

**City of Ramsey**  
**Agenda**  
**Environmental Policy Board (EPB)**  
**Monday January 7, 2013**  
**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 December 10, 2012
- 5. Policy Board Business**
  1. Tree Sale Discussion (Continued)
  2. Tree Preservation Ordinance Review
- 6. Board/Staff Input**
  - Expiring Terms
  - New Recycling Funding Opportunities
- 7. Adjournment**

**Environmental Policy Board (EPB)**

**4. 1.**

**Meeting Date:** 01/07/2013

**By:** Chris Anderson, Community  
Development

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**Information**

**Title:**

Approve Meeting Minutes Dated December 10, 2012

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**Attachments**

Meeting Minutes Dated December 10, 2012

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Chris Anderson (Originator)	Chris Anderson	12/31/2012 03:11 PM
Form Started By: Chris Anderson		Started On: 12/31/2012 03:09 PM
	Final Approval Date: 12/31/2012	

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

On Monday, December 10, 2012, the Environmental Policy Board (EPB) met in the Rum 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 John Enstrom  
                          Board Member Michael Hiatt (arrived at 6:48 p.m.)  
                          Board Member Michael Valentine

Members Absent:     Board Member Larry Lewis  
                          Board Member Thomas Stodola

Also Present:         Associate Planner/Environmental Coordinator Chris Anderson

**1.     CALL TO ORDER**

Chairperson Max called the meeting to order at 6:40 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVE AGENDA**

No Changes

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

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

**4.     APPROVE MINUTES**

**4.01:   Approve Meeting Minutes Dated November 5, 2012**

Motion by Board Member Bentz and seconded by Board Member Valentine to approve the regular meeting minutes dated November 5, 2012.

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

## **5. POLICY BOARD BUSINESS**

### **5.01: Tree Sale Discussion**

Associate Planner/Environmental Coordinator Anderson presented the staff report and asked for the Board's thoughts on the Tree Sale Program and whether to include offering shrubs as they are available through Bailey Nurseries.

Chairperson Max asked how many people respond to the information in the newspaper versus online.

Mr. Anderson stated that online submission is not available so residents needed to either use the order form from the newsletter or print it out from the website send it in with payment.

Chairperson Max asked why they are putting it in the newsletter and wasting space.

Mr. Anderson stated approximately a third of the people who came brought the cutout from the newsletter. He noted this year they will be accepting credit cards so it will be interesting to see what the percentage will be.

Board Member Hiatt arrived at 6:48 p.m.

Associate Planner/Environmental Coordinator Anderson stated he will be making a selection of approximately 10 tree species and some shrubs to sell.

Board Member Bentz asked if the smaller size trees would be better to sell because of the ease of care.

Associate Planner/Environmental Coordinator Anderson stated as long as the root tips are kept moist it does not matter what size the tree is.

Chairperson Max wondered if the burning bush was invasive.

Associate Planner/Environmental Coordinator Anderson noted it is not on the invasive species list in Minnesota.

Chairperson Max indicated he liked the native understory species.

Board Member Bentz wondered if there was a way to link the name to a hyperlink on the website to show residents what the tree looks like.

Associate Planner/Environmental Coordinator Anderson stated what goes up on the website will have hyperlinks and will show pictures of the trees. He noted the tree book online does not have hyperlinks yet but he was hoping in the future it will.

Chairperson Max noted they needed to be careful about linking to copyright information.

Board Member Bentz thought a different article every month featuring a different bush or tree might be nice to put in the newsletter.

Chairperson Max wondered if there was any greater success of survival of a smaller tree versus a larger tree because of the root system.

Associate Planner/Environmental Coordinator Anderson stated the smaller tree will have less shock going into the ground than larger trees but after a couple years, the smaller trees likely will 'catch up' in size to the larger trees.

Board Member Valentine thought it was more convenient for people to handle a smaller tree and bring it home.

Board Member Bentz asked if they could offer a soil additive for sale.

Associate Planner/Environmental Coordinator Anderson stated they could offer that but he thought it was more important for residents understand the importance of keeping the roots moist and proper planting techniques.

Chairperson Max wondered if they could work out a program where they go to the recycle event and receive a coupon or something for a tree.

Associate Planner/Environmental Coordinator Anderson stated he received two quotes from Baileys, one was for bare root and one was for containerized stock and that may work for container stock because that could be left there to see in its full form but bare root needs to be brought in and sold within the same day.

Chairperson Max noted this could be something they could consider for a fall tree sale.

Board Member Enstrom thought they should come up with a planting guide on how to plant the bare root tree.

Chairperson Max noted that would be a great idea to supply.

Board Member Bentz indicated this could be something added to the website.

Chairperson Max wondered if there could be chips available for people to take if they have a trailer for the tree.

Associate Planner/Environmental Coordinator Anderson stated they should be able to make that happen. He noted that at the January meeting he will bring a list of trees and shrubs that the Board could review and indicate what they would want.

Board Member Valentine indicated he would defer that to staff.

It was the consensus of the Environmental Policy Board to have some evergreen species available at the sale.

Board Member Enstrom wondered if they will have red pine or white pine by the hundreds to purchase.

Chairperson Max stated those quantities are better suited for the Conservation District's seedling sale.

Associate Planner/Environmental Coordinator Anderson stated that he does not intend to purchase those types of quantities of any species and would refer residents to the Conservation District.

## **5.02: Tree Preservation Ordinance Review**

Associate Planner/Environmental Coordinator Anderson presented the staff report and explained the intention is for the Board to familiarize itself with the current regulations. He also asked the Board whether it 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 landscaping requirements. He noted this is also a good time to review at least one complication that arises occasionally between tree preservation and requiring topsoil.

Board Member Hiatt asked how long the ordinance has been in place.

Associate Planner/Environmental Coordinator Anderson stated it has been three to five years.

Chairperson Max inquired whether any ash species were on the preferred list in the Tree Book.

Associate Planner/Environmental Coordinator Anderson stated that he thought White Ash was on the preferred list but was not sure whether it had been moved to the acceptable list. If that had not been done yet, he thought it should be removed from the preferred list. He thought they could discourage planting of this on private property and prohibit ash species from being planted on public property.

Board Member Valentine asked if it was common to have a tree preservation ordinance at the community level.

Associate Planner/Environmental Coordinator Anderson indicated it was.

Chairperson Max stated the only thing Ramsey did different from other cities was the canopy cover formula to determine planting requirements for multifamily projects.

Chairperson Max stated the concern he had was the property rights and how onerous this may be.

Board Member Valentine agreed and wondered how far they want to go.

Chairperson Max stated that it is a fine line and they need to determine the limitations.

Board Member Bentz thought the tree preservation regulation was only for a development when it is being planned.

Associate Planner/Environmental Coordinator Anderson stated that was correct and there is nothing to prevent a homeowner from clear cutting their property. He noted other communities stipulate what needs to be preserved in a development.

Board Member Valentine thought it made sense to have some guidance for single-family developments.

Chairperson Max stated this is the time to review this because he felt that development is on the uptick.

Board Member Enstrom thought there needed to be some ordinance pertaining to utility companies and tree removal. They need to replace trees elsewhere in the community. He wanted to try to come up with some type of program to save some trees.

Chairperson Max thought it was a good idea to look at their easements and see what they can do to control tree removal.

Associate Planner/Environmental Coordinator Anderson explained to the Board what the ordinance included and noted it was designed to ensure over story growth.

Associate Planner/Environmental Coordinator Anderson stated with the topsoil requirement, all disturbed areas need to be covered with 4 inches of topsoil and there is a conflict between that and tree preservation. He stated that when individual trees are preserved, adding topsoil buries the roots, which is detrimental to the tree being saved.

Chairperson Max thought they should address this problem.

Associate Planner/Environmental Coordinator Anderson thought it was a good idea and he has in the field directed people not to add topsoil over the critical root zone areas.

## **6. BOARD / STAFF INPUT**

- **Update on Newsletter Format (as it Relates to Focus on Environment Column)**

Associate Planner/Environmental Coordinator Anderson advised that starting in 2013, they will still have six issues but two of the six issues will be minimalistic and may not include a Focus on Environment article.

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

Associate Planner/Environmental Coordinator Anderson reminded the Board of the appreciation event on January 4, 2013.

- **Board Update with QCTV**

Associate Planner/Environmental Coordinator Anderson provided an update on tying in with the Board's pursuit of communicating with residents, QCTV wondered if they would be interested in a program to update the community on different things.

Chairperson Max thought this was a great opportunity and he wondered how many people watch QCTV.

Associate Planner/Environmental Coordinator Anderson stated he would check with QCTV whether any viewership numbers were available. He noted all the live televised meetings are web streamed.

- Other

Board Member Bentz asked if the business expo was going to be moved along with the environmental expo.

Associate Planner/Environmental Coordinator Anderson stated it would not and would still be in the spring.

Board Member Valentine wondered if they had any insight what the affect of the local election will have on the City.

Associate Planner/Environmental Coordinator Anderson believed the Council will be doing their annual strategic planning meeting in late January, which will determine the priorities for the next year.

Chairperson Max asked if they had anyone up for appointment at this time.

Associate Planner/Environmental Coordinator Anderson assumed that at least one Board Member is up for appointment but would make it a point to find out for the next meeting.

## **7. ADJOURNMENT**

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

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

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Chris Anderson  
Associate Planner/Environmental Coordinator

ATTEST:

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JoAnn Shaw  
Community Development Secretary

Drafted by Sue Osbeck  
*TimeSaver Off Site Secretarial, Inc.*

**Environmental Policy Board (EPB)**

**5. 1.**

**Meeting Date:** 01/07/2013

**By:** Chris Anderson, Community  
Development

**Information**

**Title:**

Tree Sale Discussion (Continued)

**Background:**

At the December meeting, Staff presented the Board with an example of potential species to offer during the 2013 Tree Sale. While the consensus of the Board was to defer to Staff on species selection, Staff agreed to provide the Board one last opportunity to review the species list at the January meeting. The Board did determine that the sale should include a couple evergreen species as well as a few shrubs.

**Observations:**

Since the December meeting, the vendor sent out an updated list of available species and Staff has made some tweaks to the species pool. Staff eliminated the Bicolor Oak because that species requires 'sweating' to force bud break. Staff prefers to avoid this process simply because it adds another step in the handling of the material prior to the residents picking them up.

A brief paragraph has been prepared for inclusion in the January/February Ramsey Resident newsletter. This will help get the word out earlier than past years about the Tree Sale. Additionally, based on discussion at the December meeting, trees and shrubs purchased by March 31 will be sold at a discounted rate to encourage early ordering.

Staff is currently working on finalizing information that can be placed on the website regarding the Tree Sale. This information would include a list of available species, form (bareroot or container, single stem or clump), size, and pricing (both by March 31 and after March 31). Staff is also working on linking each species to additional information to provide residents an easy way to see what each species looks like.

**Recommendation:**

The Board should review the pool of species offered and request revisions if needed. Also, the Tree Sale Subcommittee should be prepared to update the Board with any new information.

**EPB Action:**

Based on discussion.

**Attachments**

[Newsletter Article](#)

[Draft Info for Web](#)

**Form Review**

**Inbox**  
Chris Anderson (Originator)

**Reviewed By**  
Chris Anderson

**Date**  
01/04/2013 01:41 PM  
Started On: 12/31/2012 03:26 PM

Form Started By: Chris Anderson

Final Approval Date: 01/04/2013

## 2013 Tree Sale

The City of Ramsey is happy to announce it is sponsoring a Tree Sale event again in 2013. The format of the Tree Sale will again be through a 'pre-order' program. The Tree Sale will include a variety of bareroot trees and shrubs as well as a couple of containerized evergreen trees, all at wholesale prices! Even better, those who submit their orders by March 31, 2013 will receive a discounted price per tree and shrub! Please note that since we are able to offer the trees/shrubs at wholesale pricing, there is **NO WARRANTY** for them. **Trees must be picked up on Saturday, May 4, 2013, during the Spring Recycling Event, at the Public Works campus (14100 Jasper St NW).** More details will be available on the City's website ([www.cityoframsey.com/community-events](http://www.cityoframsey.com/community-events)) and in the next issue of the Ramsey Resident newsletter. If you have any questions about the Tree Sale, please contact Chris Anderson at 763-433-9905 or [canderson@ci.ramsey.mn.us](mailto:canderson@ci.ramsey.mn.us).

# 2013 Tree Sale Pre Order Trees

**Trees must be picked up on Saturday, May 4, between the hours of 8am and 12pm (*during the Spring Recycling Day event*), at the Public Works Campus, 14100 Jasper St. NW.**

The City of Ramsey tree sale will help you celebrate both the arrival of spring and Arbor Day! We continue to offer the tree sale as a way to encourage the replanting of trees lost to disease, insects, storm damage and to grow the community forest. We strive to offer a diverse mixture of species and try to emphasize the use of native species that are well suited for our sandy soils. It is important to not only match up the right tree with the right location (wet or dry, sun or shade etc) but also to foster a more diverse landscape. A landscape with a diverse mix of species is more resilient to potential disease/insect issues because most forest pests tend to have a specific group of species they prefer.

The City is pleased to announce that this year's trees are being offered at wholesale prices! However, that also means that unlike trees purchased through a retail nursery, there is **no warranty** if a tree should die. It is important that you take prudent care of the tree(s) from the time you pick it up until it is planted. If you cannot plant the tree(s) on the same day it is picked up, which is highly encouraged, they should be kept in a cool, dark/shaded area and the roots **MUST** be kept moist, preferably with the use of straw or mulch.

**Finally, please note that there will NOT be any trees available for purchase the day of the event. All sales must be done by pre-order.**

To place your order, please complete the order form found in the March/April issue of the Ramsey Resident newsletter, or click [here](#) to download the form, and return with applicable payment (cash or check made payable to City of Ramsey) to:

Ramsey City Hall  
Attn: Chris Anderson  
7550 Sunwood Dr NW  
Ramsey, MN 55303

**Orders must be received no later than 4:30pm on April 26, 2013. Orders received by March 31, 2013 will receive a \$5.00 discount per tree and \$3.00 discount per shrub.**

Tree/Shrub Species (click on species for description)	Root Type	Size and Form	Pre-Order Price* Before March 31	Pre-Order Price* After March 31
<b>Paper Birch</b>	Bareroot	4 foot height, Clump		
<b>River Birch</b>	Bareroot	4 foot height, Clump		
<b>Thornless Hawthorne</b>	Bareroot	6 foot height, Single		
'Autumn Spire' Red Maple	Bareroot	6 foot height, Single		
<b>Honeycrisp Apple</b>	Bareroot	11/16 inch dia., Single		
<b>Autumn Brilliance Serviceberry</b>	Bareroot	4 foot height, Clump		
<b>Austrian Pine</b>	Container	#5 gallon, Single		
<b>Black Hills Spruce</b>	Container	#7 gallon, Single		
'Autumn Magic' Black Chokeberry	Bareroot	18 inch height (shrub)		
<b>American Cranberrybush</b>	Bareroot	18 inch height (shrub)		

\*Price includes tax

**Meeting Date:** 01/07/2013

**By:** Chris Anderson, Community  
Development

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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. This item was initially introduced and discussed at the December meeting.

**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:**

At the December meeting, Staff reviewed this ordinance with the Board and requested that members review the ordinance before the January meeting. While Staff is not specifically seeking to amend this ordinance, the intent was to review it with the Board and get feedback as to whether it may be warranted to consider replacement standards or if the Board believes that the ordinance in its present format and in conjunction with the landscaping requirements for residential and commercial development, are sufficient. Based on discussion last month, Staff has developed a policy (attached) intended to address the conflict of topsoil application adjacent to trees being preserved.

**EPB Action:**

Based on discussion.

Tree Preservation Ordinance

Single Family Landscaping Requirements

Multi Family Landscaping Requirements

Commercial Landscaping Requirements

Draft Policy

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Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Chris Anderson (Originator)	Chris Anderson	01/04/2013 01:41 PM
Form Started By: Chris Anderson		Started On: 01/04/2013
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Ramsey, Minnesota, Code of Ordinances >> PART II - CODE OF ORDINANCES >> [Chapter 117 - ZONING AND SUBDIVISIONS](#) >> [ARTICLE II. - ZONING](#) >> [DIVISION 5. - TREE PRESERVATION](#) >>

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## DIVISION 5. - TREE PRESERVATION

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[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.**

Example of Landscaping Requirements for R-1 (Single Family) Zoning District

(3) *Lot landscaping.*

- a. *Number of plantings.* The minimum number of overstory trees on any given lot shall be as required below:

Required planting types	Required number of plantings
Overstory deciduous/coniferous trees	2 trees per dwelling unit

- b. *Minimum size of plantings.* Required trees shall be of the following minimum planting size:

Planting Type	Size
Deciduous trees	1-inch diameter as measured six inches above ground
Coniferous trees	5 feet in height

- c. *Planting types.* Acceptable plantings shall be determined by the city planting schedule. The compliment of trees fulfilling the landscaping requirements shall not be less than 25 percent deciduous and not less than 25 percent coniferous.

Example of Required Landscaping in the R-2 and R-3 (Multi-Family) Zoning Districts

*Lot landscaping.*

- a. *Minimum landscaping requirements.* All open space areas of a lot which are not used or improved for required parking areas, drives or storage shall be landscaped with a combination of overstory trees, ornamental trees, shrubs, flowers, ground cover, decorative walks, or other similar site design materials in a quantity and placement suitable for the lot. A reasonable attempt should be made to preserve as many existing trees as practicable in order to incorporate the trees into the development.
- b. *Minimum planting requirements.* The minimum number of plantings required shall be determined based on crown or canopy cover. To fulfill the planting requirements, a combination of trees and shrubs shall meet or exceed the minimum required canopy cover square footage. The minimum canopy cover shall be calculated as follows:
  - 1. Determine ratio of impervious area to entire site area.
  - 2. Multiply the impervious area/site area ratio by the square footage of the pervious area to calculate the required canopy cover square footage for the project area.
  - 3. The following formula shall be utilized to determine the average canopy cover of a species:

$[(\text{Minimum} + \text{Maximum Spread}) \div 4]^2 \times \pi \times (0.65 \text{ for preferred species or } 0.50 \text{ for acceptable species, as identified in the Ramsey Tree Book}).$

- c. *Minimum size of plantings.* Required trees shall be of the following minimum planting size:

Planting Type	Size
Deciduous trees	1-inch diameter as measured six inches above ground
Coniferous trees	5 feet in height
Deciduous shrubs	2 feet in height
Evergreen shrubs	2 feet in height or 2 feet in width, whichever applies
Ornamental trees	1-inch diameter as measured six inches above ground

- d. *Planting types.* Acceptable and preferred plantings shall be identified in the Ramsey Tree Book. The compliment of trees fulfilling the landscaping requirements shall not be less than 25 percent deciduous and not less than 25 percent coniferous. No more than 25 percent of the canopy cover requirements shall be fulfilled with the use of shrubs and ornamental trees.
- e. *Irrigation.* All landscaped areas shall include underground irrigation systems. Exceptions to this requirement include natural areas that are left undisturbed.
- f. *Open space.* Each townhouse development shall have at a minimum, 40 percent open space for the enjoyment of its residents that may be held as private lots or in common areas. Qualifying areas include grassed lawns, landscape areas, gardens, natural areas, landscape rock, mulch, wetlands, and ponding areas. Of the 40 percent open space, ten percent is to be dedicated as an identifiable common area for use by residents of the development.

Landscaping Example in Commercial Zoning Districts

(14) Landscaping and buffering.

a. Site landscaping.

1. Minimum landscaping requirements. All open space areas of a lot which are not used or improved for required parking areas, drives or storage shall be landscaped with a combination of overstory trees, ornamental trees, shrubs, flowers, ground cover, decorative walks, or other similar site design materials in a quantity and placement suitable for the site. A reasonable attempt should be made to preserve as many existing trees as is practicable and to incorporate them into the development. For each existing significant tree retained one overstory tree can be deducted from the minimum requirements.
2. Number of plantings. The minimum number of overstory trees on any given site shall be as indicated below. These are minimum requirements that are typically supplemented with other understory trees, shrubs, flowers and ground covers deemed appropriate for a complete quality landscape treatment of a site.

	Business Districts
Deciduous/coniferous trees	1 per 50 lineal feet of site perimeter, or 1 tree per 1,000 square feet of building footprint, whichever is greater. For expansions to buildings, 1 additional tree is required for each 1,000 square feet of additional building footprint area.
Shrubs	1 per 30 feet of site perimeter or 1 per 300 square feet of building footprint area, whichever is greater.

3. Minimum size of plantings. Landscaping material shall be of the following minimum planting size:

Landscape Material	Size
Deciduous trees	2.5 inches diameter as measured three feet above ground
Coniferous trees	6 feet in height
Deciduous shrubs	2 feet in height
Evergreen shrubs	2 feet in height or 2 feet in width, whichever applies
Ornamental trees	1.5 inches diameter as measured three feet above ground

4. Planting types.

- (i) Acceptable plantings shall be determined by the City of Ramsey Tree Book.
  - (ii) The compliment of trees fulfilling the landscaping requirements shall be not less than 25 percent deciduous and lot less than 25 percent coniferous. No more than 25 percent of the required plantings shall consist of ornamental trees.
  - (iii) For every 35 feet of public road frontage, one overstory tree shall be planted on the private property adjacent to the public road right-of-way.
- b. *Topsoil.* All exposed ground areas of a site not occupied by building, parking or storage, excluding natural areas that are left undisturbed, shall be covered with four inches of topsoil, as defined in [section 117-1](#), or an approved alternative as referenced in [section 117-348](#).
  - c. *Sodding and ground cover.* All areas not otherwise improved in accordance with approved site plans shall be finished with sod up to the edge of improved streets. Any alternative to the sod requirement shall require city council approval.

## Landscaping Example in Commercial Zoning Districts

- d. Irrigation.
  - 1. All landscaping areas required under this section shall include underground irrigation systems.
  - 2. Exceptions include natural areas that are left undisturbed.
- e. Parking lot landscaping. All parking lots are required to provide internal overstory tree plantings in an effort to shade parking surfaces and provide visual relief. Plantings are required at the following minimum schedule. The planting schedule is established to provide an acceptable number of plantings that may be planted in regular symmetrical patterns or irregular clusters or groupings.
  - 1. 1 tree per every ten parking spaces.
  - 2. Every overstory tree planting shall be provided with a planting area of 162 square feet.
  - 3. Acceptable ground cover materials include sod, mulch, and other natural ground cover. Landscaping rock and plastic underlayment is not allowed.
  - 4. All parking lot planting areas shall include underground irrigation systems.
- f. Bufferyards. This section is intended to be minimum requirements to achieve screening between differing uses with varied intensities and impacts that are not always complementary when adjacent to one another. When a bufferyard is required under this section, the yard space and planting requirements are not to be reduced for other purposes such as future parking and driveways, building expansions, or other activities that are not in keeping with the purposes of buffering and screening.
  - 1. Bufferyards are intended to provide additional screening of businesses that are adjacent to residential areas. The following table details the width of the bufferyard along the common adjacent property line. An additional increase of landscape plantings would be required in the bufferyard. That increase is expressed in the table below as a percentage of the total required site landscaping:

		Existing Adjacent Development		
		R-1	R-2	R-3
Proposed Development	B-1 Bufferyard width % increase in plantings required	40 ft.	30 ft.	20 ft.
		25%	20%	20%
	B-2 Bufferyard width % increase in plantings required	50 ft.	40 ft.	30 ft.
		30%	25%	20%

- 2. As an alternative method for screening, fences that are 100 percent opaque may be used to mitigate the impacts of businesses that are adjacent to residential areas. Fences shall be subject to the provisions found in all applicable ordinances. When a fence is used for screening purposes, the bufferyard planting requirements may be reduced by ten percent from the stated minimum requirement.

**Community Development Department  
Planning Division  
Standard Operation Procedure: #001-2013**

Date: January 7, 2013

Name: Topsoil and Tree Preservation

Effective Date: Immediately

Issuing Authority: Community Development Director

Purpose: To establish a policy for placement of topsoil in proximity to trees being preserved during lot improvements.

Policy(s): There is an inherent conflict in requiring topsoil application around trees being preserved during construction. Burying tree roots decreases available oxygen, which in turn can push trees into decline. Therefore, application of topsoil, as outlined in the Zoning Code, shall not be required within the dripline of trees. Tree save fencing must be installed prior to and maintained throughout the construction process. This will not only leave the area undisturbed but will also avoid compaction of soil with the dripline of trees. This policy is not intended to eliminate the application of topsoil as required by City Code but rather to minimize potential long-term damage to trees that are being preserved.

Procedure: City staff shall have the authority waive topsoil application adjacent to trees being preserved during construction under the following conditions:

- Tree save fencing must be installed prior to construction activity and maintained throughout the process so that the area within the dripline of trees remains undisturbed and the soil is not compacted.

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Development Services Manager  
Tim Gladhill