CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • MAY 7, 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

: **2026-1468:** City Tree Board Meeting Minutes - April 2, 2026
Tree Board Meeting Minutes - April 2026.pdf

3. UNFINISHED BUSINESS

: **2026-1449:** Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

: **2026-1450:** Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

: **2026-1451:** Clearing of brush and invasive species along Evitts Run Spring Clean Out - May 16th 8-10:00AM. Get out the word. Identification of areas, tagging removal and work areas.

: **2026-1452:** 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.

: **2026-1453**: 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.

: **2026-1454:** Earth Grounds Festival May 16, 2026, 10AM-5PM Table, painting information, other?

: **2026-1455:** 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. Consider recommending to City that we focus on adding better soil and plants to tree planted areas instead of stand-alone planters (take up space and require additional water) as well as hanging baskets which take additional water and resources. Engagement with business owners to water plants in front of the spaces? Plan to aerate and add mulch, plants and flowers to tree boxes.
Tree image.jpeg
Tree image #2.jpeg
Tree image #3.jpeg

: **2026-1457:** 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.

: **2026-1458:** Consideration of cooperative effort to use Washington HS greenhouse for growing out seeds into saplings. Would need to coordinate with teacher, school, and Cacapon, WV Ag Extension, and others to provide expertise and support. Related experts who could assist.

: **2026-1459:** Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee.
Bee City USA Application Steps.pdf

: **2026-1460:** 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

: **2026-1461:** Consideration of development fees for Tree Board as part of subdivision ordinance. Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-garden for drainage ponds.

: **2026-1462:** 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

: **2026-1463:** Consideration of Heritage Trees to enable certain protections. See item description for more information. https://americanheritagetrees.org/
Heritage Tree Nomination Form_202105180931480585.pdf
Heritage Tree Program Information Flyer_201402111338263444.pdf
Heritage Tree Program Press Release_201402111338269382.pdf
Heritage Tree Property Owner Agreement Form_201402111338272663.pdf

4. NEW BUSINESS

: **2026-1464:** Cooperative agreement with Dr. Campany for future projects or student engagement on CT projects.

: **2026-1465:** Proposal for Tree Board to receive and have access to the $12,000 more or less set aside for tree related activities. Request is that Tree Board needs access to funds to accomplish its goals. Tree funds have been exhausted through use by Maintenance. Consideration of board use as opposed to specific budget as previously discussed.

: **2026-1466:** Two non-voting members including youth 17 years old or over. Recruitment, community outreach and identification of prospective participants.

: **2026-1467:** Request for proposed project to remake stone planting area on Liberty Street parking areas for more natural and storm water friendly planting areas. At present the planting areas have largely non-native, non-water retaining plants/grasses and are covered with rocks. The concreate curb also creates a barrier for water to infiltrate planting area.

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: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1468: City Tree Board Meeting Minutes - April 2, 2026

ATTACHMENTS:

- Tree Board Meeting Minutes - April 2026.pdf

CITY OF CHARLES TOWN
Tree Board
April 2, 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: Scott Updike
SECONDER: Katie Coon
AYES: All

2. UNFINISHED BUSINESS

2026-1313: Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory

- The grant is still under consideration.
- Aaron sent an email to Matt, but hasn't heard back yet.

2026-1314: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

-

2026-1315: Clearing of brush and invasive species along Evitts Run Spring Clean Out

- The board discussed the days members are available to do a clean out at Evitt's Run.
- April 18th is the blooms and blossoms, and the 25th is the Arbor Day/spring planting, so we need to look at May.
- The board decided tentatively on May 16th.

DRAFT

- This is also the day of the Earth Grounds Festival downtown.
- Will do the clean up in the morning and the festival in the afternoon.

2026-1316: 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.

-

2026-1317: 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.

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2026-1318: Arbor Day planting set for April 25, 2026, at 2PM at Evitts Run. Need Social Media push

- We have 2 trees to plant there.

2026-1319: Spring Cacapon planting at Craighill April 25, 2026, at 10AM. Recommendation to revise planting area to extend along walkway to Parks & Rec. for approval. Request granted planting all along the walkway to the end. Also request planting along walkway at Willingham Knolls up to the bridge for future plantings anticipated during the Fall.

- Last year's Cacapon planting, we put shrubs along the drainage area, but they're gone now, so we will need some more shrubs there.
  - There are drainage tubes under that berm, so there's a concern of roots.
- We can continue the line of planting.
- We might be able to do some infill.
- We need to ask for approval from parks and rec for a future planting at Willingham Knolls from the walkway to the bridge.
- Aaron got an email from Brent that Jim Wysong will meet with boards about tree removal.
  - We can get replacement trees.
  - We want to be involved and assist with choosing replacement trees.

2026-1320: 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?

- Most of the grates have been removed.
- Aaron emailed and suggested putting mulch in and plants to foster the soil.

DRAFT

- The reply was that there isn't enough money, and they don't want to burden maintenance.
- The soil needs to be broken up after being compacted for so long.
- Could get rid of the standalone planters and put the flowers in with the trees, so there would be less watering.

- We need to have a meeting about street trees.

2026-1321: Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee

- Aaron met with Gavin and 2 people who want to be on the committee.
- Shepherdstown requires the committee to do the planting, but we could try to get 4-5 volunteers to help.

2026-1322: 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.

-

2026-1323: Consideration of development fees for Tree Board as part of subdivision ordinance. Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-garden for drainage ponds.

- They're still working on it.

2026-1324: Educational Program related to tree plantings and creation of natural environment with native trees, shrubs and plants.

-

2026-1325: Consideration of Heritage Trees to enable certain protections.

- Outreach with heritage trees.
- Aaron has been harvesting seeds of old/survivor trees.
- We could incorporate heritage seeds into an educational program.

Not on the agenda but Liz Cook has set up to do a walk about nothing about trees on May 20th at 6 PM.

- Tanner Haid will lead the walk.
- Will look at Liberty St. trees, ID invasives, look at riparian planting, etc.

2026-1326: Blooms and Blossoms Table April 18, 2026

- We will have a table with wood slice painting.

2026-1335: 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)

DRAFT

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

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3. NEW BUSINESS

2026-1327: Cooperative Agreement with Dr. Campany for Future Projects for Student Engagement on Charles Town Projects

- In the grant we have put into work with Shepherd for GIS etc.
- Dr. Company said he really wants to work with us even without the grant.
- Aaron will reach out to him and get a date to discuss.
- The students need experience.

2026-1328: Proposal for Tree Board to receive and have access to the $12,000 more or less set aside for tree related activities. Request is that Tree Board needs access to funds to accomplish its goals. Tree funds have been exhausted from last year through use by maintenance. Consideration of broad use as opposed to specific budget as previously discussed.

- Aaron asked Liz about when city council will discuss the budget. Liz said it's not on the upcoming agenda, but she will check with finance.
- The board discussed requesting for the $12k set aside for trees to go to the tree board instead of maintenance.
- We should have funds/budget for various projects.
- The $2/capita funds could go towards projects.
- We would still get approval for projects.
- For some grants we need to spend money to get money.

MOTION: Motion to advance to the city council a proposal for the Tree Board to have access to the money set aside for tree-related activities, instead of having it in maintenance.
COMMENTS: none
RESULT: Approved
MOVER: Carlo Olivares
SECONDER: Scott Updike
AYES: All

2026-1329: Two non-voting members including youth 17 years old or over.

- Scott brought up that Mr. Earl is now in charge of FFA at Washington High School, and he will get in touch with him.
- We could get high school students involved by joining the board.
- There's a seemingly unused greenhouse at WHS that could maybe be utilized as a tree nursery operated by students as an educational component.
    - Could also have Shepherd students help them.

DRAFT

- They could even potentially use heritage tree seeds.
- The prior tree nursery plan can't happen due to the plan for the maintenance yard to switch spots with the skate park.

2026-1330: Tree delivery March 31, 2026, at 8am maintenance yard.

- The trees were all delivered.

2026-1331: Tree sorting April 2, 2026, at 5pm maintenance yard into orders for pick up April 4, 2026.

- The trees were sorted by order before the meeting.

2026-1332: Tree delivery April 4, 2026, at 9am maintenance yard.

- There are only a few deliveries; most orders will be picked up.

2026-1333: Plan to aerate and add mulch, plants and flowers to tree boxes.

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ADJOURNMENT :
MOTION: to adjourn at 7:39PM
MOVER: Scott Updike
SECOND: Carlo Olivares
AYES: All

DRAFT

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

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1449: 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

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1450: 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
Charles Town, WV 25414

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1451: Clearing of brush and invasive species along Evitts Run Spring Clean Out - May 16th 8-10:00AM. Get out the word. Identification of areas, tagging removal and work areas.

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Charles Town, WV 25414

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1452: 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.

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101 East Washington Street
Charles Town, WV 25414

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2026-1454: Earth Grounds Festival May 16, 2026, 10AM-5PM Table, painting information, other?

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101 East Washington Street
Charles Town, WV 25414

Meeting: 05/07/26
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AGENDA ITEM (ID #)

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ATTACHMENTS:

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





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101 East Washington Street
Charles Town, WV 25414

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Department: Charles Town Tree Board
Category: Report
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AGENDA ITEM (ID #)

2026-1457: 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.

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Initiator:

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AGENDA ITEM (ID #)

2026-1458: Consideration of cooperative effort to use Washington HS greenhouse for growing out seeds into saplings. Would need to coordinate with teacher, school, and Cacapon, WV Ag Extension, and others to provide expertise and support. Related experts who could assist.

ATTACHMENTS:

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

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1459: 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

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)

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

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1460: 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: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1461: Consideration of development fees for Tree Board as part of subdivision ordinance. Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-garden for drainage ponds.

ATTACHMENTS:

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

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1462: 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

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

2026-1463: Consideration of Heritage Trees to enable certain protections. See item description for more information. https://americanheritagetrees.org/

Landmark/Heritage Tree Program

Qualifications

The Charles Town Tree Board sponsors the Charles Town Heritage/Landmark Trees Program. The City of Charles Town provided for the establishment of a Landmark Tree Program in its Codified Ordinance. The program is designed to encourage residents and property owners to identify and protect individual trees or groups of trees that meet one or more of the following qualifications.

- **Specimen:** A tree of exceptional size, form or rarity, or horticultural value
- **Historic:** A tree of exceptional age, and/or associated with or contribution to an historic structure or with a noted person or historic event
- **Landmark:** A tree that is a prominent identifying feature of a community
- **Collection:** A group of trees in a notable grove, avenue or other planting

Nominating Trees

Anyone may nominate a tree or trees, but the person who owns the land on which the tree stands must consent to the nomination. Trees located in County right-of-way are not eligible. There are no regulatory restrictions associated with the designation.

See example forms from City of Westminster MD

ATTACHMENTS:
- Heritage Tree Nomination Form_202105180931480585.pdf
- Heritage Tree Program Information Flyer_201402111338263444.pdf
- Heritage Tree Program Press Release_201402111338269382.pdf
- Heritage Tree Property Owner Agreement Form_201402111338272663.pdf

City Of Westminster Tree Commission
Heritage Tree Nomination Form

I. Nominator Information

Name: _____

Address: _____

_____

Phone: _____

Email Address _____

Property Owner Info. *If known

Name: _____

Address: _____

_____

Phone: _____

Email Address _____

Property/Tree Owner Information
Designated Neighborhood: _____

Location (Street Address):_____

Species of Tree (Common or Botanical Name): _____

Single/Collection of trees (If Collection, How Many Trees): _____

Size*:* Height (approx.)_____ feet
Crown (approx.) measure distance of total spread from one side to other: _____ feet
Circumference (distance around trunk at 4.5 feet from ground): _____inches
Age of Tree (If Known/Estimate): _____

II. To Be Completed by City Arborist:

Condition check all that apply and explain any issues on back of page:

____ Healthy ____ Diseased ____ Pruning/Structural Problems ___ Other _____

III. What is the most noteworthy about the tree/trees, check all that apply:

____Size ____Visibility ____ Rare Horticultural Value ____Aesthetic Qualities ____ Historical

Other Comments: _____

_____

Submit Nomination Form to:
City of Westminster, Attn: Tree Commission
45 West Main Street,
Westminster, MD 21157
(410) 848-9000
www.westminstermd.gov

Heritage Trees

WESTMINSTER TREE COMMISSION

The City of Westminster Tree Commission established the Heritage Tree Program in 2011 to encourage residents and property owners to identify and protect individual trees or groups of trees that meet one or more of the following qualifications:

- Specimen: A tree of exceptional size, form or rarity, or horticultural value.
- Historic: A tree of exceptional age; a tree associated with, or contributing to, an historic structure, noted person, or historic event.
- Landmark: A tree that is a prominent identifying feature of a community.
- Collection: A group of trees in a notable grove, avenue or other planting.

The first tree to be nominated for the program is a very large Sycamore tree belonging to Robin Crouse at 538 Old Westminster Pike, pictured below.



Anyone may nominate a tree or trees, but the person who owns the land on which the tree stands must consent to the nomination. Trees located in County right-of-way are not eligible. There are no regulatory restrictions associated with the designation. Nominated trees will be inspected by a certified arborist to ensure criteria are met.

For more information:
Call our Information Desk at 410-848-9000; Email HeritageTree@westgov.com; Or, visit **http://westminstermd.gov/citygov/heritagetrees.htm**

CITY OF WESTMINSTER

56 West Main Street
Westminster, MD 21157
Phone 410-848-9000
Fax 410-857-7476

FOR IMMEDIATE RELEASE
March 26, 2012

Contact: Information Desk
Phone: 410-848-9000

NEW HERITAGE TREE PROGRAM

City of Westminster begins new program promoting Heritage Trees

Westminster, MD – The City of Westminster's Heritage Tree Program has been adopted for the purpose of identifying designated Heritage Trees located within the City. This Program acknowledges that Heritage Trees whether located on public or private property are distinct and unique living resources of the Westminster community.

Mayor Kevin Utz supports the new Heritage Tree Program, stating "this simple act of recognizing the significant trees of Westminster will help bring us together as a community to make a point: trees do matter and play an important role in our history and environment."

Nominations for Heritage Tree designation, can be trees located either on public property, such as street trees, park trees, median trees or on private property and may be made by any resident, property owner or business owner of Westminster.

A heritage tree may be associated with important local or regional history, people, structures, or landscapes. Anyone may nominate a tree for heritage tree designation. As described on the City Website, candidates for designation as heritage trees will be reviewed and approved by the Westminster Tree Commission.

The City shall notify the property owner of the nomination, and then, upon the owner's consent, the application to nominate will be processed. A City Arborist will inspect the nominated tree and produce a picture and description to be displayed on the City website and an identification marker placed near the tree.

Anyone seeking assistance in nominating a heritage tree may contact the Westminster Tree Commission at info@westgov.com or at 410-848-9000.

# # #

The City of Westminster Administration Department is located at 56 West Main Street. This department oversees all of the departments in the General Government and is the central location for the City. For more information, call 410-848-9000 or visit www.westminstermd.gov.

City Of Westminster Tree Commission
Property Owner Agreement Form

Heritage Tree Program

In exchange for the City's designation of the subject tree as a Heritage Tree, the Property Owner agrees that:

A. The Heritage Tree or collection of trees is retained by the property owner and does not become the property or responsibility of the City, unless the tree(s) are city owned.

B. The property owner is responsible for all maintenance and liability issues pertaining to the tree or trees.

C. Prior to removal of a Heritage Tree, a property owner should notify the Tree Commission, so it can be removed from the recognized list of trees. The City strongly encourages all Heritage Tree property owners to retain these significant tree(s).

D. If a property owner removes a Heritage tree or collection of tree(s), the plaque or identification marker should be returned to the Tree Commission.

Property owner as owner of the _____(species) tree now being considered for this distinction, hereby consents to its being a Heritage Tree by the City of Westminster Tree Commission and gives permission for a photograph(s) of the tree to be placed on the City website, as well permission for a City Tree Commission representative to enter the property to verify the tree(s) location, etc.

Tree Location (address and location on property):

_____

Signed: _____ (Property Owner)
Date: _____

Received by Tree Commission:_____
Approved by Tree Commission:_____
Added to City Website_____

Submit Owner's Consent to:
City of Westminster, Attn: Tree Commission,
56 West Main Street, Westminster, MD 21157
(410) 848-9000
www.westminstermd.gov

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

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1464: Cooperative agreement with Dr. Campany for future projects or student engagement on CT projects.

ATTACHMENTS:

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

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
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SCHEDULED

AGENDA ITEM (ID #)

2026-1465: Proposal for Tree Board to receive and have access to the $12,000 more or less set aside for tree related activities. Request is that Tree Board needs access to funds to accomplish its goals. Tree funds have been exhausted through use by Maintenance. Consideration of board use as opposed to specific budget as previously discussed.

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101 East Washington Street
Charles Town, WV 25414

Meeting: 05/07/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1466: Two non-voting members including youth 17 years old or over. Recruitment, community outreach and identification of prospective participants.

ATTACHMENTS:

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

Meeting: 05/07/26
Department: Charles Town Tree Board
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1467: Request for proposed project to remake stone planting area on Liberty Street parking areas for more natural and storm water friendly planting areas. At present the planting areas have largely non-native, non-water retaining plants/grasses and are covered with rocks. The concreate curb also creates a barrier for water to infiltrate planting area.

ATTACHMENTS: