

VILLAGE OF WINFIELD
PARKWAY TREE PROGRAM POLICY



January 28, 2016

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Parkway Tree Program Policy
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A. Purpose

The Village of Winfield's Parkway Tree Program policy establishes guidelines for three programs the Village offers residents who desire to plant a tree in the parkway adjacent to their property or on a homeowner association's property. The three programs are:

- **50-50 Tree Planting Program**

Under this program, the Village and homeowner split the cost of planting a tree in the public parkway on a 50-50 cost shared basis for a two-inch (2") diameter tree at breast height (4.5 feet) or the smallest available size up if two-inch diameter is unavailable. Trees larger than the minimum size offered through the program can be purchased, with the cost difference paid entirely by the homeowner. All residents with public parkways adjacent to their property are eligible for the program. In addition to providing financial assistance, the Village contracts the planting through competitive bid respondents from the Suburban Tree Consortium. Further details/guidelines on the program are found in paragraph B below.

- **Private Parkway Tree Planting Reimbursement Program**

This program is designed for homeowner associations that have experienced tree loss in parkways located in private subdivisions. This program also provides financial assistance on a 50-50 cost shared basis, but requires the association, and not the Village, to coordinate and complete planting (This is due to the property being private and the attendant liability concerns). The Village remits its 50 per cent cost share after planting is completed according to guidelines. The area selected for planting must be a public access easement location and must be located between the sidewalk or swale and the street. Further details/guidelines on the program are found in paragraph B below.

- **Resident Parkway Tree Planting Permit**

The purpose of this program is to provide an opportunity for residents who wish to plant a tree in the public parkway adjacent to their property at their sole expense. The program is offered due to the limited amount of Village funds available for public parkway plantings in any given fiscal year. Since the parkway is public, residents must obtain a permit to plant in the location. The permit assures planting will follow proper species selection, spacing requirements and planting standards that the Village has adopted for public parkways (Trees planted in public parkways without prior approval are subject to removal). Planting sites will be inspected prior to and after planting. All permits will conform to the standards provided in Exhibit B, "Parkway Tree and Planting Standards" herein. If planting is done by a contractor, all applicable local, state and federal laws, regulations and standards must be adhered to. Further details/guidelines on the program are found in paragraph B below.

B. Guidelines Affecting all Programs

- Application Process
Participants in any of the three tree planting programs must complete and return an application for the desired program. Applicants can find the appropriate forms at Village Hall or on the Village Website. An application must be received to initiate the approval process. A “Proposed Planting Site Inspection” form will then be completed by the Public Works Department (subject to the availability of funds for the two cost shared programs). Applicants approved for planting will then be notified of approval/disapproval. Participants in the Resident Parkway Tree Planting program also will receive a permit. Applicants disapproved for planting will be advised of the reason(s) for disapproval. A sample of the inspection form is contained in Exhibit A herein.
- Tree Species
The Village will select a group of trees on an annual basis to include in the 50-50 Tree Planting and Private Parkway Tree Planting Reimbursement programs. Trees selected will be in accordance with the approved tree species list provided in Title 10 Chapter 2 Section 15 of the Village Code. Participants in the Resident Parkway Tree Planting Permit must select a tree from this list as well. The Village will only include trees that will diversify the tree canopy of Winfield and will not include species that are abundant in the current parkway tree inventory.
- Parkway Tree Planting Site Criteria
Detailed guidelines on tree and planting standards are found in Exhibit B, “Parkway Tree and Planting Standards”, contained herein.

Trees should meet the following suggested planting criteria:
 - 40 feet apart from other trees on all sides
 - 4 feet from any curb or sidewalk
 - 30 feet from intersections
- Exceptions to Criteria:
The suggested criteria specified in the paragraph above reflects an ideal planting location for a parkway tree. Special consideration will be given to planting sites that do not meet the criteria, but may still support healthy growth of a parkway tree. Exceptions will be determined solely at the Staff Arborist’s discretion. Such considerations will be documented in the “Proposed Planting Site Inspection” form (Exhibit A).
- Determining Participation
Resident/association participation in the two cost-shared programs is based on a first come-first served basis until the annual budget for the programs is expended. Funds will be allocated between the two cost-shared programs to ensure the “50-50 Tree Planting Program” receives a minimum of 50% of total fiscal year distributions.

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EXHIBIT A

PROPOSED PLANTING SITE INSPECTION – Last Updated January 28, 2016

Address: _____ Date: ____/____/____

Proposed planting location: See attached None Given (*recommend planting location below*)

Does planting location avoid above ground utilities effectively? Yes No N/A Exception

If No, N/A, or Exception, why? _____

Does planting location meet 40' spacing requirement? Yes No N/A Exception

If No, N/A, or Exception, why? _____

Does planting location meet 30' intersection spacing requirement? Yes No N/A Exception

If No, N/A, or Exception, why? _____

Does planting location meet 4' sidewalk/curb spacing requirement? Yes No N/A Exception

If No, N/A, or Exception, why? _____

Proposed planting location status: Approved* Not approved Not applicable

If proposed location not approved or not applicable, why? _____

Recommended alternate planting location (must be in accordance with planting requirements): _____

*Planting site inspection approval is conditional, as each planting location is subject to utility locates that can affect the proposed planting location. In such an event, the parkway tree will be planted as close to the approved location as possible.

Signature of Inspector: _____ Date: ____/____/____

EXHIBIT B

Parkway Tree and Planting Standards

TREE STANDARDS

All trees planted in the parkway will confirm to the following quality controls:

- a. Applicable trees allowed to be planted in parkways are listed in Table 1 below. Any variation from this list requires the approval of Village staff. Nonrecommended species in the parkway are listed in Table 2 below and will not be approved for planting.
- b. Planting stock will be free of insect and disease problems.
- c. Trees with known incompatible grafts shall not be used.
- d. Containerized stock, balled and burlapped trees, and transplanted trees will have a minimum of 2 inch caliper and a maximum of 3.5 inch caliper measured at breast height and will meet or exceed American Standards for Nursery Stock.
- e. All excessive soils above root flare including excessive soil packed above the root flare must be removed before or during planting.

PLANTING STANDARDS

The following planting techniques should be followed when planting parkway trees:

- a. The Village recommends that trees be planted in parkways eight feet (8') wide. The spacing between trees shall be forty feet (40'). At street corners, trees shall be located no less than thirty feet (30') from the intersection of the street right of way. Exceptions will be made at the sole discretion of the Staff Arborist. Trees being planted must avoid all above ground utilities, light poles, etc. as best as possible. All deviations from these spacing guidelines are subject to the Staff Arborist's approval.
- b. Before any ground is broken, the contractor or resident must call JULIE (Joint Utility Locating Information for Excavators) or other appropriate utility locators to determine the location of underground utilities.
- c. Trees must be planted with the root flare at grade for all areas.
- d. The original soil, unless it lacks the basic properties necessary to grow plants, shall be used instead of amendments.
- e. Nylon, ropes, and nylon-based burlap shall be removed prior to planting.
- f. Non-nylon based burlap and wire baskets shall be removed from the top two-thirds of the planting hole. Once the tree planting is complete, exposed burlap or ropes will be considered as unacceptable.
- g. Trees shall be watered after planting to eliminate air pockets.
- h. Trees should have a donut shaped mulch ring placed around them no higher than four inches. There should be at least 1 inch of clearance between the tree trunk and mulch.
- i. Watering of parkway trees should occur at least **once** every week during the growing season, increasing as needed during the summer months. The Village recommends and encourages the installation of watering bags for the first 2 years to water the root system, as excessive watering can harm and even kill parkway trees.

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TABLE 1: RECOMMENDED TREE SPECIES

Botanic Names	Common Names
Abies concolor	White fir
Acer	Maple: fairview, Norway, Schwedler, sugar hybrids, crimson king
Amelanchier x grandiflora	Apple serviceberry
Carya	Hickory: shagbark, pignut, black, pale, water, bitternut
Catalpa	Catalpa
Celtis	Hackberry
Cercis	Redbud, whitebud - tree form only
Ginkgo biloba	Maidenhair
Gleditsia	Honey locust: imperial, skyline, shademaster or equivalent hybrid
Gymnocladus	Kentucky coffee tree
Juglans	Walnut
Liriodendron	Tulip tree
Malus	Crabapple; disease resistant variety, tree form only
Ostrya	Ironwood
Picea	Blue spruce, Norway spruce
Pinus	Austrian pine, red pine, white pine
Pyrus	Pear: redspire, chanticleer or equivalent hybrid
Quercus	Oak: white, swamp, burr, red, English
Syringa reticulata	Japanese lilac tree
Tilia	Linden (basswood): Redmond, little leaf, greenspire or equivalent hybrid

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TABLE 2: NONRECOMMENDED TREE SPECIES

Botanic Names	Common Names
Acer negundo	Box elder (ashleaf maple)
Acer saccharinum	Silver maple
Ailanthus altissima	Tree of heaven (Chinese sumac)
Cornus racemosa	Grey dogwood
Elaeagnus angustifolia	Russian olive
Ginkgo biloba	Female ginkgo
Fraxinus	Ash: green, white, autumn purple or equivalent hybrid
Morus	Mulberry
Platanus occidentalis	American sycamore (buttonwood)
Populus	Poplars: white (silver), cottonwood (except cottonless cottonwood)
Rhamnus	Buckthorn: common, glossy
Robinia pseudoacacia	Black locust
Salix	Willows: weeping
Ulmus parvifolia	Chinese elm (lacebark elm)
Ulmus pumila	Siberian elm

(Ord. 2010-04-07, 4-1-2010)

EXHIBIT C

VILLAGE OF WINFIELD

Procedure Regarding Parkway Tree Spacing – Updated January 28, 2016

The purpose of this procedure is to provide guidance on what can be done when conflicts exist in tree planting applications or are found during parkway tree inspections. The following classifications provide the best recommended course of action based on spacing distance. Spacing measurement shall follow a centerline model – ie: spacing will be measured from the center of the planting location to the center of neighboring trees, signs, streetlights, etc. In addition, spacing measurements shall be rounded up when taken. Unless a measurement falls exactly on an even foot marker, all measurements will be rounded up to the nearest foot marker. For example, if a spacing measurement is 37 feet 5 inches, it should be classified as a measurement of 38 feet.

All spacing distances are subject to meeting the requirements of no conflicts with nearby trees, signs, utilities, streetlights, curbs, sidewalks, swales, or any other object that may inhibit tree growth.

The Staff Arborist will have final say on the determination if a spacing requirement has or has not been met, and can make an exception at their discretion in unique situations. The following classifications of spacing for consideration are as follows:

Parkway Spacing

- **40' or more spacing between objects** – recommended action: APPROVE.
- **35' – 39' spacing between objects** – recommended action: SIMPLE REVIEW. Approval can be given contingent on basic review and consideration of the planting area.
- **30' – 34' spacing between objects** – recommended action: SPECIAL REVIEW. Spacing in this range can be approved, however only under special consideration on a case-by-case basis. Factors to consider include but are not limited to: more emphasis on what potential conflicts exist with nearby signs, utilities, streetlights, etc.; type of tree to be planted; proximity to driveways and roads; as well as visual appearance of the parkway. It should be well written and described in the planting site inspection sheet why a tree will or will not be approved based on these criteria.
- **0' – 29' spacing between objects** – recommended action: DO NOT APPROVE. Planting locations that fail to reach the 30' threshold do not promote a healthy and viable environment for the tree to survive and any application that fails to meet these criteria will not be approved under any circumstance.

Parkway Width

- **8' or more spacing** – recommended action: APPROVE.
- **6' – 8' spacing** - recommended action: SIMPLE REVIEW. Approval can be given contingent on basic review and consideration of the planting area.
- **4' – 6' spacing** - recommended action: SPECIAL REVIEW. Spacing in this range can be approved, however only under special consideration on a case-by-case basis.
- **0' – 4' spacing** - recommended action: DO NOT APPROVE. locations that fail to reach this threshold do not promote a healthy and viable environment for the tree to survive