



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 concrete 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