



TREE BOARD REGULAR MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
TREE BOARD REGULAR MEETING
Monday, February 24, 2025, at 6:00 PM

A. CALL TO ORDER

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comment**

The purpose of the Public Comment is for members of the public to speak to the Tree Board on any subject not scheduled on the Agenda. To accomplish scheduled agenda items, comments should be limited to three- minutes for those attending in person or an appropriate time as deemed by the Chair. The Tree Board is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Tree Board must state their name and address for the record and sign-in.

4. Consent Agenda

The Consent Calendar is intended to allow the Tree Board to spend time and energy on the important items and not routine actions. A Tree Board Member may request an item on this calendar to be 'pulled' off the Consent Calendar and considered separately as a Regular Agenda item. Items remaining on the Consent Calendar will be approved by Tree Board with one vote.

- a. Mintues 4.22.24 & 10.28.24

5. Approval of Agenda

B. REGULAR MEETING

- 1. Appoint Chair and Vice Chair**
 - Legislative
 - Staff Presentation: Shani Porter, Planning Director
- 2. Work Plan Review**
 - Legislative
 - Staff Presentation: Shani Porter, Planning Director

C. BOARD MEMBER PETITIONS

Board Members may ask for items to be added to future agendas.

D. COMMUNICATIONS

Board approval may be sought for administrative actions in association with staff reports.

1. Town Staff
2. Town Management
3. Board Members
4. Chair

E. ADJOURN

Tree Board MEETING

Monday, February 24, 2025, 6:00 PM (MDT)

Registration URL <https://us02web.zoom.us/j/87425666955>

The Tree Board reserves the right to adjourn to a virtual-only meeting at their discretion should the need arise.

The Town of Severance does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a town service, program, public meeting, or activity, call 970-686-1218 at least 72 hours in advance. Disabled access is available from the front entrance of the Town Hall.



TREE BOARD REGULAR MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

REGULAR MEETING MINUTES

Monday, April 22, 2024, at 6:00 PM

Present:

Chair:

Rodney Simpson

Vice-Chair:

Georgia Perry

Board:

Savannah Waggoner

Erik Peter

Mike Thompson

William Tatum

Absent:

William Tatum

Audience:

Staff:

Shani Porter, Planning Director

Leah Vanarsdall, Town Clerk

Sarah Jacobsen, Deputy Town Clerk

Kayli Adams, Events & Communications Coordinator

A. CALL TO ORDER

The Goal of Work Sessions are to have the Town Council receive information on topics of Town business from the Town Manager, Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.

1. Roll Call

2. Pledge of Allegiance

3. Public Comment

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4. Minutes

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MOTION WAS MADE BY Member Peter, seconded by Vice-Chari Perry to approve the March 25, 2024 Minutes. All Members present voting Yes.

MOTION

B. REGULAR MEETING

1. Arbor Day Coloring Contest

- Discussion
- Staff Presentation: Kayli Adams

Members reviewed the Range View Elementary School drawing submissions and agreed on first, second and third place winners. Chair Simpson recognized and gave appreciation to Eaton Grove Nursery for donating the tree for Arbor Day.

C. COMMUNICATIONS

Board approval may be sought for administrative actions in association with staff reports.

1. Town Staff
Tree Board meeting for May 27, 2024, is canceled.
2. Board Members

D. ADJOURN

6:26 p.m.



TREE BOARD REGULAR MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

REGULAR MEETING MINUTES

Monday, October 28, 2024, at 6:00 PM

Present:

Vice-Chair: Georgia Perry
Board: Erik Peter
Mike Thompson
William Tatum
Absent: Rodney Simpson, Chair
Aliy Louie, Alt Member

Audience:

Staff:

Shani Porter, Planning Director
Regina Olson, Planner I
Sarah Jacobsen, Assistant to the Town Manager

Morgan Kidder, Journey Homes

A. CALL TO ORDER

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comment**

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4. Consent Agenda

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5. Approval of Agenda

MOTION WAS MADE BY Vice Chair Perry, seconded by Member Peter to Approve Approval of Agenda. All Council Members present voting Yes.

MOTION PASSED

B. REGULAR MEETING

1. Northgate Lake Preliminary Plat Landscape Plan

- Discussion
- Staff Presentation: Shani Porter, Planning Director

The Tree Board provided feedback on the landscape plan and presentation.

C. BOARD MEMBER PETITIONS

Board Members may ask for items to be added to future agendas.

D. COMMUNICATIONS

Board approval may be sought for administrative actions in association with staff reports.

1. Town Staff
2. Town Management
3. Board Members
4. Chair

E. ADJOURN

The meeting adjourned at 7:02 p.m.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Appoint Chair and Vice Chair	Shani Porter, Planning Director	Shani Porter
ACTION REQUESTED		
<p>Management asks that the Tree Board discuss the Chair and Vice-Chair appointments and take action.</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> ○ Move to appoint a Chair for a one-year term ○ Move to appoint a Vice-Chair for a one-year term 	<p><u>Action Requested</u></p>	
BRIEF SUMMARY		
<p>Per Chapter 2, Article 7, Section 2-7-70 of the Severance Municipal Code:</p> <p><i>The Tree Board shall select a Chair who shall serve a term of one (1) year with eligibility for reelection. A Vice Chair may be selected from the entire membership of the Tree Board. However, no alternate member shall be eligible to serve as an officer of the Tree Board. In the absence of both the Chair and Vice Chair, any member of the Tree Board may conduct the meeting. (Ord. 2001-04 §1; Ord. 2007-07 §1; Ord. 2019-03 §3)</i></p>		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Planning Staff and Management recommends that the Tree Board take action and move to appoint a Chair and Vice-Chair for a one-year term.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet: None</p>		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Work Plan Review	Shani Porter, Planning Director	Brad Davison, Public Works
ACTION REQUESTED		
<p>Management & Staff asks that the Tree Board discuss the 2025 Work Plan and take action.</p> <p>Actions that may be taken:</p> <ul style="list-style-type: none"> • Move to approve the 2025 Work Plan • Take no action 	<p><u>Presentation</u> <u>Action Requested</u></p>	
BRIEF SUMMARY		
<p>Management and Staff are presenting the 2025 Work Plan that includes urban benefits of planting trees, Best Management practices for pruning, trees that were removed, and upcoming tree planting projects. The plan shows locations of plantings and staff recommendations for the plantings. Staff will use this plan as a template for planting projects throughout the spring and summer.</p>		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
<p>Management and Staff recommend that the Tree Board take action and Approve the Tree Board 2025 Work Plan with any changes and recommendations discussed.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ol style="list-style-type: none"> 1. 2025 Tree Board Work Plan 		



TREE BOARD 2025 WORK PLAN





The Town of Severance strives to promote the overall health and maintenance of trees in our town. Trees are public infrastructure that appreciates as they grow; therefore, it is essential to protect and maintain what we have. Our urban forest provides endless benefits by sequestering and storing carbon, reducing stormwater runoff, energy costs, and heat island effect through shading and producing oxygen. The Town of Severance was awarded Tree City USA status in 2018 and is now in its fourth year as a Tree City USA. The Tree City USA Award Program was created to recognize those communities that effectively manage their public tree resources and strive to heighten the public's awareness of the many benefits that trees provide. Commitment to obtaining the Tree City USA has provided the Town of Severance with a framework for sustained improvement regarding the town's tree care practices.

We want to thank the Town Tree Board for their guidance and helping us achieve our goals as a town and for giving their time to help our community. The sharing of ideas and concepts that coincide with the Tree Board's participation will help ensure that Severance remains at the forefront of the community for years to come.

Sincerely,

Town Management and Staff



Tree Pruning Best Management Practice

Pruning Schedule -The maintenance pruning schedule shall be dictated by tree species, age, function, and placement.

- Trees less than 7 years old should receive structural pruning on an annual or biennial basis.
- Trees 7-20 years old should receive structural pruning every two to five years.
- Trees 20 years old and older receive maintenance pruning every five to seven years to clean dead, diseased, dying, and defective branches from the crown.
- Trees adjacent to roadways, walkways, and signs are annually inspected for safety and clearance issues and maintenance pruned as necessary.

Pruning Practices - To encourage the development of a strong, healthy tree, the following guidelines shall be followed when pruning.

General Pruning shall not be conducted without a clear objective or outcome.

- Prune first for safety, next for health, and finally for aesthetics.
- When removing branches, the pruning cut shall not damage the branch bark ridge and branch collar.
- Heading cuts should not be used except in storm response and crown restoration procedures.
- Cleaning thinning shall be performed to remove dead, diseased, dying, and defective branches, which reduces hazards, promotes health, and improves appearance.
- Assess how a tree will be pruned from the top down. Ideally, lateral branches should be evenly spaced on the main stem of young trees.
- Remove any branches that rub or cross another branch. Make sure that lateral branches are no more than one-half to three-quarters of the diameter of the main stem to discourage the development of co-dominant stems.
- Do not remove more than one-quarter of the living crown of a tree at one time. If it is necessary to remove more, do it over successive years.
- Remove basal sprouts and vigorous epicormic sprouts.
- Make the pruning cut at a lateral branch that is at least one-third the diameter of the stem to be removed. If it is necessary to remove more than half of the foliage from a branch, remove the entire branch.



Parks and Town Grounds Maintenance

The Parks Program is ultimately responsible for determining the maintenance needs of trees, shrubs, and flowers within the parks system. Inspections will be done on a periodic basis to establish maintenance needs for the Program's annual work plan. Work will be scheduled as staffing and budgetary constraints permit. Maintenance needs will be determined according to the existing health and projected viability of each plant and routine park inspections are performed every week or as needed to check for damage or other problems. Work is performed as required to correct these situations. Any damage resulting from vandalism is reported to the Police Department for investigating and photographs are taken if appropriate.

The Town Arborist performs these routine maintenance tasks and may request support and assistance from additional park staff:

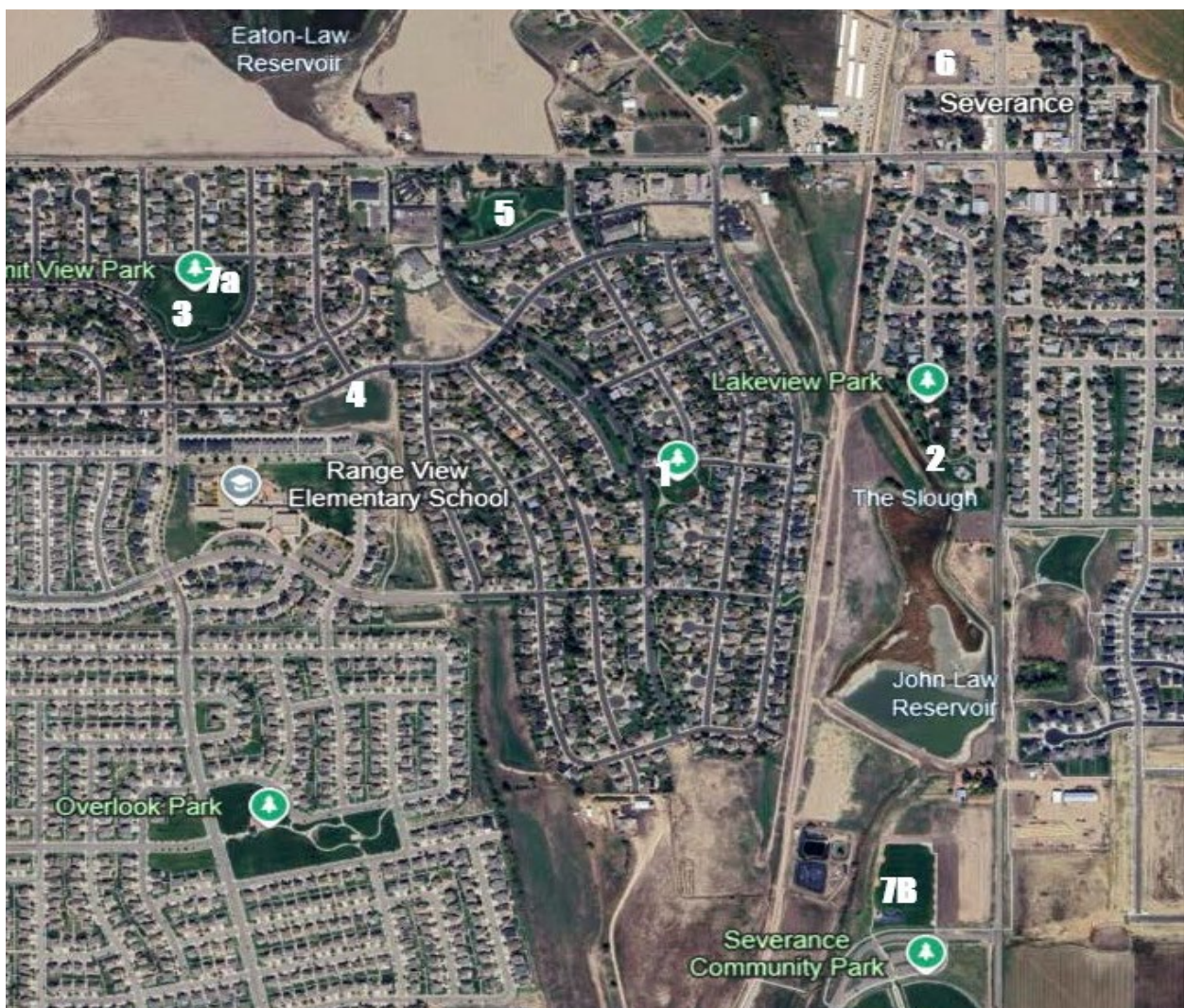
- Pruning/Removal - small trees, shrubs, hedges
- Watering - supplemental as needed by stressed or non-established plants
- Planting - as need is determined
- Herbicide Application - to maintain a vegetation-free zone around plants
- Mulching - to protect new plants and in shrub beds
- Staking/Wrapping - to protect young or recently transplanted trees

*Major trimming/removal and insect/disease control is contracted to private firms. Contracts are administered by the Public Works Director.



2025 Projects

As directed by the Town of Severance Tree Board, the Parks Department will focus on completing the following planting projects for 2025.



- 1) Karen Suman: Two (2) trees.
- 2) Lakeview Park: Two (2) trees.
- 3) Summit View Park: Four (4) Trees.
- 4) Summit View Detention: Three (3) trees.
- 5) Blue Spruce Park: Two (2) trees.
- 6) Public Works Main Shop: Nine (9) trees
- 7) Tree Replacements:
 - (a) Summit View Park (4)
 - (b) Community Park (8)



Karen Suman



2 Shade Trees planted to add to canopy at park and provide shade for park users around the Playground.



Lakeview Park



2 Evergreen Trees will be added to the South of the existing Evergreen Tree line.



Summit View



3 Shade Trees added to SW corner of Summit View Park. 1 Evergreen Tree to add to the grouping with existing evergreens. This will add to the growing canopy at Summit View Park. While maintaining the layout and site lines at the park.



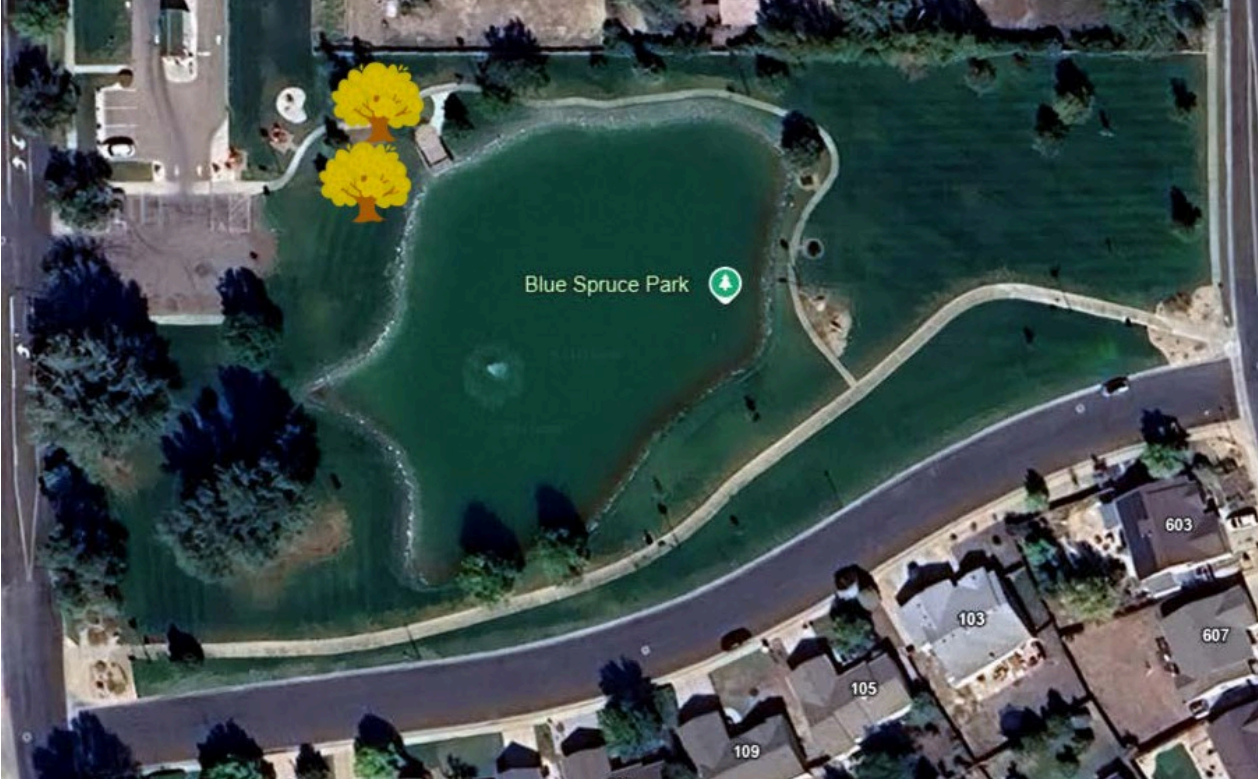
Summit View Detention



3 Trees, 2 Evergreen and 1 Shade Tree. This will continue adding to the view of the detention while also adding some interest that isn't just Native Grass.



Blue Spruce Park



2 Shade Trees by the Dock. This will help shade the dock and protect it from sun scald in the peak summer months.



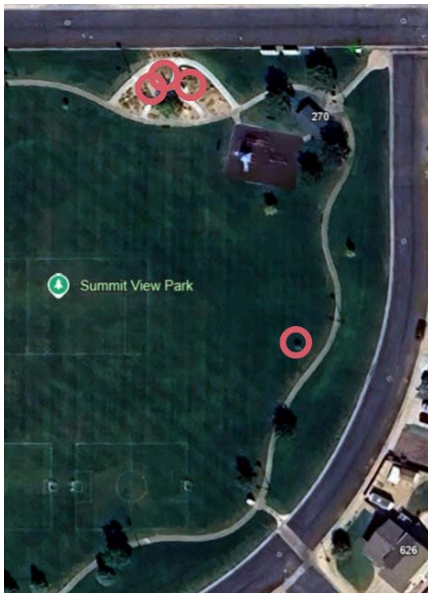
Public Works Shop Area



9 Shade Trees around Public Works. 6 on the W fence line that will help block the view of Public Works while also enhancing the view of the Great Western Trail users.



Tree Replacement 2025



Summit View Park 3 Columnar Norways and 1 Pine Tree.



Community Park 8 Trees 4 Shade 4 Evergreen



Carry Over Projects from 2024

1. Public Works Building: Five (5) Trees W. side of retention pond (**Added 2025**)
2. 2nd Ave (North of Public Works Building): Along the Fence line between the sidewalk. After PD building and new fence line installed.* (**Added 2025**)
3. Water Tank Location:– TBD: New water tower going in, new landscape.*