



Appearance Commission Meeting Agenda Item Submittal

Item To Be Considered: **Tree City USA Certification**

Board Meeting Date: **September 17, 2026**

Prepared By: **Alissa Fender, MMC – Town Clerk**

Overview: The requirements to achieve the designation of Tree City USA by the Arbor Day foundation and the National Association of State Foresters will be reviewed.

At the August 20, 2026, meeting, the commission discussed and expressed interest in exploring the opportunity to received certification again.

To achieve Tree City USA certification, an incorporated community or Census Designated Place must meet four core standards established by the Arbor Day Foundation and the National Association of State Foresters.

Standard 1: A Tree Board or Department

- Requirement: Establish a dedicated body or official with legal authority for public tree care decisions.
- Eligible Structures: A volunteer tree board, forestry department, parks and recreation department, public works department, or city manager position.
- Application Proof: Chairperson and member contact details, or department head contact information, along with board meeting frequency.

Standard 2: A Public Tree Care Ordinance ([click here](#) to view the Towns associated ordinance)

- Requirement: Enact community-wide laws or policies that define responsibility for urban forestry and direct the conservation, protection, and maintenance of public trees.
- Eligible Structures: Incorporated municipalities must submit a formal ordinance. Military bases and Census Designated Places may use legally enforceable policies.
- Application Proof: A copy of the active ordinance/policy and its original enactment date.

Standard 3: Annual Expenditure of \$2 Per Capita

- Requirement: Spend at least \$2 per resident annually on community tree care.
- Eligible Expenses: Tree planting, initial care, maintenance, removal, management, utility line clearance, and volunteer time (calculated at the national volunteer hourly rate).
- Application Proof: An itemized breakdown of spending across categories and logged volunteer hours.

Standard 4: An Arbor Day Observance and Proclamation

- Requirement: Hold a public Arbor Day event and issue an official, annual Arbor Day proclamation signed by the mayor, city council, or equivalent leader.
- Eligible Activities: Tree plantings, educational activities, or community award ceremonies (can coincide with Earth Day).
- Application Proof: Photos, social media posts, or news articles showing tree-focused event activities, plus the signed, dated proclamation.

Key Submission Details

- Calendar Year Tracking: All qualifying activities and expenses must occur between January 1 and December 31.

Recommended Action: Review and discuss.

Action: _____
