



# CITY OF LAKE FOREST PARK TREE BOARD SPECIAL MEETING

Wednesday, January 22, 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/85662201530>

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

The Tree Board is providing opportunities for public comment by attending in person to provide oral public comment.

### HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending in person, there is a sign-in sheet located near the entrance to the room. Fill out the form and the presiding officer will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

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

## AGENDA

1. CALL TO ORDER: 7:00 PM
2. SHORT REFLECTION
3. INTRODUCTIONS
4. ADOPTION OF AGENDA
5. APPROVE MINUTES
  - A. December 2024 Minutes
6. PUBLIC COMMENTS

***The Board is not accepting online public comments. This portion of the agenda is set aside for the public to address the Tree Board on agenda items. Comments are limited to a three (3) minute time limit.***

**7. REPORTS AND ANNOUNCEMENTS**

**8. OLD BUSINESS**

[A.](#) 2025 Work Plan

**9. NEW BUSINESS**

A. 2024 Annual Reporting to City Council

B. Election of Chair and Vice Chair for 2025

C. Exceptional Tree List

D. 5 Acre Woods

E. Community Forest Management Plan

**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: December 04, 2024; 7:00-9:00pm  
3 Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom  
4

5 **Tree Board Members present:** Doug Sprugel, Richard Olmstead, Stacey Spain, Richard Saunders,  
6 Victoria Kutasz, and Mark Phillips  
7

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

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

13 **Tree Board Members absent:**  
14

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

17 **Short Reflection:** Vice Chair Phillips gave a short reflection.  
18

19 **Introductions:** The Tree Board members and staff introduced themselves.  
20

21 **Approval of Meeting Agenda:** Vice Chair Phillips motioned to approve the agenda; board member  
22 Kutasz seconded. The agenda was approved unanimously with the edit of discussing the  
23 Recruitment Opportunities for the Tree Board first and the 2024/2025 Work Plan second.  
24

25 **Approval of Minutes:** Vice Chair Phillips motioned to approve the minutes; Board member  
26 Olmstead seconded. The November 2024 minutes were approved unanimously.  
27

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

30 **Next meeting:** The next meeting occurs on Wednesday, January 22, 2025.  
31

32 **Reports and Announcements:**  
33

34 Tree Board Update

35 Board member Kutasz gave an update on the first CPAT meeting. Board member Kutasz  
36 announced that Board member Spain was bumped up from an alternate to an official member of the  
37 CPAT. Board member Kutasz also stated that when the element is completed, there will also be two  
38 subelements that focus on resiliency and reducing greenhouse gas emissions.  
39

40 Councilmember Goldman Update

41 Councilmember Goldman announced that the City Council adopted the budget and plan to hire a  
42 Climate manager.  
43

44 City Staff Update

45 Ms. Epping announced to the Tree Board that King County will be launching a tree plotter map in  
46 2025 for Lake Forest Park and other King County cities. The Tree Board can work with King  
47 County as well to ask for specifics in the tree plotter map.  
48

1 **Old Business:**  
2 Tree Planting Update  
3 Tree Board member Olmstead announced that two Eastern Fringe trees were planted by the Lake  
4 Forest Reservoir.

5  
6 **New Business:**  
7 Recruitment Opportunities for Tree Board  
8 Tree Board members discussed recruitment opportunities including talking to garden clubs, the  
9 Stewardship Foundation, and arborists. Tree Board members also discussed tabling events to talk to  
10 residents about the Tree Board.

11  
12 Review 2024/2025 Work Plan  
13 The Tree Board discussed the 2025 Work Plan and edits to improve the work plan for the upcoming  
14 year.

15  
16 **Agenda for Next Meeting:** The Board will be discussing the 2024 Work Plan, Tree List, and 5-acre  
17 Woods.

18  
19 **Adjournment:** Board member Olmstead motioned to end the meeting and board member Spain  
20 seconded.

21  
22 Meeting adjourned at 9:00 PM

23  
24 APPROVED:

25  
26 \_\_\_\_\_  
27 Doug Sprugel, Chair  
28



# Tree Board Work Plan — 2025

Work Plan Goals*	
1. Public Outreach and Education on Trees	
2. Tree Planting and Maintenance Events	
3. Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.	

*\*Each of the items above are reflective of the Council Strategic Plan Goal: Healthy Environment section of the Comprehensive Plan Policy Implementation (EQ-9). The third item is also reflective of the Council Strategic Plan Goal: Accountable and Engaged Gov't section of the Comprehensive Plan Policy Implementation (EQ-9).*

2025 Work Plan Action Items	Duration	Target Date	Done ?	Lead	Time Estimate
<b>Public Outreach and Education on Trees</b>					
Review LFP web content and incorporate code changes	Annual	Oct		Victoria Elizabeth Richard S.	12 hrs/yr
Develop content to improve public outreach (including to property owners, realtors, and tree service companies) through city newsletters and other formats	On-going	N/A		Mark Victoria Elizabeth	2 hrs/mo
Host annual Arbor Day activity such as tree planting, keeping in mind possible Sound Transit replanting opportunities	One-time	April		Stacey Mark Victoria	12 hrs/yr
Stay in communication with peer advocacy and stakeholder groups (e.g. LFP Stewardship Foundation, Parks Board, Climate Action Committee, WA DNR Urban & Community Forestry Div.), and look for opportunities to work together	Monthly	N/A		Dick Victoria Stacey Mark	1 hr/mo
Update and publicize Tree Walks	One-time			Dick Stacey Drue (w/ David Hepp)	12 hrs/yr
Staff a table at LFP Green Fair	One-time	April		Victoria Stacey	8 hrs

				Mark others	
General invasive plant management, including education opportunities	On-going	June		Mark, Stacey, Dick, others	12 hrs/yr
<b>Tree Planting and Maintenance Events</b>					
Support and promote tree planting and maintenance/watering events (e.g. street tree program, tree planting in parks and/or rain garden culverts).	On-going	N/A		All board members in concert with Urban Forest Planner	20 hrs/yr
Pursue invasive tree removal and restoration of SE corner of 5-Acre Woods.	On-going	Summer		Dick and others	24 hrs/yr
<b>Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.</b>					
Make recommendations to Council on the findings and review of the LFP tree canopy study every 5 years	One-time	May		Drue	10 hrs/yr
Assess results of tree inventory study and make recommendations to Council on Exceptional tree sizes.	Jan-Aug	Feb		Doug, Dick, et al. with Urban Forest Planner	TBD
Meet w/ Council and Mayor periodically re: accomplishments, follow up on council actions (e.g. adopting new Tree Codes)	On-going	Feb		Doug, Mark, Council Liaison	5 hrs/yr
Deliver Annual Report to Council; include analysis of Tree Permit data (compiled by Hannah from monthly reports)	Annual	Feb		Doug Urban Forest Planner	12 hrs/yr
Deliver Annual Work Plan to Council and Mayor	Annual	Feb		Doug	8 hrs/yr
Work with Climate Policy Advisory team to review Climate Element for the Comprehensive Plan Update	On-going	June		Victoria Stacey	20 hrs/yr
Review Community Forest Management Plan	On-going	Dec		Everyone	12 hrs/ yr