



**City of Spokane  
Citizen Advisory Committee to the  
Urban Forestry Tree Committee**

3 p.m. Tuesday, September 5, 2023  
Hybrid in-person and WebEx virtual meeting  
Katie Kosanke - Urban Forester

**Committee Members:**

- X Kris Neely – Chair
- X Tim Kohlhauff
- X Beth LaBar
- Guy Gifford – (Absent – Excused)
- X Toni Sharkey
- Catherine Olsen – (Absent – Excused)
- Cindy Deffe – (Absent – Excused)
- X Joe Zubaly
- X Matt Stewart
- X Justyce Brant
- Ben Kappen – (Absent – Excused)
- X Paul Lower

**Parks Staff:**

Katie Kosanke  
Karin Cook  
Kris Behr  
Angel Spell (Arrived 3:16 p.m.)

**Guests:**

Nancy MacKerrow

## MINUTES

The meeting was called to order at 3:07 p.m. by committee chair Kris Neely who opened the meeting with introductions.

**Approval of Minutes:** The minutes from June 2023 and August 2023 were approved.

**Discussion Items:**

1. Ceremonies, Appointments, Announcements

- None

**Public Comments:** Nancy MacKerrow advised the Susie Trail has been completed and there will be a ribbon cutting later this month. She encouraged everyone to come to the ribbon cutting and said the Girl Scouts will be providing cookies.

**Standing Report Items:**

1. Community Assembly – No report.
2. Staff Report - Katie Kosanke provided the staff report.

A major section of the Susie Trail has been completed; more sections will be completed in future years. Some striping on the street still needs to be done and a connection at the Fish Lake Trail. Cable 5 did a nice piece about the Susie Trail project and the Susie Forest, and it is being aired on Cable 5 and online.

The UF Specialist has returned from being out for 6 weeks. Katie will continue to complete all field work at this time. Development and Engineering items are caught up and there was no delay in completing the items, even with staff absences.

SpoCanopy plantings will be done with the help of volunteers on October 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup>. Katie invited the committee members to volunteer and help plant street trees if they would like to assist. A portion of the tree plantings will be contracted out. A request has gone out to tree services regarding planting approximately 50 street trees and possibly a few in the parks in October.

Another 20 Susie Forest trees, donated by Nancy MacKerrow, will be planted along Park Blvd in northwest Spokane on October 5<sup>th</sup> at noon. Committee members can volunteer to assist with these plantings if they are interested. Fourteen trees will be planted by volunteers. UF staff will plant several larger trees in advance.

A community fuels reduction volunteer event will take place along Summit Blvd in the West Central neighborhood on September 27<sup>th</sup>.

Urban Forestry is looking into a new tree inventory software program. The current software being used is outdated and the new inventory software would be a great benefit for the program. The new software would provide an ease of data collection, creation of tree scopes of work for engineering projects, benefits calculations built-in, canopy projections, and more. Volunteers could also collect helpful tree information from any device such as a cell phone or tablet.

Urban Forestry took part in wastewater and stormwater conversations. A study is being done by a consultant on wastewater and stormwater overall in the city and green infrastructure was a big part of that conversation. UF continues to advocate for planting more trees and taking care of the trees we currently have so they live longer and provide benefits such as storm water mitigation for longer.

A substantial tree order is underway for SpoCanopy trees, new and replacement park trees, donation trees and some additional trees to replenish the UF holding nursery.

The Police Department has asked UF to provide a tree appraisal for trees destroyed and damaged at Finch Arboretum where a fire took place in August.

Steve Nittolo is putting together planting plans for all the golf courses for next year for new and replacement trees.

UF has hired a great temp seasonal crew member who came from Park Operations.

The crew is working on many different tasks throughout the parks including clearance pruning. Some work will soon be done by UF and park operations along the Centennial Trail. Tree work is taking place at Downriver Golf Disc Course including some routine thinning and minor pruning.

Volunteers will help with clearing and dragging some of the brush and assist with some of the smaller tasks.

The engineering project in the area is wrapping up. Stormwater that used to go directly into the river will no longer be able to reach the river, as there are some big swales that will capture a good portion of the stormwater.

Pruning is being done at Friendship Park. Some reactive work is being done. Removal of dead trees at Underhill Park has been completed and removal of several other dead trees at additional park areas will take place soon.

## **Old Business:**

### **1. Downtown Educational Program Update – Katie Kosanke**

Staff recently met with City Council rep Cathcart, the Interim City Administrator, DSP, and the Riverside Neighborhood to discuss issues with downtown trees. Research will be conducted to find out why there is such a problem with downtown trees. DSP will be sending out a survey to members of the business district to better understand the cause of tree issues downtown. The survey will help to better understand the issues and help to determine solutions to the issues. The Council Member indicated either someone else should take care of fixing the problems, or there needs to be a strong enforcement for abutting property owners to take action – since they are responsible for the care and maintenance of the street trees.

An education program has been started. Katie has given water bags to DSP and the Clean Team is handing the bags out to locations where trees may need water. Also, watering brochures and instructions on filling the water bags were provided. Irrigation could be an issue in many locations where trees have declined.

Another meeting will be scheduled to talk about additional steps and to discuss a possible grant project through Washington Department of Urban and Community Forestry. UF and DSP could look at partnering together in a cost share program which would assist abutting property owners in replacing dead trees.

Katie will schedule a meeting for the sub-committee to meet and discuss the downtown tree issues with DSP.

### **2. SpoCanopy and Expo Update – Justyce Brant**

Katie is working on securing the trees for the Fall SpoCanopy planting and has sent out bid documents to contractors for fall planting.

Justyce has contacted all the residents who have requested a SpoCanopy tree to let them know they have been approved to receive a tree and to start the utility check process. Utility checks will take place in September. The residents are excited to have the trees planted. By the end of Fall, 100 new trees will be planted. The species Katie selected to be planted are Harvest Gold linden,

Emerald Sunshine elm, American yellowwood, and ginkgo. There are currently 112 planting locations, however that number will likely decrease after utility checks due to underground utility conflicts, overhead powerlines, right-of-way issues, spacing issues, etc.

The volunteer planting dates will be October 17<sup>th</sup> – 19<sup>th</sup>. Volunteers will plant 21 trees on October 17<sup>th</sup> in the Garfield Emerson neighborhood, 17 trees on October 18<sup>th</sup> in the Nevada Heights and Bemiss neighborhoods, and 13 trees on October 19<sup>th</sup> in the North Hill neighborhood.

Quite a few volunteers have signed up, including two school groups: On-Track Academy and Mica Peak. The student and teacher volunteers from the schools plan to assist with planting efforts all three days.

A meeting is scheduled for next week to discuss SpoCanopy scale up opportunities for the Expo Celebration. Justyce will have more information to share at the next meeting.

## **New Business:**

### **1. [Engineering Design Standards and Planting Details](#) – Katie Kosanke**

A consultant was hired to review the current Design Standards which determines the distances trees can be planted away from objects – such as underground utilities in the public right of ways. The consultant found that currently Spokane has one of the most restrictive planting offset distances from utilities in the country. This has resulted in having very few places to plant trees, or not being able to plant required trees at all in some areas due to narrow lots in new neighborhoods which are being constructed. Conflicts with utilities such as water and sewer are typically unlikely now due to new materials being used for utilities. The consultant recommended a change to many of the planting distances from utilities and other site features.

The Engineering Design Standards is an Engineering Department document and will take time for the proposed changes to be made. In the interim, the Public Works Department created a [Memorandum of Understanding \(MOU\)](#) which will allow less restrictive planting distances near city water and sewer utilities for new construction. The MOU allows a planting distance of 5 feet offset rather than the current distance of 15 feet.

The consultant also reviewed the current Planting Details. The consultant conducted research across the nation and found no controversy over the planting depth and where the root flare is located. Urban Forestry staff created a planting video to provide more education for tree services and landscapers about proper planting.

One major change to the Planting Details is the overall look of the document. Another significant change is an allowance for ball and burlap trees in rare cases where the root ball is not staying intact, it will now be allowed for the bottom one third of the basket and burlap to remain on the tree. This is consistent with ISA National Standards.

The UFTC and UFCAC will review the documents and are asked to provide comments over the next couple of weeks. In one to two months, the documents will be brought back to the committee as an action item for adoption consideration. This will give committee members a chance to review and provide feedback. The consultant has also solicited feedback from local Landscape Architects and other interested parties.

There is a standard planting detail for a typical planting strip between the curb and the sidewalk, and in addition new details for other planting scenarios including when planting in tree grates, on a slope, in a rain garden, and also a conifer planting detail.

The previous V-101 planting detail was adopted in 2015. Changes to the updated document include a new refreshed look and updates made based on many stakeholder meetings as directed by the department Director. The documents do need to be approved through the Engineering Department and can be inserted into standard details by their department.

**Other Program Ideas:** None.

**Adjournment:** The meeting was adjourned at 3:40 p.m.

The next regularly scheduled meeting is 3 p.m. October 3, 2023.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Urban Forestry Tree Committee				
<b>Committee meeting date</b>	09-05-2023				
<b>Requester</b>	Katie Kosanke	<b>Phone number:</b> 509-363-5496			
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input checked="" type="radio"/> Discussion	<input type="radio"/> Information	<input type="radio"/> Action	
<b>Type of contract/agreement</b>	<input type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease	<input checked="" type="radio"/> Amendment/change order	<input type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)					
<b>Item title:</b> (Use exact language noted on the agenda)	Engineering Design Standards and Planting Details (Review and Discussion)				
<b>Begin/end dates</b>	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended		
<b>Background/history:</b>	<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>				
<b>Motion wording:</b>	n/a				
<b>Approvals/signatures outside Parks:</b>	<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:			
<b>Distribution:</b>	Parks – Accounting Parks – Sarah Deatrach Requester: Grant Management Department/Name:				
<b>Fiscal impact:</b>	<input type="radio"/> Expenditure	<input type="radio"/> Revenue	Budget code:		
Amount:	n/a				
<b>Vendor:</b>	<input type="radio"/> Existing vendor <input type="radio"/> New vendor				
<b>Supporting documents:</b>	<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

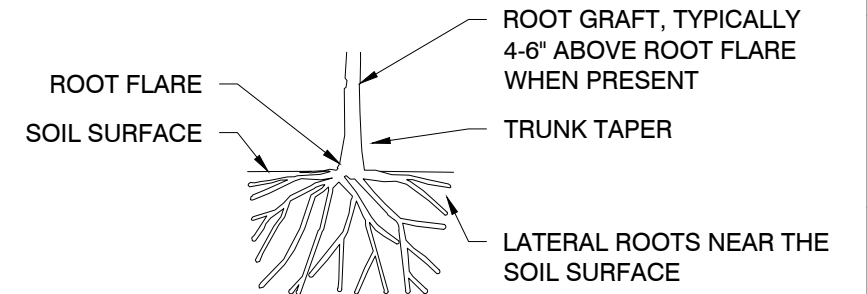
(3") DEPTH MINIMUM MULCH AS SPECIFIED. KEEP MULCH (3") AWAY FROM THE TRUNK. TYPICAL.

(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

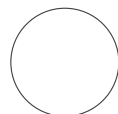
BACKFILL WITH NATIVE SOIL (OR AMEND PER PLANS & SPECS). BACKFILL IN (6") LIFTS, WATER SETTLE BETWEEN LIFTS TO REMOVE AIR POCKETS. SECOND WATERING SHALL BE WITHIN 24HRS.



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.



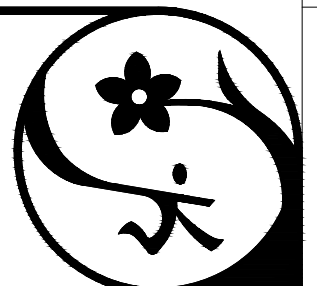
**STREET TREE PLANTING**

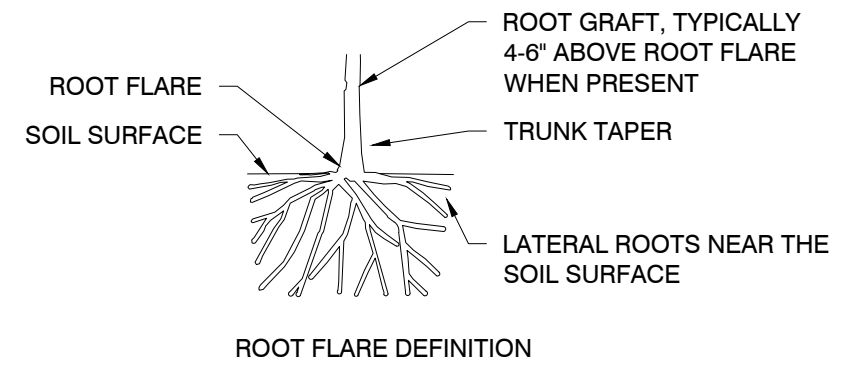
1/2" = 1'-0"

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**STREET TREE PLANTING**

**V-101A**



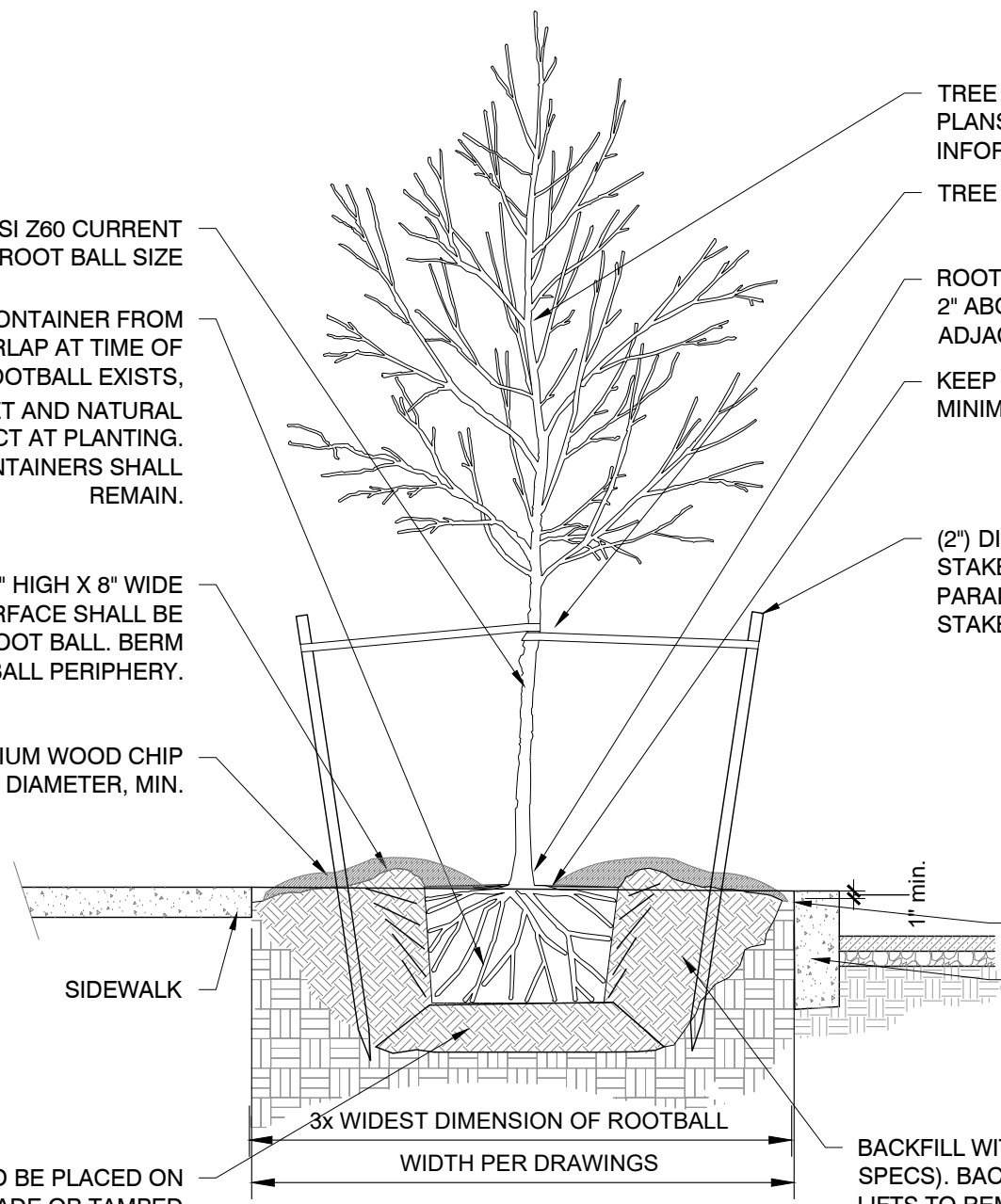


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3" MEDIUM WOOD CHIP 60" DIAMETER, MIN.



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

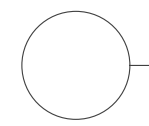
WIDTH PER DRAWINGS

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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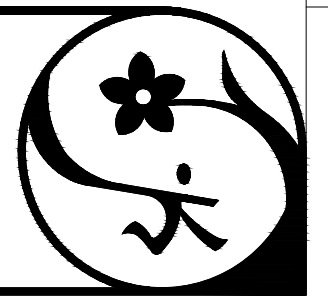


**STREET TREE WITH CURB AND SIDEWALK**

1/2" = 1'-0"

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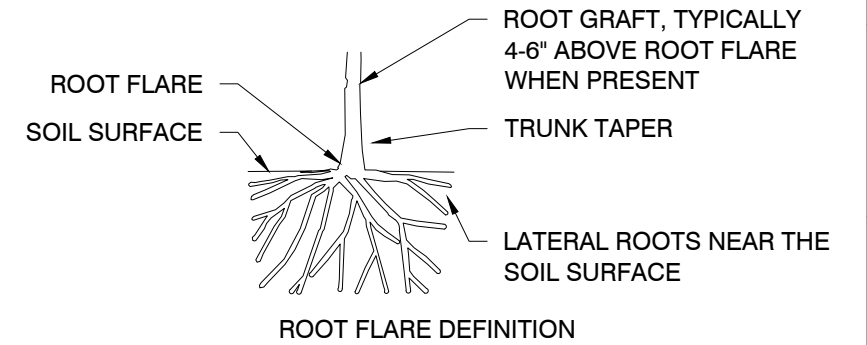
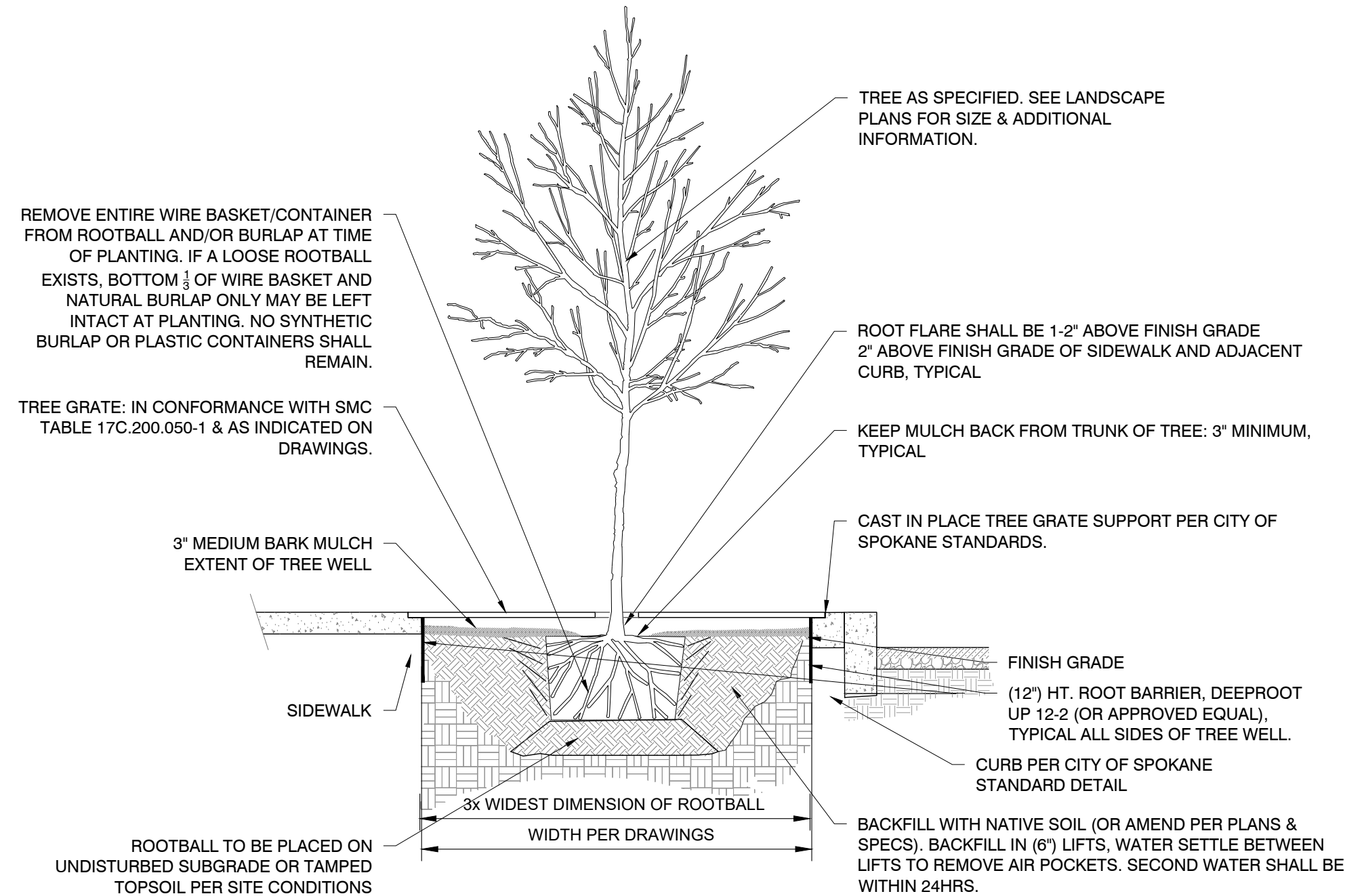
STREET TREE WITH  
CURB AND SIDEWALK  
**V-101B**





# 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.



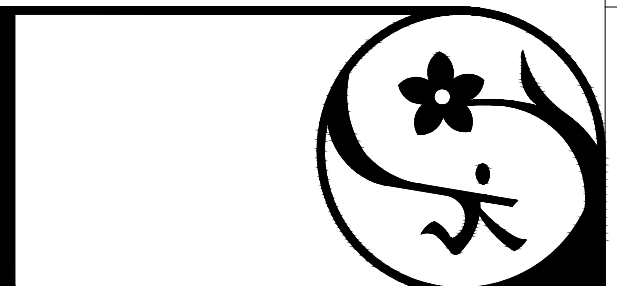
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10. TREE IRRIGATION: TREES TO BE IRRIGATED WITH TWO (2) MINIMUM 25 GPM BUBBLERS IN DIAGONAL CORNERS OR APPROVED EQUAL.

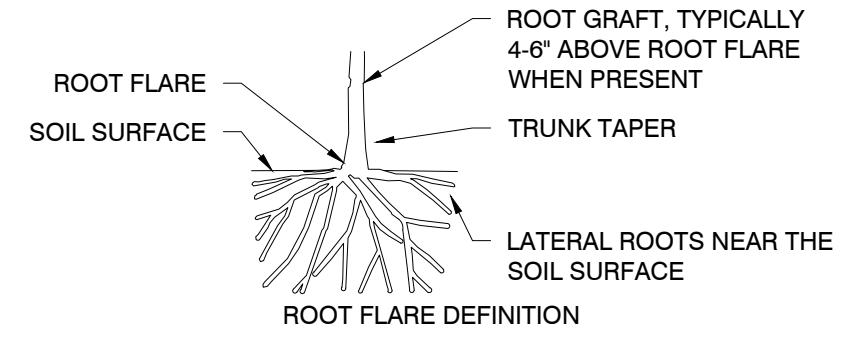
**TREE WITH TREE GRATE**  
1/2" = 1'-0"

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DRAFTSMAN  
CHECKED BY:  
ARCHITECT  
PROJECT NO:  
PROJECT\_#

**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.

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 MAY BE LEFT INTACT AT PLANTING. NO SYNTHETIC BURLAP OR PLASTIC CONTAINERS SHALL REMAIN.

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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

(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.

2x WIDEST DIMENSION OF ROOTBALL

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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.

**P-X TREE PLANTING ON SLOPE**

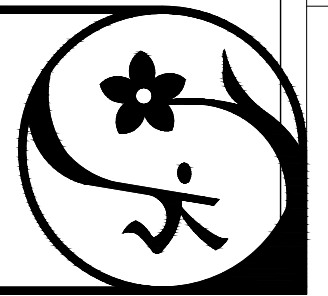
1/2" = 1'-0"

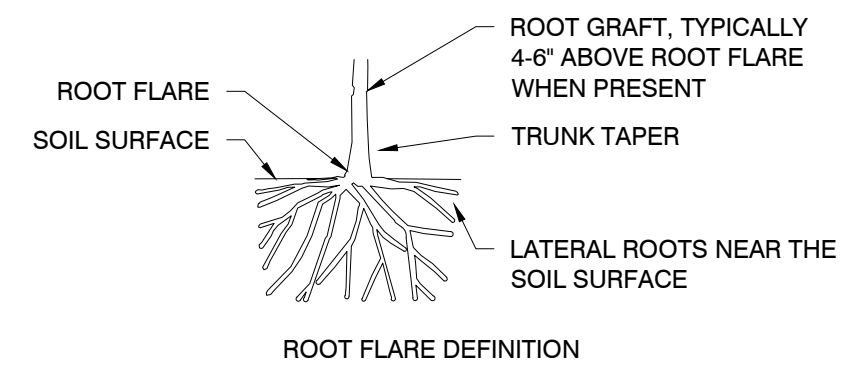
DATE:	
DRAWING DATE	
DRAWN BY:	DRAFTSMAN
CHECKED BY:	ARCHITECT
PROJECT NO:	
PROJECT_#	

**STREET TREE PLANTING**

SLOPE

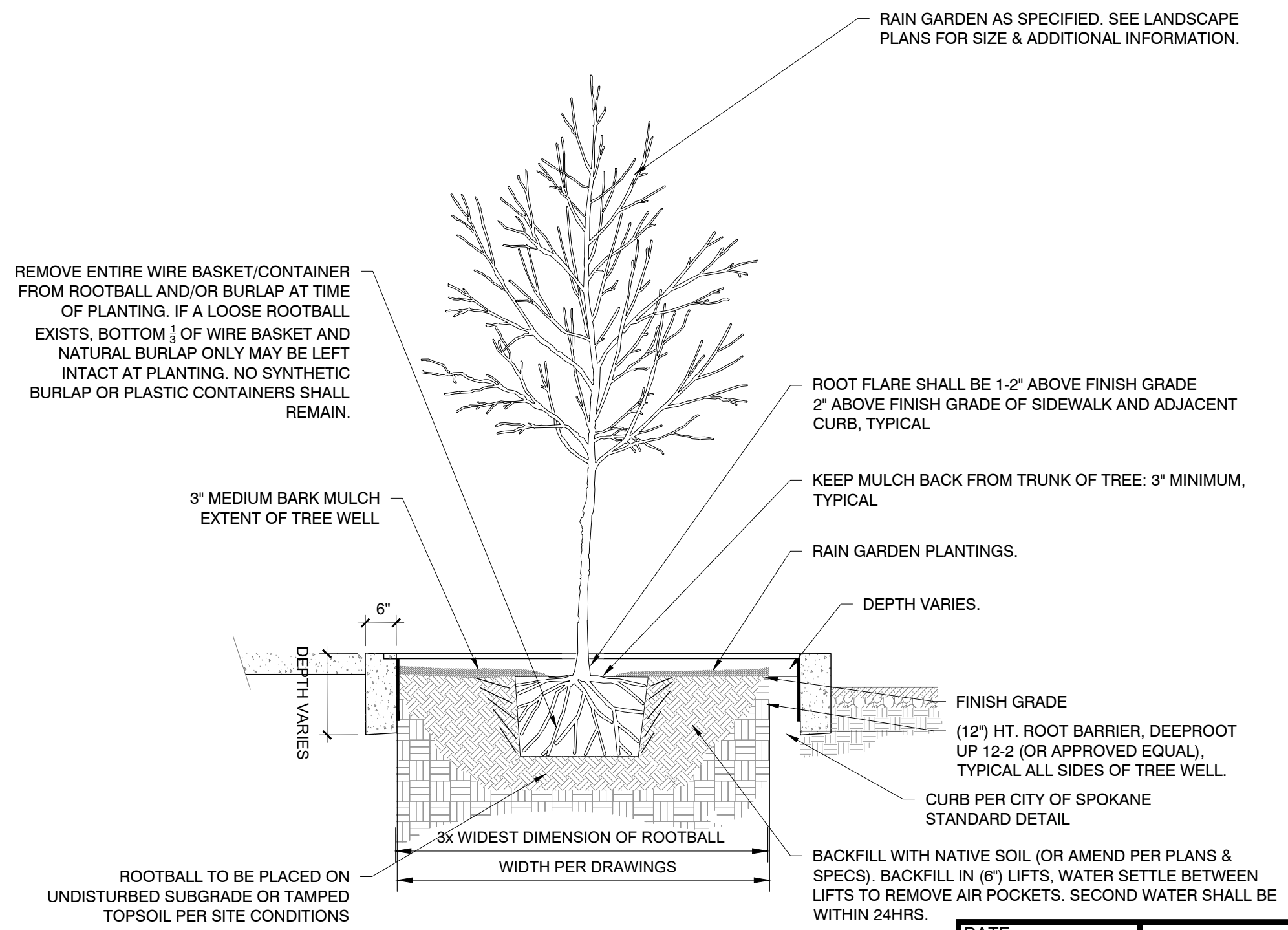
V-101D





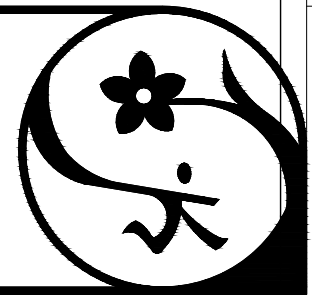
**NOTES:**

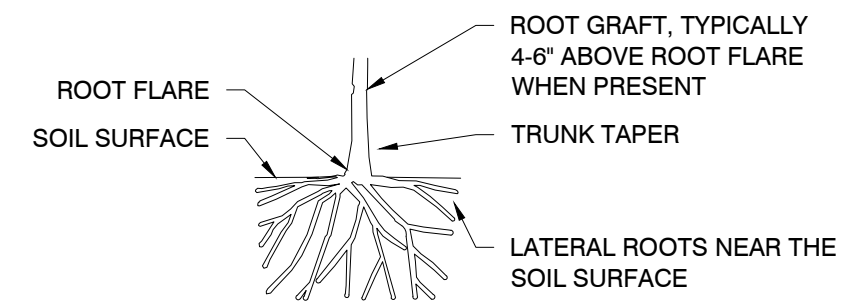
1. ALL PUBLIC STREET TREE PLANTINGS SHALL REQUIRE A CITY OF SPOKANE 'PUBLIC TREE PERMIT' BE SUBMITTED BY A CITY OF SPOKANE APPROVED ISA CERTIFIED ARBORIST A MINIMUM OF (10) DAYS PRIOR TO SCHEDULED PLANTINGS.
2. ANY SUBSTITUTIONS OF PUBLIC STREET TREES SHALL REQUIRE WRITTEN APPROVAL AND AUTHORIZATION 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.
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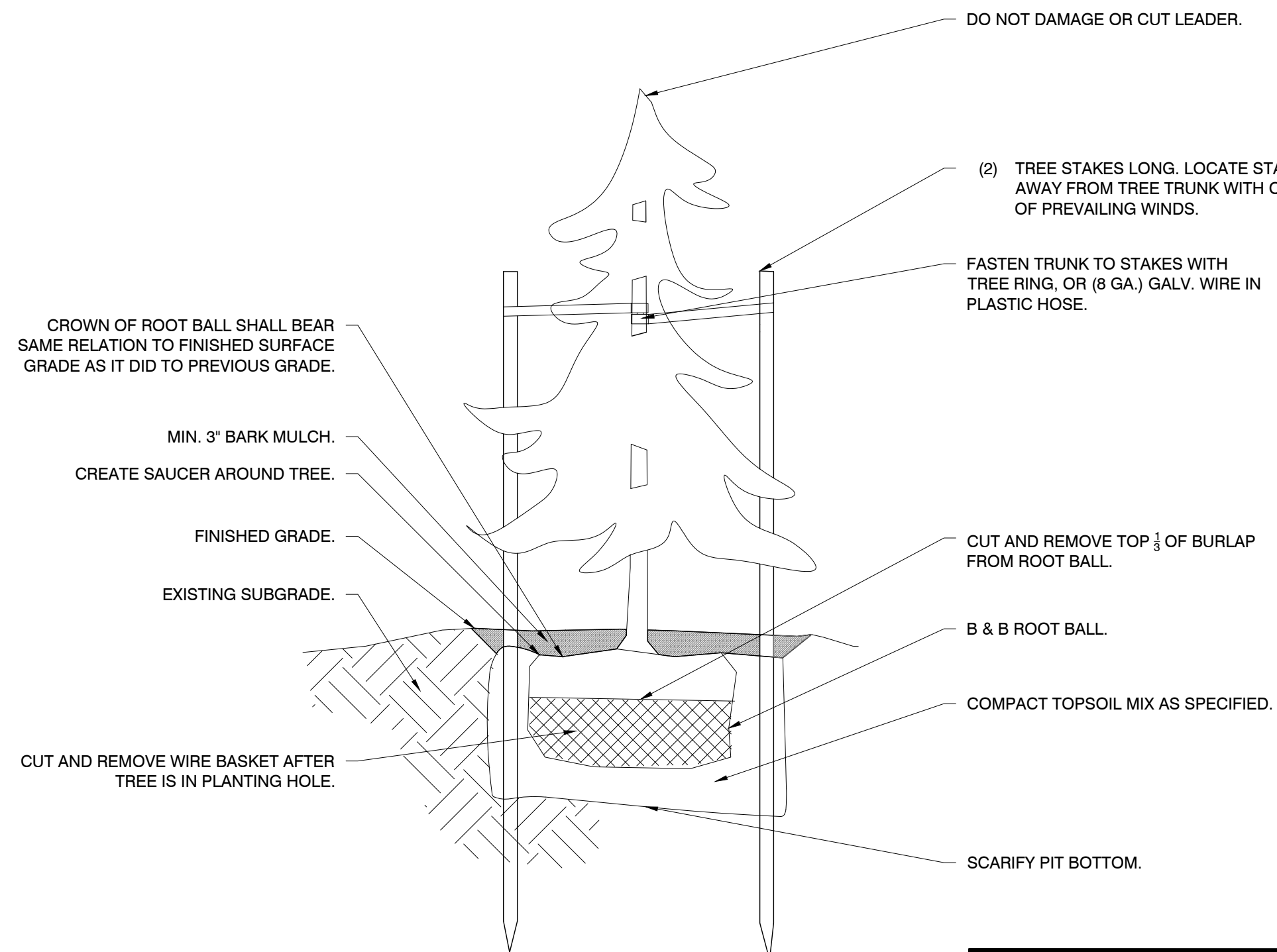
**P-X** TREE IN RAIN GARDEN  
1/2" = 1'-0"

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





ROOT FLARE DEFINITION



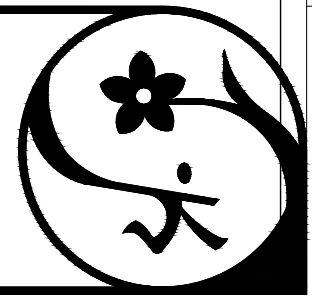
**NOTES:**

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.
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**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



RECEIVED

AUG 02 2023

OPR # OPR 2023-0822



City of Spokane  
CITY CLERK'S OFFICE  
Minor Contract Summary

Cross Ref \_\_\_\_\_

Destruct Date \_\_\_\_\_

Clerk's Dist. \_\_\_\_\_

Incomplete submissions will be returned to the Department until all requirements are met.  
(Summary to be printed on blue paper)

Department Name Planning and Economic Development

New Contract

Department Project # \_\_\_\_\_

CR # \_\_\_\_\_

Date: August 2, 2023

Contractor/Consultant

Name: The City of Spokane Public Works Department

Address: 808 W Spokane Falls Blvd.

Remittance Address: same

City, State, Zip: Spokane, WA 99201

City, State, Zip: \_\_\_\_\_

Summary of Services

This is an agreement between the City of Spokane Planning and Economic Development Department and the City of Spokane Public Works department to allow street trees to be planted with a 5' separation from water and sewer services until the Engineering Design Standards revision is officially updated and adopted by City Council.

Amount: 0

Budget Code: N/A

Maximum Amount: 0

Beginning Date: 8/2/2023

Expiration Date: \_\_\_\_\_

Open-Ended:

n/a  
n/a  
n/a  
n/a  
n/a  
n/a

- Quotes (per Purchasing Policy to be kept on file in Dept.)
- Insurance Certificate (attach to the contract)
- City Business Registration (attach verification that a current business license number exists)
- If Public Works Contract, Contractor has been notified of State Law requirements.
- Grant Related (if the contract is grant related, the Grants Management Department must sign below)
- Vendor is already set up for ACH payments or the *Accounts Payable Vendor ACH Enrollment Form* has been submitted to Accounting. Do not attach ACH form to the contract documents.

Department Verification Statement: My signature below verifies that all documentation has been completed.

Requestor/Verifier/Contact: \_\_\_\_\_

Funds are available in the appropriate budget account

Accountant [Signature]  
Signature

08/02/2023  
Date

Department Head [Signature]  
Signature

8/2/23  
Date

Other [Signature]  
Signature

8/2/2023  
Date

Grants Mgt. (if applicable) N/A  
Signature

\_\_\_\_\_  
Date

Distribution List

Contractor E-mail: mfeist@spokanecity.org (Public Works) Contract Accounting

Dept. Contact E-mail: sgardner@spokanecity.org (Planning) Taxes and Licenses

tpalmquist@spokanecity.org \_\_\_\_\_

jrichman@spokanecity.org \_\_\_\_\_





City of Spokane

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF SPOKANE PUBLIC WORKS DEPARTMENT AND  
CITY OF SPOKANE PLANNING AND DEVELOPMENT SERVICES**

**THIS MEMORANDUM OF UNDERSTANDING** is made by and between The City of Spokane Public Works Department and the City of Spokane Planning and Development Services, both of the municipal corporation located at City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201.

**WHEREAS**, Spokane's Public Works Engineering Design Standards document establishes standards for tree planting requirements and planting placement separations from objects such as underground utilities within the public right-of-way along streets; and

**WHEREAS**, both departments are in agreement current Design Standards are unnecessarily restrictive for street tree planting and are not consistent with other cities' standards across Washington State and cities across the nation; and

**WHEREAS**, the risks tree roots pose to newly installed utilities materials is low and the risk of damages to trees from utility repairs is limited as means and methods of possible repairs have advanced; and

**WHEREAS**, Engineering Design Standards will be undergoing changes to many sections including amendments to tree planting separations, but the revision will take some months to complete; and

**WHEREAS**, required street trees must be allowed in the short term until the Engineering Design Standards are updated to allow street trees to be planted for current development requirements and other plantings to avoid creating environmental injustices by prohibiting trees and canopy cover; and

**WHEREAS**, The City of Spokane is experiencing a housing crisis and is working to lower barriers to smaller, more affordable housing types often with smaller lot sizes which should accommodate street tree planting; and

**WHEREAS**, trees reduce the erosion by wind and water of our precious topsoil, cut heating and cooling costs, moderate the temperature, clean the air and water, produce oxygen, increase the life of our roads, provide habitat for wildlife; and

**WHEREAS**, Trees enhance the economic vitality of business environments, improve human health and well-being and beautify our community; and

**WHEREAS**, the Spokane Municipal Code requires street trees to be planted along all frontages of new construction in all city zoning; and

**WHEREAS**, City of Spokane Sustainability Action Plan outlines the expansion of urban tree canopy to capture more carbon and moderate neighborhood microclimate; and

**WHEREAS**, City of Spokane Comprehensive plan focuses on urban canopy to maintain, improve, and increase the number of street trees and planted areas in the urban environment as well as maintaining and enhancing the urban forest to provide good air quality, reduce urban warming, and increase habitat and to "plant trees along all streets"; and

**WHEREAS**, Spokane Parks and Natural Lands Master Plan supports enhancing natural lands with projects to restore ecologies and build resilience to natural disasters by growing the urban forest to take in carbon and filter particulate matter from the air, provide shade and mitigate the urban heat island effect of hot summers, and provide critical wildlife habitat for feeding, nesting and migration; and

**WHEREAS**, Spokane Municipal Code established the goal of the City of Spokane that thirty percent (30%) of the total land area within the City of Spokane has a healthy and functioning tree canopy coverage by 2030; and

**WHEREAS**, Spokane is one of more than 3,400 communities designated as Tree City USA; and

NOW, **THEREFORE**, based on the foregoing, the parties enter into the following Agreement:

The Public Works Department and City of Spokane Planning and Development Services will allow for required street trees and infill street trees to be planted with a five foot (5') separation from water and sewer services until the Engineering Design Standards revision is officially updated and adopted by City Council.

**Term of Service/Termination.**

This memorandum will remain in effect until standards are updated or as long as both parties see mutual benefit. This memorandum will be re-evaluated by all parties at anytime determined by either party. The standard street tree removal request process will remain in place, unchanged, for any uncommon challenges which may arise.

**Contact Information.** Until further notice, the contacts for the partner organizations will be:

- a. **City of Spokane Public Works:** Marlene Feist, Director of Public Works, 808 West Spokane Falls Boulevard, Spokane WA 99201, mfeist@spokanecity.org, 509.710.9214.

b. **City of Spokane Planning:** Spencer Gardner, Director of Planning Services, 808 West Spokane Falls Boulevard, Spokane WA 9920, [sgardner@spokanecity.org](mailto:sgardner@spokanecity.org) 509.625.6097.

c. **City of Spokane Development:** Tami Palmquist, Director of Development Services, 808 West Spokane Falls Boulevard, Spokane WA 9920, [tpalmquist@spokanecity.org](mailto:tpalmquist@spokanecity.org) 509.625.6157.

Date: Jul 26, 2023 City of Spokane Public Works

By: *Marlene Feist*  
Marlene Feist  
Director

Date: Jul 26, 2023 City of Spokane Planning

By: *Spencer Gardner*  
Spencer Gardner  
Director

Date: Jul 26, 2023 City of Spokane Development

By: *Tami Palmquist*  
Tami Palmquist  
Director

Attest:

Approved as to form:

*Venita Spinks*  
City Clerk

*Janet*  
Assistant City Attorney

















# DESIGN STANDARDS DEVIATIONS MOU (7-25-2023)

Final Audit Report

2023-07-26

Created:	2023-07-26
By:	Ryan Benzie (rbenzie@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOD45XNPES5AFURmz8cvSMQbYvr60G9K7

## "DESIGN STANDARDS DEVIATIONS MOU (7-25-2023)" History

-  Document created by Ryan Benzie (rbenzie@spokanecity.org)  
2023-07-26 - 6:57:34 PM GMT
-  Document emailed to Marlene Feist (mfeist@spokanecity.org) for signature  
2023-07-26 - 6:58:22 PM GMT
-  Email viewed by Marlene Feist (mfeist@spokanecity.org)  
2023-07-26 - 7:39:06 PM GMT
-  Document e-signed by Marlene Feist (mfeist@spokanecity.org)  
Signature Date: 2023-07-26 - 7:46:56 PM GMT - Time Source: server
-  Document emailed to Spencer Gardner (sgardner@spokanecity.org) for signature  
2023-07-26 - 7:46:57 PM GMT
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2023-07-26 - 7:47:11 PM GMT
-  Document e-signed by Spencer Gardner (sgardner@spokanecity.org)  
Signature Date: 2023-07-26 - 7:47:19 PM GMT - Time Source: server
-  Document emailed to Tami Palmquist (tpalmquist@spokanecity.org) for signature  
2023-07-26 - 7:47:20 PM GMT
-  Email viewed by Tami Palmquist (tpalmquist@spokanecity.org)  
2023-07-26 - 8:00:16 PM GMT
-  Document e-signed by Tami Palmquist (tpalmquist@spokanecity.org)  
Signature Date: 2023-07-26 - 8:00:28 PM GMT - Time Source: server

✔ Agreement completed.

2023-07-26 - 8:00:28 PM GMT