



VILLAGE OF RIVER FOREST SUSTAINABILITY COMMISSION

Tuesday, March 11, 2025 – 7:00 PM
Village Hall – 400 Park Ave., River Forest, IL

You may submit your written public comments via email in advance of the meeting to: sjansen@vrf.us
You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 816 4491 8569 or by clicking [here](#). If you would like to speak during public comment, please email sjansen@vrf.us by 4:00 PM on Tuesday, March 11, 2025.

AGENDA

1. Call to Order/Roll Call
2. Public Comment
3. Adoption of Meeting Minutes for February 11, 2025
4. Commissioner Updates
5. Proposed Tree Preservation Ordinance
6. Continued Sustainable Community Member Recognition Discussion
7. Other Business
 - a. EcoShip – Earth Month Packaging Material Collection Program
 - b. Staff update – Compost Drop-off Locations
 - c. Staff update – Tree, Parkway, and Pollinator efforts
 - d. Communications
8. Schedule Next Meeting – April 8, 2025
9. Adjournment

**VILLAGE OF RIVER FOREST
SUSTAINABILITY COMMISSION
TUESDAY, FEBRUARY 11, 2025**

A regular meeting of the Village of River Forest Sustainability Commission was held on Tuesday, February 11, 2025, at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:01 PM. Upon roll call, the following persons were:

Present: Co-Chairs Charrette and Lennon, Commissioners Mezzatesta, Kadlec, Avalos, and Student Commissioner Stierwalt.
Absent: Commissioners Hayley and Veazie
Also Present: Management Analyst Seth Jansen

2. PUBLIC COMMENT

None

3. ADOPTION OF MEETING MINUTES

Commissioner Mezzatesta made a motion, seconded by Co-Chair Charrette to approve the meeting minutes with corrections identified by Commissioner Mezzatesta from January 14, 2025.

Roll Call:

Ayes: Co-Chairs Charrette and Lennon, Commissioners Mezzatesta, Kadlec, and Avalos
Absent: Commissioners Hayley and Veazie
Nays: None
Motion Passes.

4. COMMISSIONER UPDATES

Commissioner Avalos plugged the One Earth Collective's Green Calendar and indicated he would draft a newsletter article and social media post to promote the calendar. Commissioner Avalos suggested a community event in April for Earth Month or Earth Day.

Commissioner Mezzatesta discussed partnering with the River Forest Library to have a display of climate-change related books and to have a demonstration one day on electric cooking methods such as induction stoves. The date is still to be determined, but Commissioner Mezzatesta anticipates it will be on a Sunday. The Commission discussed ways to have multiple price or budget points for electric cooking methods for those who may

not be able to afford a new induction oven. Commissioner Kadlec suggested a youth-focused event for a potential Earth Day event with the Library.

5. PROPOSED TREE PRESERVATION ORDINANCE

Mr. Jansen summarized the draft ordinance, the memo drafted for the Commission, and previous discussion from the Commission on the topic. The Commission discussed the draft ordinance in order to better understand the existing and proposed requirements. The Commission raised concerns about the existing replacement requirements being too onerous for single family properties to be able to comply with and suggested getting further staff feedback on what the replacement requirement should be. Co-Chair Charrette requested further information on what would constitute economic hardship requirement for location of a proposed structure as reason for removal. Mr. Jansen indicated he would bring a revised ordinance draft and an updated memo to the Commission next month.

6. SUSTAINABLE COMMUNITY MEMBER RECOGNITION DISCUSSION

Mr. Jansen summarized the memo to the Commission and the awards structure that Oak Park and Forest Park utilize. The Commission discussed ways to verify information for nominees for any potential award. The Commission discussed organizing the suggested score card actions into topic-focused buckets and potentially tier them into easy to more difficult level actions. The Commission discussed a potential timeframe for the awards, when it should be launched to begin accepting nominees, and when it should be awarded. The Commission discussed promoting the scorecard actions as reasons why someone should be nominated for the award. Commissioner Kadlec suggested a future newsletter for soliciting nominations and further newsletters highlighting those nominees with interviews and photos. The Commission also suggested that by highlighting the actions of some residents through the awards, the scorecard could be further promoted to encourage more residents to take actions towards sustainability. The Commission discussed use of yard signs for recognition for those receiving sustainability awards or receiving recognition from the Commission for their scorecard actions. Student Commission Stierwalt suggested that any such signs be by-request rather than automatically provided to residents in order to reduce waste. Commissioner Kadlec indicated he would take the lead on further developing the scorecard actions and format.

7. WASTE AND COMPOST DISCUSSION

Mr. Jansen summarized the memos provided to the Commission and indicated recent slight drop off in number of subscribers to the Curbside Composting Program. Co-Chair Charrette discussed the challenges and difficulties the proposal from LRS to switch from opt-in to opt-out composting. Co-Chair Charrette suggested promoting the compost drop off site in front of Village Hall, expanding the drop off program to include sites at the Public Works Garage and Water Pumping Station, and potentially finding other community partners who would host their own drop-off locations. The Commission discussed the merits of an expanded compost drop of program. Commissioner Kadlec stated further signage at new locations should be made to match the signage at the Village Hall location. Mr. Jansen indicated he

would examine what other communities, notably Oak Park and Chicago, do for their compost drop off programs. The Commission agreed that future communication could promote drop off sites, the curbside composting program, and information on backyard composting for residents.

8. OTHER BUSINESS

Mr. Jansen outlined the communications plan for the coming month, including any national days that been compiled into a list by Commissioner Mezzatesta. Mr. Jansen solicited ideas from the Commission for any future newsletter topics. Mr. Jansen provided brief updates on the status of the EV Charging Station Installation project and the proposed leaf blower ordinance the Commission had recommended to the Board. Mr. Jansen had indicated that he would have information regarding Village actions on parkway plantings for the Commission to discuss at the next meeting. The Commission indicated interest in looking into expanding native plantings and look at ways to limit pesticides in some public spaces.

9. SCHEDULE NEXT MEETING – MARCH 11, 2025

The Commission reached a consensus to hold its next meeting Tuesday, March 11, 2025.

10. ADJOURNMENT

Commissioner Avalos made a motion, seconded by Commissioner Mezzatesta, to adjourn the meeting at 8:22 PM.

Roll Call:

Ayes: Co-Chairs Charrette and Lennon, Commissioners Mezzatesta, Kadlec, and Avalos

Absent: Commissioners Hayley and Veazie

Nays: None

Motion Passes.

Seth Jansen, Secretary



Village of River Forest
Public Works and Engineering
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: March 11, 2025

To: Sustainability Commission

From: Seth Jansen, Management Analyst

Subj: Draft Tree Preservation Ordinance

Following discussion at the February meeting of the Sustainability Commission, the Commission requested input from Village arborists regarding the exchange rate for removal of trees from single family residential properties which did not meet the conditions for approval of removal, citing concerns that residents would be unlikely to meet the existing requirements. Staff concluded that an exchange rate of one tree planted for each removed meets the minimum requirements established as part of the Arbor Day Foundation's Tree City USA standards . Staff also determined that the Morton Arboretum Northern Illinois Tree Species List provides a comprehensive list of replacement species which will allow for a greater variety of species than those suited for parkway and larger institutional properties. This will minimize the impact placed upon residents while continuing to protect the Village tree canopy.

Further, within the existing Conditions Of Approval section, the Commission requested further clarity as to what met the standard for "Necessity to remove trees in order to locate proposed structure(s) without causing unreasonable economic hardship". This language, which currently only applies to larger institution properties, would allow the Zoning Administrator to approve the removal of trees for the location of a proposed structure if it would not be feasible to locate the structure or expansion elsewhere on the property without incurring significant cost beyond what is expected for the construction of the structure. Given that the replacement cost for single family residential properties would be the equivalent number of trees, it is unlikely that the economic hardship threshold would be met in these instances.

As drafted, this ordinance will be limited in scope to single family residential properties seeking to remove an Oak or Elm tree greater than 20 inches in diameter. Removal of such a tree would require one replacement tree to be planted. This replacement tree would only be required if the Conditions Of Approval are not met. The replacement tree could be any tree approved for residential planting sites in the Morton Arboretum Northern Illinois Tree Species List; this allows for a greater variety of trees than what is required for parkway and institutional properties. This proposal is less stringent than what other communities have with regards to

tree preservation and heritage tree ordinances. As outlined at the October 2024 meeting of the Sustainability Commission, most communities require replacement to be equal in cumulative inches of Diameter at Breast Height. The attached draft ordinance instead serves as a first step toward tree preservation regulations.

Recommendation: Motion to make a recommendation to the Village Board of Trustees to proceed with a text amendment related to tree preservation.

Attachments: Draft Tree Preservation Ordinance

10-24-3: APPLICABILITY:

The requirements of this chapter shall apply to multi-family residential buildings, commercial establishments, institutions and government buildings, where the building footprint covers five thousand square feet or more of land area. Only those provisions of this chapter related to subsection 10-24-4B, "Parkway Landscaping", and Section 10-24-5, "Tree Preservation", of this chapter shall apply to single- family residential properties.

Planned development applications which have been approved before April 18, 2002, are hereby exempt from the requirements of this chapter. (Ord. 3009, 1-27-2003)

10-24-5: TREE PRESERVATION:

It is the purpose and intent of this section to establish regulations limiting the removal and ensuring the replacement of trees from single family, multi-family residential, commercial, institutional and governmental property within the village and, in doing so, safeguard the ecological and aesthetic environment of the community. These regulations are further intended to serve to dissuade the unnecessary clearing and disturbing of land so as to preserve, insofar as practical, the existing natural trees, and preserve existing landscaping buffers to minimize the impact of adjoining differing land uses, enhance and protect the integrity of roadway corridors, and reduce the surface heat and negative visual impact of vehicular use areas.

A. Tree Removal:

1. Approval Required: No tree having a trunk size of six inches or greater in Diameter at Breast Height, ~~diameter~~ as measured four feet six inches ~~twelve inches~~ above the established ground levels, shall be removed from any multi-family residential, commercial, institutional and governmental property requiring building permit approval as set forth in this code, or which is the subject of a petition for a zoning variation or subdivision in the village, without written approval from the zoning administrator or his authorized designee. For single family residential properties, no Oak tree or Elm tree, except for a Siberian Elm, having a trunk size of 20 inches or greater in Diameter at Breast height above the established ground levels, shall be removed without written approval from the zoning administrator or his authorized designee; such trees meeting the conditions for approval established in 10-24-5 (A)(2) shall not be subject to the replacement requirements of 10-24-5 (A)(3). In cases where only a zoning variation is sought, only those trees that are to be removed as a result of the construction that requires the variation shall be subject to these regulations. Undesirable species of trees such as those described in section 10-24-10 of this chapter shall be exempt from these regulations. A written statement indicating the reasons for removal of trees and a general description of the trees to be removed shall accompany the application for tree removal.

2. Conditions Of Approval: The zoning administrator or his authorized designee shall approve all requests for tree removal if one or more of the following conditions is present:

a. Safety Hazard To Pedestrians Or Vehicular Traffic: Necessity to remove trees that pose a safety hazard to pedestrian or vehicular traffic or threaten to cause a disruption of public safety.

b. Safety Hazard To Buildings: Necessity to remove trees which pose a safety hazard to a building.

c. Diseased Or Weakened Trees: Necessity to remove diseased trees or trees weakened by age, storm, fire or other injury.

d. Observe Good Forestry Practice: Necessity to observe good forestry practice, i.e., the number of healthy trees a given parcel of land will support.

e. Location Of Proposed Structure: Necessity to remove trees in order to locate proposed structure(s) without causing unreasonable economic hardship.

f. Grade Changes: Necessity to remove trees in order to provide for essential grade changes.

3. Replacement Trees: Any trees that have been identified for removal must be replaced in accordance with the following criteria:

a. Replacement trees shall either:

(1) Equal or exceed the same size caliper as the tree removed; or

(2) Consist of smaller trees, not less than three inches in caliper, which add up to the caliper of the original tree.

b. All replacement trees shall be selected from the village's recommended species list (see section 10-24-10 of this chapter).

c. Replacement trees shall be documented on the final landscape plan.

d. Replacement trees may be used for required perimeter yard landscaping and screening on the subject property.

B. Protection Of Existing Trees During Construction:

1. Tree Survey: A tree survey shall be submitted at the time of an application for building permit approval indicating the location, size and species (both scientific and common) of all trees located on the parcel with a trunk size of six inches or greater, as measured four feet six ~~twelve~~ inches above the established ground level.

2. Integration Of Existing Trees Into Site And Landscape Plans: Subject to the determination of the zoning administrator, every reasonable effort shall be made to retain existing trees on the aforementioned trees survey through the integration of those trees surveyed into the site and landscape plan for the proposed development. Removal of trees

designed for preservation shall only be allowed by amendment to the approved landscape plan.

3. Tree Preservation Plan: A tree preservation plan shall be submitted at the time of an application for site plan and architectural approval indicating, at a minimum, the location of those trees to be preserved and the methods which are to be used to preserve such trees. The tree preservation plan shall specify the following preservation techniques:

a. Grading, Construction Equipment And Materials: All grading and construction equipment and materials shall be forbidden from encroaching upon the tree's drip line.

b. Materials Detrimental To Trees: Crushed limestone or any other materials that may be detrimental to trees shall not be dumped within the drip line of any trees nor shall be located at any higher location where drainage toward the tree(s) could conceivably affect the health of said tree(s).

c. Storage Of Vehicles: No materials or vehicles shall be stored, driven or parked within the drip line of any trees.

d. Installation Of Snow Fencing: Snow fencing, or an alternative temporary barrier, with the written approval of the zoning administrator or his authorized designee, shall be installed at the periphery of the tree's drip line to protect trees from root compaction by the storage of materials or vehicles.

e. Pruning: Identification of any trees which have to be saved, but which could be negatively affected during the construction process. All such trees shall be pruned by a qualified arborist to compensate for root loss during construction.

f. Preservation Methodology: The methods that are to be used to preserve those trees shall be clearly specified. If, in the opinion of the zoning administrator, or his authorized designee the necessary precautions, as specified in the tree preservation plan for the development, were not undertaken before or during construction to ensure the preservation of those trees, the site development permit for the parcel shall not be issued, or if previously issued, may be revoked until such time as compliance with the precautions is achieved.

g. Consultant: The village shall, at its discretion, have the right to retain a professional tree consultant/forester to review the preservation plans and to submit a written report to the zoning administrator. All expenses incurred by the village shall be reimbursed by the developer.

h. Village Right To Inspection: The village shall have the right to inspect the subject property at any time during the construction process, in order to verify that the developer and contractor have protected trees in accordance with the approved tree preservation plan.

4. Removal Of Trees Designated For Preservation: If it is determined by the village that a tree designated for preservation is destroyed or razed during the construction process by a deliberate action in violation of the approved tree preservation plan, such tree shall be

replaced with new trees in accordance with the following exchange rate. Village staff may, with just cause, waive the following exchange rate due to accidental damage to protected trees:

a. Exchange Rate for multi-family residential, commercial, institutional and governmental property:

Existing Trees (In Caliper Inches)	Number Of Replacement Trees
36+	1" for each 1" of tree removal
30-35	11
26-29	10
20-25	9
13-19	8
6-12	7

b. Exchange Rate for single family property: The removal of any tree designated for preservation on a single-family residential property, as outlined in subsection 10-24-5(A)(1), shall require a replacement tree be planted. The replacement tree shall meet the minimum size requirement established in subsection 10-24-5(D) and shall be a tree species identified as well-suited for a residential planting site, based on the Morton Arboretum Northern Illinois Tree Species List. A payment in lieu of replacement may be made as outlined established in subsection 10-24-5(E).

C. Trunk Size: Trunk size means Diameter at Breast Height, the diameter as measured at four feet six inches ~~twelve inches~~ above the established ground. For the above, in the event of a fraction of an inch, if the fraction is less than one-half inch, it may be disregarded. If the fraction is one-half or greater, it shall be counted as one inch.

D. Minimum Size Of Replacement Trees: All replacement trees shall be a minimum trunk size of three inches in diameter, as measured four feet six inches above the established ground.

E. Payment In Lieu Of Replacement Trees: If it is determined by the village that an insufficient area exists which would support any or all of the replacement trees, the property owner shall contribute one hundred percent of the dollar value (as determined by the most recent valuations of the international society of arboriculture) of the replacement trees to the village. Said funds shall be used for the sole purpose of planting trees at locations determined by the village. (Ord. 2960, 4-8-2002)



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Public Works and Engineering

400 Park Avenue
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MEMORANDUM

Date: March 11, 2025
To: Sustainability Commission
From: Seth Jansen, Management Analyst
Subj: Village Compost Drop Off Locations

Following discussion at last month's meeting of the Sustainability Commission, this memorandum seeks to outline the Village's existing compost drop off facility, potential opportunities for expansion, and the current programs operated in the Village of Oak Park and the City of Chicago.

The City of Chicago has launched a food scrap drop off program with 20 locations across the city. The program is free and open to all city residents, but it does require residents to sign up with a preferred drop-off location and watch a short training video. The program is limited to food scraps only. Soiled paper products, compostable bags, or yard waste are not allowed. Each location has compost carts with latching lids to prevent wildlife from opening them and to serve as an additional barrier to prevent waste from contaminating the compost. Each site also contains a garbage cart for any bags or other items not accepted as part of the program.

The Village of Oak Park offers a similar program for residents of multifamily buildings not participating in the village's collection program. The program accepts food scraps, soiled paper products, and ATSM 6400 compostable bags. Yard waste is not accepted. There is no registration requirement, but residents wishing to purchase a compost pail may do so for \$10 at Village Hall.

The current program consists of 4 compost carts located in front of Village Hall. These are serviced as part of the Village's municipal waste hauling contract with LRS. The compost center also contains signage indicated what can and cannot be composted. A recycling container is also located immediately adjacent to the compost containers.

Additional compost containers would be placed in front of the Public Works Garage and immediately adjacent to the front of the Pumping Station. This would create compost drop-off facilities at the northern and southern portions of town, in addition to the centrally located facility at Village Hall. In order to prevent contamination, staff are exploring ways to place small garbage containers immediately adjacent to the compost carts. Staff are further exploring signage be placed at the two locations, modeled after the existing signage at Villag Hall. Attached

is a draft of the proposed composting sign. This draft updated the template that had been used for the existing sign. Commission feedback is sought for this proposed expansion.

Attachments: Draft Composting Center Signs



Village of River Forest

Composting Center

Public Works Garage



Village of River Forest

Composting Center

Water Pumping Station

YES! COMPOSTABLE

ALL FOOD SCRAPS

MEAT, BONES, VEGETABLES, FRUIT
DAIRY, BREAD, PASTA
& COFFEE GROUNDS

PAPER PRODUCTS

(UNSOILED OR FOOD-SOILED)
PAPER TOWELS, PAPER BAGS, PIZZA
BOXES, NAPKINS, PAPER CUPS,
NEWSPAPER

COMPOSTABLE BAGS

THAT MEET ASTM 6400
OR ASTM 6868 STANDARDS

YARD WASTE

LEAVES, BRUSH, GRASS CLIPPINGS
GARDEN

NO! DO NOT COMPOST

ALL PLASTIC PRODUCTS

ALUMINUM FOIL

CERAMICS

WINE CORKS

PET WASTE

DIAPERS

PLASTIC BAGS

PLASTIC CUPS

DAIRY CARTONS

"WHEN IN DOUBT, THROW IT OUT!"

All residents can compost through the
Village of River Forest Curbside Compost
Program

Visit vrf.org to learn more and sign up.

Let's divert waste together.



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400 Park Avenue
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MEMORANDUM

Date: March 11, 2025
To: Sustainability Commission
From: Seth Jansen, Management Analyst
Subj: Trees, Pollinators, and Parkway Plantings

This memorandum is to provide a general update regarding on-going public works activities relating to parkway trees, parkway plantings, and pollinator efforts the in Village. In the recently concluded community survey, residents were asked to indicate interest in topics they wished to learn more about. The two categories which a majority of respondents selected were Local Wildlife & Biodiversity and Green Spaces & Urban Forestry.

In November 2024, the Village was awarded a grant from CN Railway and America In Bloom to assist with the cost of the Village's parkway tree plantings for 2025. One of the conditions of this grant is participation in America In Bloom's Level 3 program in 2025. The program measures a community's commitment and progress in achieving nearly 150 metrics in seven areas of impact: community vitality, floral impact, landscaped areas, urban forestry, environmental initiatives, celebrating heritage, and overall impression. Communities involved in Level 3 receive an in-person visit by two America in Bloom Advisors to tour the community, meet with leaders and volunteers, and prepare a detailed action plan that offers comprehensive recommendations for community transformation. The purpose of the tour is to give the Advisors an on-site, thorough understanding of the efforts of the municipality, businesses, and residents in AIB's seven areas of impact. This two-day visit will occur at a date to be determined in Summer of 2025, with the action plan anticipated to be completed and given to the Village in late September. Commission input is sought for items to highlight as part of the community tour. Documents from America In Bloom outlining their Community Metrics and Tips for a Good Tour are both attached.

The Village is also soliciting quotes from landscape contractors for the restoration of the Chicago Ave. bioswales. Village Staff are also drafting a grant application for an Openlands/ComEd Green Region Grant to potentially assist with funding this restoration effort. Restoration of these bioswales will both improve appearance of and stormwater retention at these sites. Additionally, use of native and pollinator friendly plants at these locations will assist the Village in eligibility for various wildlife organization designations.

One such designation recently highlighted by the Metropolitan Mayors Caucus Environment Committee is the National Wildlife Federation's Mayors' Monarch Pledge. The pledge is an annual program at no cost which requires a community to commit to three out of 30 listed Monarch-friendly actions each year and submit an annual report by December 1st each year. One of the three must be a Program And Demonstration action. The Chicago Ave. bioswales could meet this action as it would qualify for "Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way". The Commission's regular communications could assist in meeting the other actions of the pledge.

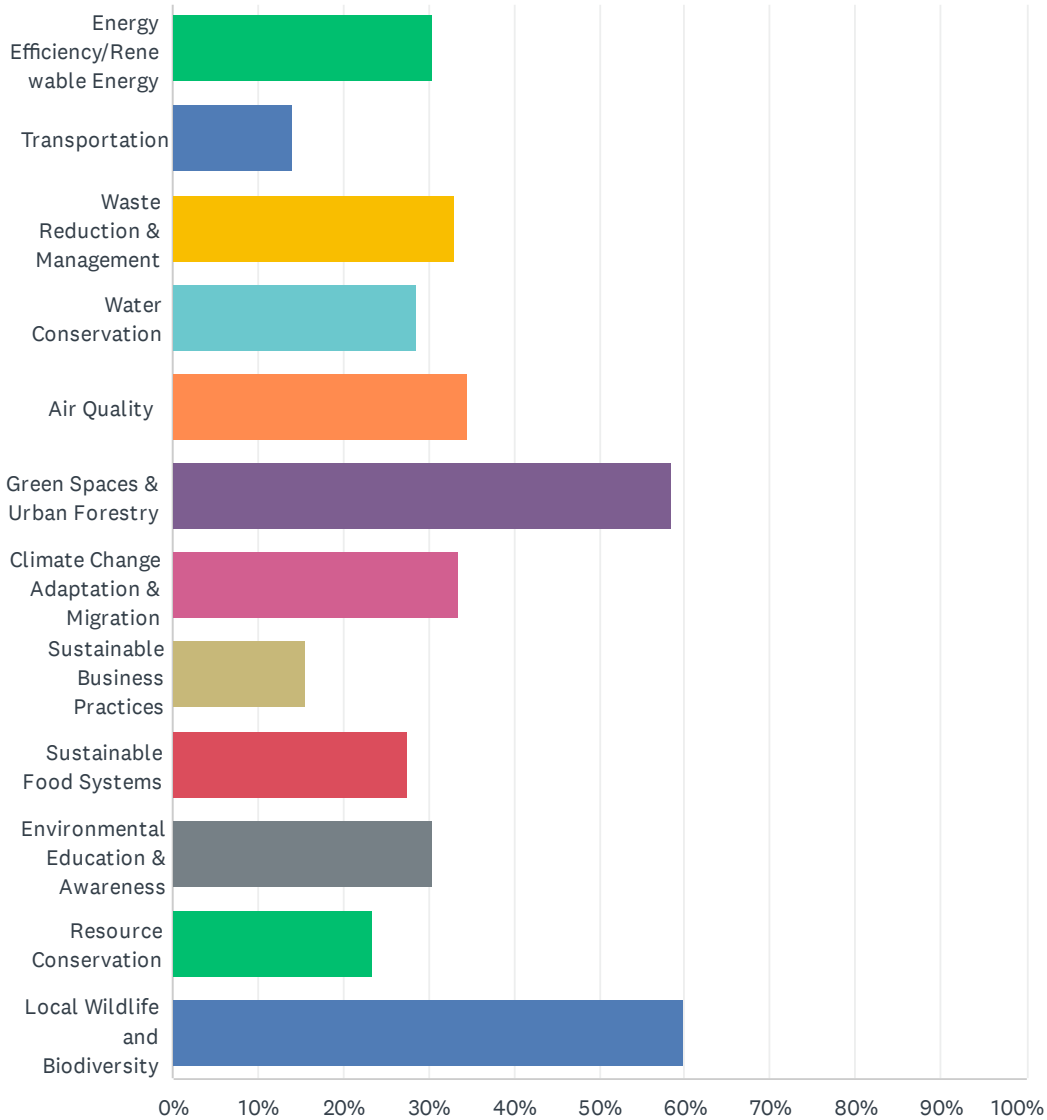
Two other designations worth future consideration are the Bee City USA designation and the Bird City Illinois designation. These programs are similar to the Village's current Tree City USA Designation and require annual public events. The Metropolitan Mayors Caucus Environment Committee has a meeting on these designations, along with the America In Bloom program next Tuesday, March 18th.

Attachments:

- Community Survey – Resident Interest by Topic
- 2025 America In Bloom Metrics for Communities
- America In Bloom – Tips for a Good Tour
- Mayors' Monarch Pledge Sample Survey

Q26 Are there any other topics that you would like to learn more about? (Select all that apply.)

Answered: 200 Skipped: 131



Sustainability Commission Community Survey

ANSWER CHOICES	RESPONSES	
Energy Efficiency/Renewable Energy	30.50%	61
Transportation	14.00%	28
Waste Reduction & Management	33.00%	66
Water Conservation	28.50%	57
Air Quality	34.50%	69
Green Spaces & Urban Forestry	58.50%	117
Climate Change Adaptation & Migration	33.50%	67
Sustainable Business Practices	15.50%	31
Sustainable Food Systems	27.50%	55
Environmental Education & Awareness	30.50%	61
Resource Conservation	23.50%	47
Local Wildlife and Biodiversity	60.00%	120
Total Respondents: 200		



**MAYORS
MONARCH
PLEDGE**

Mayors' Monarch Pledge Survey

Open Pledge Period: December 1 – March 31

Thanks for your interest in taking the National Wildlife Federation Mayors' Monarch Pledge this year. Only mayors and heads of local and tribal government (or their staff designees) may fill out this pledge form. Please note: the survey will not save and will need to be completed in one sitting.

Information from this form will be used to create a public community profile page to showcase your mayor's progress and efforts in the program.

Please be sure to read the pledge language and FAQ before taking the pledge. If you have any questions, you can email us at mayorsmonarchpledge@nwf.org.

Mayor's Basic Information

If you are not a "mayor," or the head of local or tribal government, please enter your name and appropriate title here.

Title

First Name

Last Name

Email Address

Community Name

*If your community doesn't have an official name, consider using the following formats:
Town of Herndon, City of Fairfax, etc.*

City

State

Mayor's Mailing Address

Address Line 1

Address Line 2

City

State

Zip Code

Staff Point of Contact Information

Please provide your professional title in the space below.

Please note that the Staff Point of Contact you entered below will be the default user for your community profile. Please make sure you enter a valid email address.

Title

First Name

Last Name

Email

Note: This email address is your log in account.

Phone Number

Pledge Summary

Please type a description of your community, your community's efforts and/or interest in committing to monarch and pollinator conservation. This information will populate on your community's profile page, but can be updated and edited after this survey is submitted. See below for a sample description.

Example Description: Exampleville is a city in central Virginia with a population of roughly 50,000. The city is nestled in the Green Ridge Mountains and is home to the beautiful Exampleville Regional Park and many community gardens. Mayor Smith of Exampleville, VA has committed to saving the monarch butterfly and other pollinators with their signing of the Mayors' Monarch Pledge and looks forward to engaging residents in building more pollinator habitat throughout the city.

Action Item Selections

Each year, you must commit to at least 3 Action Items from this list which you will report on at the end of the year. At least 1 action must be taken from the “Program & Demonstration Gardens” section.

Communications and Convening

- Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species’ need for habitat.

Example Activities:

1. *Issue a Monarch Day Pledge*
2. *Incorporate monarchs into your Earth Day, Pollinator Week or other proclamation*

- Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)
- Engage with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
- Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
- Engage with gardening leaders and partners (e.g., Master Naturalists, Master Gardeners, Nature Centers, Native Plant Society Chapters) to support monarch butterfly conservation.

Example Activities:

1. *Develop community gardens with local gardening leaders*
2. *Host programming and other activities with Nature Centers*
3. *Coordinate and collaborate with local gardening groups at schools, colleges, and universities*

- Engage with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.
- Engage with developers, planners, and landscape architects to identify opportunities to create monarch habitat.

- Create a community-driven educational conservation strategy that focuses on and benefits local, underserved residents.

Example Activities:

1. *Conduct outreach and support habitat / green space improvements in underserved communities.*
2. *Develop brochures in different languages*

- Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.

Example Activities:

1. *Host photo contests*
2. *Commission murals*
3. *Create and show films and documentaries*
4. *Support public art installations*
5. *Collaborate with local artists, including school, college, and university art departments to create community-wide art*

Program and Demonstration Gardens

- Host or support a native seed or plant sale, giveaway or swap.
- Facilitate or support a milkweed seed collection and propagation effort.
- Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent community location.
- Convert abandoned lots to monarch habitat.
- Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.
- Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat by engaging students, teachers, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation's Eco-Schools USA Schoolyard Habitats program and Monarch Mission curriculum).

Example Activities:

1. [Eco-Schools USA Schoolyard Habitats](#)
2. [PK-12 Monarch Mission Curriculum](#) (English and Spanish)
3. [National Wildlife Federation Campus Pollinator Pledge](#)

- Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (i.e., National Wildlife Federation's Community Wildlife Habitat program).

Example Activities:

1. Join the [Community Wildlife Habitat](#)

- Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness and/or create habitat for the monarch butterfly.

Example Activities:

1. Host photo challenges
2. Create property certification challenges
3. Collaborate with schools, universities, and colleges to host joint awareness and habitat creation challenges

- Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health.

Example Activities:

1. [Citizen Science Opportunities](#) (Monarch Joint Venture)
2. NWF's Monarch Stewards Program Certification
3. Engage with local colleges and universities science departments to host community-wide opportunities

- Add or maintain native milkweed and nectar producing plants in public community gardens.

- Launch, expand, or continue an invasive species removal program that will support the re-establishment of native habitats for monarch butterflies and other pollinators.

- Host or support a city monarch butterfly festival to promote monarch and pollinator conservation, as well as cultural awareness and recognition

- Display educational signage at monarch gardens and pollinator habitat beyond monarch demonstration gardens.

Example Activities:

1. [Neighborhood Garden Signs \(Victory Garden of Tomorrow\)](#)
2. Create plant labels or interpretive language for community gardens, parks, prairie habitat, rights-of-way, etc.

Systems Change

Please select the actions that you will begin to work on this year, are in progress, or have already been completed.

- Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).
- Change weed or mowing ordinances to allow for native prairie and plant habitats.
- Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
- Direct city property managers to consider the use of native milkweed and nectar plants at city properties, where appropriate.
- Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
- Change ordinances so pesticide, herbicide, insecticide or other chemicals used in the community are not harmful to pollinators.

Example Activities:

1. *Work with local school districts to eliminate or minimize the use of pesticides, herbicides, and insecticides on school properties*
2. *Adopt Integrated Pest Management (IPM) practices*

- Adopt ordinances that support reducing light pollution.
- California Specific: Pass a resolution to protect over-wintering monarch butterfly habitat on public and private lands.

Questions or Comments

Do you have any questions or comments?

2025 Metrics for Communities



Communities are required to provide the following prior to evaluation:

- Community Profile organized to follow the criteria and metrics. For repeat communities, call out what is new and/or implemented due to advisors' recommendations.
- Evaluation Tour Itinerary with start and finish times for each day
- Community Map with community boundaries and the tour route
- Communities are responsible for addressing the metrics in the Community Profile, Evaluation Tour Itinerary, and during the Evaluation Tour.

The areas to be scored:

Advisors will review Community Profiles, Community Maps, and Evaluation Tour Itineraries to confirm the appropriateness of the areas to be evaluated and contact communities prior to the tour so adjustments can be made.

- All areas (municipal, commercial, and residential) within the boundaries of the entrant's community/municipality (except as noted below) are scored and a representative portion of all areas must be included.
- Property to be scored, whether public or private, must be subject to the codes and regulations of the entrant's community/municipality.
- When a property does not meet these requirements, but the community's volunteers significantly impact the property with labor and/or funding, then advisors may include in their scoring the property not subject to the codes and regulations of the entrant community.
- A community may request recommendations for areas toured but not scored.

Metrics are noted with unique codes based on the criteria. Ratings include:

N/A (Not Applicable): Communities should strive to implement all metrics; however, advisors will use N/A when a metric is not scorable in a community. N/A metric is not included in the point totals and does not affect percentages. Examples when N/A may apply in a metric: commercial/business areas do not exist; state or county statutes prevent implementation of a metric.

Not Started (0 points): programs or procedures are not in place.

In Progress (1-2 points): programs or procedures are developed, and a plan of action is implemented.

In Place (3-5 points): programs or procedures are utilized and beneficial.

Surpassing (6-8 points): programs or procedures are exceptional, utilized, and beneficial throughout the community.

Other:

- The Evaluation Report's scoring, general observations, and general and criteria recommendations are based upon the community's efforts including its levels of participation in, or implementation of the metrics in each of the criteria.
- Future projects and programs are not scored.
- The scoring for the seven evaluation criteria is adjusted to the climate and environmental conditions of the community's location. Make sure the advisors are made aware of any challenges that were faced during the year.

<p>COMMUNITY VITALITY: Policies, programs, activities, and facilities that lead to a vibrant community and promote a sense of health and well-being. Includes, but not limited to, senior and community centers, libraries, museums, arts/cultural organizations, mentoring programs, schools, faith-based organizations, parks, playgrounds, dog parks, sports fields, water activities, trails, golf courses, and other active and passive recreational opportunities for all ages and abilities.</p>	<p>Not Applicable (N/A)</p>	<p>Not Started (N/S) 0</p>	<p>In Progress 1-2</p>	<p>In Place 3-5</p>	<p>Surpasses 6-8</p>
<p>1. An economic development plan is in place and implemented. It includes the direction for short- and long-term economic growth, and programs to improve the economy. It is regularly evaluated, measured, and/or reevaluated.</p>					
<p>2. Communication of ordinances and policies pertaining to Community Vitality are easily accessible. Topics include, but are not limited to, culture, education, government, recreation, and technology. Examples of communication avenues include, but are not limited to, lectures, print, city website, city hall, library, and social media.</p>					
<p>3. Master plan exists for current and/or future public green space. Growth, enhancements, and/or protection of undeveloped areas are included. It is reviewed and routinely updated.</p>					
<p>4. Public parks and/or green spaces are available. Properties may include pocket, school, neighborhood, city, county, state, and national parks and green spaces. Parks and green spaces meet the needs of the community and are clean, maintained, welcoming, and utilized.</p>					
<p>5. Active and/or passive recreation opportunities are available and meet the needs of the community. Examples include, but are not limited to, water sports, golf, baseball, pickleball, skiing, soccer, hiking, nature trails, bird watching, picnic areas, and fishing. Year-round programs are available.</p>					
<p>6. Seating is available near walking, exercise, playground areas, and/or public transportation stops. The seating and area are clean and accessible.</p>					
<p>7. Shade is provided for participants and/or spectators at cultural and sporting events. Structures include, but are not limited to, shade sails, dugouts, pergolas, arbors, and trees. Structures are maintained and inspected for safety.</p>					
<p>8. Community gathering space is available. The space is accessible and used throughout the year for all ages and abilities. Examples include, but are not limited to, community center, senior center, YMCA, faith-based gathering places, libraries, and town hall.</p>					

9. Age- and ability-appropriate play areas are accessible. Equipment is ADA-compliant and/or inspected by a Certified Playground Safety Inspector.					
10. Active outdoor community events are offered throughout the year. Examples include, but are not limited to, Bike-to-Work Day, Walk to School Day, and 5K events.					
11. Community celebrations and/or cultural performances meet the needs of the community. Examples include, but are not limited to, festivals, art, dance, theatre, music, and cinema.					
12. Secure food programs are available. Examples include, but are not limited to, hunger relief efforts, food pantries, garden plots, rooftop gardens, community gardens, farmers markets, and Community Supported Agriculture.					
13. Alternative transportation programs are available. Transportation is available in all areas of the community. Examples include, but are not limited to, bicycle/scooter rental, car/van pools, public transportation, and/or ride sharing to all areas of the city.					
14. Safety policies, programs, and/or services are in place. Examples include, but are not limited to, police, fire, emergency medical services, community health, crime prevention, homeland security, gang prevention, traffic, homelessness, civil and human rights. Information is easily accessible and communicated.					
15. Youth-focused programs are in place for multiple ages and/or abilities. Examples include, but are not limited to, sports, gardening, clubs, and lectures					
16. Non-municipal volunteer boards are active and/or comprised of representatives from business and residents. Examples include, but are not limited to, In Bloom committee, Rotary, Veterans, Chamber of Commerce, Scouting, HOAs, and faith-based organizations.					
Totals:	Possible Points		Actual Points		Percent
1. Community Vitality	128		0		0.00%

FLORAL IMPACT: Strategic design, use, installation, and maintenance of floral displays and seasonal accents for beautification, including but not limited to annuals, perennials, bulbs, tropical plants, flowering topiaries, colorful foliage, and cultivated and native plants for season-round interest for displays in containers, hanging baskets, window boxes, raised planters, trellises, and in-ground plantings.	Not Applicable (N/A)	Not Started (N/S) 0	In Progress 1-2	In Place 3-5	Surpasses 6-8
1. Plant combinations are carefully selected for location and environmental conditions. The combinations create visual interest, provide dramatic effects, and appear coordinated. Routine maintenance is evident.					
2. In-ground flower displays are designed with mature plant heights, color, and texture in mind. Plants are healthy, robust, and floriferous. Routine maintenance is evident.					
3. Containers and/or hanging baskets are in use, scaled to their surroundings, and have suitable plants. Plantings are robust, floriferous, and provide a dramatic effect. Routine maintenance is evident.					
4. Floral displays are located throughout the community. Displays are well maintained and attractive. Examples include, but are not limited to, flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, topiaries, and/or mosaics are located throughout the community.					
5. Regular pruning, deadheading, weeding, removal, and/or replacement of dead plants is conducted on public properties.					
6. Demonstration/display gardens are available. Plants are labeled. The garden is promoted to the public. Garden is available for events to residents and businesses.					
7. Efficient water-wise strategies are in use. Examples include, but are not limited to, drought-resistant plants, use of gray water, and timing of irrigation. Strategies are easily accessible and communicated. Examples of communication avenues include, but are not limited to, lectures, print, city website, city hall, library, and social media.					
8. Appropriate fertilization (chemical and/or non-chemical) procedures for municipal, parks, and/or school properties are implemented. The procedures produce effective results. Educational information about fertilization is communicated. Examples of communication avenues include, but are not limited to, lectures, print, city website, city hall, library, and social media.					

9. Training programs for proper floral displays care and maintenance are offered to seasonal staff and/or volunteers. Training is conducted by Master Gardeners, County Extension, local garden centers, state agencies, and/or contractors.				
10. Efforts are in place to educate and raise public awareness of the importance of flowers in the landscape. Educational information about the selection and care of flowers for beautification is available and communicated to the public. Examples of communication avenues include, but are not limited to, lectures, print, city website, city hall, library, and social media.				
11. Recognition programs are in place monthly, quarterly, and/or annually for attractive displays created by businesses and/or residents.				
12. Programs are in place to encourage, recruit, and/or engage volunteers of all ages and segments in the community's floral displays. Routine opportunities present themselves to residents and/or businesses to get involved.				
Totals:	Possible Points	Actual Points	Percent	
2. Floral Impact	96	0	0.00%	

LANDSCAPED AREAS: Strategic design, use, installation, and maintenance of the managed landscape. This includes hardscape features, cultivated and native trees, shrubs, ornamental grasses, vines, succulents, edibles, evergreen topiaries, turf, groundcovers, and pollinator-friendly plant material.	Not Applicable (N/A)	Not Started (N/S) 0	In Progress 1-2	In Place 3-5	Surpasses 6-8
1. Action plan developed and implemented for proper maintenance, pruning, removal, and/or replacement of dead and overgrown plants. Best practices are utilized.					
2. Plan developed each season for procurement, scheduling, planting, and/or maintenance of flowers and/or landscapes.					
3. Landscape ordinances and/or policies are in place. City landscape ordinance requires specifications for landscaping and maintenance for new and improved residential, commercial, and public development. Ordinances and/or policies are easily accessible.					
4. Landscaping is found throughout the community including public areas, parks, gateways, and/or key buildings. Landscape displays are selected for location, environmental conditions, and/or impact. Attractive designs are utilized and well maintained. Landscapes serve as focal areas in the community.					
5. Landscape displays enhance community entryways. The use of trees, shrubs, annuals, perennials, signage, hardscapes, and/or lighting create a welcome display. The displays are attractive and/or well maintained.					
6. Residential landscapes provide streetscape appeal and reflect community value in landscaping. They are neat, attractive, and well maintained.					
7. Effective use of naturalization, xeriscaping, rain gardens, and/or suitable plant varieties to enhance such features as traffic calming, bank stabilization, and water management. Displays are well maintained.					
8. Lawn and turf areas display health and vigor. Procedures and practices, such as Integrated Pest Management (IPM) and/or permaculture, are used to manage lawn and turf areas, including mowing, edging, watering, and/or weeding.					
9. Procedures in place to monitor and/or manage diseases and/or pests in the landscape. Pertinent information is available and/or communicated to the public. Examples of communication avenues include, but are not limited to, lectures, print, city website, city hall, library, and social media.					

<p>10. Qualified landscape personnel and/or experienced contractors are available to design, install, source, and/or maintain public landscape floral and landscape sites. Additional support provided by growers, garden centers, County Extension, and/or city departments are utilized to create and implement municipal floral and landscape displays.</p>					
<p>11. Training programs for proper landscape display care and maintenance are available for seasonal staff and/or volunteers. Examples include, but are not limited to, Master Gardeners, County Extension, local garden centers, state agencies, and contractors.</p>					
<p>12. Programs are in place to encourage, recruit, and/or engage volunteers of all ages and segments of the community in the landscape displays. Volunteers from businesses, residents, schools, and/or organizations participate in the design, planting, and/or care of floral and landscape displays.</p>					
<p>Totals:</p>	<p>Possible Points</p>		<p>Actual Points</p>		<p>Percent</p>
<p>3. Landscaped Areas</p>	<p>96</p>		<p>0</p>		<p>0.00%</p>

URBAN FORESTRY: Strategic design, use, installation, and maintenance of trees on public and private lands.	Not Applicable (N/A)	Not Started (N/S) 0	In Progress 1-2	In Place 3-5	Surpasses 6-8
1. The municipal plan addresses the role urban forest initiatives play in the green infrastructure of the community. Policy is enacted and enforced that includes performance requirements to meet the minimum crown canopy and/or succession planting.					
2. Efforts are in place to educate and raise the public awareness of the importance of urban forestry. Examples include, but are not limited to, the use of print, videos, websites, apps, and social media.					
3. Municipal ordinance enacted and enforced for tree planting and/or preservation. Ordinance addresses the handling and removal of damaged, dying, or dead trees. Ordinance includes public property, private property, and new construction projects. Communication of ordinances and policies are easily accessible.					
4. Tree board and/or department is available, active, and/or interact with the community. Examples include, but are not limited to, tree planting events, addressing safety concerns, education, and making recommendations to municipality.					
5. Certified municipal personnel, trained arborist, urban forester, and/or Department of Natural Resources (DNR) entity actively manages the urban forest. Businesses and residents are updated routinely on urban forestry matters. Information delivered via city website, paper, and social media.					
6. Trees are healthy and contribute to public health and wellness. Procedures are in place for the appropriate selection, diversity of tree species, proper spacing, planting depth, and/or monitoring and managing diseases and pests. Pertinent information is available and/or communicated to the public.					
7. Policies are implemented for the protection of historic trees located on public and private properties. Tree programs exist that spotlight and honor historic trees. Trees are labeled and/or indexed. Historic trees are highlighted in a brochure and/or tree walk.					
8. Programs in place to increase, support, promote, and/or protect trees. Examples include, but are not limited to, civic native tree nursery, repurposing fallen trees, managing destructive pests, and urban orchards.					

9. Trees are identified in public sites such as arboretums, parks, and/or cemeteries. Examples include, but are not limited to, identification labels, descriptive signage, QR codes, kiosks, maps, apps, and brochures.				
10. Policies are implemented, and education is available for the safe participation by volunteers and staff in planting trees on public properties. Ongoing urban forest tree care training and educational information and/or seminars available for residents and/or businesses.				
11. Effective communication of recommended trees is available to the public. Topics include "Right Tree in the Right Place," mulching, placement, spacing, and/or maintenance. Examples of communication include, but are not limited to, lectures, print, city website, library, City Hall, and social media.				
12. The municipality is a member of urban forestry organizations, participates in programs, and/or earns designations and awards. Examples include but are not limited to Tree City USA, Arbor Day Foundation, The Nature Conservancy, and regional or state agencies.				
13. Programs are in place to encourage, recruit, and/or engage volunteers of all ages and segments of the community's urban forestry. Volunteers from businesses, residents, schools, and/or organizations participate in the design, planting, and/or care of the urban forest.				
Totals:	Possible Points	Actual Points	Percent	
4. Urban Forestry	104	0	0.00%	

ENVIRONMENTAL INITIATIVES: Environmental and sustainable leadership, policies, plans, and programs for water, resource conservation; pollution control; trash, recycling, and reuse; climate change issues, green Infrastructure, and alternative energy resources.	Not Applicable (N/A)	Not Started (N/S) 0	In Progress 1-2	In Place 3-5	Surpasses 6-8
1. Comprehensive plan to identify, protect, restore, and/or maintain natural areas. Examples include, but are not limited to, removal of invasives, no-mow areas planted with native grasses and wildflowers, and succession tree plantings.					
2. A municipal environmental plan is accessible and reviewed annually. The plan promotes water conservation, alternative energy use, food security and sustainability, carbon reduction, and/or responsible land management.					
3. Environmental board and/or Green Team are available, active, and/or interact with the community. Examples include, but are not limited to, sustainability initiatives, events, education, and making recommendations to the municipality.					
4. Public awareness strategies regarding environmental issues are implemented and effective, such as the 3 Rs (reduce/recycle/reuse), Earth Day events, pollution prevention, "leave no trace," landfill reduction, and community clean-up days. Municipal employees and/or volunteers receive training on environmental initiatives and participate in events.					
5. Communication of environmental plan and ordinances is easily accessible. Topics include sustainability, water quality, recycling, composting, reducing pesticide use, and light pollution. Examples of communication avenues include, but are not limited to, lectures, print, city website, city hall, library, and social media.					
6. Programs to educate, encourage, and/or expand the understanding of the role and importance of pollinators and ecological habitats are available for all ages. Programs are held routinely.					
7. Green infrastructure policies and/or techniques are used throughout the community. Examples include, but are not limited to, naturalization, xeriscaping, rain gardens, suitable plant varieties to enhance such features as traffic calming, bank stabilization, stormwater run-off, and water management.					

<p>8. Green infrastructure and natural asset inventory mapping are implemented. The inventory is regularly updated and includes climate, vegetation, soils, topography, wetlands, air, and/or water quality.</p>					
<p>9. Home and business energy audits are available and promoted. Incentives are available and communicated for items such as solar energy, water conservation, home appliance replacement, weatherization.</p>					
<p>10. Water conservation measures are used throughout the community. Examples include, but are not limited to, water-saving shower heads, full loads for dishwashers and washing machines, sink and toilet leaks, and lawn irrigation. Methods of water conservation are shared with the community through lectures, print, city website, library, City Hall, and/or social media.</p>					
<p>11. Management strategies implemented for the effective reuse/repurpose of buildings, structures, and/or land. The municipality has a reuse plan in place.</p>					
<p>12. Collection is available for trash, recyclables, compostables, and food waste. Events and/or sites are offered for drop-off of hazardous, household, electronics, shredding and/or difficult-to-recycle items. Sites are available for year-round recycling.</p>					
<p>13. Recycling and trash containers are available in public areas. Containers to address both recyclables and trash present themselves together. Labeling is consistent. Routine trash and recycle pickup are scheduled. Additional containers are available during special events. Events promote zero waste.</p>					
<p>14. Reuse opportunities are offered. Clothing, books, household goods, resale shops, tool lending, durable medical equipment, and/or equipment repair initiatives are available for donations and/or purchase.</p>					
<p>15. The municipality uses energy-efficient vehicles in its fleet for police, fire, public transit, and/or city employees. Options may include electric, fuel cell electric, plug in electric hybrid, compressed natural gas, and/or hybrid electric vehicles.</p>					
<p>16. Electric vehicle charging stations are located throughout the community. Charging stations are available to city, residential, and/or visitor vehicles. 240-volt home charging outlet installation incentive is available and promoted.</p>					
<p>17. Mulch from renewable and/or sustainable sources is appropriately used by the municipality. Mulch is available for residential use.</p>					

<p>18. Educational programs for all ages are available and promote environmental initiatives such as rain barrels, backyard habitats, rain gardens, solitary bee hotels, xeriscaping, chemical reduction, water conservation, and green business practices.</p>				
<p>19. Youth organizations such as Scouts, Green Teams, schools, and 4H encourage involvement in environmental initiatives. Participants are recognized for their efforts and/or achievements. Efforts are communicated to the public through social media, newsletters, city website, and other methods.</p>				
<p>20. Programs are in place to encourage, recruit, and/or engage volunteers of all ages and segments of the community's environmental initiatives. Volunteers from businesses, residents, schools, and/or organizations participate in events, programs, boards, and promotions.</p>				
<p>Totals:</p>		<p>Possible Points</p>	<p>Actual Points</p>	<p>Percent</p>
<p>5. Environmental Initiatives</p>		<p>160</p>	<p>0</p>	<p>0.00%</p>

CELEBRATING HERITAGE: Recognition, designation, protection, commemoration, and celebration of historical, cultural, natural, agricultural, and industrial resources.	Not Applicable (N/A)	Not Started (N/S) 0	In Progress 1-2	In Place 3-5	Surpasses 6-8
1. Historic Preservation, Historic Society, and/or Architectural Review Board are available, active, and/or interact with the community. Activities/responsibilities include, but are not limited to, review proposals for construction and rehabilitation, promote historic preservation incentives, submit recommendations to National Register, and designate local historic landmarks.					
2. Historic Preservation ordinances are enacted and enforced. Ordinances effectively provide commercial and/or residential designation, guidance, and/or protection. Ordinances, policies, and restoration resources are available, easily accessible, and communicated.					
3. Historic districts, neighborhoods, structures, landmarks and/or objects are identified and/or labeled. Designation by such organizations as the Department of Archives and History and/or National Register are in place and/or in progress.					
4. Cemeteries and monuments are in place and well maintained. Historical plaques are used and well maintained. Examples of plaque locations include, but are not limited to, buildings, sites, residences, districts, historical events and people, and battle sites.					
5. Historical museums and/or interpretive displays are available and maintained. Events and educational opportunities are held for all age groups to utilize historic assets.					
6. Archives, artifacts, community records, and/or oral histories are collected, safely stored, preserved, and/or catalogued.					
7. Volunteers and/or staff are trained to maintain historical sites, archives, records, collections, artifacts, structures, and/or landscapes. Historic educators are trained to effectively communicate a community's history.					
8. Historic preservation incentives are available and promoted. Incentives may include but are not limited to tax credits, waived permit fees, eased setbacks, and/or rebates.					

9. Programs are in place for the purchase, installation, and/or long-term maintenance of memorial features. Examples include, but are not limited to, memorial benches, trees, brick pathways, and lamp posts.					
10. Natural and agricultural areas are identified and protected. Designation by such organizations as The Nature Conservancy, the National Park Service, Department of Natural Resources are in place and/or in progress.					
11. Parades, festivals, events, and/or programs are held to commemorate the community's heritage, culture, and/or diversity. Participants represent all segments of the community.					
12. Programs and/or events are available to bring history to life. Examples include, but are not limited to, theater dramas, reenactments, and historic characters at public events.					
13. Community heritage and/or cultural diversity are supported and promoted to all ages. Educational opportunities such as websites, publications, tours, interpretive signage, mobile apps, and/or programs.					
14. Youth of all ages and abilities participate in historical programs. Examples include, but are not limited to, lectures, tours, events, reenactments, research, and reader's theater. Participants are recognized for their efforts and/or achievements.					
15. Programs are in place to encourage, recruit, and/or engage volunteers of all ages and segments of the community's heritage preservation efforts. Volunteer representatives from businesses, residents, schools, and/or organizations participate in events, programs, boards, and promotions.					
Totals:		Possible Points	Actual Points	Percent	
6. Celebrating Heritage		120	0	0.00%	

OVERALL IMPRESSION: Adequate and effective amenities are provided and in good condition. The community is welcoming, attractive, and leaves a positive impression.	Not Applicable (N/A)	Not Started (N/S) 0	In Progress 1-2	In Place 3-5	Surpasses 6-8
1. Signage ordinances are enacted and enforced. Ordinances address temporary stake signs, billboards, and/or permanent signs. Enforcement helps to reduce visual clutter and/or helps to enhance the community's identity.					
2. Ordinances are enacted and enforced to address issues such as overgrown lots, abandoned vehicles, unscreened dumpsters, public nuisances, unregulated garage sales, building facades, and/or empty storefronts windows. Ordinances are routinely reviewed and updated as needed.					
3. Code enforcement/compliance officer is available. Violations are detected, investigated, and/or resolved. Code enforcement includes, but is not limited to, public health, safety, consumer protection, building standards, and land use.					
4. Communication of ordinances is easily accessible. Examples of communication include, but are not limited to, lectures, print, city website, library, City Hall, social media, and calendar of events.					
5. First impressions are positive in residential, business, and/or municipal areas. Properties, buildings, structures, grounds, decks, patios, and yards are neat and in order. Examples include, but are not limited to, lack of vandalism, graffiti, broken windows, peeling or faded paint, and rust. Programs exist and are effective to minimize graffiti, litter, and nuisance areas.					
6. Community infrastructure is in good condition. Examples include, but are not limited to, roadways, road shoulders, curbs, corner pads, medians, sidewalks, railroad crossings, sewers, transformers, and/or utility poles.					
7. Community amenities are in good condition. Examples include, but are not limited to, signs, site furnishings, public restrooms, water features, lamp posts, benches, bicycle racks, drinking fountains, trash and recycling receptacles, safe parking, proper lighting, crosswalks/pavement markings, containers, planters, and/or cigarette receptacles.					
8. Community is accessible to people of all abilities. Examples include, but are not limited to, public buildings, parking, sidewalks, public transportation, playgrounds, parks, sports fields, and trails.					

9. Wayfinding signage is visible, attractive, and in appropriate locations throughout the community. Signage adequately lists directional information and/or areas of interest.					
10. Public art is located throughout the community. Features such as banners, murals, and/or statues are used, attractive, and effective.					
11. Year-round seasonal decorations are used in key areas. The decorations are well maintained and attractive. Examples include, but are not limited to, lighting, ornamental displays, wreaths, planters, luminaries, and displays in government buildings, residential homes, and storefronts.					
12. Pet waste policies are posted and/or enforced. Pet clean-up stations are available throughout the community. Stations are monitored and stocked.					
13. Volunteers participate in community improvement initiatives. Examples include, but are not limited to, Habitat for Humanity, home repair programs, disaster relief, and clean-up days.					
14. Programs are in place to encourage, recruit, and/or engage volunteers of all ages and segments of the community's overall impression. Volunteers from businesses, residents, schools, and/or organizations participate in events, programs, boards, and promotions.					
Totals:	Possible Points	Actual Points	Percent		
7. Overall Impression	112	0	0.00%		

EVALUATION TOUR PREPARATION AND ACTIONS: Community's readiness prior to and the action during the Evaluation Tour including an Informative Community Profile, preparedness prior to Advisors' arrival, and effective content during the Evaluation Tour. Succession plans are evident.	Not Applicable (N/A)	Unmet (U/M) 0	Met 1
1. Community contact was available for pre-visit meeting for introductions and discussion of preparations.			
2. Community Profile was provided to Advisors at least two weeks prior to the first official tour date.			
3. Community Profile includes contacts with emails and positions.			
4. Community Profile from a returning community includes what is new and implemented from previous Advisors' recommendations (scored as Not Applicable for a new community).			
5. Community Profile includes a map with tour boundaries and a daily itinerary.			
6. Evaluation Tour provided a representative cross-section of the community.			
7. Advisors met with elected/appointed municipal leaders and staff.			
8. Advisors met with the business and non-profit community.			
9. Advisors met with volunteers.			
10. Advisors met with the media (print, radio, tv, social media) and/or have been given media contact information.			
11. Advisors were asked to give a presentation.			
12. A tour wrap-up session was conducted with a community representative.			
13. Enough time was allotted for Advisors to work on the Evaluation Report in a quiet place with adequate Wi-Fi.			
14. Succession plans are evident, and next year's chair is present and participating in the tour.			
15. CN grant project(s) are reviewed (scored as Not Applicable for a community not receiving a CN grant).			
Totals:	Possible Points	Actual Points	Percent
8. Evaluation Tour Preparation and Actions	15	0	0.00%

DISCLAIMERS:

1. Communities are responsible for addressing the metrics in the Community Profile, Evaluation Tour Itinerary, and during the Evaluation Tour. Please note that the metric calculations contained herein are final, and each community is encouraged to focus on any changes during the following year's entry in the America in Bloom Level 3 program.
2. All information is given to the best of America in Bloom's knowledge and is believed to be accurate. Your conditions of use and application of recommendations and/or suggested products are beyond our control. There is no warranty expressed or implied regarding the accuracy of any given data or statements. America in Bloom specifically disclaims any responsibility or liability relating to the use of the recommendations and/or suggested products and shall under no circumstances whatsoever, be liable for any special, incidental, or consequential damages which may arise from such use.
3. Reference herein to any specific commercial products, processes, or service by trade named trademark manufacturer or otherwise does not necessarily constitute or imply its endorsement, recommendation or favoring by America in Bloom. The views and opinions of authors expressed herein shall not be used for advertising or product endorsement purposes.

TIPS FOR A GOOD TOUR

One of the most unique and popular features of America in Bloom is the guided tour the community provides for the visiting Advisors. The purpose of the tour is to give the Advisors an on-site, thorough understanding of the efforts of the municipality, businesses, and residents in the seven criteria. Here are some tips to help you prepare for the tour to best showcase your community.

Preparing for the Tour

Some communities have a lead tour guide, while others have different guides who handle different tour segments. Either way works fine.

Have one to three people tour with the Advisors at any given time to limit social distractions so everyone can focus.

The sites you visit should pertain to the criteria. The tour should provide a good representation of all areas of your community. Plan for refreshment and washroom breaks.

The Advisor's tour is your time to shine, and you will want to share as much information about your community as possible. Just the same, the Advisors want to gain a complete overview of all the wonderful aspects of your community and will ask questions, engage in thoughtful conversations, and take photographs along the way. To have a successful tour it is recommended that you begin each day on or around 8 a.m. At 3 p.m. the Advisors should be returned to their lodging where they will work on the evaluation while details are still fresh and prepare for the evening event if one is scheduled. It is recommended that you discuss your tour plans with your Advisors if adjustments to these times need to be made.

Use meals as an opportunity for Advisors to meet knowledgeable people. Have Advisors sit apart at meals so they can interact with more people. Provide for the dietary restrictions of the Advisors.

At the start of the tour, provide a brief review of the itinerary and description of the events that will occur during the visit. A local map with the route highlighted helps orient the Advisors.

Introduce everyone, including their titles or positions. Name tags with this information are very helpful. Provide the Advisors with a complete list of the people they will meet, including name, title/position, and email. If possible, do a dry run of the tour and remember to allow extra time for questions and discussion. Please remember, the tour takes longer than you anticipate it will. Build some buffer time into your tour.

Prioritize tour stops. Be prepared to delete lower priority stops if the tour runs late.

During the Tour

While driving between stops, tell the Advisors about the next stop and who they will meet.

If you have participated in past years, mention changes made since the previous visit. Making a list for the Advisors is helpful for you and for them. This information should also be highlighted in your Community Profile.

Resource people can ride with the Advisors or be met at different stops. It is important to include resource people involved in the seven criteria, such as a parks department employee, arborist, historian, volunteers, etc.

People on the tour should be able to answer questions or find answers.

Be sure the Advisors can see out the windows. It is better to allow one Advisor to sit in the front seat. Make sure both Advisors can hear the conversation. A van or SUV is better than a sedan.

The tour should remain within the city limits unless a site is maintained by the city, such as a recycling center, or is considered by most residents as being a part of the city, such as ball fields or a conference center. State parks outside city limits, maintained by the state, should not be part of the tour.

Inform the Advisors if an event is a social event or a venue where presentations will be given. The Advisors are glad to speak to large or small groups.

If possible, have a local newspaper reporter or other media rep join the tour for a short time. Take some photos and submit an article to the local paper during or after the tour.

A short wrap-up session at the end of the tour is helpful to allow the Advisors to ask any remaining questions.

Inform the Advisors if a stop on the tour requires specific footwear or clothing (i.e., hiking up a hill, walking in or near sand or water).