



# **CITY OF WOODINVILLE**

## **TREE BOARD PACKET**

**March 23, 2016**

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



**CITY OF WOODINVILLE  
REVISED TREE BOARD AGENDA  
REGULAR MEETING WEDNESDAY, MARCH 23, 2016 5:30 PM**



• Thomas L Quigley • Michael Munniks • Ron Smith • Stephanie Young

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5:30 **CALL TO ORDER**

5:31 **ROLL CALL**

5:32 **APPROVE AGENDA IN CONTENT & ORDER**

5:33 **PUBLIC COMMENTS**

**BUSINESS AND DISCUSSION ITEMS**

5:38 **1. Draft Tree Board Minutes – February 24, 2016**

5:40 **2. Study Session – Arbor Day 2016**

6:10 **3. Study Session – Heritage Tree Program**

6:25 **PUBLIC COMMENTS**

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: March 16, 2016**

**Staff Contact: Amanda Almgren, Associate Planner**

**Faxed to:** News Media  
**E-mailed to:** Tree Board  
**Publish:** Not published  
**Post:** 1) In-House, 2) Post Office, 3) Outdoor Display & 4) Website

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

**NEXT REGULAR MEETING APRIL 27, 2016, 5:30 PM**

# **AGENDA ITEM 1**



City of Woodinville, Washington

**TREE BOARD REGULAR MEETING MINUTES OF FEBRUARY 24, 2016**

Woodinville City Hall City Council Chambers, 17301 133rd Avenue NE, Woodinville, WA

<b><u>CALL TO ORDER</u></b>	The regular meeting for the Woodinville Tree Board was called to order at 5:38 p.m. by Chair Quigley.
<b><u>ROLL CALL</u></b>	<p><u>Tree Board Present:</u> Tom Quigley, Michael Munniks, and Stephanie Young</p> <p><u>Absent:</u> Ron Smith</p> <p><u>City Staff Present:</u> Amanda Almgren, Associate Planner</p> <p><b>MAIN MOTION: to excuse Board Member Smith</b>  <b>Motion by: Board Member Young</b>  <b>Second by: Board Member Munniks</b>  <b>Action for the Main Motion: PASSED 3 - 0</b></p> <p><b>Vote: Ayes: 3.</b>  <b>Nayes: 0.</b>  <b>Abstain: 0.</b></p>
<b><u>APPROVAL OF AGENDA ORDER AND CONTENT</u></b>	Motion to approve agenda order as proposed.
<b><u>PUBLIC COMMENTS</u></b>	None.
<b><u>BUSINESS AND DISCUSSION ITEMS</u></b>	
<i>Approval of January 27, 2016 Regular Tree Board Minutes</i>	<p>1. <u>Approval of January 27, 2016 Tree Board Meeting Minutes</u></p> <p><b>MAIN MOTION: to approve the regular meeting minutes of January 27, 2016, as presented.</b></p> <p><b>Motion by: Board Member Young</b>  <b>Second by: Board Member Munniks</b>  <b>Action for the Main Motion: PASSED 3 - 0</b></p> <p><b>Vote: Ayes: 3.</b>  <b>Nayes: 0.</b>  <b>Abstain: 0.</b></p>
<i>For the Record</i>	<u>Let the record show that Board Member Smith is now present.</u>

<i>Proposal for Forestry Education Funding</i>	<p><u>2. Tree Board Forestry Education Funding</u></p> <p>Discussion on the amount of funding and potential uses for the funding.</p> <p><b>MAIN MOTION: to make a formal recommendation to the City Council to provide the tree board \$2,500 per year of funding from the City's Tree Fund to support education activities relation to tree protection, maintenance, and care in the next two year budget. Events to be funded may include the annual Tree Board's development of Arbor Day and the heritage tree program.</b></p> <p><b>Motion by: Board Member Munniks</b>  <b>Second by: Board Member Young</b>  <b>Action for the Main Motion: PASSED 4 - 0</b>  <b>Vote: Ayes: 4.</b>  <b>Nayes: 0.</b>  <b>Abstain: 0.</b></p>
<i>Discussion and Review of Arbor Day 2016 Events</i>	<p><u>3. Discussion &amp; Review of Proposed Arbor Day Events for 2016</u></p> <p>The Tree Board discussed Arbor Day 2016 and it was decided by informal consensus that Arbor Day 2016 will be celebrated in Woodinville on Sunday, April 24, 2016 from 1-4pm at Wilmot Gateway Park. Activities will include children's activities, seedling and seed give away, and a tree identification scavenger hunt. Staff was asked to reach out to the Planning Commission, City Council, Mayor and City Volunteers inviting them to be a part of the celebration. Additionally, staff was directed to apply for the King Conservation District Grant Program to fund Arbor Day 2016.</p>
<i>Discussion and Review Plant Species Lists</i>	<p><u>4. Discussion &amp; Review of Plant Species Lists</u></p> <p>The Board was presented with the Plant Species List created by the Tree Board in 2000 and was asked to provide input. Chair Quigley offered to complete the list by filling in spacing requirements and making other recommendations for improvement. Discussion was held on how and when this list is used and how it might be used in the future.</p>
<i>Discussion and Review of the City's Heritage Tree Program</i>	<p><u>5. Discussion &amp; Review of the City's Heritage Tree Program</u></p> <p>The Board was provided information on the City of Woodinville's Heritage Tree Program. Board Members discussed how the Heritage Tree program could be better utilized as a tool to raise awareness about the benefits of trees in the community. It was suggested that a Heritage Tree be established as the part of the annual Arbor Day celebration. Board Members decided to bring suggestions of trees to be nominations to the next Tree Board meeting.</p>
<i>Motion to continue meeting to 6:40pm</i>	<p><u>6. Motion to Continue Meeting ten minutes past the posted time to 6:40.</u></p> <p><b>MAIN MOTION: to continue the Tree Board Meeting past the posted time of 6:30 pm by ten minutes.</b></p> <p><b>Motion by: Board Member Munniks</b></p>

	<b>Second by: Board Member Young</b> <b>Action for the Main Motion: PASSED 4 - 0</b> <b>Vote: Ayes: 4.</b> <b>Nays: 0.</b> <b>Abstain: 0.</b>
<b><u>PUBLIC COMMENTS</u></b>	None.
<b><u>ADJOURNMENT</u></b>	Chair Quigley called the meeting adjourned. The meeting was adjourned at 6:40 p.m.

**Respectfully Submitted,**

**Sandy Guinn,  
Sr. Administrative Assistant**

# **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:** March 23, 2016  
**From:** Dave Kuhl, Development Services Director  
**By:** Amanda Almgren, Associate Planner *AA*  
**Subject:** Proposed Arbor Day Events for 2016

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**ISSUE:** Shall the Tree Board continue to plan events for Arbor Day 2016?

**STAFF RECOMMENDATION:** Review existing supplies and plan events for Arbor Day 2016.

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

**BACKGROUND:**

As part of participation in the Tree City USA program, the City must recognize Arbor Day. At the January 27, 2016 meeting the Tree Board discussed general ideas and dates for Arbor Day 2016. The discussion was continued on February 24, 2016, when the Board decided to hold the event on Sunday, April 24, 2016 from 1-4 p.m. at Wilmot Gateway Park. Additionally, the Tree Board suggested ideas for activities, including a tree identification game, educational coloring sheets, the distribution of seedlings and tree trimming demonstrations from a professional arborist. The Board was satisfied with the general schedule and layout of Arbor Day 2015.

**DISCUSSION:**

1. Discuss activities, advertising and volunteers for Arbor Day 2016.

**RECOMMENDED ACTION:**

**DISCUSS AND MAKE RECOMMENDATIONS FOR ARBOR DAY ACTIVITIES**

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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  
WWW.CI.WOODINVILLE.WA.US

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**To:** Tree Board **Date:** March 23, 2016  
**From:** Dave Kuhl, Development Services Director  
**By:** Amanda Almgren, Associate Planner *AA*  
**Subject:** Heritage Tree Program

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**ISSUE:** Shall the Tree Board discuss and propose Heritage Tree Nominations?

**STAFF RECOMMENDATION:** Discuss and provide direction.

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

**BACKGROUND/DISCUSSION:**

At the January 27, 2016 Tree Board meeting, members directed staff to provide additional information on the City's Heritage Tree Program. Staff provided information about the Heritage Tree Program at the February 24, 2016 meeting of the Tree Board. The Board discussed the program and its potential to increase awareness for the importance of trees in Woodinville. Board members asked staff to add the Heritage Tree Program to the March 23, 2016 meeting for continued discussion and the nomination of trees for the program.

Are there trees in the City that the Tree Board would like to nominate for the Heritage Tree Program?

**RECOMMENDED ACTION:**  
**DISCUSS AND MAKE RECOMMENDATIONS**

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