



# CITY OF LAKE FOREST PARK TREE BOARD MEETING

**Wednesday, January 03, 2024 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 PARTICIPATING IN 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 joining the meeting webinar (via computer or phone) or 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.

If you are attending the meeting via Zoom, in order to address the Tree Board during the Public Comment section of the agenda, please use the “raise hand” feature at the bottom of the screen. Oral comments are limited to 3:00 minutes per speaker. Individuals wishing to speak to agenda items will be called to speak first in the order they have signed up. The meeting host will call your name and allow you to speak. Please state your name and whether you are a resident of Lake Forest Park. 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.** November 29, 2023 Special Meeting Minutes

- 6. CITIZEN 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. COMMUNICATION**

**8. OLD BUSINESS**

A. Tree Analysis Report from DCG/Watershed

**9. NEW BUSINESS**

A. Update tree list

B. 2024 Work Plan

**10. REPORTS AND ANNOUNCEMENTS**

**11. AGENDA FOR NEXT MEETING**

**12. 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                                   **Special Meeting Minutes: November 29, 2023; 6:00-9:00pm**  
3                                   **Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**  
4

5 **Tree Board Members present:** Chair Richard Olmstead, Board Members Mark Phillips, Doug  
6 Sprugel, Marty Byrne (via Zoom), and Sandra LeVar (via Zoom)  
7

8 **Staff and others present:** Phillip Hill, City Administrator; Matt McLean, City Clerk;  
9 Councilmember Larry Goldman; Elizabeth Talavera, Assistant Planner; Kim Frappier, Project  
10 Manager from DCG/Watershed, and Sam Payne, Data Analyst from DCG/Watershed  
11

12 **Members of the Public present:** none.  
13

14 **Tree Board Members absent:** None.  
15

16 **Call to order:** 6:20 PM  
17

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

20 **Short Reflections:** Chair Olmstead gave a short reflection.  
21

22 **Approval of Meeting Agenda:** Vice-Chair Sprugel moved to approve the agenda. Board Member  
23 LeVar seconded, and the motion to approve the agenda carried unanimously.  
24

25 **Approval of Minutes:** Vice-Chair Sprugel moved to approve the July 5, 2023 and October 4, 2023  
26 minutes. Board Member LeVar seconded, and the motion to approve the minutes carried  
27 unanimously.  
28

29 **Public Comment:** There are no members of the public present.  
30

31 **Communication:**  
32 City Clerk informed the Board that the city had received three applicants for the Tree Board.  
33

34 **Old Business:**  
35 Website and Social Media Outreach  
36 The Board discussed the proposed changes to the website and social media outreach.  
37

38 Proposed Flyer for City Newsletter  
39 The Board discussed the proposed flyer to be used for events.  
40

41 The Board agreed to send their proposed changes to Mr. McLean for further discussion at a future  
42 meeting.  
43

44 **New Business:**  
45 Draft Urban Forest Ecosystem Services and Values Report from DCG/Watershed  
46

1 Ms. Frappier and Mr. Payne reviewed the Draft Urban Forest Ecosystem Services and Values  
2 Report. The Board reviewed possible changes and additions that would need to be to the report  
3 before it is presented to the City Council for approval.  
4

5 **Reports and Announcements:**

6 November Arborist Report

7 The Board reviewed the November Arborist Report.  
8

9 **Agenda for Next Meeting:**

10 The Board discussed the need to review the tree list at a future meeting.  
11

12 **Adjournment:** The meeting adjourned at 8:45 PM.  
13  
14

15 APPROVED:  
16  
17

18 \_\_\_\_\_  
Richard Olmstead, Chair



# Tree Board Work Plan

— 2023

Work Plan Goals*	
1. Public Outreach and Education on Trees	
2. Tree Planting and Maintenance Events	
3. Advise Council on city-wide tree studies and Tree Fund spending priorities.	
4. Be aware of opportunities and threats and advise Council and the Mayor if the Board identifies any that are relevant to trees in Lake Forest Park.	

\*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).

2023 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	May		Marty Sandy Mandee	12 hrs/yr
Develop content to improve public outreach (including to property owners, realtors, and tree service companies) through city newsletters and other formats	Monthly	N/A		Sandy Marty Mandee	6 hrs/mo
Host annual Arbor Day activity such as tree planting, keeping in mind possible Sound Transit replanting opportunities	One-time	April		Dick Hannah Riley	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 (others as interest dictates)	1 hr/mo
Update and publicize Tree Walks	One-time			Dick (w/ David Hepp)	12 hrs/yr

Resurrect or otherwise engage Heritage Tree program	One-time			Mandee Dick Riley	12 hrs/yr
General invasive plant management Is there and public education opportunity here?	Annual	June		Mandee Marty Dick	8 hrs/yr
<b>Tree Planting and Maintenance Events</b>					
Identify/prioritize areas in city for replacement tree plantings. Work with City's Volunteer Coordinator and City Arborist to hold tree planting and maintenance/watering events (e.g. street tree program, tree planting in parks and/or rain garden culverts).	Annual	Fall		Dick Doug Hannah Riley	20 hrs/yr
McAleer Creek restoration	Monthly	June		Julia	40 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		Doug Hannah Riley	10 hrs/yr
Assess results of tree inventory study and make recommendations to Council on Exceptional tree sizes.	Jan-Aug	September		Hannah Doug	TBD
Meet w/ Council and Mayor re: accomplishments, follow up on council actions (e.g. adopting new Tree Codes)	Monthly	Feb.		Dick Council Liaison	5 hrs/yr
Deliver Annual Report to Council; include analysis of Tree Permit data (compiled by Hannah from monthly reports)	Annual			Dick Hannah Riley	6 hrs/yr
Deliver Annual Work Plan to Council and Mayor	Annual	Feb.		Dick	3 hrs/yr
Review intern Tree Removal/Replacement dataproject, report findings, and make recommendations to Council	One-time	Dec.		Dick	10 hrs/yr
Review Tree List and reconcile discrepancies in canopy expectations per species, consider deletions/additions	One-time	April		Hannah Dick Doug	20 hrs/yr
Review Comprehensive Plan for tree-related goals, keeping in mind city's next every-5-year update in 2023	Annual	Dec.		Everyone	1 hr/member + 1 hr as a group per yr
Review Council Strategic Plan for tree-related goals, confer with Deputy Mayor re: timing and how Tree Board can impact	Annual	Jan.		Dick	3 hrs/yr