



CITY OF OREGON CITY PARKS AND RECREATION ADVISORY COMMITTEE AGENDA

**Virtual Meeting
Thursday, August 27, 2020 at 7:00 PM**

Contact kendallreid@orccity.org for the link to participate in the meeting.

CALL TO ORDER

INTRODUCTIONS

APPROVAL OF MINUTES

- [1.](#) Minutes of the June 30, 2020 Regular Meeting
- [2.](#) Minutes of the July 30, 2020 Regular Meeting

PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. To assist in tracking your time, refer to the timer at the dais. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. The Historic Review Board Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.

PRESENTATIONS

GENERAL BUSINESS

- [3.](#) Oregon City Oregon Film Trail Site
- [4.](#) Additional Permitting and Notification Draft Policy for City Tree Removal
- [5.](#) Upper Yard Charter Park Designation Update

MEMBER REPORTS

STAFF REPORTS

FUTURE AGENDA ITEMS

6. List of Future Agenda Items
 - Tyrone S. Woods Memorial Park - 12/5/2019
 - Parks and Recreation Funding
 - Clackamas Park Master Plan

- Buena Vista House - 1/23/2020
- WES Good Neighbor Funds
- Joint Operations Center
- Willamette Falls Legacy Project
- Property Acquisition
- Dog Park - 2/27/2020 - 9/24/2020
- Review Goals - 2/27/2020
- The Cove

NEXT SCHEDULED MEETING - September 24, 2020

Agenda Topics for September Meeting:

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the Parks and Recreation Advisory Committee does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Staff Member prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503 657 0891

Agenda Posted at City Hall, Pioneer Community Center, Library, City Web site.

Video Streaming & Broadcasts: The meeting is streamed live on Internet on the Oregon City's Web site at www.orcity.org and available on demand following the meeting. The meeting can be viewed live on Willamette Falls Television on channel 28 for Oregon City area residents. The meetings are also rebroadcast on WFMC. Please contact WFMC at 503 650 0275 for a programming schedule

City of Oregon City
Parks and Recreation Advisory Committee
Meeting Minutes
Virtual Meeting Tuesday, June 30, 2020 at 7:00 PM

1. Call to Order

Meeting called to order shortly after 7:00 pm

2. Introductions

Members: Brent Haverkamp; Shawn Dachtler; Andy Crump; Doug Neeley; Troy Bolinger; Derick Cogle; Alicia Hammock; Karin Morey

Staff: Don Robertson, Interim Director of Community Services; Denis Conrad, Assistant Parks and Recreation Director

Guests: Tim Wuest and Debra Brownlee from the Hillside Pickleball Club; Shelly Parini, Business and Community Relations and Jeff Stallard, Project Manager from Clackamas Water Environmental Services

3. Citizen Comment

There were no citizen comments.

4. Approval of Minutes

4a. Minutes of the February 27, 2020 Regular Meeting

Karin Morey asked for comments, received none and noted that the minutes were approved as distributed.

5. Presentations

5a. Clackamas Water Environmental Services Outfall Project

Don Robertson introduced this item with the disclaimer that it will be more of an informational presentation as it has already gone through City Commission. PRAC could make a motion to support or recommend against moving forward. Shelly Parini began the presentation titled: Tri-City Water Resource Recovery Facility Outfall Project. Ms. Parini reviewed the project to build an outfall pipeline underneath Jon Storm Park that would be large enough to provide capacity until 2080. She also noted that the project is fully funded and will be put up for vote on the Oregon City ballot in the November 3 elections. Jeff Stallard went on to explain the details of how they determined the best alignment route, what is the general construction plan and their efforts to minimize and mitigate the impacts this project will bring to the area. Ms. Parini concluded by stating that the park will be restored to its original condition and WES will provide additional resources to invest in enhancements. It will be up to PRAC and City Commission to determine how that \$200,000 can best be used.

Ms. Morey asked Mr. Robertson for his suggestions for utilizing the funds. Mr. Robertson recommended completing a site survey of the trees near the trail that runs between Clackamette and Jon Storm parks and any remaining funds should go toward the Clackamette Park master plan. Ms. Morey asked for a motion to accept Clackamas Water Environmental Services Outfall Project as presented and use the mitigation funds for a tree survey and use any leftover funds for the master plan for Clackamette Park. Derick Cogle so moved, Andy Crump seconded.

All in favor: Derick Cogle; Brent Haverkamp; Shawn Dachtler; Andy Crump; Troy Bolinger; Doug Neeley; Alicia Hammock; Karin Morey

All opposed: none

Motion passed.

5b. Hillendale Pickleball Club

Mr. Robertson introduced Tim Wuest and Debra Brownlee from the Hillendale Pickleball Club who were there to share their vision for pickleball. Mr. Robertson noted his apologies as this item was on the agenda at the time meetings were cancelled due to Covid. PRAC could make a motion to approve their proposed improvements or to deny them; Staff recommends approval. Mr. Wuest began by stating that the Hillendale Pickleball Club has worked hard to become one of the best pickleball courts in the Portland area and people come from all around to play there. With their 8 courts, only 6 are playable at a time due to Covid restrictions. The club was seeking approval to pour a 20' x 30' cement pad and add a set of 3-row bleachers. The long-term plan would be to build a fence to enclose the area as well. The project is fully funded, and they have a contractor and volunteers in place. Mr. Wuest also added an item that was not on the agenda to request the make four of the courts designated pickleball courts. Mr. Wuest explained that would mean eliminating the tennis court from the location and adding in permanent pickleball netting. Debra Brownlee presented information about the popularity of pickleball and the need to grow the sport through youth involvement. Questions were asked and answered. All who commented expressed their support of the cement pad and bleacher construction. Ms. Morey asked for a motion to approve the Pickleball Club's proposition as presented, which would be funded by them and was agreed to by the Parks Department, including only the bleachers and the pad. Mr. Dachtler moved to approve the request regarding the bleachers and concrete pad, Mr. Crump seconded.

All in favor: Troy Bolinger; Derick Cogle; Andy Crump; Doug Neeley; Brent Haverkamp; Alicia Hammock; Shawn Dachtler; Karin Morey

All opposed: none

The motion passed.

Ms. Morey then asked to hear from the members on the second request to eliminate a tennis court in order to make four dedicated pickleball courts. Members provided input and were split on the idea of eliminating the tennis court. Ms. Morey concluded that it would be a good idea for the Pickleball Club to make a formal proposition with more information at a later date.

6. General Business

6a. Willamette Jet Boat Tours

Mr. Robertson went through a request that was brought to Staff by the owners of Willamette Jet Boat Tours to use the boat dock located at Jon Storm Park. This request would also need to go through City Commission. Mr. Robertson listed a number of requirements that Willamette Jet Boats would need to meet in order to be approved, including seeking alternate parking as the lot at the park will not accommodate the expected number of participants. If PRAC recommends moving forward, the next step would be to try to get on the July 15 City Commission agenda. PRAC's options were to make a motion to support the use of Jon Storm docks by Willamette Jet Boats or to oppose. Member discussion followed with questions asked and answered. Ms. Morey reminded the group of their options, Mr. Dachtler made a motion to endorse the request with the stipulations Mr. Robertson had made, Mr. Bolinger seconded.

All in favor: Alicia Hammock; Doug Neeley; Brent Haverkamp; Shawn Dachtler; Derick Cogle; Troy Bolinger; Andy Crump; Karin Morey

All opposed: none

The motion passed.

7. Member Reports

Ms. Morey: Reported that the cemetery received a \$25,000 grant for improving the veteran's memorial area and noted that there will be more information coming about future fundraising. She noted that their request was the second highest rated in a group of twelve and that Staff did a wonderful job.

Mr. Dachtler: Reported that the VFW also received a grant for \$11,000 for a memorial and flagpole to be located at Tyrone S. Woods Park. He was curious how many other Parks-related grants were awarded. Mr. Robertson counted up a total of five.

Mr Cogle: Reported that he had been around looking at the Heritage Trees in the area and expressed his wishes for a list of just the trees that you can see and visit. Many of the Heritage Trees are on private property. Mr. Cogle also noted his concerns about the Thimble Creek project on which they are pushing through codes and is up for a second reading at the next Commission meeting. He stated that as soon as the

codes go through, they will start building which makes him highly concerned about the park plan and the forested area. He would like to group to revisit this item to have a plan in place when they start building.

Mr. Neeley: Pointed out that many individuals have recommended Heritage Trees to the Natural Resources Committee and several have gone through. He noted that there is no reason why PRAC can't propose a Heritage Tree to the Natural Resources Committee. Ms. Morey added that she is helping recommend several trees at the cemetery. Mr. Neeley also mentioned that the City Commission is discussing and proceeding with the Upper Yard decision. He has spoken out at City Commission meetings, but it hasn't come up on PRAC agendas. Ms. Morey noted that she had brought it up to Mr. Robertson to make it clear that the issue needs to come before PRAC before City Commission makes their final decision.

Mr. Haverkamp: No report

Mr. Bolinger: No report

Ms. Hammond: No report

8. Staff Reports

Governor's Phase 2 Reopening

Mr. Robertson reported that due to the situation in our area, it may be awhile before Clackamas County moves into Phase 2. When that decision is made it will allow for more activities to take place; baseball and softball games, drop ins at picnic shelters (no reservations), the pool will open with reduced activities, and spray parks will open.

Mr. Robertson deferred to Denise Conrad to give the other reports.

Tyrone S. Woods Memorial Park

Ms. Conrad reported that work has started, and things are moving along well, but due to some engineering requirements the completion timeline has been extended until February. She met with Mr. Dachtler and DJ Ruger to discuss donations for the memorial site and Bob McGee has made a donation of nine concrete benches.

D.C. Latourette Park

Ms. Conrad reported that the bid advertisement is out, five contractors participated in the pre-bid on-site meeting. The bid will open on July 7 and the project is on the July 15 City Commission agenda. November 30 has been set as the completion date. The have received questions on the bid site and Lisa

Oreskovich, Assistant to the City Manager, has been a tremendous help in working through the remote process.

Park Place Park

Ms. Conrad reported that the playground equipment has been demolished and site prep is taking place. The installation for the new equipment will begin around July 7. Mr. Robertson added that playgrounds will be open when we are in Phase 2. Mr. Haverkamp added that he has noticed families have been watching the construction process and they are very excited for the new equipment.

9. Future Agenda Items

List of Future Agenda Items

- Tyrone S. Woods Memorial Park - 12/5/2019 Parks and Recreation Funding
- Clackamas Park Master Plan
- Buena Vista House - 1/23/2020
- WES Good Neighbor Funds
- Joint Operations Center
- Willamette Falls Legacy Project
- Property Acquisition
- Dog Park - 2/27/2020
- Review Goals - 2/27/2020
- The Cove

Mr. Robertson reported that things are progressing with the prospective candidate for the Director position, but there is no agreement in place yet, He anticipated the prospective candidate to be onboard before the next meeting. Mr. Robertson hopes to stay on briefly to help the new Director ease in and become familiar with the department and City.

Mr. Robertson noted that there has not been an update to the Future Agenda Items since February, and he suggested to wait until the new Director comes on to look at it. Mr. Robertson stated that he is preparing a final report for Tony Konkol, which will include Mr. Robertson's observational opinions of the department; mainly that they are short on funding and staff. Mr. Robertson provided a suggestion to look at the Future Agenda Items list with the perspective of what can reasonably be accomplished.

Ms. Morey added in a thank you to Mr. Robertson for his work and unmuted all members so they could give a round of applause.

10. Next Schedule Meeting – July 30, 2020

11. Adjournment

Meeting adjourned at 8:53PM by Chair Karin Morey

City of Oregon City
Parks and Recreation Advisory Committee
Meeting Minutes
Virtual Meeting Thursday, July 30, 2020 at 7:00 PM

1. Call to Order

Meeting called to order shortly after 7:00 pm

2. Introductions

Members: Troy Bolinger; Derick Cogle; Alicia Hammock; Jeff Sargent; Brent Haverkamp; Andy Crump; Shawn Dachtler; Karin Morey; Doug Neeley

Staff: Kendall Reid, Parks and Recreation Director; Don Robertson, Interim Director of Community Services; Denis Conrad, Assistant Parks and Recreation Director

3. Approval of Minutes

Karin Morey discussed someone making a motion to move items 1-5 (past minutes) for approval to the Consent Agenda. Doug Neeley so moved; Shawn Dachtler seconded. All voted in favor.

4. Citizen Comments

There were no citizen comments.

5. General Business

5a. Introduction of New Director

Discussion with PRAC Members regarding how Kendall Reid can help move OC Parks forward and what are the members' vision of PRAC. Troy Bolinger stated that the group sometimes needed reminders of what was previously asked and making sure things are brought back to them is important. Derick Cogle requested transparency and making sure the information flow with other stakeholders is functioning. Shawn Dachtler requested help advocating for PRAC to make sure they are included on decisions and discussions had at City Commission meetings. Andy Crump wanted to make sure deferred maintenance project are being looked at, but there should also be a balance with new projects. Doug Neeley suggested looking at the Committee's goals to gain an understanding of where their interests lie. Mr. Neeley requested a future joint meeting with City Commission to talk about underfunding in the department and noted his concerns about City Commission taking action on Parks & Recreation items without involving PRAC. Brent Haverkamp stated his most important items were transparency and communication and expressed his hopes to expand the Parks & Recreation Department to better serve the community. Alicia Hammock wanted to make sure the message gets across to the Commission of how understaffed and underfunded the department is. Jeff Sargent noted that budget

and funding are at the top of his list, but vandalism and the lack of citizen involvement are concerns as well. Karin Morey discussed two prior City Work Sessions in which they discussed staffing and deferred maintenance. Ms. Morey pointed out the need for comps of other regional parks (acreage maintained, staffing numbers, etc.) in order to have real information to bring to the City Commission.

5b. Discussion of Upcoming Issues

Don Robertson discussed the Deferred Maintenance/Projects list and explained the different needs between the facilities (primarily EOT) and four parks themselves. Mr. Robertson noted that a number of items were recently completed since the list was compiled and recommended using the list as a means to find solutions.

Mr. Robertson moved the discussion to Waterboard Park and the Upper Yard, noting two differing arguments on this subject; the first being that land is finite and should be acquired when it becomes available, the second being that with the large deferred maintenance list why take on more potential liability. Mr. Robertson reviewed a previous vote from two years ago in which the Committee voted by a narrow margin to recommend approval of incorporating the Upper Yard into Waterboard Park and making it a charter park. He suggested to the Committee that they have another discussion on the subject to determine if that was the appropriate decision. Kendall Reid added that he had some discussion with Tony Konkol on the subject and will have more information to share at the next meeting. Members discussed the options for the property and the need to act quickly as the City Commission was moving forward on this item without asking for PRAC input. Members consented to set up a special meeting prior to the next City Commission meeting to which Mr. Reid agreed. No disagreements were noted.

6. Consent Agenda

*Minutes of the December 5, 2019 Regular Meeting and Work Session
Minutes of the October 24, 2019 Regular Meeting
Minutes of the January 28, 2016 Regular Meeting
Minutes of the December 3, 2015 Regular Meeting
Minutes of the May 28, 2015 Regular Meeting*

Approval of previous minutes had been moved to the Consent Agenda portion of the meeting. Shawn Dachtler made a motion to approve the Consent Agenda; Doug Neeley seconded the motion. The vote was taken; Consent Agenda was unanimously approved.

7. Member Reports

Mr. Neeley: Disagreed with Mr. Dachtler's statement that PRAC is one of the few advisory boards without political divisions. He didn't

think that any advisory board had that issue, but it is an issue within certain governing boards in the City.

Mr. Haverkamp: Reported that Park Place Park had new playground equipment installed, but due to the current Covid situation, no one can use it.

Mr. Dachtler: Reported that he attended the first 2040 Comprehensive Plan Review Meeting and there are concerns about getting the information out to the public. He encouraged the group to send the survey out to friends and family. He also noted that the McLoughlin Promenade parking lot maintenance work looks outstanding.

Mr. Bolinger: Reported that on July 17th he was able to attend an in-person Oregon City community event; the Preserve our Past Art & Poetry contest award ceremony. Monetary prizes were awarded by the Optimists Club in three separate small group gatherings.

Ms. Morey: Gave a huge thank you to Mr. Bolinger for attending that event honoring May as Historic Preservation Month.

Mr Cogle: No report

Ms. Hammock: No report

Mr. Sargent: No report

8. Staff Reports

Mr. Robertson deferred to Denise Conrad to give the reports.

Tyrone S. Woods Memorial Park

Ms. Conrad reported that the timeline has been extended until mid-February in order to meet some necessary requirements. They are currently in the cut and fill / grading process and are finding an excess of boulders on site. Some of which will be utilized at D.C. Latourette Park for a boulder wall, which provides some cost savings. The VFW has secured and ordered a memorial monument and a 25' flagpole with funding through donations and fundraisers.

D.C. Latourette Park

Ms. Conrad reported that the contract has been awarded by the City Commission and their next step is to have a pre-construction meeting on-site on Aug. 6. They have updated The D.C. Latourette Army Corp Team, a group of Girl Scouts, who are eager to participate in the project. They will have further discussions to find

the right project for the team to participate in safety. The City wants to facilitate their community activity.

Mr. Reid discussed how he has hit the ground running; taking time to learn from Mr. Robertson and setting up one on one meeting with Staff to determine how to provide the support necessary.

9. Future Agenda Items

List of Future Agenda Items

- Tyrone S. Woods Memorial Park - 12/5/2019 Parks and Recreation Funding
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Ms. Morey turned this topic over to Mr. Robertson who stated that he had reviewed the idea of including future agenda items on the meeting agenda with Mr. Reid, add a date when items are discussed and assign a target date to discuss items. This will ensure that nothing gets lost in the shuffle.

Ms. Morey added in a thank you to Mr. Robertson for his work as Interim Director and she noted that she is looking forward to working with Mr. Reid.

10. NEXT SCHEDULED MEETING - August 27, 2020

11. ADJOURNMENT *Meeting adjourned at 8:23 p.m. by Chair Karin Morey*



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Parks & Recreation Advisory Committee
Agenda Date: 08/27/2020
From: Tourism Development Program - Matthew Weintraub

SUBJECT:

Oregon City Oregon Film Trail Site

STAFF RECOMMENDATION:

Give approval to place a sign on the Oregon City Promenade where several TV shows have been filmed and overlooking the Blue Heron Mill where Twilight and Grimm scenes were filmed.

EXECUTIVE SUMMARY:

The Economic Development Department, in partnership with the Oregon Film Office are hoping to place a sign on the Oregon City Promenade overlooking the Blue Heron Mill where Twilight and Grimm scenes were filmed. The Promenade was also used to film several scenes in other shows. The signs consist of two panels, usually attached to a post. They measure 24" x 19" x .5" and 20" 8.3" x .5". Where post mounting is not feasible, attaching to an existing structure is preferred. My request would be to mount the sign to the railing on the Promenade.

BACKGROUND:

The Oregon Film Trail is a statewide network of recognizable trail markers, placed in many iconic filming locations across Oregon. By stitching together these locations, communities, and films, a forum has been created, both virtual and real, in which we can retell stories, and celebrate Oregon's rich contribution to filmmaking since 1904.

The Economic Development Department (EDD) seeks to leverage opportunities provided by the Oregon Film Trail, by highlighting Oregon City's place in Oregon's film community. The Film Trail "stop" would meet multiple goals of the Oregon City Tourism Strategic Plan, including "Champion the Value of Tourism" and "Develop a plan to promote existing experiences and activate new experiences". The proposed site was selected as it would allow visitors, residents and film enthusiasts to view the Blue Heron Mill where several movies have been filmed, Oregon City's historic downtown where additional filming has taken place and the Oregon City Promenade where several TV/Streaming series have been filmed.

In addition to a discussion with PRAC and Parks staff, EDD staff intend to bring this idea forward to the McLoughlin Neighborhood Association and the Oregon City Design Review Board. Implementation will require a signage permit from the City of Oregon City.

OPTIONS:

1. Provide feedback.
2. Do not provide feedback.

BUDGET IMPACT:

Amount: To Be Determined

FY(s): **2021**

Funding Source(s): **Oregon Film Office Grant, Tourism Promotion Budget**

ADDITIONAL INFO:

Images of existing Oregon Film Trail signs







CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Parks and Recreation Advisory Committee **Agenda Date:** 08/27/2020
From: Community Development Director Laura Terway

SUBJECT:

Additional Permitting and Notification Draft Policy for City Tree Removal

STAFF RECOMMENDATION:

Provide comment on the proposed draft policy.

EXECUTIVE SUMMARY:

The City Manager directed staff to work together to draft new procedures or policies to avoid inappropriate tree removal by City staff. The Planning Division has been working with the Natural Resources Committee as well as Public Works and the Parks and Recreation Department on the draft. The latest draft policy incorporates the direction from the City Commission as well as the Natural Resources Committee.

BACKGROUND:

In response to tree removal on City property, the City Manager directed staff to work together to draft code amendments and/or a policy including new procedures and policies to avoid inappropriate tree removal by City staff. Though the draft has been primarily discussed with the Natural Resources Committee, the Planning Commission and City Commission have also discussed the proposal. Highlights include:

- Primarily using the heritage tree list as the basis for requiring additional review.
- Exempting trees in certain situations, even if they meet the heritage tree requirements.
- Requiring the tree removal include an explanation as to why the tree is being removed as well as an analysis of the removal and alternatives to removal by an internal panel or an arborist. Arborist review is required for all trees over a certain size.
- Public notice of the qualifying trees for 14 days on the tree itself and online.
- Unresolved questions or concerns by the public would be elevated to the City Manager
- City Commission will review trees 40 inches D.B.H or greater

- The wood of healthy trees 25 inches or greater will be reused if feasible
- An annual budget will be established to support the tree retention with use of alternatives to tree removal and putting the wood of a removed tree to use.
- No fee-in-lieu will be allowed for mitigation plantings associated with the removal of trees 40 inches D.B.H or greater.

The draft policy is scheduled to go before the City Commission for adoption by Resolution.

OPTIONS:

1. Provide feedback.
2. Do not provide feedback.

BUDGET IMPACT:

Amount: To Be Determined

FY(s):

Funding Source(s):



Additional Permitting and Notification Process for City Tree Removal

Revised: August 18, 2020

The purpose of this policy is to reduce unnecessary tree removal by the City and provide public notification of such removal.

Step 1. Determine Applicability of the Policy

This policy applies to City removal of trees:

- On City or Urban Renewal owned property; or
- Within the right-of-way.

The process does not apply to the public removal of City trees.

The following policy is limited to trees which meet or exceed the minimum size in the table below. The policy does not apply for trees which do not meet the minimum size.

Common Name	Species	Minimum Size (d.b.h)*
Oregon White Oak	Quercus garryana	8"
Fir	Pseudotsuga menziesii	18"
Western Red Cedar	Thuja plicata	12"
Ponderosa Pine	Pinus ponderosa	12"
Western Yew	Taxus brevifolia	6"
Douglas Pacific Dogwood	Cornus nuttallii	5"
Coastal Redwood	Sequoia sempervirens	12"
Giant Sequoia	Sequoiadendron giganteum	12"
Pacific Madrone	Arbutus menziesii	5"
Other deciduous tree species		20"
Other evergreen trees		18"

**d.b.h = Diameter at breast height, means a measurement of the trunk or stem diameter of a mature tree at a height four and one-half feet above the ground level at the base of the tree.*

Step 2. Exemptions

Trees which meet any of the following situations are exempt from the policy:

1. Trees within habitat restoration areas. The habitat restoration project must have been approved by the Planning Division.
2. Trees within or abutting water quality facilities.
3. Trees which are on the [Oregon City Nuisance Plant List](#) or otherwise classified as invasive or problem species in the region¹.

¹ Includes official noxious weed priority list as designated by the Oregon State Weed Board (OSWB) or the Clackamas Soil and Water Conservation District WeedWise Program.

4. **Imminent Hazard Trees.** Imminent hazard trees, as defined in OCMC 17.04.1370 may be removed without notification before a permit is obtained due to the necessity to respond to the hazard and restore public safety as soon as possible. Examples include if the tree has fallen across the roadway or if it is leaning significantly due to a heavy windstorm and likely to fall within the next 72 hours, or when a tree is damaged by a vehicle collision. A determination of imminent hazard is made in the field by the City of Oregon City Public Works, or emergency personnel, a forester, or a certified arborist. Permits shall be obtained after the imminent hazard has been removed and any applicable replacement requirements shall be followed. The responding personnel shall provide details of the tree species, size and condition to the extent practicable. Photos and documentation of the hazardous conditions shall be provided with the permit application for tree removal to verify the tree was hazardous, but arborist reports would not be required.

17.04.1370 - Tree, imminent hazard.

"Imminent hazard tree" means a hazardous tree as defined in OCMC 12.32.020, all or more than thirty percent of which has already fallen or is estimated to fall within seventy-two hours into the public right-of-way or onto a target that cannot be protected, restricted, moved, or removed.

Step 3. Consideration of Alternatives to Removal

The department most responsible for the tree shall document the tree location, size, and species (if known), the reason for removal, and alternatives considered in a written justification memo. The memo will be reviewed by a department manager, who will send the memo to a third party (an arborist or a staff assessment team) for review. All over 40 inches d.b.h must be reviewed by a certified arborist. For trees 40 inches d.b.h or smaller, the department may choose to send the justification memo to either:

- **Option #1: A Certified Arborist Report**
A certified arborist will analyze each tree proposed for removal and document the findings in a written report. The report will contain an analysis of alternatives to removal including a rough estimate of approximate cost and practicality of each alternative.
- **Option #2: Staff Assessment Memorandum**
A group of staff including a minimum of two people from Public Works and Parks and one person from Planning who will analyze each tree proposed for removal and document the findings in a written conclusion memo. Staff with experience or an educational background in forestry or tree management is preferred. The memo must be authored by a staff member not in the department responsible for the tree and will contain an analysis of alternatives to removal including a rough estimate of approximate cost and practicality of each alternative.

Step 3. Submit a Permit for Removal of a Public Tree

A permit is generally always required to assure adequate mitigation for any tree the City is going to remove. However, if the tree meets the specifications of this policy, additional public notice will be required. The purpose of the notice is to inform the public of the proposal and direct them to a city website where they may review the application, arborist report or internal conclusion memo, and contact the applicant with any questions or concerns. Permits for public tree removal will not be issued until the notice period is complete.

Step 5. Notice of Tree Removal

Upon receipt of a permit application in Step 4, the Planning Division will administer the following notices:

- **Website Notice**
Notice of all proposed removal of heritage eligible trees will be posted to a city website. The public as well as the City Commission, PRAC, NRC, CIC, Neighborhood Associations, etc. will have the ability to subscribe to the website to receive notifications each time a new posting occurs. The website notice will include copies of the permit application form, the arborist report (if applicable), and the internal panel memo.
- **Physical Notice**
A physical notice is also required to be posted on the tree proposed for removal for a minimum of 14 calendar days. This period is intended to provide an opportunity for the public to contact the applicant with questions and comments about the proposed tree removal. Notices shall be provided by the Planning Division on 8.5 X 11 laminated paper with the words "NOTICE OF PROPOSED TREE REMOVAL" in bold, 48-point font and the website where the public may download the permits, arborist reports and associated documentation. Notices shall be tied to the tree with twine or wire. No screws or nails shall be used. The notice will be created by the Planning Division, but will be placed and monitored by the department proposing removal.

If there remain unresolved questions or concerns regarding the proposed tree removal after the public notice, the removal shall be referred to the City Manager for further review. The City Manager may decide to move forward with the tree removal or cease the tree removal process.

City Commission Approval for City Owned Trees Over 40 inches D.B.H

Trees greater than 40" d.b.h. shall be placed on a City Commission consent agenda and notification will be sent to the Natural Resources Committee, Parks and Recreation Committee, and the Transportation Advisory Committee. The City Commission may decide to move forward with the tree removal or cease the tree removal process.

Additional Requirements

The following shall also apply.

- **Reuse of the Wood for City-Owned Trees 25 Inches or Greater**
Trees proposed for removal which are subject to this policy, free from infestation, and 25 inches d.b.h. or greater, shall be repurposed for use by the City and/or public if feasible. Depending on the quality of the wood, it may be utilized for environmental enhancement, furniture or crafts. The Natural Resources Committee recommends that in natural areas and next to streams, leaving large woody debris in place may help to improve fish and wildlife habitat, and that the use of wood for firewood should be allowed only if the wood cannot be repurposed any other way (e.g. cottonwood).
- **Large Tree Mitigation.**
Trees proposed for removal that are 40 inches or greater d.b.h. shall be mitigated with tree plantings within the city limits. No fee-in-lieu is allowed.
- **Establishment of an Annual Budget for Supporting Fund**
The policy above includes provisions which will have unfunded financial impacts to the City. A fund dedicated to supporting tree retention with use of alternatives to tree removal (such as meandering a sidewalk) and putting the wood of a removed tree to use will be established for the Parks and Recreation Department as well as Public Works.

Next Steps:

The draft policy is scheduled to be reviewed by the Natural Resources Committee and Parks and Recreation Advisory Committee later this month. The City Commission is encouraged to provide feedback on the proposed policy and identify if the policy:

- Requires additional input; or
- If the policy is ready to be finalized and adopted by the City Commission via Resolution.

DRAFT



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Parks & Recreation Advisory Committee **Agenda Date:** 08/27/2020
From: Community Development Director Laura Terway & Parks & Recreation Director Kendall Reid

SUBJECT:

Upper Yard Charter Park Designation Update

STAFF RECOMMENDATION:

No action required

EXECUTIVE SUMMARY:

Upper yard project update.

BACKGROUND:

The City Commission directed staff to move forward with the process to designate the Public Works upper yard as a charter park and to provide monthly updates on the status of the project.

1. A quitclaim deed to revert the Armory property back to the city is in the process of being finalized and recorded.
2. The historic inventory and documentation of the Camp Adair buildings has been completed by staff.
3. The advertisement for the public to purchase the Camp Adair building(s) is prepared.
4. Surveying of the property has begun.
5. A phase 1 environmental assessment has begun which will inform the scope of work for the demolition contract.
6. The Ordinance designating the property as a charter park is being prepared

PARKS & RECREATION ADVISORY COMMITTEE CONCERNS:

1. The site should undergo environmental remediation prior to designation as a charter park. All cleanup of the site should be done before designation as a charter park.

2. All buildings and structures should be removed from the site prior to designation as a charter park.

OPTIONS:

1. Make a Recommendation
2. Provide feedback.
3. Do not provide feedback.

BUDGET IMPACT:

Amount: TBD

FY(s):

Funding Source(s):