



## Mayor & Village Board

### Standard Operating Procedure – No. 011

Date Adopted: August 26, 2014

Date(s) Revised: May 9, 2018

Mayor and Village Board Standard Operating Procedure # 011, having been first adopted by the Mayor and Village Board on August 26, 2014 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Manager; and
3. Be a procedure establishing the **Village of Homer Glen Public Parkway Tree Replacement Program and Tree Trimming Policy.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*May 9, 2018*

The following shall be the operating procedure for the Village of Homer Glen's Public Parkway Tree Replacement Program.

#### **Purpose**

To replace public parkway trees that have been removed due to disease, infestation, or storm damage with properly spaced, quality trees in residential areas.

Trees planted in the public parkways are the property of the Village of Homer Glen. A successfully designed street corridor will be open where pleasant views or safe vision is desired; closed where visual screen is needed; and varied in form, size, texture, and color for interest. Successful tree planting and street corridor development involves several steps including analyzing the site, selecting appropriate trees, and following up with inspections and care. All steps require adherence to specifications and best management practices to maximize the benefit, minimize the expense and minimize the risk in the street corridor.

Village staff coordinates all tree planting activities with the Homer Township Highway Department and a selected contractor, approved by the Village Board. The Village has an annual budget for tree planting that comes out of the CIP Tree Replacement Fund (Fund 71). The Public Parkway Tree Replacement Program is provided at no direct costs, charges or fees to residents for the tree purchase or labor for planting the tree. Residents are permitted to plant their own parkway tree at no cost to the Village. Planting permits are not required.

Each season, Village staff prepares a list of replacement trees. This includes reviewing the current tree inventory numbers and assessing the tree species adjacent to potential planting sites from the Tree Replacement Log. Once the list is complete, a Request for Proposals is created and a contract is awarded by the Village Board. Replacement trees are ordered based on availability and the desired species for the planting location.

The public parkway trees are individually selected by the Village arborist, from the supplying nurseries, to ensure proper shape and quality. All nurseries are Illinois Department of Agriculture Certified nurseries and all nursery stock adheres to the *ANSI Z60.1-2014 American Standard for Nursery Stock*. Village staff and/or arborist walk through the nurseries and attaches field tags to the appropriate trees. The majority of selected trees have a caliper of 1.5-2.5 inches (measurement of diameter at a point six inches above ground).

#### **Tree Removal and Replacement Record**

The process for planting a replacement tree is outlined below:

The public parkway tree replacement process begins with the tree removal of a parkway tree. On April 24, 2012, the Village began keeping public parkway tree removal records. The tree removal record contains the address location of the removed tree. From this record a Tree Replacement Log is generated (Exhibit A) to begin the process of a possible replacement.

Village of Homer Glen Public Parkway Tree Guidelines (Exhibit B) are to assist residents who wish to plant their own tree.

#### **Tree Species Selection**

To establish a healthy and diverse tree population, tree species for planting will be determined by staff and the Village arborist. The tree species planted are those that can tolerate urban conditions in northern Illinois, are relatively free of insect and disease pests, have low maintenance costs, and have low susceptibility to breakage by wind and ice storms. For each planting location, the tree species chosen varies depending on the planting location's soil type, drainage condition, amount of wind exposure and sun interception, and the surrounding tree species.

Planting a diversity of tree species provides a variety of tree forms, sizes, textures and colors. Diversity also reduces the potential of one pest or disease from affecting all trees in an area. When overhead utility lines are present, trees with shorter mature heights are chosen so the right-of-way has some tree canopy but without the wire interference.



Any deviations from the spacing guidelines or distances listed above are to occur only when no other options exist and when the site would be improved more from the planting of a tree than not. All tree plantings will first require a J.U.L.I.E. locate.

### **Preparation and Tree Planting**

After determining the tree species and site selection, preparations are made for planting. Before planting, staff will identify the planting location in the parkway. Door hangers will be placed to inform residents of the planting location and tree species (Exhibit E).

The J.U.L.I.E. service is contacted and given the location address.

The actual process of planting follows the *International Society of Arboriculture Best Management Practices: Tree Planting (2005)*, and the *ANSI A300 (Part 6) – 2012 Planting and Transplanting*.

- Trees are covered during transport and care is taken to avoid branch damage.
- Tree planting occurs during the spring and fall when trees are dormant.
- The rootball is placed in the hole such that the trunk flare is at grade and the uppermost structural roots are 1 to 3 inches below the surrounding grade.
- Once at proper depth and orientation, the backfill soil is firmly tamped around the rootball.
- A 2 to 3 inch layer of compost wood chip mulch is added as a top dressing to supply organic matter, retain soil moisture, moderate soil temperatures, and provide an aesthetically pleasing appearance.
- Twine and visible burlap should be removed by the planting crew after planting.
- Village arborist will inspect the tree planting at the time of installation.

### **Resident Participation in Tree Care**

After the tree is planted, a door hanger will be left or a letter will be sent to the resident indicating the tree species and special care instructions (Exhibit F&G). Instructions shall include items listed below.

**Watering** – Slow and thorough watering around the tree stem is essential. In normal weather the tree should be watered every 4-7 days. When the weather turns hot and dry (above 80°), the tree should be watered every 3-4 days.

**Mulch** – A circle of mulch, 2-3 inches deep and 36 inches in diameter is placed around the tree. Residents do not need to add mulch the first year. Mulch should not be more than 3 inches deep and must be kept 4-6 inches away from the trunk.

**Fertilizing** – Trees should not be fertilized the first year. The new tree needs to establish a new root system. Fertilizers that contain Nitrogen may cause excessive top growth before enough new roots have grown.

**Pruning and trimming** – Due to transplant shock it is best to wait two years after planting to prune the tree, except for structural integrity. This will allow the tree to recover from root loss. The Village will arrange for tree trimming, when needed.

**Harmful to trees** – Lawn mowers and string trimmers are a frequent cause of tree injury. Repetitive damage to the trunk of the tree can cause serious problems. The spray from weed killers can cause severe damage to tree foliage. Lawn fertilizers that contain weed killers should not be used in the vicinity of trees.

### **Maintenance**

- The resident receiving the tree is responsible for watering the tree.
- If a guarantee exists, no maintenance shall be performed until after the guarantee period.
- Within the first two months after planting, all trees are re-inspected by Village arborist. If needed, the Village arborist leaves a door hanger with any needed special instructions (Exhibit G).
- Village arborist or staff inspects newly planted trees within five (5) months and again in one (1) year after planting.
- Pruning and trimming will not be done in the first two years after planting except for structural integrity.
- Third year after planting routine trimming may begin.

### **Tree Inventory**

After a replacement tree is planted, a tree planting record is added to the Village's tree inventory. Tree history, maintenance and special comments are added to the inventory record when events occur.

Village tree plantings may take place in the spring and fall. Tree replacement applications, that are not fulfilled, are kept until the next planting cycle.

## **Parkway Tree Trimming Policy**

### **Purpose**

Trees within public roads and rights-of-way are owned and maintained by the Village of Homer Glen. The Village in coordination with the Homer Township Road District provides for the maintenance of the facilities within the public right-of-way, including trees. The purpose of this policy is to provide clear direction for maintenance and health of trees in the Village right-of-way.

*If a subcontractor is used, the Village shall be notified and subcontractor is to provide a Certified Arborist to supervise the work.*

### **Tree Trimming**

The Homer Township Road District will trim dead limbs, damaged limbs, limbs impeding traffic, limbs obstructing traffic lines-of-sight, or limbs otherwise judged to be dangerous by the Homer Township Road District. A contractor may be hired to perform high branch tree trimming.

The objectives of tree trimming include the following:

Allow sun light to penetrate the crown of the tree to promote new growth and strengthen existing limbs.

- Eliminate weak forks in tree stems and reduce the weight on support limbs.
- Reduce the possibility of future damage to the tree by high winds and storms.
- Maintain adequate visibility and vertical clearance for vehicle and pedestrian traffic.

Property owners may, at their expense, have tree limbs trimmed provided that such work is performed according to the requirements in the tree trimming specifications. This applies to the "elective trimming of live limbs overhanging homes or other buildings, parking areas, etcetera.

### **Tree Trimming Cycle**

The Village will maintain a 5-year trim cycle for trees greater than six inches in diameter (see attached map). This proactive trimming allows for a gradual raising of the crown, correction of defects early in the tree's life and smaller pruning wounds which close more quickly.

Cyclical tree trimming will be performed when trees are dormant (October through March). Trees may be trimmed year round due to storm events, pro-active elimination of issues observed by staff or in response to a request from residents or businesses.

### **Tree Trimming Specifications**

Trimming will be completed by the Homer Township Road District (HTRD) in accordance with ANSI A300 Standards. All tree trimming personnel are to be trained by a certified arborist. Trees will be trimmed to maintain height clearances of 14 feet over roads and driveways and 8 feet over sidewalks. This allows for safe clearance by all vehicular and pedestrian traffic. It also ensures that any signage in the parkway is clearly visible.

No more than one-quarter of the live crown will be removed at one time. The determination of how much to remove will be dependent upon tree species, size and condition of the tree, as well as the duration between trim cycles. Trimming will include the removal of deadwood, removal of diseased, insect infested, broken, hanging, weakly attached, or structurally unsound limbs, correction of storm damage, thinning of sucker growth, removal of limbs which interfere with utility lines, street lights or vegetation on private property and removal of limbs which conflict with other limbs.





## VILLAGE OF HOMER GLEN PARKWAY TREE PLANTING GUIDELINES

Residents may plant a tree in the Village public parkway. The Village recommends that you consider planting trees that are shown on the Recommended Public Parkway Street Tree List. After a tree is planted in the parkway, it becomes the property of the Village of Homer Glen.

### PLANTING AND CARE GUIDELINES

#### Tree Planting

- Distance not less than from:
  - Other Trees or planting sites 35 feet
  - Driveways 10 feet
  - Fire Hydrants 10 feet
  - Natural Gas Service Line 10 feet
  - Street intersection (corner/curb) 60 feet
  - Street Lights 15 feet
  - Utility Poles 15 feet
  - Water Service Line (B-Box) 10 feet
  - Other valve boxes and vaults 10 feet
- Before planting call JULIE (800-892-0123) to have all underground utilities located prior to digging.
- Check the twine around the root ball. If it is not dissolving twine, it must be removed from the ball's upper 12". Also remove any wire surrounding the ball.

#### Tree Care

- **Watering** – slow and thorough watering around the tree stem is essential. In normal weather the tree should be watered every 4-7 days. When the weather turns hot and dry, the tree should be watered every 3-4 days. Check the soil first to be sure the tree needs watering. Trees can die not only from lack of water, but overwatering as well.
- **Mulch** – a circle of much, 2-3 inches deep and 36 inches in diameter should be placed around the tree. Mulch should not be more than 3 inches deep and must be kept 4-6 inches away from the trunk.
- **Fertilizing** – Trees should not be fertilized the first year. The new tree needs to establish a new root system. Fertilizers that contain Nitrogen may cause excessive top growth before enough new roots have grown.
- **Pruning and trimming:** Due to transplant shock it is best to wait two years after planting to prune the tree, except for structural integrity. This will allow the tree to recover from root loss. The Village will arrange for tree trimming when needed.
- **Harmful to trees** – Lawn mowers and string trimmers are a frequent cause of tree injury. Repetitive damage to the trunk of the tree can cause serious problems. The spray from weed killers can cause severe damage to tree foliage. Lawn fertilizers that contain weed killers should not be used in the vicinity of trees.

## EXHIBIT B

## Recommended Public Parkway Street Tree List

Botanical Name	Common Name	Cultivar	Planting Season
<i>Acer miyabei</i>	Maple	STATE STREET™	Spring or Fall
<i>Acer nigrum</i>	Black Maple		Spring
<i>Aesculus carnea</i>	Horse-chestnut		Spring
<i>Aesculus flava</i>	Buckeye, yellow		Spring
<i>Aesculus glabra</i>	Buckeye, Ohio		Spring or Fall
<i>Alnus incana</i>	Alder, European White		Spring or Fall
<i>Alnus maritima</i>	Alder, seaside		Spring
<i>Betula populifolia</i>	Birch, gray	'Whitespire Senior'	
<i>Amelanchier laevis</i>	Serviceberry, Alleghany		Spring or Fall
<i>Amelanchier x grandiflora</i>	Serviceberry, apple		Spring or fall
<i>Carpinus betulus</i>	Hornbeam, European		Spring
<i>Carya cordiformis</i>	Hickory, bitternut		Spring or Fall
<i>Carya glabra</i>	Hickory, pignut		
<i>Carya illinoensis</i>	Pecan		Spring
<i>Carya laciniosa</i>	Hickory, shellbark		
<i>Carya ovalis</i>	Hickory, red		
<i>Carya ovata</i>	Hickory, shagbark		Spring
<i>Carya tomentosa</i>	Hickory, mockernut		
<i>Castanea mollissima</i>	Chestnut, Chinese		
<i>Catalpa bignonioides</i>	Catalpa, southern		
<i>Catalpa speciosa</i>	Catalpa, Northern		Spring
<i>Catalpa x erubescens</i>	Catalpa, hybrid		
<i>Celtis occidentalis</i>	Common Hackberry		Spring or Fall
<i>Cornus kousa</i>	Dogwood, kousa		
<i>Cladrastis kentukea</i>	Yellowwood		Spring or fall
<i>Cornus mas</i>	Dogwood, Cornelian-cherry		Spring or Fall
<i>Cornus officinalis</i>	Cornel, Japanese		
<i>Corylus colurna</i>	Hazelnut, Turkish		Spring
<i>Crataegus crus-galli</i> var. <i>inermis</i>	Hawthorn cockspur		Spring
<i>Fagus sylvatica</i>	Beech, European		
<i>Ginkgo biloba</i>	Ginkgo	Princeton Sentry	Spring
<i>Gleditsia triacanthos</i> var. <i>inermis</i>	Thornless honeylocust	'Skyline'	Spring or Fall
<i>Gymnocladus dioicus</i>	Kentucky Coffetree	Male	Spring or Fall
<i>Liriodendron tulipifera</i>	Tulip Tree		Spring
<i>Maackia amurensis</i>	Maackia, Amur		spring
<i>Maclura pomifera</i>	Osage-orange	Macho (Male)	Spring or fall
<i>Malus</i>	Crabapple		Spring
<i>Metosequoia, glyptostroboides</i>	Redwood, dawn		Spring
<i>Platanus x acerifolia</i>	Planetree, London		Spring
<i>Platanus x acerifolia</i> 'Morton Circle'	Planetree, London	EXCLAMATION™	Spring
<i>Populus tremuloides</i>	Aspen, quaking		Spring
<i>Quercus alba</i>	Oak, white		Spring
<i>Quercus bicolor</i>	Swamp White Oak		Spring
<i>Quercus 'Crimschmidt'</i>	Oak-CRIMSON SPIRE™		Spring
<i>Quercus elipsoidalis</i>	Oak, northern pin	(Hill's)	Spring
<i>Quercus imbricaria</i>	Oak, shingle		Spring

### Recommended Public Parkway Street Tree List

Quercus michauxii	oak, swamp chestnut		Spring
Quercus montana	Oak, chestnut		Spring
Quercus rubra	Oak, northern red		Spring
Quercus shumardi	Oak, Shumard's		Spring
Quercus x warei	Oak, Ware's		Spring
Syringa pekinensis	Lilac, Peking		Spring or fall
Syringa reticulata	Japanese Tree Lilac		spring or fall
Taxodium distichum	Bald cypress		Spring
Tilia americana	Basswood, American	'Redmond'	spring or fall
Tilia americana 'McKSentry'	Basswood American Sentry,		spring or fall
Tilia americana var. heterophylla	Basswood, white		spring or fall
Tilia mongolica	Linden, Mongolian		Spring or fall
Tilia platyphyllos	Linden, big-leaved		Spring or fall
Tilia tomentosa	Linden, silver		Spring or fall
Ulmus americana 'Princeton'	Elm, Princeton		spring or fall
Ulmus davidiana var. jopinica	Elm, Prospector		
Ulmus 'Frontier'	Elm, Frontier		Spring
Ulmus 'Morton Glossy'	Elm-TRIUMPH™		spring or fall
Ulmus 'Morton Stalwart'	Elm, Commendation		spring or fall
Ulmus 'New Horizon'	Elm, New Horizon		spring or fall
Ulmus parvifolia	Elm, lacebark		
Ulmus 'Patriot'	Elm, Patriot		spring or fall

## EXHIBIT C

Village of Homer Glen

Recommended Trees for Planting Under  
Utility Lines

Botanical Name	Common Name
<i>Acer campestre</i>	Hedge Maple
<i>Acer ginnala</i>	Amur maple
<i>Acer tataricum</i>	Tartarian Maple
<i>Acer rugosa</i>	Speckled Alter
<i>Amelanchier x grandiflora</i>	Apple Serviceberry
<i>Amelanchier laevis</i>	Alleghany Serviceberry
<i>Asimina triloba</i>	Pawpaw
<i>Carpinus caroliniana</i>	American Hornbeam
<i>Cercis canadensis</i>	Eastern Redbud
<i>Cornus mas</i>	Cornelian Cherry Dogwood
<i>Crataegus crus – galli var. inermis</i>	Thornless Cokspur Hawthorn
<i>Crataegus phaenopyrum</i>	Washington Hawthorn
<i>Crataegus viridis</i> 'Winter King'	Winter King Hawthorn
<i>Magnolla x loebneri</i> 'Merrill'	Merill Magnolla
<i>Malus</i> (species and cultivars)	Flowering Crabapples
'Adams'	
'Beverly'	
'Bob White'	
'Donald Wyman'	
'Mary Potter'	
'Profusion'	
'Red Jade'	
'Red Jewel'	
'Selkirk'	
'Sentinel'	
'Snowdrift'	
<i>Zumi var. calocarpa</i>	Redbud Flowering Crabapple
<i>Ostrya virginiana</i>	Hophornbeam
<i>Prunus Americana</i>	American Plub
<i>Prunus virginiana</i>	Schubert Choke Cherry
<i>Syringa pekinensis</i>	Peking Lilac
<i>Syringa reticulata</i>	Japanese Tree Lilac

**EXHIBIT D**

## Public Parkway Tree Replacement Notice Door Hanger

### Public Parkway Tree Replacement Program

Date: \_\_\_\_\_

The Village of Homer Glen has inspected the parkway adjacent to your property for planting a new tree. Our findings are:

\_\_\_\_\_ The proposed site meets our site qualifications. An "X" has been painted on the spot where the tree is to be planted.

\_\_\_\_\_ The proposed site does not meet our site qualifications for tree planting.

The Village site qualifications include the following:

- 35' between parkway trees
- 60' from intersections
- 10' from driveways, b-boxes, utility vaults, fire hydrants
- No utility conflicts
- No sight obstructions
- Adequate growing space
- No conflicts with private vegetation

If you are not satisfied with the marked planting site or have any questions, please call the Village Hall as soon as possible. If you have an underground sprinkler system, you must mark out the system in the grass yourself to avoid planting conflicts.

Village of Homer Glen  
708-301-0632



### AFTER THE TREE IS PLANTED

Plan To Care For The

\_\_\_\_\_ (Tree to be planted)

- Provide slow watering twice a week.
- Mulch will be provided. Do not push mulch against the tree.
- Protect from mower or string trimmer damage.
- Avoid using weed killer near the tree.
- Do not fertilize the tree for one year.

For additional care instructions and information about the tree species that will be planted visit:  
[www.homerglenil.org](http://www.homerglenil.org)

For further information contact:

Village of Homer Glen  
708-301-0632

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# EXHIBIT E

RE: Village of Homer Glen's Public Parkway Tree Replacement Program

Dear Resident:

It's a tree!! A beautiful new (species inserted here) tree has been planted in the public parkway adjacent to your home. We hope that you will welcome and care for this new tree. The transplanting procedure is traumatic to a tree, and many trees will demonstrate symptoms of shock. Symptoms can include withered leaves, dead branches and reduced growth. Your assistance in caring for this tree is crucial for its survival. Please adhere to the following tree care instructions:

**Watering:** Nothing has a greater impact on new tree survival than adequate watering during the first 2 years following transplant. The tree may die from either too little or too much water. Slow and thorough watering around the tree stem is essential. In normal weather the tree should be watered every 4-7 days. When the weather turns hot and dry, the tree should be watered every 3-4 days.

**Pruning and trimming:** Do to transplant shock it is best to wait for two years after planting to prune the tree, except for structural integrity. This will allow the tree to recover from root loss. The Village will arrange for tree trimming when needed.

**Fertilization:** Do not apply fertilizer. The new tree needs to establish a new root system. Fertilizers contain Nitrogen, which may cause damage to young trees.

**Harmful to trees:** Lawn mowers and string trimmers are a frequent cause of tree injury. Repetitive damage to the trunk of the tree can cause serious problems. The spray from weed killers can cause severe damage to tree foliage. Lawn fertilizers that contain weed killers should not be used in the vicinity of trees.

With your special attention and tender care, this tree will be enjoyed by future generations. For additional care instructions and information about the tree species, please visit our website [www.homerglenil.org](http://www.homerglenil.org) or call the Village at 708-301-0632.

Respectfully,  
Village of Homer Glen

**EXHIBIT F**

## Public Parkway Tree Inspection Door Hanger

### PUBLIC PARKWAY TREE ALERT!

DATE: \_\_\_\_\_

The public parkway tree in front of your home was inspected today. Your assistance in the following ways will help this tree survive and be healthy:

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For additional care instructions and information about the tree species:

[www.homerglenil.org](http://www.homerglenil.org)

For further information contact:

**Village of Homer Glen**

**708-301-0632**



Front

### Care for the Newly Planted Tree

The transplanting procedure is traumatic to a tree, and many trees will demonstrate symptoms of shock. Symptoms can include withered leaves, dead branches and reduced growth. To help the tree overcome shock, here are some suggestions:

**Watering:** Nothing has a greater impact on new tree survival than adequate watering during the first 2 years following transplant. The tree may die from either too little or too much water. Slow and thorough watering around the tree stem is essential. In normal weather the tree should be watered every 4-7 days. When the weather turns hot and dry, the tree should be watered every 3-4 days.

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**Village of Homer Glen**

**708-301-0632**

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**EXHIBIT G**