Borough of Doylestown
Shade Tree Commission
Meeting Minutes

Meeting Date: Wednesday, February 15, 2017

Location and Time: Borough Hall Conference Room 6:30 PM

Meeting Attendance:

- Shade Tree Commission: Chris May, Judy Stratton, Baldev Lamba, and Jim Resek
- Borough Arborist: Bob McMullin
- Borough Staff Liaison to STC: Dave Burger
- Permit Applicants: Zachary Low (480 Maple Avenue), Ian Kieman and Anna McDonough (17 Easthill Drive)
- Others: Karyn Hyland (Director of Building and Zoning)

Meeting Discussions:

1. Review and Approval of Meeting Minutes:
   - The draft minutes for the meeting minutes for the January 18, 2017 Shade Tree Commission meeting were approved as revised.

2. Subdivision Development Plan for Ashland Walk 260 W. Ashland Ave.:
   - Chris had drafted a memo with preliminary STC comments on the plan. The Commission members made additional comments and discussed them with Karyn. Chris will edit his original comments to reflect the discussion and submit them to Karyn.

3. Tree Removal Permit Applications: (The applicants names are listed on the meeting agenda following these minutes.)
   1. 17 Easthill Drive. One Norway Spruce. Approved.
   3. 139 East Oakland. Seven trees. Hold. The applicant should ask the neighbor for a letter stating that removal of the trees bordering their property is ok with them. New Action Item
   4. 252 Belmont Avenue (Briar Leaf Nursing Home). One White Pine and one Golden False Cypress. Approved.
   5. 480 Maple Avenue. One Pine Oak. Hold. The Commission will visit the site and meet with the owner to discuss the tree. New Action Item.
4. New Tree Grates
   • Dave reported that 3 new tree grates have arrived and are in the Borough garage.
   • (At the January 18 meeting Dave reported that the new tree grates will be installed on the W.
     Oakland Avenue side of the Rudolph Building, in front of Gloria’s store on W. Oakland Ave.,
     and in front of the PA State Liquor Store on W. Court Street.)

5. Closed Action Items

   The following action items were “Closed”.

   • Schedule a Meeting of Shade Tree Commission to Complete Long Term Action Items.
     o New Action Item 10/19/2016
       - There has not been sufficient time during the scheduled monthly meetings of the
         Shade Tree Commission to complete the following open action items:
         • Review and Revise Recommended Trees Species List for Borough
           Property Owners
         • Review Need for Tree Contractor License and Revise Permit Application
           for Tree Removal
         • Review and revise Shade Tree Ordinance.
     o 11/16/2016
       - Dave will correspond with the Shade Tree Commission members and pick a date,
         time, and place for the meeting when the members are available.
     o 2/15/2017
       • Meeting was on held on December 6
       • Action Item is closed.
   • 2016 Street Tree Planting Plan:
     o New Action Item 11/18/2015
       • Discuss 2016 capital (street tree planting) budget and maintenance budget.
       • Review major maintenance issues left over from previous year.
       • Review anything still on planting list.
       • Estimate how many trees can be planted based on last year’s cost.
     o 3/16/2016
       • Dave reported the 2016 budget for shade trees is $5,000. Arbor Day budget is
         $1250.
       • Dave will schedule a Shade Tree Commission walk to develop a new list.
         Potential areas to be considered include: Sandy Ridge, Maplewood, Lincoln
         Avenue, East State Street.
     o 4/20/2016
       • Dave to organize street tree walk for Commission members to inspect and
         comment on street trees in central business district.
     o 5/10/2016 (Street Tree Walk)
       • Dave led a walk to inspect street trees and street tree sites on several streets in the
         center of the Borough.
       • In addition to Dave, Judy, Baldev, Jim and Audre Przybylski (new student
         member) participated. Also Herb Hickmott from Keystone, represented Bob.
• Dave took notes on comments and recommendations that were discussed.
  o 6/15/2016
    ▪ Four trees removed from the center of town. Locations: (2) trees on East Oakland at #5 and #9 Oakland; (2) trees on West Oakland at #2 and #4 Oakland.
    ▪ Replanting will be done quickly; Dave will get suggestions from Chris.
    ▪ Action Item remains open
  o 2/15/2017
    ▪ Action Item is closed.

• Tree Removal Permit Application for 3 School Hill Drive
  o New Action Item 10/19/2016
    ▪ Application is for a permit to remove one Norway Maple that is on or very close to property line.
    ▪ Permit was on Hold pending letter from owner of neighboring property approving the tree removal.
  o 2/15/2017
    ▪ Permit was approved.
    ▪ Action Item is closed.

• Tree Removal Permit Application for 148 E. State Street
  o New Action Item 10/19/2016
    ▪ Application is for a permit to remove 16 trees including large Oak, Hemlock, Catalpa, and various other trees.
    ▪ STC asked property owner’s representative, Carter van Dyke to consider not removing 6” Northern Catalpa, 18” Sycamore Maple, and 20” Saucer Magnolia.
    ▪ Application was marked with a yellow post-it note stating “Need Deed”.
    ▪ Permit is on Hold pending clarification of items listed above.
  o 2/15/2017
    ▪ Action Item moved to Code & Zoning
    ▪ STC Action Item is closed.

6. Open Action Items:
   • Review and Revise Recommended Trees Species List for Borough Property Owners:
     o Action Item from 5/20/2015 meeting.
       ▪ The Shade Tree Commission will review this list and make revisions, where needed.
     o Action Item remains open.
- **Revise Shade Tree Ordinance** (including Tree Contractor Licensing and Revisions to Permit Application for Tree Removal):
  o Action Item from 6/17/2015
    - The licensing/insurance matter on tree applications was discussed again (the tree contractor listed on 31 Mercer Avenue permit application (May 20, 2015 meeting) is actually electrical contracting company; not an arborist, tree removal contractor, or landscaper).
    - Bob will check to see if there are other municipalities that require a Pennsylvania license for removal of trees by contractors.
  o 11/18/2015
    - Bob reported on tree contractor licensing requirements in other area communities.
    - More affluent communities have more stringent tree contractor licensing requirements (e.g., Main Line Philadelphia suburbs.)
    - Lehigh Valley communities also require a higher degree of licensing credentials.
    - However, there are more communities without rigorous tree contractor requirements, than there are with requirements.
  o 12/16/2015
    - STC reviewed the Radnor Township ordinance Bob provided.
    - Carter to draft requirements to fit with Borough standards and send to STC before next meeting for review and comment. Borough’s legal counsel should also review it.
  o 1/20/2016
    - Carter to draft requirements for tree contractors.
    - Dave will bring a copy of current cover sheet for “Permit Application for Tree Removal” to next meeting for Commission to review and revise.
  o 3/16/2016
    - Earlier this year Bob wrote a letter to Pennsylvania asking if the “Home Contractor’s License” was required by the state for tree removal. There was no written response from the state. Bob said that it was accepted practice to have this license but there is not a written requirement.
  o 4/20/2016
    - Ron and Wendy asked Shade Tree Commission to prepare recommendation for tree removal contractor license requirement.
    - Dave to contact Bob and ask him to draft recommendation for Borough. Recommendation to be reviewed by Commission members prior to submission to Borough
  o 5/18/2016
    - Dave will send a copy of the Radnor Township Ordinance to legal for their review.
  o 6/15/2016
    - The Radnor Township ordinance for tree removals was reviewed. A list of recommended trees is also part of their ordinance. NOTE: Radnor’s ordinance can be viewed on line: Township of Radnor-Shade Tree Ordinance.
    - Borough legal counsel will be asked to advise STC of wording for ordinance and application.
• 7/20/2016
  - STC to review Radnor Township Ordinance with Chris and Carter initializing to start defining/delineate/change. Due to the extensive work to be done on this item, the whole committee will handle with a separate meeting. After STC review completed, Dave with discuss ordinance with Phil and Karen.

• 8/17/2016
  - Chris and Carter to use Radnor Township Ordinance as a base and prepare a draft to be reviewed and commented on by other Shade Tree Commission Members.

• 11/16/2016
  - Dave scheduled a special meeting on December 6 to draft an ordinance,

• 1/18/2017
  - Dave provided a draft of the proposed new Shade Tree Commission Ordinance that was based on the December 6 special meeting of the Shade Tree Commission.
  - The Borough legal advisors are reviewing this draft.
  - Action item remains open.

• Broad Street Park Comprehensive Plan Steering Committee Report:
  - Action Item from 10/21/2015
    - Jim was appointed the STC Commission representative to the Steering Committee. Chris is the alternate.
  - 6/15/2016
    - Broad Street Park draft master concept plan to be presented at upcoming Borough meeting was discussed informally.
  - 7/20/2016
    - The STC will schedule a meeting to go over list of trees/shrubs recommendations.
    - Action Item remains open.

• Tree Removal Permit Application for 302 Spruce Street
  - New Action Item 10/19/2016
    - Dead Oak. Hold. – A copy of the permit application was not available at the meeting.
    - Action Item is open.
• **PA DEP Environmental Education Grant:**
  - New Action Item 10/19/2016
    - Noni West (Borough Council) suggested the Shade Tree Commission consider implementing an environmental education program related to Doylestown Borough trees and applying to the Pennsylvania Department of Environmental Protection for an Environmental Education Grant to fund the program.
    - The application for the 2017 grant is due December 16, 2016. There may be a similar opportunity for a 2018 grant that will be due in 2017.
    - Noni was not able to attend this meeting, but she gave hard copies of the Grant Application brochure to Jim and Chris and requested that we add this on our agenda. Jim said there would probably not be time at tonight’s meeting to discuss this, but we could add it to our open action item list.
  - 11/16/2016
    - The Shade Tree Commission is interested in developing a plan for an environmental education program and applying for a grant next year. Jim will contact Noni to see if she could come to a meeting early next year to discuss this.

• **Tree Removal Permit Application for 282 N. Main Street,**
  - New Action Item 11/18/2016
    - Chris could not locate the property, one Walnut?
    - *Hold* until Bob visits site.

• **Tree Removal Permit Application for 134 Kertz Avenue,**
  - New Action Item 11/18/2016
    - One Maple
    - *Hold until Chris meets with resident to get more information.*

• **Emerald Ash Borer Issues**
  - New Action Item 1/18/2017
    - Do we need a procedure to handle tree removal permits related to the Emerald Ash Borer? This should be an agenda item for our February meeting.
    - Ron suggested that an article be written for the bulletin.

• **2017 Street Tree Planting Plan**
  - New Action Item 1/18/2017
    - Dave suggested we create a process to manage the planting of new trees.
• **Tree Removal Permit Application for 139 East Oakland.**
  
o New Action Item 2/15/2017
  
  - Seven trees. *Hold* permit application. The applicant should ask the neighbor for a letter stating that removal of the trees bordering their property is ok with them.

• **Tree Removal Permit Application for 480 Maple Avenue.**
  
o New Action Item 2/15/2017
  
  - One Pine Oak. *Hold* permit application. The Commission will visit the site and meet with the owner to discuss the tree.

Respectfully Submitted,

Jim Resek, Secretary
Borough of Doylestown
SHADE TREE COMMISSION

AGENDA
Wednesday, February 15, 2017
Conference Room
6:30 P.M.

APPROVAL OF MINUTES: January 18, 2017 meeting minutes

SUBDIVISION LAND DEVELOPMENT APPLICATION:
Ashland Walk LLC – 260 W. Ashland Street – Preliminary & Final Review

TREE APPLICATIONS:
1. 17 Easthill Drive
   Ian Kiernan, property owner
2. 14 East Street
   Roberto & Elise Nelson, property owners
3. 139 E. Oakland Avenue
   Keith Gelisse, property owner
4. 252 Belmont Avenue
   H. L. Tractman, property owner
5. 480 Maple Avenue
   Zachary Low, property owner

ACTION ITEMS:
1. 282 N. Main Street tree application – on site review
2. 134 Kreutz Avenue tree application – on site review
3. Emerald Ash Borer
4. New Tree Planting Process
5. Review & Revise Recommended Trees Species List
6. Tree Contractor Pennsylvania License & Revision of Tree Applicatik
7. Broad Street Park Comprehensive Plan Steering Committee Report
8. Schedule an additional meeting to close out Action Items

REPORTS:
1. Chairman
2. Arborist
3. Secretary’s Report

RESIDENTS REQUEST:

DISCUSSION:

TREE PLANTING: