



OREGON CITY

Community Development – Planning

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PLANNING COMMISSION WORK SESSION AGENDA

City Commission Chambers - City Hall

320 Warner Milne, Oregon City, Oregon 97045

August 24th, 2009 at 7:00 P.M.

The 2009 Planning Commission Agendas, including Staff Reports, memorandums, and minutes are available on the Oregon City Web Page (www.orcity.org) under Planning Commission.

1. PLANNING COMMISSION WORK SESSION:

- A. Tree City USA.** Status of the Oregon City Tree City USA application and a draft resolution for review and recommendation to the City Commission for the establishment of the Oregon City Tree Committee.
- B. Oregon City Sign Code – Chapter 15.28.** General discussion and review of the existing Oregon City sign code.

2. ADJOURN

NOTE: Hearing times as noted above are tentative. For special assistance due to disability, please call City Hall, 657-0891, 48 hours prior to meeting date.

TREE CITY USA

Application Guide



TREE CITY USA

Oregon Department of Forestry

Urban and Community Forestry
Assistance Program



IS YOUR CITY A TREE CITY?

Welcome to the Tree City USA program. This program is a joint effort between the National Arbor Day Foundation and the Oregon Department of Forestry. Whether your city has won the award for many years, or is just thinking about applying for the first time, this guide will help you. Everything you need to know about how your city can qualify or recertify for designation as a Tree City USA is right here at your fingertips.

Tree City USA recognition is open to all towns and cities providing they meet the four basic program standards. To be a certified as a Tree City USA, your city does **not** have to be “perfect” with every street lined with trees, flawless trees in its parks, a hefty tree-related budget, a titled city forester, and a problem-free tree ordinance! The idea behind the TCUSA program is that, after attaining certification, your community will continue to improve the management and public awareness of its community trees, at whatever “less than perfect” place it is starting from.

Participating in Tree City USA (TCUSA) represents a strong community commitment to management of your trees and other natural resources. The Tree City USA program helps residents learn what they can do to make their community a better place in which to live.

Each of the four standards and step-by-step instructions are provided in this guide to walk the TCUSA applicant through the process.

And congratulations for taking an important step toward recognizing the role trees play in improving the quality of life in your city.



WHAT'S INSIDE...

This guide is intended to assist your community in successfully completing each of the four standards to become an Oregon Tree City USA community.

The following pages will list each standard and provide an explanation on how to accomplish the task. If you have questions about this process, contact one of the ODF Urban and Community Forestry Assistance Program staff members listed on the last page of this guidebook.

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BENEFITS OF BEING A TREE CITY USA COMMUNITY

When a community becomes a Tree City USA, it means more than being able to display a road sign at the entranceway to your city or flying the Tree City USA flag at city hall. Tree City USA is a foundation for effective, well-organized tree care programs. Along with the community pride are practical benefits such as helping to gain financial support for tree projects, contributing to safer and healthier community forests and allowing municipal officials to deliver better service to the voting public.

Every community, regardless of size, benefits in a different way from being a Tree City USA. Summarized below are six general categories that communities have benefited by being a Tree City USA:

- 1) **Framework for Action:** The four standards of Tree City USA help communities get started towards annual, systematic management of its tree resources.
- 2) **Education:** By being a Tree City USA, communities develop partnerships with the Oregon Department of Forestry Urban and Community Forestry program staff. This in turn can lead to a variety of assistance from professionals in the form of technical advice, literature and workshops.
- 3) **Public Image:** Being a Tree City USA helps present the kind of image that most citizens want to have for the place they live in or conduct business. It can also indicate to prospective businesses that the quality of life may be better there.
- 4) **Citizen Pride:** Pride is sometimes a less tangible benefit. Citizens and city employees who work on behalf of better care of community trees share in a sense of pride that their community is a Tree City USA. This may translate to better care of trees on private property or willingness to volunteer in the future.
- 5) **Financial Assistance:** The Oregon Department of Forestry's Community Forestry Assistance Grant Program is available most years. Having Tree City USA status helps show the grant review committee that a community is committed to improving its livability.
- 6) **Publicity:** Presentation of the Tree City USA award and the celebration of Arbor Day offer excellent publicity opportunities. This results not only in satisfaction for the individuals involved and their families, but also provides one way to reach large numbers of people with information about tree care.

MEETING THE TREE CITY USA STANDARDS

There are four standards a community must meet to obtain or retain the Tree City USA designation. This section addresses each standard, and provides some insights into what documentation is required for each standard.

STANDARD #1: TREE COMMITTEE OR DEPARTMENT

- **Standard 1 - You are asked to list the date of establishment of committee, committee members, and meeting dates of the past year.**

A committee or the city department responsible for public tree care should be named in the city tree ordinance or designated by city council. The committee can be a specially appointed tree committee or a park board or any other existing committee given responsibility for public tree care in the ordinance. The information requested includes the year the committee was established; the current tree committee members names, addresses and phone numbers; and the meeting dates (exact dates or the pattern of meetings for example, the third Tuesday of every month) and a brief description of the meetings).

- ☒ Since the Certification/Recertification form doesn't give you much room to write about your committee, complete the "Tree Advisory Committee Information" form (Form TCUSA - 1, found in the appendix). Photocopy form if your are reading a hard-copy of this guide.

STANDARD #2: A COMMUNITY TREE ORDINANCE

- **Standard 2 - You are asked to write in the date your community tree ordinance was established and attach the ordinance.**

- ☒ For new Tree City communities, attach a copy of the adopted community tree ordinance. For recertifying communities, only attach a copy of your ordinance if it was changed during this year.

The tree ordinance may vary a great deal from community to community, and some cities may have trees mentioned in several different laws. At the minimum, the ordinance(s) must designate who is responsible for public tree care and outline those responsibilities - such as writing and implementing an annual community forestry work plan. It is recommended that the tree committee work with the local City Attorney or other legal authority in writing the tree ordinance. The ordinance must have been passed in the completed calendar year or an earlier year. Ample time must be allowed to develop an ordinance, if one is not in place. In the space provided on the application, fill in the date the ordinance was officially adopted.

STANDARD #3: A COMMUNITY FORESTRY PROGRAM WITH AN ANNUAL BUDGET OF AT LEAST \$2 PER CAPITA

- **Standard 3 - You are asked to fill in the total community forestry expenditures for the past year, and the current community population. Remember the minimum total expenditure is \$2 per capita (per person).**
- ☒ **Attach the Tree City USA Standard 3 Worksheet (Form TCUSA-3 in the appendix). Photocopy this form if you are reading a hard-copy of this guide. Attach an annual work plan outlining the work carried out during the past year and a breakdown of the community forestry expenditures.**

The community must have spent at least \$2 per capita on its public tree care program. That is, a community with a population of 3,000 must have spent \$6,000 or more on public trees. All cash and in-kind expenditures for public tree care may be included. It is this requirement that seems to be a stumbling block for many communities. However, there are many, many ways that a community can reach this threshold. See page 5 or the back of form TCUSA-3 for examples of qualifying expenses.

An outline of the work plan for the year, listing what elements make up the community's forestry program and a breakdown of how the money was spent must be attached to the application. In the space provided on the Application Form, fill in the total community forestry expenditures for the past year and the current population.



Hint: If your community has a program budget for each year, please attach a copy. If not, your total community forestry expenditures will serve as your annual budget.

STANDARD #4: ARBOR DAY OBSERVATION AND PROCLAMATION

- **Standard 4 - You are asked to fill in the date your community observed Arbor Day. Attach documentation showing the activity was held.**
- ☒ **Attach a copy of your Arbor Day Proclamation.**

The community must have observed Arbor Day and had a mayoral (or equivalent) proclamation of Arbor Day. A copy of the Arbor Day program or a newspaper account of the ceremony and a copy of the proclamation must accompany the application.

In the space provided on the application, fill in the date that your community observed Arbor Day. Attach appropriate documentation that demonstrates some type of Arbor Day celebration was held. Attach a copy of your Arbor Day Proclamation. A sample proclamation can be found in the appendix.



Hint: Make a file of newspaper articles and pictures, photo copies, city meeting announcements, school and church activity programs, tree committee meeting minutes, etc., that have anything to do with the Arbor Day observance and celebration. Send in one or two items that show how Arbor Day was planned and celebrated in you community.

SIGNATURE REQUIRED

The person who is making the application (title appears at the top of the page), must sign the application on the line just below Standard 4.

MAYOR OR EQUIVALENT

In the space provided, fill in the name of the mayor, city commissioner, or whoever is acting as leader of your community. A complete address is necessary.

CITY FORESTRY CONTACT

In the space provided, fill in the name of the person designated as the community forestry contact. This person can be the Parks Supervisor or Town Maintenance person, Shade Tree Chairperson, City Manager, etc. This person will receive all information concerning Urban and Community Forestry workshops, grant programs, Arbor Day application, etc. A complete address is necessary.



WHAT COMES NEXT?

After you have submitted your application for certification or recertification to the Oregon Department of Forestry office in Salem, it will be reviewed by the ODF Urban and Community Forestry Assistance Program staff. If any information is unclear or missing, they may contact you. After your application is approved at the state level, it is mailed to the National Arbor Day Foundation office in Nebraska for final approval.

After you have submitted all the required information, it is time to begin thinking about holding a local recognition ceremony. This is often held during Oregon's Arbor Week (the first full week in April) or on National Arbor Day (the fourth Friday in April), though many communities hold their ceremonies at various times during the period from late March through early May. Some cities organize an entire series of events at a school, park, or community gathering place, while others choose to have their award ceremony in front of a regularly scheduled city council meeting. You have the choice of how you would like to structure the recognition ceremony. A representative of the Oregon Department of Forestry will come out to your city to present your award. This might be an ODF staff member from a local district or unit office near you, or it might be one of the UCF staff members. The individual making the presentation to your city will be identified by early February, and they will be contacting you to find out about plans for the ceremony. It is important that you let the presenter know as far as possible in advance of the ceremony date.

For ideas on organizing a Tree City recognition ceremony, contact your Community Assistance Forester listed on the directory found on the last page of this guide.



THE TREE CITY USA GROWTH AWARD

The Tree City USA Growth Award is another award provided by The National Arbor Day Foundation, in cooperation with the National Association of State Foresters and the USDA Forest Service, to recognize environmental improvement and encourage higher levels of tree care throughout America. This award is designed not only to recognize achievement, but also to communicate new ideas and help the leaders of all Tree City USAs plan for improving community tree care.

The Tree City USA Growth award can be earned in addition to the regular Tree City USA award by Tree Cities that complete activities to strengthen their local tree care programs. Your community may be eligible for the Tree City USA Growth Award if it is a Tree City USA for at least the second consecutive year and has spent at least as much on its community forestry program this year as it did last year.

If your community qualifies, you will receive Tree City USA Growth Award banner stickers for your community entrance signs, a plaque, and appropriate local and national recognition. In subsequent qualifying years the community receives additions to the award plaque and signs denoting the year.

Your community is eligible to apply for this award each year it completes eligible activities totaling 10 or more points from within any combination of the four categories listed below:

Category A: Education and Public Relations

Category B: Partnerships

Category C: Planning and Management

Category D: Tree Planting and Maintenance

Review the Eligible Activities listed under Categories A, B, C, and D. If your community has completed activities during the year which total 10 or more points, you may apply for a Growth Award. Note: Your program may already have accomplished many of these activities; however, only those completed in the past year are eligible. For more information on the TCUSA Growth Award, “google” the “National Arbor Day Foundation” or go to www.arborday.org, and click on the “Programs” tab, then on TCUSA. On the side-panel is a place to click for more info on the Growth Award criteria, etc.

Your Growth Award application should be sent to the Oregon Department of Forestry office along with your Tree City USA Application for Recertification. Communities that earn the Growth Award for ten years receive a special Sterling Tree City USA Designation.

The deadline for submitting Tree City Growth Award applications is the same as for Tree City USA applications; December 15.

TREE LINE USA

Tree Line USA is sponsored by The National Arbor Day Foundation in cooperation with the National Association of State Foresters and recognizes public and private utilities across the nation that demonstrate practices that protect and enhance America's urban forests. The Tree Line USA program promotes the dual goals of dependable utility service and abundant, healthy trees in America's communities.

To meet these goals, criteria have been developed that highlight (for the consumer public as well as utility workers) key practices that need to be followed. Utilities that meet the three requirements of this program are publicly recognized for their contribution to better community forests.

The three requirements include formally adopting tree care and pruning standards that avoid topping, tipping, removing branch collars, and leaving long stubs, as well as those that reduce injury to tree roots during trenching and tunneling. Additionally, a utility must document annual training of all workers that do pruning for the utility, and have a designated employee that ensures the trainings take place and the work practices are followed. Finally, the utility must sponsor several on-going education efforts for the community on utility-related tree choices and care, and participate in community Arbor Day celebrations.

This recognition serves not only as an award to the conscientious employees who make it possible, it also makes a statement to the community at large about cooperation, goodwill and the need for continuous tree care.

Utilities which apply and are certified as a Tree Line USA will receive:

- a plaque
- a handsome Tree Line USA flag
- and the distinctive Tree Line USA prism for display.

If your utility is not a Tree Line USA, encourage them to apply by contacting the ODF Urban and Community Forestry staff to obtain an application.

Appendices:

**Sample Reports, Blank Worksheets
and the Application Checklist**

Appendix 1: A Sample Standard 1 Tree Committee Roster (Form TCUSA-1)

TREE COMMITTEE ROSTER

Name of City Evergreen, Oregon

Official Name of Committee Evergreen Tree Board

Date Committee Established April 25, 1990

Members (indicate which person is chair)

Name	Address	Email
Olive Plantz, Chair	7 Shady Lane, Evergreen, OR 97999	olivep@trees.com
Will Growe	1880 Treehaven, Evergreen, OR 97999	growe@grow.com
Rose Busch	199 Maple Dr., Evergreen, 97999	roseb@trees.com
Doug Fir	777 Conifer Ave., Evergreen, 97999	treeguy@limb.com
Joe Arborist	Rm 222 City Hall, Evergreen, 97999	joe@ci.evergreen.or

Meeting Dates for the Past Year

First Thursday of every month. No meeting held in December.

Appendix 2: A Sample Standard 3 Worksheet (Form TCUSA-3)

Tree City USA Standard 3 Worksheet

Community Name: Evergreen

Current Year: 2004

Number of trees planted: 30

Number of trees pruned: 45

Number of trees removed: 15

Does your community have a current, or recently updated, street tree inventory? Yes

**Please provide the following financial information about
your city's community forestry program:**

ACTIVITY	COST
Amount spent on Tree Planting and Initial Care Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition, etc.	\$1,800
Amount spent on Community Forest Management Include pruning, public education, professional training, contracted services, memberships, salaries, street and park tree inventories, pest management, fertilization, watering etc. <i>(Line clearance, per se, is not tree maintenance. Utility trimming expenses are allowed only if the utility is a partner in the city's tree program and has implemented a tree planting program and proper pruning methods as recommended in the Tree Line USA program.)</i>	\$2,720
Amount spent on Tree Removals Include cost of saws and equipment, contracted services, supplies, and labor.	\$1,500
Estimate of the Value of Volunteer Time E.g. time spent at tree board meetings; planning and implementing tree planting projects. (Use rate of \$15/hr for volunteer time.)	\$3,000
Other Include any other expenses not already mentions and briefly describe. A list of "eligible" activities is included on the back of this sheet.	\$500 (donation)
TOTAL COMMUNITY FORESTRY EXPENDITURES*	\$9,520
COMMUNITY POPULATION*	4,000

- To qualify for the Tree City USA, total expenditures must be at least twice the population. Transfer these to numbers to Standard 3 on form and attach this sheet to application/recertification form.

Please attach annual accomplishment report outlining the work accomplished over the past year related to your city's community forest. (See also Calendar of Events, following page, for alternative approach to accomplishment report)

Appendix 3: A Sample Annual Accomplishment Report for a Small Tree City USA Community

City of Evergreen Community Forestry Program

I. Tree Planting

- ♣ Conducted planting in city park, estimated 10 trees (Feb-Mar)
- ♣ Continued partnership with Rotary club, estimated 25 trees this year (Feb-Apr)
- ♣ Worked with Public Works Dept. on replacing 5 trees in business district streetscape (Jan-April)

II. Tree Maintenance

- ♣ Recruited Master Gardeners to help with pruning trees planted in 1997. Jan-April)
- ♣ Hired temporary summer intern to help with watering & maintenance (April-Sept)
- ♣ Surveyed trees in natural area for potential hazards, remove as needed. (On-going through year)

III. Administration

- ♣ Worked on fundraising ideas with local garden club (May)
- ♣ Revised tree ordinance; send to ODF for their review (May-July)

IV. Education Activities

- ♣ Sent Parks staff to ISA Hazard Tree Assessment class (Nov)
- ♣ Developed local pruning workshop for homeowners (April)
- ♣ Planned Arbor Week activities with elementary school (Jan-Apr)
- ♣ Developed brochure of heritage trees (June-July)

Appendix 4: A SAMPLE CALENDAR OF EVENTS

This calendar illustrates many of the events and activities that are commonly a part of community forestry programs. Your community's experience may differ; this is only presented as one example of how a community can plan its activities throughout the year.

JANUARY	FEBRUARY	MARCH
Finalize planting plans Call nursery dealer to confirm tree order	Tree planting <i>(25 trees in Happy Tree Park)</i> Maintenance pruning <i>(10 trees along Grove Street)</i> Plan Arbor Day/Week events	Attend annual Oregon Urban Forestry Conference Hold Tree planting workshop for community <i>(12 attendees)</i> Maintenance pruning
APRIL	MAY	JUNE
Arbor Day ceremony <i>(Washington Elementary School - 40 3rd graders)</i> TCUSA Awards Tree planting finished	Tree inventory and inspection <i>(Watson and Holmes - 20 hours)</i>	Tree inventory and inspection <i>(Watson and Holmes - 20 hours)</i>
JULY	AUGUST	SEPTEMBER
Public education Plan next year's tree planting	Tree inspections	Finalize tree planting plans for next year
OCTOBER	NOVEMBER	DECEMBER
Apply for Community Forestry Assistance Grants	Work on TCUSA application	Finish TCUSA application and mail it to ODF Order trees for winter/spring planting

Appendix 5: A Sample Budget for a Small Tree City USA Community

City of Evergreen, Oregon Community Forestry Program Budget for 2004

I.	Tree Planting	
	Planted 30 trees along city streets and in city park	
	Cost of Trees - 30 X \$40	\$1,200
	Volunteer labor - 40 hours X \$15	\$ 600
II.	Tree Maintenance	
	Watered and mulched trees 100 hrs @ \$6.50/hr	\$ 650
	Master Gardeners volunteer pruning 50 hrs @ \$15/hr	\$ 750
	Hazard Assessment Survey	\$ 500
III.	Administration	
	City Parks Staff time	\$2,000
	Tree Committee - volunteer time (300 hours X \$15/hr)	\$3,000
IV.	Education Activities	
	Develop and print heritage trees brochure (donation)	\$ 500
	Educational brochures, books, etc	\$ 200
	Arbor Day Activities	\$ 120
	Total Expenditures for 2004:	\$9,520

Appendix 6: A Sample Arbor Day Proclamation

(Note: for Oregon Arbor Week, substitute accordingly)

PROCLAMATION

Whereas, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, 2003 is the 131st anniversary of the holiday and Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, _____, Mayor of the

City of _____, do hereby proclaim _____ as

Arbor Day in the City of _____, and I urge all citizens to celebrate

Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ day of _____

Mayor _____

**Tree City USA
Standard 1**

TREE COMMITTEE ROSTER

Name of City _____

Official Name of Committee _____

Date Committee Established _____

Members (indicate which person is chair)

Name	Address	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Meeting Dates for the Past Year

Tree City USA Standard 3 Worksheet

Community Name: _____

Current Year: _____

Number of trees planted: _____

Number of trees pruned: _____

Number of trees removed: _____















Does your community have a current, or recently updated, street tree inventory? _____

**Please provide the following financial information about
your city's community forestry program:**

ACTIVITY	COST
Amount spent on Tree Planting and Initial Care Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition, etc.	
Amount spent on Community Forest Management Include pruning, public education, professional training, contracted services, memberships, salaries, street and park tree inventories, pest management, fertilization, watering etc. <i>(Line clearance, per se, is not tree maintenance. Utility trimming expenses are allowed only if the utility is a partner in the city's tree program and has implemented a tree planting program and proper pruning methods as recommended in the Tree Line USA program.)</i>	
Amount spent on Tree Removals Include cost of saws and equipment, contracted services, supplies, and labor.	
Estimate of the Value of Volunteer Time E.g. time spent at tree board meetings; planning and implementing tree planting projects. (Use rate of \$18/hr for volunteer time.)	
Other Include any other expenses not already mentions and briefly describe. A list of "eligible" activities is included on the back of this sheet.	
TOTAL COMMUNITY FORESTRY EXPENDITURES*	
COMMUNITY POPULATION*	

- To qualify for the Tree City USA, total expenditures must be at least twice the population. Transfer these to numbers to Standard 3 on form and attach this sheet to application/recertification form.
 - Please attach annual work plan outlining the work accomplished over the past year related to your community forest.**

**Additional public tree*-related expenditures
appropriate for inclusion in
TCUSA “Standard 3”**

-  **City staff or workers’ salaries (or percentage thereof if tree care is only a portion of their job) - e.g. time of city staff liaison to tree board; tree pruning by seasonal workers.**
-  **Cash or in-kind contributions of tree committee members**
-  **Contract Tree Work, such as hazard tree removal and stump removal costs**
-  **Equipment purchase and rental (large equipment can be depreciated over time)**
-  **Leaf and mulch pick-up costs**
-  **Biomass (waste wood) recycling costs**
-  **Cost of computer inventory software**
-  **Equipment maintenance costs**
-  **Arbor Day program-related expenses**
-  **Cost of prizes for Arbor Day contests (donated, made, or purchased)**
-  **Cost of producing tree-related brochures, newsletters, etc or other education programs**
-  **Cost of Insurance**
-  **Grant monies**
-  **Contributions in time, money, or materials from members of other civic organizations**

If you have a question about whether an expenditure or donation can be counted towards TCUSA Standard Three, please call the Urban and Community Assistance Program.

*** Public trees include those along streets and street rights of way, in parks, within city riparian areas and cemeteries, etc.**

Checklist for Tree City USA application

(Please do not include this with your application)

✓	Task
	Completed required information on TCUSA certification/recertification application form
	Appropriate person has signed application form
	For Standard One: Completed and attached Standard 1 worksheet - Tree Committee Roster and Meeting times.
	For Standard Two: (First timers): Attached a copy of your city's public tree ordinance (For recertification): Attached ordinance only if it has been changed and readopted within the last 12 months.
	For Standard Three: Completed and attached Standard 3 worksheet - Tree-related activities and costs for the calendar year (Jan 1-Dec 31) just completed.
	For Standard Three: Completed and attached accomplishment report for previous year
	For Standard Four: Attached copy of your city's Arbor Day proclamation, on city stationery, signed by mayor, and dated in current year
	For Standard Four: Attached newspaper clip, photos and other documentation of Arbor Day celebration or activities. (This should <i>not</i> be a generic Earth Day celebration; somewhere the words "Arbor Day" or "Arbor Week" should appear describing your event.)
	Made and keep a copy of the completed TCUSA application in your city's files
	Filed and archived TCUSA-related receipts, budgets, Tree Board Minutes, etc; please do NOT include them with application.
	Addressed envelope to Paul Ries at the Oregon State Department of Forestry (address on last page); do NOT send application to the National Arbor Day Foundation. Sent in application by Mid-December deadline.

Oregon Department of Forestry Urban and Community Forestry Assistance Program

Staff Directory

The Oregon Department of Forestry Urban and Community Forestry Assistance Program provides technical, financial, and educational assistance to cities and community groups throughout the state. Through on-site visits, technology transfer, and expert advice, the program seeks to help cities build self-sustaining community forestry programs that contribute to the quality of life in Oregon cities.

The following staff members are available to assist your community:

Paul D. Ries

Urban & Community Forestry Program Manager - Statewide
Oregon Department of Forestry
2600 State Street, Salem, Oregon 97310
Phone 503/945-7391, Fax 503/945-7416
email: pries@odf.state.or.us

Katie Lompa

Community Assistance Forester - Eastern and Central Oregon
Urban and Community Forestry Program
Oregon Department of Forestry
P.O. Box 670, Prineville, OR 97754
Phone 541/447-5658
Fax 541/447-1469
Email: klompa@odf.state.or.us

Kristin Ramstad

Community Assistance Forester - Western and Southern Oregon
Urban and Community Forestry Program
Oregon Department of Forestry
2600 State Street, Salem, OR 97310
Phone: **503-945-7390**
fax: 503-945-7416
email: kramstad@odf.state.or.us

TREE COMMITTEE RESOLUTION

A RESOLUTION ESTABLISHING THE OREGON CITY TREE COMMITTEE AND APPOINTING THE MEMBERS OF THE OREGON CITY PLANNING COMMISSION THERETO.

WHEREAS, Oregon City recognizes the importance of preserving trees in the urban environment and has adopted goals and policies pertaining to tree preservation in the Oregon City Comprehensive Plan; and

WHEREAS, the attainment of Tree City USA designation is an important step in the ongoing management and enhancement of Oregon City's urban forest; and

WHEREAS, there are four standards a community must meet to obtain Tree City USA designation:

#1: A Tree Committee or Department

#2: A community tree ordinance

3: A community forestry program with an annual expenditure of at least \$2 per capita, and

#4: Arbor Day observation and proclamation

WHEREAS, the establishment of a knowledgeable, engaged and citizen-based Tree Committee will fulfill standard #1 of the Tree City USA program, and

WHEREAS, the Oregon City Planning Commission has worked extensively to improve Oregon City's natural resources and tree preservation policies on public and private land; and is the most appropriate body to oversee implementation of said policies both now and in the future;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COMMISSION of OREGON CITY that:

Section 1: The Tree Committee of the City of Oregon City is hereby established.

Section 2: The membership of the Oregon City Tree Committee shall be comprised of the members of the Oregon City Planning Commission.

Section 3: The first task of the Tree Committee shall be to establish a working group to plan, organize and celebrate Arbor Week in Oregon City, April 5th through 9th, 2010.

Section 4: The Tree Committee shall develop procedures and bylaws for approval by the City Commission at a date to be determined.

Adopted, signed and approved this ____ day of _____, 2009.

Mayor

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner



MEMORANDUM

To: Oregon City Planning Commission
From : Tony Konkol – Senior Planner
Re: Tree City USA
Date: August 18, 2009

At the August 24, 2009 Planning Commission work session, staff will be presenting a draft resolution for your review and adoption, which will be forwarded to the City Commission for their consideration. The resolution will establish the Oregon City Tree Committee and recommends appointing the Planning Commission to the committee. Staff will also provide an update to the status of the Oregon City Tree USA application.

Attachments:

- A. Tree Committee Resolution
- B. Tree City USA Application Guide



MEMORANDUM

To: Oregon City Planning Commission
From : Tony Konkol – Senior Planner
Re: Oregon City Sign Code
Date: August 18, 2009

At the August 24, 2009 Planning Commission work session, staff will be discussing the existing sign code and is seeking initial feedback from the Planning Commission concerning areas of the code which should be reviewed for potential updating.

Attachments:

- A. OCMC Chapter 15.28 - Signs