CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • MAY 8, 2025

Commission/Board Meeting **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-533:** Charles Town Tree Board Meeting Minutes - April 3, 2025
Tree Board Meeting Minutes - April 3, 2025.pdf

3. UNFINISHED BUSINESS

: **2025-532:** Tree Canopy/Inventory Update

: **2025-534:** Pollinator Garden

: **2025-535:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-536:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-537:** Spring at Craig Hill Estates Report

: **2025-538:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-539:** Discussion of Revisions to Tree Ordinance

: **2025-540:** WV Chapter of the American Chestnut Foundation Grant
Chestnut Tree Planting Guide.pdf

: **2025-541:** Clearing Brush and Invasive Species Along Willingham Knolls.

: **2025-542:** Recruitment List/Volunteers for Tree Related Projects

: **2025-543:** Arbor Day Foundation Software

4. NEW BUSINESS

: **2025-544:** Assessment of Native Species for Inclusion in Planning and Zoning Ordinances

: **2025-545:** Tree Nursery at Evitts Run Park Proposal
Plan simple.jpg
planters.pdf

5. ADJOURNMENT

6. **NOTICE: The Public May View the Meeting Live by Clicking:**

https://us02web.zoom.us/j/81846354913?

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/08/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-533: Charles Town Tree Board Meeting Minutes - April 3, 2025

ATTACHMENTS:

- Tree Board Meeting Minutes - April 3, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
April 3, 2025

Regular Meeting | **Zoom Meeting** | 7:00 PM

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Katie Coon	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
John Nissel	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

2. UNFINISHED BUSINESS

2025-379: Tree Canopy/Inventory Update

- Scott doesn't have an update but plans to work on it over Spring break.
- Aaron wants to meet up and see if the plant-finder app can be used too.

2025-381: Pollinator Garden

- The pollinator garden at the park's entrance had some mulchy leaves and topsoil spread on it.
  - Aaron will get some additional seeds for it.
- Aaron talked to somebody at the Boys and Girls Club and kids helping with the pollinator garden, and she said they would be interested in helping.

2025-382: Identification of Open Planting Areas for Trees Installations in the City

- See 2025-393 discussion.

2025-383: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

- We've done pretty well at Evitt's Run but there are still some Chinese Elms that can be cleared.
- At Jefferson Memorial Park, there are Siberian Elms with dead limbs. Aaron talked to Jim because of potential danger.
- We need to coordinate with parks and rec about assessing trees that are damaged/dangerous.

2025-384: Skate Park Hillside Below Utility Lines

- Seeds were planted on the hillside on Saturday at the skate park.
- There were about 10 volunteers, and everything got done, including the straw.
- There are about 8 bales of straw left over.

2025-385: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

- Aaron will add this to his meeting with Travis.
- We can get ideas from the Arbor Day Foundation.

2025-386: Evitts Run Planting Buffer Along Liberty Street

- We can take this item off of the agenda.

2025-387: Spring at Craig Hill Estates

- The event will be on May 3rd, we need to get it advertised.

2025-388: Discussion of Revisions to Tree Ordinance

- We aren't ready for this yet.
- It needs to be updated with better regulations and code enforcement, with a budget set aside every year and strengthen to protect trees.
- The master plan doesn't give enough detail with cost.
- We need to get with planning about this.

2025-389: WV Chapter of the American Chestnut Foundation Grant WV-TACF Grant Application 2025.pdf

- We've been approved and will be getting at least 30 chestnut trees that will be planted around Happy Retreat.
- Once we get the trees, we can plan more.
- Not sure how much money, but we can use whatever we get to tie in with the educational aspect of Happy Retreat.
- There still aren't any blight-resistant, we're getting Chinese hybrids.

2025-390: Blooms and Blossoms - Saturday, April 12, 2025, 10:00AM-5:00PM

- John will cut some more wood slices, about 30.
- We will have wood slice painting, a sign-up sheet, and Amore Law is donating a rose bud tree for a raffle drawing for people who sign up.

2025-391: WV Department of Forestry Grant
- We don't know what's going to happen with this.
- It's very limited, but we can still try.
- We can try to coordinate with the local garden club.
- Pollinator gardens are easy and cheap.

2025-392: Cacapon Best Practice Management Tree Sale
- All of the trees are here, but we're missing 1 red bud.
- We accidentally got extra trees so we will see what's leftover and decide what to do with them.
- Saturday from 9-11 AM is the pick-up for the trees.
- Sunday, Aaron will be delivering trees and have people sign a paper and collect the delivery fee.

2025-393: Arbor Day Tree Planting Planning - Saturday, April 26, 2025
- We need to get social media stuff out since it's coming soon.
- We need to decide where to plant.
- The board discussed several locations.
    - Happy Retreat was brought up, but stumps would need to be ground, and we will be planting chestnut trees there in the future.
    - Aaron suggested a parking lot off of S. Charles St. where trees had been previously. Liz brought up that we would need to find out why they were removed.
    - Parks and rec won't be meeting again before the planting, so we are more limited in places to plant without consulting with them.
    - It was also brought up to plant a tree at the depot and then later move it.
    - It was decided that Craighill Estates by the gravesite (where trees have died) would be a good location and a good introduction to the public area.
- 4/26 at 10 AM.
- We need a mayoral proclamation agenda item for the next city council meeting.

2025-394: Clearing Brush and Invasive Species Along Willingham Knolls.
- Aaron will meet with Travis.

2025-395: Recruitment List/Volunteers for Tree-Related Projects
- Scott has the volunteer sign-up sheet info, and he will store it on Google Drive and invite everyone so that we can all see it.
    - Aaron will add people from BPM tree sales to the list.

2025-398: Arbor Day Foundation Software
- Aaron is still working on this.
- It will help with the BPM tree sale.

3. NEW BUSINESS

2025-396: 5K Race to Benefit the Charles Town Tree Board - June 6, 2025

- Miles that Matter is the non-profit.
- The run/walk will be a 5k at Sam Michael's.
- We will put it out on social media.
- The proceeds will go to the tree board.
- Aaron will email out the flyer.

2025-397: Perry Fields

- We need to plan with parks and rec.
- Right now, it's just grass that the city has to mow and it's not pretty or usable.
- The park was dedicated to the city because it's so badly polluted and has been capped so there's not a lot that can be done there.
- We can plant trees and use phytoremediation.
- Carlo mentioned that not many people go there because they don't know it's there.
    - There's no signage or trail/path.
- Liz wants to put in this one because there will be a lot of work around there and we need to see how everything pans out.

Other

- Katie let the board know that she didn't receive an email for a tree selection for the Arbor Day tree.
    - Aaron said he received an email from Robert Hannah from Forestry and they have our tree and will be delivering it to the city this week.

4. ADJOURNMENT

MOTION: Motion to adjourn at 7:56PM
MOVER: Katie Coon
SECOND: Scott Updike
AYES: All

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/08/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-532: Tree Canopy/Inventory Update

Review of goals, software data, etc. Plan to update and undertake new inventory.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/08/25
Department: Charles Town Tree Board
Category: Report
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SCHEDULED

AGENDA ITEM (ID #)

2025-534: Pollinator Garden

Finish planting spaces with wildflower seeds and purchase of topsoil. Community outreach for weeding, prep and seeding. Spring. Outreach with garden clubs, boy scouts, girl scouts, and other community groups about planned effort.

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AGENDA ITEM (ID #)

2025-535: Identification of Open Planting Areas for Trees Installations in the City

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101 East Washington Street
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AGENDA ITEM (ID #)

2025-536: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

Plan to identify and map trees for removal.

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2025-537: Spring at Craig Hill Estates Report

Spring planting with the Cacapon Institute will take place on May 3, 2025, at 10:00AM.

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2025-538: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

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AGENDA ITEM (ID #)

2025-539: Discussion of Revisions to Tree Ordinance

Meeting with James on planting issues and revisions to other ordinances.

Protecting and Retaining Trees: A Guide for Municipalities and Counties in North Carolina - Protecting and Retaining Trees: A Guide for Municipalities and Counties in North Carolina | NC State Extension Publications

NC State Extension Publications 21st Century Ordinance Builder for Tree Protection Entry-Level Components - 21st Century Ordinance Builder for Tree Protection Entry-Level Components | The Morton Arboretum

The Morton Arboretum Book – U.S. Landscape Ordinances, Buck Abbey - U.S. Landscape Ordinances, Buck Abbey

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AGENDA ITEM (ID #)

2025-540: WV Chapter of the American Chestnut Foundation Grant

Grant awarded is $1,000. We received 30 chestnut trees (10 hybrid varietals x 3 varieties). I received them and we will need to tend them till the Fall when we will look to plant around Happy Retreat. We will use the funds to buy tree tubes, prepare educational materials and the cost of planting. We will need to grow these trees out for a Fall planting. They are very susceptible to squirrels deer and weevils. The will need to be caged until planted and then tubed or cages around the sapling once large enough to plant. These trees should grow 4-7 feet per year, so they should be ready to plant in the Fall of 2025.

We should begin to assess proper locations for planting. They do well planted in groups of 3 in close proximity.

ATTACHMENTS:
- Chestnut Tree Planting Guide.pdf

Chestnut Seedling Planting Guide

BEST MANAGEMENT PRACTICES FOR CHESTNUT

Planting and growing chestnut trees is a rewarding and challenging experience. As with growing anything, there are some "rules of the road" that will help with the successful establishment and survival of your chestnut trees. The American Chestnut Foundation (TACF) is working to restore the American chestnut (*Castanea dentata*) to its original range. To do this, we must plant a lot of trees! To date, we have planted over 500,000 trees as part of our mission. Restoring the American chestnut to its native hardwood forests is not a single event, but a process that will take multiple generations of people.

SITE SELECTION

The first decision that you are going to need to make when planting chestnuts is WHERE to plant your chestnuts. Typically, chestnuts are a hardy species, but they do have some general requirements.

Site selection: Well-drained, acidic soil type. **This is *the* most important consideration when planting chestnuts.** Choose wisely. Sandy (25%-75% sand composition) or rocky, well-drained, highly permeable, and somewhat acidic soils (pH 4.5-6.5) on gently sloping, land is best. Avoid heavy clay soils or planting in swales. Review your property's location on county soil maps from the Natural Resources Conservation Services (NRCS). Many of these are available on-line through Web Soil Survey (http://websoilsurvey.nrcs.usda.gov/app/).

Exposure. Full sun is often best for growth, vigor and seed production. A sheltered north-facing slope that provides protection from drying winds and the low sun of winter may be better for cold or windy sites. Planting on a slope also may help alleviate some drainage issues. How many trees and/or how much area to plant depends on several factors. What type of trees you'll be planting, how long you want to have them on your land, and the amount of land you have available, which could be the most important limiting factor. Remember that you will need to plant at least 2 chestnuts to get nut production. Account for up 50% or greater mortality over time, and plant at least 5. If you just want to plant a few trees, a good amount would be 10 or so. TACF often recommends that new growers start by testing their growing methods and land by planting 10 - 50 wild-type American chestnuts before planting many and/or implementing large-scale planting projects. This "trial run" can be a very valuable exercise to learn the finer points of growing chestnuts.

SITE PREPARATION

Site preparation needed will depend on the condition of the site. If the site is uncultivated, trees and brush should be removed, the field mowed, and re-growth controlled. Assuming you want maximum growth and nut production, you will be choosing a relatively open site. One of the easiest ways to do this might be to plant in an open field or in a cleared forested area.

DEER EXCLUSION AND REPELLING

Deer are an important factor when growing trees in West Virginia. Keeping deer from digging up or trampling chestnut seedlings is paramount to their survival.

1) Tree Shelters. One of the first places many growers turn when trying to protect their trees from deer is to plastic tree shelters. TACF typically does not recommend tall, narrow, plastic tree shelters, although this technology is starting to improve. Depending on other establishment methods employed, i.e. vegetation control, etc., there are other options including several types of mesh tubes, hardware cloth exclosures, "superwide" tubes, and others. Each come with their own advantages and disadvantages.

2) Fencing. The most proven method of deer protection is an 8-foot, woven wire fence (with 2-foot tubes inside the fence to protect from smaller critters). In some areas, a multi-strand baited electric fence can be effective. Some growers have used 8-foot tall plastic fencing with some success. Several growers have erected their own fencing, often proving more cost effective over professional installation. For small amounts of trees (about 10-20 but no more than 50, as a general rule), wire cages made from 6' lengths, hog rings, and electric fence rods may deter deer as well. Four-foot-tall chicken wire cages also have proven effective. The taller the cage, the smaller the diameter can be. As a general rule, though, try to use a 6-foot-tall fence approximately 3 feet in diameter. In the WV chapter, we typically use 48" welded wire steel fence (mesh size 2" x 4") cut into 5' sections, formed into a circle and secured in place with 48' rebar.

DIRECT SEED VS SEEDLINGS

Each method has advantages and disadvantages. When direct seedling, you will need a tree shelter that is buried 2-3" beneath the ground to avoid animal predation. Animals can 'smell' chestnuts and will go to any length to dig up a tasty morsel. Plant the nut under 1" of soil and then sprinkle on crushed leaves to avoid the soil from washing away during periods of hard rain. A shoot will not reach the surface if the nut is buried too deeply. When planting seedlings, carefully pluck off the nut using your thumb and finger prior to planting. There is sufficient nutmeat remaining in the nut to attract animals. Dig a hole deep enough so there is not "J" rooting. Water well after planting. Also, some type of deer exclusion is necessary. If not, deer will consume the seedlings the first night they are planted. Water during periods of drought, especially during the first year of growth.

WEED/GRASS CONTROL

Chestnuts do not compete well with grass/weeds. Control grass/weeds by hand or chemically. Generally, have a bare area at least 3' from the seedling. Mulch can be applied to keep in soil moisture but apply only 1-2 inches of mulch. Too much mulch invites voles/moles.

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AGENDA ITEM (ID #)

2025-541: Clearing Brush and Invasive Species Along Willingham Knolls.

Bushhogging along water way to keep vines in check.

ATTACHMENTS:

Charles Town Tree Board
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SCHEDULED

AGENDA ITEM (ID #)

2025-542: Recruitment List/Volunteers for Tree Related Projects

How do we get more people involved, especially young people and families, for City projects.

ATTACHMENTS:

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101 East Washington Street
Charles Town, WV 25414

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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-543: Arbor Day Foundation Software

Software to manage and track these types of events, including a map with real time data to show public and private plantings as well as robust information about the trees and best planting areas on property to maximize energy savings.

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2025-544: Assessment of Native Species for Inclusion in Planning and Zoning Ordinances

Instead of a prohibitive list we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver.

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AGENDA ITEM (ID #)

2025-545: Tree Nursery at Evitts Run Park Proposal

Purchase of 4 IBC totes, estimated cost $50 each total $200. Use of existing water tanks owned by City, left over ones in Maintenance yard. Installation of gutter along roof (hangers already present) and downspout to the tank which would be elevated above the planters. Use of flexible piping that runs into planters along with solar pump will provide water to beds. IBC totes will be cut in half to doble planting capacity and will be filled with wood-mulch. Pump and solar panel costs $100-200. Tubing costs $100-150.

The use of land consists of drainage area along back-side of maintenance shed coming out about 10 feet. Will need fencing to run along the planting area and box in at the end with a gate to secure from vandalism. We will want gates or access if we need to move planters (they are designed to be lifted by a forklift which the City Bobcat can do) if necessary or to transplant trees. We will need to request use of the land from Parks and Recreation. The choice of this location is outside of the Maintenance yard so as to not interfere with Maintenance operations, permit ease of access by Tree Board members and volunteers after hours and to use the building's roof to catch water and store it conveniently without additional use of water resources. See design picture and Planter picture.

Use of woodchips (can get for free from Inwood tree company) is renewable, cheap, retains moisture, degrades into nutrients for trees and provides for a bare root structure for the trees. This makes removal and transplanting much easier as there is no root ball and soil to create weight and size of the root system. See link below:

https://auf.isa-arbor.com/content/45/6/328

IBC totes can be painted on the outside. We can seek student designs and painting projects for community ownership.

ATTACHMENTS:

- Plan simple.jpg
- planters.pdf



