



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2913
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www.cityofmequonwi.gov

Office of Parks

TREE BOARD
Tuesday, April 22, 2025
5:30 PM
North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. October 8, 2024, Minutes
- 3) Discussion Items
 - a. Enclave at Mequon Preserve, Phase 8
- 4) Adjourn

Dated: April 22, 2025

/s/ Carol Bangs, Chair

.....
Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Public Works Department at 262-236-2913, Monday through Friday, 7:00 AM – 3:30 PM.



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TREE BOARD
Tuesday, October 8, 2024
5:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 5:30 PM.

Present:

- Vice Chair Cheryl Brickman
- Board Member Karen Dredge
- Board Member Nancy Szatkowski
- Chair Carol Bangs -- **Absent**
- Alderman Robert Strzelczyk -- **Absent**

Also Present: Dean Frederick Vice President at Thomson Corporation, Administrative Assistant Schlereth, and Forestry Worker Herlache.

2) Approval of Meeting Minutes

- a. January 11, 2024, Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Board Member Szatkowski
SECONDED BY: Board Member Dredge

AYES: Brickman, Dredge, Szatkowski
ABSENT: Bangs, Strzelczyk

3) Discussion Items

- a. HIGHLAND MEADOWS STREET TREE PERCENTAGES

Discussion ensued on which tree species best suited the Highland Meadows location based on the current climate, biodiversity, and other biotic/abiotic factors.

Board-approved tree species for Highland Meadows:

Attachment: 10-8-24 (10286 : October, 8 2024 Minutes)

SPECIES	# OF TREES	PERCENTAGE
Early Glow Buckeye	14	11.8%
Freeman Maple	12	10%
Planetree	20	16.9%
Tuliptree	9	7.6%
Catalpa	9	7.6%
Common Hackberry	17	14.4%
Kentucky Coffee	21	17.8%
Adirondak Crabapple	6	5%
Silver Linden	6	5%
Swamp White Oak	2 (cul-de-sac)	1.6%
Serviceberry	2 (cul-de-sac)	1.6%
	TOTAL: 118	

- 4) Adjourn
 - a. Motion to Adjourn at 6:00 PM

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Board Member Szatkowski
SECONDED BY: Board Member Dredge

AYES: Brickman, Dredge, Szatkowski
ABSENT: Bangs, Strzelczyk

Respectfully Submitted,

Ren Schlereth
 Administrative Assistant

Attachment: 10-8-24 (10286 : October, 8 2024 Minutes)



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Office of Tree Board

TO: Tree Board
FROM: Nathan Herlascher, Forester
DATE: April 22, 2025
SUBJECT: Enclave at Mequon Preserve, Phase 8

Background

Excel Engineering submitted a street tree plan for The Enclave at Mequon Preserve, Phase 8. The property is located on Bluebird Court, divergent southwest off existing Preserve Parkway. The plans were designed by Eathan Morrow, who is a professional landscape architect.

Analysis

The plan meets certain requirements of Section 8 of the City of Mequon Policy Manual for Tree Protection and Preservation, including:

- Minimum diameter requirements
- Installation within the right-of-way
- Installation of a minimum of three (3) different street tree species from the recommended list of trees

The plan does not meet the following requirements, and the applicant should amend the plan as follows:

- Adjust rate and spacing requirements
- Installation rate and spacing requirements*
- 1"-30' scaled drawings
- Plans include a detail or note confirming that trees shall be staked

Staff recommends that the Tree Board consider a more flexible spacing scheme of 1 tree per 40' linear feet of road opposed to 1 tree per 30' of road based upon driveway positions in cul-de-sac, and use of "Tall" tree groups that offer a specific continuity with prior Enclave Phases. If supported, the recommendation will be forwarded to Planning Commission for consideration.

Fiscal Impact

Street trees are a build and contribute asset for the City. The subdivision is required to replace any dead or damaged trees within three years of installation. After three years, the City is responsible for the maintenance and eventual replacement of the street trees. The plan includes the following inventory of trees that will be dedicated to the City as a public asset:

Species	Quantity	%
State Street Maple	9	24.5%

Common Hackberry	6	16%
Autumn Gold Gingko	7	19%
Shademaster Honeylocust	6	16%
Espresso Kentucky Coffee	9	24.5%

Recommendation

The City Forester recommends that the Tree Board approve the Enclave Phase 8 street tree plan subject to the following conditions:

1. Prior to installation, the developer shall contact the City Forester or his associate to go out and inspect the quality of stock and proper installation procedures. The City Forester or his associate will also be called out upon completion of the planting to ensure installation and staking is correct. The developer will be charged a minimal fee for these inspections.
2. Planning Commission approval of alternate spacing, as outlined in the report and represented in the plan moved for approval.
3. Planning Commission approval of the Tree Board recommendation of suggested tree groups for the following reasons:
 - a. The trees will provide a planned procedure of diversification throughout the City.
 - b. The trees will meet the City's soil type needs.
 - c. The variety of heights will allow the developer/City to better cope with various site conditions (i.e. power lines, telephone lines, cable lines, existing trees).
 - d. The trees will offer a specific continuity throughout each proposed subdivision.
 - e. The trees are tolerant of salt, fumes, and other city stresses.
 - f. Many of the trees are native Wisconsin trees or cultivars of native trees. The cultivars are improvements of original natives. The remaining trees have been proven hearty and long-lasting in our climate.
 - g. The Tree Board and City Forester or his associate may consider other trees not provided on the street tree list with justification.
4. Any tree that has died or is damaged beyond repair within three (3) years of planting shall be promptly replaced by the developer. The replacement planting shall be of the same size and quality as the approved landscaping plan.

ALTERNATE LANGUAGE FOR PLANNING COMMISSION

The City Forester recommended and the Tree Board approved X-X the street tree plan for Enclave Phase 8 subject to the following conditions:

1. Prior to installation, the developer shall contact the City Forester or his associate to go out and inspect the quality of stock and proper installation procedures. The City Forester or his associate will also be called out upon completion of the planting to ensure installation and staking is correct. The developer will be charged a minimal fee for these inspections.
2. Planning Commission approval of alternate spacing, as outlined in the report and represented in the plan moved for approval.

3. Planning Commission approval of tree planting outside road right of way on adjacent lots will be allowed in accordance with the approved plan, provided a street tree preservation and maintenance easement document is submitted.
4. Planning Commission approval of the Tree Board recommendation to use smaller size trees of unusual varieties in the interest of diversification of the urban forest.
5. Planning Commission approval of the Tree Board recommendation of suggested tree groups for the following reasons:
 - a. The trees will provide a planned procedure of diversification throughout the City.
 - b. The trees will meet the City's soil type needs.
 - c. The variety of heights will allow the developer/City to better cope with various site conditions (i.e. power lines, telephone lines, cable lines, existing trees).
 - d. The trees will offer a specific continuity throughout each proposed subdivision.
 - e. The trees are tolerant of salt, fumes, and other city stresses.
 - f. Many of the trees are native Wisconsin trees or cultivars of native trees. The cultivars are improvements of the original natives. The remaining trees have been proven hearty and long-lasting in our climate.
 - g. The Tree Board and City Forester or his associate may consider other trees not provided on the street tree list with justification.
6. Any tree that has died or is damaged beyond repair within three (3) years of planting shall be promptly replaced by the developer. The replacement planting shall be of the same size and quality as the approved landscaping plan.

Attachments:

Enclave Phase 8 Checklist (PDF)



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Public Works

ENCLAVE PHASE 8 CHECKLIST Street Tree Approval Process

March 24, 2025

This is a project-specific checklist. All items on this checklist must be submitted/completed for the project as outlined below. Items with an empty box (☐) are incomplete and require either submittal, approval or completion, and items with a checked box (☒) are complete and require no further action. Please note that some items require multiple steps for completion. The City will update the checklist and issue updates as the project progresses through the Tree Board approvals.

All items are required to appear on the Tree Board agenda:

- ☒ Six hard copies of plans
- ☒ One .pdf copy of the plan emailed to nherlache@cityofmequonwi.gov

Plans submitted for Tree Board review must meet the following criteria:

- ☒ Include a minimum of three (3) tree species from the recommended list of trees to plant in the subdivision.
- ☒ Designed by a professional landscape architect, landscape designer or horticulturist
- ☒ Each tree labeled as to its specific location and species type
- ☐ 1" – 30' scaled drawings.
- ☒ Street tree keys, botanical and common names, including numbers and sizes.
- ☒ Number of lineal feet of road.
- ☒ Location of property (map).
- ☒ Plan submitted two weeks prior to meeting date.
- ☐ All plans must meet City specifications.
- ☒ Trees are selected from the approved Street Tree List.
- ☒ Road right of way and centerline included on plan.
- ☒ Arrow on plan indicating north (direction).
- ☒ Incorporate all information on one page, if possible.

Plans conform to the "Guidelines to Follow":

- ☒ Plans include a detail or note confirming that street trees will be installed with an average trunk diameter of three (3) inches at a point six (6) inches above the grade.
- ☐ Plans include a detail or note confirming that the tree shall be balled, burlapped and staked when installed, according to City specifications.
- ☐ Trees shall be provided at a rate of not less than one (1) for every thirty (30) feet of new and private subdivision roadway frontage and located within the road right-of-way at a point two (2) feet from the right-of-way line unless otherwise allowed by the Planning Commission.

Attachment: Enclave Phase 8 Checklist (10287 : Enclave at Mequon Preserve, Phase 8)

- Tree Board is recommending more flexible spacing scheme, so alternatively, the plan could incorporate (contingent upon Planning Commission approval):
 - Low growth trees to be spaced 20 feet apart
 - Medium growth trees to be spaced 30 feet apart
 - Tall growth trees to be spaced 40 feet apart
- Tree planting outside road right of way on adjacent lots will be allowed in accordance with the approved plan, provided a street tree preservation and maintenance easement document is submitted.
- A minimum of three (3) different street tree species shall be planted throughout the subdivision.
- No less than 15% and no more than 40% of one specific street tree species shall be planted throughout the subdivision.
- If more than three (3) street tree species are planted within the subdivision, those trees may be planted in a quantity less than the 15% generally required throughout the entire subdivision planting.