

Ferguson Township Tree Commission (FTTC)

Date February 18, 2020

Meeting Agenda

Time 5:30pm

Call to Order

Citizen's Input For Items Not On The Agenda

Any citizens in attendance are welcome to address the FTTC at this time.

January 20th Meeting Minutes

The FTTC shall review and approve the minutes from the January meeting.

FTTC Bylaws

David Modricker, Public Works Director will provide a draft of the FTTC Bylaws for the commission to review. The FTTC should review the draft and recommend changes as needed.

Tree Canopy Survey RFP Review

David Modricker, Public Works Director will provide the draft RFP to be distributed to interested vendors to complete the tree canopy survey. The FTTC should review the RFP and recommend any changes.

Tree Preservation Ordinance (45 Minutes)

The FTTC should continue to discuss the 1st draft of the ordinance. The Planning and Zoning Director will be in attendance to assist with this discussion.

FTTC 2020 Goals (30 Minutes)

The FTTC shall prioritize, schedule, and delegate the 2020 goals that have been approved by the FTTC.

Outreach and Education (20 Minutes)

The subcommittee should provide an update on progress regarding future outreach and education efforts. The subcommittee has prepared proposed talking points for the first two podcasts.

Arborist report:

The Arborist will review work activities and plan reviews since the last meeting.

Communications to Commission Members

This is an opportunity for FTTC members to report on any contact by residents regarding FTTC matters.

Future agenda items

2020 Tree Planting Contract, Tree Preservation Ordinance, Outreach and Education

Other

Next meeting date and time is March 16th at 5:30pm

**FERGUSON TOWNSHIP TREE COMMISSION
MEETING MINUTES
Monday, January 20, 2020
5:30 PM**

I. ATTENDANCE

The Tree Commission held its public meeting on Monday, January 20, 2020 at the Ferguson Township Municipal Building. In attendance were:

COMMISSION:

Scott Pflumm – Chair Person
Marc McDill – Vice Chair
Mike Jacobson
Allyson Muth
Josh Potter

STAFF:

Lance King, Arborist
David Modricker, Public Works Director

Others in attendance were: Summer Krape, recording secretary; Bill Keough, Ferguson Township Resident and Planning Commission member; Lisa Strickland, Ferguson Township Resident and member of the Board of Supervisors.

II. CALL TO ORDER

Mr. Scott Pflumm called the Monday, January 20, 2020 Ferguson Township Tree Commission (FTTC) meeting to order at 5:35 pm.

III. INTRODUCTION OF JOSH POTTER

The Commission introduced themselves to new member Mr. Josh Potter, and Mr. Potter introduced himself to the Commission.

IV. ELECTION OF CHAIR AND VICE CHAIR

Mr. Pflumm turned the meeting over to Mr. David Modricker, who opened up nominations for Chair person. **Mrs. Allyson Muth nominated Mr. Pflumm for Chair person, Mr. McDill seconded the motion and the motion passed unanimously.** Mr. Pflumm opened up nomination for the Vice Chair position. **Mr. Marc McDill nominated himself, Mrs. Muth seconded the motion, and the motion passed unanimously.**

V. NOVEMBER 18TH MEETING MINUTES

Mr. McDill made a motion to approve the November 18, 2019 meeting minutes, Mr. Jacobson seconded the motion, and the motion passed. 4 voted yes, 1 abstained (Mr. Potter was not a FTTC member at the time.

VI. ABC EMAIL POLICY ACKNOWLEDGMENT

Mr. Modricker stated that in the packet is an email policy acknowledgement that needs to be signed and returned.

VII. FTTC GOALS FOR 2020

The Commission discussed goals they would like to achieve for 2020. They decided on the following:

- Tree City USA
- Maintenance Plan Development
- Increase Canopy Coverage/mapping of coverage
 - Planting plan
 - GIS mapping canopy coverage
- Tree Preservation Ordinance
- Increase species diversity
 - Inventory by species
- Education and outreach
 - Pest/disease
 - Arbor Day event
 - Coordinate tree ID signs on trails with park committee
 - Podcast
 - HOA Meeting
 - Coffee & Conversation
 - Cross municipality tree commission coordination
 - Coordination with other ABC's (Planning Commission, Parks Committee) and Engineering.

The Commission also made long term goals including: Tree Health/Monitoring and Promoting green infrastructure.

VIII. OUTREACH AND EDUCATION

The Commission discussed what was done with Outreach and Education in 2019 and what things will be done in 2020. The Commission's Outreach and Education goals for 2020 include: continuing to work on the podcasts, visiting HOA meetings, and attending Township events such as Coffee and Conversation.

IX. 2020 STREET TREE PLANTING

Mr. King stated that the current street tree planting contract is out to bid and bids will be opened next Tuesday, January 28th. This is for 44 balled and burlapped replacement trees which is equivalent to what was removed this year. Last week Mr. King placed an order for bare root trees for new plantings in Stonebridge and Chestnut Ridge. Mr. McDill asked to see a cumulative of the species of trees that have been planted in the last five years.

X. ARBORIST REPORT

Mr. King spoke about the current memo of understanding (MOU) with Patton Township. He spoke with Patton about pruning techniques and tools they may want to purchase. Mr. King stated that the pruning contract was awarded and will be done by April 1, 2020. Mr. King also stated that Ferguson Township will be hiring a full time tree maintenance specialist, whose responsibilities will

include pruning and fungicide injections. Ferguson Township will also be hiring a part time worker to help the specialist with ground work including chipping rush.

XI. COMMUNICATIONS TO COMMISSION MEMBERS

Nothing to discuss.

XII. FUTURE AGENDA ITEMS

Mr. Pflumm stated that in February he would like to prioritize the goals, schedule tasks, and delegate.

XIII. OTHER

Nothing to discuss.

XIV. ADJOURNMENT

The January 20, 2020 Tree Commission meeting adjourned at 8:15 pm.

RESPECTFULLY SUBMITTED,

David Modricker, Director of Public Works
For the Tree Commission

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE

BYLAWS & RULES OF PROCEDURE

Article I – Name

Ferguson Township Parks and Recreation Committee

Article II – Purpose

As defined in Chapter One of the Ferguson Township Code of Ordinances, Administration and Government, Part G, Parks and Recreation Committee, the duties and responsibilities of the Ferguson Township Parks and Recreation Committee shall be as follows:

- The Committee shall advise the Township Manager and Board of Supervisors on matter pertaining to parks and recreation including, but not necessarily limited to land acquisition for the purposes of active or passive recreation including open space preservation, parkland development, and programming. Such advice and responsibilities shall include:
 - Alignment of local definitions of recreational amenities and services with regional definitions;
 - Assistance in development of Park Master Plans;
 - Periodic review of existing Park Master Plans as the needs of the community evolve;
 - Recommending parkland development in accordance with established Park Master Plans;
 - Facilitating community engagement on matters pertaining to parkland development, use/programming, and land acquisition for active or passive recreational purposes;
 - Connectivity of parkland to existing and proposed bike paths and shared use paths;
 - Reviewing programming needs for Township residents and recommending changes to programming through the liaison to the Centre Region Parks and Recreation Authority;
 - Assisting Township staff and the Board of Supervisors in amending and updating the Ferguson Township Recreation, Parks, and Open Space Plan;
 - Other duties relative to the betterment of active and passive recreational amenities and services in the Township.

Article III – Membership

The Committee shall consist of seven members appointed by the Board of Supervisors. Each of the three wards of the Township shall be represented. In addition to the seven “core” members, the Ferguson Township representative to the Centre Region Parks and Recreation Authority Board shall be a liaison to the Committee. The liaison to the Centre Region Parks and Recreation Authority shall not be entitled to vote on actions of the Committee and shall not count toward the number of representatives required to reach a quorum.

Each member of the Committee shall be appointed to four-year staggered terms. Vacancies occurring on the Committee will be filled by the Board of Supervisors for the remaining term of the vacancy.

Members of the Committee may be removed by a majority vote of the Board of Supervisors. Members of the Committee shall not be entitled to compensation except for reimbursement from the Township

for fees associated with conferences and training seminars when preapproved by the Township. Travel to and from meetings of the Committee will not be reimbursed.

Article IV – Officers

- Selection. The reorganizational meeting of the Committee shall take place on the second Monday in January of each year at 4:00 p.m. in the Ferguson Township Municipal Building. The Committee shall elect from its voting members a Chairperson, Vice Chairperson, and Secretary. Officers of the Committee shall serve a term of one year. It shall be the responsibility of the Chairperson to consult with the Township Manager to establish the agenda for each meeting. Additionally, the Chairperson shall preside over each meeting. The Vice Chairperson shall fulfill all of the duties of the Chairperson in his/her absence. The Secretary shall be responsible for signing minutes once approved, as well as other relevant correspondence of the Committee.

Article V – Meetings

- Meetings. Meeting shall be advertised in accordance with the requirements of the Pennsylvania Sunshine Act. At the annual reorganizational meeting, the Committee shall establish regular meeting dates for the year. The Committee may schedule special meetings and worksessions as it deems necessary to conduct its business.
- Quorum. A quorum of the Committee shall be four (4) members. When a quorum is not present, no official action may be taken, nor may the present members deliberate on items that will require future action of the Committee.
- Voting. An affirmative vote of the majority of the members shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall not be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member shall be recorded in the minutes of the meeting.
- Agenda Order of Business. A written agenda for all meeting shall be prepared as follows. The agenda order of business shall be:
 - Call to Order
 - Approval of Minutes
 - Presentations and Special Reports
 - Unfinished Business
 - New Business
 - Staff and Liaison Reports
 - Open Discussion
 - Adjournment

- Rules of Order. All meetings of the Committee shall be conducted in an orderly fashion in accordance with Robert’s Rules of Order – Newly Revised. The Committee may establish special rules of order by a majority vote of the Committee at the reorganizational meeting. Any issue of procedure relating to the conduct of a meeting or hearing may be determined by the Chairperson, subject to appeal of the full Committee, as specified in Robert’s Rules of Order.

Article VI – Minutes

Committee minutes shall be prepared by the Recording Secretary. Generally, minutes shall contain a brief synopsis of the discussion, include a complete restatement of any motion made and record of votes; and record of attendance. The Secretary of the Committee shall sign the minutes once approved by the Committee.

Article VII – Open Meetings and Right to Know Provisions

- All Committee meetings shall be conducted in accordance with the applicable provisions of the Pennsylvania Sunshine Act, as may be amended.
- All business conducted by the Committee and any and all of its documents are subject to the provisions of the Pennsylvania Right to Know Law, as may be amended.
- The public shall have a right to be represented and speak at Committee meetings. Members of the public who wish to speak shall first be recognized by the Chairperson and shall be directed to provide their name and municipality of residence for recording in the minutes.

Article VIII – Amendments

These bylaws may be amended from time to time by the Ferguson Township Parks and Recreation Committee, recognizing that no such amendment shall supersede the relevant provisions of the Ferguson Township Code of Ordinances.

THESE BYLAWS AND RULES OF PROCEDURE ARE HEREBY ADOPTED THIS 9TH DAY OF APRIL, 2018.

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE

Niki Tourscher, Chairwoman

Kathy Vondracek, Secretary



TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801
Telephone: 814-238-4651 • Fax: 814-238-3454
www.twp.ferguson.pa.us

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES TREE CANOPY SURVEY Contract 2020-C14

February 18, 2020

Ferguson Township, Centre County, PA requests your firm to submit a scope and cost proposal including qualifications for professional services to conduct a tree canopy survey.

BACKGROUND:

The Ferguson Township Tree Commission (FTTC) was established by ordinance in 2014 to help Township staff maintain and care for Ferguson Township's more than 4,500 street trees, which include a variety of species, ages and sizes. The five members of the Tree Commission are appointed to four-year staggered terms. Responsibilities of the Commission include, but are not limited to, reviewing private and public land development plans; submitting recommendations to Township staff and the Board of Supervisors for tree species, disease control, a community tree plan, conducting appeals and hearings, and facilitating public education efforts. The Commission works closely with the Director of Public Works and the Township Arborist. In an effort to better understand human and other impacts on the urban forest, funding was included in the 2020 budget to conduct a tree canopy survey.

Additional Information:

Ferguson Township is located in the southwestern corner of Centre County and contains approximately 48 square miles of land area. Despite being home to more than 18,000 residents, a majority of the municipality is undeveloped (meaning forest and farms). The Township is bordered on the south and west by Huntingdon County. Most of the Township is located in the valley floor between the Tussey Mountain and Skytop Ridges. The Township municipal office is located at 3147 Research Drive, State College, Pennsylvania, 16801.

SCOPE:

Provide all labor and services necessary to complete a tree canopy survey per the following scope of work:

1. Within the geographic boundary of Ferguson Township, Centre County, PA, (approximately 48 square miles) classify all tree canopy using high resolution (1 meter accuracy) 2018 National Agriculture Imagery Program aerial imagery (or most currently available NAIP imagery). In lieu of NAIP, use Light Detection and Ranging (LiDAR) imagery if available. Deliver a 1-class raster (.tif) file and a vector (.shp) file with at least 94 percent accuracy and minimum mapping unit of 3 meters x 4 meters.
2. Delineate tree canopy in 2008 (or other previous year upon mutual agreement between Consultant and Township) using historical aerial imagery and same methodology as specified in item 1 above, to locate specific areas of change in tree canopy. Deliver a

narrative of change metrics and a 1-class raster (.tif) file and a vector (.shp) file with at least 94 percent accuracy and minimum mapping unit of 3 meters x 4 meters.

3. Provide a narrative report quantifying the economic benefits of the Township's tree canopy in paper and electronic format. Utilize i-Tree tools or equal tree management tool.
4. Deliver a summary report of items 1, 2, and 3 above including methods used, key findings, and recommendations. Provide both a preliminary report for Township review and a final report.

MILESTONES AND TIMELINE:

February 19, 2020	Solicit request for proposal
March 10, 2020	Receive proposals
March 16, 2020	Review proposals with Ferguson Township Tree Commission
April 6, 2020	Board of Supervisors considers award of Contract
April 10, 2020	Award of contract and Notice to Proceed by Purchase Order
June 10, 2020	Consultant delivers draft report and electronic files for staff review
June 15, 2020	FTTC reviews draft report
June 16, 2020	Township provides any comments to Consultant
July 1, 2020	Consultant provides final deliverables to Township
July 13, 2020	FTTC provided final tree canopy survey at a regular meeting

STATEMENT OF QUALIFICATIONS REQUIREMENTS:

Statements will be evaluated based upon the following criteria 1) Project Understanding, 2) Overview of Firm, 3) Qualifications of Individuals assigned to the Project, 4) Estimated Cost, 5) Ability to Complete Work in the Timeline above.

- 1) Project Understanding: Provide a demonstrated understanding of the project and the purpose of a tree canopy survey.
- 2) Overview of Firm: Provide an overview of your firm including history, ownership, staff, capacity, and office locations. State the office location for which the work for this project will be performed. Provide examples of tree canopy surveys completed in the past. Provide client references for work performed.
- 3) Qualifications: Provide resumes/qualifications of the project manager assigned to this project that demonstrate experience with the work specified herein. Provide a list of similar projects successfully completed by key individuals in the past 5 years. List 2 references for whom the consultant has performed work in the past 5 years. Indicate any sub-consultants that will be utilized on the project
- 4) Estimated Cost: Provide an estimated cost for the professional services work along with subtotals for anticipated major work tasks.
- 5) Projected Time to Complete Work: Provide a schedule to complete the work and a narrative or comparison to the time-line provide above.

Submit 2 paper copies and 1 electronic file (.pdf) of the Proposal to David J. Modricker, P.E., Public Works Director, Ferguson Township, 3147 Research Drive, State College, PA 16801 by 4pm on Tuesday, March 10, 2020.

FERGUSON TOWNSHIP: TREE PRESERVATION AND PROTECTION ORDINANCE (DRAFT- 10/26/2019)

Purpose

A) Preserving trees and the natural landscapes associated with them addresses all three pillars of sustainability- environment, economics and society. Trees provide numerous ecosystem services to the Township's common good through 1) aesthetic contributions that improve human mental health, 2) recreational opportunities that improve human physical health, 3) control of stormwater, flooding and soil erosion, 4) recharge of groundwater, 5) removal of carbon dioxide through carbon sequestration, 6) augmenting human lung and heart health by filtering human produced air and water pollutants, 7) moderation of extremes in temperature, noise and glare, 8) maintenance of habitat for desirable wildlife, and 9) increased property value and retail sales.

B) Furthermore, preserving trees in the Township beautifies and enhances both improved and undeveloped land, preserves and protects natural and historic resources, ensures that excessive tree removal does not reduce property values, and minimizes the cost of construction and maintenance of stormwater management systems necessitated by the increased flow and diversion of surface waters imposed by present and future land development. Trees and the natural landscapes associated with them are essential to the prosperity, health, safety and welfare of Ferguson Township residents, businesses and visitors. These essential contributions to health and welfare are why the Township will preserve and protect existing trees in land development and provide for the replacement and planting of new trees.

C) The purpose of the Ferguson Township Tree Preservation and Protection Ordinance is to encourage the use of sound land use planning practices on both public and private lands for the following purposes; a) preserve, protect, and maintain existing trees in the Township, b) protect and increase the overall tree canopy and natural understory landscapes, c) preserve individual or groups of historic trees as defined herein, and d) reduce invasive and exotic species.

D) The intent of this Ordinance is to encourage the protection and replacement of trees consistent with the economic and healthful enjoyment of private property. This intent is not punitive, or to cause hardship to any individual, private firm, or public agency that uses every care and diligence to protect trees within the Township.

Definitions

Note: There may be more definitions added.

Applicant

The property owner or their authorized representative; the term includes "developer."

Arboriculture

The cultivation, management and study of trees, shrubs, vines and other perennial woody plants

Arborist

The Arborist for Ferguson Township supervised by the Director of Public Works. The Arborist is a professional in the practice of arboriculture.

Arboricultural Assessment

An assessment of a tree's condition including health, structure and risk as performed by the Arborist or a qualified arborist as approved by the Arborist.

Protected Tree

Any tree, or group of trees, that is to be properly protected and not destroyed or damaged during construction as required by this chapter and approved by the Ferguson Township Tree Commission with advice from the Arborist.

Boundary Tree

A tree on adjacent property whose tree protection zone intrudes across the property line of the property under consideration.

Canopy Tree

Large trees generally reaching at least 40 feet in height at maturity.

DBH

The tree diameter measured at 4.5 feet above the grade.

Director

The Director of Ferguson Township Department of Public Works or his/her designee.

Dripline

A line derived by the horizontal line extending along a radius from the trunk of a tree to the outermost tips of branches.

Commission

The Ferguson Township Tree Commission.

Hazardous Tree

Hazardous Tree- A tree determined by the Arborist to constitute a threat to the health and/or structure of other trees and/or a risk to property damage or personal injury. This could include trees that have been assessed as having improbable, possible, probable or imminent risk ratings.

Historic Tree

A tree located on public or private property which is specifically identified and considered worthy of protection by the Township Tree Commission because of its species, size, rarity or historical and cultural importance; or a tree having a DBH greater than 24 inches or an age greater than 30 years.

Invasive Species

A tree species not native to a specific landscape or ecosystem, and that can spread to a degree believed to cause damage to the environment, human economy or human health.

Limit of Disturbance

Boundary line to be shown on a plan delineating the area outside of which no unpermitted activity of any sort relating to transplanting, demolition, grading, construction, drainage, storage or any other project activity is permitted.

Lot

A designated parcel, tract or area of land established by a plot or otherwise permitted by law to be used, developed or built upon as a unit and which is described and/or held in single and separate ownership.

Manager

The Manager of Ferguson Township or his/her designee.

Native Tree

A tree species indigenous to the Northeastern United States that occurs naturally in a region, state, ecosystem or landscape without direct or indirect human action.

Property Owner

Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the Commonwealth of Pennsylvania, County of Centre or Ferguson Township as holding title to a property; or otherwise having control of a property, including the guardian of an estate of any such person, and the executor or administrator of an estate of such person if ordered to take possession of real property by a court.

Protective Fencing

Barrier, railing, or other upright structure that protects a tree or trees being preserved against unpermitted construction affects. Fencing will be approved by the Arborist and placed around the perimeter of the protection zone of any tree or trees being preserved.

Qualified Arborist

An International Society of Arboriculture Certified or other arborist deemed qualified by the Arborist to complete arboricultural assessments, tree pruning or other arboricultural work.

Removed Tree

Any tree that is destroyed, damaged, or otherwise not protected according to the provisions of this chapter.

Replacement Tree

A tree or trees required to be planted per this ordinance to compensate for the removal or damage of existing trees on a lot.

Supervisors

The Township Supervisors of Ferguson Township.

Tree Risk Rating

A method that ranks both the relative degree of risk and consequence of tree failure by considering tree condition and defects, the size of the tree part prone to failure and the vulnerability and value of any target that may be struck. Tree risk ratings include:

Improbable- Tree is not likely to fail even in severe weather.

Possible- Failure could occur but is unlikely during normal weather conditions.

Probable- Tree failure is expected under normal weather conditions.

Imminent- Tree failure has started or will occur in near future.

Township

Ferguson Township Pennsylvania.

Tree

Any perennial plant, whether evergreen or deciduous, or a specie which normally reaches a height of eight feet or more at maturity.

Tree Canopy

The layer of leaves, branches, and stems of a tree or trees that cover the ground when viewed from above.

Tree Condition

An assessment of tree health and structure by the Arborist or a qualified arborist as approved by the Arborist

Tree Protection Plan

Plan for a lot proposed to be developed that identifies the size, species, trunk and canopy location of any historic tree and/or any tree or trees five inches or greater in DBH. This plan must denote each tree, or group of trees, to be saved, removed, pruned or encroached upon on a lot proposed to be developed.

Tree Protection Zone

An area approved by the Arborist that is radial in all directions to the trunk a tree to be protected. The tree protection zone shall be 15 feet from the trunk of the tree to be retained, or the distance from the trunk to the dripline (the line marking the outer edge of the branches of the tree), whichever is greater. Where a group of trees or woodlands is to be protected, the tree protection area shall be the aggregate of the protection areas for the individual trees.

Administration and Applicability

Note: decisions must be made as to what department/person will administer the ordinance and what section of the Township code the ordinance will be placed in.

A) The ?????? or his/her designee shall be responsible for administration of all provisions of the Township Tree Preservation and Protection Ordinance.

B) The ?????? shall hear and decide appeals pursuant to the provisions of this ordinance when it is alleged that there is an error in any order, requirement, decision or determination made by the in the administration or enforcement of this ordinance.

C) No person, firm, organization, society, association, or corporation, or any agent or representative thereof, shall directly or indirectly destroy or remove any protected or historic trees, except as authorized under the provisions of this ordinance.

D) Unless exempt, any property owner or developer who makes application for an earth disturbance permit, grading permit, demolition permit, building permit, subdivision and land development permit, or zoning permit shall comply with the terms of this ordinance.

E) Except for historic trees, this chapter is not intended to apply to:

1. The removal of trees from a lot containing an existing single-family residence, unless such removal is a part of grading activities that affect 5,000 square feet or more of area. However, no property owner or occupant shall be permitted to remove trees if such trees have been planted or preserved to meet the requirements of Township ordinances (street trees in the right of way for example) or an application approved by the Township.
2. The removal of trees identified as dead, diseased, or hazardous by the Arborist or a qualified arborist as approved by the Arborist.
3. The removal of trees for sale in the ordinary course of business from horticultural properties such as farms, nurseries, or orchards.
4. Forestry practices and activities as defined in the Pennsylvania Municipalities Planning Code.

F) Size of protected trees.

Note: Should invasive species be exempt from being considered in the permit process?

1. All trees five inches in DBH or over will be considered on a tree preservation plan as outlined in this ordinance. The removal, pruning, or encroachment within the protection zone by development activities of any tree five inches or greater in DBH shall be authorized by a permit

from the Commission after review by it with advice from the Arborist. No more than 40% of the trees shall be removed on any lot without the approval of the Commission.

2. All historic trees shall be considered on a tree preservation plan as outlined in this ordinance. The removal, pruning, or encroachment within the protection zone by development activities of any historic tree shall be authorized by a permit from the Commission after review of it with advice from the Arborist. Any historic tree removed without approval of the Commission shall be replaced with trees of equivalent value as recommended by the Commission with advice from the Arborist and according to the Street and Park Tree ordinance or other ordinances.

Tree Preservation Plan and Arboricultural Assessment

A) Tree Preservation Plan

1. Applications for an earth disturbance permit, grading permit, demolition permit, building permit, subdivision and land development permit, or zoning permit shall include a tree preservation plan except any development that does not include ground coverage disturbance.

2. The tree preservation plan shall denote each tree, or contiguous grove of trees, to be preserved, removed, pruned or have a tree protection zone encroached upon by grading or other development activity.

3. The tree preservation plan shall contain the trunk and canopy dripline location of all trees over five inches DBH, existing and proposed topographic information at two-foot contour intervals, and shall show all existing and proposed buildings and structures, driveways, and parking areas, drainage structures, stormwater detention/retention areas, utilities, construction staging areas, and all limits of grading. If two or more trees are in a contiguous grove the outer edge or edges of the grove's canopy shall be marked on the tree preservation plan.

4. The tree preservation plan shall be reviewed and approved by the Commission with advice from the Arborist in a public hearing.

B) Arboricultural Assessment

1. In addition to a tree preservation plan, when considering historic or other significant trees, the Commission may request an arboricultural assessment of the condition of the tree or trees proposed for removal. This assessment shall be done by the Arborist or a qualified arborist as approved by the Arborist

Permit Review and Appeal

Note: How will the appeal process work?

A) Permit Review

Based on the Commission's review of a tree preservation plan, any required site visit and/or arboriculture assessment of tree(s) condition and advise from the Arborist, permit applications

for tree removal, pruning and encroachment into a tree(s) protection zone by development activities will be reviewed and approved or declined by the Commission.

B) Permit Appeal

The permit decision of the Commission may be appealed by an applicant to the ??????. Further appeal will be applicable by law.

Tree Protection Standards to Prevent Damage During Construction

A) Protective Fencing

1. Prior to any work on the lot a forty-eight-inch-high snow fence, or other suitable fence approved by the Arborist, mounted on steel posts located five feet on center, shall be placed along the boundary of each tree protection zone or area.
2. When the fencing has been installed, it shall be inspected and approved by the Arborist in a preconstruction conference held on the site prior to commencing clearing and further construction. The fencing along any tree protection area shall not be moved and shall be maintained until all work and construction has been completed. Any damages to the protective fencing shall be replaced and repaired before further construction can begin. Any damage to fencing, damage to a tree or unpermitted encroachment into a tree protection zone shall must be reported immediately to the Arborist.

B. Preconstruction Conference

1. Upon approval for any permit subject to this ordinance, and prior to any construction, demolition or earth disturbance on the site, a preconstruction conference shall be held on the site between the Arborist and the applicant. The Arborist shall inspect and approve the tree protection fencing and other devices that have been installed to protect trees.
2. Upon approval of tree protection measures by the Township arborist, demolition, grading, and construction may proceed, provided all pertinent permits have been secured.

C) Tree Protection Measures

1. All permitted arboricultural work, including canopy and root pruning shall be completed using proper arboricultural standards approved by the Arborist.
2. Trees being removed shall not be felled, pushed or pulled into a tree protection zone or into trees that are to be preserved.
3. Grade changes and excavations shall must not encroach upon a tree protection zone without an approved permit.
4. To facilitate preservation and protection, retaining walls and other engineering devices approved by the Arborist may be permitted to be used within a tree protection zone.

5. No toxic materials shall be stored within 100 feet of a tree protection area, including herbicides, other pesticides and products based or derived from petroleum (diesel fuel, gasoline, heating oil, propane and natural gas for example)
6. The area within a tree protection zone shall not be built upon nor shall any materials or debris (including soil, rocks, vegetation) be stored there either temporarily or permanently. Vehicles and equipment shall not be parked or cleaned within any tree protection zone.
7. When tree stumps are located within 10 feet of the tree protection area, the stumps shall be removed by means of a stump grinder to minimize the effect on surrounding root systems of the protected tree or trees.
8. Sediment, retention and detention basins shall not be located within or discharge into a tree protection zone.
9. Protected trees shall not be used for roping cables, signs or fencing. Nails, screws and spikes (including climbing spikes) shall not be driven into protected trees.
10. Invasive vines that threaten the health of a preserved tree shall must be removed in a manner approved by the Arborist.

Credits for Tree Preservation

A) Landscape Buffers

Landscape buffers as defined in the Township Zoning Ordinance or other ordinances shall, whenever possible, be met by preserving existing trees. The number of trees required to be planted in a landscape buffer may be reduced by a credit for preserved trees as defined below.

1. Preserved trees around the perimeter of the property may offset landscape buffer requirements for a site. Any tree within 20 feet of any proposed building or within five feet of a proposed road or sidewalk shall not be considered a preserved tree for this calculation.

<u>DBH of Preserve Tree</u>	<u>Number of Trees Credited</u>
30 inches or greater	8
18 to 29 inches	6
12 to 17 inches	4
6 to 11 inches	2

B) Parking Lot and Other Landscaping

1. Preserved trees along the perimeter of parking lots and buildings may replace or credit landscaping requirements for a development as defined in the Township Zoning Ordinance or other ordinances.

C) Parking Requirements

1. To facilitate the preservation of a historic or other significant tree, the Township may consider reducing the number of parking spaces required for a development as defined by the Township Subdivision and Land Development or other ordinances.

D) Other Required Development Infrastructure

1. To facilitate the preservation of a historic or other significant tree, the Township may consider modifying road and sidewalk, stormwater retention or detention basins or other standards for infrastructure, as defined in the Township Subdivision and Land Development or other ordinances.

E) Renewable Energy

1. To stimulate the use of on-site generation of renewable energy (solar panels for example) equivalent to 50% of the electrical power required by the structures to be built, the Township may consider an exception to the need for tree preservation except in the case of a historic or other significant tree or trees.

Replacement Tree Requirements

A) General Requirements

1. Every tree with a DBH five inches or greater permitted for removal shall be replaced with one or more new trees of a type approved by the Township with advice from the Arborist with a trunk diameter of not less than three two inches in caliper measured six inches above ground. The total caliper of the replacement trees shall equal or exceed the DBH of the tree removed.

2. Unless approved by the Commission with advice from the Arborist, trees and other vegetation being used to preplace a tree with a DBH five inches or greater permitted for removal must be planted in addition to the trees required by any landscape requirements set forth in the Township Subdivision and Land Development Ordinance or other ordinances.

3. The species of replacement trees shall be subject to the prior approval by the Commission with advice from the Arborist. Each replacement tree shall be hardy to the area, noninvasive and 75% will be native.

4. Replacement trees will meet or exceed standards found within the American Standard for Nursery Stock (ANSI Z60.1).

B) Not Sufficient Area on Parcel for Replacement Trees

1. If the Commission with advice from the Arborist determine that there is not sufficient area on a lot for proper placement and planting of all replacement trees, a percentage of the replacement trees that can be planted on a development site will be increased in caliper size from the two inch minimum in accordance with the schedule found below.

<u>Number of Trees that Cannot be Planted</u>	<u>Percent of Replacement Trees three-Inch Caliper</u>	<u>Percent of Replacement Trees four-inch Caliper</u>	<u>Percentage of Replacement Trees five-inch or greater caliper</u>
1 to 10	10%	0%	0%
11 to 50	10%	10%	10%
51 to 100	30%	20%	10%
Greater than 100	40%	25%	25%

3. Subject to prior approval by the Commission with advice from the Arborist, a maximum of 20% of the replacement trees may be replaced as shrubs with a minimum size of 24 inches in height at a ratio of six shrubs per required two-inch-caliper replacement tree. This substitution of shrubs only pertains when there is not sufficient area on parcel for replacement trees.

4. Subject to the prior approval of the Commission with advice from the Arborist, a maximum of 10% of the replacement trees may be replaced as groundcover at a ratio of 40 plants to one two-inch-caliper replacement tree. The minimum size of the groundcover is a one-gallon container. This substitution of groundcover only pertains when there is not sufficient area on parcel for replacement trees.

5. If any replacement trees should die within a period of eighteen months after completion of the activities associated with the land development permit, the owner of the property shall replace the trees within six months at a ratio of one-to-one with an approved tree having a minimum with a trunk diameter of not less than two inches in caliper measured six inches above ground. Shrubbery or other vegetation used as replacement plantings which die within eighteen months of completion of activities shall must be replace in kind within six months.

C) Post Construction Conference

1. Before an occupancy permit is issued, the Arborist will inspect and approve the planting of all replacement trees required by any permit approved by the Commission with advice from the Arborist.

Violation and Penalties

Note: This section depends on the type of ordinance and permits involved (zoning, SALDO, other).

Any tree lost or destroyed within five years prior to the submission of an application shall be listed on the tree preservation plan and shall be replaced in accordance with this chapter.

Goals: 2017-2022

Tree City USA

Maintenance plan development

- Establish 'quick response fund' for urgent need - Discuss

Increase Canopy coverage

Planting plan
GIS mapping · canopy coverage

Tree preservation ordinance.

Inventory - by species

Increase Species Diversity

Inventory - by species

Education / Outreach

- Pest/disease
- Arbor day event: Haymarket May 2
- Coordinate Tree ID signs on trails
w/ Park cmte
- Podcast
- Get HOA mtg & coffee/conversation mtg dates
- Cross municipality tree commission coordination
- Coordination/presentation among FT ABCs
Planning commission
Park cmte
Engineering Dept.

Hold

Goal 2022 - 2027

- Tree health monitoring/education
- Promoting green infrastructure.

Next steps for 2020

1. Prioritize these tasks
2. Schedule tasks
3. Delegate to points of contacts

I. Executive Summary

A podcast is an episodic series of audio (sometimes video) files that focuses on a topic to inform, entertain and engage listeners. There are podcasts for just about everything including news, interviews, storytelling, and comedy. Podcasting is a continually increasing media platform, especially with ages 12-24. Engagement generally is low for this age group and it is vital for the Township to improve its engagement efforts for this tech-savvy demographic group. Not just younger audiences listen, 51% of Americans reported having listened to a podcast at least once. Listening to podcasts has surpassed SiriusXM as “audio source used most often in the car”. Podcasts continue to gain popularity due to ease of accessibility; they are posted on multiple media platforms such as Apple Podcasts & YouTube. As of October 2019, there are over 750,000 podcasts on Apple’s service.

II. Objective

Ferguson Township communications team will provide available resources to the Ferguson Township Tree Commission (“FTTC”) to support the podcast pilot program. The Communications Coordinator will take a lead role in facilitating this pilot program. Recommended guidelines are listed in this document to keep podcasts consistent with Ferguson Township’s image & brand and in-sync with other Township engagement and communication initiatives. The Tree Commission’s podcast will serve as the flagship as we launch and implement this podcast piloted program.

III. Format

A podcast is a term used to describe an entire series of episodes. Each episode will cover a specific topic that a listener may find interesting or insightful. A podcast will have at least one (1) host who is responsible for keeping an episode on message and ensure content is covered in a timely matter. It involves at least one person sitting in front of a microphone and camera talking in a clear voice. The communications team and FTTC will need to discuss and determine the podcast’s style. The “interview” style podcast is most common. Other styles include “teaching” or a combination “teaching/interview/case studies” that is a cross between teaching listeners, interviewing experts, and examining case studies.

The Tree Commission decided on the name “Between two Street Trees” for their podcast. The proposed podcast logo (attached) will be used for this piloted program. The Communications Coordinator will design logo mockups for the podcast’s specific name and final design will be provided to FTTC for their consideration. Imaging and branding will be used to brand the podcast pilot program.

IV. Content

The podcast pilot program overall goal is to inform and educate listeners on topics specific to the FTTC. The communications team and FTTC will discuss to determine the podcast scripting approach with the expectation there is a detailed podcast plan with title, and schedule for each episode prior to the recordings. Prior to each podcast, the podcaster’s name, credentials, and other relevant information will be provided to Communications Coordinator for public sharing and promotional purposes prior to the recording. It is recommended that each Episode should focus around a singular topic and explain information related to the topic to keep listeners informed and engaged.

V. Length

The launch of this piloted program shall start with podcast episodes ranging from 5 minutes to 30 minutes. Determining a favorable episode length may take time and consideration of various factors ranging from better understanding the specific needs and situation of our audience to the frequency or publishing schedule. The communications team and FTTC will need discuss the length of time mid-way through the program to determine if a change in length for podcast.

VI. Recording

Podcast records will be conducted at Ferguson Township Municipal Building. The Communications Coordinator will take act as the podcast producer. The podcast producer will handle responsibilities like the facilitation of podcast preparation, planning and production activity including recording and editing the episodes. The Communications Coordinator will assume much of the behind the scene interaction such as conducts research on various strategies and campaigns needed to encourage the success of a podcast. Podcast episodes, content, schedules and relevant podcast materials will be reviewed, discussed and approved by Assistant to the Manager.

Distribution

A new landing page will be created on the Ferguson Township website to house the podcast's streaming links. Video portions of the podcast will be uploaded to Ferguson Township's YouTube page. The video will be placed into a playlist named after the respective name of the podcast. Further posting options will be explored in the future.

Next steps:

1. Discussion to determine communications approach to the Board and explore any level of risks, liability and/or need for disclaimer.
2. Discussion with Hinton to explore concerns or considerations with hosting podcasts.
3. Discussion between communications team and FTTC to determine
 - a. Logo;
 - b. Podcast plan, scripting approach, schedule;
 - c. Additional resources required such as microphone, XLR connector;
 - d. Launch podcast with a contest to increase as much momentum and buzz as possible.
4. Prepare a campaign plan to launch podcast

Podcast 1: Who is the FT arborist?

- Who is the arborist?
- Why did the township identify a need for an arborist?
- What is a typical day?
- What is the arborist's role?
 - Additional roles with other townships/Organizations?
- What can people turn to the arborist for?
- What should people turn to the arborist for?
- Does the arborist tend/provide residents free guidance on both private and public tree health and landscape selection?
- What is outside of the arborist's role?
- Where do people turn for tree questions outside the arborist's role?

Podcast 2: What is the FT tree commission?

- When and why was it formed?
- What is the role according to township?
 - Advisory?
 -
 - How are members selected?
 - How can the community participate?
- What are FTTC responsibilities?
 - Tree City USA designation
 - Maintenance plan development
 - Proposed development tree plan review
 - Increase canopy coverage
 - Increase tree species diversity
 - Education / Outreach
 - Trees/Pest
 - Environment/habitat conservation/Ecosystem service