

## Draper Tree commission - Monday Oct 7th, 2019 8:00 a.m. Meeting notes

### Agenda:

1. Approve September meeting minutes
2. Review action items
3. Follow up on 13800 South progress and watering status/plans
4. Discuss proposal for Lone peak Parkway
5. Review if proposed changes by planning division were approved by city council and if the city can include Tree commission to work with planning commission for new development plans.
6. Finalize proposed changes to Tree ordinance for city initiated street projects
7. Discuss plans to start working on “three Chapters from Title 9 (Zoning Ordinance) that pertain to trees and landscaping.”
8. Discuss recruiting additional members and the role of communications in the Draper paper and website etc.

Notes:

Attendees:

Laura Oscarson  
Rhett Ogden  
Wayland McGary  
Maryann Pickering  
Dan Portwood  
Russ Fox  
Todd Hammond  
David Cloward  
Janet Simonich

Meeting minutes were motioned and seconded for approval

We discussed item 5 related to how we could have tree commission input on development plans without disrupting the planning commission review cycles. Russ explained that all discussions must be on the agenda. Russ explained that any "actions" must be voted upon and what was done previously on reviewing plans was incorrect. Currently, we only have guidelines for street trees, but not landscaping, so to guide the landscaping in commercial projects, we need to have more information in the code. Tree commission meetings and recommendations that require votes does not line up with city review schedule. We discussed whether we could have a member act as an expert consultant, but that could open up legal concerns

Laura Oscarson joined to give public meeting training mandated by state code.

- All meetings are open to the public - must state specific time and place
- Need a quorum - not chance encounters. Can include workshops, site visits etc.
- If we have a sub-committee, then it needs to be agendaized and be noticed beforehand and decisions would require a vote
- If not a quorum, then no vote is required
- Agendas and minutes and recording are open record
- Meetings must be thorough
- Need agenda 3 days before meeting (by law 24 hrs before)
- Agenda posted with the notice and must be reasonably specific
- Opportunity to bring things forward to be discussed in future meetings

- No acronyms or abbreviations
- Permanent records
- Keep door open for open meetings
- All conversations must be open - no side conversations, texting etc
- Everyone should RSVP
- If don't have quorum, should not have a discussion
- Agenda and minutes should match

We should stick to the agenda items in order and decide if these items will move to the next meeting.

13800 South planting will be in November, so the water will be shut off, thus they will be watered initially with a water truck. We discussed how we could water them if the weather is dry for a couple of months following the planting.

Janet asked if we can get a city site plan for next meeting to work on the soil and water for tree guide

Moved items 4, 6, 7, 8 to meeting November 4th

Actions:

1. Tighten up street tree guide to include soil and water zone information and recommendations. Wayland to bring the maps to the next meeting