



February 21, 2020

Meeting Notice
Tree Commission
February 27, 2020

Notice is hereby given that the Tree Commission of the Village of Whitehouse, Ohio will meet on Thursday, February 27, 2020 at 7:00 p.m. The meeting will be held in the Classroom, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Approve Minutes of the January 23, 2020 Meeting
- III. Old Business
 - A. Review Eagle Scout Project
 - B. Tree Inventory
 - C. Forms & Docs
- IV. New Business
 - A. Arbor Day Planning
 - B. Review projects for the Growth Award
 - C. Review & Update Tree Ordinance
- V. Discuss Other Issues as Appropriate under the Village Charter
- VI. Adjourn

Submitted by:
Jordan D. Daugherty, CPA
Village Administrator

Whitehouse Tree Commission

January 23, 2020

Attendees: Amy Schultz, Vice Chair, Dianne Toffler, Elliot Tramer, Christine Manzey, Michelle Tippie, Mark Thomas Village Rep., and Richard Bingham Council Rep.

The meeting was called to order at 19:00.

A motion to accept the October 24th, 2019 minutes as submitted was made by Michelle Tippie and seconded by Christine Manzey. The motion carried unanimously.

A motion to accept the minutes of the November 21st work session as submitted was made by Michelle Tippie, and seconded by Christine Manzey. The motion carried unanimously.

Election of Officers:

The meeting was adjourned at 19:03 and handed to Council Rep. Richard Bingham for the election of officers.

- Amy Schultz nominated Sheri Luedtke as Chairman; Elliot Tramer seconded. The motion carried unanimously.
- Christine Manzey nominated Amy Schultz as Vice Chair; Elliot Tramer seconded. The motion carried unanimously.
- All remaining Commissioners have agreed to continue to serve. Richard Bingham will remain the Council Rep., and Mark Thomas will represent the Village.
- Meeting reconvened under Amy Schultz, Vice Chair, at 19:12.

Old Business:

We have no new updates on the Eagle Scout project. There has been a request to include the trees planted at the Veterans Memorial Park in the project inventory. We will pass this request on to Noah and also request a Project update for the February meeting.

Tree Inventory: The West Street tree has been taken down. The stump will be ground in the Spring.

32 trees from the Fall planting are in place. Six trees remain that will be planted in the Spring. Please see the attachment for all the planting sites.

A dead branch was removed from a tree at 11001 West. The tree will be reviewed in the Spring to determine if there are additional dead sections that may pose a threat.

There are no new forms or documents to add to the cabinet.

Whitehouse Tree Commission cont.

January 23, 2020

New Business:

Nancy Meyerholtz has agreed to do a presentation portraying Rachel Carson, author of Silent Spring, for the Spring seminar. Following a discussion, it was decided we would like to have Ms. Meyerholtz choose a Thursday evening for the event. We will have the Tree Commission meeting for that month one hour prior to the seminar.

In the coming months we will begin to plan a dedication ceremony for the completion of the Eagle Scout Project.

Michelle Tippie apologized for not delivering on the Winter Newsletter article. She was unable to obtain verification of several locations as alternate drop off sites for the recycling of live Christmas trees. She will however complete an article on "jumping" earth worms and what to watch for during spring cleanup.

At the request of the homeowner, the Public Works Department reviewed a tree on the Village Bike Trail right of way at 6969 Westwyck. The tree appears to be a mature Silver Maple that is in good health. They will return to the tree at Spring bud-out to verify the tree is sound. The complaint was due to leaves in the backyard swimming pool.

Other Business:

It was suggested that the Arbor Day planting take place on the grounds of the new Elementary school. This will give the students a feeling of ownership over a tree they can view daily. Elliot will speak with Steve Pilcher and get his thoughts. The Principal and Board would need to us permission.

The Commission would like to start a conversation with the School Board about native plantings on the school grounds.

The proposed annual Tree Commission schedule that was drawn up at the December work session was accepted without changes.

Motion to adjourn was made by Dianne Toffler at 19:36 and seconded by Christine Manzey. Motion carried unanimously.

Respectfully submitted by Michelle K. Tippie

**2019/2020 TREE FALL/WINTER PLANTING
(HAND OUTS) 32 TOTAL TREES**

- 10307 BLUE RIDGE DRIVE SOUTH
RED HORSECHESTNUT
- 9890 CHARLES GLENN
BALD CYPRESS
- 7021 BIG BUCK TRAIL
- 6917 BIG BUCK TRAIL
- 6936 BIG BUCK TRAIL
- 6930 BIG BUCK TRAIL
- 6965 BIG BUCK TRAIL
CHINESE ELM
- 11150 WHITETAILWAY
CHINESE ELM
BLACK GUM
- 9655 FAIRMEADOWS
BALD CYPRESS
- 10122 SADDLEBRIDGE DRIVE SOUTH
EUROPEAN BEECH
- 7327 JUNE BERRY
KENTUCKY COFFEE
LONDON PLANE
- 7259 LAUREL RIDGE
SHINGLE OAK
- 7013 WHIDDENMILL
DAWN REDWOOD
- 6433 WHITEHOUSE VALLEY
SWAMP OAK

- 10623 SARON LANE
- 10631 SARON LANE
- 10639 SARON LANE
- 10647 SARON LANE
- 10655 SARON LANE

SWAMP OAK

- 10767 SARON LANE

LONDON PLANE

- 3420 SYDNEY DRIVE

DAWN REDWOOD

- 7279 LAUREL RIDGE
- 7039 LAUREL RIDGE
- 7319 LAUREL RIDGE

BASSWOOD

- ROUND-A-BOUT (6 TOTAL)

SWAMP OAK

RED OAK

SHUMARD OAK

CHAPTER 167
Tree Commission

167.01 Establishment.
167.02 Purposes and objectives.
167.03 Membership and terms.

167.04 Meetings and procedures.
167.05 Standards and regulations.
Exhibit A

CROSS REFERENCES

Removal of members - see CHTR. 4.08
Authority to establish - see CHTR. 12.01
General Charter provisions - see CHTR. 12.02 et seq.
Notice of meetings - see ADM. Ch. 113

167.01 ESTABLISHMENT.

There is hereby created and established the Tree Commission of the Village of Whitehouse, Lucas County, Ohio. (Ord. 10-2007. Passed 4-17-07.)

167.02 PURPOSES AND OBJECTIVES.

The primary purposes and objectives of the Tree Commission include the following:

- (a) The Commission shall consider, investigate, make findings, report and recommend upon a special matter or question regarding the street or park trees.
(Ord. 3-2010. Passed 3-2-10.)
- (b) The Commission shall hold such regular and special meetings at which the subject of trees insofar as it relates to the municipality may be discussed by the members of the Commission, officers, personnel and Council committee of the municipality and all others interested in the tree program. All meetings shall be posted and open to the public.
- (c) The Commission shall disseminate news and information regarding the selection, planting and maintenance of trees within the corporation limits, whether the same be on private or public property within the Village.
- (d) The Commission shall establish and recommend species and varieties of trees to be planted as determined in public areas and rights-of-way within the Village.
- (e) The Commission may implement an Arbor Day observance on an annual basis.
- (f) The Commission may establish and maintain, on an annual basis, an inventory of Village street trees.
- (g) The Commission may formulate a Master Plan for the care of current and future Village Tree Resources on public lands.
(Ord. 10-2007. Passed 4-17-07.)

167.03 MEMBERSHIP AND TERMS.

(a) The Commission shall consist of at least five members to formulate a master plan for care of Village tree resources, current and future. Additionally, one member of Council and the Village Administrator shall act as advisory members of the Commission. Ex-officio members can also serve as approved by the Tree Commission. Such members shall not have voting privileges.

(b) The Mayor, subject to the approval of the Village Council, shall appoint all members to the Commission.

(c) The Chairperson of the Commission shall preside over all meetings of the Commission and act as parliamentarian. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.

(d) Appointments to the Commission shall be for three-year terms, in accordance with Article 12 of the Village Charter. Any vacancy which occurs will be filled in accordance with Section 12.04 of the Village Charter.

(e) The Commission members shall serve without compensation.
(Ord. 10-2007. Passed 4-17-07.)

(f) Any Commission member who misses three consecutive meetings or more than fifty percent (50%) of the regular meetings on an annual basis may be removed from the Tree Commission by a vote of Council and a successor appointed.
(Ord. 4-2013. Passed 5-21-13.)

167.04 MEETINGS AND PROCEDURES.

The Commission shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A simple majority of the members shall be a quorum for the transaction of business. All plans, findings, advice, reports, and recommendations of the Commission shall be in writing.
(Ord. 10-2007. Passed 4-17-07.)

167.05 STANDARDS AND REGULATIONS.

Council, having determined the necessity for determining certain regulations which shall include definitions, rights and duties for the maintenance of trees and shrubs on public right-of-way and as same shall be affected by and controlled by owners of private property adjacent to said right-of-way, determined to create certain standards and regulations. Said standards and regulations are attached as Exhibit A.
(Ord. 10-2007. Passed 4-17-07.)

EXHIBIT A**DEFINITIONS**

1. "Person" means any person, firm, partnership, association, corporation, company, or organization of any kind.
2. "Street or Highway" means the entire width of every public way, easement of right-of-way when any part thereof is open to the public, as a matter of right, for the purpose of vehicular and pedestrian traffic, and shall include alleys.
3. "Public Places" shall include all other grounds owned or leased by the Village of Whitehouse.
4. "Property Line" means the outer edge of a street or highway.
5. "Trelawn" means that part of a street or highway lying between the property line and that portion of the street or highway usually used for vehicular traffic.
6. "Property Owner" means the person owning such property as shown by the County Auditor's Plat of the Village of Whitehouse, Lucas County, Ohio, including the executor, administrator, or beneficiary of the estate of a deceased owner.
7. "Tree" means a tall-growing woody plant with one or more perennial main stems or trunk which develops branches from the aerial section of the stem rather than from the base; capable of being pruned to at least six feet of clear branchless trunk below the crown within five years of planting.
8. "Shrub" means a low-growing woody plant with one or several perennial main stems producing branches, shoots, or multiple stems from or near the base of the plant and incapable of being pruned to provide at least six feet of clear branchless trunk within five years of planting.
9. "Public Trees" shall include all shade and ornamental trees now or hereafter growing on any public places.
10. "Right-of-way" means any portion of the public way, street, alley, or sidewalk.
11. "Tree Topping" means the severe cutting back of limbs to stubs of three (3) inches or more in diameter within the tree's crown to such a degree as to remove the normal canopy and disfigure the tree. (Ord. 10-2007. Passed 4-17-07.)
12. "Drip Line" shall be defined as the outermost circumference of a tree canopy where water drips from and onto the ground. (Ord. 11-2017. Passed 9-19-17.)

PRIVATELY OWNED TREESDUTY OF PRIVATE PROPERTY OWNER

1. It shall be the duty of any property owner owning or occupying property bordering on right of way upon which property there may be trees or shrubs, to prune or cause to be pruned such tree or shrub in a manner that they will not shade or obstruct street lights, street signs, or obstruct pedestrian or vehicular traffic on sidewalks or streets.
2. It shall be the duty of any person owning or occupying property bordering on right of way upon which property there are any trees or shrubs which are designated by the Tree Commission as dead, dying, diseased, or hazardous or deemed a menace to the health, safety, and welfare of the people of Whitehouse, to remove or cause to be removed said tree(s) and/or shrub(s).
3. In either of the above situations, the Village Administrator shall send a written notice to the property owner indicating the required action (pruning or removal) to be taken. A period of thirty days from receipt of this letter shall be permitted for the property owner to affect the indicated action. Should the property owner or occupant fail to comply, it shall be lawful for the Mayor or his agent to enter upon the property and cause such action. The property owner or occupant shall be charged triple the actual cost of the work and cash payment shall be made within thirty days or triple the actual cost of the work shall be assessed to the property taxes.

VILLAGE MAY REMOVE

1. The Village Administrator may remove or cause or order to be removed after notice, any tree or part thereof which by reason of its nature is injurious to existing sewers, electric power lines, gas lines, water lines, or other public improvements.
2. The Village Administrator shall examine or cause to be examined every tree within 100 feet of any sanitary or storm sewer, drain, manhole, or other public utility line above or below the surface of the ground, which has been reported as dangerous to or causing interference with said sewer, drain, manhole or public utility line, and if found dangerous or causing damage or obstruction of such sewer, drain, manhole or public utility line, he shall give to the property owner written notice of their findings and an order that such person remove said tree or injurious part thereof within forty-five (45) days. Service of such notice shall be as described in Section 3 of the previous chapter.

PUBLIC TREES**VILLAGE RESPONSIBILITY**

1. Whenever it is necessary for the Village to remove a tree from Village right of way, the Village shall remove such trees and replace them or plant, on another right-of-way area, an equal number of trees to the satisfaction of the Tree Commission.
2. No person or property owner shall remove a tree from the right of way for any reason without approval from the Tree Commission. Should approval be given for the removal, the person shall be required to replant or replace an equal number of trees at the landowner's cost. The Tree Commission must approve the replacement or replanting. Failure to plant replacements shall result in replacement by the Village and triple the actual cost to the Village shall be billed to the property owner. (Ord. 10-2007. Passed 4-17-07.)

TREES PROHIBITED ON PUBLIC PROPERTY

Certain trees shall not be planted on public property without the specific consent of the Tree Commission. Prior to the planting of any tree on public property, the written consent of the Tree Commission shall be obtained. Whenever any tree or shrub shall be planted or set out in conflict with the provisions of this Ordinance, the Village Administrator may cause removal of the same without obligating the Village to replace the illegally planted tree(s). (Ord. 3-2010. Passed 3-2-10.)

DAMAGE TO OR DESTRUCTION OF PUBLIC TREES

1. Unless specifically authorized by the Tree Commission, no person shall intentionally damage, cut, carve, top, transplant or remove any tree; attach any rope, wire, nails, advertising posters, bird or animal feeders, or similar contrivance to any tree or shrub; nor permit any gaseous, liquid or solid substance to come into contact with public trees, set fire to public trees or permit fires to burn wherein the fire or heat therefrom shall cause damage to any portion of a tree or shrub located upon public lands.
2. No person shall excavate any ditches, tunnels, trenches, driveways, roadways or thoroughfares, within a radius of ten (10) feet from any public tree or shrub without first obtaining permit and approval from the Municipal administrator.

CONSTRUCTION ADJACENT TO OR IMPACTING UPON PUBLIC TREES.

Construction adjacent to or impacting upon public trees, i.e. drainage, curbing, sidewalk construction, landscaping, etc. shall be in accordance with procedures and requirements outlined in the: Municipal Tree Protection Policy outline and checklist for minimizing construction damage to public trees. Copies of said materials are available at the Whitehouse Administration building and online.

PLACEMENT OF MATERIALS IMPACTING PUBLIC TREES.

It shall be prohibited to place, deposit, store or maintain upon public lands of the municipality such items as stone, brick, sand, concrete or other material which placement impedes free passage of water, air, fertilization or similar items to trees growing upon the public lands. Exceptions to said placement shall require the written consent of the Municipality.

PLANTING AND MAINTENANCE OF TREE LAWNS.

No person shall plant, prune, brace, cable, spray or otherwise perform work on a tree in the public tree lawn or upon public lands without first obtaining written approval or permit from the municipality. Such planting or maintenance shall be in accord with the requirements pursuant to this ordinance.

(Ord. 11-2017. Passed 9-19-17.)

TREES IN NEW SUBDIVISIONS

The Tree Commission shall develop, review and update as necessary a tree plan for use by the Planning Commission in approving newly developed Village treelawns.

TREE SPACING

The spacing of public trees will be in accordance with the three (3) species size classes referred to in the Whitehouse Tree Commission's list of Street Trees and no trees may be planted closer together than the following:

- | | | |
|--------------|---|------------------|
| Small trees | - | Thirty (30) feet |
| Medium trees | - | Forty (40) feet |
| Large trees | - | Fifty (50) feet |

except in special plantings designed or approved by the Village Tree Commission.

DISTANCE FROM CURB AND SIDEWALK

The distance public trees may be planted from curbs or curblines and sidewalks will be in accordance with the three species size classes in the Whitehouse Tree Commission's list of Street Trees and no trees may be planted closer to the curb or sidewalk than the following:

Small trees:	Two (2) feet (minimum of a 4 foot wide treelawn)
Medium trees:	Three (3) feet (minimum of a 6 foot wide treelawn)
Large trees:	Four (4) feet (minimum of an 8 foot wide treelawn)

except in special plantings designed or approved by the Village Tree Commission.

DISTANCE FROM THE STREET CORNERS AND FIRE PLUGS

No public tree shall be planted closer than thirty-five (35) feet from any street corner, measured from the point nearest the intersecting curbs or curb lines. No public tree shall be planted closer than ten (10) feet to any fire hydrant. No large tree shall be planted within thirty-five (35) feet of a street light.

UTILITIES

No public trees other than those species referred to as "small trees" in Whitehouse Tree Commission's list of Street Trees may be planted under or within twenty-five (25) lateral feet of any overhead utility wire.

ADOPTION OF RULES

The Tree Commission, with the approval of Village Council, may adopt rules consistent with this Ordinance which shall provide detailed guidelines for the administration of this Ordinance.

PENALTY

Any person violating or failing to comply with any provision of this Ordinance shall be, upon conviction or a plea of guilty, subject to a fine not less than twenty-five dollars (\$25) nor more than one thousand dollars (\$1,000) per violation in addition to any required restitution for damages incurred by the Village or any special assessments levied as provided for herein.
(Ord. 10-2007. Passed 4-17-07.)

CHAPTER 910
Street Trees

910.01 Requirements.

CROSS REFERENCES
General requirements - see P. & Z. 1127.10

910.01 REQUIREMENTS.

Prior to commencement of any new building construction, concurrent with obtaining a zoning permit for such new building/construction, the property title owner, or their agent, shall pay the enumerated fee as set forth in Section 1127.10, for each tree designated a street tree, adjacent to the frontage or street-facing lot line, as determined by the Director of Public Service, adjacent to the designated building site. The total number of street trees adjacent to the designated building site shall be as specified and determined in the street tree plan for the subject subdivision. In the event that no such formal street plan is designated, the number of trees shall be as specified by the approval of the Tree Commission for public right of way adjacent to the subject building site. Planting shall be in accordance with the provisions of Section 1127.10.
(Ord. 3-2017. Passed 1-3-17.)