



TREE BOARD MEETING AGENDA

Online via Zoom

**Monday, January 10, 2022
7:00 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Tree Board Member Reports
5. Manager's Report
6. Public Comment
7. 2022 Arbor Day Discussion
8. Street Tree Plan Scope of Work
9. Next Meeting Date - 02/14/2022
10. Adjourn

Remote Meeting Information

To comply with Governor Inslee's Proclamation 20-28, Tumwater Tree Board meetings will be conducted remotely, not in-person, using a web-based platform. The public will have telephone and online access to all meetings.

WATCH Online

<https://www.zoom.us/join> and enter the Webinar ID 883 9660 6870 and Passcode 554036.

LISTEN by Telephone

Call (253) 215-8782, listen for the prompts, and enter the Webinar ID 883 9660 6870 and Passcode 554036.

The public is invited to attend the hearing and offer comment. The public may register in advance for this webinar to provide comment:

https://us02web.zoom.us/webinar/register/WN_KJMAEItwRJmhJ-TBVtqMpg

After registering, you will receive a confirmation email containing information about joining the webinar.

The public may also submit comments prior to the meeting by sending an email to: cdd@ci.tumwater.wa.us. Please send the comments by 1:00 p.m. on Monday, January 10, 2022.

Comments are submitted directly to the members of the Tree Board and will not be read individually into the record of the meeting.

If you have any questions, please contact Planning Manager Brad Medrud at (360) 754-4180 or bmedrud@ci.tumwater.wa.us.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us.

What is the Tree Board?

The Tumwater Tree Board is a citizen advisory board that is appointed by and advisory to the City Council on urban forestry issues, including drafting and revising a comprehensive tree protection plan or ordinance, or any other tree matter. Actions by the Tree Board are not final decisions; they are Board recommendations to the City Council who must ultimately make the final decision. If you have any questions or suggestions on ways the Tree Board can serve you better, please contact the Community Development Department at (360) 754-4180.

TO: Tree Board
FROM: Brad Medrud, Planning Manager
DATE: January 10, 2022
SUBJECT: 2022 Arbor Day Discussion

1) Recommended Action:

Review attached memorandum and be prepared to discuss.

2) Background:

The Tree Board will host an annual celebration of Arbor Day. The City of Tumwater's Earth Day & Arbor Day 2022 will likely be 10 a.m. – 12 noon Saturday, April 23, 2022 or 10 a.m. – 12 noon Saturday, April 30, 2022. The Tree Board's biennial budget for 2021-22 is \$1,000.00.

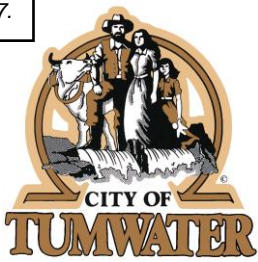
It is anticipated that the 2022 celebration will be a drive-through Arbor Day event including free tree related give-away items for kids, tree planting instructions, and tree care information.

3) Alternatives:

None.

4) Attachments:

A. 2022 Arbor Day Memorandum



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

Memorandum

Date: January 4, 2022

To: Tree Board

From: Brad Medrud, Planning Manager

Subject: 2022 Arbor Day Memorandum

Issue

The Tree Board is starting to plan for the City of Tumwater's 2022 Arbor Day Celebration and this memorandum discusses actions to consider while preparing for it.

Actions

1. Determine location for event
2. Decide on what will be done at the event:
 - a. Tree seedlings distribution
 - b. Handouts
 - c. Other materials
 - d. Sponsored plantings by Mayor and City Council
3. Work out staffing for the event
4. Discuss timing and type of public outreach on the event

Schedule

- Arbor Day in 2022 is Friday, April 29, 2022, so the Arbor Day event would likely be either Saturday, April 23, 2022 or Saturday, April 30, 2022 from 10 AM to noon.
- Monday, January 10, 2022, Tree Board discussion of Arbor Day Event
- January 2022 schedule public outreach activities for the event with City Communications staff
- Monday, February 14, 2022, Tree Board discussion of Arbor Day Event
- February 2022 staff orders any additional materials needed for handouts
- Monday, March 14, 2022, Tree Board discussion of Arbor Day Event
- Tuesday, March 15, 2022, City Council approves Arbor Day proclamation

Other Notes

- Location of the event – Expectation is that we would not be able to hold an event inside

January 4, 2022
2022 Arbor Day Memorandum

- Hold the event with the City's Earth Day Event, likely at Historic Park
- Other potential locations separate from the City's Earth Day Event –
 - City Hall parking lot
 - Large commercial areas
- The Parks and Recreation Department has told me that they would be able to help with setting up if we share a location with the Earth Day celebration, but we would have to set up tents, tables, and anything else we would need if we hold the Arbor Day event in another location.
- The City of Tacoma provides coupons for a dollar value of a tree. Staff will see if they can find out more about this.
- Consider working with Mayor and City Council to plant trees as part of the Arbor Day celebration, sponsored by the Tree Board in coordination with the Parks and Recreation Commission.
- As part of the tree seedlings handouts, include a tag for social media with information on uploading pictures of tree plantings and then after one or more years afterwards.
- Tree Board Meeting notes from August 9, 2021 discussion of 2021 Arbor Day:

“Manager Medrud invited feedback on the drive-through format of this year's Arbor Day celebration.

Commissioner Sedore said the site was a good location and the covered picnic area enabled easier staging of the event. Although the park is not located along a main thoroughfare, the event likely did not capture many people who may have been out driving for the day. It appeared that most of the participants were aware of the advertising for the event and were familiar with the tree giveaway. He suggested contacting some of the participants and interviewing and photographing them as they plant their tree. The City could follow-up with the families a year or two later to observe the condition of the tree to create a storyline for the Arbor Day event. He would prefer for the event to be holistic in terms of promoting the event and then demonstrating how people took advantage of the tree giveaway by following up on the status of the tree over a span of several years.

Chair Grantham suggested assigning a hash tag to enable the community to post to Instagram as an easier way to collect the information. Commissioner Sedore suggested City communications staff could conduct interviews and publish an article in the City's newsletter. Manager Medrud said he would follow up with Communications Manager Cook about the possibility for future events.

Commissioner Sedore offered a suggestion of creating an Arbor Day tree planting by each Mayor, such as when they are first elected by designating a location in one of the City's parks as the “Mayors' Grove”. The area in the park

could include signage and Arbor Day plantings over the years while also memorializing the City's Mayors.

Commissioners discussed the previous practice of tree plantings at the library and other areas of the City. However, City staff eventually encountered problems with locating appropriate space for tree plantings. Manager Medrud offered to follow-up as it has been some time since the last tree planting.

Commissioner Chapman complimented City staff for efforts on advertising, site logistics, and the signs and banners for the Arbor Day celebration. Manager Medrud acknowledged the efforts by the City's volunteer coordinator.

Commissioner Sedore proposed considering establishing a relationship with a local nursery to raise tree seedlings as a source of trees for the City's Arbor Day tree giveaway. Commissioner Chapman added that the survivability of the trees would be increased if the giveaway offered quart or gallon stock. He admitted that even though he is a horticulturist, none of the tree seedlings he received from the Arbor Day tree giveaway over the last 10 years has survived. Commissioner Jackson noted that providing a larger specimen creates transportation and storage issues in addition to the increased expense. Commissioner Chapman supported a larger tree regardless of the increased cost if it help promote survivability. Commissioner Sedore supported providing a variety of plant species for compatibility with smaller lot sizes. Commissioner Jackson said several nurseries carry larger trees. This year, some City street trees required replacement. Many of the larger trees in 20-gallon containers obtained through local nurseries were root bound and if not watered appropriately tend not to survive. Commissioner Chapman cited a local nursery that can fill an order with an advance notice of one month at wholesale cost.

Commissioner Chapman offered that many of the local schools have vacant land with and without trees. It might offer another potential way to celebrate Arbor Day by planting trees at local schools and involving students. The City could schedule events at several schools or rotate schools each year. Manager Medrud said he would research potential contacts at local schools. He added that he would consider the discussion and schedule a strategy discussion prior to next year's Arbor Day celebration."

TO: Tree Board
FROM: Brad Medrud, Planning Manager
DATE: January 10, 2022
SUBJECT: Street Tree Plan Scope of Work

1) Recommended Action:

Review attached memorandum and be prepared to discuss.

2) Background:

The Tree Board has recommended that the City pursue an urban forestry grant through the Department of Natural Resources to hire a consultant to prepare a street tree plan.

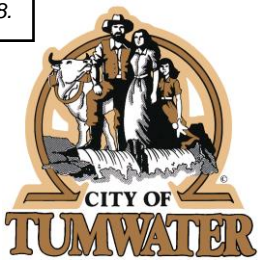
The attached memorandum outlines the scope of work for that street tree plan for the consultant.

3) Alternatives:

None.

4) Attachments:

A. Street Trees Scope of Work Memorandum



City Hall
555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
Fax: 360-754-4138

Memorandum

Date: January 4, 2022

To: Tree Board

From: Brad Medrud, Planning Manager

Subject: Urban Forestry Grant – Street Tree Plan Scope

Issue

Community Forestry Assistance Grants are available from the Department of Natural Resources to support the City's implementation of the Urban Forestry Management Plan. Grant applications are due March 4, 2022.

The purpose of this grant is to assist communities with planning and implementing projects that improve management, care, and public engagement with trees growing in parks, natural areas, and along public rights-of-way. Projects should also address social and environmental disparities in Washington communities by investing in community-identified urban forestry needs that advance environmental, social, or public health outcomes.

The next step in the implementation of the *Urban Forestry Management Plan* is the preparation of a *Street Tree Plan*, which is intended to guide street tree planting and maintenance in the City. The *Street Tree Plan* will be an element of the *Urban Forestry Management Plan*. In addition, the process will update the City's street tree regulations (Tumwater Municipal Code (TMC) 12.24) and Chapter 3 of the Tumwater Development Guidelines), as well as review and update other relevant regulations and plans.

The City is looking at submitting a grant application to support a consultant to work on the *Street Tree Plan*.

City Council and Planning Commission Input

Input from the City Council and Planning Commission on the scope of work included in the grant will be requested in January 2022.

Draft Scope of Work

1. Define users of the information and their different information needs:

Urban Forestry Grant – Street Tree Standards Scope
January 4, 2022

- a. Property owners
 - b. Homeowner associations
 - c. Residential, commercial, industrial, and institutional developers
 - d. City maintenance staff
 - e. Tree cutting/landscape maintenance companies
2. Prepare project schedule, including the following:
 - a. Grant submittal
 - b. Draft scope of work and RFP for consultant
 - c. RFP process and consultant selection
 - d. Community and stakeholder meeting schedule
 - e. Determine type and content of work products
 - f. Draft work product schedule for review by staff, Tree Board, Planning Commission, and City Council
 - g. Tree Board, Planning Commission, and City Council meeting schedule
3. Prepare scope for work products needed
 - a. Street Tree Plan – One document with the following:
 - 1) Street Tree Planning for Arterials and Connectors, and Guidance for other street types
 - 2) Street Tree Planting and Maintenance Guidance
 - 3) Summary of Street Tree management Responsibilities
 - 4) Best Management Practices for Street Tree Care
 - 5) Street Tree Planting List
 - 6) Street Design Recommendations
 - 7) Street Tree Planting Specifications and Details
 - 8) Street Tree Pruning Guidelines
 - b. Amendments to the following, as needed:
 - 1) Other relevant sections of the Municipal Code in TMC Title 12 *Streets, Sidewalks and Public Places* (TMC 12.08 *Street and Sidewalk Obstructions*, TMC 12.12 *Construction of Curbs and Sidewalks*, and TMC 12.24 *Street Trees*), Title 16 *Environment* (TMC 16.08 *Protection of Trees and Vegetation*), and Title 17 *Land Division* (TMC 17.04 *Definitions*)
 - 2) Tumwater Development Guide Chapter 3 *General Engineering Considerations* and Chapter 4 *Transportation*, text and details
 - 3) The Littlerock Road Subarea Plan, Chapter 5 *Implementation*

Urban Forestry Grant – Street Tree Standards Scope

January 4, 2022

- 4) The Tumwater Town Center Street Design Plan
- 5) The Capitol Boulevard Community Zone Design Guidelines

Schedule

- January 18, 2022 – City Council approved 2022 long range planning work program
- January – February 2022 – Tree Board, Planning Commission, and City Council input on grant scope
- March 4, 2022 – Department of Natural Resources grant submittal due
- May and June 2022 – RFP process and consultant selection
- July 1, 2022 – June 1, 2023 – Department of Natural Resources grant money will be available
- July 2022 – Project start
- December 31, 2022 – Project completion

Other Notes

- Review the 2018 Tree Survey to determine which tree species caused the most infrastructure damage.
- Provide Seattle Street Tree list to Tree Board.
- Planning Division staff has asked our Permitting Division staff if they could provide me with recent as-built plans and landscaping plans for recent projects such as Skyview to the Tree Board.
- Planning Division staff has asked Ben Thompson at DNR if he had good, recent examples from around the state. He said he would work with other staff to respond to our question in January 2022.
- At the December 14, 2021 City Council worksession on the Planning Division department work program, Councilmember Dahl recommended contacting the company she used that would like to review ‘tree’ related documents and plans. They also voiced interest in joining the Tree Board if there is room in the future. <https://www.doubledtreellc.com/>
- Also at the December 14, 2021 City Council worksession, Councilmember Schneider recommended avoiding the Bradford pear as a street tree.
- On December 16, 2021, the City issued the job posting for the new sustainability coordinator position, which will be taking lead on urban forestry projects in 2022.