



**TWO  
RIVERS**  
WISCONSIN

**PARKS AND RECREATION**



1520 17<sup>th</sup> Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087

July 10, 2024

Subject: Notice to Trim Shrubs Overhanging Sidewalk

Dear Property Owner,

I hope this letter finds you well. I am writing to bring attention to an issue related to the shrubs on your property at \_\_\_\_\_ that are overhanging onto the sidewalk. At the end of this letter, you will find pictures of the areas that need trimming.

As you may be aware, maintaining clear sidewalk rights-of-way is essential for the safety of pedestrians. Overhanging branches and limbs from trees, shrubs, and weeds can obstruct the line of sight, cause potential hazards to passing, and limit accessibility. Therefore, it is necessary to ensure that trees and shrubs adjacent to public sidewalks are adequately trimmed and pruned to prevent any accidents or inconveniences.

We kindly request your cooperation in trimming the overhanging shrubs on your property along Bellevue Place within 20 days of the date of this letter. The shrubs need to be cut back up to 8ft. high so that they do not cover the sidewalk. If the trimming is not done within this period, the Parks and Recreation Department may be required to undertake the trimming at your expense.

To help you with the process, please keep in mind the following requirements per City ordinance **Sec. 7-4-9. - Planting and pruning trees and shrubs.**

*B. Pruning.*

(1) Trees and shrubs standing in or upon any terrace area, public area or upon any private premises adjacent to any public right-of-way or public areas shall be kept pruned so that the lowest branches projecting over the public street or alley provide a clearance of not less than 13½ feet. The city forester may waive the provisions of this section for newly planted trees if he/she determines that they do not interfere with public travel, obstruct the light of any street corner or endanger public safety.

(2) The necessity of the pruning may be determined by the city forester.

(3) **Clearance from sidewalk to lower branches shall not be less than eight feet.**

(4) If the city forester determines that pruning of trees or shrubs located on private property is necessary, he/she shall send or deliver notice to the owner(s) of the property on which the relevant trees or shrubs are located, stating that the trees or shrubs should be pruned as required to conform with this chapter, at the expense of the owner(s). If the owner(s) fail to comply with that notice within 20 days of mailing or delivery of the notice, the city may perform such pruning and charge the costs associated with the pruning to the owner(s) as a special charge, special assessment, or other appropriate fee.

If you have any concerns or questions regarding this notice or need assistance with the trimming, please do not hesitate to contact us at 929-793-5593 or [mikmat@two-rivers.org](mailto:mikmat@two-rivers.org). We are more than willing to offer guidance and support to ensure that the trimming process is carried out smoothly.



[www.two-rivers.org](http://www.two-rivers.org)



929.793.5593



929.793.5512





**TWO  
RIVERS**  
WISCONSIN

**PARKS AND RECREATION**



1520 17<sup>th</sup> Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087

F. Maintenance. Property owners shall maintain their sidewalks in good repair and in safe condition. If the property owner fails to maintain the sidewalk as required, the city will cause the work to be done and the cost shall be assessed against the property.

If you have any concerns or questions regarding this notice or need assistance with the trimming, please do not hesitate to contact us at 929-793-5593 or [mikmat@two-rivers.org](mailto:mikmat@two-rivers.org). We are more than willing to offer guidance and support to ensure that the trimming process is carried out smoothly.

Thank you for your attention to this matter, and we appreciate your cooperation in making our community safer and more accessible for everyone. Together, we can maintain the beauty and functionality of our neighborhood while ensuring the safety of all its residents.

Sincerely,

Mike Mathis  
Director of Parks and Recreation, City Forester  
City of Two Rivers, Parks and Recreation



[www.two-rivers.org](http://www.two-rivers.org)



920.793.5593



920.793.5512

