



# CITY OF OREGON CITY TRANSPORTATION ADVISORY COMMITTEE (TAC) AGENDA

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Virtual Meeting  
Tuesday, October 20, 2020 at 6:00 PM

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Contact [kdavis@orcity.org](mailto:kdavis@orcity.org) for the link to participate in the meeting

## CALL TO ORDER

## ROLL CALL

## APPROVAL OF THE MINUTES

1. Approval of minutes from the August 18, 2020 Transportation Advisory Committee Meeting

## ADOPTION OF AGENDA (Agenda Analysis)

Committee members have the opportunity to move items to New Business/Discussion Items from Communications if they are interested in discussion. The Committee may also add an item to the agenda with the consensus of the Committee.

## PUBLIC COMMENTS

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda, however, the Chair has the discretion to waive limitations. 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 Transportation Advisory Committee Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.

## NEW BUSINESS / DISCUSSION ITEMS

2. Oregon City Connector Shuttle Update
3. Draft Additional Permitting and Notification Policy for City Tree Removal
4. Public Works Report

## COMMUNICATIONS

## ADJOURNMENT

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**PUBLIC COMMENT GUIDELINES**

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*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 Transportation Advisory Committee (TAC) 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.*

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**ADA NOTICE**

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*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*

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***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](http://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

## Staff Report

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

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**To:** Transportation Advisory Committee      **Agenda Date:** 10/20/2020  
**From:** Senior Administrative Assistant-Kim Davis

**SUBJECT:**

Approval of minutes from the August 18, 2020 Transportation Advisory Committee Meeting

**STAFF RECOMMENDATION:**

Approve the Minutes

**OPTIONS:**

1. Approve the minutes
2. Disapprove the minutes



August 18, 2020

## 1. CALL TO ORDER AND ROLL CALL

The Transportation Advisory Committee (TAC) meeting of **Tuesday August 18, 2020**, was called to order by City staff member Kim Davis at 6:05 PM via a virtual Zoom Meeting.

Committee members present included Ben Simmons, Ray Atkinson, Vance Tong, Tim Wuest, Cedomir Jesic, and Bob LaSalle. Henry Mackenroth and John Anderson arrived late.

Staff members present included John Lewis, Public Works Director, Vance Walker, Assistant Public Works Director, Dayna Webb, City Engineer, and Kim Davis, Senior Administrative Assistant.

## 2. APPROVAL OF THE MINUTES

Mr. Simmons **moved to approve** the minutes of **July 21, 2020** and it carried **unanimously** by the following vote: Aye: Simmons, Atkinson, Tong, Wuest, Jesic, and LaSalle.

## 3. AGENDA ANALYSIS

Nothing added.

## 4. CITIZEN COMMENTS

There were no citizen comments made.

## 5. NEW BUSINESS/DISCUSSION ITEM

### a. Presentation from citizen, Carla Owings, about speeding and parking concerns on Glen Oak Rd.

Major points were as follows:

- Carla Owings, a citizen who lives in the Glen Oak Neighborhood, presented a Power Point with her concerns about parking and speeding issues on Glen Oak Rd.
- Ms. Owings said many cars drive faster than the speed limit on Glen Oak Road after they pass the speed hump at High School Avenue. She said cars will not slow down or yield to pedestrians.
- Ms. Owings said speeding is worse during the commute hours and after students are released from school. She said the speeding is not only an issue during the week and it happens all the time.

August 18, 2020  
Transportation Advisory Committee  
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- Ms. Owings said she has requested to have the radar trailer placed on Glen Oak Rd. and they are on the placement list.
- Ms. Owings said “No Parking Signs” were installed on the corners of Glen Oak Road, Tharp Court and Coast Redwood Avenue in 2009 or 2010. She said these signs were working great at first, but as time has gone on, vehicles are ignoring the “No Parking Signs”.
- Ms. Owings said after Mr. Lewis contacted Code Enforcement about the parking issues and having an increase in patrolling the parking issues, it made a difference for a couple of days. She said she would like it if Code Enforcement could monitor the situation for a longer period of time so the habitual offenders would quit parking in the “No Parking” zone.
- Ms. Owings said she is concerned for the safety with the new park going in the neighborhood and the speeding issues. She said she is worried there will be a tragic accident from speed and/or not yielding to pedestrians.
- Ms. Owings said the neighborhood would like increased ticketing for speeding violations, a decreased speed limit on Glen Oak Road, painted crosswalks on Glen Oak Road, and increased Code Enforcement for parking violations.
- Mr. Wuest asked if the curbs are painted yellow in the “No Parking” zone and Ms. Owings said they are not. Mr. Wuest said it sounds like a cheap way to let people know they cannot park there. Mr. Lewis said generally we avoid curb painting because it is a costly endeavor, and the signage is clearly marked. Mr. Lewis said he thinks this is not a demarcation problem, but more of an enforcement problem.
- Mr. Lewis said we will take a look at the speed hump on Glen Oak Road and determine if it needs to be built back up due to wear, or if it was intentionally built to not be as an aggressive speed hump. Mr. Walker said he would check into this.

## b. Clackamas County Shuttle Plan

Major points were as follows:

- Kristina Babcock, the Transit Coordinator for Clackamas County and Project Manager for the Shuttles, gave a presentation on the Clackamas County Shuttle Plan.
- Ms. Babcock went through what is involved in the service plan, project tasks and schedule.
- Ms. Babcock said there were 379 online responses, with just over 50% showing interest in an Oregon City Shuttle. She talked about the key takeaways from the survey.
- Ms. Babcock said potential riders are willing to pay for the service, but they want the payment method to be easy.
- Ms. Babcock went over the service area demographics. She said Kittelson used number from 2017, but she said they are still relevant.
- Ms. Babcock went over a map of key activity centers and talked about service model and routing. She said the routes must service Clackamas

Community College and the Transit Center. Ms. Babcock also spoke about the areas that should be on the routes.

- Ms. Babcock said the ridership estimates are hard because there are currently not any shuttle services in Clackamas County. She said the closest comparison are the shuttles in Washington County.
- Ms. Babcock said the implementation plan is only going to be looking at the 5-year and under timeframe for immediate needs and near-term interests.

### c. Public Works Report

Major points were as follows:

- John Lewis spoke briefly on I-205 tolling. He shared the ODOT website about the idea of tolling and he said it is still just an idea. Mr. Lewis said ODOT is charged with studying the idea of tolling on I-205.
- Vance Walker spoke about the 2020 Slurry Seal Project the City completed. He encouraged everyone to drive the streets and check out the great work the crew did.
- Mr. Walker gave an update about the kiosk that went in at the Oregon City Municipal Elevator.

## 6. COMMUNICATION

Mr. Mackenroth asked if the City could invest in some kind of sticker or signage that encourages safe driving. Mr. Walker said he will look into it.

## 7. FUTURE AGENDA ITEMS

## 8. ADJOURNMENT

There being no further business, the meeting adjourned at 7:48 pm.

Respectfully Submitted,

Kimberly Davis  
Senior Administrative Assistant



# CITY OF OREGON CITY

## Staff Report

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

**To:** Transportation Advisory Committee      **Agenda Date:** 10/20/2020  
**From:** Kristina Babcock – Clackamas County Transit Coordinator

### **SUBJECT:**

Oregon City Connector Shuttle Update

### **EXECUTIVE SUMMARY:**

Kristina Babcock will provide an update on the Oregon City Connector Shuttle

### **BACKGROUND:**

Clackamas County received funding from the HB 2017 Statewide Transportation Improvement Fund to explore four new public transit services that could provide vital connections to our rural communities and areas that are currently hard to get to via transit. These shuttles would help relieve congestion on roads when everyone returns to normal life after social distancing, and they will provide critical, last-mile connections between service provided by regional transit. The four shuttles will include:

- Oregon City Connector Shuttle – Planning and Implementation
- Clackamas Industrial Area Connector Shuttle – Planning and Implementation
- Oregon City, West Linn, and Tualatin Commuter Shuttle – Planning Only
- Milwaukie Connector Shuttle – Planning Only

The Oregon City Connector Shuttle aims to make connections that will enable people to travel all the way to work, school, and other daily destinations on transit. The Oregon City Shuttle will fill gaps from TriMet stops to underserved portions of Oregon City. In particular, it will connect the Oregon City Transit Center, Clackamas Community College, and employers throughout the City, especially for transit-dependent and low-income populations. The Oregon City Shuttle will also provide critical connections with other regional transit providers serving Oregon City.

In June and July of this year, a survey was circulated to assist the project team in understanding and collecting feedback on potential users of the shuttle. The survey results, along with understanding of existing conditions, assisted the project team in identifying possible routes and service models.

Clackamas County and local jurisdictions are currently working through the service model types and routing options, identifying key activity centers that must be served and those that should be served. We will share the array of route options that were evaluated and identify the recommended route for the shuttle.

More information is available on the Clackamas County Shuttle Planning webpage, found here: <https://www.clackamas.us/socialservices/clackamas-county-shuttle-planning>

# Clackamas County Shuttles Oregon City



September 15, 2020



Make connections that will enable people to travel all the way to work, school, and other daily destinations on transit.



Help relieve congestion on city and county roads



Fill gaps to underserved portions of Oregon City, connect Oregon City Transit Center, Clackamas Community College, and employers



Need identified in previous plans, including the Clackamas County Transportation System Plan, TriMet SE Service Enhancement Plan, and TriMet Public Transportation Improvement Plan

# Project Purpose and Background

|   |   |                      |
|---|---|----------------------|
|    | Project Management                        | <b>Throughout</b>    |
|    | Public Engagement and Existing Conditions | <b>April - July</b>  |
|    | Draft Service Plan                        | <b>July - August</b> |
|    | Jurisdictional Meetings                   | <b>September</b>     |
|  | Final Service Plan                        | <b>October</b>       |

2020

# Project Tasks and Schedule

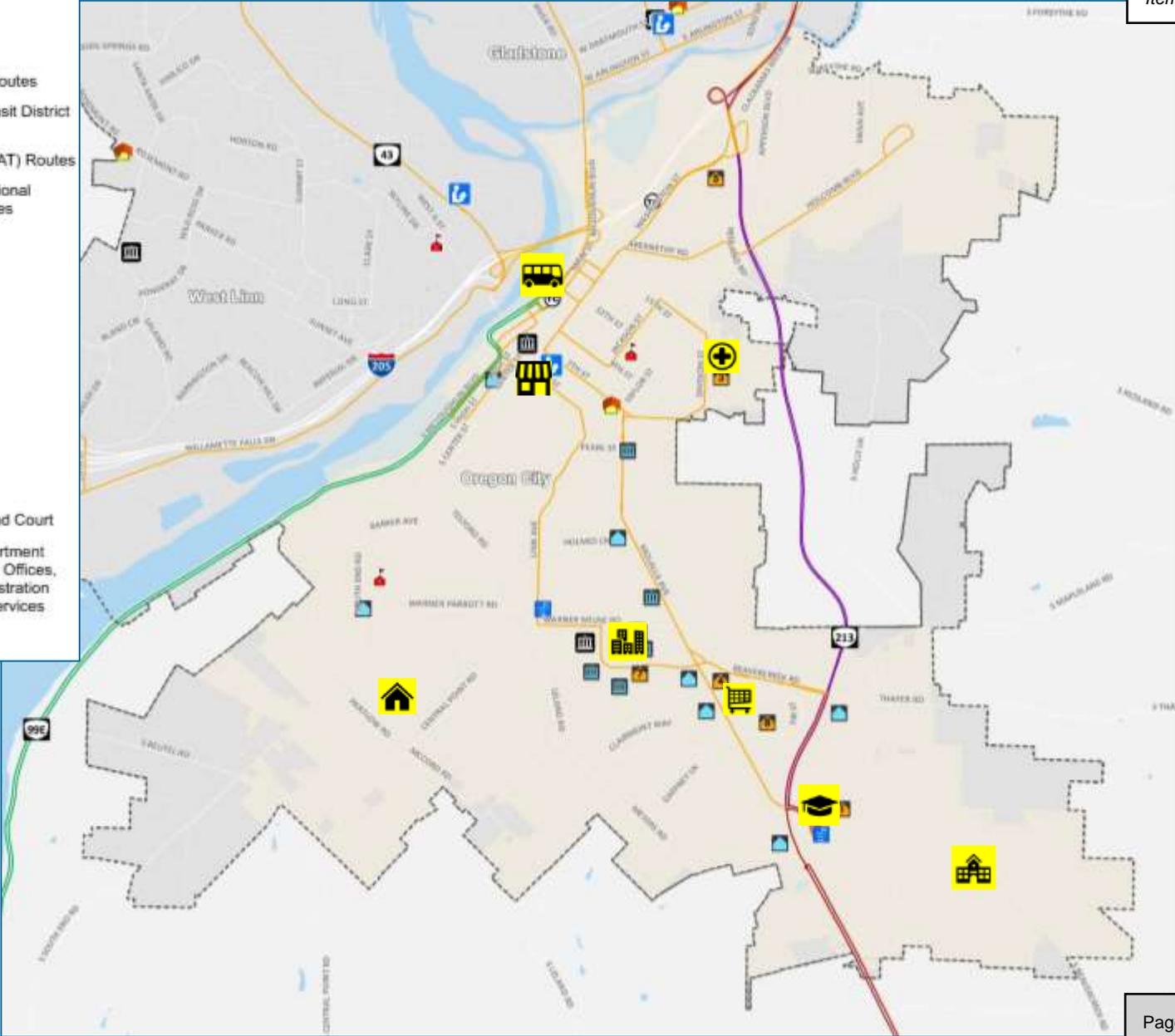
# What's in the plan?

The service plan includes:

- Summaries of previous plans identifying shuttle need
- Existing Conditions - Service area demographics, commute information, and key activity centers
- Operations Plan - service type, route, and stop considerations
- Vehicle, Maintenance, & Storage Needs
- Staffing Needs
- Management, Marketing, and Information Plan
- Technology Needs
- Coordination Plan – Connecting to other transit providers, identifying connecting stops, and transit-supportive code
- Financial Plan – Fare policy, operating, and capital costs
- Implementation Plan

# Key Activity Centers

- Oregon City
- Metro Urban Growth Boundary
- TriMet Bus Routes
- Existing TriMet Rail
- CCC Xpress Shuttle Routes
- South Clackamas Transit District (SCTD) Routes
- Canby Area Transit (CAT) Routes
- South Metro Area Regional Transit (SMART) Routes
- Park and Ride Lots
- Grocery Stores
- Job Centers
- Community college
- High school
- Libraries
- Hospitals
- Community Centers
- City, County Offices and Court
- Human Services Department  
Offices, Social Service Offices,  
Social Security Administration  
Office and Veterans Services



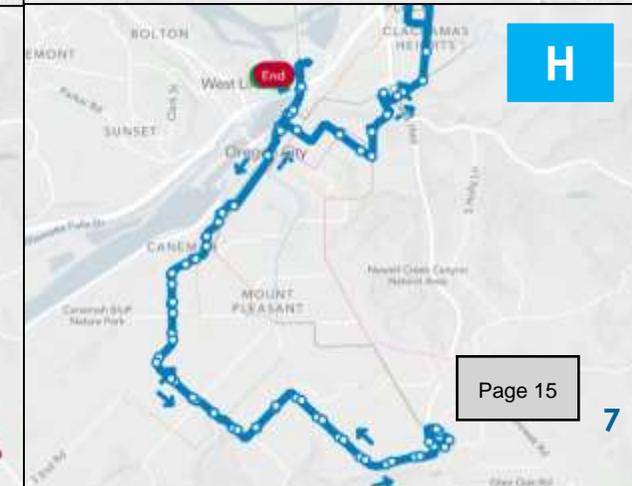
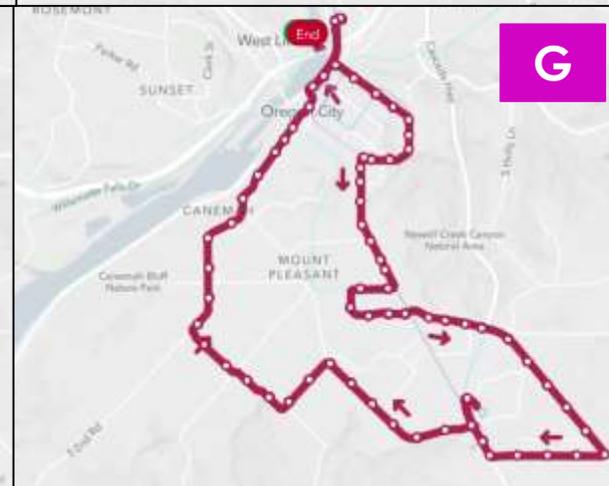
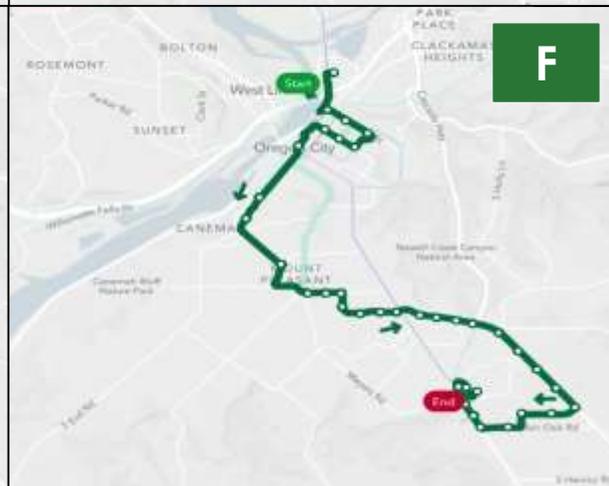
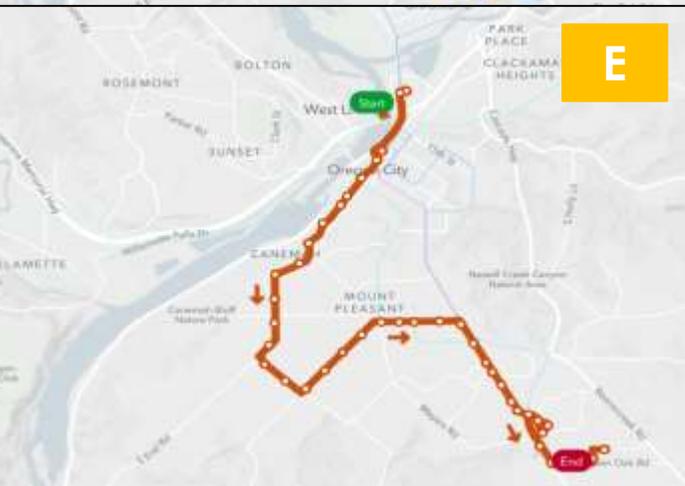
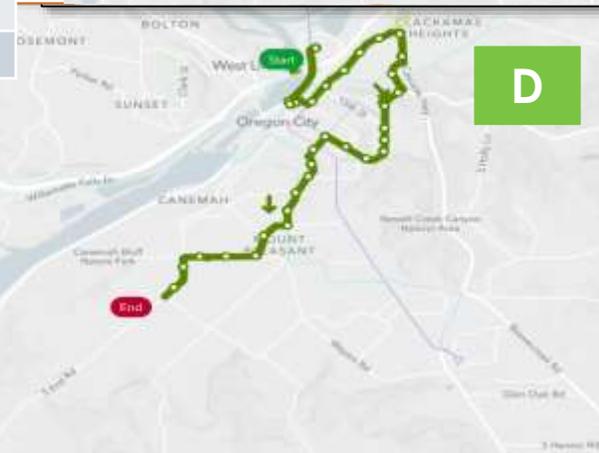
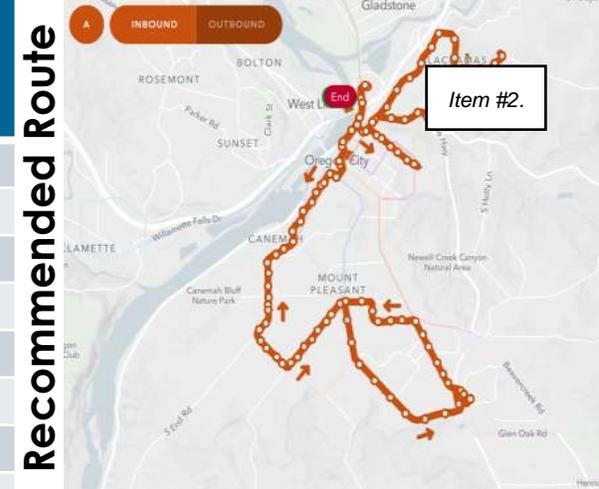
## Key Destinations and High Priority Areas

- Oregon City Transit Center
- Clackamas Community College
- Providence Willamette Falls Medical Center
- Oregon City High School
- Industrial Employment/County Offices
- Southwest Residential
- Shopping Centers
- Oregon City Senior Center

# Service Model & Routing

- Recommended deviated fixed-route model to provide a consistent fixed route while providing flexibility to serve areas beyond the fixed route.
- MUST serve transit center and CCC, SHOULD serve as many of the following as possible:
  - Providence Willamette Falls Medical Center
  - Oregon City High School
  - Oregon City Senior Center (downtown area)
  - Industrial employment and the County offices
  - Residential areas in southwest Oregon City
  - Employment and grocery destinations in the South Ridge Shopping Center and Hilltop Mall shopping areas

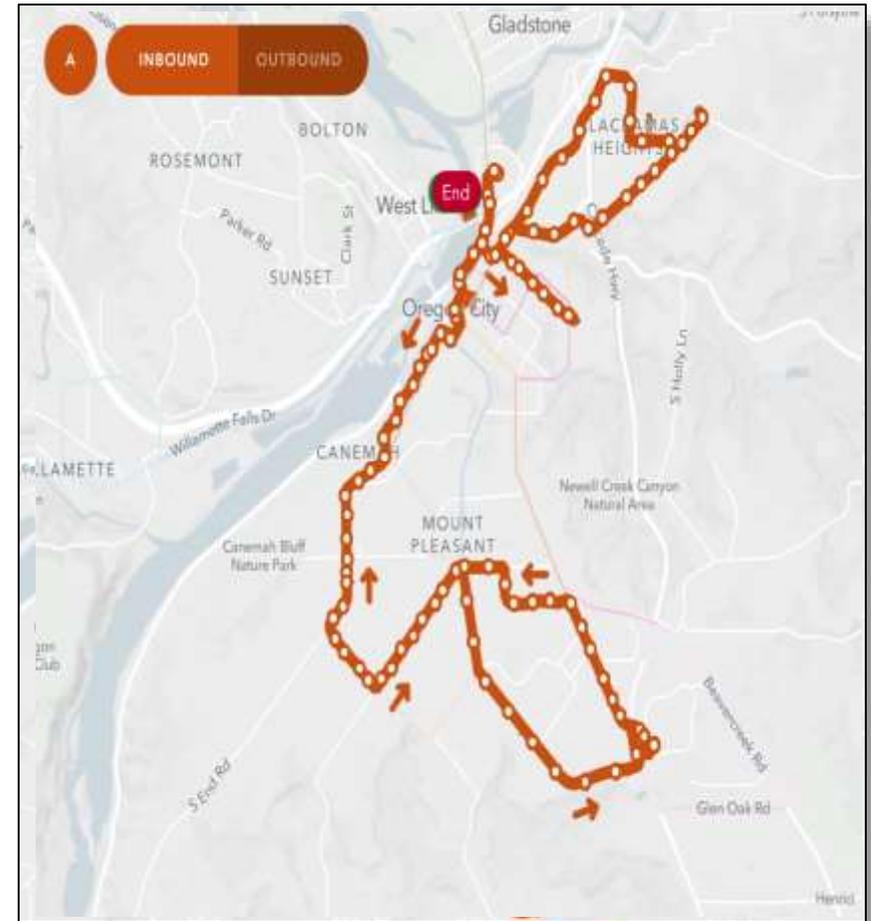
| Alternative | Runtime (minutes) | Layover Buffer (minutes) | Deviation Buffer (minutes) | Total Trip Time (minutes) | Number of Priority Stops Served | Population Coverage | Job Coverage |
|-------------|-------------------|--------------------------|----------------------------|---------------------------|---------------------------------|---------------------|--------------|
| <b>A</b>    | 46.3              | 4.6                      | 4.6                        | 55.5                      | 7 of 8                          | 14,903              | 7,409        |
| <b>B</b>    | 47.5              | 4.7                      | 4.7                        | 56.9                      | 6 of 8                          | 15,309              | 6,381        |
| <b>C</b>    | 61                | 6.1                      | 6.1                        | 73.2                      | 7 of 8                          | 15,882              | 7,453        |
| <b>D</b>    | 51.7              | 5.1                      | 5.1                        | 61.9                      | 3 of 8                          | 8,021               | 3,141        |
| <b>E</b>    | 60                | 6                        | 6                          | 72                        | 7 of 8                          | 10,519              | 6,079        |
| <b>F</b>    | 66.2              | 6.6                      | 6.6                        | 79.4                      | 6 of 8                          | 12,777              | 8,560        |
| <b>G</b>    | 59.6              | 5.9                      | 5.9                        | 71.4                      | 8 of 8                          | 17,122              | 10,046       |
| <b>H</b>    | 78.6              | 7.9                      | 7.9                        | 94.4                      | 5 of 8                          | 10,346              | 4,250        |
| <b>I</b>    | 84                | 8.4                      | 8.4                        | 100.8                     | 7 of 8                          | 15,132              | 8,425        |



# Recommended Route

## Alternative I

- Provides a combination of line and loop service, transfer to other transit agencies are possible on “long” side of loop
- ¼ Mile Capture area :
  - 15,132 people, 8,425 jobs
- Total trip time – 100.8 minutes
- Route Length – 20.93 miles
- Serves most of the key destinations
- Serves the primary purpose - providing a last-mile connector, especially in the southwest residential area. Serves southern Oregon City and Clackamas Heights.
- Does not serve Oregon City high school
- Serves mostly roadways with no competing transit services



# Service Span & Frequency

- Shuttles will run headways based on their trip length; additional buses are needed to increase frequency, or a shorter route would need to be developed.
- Funding in the first year allows about 60 hours of service per week, second year allows about 65 hours of service per week.
- In the first year, only 12 service hours can be provided per weekday. For the first year, 6 AM – 6 PM weekdays-only is prioritized and recommended.
  - Survey respondents indicated a preference for shuttle service from 6 AM – 8 PM.
  - More connection opportunities exist in the 6 AM – 8 AM range, such as TriMet Route 99 which runs from 6:30 AM – 9 AM and 3 PM to 7:15 PM to Portland.

# Service Span & Frequency

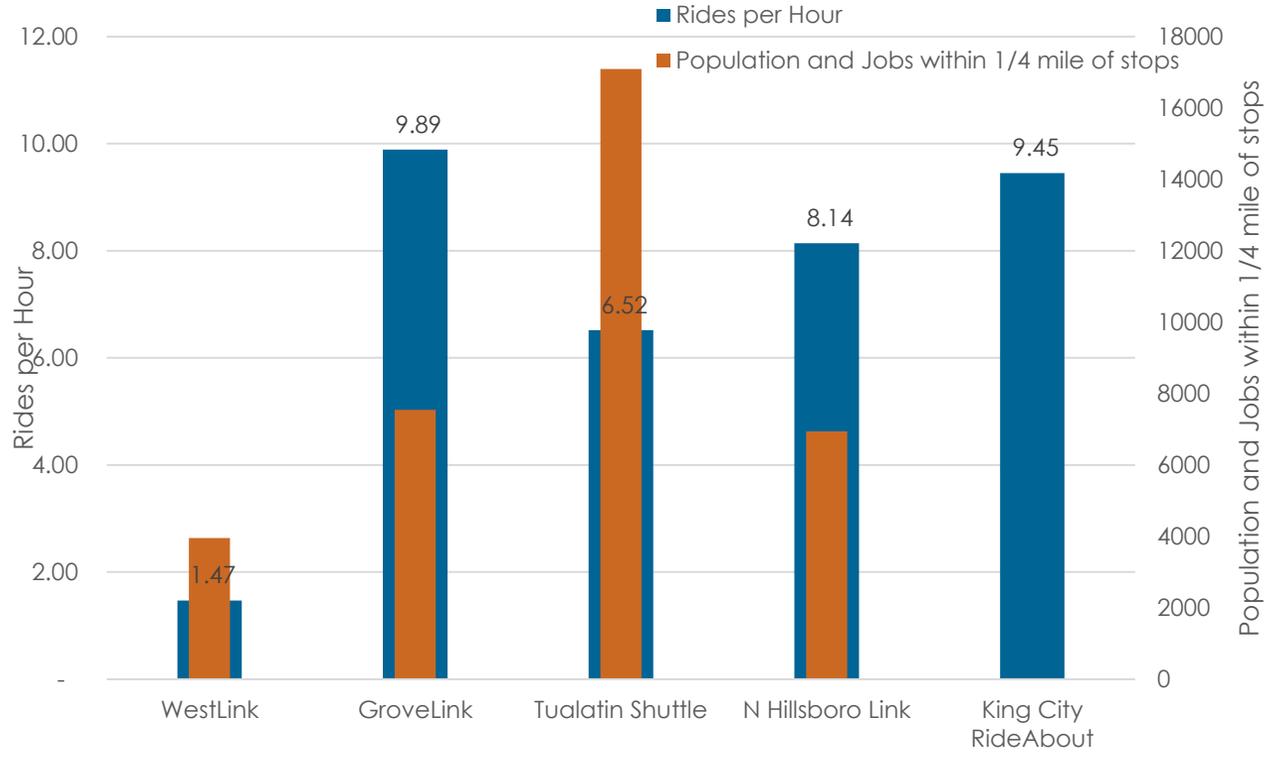
- In the second year and beyond, expanding to weekend service is recommended. Starting by providing service from 11 AM – 4 PM service on Saturday and potentially expanding to Sunday.
  - Strong desire for later evening and weekend service by survey respondents.
- In the long-term, Clackamas County could evaluate ridership by weekdays and weekends, as well as by time of day to better understand existing service once established.
- Rider surveys could seek feedback about adjusting service hours or adding service frequency.
- Additional vehicles would be needed to increase frequency.

## Vehicle, Maintenance, & Storage Needs

- First vehicles have been procured, include ADA accessibility, bike racks, and 14 seats
- Contracting out services allows for maintenance and storage to be handled by the contractor or County
- If a potential contractor does not have a nearby storage and/or maintenance location, the Clackamas County Public Works storage and maintenance site or County offices would be suitable and minimize “deadhead” mileage and time.
- Financial plan indicates fleet replacement needs in the future

# Ridership Estimates

- Oregon City would be similar to Tualatin and N Hillsboro Link
- Rides per hour for shuttle service in Oregon City is forecasted to be around 6-8, depending on the service model.

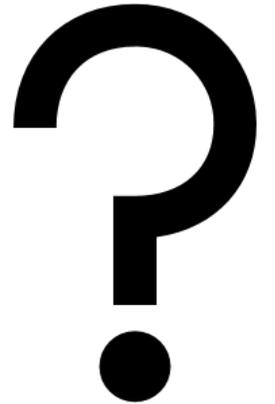


# Next Steps

- Revise plan based on further feedback
- Develop marketing and branding strategy
- Coordinate with community partners
  - Adjacent providers
  - Transit stop access
  - Code changes
- Review with Oregon City Partners, Clackamas County Staff, C4, and Board of County Commissioners

# Discussion

- What feedback or questions do you have?





# CITY OF OREGON CITY

## Staff Report

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

**To:** Transportation Advisory Committee **Agenda Date:** 10/20/2020  
**From:** Community Development Director Laura Terway

### **SUBJECT:**

Draft Additional Permitting and Notification 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, Public Works, the Parks and Recreation Department and has incorporated direction from the City Commission at their July 7<sup>th</sup> work session.

### **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, Parks and Recreation Advisory Committee, 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 50 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.

| <u>Common Name</u>           | <u>Species</u>           | <u>Minimum Size (d.b.h)*</u> |
|------------------------------|--------------------------|------------------------------|
| 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 region<sup>1</sup>.

<sup>1</sup> 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 50 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:** Transportation Advisory Committee  
**From:** Senior Administrative Assistant-Kim Davis

**Agenda Date:** 10/20/2020

### **SUBJECT:**

Public Works Report

### **TOPICS:**

- i.) Update about Speeding and Parking Concerns on Glen Oak Rd.
- ii.) Update on Expiring Terms
- iii.) Annual Report Discussion – Goals