

City of Tigard Internal Coordination Meeting Results

On January 21, 2009, a coordination meeting was attended by key City staff members that have a role in coordinating and implementing Tigard's urban forestry programs, policies, and ordinances. Meeting attendees included representatives from a range of City departments (Community Development, Public Works, and Financial and Information Services) and divisions (Capital Construction & Transportation, Current Planning, Development Review, Information Technology, Public Works Administration, Parks, Streets, Wastewater/Storm, and Water). The purpose of the meeting was to discuss urban forestry coordination issues, and identify those areas where coordination could be improved. As a result of the meeting, the following list was generated that identified areas where urban forestry coordination efforts could be improved.

1. Street trees on record drawings don't reflect where they are actually planted (Planning, Engineering, Public Works, IT/GIS);
2. Development engineering inspects vegetated corridors after development, but no long term/sustained maintenance requirements (Engineering, Planning/Arborist and Code Enforcement, IT/GIS);
3. Difficult to track deed restricted trees after development (Planning, IT/GIS);
4. Difficult to track required landscape trees (parking lot trees, buffer trees, etc.) after development (Planning/Arborist and Code Enforcement, IT/GIS);
5. Difficult to track mitigation trees after development (Planning/Arborist, IT/GIS);
6. No inventory of street trees (Planning, Engineering, Public Works, IT/GIS);
7. When City acquires greenspaces, no detailed understanding of maintenance costs (especially regarding hazard trees) (Planning/Arborist, Public Works);
8. No policy for protecting deed restricted trees and significant habitat trees during building additions (Planning, Building);
9. No policy of requiring exempt City projects to follow standards required by private development (Planning, Capital Construction and Transportation, Public Works);
10. No review of exempt City projects for trees by planning staff (Planning, Capital Construction and Transportation, Public Works);
11. No formal hazard evaluation process for parks/greenspaces (Planning/Arborist, Public Works/Parks, Risk);
12. No formal emergency response system for tree hazards on streets (Planning/Arborist, Public Works/Streets);
13. No formal emergency response system for tree hazards in parks/greenspaces (Planning/Arborist, Public Works/Parks);
14. Tree removal in sensitive lands requires tree removal permits, not sure if there is awareness of this Code provision (Planning, Capital Construction and Transportation, Public Works);
15. No formal process for spending/tracking tree mitigation fund expenditures and planting (Planning/Arborist, Public Works, IT/GIS, Finance); and
16. No formal process for determining adjustments to street standards to preserve trees (18.810.030.A.7) (Planning/Arborist, Engineering).
17. No formal street tree maintenance process for limb/root clearance and removal (Planning/Arborist, Public Works/Streets).

After the list was generated, a series of meetings was held with representatives from the groups affected by the coordination issues. The purpose of the smaller group meetings was

to discuss the coordination issues and formulate possible solutions that could improve coordination efforts. The following list identifies possible solutions for the coordination issues that were formulated after the group meetings.

1. Street trees on record drawings don't reflect where they are actually planted (Planning, Engineering, Public Works, IT/GIS);
 - Make note on record drawings that actual street tree locations may vary, see street trees in GIS for actual locations.
 - Require developers to GPS or pay a fee to the City to GPS actual locations of street trees prior to final approval. The spatial data can then be loaded into the City's GIS system for tracking.
 - Information on street trees to include location (x/y coordinates), size (dbh), species, date planted, condition, tree ID code, and any additional information necessary to conduct resource analyses in the future.
 - Consider creating program where developers pay a fee to the City to plant and GPS street trees.

2. Development engineering inspects vegetated corridors after development, but no long term/sustained maintenance requirements (Engineering, Planning/Arborist and Code Enforcement, IT/GIS);
 - Development engineering inspects vegetated corridors after planting, and after a defined maintenance period (usually two years) to ensure compliance with Clean Water Services (CWS) requirements.
 - If the vegetated corridor becomes City property, then the Wastewater/Storm Division of Public Works assigns crews to ensure long term maintenance.
 - If the vegetated corridor is privately owned, the City of Tigard does not currently have a program to inspect/enforce long term vegetation maintenance. The City will clarify with CWS what agency is responsible for ensuring long term maintenance of vegetated corridors.

3. Difficult to track deed restricted trees after development (Planning, IT/GIS);
 - Require developers to GPS or pay a fee to the City to GPS locations of deed restricted trees prior to final approval. The spatial data can then be loaded into the City's GIS system for tracking.
 - Information on deed restricted trees to include location (x/y coordinates), size (dbh), species, date inventoried, condition, tree ID code, and any additional information necessary to conduct resource analyses in the future.

4. Difficult to track required landscape trees (parking lot trees, buffer trees, etc.) after development (Planning/Arborist and Code Enforcement, IT/GIS);

- Require developers to GPS or pay a fee to the City to GPS actual locations of required landscape trees prior to final approval. The spatial data can then be loaded into the City's GIS system for tracking.
 - Information on required landscape trees to include location (x/y coordinates), size (dbh), species, date planted, condition, tree ID code, and any additional information necessary to conduct resource analyses in the future.
5. Difficult to track mitigation trees after development (Planning/Arborist, IT/GIS);
- Require developers to GPS or pay a fee to the City to GPS actual locations of mitigation trees prior to final approval. The spatial data can then be loaded into the City's GIS system for tracking.
 - Information on mitigation trees to include location (x/y coordinates), size (dbh), species, date planted, condition, cash assurance/bond release date, tree ID code, and any additional information necessary to conduct resource analyses in the future.
6. No inventory of street trees (Planning, Engineering, Public Works, IT/GIS);
- Require developers to GPS or pay a fee to the City to GPS actual locations of street trees prior to final approval. The spatial data can then be loaded into the City's GIS system for tracking.
 - Hire AmeriCorps member and/or recruit volunteers to assist in inventory of existing street trees outside development process.
 - GPS actual locations of street trees planting during annual street tree planting program.
 - Information on street trees to include location (x/y coordinates), size (dbh), species, date planted, condition, tree ID code, and any additional information necessary to conduct resource analyses in the future.
 - Consider creating program where developers pay a fee to the City to plant and GPS street trees.
7. When City acquires greenspaces, no detailed understanding of maintenance costs (especially regarding hazard trees) (Planning/Arborist, Public Works);
- Create budget sheet to track personnel, material, and service costs associated with greenspace acquisition.
 - Budget sheet should detail first year costs as well as costs for years two through five.
 - A benefits section should be included on the form to identify mitigation, connectivity, and other potential benefits.
 - The budget sheet needs to be routed to the appropriate departments and divisions for input before it is finalized.
 - There is an evaluation form for land acquisition that was used for CIP projects that may be used as a template (contact Carissa).

- If hazard trees are an issue during land acquisition associated with development projects, require developer's arborist to conduct a hazard assessment for review and inspection by City Arborist.
8. No policy for protecting deed restricted trees and significant habitat trees during building additions (Planning, Building);
- This item should be further addressed during the Tree Code updates.
 - However, for deed restricted trees, the City can require a protection plan for building additions that complies with the original tree protection plan for the development project.
 - For trees in sensitive lands, the City can restrict access/building within the driplines of trees through the use of tree protection fencing. Section 18.790.060 prohibits damage to a protected tree or its root system.
9. No policy of requiring exempt City projects to follow standards required by private development (Planning, Capital Construction and Transportation, Public Works);
- City Arborist to attend "kickoff meetings" for City projects to identify applicable City rules and regulations.
 - Project plans will be routed to City Arborist for review and comment prior to completion.
 - Depending on the size of the project, the City Arborist may provide assistance on tree protection and planting specifications, or recommend that the City hire a project arborist.
 - Work with the Tree Board and Community Development Director on developing a set of standards for City projects to follow.
10. No review of exempt City projects for trees by planning staff (Planning, Capital Construction and Transportation, Public Works);
- City Arborist to attend "kickoff meetings" for City projects to identify applicable City rules and regulations.
 - Project plans will be routed to City Arborist for review and comment prior to completion.
 - Depending on the size of the project, the City Arborist may provide assistance on tree protection and planting specifications, or recommend the City hire a project arborist.
11. No formal hazard evaluation process for parks/greenspaces (Planning/Arborist, Public Works/Parks, Risk);

- Budgeting has eliminated non-emergency management and evaluation of hazards in parks/greenspaces due to the transfer of the greenspace coordinator (urban forester) position from Public Works to the associate planner/arborist (city arborist) position to Community Development.
- Proactive evaluation and management of City owned parks/greenspaces would be best accomplished through the hiring of a greenspace coordinator to fill the position vacated in Public Works.
- A greenspace coordinator could develop a program based off of protocols developed by the USDA Forest Service and/or International Society of Arboriculture.
- Alternatively, the City could contract with a private arborist to develop a hazard evaluation and management program.

12. No formal emergency response system for tree hazards on streets (Planning/Arborist, Public Works/Streets);

- When a member of the public calls the City about a potential hazard tree on a City street, they should be forwarded to the Public Works front desk (503-639-4171).
- Operators at Public Works will route the call to the Streets Division manager, who will in turn assign a staff member to investigate the complaint.
- If the tree clearly is not a hazard, the Streets Division will contact the citizen and close the case.
- If the tree is already down or is clearly an immediate hazard, the Streets Division will coordinate traffic control, contact other impacted agencies (such as PGE if power lines are involved), and remove the tree from the street and sidewalk right-of-way using the City's contract arborist (or any other available private arborist if the contract arborist is not available). The debris from the removal will be placed on the owner's property, and debris disposal will occur at the owner's expense.
- If the tree hazard is a borderline case, the City Arborist will make a determination whether the tree should be retained, monitored, removed, or further investigated by the contract arborist.
- If the City Arborist decides the tree is a hazard and there is enough time, he will write a letter to the responsible property owner giving them a specific period of time to abate the hazard. If the deadline is not met, the responsible owner will be cited through Code Enforcement.
- If the hazard is after hours, citizens will need to call the Public Works after-hours number (503-639-1554). Public Works will then investigate the hazard after hours and either contact the contract arborist (or any other available private arborist if the contract arborist is not available) if there is an immediate hazard, or forward the inquiry to the Streets Division for follow up the following business day if the hazard is not immediate. The Streets Division will then follow the same process outlined above.

13. No formal emergency response system for tree hazards in parks/greenspaces (Planning/Arborist, Public Works/Parks);

- When a member of the public calls the City about a potential hazard tree on City property, they should be forwarded the Public Works front desk (503-639-4171).
- Operators at Public Works will route the call to the appropriate division manager, who will in turn assign a staff member to investigate the complaint.
- If the tree clearly is not a hazard, the responsible division will contact the citizen and close the case.
- If the tree is determined to be an immediate hazard, the responsible division will contact the City's contract arborist (or any other available private arborist if the contract arborist is not available) to abate the hazard immediately.
- If the tree hazard is a borderline case, the City Arborist will make a determination whether the tree should be retained, monitored, removed, or further investigated by the contract arborist.
- The City Arborist is estimated to respond to one "borderline" call per week on average. If the time commitment is significantly more, the process may need to be reevaluated.
- If the hazard is after hours, citizens will need to call the Public Works after-hours number (503-639-1554). Public Works will then investigate the hazard after hours and either contact the contract arborist (or any other available private arborist if the contract arborist is not available) if there is an immediate hazard, or forward the inquiry to the appropriate division if the hazard is not immediate for follow up the following business day. The responsible division will then follow the same process outlined above.

14. Tree removal in sensitive lands requires tree removal permits, not sure if there is awareness of this Code provision (Planning, Capital Construction and Transportation, Public Works);

- City Arborist to attend "kickoff meetings" for City projects to identify applicable City rules and regulations.
- Tree removal permits and fees in Tigard Development Code Section 18.790.050 are applicable for any tree removal over six inches in diameter within sensitive lands (including City projects).
- Publicize program through periodic Community Development/Public Works/Capital Construction and Transportation coordination meetings.
- Ensure the sensitive lands GIS layer is available through Tigard Maps for all divisions/departments.
- Clarify with Community Development Director if invasive/exotic trees are exempt from tree removal permit requirements.

15. No formal process for spending/tracking tree mitigation fund expenditures and planting (Planning/Arborist, Public Works, IT/GIS, Finance); and

- GPS actual locations of mitigation trees/areas. The spatial data can then be loaded into the City's GIS system for tracking.

- Information on mitigation trees to include location (x/y coordinates), size (dbh), species, date planted, condition, cash assurance/bond release date, tree ID code, and any additional information necessary to conduct resource analyses in the future.
- Link mitigation trees (via a GIS point layer) and mitigation areas (via a GIS polygon layer) with IFIS (accounting system) so that expenditures can be directly related to specific projects.

16. No formal process for determining adjustments to street standards to preserve trees (18.810.030.A.7) (Planning/Arborist, Engineering).

- The City's policy is to maintain the required curb to curb width standards in the Tigard Development Code in all cases, regardless of existing trees.
- However, during the development review process, when a healthy and sustainable tree in the right of way is identified by the project arborist and/or City Arborist, Development Engineering will allow adjustments to planter strip and/or sidewalk standards on a case by case basis.
- The City does not currently have the authority to require private developers to preserve trees if they choose not to.

17. No formal street tree maintenance process for limb/root clearance and removal (Planning/Arborist, Public Works/Streets).

- If the street tree is the responsibility of the City, the corresponding division will maintain the clearance requirements outlined in the Tigard Municipal Code.
- If a citizen complaint is received, the Streets Division will investigate.
- If there is an immediate hazard (e.g. blocked stop sign, hanging limb, etc.), the Streets Division will prune the tree immediately.
- If there is not an immediate hazard, the Streets Division will contact the responsible party directly and explain the Code requirements, or gather the information and forward to Code Enforcement if the owner is nonresponsive.
- If the potential branch clearance hazard is after hours, citizens will need to call the Public Works after-hours number (503-639-1554). Public Works will then investigate the hazard after hours and either contact the contract arborist (or any other available private arborist if the contract arborist is not available) if there is an immediate hazard, or forward the inquiry to the Streets Division if the hazard is not immediate for follow up the following business day. The Streets Division will then follow the same process outlined above.
- When tree roots are impacting City streets or utilities, the responsible division will investigate and, if needed, contact the City Arborist for root pruning advice.
- If the City Arborist decides the tree can be safely root pruned to make the necessary repairs, the responsible division will absorb the cost of root pruning.
- If the tree cannot be safely root pruned and the tree needs to be removed, the City will absorb the cost of removal, but the property owner will be responsible for stump removal and replanting. Prior to removing a street tree, the City Arborist shall be contacted.

