

**City of Lake Forest Park - Tree Board
Regular Meeting Notes - October 18, 2017
17425 Ballinger Way NE - Forest Room**

Tree Board Members Present: Tyson Greer; Courtney Siebken; Tom Hanson; David Kleweno; Julia Bent; Karen Hugg; Gordon Smith

Staff & Others Present: Lauren Hoerr, Assistant Planner; Aaron Halverson, Environmental Programs Manager; Mike Dee, Citizen; Nick Negulescu

Board Members Absent: Timothy Hohn

Call to order: 7:00 pm

Short Reflection: Shared by Cmr. Greer

Approve Agenda : Ms. Hoerr clarified that the “communication” section of the agenda will be an ongoing item where the Board discusses communicating with the public and each other. Motion to approve agenda was unanimous.

Approve Minutes: Cmr. Hanson asked that he be added as a member present. Minutes were approved as amended.

Public Comments : Mr. Dee recommended making the agenda available 24 hours ahead of time, in all of the approved places. He also requested access to meeting notes, and thanked the board for having the meeting on the regularly scheduled date.

Meeting Dates : The next scheduled meeting is Wednesday, December 6th, 2017

Communication : Mr. Halverson handed out copies of the Volunteer Commission Manual to the Board and pointed out the Commission Roles & Responsibilities section in particular, stressing that issues need to be passed through the Mayor rather than City Council. It was discussed that the Board had previously agreed that all communications would be vetted by the Board before being sent to Council, so individual members sending their personal ideas to the Council with all members copied should be avoided. In addition, information shared with the entire Tree Board becomes public information. Mr. Halverson suggested in the future to only email Planning, and c.c. the Mayor, or just call the Mayor directly. The Volunteer Commission Manual has a section stating that each quarter commission chairs and vice chairs are to meet with the Mayor and a Council Member, which could be an avenue of communication as well.

Old Business :

Staff Arborist Proposal Update : Ms. Hoerr handed out the Staff Arborist Proposal. The Budget & Finance Committee approved a ½ time employee for an arborist. It is yet to be approved by Council.

Utility Line Clearing Update : Planning would prefer to wait for the arborist to be hired to pursue this but Ms. Hoerr volunteered to follow up with Seattle City Light to see what their pruning plans are so the City can avoid missing any opportunities to collaborate on that. Cmr. Greer noted that the utility line clearing expectations are also in the Community Forest Management Plan on Pg 18-19.

Code Enforcement Update : The City has not heard from the homeowners yet, but the homeowners have a deadline of November 9th or 10th. Cmr. Greer said she was still surprised that there was no criteria for negotiating with the homeowner, but perhaps that is an opportunity for the Board later on if making suggestions on code updates becomes a request. Ms. Hoerr clarified that anything proposed by the homeowner would need to be approved by the Mayor, and that if no agreement can be reached, then it will go to a mitigation hearing with the Hearing Examiner.

Street Tree Planting Update : The Board discussed who would pick up the trees and store them, as in the past Mike Woodbury was doing this. Board members can volunteer to do this, and some trees can

be stored with Public Works. Ms. Hugg asked what kind of trees they would be and where the Board would get them, and if writing to people at the addresses identified and asking them if they are interested in a tree would be the best way forward. She recommended a February Valentine's tree planting event, a deadline of January for homeowners' responses, and early-mid January for starting to get volunteers for the event. Cmr. Smith thought the letter should be clearer about the trees being beneficial, and being the homeowners' responsibility. It was recommended that follow-up calls be made to the homeowners after the letter; Cmr. Hugg volunteered herself and either Cmr. Hohn or another member to do that. Cmr. Hugg circulated the list of trees that she and Cmr. Hohn compiled and asked that the Board sign off on it. There was consensus that the trees chosen were appropriate.

Cmr. Bent suggested a place on Northshore Utility District property that could potentially house a few large evergreens, and wanted to know if the City would be allowed to plant on that property. **Ms. Hoerr agreed to check on that.**

Cmr. Greer asked Cmr. Kleweno to provide a standardized project plan template so that the Board can use it for future projects. **Cmr. Kleweno agreed to provide a template.**

Mr. Halverson notified the Board that the City also has a \$3K grant for street trees from King Conservation District. He offered to ask a representative from KCD come describe the benefits of the grant and what else they can offer.

Tree Canopy Study : Cmr. Smith said that on Phase 1, Task 9, "tree canopy vs. size of individual parcels" would be more appropriate than "map of individual parcel coverage," and that what we probably want is a map of change in canopy by parcel. He pointed out the hourly task cost breakdown was inconsistent, with no reasoning provided. **Mr. Halverson agreed to follow up with ELM on changing those items.** Cmr. Hanson said that the 10 plot sample mentioned in Phase 1, Task 6 would be statistically unreliable. Cmr. Smith said they are possibly looking for a range of vegetation conditions they are trying to detect, and to gather data from 10 plots that matched those conditions. Cmr. Hanson said he would prefer a random sample of around 200 plots for accuracy, from his experience. Mr. Halverson said the Tree Board might have an opportunity to help with selecting the 10 plots, and **offered to add to the scope that a representative from ELM would come to some Tree Board meetings.** He also confirmed that Phase 2, task 4 meant that LFP would get their own critical area maps made for comparison against King County's existing maps. It was clarified that replacement trees were most likely not being considered in the study and that random sampling is probably the only way to gather that information.

Work Plan & Project Management : Cmr. Greer moved to have Cmr. Kleweno send the work plan to the Mayor, and it was approved unanimously. Mr. Dee (resident) asked why the work plan does not include advising on Tree Ordinance. **Ms. Hoerr agreed to research the best route for the Tree Board to advise City Council on ordinance related issues.** She pointed out that this work plan expires after January 2018, so ordinance advising could be added to the work plan after that. Creating action items toward the work plan, and small groups within the Board to work on them was discussed. There was agreement that action items should be brainstormed at the next meeting and discussion of the annual report, and the 2018 work plan should be agenda items at the next meeting.

New Business:

Handouts for Tree Permit Process & Tree Ordinance Review: In lieu of a handout or discussion today, **Cmr. Siebken and Ms. Hoerr agreed to send out the draft of the Tree Permit FAQ bulletin.**

Tree Permit Process & Data Audit: Ms. Hoerr explained that the software the City has adopted should be able to provide the necessary data, but the staff is still learning it at this time, so that data will likely not be available until next year, but certain data could be compiled manually. The next meeting will have an agenda item for the Board to tell Ms. Hoerr what type of data they are looking for, so that if configuring the new software to track those things is an option, she can do so in the future.

How to Handle LFP Resident Inquiries/Complaints : Cmr. Smith said that the Frontlines reports would be a way for Board members to bring to the group what inquiries/complaints have been brought to their attention so that they could be discussed at that time.

Agenda for Next Meeting :

Work Plan 2018; Work Plan 2017 Action Items; Annual Report Discussion; Monthly Report Data requests of Ms. Hoerr; Update on timeline for Tree Canopy Study; Discussion of Tree Permit Process Handout

Will Council Member Resha be present? **Mr. Halverson & Ms. Hoerr agreed to check on this**

Reports & Announcements :

Frontlines with Tree Board: The Board discussed approaching neighbors about tree regulations and/or tree board affiliation, opportunities for educating people when they see landscaping or possible tree permit transgressions. Cmr. Hugg had heard many concerns from her neighbors about tree removals, opinions on the tree ordinance, and a sense of helplessness and panic about it, and a perceived lack of consequences. It was discussed that getting the word out about trees to people before moving to Lake Forest Park, and having known tree removal consequences available to the public, could help with these types of conversations, and prevent some of the rumors and negative feelings.

Frontlines with Lauren: No updates.

Good of the Order: The King Conservation District plant sale going on now. There is a new demonstration rain garden at Bank of America. Mr. Dee asked if the Board addressed the accountability discussion from the last meeting's notes on line 102. Ms. Hoerr said it was folded into the project management discussion.

Adjournment: 8:59

David Kleweno, Chair