



# **CITY OF WOODINVILLE**

## **TREE BOARD PACKET**

**February 27, 2013**

*CITY HALL COUNCIL CHAMBERS  
17301 133<sup>RD</sup> AVENUE NE  
WOODINVILLE, WASHINGTON 98072*



**CITY OF WOODINVILLE**  
**TREE BOARD AMENDED AGENDA**  
**REGULAR MEETING WEDNESDAY, FEBRUARY 27, 2013 5:30 PM**



• Jey Manickam • Thomas L Quigley • Michael Munniks • Paula Waters • Steve Yabroff

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5:30 **CALL TO ORDER**

5:31 **ROLL CALL**

5:33 **APPROVE AGENDA IN CONTENT & ORDER**

5:35 **PUBLIC COMMENTS**

**BUSINESS AND DISCUSSION ITEMS**

5:40 **1. Approval of January 23, 2013 Minutes**

5:45 **2. Proposed Arbor Day Events for 2013**

5:55 **3. Review of Tree Regulations and Proposed Recommendations**

6:20 **PUBLIC COMMENTS**

6:25 **DIRECTOR'S REPORT**

6:30 **ADJOURNMENT**

(Note: The agenda may be rearranged or changed at the beginning of the meeting, with a consensus of Tree Board members present.)

**Issue Date: February 20<sup>th</sup>, 2013**

**Staff Contact: Sarah Ruether, Planner**

**Faxed to:** News Media  
**E-mailed to:** Tree Board  
**Publish:** Not published  
**Post:** 1) In-House, 2) Post Office & 3) Website

*SAR DC*

**CITY OF WOODINVILLE, CITY COUNCIL CHAMBERS**  
**17301 133RD AVE. NE, WOODINVILLE, WA 98072**

**NEXT REGULAR MEETING MARCH 27, 2013, 5:30 PM**

# AGENDA ITEM 1



SAR

**TREE BOARD MEETING NOTES  
REGULAR MEETING OF JANUARY 23, 2013**

<b>Board Members Present</b>		
X Paula Waters	<input type="checkbox"/> Jey Manickam	X Thomas Quigley
X Michael Munniks Arrived at 5:40 p.m.	X Steve Yabroff	
<b>Staff Present</b>		
Sarah Ruether, Planner; Dave Kuhl, Development Services Director; Sandy Guinn, Sr. AA		
<b>Guests/Public in Attendance</b>		
None		
<b>Called to Order at:</b>	<b>Meeting Location:</b>	<b>Chairperson:</b>
5:30 p.m.	Council Chambers	Thomas Quigley
Agenda	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Modified
<b>PUBLIC COMMENT</b>		
None		
<b>BUSINESS and DISCUSSION ITEMS</b>		
<p><b>1. Approval of Minutes</b></p> <p style="margin-left: 20px;"><b>a. Draft November 28, 2012 minutes</b></p> <p><b>Board Member Waters moved to approve the minutes of November 28, 2012, amending the spelling of Sarah Ruether's name under Business and Discussion Items from "Ruther" to "Ruether". Commissioner Yabroff seconded the motion.</b></p> <p><b>Vote: All voted in favor of the motion, and the motion passed, 4-0.</b></p> <p><b>2. Proposed Work Plan for 2013</b></p> <p>Discussion of what to do for Earth Day/Arbor Day event. Staff made the suggestion to do another tree trimming demonstration and/or have a table at 21 Acres during their Earth Day celebration. Chair Quigley said he would be willing to do another tree trimming demonstration. He said that the City of Woodinville campus was a good location as there are a variety of trees to use for the demonstration. Board Members Steve Yabroff, Paula Waters, and Tom Quigley all liked the idea of having a booth at the 21 Acres Earth Day event. Chair Quigley said that 21 Acres is a good venue. Board member Paula Waters asked what the purpose of the event is and what we would have for a booth. Other Tree Board members thought the purpose would be to educate the public about the City's work at revising the tree permit process and the importance of the tree canopy. Board member Waters wanted to know why this is "required" and staff said it is a requirement for being a "Tree City USA". Board member Michael Munniks suggested that we coordinate the day with the Sammamish River Stewards who do numerous tree plantings.</p> <p>In terms of outreach, the Tree Board suggested a better presence on the City's website, perhaps allowing the public to post questions on the City's website.</p>		

### 3. Review of Tree Regulations and Proposed Recommendations

Tree Board members reviewed proposed code changes. Board member Yabroff would like to see a decision tree for homeowners to guide them through the regulations with explanations and have it available on the City's website. He felt this will illuminate the simple yes/no questions. Board member Yabroff would, also, like to make portions of the regulations simpler. The board members agreed with the proposed code change to allow an exemption for a dead tree from tree permitting requirements. They agreed with the proposed code change to remove the secondary tree risk assessment qualification from removing a nuisance tree but did not agree with the proposed revision to remove the secondary arborist qualification from the removal of a hazardous tree. Staff made edits to note that the secondary qualification of tree risk assessor would remain for removal of a hazardous tree.

Staff said that sometimes citizens have a hard time finding an arborist with this qualification. One suggestion was to come up with a roster for arborists with this qualification, similar to what Public Works has for their contractors.

Board member Munniks asked about tree removal for a potentially hazardous tree that was located on federal or state property. Staff suggested that it was a civil issue between each property owner.

When discussing tree measurements, Chair Quigley stated that trees that are less than a 6 inch diameter are measured at the base instead of at breast height. Board member Yabroff asked if ornamental trees count for tree credits. Staff confirmed that they do if they meet the size requirements for a significant tree. Chair Quigley said he would like to see arborist's review be site specific to what that site needed. One suggestion was to have a threshold for projects that would trigger the requirement of an arborist's review of the project.

Tree board agreed with the proposed agenda to continue review of the current regulations. Staff said they would work on a simplified application form for the next meeting.

Next Meeting:	February 27, 2013
Meeting Adjourned at: 6:30 PM	
Notes Prepared by: Sarah Ruether	Date: February 1, 2013

# AGENDA ITEM 2



CITY OF WOODINVILLE, WA  
**REPORT TO THE TREE BOARD**  
17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072  
WWW.CI.WOODINVILLE.WA.US

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**To:** Tree Board **Date:** February 27 , 2013  
**From:** Dave Kuhl, Development Services Director   
**By:** Sarah Ruether, Planner   
**Subject:** Proposed Arbor Day Events for 2013

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**ISSUE:** Shall the Tree Board review the proposed Arbor Day events for 2013?

**STAFF RECOMMENDATION:** To review and consider proposed events for Arbor Day 2013.

**POLICY DECISION:** The Tree Board provides an advisory role to the City Council on matters of trees and urban forestry.

**BACKGROUND:**

The Tree Board is required to recognize Arbor Day as part of the City's Tree City USA participation. Suggestions for proposed events to celebrate Arbor Day include a tree trimming demonstration, participating in the 21 Acres Earth Day celebration, and joining in the Sammamish River Stewards habitat restoration event.

- 21 Acres Earth Day Event will be Saturday, April 20<sup>th</sup> and Deb Sternagel of 21 acres welcomed the Tree Board to participate again in this event.
- The Sammamish River Stewards has a habitat restoration event on April 13, 2013. There is no planting planned as part of this day but this could be an opportunity to also coordinate a demonstration pruning.

**RECOMMENDED ACTION:**  
**REVIEW PROPOSED ARBOR DAY EVENTS AND MAKE RECOMMENDATIONS**

INTENTIONALLY  
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# **AGENDA ITEM 3**



CITY OF WOODINVILLE, WA  
**REPORT TO THE TREE BOARD**  
17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072  
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**To:** Tree Board **Date:** February 27, 2013  
**From:** Dave Kuhl, Development Services Director *[Signature]*  
**By:** Sarah Ruether, Planner *[Signature]*  
**Subject:** Review of Tree Regulations and Proposed Recommendations

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**ISSUE:** Shall the Tree Board review the Current Tree Code and Proposed Recommendations for Changes to the Code?

**STAFF RECOMMENDATION:** To review and consider proposed changes as part of the Tree Board work plan for 2013.

**POLICY DECISION:** The Tree Board provides an advisory role to the City Council on matters of trees and urban forestry.

**BACKGROUND/ANALYSIS:** The Tree Board discussed ways to make the current tree regulations for tree removal more user friendly. The outcome was recommendations for the 2013 Work Plan. Additionally, a flow chart shows the decision tree of tree removal to aid in understanding the current system (Attachment A). The flow chart has current code requirements in black and proposed code amendments in red.

The first three items in the chart below were discussed at the last Tree Board meeting. The work plan recommendations of making the credit system more intuitive, reviewing the application form, and proposing two different tree removal permit systems will be discussed.

<b>Recommendations from the November 28, 2012 Tree Board Meeting</b>	<b>Work In Progress</b>
A) No secondary requirement for an arborist of tree risk assessor.	<ul style="list-style-type: none"> <li>• Removal of secondary requirement for nuisance tree removal arborist requirement. 1/23 meeting.</li> <li>• Secondary requirement of tree risk assessor remains a requirement for removal of hazard trees 1/23 meeting</li> </ul>
B) Enable staff to make decisions for nuisance and hazard tree determination.	<ul style="list-style-type: none"> <li>• Proposed code changes to enable staff to make decisions about nuisance and hazard tree determination 1/23 meeting.</li> </ul>
C) Make exemptions for dead trees from tree permit requirements.	<ul style="list-style-type: none"> <li>• Addition to the exemption list to include a provision for dead tree removal 1/23 meeting.</li> </ul>
D) Make tree credit system more intuitive.	<ul style="list-style-type: none"> <li>• <b>DRAFT Tree Density Worksheet proposed 2/27/13</b></li> </ul>
E) Review application forms and propose changes to make them simpler.	<ul style="list-style-type: none"> <li>• <b>DRAFT Tree Density Worksheet proposed 2/27/13.</b></li> </ul>
F) Propose two different tree removal permit systems, one for homeowners and one for commercial.	<ul style="list-style-type: none"> <li>• <b>Options for proposed changes to tree removal permit discussed 2/27/13.</b></li> </ul>

**D and E) Simpler Application for Tree Removal, which is more intuitive**

The current City of Woodinville tree application for density credits has twenty one different sizes of trees that all have a different amount of credits based on the tree size. (Attachment B Current Tree Density Form) To simplify this form, five categories are proposed of extra small, small, medium, large and extra large size trees. The size range of each category was broadened and the number of credits in each category was averaged to come up with the credit amount for each of the five categories. (Attachment C, DRAFT Tree Density Form). The proposed DRAFT form provides the homeowner a simpler, more intuitive form; however, it does dilute the tree credit system, and in some cases will allow an applicant to have fewer tree credits because smaller trees receive more credit in this system due to averaging the credit amount in category.

<b>Pros and Cons of Tree Density Worksheet Simplification (DRAFT Tree Density Form)</b>	
<b>Pro</b>	<b>Con</b>
<ul style="list-style-type: none"> <li>• Easier to use and more intuitive for a homeowner.</li> <li>• Less complicated and less time would be required for a tree survey.</li> </ul>	<ul style="list-style-type: none"> <li>• Gives less weight to larger trees, due to averaging the different categories. Dilutes the values in the tree density worksheet.</li> <li>• For example, to plant the required tree credits at a residence that is deficient in tree credits four 1.0-inch diameter trees would equal four credits. With the current regulations, four 1.0 inch diameter trees would give the applicant one credit.</li> <li>• Loss of incentive for homeowner to retain large trees because it does not give as many credits for large trees as does the current tree density worksheet.</li> </ul>

One way to rectify the problem of diluting the tree credit table would be to increase the number of credits for large trees and decrease the credits for small trees. This would retain the simplicity of the form without giving too much credit to small trees. Another possible solution would be to come up with other incentives to encourage homeowners to retain large trees. Larger trees provide much more tree canopy and therefore will help the City to maintain its 40% tree coverage. The intent of the tree credit system was to ensure that incentives were in place to retain large trees in order to assure that the City of Woodinville can achieve its goal of 40% tree coverage. One possible negative outcome of the proposed revisions to the tree Density worksheet would be fewer credits for larger trees, and, therefore, less incentive from the homeowner to retain those larger trees.

**G) Propose two different tree removal permit systems; one for homeowners and one for commercial**

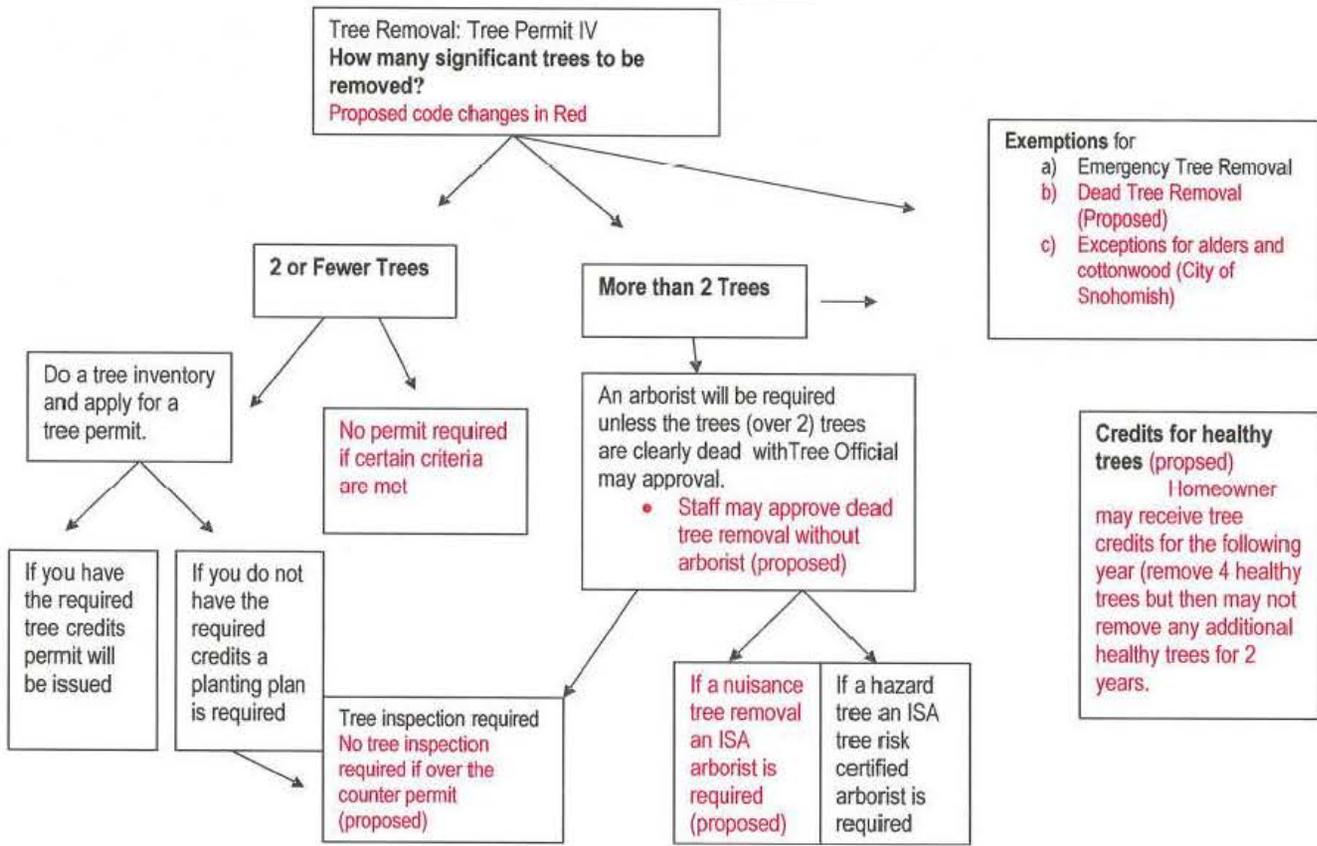
Currently, there is one system of tree credits for both commercial tree removals and residential tree removals. There are different types of tree permits based on what type of tree removal; however, there is no distinction between a residential tree removal and a commercial tree removal. The Tree Board indicated that they would like to explore the options for separate tree removal systems for these two different types of properties. The chart below lists options for tree removals that would work to simplify the homeowner tree removal permit process and create a different system for commercial tree removals.

<b>Option 1 Increase Landscaping Requirements</b>	<b>Pros</b>	<b>Cons</b>
Remove Tree Credit System from Commercial Requirements and instead making landscaping code more strict to achieve the same intent	<ul style="list-style-type: none"> <li>• Having large trees and a large number of trees on a commercial or industrial property is often not possible; however landscaping is more flexible with commercial type development</li> </ul>	<ul style="list-style-type: none"> <li>• Current tree credit system incentivizes the retention of large trees. Landscaping does not necessarily contribute to tree canopy. Possible code revisions would need to address this</li> </ul>
<b>Option 2: Status Quo</b>	<b>Pros</b>	<b>Cons</b>
Retain the current tree credit system with 21 tree size categories for Commercial properties, while residential has a simplified version	<ul style="list-style-type: none"> <li>• Does not require change since this is the current system</li> <li>• Incentives retention of large trees</li> </ul>	<ul style="list-style-type: none"> <li>• Does not treat commercial and industrial property different from residential properties when these are very different land use types.</li> <li>• It is difficult for some Industrial property to meet the 60 tree credit requirement</li> <li>• It is complicated and difficult to use for commercial projects</li> </ul>
<b>Option 3: Change Metrics</b>	<b>Pros</b>	<b>Cons</b>
<p>Alternate metrics for permit requirements</p> <ul style="list-style-type: none"> <li>• Increase the size of tree required to obtain a tree permit (new definition of significant tree)</li> <li>• Provide exemptions for certain species (cottonwoods and alders not considered significant)</li> <li>• Allow larger lots to take down a greater amount of trees</li> <li>• Provide credits for future tree removals</li> <li>• No tree removal permit if removing two or fewer trees that are under a certain size</li> </ul>	<ul style="list-style-type: none"> <li>• Make smaller tree removals and removals for certain species easier</li> <li>• More flexible for the homeowner</li> <li>• Allow larger lots more flexibility in tree removal</li> </ul>	<ul style="list-style-type: none"> <li>• Allows larger lots to remove more trees</li> <li>• Provides more exemptions for small tree removal</li> <li>• Possible removal of more trees without City documentation</li> </ul>
<b>Option 4: Provide Incentives</b>	<b>Pros</b>	<b>Cons</b>
Provide development incentives to commercial and industrial property that provides tree canopy coverage	<ul style="list-style-type: none"> <li>• Developers who go beyond requirements will be rewarded for retention of tree canopy</li> <li>• Uses rewards instead regulation</li> </ul>	<ul style="list-style-type: none"> <li>• Few developments are able to take advantage of height or other incentives and, therefore, may not be effective</li> </ul>

There are many directions the Tree Board can take to pursue making two different tree removal systems for residential and commercial properties and ways to make the tree removal process easier for citizens. Staff would like further direction from the Tree Board about which options to pursue in greater detail.

**RECOMMENDED ACTION:  
REVIEW PROPOSED OPTIONS AND MAKE RECOMMENDATIONS**

Attachment A



**TREE DENSITY CREDITS (Ordinance 478) Attachment B**

<b>Permit Number :</b>				
<b>DIAMETER (Inches)</b>		<b>COUNT (Fill In)</b> ↓	<b>CREDITS</b>	<b>TOTAL</b>
<b>Medium Canopy Trees (35-44 diameter feet of canopy)</b>				
1.0	2.0		0.25	0
2.1	3.7		0.50	0
3.8	6.6	0	0.75	0
6.7	10.1	0	1.25	0
10.2	15.2	0	1.75	0
15.3	19.2		2.50	0
19.3	23.1		3.25	0
23.2	26.0		4.00	0
26.1	29.0		5.00	0
29.1	32.0		6.00	0
32.1	34.0	0	7.00	0
34.1	36.0		8.00	0
36.1	39.0		9.00	0
39.1	42.0	0	10.00	0
42.1	46.0	0	12.00	0
46.1	50.0	0	14.00	0
50.1	54.0	0	16.00	0
54.1	58.0		18.00	0
58.1	62.0		20.00	0
62.1	66.0	0	22.00	0
≥ 66.1		0	24.00	0
<b>TOTAL NUMBER OF TREES:</b>				
<b>TOTAL TREE CREDITS EARNED:</b>			<b>0</b>	
<b>TOTAL SQ FT:</b>			←(Fill in lot area here)	
<b>TOTAL ACREAGE:</b>				
<b>REQUIRED CREDITS (If 30 tree credits per acre):</b>		<b>0.00</b>	30 tree credits required for SFR lots less than 7,200 square feet and for lots in the CBD zone. 60 tree credits required for all other lots.	
<b>REQUIRED CREDITS (If 60 tree credits per acre):</b>		<b>0.00</b>		



**TREE REMOVAL PERMIT APPLICATION**  
**City of Woodinville**

**Attachment C**

**Development Services Department**

425-489-2754 • 17301 133<sup>rd</sup> Avenue NE • Woodinville, WA 98072

Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

**DRAFT**

<b>TREE DENSITY CREDITS</b>			
<b>DIAMETER (Inches)</b> ( Size range for the category of tree)  (Tip: Trees are measured at 4.5 inches off the ground for diameter which is half the circumference of the tree, extra small trees are measured at the base of the tree)	<b>COUNT</b> (Fill In Number of Each type of Tree)	<b>CREDITS</b> (Use as a multiple, this is the amount of credit given to each tree you have of that size)	<b>TOTAL</b> (Number of Trees x Credits)
<b>EXTRA SMALL TREES</b>			
1.0 inches to 6.6 inches		0.5	City Staff will calculate at review
<b>SMALL TREES</b>			
6.7 inches to 23.1 inches		2.18	City Staff will calculate at review
<b>MEDIUM TREE</b>			
23.2 inches to 36.0 inches		6.0	City Staff will calculate at review
<b>LARGE TREE</b>			
36.1 inches to 50.0 inches		11.25	City Staff will calculate at review
<b>EXTRA LARGE TREE</b>			
50.1 inches to 66.1 inches and above		20.0	City Staff will calculate at review
<b>TOTAL NUMBER OF TREES:</b>			<b>TOTAL TREE CREDITS</b> (Add all credits from each size of tree) City Staff will calculate at review
<b>LOT SIZE</b> <b>Square Feet or Acres</b>  (43,560 sf =1 acre)	<b>(Fill in lot area here)</b>		<b>TREE DENSITY</b> ((total tree credits)X(total acreage)) City Staff will calculate at review
<b>REQUIRED CREDITS (If 30 tree credits per acre):</b>	City Staff will calculate at review	<b>30 tree credits per acre required for SFR lots less than 7,200 square feet and for lots in the CBD zone. 60 tree credits per acre required for all other lots.</b>	
<b>REQUIRED CREDITS (If 60 tree credits per acre):</b>	City Staff will calculate at review		