

City of Ramsey
Agenda
Environmental Policy Board (EPB)
Monday December 10, 2012
6:30 pm
Mississippi River Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
 1. Approve Meeting Minutes Dated November 5, 2012
5. **Policy Board Business**
 1. Tree Sale Discussion
 2. Tree Preservation Ordinance Review
6. **Board/Staff Input**
 - Update on Newsletter Format (as it Relates to Focus on Environment Column)
 - Reminder: Boards/Commissions and Employee Appreciation Event (January 4, 2013)
 - Board Update with QCTV
7. **Adjournment**

Environmental Policy Board (EPB)

4. 1.

Meeting Date: 12/10/2012

By: Chris Anderson, Community
Development

Information

Title:

Approve Meeting Minutes Dated November 5, 2012

Attachments

Meeting Minutes Dated November 5, 2012

Form Review

Inbox
Chris Anderson (Originator)

Form Started By: Chris Anderson

Reviewed By
Chris Anderson

Final Approval Date: 12/05/2012

Date
12/05/2012 10:01 AM
Started On: 12/05/2012 09:57 AM

**ENVIRONMENTAL POLICY BOARD
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

On Monday, November 5, 2012, the Environmental Policy Board (EPB) met in the Mississippi River Conference Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Michael Max
 Board Member Bob Bentz
 Board Member Michael Hiatt (arrived at 6:36 p.m.)
 Board Member Larry Lewis
 Board Member Thomas Stodola
 Board Member Michael Valentine

Members Absent: Board Member John Enstrom

Also Present: Associate Planner/Environmental Coordinator Chris Anderson

1. CALL TO ORDER

Chairperson Max called the meeting to order at 6:32 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Board Member Lewis and seconded by Board Member Bentz to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Max, Board Members Lewis, Bentz, Stodola, and Valentine. Voting No: None. Absent: Board Members Enstrom and Hiatt.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated September 10, 2012

Motion by Board Member Valentine and seconded by Board Member Stodola to approve the regular meeting minutes dated September 10, 2012.

Further discussion: Board Member Lewis referenced page five, it should state, "...~~house cleaning~~ housekeeping..."

Motion carried. Voting Yes: Chairperson Max, Board Members Valentine, Stodola, Bentz, and Lewis. Voting No: None. Absent: Board Members Enstrom and Hiatt.

5. POLICY BOARD BUSINESS

5.01: Update on Environmental Expo Event

Associate Planner/Environmental Coordinator Anderson presented the staff report.

Board Member Hiatt arrived at 6:36 p.m.

Chairperson Max stated that his impression was to continue with the Tree Sale as a standalone event and simply continue to discuss details. He noted that fall is not a bad time to plant trees, if a small booth was setup at Happy Days and pickup could occur the following weekend.

Associate Planner/Environmental Coordinator Anderson noted that the recycling event would be a good mix with the tree sale but advised that space is already limited for that event.

Chairperson Max stated that pickup could occur at a site further down the road.

Board Member Valentine questioned why the event would be held in the fall and not the spring.

Chairperson Max stated that trees are cheaper in the fall. He stated that spring would obviously be a better time but explained that the discussion is simply of options.

Associate Planner/Environmental Coordinator Anderson advised of another option to use a gravel bed system for bare root trees, which would provide the ability to purchase trees in the spring and sell them in the fall. After discussion he agreed that option would be a better fit for the City's tree planting program but most likely not for the tree sale event.

Board Member Lewis questioned if the tree sale would be strong enough to stand alone as its own event.

Associate Planner/Environmental Coordinator Anderson stated that the tree sale could occur in conjunction with Arbor Day to bring the focus back to trees and planting trees.

Board Member Lewis stated that he did not feel that the tree sale would be strong enough to run on its own, without some other event.

Board Member Hiatt agreed that it could be beneficial to tie in with another event and noted of the Ramsey garden club plant sale, which takes place in the parking ramp.

Chairperson Max noted that the plant sale is very successful each year and commented on the tree sales of the past. He agreed that the conjunction of trees and garden plants could be successful.

Associate Planner/Environmental Coordinator Anderson provided background information on the past trees sales that took place at the elementary school, highlighting differences between the tree sales of now and the tree sales of the past. He stated that he didn't think that timing would

work to combine a tree sale and perennial sale because it would be too late for bare root trees and too early for perennials. He also questioned if the Board would like stock to be on site.

Chairperson Max provided insight on the process and noted that vendors prefer not to bring a large amount of stock on site.

Associate Planner/Environmental Coordinator Anderson agreed that most municipalities now purchase a stock of trees for sale to the public, with remaining trees to be used by public works, rather than having vendors load up the trees and bringing the trees back and forth to the sale site.

Board Member Lewis questioned the ideal date for a tree sale.

Associate Planner/Environmental Coordinator Anderson believed that the last Saturday in April would be ideal, or the first weekend in May if the event could be held in conjunction with the recycling event.

Board Member Valentine commented that if an internet sale is going to be held, with only pickup to occur at City site, the tree sale would not have to piggyback off another event.

Board Member Hiatt suggested that a marketing campaign be used to spark interest in the tree sale, such as direct mailings to residents.

Chairperson Max questioned what drove the pre-orders for the tree sale in the past.

Associate Planner/Environmental Coordinator Anderson advised that the City newsletter did but due to space constraints, referred readers to the website for additional information.

Board Member Bentz questioned if a Ramsey Day could take place at Green Valley, since they are the only vendor. He explained that would eliminate the need for space and would also eliminate the hauling of trees back and forth.

Associate Planner/Environmental Coordinator Anderson stated that his only concern is with the time of the year, noting that spring is the busiest time for the vendor and was unsure that they would want to commit to that during that time. He stated that the previous year, Green Valley declined participation in the event. He recommended that the City continue to use the supplier from the previous year. He confirmed that the DNR seedlings are no longer available. He commented on some of the details of the tree sale regarding the supplier including the varieties of trees that could be available for the sale. He advised that he would bring additional details regarding tree species to the December meeting.

Board Member Lewis suggested using an incentive for early orders, such as if you order prior to March 31st, you would get an item free or discount price. He also suggested using pictures of the tree species to make it easier for people to order.

Associate Planner/Environmental Coordinator Anderson advised that there were links to each species of tree for people to see pictures.

Board Member Lewis questioned if there is a budget for marketing.

Associate Planner/Environmental Coordinator Anderson explained that in the past the event was a line item under the Environmental Expo. He stated that there would be some funds for marketing but did not think there were sufficient funds for a standalone postcard. He noted that he could mention the sale in the newsletter and possibly on a utility billing.

Board Member Lewis suggested placing flyers at local businesses, as that would not be an expensive option, and could bring in additional business.

Board Member Bentz stated that it would be nice if a business bought seedlings that could be given out to children.

Board Member Lewis stated that he is willing to help out with anything necessary and would like to be more involved than he currently is. He confirmed that other Board Members are willing to assist staff as well.

Associate Planner/Environmental Coordinator Anderson stated that it is not his role to assign tasks to people as he is the staff liaison but noted that it would be great if Board Members would like to volunteer to handle some tasks.

Chairperson Max noted that in the past Associate Planner/Environmental Coordinator Anderson had less planning duties and more time to focus on the Environmental Expo and the tree sale, but now has much less time to do those things. He acknowledged that if the tasks were simply identified, the Board Members would love to step up and assist in any way possible.

Associate Planner/Environmental Coordinator Anderson stated that perhaps the Board could focus more on marketing ideas and that type of thing for the tree sale.

Chairperson Max confirmed that the Board could handle those tasks.

Board Member Hiatt stated that he believes the new schedule of events will be better, as the Board can focus on the tree sale in the spring and the Expo in the fall. He agreed that the Board could develop Committees to assist in these tasks.

Board Member Lewis confirmed open meetings laws, noting that a Committee could be composed of no more than three members.

Associate Planner/Environmental Coordinator Anderson confirmed that no more than three members could attend and explained that if four members were there the meeting would need to be noticed and a staff person would need to be present. He noted that funds would most likely not be available for those options. He stated that a Subcommittee could form to discuss those items, but did not want anyone to feel burdened into participating.

Board Member Valentine stated that it would be extremely helpful for Associate Planner/Environmental Coordinator Anderson to develop a list of tasks that the Board could handle or assist with.

The Board Members brainstormed to develop a list of tasks focused on the tree sale including vendor selection, marketing efforts, development of the pre-order voucher system to be used for tree pickup, weather options, and discussions with local businesses for cross marketing or sponsorship opportunities.

It was the consensus of the Environmental Policy Board to hold the tree sale on the last Saturday in April, or first weekend in May; to use a voucher system for the tree sale, with pickup to occur at a preselected site; and utilization of Bailey's as the vendor.

The Tree Sale Subcommittee will meet the following Monday evening at 6:30 p.m. at Caribou Coffee.

5.02: Rain Garden Demonstration Project

Associate Planner/Environmental Coordinator Anderson presented the staff report. He displayed an aerial photograph of the Alpine Park site that he felt could accommodate a rain garden project, highlighting the features that would assist in the process. He stated that he has spoken with the Parks Supervisor, who also believes this would be an ideal site, because of the existing conditions and the high amount of traffic the park receives. He noted that there are some Siberian Elms popping up in the swale that would need to be removed, cleaning out the culverts, and removing sediment build-up at the curb cuts to assist in the water drainage. He stated that because of the existing elements, the project could focus more on species enhancement and educational aspects. He displayed an existing sign kiosk that is located at Alpine Park and noted that the project signage could tie in with the existing sign design, noting specific locations signs could be installed if desired. He summarized the project components discussed. He confirmed that there is not a budget for this project but noted elements that he may be able to work with.

Chairperson Max questioned the ideal time of year to conduct this activity.

Associate Planner/Environmental Coordinator Anderson confirmed that spring would be the best time for this activity. He recommended this site for the project.

Chairperson Max suggested tying this event to the tree sale, noting that volunteers could be gathered from the tree sale for this rain garden project.

Board Member Lewis believed that the rain garden project would be a good tie in with the Ramsey Garden Club.

Associate Planner/Environmental Coordinator Anderson confirmed that he would develop the species composition for the rain garden with likely assistance from the Conservation District. He noted that he could also explore the potential of students assisting with sign design as was done for Sunfish Park. He confirmed that most of the labor could be completed by volunteers and there would be a nominal cost for materials.

Board Member Stodola commented that this may be a good opportunity to partner with a local business for sponsorship or assistance.

It was the consensus of the Environmental Policy Board to conduct the rain garden demonstration project at Alpine Park in spring of 2013.

Board Member Lewis commented that it would be nice to continue this program on an annual basis, with a new site selected each year.

Associate Planner/Environmental Coordinator Anderson provided an update on North Commons Park and the progress on that project.

5.03: Review 2012-2013 Work Plan

Associate Planner/Environmental Coordinator Anderson presented the staff report. He confirmed that demonstration projects had been identified as priority but asked for guidance from the Board.

Chairperson Max commented that he believes that the Board is doing a great job with community awareness and noted three EPB articles, which were included in the City newsletter. He questioned if the archived articles could be linked to the City website.

Board Member Lewis asked that the Eco Challenge item be moved to a higher priority.

Board Member Bentz provided insight on programs at local schools and partnerships opportunities.

Board Member Lewis noted that the Eco Challenge program could be tweaked to fit with all age groups, and those local groups.

It was the consensus of the Environmental Policy Board to amend the Work Plan as discussed.

Board Member Lewis suggested that one item from the Work Plan is included on each agenda moving forward to bring the Board up to speed on each item.

Chairperson Max commented on the large amount of work upcoming with the planning of the events and noted that some of the items on the Work Plan involve a large amount of work that cannot be completed at this time.

Associate Planner/Environmental Coordinator Anderson clarified some of the items on the Work Plan.

6. BOARD / STAFF INPUT

- **December Meeting Date**

Associate Planner/Environmental Coordinator Anderson advised that he has a conflict with the date of December 3rd and asked to reschedule.

It was the consensus of the Environmental Policy Board to reschedule the December meeting to the following Monday, December 10th.

- **Update on Logo/Icon**

Board Member Lewis presented the draft logo/icons that his friend developed for the Board.

The Board provided positive feedback and thanked Board Member Lewis and his friend for their work on this item.

Associate Planner/Environmental Coordinator Anderson confirmed that the file could be sent electronically.

- **Reminder: Rail Station Ribbon Cutting November 8 (1:00 p.m., train ride at 2:00 p.m.)**

Associate Planner/Environmental Coordinator Anderson reminded the Board Members of the Rail Station Ribbon Cutting, which will take place on Thursday, November 8th. He advised that all Board Members are invited to attend the inaugural ride.

- **Reminder: Boards/Commissions and Employee Appreciation Event (January 4, 2013)**

Associate Planner/Environmental Coordinator Anderson reminded the Board Members of the annual Appreciation Event which will be held on January 4, 2013.

Board Member Bentz questioned if thought had been given to a speaker for the next Expo.

Associate Planner/Environmental Coordinator Anderson noted that is another item that assistance from the Board would be appreciated.

7. ADJOURNMENT

Motion by Board Member Hiatt and seconded by Board Member Lewis to adjourn the meeting.

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Chris Anderson
Associate Planner/Environmental Coordinator

ATTEST:

JoAnn Shaw
Community Development Secretary

Drafted by Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*

Environmental Policy Board (EPB)

5. 1.

Meeting Date: 12/10/2012

By: Chris Anderson, Community Development

Information

Title:

Tree Sale Discussion

Background:

At the November meeting, the Board confirmed their preference to proceed with the Tree Sale program as a stand alone event for 2013. Staff was asked to contact the vendor that was utilized last year for pricing and species and report back to the Board. Additionally, the Board formed a Tree Sale Subcommittee that was going to undertake various tasks associated with the Tree Sale event, such as marketing efforts, sponsorship opportunities and reviewing/creating voucher/order form, and report back to the Board as a whole as needed.

Observations:

Staff has received the pricing and species information from Bailey Nurseries, Inc and has attached a sample of possible offerings. Also, as was discussed with the Board, the Tree Sale event will again be in the form of pre-sale only and Staff has identified a way to incorporate the pick-up of trees by the public as part of the Spring Recycling Day event. Attached to the case is an exhibit that shows the Public Works Campus (site of the Recycling Day events), typical traffic flow pattern, and an alternate route for those that would be picking up trees. Finally, for the benefit of the Subcommittee, Staff has attached the order form that has been used in the newsletter the past several years.

Recommendation:

The Tree Sale Subcommittee should be prepared to provide the Board an update on their meeting(s) from November and the Board as a whole should be prepared to continue discussions, if necessary, on the Tree Sale event. Staff is interested in the Board's thoughts on including shrubs in the Tree Sale offering, as they are available through Bailey Nurseries.

EPB Action:

Based on discussion.

Attachments

[Sample Tree/Shrub Offerings](#)

[Site Layout for Tree Sale Pick Up](#)

[2012 Order Form](#)

Form Review

Inbox
Chris Anderson (Originator)

Reviewed By
Chris Anderson

Date
12/05/2012 10:01 AM
Started On: 12/03/2012 12:11 PM

Form Started By: Chris Anderson

Final Approval Date: 12/05/2012

Trees

Species	Size	Form	Root Stock	Price (before tax)
American Larch	#10 Container	Standard	Container	\$43.05
Black Hills Spruce	#7 Container	Standard	Container	\$38.95
Honeycrisp	11/16 inch DBH	Standard	Bareroot	\$12.80
Zestar!	9/16 inch DBH	Standard	Bareroot	\$12.25
Red Maple	5 feet	Light Branched	Bareroot	\$13.10
Red Maple	8 feet	Light Branched	Bareroot	\$18.85
Autumn Blaze Maple	5 feet	Light Branched	Bareroot	\$12.55
Autumn Blaze Maple	4 feet	Standard	Bareroot	\$12.55
Black Alder	1 inch DBH	Standard	Bareroot	\$18.80
Black Alder	6 feet	Standard	Bareroot	\$15.70
Aut. Bril. Serviceberry	4 feet	Clump	Bareroot	\$20.75
River Birch	5 feet	Clump	Bareroot	\$16.30
Paper Birch	6 feet	Standard	Bareroot	\$13.15
Thornless Hawthorne	6 feet	Standard	Bareroot	\$17.45
Amur Maackia	5 feet	Whip	Bareroot	\$15.40
Malus 'Adams'	5 feet	Standard	Bareroot	\$14.25
Malus 'Dolgo'	6 feet	Standard	Bareroot	\$15.50
Quaking Aspen	5 feet	Standard	Bareroot	\$20.40
Bicolor Oak	5 feet	Standard	Bareroot	\$20.00
Japanese Tree Lilac	5 feet	Standard	Bareroot	\$18.10
Valley Forge Elm	5 feet	Light Branched	Bareroot	\$15.25

Shrubs

Species	Size	Form	Root Stock	Price (before tax)
Black Chokeberry	18 inch height	Standard	Bareroot	\$5.65
Pagoda Dogwood	18 inch height	Standard	Bareroot	\$6.05
Burning Bush	18 inch height	Standard	Bareroot	\$7.45
Ninebark	18 inch height	Standard	Bareroot	\$5.55
Western Sand Cherry	24 inch height	Standard	Bareroot	\$5.00
American Cranberrybush	24 inch height	Standard	Bareroot	\$4.70



143RD AVE NW

7150

7080

7040

LIMONITE CT NW

14210

14185

Tree Sale Pick Up

142ND AVE NW

7080

RAMSEY BLVD NW

7157

7127

14100

WEST

Tree Sale Order Form

*******THERE WILL NOT BE ANY TREES AVAILABLE FOR*****
*****PURCHASE THE DAY OF THE EVENT THIS YEAR*******

Preorder select varieties of bareroot trees at a reduced cost! There are a limited number of trees available through this program and they are offered on a first come, first served basis. **Pre-ordering is the only option this year. There will not be any trees available for purchase the day of the event.**

This year's offerings include select varieties of honeylocust, crabapple, plum, birch and others. A complete list of trees available for pre-order, as well as tree descriptions, sizes and prices, can be found at www.cityoframsey.com. Look in the "In the News" area for information on the Tree Sale or click on "Community Events" and then the Environmental Expo & Tree Sale link.

To place your order, fill out the form below and return to City Hall, 7550 Sunwood Dr NW, (Community Development Dept., attention Chris Anderson) with applicable payment (cash and/or checks only, made payable to the City of Ramsey). **Orders must be received by 4:30pm April 20, 2012.** Make sure to bring your receipt (or some form of identification such as driver's license) to the tree sale event on **Saturday, April 28, from 9:00am to 2:00pm** at the Municipal Center, to pick up your tree(s). Contact Chris Anderson at 763-433-9905 or canderson@ci.ramsey.mn.us with any questions.

*****Trees must be picked up on Saturday, April 28 between the hours of 9am and 2pm.*****



ORDER

Tree/Plant Species	Quantity	Price Each	Total Amount

SOLD TO:

Name

Street Address

City

State

Zip

Telephone

Email Address

Meeting Date: 12/10/2012

By: Chris Anderson, Community
Development

Information

Title:

Tree Preservation Ordinance Review

Background:

An action item of the current Work Plan is to consider/develop tree replacement standards for inclusion in the Tree Preservation Ordinance. The ordinance, as presently written, essentially requires a tree inventory to be completed by an ISA Certified Arborist or a Society of American Foresters Certified Forester for all 'significant' trees with no specific replacement requirements.

Observations:

City Code defines significant trees: (1) All oaks with a DBH of four (4) inches or more; (2) All evergreens with a DBH of four (4) inches or more; and (3) All other trees with a DBH of eight (8) inches or more. When a development proposal is contemplated, the submittal must include a tree inventory. Typically, the inventory simply locates the existing trees and identifies those that will be removed and those that will remain after the initial rough grading and infrastructure improvements. Often times, additional tree removal is also necessary as individual lots are developed with homes.

As previously mentioned, there are no specified replacement requirements for single family home developments. The ordinance does state that the City may require clustering of homes or alternate locations of homes to avoid removal of significant trees, although practically applying this during the plat review/approval process is difficult. All lots are required to be landscaped with a minimum of two (2) trees (minimum planting size of one [1] inch DBH for deciduous trees and five [5] feet in height for evergreen trees).

In multi-family developments, the ordinance does require a project to retain forty percent (40%) of the inches of tree DBH existing on the site after development. There is a replacement requirement in this scenario that requires a one to one replacement of desirable trees if in excess of sixty percent (60%) of the inches of tree DBH are removed. This is in addition to the required landscaping, which is determined by a canopy cover formula (determine ratio of impervious area to entire site area, multiply the impervious area/site area ratio by the square footage of the pervious area to determine the required canopy cover square footage).

Recommendation:

Staff is not seeking any immediate action this topic. Rather, Staff wanted the Board to have an opportunity to familiarize itself with the current regulations, which may lead to further discussion on the matter. A significant question that should be contemplated is whether the Board believes, in general, that the landscaping requirements are sufficient in lieu of any replacement standards or if further review and research is warranted related to replacement standards that would be in addition to the landscaping requirements. This is also a good time to review at least one complication that arises occasionally between tree preservation and requiring topsoil.

EPB Action:

Based on discussion.

Attachments

Tree Preservation Ordinance

Form Review

Inbox

Chris Anderson (Originator)

Form Started By: Chris Anderson

Reviewed By

Chris Anderson

Final Approval Date: 12/05/2012

Date

12/05/2012 10:02 AM

Started On: 12/03/2012 01:18 PM

Ramsey, Minnesota, Code of Ordinances >> PART II - CODE OF ORDINANCES >> **Chapter 117 - ZONING AND SUBDIVISIONS** >> **ARTICLE II. - ZONING** >> **DIVISION 5. - TREE PRESERVATION** >>

DIVISION 5. - TREE PRESERVATION

[Sec. 117-324. - Purpose; intent; design and maintenance principles; administration.](#)

[Sec. 117-325. - Landmark trees.](#)

[Sec. 117-326. - Public trees.](#)

[Sec. 117-327. - Private trees in new development areas.](#)

[Sec. 117-328. - Hazardous and/or nuisance trees.](#)

[Sec. 117-329. - Exemptions.](#)

[Secs. 117-330—117-346. - Reserved.](#)

Sec. 117-324. - Purpose; intent; design and maintenance principles; administration.

- (a) *Purpose.* The purpose of this division to enhance the community and its citizenry, and not to be punitive or to cause hardship to any individual, private or public company.
- (b) *Intent.* The intent of this division is to provide regulations relating to the removal of trees to promote the orderly development of such areas and thereby minimizing public and private losses. Furthermore, this division will establish and maintain appropriate levels of diversity among tree species and age classes to provide a stable and sustainable community forest. The city council finds that the following objectives are important in achieving these goals:
 - (1) To continue to seek recognition as a Tree City U.S.A. and to take all reasonable steps to promote planting and conservation of trees throughout the city;
 - (2) To promote good design in new areas and provide sensitive and compatible infill development in existing commercial areas;
 - (3) To control epidemic tree diseases and insect infestations which threaten the health of trees in the community;
 - (4) To provide regulations that ensure the placement of trees along the street right-of-way for the purpose of protecting against excessive noise, heat, and glare, and to enhance the attractiveness and value of property;
 - (5) To ensure that landscaping is an integral part of development, not an afterthought;
 - (6) To foster and support community forest programs and encourage good tree management; and
 - (7) To maintain and preserve the many benefits that trees provide including, but not limited to, the following:
 - a. *Character and aesthetics.*
 1. Trees buffer different land uses for the visual screening, noise, glare and heat abatement in transitional zones;
 2. Trees conserve and enhance the city's quality of life and ecological and aesthetic environment, especially its valuable and rural atmosphere; and
 3. Trees provide important psychological benefits to the persons within the city and neighborhoods.

- b. *Wildlife habitat.* Trees are essential to maintain wildlife habitat within the city.
 - c. *Energy conservation.* Trees assist in the moderation of climate by providing shade, windbreaks, and the cooling of air; thereby reducing the requirements for air conditioning and heating and the subsequent utilization of energy resources.
 - d. *Air and water quality.*
 - 1. Trees aid in the filtering of stormwater as it passes through the soil to the groundwater;
 - 2. Trees maintain permeable land areas essential to surface water management and aquifer recharge; and
 - 3. Trees aid in the purification of the air through the removal of carbon dioxide, the generation of oxygen, and the precipitation of dust and other airborne pollutants.
 - e. *Socioeconomic.*
 - 1. Trees enhance property values; and
 - 2. Trees protect and preserve the unique identity and environment of the city and aid in the development of the economic base attracted to the city by such factors.
 - f. *Erosion and flood control.*
 - 1. Trees aid in the stabilization of soil by the prevention of erosion and sedimentation; and
 - 2. Trees reduce stormwater runoff and the costs associated therewith and aid in the replenishment of groundwater supplies.
- (c) *Creation of the Ramsey Tree Book.* The intent is to provide a set of landscape design and maintenance principles that promote the use of appropriate plant materials, which do not require special attention and which require little supplemental water to grow properly.
- (1) The Ramsey Tree Book will be available for reference and guidelines regarding principles for tree preservation in the city. The book is to be offered, upon request, to the citizens of the city as well as the development community and other interested parties. Copies will be available at city hall.
 - (2) The Ramsey Tree Book will also include lists of desirable and undesirable trees, shrubs, and natural vegetation for the city. The Ramsey Tree Book shall maintain an extensive list of recommended vegetation for planting. The intent is to maintain diversity in the total tree population within the city. The list of recommended species shall be updated periodically to reflect new developments or species that will affect the population of the community forest.
- (d) *Administration.*
- (1) The city shall administer and enforce the provisions of this division. The city is authorized to cause inspections on a scheduled basis when reason exists to believe that a violation of this division has been or is being committed.
 - (2) When the city determines a violation has occurred, the city's written evaluation of the deficiencies shall be considered prima facie evidence in any subsequent litigation

(Code 1978, § 9.24.01; Ord. No. 03-33, 9-15-2003; Ord. No. 06-25, § 2, 8-8-2006)

Sec. 117-325. - Landmark trees.

A landmark tree shall be any tree, public or private, that has been designated as such by the city council, after public hearing and due notice to the owner of the tree. The criteria of such designation shall include, but not necessarily be limited to, notable historical interest and value to the city because of its location or historical association with the community.

(Code 1978, § 9.24.02; Ord. No. 03-33, 9-15-2003)

Sec. 117-326. - Public trees.

- (a) *Authority.* The city shall have the right, but does not have the obligation, to plant, prune, maintain and remove trees, plants and shrubs within the public right-of-way of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds.
- (b) *Removal of public trees.* No trees, brush, vines, shrubs and/or ground cover are to be removed by anyone, including adjacent landowners or agents of any landowner, from any city-owned land, greenways or access corridors from greenways without the permission of the city.
- (c) *Storage upon public land.* No person shall deposit, place, store, or maintain upon any public place of the municipality, any stone, brick, sand, concrete, vehicles, equipment, toxins, animals, tree carving, or other materials which may impede the free passage of water, air, or fertilizer to the roots of any tree growing therein, except by written permit of the environmental specialist.
- (d) *Signage.* It shall be unlawful for any person, firm, or public utility to attach any sign, advertisement, political endorsement or notice to any public tree.
- (e) *Operation of equipment.*
 - (1) All maintenance equipment, implements, machines and tools shall be used or operated in such a manner as not to damage or destroy any tree, shrub or plant in any public right-of-way or park.
 - (2) During the erection, repair, alteration or removal of any building, house or structure, in the city, any person, firm, or corporation in charge of such work shall protect any tree in any public place within the city in the vicinity of such building or structure with sufficient guards or protectors to prevent injury to such tree.
- (f) *Notifying adjacent property owners of maintenance work.* An attempt may be made to inform adjacent property owners of maintenance work on trees and landscaping along boulevards, city property, and easements. This notification will be left with direct and adjacent property owners. Suitable precautions shall be taken to protect and warn the public that spraying is being done to public trees. Spraying will be done only if following an integrated pest management plan as exemplified under such topic within the state department of agriculture.
- (g) *Adjacent landowners' limited responsibility.* Trees planted along city property lines will be watered by those property owners adjacent to said trees. No one other than city employees or their designee may trim, prune, or remove public trees.

(Code 1978, § 9.24.03; Ord. No. 03-33, 9-15-2003)

Sec. 117-327. - Private trees in new development areas.

- (a) *Requirements for a tree preservation plan.* Prior to any development, land clearing, filling, or any other land alteration, as described in subsection (b) of this section, a tree preservation plan shall be submitted to and approved by the city. The developer shall be required to erect suitable protective barriers around all trees to be preserved and these protective structures,

where required, shall remain until such time as they are authorized to be removed by the city or issuance of a final certificate of occupancy.

- (b) *Tree preservation plan.* A tree preservation plan shall be submitted with preliminary plats and/or site plans, drawn to the same scale as the other preliminary plat or site plan submittals. The submitted tree preservation plan must include a buffer, if required, and landscape plan for the project.
- (1) Residential and commercial development plans shall be designed to preserve natural vegetation areas as much as possible. Streets, parcels, structures and parking areas shall be laid out to minimize the destruction of wooded areas or outstanding tree specimens. Developers of land are encouraged to designate wooded areas as park reserves.
 - (2) The city may require either the clustering of dwellings or alternate locations of dwellings to preserve significant trees during the plat approval process.
 - (3) There shall be no movement, clearing, or storage of equipment within a designated tree protection zone. The owner, developer, or agent shall not permit the placement of construction materials, debris, soil deposits, or fill; nor cause or permit disposal of waste materials such as paints, oils, solvents, asphalt, concrete, mortar or any other harmful material within the dripline of any protected tree area.
- (c) *Plan specifications content.* The content of all tree preservation plans submitted shall, for purposes of city staff review, include the following:
- (1) Delineation of all areas located within a 100-year floodplain;
 - (2) A tree survey overlay on the grading plan, which locates all significant trees within the developable areas of the site, identifying both diameter and species. Dead or diseased trees shall be included in the survey. All tree surveys for subdivisions involving the construction of roads or drainage conveyances shall be performed by an International Society of Arboriculture Certified Arborist or a Society of American Foresters Certified Forester. For the purposes of this division, significant trees shall include:
 - a. All species of oak that have a DBH of four inches or greater;
 - b. All evergreen species that have a DBH of four inches or greater; and
 - c. All other trees that have a DBH of eight inches or more;
 - (3) Existing soil conditions throughout the parcel; and
 - (4) Existing contour data for the entire property with vertical contour data consistent with city standards for all areas to be disturbed by proposed tree removal operations, extending for a distance of at least 50 feet beyond the limits of such areas. Indicated elevations may be based on United States Geological Survey data.
- (d) *Tree preservation barriers.*
- (1) All tree protection areas are recommended to be designated as such with "Tree Save Area" signs posted in addition to the required protective fencing. Signs requesting sub-contractor cooperation and compliance with tree protection standards are recommended for site entrances.
 - (2) Before any construction or grading takes place, snow fencing or erosion control fencing shall be placed around the borders of woodlots at the dripline of large trees to be preserved. Signs shall be placed along this fence line prohibiting grading beyond the fence line.
 - (3) These fences will be orange polyethylene laminar safety fencing or of woven polyethylene fabric (silt fencing).

- (4) Passive forms of tree protection may be utilized to delineate tree save areas outside of the MUSA line with approval of the city. These areas must be completely surrounded with continuous rope or flagging (heavy mil - minimum four inches wide). "Keep Out" or "Tree Save" signage must accompany all passive tree protection methods.
 - (5) No construction shall begin until this work has been completed, inspected, and accepted by the city.
 - (6) Silt barriers or similarly effective erosion control barriers shall be required in any area where erosion or siltation may cause damage to protected trees.
 - (7) All protective tree fencing, staking or continuous ribbon and all erosion control barriers must be installed prior to and maintained throughout the land disturbance and construction process, and should not be removed until acceptable vegetation is established.
- (e) *Critical root zone.* The root system within the dripline is generally considered to be the critical root zone. To protect these critical root zones, a tree protection area shall be established around each tree or group of trees to be retained.
- (1) The tree protection area shall include no less than the total area beneath the tree canopy as defined by the dripline of the tree or group of trees collectively.
 - (2) Wherein authorized excavations it becomes necessary to expose or cut roots more than one inch in diameter, it shall be the duty of the contractor to protect such root under advice from the city.
 - (3) All open trenching is prohibited. Utility installation within the dripline of protected trees, during construction or thereafter, can only occur using trenchless methods.
 - (4) The mowing, clearing, and grubbing of brush located within or under the dripline of protected trees may be allowed, provided such mowing, clearing, or grubbing is accomplished by hand or by mowers. The use of heavy equipment for this purpose shall not be allowed.
- (f) *Protection from disease and pestilence.* All clearing in oak stands shall be performed prior to April 15 or after July 15 of each season. Any development involving oak trees on or adjacent to the development area must submit a plan in conjunction with the preliminary plat.
- (g) *Encroachment.* If encroachment into a tree preservation area occurs that causes irreparable damage to the trees, the tree preservation plan shall be revised to compensate for the loss. Under no circumstances shall the developer be relieved of responsibility for compliance with the provisions of this division, nor shall planned revision activities prevent the city from instituting action for violation of this division.
- (h) *Planting requirements.* All trees chosen shall be from the acceptable/preferred list (or have approval of the city) and native and/or adaptable to this region and climate as described in the Ramsey Tree Book. The quantity of the required plantings shall be in accordance with the performance standards established for the respective zoning district.
- (1) *Size of trees at planting.* For all required plantings, deciduous trees shall be a minimum of one-inch caliper at the planting and all evergreen trees shall be a minimum of five feet height at planting. Specifications shall be determined by the American Nurseryman's Standards.
 - (2) *Type of tree stock.* For all required plantings, trees shall be free of insects, diseases, or mechanical injuries and have straight trunk and a form characteristic of the species.
 - (3)

Spacing at time of planting. The spacing of new trees must be compatible with spatial site limitations and with the responsible consideration toward species size when mature as outlined in the Ramsey Tree Book.

- (4) *Planting standards.* As outlined in the Ramsey Tree Book.
- (5) *Planting standard: soil amendment.* As outlined in the Ramsey Tree Book.
- (6) *Planting standards: mulch.* As outlined in the Ramsey Tree Book.
- (7) *Planting distance along rural section streets.* Shall be at the right-of-way unless approved by the city.
- (8) *Planting distance from hydrants.* Trees shall be planted a minimum of 15 feet from hydrants.
- (9) *Vision clearance (sight triangle).* Tree plantings should not be within the vision clearance triangle as defined in [section 117-348](#)
- (10) *Planting distance from utilities.* Trees shall be planted a minimum of two feet from any joint utility trench whenever practicable.
- (11) *Tree preservation tree density standard calculation.*
 - a. All multifamily residential developments shall retain 40 percent of the inches of tree DBH existing on the site after subdivision.
 - b. If in excess of 60 percent of desirable trees are removed from the plat due to construction, they shall be replaced, on a one-to-one basis, in addition to the required plantings specified within the applicable zoning district.

(Code 1978, § 9.24.04; Ord. No. 03-33, 9-15-2003; Ord. No. 06-25, § 2, 8-8-2006)

Sec. 117-328. - Hazardous and/or nuisance trees.

The city shall have the right to cause the removal of any dead or diseased trees on private property within the city, when such trees constitute a hazard to life or property, or harbor insects or disease which constitute a potential threat to other trees within the city. In the event of failure of owners to comply with such provisions, the city shall have the authority to remove such trees and charge the cost of removal to the property owner.

- (1) *Notice to take action.* An order for a "Notice to Take Action" will be issued upon determination by the city, or its designee, that maintenance work requiring the pruning, preservation, or removal of trees or plants upon private property when such action is necessary to ensure public safety and/or to prevent the spread of disease or insects to public trees and places.
 - a. Such notice shall describe the kind of tree, shrub, or other plant or plant part which has been declared to be a public nuisance; its location on the property; and the reason for declaring it a nuisance.
 - b. Proper disposal procedures of wood, bark and debris from said nuisance shall be detailed in said notice. These disposal procedures shall be followed within the time provided in the notice.
 - c. The notice of violation shall state the specific violation and indicate whether immediate enforcement will be sought or if 30 days will be allowed to correct and remove the violation.
 - d. If the owner of the property to whom an order has been issued fails or refuses to take remedial action in accordance with and within the time specified in an order, the city or its designate shall cause the remedial action so ordered to be

performed at the expense of the owner. Appeals shall be in accordance with [section 117-55](#)

- (2) *Disease- or pest-infested trees.* Any tree located within the city, which is determined by a certified arborist to be afflicted with any dangerous or infectious insect infestation or plant disease, may be declared a public nuisance. This shall include trees and shrubs harboring injurious insects or pathogens that may cause significant potential danger to the community forest.
- a. The city or its designate may remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is infected with Oak Wilt or Dutch Elm Disease.
 - b. An evaluation of "imminent danger" means that the hazard to the public is immediate. If the property owner cannot be contacted or refuses to remove the hazard, the city will initiate action immediately.
 - c. An evaluation of "potentially dangerous" means that a hazard to the public will exist in the near future. The property owner will be notified and should remove the future hazard as soon as possible.

(Code 1978, § 9.24.05; Ord. No. 03-33, 9-15-2003; Ord. No. 06-25, § 2, 8-8-2006)

Sec. 117-329. - Exemptions.

Requirements of this division may be waived by the city for a project in which at least 75 percent of the land has already received a permit initiating clearing or grading activities prior to the effective date of the ordinance from which this division is derived.

- (1) The provisions of this division are not intended to prohibit agriculture, silviculture, horticulture, or nursery operations within the city.
- (2) The provisions of this division are intended to prevent the spread of disease or infestation of trees within the city. Authorization may be obtained to remove certain trees to prevent the transmission of disease or infestation and to alleviate potentially hazardous trees that may cause injury to persons or property.

(Code 1978, § 9.24.06; Ord. No. 03-33, 9-15-2003)

Secs. 117-330—117-346. - Reserved.