



Poulsbo Tree Board
City Hall – 200 NE Moe Street
City Council Chambers

Subject	Meeting Agenda	Date	November 14, 2016
Recorder	Mary McCluskey	Start Time	7:00 pm
Committee Chair	Bill Lockard	End Time	
Committee Members	Jenise Bauman, Bess Bronstein, Janet Brown, Joan Hett, Gayle Larson, Jim Leary, Bill Lockard		
Staff Present	Mary McCluskey, Parks and Recreation; Joe Walker, Public Works; Kevin McFarland, Sound Urban Forestry,		
Agenda			
No.	Topic	Action/Recommendation/Discussion	
1.	Administrative:		
A.	Questions & Concerns of the Committee		
B.	Agenda and Extended Agenda Review		
C.	Approval of Minutes: 9/12/2016		
2.	Comments from Citizens		
3.	Agenda Items:		
A.	Centennial Park Signage		
B.	Financial Report		
C.	Heritage Tree Program		
D.	Significant Tree brochure - draft		
E.	Urban Forestry Grant		
F.	Sub Committee Reports: Events, Education		
G.	2017 Work Plan		
4.	Department Head Reports		
A.	City Arborist		
B.	Public Works		
C.	Parks and Recreation	DNR crew – January 2017	

 Reviewed by Mayor Erickson

The committee may add and discuss other items not listed on the agenda.

To request an alternative format of the printed agenda, contact the City Clerk's office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.

It is requested that attendees limit the use of scented products (perfume, cologne, hair spray, after shave, lotion, fabric softener, etc.). Fragrances can be toxic substances to some people, causing respiratory or neurological disabling allergic reactions. This requirement is consistent with the American with Disabilities Act for a barrier-free environment.

**City of Poulsbo
Poulsbo Tree Board
Meeting Minutes**

Location	Poulsbo City Hall Council Chambers	Date	Sept 12, 2016
Committee Chair	Bill Lockard	Time Started	7:00 pm
Members Present	Jenise Bauman, Bess Bronstein, Janet Brown, Bill Lockard, Gayle Larson, Joan Hett, Jim Leary	Time ended	9:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Joe Walker, Public Works, Kevin McFarland, Sound Urban Forestry,		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	Mary added 2 agenda items: Poulsbo Place Request and Blackberry Removal for Tree Establishment (Jenise Bauman).
C.	Approval of Minutes: 5/9/2016	MSA JH/JL
2.	Comments from Citizens	
3.	Agenda Items:	
A.	Centennial Tree Signage	WWU Huxley student Stephanie Moline has been working on a project to publicly identify trees at Centennial Park, using signage for each tree. There will also be an individual QR code that will link to an information sheet about each tree, and to the Poulsbo Tree Board page (or a Centennial Park page). The information sheets can be easily updated and revised when changes need to be made. The Tree Board should get a Gmail account to be able to make changes. Stephanie would like Tree Board members to review and make edits by October 1. Should there also be a park map with all of the trees? There was discussion about the tree signs. Bess recommended a 4" x 6" or 3" x 5", and these signs should include the common/latin/family/nativity names. Jenise offered that WWU students could help install the 4x4 posts. Stephanie will come back in November with updated information.
B.	Significant Tree Brochure - update	The Tree Board walked the 6 th Avenue neighborhood and came up with 12 new trees to be added to the Old Town Walk. Kevin and Bess will review the tree names, and Mary will work with Blue Sky Printing on an updated brochure. She will bring a draft to the November 14 meeting.
C.	Financial Report	Mary reported that \$5205 of the annual \$15,000 has been spent

Key Points Discussed		
No.	Topic	Highlights
		through August 2016. Joe said that staff may be interested in pruning training, and they plan on getting a couple of staff members trained to be licensed applicators.
D.	Sub Committee Reports: Events, Education	Events: Salmon Viewing Saturday (Oct. 29); 10-2pm. Joan and Gayle will participate. Tree Planting (Sat. Nov. 19) 10 am Arbor Day 2017: Present new park signage at Centennial Park (date TBD). Education: The Tree Selection and Planting class is Oct 27/29; and the next pruning series is March 9, 12 and 19, 2017.
E.	Poulsbo Place request	Poulsbo Place resident Gary Nystul sent a letter to the Tree Board, asking for technical assistance on street trees replacement in Poulsbo Place I. Their HOA maintains the trees (per HOA conditions) but now the 20 year old trees are starting to buckle the sidewalks. They have narrow – 30” - planting strips. Kevin remembers seeing the installers hack the root ball to fit in the narrow spaces. In Edmonds, Bess has seen a Carpinus that worked well in a narrow area with poor soil. The Board agreed that they would like Kevin to work with the HOA.
F.	Blackberry Removal for Tree Establishment	Jenise Bauman presented a potential project to aggressively get rid of blackberries in order to increase tree survival at Fish Park. She requested up to \$600 that would be used for herbicide, supplies and student assistance. Her students are licensed applicators. The board agreed to fund the work.
4.	Department Head Reports	
A.	City Arborist	Kevin was asked to check out a Red maple on Sunset. It is stressed but will survive. Karla Boughton asked for a peer review for the landscaping plan at Crystal View, which is near Meredith Heights. He is not agreeing with some of their choices, so he will make some recommended changes. He is also working with the Planning Dept to update the recommended street tree list and street tree standards.
B.	Public Works	Public Works has been working with Stendahl Ridge and Poulsbo Gardens HOAs about trees that have been removed from common areas. They have been pulling ivy at Centennial and American Legion Parks. Someone has stripped the bark off of a Cryptomeria in ALP. PW removed a couple of 40' Maple trees near the 20 th Ave trail. The Hattaland Park Paper bark maple is stressed. The little green trees that were replanted from downtown to the cemetery are doing okay. The Olhava street trees are stressed. The Liberty Ridge Apts have agreed to pay for half of the tree removal near their building. Two of the trees are on their property and two on City property. Kevin has deemed them hazardous due to laminated root rot. The bid by Darryl Emel is \$5271. The Viking Ave trees are looking terrible and need to be replaced.

Key Points Discussed		
No.	Topic	Highlights
C.	Parks and Recreation	Mary reported that the City received another DNR grant for a crew to do restoration work at Fish Park in January 2017.
	Misc Board Comments	Jim has been working on a Heritage Tree Program to present in November.

DRAFT

From: james leary <jlapjl@aol.com>
Sent: Tuesday, October 25, 2016 11:38 PM
To: Mary M. McCluskey
Subject: HERITAGE TREE PROGRAM
Attachments: DRAFT-HISTORIC AND HERITAGE TREE PROGRAM.docx; City of Poulsbo Heritage Tree Nomination.docx; Heritage Tree-Property Owner Agreement Form.docx

Mary,

At long last, I have some draft documents for discussion at our November 2106 Tree Board meeting regarding the Heritage Tree Program. Ben Thompson of DNR has been a huge help in the project. He has polled many cities in the State asking if they had a program that recognized historic or heritage trees (also known as special trees, legacy trees, landmark trees, specimen trees or big trees). His criteria for responses were three out of five of the following criteria:

1. Have a city code section
2. Have an established procedure for nominating or designating trees
3. Program that includes trees on private property
4. Offers participation incentives to tree owners
5. Affords special protections and Arborist advice to the trees

He received responses from many cities and towns in Washington and forwarded contact information to me to review their documentation. I have boiled down this mountain of information into the attached documents. Based on comments at our last meeting, I have not proceeded with a first shot at an ordinance which might be a natural outgrowth of the attached documentation and provide teeth to such a program. I am prepared to take a shot at it if you and the mayor would like me to do so.



GOALS

The City of Poulsbo has been a Tree City since 1997 as recognized by the National Arbor Day Foundation. The goal of the City of Poulsbo Heritage Tree Program is to find and give official recognition of trees that are significant within our community, whether on public or private property. The city believes that by providing this recognition, citizens stay connected to the important historical events that have shaped our past and that give the City its special character. The aesthetic and environmental benefit and contribution of the trees in our urban forest is a notable element of that character.

PURPOSE

The purpose of the program is to:

- Increase public awareness of the environmental benefit of Heritage Trees, trees in general and specifically trees in Poulsbo's urban forest.
- Reinforce that trees are one of the key components of our City's unique character and sense of space.
- Draw attention to and educate the public about protecting unique and significant Heritage Trees.
- Encourage public participation in the identification and perpetuation of heritage trees throughout the City now and for generations to come.
- Establish a process of designating Heritage Trees located on either public or private property.
- Encourage proper maintenance, care and protection of Heritage Trees.
- Engage citizens with the purpose of the City of Poulsbo Tree Board and the urban forestry program.

DEFINITION AND CRITERIA

A "Heritage Tree" is a tree or collection of trees that is acknowledged and valued for unique characteristics that set it apart from other similar trees. A Heritage Tree may be designated according to the following criteria:

- Has historical significance related to a person, place or event.

- Has attained significant size in height, caliper or canopy spread for its age and species.
- Is prominently visible to the public along roads or public places.
- Has a special Aesthetic quality for its species.
- Possesses rare horticultural value.
- Is not a nuisance, hazard or obstruction.
- The owner, in the case of a tree on private property, must agree to the Heritage Tree designation.

NOMINATION OF A HERITAGE TREE

If a person has or knows of a special tree or collection of trees to be considered for historic or heritage status, he or she may nominate that tree using the Heritage Tree Nomination Form.

Inclusion of a tree or collection of trees in the program will be the decision of the City of Poulsbo City Arborist or, in his absence, the City Parks and Recreation Director in consultation with the City of Poulsbo Tree Board.

INCENTIVES

The City provides the following incentives to encourage private property owners to preserve and protect designated Heritage Trees:

- City will provide a Heritage Tree plaque for designated trees.
- With the permission of the owner, the City will include a picture of the tree on the City website.
- The City will provide free consultation from the City Arborist to the owner regarding proper care and maintenance of a designated Heritage Tree, including acceptable pruning methods. The property owner is encouraged to prune the tree, or have it pruned, in accordance with the latest ISA standards so that the pruning would not reduce the tree's height or crown diameter, alter the tree's general appearance, increase the tree's susceptibility to insects or disease or otherwise increase its risk of mortality.
- Removal or Damage: If considering removal or an action that would damage a designated Heritage Tree, the City Arborist will, upon request, consult with the Owner regarding possible alternatives to address the condition(s) necessitating removal or potential damage to the tree.



Nominator Information

Name: _____

Address: _____

Phone: (Day) _____ (Eve) _____

Email Address: _____

(Property owner must agree to nomination)

Name: _____

Address: _____

Phone: (Day) _____ (Eve) _____

Property/Tree Owner Information

Location (Street Address): _____

Botanical Name): (Common or Botanical) _____

Size: Height (approx.) _____ (feet)

Crown (approx.) measure distance of total spread from one side to other: _____ (feet)

Circumference (distance around trunk at 4.5 feet from ground): _____ (inches)

Age of Tree (If Known/Estimate): _____ (Years)

Condition –Healthy, Diseased or Pruning/Structural problems. (Circle all that apply) Explain any issue on back of page:

List any historical fact About the Tree (Documented/Estimated). What is most noteworthy about the tree (trees) that meets and of the following criteria: Aesthetic Qualities, Historical Significance, Public, Visibility, Size, Rare Horticultural Value. (Circle all that apply)

Explain why you think the tree/trees should be nominated for heritage distinction - use another piece of paper, if necessary. Please include a photograph (black & white or color) and a simple tree location map.

Submit Nomination Form and Owner's Consent to the Parks and Recreation Director, City of Poulsbo, Mailing address: 200 NE Moe St. |Physical address: 19540 Front Street NE | Poulsbo, WA 98370 | Ph: 360.779.9898



Property owner Agreement Form

In exchange for the City's designation of the subject tree as a Heritage Tree, the Property Owner agrees to protect, maintain and care for the Heritage Tree located on his or her property. Property Owner agrees to abide by conditions set forth below:

"A Heritage Tree" or collection of trees is retained by the property owner and does not become the property or responsibility of the City - unless the tree(s) are city owned."

- 1. The property owner is responsible for all maintenance and liability issues pertaining to the tree or trees.
2. Prior to removal of a Heritage Tree, a property owner must notify the Park and Recreation Director/Urban Forest Program. The City strongly encourages all Heritage Tree property owners to retain the(se) significant tree(s)
3. If a property owner removes a heritage Tree or collection of trees, the plaque or identification marker shall be returned to the Park and Recreation Director.

Property Owner understands that sponsorships or assistance for care of the tree may be available from the City. In addition, the Property Owner may seek this advice on the designated tree offered by the City Arborist at no cost..

Property Owner as owner of the _____ (species) tree now being considered for this distinction, hereby consents to its being designated a Heritage Tree by the City of Poulsbo, and to a picture of the tree being published on the City website and other City sponsored publicity and programs.

Tree Location (Address) _____

Signed: _____, Property Owner

Date: _____

Submitted to Park and Recreation Director _____(Date)

Approved by Director, Parks and Recreation: _____ (Date)

Posted on City of Poulsbo Website: _____ (Date)

Homeowner plaque Presented _____(Date)

Submit Nomination Form and Owner's Consent to the Parks and Recreation Director, City of Poulsbo, Mailing Address: 200 NE Moe St. | Physical Address: 19540 Front Street NE | Poulsbo, WA 98370 | Phone 360.779.9898

(1) SECTION 3 – PROPOSALS

3.1 Eligible Proposals

The intent of the Community Assistance Forestry Grant Program is to assist communities to develop urban forest planning and programming tools and activities that may not receive local funding. Acceptable projects shall focus on programmatic development, including urban forestry management, maintenance plans based on current tree inventory data (performed within the last 5 years), urban forestry strategic plans, or other critical management components.

Examples include:

- ☒ Long-term urban forestry management plans, such as a street -tree master plan, an urban forestry strategic management plan, urban forest management plan, etc.
- ☒ Updates to ordinance or management plans.
- ☒ Emergency management plans, independent or integrated into existing risk or comprehensive management documents.
- ☒ Specifications and standards manual, an urban forest policy manual, or other such documents that supplement existing or updated plans.

3.2 Ineligible Proposals

The intent of the Community Assistance Forestry Grant Program is to assist communities to develop urban forest planning and programming tools and activities that may not otherwise receive local funding. Grant funds may not be used to meet ordinary maintenance and operating expenses.

(2) Tree City USA Tree Planting and Maintenance Grant RFP

Due: 12/9/2016

Applicants' proposed projects must fit into one of the following three categories:

1) Replace trees lost to natural events

- a) Natural events must have occurred within three years prior to the due date of this grant and may include storms, floods, fires, earthquakes, or landslides, etc., where the scope and severity of tree loss could not have been prevented. Applicants should describe the details of the event and trees that were lost.
- b) Applicant must commit to three initial years of adequate watering and aftercare to ensure tree establishment within the first three years. Associated expenses are eligible costs under this RFP; maintenance contractor, purchase of water bags ('Gator bags').

2) Prune trees to restore the health and structural stability of trees within the urban forest. All pruning must be by an arborist certified by the International Society of Arboriculture (ISA).

- a) Structural pruning, (especially for trees planted within the last 5-10 years)
- b) Storm damage repair
- c) Hazard abatement

3) Demonstration tree planting projects

a) Demonstration projects must have a public education component; interpretive signage is highly desirable. Examples include but are not limited to: best management practices for tree pruning, arboretums with unique but available tree species, innovative street tree installations using trees for stormwater management, etc.

b) Applicant must commit to three initial years of adequate watering and aftercare to ensure tree establishment within the first three years. Associated expenses are eligible costs under this RFP; maintenance contractor, purchase of water bags ('Gator bags').

Note: Category selection has no bearing on the success, failure, or competitiveness of a grant proposal. All submitted proposals will be evaluated and scored according to the criteria outlined in section 4.3 of this RFP and will compete with all other submitted proposals regardless of the category selected.

Poulsbo Tree Board 2016 Work Plan

Task or Activity	Timeline	Follow Up Items
Hold bi-monthly meetings	Jan/Mar/May/Jul/Sept/Nov	*Create subcommittees for projects as needed.
Financial Review	Monthly reports at each Tree Board meeting	*Mary will provide these reports
Grants	January-December	Watch for 2016 Urban Forestry grants that are advertised. DNR should advertise Fall 2016 for 2017. (Jenise to help with grants)
Communicate with city commissions and other city departments on city sponsored projects	March or later	*Staff and city arborist to communicate with other departments and commissions, and report back to the Tree Board. *Comprehensive Plan comments on Urban Forestry policies
Public Education and Information: Classes	January-October	Subcommittee: Bess, Janet, Jim *Pruning Mini-series: The Basics of Pruning Trees (March 3); Pruning Ornamental Trees (March 6); Pruning Fruit Trees (March 13). Summer pruning? and a spring Tree Walk ? *Work with the Noxious Weed Coordinator to create a new class about invasives. Maybe make this a part of another class or event?
Public Education and Information: Arbor Day Event	April - TBD	Subcommittee: Bill, Joan, Jim *Subcommittee will bring ideas to March meeting. Mary applied for a Tree Planting grant for Fish Park/Holm entrance. Could this possibly be the Arbor Day event?

Poulsbo Tree Board 2016 Work Plan

Public Education and Information: Other Community Events	January-December	<p>Subcommittee: Gayle, Joan, Jim, Jenise</p> <p><i>Possible events to attend or organize:</i> *Tree Planting at Fish Park – Saturday, January 23 10am. * *National Trails Day, June 4 ? *American Legion Park clean up ? *Salmon Viewing Saturday, Oct. 29</p>
Stewardship at Poulsbo’s Fish Park	Spring & Fall	*2 work parties a year with the Parks and Recreation Commission.
Tree Inventory	March-December	*Identification signage for parks and public properties
Summer Field Trips	July	*All ideas welcomed; some suggestions include Clear Creek Trail; Sundquist Nursery
Additional Tree Planting Projects	September-December	*Involve individual scout projects and other non profit organizations *Possible project: Wilderness Park; additional tree plantings on the Westside of the park; remove ivy and blackberry.
Public Works Maintenance	January – December	*Interface with the Public Works supervisor and support the work of the parks maintenance staff. This may include tools and new tree recommendations. *Training for PW staff as needed or requested.