

TREE BOARD
June 4, 2018

The Tree Board of the City of Norman, Cleveland County, State of Oklahoma, met in the Study Session Room on the 4th day of June 2018 at 4:00 P.M.

ITEM 1, being:

ROLL CALL

Present: Chairman Menzie and Commissioners, Huffman, Janaway, Tedder-Loffland, Spain, and Winegardner

Absent: Commissioners Fagin, Grisso, and Lavastida

City Officials

Present: Councilmember-Elect Joe Carter, Ward 2
James Briggs, City of Norman Park Planner
Jud Foster, Parks and Recreation Director
Karla Sitton, Administrative Technician IV

ITEM 2, being:

APPROVAL OF THE MAY 7, 2018 MEETING MINUTES

Commissioner Spain made the motion and Commissioner Winegardner seconded to approve the minutes. The vote was taken with the following results:

YEAH: Chairman Menzie and Commissioners, Huffman, Janaway, Tedder-Loffland, Spain, and Winegardner

NAY: None

ITEM 3, being:

APPROVAL OF THE AGENDA

Commissioner Spain made the motion and Commissioner Winegardner seconded to approve the agenda. The vote was taken with the following results:

YEAH: Chairman Menzie and Commissioners, Huffman, Janaway, Tedder-Loffland, Spain, and Winegardner

NAY: None

ITEM 4, being:

SUBCOMMITTEE REPORTS

Before discussions regarding the Subcommittee Reports began, Chairman Menzie introduced Tory Tedder-Loffland, the newest Commissioner to the Tree Board. Ms. Tedder-Loffland said she grew up in Norman, is married with children, and works at Oklahoma Electric Cooperative (OEC). The other Commissioners went around the table and introduced themselves.

ITEM 5, being:

RELEAF BERRY ROAD PROJECT

Commissioner Janaway said the Park Foundation continues to raise money for the Releaf Berry Road Project at the 2nd Friday Art Walk. He said the Park Foundation will set up a booth in front of the bank on June 8, 2018 and volunteers are needed. Commissioner Tedder-Loffland asked where trees are being planted and Commissioner Janaway said along Berry Road between Robinson Street and Imhoff Street, beginning at the north end first. Chairman Menzie said property owner's permission must be received and trees are planted in the public right of way. Commissioner Tedder-Loffland asked how many trees are expected to be planted and Commissioner Huffman said approximately 200. Chairman Menzie suggested taking this item off the agenda until the fall when tree planting will resume.

ITEM 6, being:

**CONTINUED DISCUSSION REGARDING POTENTIAL CHANGES OR ADDITIONS TO ORDINANCE
O-1112-19, CHAPTER 1, LANDSCAPE REQUIREMENTS**

Chairman Menzie highlighted the draft Norman Tree ordinance to the Board stating he felt the ordinance requirements needed to be kept simple. He said the following definitions were added to the draft ordinance: Diameter at Breast Height (DBH), meaning tree diameter at breast height which is measured at 4.5 feet above the ground and Street Trees meaning a tree between the sidewalk and the street or in the six foot easement from the street. Commissioner Huffman felt the DBH requirement would be hard to achieve and felt it needed to be softened. Chairman Menzie said he only went with the DBH requirement because it is a standardized equation. Commissioner Tedder-Loffland asked whether a citizen would need to give a legitimate reason to cut down a healthy tree and Chairman Menzie said no. Commissioner Winegardner said a Historic Tree Designation can easily be added to the ordinance.

Chairman Menzie asked how the Board felt about the fine amounts and reminded everyone they only applied to Street Trees. Commissioner Winegardner said he was good with the fines/amounts. Commissioner Tedder-Loffland asked what could be done if a tree was growing into the sidewalk and Chairman Menzie said a City Forester would determine whether or not the tree should/would be removed; however, the City does not have a Forester at this time. Chairman Menzie felt even though the City did not have a Forester at this time, the Forester section needed to stay in the draft ordinance and the Board agreed. He said the draft ordinance can be amended allowing the Forester flexibility to adjust the fines in certain situations.

The Board discussed the "core area" and Mr. James Briggs, Park Planner, suggested changing the verbiage to "defined area" because assumptions of core may be different from one person to the other. He said Council wanted to stay out of the ten-mile flat and Lake Thunderbird areas. Commissioner Huffman said the defined area should go to Franklin Road to the west and 24th Avenue to the east. Commissioner Janaway felt the only area that should be defined was the core area around the University of Oklahoma but Mr. Briggs felt that Council indicated at the Community Planning and Transportation Committee (CPTC) meeting that they wanted a citywide policy. Commissioner Tedder-Loffland felt the east boundary should be 36th Avenue and Commissioner Winegardner felt 36th Avenue SE is in the rural area; therefore, the east boundary should only go to 12th Avenue or 24th Avenue. Commissioner Huffman said the boundaries need to be simple and a square area. Chairman Menzie suggested drafting the defined area as 48th Avenue to Franklin Road and the Council can make any exclusions if they so desired. Commissioner Huffman suggested adding a "historic designation" only on a voluntary basis to be added to the draft ordinance because if the tree would stay designated (with the property deed) as a historic tree and not with the owner if ownership changes.

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Darrell Janaway felt citizens needed to replace a new construction tree if the tree died and the Board suggested adding Tree Tips for Planting Trees on the City Website.

Chairman Menzie said he will make changes to the draft tree ordinance to include: removing Section 5, Duty of person altering: permitting wood, brush, logs, etc., to remain on sidewalk, etc., prohibited; change verbiage "core" area in Section 6 to "defined" area; and reference other existing codes pertaining within this policy. He stated again, the simpler the tree ordinance the better. Chairman Menzie said the Board can discuss the changes made on updated draft ordinance at the next meeting.

Commissioner Janaway left the meeting at 5:11 p.m.

ITEM 7, being:

MISCELLANEOUS DISCUSSION

The Board discussed cancelling the July 2, 2018 meeting and rescheduling it for July 9, 2018.

ITEM 8, being:

ADJOURNMENT

Commissioner Huffman made the motion and Commissioner Spain seconded to adjourn. The vote was taken with the following results:

YEAH: Chairman Menzie and Commissioners, Huffman, Janaway, Tedder-Loffland, Spain, and Winegardner

NAY: None

Passed and approved this _____ of _____ 2018

Don Menzie, Chairperson
