CITY OF CHARLES TOWN
CHARLES TOWN TREE BOARD
AGENDA • NOVEMBER 6, 2025

Commission/Board Meeting | **Jefferson Memorial Park Pavilion** | **7:00 PM**

Mildred Street , Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-1222:** Tree Board Meeting Minutes - October 2, 2025

3. UNFINISHED BUSINESS

: **2025-1223:** Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

:**2025-1224:** Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding? Day of Caring?

: **2025-1225:** Identification of open planting areas for tree installations in City.

: **2025-1226:** 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.

: **2025-1227:** Development of watering, care and maintenance plan for new trees and assessment of equipment needed.

: **2025-1228:** Discussion of revisions to Tree Ordinance, meeting with James on planning issues and revisions to other ordinances. See attached Model Tree Ordinance.
revised model ordinance rev 9.2.25.pdf

: **2025-1229:** Chestnut Tree Saplings, growing and next steps, location to plant this Fall. Need cages or tubes. Funds to be delivered. Educational material. Decision to plant Spring/Fall of 2026.

: **2025-1230:** Clearing of brush and invasive species along Willingham Knolls and Evitts Run. Phase II?

: **2025-1231:** Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects.

: **2025-1232:** Arbor Day Foundation has 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.

: **2025-1233:** Assessment of native species for inclusion in planning and zoning ordinances. Instead of a prohibited list (we cannot name all of the potential invasive species) we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver.
See Model Ordinance.
UMD+Extension-+MD+Urban+Tree+Suitability+List-+for+planters-+for+website+-+v3.xlsx

: **2025-1234:** Tree Nursery at Evitts Run Park proposal. Approved for temporary use of space. Need to coordinate with Parks on design, fence and aesthetics. Receipt of 216 trees (Sweet Gum, Dogwood, Red Oak, Beech, Willow Oak & Sassafras) to be wintered over. We are also expecting 100 hybrid Chestnut Trees spring of 2026. All of these likely to be planted in Spring of 2027.

: **2025-1235:** Tree trimming issues city wide. Washington Street. Discussion with City Manager on city expenditure to cover costs of tree trimming on W. Washington Street and tree trimming/removal at Jefferson Memorial Park.

: **2025-1236:** Stump grinding at Happy Retreat and various other locations. Flores Tree Services provided estimate at $200 per stump. They counted 26 at Happy Retreat alone. However, some of these were older stumps which were rotted and could be removed with a backhoe. A large stump grinder is $299 a day at Jefferson Rentals or $999 for a week. Time to retrieve and City staff's time is considerate but appears that would save money to rent for a week and resolve many stumps that require removal.

: **2025-1237:** Review of cutting at Willingham Knolls and consideration of Milkweed and fostering seeding in areas not actively mowed. Consideration to permanently pasture small parcel along walkway back to native grass and flowers with no mowing. Create a native habitat. Milkweed naturally grows along this area.

: **2025-1238:** Assessment of dead trees and removal of tree tubes and dead trees at all parks.

: **2025-1239:** Creation of Master Volunteer list across city groups.

4. NEW BUSINESS

: **2025-1240:** Bee City USA Application process. See Bee City Application Process and Draft Resolution. Discussion about make-up of Bee Committee.

Bee City USA Application Steps.pdf
bee city usa resolution revised for CT need completion.pdf

: **2025-1241:** Tree Grate Issues Downtown trees. Trees out-growing circle holes or roots raising grates. Request for removal and planting of native flowers & plants with small barriers to keep foot traffic out of areas. Consideration for Clover, Marigolds, Nasturtiums, Comfrey, Yarrow.

https://capitolflexipave.com/

Tree image.jpeg
Tree image #2.jpeg
Tree image #3.jpeg

: **2025-1242:** Consideration of development fees for Tree Board as part of subdivision ordinance. - https://www.karinburghardt.com/resources

: **2025-1243:** Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-gardens for drainage ponds.

: **2025-1244:** Citation for planting of invasive species

: **2025-1245:** Consideration of Heritage Trees to enable certain protections.

: **2025-1246:** Educational Program related to tree plantings and creation of natural environment with native trees, shrubs and plants. Design a Native Plant Landscape - Homegrown National Park

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1222: Tree Board Meeting Minutes - October 2, 2025

ATTACHMENTS:
- Tree Board Meeting Minutes - October 2, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
October 2, 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
Corey Lewis	Present

1. APPROVAL OF MINUTES

COMMENTS: None
RESULT: Approved
MOVER: Katie Coon
SECONDER: Jane King
AYES: All

The tree board met in person and walked around downtown Charles Town to evaluate the various tree issues. The board was joined by Corey Lewis, the City of Charles Town code enforcement officer.

- The city maintenance is working on tree trimming.
- Liz brought up that we have trees that need to be professionally trimmed beyond maintenance.
    - Especially after the storm.
    - We have a lot of hazards.
    - It was brought to city council, and it was punted to the city manager.
    - We need to circle back and get it done.

Tree in front of 120 S. George St.

- The grate is buckling.
- A lot of growth is going on over the street and needs to be trimmed.
- These trees only live 15-20 years and are more susceptible to rotting.

Tree in front of 108 S. George St.

- The sycamore is getting choked by the gate.
- Also needs pruning and shaping.
- The lower branches need to be trimmed.
- We have a new bucket truck.
- Trees that have 2 leaders need to be trimmed so that they don't split.

124 W. Washington St.

- The top of the tree needs to be trimmed.
- We have so many trees that need to be trimmed and a limited time, so it may not be feasible.

W. Washington by CVS

- There's a tree there that was hit by a semi that needs help.

Priority

- High priority is tree trimming and grates
- Lower priority is replacing trees downtown.
    - We need to think about what trees will drop berries, etc., and be a nuisance.

Urban Tree Summit

- Aaron attended and gave the board a summary of what he learned while there.
- We're spending money to get rid of tree waste.
    - Other communities have received grants for a kiln and they save money by producing lumber that's used for playgrounds and other projects (like students learning about woodworking, etc.).
    - We could turn a detriment into a profit from trees coming down in the city (we could sell black walnut for example).
- Montgomery County gets funds for its tree board from developers.
- Social justice impact, historically there has been more investment in trees in certain areas.

2. UNFINISHED BUSINESS

2025-1079: Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

- Liz suggested a grading system for trees and Scott said the inventory system has that feature.
- Aaron and Scott met and mapped out more stuff.

- We can't change/manipulate data right now.
- We want access to the tree data.
- We need a limited user to be able to manipulate the data.
- We can use AI data to get tree data but we need a license to import and add data.
- Scott will reach out to the county GIS to find out how to get accurate and usable data.

2025-1080: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding? Day of Caring?

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2025-1081: Identification of Open Planting Areas for Tree Installations in the City

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2025-1082: 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.

- Evitt's Run is pretty good; most of the invasives have been cleared.
- Some limbs were cleared that we need for buffers in the stream.

2025-1083: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

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2025-1084: Discussion of revisions to Tree Ordinance, meeting with James on planning issues and revisions to other ordinances. See attached Model Tree Ordinance.

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2025-1085: Chestnut Tree Saplings, growing and next steps, location to plant this Fall. Need cages or tubes.

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2025-1086: Clearing Brush and Invasive Species Along Willingham Knolls and Evitts Run

- Aaron and Carlo discussed setting a date for clean up at Willingham Knolls.
  - Opportunity for volunteers.
  - Clear Bradfords and Autumn Olives.
  - Nov. date for clean up.
- We had a dry August/Sept, 80-85% of trees are growing well from the riparian buffer planting.
  - Some died along the walkways.

2025-1087: Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects.

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2025-1088: Arbor Day Foundation has 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.

-

2025-1089: Assessment of native species for inclusion in planning and zoning ordinances. Instead of a prohibited list (we cannot name all of the potential invasive species) we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver. See Model Ordinance.

- In planning new development, we need to require them to plant native species.
- We need to recapture areas and plant native species (pair with Bee City USA)
    - Reclaim land in the city that's dead space.

2025-1090: Tree Nursery at Evitts Run Park proposal. Approved for temporary use of space. Need to coordinate with Parks on design, fence and aesthetics.

- Aaron heard back from First Energy, and we have 200 trees that we have to winter over.
- No species or quantities.
- They will go to the nursery.

2025-1091: Fall BMP community Tree purchase program with Cacapon. Order period begins August to early September. Media push, discussion of logistics and steps for program.

- The trees are at the maintenance yard.
- We need to pick a date next week to organize the orders.
    - Oct.11 9am-12pm
    - We need volunteers.

2025-1092: Tree Trimming Washington Street. Estimate from Viking Tree. Viking Proposal 1072356 07-14-2025.pdf

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2025-1093: Assessment of trees in City Parks. Jefferson Memorial Park Proposal Jefferson Memorial Park 1112042 08-29-2025 - Viking.pdf

- Tanner Haid identified one of the oldest trees there, right by the playground, that needs care.

- The tree has grown into the brace.
- We need a specialist.

2025-1094: Discussion with City Manager on City expenditure to cover costs of tree trimming on W. Washington Street and tree trimming/removal at Jefferson Memorial Park.

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2025-1095: Stump grinding at Happy retreat and various other locations. Flores Tree Services provided estimate at $200 per stump. They counted 26 at Happy Retreat alone. However, some of these were older stumps which were rotted and could be removed with a backhoe. A large stump grinder is $299 a day at Jefferson Rentals or $999 for a week. Time to retrieve and City staff's time is considerate but appears that would save money to rent for a week and resolve many stumps that require removal.

- Jim will try and get to it when he can.
- Happy Retreat is not happy with the stumps.
  - There's also some on Liberty and Samuel.

2025-1096: Review of cutting at Willingham Knolls and consideration of Milkweed and fostering seeding in areas not actively mowed

2025-1097: Assessment of Dead Trees and Removal of Tree Tubes and Dead Trees at all Parks

- We can reuse the tubes from dead trees and use them for the Cacapon planting.

2025-1098: Review of Viking map of JMP and consideration of City staff trimming certain trees to foster proper growth and structure. Discussion of meeting with Tanner Haid.

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2025-1099: Creation of Group Email for Volunteer Events

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3. NEW BUSINESS

2025-1100: Bee City USA Application process Bee City USA Application Steps.pdf bee city usa resolution revised for CT need completion.pdf

- Shepherdstown is a Bee City.
- Aaron filled out the application to register.
- To apply, we need a resolution.
  - We need a bee committee.
  - The committee should have someone from the tree board and from parks and rec.

- Not too big but representative.

- Liz wants to push this a little down the road because there's a subcommittee being formed for the EPA grant.
  - Liz wants to wait until Spring, but Aaron suggested just getting the application done now so we can get the process underway.
- The city council just has to pass a resolution.

MOTION: Motion to approve a resolution to become a Bee City USA.

COMMENTS: none

RESULT: Approved

MOVER: Katie Coon

SECONDER: Scott Updike

AYES: all

2025-1101: Tree Grate Issues Downtown trees. Trees out-growing circle holes or roots raising grates. https://capitolflexipave.com/ Tree image.jpeg Tree image #2.jpeg Tree image #3.jpeg

- Aaron attended the Urban Tree Summit and learned about a permeable black top material.
  - No grates, just dirt.
  - Trees need soil around them.
  - The grates are a tripping hazard.

2025-1102: Climate considerations for City Trees.

- Street trees have fewer defense mechanisms.
  - We need to figure out which trees do well with climate change, etc.
  - Maples, Sycamore, and Swamp Oaks do well in climate change.

2025-1103: Consideration of development fees for Tree Board
https://www.karinburghardt.com/resources

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2025-1104: Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species.

- Addendum for adding/planting invasive species (warning and then removal).
- Invasives need to be sprayed with herbicides after they're cut so they don't grow back.

2025-1105: Citation for planting of invasive species

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2025-1106: Consideration of Heritage Trees to enable certain protections.

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ADJOURNMENT
MOTION: Motion to adjourn at 8:04 PM
MOVER: Katie Coon
SECOND: Carlo Olivares
AYES: All

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1223: 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: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1224: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding? Day of Caring?

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1225: Identification of open planting areas for tree installations in City.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1226: 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.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1227: Development of watering, care and maintenance plan for new trees and assessment of equipment needed.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1228: Discussion of revisions to Tree Ordinance, meeting with James on planning issues and revisions to other ordinances. See attached Model Tree Ordinance.

ATTACHMENTS:

- revised model ordinance rev 9.2.25.pdf

Ordinance # [ ]- Tree Removal-Replacement-Planting Ordinance

Trees play a critical, often overlooked, role in the water cycle and in the mitigation of stormwater runoff issues such as soil erosion, pollutant reduction, infiltration, quantity reduction, and thermal effects. This ordinance is intended to ensure that permittees are considering these undervalued assets in their stormwater management efforts.

SECTION I. Purpose:

An ordinance to establish requirements for tree removal and replacement in the City of Charles Town to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

SECTION II. Definitions:

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural

number. The use of the word "shall" means the requirement is always mandatory and not merely directory.

A. "Applicant" means any "person", as defined below, who applies for approval to remove trees regulated under this ordinance.

B. "Critical Root Radius (CRR)" – means the zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter at breast height (DBH) of the tree by 1.5 feet. For example: a tree with a 6" DBH would have a CRR = 6"x1.5' = 9'.

C. "Diameter at Breast Height (DBH)" means the diameter of the trunk of a mature tree generally measured at a point four and a half feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 ½ foot height, the DBH shall be measured at the highest point before any division.

D. "Hazard Tree" means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees. [Municipalities may choose to require a Licensed Tree Expect to make all Hazard tree determination]

    1. Has an infectious disease or insect infestation;

    2. Is dead or dying;

3. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;
4. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or
5. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist or Licensed Tree Expert (LTE).

E. "Person" means any individual, resident, corporation, utility, company, partnership, firm, or association.

F. "Planting strip" means the part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

G. "Resident" means an individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this ordinance is removed or proposed to be removed.

H. "Street Tree" means a tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to (or specified distance from) the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.

I. "Tree" means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

J. "Tree Caliper" means the diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees whose caliper exceeds four (4) inches, the measurement is taken twelve (12) inches above the soil line.

K. "Tree removal" means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.

L. INVASIVE PLANT SPECIES AND TREES shall mean (i) all native and non-native vines and vegetation that grow out of place and are competitive, persistent and pernicious, or (ii) trees which are native or non-native to this country or region of the country, whose vines produce chemicals that prevent the growth of other plants and serve as a primary food source to an invasive species of insects. These plants and trees may damage other trees, vegetation or structures. Examples include, but are not limited to, bamboo (spreading or running type), ragweed, multi flora rose, kudzu-vine, poison ivy

or oak, Ash trees and the Ailanthus Altissima tree (a/k/a the "Tree of Heaven").

SECTION III. Regulated Activities:

[Application review and approval can be conducted along with existing business practices and permit application review such as, but not limited to, site plan approvals, building permit approvals, planning board application approval, etc. A separate application process is not required, but the Department has included sample language below for municipalities that prefer to do so.]

A. Optional Application Process:

1. Any person planning to remove a street tree, as defined as Tree removal, with DBH of 2.5" or more or any non-street tree with DBH of 6" or more on their property shall submit a Tree Removal Application to ***[Municipal Officials].*** No tree shall be removed until municipal officials have reviewed and approved the removal. **[For larger scale clearing projects, municipalities may choose to require a tree survey be submitted as part of the application to determine number, sizes, and exemptions of trees for the assessment of fees]**

[The municipality may choose to impose application fees. If so, the following language may be used, with revisions as deemed appropriate.]

[Optional for municipalities: Applicants will be subject to an application fee as per the Table below.]

B. Tree Replacement Requirements

1. Any person who removes one or more street tree(s) with a DBH of 2.5" or more, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.
2. Any person, who removes one or more tree(s), as defined as Tree removal, with a DBH of 6" or more per acre, unless otherwise detailed under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table.

The species type and diversity of replacement trees shall be in accordance with Appendix A (**insert municipality provided tree list as Appendix A of this ordinance**). **[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall <u>not</u> be used as replacement trees. This list will be included as "Appendix A". It is permissible for a municipality to include a procedure for approval of a tree not on the approved list. The list shall also contain approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]**

Replacement tree(s) shall:

1. Be replaced in kind with a tree that has an equal or greater DBH than tree removed

<u>**or**</u> meet the Tree Replacement Criteria in the table below;

2. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the municipality;
3. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
4. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.

Tree Replacement Requirements Table:

Category	**Tree Removed (DBH)**	**Tree Replacement Criteria (See Appendix A)**	**Application Fee** *[Municipality may choose to include and determine appropriate fees.]*
1	DBH of 2.5" (for street trees) or 6" (for non-street trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed	*TBD by town*
2	DBH of 13" to 22.99"	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*
3	DBH of 23" to 32.99"	Replant 3 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*
4	DBH of 33" or greater	Replant 4 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*

C. Replacement Alternatives:

1. If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
    a. Plant replacement trees in a separate area(s) approved by the municipality.

b. Pay a fee of (amount to be set by municipality) per tree removed. This fee shall be placed into a fund dedicated to tree planting and continued maintenance of the trees.

SECTION IV. Exemptions:

All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided, in writing, to the municipality by all persons claiming an exemption **[the municipality shall define what "proper justification" is such as photos or statements from WV licensed tree expert as per WV reg (?) or arborist.]:**

A. Residents who remove less than four (4) trees per acre that fall into category 1, 2, or 3 of the Tree Replacement Requirements Table within a five-year period. [The number of trees removed is a rolling count across a five-year period. For example, if 3 trees from category 1 are removed in July 2023, the 'count' resets to zero in July 2028. However, if 1 tree from category 1 is removed in July 2023 and another in July of 2025 the first tree will come off the count in July 2028 and the second in July 2030.]

B. Tree farms in active operation, nurseries, fruit orchards, and garden centers;

C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality;

D. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.

E. Any trees removed pursuant to a West Virginia Department of Environmental Protection (WVDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or WVDEP approved habitat enhancement plan;

F. Approved game management practices, as recommended by the State of West Virginia Department of Environmental Protection, Division of Fish, Game and Wildlife;

G. Hazard trees may be removed with no fee or replacement requirement.

H. Invasive Trees, shrubs or plants may be removed with no fee or replacement requirement.

SECTION V. Enforcement:

This ordinance shall be enforced by the **[Police Department and/or other Municipal Officials of insert name of municipality]** during the course of ordinary enforcement duties.

SECTION VI. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine of $ [amount per tree to be established by municipality but shall not be less than the amount of the required replacement tree(s) and cost of planting] [Municipalities may require the planting of additional trees in lieu of a fine].

SECTION VII. Severability:

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

SECTION VIII. Invasive Species:

A. *Plantings of Invasive Plant or Tree Species*. All new in-ground plantings of invasive plant or tree species are strictly prohibited. All existing plantings or trees must be contained by appropriate physical barriers to prevent the growth or spread of existing invasive plant or tree species beyond the boundaries of a resident's property.

B. *Control of Growth*. All persons must control the growth of invasive plant species and trees. Failure to control the spread of such vegetation and trees beyond the boundaries of a resident's property is a violation of this chapter.

C. *Inspections*. All places and premises in the City of Charles Town shall be subject to inspection by the enforcing officer. For purposes of this Ordinance, the enforcing officer shall be the Code Enforcement Officer. Such inspections shall be performed by the Code Enforcement Officer or his or her designated municipal employee. Such inspection shall be made if the Code Enforcement Officer has reason to believe that any section of this chapter is being violated.

1. Enforcement of Invasive Species Section

A. Whenever an invasive plant or tree species (as defined by this chapter) is found on any plot of land, lot or any other premises or place, and is found to lack appropriate physical barriers to prevent the spread or growth of the species, or is found to have spread beyond the boundaries of a property, a violation, in writing, shall be given by the Code Enforcement Officer to the owner of the property from which the invasive plant or tree species has spread, directing the owner to remove or abate the same within such time as shall be specified therein. The violation shall be served upon the property owner of record by regular and certified mail or by personal service.

B. In the event a property owner fails to correct a notice of violation within the time specified in the notice of violation, the Town (by and through those municipal personnel deemed necessary and appropriate by the Code Enforcement Officer) may thereafter enter upon the property and remove or abate the invasive plant species or trees. The property owner shall be responsible for all costs incurred by the City in correcting the violation and bringing the property into compliance. The City may also place a municipal lien against the property for all costs incurred by the Town in bringing the property into compliance. The amount of the lien shall be authorized by Resolution adopted by the City Council, and shall be added to and become a part of the taxes next to be assessed and levied upon the property, shall bear interest at the same rate as taxes, and

shall be collected and enforced by the same officer and in the same manner as taxes. Costs shall be in addition to any penalties imposed for any violation of this section.

2. Violations and Penalties.

A. Any person violating the provisions of this section shall be subject to the violations and penalties set forth herein.
B. Any person violating the provisions of this chapter shall, upon conviction, be punishable by a fine of not more than $1,000.00 or community service as determined by the Municipal Court. The continuation of such violation for each successive day shall constitute a separate offense.
C. In addition to the penalties set forth herein, any person who violates the provisions of this section shall be liable for any damages caused to any adjoining property, including, but not limited to, the cost of removal of the invasive plant or tree species extending onto the adjoining property, as well as the repair and replacement of any property damaged by the invasive plant or tree species.

City Property. This Ordinance shall not apply to City owned property or City conservation easements.

SECTION IX. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Adoption Date:

Approved By:

Appendix A

Approved list of Replacement tree Species and Planting Standards for

City of Charles Town, West Virginia

[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall not be used as replacement trees. The list shall include approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]

Tree Species	Planting Season	Planting Procedure (soil type, watering, pruning, staking, wrapping, exposure, depth, mulching, etc)

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1229: Chestnut Tree Saplings, growing and next steps, location to plant this Fall. Need cages or tubes. Funds to be delivered. Educational material. Decision to plant Spring/Fall of 2026.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1230: Clearing of brush and invasive species along Willingham Knolls and Evitts Run. Phase II?

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1231: Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1232: Arbor Day Foundation has 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.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1233: Assessment of native species for inclusion in planning and zoning ordinances. Instead of a prohibited list (we cannot name all of the potential invasive species) we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver.

See Model Ordinance.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1234: Tree Nursery at Evitts Run Park proposal. Approved for temporary use of space. Need to coordinate with Parks on design, fence and aesthetics. Receipt of 216 trees (Sweet Gum, Dogwood, Red Oak, Beech, Willow Oak & Sassafras) to be wintered over. We are also expecting 100 hybrid Chestnut Trees spring of 2026. All of these likely to be planted in Spring of 2027.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1235: Tree trimming issues city wide. Washington Street. Discussion with City Manager on city expenditure to cover costs of tree trimming on W. Washington Street and tree trimming/removal at Jefferson Memorial Park.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1236: Stump grinding at Happy Retreat and various other locations. Flores Tree Services provided estimate at $200 per stump. They counted 26 at Happy Retreat alone. However, some of these were older stumps which were rotted and could be removed with a backhoe. A large stump grinder is $299 a day at Jefferson Rentals or $999 for a week. Time to retrieve and City staff's time is considerate but appears that would save money to rent for a week and resolve many stumps that require removal.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1237: Review of cutting at Willingham Knolls and consideration of Milkweed and fostering seeding in areas not actively mowed. Consideration to permanently pasture small parcel along walkway back to native grass and flowers with no mowing. Create a native habitat. Milkweed naturally grows along this area.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1238: Assessment of dead trees and removal of tree tubes and dead trees at all parks.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1239: Creation of Master Volunteer list across city groups.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1240: Bee City USA Application process. See Bee City Application Process and Draft Resolution. Discussion about make-up of Bee Committee.

ATTACHMENTS:

- Bee City USA Application Steps.pdf
- bee city usa resolution revised for CT need completion.pdf

1. Form a committee.
Every committee will be different, but should include individuals with experience and interests that will help the committee complete the commitments. See the resolution for a full list of requirements associated with the committee.

2. Assign facilitation to a local government body or non-profit organization.
Assign facilitation of the Bee City USA effort to a new or existing committee. This committee may be based in a local government or with a non-profit organization and may be an existing committee or a newly formed subcommittee.

3. Designate a local government department as a sponsor.
Designate a local government department as the Bee City USA program and committee sponsor and an employee from that department as the Bee City USA committee liaison.

4. Complete the online application.
Log in and fill out the "About, Profile, and Application tabs. There is one login per Bee City. Your Application tab will be reviewed once you indicate that it is complete and ready for review.

5. Complete the draft Bee City USA resolution.
Complete the draft resolution by downloading the template and updating the areas highlighted in yellow. *Please note: we ask that you start an application and upload your draft resolution to your Application tab for our approval before it is passed*.

6. Submit the application and resolution to your local government for approval.
Present your Bee City USA application and resolution to your local government for formal approval and adoption.

7. Submit your adopted resolution and pay the application fee.
Submit a scanned copy of your signed, adopted resolution by uploading it to your online Application tab then pay the application fee on the Fee Payment tab. Our W9 and an invoice is available on that tab. Once the final application, adopted resolution, and fee payment have been submitted, Xerces will notify all contacts listed on the Profile and Application tabs of the approval of your application within a month
Application and renewal fees are based on population size.
100 (population <9,999)
200 (population 10,000 - 24,999)
300 (population 25,000 - 49,999)
400 (population 50,000 - 99,999)
500 (population >100,000)

Please do not pass this resolution until your city/county has started a Bee City Application and Bee City USA has approved your draft resolution. Upload your draft resolution to your "Application" tab.

Below, you may modify the "Whereas" section of your resolution. The "Now, Therefore" section can be lightly modified, but the commitments cannot be deleted or greatly modified.

Questions? Email beecityusa@xerces.org.

RESOLUTION NO. _____
A RESOLUTION of City Council of Charles Town, West Virginia
designating Charles Town as a BEE CITY USA® affiliate.

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, thanks to the more than 3,600 species of native bees in the United States, along with introduced honey bees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

WHEREAS, ideal pollinator-friendly habitat (A) is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season to provide diverse and abundant nectar and pollen, since many wild pollinators prefer or depend on the native plants with which they co-adapted; (B) is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat; (C) comprises undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering; and (D) provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

WHEREAS, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

WHEREAS, the City of Charles Town should be certified a *BEE CITY USA* community because of its commitment to preserving and planting of native trees and plants that strengthen the natural environment for pollinators, birds and native species. Charles Town has installed several pollinator gardens and will continue to expand the scope and size of its planting projects, removing invasive species and planting native flowers, grasses shrubs and trees to enhance the nature and food for pollinators including all varieties of bees and

NOW, THEREFORE, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, the City of Charles

Town chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The City of Charles Town [appropriate department name] Department is hereby designated as the BEE CITY USA sponsor.
2. The [appropriate position title] of [department above] is designated as the BEE CITY USA Liaison.
3. Facilitation of the City of Charles Town's BEE CITY USA program is assigned to the [committee name] Committee.
4. The [committee name] Committee is authorized to and shall:
    a. **Celebration**: Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Charles Town]'s commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
    b. **Publicity & Information**: Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the City of Charles Town website which includes, at minimum a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
    c. **Habitat**: Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, Identifying and inventorying the City of Charles Town's real property that can be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and, tracking (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
    d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
    e. **Policy & Plans**: Establish, through the City of Charles Town], a policy in the [Plan name] Plan of the City of Charles Town's Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation and review the [Plan name] Plan and other relevant documents to consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
    f. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of the City of Charles Town's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on the City of Charles Town's population.

ADOPTED by the Charles Town City Council of Charles Town, West Virginia], this ___ day of _____, 20__.

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1241: Tree Grate Issues Downtown trees. Trees out-growing circle holes or roots raising grates. Request for removal and planting of native flowers & plants with small barriers to keep foot traffic out of areas. Consideration for Clover, Marigolds, Nasturtiums, Comfrey, Yarrow.

https://capitolflexipave.com/

ATTACHMENTS:

- Tree image.jpeg
- Tree image #2.jpeg
- Tree image #3.jpeg





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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1242: Consideration of development fees for Tree Board as part of subdivision ordinance. - https://www.karinburghardt.com/resources

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1243: Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-gardens for drainage ponds.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1244: Citation for planting of invasive species

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1245: Consideration of Heritage Trees to enable certain protections.

ATTACHMENTS:

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

Meeting: 11/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1246: Educational Program related to tree plantings and creation of natural environment with native trees, shrubs and plants. Design a Native Plant Landscape - Homegrown National Park

ATTACHMENTS: