



## Tree Project Oversight Advisory Committee

### Meeting #1, Draft Meeting Summary

Thursday, December 18, 2014

Mt. Scott Community Center (Poolside Room)

5530 SE 72nd Ave, Portland, OR 97206

6:00 PM

#### MEMBERS PRESENT:

Jim Labbe, Audubon Society of Portland  
Nancy Seton, SW Hills Residential League  
Mark Bello, Urban Forestry Commission  
Susan Steward, Building Owners and Managers Association  
Bob Kellett, SE Uplift  
Jeff Fish, Fish Construction NW  
Justin Wood, Home Builder's Association  
Phil Damiano, Design Review Advisory Committee

#### MEMBERS ABSENT:

Arlene Kimura, Hazelwood Neighborhood Association  
Linda Bauer, Pleasant Valley Neighborhood Association  
Kris Day, Urban Forestry Commission

#### STAFF PRESENT:

Commissioner Amanda Fritz  
Patti Howard, Policy Advisor to Commissioner Fritz  
Jenn Cairo, City Forester  
Mike Hayakawa, Tree Project Manager  
Anne Pressentin, EnviroIssues Consultant  
Lauren Wirtis, Tree Project Staff

## BUSINESS

### Welcome

Commissioner Fritz opened the meeting and thanking everyone for attending an evening meeting so close to the holidays. She said it was an exciting time because the City has been working on the effort to improve the tree code since 2006. She expressed her appreciation for members' involvement to help with implementation.

### Introductions

At Commissioner Fritz request, everyone present briefly introduced themselves and their interest in the tree code.

### **Purpose of the Oversight Advisory Committee**

Commissioner Fritz identified three primary purposes of the committee:

1. Provide community monitoring and review of project implementation
2. Identify problem areas related to project implementation potentially leading to recommendations for refinement.
  - a. Commissioner Fritz noted that 2011 was one of the most extensive processes she has been involved with and it would be surprising if all aspects of the code worked well.
3. Work with the public outreach consultant on issues of importance to community members.
  - a. Commissioner Fritz said the third purpose was not the primary purpose.

Commissioner Fritz said members were on the committee as advisors to her, as Commissioner in charge of the Bureau of Parks and Recreation and Bureau of Development Services.

### **Recap of the Tree Project**

Mike Hayakawa provided a brief overview of current project status using a handout (see attached). Establishing a new program of this magnitude is unique for the City. It involves new regulations, new bureau partnerships, and new staff. Activities over the past several months have focused in seven areas:

- Hiring and colocation of inspectors and technicians (complete)
- Internal training (ongoing)
- External training (4-5 trainings completed; ongoing)
- Outreach and education (Consultant will help with this effort)
- Technology programming to support future reporting (ongoing)
- Development of documents and handouts, including guidance for staff to implement code
- Ongoing Activities: Monitoring and support of Oversight Advisory Committee

Mike said staff in the two bureaus have training materials that can be shared with the Committee and will have quantitative data in the future to share.

#### **Action item:**

- Provide Tree Code training to members at next meeting (Mike)

### **Roles and Responsibilities**

**Oversight Advisory Committee:** Commissioner Fritz said one of the main tasks of the Committee is to prepare a report for City Council in 2016. Need to be thinking about the types of questions that need to be asked and data that needs to be collected to answer those questions. The purpose of the meeting was to provide an orientation to the Committee's role: identify what is and isn't working with the code and be the eyes and ears in the community. The agenda listed the four roles:

1. Provide community oversight, monitoring & review of project implementation
2. Assess and provide feedback on what is and isn't working related to project implementation, potentially leading to recommendations for Code and/or administrative rules refinement
3. Provide Commissioner Fritz, Development Services (BDS) and Parks (PP&R) staff with input & recommendations during the outreach, education & implementation, & monitoring phases of the Tree Project

4. Work with the Urban Forestry Commission to guide outreach by the Urban Forestry Commission subcommittee.

**Tree Project Staff:** Mike Hayakawa listed the roles of staff, as described on agenda:

- Provide administrative & logistical support at meetings
- Provide guidance on Code, City policy, etc.
- Assist with development & presentation of the Report to Council
- Facilitate the Oversight Committee making decisions with all the information we have
- Take feedback, identify the issues & sort information into two categories: one-off vs. systemic problems
- Share information and the associated data with the Committee for review & preparation of recommendations

Discussion:

- Mark Bello: How are we keeping track of the issues that arise and the protocol developed for the way these issues are resolved?
  - Resolution: Staff will keep a log of decisions and rulings that are determined in complex permitting situations. Mike Hayakawa will be the lead to track the issues. Topics for committee discussion will be provided in agenda one week in advance of meeting.
- Jeff Fish: Is there a need for people with institutional memory of the intention of the code to be present at these meetings?
  - Resolution: Committee members will be provided with copies of Title 11, Trees with commentary describing the intention of the code. Members were advised that the version of the code with commentary does not contain the most recent housekeeping amendments. In addition, staff will consult with Bureau of Planning and Sustainability staff when necessary. Commissioner Fritz said that the focus now is on implementation and moving forward.
- Justin Wood: As questions come up with the tree techs, it would be good to hear them and how they are resolved.
  - Resolution: Issues that have been resolved and issues that need discussion will be brought to meetings of Oversight Advisory Committee.

### **Ground Rules and Decision-Making Processes**

Anne Pressentin reviewed a handout on Oversight Advisory Committee draft protocols.

Based on the discussion, the committee supported the contents of the draft and the addition to two amendments to ensure discussions of the committee are captured for the public record:

- No decision-making will occur by email
- All discussions between committee members regarding committee business will copy City staff (Mike Hayakawa and Patti Howard)

Action:

- Revise protocols for distribution by next meeting (Anne)

### **Questions and Discussion**

- Jim Labbe: How will the committee's recommendations be received by Council?
  - Resolution: If there is a serious problem, an emergency ordinance is a possibility.

### **Next Steps**

#### Title 11 Training

- Committee members will review Title 11, Trees and look at training materials available online at [www.portlandoregon.gov/trees](http://www.portlandoregon.gov/trees) under the 'Resources' tab. Second meeting will entail one hour of Tree Code training on both development and non-development situations

Election of Co-Chairs (development and non-development) at next meeting

#### Future Topics for Discussion

- Case studies of controversial situations

Increase membership of committee: Several groups are not represented, including

- People of color
- Asian
- Native American
- Eastern European

#### Meeting Schedule and Location

- Agreed to rotate location
- All present were available for daytime meetings

### **Action Items**

- Send out Oversight Advisory Committee contact list (Lauren)
- Provide links to background information to members (Lauren)
- Send out survey to determine best days/times for meeting (Cristina)
- Think of people from groups not represented who would want to participate and provide name to Mike and/or Patti (All)
- Finalize Oversight Advisory Committee protocol (Anne)

**Meeting adjourned at 7:20 PM.**