



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

Tuesday, January 31, 2017, 4:15 p.m. – 5:45 p.m.
Willow Room, Woodland Center
John A. Finch Arboretum
Angel Spell – Urban Forester

Committee Members:

A Pendergraft, Lauren – Chairperson
X Traver, Susan - Alternate
X Gifford, Guy
A Davis, Garth
X Cash, Kevin
X Chase, Rick

Park Board:

Wright, Chris

Parks Staff:

Conley, Jason
Dickson, Fianna
Spell, Angel

Guest(s):

Anderson, Carrie
MacKerrow, Nancy
Phillips, Becky
Nickerson, Hilary

SUMMARY

- The appeal of Urban Forestry Decision by Mary Moore was deferred to the next UFTC meeting due to appellant absence.
- Angel presented and reviewed the 2017 Annual Work Plan, a document required for Tree City USA recertification and helpful in the tracking and assessing of Urban Forestry Staff goals.
- Angel presented information comparing Spokane Municipal Code (12.02.945) definitions for public/street trees with 11 other Pacific Northwest municipalities, confirming consistency with our municipal code. She has also scheduled a meeting with the City's Legal Department to review revision possibilities for Spokane Municipal Code (12.02.920) that deals with the permit appeal process.
- Guy presented information discussed during the Citizen Advisory Committee meeting, including the announcement of a new member to the committee, Hilary Nickerson.
- A Financial Report more current than December 2016 was not available.

MINUTES

The meeting was called to order at 4:17 p.m. by Acting Chairperson, Susan Traver. Introductions were made.

Action Items:

1. Appeal of Urban Forestry Decision by Mary Moore, 2718 South Hatch Street

Due to Ms. Moore's absence, the appeal was deferred to the February 28th meeting.

Discussion Items:

1. 2017 Annual Work Plan for Urban Forestry

Angel presented and reviewed the 2017 Annual Work Plan; topics covered included Capital, Construction, and SpoCanopy Projects, Field Operations, Marketing, Public Outreach/Education, and Staff Training. The report was originally created as a requirement for Tree City USA recertification, but has proven to greatly assist Urban Forestry Staff remain focused and on track with annual goals, and evaluate their accomplishments at year-end.

2. Discussion of December 29, 2016, Special Meeting Items; Public/Street Tree Definitions and Permit Appeal Process Guidelines per Spokane Municipal Code

In response to Committee request, Angel presented public/street definitions from 11 Pacific Northwest municipalities, reflecting that most definitions were very similar to Spokane Municipal Code. Also, Angel distributed a Draft document on guidelines for the permit appeal process and presented the possibility for appeals going directly to the City Hearing Examiner. A meeting with the Legal Department has already been scheduled to review municipal codes involved for possible cleanup and revision. Updated information will be presented as a Discussion Item at the next meeting.

Standing Report Items:

1. Citizen Advisory Committee Report

Guy Gifford shared information covered in the Citizen Advisory Committee meeting that included the addition of Hilary Nickerson as a new CAC member, an update on the Ponderosa Pine contest, and future CAC recruitment possibilities.

2. Urban Forestry Financial Report (December 2016)

December 2016 financials were previously discussed; no new information.

Meeting adjourned at 5:45 p.m.

The next regularly scheduled meeting is February 28, 2017, 4:15 p.m., at Finch Arboretum in the Woodland Center's Willow Room.

Budget and Capital Projects

Monday, January 30, 2017

10:43 PM

- ☐ 6-Year CIP
- ☐ 2018 Budget Process
- ☐ Fleet & Equipment Fund Schedule
- ☐ Finch Bridge & Road Improvements CP #16-23
- ☐ Woodland Center Improvements CP #16-24
- ☐ Finch Arboretum Master Plan (\$30,000) #17-11
- ☐ Finch Arboretum IT Infrastructure & Network (\$30,000) #17-13
- ☐ Park Ops Annex & Storage Facility

Staff Development & Training

Monday, January 30, 2017

10:43 PM

□ Positions

- Urban Forestry Specialist (PT Perm)
- +PT Perm at Finch Arboretum
- +FT Perm Arborist

□ Training

- Pesticide Re-Certification Feb 14-15th (Jeff, Andy, Jon, Lisa)
- Turf, Tree, and Landscape Conference Feb 22nd (Melissa, Matt, Amber, Alex, Wyatt)
- NRPA Certified Park & Recreation Executive (Angel)
- ISA Municipal Specialist (Angel)
- ISA Board Certified Master Arborist (Jeff)
- Supervisor training TBD (Andy)

John A. Finch Arboretum

Monday, January 30, 2017
10:43 PM

- Capital Projects 2016-2017
 - Finch Bridge & Road Improvements CP #16-23
 - Woodland Center Improvements CP #16-24
 - Finch Arboretum Master Plan (\$30,000) #17-11
 - Finch Arboretum IT Infrastructure & Network (\$30,000) #17-13
- Entrance Renovation Design
- Events
 - Arbor Day Celebration - April 29th
 - Fall Leaf Festival - October 28th

Field Operations

Monday, January 30, 2017
10:44 PM

- Park Stewardship - Planting/Pruning/Removals
 - A.M. Cannon
 - Loren Kondo
 - Wentel Grant
 - Nevada Playfields
 - Your Place
 - Ben Burr
 - Hamblen

- Park Stewardship - Install Mulch Rings
 - Woldson
 - Identify other opportunities in Parks & Rec

- Park Master Plans - Planting
 - Rochester Heights
 - Couer d'Alene
 - Southside Sports Complex

- Nursery
 - Spring order of new stock inventory
 - Summer maintenance of stock
 - Fall order of new stock inventory

- Inter-fund projects
 - Golf - assist with:
 - Inventory
 - Project planning
 - Stewardship
 - Fire
 - Water
 - Library
 - Wastewater

Permits & Plan Review

Monday, January 30, 2017
10:44 PM

- Accela Permit Module
 - January - launch internal staff testing
 - January - launch mobile inspections
 - March 2nd - training event with arborist contractors
- Plan Review
- Courtesy & Code Violation Notices

SpoCanopy

Monday, January 30, 2017
10:44 PM

2017 Project Schedule

- Business Districts
 - East Sprague TIP & 1st Avenue
 - 5th Avenue Underhill Park
 - Market Street
- Neighborhood pruning & planting
 - Logan
 - Ermina Avenue - Ruby to Dakota St
 - Emerson-Garfield
 - Five Mile
 - Whitman
 - East Central
- Parkways & Boulevards
 - Manito Blvd
 - Rockwood Blvd & Garfield Islands
- City-wide Planting
- Neighborhood Tree Program

Task Rundown for Projects:

- 1- Field Assessment
- 2- Scope of Work
- 3- Neighborhood notification
- 4- Notice to property owners
- 5- Permit Issuance
- 6- Solicitation & Selection of Contractor
- 7- Award contract
- 8- On-site project walk-through
- 9- Notice to Proceed
- 10- Inspections

City Construction

Monday, January 30, 2017
10:44 PM

2017 Project Design Schedule

Bridge

- 1- 2012119 University District Pedestrian/Bicycle Bridge

CSO

- 2- 2013212 CSO 14 & 15
- 3- 2015178 CSO 25
- 4- 2013213 CSO 33-1 Liberty Park Control Facility
- 5- 2012088 CSO 34-1
- 6- 2010076 CSO Basin 23
- 7- 2010087 CSO Basin 24
- 8- 2010088 CSO Basin 26
- 9- 2010102 CSO Basin 41
- 10- 2013215 I04 Control Facility (Bridge)
- 11- 2013214 I03 Control Facility (TJ Meenach)
- 12- 2014096 I07c Riverside Control Facility

Sewer

- 13- 2016115 Hayford Force Main Replacement

Sidewalk

- 14- 2013156 2013 Downtown Pedestrian Improvements
- 15- 2016163 2015 Traffic Calming Dist 1 Ph II
- 16- 2016164 Traffic Calming Dist 3 Ph II
- 17- 2016045 2016 TBD Sidewalk 5th Ave from Haven to Fiske
- 18- 2016118 2017 ADA Curb Ramps
- 19- 2017041 2017 CD Sidewalks
- 20- 2017042 2017 Street Maintenance Curb Ramps
- 21- 2015116 Regal - Bemiss - Shaw Ped Safety
- 22- 2013160 Ridgeview Elementary Sidewalk

Stormwater

- 23- 2015154 Pacific Ave and Perry St Infiltration Facility

Streets

- 24- 2017043 Residential Chip Seal
- 25- 2017044 Residential Grind and Overlay
- 26- 2006167 37th Avenue from Regal to Custer
- 27- 2013146 Barnes Road from Strong to Phoebe
- 28- 2015052 Crestline St Lane Reduction from Euclid to Francis
- 29- 2014149 Division St Gateway from Spokane Falls to 3rd
- 30- 2015053 Maxwell/Mission Ave Lane Reduction from Maple to Washington
- 31- 2015078 Riverside Drive Extension Phase 2B from Erie to Perry
- 32- 2014080 Sprague Ave Rebuild Ph 1 from Helena to Altamont

Trail/Path

- 33- Centennial Trail Mission Ave Gap Ph 1
- 34- 2016076 Downtown Bicycle Network Completion Phase III

Water

- 35- 2016133 Central Ave Well #2 Rehabilitation
- 36- 2015176 Chlorine Injection Station - West Plains
- 37- Qualchan Reservoir Rehabilitation
- 38- 2015168 West Plains to SIA Connection from Craig to Hayford

Task Rundown for Projects:

- 1- Project Consultation with Engineering Services
- 2- Public Meetings/Open House
- 3- Field Assessment
- 4- Scope of Work
- 5- Permit Issuance
- 6- Notice to property owners
- 7- General Pre-Construction Meeting
- 8- On-site Tree protection Pre-Con Meeting
- 9- Tree Work - plant/prune/remove/root treatment/tpz
- 10- Inspections

Parks & Rec Construction

Monday, January 30, 2017

10:45 PM

- ☐ Riverfront Park Redevelopment
 - ☐ Howard Street Bridge
 - ☐ Skyride Ice Ribbon
 - ☐ Looff Carousel

- ☐ Comstock Park Sidewalks
- ☐ Audubon Park Sidewalks

- ☐ Others TBD pending list from Parks Planning

Media & Marketing

Monday, January 30, 2017

10:45 PM

- Website
- Facebook
- Twitter
- Apps & Maps
 - Spokane Historical (heritage trees)
 - MapSpokane (tree inventory)
 - Historic Preservation Map (heritage trees)
- Campaigns
 - Utility Bill donations
 - Tree of Life donations
 - Permitting
 - Tree benefits & value
 - Ponderosa pine
 - Heritage Trees
 - Wildlife Trees

Public Outreach & Education

Monday, January 30, 2017

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- ☐ Arbor Day Celebration – April 29th
- ☐ Tree Stewardship Guide – 2nd Edition printing
- ☐ Fall Leaf Festival - October 28th
- ☐ Community Canopy Spring and Fall workshops
- ☐ Neighborhood Councils and Organizations
- ☐ Presentations

Policy & Planning

Monday, January 30, 2017
10:45 PM

Boards – Committees – Working Groups

- ☐ 5th Avenue Underhill Revitalization Stakeholder Group
- ☐ University District Development Association Visioning Group
- ☐ EWU Community Partners Sustainability Curriculum Development
- ☐ Washington Community Forestry Council (WCFC)
- ☐ Washington Recreation and Park Association (WRPA)
- ☐ WSU-Vancouver Advisory Panel for research on street tree ecosystem services

Park Board

Monday, January 30, 2017

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- ☐ Citizen Advisory Committee
- ☐ UF Tree Committee
 - ☐ Heritage Tree Program
- ☐ Park Board

City of Seattle DOT Street Tree Manual -

<https://www.seattle.gov/transportation/docs/Street%20Tree%20Manual%20WEB.pdf>

Street Tree: Refers to any tree planted or growing within public places.

Planting Strip: The term planting strip means that part of a street right-of-way between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk (SMC 10.52.010H).

Public Places: The public right of way and the space above or beneath its surface, whether or not open or improved, including streets, avenues, ways, boulevards, drives, places, alleys, sidewalks, planting strips, squares, triangles, and plazas that are not privately owned. The Street Tree Ordinance and this manual do not regulate trees and vegetation located on city property or public places under the jurisdiction of the Seattle Parks and Recreation Department or the Department of Finance and Administrative Services.

City of Vancouver Street Tree Manual -

http://www.cityofvancouver.us/sites/default/files/fileattachments/public_works/page/1741/street_tree_manual.pdf

“Street tree” means any woody vegetation, generally single-stemmed, and is recognized by the City as a tree, and in which the trunk is wholly or partially located within the right-of-way or any easement granted for the purpose of public tree management.

“Private tree” means a tree in which the trunk wholly resides on a property owner’s real property adjacent to the right-of-way.

“Right-of-way” means property designated for general public access, typically including but not limited to planting strip, street tree, sidewalk, curb, and street.

City of Portland Urban Forestry Street Tree Planting Standards -

<https://www.portlandoregon.gov/trees/article/496924>

Street tree: any tree planted in the City right-of-way, whether in improved or unimproved right-of-way

City right-of-way: the area between neighboring properties including street surfaces, curbs, sidewalks, and/or additional areas on either side of the sidewalk; interchangeable with “right-of-way” for the purpose of this document.

City of Post Falls Tree Standards Manual -

<http://www.postfallsidaho.org/ParkRec/forestrydocs/TreeStndManual/TreeStandardsManual.pdf>

STREET TREE: Any tree with 51% of its trunk within the public right-of-way.

PUBLIC TREE: A tree that is located on City property, public right-of-way or easements within the City of Post Falls.

PRIVATE TREE: A tree that is the responsibility of a private landowner.

PUBLIC RIGHT-OF-WAY: Improved or unimproved public property owned by, dedicated to, or deeded to, the public or for the public's use, for the purpose of providing vehicular, pedestrian and other public use. Such public property includes, but is not limited to, streets, alleys, sidewalks, easements for public utilities, cut and fill slopes, and public open space.

City of Bellingham Chapter 13.40 Street Trees and Other Vegetation -

<http://www.codepublishing.com/WA/Bellingham/html/Bellingham13/Bellingham1340.html#13.40>

“Street tree” shall mean any tree which is located upon property within the improved right-of-way in the city of Bellingham

“Right-of-way” shall mean that strip of land dedicated to or over which is built public streets, sidewalks or alleys, or is used for or dedicated to utilities installation; the “right-of-way” is an easement over the land of the adjoining property owner.

“Improved right-of-way” shall mean that strip of land dedicated and improved and developed to city standards for public use as a street, sidewalk or alley.

“Unimproved right-of-way” shall mean that strip of land which has been dedicated, but not developed or improved to city standards for public use as a street, sidewalk, or alley.

City of Burlington Chapter 12.20 Trees -

<http://www.codepublishing.com/WA/Burlington/html/Burlington12/Burlington1220.html#12.20>

“Street trees” means trees, shrubs, bushes, and all other woody vegetation on public rights-of-way, land lying between property lines on either side of all streets, avenues, or boulevards, within the city.

City of Boise Municipal Code Chapter 9 – 16 Boise Tree Ordinance -

<http://parks.cityofboise.org/media/4763/Forestry-BoiseCityTreeOrdinance.pdf>

PUBLIC TREES: Any tree (inclusive of roots within the critical root zone) whose trunk is located, partly or in whole, on public property.

PUBLIC PROPERTY: Any property owned by, dedicated to, or deeded to, the public or for the public's use. City parks, public rights-of-way and other publically owned, controlled, leased or managed properties are included in this definition. This definition excludes any federal or state owned properties except where otherwise provided by contract or law.

City of Missoula Municipal Code Chapter 12.32 -

<http://www.ci.missoula.mt.us/DocumentCenter/Home/View/455>

Boulevard Trees: any tree which exists in an area of public right-of-way between the edge of the public roadway, whether curbed or not, and the private property line

City of Grandview Chapter 12.14 -

<http://www.codepublishing.com/WA/Grandview/html/Grandview12/Grandview1214.html#12.14>

“Street trees” means trees, shrubs, bushes and all other woody vegetation on public rights-of-way within the city.

City of Sandpoint Arboricultural Manual -

<http://www.cityofsandpoint.com/home/showdocument?id=412>

Private tree: A tree that is entirely on private property and not within city right-of-way.

Public right-of-way: Improved or unimproved public property owned by, dedicated to, or deeded to, the public or for the public's use, for the purpose of providing vehicular, pedestrian and other public use. Such public property includes, but is not limited to, streets, alleys, sidewalks, easements for public utilities, cut and fill slopes, and public open space.

Public tree: A tree that is located on city property, public right-of-way or easements within the City of Sandpoint.

Street tree: Any tree with 51% of its trunk within the public right-of-way

City of Hayden Tree Standards Manual -

http://www.cityofhaydenid.us/document_center/Government/PublicWorks/Forestry/Tree_Standards_Manual.pdf

Public right-of-way: Improved or unimproved public property owned by, dedicated to, or deeded to, the public for its use for the purpose of providing vehicular, pedestrian, and other public use.

Public tree or shrub: A tree or shrub that is situated in such a manner that any part of the tree trunk or shrub base at ground level is on public property or a public right-of-way.

Private Tree: A tree that is not a public tree

Street trees: All public trees located within public rights-of-way.

(DRAFT) Guide to Public Hearings on an Appeal of SMC 12.02.920

Hearings on Appeal

Although the hearing on an appeal is open to public observation that does not mean that anyone who is interested can present testimony or evidence. In an appeal hearing, only the parties to the appeal and witnesses called by the parties may present testimony and evidence. The “parties” to an appeal include any person or group that files an appeal (each an “appellant”). If a group files an appeal, that group is considered a single appellant, and typically must select one person to represent the group in the proceedings. The parties to the appeal also include the person or entity who responds to the issues raised in the appeal (each a “respondent”). As the City agency responsible for the decision being appealed, the director or director’s designee is typically the respondent. The hearing agenda for a typical appeal hearing will be something like the following:

1. Introduction of hearing by Chair of the Urban Forestry Tree Committee.
2. Opening Arguments (optional).
3. Presentation of Appellant's Case on Appeal.
4. Presentation of Respondent's Case on Appeal.
5. Rebuttal, if any, by the parties.
6. Final Arguments (optional).
7. Adjournment of the hearing.
8. Submittal of written argument (optional).

Hearing Protocol

Tree Committee members may seek clarification of the issues and may ask questions of participants at any time during the hearing. Cross-examination may be permitted in the discretion of the Chair, but will typically be limited to the questioning of experts or those who present themselves as experts. The Chair may modify the hearing process or impose procedural rules to fit the circumstances of a particular case. For example, the Chair may impose time limits on oral presentations, and request interested parties to indicate in advance of their desire to speak. The Chair may also request written submissions to clarify or further elucidate the materials or testimony offered at the hearing, or take other steps that the Chair deems to be proper in order to ensure fairness, a complete record, and efficiency or economy. At the conclusion of the hearing, the Hearing Examiner may close the record of the proceedings, or establish a date that the record will remain open for further submission of written materials. In appropriate cases, the Chair may also continue the public hearing to a future date.

Tree Committee’s Decision

After the hearing is concluded and the record is closed, the Tree Committee may make an oral decision at the hearing. Optionally, the committee may choose to consider the matter further and then prepare a written decision.



Spokane Municipal Code

[Home](#)[Title 12](#)[Chapter 12.02](#)[Section 12.02.912](#)

[Title 12](#) Public Ways and Property

[Chapter 12.02](#) Obstruction, Encroachment of Public Ways

Article V. Urban Forestry Program

[Section 12.02.912](#) Removal, Pruning of Trees and Shrubs

- A. The director may authorize or order removal of or may remove street trees and shrubs situated within the rights-of-way, or other treatment or pruning, whenever one or more of the following criteria are met:
1. The tree or shrub is hazardous or other good cause.
 2. The tree or shrub is damaging public improvements or public utilities and removal is necessary because of the installation of, or potential or actual damage to, a sidewalk, parkway, curb, gutter, pavement, sewer line, underground utility or other municipal improvement.
 3. There is infection or infestation of trees or shrubs with a disease or pest detrimental to the growth, health or life of such trees and which infection or infestation cannot be controlled or removed.
 4. The vegetation obstructs rights-of-way, authorized traffic signs or is determined to interfere with line of sight or creates other identified traffic or safety concerns.
 5. The tree's health is severely degraded because of improper pruning, including severe crown reduction.
- B. When the engineering services department determines that vegetation obstructs a public right-of-way, it notifies the director. Unless an emergency requires immediate abatement by the City, the director may utilize the procedures in [SMC 10.20.020](#), [SMC 12.02.910](#), or any other lawful means for pruning or removal.
- C. As a condition of removal, the director requires replacement with trees or shrubs that are appropriate for the location, unless replacement is not

possible.

- D. If a street tree is to be removed at the order of the director, unless immediate removal is necessary to protect public health and safety, he notifies the property owner and tenants thirty days prior to the proposed date of removal. The notice states the reason(s) for the removal and the proposed date of the removal. An order of removal may include an estimated cost and provide the property owner with the option of procuring removing within a time specified by authorized persons, but no estimate shall bind the City to accept any amount less than the true and actual cost determined after corrective action is taken.
- E. For City projects which will require removing one or more trees, the department will notify the property owner and tenants thirty days prior to the proposed date of removal. A copy of the notice shall also be delivered to the department of neighborhood services and code enforcement within the same time frame.
- F. Questions affecting right-of-way management are referred to the director of the engineering services department. The parks director may also refer inquiries about interdepartmental assistance to the director of engineering services, where a healthy tree may be preserved with extra measures involving additional cost or expense, on a site by site basis.

Date Passed: Monday, November 26, 2007

Effective Date: Tuesday, January 1, 2008

ORD C34139 Section 8