



# 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**

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## **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](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.** 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 7<sup>th</sup>, 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

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

Recruiting Ideas

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

KCD and SFI grants Update

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

**New Business:**

2026 Work Plan Draft Edits

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

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

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

Meeting adjourned at 9:00 PM

APPROVED:

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Mark Phillips, Chair

1                                   **City of Lake Forest Park – Tree Board Meeting**  
2                                   **Meeting Minutes: December 3rd, 2025; 7:00-9:00pm**  
3                                   **Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**  
4

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

8   **Staff and others present:** Larry Goldman, LFP City Council; Sam Kull virtually, Urban Forest  
9   Planner, Mark Hofman virtually, Community Development Director and Elizabeth Talavera,  
10   Associate Planner  
11

12   **Members of the Public present:** Kyle Gati  
13

14   **Tree Board Members absent:** No members were absent.  
15

16   **Call to order:** 7:00 PM  
17

18   **Short Reflection:** Mark Phillips shared a reflection on Monkey Puzzles trees and their origin from  
19   the world’s fair.  
20

21   **Introduction:** The Tree Board members introduced themselves. Mr. Gaudy introduced himself as a  
22   guest who will be accepted into the tree board shortly.  
23

24   **Approval of Meeting Agenda:**  
25

26   **Approval of Minutes:** Mr. Kull stated the minutes from the last board meeting on Dec.3<sup>rd</sup> were not  
27   completed due to the holidays and sickness.  
28

29   **Public Comment:** No public comments from Mr. Gati.  
30

31   **Next meeting:** The next meeting occurs on February 4<sup>th</sup>, 2026.  
32

33   **Reports and Announcements:**

34   Councilmember Goldman Update

35   Councilmember Goldman stated they would investigate the status of Tree Board applicants who  
36   have not received follow-up after submitting applications, including coordination with the City  
37   Clerk’s office.  
38

39   City Staff Update

40   Mr. Hofman informed us of the climate conversation flyer. Councilman Goldman informed the  
41   board of the two new councilmembers and the new tree board members.  
42

43   **Old Business:**

44   Finalize 2026 Work Plan

45   The tree board discussed and edited the 2026 work plan. Identifying leads for the remaining tasks  
46   and new tree board members.  
47

48   Review Draft 2025 Annual Report

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

Arbor Day and Green Fair Planning

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

New Member Update

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

**New Business:**

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

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

Meeting adjourned at 9:00 PM

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 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).*

*\*\* Designated Lead in respective action items.*

2026 Work Plan Action Items	Duration	Target Date	Done ?	Lead	Time Estimate
<b>Public Outreach and Education on Trees</b>					
<b>Review LFP web content and incorporate code changes</b>	Annual	Oct		**Richard S. Victoria	12 hrs/yr
<b>Host annual Arbor Day activity such as tree planting</b>	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
<b>Tree Planting and Maintenance Events</b>					
<b>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</b>	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
<b>Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.</b>					
<b>Assess results of canopy coverage study and make recommendations to Council.</b>	Jan-Aug	Feb		**Doug, Sam	TBD
<b>Comprehensively review and update Community Forest Management Plan through Sustainability Forest Initiative grant</b>	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