Meeting Summary – February 14, 2007
City Hall South, Winston-Salem, NC

Handouts Provided
1. Winston-Salem / Forsyth County Tree Ordinance Committee Discussion Agenda, 2/14/07

Meeting Agenda
1. Agenda review; approval of meeting summary, information sharing
2. Review and evaluate the options under Objective #1.
3. Review and generate additional options under Objective #2.
4. Generate options under Objective #3.
5. Next steps and agenda for next meeting

Handouts Provided
1. Winston-Salem / Forsyth County Tree Ordinance Committee Discussion Agenda, 2/14/07

Attendance
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Glenn Cobb</td>
<td>Winston-Salem Regional Association of Realtors</td>
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<td>Melynda Dunigan</td>
<td>Winston-Salem Neighborhood Alliance</td>
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<td>Fred Holbrook</td>
<td>Winston-Salem/Forsyth County Inspections Division</td>
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<tr>
<td>Keith Huff</td>
<td>City of Winston-Salem, Stormwater</td>
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<td>Glynis Jordan</td>
<td>City-County Planning Board</td>
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<td>Evie Katsoudas</td>
<td>Winston-Salem Chamber of Commerce</td>
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<td>Paul McGill</td>
<td>McGill Realty</td>
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<tr>
<td>James Mitchell</td>
<td>City of Winston-Salem, Vegetation Management</td>
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<tr>
<td>Jamie Moore</td>
<td>Community Appearance Commission</td>
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<td>Bob Ragland</td>
<td>Forsyth County Environmental Affairs</td>
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Alternates
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<tr>
<th>Name</th>
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<tr>
<td>Nancy Gould</td>
<td>Winston-Salem Homebuilders Association</td>
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<tr>
<td>Kaila Hires</td>
<td>Winston-Salem Neighborhood Alliance</td>
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<td>Robert Vorsteg</td>
<td>Winston-Salem Neighborhood Alliance</td>
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Actions and Future Tasks

Tasks Remaining from previous meetings:
1. Review actual site plans to evaluate existing ordinances with respect to tree conservation and protection.
2. Keith Huff to report back on Incentives for Density Bonus, Protection of Steep Slopes (Chapter 2-5.60 (G)).
3. Keith Huff to report back on Floodway Fringe Limits of Encroachment (Section 2-3(B)(3)(b)).

New Actions & Tasks
1. Made recommendations under Objective #1 - Maintain Trees in a Healthy Condition. In summary, the recommendations are:
   a. Incorporate language on tree planting and maintenance that is already contained in the landscaping, buffer yard, and street tree standards.
   b. Add citations to ANSI Z133.1 for planting and maintenance standards
I. **Introductions, Agenda Review, Information Sharing**

A. The facilitator, Steve Smutko, welcomed the committee members and reviewed the day’s agenda.

B. The committee approved the January 24, 2007 meeting summary with no changes.

C. The committee discussed the possibility of locating and visiting a site that is undergoing plan review and see how the options under consideration would play out on the site. This site could also be used for a review of site plan or plans to see how buffer yards and landscaping requirements are carried out. Two sites were discussed: (1) the northwest corner of Jonestown Road and McGregor Road, and (2) Jonestown Road and Romara Drive (Wingate Village). The committee will settle on a site at their next meeting.

II. **Review and Evaluate Options under Objective I – Maintain Trees in a Healthy Condition**

A. Using the document, *Winston-Salem Tree Ordinance Committee Discussion Agenda, February 14, 2007* as their guide, the committee reviewed the options generated at their meeting in November. Much of the discussion was centered around implementation mechanisms for ensuring adequate maintenance of existing and newly planted trees.

B. It was decided that ANSI Z133.1 (American National Standards Institute) would be the standard for tree care under the proposed ordinance.

C. Voluntary incentives and education discussed and proposed by the committee were to conduct annual planting and maintenance workshops, and produce a tree maintenance guidebook.

D. Regulatory measures for maintaining trees were discussed as follows:

1. Applicability: all trees required by ordinance. Under current ordinance this would include trees designated under landscaping standards and buffer yard standards.

2. Tree topping: use definitions and standards included in ANSI z133.1

3. Fencing: Ensure adequate and effective tree protection fencing. Provide sufficient staffing and funding to enforce existing standards. A suggestion was made to designate a responsible individual, i.e., a construction company employee, to ensure that ordinance provisions are carried out. Chapel Hill’s ordinance has this type of provision.

4. Maintain trees protected under ordinance: Maintenance standards must follow ANSI z133.1 and ISA for planting and maintaining newly planted trees

5. Hazard trees: Define hazard trees that should be removed

6. Implementation: The City shall provide sufficient staffing and funding to ensure proper maintenance.

E. Item F.6. above, staffing and funding to ensure adequate enforcement, was discussed further. The question was posed whether the primary issue of tree maintenance is inadequate enforcement of existing standards. The committee affirmed that it would revisit this issue as additional recommendations are developed.

F. The committee discussed the option of requiring planting or replanting of native species. It was agreed that market availability is a large determinant of the species that are planted. It was decided that this item should be reworded to “encourage planting of native species” and moved under Objective #3.

G. The committee requested the planning department to review other ordinances to see how other municipalities have codified their tree planting and maintenance standards. Of particular interest was
language to improve conformance with the standards.

III. Review and generate additional options under Objective #2 – Conserve Trees to Prevent (Reduce) Loss or Depletion

A. The committee reviewed and briefly discussed options under Objective 2. A recommendation was made to include a sub-objective titled “Protect and Restore the Tree Canopy.” This objective will be more thoroughly discussed at the committee’s March meeting.

IV. Next Steps

A. The committee identified the following dates for future tree committee meetings:
   - March 21
   - April 11
   - May 2
   - June 13
   All meetings will be at the regular time, 3:30 - 6:00 p.m.

Meeting was adjourned at 6:00 p.m.