



CITY OF LOWELL
ARBOR BOARD AGENDA

MONDAY, APRIL 24, 2023 AT 7:00 A.M.

LOWELL LIGHT AND POWER – 127 N. BROADWAY – BOARD ROOM/UPSTAIRS

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
4. REVIEW FINANCIAL REPORTS
5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
7. NEW BUSINESS
 - a. Election of Chair
 - b. Approve 2023 Meeting Dates
 - c. Tree Ordinance Update
 - d. Comprehensive Tree Plan
 - e. Consider Business Selection for Arbor Day Tree
 - f. Arbor Day April 28, 2023 Activities (Suggestions)
8. BOARDMEMBER COMMENTS
9. ADJOURNMENT

ARBOR BOARD OF LOWELL
MONDAY, OCTOBER 10, 2022
7:00 AM
Lowell Light & Power Meeting Room

1. CALL TO ORDER: ROLL CALL

The meeting was called to order at 7:03 am at the Lowell Light & Power meeting room and the roll was called.

Present: Jim Salzwedel, Perry Beachum, Chair Reagan

Absent: Lean Groves, Mathew Silverman

Also Present: Ryan Teachworth, LLP and Dan Czarnecki

2. APPROVAL OF AGENDA

IT WAS MOVED BY SALZWEDEL, and seconded by BEACHUM to approve the agenda as written.

YES: 3 NO: 0 ABSENT: 2 MOTION CARRIED.

3. APPROVAL OF THE MINUTES

IT WAS MOVED BY BEACHUM, and seconded by SALZWEDEL to approve the regular minutes of the March 9, 2020 meeting, with one correction to the name Keiser's.

YES: 3 NO: 0 ABSENT: 2 MOTION CARRIED

4. REVIEW FINANCIAL REPORTS

IT WAS MOVED BY SALZWEDEL, and seconded by BEACHUM to approve the financial reports as presented.

YES: 3 NO: 0 ABSENT: 2 MOTION CARRIED

5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None

6. OLD BUSINESS

Beachum asked about the status of Bowes Rd. trees. Near water plant there are 13 pear and 12 locus trees planted in right-of-way under power lines and they are beginning to grow into them. Previous discussions were to remove the trees and Arbor Board is in favor of removal. LLP will also consider trimming/shaping for now which could give 2-5 yrs time before need to discuss removal again. Czarnecki suggested there should be a plan for education of the public before any trees are removed. Beachum questioned why trees should be replaced, as the trees on Bowes are not appropriate for the area they were planted and should not have been planted there. He feels it is unfair to be forced to replace these trees. However, city ordinance requires trees removed to be replaced. Will need city council approval to go against ordinance to change replacement requirements.

7. NEW BUSINESS

Bowes Rd. – Trees

Was discusses under Old Business

8. BOARD MEMBER COMMENTS

Beachum pointed out trees in City Hall parking lots are covering lighting.

Beachum pointed out two dead trees along Flat River near Burch Field irrigation pump.

Dr. Reagan reminded group a tree still needs to be planted at Keiser's for Arbor Day 2022.

9. ADJOURNMENT

The meeting was adjourned at 7:30 am.

James Reagan, Chair

Susan Ullery, Recording Secretary



8-Mar-23

TREE FUND BEG. BALANCE July 2022 \$5,877.75

Total Expenditures \$0.00

Ending balance \$5,877.75



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
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2023 ARBOR BOARD MEETING DATES
7:00 A.M

March	13	April	10
May	8	September	11
October	9		

Memorandum



PUBLIC WORKS

DATE: April 21, 2023

TO: Arbor Board

FROM: Daniel Czarnecki, Public Works Director

RE: Tree Ordinance Update

Review of the Tree Ordinance came up after a meeting with Lowell Light & Power where we discussed the Bowes Rd. trees, as well as other possible tree issues. From the discussion, it was clear the existing ordinance is lacking.

At the Monday, April 17th City Council meeting, the City approved having City Planner, Andy Moore and Williams & Works to update our Tree Ordinance (Sec 23-91 thru 23-102). Attached is his scope of service for this work. Part of his process is to discuss the existing ordinance with the Board and look at items that need updating. I suspect he might need to attend a couple Arbor Board meetings to gain all the info necessary to perform this work adequately.

The update to the ordinance has come up quickly. The idea for updating the ordinance came from a March 29th meeting with Charlie, Ryan, Mike, and myself discussing the Bowes Rd trees and other trees and utility locations around the City. We discussed how best to maintain trees while still safely providing utility services to the public. Tree type and planting locations also affects underground utilities such as water and sewer, as well as underground electric lines. There were several unanswered issues that came from the meeting mostly due to not enough info within the ordinance, and it was decided this might be the best time to resolve issues by way of an update to the ordinance.

With input from Arbor Board, Lowell Light & Power, and other City staff, we hope to come up with a new ordinance that will help the community and Arbor Board to best manage our community trees.



April 10, 2023

Mr. Daniel Czarnecki
Public Works Director
City of Lowell
217 S. Hudson
Lowell, MI 49331

RE: Trees and Arbor Board

Dear Mr. Czarnecki,

As discussed via email last week, this proposal letter responds to the City's request for a work scope and fee estimate to update City *Ordinance 23-91 thru 23-102, Trees* and assess potential changes to *Ordinance 23-66 thru 23-77* that governs the City's Arbor Board. These articles within the existing Code of Ordinances were developed in 2004 and are in need of additional detail and reference updates.

Scope of Work. The process for this ordinance update will follow the scope set forth below. Of course, we are willing to tailor our approach if the City prefers a scope of work that departs from this proposal.

Task 1: Review and Research. We will review *Chapter 23 – Vegetation* to gain a more comprehensive understanding of the articles in question and the greater context of the chapter. Several sample ordinances from nearby communities will be sourced as reference for the working session to be held in Task 2.

Task 2: Working Session. A working session will be held with key staff, members of the Arbor Board, or others as directed by the City. This meeting will be important to the planning process, as it will open up the floor for discussion and provide our team with additional background about how the ordinance is functioning today and areas in need to revisions. We will share our observations about the existing ordinance, review relevant sample ordinances from nearby communities, and take suggestions from the group that will inform the first draft update.

Task 3: Draft Review Meeting and Revisions. Based on feedback during the working session, we will present the draft update to key staff and members of the Arbor Board, as directed by the City. The draft update will include suggested language revisions using track changes and up to two (2) graphic figures. Recommendations from this meeting will be incorporated into a revised draft that will be distributed to the group via email for final review and comment.

Task 4: Legal Review and Adoption. Once final edits have been made to the draft ordinance, it will be shared with the City’s attorney for legal review. Attorney comments will be incorporated into a final draft ordinance that will then be distributed to the City Council for adoption by resolution.

Timeline and Professional Fees. We anticipate that this ordinance update will take one to two months from project authorization to adoption.

Williams & Works proposes to complete the tasks outlined in this proposal for a fee not to exceed the amounts provided below. This fee includes all aspects of the planning process and out-of-pocket expenses, except for costs related to attorney fees and printing.

Tree Ordinance Update.....	\$4,136
<u>Staff Rates</u>	
Senior Planner.....	\$130
Landscape Designer	\$100
Project Engineer	\$100

As an Executive with the firm, I am authorized to commit the firm to the terms of this proposal. If this proposal is acceptable, please sign in the box below which would amend our professional services agreement insofar as the terms of this proposal. We trust that this letter will be helpful to you and the City in developing a complete and easily enforceable tree ordinance.

As always, feel free to contact me at any time if there are questions or concerns.

Sincerely,

Williams & Works

[via email]

Andy Moore, AICP
Executive & Planning Group Lead

c: Maleah Rakestraw, ASLA

Memorandum



PUBLIC WORKS

DATE: April 20, 2023

TO: Arbor Board

FROM: Daniel Czarnecki, Public Works Director

RE: Comprehensive Tree Plan 2023-2024

It is time to update the Comprehensive Tree Plan. The current plan was approved by the Arbor Board in May 2022, however, it was not presented to City Council.

In March I did receive some input for updating the plan. I have added this info on the Plan Areas by Zone and have specified it as "New" and in *ITALICS*. The draft plan is attached.

Please review the Plan. We should make sure the Vision Statement and Goals are correct, and make any adjustments as necessary. We can make any changes to the Plan Areas as the Arbor Board feels are needed.

When the Arbor Board has approved the Comprehensive Tree Plan for 2023-2024, we can present it to City Council for acceptance.

Let me know if you have any questions, comments or concerns.

Arbor Board

Official Comprehensive Tree Plan 2023-2024

Introduction

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

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

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

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

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

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

Roles and Responsibilities

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

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

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

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

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

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

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

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

- Provide technical assistance to the Arbor Board and ensure that the Comprehensive Tree Plan is implemented.
- Accept application from any person desiring to plant shade or ornamental trees in any public right-of-way and make a determination providing whether or not such trees may be planted.
- Authorize trimming of trees standing in or that may overhang any highways, streets, avenues, or which in any manner obstruct the public lighting of the city.
- Authorize the removal of an existing tree, shrub or other woody plant located in the street right-of-way, a city park, or other city-owned property.
- Authorize the planting and spacing of new trees in accordance with prescribed planting practices. See attached guidelines.
- Ensure that provisions of the City Code of Ordinances relating to noxious shrubs, weeds and grass are enforced.

Comprehensive Tree Plan for the City of Lowell

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

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

The Goal(s): To maintain, at a minimum, and to improve on the Urban Forest Canopy within the city proper. To date, we have not been restrictive in our areas of involvement, placing trees where we found areas of need. This includes residential neighborhoods, city park properties

and commercial districts. Recently, significant amounts of trees throughout the community have been devastated by insect infestation, thereby causing the loss of tree cover and inventory. A significant cost will be incurred in the coming year(s) and may curtail some of the planting progress. Fortunately, this is being offset by progress in the past few years.

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

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

Comprehensive Tree Plan Areas by Zone

Zone 1 – North / East Side Lowell

1. Replacement of Cemetery trees that have died/fallen/been removed (5).
2. Removal of selected dead/dying trees from street parkways.
3. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.
4. *New. Monroe St. Improvement Project tree replacement (5)?*

Zone 2 – South / East Side Lowell

1. Continued trimming of trees at Rogers Field/Moose Property.
2. Removal of selected dead/dying trees from street parkways.
3. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.

Zone 3 – Downtown/Riverwalk

1. Review existing trees in downtown area, develop plan for replacement when needed.
2. Begin discussions/planning for landscaping/tree planting on Oklahoma Property.
3. *New. Library AC unit trim?*
4. *New. Municipal Driveway Trim/Removal?*

Zone 4 – West Main Shopping Area

1. Begin talks with MDOT to gain permission to plant trees in ROW along Main St/M21.
2. LARA – Discuss with them tree planting to replace trees removed for trail extension.
3. *New. "Small" cherry trees ?*

Zone 5 – North / West Side of Lowell1.

1. Review trees in Creekside Park, develop plan for replacement when needed.
2. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.

Zone 6 – South / West Side of Lowell –

1. Review trees in Recreation Park, develop tree replacement that fits with Recreation Park Improvement plan.
2. Maintain and trim trees and remove along ROW and offer replacement trees to be planted on residential properties as budget permits.
3. *New. Tree plan for Youth Fair area after it is vacated?*

Projected Budget/Implementation: It is anticipated that a budget of \$6,000.00 be committed for fiscal year 2022-2023 for removals and planting new trees with routine maintenance and trimming expenses coming from City departments.

Submitted by the Lowell Arbor Board

Jim Reagan, Chair

Perry Beachum

Leah Groves

Matthew Silverman

Jim Salzwedel (Councilmember)

Design Tips & Guidelines: Spacing

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

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