CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • SEPTEMBER 3, 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

: **2026-1854:** Charles Town Tree Board Meeting Minutes - August 6, 2026
Tree Board Meeting Minutes - August 2026.pdf

3. UNFINISHED BUSINESS

: **2026-1860:** WV Department of Forestry Community Grant 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

4. NEW BUSINESS

: **2026-1855:** Welcome to New Members Ian Updike and Greg Vickers - Introduction

: **2026-1856:** BMP Tree Program for Fall of 2026

: **2026-1857:** Fall Tree Planting Cacapon Institute - Planting at JMP Pool to address drainage areas and water run off along with natural planting. 20 Bottlebrush Buckeyes, 16 American Beautyberries, 2 Swamp White Oaks, 2 Redbuds, 1 Sycamore. This is a joint effort by the Tree Board and Parks and Recreation. We will seek to get a large volunteer turnout and make this a community event. City Council and Mayor invites are in order. Planting will occur in October of 2026. See photos.
View recent photos.png
View recent photos 2.png

: **2026-1858:** Earth Grounds Festival Event November 7, 2026

: **2026-1859:** Assessment of events the Tree Board want to participate in.
- Arbor Day
- Spring and Fall BMP program
- Spring and Fall Cacapon Plantings
- Festivals (Blooms & Blossoms, Earth Grounds (Spring/Fall), Cheer Booth, other)

Topics for Assessment on 9.3.26.pdf

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: 09/03/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-1854: Charles Town Tree Board Meeting Minutes - August 6, 2026

ATTACHMENTS:
- Tree Board Meeting Minutes - August 2026.pdf

CITY OF CHARLES TOWN
Tree Board
August 6, 2026

Regular Meeting	Council Chambers	7:00 PM
	101 East Washington Street, Charles Town, WV 25414	

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Absent
Corey Lewis	Present

1. APPROVAL OF MINUTES

COMMENTS: None
RESULT: Approved
MOVER: Scott Updike
SECONDER: Jane King
AYES: All

2. UNFINISHED BUSINESS

2026-1757: Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory

- We have a new CTUB director.
- Aaron went to Huntfield to look at the trees and discuss tree root issues.
    - Service lines are so deep that CTUB can't reach them, so they have to contract out.
- CTUB identified 15-20 other trees that could be problems.
- Huntfield HOA is owned by the developer, and they own the trees but they say CTUB is responsible.
    - The HOA wants to cut down trees and replant, but new trees won't work.
- Sam Adams also looked at the trees.
- Travis at CTUB says they have a lot of maps, user licenses and access to data.
- We need a better subdivision ordinance.

2026-1758: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

- We will set this for the fall.

2026-1759: Consideration of Heritage Trees to enable certain protections. See item description for more information. https://americanheritagetrees.org/ Heritage tree Binder MD example.pdf CharlesTown HeritageTree Program.pdf

- Going to table this.

2026- 1760: 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.

- We don't get much involvement; we need to incorporate a volunteer list and spreadsheet (need to talk to Liz).

2026-1761: 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.

- Corey put in the request; mowing is contracted and not parks and rec.
- We could reduce mowing and money spent.

2026-1762: 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.

- Some have been removed, we have self-watering planters but in the ground with trees would be ideal.
- We will come back to this next season.

2026-1763: Two non-voting members including youth 17 years old or over. Recruitment, community outreach and identification of prospective participants.

- Ian Updike has put in an application for our youth member.

MOTION: Motion to approve Ian as our youth non-voting member.
COMMENTS: none
RESULT: Approved
MOVER: Jane King
SECONDER: Carlo Olivares
AYES: all

2026-1764: 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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2026-1765: Consideration of cooperative effort to use Washington HS greenhouse for growing 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.

- Aaron sent an email but he will follow up.

2026-1766: Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee. Bee City USA Application Steps.pdf

- This will just sit for now; we need some very motivated people.
- Aaron met someone who will volunteer to do grant writing.

2026-1767: 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

- We didn't get the grant due to qualification issues.
    - We didn't qualify because we don't have a board of directors.
    - Reviews were good though.
- Sam Adams wants us to apply for another one that's a reimbursement grant from the forestry dept.
    - We will have to go to council.
    - Council needs something specific of what to spend money on.
    - Aaron will put a proposal together for a new grant.
    - We need approval from council, but the money is there.

2026-1768: 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.

- It has been bogged down but there's some movement.
- It will be discussed this month.

2026-1769: 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

3. NEW BUSINESS

2026-1770: Cooperative agreement with Dr. Campany for future projects or student engagement on CT projects.

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2026-1771: Tree Board participation in local events. Consideration of exposure, time, and benefit to board and community.

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2026-1772: How to better recruit and engage volunteers for Tree Board events.

- We plan to plant 4-5 trees and 48-50 shrubs at Jefferson Memorial.
    - There are sprinklers there.
- Aaron will present a plan to parks and Recreation.
- Trees should be free from Cacapon.
- This will be our Fall community planting project.
- We can also look at a tree clean out and remove tubes and reuse them, take dead trees out Willingham Knolls and Evitt's Run.

2026-1773: Consideration of engagement with non-for profits in the City for cooperative efforts for projects to expand scope and area of tree plantings. Library proposal to plant trees and shrubs on back park of property where storm water poos through the Cacapon Institute with the Tree Board as liaison. Other options include churches (Wainwright Baptist, House of Prayer, Zion Baptist, St. Phillips, Asbury Methodist, and others) to assess and assist in tree planting projects through Cacapon.

- Aaron hasn't reached out yet but will.

2026-1774: Need better lines of communication with City Council and other city boards to work cooperatively on projects that impact the Tree Board. Often times the Tree Board is not consulted for projects that directly impact trees, tree care and/or maintenance.

-

2026-1775: Consideration of advancing a push to hire an urban forester.

-

2026-1776: Breakdown from post-grant denial meeting and next steps.

- We didn't get the grant due to qualification issues.
    - We didn't qualify because we don't have a board of directors.
    - Reviews were good though.
- Sam Adams wants us to apply for another one that's a reimbursement grant from the forestry dept.

- We will have to go to council.
- Council needs something specific about what to spend money on.
- Aaron will put a proposal together for a new grant.
- We need approval from council, but the money is there.

2026-1777: Request for Removal of Trees - policy, procedure, form to make request

- We should have a procedure for these types of requests.
- Policy with an application so we can look at the tree.
- Scott will work on a form and get it on the next agenda.
- Jessica Bridges attended our last meeting about a tree in the median that was poorly cut and buckling the sidewalk.
  - She wants to have it removed.
  - We can make a recommendation.

MOTION: Motion to approve Victoria Bridges' (419 E. Liberty St) request that they be allowed to remove the tree. They will pay for removal and the sidewalk.
COMMENTS: none
RESULT: Approved
MOVER: Scott Updike
SECONDER: Carlo Olivares
AYES: all

2026-1778: Request for Water Abatement for Tree Nursery at 206 W. Liberty Street, Charles Town, WV

ADJOURNMENT :
MOTION: to adjourn at 7:54PM
MOVER: Jane King
SECOND: Scott Updike
AYES: All

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2026-1856: BMP Tree Program for Fall of 2026

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ATTACHMENTS:
- View recent photos.png
- View recent photos 2.png


1:17
Camera
77
Jefferson Memorial P...
July 28 8:49 AM
PORTRAIT




1:18
77
Jefferson Memorial P...
July 28 8:51AM

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2026-1858: Earth Grounds Festival Event November 7, 2026

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2026-1859: Assessment of events the Tree Board want to participate in.

- **Arbor Day**
- **Spring and Fall BMP program**
- **Spring and Fall Cacapon Plantings**
- **Festivals (Blooms & Blossoms, Earth Grounds (Spring/Fall), Cheer Booth, other)**

ATTACHMENTS:

- Topics for Assessment on 9.3.26.pdf

Topics carried on prior agendas for assessment 9.3.26:

-Tree Inventory and mapping

-Consideration of Heritage Trees to enable certain protections. 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.
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

-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.

-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 their spaces? Plan to aerate and add mulch, plants and flowers to tree boxes.

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

-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

Consideration of engagement with non-for profits in the City for cooperative efforts for projects to expand scope and area of tree plantings. Library proposal to plant trees and shrubs on back part of property where storm water pools through the Cacapon Institute with the Tree Board as liaison. Other options include churches (Wainwright Baptist, House of Prayer, Zion Baptist, St. Phillips, Asbury Methodist, and others) to assess and assist in tree planting projects through Cacapon.

-Consideration of advancing a push to hire an urban forester.