

MEMORANDUM

TO: Mayor and City Council

FROM: Eric Mongan, City Planner

SUBJECT: URBAN FOREST MANAGEMENT PLAN ADVISORY
COMMITTEE APPOINTMENT

DATE: August 3, 2022

Background

Per Subsection 2.30.040 of the Cottage Grove Municipal Code it is a duty of the Urban Forestry Committee to assist with the development and implementation of an urban forestry plan. At this time the City does not have an adopted Urban Forest Management Plan and the Urban Forestry Committee is seeking volunteers to sit on the Advisory Committee that will support staff in the development of an Urban Forest Management Plan.

The Advisory Committee, comprised of representatives from City Council, Planning Commission, Historic Preservation Commission, and the Urban Forestry Committee, will help guide this planning process with the assistance from staff. The Advisory Committee meetings will begin in August 2022, and be concluded by May 2023.

The draft scope of work for the Plan is attached to this memo for your consideration. In general, the Urban Forest Management Plan will be a tool for the future growth and maintenance of the City's urban forest.

Once completed by the Advisory Committee the draft Urban Forest Management Plan will be brought back to Council for consideration and adoption.

Recommendation

That two City Councilors be appointed to represent the City Council on Urban Forest Management Plan Advisory Committee.

Cost

Staff time.



Richard Meyers, City Manager



Eric Mongan, City Planner



**Urban Forestry Management Plan
Statement of Work
June 20, 2022**

The Urban Forestry Advisory Committee and City Staff shall complete the following project: Cottage Grove Urban Forestry Management Plan. The project is described in more detail below.

Cottage Grove Urban Forestry Management Plan (UFMP)

SCOPE OF WORK

This project for the City of Cottage Grove (referred to as City in this section 1) is composed of the tasks outlined below. All work must be completed no later than March 31, 2023.

The overall goal of the project is to develop a dynamic UFMP that will be amended over time that represents the goals of the City Council and the Urban Forestry Advisory Committee (UFAC).

Task 1– Identify Advisory Committee:

- 1.0 Urban Forestry Advisory Committee (UFAC) members
 - 1.0.1 1 City Council, 1 Planning Commission, 1 Historic Preservation Committee, 3 Urban Forestry Committee, City staff, Project Manager (staff)

Deliverable #1

- 1.1 Draft Background Report
 - 1.1.1 Authority to establish Urban Forest Management Plan
 - 1.1.2 Review parking lot standards
 - 1.1.3 Review park strip standards
 - 1.1.4 Review list of approved tree species and types
 - 1.1.5 Review riparian protection standards
 - 1.1.6 Summarize current tree management practices/programs

D-1 Due Date: _____

Task 2: Project Kick-Off

The purpose of the project kick-off is for the UFAC to become familiar with local conditions, with City's planning documents and with the City's efforts related to urban forestry, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project.

Deliverable #2

- 2.0 Develop Urban Forest Management Plan Goals
 - 2.0.1 Identify community values and local concerns
 - 2.0.2 Identify issues and needs
- 2.1 Establish the Role of the UFMP

- 2.1.1 Why do we need a plan?
- 2.1.2 What is the planning horizon (10 yrs, 20 yrs, more...)

2.2 Develop UFMP Community Vision Statement and Mission Statement

D-2 Due Date: _____

Task 3: Urban Forest Advisory Committee Meeting #2

Deliverable #3

- 3.0 Review Tree Inventory
 - 3.0.1 Status and data
 - 3.0.2 Variety / diversity
 - 3.0.2 Identify strategies for maintaining inventory
- 3.1 What is the relationship to other planning documents and programs?
 - 3.1.1 Provide list of measures already adopted by the City that promote urban forestry, landscaping, water quality, stream bank protection, and wildlife habitat
 - 3.1.2 Make connections with other city plans and programs
 - 3.1.2.1 Water Quality - DEQ TMDL (Total Maximum Daily Load)
 - 3.1.2.2 Low Impact Development (LID) solutions
 - 3.1.2.3 Erosion prevention
 - 3.1.2.4 FEMA NFIP (National Flood Insurance Program)
 - 3.1.2.4.1 CRS Community Rating System
 - 3.1.3 Sensitive Lands (Wetlands, Riparian)
 - 3.1.4 Park Master Plans

D-3 Due Date: _____

Task 4: Urban Forest Advisory Committee Meeting #3

Deliverable # 4

- 4.0 Street Tree Management
 - 4.1.1 Develop rating system for tree removal
 - 4.1.2 Develop policy for tree replacement / mitigation
 - 4.1.3 Incorporate tree preservation, protection, and planting goals into the development review process
 - 4.1.4 Establish a policy for riparian tree planting projects
 - 4.1.5 Establish a policy for approved street tree selection
- 4.2 Centralized Urban Forest Management
 - 4.2.1 Responsibilities of Public Works Department
 - 4.2.1.1 Resolving conflicts between trees and public infrastructure
 - 4.2.2 Responsibilities of UFC
 - 4.2.3 Responsibilities of Property Owners

D-4 Due Date: _____

Task 5: Urban Forest Advisory Committee Meeting #4

Deliverable # 5

- 5.0 Develop Goals, Objectives, and Action items
 - 5.1.1 Identify Focus Areas
 - 5.1.2 Set Goals
 - 5.1.3 Clarify Objectives
 - 5.1.4 Create Action Plans

D-5 Due Date: _____

Task 6: Urban Forest Advisory Committee Meeting #5

Deliverable # 6

- 6.0 Create Public Education Program
 - 6.1.1 Why are trees important
 - 6.1.2 How do trees help
 - 6.1.3 What are the benefits of urban trees
 - 6.1.4 Where are trees located in our community
 - 6.1.5 Develop talking points on each focus areas
 - 6.1.5.1 Forest size
 - 6.1.5.2 Forest health
 - 6.1.5.3 Age & species diversity
 - 6.1.5.4 Outreach & stewardship
 - 6.1.5.4.1 Tree Care policy
 - 6.1.5.4.2 Pruning Guidelines
 - 6.1.5.4.3 Space Needs
- 6.2 Create public outreach program
 - 6.2.1 Develop public messaging
 - 6.2.2 Open House Sessions
- 6.3 Propose a project list and schedule
 - 6.3.1 Special Events
 - 6.3.2 Funding opportunities
 - 6.3.3 Opportunities for community involvement

D-6 Due Date: _____

Task 7: Urban Forest Advisory Committee Meeting #6

Deliverable # 7

- 7.0 Create long term monitoring plan
 - 7.1.1 How will success be determined
 - 7.1.2 How will tree inventory be maintained
 - 7.1.3 How will overall city tree canopy be determined

D-7 Due Date: _____

Task 8: Draft Urban Forest Management Plan (UFMP)

Based on feedback from the Urban Forest Advisory Committee and building upon the Background document, the City will prepare a preliminary draft Urban Forestry Management Plan containing the following subjects:

- Deliverables 1-7

The UFAC will review the preliminary draft UFMP. The City will make revisions as needed based on UFAC comments and prepare a public review draft of the UFMP.

City will schedule a meeting with the Urban Forestry Committee, Planning Commission and/or City Council (one meeting) to present the public review draft of the Urban Forest Management Plan.

Draft UFMP and public meeting by: _____

Task 9: Final Urban Forestry Management Plan (UFMP)

City and UFC to discuss input received from the advisory and stakeholder meetings in Task 4 and determine the proposed direction for revisions to the UFMP and prepare the final draft for review by the Planning Commission and the City Council.

Task 5 Deliverables:

9.0 Final draft Urban Forestry Management Plan

9.1 Consolidated comments on final draft UFMP

9.2 Prepare packets and present findings to the Urban Forestry Committee, Planning Commission, and City Council

Deadline: Final UFMP completed and ready for review by decision-makers on or before March 31, 2023.