



City of Durham

17160 SW Upper Boones Ferry Rd.
Durham, Oregon, 97224

Jordan Parente - City Administrator

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website: www.durham-oregon.us

Wyatt Bean - Administrative Assistant

CITY COUNCIL WORK SESSION AGENDA

Juanita Pohl Center: Tuesday, February 24, 2026, 6:45 p.m.

A. OPEN COUNCIL WORK SESSION @ 6:45 p.m.

B. ROLL CALL OF COUNCIL MEMBERS

(Mayor Joshua Drake, Council President: Leslie Gifford, Councilors Gary Paul, David Streicher and Sean Lee)

C. CONFIRMATION OF OUTSTANDING TREE ORDINANCE ITEMS

- 162.05.E.iii: Based on Councilor Streicher's question, added clarifying sentence to Section permitting emergency tree removal without a permit. Clarifying sentence makes it clear that if the removed tree does not qualify for an emergency tree removal permit, the removal will be treated as a violation.
- 162.07.B: Clarifying revisions regarding timelines; added emergency tree removal application timeline so that all timelines are located in the same place.
- 162.10.A.ii: Councilor Streicher had the following comment about the second sentence: *"The \$500 waiver was discarded at the 2/10 meeting. The CA will simply impose whatever monthly penalty the CA thinks is appropriate. It might be \$25/month or it might be \$250/month. It is overkill to forgive the last month."*
- 162.10.A: Councilor Streicher requests to revise this section to say that the default is violations are not continuing in nature, except as otherwise noted.
- 162.10.A.iii: Councilor Streicher had the following comment: *"At 162.10(A), we should just say that none of the penalties are continuing. This really just affects 162.10(A)(iii), which would otherwise impose a \$4,000/day penalty for violations we haven't identified. A flat \$4,000 penalty is enough punishment."*

D. ADDITIONAL TREE ORDINANCE ITEMS (pages 1-10)

E. SECOND READING DATE

F. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS

G. ADJOURN

City of Durham, Oregon

RESOLUTION NO. 6XX-26

A RESOLUTION OF THE DURHAM CITY COUNCIL, OREGON, REQUIRING CITY COUNCIL AUTHORIZATION AND PUBLIC NOTICE OF NON-EMERGENCY TREE REMOVALS FROM CITY PROPERTY

WHEREAS, the City of Durham regulates the removal of trees on private property in order to promote public health, safety, and welfare, and;

WHEREAS, the Durham City Council wishes to preserve healthy trees on City-owned property and prevent the unnecessary removal of such trees in order to promote public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DURHAM, OREGON as follows:

1. Trees on City Property

Tree removal of six inches (6”) inch Diameter Breast Height (DBH), as defined in Ordinance No. [REDACTED], or greater on city property shall be subject to review and approval by City Council. The City Administrator shall report to City Council the conditions or reasons why it is necessary to remove the tree(s). City Council shall review the proposed removals and consider factors such as the location, health and condition of each tree proposed for removal and the significance of the impact of the tree’s removal to the community. Removal of trees less than six inches (6”) may be performed at the City Administrator’s discretion and without prior review and approval by City Council.

2. Public Notice

City staff shall give public notice of the proposed removal of a tree from City-owned property by posting a sign on the property a minimum of one week prior to removal.

3. Expedited Removal

Upon the City Administrator’s determination that a tree is a hazard tree as defined by Ordinance No. [REDACTED] or would otherwise qualify for an emergency removal permit as provided by Ordinance No. [REDACTED], the City Administrator may remove the tree in an expedited manner and without prior Council review and approval.

PASSED AND ADOPTED by the City of Durham, Washington County, Oregon this [REDACTED]th day of [REDACTED], 2026.

CITY OF DURHAM

BY:

Joshua Drake, Mayor

ATTEST:

Jordan Parente, City Administrator / Recorder



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SCOPE OF WORK

DATE: February 19, 2026
TO: TRAQ endorsed City Arborist Services
FROM: Jordan Parente, City Administrator
RE: Durham Tree Ordinance Execution

Introduction

The City of Durham ("City") is seeking proposals from qualified arborists certified in Tree Risk Assessment Qualification (TRAQ) to provide professional arboricultural services in support of the City's municipal tree ordinance and public tree management responsibilities.

The selected consultant will assist the City with private tree removal permit review, mitigation compliance monitoring, and assessment and reporting on trees located on public property.

Background

The City has updated regulations regarding the removal of trees on private and public property. New ordinances establish permit types, review timelines, mitigation requirements, and standards for hazard tree determinations. To ensure consistent, defensible, and timely implementation of the ordinance, the City seeks professional support from a TRAQ-certified arborist.

Scope of Work

The selected consultant shall provide services including, but not limited to, the following:

A. Tree Removal Permit Review (Private Property)

1. Review tree removal permit applications submitted to the City.
2. Conduct timely site inspections, as necessary.
3. Evaluate tree health, structural condition, and hazard potential using ISA TRAQ methodology.
4. Determine whether removal criteria under municipal and development codes are met.
5. Assess and critique project arborist work for development code compliance/alternatives.
6. Provide written recommendations to approve, conditionally approve, or deny applications.
7. Meet established City review timelines (to be specified, e.g., 2/10/15 business days depending on permit type).
8. Provide documentation sufficient to support defensible land use decisions and attend public meetings when necessary.
9. Coordinate with City staff and contractors, as needed.

B. Mitigation Compliance and Follow-Up

1. Maintain City mitigation tree list.
2. Track and verify required mitigation tree plantings or required in-lieu of mitigation fee.
3. Conduct follow-up site inspections to confirm:
 - Correct species
 - Proper planting methods

- Appropriate sizing and placement
- 4. Provide written confirmation of compliance or notice of deficiency.
- 5. Recommend corrective action where mitigation requirements are not met.

C. Public Tree Assessment (City Property)

1. Conduct assessments of trees located on public property, including:
 - Parks
 - Rights-of-way
 - City-owned parcels
2. Identify trees in poor health, structural decline, or posing elevated risk.
3. Prepare written assessment reports including:
 - Photographs
 - Risk rating
 - Recommended action (monitor, prune, treat, remove, etc.)
 - City planting plan
 - Cost estimates (if available)
4. Perform Arbory work (monitor, prune, treat, remove, etc.), as needed.

D. City Council and Planning Commission Presentations and Public Meetings

1. Present findings to City Council or Planning Commission when requested or attend tree related public meetings.
2. Provide clear, accessible explanations of:
 - Tree health condition
 - Risk assessment results
 - Justification for removal or retention
3. Answer questions during public meetings.

E. Emergency Tree Services and Assessments

1. Provide on-call services for emergency tree situations on public property.
2. Conduct rapid response assessments following:
 - Immediate public safety concerns
 - Structural failure
 - Storm events
3. Provide written documentation supporting emergency removal decisions.
4. Coordinate with City staff and contractors as needed.

Qualifications

Scope of Work Proposals must meet the following minimum qualifications:

- ISA Certified Arborist (required)
 - ISA Tree Risk Assessment Qualification (TRAQ) (required)
 - Minimum of 5 years of professional arboricultural experience
 - Knowledge of Oregon tree regulations and best management practices
 - Ability to provide defensible written findings suitable for public record
 - Experience working with municipalities or public agencies (preferred)
-

Deliverables

The selected consultant shall provide:

- Written permit review recommendations
- Risk assessment reports
- Mitigation compliance verification reports
- Public tree assessment summaries
- Emergency assessment documentation
- Attendance at meetings as requested

All deliverables shall be submitted in digital format suitable for public records retention.

Scope of Work Proposal Requirements

Scope of Work proposals shall include:

1. Cover Letter
 2. Firm/Individual Qualifications
 3. Proof of ISA Certification and TRAQ credential
 4. Relevant Experience (municipal experience preferred)
 5. Proposed Fee Structure:
 - Hourly rate
 - Permit review rate (if flat fee)
 - Emergency response rate
 - Meeting attendance rate
 6. Availability and response time commitments
 7. References (minimum of three)
-

Insurance Requirement

The selected consultant shall maintain:

- General Liability Insurance
- Professional Liability (Errors & Omissions)
- Workers' Compensation (if applicable)

Coverage limits will be specified in the contract.

Contract Term

The City seeks a continuing professional services agreement.

Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and certifications
 - Municipal experience
 - Understanding of scope
 - Responsiveness to timeline requirements
 - Fee structure
 - References
-

Submission Deadline

Proposals must be submitted electronically to:

Jordan Parente, City Administrator

City of Durham

cityofdurham@comcast.net

By: March 16, 2026

DRAFT

Application # (office use)

Applicant & Property Information

Property owner name *

Site address *

Owner certification *

I certify that I am the **owner** of the property from which tree removal is proposed. (Only the owner may apply. If the tree trunk straddles property lines, all affected owners must join the application.)

If the trunk straddles property lines, list all joined owners (names + property addresses)

Owner 1 – Address
Owner 2 – Address

Phone *

Email (for status updates) *

Preferred contact

Email



Applicant name (if different)

Mailing address (if different from site)

Tree Information

Tree species (if known) *

DBH (inches) — required if 6" or larger *

DBH = diameter at breast height (~4.5 feet above ground).

Number of trees

This application is for one tree.

Permit classification (select one) *

Hazard Tree Removal Permit — City Arborist determines the tree is a *hazard tree* (high or extreme risk per ISA qualitative tree risk assessment).

Dead or Declining Tree Removal Permit — City Arborist determines the tree is dead or in progressive and irreversible decline.

Property Damage Tree Removal Permit — Tree is causing, or is reasonably likely to cause, material damage to an existing *structure* or *utility service*; the structure/utility cannot reasonably be moved; and damage cannot reasonably be prevented (e.g., root pruning/root barrier), as determined by the City and City Arborist.

One Tree Per Year Removal Permit — Once per year per physical address, removal of one tree between **6" and 10" DBH**.

Emergency Tree Removal Permit — Condition presents *immediate danger* to persons or property (e.g., uprooting/progressive lean; cracks at main branch unions; leaning on a structure or another tree; or imminent collapse).

Removal of Trees Pursuant to Issued Building Permits — Trees that must be removed to execute an *issued building permit*, subject to preservation/dispersal and canopy requirements.

Expected review timeline (from complete application)

Select a permit classification to see the applicable timeline.

Emergency note: If you determine a tree presents an immediate danger, you may remove it *before* permit issuance only if you apply for an emergency permit within **5 business days** after removal. If the City determines it does not qualify as an emergency, the removal is a violation.

Arborist report (upload)

No file selected.

Accepted: PDF/JPG/PNG.

Photos or video of the tree (required)

No files selected.

Additional information / narrative (required for some types)

Explain why the tree should be removed. Include proximity to structures/utility services, observed defects, decline symptoms, or immediate danger indicators (if emergency).

Proposed replacement tree species (if required)

Use the City-approved tree list (requirements may be updated by the new ordinance).

Proposed replacement size

e.g., 1.5 inch caliper / 5-gallon

Site sketch / site plan (upload)

No file selected.

Upload a site plan or sketch and clearly mark the tree proposed for removal (include house, street, driveway, and other significant features).

Acknowledgements & Signature

Required: I understand cutting down a tree larger than 6 inches DBH without a valid permit is a violation and may be subject to fines.

Required: I grant City staff and officials access to the property to observe and evaluate this application.

Required: I affirm that all information submitted with this application is complete, accurate, and true.

I understand I must comply with all permit conditions, including mitigation and deadlines, and I will notify City Hall when the tree has been removed.

Typed name (acts as signature) *

Optional enhancement: add an e-signature pad or identity verification (e.g., emailed confirmation link).

Date *

02 / 18 / 2026



Backend options: (1) send to an email inbox using a server endpoint, (2) store in a database (e.g., SharePoint list), (3) create a PDF and route to permit tracking. This form reflects Ordinance 273-26 / Chapter 162 for non-development tree removal. Connect submission to your website backend or email workflow.