

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, September 14, 2021
TIME: 6:00 pm
PLACE: Harrison Municipal Building
W5298 State Road 114
Harrison, WI 54952

NOTICE IS HEREBY GIVEN that a Village Board meeting will be held at 6:00 pm on Tuesday, September 14, 2021 at the Harrison Municipal Building. This is a public meeting and the agenda is listed below.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Village Board
4. Correspondence or Communications from Board and Staff
5. Public Comments
Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.
 - a) Open Comments
 - b) Presentation by the superintendents from the Kimberly Area School District and the Kaukauna School District. They will be talking about the impact of residential development in the Village of Harrison on those districts. (Public comment time restriction waived.)
6. Corrections and Approval of the Previous Meetings Minutes
 - a) August 31, 2021
7. Unfinished Business from Previous Meetings for Consideration or Action
 - a) Street Tree Policy
 - b) Manager's recommendation of yard waste site hours.
8. New Business for Consideration or Action
 - a) PASER Rating Results
 - b) Request for Street Closure on Mulhulland Rd for a block party.
 - c) Carlson Dettmann Recommendations / Staff Compensation Plan

9. Future Agenda Items

- a) Discussion/Action of Darboy Sanitation hydrant fees on the 2022 tax roll – Sept. 28th
- b) Manager’s Plan of needs and costs to obtain a unique zip code for Harrison – Oct. 26th
- c) Discussion on the timeline of park improvements (after Graef study is done)
- d) Discussion/Action on a 5-year Road Maintenance Plan
- e) Discussion/Action on a 5-year Capital Improvement Plan
- f) Discussion/Action/Staff Direction regarding fiduciary management of financial accounts
- g) Discussion/Action on creating an ordinance against littering
- h) Discussion/Action on amending our noise ordinance to include decibel limits
- i) Approve Redistricting Ward map – October 12th meeting
- j) ARPA presentation – clerk to arrange for Sept. or Oct. meeting
- k) Discussion/Action on bids received for contracted inspector services - October
- l) Items to be discussed/acted upon during budget meetings – staff authorized to research or get RFP’s prior.
 - IT Options
 - Recording of Meetings
 - Software purchase for real estate inquiries
 - Software purchase for secure file sharing
 - Office phone upgrade
 - Cleaning Services
 - Garbage Services

10. Adjournment

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk’s Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Agenda posted on September 10, 2021 at www.harrison-wi.org and Municipal Building lobby.

Vicki Tessen, Clerk

VILLAGE BOARD MEETING

From:

Mark J. Mommaerts, AICP, Planner

VILLAGE OF HARRISON

Meeting Date:

September 14, 2021

Title:

Street Tree Policy

Issue:

Should the Village explore an ordinance or policy to allow for trees in the terrace/right-of-way?

Background and Additional Information:

As Harrison continues to develop, staff has been asked more frequently whether or not street trees (trees planted within the road right-of-way, typically between the sidewalk and curb) are allowed in Harrison. Currently, there are no ordinances that allow for street trees so each property owner would have to request permission from the Village Board prior to planting. If the Village Board plans to allow street trees in the future, staff recommends that a standard policy for species, location, and size be developed. Attached to this memo are examples from different communities that allow street trees. Many communities allow street trees, however, many communities have a forester or parks department to maintain the trees.

Staff is looking for direction prior to proceeding. 1) Does the Board want to allow street trees? 2) If so, does the Board want a standard policy and permit system?

This item was discussed in 2013, 2018, and again now. All three times the discussion was due to interest from a developer/builder and property owners. Past discussions have included the lack of appropriate staff for maintenance and desire for simplified ordinance/policy.

Budget Impacts:

Unknown

Recommended Action:

Staff recommends exploring an ordinance or policy to allow for trees within the street right-of-way or terrace.

Action Options:

1. Do not allow street trees. With this option nothing needs to be done.
2. Direct staff to develop a draft street tree ordinance/policy.
3. Postpone discussion to a future meeting.

Attachments:

- Example – Street Trees within Road Right-of-Way Ordinance (Village of Fox Crossing)
- Example – Street Tree Planting Policy (City of Manitowoc)
- Example – Arboricultural Specifications Manual (Village of Greenville)

Chapter 337. Streets and Sidewalks

§ 337-18. Street trees within road right-of-way.

- A. This section shall regulate the placement of trees within the road right-of-way within the Village of Fox Crossing. All provisions of Chapter 287, Nuisances, § 287-4, are incorporated herein at length by reference as if set forth fully herein.
- B. Section 337-6, Ditch maintenance, is incorporated herein at length by reference as if set forth herein.
- C. "Street trees" are defined as any and all trees, shrubs, bushes and all other woody vegetation growing or planted between property lines on either side of all streets, avenues, boulevards, alleys or other public rights-of-way within the Village of Fox Crossing.
- D. No street trees shall exist, be planted, or be placed upon any portion of the Village of Fox Crossing Village road right-of-way in any development which does not have storm sewer. In addition, no street tree shall exist, be planted, or be placed within any ditch in the Village of Fox Crossing.
- E. No street trees shall exist, be planted or be placed closer than four feet to any curb, street pavement edge and/or sidewalk of any Village road within the Village of Fox Crossing in any development which has storm sewer. In storm sewer developments only, street trees shall be allowed to be planted, placed or exist within any other portion of the street right-of-way, except for the four-foot area described above; however, the following conditions shall apply to all such trees:
 - (1) The following street trees shall not be planted: Catalpa, Chinese elm, white poplar, Lombardy poplar, Ginkgo biloba, or any fruit tree.
 - (2) The following street trees shall be allowed to be planted, placed or exist within the Village right-of-way:

LOCUST

Continental honey locust, Skyline honey locust, Shademaster honey locust, Imperial honey locust, Halka locust

MAPLE

Columnar Norway or Erectum maple, Emerald Queen maple, Cleveland maple, Red Sunset Maple, Bowhall maple, sugar maple, Crimson King maple, Schwedler maple, Jade Glen maple, Summershade maple, Superform maple, Royal Red maple, Green Mountain maple, Parkway maple

ASH

Hackberry, Autumn Purple ash, Summit ash, Marshall seedless ash, Patmore ash, Roschill ash, Bergeson ash

LINDEN

Redmond linden, littleleaf linden, Greenspire linden, Sentry linden, June Bride linden, Glenleven linden

OAK

Pin oak, red oak

NUT

All nut trees

- F. The owners of all street trees within the Village of Fox Crossing right-of-way as described herein shall be solely responsible for the trimming and maintenance of the street trees within the right-of-way at the sole cost of the owner, Furthermore, the owners of all street trees within Village right-of-way shall be liable for any and all damage, personal injury, or injuries resulting to property or person caused in any fashion by the street trees within the Village of Fox Crossing right-of-way, and the property owner of the street trees shall hold harmless and indemnify the Village of Fox Crossing from any and all liability whatsoever.
- G. Spacing of all street trees within Village rights-of-way shall be as follows: All trees shall be spaced a minimum of 40 feet from one another.
- H. No street tree shall be planted, placed or exist within any portion of the Village right-of-way until such time that the property owner has obtained an approved street tree permit. Applications for street tree permits shall be made to the Village Clerk. The application shall be reviewed and approved by the Village Street Superintendent prior to the issuance of a street tree permit. The street tree permit shall be issued by the Street Superintendent.
- I. No street tree shall be planted closer than 35 feet to any street corner measured from the point of the nearest intersecting curbs, curblines or pavement edges. No street tree shall be planted closer than 10 feet to any fireplug. No street tree shall be planted within 10 lateral feet of any overhead utility wire or within five lateral feet of any underground water line, sewer line, transmission line or other utility.
- J. It shall be unlawful to attach any wire or rope to any street tree within the Village right-of-way without the permission of the Village Street Superintendent. Furthermore, it shall be unlawful to attach any sign, advertisement or notice to any street tree on any Village right-of-way.
- K. The Village shall have the right to plant, prune, maintain or remove any street trees located within the Village right-of-way at the Village's sole discretion for the general protection of the Village residents and to maintain the safety, welfare, and best interests of the Village of Fox Crossing residents. The Village may remove or cause or order to be removed any street tree which is in an unsafe condition or which by reason of its nature is potentially dangerous and injurious to sewers, electric power lines, gaslines, waterlines or other public improvements, or is infected with any disease or insects, and shall order the property owner to remove the unsafe condition. In the event the property owner fails or refuses to remove the unsafe condition within 30 days of notice of the Village of Fox Crossing, then the Village shall have the right to remove the unsafe condition at the sole cost and expense of the owner, and in the event the owner refuses or fails to pay the cost or expense, the Village may attach the cost or expense to the owner's real estate property as a special assessment.
- L. All stumps of street trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.
- M. Any person, firm, corporation, partnership or any other entity violating any provision of this section shall be fined an amount set forth in Chapter A450, Fines and Penalties, reference this Code section, for each offense committed on each day, which each said day shall be a separate violation, plus costs of prosecution, and, in default of payment of such forfeiture and cost, shall be imprisoned in the county jail until said forfeiture and cost of prosecution are paid but not to exceed 30 days.

City of Manitowoc
STREET TREE PLANTING POLICY

1. **Purpose:** The City of Manitowoc has ordinances regarding trees in the public right-of-way. In issuing a permit, the City will evaluate the location and ensure a good match between the type of tree and the planting site. For more information about the City's ordinances, see www.manitowoc.org.

Street trees help make the City of Manitowoc a wonderful place to live by:

- (1) Removing air pollutants that can trigger respiratory illnesses,
- (2) Reducing storm water run-off,
- (3) Providing shade which keeps the city cooler during the summer and reduces energy costs,
- (4) Providing shelter and food for native birds and other wildlife,
- (5) Reducing carbon dioxide emissions that pollute the air, and
- (6) Enhancing the community, which increases property values and makes our community more inviting.

Emphasis should be placed on planting native trees, since these are best adapted to Wisconsin's climate and soils and are the best for our native birds and other animals. The City of Manitowoc encourages the use of native trees and highly recommends them for areas where growing space and soil type are conducive to healthy native tree development. By selecting an assortment of native trees, you can minimize your risk of losing all your trees should disease strike a particular species, and you can help ensure a healthy urban forest.

2. **Tree Species:** A list of suggested street trees is attached. Note the two lists of trees - one is comprised of tree species appropriate for terraces between four to seven feet wide or those with overhead utilities. The other list is comprised of tree species appropriate for terraces seven feet wide or more with no overhead utilities. *Please note that new tree plantings are prohibited in terraces less than four feet wide unless prior approval is given by the Municipal Tree Commission.*
3. **Tree Size:** Large tree species must be a minimum of 2 ½" in diameter. Small tree species must be a minimum of 2" in diameter. Tree diameters shall be measured at 6" above ground level.
4. **Tree Location:** Trees shall be planted in the terrace or if no sidewalk is present, within the right-of-way, with the following guidelines, subject to permit approval. Ideally new trees should be planted at least:
 - (1) 30' from any street corner
 - (2) 10' from a driveway
 - (3) 10' from a gas/water valve
 - (4) 20' from a street light or utility pole
 - (5) 10' from a fire hydrantTrees should also be planted an equal distance between the sidewalk (or proposed sidewalk) and back of curb (or proposed curb) in coordination with underground utilities.
5. **Planting Distances:** Small tree species should be planted a minimum of 25' apart from one another. Large tree species should be planted a minimum of 40' apart from one another.

6. **Other Planting Considerations:**

Shrubs, ground cover, or other plants whose growth exceeds 18" in height are prohibited in terrace areas less than 4' wide.

The following brochures are available at the Parks Office to aid you in your tree planting project:

*Benefits of Trees
Tree Selection
Buying High Quality Trees
Tree Planting Basics
Trees & Turf
Avoiding Tree Damage during Construction
Mature Tree Care
Recognizing Tree Hazards
Tree Values*

Questions can be directed to:

**City of Manitowoc – Parks & Forestry Division
2655 S 35th St.
Manitowoc, WI 54220
E-mail: forestry@manitowoc.org
Phone: 920-686-3580**

City of Manitowoc
Suggested Street Trees

Small tree species for use in narrow (4-7') terrace area
OR
Terrace area with overhead utilities

<u>Scientific Name</u>	<u>Common Name</u>
Acer Ginnala	Amur Maple
Acer Platanoides 'Globosum'	Globe Norway Maple
Acer Tataricum	Tatarian Maple
Amelanchier Spp.**	Serviceberry
Carpinus Spp.	Hornbeam
Crataegus laevigata 'Superba'	Crimson Cloud English
Maackia Amurensis	Amur Maackia
Malus 'Spring Snow'	Spring Snow Crabapple
Ostrya Virginiana	Ironwood, Hophornbeam
Pyrus Calleryana**	Callery Pear
Syringa Reticulata	Japanese Tree Lilac

***Trees in bold print are native to the area or cultivars of native Wisconsin trees. The City of Manitowoc encourages the planting of native trees as they are best adapted to Wisconsin's climate and soils and are also the best trees for our native birds and other animals.**

**** Many cultivars exist for these species. Cultivars are used for variety among species and improved performance through characteristics: i.e. shapes, structure, growth habit, insect/disease resistance, absence/persistence of fruit and color.**

City of Manitowoc
Suggested Street Trees

*Large tree species for use in wide (7'+) terrace area
with no overhead utilities.*

<u>Scientific Name</u>	<u>Common Name</u>
Celtis Occidentalis	Hackberry
Corylus Columna	Turkish Filbert (male only)
Gingko Biloba	Gingko (male only)
Phellodendron Amurense	Amur Corktree
Quercus X Warei Long	Regal Prince Columnar Oak
Tilia Cordata	Little Leaf Linden
Tilia Americana cv 'Redmond'	Redmond Linden
Ulmus Americana cv**	American Elm (disease resistant)
Ulmus Americana "Princeton"	Princeton American Elm
Ulmus "Regal"	Regal Elm

Please note that any tree from the small species list may be planted in wide terrace.

***Trees in bold print are native to the area or cultivars of native Wisconsin trees. The City of Manitowoc encourages the planting of native trees as they are best adapted to Wisconsin's climate and soils and are also the best trees for our native birds and other animals.**

**** Many cultivars exist for these species. Cultivars are used for variety among species and improved performance through characteristics: i.e. shapes, structure, growth habit, insect/disease resistance, absence/persistence of fruit and color.**

Cv - abbreviation for Cultivar

City of Manitowoc
Trees Not Recommended For Street Tree Planting

- **Coniferous Trees (Such as Cedars, Pine, Spruce, etc.)** - dense crown creates visual obstacle
- **Nut and Fruit Bearing Trees** - potential for litter problem
- **The following specific varieties:**

Black Ash (*Fraxinus Nigra*) – subject to Emerald Ash Borer

Green Ash (*Fraxinus Pennsylvanica*) – subject to Emerald Ash Borer

White Ash (*Fraxinus Americana*) – subject to Emerald Ash Borer

Paper Birch (*Betula papyrifera*) - insect problems, weak wood, drought intolerant

Horse-chestnut, Buckeye (*Aesculus spp.*) - large nuts create a litter problem

Catalpa (*Catalpa speciosa*) - flower, fruit, and leaf litter problems, large root flare

Eastern Cottonwood (*Populus deltoides*) – known for the massive release of seed-bearing cotton

American Elm (*Ulmus americana*) - subject to Dutch Elm Disease (disease resistant American Elms are now available)

Siberian Elm (*Ulmus pumila*) - weak wood, large buttress roots

Black Locust (*Robinia psuedoacacia*) - weak wood due to borer problems

Box Elder Maple (*Acer negundo*) - weak wood, sprawling crown

Red Maple (*Acer rubrum*) - requires acidic and sandy soil, iron chlorosis problems

Silver Maple (*Acer saccharinum*) - weak wood, large buttress roots

Sugar Maple (*Acer saccharum*) - salt intolerant

Russian Olive (*Elaeagnus angustifolia*) - subject to phomopsis blight, sprawling crown

Black Walnut, Butternut Walnut (*Juglans spp.*) - large nuts create litter problem

8.190 Trees and Shrubs.

This section shall be known as the City of Manitowoc urban forestry ordinance.

(1) Statement of Policy and Rationale of Chapter.

(a) **Purpose and Intent.** It is the policy of the City to promote, maintain and improve the urban forest by addressing the planting, maintenance, and removal of trees within the City of Manitowoc.

(b) The provisions of this chapter shall be effective the date following publication of the ordinance and shall apply to all public trees or shrubs and to trees or shrubs located on private property that constitute a hazard or public nuisance as described herein.

(2) Administration and Enforcement Body.

(a) The Municipal Tree Commission shall administer and direct the enforcement of this section, subject to the supervision and control as reserved by the Manitowoc Common Council.

(b) The City Forester shall provide technical advice on urban forestry matters to City residents and enforce the provisions of this section, subject to the supervision and control of the Municipal Tree Commission.

(c) The City Forester shall develop and maintain an approved Street Tree Management Plan which shall detail accepted tree planting and maintenance standards for the City of Manitowoc and shall act as a guide for the general public.

(d) City public works projects involving street tree design shall be coordinated by the City Forester in conjunction with the Manitowoc City Engineering, Planning Department and Manitowoc Public Utilities.

(3) Definitions. Unless specifically defined below, the words or phrases used in this chapter shall be so interpreted as to give them their common meaning and to give this chapter its most reasonable application:

City is the City of Manitowoc, Wisconsin.

City Forester shall mean the Director of Parks and Recreation and/or designee.

Clear sight triangle shall mean the same as vision clearance as defined in MMC 15.030.

Director means the Director of Public Works or his/her designee.

Hazard means any tree or shrub with an infectious disease or insect problem; dead or dying trees; a tree or limb(s) that obstructs street lights, traffic signs, the free passage of pedestrians or vehicles; a tree that poses a threat to safety.

Manitowoc Urban Forestry Program means a comprehensive management plan including inventory, maintenance, new plantings and budget, with projections for annual and long range implementation.

Municipal Tree Commission means a five-member commission created pursuant to MMC 3.190, whose purpose is to formulate plans and policies related to urban forestry.

Person means a corporation, limited liability company, association, society, firm, partnership, or joint stock company, as well as an individual, a state, and all political subdivisions of a state or any agency or instrumentality thereof.

Public areas include all lands owned or controlled by the City.

(11) Planting and Pruning Trees and Shrubs.

(a) Planting.

1. Any person desiring to plant trees or shrubs in public areas or terrace areas shall submit the size, species and variety of the tree or shrub to the City Forester and receive approval therefrom prior to commencement of such planting. The request shall be on a standard planting permit form.
2. The City Forester shall determine the species of tree that will be allowed to be planted in accordance with the City of Manitowoc Street Tree Planting Policy. The City Forester may coordinate proposed street trees with local landscapers according to availability.

(b) Pruning.

1. The Manitowoc Parks and Recreation Department shall work in conjunction with property owners or their agents to maintain and prune public street trees.
2. Trees in or on any public areas or on any private premises adjacent to any public right-of-way or terrace areas shall be kept pruned so that the lowest branches projecting over the public street or alley provide a clearance of not less than 14 feet above the street surface. All public street trees shall be pruned to a minimum clearance height of 10 feet above the sidewalk for pedestrian safety. The City Forester may waive the provisions of this subsection for newly planted trees and shrubs if determined they do not interfere with public travel, obstruct the light of any street light, obstruct any street sign or endanger public safety.
3. Oak trees on private or public property shall not be pruned between April 15th to September 1st, except by written permission from the City Forester.

(12) Obstruction of View at Intersections Prohibited. A vision clearance area shall be maintained in accordance with MMC 15.030.

(13) Injury to Trees and Shrubs Prohibited.

(a) No person shall, without the written consent of the owner or occupant in the case of a tree or shrub on private property, or without a written permit from the City Forester in the case of a tree or shrub on public property, cause, proximately cause or cause others to commit the following acts:

1. Damage any tree or shrub by any physical means.
2. Permit fires to burn causing injury to trees or shrubs.
3. Permit any toxic chemical, petroleum products, smoke, oil or injurious substances to seep, drain, or be emptied upon or near any tree or shrub.
4. Erect, alter, repair, raze or excavate without placing suitable guards as approved by the City Forester around all trees or shrubs which may be injured by such operations.
5. Remove any guard, stake or other device or material intended for the protection of a tree or shrub, or close or obstruct any open space about the base of a tree or shrub designed to permit access of air, water and fertilizer.

(b) Topping of Public Street Trees Is Prohibited. **Topping**, defined as a severe cutback of leaders and main scaffold branches to stubs within the tree, so as to remove the normal canopy and disfigure the tree, is prohibited. Trees damaged by storms, when proper pruning practices are impractical, may be exempted from this prohibition at the determination of the City Forester.

(14) Removal of Trees and Stumps. Trees cut down in public areas shall be removed and the root stump grubbed out, or ground out to a depth of at least nine inches below grade measured in a straight line. If no sidewalk exists, the grade of grubbing should be one-third inch per foot from a point nine inches below the curb. All brush and debris must be removed from the public areas by the property owner or their agent. All

holes shall be filled to normal grade level with topsoil or native soil as soon as practical. When it is necessary for the City to cut down a street tree, stumps will be removed as funds are available.

(15) Cost of Planting, Removal, and Protection of Trees and Shrubs in Terrace Area. The cost of planting trees in terrace areas in the City and the cost of removal and protection when requested by a property owner who obtains the proper permit shall be paid by the property owner. Planting of street trees on newly platted residential subdivisions shall be performed in accordance with the City of Manitowoc Engineering Design Manual – Chapter 10.

(16) Appeal from Determinations or Orders. Any person who receives a written determination or order from the Director and objects to all or any part thereof may file with the Director a written appeal to the Public Safety Committee within seven days of receipt of the written order. The Public Safety Committee shall hear such appeal within 15 days of receipt of written notice of the appeal. After such hearing, the Public Safety Committee may reverse, affirm, or modify the order or determination, and shall state the grounds for its decision in writing. The chairperson of the Public Safety Committee shall, by letter, notify the party appealing the order or determination of its decision within 10 days after the decision has been made. The decision of the Public Safety Committee shall be final.

(17) Adoption of State Law. Wis. Stat. §§ 27.08, 27.09, 86.03, and 800.093 as amended, and as may be amended, are hereby adopted and incorporated herein by reference.

(18) Violations and Penalty. Violation of any offense for the cutting, damaging or mutilation of trees or shrubs located in public and terrace areas, or any provision of Wis. Stat. § 86.03, is subject to a forfeiture amount not to exceed \$25.00 per tree or shrub damaged. In addition to the forfeiture, court-ordered restitution will be sought for all damage or loss in an amount not to exceed \$4,000, as authorized pursuant to Wis. Stat. § 800.093. All other violations in this section shall be limited to a forfeiture in an amount not to exceed \$500.00 for each offense.

(19) Conflicts with Site Plan Requirements. In instances where a provision of this chapter conflicts with site plan requirements under MMC 15.370(2) or landscaping and off-street parking requirements under MMC 15.690, for commercial, industrial, and residential developments having five or more dwelling units, the requirements under MMC 15.370(2) and 15.690 shall prevail and shall define the requirements for compliance.

[Ord. 16-1000 §§ 1 – 6, 2016; Ord. 16-245 § 1, 2016. Prior code § 8.19]

The Manitowoc Municipal Code is current through Ordinance 18-0646, passed June 18, 2018.

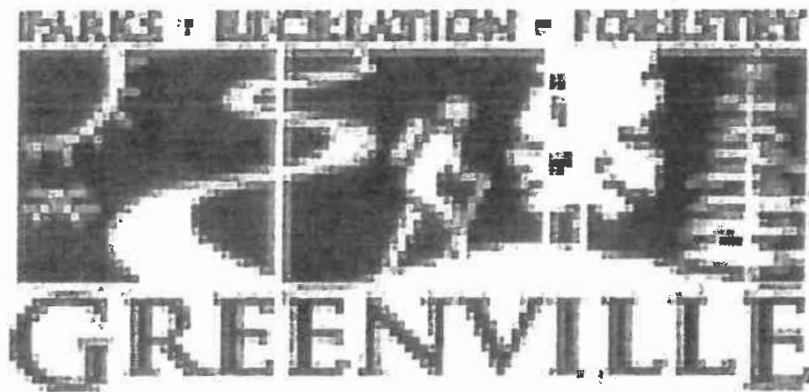
Disclaimer: The City Clerk's Office has the official version of the Manitowoc Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Code Renumbering: The City of Manitowoc reformatted their code in 2011. If you are looking for the text of an ordinance under the previous numbering system, please look to the cross-reference table (ManitowocOT/ManitowocOTA.html) .

City Website: <http://www.manitowoc.org/>
(<http://www.manitowoc.org/>)
City Telephone: (920) 686-6950
Code Publishing Company
(<http://www.codepublishing.com/>)

TOWN OF GREENVILLE

ARBORICULTURAL SPECIFICATIONS MANUAL



ADOPTED 2007

Table of Contents

INTRODUCTION.....	- 1 -
MASTER TREE PLANTING PLAN.....	- 2 -
Street Tree Program	
Right of Way Landscaping	
Park and Public Tree Planting	
Memorial Tree Program	
TREE PLANTING STANDARDS.....	- 3 -
Tree Planting Procedure	
MAINTENANCE OF NEWLY PLANTED TREES.....	- 5 -
PRUNING.....	- 6 -
Tree Pruning Plan and Policy	
Pruning Specifications	
Pruning Operations	
TREE PROTECTION.....	- 8 -
Tree Protection Zone	
Permit	
Underground Utilities	
Root Pruning	
Sidewalk, Driveway and Curb and Gutter Construction	
Depositing of Materials/Equipment	
Backfilling	
Overhead Clearance and Construction Set-up	
Damage	
DISEASE AND INSECT PROBLEMS.....	- 10 -
HAZERDOUS AND NUISANCE TREES.....	- 10 -
TREE REMOVAL.....	- 11 -
Policy	
Procedure	
STUMP REMOVAL.....	- 12 -
MISCELLANEOUS MAINTENANCE PRACTICES.....	- 13 -
Fertilization	
Cabling and Bracing	
Spraying	
DIGGERS HOTLINE.....	- 13 -
APPENDICES	
A. Right of Way Landscaping Application.....	- 14 -
B. Right of Way Landscaping Permit.....	- 15 -
C. Recommended Street Tree List.....	- 16 -
D. Unacceptable Street Tree List.....	- 18 -
E. Tree Care Diagrams and Figures.....	- 19 -
F. Forestry Construction Permit.....	- 21 -

INTRODUCTION

FUNCTION: The purpose of the Arboricultural Specifications Manual is to enable the Town of Greenville to maintain and manage all trees located within the parkways, along town streets, within the acres of public parks and recreational land, cemeteries and all other Town owned properties by specifying proper treatments. This involves all phases of arboricultural work from planting to maintenance to removal. To carry out these functions, certain guiding policies and procedures have evolved and been adopted. Through these policies, the Parks, Recreation, and Forestry Department makes every effort to produce maximum public service for the Town's urban forest.

PURPOSE: The policy of the Town is to regulate and control the planting, transplanting, removal, maintenance, and protection of public trees and shrubs in the Town in order to maximize utility and function of the urban forest and minimize and guard against dangerous conditions which may result in injury to persons using the streets, sidewalks, parks or other property of the Town. It is also Town policy to promote and enhance the beauty and general welfare of the Town, and protect trees and shrubs located in the public areas from undesirable and unsafe planting, removal, treatment, and maintenance practices.

ORGANIZATION: The Town's urban forestry effort is administered and managed by the Director of the Parks, Recreation, and Forestry Department, whom serves as the Town Forester. The Director of Parks and Forestry maintains an office at the Municipal Services Building located at W6895-B Parkview Dr. Urban forestry guidance and input is provided by the Town of Greenville Urban Forestry Board.

PERSONNEL: The Urban Forestry Program is supervised and managed by the Director of Parks and Forestry and is staffed by seasonal and full-time employees or contracted out to a professional service. Recruiting and utilizing volunteers is also an important part of staffing.

"This document was funded in part by an urban forestry grant from the State of Wisconsin Department of Natural Resources Forestry Program as authorized under Wis. stat. 23.097."

I. Master Tree Planting Plan

The Master Tree Planting Plan covers street tree planting, park and public land tree planting, right of way landscaping, and the Memorial Tree Program.

A. Street Tree Program:

1. New Subdivisions – This program was established in 2002 to plant trees in new subdivisions that contain curb and gutter. Funding for this program is provided by developer monies charged at the establishment of the subdivision by linear foot of road frontage. Planting in these subdivisions will begin on lots the spring following the establishment of a lawn and will continue until all tree planting locations in the subdivision are filled.
2. Neighborhood Tree Program – This program allows residents in curb and guttered subdivisions the opportunity to have trees planted along their street in locations not currently filled. This is a cost share program where the property owner will purchase the tree through the Town at wholesale cost and the Town will plant and maintain the tree for life. Tree species and locations must adhere to the planting plan for the subdivision and are determined by the Town Forester.
3. Street Reconstruction – When trees are removed in preparation for street reconstruction or widening, new trees will be planted provided there is sufficient space in the terrace to support tree growth. The cost of replacing these trees will be at the expense of the Town as part of the project for that street.
4. Replacement – Removed trees will be replaced, if space and funding allows, at the expense of the Town. Exceptions are trees that are destroyed by vandalism, vehicles, lawn equipment, etc. Such trees shall be replaced at the expense of the person responsible for the damage, if known.
5. Unimproved Streets – No trees shall be planted in the terrace or right of way where no curb exists.

B. Right of Way Landscaping: According to Town of Greenville Ordinance No. 43, any resident that wishes to perform any landscaping activities in the Town right of way must first obtain a permit. A permit may be issued following the submittal of an application and landscape plan. All landscaping must adhere to the regulations set forth by the ordinance.

C. Park and Public Property Tree Planting: Trees will be planted on all Town owned properties as funding and space allows thereby enhancing the aesthetic, environmental and wildlife quality and overall value of the property as well as the Town as a whole. Trees listed in this manual as undesirable for street tree use may be planted on these properties under the proper circumstances and only by approval of the Town Forester.

D. Memorial Tree Program: Individuals or groups have the opportunity to purchase a Memorial Tree in honor or memory of someone special. The tree may be planted in a park of their choice or along the recreational trail if space and conditions allow. The Town Forester will work with the individual to select the proper species and location for the tree.

II. Tree Planting Standards

- A. **Species:** Appendix C contains the list of tree species that are approved for use as street trees based upon their mature size. Appendix D contains the list of trees that are unacceptable for use as street trees and shall not be planted along any Town street. The Town Forester along with the Urban Forestry Board shall review and update these lists at least once every three years.
- B. **Condition:** All trees planted on Town owned property or along public streets shall conform to the latest version of ANSI Z60.1 "American Standard for Nursery Stock". All plant material shall be true to name and type, and first-class representatives of their species or variety. They shall have normal, well-developed branches, be healthy, vigorous plants free from defects, plant disease, and all forms of infestation or objectionable disfigurements. Trees are to appear symmetrical in shape and have a single, straight leader. Ornamental trees may have multiple leaders if specified. The roots shall not only be characteristic of the species, cultivar or variety, but also exhibit evidence of proper nursery practices.
- C. **Size:** All trees planted along public streets and on Town owned properties must be of sufficient size to absorb the abuse and conditions common to urban areas. Unless otherwise permitted for special reasons, the minimum size will be 1 ½" diameter and may not exceed 3" diameter.
- D. **Location:** Generally all street trees shall be planted midway between the property line and curb or the curb and sidewalk, following all guidelines listed below:
1. 40' from an approach corner (corner as traffic is approaching intersection)
 2. 25' from a non-approach corner (corner that traffic is departing from intersection)
 3. 20' from a street light
 4. 10' from a driveway or carriage walk
 5. 10' from a fire hydrant
 6. 10' from underground utility valves and t's
 7. 25' from an approaching sign (front of sign)
 8. 10' from a non-approach sign (back side of sign)
- E. **Terrace Width:** No trees will be planted where the grassy terrace between the sidewalk and curb is less than 4 feet wide.
- F. **Planting Depth:** The planting depth is determined by root collar. All new plantings should be placed so that the root collar is even with the soil surface or slightly higher, where conditions and species favor the tree being slightly above grade.
- G. **Spacing:** All small trees will be planted a minimum of 25' apart. Medium trees will be spaced a minimum of 35' apart and large trees will be spaced a minimum of 40' apart. Greater spacing maybe needed depending on each species mature form.
- H. **Transplanted Trees:** When digging and planting trees bare root, care must be taken to prevent unnecessary injury to roots. All broken roots should be pruned. When digging balled and burlap trees, the following guide should be used to determine the diameter of the ball:

<u>Tree Diameter</u>	<u>Root Ball Diameter</u>	<u>Approximate Root Ball Weight</u>
1 ½"	22"	270#
2"	24"	350#
2 ½"	28"	625#
3"	32"	850#
4"	38"	1250#

- I. Tree Planting Procedure: The following procedure shall be followed for the planting of any trees along Town streets or on any Town property. (See figure 1 in Appendix E)
 1. Diggers Hotline must be contacted and notified of all planting locations before any digging occurs.
 2. Determine the location of the root collar within the root ball if the tree is balled and burlapped or containerized.
 3. Dig the planting hole two to three times the width of the root ball. To determine the correct depth for the hole, measure from the bottom of the root ball to the root collar. Do not dig the hole deeper than this.
 4. Carefully place the tree in the hole. Trees shall be lifted and handled from the bottom of the ball only. Do not drag or lift the tree by the trunk.
 5. All wire baskets, twine and burlap shall be removed from the ball prior to backfilling. If planting a containerized tree, remove the entire container. If left on, these materials can girdle the tree.
 6. Carefully remove excess soil from the top of the root ball by hand only to expose the root collar. Check to be sure that the root collar is level or 1" – 2" above finished grade. Planting too deep kills trees.
 7. Use the soil removed from the hole as backfill. Discard any rocks, sod and large objects from the soil before backfilling. Water the soil thoroughly to remove any air pockets. Do not pack the soil down with the use of feet or tools. Fill the remainder of the hole with additional soil after watering. Do not place any soil on top of the root ball.
 8. Place a 3-4" layer of bark mulch that extends from the trunk of the tree outward to at least the drip line of the canopy. Keep the mulch pulled 3-6" away from the trunk of the tree.
 9. Only bare root trees need to be staked at the time of planting. Balled and burlap and containerized trees, if planted properly, generally do not need to be staked. If the tree needs to be staked, the following procedure shall be followed.
 - a. Install posts a minimum of one foot outside the diameter of the root ball.
 - b. Use wide webbing straps to support the tree and use heavy gauge wire to secure the straps to the posts. Do not use wire through a garden hose.
 - c. Attach materials so that the tree is allowed to move in the wind but not become uprooted.
 - d. Remove the stakes after one year if the tree is stable.
 10. Wrapping the trunk of the tree is not necessary. A plastic tree protector may be placed around the trunk if rodent damage is a concern.
 11. Prune only dead, dying, broken, or diseased branches at the time of planting.

III. Maintenance of Newly Planted Trees

- A. Watering: All trees are watered at the time of planting. Following planting, it is very important that newly planted trees are watered regularly during the first three growing seasons and in any period of dry weather thereafter. Trees generally require about 1" of water per week for optimal growth. Trees should get a slow, deep watering about once per week during periods of dry weather. A trowel may be used to check the soil moisture at the edge of the planting hole. If the soil is soggy 6-8" deep the tree does not need to be watered. During periods of sufficient rainfall, trees may not need supplemental watering. It is very important that trees are not over watered. Residents are asked to water the trees that are planted along the streets adjacent to their properties. Town staff will keep trees on other Town owned properties watered.
- B. Mulching: Maintaining a layer of mulch around trees is beneficial as it helps reduce competition from grass and weeds, retains soil moisture, improves soil fertility and structure and protects the trunk from damage caused by mowers and string trimmers. A 3-4" layer of mulch shall be maintained over the top of the planting hole at a minimum. It is recommended that the diameter of the mulch ring be increased as the tree grows. Mulch shall be pulled 3-6" away from the base of the trunk as not to be touching the base of the trunk as this promotes fungal diseases and encourages rodent damage. Shredded bark or wood chips are the recommended materials, but the material should be seasoned or composted before using. The use of stone or other inorganic material is discouraged and not recommended.
- C. Staking: Only trees that will not stand in a strong wind shall be staked. If it is necessary to stake a tree after planting only wide webbing straps shall be used and done in a manner as to allow the tree to move in the wind. Wire surrounded by garden hose should never be used as it can cause serious damage to the tree. Trees along the street or on Town owned properties shall only be staked by Town staff or an agent of. All staking material should be removed after one year if the tree is stable.
- D. Pruning: No pruning should occur at the time of planting except to remove dead, dying, broken or diseased branches. Unnecessary pruning at this time may reduce the amount of stored energy the tree is holding and could cause added stress to the tree. Trees will be placed into a pruning schedule after the second or third growing season. Trees along the streets or on Town owned properties shall only be pruned by Town staff or an agent of.
- E. Fertilization: Fertilization of newly planted trees in the first year is not recommended. Typically a tree may be fertilized once it has become established, usually 3 years after planting. Since excessive fertilizer can "burn" roots and stimulate crown growth faster than the roots can supply water, it is recommended that if fertilizer is to be applied it is done so sparingly and only to correct a specific diagnosed deficiency.
- F. Trunk Wrapping: Studies have shown that trunk wrap often does more harm than good. It is not normally necessary and should be avoided.
- G. Trunk Guards: Plastic tree guards may be placed around the trunk for winter protection from rodents. The guards should be removed in spring to avoid damage to the tree.

IV. Pruning

- A. Tree Pruning Plan and Policy – It is the policy of the Town of Greenville to keep all public owned trees properly maintained for the health and vigor of the trees as well as the safety of the public. For this reason, all public trees are placed into Pruning Rotation Schedule based on the age of the tree.
1. Training Pruning (Trees up to 15 years of age) – These trees are pruned on a rotation of every three years after planting for the following reasons:
 - a. Developing a central leader.
 - b. Raising the crown.
 - c. Establishing good branch structure.
 - d. Eliminating poor branch angles.
 - e. Heading of temporary branches.
 - f. Removing dead, damaged or diseased branches.
 2. Routine Pruning (Trees older than 15 years of age) – Routine pruning of mature trees is done on a 6 year cycle. Trees are pruned for the reasons listed above as well as for the following additional reasons:
 - a. Traffic Clearance – Provide for 10' minimum over sidewalks and trails and at least 14' over streets, as well as providing a clear line of sight at intersections and to signs.
 - b. Light Clearance – Prune trees to allow an adequate street lighting pattern on the pavement.
 - c. Tree Structure – Remove interfering branches and those that form weak branch unions. Prune for balance around the tree and branch spacing to equalize wind resistance and weight.
 - d. Storm Damage Repair – Preserve as much of the tree as possible and train new growth for the future.
 - e. Building Clearance – Remove interfering branches extending over buildings and a minimum of a 6' clearance from buildings.
- B. Pruning Specifications – All pruning of public trees within the Town of Greenville shall be pruned in accordance with ANSI A300 Standards. Pruning of public trees shall only be done by Town staff or an agent of. The following specifications shall be followed for the pruning of public trees.
1. Pruning cuts shall be made sufficiently close to the trunk or parent limb without cutting onto the bark branch ridge or branch collar so that callus growth can readily start under normal conditions. (See figure 2 in Appendix E)
 2. All branches removed shall be cut in a manner so as to prevent any ripping or tearing of the wood or bark on the parent or remaining stem. Branches too large to support with one hand shall be pruned using the three cut method.
 3. All cuts shall be clean and made such that all wound sides are even edged and do not leave "dog ear" ridges on one side or the other.
 4. Removal of dead branches shall have the final cut outside of the collar of live tissue.
 5. All limbs shall be brought to the ground as to prevent any damage to property, publicly or privately owned.
 6. Heading cuts should consist of cutting the parent branch back to a lateral branch that is at minimum 1/3 the size of the parent limb.
 7. No more than 1/4 of the foliage on mature trees should be removed during the course of one growing season.
 8. Proper tools such as hand pruners, pole saws, hand saws and chain saws shall be used for all cuts and used in a manner as to not damage adjacent bark areas.
 9. Topping of trees shall not be allowed. Topping consists of cutting a branch between lateral branches or pruning the parent limb to a lateral branch that is less than 1/3 the size of the parent limb.

10. Pruning paints and wound dressings shall not be used to cover pruning cuts. Research has shown that wound dressings do not improve wound closure and may actually promote disease at site of application.
11. Climbing spikes or spurs shall not be used during pruning operations.
12. All wires are to be considered as "HOT" or "LIVE"; any branches that are within 10' should not be pruned. All tree workers shall abide by clearance standards outlined in the ANSI Z133.1 Standards. Call the appropriate utility for assistance if necessary. Any branches which accidentally fall against or hang on wires must be removed by the appropriate utility.

C. Pruning Operations

1. Trees will be pruned on the appropriate cycle (3 or 6 year) depending on age. All public trees are to be inspected at the time of pruning and appropriate maintenance will be performed if needed.
2. Pruning for special purposes: Safety, light clearance, traffic clearance, building clearance, house moving and construction are special assignments and will be handled as such.
3. Homeowner requests for pruning will be inspected by the Town Forester and appropriate maintenance will be scheduled at the earliest time available.
4. When possible, contact with adjoining property owners will be made before work is assigned. Exceptions may include pruning for immediate public safety, storm damage or construction.
5. Vehicle and pedestrian traffic must be adequately warned and controlled during operations. Proper warning devices shall be in place before any work begins.
6. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of the situation.
7. Trees found to be in unsafe condition and/or require major repair or maintenance are to be reported immediately to the Town Forester.
8. Site cleanup shall include the removal of small twigs, chips, leaves and limbs from the street, curb, terrace, sidewalk, private lawns and driveways with the appropriate tools for the job. The site shall be returned to the same state it existed prior to the pruning work. Under no circumstance shall any materials or equipment be allowed to lie on the terrace overnight.
9. Tree inventory will be updated with each visit to a tree.

V. Tree Protection

- A. Tree Protection Zone – The tree protection zone is a protected space surrounding any public tree extending from the topmost branch or leader downward to a distance of thirty-six (36) inches below the surrounding ground surface level. The radial dimensions from the center of the tree to the outermost horizontal limit of the zone is determined by the diameter (DBH) of said tree as measured at four and one half (4 ½) feet above ground surface level, and is further defined below:
(See figure 3 in Appendix E)
1. 0" to 4" DBH – six (6) feet from the trunk in all directions
 2. 5" to 9" DBH – eight (8) feet from the trunk in all directions
 3. 10" to 14" DBH – ten (10) feet from the trunk in all directions
 4. 15" to 19" DBH – twelve (12) feet from the trunk in all directions
 5. 20" DBH or greater – fifteen (15) feet from the trunk in all directions
- B. Permit Required (In accordance with Greenville Ordinance #X) – A permit is required for any construction activities that are planned to take place within the canopy dripline of any public tree regardless of whether the construction takes place on public or private property. A permit is also required for any construction activities planned to take place within the dripline of any private tree if the construction takes place on public property.
- C. Installation, Repair or Maintenance of Underground Utilities or Facilities
1. Open trenching within the tree protection zone of any public tree is prohibited. It is recognized that there may be situations where utilities must be installed or repaired within the tree's TPZ, and trenchless excavation is not possible. The Town Forester has the authority to determine whether trenchless excavation is impossible, in which case permission to proceed may be granted under the following conditions:
 - a. The Town Forester will determine the location and size of the pit or trench.
 - b. Pre-construction root pruning may be required.
 - c. Any roots encountered during construction, which cannot be saved, must be cleanly cut.
 - d. All trenches/excavations shall be backfilled as soon as possible to prevent roots from drying out.
 2. Boring must be used where there is insufficient space for trenching to bypass the tree protection zone. Boring must be done at a minimum depth of three (3) feet. The surface area and subsoil located within the tree protection zone of any public tree shall not be disturbed. (See figure 4 in Appendix E)
- D. Root Pruning
1. Pre-construction Root Pruning – Some construction activities may require pre-construction root pruning when root loss is unavoidable in the TPZ and shall only be done under Forestry Department supervision. If approved by the Town Forester, a mechanical root pruning machine may be used to cut roots. Trenching machines are not allowed in root pruning operations. Areas to be root pruned will be determined by the Town Forester.
 2. During Construction – Roots that are one (1) inch in diameter or larger that can't avoid being destroyed during excavation or trenching must be cleanly and sharply cut by hand. The cut shall be made flush with the side of the trench closest to the tree. There is no need to paint or treat the ends.

- E. Sidewalk, Driveway and Curb and Gutter Removal/Construction
1. Removal and construction shall be done in a manner which prevents damage to tree branches, trunks and roots and prevents soil compaction.
 2. Roots requiring removal shall only be cut cleanly and sharply by hand.
 3. Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than nine (9) inches below the finished grade of the new walk and not more than five (5) inches from the edge of the new walk or driveway.
 4. Root systems on the curb side shall not be cut further back than the stated setback which varies depending on the tree. Curb excavation shall be allowed to a maximum depth of eighteen (18) inches.
- F. Depositing of Material/Equipment Near Trees – To protect the immediate portion of tree root zones, NO construction equipment or materials shall be placed, parked, or stored on the surface of any unpaved areas within the dripline (outermost reach of branches) of any public tree. NO chemicals, rinsates or petroleum products shall be deposited within the driplines of any public tree.
- G. Backfilling – Backfilling and landscaping shall be done by use of hand implements within the dripline of public trees. All cutting for the removal of sod and soil in order to establish a finished grade within four (4) feet of existing trees must be done manually if necessary. The top one (1) foot of all excavations in the tree planting terrace (area between curb and property line) and within the dripline of public trees shall be backfilled with clean, viable soil. No concrete, slurry, gravel, stone, sand, or other such materials shall be used for backfill. Water shall be used to settle backfilled material. Restoration shall be done to original grade, unless otherwise specified.
- H. Overhead Clearance and Construction Set-up – The contractor shall notify the Town Forester at least five (5) business days prior to construction set-up to discuss problems of overhanging branches that may be damaged during construction or the moving of equipment or buildings. If any pruning is necessary for proper clearance, pruning will be coordinated by the Town Forester and costs absorbed by the contractor.
- I. Damage – Damage to public trees, shrubs and other plant material due to construction operations shall be repaired only by the Parks, Recreation and Forestry Department. The Town Forester may remove and replace any tree(s) which has been determined to be excessively damaged. The costs of all such repairs, removals, replacements and an amount of lost value will be the liability of the permit holder and billed accordingly.

VI. Disease and Insect Problems

- A. Dutch Elm Disease: Dutch Elm Disease is caused by the fungus *Ceratocystis ulmi* attacking American elms by infecting the water carrying xylem vessels resulting in wilting and eventual death of the tree. Spread of this disease is either via root grafts or from overland spread via sap feeding elm bark beetles. Stopping the spread is virtually impossible; however sanitation removals of dead elms to try and prevent the spread where practical can limit or slow the spread of Dutch Elm Disease. Wood from infected trees should either be debarked or destroyed to prevent further spread to new areas. Pruning of American Elm in the Town of Greenville is prohibited from **April 1st to September 1st**.
- B. Gypsy Moth: The gypsy moth is an exotic insect that in its larvae stage feeds on the leaves and can defoliate many tree species, especially oaks. The Town of Greenville has been monitoring numbers since 2005. At this point in time, large scale control efforts have not been necessary. The Town will continue to monitor the population and take necessary action if needed.
- C. Oak Wilt: Oak wilt is a disease caused by the fungus *Ceratocystis fagacearum* which causes the water conducting vessels of oak trees to become plugged. Once the vessels are plugged, water movement stops and the leaves wilt and fall from the tree. Trees in the red oak family (pointed lobes) are highly susceptible and once infected can die within a few weeks. Trees in the white oak family (rounded lobes) are much less susceptible and can take months or years to die, or may even recover. Oak wilt is spread by sap feeding Picnic Beetles or underground via root grafting. In an effort to prevent the spread of Oak Wilt, the pruning of oaks is prohibited from **April 1st to September 1st**.
- D. Emerald Ash Borer: The Emerald Ash Borer (EAB) is an exotic beetle from Asia that has become established in southeast Michigan that feeds on all ash (*Fraxinus spp.*) trees. The larvae of the EAB feed in the cambium between the bark and the wood, producing galleries that eventually girdle the branches killing them and the tree. As of 2006, EAB has not been found in Wisconsin; however the WDNR is confident that it is a matter of time until they appear here. As of now there is limited research about the control of EAB.
- E. Transport of Firewood: Firewood can harbor many different invasive pests and diseases, including the ones mentioned above, that are harmful to Wisconsin's trees. These pests and diseases are spread much faster via the transportation of firewood than by natural means. Because of this, it is recommended that firewood is not transported more than 50 miles from its source. There are also State and Federal laws regarding the transportation of firewood.

VII. Hazardous and Nuisance Trees

- A. Hazardous Tree Policy – A hazardous tree is defined as any tree or portion thereof, whether located on public or private property, which by reason of location or condition constitutes an imminent danger to the health, safety or welfare of the general public. Hazardous trees are considered a public nuisance and are therefore governed under Section X of Town Ordinance #X.
- B. Nuisance Tree Policy – Nuisance trees are defined and governed under Section X of Town Ordinance # X.

VIII. Tree Removal

- A. Tree Removal Policy: There are many factors that contribute to transforming a tree from an asset to a liability. They include disease, decay and structural damage which can cause a tree to be structurally unsound, and therefore unsafe. It is the policy of the Town to base tree removals on safety related criteria and liability.
- B. Reasons for Removal:
1. The only person who may authorize the removal of a public tree is the Town Forester or a designated agent of.
 2. Trees located in the Town owned right of way, parks and other public property are removed only when they are dead, dying, dangerous or condemned because of disease.
 3. Public trees that must be removed due to street reconstruction will be determined by the Town Forester and the cost of said removals shall be assumed by the reconstruction project funding.
 4. Damage to any public tree that is determined, by the Town Forester, to require removal shall be assumed by and charged to the individual causing the damage, if known.
 5. Certain situations may warrant the removal of a public tree for reasons other than listed. These situations will be evaluated and determined by the Town Forester.
- C. Safety Standards: All safety standards shall be in accordance, but not limited to, ANSI Z133.1 Standards. Proper PPE shall be worn at all times while performing tree work.
- D. Site:
1. Check the location and description of the tree on the work order before starting the removal.
 2. Vehicle and pedestrian traffic must be adequately warned and controlled prior to and during removal operations.
 3. If both lanes of traffic are to be closed during the removal operations, the Public Works Supervisor, Fire Chief and County Dispatch must be notified prior to work commencing.
 4. Note the locations of all overhead lines, utilities, homeowner obstructions, etc. and avoid or take necessary precautions to work around.
 5. All residents and pedestrians are to be treated with respect and courtesy at all times, regardless of circumstances.
- E. Removal Procedure:
1. Trees shall be removed using the safest and most efficient arboricultural practices.
 2. All precautions shall be made to prevent damage to any public or private property. A walk around should be conducted prior to beginning work to determine any preexisting conditions, problems or concerns. Any damage that occurs should be reported to the Town Forester immediately.
 3. To avoid damage to property below, any limb that cannot be appropriately controlled while being cut shall have a rope or ropes attached.
 4. No equipment shall be left at the work site overnight.
 5. Climbing spikes or spurs may be used only during the removal of a tree.

F. Clean-up:

1. At the end of each working day, all limbs, branches, twigs and debris shall be cleaned up before leaving the work area.
2. Any wood generated from the removal process may be offered to the adjacent property owner providing:
 - a. The wood is placed off of the right of way.
 - b. The Town employee is not to perform extra work for the said property owner. (i.e. cutting wood into firewood size pieces, stacking wood, etc.)
3. If the property owner does not want the wood then it shall be cleaned up and hauled to the yard waste site prior to the end of the day. At no time shall wood be left in the right of way overnight or without safety cones during the work day.
4. Report all unusual situations or conditions to the Town Forester as soon as possible.

IX. Stump Removal

A. Underground Utilities: Diggers Hotline shall be contacted at least three days prior to any stump grinding operations.

B. Stump Removal Operations:

1. Stump removal will be performed by qualified Town employees or will be contracted out to a professional service.
2. All precautions shall be made to limit flying debris and damaging private property.
3. All stumps are to be removed completely or to a depth of eighteen (18) inches, whichever is reached first.
4. All surface roots and mounded turf shall be ground down to final grade for a radius of ten (10) feet around the stump.
5. Any stump grindings and holes that are not immediately cleaned up shall be barricaded or coned to alert vehicles and pedestrians of a hazardous situation.

C. Clean Up:

1. All of the debris generated from stump grinding operations located outside the hole and at least one half of the debris in the hole shall be removed from the site.
2. The hole shall be filled with clean topsoil and the site graded and seeded to a finish grade.
3. It is the responsibility of the property owner to water and establish the newly seeded grass in these locations.

X. Miscellaneous Maintenance Practices

- A. **Fertilization:** The Town does not, in general, fertilize public trees. A resident who wishes to fertilize a street tree adjacent to their property shall request written permission from the Town. The Town Forester has the authority to approve or deny a fertilization request. The Town may fertilize public trees in the instance where a tree(s) is suffering from a problem related to nutrient deficiency. A soil test will be performed prior to the application of fertilizer to determine the proper nutrient content. All fertilization shall adhere to ANSI A300.
- B. **Cabling and Bracing:** Tree support systems are used to provide supplemental support to leaders, individual branches, and/or entire trees by limiting their movement. When a tree has a structural defect or condition that poses a high risk of failure, a supplemental support system can often reduce the risk. However, not all potential hazards can be mitigated by their installation. It is essential that each tree be carefully examined for risk of failure by a qualified arborist to ensure that the system will achieve its objective of providing added support, without increasing the risk of tree failure. Cabling and bracing shall only be done by an experienced and qualified certified arborist and shall follow ANSI A300 and the International Society of Arboriculture's companion publication *Best Management Practices – Tree Support Systems: Cabling, Bracing and Guying* (2001).
- C. **Spraying:** The Town, in general, limits the use of pesticides on its public trees. Applications may be done for the control of specific diseases or insects with proper timing and materials to obtain the desired level of control. Suitable precautions shall be taken to protect and warn the public that spraying is being done. All application practices shall conform to the appropriate State and Federal regulations. A resident who wishes to apply pesticides to a street tree adjacent to their property shall request written permission from the Town. The Town Forester has the authority to approve or deny a pesticide application request.

XI. Digger's Hotline and Local Utilities

Digger's Hotline (1-800-242-8511) and all appropriate local utilities companies must be notified prior to any underground excavation, including but not limited to: tree planting, stump removal and root repair. Three business days are customarily required as sufficient notice for the processing of locates. Proper marking of excavation sites prior to calling ensures that no resident, employee or utility are at risk from damage to unmarked utilities. Work within 18" of any underground utility requires hand digging to expose the facility and prevent unnecessary damage to utilities. Private utilities (i.e. irrigation, pet fences, private lighting) located within the right of way shall be marked by the adjacent property owner at their expense. The Town will not assure responsibility for any damage as a result of any unmarked private utilities in the right of way as they are prohibited.

TOWN OF GREENVILLE
RIGHT OF WAY LANDSCAPING PERMIT APPLICATION

As required by Ordinance Number 43

A permit must be obtained from the Town of Greenville prior to any landscape activities being performed within any Town Right of Way. This is typically 15' from the curb. If you are unsure of the right of way location please call and ask. All landscaping in the right of way must adhere to the regulations set forth by the ordinance in order for a permit to be issued.

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Estimated date of landscape work: _____

Description of planned landscaping:

Please attach a copy of a landscape design detailing location and names of all plants and landscape materials. A \$20 processing fee must be submitted with this application.

Signature of Applicant: _____ Date: _____

Any and all damage sustained to any landscaping in the right of way, regardless of cause, is the sole responsibility of the property owner. The Town of Greenville will not repair or incur the cost of repairs to any such damage.

**Please Return To: Town of Greenville
 Attn: Town Forester
 P.O. Box 60
 W6860 Parkview Dr.
 Greenville, WI 54942**

TOWN OF GREENVILLE

RIGHT OF WAY LANDSCAPING PERMIT

As required by Ordinance Number 43

Permit No. _____

Site Address: _____

Name of Applicant: _____

Street Address: _____

City-State-Zip: _____ Phone: _____

Approved: _____

Landscaping Description: _____

Allowable Work Period: _____

Denied: _____

Reason for Denial: _____

If work is not completed within the allowable landscaping period, and landscaping is still desired, another permit must be issued. This permit is only valid for the work described by this permit.

TONY NOWAK

Town Forester

Date

- APPENDIX C -

Recommended Street Tree List

The following is a list of trees that are considered acceptable for planting in the road right of way. This list will be evaluated periodically and species may be added or removed from this list as seen fit.

SMALL TREES (Below 30' Maximum Height) – Acceptable trees for terraces with overhead power lines and/or if terrace is 3-5 feet wide. May be planted in wider terraces.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer ginalla</i>	Amur Maple (Tree Form)	
<i>Acer tataricum</i>	Tatarian Maple	
<i>Amalanchier x. grandiflora</i>	Serviceberry	'Autumn Brilliance'
<i>Carpinus caroliniana</i>	American Hornbeam	
<i>Crataegus crusgalli inermis</i>	Cockspur Thornless Hawthorne	
<i>Maackia amurensis</i>	Amur Maackia	
<i>Malus spp.</i>	Flowering Crabapple	'Bob White', 'David', 'Harvest Gold', 'Indian Summer', 'Prairiefire', 'Red Baron', 'Red Jade', 'Snowdrift', 'Spring Snow'
<i>Ostrya virginiana</i>	Ironwood	
<i>Prunus cerasifera</i>	Newport Plum	
<i>Prunus nigra</i>	Princess Kay Plum	'Princess Kay'
<i>Prunus virginiana</i>	Canada Red Chokecherry	'Canada Red'
<i>Syringa pekinensis</i>	Peking Lilac	'China Snow'
<i>Syringa reticulata</i>	Japanese Tree Lilac	'Ivory Silk', 'Summer Snow'

MEDIUM TREES (30'-45' Maximum Height) – Acceptable trees for terraces that are 5-8 feet wide. May be planted in wider terraces.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer truncatum x platanoides</i>	Shantung Maple	'Pacific Sunset', 'Norwegian Sunset'
<i>Corylus corluna</i>	Turkish Filbert	
<i>Phellodendron amurense</i>	Amur Corktree (male)	'Macho'
<i>Pyrus calleryana</i>	Callery Pear	'Autumn Blaze', 'Cleveland Select'
<i>Sorbus alnifolia</i>	Korean Mountain Ash	

- APPENDIX C -

Recommended Street Tree List (cont.)

LARGE TREES (Above 45' Maximum Height) – Acceptable trees for terraces 8 foot and wider.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Cultivars</u>
<i>Acer x freemanii</i>	Freeman Maple	'Autumn Blaze', 'Marmo', 'Celebration'
<i>Acer miyabe</i>	Miyabe Maple	'State Street'
<i>Acer platanoides</i>	Norway Maple	'Deborah', 'Emerald Lustre', 'Royal Red', 'Superform'
<i>Acer saccharum</i>	Sugar Maple	'Green Mountain', 'Fairview', 'Goldspire', 'Legacy'
<i>Aesculus hippocastanum</i>	Horsechestnut	'Baumannii'
<i>Aesculus x carnea</i>	Ruby Red Horsechestnut	'Briotii'
<i>Celtis occidentalis</i>	Hackberry	'Prairie Pride', 'Windy City'
<i>Cercidiphyllum japonicum</i>	Katsuratree	
<i>Eucommia ulmoides</i>	Hardy Rubber Tree	
<i>Ginkgo biloba</i>	Ginkgo (male)	'Autumn Gold', 'Magyar', 'Princeton Sentry'
<i>Gleditsia triacanthos inermis</i>	Thornless Honeylocust	'Imperial', 'Shademaster', 'Skyline', 'Sunburst'
<i>Gymnocladus dioica</i>	Kentucky Coffeetree	'Espresso', 'Prairie Titan'
<i>Liriodendron tulipifera</i>	Tuliptree	
<i>Quercus alba</i>	White Oak	
<i>Quercus bicolor</i>	Swamp White Oak	
<i>Quercus macrocarpa</i>	Bur Oak	
<i>Quercus robur</i>	English Oak	'Skymaster', 'Regal Prince'
<i>Quercus rubra</i>	Red Oak	
<i>Quercus muehlenbergii</i>	Chinkapin Oak	
<i>Cladrastis kentukea</i>	Yellowwood	
<i>Tilia americana</i>	American Linden	'Legend', 'Redmond'
<i>Tilia cordata</i>	Littleleaf Linden	'Fairview', 'Glenleven', 'Greenspire', 'Prestige'
<i>Tilia tomentosa</i>	Silver Linden	'Sterling'
<i>Ulmus x</i>	Hybrid Elm	'Accolade', 'Homestead', 'Pioneer', 'Regal'

Unacceptable Street Tree List

The following is a list of trees that are considered unacceptable for planting in the road right of way. Species on this list may be planted in park or open space settings in the right location and situation. This list will be evaluated periodically and species may be added or removed as seen fit.

<u>Scientific Name</u>	<u>Common Name</u>	<u>Reason</u>
	All Evergreen Species Not on Recommended List	Obstruct visibility
<i>Acer negundo</i>	Boxelder	Weak wooded, attracts boxelder bug
<i>Acer rubrum</i>	Red Maple	Intolerant of alkaline soils
<i>Acer saccharinum</i>	Silver Maple	Weak wooded, aggressive roots, heavy seed crop
<i>Betula spp.</i>	Birch	Susceptible to insects and disease, intolerant of disturbed sites
<i>Carya spp.</i>	Hickory	Littering fruit
<i>Catalpa spp.</i>	Catalpa	Littering fruit
<i>Fraxinus spp.</i>	Ash	Emerald Ash Borer
<i>Ginkgo biloba (female)</i>	Ginkgo (female)	Messy and smelly fruit
<i>Juglans spp.</i>	Walnut	Littering fruit
<i>Malus sylvestris</i>	Common Apple	Fruit tree
<i>Morus spp.</i>	Mulberry	Littering fruit
<i>Populus spp.</i>	Poplar, Cottonwood	Weak wooded, aggressive roots, heavy seed crop
<i>Prunus serotina</i>	Black Cherry	Fruit tree
<i>Prunus domestica</i>	Garden Plum	Fruit tree
<i>Pyrus communis</i>	Common Pear	Fruit tree
<i>Quercus palustris</i>	Pin Oak	Intolerant of alkaline soils
<i>Robinia pseudoacacia</i>	Black Locust	Weak wooded, thorns, invasive
<i>Salix spp.</i>	Willow	Weak wooded, aggressive roots
<i>Sorbus americana</i>	American Mountainash	Susceptible to insects and disease
<i>Sorbus aucuparia</i>	European Mountainash	Susceptible to insects and disease
<i>Ulmus pumila</i>	Siberian Elm	Weak wooded, aggressive roots

- APPENDIX E -

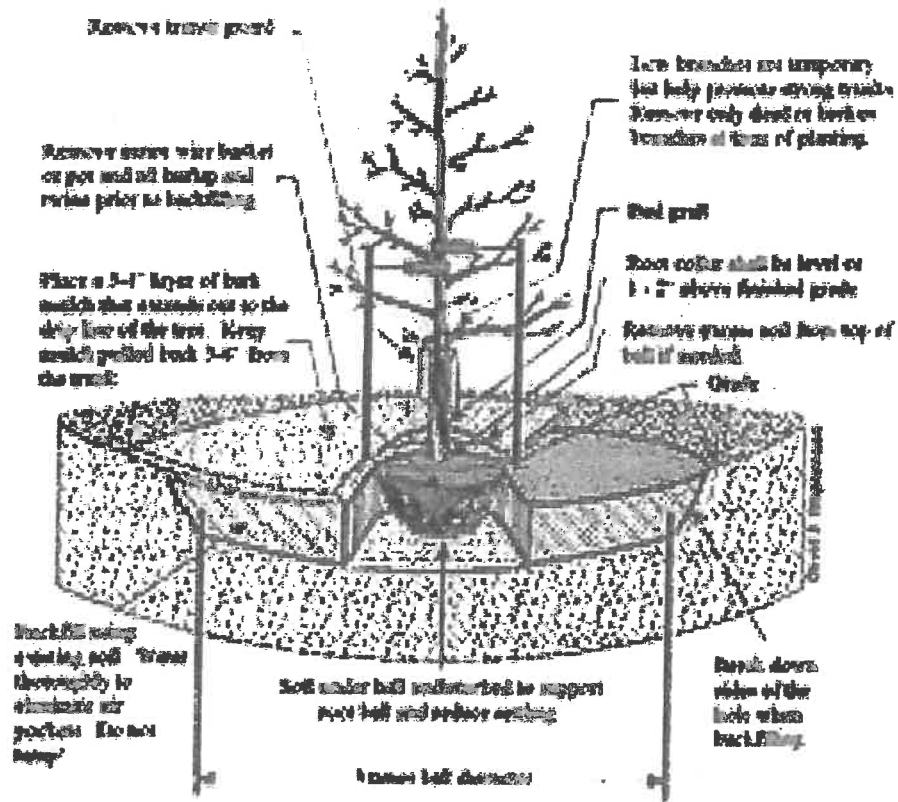


Figure 1 – Proper Tree Planting Technique

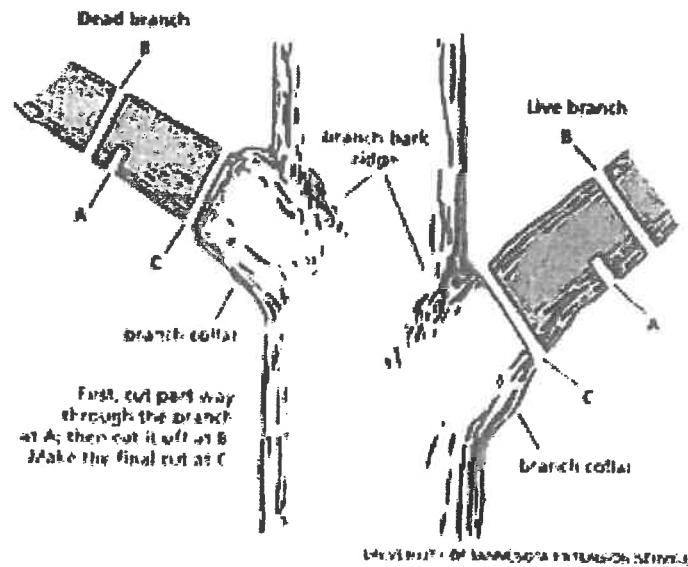


Figure 2 – Proper Pruning Technique

- APPENDIX E -

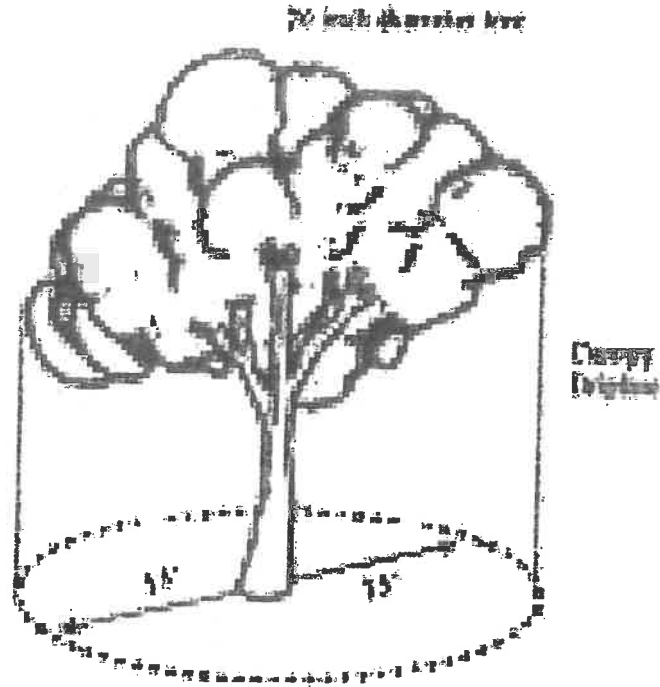


Figure 3 – Extent of Tree Protection Zone

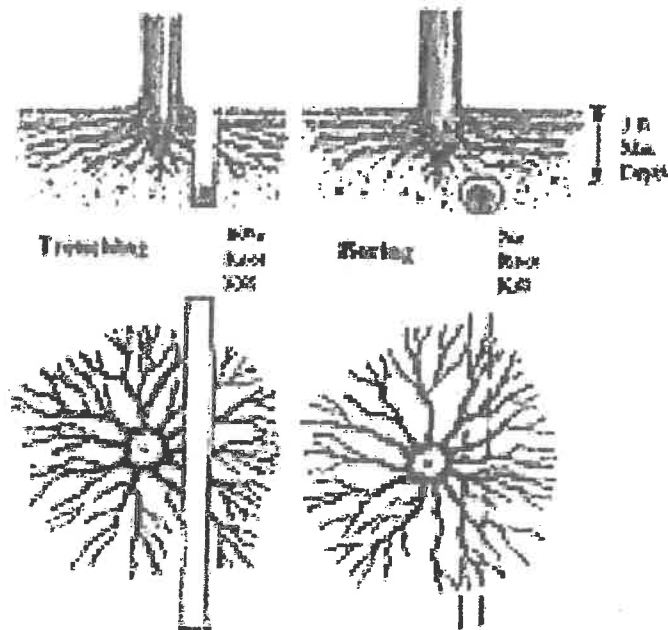


Figure 4 – How Boring Saves Trees

VILLAGE BOARD MEETING**From:**

Matt Heiser, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

September 14, 2021

Title:

Report on Yard Waste Site Hours Fully Staffed

Issue:

What would the Yard Waste Site schedule be if fully staffed?

Background and Additional Information:

The Yard Waste Site on Peters Road has been challenged with a couple of issues: heavy use has disrupted the neighbors and some commercial landscapers use it despite the Village policy that it is only for residential waste.

The site is currently open 8 AM to 6:30 PM Monday through Saturday for a total of 63 hours per week from the first week in April until the third week in November. The site is staffed between 30 and 40 hours a week leaving the site unstaffed for 23 to 33 hours per week.

As a result, Board members are asking for a potential schedule that would:

1. reduce the disruption to the neighbors
2. staff the site whenever open to reduce use by commercial landscapers
3. and still offer a valuable service to the residents

Other facts that impact the situation:

- The site is open the first two weeks of January for residents to deposit Christmas trees and is not staffed.
- Until 2020 residents dropped off yard waste behind the Municipal Building and the DPW would move the waste to the site on Peters Road. The crew attempted to empty the Municipal Building area on Thursdays to accommodate the volume of waste dropped off on Friday and Saturday. The crew would also push up the waste on Fridays and would frequently get called mid-day on Saturday to push it up again. It took the crew all of Monday and Tuesday to move the waste dropped off from Friday and Saturday.
- Staff met with Mr. Mark Peters to review his concerns. His request was to reduce the evening hours and Saturday hours. He reported Saturdays have the heaviest use which would also indicate they are the most valuable to the residents.

- The sun sets earlier in the autumn which puts the Yard Waste Site in the dark at the end of the day. Staff installed some light towers in 2020 which caused additional disturbance to the neighbors.

Budget Impacts:

None if time for the crew is not required on Saturdays and additional workers are not needed to staff the site.

Recommended Action:

For the remainder of 2021:

To close the yard waste site at sunset. Residents are generally done with yard work by dusk, the lights are too disruptive to the neighbors and it is not safe to have staff or residents on the site if not properly lit.

Otherwise staff recommends no other changes for 2021. Other changes at this time would be confusing for the residents and difficult to communicate.

For 2022 staff recommends:

The hours for residents to drop off yard waste would be:

Monday: 9 am to 5 pm (or sunset)

Wednesday: 9 am to 5 pm (or sunset)

Thursday: 9 am to 5 pm (or sunset)

Friday: 9 am to 5 pm (or sunset)

Saturday 9 am to 5 pm (or sunset)

These hours would be staffed for a full 40 hours of open time.

The season for yard waste disposal would be reduced. It would be open from the first week in April until the final week in October. The Village needs to be careful not to reach 1,200 hours of time per year for the staff person or they will have to offer WRS. 40 hours per week from April into November would exceed that number.

The Peters Road site would be open 9 am to sunset the first two weeks in January and would remain unstaffed. Commercial landscapers are not active at that time of the year.

The drop off location on Saturdays would be behind the Municipal Building. That site would still be staffed 9 am to 5 pm/sunset. The hope is if it is only one day per week the crew would not have to come in on Saturday to push the waste up and would take the crew less than one full day to move it to the Peters Road site. The Village would pay the crew to work anyway so it is not a budgetary impact. It would, however, impact productivity. While the crew is moving waste they are not performing other work. So the cycle of work they perform would get stretched out a little as they fit in this task each week. The other impact would be on any baseball activity at the diamonds behind the Municipal Building. If this does not work out the Village could always revisit Saturdays in 2022.

This schedule would accomplish the three goals at the beginning of this memo.

Attachments:

- None.

TOWN OF GREENVILLE
Parks, Recreation and Forestry Department
Forestry Construction Permit
As required by Ordinance Number X

Company Name: _____

Company Address: _____

Contact Person: _____ Phone Number: _____

Site Address: _____

Description of Construction (attach blueprints): _____

Proposed Start Date: _____ Proposed Completion Date: _____

To be filled out by Forestry Department

Proposed work must be done in accordance with the following directives: _____

The applicant agrees to perform the described work in a proper manner according to the conditions set forth above, as well as the Town of Greenville Urban Forestry Ordinance and the Town of Greenville Arboricultural Specifications Manual. Issuance of the permit creates no legal liability, express or implied, on the Department or Municipality; and certifies that all the above information is true. The applicant must show proof of having necessary limits of insurance for proposed work.

Signature of Authorized Company Representative: _____

Town Forester: _____

Permit Issued: _____ Permit Expires: _____ Permit Number: _____

Village of Harrison
W5298 State Road 114
Harrison, WI 54952

Application for Street Closing and Special Events Permit

Fee: None

Intent.

This permit is intended to clarify the working relationship between the Sponsor of the special event and the Village of Harrison. Types of special events include but are not limited to Block Parties, Fun Runs, Triathlons, Parades, and ChickenFest. The Sponsor agrees to abide by the terms of this permit, and all existing policies governing use of Village Facilities unless specifically noted in the permit. The application will be reviewed by Village staff and must be signed by the Village Clerk if approved.

General Information.

Applications are available from the Village Clerk or the Public Works Director. Applications must be submitted to the Village Clerk no less than 21 days* prior to the event.

*Any person or group requesting assistance of Harrison Fire Rescue (for traffic control, first-aid tents, etc.) must contact the Fire Chief at least 6 weeks prior to the event to ensure adequate staffing from the volunteer department.

All laws regarding intoxicants must be adhered to. In addition, this permit does not relieve any individual or party from any village ordinance (including noise and alcohol.)

The Darboy Community Park Shelter must be reserved via payment by the Sponsor through the front desk at the Harrison Municipal Building.

Persons needed to run the events are the responsibility of the Sponsor, except where the Village determines that qualified personnel are required.

Equipment needed to run the event will be the responsibility of the Sponsor except when village equipment, such as traffic barricades or cones are used, under the direction of the Public Works Director or Operations Manager. The cost to repair or replace lost or damaged equipment will be charged to the Sponsor.

Street parties shall start no earlier than 10:00am and shall terminate no later than 10:00pm.

Requirements.

Emergency Vehicle Access. A 10-ft wide lane must be kept open at all times during an event for emergency vehicles to pass.

Street Closures. If the event requires street closures or re-routing of traffic, the Sponsor may be required to mail a notice to affected residences and businesses two weeks prior to the event. Street barricades are available upon request. A \$100.00 refundable deposit is required.

Certificate of Insurance. A certificate of insurance covering the event must be provided by the Sponsor, naming the Village of Harrison, its officers, board members, employees, and authorized volunteers as additional insured(s) with no exclusions.

Waste and Recyclables. The Sponsor shall provide adequate solid-waste and recyclables collection and disposal, at the Sponsor's sole expense, and shall not rely on village waste containers to meet this requirement. The required size and number of solid-waste and recyclables receptacles shall be according to standards determined by the Department of Public Works.

Toilets and Sanitation Facilities. The Sponsor shall ensure that adequate toilet and sanitation facilities are available to all attendees during the Special Event, at the Sponsor's sole expense.

Refer to the following table for the required number of toilets available for attendees. The number of attendees is at any given time, not aggregate.

Duration of event in hours	≤1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
Attendee Count										
400-999	0	4	4	6	6	6	8	8	8	8
1000-1999	4	6	6	6	6	8	8	8	8	12
2000-2999	4	8	8	8	8	12	12	12	12	16
3000-3999	8	8	10	10	10	12	16	16	20	20
4000-4999	8	8	12	12	16	16	20	24	24	28
5000-5999	12	12	12	16	20	30	30	30	30	34
6000-6999	12	12	16	16	20	30	30	36	36	40
7000-7999	12	12	16	20	30	32	40	40	52	52
8000-8999	12	12	20	24	32	32	40	44	52	54
9000-9999	16	16	24	28	40	40	52	52	60	64
10000 and up	16	16	28	40	40	52	52	60	60	72


The required number of toilets may be met with toilets in private or public restrooms, with portable toilets, or any combination. Toilet facilities must comply with ADA requirements for accessibility.

Conditions of Permit.

The person requesting the permit agrees to the following:

1. To set-up and remove street closing barricades provided by the Public Works Department. Barricades will be delivered on the day before the block party (or Thursday if on a weekend) to the block representative whose name and contact information appears on this application. Barricades will be picked the day after the block party (or Monday if on a weekend).
2. Position all picnic tables, chairs, grills, and other leisure items, games and toys on one side of the street so that emergency vehicles could proceed through the area unobstructed if necessary.
3. Remove all items from the street including the barricades not later than 10:00pm.
4. No post holes/tent stakes of any kind can be put in pavement in road right-of-way.
5. Adequate provisions must be made to contain litter and to cleaning of the area at the conclusion of the event.

NOTE: Street closing permits will not be issued for neighborhood block parties on U.S. Highways, State Highways, County Trunk Highways, or Village Streets that serve as major traffic collectors, detour routes, or other streets which by their very nature are deemed hazardous.

Section 1- Event Information	
Name of Event:	Kimberly Heights Block Party
Event Date and Time:	Oct 9 2021 3p.m.
Event Description:	Block Party
Estimated Attendance:	100 - 150
Will there be amplified music?	one of the residents speakers
Will there be street closures?	yes - Mulholland
Section 2- Contact Information	
Contact Name:	Bobbi Lanser
Address:	W5644 Jones Way
Phone:	
Organization Name:	

Is the organization a 501 (c)(3)?

Section 3- Legal Notice

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

Signature Bobbie Jansen

Date 9-2-2021

OFFICE USE ONLY

Recommendation from Village of Harrison:

- Recommend approval of the permit
- Recommend refusal of the permit

Reasons if refusal:

Clerk Signature:

Approved on this date:

Valid Dates