield may be eligible for funding for a Street Tree through the City of Chesterfield's Residential Street Tree Program (Program). Due to the impacts of the Emerald Ash Borer (EAB), the Program currently only allows for the replacement of Street Trees on a "one-for-one" basis where a tree has been removed. In these cases, the resident can apply for a replacement tree by completing an application and paying a \$100 fee. Commercial and industrial properties are not eligible for the Program. Further, the Program is contingent upon annual funding by the City of Chesterfield City Council. The existence of the Program in no way obligates annual funding.

**Section 2 – Location**

Within new subdivisions (those platted after the effective date of this Policy) Street Trees will be installed within the public right of way, in accordance with development plans submitted by the developer and approved by City Council.

Within existing subdivisions (those platted prior to the effective date of this Policy) Street Trees exist within the public right of way. In instances when the City has to remove a tree within the public right of way, residents will have the option to replace that right of way tree on a one-for-one basis. Residents desiring a replacement tree have the option of placing the new tree in another location within the public right of way, or placing the tree on private property. Trees planted on private property must conform to the following requirements:

- No Sidewalk – The tree must be located on private property within eight feet of the right of way / property line.
- Sidewalk within Right of Way – The tree must be located on private property within eight feet of the right of way / property line, but not within four feet of the edge of sidewalk.
- Sidewalk outside Right of Way but within Easement – The tree must be located on private property, no less than four feet, but not greater than eight feet, from the edge of sidewalk.

Should the resident desire to locate a replacement tree in the public right of way, the following requirements shall be adhered to:

- The tree planting area must be a minimum of five feet wide.
- Trees cannot be closer than three feet from the back of curb.
- Tree location must be approved by the City's Arborist.

Regardless of whether a replacement tree is located on private property or within the public right of way, the following criteria shall also be met:

- Trees cannot be planted within 25 feet from any streetlight.
- Trees cannot be planted within ten feet of any manholes or storm water facilities.
- Trees cannot be planted directly beneath overhead utility lines.
- Trees cannot be planted within thirty feet of the intersection between two existing public rights of way (sight distance triangle).  
Exceptions can be made to this provision when trees, at maturity, will have no branches within seven feet of the adjacent grade and pavement elevation.

### Section 3 – Tree Selection

Residents desiring a tree can choose a tree species from the table below. Once a species is selected, the City will contract for a replacement tree with a minimum caliper of 2.5 inches. It is recommended that residents help increase tree diversity by choosing a type of tree which is not overplanted in the area. The City Arborist is available to assist in this process and must approve the tree selection.

Latin Name	Common Name
<i>Acer platanoides</i>	Maple, Norway
<i>Acer saccharum</i> Varieties	Maple, Sugar and Varieties
<i>Alnus glutinosa</i>	Alder, European
<i>Carpinus betulus</i>	Hornbeam, European
<i>Carpinus caroliniana</i>	Hornbeam, American
<i>Celtis laevigata</i>	Sugarberry
<i>Celtis occidentalis</i>	Hackberry
<i>Cladrastis kentukea</i>	Yellowwood
<i>Crataegus laevigata</i> 'Superba'	Hawthorn, Crimson Cloud
<i>Eucommia ulmoides</i>	Hardy Rubbertree
<i>Fagus grandiflora</i>	Beech, American
<i>Ginkgo biloba</i> - Male	Ginkgo (male)
<i>Gleditsia triacanthos</i> <i>inermis</i> - Thornless, Podless Varieties	Honeylocust - Varieties that are Thornless & Podless

Latin Name	Common Name
<i>Koelreuteria</i> <i>paniculata</i>	Goldenraintree
<i>Platanus x acerifolia</i>	Planetree, London
<i>Ostrya virginiana</i>	Hophornbeam
<i>Quercus acutissima</i>	Oak, Sawtooth
<i>Quercus bicolor</i>	Oak, Swamp White
<i>Quercus coccinea</i>	Oak, Scarlet
<i>Quercus imbricaria</i>	Oak, Shingle
<i>Quercus michauxii</i>	Oak, Swamp Chestnut
<i>Quercus muehlenbergii</i>	Oak, Chinkapin
<i>Quercus robur</i>	Oak, English
<i>Quercus rubra</i>	Oak, Red
<i>Quercus shumardii</i>	Oak, Shumard
<i>Tilia cordata</i> Varieties	Linden, Littleleaf and Varieties
<i>Ulmus americana</i> Varieties	Elm, American and Varieties
<i>Ulmus parvifolia</i>	Elm, Chinese (Lacebark)
<i>Zelkova serrata</i> Varieties	Zelcova and Varieties



**Section 4 – Application and Reimbursement**

During the EAB crisis, which is expected to last from 2016 through 2022, only those residents who have Street Trees removed will be eligible for replacement trees. Residents will be notified of tree removal via letter from the City's Arborist. That letter will contain information on how residents can apply for a replacement tree.

Generally the owner, not tenant, must submit an application for a Street Tree Replacement. The application packet can be found on the City of Chesterfield's website at [www.chesterfield.mo.us](http://www.chesterfield.mo.us). Applications can also be obtained at Chesterfield City Hall during regular business hours. The application will be reviewed by the City Arborist to determine eligibility for a replacement tree.

A resident who is eligible for a replacement tree(s) and pays the required application fee will receive a replacement tree planted by the City's tree contractor. The City will inspect the tree to ensure that it is planted in accordance with City standards. Once the tree is planted, the resident must care for the tree in accordance with the City Tree Guide, which is provided to the resident as part of the street tree application. The City's contractor will mulch the base of the tree with a standard hard wood mulch, and stake the tree. It is the resident's responsibility to water the tree, remove the stakes, and mulch the tree in the future, in accordance with the City Tree Guide.

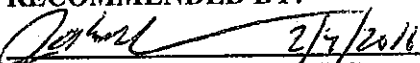
If the resident has a lawn sprinkler, an electric dog fence, or any other system located in the area where the tree will be planted, it is his/her responsibility to mark this system. If the system must be relocated or is damaged due to not being marked, that repair / relocation is not eligible for reimbursement and must be paid by the resident.

The City will require the contractor to provide a one year warranty on all street trees. That warranty begins the first day of the month the tree was planted. If a resident believes a tree is not surviving and should be replaced, he/she must contact the City within the warranty period. The tree will then be inspected by the City Arborist and, if necessary, a replacement tree will be arranged. The warranty will be voided if the tree was not cared for in accordance with the City Tree Guide.

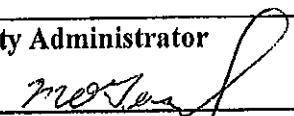
**Section 5**

This Policy is intended to comprehensively cover Street Trees. Any questions regarding the Policy should be directed to the City Arborist. Interpretations or exceptions to the Policy should be submitted to the Public Works Director / City Engineer.

**RECOMMENDED BY:**

 2/4/2016 PPRW REC Approval 2/18/2016  
\_\_\_\_\_  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
 3/7/2016  
\_\_\_\_\_  
City Council (if applicable) Date