



CITY OF LAKE FOREST PARK SPECIAL TREE BOARD MEETING

Monday, February 10, 2025 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/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.

AGENDA

1. CALL TO ORDER: 7:00 PM
2. SHORT REFLECTION
3. INTRODUCTIONS
4. ADOPTION OF AGENDA
5. APPROVE MINUTES
 - [A.](#) January 22, 2025 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. Election of Chair and Vice Chair for 2025
- B. Annual Report and present final draft of 2025 Work Plan
- C. Community Forest Management Plan
- D. 5 Acre Woods

9. NEW BUSINESS

- A. Arbor Day
- B. Windemere presentation on February 27th

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: January 22, 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:** Doug Sprugel, Richard Olmstead, Richard Saunders, Victoria
6 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; Mark Hofman, Community Development Director (via Zoom)
10

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

13 **Tree Board Members absent:** Stacey Spain
14

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

17 **Short Reflection:** No short reflection.
18

19 **Introductions:** No introductions.
20

21 **Approval of Meeting Agenda:** Vice Chair Phillips motioned to approve the agenda; board member
22 Olmstead seconded. The agenda was approved unanimously with no changes.
23

24 **Approval of Minutes:** Board member Olmstead motioned to approve the minutes; Board member
25 Kutasz seconded. The December 2024 minutes were approved unanimously.
26

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

29 **Next meeting:** The next meeting occurs on Wednesday, February 5, 2025.
30

31 **Reports and Announcements:**
32

33 Tree Board Update

34 Board member Kutasz gave an update on the CPAT meeting. Board member Kutasz announced
35 that the CPAT webpage is now live on the city website.
36

37 Chair Sprugel announced that he will be attending next month’s meeting on Zoom and will be
38 unavailable due to the personal reasons.
39

40 Board member Olmstead announced that his term does not end this year, but next February 2026.
41

42 Councilmember Goldman Update

43 Councilmember Goldman announced that there is a meeting occurring to vote on a merger
44 surrounding the Fire Department.
45

46 City Staff Update

47 Ms. Epping announced that the Green Fair is on March 29th.
48

1 **Old Business:**

2 2025 Work Plan

3 Tree Board members discussed edits to the 2025 Work Plan, including prioritizing action items and
4 edits to the format of the document. After discussing edits to the Work Plan, the Tree Board voted
5 on adopting the Work Plan. Board member Kutasz motioned to approve the Work Plan with the
6 suggested edits and Board member Olmstead seconded the motion, the Work Plan was approved
7 unanimously.

8
9 **New Business:**

10 2024 Annual Reporting to City Council

11 Tree Board members reviewed and discussed edits to the Annual Report including missing dates and
12 events that the Tree Board participated in 2024.

13
14 Election of Chair and Vice Chair for 2025

15 The Tree Board tabled the election of Chair and Vice Chair to next month’s meeting.

16
17 Exceptional Tree List

18 Ms. Epping gave a presentation on the Exceptional Tree List, including the edits in diameter sizes
19 for the Exceptional Tree List. Ms. Epping also discussed the Sustainability Forest Initiative grant
20 and how the awarded grant can assist with tasks that the Tree Board is interested in pursuing this
21 year.

22
23 5 Acre Woods

24 Tabled for next month’s meeting.

25
26 Community Forest Management Plan

27 Tabled for next month’s meeting.

28
29 **Agenda for Next Meeting:** The Board will be discussing Arbor Day, Tree Code, and the
30 Exceptional Tree List.

31
32 **Adjournment:** Board member Olmstead motioned to end the meeting and Vice Chair Phillips
33 seconded.

34
35 Meeting adjourned at 9:00 PM

36
37 APPROVED:

38
39 _____
40 Doug Sprugel, Chair
41



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
Public Outreach and Education on Trees					
Review LFP web content and incorporate code changes	Annual	Oct		Victoria Elizabeth Richard S.	12 hrs/yr
Host annual Arbor Day activity such as tree planting	One-time	April		Stacey Mark Victoria	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
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 (David Hepp)	12 hrs/yr
Participate in community outreach events and opportunities	One-time	Ongoing		Victoria Stacey Mark others	8 hrs

General invasive plant management, including education opportunities	On-going	June		Mark, Stacey, Dick, others	12 hrs/yr
Tree Planting and Maintenance Events					
Pursue invasive tree removal and restoration of SE corner of 5-Acre Woods in collaboration with other interest groups such as the Stewardship Foundation and the Parks Board	On-going	Summer		Dick and others	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		All board members in concert with Urban Forest Planner	20 hrs/yr
Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.					
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
Comprehensively review and update Community Forest Management Plan through Sustainability Forest Initiative grant	On-going	Dec		Everyone	12 hrs/ yr
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
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	Annual	Feb		Doug Urban Forest Planner	12 hrs/yr
Compile Tree Permit data (compiled by Urban Forest Planner from monthly reports)	Annual	Ongoing		Doug Richard S. 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



Tree Board 2024 Annual Report

City of Lake Forest Park



Introduction

This report summarizes the work conducted by the Tree Board for calendar year 2024 as well as the current board term status.

- The Lake Forest Park Tree Board advises the City Council, with a primary responsibility for making policy and regulatory recommendations concerning the management of trees and forest canopy in Lake Forest Park.
- Additionally, the Tree Board holds the responsibility of providing outreach and education to the community on tree-related issues, including, but not limited to, organizing public events involving trees.

Tree Board Members during 2024*

Commissioner	Term Expires	Status
Doug Sprugel (^)	2/28/27	Active
Mark Phillips (^^)	2/28/26	Active
Richard Olmstead	2/28/26	Active
Stacey Spain	2/28/28	Active
Victoria Kutasz	2/28/28	Active
Richard Saunders	2/28/26	Active
Sandra LeVar		Resigned 1/2024
Marty Byrne		Resigned 1/2024

[^] Chair; ^{^^} Vice Chair

* There is one vacant board position as of February, 2025.

Planning Staff & Council Liaison 2023

Staff Member	Title
Elizabeth Talavera	Assistant Planner (current)
Drue Epping	Urban Forest Planner (began March 2024)

City Council Liaison	Title
Larry Goldman	Councilmember

Work Plan Accomplishments

Advice to the Mayor and City Council on tree-related issues

Revisions to Tree Inventory (Urban Forest Ecosystem Services and Values Report)

The Urban Forest Ecosystem Services and Values Report (also known as the Tree Inventory or the iTree report) was submitted to the City in December 2023 and presented to the City Council by DCG/Watershed and Tree Board chair Doug Sprugel in February. However, a close look at the values in the report by Tree Board members revealed internal inconsistencies. DGC/Watershed was asked to review the report and found a data entry error that caused small errors (+/- 5%) in many numbers in the report. A corrected version of the report was received in May 2024. Since the changes did not significantly alter the text or conclusions of the report it was accepted without further Council action.

Changes to the General Tree List

The LFP General Tree List lists names and sizes of tree species that are automatically approved as replacements for trees that are removed under permit. The list of “approved” trees has not been revisited or updated for several years, and it contains four species that are now considered either Class C Noxious Weeds or Weeds of Concern by King County. In addition, the iTree report noted that several trees on the list are highly susceptible to emerging pests or pathogens and probably should be avoided. Finally, the Municipal Code (*16.14.030 Definitions*) states that the Tree List includes a list of tree species that are prohibited from being planted as replacement trees, but the current Tree List does not. Tree Board members Doug Sprugel, Richard Olmstead, and Mark Phillips met with Urban Forest Planner Drue Epping on several occasions to update the list and deal with these problems. The changes were approved by the Tree Board and are ready for Council consideration early in the new year.

Recommendations to revise the Lake Forest Park Tree Code

The Municipal Code recognizes a category of “exceptional” large trees that receive the highest level of protection during development planning. At the time the current statute was enacted few local data were available on tree sizes, but now data from the Tree Inventory make it possible to quantify what tree diameters can truly be considered “exceptional” in Lake Forest Park. Tree Board Chair Doug Sprugel and Urban Forest Planner Drue Epping met several times in the summer and fall to develop an appropriate set of diameters, taking into consideration not only tree biomass but also wildlife habitat and tree diversity. Early drafts of these diameter limits have been discussed by the Tree Board, and these discussions are ongoing. We hope to be able to make recommendations to the Council in the second quarter of 2025.

Comments on tree-related issues in the Comprehensive Plan

Guided by Community Development Director Mark Hofman, the Tree Board discussed the tree-related sections of the Comprehensive Plan and provided recommendations for updates and changes.

Public Outreach and Education on Trees

Outreach Events

Tree Board members led by Victoria Kutasz and Mark Phillips staffed information tables, distributing flyers and informational brochures and answering questions from the public, at the:

- Green Fair (Town Center Commons, March 30)
- Secret Garden Tour (Town Center Commons, June 30)
- Picnic in the Park (Pfingst Animal Acres, September 7)
- Community Climate Action Fair (Town Center Commons, October 20)

Materials Update

Tree Board members Victoria Kutasz and Stacey Spain updated the Board's handouts on the benefits of large trees, the role of the Urban Forest Planner, and Tree Board membership.

Climate Policy Advisory Team

Tree Board members Stacey Spain and Victoria Kutasz volunteered to represent the Tree Board on the Climate Policy Advisory Team and provided periodic updates to the Board on the Team's activities

Tree Planting and Maintenance Events

Arbor Day Ivy-out event

On April 27 the Tree Board led by Stacey Spain and Mark Phillips held an educational and practical Ivy-Out event at 19055 35th Ave NE. Board members described the steps in ivy removal, and with help from members of the Stewardship Council, ivy was removed from 10-15 trees. A videorecording was made of the event and is now being edited for inclusion on the LFP website.

Tree Planting

On November 30 Board members Dick Olmstead, Mark Phillips, and Doug Sprugel planted a pair of *Chionanthus virginicus* (white fringetree) saplings at the southeast corner of the Lake Forest Reservoir to replace trees that had died. Although the event was not widely publicized, several local residents stopped to watch and discuss tree-related issues.