

Sustainability Board Meeting

The Sustainability Board will meet Monday, September 16th immediately following the Parks and Recreation Advisory Board meeting which will begin at 6 PM. This meeting will be held at Zebulon Town Hall, 1003 N. Arendell Avenue.

Before the meeting begins, the Sustainability Board will nominate and select a Chair and Vice-Chair.

Meeting Agenda

1. Call to Order
2. Approval of Agenda
3. Consent Agenda
 - A. Tree Board Minutes: November 20th, 2023 (pg. 2)
4. New Business
 - A. Work Plan & Set Meeting Schedule

It is recommended that the Sustainability Board adopted the following meeting schedule:

The interim Sustainability Board will meet the third Monday of the month as needed immediately following the Parks and Recreation Advisory Board meeting which is held at 6 PM.

It is recommended that the Sustainability Board adopt the proposed FY25 Action Plan (pg. 5).
 - B. Tree Preservation Ordinance Update

The Board will discuss recommended updates to the Tree Preservation Ordinance (pg. 6). Staff is seeking a recommendation from the Sustainability Board to present to the Board of Commissioners.
5. Open Discussion
6. Staff Updates
 1. Fall Tree Planting Update
 2. Upcoming Programs
7. Adjournment

Parks & Recreation Advisory Board Meeting

The Tree Board met Monday, November 20th immediately following the Parks and Recreation Advisory Board Meeting. The Parks and Recreation Advisory Board Meeting began at 6:00 PM. Both meetings were held at the Zebulon Town Hall, 1003 N. Arendell Avenue.

Board members in attendance: Brandon Wiggins, Garrett Underhill, Dexter Privette, and Quinton Taylor
Staff members in attendance: Nick Rummage, Joe Moore, Chloe Chappell

Meeting Agenda

1. Call to Order

Brandon called the meeting to order at 7:00 PM.

2. Approval of Agenda

Motion: Dexter

2nd: Quinton

All voted in favor.

3. Public Comment

Public comments are limited to 3 minutes. Anyone wishing to speak must sign up by 5:50 PM. Public comment may be limited to 15 minutes.

None.

4. Consent

- A. Adoption of Minutes

1. August 15th, 2022

Motion: Garrett

2nd: Brandon

All voted in favor.

5. New Business

- A. Tree Memorial Program

Nick spoke about what the Living Tree Memorial Program includes, and the supplies needed to run the program such as types of trees and maintenance supplies. The program is \$100 per tree and includes a bronze leaf name plate.

Nick asked the Tree Board if they have any recommendations of improvement for the program.

Brandon asked if the Tree Board could plant the trees themselves to offset labor. Nick replied that this could be considered and explained the current process of planting trees.

Dexter asked about locations. Nick replied that trees can be planted at Community Park or almost any park if they have a specific request. He also talked about the trees that are currently being planted.

Brandon asked if the people participating in the program can be present at the planting of the tree. Quinton added that if there were enough participants, they could all come out together and make it a tree planting program.

Dexter asked if there is a list of participants. Nick replied that the list of names are at the Community Center on the plaque.

Garrett suggested having a picture of what the participants are actually getting on the flyer such as the brass leaf.

Quinton suggested that participants have more opportunities to participate such as including the program in Earth Day and photo ops.

B. Tree Board Roles and Opportunities

Staff will engage the Board in discussion regarding the current make up and function of the Tree Board and opportunities to revise the appointed board and how it operates.

Nick highlighted criteria to qualify and continue qualifying as a part of Tree City USA. Spoke about having a volunteer board specializing in the Town's trees. Asked the board to consider if they want to continue solely being the tree board or if they want to consider extending the opportunity to other members such as arborists.

Brandon stated it would be great to include people with knowledge about trees.

Brandon stated that he wants it to be the best it can be and to make the most out of it. Dexter agreed as well. Quinton stated that professional help would never be the wrong thing to do. Even if it's reduced to a liaison who knows and is passionate about trees that advises the Board.

The board engaged in discussion about encourage more community involvement and awareness of the Tree Board.

6. Open Discussion

None.

7. Staff Updates

Nick provided the staff update, stating that this year we have planted 10 new trees. Some are replacements for dead trees, some are in new locations. In total they include 4 sunset red maples, 3 pin oaks, 2 dura-heat river birches and 1 American yellowwood. Some are part of the Living Tree Memorial but not all.

Quinton stated we could have a second meeting at the beginning of summer to get out and plant trees. Nick stated he loves the idea; fall would be the best time to plant trees. Quinton clarified it would just be great to get out as a Board in the early summer to be around the trees and further their knowledge and appreciation.

Quinton asked if we're raising the price for the Living Tree Memorial. Nick stated that will most likely be our recommendation to increase it. At this rate we're not covering costs. Updates are being looked at as well such as plaques to put in front of each tree. Looking at restructuring program as a whole.

Brandon suggested that the people who have already donated to the program be marketed to each year to continue donating to cover costs. Perhaps on their anniversary date.

8. Adjournment

Motion: Quinton

Garrett: 2nd

All voted in favor.

Proposed Sustainability Action Plan

The following plan is recommended for consideration by the Sustainability Board in order to become established. The plan will be revisited in January 2025 with a new permanent board in place.

September 2024	Appoint Chair and Co-Chair Draft a proposed work plan and set meeting schedule Upcoming programs Fall tree planting Tree Ordinance
October 2024	Fall Tree Planting Workday
November 2024	Candy Cane Lane Community Engagement Opportunity
January 2025	Appoint New Chair and Co-Chair (New Board) Sustainability Board Training Sustainability Assessment Report Sustainability Board Goals Proposed Work Plan (through June 2025)
March 2025	Bee City: Integrated Pest Management Plan Bee City: Identify pollinator-friendly habitats Bee City: Native Plant List & Suppliers
April 2025	Pollinator & Tree Planting Workday Spring Fest Community Engagement Opportunity
May 2025	Fall Program/Education Plan Land Use Comprehensive Plan Review Water Allocation Policy Review

Tree Preservation Ordinance

§ 152.313 TREE PRESERVATION ESTABLISHED.

(A) *Tree species to be planted.* The ~~Town Tree~~Sustainability Board develops and maintains a list of desirable trees for planting along streets in three size classes based on mature height: small (under 20 feet), medium (20 to 40 feet) and large (over 40 feet). Efforts shall be made to ensure a sufficient diversity of tree species. Lists of trees not suitable for planting will also be created by the ~~Tree~~Board Sustainability Board.

(B) *Spacing.* The spacing of street trees will be in accordance with the three species size classes listed in Section 7 of this ordinance, and no trees may be planted closer together than the following: small trees, 15 feet; medium trees, 25 feet; and large trees, 35 feet; except in special plantings designed or approved by a landscape architect or the Land Use Administrator.

(C) *Distance from street corners and fireplugs.* No street tree shall be planted within 35 feet of any street corner, measured from the point of nearest intersecting curbs or curb lines. No street tree shall be planted within ten feet of any fireplug; except in special plantings designed or approved by a landscape architect, or the Land Use Administrator.

(D) *Utilities.* No street trees other than those species accepted as small trees by the ~~Tree~~Board Sustainability Board may be planted under, or within ten feet of, any overhead utility wire. Except in special plantings designed or approved by a landscape architect, or the Land Use Administrator.

(E) *Public tree care.*

(1) The town shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to ~~insure~~ensure public safety or to preserve or enhance the symmetry and beauty of the public grounds.

(2) The Town ~~Tree Board~~Sustainability Board may recommend to the Land Use Administrator to remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines or other public improvements, or is affected with any injurious fungus, insect or other pest. This does not prohibit the planting of street trees by adjacent property owners on public property, provided that the selection and location of such trees is in accordance with this article.

(F) *Pruning standards.* All tree pruning on public property shall conform to the ANSI MOO standards for tree care operations.

(G) *Tree topping.*

(1) It shall be unlawful as a normal practice for any person, firm or town department to top any street tree, park tree or other tree on public property.

(2) **TOPPING** is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to a degree so as to remove the normal canopy and disfigure the tree. Crown reduction by a qualified arborist may be substituted, where appropriate.

(3) Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the ~~Tree Board~~Sustainability Board and/or Land Use Administrator.

(H) *Pruning and corner clearance.*

(1) Every owner of any tree overhanging any street or right-of-way within the town shall prune the branches so that the branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of 13 feet above street surface or eight feet above the sidewalk surface.

(2) The owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The town shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic control device or sign or sight triangle at intersections.

(3) Tree limbs that grow near high voltage electrical conductors shall be maintained clear of the conductors by the electric utility company in compliance with any applicable franchise agreements.

(I) *Dead or diseased tree removal on private property.* The town shall notify the Land Use Administrator who may cause the removal of any dead or diseased trees on private property within the town, when the trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the town. Those actions are to be administrated as a nuisance violation or public nuisance. Removal shall be done by the owners at their own expense within 60 days after the date of service of notice. In the event of failure of owners to comply with these provisions, the town shall have the authority to remove the trees and charge the cost of removal on the owner's property tax notice.

(J) *Removal of stumps.* All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground. The town may delay stump removal if coordination of removal of multiple stumps is under consideration.

(K) *Protection of trees.*

(1) In order to maintain the overall forest, reasonable efforts shall be made to replace trees that are removed and to protect quality trees that are endangered.

(2) Trees removed by decision of the Town ~~Tree Board~~Sustainability Board or by natural causes shall be replaced somewhere in the forest on a one-for-one basis within one year. ~~The location and species of any replacement tree shall be determined by the Tree Board, and/or Land Use Administrator and/or Technical Review Committee.~~

(3) Trees of desirable species and good health shall be protected as much as possible from damage during construction, sidewalk repair, utilities work above and below ground, and other similar activities.

(4) The zone of protection shall include the ground beneath the canopy of the tree.

(L) *Interference with Town ~~Tree Board~~Sustainability Board.* It shall be unlawful for any person to prevent, delay or interfere with the Town ~~Tree Board~~Sustainability Board, or any of its agents, while engaging in and about the planting, cultivating, mulching, pruning, spraying or removing of any street trees, park trees or trees on private grounds, as authorized in this section.

(M) *Arborists License and Bond.*

~~(1) It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating or removing street or park trees within the town without first applying for and procuring a license.~~

~~(2) The license fee shall be adopted in the Town of Zebulon Privilege License Fee Schedule; provided, however, that no license shall be required of any public service company including electric utilities and their agents and contractors or town employees doing the work in the pursuit of their public service endeavors.~~

~~(3) Before any license shall be issued, each applicant shall first file evidence of possession of liability insurance in the minimum amounts of \$300,000 for bodily injury and \$100,000 property damage indemnifying the town or any person injured or damaged resulting from the pursuit of the endeavors as herein described. Insurance amounts may vary in different states.~~

(N) *Review by Board of Adjustments.* The Board of Adjustments is to hear all appeals in accordance with § 152.072 of the Town of Zebulon code of ordinances.

(O) *Penalty.* Any person violating any provision of this section shall be, upon conviction or a plea of guilty, subject to a fine as provided in the Town of Zebulon code of ordinances for nuisance violations and or public nuisances as deemed appropriate by the Land Use Administrator.

(P) *Retrofitting.* All vehicle accommodation areas existing on or before the effective date of this chapter shall comply with the requirements of this chapter within three years.

(Ord. 2006-43, passed 4-3-2006) Penalty, see § 10.99