
PLANNING & DEVELOPMENT DEPARTMENT
INTEROFFICE MEMORANDUM

TO: Terry Burghard, Interim Village Manager
FROM: Staci Hulseberg, Director of Planning and Development *SH*
DATE: May 11, 2011
SUBJECT: Tree Preservation Ordinance Discussion

The Village Board began the discussion about proposed amendments to the Tree Preservation Ordinance at the April 25 Village Board Workshop. At your request, I provided a general overview of the various recommendations related to the Tree Preservation Ordinance at this meeting. Environmental Commission member, Adam Kreuzer, presented the "above-and-beyond" recommendations of the Environmental Commission.

Since time was limited at this meeting, there was minimal opportunity for Village Board comments or questions and no time for comments or questions from the public. The Village President indicated the discussion would be continued at the May 16 Village Board Workshop.

At the April 25th Workshop meeting, one Trustee requested staff provide a step-by-step explanation of the tree preservation process for a typical residential construction project. Please find that information attached along with an example tree preservation plan.

The updated private TPO, incorporating some minor language changes suggested previously by Public Works and by a Board Trustee at the April 25th Workshop meeting, will be distributed to the Village Board this coming Friday.

Village Board Action: It is requested that the Village Board review and discuss the various recommendations for amendments to the Tree Preservation Ordinance and provide staff direction on which provisions should be included in the final TPO. Specifically, Board direction is requested regarding the following:

1. Should staff incorporate any of the above-and-beyond recommendations into the private TPO?
2. Which recommendation for the private TPO should be prepared for final Village Board consideration?
3. Should the Arboricultural Manual be removed from the Village Code and allowed to be updated at any time by Public Works staff?

Attachments: Tree Preservation Plan Review Process Summary

C: Stewart Diamond, Village Attorney
Jeff Perrigo, Interim Public Works Director
Kristen Schrader, Assistant to the VM - ADM
Environmental Commission

Tree Preservation Plan Review Process Summary

The Tree Preservation Plan review process is managed by the Forestry Division of the Public Works Department with the assistance of the Planning & Development Department for receipt and transmittal of the applications, plans and reviews. The Tree Preservation Plan Application Forms and Plan Review Submission Forms are available on the Village web site and at the Planning & Development Department counter so contractors should be aware when they need to submit a Tree Preservation Plan application.

A Tree Preservation Plan review and approval is generally required for the following work:

1. Any building, structure or development over 300 square feet in area.
2. Any replacement detached garage increased in area by more than 20%.
3. Any grading or disturbed site area over 1,500 square feet.

The Tree Preservation Plan application packet is composed of 7 parts as follows:

Part 1. Application Requirements.

This part includes general information including when a Tree Preservation Plan is required, information about the applicant, and identifies the contact persons.

Part 2. The Plan and Checklist.

This part includes a checklist that identifies what property information must be shown on a scaled drawing. It also includes additional general requirements and requires the applicant's and property owner's signature certification that they will comply with Village Code regulations.

Part 3. Action Plan.

This part is a form to be completed by the applicant that identifies the characteristics of every tree over 8 feet high on the property, or within 15 feet of any lot line on adjacent property, or in the parkway. The information requested for each tree includes the tree location, species, condition, diameter, and protected or unprotected status. It also includes the proposed action for each tree including removal, pruning or fertilization.

Part 4. Statement of Compliance.

This part requires the applicant's and owner's signatures confirming compliance with the tree preservation requirements and includes additional requirement notes.

Part 5. Tree Removal Notification.

This part is a form that must be submitted for every public, protected or significant tree that will be removed by a contractor. It does not apply if these trees are to be removed by the property owner. The form identifies the contractor and the trees to be removed and the reason for removal.

Part 6. Tree Preservation Plan General Information.

This part provides general information, plan submittal requirements, plan review information, and approval process information.

Part 7. Tree Protection Guidelines and Definitions.

This part provides information about the requirements for tree protection fencing, posting the plan on the site, underground work and definitions.

An example of a complete Tree Preservation Plan Application Packet is attached.

Case Study

A person buys a home and desires to construct a 500 square foot addition. The general sequence of events would be as follows:

1. A building permit application is received. P&D permit clerks will complete an over the counter preliminary review of the scope of work and advise the applicant if it is obvious a Tree Preservation Plan is missing.
2. In some cases it may not be obvious and the building permit application is received without the required Tree Preservation Plan. A second check is performed when the plan examiner reviews the building plans. If a Tree Preservation Plan is required, but has not been submitted, the omission will be indicated on the building plan review letter to the applicant.
3. When the contractor submits the completed Tree Preservation Plan application forms and site plan to P&D, the documents are transmitted to Forestry. This is usually completed the next day through interoffice mail.
4. Forestry conducts a site inspection to verify the information on the application, checks for tree protection and fence installation and surveys the proposed work on the application.
5. Forestry completes a review form and approves, approves with conditions or rejects the application.
6. Forestry sends the review form directly to the applicant with a copy to P&D.
7. If rejected, the applicant re-submits a revised application to P&D that is forwarded to Forestry.
8. If approved, P&D records the date and charges the applicant the fees and deposits identified by Forestry on the review form.
9. If the tree protection fencing was not in place or required corrections discovered during the first inspection (item #4) Forestry conducts another inspection to verify the fencing has been completed and properly installed.
10. A building permit can be issued if the Forestry fees and deposits have been paid and an approved Forestry inspection form is received by P&D. In addition, all other applicable plan reviews must be approved, and all other building permit requirements must be satisfied prior to permit issue.
11. If required by Forestry, the contractor posts the Tree Preservation Plan on the site for public information prior to start of the work.
12. Forestry conducts periodic inspections as necessary during the course of the work and responds to complaints and questions from the public.
13. P&D provides assistance to Forestry if the Tree Preservation Regulations are violated and Forestry is unable to resolve issues with the contractor. P&D may place a stop work order on the project or Forestry or P&D may issue a Notice of Violation or a Citation.
14. Upon completion of the work and approval of all final building, fire and grading/storm water inspections, P&D sends a Refund of Deposit form to Public Works that requests the final Forestry inspection.
15. Public Works will return the Refund of Deposit form to P&D indicating whether the tree deposit can be refunded to the applicant. Forestry may list additional fees and reductions in the deposit refund for damages to trees or for required tree preservation measures.



Village of Glen Ellyn
TREE PRESERVATION
1. Permit Application Requirements

The completion of this packet is required by Ordinance 4925, 4926, and 4927 before any Building Permit can be issued in relation to development of one or more of the following:

- An area 300 sq. ft. and greater
- Enlargement of an existing structure by 20 percent or more
- Grading of 1500 sq ft. or greater

The following is included in this packet.

1. Application
2. Plan Submittal Checklist and Statement of Compliance
3. Action Plan Description
4. Contractor Tree Removal Notification Form
5. General Information
6. Tree Protection Guidelines and Definitions

Please complete the following and include with Building Permit Requirements. NOTE: Any tree preservation measures noted on the Tree Preservation Plan must be in place and approved by the Village of Glen Ellyn prior to beginning any construction--a permit will not be issued until the Tree Preservation Plan has been approved and all appropriate Tree Protection measures have been completed.

Date of Submittal: 5.4.11

Project Address: 123 MAIN ST. Glen Ellyn, IL 60137

Applicant Name: JOHN SMITH

Address: 123 MAIN ST City: GLEN ELYN State _____ Zip Code: 60137

Phone No.: cell (630) 123-4567 Fax No.: ()

All communications concerning the Tree Preservation Plan should be directed to:

Contact Name: ACME CONSTRUCTION CO. / BOB BROWN

Address: 456 ELM City: WHEATON State IL Zip Code: 60137

Phone No.: (630) 333-4444 Fax No.: (630) 222-5555

I understand the above and have completed all requirements

John Smith
Signature of Applicant

5/4/11
Date

Village of Glen Ellyn
2. Plan Submittal Checklist



Project Address: 123 MAIN ST.

Type of Project (check all that apply):

- New House
 Demo
 Addition-Class I
 Addition-Class II
 Addition-Class III
 Deck / Patio
 Garage / Driveway
 Other (describe) _____

Use the following checklist to prepare your Plan. A scale drawing of your Project, which is usually a copy of the Plat of Survey or an Engineer's/Architect's blueprint, is required. Your engineer, arborist and/or contractor may be the resource for much of this information. Four (4) copies of the site Plan must be submitted—if a grading Plan is required, nine (9) copies of the site Plan are necessary—along with this completed packet.

1.	Identify the following on your Plan drawing:	Identified	N/A
	a. Location of proposed structure (house, garage, addition, etc.)	X	<input type="checkbox"/>
	b. Location, shape, and arrangement of all permanent driveways, parking areas, temporary material storage sites, and access to work site	X	<input type="checkbox"/>
	c. Location of existing underground Utility services including water, sanitary sewer, storm sewer, gas, electric and cable TV	X	<input type="checkbox"/>
	d. Location of any new Utility services including water, sanitary sewer, storm sewer, gas, electric and cable TV which may impact trees on the Village Right-of-Way	X	<input type="checkbox"/>
	e. Location of all Protected, Significant and Unprotected trees (consult the General Information packet for definitions): 1. On your lot 2. Within 15' of the lot line on neighboring lots 3. On the Public Right-of-Way (parkway) Assign a number to these trees	X X X X	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	f. Location of tree(s) removed within prior one-year period; place an "X" over tree(s) location	<input type="checkbox"/>	<input type="checkbox"/>
	g. Proposed location of protective tree and perimeter fencing	X	<input type="checkbox"/>
	h. Existing and proposed grading and any grade changes of the Development area showing elevations with contour lines at one foot (1') intervals if a grading plan is required by some other provision of the Village Code (SEE GRADING PLAN)	X	<input type="checkbox"/>
	i. Limits of excavation for the foundation	X	<input type="checkbox"/>
2.	Identify the following on your Action Plan:		
	a. All Protected, Significant and Unprotected trees that are shown on your Plan, with their corresponding numbers, Species, D.B.H. (diameter at breast height), Condition, Classification, and Action (if any)	X	<input type="checkbox"/>

	Yes	N/A
Will this project include <u>any</u> excavation (including driveways) within the Critical Root Zone of trees on the Public Right-of-Way? If so, have all attempts, such as augering or tunneling, been made to avoid the Critical Root Zones of affected Protected Village trees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are any Protected trees on the Village Right-of-Way proposed for removal due to access problems/construction issues? NOTE: You must obtain written permission from the Village Forester prior to removal of any tree on the Public Right-of-Way	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL REQUIREMENTS:

1. Call J.U.L.I.E. at (800) 892-0123 for utility locations before digging.
2. Prior to the issuance of a Building Permit, protective Tree and Perimeter fencing must be reviewed and approved by the Forestry Consultant. In some cases, it will be required to post the approved Tree Preservation Plan and Action Plan at the building site.
3. All work must be performed according to the approved Tree Preservation Plan.
4. No grading/filling is allowed within the protected Critical Root Zone.
5. No vehicles or equipment can be driven over or material stored on the Critical Root Zones of Protected trees or on the Public Right-of-Way.
6. Tree, silt, and perimeter fencing must be properly maintained throughout construction. Tree fence for Unprotected trees should remain in place throughout construction except when direct access is necessary. Approval by the Forestry Consultant must be obtained before entering the Critical Root Zone area.
7. All required tree, silt, and perimeter fencing must remain in place until the time of final grading and landscaping and can only be removed upon review and approval by the Forestry Consultant.
8. Attachments (wires, fences, etc.) other than those approved for guying, bracing or wrapping must not be attached to Protected Trees.

STATEMENT OF COMPLIANCE:

This Plan has been prepared in accordance with Village of Glen Ellyn Ordinances No. 4925, 4926 and 4927.

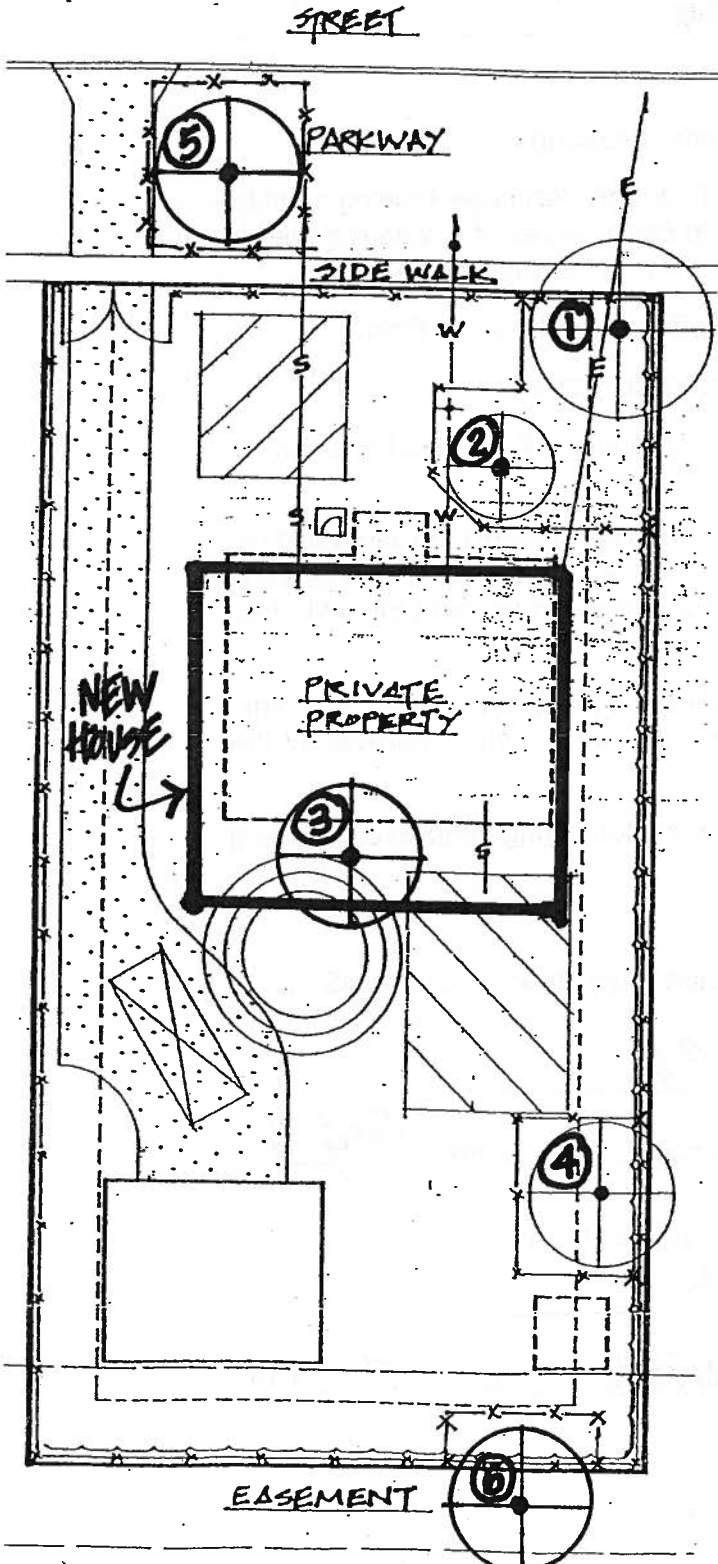
Prepared by: Name: ACME CONSTRUCTION CO.
 Signature: Bob Brown Date: 5.4.11

I understand the requirements of Tree Preservation as shown on this Plan:
 Owner's Name: JOHN SMITH
 Signature: John Smith Date: 5.4.11

Sample - Site Management Plan and
Tree Preservation Plan (MAY BE COMBINED)



(The sample plan below indicates general guidelines and standards to assist in the preparation of the required Site Management Plan for all demolitions)



PLAN KEY	
	PROPERTY LINE WITH ALL EXISTING EASEMENTS WITHIN 20'
	EXISTING UTILITY LINES
	WATER AND B - BOX
	SANITARY SEWER
	NATURAL GAS
	ELECTRIC
	TEMPORARY CONSTRUCTION STORAGE AND ACTIVITY SETBACK LINE (10% LOT WIDTH OR 6:6' MIN)
	PERIMETER SAFETY FENCE AND GATE TO ENCLOSE SITE, AND TREE PROTECTION FENCE
	SILT FENCE AT ALL POINTS OF WATER RUNOFF FROM SITE
	EXISTING STRUCTURE(S) TO REMAIN
	EXISTING STRUCTURE(S) TO BE REMOVED
	EXISTING TREE
	AREA OF SOIL STOCKPILE(S)
	AREA OF EXISTING SEPTIC FIELD
	AREA OF MATERIAL STOCKPILE(S)
	AREA OF VEHICLE AND EQUIPMENT ACCESS
	REFUSE CONTAINER/DUMPSTER
	PORTABLE TOILET (10' MINIMUM SETBACK TO ANY PROPERTY LINE)
	EXISTING WELL



Village of Glen Ellyn

3. Action Plan Description

Project Address: 123 MAIN ST.

Contact Name: BOB BROWN

Telephone No. 630-333-4444

Fax No. 630-222-5500

Per Village Ordinance, all tree removals must be reported to the Village within 7 days after the removal.

Tree No.	Tree Description			Classification					Action			
	Species	Condition	D.B.H.*	Parkway/ tree PUBLIC	Private Tree	Protected tree	Unprotected tree	Remove	Root Prune	Crown Prune	Fertilize	
1	WALNUT	GOOD	8"		X	X						
2	CRABAPPLE	POOR	6"		X		X					
3	MAPLE	GOOD	10"		X		X	X				
4	MAPLE	GOOD	8"		X		X					
5	ELM	POOR	12"	X								
6	OAK	GOOD	7"		X	X						

* Diameter Breast Height: The diameter of the trunk of the Tree measured in inches at a point 4.5 feet above ground line.

Prepared by: BOB BROWN

NOTE: The Consulting Forester may require that you post an approved Action Plan Description at the building site; if so it will be noted on the Letter of Transmittal.

Village of Glen Ellyn
4. Statement of Compliance



This plan has been prepared in accordance with Village of Glen Ellyn ordinance:
(check all that apply)

- Tree Preservation on Public Property - Ordinance 4925
- Tree Preservation on Private Property - Ordinance 4926
- Arboricultural Specifications Manual - Ordinance 4927

Prepared By: Name: BOB BROWN
Signature: Bob Brown Date: 5.4.11

understand the requirements of the tree preservation as shown on this plan.

Owner=s Name: JOHN SMITH
Signature: John Smith Date: 5.4.11

General Plan Notes

1. Call J.U.L.I.E. (1-800-892-0123) for utility locations before digging or tree planting.
2. Prior to the issuance of a building permit, the protective fencing shall be reviewed and approved by the Forestry Consultant.
3. All work must be performed according to the approved Tree Preservation Plan.
4. **An approved Tree Preservation Plan must be available on the building site.**
5. Stay within designated work access areas shown on the plan.
6. There shall be no grading or filling within the protected critical root zones.
7. No plantings shall obstruct drainage or utility easements.
8. No balled and burlapped plants shall be installed in the critical root zones of protected trees.
9. No equipment shall be driven over or material stored on the critical root zones of protected trees.
10. Tree fence and silt fence for all protected trees must be properly maintained throughout construction. Tree fence for unprotected trees should remain in place throughout construction, except when direct access is necessary. Before entering critical root zone area, check with Forestry Consultant.
1. All required tree and silt fencing shall remain in place until the time of finish grading and landscaping and can only be removed upon review and approval by the Forestry Consultant.
2. Attachments (wires, fences, etc.) other than those approved for guying, bracing or wrapping must not be attached to protected trees.



Village of Glen Ellyn

6. Tree Preservation Plan General Information

1. All requirements for Building Projects, including Tree Preservation requirements, must be submitted to the Planning & Development Department, 535 Duane St., Glen Ellyn, Illinois.
2. **Four (4) copies of a Tree Preservation Site Plan and one (1) copy of the Tree Preservation Application packet** must be submitted. Do not send back this page or the attached Tree Protection Guidelines--these are for your reference.

If a grading plan is required, you must provide nine (9) copies of a combined Tree Preservation Plan and Grading Plan. Three are for the Consulting Forester and six are for the Engineering review.

3. The Consulting Forester will review the Tree Preservation Site Plan and Application packet for compliance. **Tree Preservation Plans will *only* be reviewed on Tuesdays and Thursdays only.** One copy of the Site Plan and a review letter will be sent back to the applicant.
4. Schedule Tree Fence Inspections with Public Works (630) 469-6756 after the Site Plan has been approved.
5. Direct all questions to the Consulting Forester, Dave Coulter's, voicemail at (630) 547-5323.
6. The Consulting Forester may require that you post an approved Tree Preservation Plan and Action Plan at the building site—see attached Diagram for display details.
7. Tree preservation ordinances can be purchased at the Cashiers Office.
8. Any requests for refund deposits must be directed through the Planning & Development Department.

Please be aware that per ordinance section 4925-4-8-3-(D), fines in the amount of \$25 will be assessed for each tree fence violation.

Village of Glen Ellyn

7. Tree Protection Guidelines and Definitions



Tree Protection:

The Contractor/Developer shall be responsible for taking measures to minimize damage to tree limbs, tree trunks, and tree roots located in the parkway.

Temporary Fence:

1. When tree fence is required, the Contractor shall erect a temporary fence (see Diagram 7 and 8) around all trees adjoining all affected properties to establish a tree protection zone before any work begins. No materials shall be stored or vehicles driven or parked within the tree protection zone.
2. The temporary fence shall be erected at the job site as identified on the Plan.
3. The fence shall be similar to a 48-inch high plastic poly-type or any other type of highly visible barrier. It shall be properly maintained and shall remain erect until completion of the construction project.
4. Perimeter fence, similar to the required tree preservation fencing must be installed around the perimeter of the property of the entire designated area or site for all Class II and greater projects.

Excavation:

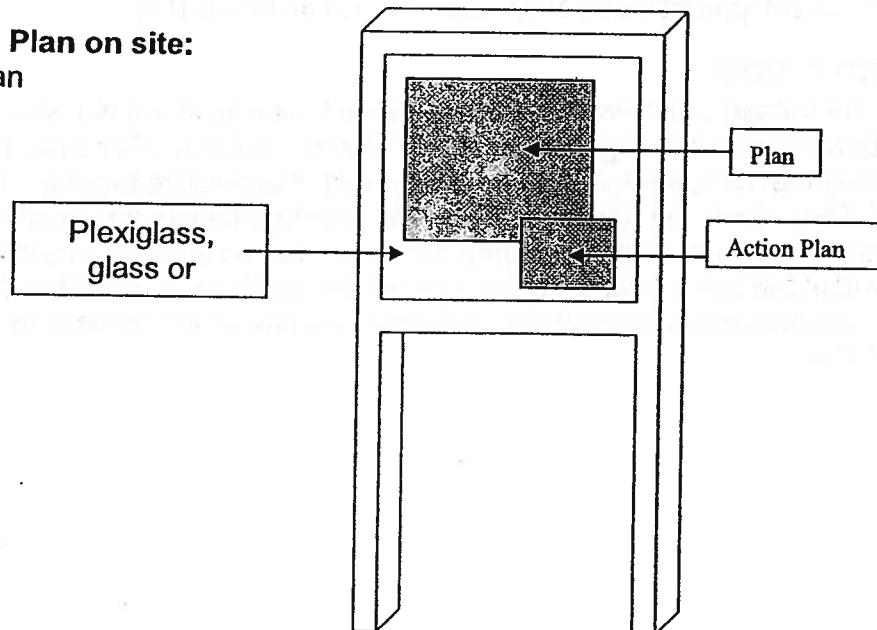
All utilities installed within the Critical Root Zone of parkway trees are required to be augered in accordance with the attached augering specifications (see Table 5 and Diagram 9); trenching is prohibited. Alternative methods for installation must be approved by the Forestry Consultant.

Tree Removal:

Parkway trees shall not be removed without written permission from the Village Forester.

Posting of the Plan and Action Plan on site:

If required to be posted on site, an approved Plan and Action Plan must be laminated or placed behind glass or plexiglass and posted one foot (1') behind the sidewalk (or on the border of the Public Right-of-Way and private property if no sidewalk exists) in a manner similar to that shown in this drawing.



See Ordinances 4925, 4926, 4927 for detailed requirements.
Ordinances can be purchased at the Cashiers Office, 535 Duane St., Glen Ellyn, Illinois.

Definitions:

CRITICAL ROOT ZONE

The area inscribed by an imaginary line on the ground beneath a Tree having its center point at the center of the trunk of the Tree and having a radius equal to one (1) foot for every inch of D.B.H. but not less than six (6) feet from the trunk of the tree. The Village Forester, or his/her designee, may expand or partially retract the Critical Root Zone depending on the Tree species and site-specific situations so as to improve the chances that Trees will not be damaged during construction and to permit construction to take place, especially where Protected Trees exist on adjacent property and the Critical Root Zone may need to be retracted because of narrow side yard dimensions.

DRIP LINE

A line drawn on the ground surface directly beneath and perpendicular to the maximum radius of the Crown of an existing Tree but not less than six (6) feet from the trunk, whichever is greater.

PROTECTED TREE

Any Tree in the Village shown on a Tree Preservation Plan as being retained after Development with a ten (10) inch D.B.H. or greater, or a multi-branch Tree which has an aggregate diameter of sixteen (16) inches D.B.H. or greater, or any Significant Tree with a five (5) inch or greater D.B.H.

PUBLIC TREE

Any Tree or Border Tree within a public right-of-way in the Village.

PUBLIC TREE REMOVAL OR WORK PERMIT

The permit required by this Code issued in order to Remove or do any work on any Public Tree within the corporate limits of the Village or a Village parkway.

SIGNIFICANT TREE

All hickory, oak or walnut species in the Village shown on a Tree Preservation Plan as being retained after Development when they reach five (5) inches D.B.H.

UNPROTECTED TREE

Any Tree in the Village which would otherwise be a Protected Tree but which the owner has chosen to Remove from the regulations of this Chapter but only after initial actions have been taken to protect the Tree, such as the establishment of protective fencing. The designation as an Unprotected Tree allows the applicant to provide initial protection for Trees near, for example, critical construction zones so that an effort can be made to save the Tree during Development. This designation and initial efforts will not subject the applicant to penalties for subsequent failure to protect or circumstances beyond the applicant's control which resulted in damage to the Unprotected Tree.