



**Spokane Urban Forestry Tree Committee  
Citizen Advisory Committee**

**MEETING MINUTES**

**November 4, 2008**

**4:00 PM**

**CALL TO ORDER**

The meeting was called to order at 4:10 PM

**ROLL CALL**

- a. All members of the CAC were present except Andrew Rolwes, Geri Odell and Ed Miles.
- b. Also present: Elizabeth Schoedel, (UFTC Member) Melissa Burt (UFTC Member), Phil Lindstrom (UFTC Member), Steve Nittolo (Horticultural Supervisor, Spokane), Jeff Perry (Head Arborist, Spokane) and Mike Sanborn (citizen, Certified Arborist)

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS**

Angel introduced and welcomed three UFTC members who came to the CAC meeting. Angel is also a UFTC member as part of her CAC President responsibilities – a total of four UFTC members were present at this CAC meeting.

**CONSENT CALENDAR**

The Minutes for the October 7, 2008 meeting were reviewed. Finding no errors, Garth moved they be accepted as written. Julie seconded the motion. Motion carried and the Minutes were accepted as written.

**CITIZEN COMMENTS**

None

**REPORTS**

Steve Nittolo, Horticulture Supervisor, City of Spokane.

Steve continued the important discussion concerning arborist licensing. He said that he had recently met with Barry Russell and the police department licensing representative to work out administrative details concerning this program. He also had scheduled a future meeting with the Parks and Recreation attorney to discuss the code enforcement aspect of this issue.

Steve also discussed how he is now pursuing activating the UF web site up by using a web site

contractor instead of the City IT personnel. He felt that this would greatly benefit him by getting this important information project moving forward. He furthered shared that he would be meeting with the UFTC and the Planning Department to discuss UF issues.

b. Education Outreach and Volunteer Recruitment subcommittee.

Cindy Deffe said that this subcommittee would now meet the 3<sup>rd</sup> Tuesday of each month, at 4 p.m. at SCC. She indicated that her subcommittee would soon apply for grant money through the Parks Foundation. This money would be used for printing costs for UF educational materials. Garth volunteered that he thought that that SCCD may have some money for UF educational printing costs. This subcommittee report is attached.

c. Finance & Funding subcommittee

No report.

d. Ordinance Review & Code Enforcement subcommittee

See 5a above.

e. Vegetation Management Plan subcommittee

No report.

g. Staffing Recommendations subcommittee

Carrie Anderson presented the CAC-approved UF staffing recommendation to the UFTC members present at the CAC meeting. The staffing recommendation is attached. According to Spokane ordinance the UFTC may now present it to the Park Board for their information and possible adoption. At this time, it is unclear whether the UFTC will carry this staffing recommendation forward for presentation to the Park Board.

For Reference:

The CAC ordinance SMC 04.28.060A.- “A CAC is establish **to advise and make recommendation to the UFTC** on plans and policies.

The UFTC ordinance SMC 04.28.010 states “There is established the UFTC to **advise and make recommendation to the park board and city council** regarding managing, conserving and enhancing the trees and shrubs located the street right-of-way and in the parks and public areas of the city, and assisting property owner and public agencies.”

g. Historic Tree & Preservation subcommittee

Susan Traver presented an information briefing to the assembled UFTC members concerning a draft resolution establishing a Heritage Tree Program for Spokane. This draft resolution would replace last month’s proposed HT ordinance additions. The draft resolution is attached. She asked that the UFTC review the draft resolution, consider changes if necessary and then bring it forward to the Park Board for adoption. Again, at this time, it is unclear whether the UFTC will carry this program recommendation forward for presentation to the Park Board.

For Reference:

Establishment of this program is mandated in SMC 04.28.050F – “The UFTC: **Develops a program** for identifying and maintaining trees in the City which have significant historical, cultural, environmental or public significance and **makes recommendation to the park board and city council on adopting such a program.**”

## 6. OLD BUSINESS

No Old Business

## 7. NEW BUSINESS

The CAC fervently hopes that the UFTC will carry out their important Spokane Urban Forest responsibilities.

## 8. ADJOURNMENT

Carrie moved to adjourn the meeting at 5:55 PM. Cindy seconded the motion.

*The Citizen Advisory Committee to the City of Spokane Urban Forestry Tree Committee meets the first Tuesday of each month, 4:00 pm, at the Manito Meeting Room, Manito Park, in Spokane, Washington.*

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Angel Spell, Chair

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Susan M. Ross Traver, Secretary

Spokane Urban Forestry Tree Committee  
CAC Staffing Subcommittee  
Meeting Report July 22, 2008 4pm

Members present: Garth Davis, Steve Nittolo, Ed Miles, Richard Graham, Pam Luders, and Jeff Perry

As a result of several meetings the Staffing Subcommittee proposes that the Citizens Advisory Committee make the following recommendations to the Urban Forestry Tree Committee:

The Spokane Urban Forestry Program shall be raised to the division level within the Spokane Parks Department.

Funding shall be allocated specifically to the Spokane Urban Forestry Program in order to sustain a staff that consists of one Division Manager/Director (Urban Forester), one Field Supervisor (Arborist III), three Arborist II positions, and three Arborist I positions.

These recommendations have been made after conducting research in the following areas:  
Successful urban forestry programs of cities similar in size to Spokane  
Past performance of the Urban Forestry Program with the current budget and department structure  
Maintenance needs of the Spokane Urban Forest  
Recommendations of professionals in the industry

We believe that in order for the Spokane Urban Forestry Program to be successful it needs to be placed as a division within the Parks Department so that it can exercise the authority necessary to properly advocate for, and manage Spokane's Urban Forest.

Adequate funding is a necessity for the Urban Forestry Program. In order to properly manage a critical component of Spokane's infrastructure (public trees), an appropriate budget needs to be allocated.

**DRAFT**  
**A/O 10/31/08**

City of Spokane

Resolution # \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL CREATING AND SETTING FORTH THE  
HERITAGE TREE PROGRAM FOR THE CITY OF SPOKANE**

**WHEREAS**, Section 12.02.916 SMC "Protection of Public and Private Historic and Heritage Trees" of the City of Spokane states that, "Historic and heritage tree preservation designation recognizes the significance of trees to the City." It also states that "a tree may be retained beyond its useful life because of its contributions to the environment and the City character and that such tree is designated by the (Urban Forest) Tree Committee." It further states that Urban Forest "Tree Committee establishes procedures for nomination" of Spokane's Heritage Trees

**WHEREAS**, a Heritage Tree Program also satisfies a portion of the "long-term goals and strategic planning" contained in Chapter 2 of Spokane's Vegetation Management Plan, and

**WHEREAS**, activities that enhance the community's awareness of the value of trees and of our City's urban forest should be encouraged;" and

**WHEREAS**, trees are one of the principal components of our City's character and sense of place; and

**WHEREAS**, by preserving our natural resources we preserve a valuable link to our past

**WHEREAS**, the Urban Forest Tree Committee of the Parks and Recreation Board recommends the establishment of this HERITAGE TREE PROGRAM to encourage retention of significant trees in the community,

**THEREFORE, THE CITY COUNCIL OF SPOKANE, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The purpose of the HERITAGE TREE PROGRAM shall be to accomplish the following:

Increase public awareness of trees in general and specifically Spokane's urban forest;

Draw attention to and protect those significant HERITAGE TREES that are unique as specified by Section 12.12.916 SMC;

Provide publicity for increased awareness of the purpose and activities of the Spokane Urban Forestry Tree Committee (UFTC), the UFTC Citizen Advisory Committee and the Urban Forestry Department;

Encourage public participation in the identification and perpetuation of HERITAGE TREES throughout the City.

Section 2. The definition of "HERITAGE TREE" is a tree or collection of trees that is particularly desirable because it has valued, unique characteristics that set it apart from other similar trees as specified by Section 12.02.916 SMC.

Section 3. The process for nomination shall be as follows:

Any individual or group of individuals interested in identifying and preserving heritage trees may nominate a tree or trees on any Spokane city property for "HERITAGE" status.

The City Council may nominate a tree or collection of trees on City property for Heritage Tree status.

Heritage tree nominations shall be submitted to the urban Forest Tree Committee on nomination forms provided by the Urban Forestry Department of the City.

The nomination shall at least include (1) a description of the tree nominated; (2) the characteristics that merit the tree being designated for heritage tree status, (as designated in Section 12.02.916 SMC) including the history of the tree, if known; (3) a photograph of the tree; and (4) a map locating the tree.

The owner of the property on which the nominated tree is located shall agree to the nomination by signing the consent statement on the nominating form.

The owner of the property on which the nominated tree is located must agree in writing to allow the tree to be placed on a City map of Heritage Trees and for the City to install a plaque or other appropriate identification (1) selected by the City with concurrence of the owner and (2) paid for and installed by the City.

To inform future property owners, the owner of the property will be encouraged in the notification letter to record a Notice To Title indicating the location of the Heritage Tree on the property.

Upon recommendation by the Urban Forest Tree Committee, the Council may remove designation of any tree as a Heritage Tree if it finds that such designation is no longer appropriate.

Section 4. The authority and process for designation of Heritage Trees shall be as follows:

The Urban Forest Tree Committee (UFTC) shall consider Heritage Tree nominations at their regular meetings, using the Heritage Tree Designation Guidance Document to make their determination. The consideration meetings should take place within two months from receipt of a nomination. No tree may be given Heritage Tree status unless a quorum of UFTC members discuss and vote in favor of the Heritage Tree nomination.

Criteria to be considered by the Urban Forest Tree Committee for recommending a nomination for Heritage Tree status shall include the following (as designated by Sec 12.02.916 SMC):

Has historical significance to a person, place or event.

Has attained significant size in height, caliper, or canopy spread for its age and species

Has special aesthetic qualities for its species

Is prominently visible to the public, along major roads or public places

Possesses rare horticultural value

The owner of the tree agrees in writing to the “Heritage” designation of the tree and has complied with the nomination steps set forth above in Section 3.

All heritage trees will be identified and recorded in a register maintained by the Urban Forestry Tree Committee and the Urban Forestry Department.

Notice of all trees identified as Heritage Trees by the Urban Forest Tree Committee shall be forwarded to the Mayor. All designated trees, including names of the nominator and the property owner, will then be acknowledged in a letter from the Mayor to the nominator and property owner. This letter will be provided by the Urban Forestry Department to the Mayor’s staff. Further individual Heritage Tree publicity is at the discretion of the Mayor, and the Urban Forest Tree Committee (such as proclamations, publicity releases, etc).

Section 5. The City will provide the owner with a professional arborist’s assessment of the health of the tree and recommendations for maintaining the tree according to accepted pruning and care standards.

Section 6. A Heritage Tree or collection of trees is retained by the property owner and does not

become the property or responsibility of the City. The property owner is responsible for all maintenance and liability issues pertaining to the tree or trees. Prior to removal of a Heritage Tree, a property owner must consult with the Urban Forest Tree Committee. The City strongly encourages all Heritage Tree property owners to retain these significant tree(s). However, a Heritage Tree designation does not prohibit a property owner from developing a property and/or removing the Heritage Tree or trees subject to the City's Tree Retention Regulations. If a property owner removes a Heritage Tree or collection of trees, the plaque or identification marker shall be returned to the City.

**PASSED** by the City Council \_\_\_\_\_.

**APPROVED** by the Mayor \_\_\_\_\_.

\_\_\_\_\_  
Mary Verner, Mayor

**ATTEST/AUTHENTICATE**

\_\_\_\_\_  
City Clerk

FILED WITH THE CITY CLERK: \_\_\_\_\_

PASSED BY THE CITY COUNCIL: \_\_\_\_\_

RESOLUTION NUMBER: \_\_\_\_\_