



Committee Members:

Chairperson - Van Voorhis, Ken
Burt, Melissa
Davis, Garth
Lindstrom, Phil
Wright, Chris
Alternate – Cameron, Randy
Alternate – Traver, Susan

Also Present: Park Board – Ross Kelley; Parks Staff – Leroy Eadie, Cheryl Miller, Angel Spell; Planning Staff – Julie Neff; and Citizen – Nancy MacKerrow

**Urban Forestry Tree Committee of the Spokane Park Board
November 1, 2011, 4:15 p.m. – 5:45 p.m.
Willow Room, Woodland Center
John A. Finch Arboretum
Angel Spell, Urban Forester**

Summary

- The draft *Guidelines to Avoid Conflicts Between Street Trees and Critical Street Signs* was reviewed. Suggested improvements were made.
- Urban Forestry Monthly Financial Report was reviewed.
- A written Urban Forestry Staff Report was reviewed.
- Next meeting is scheduled for November 29, 2011, at 4:15 p.m. in the Woodland Center at Finch Arboretum.

Minutes

The meeting was called to order at 4:15 p.m. by Chairperson, Ken Van Voorhis.

Action Items: No Action Items were presented.

Discussion Items:

1. Draft Guidelines to Avoid Conflicts Between Street Trees and Critical Street Signs

The history of the Interdepartmental Discussion Group was reviewed. The Group includes staff and Directors of the Parks, Planning, and Engineering Departments. The five items specified for consideration are the Recommended Street Tree List, replacing trees in narrow planting strips, code and policy discrepancies, downtown street trees, and priority on mature trees. Action by the Park Board is not required for this item as it is an internal document to assist City Departments to consistently administer existing codes by aiding to identify and correct existing or potential conflicts. Suggested improvements included that: The Department Directors and the Mayor should sign off on the final guidelines to formalize acceptance; Wording that sounds optional should be changed to sound required as in 'may' vs. 'shall'; A section should be included at the beginning clarifying the relationship between the guidelines and existing codes and regulations; and The benefits of trees should be included.

Standing Report items:

1. Urban Forestry Financial Report – A written report was provided and reviewed. By the end of 2011 revenue is expected to exceed projections but operating expenses are expected to remain under budget. Unspent money at the end of a year carries over to the next year for Special Funds. According to the State Auditor, at least one specific dedicated funding source is required in order to qualify as a Special Fund. In 2012 Urban Forestry may lose Special Fund status and have to roll into the Park Fund.

2. Urban Forestry Staff Report - A written report was provided. Highlights include:

a. The NeighborWoods educational workshop series went very well. Next year the goal will be to conduct one workshop each month for eight months.

b. Angel is involved with various projects including the Division Street Gateway, the Low Impact Development Subcommittee, the Interdepartmental Discussion Group, the Finch Arboretum Stream Bank Restoration and the LID Education Grant Proposal administered by Capital Programs.

c. Reforest Spokane day went very well. Only heard good reports and there were more volunteers than had been requested. The Lands Council is looking forward to doing a similar event on an annual basis.

d. Tree planting ends November 11th. The Urban Forestry work cycle was discussed. Personnel layoffs occur both summer and winter and do impact seasonal tasks. However, staffing is never allowed to be zero. Actual down time is experienced during the summer.

3. Citizen Advisory Committee Report – Garth Davis reported that the CAC meeting focused on the same document just reviewed.

Meeting adjourned at 5:47 p.m.

Next meeting is scheduled for November 29, 2011, at 4:15 p.m. in the Woodland Center at Finch Arboretum.