



URBAN FORESTRY COMMISSION

Meeting Minutes
December 19, 2019
City Hall, Lovejoy Room

Commission Members present:	Vice Chair Barbara Hollenbeck, Anjeanette Brown, Brian French, Gregg Everhart, Bruce Nelson, Daniel Newberry, Thuy Tu, Megan Van de Mark, Damon Schrosk, Lorena Nascimento
Commission Members absent:	Chair Vivek Shandas
Urban Forestry staff present:	Jenn Cairo, City Forester; Brian Landoe, Analyst I
City staff present:	Tony Garcia, City Attorney

Approve Meeting Minutes

- Barbara: Motion to approve the September 2019 and November 2019 meeting minutes.
- Damon: Seconded the motion
- Yay: Barbara Hollenbeck, Brian French, Gregg Everhart, Bruce Nelson, Daniel Newberry, Thuy Tu, Megan Van de Mark, Damon Schrosk, Lorena Nascimento
- Nay: None.
- Abstained: Anjeanette Brown

FY21 Budget Discussion – Brian Landoe, Analyst I; Jenn Cairo, City Forester

- Brian Landoe provided an overview of Urban Forestry’s current fiscal year budget.
- Jenn Cairo briefed the Commission on Urban Forestry priorities for the FY21 budget development process:
 - Providing adequate staffing for tree maintenance
 - Staffing the upcoming Title 11 amendments projects and future policy improvements, including Urban Forestry participation in citywide planning processes, with a permanent analyst position.
 - Policy change to return responsibility for street tree maintenance to the City.
- The Commission showed support for internal bureau realignments to provide resources to update the Urban Forest Management Plan.
- Additional comments focused on additional context for the budget priorities and the long-term need for a messaging strategy to guide how trees are discussed in the community.

2018 UFC Annual Report – Brian Landoe, Analyst I

- The Commission reviewed the draft 2018 UFC Annual Report. The format of the report is modeled off of the Parks Boards’ two-page letter providing a summary of their work over the previous calendar year.

Urban Forestry Commission
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- Bruce expressed a desire for the annual report to be more comprehensive and presented an overview of his research of the reports produced in prior years by the UFC and other Commissions.
- A resolution was proposed to accept the 2018 report and consider a more robust report beginning with 2019.
- Yay: Barbara Hollenbeck, Brian French, Anjeanette Brown, Daniel Newberry, Thuy Tu, Megan Van de Mark, Damon Schrosk, Lorena Nascimento
- Nay: Bruce Nelson, Gregg Everhart

Forestry Report – Jenn Cairo, City Forester

- Sustainable Future, the City’s effort to identify increased and sustainable funding for PP&R, is ongoing following the Council work session in November. The project team is continuing to refine the list of potential funding sources.
- Matt Berkow, the project manager for Streets 2035, will be attending the February UFC meeting to provide an update on the project. Jenn has been representing Urban Forestry in this effort.
- The Commission will be considering updated bylaws in the next few months. The Office of Community and Civic Life has released new templates to be implemented and adapted for use by all City Commissions. The current UFC bylaws are out of date and are not in alignment with Title 11.

Title 11 Amendments – Daniel Newberry, Policy Committee Chair

- City Council extended “Large Tree Stopgap Amendment” for an additional five years. The provisions will now sunset on December 31, 2024.
- City Council is currently working on a draft resolution directing certain City bureaus to develop additional recommendations for improving Title 11, including the industrial and commercial exemptions and the critical DBH threshold discussed in the PSC and UFC public hearings.
- The Policy Committee is requesting the UFC’s permission to submit a comment letter on the draft resolution. The letter will reiterate issues raised by the UFC in the past and support a broader Title 11 amendment project.
- Bruce recommended holding a public hearing in February on proposed amendments.
 - Jenn noted that BPS still needs to complete analysis on the impact of the amendments, including compliance with statewide land use regulations regarding available industrial lands. Public hearings cannot be held until the final version of the proposed policy and code changes are available.
- Damon: Motion to authorize Daniel to submit the proposed comments to City Council.
 - Barbara: Seconded the motion
 - Yay: Barbara Hollenbeck, Brian French, Anjeanette Brown, Gregg Everhart, Daniel Newberry, Thuy Tu, Megan Van de Mark, Damon Schrosk, Lorena Nascimento
 - Nay: None
 - Abstained: Bruce Nelson.