



Tree Planting Partner Biannual Meeting

Notes

Date: Friday, January 26, 2024
Time: 9 a.m.
Attendees: PKW: Michael Karam, Brittany Mulla McGovern, Liam Kraus, Hailey Bowen, Amanda Walker
HCS: Dr. Angela Chalk
SOUL: Emily Stieber
GNOF: Dan Favre

Agenda

1. Welcome Michael Karam
Michael welcomed and thanked the attendees for joining.

2. Review of 2022 Tree Planting Project Award Brittany Mulla McGovern
 - a. Successful tree establishment
Brittany reminded the 2022 Award recipients that PKW's arborists will inspect the project plantings after February 13, 2024 for any issues or further needs.
 - b. Overview of Award
Brittany thanked the 2022 Award recipients who have successfully closed out their 2022 Award and noted appreciation for their diligent record keeping.

3. Permitting Requirements Hailey Bowen
 - a. See Image A
PKW will require aerial imagery, versus sketches, for the upcoming 2024 planting season permitting process. Aerial imagery ensures accurate, versus approximate, documentation required by PKW and other city and state agencies, as well as public record keeping. Aerial imagery permitting will streamline the bulk permit application process and should result in faster approval by PKW. Hailey suggested (1) screenshotting an image from [CNO Property Viewer](#) (which is an aerial image to scale that shows edifices, utilities, etc.), (2) printing the image to scale, (3) marking the tree location in the file on the printed image, and (4) scanning the marked image to be included in the permit application.
Hailey reminded the Tree Planting Partners to utilize PKW's [Permitting Checklist for the ROW Planting Strip Projects](#). Angela asserted that HCS should not be held responsible for any ROW planting by residents near HCS' planting project; Hailey agreed and added that the upcoming aerial imagery permitting requirement would prevent any confusion.
Emily inquired if a marked aerial image is required for every single tree; Hailey confirmed that an aerial image is required for every single tree, however multiple trees can be marked on an aerial image (ex. multiple trees can be pinpointed on an aerial image of a street block).

Angela and Emily expressed concern over the additional labor and administrative costs incurred by the requirement. Amanda suggested partners could utilize their current GIS applications (ex. i-Tree) if using tablets in the field.

Angela offered to test utilizing and troubleshooting the aerial imagery screenshot printout method suggested by Hailey; Brittany thanked Angela. Brittany reiterated that this requirement is to streamline the permitting process for the Tree Planting Partners who submit bulk permit applications and thanked the organizations for their willingness to pivot with PKW as the department adopts new technologies.

Brittany offered to compile, circulate, and post on the PKW website a document with examples of appropriate aerial imagery permit submissions (including website hyperlinks, third party programs, etc.).

4. [DOTD Vegetation Enhancement Permit](#)

Michael Karam

a. See Image B

Michael stated that DOTD requires an additional permit application only when planting on DOTD property, which is to be submitted to PKW along with the PKW permit. The red Xed areas in Image B are to be left blank by the applicant and filled out by PKW; the applicant should fill in the blue shaded areas. [Click here](#) for DOTD's Orleans Parish highway map.

Hailey alerted the Tree Planting Partners that DOTD has more restrictive planting requirements than PKW; Angela asked PKW to work with DOTD to allow native species.

5. DPW "Street Cut" Concrete Removal Fee

Michael Karam

Michael stated PKW engaged DPW, who agreed to wave street cut permit fees on tree plantings in the ROW as of January 23, 2024. Angela and Emily expressed their gratitude.

6. Looking Ahead

Brittany Mulla McGovern

a. Next Biannual Meeting - July 2024

Brittany alerted the attendees that the next Biannual Meeting will be in July 2024 and possible dates will be circulated to gage availability.

Emily asked for an update on tree planting partners pruning trees, which was discussed on July 14, 2023; Michael stated that PKW is still finalizing the details and/or decision.

4. a. Image A

MEASUREMENTS

A Length 20.33 ft.

Clear Measurements

PROPERTY INFORMATION

Building Number

Unit Number

Site Address 1613 Tupelo St, LA, 70117

First Owner Name PRATT BLANCHE R

Second Owner Name

Mailing Address ETAL C/O CITY OF NEW ORLEANS, 4627 PERLLI DR

Mailing City NEW ORLEANS

Mailing State LA

Mailing Zip 5 70127

Mailing Zip +4

Use Code

Property Description SQ 699 LOT S TUPELO 30X120 W/FR SCLE 9/RMS C/R GARAGE

GeoPIN 41119949

Tax Bill ID 39W404119

Lot S

11 of 24 - Clipboard
Item not Collected. Delete items

1613 TUPELO ST, LA, 70117

N. Derbigny St.

Proposed nuttall oak

existing elm

existing elm

20'

N. Claiborne

5. a. Image B

Four (4) copies of the drawings must accompany this permit application

Permit Number _____
CONTROL _____ SECTION _____

ENTERED IN COMPUTER FILE

INITIAL AND DATE

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
VEGETATION ENHANCEMENT PERMIT
(Required by State Law) Rev 3/23

A copy of this permit shall be available at the site where and when work is performed.

Whereas ~~_____~~ (Print or type name of applicant)

hereinafter termed applicant, requests a permit for the use and occupancy of the right-of-way of State Highway No. _____

in _____ Parish, located as follows:

from: _____ Lat: _____ Long: _____
(distance from nearest intersecting point, road, or state highway)

to: _____ Lat: _____ Long: _____
(distance from nearest intersecting point, road, or state highway) (in Decimal Degrees, e.g. Lat:-30.459, Long: -91.178)

for the planting and/or removal, operation, and maintenance of the following described project:

For Business visibility/vegetation clearing for outdoor advertising, a copy of the issued outdoor advertising permit and photos must be attached. Estimated value of this project: _____

By signing this permit, applicant/permittee hereby acknowledges receiving a copy of the permit, the general conditions and standards, and the Specific Standards for the Planting and/or Removal of Vegetation, and agrees to comply with all provisions contained therein and all applicable laws, rules and regulations.

DOTD USE ONLY:

Permit is subject to Attachment A and the following conditions (use additional sheets as necessary):

RECOMMENDED FOR APPROVAL
(Check box if review required)

District Permit Specialist / Date

Outdoor Advertising Specialist / Date

District Traffic Operation Engineer / Date

District Roadside Development Specialist / Date

District ADA of Operations or Area Engineer / Date

Headquarters Landscape Architect Chief / Date

Applicant must notify District Permit Specialist
At phone number: _____
prior to beginning work and after work is completed.

Issue Date: _____

Expiration Date: _____

HEADQUARTERS (original)

pc: DISTRICT

Permit must be signed by the owner or lessee of the property.
Contractor may NOT acquire permit

(Signed)

~~_____ (Date)~~

(Printed or Typed)

~~_____ (Name of Person Signing Permit)~~

~~_____ (Title)~~

~~_____ (Street or P.O. Box)~~

~~_____ (City or Town) (State) (Zip Code)~~

~~_____ (Telephone Number)~~

~~_____ (E-mail address)~~

DOTD APPROVAL:

Headquarters Right-of-Way Permit Engineer / Date

pc: OUTDOOR ADVERTISING

pc: PERMITTEE