

## **MEETING NOTICE**

The City of Stoughton will hold a Regular meeting of the **Landmarks Commission** on **Tuesday, February 5, 2013, at 7:30 pm** in the **Hall of Fame Room, Lower Level, City Hall, 381 E. Main Street, Stoughton, WI.**

### **AGENDA:**

1. Call to order
2. Consider approval of the Landmarks Commission meeting minutes of January 10, 2013
3. Discuss Commission procedures and possibly changing meeting date.
4. Status update: 2012 (2013?) Historic Preservation award(s) (nominations: Youth Center, 567 E. Main Street)
5. Status update: Wilhelm Linderud exhibit (Art, Anna)
6. Status update: website updates, needs
7. Status update: commission manual (Peggy)
8. Status update: local history book proposal (Kathleen)
9. Status update: possible addendum to tree ordinance (Tom, Andrea)
10. Status update: NR home on Prairie Street (Michael)
11. Status update: public outreach: workshops, Tower Times articles, etc...
12. Discussion: upcoming projects
13. Future agenda items
14. Adjournment

1/29/13mps

### **SENT TO:**

Alan Hedstrom, Chair  
Peggy Veregin, Vice-Chair  
Andrea Rainka, Secretary  
Art Wendt

Tom Majewski  
Ryszard Borys  
Lisa Rust  
Michael Stacey

Kathleen Kelly  
Connie Kraus  
Anna Stracener

**Note: For security reasons, the front door of City Hall will be locked after 4:30 P.M. (including the elevator door). If you need to enter City Hall after that time, please use the east entrance.**

**IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 873-6677 PRIOR TO THE MEETING.**

**NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.**

## **Landmarks Commission Meeting Minutes**

**Thursday January 10, 2013 – 7:30 p.m.**

**City Hall, Hall of Fame Room, Lower Level, 381 E. Main Street, Stoughton, WI.**

**Members Present:** Alan Hedstrom, Chair; Ryszard Borys; Anna Stracener; Connie Kraus; and Peggy Veregin

**Absent and Excused:** Lisa Rust; Andrea Rainka; Kathleen Kelly; and Tom Majewski

**Staff:** Zoning Administrator, Michael Stacey

**Guests:** David Kneebone and Randy Nelson

1. **Call to order.** Alan Hedstrom, Chair called the meeting to order at 7:38 pm.
2. **Consider approval of the Landmarks Commission meeting minutes of December 4, 2012.** There were no minutes.
3. **Discuss Commission procedures and possibly changing meeting date.**  
The members decided to wait until more commission members are present to decide on a meeting date. Alan suggested the second Thursday of the month as a possible meeting day.
4. **Status update: COA process ( Peggy, Alan)**  
The commission worked through discussing and amending numerous documents provided by Peggy. Peggy will provide the amended documents to Michael. Michael will work to provide the documents to the public on the City web-site and at the Planning office.
5. **Status update: 2012 Historic Preservation award(s) (nominations: 921 E. Main, Youth Center).** Peggy and Alan plan to meet the former Mayor Helen Johnson next Tuesday to discuss the history of the Youth Center, 567 E. Main Street and who worked on the project. Peggy and Alan will report back with their findings. The Commission had previously decided to proceed with the preservation award for 921 E. Main Street.
6. **Status update: Wilhelm Linderud exhibit ( Art, Anna)**  
Ryszard offered to donate 2 laptops for use to exhibit the collection of photographs. Ryszard plans to contact Art Wendt to discuss ideas for the exhibit. There will be further discussion at the next meeting.
7. **Status update: website updates, needs**  
There was a brief discussion about what needs updating and how to proceed. Alan suggested static items that do not need to be changed very often should stay on the landmarks web-site, while dynamic items should be on the City web-site where they can be readily changed. Alan suggested commission members compare historic district walking tour guides and other landmark documents with what is on the landmarks website and report back next month. Peggy has the East Side Historic District; Connie has the Northwest Historic District; Alan has Downtown Design Guidelines and Historic Main Street; and Michael has the Southwest Historic District, East Park Historic District and Residential Design Guidelines.

8. **Status update: commission manual (Peggy)**  
Peggy is working on the manual. This item was tabled until next month.
9. **Status update: local landmarks nominations-nomination form, L. Stoughton house (Peggy)** Peggy has to make some contacts and will provide and update at the next meeting.
10. **Status update: local history book proposal (Kathleen)**  
The item was tabled until Kathleen is present.
11. **Status update: possible addendum to tree ordinance (Tom, Andrea)**  
City Arborist Randy Nelson and Alderperson David Kneebone who is on the Tree Commission were present to discuss the Landmarks Commission's interest in preserving Stoughton's historically significant trees. Randy provided details regarding how trees are rated and why certain trees have been removed. The commission is concerned about how removing certain trees have changed the character of the historic districts. Since the Tree Commission is in the process of updating ordinance sections related to trees, it is a good time for the Landmarks Commission to compile ideas and concerns to be incorporated in the revisions. Randy suggested the group attend a Tree Commission meeting.
12. **Status update: NR home on Prairie Street**  
Michael gave a brief update regarding his discussions with State Historical Society staff.
13. **Status update: public outreach: workshops, etc**  
This item was tabled until next month.
14. **Discussion: upcoming projects**  
Michael suggested this item could be combined with future agenda items. No new projects were discussed.
15. **Future agenda items.** None discussed.
16. **Adjournment.** Motion by Peggy to adjourn at 9:30 pm, 2<sup>nd</sup> by Anna. Motion carried 5 – 0.

Respectfully Submitted,  
Michael Stacey

## City of Fitchburg, WI

- [Parks, Recreation, Forestry & Natural Resources Home](#)
- [Urban Forestry Home](#)
- [Emerald Ash Borer \(EAB\)](#)
- [Heritage/Specimen Trees](#)
- [Natural Areas Management](#)
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## Heritage and Specimen Trees

"In 1976, as part of the state celebration of the American Revolution Bicentennial, a survey was conducted to locate oaks within an eight mile radius of the state capitol that were at least 200 years old. Walter Scott, former assistant to the secretary of the State Department of Natural Resources, conducted the survey. Walter was very familiar with heritage trees, having maintained the records of big trees in the state since 1941" (Bruce Allison, Dane County Tree Board, 2006).



### *Heritage/Specimen Tree Inventory*

The Parks, Recreation & Forestry Department has a citywide heritage and specimen tree inventory. We are trying to re-locate the trees of the original survey and identify new ones. Identification of these trees makes the community aware of these historical and natural resources and brings us one step closer to

their protection. To date, we have identified 115 heritage trees and 93 specimen or potential specimen trees.

[Inventory Map](#) (3.9 MB)

Please help us identify additional heritage and specimen trees. [Contact us](#) if you are interested in determining if you have heritage or specimen trees on your property.

## **Heritage Trees**

Heritage trees are those estimated to be 200 years or older, as determined by there size. To be classified as heritage trees, white or bur oaks need a trunk circumference measured at 4.5 feet above ground level of at least 10 feet, and pin, black, and red oaks need a trunk circumference of 11 feet.

## **Specimen Trees**

Specimen trees are those 15 inches or greater in diameter that display superior quality and characteristics when compared to trees of the same species.

## **Contact Us**

[Dana Dentice](#)

Intern and Inventory Manager  
(608) 270-4287

[Ed Bartell](#)

Urban Forester  
(608) 270-4289

## Benefits of Urban Trees

Most trees are planted for aesthetics or to provide shade. They also serve many other practical purposes you may not think about:

- ☺ Trees create a feeling of well being and provide a sense of security.
- ☺ Trees absorb and block noise from the urban environment.
- \$ Healthy mature trees can add up to 20% to the value of a residential property.
- \$ Trees enhance the economic vitality of our community by attracting homeowners, businesses and tourists.
- 🏡 Trees help settle out, trap and hold particulate pollutants like dust and smoke that can damage human lungs.
- 🌿 Trees provide homes for animals that would otherwise be unable to survive in an urban habitat.

Try and picture your home and community without trees. It would be a virtual desert. Would *you* still want to live there?



## Village of Northbrook Department of Development & Planning

### Contact Information

Monday-Friday  
8:30am to 4:30pm  
Phone: 847-664-4050  
Fax: 847-272-5068

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1225 Cedar Lane  
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847-664-4058  
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### Tree City USA

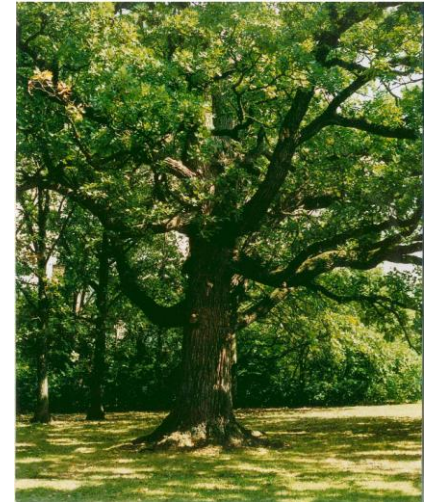
The Village of Northbrook is proud of the trees found throughout the Village. It is our goal not only to preserve beautiful, valuable trees, but also to encourage the planting of more high quality native trees in order to grace our community for future generations.

The Village has been named a Tree City USA every year since 1994. Please help us continue our pledge to preserve our urban forest.

<http://www.northbrook.il.us>

Village of  
Northbrook

## Tree Preservation



Do your part  
to help keep  
Northbrook  
**GREEN!**

Northbrook  
Department of  
Development & Planning

## Tree Preservation

It is the goal of the Village to protect trees on both public and private lands during the construction process. This can only be accomplished with the help of informed property owners like you.

Please try and remember a few very important facts when applying for a permit:

- You are required to submit a drawing showing the location of all existing trees, 6-inches or larger, that are located on or near the property that will be affected by the construction activity, the proposed construction (for example: the area of a new addition, deck, patio, driveway, sidewalk or pool), *and* the planned construction access route. This tree survey can be on a Plat of Survey, site plan, or civil engineering drawing.
- Once the tree preservation fence is installed and inspected, it must remain in place and in good condition *throughout the entire construction project*. If the fence needs to be moved for any reason, the Tree Preservation Officer is to be notified at 847-664-4058 for approval.
- Repeat violations of the above provisions may subject the property and property owner to a stop work order and subsequent fines if warranted.



## Tree Removals

Tree removals are discouraged, unless of course the tree is dead, diseased, hazardous, or considered a nuisance.

Some things to remember:

- ✓ All trees 6-inches or more in Diameter at Breast Height (DBH) or 4.5 feet above the ground in the **entire** yard are considered protected trees and require permits for removal
- ✓ No replacement is required for dead, diseased or hazardous trees. *However, a permit is still required prior to removal.*
- ✓ In the event of an emergency removal of a hazardous tree is allowed without a permit. You will be required to submit a tree removal application within 48 hours along with photos documenting the condition of the tree or trees in question.
- ✓ The removal of healthy Heritage trees is **prohibited** unless approved by the Village Board.

## What are Heritage Trees?

- Oaks (30"+ DBH)
  - Hickories (16"+ DBH)
  - Ironwoods (10"+ DBH)
  - American Elms (36"+ DBH)
- ✓ If a permit is granted for the removal of a healthy landmark tree, an inch for inch replacement of new trees will be required.

## What are Landmark Trees?

Healthy trees of the following species that are at least 12 inches DBH:

- Basswood
  - Black Walnut
  - Buckeye
  - Gingko (male only)
  - Hickory (6" DBH)
  - Ironwood (6" DBH)
  - Kentucky Coffeetree
  - Maples (except Silver)
  - Oaks (8" DBH)
  - White Ash
  - Bald Cypress
  - Cedars (single stem only)
  - Dawn Redwood
  - Fir
  - Spruce
  - White Pine
- ✓ If your lot is already wooded, you may be permitted to remove healthy trees as long as 12 diameter inches of tree remain per 1000 square feet of land area in all required yards. If your property should fall below that number you will required to replant new trees.

## What are Nuisance Trees?

All the following trees regardless of DBH:  
Boxelder, Buckthorn, European Ash, Female Cottonwood, Female Gingko, Mountain Ash, Russian Olive, Siberian Elm, Tree of Heaven, White Mulberry, and Willow.

## Prepare a tree ordinance.

If your community decides that a tree ordinance is an appropriate tool, it is time to develop it. If possible, review tree ordinances of nearby communities and speak with members of their working group to learn about successes and problems they had in their creation process, as well as learn how they dealt with issues similar to those your community faces. Your community though should avoid the tendency to simply copy the tree ordinance of another community, as it will not reflect your community's unique needs and government structure.

The ordinance should address 5 key areas:

1. **Goals** should be clearly defined and the ordinance should address how these goals will be attained. Goals should be specific and easy to quantifiably evaluate.
2. **Acceptable and unacceptable basic performance standards** should be set and the language used to define these practices should be clear and quantifiable so that the ordinance will be enforceable. At the same time, communities should be cautious of including too many details, as materials and methods often change and this would render the ordinance out-of date. Specific details about items such as allowed species and plant sizes should be included in a management plan, which can be frequently updated.
3. **Flexibility** should be part of the ordinance's design to allowed trained personnel to make decisions that factor in site-specific physical and biological conditions.
4. **Channels of responsibility and authority should be set**, either to one to two people or a tree commission, and amounts of responsibility and authority should be commensurate with each other.
5. **The means of enforcement, including penalties** for not following the ordinance should be clearly designated.

The following further breaks down the typical sections of a tree ordinance. The two main portions of the ordinance are the **basic topics** and the **special topics**.

The basic topics section can be thought of as the boilerplate or the ordinance core. It is usually in the beginning of the ordinance, consisting of the following sections:

- **Title:** Brief description that reflects the purpose of ordinance.
- **Findings:** Describes the community's vision and perspective of itself in terms of its tree resources. This section can also establish the legal authority of the ordinance.



- **Purpose:** Clearly states the goals.
- **Definition of Terms:** Defines each term that is used in the ordinance, including what a tree is so that there can be no misunderstanding.
- **Applicability:** Delineates the extent of the property covered.
- **Authority:** Defines who is responsible for the work and whose has the authority to make decisions. This could designate a single person (a tree manager), possibly already employed by the community, multiple people, or create a tree advisory committee.
- **Tree Committee:** If a tree advisory committee is created, this states how long the members are in office and who will appoint them. It defines the governing rules of the committee, the number of members and required expertise and place of residence of members, compensation (if any), rotation of terms and how vacancies will be dealt with. Tree committees can be either advisory or administrative, and this section should outline the responsibilities of the group, which could include reviewing and proposing revisions to the tree ordinance, public outreach and education, adjudicating tree-related disputes, approving permits for tree planting, pruning and removal and arranging for tree planting and removal.
- **Appeals:** Establishes how decisions can be appealed
- **Permits:** Delineates the process of getting permission to do removals, pruning or planting.
- **Enforcement:** Defines who addresses violations and issues permits and stop work orders.
- **Penalties:** Sets fines and restitutions for being out of compliance with the ordinance.
- **Exceptions:** Lists what allowances are made for unusual situations such as weather or emergencies.
- **Performance Evaluation:** Designates who is responsible for monitoring the effectiveness of the ordinance and the basics of how the monitoring is to be done.
- **Public Notice:** States how public meetings will be announced.
- **Severance:** If one portion of the ordinance is disallowed, the whole ordinance will not be voided.
- **Effective date:** Gives the date the ordinance will become enforceable.

- **Non-liability:** This is the hold harmless provision that will protect tree commission members from liability from civil litigation.

Special topics are additional provisions that are needed to reach the community's goals and may consist of any number of items, including what is suggested below:

- **Utility trimming:** Defines requirements and responsibilities.
- **Park trees:** Defines management practices and responsibilities for management of trees in public parks.
- **Hardscape conflict resolution:** This section sets priorities in the resolution of conflicts between trees and street hardscapes. For example when repairs to sidewalks damaged by tree roots are made, this could direct the community tree manager work with the city engineer to minimize damage to the tree.
- **Guidelines for species diversity:** Sets basic standards for species diversities, and directs the community to keep updated, specific guidelines in its tree management plan.
- **Arborist registration and licensing:** Sets a registration or licensing process, which might involve showing proof of insurance and certification of training.
- **Requirements for private landowners:** This could include permits and restrictions on development, tree protection during construction, tree removal, replanting and mitigation. This section could require landowners to file plans or assessments of these activities.
- **Plan review process:** This defines the process developers must follow to have their plans for new development reviewed/approved.
- **Tree replacement:** Establishes how trees lost to development should be replaced. Some processes could be requiring developers to set aside wooded areas, off-site reforestation, percentage replacement or flexible, no-net loss formulas.
- **Incentives for compliance:** Defines incentives for compliance with voluntary measures.
- **Care of private trees:** This can establish guidelines for when municipal staff should aid private owners, or for when private owners should hire professional staff. Funding assistance for low-income residents could be established.
- **Tree Removal:** Requirements for the removal of dead, dangerous or diseased trees.

- **Clearance limits:** Sets tree clearance limits over roadways and sidewalks to allow for vehicular, bicycle and pedestrian traffic.
- **Buffers:** Defines buffer requirements.
- **Landmark and historical trees:** Establishes what defines landmark and historical trees and how they should be managed.



[Return to Provision 31](#)

## ***Defining special trees: heritage, historic, and landmark trees***

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As noted in our discussion of provision 31, individual trees may be considered important community resources because of unique or noteworthy characteristics or values. Such trees have been described in ordinances as heritage, historic, landmark, legacy, special interest, significant, or specimen trees or various permutations of these terms (e.g., heritage oak, exceptional specimen tree). In some ordinances, trees are simply labeled protected trees (i.e., trees afforded protection by the ordinance). Regardless of the term used, the concept is the same: trees with certain characteristics are singled out for special consideration in the ordinance. Most commonly, one or more of the following criteria are used to define a special status tree:

**Size** - Some component of tree size, most frequently trunk diameter, may be used to define a special status tree. Most commonly, a given diameter at 4.5 ft above grade (i.e., diameter at breast height or DBH) is used as the size standard. [Additional rules](#) are typically needed to handle trees that are multi-trunked or branch below 4.5 ft. Because the relationships between DBH and canopy spread or DBH and tree age vary by species, different tree diameter standards may be applied to different species.

Although a tree diameter standard is fairly objective, the threshold diameter is often set more or less arbitrarily. As such, management decisions based solely on a threshold diameter may not be particularly logical. For example, if the threshold diameter for protecting a tree is 24 inches DBH, a tree with a diameter of 23.9 inches would be ignored, even though it might have a greater canopy spread than a tree with a larger DBH. Furthermore, the measurement of DBH with standard equipment such as diameter tapes or calipers is subject to errors related to trunk or bark irregularities and minor shifts in the location of the measuring device. A tree with a DBH measured as 24.2 inches by one observer could be measured at 23.5 inches by another observer. These problems are minimized when small threshold diameters (e.g., 3 inches) are used.

Other components of tree size, such as maximum canopy spread or height, may also be considered independently or in conjunction with tree diameter. The National Register of Big Trees, maintained by American Forests, uses a point system to rate tree size. Points for each tree are calculated by summing trunk circumference (at 4.5 ft) in inches, tree height in feet, and one-quarter of the average crown spread in feet. This system is used to determine "champion" trees for each species. Some ordinances expressly confer special tree status on state or national champion trees. More local "champion" trees could be defined using the same methods.

**Species** - Special status may be conferred only to certain species of trees. Special status trees are often, but not always, important locally native species or trees that are associated with the character of a community. Certain species that are relatively rare in an area, whether native or not, may also be granted special status. In some cases, species is used to specifically exempt certain trees from special status regardless of size. For instance, weedy trees such as tree-of-heaven (*Ailanthus altissima*) or trees used for commercial purposes (e.g., fruit trees, plantation lumber or pulp trees) may be excluded from consideration as special status trees. Unless interspecific hybrids are present in an area or the taxonomy of a species changes, species is probably the most objective criterion used in defining special status trees.

**Age** - Especially old trees are a link to the past, so many definitions of special status trees include age as a criterion. In practice, tree age is fairly difficult to determine in standing trees unless documentation of tree age exists from historical accounts, photographs, or associations with historical structures. Tree age is sometimes inferred from tree size, especially DBH. However, the relationship between age and DBH varies with species, site quality, management history, and other factors, so DBH is usually only a crude estimator of tree age. Determining age by increment boring is theoretically possible, but is potentially damaging to the tree and is fraught with difficulties if trees are large, have very hard wood, or are decayed in the center.

**Historic significance** - A tree may be associated with a notable local or regional historical event, person, structure, or landscape. Almost every tree that has been around for a while has some historical significance, whether it is recognized or not. Determining whether the historical significance of a given tree is sufficiently notable is therefore a subjective matter. Historic tree status is typically granted by a governing (e.g., city council) or advisory body (e.g., tree commission). Some ordinances automatically confer historic status on trees designated as historical landmarks by certain other organizations (e.g., historical societies). In addition, ordinances may assign special status to trees dedicated or planted as public memorials.

**Ecological value** - All trees serve a variety of ecological functions. Certain trees or groups of trees may have especially high ecological value because of their location, size, species, and/or condition. For example, a given tree may be an important roost, nesting site, or food source for certain wildlife species; it may be situated in a site where it plays a critical role in stabilizing soil or providing shade needed by other plant or animal species; it may be an important genetic resource for a local tree population or the species as a whole. Input from trained biologists and ecologists may be necessary to document particular ecological values that may not be obvious to the general public.

**Aesthetics** - Since beauty is in the eye of the beholder, assigning special status on the basis of aesthetics is always highly subjective. A tree may have special aesthetic value due to its form, whether it is especially perfect and symmetrical or notably craggy and idiosyncratic. Also, the function that a tree serves in a landscape may be sufficient to justify special status; for example, a landmark pair of trees that frame an entrance. In the absence of other noteworthy characteristics, it may be contentious to base special status upon aesthetics alone.

**Location** - Trees in particular locations may be accorded special status in recognition of the important aesthetic or ecological functions that they serve. Proximity to a thoroughfare can be

used to classify a tree as a street tree, which may be accorded special status whether or not it is in the public right-of-way or is under public or private care. Trees located along or within a set distance from watercourses may also be given special status due to their importance in stabilizing streambanks or providing shaded riverine habitat. In some cases, the location of a tree is considered in conjunction with size or species parameters.

**Required plantings and retained trees** - If trees have been preserved or planted as a requirement of development, the community has a vested interest to ensure that the trees are protected. The purpose of planting and tree retention is to develop mature tree canopy, and this cannot occur if the subject trees are eliminated, ruined by topping or other poor maintenance practices, or replaced frequently with young trees. By explicitly providing special status to such trees in the ordinance, a jurisdiction may be able to provide a higher level of regulatory protection to such trees and increase the penalties associated with unauthorized damage to or removal of the tree.

**Other unique characteristics** - This grab-bag term may be added to the list of criteria used to designate special status trees because it is difficult to anticipate all possible situations of significance. For example, a given tree may become a local or regional cultural icon due to an event or apparition that is associated with it. This criterion will again be subjective and typically may be invoked through the approval of a governing body.

Because each criterion above has clear limitations and difficulties, most definitions include a combination of criteria. The following definition includes examples of many of the criteria discussed above.

*Protected tree includes all of the following:*

*(1) Private protected tree means any tree with a DBH of six inches or more located on any lot within twenty feet of a street right-of-way (including an approved private street or other access easement) or a tree with a DBH of eight inches or more located within ten feet of any other property line, or a tree with a DBH of twelve inches or more located elsewhere on the lot.*

*(2) Public protected tree means any tree located on lands owned by the city, or other governmental agencies or authorities, or any land upon which easements are imposed for the benefit of the city, or other governmental agencies or authorities, or upon which other ownership control may be exerted by the city, or other governmental agencies or authorities, including rights-of-way, parks, public areas and easements for drainage, sewer, water and other public utilities, with:*

*(i) A DBH of six inches or more located within a city or other governmental right-of-way, or*

- (ii) A DBH of six inches or more and located on any lot within twenty feet of a street right-of-way, or*
- (iii) A DBH of eight inches or more located on any lot within ten feet of any other property line, or*
- (iv) A DBH of twelve inches or more located elsewhere on the lot.*

*(3) Exceptional specimen tree means any tree which is determined by the City Council to be of unique and intrinsic value to the general public because of its size, age, historic association or ecological value or any tree designated a Florida State Champion, United States Champion or World Champion by the American Forestry Association. The Chief shall keep a record of all specimen trees so designated and their location.*

[Jacksonville, FL: Ordinance code Title XVII, Section 656.1203bb]

As noted in provision 31, special tree status is best targeted at individual trees, typically in areas that do not have natural stands of trees. When stands of trees or patches of forest or woodland are the topic of concern, the approach described in [provision 32](#) (forest and woodland conservation) may be more appropriate.

Village of Cottage Grove tree ordinance link

<http://ecode360.com/9762783>