

# EXHIBIT "A"



## CITY OF COCONUT CREEK TREE CANOPY REPLACEMENT GRANT PROGRAM GUIDELINES

### **Purpose**

The purpose of the Tree Canopy Replacement Grant Program is to assist eligible applicants with tree canopy replacement in neighborhoods that have lost canopy due to hurricane damage, disease, or other natural impacts. The City's mission is to provide exceptional, responsive, and sustainable services for the Coconut Creek community. Quality neighborhoods are crucial to attaining our mission. The state of our neighborhoods reflects the City's overall economic stability, social quality, and security.

When any living tree, as determined by the Department of Sustainable Development, is removed, regardless of the condition, a Tree Removal Permit (TRP) is required unless an exemption is noted in the Land Development Code. Upon tree removal, canopy replacement is mandated by Broward County and City Code. This replacement is only 1:1 for street trees. All other replacement is not 1:1 but based on canopy square footage as prescribed in the code, so there is no canopy loss on site. This requirement often results in unanticipated costs for such canopy replacement. So as not to increase the financial burden our residents are already experiencing, the City proposes to cover some of the costs of the canopy replacement for street trees and above and beyond the 1:1 replacement for non-street trees.

### **Eligible Applicants**

The types of individuals or organizations eligible for funding include the following:

Neighborhood Associations – Voluntary, non-profit organizations formed by residents of a subdivision. The goal of these organizations is to enhance and preserve the quality of the neighborhood. Neighborhood associations have no regulatory powers.

Condo (CA) and Homeowners Associations (HOA) – Mandatory organizations for all property owners within the boundaries of a development, including condominium and townhome associations. Homeowners Associations have legal authority to enact and enforce maintenance and design standards and levy fees for maintenance of common areas. This type of organization is formed as a part of the development process of new neighborhoods prior to actual construction.

### **Eligible Projects**

The grant program is designed to provide funding assistance for tree canopy replacement projects to promote a more robust, safer, beautiful, and sustainable community. This grant is not intended to pay for the cost of tree removal under any category. Eligible tree canopy replacement projects include the following activities:

1. **Diseased Tree/Palm:** Replacement of trees/palms where disease has been proven by a certified arborist's report or the City's Urban Forester as the source of the tree's ultimate demise. In such case, the applicant is responsible for the total cost of each replacement tree while the grant will cover the cost for the remainder of the required canopy replacement, as determined by the Land Development Code, up to the limit of this grant. In the case of more than two trees, the event shall be considered catastrophic.

2. **City Infrastructure and Sidewalk Conflicts:** Replacement of tree canopy where a certified arborist or the City's Urban Forester has determined that further growth will affect City infrastructure or a community sidewalk. In such case, the applicant is responsible for the total cost of each replacement tree while the grant will cover the cost of the remainder of the required canopy replacement, as determined by the Land Development Code, up to the limit of this grant. In the case of more than two trees, the event shall be considered catastrophic.
3. **Street Tree/Palm Replacement:** A project providing street tree replacement when applying the "Right Tree, Right Place" concept. Proposed street tree removal must follow City tree removal guidelines and codes, must utilize a new Street Tree Plan (available through the Neighborhood Enhancement Grant Program) approved by the City, or utilize the landscape waiver process to alter the approved street tree for the location or community. Any proposed removal must also have a Tree Removal Permit (TRP) and meet the requirements of the TRP. Due to the historic practice of street trees being a 1:1 replacement, this category is a 50% matching grant with limits noted under "Terms of Agreement". In the case of more than two trees, the event shall be considered catastrophic.
4. **Catastrophic Tree or Palm Loss:** Replacement of palms or tree canopy lost due to a catastrophic event, such as a widespread pathogen or infestation, hurricane, lightning, or other natural disasters, or due to mass loss under grant scenarios 1, 2, or 3 above. Upon determination by a certified arborist or the City's Urban Forester that a tree has been lost due to one of the reasons listed above, an eligible applicant may apply for this grant. In such case, the applicant is responsible for the total cost of the first replacement tree or palm and 50% of the cost for the remainder of the required palm or canopy replacement, or required trees per code or approved landscape plan, as determined by the Land Development Code, up to the limit of this grant.

### **Funding Criteria**

This program shall be funded through the City's Tree Preservation Trust Fund, as outlined in Section 13-448 of the City's Land Development Code. The funds shall solely be used for planting trees in Coconut Creek and any other ancillary costs associated with planting trees.

Each project will be evaluated based on how well it addresses the Tree Canopy Replacement Grant Program's primary purpose of increasing tree canopy in neighborhoods and the community. When there are more projects requested than funding can accommodate, projects that accomplish the following goals will take priority:

1. Catastrophic events due to natural disasters shall take first priority.
2. Catastrophic events due to disease or infrastructure issues shall take second priority.
3. Diseased trees/palms and infrastructure conflicts under categories 1, 2, & 3 take third priority.

### **Funding Restrictions**

The cost estimates for the replacement canopy shall represent fair market value. An applicant who has previously received funds will not be eligible to receive additional funds for five (5) years unless:

1. No other applicants meet the criteria and/or funding requirements.
2. It is a multiple Neighborhood Association or HOA/CA project that will require all neighborhood associations or HOAs to apply, including previously funded associations, to implement the proposed project.
3. The City Manager, or their designee, may alter funding restriction requirements after a natural disaster in the community, such as but not limited to, a hurricane or tornado.

Funding at or under \$5,000 may be approved by the City Manager or designee. Funding greater than \$5,000 must be approved by the City Commission.

### **Application Requirements**

The applicant must submit the required application form with a complete project description. The

application must include all of the following listed items:

1. Contact names, email addresses, and telephone numbers of the individuals or members who have the authority to act on behalf of the association/organization, if applicable;
2. Project description;
3. Project justification, including a certified arborist's report if obtained or required by the City;
4. A complete Tree Removal Permit Application (available online);
5. Letters of authorization, where applicable, from the HOA/CA;
6. Board minutes showing approval of the described project and funding commitment, if applicable;
7. Landscape plans, where applicable, which include plant locations, quantities, species, sizes, and nursery grade;
8. Scope of services, and contract
9. Organization's W-9, if applicable.

**Application**

All applications must be submitted on approved application forms, which may be obtained by contacting the Department of Sustainable Development at City Hall or calling 954-973-6756.

Applications may be emailed, mailed, or delivered to:

**City of Coconut Creek  
Department of Sustainable Development  
Attn: Tree Canopy Replacement Grant Program  
4800 West Copans Road  
Coconut Creek, Florida 33063**

Applications will be accepted year-round. Funds will be awarded to completed and approved applications on a first-come, first-served basis.

**Selection/Notification**

Applications will be reviewed by Sustainable Development staff to ensure that the minimum criterion has been met. Any applicant that does not meet the minimum criteria will be notified. The applications deemed complete and eligible will be submitted for final approval and funding, as applicable.

**Terms of Agreement**

Grant Limits:

	<u>Maximum Grant Amount</u>
1. Tree Canopy Replacement, Disease:	\$20,000
2. Tree Canopy Replacement, Infrastructure Conflict:	\$20,000
3. Street Tree Replacement:	\$20,000
4. Catastrophic Palm or Canopy Replacement:	\$30,000

Term:

1. Funds must be expended within nine (9) months of the award.
2. Extensions may be granted by the City Manager, or designee, for up to one (1) additional year.
3. The City Manager, or their designee, may alter funding restriction requirements after a natural disaster in the community, such as but not limited to, a hurricane or tornado.

**Project Completion and Reimbursement**

Upon project completion, an applicant must complete and submit the following items to be eligible for reimbursement:

1. Final inspection by City staff;
2. Photographs of the project area;
3. Invoices of actual costs;
4. Affidavit of continued maintenance for the newly planted trees/palms. Future funds will not be granted for the replacement of trees due to failure of proper maintenance.