



# CITY OF NORMAN, OK TREE BOARD MEETING

Development Center, Conference Room, 225 N. Webster Avenue, Norman,  
OK 73069

Monday, September 09, 2024 at 4:00 PM

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## AGENDA

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### ROLL CALL

### MINUTES

1. APPROVAL OF THE 8/5/2024 TREE BOARD MINUTES

### ACTION ITEMS

2. UPDATE REGARDING THE PROPOSED TREE ORDINANCE AND TREE INVENTORY
3. CITY OF NORMAN TREE STORY AND ART CONTEST
4. UPDATE ON THE COMMUNITY WILDFIRE PROTECTION PLAN

### MISCELLANEOUS COMMENTS

### ADJOURNMENT

TREE BOARD  
Regular Meeting  
August 5, 2024

Item 1.

The Tree Board of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Parks & Recreation Conference Room at the Development Center, on the 5<sup>th</sup> day of August, 2024 at 4:00 p.m., and notice of the agenda of the meeting were posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster and on the City website at least 48 hours prior to the beginning of the meeting.

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ROLL CALL

Present:	Chair Menzie and Members Ackmann, Roux, Spain, and Tedder-Loffland
Absent:	Members Fagin, Barksdale, and Janaway
City Officials:	James Briggs, Park Development Manager Colin Zink, City Forester B.J. Brewer, Admin Tech III
Guest:	Scott Martin, Norman Chamber of Commerce

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ITEM 1, being:

APPROVAL OF THE JUNE 3, 2024 SPECIAL MEETING MINUTES

Chair Menzie made the motion and Member Spain seconded to approve the minutes. The vote was taken with the following results:

YEAH:	Chair Menzie and Members Ackmann, Roux, Spain, and Tedder-Loffland
NAY:	None

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ITEM 2, being:

UPDATE REGARDING THE PROPOSED TREE ORDINANCE AND TREE INVENTORY  
PROJECT

Mr. Colin Zink, City Forester, said there was not a quorum at the August 1, 2024 Park Board meeting; therefore, the proposed tree ordinance was not presented. He said a Special Park Board meeting was scheduled for Tuesday, August 6, 2024, and the proposed tree ordinance will be an agenda item for the Park Board to consider and recommend adoption. Mr. Zink said the proposed ordinance will include the following: definition changes and clarification of what is regulated; regulated and prohibited activities; establish license and permitting processes for certain tree work and/or alterations; updates to abatement process for tree nuisances; update to tree protection with certain construction projects; added notification requirements for utility companies; and establishing "Tree Districts" in place of the former historic tree designation.

Mr. Scott Martin, Norman Chamber of Commerce, asked for clarification on who is responsible for trees planted in the right-of-way (ROW) during new residential construction. Chair Menzie said the proposed ordinance only applies to “regulated trees”, i.e., trees in the street ROW; trees on City property and/or in Commercial Tree Districts. He said ROW trees are street trees between the sidewalk and the curb, or within six feet of the street.

Mr. Martin asked whether the historic tree designation is in the proposed tree ordinance and Mr. Zink said Tree Districts will replace the historic tree designation(s). He said Tree Districts will include two sections, *Commercial and Historical*. *Commercial Tree Districts* are commercial area(s) that contain trees which the City planted and has responsibility for to include Campus Corner, Downtown Main Street, West Lindsey Street and trees in most street medians. Mr. Zink said the City may designate additional Commercial Tree Districts as needed. He said all Commercial Districts are subject to a district management plan created by the City Forester and approved by the Parks Board. Mr. Zink said *Historical Districts* are residential areas that contain large, valuable, historic trees that the community/area wish to protect. He said at least 51% of the residents can recommend a Historic District, along with a management plan, and that will need approval from the Park Board. He said the trees will still be the property owner’s responsibility, but upon request, the City may assist with planting, removal, and/or replacement of trees in the ROW district.

Chair Menzie asked if we could keep the historic tree designation and Mr. James Briggs, Park Development Manager, said that is something that could happen, but it is not codified.

Mr. Zink said Davey Resource is currently working on the tree inventory and has inventoried 4,000 trees to date. Mr. Zink distributed a map and said each tree noted has location (gps), size, species, health condition, and maintenance needs. Mr. Briggs said only trees located in City parks and City public property are being inventoried. Mr. Zink said once the inventory is completed, training will begin on the Treekeeper software program. He said the data entered will be used to produce an Urban Forest and Master Plan. Mr. Spain suggested adding historic tree(s) to the database, noting their unique attributes.

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ITEM 3, being:

#### DISCUSSION AND NOMINATION FOR “FRIENDS OF TREES”

Chair Menzie said the last nomination for Friends of Trees was to an Eagle Scout for a tree planting project he did at Ruby Grant Park and asked the Board if they had any nominations. Member Tedder-Lofland asked about the rules/requirements for Friends of Trees and Chair Menzie said organizations, non-profits and/or individuals, such as Boy Scout troops, can be nominated. Chair Menzie encouraged the Board to keep their eye out for someone doing good work.

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#### MISCELLANEOUS DISCUSSION

Chair Menzie said the Annual Tree Story and Art Contest is getting close and had some ideas on different prizes. He suggested a hover board for the older group, a drone for the younger group, making sure to get a small enough drone that does not need to be registered and cameras that take Polaroids. He suggested sending the Annual Tree Story and Art Contest and Art Contest applications out at the next meeting and run the contest through the end of November.

Member Tedder-Loffland recommended scheduling a meeting on September 9th in order to get the Annual Tree Story and Art Contest applications to the schools in the area and the Board agreed.

Questions were asked about the shift in structure of the existing City Boards and Mr. Briggs said the Tree Board will most likely be folded into the Park Board, but did not give a time frame for when the Boards will be combined.

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#### ADJOURNMENT

Member Tedder-Loffland made the motion and Member Spain seconded to adjourn. The vote was taken with the following results:

YEAH: Chair Menzie, and Members Ackman, Roux, Spain and Tedder-Loffland

NAY: None

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_, 2024

Don Menzie, Chairperson