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CITY OF LAKE FOREST PARK
TREE BOARD MEETING

Wednesday, November 04, 2026 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/83369270310
Call into Webinar: 253-215-8782 | Webinar ID: 833 6927 0310

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.** Approval of October meeting minutes
6. **PUBLIC COMMENTS**

   The Board will not be accepting online public comments. Comments are limited to a three (3) minute time limit.

   This is an opportunity for the public to address the Board on agenda items.

- Oral public comments are only accepted in person to ensure the orderly conduct of the meeting.

- Speakers are limited to three (3) minutes.

- Board members may not respond during public comments, but may ask staff to follow up, if appropriate.

- Public comments may not be used to promote or oppose candidates for public office or ballot measures.

- The Chair or presiding officer may interrupt comments that violate these instructions, are unrelated to the agenda items, or otherwise hinder the orderly conduct of the meeting.

7. REPORTS AND ANNOUNCEMENTS

8. OLD BUSINESS

A. Tree Giveaway

B. Outreach Check-In

C. Updates on Articles

D. City General Tree List and Code Updates

E. Tree Permit Fees

F. Tree Code Help Topics Q&A

G. 10/25 Climate Hub Tabling Event

9. NEW BUSINESS

A. Tree Board Visual Identity

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.

City of Lake Forest Park – Tree Board Meeting
Meeting Minutes: October 7, 2026; 7:00-9:00pm
Hybrid Meeting Held in the Emergency Operations Center at City Hall and via Zoom

Tree Board Members present: Victoria Kutasz, Stacey Spain, Mark Phillips, Ross Baarslag-Benson, Doug Sprugel, Kyle Gati. Richard Saunders and Minda Martin attended virtually.

Tree Board Members absent: No members absent.

Staff and others present: Larry Goldman, LFP Councilmember; Christi Bishop, Urban Forest Planner.

Call to order: 7:01 p.m.

Short Reflection: Board Member Phillips shared a quote by Thomas Vonn.

Approval of Meeting Agenda: Board Member Phillips moved to approve the agenda; Board Member Baarslag-Benson seconded. The agenda was approved unanimously.

Approval of Minutes:
September 2nd, 2026, Meeting Minutes
Board Member Sprugel moved to approve the minutes; Board Member Spain seconded. The minutes were approved unanimously.

Reports and Announcements:
Ms. Bishop provided update on Sound Transit project. Critical area notices were sent to residents within 300 feet of critical area impacted by the project.

Cmbr. Goldman announced Council is working on budget. The fee schedule is a part of budget adoption occurring on November 12th.

Old Business:
Tree Giveaway
Board Members discussed logistics of receiving trees, staffing and tabling for the giveaway.

Outreach Check-In
Board Member Spain mentioned the Picnic in the Park event was quiet but a good connection was made with Wendy of Republic Services to sponsor the tree walk publication. Board Member Spain to follow up with Wendy.

Board Members discussed future events with topics on salmon and wildfire awareness.

Ms. Bishop to investigate printing handouts for tabling events on heavier cardstock.

Updates on Articles
Article about ivy was published in Shoreline Area News.

Board Member Sprugel still interested in writing an article about canopy.

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Board Members Phillips and Saunders are interested in writing an article about forest composition.

Board Members discussed whether or not to write a Christmas tree article for LFP times. Board Member Spain volunteered to write.

City General Tree List and Code Updates

Ms. Bishop has not had time to meet with Mr. Hofman to discuss code updates. Ms. Bishop confirmed with Tree Board Members that the general tree list and exceptional tree diameter amendments are good to go.

10/25 Climate Hub Tabling Event

Board Members Phillips and Baarslag-Benson volunteered to attend.

New Business:

Tree Permit Fees

Board Members discussed waiving fee for invasive species removal and adjusting and separating cost of major and minor tree permits. They also discussed requiring a permit for dead trees and waiving the fee.

Tree code help topics Q&A

Board members have reviewed help topics and will send Ms. Bishop their suggested amendments before next meeting.

Board Member Gati shared a condensed version of the help topics into an illustrated visual interpretation for public use.

Next meeting: The next meeting occurs on November 4th, 2026.

Agenda for Next Meeting:

Tree Board visual identity

Adjournment: Board Member Ross Baarslag-Benson motioned to end the meeting and Board Member Spain seconded.

Meeting adjourned at 9:03 p.m.

APPROVED:

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Victoria Kutasz, Chair

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