



Urban Forestry Board
Wednesday, November 12, 2014 – 3:00 P.M.
520 E Cascade Avenue, Sisters, OR 97759

Board Members:	Jerry Bertagna, Dave Moyer, Marcus Peck
PC Non-Voting Members:	Alan Holzman and Jackie Wright
CDD Director:	Pauline Hardie
Senior Planner:	Eric Porter
Recording Secretary:	Carol Jenkins

I. CALL TO ORDER

Director Hardie called the Urban Forestry Board workshop to order at 3:00 p.m.

II. WELCOME AND INTRODUCTIONS

Director Hardie asked the Board to give a brief background on themselves at this time.

Marcus Peck – Sign of Sisters. He stated that he used to build parks for a living so he has a background in Urban Forestry.

Jackie Wright – she stated that she is on the Parks Advisory Board.

Jerry Bertagna – he stated that he's currently retired, but spent 40 years with the U.S. Forest Service as a District Ranger in the California Region.

Dave Moyer – he stated that he retired from the Forest Service three (3) years ago at 42 years here at the Sisters Ranger District. He was in charge of all the things seen around the community from here to Metolius Basin, Black Butte Ranch, etc.

Alan Holzman – he stated that he is the Chairman of the Planning Commission and the liaison to the Planning Commission for the Urban Forestry Board.

Director Hardie stated that staff is still advertising for a Professional who supplies, designs, and maintains as well as a Citizen with interest.

Marcus Peck is going to be the business even though he has the background in Urban Forestry.

Jerry Bertagna will be the Citizen with Interest.

There is still the need for Land Development and someone who supplies – Landscaper and Developer.

III. URBAN FORESTRY BOARD TERMS OF OFFICE

The five (5) voting appointed members shall choose their terms of office by lots as follows:
One (1) for one (1) year; two (2) for two (2) years; two (2) for three (3) years.

Dave Moyer – 3 years
Jerry Bertagna – 2 years
Marcus Peck – 2 years

Board Member Holzman stated that there will be one (1) year and one (1) two (2) year left for the next two (2) members that join up.

Director Hardie stated that it will be someone from the Land Development community and someone that supplies – a representative from the Green Industry.

IV. ELECTION OF CHAIR AND VICE CHAIR

The terms of office for the Chair and Vice Chair are for one (1) year.

Chairman: Dave Moyer
Vice Chairman: Marcus Peck

V. VISITOR COMMUNICATION
None at this time.

VI. URBAN FORESTRY BOARD BUSINESS

a. Urban Forestry Board Ordinance

Director Hardie stated that she gave the Ordinance to the Board in their packet. She stated that there are certain sections that are important to know.

Reimbursement for expenses

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.

Quorum

A majority of the current members of the Urban Forestry Board shall constitute a quorum. The Urban Forestry Board may make an 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.

Conflicts of Interest

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 employed within the previous two (2) years, or any business with which they have a prospective partnership or employment.

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.

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 Code involving trees, and is granted the following power and duties in furtherance thereof:

The Board shall act principally in an advisory capacity to the City Council in matters pertaining to the management of the urban forest;

Develop and update an Urban Forest Management Plan;

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;

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;

Promote the planting and proper maintenance of trees and promote a healthy urban and community forest through leadership, education, awareness and advocacy;

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;

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,

Review and recommend a contracted City Forester to the City Council.

Director Hardie asked the Board if they had any questions at this time. She stated that if Director Bertagna were here tonight, he would have discussed where the Sewer Treatment Plant is and where some of that property is in the City limits – City owned. Some of that property is not in the City limits. The City owns a number of properties not in the City limits. Typically, the Ordinances control what is in the City limits, but it does say City property. At the

next meeting, Director Bertagna will want clarification if the Board is interested in controlling property outside of the City limits that the City owns, or if this should really just pertain to property inside the City limits because the property outside is in the County.

Board Member Wright asked about the City Forester and is that separate from the Board.

Director Hardie stated yes it is separate from the Board. She continued to say that there is someone that the City works with and City Manager and Director Bertagna were going to come in and give an update on who that person is and then move forward with them, or go out for an RFP and will work with the Board on what they would prefer.

Board Member Holzman asked if the person that they know a contract employee.

Director Hardie stated that she will let City Manager Gorayeb address that which is letter c. on the agenda. She stated that she would like to get through a. and b. and then bring in City Manager Gorayeb to give an update on that.

Defining a Significant Tree

Director Hardie gave a brief history and stated that in the Development Code there were two (2) sections – one (1) in the Definitions defining all significant trees as being 8 inches or greater in diameter – every tree. And the other narrowed it down through the land use process as Landscaping in Chapter 3.2 about a significant tree if doing a land use process is to define as a ponderosa that is 8 inches or greater measured at 4 ½ feet above the ground. This went to the Planning Commission and the City Council and this definition has since been revised to be “any tree in the City of Sisters that is 4 ½ feet above the ground and 8 inches in diameter is deemed significant”. There is also a moratorium on the City of Sisters that the City shall not cut down any trees until the Board either is okay with this definition, or wants to come up with a different definition of a significant tree. It is totally up to the Board, but staff does need some direction rather it is at this meeting or have another meeting in a month from now to be able to give some thought to it about how the Board would like to define a significant tree in the City of Sisters.

Director Hardie continued to say that she has examples of what Bend does, she has an email into them on their replacement plan, etc. and if a tree is cut down on private property it is a 3-1 ratio. Redmond is 1-1. She stated that she thinks that the replacement plan is just as important as defining what is a significant tree. Bend has a different measurement for a conifer and a different measurement for a deciduous tree. Redmond has two (2) different ones in their Code, but waiting for some clarification from their Director. One was 3-feet about the ground at 6 inches and one was 8 inches.

Board Member Bertagna stated that he has done some research looking at different states and different cities throughout the Western States. A lot of them have been broken down between conifer and deciduous. He stated that what he came up with was that there was a general average diameter for conifer is 10 inches and deciduous 12 inches as a rule. He thinks that there is merit in dividing up between the types of trees because of the structure of the trees and the way they grow.

PC Chair Holzman asked Director Hardie for some clarification on the significance of significant – in other words what does that mean and how is that applied throughout the City.

Director Hardie stated that is a good question. She stated that when they do land development, say if someone wants to build a building on a vacant piece of property. They have to show the trees on the property and if they remove trees that are defined as significant – right now it is 4 ½ feet above ground and 8 inches or greater in diameter. They show them on the plan, they put crosses through the ones that they know that they need to be removing, and the other ones that are shown to be retained have to be protected with the standards that are in the Code. It doesn't mean that they can't come back and say that they've tried to work around this and can we remove a tree, etc. There was one come up last week where the developer is putting in a pathway, but instead of removing the tree, it was worked out for them to get a larger easement in order to preserve that tree – it was definitely a significant ponderosa at the time.

Director Hardie started that whatever decision is made on what is a significant tree, it will affect development basically in protecting it. It will determine how many trees are going to be protected based on those measurements and how many will have to be removed. When they remove them, that is where the discussion will come up on what is the replacement ratio – right now it is 3-1. A lot of cities are 2-1 and even 1-1. It can be increased by that replacement if that is what the Board thinks would be appropriate. If the Board makes a recommendation on something like this, it is in the Development Code today, and if the recommendation of a measurement for conifers that is different from deciduous – whatever those measurements may be, if they are different than what is in the Code today, another land use process would have to be done, and that would be reviewed by the Planning Commission and the City Council. Since the Board has the background and expertise on trees they can help us understand what is protected.

PC Chair Holzman stated that this is for private land, but what about City owned land and what is that process.

Director Hardie stated it is followed the same way – the exact same guideline.

Board Chair Moyer asked about Creekside Park and stated that he has been through that for many years doing maintenance work on it – there are a lot of trees down there that should come out. For some of those trees and meeting those standards – if the City takes one (1) out do they need to replace it with two (2) more someplace. This is a conflict with thinning guidelines because that is the reason they are taken out to give the other trees spaces to grow.

Director Hardie stated that as of today – yes. It is 3-1. There are options where instead of planting in that location, there can be money put in a tree replacement fund and put the trees in Clemens Park because there are none instead of putting them in one spot where it is trying to thin, etc.

Director Hardie stated that in the Code today – define what a significant tree is, talk about protection standards in the Code, and exemptions. If a tree is deemed an emergency and needs to come out right away – it can. There are also dead, disease, and hazardous vegetation. She gave an example of these examples at this time.

Mr. Protas asked if in Director Hardies' description of a significant tree that the City is being held to the same standards as a private developer. If the developer chooses to remove the tree, then it is replaced at the ratio of 3-1 – he asked if the City has that the same option that they can choose whatever significant trees that they want to take down and remove them and all they have to do is replace them with 2" calibers.

Director Hardie stated that they go through the same process. They have to show which trees are going to be retained and which ones are going to be removed based on the number of trees that are removed, and those that are deemed significant there is a 3-1 replacement ratio.

Mr. Protas asked that even though the City owns far more trees than any individual developer, they are held to the same standards.

Director Hardie stated as of today – yes.

PC Chair Holzman asked if this is something that this Board can consider to change should they decide to do so.

Director Hardie stated yes.

Board Chair Moyer stated that this is going to take some more discussion than just today, but since they are all new at this, etc.

Board Member Peck stated that there is a difference between diameter and some other Cities use circumference which are two (2) different measurements, and you have to be specific as to what is being referred to.

PC Chair Holzman stated that the significance of that significant definition is only driving replacement, but it doesn't say that thou shall not remove that tree. It only stipulates at a certain size that they must be replaced – then, what is the ratio – 3-1 or 1-1 or whatever.

A discussion took place regarding the ratio of the trees, replacement types of trees, diameters, height of the tree.

Director Hardie stated that she vaguely recalls back when David Wheeler was the Fire Marshall, he had some concerns about having such a high replacement value because the point is to thin out a little bit. She said that she remembers it being 3-1. She said that it was for every three (3) trees that come out – only one (1) tree replacement.

PC Chair Holzman asked if the diameter of the replacement tree that is required or is that something the Urban Forestry Board can do.

Director Hardie stated definitely and staff is open to hearing from the experts on what the best way is to preserve significant trees, and what is the most appropriate replacement for them?

PC Chair Holzman said that not only can the ratio go from 3-1 or 2-1, but it can also be making the smallest diameter tree that replaces the significant tree be more than the 2" that it is today. He said he would like to recommend this to the Planning Commission and to the City Council.

Director Hardie stated that Laura Lehman that was the arborist on staff at the time – there was a reason for the replacement of 2” but it was a positive reason for putting that in there.

Board Member Peck stated that most nurseries grow the trees to a 2” diameter and then they are gone.

Board Chair Moyer stated that when getting into a bigger diameter of the trees, the survival rate is less.

A discussion took place regarding the ratio of the trees, the sizes of the trees, the different types of trees, heights of the trees, survival rates, more established and mature trees, and the measurements of trees (high side), etc.

PC Chair Holzman stated that the Board should discuss the replacement trees options at this time.

Board Member Peck stated that he likes the ratio of 2-1 since he’s used to that. Also, the 10” conifers and the 12” deciduous trees.

Board Member Bertagna stated that with those diameters, the tree is more established and more on the mature side.

Board Chair Moyer stated that he would go the other way – 6” to 8” is where he has always stayed at. He said that staying with an 8”, it becomes a very significant tree, and that is where the basic cut-offs are. That has become a significant tree out in the woods.

A discussion took place regarding the number of trees in Creekside Park, past timber sales, hardwoods, landscaping issues, fire zones, fire hazards,

Mr. Protas stated that another thing to consider and has no bearing on the industry is the community’s perception and what the community thinks is significant – they might not be looking at it from the same perspective.

Director Hardie addressed updating the Master Plan for the Creekside Campground stating it is very preliminary and not done by any means. They are still working on it and taking input on it, but one of the tasks would be to work with the Urban Forestry Board on any of the trees in that park. That would fall under the guidelines because it’s a City Park. As far as looking at any trees, staff would be looking to the Board for help on that.

Board Chair Moyer agreed on 8” or greater is significant.

Board Member Bertagna agreed.

Board Member Peck agreed.

Board Chair Moyer agreed on the 2-1 replacement ratio.

Board Member Bertagna agreed.

Board Member Peck agreed.

A discussion took place regarding significant trees, replacement ratio, hazardous and diseased trees, miscellaneous trees, and the possibility of hiring a certified arborist at this time.

The Board agreed to table this item and bring it back at another time.

Director Hardie stated that at this time, the Board is looking at 8" conifers and deciduous trees measured at 4 ½ feet above the ground, but changing the replacement to 2-1 and round up (land to be developed and City property).

Choosing a Contracted City Forester

Director Hardie stated that the Board's role in this is to review and recommend a Contracted City Forester to the City Council.

City Manager Gorayeb came forward and said that the City is working with Dan Galecki and hired him when a tree was going to fall on Sisters Coffee. There was a tree on the west side of the street and as the wind blows there was a lot of concern from the people at Sisters Coffee. He was on a contracted basis and the cost of each report was less than \$200. So out of the desire to expedite a solution on that particular tree, the City brought in Mr. Galecki and he wrote a report which copies could be made available. Mr. Galecki is an experienced Forester and definitely knows what he is talking about. The City hires him out on an as needed and on a case by case basis. There was another tree out on Pine Street that had safety issues and Mr. Galecki took care of that one as well.

Director Hardie said that the City could continue working with Mr. Galecki, or go out with an RFP.

PC Chair Holzman asked the Board if they felt they should have a permanent person and someone on a contract.

Board Member Bertagna said that he felt there should be someone under contract to call in and look in this area at experience and recreation areas before. The biggest concern is the public health and safety and someone going through the community at least once or twice a year looking for hazard trees and has that knowledge of developed site to identify hazard and diseased trees for public liability basis. He said that with the amount of wind through here and the adverse weather factors it is extremely important. He said that not all foresters are familiar with hazard trees and there needs to be someone with the background of either working in developed recreational sites, or an arborist's background looking at different diseases that would affect trees and give indicators of what the health of the tree is and how hazardous it is.

Board Chair Moyer stated that he agreed with Board Member Bertagna and the need to have someone on board that can do that and is consistent with the policies.

Board Member Peck recommended that the City of Sisters go out for an RFP for a City Contracted Forester.

City Manager Gorayeb asked the Board if they would like a draft of the RFP to look over and have an opportunity to weigh in on it. He said they will put one together, put some parameters in there, and for the Board to feel free to make any changes as they desire.

Director Hardie stated that the next meeting will be on December 10, 2014 – staff will put together something, the Board can review it, and if it looks good, get some recommendations and go out with that.

Bird Houses

Director Hardie stated that several departments have been working on this and Public Works being one of them, and meeting with people that have helped with the bird houses.

Nicole Montalvo, Public Works came forward and gave a visual of the bird houses that were made by a very professional gentleman and working with Jim Anderson regarding the process moving forward. There are a lot of bird watchers that come through Sisters and it will be an interesting opportunity to work with people that are invested in it to try and come up with a program at a minimal cost to try and create some more habitat around town.

A discussion took place regarding placement(s), attachment(s) and timelines of the bird houses, types of wood being used for the houses, the pros and cons, and the different groups of people that could be involved in the process at this time. *The Board decided to move forward, do this on a trial basis, and to not put the bird houses on any of the trees.*

Tree City USA

Planner Porter came forward and thanked the Board for participating. He stated that the City of Sisters first became “Tree City USA” recognized in 2007. In order to qualify for Tree City USA, consideration, several milestones must be met. He introduced the four (4) qualifications at this time.

Planner Porter stated that the Growth Award which is very tough to get and is an award given to qualifying jurisdictions who undertake projects that are beyond the scope of the Tree City USA qualifications. There are also four (4) categories of projects, each of which has an assigned point value. A jurisdiction must accomplish 10 points worth of projects each year to receive their Growth Award, and the jurisdictions must spend more each year on trees (planting, maintenance, and related expenditures) than the previous year, making the award progressively more difficult to get.

Planner Porter gave a handout to the Board of all the different categories pertaining to the Tree City USA and the Growth Award at this time. He stated that in reaching a ten year milestone is very difficult but very good for the community. He stated that for the City getting this award the last four (4) years out of five (5) years really speaks to the dedication of the staff.

A discussion took place regarding placements and locations of the trees for the Arbor Day celebration(s), infrastructure, right-of-way, irrigation of the trees, landscaping, and arborists, etc.

Planner Porter stated that the City receives two (2) flags, several stickers, hats, and miscellaneous items that can be given out to the kids that participate in the Arbor Day celebration. He described the different types of trees, the qualifying and physical attributes of these trees and the community. He stated that the incentive would be having a well maintained urban forest within the City limits which enhances the quality of the town. He stated that they are hoping to retain and maintain an urban forestry quality of Sisters, and the Tree City USA is one of the means that does that.

Board Member Peck asked if the Urban Forestry Board has any say as to people putting in the infrastructure as to how close they can trench to trees, or putting in barriers, etc.

Director Hardie came forward and stated that the Board will have several opportunities for that, and it can also make it as a priority as well. One of them would be when reviewing City initiated land use applications, to ensure compliance with Sisters City Code provisions concerning trees located on City property and right-of-way, etc. Another one would be when updating the Public Works Standards Code and would give guidance as well.

Director Hardie stated that for next meeting she would like to go over Chapter 3.2 Landscaping where it talks about the current Urban Forestry Standards. She said there will be a draft RFP for a City Forester for the Board to review, and to give some thought to the Ordinance about governing trees on City Property – City property within the City limits, or City property like where the reservoir outside of the City limits.

Board Member Bertagna asked Director Hardie if the Board was going to review the Management Plan.

Director Hardie stated that they will definitely be getting to that. She stated that what they want to do is review Chapter 3.2 – Landscaping requirements, but requirements for existing trees, street trees, and urban forestry. There are protection standards in there, but it still has the requirements for the Urban Forestry Board. She stated that she will look at what Redmond, Bend, and Prineville do as a starting point as far as their Management Plan.

Board Member Bertagna stated that he will look into different Management Plans and report back to the Board.

The next meeting will be on December 10, 2015 at 3:00 p.m.

VII. ADJOURNMENT

Board Chair Moyer adjourned the meeting at 4:30 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary