



**CITY OF UNIVERSITY CITY
REGULAR MEETING OF THE URBAN FORESTRY COMMISSION
VIA VIDEOCONFERENCE
Wednesday, November 10, 2021
6:00 P.M.**

**IMPORTANT NOTICE REGARDING
PUBLIC ACCESS & PARTICIPATION**

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, the November 10, 2021 meeting will be conducted via videoconference.

Observe and/or Listen to the Meeting (your options to join the meeting are below):

Webinar via the link below:

<https://us02web.zoom.us/j/83026492785?pwd=SWYrREVOblRvRTFhTkVDQ2t6Vi9lUT09>

Passcode: 508923

Audio Only Call

Or One tap mobile :

US: +13017158592,,83026492785#,,,,*508923# or +13126266799,,83026492785#,,,,*508923#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 830 2649 2785

Passcode: 508923

International numbers available: <https://us02web.zoom.us/j/83026492785?pwd=SWYrREVOblRvRTFhTkVDQ2t6Vi9lUT09>

Citizen Participation and Public Hearing Comments:

Those who wish to provide a comment during the "Citizen Participation" portion as indicated on the agenda; may provide written comments to the Darren Dunkle ahead of the meeting.

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: ddunkle@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention Darren Dunkle, Director of Parks, Recreation and Forestry. Such comments will be provided to Board/Commission member prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.

Please note, when submitting your comments, a **name and address must be provided.** Please also note if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.

The City apologizes for any inconvenience the meeting format change may pose to individuals, but it is extremely important that extra measures be taken to protect employees, residents, and elected officials during these challenging times.

AGENDA – November 10, 2021

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

E. CITIZEN PARTICIPATION

Procedures for submitting comments for Citizen Participation and Public Hearings:

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: ddunkle@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention Darren Dunkle, Director of Parks, Recreation and Forestry. Such comments will be provided to Parks Commission members prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting *Please note, when submitting your comments, a **name and address must be provided.** Please also not if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.*

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. UNFINISHED BUSINESS

- 1) Invasive Species Pledge

I. NEW BUSINESS

- 1) Appeal – 6942 Melrose Avenue
- 2) Commissions Role
- 3) Volunteer Opportunities
- 4) Severe Storm Response Presentation
- 5) Memorial Policy

J. COMMISSION COMMENTS

K. ADJOURNMENT



To: Darren Dunkle; Urban Forestry Commission
From: Jacob Kaiser

Date: 6/1/2021

Subject: **MAY FORESTRY REPORT**

Removed 4 trees, 15 man-hours were spent on removals.

Pruned 48 trees, 50 man-hours spent on pruning.

Planted 79 trees, 207.5 man-hours spent on planting.

Related forestry work:

- 2 Loads of woodchips were taken to Heman Park.
- 2 Loads of sweepings of bark and twigs were taken to recycle area in Ruth Park.
- 0 Load of logs on the crane truck taken to Heman Park.
- Performed daily chainsaw and planting tool maintenance

Comments:

All trees have been planted for the season.

Tree removals are not being performed in house at this time due to staffing restrictions. A 3 man crew is needed to remove trees in a safe manner. All removals done this month were small trees that were planted in the past 2-3 years that did not make it.

Trim grant closeout has been submitted. We are waiting on the final approval from MDC before the city receives the reimbursement check.

All stumps have been ground out.

Some stubs remain waiting on crane truck to be repaired.

Requests for pruning have a quick response time due to no tree removals.

Removal contract is being prepared.



To: Darren Dunkle; Urban Forestry Commission
From: Jacob Kaiser

Date: 7/6/2021

Subject: **JUNE FORESTRY REPORT**

Removed 14 trees, 31 man-hours were spent on removals.

Pruned 140 trees, 142 man-hours spent on pruning.

Removed 8 standing stubs, 44 man-hours spent on stubs.

Related forestry work:

- 3 Loads of woodchips were taken to Heman Park.
- 5 Loads of sweepings of bark and twigs were taken to recycle area in Ruth Park.
- 4 Load of logs on the crane truck taken to Heman Park.
- Performed daily chainsaw

Comments:

Tree watering was handled by city forester during times of drought

Tree removals are not being performed in house at this time due to staffing restrictions. A 3 man crew is needed to remove trees in a safe manner. All removals done this month were trees under 10" in diameter

TRIM grant has been approved waiting on check

This fiscal year's TRIM grant has been sent and informally awarded. Waiting to hear specifics on funding amount.

Stubs have all been removed except for 1

Requests for pruning have a quick response time due to no tree removals.

Removal contract is being prepared.



To: Darren Dunkle; Urban Forestry Commission
From: Jacob Kaiser

Date: 8/3/2021

Subject: **JULY FORESTRY REPORT**

Removed 10 trees, 27 man-hours were spent on removals.

Pruned 17 trees, 69 man-hours spent on pruning.

Storm Damage, 301 man-hours spent on storm damage.

Related forestry work:

- Storm on 7/10
- Hazardous tree removal bid received
- Tub grinding out to bid
- EAB out to bid

Comments:

Crews worked the weekend of the storm. Some parks crew members helped out.

13 complete tree failures to city owned trees.

6 trees with damage from storm added to removal list.

Streets department and Parks department crews going street by street to pick up storm damage from 7/16-7/30.

Forestry crew focused on large tree failures and parks clean up.

Parks still not inventoried completely for storm damage.



To: Darren Dunkle; Urban Forestry Commission
From: Jacob Kaiser

Date: 9/3/2021

Subject: **AUGUST FORESTRY REPORT**

Removed 10 trees, tree removals were due to storm damage.

Pruned 16 trees, 82 man-hours spent on pruning.

Storm Damage, 286 man-hours spent on storm damage.

Related forestry work:

- Storm on 8/12
- Storm damage trees removed
- Tub grinding bid received goes to council on 9/13
- EAB bid received goes to council on 9/13

Comments:

Streets department and Parks department crews going street by street to pick up storm damage from 8/16-8/31.

Forestry crew focused on large tree failures and parks clean up.

Parks crew member helped with storm damage tree removals.

127 tree planting sites inventoried

Hazardous tree removal contract approved by council work started 8/30. 50 trees to be removed.

Jacob Kaiser attended Missouri Community Forestry Council annual conference



To: Darren Dunkle; Urban Forestry Commission
From: Jacob Kaiser

Date: 10/36/2021

Subject: **SEPTEMBER FORESTRY REPORT**

Removed 5 trees, 40 man-hours spent on removals.

Pruned 68 trees, 230 man-hours spent on pruning.

Related forestry work:

- 50 trees and stumps were ground by contractors
- EAB bid has been approved and awarded 34 Ash trees will be removed and replaced
- Tub grinding approved for debris from 7/10 storm. Project to start early October
- Bid is being prepared for purchasing trees for fall planting

Comments:

List of species to replace Ash trees is:

Bald Cypress 'Shawnee Brave'- *Taxodium distichum* 'Shawnee Brave'

Eastern Hophornbeam- *Ostrya virginiana*

Cucumber Magnolia- *Magnolia acuminata*

Yellowwood- *Cladrastis kentukea*

White Oak- *Quercus alba*

Shumard Oak- *Quercus shumardii*

Black Oak- *Quercus velutina*

33 Pin Oak trees pruned this month ranging in size from 25" DBH to 56" DBH. We have 27 Oak trees left to prune from requests and inspections throughout the year.



To: Darren Dunkle; Todd Strubhart; Urban Forestry Commission
From: Jacob Kaiser

Date: 11/4/2021

Subject: **OCTOBER FORESTRY REPORT**

Removed 10 trees, 37 man-hours spent on removals.

Pruned 82 trees, 219 man-hours spent on pruning.

Related forestry work:

- Tub grinding contract for debris from storm on 7/10 completed
- Inventory of street trees in wards 1&2 started
- EAB contract to start in Early November
- Requested Oak prunes completed

Comments:

Trees to be planted have been purchased and delivery is scheduled for the week of November 8th.

2 minor storms events in October resulting in 2 total tree failures. 1 in Flynn Park and 1 on Sheridan ave.

Tree inventory will help identify prunes and removals needed in street tree population.

**MINUTES OF THE MEETING OF THE
URBAN FORESTRY COMMISSION
UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, MAY 12, 2021**

Agenda Item #1: Call Meeting to Order

Forestry Commission President Kristin Sobatka called the meeting to order at 6:02 pm.

Agenda Item #2: Roll Call

Those in attendance included Commission President Kristin Sobatka, Commission Vice President Dianne Benjamin, Secretary Kathy Freese, and Commission Members David Rowan, and John Roman. Also in attendance was Director of Parks, Recreation and Forestry Darren Dunkle, and Forestry Supervisor Jacob Kaiser. Absent were Commission Member Malik Johnson and Council Liaison Aleta Klein

Mr. John Roman was introduced as a new member of the Commission.

Agenda Item #3: Approval of Agenda

Commission Secretary Freese motioned, and Commission Vice President Benjamin, seconded to approve the agenda with no changes. The motion was approved unanimously.

Agenda Item #4: Approval of Minutes

Commission Secretary Freese motioned, and Commission Member Rowan seconded to approve the minutes of March 10, 2021 with no changes. The motion was approved unanimously.

Agenda Item #5: Citizens' Comments

None.

Agenda Item #6: Department Report – Jacob Kaiser reported on the March and April Forestry Reports.

- a) Discussion followed regarding new tree plantings within the city.
- b) Commission Member Benjamin asked about the status of the Invasive Pledge. Mr. Dunkle stated that it was his understanding that the Green Practices Commission was going to consider making a recommendation in support of the pledge as well. He further stated that it is his intent to make a recommendation on the pledge with the support of both the Urban Forestry Commission and the Green Practices Commission.

Agenda Item #7: Council Liaison Report

None.

Agenda Item #9: Unfinished Business

None.

Agenda Item #10: New Business

- a) Tree City USA-Arbor Day Proclamation - Mr. Dunkle reported that as part of the Tree City USA program, participants are usually required to hold an Arbor Day Celebration and have a Proclamation made by the City of such date. However, due to the COVID-19 pandemic, they have waived the requirement to hold a celebration this year but would require the city to have the proclamation. As such, at the May 10, 2021 City Council

meeting, the Mayor introduced a proclamation stating that April 30, 2021 was Arbor Day in the City of University City.

- b) FY22 Proposed Operating Budget – Mr. Dunkle reported that a “Proposed Budget” has been sent to City Council for their review and consideration, and that a “Final Budget” would be introduced to City Council at the last meeting in June for Council approval. Mr. Dunkle stated that the “Proposed Budget” included \$254,500 of contractual forestry work in the areas of Tree Pruning, Stump Grinding, Tub Grinding, and Misc. Tree Work. He further stated that as proposed, the budget would be a \$53,000 increase over the FY21 budget for the same type of work.
- c) FY22 Proposed CIP Budget – Mr. Dunkle reported that a “Proposed Budget” has been sent to City Council for their review and consideration, and that a “Final Budget” would be introduced to City Council at the last meeting in June for Council approval. Mr. Dunkle stated that the “Proposed Budget” included \$100,000 of contractual forestry work in the areas of E.A.B. tree removal and replacement as well as Hazardous Tree Removal and Replacement. He further stated that as proposed, the budget would be a \$50,000 increase over the FY21 budget for the same type of work.

Discussion took place regarding inhouse staff versus contractual staff. Mr. Dunkle and Mr. Kaiser stated that an inhouse work force would give more flexibility in scheduling and timeliness of projects, as well as better control of the quality of work being performed; however, contractual work is also necessary, as contractors can usually provide more resources to get the work done.

Agenda Item #11: Commission Comments

- a) Commission Secretary Freese asked if there would be a way to engage Washington University in assisting in the watering and maintenance of street trees on properties that they own within University City. She went on to state that Washington University currently maintains the lawns and landscaping on their properties and that it could greatly improve the quality of the trees and the neighborhoods if they could assist in some manner.
- b) Commission Member Benjamin stated that several years ago a program was initiated in the LOOP in which businesses were asked to maintain flower planters that had been placed in front of their businesses, to beautify the LOOP as well as assist in the ongoing maintenance. She further stated that program did not work as most of the businesses did not actively participate.

Agenda Item #12: Adjournment

Commission Secretary Freese motioned, and Commission Member Benjamin seconded to adjourn. The motion was approved unanimously.



AGENDA ITEM COVER

MEETING DATE: November 10, 2021
AGENDA ITEM TITLE: Appeal 6942 Melrose Avenue
AGENDA SECTION: New Business

BACKGROUND REVIEW:

Residents at 6942 Melrose Avenue have requested an Appeal for the removal of a Pin Oak. They have given the following reasons as to why they feel the tree should be removed.

The Ordinance states that the University City Forestry Department will Maintain and Prune a tree that poses an immediate threat of danger; this tree poses a threat of danger, whether the tree is dead or alive. The Ordinance also states that the University City Forestry Department will assess the amount of trees per area. If the University City Forestry Department did indeed make an assessment of the area, it would have been evident that there are too many mature trees surrounding these small homes. The tree over my Mother's home poses a direct threat to my Mother's life and her home of 55 years. My Mother is 88 years old, and she can't even walk out of the house, without assistance, due to Squirrels and the amount Acorns that overrun her property. We have been reaching out to the University Forestry Department for years and it appears that our concerns are not being taken seriously. Below is the basis for our Appeal and where we see clear violation of the Ordinance by the University City Forestry Department.

- *Lack of needed Pruning of the Tree.*
- *Lack of regular Maintenance of the Tree.*
- *Lack of Care of the Tree, that could result in immediate Danger to my Mother and her home.*
- *Lack of assessment of the amount of trees surrounding my Mother's home and her immediate neighbor's homes.*

As you can see in the attached Inspection Reports, the Pin Oak at 6942 Melrose Avenue was last inspected on May 14, 2021 and found to be in good condition. The tree has been inspected by request every year since 2016. The tree was pruned to remove dead wood and maintain house clearance in 2013, 2014, and 2017. The tree has always been found to be in good condition by city foresters both Jacob Kaiser and James Crowe. The tree was also inspected by Davey Resource Group in 2019 as part of the complete inventory of street trees in the 3rd ward and found to be in good condition with a low-risk rating. Some complaints that have been submitted are regarding leaf litter, twigs, acorns, and squirrels. These are all very common issues with mature Oak trees and not something the forestry department can prevent from happening.

ACTIONS:

An appeal shall be based on a claim that the true intent of this Chapter or the regulations or rules adopted there under have been incorrectly interpreted or applied and shall specify the reasons. **The Commission may reverse, affirm, or modify the order, decision, or determination of the City Forester. The Commission shall render its decision by majority vote after an appeal hearing.**

ATTACHMENTS:

1. Appeal Letter
2. Tree Inventory Reports

To: Urban Forestry Commission

From: Sheila Hellm & Sheron Brown for Estella Hines

Re: Tree in front of Home: 6942 Melrose, University City, MO 63130

Date: June 14, 2021

Hello,

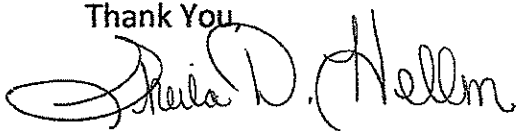
Our Names are Sheila Hellm and Sheron Brown, and we are the Daughters and Power of Attorneys for our Mother:

Ms. Estella Hines
6942 Melrose
University City, MO 63130

We are requesting to have a Hearing Before the Urban Forestry Commission, as our Mother's request to remove the tree in front of her home was recently denied.

Please advise of the date and time in which we are scheduled to appear for the Hearing.

Thank You

A handwritten signature in black ink that reads "Sheila D. Hellm". The signature is written in a cursive style with a large, looping initial "S".

Sheila D. Hellm
1006 Pearview Drive
Saint Peters, MO 63376

Mobile: 314-477-1621



TREE INSPECTION REPORT

DATE: 5-14-21

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak

CONDITION OF THE TREES: EXCELLENT ~~GOOD~~ FAIR POOR DEAD OR DYING

TREE WORK IS SCHEDULED BY PRIORITY OF NEED

SERVICE TO BE PROVIDED:

PRUNE HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

WINTER- DUE TO OAK WILT DISEASE OAK TREES ARE PRUNED FROM NOVEMBER THRU MARCH

REMOVAL HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

SUMMER- DUE TO OAK WILT DISEASE OAKS ARE NOT REMOVED FROM MID MARCH THROUGH JUNE REMOVAL IS SCHEDULED AFTER JULY

[Signature] NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

THE CITY WILL PROVIDE AND PLANT A TREE ON ITS STREET RIGHT OF WAY ONLY AT THE REQUEST OF THE PROPERTY OWNER. PLEASE CALL THE DEPARTMENT TO MAKE THIS REQUEST.

COMMENTS:

YOU MAY APPEAL THIS DECISION BY REQUESTING A HEARING BEFORE THE URBAN FORESTRY COMMISSION. REQUESTS MUST BE MADE IN WRITING TO THE ATTENTION OF THE CITY FORESTER 6801 DELMAR BLVD. UNIVERSITY CITY, MO 63130.

It is the general policy and practice of the Forestry Department not to remove healthy trees from its street, parks, and woods. For as long as University City chooses to remain a forested community, appeals to remove a tree for the normal and natural burdens of living in a forest should be denied. This includes an inability to grow lawns or other shade-intolerant plants, leaf or other tree litter, side effects of forest dwelling animals, etc.

An appeal to remove a healthy tree should be granted if the tree imposes an unreasonable burden. Examples of an unreasonable burden would include when a tree imposes unjustified costs or encroaches on the ability to access property. If you would like to prune, remove, or plant a tree on the city right of way a forest activity permit is required. If you would like a forest activity permit please contact the forestry supervisor at 505-8619.

Sites	
Site Attributes	
Address 6942	Suffix
Street Melrose Ave	Side Front
On Street Melrose Ave	X Coordinate 873206.870597
Y Coordinate 1033296.02859	Site ID 2202
Inventory Date 12/16/2020	Clearance Requirements None present
Comments	Last Changed Date 5/14/2021
Last Changed Time 15:14:54	Last Changed By Jacob Kaiser
Species Attributes	
Species Oak, Pin (Quercus palustris)	Multi-Stem No
DBH 33	Defect Branch attachment
Condition Good	Primary Maintenance Need Discretionary
Further Inspection Required None	
Risk Attributes	
TRAQ-Failure Likelihood Possible	TRAQ-Target Impact Likelihood Low
TRAQ-Consequence Severe	TRAQ-Likelihood Failure Impacts Target Unlikely
TRAQ-Rating Low	Residual Risk Low
Risk Assessment Complete Yes	

Work Information

Work Record 1

Project No Project	Work Order
Work type Inspection Level 2	Priority Routine
Work Species Oak, Pin (Quercus palustris)	DBH 33
Condition Fair	Status Completed
Requested Date 5/14/2021	Scheduled Date 5/14/2021
Completed Date 5/14/2021	Work Crew City Forester
Time 0 Hours 0 Minutes	Cost \$0.00
Last Changed By Jacob Kaiser	Last Changed Date 5/14/2021

Comments

Jacob Kaiser 2021-05-14 15:14:57
Tree was found to be in good condition

Call Information

Call 1

First Name Estella	Last Name Heins
Address 6942 Melrose	City University City
State MO	Zip Code 63130
Home Phone 3148632538	Work Phone
Email Address	Caller Classification Property Owner
Reason Service Request	Priority Routine
Call Taken By Jacob Kaiser	Call Date 5/14/2021
Last Changed By Jacob Kaiser	Last Changed Date 5/14/2021
Comments Please inspect tree	



DEPARTMENT OF PARKS,
RECREATION AND FORESTRY

JAMES CROWE CITY FORESTER (314) 505-8619

TREE INSPECTION REPORT

DATE: 9/24/07

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR Pin Oak Street Tree

THE CONDITION OF THE TREE: EXCELLENT GOOD FAIR POOR DEAD DYING

TREE WORK IS SCHEDULED **BY PRIORITY OF NEED.**

SERVICE TO BE PROVIDED:

PRUNE

HIGH PRIORITY- WITHIN 10-12 WEEKS

LOW PRIORITY- 3-4 MONTHS

WINTER- BECAUSE OF OAK WILT DISEASE UNIVERSITY CITY DOES NOT PRUNE OAK TREES FROM APRIL TO OCTOBER.

REMOVAL

HIGH PRIORITY- WITHIN 8-10 WEEKS

LOW PRIORITY- 2 TO 3 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

PLANT A NEW TREE

CITY WILL PLANT A NEW TREE: FALL/WINTER WINTER/ SPRING

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

COMMENTS:



DEPARTMENT OF PARKS,
RECREATION AND FORESTRY

JAMES CROWE CITY FORESTER (314) 505-8619

TREE INSPECTION REPORT

DATE: 10/30/07

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR Oak Street Tree

THE CONDITION OF THE TREE: EXCELLENT GOOD FAIR POOR DEAD DYING

TREE WORK IS SCHEDULED **BY PRIORITY OF NEED.**

SERVICE TO BE PROVIDED:

PRUNE

HIGH PRIORITY- WITHIN 10-12 WEEKS

LOW PRIORITY- 3-4 MONTHS

WINTER- BECAUSE OF OAK WILT DISEASE UNIVERSITY CITY DOES NOT PRUNE OAK TREES FROM APRIL TO OCTOBER.

REMOVAL

HIGH PRIORITY- WITHIN 8-10 WEEKS

LOW PRIORITY- 2 TO 3 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

PLANT A NEW TREE

CITY WILL PLANT A NEW TREE: FALL/WINTER WINTER/ SPRING

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

COMMENTS:



DEPARTMENT OF PARKS,
RECREATION AND FORESTRY

JAMES CROWE CITY FORESTER (314) 505-8619

TREE INSPECTION REPORT

DATE: 8/28/09

ADDRESS 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR Pin Oak Street Tree

THE CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD DYING

TREE WORK IS SCHEDULED **BY PRIORITY OF NEED.**

SERVICE TO BE PROVIDED:

PRUNE

HIGH PRIORITY- WITHIN 10-12 WEEKS

LOW PRIORITY- 3-4 MONTHS

WINTER- BECAUSE OF OAK WILT DISEASE UNIVERSITY CITY DOES NOT PRUNE OAK TREES FROM APRIL TO OCTOBER.

REMOVAL

HIGH PRIORITY- WITHIN 8-10 WEEKS

LOW PRIORITY- 2 TO 3 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

PLANT A NEW TREE

CITY WILL PLANT A NEW TREE: FALL/WINTER 2010 WINTER/ SPRING 2010

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

COMMENTS:



DEPARTMENT OF PARKS,
RECREATION AND FORESTRY

JAMES CROWE CITY FORESTER (314) 505-8619

TREE INSPECTION REPORT

DATE: 4/1/11

ADDRESS 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR Pin Oak Street Tree

THE CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD DYING

TREE WORK IS SCHEDULED **BY PRIORITY OF NEED.**

SERVICE TO BE PROVIDED:

PRUNE

HIGH PRIORITY- WITHIN 10-12 WEEKS

LOW PRIORITY- 3-4 MONTHS

WINTER- BECAUSE OF OAK WILT DISEASE UNIVERSITY CITY DOES NOT PRUNE OAK TREES FROM APRIL TO OCTOBER.

REMOVAL

HIGH PRIORITY- WITHIN 8-10 WEEKS

LOW PRIORITY- 2 TO 3 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

PLANT A NEW TREE

CITY WILL PLANT A NEW TREE: FALL/WINTER WINTER/ SPRING 2009

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

COMMENTS:



DEPARTMENT OF PARKS,
RECREATION AND FORESTRY

JAMES CROWE CITY FORESTER (314) 505-8619

TREE INSPECTION REPORT

DATE: 11/2/13

ADDRESS 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak Street Tree

THE CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD/ DYING

TREE WORK IS SCHEDULED **BY PRIORITY OF NEED.**

SERVICE TO BE PROVIDED:

PRUNE

HIGH PRIORITY- WITHIN 10-12 WEEKS

LOW PRIORITY- 3- 4 MONTHS

WINTER- BECAUSE OF OAK WILT DISEASE UNIVERSITY CITY DOES NOT PRUNE OAK TREES FROM APRIL TO OCTOBER.

REMOVAL

HIGH PRIORITY- WITHIN 8-10 WEEKS

LOW PRIORITY- 4 TO 5 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

PLANT A NEW TREE

CITY WILL PLANT A NEW TREE: FALL/WINTER 2012 WINTER/ SPRING 2013

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

COMMENTS: Tree was pruned winter 2011/12



DEPARTMENT OF PARKS,
RECREATION AND FORESTRY

JAMES CROWE CITY FORESTER (314) 505-8619

TREE INSPECTION REPORT

DATE: 6/20/14

ADDRESS 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak Street Tree

THE CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD/ DYING

TREE WORK IS SCHEDULED **BY PRIORITY OF NEED.**

SERVICE TO BE PROVIDED:

PRUNE

HIGH PRIORITY- WITHIN 10-12 WEEKS

LOW PRIORITY- 3-4 MONTHS

WINTER- BECAUSE OF OAK WILT DISEASE UNIVERSITY CITY DOES NOT PRUNE OAK TREES FROM APRIL TO OCTOBER.

REMOVAL

HIGH PRIORITY- WITHIN 8-10 WEEKS

LOW PRIORITY- 4 TO 5 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

PLANT A NEW TREE

CITY WILL PLANT A NEW TREE: FALL/WINTER 2014 WINTER/ SPRING 2015

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

COMMENTS:



TREE INSPECTION REPORT

DATE: 3/24/16

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak Street Tree

CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD OR DYING

TREE WORK IS SCHEDULED BY **PRIORITY OF NEED**

SERVICE TO BE PROVIDED:

PRUNE HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

WINTER- DUE TO OAK WILT DISEASE OAKS ARE NOT PRUNED FROM APRIL THROUGH JULY PRUNING IS SCHEDULED DURING WINTER MONTHS

REMOVAL HIGH PRIORITY- 8 TO 10 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

THE CITY WILL PROVIDE AND PLANT A TREE ON ITS STREET RIGHT OF WAY ONLY AT THE REQUEST OF THE PROPERTY OWNER. PLEASE CALL THE DEPARTMENT TO MAKE THIS REQUEST.

COMMENTS: Emerald Ash Borer Abatement

YOU MAY APPEAL THIS DECISION BY REQUESTING A HEARING BEFORE THE URBAN FORESTRY COMMISSION. REQUESTS MUST BE MADE IN WRITING TO THE ATTENTION OF THE CITY FORESTER 6801 DELMAR BLVD. UNIVERSITY CITY, MO 63130



TREE INSPECTION REPORT

DATE: 9/30/16

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak Street Tree

CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD OR DYING

TREE WORK IS SCHEDULED BY **PRIORITY OF NEED**

SERVICE TO BE PROVIDED:

PRUNE HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

WINTER- DUE TO OAK WILT DISEASE PIN OAKS ARE NOT PRUNED FROM APRIL THROUGH JUNE PRUNING IS SCHEDULED DURING AUGUST THRU WINTER MONTHS

REMOVAL HIGH PRIORITY- 8 TO 10 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

THE CITY WILL PROVIDE AND PLANT A TREE ON ITS STREET RIGHT OF WAY ONLY AT THE REQUEST OF THE PROPERTY OWNER. PLEASE CALL THE DEPARTMENT TO MAKE THIS REQUEST.

COMMENTS:

YOU MAY APPEAL THIS DECISION BY REQUESTING A HEARING BEFORE THE URBAN FORESTRY COMMISSION. REQUESTS MUST BE MADE IN WRITING TO THE ATTENTION OF THE CITY FORESTER 6801 DELMAR BLVD. UNIVERSITY CITY, MO 63130



TREE INSPECTION REPORT

DATE: 4/21/17

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak Street Tree

CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD OR DYING

TREE WORK IS SCHEDULED BY PRIORITY OF NEED

SERVICE TO BE PROVIDED:

PRUNE HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

AFTER JULY- DUE TO OAK WILT DISEASE OAKS ARE NOT PRUNED FROM MID MARCH THROUGH JUNE PRUNING IS SCHEDULED AFTER JULY

REMOVAL HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

THE CITY WILL PROVIDE AND PLANT A TREE ON ITS STREET RIGHT OF WAY ONLY AT THE REQUEST OF THE PROPERTY OWNER. PLEASE CALL THE DEPARTMENT TO MAKE THIS REQUEST.

COMMENTS: Tree was pruned last winter 2016/17

YOU MAY APPEAL THIS DECISION BY REQUESTING A HEARING BEFORE THE URBAN FORESTRY COMMISSION. REQUESTS MUST BE MADE IN WRITING TO THE ATTENTION OF THE CITY FORESTER 6801 DELMAR BLVD. UNIVERSITY CITY, MO 63130



TREE INSPECTION REPORT

DATE: 6/4/18

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak Street Tree

CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD OR DYING

TREE WORK IS SCHEDULED BY **PRIORITY OF NEED**

SERVICE TO BE PROVIDED:

PRUNE HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

AFTER JULY- DUE TO OAK WILT DISEASE OAKS ARE NOT PRUNED FROM MID MARCH THROUGH JUNE PRUNING IS SCHEDULED AFTER JULY

REMOVAL HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

THE CITY WILL PROVIDE AND PLANT A TREE ON ITS STREET RIGHT OF WAY ONLY AT THE REQUEST OF THE PROPERTY OWNER. PLEASE CALL THE DEPARTMENT TO MAKE THIS REQUEST.

COMMENTS:

YOU MAY APPEAL THIS DECISION BY REQUESTING A HEARING BEFORE THE URBAN FORESTRY COMMISSION. REQUESTS MUST BE MADE IN WRITING TO THE ATTENTION OF THE CITY FORESTER 6801 DELMAR BLVD. UNIVERSITY CITY, MO 63130



TREE INSPECTION REPORT

DATE: 9/17/18

ADDRESS: 6942 Melrose

INSPECTION HAS BEEN COMPLETED FOR: Pin Oak Street Tree

CONDITION OF THE TREES: EXCELLENT GOOD FAIR POOR DEAD OR DYING

TREE WORK IS SCHEDULED BY **PRIORITY OF NEED**

SERVICE TO BE PROVIDED:

PRUNE

HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

AFTER JULY- DUE TO OAK WILT DISEASE OAKS ARE NOT PRUNED FROM MID MARCH THROUGH JUNE PRUNING IS SCHEDULED AFTER JULY

REMOVAL

HIGH PRIORITY- 10 TO 12 WEEKS

LOW PRIORITY- 3 TO 4 MONTHS

REINSPECT FOR REMOVAL NEXT YEAR

NO SERVICE NEEDED AT THIS TIME, CITY FORESTER WILL CONTINUE TO MONITOR FOR ANY SIGNIFICANT CHANGES IN THE TREE CONDITION.

THE CITY WILL PROVIDE AND PLANT A TREE ON ITS STREET RIGHT OF WAY ONLY AT THE REQUEST OF THE PROPERTY OWNER. PLEASE CALL THE DEPARTMENT TO MAKE THIS REQUEST.

COMMENTS:

YOU MAY APPEAL THIS DECISION BY REQUESTING A HEARING BEFORE THE URBAN FORESTRY COMMISSION. REQUESTS MUST BE MADE IN WRITING TO THE ATTENTION OF THE CITY FORESTER 6801 DELMAR BLVD. UNIVERSITY CITY, MO 63130

Sites	
Site Attributes	
Address 6942	Suffix
Street Melrose Ave	Side Front
On Street Melrose Ave	X Coordinate 873206.870597
Y Coordinate 1033296.02859	Site ID 2202
Inventory Date 12/16/2020	Clearance Requirements None present
Comments	Last Changed Date 5/14/2021
Last Changed Time 15:14:54	Last Changed By Jacob Kaiser
Species Attributes	
Species Oak, Pin (Quercus palustris)	Multi-Stem No
DBH 33	Defect Branch attachment
Condition Good	Primary Maintenance Need Discretionary
Further Inspection Required None	
Risk Attributes	
TRAQ-Failure Likelihood Possible	TRAQ-Target Impact Likelihood Low
TRAQ-Consequence Severe	TRAQ-Likelihood Failure Impacts Target Unlikely
TRAQ-Rating Low	Residual Risk Low
Risk Assessment Complete Yes	



AGENDA ITEM COVER

MEETING DATE: November 10, 2021

AGENDA ITEM TITLE: Commission's Role

AGENDA SECTION: New Business

BACKGROUND REVIEW:

Several members of the Commission have requested information in regard to the Forestry Related Ordinances, Policies and their role on the Commission.

ACTIONS:

No action is required by the Commission, as this is an informational and discussion item, and will be submitted as part of the minutes.

ATTACHMENTS:

1. Ordinance
2. Management Policies
3. Acceptable Tree List



**University City
Parks, Recreation and Forestry**



FORESTRY POLICIES AND PROCEDURES	
Utility Shut Offs	Number:001
Approved By: Urban Forestry Commission	Effective Date: 5/16/07
Page 1 of 2	

I. PURPOSE

To determine the appropriate action when a city tree has grown over the access to utility shut offs.
To guide staff and contract tree planters in the proper placement of new trees on city right of way.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Home owners and home buyers

V. POLICY

- A. When a tree has grown over the access to utility shut offs the following shall occur:
 - I. The tree shall be inspected to determine its health and what the available options are for the city and the homeowner.
 - II. If the tree is healthy the preferred option is for the utility company to install a new access point on the homeowners property.
 - III. If the tree is only partially covering the access point and the tree trunk can be cut back from the access point without significant damage to the tree the city will cut back the tree trunk.
 - IV. If the tree is marginally healthy the homeowner may remove the city tree and plant a new tree in an approved location.
 - V. If the tree is not healthy the city will remove the tree.
- B. Trees planted in the city right-of-way will be planted in locations that take into consideration the expected growth of the tree and be set back accordingly from the utility access points.

VI. DEFINITIONS



**University City
Parks, Recreation and Forestry**



FORESTRY POLICIES AND PROCEDURES	
Sewer Lateral Blockages	Number: 002
Approved By: Urban Forestry Commission	Effective Date: 05/16/07
Page 1 of 2	

I. PURPOSE

To outline the actions to be taken when a city tree roots are involved with sewer lateral lines to private property.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Homeowners and businesses

V. POLICY

On occasion a sewer lateral will be blocked by tree roots; the primary cause is a crack in the sewer line from the sewer settling or from wear. It is normal for the tree roots to gravitate to the moisture caused by the broken sewer and not normal for the tree roots to cause a sewer line to fail.

The property owner will need to have the sewer lateral line replaced. Residents may apply to get partial funding from a program administered by the Public Works department.

VI. DEFINITIONS

- A. Sewer Lateral Line: sanitary line running from house to main sewer line in street
- B. Sewer Lateral Fund: a fund set up to aid University City residents to replace sewer lateral lines after paying a deductible fee.

VII. RESPONSIBILTIES

- A. Property Owner – to contract for the sewer line repair from the street to their property.



**University City
Parks, Recreation and Forestry**



FORESTRY POLICIES AND PROCEDURES	
New Drive Ways	Number: 003
Approved By: Urban Forestry Commission	Effective Date: 5/16/07
Page 1 of 2	

I. PURPOSE

To establish the policy when a request is received for a new private property driveway and city street trees are impacted.

II. REVISION HISTORY

III. REFERENCES

City Code Chapter 12.08 as it relates to development projects.

IV. PERSONS AFFECTED

Private property owners and developers

V. POLICY

Every attempt should be made by the private property owner or developer to locate a new driveway in an area which will not impact an existing city tree. If this is not possible the private property owner or developer may remove the tree at their expense and replace it with an appropriate number of new trees.

VI. DEFINITIONS

VII. RESPONSIBILITIES

- A. Private property owner or developer would submit plans to the City Forester for review and approval if the plans impact a city tree.
 - i. If it is determined that the driveway can be located elsewhere and not impact a city tree the property owner may proceed as long as all other approvals are in place.



**University City
Parks, Recreation and Forestry**



FORESTRY POLICIES AND PROCEDURES	
Tree Stumps	Number: 004
Approved By: Urban Forestry Commission	Effective Date:05/16/07
Page 1 of 2	

I. PURPOSE

To establish a policy on the removal of tree stumps on city right-of-ways.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Private property owners who have right-of-ways adjacent to their property.

V. POLICY

When a city tree is removed from the public right-of-way the stump is ground to a depth of 1' below the soil surface. They are not ground any lower in order to protect the utility lines which are located under street right-of-ways.

Stump grindings are left mounded to allow for the settling and decomposition of the remainder of the stump.

If after one year the ground has settled below the surrounding surface the city will fill the space to ground level with soil.

VI. DEFINITIONS

VII. RESPONSIBILTIES

- A. City – to remove the tree and grind the stump



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Private Trees	Number: 005
Approved By: Urban Forestry Commission	Effective Date: 5/16/07
Page 1 of 1	

I. PURPOSE

To clarify that private tree limbs and trees are the responsibility of the property owner and the procedures available for the disposal of tree branches no greater than 3 inches in diameter.

II. REVISION HISTORY

III. REFERENCES

City Code Chapter 12.08

IV. PERSONS AFFECTED

Private property owners

V. POLICY

- A. Trees on private property are the responsibility of the property owner. Any tree limb or portion of a private tree (except in an emergency as outlined in City Code Chapter 12.08) is the responsibility of the private property owner and may not be placed in the street or the street-right-of-way. The City will not pick up or allow delivery of a private tree to the city forestry mulch area.
- B. Tree branches no greater than 3 inches in diameter and 4 feet long may be picked up during refuse collection. The maximum bundle allowed is 2 feet around. The maximum numbers of bundles per pick up date is 6 bundles.

VI. DEFINITIONS

VII. RESPONSIBILTIES

VIII. PROCEDURES



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Private limbs overhanging private property	Number:006
Approved By: Urban Forestry Commission	Effective Date:5/16/07
Page 1 of 1	

I. PURPOSE

To clarify the responsibility of overhanging branches or encroaching roots between two private properties

II. REVISION HISTORY

III. REFERENCES

Missouri State Statutes

IV. PERSONS AFFECTED

Private property owners

V. POLICY

Trees located on private property are the responsibility of the property owners. When tree branches or roots encroach across property lines on to the adjoining property, it is the duty of the adjoining property owner to prune the offending roots or branches back to the property line.

VI. DEFINITIONS

VII. RESPONSIBILTIES

VIII. PROCEDURES



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Pruning of Oaks and Elms	Number:007
Approved By: Urban Forestry Commission	Effective Date: 5/16/07
	Page 1 of 1

I. PURPOSE

To clarify the correct time of year for pruning of Oaks and Elms

II. REVISION HISTORY

III. REFERENCES

Missouri Department of Conservation

IV. PERSONS AFFECTED

V. POLICY

Because of Dutch Elm and Oak Wilt diseases, Oak and Elm trees are not pruned from April 1 to October 15.

VI. DEFINITIONS

VII. RESPONSIBILTIES

VIII. PROCEDURES



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
City trees impacting sidewalks and driveways	Number:008
Approved By: Urban Forestry Commission	Effective Date:5/15/07
Page 1 of 1	

I. PURPOSE

To clarify the city’s responsibility for encroaching roots on sidewalks and driveways public and private.

II. REVISION HISTORY

III. REFERENCES

Missouri State Statutes

IV. PERSONS AFFECTED

Private property owners

V. POLICY

When roots from city street trees encroach under sidewalks and driveways on city property or adjoining property, it is the duty of said property owner to prune the offending roots back to the property line and repair the damaged walk or driveway.

VI. DEFINITIONS

VII. RESPONSIBILTIES

VIII. PROCEDURES

Raised city sidewalks will be reported to the Pubic Works Department for repair.



**University City
Parks, Recreation and Forestry**



FORESTRY POLICIES AND PROCEDURES	
Replanting of City trees	Number:009
Approved By: Urban Forestry Commission	Effective Date: 5/16/07
Page 1 of 2	

I. PURPOSE

To clarify the city's responsibility replacing removed trees.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

V. POLICY

After removing a City tree the Forestry department will replant another tree in the appropriate location during the appropriate season. Tree species will be chosen from the City's approved tree list

VI. DEFINITIONS

- List of approved trees:
 Acer campestre 'Queen Elizabeth'
 Acer X freemanii 'Autumn Blaze', 'Armstrong', 'Bowhall'
 Acer rubrum 'Red Sunset', 'Burgundy Belle'
 Acer griseum
 Acer truncatum
 Amelanchier X grandiflora 'Autumn Brilliance'
 Carpinus betulus 'Fastigiata'
 Carpinus caroliniana
 Celtis occidentalis 'Prairie Pride'
 Cercis canadensis
 Cercis canadensis 'Alba'
 Cercis canadensis 'Forest Pansy'
 Cladrastis kentukea
 Corylus colurna
 Eucommia ulmoides
 Fagus grandifolia
 Fagus sylvatica 'Asplenifolia', 'Dawyck',
 Ginkgo biloba 'Autumn Gold', 'Princeton Sentry'
 Cercidiphyllum japonicum
 Liriodendron tulipifera



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Trees overhanging alleys	Number:010
Approved By: Urban Forestry Commission	Effective Date:5/15/07
	Page 1 of 1

I. PURPOSE

To clarify the responsibility of trimming trees overhanging or removal of trees growing in alleys.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Private property owners

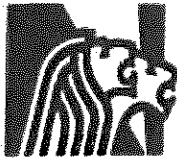
V. POLICY

University City owns no right of way in alleys. The City only owns the width of the concrete in the alley way itself. Any trees growing along the alley would be the property of the resident and therefore be private trees.

VI. DEFINITIONS

VII. RESPONSIBILTIES

VIII. PROCEDURES



**University City
Parks, Recreation and Forestry**



FORESTRY POLICIES AND PROCEDURES	
Annual Pruning Cycle	Number:011
Approved By: Urban Forestry Commission	Effective Date: Pending
Page 1 of 2	

I. PURPOSE

To increase the efficiency of the maintenance of the City street trees.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Private property owners with city street trees and University City Forestry Division

V. POLICY

Most cities elect to utilize a cyclical pruning program and defer citizen requests until the cyclical program reaches their street. If inspections identify high levels of risk associated with defective limbs or trees, then priority action will be taken, otherwise the action will be deferred. Contracted work will be utilized to perform "on-demand" pruning for property owners. Property owners will be notified if a requested pruning service is not deemed to exceed risk thresholds, the work will be deferred until the next pruning cycle hits their street. If the property owner wants it completed sooner, the City will make arrangements to have the Contractor perform the service and bill the property owner. Just as with the tree planting arrangement, property owners will have the advantage of receiving contractor prices and the assurance that a qualified company (selected by the City Forester) is performing the work.

VI. DEFINITIONS

Contractor- Tree Company awarded by City of University City after a bid process to prune city trees during that fiscal year.

VII. RESPONSIBILTIES

City Forester to receive, record and respond to requests for tree inspections and provides a written response to the person requesting the work on a city tree. Annually prepare and review bid documents for tree pruning.

Contractor bill property owner based upon the approved bid price.

Property owner pay for the work performed by the Contractor.

SUBSTITUTE 2

INTRODUCED BY: Mr. Price

DATE: July 10, 2006

BILL NO. 8895

ORDINANCE NO. 6670

AN ORDINANCE AMENDING TITLE 12 OF THE UNIVERSITY CITY MUNICIPAL CODE, RELATING TO STREETS, SIDEWALKS AND PUBLIC PLACES, BY REPEALING CHAPTER 12.08 THEREOF, RELATING TO STREET TREES AND SHRUBS, AND ENACTING IN LIEU THEREOF A NEW CHAPTER TO BE KNOWN AS "CHAPTER 12.08 TREES AND SHRUBS," THEREBY AMENDING SAID CHAPTER SO AS TO ESTABLISH NEW REGULATIONS ON TREES AND SHRUBS, ON BOTH PUBLIC AND PRIVATE PROPERTY; AND BY AMENDING THE HEADING TO TITLE 12 SO THAT IT SHALL BE KNOWN AS "TITLE 12 STREETS, SIDEWALKS AND PUBLIC PLACES, AND TREES AND SHRUBS;" CONTAINING A SAVINGS CLAUSE AND PROVIDING A PENALTY.

WHEREAS, at its meeting held at Screenz at 7:30 p.m. on July 10, 2006, the University City Plan Commission recommended an amendment of Chapter 12.08 of the University City Municipal Code so as to establish new regulations on trees and shrubs, on both public and private property; and

WHEREAS, due notice of a public hearing to be held by the City Council in the City Council Chambers at City Hall at 6:30 p.m. on August 28, 2006, was duly published in the St. Louis Countian, a newspaper of general circulation within said City on August 8, 2006, which was not more than thirty (30) days nor less than fifteen (15) days before the hearing date; and

WHEREAS, said public hearing was held at the time and place specified in said notice, and all suggestions or objections concerning said amendment were duly heard and considered by the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI, AS FOLLOWS:

Section 1. Title 12 of the University City Municipal Code, relating to streets, sidewalks and public places, is hereby amended by repealing Chapter 12.08 thereof, relating to street trees and shrubs, and enacting in lieu thereof a new chapter to be known as "Chapter 12.08 Trees and Shrubs," thereby amending said chapter so as to establish new regulations on trees and shrubs, on both public and private property; and by amending the heading to Title 12 so that it shall be known as "Title 12 Streets, Sidewalks and Public Places, and Trees and Shrubs;" so that Chapter 12.08, as so amended, shall read as follows:

Section 12.08.010 Purpose and intent.

The citizens and elected officials of the City are concerned that use and redevelopment is putting the City's tree population in jeopardy. Aging, disease, larger homes, new road construction and many other changes in the City often result in the loss of trees and vegetation, thereby changing the character and ambiance of the City. The planting, maintenance and preservation of trees and vegetation in the course of land disturbance has been determined to be a significant issue for the public health and welfare, and the City's physical and aesthetic environment.

The planting, maintenance and preservation of trees and vegetation will have substantial positive effects on storm water management, air quality, quality of water from non-point sources, erosion, flood control, wildlife habitat, noise pollution, energy conservation, and property values. It will provide for positive aesthetic benefits consistent with the established character of the City.

The planting, maintenance and preservation of trees and vegetation help moderate the effects of sun, cold and wind, and pollution. It also has a beneficial impact on the overall well-being of the City. Therefore, the standards as set out in this Chapter apply to all properties within the City's boundaries.

Section 12.08.020 Definitions.

For purposes of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein:

Arborist Permit: Annual permit required for any person pruning, treating, maintaining or removing of any tree on Development Projects and any tree in the Public Community Forest; provided however that City employees are excluded from this requirement.

Adjusted Diameter at Breast Height (DBH defined below): The DBH of a tree. (e.g., a 20-inch diameter tree with a Condition Rating of 50% has an "adjusted DBH" of 10 inches.)

Caliper: The diameter of a tree 6" above ground.

Carrying Capacity: A level in which a site has the maximum number of trees. The land cannot support any more trees without jeopardizing the health of all the trees due to overcrowding.

City: The City of University City, Missouri.

City Forester: The forester of the City or his or her duly authorized agent. The City Forester is responsible for administration of this Chapter and a Community Forestry Plan.

Community Forestry Plan: A written document that guides the work of the City Forester and envisions a long-range plan for the maintenance and improvement of the community urban forest. The Community Forestry Plan contains the City-wide street tree plan.

Condition Rating: A numerical rating developed in accordance with the International Society of Arboriculture methodology will be utilized to gage a tree's overall health and form expressed as a percent. A healthy tree with good form may be rated at 90%, whereas a tree with many broken limbs and serious decline may be rated at 20%.

Development and/or Development Projects: The performance of any building activity; or the making of any material change to any structure; or to the natural surface of land including activities that disturb the natural surface of the land such as clearing, excavating, and filling; or any change in the use or appearance of any structure or land; or the division of land into two or more parcels. For the purposes of this Chapter, in reference to the need for a Forest Activity Permit, the terms "development" or "development projects" shall include but not be limited to the construction of **new** single family dwellings or **new** two-family dwellings and any other new construction that requires a special use permit such as Site Plan Review, Conditional Use Permit or Planned Development. The terms "development" or "development projects" shall specifically **exclude** additions to single family dwellings or two-family dwellings and the addition of accessory structures (as defined in Title 34 of the Zoning Code) including but not limited to landscaping, decks, porches, sheds, garages, fences and pools.

DBH: The diameter of a tree at breast height which shall be measured at 4 ½ feet above ground.

Forestry Activity Permit: Permit required to remove, prune or plant City Trees. It is also required when trees are to be removed from private property as part of certain development projects as set forth herein.

Maintain: To plant, mulch, fertilize, water, and/or prune as necessary, and remove if dead or diseased.

Park Trees: See Trees below.

Public Community Forest: All City Trees as a total resource.

Private Community Forest: All trees within the City's boundaries that are not City Trees.

Private Tree: See Trees below.

Site: Same as Tract (see below).

Street Trees: See Trees below.

Tract: The total area of a parcel, site, lot, or ownership of land upon which development or land disturbance is proposed irrespective of the actual limits or size of the proposed development or land disturbance activity.

Tree: A woody plant that grows mostly upright as a single stem (rarely multi-stem) that may eventually attain a height of 15 feet or more.

City Tree: Street Tree, Park Tree or other tree on property owned by the City, on City right-of-way, or to be planted on City property or City right-of-way and other trees owned by the City.

Park Tree: City Tree located in a City public park.

Private Tree: Tree located on privately-owned property (not a City Tree).

Street Tree: City Tree located in City right-of-way along a public street.

Tree Bank: An account set up within the City's financial system that will accept payments from tree replacement assessments imposed by this Chapter, or from other sources that may arise. The Tree Bank funds shall be used to plant and maintain City Trees.

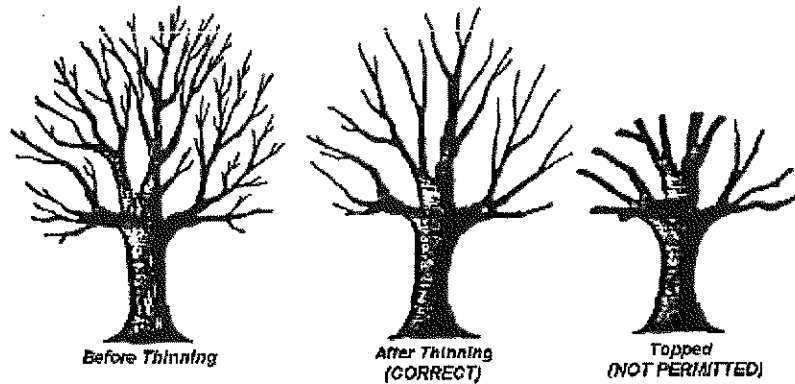
Tree Canopy Coverage: The area in square feet of a tree's branch spread. Existing tree canopy is determined by measuring the ground surface area that is covered by the branch spread of a single tree or clump or grove of trees.

Tree Lawn: A narrow band of soil-filled area typically located between the edge of the street pavement and an adjacent sidewalk or to the edge of the private property lot line.

Tree Manual: A manual prepared by the City Forester and that contains the technical information necessary to perform the work outlined in this Chapter.

Tree Survey: A comprehensive account by a certified arborist of all trees 6 inches or greater in DBH on the tract of land in question. A tree survey is required for Forest Activity Permits. This survey shall be prepared in map and in narrative form, and shall include: the species, size, condition (rated 1-100) and location of each tree relative to the proposed development. Tree protection measures and limits of disturbance shall be noted on the tree survey.

Tree Topping: The drastic removal, or cutting back, of large branches in mature trees leaving large, open wounds, which subjects the tree to disease and decay. Topping causes immediate injury to the tree and ultimately results in early failure or death of the tree.



Section 12.08.025 Jurisdiction.

The City shall have control of all trees, shrubs, and other plantings now or hereafter in any street, park, public right of way, or other public place within City limits, and shall have the power to plant, care for, maintain, remove and replace such trees, shrubs and other plantings. Jurisdiction shall also extend to trees, shrub and other planting as set forth in this Chapter.

Section 12.08.030 City Forester and Urban Forestry Commission - Appointment, Authority and Supervision.

A. City Forester

1. Duties include but are not limited to the following:

- a. Implement this Chapter: The City Forester is authorized to adopt and promulgate rules and regulations necessary to interpret and implement the provisions of this chapter to secure the intent thereof and to promote the public health, safety and general welfare.
- b. Authorize Permits and Supervise Permitted Work: The City Forester shall be authorized to issue and administer permits and supervise permitted work in accordance with this Chapter.
- c. Implement the Community Forestry Plan: It shall be the responsibility of the City Forester to study, investigate, develop and annually prepare an update of the Community Forestry Plan, for the care, replacement, maintenance, and removal or disposition of City Trees and shrubs. Said update shall be presented to the Urban Forestry Commission for adoption *and forwarded to Council for approval.*

- d. Member of the Urban Forestry Commission: The City Forester shall also be an ex officio non-voting member of the Urban Forestry Commission.

B. Urban Forestry Commission

1. Creation of Commission: There is hereby established an Urban Forestry Commission. The Commission shall consist of the City Forester, and seven (7) members who shall be appointed by the City Council and who shall be and have been residents of the City for at least two years immediately prior to their appointment. The terms of such members shall be staggered. Two shall be designated to serve for a term of 1 year, three shall be designated to serve for a term of 2 years, and two shall be designated to serve for a term of 3 years from the date of such initial appointment. Members subsequently appointed by the City Council shall serve for a term of 3 years. Such members shall receive no compensation for their services as such. The City Council shall appoint a Councilmember as an ex officio member of the Commission to act as liaison between Council and the Commission. The City Council may remove any member of the Commission for the misconduct or neglect of duty. Vacancies on the Commission occasioned by removal, resignation or for any other cause shall be filled for the remainder of the term in like manner as in the case of original appointment.

2. Election of Officers: The Urban Forestry Commission shall as soon as practical after original appointment of its members, meet and elect a president and such other officers as it may deem necessary. Thereafter, elections of officers shall be had annually in the month of January.

3. Adoption of Rules and Regulations: The Commission shall make and adopt such rules and regulations for its guidance and proceedings as may be expedient and necessary for the carrying out of its duties, and not inconsistent with the Charter, the provisions of this Code or other ordinances of the City.

4. Performance of Duties: The Urban Forestry Commission shall upon advice and input from the City Council, City Forester, Director of Public Works, the Director of Parks, Recreation and Forestry, and the Director of Planning adopt and annually update a Community Forestry Plan, and shall perform such other duties as may be provided by this Code or by other ordinance. Such Plan shall, upon approval of City Council, constitute the official comprehensive Community Forestry Plan for the City.

5. Quorum for Transaction of Business: A majority of the Commission members shall constitute a quorum for the transaction of business.

6. Annual and Regular Meetings: The annual meeting of the Commission shall be held in January, for the purpose of electing a President and such other officers, and for the transaction of such other business as may come before the Commission. The Commission may fix the time and place for holding of additional regular meetings with notice of such meetings to be delivered or mailed to all Commission members. The Commission shall hold a minimum of six (6) regular meetings per calendar year. Additionally, the Commission shall meet within thirty (30) days of notice to act upon any appeal.

7. Special Meetings: Special meetings of the Commission may be called or at the request of the President, or two (2) Commission members.

8. Appeals: Any person directly affected by an order, decision or determination of the City Forester shall have the right to appeal to the Urban Forestry Commission. All appeals shall be filed within 10 days after the order, decision or determination is rendered by the City Forester; provided however that appeals of special assessments pursuant to Section 12.08.080.d shall be filed within 30 days after notice of the special assessment is mailed to the property owner. All appeals shall be in writing and filed with the Director of Parks, Recreation and Forestry and City Manager for placement on the Commission's agenda. An appeal shall be based on a claim that the true intent of this Chapter or the regulations or rules adopted there under have been incorrectly interpreted or applied, and shall specify the reasons. The Commission may reverse, affirm or modify the order, decision or determination of the City Forester. The Commission shall render its decision by majority vote after an appeal hearing.

Section 12.08.040 Forest Activity Permit.

A. Private Trees on Development Projects

Prior to removal of any tree six (6) caliper inches in diameter or greater, a Forest Activity Permit shall be required on all Development Projects on private property within the City. A Forestry Activity Permit shall be obtained from the City Forester. The fee charged for each Forestry Activity Permit shall be \$50 per Development Project. The removal of diseased or dead trees, and trees which have been declared a public nuisance by the City Forester is exempt.

A tree survey of the site must be provided to the City Forester, and approved by the City Forester, prior to any excavation, grading or land clearance and also prior to the issuance of a building permit by the Building Commissioner, in connection with the development. The City Forester shall provide the Building Commissioner written notification of any approval within twenty (20) work days. In the tree survey, each tree will be rated and assigned a condition factor (expressed as a percentage) depending on its current health. The condition factor will be assigned per guidelines accepted by the International Society of Arboriculture. Multiply the actual measured DBH of each tree by the condition factor to calculate the adjusted DBH.

The preservation of trees on lots is encouraged. If complete preservation is not possible, any trees six (6) caliper inches in diameter or greater being removed from the site must be replaced with trees of comparable species, so that the combined caliper inches of the replacement trees will be equal to that of the cumulative adjusted DBH being removed. The time of replacement shall be directed by the City Forester. If the carrying capacity of the site can not support the number of trees required for this mitigation, a payment of \$120 per caliper inch not so replaced shall be made by the developer to the City Tree Bank within thirty (30) days of the City Forester making such determination; provided however that the maximum amount payable shall be \$10,000 per acre; provided further that the City Forester shall make all reasonable effort

to utilize a sum equivalent to the amount so paid into the City Tree Bank for planting of City Trees near or surrounding the Development Project.

For Development Projects subject to this Chapter, should any preserved tree die or become damaged within one year of the later of the date all building permit work is finally approved by the City, or date an occupancy permit is issued, or date of actual occupancy, as a result of Development Project activity, the developer shall, at the direction of the City Forester, replace the tree(s), or pay an assessment equal to the value of the trees that died, were damaged, or were removed. Payment shall be due within thirty (30) days of the City Forester making such determination. The value of the trees will be determined using the International Society of Arboriculture's methodology of tree appraisal. (Copies available from ISA at PO Box 3129, Champaign, IL (www.isa-arbor.com)). The City shall not issue, shall withhold, or shall revoke, as the case may be, any occupancy permits until the assessment is paid.

In lieu of any payment required to be made to the City Tree Bank under this subsection, the developer may plant trees of equal value on City property or City right-of-way as directed by the City Forester, with preference to be given to the area near or surrounding the Development Project.

B. City Trees.

No person shall plant, prune, spray or remove any City Tree or City shrub without first obtaining a Forestry Activity Permit. A Forestry Activity Permit will be issued for appropriate planting spaces only. If a tree lawn exists, the planting site must be acceptable to the City Forester. Species selection must be made from the approved species list in the Tree Manual or a species approved by the City Forester.

A Forestry Activity Permit to prune, spray or remove City Trees will be issued if the City Forester finds that the desired actions or treatments are necessary and that the proposed method and workmanship are satisfactory. If a tree is approved to be pruned or removed, the activity shall follow the American National Standard Institute A300 Standard Practices and the root stump must be grubbed out, when so required by the City Forester. The fee charged for each Forestry Activity Permit for City Tree planting, pruning and removal shall be \$50.

Maintenance activities that include mulching, watering and fertilizing do not require a Forestry Activity Permit.

C. Regulations for Planting in Public Places:

Work performed in public places under a Forestry Activity Permit shall be in strict conformance with the terms of this Chapter, and the regulations set forth in the Tree Manual and further set forth below:

1. Trees must not be less than 1¾ caliper inches.

2. No tree shall be placed so as, in the opinion of the City Forester, Director of Public Works or Chief of Police, to cause a traffic hazard.
3. Application for planting will specify which trees currently located in public right-of-way shall be removed, if any. Stumps and exposed roots will be removed if any tree is approved for removal. No tree in public right-of-way shall be removed unless clearly authorized as part of the Forest Activity Permit.
4. Trees shall be planted at least 30 feet apart except where a special permit is obtained from the City Forester.
5. No tree shall be planted where the soil is too poor to insure the growth of such tree unless the owner incorporates a suitable loam or top soil.
6. No tree shall be planted nearer than one and one-half feet from the curb line or the sidewalk unless a special permit is granted by the City Forester.
7. No tree shall be planted along any street except of the species, cultivar, or variety selected by the City Forester for that street.
8. All pruning must follow the American National Standard Institute A300 Standard Practices.

Section 12.08.050 Intentionally left blank.

Section 12.08.060 Intentionally left blank.

Section 12.08.070 Annual Arborist Permits.

Any person pruning, treating, and/or removing any tree in a Development Project and/or any tree in the Public Community Forest must first obtain an Arborist Permit to be issued by the City Forester. An Arborist Permit shall be obtained from the City Forester upon showing proof of liability insurance in the amount of \$500,000 and workmen's compensation insurance as required by State law and shall be valid for a period of one year. Issuance of a permit also requires that such person (or if a business entity, that a minimum of one person within the business entity) be recognized by the International Society of Arboriculture as a Certified Arborist or Tree Worker. All permitted work on City Trees and trees in a Development Project will be consistent with American National Standard Institute A300, Standard Practices for Woody Plant Maintenance.

Fines for pruning, treating, or removing any tree within the City without the required Arborist Permit shall be \$500 per separate offense and shall double for the second separate offense, in addition to any other penalty provided in Section 1.12.010.

Section 12.08.080 Duty of private property owners relating to decayed, diseased or hazardous trees and shrubs; appeals.

A. Every owner of any Private Tree overhanging any street or right of way within the City shall prune such tree so that branches shall not severely obstruct the light from a street light or obstruct the view of any street intersection. The minimum clearance of any overhanging portion of a tree shall be nine (9) feet, except where greater clearance is designated by the City Forester. Every owner shall remove all dead, decayed, diseased or hazardous Private Trees which may endanger any person or adjacent property.

B. When there is a threat of danger from any dead, decayed, diseased or hazardous Private Trees, the City Forester shall have the right to:

- i. prune any tree or shrub when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic control device or sign or sight triangle at intersections;
- ii. remove or cause to be removed any dead or diseased tree when such tree constitutes a hazard to life and/or property, or harbors insects or disease which constitutes a potential threat to other trees within the City; or
- iii. notify in writing the owners of such dead, decayed, diseased or hazardous trees and require the owners to perform the work within the time frame directed by the City Forester.

C. Pruning or removal, as the case may be, shall be done at the owners' expense. In the event of failure of owners to comply with this provision, the City shall have the authority to remove or prune such trees and the cost of said removal or pruning shall be assessed to the owner as provided by law in the case of special assessments. Such a special assessment shall be certified by the City Forester to the Director of Finance and shall thereupon become and be a lien upon the property until paid.

D. No tree or tree limb which has been cut down or which has fallen or been broken down, shall be permitted to be removed to, to remain in, or upon any public property, or so near thereto as to endanger any person thereon, and it shall be the duty of the private property owner to cause the same to be promptly removed, and it shall be unlawful for any such owner to fail so to do.

E. Emergencies: When in the opinion of the City Forester there is an actual and immediate danger from a decayed, diseased or hazardous tree or shrub which would endanger any person or property, or when any tree or part thereof has fallen and any person or property is endangered thereby, the City Forester is authorized and empowered to take such action as may be necessary to render the tree, shrub, or part thereof temporarily safe whether or not the notice procedure in this section has been instituted. The cost incurred in the performance of any such emergency procedures shall be assessed to the property owner as provided by law in the case of special assessments. Such a special assessment shall be certified by the City Forester to the Director of Finance and shall thereupon become and be a lien upon the property until paid.

F. Appeal to special assessment: Any special assessment may be appealed pursuant to Section 12.08.030(B)(8), provided that the appeal shall be filed within 30 days after notice of the special assessment is mailed to the property owner.

Section 12.08.090 Abuse or mutilation.

A. No unauthorized person on any City property or right-of-way shall:

1. Damage, cut, carve, transplant or remove any tree, shrub or plant or injure the bark or roots.
2. Pick flowers or seeds of any tree, shrub or plant.
3. Attach any nail, staple, rope, wire or any other contrivance to any tree, shrub or plant.
4. Dig or otherwise disturb the root area, or in any other way injure or impair the flow of oxygen and water to the roots.
5. Cause or permit any wire charged with electricity to come in contact with any tree, shrub or plant or allow any gaseous, liquid, or solid substance, which is harmful to such trees, shrubs or plants to come in contact with them.

B. Tree topping of any City Tree or tree in a Development Project is unlawful and shall result in an immediate revocation of the Arborist Permit for a period of one year, in addition to any other penalty provided in Section 1.12.010.

Section 12.08.100 Interference with City Forester or other employees.

It shall be unlawful for any person to interfere with the City Forester or any other City employee while engaged in his or her duties herein set forth in this Chapter.

Section 2. This ordinance shall not be construed so as to relieve any person, firm or corporation from any penalty heretofore incurred by the violation of Chapter 12.08, nor bar the prosecution of any such violation.

Section 3. Any person, firm, or corporation violating any of the provisions of this ordinance shall, upon conviction thereof, be subject to the penalty provided in Chapter 1.12, Section 1.12.010 of the University City Municipal Code.

Section 4. This ordinance shall take effect and be in force from and after its passage as provided by law.

PASSED this 6th day of November, 2006.

MAYOR

ATTEST:

CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

CITY ATTORNEY



CITY OF UNIVERSITY CITY

ACCEPTABLE TREES FOR PLANTING IN PARKS, CITY-OWNED PROPERTY, OR PUBLIC RIGHTS-OF-WAY

BACKGROUND

The City of University City manages over thirty thousand (30,000) trees that cover parks, natural areas, City-Owned Property and Public Rights-Of-Way. Trees and forests are long-term investments to the urban society that must be managed with the same skill and diligence as any city asset.

Public trees in University City can be classified into four categories:

- **Street/ROW Trees:** These trees require the greatest level of maintenance and have the highest level of tree/people interaction. Because of the constrained and difficult growing conditions, these trees are most likely to suffer from mechanical damage, biotic and abiotic disorders and vandalism. The management of the street tree population directly affects the adjacent property owners and the character of the community.
- **Formal Park/Public Areas:** These trees require frequent maintenance and have a high likelihood of tree/people interaction. These trees also have a potential for mechanical injury and demand a high level of care and consideration during design and construction activities.
- **Periphery of Formal Park/Public Areas/Natural Areas:** These trees require the least amount of maintenance because of their often remote and sheltered locations. The trees in these areas are managed not as individual trees, but rather as stands of trees linked to the associated plants and sites on which they reside. These trees can come in conflict with people when they occur along property lines, adjacent to man-made structures or near gathering places.
- **Undesirable Trees:** While many tree species are quite applicable and adaptable for most environments, a variety of trees may not be appropriate for use within the City of University City. Primary reasons for discouraging the use of these undesirable tree species include: Root System; Soil Type; Heat/Cold Tolerance; Drought Tolerance; Weak branching habit; Prone to damage by insects, diseases and nutrient deficiencies; Leaf scorch and mildew; Poor transplantation; and Invasiveness.

DESIGN

Selection

Selecting trees that adapt well to their site and fulfill their landscape function is extremely important to the success and maintenance of a planting. The quality of young plants is also crucial. A plant species should be selected on the basis of its functional uses, its adaptation to the site, and the amount of care it will require.

Landscape Functions

There are four main functions to consider when selecting trees to include in the landscape design.

- **Architectural features:** privacy, view enhancement, and space articulation.
- **Engineering:** reduce glare, direct traffic, filter air, reduce soil erosion, and attenuate noise.
- **Climatic influences:** transpirational cooling; interception of solar radiation, reflection, and re-radiation; and modification of rain, fog and snow deposition.
- **Aesthetic uses:** form, color, and texture.

Site Adaptation

It is important to plant the right tree in the right place. The intended landscape use and nature of a site should be considered when selecting for growth habit and ultimate size. Mature size is an important consideration. The tree should not outgrow its allotted space given such constraints as vistas and power-lines. The following table shall be used as a guide in selecting the right tree:

Tree Selection Factors

FEATURE	BENEFIT
Rate of Growth	Fast-growing trees tolerate difficult sites, are usually weak-wooded and subject to limb breakage; and generally, are shorter lived. The opposite is generally true for slow-growing trees.
Wood Strength	When a tree decays or weakens, it can become a hazard to the surrounding area. Strength is based on the trees ability to withstand wind loads, snow bearing loads, water saturation or drought, and its adaptability to its surroundings.
Rooting	Roots are what keep the tree anchored in the ground. Through them pass nutrients and water that nourish and support the tree. Stressors such as drought, flooding, disturbance, disease, or damage can greatly affect tree roots and the health of the tree.
Plant Features	<ul style="list-style-type: none"> • Leaves: Color, size, persistence • Thorns and prickly foliage: Enhanced security vs. maintenance problems • Flowers and fruit: Aesthetic consideration, wildlife habitat. Potentially increased maintenance.
Climatic Adaptation	<ul style="list-style-type: none"> • Plant hardiness and local minimum temperatures. • Moisture-natural or irrigated. • Light – reflect or allow for winter heating. • Wind – deflect or channel wind patterns.
Soils	Poor soils can cause failure of planting. Amendment not desirable or feasible. Match plant to soil condition.
Air pollution	Choose trees with appropriate tolerance level.
Pest Resistance	Resistant plant material will reduce maintenance.
Native Plants	Native plants positively impact our planet, prosperity, and people. Missouri native tree species are planted in our changed urban landscape sites when practical. Invasive tree species are no longer planted.
Selecting Quality Stock	Selection of quality planting stock is as important to success as selection of proper species, planting and maintenance. Root and shoot quality can determine not only performance but also survival.
Roots and defects	Kink roots, girdling (circling roots) can eventually “choke” a tree.
Top & Trunk Characteristics	<ul style="list-style-type: none"> • Height-to-Caliper ratio • Crown configuration • Branching pattern

ACCEPTABLE TREES

University City is pleased to present the following lists of recommended trees for enhancing University City, streets, avenues, boulevards, parking lots, parks, public facilities, businesses and private properties. Development of this composite list is the result of significant research, incorporating the advice from professionals including arborists, urban foresters, nurserymen, horticulturalists, professors, park planners and landscape architects. The intention of this effort is to provide urban planners, architects, landscape architects, city employees, developers, and University City businesses and residents with a list of trees appropriate for planting in specific areas, tailored to the University City environment. Since the world of living plants is quite dynamic, these lists will be reviewed periodically by the Parks, Recreation and Forestry Department and updated as deemed necessary after reviewing the results of ongoing urban forestry research.

The Parks, Recreation and Forestry Department completed the most recent review and update of the City's current list of recommended trees as of January 2021. The Parks, Recreation and Forestry Department's primary intention associated with development of this researched document is to provide University City citizens and staff with state-of-the-art tree recommendations as the community continues to enhance University City's urban forest.

I. STREET TREES

These trees require the greatest level of maintenance and have the highest level of tree/people interaction. Because of the constrained and difficult growing conditions, these trees are most likely to suffer from mechanical damage, biotic and abiotic disorders and vandalism. The management of the street tree population directly affects the adjacent property owners and the character of the community.

While many tree species are quite applicable and adaptable for University City's challenging urban streetscape, there are a variety of trees not appropriate for use within the streetscape environment. Primary reasons for discouraging the use of these undesirable tree species include:

- Size (height, and width) and shape.
- Root system.
- Soil type.
- Heat and/or cold tolerance.
- Drought tolerance.
- Salt tolerance.
- Weak branching habit, resulting in frequent release of fallen branches.
- Producer of messy fruit, seeds, acorns etc.
- Prone to damage by insects, diseases and nutrient deficiencies.
- Leaf scorch and mildew.
- Poor transplantation.

Tree selection when planting near a sidewalk, trail or parking lot, etc. is critical to having long term success. The amount of space available should be used to determine the size of the tree being planted. The following chart illustrates this information:

<u>Tree Lawn Width</u>	<u>Mature Tree Height</u>	<u>Mature Tee Width</u>
3-5 feet	10-30 feet	10-20 feet
5-7 feet	30-40 feet	10-20 feet
7-9 feet	40-50 feet	10-20 feet
9-11feet	50 feet or taller	20-25 feet
12 feet or wider	50 feet or taller	25 feet or wider

Another source indicates that the walk should be further away than three times the trunk diameter at maturity. Trees that have shallow roots should be avoided near sidewalks, trails and parking lots.

A. SMALL COLUMNAR STREET TREES (Less than 20' Width/15'-30' Height)

The following list of small columnar street trees are acceptable for planting in bump outs, small and/or narrow islands and medians, close to sidewalks and buildings, and within street grates.

1. **Sugar Maple** – *Acer saccharum* “*Barrett Cole”, “Belle Tower”, Apollo”.
2. **Crimson Spire Oak** – *Quercus alba x Q robur* “Crimschmidt”.
3. **Oak** – *Quercus robur x bicolor* “Nadler”.
4. **English Oak** – *Quercus Robur - Fastigiata*.
5. **Magnolia** – *Magnolia stellate* “Magnolia Star”.
6. **Eastern Redbud** - *Cercis canadensis* “Oklahoma”.
7. **Bald Cypress** - *Taxodium distichum* “Lindsey Skyward”.
8. **Pyramidal European Hornbeam** – *Carpinus betulus - Fastigiata* “Frans Fontaine”.
9. **Poplar** – *Populus tremuloides erecta* “Prairie Sky”.
10. **Weeping White Spruce** – *Picea glauca*.
11. **Juniper** – *Juniperus communis* “Brynhyfyd”, *Compressa*”.

Underlined Species = Plants of Merit

* = Trees native to Missouri

B. MEDIUM TO LARGE COLUMNAR STREET TREES (20' Width or greater)

The following list of medium to large columnar street trees are acceptable for planting in medium to large islands and medians.

1. **Red Maple** – *Acer rubrum* “Redpoint”, “Bowhall” and “Scarlet Sentinel”.
2. **Red Maple** – *Acer freemani* “Armstrong”.
3. **Sugar Maple** – *Acer saccharum* “Steeple”, and “Flashfire”.
4. **European Beech** – *Fagus sylvatica* “Red Obelisk”, “Dawyck Purple”. European Green.
5. **Ginkgo** – *Ginkgo biloba* “Princeton Sentry”.
6. **Sweetgum** – *Liquidambar styraciflua* “Emerald Sentinel”, “Clydesform”, “Slender Silhouette”.
7. **White Spruce** – *Picea glauca* “Pendula”.
8. **Oak** – *Quercus robur x bicolor* “Kindred Spirit”.
9. **Oak** – *Quercus x warei* “Regal Prince”.
10. **Purple-leaf Plum** – *Prunus cerasifera* “Crimson Pointe”.
11. **Thornless Honeylocust** – *Gleditsia tricanthos var. inermis* “Skycole”.
12. **Magnolia** – *Magnolia stellate* “Ivory Chalice”.
13. **Redbud** - *Cercis* “*Eastern Redbud”, “Forest Pansy”, “Plena” and “Ruby Atkinson”.
14. **Columnar Norway Spruce** – *Picea abies* Columnar.
15. **Poplar** – *Populus tremuloides erecta* Swedish Columnar.

C. NON-COLUMNAR AND MEDIUM TO LARGE STREET TREES (30' or greater in height and greater than 25' in width)

The following list of non-columnar and medium to large street trees are acceptable for planting in large lawn and/or wide islands/medians.

1. ***Bur Oak** – *Quercus macrocarpa* “Urban Pinnacle”.
2. ***Baldcypress** – *Taxodium distichum* “Shawnee Brave”, “Peve Minaret”, “Seacrest”, and “Falling Waters”.

Underlined Species = Plants of Merit

* = Trees native to Missouri

3. **Littleleaf Linden** – *Tilia Cordata* "Greenspire".
4. **Red Oak** – *Acer x freemanii* "Jeffersred".
5. ***American Beech** – *Fagus grandifolia*.
6. **American Linden** – *Tilia Americana* "Redmond" and "Legend".
7. **Maple** – *Acer buergeranum* "Trident", "Rocky Mountain Glow".
8. **Japanese Tree Lilac** – *Syringa reticulate* "Chantilly Lace", "Ivory Silk", and "Summer Snow".
9. **Ginkgo** – *Ginkgo biloba* "Autumn Gold".
10. **Thornless Honeylocust** – *Gleditsia tricanthos var. inermis* "Shademaster" or "Moraine".

II. FORMAL TREES

These trees require frequent maintenance and have a high likelihood of tree/people interaction. These trees also have a potential for mechanical injury and demand a high level of care and consideration during design and construction activities. These trees generally, do not produce nuts, fruits, etc.

CONIFERS

1. ***Baldcypress** – *Taxodium distichum* "Shawnee Brave", "Lindsey's Skyward" (Columnar), "Green Whisper" (Weeping), "Peve Minaret", "Seacrest", and "Falling Waters".
2. **White Fir, Concolor Fir** – *Abies concolor*.
3. ***American Holly** – *ilex opaca*.
4. **Colorado Spruce, Blue Spruce** – *Picea pungens* Columnar.
5. **Norway Spruce** – *Picea abies* Columnar.
6. **White Spruce** – *Picea glauca* "Pendula", "Conica" and "Densata". Weeping.
7. **Douglas Fir** – *Pseudotsuga menziesii*.
8. **Canadian Hemlock** – *Tsuga Canadensis*.

Underlined Species = Plants of Merit

* = Trees native to Missouri

9. **Chinese Juniper** – *Juniperus chinensis*.
10. **Japanese Black Pine** – *Pinus thunbergiana*.
11. **Japanese Red Pine** – *Pinus densiflora* “Oculus Draconis”, “Penula” and “Ubraculifera”.
12. **Limber Pine** – *Pinus flexilis*.
13. **Red Pine** – *Pinus resinosa*.
14. **Eastern White Pine** – *Pinus strobus*.
15. **Juniper** – *Juniperus communis* “Brynhyfyd”, “Compressa”.
16. **Holly** - *Ilex opaca* “Dragon Lady”.
17. **Short Leaf Pine** – *Pinus echinata*.
18. **Dawn Redwood** – *Metasequoia glyptostroboides*.

SMALL TREES & FLOWERING TREES (under 30' in height)

1. ***Flowering Dogwood** – *Cornus florida* “Starlight”, “Cherokee Chief”, “Cherokee Princess” and “Cloud 9”.
2. **Saucer Magnolia** – *Magnolia x soulangiana*.
3. **Magnolia** – *Magnolia stellate* “Ivory Chalice”, “Magnolia Star”, “Butterflies”, “Yellow Bird”, “Coral Lake”, “Daybreak”, “Moonglow”, “Green Shadow”, “Brackens Brown Beauty”, and “Edith Bogue”.
4. **Southern Magnolia** – *Magnolia grandiflora*.
5. **Sweetbay Magnolia** – *Magnolia virginiana*.
6. **Japanese Snowbell** – *Styrax japonicas*.
7. **Maple** – *Acer species* “Tartarian”, “Amur”, and “Shangtung”.
8. ***Eastern Redbud** - *Cercis canadensis* “Forest Pansy”, “Oklahoma”, “Plena”, “Ruby Atkinson”, “Alba”, “Rising Sun”, “Travelor”, and “Ace of Hearts”.
9. **Japanese Flowering Cherry** – *Prunus serrulata* “Kwanzan”.

Underlined Species = Plants of Merit

* = Trees native to Missouri

10. **Japanese Tree Lilac** – *Syringa reticulata* “Chantilly Lace”, “Ivory Silk”, and “Summer Snow”.
11. **Japanese Snowbell** – *Styrax japonicas*.
12. **Crepe Myrtle** - *Lagerstroemia* “Sarah’s Favorite”, “Hybrid White” or “Dodd’s White”.
13. **Poplar** – *Populus tremuloides erecta* Swedish Columnar.
14. **Eastern Wahoo** – *Euonymus atropurpureus*.
15. **Carolina Silverbell** – *Halesia Carolina*.
16. **Paperbark Maple** – *Acer griseum*.

MEDIUM TREES (30’ to 60’ in height)

1. ***Yellowwood**- *Cladrastis kentuckea*.
2. **Ginkgo** – *Ginkgo biloba* “Princeton Sentry”, and “Autumn Gold”.
3. **Thornless Honeylocust** – *Gleditsia tricanthos var. inermis* “Skycole” and “Moraine”.
4. **Crimson Spire Oak** – *Quercus alba x Q robur* “Crimschmidt”.
5. **Oak** – *Quercus x warei* “Regal Prince”.
6. **English Oak** – *Quercus robur - Fastigiata*.
7. **Pyramidal European Hornbeam** – *Carpinus betulus - Fastigiata*.
8. ***American Hornbeam** – *Carpinus caroliniana* “Native Flame”.
9. **Maple** – *Acer buergeranum* “Trident” and “Rocky Mountain Glow”.
10. **Red Maple** – *Acer freemani* “Armstrong”. “Freeman”.
11. ***River Birch** – *Betula nigra* “Heritage”.
12. ***Paper Birch, Canoe Birch** – *Betula papyrifera*.
13. **Sourwood, Sorel Tree** – *Oxydendrum arboretum*
14. **Horsechestnut** – *Aesculus hippocastanum* “Baumannii”.
15. **Katsura** – *Ceridiphyllum japonicum*.

Underlined Species = Plants of Merit

* = Trees native to Missouri

16. **Yellowwood** – *Cladrastis kentukea*.
17. **Amur Maackia** – *Maackia amurensis*.

LARGE TREES (over 60' in height)

1. ***American Basswood** – *Tilia Americana* "Redmond Linden".
2. ***American Beech** – *Fagus grandifolia*
3. **European Beech** – *Fagus sylvatica* "Asplenifolia", "Atropunicea", "Purpurea" "Purpurea Tricolor", and "Roseamarginata".
4. **Littleleaf Linden** – *Tilia Cordata* "Greenspire".
5. ***Red Maple** – *Acer rubum* "Red Point", "Autumn Flame", and "October Glory".
6. ***Sugar Maple** – *Acer saccharum* "Green Mountain", "Legacy", "Bonfire", "Fall Fiesta" and "Caddo".
7. **Miyabei Maple** - *Acer miyabei* "State Street".
8. ***Northern Red Oak** – *Quercus rubra*.
9. ***Scarlet Oak** – *Quercus coccinea*.
10. ***Shumard Oak** – *Quercus shumardii*.
11. ***Swamp White Oak** – *Quercus bicolor*.
12. **Black Oak** – *Quercus velutina*.
13. **Chinkapin Oak** – *Quercus muehlenbergii*.
14. **Willow Oak** – *Quercus phellos*.
15. **Red Oak** – *Acer x freemanii* "Jeffersred".
16. **Tuliptree** – *Liriodendron tulipifera* "Emerald City".
17. **Hedge Maple** – *Acer Campestre* "Queen Elizabeth".
18. ***Baldcypress** – *Taxodium distichum* "Shawnee Brave", "Lindsey's Skyward" (Columnar), "Green Whisper" (Weeping), "Peve Minaret", "Seacrest", and "Falling Waters".

Underlined Species = Plants of Merit

* = Trees native to Missouri

19. **Ginkgo** – *Ginkgo biloba* “Magyar”, “Autumn Gold”, “Lakeview”, “Golden Colenade” and “Shangrila”.
20. **American Linden** – *Tilia Americana* “Redmond” and “Legend”.
21. **Black Maple** – *Acer nigrum* “Greencolumn”.
22. **Katsura** – *Cercidiphyllum japonicum*.
23. **American Elm** – *Ulmus Americana* “New Harmony”, Valley Forge”, “Jefferson”, and “Princeton”.
24. **London Plane Tree** – *Plantanus occidentalis* “Bloodgood”, “Columbia”, “Liberty”, and “Exclamation”.
25. **Osage-Orange** – *Malclura pamifera* “White Shield” and “Wichita”.

III. PERIPHERY/NATURAL AREA TREES

These trees require the least amount of maintenance because of their often remote and sheltered locations. The trees in these areas are managed not as individual trees, but rather as stands of trees linked to the associated plants and sites on which they reside. These trees can come in conflict with people when they occur along property lines, adjacent to man-made structures or near gathering places. These trees generally produce some fruit and/or nuts, etc.

SMALL TREES & FLOWERING TREES (under 30' in height)

1. **Ohio buckeye** – *Aesculus glabra*.
2. **Red Buckeye** – *Aesculus pavia*.
3. ***Hophornbeam** – *Ostrya virginiana*.
4. **Pawpaw** – *Asimina triloba*.
5. **Hardy Rubbertree** – *Eucommia ulmoides*.
6. ***Sassafras** – *Sassafras albidum*.
7. **Flowering Crabapple** – *Malus spp.* “Centurion”, “Harvest Gold”, “Prairie Fire”, “Profesor Sprenger”, “Snowdrift”, “Sugar Tyme”, “Adams”, “Callaway”, “Indian Summer”, “Robinson”, and “Donald Wyman”.

Underlined Species = Plants of Merit

* = Trees native to Missouri

8. **Persian Parrotia** – *Parrotia persica* “Horizontalis”, and “Vanessa”.
9. ***Downey Serviceberry** – *Amelanchier arborea* “Autumn Brilliance”, “Cumulus”, “Princess Diana”, and “Prince Charles”.
10. **Serviceberry** – *Amelanchier x grandiflora* “Spring Flurry”, “Autumn Sunset”, “Snowcloud” and “Tradition”.
11. **Lilac, Japanese Tree** – *Syringa reticulata* “Ivory Silk”, “Regent Japanese” and “Summer Snow”.
12. **American Witch Hazel** – *Hamamelis virginiana*.
13. **Sweetbay/Swamp Magnolia** - *M. virginiana*.
14. **Viburnum** – *prunifolium* “Black Haw”.
15. **Viburnum** – *rufidulum* “Rusty Black Haw”.
16. **Higan Cherry** – *Prunus Subhirtella* “Pendula Plena Rosea”.
17. ***Eastern Red Cedar** – *Juniperus virginiana* “Canaertii”.

MEDIUM - LARGE TREES (30’ to over 60’ in height)

1. ***American Sycamore** – *Platanus occidentalis* “Bloodgood”, “Columbia” and “Liberty”.
2. **Hickory** – *Carya laciniosa* “Shellbark”.
3. ***Hickory** – *Carya ovate* “Shagbark”.
4. ***Chestnut Oak** – *Quercus michauxii* “Swamp Chestnut Oak”.
5. **Chestnut Oak** – *Quercus prinus* “Chestnut Oak”.
6. ***Pecan** – *Carya illinoensis* “Hardy Giant”, “Major” and “Colby”.
7. **European Alder** – *Alnus glutinosa*.
8. ***Blackgum/Sour Gum/Tupelo** – *Nyssa sylvatica* “*Wildfire”, “Green Gables”, “Afterburner” and “Firestarter”.
9. ***Kentucky Coffeetree** – *Cymnocladus dioica* “Espresso” (Seedless).

Underlined Species = Plants of Merit

* = Trees native to Missouri

10. ***Common Hackberry** – *Celtis occidentalis* “All Seasons Sugar” and “Prairie Pride”.
11. ***Bur Oak** – *Quercus macrocarpa*.
12. ***White Oak** – *Quercus alba*.
13. ***Overcup Oak** – *Quercus lyrata*.
14. ***Post Oak** – *Quercus stellate*.
15. **English Oak** – *Quercus robur*.
16. **Swamp White Oak** – *Quercus. Bicolor*.
17. **Cherrybark Oak** – *Quercus falcate var. pagodifolia*
18. **Southern Red Oak** – *Quercus falcate*.
19. **Shingle Oak** – *Quercus imbricaria*.
20. **Water Oak** – *Quercus nigra*.
21. **Black Walnut** – *Juglans nigra*.
22. **Catalpa** – *Catalpa*.
23. **Osage-Orange** – *Malclura pamifera* “Denmark”, “Derby”, “K-2”, “Smolan”, “Triple-O”, “What Cheer”, and “Altamont”.
24. **Silverbell** – *Halesia tetraptera*.
25. **Turkish Filbert** – *Corylus columa*.
26. **Japanese Pagodatree** - *Sophora japonica*.
27. **Thornless Honeylocust** – *Gleditsia tricanthos var. inermis* “Imperial”, “Shademaster”, and “Skyline”.
28. **American Hophornbeam** – *Ostrya virginiana*.
29. **Black Cherry** – *Prunus serotine*.
30. **Yoshino Cherry** – *Prunus x yesoensis*.
31. **Tuliptree** – *Liriodendron tulipifera*.

Underlined Species = Plants of Merit

* = Trees native to Missouri

IV. TREES UNDESIRABLE FOR PLANTING IN THE CITY OF UNIVERSITY CITY

While many tree species are quite applicable and adaptable for most environments, the following variety of trees may not be appropriate for use within the City of University City. Primary reasons for discouraging the use of these undesirable tree species include:

- Root system.
- Soil type.
- Heat and/or cold tolerance.
- Drought tolerance.
- Weak branching habit, resulting in frequent release of fallen branches.
- Prone to damage by insects, diseases and nutrient deficiencies.
- Leaf scorch and mildew.
- Poor Transplantation.
- Invasiveness.

CONIFERS

1. **Austrian Pine** – *Pinus nigra*.
2. **Scotch Pine** – *Pinus Sylvestris*.

SMALL TREES & FLOWERING TREES (under 30' in height)

1. **Mimosa, Silktree, Silk-Tree Albizia**– *Albizia julibrissin*.
2. **Mountain Ash** - *Sorbus aucuparia*.
3. **Russian Olive** – *Elaeagnus angustifolia*.
4. **Callery Pear, Ornamental Pear, Bradford Pear** – *Pyrus calleryana* “Bradford”, “Aristocrat”, “Capital”, “Redspire” and “Cleveland Select”.
5. **Apple** – *Malus*.
6. **Crabapple** – *Malus x hybrids*.
7. **Mulberry** – *Morus*.
8. **Cherry – Plum** – *Prunus*.
9. **Mahaleb Cherry, Perfumed Cherry, St. Lucie Cherry** – *Prunus mahaleb*.

Underlined Species = Plants of Merit

* = Trees native to Missouri

10. Pear – *Pyrus Calleryana*.
11. Purple-leaf Plum – *Prunus cerasifera* “Newport”, and “Thundercloud”.
12. Goldenrain Tree, Pride-of-India, China-Tree – *Koelreutria paniculata*.
13. Japanese Angelica Tree, Chinese Angelica Tree, Korean Angelica Tree – *Aralia elata*.

MEDIUM TO LARGE TREES (30’ to over 60’ in height)

1. European White Birch – *Betula pendula*.
2. Boxelder – *Acer negundo*.
3. Black Cherry – *Prunus serotina*.
4. Siberian Elm – *Ulmus pumila*.
5. Lacebark Elm, Chinese Elm – *Ulmus parvifolia*
6. Black Locust – *Robinia pseudoacacia*.
7. *Silver Maple – *Acer saccharinum*.
8. Red Maple - *Acer rubrum* “Sunset”.
9. Norway Maple – *Acer platanoides* “Summershade”, “Emerald Queen” and “Cleveland”.
10. Amur Maple – *Acer tataricum* subsp. *Ginnala*.
11. White Mulberry – *Morus alba*.
12. Red Mulberry – *Morus rubra*.
13. Osage-orange – *Maclura pumifera* “Cannonball”.
14. *Persimmon – *Diospyros virginiana*.
15. Silver Poplar, White Poplar, Silver-Leaf Poplar – *Populus alba*.
16. Eastern Cottonwood Poplar – *Populus deltoids*.
17. Lombardy Poplar – *Populus nigra* “Italica”.
18. Tree-of-Heaven, Ailanthus, Varnish-Tree, Copa-Tree – *Ailanthus altissima*.
19. *Green Ash – *Fraxinus pennsylvanica*.

Underlined Species = Plants of Merit
 * = Trees native to Missouri

20. **White Ash** – *Fraxinus Americana* “Autumn Applause”, “Autumn Purple”, Champaign County”, “Rosehill” and “Skyline”.
21. **Black Ash** – *Fraxinus nigra*.
22. **Blue Ash** – *Fraxinus quadrangulata*.
23. **Pumpkin Ash** – *Fraxinus profunda*.
24. **Chinese Chestnut** – *Castanea mollissima*.
25. **Horsechestnut** – *Aesculus*.
26. **Red Horse Chestnut** – *Aesculus carnea*.
27. **Washington Hawthorne** – *Crataegus phaenopyrum* “Winter King”.
28. ***Downy Hawthorne** – *Crataegus mollis*.
29. **Green Hawthorne** – *Crataegus viridis*.
30. **Ginko** – *Ginko biloba* “Maidenhair Tree” (Female).
31. **Honeylocust** – *Gleditsia triacanthos*.
32. ***Sweet Gum** – *Liquidambar styraciflua*.
33. ***Poplar; Cottonwood** – *Populus*.
34. **Sawtooth Oak** – *Quercus acutissima*.
35. ***Willow** – *Salix*.
36. **Zelkova** – *Zelkova serotina*.
37. **Japanese Zelkova** – *Zelkova serrata*.
38. **Amur Cork Tree** – *Phelladendum amurense*.

Underlined Species = Plants of Merit

* = Trees native to Missouri



AGENDA ITEM COVER

MEETING DATE: September 8, 2021

AGENDA ITEM TITLE: Memorial Policy

AGENDA SECTION: New Business

BACKGROUND REVIEW:

The Parks, Recreation and Forestry Department over the years have received request for the placement of memorials within the Park System. Although the City has honored these request, a formal policy nor standards have ever been put into place. Accordingly, staff has developed the attached policies and procedures for the acceptance of these tributes. This will provide a more standardization of the memorial process.

PURPOSE:

The Parks, Recreation and Forestry Department is the approving authority for determining the appropriateness and acceptance of memorials and plaques in Park and Recreation Areas within the University City Park System. This policy is intended to encourage gift giving to the Parks, Recreation and Forestry Department to meet the needs of park users and the University City Park System and provide procedures and guidelines that will help to guide donors to ensure that tributes enhance the public's experiences in park areas.

RECOMMENDATION:

The Parks, Recreation and Forestry Department requests the support of the Urban Forestry Commission in making a recommendation to the Parks Commission and ultimately City Council for their consideration.

ACTIONS:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission. If the motion is approved by the majority of the members, the recommendation will be forwarded to the Parks Commission and ultimately City Council for their review and consideration.

ATTACHMENTS:

1. Memorial Policy
2. Memorial Tree Form



**University City
Parks, Recreation and Forestry**

PARK POLICIES AND PROCEDURES	
Memorials	Number: 029
Approved By:	Effective Date:
Page 1 of 3	

I. PURPOSE

The Parks, Recreation and Forestry Department is the approving authority for determining the appropriateness and acceptance of memorials and plaques in Park and Recreation Areas within the University City Park System. This policy is intended to encourage gift giving to the Parks, Recreation and Forestry Department to meet the needs of park users and the University City Park System and provide procedures and guidelines that will help to guide donors to ensure that tributes enhance the public's experiences in park areas.

II. PROCEDURE

1. Individuals or organizations shall submit requests to the Deputy Director of Park Maintenance in written form for approval of tributes (including memorials and plaques). Tributes are donations or gifts to commemorate and pay tribute to a special person, group or a special event like a birthday, anniversary, or retirement. Tributes may support a park program or a specific park improvement.
2. The Deputy Director of Park Maintenance will review written requests for tributes to determine whether the request fits within the guidelines below.
3. The Deputy Director of Park Maintenance with the Director's approval are acceptable for tributes such as park amenities like trees, benches, and most playground equipment. These tributes do not require City Council approval.
4. Tributes that exceed \$10,000 in value or impact the approved master plan for a park will be forwarded to the Park Commission for consideration with the City Council's approval.
5. A donor may be required to enter into an agreement regarding long-term maintenance and/or replacement of the tribute at the Director's recommendation and subject to the City Council's approval.

III. REVISION HISTORY

IV. REFERENCES

V. GUIDING PRINCIPLES

1. Tributes shall be in accordance with general park policies and procedures, be consistent with applicable design standards, the historic character of the park or facility, and complement existing or proposed park master plan elements.
2. A Tribute Inventory will be developed to identify opportunities for tributes in parks within the University City Parks System.
3. Recognition of the tribute is important and will be provided commensurate with the donation. The recognition of tributes shall be identified in a tribute registry for each park, or, for those parks with no tribute registry, at the discretion and recommendation of the Deputy Director of Park Maintenance. Plaques associated with a tribute will be considered for a bench (see guidelines below), or if a tribute exceeds \$10,000 in value.
4. Plaques may be added to a tribute in accordance with the guideline above as long as the plaque is not a physical obstruction. The cost of the plaque is the responsibility of the donor.
5. Guidelines for plaques include:
 - a) Plaques may be attached to a park amenity such as a bench or the concrete base for a bench.
 - b) Wording on plaques or engraved into park amenities is limited to:
 - i. In Memory Of ...
 - ii. In Honor Of ...
6. All costs, including major maintenance and/or replacement, associated with tributes, memorials and plaques shall be borne by the donor unless otherwise directed by the City Council. The Parks, Recreation and Forestry Department will not bear responsibility for major maintenance and repairs and/or replacement of vandalized, lost, or stolen tributes, memorials, or plaques.
7. Tributes that are accepted by the Parks, Recreation and Forestry Department will become the property of the City of University City and are subject to the laws, policies and procedures that govern the University City Parks, Recreation and Forestry Department.
8. The location and placement of the tribute shall be at the discretion of the Parks, Recreation, and Forestry Department. All tree varieties, species, genomes, etc. will be at the discretion of the Forestry Supervisor based on the cities Acceptable Tree List.

9. The University City Parks, Recreation and Forestry Department may decline proposed tributes which include special restrictions, conditions, or covenants, which pose unacceptable budgetary obligations on the University City Parks, Recreation and Forestry Department, or which, in the opinion of the University City Parks, Recreation and Forestry Department, may not be in the best interest of the park system and/or the citizens of University City. Any requests denied by the University City Parks, Recreation and Forestry Department may be appealed to the Parks Commission.

VI. PROCEDURES AND GUIDELINES

Memorial Tree Program – See Memorial Tree Program Form

Memorial Bench Program – See Memorial Bench Program Form.

DRAFT



University City Park, Recreation, and Forestry

MEMORIAL TREE PROGRAM

The City of University City Parks, Recreation, and Forestry Department offers you the opportunity to memorialize or honor someone special by dedicating a tree in one of our parks in his/her memory. Memorial trees are \$225.00 each. A dedication ceremony will be held during the Arbor Day Celebration at Heman Park on the Saturday following the last Friday in April to recognize those for whom the trees have been dedicated.

Name of person the tree is for: _____ Please circle: In Memory of or In Honor of _____

Names & Address of Donor(s) _____, Contact Phone: _____

Email: _____

Names & addresses of family members to be notified of the gifts:

Which City Park? _____

What Type of Tree? Shade _____, Ornamental _____, Evergreen _____

Please make checks payable to: City of University City Parks and Rec (memo line on check- memorial tree)

Upon receipt of form and fee, letters will be sent to family members(s) and donor(s) named above. Invitations to the Arbor Day tree dedication ceremony will be sent to both the donor(s), and family member(s) listed in the Spring.

Office use only: _____ Tree # _____

Tree Purchased: ___/___/___ Planted: ___/___/___ Form of Payment: _____

Tree Type: _____ Date paid: _____

Placement _____ Park _____

Please return this form, and payment to the front desk at Centennial Commons located at 7210 Olive Blvd, University City, Mo 63310. We accept cash, check, and credit card as a form of payment



AGENDA ITEM COVER

MEETING DATE: November 10, 2021

AGENDA ITEM TITLE: Volunteer Program

AGENDA SECTION: New Business

BACKGROUND REVIEW:

The Volunteer Program works to increase community involvement and enhance parks recreation and forestry services. The Volunteer Program will recruit, train, educate, manage, and recognize volunteers. People who willingly participate in volunteer activities can gain a sense of fulfillment by working with others to contribute to their communities.

ACTIONS:

No action is required by the Commission, as this is an informational and discussion item, and will be submitted as part of the minutes.

ATTACHMENTS:

1. Volunteer Program Handbook
2. Volunteer Service Project Proposal Form
3. Volunteer Risk Release Form



Volunteer Program

Handbook for Volunteers

6801 Delmar Boulevard
University City, Missouri 63130
314-505-8625
www.ucitymo.org

Welcome

We are excited that you have chosen the Parks, Recreation and Forestry Department for your volunteer experience. You have joined a staff that works to serve our patrons with the highest quality of service available.

The Volunteer Program works to increase community involvement and enhance parks recreation and forestry services. The Volunteer Program will recruit, train, educate, manage, and recognize volunteers. People who willingly participate in volunteer activities can gain a sense of fulfillment by working with others to contribute to their communities.

This handbook is intended for use by volunteers of the City of University City Parks, Recreation and Forestry Department who facilitate or participate in volunteer activities. Volunteers should be aware of the responsibilities they must assume. Volunteers must understand that they are here to serve the citizens of University City. It is expected that volunteers abide by the Park Rules and Regulations as well as each facilities' rules and regulations and the City of University City Personnel and Safety Manuals.

Mission Statement

- The City of University City Parks, Recreation and Forestry Department strives to be a leader in the progressive development, maintenance and operations of parks and recreation facilities.
- The Department is committed to provide a balance of active and passive parks and recreational facilities that enhance and preserve the conservation of environmental and natural resources.
- Develop partnerships with community organizations and agencies.
- Provide programs so people can grow, develop character, mature, learn skills, and respect for themselves and others.
- Work with citizens and community leaders to enhance its position as a premier place to live, work, and play.

University City Parks, Recreation and Forestry welcomes volunteerism because it...

- Fosters community and civic participation
- Enriches recreation programming, facilities, and parks
- Encourages stewardship of local parks
- Educates on the benefits of the City of University City Parks, Recreation and Forestry system
- Builds awareness and support for the efforts of the park, recreation, and forestry system
- Allows the department to accomplish projects that enable it to carry out its mission

People volunteer with University City Parks, Recreation and Forestry because they want...

- To build community
- To ensure the continuing vitality and health of community parks and recreation
- To learn valuable skills in areas such as leadership, community programming, and working with others in recreational settings
- To fulfill community service requirements
- To meet new people and make connections and networks in the community

The Volunteer Program assists staff and volunteers in the planning and execution involved in managing volunteer activities. Some of the main functions of the program include:

- Recruiting volunteers
- Matching volunteers to programs
- Scheduling volunteer projects
- Providing tools, materials, and supplies
- Recognizing volunteers
- Collecting feedback and record keeping

The University City Parks, Recreation and Forestry Department is responsible for supervising volunteers and making the service experience meaningful. Some of the primary volunteer management functions include:

- Identifying volunteer projects
- Recruiting volunteers
- Gathering materials and supplies
- Managing volunteer activities at the facility or program
- Ensuring proper forms are submitted to the Volunteer Program
- Maintaining records and submitting service logs and feedback sheets
- Recognizing volunteers

Volunteers are individuals who have made the choice to give time and energy to enhance the City of University City's position as a premier place to live, work, and play. Some of the main functions of volunteers include:

- Identifying the area(s) in which they would like to volunteer
- Contacting the Parks, Recreation and Forestry Department, and completing any required applications and paperwork
- Arriving promptly for scheduled duties
- Performing tasks in a safe manner
- Asking questions when clarification is needed
- Treating other volunteers, program participants, and staff with respect
- Contacting the Volunteer Program, if unable to fulfill service

Goals & Expectations

The goals of the Volunteer Program are...

- To create meaningful volunteer experiences, allowing volunteers to share in the department's mission
- To provide opportunities for volunteers to assist in the recreation programs, facilities, and parks.
- To provide training and supervision to volunteers and staff
- To keep an account of volunteer hours and to provide a letter of recommendation or referral if requested
- To create safe and well-organized programs, and to ensure positive working relationships between the Department staff members and volunteers
- To encourage and recognize volunteer efforts
- To promote volunteerism throughout the City

What a volunteer can expect from the Volunteer Program...

- To have your time used efficiently and effectively
- To receive clear guidance, support, and direction
- To be kept informed of activities pertaining to assignments
- To receive appropriate orientation, training, and supervision
- To be assigned jobs that are worthwhile and challenging
- To be made aware of the overall mission of the program
- To receive feedback on the quality and effectiveness of your participation
- To be recognized for your contributions
- To provide meaningful input into the volunteer program

What the program can expect from the volunteer...

- To accept obtainable volunteer assignments
- To respect confidences and privacy of the organization, it's staff and volunteers
- To respect professional attitudes and methods
- To abide by the operating principles of the organization
- To state your limitations and concerns
- To bring forth issues so that they may be addressed
- To notify the program supervisor in a timely manner of the inability to complete the scheduled service
- To respect confidential information about the organization, staff, and other volunteers

The University City Parks, Recreation and Forestry Department has the right...

- To decline or dismiss unproductive or dissatisfied volunteers
- To know the limitations and expectations of volunteers
- To request communication from volunteers about the participation and service experience

Policies & Procedures

Appearance & Hygiene

Volunteers are responsible for presenting themselves in a professional manner.

Therefore, all volunteers shall dress, behave, and use appropriate language for the performance of their duties. Please confirm appropriate dress attire with your assigned supervisor prior to the event.

Volunteers should be conscious of maintaining dress, grooming, and hygiene standards that presents the appropriate image and is expected as a condition of the volunteer service agreement. The following guidelines are expected: Hair will be clean and neatly groomed. Hair length over the collar should be worn away from the face and should not create any personal or safety concerns. Extreme or unnatural hair colors will be allowed. Facial hair is acceptable as long as it is appropriately groomed. Personal hygiene must be practiced including cleanliness and appropriate appearance of the personal body and clothes.

Schedule

Volunteer work hours, duties, and responsibilities will be clearly communicated by the Supervisor in charge. It is important as a volunteer that you arrive on the days and times agreed. If you cannot arrive at the scheduled time, you need to call the program supervisor in advance so that appropriate arrangements can be made.

Background & Reference Checks

The City of University City reserves the right to conduct criminal background and reference checks on all volunteers. A background check for volunteers will be required for working directly with children.

Tobacco, Alcohol, & Drug Free Work Environment

The City of University City is a tobacco free environment for patrons, employees, and volunteers. Employees or volunteers are not allowed to smoke or use tobacco products while on the premises and/or wearing staff apparel. For the safety of our patrons and the health and welfare of our employees and volunteers, the City of University City is an alcohol and drug free work environment. Any volunteer suspected or confirmed of reporting to work under the influence will be dismissed immediately.

Safety

The University City Parks, Recreation and Forestry Department will provide information on emergency procedures, emergency phone numbers, and first aid. Volunteers are informed of the City of University City's Safety Manual for reference. Volunteers are not expected to perform any duty or job they do not feel comfortable or capable of performing.

Orientation & Training

Orientation of a new volunteer will begin once the volunteer completes a Volunteer Application and meets with a Supervisor. Orientation to the park includes brief training to include policy discussion and a position description. The scheduling and frequency of orientation will vary by program. The majority of training is onsite and ongoing

depending on the program. Volunteers may receive additional training once they begin work at their particular position. Supervision may include any of the Parks, Recreation and Forestry Department staff.

Supervision, Suggestions, Concerns or Complaints

Volunteers are responsible to the Supervisor or another designated staff. The City of University City Parks, Recreation and Forestry Department appreciates your time and energy and wants you to enjoy the volunteer experience. Please feel free to see the Supervisor at any time should you have difficulties with tasks or aspects of your volunteer placement. You should be made to feel like a part of our team and would appreciate any comments or suggestions you may have. It is important to remember that the parks and recreation centers are public spaces and people have different ideas about how the facility should be used. Active listening and understanding the other person/ people's point of view is central to resolving conflict.

Public Relations & Conduct

While participating in a volunteer event, volunteers and staff are expected to maintain a cooperative and respectful attitude towards other volunteers, members of the public and staff. Volunteers may not indicate any official connection with the Parks, Recreation and Forestry Department in any communication with news media without prior approval of an official City of University City representative. Communication of this kind can be made as a private citizen, as long as it is understood that these views are not necessarily those of the department staff and/or management. The Volunteer Program works to match the interests and skills of the volunteers with the needs of the department and community. Volunteers may be involved in planning projects, but ultimately volunteers must conform with the direction determined by the department staff assigned to the project.

Recognition

Recognizing volunteers is a key element of a successful Volunteer Program. Recognition can take place in a variety of ways during or after volunteer projects. Volunteer appreciation and recognition comes in various forms. The department staff will try to determine what type of appreciation and recognition is valued by the volunteer, then try to accomplish that wherever possible and within the means of the organization.

- Parks, Recreation and Forestry Department recognizes volunteers with:
- Words of praise and thanks
- Thank you letters and notes
- Announcements of successful service in department publications
- Items with program/department logo
- "Thank you Pass" for a free daily admission
- Letters of recommendation

Volunteer Opportunity Categories

Recreational Programming

- Special Events
- Redbird Rookies

Forestry

- Earth Day/Arbor Day Celebration
- Tree Keepers

Golf

- Junior Golf

Park Maintenance

- Adopt-A-Park Program
- Green Up UCity Program

Contact Information

Centennial Commons
Phone: (314) 505-8625

Parks Maintenance
Phone: (314) 505-8624

Forestry
Phone: (314) 505-8619

Golf Course
Phone: (314) 727-4800

Staff Directory

Recreation Division

Lynda Euell-Taylor – Deputy Director of Recreation, letaylor@ucitymo.org

Forestry Division

Jacob Kaiser – Forestry Supervisor, jkaiser@ucitymo.org

Parks Division

Mike Warmbold – Parks Supervisor, mwarmbold@ucitymo.org

Golf Division

Travis Rion – Golf Manager, trion@ucitymo.org

Ken Morgan – Golf Superintendent, kmorgan@ucitymo.org



VOLUNTEER ACKNOWLEDGEMENT OF RISK AND RELEASE

Parks, Recreation and Forestry Department
6801 Delmar Blvd, University City, MO 63130
314-505-8625

Project/Activity: _____ Date: _____

Location: _____

Name (first, last): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Phone (H/W/Mobile): _____ 2nd Phone (H/W/Mobile): _____

Emergency Contact: _____

Name	Relationship	Phone
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I, the undersigned, agree for myself or for my minor child/ward, to volunteer for the City of University City Parks, Recreation and Forestry Department and understand and agree to the following:

1. I will follow instructions of my placement and perform my service to the best of my ability.
2. I act only as a civilian volunteer and do not function as an employee, agent or representative of the Parks, Recreation and Forestry Department and/or the City of University City.
3. I give permission for media coverage of myself and/or my minor child/ward to be disseminated for public relations purposes.
4. I acknowledge that there are dangers and risks incurred as a result of participating in activities connected or associated with volunteering; and I knowingly assume all risk for any injuries, death, damage or loss to my person, including but not limited to: falling down, tripping, bumping; back, bone, joint, head, neck, muscle or spinal injuries or strains; cuts, scrapes; choking; allergies; heat stroke, heat exhaustion, sunburn or other injuries; and/or any damage or loss sustained to my property.
5. In the event of any emergency, I authorize the City of University City officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care, including ambulance transport. Further, I agree that I

will be responsible for payment of any and all medical services rendered. I certify that I am covered for medical expenses by _____ insurance company.

6. I agree to hold the City of University City, its agents, servants and employee harmless from any and all liability, actions, causes of actions, claims, demands for suits whatsoever result from or arising out of personal injuries, lost of, or damage to property, or involving any impairment of, or damage to any right because of or in any way related to the City resulting from volunteering in this project/activity.
7. This Acknowledgement of Risk and Release is valid for this specific project/activity only on the date(s) listed above.

I acknowledge and understand the City of University City Parks, Recreation and Forestry Department's risk and release. This acknowledgement of risk and release shall not be modified orally. All minor's signature must be accompanied by the signature of the parent or guardian.

I certify that I understand the policies and procedures of being a volunteer for the City of University City. I also certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I further understand and agree that any misstatement or material omissions will be grounds for dismissal in the program. I authorize any inquiries as to my character, reputation, qualifications and abilities, and release those supplying any information from all liability.

Name (printed)

Signature of parent or guardian

Volunteer Signature

Date

Witness Signature

Date



SERVICE PROJECT PROPOSAL

Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Group/Organization: _____

Proposed Project

Proposed Project Location (*Attach map, directions, etc.*)

Project Description and Benefit (*If necessary, attach plans to this form*)

Materials (*Things that become part of the finished project, such as lumber, nail, paint, plants, mulch, etc. you do not yet need a detailed list of exact quantities, but show a reasonable idea of what is required*)

Equipment/Tools *(What type of equipment and tools are you planning to use)*

Logistics *(How are you transporting materials to the site. Where are you proposing to store or stockpile materials).*

Project Timeline *(What is the timeline from start to finish. Include phases, dates, times, etc.).*

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Department Use Only

Staff Member Review _____ **Date** _____

Parks Commission Meeting Date _____

Parks Commission (Approval/Refusal) _____

Urban Forestry (Approval/Refusal) _____

City Council (Approval/Refusal) _____

Volunteer Form(s) On File _____

Signed/Sealed Plans _____

Building Permit _____

Landscape Permit _____

Utility Locates _____

Insurance _____