



CITY OF LAKE FOREST PARK TREE BOARD MEETING

Wednesday, December 03, 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. Approval of minutes for November 5th, 2025

- 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. Arbor Day - Green Fair
- B. KCD and SFI Grant updates
- C. Recruiting Ideas

9. NEW BUSINESS

- [A.](#) 2026 Work plan draft edits

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: November 5th, 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, Stacey Spain, Doug Sprugel, and Mark Phillips

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

Members of the Public present: William Ackerman

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.

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

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

Public Comment: Mr. Ackerman had concerns on new developments and how the city is tracking canopy coverage density.

Next meeting: The next meeting occurs on December 3rd, 2025.

Reports and Announcements:

Councilmember Goldman Update

Perspective applicants for vacant tree board position.

City Staff Update

Ms. Talavera stated she will be handing off responsibilities for the meeting to Sam Kull, Urban Forest Planner. Mr. Kull announced the city also received the Evergreen Community Award.

Old Business:

2025 Work Plan

The tree board discussed edits to the 2026 work plan, including: Removing the CPAT item and adding Evergreen Community Day

Recruiting Ideas

Vice Chair Kutasz stated they would be creating a sign-in sheet for future events. One new applicant applied for the vacant seat on the tree board. Council member Goldman stated they would follow

up with city clerk on status of applicant and possibility of sharing application details with redacted personal information.

KCD and SFI grants Update

Mr. Kull stated a rough draft for SFI is in progress and will be presented at the December 11th Council meeting. KCD shapefiles will be acquired by the city staff and shared with the appropriate parties.

New Business:

Arbor Day

Vice Chair Kutasz stated they reached out to the DNR for seedling availability. William Ackermann stated there may be opportunities for events with different schools in the city.

Water District Event Recap

Vice Chair Kutasz recapped the tour of the water district

Holly Article

Tree Board Member Olmstead wrote an article on Holly's within the Pacific Northwest highlighting exemptional growth if left ignored. Tree board member Saunders moved that the Tree Board approve the article for publication on behalf of the Tree Board; Vice Chair Kutasz second the motion. The motion was approved unanimously.

Agenda for Next Meeting: The Board will be discussing Arbor Day, SFI grant - follow-up, King Conservation District canopy assessment - follow-up, recruiting ideas, and draft edits for 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:

Mark Phillips, Chair



Tree Board Work Plan

2026

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).

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		Victoria 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	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 Sam (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 Sam	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		All board members Sam	12 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 Sam	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		Sam	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 Sam	12 hrs/yr
Compile Tree Permit data (compiled by Urban Forest Planner from monthly reports)	Annual	Ongoing		Doug Richard S. Sam	12 hrs/yr
Deliver Annual Work Plan to Council and Mayor	Annual	Feb		Doug	8 hrs/yr