

URBAN FORESTRY SUBCOMMITTEE MINUTES

Date:	05-19-2025
Time:	4:31 – 6:32 pm
Place:	Virtual Zoom Meeting
Attending:	UFS: Chair Christine Johnson, Thea Hayes, Jim Buck, Keith Warren, Steve Stevens (until 5:30) Staff: Jim Wheeler, Mary Phillips, Tina Nunez-Osterink, Gabby Sinagra PC Liaison: Greg Schroeder, John Hartsock Council Liaison: Council Hinton Guests: Todd Prager (consultant), Sachi Arakawa (consultant), Sara Goldstein (consultant), Sompka Kinouani, Janet Unruh, Cadence H.
Absent	UFS:

Agenda Item #2 – Public Comments

Discussion:	<ul style="list-style-type: none"> There were no public comments made during this meeting.
Decisions:	<ul style="list-style-type: none"> N/A
Action:	<ul style="list-style-type: none"> N/A

Agenda Item #3 – Approval of Meeting Minutes

Discussion:	<ul style="list-style-type: none"> Meeting minutes from April 21, 2025- Stevens motioned to approve meeting minutes as written – Buck seconded the motion.
Decisions:	<ul style="list-style-type: none"> April 21, 2025 meeting minutes approved unanimously.
Action:	<ul style="list-style-type: none"> N/A

Agenda Item #4 – Gradin Street Tree Arboretum Sign Mock-up

Discussion:	<ul style="list-style-type: none"> Not available tonight, will be available soon. It is expected to be a “simple, small” sign. Parks Department asked for UFS input on essential elements of signage. <ul style="list-style-type: none"> One “keystone/cornerstone” sign with “street trees” being noted as part of the arboretum. Map indicating the type of trees, both scientific and common names. QR code and/or website link on the sign for tree identification. Sign located near an entrance or cluster of trees. Tagging the individual trees.
Decisions:	<ul style="list-style-type: none"> None
Action:	<ul style="list-style-type: none"> Sign mock-up to be shared via e-mail to committee once available.

Agenda Item #5 – Tree Code Update Work Session

Discussion:	<ul style="list-style-type: none"> Discussion about the City Tree Guidebook <ul style="list-style-type: none"> City staff (Mary Phillips), and consultants (Sachi Arakawa, Cascadia Partners; Sara Goldstein, Cascadia Partners; and Todd Prager, Todd Prager
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	<p>& Associates) gave an overview of the Tree Code Update Project Scope, which includes the City Tree Guidebook</p> <ul style="list-style-type: none"> ○ City Tree Guidebook Purpose <ul style="list-style-type: none"> ▪ Tree Guidebook for the community members, property owners, developers, and City staff. ▪ Primary information source for tree education, selection, and planting. ▪ Approved Tree Lists – revised by the current consultant. ▪ Updatable process for revising the Approved Tree Lists to be addressed in this overall project. ○ Overview of the Development of the City Tree Guidebook <ul style="list-style-type: none"> ▪ Tree Code Project Scoping ▪ Input from UFS and Planning Commission ▪ Work sessions <ul style="list-style-type: none"> ● UFS Feedback <ul style="list-style-type: none"> ○ Table of Contents? <ul style="list-style-type: none"> ▪ Match purpose and intent? <ul style="list-style-type: none"> ▪ Purpose should match some of the Climate Action Plan, including tree canopy. ▪ Need to make clear that the Tree Code section of this guide is non-regulatory translation of the Tree Code and if there are conflicts, the Tree Code will apply. ○ Key topics missing? <ul style="list-style-type: none"> ▪ Glossary is important. ▪ Defensible space? ▪ Infrastructure conflict – structural soil mitigation. ▪ Soil erosion protection (benefit of trees). ▪ How to address competing issues (e.g., tree canopy, housing, defensible space). ○ Strategies for different users? <ul style="list-style-type: none"> ▪ Maybe less paragraph (wordiness) and more of a bulleted list. ▪ It was suggested that a more readable font be used for this content-dense guidebook. <p>*Chair Christine Johnson made a disclaimer prior to this agenda item that although she is an employee with the Todd Prager firm, she is acting on a volunteer basis with the Urban Forestry Subcommittee and would remain impartial with comments or recommendations provided during the meeting.</p>
Decisions:	<ul style="list-style-type: none"> ● None
Action:	<ul style="list-style-type: none"> ● N/A

Agenda Item #6 – 2025-26 Work Plan Review	
Discussion:	<ul style="list-style-type: none"> ● Mary Phillips led a discussion of the Work Plan for the Planning Commission and Subcommittees <ul style="list-style-type: none"> ○ Tree Code is an appropriate subject for the UFS to address. ○ Not much work has been done by UFS on the Climate Action Plan ○ UFS should “conduct” work sessions for Neighborhood Tree Plan – Committee will need staff report and further time to discuss at future meetings. ○ Parks Master Plan is an appropriate subject for the UFS to address. ○ No formal reporting requirements to the Planning Commission.
Decisions:	<ul style="list-style-type: none"> ● None
Action:	<ul style="list-style-type: none"> ● Mary to discuss the Neighborhood Tree Plan and the Climate Action Plan with the Planning Commission on whether or not these items should be pulled from the UFS portion of the Work Plan or be revised in some form.

Agenda Item #7 – General Update (Chair)	
Discussion:	<ul style="list-style-type: none"> • Upcoming Events <ul style="list-style-type: none"> ○ June 7, 2025 – Emerald Ash Borer Workshop ○ June 14, 2025 – Joint Cemetery Walk • Gradin Sports Park Grand Opening Planning Discussion <ul style="list-style-type: none"> ○ Postponed to the next meeting • 2024-25 Calendar of Events Review <ul style="list-style-type: none"> ○ June 7th – EAB workshop ○ June 14th – Joint Cemetery Tour ○ August 16th – Joint Cemetery Tour
Decisions:	<ul style="list-style-type: none"> • None
Action:	<ul style="list-style-type: none"> • N/A

Agenda Item #8 – Staff Update	
Discussion:	<ul style="list-style-type: none"> • Street Trees (Rodlun Road & Linneman) <ul style="list-style-type: none"> ○ The final inspections have not been called for yet for the homes on Linneman, near 31st. Staff will check where street trees are required for these lots. ○ City Stormwater has previously addressed the stormwater planters and lack of tree survivability along the east side of Rodlun Road. They will be planting/replacing street trees during the Fall planting season.
Decisions:	<ul style="list-style-type: none"> • None
Action:	<ul style="list-style-type: none"> • N/A

Next Meeting is June 16, 2025

*These meeting minutes were approved by the Urban Forestry Subcommittee on the June 16, 2025, meeting.