



CITY OF LAKE FOREST PARK TREE BOARD MEETING

Wednesday, December 04, 2024 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/85662201530>

Call into Webinar: 253-215-8782 | Webinar ID: 856 6220 1530

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.cityofflp.gov.

AGENDA

1. CALL TO ORDER: 7:00 PM
2. SHORT REFLECTION
3. INTRODUCTIONS
4. ADOPTION OF AGENDA
5. APPROVE MINUTES
 - A. November 2024 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 Tree Board on agenda items. Comments are limited to a three (3) minute time limit.

7. COMMUNICATION

8. OLD BUSINESS

A. Tree Planting Update

9. NEW BUSINESS

[A.](#) Review 2024/2025 Work Plan

B. Recruitment Opportunities for Tree Board

10. REPORTS AND ANNOUNCEMENTS

11. AGENDA FOR NEXT MEETING

12. 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 Special Meeting Minutes: November 06, 2024; 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:** Doug Sprugel, Richard Olmstead, Stacey Spain (via Zoom),
6 Victoria Kutasz, and Mark Phillips
7

8 **Staff and others present:** Larry Goldman, LFP City Council (Via Zoom); Elizabeth Talavera,
9 Assistant Planner; Drue Epping, Urban Forest Planner
10

11 **Members of the Public present:** No members of the public present.
12

13 **Tree Board Members absent:** Richard Saunders
14

15 **Call to order:** 7:00 PM
16

17 **Short Reflection:** No short reflection.
18

19 **Introductions:** No introductions as there were no members of the public.
20

21 **Approval of Meeting Agenda:** Vice Chair Phillips motioned to approve the agenda; board member
22 Kutasz seconded. The agenda was approved unanimously.
23

24 **Approval of Minutes:** Board member Olmstead motioned to approve the minutes; Vice Chair
25 Phillips seconded. The October 2024 minutes were approved unanimously.
26

27 **Public Comment:** No public comments.
28

29 **Next meeting:** The next meeting occurs on Wednesday, December 04, 2024.
30

31 **Reports and Announcements:**
32

33 Tree Board Update

34 Board member Kutasz gave an update on the first CPAT meeting. Board member Kutasz described
35 the first CPAT meeting and stated that the goal is to have a draft to the Planning Commission by
36 June 2025. Board member Kutasz also stated that there was a conversation in the meeting about the
37 Tree Board and the Climate Action Committee possibly collaborating on some events like Arbor
38 Day and Earth Day.
39

40 Board member Olmstead mentioned that he will not be renewing his seat in February 2025 and will
41 be assisting the Tree Board in finding his replacement.
42

43 Councilmember Goldman Update

44 Councilmember Goldman announced that the City Council is working on the budget and
45 Comprehensive Plan.
46

47 City Staff Update

48 No city staff update.

1 **Old Business:**

2 Exceptional Tree Diameters

3 Chair Sprugel announced that the subcommittee is still working on the exceptional tree diameter list.
4 Tree Board members also discussed possible edits to the diameter list and attorney memo.

6 **New Business:**

7 Fall/ Winter Tree Planting

8 The Tree Board discussed possible alternatives for the tree selection. The Tree Board also discussed
9 the budget and location of the tree planting at the southeast corner of the Lake Forest Reservoir.
10 Board member Olmstead mentioned wanting to do the tree planting during late November or early
11 December.

13 Community Climate Action Fair Event Recap

14 Vice Chair Phillips and board member Kutasz attended the Community Climate Action Fair and
15 discussed the event with the Tree Board. The Climate Hub had climate information and displays.
16 Tree Board members got to talk to other organizations and residents. Board member Kutasz
17 discussed the possibility of getting a custom tablecloth for the Tree Board for future tabling events.

19 Grant Update

20 Drue Epping, the Urban Forest Planner, discussed an update on the grant application for the
21 Sustainable Forestry Initiative Grant. Ms. Epping discussed the goal of the grant being to support a
22 survey assessment of the city’s urban forest to inform a future update to the urban forestry
23 management plan.

25 **Agenda for Next Meeting:** The Board will be discussing the 2024 Work Plan, Exceptional Tree
26 Diameters, Tree Planting, and Recruitment Opportunities.

28 **Adjournment:** Board member Olmstead motioned to end the meeting. Vice Chair Phillips
29 seconded.

31 Meeting adjourned at 9:00 PM

33 APPROVED:

34 _____
35
36 Doug Sprugel, Chair
37



Tree Board Work Plan

— 2024

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).*

2023 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	Dec		Victoria Elizabeth	12 hrs/yr
Develop content to improve public outreach (including to property owners, realtors, and tree service companies) through city newsletters and other formats	Monthly	N/A		Mark Victoria Elizabeth	6 hrs/mo
Host annual Arbor Day activity such as tree planting, keeping in mind possible Sound Transit replanting opportunities	One-time	April		Stacey Mark Victoria	12 hrs/yr
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 (others as interest dictates)	1 hr/mo
Update and publicize Tree Walks	One-time			Dick (w/ David Hepp)	12 hrs/yr
Staff a table at LFP Green Fair	One-time	April		Victoria Stacey others	12 hrs

Resurrect or otherwise engage Heritage Tree program and/or establish a Champion tree list	One-time			Dick	6 hrs/yr
General invasive plant management Is there and public education opportunity here (ivy, holly)?	Annual	June		Mark, Stacey, Dick, others?	12 hrs/yr
Tree Planting and Maintenance Events					
As transit plan moves ahead, work with City's Volunteer Coordinator and City Urban Forest Planner to hold tree planting and maintenance/watering events (e.g. street tree program, tree planting in parks and/or rain garden culverts).	Annual	n/a		All board members in concert with Urban Forest Planner	20 hrs/yr
McAleer Creek maintenance	annual	June		Dick	10 hrs/yr
Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.					
Make recommendations to Council on the findings and review of the LFP tree canopy study every 5 years	One-time	May		Doug, lead et al.	10 hrs/yr
Assess results of tree inventory study and make recommendations to Council on Exceptional tree sizes.	Jan-Aug	June		Doug, Dick, et al. with Urban Forest Planner	TBD
Meet w/ Council and Mayor re: accomplishments, follow up on council actions (e.g. adopting new Tree Codes)	Monthly	Feb.		Doug Council Liaison	5 hrs/yr
Deliver Annual Report to Council; include analysis of Tree Permit data (compiled by Hannah from monthly reports)	Annual			Dick (2023) Urban Forest Planner	12 hrs/yr
Deliver Annual Work Plan to Council and Mayor	Annual	Feb.		Dick (2024)	8 hrs/yr
Review intern Tree Removal/Replacement dataproject, report findings, and make recommendations to Council	One-time	Dec.		Dick	10 hrs/yr
Review Tree List and reconcile discrepancies in canopy expectations per species, consider deletions/additions	One-time	May/June		Doug Dick Urban Forest Planner	20 hrs/yr
Review Comprehensive Plan for tree-related goals, keeping in mind city's next every-5-year update in 2023	Annual	May?		Everyone	12 hrs/yr