



CITY OF LAKE FOREST PARK TREE BOARD MEETING

Wednesday, February 04, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Join Zoom Webinar: <https://us06web.zoom.us/j/83369270310>

Call into Webinar: 253-215-8782 | Webinar ID: 833 6927 0310

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

HOW TO PARTICIPATE WITH ORAL COMMENTS:

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

The meeting is being recorded.

For up-to-date information on agendas, please visit the City's website at www.cityoflfp.gov.

AGENDA

- 1. CALL TO ORDER: 7:00 PM**
- 2. SHORT REFLECTION**
- 3. INTRODUCTIONS**
- 4. ADOPTION OF AGENDA**
- 5. APPROVE MINUTES**
 - A.** Approval of minutes for December 3rd, 2025
 - B.** Approval of minutes for January 7th, 2026
- 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.** Finalize 2026 Work Plan
- B.** Arbor Day and Green Fair Planning
- C.** New Member Update
- D.** KCD and SFI Grant Updates

9. NEW BUSINESS

- A.** Voting for Chair and Vice Chair
- B.** Horizon View Replanting

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: December 3rd, 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, Mark Phillips and Stacey Spain virtually

Staff and others present: Larry Goldman, LFP City Council; Sam Kull, Urban Forest Planner

Members of the Public present: Kyle Gaudy

Tree Board Members absent: No members were absent.

Call to order: 7:00 PM

Short Reflection: Holly Article from University of Washington, Management Options

Introductions: The Tree Board members introduced themselves. Mr. Gaudy introduced himself as a first time guest.

Approval of Meeting Agenda: Vice Chair Kutasz motioned to approve the agenda; Board Member Olmstead second the motion. The agenda was approved unanimously.

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

Public Comment: Mr. Gaudy was concerned on the trees being removed for new homeowners.

Next meeting: The next meeting occurs on January 7th, 2026.

Reports and Announcements:

Councilmember Goldman Update

Councilmember Goldman stated they would investigate the status of Tree Board applicants who have not received follow-up after submitting applications, including coordination with the City Clerk's office.

City Staff Update

Mr. Kull reported that a red tag was placed on the Town Center property related to unauthorized trimming conducted near Lyons Creek. Mr. Kull also stated that clearing activities had occurred at Blue Heron Park by the Stewardship Foundation

Old Business:

Arbor Day – Green Fair

The Tree Board discussed potential Arbor Day activities in conjunction with the Green Fair, including tree giveaways, an Arbor Day tree walk, and a possible photography contest. Location options and overall goals for increased public engagement were discussed, including creating more interactive and visible opportunities focused on trees. A tentative timeframe of late April was

1 discussed. Outreach to local schools is underway, with responses pending. The Board also discussed
2 evaluating staff and volunteer capacity to support a potential Tree Board-led tree giveaway.
3

4 **Recruiting Ideas**

5 Vice Chair Kutasz stated that a draft recruiting sign-in sheet had been created and distributed
6 previously. The Board discussed continued recruitment efforts, including the possibility of
7 developing an internship or student engagement program to provide exposure to Tree Board
8 activities.
9

10 **KCD and SFI grants Update**

11 Mr. Kull stated that King Conservation District shapefiles would be acquired by city staff and shared
12 with appropriate parties. The SFI grant timeline has been delayed, with updates anticipated in
13 January.
14

15 **New Business:**

16 **2026 Work Plan Draft Edits**

17 The Tree Board discussed the draft 2026 Work Plan, including the need to clarify priorities, define
18 deliverables, and determine whether tasks should be assigned to individual members or leads.
19 Discussion included identifying which tasks generate meaningful outcomes, developing actionable
20 leads, and refining the scope of work. Mr. Kull offered to assist with guiding task development and
21 next steps.
22

23 **Agenda for Next Meeting:** The Board will discuss finalizing the 2026 Work Plan, reviewing the
24 Annual Report, Arbor Day planning (including outreach to nurseries for seedling availability), and
25 consideration of an Exceptional Tree nomination.
26

27 **Adjournment:** Board member Olmstead motioned to end the meeting and board member Sprugel
28 seconded.
29

30 Meeting adjourned at 9:00 PM
31

32 APPROVED:
33

34
35 _____
36 Mark Phillips, Chair
37

City of Lake Forest Park – Tree Board Meeting
Meeting Minutes: December 3rd, 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, Mark Phillips and Stacey Spain

Staff and others present: Larry Goldman, LFP City Council; Sam Kull virtually, Urban Forest Planner, Mark Hofman virtually, Community Development Director and Elizabeth Talavera, Associate Planner

Members of the Public present: Kyle Gati

Tree Board Members absent: No members were absent.

Call to order: 7:00 PM

Short Reflection: Mark Phillips shared a reflection on Monkey Puzzles trees and their origin from the world's fair.

Introduction: The Tree Board members introduced themselves. Mr. Gaudy introduced himself as a guest who will be accepted into the tree board shortly.

Approval of Meeting Agenda:

Approval of Minutes: Mr. Kull stated the minutes from the last board meeting on Dec. 3rd were not completed due to the holidays and sickness.

Public Comment: No public comments from Mr. Gati.

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

Reports and Announcements:

Reports and Announcements:

Councilmember Goldman Update

Councilmember Goldman stated they would investigate the status of Tree Board applicants who have not received follow-up after submitting applications, including coordination with the City Clerk's office.

City Staff Update

Mr. Hofman informed us of the climate conversation flyer. Councilman Goldman informed the board of the two new councilmembers and the new tree board members.

Old Business:

Finalize 2026 Work Plan

The tree board discussed and edited the 2026 work plan. Identifying leads for the remaining tasks and new tree board members.

Review Draft 2025 Annual Report

1 The tree board reviewed the annual report and identified a few grammatical errors to fix on the
2 report.

3

4 Arbor Day and Green Fair Planning

5 The Tree Board discussed Arbor Day planning in coordination with the Green Fair, including a
6 proposed tree walk on April 25th or April 27th. Potential locations include Blue Heron Park or
7 Lyons Creek Park. The Board discussed offering free seedlings, coordinating tree plantings, and
8 partnering with the Parks Board to support event planning and implementation.

9

10 New Member Update

11 Mr. Hofman reviewed the process for incoming Tree Board members. Incoming members will be
12 appointed as full members rather than alternates.

13

14 **New Business:**

15

16 **Agenda for Next Meeting:** The Board will vote on the Chair and Vice Chair. They will discuss tree
17 walk locations and new board members will go over the 2026 work plan.

18

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

21

22 Meeting adjourned at 9:00 PM

23

24 APPROVED:

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Mark Phillips, Chair



Tree Board Work Plan

2026

Tree Board Pillars

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 PolicyImplementation (EQ-9). The third item is also reflective of the Council Strategic Plan Goal: Accountable and Engaged Gov't section of theComprehensive Plan Policy Implementation (EQ-9).*

** Designated Lead in respective action items.

2026 Work Plan Action Items	Duration	Target Date	Done ?	Lead	Time Estimate
Public Outreach and Education on Trees					
Review LFP web content and incorporate code changes	Annual	Oct		**Richard S. Victoria	12 hrs/yr
Host annual Arbor Day activity such as tree planting	One-time	April		**Mark Stacey Victoria	12 hrs/yr
Develop content to improve public outreach (including property owners, realtors, and tree service companies) through city newsletters and other formats	On-going	N/A		**Victoria Mark Minda Kyle Sam	2 hrs/mo
Stay in communication with peer advocacy and stakeholder groups (e.g. LFP Stewardship Foundation, Parks Board, WA DNR Urban & Community Forestry Div.), and look for opportunities to work together	Monthly	N/A		**Victoria Stacey Mark	1 hr/mo
Update and publicize Tree Walks	One-time			**Stacey Sam Ross	12 hrs/yr
Participate in community outreach events (Green Fair, Picnic in the park, Arbor Day, Farmers Market)	One-time	Ongoing		**Victoria Stacey Mark	8 hrs

General invasive plant management, including education opportunities and educational materials	On-going	June		Mark **Stacey Ross Kyle	12 hrs/yr
Tree Planting and Maintenance Events					
Pursue invasive tree removal and restoration by developing a city-wide parks plan by prioritizing 5-Acre Woods in collaboration with other interest groups such as the Stewardship Foundation and the Parks Board	On-going	Summer		**Richard Sam	24 hrs/yr
Support and promote tree planting and maintenance/watering events (e.g. street tree program, tree planting in parks, and storm water infrastructure).	On-going	N/A		**Doug Victoria Minda	20 hrs/yr
Review and stay up to date with requirements for the DNR Evergreen Community Program, including required meetings and tree-related activity	Annual	N/A		**Victoria Sam	12 hrs/yr
Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.					
Assess results of canopy coverage study and make recommendations to Council.	Jan-Aug	Feb		**Doug, Sam	TBD
Comprehensively review and update Community Forest Management Plan through Sustainability Forest Initiative grant	On-going	Dec		**Mark Sam	12 hrs/ yr
Meet w/ Council and Mayor periodically re: accomplishments, follow up on council actions (e.g. adopting new Tree Codes)	On-going	Feb		**Victoria Mark Council Liaison	5 hrs/yr
Review Tree Permit data (compiled by Urban Forest Planner from monthly reports)	Annual	Ongoing		**Richard S. Sam	12 hrs/yr
Deliver Annual Report and Work Plan to Council and Mayor	Annual	Feb		**Mark	8 hrs/yr