



## CITY OF SAMMAMISH

### PLANNING COMMISSION MEETING

July 21, 2016 6:30 – 8:30 PM

SAMMAMISH CITY HALL 801-228<sup>TH</sup> AVE SE

# AGENDA

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Approx start time

<b>CALL TO ORDER</b>	<b>6:30 pm</b>
<b>ROLL CALL</b>	<b>6:31 pm</b>
➤ <b>APPROVAL OF THE AGENDA</b>	
➤ <b>APPROVAL OF THE MINUTES: 06/16/2016, 07/07/2016</b>	
➤ <b>PUBLIC COMMENT – Non Agenda (3 minutes each)</b>	
<b><u>NEW BUSINESS</u></b>	<b>6:45 pm</b>
<b><u>Urban Forestry Management Plan</u></b>	
➤ <b>Work Session</b>	
➤ <b>PUBLIC COMMENT - Agenda (7 minutes each)</b>	
<b>ADJOURN</b>	<b>8:30 pm</b>

*NOTE: Public comment is an opportunity for the public to address the Planning Commission. Speakers may address the Planning Commission for up to seven minutes. If you are submitting written materials, please supply 8 copies. (7 for the Planning Commission and one for the record). Public Comment will be recorded and reviewed for further consideration as the Planning Commission formulates recommendations to the City Council.*

*The City of Sammamish Planning Commission is appointed and is advisory board to the City Council on the preparation and amendment of land use plans and implementing ordinances such as zoning. Planning Commissioners are selected to represent all areas of the City and as many "walks of life" as possible. The actions of the Planning Commission are not final decisions; they are in the form of recommendations to City Council who must ultimately make the final decision.*

***THE COMMISSION MAY ADD OR TAKE ACTIONS ON ITEMS NOT LISTED ON THIS AGENDA.***





## MEMORANDUM

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**Date:** July 21, 2016

**To:** Planning Commission

**From:** David Goodman, Management Analyst

**Re:** Urban Forest Management Plan

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### **Introduction**

This memo explains the context of tonight's discussion on the vision, mission, and scope of work for the Urban Forest Management Plan (UFMP). On June 7, 2016, staff introduced this topic through a presentation and discussion with a joint meeting of the City Council and Planning Commission. During and following the presentation, staff received questions and feedback that helped guide the direction of the draft statements to be discussed this evening.

### **City Council and Planning Commission Input– June 7, 2016**

On June 7, the City Council and Planning Commission held a joint meeting to discuss their priorities for the vision and scope of work for the UFMP. Regarding their priorities for the UFMP, Council and Commission members advocated for robust public involvement in the plan through social media and engaging with local schools, came to a general agreement that the plan should focus on trees on both public and private lands, and expressed a desire to gain a better understanding of the status of the City's tree canopy and how it can be improved in the midst of significant new development. In terms of the UFMP vision statement, Council and Commission members sought to include references to trees' positive impacts on human and environmental health, as well as their role in combatting climate change and enhancing sustainability efforts. Council and Commission members also highlighted the importance of having a vision statement that is simple, to-the-point, and ultimately implementable by the City.

### **Input Needed on July 21**

The goal of this discussion is to gather the Planning Commission's feedback on a draft Vision, Mission, list of Project Objectives, and Scope of Work (Attachment A) for the upcoming UFMP, all of which were written with comments from the June 7 meeting in mind. Each section will be presented separately for discussion. The input gathered during this meeting will provide guidance for staff members as they prepare to present a scope of work to the City Council.

Planning Commission members should keep in mind that in addition to its importance to achieving the vision and goals of the plan, each item in the scope of work will ultimately be evaluated with its cost in mind. Using the input from the Commission at this meeting, staff will begin to survey other cities and potential consultants to gather estimated costs for each item in the scope of work that will accompany the draft that will be presented to the City Council for approval.

### **Attachments**

Attachments will be provided electronically on Friday, July 15.

- Attachment A – Draft Urban Forest Management Plan Vision, Mission, Project Objectives, and Scope of Work

## Draft Vision, Mission, Project Objectives, Scope of Work

### Draft Vision Statement:

*“The Sammamish urban forest is a healthy and sustainable mix of trees, shrubs, and other associated vegetation that functions as a connected ecosystem. It is valued and cared for by the greater Sammamish community because of the abundant environmental, economic, educational, aesthetic and health benefits the urban forest provides to current and future generations.”*

### Draft Mission Statement:

*“The Urban Forest Management Plan is a guide and an action plan that the Sammamish community will use to enhance, protect, and manage our urban forest. The Plan will set ambitious but attainable goals, identify the necessary tools to reach those goals, and establish metrics to quantify the City’s progress. The Plan is a collaborative effort between City leadership, staff and the public, and reflects the high value the community places on its natural environment. Successful implementation of the Plan results in a thriving urban forest that is visibly evident to those who enter Sammamish.”*

### Project Objectives

The primary objectives of the Urban Forestry Management Plan are to:

- A. Ensure that the City of Sammamish has an accurate and complete picture of its urban forest, both on public and private lands.
- B. Draft a road map for effective and efficient management of the urban forest.
- C. Adopt best practices and technical standards that reflect the latest advancements in the field of urban forestry.
- D. Engage the community to determine public needs for the urban forest.
- E. Establish a monitoring protocol to address the effectiveness of the plan and how success will be measured, as well as how the plan will be updated.
- F. Analyze the City’s forest community for environmental benefits, including but not limited to
  1. Stormwater management
  2. Energy conservation
  3. Improved air quality
  4. Sequestration of carbon dioxide
  5. Aesthetic and social value
  6. Habitat and ecosystem connectivity
  7. Public health
- G. Set and reach goals to increase the environmental benefits of the City’s urban forest.

## Scope of Work

We expect our consultant to produce an Urban Forest Management Plan (UFMP) that will allow for meaningful public input and careful review of the plan as it is drafted. The final plan will be written to be easily understood by the general public, with technical information and methodologies referenced in the appendices.

The successful consultant will be expected to:

1. Attend meetings with project team:
  - a. Kick off meeting
  - b. Progress meetings
  - c. Public meetings
2. Obtain public input by continuing to engage established stakeholders and developing a strategy to identify new groups for community engagement. Target specific groups early in the project via email, social media, focus group discussion, online surveys or other strategies.
3. Conduct a citywide tree canopy cover assessment.
  - a. Incorporate canopy data into the City's GIS.
  - b. Provide analysis of various canopy characteristics (e.g. areas that need additional planting, canopy cover by zoning designation, etc.)
4. Conduct a tree inventory analysis on publicly owned land that includes:
  - a. Tree size, condition and age
  - b. Tree species diversity
  - c. Disease and invasive species
5. Establish a framework of long-term, comprehensive objectives or goals. Develop a long-range (minimum 20-year) strategic framework supported by incremental (5-year) management plans, with recommended annual operating plans.
6. Specify actions to meet the goals and objectives, identifying who will do what with phases of work coinciding with budget cycles. For example: Recommendations for maintenance operations may define tasks with production/outcome expectations and recommended frequency levels.
7. Create a monitoring and informational feedback loop so that outcomes, effectiveness and efficiency can be measured over time. Include periodic adjustment of goals to reflect updated conditions.
8. Develop narrative text, tables, images, and maps so the information in the Plan communicates in a meaningful, definitive, and easy-to-follow way that encourages use of the Plan as follows:
  - a. The Plan should be a convenient and definitive reference tool for policy makers, staff, developers, and residents for both high level and routine decisions, actions and tasks