



Mountlake Terrace Planning Commission

Meeting Agenda

Monday, September 8, 2025, 7:00 PM

Mountlake Terrace City Hall, and via Telephone or
Teleconference

AGENDA

1. Call to Order
2. Attendance Roll Call
3. Approval of the 8/25/2025 Meeting Minutes
4. Public Comment (No person shall make personal attacks, or threatening remarks while addressing the Planning Commission, which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Any person who is engaging in conduct that disturbs, disrupts, or impedes the business of the Planning Commission or whose comments have been ruled out of order by the presiding officer, shall immediately cease and refrain from further improper comments or inappropriate conduct. All hate speech will be construed as threatening remarks.)
5. **Public Hearing** on Draft Urban Forest Management Plan
6. Director's Report
7. Miscellaneous Business by Call of Planning Commissioners
8. Adjournment

If the public would like to listen via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 832 0588 1330 and click "join" (you will be prompted to install the Zoom application if you do not already have it).

The City of Mountlake Terrace strives to provide access and services to all members of the public. Please notify the City at least one week prior to the event if reasonable accommodations are needed.

City of Mountlake Terrace Guidelines on Addressing the Planning Commission

The Planning Commission welcomes public input at the appropriate time during a public meeting. If you wish to address the Commission, you will be called on when your hand is raised and recognized by the Planning Commission Secretary.

Anyone who is addressing the Planning Commission will need to state their name and address at the beginning of their testimony, or comments.

To comment on an item not listed on the agenda, please address the Planning Commission at the time listed on the agenda as public comment.

To comment on an item listed on the agenda, please do so when the Chair calls for public comment during that particular agenda item.

Unless the Planning Commission Chair directs otherwise, comments on any item should not exceed five minutes per person.

To give public hearing testimony remotely (via Zoom), complete the Request Form for Remote Public Comment on the city's Planning Commission web page, at least 24 hours before the meeting. You will then be contacted via email to confirm your participation. Your reply to the confirmation email must be received by 4 p.m. on the day of meeting to be acknowledged that same evening. To give public hearing testimony at a meeting in-person, sign up at the meeting (no 24-hour notice required).

To submit written public hearing testimony, mail to/drop off at City Hall (23204 58th Avenue W., Mountlake Terrace, WA 98043) or email remarks to Shannon Olsen, solsen@mltwa.gov, no later than 4 p.m. on the public hearing date.

Purpose of Work Sessions

Occasionally the Planning Commission will discuss City topics in the form of a Work Session. The purpose of Work Sessions is for the Commission to collectively discuss ideas with each other, as well as observe staff presentations on selected topics. While the Planning Commission cannot take any official actions during a Work Session, the public is welcome to speak regarding an item before the Work Session begins. The public is always welcome to attend and monitor Planning Commission Work Sessions.

MOUNTLAKE TERRACE PLANNING COMMISSION
MEETING MINUTES



AUGUST 25, 2025

1. Call to Order

Chair Bautista called the meeting of the Planning Commission to order at 7:04 PM.

2. Attendance Roll Call

Administrative Assistant Shannon Olsen was unable to speak and so roll call was done by Community and Economic Development Director Christy Osborn.

Commissioners Present

Chair Bautista

Vice Chair Bettcher

Commissioner Stenson (via Zoom)

Commissioner Wu

Commissioner Thompson

Commissioner Morgan (via Zoom)

Commissioners Absent

Commissioner Landess

City Staff Present

Community and Economic Development Director Christy Osborn

Senior Planner Sara Pizzo

Planning Commission Secretary Shannon Olsen

3. Approval of the 08/11/25 Meeting Minutes

The August 11 meeting minutes were accepted as presented.

4. Public Comment (No person shall make personal attacks, or threatening remarks while addressing the Planning Commission, which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Any person who is engaging in conduct that disturbs, disrupts, or impedes the business of the Planning Commission or whose comments have been ruled out of order by the presiding officer, shall immediately cease and refrain from further improper comments or inappropriate conduct. All hate speech will be construed as threatening remarks.)

None.

5. **Public Hearing** on Zoning for 24229 48th Ave W (Annexation)

Senior Planner Sara Pizzo presented on this topic to include a summary of the property in relation to the annexation, legislative history, parts of the Comprehensive Plan Vision 2044 that apply, zoning in relation to SEPA, and staff recommendation for zoning designation.

Vice Chair Bettcher and Commissioner Thompson made a **motion** to open the public hearing. Approved 6-0.

Public Comment: None.

Vice Chair Bettcher and Commissioner Thompson made a **motion** to close the public hearing. Approved 6-0.

A recommendation was made to approve the proposals put forth by city staff.

Vice Chair Bettcher and Commissioner Thompson made a **motion** to recommend these to City Council. Approved 6-0.

6. Director's Report

Community and Economic Development Director Christy Osborn presented on this topic to include continuing projects in Community and Economic Development and upcoming Planning Commission items.

Osborn responded to comments and questions from Planning Commission.

7. Miscellaneous Business by Call of Planning Commissioners

None presented.

8. Adjournment

The meeting adjourned at 7:35 pm.

These minutes are subject to approval at the next Mountlake Terrace Planning Commission meeting.

Urban Forest Management Plan



What's Your Favorite Part of Mountlake Terrace's Natural Environment?



Flowers
Everywhere
Like Everywhere

Lake Ballinger

I love being in
Mountlake Terrace. I
enjoy the trees and
community. I like how
they don't feel like a
concrete jungle.

Green Gully
spaces - creeks
& ponds.

the beauty outside

all the new
trees planted
in parks

Peace and
quiet and how
it feels like
a little bit of
nature

Parks and
tree canopy
and wetlands/
unimproved lakes

abundance
of
BIG TREES!!
"

Earth

I love the
climate of
Mountlake Terrace

Quiet
&
Birds

TREE PRESERVATION
AND NEW
PLANTING

FLOWER
DANDELION



Douglas Fir

500-1000



Pacific Madrona

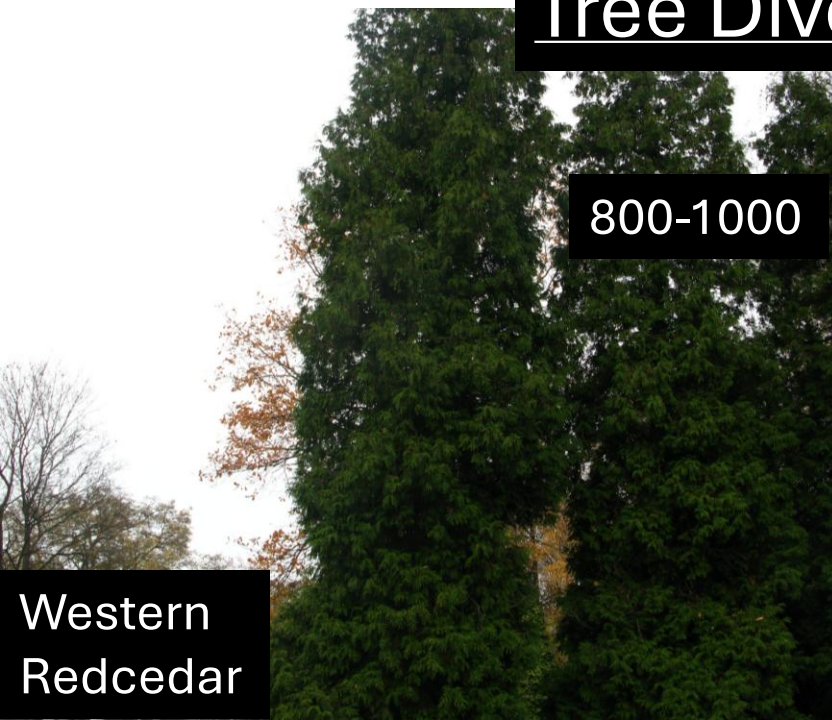
250-400



Sitka Spruce

700-800

Tree Diversity- Age/Species: Tree Lifespans



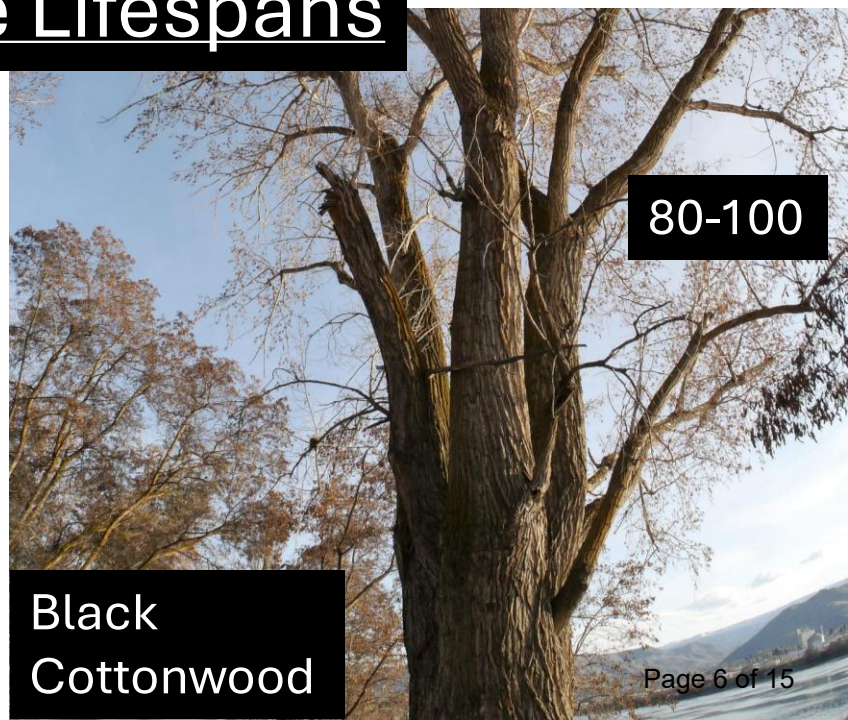
Western Redcedar

800-1000



Western White Pine

400-600



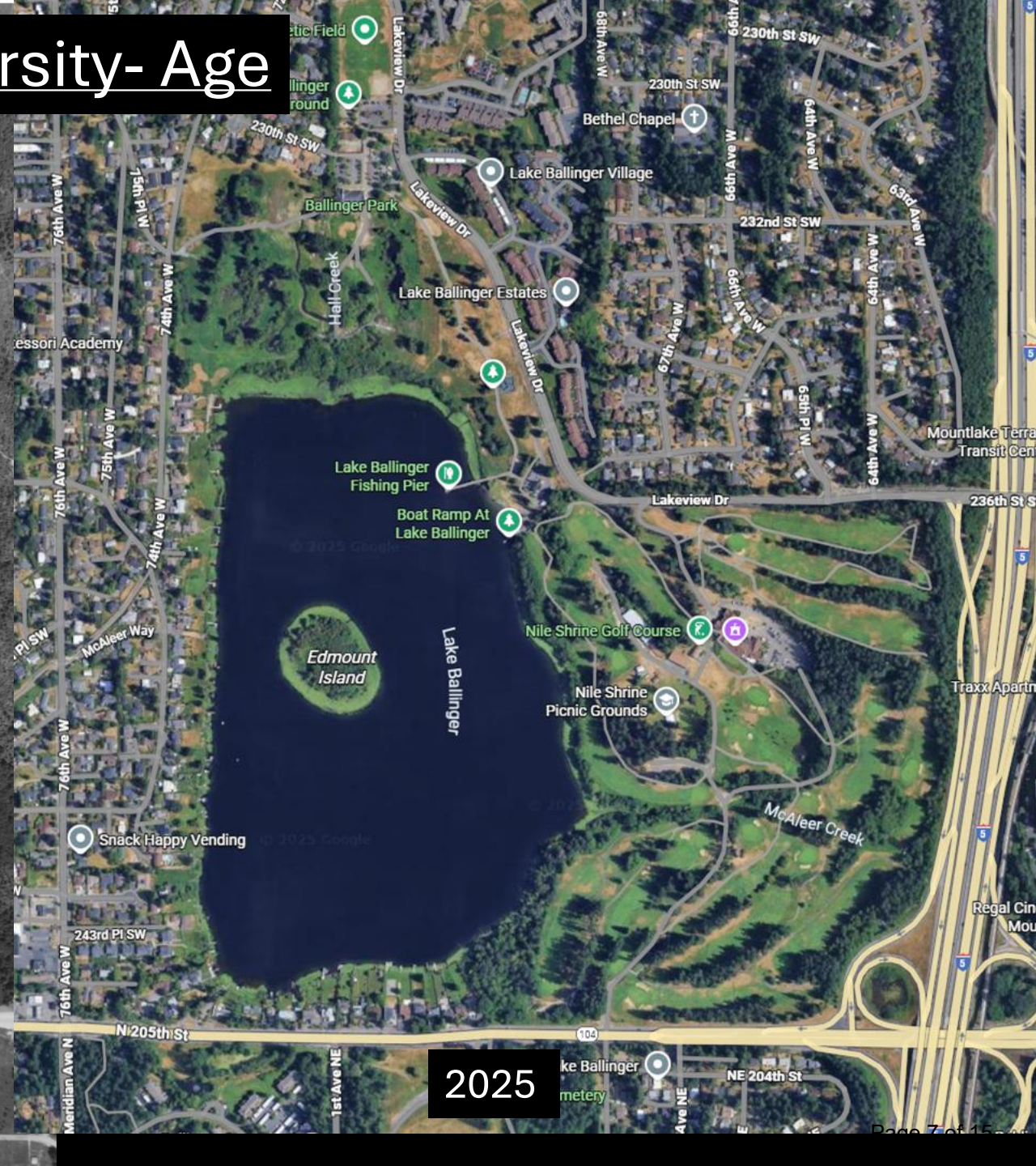
Black Cottonwood

80-100

Tree Diversity- Age



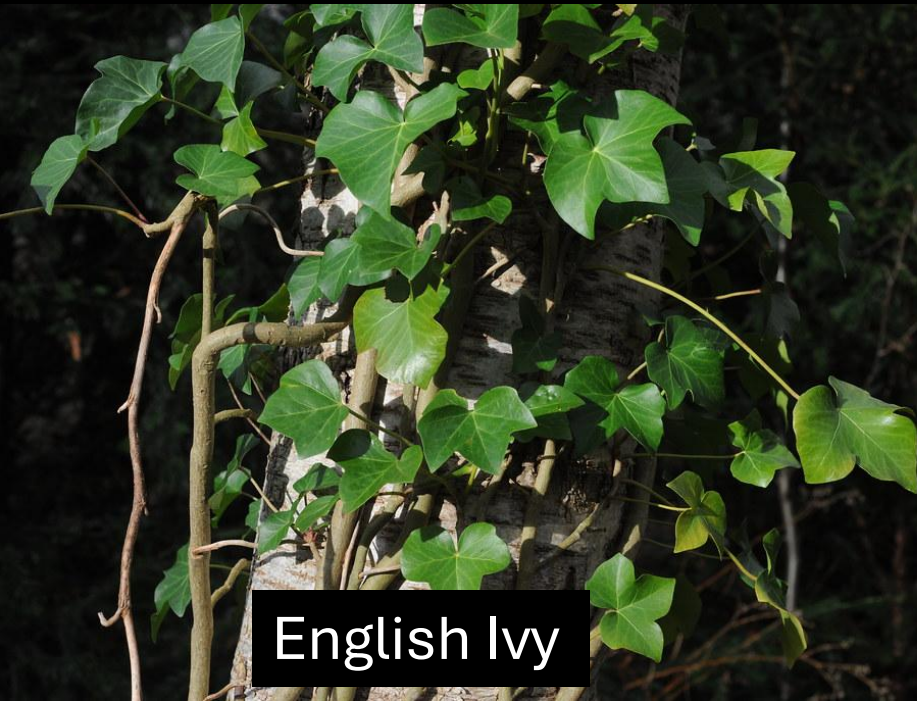
1936



2025

Invasive Species

- UFMP Focuses on 7 species
 - 1 Vine, 6 Trees
 - Recommend adding all to prohibited plants list
 - Communicate with landowners on benefits of native plants vs. introduced
 - Community & Maintenance Crew trainings to identify invasives
 - Supporting work parties already in action



English Ivy



Cherry Laurel



English Holly

How to encourage or mandate preservation in areas being developed?

- **19.130.140 Retention of existing site trees.**
 - **Retain existing non hazard trees to the greatest extent possible**
- **19.130.160 Required plans and review.**
 - **Significant tree (6 in. diameter +) inventory plan- locations, size, species, protection techniques**
- **19.130.170 Site clearing and tree retention**
 - **25% of viable significant trees must be retained w/ alternatives when can't be met**
- **19.130.180 Tree protection standards**
 - **Protections for trees during construction in their Tree Protection Zone (varies, but usually dripline)**
- **19.130.190 Replacement of significant trees.**
 - **6-12 in. replant 3, 12-24 in. replant 5, 24-48 in. replant 7, 48+ in. replant 10**
- **19.130.195 Tree replacement fee-in-lieu.**
 - **Add to the Tree Fund instead of meeting retention and replacement requirements**
- **19.130.197 Tree fund.**
 - **Establishes a dedicated fund for urban forest management work**

R.04: Establish a tree removal notification program for private properties to improve awareness and tracking.

- Action Target 1: Launch a voluntary tree removal notification system, encouraging property owners to self-report removals through an accessible online form or hotline. (Short-term)
- Action Target 2: Conduct outreach campaigns to educate residents on the benefits of voluntary reporting, linking it to tree canopy goals and community engagement. (Mid-term)
- Action Target 3: Analyze voluntary reporting data to assess participation rates and trends in tree removals, identifying areas of significant canopy loss. (Mid-term)
- Action Target 4: Based on data, evaluate the feasibility of transitioning to a mandatory Neighbor or Public Notice system if voluntary engagement proves insufficient in mitigating canopy loss. (Mid-term)

R.05: Assess tree canopy trends and, if necessary, phase in a tree removal permit process for private properties.

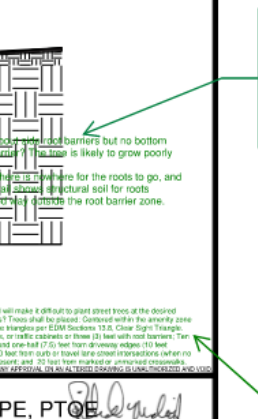
- Action Target 1: Monitor tree canopy trends by analyzing inventory data, voluntary tree retention participation, and reported tree removals to assess the impact of engagement efforts. (Short- to Mid-term)
- Action Target 2: Benchmark neighboring communities with private tree removal permits to evaluate best practices, enforcement challenges, and applicability for Mountlake Terrace. Use findings to identify an approach tailored to the city's needs. (Short-term)
- Action Target 3: If engagement efforts prove insufficient to slow canopy loss, begin developing a phased tree removal permit system, considering enforcement mechanisms, exemptions, and necessary staffing. (Long-term)
- Action Target 4: Establish the required administrative and enforcement capacity, incorporating lessons from R.04 and neighboring cities, before implementing a phased permit system. (Ongoing)



Space for Trees to Thrive

- Tree well standard is currently 5 ft x 5 ft
- Approved & Prohibited Tree List
 - 53 species, broken up by large, small, medium, and conifer
 - Only 22 have a 5ft or less recommended minimum tree well size, meaning 31 are too big to fit in our standard. Updating EDM and code would help diversify trees being used.
 - Long term- exploring narrowing roads and widening planters would address this issue.
- Prohibited trees- 12 species. Mix of native and invasive species. Typically trees known to throw limbs or intrude infrastructure.
 - City website- <https://www.cityofmlt.com/1836/Urban-Forestry-Tree-Planting>

- Short answer, no
- Engineering is currently discussing multiple methods of allowing roots to access uncompacted soil
- Requiring area within root barrier to remain uncompacted would improve tree health.
 - Would also mean contractor has less area to compact, potentially representing a cost savings

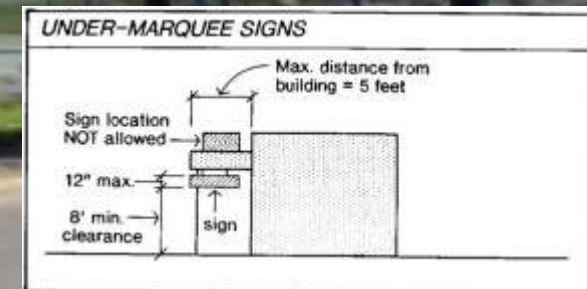
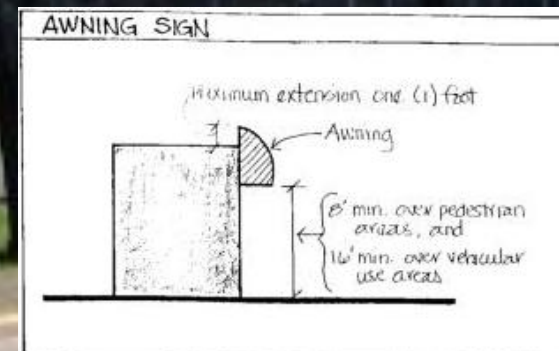


Possible exemptions for height over sidewalk and roadway.



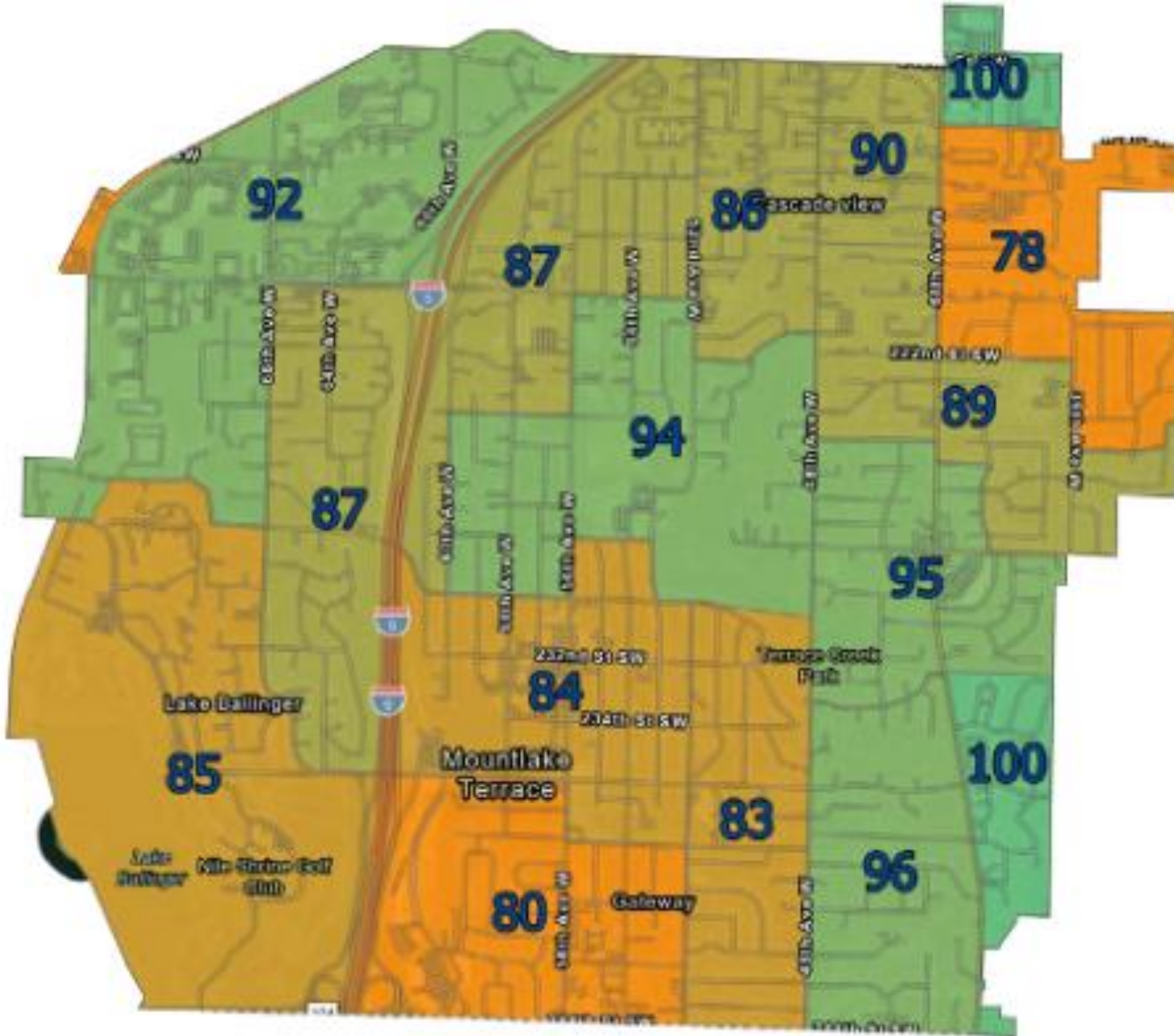
Table 16. Standard Vertical Clearances

From	To	Standard Clearance
Roadway surfaces, including private accesses	Any horizontal projection over surface: measured from the crown of the street to the lowest portion of the structure.	22 feet
Sidewalk surfaces, including private walkways	Any horizontal projection over the surface	14 feet
Roadway surfaces	Tree limbs	14 feet
Alley surfaces	Any horizontal projection over paved surface	14 feet
Bicycle path surfaces	Any horizontal projection over surface	10 feet



Clarifying Tree Equity Scores

1. Start with idealized habitat composition *based on building density*
2. Calculate existing cover
3. Calculate differences between 1 & 2 (GAP)
4. Calculate heat extremity and disparity
5. Calculate priority index: (E)
 - Age
 - Employment
 - Health Burden
 - Income
 - Linguistic Isolation
 - Race
 - Heat Extremity
6. Calculate Tree Equity Score (TES)
 - $TES = 100(1 - GAP \times E)$



How are we distributing solutions across the city?



E.03: Establish a Tree Ambassador citizen science group to engage volunteers in urban forestry efforts, including tree planting, care, and community outreach.

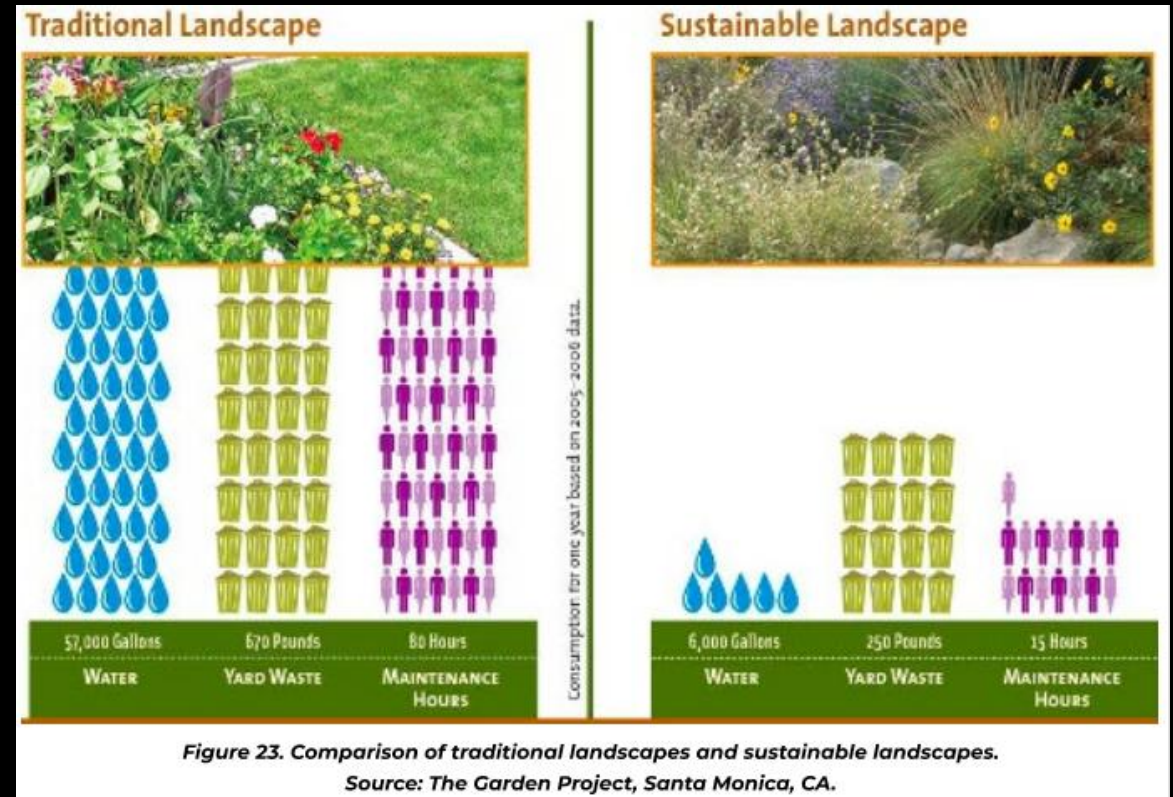
- Action Target 1: Develop a training program and resource toolkit for volunteers, covering tree planting, watering, young tree care, invasive species identification, and basic street tree pruning. (Short-term)
- Action Target 2: Recruit and train initial Tree Ambassador volunteers through partnerships with community organizations and local experts. (Mid-term)
- Action Target 3: Provide ongoing support, resources, and recognition for volunteers, including an online platform, printed materials, and annual appreciation events. (Mid-Term)
- Action Target 4: Establish a neighborhood outreach framework for Tree Ambassadors to promote city tree programs, educate neighbors, and encourage community participation in urban forestry efforts. (Long-term)



E.09: Collaborate with community centers, schools, and libraries to distribute educational materials and host multilingual programs that promote tree benefits and care.

- Action Target 1: Develop and distribute multilingual educational materials on tree benefits, care, and urban forestry programs through community centers, schools, and libraries. (Short-term)
- Action Target 2: Partner with schools and libraries to integrate urban forestry topics into children's programs, including storytime and hands-on learning activities. (Mid-term)
- Action Target 3: Host multilingual workshops and presentations on tree care and urban forestry topics to engage diverse community members. (Long-term)
- Action Target 4: Establish ongoing collaboration with community organizations to ensure continuous outreach and education on urban forestry initiatives. (Ongoing)

What Are the Costs of Inaction?



- 2.2 million is about 2/3 the cost of a water quality retrofit
- This graphic doesn't include:
 - Electric cost savings from passive cooling
 - Mental and physical health services diversion
 - Dead tree removal savings due to more diverse canopy resisting pests and disease
 - Income gained from new residents choosing Mountlake Terrace for quality of life
- Could be using 89% less water
- Producing 70% less green waste
- Reducing maintenance hours dedicated only to landscaping by 80%