

**RESOLUTION #15-109**

**RESOLUTION APPROVING THE CITY OF WOODBURY, NJ  
COMMUNITY FORESTRY MANAGEMENT PLAN**

**WHEREAS**, the City of Woodbury passed Ordinance No. 2200-14 an Ordinance Amending the Code of the City of Woodbury to promote trees through the regulation of tree removal, planting, replacement and protection; and

**WHEREAS**, said Ordinance provided for the creation of a Forest Management Plan; and

**WHEREAS**, the City of Woodbury retained the services of M.J.S. Forestry Consultants to prepare a Forestry Management Plan for the City of Woodbury; and

**WHEREAS**, in conjunction with the City of Woodbury Green Team and the City Administration, the City of Woodbury, NJ Community Forestry Management Plan attached as Exhibit A was prepared for the City of Woodbury; and

**WEHREAS**, the Green Team and the Administration of the City of Woodbury recommend to the Mayor and Council of the City of Woodbury the adoption of the attached City of Woodbury, NJ Community Forestry Management Plan.


**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Woodbury, that the attached Exhibit A, City of Woodbury, NJ Community Forestry Management Plan is hereby adopted and the Mayor and/or City Administrator are hereby authorized to execute such documents and to take such actions as necessary to implement said plan.

**ADOPTED** at a regular meeting of the Mayor and City Council of the City of Woodbury on May 12, 2015.

**ATTEST:**

  
**ROY A DUFFIELD**  
City Clerk

**CITY OF WOODBURY**

  
By: **DAVID TROVATO**  
President of Council

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CITY OF WOODBURY, NJ

# COMMUNITY FORESTRY MANAGEMENT PLAN

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MJS Forestry Consultants,  
Galloway, NJ

May, 2015



# City of Woodbury, NJ Community Forestry Management Plan

## MUNICIPAL / COUNTY INFORMATION FORM

Municipality City of Woodbury

County Gloucester

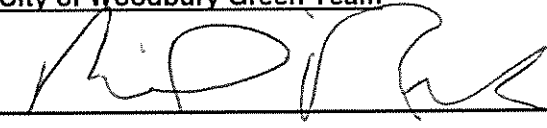
Address Woodbury Municipal Building, Woodbury, NJ

Contact Name and Title Randi Woerner; Director, Economic Development

Phone # 856-845-1300 x143

Fax # or E-mail rwoerner@woodbury.nj.us

Organization Name City of Woodbury Green Team

Mayer/County Freeholder's Signature  City Administrator

Date of Management Plan Submission May, 2015

Time Period Covered in Management Plan 2014 - 2018

- |  |                                     |   |
|--|-------------------------------------|---|
| Community Stewardship Incentive Program (CSIP) Practices Identified in Management Plan | <input checked="" type="checkbox"/> | CSIP #1 Training                                    |
|  | <input checked="" type="checkbox"/> | CSIP #2 Community Forestry Ordinance Administration |
|  | <input checked="" type="checkbox"/> | CSIP #3 Public Education and Awareness              |
|  | <input checked="" type="checkbox"/> | CSIP #4 Arbor Day                                   |
|  | <input checked="" type="checkbox"/> | CSIP #5 Tree Inventory                              |
|  | <input checked="" type="checkbox"/> | CSIP #6 Hazard Tree Assessment                      |
|  | <input checked="" type="checkbox"/> | CSIP #7 Storm Damage Assessment                     |
|  | <input checked="" type="checkbox"/> | CSIP #8 Tree Maintenance & Removal                  |
|  | <input checked="" type="checkbox"/> | CSIP #9 Insect and Disease Management               |
|  | <input checked="" type="checkbox"/> | CSIP #10 Wildfire Protection                        |
|  | <input checked="" type="checkbox"/> | CSIP #11 Tree Planting                              |
|  | <input checked="" type="checkbox"/> | CSIP #12 Tree Recycling                             |
|  | <input checked="" type="checkbox"/> | CSIP #13 Sidewalk Maintenance Program               |
|  | <input checked="" type="checkbox"/> | CSIP #14 Storm Water Management                     |
|  | <input checked="" type="checkbox"/> | CSIP # 15 Other                                     |

Official Use  
Only  
Certification

The above named municipality/county has made formal application to the New Jersey Forest Official. I am pleased to advise you that after our review, the NJ Forest Service has concluded that this plan meets the standards set forth by the State and the NJ Community Forestry Council and is approved for the period covered.

Signed \_\_\_\_\_

State Forester

Approved date

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# City of Woodbury, NJ Community Forestry Management Plan

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## I. MUNICIPAL INFORMATION FORM (see page 1)

## II. INTRODUCTION

### A. Plan Scope:

The scope of this plan is to provide the City of Woodbury municipal government, especially those involved in the care of the Community Forest, direction & guidance based on the "New Jersey Shade Tree and Community Forestry Assistance Act" of 1996.

Once approved by the NJ State Forestry Service, following the provisions of this Plan provides the City of Woodbury a number of positive benefits, such as enabling "...communities to reduce or eliminate their exposure to litigation due to the drastic decline and poor condition of the community tree resource." In addition, following an approved Community Forest Management Plan will provide the City with benefits such as increased public safety, diminished risk to City infrastructure, increased management and maintenance efficiency, and increased avenues to tree-related grant funding otherwise not available. Finally, this Plan provides a guiding document for current and future Shade Tree Commissioners to improve Woodbury's Community Forest over the long-term.

In short, having an Approved Plan in place will further ensure that the community will continue to enjoy the benefits of trees through proper arboricultural techniques and management practices.

### B. Mission Statement

"The mission of the Woodbury Community Forest Program is to promote an integrated, sustainable, regionally-representative, community forest system whereby all residents of Woodbury will enjoy the full ecological, environmental, economic, and psychological benefits provided by the tree canopy. "

### C. Goals & Objectives

1. **Develop a Second (Subsequent) Community Forest Management Plan (CFMP) that provides a vision for Woodbury's Community Forest and offers direction for decision-making.**
  - a. Complete CFMP as required by NJDEP State Forestry Service.
  - b. Gain approval of CFMP by Woodbury Mayor & Council and by the NJDEP State Forest Service.
2. **Assess the size, location, condition, and importance of the community forest resource.**
  - a. Inventory Hazard trees within the City.
  - b. Develop and implement an inventory of all City-owned trees and other vegetation in the Community Forest.

# City of Woodbury, NJ Community Forestry Management Plan

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3. **Implement plans to maintain and improve the community forest resource.**
  - a. Continue removing and mitigating hazard trees through the use of the new Hazard Tree Inventory and the City's existing Public Works Department resources.
  - b. Develop a systematic public tree maintenance program utilizing existing Public Works Department resources and outside resources as available.
  - c. **Tree Planting:**
    - i. Replace hazard tree removals by planting trees that meet "Trees for New Jersey Streets", latest edition, (published by NJ Shade Tree Federation) guidelines.
    - ii. Revive Citizen/Business City Tree Donation Program.
    - iii. Plant trees in City's Downtown District based on revitalization goals and inventory data.
  - d. Publicize new ordinance for fining illegal City tree removals, and ensure that appropriate City departments enforce the ordinance.
  - e. Train enforcement officials in tree protection. Update existing ordinances, possibly including recommended tree species to plant in the ordinance.
  - f. Work with City planning officials to include Community Forestry Management Plan elements with Woodbury's Master Plan and Open Space Plan.
4. **Involve the Community in the planning, care of, and enjoyment of the community forest.**
  - a. Support annual Arbor Day program in City schools and parks.
  - b. Increase resident awareness of City's community tree resources through publications, various media and public events.
  - c. Increase community group involvement in tree inventory, maintenance, and planting activities.

## D. Liability Statement

Although the Community Forest is an asset to City of Woodbury, it is inevitable that they mature and require care, maintenance, and replacement. Care and maintenance, in addition to planting "the right tree in the right place" help ensure that community trees not only contribute to the environmental and economic vitality of the area, but also reduce their potential hazards to public safety. Our community must work within a reasonable budget that may not be able to meet each and every need of our Community Forest immediately. Therefore, it is the intent of this Plan to focus available

# City of Woodbury, NJ Community Forestry Management Plan

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resources to the greatest need and step-by-step work towards a healthy forest with commensurate reduced risks to public safety.

We feel that by taking logical steps outlined in the Plan, we will garner public support for plan implementation and demonstrate the long-term benefits to the environment and public safety. We also want to become more pro-active in the management and care of our Community Forest. Through inventory and hazard assessment, we will position our Shade Tree Commission to take corrective action prior to structural tree failure and other hazardous tree-related conditions. It is acknowledged that not all hazardous conditions will be predicted. Good maintenance and care will reduce the probability, but unexpected events will occur.

Following this Plan will demonstrate that the City of Woodbury is devoting reasonable levels of resources, in a planned manner, to reduce the number of tree-related accidents and thereby its exposure to liabilities and increasing public safety.

## III. COMMUNITY OVERVIEW – FIVE YEARS OF PROGRESS

### A. City of Woodbury Community Forest Accomplishments

The City of Woodbury has managed a number of accomplishments during their last Community Forest Management Plan. A major accomplishment was their completion and implementation of a comprehensive Tree Inventory.

The Inventory, created in 2004 by ACRT of Kent, Ohio, focused on trees growing along city rights-of-way and within select parks. Some of the results of the inventory include:

- There were 104 types of trees identified within these City properties, the most prominent being the Genus maple (41%).
- Norway maple was the most prominent species of maple, comprising 14% of the entire complement. Interestingly, Norway Maple is now considered an invasive species and is recommended to be eliminated.
- The age composition of the City's publicly owned trees was relatively young, with 48% of trees being between 12-18 inches in diameter, and 26% being 6 inches or under in diameter.
- The overall health of the Community Forest was evaluated to be either in good or excellent condition.

The inventory has been a useful tool for a number of reasons:

- It has been a tool for hazard tree identification and mitigation,
- It was a database to guide a consistent and comprehensive City tree maintenance program, and
- Provided a decision-making tool for other issues such as future species composition and health, budgeting, and tree planting.

Unfortunately, the inventory has become somewhat dated, diminishing its effectiveness. In addition, it resides on an outdated computer platform (Windows 95/98/ Windows NT/ Windows 2000) at the Public Works office, and therefore is very difficult to access, utilize, and share data among City employees. Therefore, no one uses the data at the current time; not to guide decision-making about the Community

# City of Woodbury, NJ Community Forestry Management Plan

Forest, nor to utilize to perform care and maintenance work on the current Community Forest.

The City has a passed a number of ordinances enacted to protect the Community Forest in the last several years. They include:

- Ordinance #2200-14: To Promote Trees Through Regulation of Tree Removal, Planting, Replacement, and Protection; including the establishment of a "City of Woodbury Tree Trust Fund" to help pay for tree planting;
- Resolution PZ-20-2014 To Establish a Section of the Zoning Code Entitled "Tree Protection/Compensatory Plantings And Adopting Checklist" Ordinance;
- Ordinance #2209-14: Establishing a Section "Tree Protection/Compensatory Plantings" and Adopting Checklist;

These ordinances give the Woodbury Green Team and the Public Works Department the authority to regulate tree removal, tree planting, and tree care; and the Construction & Police Departments the ability to enforce illegal tree removal on public property through levying fines.

## **B. City of Woodbury Community Forest Issues and Concerns**

While the City has been caring for their Community Forest resource through reactive maintenance such as hazard tree removal and sporadic tree planting, it has been several years since focused attention has been paid to the Community Forest in a proactive manner. This is mainly due to the retirement of the City's Forester, who retired in 2011. This person was responsible for coordinating tree care and maintenance through the Public Works Department. Since this employee's retirement, responsibility of proactive activities has been delegated to a number of departments, and therefore there has not been significant attention until recently (2014). In addition, the Tree Inventory completed in 2004 was last actively utilized by the forester, and since his retirement, has not been accessed or relied upon.

## **C. Current State of Woodbury's Community Forest**

Woodbury is a City within Gloucester County, NJ. The City's residents thrive within its 2.1 square miles of residential, suburban housing, multi-family apartments and a number of commercial and industrial businesses. 2% percent of this area is water, 98 % is land. It is the County Seat of Gloucester County, and contains many of the functions, support buildings, and personnel required to run Gloucester County. The City is located southeast of the Delaware River and the City of Philadelphia, PA. It has 10,174 residents per the 2010 US Census, a 1.3% decline compared to the 2000 census.

The state of the Community Forest in Woodbury is good. In residential subdivisions and apartment communities, there are numerous street trees residing in curb strips. These trees belong to the City, but must be maintained by the adjacent property owner. Trees are also prevalent in numerous parks and other public spaces. Trees and other vegetation in these areas are the City's responsibility.

Per the 2004 inventory, typical species of street trees include Norway, Sugar, Silver, and Red Maple; Pin Oak, Callery Pear, Green Ash, London Plane Tree, Kwanzan Cherry, etc. One hundred and four (104) species were actually identified within the



# City of Woodbury, NJ Community Forestry Management Plan

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City. The age of the Community Forest is fairly young, and good or very good condition overall. A number of specimen trees are located throughout the City – very large, mature, and/or unique trees that should be noted and cared for.

Woodbury's community forest resource over the years has been cared for. Most care of the suburban and urban forest resource is, as is typical in most New Jersey communities, reactive; such as removing dead trees from streets or parks, elevating street trees for truck access, or leaf recycling. Occasional pro-active activities such as tree planting, has been accomplished, but not enough to keep up with mature tree mortality.

The City does not have an established Shade Tree Commission (STC). The City has given most of the Community Forest responsibility to the Public Works Department, although other groups and departments have recently become involved as well. The Public Works Department has the manpower, equipment, and expertise to perform dead and hazardous tree removal, some tree pruning and planting, etc. Currently, the decision on whether to remove a tree on the list rests with the Supervisor of the Public Works Department. Going forward, future decisions on tree removals in the City may be made by the City Green Team.

## **D. Woodbury Master Plan Linkage to Community Forest Plan**

The "Comprehensive Master Plan, The City of Woodbury" provided for this analysis was created by The Ragan Design Group in 2006. It is a high level document that identifies general goals, concerns, and recommendations for the future improvement of the City. It addresses issues such as Land Use, Recreation and Open Space, Housing and Population, Community Facilities, Business & Economic Development, and Historic Preservation.

The General Master Plan goals include:

- Preserve and protect natural heritage, both environmental and cultural;
- Maintain, enhance, and further develop a strong "sense of place" in the downtown distinctive to Woodbury;

Land Use Goals and Objectives include:

- Continue to protect and ensure the preservation of the historic character of Woodbury;
- Establish a design criterion and performance standards that enhance and beautify the downtown district.

These aspects of the Master Plan align in a general way with the care of the Community Forest, but it is not specifically addressed. For all the benefits that the Community Forest can bring to the City and its residents, it is imperative that, at the time of its revision, the Woodbury Green Team work with Planning officials to incorporate long-term goals regarding the Care of Woodbury's Community Forest into the City's revised Master Plan.

## **E. Open Space Plan Linkage to Community Forest Plan**

The City of Woodbury currently does not have an Open Space Plan, but many aspects of an Open Space Plan are incorporated into the 2006 Master Plan.

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## F. Tree Ordinance:

*See Appendix 'B' for a copy of the City of Woodbury Tree Ordinances and Resolutions.*

## IV. COMMUNITY FORESTRY PROGRAM ADMINISTRATION

### A. Person or Group Responsible for Carrying Out Community Forestry Management Plan

The Manager of Public Work is responsible for the care of Woodbury trees on public property. The City has created additional responsibilities for the City "Green Team" and other departments. The following personnel are responsible for Tree Care in Woodbury:

- Richard Leidy, Public Works Manager and Green Team member
- Randi Woerner, Director of Business & Economic Development and Green Team member;
- Roy Duffield, City Clerk and Green Team member;
- Heather Tierney, City Council and Green Team member;
- Danielle Carter, City Council and Green Team member;
- Rich Hock, City Council and Green Team member

NOTE: This is the organization named on the Municipal Information Form.

### B. Key City Departments/Personnel Responsible for Oversight or Management of Woodbury's Community Forest

#### 1. Public Works Department:

The Supervisor of Public Works reports to Mayor and City Council, through a City Council Liaison. The Public Works Department is responsible for quality of life services, including providing maintenance, planting, and removal of trees in the City. Public Works has a number of resources available to perform some aspects of tree care internally, while contracting out the larger and more hazardous trees to outside tree contractors.

#### 2. Code Enforcement:

This department includes the Planning/Zoning Board, Construction, and Landlord Licensing. This department is responsible for enforcement of all construction codes, including tree planting, illegal tree removal, and preservation requirements.

#### 3. Parks and Recreation:

Reporting to Public Works, Parks and Recreation is responsible for caring for trees and other vegetation in numerous City Parks and athletic facilities. The trees here must be maintained to assess and mitigate any potential hazards, such as dead or dying trees or branches. Also, there are usually opportunities to plant trees and other vegetation around these facilities.

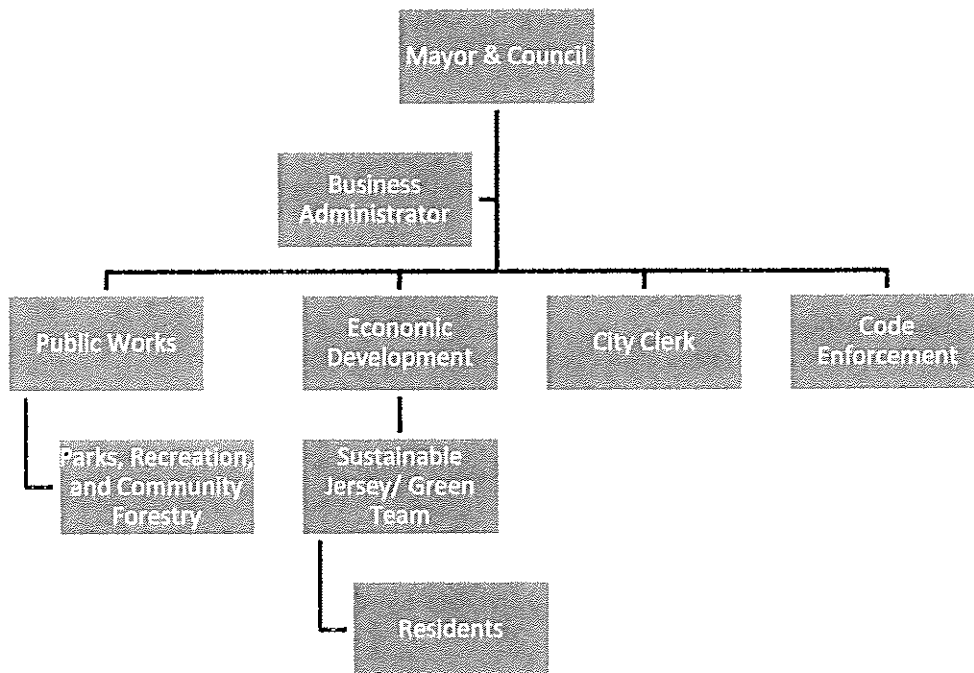
#### 4. Sustainable NJ Green Team:

# City of Woodbury, NJ Community Forestry Management Plan

The Woodbury Green Team consists of elected officials and municipal employees who have a strong interest in the environment and who work towards making Woodbury City more sustainable. This group along with Public Works is in charge of the City's Community Forest.

*See Figure 1 for an Organizational Chart that delineates these Departments.*

FIGURE 1. WOODBURY CITY ORGANIZATIONAL CHART *(for tree-related issues)*



## C. Tree Request Process

When a resident has a tree request or concern, they call the Police Department (non-emergency number) and they are directed to Public Works Department. The request goes onto a list, and eventually is reviewed by a Public Works employee. Both types of requests – pruning or removal – are fulfilled by a Public Works crew or tree contractor if deemed necessary. It is important to note that the City only manages/maintains City-owned trees. Private trees are managed/maintained by the private property owner.

## D. Contracting of Tree Maintenance, Planting and Other Management Activities

The City may, at its discretion, contract out portions of its tree-related construction, maintenance, and management activities such as tree planting, tree pruning/removal, landscaping, project supervision, consulting, etc. Factors affecting this decision may include the size or seasonal nature of a project, the availability of City's personnel and equipment, the availability of internal expertise; safety concerns, project funding source, work rules, etc.

# City of Woodbury, NJ Community Forestry Management Plan

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## v. COMMUNITY MAP see Appendix 'B'

## VI. TRAINING PLAN

Training regarding all aspects of trees, community forests, and related issues is needed as part this Community Forestry Plan's implementation. The subject matter, detail, and intensity depend on what level of involvement individuals will have in the future of the community forest. Training can be formal or informal, depending again upon involvement.

### A. Mayor, Council, and Related Department Heads

1. Information session on the benefits of compliance with the 'NJ Shade Tree & Community Forestry Assistance Act', especially liability protection;
2. Information session on the need for, issues surrounding, and implementation of a Community Forest Management Plan;
3. Overview of benefits of NJ Community Forestry Council Training and Accreditation Program.

This can be accomplished at an informal meeting of Shade Tree Commission and Mayor and Council; or can be a more formal presentation at Council meeting by NJDEP State Forestry Service representatives or the City's Forestry Consultant.

### B. Green Team and Municipal Official(s)

1. Attendance and successful completion of NJ Community Forestry Council Training and Accreditation Program (CORE Training). This eight-hour program gives participants an overview of the NJ Shade Tree and Community Forestry Assistance Act, background on community forestry and shade tree commissions, legal aspects of managing trees, and recognition of hazardous situations. It must be attended by a minimum of two persons representing the City of Woodbury; one a municipal official and one a shade tree commission member, board member, or volunteer from the community. In 2014, two Woodbury officials – one volunteer and one municipal employee - attended the NJ Shade Tree Federation Conference in Chery Hill to obtain these CORE credits.
2. Attendance at approved tree-care educational programs to update knowledge and obtain Continuing Education Units (CEU's), in order to stay accredited by the NJ Community Forest Council. Any two individuals involved with the City's community forests (city employees and/or volunteers) may attend programs to obtain CEU's. Priority training topics suggested for the City of Woodbury include, but are not limited to, tree inventories, hazard tree identification, tree maintenance and scheduling, trees and utilities, and tree & sidewalk conflicts.

*(Note: Fulfillment of the above-mentioned training requirements is critical to the City's ability to continue compliance with the NJ Shade Tree and Community Forestry Assistance Act, and thus maintain the liability protection and other benefits it affords. In 2014, one member of staff and one volunteer was CORE trained/certified in the fall; but has not yet received certificates.)*

## **C. Manager of Public Works, Department Workers**

1. Tree hazard evaluation and assessment;
2. Proper tree pruning concepts and application;
3. Insect & disease identification and control (integrated pest management).

## **D. Green Team & Other Volunteers**

1. hazard tree identification;
2. Tree inventories;
3. Tree identification and biology;
4. Tree selection and planting; and
5. Trees and utilities

## **VII. Public Education/Awareness/Outreach**

### **A. Community Involvement, Use of Volunteers and the Media – Past Activities**

Woodbury City schools, in cooperation with the City, conduct Arbor Day ceremonies regularly. In addition, the City Sustainable NJ Green Team held an Earth Day Fair this past year. The City is also going to celebrate Arbor Day this year by planting 2 trees in Bell Lake to replace trees lost in Hurricane Sandy. This will be a continual event, and will involve the Girl Scouts and residents.

In 2014, the City held a “Make a Difference Day” cleanup of the downtown area on Earth Day.

### **B. Community Involvement, Use of Volunteers and the Media – Future Activities**

This Plan proposes to create interest and involvement in the Community Forest by the City’s residents, initiated by the Woodbury Green Team. It is anticipated that once this Community Forest Management Plan is approved by the State, the following public education/outreach programs be implemented:

1. Continue celebrating Arbor Day (in New Jersey, the fourth Friday in April each year) by City schools and schoolchildren; include media, city officials, volunteers, and the public in meaningful, visible tree planting ceremonies or dedications. Arbor Day is a significant rallying point around which to spin off other public awareness initiatives. Plant a tree on school grounds; prune and clean an undeveloped patch of school grounds; or give away free tree seedlings. These ideas can be applied to other public properties as well – plant a tree on City Hall grounds, clean up a publicly owned property, and hand out tree seedlings to residents at Earth Day event.

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2. Amplify the benefits, importance, and awareness of the Community Forest through local media, both print and electronic.
  - a. Advertise Green Team meetings and activities, encouraging interested volunteers to be a part of the process.
  - b. Add Community Forestry information to the City's web site, with links to various other tree care organizations – International Society of Arboriculture, Arbor Day Foundation, NJ State Forest Service Community Forestry bulletin board, etc.
  - c. Give interviews to local print news outlets and access cable television stations regarding Community Forestry; get video and print coverage of events such as Arbor Day, tree planting and inventories, etc.
  - d. Utilize City newsletter and local access TV station to raise public awareness on tree hazards, the benefits of trees, 'right tree, right place' tree planting, etc. Use this to advertise Green Team meetings and activities, Arbor Day, the new City Tree Ordinances, etc.
  - e. Create a brochure detailing Community Forestry Management Plan and on-going programs. Include resident responsibilities, tree planting and care information, etc.
  - f. Revive Tree Donation Program that City formerly had, giving residents the opportunity to plant a tree in memory of loved ones.
3. Meet and work with other interested community organizations to share information and resources and coordinate efforts for mutually beneficial projects (i.e., Town Watch, Master Gardeners, Boy Scouts/Girl Scouts of America, Garden Club, sports organizations, local civic groups, etc.).
4. Begin work towards qualifying the City for the Arbor Day Foundation's "Tree City USA" Award Program. This program provides widespread recognition to municipalities that care for their Community Forests, and is a great resource for free and low-cost promotional/educational materials as well. Once recognized by the Foundation, the City could display its award plaque and Tree City USA flag at City Hall; and ADF-provided road signs at City entrances.

## VIII. Statement of 2014 Tree Budget

### *Department of Public Works*

#### *Salary and Wages (including benefits):*

Public Works Tree Crew: \$22,500

#### *Equipment:*

## City of Woodbury, NJ Community Forestry Management Plan

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Bucket Truck and other related equipment & tools:	\$11,128
Small Equipment	\$364
Outside Tree Contractor	\$16,525
<b><i>Green Team:</i></b>	
In-kind Volunteer Hours: Meetings – 6 members, 10 meetings, 2 hours per meeting @25.33/hour:	\$3,040
<b><i>TOTAL BUDGET, 2014</i></b>	<b><u>\$53,557</u></b>

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### IX. Statement of Plan Implementation

Below are listed short and long-term action plans for fulfilling the goals of this Community Forest Management Plan. As this Management Plan has been developed to cover a five-year period, short-term implementation plans are to be considered and acted upon within the next one to two years, while long-term is to be considered three to five years.

#### A. Year 1, 2015

1. Obtain Approval of Final Draft of Community Forest Management Plan (CFMP) from Mayor and Council.
2. Obtain approval of Community Forestry Management Plan by State of New Jersey.
3. Conduct informational session with Mayor & Council to inform them of benefits of Approved Community Forestry Plan and next steps based on Implementation Plan.
4. Train Public Works Manager and City Green Team members in hazard tree identification, assessment, and mitigation. Training available from various sources:
  - a. Rutgers University / Cook College Continuing Education
  - b. NJDEP State Forestry Service Urban and Community Forestry Program
  - c. USDA Forest Service
  - d. International Society of Arboriculture Tree Risk Assessment Qualification program.
5. Implement a complete 'windshield' (driving) hazard assessment of City street trees City-owned property, and active recreation parks. Incorporate data into

## City of Woodbury, NJ Community Forestry Management Plan

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inventory discussed below. Hazard trees are sorted out and forwarded to Public Works to re-inspect and take action on. Utilize Public Works crews to perform tree removals and pruning as qualified; utilize qualified contractors for remaining.

- a. Conduct a sample inventory/hazard tree assessment of a defined area (25% to 50%) chosen by Green Team members. Inventory to collect data such as species, location, size, health, hazard trees, specific maintenance needs, insect and disease problems, potential tree planting locations, etc. Methodology to be basic spreadsheet data gathering by category. See Appendix 'C' for a sample of possible tree inventory.
  - b. Area to be chosen may be one neighborhood that has a special need, is unique, or contains specimen trees.
  - c. Inventory to be implemented using Green Team members, Public Works employees, other volunteers, or consultants.
6. Develop a Tree-Planting Plan for the City.
- a. Based on Public Works Department hazard tree removal patterns and old inventory data, determine planting site or sites for first project. Potential locations include City entranceways, downtown business district, parks, recreation areas, etc.
  - b. Develop specifications for tree planting, utilizing NJ Shade Tree Federation's "Trees for NJ Streets" (latest edition), Woodbury Approved Tree List, and other available publications.
  - c. Apply for NJDEP State Forestry Service CSIP Grant to secure funds for project.
  - d. Implement tree planting, through small business contractor, volunteers, or Public Works employees.
7. Promote Importance of Community Forest to residents.
- a. Initiate Arbor Day programs in Elementary School by:
    1. Obtaining and distributing free seedlings to students (from NJDEP State Tree Nursery);
    2. Running a poster/poetry contest on the importance of trees (winner going to state-wide contest – check with NJDEP on which is running).
  - b. Advertise Green Team meetings and activities in local media, including local newspapers, City newsletter, City website, and local access TV.
  - c. Utilize City website as a Community Forestry information source. In addition to advertising Green Team meetings and activities, place on website tree care tips from the Arbor Day Foundation and International Society of Arboriculture



## City of Woodbury, NJ Community Forestry Management Plan

(ISA), locate any tree forms, tree-related ordinances and forms; advertise City-approved tree species for planting, etc.

- d. Begin work on applying for "Tree City USA" designation.
  1. Download application Tree City USA application from Arbor Day Foundation (NADF) website;
  2. Determine which criteria Woodbury already complies with, and which criteria remains to be met.

### **B. Year 2, 2016**

1. Fill out and submit NJDEP Annual Activity Report in order to remain in compliance of NJ Shade Tree and Community Forestry Assistance Act.
2. Inventory second section of City, to be determined by the Green Team. Hazard tree assessment is made an integral part of overall inventory. Hazard trees are sorted out and forwarded to Public Works to re-inspect and take action on.
3. Data from second inventory is combined with first year's data and sorted, with data being evaluated to look for other maintenance trends, needs, and opportunities.
4. Using data from inventory to show need, apply for NJDEP State Forestry Service CSIP grant funding for long-term tree maintenance.
5. Develop a City 'Heritage Tree' List, identifying historically significant, unique, or large size trees throughout the within the City. These trees can be the focus of existing tree ordinance, Arbor Day activities, historical research, and maintenance activities for the Green Team and other interested groups.
6. Continue Arbor Day activities in schools, involving Green Team members, and Mayor & Council members.
7. Perform planting of trees purchased through CSIP grant or other funding sources. Species and locations to be determined by newly-developed tree planting plan.
8. Begin work on City / Green Team Tree Care & Responsibility Brochure. This brochure explains the City's Community Forestry Management Plan to residents and the public. It details what the City's responsibilities are for the care of City trees, as well as residents' responsibilities. It can also discuss the "The Right Tree Right Place", or what the City's tree ordinances entail, tree removal penalties, etc.
9. Continue to promote Green Team activities, including setting up an informational booth at the annual City events.
10. Collect data and approvals; apply for "Tree City USA" designation.
11. Continue to obtain CEU's from the NJDEP State Forestry Service for Green Team members and Public Works employees. This is critical to obtaining grant funding

# City of Woodbury, NJ Community Forestry Management Plan

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and staying compliant with the New Jersey Shade Tree and Community Forestry Assistance Act.

## **C. Year 3, 2017**

1. Fill out and submit NJDEP Annual Activity Report in order to remain in compliance of NJ Shade Tree and Community Forestry Assistance Act.
2. Inventory third section of City, to be determined by the Green Team. Hazard trees are sorted out and forwarded to Public Works to re-inspect and take action on. Volunteers from Master gardeners or other groups are solicited, trained, and utilized.
3. Long-term maintenance program begins, including pruning of street trees (as per ordinance), trees in active recreation parks, and around schools and other public buildings. Pruning locations and objectives to be determined by inventory data.
4. Continue Arbor Day activities in schools. Hold local poster contest in conjunction with statewide poster contest theme, with winner going to NJ state competition. Winner of Woodbury contest is seen in newspapers, on website, and poster is copied to use to promote City tree programs.
5. As a new Tree City USA recipient, make sure that the Mayor and Council also take part in the award ceremony at the NJ State Arbor Day. Advertise award; use ADF-supplied signs at key City entranceways, such as Cooper Street, Broad Street, and Delaware Street.
6. Trees planted in previous two years' need to be re-visited to perform maintenance – removal of tree stakes, re-mulching, fertilization, pruning, etc.

## **D. Year 4, 2018**

1. Fill out and submit NJDEP Annual Activity Report in order to remain in compliance of NJ Shade Tree and Community Forestry Assistance Act.
2. Inventory fourth section of City (if needed), to be determined by the Green Team. Hazard trees are sorted out and forwarded to Public Works to re-inspect and take action on.
2. Maintenance program continues, including pruning of street trees, trees in active recreation parks, and around schools and other public buildings. Pruning objectives and locations to be determined by inventory data.
3. Continue Arbor Day activities in schools, and get tree-related pieces into various community newsletters.
4. Assure that the requirements are met again to continue receiving the Tree City USA Award, and application is sent in to the National Arbor Day Foundation in a timely manner.

## City of Woodbury, NJ Community Forestry Management Plan

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5. Continue to obtain CEU's from the NJDEP State Forestry Service for Green Team members and Public Works employees
6. Green Team representative should meet with those updating City Master Plan (last updated in 2006) to make sure that the Community Forest – its benefits, hazards, and care – is considered.

### E. Year 5, 2019

1. Fill out and submit NJDEP Annual Activity Report in order to remain in compliance of NJ Shade Tree and Community Forestry Assistance Act.
2. Inventory fifth and final section of City (if needed). Hazard trees are sorted out and forwarded to Public Works to re-inspect and take action on.
3. Arbor Day activities to become a school-wide and/or community-wide celebration to mark the completion of five-year plan of diligent tree care in City, and study of trees and the environment in school.
3. Maintenance program continues, including pruning of street trees, trees in active recreation parks, and around schools and other public buildings. Pruning locations and objectives to be determined by inventory data.
4. Assure that the requirements are met again to continue receiving the Tree City USA Award and application is sent in to the Arbor Day Foundation in a timely manner.
5. Woodbury to apply for "Third Five-Year Community Forest Management Plan" plan development funding; begins process to become re-qualified.

## X. Community Stewardship Incentive Program (CSIP)

- A. **CSIP # 1: Training** *CFMP Section VI, page 9.*
- B. **CSIP # 2: Community Forestry Ordinance Administration** *CFMP Section III, page 8&9*
- C. **CSIP # 3: Public Education and Awareness** *CFMP Section VII, page 11.*
- D. **CSIP # 4: Arbor Day** *CFMP Section VII, page 11.*
- E. **CSIP # 5: Tree Inventory** *CFMP Section II, page 3; Section IX, page 13 - 17*
- F. **CSIP # 6: Hazard Tree Assessment** *CFMP Section II, page 3; Section IX, page 13 17*
- G. **CSIP # 7: Storm Damage Assessment** *While not specifically addressed in this plan, this practice would be beneficial for the City. The Tree-Care Disaster Plan training would encourage city officials to consider how to handle a major storm with resulting tree damage, an insect/disease epidemic in the Community Forest, etc.*

# City of Woodbury, NJ Community Forestry Management Plan

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|--|--|
| H. CSIP # 8: Tree Maintenance & Removal  | <i>CFMP Section II, page 2; Section IX, page 13 - 17</i> |
| I. CSIP # 9: Insect & Disease Management | <i>Not Covered.</i>                                      |
| J. CSIP # 10: Wildfire Protection        | <i>Not Covered.</i>                                      |
| K. CSIP # 11: Tree Planting:             | <i>CFMP Section II, page 3; Section IX, page 13 - 17</i> |
| L. CSIP # 12: Tree Recycling             | <i>Not Covered</i>                                       |
| M. CSIP # 13: Sidewalk Maintenance       | <i>Not covered</i>                                       |
| N. CSIP #14: Storm Water Management      | <i>Not covered</i>                                       |
| O. CSIP #15: Other                       | <i>Not covered</i>                                       |

## X. SOURCE DOCUMENTS

Gloucester County government website: [www.gloucestercountynj.gov](http://www.gloucestercountynj.gov)

City of Woodbury Website: [www.woodbury.nj.us](http://www.woodbury.nj.us)

Wikipedia site, Woodbury, NJ: [http://en.wikipedia.org/wiki/Woodbury,\\_New\\_Jersey](http://en.wikipedia.org/wiki/Woodbury,_New_Jersey)

*"Trees for New Jersey Streets"*, New Jersey Shade Tree Federation, 2001

*Comprehensive Master Plan, The City of Woodbury, Gloucester County, NJ* Ragan Design Group, Medford, NJ 2006

*Community Forestry Management Plan, City of Woodbury, NJ* ACRT Inc., Eastern Office, Hughesville, PA 2003

## XII. APPENDICES

- A. Community Map
- B. Tree Ordinance
- C. Other

# City of Woodbury, NJ Community Forestry Management Plan

**NOTE:**

This document has been prepared by MJS Forestry Consultants in cooperation with, and utilizing information from, Municipal officials, Environmental Commission, Shade Tree Commission members, and publicly available sources.

This document has been created to comply with specific guidelines published by the NJDEP State Forest Service, and for the specific use of the Municipality it was prepared for. Implementation of this Plan is the sole responsibility of said Municipality and / or Environmental Commission / Shade Tree Commission / Green Team; MJS Forestry Consultants is not in any way responsible for the implementation of, or compliance with, this Community Forestry Management Plan.

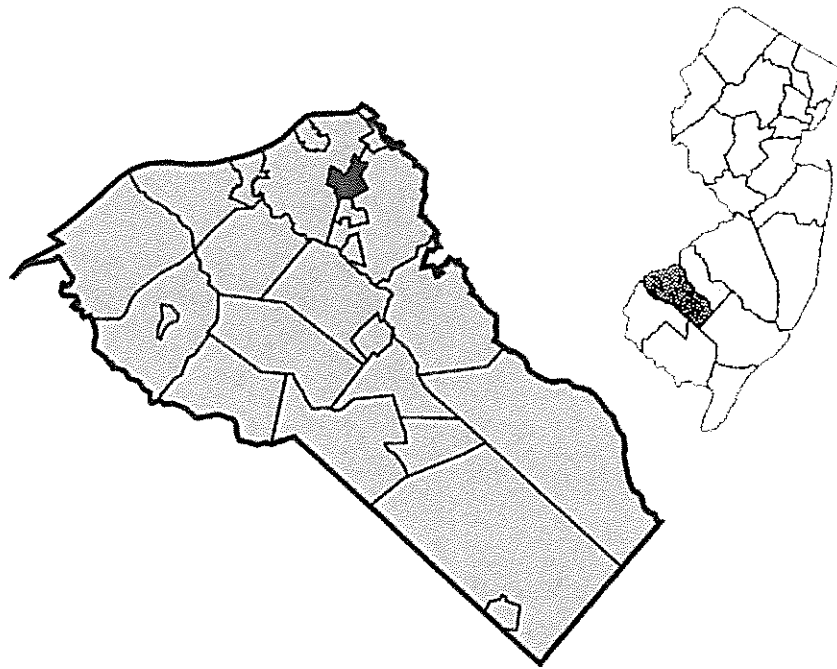
M.J. Simons, MJS Forestry Consultants  
NJ Certified Tree Expert #367  
NJAJSA Certified Arborist NJ-0156  
05/05/15

Woodbury

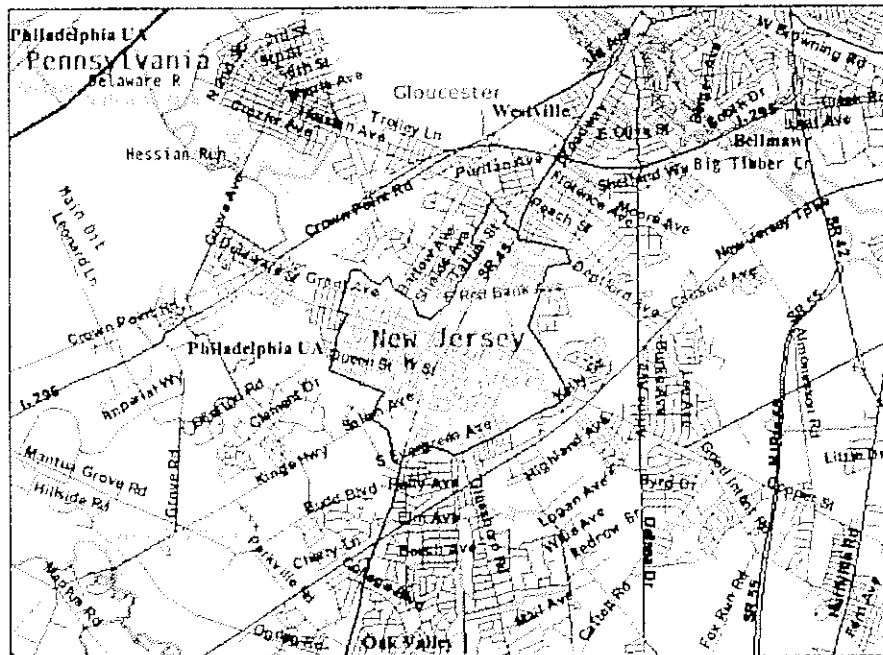
# **APPENDIX 'A'**

## **COMMUNITY MAP**

# City of Woodbury, NJ Community Forestry Management Plan



## Gloucester County and Woodbury



[http://en.wikipedia.org/wiki/Woodbury,\\_New\\_Jersey#mediaviewer/File:Census\\_Bureau\\_map\\_of\\_Woodbury,\\_New\\_Jersey.png](http://en.wikipedia.org/wiki/Woodbury,_New_Jersey#mediaviewer/File:Census_Bureau_map_of_Woodbury,_New_Jersey.png)

# **APPENDIX 'B'**

## **WOODBURY TREE ORDINANCE**



# City of Woodbury, NJ Community Forestry Management Plan

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## §87-4 Definitions:

### ARBORIST

A specialist in the cultivation and care of trees and shrubs, including tree surgery, the diagnosis, treatment, and prevention of tree diseases, and the control of pests.

### CITY

City of Woodbury

### CITY OWNED TREE

Any tree on a City right of way or on City property.

### CITY STAFF

For the purpose of this ordinance, any paid member of the City of Woodbury's Public Works, Construction, Emergency Management and/or Police Department.

### GOVERNING BODY

The Mayor and Council members of the City of Woodbury

### SHRUB OR OTHER PLANT

Any vegetative planting on City owned property which is not a tree or grass.

### TREE

Any woody perennial plant usually having but one main stem or trunk and a more or less definitively formed crown, and which has the potential based on its genus and species to grow to a height of 10 feet or more.

## §87-5 Tree Removal of a City Owned Tree:

It is the policy of the City to protect all public trees from needless removal and every effort is made to preserve and protect public trees until such time removal is warranted and prudent.

There are many reasons why trees need to be removed in an urban area, park or wooded area. City staff evaluates each tree considered for removal on a case-by-case basis. The criteria listed below are used by the Staff when evaluating trees for possible removal. The criteria are not listed in order of importance and individually may not justify removal.

- (a) The following criteria are used in evaluating a public tree for possible removal:
  - Tree is dead or dying.
  - The tree is deemed hazardous, when the hazardous condition cannot be corrected through pruning or other reasonable arboricultural practices.
  - The tree must be removed for required infrastructure improvements or repairs.
- (b) When public trees are not deemed dead, dying or hazardous, the following factors will be considered:
  - Life expectancy of the tree.

# City of Woodbury, NJ Community Forestry Management Plan

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## ORDINANCE #2200-14

### ORDINANCE AMENDING THE CODE OF THE CITY OF WOODBURY TO PROMOTE TREES THROUGH THE REGULATION OF TREE REMOVAL, PLANTING, REPLACEMENT AND PROTECTION

#### CHAPTER 87

##### §87-1 Purpose:

The purpose of this ordinance is to promote and protect the public health, safety and general welfare by providing for the regulation of the planting, maintenance, removal and replacement of City owned trees, shrubs, other plants and emergency removal of privately owned trees within the City of Woodbury.

##### §87-2 Authority and power:

The City of Woodbury's Police Department, Public Works Department, Emergency Management and the Construction Department have concurrent authority to administer the provisions of this ordinance.

##### (a) Together they will:

- Work with the "Green Team" to address any tree issues affecting the City.
- Remove any City tree that is deemed by the Staff as a public safety issue based on the criteria of this ordinance, or is diseased and poses a threat to the health of adjacent trees.
- Consult with a certified or licensed Arborist, Forester, Tree Surgeon or Landscape Architect on an as needed basis.

##### (b) The Public Works Department will be responsible for:

- Creating a Forestry Management Work Plan that will include an inventory of trees/shrubs located on City property.
- Developing an Annual Plan to address the maintenance, planting and/or removal of specific City trees based on guidelines set forth in the Forestry Management Plan.
- Providing an Annual Report to the governing body for public record at a minimum detailing how the Annual Plan was developed and what was achieved, and addressing any recommendations for the following year's Plan.

##### §87-3 Applicability:

This ordinance provides full power and authority over all trees, plants and shrubs located within street rights-of-way, parks and public places of the City, whether they are obtained and planted or donated by private individuals, quasi-government groups, non-profit organizations, or other tax-exempt institutions. This power and authority also extends to any tree that has its trunk on private or any other property not owned by the City and which poses an imminent threat to any structure, road, sidewalk, curb, body of water or lands owned by the City.

# City of Woodbury, NJ Community Forestry Management Plan

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- Desirability of the tree species.
  - Amount of space allowable for tree growth.
  - Overall quality and structural integrity of the tree.
  - Persistent and uncontrollable insect, disease or fruiting problems.
  - Dropping of bark, twigs, seeds, pods, flowers, fruit, etc.
  - Frequency and extensiveness of the tree's maintenance requirements.
  - Feasibility and timeliness in which a replacement tree will be planted.
  - Proximity and quality of trees near to the one considered for removal.
  - Wishes and desires of the property owner/resident and those immediately adjacent.
  - Quality and extent of past pruning and other tree maintenance practices the tree has undergone.
  - Extent and frequency of damage the tree is causing to surrounding infrastructure such as sidewalks, streets, sewers, overhead wires, etc.
  - Location of the tree with regard to streetlights, traffic control signs and devices, intersection sight lines, obscuring of storefronts and business signs, clearance for trucks and buses, and the requirements of the tree related to available growing space.
- (c) Shortly after a tree is removed the stump will be ground out and the disturbed area restored with topsoil and grass seed, or with sod, to match the surrounding surface grade.
- (d) When trees to be removed are growing immediately in front of a single residence property and the resident has not requested the removal, Staff will attempt to notify the occupants by leaving a card at the front door which states the reason for the removal and provides a phone number to call to receive further information.
- (e) The City tries to replant where trees have been removed based on available funding to purchase new trees. In some instances the replacement tree will not be planted in the same spot. Replanting location will be determined by the City Staff.

## §87-6 Emergency Tree Removal

### (a) Trees Located on City/Public Property

- To qualify as an emergency there must be a safety hazard to persons, utility lines or pipes or structures; and the danger must be imminent. Generally, an emergency exists where a tree has already begun to fall. If an emergency situation exists or if a tree has started to fall, it can be cut or removed to eliminate the danger.

### (b) Trees Located on Private Property

- Trees on private property are the responsibility of the property owner. If in an emergency situation, where there is imminent danger to a person, utility lines or pipes, or structure, the City Staff will request access to the property to evaluate the potential danger but if unable to obtain permission to access the property due to time constraints, unavailability of property owner or representative or for other good cause may access the property to evaluate the potential danger. If the tree is determined to be an imminent danger, City Staff shall send or personally serve the owner or post on the premises a notice to remove the tree within a specified time period provided the circumstances permit the giving of such notice without the endangerment of persons, utility lines or pipes or structures which such determination shall be made by the Director of Public Works. If the Owner fails to remove the tree within the time permitted in the notice or if no notice is given pursuant to the determination of the

# City of Woodbury, NJ Community Forestry Management Plan

Director of Public Works, the City may then remove all or part of a tree and bill the property owner for all costs of removal. If the bill is not paid within 60 days the City shall place a lien on the owner's property until payment is received.

## **§87-7 Enforcement:**

The City's Staff shall have the power to promulgate and enforce rules, regulations and specifications concerning the trimming, spraying, removal, planting, pruning and protection of trees, shrubs, vines, hedges and other plants upon the right-of-way of any street, alley, sidewalk or other public place in the City.

Any person who knowingly causes damage to or removes a City owned tree shall be subject to a fine not to exceed \$1,000. Details are provided under PENALTIES, CLAIMS AND APPEALS.

## **§87-8 Penalties, claims and appeals:**

- (a) Any person(s) who knowingly causes damage to or removes a City owned tree or violates any provision of this ordinance or who fails to comply with any notice issued pursuant to any provision shall be subject to a fine not to exceed \$1,000 for each separate offense. Each day during which any violation of the provisions of this ordinance shall occur or continue shall be a separate offense. If, as the result of the violation of this ordinance, the injury, mutilation or death of a tree, shrub or other plant located on City-owned property is caused, the cost of repair or replacement, or the appraised dollar value of such tree, shrub or other plant, shall be borne by the party in accordance with the latest revision of A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs, and Evergreens, as published by the International Society of Arboriculture.
- (b) City Staff may issue a notice of fine and assess costs for injury, mutilation, or death of a tree, shrub or other plant located on City owned property in accordance with §87-8 and the provisions of this ordinance may be enforced through the issuance of a summons and complaint to be heard in the Municipal Court of the City of Woodbury.
- (c) An appeal from a notice of fine and/or assessment issued by the City Staff shall be brought before the City Council within 30 days of making of such notice to the last known address of the owner of the property as shown on the tax records of the County of Gloucester Assessor's Office, which may affirm, modify or reverse the decision.

## **§87-9 City of Woodbury Tree Trust Fund**

The City of Woodbury hereby establishes a Tree Trust Fund to help supplement the cost of replacing City trees that are removed from municipal owned property.

- (a) The Fund will be replenished through the following sources:
  - Payment in-lieu of replanting trees associated with a site plan, subdivision or construction project
  - Fundraising efforts
  - Private donations

# City of Woodbury, NJ Community Forestry Management Plan

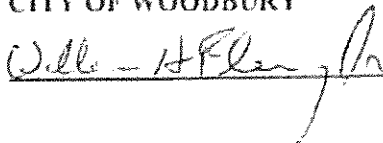
- Grants
- (b) Any City resident may apply to receive funding from the City of Woodbury Tree Trust Fund Grant to plant trees on their property.
- (c) Applications shall be made available through the Construction Office.
- (d) Grants will be based on availability of funding and recommendation of the Code Official.
- (e) Grant requirements:
  - Application must be completed and include a detailed site plan indicating where on the property the tree will be planted.
  - Applicant must verify that there are no utility lines within a 5 foot radius of the proposed planting.
  - Site plan must indicate where all utility lines are located on property
  - Unless City owned, the applicant must agree in writing on the application that they will be responsible for the cost of planting and maintaining the tree.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Woodbury that Woodbury Municipal Code is hereby amended to add Chapter 87. Trees and shall henceforth read it its entirety as set forth above.

THE FOREGOING was introduced by the City Council of the City of Woodbury at a regular meeting held on February 25, 2014. This Ordinance will be considered for adoption at final reading and public hearing to be held on July 22, 2014 at 7:30 p.m. or at such time as may be determined and announced, in City Hall, Council Chambers, 33 Delaware Street, Woodbury, New Jersey, at which time and place all persons interested will be given the opportunity to be heard concerning said Ordinance. During the time prior to and up to and including the date of such meeting, copies of said Ordinance will be made available at the City Clerk's Office to the members of the general public who may request same.

CITY OF WOODBURY

By:

  
\_\_\_\_\_

ATTEST:

  
\_\_\_\_\_  
ROY A. BUFFIELD, Clerk

Approved:

  
\_\_\_\_\_  
WILLIAM J. VOLK, Mayor

# City of Woodbury, NJ Community Forestry Management Plan

## ZONING ORDINANCE #2209-14

### ORDINANCE AMENDING THE ZONING CODE OF THE CITY OF WOODBURY ESTABLISHING A SECTION "TREE PROTECTION/COMPENSATORY PLANTINGS" AND ADOPTING CHECKLIST

#### Section X. Tree protection/compensatory plantings.

- (1) Tree protection. The purpose of this section is to establish protective regulations for trees within the City of Woodbury in order to control problems of flooding, soil erosion and air and noise pollution; to protect the public health, safety and welfare of the citizenry of the City; and to promote quality development in the City. Trees are declared to be important cultural, ecological, scenic and economic resources. Proper management of this resource will ensure its maintenance and result in greater ecological and economic returns to the City. A comprehensive tree protection/compensatory planting program is intended to meet the objectives of preserving, protecting, enhancing and maintaining trees and providing opportunities for continued uses of forest resources which are compatible with the maintenance of the environment. The intent of this section is to encourage the protection of the greatest number of trees and of large specimen trees throughout the City. To that end, it shall be unlawful to cut down, damage, poison or in any other manner destroy or cause to be destroyed any trees within the City except in accordance with the provisions of this chapter.
- (2) Applicability. The requirements of this section of the chapter are applicable for all land within the City of Woodbury where there is an application submission to the Planning /Zoning Board for Major Site Plan or major Subdivision and the following trees removal is proposed:
  1. Five (5) or more total non-specimen trees,
  2. One (1) or more total non-specimen trees in a Tree Protection Zone,
  3. One (1) or more Specimen Trees.
- (3) Definitions. As used in this subsection, the following terms shall have the meanings indicated:

**APPROVED PLAN** — Any plan for lot development which has been reviewed and approved by the City or its assigned agents, the City Land Development Board with jurisdiction over the project, or other governmental entity with the responsibility to review and approve the design plan.

**CALIPER**- A type of diameter measurement used in the nursery industry. The height measurement shall be taken from ground level for field-grown stock and from the soil line for container-grown stock, which should be at or near the top of the root flare. Caliper measurement of the trunk shall be taken six inches above the top of the root flare up to and including four-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper should be measured at 12 inches above the root flare. Seldom are tree trunks perfectly round. The most accurate measurement will result from the use of diameter tape. Caliper measurements taken with a manual or electronic slot- or pincer-type caliper tools should be the average of the smallest and largest measurements.

**DISTURBANCE ZONE** — That portion of a lot covered by existing or proposed

