



**City of Spokane Park Board  
Urban Forestry Tree Committee**

4:15 p.m. Tuesday, September 5, 2023

**In-person:** The Hive Room B

2904 E. Sprague Ave

Spokane, WA 99202

**WebEx virtual meeting:**

Call-in: 408-418-9388; Access code: 2487 069 2614

Katie Kosanke - Urban Forester

**Committee Members:**

Kevin Brownlee – Chair

Nick Sumner

Kevin Cash

Kris Neely

Hannah Kitz - Alternate

The meeting of the City of Spokane Park Board Urban Forestry Tree Committee will be held in-person at The Hive and virtually via WebEx at 4:15 p.m. Tuesday, Sept. 5, 2023. Committee members, staff, and presenters still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2487 069 2614** when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 12:15 p.m. Sept. 5 by email to: [spokaneparks@spokanecity.org](mailto:spokaneparks@spokanecity.org) or mail to: Spokane Park Board Urban Forestry Tree Committee, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

## **AGENDA**

**Discussion items:**

1. SpoCanopy Presentation – Justyce Brant, The Lands Council
2. **Engineering Design Standards and Planting Details** (*Review and Discussion*) – Katie Kosanke

**Standing report items:**

1. Citizen Advisory report ~ *Kris Neely*
2. Urban Forestry monthly update ~ *Katie Kosanke*
3. Urban Forestry financial report ~ *Katie Kosanke*

*Agenda Subject to Change*

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# 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> 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.			
<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 Amount: _____ Budget code: _____ 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

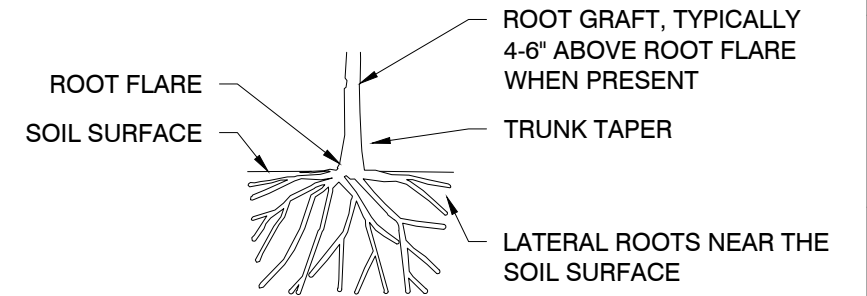
(3") DEPTH MINIMUM MULCH AS SPECIFIED. KEEP MULCH (3") AWAY FROM THE TRUNK. TYPICAL.

(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

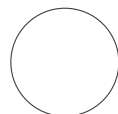
BACKFILL WITH NATIVE SOIL (OR AMEND PER PLANS & SPECS). BACKFILL IN (6") LIFTS, WATER SETTLE BETWEEN LIFTS TO REMOVE AIR POCKETS. SECOND WATERING SHALL BE WITHIN 24HRS.



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.
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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.



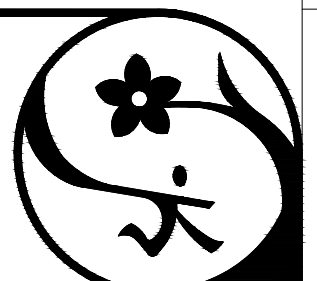
**STREET TREE PLANTING**

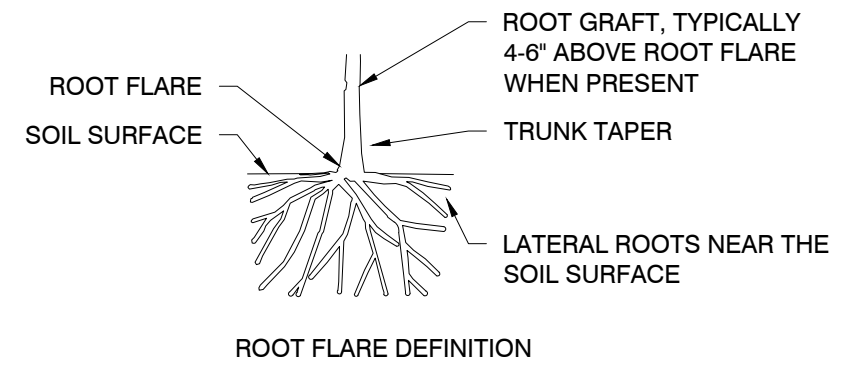
1/2" = 1'-0"

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

**STREET TREE PLANTING**

**V-101A**



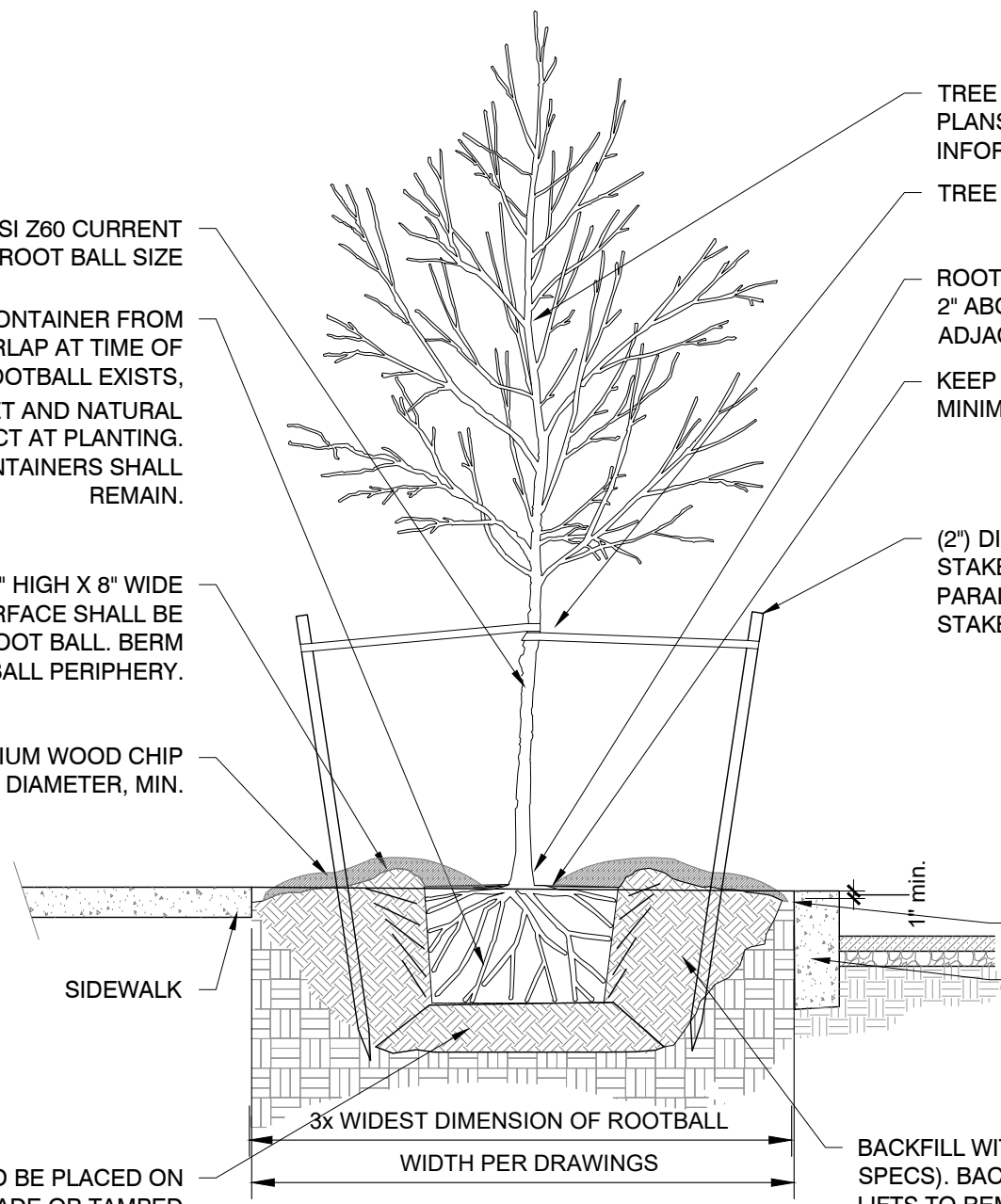


TRUNK CALIPER SHALL MEET ANSI Z60 CURRENT EDITION FOR ROOT BALL SIZE

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3" MEDIUM WOOD CHIP 60" DIAMETER, MIN.



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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

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FINISH GRADE

CURB

3x WIDEST DIMENSION OF ROOTBALL

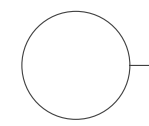
WIDTH PER DRAWINGS

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:**

1. ALL PUBLIC STREET TREE PLANTINGS SHALL REQUIRE A CITY OF SPOKANE 'PUBLIC TREE PERMIT' BE SUBMITTED BY A CITY OF SPOKANE APPROVED ISA ARBORIST A MINIMUM OF (10) DAYS PRIOR TO SCHEDULED PLANTINGS.
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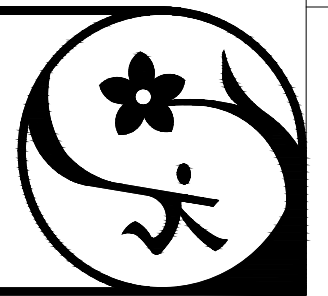
**STREET TREE WITH CURB AND SIDEWALK**

1/2" = 1'-0"

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

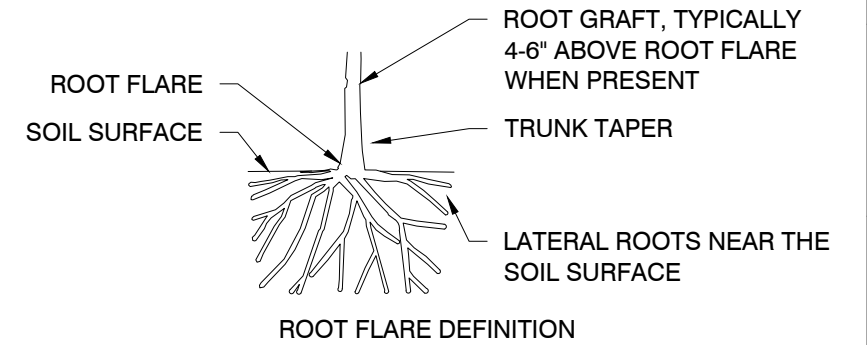
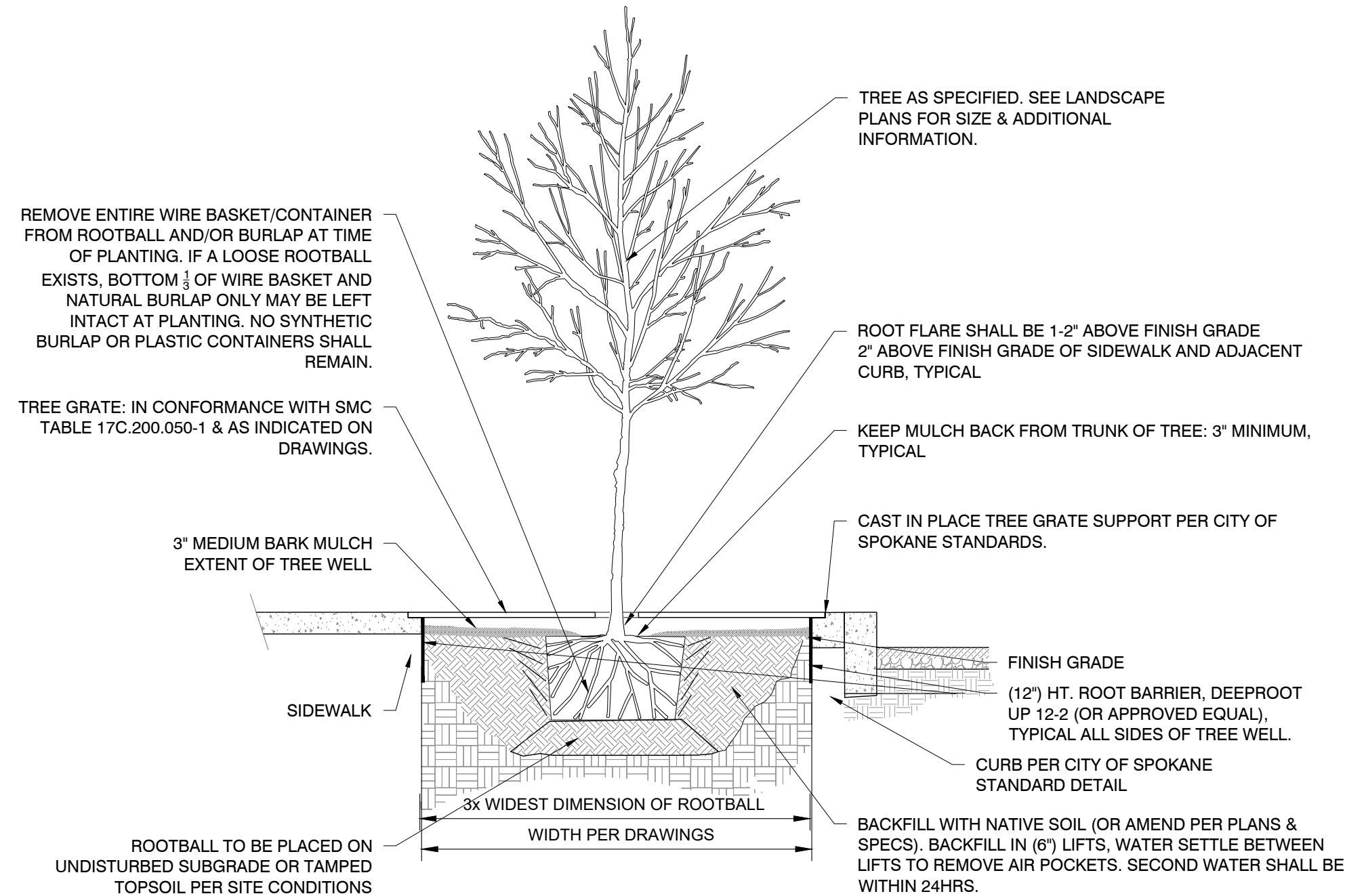
STREET TREE WITH CURB AND SIDEWALK

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.



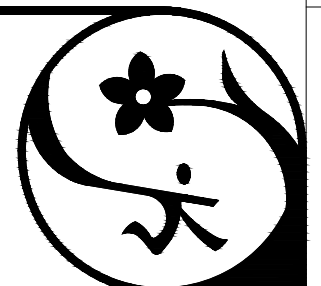
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10. TREE IRRIGATION: TREES TO BE IRRIGATED WITH TWO (2) MINIMUM 25 GPM BUBBLERS IN DIAGONAL CORNERS OR APPROVED EQUAL.

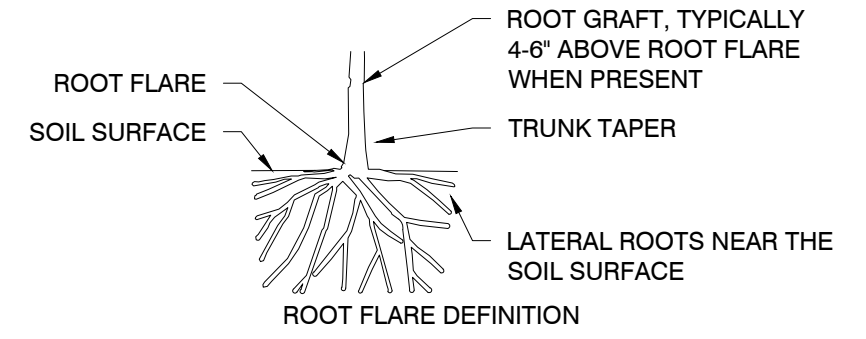
**TREE WITH TREE GRATE**  
1/2" = 1'-0"

DATE:  
DRAWING DATE  
DRAWN BY:  
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

**NOTES:**

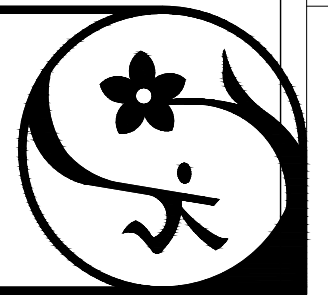
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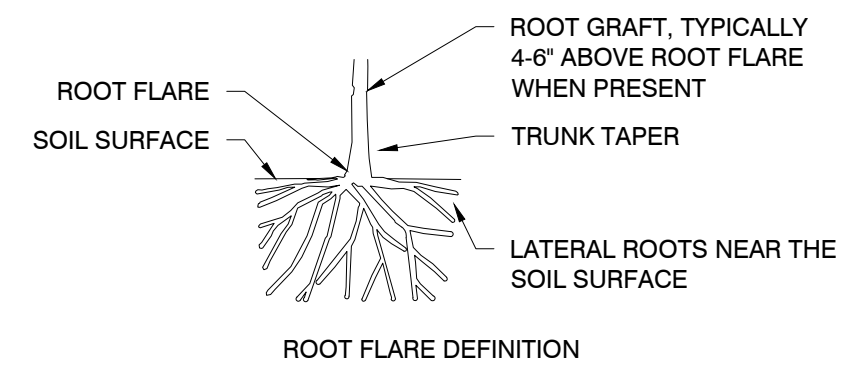
**P-X TREE PLANTING ON SLOPE**

1/2" = 1'-0"

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

STREET TREE PLANTING
SLOPE
V-101D





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

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3" MEDIUM BARK MULCH EXTENT OF TREE WELL

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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.

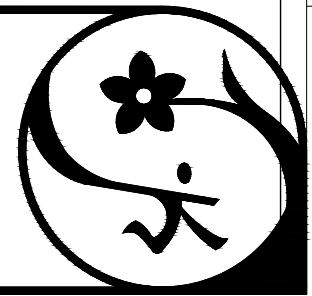
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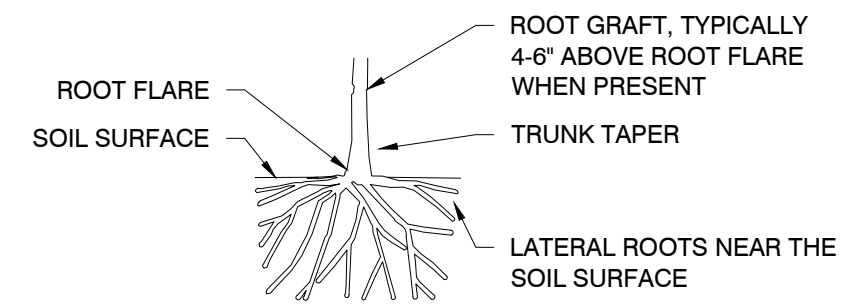
3x WIDEST DIMENSION OF ROOTBALL  
WIDTH PER DRAWINGS

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

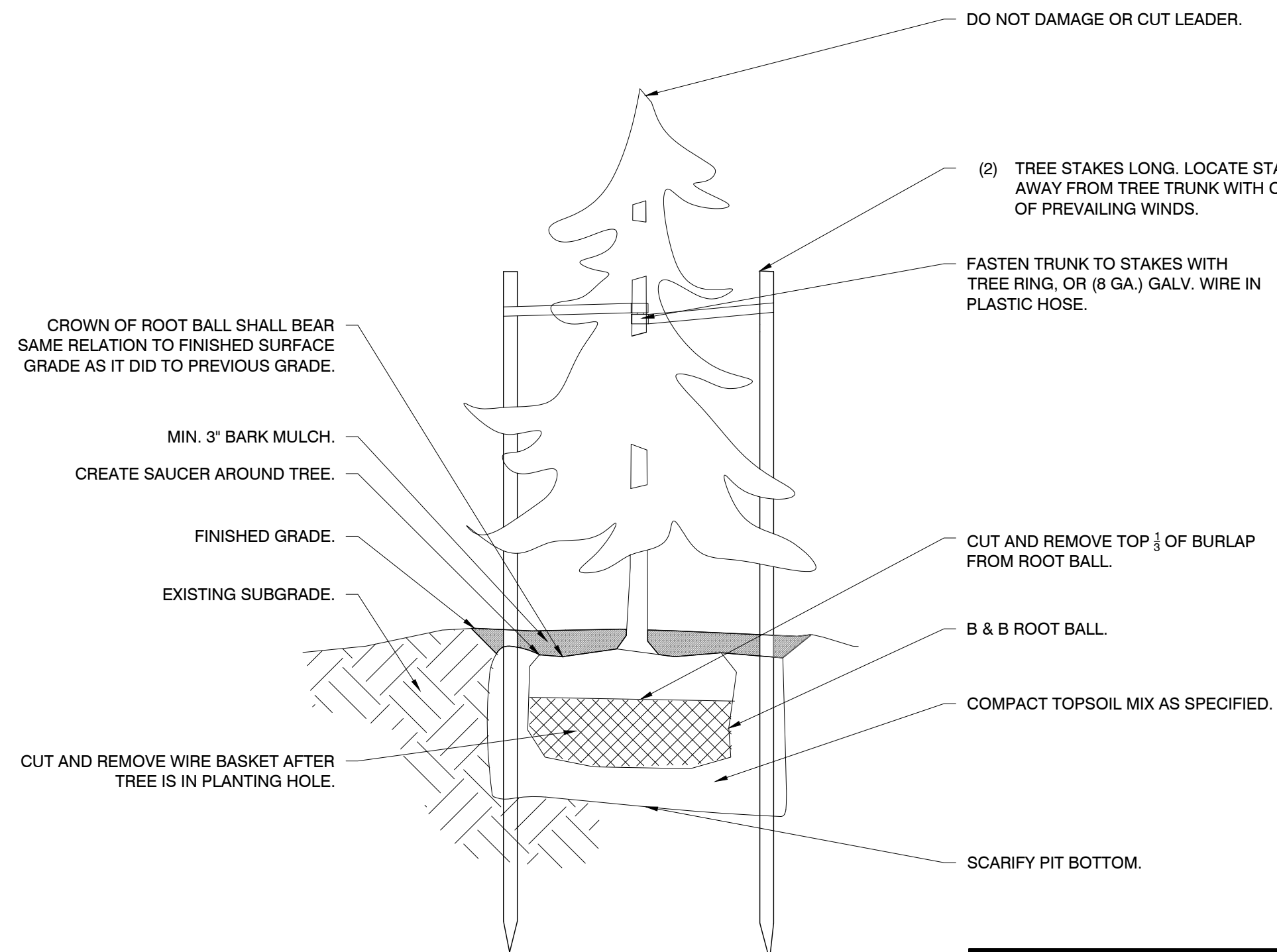
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**STREET TREE PLANTING**  
**RAIN GARDEN**  
**V-101E**





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.

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

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

