



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

3 p.m. Tuesday, April 2, 2024  
Hybrid in-person and WebEx virtual meeting  
Katie Kosanke - Urban Forester

**Committee Members:**

- Kris Neely – Chair (Absent – Excused)
- X Tim Kohlhauff
- X Beth LaBar
- X Guy Gifford
- Toni Sharkey – (Absent)
- Cindy Deffe – (Absent)
- X Joe Zubaly
- X Matt Stewart
- X Justyce Brant
- Ben Kappen – (Absent - Excused)
- X Paul Lower – (Joined at 3:15 p.m.)
- X Kaitlin Millender

**Parks Staff:**

- Katie Kosanke
- Karin Cook
- Kris Behr

**Guests:**

- Michael Terrell
- Logan Callen

**MINUTES**

The meeting was called to order at 3:04 p.m. by committee member Tim Kohlhauff.

**Approval of Minutes:** The minutes from December 2023 and January 30, 2024, were approved.

**Discussion Items:**

1. Ceremonies, Appointments, Announcements
  - Kaitlin Millender, a City of Spokane representative, advised she is resigning from the committee, and this will be her last meeting.

**Public Comments:**

- None.

**Standing Report Items:**

1. Community Assembly – No report.
2. Staff Report - Katie Kosanke
  - a. Urban Forestry is gearing up for a fun and busy spring planting season. Infill planting will be done throughout the park system, the first phase of planting will be done at Downriver Golf

Course in April and new trees will be planted at Qualchan Golf Course to create a buffer between the highway and the course as well as for play ability between holes.

- b. SpoCanopy plantings are starting soon and will coincide with the Expo 50 Anniversary Celebration.
- c. An Arbor Day Celebration Tree Hero event will take place Saturday April 13 at On-Track Academy and will be the 4<sup>th</sup> year they have done this event. There will be a free tree seedling give away sponsored by Bartlett Tree Service. Vegetable starts, houseplant starts, and other items will also be given away. On-Track Academy will also be renewing their Tree Campus USA accreditation.
- d. The Arbor Day Celebration at Finch Arboretum will be on Saturday April 27. There will be a variety of educational and informational booths, a tree planting demonstration, and a Tree City USA ceremony where we will receive our Tree City USA award and the proclamation will be read.
- e. Katie advised that the big much-loved Willow Tree at the Finch Arboretum has a significant crack and has started to fail. The crack has significantly changed, and access is being limited as it is not safe to climb on it. The city arborist and consultants are assessing the tree. More information regarding the status of the tree will be provided soon.
- f. The Urban Forestry crew continues to work on removals and pruning throughout the park system. Park Operations staff assisted with some removals, and the work was able to be done quicker with their assistance. A big project was done at Moore Turner to remove non-native trees that had sprouted up all over the area. Comstock Park lost more Pine trees this year due to beetles and UF will do more planting there, probably in the fall.

## **Old Business:**

### **1. Design Standards and Planting Details Update – Michael Terrell**

- a. The project started approximately three years ago to facilitate a process to bring Landscape Architects and Urban Foresters together to look at how the planting details are done and how the process works for getting street trees and other landscaping plans approved.
- b. Some items being reviewed are street tree plantings and conflicts with signs and clearance between street trees and other improvements. Work is being done to identify issues, but not all items have been resolved. One challenge has been the requirement that street trees be a minimum of fifteen feet from underground utilities. A memorandum of understanding has recently been put in place that will allow for a minimum of 5 feet from underground utilities.
- c. Standardization of street tree details and notes.
- d. Input received from Stakeholders included planting height, staking or not staking trees, and wire baskets on trees.
- e. On the street tree planting details, the notes have been put on the right-hand side of the page to be easily seen.
- f. Planting detail diagrams include street tree planting, street tree planting with curb and sidewalk, street tree planting with tree grate, street tree planting on a slope, street tree planting in rain garden and street tree planting of conifer trees. There previously wasn't a street tree planting with tree grate detail. Mike advised additional education about tree grates

needs to be given regarding maintaining the tree grates and that the tree rings in the grates can be widened to accommodate a growing tree.

- g. Some outstanding issues and comments received are regarding types of mulch that can be used, designation between public right-of-way areas and private property, wanting more species of maple trees on the approved street tree listing, standardized notes and changes in requirements post permit drawing approval.
- h. It was noted that the arborist is responsible for tree permit and planting process and the Landscape Architect is responsible for certifying the project was installed per plan by submitting paperwork to Development Services.

Discussion took place regarding arborists planting or overseeing and inspecting plantings and the landscape contractors not wanting to hire an arborist. It was also noted that CO is not to be held up due to the required street tree plantings and Urban Forestry has been allowed to sign off on CO if there is a valid tree permit in the system which allows for inspecting the street tree plantings at a later date. Urban Forestry has informed the tree services they have increased accountability to make sure the plantings are completed.

### **New Business:**

#### **1. SpoCanopy Update – Justyce Brant**

Justyce gave a brief update on the SpoCanopy program, which is a partnership program between The Lands Council and the City of Spokane Urban Forestry Department and now also the Spokane Conservation District.

For the past 5 years the program has worked to increase the urban canopy across the City of Spokane, with a focus on areas with lower median canopy coverage. This springs SpoCanopy planting will coincide with the 50<sup>th</sup> Expo Anniversary and will take place May 7-11. These plantings will primarily take place in the West Central, Emerson-Garfield, Nevada Heights, Hillyard and Bemiss neighborhoods. Species of trees vary by class with the majority being Class II species including Kentucky Coffee, Forest Green oak, Harvest Gold Linden, and Serviceberry.

SpoCanopy plantings will be scaling up over the next few years with the focus this year being on completing city plantings. They need lots of volunteers to assist with these planting events. Training and all necessary tools will be provided. They will also have food trucks at the planting events and will be providing 100 free meals at each event.

**Other Program and Partnership Ideas:** None

**Adjournment:** The meeting was adjourned at 4:05 p.m.

The next regularly scheduled meeting is 3 p.m. April 30, 2024.





# Spokane Tree Standards and Details

Mike Terrell, PLA | 4/2/2024





# Agenda

1. Process
2. Street Trees, Signs and Clearances
  - a) Street tree plantings and signs
  - b) Clearances between street trees and other improvements
3. Street Tree Details and Notes
  - a) Tree Standard details and notes
  - b) Street with curb and sidewalk
  - c) Street tree with grates
    - Irrigation
    - Standard Grate Size
    - Tree Elevations within the grate
    - Root barrier



# Process

11/12/2021 Tree Summit: Staff Discussion

3/21/22 Stakeholder Meeting

-Stakeholder Comments and Recommendations

-Review and internal discussion

3/15/23 Staff Presentation

3/8/2024 Meeting with Katie Kosanke – Details

4/2/2024 Presentation

# Street Trees, Signs and Clearances

- **Street tree plantings and signs**  
Improved descriptions and requirements, still some work to do with adoption
- **Clearances between street trees and other improvements**  
Improved understanding of utility separations and street tree plantings
  - Still some work to do for consistency: 1/2023 Arboricultural Manual  
<https://static.spokanecity.org/documents/urbanforestry/treefacts/arboricultural-specifications-2023-08-10.pdf>  
3.2.4 Tree Planting Specifications and Standards 3.2.4.A Location Requirement Trees must meet the location requirements of Design Standards 3.5–2. Trees should be planted at sites that meet the following criteria: a. A minimum distance of fifteen (15') feet from driveways b. A minimum distance of ten (10') feet from drainage inlets c. A minimum of twenty (20') feet from drywells d. Without obstructing traffic signs or sight triangles e. A minimum of fifteen (15') feet from underground utilities

# Design Standards

- City of Spokane Design Standards, November 1, 2020  
<https://static.spokanecity.org/documents/projects/street-design-standards-update/spokane-design-standards-v13-2020-11-03.pdf>
- c) Minimum separation distances from the centerline of a tree to other structures or improvements in the planting strip shall be as follows:
  - 1) 10 feet to edge of single-family residential driveway, 15 feet to edge of commercial or multi-family driveway (10 feet may be allowed in some cases);
  - 2) 20 feet to street light luminaire (15 feet may be allowed where lighting pattern is not affected);
  - 3) 10 feet to hydrants and utility poles. Lower limbs must be pruned for full visibility of the hydrant. No new utility pole location shall be established closer than 10 feet to an existing tree;
  - 4) As required to provide an adequate clear sight triangle as defined below and shown in the Appendix;
  - 5) 15 feet to underground duct or pipe;
  - 6) 5 feet from curb cut for drainage;
  - 7) 20 feet from drywell, unless the species permits a closer placement due to crown diameter;

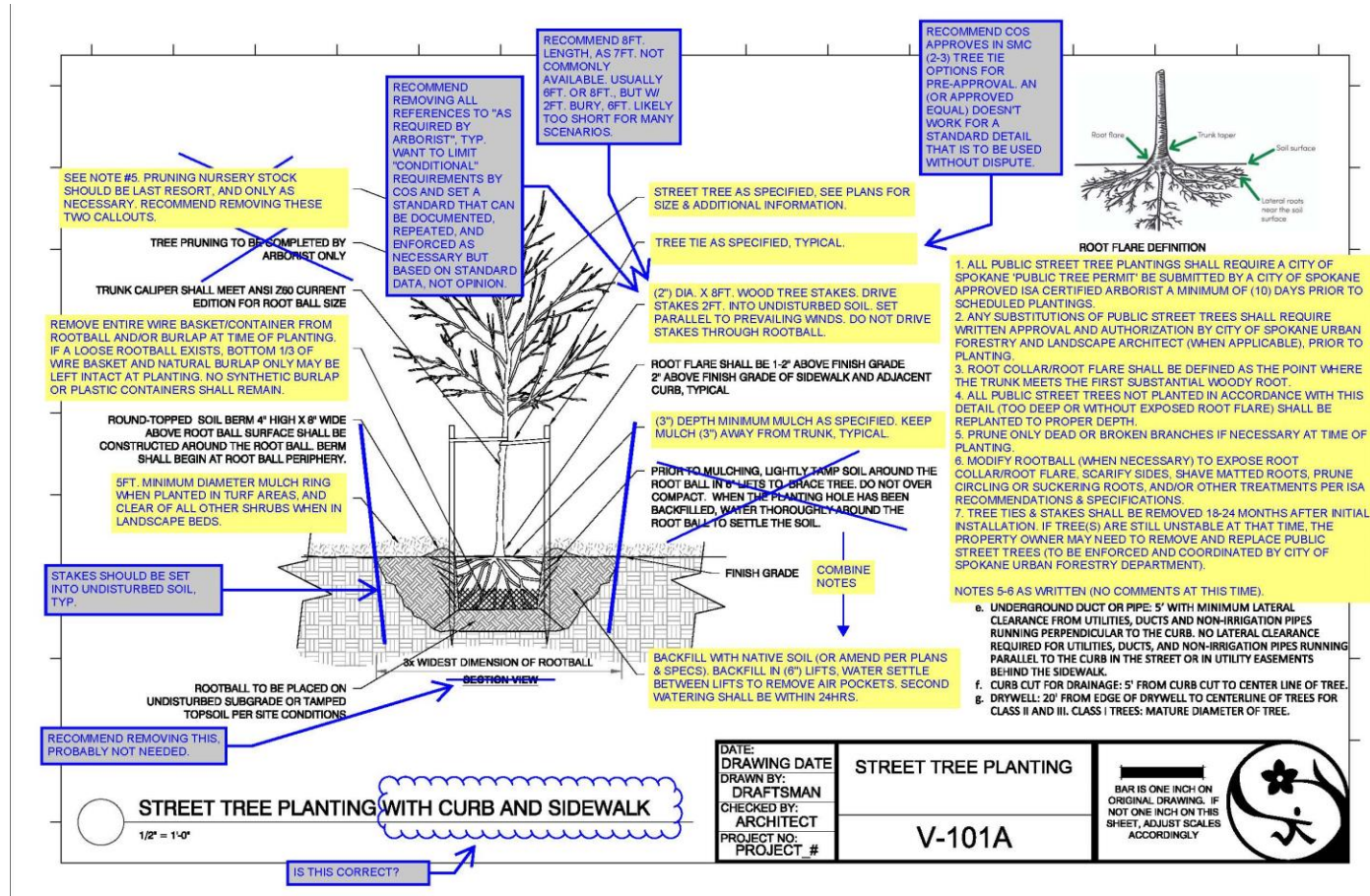


# Street Tree Details and Notes

- Tree Standard details and notes
- Street with curb and sidewalk
- Street tree with grates
- Irrigation
- Standard Grate Size
- Tree Elevations within the grate
- Root barrier



# Input from Stakeholders



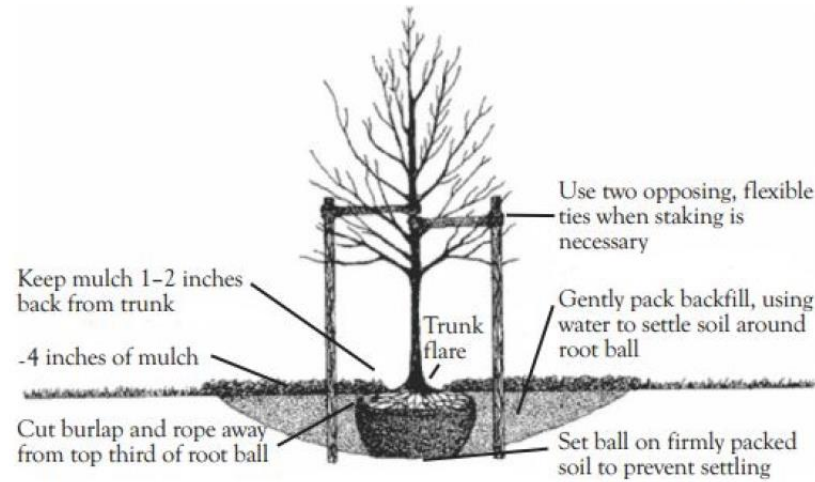


# Research

12/21/21, 12:39 PM

Planting - Pacific Northwest ISA

**American Standard  
for Nursery Stock**  
published by  
**AmericanHort**



*This graphic depicts the recommended tree planting method. Adapted with permission by the International Society of Arboriculture.*

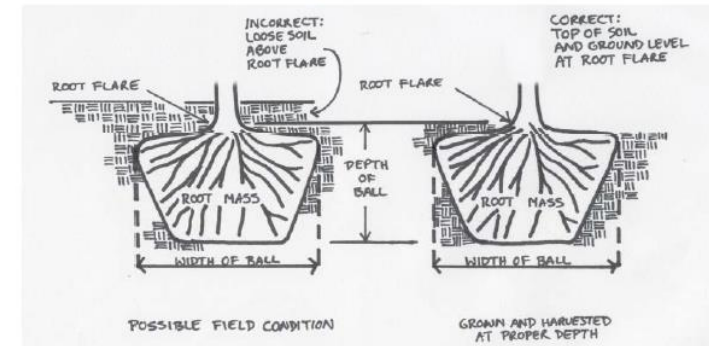
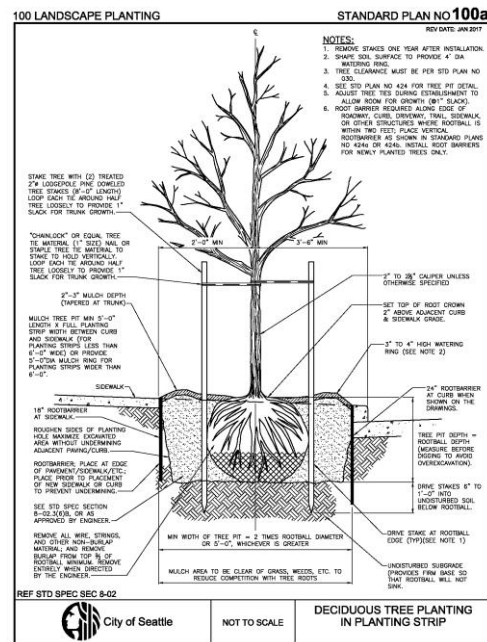
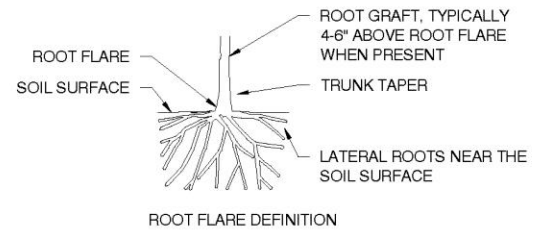
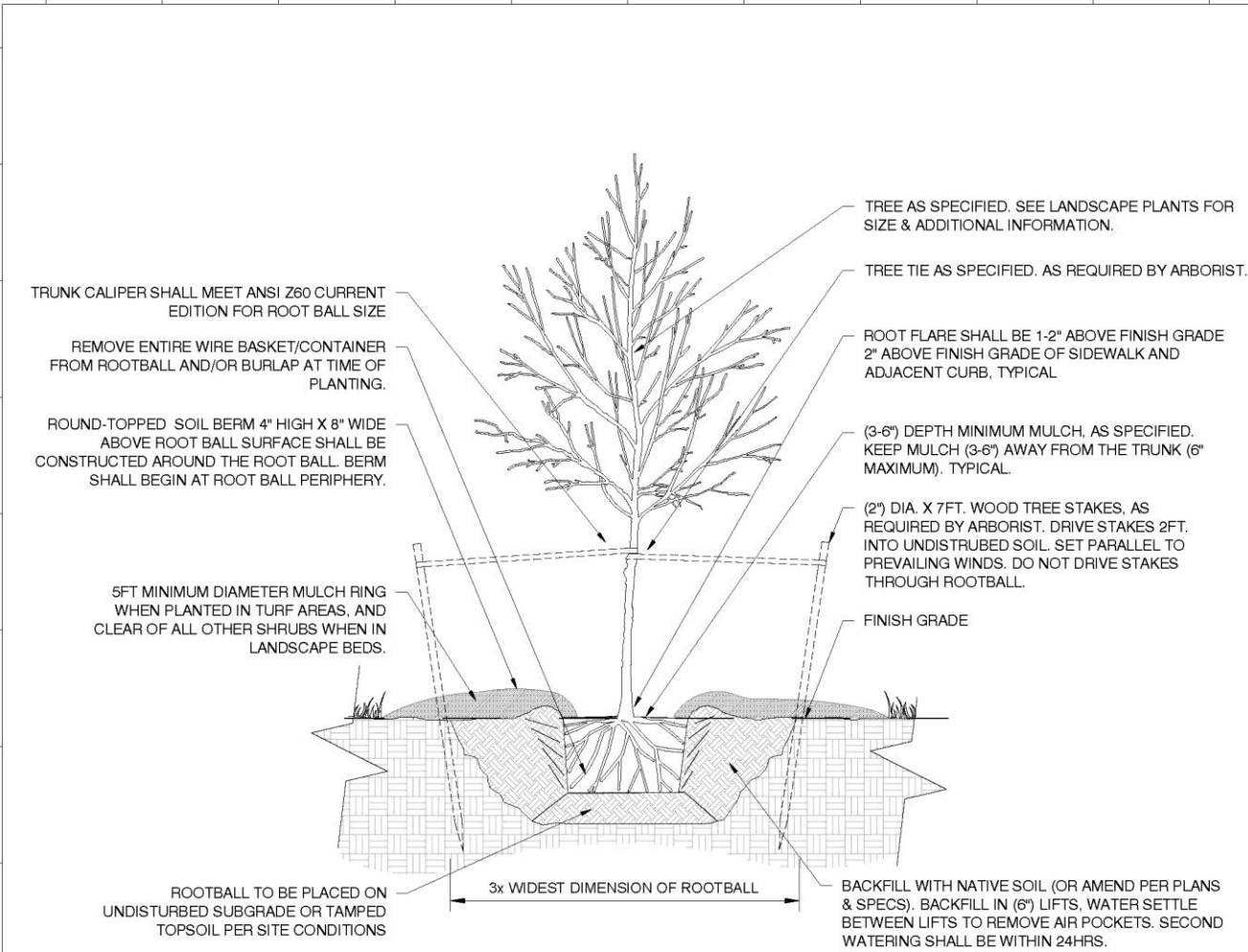


FIGURE 8 – Measurement of root ball depths

AmericanHort.org







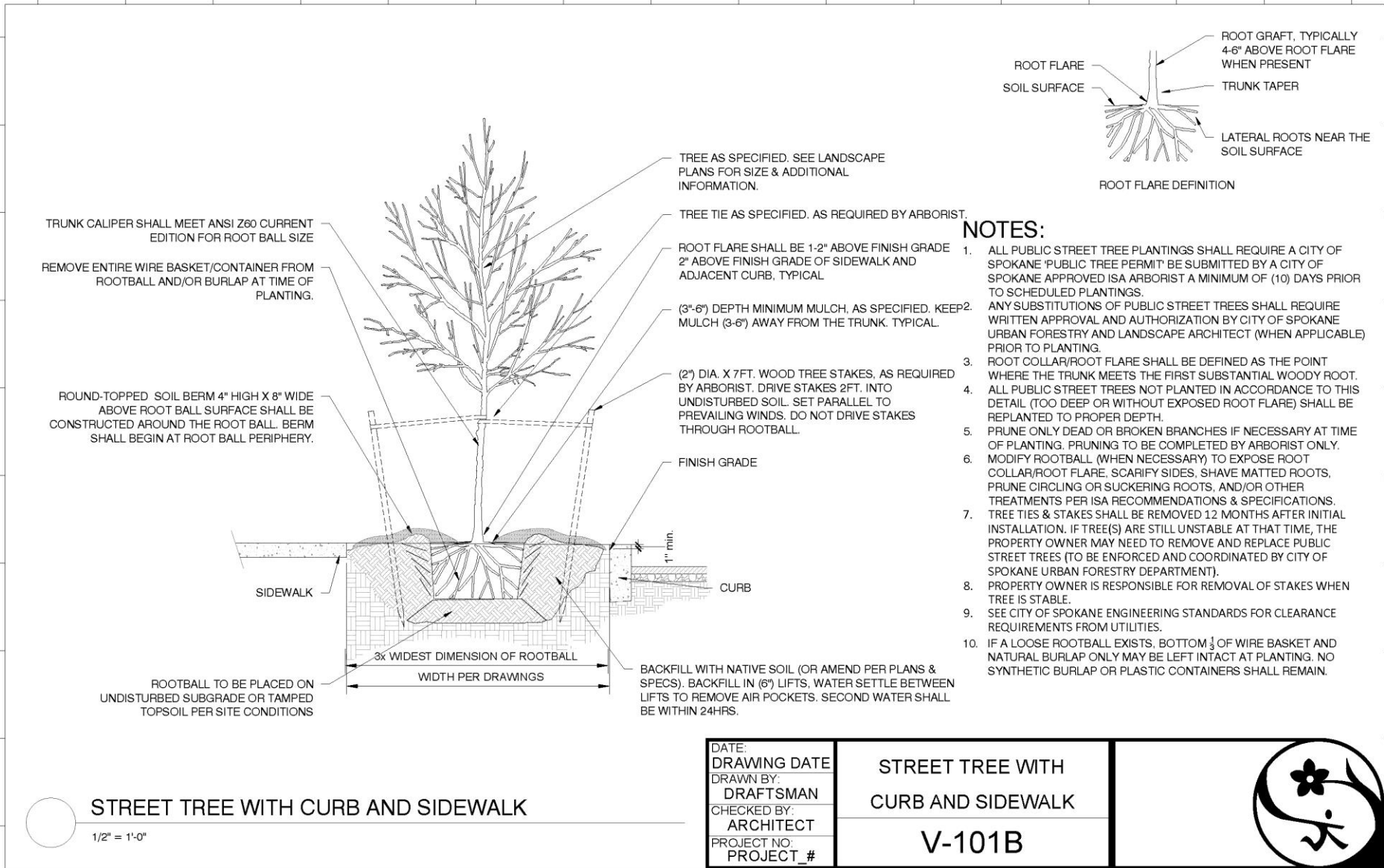
**NOTES:**

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 12 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.
10. 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.

1/2" = 1'-0"

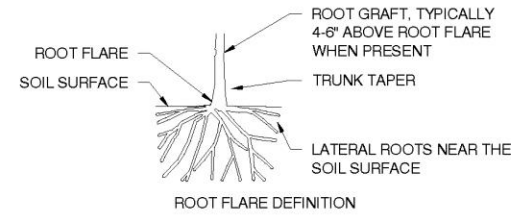
**STREET TREE PLANTING**

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



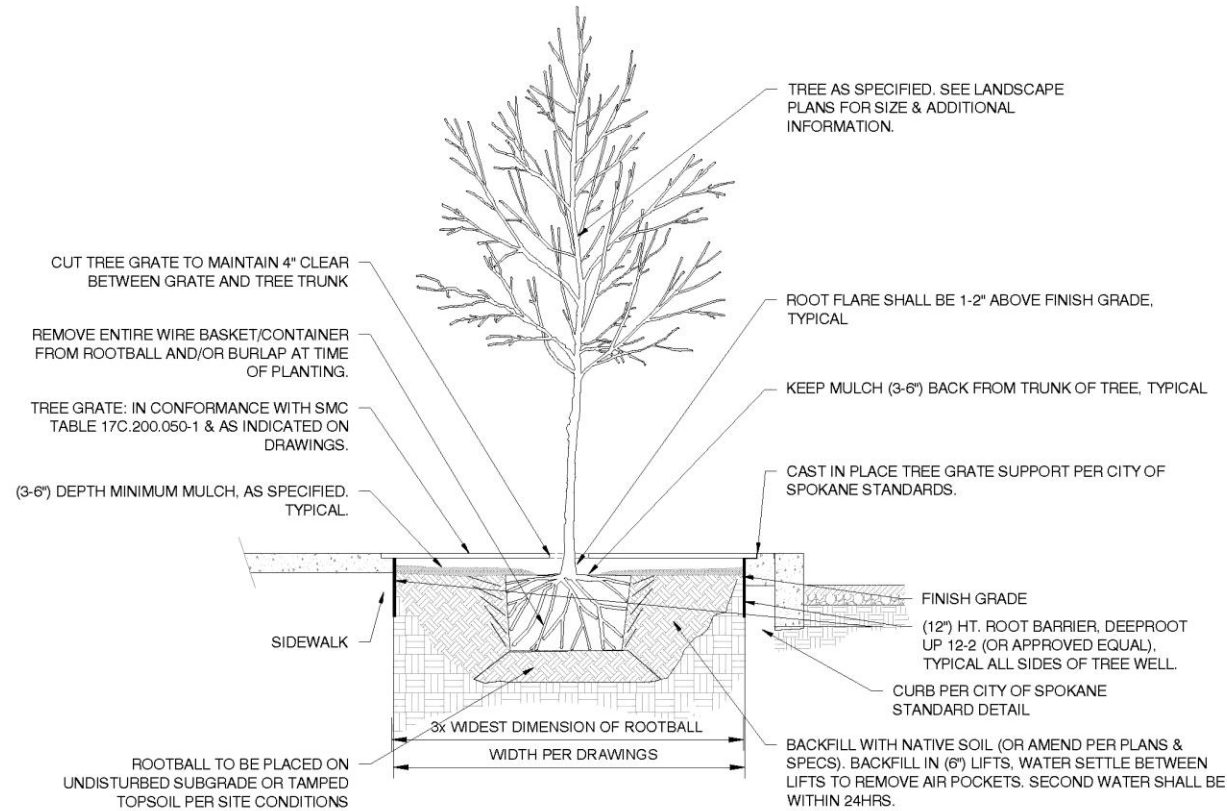
**TREE GRATE NOTES:**

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:**

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



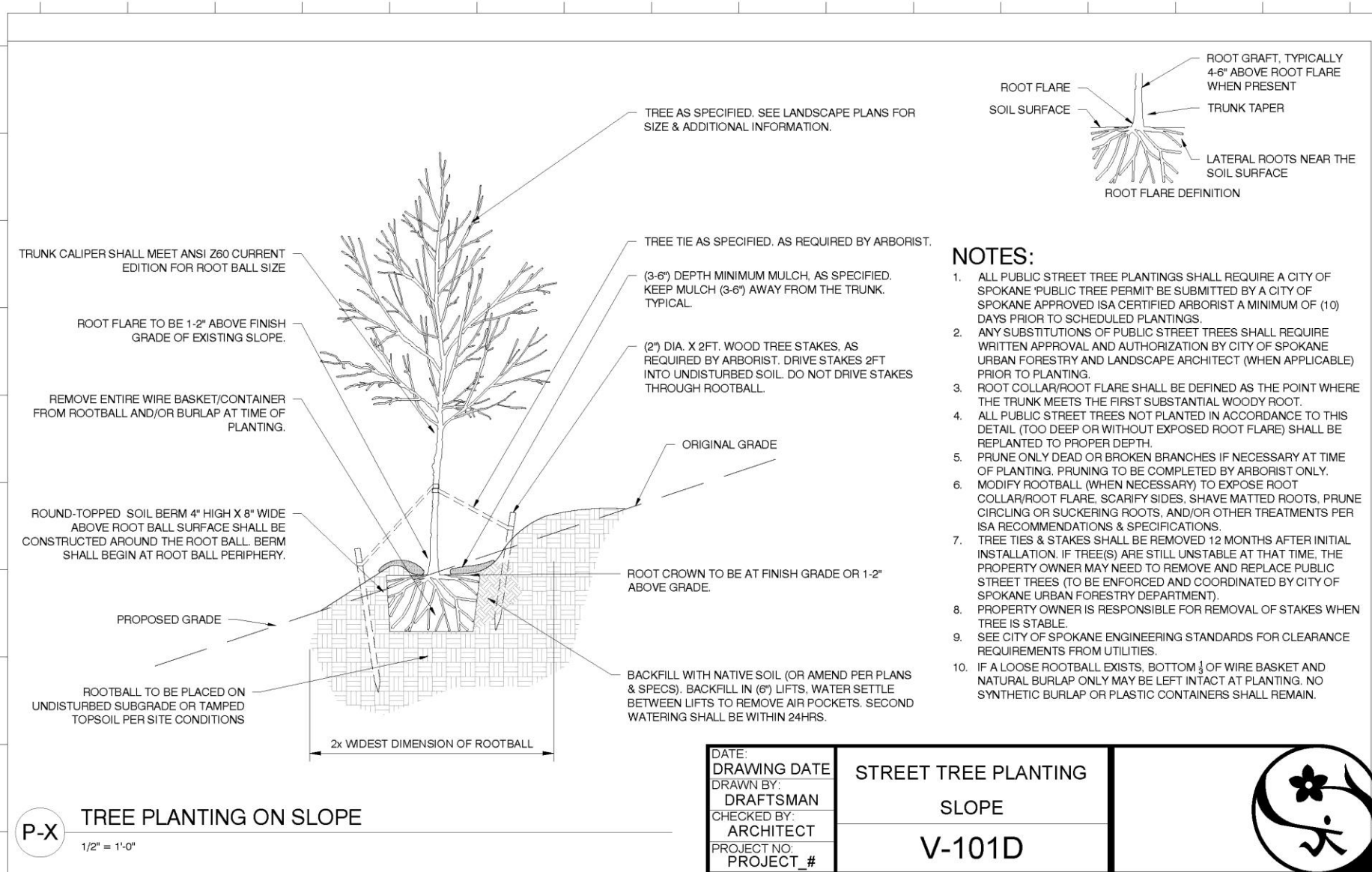
**TREE WITH TREE GRATE**  
1/2" = 1'-0"

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

**STREET TREE PLANTING**  
**TREE GRATE**  
**V-101C**





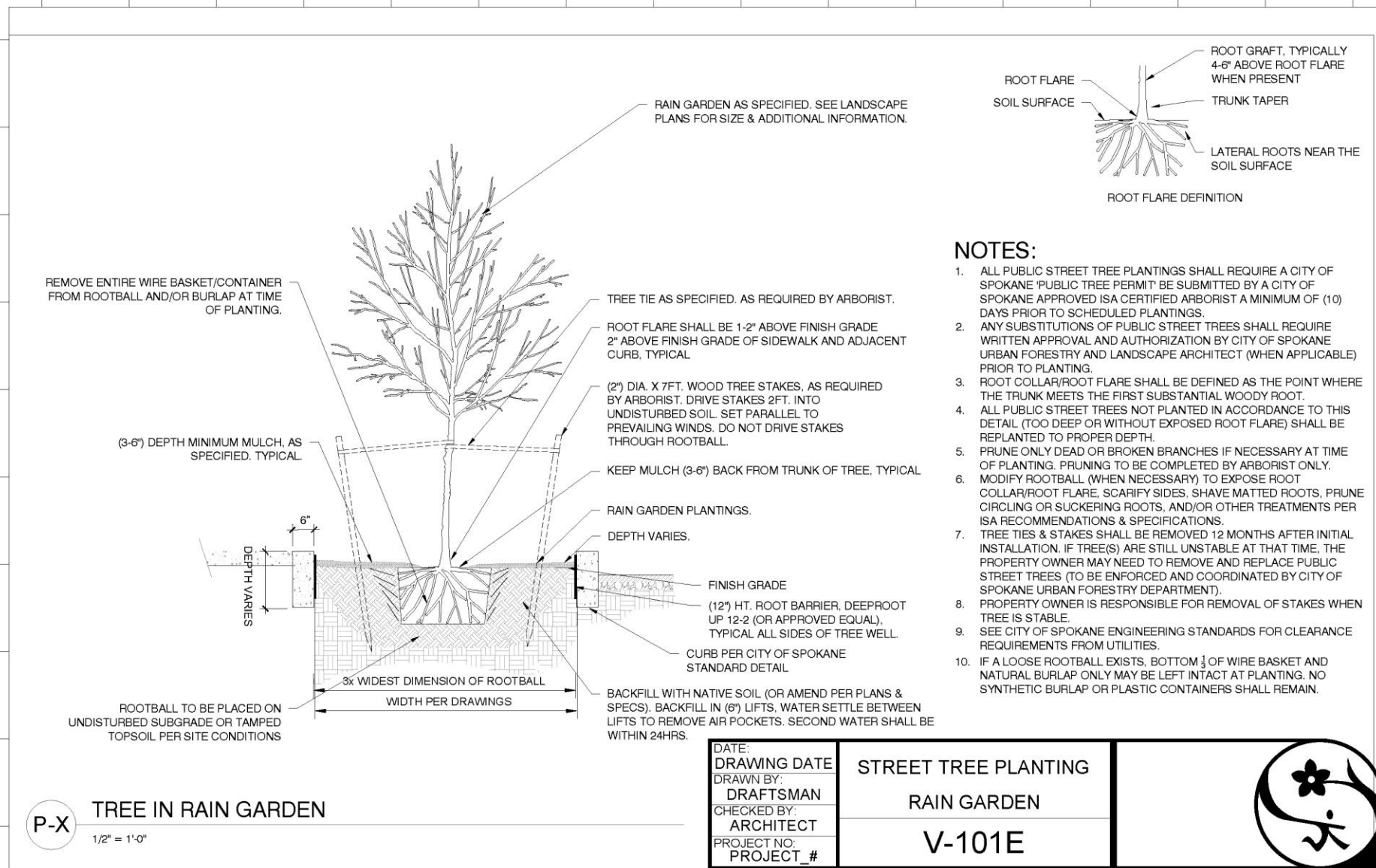


**P-X TREE PLANTING ON SLOPE**  
1/2" = 1'-0"

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

**STREET TREE PLANTING**  
**SLOPE**  
**V-101D**



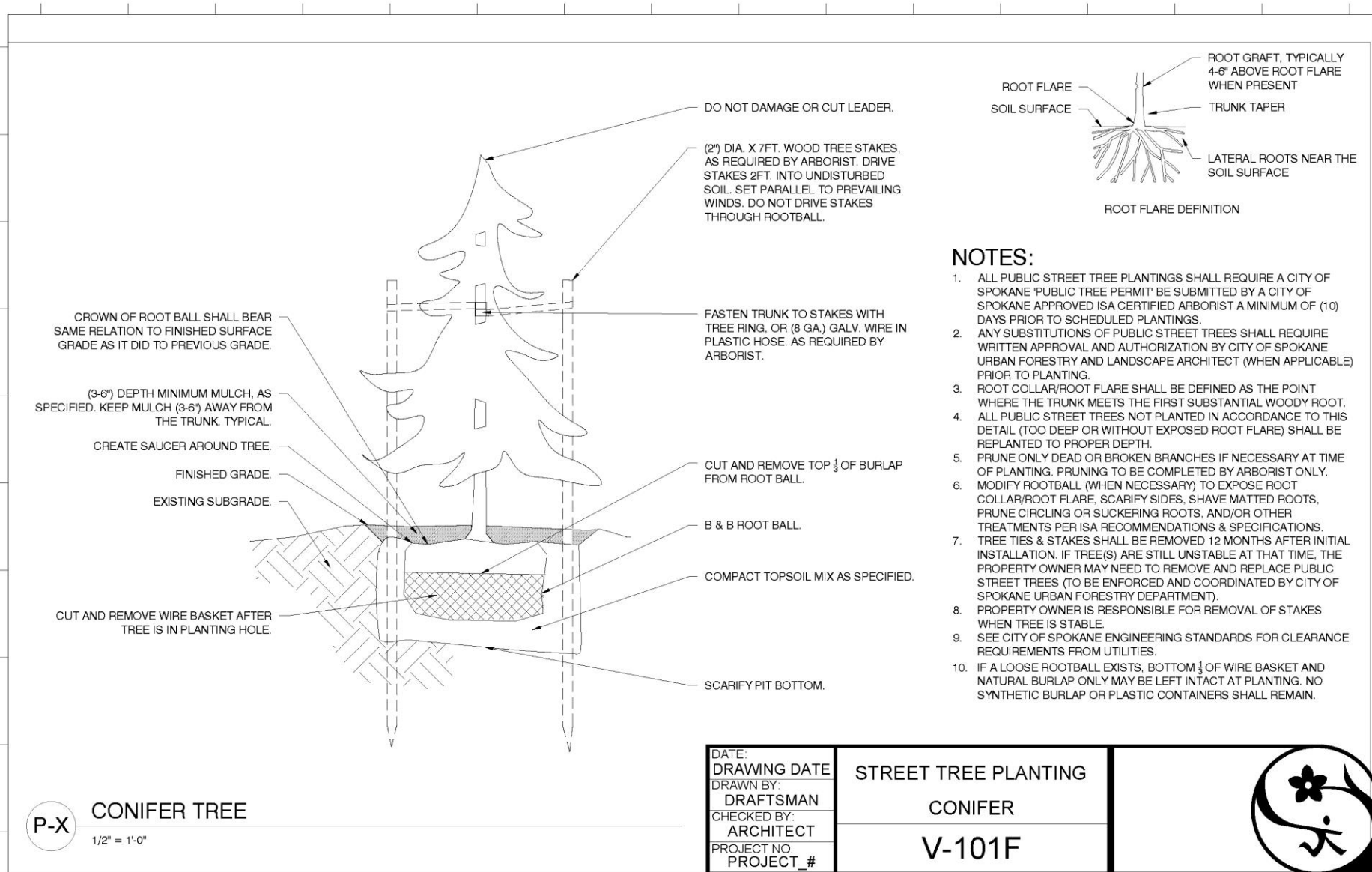


**P-X** TREE IN RAIN GARDEN  
1/2" = 1'-0"

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

<b>STREET TREE PLANTING</b>
<b>RAIN GARDEN</b>
<b>V-101E</b>





**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**





# Outstanding Issues/Comments

- Mulch: It would be great to have a pre-approved list combined from all cos departments for landscape mulches to be used (or not used, either way) in public row areas. There have been significant inconsistencies between urban forestry, planning, engineering, etc. On what is allowed Per the code (not just preference). (I.E. Per smc section 17c.200.110, only organic mulch is specified, but is often contested by Engineering/planning departments because of vicinity to streets and drain structures). **Not sure if this has been resolved.**
- Designation between cos public row areas and private property be respected and enforced appropriately. Many LA's contend that it's wrong that COS dictates/determines what shall be done within the private property boundary when the city has zero liability or responsibility for maintenance, upkeep, establishment, replacement, etc. (I.E. A common comment received, "all trees and shrubs shall be installed per COS standard detail v-101 and v-102".) This is applicable to code required planting and non-code required planting. **This has not been resolved.**
- Maple Trees: It would be great if more species of maple trees were included as part of the approved street tree lists. It is understood the intent of diversifying the urban canopy, but the elimination of entire species is extreme, especially in light of real threats to other species like Emerald Ash Borer, Pine Bark Beetle and Anthracnose in London Plane trees. A possible better solution might be to establish a smc amendment that would define a species percentage per project site requirement. (I.E. On any one project site, no more than 40% of trees may be of one species, no more than 60% of trees may be of one genus, must contain a minimum of 2 genera, etc.)

# Outstanding Issues/Comments

- Standardized notes: Possible SMC amendment that clearly defines and publishes all expected "rubber stamp" universal landscape notes to be included on landscape plans. These notes, like the standard details, should be vetted/reviewed by landscape architects of the professional community for content, suitability, etc. And not just by engineers. New notes seem to show up during every new permit set plan review, with no reference to where those requirements are indicated in the SMC.

Adoption of standard details that include the required notes would resolve this.

- Changes in requirements post permit drawing approval:  
Sign review changes, field personnel rejecting tree species in parking lots after plans have been approved.

# Arborist: Tree Permit | LA Stamped Plans and Cert.



## Online Public Tree Permits

The City of Spokane offers certified arborists the convenient option to pull Public Tree permits online. Applicants can submit applications, track permit status and manage projects in the online Permit Manager.

### GETTING STARTED

To apply for an online public tree permit, you will need the following information:

- Project Location – Street Address or Parcel Number
- Licensed Professional Name and Contact Info – must already be a certified arborist with the City of Spokane and carry valid insurance
- Type of Tree Work, Number of Trees and Location – reference Urban Forestry Quadrant Map
- Estimated Completion Date
- General Description of Work – (ex. "Monroe Street Tree Removal)
- Detailed Description of Work – include more specific project information (ex. "Removing maple tree B2 on back of property")

### APPLYING FOR YOUR PERMIT

Navigate your browser to <https://aca.spokanepermits.org/CitizenAccess> and either Log-in to your account, or Register for an account.

**Step One:** In Engineering tab, click Apply for a Permit

**Step Two:** Choose appropriate license from drop-down menu

**Step Three:** Complete Project Location fields


**Step Four:** Complete Type of Tree Work, Number of Trees, Estimated Completion Date and Descriptions of Work

**Step Five:** Upload additional documents if necessary – (ex. Site Plans)

**Step Six:** Submit permit application

Applicant will receive a confirmation email, and Urban Forestry will contact applicant if additional information is required. Permit status tracking is available under the "My Account" tab.





## Landscape Completion Certification

Rev. 20220317

Upon completion of landscaping/irrigation installation, the project Landscape Architect is required, per Spokane Municipal Code Section 17C.200.090, to conduct a site visit to verify that installation has been constructed in substantial conformance with the approved plans.

Date: 2-9-24 Permit Number: B2300140.BLDC  
 Site Location/Street Address: 3002 E. MISSION SPOKANE WA.  
 Project Name (if Applicable): CHAS MEDICAL CLINIC.

Based on conditions visible at the time of the site inspection, I hereby attest that the landscaping and irrigation improvements appear to have been installed in substantial conformance with the approved plans or as modified in accordance with the procedures found within Spokane Municipal Code Section 17C.200.

**LANDSCAPE CONTRACTOR**  
 Name: J&T Lawncare Inc Phone: 509-469-4365 (509)-939-2227  
 Fax: N/A Email address: \_\_\_\_\_  
 Street Address: 7412 W 49th Ave Spokane, WA 99224  
 City: Spokane State: WA Zip: 99224  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 License No: GREEN 7920L Expiration Date: 9/13/2025

**LANDSCAPE ARCHITECT**  
 Name: Staci Heathman Phone: 509-922-7449  
 Fax: \_\_\_\_\_ Email address: sheathman@mt-la.com  
 Street Address: 1421 N Meadowwood Lane, Suite 150  
 City: Liberty Lake State: WA Zip: 99019

The following exceptions are noted or attached with a revised approved plan: \_\_\_\_\_  
 1 missing Elymus arenarius 'Blue Dune', 2 missing Echinacea x 'Embers Fever', 3 missing Bouteloua gracilis 'Blonde Ambition',  
 1 missing Calamagrostis 'Karl Foerster'

Signature: Staci Heathman Date: 2/13/24  
 License No: \_\_\_\_\_ LA# 22036865 Expiration Date: 3/16/24

**ADMINISTRATOR APPROVAL**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Planning & Development 808 West Spokane Falls Boulevard, Spokane, WA 99201  
[www.spokanecity.org](http://www.spokanecity.org) | Phone: 509.625.6300 | Fax: 509.625.6013



# Questions?

Species and Location of this tree?

