



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

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

**Committee Members:**

- X Kris Neely – Chair
- X Tim Kohlhauff
- X Beth LaBar
- X Guy Gifford
  - Toni Sharkey (absent/excused)
  - Catherine Olsen (*resigned*)
- X Cindy Deffe (arrived 3:03 p.m.)
- X Joe Zubaly
  - Matt Stewart (absent/excused)
- X Justyce Brant
  - Ben Kappen (absent/excused)
  - Paul Lower (absent/excused)

**Parks Staff:**

- Katie Kosanke
- Angel Spell (Arrived 3:07 p.m.)
- Sarah Deatrich
- Kris Behr

**Guests:**

- Kaitlin Millender
- Nancy MacKerrow (Arrived at 3:14 p.m.)

**MINUTES**

The meeting was called to order at 3:01 p.m. by committee chair Kris Neely who opened the meeting with introductions.

**Approval of Minutes:** The minutes from September 2023 were approved.

**Discussion Items:**

1. Ceremonies, Appointments, Announcements
  - a. Cadie Olsen, a City of Spokane representative, has submitted a letter of resignation.
  - b. **Kaitlin Millender has submitted a letter of interest.** The Director of Parks has approved the appointment. A vote was taken, and Kaitlin's appointment was unanimously approved.

**Public Comments:**

Nancy MacKerrow reported the Susie Stephens trail was dedicated and already her son has walked the entire trail both in Spokane and in Winthrop on the same day. This Thursday, in commemoration of the 20<sup>th</sup> anniversary of the Susie Forest, 20 trees will be planted (and there will be cookies!)

**Standing Report Items:**

1. Community Assembly – No report.
2. Staff Report - Katie Kosanke
  - a. Phase one of Susie's Trail near Finch Arboretum was recently dedicated. Future sections of the trail will be added in due course.
  - b. A Susie Forest tree planting will take place near Park Blvd. and Euclid this Thursday at noon.
  - c. Fall planting and tree work within the Parks system is ramping up.

## Old Business:

1. **Engineering Design Standards and Planting Details** (Review and Discussion) – Katie Kosanke
  - a. Katie is seeking additional comments within the next few weeks. Katie will compile the comments, make edits, and present a revised policy for approval. The audience for this policy is the tree service companies who are planting trees within the public right-of-way. Katie is proposing minor changes with more clarification because of an earlier stakeholder meeting.
  - b. Joe Zubaly mentioned there are several local frequented nurseries which specify planting details and methodologies conflicting with the City's planting details, causing a dilemma for landscapers and arborists. Joe indicated the city specifications are excellent whereas the specifications from the nurseries are errant at best. He suggests allowing the nurseries to review the plan prior to adoption. Katie agrees an open line of communication should exist but explained that these nurseries were in the initial discussions and stakeholder meetings. A consultant was hired to facilitate discussion and work on the policy due to past input received. He has been doing nationwide research, indicating confirming the standards adopted by the city are consistent with national standards. It appears there were a few local companies who were invited but did not attend or weigh in since the original discussions.
  - c. Katie indicated the contract with the consultant, Michael Terrell, expires in November and she hopes to have this document approved by the committees. The document which falls under the jurisdiction of Engineering, will then be updated, and ready to be adopted by the city within their process timeline.
2. Downtown Educational Program Update – Katie Kosanke

A subcommittee met, discussing educational and/or additional grant programs which Downtown Spokane Partnership (DSP) can pursue. They discussed a possible survey to determine the problems downtown, a mapping and checking of all the public and private water systems and update the overall downtown tree inventory. They discussed a cost-share program with abutting property owners. The next meeting has not been scheduled, but a remote option was requested.
3. SpoCanopy and Expo Update – Justyce Brant

There is a tree planting event in the Emerson-Garfield, Bemis-Nevada Heights, and North Hill neighborhoods on Oct. 17-19. They are working with the neighborhood council of each of these areas and volunteer recruitment is going well. A species survey went out two weeks ago with good response in order to get the trees ordered and delivered in time. There has been discussion with the UFCAC to bolster collaboration and research funding opportunities. On Nov. 4 there will be a Spokane City Neighborhood Council-Neighborhood Summit meeting to which SpoCanopy has proven to be a valuable partner.

## New Business:

1. **Inflation Reduction Act (IRA) Grant Award** – Katie Kosanke
  - a. The Forest Service awarded more than \$1 billion nationally in grant monies to increase equitable access to trees and nature. Urban Forestry (UF) presented their "Tree Equity Spokane" program in June. On Sept. 14, the City of Spokane was awarded \$6 million with a zero match to be used within the next 5 years. Additionally, the Spokane County Conservation District was awarded \$6 million, which also benefits UF.
  - b. The grant requires tree planting, maintenance and educational programs be performed in disadvantaged communities, often overburdened by pollution. The funds will provide an opportunity to plant additional trees as well as maintain and/or remove damaged/diseased trees, which tend to be cost-prohibitive in these areas. According to the federal map, the

majority of Spokane would be included, except for the upper South Hill and Indian Trail area.

- c. Although the original proposal was for \$25 million, most awards were comparable to what Spokane is receiving. Consequently, the project will require alterations and additional funds will be sought. There is an extensive waiting list for individuals who covet this wonderful program. To organize, plan and ensure the monies are spent wisely, the need for a consultant and project employee is being discussed.

**Other Program Ideas:**

The Fall Leaf Fest will be held on October 28<sup>th</sup> at Finch Arboretum with many sponsored goodies. A flyer and invitation will be sent shortly.

**Adjournment:** The meeting was adjourned at 3:57 p.m.

The next regularly scheduled meeting is 3 p.m. October 31, 2023.



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.

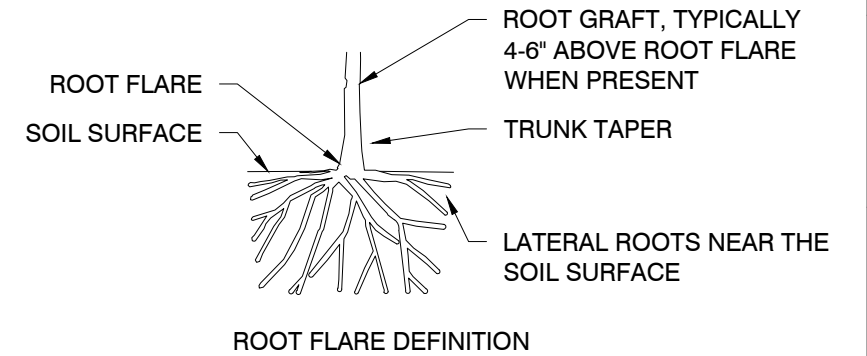
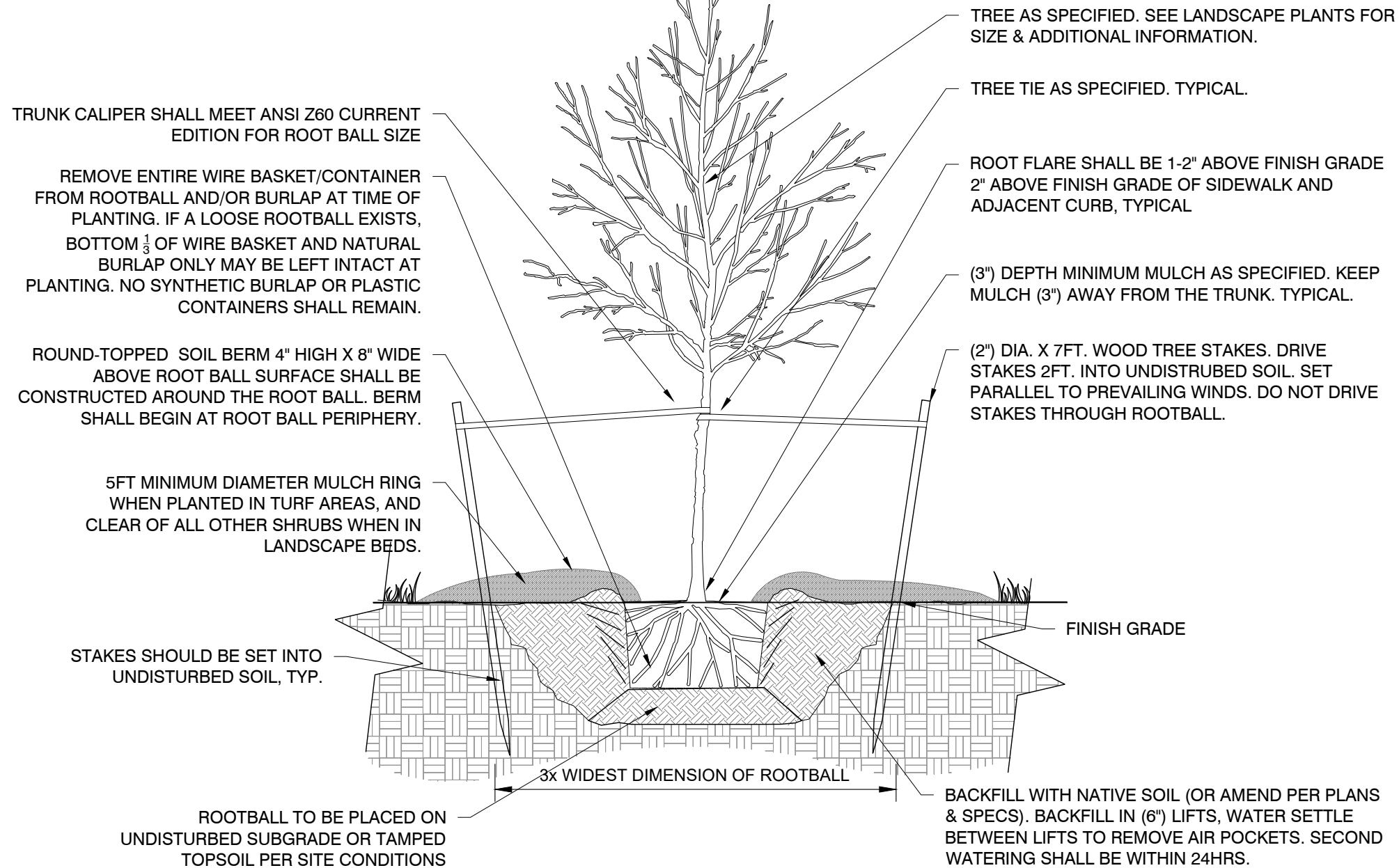
As for my education, I have my M.S. in Environmental Sciences from Oregon State University. To graduate, I completed a detailed environmental justice tree canopy inventory report on Spokane parks. The results highlighted the inequalities caused by diminished tree canopy coverage and what regions to concentrate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

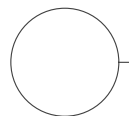
Kaitlin Millender | Environmental Analyst  
City of Spokane | Public Works | Environmental Programs  
(509) 220-3764 | [kmillender@spokanecity.org](mailto:kmillender@spokanecity.org) | [spokanecity.org](http://spokanecity.org)





**NOTES:**

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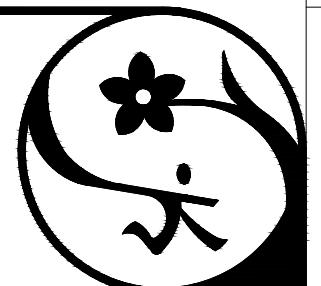
**STREET TREE PLANTING**

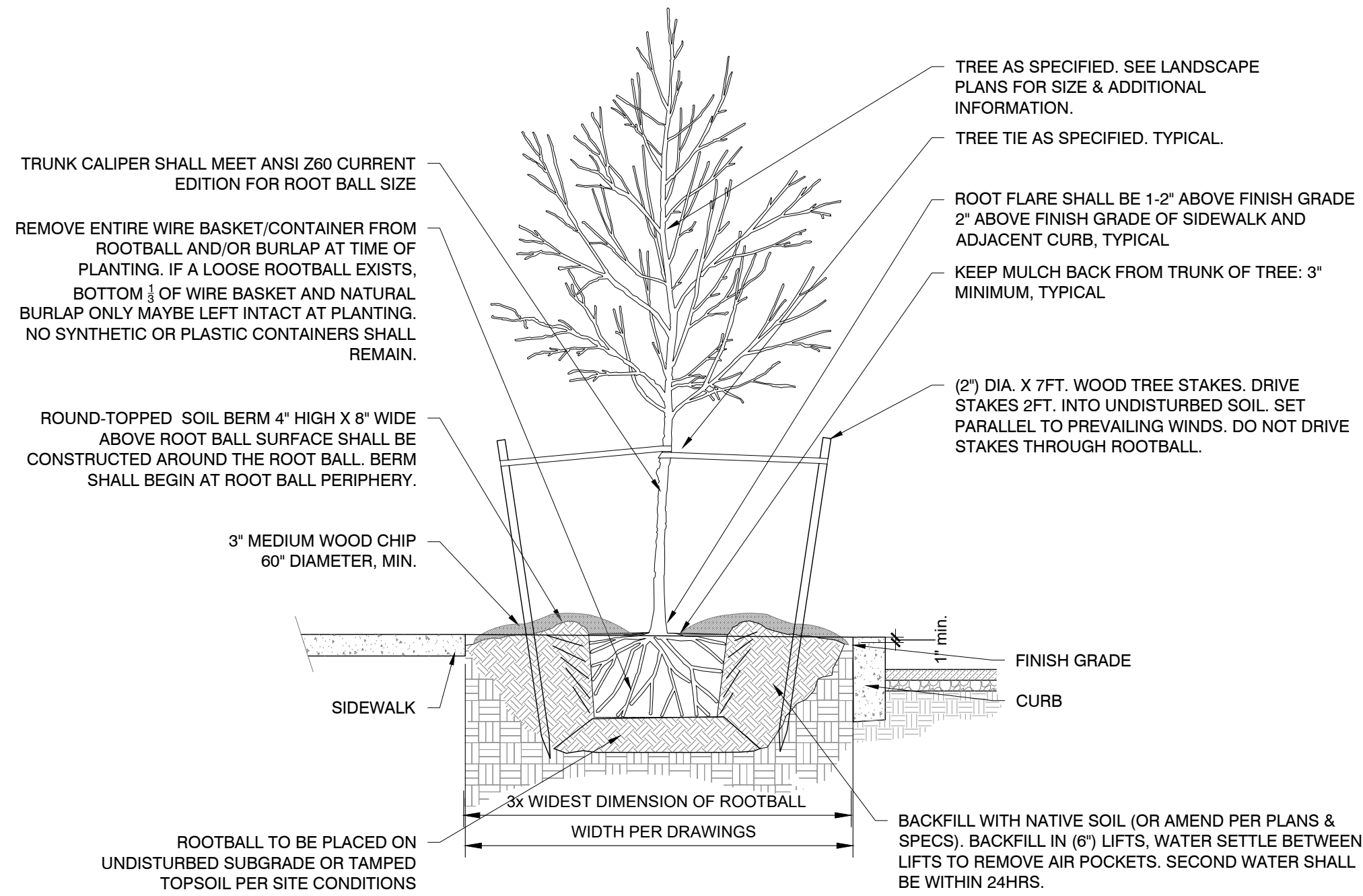
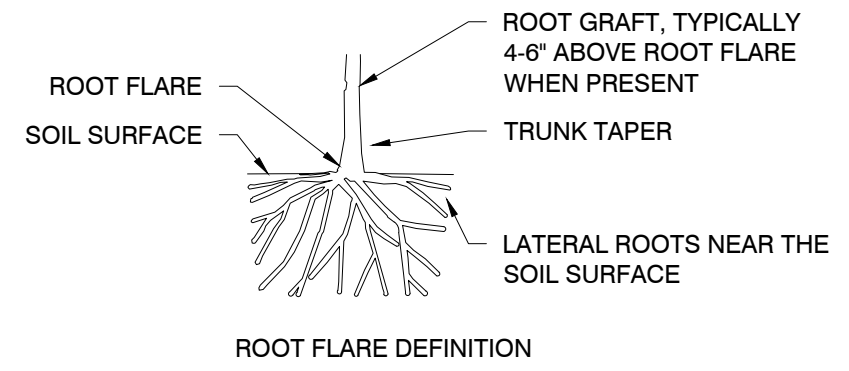
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**STREET TREE PLANTING**

**V-101A**





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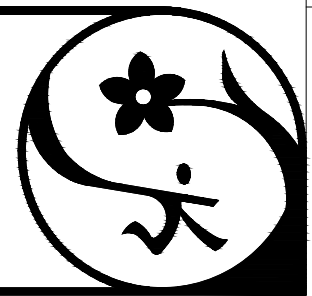
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**STREET TREE WITH CURB AND SIDEWALK**

1/2" = 1'-0"

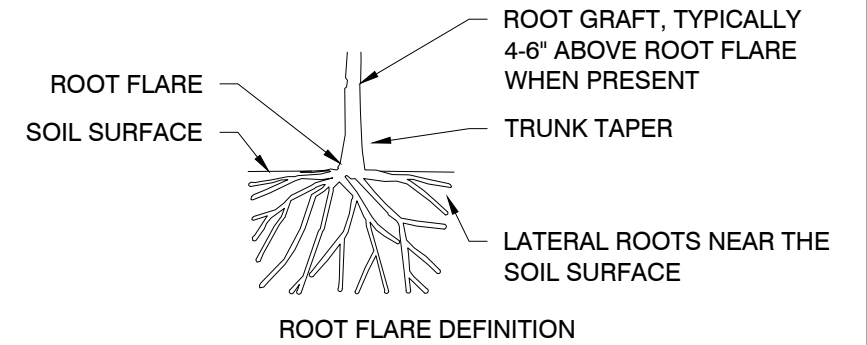
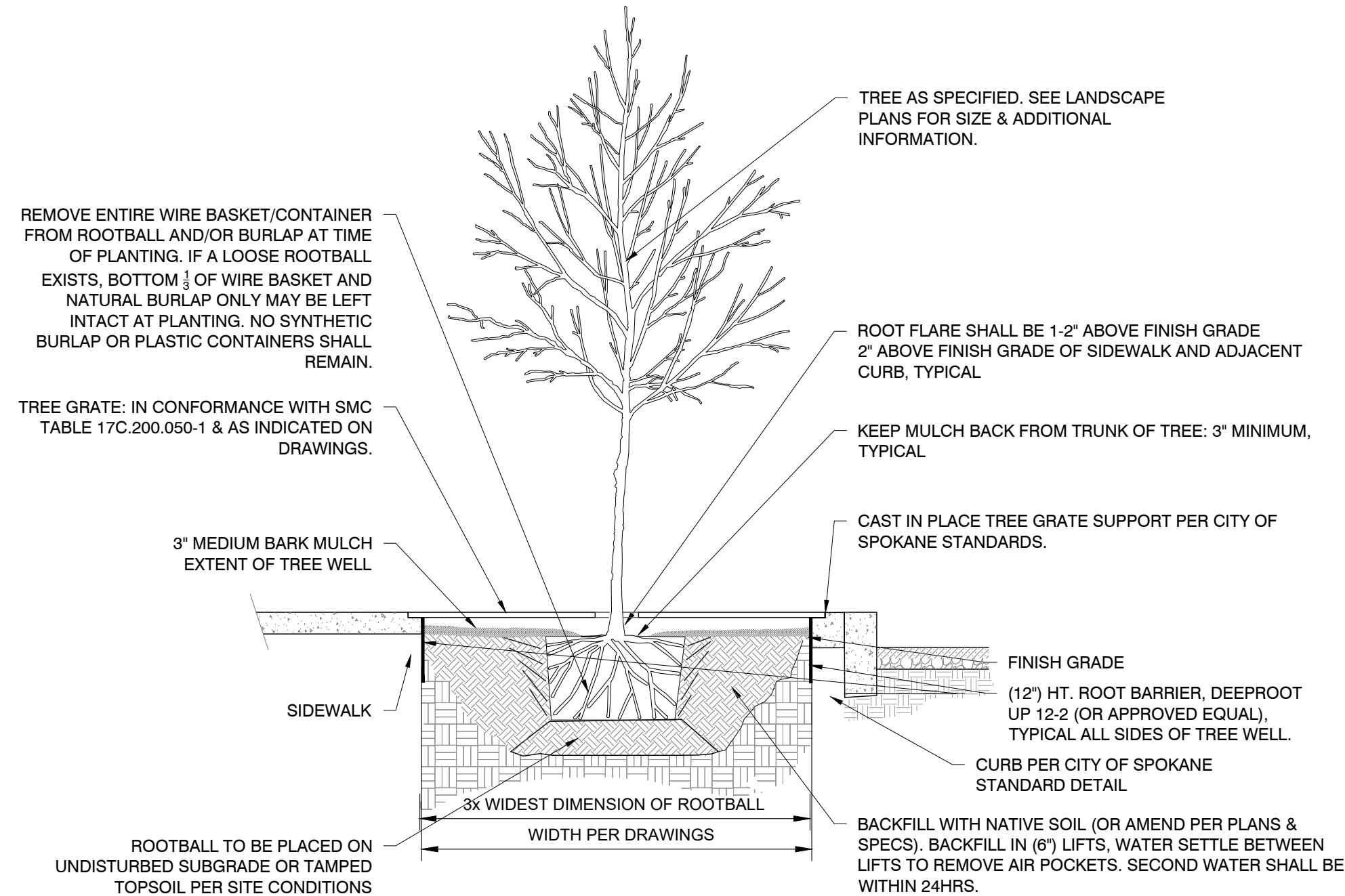
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STREET TREE WITH  
CURB AND SIDEWALK  
**V-101B**



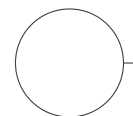
# TREE GRATE NOTES:

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

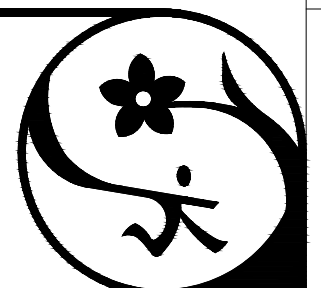
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STREET TREE PLANTING

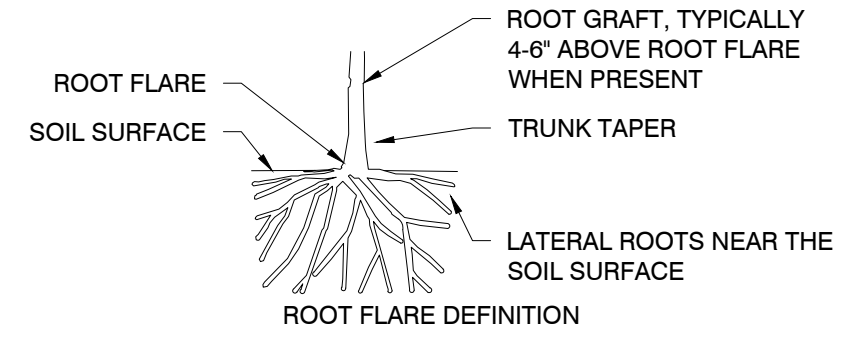
TREE GRATE

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.

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.

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.

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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**P-X TREE PLANTING ON SLOPE**

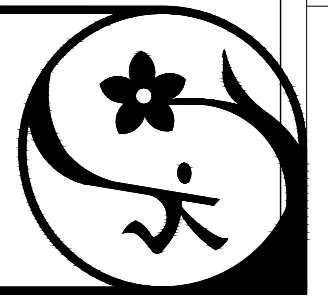
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**STREET TREE PLANTING**

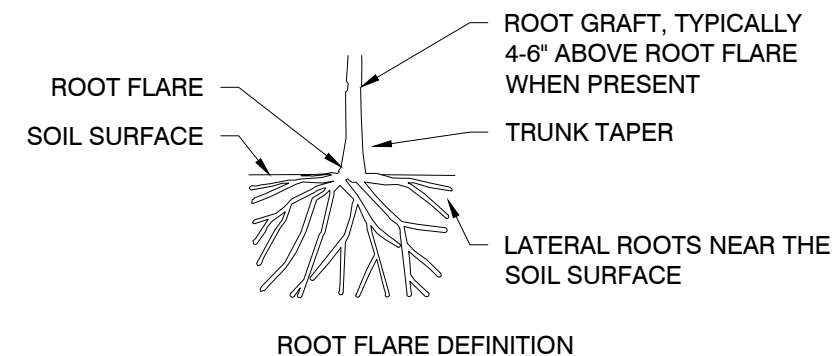
SLOPE

V-101D





RAIN GARDEN AS SPECIFIED. SEE LANDSCAPE PLANS FOR SIZE & ADDITIONAL INFORMATION.



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3" MEDIUM BARK MULCH  
EXTENT OF TREE WELL

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

RAIN GARDEN PLANTINGS.

DEPTH VARIES.

FINISH GRADE  
(12") HT. ROOT BARRIER, DEEPROOT UP 12-2 (OR APPROVED EQUAL), TYPICAL ALL SIDES OF TREE WELL.

CURB PER CITY OF SPOKANE STANDARD DETAIL

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

3x WIDEST DIMENSION OF ROOTBALL  
WIDTH PER DRAWINGS

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P-X

**TREE IN RAIN GARDEN**

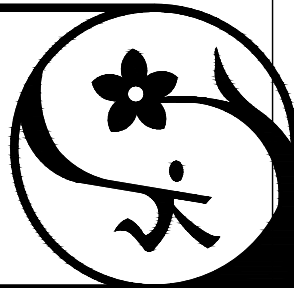
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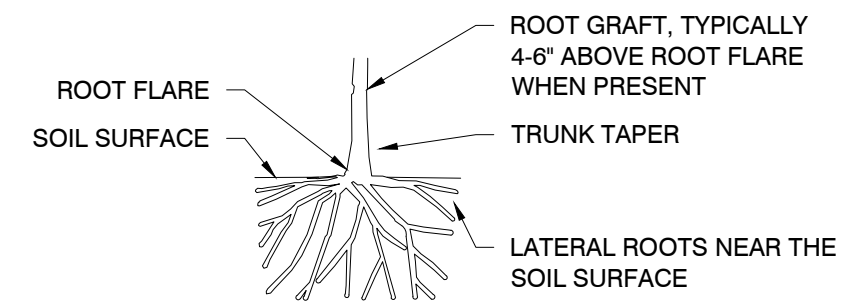
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**STREET TREE PLANTING**

**RAIN GARDEN**

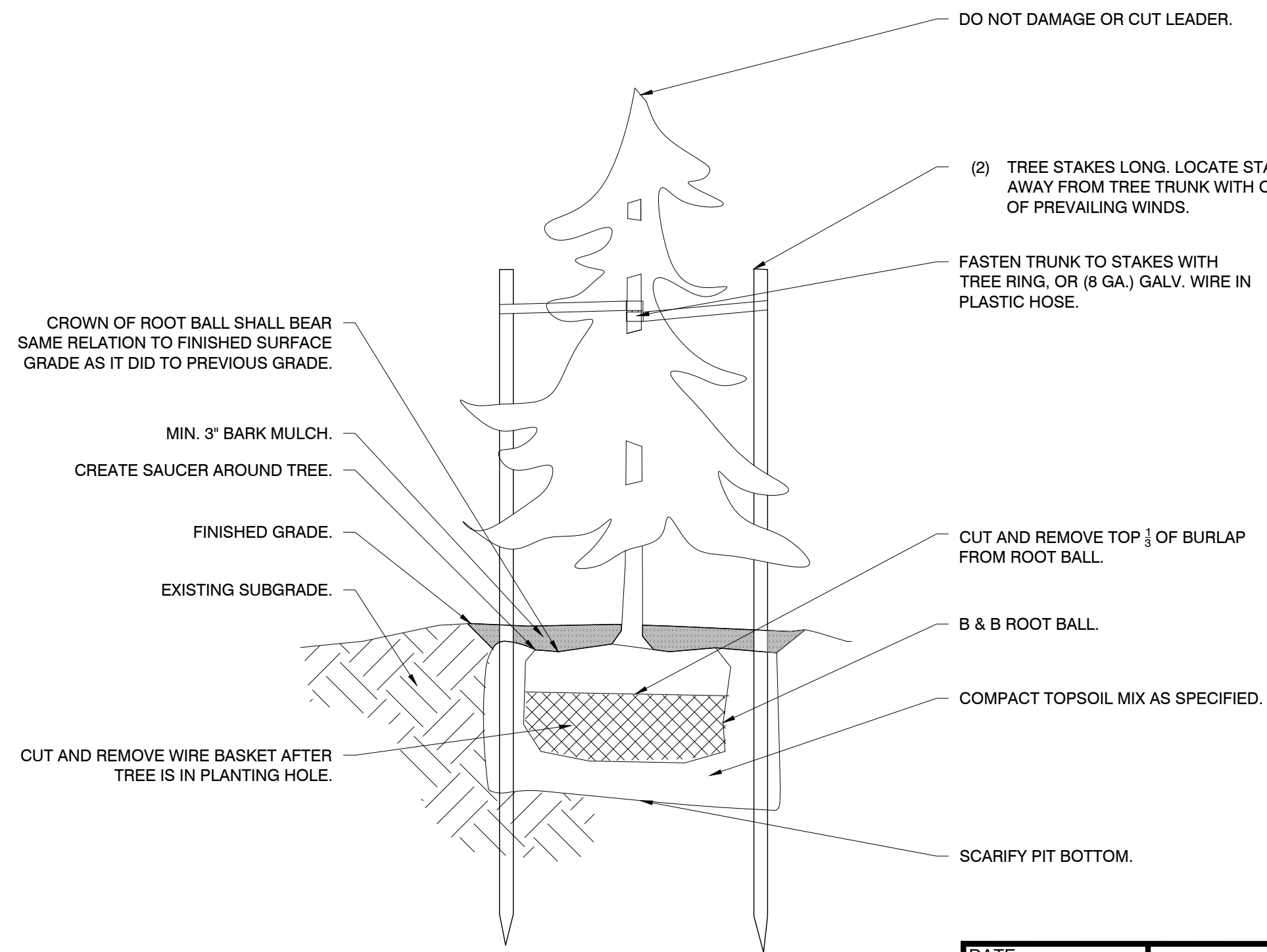
**V-101E**





**NOTES:**

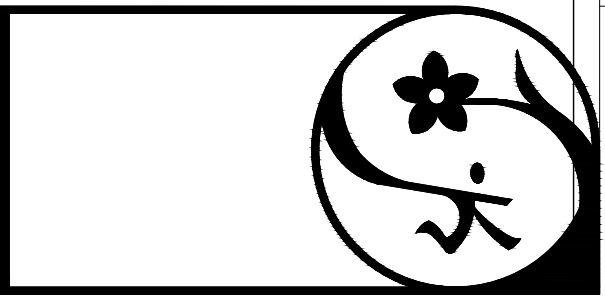
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6. MODIFY ROOTBALL (WHEN NECESSARY) TO EXPOSE ROOT COLLAR/ROOT FLARE, SCARIFY SIDES, SHAVE MATTED ROOTS, PRUNE CIRCLING OR SUCKERING ROOTS, AND/OR OTHER TREATMENTS PER ISA RECOMMENDATIONS & SPECIFICATIONS.
7. TREE TIES & STAKES SHALL BE REMOVED 18-24 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** CONIFER TREE  
1/2" = 1'-0"

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

**STREET TREE PLANTING**  
**CONIFER**  
**V-101F**



# Inflation Reduction Act

## Urban and Community Forestry Grant UF Committees October 3, 2023

[Return to minutes](#)



# IRA Urban and Community Forestry Grant

## 1+ Billion in Nationwide Investments

- ▶ Applied June 1, 2023
  - ▶ Quick Application Period (announced in late April)
  - ▶ Our Application - Tree Equity Spokane
    - ▶ Proposed to plant trees, provide urgent needed maintenance + educational programs
      - ▶ Street trees, park trees, school property trees
- ▶ Within the boundaries of the City of Spokane and on City properties. All tree planting and maintenance work must be performed in disadvantaged communities that are marginalized, underserved, and overburdened by pollution and underinvestment, as identified on a Federal Map (GRANT REQUIREMENT)
- ▶ Letters of support from Mayor/Administration, various City Council members, Park Board, Various Committees, Public Lands Commissioner Hilary Franz & more

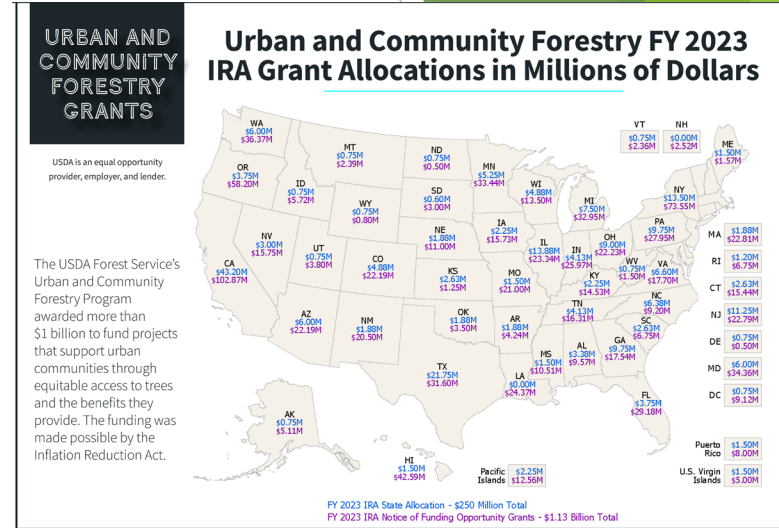


# IRA Urban and Community Forestry Grant

- ▶ Awards Announced September 14, 2023
  - ▶ City of Spokane Application - Tree Equity Spokane
    - ▶ Proposed to plant trees, provide maintenance + educational programs

**City of Spokane Award  
\$6,000,000**

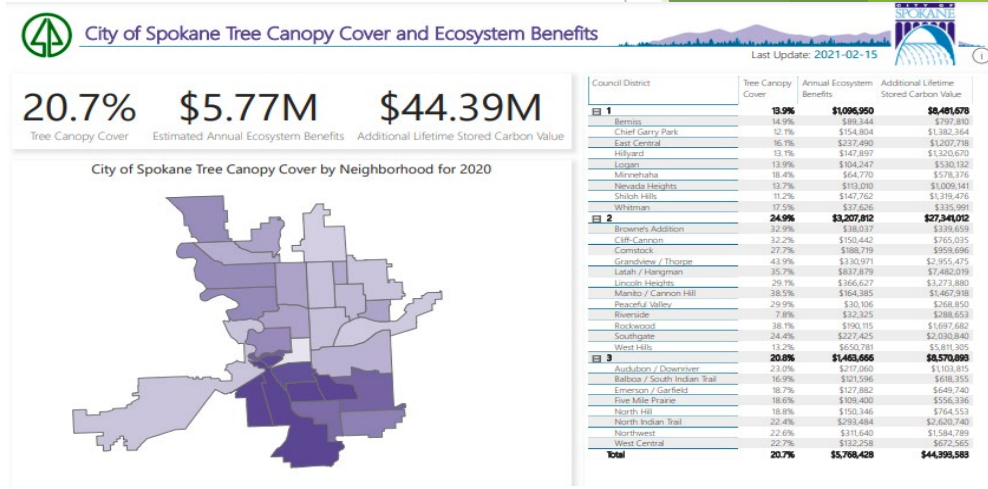
- ▶ One of only 15 awards within Washington State
- ▶ Grant Period over 5 years / \$0 Match
- ▶ Spokane County Conservation Dist also awarded 6 Million
  - ▶ Their program will also benefit the City of Spokane for tree planting support, work groups likely will assist with planting and minor maintenance projects.





# Tree Equity Spokane

- ▶ More Details / Grant Paperwork Agreements Soon
- ▶ Expand Current SpoCanopy Planting Efforts
  - ▶ Plant trees in public locations and street trees where abutting property owners want them, and are willing to provide care. Some temp maintenance programs.
  - ▶ Seedling Programs
  - ▶ Work to 30% Canopy by 2030
- ▶ Provide Care for Existing Trees
  - ▶ Address urgent needed maintenance
    - ▶ Invest in existing tree assets so they live longer / provide benefits for longer / safer street side / more resilient in major storms
- ▶ New/Expanded Educational Programs
  - ▶ Tree Care, benefits and more



\*Shading Indicates Degree of Canopy Cover



# Next Steps

- ▶ Rework Grant Documents, establish timelines
- ▶ Determine Staffing and volunteer opportunities
- ▶ Request Funds
- ▶ Get to Work!
  
- ▶ SpoCanopy Planting Scale Up
  - ▶ Meeting with TLC and SCCD
  - ▶ Acquire trees / Multi-year contract for trees
  - ▶ Additional Meeting with Planting Committee / Expo Opportunities
  - ▶ Focus on Education/Outreach / find homes for trees
  - ▶ Built in Educational / Monitoring / Temp Watering
  
- ▶ Consultants and/or Project Employee
  - ▶ Outline planting projects and Create Scopes of Work for Maintenance - park and street tree work.
  - ▶ Establish Contracts with tree services
  - ▶ Communication with Neighborhood Councils, Postcard mailings, etc.



# Thank you!

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