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**URBAN FORESTRY COMMISSION**  
Meeting Minutes  
August 21, 2014  
Lovejoy Room, City Hall

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- Commission Members present:** Mark Bello, Bryan Burch, Kris Day, David Diaz, Brian French, Secretary Catherine Mushel, Joe Poracsky, and Chair Meryl Redisch
- Commission Members absent:** Lola Gailey, Barbara Hollenbeck, Ricardo Moreno, and Stephen Peacock
- City Staff present:** City Nature Manager Deborah Lev, City Forester Jenn Cairo, City Planner II Sarah Huggins, and recorder Anne Kroma, Parks & Recreation (PP&R)
- Guests present:** Roberta Jortner, Eric Engstrom, and Michelle Kunec-North, Bureau of Planning and Sustainability (BPS); Mieke Keenan and Mike Hayakawa, Bureau of Development Services (BDS), Jennifer Karps, Sara Culp, and Amy Chomowicz, Bureau of Environmental Services (BES); Susie Peterson and Whitney Dorer, Friends of Trees; Michael Hayes.
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**Call to Order and Public Comments:** Chair Meryl Redisch called the August 2014 Urban Forestry Commission (UFC) meeting to order at 8:15 am. There were no public comments.

**Review of July UFC Minutes:** Chair Meryl Redisch requested a quick review of the July draft minutes, which included corrections by the UFC Secretary and City Forester. An additional minor change was requested. Joe Poracsky moved to approve the minutes as corrected, Kris Day seconded the motion, and it was approved unanimously.

**The Urban Forestry Report - City Forester Jenn Cairo**

City Forester Jenn Cairo reported that the Mt Tabor project is still under land use review and therefore is not yet ready for issuance of any tree permits. The Mt. Tabor Water Bureau project is a large and complicated project which involves different, important and sometimes competing City goals, and the Commissioner's office is working to determine how best to satisfy those goals. Tom Carter, from the Water Bureau, has offered to return to update his presentation to receive further input from the Commission.

Kris Day asked for clarification on the role of the UFC's new Park Trees Committee, and whether something like this project would be a subject for the full UFC or just the new committee to consider. Jenn Cairo responded that it is within the UFC's duties to advise the City Forester on tree permits, and that the new Committee's roles are yet to be determined, however the new committee might want to devise criteria and a system for selecting particular projects for UFC to review because there are hundreds of projects.

City Forester Jenn Cairo continued with an Urban Forestry (UF) staff update, sharing that longtime tree inspector Charley Davis retired. Rick Faber, known to many on the UFC through his work as a seasonal and volunteer for UF and Friends of Trees, and most recently a temporary UF tree inspector, has accepted a permanent tree inspector position – leaving three current tree inspector vacancies. Recruitment for the two Development Services Technicians IIs, what have been called the Single Point of Contact positions, will start soon with the hope of hiring within two months. Both positions will be housed at the 1900 Building to continue the 'one stop shopping' idea and to facilitate UF and BDS staff coordination. Casey Jogerst will divide her time between the 1900 Building and the Urban Forestry Delta Park facility. Most people are used to going to that location for development and remodel permits. If anyone has suggestions for publications or other places to advertise this recruitment and reach under-represented communities, please send them to Jenn.

Bryan Burch was recognized to ask how we can reach young girls and minority children now so that they grow up and are hired for forestry jobs in the next twenty years. Jenn reported that Parks two main programs, YCC (Youth Conservation Crew) and GRUNT (Greenspaces Restoration and Urban Naturalist Team), have hired graduates as seasonal Parks employees. Urban Forestry also participates in the Women in Trades Fair each year. Urban Forestry Permit Supervisor Casey Jogerst just returned from the National Recreation and Park Association (NRPA) conference in Milwaukee and was tasked with finding out about that municipality's successful arborist apprentice program; this is something staff will be looking at for the Urban Forestry program and Parks Director Mike Abbaté is also interested in hearing what Casey has learned.

### **The UFC Chair Report – Meryl Redisch**

Chair Meryl Redisch, absent from July's meeting, mentioned the continued confusion regarding planned replanting densities at the Japanese Garden. The questions raised last month have been emailed and follow up information will be forwarded to the full UFC.

Chair Meryl Redisch confirmed that the UFC will not hold a regular public meeting in September. Instead, the UFC will meet in a facilitated retreat. An email with location information and a survey will be sent out tomorrow, with an agenda to follow.

Today's presentation on the Comprehensive Plan by will provide an opportunity to ask detailed questions. The Policy Committee (Kris Day, Mark Bello and Chair Meryl Redisch) will draft a formal letter to be sent to the Planning and Sustainability Commission in October or the beginning of November. The four public meetings being held will present the same information at each and UFC members are encouraged to attend if they would like to.

Chair Meryl Redisch reminded the UFC that the Annual Report to Council is due by October 1<sup>st</sup>. The report showcases completed work and is a template to use in planning and reporting. Meryl will write the introduction and is asking each Committee Chair to send her a three to five bullet-point list of their committee's goals and accomplishments. Secretary Catherine Mushel remarked that the data is also being used in Management and Action Plan updates. Mark Bello pointed out that annual reports have definitely influenced policy in the past. Meryl announced the 2013 Citywide Assets Report: Status and Best Practices was released July 3<sup>rd</sup> online. It includes information on the city's green assets and bureau management.

Chair Meryl Redisch instructed that Committee Reports will now be done quarterly, in October, January, April and July. Committees requiring feedback in between quarterly reports may be scheduled, as needed. Parks Tree Committee, the newest UFC committee, is chaired by Joe Poracsky with Gregg Everhart and Meryl Redisch as members. They will be developing a proposal of scope, will keep Director Abbaté and other Parks staff in the loop, and invite others to join the committee. They will contemplate a more accurate name for the Committee. While some parks have master plans, many do not. This committee will help identify tree planting and canopy expansion opportunities on Parks properties

Recruitment of new commission members is an ongoing continuous process. Chair Meryl Redisch suggested that everyone's goal should be to "find their own fabulous replacement". There is a Parks Board member with a degree in forestry who may wish to join a committee.

### **Comprehensive Plan Update – Roberta Jortner and Eric Engstrom**

City Planner Roberta Jortner and Principal Planner Eric Engstrom, both from the Bureau of Planning and Sustainability, provided an update to the Urban Forestry Commission on the Comprehensive Plan. They presented a PowerPoint presentation showing an overview and plan elements before focusing on the goals and policies involving the urban forest, environment, and watershed health.

Roberta Jortner explained that this is a state mandated long range plan to accommodate anticipated growth. It differs from The Portland Plan, which was adopted by resolution and is a strategic plan for all activities and includes the work with other governments. The Comprehensive Plan was adopted by ordinance and deals with infrastructure growth under the City's control. The Growth Scenarios Report, which is part of the Comprehensive Plan, was updated and issued this year. There are also expected changes to the zoning code with map amendments. Through this process, planned growth will start with more accurate data and look critically at accommodating population increases.

Roberta stated the facts used for the Comp Plan are based on the Buildable Lands Inventory (BLI), Natural Resources Inventory (NRI), the Infrastructure Condition and Capacity report, the Housing Needs Analysis, and a report that has been temporarily withdrawn for update - the Economic Opportunities Analysis (EOA).

It was noted that Portland is one of the few cities not experiencing a rise in the average population age. Younger newcomers will need jobs, even as the number of retirees increase.

Portland is a job center for surrounding cities and that shows up in the statistic of more jobs than residents.

Eric Engstrom explained that the Inventory of Buildable Lands (IBL) shows how land availability can affect the Urban Growth Boundary. There is currently enough land for residential purposes. Single Family Residences show the smallest rate of future growth but more multifamily housing is needed. Large commercial property is scarce and brownfield reclamation with mitigation could be a source of those kind of parcels.

Eric went over the Seven Key Directions for the Comp Plan:

- Create complete neighborhoods
- Encourage job growth
- Create a low-carbon community
- Protect natural areas and open spaces
- Provide reliable infrastructure that equitably serves all parts of the city
- Improve Resiliency (Trees are noted for their importance to this and to reduce the impacts of the urban heat island)
- One size does not fit all

Roberta pointed out that the policies of Chapter 3: Urban Form and Chapter 4: Design and Development support urban forest management goals. Chapter 7: Environment and Watershed Health has been provided to the commission in hard copy. Two of its goals are limiting the amount of impervious surface and preventing the spread of invasive species. Chapters 8 (Public Facilities) and 9 (Transportation) will also be of interest to the UFC.

Eric talked about the update to the land use layer of the Comprehensive Plan map to show park and open space acquisitions. One of the map application's purposes is to invite responsible commentary and conversation; consequently, the map application will allow users who have provided their names and contact information to access layers of information and leave a comment.

Roberta showed the second volume of the draft, titled Citywide Systems Plan, which covers the facilities needed to support designated land uses. The state requires water, sewer and transportation information in a public facilities plan, but the 2035 Comprehensive Plan also includes parks and open spaces.

The Proposed Draft volume includes a List of Significant Projects. Michelle Kunec-North noted that some of these capital construction projects include major natural area restoration.

Sara Culp, of BES Watershed Services, thanked the UFC for their letter to the Planning Commission and their continued work. Portland values green infrastructure and it is woven throughout the draft plan. Sarah Huggins, Parks City Planner II, confirmed that more urban forest information was added to the draft after the letter. She reported there is a citywide group working to move towards capitalization of trees.

Questions about the Comp Plan can be asked by calling the helpline at (503) 823-0195 during regular business hours and until 8 pm on Mondays.

Eric Engstrom explained that there are four different dates of public hearings, each organized loosely around a theme, but it really is just one long, extended hearing. After these public hearings, work sessions will be held from November to January to craft the recommendation. It is expected to go to City Council in the first half of 2015.

The Policy Committee will continue work on another letter to submit for the public record.

### **Old/New Business**

Chair Meryl Redisch mentioned the email sent with a link to the full presentation given by the Japanese Garden last month. If there are any other questions, we will ask about those as we follow up on the planting density question. The presenters could be asked to return.

City Nature Manager Deborah Lev was recognized to add that the Parks Planning and Development department has been working with the Japanese Garden on trail options.

There was a question raised about the award donation from PGE and how it can be used. A thank you letter will be prepared and sent.

### **New Tree Code Implementation Update – Mieke Keenan**

City Planner II Mieke Keenan and Supervising Planner Mike Hayakawa gave a PowerPoint presentation on the long awaited implementation of Title 11, Tree Code.

Mieke reviewed some of the background code issues that led to the need for Title 11. Goals include aligning a disjointed system, consolidating code related to trees, and providing better customer service. New full time staff will include two Tree Technicians (what has been referred to as Single Point of Contact positions), two Tree Inspectors, and a City Planner.

Customer service will be improved with the co-location of some staff at both Delta Park and the 1900 Building. Urban Forestry Permitting Supervisor Casey Jogerst will split her time between both locations. Then she can be a resource to planners and other permit center staff. Most tree permits will be issued at the 1900 Building continuing 'one stop shopping' for construction and related permits. People will be able to report tree issues online through the website and in mid-September the 823-TREE phone number will move from BES to UF.

There will be several workshops planned to provide training at the necessary level for users. Frontline staff and the Urban Forestry Commission will receive in depth training during November and December, avoiding the Thanksgiving and Christmas holidays. Training will be provided for frequent customers like developers and landscape architects, who will need to know and be ready for the changes on January 2<sup>nd</sup>.

Mieke continued with information about the new website. Danielle Bohannon is working on it with a launch date of October 15<sup>th</sup>. The UFC will be invited to ‘test drive’ the new website and offer comments.

There will be a new fee schedule for permits which is currently undergoing internal review and will go to City Council for adoption on November 5<sup>th</sup> or 6<sup>th</sup>. The UFC will be provided with the fee schedule and be asked to comment.

Mieke also reported there will be new brochures and tree handouts for UFC review as well. A monitoring plan is being developed and the Policy Committee, as well as the full commission, will be asked to critique that too.

Elizabeth Kennedy Wong is the Parks bureau staff person in charge of the outreach plan. She has designed the plan by tiers: frequent users (such as developers), periodic users (neighborhood groups or intra-bureau staff) and the general public, with each message targeted for the audience.

Mieke reported the turnaround for document reviews will be relatively quick, and commissioners should be prepared to return documents within two weeks of receiving them.

Initial training for developers, arborists, landscape architects and tree care professionals will be two hour-long sessions with continuing training through mid-2015. Land use review staff will have one hour-long training before implementation and one after. Other BDS staff will have two trainings. There will also be informal training in the form of ‘Lunch and Learn’ lectures. Posters will be prominently displayed in the permit center at the 1900 Building.

Bryan Burch was recognized by the Chair to ask if there could be educational credits offered with the tree industry training and training geared toward Neighborhood Tree Stewards.

It was pointed out that the new code effects the UFC in regards to appeals and their training will be done in November or December.

Catherine Mushel was recognized to point out the difference between zoning that preserves land for trees and Title 11 provisions that help to preserve trees. Many of the recent newspaper articles regarding trees have been about neighborhoods objecting to developers removing healthy mature trees in order to have infill development. There will be letters to neighborhood associations to notify them about Title 11 and the hope is that early and continuous outreach will result in the public understanding what the tree code can do and what is a question of land use planning.

Kris Day was recognized to ask about the fee schedule and maximum mitigation fees. She expressed concern that the mitigation for removing a tree in development will only be \$1200 and that this will not encourage tree retention in big budget projects. City Forester Jenn Cairo explained that this is correct, as per the new Code, and that the mitigation fee will remain the same, currently \$300/inch, and that the \$1200 payment per tree removed is based on the replacement cost for two trees of two inches caliper size for each tree removed. It was

explained that the regulations in development situations have new tree preservation and density standards for development. If a developer cannot meet tree preservation standards, they must replace at 2:1 ratio which is equivalent to \$1200 per tree.

### **Heritage Trees – Brian French**

At the request of Commissioner and new Heritage Tree Committee Chair Brian French, Chair Meryl Redisch added some time for Brian French to the meeting agenda.

Brian French presented on new trees being considered for Heritage Tree designation. He explained that the committee had convened twice in the field in early June under the previous chair for inspections of the nominations received. He expressed thanks to Angie DiSalvo for her work in putting together the tours and the nominated tree information.

The Heritage Tree committee recommended trees at the following addresses for City of Portland Heritage Tree status:

8710 N Willamette  
10225 E Burnside  
5204 SE Mill St  
5003 SE 34<sup>th</sup> Ave  
4823 SE 18<sup>th</sup> Ave  
1904-1924 SE Umatilla St  
2803 SE Main St

Brian French requested a motion to recommend the specified trees for designation and begin the ordinance process.

Chair Meryl Redisch had not been aware of the recommendation or the readiness of today's presentation. She and City Forester Jenn Cairo expressed concern that paperwork required prior to nomination of the heritage trees had not yet been completed and that nominations are typically made to Council on an annual cycle, due to the amount of work and time required in developing nominations and following the necessary process.

The group was reminded that one of the trees (the Paradox walnut) had been discussed in emergency session at the April Arbor Month celebration. Commissioner Joe Poracsky stated that the intention of the Heritage Tree program is not to save trees from development in emergency situations, but rather to recognize and designate trees of significance throughout the city. The Heritage Tree Chair had believed today was the opportunity to complete this year's review of Heritage Trees and await the convenience of the Parks Commissioner for a presentation to Council. These nominations will be revisited later, when the review process and necessary documentation is complete.

There was brief discussion on the timing of and process for UFC work throughout the year. Chair Meryl Redisch suggested that the details of how UFC meetings should be run and how to make them more efficient should be discussed at the retreat next month.

Chair Meryl Redisch adjourned the meeting at 11:06 am.