

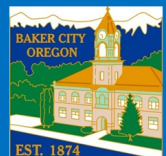
2017/2018 Street Tree Grant Application

Made possible by Anthony Silvers,
a man with a passion for trees.



City of Baker City, Oregon

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Program Background



Anthony Silvers was born in 1927 in Mt. Vernon, OR. He was in the military, serving in Japan during the U.S. Army occupation. Mr. Silvers attended Oregon State University, worked as a freelance landscape architect, designed custom-built homes and operated a number of restaurants which included the Chocolate Moose in Portland, OR and The Anthony in Baker City, OR.

Mr. Silvers died in March of 2011. Prior to his death, Mr. Silvers contacted City staff on a few occasions to inquire if there was any funding available to improve Baker City's street tree inventory. At that time no public funding was available to encourage citizens to plant street trees or to do a larger-scaled community tree planting project. With an apparent passion for trees and the benefits they provide us, in his last will and testament Mr. Silvers bequeathed his

entire estate to the City of Baker City to be held in a perpetual endowment with the interest earnings to be used for the purpose of improving our community's street tree inventory.

In May of 2012, the Baker City Council unanimously adopted Ordinance 3314 which established the Anthony Silvers Street Tree Trust Fund. Since 2014 the interest accrued on the Silvers' Trust has been utilized to plant 25 street trees at the Baker County Fairground property and to expand 11 tree wells and plant 11 new street trees within our historic downtown area. These community enhancement projects were accomplished through a partnership between Baker City Tree Board members, Public Works staff, property owners and community volunteers.

Street trees are located within the public right-of-way and are generally located between the street and sidewalk. Just some of the benefits we reap from street trees include: pollutants are filtered and oxygen is added to the air we breathe; glare and heat from roadways is decreased as is storm water runoff; shade is provided to surrounding vegetation, our homes, vehicles and pedestrians; and outdoor experiences are enhanced for Baker City's citizens and folks visiting our great little city by beautifying the landscape.

Application Process

Grant applications will be accepted by the Baker City Public Works Department April 2, 2018 through June 15, 2018. Grant funds are available only to plant street trees (trees within the public right-of-way).

Applications will be accepted until approved grant applications meet or exceed the grant funds available. If the approved grant applications exceed the funds available, grant awards will be determined by the date/time application is received (priority order). In the case of two grant applications being received at the same time, a lottery will be held to determine the grant recipient.

Upon staff confirming the grant application is complete, grant applications will be reviewed by the Baker City Tree Board. The Tree Board may approve the application, reject it (due to existing site constraints not being able to accommodate a new tree - utility locations, adjacent trees or structures not providing sufficient room/light to encourage a new tree to grow, etc.), or request further information from the grant applicant. Based upon the Tree Board's findings, City staff will issue the final grant determination.

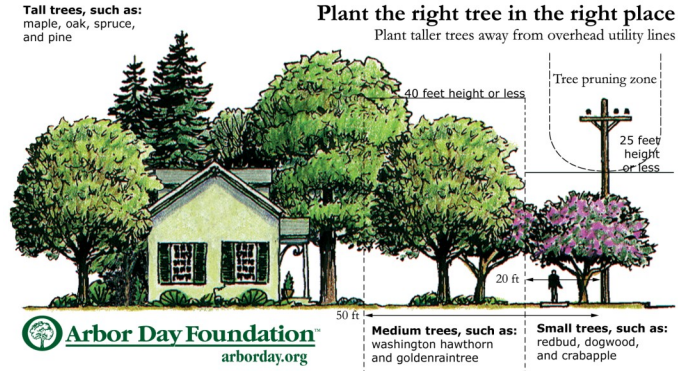
Trees must be planted and itemized receipts must be submitted to the Public Works Department by no later than June 22, 2018.

Grant Requirements and Information

- All properties and planting sites must be within the city limits of Baker City.
- Grants are only available for planting street trees within the public right-of-way.
- Grant funds can go towards the purchase of a street tree and the cost of nursery staff planting the tree.
- Grants are limited to two trees at \$150 maximum per tree.
- Trees planted through this grant program must have a minimum of a 1" caliper. Caliper is the diameter of the tree trunk measured from approximately 5' above the soil.
- Applicants may either be the property tenant or property owner. Applications by tenants must also be accompanied by a letter signed by the property owner indicating they are in favor of a tree being planted at their property.
- Only one application may be submitted per property owner or tenant per fiscal year. Successful grant recipients shall only qualify for additional grants in years following their initial grant approval only after first-time grant applicants have been given an opportunity to apply (one-month period of time after the grant opening date).
- **This is a reimbursable grant**, meaning the initial cost of the tree purchase and/or tree planting must be paid for by the grant recipient. Grant recipients must provide a grant match by providing the first \$25 towards the cost of each tree. Grant dollars will not be dispersed until the tree project is complete and the final site inspection reflects that the tree planting project meets the grant requirements.
- The grant recipient must submit original receipts which are itemized and reflect the date of purchase, the tree species purchased, the cost of each tree, and the cost of planting the tree (if applicable). This documentation must be submitted to the Baker City Public Works Department. Submission of this information will trigger a final site inspection to be conducted by staff or Tree Board members. Reimbursement is based upon the actual cost of the tree and tree planting, less grant match.
- Proposed plantings must comply with all City ordinances regarding traffic visibility, setbacks from intersections, and clearance requirements for utilities. Any species proposed for planting must be selected from the Baker City Street Tree Guide and be reviewed and approved by the Tree Board as having suitable form and characteristics which can be accommodated at the site.
- In an effort to encourage biodiversity in tree species in our community, the Tree Board is requesting that you consider selecting a tree species that differs from the adjacent trees within your neighborhood (i.e., requesting to plant something other than a maple tree in a neighborhood which already includes multiple maple trees.) Diversifying our urban forests not only broadens the visual canvas, it lessens the impact of devastation that could occur if species-specific fungus or borer were to make its way to our community.
- If an irrigation system is not readily available to water the tree(s) planted through this grant program, the Tree Board may provide you with a water bag designed for trees.

Considerations

- Your proposed planting area should be sufficient enough in size to accommodate the mature size of the tree to be planted.



- Take note of what trees are currently in your neighborhood and consider planting something other than those same varieties.
- If you have overhead power lines above the planting area you will only be able to plant a Class I tree which reaches a maximum mature height of 25'.
- If you have a narrow planting area adjacent to a public sidewalk, a columnar shaped tree (narrow canopy) may be ideal to accommodate sidewalk clearance.
- An underground utility request must be submitted by you at least 48 hours prior to planting the tree. Call the Oregon Utility Notification Center at 1-800-332-2344 or by dialing 8-1-1.
- Section 94.06 of the Baker City Code of Ordinances requires the following spacing for street trees within the public right-of-way:

	Class I	Class II	Class III	Class IV
Mature height of tree	Up to 25'	25'—35'	35'—50'	50' and over
Spacing between trees	25 feet	25 feet	35 feet	40 feet
Distance from curb to sidewalk*	3 feet	4 feet	6 feet	8 feet
Distance from overhead utility wires**	0 feet	15 feet	25 feet	40 feet
Distance from underground utilities***	7 feet			
Distance from street corners	30 feet			
Distance from fire hydrants	10 feet			

*Exceptions for less distance may be approved by the Tree Board.

** Except property service lines.

*** The City Tree Board shall have the authority to grant exceptions to this prohibition on a case-by-case basis for Class I trees only.

Recap of Grant Process

- Submit a complete, signed grant application.
- Staff confirms application is complete.
- Tree Board members review the site to assure a tree can be accommodated.
- If Tree Board approves application, staff notifies grant recipient.
- Grant recipient purchases tree, plants tree.
- Grant recipient submits original itemized receipt of tree purchase.
- Tree Board members or staff conducts final inspection of planting site.
- Once grant requirements are met, staff submits for grant reimbursement.
- Grant funds will be dispersed to the property owner on the next accounts payable disbursement, which are generally the 10th and 25th of each month.

Questions? Contact Lynne in the Public Works Department at (541) 524-2047 or lewing@bakercity.com.

City of Baker City Street Tree Grant Application



Property Owner/Applicant Name: _____

Project Location/Address: _____

Mailing Address (if different): _____

Applicant's Phone Number: _____ Email Address: _____

I would like to plant a (please mark one):

- Class I Tree (15'-25' in height) _____ Class II Tree (25'-35' in height) _____
 Class III Tree (35-45' in height) _____ Class IV Tree (in excess of 45' in height) _____

Please answer all of the following:

- How many trees would you like to plant through this grant? One _____ Two _____
- Do you have a specific tree or trees you are interested in planting? _____
- Is there an irrigation system in place where you intend to plant the new tree? No _____ Yes _____
 If you answered "no", how do you intend to water the new tree? _____
- What is the width of the planting strip where you would like to plant the tree? _____
- Is your property a corner lot? No _____ Yes _____ If yes, how far is the planting area from the intersection? _____
- Are there any overhead utility lines where you would like to plant the tree? _____
- Are there any underground utility lines where you would like to plant the tree? _____
 If yes, what utility (telephone, gas, etc.) _____
 How far from the proposed planting site is the line? _____
- Any other trees in the planting area? _____ If yes, how far away from planting area? _____

*Call 8-1-1 before you dig to have any underground utilities located.

Acknowledgement: By signing below, I certify that I am the tenant or legal owner of the property where the street tree is proposed to be planted. If I am not the property owner, I certify that the property owner is aware and in support of the street tree being planted at the property (attach required letter of approval). If awarded the grant, I agree to care for the new tree by providing routine maintenance and watering it regularly to encourage its growth.

Signature

Date

For Staff Use Only

- | | |
|----------------------------------|--------------------------|
| Application No.: _____ | Grant Awarded: _____ |
| Date Received: _____ | Receipt Submitted: _____ |
| Eligibility Verified: _____ | Final Inspection: _____ |
| Property Owner Letter: _____ | Requirements Met: _____ |
| Date of Tree Board Review: _____ | Funds Disbursed: _____ |



Silvers' Street Tree Trust Fund