

**DATE:** Wednesday, June 4, 2025  
**TIME:** 1:30 PM  
**PLACE:** 706 South Glover Avenue Urbana, IL 61802

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## **AGENDA**

### **A. Call to Order and Roll Call**

### **B. Changes to the Agenda**

### **C. Approval of Minutes of Previous Meeting**

1. December 4, 2024 meeting minutes
2. March 5, 2025 meeting minutes

### **D. Public Input**

### **E. Unfinished Business**

1. Possible new time for future meetings

### **F. Reports of City Officials and Staff and Reports of Committees**

1. 2025 Contractor Removal list – Kevin Sanderson
2. 2025 Replacement Sites – Kevin Sanderson
3. 2025 Donation Planting Procurement – Kevin Sanderson
4. Arbor Day 50<sup>th</sup> Celebration – Kevin Sanderson

### **G. New Business**

1. Right-of-Way (ROW) Permits – Kevin Sanderson

### **H. Announcements**

1. Vacant seat appointments: Stewart Berlocher

### **I. Future Topics**

### **J. Adjournment**

## **PUBLIC INPUT**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public

Input will be taken in the following ways:

### **Email Input**

In order to be incorporated into the record, emailed public comments must be received prior to 5:00 pm on the day preceding the meeting and sent following email address: [michelle.higar@urbanail.gov](mailto:michelle.higar@urbanail.gov).

The subject line of the email should include "PUBLIC INPUT", the board/commission name, and the meeting date. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable. Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken. The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only. In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

**Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City at least 48 hours in advance using one of the following methods:

Phone: 217.384.2455

Email: [hro@urbanaillinois.us](mailto:hro@urbanaillinois.us)

**DATE:** Wednesday, December 4, 2024  
**TIME:** 1:30 PM  
**PLACE:** 706 South Glover Avenue Urbana, IL 61802

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### MINUTES - UNAPPROVED

**Members Present:** Carol Augspurger, Paul D'Agostino, Scott Dossett, Alex Julius

**Members Absent:** Elise Doody-Jones, Justin Vozzo

**Others Present:** Kevin Sanderson, Stewart Berlocher

#### A. Call to Order and Roll Call

Carol Augspurger called the meeting to order at 1:28 pm. Roll call was taken. A Quorum of Members was present.

#### B. Changes to the Agenda

none at this time of the meeting; there was an addition during Unfinished Business

#### C. Approval of Minutes of Previous Meeting

##### 1. September 4, 2024 meeting minutes

Paul D'Agostino motioned to approve the minutes, Scott Dossett seconded. Motion approved with a unanimous vote.

#### D. Public Input

Stewart Berlocher said he will be coming back to the Tree Commission. He will speak with Kevin after the meeting on what needs to be done for that to happen.

Stewart also asked for the Commissioners for their thoughts on scheduling a talk that he gave at the U of I about the history of Big Grove. He is considering giving the presentation again at a more public place. Carol agreed that the Urbana Free Library would be a good place. Stewart will give Kevin the information about when he would like it to be scheduled & Kevin can help get in contact with the library.

#### E. Unfinished Business

##### 1. Final revised tree species & shrub list for MOP

The final revisions for the tree species & shrub list were approved during the September 4<sup>th</sup> meeting. Corrections on names & spellings have been made. Carol noticed that on Tables IV & V there were some names bolded. These will be corrected as well before the list goes out to the public.

##### 2. \*addition\* Input & Voting Privileges of a Commissioner Attending Virtually

Kevin Sanderson said that he just got clarification from the City Clerk that members attending a meeting virtually can have input and can vote as long as there is a quorum physically present for the meeting.

## **F. Reports of City Officials and Staff and Reports of Committees**

### **1. Winter removal list – Kevin Sanderson**

Kevin is working on the procurement to go out to bid for winter tree removals. There is about a \$64,000 budget for removals of which about \$55,000 will be spent for the trees on the Winter removal list. This is about \$2,000-\$2,500 per tree removal including stump removal.

Paul asked about the risk rating on the list. Kevin said that the risk rating is done through the Davey Tree Keeper website. There are 4 categories that give a tree a score of up to 10; the higher the number the worse the tree is. Paul suggested that a short explanation of what is wrong with a tree be added to the removal list.

Kevin mentioned that there is a Hackberry that he just found earlier in the week that he needs to add to the Winter removal list. It is located on Oregon.

### **2. July 15, 2024 storm removals – Kevin Sanderson**

The City has done some stump removals from the July storm. Some removals on this list are also on the contractor list for Winter removal list. Kevin explained that “tree clean” means removal of damaged branches from trees.

### **3. Donation planting procurement – Kevin Sanderson**

Donation planting bids went out early this fall. 5 vendors responded for supplying trees; 1 vendor responded for supplying & planting trees. The bid came to about \$285 per tree planted, which includes the installation and initial mulching & watering of the trees. The City will do the watering after that. There are a total of about 100 sites available. Kevin will be sending out letters this winter to residents in the site areas to see if they are interested in having a tree planted. Most of the plantings will be done in Spring 2025 and some will be done in Fall 2025.

## **G. New Business**

### **1. Elect Vice-Chair of Tree Commission**

With the resignation of Michael Stevenson, the Vice-Chair position is open for Tree Commission. There were no nominations, so Scott Dossett volunteered. There was a vote taken and the motion passed unanimously to make Scott Dossett the Vice-Chair of the Tree Commission.

### **2. Approve 2025 meeting dates: March 5, June 4, September 3, December 3**

Paul D'Agostino motioned to approve the 2025 meeting dates of March 5<sup>th</sup>, June 4<sup>th</sup>, September 3<sup>rd</sup>, and December 3<sup>rd</sup>, Alex Julius seconded. Motion approved with a unanimous voice vote.

### **3. Discuss possible new time for future meetings**

Alex Julius mentioned that having Tree Commission meetings in the middle of a workday is challenging for those members that are still in the workforce. A discussion began about possibly changing the time of the meeting. It was decided to discuss further when Elise and Justin could be present for their input on possible times.

## **H. Announcements**

### **1. Vacant seat appointments: Elise Doody-Jones & Justin Vozzo**

There are 2 new members of the Tree Commission. Elise Doody-Jones is a teacher of HVAC &

Plumbing at Parkland and she is an interested party. Justin Vozzo works for the U of I Extension in forestry outreach.

**I. Future Topics**

Paul D'Agostino would like to discuss visibility issues & safety concerns caused by plantings in the parkway. An example he had was at the corner of Maple & Green. Paul will make a list of other areas that he notices and send them to Kevin for him to look at.

Kevin Sanderson would like to have a discussion regarding Landscape Right-of Way (ROW) Permits.

Alex Julius will give her presentation on Risk Assessment Tools at a future meeting.

**J. Adjournment**

Scott Dossett motioned to adjourn the meeting, Paul D'Agostino seconded. Motion approved with a unanimous voice vote. The meeting adjourned at 2:06 pm.



**CITY OF URBANA  
TREE COMMISSION MEETING**

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**DATE:** Wednesday, March 5, 2025  
**TIME:** 1:30 PM  
**PLACE:** 706 South Glover Avenue Urbana, IL 61802

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**MINUTES - UNAPPROVED**

**Members Present:** Stewart Berlocher, Paul D'Agostino

**Members Absent:** Carol Augspurger, Elise Doody-Jones, Scott Dossett, Alex Julius, Justin Vozzo

**Others Present:** Kevin Sanderson, member of the public

**A. Call to Order and Roll Call**

A Quorum of Members was not present at 1:30 p.m.

**B. Changes to the Agenda**

**C. Approval of Minutes of Previous Meeting**

**D. Public Input**

**E. Unfinished Business**

**F. Reports of City Officials and Staff and Reports of Committees**

**G. New Business**

**H. Announcements**

**I. Future Topics**

**J. Adjournment**

The meeting was adjourned at 1:35 p.m. due to a lack of a Quorum. It was stated that the next scheduled meeting will be on June 4, 2025.

2025 Contractor Removals

Address	Street	Side	Site	Site ID	DBH	Species	Condition	Site Comments	Observations	Secondary Observations	Risk Rating	Size of Defect
705	Anderson St S	FRONT	1	10840	37	honeylocust, thornless (Gleditsia triacanthos inermis)	Fair	Contractor started deadwood, most of canopy dead. Deadwood prune and remove lateral over house.	4-12" deadwood	None	6	4 to 20
1404	Briarcliff Dr	FRONT	1	296	36	sycamore, American (Platanus occidentalis)	Critical	Major decline-removal	12"-20" deadwood	Serious Decline	7	4 to 20
1004	Brighton Dr	FRONT	3	18817	35	Silver Maple (Acer saccharinum)	Fair		Damaged Root System	Mechanical Damage	7	4 to 20
602	California Ave E	FRONT	1	7315	44	locust, black (Robinia pseudoacacia)	Poor	Major storm damaged July 2024	Storm Damaged/Removal	None	5	1 to 4
702	California Ave E	FRONT	2	9378	35	sycamore, American (Platanus occidentalis)	Fair	Major storm July 2024	Storm Damaged/Removal	None	4	1 to 4
806	California Ave E	FRONT	1	2002	43	sycamore, American (Platanus occidentalis)	Poor	Major storm damage July 2024	Storm Damaged/Removal	None	5	1 to 4
802	Clark St	SIDE TO	1	10107	47	Silver Maple (Acer saccharinum)	Fair		4-12" deadwood	None	7	4 to 20
409	Delaware Ave W	FRONT	1	5518	31	oak, pin (Quercus palustris)	Poor	Storm damaged beyond repair. Resident at 405 W. Delaware would be interested in taking some of the firewood, Tim Gibbs 217-722-6383	Poor Structure	Other - see notes	7	Greater than 20
107	Hartle Ave	FRONT	3	20725	38	Silver Maple (Acer saccharinum)	Poor		Poor Structure	4"-12" deadwood	6	4 to 20
401	Illinois St E	FRONT	2	20727	38	Silver Maple (Acer saccharinum)	Poor	Major storm damaged July 2024	Storm Damaged/Removal	None	6	4 to 20
504	Illinois St W	FRONT	2	7083	28	sweetgum, American (Liquidambar styraciflua)	Critical	Possible contract removal	Cavity or Decay	Girdling Root System	7	4 to 20
1103	Lynn St S	FRONT	1	3534	44	oak, northern red (Quercus rubra)	Critical		potential early settlement tree	None	6	4 to 20

2025 Contractor Removals

Address	Street	Side	Site	Site ID	DBH	Species	Condition	Site Comments	Observations	Secondary Observations	Risk Rating	Size of Defect
907	Michigan Ave E	FRONT	1	2447	38	Silver Maple (Acer saccharinum)	Fair	Reduced lateral over 909 driveway to take weight off crotch and cavity. Possible contract removal.	Poor Structure	None	6	4 to 20
209	Oregon St E	FRONT	1	10865	36	Silver Maple (Acer saccharinum)	Poor		Cavity or Decay	None	7	4 to 20
304	Oregon St E	FRONT	1	752	27	Sugar Maple (Acer saccharum)	Critical		Signs of Stress	12"-20" deadwood	7	4 to 20
409	Oregon St E	FRONT	2	10584	45	hackberry, common (Celtis occidentalis)	Fair	Major hollow at root flair west side of trunk along with vertical crack leading to horizontal crack just above. Contractor removal. Hanger over sidewalk, inspect canopy and crotches for potential failure.	Percent of Root Trunk and/or Branch Injury	cabled	7	4 to 20
104	Oregon St W	FRONT	2	10957	39	Silver Maple (Acer saccharinum)	Fair	July 15, 2024 windstorm damaged	Storm Damaged/Removal	None	5	1 to 4
710	Pennsylvania Ave W	SIDE AWAY	4	9237	34	linden, American (Tilia americana)	Poor	Major lateral broke off June 2024, contract removal winter 24-25	Poor Structure	None	7	Greater than 20
2505	Pond St	FRONT	2	17279	25	oak, northern red (Quercus rubra)	Dead	Completely dead	12"-20" deadwood	Other - see notes	8	4 to 20
805	Urbana Ave	FRONT	1	7976	29	hackberry, common (Celtis occidentalis)	Poor	Major storm damaged July 2024	Storm Damaged/Removal	None	5	4 to 20
605	Webber St S	FRONT	1	9474	41	Silver Maple (Acer saccharinum)	Poor	Major storm damaged July 2024	Storm Damaged/Removal	None	5	1 to 4

Spring 2025 Replacement

Address	Street	Side	Site	Site ID	Replacement Species	Species	DBH	Planting Season	Planting Year	Primary Maintenance
408	Illinois St E	FRONT	2	18567	Redbud	vacant site, small (vacant site small)	0	Spring	2025	Plant Tree
2206	Cottage Grove Ave S	FRONT	2	18664	American Hophornbeam	vacant site, large (vacant site large)	0	Spring	2025	Plant Tree
303	Beringer Cir N	MEDIAN	2	3260	American Hornbeam	vacant site, medium (vacant site medium)	0		2025	Plant Tree
1609	Kingston Dr	FRONT	2	4858	American Hornbeam	vacant site, medium (vacant site medium)	0		2025	Plant Tree
1004	Silver St	SIDE TO	1	6225	American Hophornbeam	Three Flowered Maple (Acer triflorum)	1.25		2025	Plant Tree
106	Meadow Dr	MEDIAN	3	5354	Black Oak	vacant site, large (vacant site large)	0		2025	Plant Tree
803	Brighton Dr	FRONT	2	11815	American Linden	vacant site, medium (vacant site medium)	0		2025	Plant Tree
308	Willard St	FRONT	2	6912	American Linden	vacant site, large (vacant site large)	0	Spring	2025	Plant Tree
310	Willard St	FRONT	1	17541	American Linden	vacant site, large (vacant site large)	0	Spring	2025	Plant Tree
1306	Anderson St S	SIDE TO	1	7458	Cherokee Brave Dogwood	vacant site, small (vacant site small)	16		2025	Stump Removal
708	Illinois St W	FRONT	1	1701	Cherokee Brave Dogwood	vacant site, small (vacant site small)	11	Spring	2025	Stump Removal
703	Clark St	FRONT	2	6804	Hackberry	hackberry, common (Celtis occidentalis)	21		2025	Stump Removal

Spring 2025 Replacement

Address	Street	Side	Site	Site ID	Replacement Species	Species	DBH	Planting Season	Planting Year	Primary Maintenance
1905	E Washington St	FRONT	1	12720	Chinkapin Oak	vacant site, large (vacant site large)			2025	Plant Tree
1510	Marc Trl	FRONT	2	1613	Blackgum	vacant site, medium (vacant site medium)	0		2025	Plant Tree
1605	Montgomery St	FRONT	1	7380	Redbud	vacant site, large (vacant site large)	0		2025	Plant Tree
106	Delaware Ave W	FRONT	1	1754	Fall Fiesta Sugar Maple	oak, swamp white (Quercus bicolor)	19		2025	Stump Removal
109	Delaware Ave W	FRONT	1	310	Fall Fiesta Sugar Maple	Sugar Maple (Acer saccharum)	19		2025	Stump Removal
904	Busey Ave N	FRONT	2	12169	Blackgum	vacant site, medium (vacant site medium)	0		2025	Plant Tree
3114	Ridge Park Dr	FRONT	2	6744	Blackgum	vacant site, large (vacant site large)	0		2025	Plant Tree
1708	Trails Dr	FRONT	2	5790	Redbud	vacant site, large (vacant site large)	0	Spring	2025	Plant Tree
702	Main St W	FRONT	2	6803	Legacy Sugar Maple	Sugar Maple (Acer saccharum)	29	Spring	2025	Stump Removal
301	Windsor Rd E	FRONT	2	827	Legacy Sugar Maple	Sugar Maple (Acer saccharum)	9		2025	Stump Removal
302	Beringer Cir N	FRONT	1	17766	Redbud	vacant site, medium (vacant site medium)	0		2025	Plant Tree
302	Beringer Cir N	SIDE TO	4	17765	Redbud	vacant site, medium (vacant site medium)	0		2025	Plant Tree
1105	Willard St	REAR	1	3241	Red Jewel Crabapple	vacant site, small (vacant site small)	0	Spring	2025	Plant Tree
1105	Willard St	REAR	2	3247	Red Jewel Crabapple	vacant site, small (vacant site small)	0	Spring	2025	Plant Tree

Spring 2025 Replacement

Address	Street	Side	Site	Site ID	Replacement Species	Species	DBH	Planting Season	Planting Year	Primary Maintenance
1107	Willard St	REAR	1	1986	Red Jewel Crabapple	vacant site, small (vacant site small)	0	Spring	2025	Plant Tree
2508	Combes St	FRONT	1	3348	Scarlett Oak	vacant site, large (vacant site large)	0	Spring	2025	Plant Tree
1301	Briarcliff Dr	FRONT	1	10243	Shingle Oak	tuliptree (Liriodendron tulipifera)	30		2025	Stump Removal
203	Beringer Cir N	MEDIAN	1	6695	Serviceberry	vacant site, medium (vacant site medium)	0		2025	Plant Tree
302	Grove St	SIDE AWAY	2	10215	Serviceberry	Sugar Maple (Acer saccharum)	27		2025	Stump Removal
206	Maple St S	FRONT	1	18594	Serviceberry	vacant site, small (vacant site small)	0		2025	Plant Tree
109	Poplar St S	FRONT	1	1209	Swamp White Oak	Silver Maple (Acer saccharinum)	45	Spring	2025	Stump Removal
4	Illini Cir	MEDIAN	1	12751	Valley Forge American Elm	vacant site, large (vacant site large)	0	Spring	2025	Plant Tree
709	Ohio St W	FRONT	1	8224	Valley Forge American Elm	vacant site, large (vacant site large)	0	Spring	2025	Plant Tree
401	Poplar St S	FRONT	1	2494	Valley Forge American Elm	Sugar Maple (Acer saccharum)	20		2025	Stump Removal
1802	Silver Hill Dr	FRONT	1	5664	Kentucky Coffeetree	vacant site, large (vacant site large)	0		2025	Plant Tree
2304	S Vine St	FRONT	2	17950	Blackgum	vacant site, large (vacant site large)			2025	Plant Tree
1418	Abercorn St	FRONT	2	1043	Yellow Buckeye	vacant site, medium (vacant site medium)	0		2025	Plant Tree
2301	Anderson St S	FRONT	2	18205	Yellow Buckeye	Sugar Maple (Acer saccharum)	19		2025	Stump Removal

Spring 2025 Replacement

Address	Street	Side	Site	Site ID	Replacement Species	Species	DBH	Planting Season	Planting Year	Primary Maintenance
1955	Galena St	FRONT	1	5697	Yellow Buckeye	vacant site, medium (vacant site medium)	0		2025	Plant Tree
1510	Trails Dr	FRONT	2	6588		oak, white (Quercus alba)	16		2025	Stump Removal
1510	Trails Dr	SIDE TO	2	6587		oak, northern red (Quercus rubra)	17		2025	Stump Removal
1602	S. Anderson St.	SIDE AWAY	1	1833	Bald Cypress	Stump	23			Stump Removal
1402	Dublin St.	FRONT	3	5014	Redbud	Stump	2		2025	Stump Removal
804	S. Lynn St.	FRONT	1	3587	Serviceberry	Stump	10		2025	Stump Removal
1306	E. Michigan Ave.	FRONT	1	12439	Black Oak	Stump	1		2025	
2203	E. Michigan Ave.	FRONT	1	1252	Swamp White Oak				2025	
LSM	Parking Lot 10X	FRONT	10	1188	Bald Cypress	Stump	1.5		2025	

## 2025 Donation Planting Sites

Address	Street	Side	Site	Site ID	Species	Area	Letter Mailed	2nd Letter Mailed	Species
1602	Hunter St	FRONT	1	4815	vacant site, large (vacant site large)	16SE	Apt. No Letter		American Hophornbeam
1009	Country Squire Dr	SIDE AWAY	1	4958	vacant site, medium (vacant site medium)	16SE	Yes, 7/12/24	12/19/24	American Hophornbeam
1009	Country Squire Dr	SIDE AWAY	2	8207	vacant site, medium (vacant site medium)	16SE	Yes, 7/12/24	12/19/24	American Hophornbeam
1103	Rainbow View S	FRONT	3	7454	vacant site, medium (vacant site medium)	16SE	Yes, 7/12/24	12/19/24	American Hophornbeam
909	Busey Ave N	FRONT	1	1242	vacant site, large (vacant site large)	08NW	Yes, 7/12/24	12/19/24	American Hornbeam
812	Church St	FRONT	1	5481	vacant site, large (vacant site large)	08SW	Yes, 7/12/24		American Hornbeam
206	University Ave W	SIDE AWAY	1	8359	vacant site, medium (vacant site medium)	08SE	Carle Property		American Hornbeam
701	Busey Ave N	SIDE AWAY	1	4859	vacant site, small (vacant site small)	08SW	Yes, 7/12/24	12/19/24	American Hornbeam
2003	Vermont Ave E	FRONT	2	13600	vacant site, small (vacant site small)	16SE	Yes, 7/12/24	12/19/24	American Sentry Linden
2018	Vermont Ave E	FRONT	3	4763	vacant site, small (vacant site small)	16SE	Yes, 7/12/24	12/19/24	American Sentry Linden
902	Country Squire Dr	FRONT	1	7873	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Appalachian Spring Dogwood
1403	Curtiss Dr	FRONT	1	11686	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Appalachian Spring Dogwood
1803	Hunter St	FRONT	1	4107	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Appalachian Spring Dogwood
1006	Busey Ave N	FRONT	1	18071	vacant site, small (vacant site small)	08NW	Yes, 7/12/24	12/19/24	Appalachian Spring Dogwood
2007	Country Squire Dr	FRONT	1	13552	vacant site, small (vacant site small)	16SE	Yes, 7/12/24	12/19/24	Appalachian Spring Dogwood
803	Fairview Ave	FRONT	1	5626	vacant site, small (vacant site small)	08SW	Yes, 7/12/24	12/19/24	Appalachian Spring Dogwood
1012	Busey Ave N	FRONT	1	18340	vacant site, large (vacant site large)	08NW	Yes, 7/12/24	12/19/24	Black Gum
2013	Country Squire Dr	FRONT	1	8213	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Black Gum

## 2025 Donation Planting Sites

Address	Street	Side	Site	Site ID	Species	Area	Letter Mailed	2nd Letter Mailed	Species
1402	Lincolnwood Dr	SIDE AWAY	1	1672	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Black Gum
1004	Rainbow View E	FRONT	5	5119	vacant site, large (vacant site large)	16SE	Apt. No Letter		Black Gum
1004	Rainbow View E	FRONT	11	18	vacant site, large (vacant site large)	16SE	Apt. No Letter		Black Gum
702	Coler Ave N	SIDE TO	1	18342	vacant site, large (vacant site large)	08SW	Vacant Lot		Black Oak
1004	Rainbow View E	FRONT	1	4398	vacant site, large (vacant site large)	16SE	Apt. No Letter		Bur Oak
1004	Rainbow View E	FRONT	7	5140	vacant site, large (vacant site large)	16SE	Apt. No Letter		Bur Oak
1004	Rainbow View E	FRONT	13	3950	vacant site, large (vacant site large)	16SE	Apt. No Letter		Bur Oak
1110	Country Squire Dr	FRONT	1	8218	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Chicagoland Hackberry
1004	Lanore Dr	FRONT	1	1661	vacant site, large (vacant site large)	16SE	Yes, 7/12/24		Chicagoland Hackberry
2109	Lantern Hill Dr	FRONT	1	3907	vacant site, large (vacant site large)	15SW	Yes, 7/12/24	12/19/24	Chicagoland Hackberry
2011	Easy St	SIDE AWAY	2	1572	vacant site, large (vacant site large)	15SW	Yes, 7/12/24		Chinkapin Oak
2201	Easy St	FRONT	1	5491	vacant site, large (vacant site large)	15SW	Yes, 7/12/24	12/19/24	Chinkapin Oak
2204	Easy St	FRONT	1	3846	vacant site, large (vacant site large)	15SW	Yes, 7/12/24	12/19/24	Chinkapin Oak
1001	Lierman Ave S	FRONT	3	2273	vacant site, large (vacant site large)	16SE	Vacant City Lot		Chinkapin Oak
1119	Austin Dr	FRONT	1	13593	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Early Glow Buckeye
1004	Lierman Ave S	FRONT	1	6092	vacant site, large (vacant site large)	16SE	Apt. No Letter		Early Glow Buckeye
1001	Lierman Ave S	FRONT	1	6831	vacant site, large (vacant site large)	16SE	Vacant City Lot		Eastern Redbud
512	Race St N	SIDE AWAY	2	5317	vacant site, large (vacant site large)	08SE	Yes, 7/12/24	12/19/24	Eastern Redbud
7	Squire Ct	SIDE AWAY	1	8208	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Eastern Redbud
1911	Country Squire Dr	FRONT	2	13551	vacant site, small (vacant site small)	16SE	Yes, 7/12/24	12/19/24	Eastern Redbud
810	Coler Ave N	SIDE AWAY	1	7307	vacant site, large (vacant site large)	08SW	Yes, 7/12/24	12/19/24	Greencolumn Black Maple

## 2025 Donation Planting Sites

Address	Street	Side	Site	Site ID	Species	Area	Letter Mailed	2nd Letter Mailed	Species
201	Park St W	FRONT	1	8839	vacant site, large (vacant site large)	08SE	Yes, 7/12/24	12/19/24	Greencolumn Black Maple
203	Park St W	FRONT	1	8362	vacant site, large (vacant site large)	08SE	Yes, 7/12/24	12/19/24	Greencolumn Black Maple
1004	Rainbow View E	FRONT	3	4402	vacant site, large (vacant site large)	16SE	Apt. No Letter		Heartland Catalpa
1004	Rainbow View E	FRONT	9	5147	vacant site, large (vacant site large)	16SE	Apt. No Letter		Heartland Catalpa
1004	Rainbow View E	FRONT	15	3962	vacant site, large (vacant site large)	16SE	Apt. No Letter		Heartland Catalpa
910	Busey Ave N	FRONT	1	18063	vacant site, small (vacant site small)	08NW	Yes, 7/12/24	12/19/24	Heartland Catalpa
1614	Ivanhoe Way	SIDE AWAY	1	128	vacant site, large (vacant site large)	16SE	Yes, 7/12/24		Kentucky Coffeetree
1616	Ivanhoe Way	FRONT	1	13598	vacant site, large (vacant site large)	16SE	Yes, 7/12/24		Kentucky Coffeetree
1002	Lierman Ave S	FRONT	2	6094	vacant site, large (vacant site large)	16SE	Apt. No Letter		Kentucky Coffeetree
907	Rainbow View S	FRONT	1	205	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Kentucky Coffeetree
2022	Vermont Ave E	FRONT	1	2983	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Kentucky Coffeetree
1904	Weaver St	FRONT	1	13561	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Kentucky Coffeetree
1905	Weaver St	FRONT	1	7923	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Kentucky Coffeetree
807	Hill St W	FRONT	1	7654	vacant site, large (vacant site large)	08SW	Yes, 7/12/24	12/19/24	Princeton American Elm
808	Hill St W	FRONT	1	4190	vacant site, large (vacant site large)	08SW	Yes, 7/12/24	12/19/24	Princeton American Elm
811	Hill St W	FRONT	1	5485	vacant site, large (vacant site large)	08SW	Yes, 7/12/24	12/19/24	Princeton American Elm
901	Busey Ave N	SIDE AWAY	2	6465	vacant site, small (vacant site small)	08NW	Yes, 7/12/24	12/19/24	Royal Raindrops Crabapple
801	Fairview Ave	FRONT	1	5632	vacant site, small (vacant site small)	08SW	Yes, 7/12/24	12/19/24	Royal Raindrops Crabapple
301	Park St W	SIDE AWAY	1	4993	vacant site, small (vacant site small)	08SW	Apt. No Letter		Royal Raindrops Crabapple
301	Park St W	SIDE AWAY	2	5092	vacant site, small (vacant site small)	08SW	Apt. No Letter		Royal Raindrops Crabapple
206	University Ave W	SIDE AWAY	2	5094	vacant site, small (vacant site small)	08SE	Carle Property		Royal Raindrops Crabapple
1911	Weaver St	FRONT	1	295	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Shingle Oak

## 2025 Donation Planting Sites

Address	Street	Side	Site	Site ID	Species	Area	Letter Mailed	2nd Letter Mailed	Species
806	Busey Ave N	FRONT	1	4463	vacant site, large (vacant site large)	08SW	Yes, 7/12/24	12/19/24	Swamp White Oak
1206	Busey Ave N	FRONT	1	1224	vacant site, large (vacant site large)	08NW	Yes, 7/12/24	12/19/24	Swamp White Oak
1209	Busey Ave N	FRONT	1	20726	vacant site, large (vacant site large)	08NW	Yes, 7/12/24	12/19/24	Swamp White Oak
2102	Lantern Hill Dr	FRONT	1	6806	vacant site, large (vacant site large)	15SW	Yes, 7/12/24	12/19/24	Swamp White Oak
1001	Lierman Ave S	FRONT	4	2274	vacant site, large (vacant site large)	16SE	Vacant City Lot		Swamp White Oak
2005	Weaver St	FRONT	1	7927	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Swamp White Oak
2005	Weaver St	SIDE AWAY	1	7929	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Swamp White Oak
1903	Rainbow View E	FRONT	1	7314	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	Tulip Tree
2204	Lantern Hill Dr	FRONT	1	5838	vacant site, large (vacant site large)	15SW	Yes, 7/12/24	12/19/24	White Oak
710	Lincoln Ave N	SIDE AWAY	1	5484	vacant site, large (vacant site large)	08SW	Yes, 7/12/24	12/19/24	White Oak
2010	Michigan Ave E	FRONT	1	13558	vacant site, large (vacant site large)	16SE	Yes, 7/12/24	12/19/24	White Oak

<i>DATE</i>
<i>ADDRESS</i>

**CITY OF URBANA  
COVENANT RUNNING WITH LAND**

The undersigned, as owner(s) of the real property described as follows: Lot # \_\_\_\_\_ in \_\_\_\_\_ being a Subdivision of Part of Sections \_\_\_\_\_, Township \_\_\_\_\_ North, Range 9, East of the Third Principal Meridian, in Champaign County, Illinois, in the City of Urbana (Permanent Parcel # \_\_\_\_\_), commonly known as \_\_\_\_\_ (*Address*), Urbana, Illinois, hereby request permission to utilize existing public right-of-way abutting the subject property for the following purpose(s):

- \_\_\_\_\_ 1. To install a lawn sprinkler system.
- \_\_\_\_\_ 2. To install decorative landscaping, provided that any plantings shall not exceed two feet in height, **unless approved by the City Arborist, and** shall under no circumstances encroach into the sight distance triangle required, pursuant to Chapter 20, Article VI, of the *Urbana Code of Ordinances*, as now or hereafter amended. A diagram illustrating such triangle is attached hereto.
- \_\_\_\_\_ 3. To install a decorative driveway approach or service walkway.
- \_\_\_\_\_ 4. **To install a rain garden or other landscape amenity.**
- \_\_\_\_\_ 5. Other (*please specify*). \_\_\_\_\_

As a condition of the City of Urbana granting permission to utilize the public right-of-way abutting the Subject Property for the aforesaid purpose(s), the undersigned owner agrees as follows:

- (a) To assume the full cost of any repair or replacement of improvements installed therein should the same be destroyed, damaged or removed during the installation, maintenance or repair of utilities in such public right-of-way by the City of Urbana, AmerenIP, AT&T, McLeod, University of Illinois, Comcast Cable, or any other utility or private party which is entitled by easement, license, or otherwise, to utilize such right-of-way, whether such rights now exist or are hereafter granted, all of which shall have rights therein superior to those of the undersigned owner(s). If the

undersigned owner(s) does not wish to repair or restore the improvements installed in the public right-of-way, as aforesaid, such owner(s) shall restore all areas disturbed by such improvements with sod in sufficiently sunny areas or in insufficiently sunny areas a shade tolerant ground cover or landscape cover that is preapproved by the City Arborist.

(b) To provide a landscape maintenance plan/commitment for the permitted landscape that provides monthly inspection/removal of extraneous plant material during the growing season. This includes removing all naturally occurring seedlings of any species not approved in original design.

(c) To maintain the original design intent of the landscape and not allow plantings to encroach beyond the approved boundaries nor impair sidewalk or street visibility.

(d) To provide at least a three foot buffer area from a neighboring property that is maintained at eight inches or less in height, unless the landscape is a joint endeavor between adjacent properties.

(e) To not obstruct the use of fire hydrants or place any material in front or within five feet of either side of a fire hydrant.

(f) To not obstruct the visibility of any directional signage.

(g) To not allow plant material to grow onto any street light, signs, poles or other city/utility structure.

(h) To refurbish the permitted area to its original condition or pay the costs for the City to refurbish the area to its original condition if any or all of the included conditions are not achieved and or maintained.

(c) To protect, indemnify, defend, and hold harmless the City of Urbana against any and all claims, costs, actions, losses, demands, injuries and expenses of whatever nature ("Claims"), including, but not limited to attorneys' fees, on account of any injuries to persons or property resulting directly or indirectly from acts or omissions by the undersigned owner, its contractors, subcontractors, or agents or employees in conjunction with the use of the public right-of-way abutting the Subject Property for the aforesaid purpose(s).

This covenant shall run with the land and shall be binding on the undersigned owner(s), their heirs, successors or assigns.

\_\_\_\_\_  
*OWNER'S SIGNATURE*

\_\_\_\_\_  
*OWNER'S NAME TYPED or PRINTED*

\_\_\_\_\_  
*OWNER'S SIGNATURE*

\_\_\_\_\_  
*OWNER'S NAME TYPED or PRINTED*

**Owner(s) of record:**

STATE OF ILLINOIS        }  
  }  
COUNTY OF CHAMPAIGN }       *Seal*

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that \_\_\_\_\_ is/are personally known to me to be the same person(s) whose name(s) was/here subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she/they signed, sealed, and delivered said instrument as his/her/their free and voluntary act for the uses and purposes therein set further.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
*NOTARY PUBLIC*  
*My Commission Expires:* \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

*Original: Champaign County Recorder of Deeds Office*

Cc: City Clerk  
Operations Division  
Engineering Division  
Community Development Department  
File

*Revised: 6/2008*

<i>DATE</i>
<i>ADDRESS</i>

**CITY OF URBANA**  
**REVOCABLE LICENSE FOR UTILIZATION OF THE RIGHT-OF-WAY**

The undersigned, as owner(s) of the real property described as follows: Lot # \_\_\_\_\_ in \_\_\_\_\_ being a Subdivision of Part of Sections \_\_\_\_\_, Township \_\_\_\_\_ North, Range 9, East of the Third Principal Meridian, in Champaign County, Illinois, in the City of Urbana (Permanent Parcel # \_\_\_\_\_), commonly known as \_\_\_\_\_ (*Address*), Urbana, Illinois, hereby request permission to utilize existing public right-of-way abutting the subject property for the following purpose(s):

- \_\_\_\_\_ 1. To install a rain garden.
- \_\_\_\_\_ 2. To install a bioswale.
- \_\_\_\_\_ 3. To install decorative landscaping, provided that any plantings shall not exceed two feet in height and shall under no circumstances encroach into the sight distance triangle required, pursuant to Chapter 20, Article VI, of the *Urbana Code of Ordinances*, as now or hereafter amended. A diagram illustrating such triangle is attached hereto. (See below regarding obligation to keep such trimmed.)
- \_\_\_\_\_ 4. Other (*please specify*). \_\_\_\_\_

This license can be revoked at anytime, with or without cause by the Director of Public Works.

As a condition of the City of Urbana giving permission to utilize the public right-of-way abutting the Subject Property for the aforesaid purpose(s), the undersigned owner agrees as follows:

- (a) Upon written direction from the Director of Public Works, the owner agrees to promptly remove any property or equipment, including pipes, hardscape, or vegetation installed by owner, and to refurbish the permitted area to its original condition or pay the costs for the City to refurbish the area to its original condition if any or all of the included conditions are not achieved and or maintained. This shall include replacing any curb cuts installed for rain gardens or bioswales.

(b) To assume the full cost of any repair or replacement of improvements installed therein should the same be destroyed, damaged or removed during the installation, maintenance or repair of utilities in such public right-of-way by the City of Urbana, University of Illinois, Ameren, AT&T, Illinois American Water, Comcast Cable, their successors and assigns, or any other utility or private party which is entitled by easement, license, or otherwise, to utilize such right-of-way, whether such rights now exist or are hereafter granted, all of which shall have rights therein superior to those of the undersigned owner(s). If the undersigned owner(s) does not wish to repair or restore the improvements installed in the public right-of-way, within a reasonable time, such owner(s) shall restore all areas disturbed by such improvements with sod.

(c) To provide a landscape maintenance plan approved by the City Arborist for the permitted landscape that provides routine inspection/removal of extraneous plant material during the growing season. This includes removing all naturally occurring seedlings of any species not approved in original design.

(d) To maintain the original design intent of the landscape and not allow plantings to encroach beyond the approved boundaries nor impair sidewalk or street visibility for perpetuity.

(e) To provide at least a three foot buffer area from a neighboring property that is maintained at eight inches or less in height, unless the landscape is a joint endeavor between adjacent properties.

(f) To not obstruct the use of fire hydrants or place any material in front or within five feet of either side of a fire hydrant.

(g) To not obstruct the visibility of any directional signage. Any plantings shall not exceed two feet in height, unless approved by the City Arborist, and shall under no circumstances encroach into the sight distance triangle required, pursuant to Chapter 20, Article VI, of the *Urbana Code of Ordinances*, as now or hereafter amended.

(h) To not allow plant material to grow onto any street light, signs, poles or other city/utility structure.

(i) To protect, indemnify, defend, and hold harmless the City of Urbana against any and all claims, costs, actions, losses, demands, injuries and expenses of whatever nature ("Claims"), including, but not limited to attorneys' fees, on account of any injuries to persons or property resulting directly or indirectly from acts or omissions by the undersigned owner, its contractors, subcontractors, or agents or employees in conjunction with the use of the public right-of-way abutting the Subject Property for the aforesaid purpose(s).

Owner acknowledges that utilization of the public right-of-way as indicated above, involves risks that activities that occur in the public right-of-way exposes such property to the increase likelihood of harm but owner never-the-less accepts such risks.

This license shall be binding on the undersigned owner(s), their successors.

\_\_\_\_\_  
**OWNER'S SIGNATURE**

\_\_\_\_\_  
**OWNER'S NAME TYPED or PRINTED**

\_\_\_\_\_  
**OWNER'S SIGNATURE**

\_\_\_\_\_  
**OWNER'S NAME TYPED or PRINTED**

Owner(s) of record:

STATE OF ILLINOIS        }  
  }  
COUNTY OF CHAMPAIGN }       *Seal*

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that \_\_\_\_\_ is/are personally known to me to be the same person(s) whose name(s) was/here subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she/they signed, sealed, and delivered said instrument as his/her/their free and voluntary act for the uses and purposes therein set further.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*NOTARY PUBLIC*  
*My Commission Expires:* \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

*Original: Champaign County Recorder of Deeds Office*

Cc:     *City Clerk*  
          *Operations Division*  
          *Engineering Division*  
          *File*

*Revised: 02/2020*

## TREE AND LANDSCAPE WORK PERMIT

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Project address (if different from above) \_\_\_\_\_

Applicant phone \_\_\_\_\_

**Type of Work:**     Tree             Landscaping

Total number of trees/plants involved: \_\_\_\_\_

**\*Please provide a complete inventory on the reverse side of this application.**

Description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any public utilities that may interfere with this work?     YES             NO

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Starting Date:    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**\*48-hour advance notice is required.**

*Your signature verifies that you have read and understand those provisions of the Ordinance, the Arboricultural Specifications Manual, and/or any other agreed upon standards that apply to the work for which this permit is sought.*

Signature of Applicant \_\_\_\_\_

---

*City Arborist use only*

**Date:**

**Approved:**     YES             NO

**Permit #** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_