



URBAN FORESTRY COMMISSION MEETING AGENDA

March 27, 2025 at 3:00 – 4:30 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Roll Call

Meeting Minutes Approval

1. Approval of Minutes from the Commission's March 6, 2025, Special Meeting - **action item**

Old/Unfinished Business

2. Downtown Parking Lot Update
3. Discuss Arboricultural Manual and Heritage Trees

New Business

4. Sharing Commissioner Member Email Addresses - **action item**
5. Discuss Arbor Day Event

General Announcements/Comments

Adjourn

Public Participation Options and Information

Before the meeting, comment in writing: Email cityclerk@sandpointidaho.gov or deliver to City Hall.

Attend in person: See above for meeting location. Seating available on first-come, first-served basis. Chambers overflow areas offer live meeting audio/video.

Attend remotely: Register at <https://www.sandpointidaho.gov/your-government/meetings>.

After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.

Contact the City Clerk with questions or requests for special accommodation: Email address above or call (208) 263-3310. Assisted listening devices available in chambers for use during public meetings.



URBAN FORESTRY COMMISSION SPECIAL MEETING MINUTES

March 06, 2025 at 3:00 PM

Council Chambers at City Hall - 1123 W. Lake St. Sandpoint, Idaho

Call to Order

Chair Mose Dunkel called the special meeting of the Urban Forestry Commission to order at 3:02 p.m. on Thursday, March 6, 2025, in Council Chambers at City Hall, 1123 W Lake Street, Sandpoint, Idaho.

Roll Call

PRESENT

Mose Dunkel, Chair
Chase Youngdahl, Vice Chair
Paige Belfry
Preston Andrews

ABSENT

Geoff Gregory

Also present were City Council liaison Kyle Schreiber, staff liaison Erik Bush, board clerk Samantha Branscome.

Staff present included City Engineer Brandon Staglund, Director of Public Works Holly Ellis, and Mayor Grimm.

Meeting Minutes Approval

1. The minutes from the Commission's January 23, 2025, meeting were approved as presented

Old/Unfinished Business – none

New Business

2. Recommendation to City Council: Existing Trees as they relate to the Downtown Parking Lot Improvement Project

Chair Dunkel opened the meeting by stating that this special meeting was called for the particular purpose of a discussion and recommendation to City Council regarding existing trees as they relate to the Downtown Parking Lot Improvement Project. Following a brief overview of the rules for a public comment period, Chair Dunkel yielded the floor to staff liaison, Erik Bush, the City's Urban Forester.

Mr. Bush presented proposed layouts for the downtown parking lot, as well as aerial shots and reference photos of the trees on the site. Mr. Staglund offered a brief commentary on the construction drawings. Ms. Ellis provided clarity as to the purpose of the meeting. Following this

presentation, Chair Dunkel opened the floor to public comment, with one member of the public commenting.

Following this comment period, Chair Dunkel requested discussion and input from each Commissioner. Commissioner Belfry delivered a presentation on tree health and safety during construction projects and offered advice for preserving trees during this construction project. Chair Dunkel and Vice Chair Youngdahl both discussed the option of going with the construction plan as originally presented to Council and replacing the existing trees with new trees. Commissioner Andrews expressed a desire to preserve existing trees.

Motion: Require an ISA-accredited arborist to consult before, during, and after construction. Require all contractors to follow ANSI 300 standards, including working slowly and using buckets without teeth. Preserve the entirety of the planting strip on the eastern portion of the parking lot, and its trees. Remove the birch. On the west portion of the parking lot, maintain the spruce on the west. Plant a new tree in the southwest corner and a new tree in middle of the west portion. Existing trees are to be taken care of by the arborist. Add extruded curbs. Add as much soil volume to new tree wells as possible. Prioritize mulch for planter areas and tree wells. The arborist will choose and oversee the planting of all new trees. New trees will be watered for two years. Planting additional shrubs is recommended.

Motion made by Belfry, seconded by Andrews.

Voting Yea: Belfry, Andrews

Voting Nay: Dunkel, Youngdahl

Motion failed.

Motion: On the east portion of the parking lot, keep cedars in the southeast corner, remove the pine, remove the sugar maple in the northeast, keep the cedar, and keep the spruce. On the west side of the lot, keep the spruce, plant a new tree in the middle, and keep the tree on the southwest end. Make tree wells as large as possible, include extruded curbs, mulch, and require a certified arborist.

Motion made by Belfry, seconded by Andrews.

Voting Yea: Belfry, Andrews

Voting Nay: Dunkel, Youngdahl

Motion failed.

Motion: Follow construction Plan B but substitute the east portion of new trees with the existing trees. On the west side of the parking lot, keep the northwest spruce, plant a new tree on the southwest corner, and plant a new tree in the parallelogram area.

Motion made by Dunkel, seconded by Andrews.

Following staff discussion, motion was amended as follows.

Motion: Follow construction Plan B but substitute the east portion of new trees with the existing trees. On the west side of the parking lot, keep the northwest spruce, plant a new tree on the southwest corner, and plant a new tree in the parallelogram area. Require certified arborist to

consult at minimum, include extruded curb, mulch, and require contractors to follow ANSI 300 standards.

Motion made by Belfry, seconded by Andrews.

Voting Yea: Belfry

Voting Nay: Dunkel, Youngdahl, Andrews

Motion to amend failed.

Staff voted on the motion without the amendment as follows:

Motion: Follow construction Plan B but substitute the east portion of new trees with the existing trees. On the west side of the parking lot, keep the northwest spruce, plant a new tree on the southwest corner, and plant a new tree in the parallelogram area.

Motion made by Dunkel, seconded by Andrews.

Voting Yea: Dunkel, Youngdahl, Belfry, Andrews.

Motion passed.

General Announcements/Comments

No general announcements or comments were made.

Adjourn

With no further business on the agenda, the meeting was adjourned at 6:26 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the board clerk, were approved by the Commission during their meeting on _____, 2025.

Mose Dunkel, Board Chair

Attest: Samantha Branscome, Board Clerk