

CITY OF LOWELL
ARBOR BOARD AGENDA
MONDAY, FEBRUARY 8, 2016 AT 12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. November 9, 2015 – Regular Meeting
 - b.
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a. Look Grant Request
7. NEW BUSINESS
 - a. Election of Chair
 - b. Approve 2016 Meeting Dates
 - c. Comprehensive Tree Plan – 2016-2017 Recommendation to City Council
 - d. 825/829 Lafayette – Tree Removal
 - e. Grant Requests
 - f. Consider Business Selection for Arbor Day Tree
 - g.
8. BOARDMEMBER COMMENTS
9. ADJOURNMENT

ARBOR BOARD OF LOWELL
MONDAY, NOVEMBER 9, 2015
12 P.M.

1. **CALL TO ORDER; ROLL CALL**

The Meeting was called to order at 12:05 p.m. by Chair Reagan and the roll was called.

Present: Diane LaWarre, Tamela Spicer, and Chair Reagan.

Absent: Melissa Spino

Also Present: Sue Ullery, Greg Pierce and Ron Woods

2. **EXCUSE OF ABSENCES**

IT WAS MOVED BY LAWARRE and seconded by SPICER to excuse the absence of Melissa Spino.

YES: 3. NO: 0. ABSENT: 1. MOTION CARRIED.

3. **APPROVAL OF AGENDA**

IT WAS MOVED BY SPICER and seconded by LAWARRE to approve the agenda as presented.

YES: 3. NO: 0. ABSENT: 1. MOTION CARRIED.

4. **APPROVAL OF THE MINUTES.**

IT WAS MOVED BY SPICER and seconded by LAWARRE to approve the regular minutes of the October 12, 2015 meeting as written.

YES: 3. NO: 0. ABSENT: 1. MOTION CARRIED.

5. **REVIEW FINANCIAL REPORTS.**

It was noted the Arbor Board received a grant in the amount of \$4,000 from the Lowell Area Community Fund.

IT WAS MOVED BY LAWARRE and seconded by SPICER to approve the financial reports as presented.

YES: 3. NO: 0. ABSENT: 1. MOTION CARRIED.

6. **CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.** No comments were received.

7. **OLD BUSINESS.** Ron Woods questioned what trees were removed near Pebble Beach Apartments. Greg Pierce stated walnut trees were removed west of the driveway. Reagan suggested trees be planted in the right of way if there is enough room. Pierce stated these trees were removed in 2006/2007.

8. NEW BUSINESS.

Reagan noted another grant was submitted to the Look Memorial Fund.

9. BOARDMEMBERS COMMENTS.

Woods stated it was too late in the season for any fall plantings.

IT WAS MOVED BY SPICER and seconded by LAWARRE to adjourn at 12:15 p.m.

James E. Reagan, Chair

Susan Ullery, Recording Secretary



TREE FUND 7/01/2015-6/30/2016

TREE FUND BEG. BALANCE	\$2,381.75	
Revenues received 10/31/2015	\$4,000.00	transfer from General Fund
Revenues received 11/17/2015	\$4,000.00	Grand Rapids Foundation g
Total Revenues	\$10,381.75	
Total Expenditures:	\$0.00	
Ending Balance	\$10,381.75	



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November 23, 2015

Mr. Jim Reagan
Lowell Arbor Board
301 E. Main Street
Lowell, MI 49331

Re: Grant Request

Dear Mr. Reagan,

On behalf of the Look Memorial Committee, I would like to thank you for submitting an application for funding of your project. Deciding which projects to fund at this time has been a difficult and thoughtful process. Although your application was worthy, we have limited monies available and we are unable to accommodate your proposal at this time.

We wish you the best of luck with your project and encourage you to consider re-applying for future funds if it is appropriate to your association. If you have any questions or concerns, they may be addressed at Lowell City Hall.

Sincerely,

A handwritten signature in black ink that reads "Susan Ullery". The signature is written in a cursive, flowing style.

Susan Ullery
Look Memorial Fund Committee

**2016 ARBOR BOARD MEETING DATES
12:00 NOON
FLAT RIVER ROOM – FIRST FLOOR**

January	11 - Cancelled	July	11
February	8	August	8
March	14	September	12
April	11	October	10
May	9	November	14
June	13	December	12

Arbor Board

Official Comprehensive Tree Plan 2015-2016

Report to the Lowell City Council

Introduction

An urban forest is a valuable asset to any city. Trees improve the quality of our air and water, reduce our energy costs by providing shade, they reduce noise pollution, increase our property values, and make a neighborhood a more attractive and desirable place to live, work, and shop.

Trees have other benefits, too. Especially in an urban environment, tree canopies filter and absorb toxic gases including carbon monoxide, nitrogen dioxide and sulphur dioxide. Trees have also been shown to be very effective at trapping fine dusts and toxic particles, the trapped dust being washed to the ground by rain.

If you look out your window and see a tree, do you know what kind of a tree it is? Do you know how healthy it is? Do you know how old it is? Does it matter?

Benefits of Community Trees: As architectural elements, trees create interest with their ever changing colors and textures. They act as unifiers, pulling together disparate elements in the urban landscape. They serve to soften and smooth (or de-emphasize) harsh angles and lines of individual buildings.

As articulators, trees help to clarify, delineate, and emphasize areas. Because of their natural beauty, trees help to humanize harsh city landscapes by encouraging people to stop, reflect, and relax. Trees modify the urban climate by slowing wind movement, reducing irritating noise levels, controlling glare and reflection from buildings, cooling city streets in summer, and purifying air as they filter out pollutants and add oxygen to the immediate environment.

Properly placed trees can reduce residential heating and cooling costs by an estimated 20 to 50 percent. Trees also have real estate value. According to the U.S. Forest Service, trees increase property values by 10 to 15 percent.

Roles and Responsibilities

The general powers granted to the City of Lowell through its charter define the role of the City Council, the Arbor Board and the City Manager (and staff). Generally, the charter states the following under Section 3.1:

Providing for the control over all trees, shrubs and plants in the public streets, highways, parks, or other public places in the City, all dead and diseased trees on private property and trees on private property overhanging the street, sidewalk, or public places, including the removal thereof and assessing the cost thereof against the abutting property as a special assessment.

City Council: The City Council has overall responsibility for setting policy and vision and ensuring that activities of the Arbor Board and the City Manager relating to trees support the overall vision and mission. Specifically the City Council:

- Consents to appointments to the Arbor Board as directed by the Mayor.
- Approves an annual plan submitted to the Council by the Arbor Board.
- Approves a budget that appropriates resources to implement the annual plan and for other tree-related activities.
- Sets fees and special assessment districts for removal and replacement of trees.

City Arbor Board: The Arbor Board was organized in 2007 in response to citizen concerns that action needed to be taken to offset the impact of trees being removed through infrastructure growth and improvements. At the time, the city was lacking an overall policy pertaining to the removal and replacement of trees within the community. With the creation of the Arbor Board there is greater interaction between citizens and city staff that results in the creation and implementation of a long-term plan.

The duties and responsibilities of the Lowell Arbor Board are defined in Chapter 23 of the Code of Ordinances for the City of Lowell. Specifically the Arbor Board:

- Shall study, investigate, counsel, and develop, annually update and administer a written plan for the care preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in public parks, along public streets and roads, within public right-of-ways and within other public areas.
- At the request of the City Council, consider, investigate, make findings, and report and make recommendations on any matter or question within the scope of its work.
- Work with the City Manager and staff to administer the Comprehensive Tree Plan.

City Manager and Staff: The City Manager has specific duties outlined in the City Charter relating to trees and carries out these duties with the assistance of qualified staff. Specifically the City Manager must:

- Provide technical assistance to the Arbor Board and ensure that the Comprehensive Tree Plan is implemented.
- Accept application from any person desiring to plant shade or ornamental trees in any public right-of-way and make a determination providing whether or not such trees may be planted.
- Authorize trimming of trees standing in or that may overhang any highways, streets, avenues, or which in any manner obstruct the public lighting of the city.

- Authorize the removal of an existing tree, shrub or other woody plant located in the street right-of-way, a city park, or other city-owned property.
- Authorize the planting and spacing of new trees in accordance with prescribed planting practices. See attached guidelines.
- Ensure that provisions of the City Code of Ordinances relating to noxious shrubs, weeds and grass are enforced.

Comprehensive Tree Plan for the City of Lowell

The Vision Statement: It is the intent of the Arbor Board to seek input from the community as to the direction and accomplishments to be pursued by the Arbor Board. This can be done through community meetings or on-line surveys utilizing the city website. One significant goal should be for the planting and the continuing maintenance of trees along West Main Street. The preferred plan is to locate trees within the highway right-of-way, placement on private property would be an acceptable alternative. Although the economy has been slow to recover Lowell is fortunate to have the financial support of our local foundations for our continued support.

The Plan Area: For the purposes of defining the plan area the City of Lowell is divided into several geographical areas. The Flat River will define the East and West boundaries of the city and Main Street will define the northern and southern boundaries. Additionally, we can further define Lowell by designating generic “Downtown Shopping Areas” and “West Main Shopping Areas.” If any additional areas are to be defined, they will be outlined by utilizing common street names.

The Goal(s): To maintain, at a minimum, and to improve on the Urban Forest Canopy within the city proper. To date, we have not been restrictive in our areas of involvement, placing trees where we found areas of need. This includes residential neighborhoods, city park properties and commercial districts. Recently, significant amounts of trees throughout the community have been devastated by insect infestation, thereby causing the loss of tree cover and inventory. A significant cost will be incurred in the coming year(s) and may curtail some of the planting progress. Fortunately this is being offset by progress in the past few years.

To date, the Arbor Board has authorized the installation of 701 trees of various varieties throughout the community. Tree selections and tree planting has been accomplished through the use of selected contractors, under the direct supervision of the Department of Public Works.

This has been done with the financial participation from the City of Lowell through Lowell Light and Power, the LCTV Fund, and the Look Fund and the very generous support of the Lowell Area Community Fund. It will be our intent to continue to utilize funds from these various community sources on, at least, an annual basis.

Comprehensive Tree Plan Areas by Zone

Zone 1 – North / East Side Lowell

1. Removal of selected dead trees from street parkways.
2. Selected thinning and pruning of pine forest at Washington Street city property.
3. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.

Zone 2 – South / East Side Lowell

1. Maintain and trim trees along ROW when needed.
2. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.

Zone 3 – Downtown/Riverwalk

1. It is suggested that the Arbor Board take over the responsibilities of planting from the DDA, allowing the DDA to concentrate on development, and to provide the Arbor Board with coordinating planting activities throughout the community. It is also intended to coordinate all planting efforts with the Showboat Garden Club to minimize duplication of effort.
2. Maintain and add trees where appropriate along Riverwalk Extension.
3. Assist with landscaping at library as budget allows.

Zone 4 – West Main Shopping Area

1. Annual budgeting should include tree planting in this area. Our hope is that we will eventually be allowed by the state and county, to plant within the right-of-way. In the meantime, we should concentrate on planting on private property fronting Main Street.

Zone 5 – North / West Side of Lowell

1. Add trees along trail/extension – Litehouse pipeline to bio-digester.

Zone 6 – South / West Side of Lowell

- 1.

Implementation Tree Plan for 2015

- 1, Zone 5, Item #3. Add trees along trail/extension – Litehouse pipeline – bio-digester
- 2, It is suggested that the Arbor Board take over the responsibilities of planting from the DDA, allowing the DDA to concentrate on development, and to provide the Arbor Board with coordinating planting activities throughout the community. It is also intended to coordinate all planting efforts with the Showboat Garden Club to minimize duplication of effort.

• **Projected Budget:** It is anticipated that a budget of \$10,000 will be needed in order to carry out the Implementation Plan for spring 2015.

Submitted by the Lowell Arbor Board

Jim Reagan, Chair

Sharon Ellison

Diane LaWarre

Tamela Spicer

Melissa Spino

Design Tips & Guidelines: Spacing

Many neglect to space their trees properly which leads to overgrown, crowded conditions. This is detrimental to your trees' nutrient intake and overall health.

- For trees which mature greater than 60 feet, plant a minimum 20 feet from a building and 40 feet apart.
- For tree which mature between 30 and 60 feet, plant a minimum 15 feet from a building and 35 feet apart.
- For trees which mature less than 30 feet, plant a minimum 10 feet from a building and 15 feet apart.
- Plant trees no less than 15 feet from a driveway, 10 feet from a utility pole, and 30 feet from an intersection.
- Do not plant trees that grow over 20 feet tall under power lines.



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February 5, 2016

To: Arbor Board

From: Ron Woods, Interim Public Works Director

Subject: Tree Removal

In August of 2015 I provided pictures of the tree located at 825/829 Lafayette Street and recommended that the tree be removed because the tree was leaning over a streetlight located approximately 15 feet away from the base of the tree and the tree branches had all but surrounded and obscured the light. In addition, there were numerous wires passing under and through the tree limbs. Adjacent residents were concerned that when branches, or the tree itself, came down it would take the wires with it causing property damage and electrical outages at their homes. The board voted to have the tree trimmed to remove the limbs from around the wires but to leave it standing.

Approximately two weeks ago I got a call from City Council member Jeff Phillips who lives near the tree with an additional concern. It appears that the tree is now leaning more to the east with the root mass raising the ground, concrete curb and asphalt street, as may be seen in the attached photograph.

It is my recommendation that the tree and root mass be removed.

Thank you for your consideration of this request.

