

**Shawver Tree Fund Use Policy:** Approved by Laramie City Council October 21, 2014. Amended by City Council January 5, 2016.  
*Available for use by private property owners and government facilities to plant trees on the abutting city street public right-of-way.*

I. Purpose of the Policy:

A. To obtain the highest value, in the form of a cost share, from the donated funds of the Shawver Tree Fund in replacing high risk trees, or to restore or add trees in the public right-of-way along city streets or on public property maintained by the City of Laramie.

B. Definitions

1. City - City of Laramie.

2. Conifer tree - Cone bearing tree or other plant that has its seeds in a structure called a cone. Common characteristics: one main straight vertical trunk, pyramidal shaped, evergreen, with low growing branches while young and often, also at maturity, trees such as, pine, spruce, fir, Douglas-fir, larch (deciduous), and juniper.

3. Crown – upper part of a tree, measured from the lowest branch, all the branches and foliage. The trunk supports the crown.

4. Deciduous tree – leaves dry or change color and most are shed according to a genetically scheduled cycle as impacted by climate factors usually during the cold season in temperate zones, not evergreen.

5. Evergreen tree – does not shed all of its foliage annually. Several years of green, live foliage may remain on the tree at one time.

6. Fund - Shawver Tree Fund.

7. Large tree – also known as canopy, overstory, dominant, or shade trees. Mature size height greater than 40 feet with a crown spread greater than 30 feet. A list of trees suitable for Laramie is contained in the Informational Bulletin #8 – Recommended Tree & Shrub Varieties for Laramie, Wyoming.

8. Medium tree – Mature size height 20 to 40 feet with a crown spread 20 to 30 feet. Use Informational Bulletin #8 – Recommended Tree & Shrub Varieties for Laramie, Wyoming.

9. Small tree – Mature size height less than 20 feet with a crown spread less than 20 feet. Use Informational Bulletin #8 – Recommended Tree & Shrub Varieties for Laramie, Wyoming.

10. Tree spaded tree – A truck or trailer mounted hydraulic machine specifically designed to dig up trees and move them to a hole dug by the same machine, so the tree with the cone shaped soil plug is an exact fit into the tree spade pre-dug hole. Typically larger trees are moved with a tree spade.

II. The requirements for use of the Fund:

A. Tree planting allowed only on the public right-of-way land that is abutting residential property either owner occupied or rental properties, or the right-of-way of abutting government facilities.

1. Cost Share of 50% on tree purchase and shipping, for residential property owner or government facility.

a. The Fund pays a maximum amount per tree of \$125.

b. The Fund pays a maximum amount per residential property or government facility of \$500.

c. There are a maximum number of public right-of-way trees that can be planted per residential property based on available public right-of-way frontage and tree spacing.

i. Public right-of-way tree planting spaces would be determined by the City Arborist or designee.

d. The property owner is allowed to apply for Fund assistance each calendar year based on \$500 per year maximum and available public right-of-way planting space.

- B. Only tree purchase and shipping costs are covered by the Fund.
- C. Large deciduous trees are required to be planted in the public right-of-way along city streets except:
  - 1. In planting areas underneath overhead utility lines.
    - a. A small deciduous tree that will not grow into the utility lines shall be substituted.
  - 2. When the landscape planting strip in the public right-of-way is less than six feet wide.
    - a. Then small and some medium size deciduous trees shall be planted.

III. Procedures for tree selection, proper planting, and maintenance responsibility:

- A. A list of trees will be given to the property owner to select their choice of tree(s).
  - 1. The City approved tree list for the Fund is indicated by mature tree size in these three categories: Large tree, Medium tree, and Small tree (see I. B. above for definitions).
- B. The City Arborist or designee will determine the amount of planting space available and the maximum number and size category of trees which will fit in the public right-of-way planting.
- C. Planting and extended care:
  - 1. Proper planting instructions written and illustrated will be supplied in the application packet.
  - 2. Technical instruction for tree planting is available from the City.
  - 3. Long-term tree maintenance information is also included in the application packet.
  - 4. The project will be checked for proper completion by the City Arborist or designee.
  - 5. The City is not responsible for removing, maintaining, or replacing the trees.
  - 6. Property owners are encouraged to replace trees after loss.

IV. Tree Specifications:

- A. The trees will meet the most recent American Standard for Nursery Stock ANSI Z60.1-2004.
- B. Deciduous trees shall be 1.5 inches to 2.5 inches caliper in size.
  - 1. Bareroot trees can be used, but shall be 1.5 inch to 1.75 inches in caliper.
  - 2. Balled and Burlapped (B&B), containerized, and grow bag trees shall be in the 1.5 inch to 2.5 inches in caliper range.
- C. Conifer trees shall not be planted in the public right-of-way.
- D. Tree Spaded trees will be approved by City Arborist or other similarly qualified personnel, on a case-by-case request, and will not exceed \$250 total cost.
- E. The trees will be shipped to a location, within Laramie, of the City Arborist or designee's choice.
  - 1. The tree(s) will be delivered by the City to the planting site with acknowledgment of receipt of the trees in acceptable condition by property owner.

V. Financial Details and Cost Share:

- A. The City will draft a Memorandum Of Understanding (MOU) defining obligations of the City and of the property owner, signed by both parties.
- B. Since the Shawver Tree Fund is earmarked for purchases of trees for public plantings, the City Parks Division will make arrangements to purchase trees at a lower cost through wholesale nurseries and/or bulk purchases.
- C. The City will pay 50% of the tree and shipping cost, for each approved owner-occupied residential property owner planting project, out of the account specified for Rotary's allocation of funding for tree planting program use.
  - 1. The recipient of approved Fund participation will pay the City their 50% of the tree and shipping cost, prior to the city placing the order for the tree(s).
- D. The City will process the billing for the tree cost and shipping cost from the supplier upon accepted delivery of the trees.