



**Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee**

In-person: The Hive Room B
2904 East Sprague Ave. Spokane, WA 99202

WebEx virtual meeting:
Call-in: 408-418-9388; Access code: 2480 005 8856
September 2023 meeting: Sept. 5, 2023, at 3:00 PM

The meeting of the City of Spokane Park Board Citizen Advisory Committee will be held in-person at The Hive 2904 East Sprague Ave. Room B and virtually via WebEx at 3 p.m. Tuesday, Sept. 5, 2023. Committee members, staff, and presenters still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2480 005 8856** when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. Sept. 5 by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board Urban Forestry Tree Committee, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

MEETING AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES – June 2023 and August 2023

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

- None

COMMITTEE AND REPORTS

- Community Assembly
- Staff Report

OLD BUSINESS

- Downtown Educational Program Update
- SpoCanopy + Expo Update (*Justyce Brant*)

NEW BUSINESS

- **Engineering Design Standards and Planting Details** (*Review and Discussion*) – Katie Kosanke
- Call for Volunteers (UF Booth) Lower South Hill Block Party – Sept 16th 1-5pm – Katie Kosanke
- Other Program and Partnership Ideas

ADJOURNMENT

Agenda Subject to Change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or m_lowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Park Board

Briefing Paper



Committee	Urban Forestry Tree Committee				
Committee meeting date	09-05-2023				
Requester	Katie Kosanke	Phone number: 509-363-5496			
Type of agenda item	<input type="radio"/> Consent	<input checked="" type="radio"/> Discussion	<input type="radio"/> Information	<input type="radio"/> Action	
Type of contract/agreement	<input type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease	<input checked="" type="radio"/> Amendment/change order	<input type="radio"/> Other
City Clerks file (OPR or policy #)					
Item title: (Use exact language noted on the agenda)	Engineering Design Standards and Planting Details (Review and Discussion)				
Begin/end dates	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended		
Background/history:	<p>The Design Standards and Street Tree Planting Details were advised to be reviewed by leadership based on feedback from staff and the community. A consultant was hired to host stakeholder meetings, perform research, make recommendations for the Design Standards changes, and perform revisions to the 2015 Street Tree Planting Details. The Design Standards dictate planting distances from objects such as underground utilities and it was found Spokane has some of the strictest requirements in the nation. Since the Standards are an Engineering item and will take time to officially change, a Public Works MOU was created so trees are not eliminated from planting in new neighborhoods due to strict placement standards from city utilities. Draft planting details are ready for review and will come back to the committee in a month or two for possible adoption consideration.</p>				
Motion wording:	n/a				
Approvals/signatures outside Parks:	<input checked="" type="radio"/> Yes <input type="radio"/> No				
If so, who/what department, agency or company: Engineering items to be adopted through their process					
Name:		Email address:		Phone:	
Distribution:	Parks – Accounting Parks – Sarah Deatrach Requester: Grant Management Department/Name:				
Fiscal impact:	<input type="radio"/> Expenditure <input type="radio"/> Revenue				
Amount:		Budget code:			
n/a					
Vendor:	<input type="radio"/> Existing vendor <input type="radio"/> New vendor				
Supporting documents:					
<input type="checkbox"/>	Quotes/solicitation (RFP, RFQ, RFB)		<input type="checkbox"/>	W-9 (for new contractors/consultants/vendors)	
<input type="checkbox"/>	Contractor is on the City's A&E Roster - City of Spokane		<input type="checkbox"/>	ACH Forms (for new contractors/consultants/vendors)	
<input type="checkbox"/>	UBI:	Business license expiration date:	<input type="checkbox"/>	Insurance Certificate (min. \$1 million in General Liability)	

TRUNK CALIPER SHALL MEET ANSI Z60 CURRENT EDITION FOR ROOT BALL SIZE

REMOVE ENTIRE WIRE BASKET/CONTAINER FROM ROOTBALL AND/OR BURLAP AT TIME OF PLANTING. IF A LOOSE ROOTBALL EXISTS, BOTTOM $\frac{1}{3}$ OF WIRE BASKET AND NATURAL BURLAP ONLY MAY BE LEFT INTACT AT PLANTING. NO SYNTHETIC BURLAP OR PLASTIC CONTAINERS SHALL REMAIN.

ROUND-TOPPED SOIL BERM 4" HIGH X 8" WIDE ABOVE ROOT BALL SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

5FT MINIMUM DIAMETER MULCH RING WHEN PLANTED IN TURF AREAS, AND CLEAR OF ALL OTHER SHRUBS WHEN IN LANDSCAPE BEDS.

STAKES SHOULD BE SET INTO UNDISTURBED SOIL, TYP.

ROOTBALL TO BE PLACED ON UNDISTURBED SUBGRADE OR TAMPED TOPSOIL PER SITE CONDITIONS

TREE AS SPECIFIED. SEE LANDSCAPE PLANTS FOR SIZE & ADDITIONAL INFORMATION.

TREE TIE AS SPECIFIED. TYPICAL.

ROOT FLARE SHALL BE 1-2" ABOVE FINISH GRADE 2" ABOVE FINISH GRADE OF SIDEWALK AND ADJACENT CURB, TYPICAL

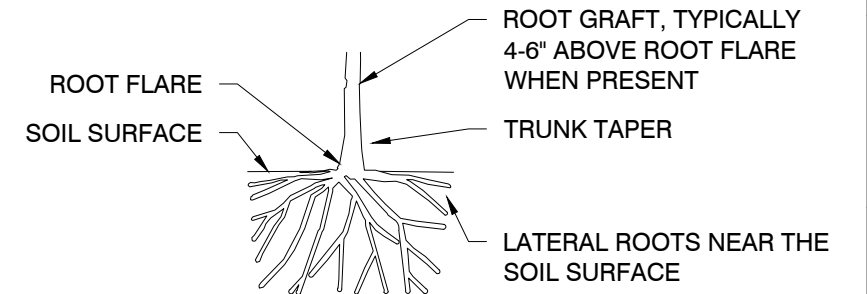
(3") DEPTH MINIMUM MULCH AS SPECIFIED. KEEP MULCH (3") AWAY FROM THE TRUNK. TYPICAL.

(2") DIA. X 7FT. WOOD TREE STAKES. DRIVE STAKES 2FT. INTO UNDISTURBED SOIL. SET PARALLEL TO PREVAILING WINDS. DO NOT DRIVE STAKES THROUGH ROOTBALL.

FINISH GRADE

3x WIDEST DIMENSION OF ROOTBALL

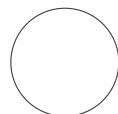
BACKFILL WITH NATIVE SOIL (OR AMEND PER PLANS & SPECS). BACKFILL IN (6") LIFTS, WATER SETTLE BETWEEN LIFTS TO REMOVE AIR POCKETS. SECOND WATERING SHALL BE WITHIN 24HRS.



ROOT FLARE DEFINITION

NOTES:

1. ALL PUBLIC STREET TREE PLANTINGS SHALL REQUIRE A CITY OF SPOKANE 'PUBLIC TREE PERMIT' BE SUBMITTED BY A CITY OF SPOKANE APPROVED ISA CERTIFIED ARBORIST A MINIMUM OF (10) DAYS PRIOR TO SCHEDULED PLANTINGS.
2. ANY SUBSTITUTIONS OF PUBLIC STREET TREES SHALL REQUIRE WRITTEN APPROVAL AND AUTHORIZATION BY CITY OF SPOKANE URBAN FORESTRY AND LANDSCAPE ARCHITECT (WHEN APPLICABLE) PRIOR TO PLANTING.
3. ROOT COLLAR/ROOT FLARE SHALL BE DEFINED AS THE POINT WHERE THE TRUNK MEETS THE FIRST SUBSTANTIAL WOODY ROOT.
4. ALL PUBLIC STREET TREES NOT PLANTED IN ACCORDANCE TO THIS DETAIL (TOO DEEP OR WITHOUT EXPOSED ROOT FLARE) SHALL BE REPLANTED TO PROPER DEPTH.
5. PRUNE ONLY DEAD OR BROKEN BRANCHES IF NECESSARY AT TIME OF PLANTING. PRUNING TO BE COMPLETED BY ARBORIST ONLY.
6. MODIFY ROOTBALL (WHEN NECESSARY) TO EXPOSE ROOT COLLAR/ROOT FLARE, SCARIFY SIDES, SHAVE MATTED ROOTS, PRUNE CIRCLING OR SUCKERING ROOTS, AND/OR OTHER TREATMENTS PER ISA RECOMMENDATIONS & SPECIFICATIONS.
7. TREE TIES & STAKES SHALL BE REMOVED 18-24 MONTHS AFTER INITIAL INSTALLATION. IF TREE(S) ARE STILL UNSTABLE AT THAT TIME, THE PROPERTY OWNER MAY NEED TO REMOVE AND REPLACE PUBLIC STREET TREES (TO BE ENFORCED AND COORDINATED BY CITY OF SPOKANE URBAN FORESTRY DEPARTMENT).
8. PROPERTY OWNER IS RESPONSIBLE FOR REMOVAL OF STAKES WHEN TREE IS STABLE.
9. SEE CITY OF SPOKANE ENGINEERING STANDARDS FOR CLEARANCE REQUIREMENTS FROM UTILITIES.



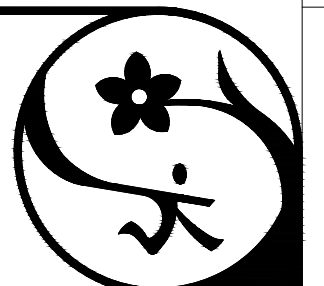
STREET TREE PLANTING

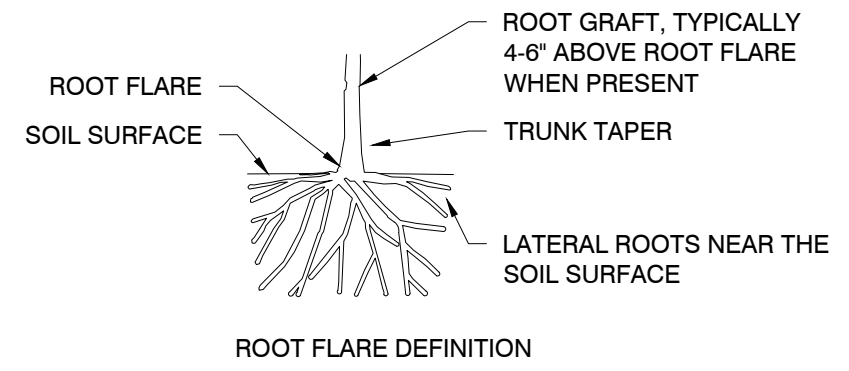
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STREET TREE PLANTING

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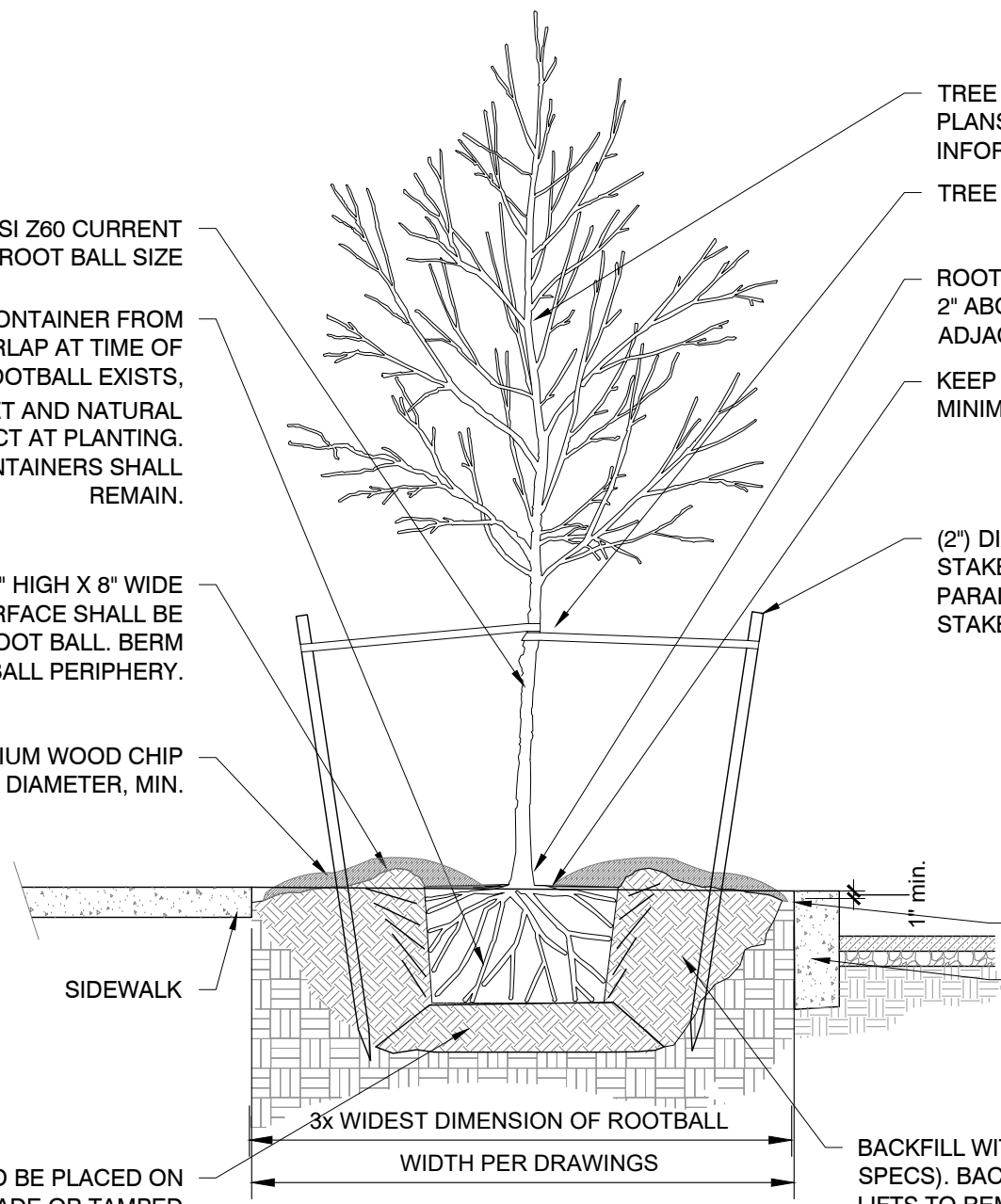


TRUNK CALIPER SHALL MEET ANSI Z60 CURRENT EDITION FOR ROOT BALL SIZE

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ROUND-TOPPED SOIL BERM 4" HIGH X 8" WIDE ABOVE ROOT BALL SURFACE SHALL BE CONSTRUCTED AROUND THE ROOT BALL. BERM SHALL BEGIN AT ROOT BALL PERIPHERY.

3" MEDIUM WOOD CHIP 60" DIAMETER, MIN.



TREE AS SPECIFIED. SEE LANDSCAPE PLANS FOR SIZE & ADDITIONAL INFORMATION.

TREE TIE AS SPECIFIED. TYPICAL.

ROOT FLARE SHALL BE 1-2" ABOVE FINISH GRADE 2" ABOVE FINISH GRADE OF SIDEWALK AND ADJACENT CURB, TYPICAL

KEEP MULCH BACK FROM TRUNK OF TREE: 3" MINIMUM, TYPICAL

(2") DIA. X 7FT. WOOD TREE STAKES. DRIVE STAKES 2FT. INTO UNDISTURBED SOIL. SET PARALLEL TO PREVAILING WINDS. DO NOT DRIVE STAKES THROUGH ROOTBALL.

FINISH GRADE

CURB

BACKFILL WITH NATIVE SOIL (OR AMEND PER PLANS & SPECS). BACKFILL IN (6") LIFTS, WATER SETTLE BETWEEN LIFTS TO REMOVE AIR POCKETS. SECOND WATER SHALL BE WITHIN 24HRS.

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8. PROPERTY OWNER IS RESPONSIBLE FOR REMOVAL OF STAKES WHEN TREE IS STABLE.
9. SEE CITY OF SPOKANE ENGINEERING STANDARDS FOR CLEARANCE REQUIREMENTS FROM UTILITIES.

3x WIDEST DIMENSION OF ROOTBALL WIDTH PER DRAWINGS

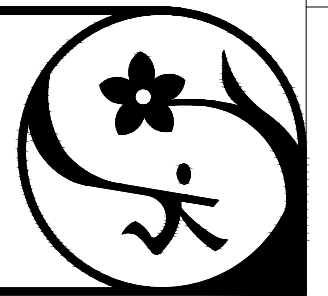
ROOTBALL TO BE PLACED ON UNDISTURBED SUBGRADE OR TAMPED TOPSOIL PER SITE CONDITIONS

STREET TREE WITH CURB AND SIDEWALK

1/2" = 1'-0"

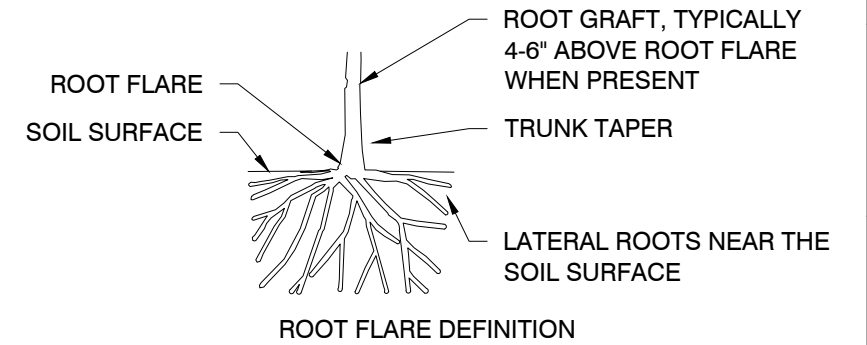
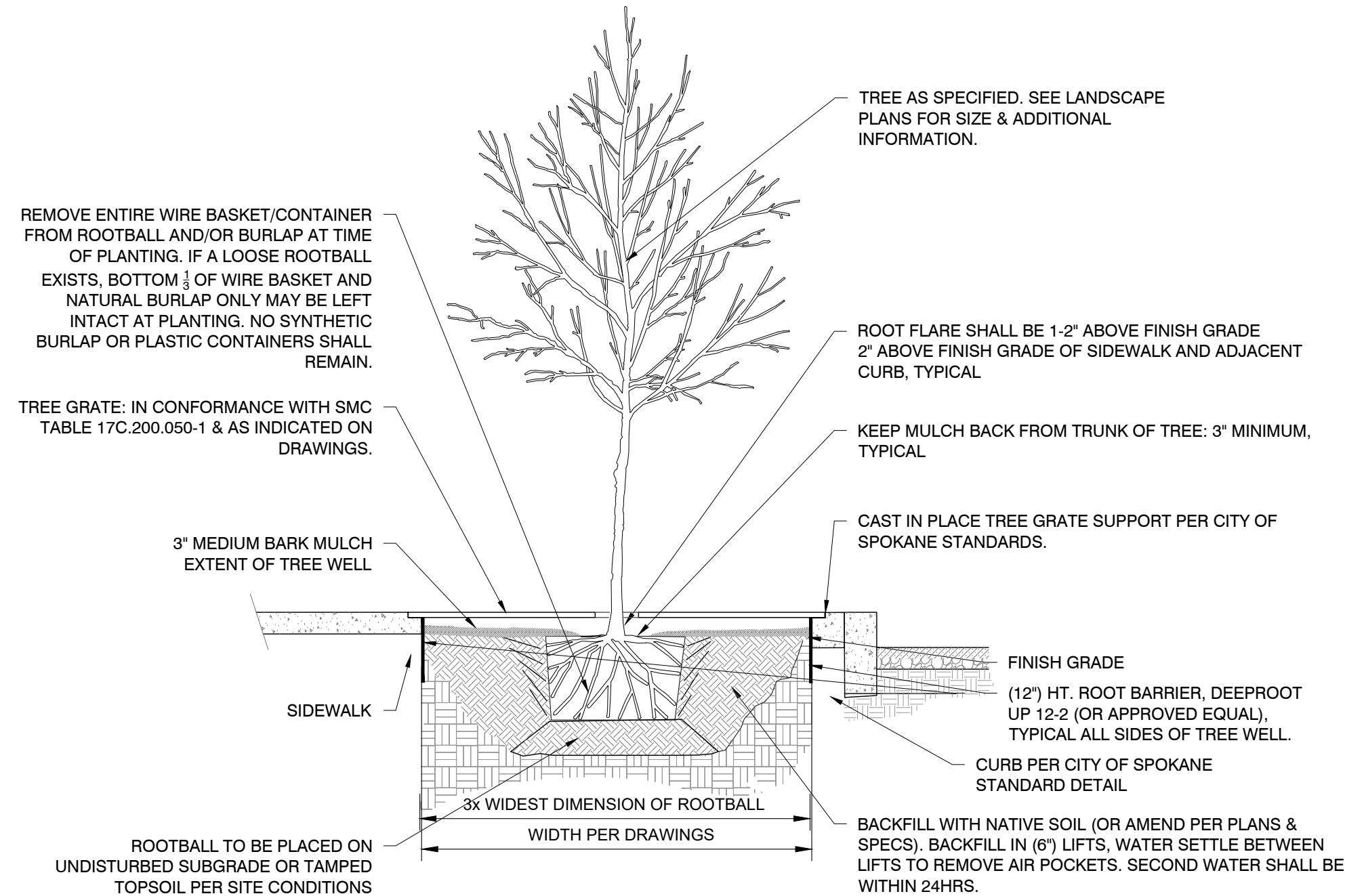
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STREET TREE WITH CURB AND SIDEWALK
V-101B



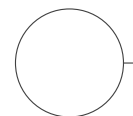
TREE GRATE NOTES:

1. TREE WELL BLOCKOUT: CITY OF SPOKANE STANDARD PLAN DETAIL F-107.
2. SEE DRAWINGS FOR TREE GRATE SPECIFICATION
3. TREE GRATE MAINTENANCE: PROPERTY OWNER IS RESPONSIBLE FOR CUTTING PORTIONS OF TREE GRATE TO ACCOMMODATE GROWTH.



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10. TREE IRRIGATION: TREES TO BE IRRIGATED WITH TWO (2) MINIMUM 25 GPM BUBBLERS IN DIAGONAL CORNERS OR APPROVED EQUAL.



TREE WITH TREE GRATE

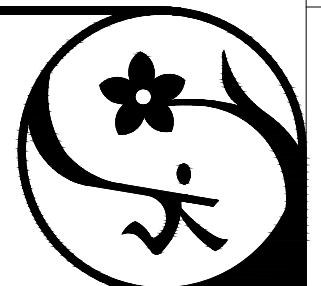
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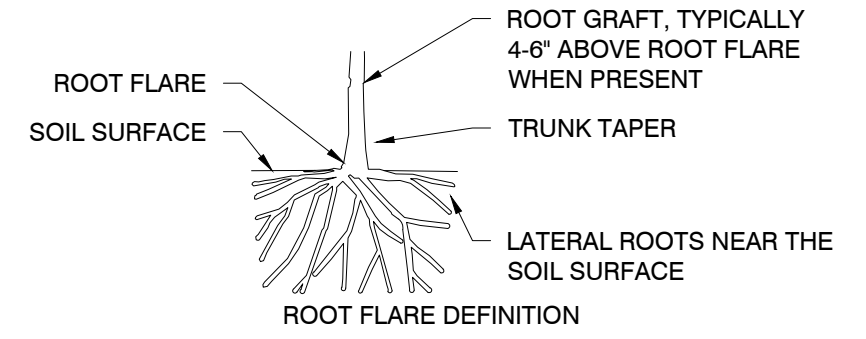
STREET TREE PLANTING

TREE GRATE

V-101C



TREE AS SPECIFIED. SEE LANDSCAPE PLANS FOR SIZE & ADDITIONAL INFORMATION.



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INSTALL STAKE AT SAME ELEVATION AS TREE

PROPOSED GRADE

STAKES SHOULD BE SET INTO UNDISTURBED SOIL, TYP.

ROOTBALL TO BE PLACED ON UNDISTURBED SUBGRADE OR TAMPED TOPSOIL PER SITE CONDITIONS

2x WIDEST DIMENSION OF ROOTBALL

(3") DEPTH MINIMUM MULCH AS SPECIFIED. KEEP MULCH (3") AWAY FROM THE TRUNK. TYPICAL.

(2") DIA. X 2FT. WOOD TREE STAKES. DRIVE STAKES 2FT INTO UNDISTURBED SOIL. DO NOT DRIVE STAKES THROUGH ROOTBALL.

ORIGINAL GRADE

ROOT CROWN TO BE AT FINISH GRADE OR 1-2" ABOVE GRADE.

BACKFILL WITH NATIVE SOIL (OR AMEND PER PLANS & SPECS). BACKFILL IN (6") LIFTS, WATER SETTLE BETWEEN LIFTS TO REMOVE AIR POCKETS. SECOND WATERING SHALL BE WITHIN 24HRS.

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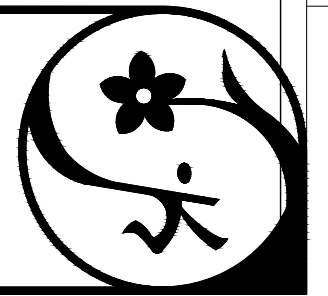
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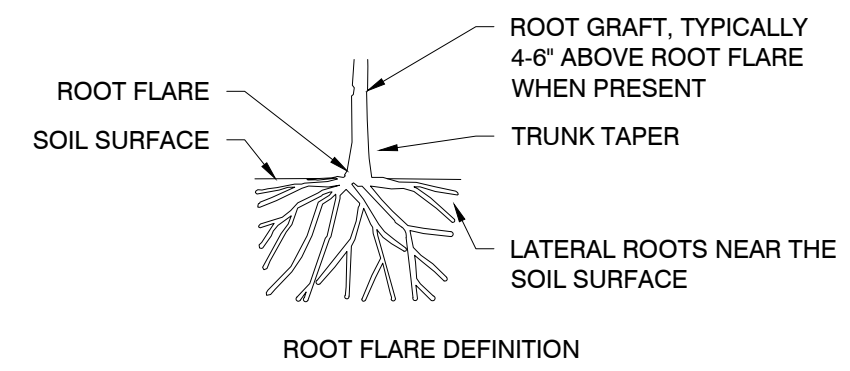
P-X TREE PLANTING ON SLOPE

1/2" = 1'-0"

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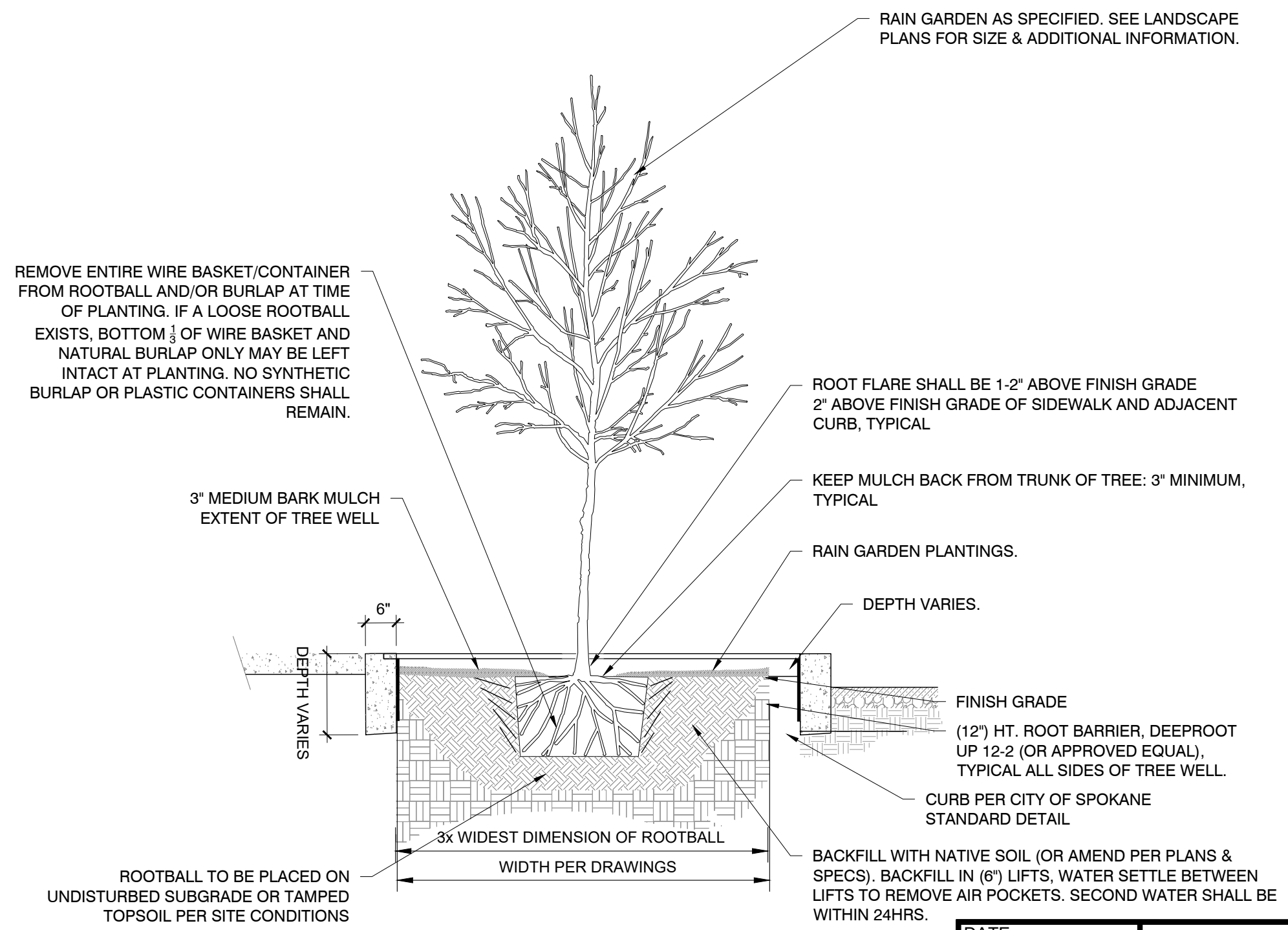
STREET TREE PLANTING
SLOPE
V-101D





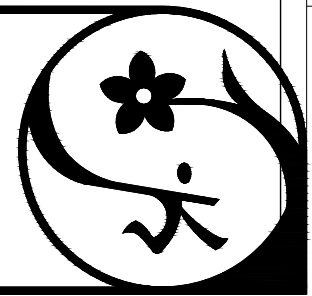
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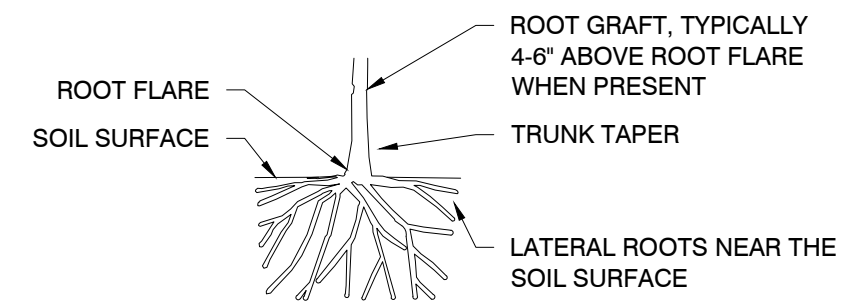
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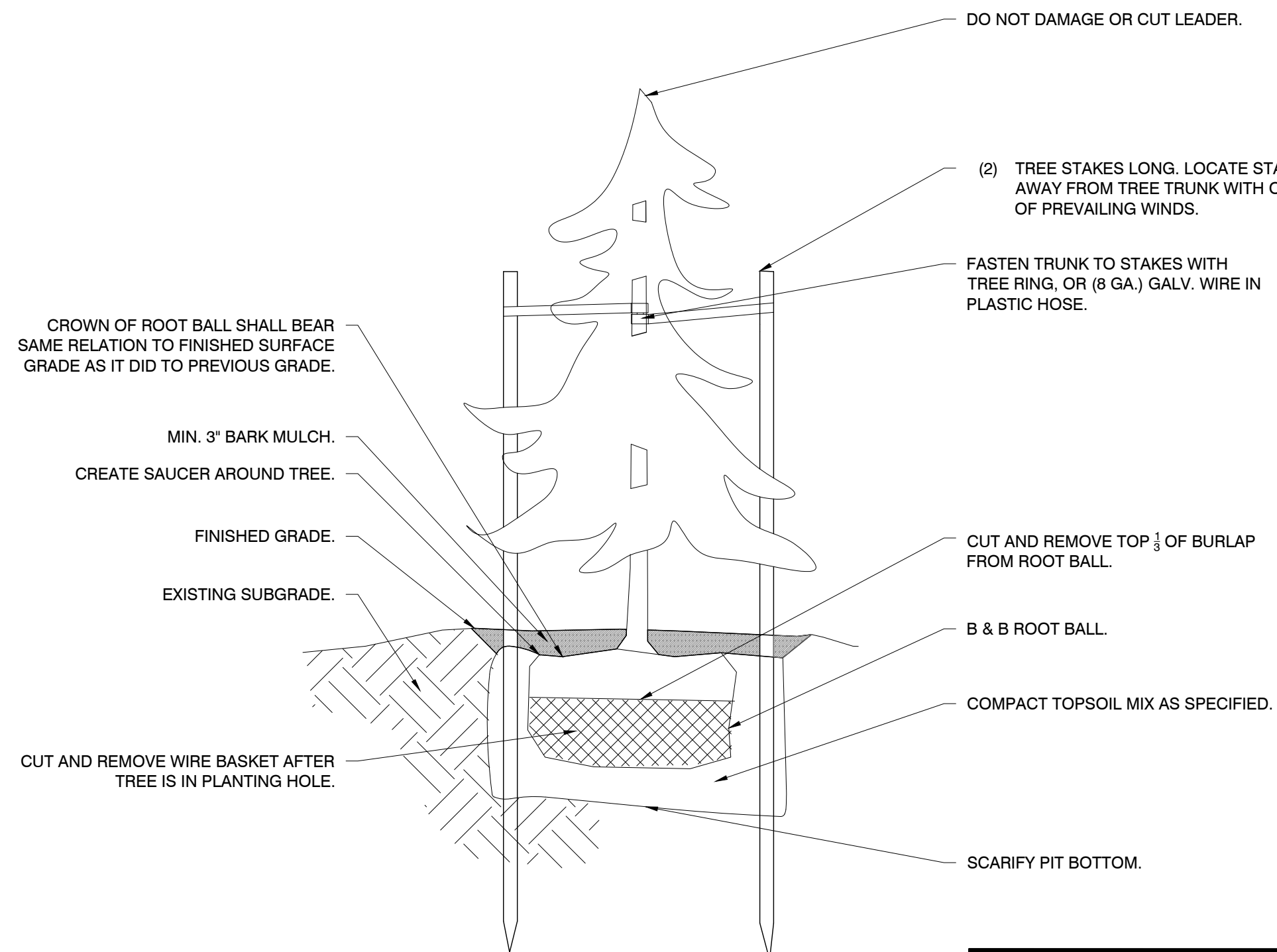
P-X TREE IN RAIN GARDEN
1/2" = 1'-0"

DATE: DRAWING DATE	STREET TREE PLANTING
DRAWN BY: DRAFTSMAN	
CHECKED BY: ARCHITECT	RAIN GARDEN
PROJECT NO: PROJECT_#	V-101E





ROOT FLARE DEFINITION



NOTES:

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8. PROPERTY OWNER IS RESPONSIBLE FOR REMOVAL OF STAKES WHEN TREE IS STABLE.
9. SEE CITY OF SPOKANE ENGINEERING STANDARDS FOR CLEARANCE REQUIREMENTS FROM UTILITIES.

P-X CONIFER TREE
1/2" = 1'-0"

DATE:
DRAWING DATE
DRAWN BY:
DRAFTSMAN
CHECKED BY:
ARCHITECT
PROJECT NO:
PROJECT_#

STREET TREE PLANTING
CONIFER
V-101F

