



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

AGENDA

A. Call to Order and Roll Call

B. Changes to the Agenda

C. Approval of Minutes of Previous Meeting

1. June 7, 2023 Meeting Minutes
2. July 19, 2023 Special Meeting Minutes
3. December 6, 2023 Meeting Minutes

D. Public Input

E. Unfinished Business

1. Final tree species & shrub updated lists for manual

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

1. Spring/Fall 2024 planting list – Kevin Sanderson
2. Fall Donation planting procurement – Kevin Sanderson
3. July 16, 2024 storm – Kevin Sanderson
4. Forestry staff, equipment update – Kevin Sanderson

G. New Business

1. Revisit bylaws and member attendance

H. Announcements

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: mehigar@urbanaininois.us.

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@urbanaininois.us



CITY OF URBANA TREE ADVISORY COMMISSION MEETING

DATE: Wednesday, June 7, 2023
TIME: 1:30 PM
PLACE: 706 South Glover Avenue Urbana, IL 61802

MINUTES (UNAPPROVED)

****due to unforeseen circumstances, these minutes are transcribed from the agenda & member's notes (instead of a recording) and are not a complete record****

Members Present: Carol Augspurger, Michael Stevenson, & others

Members Absent:

Others Present: Kevin Sanderson, Marcus Ricci

1. Call to Order and Roll Call

The meeting was called to order. Roll call was taken. A Quorum of Members was present.

2. Changes to the Agenda

none

3. Approval of Minutes of Previous Meeting

a. December 2022 Meeting Minutes

A motion was made to approve the minutes, it was seconded. Motion approved.

4. Public Input

none

5. Unfinished Business

a. MOP Development and the Current Development Zoning Ordinance for Tree Planting – CD Marcus Ricci

Marcus from the City Planning Division gave a background. The overall goal is to consolidate to 1 list of species to be used for all City use. Some points discussed were:

- i. Align species in the current ordinance with other specie lists used within the City.
- ii. The decisions should be based on a list of 7 unique characteristics of a species list based on input from the City Arborist plus criteria set by the Tree Commission.
- iii. Should there be a separate list for trees in citizens' lawns, shrubs screening around parking lots/outdoor storage keeping public safety in mind, or trees under power lines?

b. Arboricultural Specifications Manual Tree Species Revision

There is no timeline to complete the consolidated list of species. There was a request for a separate meeting to discuss only decisions about each tree on the current list in the MOP (Manual of Practice). Michael Stevenson volunteered to create a document that is usable.

c. 2510 Scovill Circle Linden Trees removal request

A motion was made to not approve the removal of 2 Linden trees at 2510 Scovill Circle, it was seconded. Motion approved.

6. Reports of City Officials and Staff and Reports of Committees

a. Spring 2023 Replacement/Donation Planting Lists

Kevin Sanderson went over the Spring 2023 Replacement and Donation planting lists.

b. 2023 Arbor Day Event

Kevin Sanderson announced that the 2023 Arbor Day event will be held at Cunningham Children's Home.

c. Winter 2022/2023 Contractor Removal List Update

Kevin Sanderson summarized the Winter 2022/2023 Tree Removal list. A contractor will remove 24 trees in January and City staff will remove 84 trees.

7. New Business

a. Tree Commission By-Laws revision by Kate Brickman – Kevin Sanderson

The By-Laws that were recently revised were given to each commission member for their education and referral.

b. Detroit Residents Pushing Back Against Tree Planting – Carol Augspurger

Carol noted referred to an article about why Detroit residents resist tree planting. The discussion that followed included what lessons there are to encourage Urbana residents to plant trees and to educate them about the benefits of planting trees.

c. Encouraging City to Fund Money on Trees – Carol Augspurger

Carol reinforced the continuing need for the commission to encourage the City to fund money for trees.

8. Announcements

A special meeting was scheduled for July 19, 2023 to be devoted solely to making decisions about each species' inclusion in the approved list of species for planting.

9. Future Topics

none

10. Adjournment

The meeting was adjourned.



DATE: Wednesday, July 19, 2023
TIME: 1:30 PM
PLACE: 706 South Glover Avenue Urbana, IL 61802

MINUTES (UNAPPROVED)

****due to unforeseen circumstances, these minutes are transcribed from the agenda & member's notes (instead of a recording) and are not a complete record****

Members Present: Carol Augspurger, Stewart Berlocher, & others

Members Absent:

Others Present: Kevin Sanderson

A. Call to Order and Roll Call

The meeting was called to order. Roll call was taken. A Quorum of Members was present.

B. Public Input

none

C. Tree Species List Arbor Specifications for Community Development

With the use of a spreadsheet, species were categorized by size (large, medium, & small) with requirements of minimum space & distance from a parkway. The following points were discussed:

1. Known problems to be considered in banning a species.
2. Special traits to be considered for inclusion or exclusion:
 - a. native to Illinois, a requirement unless needed for its unique traits
 - b. tolerant to urban conditions/planting space
 - c. generally suitable for planting beneath power lines
 - d. limit use/over-planted genus
 - e. tolerant to poor soil conditions or heat/drought conditions
 - f. other positive traits such as salt tolerant & ability to be shaped
3. A separate list of 32 genus/species was proposed for total banning.
4. A separate list of 7 genus/species (5-8 ft) was proposed for special places.

A determination for each genus/species was made to either remain on the list or move to the banned list. Kevin Sanderson provided information about which species he needed for special conditions; in which the commission took into consideration while making their decisions.

Stewart Berlocher volunteered to research & generate an expanded list of shrubs/hedges to be used in special places.

Decisions made during the meeting were deemed tentative. A list of genus/species was made & will be revisited at the next regular meeting. The new list of shrubs/hedges for special places will be evaluated at the same time.

D. Adjournment

The meeting was adjourned.



CITY OF URBANA TREE ADVISORY COMMISSION MEETING

DATE: Wednesday, December 6, 2023
TIME: 1:30 PM
PLACE: 706 South Glover Avenue Urbana, IL 61802

MINUTES (UNAPPROVED)

Members Present: Stewart Berlocher, Michael Stevenson, Bridget McGill, Alex Julius, Scott Dossett, Paul D'Agostino

Members Absent: Carol Augspurger

Others Present: Kevin Sanderson

A. Call to Order and Roll Call

Michael Stevenson called the meeting to order at 1:31 pm. Roll call was taken. A Quorum of Members was present.

B. Changes to the Agenda

Kevin Sanderson suggested moving Announcements up to "B. Changes to the Agenda". There were no objections.

Announcements

1. Vacant seat appointment Paul D'Agostino

Kevin introduced Paul D'Agostino who filled the vacant seat for the Tree Commission. Paul gave a brief background of his former work. The rest of the commission introduced themselves to Paul & let him know what they do.

C. Approval of Minutes of Previous Meeting

1. September 2023 Meeting Minutes

Alex Julius motioned to approve the minutes, Scott Dossett seconded. Motion approved with a unanimous voice vote.

D. Public Input

none

E. Unfinished Business

1. Updated Revision Shrub List

The final draft of screening plants will be added to the trees list that was approved at a prior meeting. The finalized list of plants & trees will be part of the MOPs Act for City Engineering and for Community Development's zoning ordinance.

There was a discussion about the Ilex Vomitoria & the possibility of its berries being poisonous to humans. Stewart will look into this. Ilex Vomitoria will stay on the list for now.

There was a question about Boxwood blight. It is a concern in Northern Illinois, but Kevin said that he has checked with the U of I and it is not a problem around here. Blight is a fungus.

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

1. Winter removal list – Kevin Sanderson

The City is now using OpenGov Procurement for its bids. The 23/24 contract for tree and stump removal is currently out for bid. The bid leaves a lot open as to if the City can do part of the work and let the company do the bigger aspects of the removals. There is a requirement to have 1 ISA certified person within the business that receives the bid.

The U of I is interested in some of the Red Oaks for slab wood to be lumbered.

The budget for this project is \$55,000. This will cover about 25-26 trees.

Some of the trees on the list are from the Derecho. Some have reached their life expectancy.

Homer Tree Service can do a list like this in just a few days because they have multiple crews. For other contractors it would take 3-4 weeks.

Property owners are sent a letter as notification of tree removals. If a street has to be completely shut down, the City needs to do a Public Release & also let MTD know.

Mike suggested that while these trees are being taken down, it could be video taped for outreach & education on how trees are taken down & why we need to plant new trees to replace ones that are removed.

2. June 2023 Derecho numbers

Kevin supplied a few reports from the City's work order system, Lucity. There were about 40 calls on June 29th and about 35 calls on June 30th. The Saturday following the Derecho, Public Works started 12 hour shifts for 2 straight weeks for clean-up. For the entire Derecho clean up, the final # came to over \$100,000; this includes labor overtime hours, equipment usage, LRC disposal fees, & Transfer Station fees.

There were 31 trees that were a complete loss due to the storm.

The City was not liable (unless previous known issues before the storm) for any damage. The City's insurance company said it all falls under "Act of God".

G. New Business

1. Approve 2024 meeting dates: Mar. 6, June 5, Sept. 4, Dec. 4

Stewart Berlocher motioned to approve the 2024 meeting dates, Alex Julius seconded. Motion approved with a unanimous voice vote.

H. Announcements

1. Vacant seat appointment Paul D'Agostino

This item was moved to "B. Changes to the Agenda".

I. Future Topics

Can a commissioner join the meeting virtually? Are there OMA regulations? It was mentioned that the Tree Commission by-laws were changed in February 2023.

J. Adjournment

Stewart Berlocher motioned to adjourn the meeting, Alex Julius seconded. Motion approved with a unanimous vote. The meeting adjourned at 2:34 pm.

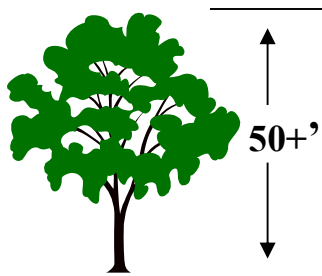


TABLE I – PAGE 1

LARGE TREES

SPACING: 40' minimum
PARKWAY WIDTH: 8' minimum

SCIENTIFIC NAME	COMMON NAME	CULTIVARS
<i>Acer saccharum</i> ⁴	Sugar Maple	'Legacy' 'Fairview' 'Goldspire' 'Fall Fiesta'
<i>Acer x freeman</i> ^{2,4}	Freeman Maple	Special Conditions/Area
<i>Acer nigrum</i> ¹	Black Maple	
<i>Carya illinoensis</i> ¹	Pecan	
<i>Carya</i> spp. ¹	Hickory	Limited/Non-residential
<i>Catalpa</i> spp. ¹	Catalpa	Limited/Non-Residential
<i>Celtis Occidentalis</i> ^{1, 2}	Hackberry	
<i>Celtis laevigata</i> ^{1,2}	Sugar Hackberry	
<i>Fagus grandifolia</i> ¹	American Beech	
<i>Ginkgo biloba</i> ²	Ginkgo (male)	Special Conditions/Area
<i>Gleditsia triacanthos</i> x <i>inermis</i> ¹	Thornless Honeylocust	
<i>Gymnocladus dioica</i> ^{1,2}	Kentucky Coffee (male)	'Prairie Titan' 'Espresso'
<i>Liriodendron tulipifera</i> ¹	Tuliptree	
<i>Magnolia Acuminata</i> ¹	Cucumber Tree	
<i>Platanus acerifolia</i>	London Plane	'Bloodgood'
<i>Quercus alba</i> ¹	White Oak	
<i>Quercus bicolor</i> ¹	Swamp White Oak	
<i>Quercus imbricaria</i> ^{1,5}	Shingle Oak	
<i>Quercus macrocarpa</i> ^{1,2}	Bur Oak	
<i>Quercus coccinea</i> ¹	Scarlet Oak	
<i>Quercus rubra</i> ^{1,2,4}	Red Oak	
<i>Quercus shumardii</i> ¹	Shumard Oak	
<i>Quercus stellata</i> ⁵	Postoak	
<i>Quercus muehlenbergii</i> ^{1,2}	Chinquapin Oak	
<i>Quercus phellos</i>	Willow Oak	
<i>Taxodium distichum</i> ¹	Bald Cypress	
<i>Tilia americana</i> ¹	Basswood	'Sentry'
<i>Ulmus americana</i> ¹	American Elm	'Jefferson' 'Valley Forge' 'Princeton'
<i>Ulmus parvifolia</i> ²	Lacebark Elm	Special Conditions/Area
<i>Ulmus x triumph</i> ²	Triumph Elm	Special Conditions/Area
<i>Zelkova serrata</i>	Japanese Zelkova	Special Conditions/Area

*(See special notes listed below)

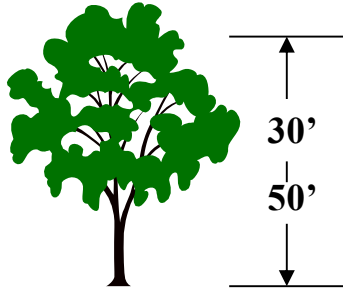


TABLE I - PAGE 2

MEDIUM TREES

SPACING: 35' minimum
PARKWAY WIDTH: 6' minimum

SCIENTIFIC NAME	COMMON NAME	CULTIVARS
Acer griseum	Paperbark Maple	Special Conditions Area
Acer rubrum ¹	Red Maple	'Autumn Flame'
		'October Glory'
		'Red Sunset'
		'Schlesinger'
		'Scarlet Sentinel'
		'September Song'
		'Armstrong'
		'Bowhall'
Cercidiphyllum japonicum	Katsuratree	Special Conditions Area
Cladrastis kentukea	Yellowwood	
Nyssa sylvatica ¹	Black Gum	
Sassafras albidum ¹	Sassafras	
Ostrya virginana ¹	Ironwood	
Quercus robur	English Oak	Columnar Cultivar
		Special Conditions Area

Medium sized trees are better suited for planting on normal City parkways than their larger counterparts. Large trees require more living space, and for this reason it is recommended that they be planted on the private side of the sidewalk whenever possible. The overall objective of proper tree selection is to select the right tree for the right location in order that one may benefit from the tree without being subject to future maintenance liabilities or hazards.

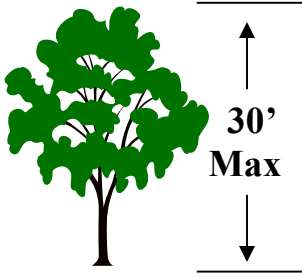


TABLE I – PAGE 3

SMALL TREES

SPACING: 25' minimum
PARKWAY WIDTH: 5' minimum

SCIENTIFIC NAME	COMMON NAME	CULTIVARS
<i>Amelanchier canadensis</i>	Shadblow Serviceberry	tree form
<i>Amelanchier grandiflora</i>	Apple Serviceberry	tree form
<i>Amelanchier laevis</i> ¹	Allegheny Serviceberry	tree form
<i>Asimina triloba</i> ^{1,3}	Common Paw Paw	
<i>Carpinus caroliniana</i> ¹	American Hornbeam	
<i>Cercidiphyllum japonicum</i>	Katsura Tree	Special Conditions Area
<i>Chionanthus virginicus</i> ³	White Fringetree	
<i>Cornus florida</i> ^{1,3}	Flowering Dogwood	
<i>Cornus kousa</i> ³	Japanese Dogwood	
<i>Cotinus obovatus</i>	American Smoke Tree	
<i>Halesia Carolina</i> ¹	Carolina Silverbell	
<i>Syringa reticulata</i> ^{2,3}	Japanese Tree Lilac	Special Conditions Area
<i>Malus</i> spp. ^{*2,3,4}	Flowering Crab	
<i>Viburnum prunifolium</i> ¹	Blackhaw Viburnum	

*(See special notes listed below)

Small trees are appropriate in parkway locations where due to space limitations larger trees cannot be properly utilized without creating spacing conflicts with existing trees. Height limitations imposed by overhead utilities also necessitate the use of appropriate small trees in order to avoid line conflicts and the necessity of excessive utility trimming that results in disfigured trees. On the whole, small trees which tend to be more ornamental than their larger counterparts can create an added aesthetic dimension to the streetscape.

(Special notes listed)

1 Native to Illinois

2 Tolerant to urban conditions/**planting space**

3 Generally suitable for planting beneath power lines

4 Limit use/over planted genus

5 tolerant to poor soil conditions **or heat/drought conditions**

6 Other good characteristics/Tolerant Salt

7 can be shaped

8 USDA Zones

9 Source

* Selected cultivars or varieties of suitable form and resistant to scab disease or Dutch Elm
 (See Appendix A for listing or recommended crabs for local use)

TABLE II

The following is a listing of trees common to our area that are undesirable as street or parkway trees. Their lack of suitability is based on undesirable growth habits, fruiting habits, form, susceptibility to serious diseases, propensity to storm damage and other limitations. The limitations listed for each tree or species are the more serious problems encountered locally. There are many superior street or parkway trees listed in Table I. The use of the trees listed in Table II should be limited to special situations only.

SCIENTIFIC NAME	COMMON NAME	PROBLEM OR LIMITATION
<i>Abies</i> spp	Fir	Form- visibility hazard
<i>Acer negundo</i>	Boxelder	Fast growing, weak wooded
<i>Acer platanoides</i>	Norway Maple	Local problem, verticillium wilt
<i>Acer saccharinum</i>	Silver/Soft Maple	Subject to rot/storm damage
<i>Aesculus</i> spp	Horsechestnut	Foliar diseases, leaf blotch
<i>Ailanthus altissima</i>	Tree of Heaven	Weak wooded, aggressive
<i>Albizzia</i> spp	Mimosa	Not hardy, disease prone
<i>Betula</i> spp	White Birches	Environmental stress, borers
<i>Diospiros virginiana</i>	Persimmon	Littering fruit
<i>Ginkgo biloba</i> (female)	Maiden Hair Tree	Malodorous fruit
<i>Juglans</i> spp	Walnut	Littering fruit
<i>Juniperus</i> spp	Juniper	Form – visibility hazard
<i>Malus</i> spp	Common Apple	Littering fruit
<i>Morus</i> spp	Mulberry	Littering fruit (female)
<i>Picea</i> spp	Spruce	Form – visibility hazard
<i>Pinus</i> spp	Pine	Form – visibility hazard
<i>Platanus occidentalis</i>	Sycamore (Amer.)	Disease – twig blight
<i>Populus</i> spp	Poplar	Fast growing, weak wooded
<i>Prunus</i> spp	Cherry and Plum	Littering fruit, disease prone
<i>Pyrus calleryana</i>	Bradford Pear	‘Aristocrat’ ‘Chanticleer’ ‘Redspire’
<i>Pyrus communis</i>	Common Pear	Littering fruit
<i>Quercus palustris</i>	Pin Oak	Iron chlorosis
<i>Robinia pseudoacacia</i>	Black Locust	Shallow rooted, borers
<i>Salix</i> spp	Willow	Weak wooded, storm damage
<i>Thuja</i> spp	Arbor-vitae	Form – visibility hazard
<i>Ulmus</i> spp	Elm	Serious disease, Dutch Elm

TABLE VIII-4. SHRUB SPECIES FOR SCREENING

Eastern Red Cedar	Inkberry Holly
Eastern Arborvitae	Western Arborvitae
Black Chokeberry	American Hazelnut
Gray Dogwood	Red-Osier Dogwood
Korean Boxwood "Wintergreen"	American Beautyberry
Buttonbush	Fragrant Sumac

TABLE VIII-5. SHADE TREE SPECIES

Hackberry	Sugar Hackberry
Pacific Sunset Maple	Kentucky Coffee Tree
Paperbark Maple	Apple Serviceberry
Black Maple	Sugar Maple
Bald Cypress	American Sentry Linden
Crabapple (only disease free / improved cultivars)	Tupelo
Lacebark Elm	American Elm
Bur Oak	Swamp White Oak
White Oak	Chinkapin Oak

Replacement							
Old Area #	Tree ID #	Address	Street	Site #	Common Name	Source	Notes
1	13230	1005	Willard St.	1	Black Gum		
1	8575	903	E. McHenry	1	American HopHornbeam		
1	1772	903	E. McHenry	2	American HopHornbeam		
2	11393	1105	Silver St.	1	Pink Flowering Dogwood		
2	11472	1819	Philo Rd	8 SA	Kentucky Coffeetree	on Colorado	
2	11888	1005	Sunnycrest Dr.	2	Redbud		
2	20671	201	E. Holmes St.	1	Spring Flurry Serviceberry		Hitch COOP Tree
2	20672	201	E. Holmes St.	2	Spring Flurry Serviceberry		Hitch COOP Tree
2	20673	201	E. Holmes St.	3	Spring Flurry Serviceberry		Hitch COOP Tree
4	10319	1204	E. Michigan Ave.	1	Black Gum	Possible new home	
4	10314	601	E. Fairlawn Dr.	1	Bur Oak		
4	9705	909	E. Delaware Ave	1	Swamp White Oak		
5	8253	1003	S. Busey Ave.	2	Pink Flowering Dogwood	Resident Requested	
5	20694	601	W. Green St.	1 SA	Cherokee Princess Dogwood	on S. Orchard St.	Sacks COOP Tree
5	1658	601	W. Green St.	2 SA	Chicagoland Hackberry	on S. Orchard St.	Sacks COOP Tree
5	20696	311	W. High St.	1	Tuliptree		Sacks COOP Tree
5	20695	403	W. High St.	1	Espresso Kentucky Coffeetree		Sacks COOP Tree
5	696	403	W. High St.	2	Cherokee Princess Dogwood		Sacks COOP Tree
5	20693	508	W. High St.	1	Dawn Redwood		Sacks COOP Tree
6	13484	209	W. High St.	1	Swamp White Oak		
6	7103	506	W. High St.	1	Spring Flurry Serviceberry	Stump	Sacks COOP Tree
6	20018	614	W. Illinois St.	1	Columnar Tuliptree		
7	12542	401	S. Race St.	1 ST	Bald Cypress	on High St.	Sacks COOP Tree
7	7367	707	S. Lynn St.	1	Black Gum	Resident Requested	
7	12985	702	S. Vine St.	2 SA	Redbud		
7	2366	710	E. Washington St.	1	Yellow Buckeye		

Replacement							
Old Area #	Tree ID #	Address	Street	Site #	Common Name	Source	Notes
8	5474	212	Central Ave.	1	Swamp White Oak		Myers COOP Tree
8	20617	212	Central Ave.	2	Swamp White Oak		Myers COOP Tree
8	12738	1002	Clark St.	2	Ohio Buckeye		
8	2362	607	W. Elm St.	2	American Elm		
8	18738	305	N. Lincoln Ave.	1 ST	American Sentry Linden	On Clark	
8	18877	911	W. Main St.	2 ST	Serviceberry		
10	20015	1009	N. Highlands Dr.	1	Serviceberry	Resident Requested	
12	5690	1601	E. Fairlawn Dr.	1 ST	Black Gum		
13	1011	2222	E. Stone Creek Bld.	2 M	Ivory Silk Japanese Lilac		Anton COOP Tree
13	169	2746	E. Stone Creek Bld.	1 M	Sugar Tyme Crabapple		Capek/Harvey COOP Tree
13	20702	3010	E. Stone Creek Bld.	1 M	Tuliptree		Berardi COOP Tree
13	20701	3018	E. Stone Creek Bld.	1 M	Redpointe Maple		Berardi COOP Tree
13	20700	3022	E. Stone Creek Bld.	1 M	Sugar Maple		Raimondo COOP Tree
13	20707	3037	E. Stone Creek Bld.	2 M	Ohio Buckeye		Raimondo COOP Tree
13	9998	2301	S. Stone Creek Bld.	1 ST	Raseberry Spear Crabapple	On Amber	Beckett COOP Tree
13	20703	2301	S. Stone Creek Bld.	2 ST	Raseberry Spear Crabapple	On Amber	Beckett COOP Tree
13	2863	2305	S. Stone Creek Bld.	1 M	Ohio Buckeye		Beckett COOP Tree
14	8672	1504	Ogelthorpe Ave.	1	Swamp White Oak		
14	8805	2309	E. Delaware Ave	2 SA	Redpointe Maple		Dengate COOP Tree
15	20630	603	Beacon Hill Cir.	1	Bur Oak		Knight COOP Tree
CBD	1993	307	E. Main St.	2	Raseberry Spear Crabapple		Match existing

Address	Street	Side	Site	Site ID	Replacement Species	Species	Planting Season	Planting Year	Notes
2203	Anderson St S	FRONT	2	20728	Snowcloud Serviceberry (Amerlanchier canadensis)	vacant site, small (vacant site small)	Fall	2024	COOP Tree
1302	Beslin St	SIDE TO	1	7358	Silverbell (Halesia carolina)	vacant site, small (vacant site small)	Fall	2024	
1721	Briarcliff Dr	REAR	1	12685	Ivory Spear Crabapple (Malus 'Ivory Spear')	crabapple, flowering (Malus spp.)	Fall	2024	
1721	Briarcliff Dr	REAR	2	12691	Ivory Spear Crabapple (Malus 'Ivory Spear')	crabapple, flowering (Malus spp.)	Fall	2024	
407	California Ave E	SIDE AWAY	1	2862	Hornbeam, American	linden, littleleaf (Tilia cordata)	Fall	2024	
702	Coler Ave N	FRONT	1	218	Linden American (Tilia americana)	Silver Maple (Acer saccharinum)	Fall	2024	
2501	Cottage Grove Ave S	FRONT	2	1459	Common Hackberry (Celtis oc.)	vacant site, medium (vacant site medium)	Fall	2024	
1005	Country Squire Dr	FRONT	1	622	Redbud (Cercis canadensis)	vacant site, large (vacant site large)	Fall	2024	
605	Eliot Dr	FRONT	1	18108	hophornbeam, American (Ostrya virginiana)	Sugar Maple (Acer saccharum)	Fall	2024	
402	Elm St E	FRONT	1	9964	Legecy Sugar Maple (Acer saccharum 'Legecy')	vacant site, large (vacant site large)	Fall	2024	

Address	Street	Side	Site	Site ID	Replacement Species	Species	Planting Season	Planting Year	Notes
448	Fairlawn Dr E	FRONT	2	6964	elm, Valley Forge American (Ulmus americana 'Valley Forge')	vacant site, large (vacant site large)	Fall	2024	
448	Fairlawn Dr E	FRONT	3	4722	Blackgum (Nyssa sylvatica)	vacant site, large (vacant site large)	Fall	2024	
2002	Florida Ave E	FRONT	2	12616	oak, black (Quercus velutina)	vacant site, large (vacant site large)	Fall	2024	
604	GH Baker Dr	FRONT	1	2268	Hornbeam, American (Carpinus caroliniana)	vacant site, medium (vacant site medium)	Fall	2024	
713	Green St W	SIDE TO	2	1713	Linden, American (Tilia americana)	Sugar Maple (Acer saccharum)	Fall	2024	
713	Green St W	SIDE TO	3	8459	Black Maple (Acer nigrum)	oak, northern red (Quercus rubra)	Fall	2024	
402	Gregory St N	FRONT	2	6423	Hornbeam, American (Carpinus caroliniana)	Sugar Maple (Acer saccharum)	Fall	2024	
401	Grove St	SIDE TO	2	4649	Carolina Silverbell (Halesia carolina)	vacant site, medium (vacant site medium)	Fall	2024	
205	High St W	FRONT	1	6304	Tuliptree Columnar (Liriodendron tulipifera 'Fastigiatum')	vacant site, medium (vacant site medium)	Fall	2024	
611	Indiana Ave	FRONT	1	10942	Hornbeam, American (Carpinus caroliniana)	fringetree, Chinese (Chionanthus retusus)	Fall	2024	
1709	James Cherry Dr	SIDE AWAY	1	5410	Ivory Spear Crabapple (Malus 'Ivory Spear')	pear, Callery (Pyrus calleryana)	Fall	2024	

Address	Street	Side	Site	Site ID	Replacement Species	Species	Planting Season	Planting Year	Notes
307	Main St E	FRONT	2	1993	crabapple 'Raseberry Spear' (Malus Raseberry Spear 'JFS KW213MX')	vacant site, medium (vacant site medium)	Fall	2024	
806	Maple St S	FRONT	2	379	Redbud (Cercis canadensis)	Silver Maple (Acer saccharinum)	Fall	2024	
1405	Maple St S	FRONT	1	5254	Kentucky Coffeetree (Gymnocladus dioicus)	vacant site, medium (vacant site medium)	Fall	2024	
108	Meadow Dr	FRONT	6	5347	Linden American (Tilia americana)	Norway Maple (Acer platanoides)	Fall	2024	
406	Michigan Ave W	FRONT	1	11063	dogwood, flowering (Cornus florida)	vacant site, small (vacant site small)	Fall	2024	
601	Michigan Ave W	SIDE AWAY	4	12610	Redbud (Cercis Canadensis)	vacant site, small (vacant site small)	Fall	2024	
2604	Milford Dr	FRONT	1	12095	elm, Princeton (Ulmus americana 'Princeton')	vacant site, large (vacant site large)	Fall	2024	
1416	Montgomery St	FRONT	1	9850	oak, swamp white (Quercus bicolor)	pear, Callery (Pyrus calleryana)	Fall	2024	
704	Park Ave E	FRONT	2	17744	Red Jewel Crabapple (Malus 'Jewelcole')	Boxelder (Acer negundo)	Fall	2024	
201	Parking Lot 10 X	FRONT	2	7900	hornbeam, American (Carpinus caroliniana)	hornbeam, American (Carpinus caroliniana)	Fall	2024	
609	Pennsylvania Ave W	FRONT	1	8925	Redbud (Cercis can. 'Forest Pansy')	vacant site, large (vacant site large)	Fall	2024	COOP Tree

Address	Street	Side	Site	Site ID	Replacement Species	Species	Planting Season	Planting Year	Notes
1212	Philo Rd	SIDE TO	1	20612	crabapple 'Sugar Tyme' (malus 'Sugar Tyme')	oak, white (Quercus alba)	Fall	2024	
1704	Race St S	FRONT	1	3081	Carolina Silverbell (Halesia carolina)	linden, littleleaf (Tilia cordata)	Fall	2024	
2108	Race St S	FRONT	2	19436	oak, swamp chestnut (Quercus michauxii)	vacant site, large (vacant site large)	Fall	2024	
2901	Rutherford Dr	FRONT	2	9020	Red Maple (Acer rubrum)	vacant site, medium (vacant site medium)	Fall	2024	
2501	Scovill Cir	FRONT	2	17375	redbud, eastern (Cercis canadensis)	linden, littleleaf (Tilia cordata)	Fall	2024	
2307	Shurts Cir	FRONT	2	11567	Carolina Silverbell (Halesia carolina)	vacant site, large (vacant site large)	Fall	2024	
509	Shurts St	FRONT	1	17880	Tuliptree Columnar (Liriodendron tulipifera 'Fastigiatum')	vacant site, medium (vacant site medium)	Fall	2024	
1806	Silver Hill Dr	FRONT	1	5651	Hornbeam, American (Carpinus caroliniana)	pear, Callery (Pyrus calleryana)	Fall	2024	
1110	Silver St	FRONT	1	11952	Ohio Buckeye (Aesculus glabra)	oak, English (Quercus robur)	Fall	2024	
712	Stoughton St W	FRONT	1	10049	Hornbeam, American (Carpinus caroliniana)	Silver Maple (Acer saccharinum)	Fall	2024	
2006	Summit Dr	FRONT	1	6526	Hackberry (Celtis oc.)	vacant site, large (vacant site large)	Fall	2024	
1602	Trails Dr	FRONT	1	6585	Linden American (Tilia americana)	vacant site, large (vacant site large)	Fall	2024	
1708	Trails Dr	FRONT	2	5790	Redbud (Cercis can.)	vacant site, large (vacant site large)	Fall	2024	

[illegible]

TREE COMMISSION BYLAWS AND RULES OF PROCEDURE

Urbana City Code Section 25-33 authorizes the establishment of the Tree Commission ("Commission"). To this end, the Commission adopts the following bylaws and rules of procedure.

Responsibilities of the Commission

The functions and duties of the Commission are limited to those outlined in Urbana City Code Chapter 25, Divisions 2 ("Tree Commission") and 4 ("Legacy Tree Program") and any other duly enacted ordinance. Urbana City Code does not vest legislative discretion or power in the Commission.

1. SPECIFIC DUTIES

The Commission shall perform the following duties:

- A. Adoption of rules of procedure. Within a reasonable time after the appointment of the Commission, upon the call of the Chairperson of the Commission, the Commission shall meet and adopt rules of procedure for whatever regular and special meetings are deemed by the Commission to be necessary to the fulfillment of the duties imposed upon it by Urbana City Code.
- B. Advisement of City Arborist. The Commission shall advise and consult the City Arborist on any matter about Urbana City Code Chapter 25, Division 2, and its enforcement. The topics under which this advice and consultation may be given may include, but are not limited to, any of the following:
 - 1) Amendments to Division 2 and alterations or revisions to the *Arboricultural Specifications Manual*;
 - 2) Policy concerning selection, planting, maintenance and removal of trees, shrubs, and other plants within the city;
 - 3) Allocation of funds to the Arbor Division, and expenditures of funds by the Arbor Division;
 - 4) Establishment of educational and informational programs whereby the public may be notified of any matters about Division 2 and the *Arboricultural Specifications Manual*;
 - 5) Development of policies and procedures regarding the City Arborist's duties;
 - 6) Issuance of permits required by Division 2; and
 - 7) Development of a program for optimizing the tree, shrub and other plant resources within the city.
- C. Hearing of disputes. The Commission, upon the request of any person who

disagrees with the decision of the City Arborist, shall hear all issues of the disputes which arise between the City Arborist and any such person whenever those issues involve matters of the interpretation of the *Arboricultural Specifications Manual* or of the interpretation or enforcement of Division 2, including disputes regarding the issuance of permits, or the concurrence or nonconcurrence of the City Arborist in permits required under Urbana City Code, or the abatement of nuisances. The decision of a majority of the appointed members of the Commission concerning such dispute shall be binding upon the City Arborist.

- D. Designation of Legacy Trees. The Commission shall evaluate and designate Legacy Trees and provide a public forum for comments on Legacy Tree delisting requests.
- 1) Evaluation. If the property owner on which a nominated tree is located has given written consent to participate in the Legacy Tree Program, the City Arborist shall submit their assessment findings and recommendation regarding the nominated tree to the Commission. On receiving the City Arborist's recommendation, the commissioners may individually inspect the nominated tree before making a final determination.
 - 2) Designation. On receiving the City Arborist's recommendation and on completion of any individual inspections, the Commission shall consider, at its next regular or special meeting, whether the nominated tree qualifies under the assessment outlined in Urbana City Code Section 25-71, and may designate the nominated tree as a Legacy Tree by a majority vote of those voting members present and voting.
 - 3) Delisting a healthy designated Legacy Tree. A property owner pursuing the removal of a tree from the Legacy Tree Program for reasons other than those stated in Urbana City Code Section 25-72 may do so at their discretion, following the issuance of a Legacy Tree Delisting Permit by the City Arborist. The Legacy Tree Delisting Permit Application shall be included as an agenda item on the Commission meeting agenda. Any individual wishing to speak on the pending Legacy Tree Delisting Permit Application shall have the opportunity to do so during the public input section of the Commission meeting.
 - 4) Denial of application. The Commission shall have no authority to deny a Legacy Tree Delisting Permit Application.

Membership

2. COMPOSITION

As specified in Urbana City Code Section 23-34, the Commission shall be composed of ten (10) commissioners. Seven (7) commissioners shall be appointed by the Mayor with the approval of the council. These seven (7) commissioners, of which four (4) shall be selected based on their expertise in a field related to plants and trees, and the remaining three (3) who shall be knowledgeable in other areas to provide additional perspectives, shall serve without pay and shall reside within the City. The remaining three (3) commissioners shall be ex officio and shall not vote. The three (3) ex officio commissioners shall be the Director of Public Works, the Director of Parks and Recreation of the Urbana Park District or their representative, and the City Arborist.

3. TERMS

- A. Except as otherwise provided in Urbana City Code section 25-35, each commissioner shall serve a term of three (3) years. Any member initially appointed to the Commission who is not an ex officio member shall serve for such term as is appropriate to stagger the terms of office of the seven (7) commissioners who are not ex officio members so that the terms of office of any two (2) such commissioners shall expire in one year, the terms of office of any two (2) such other commissioners shall expire in the next subsequent year and the terms of office of the remaining three (3) such commissioners shall expire in the year thereafter.
- B. All commissioners must complete electronic training on the Open Meetings Act within 90 days of their appointment.

4. EXPIRATION, VACANCY, REMOVAL

The length of time between the date of appointment of any commissioner and the next July first shall be calculated as one year of the term of the commissioner so appointed. Within thirty (30) days following the expiration of the term of any appointed commissioner, a successor shall be appointed by the Mayor with the approval of the council, and the successor shall serve for a term of three (3) years. Should any commissioner resign or be removed from the Commission, a successor shall be appointed by the Mayor and shall serve for the unexpired period of the vacated term. A member of the Commission may be removed by the Mayor with the approval of a majority of the City Council for good cause.

5. CHAIRPERSON

- A. The Mayor shall designate the Chairperson of the Commission. If the office of

the Chair becomes vacant or if the Chair is unwilling or unable to perform their duties, the Vice Chair shall perform the Chair's duties until the Mayor appoints a successor.

- B. Except as otherwise provided herein, the Chair shall have the duties and powers to
 - 1) Preside over all deliberations and meetings of the Commission;
 - 2) Vote on all questions before the Commission;
 - 3) Call special meetings of the Commission per these bylaws.

6. VICE CHAIR

The Vice Chair shall be selected by a majority of the members present at a regular meeting of the Commission. The Vice Chair shall conduct meetings in the absence of the Chair.

7. RECORDING SECRETARY

- A. The Recording Secretary shall:
 - 1) Maintain an accurate, permanent, and complete record of all proceedings conducted during the Commission meetings and of all actions taken by the Commission;
 - 2) Prepare the minutes of all Commission meetings;
 - 3) Give all notices of regular and special Commission meetings as required by the Open Meetings Act;
 - 4) Inform the members of correspondence and other communications relating to Commission business;
 - 5) Conduct correspondence on behalf of the Commission as directed by the Chair or the Commission;
 - 6) Attend all Commission meetings or send a designee to do the same; and
 - 7) Compile all required records and maintain the necessary files, indexes, maps, and plans as directed by the Chair or Commission.
- B. The Recording Secretary shall perform such other duties for the Chair or the Commission as may reasonably be directed.

Meetings

8. GENERAL PROCEDURES

- A. Any person requesting that the Commission review or consider an item within its authority shall make a written request to the Chair, City Arborist, or their designee. If the request concerns a dispute of a decision of the City Arborist, the Chair, arborist, or their designee shall direct the Recording Secretary to place

- the matter on the agenda of the next scheduled regular meeting of the Commission. If the request concerns any other matter, the Chair, arborist, or their designee shall determine whether to place the matter on the meeting agenda of the Commission. The Commission may, by majority vote, direct that an issue be placed on a future agenda.
- B. Where appropriate or necessary for the Commission to consider an item or matter placed on its meeting agenda, the City Arborist or their designee may prepare a report which includes
 - (i) sufficient technical data and information for the Commission to consider the respective item or matter; and (ii) a recommendation concerning any proposed action to be taken by the Commission which may include, but not necessarily be limited to, making recommendations to the council.
 - C. All meetings of the Commission shall be subject to and conducted in compliance with the Open Meetings Act.

9. REGULAR MEETINGS

Regular meetings of the Commission shall be held in the Engineering Conference Room at the Urbana Public Works Building, 706 South Glover Street, Urbana, Illinois, or at such other place as determined by the Commission. At the beginning of each calendar year, the Commission shall create and make available to the public a schedule of its regular meetings for that year, including their dates, times, and locations. The Commission shall meet quarterly when there is business to conduct, except in those instances where a public holiday falls on that day. At regular meetings, the Commission may consider all matters properly noticed before it.

10. SPECIAL MEETINGS

The City Arborist may call a special meeting of the Commission on an as-needed basis. The Chair may also, or upon the request of a majority of the members of the Commission, call a special meeting of the Commission. Unless otherwise specified in the notice of special meeting, all special meetings shall be held at the regular meeting place of the Commission. Only items specifically listed on the agenda may be discussed at a special meeting. Notice of special meetings shall be posted at least forty-eight (48) hours in advance thereof.

11. PUBLIC MEETINGS

All Commission meetings shall be public meetings as per the Open Meetings Act.

12. PUBLIC INPUT

Any person who seeks to address the members of the Commission will be permitted to speak on any matter listed on the agenda or on any other matter of public concern,

subject to the following provisions:

- A. The meeting agenda shall designate a time during the meeting at which the public may address the members. The Chair may require persons wishing to speak during any portion of a meeting to sign in before the start of the meeting and to provide their names. The Chair may request speakers to provide their city of residence at sign-in, but speakers are not obligated to provide their cities of residence to speak during public comment.
- B. Before speaking, each person must be recognized by the Chair.
- C. Public comment is limited to no more than five (5) minutes per person and no more than one (1) hour per meeting unless extended by consent of a majority vote of the members present. The Chair or their designee shall monitor each speaker's use of time and shall notify the speaker when the time allotted has expired.
- D. If the Chair recognizes that more than twenty (20) persons desire to speak, he or she may limit each speaker to comments of no more than three (3) minutes. Whenever any group of persons wishes to address the Commission on the same subject matter, the Chair may ask that a spokesperson be chosen from the group. If additional matters are to be presented by other persons in the group, the Chair may limit the number of such persons and may limit the presentation to information not already presented by the group spokesperson.
- E. Persons invited by the Chair to address the members are subject to such time limitations as the majority of the members present may prescribe.
- F. No member of the Commission is obligated to respond to anything contained in a person's public input.

13. NOTICE OF MEETINGS

All notices of regular and special meetings shall be given in the manner provided for and in compliance with the Open Meetings Act. The Recording Secretary shall post the notice at the City Building and on the City's website and shall provide a copy of the notice to persons and organizations as provided by law and to any person who has requested in writing to be notified of Commission meetings. The Recording Secretary shall also post a copy of the notice at the meeting site. At the discretion of the Recording Secretary, notice may also be provided to persons and organizations known to have a special interest in matters to be considered by the Commission.

- A. Notice shall be given not less than forty-eight (48) hours in advance of a meeting.

14. ORDER OF BUSINESS

- A. The order of business at all regular meetings shall be determined by the agenda which shall generally include the following items:
 - 1) Call to order and roll call;

- 2) Approval of the agenda;
 - 3) Approval of minutes from previous meeting;
 - 4) Public comments;
 - 5) Unfinished business;
 - 6) Reports of City Officials and Staff, if not included as part of the discussion of unfinished business;
 - 7) New business; and
 - 8) Adjournment.
- B. Any item may be taken out of order by the direction of the Chair.
 - C. The Commission cannot take final action on items not listed on the agenda.
 - D. Public meetings shall last no longer than 2 hours unless a majority of the members present vote to extend the meeting. In the absence of such a vote, any unfinished business shall be continued to the next scheduled regular meeting or at a duly-noticed special meeting.

15. QUORUM

At any Commission meeting, a quorum shall consist of four (4) members. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting. To establish a quorum, commissioners who have disqualified or recused themselves from participation in any matter shall be counted as present.

16. VOTING

- A. Except as provided by these bylaws, rules of conduct, or Illinois law, each Commission member is entitled to vote on all matters at all meetings. The City Arborist, Director of Parks or representative, and such other City Staff and the general public as the Chair may from time to time designate are entitled to participate in discussion but do not have the right to vote.
- B. Each commissioner is deemed to have notice of all prior Commission deliberations and proceedings and, therefore, may vote on all matters before the Commission unless disqualified as provided in these bylaws.
- C. The concurrence of a majority of the voting members shall be necessary to determine any question before the Commission, except for amendments to the bylaws, in which case, the concurrence of a two-thirds majority is necessary. The majority is based on the number of votes cast, excluding abstentions, disqualifications, and absences. A tie vote causes the motion to fail.
- D. When a matter is called for a vote, the Chair shall, before a vote is taken, restate the question and shall announce the decision of the Commission after such vote.
- E. Voting shall be by voice vote. If the Chair cannot determine if there are more votes for or against the motion, then the Chair may call for a roll call

vote.

17. ATTENDANCE

- A. It is expected that commissioners will regularly attend Tree Commission meetings. A member who will be unable to attend a regular meeting shall contact the City Arborist or Chair as soon as possible before the scheduled meeting and indicate the general reason for being absent. The Commission will be notified of the absence and reason at the beginning of the meeting. Any appointed member of the Tree Commission who is absent from three (3) consecutive meetings may be replaced by the Mayor for the remainder of their term.
- B. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS120/7(c) which states in part:

If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of the following:

- (1) personal illness or disability;
- (2) employment purposes or partaking in the business of another public body; or
- (3) a family or other emergency.

If a member requests to attend the meeting by video or telephone conference, they must notify the City Arborist or Chair before the meeting, unless advance notice is impractical.

18. CONTINUANCES

Any item before the Commission may be continued to a subsequent meeting. A motion to continue an item shall specify the date or event upon which the item is to be considered. The requirements concerning notice of public meetings provided for in the Open Meetings Act shall apply insofar as to whether additional notice of any continued meeting is required. Unless the council provides otherwise, any item it remands to the Commission for reconsideration shall be treated as a new item and proceedings shall be provided for as if the matter was initially before the Commission.

19. MINUTES

- A. The Recording Secretary or a designee shall be present at each meeting and shall cause the proceedings to be stenographically or electronically recorded. A full transcript is not required but written minutes giving a true reflection of the

matters discussed at a meeting and the views of the participants shall be prepared and maintained by the Recording Secretary. The Recording Secretary shall record all votes on matters presented to the commission.

- B. Minutes of regular meetings shall be available to the public, upon request, within a reasonable time after a meeting and shall include the following:
 - 1) The date, time, and place of the meeting;
 - 2) Members present;
 - 3) Motions, proposals, and measure proposed and their disposition; and
 - 4) A summary description of any discussion of any matter.
- C. Members are expected to vote for approval of the minutes based on the accuracy of the representation of events at the meeting. A vote in favor of adopting minutes does not signify agreement or disagreement with the Commission's actions memorialized in such minutes.

20. CONFLICT OF INTEREST

Whenever a member has a financial or personal interest in any matter coming before the Commission, the affected person shall (i) fully disclose the nature of the interest at a public meeting of the Commission; and (ii) withdraw from discussion, lobbying, and voting on the matter.

- A. Any transaction or vote involving a potential conflict of interest shall be approved only by a majority of disinterested members. The minutes of the meeting at which such votes are taken shall record such disclosure and abstention.

Miscellaneous

21. PUBLICATION AND DISTRIBUTION

A copy of these bylaws and rules of procedures shall be

- A. Placed on record with the City Clerk and the Recording Secretary of the Commission;
- B. Available at each Commission meeting;
- C. Distributed to each Commission member;
- D. Available to the public; and
- E. Posted on the Commission's webpage on the City's website.

22. SUSPENSION

Any rule of procedure not required by law may be suspended temporarily at any meeting by a majority vote of those members present and voting.