

**Village of Ottawa
Shade Tree Commission Strategic Plan**

Adopted: 07/08/19

Mission Statement

To plan and maintain trees along our streets and within our parks and public places in a manner that physically, economically and aesthetically benefits the Village of Ottawa and its residents.

Goals

1. Maintain the health, vigor, and safety of all trees in the urban forest
2. Promote the safety for citizens of and visitors to the Village of Ottawa
3. Maximize the urban forest canopy

Objectives

1. Establish maintenance procedures for existing tree population.
2. Establish a diverse population of tree species and ages.
3. Beautify the Village of Ottawa.
4. Educate the community including residents, elected officials, employees and volunteers about the value and need for a sustainable urban forest.
5. Advise the Village of Ottawa regarding arboricultural and urban forestry best management practices.
6. Promote the ecosystem services provided by Ottawa's urban forest.

Annual Review

The **Ordinance**, Mission Statement, Goals, and Objectives shall be read and reviewed at the first Shade Tree Commission meeting of each year. Changes or amendments shall be documented and reported to the Village of Ottawa Council.

Actions

Action 1: Study the problems and determine the needs of Ottawa relative to a municipal tree management and tree planting program.

Action 2: Maintain lists of trees for public tree lawns and parks.

Action 3: Disseminate news and information regarding the selection, planting, and maintenance of trees within the corporate limits, whether the same be on private or public property.

Action 4: Operate a well-managed Shade Tree Commission.

Action 5: Plan, publicize, and participate in Arbor Day and other educational sessions and activities in the Village.

Action 6: Investigate any special matter regarding public trees.

Action 7: Assist in the development of annual work plan in concert with budget priorities.

Action 8: Establish and annually update a long-range (5 year) work plan and budget.

Implementation

Action 1: Study the problems and identify the needs of Ottawa relative to a municipal tree management and tree planting program.

A. Review the Urban Forestry Strategic Plan annually.

B. Encourage continuing education:

1. Participation and completion of Tree Commission Academy through Ohio Department of Natural Resources (ODNR), Division of Forestry, Urban Forestry Assistance Program.
2. Annual urban forestry seminar
3. Young tree training workshops
4. Insect, disease, tree care management updates
5. Tree Commission Academy conclaves
6. Receive Ohio Division of Forestry communications

C. Assist with tree and site evaluations and measurements

Action 2: Maintain lists of trees for public tree lawns and parks.

- A. Develop, maintain, and update the Street Tree Master Planting Design
 - 1. Utilize the Ohio Urban Site Index for site quality analysis
 - 2. Utilize the Ohio Master Planting design process for street tree placement
 - 3. Utilize ODNR Division of Forestry Street Tree List
 - 4. Refer to the ODNR, Division of Forestry, Urban Forestry Assistance Program Online Toolbox at <http://forestry.ohiodnr.gov/urbanforestrytoolbox>
- B. Develop, maintain, and update the tree lists for parks and other public properties
 - 1. *Tree Lists for Private and Public Properties Other Than Streets (Ottawa Tree Commission Lists 1A and 1B)*. See [Appendix A](#)
- C. Develop, maintain, and update list of undesirable trees for public properties
 - 1. *Undesirable Trees for Streets and Public Property and Why They are Absent/Uncommon in Master Planting Design (Ottawa Shade Tree Commission 2B)*. See [Appendix B](#)

Action 3: Disseminate news and information regarding the selection, planting, and maintenance of trees within the corporate limits, whether the same be on private or public property.

- A. Publish tree-related news and information on the Village of Ottawa website www.ottawaohio.us
 - 1. Recommended tree lists: [Appendix A](#) and [Appendix B](#)
 - 2. Arbor Day Foundation Tree Planting Guide: www.arborday.org/trees/tips/planting.cfm
 - 3. [Don't Move Firewood](#)
 - 4. [Tree Ordinance](#)
- B. Print and news media e.g. The Putnam County Sentinel, Community Connection
- C. Provide tree-related information. (See Action 5)
 - 1. International Society of Arboriculture pamphlets at Village Municipal Building.
 - 2. Develop and review all tree-related materials including published articles, door hangers, flyers, etc.

- D. Answer resident questions respectfully, responsibly, objectively, with science-based information, following municipal communications protocol, and mindfully representing the Village of Ottawa and the Shade Tree Commission.

Action 4: Operate a well-managed tree commission.

- A. Hold regular and special meetings to which the public is invited.
 - 1. Written agenda distributed in advance
 - 2. Written minutes to be advanced for approval at each meeting
 - 3. Meetings will follow Robert's Rules of Order (parliamentary procedure)
 - 4. Establish annual planning calendar
- B. Develop and annually update materials for Shade Tree Commissioner Notebook
 - 1. Create list of materials to be included ([Appendix C](#))
 - 2. Maintain and update contact list including phone numbers, e-mail addresses, and mailing addresses of:
 - a) Shade Tree Commission members
 - b) Ottawa Council liaison
 - c) Ottawa personnel
 - 1) Municipal Director
 - 2) Public Works Supervisor
 - 3) Shade Tree Commission Secretary

Action 5: Plan, publicize, and host tree-related educational sessions and activities in the Village.

- A. Annual Arbor Day event
- B. Other workshops and seminars

Action 6: Investigate any special matter regarding public trees.

- A. Construction review
 - 1. Subdivisions
 - 2. Buildings (new and additions)
 - 3. Infrastructure
- B. Specification and contract review for matters relating to Ottawa's urban forest
- C. Coordinate with Park Board, Planning Committee and Infrastructure Committee
- D. Pest and weather-related emergencies
- E. Residential concerns and inquiries

Action 7: Assist in the development of annual work plan in concert with budget priorities.

- A. Work with Village staff to:
 - 1. Identify needs for following year:
 - a. Tree Care and Maintenance
 - 1) Hazard Tree Removal
 - 2) Risk mitigation pruning
 - 3) Inspection (Including Hazardous)
 - 4) Young tree training
 - 5) Tree Planting
 - 6) Planting follow up care
 - 7) Street & Sidewalk Clearances
 - b. Tree Commission Educational Activities and Supplies

2. Identify costs and prioritize needs for the following year
3. Officially endorse or recommend budget proposal
4. Demonstrate support for approved annual work plan and budget priorities

Action 8: Establish and annually update a long-range (5-year) work plan and budget.

1. Identify needs for next five years:
 - a. Tree Care and Maintenance
 - 1) Hazard tree removal
 - 2) Risk mitigation pruning
 - 3) Young tree training
 - 4) Planting follow-up care
 - 5) Tree planting
 - b. Tree Commission Educational Activities and Supplies
2. Identify costs and prioritize needs for each year.

Appendix A

TREE LISTS FOR PRIVATE & PUBLIC PROPERTIES OTHER THAN STREETS

- RECOMMENDED FOR PRIVATE & PUBLIC PROPERTIES: LIST 1A – PAGES 1-4
- NOT RECOMMENDED FOR PRIVATE PROPERTIES: INVASIVE, UNDESIRABLE OR REQUIRING SPECIAL CONSIDERATION: LIST 1B – PAGE 5

The following tree cultivars are recommended for most Northwest Ohio residential sites and parks. A diverse planting of trees in a community provides protection from insect/disease/weather problems. A wide variety also allows citizens to enjoy many different kinds of trees, school children to collect leaves and seeds for projects, and schools and Scouts to teach tree species. Please remember that the success of any tree planting depends upon the individual planting site and planting technique, as well as the tree. Match the tree to the site (see pg. 4). One additional hint: plant the largest growing tree that the space will support. Trees that are large when mature provide more economic, health, and environmental benefits than small-growing trees. *If you have room for a large-growing tree, plant a large-growing tree.*

This list was largely compiled from “Tree Cultivar Recommendations” and “Park Tree Recommendations” by Stephanie Miller, Regional Urban Forester, ODNR, Division of Forestry, Findlay, OH, with additions approved by the Ottawa Shade Tree Commission.

For specific information about any of the trees for your particular planting site, please contact either your county OSU Extension Educator, a member of the Ohio Nursery and Landscape Association, or the Village of Ottawa Shade Tree Commission at 419-523-5020. Remember to get permission from your tree commission before planting in tree lawns (right-of-way areas between sidewalk & street) or any municipal property. Selection of public tree species will be designated in conjunction with the Shade Tree Commission and according to the Village of Ottawa’s Master Tree Plan.

To ensure you receive the exact tree you want with the characteristics you desire, please order trees from the nursery using the scientific/Latin name indicated in the right column.

SMALL AND ORNAMENTAL TREES (15’ – 30’ tall)

Require a minimum 4’x6’ growing space; should be at least 15’ from nearest tree

Common Name

Latin Name

Cherry, Autumn Flowering

Prunus autumnalis

Carolina Silverbell

Halesia carolina

Crabapple (see also OSU’s list)

Malus

Adirondack

‘Adirondack’

Bob White Flowering

‘Bob White’

Candy mint Flowering®

‘Candy mint’

Golden Raindrops® Flowering

‘Golden Raindrops’

Prairie fire

‘Prairie fire’

Sugar Tyme®

‘Suty zam’

Red Jewel®

‘Jewel cole’

Dogwood

Cornus

Kousa

kousa

Cornelian cherry

mas

Fringetree

Chionanthus virginicus

Hawthorn

Crataegus

Thornless Cockspur

crusgalli v. inermis

Vaughn

x Vaughn

Ohio Pioneer Dotted

punctata ‘Ohio Pioneer’

Winter King

viridis ‘Winter King’

Hornbeam

Carpinus

European

betulus

| | |
|-----------------------------------|--|
| European Columnar | <i>betulus 'Fastigiata'</i> |
| Japanese | <i>japonica</i> |
| American | <i>caroliniana</i> |
| Juniper, Spartan | <i>Juniperus chinensis 'Spartan'</i> |
| Maple | <i>Acer</i> |
| Amur | <i>ginnala</i> |
| Paperbark | <i>griseum</i> |
| Hedge | <i>campestre</i> |
| Tartarian | <i>tataricum</i> |
| Three Flower | <i>triflorum</i> |
| Shantung Pacific Sunset | <i>truncatum x platanoides 'Warrenred'</i> |
| Redbud | <i>Cercis canadensis</i> |
| Red Buckeye | <i>Aesculus pavia</i> |
| Magnolia | <i>Magnolia</i> |
| Saucer | <i>x soulangiana</i> |
| Star | <i>stellate</i> |
| Persian Parrotia/Persian Ironwood | <i>Parrotia perisica</i> |
| Pine, Bosnian | <i>Pinus heldrichii leucoderma</i> |
| Pine, Japanese White | <i>Pinus parviflora</i> |
| Serviceberry | <i>Amelanchier</i> |
| Allegheny | <i>laevis</i> |
| Majestic | <i>laevis 'Majestic'</i> |
| Robinhill | <i>x grandiflora 'Robinhill'</i> |
| Autumn Brilliance | <i>x grandiflora 'Autumn Brilliance'</i> |
| Tree Lilac | <i>Syringa</i> |
| Ivory Silk | <i>reticulate 'Ivory Silk'</i> |
| Pekin | <i>pekinensis & cultivars</i> |

MEDIUM TREES (30' – 45' tall)

Require a minimum 6'x8' growing space; should be at least 25' from nearest tree

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|--|---|
| Alaskan Weeping Cedar/Nootka False Cypress | <i>Chamaecyparis nootkatensis 'Pendula'</i> |
| American Hophornbeam/Ironwood | <i>Ostrya virginica</i> |
| Black Gum | <i>Nyssa sylvatica</i> |
| Fir, White | <i>Abies concolor</i> |
| Golden Rain Tree | <i>Koelreuteria paniculata</i> |
| Hemlock, Canadian (Eastern) | <i>Tsuga canadensis</i> |
| Honeylocust, Imperial | <i>Gleditsia triancanthos 'Imperial'</i> |
| Horsechestnut, Ruby Red* | <i>Aesculus x carnea 'Briotti'</i> |
| Linden, Littleleaf | <i>Tilia</i> |
| Glenleven | <i>cordata 'Glenleven'</i> |
| Greenspire | <i>cordata 'Greenspire'</i> |
| Pine, Lacebark | <i>Pinus bungeana</i> |
| Pine, Vanderwolf's Pyramid | <i>Pinus flexilis 'Vanderwolf's Pyramid'</i> |
| Pine, White | <i>Pinus strobus</i> |
| River Birch, Heritage® | <i>Betula nigra Heritage®</i> |
| Sassafras, Common | <i>Sassafras albidum (can colonize in beds)</i> |
| Stewartia, Japanese | <i>Stewartia pseudocamellia</i> |
| Yellowwood | <i>Cladrastis kentukea</i> |

LARGE SHADE TREE SELECTIONS (45' tall or more)

Require a minimum 8'x10' growing space; should be at least 40' from nearest tree

| | |
|----------------------------|-------------------------------------|
| Arborvitae, Western | <i>Thuja plicata atrovirens</i> |
| Bald Cypress | <i>Taxodium distichum</i> |
| Beech | <i>Fagus</i> |
| European | <i>sylvatica</i> |
| Purple/Copper | <i>sylvatica</i> 'Purpurea' |
| Spaeth | <i>sylvatica</i> 'Spaethiana' |
| Catalpa | <i>Catalpa speciosa</i> |
| Cucumbertree Magnolia | <i>Magnolia acuminata</i> |
| Dawn Redwood | <i>Metasequoia glyptostroboides</i> |
| Elm | <i>Ulmus</i> |
| Accolade | var 'Accolade' |
| Lacebark | <i>parvifolia</i> |
| Filbert, Turkish | <i>Corylus colurna</i> |
| Gingko (male only) | <i>Gingko biloba</i> |
| Hackberry | <i>Celtis occidentalis</i> |
| Hickory* | <i>Carya</i> |
| Bitternut | <i>cordiformis</i> |
| Mockernut | <i>tomentosa</i> |
| Shagbark | <i>ovate</i> |
| Pignut | <i>glabra</i> |
| Honeylocust | <i>Gleditsia</i> |
| Shademaster | <i>triacanthos</i> 'Shademaster' |
| Skyline | <i>triacanthos</i> 'Skyline' |
| Katsura | <i>Cercidiphyllum japonicum</i> |
| Kentucky Coffeetree | <i>Gymnocladus dioicus</i> |
| Larch | <i>Larix earcina</i> |
| Linden, Silver | <i>Tilia tomentosa</i> |
| London Planetree | <i>Platanus x acerifolia</i> |
| Maple | <i>Acer</i> |
| Autumn Blaze Freeman Maple | <i>x freemanii</i> 'Jeffersred' |
| Celebration Freeman Maple | <i>x freemanii</i> 'Celebration' |
| Red | <i>rubrum</i> |
| Sugar | <i>saccharum</i> |
| Sugar Commemoration | <i>saccharum</i> 'Commemoration' |
| Oak | <i>Quercus</i> |
| Burr* | <i>macrocarpa</i> |
| Pin | <i>palustris</i> |
| Red | <i>rubra</i> |
| Shumard | <i>shumardii</i> |
| Swamp White | <i>bicolor</i> |
| Willow | <i>phellos</i> |
| Osage-orange* | <i>Maclura ponifera</i> |
| Spruce, Colorado Blue | <i>Picea pungens glauca</i> |
| Spruce, Norway | <i>Picea abies</i> |

Spruce, Serbian
Sweetgum, Moraine
Sycamore, American
Tulip Poplar/Tulip Tree
Walnut, Black*
Zelkova
 Village Green
 Green Vase

Picea omorika
Liquidambar styraciflua 'Moraine'
Plantanus occidentalis
Liriodendron tulipifera
Juglans nigra
Zelkova serrate
 'Village Green'
 'Green Vase'

*larger seeds/fruit, but great for wildlife

Match the Tree to the Site

In selecting a tree, first consider the size at maturity rather than planting size; large, medium or small. Consider both width and height. Then pick a tree that fits the intended use; i.e. shade, background, screen, winter shape, ornamental (flowers, foliage, fall color, great bark). Now determine if the tree will fit the environment in which it is being planted. Learn what growing conditions your tree choice prefers and match your growing conditions to the tree: type of soil, drainage conditions, hardiness zone, sun, water availability, space, human activities. Plant the largest growing tree that the space will support. Large mature trees provide more economic, health, and environmental benefits than smaller trees. It may take some looking to find your chosen tree, as no one nursery carries all types. Check around. It's okay to plant small and let the tree grow. Studies have shown that a 5' to 6' tree planted and cared for properly will catch up to a 10' to 12' tree within five years.

Recommended Minimum Tree Placement Guidelines

- ❖ 10 feet from fire hydrants and streetlights
- ❖ 8 feet from curb cuts and street signs
- ❖ 4 feet from underground utility lines
- ❖ 35 feet from the corner curb of street intersections

Tree Planting and Care Resources

Buying High Quality Trees, Tree Selection and New Tree Planting; International Society of Arboriculture: Consumer Guides www.treesaregood.org
Care of Newly Planted Trees; University of Nebraska;
<http://www.ianr.unl.edu/pubs/forestry/g1195.htm>
OSU Plant Facts (great pictures) <http://plantfacts.osu.edu/>
Ohio Division of Forestry www.ohiodnr.com/forestry
Landscape Plants for Eastern North America Harrison Flint
Manual of Woody Landscape Plants and Durr's Hardy Trees and Shrubs Michael Durr
Landscape & Garden Plant Evaluations; OSU Ext Bulletin 874-00;
<http://ohioline.osu.edu/b874/index.ht>

TREES NOT RECOMMENDED FOR PRIVATE PROPERTIES: INVASIVE, UNDESIRABLE OR REQUIRING SPECIAL CONSIDERATION (LIST 1B)

(FOR UNDESIRABLE PUBLIC TREES, SEE APPENDIX B)

The following trees cultivars are either **NOT** recommended for planting in the Village of Ottawa **due to their invasive nature and damage to our ecosystem and natural resources; OR** require special consideration due to unique characteristics that may affect a resident's quality of life.

For specific information about any of the trees for your particular planting site, please contact the Shade Tree Commission via the Village of Ottawa's municipal office at 419-523-5020.

Acer platanoides, **Norway Maple** – **INVASIVE**; not recommended for planting under any circumstances

Acer negundo, **Boxelder** – weak wood, boxelder bugs, short-lived

Ailanthus altissima, **Tree of Heaven** – **INVASIVE**; not recommended for planting under any circumstances

Betula species, **Birch**, except *Betula nigra*, River Birch, single stem – bronze birch borer

Fraxinus species, **Ash/Green, White, Blue, etc.** – Emerald Ash Borer

Ginkgo biloba, **Female Ginkgo only** – very smelly fruit; delicacy in Asian cultures

Morus species, **Mulberry** – fruit litter, short-lived

Pyrus calleryana, **Ornamental Pears** – **INVASIVE**; not recommended for planting under any circumstances

Robinia species, **Locust** – **INVASIVE**; not recommended for planting under any circumstances

Ulmus Americana & Ulmus rubra, **American & Red/Slippery Elm** – Dutch Elm Disease

Ulmus pumila, **Siberian Elm** (sometimes falsely called Chinese Elm) – short-lived, costly maintenance, susceptible to weather damage in maturity

Appendix B

UNDESIRABLE TREES FOR STREETS & PUBLIC PROPERTY AND WHY THEY ARE ABSENT/UNCOMMON IN MASTER STREET TREE PLAN

- Selection decisions are made scientifically with focus on public health & safety
- Species deemed invasive damage the ecosystem and natural resources
- Co-edited with Stephanie Miller, ODNR Urban Forester, September 2013

Acer platanoides, **Norway Maple** – **INVASIVE**; has escaped to forests, outcompetes native species and eliminates wildflowers, prolific seed spread

Acer negundo, **Boxelder** – boxelder bugs, short-lived

Ailanthus altissima, **Tree of Heaven** – **INVASIVE**; sticky, smelly sap

Betula species, **Birch**, except *Betula nigra*, River Birch, single-stem – bronze birch borer

Carya species, **Hickory** – large husked nuts

Catalpa species, **Indian Bean** – large pod-like fruit, litter

Conifers – reduced visibility along streets (Exception: allowable/desirable for cul-de-sacs)

Fraxinus species, **Ash/Green, White, Blue, etc.** – Emerald Ash Borer

Fruit tree cultivars bred for fruit production – large fruit litter

Ginkgo biloba, **Female Ginkgo only** – very smelly fruit

Juglans nigra, **Eastern Black Walnut** – large husked nuts

Morus species, **Mulberry** – fruit litter, short-lived, susceptible to weather damage

Populus species, **Poplar, Cottonwood, Aspen** – short-lived, cotton litter, voracious sprouting

Pyrus calleryana, **Ornamental Pears** – **INVASIVE**; requires annual pruning to prevent weather damage, outcompetes native species

Robinia species, **Locust** – **INVASIVE**; Insect pests, thorns

Salix species, **Willow** – short-lived

Shrubs – road/street visibility

Ulmus americana & *Ulmus rubra*, **American & Red/Slippery Elm** – Dutch Elm Disease

Ulmus pumila, **Siberian Elm** (sometimes falsely called Chinese Elm) – short-lived, costly maintenance, susceptible to weather damage in maturity

Appendix C

Shade Tree Commissioner Notebook shall include:

- Copy of the Shade Tree Commission Ordinance
 - Tree City USA Information
 - Tree Commission Academy Pamphlet
 - Tree Commission Member Contact List
 - Annual Schedule ([Appendix D](#))
 - Map of Ottawa
 - Master Planting Design (.pdf and spreadsheet)
 - Guidelines re: Master Planting Design
 - List of Desirable Trees
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Appendix D
Tree Commission Annual Scheduling
Village of Ottawa

January/February

- A. Welcome new Shade Tree Commissioners with a Shade Tree Commission Notebook ([Appendix C](#))
- B. Review annual plan/activities
- C. Review annual budget
- D. Notify members of Tree City USA Awards ceremony
- E. Plan Arbor Day celebration (Ohio: last Friday in April)
- F. Discuss street tree inventory in relation to master planting design

March/April

- A. Finalize Arbor Day celebration
- B. Review, complete and return Tree City USA invitation, RSVP
- C. Finalize spring planting arrangement
- D. Review budgetary items for following year
- E. Attend Tree City USA Awards
- F. Finalize summer tree care arrangements
- G. Begin update of Master Planting Design

May/June

- A. Begin fall planting and tree care arrangements
- B. Address tree maintenance issues i.e. watering, dead/dying, pruning
- C. Identify needs for next five (5) years

July/August

- A. Plan and submit next year's budget recommendations
- B. Annual drive through to be alerted to insect/disease and health problems
- C. Notify members of NW Ohio Urban Forestry Seminar and payment arrangements

September/October

- A. Begin Tree City USA application (due in early December)
- B. Begin growth award application (due in early December with Tree City packet)
- C. Review Ordinance (recommend update, if necessary)
- D. Review Strategic Plan (recommend revisions, if necessary)
- E. Register for NW Ohio Urban Forestry Seminar

November/December

- A. Complete Tree City USA certification and growth award (due early December)
- B. Identify next year's needs
- C. Identify and finalize next year's annual plan and activities
- D. Forward potential tree commissioner candidates to Mayor
- E. Attend NW Ohio Urban Forestry Seminar
- F. Election of Officers for following year
- G. Transition of outgoing tree commissioners
 - Gather material that should stay with the Tree Commission
 - Make any special appreciation arrangements

OTHER VOLUNTARY ANNUAL ACTIVITIES

A. Public Relations/Education Activities

- Routine articles/notices
- Village events
- Restocking written resources
- Refreshing posters/signage

B. Attend Division of Forestry Programs

C. Continuing Education

- New Tree Commission Academy attendees
- International Society of Arboriculture
- Ohio Tree Care Conference
- Surrounding Communities