



# CITY OF WOODINVILLE

## TREE BOARD PACKET

May 25, 2016

May ~~25~~, 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, MAY 25, 2016 5:30 PM**



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

---

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 – March 23, 2016**

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

6:10 **3. Study Session – Education and Outreach Materials**

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: May 18, 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 JUNE 22, 2016, 5:30 PM**

# **AGENDA ITEM 1**



City of Woodinville, Washington

**TREE BOARD REGULAR MEETING MINUTES OF MARCH 23, 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 5:33 p.m. by Vice Chair Munniks.
<b><u>ROLL CALL</u></b>	<p><u>Tree Board Present:</u> Michael Munniks, Ron Smith, and Stephanie Young</p> <p><u>Absent:</u> Tom Quigley</p> <p><u>City Staff Present:</u> Amanda Almgren, Associate Planner</p> <p><b>MAIN MOTION: to excuse Board Member Quigley</b>  <b>Motion by: Board Member Young</b>  <b>Second by: Board Member Smith</b>  <b>Action for the Main Motion: PASSED 3 - 0</b>  <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 February 24, 2016 Regular Tree Board Minutes</i>	<p>1. <u>Approval of February 24, 2016 Tree Board Minutes</u></p> <p><b>MAIN MOTION: to approve the regular meeting minutes of February 24, 2016, as presented.</b></p> <p><b>Motion by: Board Member Young</b>  <b>Second by: Board Member Smith</b>  <b>Action for the Main Motion: PASSED 3 - 0</b>  <b>Vote: Ayes: 3.</b>  <b>Nayes: 0.</b>  <b>Abstain: 0.</b></p>
<i>Discussion and Review of Arbor Day 2016 Events</i>	<p>3. <u>Discussion &amp; Review of Proposed Arbor Day Events for 2016</u>  Arbor Day 2016 will be celebrated in Woodinville on Sunday, April 24,</p>

<p><i>Discussion and Review of the City's Heritage Tree Program</i></p>	<p>2016 from 1-4pm at Wilmot Gateway Park. Activities will include a scavenger hunt, a tree identification game, a coloring contest and flower pot decorating. Information and seedling will be distributed. Vice Chair Munniks has reached out to 21 Acres Farm and other similar organizations and invited them to attend and participate in the activities. Additionally, Vice Chair Munniks has reached out to local businesses, such as Wellington's Chocolates to invite them to sponsor the event through donations. Additionally, the opportunity to advertise the event in the Woodinville Weekly was discussed. The Tree Board agreed upon a plan and activities for the Arbor Day 2016 Celebration.</p> <p><u>4. Discussion &amp; Review of the City's Heritage Tree Program</u> Vice Chair Munniks described a tree he would like to nominate for the Heritage Tree Designation. It is a tall cedar with an eagle nest near the top. The tree is located on property owned by the Vineyards Homeowners Association. Vice Chair Munniks will work on getting the nomination form completed. The Tree Board unanimously supported this nomination.</p>
<p><b><u>PUBLIC COMMENTS</u></b></p>	<p>None.</p>
<p><b><u>ADJOURNMENT</u></b></p>	<p>Vice Chair Munniks called the meeting adjourned. The meeting was adjourned at 6:33 p.m.</p>

**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

---

**To:** Tree Board **Date:** May 25, 2016  
**From:** Dave Kuhl, Development Services Director  
**By:** Amanda Almgren, Associate Planner  
**Subject:** Arbor Day 2016 Debrief

---

**ISSUE:** Tree Board continue to plan events for Arbor Day 2017?

**STAFF RECOMMENDATION:** Debrief from Arbor Day 2016 and discuss ideas for next year.

**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. Arbor Day 2016 was held on Sunday, April 24, 2016 from 1-4pm at Wilmot Gateway Park.

**DISCUSSION:**

1. What went well?
2. What could be improved for next year?

**RECOMMENDED ACTION:**

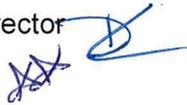
**DISCUSS AND MAKE RECOMMENDATIONS**

# **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

---

**To:** Tree Board **Date:** May 25, 2016  
**From:** Dave Kuhl, Development Services Director  
**By:** Amanda Almgren, Associate Planner   
**Subject:** Education and Outreach Materials

---

**ISSUE:** Shall the Tree Board discuss, review, and develop education and outreach materials?

**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:**

One of the Tree Boards primary responsibilities is the review and development of educational materials to be distributed to developers and citizens. The materials the City current has available are outdated and not user friendly. As the updated Tree and Landscaping Codes are scheduled for adoption, it is a good time to review the materials the City has available and update them.

**DISCUSSION:**

1. What types of materials should the City provide for developers?
2. What types of materials should the City provide for citizens?

**RECOMMENDED ACTION:**

**DISCUSS AND MAKE RECOMMENDATIONS FOR EDUCATION AND OUTREACH MATERIALS.**