CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • AUGUST 6, 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

: **2026-1756:** Charles Town Tree Board Meeting Minutes - June 4, 2026
Tree Board Meeting Minutes - June 2026.pdf

3. UNFINISHED BUSINESS

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

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

: **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

: **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.

: **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.

: **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.
Tree image.jpeg
Tree image #2.jpeg
Tree image #3.jpeg

: **2026-1763:** Two non-voting members including youth 17 years old or over. Recruitment,

community outreach and identification of prospective participants.

: **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.

: **2026-1765:** 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.

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

: **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

: **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.

: **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

4. NEW BUSINESS

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

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

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

: **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.

: **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.

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

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

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