CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • FEBRUARY 5, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2026-1116:** Charles Town Tree Board Meeting Minutes - January 8, 2026
Tree Board Meeting Minutes - January 2026.pdf

3. UNFINISHED BUSINESS

: **2026-1117:** Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

: **2026-1119:** Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

: **2026-1120:** Identification of open planting areas for tree installations in City.

: **2026-1121:** 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.

: **2026-1122:** Development of watering, care and maintenance plan for new trees and assessment of equipment needed.

: **2026-1123:** 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

: **2026-1124**: 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.

: **2026-1125:** Clearing of brush and invasive species along Willingham Knolls and Evitts Run. Phase II?

: **2026-1126:** Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects. Creation of master volunteer list across City groups.

: **2026-1127**: 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.

: **2026-1128:** 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.

: **2026-1129**: 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.

: **2026-1130:** Assessment of dead trees and removal of tree tubes and dead trees at all parks.

: **2026-1131:** 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. Consideration of fencing to block off planting area. Cutting of grates to create fencing in correct size?
https://capitolflexipave.com/
Tree image.jpeg
Tree image #2.jpeg
Tree image #3.jpeg

: **2026-1132:** Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee
Bee City USA Application Steps.pdf
bee city usa resolution revised for CT need completion.pdf

: **2026-1133:** Mid-Atlantic Community Forestry Fund.
Track I: EJ Organization Capacity Building - To increase the ability of community-based organizations to advance urban forestry planning, planting, and maintenance efforts through training and technical assistance ($100,000 request maximum).
Focused on obtaining permits and support from the landowners and neighbors of the properties where the trees will be planted. For new trees to survive and thrive, the people around them should welcome them and help ensure their sustainability.
Eligible Expenses Supplies - Personnel- Outreach and Engagement Activities - Air Quality Monitoring Equipment. See attached RFP.
Motion for approve to advance application.
MACFF-RFP-FY26-Final.pdf

4. NEW BUSINESS

: **2026-1134:** Consideration of development fees for Tree Board as part of subdivision ordinance.

: **2026-1135:** Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-gardens for drainage ponds.

: **2026-1136:** Citation for planting of invasive species.

: **2026-1137:** Consideration of Heritage Trees to enable certain protections.
https://americanheritagetrees.org/

: **2026-1138:** 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

: **2026-1139:** WV Department of Forestry Community Grants at $50,000. No longer focused on removal of invasive species, unless replace invasive with native 1 for 1. Funds are expended and reimbursed. Equipment can be purchased with a maximum of $5,000. https://wvforestry.com/wp-content/uploads/2025/07/Community-Tree-Grant-Instructions.pdf

: **2026-1140:** Meeting with nature Works re: Arc GIS, canopy and grants.

: **2026-1141:** Master Plan Draft and Proposed Draft Budget.

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

SCHEDULED

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

AGENDA ITEM (ID #)

2026-1116: Charles Town Tree Board Meeting Minutes - January 8, 2026

ATTACHMENTS:

- Tree Board Meeting Minutes - January 2026.pdf

CITY OF CHARLES TOWN
Tree Board
January 8, 2026

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: Scott Updike
AYES: All

2. UNFINISHED BUSINESS

2025-1000: Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

- We need more assistance.
- If we get the state community grants we can use funds for this.
- The Chesapeake Bay initiative deadline is March 1st.
- We need sizable grants to manage bigger projects.

2025-1001: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding? Day of Caring?

- It's winter now so we can't do a cleanup.
- We will discuss it at a later date.

2025-1002: Identification of Open Planting Areas for Tree Installations in the City

- Put on hold.

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2025-1003: 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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2025-1004: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

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2025-1005: Discussion of revisions to Tree Ordinance, meeting with James on planning issues and revisions to other ordinances. See attached Model Tree Ordinance.

- We drafted it and sent it to the ordinance committee and it's still with them.
- Liz updated the board that it's not high priority right now for the ordinance committee but at the last city council meeting there were two agenda items that involved trees and who is responsible for certain trees.
    - All to say that the conversation has gained urgency this past week.
- We need an inventory/map to show what trees the city is responsible for.
- New and old trees need to be inventoried.
- Which trees are the HOA responsible for vs city responsible for.
- Most municipalities bake in fees for tree maintenance.

2025-1006: 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.

- We will plant in the Spring.

2025-1007: Clearing Brush and Invasive Species Along Willingham Knolls and Evitts Run. Phase II?

- We will plan for this in the Spring.

2025-1008: Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects. Creation of master volunteer list across City groups.

- Aaron needs to get with Brent and coordinate.
- We need to find out who likes to do what.

2025-1009: 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.

- Aaron got an estimate of around $3,000 for the software.
- We can do an add on of $10/tree that would pay for future expense.

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- We can use grant funds to purchase the license.
- Katie asked for clarification about the mapping software cost.
    - What happens if we don't sell enough trees?
    - Aaron clarified the $10 is per tree and there's no minimum.
    - Grant funds will cover initial cost.
    - Once in the system they're mapped.
    - It's a self-sustaining system.

2025-1010: 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.

-

2025-1011: 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.

- The city is putting out an RFP to get trimming done.
- Liz said the RFP has gone out.
    - Trying to get it done holistically.
    - They asked for different price points and will see what the city can afford to do all at once.
- The city is going to remove some bradford pears at Jefferson Memorial Park and rent equipment to get all the stumps taken care of.
- Pruning equipment can be put into grants.

2025-1012: 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 back to native grass and flowers with no mowing. Create a native habitat. Milkweed naturally grows along this area.

-

2025-1013: Assessment of Dead Trees and Removal of Tree Tubes and Dead Trees at all parks

-

2025-1014: 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. Consideration of fencing to block off planting area. cutting of grates to create fencing in correct size?

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- Most cities have removed grates.
- Aaron will check with Brent.

2025-1015: Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee

- We drafted a resolution and added it to our master plan that we will present to council.
- If we review and agree we can get on the city council agenda.
    - We can tweek the budget after review.

3. NEW BUSINESS

2025-1016: Consideration of development fees for Tree Board as part of subdivision ordinance

-

2025-1017: Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water gardens for drainage ponds.

-

2025-1018: Citation for planting of invasive species

- Aaron talked with Corey and he liked the idea.
- We will try and get it into the ordinance.

2025-1019: Consideration of Heritage Trees to enable certain protections.

-

2025-1020: Educational Program related to tree plantings and creation of natural environment with native trees, shrubs and plants.

-

2025-1021: WV Department of Forestry Community Grants at $50,000. No longer 2 focused on removal of invasive species, unless replace invasive with native 1 for 1. Funds are expended and reimbursed. Equipment can be purchased with a maximum of
$5,000. https://wvforestry.com/wpcontent/uploads/2025/07/Community-Tree-Grant Instructions.pdf

- Aaron will meet with Matt Ward and James.

2025-1022: Mid-Atlantic Community Forestry Fund. Track I: EJ Organization Capacity Building - To increase the ability of community-based organizations to advance urban forestry planning, planting, and maintenance efforts through training and technical assistance ($100,000 request maximum). Track II: Tree Canopy for Resiliency and Public Health - Tree planting and tree canopy improvements to

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address local public health, climate change, ecological, and environmental issues like air pollution and stormwater management (No request maximum). Track III: Workforce Development in Community Forestry - Development of projects that engage residents in job training programs focused on developing forestry-related skills ($200,00 request maximum) https://cbtrust.org/grants/MACFF/

- We had grant funds for the skate park but ended up giving them back.
- We need to look into planning.
- We could get pro plans done.
- Could generate jobs and programs.
- We can pair with Bee City and get more gardens.

2026-1023: Potomac Audubon Society Monarch Way Station application projected Willingham Knolls entrance or Skate Park locations.

- Application was made.
- Aaron presented it to parks and rec and they seemed ok with it but there are concerns with the cost and maintenance.
- The deer will eat anything so that might be an issue.

2026-1024: Meeting with Nature Works re: Arc GIS, canopy and grants

-

2026-1025: Master Plan Draft and Proposed Draft Budget

- Board members reviewed the master plan document.
- Katie and Aaron will work on the landmark tree program.
- The tree canopy is a major component of getting grants.
- Tree maintenance
    - We need a real plan in place with the right equipment.
    - We need to get community to help. We have a city app now with real time data.
- Projects
    - Continue with the Chestnut foundation. We have 30 saplings (bumper crop).
    - Arbor Day is 4/24/26. We will have it go out on social media and get the mayor out etc.

MOTION: to set Arbor Day tree planting for April 24th, 2026, at 10 AM.
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

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- Tree nursery
    - Will be a Spring event.
    - There's discussion of the maintenance yard moving but that's years out.
- Pollinator garden and Bee City
    - Foster the Bee City USA
    - We need a committee for Bee City requirements. This can go under the tree board.
- Budget
    - Aaron brought up that the $2/capita fund should go to the board instead of just getting put into the maintenance budget.
    - Liz wants to have budget items broken down more for council and have more explanation for getting to a number.
    - More precise price points and how we get to it.
    - Need to add what will be maintenance hours and what will be volunteer.
    - We all need to look at the budget and come up with comments and thoughts and get more specific.

ADJOURNMENT :

Motion to adjourn at 7:42PM

MOVER: Katie Coon

SECOND: Scott Updike

AYES: All

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

Meeting: 02/05/26
Department: Charles Town Tree Board
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Initiator:

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AGENDA ITEM (ID #)

2026-1117: Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

ATTACHMENTS:

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101 East Washington Street
Charles Town, WV 25414

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AGENDA ITEM (ID #)

2026-1119: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

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Charles Town Tree Board
101 East Washington Street
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Meeting: 02/05/26
Department: Charles Town Tree Board
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1120: Identification of open planting areas for tree installations in City.

ATTACHMENTS:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1121: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1122: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1123: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1124: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1125: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1126: Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects. Creation of master volunteer list across City groups.

ATTACHMENTS:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1127: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1128: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1129: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1130: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1131: 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. Consideration of fencing to block off planting area. Cutting of grates to create fencing in correct size?
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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1132: Bee City USA Application process. Update for resolution to City Council. 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1133: Mid-Atlantic Community Forestry Fund.
Track I: EJ Organization Capacity Building - To increase the ability of community-based organizations to advance urban forestry planning, planting, and maintenance efforts through training and technical assistance ($100,000 request maximum).
Focused on obtaining permits and support from the landowners and neighbors of the properties where the trees will be planted. For new trees to survive and thrive, the people around them should welcome them and help ensure their sustainability.
Eligible Expenses Supplies - Personnel- Outreach and Engagement Activities - Air Quality Monitoring Equipment. See attached RFP.
Motion for approve to advance application.

ATTACHMENTS:
- MACFF-RFP-FY26-Final.pdf



Mid-Atlantic Community Forestry Fund

FY 26 Request for Proposals

Deadline: February 27, 2026

Chesapeake Bay Trust

• 108 Severn Avenue, Annapolis, MD 21403 (410) 974 – 2941 •
www.cbtrust.org

The Chesapeake Bay Trust and partners are equal-opportunity providers.
This program is funded by the USDA Forest Service.

The Mid-Atlantic Community Forestry Fund at a Glance

WHAT IS IT?

✓ A funding opportunity that will support projects using forestry to address Environmental Justice (EJ) issues throughout the Mid-Atlantic Region.

Learn more on page 3

INTERESTED IN ENVIRONMENTAL JUSTICE, BUT DON'T HAVE EXPERIENCE IN FORESTRY?

✓ We will provide technical assistance with forestry-related topics for applicants and awardees, helping them develop and implement their projects to reflect general forestry principles. The Capacity Building track can also be used to train your organization in forestry skills.

Learn more on page 8

WHO AND WHAT IS INELIGIBLE?

- ✗ For-profit entities.
- ✗ Construction expenses.
- ✗ Land acquisition.
- ✗ Research and development
- ✗ Plants considered invasive.
- ✗ Projects required to fulfill required regulations.
- ✗ Planting of invasive species.

Learn more on page 5

WHEN IS THE DEADLINE?

Deadline for applications is on **Friday, February 27, 2026 at 4:00 PM EST**. Late applications will **not** be accepted.

Learn more on page 9

WHAT TYPES OF PROJECTS WILL BE FUNDED?

Three tracks are available:

1) Environmental Justice organization capacity-building

Up to $100,000 per project

2) Tree canopy for resiliency and public health

No max. request amount per project

3) Workforce development in community forestry

Up to $200,000 per project

Learn more on page 5 to 7

WHO CAN APPLY?

✓ Tax-exempt or fiscally sponsored organizations with projects located in an area with demonstrable environmental justice concerns in the Mid-Atlantic Region (DC, DE, MD, PA, VA, WV).

Learn more on page 4

CONTACT

✓ Samara Pyfrom, Program Officer
(410) 974-2941 ext. 147,
spyfrom@cbtrust.org

✓ Jose Castellanos, Program Manager
(410) 974-2941 ext. 146,
jcastellanos@cbtrust.org

We work with a network of local organizations acting like Hub partners throughout the region. We encourage you to contact your local partner to learn more about the program and receive assistance with the application process!

Learn more on page 12

Introduction and Program Goals

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over $190 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

Many communities and populations in the Mid-Atlantic face numerous challenges due to historic and contemporary structural segregation in the form of unequal policies and practices like redlining and zoning laws. This has led to disproportionate burdens in these communities such as traffic proximity and volume, high rates of asthma, lack of green space, proximity to hazardous waste facilities, abandoned mine lands, and projected flood risk.

Our goal is to democratize the co-benefits that healthy community forests have for decades into the future.

A just community forestry and tree stewardship effort that integrates environmental, climate, and energy justice is a powerful tool to improve the health of the Mid-Atlantic region. Increasing tree canopy improves local air and water quality, cools neighborhoods, fosters public health, stimulates local green jobs, encourages community cohesion, mitigates flooding and its adverse effects, and strengthens the Chesapeake Bay and its inhabitants.

With a budget of over $17.5 million provided by the USDA Forest Service Urban and Community Forestry program as well as by other local private and community foundations, the Mid-Atlantic Community Forestry Fund (the Fund) aims to *democratize the co-benefits of healthy community forests*. The Fund invites applications from community-based organizations and non-profits interested in addressing local environmental justice issues and enhancing public health through forestry-related projects. Technical assistance will be provided to organizations that need it the most, especially to assist them with the planning and implementation of forestry projects.

This program has three tracks. Projects can apply to one or more of the three tracks listed below.

Track 1	Track 2	Track 3
EJ Organization Capacity Building	**Tree Canopy for Resiliency and Public Health**	**Workforce Development in Community Forestry**
Increase an organization's ability to advance forestry planning, planting, and maintenance efforts through training and technical assistance.	Tree planting and tree canopy improvements to address local public health, climate change, ecologic, and environmental issues like air pollution and stormwater management.	To support projects that engage community members in job training related to forestry, including tree planting and maintenance, along with specialized youth and young adult training and professional education.

The Fund is led by a partnership between the Chesapeake Bay Trust (the Trust), Center for Engagement, Environmental Justice, and Health (CEEJH Inc.), Centro de Apoyo Familiar, Howard University, Overbrook Environmental Education Center, South Baltimore Community Land Trust, and Sussex Health and Environmental Network. The Fund emphasizes participatory and inclusive decision-making and robust evaluation throughout its processes.

Eligible Project Locations

- ✓ The intent of this program is to address environmental justice issues through forestry-related projects that directly resource and engage overburdened communities. Projects must occur in areas with environmental justice concerns in DE, DC, MD, PA, VA, and WV. Make sure you use tools and datasets at your disposal to clearly justify the project need based on the area's environmental justice indicators like the ones below. Due to the federal nature of this program, we strongly discourage using racial demographic indicators to justify project need. See the "Additional Resources" on our website for more information.
  - Air and water quality.
  - Flood risk or sea level rise exposure.
  - Legacy pollution and proximity to hazardous waste.
  - Tree canopy coverage, green space access, and heat exposure.
  - Median income, poverty, and linguistic isolation rates.
  - Disparities in access to safe housing.
  - Health disparities and food insecurity.
  - Other environmental justice indicators that you consider relevant for your project.
- ✓ Federally approved Opportunity Zones are also eligible project locations. You can find more information here.

Eligible Applicants

We welcome requests only from tax-exempt or fiscally sponsored organizations including, but not limited to:

- ✓ Non-profit organizations
- ✓ Community and neighborhood associations
- ✓ Counties and municipalities
- ✓ Fiscally sponsored community-based organizations
- ✓ Faith-based institutions
- ✓ Federally recognized tribes
- ✓ Forest conservancy district boards
- ✓ Indigenous-led and tribal non-profit organizations
- ✓ Institutions of higher education
- ✓ Schools
- ✓ Service, youth, and civic groups

To be awarded funds through this program, you will need either a **Unique Entity Identifier*** issued by SAM.gov, or to apply in partnership with a **fiscal sponsor**. To learn more about the UEI, click on the icon:



This video was produced by SAM.gov and is provided to you as a resource only.



By submitting an application to this program, applicants acknowledge that:

1) They are compliant with federal employment and non-discrimination laws.
2) They have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local).
3) In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Please note: This program is funded utilizing Federal funding. Your application budget must be prepared utilizing Federal requirements, including 2 CFR Part 200 Subpart E Cost Principles and applicable indirect cost rates (see 2 CFR 200.414). If you have a Negotiated Indirect Cost Rate Agreement (NICRA), it must be uploaded with the application. The Trust has prepared an Indirect and Fringe Cost Policy and FAQ for Federal Funding document to assist applicants: Additional Applicant & Awardee Resources - Chesapeake Bay Trust. *Please contact us if you would like assistance.*

Ineligible Projects, Applicants, and Expenses

Due to the federal nature of this grant funding, some types of projects, applicants, and expenses are restricted. These restrictions include, but are not limited to:

- ⊗ Land acquisition.
- ⊗ Work defined in 2 CFR 200 as Research and Development.
- ⊗ Planting projects on private property without documented approval by the property owner.
- ⊗ Projects required as mitigation for new or re-development, regulatory offset, or regulatory reasons.
- ⊗ Applications by for-profit entities.
- ⊗ Organizations with outstanding final, progress, or status reports under other CBT grants.
- ⊗ Purchase of equipment, defined as an article of nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost of $5,000 or more per unit.
- ⊗ Certain telecommunications and video surveillance equipment or services as per 2 CFR 200.216
- ⊗ Construction activities, including site preparation like sidewalk repairs or extensive concrete removal.
- ⊗ Removal of trees that don't meet eligibility criteria approved by the Forest Service and are not replaced within one year and in a 1:1 ratio (1 new tree for 1 tree removed).
- ⊗ Planting of state-listed invasive species, including species listed as "restricted", "pending further review", "non-restricted", or on a watch list.

The Trust and partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

Track 1: Environmental Justice Organization Capacity Building

Request up to $100,000

This track seeks to support the capacity of organizations working to address environmental injustice through forestry programming. For these purposes, "organizational capacity" is defined as activities that strengthen an organization to help it better fulfill its mission. Strong and healthy organizations are more effective in carrying out their missions and are more consistent and sustainable partners. This track will only fund projects for organizations that fulfill all the following requirements:

✓ Between 1 and 50 staff members. *

✓ Organizational commitment to forestry as demonstrated by
A) An existing mission or strategic plan, or
B) A project proposal that focuses on adding forestry as a program.

✓ An active** Board of Directors

**At least one staff member must be employed full-time (defined as >35 hours per week). If a paid staff member is not in place, the applicant may substitute a dedicated volunteer position in which the individual contributes at least 35 hours per week.*
*** Active is defined here as a Board that has met at least twice during the last 12 months.*

Capacity-building projects should focus on addressing challenges to improve an organization's ability to advance effective long-term forestry-related initiatives. Examples include but are not limited to:

- ✓ Developing or refining a strategic plan for forestry-related work.
- ✓ Training of staff in forestry-related skills.
- ✓ Collaborative models for forestry information and resource sharing.
- ✓ Data collection and management for forestry purposes.
- ✓ Shared technical assistance models.
- ✓ Development of local native tree guides.
- ✓ Community-based participatory planning for tree planting implementation.
- ✓ Tree nursery management and seed propagation of native tree stock.
- ✓ Development and pilot-testing of tree-maintenance models, including experimental design.
- ✓ Development or enhancement of hardware and software tool banks or other shared supplies models.

Track 2: Tree Canopy for Resiliency and Public Health

No max. request amount

This track seeks to support tree planting and tree canopy improvements to address local public health, ecological, and environmental issues like air pollution and stormwater management. Projects should implement best practices and nature-based solutions to support biodiversity and ecosystem integrity. To ensure meaningful integration between applicants and the communities where the project will be located, the application process will require letters of recommendation from community members.



All projects must follow the latest ANSI standards and ISA Best Management Practices. **Tree species selected can't be considered invasive.** Click on the icon above for more information and additional resources.

Air-monitoring equipment can comprise up to $1,500 of an application budget for this track.

Eligible Project Property Types include, but are not limited to:

- ✓ Streets and right-of-way projects
- ✓ Reclamation of mine-impacted lands projects
- ✓ Abandoned agricultural land restoration
- ✓ Institutional grounds, such as, but not limited to, faith, education, or health institutions.
- ✓ Vacant lots
- ✓ Tribal lands
- ✓ Other types of non-federal public or private property.
- ✓ See 'Additional Resources' tab of webpage for more details.

Your project should include all three phases noted in the table below. In most cases, the implementation phase should be completed within 12 months upon award receipt, with 2 years of planned and budgeted maintenance, leading to 3-year award durations.



Fall planting is recommended to maximize survivorship.

The average cost per tree planted **should not exceed $600**. This average is calculated by dividing the total cost of the project by the total number of trees to be planted.

Phase I Planning and Outreach	Phase II Implementation	Phase III: Maintenance
Focused on obtaining permits and support from the landowners and neighbors of the properties where the trees will be planted. For new trees to survive and thrive, the people around them should welcome them and help ensure their sustainability.	Focused on tree planting or tree canopy improvement. We encourage you to choose native trees, but using introduced species to create food forests is also allowed. See page 8 for information about technical assistance.	A written 2-year maintenance plan is required. It must include: • Watering and mulching • Pruning • Pest, disease, and invasives control • Leaf removal, care, and/or mowing around the tree.
Some Eligible Expenses		
✓ Supplies ✓ Personnel* ✓ Outreach and engagement activities ✓ Air quality monitoring equipment	✓ Supplies ✓ Personnel* ✓ Site preparation (tree pit creation, stump removal) ✓ Tree seedlings ✓ Tree shelters ✓ Shrubs and other plants ✓ Community engagement activities	✓ Supplies ✓ Personnel* ✓ Community engagement and education activities ✓ Air quality monitoring equipment This can be proposed and funded in combination with a Track III Workforce Development program focused on forestry maintenance.

*If you plan to subcontract work in any phase (e.g., hire someone to plant or water the trees), we require you to solicit estimates from at least three consultants or contractors and include that in your application.

Track 3: Workforce Development in Community Forestry

Request up to $200,000

This track seeks to support projects that engage either young adult or adult community members in job training related to forestry, including tree planting and maintenance. Participants must be located in areas with demonstrable environmental justice concerns. Partnerships with for-profit entities for trainee placement is allowed, but no funds can be directed to those entities for this partnership. We are aiming to fund projects that strive to create equitable job opportunities in the forestry industry for communities that have been historically excluded from it. These include, but are not limited to:



All projects must include strategies to maximize participant participation throughout the program. Applications that consider and address usual participant barriers like lack of transportation, childcare, or financial support will be prioritized.

- ✓ Pre-employment, job placement, and career advancement support in community forestry.
- ✓ Training in community forestry skills such as tree planting, maintenance, and green infrastructure.
- ✓ Partnerships with local educational institutions like community colleges to create programs that include classroom instruction and hands-on experience.
- ✓ Providing education, vocational training, experiential learning opportunities, and career pathways in the community forestry and arboriculture industry to returning citizens.
- ✓ Establish apprenticeship programs that provide on-the-job training.
- ✓ Programs that integrate the preservation, promotion, and revival of traditional forestry and arboriculture knowledge and practices with workforce development.
- ✓ Create summer job opportunities, internships, and other educational workshops that introduce young people to careers in community forestry and arboriculture.
- ✓ Engage local community members in training programs for recognized forestry certifications.
- ✓ Collaboration with local non-profits to place workers into entry-level arboriculture positions.
- ✓ Training community members for careers in reclaiming/processing wood into green lumber, biochar, and compost.

Application Process and Assistance to Applicants

Watch our video on how to apply using our online system clicking the icon below:



The Trust uses an online system for the application process and grant management. To apply for this award, go to http://www.cbtrust.org/grants/MACFF and click on "Get Started!". As part of the application, you will need to answer a set of "Narrative Questions" that you can find on the the "Resources" tab on our website.

The Fund acknowledges that application processes can be complicated and time-consuming and that this has been historically a reason for local, small grass-roots organizations not being funded equitably. To increase participation from these groups, the Fund works as a network of local Hub Partners who will assist a select group of applicant organizations that score low on our Readiness Assessment Form, meaning they have a low capacity and need assistance to produce a competitive application. For contact information, please see the "Contacts" section below.

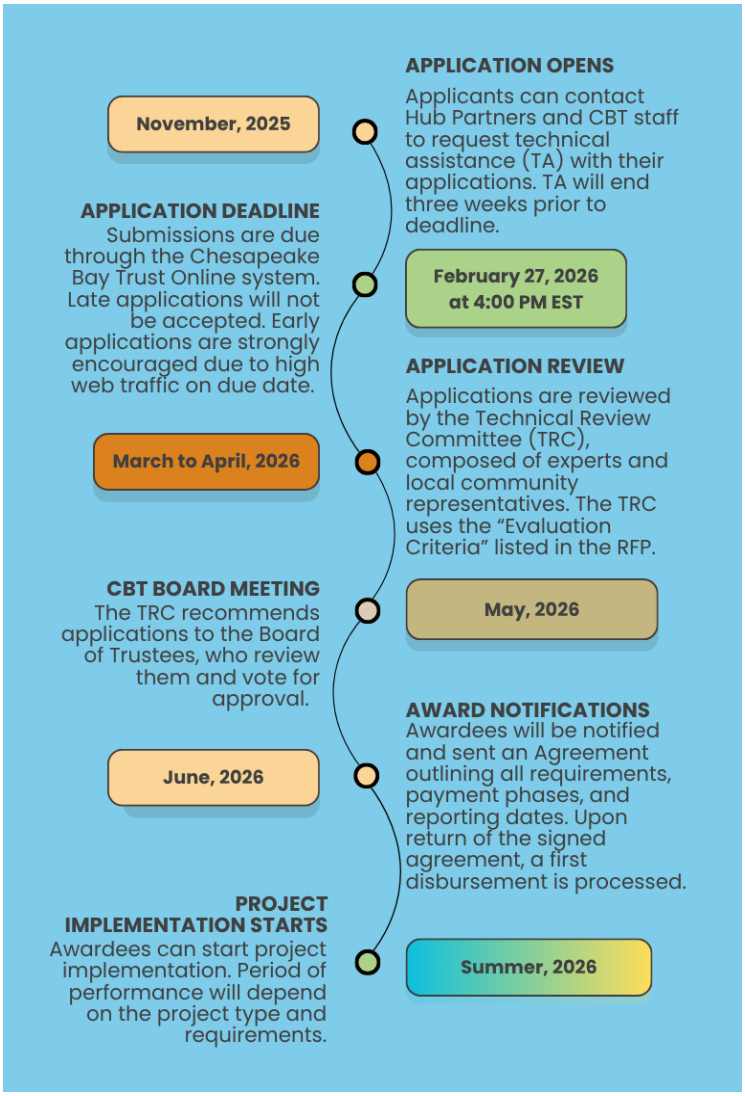
The Trust has a mission to empower all people to participate in the restoration and protection of our region's natural resources through its award-making. As a result, the Trust strongly encourages applications directly from or that engage communities underrepresented in the environmental space. For more about the Trust's commitment to engage underrepresented groups, see our strategic plan at www.cbtrust.org/strategic-plan and https://cbtrust.org/diversity-inclusion/.

Timeline and Technical Assistance with Forestry

Are you interested in this grant opportunity, but have limited or no experience with forestry projects?

Howard University will provide further technical assistance with forestry-related topics for selected applicants and awardees, helping you develop and implement your project proposals to reflect general forestry principles. This assistance will be provided through the following methods:

- ✓ Webinars and online workshops open to applicants around topics like selecting planting sites and understanding site conditions, tree species identification, and implementation plans for planting and maintenance.
- ✓ A casebook with past successful projects that can be replicated.
- ✓ 1-hour virtual consultations with selected applicants.
- ✓ Site visits to a sub-set of selected project sites that were awarded funds, to provide on-site technical assistance during project implementation.
- ✓ Online workshops on relevant environmental justice aspects of forestry for the full cohort of awardees of Track 2: Tree Canopy for Resiliency and Public Health. Topics will include how to create a Climate Action Plan, and how to create or improve a Climate-Resilient Tree Canopy.
- ✓ Online workshops on forestry workforce development for the full cohort of awardees of Track 3: Workforce Development in Community Forestry. Topics will include (socio)economic development, extreme environmental conditions, and labor safety.



An application may be declined, partially awarded, or fully awarded. In cases where the awardee fails to submit a status report, progress report, final report, or other requirement by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

To request a virtual consultation with Howard University during the application phase, fill out the Readiness Assessment Form (RAF) that you can find on our website. Please note that the Fund can only offer a limited number of virtual consultations which will be prioritized based on the results of the RAF. Access to the RAF will be closed three weeks before the application deadline to ensure timely assistance. Awarded projects selected for an on-site visit will be notified in June 2026, after awardees are notified.

For a full list of available resources go to http://www.cbtrust.org/MACFF/ and click on the Resources tab.

Are you ready to apply? Here is a list of the requirements

After reading this RFP carefully, you can start working on gathering the following requirements for your application.

Remember to contact us at the Chesapeake Bay Trust or your local Hub partner to discuss your ideas and receive assistance with your application process *at least three weeks before the deadline* to ensure a timely response. The Trust cannot guarantee assistance for our online system on the deadline date.
You can find contact information on page 12.

Remember!
The application deadline is *Friday, February 27th, 2026, at 4:00 PM EST.*

General requirements
✓ Your organization is tax-exempt. ✓ You have a Unique Entity Identifier issued by SAM.gov, are in the process of getting one, or are applying in partnership with a fiscal sponsor. ✓ The project location has demonstrable environmental justice concerns (part of the Narrative Questions Document). ✓ Fill out the online application form. ✓ Complete and upload the Narrative Questions Document you can find on our website. ✓ Financial Management Spreadsheet with detailed budget. ✓ Your application budget is prepared utilizing Federal requirements, including 2 CFR Part 200 Subpart E Cost Principles and applicable indirect cost rates (see 2 CFR 200.414). ✓ For projects with contractual items budgeted: estimates from at least 3 consultants for each contractual item budgeted. ✓ For projects that include the collection of geospatial data, ensure that you meet the requirements of the Geospatial Data Act of 2018 and USDA's Departmental Regulation 3465-001. Budget accordingly and include the proper justification. ✓ For projects that request funding above $250,000, "Investing in America" signage is required and must follow the guidelines in Memorandum CA-23-6 "Enhancing Transparency Through Use of the Investing in America Emblem on Signs". This signage is allowable as a budget item, so please budget accordingly.

Track I: Environmental Justice Organization Capacity Building	Track II: Tree Canopy for Resiliency and Public Health	Track III: Workforce Development in Community Forestry
✓ Answer track-specific additional questions in the Narrative Questions Document. ✓ Your organization has 1-50 staff members, an active Board of Directors, and a forestry component within its mission or strategic plan (or your project focuses on developing one). ✓ Your organization is directly located or works mainly in areas with demonstrable environmental justice concerns.	✓ Answer track-specific additional questions in the Narrative Questions Document. ✓ Community letter(s) of commitment to contribute actively to the project, describing the relationship and historic of the applicant organization and the community. ✓ Site plan detailing the planting efforts. ✓ List of plant species that will be used, making sure they are not invasive. ✓ Property owner agreements signed or a detailed plan to procure them. ✓ The average cost per tree, calculated by dividing total project cost by the number of trees to be planted; this should not exceed $600 per tree.	✓ Answer track-specific additional questions in the Narrative Questions Document. ✓ The participants in the workforce development project are directly located in areas with demonstrable environmental justice concerns.

Evaluation Criteria

The Fund partners acknowledge that communities and organizations that have experienced environmental injustice firsthand have often been excluded from funding opportunities. To address this structural exclusion, the Fund incorporates evaluation criteria regarding applicant characteristics and capacity. The following criteria will be used by reviewers to score your proposal:

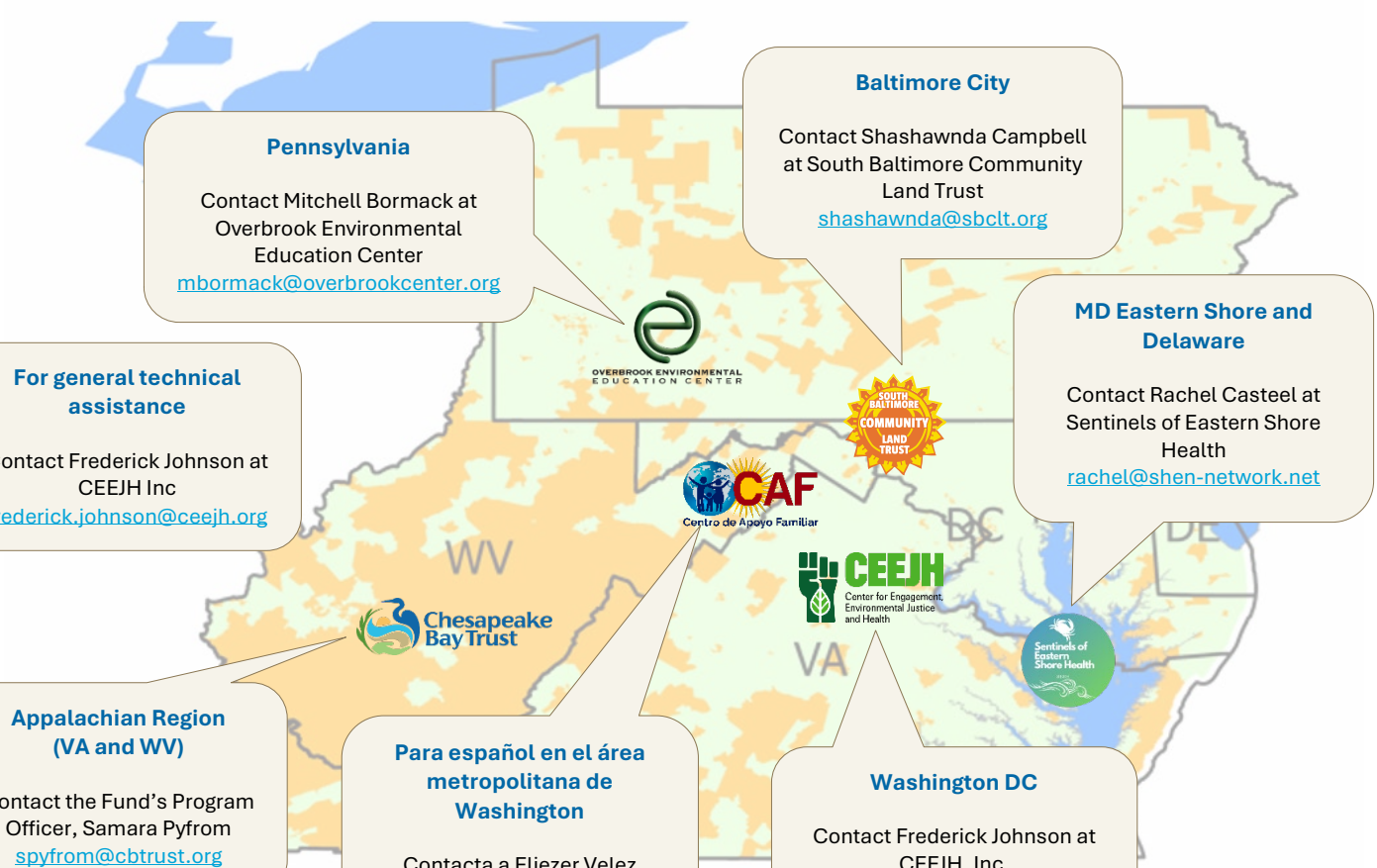
Scoring Criteria	Description	Scoring
General Application (Maximum of 25 points)		
Application Components	Are all required application components included? Is the budget formatted in the Financial Management Spreadsheet (FMS)? Are there letters of commitment from each listed project partner that outline their scope and role? Did the applicant respond to each narrative question? For track II, does the application include a site planting plan, tree species list, and maintenance plan.	Scale of 1 to 5
Consistence with Request for Proposals (RFP)	Do the project goals align with the goals of the RFP, by addressing local environmental justice issues through the implementation of forestry-related activities? Is the project proposed consistent with the intent of the selected track (Capacity Building, Tree Canopy Implementation, and/or Workforce Development)?	Scale of 1 to 10
Cost Effectiveness / Budget	Is the budget appropriate and cost-effective? Are the line items budgeted (e.g., personnel costs) justified in the application? Are non-profit partners being resourced appropriately? For projects that include contractual costs, is there documentation for at least three bids per contract? For track II, is the cost-per-tree reasonable for the project conditions?	Scale of 1 to 10
Why the Project is Needed (Maximum of 25 points)		
Justification	Does the applicant justify the need for the project and the practices proposed? How was the project need identified, and what was the community's involvement in that process? Does the project build on or learn from previous efforts? Does the selected project location reflect and respond to documented environmental justice concerns in the community, consider cumulative impacts, historic disinvestment, and other environmental indicators? For Track I, is the project addressing an organizational capacity gap that directly relates to the organization's ability to perform environmental justice work? For Track III, is the project addressing an existing inequity in the local forestry workforce?	Scale of 1 to 25
Project Plan, Impact, and Sustainability (Maximum of 30 points)		
Likelihood of Project Success	What is the likelihood of success if this project is funded? Success should be defined as the accomplishment of proposed goals. Are methodologies and/or designs sound and consistent with best practices? For Track II, is the planting plan sound in terms of species selected, locations, and timeline? Has the applicant procured landowner permission or developed a plan to procure them (if necessary)? Does the applicant provide a sound two-year maintenance plan (i.e.. watering, mulching, pruning)? For Track III, does the project consider and address usual participant barriers like lack of transportation, childcare, or financial support?	Scale of 1 to 10

Measuring Impact	Based on the proposed project goals, is there a sound plan to measure both short and long-term impact (e.g., How will the health and survival rates of trees planted be tracked? How will air or water quality be monitored and documented? How will improved access to produce from food forests be tracked? How will the project demonstrate further the understanding of environmental justice issues? How will the career trajectory of workforce development program participants be tracked?)	Scale of 1 to 10
Sustainability	Has the applicant addressed future project sustainability? For capacity-building projects, will the project outcome enhance the ability of the organization to implement forestry-related programming beyond the funding period? For the tree canopy implementation track, has the project proposed a relevant and robust maintenance plan with a high likelihood of tree survival? For the workforce development track, will the project bring significantly higher job stability to its participants after the funding period?	Scale of 1 to 10
Applicant Organization* Capacity (Maximum of 20 points) *In cases of fiscal sponsorship, reviewers will score the application based on the information provided from the sponsored entity.		
Mission Statement	Does the applicant organization or fiscally sponsored entity's mission statement focus primarily on environmental justice?	Scale of 1 to 3
Meaningful Engagement with Environmental Justice Work	Does the applicant organization or fiscally sponsored entity have a history of meaningful integration with communities that have experienced environmental injustice?	Scale of 1 to 5
Scale	Is the applicant or fiscally sponsored entity a grassroots organization (located in the communities they serve) (3pts), regional (based near but not in the communities they serve) (2pts), or does it serve a broader region like a whole state(s) (1pt)?	Scale of 1 to 3
Services Provided	Has the applicant organization or fiscally sponsored entity been focused historically on providing services aimed at reducing harm from environmental injustices?	Scale of 1 to 3
Annual Budget	Organizations that demonstrate strong reach and community impact relative to their smaller average annual budget ($0-$499,999): 3pts. Organizations that demonstrate a strong reach and community impact relative to their moderate average annual budget ($500,000-$5,000,000): 2pts. Organizations that demonstrate substantial impact and have an significant average annual budget relative to that (Greater than $5,000,000): 1pt.	Scale of 1 to 3
History of Budget Allocation	Does the organization allocate between 75% and 100% of its annual budget to Environmental Justice work (3pts)? Between 50% and 74% (2pts)? Or less than 50% (1pt)?	Scale of 1 to 3
Total Score Possible		**100**

Contacts for General Questions, Application Inquiries, and Technical Assistance

If you are interested in this funding opportunity and/or are seeking technical assistance during the application process, we highly encourage you to contact your local Environmental Justice Hub Partner.

The map below provides contact information for each local partner.



Pennsylvania

Contact Mitchell Bormack at Overbrook Environmental Education Center
mbormack@overbrookcenter.org

Baltimore City

Contact Shashawnda Campbell at South Baltimore Community Land Trust
shashawnda@sbclt.org

For general technical assistance

Contact Frederick Johnson at CEEJH Inc
frederick.johnson@ceejh.org

MD Eastern Shore and Delaware

Contact Rachel Casteel at Sentinels of Eastern Shore Health
rachel@shen-network.net

Appalachian Region (VA and WV)

Contact the Fund's Program Officer, Samara Pyfrom
spyfrom@cbtrust.org

Para español en el área metropolitana de Washington

Contacta a Eliezer Velez de Centro de Apoyo Familiar
evelez@mycaf.org

Washington DC

Contact Frederick Johnson at CEEJH, Inc.
frederick.johnson@ceejh.org

For technical assistance with forestry

Contact Dr. Lemir Teron at Howard University
lemir.teron@howard.edu

For general assistance

Contact Jose Castellanos and Samara Pyfrom at Chesapeake Bay Trust
jcastellanos@cbtrust.org
spyfrom@cbtrust.org

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1134: Consideration of development fees for Tree Board as part of subdivision ordinance.

ATTACHMENTS:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1135: 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: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1136: Citation for planting of invasive species.

ATTACHMENTS:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1137: Consideration of Heritage Trees to enable certain protections.
https://americanheritagetrees.org/

ATTACHMENTS:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1138: 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:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1139: WV Department of Forestry Community Grants at $50,000. No longer focused on removal of invasive species, unless replace invasive with native 1 for 1. Funds are expended and reimbursed. Equipment can be purchased with a maximum of $5,000.
https://wvforestry.com/wp-content/uploads/2025/07/Community-Tree-Grant-Instructions.pdf

ATTACHMENTS:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1140: Meeting with nature Works re: Arc GIS, canopy and grants.

ATTACHMENTS:

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

Meeting: 02/05/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1141: Master Plan Draft and Proposed Draft Budget.

ATTACHMENTS: