

MEMORANDUM

DATE: October 24, 2018

FROM: Karen DeMaria, Urban Forestry Manager, City of Key West

RE: Heritage Tree Program and Procedures

A heritage tree is a tree that is historically significant and is associated with a notable local or regional historical event, person, structure, or landscape, has been dedicated or planted as a public memorial, or its species is important to the history of the community. It is a local designation that seeks to raise community awareness by officially recognizing noteworthy trees in the City. Any tree which is determined to be of unique and intrinsic value to the general public because of its size, age, historic association or ecological value can be a heritage tree.

The public requested that a heritage tree program be created in the City of Key West to honor and identify the unique and historically significant trees in the city. On April 11, 2017, the Tree Commission voted to create a Heritage Tree Program. On August 8, 2017, the Tree Commission approved the draft policies and procedures of the Heritage Tree Program (memo attached).

The basic process and procedures of the program are outlined below;

Applications: Applications can be submitted for trees located on public or private property. If the property owner is not the one submitting the application, the property owner must give consent. Prior to final issuance of a Heritage Tree status, a signed agreement with property owner must be part of the file.

The application must state the address for the tree, tree species, and a statement as to what notable local or regional historical event, person, structure, landscape the tree is associated with or if it is an important or unique species, or if the tree had been dedicated or planted as a public memorial. Historical photos, newspaper articles, age of the tree, and other supporting documents should be attached to the application. Trees being considered for the heritage tree program must be certified as being sufficiently healthy by an arborist.

Processing: Applications will be submitted from January to June of each year. The submitted application is then reviewed by the Urban Forester who will review the application for completeness, verify and document the condition and status of the tree, and collect any additional information, as necessary then forward accepted and completed applications to the Tree Commission for final review and vote. Final decision granting the heritage tree approval would be done by the City Commission. Trees are then given a marker then placed on website list and map.

File #



CITY OF KEY WEST TREE COMMISSION
HERITAGE TREE NOMINATION FORM

DATE: _____

TREE LOCATION: _____

PRIVATE OR PUBLIC PROPERTY: _____

TREE NAME/SPECIES: _____

NOMINATOR NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

E-MAIL ADDRESS: _____

PHONE: _____

ARE YOU THE PROPERTY OWNER _____(YES) _____(NO)

*Approval from the Property Owner will be required to process application

- Tree is a unique specimen, size and/or age
- Tree is connected to a historical event/building, or individual
- Tree was dedicated/planted as a memorial
- Other

**Attach supporting documentation including photos, newspaper articles, or any additional text or letters. Sketch a location of the tree below:

MEMORANDUM

DATE: August 7, 2017

RE: Heritage Tree Program

FROM: Karen DeMaria, Urban Forestry Manager, City of Key West

RE: Heritage Tree Program

A heritage tree is a tree that is historically significant and is associated with a notable local or regional historical event, person, structure, or landscape, has been dedicated or planted as a public memorial, or its species is important to the history of the community. It is a local designation that seeks to raise community awareness by officially recognizing noteworthy trees in the City. Any tree which is determined to be of unique and intrinsic value to the general public because of its size, age, historic association or ecological value can be a heritage tree.

A Heritage Tree Program is different from the State of Florida Champion Tree Program. A state listed champion tree is the largest known tree of each species. All native and non-invasive naturalized tree species are eligible to be champion trees. With property owner permission, all Champion trees should be included in all general mapping and listing of heritage trees.

A proper Heritage Tree Program should be adopted by City Ordinance and incorporated into the Land Development Regulations (LDR's). Currently, there is a section of the Code that references Champion Trees (Sec 110-260 Tree Ordinance).

Sec 110-260. Champion trees.

- (a) The tree commission shall designate and maintain a census of champion trees in Key West. The Urban Forestry Manager shall update the census every five years or after a major hurricane. After a tree is designated a champion tree, the Urban Forestry Manager shall notify the property owner within sixty (60) days of the designation.
- (b) The tree commission's designation of champion status shall require a supermajority vote. In the event of an appeal to the city commission on the designation or lack of designation of a tree as a champion, the commission's decision shall be by supermajority vote.

Additions and changes to the LDR's requires a review and vote by the Tree Commission, Planning Board, City Commission, and State of Florida Department of Economic Opportunity prior to implementation.

At this time, an application and a process/guideline is being created to be reviewed by the Tree Commission, Legal, and City Management.

Applications: Applications can be submitted for trees located on public or private property. If the property owner is not the one submitting the application, the property owner must give consent. Prior to final issuance of a Heritage Tree status, a signed agreement with property owner must be part of the file (similar to Florida Champion Tree Agreement, see attachment).

The application must state the address for the tree, tree species, and a statement as to what notable local or regional historical event, person, structure, landscape the tree is associated with or if it is an important or unique species, or if the tree had been dedicated or planted as a public memorial. Historical photos, newspaper articles, age of the tree, and other supporting documents should be attached to the application.

Processing: Application submittal time period with deadline date?? Other Cities review applications then process once a year (8 months open application 4 months review and vote by Commission?)??

Heritage tree status is reviewed by the Urban Forester/Advisory Group who documents the diameter, canopy spread, and health/condition of the tree. It is recommended as part of the permitting process that trees being reviewed for the heritage tree program must be certified as being sufficiently healthy by an arborist.

The complete application with supporting documentation is then submitted to the Tree Commission for review and approval. Final decision granting the heritage tree approval would be done by the City Commission. Trees are then given a marker then placed on website list and map.

*an advisory group could help review application for completeness ensuring enough documentation is in the file for a proper review and that the property owner is documented and their signature is on file with the application.

Conditions: Some cities require status to be placed on title of property??

Tree can still be trimmed and removed but under strict permitting guidelines (only an arborist can do the trim work, removal only if tree is seriously diseased or dying).

Information was gathered and used from other Heritage Tree programs in the following

Cities: *Santa Monica *Glenview *Portland
 *Lake Osewego *Minneapolis

File #



CITY OF KEY WEST TREE COMMISSION
HERITAGE TREE NOMINATION FORM

DATE: _____

TREE LOCATION: _____

PRIVATE OR PUBLIC PROPERTY: _____

TREE NAME/SPECIES: _____

NOMINATOR NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

E-MAIL ADDRESS: _____

PHONE: _____

ARE YOU THE PROPERTY OWNER _____(YES) _____(NO)

*Approval from the Property Owner will be required to process application

- Tree is a unique specimen, size and/or age
- Tree is connected to a historical event/building, or individual
- Tree was dedicated/planted as a memorial
- Other

**Attach supporting documentation including photos, newspaper articles, or any additional text or letters.

Sketch a location of the tree below:



ADAM H. PUTNAM
COMMISSIONER



Florida Champion Tree Program Property Owner's Agreement

I, _____ (printed name), as a voluntary participant in the Florida Champion Tree Program, do hereby give the Florida Department of Agriculture and Consumer Services (the "Department") permission to display on the Department's internet website the following information regarding the champion tree(s) on my property: species name, size measurements, and county where the tree(s) is/are located.

I acknowledge that the Department will retain the following information in order to revisit the tree(s) and update their records in the future: my contact information, including name, mailing address, phone number, and email address; a map or directions to the tree location; and the latitude and longitude where each tree is located. The display of my information on the website shall be subject to my wishes indicated below. The Department will prominently display verbiage on the website instructing interested parties who wish to visit my champion tree(s) to request permission from me either by phone or in writing before attempting to do so.

I acknowledge that all information provided to the Department, including, but not limited to, the location of the champion tree and my contact information, is a public record subject to disclosure in accordance with chapter 119, Florida Statutes, regardless of whether the information is displayed on the internet website.

In consideration of the above, I agree to hold the Department, its employees, and agents harmless from any and all claims, liabilities, causes of action or damages whatsoever, including all costs and attorney's fees, arising from the display of the information and photographs agreed to herein on the Department's internet website.

I do ___ do not ___ (check one) give the Department permission to display my contact information, including address, telephone number and email address, on the website, as well as a map or directions to the tree location, and the latitude and longitude where each tree is located.

I do ___ do not ___ (check one) give the Department permission to display one or more photographs of my tree(s) on the website.

I do ___ do not ___ (check one), as parent or legal guardian of the minor(s) shown in the above referenced photos, approve the above release and waive any rights in the premises.

Property Owner's Signature: _____ Date: _____

Tree ID#: _____ Species: _____ County: _____