



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

**In-person:** Shadle Park Library  
2111 W Wellesley Ave. Spokane, WA 99205

**WebEx virtual meeting:**  
Call-in: 408-418-9388; Access code: 2487 895 2638

**October 2023 meeting: Oct. 3, 2023, at 3:00 PM**

The meeting of the City of Spokane Park Board Citizen Advisory Committee will be held in-person at Shadle Park Library 2111 W Wellesley Ave. and virtually via WebEx at 3 p.m. Tuesday, Oct. 3, 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 **2487 895 2638** when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. Oct. 3 by email to: [spokaneparks@spokanecity.org](mailto: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 – September 2023**

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS**

- Cadie Olsen resignation
- [Kaitlin Millender letter of interest, consideration of appointment to City Employee Representation position](#)

**COMMITTEE AND REPORTS**

- Community Assembly
- Staff Report

**OLD BUSINESS**

- [Engineering Design Standards and Planting Details \(Review and Discussion\)](#)
- Downtown Educational Program Update
- SpoCanopy Update

**NEW BUSINESS**

- IRA Grant Award
- 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](mailto: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.



September 21, 2023

Garret Jones  
Director of Parks and Recreation  
City of Spokane  
808 West Spokane Falls Blvd.  
Spokane, WA 99201

Dear Mr. Jones,

I am writing to you today to voice my interest in serving on the Urban Forestry Citizen Advisory Committee (UFCAC)! I consider my professional background, education, and my passion for helping our community, makes me an excellent candidate for this vacant position.

Currently, I am an Environmental Analyst in the Environmental Programs Department at the City of Spokane. My position requires me to work with city leaders and provide guidance on increasing our City's climate resiliency and reducing our greenhouse gas emissions. In the past, I have worked at Spokane Community College as an Instructional & Classroom Support Technician (Chemistry Laboratory Technician) and a Fisheries Biologist with the Spokane Tribe of Indians.

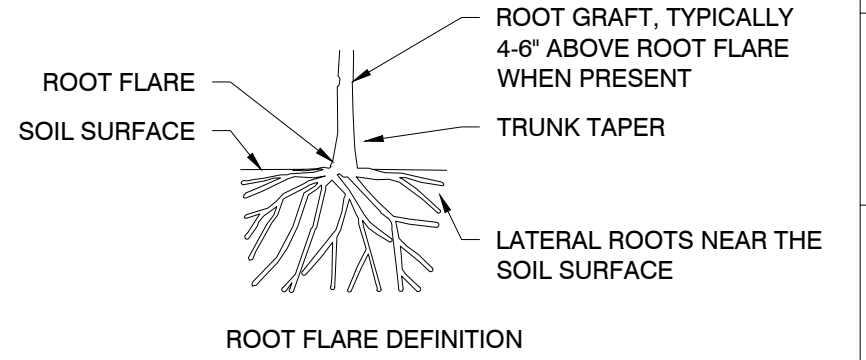
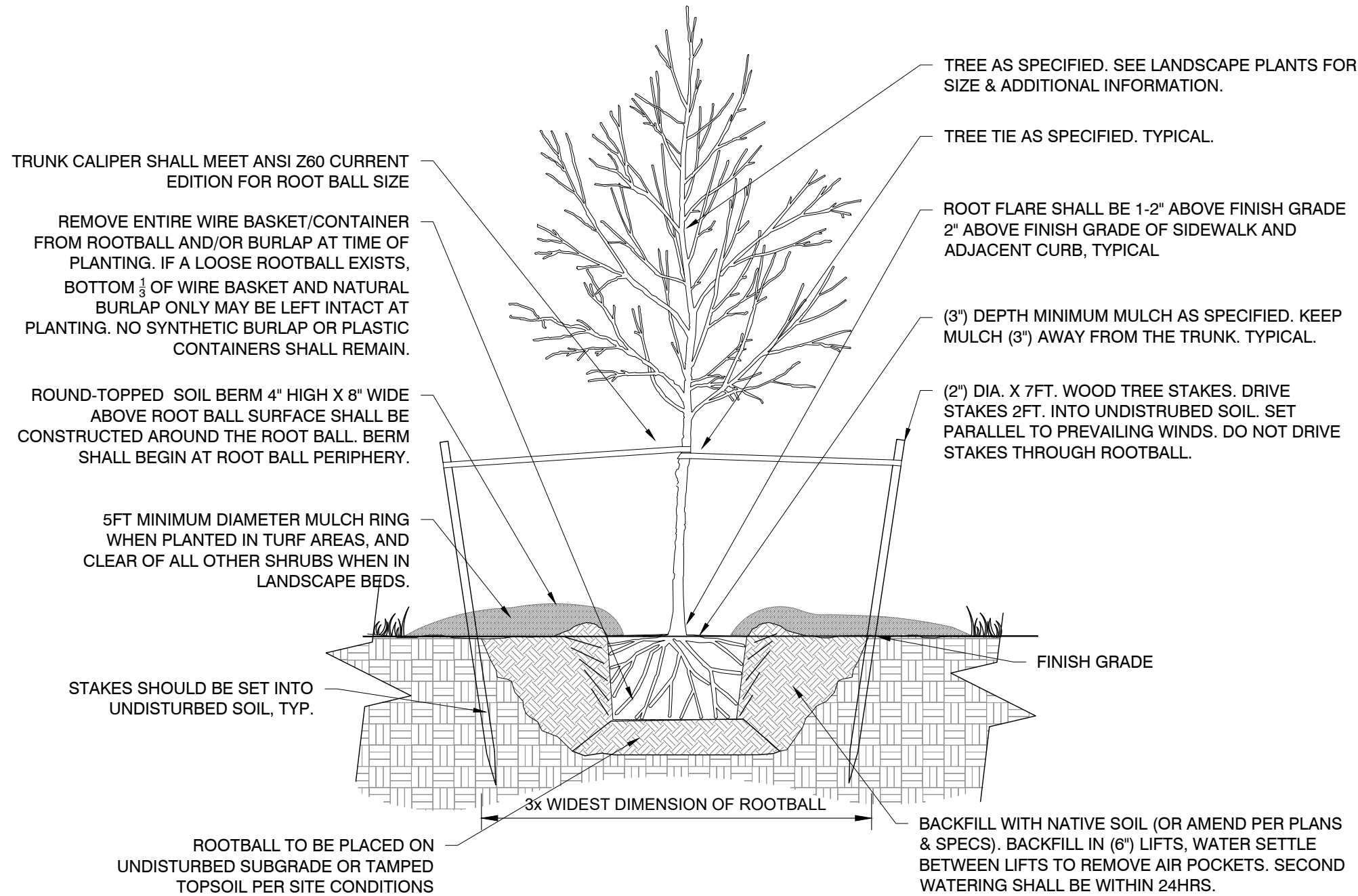
As for my education, I have my M.S. in Environmental Sciences from Oregon State University. To graduate, I completed a detailed environmental justice tree canopy inventory report on Spokane parks. The results highlighted the inequalities caused by diminished tree canopy coverage and what regions to concentrate planting efforts like in Northeast Spokane.

I am incredibly passionate about serving our community, and more specifically improving our tree canopy for the citizens today and generations to come. Each person in our community deserves to enjoy the many benefits of trees. I look forward to hearing from you and thank you for your consideration.

Sincerely,

Kaitlin Millender | Environmental Analyst  
City of Spokane | Public Works | Environmental Programs  
(509) 220-3764 | [kmillender@spokanecity.org](mailto:kmillender@spokanecity.org) | [spokanecity.org](http://spokanecity.org)





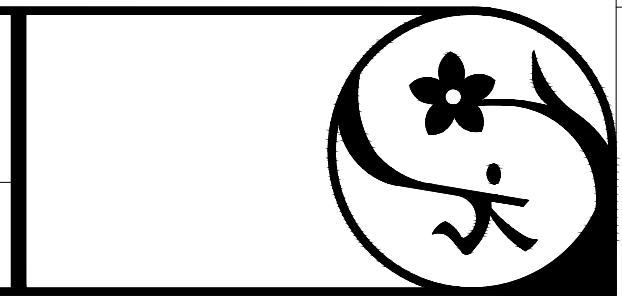
**NOTES:**

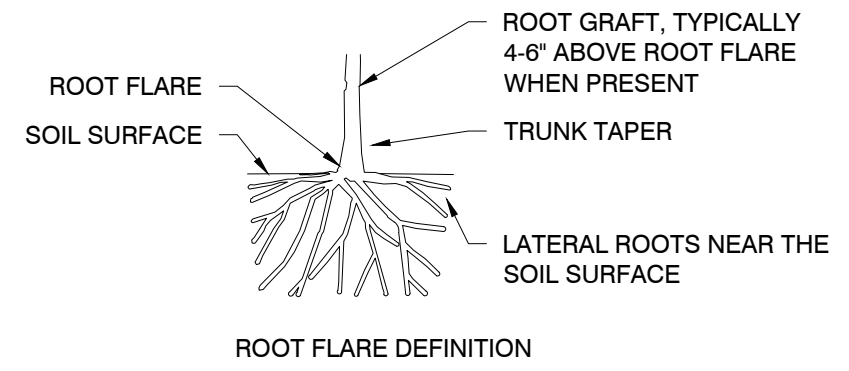
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2. ANY SUBSTITUTIONS OF PUBLIC STREET TREES SHALL REQUIRE WRITTEN APPROVAL AND AUTHORIZATION BY CITY OF SPOKANE URBAN FORESTRY AND LANDSCAPE ARCHITECT (WHEN APPLICABLE) PRIOR TO PLANTING.
3. ROOT COLLAR/ROOT FLARE SHALL BE DEFINED AS THE POINT WHERE 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**  
1/2" = 1'-0"

DATE:  
DRAWING DATE  
DRAWN BY:  
DRAFTSMAN  
CHECKED BY:  
ARCHITECT  
PROJECT NO:  
PROJECT\_#

**STREET TREE PLANTING**  
  
**V-101A**



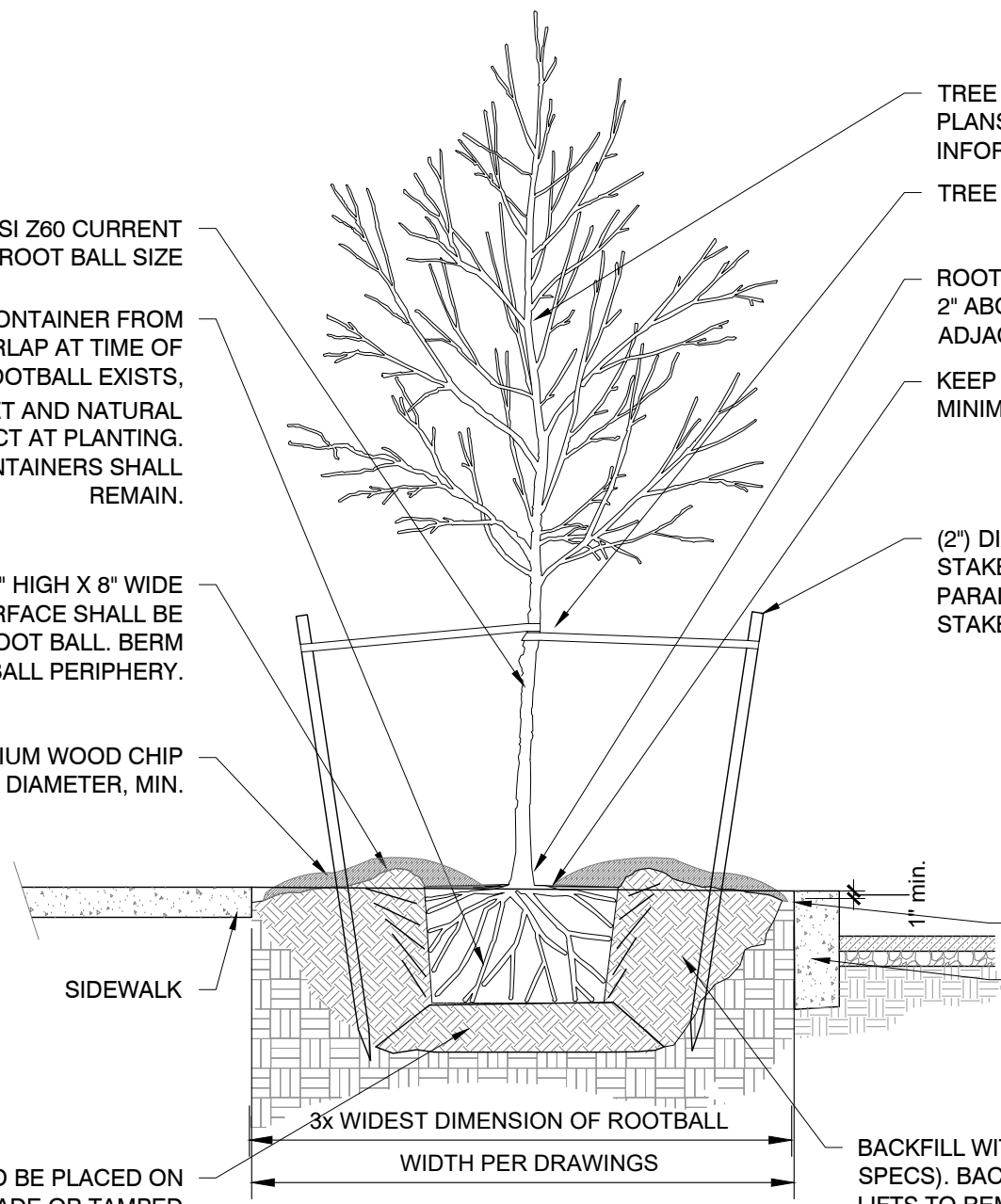


TRUNK CALIPER SHALL MEET ANSI Z60 CURRENT EDITION FOR ROOT BALL SIZE

REMOVE ENTIRE WIRE BASKET/CONTAINER FROM ROOTBALL AND/OR BURLAP AT TIME OF PLANTING. IF A LOOSE ROOTBALL EXISTS, BOTTOM 1/3 OF WIRE BASKET AND NATURAL BURLAP ONLY MAYBE LEFT INTACT AT PLANTING. NO SYNTHETIC 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.

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

3x WIDEST DIMENSION OF ROOTBALL

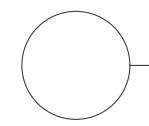
WIDTH PER DRAWINGS

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.

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

**NOTES:**

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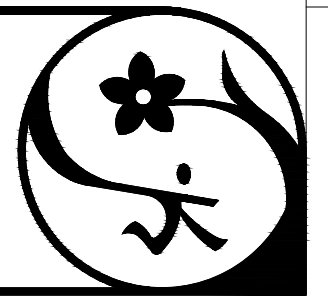


**STREET TREE WITH CURB AND SIDEWALK**

1/2" = 1'-0"

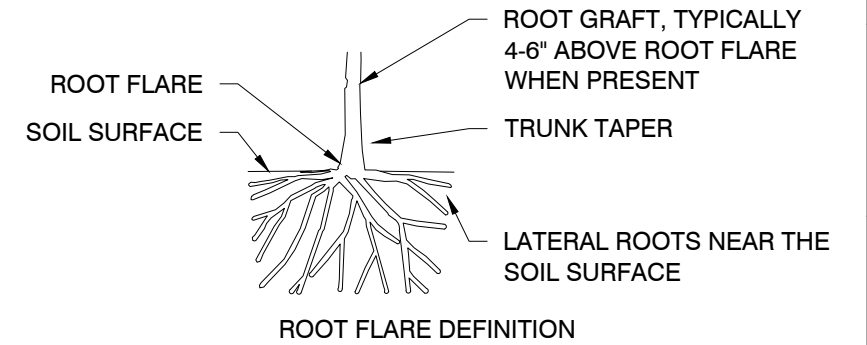
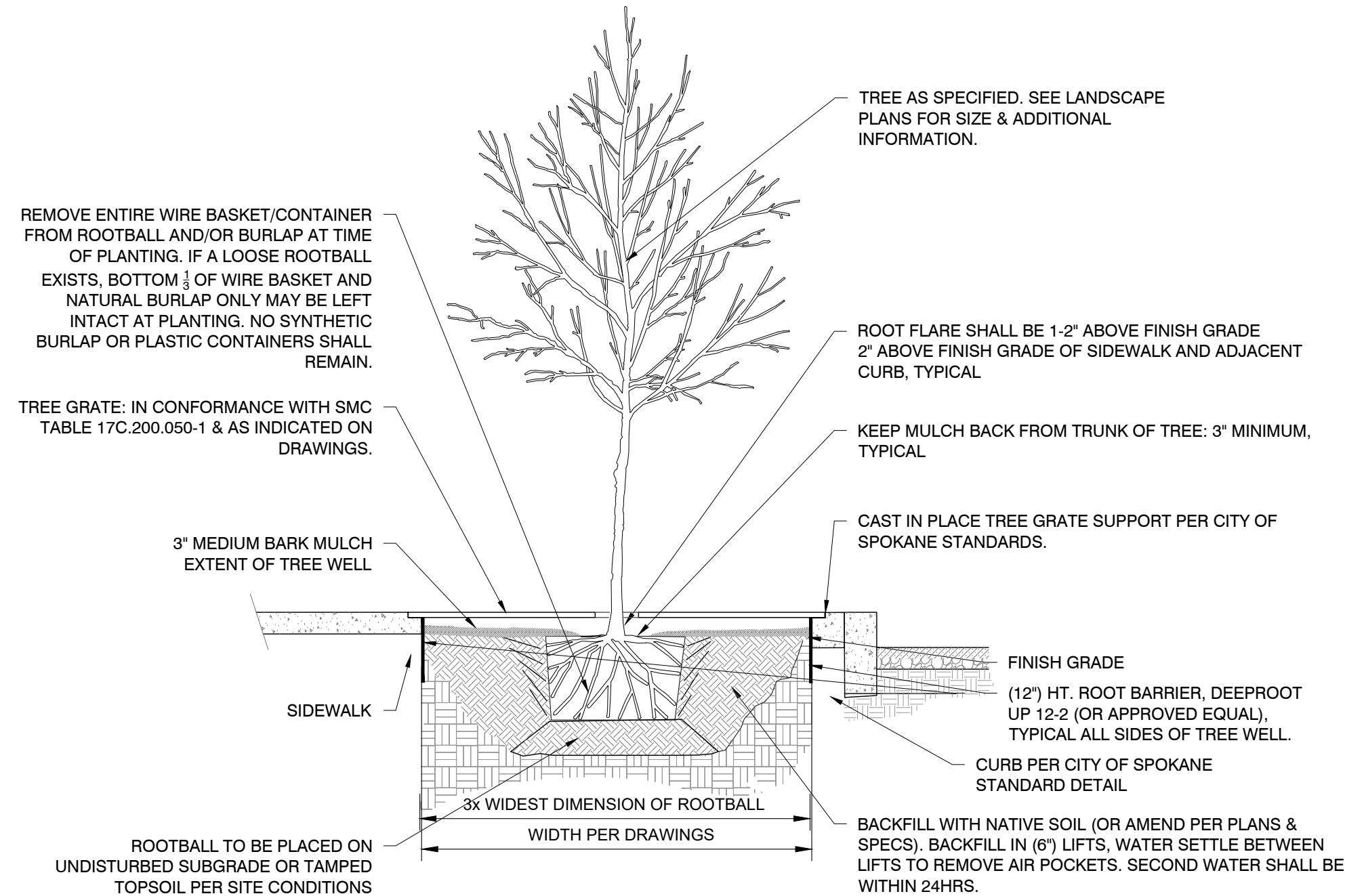
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STREET TREE WITH  
CURB AND SIDEWALK  
**V-101B**



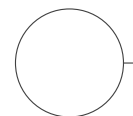
# TREE GRATE NOTES:

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.



## NOTES:

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9. SEE CITY OF SPOKANE ENGINEERING STANDARDS FOR CLEARANCE REQUIREMENTS FROM UTILITIES.
10. TREE IRRIGATION: TREES TO BE IRRIGATED WITH TWO (2) MINIMUM 25 GPM BUBBLERS IN DIAGONAL CORNERS OR APPROVED EQUAL.



## TREE WITH TREE GRATE

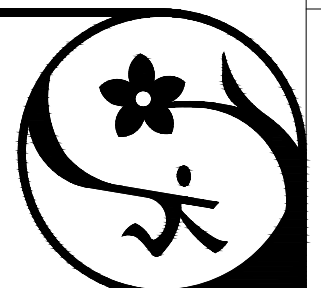
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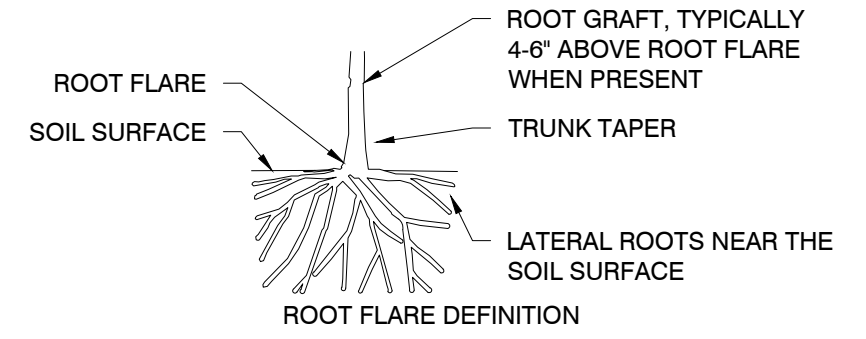
STREET TREE PLANTING

TREE GRATE

V-101C



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



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

ROOT FLARE TO BE 1-2" ABOVE FINISH GRADE OF EXISTING SLOPE.

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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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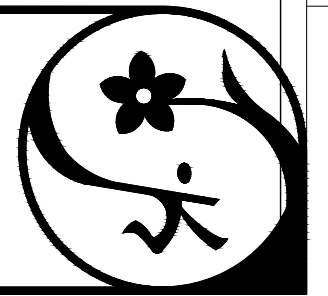
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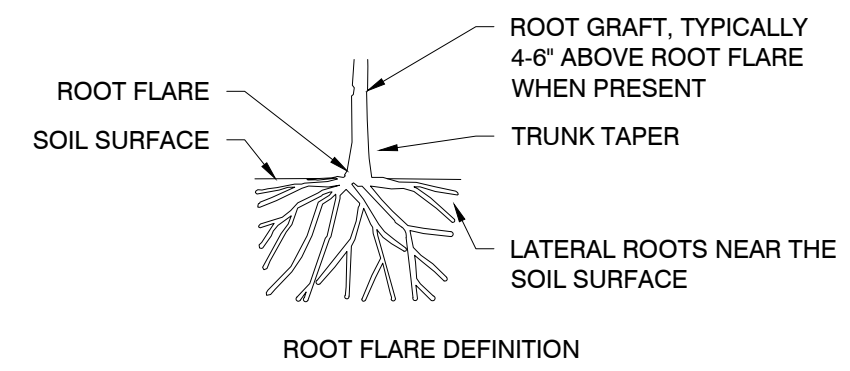
**P-X TREE PLANTING ON SLOPE**

1/2" = 1'-0"

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CHECKED BY:	ARCHITECT
PROJECT NO:	PROJECT_#

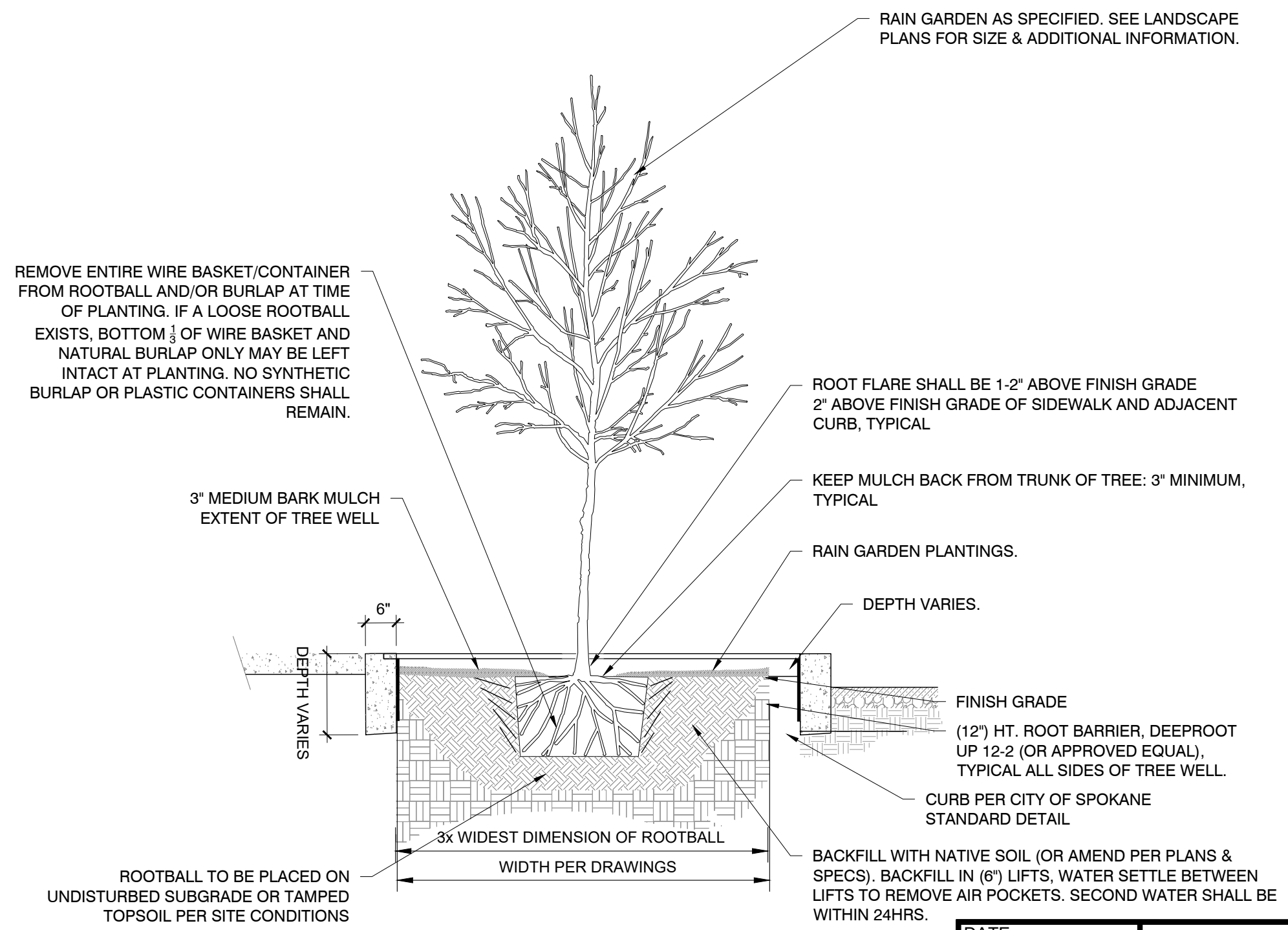
STREET TREE PLANTING
SLOPE
V-101D





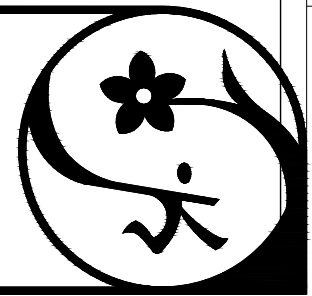
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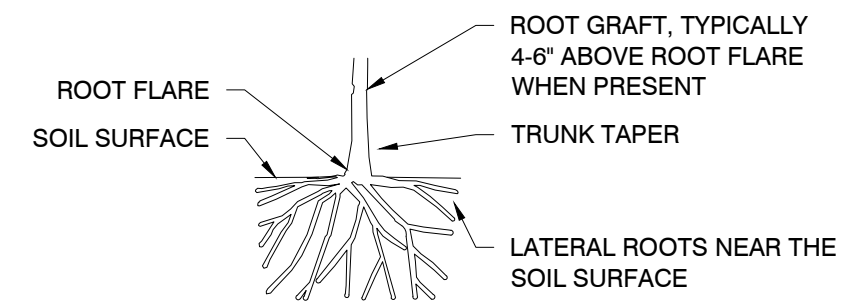


**P-X** TREE IN RAIN GARDEN  
1/2" = 1'-0"

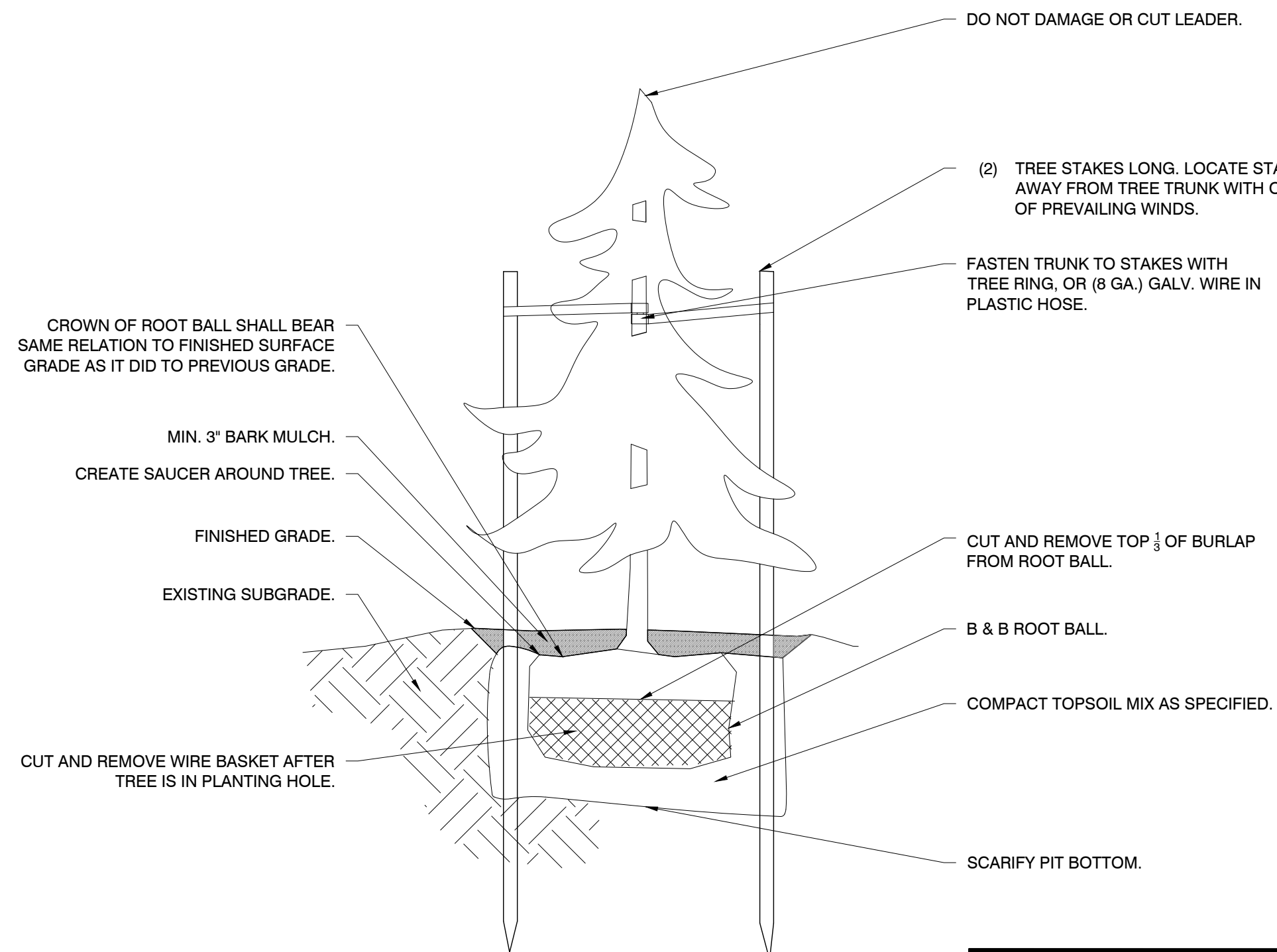
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DRAWN BY: DRAFTSMAN	
CHECKED BY: ARCHITECT	<b>RAIN GARDEN</b>
PROJECT NO: PROJECT_#	<b>V-101E</b>







ROOT FLARE DEFINITION



**NOTES:**

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

DATE: DRAWING DATE	STREET TREE PLANTING
DRAWN BY: DRAFTSMAN	
CHECKED BY: ARCHITECT	CONIFER
PROJECT NO: PROJECT_#	V-101F

