



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

3 p.m. Tuesday, November 4, 2025
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 Cindy Deffe
- X Matt Stewart
- Justyce Brant – (Absent - Excused)
- Ben Kappen – (Absent – Excused)
- X Logan Callen – (Left at 4:00 p.m.)
- X Kathryn Alexander (Joined 3:15 p.m.)

Parks Staff:

Angel Spell
Amber Ramirez
Nick Hamad
Mark Poirier
Karin Cook

Guests:

Scott Mills
Kris Hansen

MINUTES

The meeting was called to order at 3:03 p.m. by committee chair Kris Neely who opened the meeting with introductions.

Approval of Minutes: The minutes from **July 2025** were approved. Motion to approve the July 2025 minutes by Tim Kohlhauff, seconded by Beth LaBar, approved unanimously. The minutes from **September 2025** were approved. Motion to approve the September 2025 minutes by Tim Kohlhauff, seconded by Cindy Deffe, approved unanimously. The minutes from **October 2025 (September 30, 2025)** were approved. Motion to approve the October 2025 (September 30, 2025) minutes by Beth LaBar, seconded by Matt Stewart, approved unanimously.

Discussion Items:

Ceremonies, Appointments, Announcements – None.

Public Comments: None.

Standing Report Items:

1. Community Assembly – No Report.
2. Staff Report – Amber Ramirez provided a staff report update.
 - a. Bark Beetle damaged trees have been removed at Hamblen and Coeur d'Alene Parks.
 - b. Katie Kosanke has been meeting with WA DNR Entomologist Dana Brennan regularly to ensure best management practices and to further reduce the spread. An educational workshop is being planned for the spring. Signs are being placed at impacted areas for community notice. Katie is providing information to Neighborhood Councils and has attended one meeting so far.
 - c. The 1st Annual Tree Trot and the Fall Leaf Festival were both a big success.
 - d. The crew has been busy planting new and replacement trees throughout the park system.
 - e. Larch trees were planted by volunteers at Downriver Golf Course. Steve Nittolo is working on plans for removals of trees that were killed by beetles at Downriver and Indian Canyon Golf Courses.
 - f. Two seasonal employees will be hired for the tree crew.
 - g. A subaward grant contract with Pacific Education Institute (PEI) will be moving forward soon.
 - h. The downtown pilot program kicked off last week. The pilot program will provide arborist oversight when needed and help remove barriers to planting replacement trees downtown. To prompt replacement tree planting free trees are being offered to downtown businesses this fall. Through the pilot program Amber Ramirez oversaw the planting of 13 street trees at the Spokesman Review Building and will oversee additional tree plantings at downtown locations in the next several weeks.
 - i. Forest health and fuels reduction work is ongoing on the South Hill Bluff / Qualchan Golf Course.

Old Business:

1. IRA/USDA/USFS Grant Update – Amber Ramirez

- a. Over 400 dead or very poor condition tree and stump removals have been completed and removals in the last two neighborhoods, North Hill and Emerson-Garfield, will be completed soon.
- b. Over 400 trees have been planted through the grant with 129 planted so far this fall.
- c. Pruning has commenced in the parks with 77 trees pruned so far. Pruning will expand to other areas once removals are completed.

New Business:

1. Golf Course Tree Work at Esmeralda / Freya Street – Nick Hamad, Park Planning Manager

The project was a reconstruction of the road along Freya from Garland Ave. to Rich Ave. and included the addition of a pedestrian path on Freya St., adjacent to Esmeralda Golf Course. The Engineering Services Department oversaw this project and Park Planning was the landscape architect. The proposal included a swale along the road with no turf, a mix of Class II and Class III trees, a coniferous hedge planted along the fence and a 10ft-12ft pedestrian path.

Twelve mature trees were removed from inside the fence on the golf course which were originally identified on the plans to remain. The tree work was done as part of negotiations through the design and construction process with golf course staff and were removed due to their proximity to the green on the golf course. Urban Forestry was not notified about these additional tree removals and a valid tree permit was not obtained for these removals.

Once Urban Forestry was notified that additional trees had been removed without a valid tree permit Katie Kosanke immediately contacted Parks Planning, Engineering Services, Golf and the tree service.

It was noted that by ordinance the only entity that can approve the removal of a tree is the Director of Parks and Recreation or their designee.

Nick advised there was a breakdown in the communication and approval process regarding the change order for the additional trees to be removed. Nick gave authorization to move forward with the additional tree work assuming Engineering was aware of and engaged Urban Forestry in the permitting process. Due to miscommunication Urban Forestry was not notified about the removal of the additional trees and proceeded without Urban Forestry review or a valid tree permit.

The tree service was retained by the general contractor for tree work approved through the permit staff. The tree service failed to advise Urban Forestry that the additional trees were not on the permit and did not obtain a tree permit for the additional removals.

Nick is committed to working with Urban Forestry, Steve Nittolo, the golf course staff and the committee group to determine appropriate mitigation for planting replacement trees. Nick proposed a planting on the north frontage along Rich Ave., a prime location, with the possibility of an additional +/-100 trees. Planting trees in this area would provide a buffer for citizens who live across from the golf course as well as enhance the Rich Ave. frontage. Park Planning is willing to help fund the plantings. Esmeralda's irrigation system could be used for the new plantings, and staff could maintain the frontage. Nick proposed rock or mulch for the surfacing rather than turf to limit mowing.

Angel Spell would like two actions to take place. Restitution of canopy and review of the tree permitting process when a change order is implemented to ensure it is routed to Urban Forestry for review and comment.

Angel advised they are looking at a Spokane Municipal Code change to help improve the process for enforcing violations of the ordinance. Currently, if a commercial tree service is in violation of the ordinance, there can be consequences against their license to continue to do work on street trees and public trees. However, with the current process enforcement of the ordinance has been difficult. As written, the City Prosecutor must enforce the violations, which has been deferred for several years. In the next code update it will be considered to change the enforcement agent to the Director of Parks and Recreation and/or their designee. The City Council reviews ordinance changes and would be the entity to approve any changes.

Mark Poirier, Golf Manager, advised Golf has worked with Park Planning on every tree removal in the past and they have all been done properly up until this point and that prior to this project every tree service he has worked with has obtained the required permits.

Nick and Urban Forestry will continue to discuss mitigation and the process to ensure change orders which affect trees are routed to Urban Forestry for review and comment.

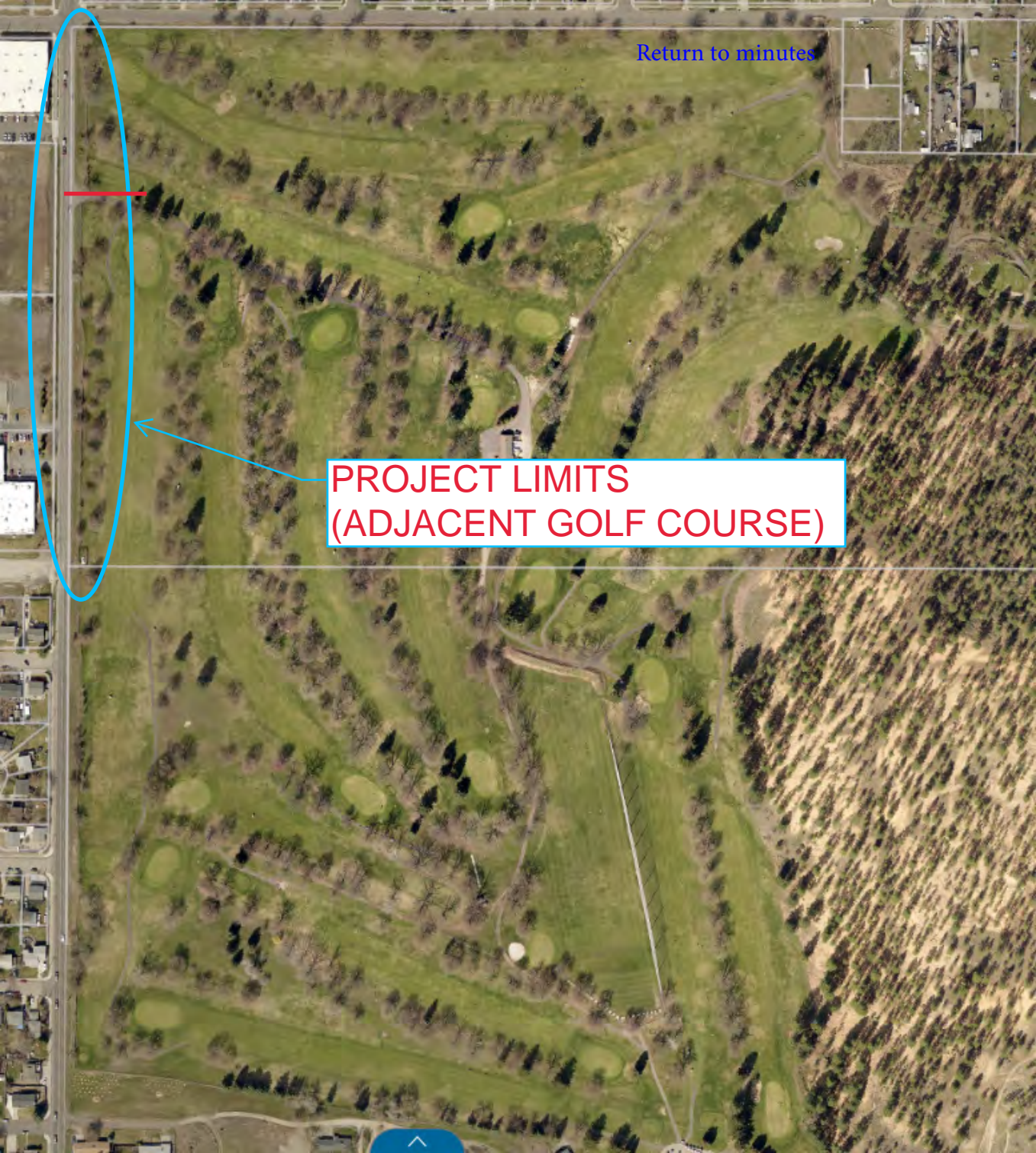
Other Program and Partnership Ideas: None

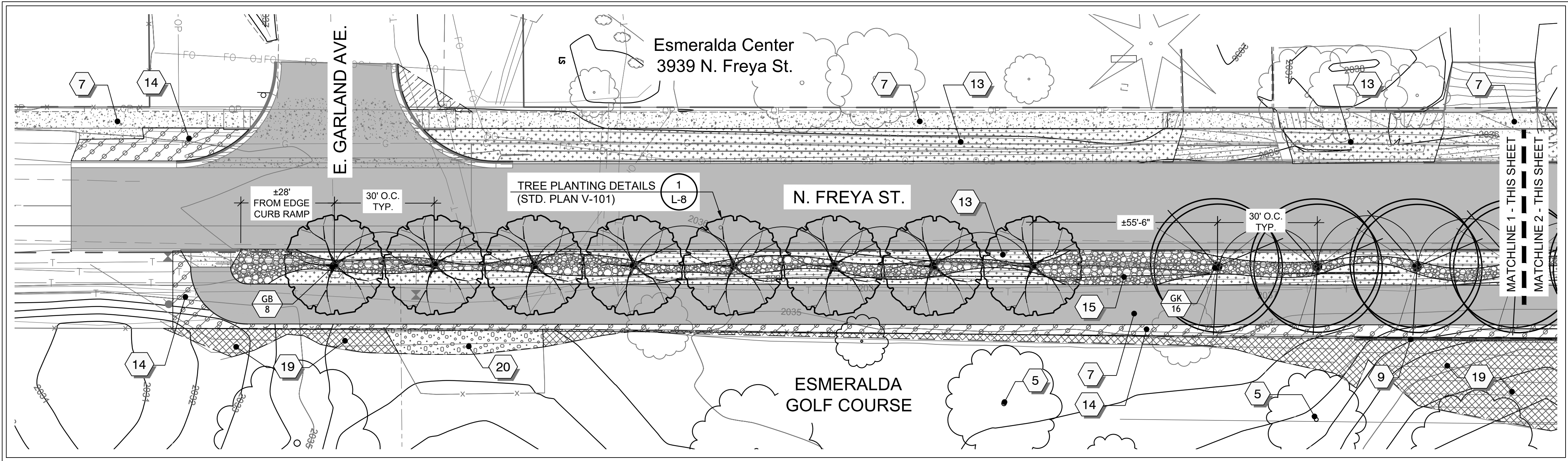
Adjournment: The meeting was adjourned at 4:09 p.m.

The next regularly scheduled meeting is 3 p.m. December 2, 2025.

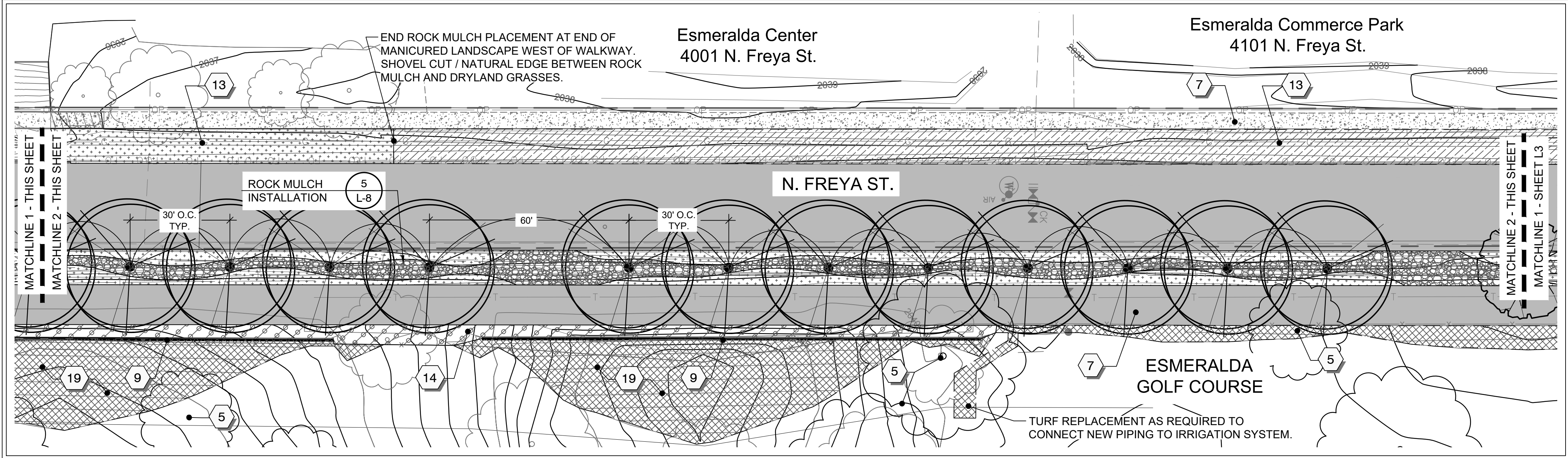
[Return to minutes](#)

**PROJECT LIMITS
(ADJACENT GOLF COURSE)**





1
FREYA ST (GARLAND TO RICH)
PLANTING PLAN SCALE: 1" = 20'



2
FREYA ST (GARLAND TO RICH)
PLANTING PLAN SCALE: 1" = 20'

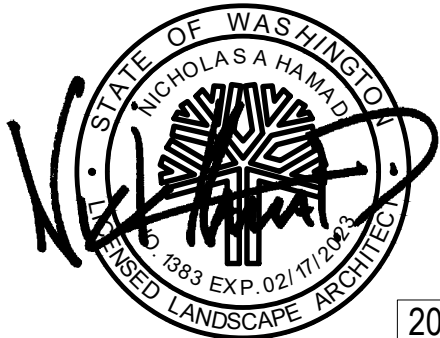
PLANT SCHEDULE

CODE	BOTANICAL NAME	COMMON NAME	CONT	CAL	QTY
TREES					
CA	Carpinus caroliniana	American Hornbeam	Container	1.5"Cal	13
GB	Ginkgo biloba	Maidenhair Tree	Container	2"Cal	14
GK	Gymnocladus dioicus	Kentucky Coffeetree	Container	2"Cal	24
NW	Nyssa sylvatica 'Wildfire'	Black Gum	Container	2"Cal	12
CODE	BOTANICAL NAME	COMMON NAME	SIZE	QTY	
SHRUBS					
JS	Juniperus scopulorum 'Wichita Blue'	Wichita Blue Juniper	15 gal	61	
	5' height (min)				
TG	Thuja standishii x plicata 'Green Giant'	Green Giant Arborvitae	25 gal	16	
	6' HT				


REFERENCE NOTES SCHEDULE

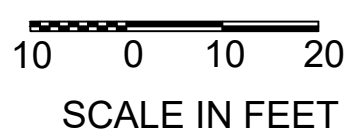
SYMBOL	CODE	DESCRIPTION	DETAIL
	1	Landscape Edging Type 1 - Shovel-cut natural edge in depicted location. Top of mulch and top of turf to be flush. When used around tree plantings, contractor to cut turf in 5' diameter circle centered on tree trunk. Typ.	
	2	Curb drop inlet. See civil, typ.	
	3	New Walkway, See civil, typ.	
	4	Drainage Structure, see civil, typ.	
	5	Existing Tree to remain. Protect in place.	
	6	Existing Tree to be Removed, See Civil.	
	7	New & Existing concrete walkway & pavement, protect in place. See Civil for details.	
	8	New & Existing asphalt pavement, protect in place.	
	9	New concrete curb wall. See Civil for details, Protect in place.	
	10	New basalt landscape boulder, see detail. typ.	
	13	Rock Mulch Type 1 atop Bioinfiltration Soil. See Civil for soil specification and depth. Mulch to be washed 1.5" Basalt Chip as manufactured by Sunrise Rock Products or approved equal. 3" depth atop 5 oz. non-woven landscape fabric. See detail for installation criteria.	
	14	Rock Mulch Type 1 atop 2" depth Type-A topsoil. Mulch to be washed 1.5" Basalt Chip as manufactured by Sunrise Rock Products or approved equal. 3" depth atop 5 oz. non-woven landscape fabric. See detail for installation criteria.	
	15	Rock Mulch Type 2 atop Bioinfiltration Soil. See Civil for soil specification & depth. Mulch to be washed cobble Riverbed Mix 2"-10" as manufactured by Sunrise Rock Products or approved equal. 4" depth atop 5 oz. non-woven landscape fabric. See detail for installation criteria.	
	16	Rock Mulch Type 2 atop 2" depth Type-A topsoil. Mulch to be washed cobble Riverbed Mix 2"-10" as manufactured by Sunrise Rock Products or approved equal. 4" depth atop 5 oz. non-woven landscape fabric. See detail for installation criteria.	
	17	'Dryland Grass' hydroseed atop bioinfiltration soil. See civil for soil specification & depth. See notes for seed & establishment specifications.	
	18	New turf sod atop bioinfiltration soil. See civil for soil specification & depth. See notes for seed & establishment specifications.	
	19	Golf Course Turf Repair. New turf sod atop 4" depth Type-A topsoil. see golf course turf repair notes for details.	
	20	Place 4" depth 3/4" minus within golf course pump station fencing area disturbed by construction activity.	

BID DRAWING
NOT FOR CONSTRUCTION



L-2
2 OF 10

REVISIONS				NAV888 = (OLD CBM ELEV.) - (13.13) AS OF JANUARY, 2000 USE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAV888)				
10.14.24			ADDENDUM 1: landscape & irrigation clarifications	<div>NAVD88 ELEV. : 2035.59</div> <div>CBM NO. : 47N 30E</div> <div>NAV888 DATUM</div>	<div></div> <div>10 0 10 20</div> <div>SCALE IN FEET</div>	BENCH MARK LOCATION:		
						3-1/2" BRASS SURFACE MONUMENT NORTHSIDE OF ROUNDABOUT FOR WELLESLEY AND FREYA		
						N: 274924.88, E: 2495952.34		
DATE	BY	PROJECT	DESCRIPTION			SCALE	HORIZONTAL SCALE (22 x 34)	1"= 20'
							VERTICAL SCALE (22 x 34)	NA



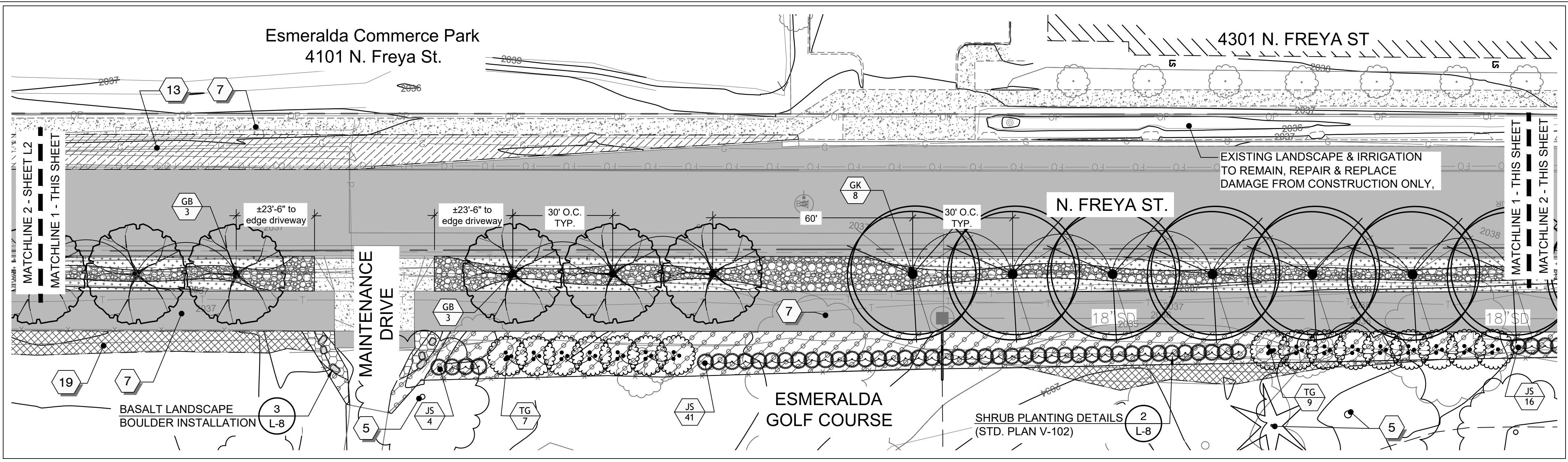
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SCALE	HORIZONTAL SCALE (22 x 34)	1"= 20'	VERTICAL SCALE (22 x 34)
		NA	

CURRENT C.O.S. DESIGN STANDARDS ADOPTED FEB, 2007			
BY	DATES		
DRAWN: NAH	09/2024		
APPROVED: KJH	09/2024		

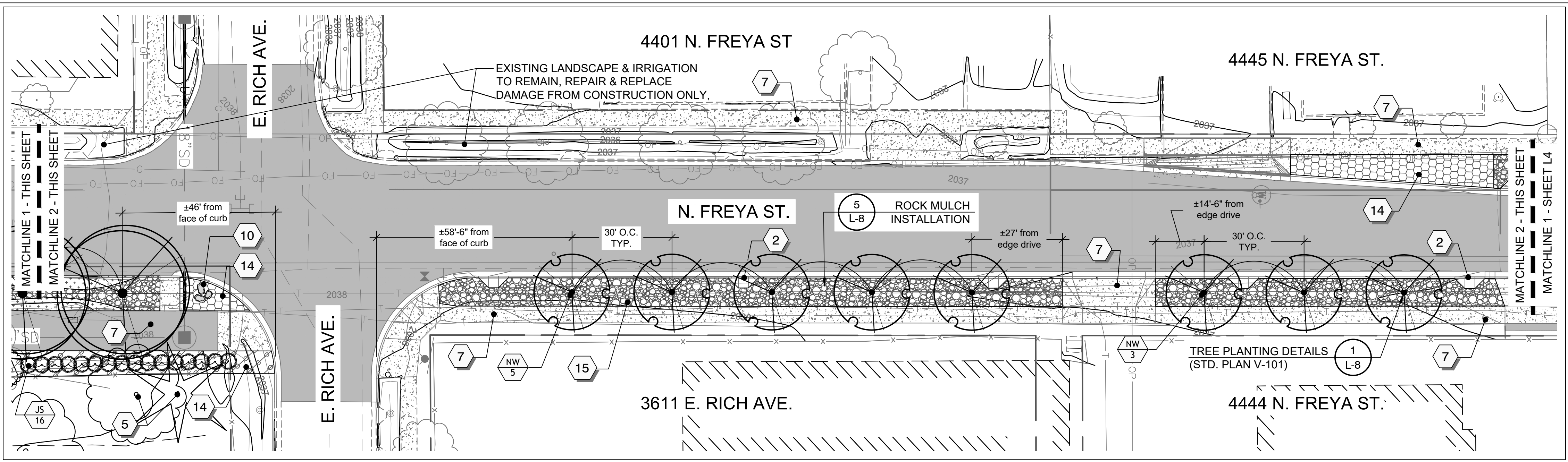


CITY OF SPOKANE, WASHINGTON
DEPARTMENT OF ENGINEERING SERVICES
808 WEST SPOKANE FALLS BLVD. SPOKANE,
WASHINGTON 99201-3343 (509) 625-6700

PROJECT NAME: FREYA UTILITY STREET AND IMPROVEMENTS - GARLAND TO WELLESLEY			
SEGMENT LIMITS:		TYPE OF IMPROVEMENT: LANDSCAPE	
LANDSCAPE PLAN		PROJECT NO.	PLAN NO.
STA. xx TO STA. xx		2017081	NE 1/4 03-25-43
PROJECT LIMITS: GARLAND TO WELLESLEY			



1 FREYA ST (GARLAND TO RICH)
PLANTING PLAN SCALE: 1" = 20'



2 FREYA ST (RICH TO LONGFELLOW)
PLANTING PLAN SCALE: 1" = 20'

PLANT SCHEDULE

CODE	BOTANICAL NAME	COMMON NAME	CONT	CAL	QTY
TREES					
CA	Carpinus caroliniana	American Hornbeam	Container	1.5"Cal	13
GB	Ginkgo biloba	Maidenhair Tree	Container	2"Cal	14
GK	Gymnocladus dioicus	Kentucky Coffeetree	Container	2"Cal	24
NW	Nyssa sylvatica 'Wildfire'	Black Gum	Container	2"Cal	12
CODE	BOTANICAL NAME	COMMON NAME	SIZE	QTY	
SHRUBS					
JS	Juniperus scopulorum 'Wichita Blue' 5' height (min)	Wichita Blue Juniper	15 gal	61	
TG	Thuja standishii x plicata 'Green Giant' 6' HT	Green Giant Arborvitae	25 gal	16	

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L-3
3 OF 10

REVISIONS				AS OF JANUARY, 2000 USE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88)			
10.14.24			ADDENDUM 1: landscape & irrigation clarifications	NAVD88 = (OLD CBM ELEV.) - (13.13)			
				NAVD88 ELEV.: 2035.59			
				CBM NO.: 47N 30E			
				NAVD88 DATUM			
DATE	BY	PROJECT	DESCRIPTION				

BENCH MARK LOCATION: 3-1/2" BRASS SURFACE MONUMENT NORTHSIDE OF ROUNDABOUT FOR WELLESLEY AND FREYA N: 274924.88, E: 2495952.34				CURRENT C.O.S. DESIGN STANDARDS ADOPTED FEB, 2007			
SCALE				BY DATES			
HORIZONTAL SCALE (22 x 34)				DRAWN: NAH 09/2024			
VERTICAL SCALE (22 x 34)				APPROVED: KJH 09/2024			

CITY OF SPOKANE, WASHINGTON DEPARTMENT OF ENGINEERING SERVICES 808 WEST SPOKANE FALLS BLVD. SPOKANE, WASHINGTON 99201-3343 (509) 625-6700			
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PROJECT NAME: FREYA UTILITY STREET AND IMPROVEMENTS - GARLAND TO WELLESLEY		TYPE OF IMPROVEMENT: LANDSCAPE	
SEGMENT LIMITS:		PROJECT NO. PLAN NO.	
LANDSCAPE PLAN STA. xx TO STA. xx		2017081 NE 1/4 03-25-43	
PROJECT LIMITS: GARLAND TO WELLESLEY			



NO
MOTOR
VEHICLES











ESMERALDA GOLF COURSE

PRELIMINARY GOLF COURSE REFINEMENTS MASTER PLAN

ROBERT TRENT JONES II, LLC JANUARY 29, 2019

CITY OF SPOKANE











E Rich Ave

E Rich Ave

E Rich Ave

E Rich Ave

15 tee

14 green

lateral pruning on
north side of 2-3 trees
for playability, maybe
1 removal

prune red oaks
out of concolor fir

4 tee

remove black
walnut

remove
dead tree
unknown

remove dead
ponderosa pine

14 tee

13 tee

3 green

4 green

N Freya St

N Freya St

N Freya St

