



CITY OF LAKE FOREST PARK TREE BOARD MEETING

Wednesday, August 06, 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.** May 07, 2025 Minutes
 - B.** July 02, 2025 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 - follow-up
- B. King Conservation 21 District canopy assessment - follow-up
- C. Tree Ordinance follow-up
- D. Outreach Opportunities

Picnic in the Park, Sept. 6, 11 am - 3pm

Farmers Market Table (shared with the Climate Action Committee), Oct. 5, 10 am - 2 pm

9. NEW BUSINESS

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: May 07, 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 Saunders, Victoria Kutasz, Stacey Spain, Doug Sprugel,
6 and Mark Phillips
7

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

11 **Members of the Public present:** BJ Hedahl
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13 **Tree Board Members absent:** Richard Olmstead
14

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

17 **Short Reflection:** LFP resident, BJ Hedahl, gave a short reflection on her experience growing up in
18 the City of Lake Forest Park.
19

20 **Introductions:** No introductions.
21

22 **Approval of Meeting Agenda:** Board member Sprugel motioned to approve the agenda; Board
23 member Saunders seconded. The agenda was approved unanimously with no changes.
24

25 **Approval of Minutes:** Board member Saunders motioned to approve the minutes; Vice Chair
26 Kutasz seconded. The April 2025 minutes were approved unanimously with the suggested edits.
27

28 **Public Comment:** No public comments.
29

30 **Next meeting:** The next meeting occurs on June 04, 2025.
31

32 **Reports and Announcements:**
33

34 Tree Board Update

35 Vice Chair Kutasz gave an update on the Climate Policy Advisory Team meeting. The CPAT team
36 debuted the draft of the Climate Element at an open house.
37

38 Councilmember Goldman Update

39 Councilmember Goldman announced that City Council Member Bodi passed away. Due to the
40 tragic event, applications have opened to fill the seat for a temporary appointment until elections are
41 held.
42

43 City Staff Update

44 No staff update.
45
46
47
48

Old Business:

Arbor Day Recap

The Tree Board members discussed the event of Arbor Day. The Tree Board members stated there was a good turn out with good accolades for the Tree Walk. Chair Phillips suggested hosting another tree walk at a cemetery.

5 Acre Woods

Ms. Epping stated that she can give City advice/ recommendations when she receives information about the project description. Chair Phillips suggested collaborating with the high school interact club to get volunteers for the project.

City Council presentation/ consideration of updated Exceptional Tree List

Ms. Epping presented a red-lined draft of the updated Exceptional Tree code and the General Tree List. For the next steps, Ms. Epping stated that she will forward the draft to the Community Development Director and the City attorney.

Community Forest Management Plan

Board member Saunders presented a draft outline that was created through ChatGPT to see ways in which the community forest management plan should be updated in comparison to surrounding cities.

Ms. Epping stated that she would get an update from the SFI grant by the end of June for the grant budget to see if the city would obtain enough money to pay for a consultant to see where the city is currently at to see how to proceed with the tree canopy assessment and the community forest management plan.

New Business:

Tree Ordinance Updates

The board discussed this item with the Exceptional Tree List.

Agenda for Next Meeting: The Board will be discussing Climate Element draft, 5 Acre Woods, and the Public Benefit Rating System.

Adjournment: Vice Chair Kutasz motioned to end the meeting and board member Spain seconded.

Meeting adjourned at 9:00 PM

APPROVED:

Mark Phillips, Chair

City of Lake Forest Park – Tree Board Meeting
Meeting Minutes: July 02, 2025; 7:00-9:00pm
Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom

Tree Board Members present: Richard Olmstead, Victoria Kutasz, Stacey Spain (via Zoom), Doug Sprugel, and Mark Phillips

Staff and others present: Larry Goldman, LFP City Council; Drue Epping, Urban Forest Planner

Members of the Public present: No members of the public present.

Tree Board Members absent: Richard Saunders

Call to order: 7:00 PM

Short Reflection: Chair Phillips gave a short reflection on chocolate cake.

Introductions:

Approval of Meeting Agenda: Board member Olmstead motioned to approve the agenda; Board member Sprugel seconded. The agenda was approved unanimously with no changes.

Approval of Minutes: Vice Chair Kutasz motioned to approve the minutes; Board member Sprugel seconded. The June 2025 minutes were approved unanimously.

Public Comment: No public comments.

Next meeting: The next meeting occurs on Wednesday, August 06, 2025.

Reports and Announcements:

Councilmember Goldman Update

Councilmember Goldman announced that the Council approved the middle housing ordinance. Councilmember Goldman also announced that the council is considering a public safety levy.

City Staff Update

Urban Forest Planner, Ms. Epping, gave an update that today is her last day with the City of Lake Forest Park.

Mr. Hofman discussed construction projects that are occurring this summer.

Old Business:

Draft climate element feedback

The Tree Board members discussed edits to the draft climate feedback. Edits include changing the verbiage from “heritage trees” to “exceptional trees”, data research, and drought resistant trees. Chair Phillips and Vice Chair Kutasz discussed putting the edits in the draft tool.

Tree list and Exceptional trees - status, follow-up

Ms. Epping stated that the City attorney is working on drafting the ordinance with the suggested Tree Board edits. Mr. Hofman and Ms. Epping also discussed a tentative timeline for the ordinance.

SFI grant - status, follow-up

Ms. Epping reviewed the budget, strategic recommendations, proposal, and draft RFP for when the Tree Board is ready to hire a consultant. Mr. Hofman and Ms. Epping also discussed the next steps for the grant with the Tree Board following Ms. Epping's departure with the City.

King Conservation District canopy assessment - status, follow-up

Ms. Epping stated that Ms. Matson with the City will take over the KCD grant.

New Business:

Outreach Opportunities - Picnic in the Park Sept. 6; Farmers Market table Oct. 5

Chair Phillips discussed Picnic in the Park. Vice Chair Kutasz and Board member Spain volunteered to table the event.

Board members Olmstead, Spain, and Vice Chair Kutasz volunteered for the Farmers Market on October 5th. Board member Olmstead suggested bringing Douglas fir seedlings for the event.

Agenda for Next Meeting: The Board will be discussing SFI grant - follow-up, King Conservation District canopy assessment - follow-up, and the Tree Ordinance follow-up.

Adjournment: Vice Chair Kutasz motioned to end the meeting and board member Olmstead seconded.

Meeting adjourned at 8:45 PM

APPROVED:

Mark Phillips, Chair