

**CITY OF DELAWARE  
SHADE TREE COMMISSION  
CITY COUNCIL CHAMBERS  
1 SOUTH SANDUSKY STREET  
7:00 P.M.**

**AGENDA**

FEBRUARY 24, 2015

1. ROLL CALL
2. APPROVAL of the Motion Summary for the meeting held January 27, 2015 as recorded and transcribed.
3. PUBLIC COMMENTS
4. INTRODUCTION of New and Reappointed Members
5. ELECTION of Chairperson
6. ELECTION of Vice-Chairperson
7. DISCUSSION of Arbor Day Activities
8. DISCUSSION of Annual Shade Tree Commission Report
9. DISCUSSION of Volunteer Pruning Program
10. DISCUSSION of Watershed Festival
11. ARBORIST REPORT
12. STAFF COMMENTS
13. MEMBER COMMENTS
14. PLAN REVIEWS
  - A. Estates at Braumiller-Section 5
  - B. EMS Station
15. ADJOURNMENT

# ***ITEM 2***

**CITY OF DELAWARE  
SHADE TREE COMMISSION  
MOTION SUMMARY**

JANUARY 27, 2015

Staff in attendance included Arborist Doug Richmond and Customer Service Liaison Linda Mathews.

Meeting called to order at 7:00 p.m. by Chairman Dave Carey.

1. ROLL CALL

At roll call members present included Chairman Carey, Michaela Dean, Joe DiGenova, Amanda Mowry, Paul Olen, Tom Wolber and Vice-Chairwoman Wright.

Absent members included Jim Buck, he had advised that would not be present, and Brenda Hendricks.

Vice-Chairwoman Wright moved to excuse Mr. Buck and Ms. Hendricks. Mr. Olen seconded the motion and both members were excused by a 7-0 vote.

2. APPROVAL of the Motion Summary for the meeting held November 25, 2014 as recorded and transcribed.

Mr. Wolber requested a correction on page three of the Motion Summary to correctly reflect his comments regarding the Ohio Wesleyan University Tree Campus USA status. The word "submitting" will be modified to "considering" in paragraph six on page three.

Vice-Chairman Wright moved to approve the amended motion summary. Motion seconded by Councilman DiGenova and approved by a 7-0 vote.

3. PUBLIC COMMENTS

There were no public comments presented.

4. DISCUSSION of Arbor Day Activities

Vice-Chairwoman Wright opened the discussion noting that Arbor Day will be Friday, April 24<sup>th</sup> this year. Last year the Shade Tree Commission conducted a tree planting ceremony and participated in the First Friday event in May. These are possibilities that can be undertaken this year as well.

Mr. Olen commented that he felt things went well in 2014 and Chairman Carey concurred.

Following additional discussion it was decided that participation at the May First Friday event would be undertaken. A tree planting in the downtown area will be explored in conjunction with the First Friday event. More discussion will be conducted moving forward to determine what all will be included in the First Friday booth.

#### 5. DISCUSSION of Annual Shade Tree Commission Report

Vice-Chairwoman Wright opened this discussion indicating that the Annual Report is given to City Council in April. She will prepare the report for the commission to review at the February meeting, but would like input on the 2014 highlights so they can be incorporated.

Members listed several items-Watershed Festival participation, revised MOU with American Electric Power, Tree Stewardship program and City Council support to plant 500 plus trees, as some of the highlights.

#### 6. ARBORIST REPORT

Arborist Richmond reviewed the report that was included in the agenda packet.

Mr. Richmond noted that a better survival rate for newly planted trees is being observed over the last fall planting-approximately three trees were lost.

Mr. Richmond updated the commission on the plans for tree replacements due to the new construction at Buehler's.

#### 7. STAFF COMMENTS

Customer Service Liaison Linda Mathews highlighted the Customer Service Requests that had been received in December 2014. This type of report will be included in the agenda packet monthly moving forward.

#### 8. MEMBER COMMENTS

Mr. Olen advised that he would be attending an upcoming meeting regarding the 2015 Watershed Festival and would assist the Shade Tree Commission with their display at the event. Following commission discussion, Chairman Carey appointed Mr. Olen as the Shade Tree Commission's Liaison with the Watershed Festival.

Chairman Carey noted that the election of officers will occur at the February meeting with the appointment of members to positions with terms expiring at the end of January.

Councilman DiGenova updated the commission on notices that he had received from American electric Power in conjunction with tree pruning being completed in his Ward. He received no constituent concerns regarding this activity.

Councilman DiGenova noted that this will be his last year serving on the Shade Tree Commission.

Ms. Dean will be working with school representatives to identify a replacement for the student position upon her graduation this year.

Ms. Dean requested that the Tree Stewardship Program be included as a topic on the February agenda.

Mr. Wolber discussed an email he had received from ODNR inquiring if the City of Delaware would be interested in hosting a 2017 Tree City USA event. Additional information will need to be obtained so that more discussion can occur before a decision is determined on the matter.

## 9. PLAN REVIEWS

### A. Delaware Hayes High School-Phase 2

Arborist Richmond outlined the plans for this location. It was approved as submitted.

### B. Carlisle and Dempsey Schools

There was discussion on the tree loss at Carlisle as a result of construction and the designation at Dempsey for a Tree Save area to accommodate for the loss. Ms. Mathews will obtain additional information from the Planning Department on this topic and email to commission members.

With regard to the Dempsey plans-there are no right-of-way trees that will be affected. A tree species change was noted on the plans and approved with this suggested change.

10. ADJOURNMENT

Vice-Chairwoman Wright moved to adjourn, seconded by Ms. Dean and meeting was adjourned at 8:25 p.m.

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Chairman

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Clerk

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Date

# ***ITEM 11***



**Arborist Report  
Monthly Summary  
Reporting Month-February 2015**

Activity completed in February 2015

**I. Tree and Stump Removals**

- No removals performed for the month.

**II. Tree Maintenance**

12 street trees were pruned for street, sidewalk, and signage clearance, due to being struck by trucks.

**III. Inventories**

**IV. Issues/Concerns**

- Ongoing project to shape street trees to allow for sidewalk and roadway clearance based on CSR request and areas needing the most attention. Project will continue through 2015. Weather has caused delay in this project.

**The City of Delaware's Application for Tree City USA has been approved and the City has now been named a Tree City USA member for 34 straight years. To be a Tree City USA city, the following criteria must be met-**

- The City must have a Tree Board or Shade Tree Commission.
- The community must have a City Tree Ordinance on record..
- The City must have Forestry Program with an annual budget of at least \$2 Per Capita. In 2014, year the City of Delaware was at \$5.60 Per Capita
- Official Arbor Day Proclamation is on record.

**V. Staff**

No new issues.

# ***ITEM 12***

Customer Service Requests  
January 2015

|                                       |   |
|---------------------------------------|---|
| Requests for Inspection for Viability | 2 |
| Tree Damage from Accidents            | 1 |
| Total Service Requests                | 3 |

***ITEM 14A***

**GENERAL NOTES**

1. All nursery stock shall adhere to the American Association of Nurserymen Standards-ANSI 2001.
2. Confirm locations of all utilities and subsurface drain lines prior to tree installation.
3. Tree locations shall be located by contractor and approved by the Shade Tree Commission prior to installation.
4. Contractor shall seed or sod all areas disturbed during construction.
5. Contractor shall thoroughly water all landscape plant material and mulched area at time of planting through the period of establishment.
6. Contractor to slightly adjust tree locations as necessary to avoid utilities.
7. Trees shall be selected from regional nursery growers.

**STREET TREES**

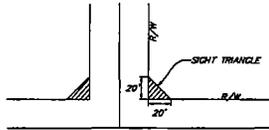
Street trees are to be planted in accordance of City of Delaware Zoning Code Chapter 116C.

1. Trees shall be limited to species characterized as hardy, long-lived shade trees, as defined by the Shade Tree Commission.
2. One tree shall be provided for every forty (40) linear feet of frontage, or fraction thereof, along each road.
3. Trees are to be planted within the rights-of-way of or within and abutting the development as directed by the Shade Tree Commission.
4. Each tree at the time of installation shall have a minimum caliper of 1.75 inches and a clear trunk height of at least six (6) feet. (ORD 02-54 Passed June 10, 2002)
5. Trees shall be planted an adequate distance from intersections so that at full maturity such planting shall comply with Section 1149.06 to ensure the unobstructed visibility of motorists and pedestrians.

**LEGEND**

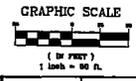
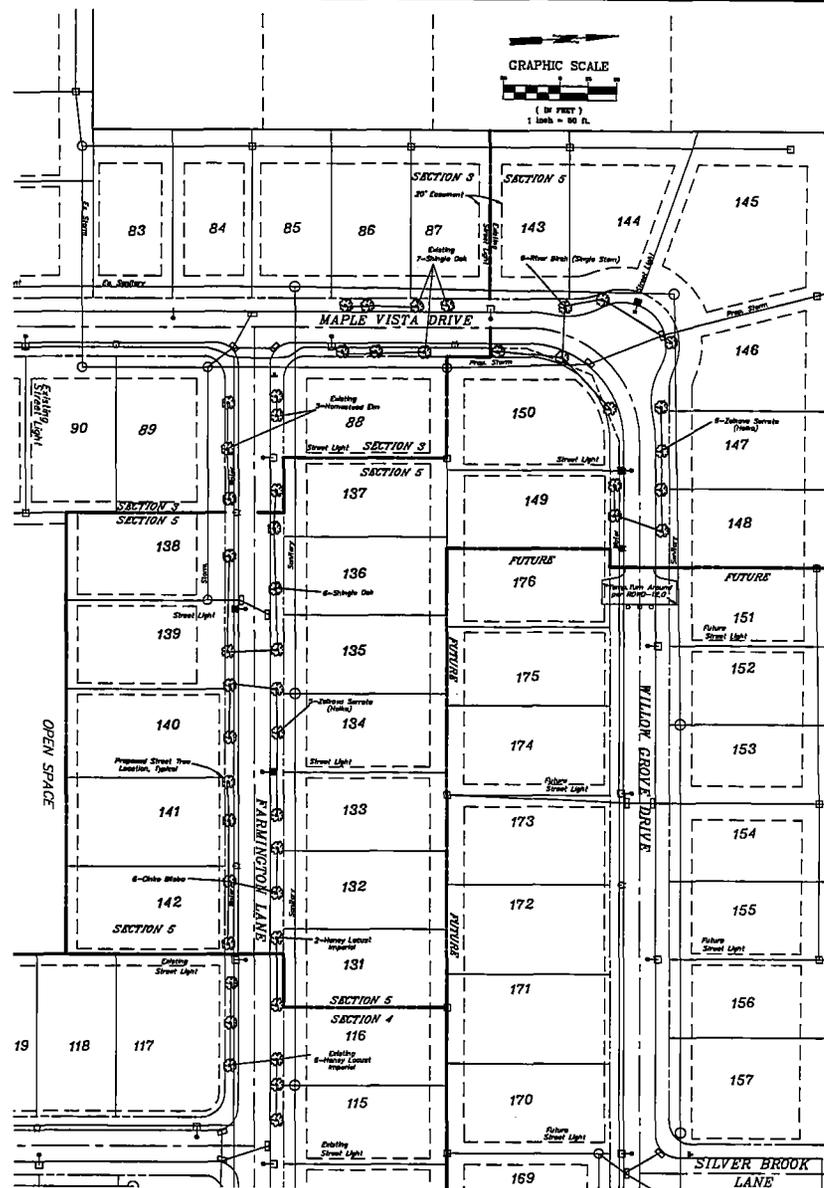


PROPOSED DECIDUOUS TREE  
(1-1/4" min. Caliper at time of planting)



**SIGHT TRIANGLE DETAIL**

NOTE: No street trees are to be planted in the sight triangle per City of Delaware Zoning Code Section 1149.06



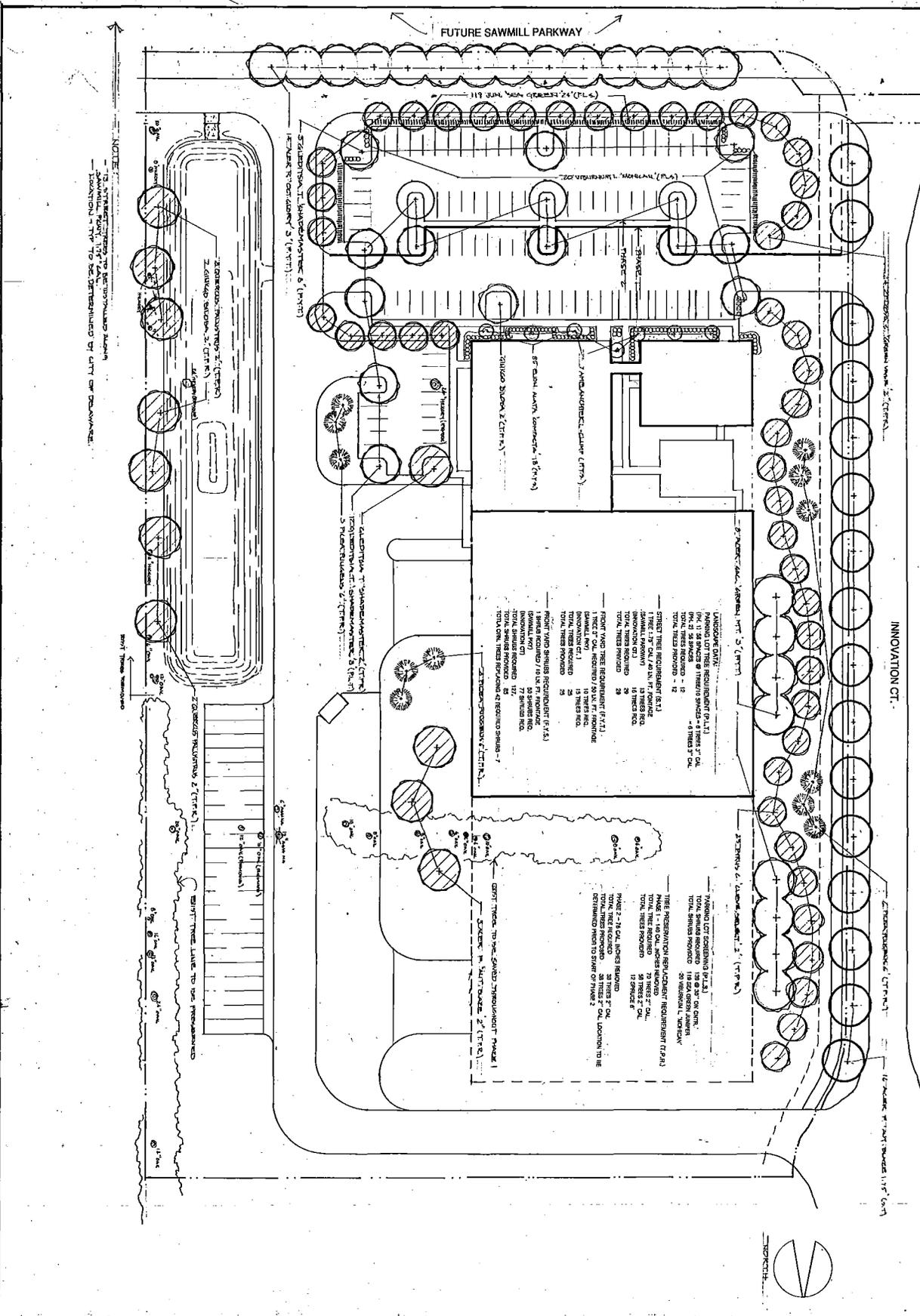
CITY OF DELAWARE, DELAWARE COUNTY, OHIO

**THE ESTATES AT BRAUMILLER**  
SECTION 5  
STREET TREE PLAN

PREPARED BY:  
**ROCKABY AND ASSOCIATES, INC.**  
Consulting Engineers & Surveyors  
383 North Cassady Avenue  
Columbus, Ohio 43219  
Phone (614) 252-0883  
Fax (614) 252-0444

SCALE: 1" = 30'

***ITEM 14B***



NOTE:  
 - ALL TREE PLACEMENTS SHOWN  
 - SAWMILL PLANT 11' 6" DIA.  
 - LOCATION - TO BE DETERMINED BY CITY OF DELAWARE.

- LANDSCAPE DATA:**
- 1. TOTAL NUMBER OF TREES TO BE PLANTED - 112
  - 2. TOTAL NUMBER OF TREES TO BE MAINTAINED - 12
  - 3. TOTAL NUMBER OF TREES TO BE REMOVED - 12
  - 4. TOTAL NUMBER OF TREES TO BE MAINTAINED AND REMOVED - 24
  - 5. TOTAL NUMBER OF TREES TO BE PLANTED AND MAINTAINED - 88
  - 6. TOTAL NUMBER OF TREES TO BE PLANTED AND REMOVED - 24
  - 7. TOTAL NUMBER OF TREES TO BE PLANTED, MAINTAINED AND REMOVED - 112
- FRONT YARD SHRUBS REQUIREMENT (F.Y.S.R.):**
- 1. TOTAL NUMBER OF SHRUBS TO BE PLANTED - 12
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DATE: 1-27-15  
 SHEET: 12 OF 13

**FED ONE DUBLIN**  
 8400 INDUSTRIAL PARKWAY  
 PLAIN CITY, OHIO 43064  
 PHONE 614-873-0668  
 FAX 614-873-2664

**E M S LANDSCAPE PLAN**  
 DELAWARE, OHIO

**BOZZACCO CC, INC.**  
 LANDSCAPE DESIGN  
 5000 WOODBURN RD.  
 DELAWARE, OHIO

| Name | Revision/Issue | Date    |
|------|----------------|---------|
| S.D. | ORIGINAL       | 1-27-15 |
|      |                |         |
|      |                |         |
|      |                |         |