

Tree and Landscape Advisory Committee Meeting

Thursday, September 16, 2021

10:00 a.m.

305 SW A Street, Bentonville, AR

Zoom Meeting – the public and non-committee members may contact bbirchfield@bentonvillear.com to request participation via Zoom.

Mission Statement: The City of Bentonville Tree & Landscape Advisory Committee serves as an advisory committee to the City Council and to City Staff working to maintain, improve, renew and protect the urban forest in public rights-of-way, as well as to share information with the public, enhance appreciation of trees, promote proper tree care, and encourage participation in the development of Bentonville's urban forest.

Tagline: Grow with trees.

Members

Gulizar Baggson, 8/11/23

Nathan Lembke, Chair, 7/25/23

David Short, 5/23/23

Jessie Wagner, Vice-Chair, 8/11/23

Ralph Weber, 12/31/21

Vacant Position, 11/14/23

Ex-Officio City Council

Holly Hook, 12/31/21

Staff

Shelli Kerr, Comprehensive Planning Manager

Baylea Birchfield, Planning Technician

Geoff Braga, Urban Forester

Emily Krol, Horticulturalist

AGENDA

OPEN MEETING - Meeting is being recorded.

1. **Meeting Summary Approval** – Aug 19, 2021*

OLD BUSINESS

2. **Landscaping at Bright Rd ***
3. **Dead trees at Thomas Jefferson**

CURRENT BUSINESS

4. **Tree Preservation & Protection Working Group Update**
5. **Fall Tree Giveaway** – October 23
 - Trees available
 - Schedule for registration
6. **Landscaping Award Nominations** – September *

Residential:

- 4100 SW Heartwood Street – existing nomination
- 2412 Rita Way – existing nomination
- 208 NW F Street – new nomination

Commercial

- Northwest Church, 301 SW Unity Blvd

OTHER BUSINESS

7. **T & L committee membership** – proposed changes *
8. **Tree City USA Renewal**
9. **Great Arkansas Cleanup**

ADJOURN MEETING

* Attachment

Tree and Landscape Advisory Committee Meeting Summary

Thursday, August 19, 2021

10:00 a.m.

305 SW A Street, Bentonville, AR

Zoom Meeting

SUMMARY

Attendance

Voting Members	Ex Officio	Staff
✓ Janet Paith ✓ Nathan Lembke ✓ David Short ✓ Jessie Wagner ✓ Ralph Weber	Vacant Position ✓ Holly Hook (City Council)	✓ Baylea Birchfield ✓ Geoff Braga ✓ Emily Krol ✓ Shelli Kerr ✓ Tyler Overstreet

Open Meeting. Shelli called the meeting called to order at 10:01 a.m.

- 1. Meeting Summary Approval.** Ralph Weber motioned to approve the July minutes as submitted. Jessie Wagner seconded. Minutes approved.

CURRENT BUSINESS

- 1. Tree Preservation & Protection Working Group.** Tyler Overstreet shared updates from the Tree Preservation & Protection Working Group. The group identified six policy alternatives against four ranking criteria (Efficiency, Flexibility, Feasibility, and Cost). The six policy alternatives include; Heritage Tree Program, improving tree preservation credits, improved enforcement of the existing ordinances, minimum canopy preservation percentages, educational programming, and “extra credit” for tree plantings above the minimum standard. Tyler created a survey and is in the process of collecting responses to aid in determining next steps for the group.
- 2. Fall Tree Giveaway.** Shelli Kerr shared that there are currently five types of trees and 230 total trees reserved for the October 23 giveaway. The committee agreed to limit trees to one per household and host the giveaway during the regularly scheduled time of 8:00 am – 10:00 am. Currently, Ralph Weber, Jessie Wagner, and Emily Krol, and Baylea Birchfield will be attending.
 - **Residential Landscape Award Nomination.** 231 S Main Street was the July winner. Shelli will send out an email with the nominations for August.
 - 4100 SW Heartwood – existing nomination
 - 2412 Rita Way – existing nomination
 - 208 NW F Street – new nomination

OTHER BUSINESS

3. **Vacant T & L Position.** Shelli reported that out of the five applications, three are moving forward with interviews next week.
4. Ralph Weber discussed the sculpture around Bright Road. There was discussion in the past regarding this area. Emily Krol will share the original documents with the group. Ralph also mentioned dead trees at Thomas Jefferson Elementary. Shelli Kerr will look into this.

Thyme
passion flower
oregano
aster
lavender
yellow
rose
iris



passion flower

→ N

Residential Landscape Award Nominations

208 NW F ST



2412 Rita Way



4100 Heartwood



Commercial Landscape Award Nominations

Northwest Church



ORDINANCE STAFF REPORT



Amendments to Tree & Landscape Advisory Committee

PC Date: [Click here to enter a date.](#)

Reviewer: Shelli Kerr, AICP, Comprehensive Planning Mngr

Type	Amendment
Code Impacted	Subdivision Code
Section(s)	Sec. 1300.04 Establishment of a Tree and Landscape Advisory Committee

History

The Tree and Landscape Advisory Committee was established in 1998 with Ordinance No. 98-90. Membership was to include five people, two professionally trained in a related field. The membership was adjusted from 5 to 6 in 2020 with Ord. No. 2020-156.

Issues

We recently advertised and conducted interviews for the additional position added in 2020. In doing so, we referenced the adopting ordinance and the bylaws to determine membership and terms and found several items that should be updated.

1. Increase membership from 6 to 7.

- Committee voting works better with an odd number.
- It provides more volunteers for tree giveaways.
- As we expand efforts for tree preservations and education, we need more members to be available to work on these components.

2. Clarify that there are no term limits.

- The current regulations do not identify how many terms a member can serve.
- Staff suggests to clearly state that there are no term limits, but that the member must request in writing to be considered for reappointment.

3. Remove from Duties: *Pursue the establishment of a comprehensive Bentonville Street Tree Plan.*

- The Street Tree Master Plan was adopted in 2012 but has since been eliminated.

4. Add to Duties: *Organize and manage Tree Giveaways.*

- Members are currently asked to volunteer for these and staff is coordinating as part of the Tree & Landscape Advisory Committee responsibilities.

5. Identify which departments provide staff support.

- The Planning Department provides support to the committee, including agenda prep, minutes prep, coordinating tree giveaways and landscape awards. The Parks Department is advising on horticultural and landscaping issues and participating in the tree giveaways.

ORDINANCE STAFF REPORT

6. Adjust current terms so all terms run with the calendar year.

- This adjustment streamlines the process of advertising, accepting applications, and making appointments. Advertising would begin in October, interview in November, and appointments made at the first meeting in December.
- It also ensures that no more than three positions expire in one year, in accordance with Sec. 1300.04(b).

Position	Member	Term No.	Term Begins	Term Expires	Proposed Expiration	Change
1	Jessie Wagner	1	08/12/2020	8/12/2023	12/31/2023	+4 months
2	Gulizar Baggson	1	08/12/2020	8/12/2023	12/31/2023	+4 months
3	David Short	2	05/23/2020	5/23/2022	12/31/2022	-5 months
4	Nathan Lembke	2	07/25/2020	7/25/2023	12/31/2023	+5 months
5	Ralph Webber	2	01/01/2019	12/31/2021	12/31/2021	No change
6	Vacant	n/a	01/01/2022	n/a	12/31/2024	New 3 yr term
7	Vacant	n/a	01/01/2022	n/a	12/31/2024	New 3 yr term

ORDINANCE NO. _____

**AN ORDINANCE AMENDING BENTONVILLE MUNICIPAL CODE
APPENDIX B LAND DEVELOPMENT CODE, SEC 1300.04 ESTABLISHMENT
OF A TREE AND LANDSCAPE ADVISORY COMMITTEE.**

WHEREAS, the Tree and Landscape Advisory Committee was established in 1998 with Ord. No. 98-90, amended in 2020 with Ord. No. 2020-156; and

WHEREAS, additional amendments are needed to clarify term limits and membership.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS:

Section 1. That Bentonville Municipal Code, *Appendix B Land Development Code* should be and the same is hereby amended with the following *Attachment A: Tree and Landscape Advisory Committee Amendments*, an electronic copy and paper copy of which is on file with the City Clerk, is hereby referred to, adopted and made a part hereof as though it were copied herein fully.

Section 2. For compliance with *Sec. 1300.04 (b) Terms* that requires terms of office be alternated so that a maximum of three appointments expire in one year, the position and terms are amended as follows:

Position	Term Expires	Position	Term Expires
1	12/31/2023	5	12/31/2021
2	12/31/2023	6	12/31/2024
3	12/31/2022	7	12/31/2024
4	12/31/2023		

Section 3. That this ordinance shall be in full force and effect 30 days from the date of its passage and approval.

PASSED and APPROVED this _____ day of _____, 2021.

APPROVED:

Mayor Stephanie Orman

ATTEST:

City Clerk

Attachment A
Tree and Landscape Advisory Committee Amendment

Sec 1300.04 Establishment Of A Tree And Landscape Advisory Committee

(a) *Membership.*

- (1) There shall be created a committee to be known and designated as the "Tree and Landscape Advisory Committee", composed of citizens of the City of Bentonville.
- (2) The Tree and Landscape Advisory Committee shall consist of Six-Seven(67) of said-members shall be appointed by the Mayor and approved by City Council. The appointeesmembers shall consist of at least: three (3) persons professionally trained in fields such as forestry, botany, horticulture, and/or landscape architecture; ~~and three (3) persons who are residents of the City of Bentonville.~~
- (3) The Mayor shall appoint a City Council member as a non-voting ex-officio member.
- (4) All appointed members shall serve without pay.

(b) *Terms.*

- (1) The ~~five (5) seven (7) appointees-members~~ shall serve a term of three (3) years, with terms of office to be alternated so that a maximum of three appointments expire in one year.
- (2) Said members shall serve until their successors are duly appointed and approved by City Council.
- (3) Vacancies shall be filled for the unexpired term in the same manner as original appointments are made.
- (4) There are no term limits. However, members must request in writing to be considered for reappointment.

(c) *Jurisdiction and powers.*

- (1) *Creation.* The Tree and Landscape Advisory Committee shall be created upon the adoption of this ordinance.
- (2) *Officers.* The Committee shall elect from its membership, a chairperson, who shall serve a one-year term and shall be eligible for re-election to a subsequent term or terms. Additional officers may be elected and subcommittees established at the discretion of the Committee.
- (3) *Rules.* The Committee shall adopt and amend rules to govern the conduct of its business, consistent with the provisions of the Arkansas Freedom of Information Act, Arkansas Code Ann. § 25-19-101.
- (4) *Meetings.* The Committee shall hold regular meetings and may call special meetings if necessary to carry out its duties.

(d) *Duties.* The Tree and Landscape Advisory Committee, with the assistance of the Community Development Director, shall:

- (1) Advise and consult the Community Development Director on issues pertaining to the Tree Preservation Ordinance and its enforcement.
- (2) Organize and administer an ongoing program of public education designed to increase public awareness of trees, their needs and proper care.
- (3) Assist in the dissemination of news and information regarding the protection, maintenance, removal, and planting of trees in the City of Bentonville.
- (4) Monitor the needs of the City of Bentonville with regard to its tree planting and preservation program.
- (5) ~~Pursue the establishment of a comprehensive Bentonville Street Tree Plan.~~ Organize and manage Tree Giveaways.

(e) Staff Support. The Planning Department and Parks and Recreation department shall serve as support to the Tree and Landscape Advisory Committee.