CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • MARCH 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

: **2026-1245:** Charles Town Tree Board Minutes - February 5, 2026
Tree Board Meeting Minutes - February 2026.pdf

3. UNFINISHED BUSINESS

: **2026-1222:** Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

: **2026-1223:** Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

: **2026-1224:** Identification of open planting areas for tree installations in City.

: **2026-1225:** 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.

: **2026-1226:** Development of watering, care and maintenance plan for new trees and assessment of equipment needed.

: **2026-1227:** 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

: **2026-1228**: 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.

: **2026-1229:** Clearing of brush and invasive species along Willingham Knolls and Evitts Run. Phase II?

: **2026-1230:** 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.

: **2026-1231**: 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.

: **2026-1232:** 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.

: **2026-1233**: 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.

: **2026-1234:** Assessment of dead trees and removal of tree tubes and dead trees at all parks.

: **2026-1235:** 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

: **2026-1236:** 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
bee city usa resolution.pdf

: **2026-1237:** 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

: **2026-1238:** 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

4. NEW BUSINESS

: **2026-1239:** Consideration of development fees for Tree Board as part of subdivision ordinance.

: **2026-1240:** Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-gardens for drainage ponds.

: **2026-1241:** Citation for planting of invasive species.

: **2026-1242:** Consideration of Heritage Trees to enable certain protections.
https://americanheritagetrees.org/

: **2026-1243:** 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

: **2026-1244:** Meeting with nature Works re: Arc GIS, canopy and grants.

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