



# CITY OF LAKE FOREST PARK TREE BOARD MEETING

**Wednesday, October 04, 2023 at 7:00 PM**

**Meeting Location: In Person and Virtual / Zoom**

**17425 Ballinger Way NE Lake Forest Park, WA 98155**

[cityoflfp.gov](http://cityoflfp.gov)

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## **INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:**

**Join Zoom Webinar: <https://us06web.zoom.us/j/88299231947>**

**Call into Webinar: 253-215-8782 | Webinar ID: 882 9923 1947**

The Tree Board is providing opportunities for public comment by joining the meeting webinar (via computer or phone) or 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.

If you are attending the meeting via Zoom, in order to address the Tree Board during the Public Comment section of the agenda, please use the “raise hand” feature at the bottom of the screen. Oral comments are limited to 3:00 minutes per speaker. Individuals wishing to speak to agenda items will be called to speak first in the order they have signed up. The meeting host will call your name and allow you to speak. Please state your name and whether you are a resident of Lake Forest Park. The meeting is being recorded.

For up-to-date information on agendas, please visit the City’s website at [www.cityoflfp.com](http://www.cityoflfp.com)

## **AGENDA**

1. **CALL TO ORDER: 7:00 PM**
2. **SHORT REFLECTION**
3. **ADOPTION OF AGENDA**
4. **APPROVE MINUTES**
5. **CITIZEN 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.*

6. **COMMUNICATION**
7. **OLD BUSINESS**

[A.](#) Ivy Removal Demonstration

[B.](#) Draft Ordinance regarding amendments to the Tree Code related to preservation of the tree canopy

[C.](#) Strategy to search for new Tree Board members

8. **NEW BUSINESS**

[A.](#) Website update proposal from Board Member LeVar

[B.](#) Arborist/Permit Information from Board Member LeVar

[C.](#) Planning for the next canopy study

9. **REPORTS AND ANNOUNCEMENTS**

[A.](#) Active Tree Permit Reports

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.*

## Project Plan: Ivy Removal Demonstration

Summary: English ivy is a Class C noxious weed in King County; removal is recommended but not required. Ivy can kill mature trees when it is allowed to grow up the tree trunk. The Tree Board proposes doing a demonstration showing how to remove ivy on a tree so that the vines growing up the tree eventually die. We also plan to video this demonstration so that it can be posted in the Tree Board section of the city website for residents' future reference. The LFP Stewardship Foundation is partnering with the Tree Board for this demonstration.

### Demonstration specifics:

Date: TBD

Time: TBD

Location: TBD

Several locations are under consideration:

- 1) Affected trees on the Beach Drive right-of-way between NE 170th Street (the stoplight near Starbuck's) and NE 165th Street on the Burke-Gilman Trail.
- 2) McKinnon Creek Trail-city property, event permit required
- 3) 19055 35<sup>th</sup> Ave NE-Carrie Lewith Home-private property, permission required

Richard Olmstead has agreed to do the actual demonstration and John Brew, of the LFP Stewardship Foundation will video the demonstration.

### Publicity:

The September 2023 LFP e-news included an informational article about ivy removal. Subsequent publicity could include an event post on the city of LFP Facebook page to announce the upcoming event and provide details. The LFP Stewardship Foundation may provide additional publicity through their communication channels (to be confirmed). One additional article, placed in the e-news in the month when the demonstration takes place, would re-cap the event and point to the video for future reference.

A one-time informational mailing to LFP residents about ivy removal has also been discussed but set aside due to funding and logistics issues.

### Considerations:

Accessible location: Site must be accessible on foot and by car

City concern about the Beach Drive location: need to confirm that it's on city right-of-way.

- Parking: Will this be an event that draws a crowd? Is there sufficient parking along Beach Drive? The site is also accessible from the Burke-Gilman Trail for access on foot
- Traffic control: Will there be sufficient traffic to warrant LFP police traffic control?

Park permit; City permit required for events in city parks, including McKinnon Creek Trail.

Private property: The Carrie Lewith Home has been amenable to access by the Streamkeepers.

ORDINANCE NO. 23-XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, REVISING CHAPTER 16.14 OF THE LAKE FOREST PARK MUNICIPAL CODE, TREE CANOPY PRESERVATION AND ENHANCEMENT; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

**WHEREAS**, the adoption of land use and zoning regulations is a valid exercise of the City's police power and is specifically authorized by RCW 35A.63.100 and RCW 36.70A.040; and

**WHEREAS**, trees in Lake Forest Park serve an important role and it is the policy of the City to provide a diverse, healthy tree canopy for future generations; maximize the benefits provided by trees and their understory vegetation; mitigate economic, environmental, and community consequences of tree loss; provide regulations that result in no net loss of tree canopy coverage; allow reasonable use of property; promote retention of existing viable, mature trees over removal and replacement; and protect exceptional trees; and

**WHEREAS**, and the City Council has previously adopted Chapter 16.14 of the Lake Forest Park Municipal Code ("LFPMC"), Tree Canopy Preservation and Enhancement to carry out these policies; and

**WHEREAS**, Chapter 16.14 LFPMC does not currently include a comprehensive regulatory program for large scale projects that necessitate removal of trees within the right-of-way and adjacent private lots; adoption of such regulations would further the goals of the City as well as provide a well-defined permitting path for applicants; and

**WHEREAS**, provision in Chapter 16.14 LFPMC used to regulate small scale projects that seek removal of trees in the right-of-way would also benefit from additional detail and clarity; and

**WHEREAS**, an Environmental Checklist for a non-project action was prepared under the State Environmental Policy Act, Chapter 43.21C RCW, pursuant to Chapter 197-11 WAC, and a Determination of Non-Significance ("DNS") was issued on July 7, 2023; and

**WHEREAS**, in accordance with the requirements set forth in RCW 36.70A.106, the City provided the Washington State Department of Commerce notice of the City's

intent to adopt the proposed amendments on July 17, 2023 and received notice that the Department had granted expedited review on July 31, 2023; and

**WHEREAS**, the City's Tree Board held public meetings on May 3, 2023, and June 7, 2023, and ~~July 5, 2023~~, to discuss amendments to Chapter 16.14 LFPMC; and

**Commented [KAP1]:** I am not sure if this meeting took place.

**WHEREAS**, the City Council held public meetings to discuss amendments to Chapter 16.14 LFPMC on April 13, 2023, May 22, 2023, June 8, 2023, June 22, 2023, and October 12, 2023; and

**Commented [PH2R1]:** Meeting was held but code was not on the agenda.

**WHEREAS**, the City Council held a public hearing on the regulations on June 22, 2023; and

**WHEREAS**, the City Council adopted interim regulations in Ordinance No. 23-1269 on June 8, 2023, and after the public hearing on June 22, 2023, adopted an amendment to the interim regulations in Ordinance No. 23-1271.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. AMENDMENT. The City Council of Lake Forest Park hereby adopts amendments to LFPMC 16.14.030, Definitions, as follows:

**16.14.030 Definitions.**

For the purposes of this chapter, the following terms are defined as follows:

“Administrator” means the planning director or the planning director’s designee.

“At-risk tree” means a tree that is exposed to potential damage but can be preserved during the construction process of major or minor development, through strict adherence to recommendations from the city’s qualified arborist.

“Best management practices (BMPs)” means adherence to tree health care standards detailed in the current edition of the American National Standards Institute (ANSI) A300 and the current edition of the International Society of Arboriculture (ISA) BMPs including the special companion publication to the ANSI A300, Best Management Practices for Utility Pruning of Trees.

“Caliper” means the industry standard for measurement of nursery stock size. Caliper is measured six inches above the root collar for nursery stock four inches in diameter and smaller.

“Canopy” means the part of the tree crown composed of leaves and small twigs or the collective branches and foliage of a group of trees’ crowns.

“Canopy coverage” means the area covered by the canopy of trees on the lot. When a tree trunk straddles a property line, 50 percent of the canopy shall be counted towards

each property's canopy coverage. The canopy coverage of the immature trees and newly planted trees is determined using the projected canopy areas in the Lake Forest Park general tree list.

"Critical root zone (CRZ)" means the International Society of Arboriculture (ISA) definition of CRZ as an area equal to one-foot radius from the base of the tree's trunk for each one inch of the tree's diameter at 4.5 feet above grade (referred to as diameter at breast height). Example: A 24-inch diameter tree would have a critical root zone radius (CRZ) of 24 feet. The total protection zone, including trunk, would be 50 feet in diameter.

"Crown" means that portion of the tree's stem that is occupied by branches with live foliage.

"DBH" or "DSH" is an acronym for tree diameter at breast height (or standard height) which means the diameter of existing trees measured 4.5 feet above the ground line on the high side of the tree. For the purposes of code enforcement, if a tree has been removed and only the stump remains, the size of the tree shall be the diameter of the top of the stump adjusted to DBH using published tables or regression curves.

"Dead tree" means a tree with no live crown and no functioning vascular tissue.

"Demolition" means the complete tearing down, razing, or removal of a building or structure. A building is considered demolished even if the foundation remains.

"Dripline" for a tree is delineated by a vertical line extended from the outermost branch tips to the ground, or six-foot radius from the stem of the tree, whichever is greater.

"Environmentally critical areas" or "critical areas" and their buffers are defined in Chapter 16.16 LFPMC.

"Exceptional tree" means a viable tree, which because of its unique combination of size and species, age, location, and health is worthy of long-term retention, as determined by the city's qualified arborist. To be considered exceptional, a tree must meet the following criteria:

1. The tree must be included in and have a diameter at breast height (DBH) that is equal to or greater than the threshold diameters listed in Table 1;
2. The tree shall exhibit healthful vigor for its age and species;
3. The tree shall not be considered a significant risk in regard to existing utilities and structures as evaluated per the tree risk assessment defined in LFPMC 16.14.080(A)(1);
4. The tree shall have no visual structural defects that cannot be mitigated by one or more measures outlined in the International Society of Arboriculture Best Management Practices; and

5. If retained under current tree growth conditions, the tree can be expected to remain viable with reasonable and prudent management and care.

Table 1: Exceptional Tree Species and Their Threshold Diameters	
Species	Threshold Diameter (DBH)
Bigleaf MAPLE – <i>Acer macrophyllum</i>	42 inches
Douglas FIR – <i>Pseudotsuga menziesii</i>	42 inches
Grand FIR – <i>Abies grandis</i>	33 inches
MADRONA – <i>Arbutus menziesii</i>	12 inches
Western HEMLOCK – <i>Tsuga heterophylla</i>	36 inches
Western Red CEDAR – <i>Thuja plicata</i>	42 inches
Western White PINE – <i>Pinus monticola</i>	36 inches

“Forest health emergency” means the introduction of, or an outbreak of, an exotic forest insect or disease that poses an imminent danger of damage to the environment by threatening the survivability of native tree species, as defined in Chapter 76.06 RCW.

“General tree list” means a list of tree species that is maintained by the city and approved by the city’s qualified arborist for planting as replacement trees, as well as tree species that are prohibited from being planted as replacement trees.

“Grove” means a contiguous grouping of trees with overlapping canopies that are 12 inches DBH or greater and that occupy no less than 7,000 square feet or more in size.

“Interior critical root zone (ICRZ)” means an area encircling the base of a tree equal to one-half the diameter of the critical root zone. Disturbance of this area beneath a tree would cause significant impact to the tree, potentially life threatening, and would require maximum post-care treatment to retain the tree.

“Invasive tree” means a tree listed as a weed of concern in Chapter 16-750 WAC, Chapter 17.10 RCW, or by King County in its noxious weed list.

“Landmark tree” means a significant tree that is at least 24 inches in diameter (DBH).

“Limits of disturbance” means the boundary between the area of minimum protection around a tree and the allowable site disturbance as determined by the city’s qualified arborist.

“Major development activity” means subdivision or short subdivision; construction or demolition of single-family, multifamily, or commercial buildings; and alterations, repairs, enlargements or additions that add 1,000 square feet or more of impervious surface coverage.

“Minor development activity” means any activity that requires federal, state, or local approval for the use or modification of land or its resource, except those defined as “major development activity.” These activities include, but are not limited to, additions, enlargements, or alterations to existing structures, construction of retaining walls, fences, driveways, and garages, clearing and grading activity, and activity in the right-of-way that is not exempt from permit requirements.

“Multi-stemmed tree” means a tree that has one stem at ground level but that splits into two or more stems above ground level. Trees whose stems diverge below ground level are considered separate trees. Where a tree splits into several trunks below typical DBH, the DBH for the tree is the square root of the sum of the DBH for each individual stem squared (example with three stems:  $DBH = \text{square root of } [(stem\ 1)^2 + (stem\ 2)^2 + (stem\ 3)^2]$ ).

“Native” means trees and plants native to western Washington.

~~“Off-site replanting” means any one or combination of the following:~~

~~“Off-site replanting fee” means the payment of a mitigation fee to the city tree account in an amount equal to replacement cost, as defined by the current edition of the Council of Tree and Landscape Appraisers Guide for Plant Appraisal, for off-site replanting. For the purpose of calculation, each 450 square feet of canopy coverage being replaced off-site shall be considered one tree.~~

~~“Off-site replanting program” for utility forest management plans means, a utility-funded, city-approved, tree replacement program that provides monies or vouchers to adjacent property owners or the city to effectuate tree replacement, which may or may not be within the utility corridor or right-of-way. For ROW corridor canopy replacement plans this means an agency funded, city approved, tree replacement program that provides monies to a qualified third party to effectuate tree replacement outside the ROW corridor and prioritizes replanting in the ROW Corridor Off-site Replanting Areas dated June 22, 2023.~~

“Person” means an individual, corporation, municipal corporation, association, LLC (limited liability corporation), or any legal entity.

“Proactive forest management plan” means a plan for maintenance, management, preservation and enhancement of trees on a lot or lots that includes a qualified



arborist's approach for maintenance and pruning, tree removal, tree planting and forest enhancement over the course of five or more years.

"Protected tree" means a tree and associated understory vegetation identified for retention and protection on an approved tree protection and replacement plan and/or permanently protected by easement, tract, or covenant restriction. Property owners are responsible for protected trees remaining viable and achieving their 30-year maturity goals, including normal care, maintenance, and pruning. Should a protected tree become diseased to the point that it must be removed or die, the property owner is also responsible for replacing the tree with a tree or trees that will achieve the original canopy coverage for which the protected tree was planted to achieve.

"Risk" in the context of trees is the cross-referencing of the likelihood of a tree failure occurring and the severity of the associated consequences to a target.

"Qualified arborist" is an individual who is a certified professional with academic and field experience that makes them a recognized expert in urban forestry and tree protection during development. A qualified arborist shall be a certified arborist member of with the International Society of Arboriculture (ISA) and/or thea member of the Association of Consulting Arborists and shall have specific experience with urban tree management in the state of Washington. Additionally, the city's qualified arborist shall be a certified arborist or board certified master arborist, as certified by the International Society of Arboriculture, and be ISA Tree Risk Assessment Qualified and have the necessary training and experience to use and apply the appraisal methodology prescribed in the current edition of the ISA Plant Appraisal Guide.

"Right-of-way corridor (ROW corridor)" means, within the jurisdiction of the City, the public right-of way plus the area within 500 linear feet on either side of the right-of-way boundary lines where trees in the right-of-way are removed. Where the 500 feet includes portions of Lake Washington or another city, that portion shall be added to the other side of the ROW corridor so that a corridor width of 1000 linear feet plus the ROW width is established for the length of the project.

"Right-of-way corridor canopy replacement plan" means a plan submitted by the applicant's qualified arborist including identification of trees for removal and retention, replanting, maintenance, and monitoring.

"Right-of-way corridor project" means a project that is undertaken by a state agency, municipal corporation, quasi-municipal corporation, regional transit authority or other government entity (together "agency") which will modify transportation or utility infrastructure in a segment of right-of-way that extends beyond the frontage of one parcel and will require tree removal within the right-of-way and/or on adjacent private property.

"Significant tree" means a tree six inches or greater in diameter (DBH) or a required replacement tree of any size. Dead trees shall not be considered significant trees.

“Street tree” means any ~~significant planted tree in~~ public rights-of-way or one that has been planted in public rights-of way to replace a street tree.

“Target” or “risk target” means people, property, or activities that could be injured, damaged, or disrupted by a tree.

“Topping” means the removal of the primary leader or the whole top of a tree.

“Tree” means a self-supporting woody plant characterized by one main trunk or, for certain species, multiple trunks, typically reaching at least 20 feet in height at maturity that is recognized as a tree in the nursery and arboricultural industries.

“Tree removal” means the direct or indirect removal of a tree(s) through actions including, but not limited to: clearing, cutting, girdling, topping, or causing irreversible damage to roots or stems; destroying the structural integrity of trees through improper pruning; poisoning; filling, excavating, grading, or trenching within the dripline that results in the loss of more than 20 percent of the tree’s root system; or the removal through any of these processes of greater than 50 percent of the live crown of the significant tree.

“Tree risk assessment” means the systematic process to identify, analyze, and evaluate tree risk. Tree risk assessment shall be conducted in accordance with the latest version of the ISA Best Management Practices Guide.

“Tree risk assessor” means a qualified arborist who identifies subject tree(s) and site conditions, evaluates and classifies the likelihood of failure, estimates the consequences of tree(s) hitting a target, and determines options for treatment or mitigation. The city of Lake Forest Park requires that tree risk assessors be ISA Tree Risk Assessment Qualified.

“Understory vegetation” means small trees, shrubs, and groundcover plants, growing within the dripline or critical root zone (CRZ) of a significant tree.

“Utility forest management plan” means a proactive plan that is concurrent with a utility’s franchise agreement and right-of-way permit(s) for maintenance and management of trees in a utility corridor, right-of-way, or private property that includes the utility’s qualified arborist’s approach for maintenance and pruning, tree removal and off-site replanting, and a commitment to inventorying emergency tree removals.

“Viable (tree)” means a significant tree that a qualified arborist has determined to be in good health with a low risk of failure, is relatively windfirm if isolated or exposed, is a species that is suitable for its location, and is therefore worthy of long-term retention.

“Wildlife habitat tree” means the remaining trunk of a dead, dying, diseased, or hazard tree that is reduced in height and stripped of all live branches. To be considered as a

wildlife habitat tree, the tree must be at least 12 inches DBH and 20 feet tall. The actual wildlife habitat tree height must consider the surrounding targets.

“Windfirm” means a tree that is healthy and well-rooted and the city’s qualified arborist has evaluated and determined that it can withstand normal winter storms in Lake Forest Park.

Section 2. AMENDMENT. The City Council of the City of Lake Forest Park amends LFPMC 16.14.040, Tree removal – Application for permits and posting required, as follows:

**16.14.040 Tree removal – Application for permits and posting required.**

A. Permits Required. No person or their representative, directly or indirectly, shall remove or destroy any significant tree located within the city without first obtaining a tree permit in accordance with this chapter, unless exempted by LFPMC 16.14.050.

B. Permit Categories.

1. Minor Tree Permit. Unless a major tree permit is required ~~below, a minor tree permit application removal~~ may be ~~submitted permitted without arborist review~~ in the following circumstances: ~~– The administrator may require review by the city’s qualified arborist if the administrator determines that the removal could result in a threat to persons or damage of property.~~

a. When two or fewer significant trees are proposed for removal within any 36-month period, unless the trees are protected trees or are located in an environmentally critical area or buffer; or

b. When any number of invasive trees are proposed for removal, except when those trees are located in an environmentally critical area or buffer; or

c. When any tree(s) explicitly covered by an approved proactive forest management permit is proposed for removal.

~~This application does not require review by the City’s qualified arborist. The administrator may, however, require review by the City’s qualified arborist if the administrator determines that the removal could result in a threat to persons or damage of property.~~

2. Major Tree Permit. ~~A major tree permit is required for t~~Tree removal ~~with review by the city’s qualified arborist under in~~ the following circumstances:

a. When one or more landmark tree is proposed for removal;

- b. When three or more significant trees are proposed for removal within any 36-month period;
- c. When any tree proposed for removal is a protected tree or is located in an environmentally critical area or buffer;
- d. When any major development activity is proposed;
- e. When any minor development activity is proposed within the critical root zone (CRZ) of significant trees; or
- f. When trees are proposed for removal on a property on which major development activity has occurred within the last five years.

This application requires review and approval by the City's qualified arborist.

3. Proactive Forest Management Permit. A proactive forest management permit application may be ~~submitted when an applicant proposes~~ permitted after review and approval by the city's qualified arborist when the applicant(s) commit(s) to forest enhancement on their lot(s) over the course of five or more years. This application requires review and approval by the City's qualified arborist.

4. Utility Forest Management Permit. A utility forest management permit application may be ~~submitted permitted after review and approval by the city's qualified arborist~~ when a utility provider and their qualified arborist proposes ~~commits~~ to collaborate give efforts toward improved viability of the city's urban forest in tandem with necessary tree maintenance and management. This application requires review and approval by the City's qualified arborist.

5. Right-of-way Tree Permit. A right-of-way tree permit application may be submitted if the applicant proposes removal of tree(s) in the right-of-way, but does not meet the definition of a right-of-way corridor project permit. This application requires review and approval by the City's qualified arborist.

6. Right-of-way Corridor Project Permit. A ROW corridor project permit may be submitted for a project undertaken by an agency that will modify transportation or utility infrastructure in a segment of right-of-way that extends beyond the frontage of one parcel and will require tree removal within the right-of-way and/or on adjacent private property. This application requires review and approval by the City's qualified arborist.

#### C. Application Requirements.

1. All tree removal permit applications, except utility forest management permits, shall include the completed permit application supplemented by a general site plan showing:

- a. The name, address, email, and phone number of the applicant and owner of the property;
- b. The locations of tree(s) to be removed;
- c. Nearby structures and streets;
- d. Locations of other significant trees surrounding the tree(s) to be removed;
- e. Locations of critical areas or buffers;
- f. A tree replacement plan if required by LFPMC 16.14.090; and
- g. Authorization for the city's qualified arborist to access the site for the purpose of evaluating permit compliance and the viability of replacement trees.

2. Major tree permits and proactive forest management permit applications shall include the following:

- a. A site map (to scale) with a north arrow depicting accurate location of site features including buildings, driveways, environmentally critical areas and buffers, forest groves or open-grown single or clusters of significant trees; the CRZ and ICRZ of the grove, cluster, or individual tree, along with any off-site trees that may be impacted by tree removal, excavation, grading, or other development activity proposed; and
- b. A tree inventory and assessment report prepared by a qualified arborist that includes at a minimum: trees to be removed and protected (including CRZ and ICRZ), trees in the vicinity of construction or that could be impacted by the proposed development activity, tree protection fence location, timeline for tree protection activities, list of protection measures and conditions to be taken during all development activities to ensure code compliance during development activities; and
- c. A report including, at a minimum, information on tree species, diameter at breast height, condition (health), risk level, existing and proposed canopy coverage, and when applicable, design of a land use proposal that prioritizes healthy trees in accord with LFPMC 16.14.070(D)(3).

3. Proactive forest management permit applications shall also include the following:

- a. A proactive forest management plan proposal that meets the definition in LFPMC 16.14.030; and

b. A timeline for tree-related activity, including tree removal, replacement, and maintenance.

4. Utility forest management permit applications shall include the following:

a. A utility forest management plan proposal that meets the definition in LFPMC 16.14.030; and

b. A timeline for tree-related activity, including notification periods that enable city participation in tree removal choices through comment by the city's qualified arborist; and

c. Map(s) indicating the utility corridor(s), right(s)-of-way, or private property where proposed tree maintenance and management activity will occur; and

d. Maintenance and removal practices that reflect the need for continuity of utility service, and public health and safety concerns based on the specific utility facilities.

5. Right-of-way tree permit applications shall include the following:

a. Either a site plan including the surveyed location of tree(s) proposed for removal in relationship to property lines adjacent to the right-of-way; or authorization from all owners where a tree, or portion thereof, is proposed for removal;

b. A canopy coverage study or reliable information that allows the projected canopy loss to be determined; and

c. A replacement plan that provides for at least one tree replacing each tree removed, to provide canopy coverage equal to or greater than the tree(s) being removed, and any trees replanted in the rights-of-way shall be from the "Chapter 16.14 LFPMC – General Tree List For Lake Forest Park 15' to 30'+ Height" dated June 22, 2023.

6. Right-of-way corridor project permit applications shall include the following:

a. An explanations of the purposes and goals of the project including a discussion of how the design prioritized healthy trees in accord with LFPMC 16.14.070(D)(3) and discussion of why lower impact design approaches to accomplish the project purposes and goals are not feasible.

b. A timeline for tree-related activity including tree removal, replacement, maintenance, and monitoring.

**Commented [PH3]:** Tree Board noted that some ROW trees such as a "Flame Maple" could exceed 30 feet in height. There are two lists, the 15' to 20'+ Height and the 25' to 30'+ Height. I think adding the + will address the concern.

c. A canopy coverage study of the projected canopy lost from the project.

d. A maintenance, monitoring, and watering plan for At-risk trees including replacement if an At-risk tree fails.

e. A ROW corridor canopy replacement plan to mitigate all the tree canopy lost from the project. The plan must identify all trees in the ROW corridor to be removed and to be retained that are considered At-risk or within the limits of disturbance. Any tree replanted in the ROW corridor shall be from the "Chapter 16.14 LFPMC – General Tree List For Lake Forest Park 15' to 30' Height" dated June 22, 2023. The plan must include a 3-year maintenance and monitoring plan for replanted trees that includes replacement of trees that fail within the monitoring period. The plan shall provide documentation showing that all reasonable efforts have been made to replace lost canopy by using the following prioritization of replanting locations:

(i) Replanting in the ROW corridor where feasible. "Feasible" as used LFPMC 16.14.040 means the applicant has or will obtain the private property owner's permission, or in the case of ROW, the City's permission, to replant in a location with conditions conducive to growth of a viable tree.

(ii) At applicant's option: where replanting is not feasible in the ROW corridor, replanting consistent with an Off-site replanting program, or replanting, where feasible, in preferred off-site replanting areas identified in the ROW Corridor Off-site Replanting Areas dated June 22, 2023.

(iii) When it can be demonstrated that some portion of the canopy replacement is not feasible by implementing priorities (i) or (ii), the applicant shall pay an Off-site replanting fee for the remaining lost canopy coverage associated with the ROW corridor project.

f. Map(s) depicting the right(s)-of-way and private properties affected by the project and all significant trees (including CRZ and ICRZ) within the limits of disturbance associated with the project. Maps shall also depict significant trees (including CRZ and ICRZ) within the limits of the disturbance. Maps shall also clearly indicate whether trees are proposed for removal or retention.

g. Plan for trenching, construction, or an alteration of grades between the critical root zone (CRZ) and the interior critical root zone (ICRZ) of a protected tree; provided, that the tree protection plan approved by the city's qualified arborist demonstrates that the proposed activity will not adversely affect the long-term viability of the tree.

7. For all tree removal permit applications, the applicant shall pay the fee established in the city fee schedule. An applicant shall be responsible for all costs associated with the employment of qualified arborists and any review conducted by city employees or city-retained consultants. The administrator may require a deposit to pay for city expenses related to review of the application or inspection after permit approval.

D. Application Posting Requirements – Notice of Application. Notice of application for all permits identified above shall be posted on site, in a place where it can be read from the nearest public street. If the property is located on a private street, notices shall be posted on site, in a place where it can be read from the private street, as well in a place where it can be read from the nearest public street.

1. For minor tree permits, the notice of application shall be posted for a minimum of two full business days prior to permit decision, and shall remain posted until a decision is issued.

2. For major tree permits, the notice of application shall be posted for a minimum of 14 full calendar days prior to permit decision, and shall remain posted until a decision is issued.

3. When the proposal involves removing five or more trees and constitutes 50 percent or more of the canopy on the subject lot, notice of application and public comment procedures shall comply with LFPMC 16.26.040(D)(1) and (E)(1).

4. When the number of trees proposed for removal increases after the notice of application has been posted or the permit has been approved, all tree removal activity must cease and the applicable notice of application procedure shall be repeated in full for the revised application.

5. For proactive forest management permits, the associated minor tree permits must be posted on the subject site in the same manner described in subsection (D)(1) of this section each time tree removal occurs, and must remain posted for at least seven calendar days after the approved activity has been completed.

6. For utility forest management permit, no posting requirements are required additional to those found in RCW 64.12.035.

7. For ROW tree permits, notice and posting application will comply with the requirements for either Minor or Major tree permits depending on whether the facts of the application fall within B.1 or B.2 of this section.

8. For ROW corridor project permits, notice of application and public comment shall comply with LFPMC 16.26.040(D)(1) and (E)(1).



Section 3. AMENDMENT. The City Council of Lake Forest Park amends LFPMC 16.14.070, Tree permit approval criteria and conditions, as follows:

**16.14.070 Tree permit approval criteria and conditions.**

The following are criteria by which ~~minor~~ tree permits in LFPMC 16.14.040, major tree permits, proactive forest management permits, and utility forest management permits are approved, conditioned, or denied.

...

D. Major Tree Permits. A major tree permit shall be granted if the application ~~satisfies~~satisfies, or approval is conditioned to satisfy the following:

1. When the proposed tree removal is not associated with major development activity, trees may be removed if a tree replacement plan is approved that, at a minimum, does the lesser of the following:
  - a. Maintains the canopy coverage at or above the applicable canopy coverage goal; or
  - b. Maintains canopy coverage at or above the percentage existing prior to tree removal.
2. When the proposed tree removal is associated with major development activity, the trees may be removed if a tree replacement plan is approved that, at a minimum, brings canopy coverage to the applicable canopy coverage goal.
3. Development proposals associated with a tree permit shall:
  - a. Incorporate trees as a site amenity and reflect a strong emphasis on tree protection.
  - b. Demonstrate the following prioritized factors for retention:
    - i. Existing viable trees in groups or groves;
    - ii. Exceptional trees or other high quality open-grown, windfirm trees;
    - iii. Landmark trees;
    - iv. Trees in critical area buffers, or adjacent to critical area buffers;
    - v. Trees that are interdependent with and therefore critical to the integrity of groves of other protected trees;

vi. Other individual trees that will be windfirm, high quality trees if retained;

vii. Other trees that provide wildlife or riparian habitat, screening, buffering or other amenities;

viii. Trees that help to protect neighbors' trees from windthrow, or other trees within required yard setbacks or on the perimeter; and

ix. Trees next to parks or other open space areas.

c. Retain a forested look, value, and function after development or modification. Trees should be protected within vegetated islands and groves rather than as individual, isolated trees scattered throughout the site.

d. Consider tree protection opportunities in the design and location of building footprints, parking areas, roadways, utility corridors and other structures.

e. Provide grading plans that accommodate existing trees and avoid alteration to grades around existing significant trees.

4. Conditions necessary to safeguard trees identified for protection.

5. A notice on title, in the form required by LFPMP 16.16.190, shall be recorded by the applicant disclosing the permit and associated tree retention conditions as required by this chapter. A notice on title is required for all major permits associated with major development activity, and for major permits which would cause the property's canopy coverage to fall below the canopy coverage goal.

7. Conditions that require sidewalks, structures, utilities, and roadways to be set back at least five feet from the CRZ, except where such structure is cantilevered or otherwise raised above the ground's surface so as not to disrupt the tree's roots, and the proposed construction is not likely to result in conflicts between the tree and the sidewalk, driveway, structure, or utility that would necessitate the tree's removal during its normal lifespan.

8. Conditions to allow trenching, construction, or an alteration of grades between ~~the five-foot setback from~~ the critical root zone (CRZ) and the interior critical root zone (ICRZ) of a protected tree; provided, that the tree protection plan approved by the city's qualified arborist demonstrates that the proposed activity will not adversely affect the long-term viability of the tree.

...

G. Right-of-way Tree Permits. A right-of-way tree permit shall be granted if the application proposes, or is conditioned such that at least one tree is replanted for each tree removed to provide canopy coverage equal to or greater than the tree(s) being removed, and one of the following circumstances apply:-

1. The tree(s) is causing obvious physical damage to structures, utilities or other infrastructure, such as building foundations, public sidewalks, roadways, or utilities, and the city's qualified arborist has determined that mitigation action, such as pruning would be not be feasible to minimize further damage; or
2. The tree(s) is in such a condition of poor health or poor vigor that removal is justified; or
3. The tree(s) is an invasive species, as verified by the city's qualified arborists; or
4. The tree(s) cannot be successfully retained, due to unavoidable conflict with public or private construction or development conflict.

H. Right-of-way Corridor Project Permits. A right-of-way corridor project permit shall be granted if the application proposes, or is conditioned, to satisfies the following:

1. The right-of-way corridor design proposal adequately addresses why the project is designed as proposed rather than an alternative with less impact on tree preservation; and
2. All application requirements in LFPMP 16.14.040(C)(6) are adequately addressed; and
3. The approved ROW corridor replacement plan will result in the replacement of the canopy coverage lost due to the tree removal associated with the project, and includes all items as required for a ROW corridor replacement plan in LFPMP 16.14.040(C)(6)(e); and
4. The application addresses trenching, construction, or an alteration of grades between the critical root zone (CRZ) and the interior critical root zone (ICRZ) of a protected tree; provided, that the tree protection plan approved by the city's qualified arborist demonstrates that the proposed activity will not adversely affect the long-term viability of the tree; and
5. A maintenance, monitoring, and watering plan for At-risk trees, including replacement if an At-risk tree fails, is included.

I. Notice of Decision. The approved tree permit must be posted on the subject site in the same manner described in LFPMP 16.14.040(D)(1) and on the same day the permit is issued. For major tree permits, removal may commence 15 days after the issuance of the approved tree permit. For minor tree permits, removal may commence immediately

upon posting of the approved tree permit. The tree permit shall remain posted at least one week (seven calendar days) after the approved activity has been completed.

~~JH.~~ Appeals. Appeals of tree permit decisions shall be processed under Chapter 16.26 LFPMC as appeals of ministerial administrative decisions. Appeals must be filed within 14 days following the notice of decision pursuant to LFPMC 16.26.055.

~~KI.~~ Minor amendments to an approved tree removal permit may be made with written approval of the administrator and the city’s qualified arborist. Major amendments that substantively amend the number of trees to be removed, increase impacts on retained trees, or change conditions imposed within the permit must be noticed pursuant to this section prior to written approval of the major amendment.

~~LJ.~~ Tree removal permits expire ~~six months~~ (180 days) after the date the permit is issued, unless one of the following apply:

1. the city’s qualified arborist has approved a proactive forest management permit, utilities forest management permit, or ROW corridor project permit; or
2. the administrator grants one extension of up to 180 days ~~six months~~ when the applicant provides a written request prior to expiration that includes a reasonable justification for the extension, such as a financial hardship, hardship in obtaining replacement trees, or weather-related factors that prevent the applicant from completing the requirements of the permit.

...

Section 4. AMENDMENT. The Lake Forest Park City Council amends LFPMC 16.14.0110, Tree maintenance, as follows:

#### **16.14.110 Tree maintenance.**

A. All protected trees and required replacement trees, so designated on an approved permit and replanting plan, shall be maintained in healthy condition by the property owner unless otherwise approved by the city in a subsequent permit. If the canopy coverage falls below the approved coverage granted by latest tree removal permit, the property owner will be required to plant replacement trees to achieve the approved canopy requirements.

#### **B. Pruning.**

1. Significant and protected trees, as defined in this chapter, shall not be topped.
2. Street trees shall be pruned only ~~under by permit granted by the the supervision of the~~ Lake Forest Park public works department under terms consistent with this chapter.

3. Pruning and maintenance of protected trees shall be consistent with the ANSI A300 standards and ISA best management practices for proper pruning.

Section 5. AMENDMENT. The City Council of Lake Forest Park amends LFPMC 16.14.0120, City tree account, as follows:

**16.14.120 City tree account.**

A. The city council shall establish in the budget ordinance a city tree account in the general fund.

B. The city shall credit to the city tree account:

1. All money paid to the city under LFPMC 16.14.040(C)(6), 16.14.090 and 16.14.130(A); and

2. Other monies allocated by the city council.

C. The city shall use the city tree account funds for the following purposes:

1. Acquiring, managing, maintaining, enhancing, and preserving forested areas within the city;

2. Planting and maintaining trees within the city; and

3. Other purposes relating to trees as determined by the city council.

Section 6. EXPIRATION OF INTERIM REGULATIONS. The interim development regulations adopted in Ordinance 23-1271 shall expire upon the effective date of this ordinance.

Section 7. SEVERABILITY. Should any portion of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 8. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 9. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication.

**APPROVED BY A MAJORITY PLUS ONE** of the Lake Forest Park City Council this \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED:

\_\_\_\_\_  
Jeff Johnson  
Mayor

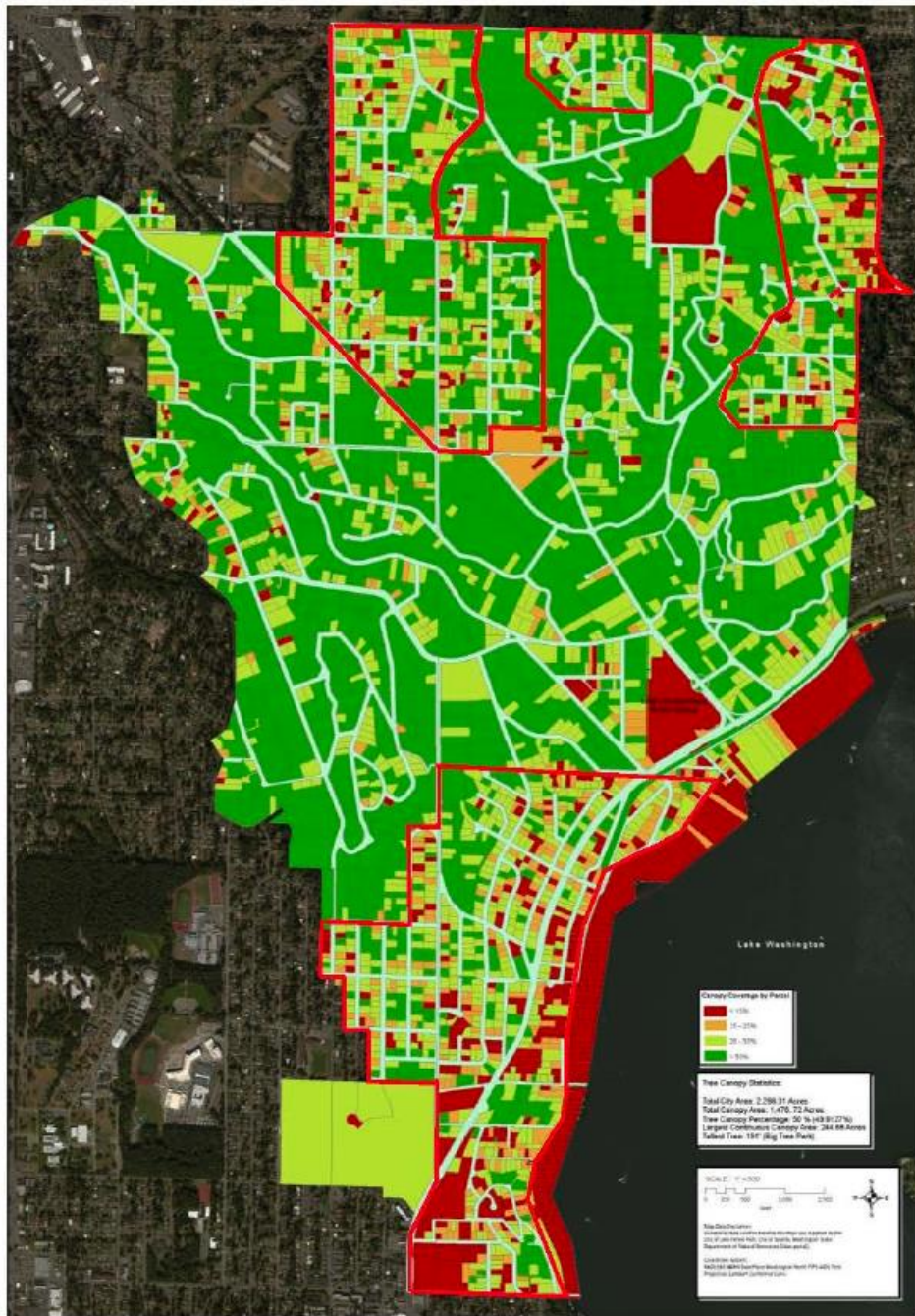
ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Matthew McLean  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kim Adams Pratt  
City Attorney

Introduced:  
Adopted:  
Posted:  
Published:  
Effective:



**Commented [PH4]:** Three Tree Board members suggest adopting this map. The board did not have a quorum the night the updated maps were scheduled.



# Lake Forest Park Tree Board

## Tree Board Meetings

Tree Board meetings are ~~generally~~ held on the first Wednesday of each month, at 7:00 p.m. in Lake Forest Park City Hall. Meetings are held in a hybrid format with virtual attendance via Zoom and in-person attendance at City Hall in the Forest Room.

[Click here](#) for information about providing Citizen Comments during City of Lake Forest Park Tree Board meetings.

## What does the Tree Board Do?

The Tree Board has three primary responsibilities:

- Provide outreach and education to the community on tree-related issues
- Organize and facilitate the city's tree planting events and other public events involving trees
- Provide advice to City Council on policy and regulatory issues involving trees

To learn more about tree code, please [click here](#).

To learn more about the tree permit process, please [click here](#).

For an overview of tree removal and replacement requirements, please [click here](#).

For requirements for tree removal and replacement related to development projects, please [click here](#).

## Tree & Forest Care

## Helpful Resources

- [Tree Inventory and Assessment Report](#)  
This i-Tree ecosystem analysis demonstrates the value and benefits of the City's urban forests.
- [Tree Inventory Participation Sign Up Form](#) Please only use this form if you received a letter or door hanger indicating that your property was randomly selected as part of this study.

## Local Organizations

- [Lake Forest Park Stewardship Foundation](#)  
The Lake Forest Park Stewardship Foundation fosters awareness, understanding, appreciation, and stewardship of our natural environment. They sponsor volunteer opportunities aimed at preserving and enhancing parks and open spaces.
- [Lake Forest Park Streamkeepers](#)  
Streamkeepers are community volunteers who monitor and streams, encourage watershed

**Commented [SL1]:** LINK only to "click here" not entire sentence.  
Remove "hybrid" since it is standard  
Include City of LFP since it is standard

**Commented [SL2]:** Add sentence AND LINK to TREE CODE for LFP

**Commented [SL3]:** MOVE copy info from permit page to tree board page

**Commented [SL4]:** Move content for tree care here to this page (retire sub page)

<https://www.cityoflfp.gov/235/Learn-More-about-Trees-Forest-Care>

**Commented [SL5]:** 404 error...  
Correct link should be: sub page of stewardship foundation  
<https://lfp.org/projects/3498-2/#:~:text=StreamKeepers%20is%20a%20project%20of%20the%20LFP%20Stewardship%20Foundation&text=E2%80%93%20To%20provide%20useful%2C%20credible%20data,streams%20of%20Lake%20Forest%20Park>



stewardship, and stream restoration. They regularly provide reports on water quality to the City of Lake Forest Park.

## Tree Walks of Lake Forest Park

Take this newly updated guide on your next walk through Lake Forest Park. The booklet contains Information about Lake Forest Park's forest, past and present, as well as four self-guided tree walks around our city. Parts of this booklet are available separately below.

- [Tree Walks Booklet](#)
- Separate walk with a map
  - [First Tree Walk](#) - Start at City Hall
  - Second Tree Walk - Start at Blue Heron Park
    - [Updated Second Tree Walk \(with pictures\)](#) - Start at Blue Heron park
  - [Third Tree Walk](#) - Start at Horizon View Park
    - [Updated Third Tree Walk \(with pictures\)](#) - Start at Horizon View Park
  - [Fourth Tree Walk](#) - Start at Pfingst Animal Acres Park

To view meeting agendas and materials, see the Tree Board section of Lake Forest Park's Archive, please [click here](#).

To view annual work plans and annual reports, see the Tree Board section of Lake Forest Park's Archive, please [click here](#).

### Members

- Richard Olmstead (Chair)
- Julia Bent
- Doug Sprugel
- Marty Byrne
- Sandra LeVar
- Mande Parker

### City Staff

- Riley Bushnell, Assistant Planner

**Commented [SL6]:** Move content for tree walks here to this page (retire sub page)

<https://www.cityoflfp.gov/240/Tree-Walks-of-Lake-Forest-Park>

**Commented [SL7]:** REMOVE OLD LINK to Third Tree Walk

SUGGESTION: remove "updated" sentence/ bullet text and just replace link to content with most current version {archive old version}

**Commented [SL8]:** Remove following section(s) and instead link to archive

<https://www.cityoflfp.gov/archive.aspx>

**Commented [SL9]:** Remove the following section(s) and instead link to archive

<https://www.cityoflfp.gov/archive.aspx>

# Tree Permits

The following information will assist you with compliance to the City's municipal code regarding tree regulations. To read the full regulations, please refer to Chapter 16.14 of [our municipal code](#). Critical areas (environmentally sensitive areas) within shoreline jurisdiction are regulated through the city's [shoreline master program](#).

[Click here](#) for an overview of tree removal and replacement requirements. [Click here](#) for requirements for tree removal and replacement related to development projects.

## What Type of Permit Do I Need?

There are several factors that determine whether you need a "Major Tree Permit" or a "Minor Tree Permit." Major permits require a site visit from the City Arborist and an arborist report from an ISA Certified Arborist, whereas Minor Permits do not. Use the decision-making tool linked below to find out which type of permit you'll need.

[Do I need a major or minor permit?](#)

[How to I measure my multi-stemmed tree?](#)

[How do I convert tree circumference to diameter?](#)

## Download the Tree Removal and Replacement Application

Regardless of whether you need a Major or Minor Permit, you can use the application form below:

[Click here to download the Tree Removal and Replacement Application Form](#)

Turn in your application Monday - Friday, 9am-12pm or 1pm-3pm. You can also email your application to the [City Arborist, Hannah Swanson](#) to get the process started. A [non refundable](#) application fee of \$79.75, in the form of cash, check, or credit/debit card (3% fee added) is due ~~at~~ when submitting an application. If arborist review is required (Major Permits), arborist time is billed to the applicant at a rate of \$95/hour.

To submit an application for a tree permit... WHAT TO DO?! HOW?!

## What Happens after I turn in a tree removal and replacement application?

### Minor Tree Permits

A *Notice of Application* will be prepared for you, which you will be required to post in a conspicuous location along a public road so that people driving or walking by can see it, for no less than two business days prior to scheduled tree removal. The Notice of Application posting shall remain posted until the permit is issued.

If the City receives comments regarding the proposed tree removal, you may be contacted by our [City Arborist, Hannah Swanson](#), to discuss the proposal in more detail, and possibly to discuss alternative options to removal if the tree or trees are considered healthy and worthy of retaining.

A permit may be issued after two business days of posting, provided the tree contractor has a valid [City of Lake Forest Park business license](#) that includes a signed "Statement of Canopy

**Commented [SL1]:** Link to PDF not download\* ... modern users will not download and users who are browsing don't want to open file just to see what's in it, etc

\*Use same code/function as 'Click here to download' example in next link [Tree Removal] which doesn't actually download form but instead allows browser view, etc

**Commented [SL2]:** 1) remove the text ", Hannah Swanson" ... arborist doesn't need named, and modern security recommends keeping information generic

2) change email address to be "arborist@" instead of Hannah ... setup mailbox for arborist that others (like Riley) have access to view and have ALL public communication go through generic city arborist not individual

**Commented [SL3]:** I assume I cant get a free permit (as in other cities) so I assume my \$79 is non refundable! ... I'd suggest considering a refund if possible to encourage the public to submit applications ... or free to submit and then charge to issue, etc

**Commented [SL4]:** Need to include how, where, to submit permit? I assume town hall office front desk ... is there an online or email option or only in person?

NOTE: The Tree Removal and Replacement Application Form ALSO needs updated with this information!!

**Commented [SL5]:** SAME as above, remove Hannah and change email to Arborist

Preservation and Enhancement Acknowledgement" The Issued Permit will need to be posted on the day of removal and remain posted for at least one week following the tree removal.

You must plant at least one tree for each tree removed. The replacement tree(s) must provide equal or greater canopy coverage (based on the LFP Tree List) to those that have been removed. A plan for replacement must accompany the application for removal. City Arborist can assist you with the materials, but it is the responsibility of the applicant to complete the Site Plan marked with Replacement Tree(s) and approximate placement for tree replanting. See ... for more information.

#### Major Tree Permits

A Notice of Application will be prepared for you, which you will be required to post in a conspicuous location along a public road so that people driving or walking by can read it, for no less than 14 days prior to scheduled tree removal. The Notice of Application posting shall remain posted until the permit is issued. When the proposal involves removing five or more trees and constitutes 50 percent or more of the canopy on the subject lot, notice of application and public comment procedures shall comply with LFPMC 16.26.040(D)(1) and (E)(1).

Your application will then be reviewed to our City Arborist, Hannah Swanson, who will perform a site visit in order to assess the health and risk potential for the tree or trees proposed for removal. Once our arborist has completed their report, you will be notified with the permit decision. The permit review process typically takes 2-3 weeks depending on the scale of the project and provided the tree contractor has a valid City of Lake Forest Park business license that includes a signed "Statement of Canopy Preservation and Enhancement Acknowledgement".

The Issued Permit will need to be posted on the day of removal and remain posted for at least one week following the tree removal.

Tree replacement for Arborist Review permits is calculated based on the lot's canopy coverage goal.

- If the tree removal causes the property to fall below the canopy coverage goal, a replacement plan to bring the property back to that goal (at 30 years growth) is required prior to permit issuance, and the permit conditions must be recorded with King County.

- If the property was below the canopy coverage goal prior to tree removal, the property owner must replace trees to reach the canopy percentage that existed prior to tree removal.

- See ... for more information.

#### Permits Associated with Major Development Activity

Major Development Activity is defined as subdivisions, short plats, new construction, demolition, or any project that adds 1,000 square feet or more of impervious surface to a site. When tree removal is proposed with Major Development Activity, a Major Tree Permit is required, with additional requirements:

- The City Arborist must approve the tree protection measures for any trees to be retained and inspect these prior to construction.

**Commented [SL6]:** 1) Remove link from City and only link Business License

2) FYI Tree contractors must submit a signed "Statement of Canopy Preservation and Enhancement Acknowledgement" form with the Business License Application ... so add that text/info

3) FUTURE link to list of Tree contractors who meet criteria, list will be on the Tree Board webpage

**Commented [SL7]:** Need to differentiate posting Application for a few days compared to Permit...

**Commented [SL8]:** LINK needed to list of replacement trees recommended by LFP Tree Board

**Commented [SL9]:** Applicant responsibility needs specifics here...

**Commented [SL10]:** Need link here, to code or Tree Board page etc giving more information about replacement tree requirements.

**Commented [SL11]:** Suggest for readability: create 3 bullet items for this list

**Commented [SL12]:** Do not name arborist

**Commented [SL13]:** Same update as above

**Commented [SL14]:** 4) Remove link from City and only link Business License

5) FYI Tree contractors must submit a signed "Statement of Canopy Preservation and Enhancement Acknowledgement" form with the Business License Application ... so add that text/info

6) FUTURE link to list of Tree contractors who meet criteria, list will be on the Tree Board webpage

**Commented [SL15]:** New paragraph

**Commented [SL16]:** Need link here, to code or Tree Board page etc giving more information about replacement tree requirements.

**Commented [SL17]:** Suggest for readability: create 3 bullet items for this list

- It is the applicant's responsibility to arrange for the City Arborist to be on-site for a pre-construction meeting, once a building permit is issued.
- If the lot is below the canopy coverage goal prior to tree removal/construction, the property owner must plant trees to achieve the canopy coverage goal
- Tree permit conditions must be recorded with King County
- Viable Trees may not be removed from the property for five years after development completes.

**Commented [SL18]:** PROPER bullets for items HERE

- See ... for more information.

**Commented [SL19]:** Need link here, to code or Tree Board page etc giving more information about replacement tree requirements.

Permit Associated with Minor Development Activity  
Building applications for construction near a tree, that do not involve new construction or adding 1,000 square feet or more of impervious surface are considered Minor Development Activity.

**Commented [SL20]:** Suggest for readability: create 3 bullet items for this list

Whenever Minor Development Activity takes place within the critical root zone of a tree, a Major Tree Permit is required with additional requirements:

- In general, a tree's critical root zone is 1 foot for every inch of the tree's diameter.
- For instance, a tree with a diameter of 24 inches has a critical root zone of 24 feet from the base of the tree.
- It is the applicant's responsibility to arrange for the City Arborist to be on-site for a pre-construction meeting once a building permit is issued.

**Commented [SL21]:** Needs consistent format for readability... create bullet list instead of run-on paragraph.

#### Additional Information

More information about submitting tree permits and requirements for planning including removal and replacement of trees can be found within a variety of resources that are available to you online:

**Commented [SL22]:** Add new header and introduction paragraph for section...

Proper Practices for Planting a Tree - Information on proper practices for planting a tree with a nine-step approach to successful planting and establishment.

Learn More about Trees & Forest Care - Learn about what trees are found in this area and descriptions of those trees.

Tree List - Browse through a list of tree heights to find a tree that is appropriate to plant in your location.

Tree Canopy Maps - See the tree canopy coverage of each parcel in Lake Forest Park, and see which parcels are below canopy coverage goals.

**Commented [SL23]:** Reformat as list with link and description on same line

# Tree Board - Website

## CONTENT UPDATE PROPOSAL

By: Sandra LeVar - Lake Forest Park Tree Board Member

Proposal for website content updates for the Lake Forest Park Tree Board related content on the Lake Forest Park City website includes a staged approach to updates.

- Goals include improving search results and content readability.
- Approach for first phase includes documented inventory of existing content followed by audience targeted content proposal and priorities.
- Initial target audience includes existing residents with consideration for prospective new residents, businesses, developers, and builders.

## AS IS - INVENTORY OF EXISTING CONTENT

Finding info on trees on LFP site		URL
Top level	City of LFP	
2	Departments	
3	Tree permits and info	<a href="https://www.cityofflp.com/163/Tree-Permits-and-Information">https://www.cityofflp.com/163/Tree-Permits-and-Information</a>
4	Learn more	
5	Trees and Forest Care (beyond the first screen)	<a href="https://www.cityofflp.com/235/Learn-More-about-Trees-Forest-Care">https://www.cityofflp.com/235/Learn-More-about-Trees-Forest-Care</a>
6	Tree inventory and Assessment [i-Tree analysis] (P	<a href="https://www.cityofflp.com/DocumentCenter/View/385/Itreereport?bidid=">https://www.cityofflp.com/DocumentCenter/View/385/Itreereport?bidid=</a>
6	UW Forestry goes to description of college program	<a href="https://sefs.uw.edu/">https://sefs.uw.edu/</a>
5	Local organizations	
6	Tree Board (links)	<a href="https://www.cityofflp.com/107/Tree-Board">https://www.cityofflp.com/107/Tree-Board</a>
6	Stewardship foundation	<a href="https://lfpf.org/">https://lfpf.org/</a>
6	Streamkeepers	404
4	Tree List (links)	<a href="https://www.cityofflp.com/239/Tree-List">https://www.cityofflp.com/239/Tree-List</a>
4	Tree Walks (Links)	<a href="https://www.cityofflp.com/240/Tree-Walks-of-Lake-Forest-Park">https://www.cityofflp.com/240/Tree-Walks-of-Lake-Forest-Park</a>
4	Canopy Coverage Maps (Links)	<a href="https://www.cityofflp.com/489/Canopy-Coverage-Maps">https://www.cityofflp.com/489/Canopy-Coverage-Maps</a>
4	Community Forest Management Plan (PDF)	<a href="https://www.cityofflp.com/DocumentCenter/View/6175/Community-Forest-Management-Plan?bidid=">https://www.cityofflp.com/DocumentCenter/View/6175/Community-Forest-Management-Plan?bidid=</a>

### Sample of URL outline for Tree Permits

Inventory of existing content enables prioritization of update to 404 links and incorrect or outdated content

Finding info on trees on LFP Tree Board site		URLs
Top level	Tree Board (links)	<a href="https://www.cityofflp.com/107/Tree-Board">https://www.cityofflp.com/107/Tree-Board</a>
2	Hybrid Meetings	<a href="https://www.cityofflp.com/664/Hybrid-Meetings-for-Advisory-Bodies">https://www.cityofflp.com/664/Hybrid-Meetings-for-Advisory-Bodies</a>
2	Tree Permit Process	
	Tree permits and info	<a href="https://www.cityofflp.com/163/Tree-Permits-and-Information">https://www.cityofflp.com/163/Tree-Permits-and-Information</a>
2	Tree Planting and Tree Care	
3	Trees and Forest Care (beyond the first screen)	<a href="https://www.cityofflp.com/235/Learn-More-about-Trees-Forest-Care">https://www.cityofflp.com/235/Learn-More-about-Trees-Forest-Care</a>
2	Meeting Agendas	<a href="https://www.cityofflp.com/Archive.aspx?AMID=82">https://www.cityofflp.com/Archive.aspx?AMID=82</a>
2	August Meeting Materials	Broken/ Not Link
2	Social Media Content Calendar (PDF)	
2	Meeting Minutes	<a href="https://www.cityofflp.com/Archive.aspx?AMID=83">https://www.cityofflp.com/Archive.aspx?AMID=83</a>
2	2019 Work Plan (PDF)	
2	2018 Work Plan (PDF)	
2	2020 Annual Report (PDF)	
2	2019 Annual Report (PDF)	
2	2018 Annual Report (PDF)	
2	2017 Annual Report (PDF)	
2	Contact Asst Planner (mail to)	

### Sample of URL outline for Tree Board

## FAQs

<https://www.cityoflfp.com/FAQ.aspx>

LAKE FOREST PARK  
Washington

City Hall Departments Community How Do I...

I'm looking for... Search

Home > FAQs

Business License

Business Tax

Code Enforcement

Show All Answers

1. A neighbor is cutting down a tree and I do not see a posted Notice of Application or a permit. What do I do?
2. What are the hours of construction in the City of Lake Forest Park?
3. How can I make a complaint about a code violation in Lake Forest Park?
4. My neighbor's tree seems to be in bad shape and looks like it may cause damage to my property. Is there anything that the City can do?  
Though a dead or dying tree may pose a risk to property, there are no mechanisms by which the city may intervene in this case. Because property owners are not required by code to remove dead, dying, or hazard trees, this is strictly a civil issue.
5. How many animals can people have in the City of Lake Forest Park?
6. Who do I call about people parking their cars in their yard?

Search

All categories

Categories

- All Categories
- Business License
- Business Tax
- Code Enforcement
- Community Forest Protection and Enhancement
- Engineering
- Finance
- Human Resources
- Main
- Municipal Court
- Municipal Services
- Passports
- Permit Center

## Tree Board Information

<https://www.cityoflfp.com/107/Tree-Board>

LAKE FOREST PARK  
Washington

City Hall Departments Community How Do I...

I'm looking for... Search

Home > City Hall > Commissions & Committees > Tree Board

Lake Forest Park Tree Board

Tree Board Meetings

Tree Board meetings are generally held on the first Wednesday of each month, at 7:00 p.m. in Lake Forest Park City Hall. Meetings typically take place in the Forest Room, though the location may vary.

Tree Board meetings are now held in the hybrid format with virtual attendance via Zoom and in-person attendance at City Hall.

[Click here for information about providing Citizen Comments during hybrid Tree Board meetings.](#)

What does the Tree Board Do?

The Tree Board has three primary responsibilities:

- Provide outreach and education to the community on tree-related issues
- Organize and facilitate the city's tree planting events and other public events involving trees
- Provide advice to City Council on policy and regulatory issues involving trees

## Tree Permit Information

<https://www.cityoflfp.com/163/Tree-Permits-and-Information>

LAKE FOREST PARK  
Washington

City Hall Departments Community How Do I...

I'm looking for... Search

Home > Departments > Planning & Building Department > Tree Permits and Information

Tree Permits and Information

Please [click here](#) to read the Planning and Building Departments' modified procedures in response to the COVID-19 (novel coronavirus), which may affect your permit process. (Updated December 15, 2021).

The following information should help you understand how to comply with the City's municipal code regarding tree regulations. To read the full regulations, please refer to Chapter 16.14 of our [municipal code](#).

[Click here](#) for an overview of tree removal and replacement requirements. [Click here](#) for requirements for tree removal and replacement related to development projects.

What Type of Permit Do I Need?

There are several factors that determine whether you need a "Major Tree Permit" or a "Minor Tree Permit." Major permits require a site visit and report from the City Arborist, whereas Minor Permits do not. Use the decision-making tool linked below to find out which type of permit you'll need.

Do I need a major or minor permit?  
How to I measure my multi-stemmed tree?  
How do I convert tree circumference to diameter?

Download the Tree Removal and Replacement Application

Regardless of whether you need a Major or Minor Permit, you can use the application form below:  
[Click here to download the Tree Removal and Replacement Permit Application form](#)

Turn in your application Monday - Friday, 9am-12pm or 1pm-3pm. An application fee of

FAQs

- What do I do with a dangerous tree on my property? I'm worried it's going to fall over on my house.
- Why must I get a permit I want to get rid of a tree in my own yard?
- How many trees can I remove?

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## TO BE - SEARCH RESULTS

Outline of possible search questions enables prioritization and organization of update to content

### FAQs for search content redirects

Example Scenario: new resident searches Google for information about their big tree in their yard and how to maintain it ... search results include link to FAQ about tree services (ETC TBD)

*TBD...*

### Tree Board Information - Tags for Search Results

Example Scenario: resident searches Google for information about a neighbor cutting down trees ... search results include link to contacting tree board for more info (ETC TBD)

*TBD...*

### Tree Permit Information - Tags for Search Results

Example Scenario: developer searches Google for information about how to cut down tree in the way of new construction ... search results include link to filling out tree permit (ETC TBD)

*TBD...*

**City of Lake Forest Park**

Active Tree Permits

Current as of 10/4/2023

<b>Project Name</b>	<b>Address</b>	<b>Reason for Permit</b>	<b>Review Date</b>	<b>Status</b>
Balaton Condos	19230 Forest Park Drive NE	Root damage to hardscape	8/3/2023	Minor changes requested
Boga	3211 NE 185th Street	Major development project	8/29/2023	Waiting for response to comments
Dang	4620 NE 174th Pl	Major development project	10/3/2023	Waiting for response to comments*
Fawcett	16010 37th Ave NE	Root damage to hardscape	10/3/2023	Waiting for response to comments
Headwaters	18948 Forest Park Drive	Root damage to hardscape	9/18/2023	Minor changes requested
Hunholz	19526 44th Ave NE	Nuisance and/or risk mitigation	8/29/2023	Waiting for response to comments
Misic Short Plat	5104 NE 187th St	Major development project	8/3/2023	Waiting for response to comments
Patton	18711 35th Ave NE	Risk mitigation	TBD	Received application for review
Sullivan	3556 162nd St	Major development project	10/3/2023	Waiting for response to comments
Weidkamp	3411 NE 193rd Street	Nuisance and/or risk mitigation	8/3/2023	Waiting for response to comments
Yandell	3411 NE 158th St	Major development project	TBD	Received updated site plan for final review
<b>* - out of compliance</b>				