



CITY OF LAKE FOREST PARK SPECIAL TREE BOARD MEETING

Wednesday, October 15, 2025 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/88960694796>

Call into Webinar: 253-215-8782 | Webinar ID: 889 6069 4796

The Tree Board is providing opportunities for public comment by attending in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending in person, there is a sign-in sheet located near the entrance to the room. Fill out the form and the presiding officer will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

For up-to-date information on agendas, please visit the City's website at www.cityoflfp.gov.

AGENDA

1. CALL TO ORDER: 7:00 PM

2. SHORT REFLECTION

3. INTRODUCTIONS

4. ADOPTION OF AGENDA

5. APPROVE MINUTES

A. September 03, Meeting Minutes

6. PUBLIC COMMENTS

The Board is not accepting online public comments. This portion of the agenda is set aside for the public to address the Board on agenda items. However, the Board may not respond to comments from the public. If the comments are of a nature that the Board does not have influence

over, then the Chair or presiding officer may request the speaker suspend their comments. Comments are limited to a three (3) minute time limit.

7. REPORTS AND ANNOUNCEMENTS

8. OLD BUSINESS

- A. SFI Grant status
- B. KCD Grant status
- C. Future Outreach Opportunities and Farmers Market Table Recap

9. NEW BUSINESS

- [A.](#) Work Plan Review
- B. Member Recruitment

10. AGENDA FOR NEXT MEETING

11. ADJOURN

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.

1 City of Lake Forest Park – Tree Board Meeting
2 Meeting Minutes: September 3, 2025; 7:00-9:00pm
3 Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom
4

5 **Tree Board Members present:** Richard Olmstead, Richard Saunders, Victoria Kutasz, Stacey
6 Spain, Doug Sprugel, and Mark Phillips
7

8 **Staff and others present:** Larry Goldman, LFP City Council; Elizabeth Talavers, Assistant Planner
9

10 **Members of the Public present:** Esther Goldstein
11

12 **Tree Board Members absent:** No members were absent.
13

14 **Call to order:** 7:00 PM
15

16 **Short Reflection:** Chair Phillips gave a short reflection on his trip to New Hampshire and the trees
17 he saw on the East coast including white pines and hemlocks.
18

19 **Introductions:** The Tree Board members introduced themselves.
20

21 **Approval of Meeting Agenda:** Chair Phillips suggested to add Tree Ordinance update to the
22 agenda. Board member Sprugel motioned to approve the agenda with the edits; Vice Chair Kutasz
23 seconded. The agenda was approved unanimously with the suggested edits.
24

25 **Approval of Minutes:** Vice Chair Kutasz requested to delete one paragraph from the minutes.
26 Board member Saunders motioned to approve the minutes with the suggested edits; and Board
27 member Sprugel seconded. The August 2025 minutes were approved unanimously.
28

29 **Public Comment:** Ms. Goldstein gave a public comment about worrying about the rates of tree
30 removals in the city. Ms. Goldstein suggested that the General Tree List should also encourage more
31 native trees.
32

33 The Tree Board members were able to respond to Ms. Goldstein’s comments about the tree
34 removal by providing information from the tree data that has been collected for the city.
35

36 **Next meeting:** The next meeting occurs on October 1, 2025.
37

38 **Reports and Announcements:**

39 Councilmember Goldman Update

40 Councilmember Goldman announced that the city has hired a new arborist, Sam Kull. Mr. Goldman
41 also announced that the Planning Commission is set to adopt the Climate Element by their next
42 meeting.
43

44 City Staff Update

45 Ms. Talavera announced that the new city permitting system is now live on the city’s website for all
46 applications.
47
48

Old Business:

SFI grant - follow-up

Chair Phillips and Vice Chair Kutasz met with Mike from DC about concerns of staff availability and the availability of funding from DC. Vice Chair Kutasz let the Tree Board members that SFI requested a letter from the city to let SFI know that the city intends to accept the funds from the grant. Vice Chair Kutasz then moved that the Tree Board make a recommendation to Council to accept the funds of the SFI grant, board member Spain seconded and the motion was approved unanimously. Chair Phillips volunteered to work on a draft for the letter with Director Hofman.

King Conservation District canopy assessment - follow-up

The Tree Board members went over all the options for the KCD canopy mapping and weighed which layers to prioritize for the city.

Confirm plan for the TB table at Picnic in the Park (Sept. 6th)

Vice Chair Kutasz stated that she has all the supplies ready for the event. Vice Chair Kutasz and board member Spain volunteered for the morning shift during the Picnic in the Park and the Farmer's Market event on October 5th. Chair Phillips and board member Olmstead volunteered for the latter shifts.

New Business:

Agenda for Next Meeting: The Board will be discussing SFI grant - follow-up, King Conservation District canopy assessment - follow-up, recruiting ideas, and checking in with the 2025 Work Plan.

Adjournment: Board member Olmstead motioned to end the meeting and board member Sprugel seconded.

Meeting adjourned at 9:00 PM

APPROVED:

Mark Phillips, Chair



Tree Board Work Plan

2025

Work Plan Goals*
1. Public Outreach and Education on Trees
2. Tree Planting and Maintenance Events
3. Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.

*Each of the items above are reflective of the Council Strategic Plan Goal: Healthy Environment section of the Comprehensive Plan Policy Implementation (EQ-9). The third item is also reflective of the Council Strategic Plan Goal: Accountable and Engaged Gov't section of the Comprehensive Plan Policy Implementation (EQ-9).

2025 Work Plan Action Items	Duration	Target Date	Done ?	Lead	Time Estimate
Public Outreach and Education on Trees					
Review LFP web content and incorporate code changes	Annual	Oct		Victoria Elizabeth Richard S.	12 hrs/yr
Host annual Arbor Day activity such as tree planting	One-time	April		Stacey Mark Victoria	12 hrs/yr
Develop content to improve public outreach (including to property owners, realtors, and tree service companies) through city newsletters and other formats	On-going	N/A		Mark Victoria Elizabeth	2 hrs/mo
Stay in communication with peer advocacy and stakeholder groups (e.g. LFP Stewardship Foundation, Parks Board, Climate Action Committee, WA DNR Urban & Community Forestry Div.), and look for opportunities to work together	Monthly	N/A		Dick Victoria Stacey Mark	1 hr/mo
Update and publicize Tree Walks	One-time			Dick Stacey Drue (David Hepp)	12 hrs/yr
Participate in community outreach events and opportunities	One-time	Ongoing		Victoria Stacey Mark others	8 hrs

General invasive plant management, including education opportunities	On-going	June		Mark, Stacey, Dick, others	12 hrs/yr
Tree Planting and Maintenance Events					
Pursue invasive tree removal and restoration of SE corner of 5-Acre Woods in collaboration with other interest groups such as the Stewardship Foundation and the Parks Board	On-going	Summer		Dick and others	24 hrs/yr
Support and promote tree planting and maintenance/watering events (e.g. street tree program, tree planting in parks, and storm water infrastructure).	On-going	N/A		All board members in concert with Urban Forest Planner	20 hrs/yr
Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.					
Assess results of tree inventory study and make recommendations to Council on Exceptional tree sizes.	Jan-Aug	Feb		Doug, Dick, et al. with Urban Forest Planner	TBD
Comprehensively review and update Community Forest Management Plan through Sustainability Forest Initiative grant	On-going	Dec		Everyone	12 hrs/ yr
Make recommendations to Council on the findings and review of the LFP tree canopy study every 5 years	One-time	May		Drue	10 hrs/yr
Meet w/ Council and Mayor periodically re: accomplishments, follow up on council actions (e.g. adopting new Tree Codes)	On-going	Feb		Doug, Mark, Council Liaison	5 hrs/yr
Deliver Annual Report to Council	Annual	Feb		Doug Urban Forest Planner	12 hrs/yr
Compile Tree Permit data (compiled by Urban Forest Planner from monthly reports)	Annual	Ongoing		Doug Richard S. Urban Forest Planner	12 hrs/yr
Deliver Annual Work Plan to Council and Mayor	Annual	Feb		Doug	8 hrs/yr
Work with Climate Policy Advisory team to review Climate Element for the Comprehensive Plan Update	On-going	June		Victoria Stacey	20 hrs/yr