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**City of Lake Forest Park – Tree Board Meeting**  
**Normal Meeting Minutes: February 5, 2020; 7:00-9:00pm**  
**17425 Ballinger Way NE—Forest Room**

**Tree Board Members present:** Richard Olmstead; David Kleweno; Tim Hohn; Gordon Smith; Julia Bent  
**Staff and others present:** Lauren Hoerr, Assistant Planner; Mark Phillips, Councilmember  
**Members of the Public present:** Mike Dee, Resident; Tyson Greer, Resident  
**Tree Board Members absent:** None.

**Call to order:** 7:02 PM

**Short Reflection:** Shared by Mr. Hohn.

**Approval of Meeting Agenda:** Mr. Hohn moved to approve the agenda as amended. The motion was seconded by Ms. Bent and approved unanimously.

**Approval of Meeting Minutes:**

November 20

Ms. Bent was not present, so delete references to Ms. Bent. Mr. Hohn moved to accept minutes as amended. Mr. Olmstead seconded the motion and it was approved unanimously.

December 10

Change date to December 10<sup>th</sup>. Ms. Bent moved to approve as amended. Mr. Hohn seconded the motion and it was approved unanimously.

**Public Comment:**

Mike Dee

Last meeting, quick report on a property that had a code violation and they were choosing the Voluntary Correction agreement and would like an update. Ms. Hoerr provided an update.

**Next meeting:** The next regular meeting occurs on Wednesday March 4, 2020. Everyone is able to attend.

**Communication:**

**Old Business:**

2020 Work Plan Approval

Change “prepare tree information presentation” to “prepare tree information Powerpoint presentation.” See edits on paper copy.

Mr. Smith estimated \$5,000 for a two work crew for four weeks to do field work to measure trees. 5-10k for inventory. Mr. Olmstead said we could ask for requests for proposals and see what people submit. Mr. Smith brought up the issue of being able to access private land vs public land. Mr. Smith said he has a pretty solid idea of the inventory design so that an RFP wouldn't be necessary. Mr. Smith said it will be more cost-efficient to get a tree inventory done on private land, not just public land.

Gordon will review Chris' findings.

Ms. Hoerr will send Mr. Hohn the 2019 Annual Report and the 2019 Tree Permit Data for the Annual Report. Mr. Phillips said the Annual Report is due the last week of February.

See changes on paper copy.

1 Mr. Olmstead motioned to approve 2020 Work Plan as amended. Mr. Hohn seconded the motion and it was  
2 approved unanimously.

3  
4 Finalizing Tree Code Amendments  
5 Mr. Smith brought up that on 16.14.160 it doesn't mention tree inventory. Board members agreed it doesn't  
6 need to be added.

7  
8 16.14.010, keep as is (ignore paper copy changes).  
9

10 Ms. Bent suggested 16.14.140, add "annually to the end." Ms. Hoerr will review with Mr. Bennett and Ms.  
11 Adams. Board members agreed.

12  
13 Mr. Hohn explained his rationale for the definition of grove. Mr. Phillips noted to delete the quotation mark  
14 at the end.

15  
16 Tree Board noted they would consider expanding list of exceptional trees later. Beyond native trees, it gets  
17 hard to draw a line.

18  
19 Mr. Olmstead moved to change with the minor amendments and suggested changes. Mr. Hohn seconded and  
20 approved unanimously.

21  
22 Mr. Smith brought up the issue of "topping" definition. Ms. Hoerr can bring to Ms. Adam's attention. Lack  
23 of wording about a primary leader. Seems illogical, and more like "pruning reduction."  
24

25 Mr. Smith moved to replace the definition of topping with "topping means the removal of the primary leader  
26 or the whole top of a tree." Mr. Hohn seconded and it was approved unanimously.  
27

28 Recruitment Strategies for New Members  
29 Mr. Hohn said Ms. Regina Fletcher said she is too busy.  
30

31 Ms. Hoerr said she would do a social media plug in the coming weeks.  
32

33 Budget for 2020  
34 Discussed as part of the work plan discussion.  
35

36 KCD Urban Forestry Grant Update and King County Waterworks Grant Update  
37 Ms. Bent explained her handout and her meetings with the King County Waterworks grant person (Elizabeth  
38 Loudon) and the King Conservation District grant person (Mike Lasecki).  
39

40 Ms. Bent said the KCD grant does not have any City matching required, but the landowners have to match  
41 10% of the funds. She proposed a 1-2 week pilot of this year to have a crew start the work of some of the  
42 removal to have a better idea of what the work will look like in the future. And then coordinate the rest of the  
43 crew work to coincide with the KCD grants.  
44

45 Ms. Hoerr will resend the document summarizing KCD grants.  
46

47 Tree Intern's Studies Update  
48 Ms. Hoerr said she will work on getting these ready for review.  
49

50 Tree Canopy Report Update  
51 Ms. Hoerr said that Mr. Overdorf sent a Powerpoint presentation today at 6pm but she will check back in to  
52 confirm that we got the methodology and the other deliverables.

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Preparation for 2020 Tree Inventory

Mr. Smith will come by to see the data from 3-5 Monday-Friday.

Arbor Day

Mr. Hohn suggested a program with a theme of acknowledging the homeowners involved in the ivy removal project, we would invite them and recognize them and have someone to present on ivy removal. Mr. Hohn also received an email from someone on the Stewardship Foundation who wanted to do Arbor Day jointly with the Tree Board and they already have a speaker in mind who specializes in urban forestry and is a dendrologist. The Stewardship Foundation is also able to pay for him. He's available for a speaking event during the weekend of the 11<sup>th</sup> or 12<sup>th</sup> of April but wouldn't be available for Arbor Day.

National Arbor Day

Ms. Hoerr will double-check to make sure that if we have an event in early April that it can be okay with the Tree City USA.

Ms. Bent mentioned an announcement about the Arbor Day event could be made at the Stewardship Foundation's fundraising event on February 29<sup>th</sup>.

Green Fair

The event is from 10-2. Saturday March 21<sup>st</sup>, Tim, David, Julia. Use poster and tri-fold. Display what's happening with the ivy project. Get plants from Cory. Ms. Hoerr will work to put together a display of the ivy project (find pictures from Gordon and Julia). David will pick all supplies and put up at green fair.

**Reports and Announcements:** Ms. Hoerr offered to answer questions after adjournment of the meeting.

**Agenda for Next Meeting:** Stuff we missed, and the memorandum to Council.

**Adjournment:** Ms. Olmstead moved to adjourn. Mr. Smith seconded; it was approved unanimously. 8:59 PM

APPROVED:  
\_\_\_\_\_  
David Kleweno, Chair