

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: **January 14, 2020**

Title: **Consent Agenda – Proposed Memorial Tree Planting Policy**

(Check Mark)

Consent

Action

No Action (Information Only)

Resolution

Closed Meeting

Public Hearing

Ordinance

PowerPoint Presentation

Summary: Attached is a proposed Memorial Tree Planting Policy for consideration by the Board of Supervisors. The policy was developed in response to a recent request from a citizen to plant a memorial tree at the county park across from Caroline Middle School.

Budget Impact: N/A

Action(s) Requested of Board: Adoption of policy

Caroline County Memorial Tree Planting Policy

Purpose:

To provide guidance, establish limits, and ongoing conditions for use of public parks for the planting of memorial trees on property of Caroline County for the honoring of a deceased love one.

GENERAL INFORMATION

The Memorial Tree Planting Policy will be administrated and coordinated by the Parks & Recreation and Public Works Departments and is for the sole purpose of:

Enabling the planting or designation of memorial trees on the property of Caroline County.

Establishing a consistent approach in responding to requests from the general public, special interest groups, or individuals for the planting or designation of memorial trees on property of Caroline County.

Implementing a process for staff to administer and coordinate, on behalf of the Board of Supervisors, in the planting of memorial trees on Caroline County Property.

Outlining the entire process involved in the planting of memorial trees on Caroline County Property. The Parks and Recreation and the Public Works Departments reserve the right to determine locations for proposed tree planting, and the appropriateness of the species of tree/s selected for the location.

Regulating the location for pre-approved trees for memorial planting on Caroline County Property.

Establishing a suitable list of ornamental trees to select from.

TERMS FOR MEMORIAL TREE PLANTING

Requests for memorial tree planting/s shall be submitted in writing to the Parks & Recreation Director. Following submission and approval of the application, the applicant will be contacted to complete the arrangements for the planting of a memorial tree.

Memorial trees shall become the property of the Caroline County immediately upon placement on County property. Applicants will have no further rights, participation or involvement in the future care or maintenance of the memorial tree. Memorial trees will be maintained exclusively by Public Works Department in accordance to maintenance service standards and practices.

The County will implement its best efforts to ensure that the memorial tree is properly maintained during the period of establishment; however, County will not guarantee the tree against acts of vandalism, damage or failure as a result of environmental stresses or conditions which may impact negatively on the health of a memorial tree.

The County will permit a replacement memorial tree at or near the original planting site should the memorial tree fail to survive or become significantly damaged for any reason within one year of the initial planting date.

Memorial trees will be planted in the spring and fall seasons. Spring planting will occur beginning April 15th through May 15th. To receive consideration for spring planting a written request and completed application for memorial trees must be received not later than April 10th. Fall planting will occur beginning October 15th through November 30th. To receive consideration for fall planting a written request and completed application must be received not later than October 10th. The County reserves the right to shorten, extend or delay planting of memorial trees pending availability of plant material and poor site conditions associated with inclement weather.

Appropriate plant material should be selected to coincide with the specific planting period in accordance with the approved plant. As such, tree species with a spring planting preference will not be permitted to be planted in the fall.

The County has designated the following locations for the planting of the memorial trees. Along the 2-mile Woodland Trail at the County Park and the open space between the basketball court, parking area, road and the tree line. The County reserves the right to limit the number of memorial trees planted on County Property.

Applicants are advised that planting of additional memorial trees may be permitted in close proximity to existing memorial trees in accordance with good horticultural practices. The final location in determining an acceptable planting site for all memorial trees will be at the discretion of the Parks and Recreation and the Public Works Director.

Planting of the ornamental trees shall be performed by a licensed and insured contractor. (Minimum of a class III license)

A memorial plaque no larger than 10" X 15" made of metal or stone may be placed near the memorial tree. The lettering shall be limited to the following: "In Memory of" and the person's name.

TREES RECOMMENDED FOR MEMORIAL PLANTINGS ON COUNTY PROPERTY

1. Lilac- Spring or Fall Planting 4 – 8'
2. Crape Myrtle-Late Spring Planting 10-25'
3. Azalea Late Spring/Early Fall Planting 8-12'
4. Redbud-Spring Planting 20–30'
5. Japanese tree lilac- Late Spring Planting 15 to 20'
6. Japanese maple-Autumn/Early Fall Planting 15–25'
7. Or other ornamental trees as approved by the Parks and Recreation and the Public Works Director.

Caroline County, Virginia

APPLICATION FOR MEMORIAL TREE PLANTING

Upon receipt of a request for memorial tree planting on County Property, an application will be forwarded to the applicant. Alternatively, applications may be obtained by calling or visiting the Parks and Recreation Department at 17202 Richmond Turnpike Milford, VA 22514 or 804-633-7277.

Completed applications must be returned to the Parks and Recreation office by mail or hand delivered.

Date of Application:					
Name of Applicant:					
Street Address of Applicant:					
City:					
State:					
Zip Code					
Telephone Number:	Home:		Cell:		
Email Address:					
Season of Planting	Spring:		Fall:		
Request Notification of Planting:		Yes:		No:	
Tree Species to be Planted from List Above:					
Name of Person/s or Group being Memorialized:					
OFFICE USE ONLY					
Request Approved:	Yes:		No:		
Date of Scheduled Planting:					
Confirmation of Location by:					
Authorized by:					
Authorized Signature:					
Date:					