



TOWN OF BEAUX ARTS VILLAGE

PLANNING COMMISSION

MINUTES

May 21, 2026

Miller Residence

Present: Commissioners Jeremy Laws, Steve Miller, Steve Tegeler, and Kim Moloney

Staff: Clerk Treasurer Amy Myhre

Guests: Mayor Aletha Howes, Resident Julia Morse

Clerk Myhre called the meeting to order at 7:04 pm.

PUBLIC COMMENT

Mayor Howes informed the Commission that Councilmember McCarthy will be vacating his Council seat later this year due to his pending relocation outside the Village. If anyone on the Planning Commission has interest in filling the seat once it is open, please let Mayor Howes know.

MINUTES

MOTION: Commissioner Miller moved to approve the April 16, 2026, minutes. Commissioner Laws seconded. Vote: 4 For, 0 Against, 0 Abstain. Motion carried.

COUNCIL UPDATE

Council received an update from Sgt. Robert Nishimura from the King County Sheriff's Department.

Council adopted Resolution 347, updating the Town's Procurement Policy.

Phase 2 of the Town Survey was reviewed by Council.

There has been no progress with the Comp Plan. The town has submitted the requested documents to the Department of Commerce and is waiting for the DOC to formally respond with a detailed outline of what they would like the town to address.

Tree Code – *for discussion*

The Planning Commission continued its targeted review of the Tree Code at the direction of the Town Council. The Council requested that the Commission focus on specific topics rather than pursue a full code rewrite. The May meeting focused on reviewing the timeline for remaining work on the Tree Code, finalizing the definition section of the code, and finalizing a list of questions to submit to the Arborist for her review.

Timeline

The Commissioners felt the proposed timeline was a good goal for breaking out the remaining work on the Tree Code. Having a timeline helps move the process forward and gives the process necessary structure.

May – Review Timeline. Review and finalize definitions and questions for the Arborist.

June – Review and finalize fines, mitigation process and permitting process for hazardous trees.

July and August – no meetings

September – Review and finalize 20% rule and all other outstanding items. After meeting, compile draft of Tree Code for Arborist review.

October – Finalize draft of Tree Code, taking into account Arborist feedback.

November – Hold Public Hearing. Send Final Draft of Tree Code to Council for review at December Council Meeting.

December – no meeting

January 2027 and beyond - If Council has feedback, the Planning Commission can address it beginning in January 2027 and revise if necessary. Once revisions are done, hold additional public hearing, if necessary, and send draft to Town Attorney for review prior to Council adoption.

Definitions

Commissioners reviewed the definitions and proposed the following changes:

- Added a definition for “Dead or Dying Tree.” Source: City of Kirkland Tree Code
- Removed the definition for “Mature Tree.”
- Changed the definition of “Significant Tree” to any tree (with exception of excluded trees species TBD from Arborist) with a diameter greater than 6 inches and less than three feet. This change means that trees that were in the mature category (diameters over 6 inches but less than 1 foot) are now protected. This also simplifies the Code by removing a category/definition.
- In “Tree Unit” changed the type of tree used from “mature” to “significant” since “mature” is no longer defined.

The Commission still needs clarification from the Arborist on species to be excluded from some definitions before finalizing the definition section.

Arborist Questions

A draft list of arborist questions was reviewed by the Commissioners. The following list was agreed upon by the Commissioners and will be emailed to the Town Arborist after the meeting for her review. Clerk Myhre will instruct the Arborist to spend no more than one hour answering this list of questions. The Town Council allotted three hours of the Arborist’s time for assistance with the Tree Code.

1. What are the areas of the current Tree Code that present challenges to you or that you've had issues with? Are there any areas the Planning Commission should address in the revision?
2. Are there any loopholes or areas of the code that don't provide protection of the character of the community (protection of the trees)?
3. Please review the definitions the Planning Commission has proposed to be added to the tree code. Do you have any concerns or revisions to these definitions?
4. Do groves need to be defined separately in the definitions section, or is the multiple trunk section in significant trees definition enough?
5. The Planning Commission is leaning toward only listing trees that should not be protected (vs. listing protected species). Do you see any issues with this?
6. Can you help us determine a list of tree species that should specifically not be protected (non-native, particularly difficult and/or invasive species)?
7. Can you provide a list or map of all landmark trees?
8. Are there certain trees you would suggest that should never be able to be cut down, to preserve our most valuable trees? If so, how would this be determined (size, species, etc.)?
9. Do you have experience with requiring bonds for mitigation trees and/or know of Towns who have used the bond process successfully? We're looking for a realistic process to track mitigation tree health and would appreciate any insight into the process you might have.
 - 9.1. Would it be feasible for you to add on the monitoring of mitigation trees on to your annual town walk through, to assess the health/survival of mitigation trees? If so, how long do you anticipate this would add to your walk through?
 - 9.2. Do you have any experience holding bonds as the Town Arborist (vs having the Town hold the bond)?
 - 9.3. Do you have a list/map of current mitigation trees in the town?
10. Can you provide some guidance on practical considerations for replacement trees? For example, sizes and species of trees that are likely to survive and are not hard to find/cost prohibitive. Also, species that should not be allowed as mitigation trees?
11. Have you seen any way to account for tree canopy (where the tree trunk is on City property, but the canopy hangs over a homeowner's property) in a property's tree units?
12. Once we adopt the new tree code, would you be able to help us with materials to share with residents to help get the word out about the changes?

Additional discussion of the tree code, including reviewing fines, and the mitigation and permitting processes will continue at the June meeting. If the Department of Commerce responds to the Comp Plan review before the next meeting, the Commission will prioritize the Comp Plan discussion.

Adjourn: Commissioner Miller moved to adjourn the meeting at 8:45 pm. Commissioner Tegeler seconded. Vote: 4 For, 0 Against, 0 Abstain. Motion carried.

Next Meeting: The next meeting is scheduled for June 18th.

Respectfully submitted,

Amy Myhre, Clerk/Treasurer
Town of Beaux Arts Village