



CITY OF LAKE FOREST PARK TREE BOARD MEETING

Wednesday, January 07, 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/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. Tabled for next meeting.**
- 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.** Review Draft 2025 Annual Report
- C.** Arbor Day and Green Fair Planning
- D.** New Member Update

9. NEW BUSINESS

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.



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 |
|---|----------|-------------|--------|---------------------------------------|---------------|
| 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 to property owners, realtors, and tree service companies) through city newsletters and other formats | On-going | N/A | | **Victoria Mark | 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 | | Dick Victoria Stacey Mark | 1 hr/mo |
| Update and publicize Tree Walks | One-time | | | **Stacey Dick Sam (David Hepp) | 12 hrs/yr |
| Participate in community outreach events and opportunities (Green Fair, Picnic in the park, Arbor Day, Farmers Market) | One-time | Ongoing | | **Victoria Stacey Mark others | 8 hrs |

| | | | | | |
|--|----------|---------|--|-----------------------------------|------------|
| General invasive plant management, including education opportunities and educational materials | On-going | June | | Mark, Stacey, | 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 | 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 | | **Chair 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 | | Everyone | 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 |
| Deliver Annual Report to Council | Annual | Feb | | **Mark Victoria Sam | 12 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 |



Tree Board 2025 Annual Report

City of Lake Forest Park

Introduction

This report summarizes the work conducted by the Tree Board for calendar year 2025 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 2025*

| Commissioner | Term Expires | Status |
|----------------------|--------------|--------|
| Mark Phillips (^) | 2/28/26 | Active |
| Victoria Kutasz (^^) | 2/28/28 | Active |
| Richard Olmstead | 2/28/26 | Active |
| Stacey Spain | 2/28/28 | Active |
| Doug Sprugel | 2/28/27 | Active |
| Richard Saunders | 2/28/26 | Active |

^ Chair; ^^ Vice Chair
** There is one vacant board position as of February, 2026, with one more by the end of the month. In addition, the terms of two other members who are interested in reappointment, expire in February.*

Planning Staff & Council Liaison 2023

| Staff Member | Title |
|--------------------|----------------------|
| Sam Kull | Urban Forest Planner |
| Elizabeth Talavera | Assistant Planner |

| City Council Liaison | Title |
|----------------------|---------------|
| Larry Goldman | Councilmember |

Work Plan Accomplishments

Advise the Mayor and City Council on tree-related issues

- Contributed forest/tree input to the Climate Element of the Comprehensive Plan. In addition, Stacey Spain and Victoria Kutasz served on the Climate Policy Advisory Team.
- Assisted the Urban Forest Planner in completing two grant applications:
 - Sustainable Forest Initiative (SFI) - a \$70,000 grant to fund a review and evaluation of LFP's management of its community forest. The outputs of this study will enable updating of LFP's Community Forest Management Plan.
 - King Conservation District Canopy Analysis – will allow understanding of the extent of LFP's forest canopy from several additional and more detailed perspectives: wetlands, land use zones, individual parcels, precincts.
- Began discussion of updating LFP's Community Forest Management Plan by reviewing current plan and looking at other cities' comparable documents.
- Maintained code amendment recommendations to the City Council, developed last year, concerning the list of acceptable replacement trees and the definition of exceptional trees. These recommendations are waiting for council consideration.

Public Outreach and Education on Trees

Tree Board members distributed educational materials and spoke to citizens about our city's community forest at several community events during the year. We were able to answer some tree questions, refer residents to the Urban Forest Planner for others, and encourage several people to consider becoming Tree Board members.

- Green Fair – March 29
- Arbor Day – April 27, including a guided tree walk around Horizon View Park
- Joint meeting with Climate Action Committee – June 3.
- Picnic in the Park – September 6
- Farmers Market – October 5, including a tree identification challenge
- Climate Hub opening – October 12
- Secret Garden Tour (June 14)???

Richard Olmstead contributed an article for the City newsletter on the highly invasive European Holly tree.