



**CITY OF TUMWATER TREE BOARD
TRAINING OPPORTUNITY MEMORANDUM**

APRIL 11, 2022

Introduction

At its March 14, 2022 meeting, the Tree Board started a discussion of a training program scope to help orient new Tree Board members as well as provide continuing education for current Tree Board members.

The memorandum outlines the items that could make up a Tree Board training program for new board members and a continuing education program for current board members.

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Suggested New Tree Board Member Training Focus

While there would be different emphasizes for training new board members versus continuing training for current board members, it is likely that the general training topics would remain the same.

1. Legal basis for the Tree Board and the role of the Tree Board
2. Organization of the Tree Board and its relationship to the City government, including the roles of the Mayor, City Council, and Planning Commission
3. Open Public Meetings Act (OPMA) and Records training
4. Meeting management

5. Specific urban forestry planning topics

As a start, staff suggests that a new board member would need to be provided with the following:

1. A written overview orientation
2. One-hour meeting with the new board member with City staff and the Chair of the Tree Board
3. A follow up meeting with meeting with the new board member with City staff and the Chair of the Tree Board at six-months or one year
4. Information on the legal basis for the role of the Tree Board, which would include:
 - a. Tumwater Municipal Code (TMC) 2.66 (See Appendix A) and other regulations that address development, including a development case study
 - b. Organization of the Tree Board and its relationship to the City government, including the roles of the Mayor, City Council, and Planning Commission
 - c. Open Government Training
 - d. Other legal training as identified
5. Organization of the Tree Board and its relationship to the City government, which would include:
 - a. Background of Current board members
 - b. Short History of the Tree Board
 - c. Tree Board Rules of Procedure
 - d. Roles of the Mayor, City Council, and Planning Commission
6. Meeting management
 - a. Robert's Rules and other materials that discuss what makes productive meetings
7. Open Public Meetings Act (OPMA) and Records training
 - a. Required for new board members
8. Support for board members
 - a. How much time to expect to spend on Tree Board meetings and preparation
 - b. Continuing education opportunities
 - c. List of materials/websites for information (Appendix B and C)
 - d. City of Tumwater and Planning Terms Glossary (Attachment B)

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- e. Relationships with other organizations – Department of Natural Resources, Municipal Research Service Center (MRSC), and others
- f. How to be better ambassadors for the City by knowing who to ask and where to look for more information:
 - i. Who to contact if you have questions, including:
 - a) City Staff
 - b) Tree Board chair and vice chair
 - ii. Structure of the City website
 - iii. How to access City Records
 - iv. City social media outlets
 - v. Frequently Asked Questions (FAQs) for board members
- 9. Urban Forestry Management Plan implementation program
- 10. Specific urban forestry planning topics, addressing:
 - a. Urban Forestry Management Plan
 - b. Street Tree Plan
 - c. The Comprehensive Plan and subarea plans and policies
 - d. Development regulations, including:
 - i. Tumwater Municipal Code
 - a) TMC 12.24 – Street Trees
 - b) TMC 16.08 – Protection of Trees and Vegetation
 - c) TMC 18.47 – Landscaping
 - ii. Tumwater Development Guidelines
 - iii. Citywide Design Standards
 - e. Thurston Climate Mitigation Plan
 - f. Other topics that are of current interest

Suggested Tree Board Member Continuing Education Focus

While there would be different emphasizes for training new board members versus continuing training for current board members, it is likely that the general training topics would remain the same.

- 1. Legal basis for planning and the role of the Tree Board, which would include:
 - a. TMC 2.66 (See Appendix A)

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- b. Organization of the Tree Board and its relationship to the City government, including the roles of the Mayor, City Council, and Planning Commission
 - c. Open Government Training
 - d. Other legal training as identified
2. Organization of the Tree Board and its relationship to the City government, which would include:
 - a. Background of Current board members
 - b. Short History of the Tree Board
 - c. Tree Board Rules of Procedure
 - d. Roles of the Mayor, City Council, and Planning Commission
3. Meeting management – Robert’s Rules and other materials
4. Open Public Meetings Act (OPMA) and Records training (required for new board members and then every four years as continuing education)
5. Implementation of the City’s Urban Forestry Management Plan, including discussions about:
 - a. What should be on upcoming work programs
 - i. Reflections on how the previous work program: What went well? What did not? What can be learned and applied to the next year’s work?
 - ii. Preparations for the new work program:
 1. What will help the board members to prepare to take on the issues, manage the magnitude of information, have healthy deliberations, and achieve well thought out decisions?
 2. Confirming the amount of time each board member spends preparing for the meetings.
6. Specific urban forestry planning topics that are of current interest
7. Information on the development review process
8. Potential annual individual meetings with board members and staff to determine what is working and what is not

Trainings in the topics above could include both internal and external training opportunities:

1. Opportunities of internal training and coordination could include:
 - a. Meetings with other City boards or commissions to coordinate specific urban forestry related topics
 - b. Field trips to support review of specific urban forestry topics

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2. Opportunities for outside training could include:
 - a. Washington State Department of Natural Resources Urban and Community Forestry Program trainings
 - b. Municipal Research and Service Center (MRSC) trainings
 - c. Other trainings on special topics
3. Receiving regular updates on City activities from City monthly newsletters, Tumwater on Tap
4. Some other information that may be useful to consider:
 - a. What information do the board members find is key in coming to decisions for items on the work program?
 - b. How do the board members access information
 - c. What framework is helpful to the board members in understanding the issues on the work program?
 - d. What information would the board members like to see in an executive summary?
 - e. What is policy and what is technical?
 - f. How do the board members know when they have received sufficient and balanced information needed to make decisions?

Recognition of Work by the Tree Board

Related to the development of a training program for the Tree Board is developing ways to recognize the work done by the volunteers who make up the Tree Board. It is suggested that this be a topic for a discussion as part of this process.

Staff Contacts

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Appendix A – TMC 2.66 Tree Board**Chapter 2.66
TREE BOARD**

Sections:

- 2.66.010 Created.
- 2.66.020 Composition – Compensation.
- 2.66.030 Terms.
- 2.66.040 Powers and duties.

2.66.010 Created.

There is hereby created a tree board for the city, which will consist of from five to seven members as provided in TMC 2.66.020. Members of the Tumwater tree board shall be appointed by the mayor and approved by the city council and shall be residents of the city except as provided in TMC 2.66.020. Provided, however, at any given time, one person may qualify for membership by residing in the city's urban growth area as an alternative to actual city residency.

(Ord. O2001-018, Amended, 11/20/2001; Ord. O98-011, Amended, 08/04/1998; Ord. O95-045, Added, 12/19/1995)

2.66.020 Composition – Compensation.

A. All members of the tree board shall have a demonstrated interest and/or competence in tree and vegetation conservation and preservation and possess qualities of impartiality and broad judgment.

B. The tree board shall always include at least two professionals who have experience in identifying, evaluating and protecting trees and vegetation and are selected from among the disciplines of urban forestry, landscaping, forestry management, or landscape architecture. Any tree board action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or more of the professional positions. Exception of the residency requirement may be granted by the mayor and city council in order to obtain the two professional representatives from the above mentioned disciplines.

C. Tree board members shall be selected without regard to party affiliation and shall serve without compensation.

(Ord. O95-045, Added, 12/19/1995)

2.66.030 Terms.

The original appointment of members to the tree board shall be as follows: three for two years, two for three years and two for four years. Thereafter, appointments shall be made for a three-year term. Vacancies shall be filled by the mayor for the unexpired term in the same manner as the original appointment.

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(Ord. O95-045, Added, 12/19/1995)

2.66.040 Powers and duties.

A. The tree board shall advise the city council regarding the development, updating, and facilitation of a plan and implementation strategy for the advancement, conservation, and care of the urban forest in the city.

B. The tree board will apply its resources to various other related projects and tasks that the city council may identify and request assistance.

C. The tree board will provide a vigorous program to educate and outreach property owners and assist them in urban forestry matters.

(Ord. O95-045, Added, 12/19/1995)

Appendix B – Sources of Information

Good sources of information related to the Tree Board's work:

- City of Tumwater website – <http://www.ci.tumwater.wa.us/> contains links to:
 - Tumwater Municipal Code (TMC) ([Tumwater Municipal Code \(codepublishing.com\)](http://codepublishing.com)) The Tree Board typically focuses on regulations in TMC Titles 16 – *Environment*, 17 – *Land Division*, and 18 – *Zoning*, although other Titles may be reviewed depending on the topic.
 - Tumwater Development Guide ([Development Guide | City of Tumwater, WA](#)), which are the City's development engineering standards for constructing road and utilities.
 - Citywide Design Guidelines ([Citywide Design Guidelines | City of Tumwater, WA](#))
 - Tree Board meeting minutes and agendas ([Tree Board | City of Tumwater, WA](#))
 - Long-range planning documents: <http://www.ci.tumwater.wa.us/departments/community-development/long-range-planning>, such as the Comprehensive Plan, Shoreline Master Program, Subarea Plans and other citywide plans
 - City Record Center contains the City's archive of historical records, including meeting agendas, minutes, hearing examiner decisions, and copies of past ordinances and resolutions: <https://weblink.ci.tumwater.wa.us/public/Welcome.aspx?cr=1&cc=1>
- MRSC – <http://mrsc.org/Home.aspx> contains a very good range of information on what a City in the state of Washington has to address, including planning-specific topics such as growth management, zoning, comprehensive planning, housing, development, environmental protection, and the legal basis for planning. It is also a very good source for finding out what other jurisdictions in the state are doing to address planning issues and it includes links to their websites, Comprehensive Plans, and Municipal Codes.
- MRSC Legal Resources (RCW, WAC, Court Decisions) – <http://mrsc.org/Home/Research-Tools/Washington-State-Legal-Resources.aspx> provides links to state regulations and court decisions.
- Thurston County GeoData Center – <http://www.geodata.org/> is a good place to go for general map data and links to assessor property data, etc.
- Department of Natural Resources Urban and Community Forestry – <https://www.dnr.wa.gov/urbanforestry> provides links to Urban and Community Forestry Program materials.

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- Washington Native Plant Society – <https://www.wnps.org/> provides conservation of Washington's native plants and their habitats.
- Tree Fund – <https://www.treefund.org> is a nonprofit organization that shares scientific information on trees.
- Other suggestions:
 - International Organization on Urban Forestry
 - Olympia Native Plant Society

Appendix C – Resources from the Department of Natural Resources

Street Tree Standards:

Many of these guides also include information on tree planting, protection and landscape buffers. All of these have been recently updated.

- [Seattle DOT Street Tree Manual](#)
 - Contact: Nolan Rundquist, City Arborist, nolan.rundquist@seattle.gov
- [Tacoma Urban Forestry Manual](#)
 - Contact: Mike Carey, Urban Forestry Program Manager, mcarey@cityoftacoma.org
- [Spokane Street Tree Requirements](#)
 - Contact: Katie Kosanke, Urban Forester, kkosanke@spokanecity.org
- The Department of Natural Resources Urban and Community Forestry Program hosted a seminar in fall 2021 on [Manuals for Standards in Practice](#) (Use passcode: \$610.ma&). The information and documents that were references could be useful for understanding the different components that are standard for tree manuals

Tree Protection Regulations:

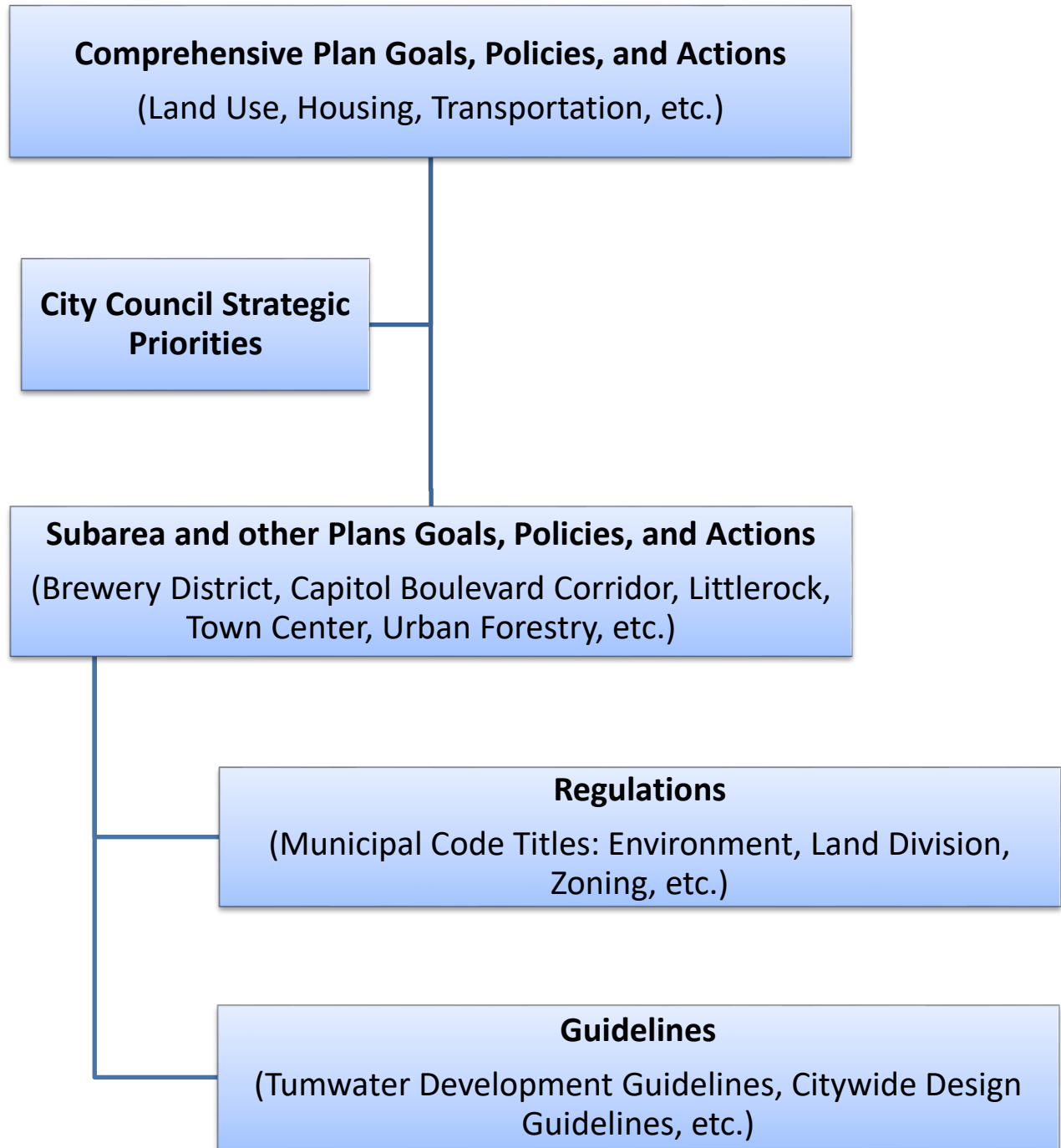
- San Juan County [tree removal requirements](#):
 - More on their development standards can be found [here](#).
- City of Olympia Tree [preservation code](#) and [replacement standards](#). Note that the city uses a measurement of *tree units*.
 - Contact: Michelle Bentley, Urban Forestry Program Manager, mbentley@ci.olympia.wa.us
- A few cities recently updated or they are in the process of updating their tree protection regulations. While they may not have the results back yet, they may provide insights on the process:
 - City of Sammamish recently went through the process of updating their [development ordinance](#).
 - Contact: Kellye Hilde, khilde@sammamish.us
 - City of Bellevue is currently in the process of implementing their [Environmental Stewardship Plan](#) and have formed a committee with various departments within the city (called the Tree Canopy Working Group) to update their tree code
 - Contact: Geoff Bradley, Natural Resources Division Manager, GBradley@BellevueWA.gov
- Tree protection guides during construction – [OSU guide](#)

Landscape and Buffering Codes:

- [San Juan County Landscaping code \(18.60.160 Landscaping\)](#)

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- [City of Kirkland Zoning Code](#) – Includes recent updates for tree retention and protection, and it also includes landscaping and buffering requirements for land use zones and development activities
 - Contact: Katie Hogan, Urban Forester, khogan@kirklandwa.gov
- City of Lacey Landscaping [requirements](#)
 - Contact: Jenny Bauersfield, jbauersf@ci.lacey.wa.us
- [Spokane Landscaping and Screening standards](#)
 - Katie Kosanke, Urban Forester, kkosanke@spokanecity.org
- This [Streetscape Landscaping code](#) came from North Carolina, but provides a lot of detail and design specs.
- Bainbridge Island –
<https://www.codepublishing.com/WA/BainbridgeIsland/html/BainbridgeIsland18/BainbridgeIsland1815.html#18.15.010>
 - Nick Snyder (nsnyder@bainbridgewa.gov) is the City Arborist there that is our primary contact

Appendix D – Basis for Development Review Decision Making

Appendix E – City Government Roles

- City Council – Policy makers for the City
- Tree Board –Research and fact-finding advisors to the City Council
- Tree Board Chair – Facilitator
- Tree Board Vice Chair – Fills in for Chair
- Long Range Planning Manager/Staff – Policy administrators of the plans and codes adopted by the City Council
- Individual Tree Board Members – Listen to neighbors and the public, discuss issues, make recommendations to the City Council