



Citizen Advisory Committee  
To Spokane Urban Forestry Tree Committee

MEETING MINUTES

September 27, 2011

3:00 PM

**CALL TO ORDER**

The meeting was called to order at 3:05 p.m. by Chairperson, Garth Davis.

**ROLL CALL**

- Members present: Garth Davis, Ben Kappen, Larry Lee, Ed Lester, Marilyn Lloyd, Ed Miles, Erik Sjoquist, and Julie Neff
- Also present: Angel Spell, Beth Mort, Johnna Woodruff, and Cheryl Miller (Urban Forestry Program and Parks Administration); and Ken Van Voorhis (Park Board).

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS** - Introductions were made to welcome Erik to the group. He needs to submit his Letter of Interest.

**CONSENT CALENDAR**

- Minutes of the August 30, 2011, UFCAC meeting – Spelling correction was made for Erik Sjoquist. Marilyn Lloyd corrected the spelling of her name on the agenda, noting it has been misspelled for a long time. Ben Kappen motioned to accept the minutes as corrected. Marilyn Lloyd seconded. Motion carried.

**CITIZEN COMMENTS**

- None

**REPORTS**

- a. Education and Volunteer Recruitment Subcommittee – Marilyn reported highlights of the latest meeting as:
  1. A large group met with Kat Hall. She reviewed the mission of The Lands Council and their 501c3 status. The Education Subcommittee described for her their ongoing and proposed projects.
  2. The Win-A-Tree contest was won by Elizabeth Schoedel. Comment was made that minimal response to the questionnaire was received.
  3. Erik discussed the High Drive Bluff Project.
  4. Reforest Spokane on October 22<sup>nd</sup> was discussed at length.
  5. Garth will try to get Pat Muntz to attend meetings. Her association with The Spokesman-Review could prove helpful for publicity purposes.
  6. The next meeting will be prior to October 22<sup>nd</sup>. Beth will send out a meeting request.
- b. Street Tree Subcommittee –Julie reported:
  1. She is working on the final edit to the guidelines to prevent conflicts between street trees and critical signs. She'll send it out when finished.
  2. The Mayor's Urban Design Awards were announced last night. Several projects involved innovative designs with street trees, including the Davenport Hotel, Bissinger Building, and the Spokane Public Market.



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- c. Downtown Street Trees – No report was given as Andrew Rolwes as absent.
- d. Vegetation Management Plan – Nothing to report per Angel Spell.
- e. Staff report – Angel Spell provided a written report. Highlighted topics include:
  - 1. The preliminary findings for the Logan Neighborhood Pilot Project were sent out. Scheduled completion for this grant project is June, 2012.
  - 2. NeighborWoods Workshop Series are scheduled for Saturdays in October beginning on the 8<sup>th</sup>.
  - 3. Jeff and Mike are back from Missouri.
  - 4. Angel and Beth are developing a new work flow for Pre-Dev conferences, plan review, and Pre-Con conferences.
  - 5. Work continues on the Division Street Gateway Project.
  - 6. The TBD Pedestrian Sidewalk Projects begin in 2012. The permitting process used with the Street Bond Project will also be used for these Sidewalk Projects.
  - 7. Reforest Spokane Day is October 22, 2011. All volunteers and questions are being directed to The Lands Council as they are coordinating the event. A suggestion has been received that it would be appropriate to conduct utility locating research before planting so as to avoid problems in the future.
  - 8. Not on the written report, but an important item is that at yesterday's City Council Meeting approval was granted to take existing \$250,000 from Stormwater Surge Funds to be used specifically for the Urban Forestry Inventory Project. This is one-time funding. The previously requested Stormwater Fee did not have sufficient support by City Council at this time. The inventory will be contracted out. A Request for Proposal will be issued.
- f. Conservation Area Stewardship Plans – Ed Miles comments:
  - 1. Conducting a committee meeting is necessary. Members will include Beth Mort, Erik Sjoquist and Ben Kappen. Barry Moses is interested specifically with plans for Drumheller Springs as a plan different from other areas is desired for it by Tribal groups. The meeting will be October 13<sup>th</sup>, at 2 p.m. at the Conservation District.
  - 2. Garth found some generic management goals that could be utilized with approval of the Land Committee. He will schedule to be included on the agenda at one of their meetings.
- g. Recommended Street Tree List – Garth provided an oral report.
  - 1. The committee has reviewed all the trees. A new format is being developed to include a system of icons and three categories instead of four.
  - 2. The results will be submitted to Angel in November. The goal to get it through UFTC is January 1, 2012.
  - 3. After the list is received it will be submitted to the Inter-departmental Street Tree Subcommittee for further review.
  - 4. The new list should be compatible with the Municipal Code before it is implemented for use.

**OLD BUSINESS** – None



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### **NEW BUSINESS**

- a. Member recruitment – It was noted that the terms for the ‘At Large’ positions filled by Ed Lester and Ed Miles expire at the end of 2011, as does the vacant position for a Historic Preservation representative. At this time all committee positions are four year commitments. Bob Lawrence and Tim Kohlhauff have expressed verbal interest in joining the committee. They have been directed to submit Letters of Interest to the Parks Director. Cindy Deffe will be unable to attend CAC meetings for awhile due to schedule conflicts.
- b. Fall Leaf Festival is October 15<sup>th</sup> from 11 a.m. to 2 p.m. at Finch Arboretum. The Conservation District, Community Canopy, Master Gardeners and Spokane County will have booths. Using UF staff at an Urban Forestry booth was discussed.

### **ADJOURNMENT**

- The meeting was adjourned at 4:05 p.m.

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Garth Davis, Chair