

URBAN FORESTRY SUBCOMMITTEE MINUTES

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| Date: | 8-21-2023 |
| Time: | 4:30 – 6:15 pm |
| Place: | Virtual Zoom Meeting |
| Attending: | UFS: Vice Chair Jim Buck, Steve Stevens, Keith Warren Staff: John Heili, Mary Phillips, Tina Núñez-Osterink Guests: Janet Unruh, Spencer Trumm, Nina Price, Jacquenette McIntire |
| Absent | Councilor Dina DiNucci, Councilor Morales, PC: Phil Wich |

| 1. Agenda Item #1 - Meeting Minutes for June 2023 | |
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| Discussion: | <ul style="list-style-type: none"> Keith Warren noted the incorrect reference to “State” funding should read “Oregon State University”. |
| Decisions: | <ul style="list-style-type: none"> Approved with corrections. |
| Action: | <ul style="list-style-type: none"> Staff will make the appropriate revision and the approved minutes with correction will be posted on the UFS website by staff. |

| 2. Agenda Item #2 – Tree Code Project Introduction by Mary Phillips | |
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| Discussion: | <ul style="list-style-type: none"> Mary noted her purpose in attending the meeting was as an introduction to her as the project manager, and to provide a discussion around the scope of the project to include policy and code related to Gresham’s trees. She indicated the project is anticipated to take 18 – 24 months to complete. Her goal with this first meeting is to hear UFS’s thoughts, concerns, and comments regarding this project. The tree code team includes UFS staff liaison, John Heili, and at least 20 other staff from across multiple City departments. Mary is hopeful that grant funding will become available for outside consultants to assist with the project. This could include an arborist. In addition to the core team, there is likely going to be a community advisory and technical advisory committee to assist in the process. Project will include a lot of community engagement including UFS and public input for developing the project work plan and for developing policy and code. The scope and complexity of the project is driving the 18 – 24-month schedule. It is anticipated that the project will initially set priorities and goals/outcomes then determine level of changes to the existing policies and codes. The project will include a review of policy and purpose statements, will be coordinated with the CAP project, and will likely indirectly address the State’s directives for more dense residential development. Necessary tree list updates could occur concurrent with the code project. |
| Decisions: | <ul style="list-style-type: none"> N/A. |
| Action: | <ul style="list-style-type: none"> Staff can provide a list of project participants for UFS reference. |

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| | <ul style="list-style-type: none"> • Staff will make note of recommendations made for a staff arborist/city forester and for ongoing tree maintenance. • Mary will be returning for ongoing updates and UFS involvement. |
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| 3. Agenda Item #3 –CCAC project updates and UFS Recruitment | |
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| Discussion: | <ul style="list-style-type: none"> • Staff for this project will meet next with Council at a work session on Oct 17th to review GRC requirements around the working of these Community Advisory committees with a goal of understanding what changes may be required to better address the feedback received from the CCAC survey work done earlier this year to make these advisory committees accessible to more of the community in an equitable manner. Updates from staff back to the existing CCACs would occur sometime after this Council work session. • Regarding the UFS request to recruit new members, the City Manager and those staff involved in the CCAC project have communicated to the CCAC staff liaison’s that recruitment is still on hold for most committees at least until after the October meeting with Council and possibly moving forward dependent on the direction received from Council following their work session. • Chair Buck reminded staff of the challenges the current UFS members have in doing the work of this committee and asked if UFS could request the Council add new members at their recommendation. Staff indicated the appointment requires a formal process as outlined in the Code. Staff also noted there is a potential perceived conflict if the City is recruiting new members while simultaneously conducting a project to improve the recruitment and community participation process. |
| Decisions: | <ul style="list-style-type: none"> • N/A |
| Action: | <ul style="list-style-type: none"> • Staff will investigate the process for recruitment to see if there is an expediate appointment process. • Staff will use the tree code schedule, once it has been established, to see if there is a timing issue related to a possible 2-month lag between the initial date of UFS project involvement and UFS recruitment. |

| 4. Agenda Item #4 –Significant Trees Survey | |
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| Discussion: | <ul style="list-style-type: none"> • Staff consulted with the City Attorney who did not see an issue with the using volunteers to assist with the Significant Tree survey. • New candidates to the Significant Tree list would need to follow the nomination process including owner consent. UFS can make those recommendations for additions to the list from observations during the survey work. • Staff shared a proposed survey area breakdown of 4 areas of the City and UFS members indicated their preferred area of work for 3 of the 4 areas and staff will find a 4th volunteer to cover the remaining area. |
| Decisions: | <ul style="list-style-type: none"> • UFS agreed to move forward with the Significant Tree Survey work in September. |

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| | <ul style="list-style-type: none"> The survey work will follow a similar format of the previous survey of 2015 reviewing the general health and condition of the tree, noting any recommendations for owner care and maintenance and photographing the tree. |
| Action: | <ul style="list-style-type: none"> Staff will reach out to past members of the UFS to see if at least one other volunteer could assist with the survey. Staff will mail notices to the property owners and will provide the inspectors with a survey template and list of assigned trees for the survey. |

| 5. Agenda Item #5 Community Observations & Other UFS Business | |
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| Discussion: | <ul style="list-style-type: none"> Chair Buck updated the group on his conversations with the deputy chief of police regarding the suspect for the illegal cutting of trees within riparian zones and along the Springwater Corridor. Chair Buck provided an update on tree code violations near or within Charles Becker Park and street tree replacement time frame requirements were discussed. Staff updated the UFS regarding use of city letterhead for recognition letters and noted that the one letter has been sent. Staff reminded UFS members of the stormwater field trip set for 2 pm on Sept. 18th and provide details for the meeting place. More specifics to follow. |
| Decisions: | <ul style="list-style-type: none"> N/A |
| Action: | <ul style="list-style-type: none"> Staff will email the tour map to UFS members. |
| Next Meeting: | Sept. 18, 2023 at 4:30 PM remotely via ZOOM |
| Adjournment: | 6:15 pm |