

Committee Members: Chairperson ___
Morse, Kimberly ___
Burt, Melissa X
Lindstrom, Phil X
Davis, Garth X

**Urban Forestry Tree Committee of the Spokane Park Board
December 8, 2010 – 7:00 a.m.
Manito Park Meeting Room**

SUMMARY

- Approval of minutes from November 10th was postponed to the next meeting.
- 3 trees were approved for Heritage Tree designation – an arborvitae and a larch, both at Coeur d’Alene Park, and a Swiss stone pine at Finch Arboretum.
- The committee accepted the final document “Guidelines for Infilling Street Trees in Existing Narrow Planting Strips in Spokane’s Residential Areas”. The document can be viewed at the Urban Forestry website, www.spokaneurbanforestry.org.
- The committee formed a subcommittee, chaired by Melissa Burt, to explore ways to improve the street tree permitting process, specifically in its relation to the street obstruction permit process.
- The Citizen Advisory Committee has formed a subcommittee, chaired by Chris Hilgert, to explore formation of a 501(c)3 non-profit group in support of Urban Forestry.
- The committee has changed its regular meeting time to coincide with the Citizen Advisory Committee meetings. The regular meeting will now occur the first Tuesday of each month at 3:30 PM, in the Manito Meeting Room.
- The next meeting of the UFTC is January 4th, 3:30pm, at the Manito Meeting Room.

MINUTES

Action Items:

1. Approval of Minutes from November 10, 2010 – Postponed to the January meeting.
2. Heritage Tree Nominations –
 - a. Three trees were presented to the committee by staff: an arborvitae in Coeur d’Alene Park, a larch in Coeur d’Alene Park, and a Swiss stone pine at Finch Arboretum.
 - b. Garth Davis moved to approve all three trees for designation as Heritage Trees. Phil Lindstrom seconded. Motion passed.
3. Letter to Park Board Finance Committee –
 - a. The committee referred this item back to staff.
 - b. Staff will draft a letter on behalf of the committee recommending a minimum funding level of \$2 per capita from the Park Fund. This is the minimum set by the National Arbor Day Foundation for Tree City USA designation.

Information Items:

1. Commercial Tree Service License Application –

Staff shared a new design of the Commercial Tree Service License Application. Next steps are getting feedback from the commercial arborists and presentation to Taxes & Licensing for approval and use.
2. Guidelines for Infilling Street Trees –

The final document was shared with the committee. Promotion and distribution of the guidelines will be concentrated in January and February but it is currently available on the website. Leroy suggested scheduling this as a topic for the Walk in the Park program.
3. Permitting Process – Committee discussed ways to improve the street tree permitting process and its intersection with the street obstruction permitting process which is a program of Engineering Services. Consensus was reached to form a subcommittee to explore the issue and present possible solutions. Subcommittee will be chaired by Melissa Burt.
4. 2011 Meeting Schedule – Upon recommendation by Garth Davis and agreement from staff, the committee decided to schedule meetings concurrently with the Citizen Advisory Committee. This arrangement is intended to reduce staff work redundancy and time while bringing the two committees into a more productive work flow. The UFTC meetings will now be held on the first Tuesday of each month at 3:30 pm, at the Manito Meeting Room.

Standing Report Items:

1. Urban Forestry Staff Report – as submitted by Angel with no additional discussion.
2. Report from Citizen’s Advisory Committee Chair – Garth reported that the annual Turf, Tree, and Landscape Conference has been cancelled for 2011 due to budget concerns by WSU. Chris Hilgert has agreed to chair a CAC subcommittee exploring the formation of a 501(c)3 in support of Urban Forestry. Garth will ask Ed Lester to fill the remaining Member-at-large position.

Meeting adjourned at 8:20am