



# CITY OF LAKE FOREST PARK TREE BOARD MEETING

**Wednesday, May 07, 2025 at 7:00 PM**

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

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

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## **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](http://www.cityoflfp.gov).

## **AGENDA**

**1. CALL TO ORDER: 7:00 PM**

**2. SHORT REFLECTION**

**3. INTRODUCTIONS**

**4. ADOPTION OF AGENDA**

**5. APPROVE MINUTES**

[A.](#) April 02, 2025 Meeting Minutes

**6. PUBLIC COMMENTS**

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

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

**7. REPORTS AND ANNOUNCEMENTS**

**8. OLD BUSINESS**

- A. Arbor Day Recap
- B. 5 Acre Woods
- C. City Council presentation/ consideration of updated Exceptional Tree List
- D. Community Forest Management Plan

**9. NEW BUSINESS**

- A. Tree Ordinance Updates

**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: April 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, Richard Saunders, Victoria Kutasz, Doug Sprugel, and Mark Phillips

**Staff and others present:** Larry Goldman, LFP City Council (via Zoom); Elizabeth Talavera, Assistant Planner

**Members of the Public present:** James Mead, BJ Hetal, Julian Andersen

**Tree Board Members absent:** Stacey Spain

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

**Short Reflection:** Board member Saunders gave a short reflection on ginkgo trees.

**Introductions:** The Tree Board and staff gave introductions.

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

**Approval of Minutes:** Board member Olmstead motioned to approve the minutes; Vice Chair Kutasz seconded. The March 2025 minutes were approved unanimously with the suggested edits.

**Public Comment:** James Mead gave an update on the beavers at Grace Cole Park.

BJ Hetal expressed interest in joining the Tree Board and gave a brief summary of her volunteer experience.

**Next meeting:** The next meeting occurs on Wednesday, May 07, 2025.

**Reports and Announcements:**

Tree Board Update

Vice Chair Kutasz gave an update on the Climate Policy Advisory Team meeting about the Green House Gas emissions presentation. Vice Chair Kutasz also mentioned that the community survey for the climate element is now available for the public.

Councilmember Goldman Update

Councilmember Goldman announced the lakefront park will be built in stages due to budget issues. Councilmember Goldman also discussed the Sound Transit project, including that permits will not be applied for until 2026.

City Staff Update

No staff update.

**Old Business:**

Green Fair – Recap

Vice Chair Kutasz announced that she ordered and received the LFP Tree Board banner for tabling events, the banner was a success for community engagement. Vice Chair Kutasz also mentioned possibly ordering LFP stickers.

Arbor Day - April 27<sup>th</sup>

The Tree Board discussed that the event will be at Horizon View Park at 1:00 pm. Board members Olmstead, Sprugel, Saunders, Phillips, and Kutasz mentioned that they will be available to attend the event. Vice Chair Kutasz mentioned that she would be available to bring engagement materials to the event.

Exceptional Tree List

Board member Sprugel presented the Exceptional Tree List and went over the proposed new diameters at breast height (DBH) for tree species and the reasoning for new size. Board member Sprugel moved to approve the list and Vice Chair Kutasz seconded. The exceptional tree list was approved unanimously.

Community Forest Management Plan

Tabled for next meeting.

**New Business:**

Holly Tree Invasive Essay

Board member Olmstead mentioned that the state of Washington recently listed holly as a noxious weed on March 11, 2025. Board member Olmstead mentioned that he will be drafting a short essay for the City to inform residents of the new update.

**Agenda for Next Meeting:** The Board will be discussing Arbor Day Recap, Community Forest Management Plan, and Tree Ordinance, Exceptional Tree List.

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

Meeting adjourned at 9:00 PM

APPROVED:

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Mark Phillips, Chair

# RWS - LFP Community Forest Management Plan - Potential Outline and Related DRAFT

<b>Potential Plan Outline</b>	<b>1</b>
I. Executive Summary	1
II. Vision, Mission, and Guiding Principles	2
III. Urban Canopy Assessment	2
IV. Tree Species Selection & Climate Resilience Strategy	2
V. Community Engagement and Stewardship	2
VI. Planting, Maintenance, and Risk Management Guidelines	3
VII. Monitoring and Ecosystem Service Metrics	3
VIII. Alignment with City Ordinance, Climate Action Plan, and Comprehensive Plan	3
A. Municipal Code Chapter 16.14 – Tree Canopy Preservation	3
B. Climate Action Plan Alignment (Goals NS1–NS3)	3
C. Comprehensive Plan Alignment	4
D. Other Plan Integration	4
IX. Implementation Strategy	4
Subsections:	4
X. Appendices	4
<b>Appendix - Alignment with Related LFP Documents and Policies</b>	<b>6</b>
Alignment with LFP Comprehensive Plan - 2025	6
Alignment with Tree Canopy Preservation and Enhancement Ordinance (Chapter 16.14)	8
Alignment with Climate Action Plan - May 2024	10

## Potential Plan Outline

### I. Executive Summary

- Purpose of the plan and why it is being updated
- Key priorities: canopy preservation, climate adaptation, biodiversity, equity
- Summary of strategic alignment with:
  - **Comprehensive Plan Goals** (e.g., EQ–8.1, LU–3.4, EQ–9.2)
  - **Climate Action Plan** (e.g., NS1.1–NS3.2)
  - **Municipal Code Chapter 16.14**

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## II. Vision, Mission, and Guiding Principles

- **Vision:** A healthy, resilient, and equitable forest canopy for all generations
- **Mission:** To manage, protect, and grow the city's community forest as vital infrastructure
- **Guiding Principles:**
  - Climate and ecological resilience (CAP NS1.5; Comp Plan EQ–8.5)
  - Equity in access and benefits (CAP NS1.4; Comp Plan EQ–9.2)
  - Preservation-first approach (Ord. 16.14.070; LU–3.8)
  - Public stewardship and education (CAP NS1.4; Ord. 16.14.170)

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## III. Urban Canopy Assessment

- Baseline canopy data and five-year monitoring commitment (Ord. 16.14.160; CAP NS3.2)
- Canopy goals by land use category (Ord. 16.14.070; EQ–8.1)
- Priority planting zones and Tree Equity Score analysis (CAP NS1.1, EQ–9.2)
- Methods: GIS mapping, LIDAR, and community-sourced data

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## IV. Tree Species Selection & Climate Resilience Strategy

- Use of native and climate-resilient species (CAP NS1.5; EQ–8.5)
- Diversification and pest resistance (Comp Plan LU–3.1)
- Preservation of exceptional trees (Ord. 16.14.030, 16.14.080)
- Strategic species lists and recommended planting zones

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## V. Community Engagement and Stewardship

- Role of the Tree Board and public oversight (Ord. 16.14.040, EQ–8.4)

- Public education and volunteer programs (CAP NS1.4; Ord. 16.14.170)
- Partnerships with schools, nonprofits, and underserved neighborhoods (CAP NS2.2)
- Community-based forest management (Comp Plan PT–4.2)

## **VI. Planting, Maintenance, and Risk Management Guidelines**

- Planting standards and site preparation (Ord. 16.14.090; CAP NS1.3)
- Maintenance planning, watering protocols, and mulching (CAP NS1.5)
- Tree removal, replacement equivalency, and post-planting survival (Ord. 16.14.090)
- Hazard tree assessment and storm preparedness (Comp Plan EQ–8.8)
- Invasive Species Management (Comp Plan: EQ–8.7)

## **VII. Monitoring and Ecosystem Service Metrics**

- Five-year canopy assessments and adaptive management (Ord. 16.14.160)
- Carbon sequestration modeling (CAP NS3.1)
- Biodiversity, stormwater, and air quality benefits
- Annual performance indicators (e.g., trees planted, canopy gain, mortality rate)

## **VIII. Alignment with City Ordinance, Climate Action Plan, and Comprehensive Plan**

### **A. Municipal Code Chapter 16.14 – Tree Canopy Preservation**

- Tree retention priorities, replacement rules, and enforcement tools
- City Tree Account and mitigation investments
- Exceptional tree policies and permitting process

### **B. Climate Action Plan Alignment (Goals NS1–NS3)**

- Role of trees in urban cooling, carbon capture, and community resilience

- Integration of forestry into climate mitigation and adaptation

## C. Comprehensive Plan Alignment

- Supports EQ–8 (Urban Forest Canopy), LU–3 (Compatibility with Natural Environment), and EQ–9 (Climate Commitment)
- Cross-reference with open space, shoreline, and utility elements

## D. Other Plan Integration

- Parks & Trails Master Plan, Surface Water Management Plan, and CIP
- Consistency with regional (King County) and state (DNR Evergreen Communities) programs

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# IX. Implementation Strategy

- **Short-Term (0–3 Years):** Tree inventory update, new planting programs, community outreach
- **Medium-Term (4–10 Years):** Urban forest staffing, riparian reforestation, Tree Account deployment
- **Long-Term (11–30 Years):** Canopy targets achieved, mature tree succession, legacy grove protection

## Subsections:

- Roles and responsibilities (City departments, Tree Board, consultants)
- Staffing and training needs
- Funding strategy (City Tree Account, grants, public-private partnerships)
- Annual reporting and adaptive management cycle

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# X. Appendices

- A. Glossary of Terms
- B. General Tree List (Native & Climate-Resilient)
- C. Canopy Maps and GIS Layers



- D. Proactive Forest Management Plan Template
- E. Tree Removal and Replacement Permit Guide
- F. Outreach Toolkit and Educational Resources
- G. Alignment Matrix (CFMP ↔ CAP ↔ Comp Plan ↔ Ordinance)

# Appendix - Alignment with Related LFP Documents and Policies

## Alignment with LFP Comprehensive Plan - 2025

Forest Management Plan Section	Aligned Comprehensive Plan Goals/Policies	Notes
I. Vision and Goals	EQ-8.1, LU-3.4, EQ-9.2	Ensure forest goals reinforce climate action, equity, and ecological preservation.
II. Urban Canopy Assessment	EQ-8.1, EQ-9.6	Use canopy metrics to guide land use, tree planting, and climate planning.

III. Tree Species Selection & Climate Resilience Strategy	EQ-8.5, LU-3.1	Emphasize native, climate-adapted, and drought-resilient trees in policy.
IV. Community Engagement Plan	EQ-8.9, EQ-8.4, PT-4.2	Foster stewardship via the Tree Board and broader public education.
V. Planting and Maintenance Guidelines	EQ-8.6, LU-3.9, EQ-8.7	Include clear guidelines for public and private development projects.
VI. Monitoring & Carbon Sequestration Metrics	EQ-9.6, EQ-8.1	Use monitoring to track progress toward canopy and climate goals.

VII. Funding Strategies and Partnerships	EQ-8.10, PT-4.2	Coordinate city budget and grants to advance environmental objectives.
VIII. Policy Alignment and Integration with City Plans	LU-3.2, EQ-8.3, EQ-8.8	Ensure forest policies are consistent with zoning, subdivision, and stormwater regulations.

### Alignment with Tree Canopy Preservation and Enhancement Ordinance (Chapter 16.14)

Forest Management Plan Section	Relevant Ordinance Sections (Chapter 16.14)	Notes

I. Vision and Goals	16.14.010 (Policy), 16.14.020 (Purpose)	Reflects ordinance vision for long-term canopy protection and equity.
II. Urban Canopy Assessment	16.14.070 (Canopy Requirements), 16.14.160 (Canopy Study)	Uses the ordinance's canopy goals by land use and 5-year assessment mandate.
III. Tree Species Selection & Climate Resilience Strategy	16.14.030 (Definitions), 16.14.080 (Exceptional Trees)	Prioritizes preservation of exceptional trees and climate-adapted species.
IV. Community Engagement and Stewardship	16.14.170 (Urban Forest Education), 16.14.040 (Tree Board)	Formalizes the Tree Board's™ advisory role and public education obligations.
V. Planting, Maintenance, and Risk Management Guidelines	16.14.090 (Replacement Standards), 16.14.080 (Tree Protection)	Implements technical standards for planting, removal, and replacement.

VI. Monitoring and Ecosystem Service Metrics	16.14.160 (Five-Year Canopy Assessment), 16.14.120 (Monitoring)	Commits to long-term tracking of canopy outcomes and ecological benefits.
VII. Funding Strategies and Partnerships	16.14.120 (City Tree Account)	Outlines how mitigation funds (Tree Account) are strategically invested.
VIII. Alignment with City Ordinance, Climate Action Plan, and Comprehensive Plan	All sections, especially 16.14.010, 16.14.040, 16.14.070-.170	Explicit crosswalk ensures plan enforces and operationalizes the ordinance.

## Alignment with Climate Action Plan - May 2024

Forest Management Plan Section	Aligned Climate Action Plan Goals/Actions	Notes
I. Vision and Goals	NS1.1, NS1.2	Set overarching goals aligned with climate mitigation, equity, and resilience.

II. Urban Canopy Assessment	NS1.1, NS3.1, NS3.2	Define canopy targets and methods; monitor changes using GIS and remote sensing.
III. Tree Species Selection & Climate Resilience Strategy	NS1.5	Include guidance on native and climate-adapted species selection.
IV. Community Engagement Plan	NS1.4, NS2.2	Promote equitable outreach and public participation in forest stewardship.
V. Planting and Maintenance Guidelines	NS1.3, NS1.5	Standardize planting methods, watering regimes, and adaptive maintenance.
VI. Monitoring & Carbon Sequestration Metrics	NS3.1, NS3.2	Develop metrics to track carbon storage and tree ecosystem services.

VII. Funding Strategies and Partnerships	NS1.1, NS1.3, NS1.4	Identify funding sources and establish multi-sector partnerships.
VIII. Policy Alignment and Integration with City Plans	NS1.2, NS3.2	Ensure consistency with CAP, Comprehensive Plan, and development regulations.