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Memorandum

Date: February 14, 2022

To: Tree Board

From: Brad Medrud, Planning Manager

Subject: Urban Forestry Grant – Street Tree Plan Scope

Issue

Community Forestry Assistance Grants are available from the Department of Natural Resources to support the City's implementation of the Urban Forestry Management Plan. Grant applications are due March 4, 2022.

The purpose of this grant is to assist communities with planning and implementing projects that improve management, care, and public engagement with trees growing in parks, natural areas, and along public rights-of-way. Projects should also address social and environmental disparities in Washington communities by investing in community-identified urban forestry needs that advance environmental, social, or public health outcomes.

The next step in the implementation of the *Urban Forestry Management Plan* is the preparation of a *Street Tree Plan*, which is intended to guide street tree planting and maintenance in the City. The *Street Tree Plan* will be an element of the *Urban Forestry Management Plan*. In addition, the process will update the City's street tree regulations (Tumwater Municipal Code (TMC) 12.24) and Chapter 3 of the Tumwater Development Guidelines), as well as review and update other relevant regulations and plans.

The City is looking at submitting a grant application to support a consultant to work on the *Street Tree Plan*.

The attached scope of work for the street tree plan for the consultant will be included in the Urban Forestry Grant application that will be filed with the Washington State Department of Natural Resources before March 4, 2022.

The Tree Board and Planning Commission reviewed the scope of work in January 2022.

Draft Scope of Work

1. Define users of the information and their different information needs:
 - a. Property owners
 - b. Homeowner associations
 - c. Residential, commercial, industrial, and institutional developers
 - d. City maintenance staff
 - e. Tree cutting/landscape maintenance companies
2. Prepare project schedule, including the following:
 - a. Grant submittal
 - b. Draft scope of work and RFP for consultant
 - c. RFP process and consultant selection
 - d. Community and stakeholder meeting schedule
 - e. Determine type and content of work products
 - f. Draft work product schedule for review by staff, Tree Board, Planning Commission, and City Council
 - g. Tree Board, Planning Commission, and City Council meeting schedule
3. Prepare scope for work products needed
 - a. Street Tree Plan – One document with the following:
 - 1) Street Tree Planning for Arterials and Connectors, and Guidance for other street types
 - 2) Street Tree Planting and Maintenance Guidance
 - 3) Summary of Street Tree management Responsibilities
 - 4) Best Management Practices for Street Tree Care
 - 5) Street Tree Planting List
 - 6) Street Design Recommendations
 - 7) Street Tree Planting Specifications and Details
 - 8) Street Tree Pruning Guidelines
 - b. Amendments to the following, as needed:
 - 1) Other relevant sections of the Municipal Code in TMC Title 12 *Streets, Sidewalks and Public Places* (TMC 12.08 *Street and Sidewalk Obstructions*, TMC 12.12 *Construction of Curbs and Sidewalks*, and TMC 12.24 *Street Trees*), Title 16 *Environment* (TMC 16.08 *Protection of Trees and Vegetation*), and Title 17 *Land Division* (TMC 17.04 *Definitions*)

- 2) Tumwater Development Guide Chapter 3 *General Engineering Considerations* and Chapter 4 *Transportation*, text and details
- 3) The Littlerock Road Subarea Plan, Chapter 5 *Implementation*
- 4) The Tumwater Town Center Street Design Plan
- 5) The Capitol Boulevard Community Zone Design Guidelines

Schedule

- January 18, 2022 – City Council approved 2022 long range planning work program
- February 2022 – Tree Board input on grant scope
- March 4, 2022 – Department of Natural Resources grant submittal due
- May and June 2022 – RFP process and consultant selection
- July 1, 2022 – June 1, 2023 – Department of Natural Resources grant money will be available
- July 2022 – Project start
- December 31, 2022 – Project completion

Other Notes

- Review the 2018 Tree Survey to determine which tree species caused the most infrastructure damage.
- Provide Seattle Street Tree list to Tree Board.
- Planning Division staff has asked our Permitting Division staff if they could provide me with recent as-built plans and landscaping plans for recent projects such as Skyview to the Tree Board.
- Planning Division staff has asked Ben Thompson at DNR if he had good, recent examples from around the state. He said he would work with other staff to respond to our question in January 2022.
- At the December 14, 2021 City Council worksession on the Planning Division department work program, Councilmember Dahl recommended contacting the company she used that would like to review ‘tree’ related documents and plans. They also voiced interest in joining the Tree Board if there is room in the future. <https://www.doubledtreellc.com/>
- Also at the December 14, 2021 City Council worksession, Councilmember Schneider recommended avoiding the Bradford pear as a street tree.
- On December 16, 2021, the City issued the job posting for the new sustainability coordinator position, which will be taking lead on urban forestry projects in 2022.