



## URBAN FORESTRY COMMISSION MEETING AGENDA

October 23, 2025 at 3:00 PM

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

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### Call to Order

### Roll Call

### Meeting Minutes Approval

1. Approval of Minutes from the Commission's August 28, 2025, Minutes - ***action item***

### New Business

2. Downtown Revitalization Phase 3 Citizen Advisory Committee - ***action item***
3. 2026 Top Priorities - ***action item***
4. Reschedule November 2025 Meeting - ***action item***

### Old/Unfinished Business

5. Continue Discussion re: Definition for Historical Trees in Sandpoint - ***action item***

### General Announcements/Comments

### Adjourn

### Public Participation Options and Information

Before the meeting, comment in writing: Email [cityclerk@sandpointidaho.gov](mailto:cityclerk@sandpointidaho.gov) or deliver to City Hall.  
Attend in person: See above for meeting location. Seating available on first-come, first-served basis.  
Attend remotely: Register at <https://www.sandpointidaho.gov/meetings>.  
After the meeting, view the recording on YouTube: <https://www.youtube.com/c/CityofSandpoint>.  
For questions or requests for special accommodation: At least 48 hours prior to the meeting, send a message to the email address above or call (208) 263-3310.



## URBAN FORESTRY COMMISSION MEETING MINUTES

August 28, 2025 at 3:00 PM

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

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### Call to Order

Commission Vice Chair Chase Youngdahl called the meeting of the Urban Forestry Commission to order at 3:06 p.m. on Thursday, August 28, 2025, in Council Chambers at City Hall, 1123 W. Lake Street, Sandpoint, Idaho.

### Roll Call

#### PRESENT

Chase Youngdahl, Vice Chair  
Preston Andrews  
Geoff Gregory

#### ABSENT

Mose Dunkel, Chair  
Paige Belfry

Also present were City Council liaison Kyle Schreiber, staff liaison Erik Bush, and Deputy City Clerk Hayley Keys, serving as board clerk.

Following roll call, Vice Chair Youngdahl announced that the agenda had been amended that afternoon with the removal of the item for discussion that had originally been included on the agenda regarding the tree pamphlet and the addition of an action item under New Business for the Commission to consider the selection of tree species for planting downtown. It was also announced that New Business had been moved and placed ahead of Old Business.

Mr. Bush provided an explanation regarding the amendments, noting that additional funds remain available for urban forestry projects prior to the close of the City's 2024-2025 fiscal year coming up the following month on September 30, and he was proposing using these funds to plant replacement trees in the downtown core and was seeking Commission recommendation.

Mr. Youngdahl then entertained a motion to accept the amendments and proceed with the amended agenda. The motion passed by a unanimous vote of the Commissioners present, as reflected below.

Motion made by Andrews, Seconded by Gregory  
Voting Yea: Andrews, Gregory, Youngdahl

Vice Chair Youngdahl offered an opportunity for public comment, at which time a member of the public, participating remotely, commented on the status of trees planted at Travers Park.

### Meeting Minutes Approval

1. The minutes from the Commission's July 24, 2025, meeting were approved as presented.

Motion made by Andrews, Seconded by Gregory  
Voting Yea: Andrews, Gregory, Youngdahl

### New Business

## 2. Selection of Tree Species for Downtown Planting

Mr. Bush presented options for multiple tree species to replace trees in the downtown core. After discussion, Commissioners unanimously approved the proposed species, subject to availability.

- Kentucky coffee tree
- Zelkova
- European Beech
- Ginkgo Biloba
- London planetree
- Oak

Motion made by Andrews, Seconded by Gregory  
Voting Yea: Andrews, Gregory, Youngdahl

### Old/Unfinished Business

#### 3. Continue Discussion of the Definition for Historical Trees in Sandpoint

Mr. Bush reported attending the August 11, 2025, Sandpoint Arts, Culture and Historic Preservation Commission meeting to discuss the definition of historical trees in Sandpoint. After this brief update, the Commission voted to postpone this action item until the next regular meeting to allow for broader member participation. The motion was approved as reflected below.

Motion made by Andrews, Seconded by Gregory  
Voting Yea: Andrews, Gregory, Youngdahl

4. The item to continue discussion regarding the *Outstanding Trees of Sandpoint* booklet was removed with the amendment to the agenda.

#### 5. Continue Discussion of the Arboricultural Manual

After an update on the Arboricultural Manual, the Commission agreed to continue working on sections of the Arboricultural Manual, with continued discussion planned for the next meeting.

### General Announcements/Comments

The Commissioners discussed the elm trees on S. Boyer Avenue, removing or not removing trees for sidewalk installation, and trees that were planted at Travers Park. Information only; no Commission action.

### Adjourn

With no further business on the agenda, the meeting was adjourned at 4:42 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.

\_\_\_\_\_  
Chase Youngdahl, Board Vice Chair

\_\_\_\_\_  
Attest: Hayley Keys, Deputy City Clerk

**From:** [Melissa Ward](#)  
**To:** [Bill Dean](#); [Mandy Brown](#); [Erik Bush](#); [Erik Brubaker](#); [Kami Omodt](#); [Kathryn Keeney](#)  
**Cc:** [Jason Welker](#); [Holly Ellis](#); [Sandpoint City Clerk's Office](#)  
**Subject:** Citizen Advisory Boards - top 3-5 initiatives for 2026, include on meeting agenda before end of year  
**Date:** Monday, October 13, 2025 10:29:26 AM

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Greetings, Citizen Advisory Board Staff Liaisons and Clerks. As a final follow-up for now to the conversation between the Mayor and Council re: our citizen advisory boards, here is a link to the minutes from the Sep 17 City Council meeting <https://mccmeetings.blob.core.usgovcloudapi.net/sndpointid-pubu/MEET-Minutes-399d603d9f4a442bba6de799f830ee4f.pdf>. See item #6 on page 3. With consensus that the Mayor and Council wish to receive a list of 3-5 initiatives that are a priority for each board in the coming year to allow our elected officials to consider those suggestions as they align with their own objectives, the Comp Plan, the City's budget, etc. Please include this as an action item or your board's agenda this month, November, or December. This is a question that could be posed to your board members now via blind-copy email so that each has ample opportunity to bring ideas to the table that the full board can consider during their meetings. The board's decision in this regard should be reflected in the meeting minutes, where the Council liaison can then communicate the list voted on by their board to the full Council and the Mayor.

Thank you, and please let me know if you have any questions.

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