

# COTTAGE GROVE URBAN FORESTRY COMMITTEE AGENDA



## URBAN FORESTRY COMMITTEE REGULAR MEETING Monday, June, 2022- 4:00 PM

### Regular Meeting

June 20, 2022 Urban Forestry Committee  
Mon, Jun 20, 2022 4:00 PM - 6:00 PM (PDT)

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For more information about local COVID-19 precautions visit [www.cottagegrove.org/coronavirus](http://www.cottagegrove.org/coronavirus). For more information about health guidelines and COVID-19 information visit: [www.lanecountyor.gov/coronavirus](http://www.lanecountyor.gov/coronavirus).

- (1) CALL TO ORDER
- (2) ROLL CALL
- (3) ITEMS TO BE ADDED TO THE AGENDA
- (4) APPROVAL OF MINUTES
  - (a) May 16, 2022

(5) OLD BUSINESS

- (a) None Scheduled

(6) NEW BUSINESS

- a. Review Draft Scope of Work for Urban Forest Management Plan

(7) INFORMATION REPORT FROM STAFF

(8) AUDIENCE PARTICIPATION

(9) COMMITTEE COMMENTS

(10) ADJOURNMENT

NOTE: *Cottage Grove complies with state and federal laws and regulations relating to discrimination, including the Americans with Disabilities Act of 1990 (ADA) as amended. Individuals with disabilities requiring accommodations should contact Mindy Roberts at (541) 942-5501 at least 48 hours prior to the meeting.*



This agenda can also be found on the City's web page at [www.cottagegroveor.gov](http://www.cottagegroveor.gov)

**CITY OF COTTAGE GROVE  
URBAN FORESTRY COMMITTEE**

Minutes of the Regular Meeting  
May 16, 2022

**CALL TO ORDER**

Vice Chair Johnson called the meeting to order at 4:00 p.m.

**ROLL CALL**

Recording Secretary called the roll. The following were:

Present: Debra Bartlett, Susan Johnson, Ona Chambers, Mark McCaffery,  
Jimmy Schaper, and Paul Higgins

Absent: Reilly Newman

Staff Present: City Planner – Eric Mongan, Assistant Planner- Matt Laird, Public  
Works Director- Faye Stewart

**ITEMS TO BE ADDED**

None

**MINUTES**

April 18, 2022 Minutes

**OLD BUSINESS**

None

**NEW BUSINESS**

(a) Discuss Urban Forest Management Plan

- a. Public Process
- b. Stakeholders
- c. Time line

Staff presented two example UFMP's to the UFC, Dixon, CA and Milwaukie, OR. The Committee discussed the initial processes for beginning the development of an Urban Forestry Management Plan. The Committee determined they would like to have the following members on the Urban Forestry Advisory Committee that will serve as technical advisors to the development of the UFMP. They are: 1-City Councilor, 1-Planning Commissioner, 3-Urban Forestry Committee Members, City Arborist, and City Staff as Project Manager. The Committee determined that they would like to have the UFMP adopted by May of 2023 in time for the UFC

annual report to Council. Staff stated they would provide a draft scope of work for the UFMP at the June 2022 UFC meeting.

**INFORMATION FROM STAFF**

None

**ADJOURNMENT:** There being no further business, Vice Chair Johnson adjourned the Urban Forestry Committee meeting at 5:05 p.m.

ATTEST:

APPROVED:

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Eric Mongan, City Planner

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Reilly Newman, Chair



**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.