

URBAN FORESTRY SUBCOMMITTEE MINUTES

Date:	6-12-2023
Time:	4:30 – 6:30 pm
Place:	Virtual Zoom Meeting
Attending:	UFS: Vice Chair Jim Buck, Steve Stevens, Keith Warren Staff: John Heili, Tristan Whitehead Guests: Janet Unruh
Absent	Councilor Dina DiNucci, Councilor Morales, PC: Phil Wich

1. Agenda Item #1 - Meeting Minutes for May 2023	
Discussion:	<ul style="list-style-type: none"> No comments.
Decisions:	<ul style="list-style-type: none"> Approved.
Action:	<ul style="list-style-type: none"> Approved minutes will be posted on the UFS website by staff. Janet Unruh offered to beta-test an AI note taker.

2. Agenda Item #2 – Tree Violations and Code Compliance Process	
Discussion:	<ul style="list-style-type: none"> Jim Buck provided an update on the tree removal criminal activities noting the suspect was apprehended and law enforcement is now gathering additional evidence toward building a case against the suspect. Staff explained the process for reporting tree code compliance issues is through the My Gresham website or mobile app. Staff shared the steps taken by the Code Compliance team when a complaint is received through My Gresham and how this allows for tracking of the complaint. Tristan Whitehead demonstrated the functionality of the My Gresham web page and mobile app including how to use the location functions for automating an incident address. UFS members expressed some frustration with the lack of ability to track the progress of a code case through My Gresham. They felt the tree reporting tool could include a clearer description of code-related violations (i.e. dead trees, tree pruning/topping, etc.) and suggested a video tutorial be provided for use of these tools. UFS also suggested a quick access “trees issue” button might be helpful. UFS requested access to a report of the number and types of tree incident complaints being received as a tool to inform code improvement items and possible opportunities for public/resident education around what constitutes tree code violations.
Decisions:	<ul style="list-style-type: none"> N/A.
Action:	<ul style="list-style-type: none"> Staff will follow up with IT and Code Compliance regarding the UFS suggestions and requests noted in the Discussion items.

3. Agenda Item #3 – CCAC improvement project	
Discussion:	<ul style="list-style-type: none"> • Chair Buck explained that Michael Gonzales had to cancel his participation in the meeting due to earlier scheduling conflicts that have resulted in delays to the CCAC project. • UFS members look forward to the opportunity to meeting and discuss the proposed re-organization of the CCACs.
Decisions:	<ul style="list-style-type: none"> • The UFS members will continue to voice their concerns with proposed re-organization.
Action:	<ul style="list-style-type: none"> • Staff will follow up with Michael regarding his availability to attend the next UFS meeting to provide this update.

4. Agenda Item #4 Tree Code Update	
Discussion:	<ul style="list-style-type: none"> • Staff provided an update on the tree code project indicating the Tree Code Update Council Initiation is on the preliminary council agenda for July 18th (with the other planning initiatives). Following Council approval, staff will be working on preliminary tree code project scoping/timeline and exploring funding sources to support outside consultant(s) for this initiative. • Staff reviewed the UFS memo from May 2021 related to their previous code improvement discussions and suggestions. These will be incorporated with the current list to be shared with the tree code project team. • Staff reviewed the current priorities list with UFS and will incorporate recommendations related to emphasis on required trees to be maintained for life of the development, tree canopy requirements for a development and tree inequity by location, tree diversity, prioritizing space for trees and language related to soil volume.
Decisions:	<ul style="list-style-type: none"> • UFS will attend the July 18th Council meeting to express their support for the project if necessary. • No further tree code related UFS meeting agenda items are warranted at this point. UFS looks forward to continued discussions and participating in the code improvement project when it commences later this year.
Action:	<ul style="list-style-type: none"> • Staff will continue to review model codes and extract sample code sections that might better address the issues and priorities identified by UFS. • Jim Buck will reach out to Milwaukie to follow up on success of their tree code related to soil volume standards.

5. Agenda Item #5 Community Observations & Other UFS Business	
Discussion:	<ul style="list-style-type: none"> • Jim Buck sought feedback on his email suggesting the UFS provide letters of recognition to property owners/businesses that make tree related site improvements. • UFS considered scheduling the stormwater facilities field visit with DES. • Staff indicated the next tree planting events to occur sometime in Fall 2023. • Staff needs to move the July meeting date.

	<ul style="list-style-type: none"> • Janet Unruh provided an update on the funding efforts to support tree trimming of a significant tree. • Steve Stevens provided an update on the East Gresham planting event.
Decisions:	<ul style="list-style-type: none"> • Plan on a field visit with DES in early August. • UFS members were in support of providing a letter of recognition to businesses that make tree-related improvements. • July meeting to be held on the 31st.
Action:	<ul style="list-style-type: none"> • Jim will draft a letter of recognition for UFS member review. • Staff will contact DES staff to coordinate a field visit to stormwater facilities. • Staff will update UFS on any tree planting events when these are determined. • Staff will update the City meetings calendar for the July meeting of the UFS.
Next Meeting:	July 31, 2023 at 4:30 PM remotely via ZOOM
Adjournment:	6:28 pm