

**CITY OF SISTERS  
ORDINANCE NO. 451**

**AN ORDINANCE OF THE  
CITY OF SISTERS CREATING AN URBAN FORESTRY BOARD**

**WHEREAS**, on December 13, 2007 the City Council adopted Ordinance No. 376 approving an amendment to the City of Sisters Development Code to modify street tree maintenance practices, and to establish an Urban Forest Board and regulations; and,

**WHEREAS**, on May 13, 2010, the City Council adopted Ordinance No. 397 approving an updated Development Code; and,

**WHEREAS**, the Development Code designates the Planning Commission as the Urban Forestry Board; and,

**WHEREAS**, on July 10, 2014, the City Council adopted Ordinance No. 450, removing the Planning Commission as the Urban Forestry Board; and,

**WHEREAS**, the City Council finds it in the best interest of the City of Sisters to establish an Urban Forestry Board; and,

**WHEREAS**, the Urban Forestry Board shall have the task of providing guidance for the management of the urban forest, including all trees located within public right-of-ways, parks and public places owned or controlled by the City and providing recommendations to staff regarding City ordinances and Codes involving trees as provided in Exhibit A.

**NOW, THEREFORE**, the City Council of the City of Sisters ordains as follows:

**SECTION 1.** The City of Sisters Municipal Code is amended to establish the Urban Forestry Board as set forth in the attached Exhibit A.

**SECTION 2.** This Ordinance shall take effect thirty (30) days after its approval by the Council and signature by the Mayor.

PASSED by the Common Council of the City of Sisters this 10th day of July, 2014 and APPROVED by the Mayor of the City of Sisters.

  
\_\_\_\_\_  
Brad Boyd, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathy Nelson, City Recorder

**Exhibit A**  
Chapter 2.40

**URBAN FORESTRY BOARD**

Sections:

2.40.010	Created.
2.40.020	Composition -- Appointment -- Terms -- Vacancy filling.
2.40.030	Chair and vice-chair -- Election.
2.40.040	Reimbursement for expenses -- Records of proceedings.
2.40.050	Quorum -- Governing rules and regulations -- Meetings.
2.40.060	Conflicts of Interest.
2.40.070	Responsibilities.
2.40.080	Recommendations to Council to be in writing.
2.40.090	Expenditures.

2.40.010 Created. There is created an Urban Forestry Board for the City of Sisters.

2.40.020 Composition -- Appointment -- Terms -- Vacancy filling.

- (1)  The Urban Forestry Board shall consist of five (5) members to be appointed by the Mayor, with the consent of the City Council. Not more than three (3) members of the Urban Forestry Board may be non-residents of the City of Sisters. Any nonresident Urban Forestry Board member must reside within the Sisters School District boundaries. The Mayor, with the consent of the City Council, shall appoint a Planning Commission and City Parks Advisory Board representative to the board, who shall be a nonvoting member thereof.
- (2) The Board shall consist of five (5) community members with at least the following number of members from the profession or interests listed below:
  - a. One (1) representative of the land development community
  - b. One (1) representative of the green industry (a professional who supplies, designs, maintains, or manages developed landscapes)
  - c. One (1) representative with knowledge of urban forestry or arboriculture practices
  - d. One (1) representative of the Sisters business community
  - e. One (1) citizen with an interest in urban forestry and/or arboriculture
- (3)  At the first meeting of the Board, the five (5) voting appointed members shall choose their terms of office by lots as follows: One (1) for one year, two (2) for two (2) years, and two (2) for three (3) years.
- (4) Successors to the term of office of voting members of the Board shall be for three (3) years.

- (5) Any vacancy in office shall be filled by the Mayor, with the consent of the Council, for the unexpired portion of the term of the member whose office became vacant.
- (6) A member of the Urban Forestry Board may be removed by the City Council, after hearing, for misconduct or nonperformance of duty.

2.40.030 Chair and vice-chair -- Election.

The Urban Forestry Board, at its first meeting after the effective date of the ordinance codified in this chapter, shall elect a chair and vice-chair who shall be voting members and who shall hold office at the pleasure of the Board. The chair and vice chair shall serve a one-year term.

2.40.040 Reimbursement for expenses -- Records of proceedings.

Members of the Urban Forestry Board shall receive no compensation, but shall be reimbursed for duly authorized expenses. The Urban Forestry Board shall keep an accurate record of all proceedings of the Board and the Board shall make and file with the common council minutes of all transactions of the board.

2.40.050 Quorum -- Governing rules and regulations -- Meetings.

A majority of the current members of the Urban Forestry Board shall constitute a quorum. The Urban Forestry Board may make and alter rules and regulations for its government and procedure consistent with laws of this state and with City Charter and Ordinances. The Urban Forestry Board shall meet at a minimum quarterly or as needed or as directed by the City Council.

2.40.060 Conflicts of Interest.

- (1) Urban Forestry Board members shall not participate in any Urban Forestry Board proceeding or action in which they hold a direct or substantial financial interest, or when a members' immediate family holds such interest. Additionally, a member shall not participate when an action involves any business in which they have been employed within the previous two (2) years, or any business with which they have a prospective partnership or employment.
- (2) Urban Forestry Board members shall disclose any actual or potential conflict of interest in any action before the Urban Forestry Board at the meeting where the action is to be taken.

2.40.070 Responsibilities.

The Urban Forestry Board shall have the task of providing guidance for the management of the urban forest, including all trees located within public right-of-ways, parks and public places owned or controlled by the City, and providing recommendations to staff regarding City ordinances and Codes involving trees, and is granted the following powers and duties in furtherance thereof:

- (1) The Board shall act principally in an advisory capacity to the City Council in matters pertaining to the management of the urban forest;
- (2) Develop and update an Urban Forest Management Plan;

- (3) Develop specifications and standards for activities affecting trees located on city property and public rights-of-way, called Urban Forestry Standards and Specifications, involving the planting, maintenance, protection and removal of trees within the City of Sisters Public Works Construction Standards and Development Code;
- (4) Develop criteria for the City Forester to apply in making decisions entrusted to his/her discretion. Review the recommendations of the City Forester regarding forestry management when appropriate;
- (5) Promote the planting and proper maintenance of trees and promote a healthy urban and community forest through leadership, education, awareness and advocacy;
- (6) Obtain and promote the annual Tree City USA and Growth Award designations by the National Arbor Day Foundation and the annual celebration of Arbor Day;
- (7) Review City initiated land use applications to insure compliance with Sisters' City Code provisions concerning trees located on city property or public rights-of-way; and,
- (8) Review and recommend a contracted City Forester to the City Council.

2.40.080 Recommendations to council to be in writing.

All recommendations made to the City Council by the Urban Forestry Board shall be submitted in writing.

2.40.090 Expenditures.

The Urban Forestry Board shall have no authority to make any expenditure on behalf of the City, or to obligate the City for the payment of any sums of money, except as the common council of the city shall have authorized such expenditures.