

Meeting Agenda

Charlottesville Tree Commission



Meeting Date: Tuesday, November 5, 2019

Meeting Time: 5:00 p.m. – 7:00 p.m.

Meeting Location: Parks and Recreation Meeting Room at 501 East Main St.

Meeting Leader: Paul Josey, Chairman

Those Expected to Attend: Paul Josey, Jody Lahendro, Brian Menard, Lynn Rush, Mark Rylander, Rosanne Simon, Anson Parker, Peggy Van Yahres

Staff: Mike Ronayne, John Mann, Todd Brown, Brian Wheeler

Agenda:

5:00 - 5:05 p.m.	Review Meeting Agenda - Approve October minutes	Paul
5:05 - 5:20 p.m.	Public Meeting Requirements	Brian W.
5:20 - 5:35 p.m.	State of the Forest Summary	Paul
5:35 - 5:50 p.m.	Review Bylaws	Brian M.
5:50 - 6:15 p.m.	Review Tree Nominations	All
6:15 - 6:25 p.m.	Belmont Tree Planting Project	Rosanne
6:25 - 6:40 pm	Other Updates: CIP budget update Upcoming Projects that impact trees Education Committee report Code Committee Report Oaks on Garrett Street	Mike Mike Roxanne Mark/Peggy Peggy
6:40 - 6:55 pm	Other items/announcements not on agenda	All
6:55 - 7:00 p.m.	Summarize Meeting Action Items/Items for Next Agenda	Mike/Paul

MEMORANDUM

To: Tree Commission
From: Brian Menard
Date: 31 October 2019
Re: Revision of Bylaws

I attach a draft of our revised bylaws along with the current version. Because they are relatively brief and most of us would prefer not to have to wade through a redline/strikeout version I send both for you to place side by side and compare.

The primary aim of the revisions is to have a more standard set of bylaws that set forth how the Commission constitutes and governs itself. In general, bylaws should contain no more than is necessary for this purpose.

The main revisions are as follows:

1. Existing "Section III: Purpose" is now "Article 1 – Purposes". I have edited it for clarity and to better describe the Commission's work.
2. The major revision is to remove Section IV: Duties, which is a mix of upper level goals/objectives/purposes and specific tasks, some of which are one-time efforts. I believe it preferable that the bylaws contain clear Article 1 – Purposes and that there be a separate "Objectives" document. The Commission could update objectives as necessary and link them to the annual work plan of committees and the streamlined priorities of the Urban Forest Management Plan that Roxanne has been working on.
3. All other "Sections" have been revised into governing "Articles". The goal here is to clarify and organize. I have made no substantive changes, though we can certainly discuss whether we should.

I look forward to the discussion at our November meeting.

CITY OF CHARLOTTESVILLE

TREE COMMISSION

BY-LAWS

January 24, 2011

SECTION I: CREATION, NAME, NUMBER OF MEMBERS

By action of City Council, on December 20, 2010, a Tree Commission was established for the City of Charlottesville. The Commission shall be comprised of ten (10) CITIZEN members, at least two (2) of which shall be representatives of low-income neighborhoods.

Three ADDITIONAL SEATS shall be reserved for:

City Arborist (ex-officio)

Planning Commission Representative

Charlottesville Area Tree Stewards or successor organization

The remaining seats on the Commission shall be appointed at-large by City Council.

SECTION II: APPOINTMENT AND LENGTH OF TERM OF COMMISSIONERS

Citizen members of the Commission shall be appointed by City Council. Terms of service shall be three (3) years, with a maximum of two (2) consecutive terms.

Vacancies occurring on the Tree Commission as a result of death, resignation or otherwise, shall be advertised and appointed by City Council at the earliest possible opportunity. Such appointments will complete the unexpired term of the vacant seat, and are eligible for appointment to up to two full three (3) year terms upon the completion of the unexpired term.

SECTION III: PURPOSE

The Tree Commission will serve strictly in an advisory role assisting City Council, the Planning Commission and City staff on issues regarding tree planting, protection, preservation and removal. The intent of the Commission is to protect and improve the urban forest, which provides better quality of life for City residents and provides environmental and aesthetic benefits, by preserving and monitoring all trees located on public right-of-ways and public property. The Commission will stay informed about local changes and intentions involving trees and plans for public lands and infrastructure in the City. It will advocate for trees before City Council and the Planning Commission. The Commission will also advise on protection of trees and tree canopy on private properties as appropriate. The Commission will work toward enhancing the diversity and health of the tree canopy in Charlottesville.

SECTION IV: DUTIES

The Tree Commission's duties are as follows:

A – Comprehensive Study of Trees

The Commission will work to provide a comprehensive study of trees located within the City. By referring to the Virginia Department of Forestry and the City's Urban Forest Management Plan, the Commission will conduct an evaluation of the trees to better assist Council, Commission, and City staff on decisions related to planting, preservation, protection, removal, and landscaping.

B - Engage and educate the public and youth:

Expand awareness of Charlottesville's tree and forestry management efforts and issues. Develop a relationship with civic and stewardship organizations, and local schools to educate about the importance of preserving trees and maintaining the urban forest. Organize tree planting activities, walking tours, or workshops that allow the public and youth to gain a hands-on approach towards tree conservation and identification. Encourage fieldwork studies among City schools to bring awareness to young people about the importance of preserving trees and maintaining the urban forest. Educate the public about valuable landmark and specimen trees in Charlottesville. Encourage new planting and maintenance by citizens with a focus on educating home owners about tree standards suitable for Charlottesville. Establish meetings with property owners within the City to inform them of tree standards suitable for Charlottesville. Encourage the involvement of residents in public housing with the work and projects of the Commission.

C - Advise Council on pertinent legislation:

The Commission will inform Council on any enabling legislation the Commission deems appropriate for the City to incorporate into the annual Legislative Program. The Commission will also advise Council, Planning Commission, and City staff on progressive, sustainable urban forest management policies and methods that may be suitable for the City.

D - Develop a street tree master list:

Develop a master list of street trees suitable for the City. The Commission will refer to the City's existing street tree list and provide suggestions on improving and updating the list. The Commission will only suggest trees that adhere to site development regulations.

E- Assist with implementation of the Urban Forest Management Plan:

Work with the City Arborist to assist with the implementation of the Urban Forestry Management Plan. Suggest ordinances and policies to Council that include appropriate alterations to the City's Urban Forest Management Plan. Assist the city arborist with studies, projects, and finding volunteer help with tree care. Observe on an ongoing basis that tree protection guidelines are adhered to.

F - Develop and update a long-range preservation plan:

Create a plan outlining long-term tree care that includes irrigation, pruning, and other annual activities.

G - Maintain tree inventory:

Maintain and update an inventory of trees located on all public lands. The inventory will be a tool for the Commission to monitor tree health and priority areas.

H - Study and revise the 1975 Street Tree Master Plan

The Commission will examine the 1975 Street Tree Master Plan and make a recommendation to Council regarding the revisions and degree of implementation of that plan.

SECTION V: ATTENDANCE AND COMPENSATION

Any member who fails to attend at least 75% of the regularly scheduled meetings, meetings of the standing committees, and or any subcommittees of the Commission, during any twelve month period, may be removed by a majority vote of the Commission.

Commissions shall serve without compensation.

SECTION VI: MEETINGS

The Tree Commission shall meet at a minimum quarterly, or as called by the Chair with not less than 10 calendar days notice.

A quorum must be present before official action of any kind can be taken. Quorum shall constitute a simple majority of non-staff members.

SECTION VII: SELECTION OF OFFICERS

At the first meeting of the Tree Commission in each calendar year, the Commission shall select from its members and appoint by a majority vote, a Chair and Vice Chair of the Commission. The Chair and Vice Chair shall serve in that capacity for the following twelve (12) month period.

SECTION VIII: STAFF SUPPORT

Staff support to the Tree Commission will be assigned by the Director of the Parks and Recreation Department. Additional staff support (when required) will be provided by other City Departments on an as needed basis.

SECTION IX: AMENDMENT OF BYLAWS

These bylaws may be amended by vote of a majority of the Commission at any meeting provided, however, notice of such proposed amendment shall be given to each member of the commission in writing at least five days prior to such meeting.

**BYLAWS
OF
CITY OF CHARLOTTESVILLE TREE COMMISSION**

ARTICLE 1 – PURPOSES

1.1 The purpose of the City of Charlottesville Tree Commission (“Commission”) is to advise and assist City Council, the Planning Commission, and City staff in the planting, protection, preservation, and removal of trees located on public right-of-ways and public property. In monitoring these public trees, the Commission strives to protect and improve the urban forest so as to provide better quality of life for City residents and significant environmental and aesthetic benefits. To achieve these objectives, the Commission works to enhance the diversity and health of the City’s tree canopy. The Commission remains informed about local changes and intentions involving trees as well as plans for public lands and City infrastructure. When and where appropriate, the Commission advises on protection of trees and tree canopy on private property.

ARTICLE 2 – MEMBERSHIP

2.1 Members. The Commission shall consist of thirteen (13) persons:

- ten (10) citizen members, at least two (2) of whom reside in low-income neighborhoods
- the City Arborist, serving ex-officio
- one (1) representative of the Planning Commission
- one (1) representative of the Charlottesville Area Tree Stewards (or its successor organization)

2.2 Appointment and Length of Term. Citizen members of the Commission shall be appointed by City Council. The term of service shall be three (3) years, with members eligible to serve a maximum of two (2) consecutive terms, except as set forth in article 2.3.

2.3 Vacancies. A vacancy of a citizen member’s seat resulting from death, resignation, or otherwise, shall be advertised and a new member shall be appointed by City Council at the earliest possible opportunity. A person appointed to fill a vacant seat shall complete the unexpired portion of the term of that seat. Upon completing that term, they shall be eligible, if appointed by City Council, to serve up to two full three (3) year terms.

2.4 Attendance. A member who during any twelve (12) month period fails to attend at least 75% of the Commission’s meetings, including its regularly scheduled meetings and those of its standing committees and subcommittees, shall be subject to

removal by the affirmative vote of a majority of the number of members serving at that time.

2.5 Compensation. Members shall serve without compensation.

ARTICLE 3 – MEETINGS

4.1 Frequency. The Commission shall, at a minimum, meet quarterly, or as called by the Chair with notice of no less than ten (10) calendar days.

4.2 Quorum. At all meetings of the Commission, the presence of a majority of the number of members then serving will be sufficient to constitute a quorum for the purpose of conducting business. The act of the majority of members present at a meeting at which a quorum is present shall be the act of the Commission. Less than a quorum of members may adjourn any meeting.

ARTICLE 4 – OFFICERS

5.1 Nomination and Election. At its first meeting each calendar year, the Commission shall elect from among its citizen members a Chair and Vice Chair upon an affirmative vote of a majority of the number of members then serving.

5.2 Term. The Chair and Vice Chair shall serve for a period of twelve (12) months and may serve consecutive terms.

ARTICLE 5 – STAFF SUPPORT

6.1 The Director of the Parks and Recreation Department shall assign staff to support the Commission. Other City departments may provide support as needed.

ARTICLE 6 – AMENDMENTS

7.1 These Bylaws may be amended at any duly called meeting of the Commission after written notice of such purpose has been given at least five (5) days prior to such meeting. Notice shall include a copy of the proposed amendment(s) or a summary of the changes to be effected thereby. The affirmative vote of a majority of the number of members then serving is required to amend the Bylaws.

Tree Conservation - Nomination Form

In November 2013, Charlottesville City Council adopted the Tree Conservation Ordinance regulating the preservation and removal of Heritage, Specimen, Memorial and Street Trees, (Chapter 18 (Parks and Recreation), Article II, Tree Conservation) in order to secure protection for a portion of the City's urban forest and the ecosystem services that this forest provides.

The ordinance can be used to protect individual trees on public land, or privately owned individual trees that property owners voluntarily agree to safeguard. Individual property owners and the Tree Commission may nominate trees. Four categories of trees can be considered: **specimen, heritage, memorial, and street trees**. As defined by Virginia State law, specimen trees are those that are notable in their size and quality for their species. Heritage trees have historical or cultural interest. Memorial trees can be designated to commemorate a person, group or life event. Street trees are those that have been planted by the City within a public right-of-way on public or private land. The Tree Commission reviews and City Council decides if nominated trees are worthy of this special status.

Instructions: Please complete and fill in (spaces expand) all applicable and highlighted _____ sections and mail or drop off to: Parks Division, Attn: Exceptional Tree Nomination, 1300 Pen Park Road, Charlottesville, VA, 22911, or email to Ronaynem@charlottesville.org

Application Number: _____

Date Received: _____

Nominator: Name (Print) Brian Menard For Tree Commission

E-Mail: bpmenard@mindspring.com

Phone: 434 963 9961

Signature: [Handwritten Signature]

Tree to be nominated:

Address: Lexington Ave at Maple St

Location description (if address unknown: Please include sketch below if needed): _____

Maplewood Cemetery

Common name or Latin name of tree (if known): Quercus macrocarpa

Category of Tree (check one): Public: Private (If selected see added requirements below) _____

Designation Requested (check one):

Heritage tree means a tree that has notable historic or cultural interest.

Memorial tree means a tree that is intended to be a special commemorating memorial.

Specimen tree means a tree that is notable by virtue of its outstanding size and quality for its particular species.

Street tree means a tree that grows in the street right-of-way or on private property as authorized by the owner and placed or planted there by the local government.

Statement that supports requested designation (You may attach additional information)

This specimen oak tree is 15.7' in ^{circumference} diameter and 5' DBH and sits in the most prominent and highest elevation in Maplewood Cemetery. Its canopy extends over many burial plots and the Mason-Minor Vault, the sole crypt in the cemetery.

This is an unusual interbred oak that has characteristics of both the Bur and the Post Oak.

GPS coordinates 38.032773, -78.473898

If Private Tree the following information must also be received or the nomination cannot be processed:

Owner: Name (Print) _____

E-Mail: _____

Phone: _____

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Application Number: _____

Date Received: _____

Nominator: Name (Print) Rosanne Simon
E-Mail: rsimon_96@msn.com
Phone: 977-3562
Signature: Rosanne Simon

Tree to be nominated:

Address: Rugby Avenue entry onto 250 by-pass

Location description (if address unknown: Please include sketch below if needed). _____

Common name or Latin name of tree (if known): Shumard Oak; Quercus shumardii

A tree that should get more attention than it does, but it's located on a smallish triangular-shaped piece of land between on and off ramps to the 250 by-pass.

A lovely specimen, graceful and stately, providing much-needed shade and restful to the eye.

Category of Tree (check one): Public: Private (If selected see added requirements below)

Designation Requested (check one):

Heritage tree means a tree that has notable historic or cultural interest.

Memorial tree means a tree that is intended to be a special commemorating memorial.

Specimen tree means a tree that is notable by virtue of its outstanding size and quality for its particular species.

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Statement that supports requested designation (You may attach additional information)

— This tree was planted in honor of Leroy Show by Snow's Nursery and has stood proudly over the 250 by-pass since it was built. The tree would have been happier situated in the park, but improvement to the traffic pattern meant that it would become sentinel over the ever-busy traffic flow across Charlottesville.

John Mann, landscape manager for Parks and Rec of Charlottesville, has observed that this Shumard Oak holds its leaves longer than any other tree in Charlottesville, even beating out the beech known for their leaf retention in the fall. For that fact alone, this tree deserves recognition.

If **Private Tree** the following information must also be received or the nomination cannot be processed:

Owner: Name (Print)
E-Mail:
Phone:

If Private Tree:	Requested	Received
Owner Affidavit:	_____	_____
NDS Review:	_____	_____
Public Works Review:	_____	_____

All Nominations:	Assigned	Returned
Arborist Report Received:	_____	_____
Commission Report Received:	_____	_____
Recommendation Formulated:	_____	_____
Action to Forward:	_____	_____
Council Action Date:	_____	
Nominator Notified:	_____	
Owner Notified:	_____	
Loaded in GIS:	_____	

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Application Number: _____

Date Received: _____

Nominator: Name (Print) Peggy Van Yahres for Tree Commission
E-Mail: vanyahresp@gmail.com
Phone: 4349536636
Signature: Peggy Van Yahres

Tree to be nominated:

Address:

Albemarle County Historical Society, 200 Jefferson St

Location description (if address unknown: Please include sketch below if needed). _____

Common name or Latin name of tree (if known):

Fraxinus americana

Category of Tree (check one): Public: Private (If selected see added requirements below)

Designation Requested (check one):

Heritage tree means a tree that has notable historic or cultural interest.

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Specimen tree means a tree that is notable by virtue of its outstanding size and quality for its particular species.

Street tree means a tree that grows in the street right-of-way or on private property as authorized by the owner and placed or planted there by the local government.

Statement that supports requested designation (You may attach additional information)

This tree is 63" DBH and 16' 9" in circumference.

There are photos from 1906 in the library, showing this Ash towering over the buildings back then.

Courtyard renovation occurred in 1993, cutting into tree roots. Former City Arborist Tim Hughes said this old Ash has made peace with what has been built around it. In 2002 City of Charlottesville started treating for Emerald Ash Borer. Tucked away in its secret garden, now a World Peace Garden.

If **Private Tree** the following information must also be received or the nomination cannot be processed:

Owner: Name (Print)
 E-Mail:
 Phone:

If Private Tree:	Requested	Received
Owner Affidavit:	_____	_____
NDS Review:	_____	_____
Public Works Review:	_____	_____

All Nominations:	Assigned	Returned
Arborist Report Received:	_____	_____
Commission Report Received:	_____	_____
Recommendation Formulated:	_____	_____
Action to Forward:	_____	_____
Council Action Date:	_____	

Nominator Notified: _____
Owner Notified: _____

Loaded in GIS: _____

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Application Number: _____

Date Received: _____

Nominator: Name (Print) Peggy Van Yahres for Tree Commission
E-Mail: vanyahresp@gmail.com
Phone: 4349536636
Signature: Peggy Van Yahres

Tree to be nominated:

Address:

1000 Belmont Ave Clark School

Location description (if address unknown: Please include sketch below if needed). _____

Common name or Latin name of tree (if known): _____

Category of Tree (check one): Public: Private (If selected see added requirements below)

Designation Requested (check one):

Heritage tree means a tree that has notable historic or cultural interest.

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Statement that supports requested designation (You may attach additional information)

It's DBH is 56' and circumference is 15' 2". This wonderful Elm is surviving Dutch Elm disease. City of Charlottesville treats it every 3-5 years. It shades George Rogers Clark School, built in 1931. So it could be around 84 years old.

If **Private Tree** the following information must also be received or the nomination cannot be processed:

Owner: Name (Print)
E-Mail:
Phone:

If Private Tree:	Requested	Received
Owner Affidavit:	_____	_____
NDS Review:	_____	_____
Public Works Review:	_____	_____

All Nominations:	Assigned	Returned
Arborist Report Received:	_____	_____
Commission Report Received:	_____	_____
Recommendation Formulated:	_____	_____
Action to Forward:	_____	_____
Council Action Date:	_____	
Nominator Notified:	_____	
Owner Notified:	_____	
Loaded in GIS:	_____	

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Application Number: _____

Date Received: _____

Nominator: Name (Print) Peggy Van Yahres for the Tree Commission
E-Mail: vanyahresp@gmail.com
Phone: 4349536636
Signature: Peggy Van Yahres

Tree to be nominated:

Address: Riverview Park

Location description (if address unknown: Please include sketch below if needed): _____

Rivanna Trail

Common name or Latin name of tree (if known): Sycamore

Its on public property. _____

Category of Tree (check one): Public: Private (If selected see added requirements below)

Designation Requested (check one):

Heritage tree means a tree that has notable historic or cultural interest.

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Specimen tree means a tree that is notable by virtue of its outstanding size and quality for its particular species.

Street tree means a tree that grows in the street right-of-way or on private property as authorized by the owner and placed or planted there by the local government.

Statement that supports requested designation (You may attach additional information)

There are two Sycamores of note along the trail. One is at the end of the loop. It is about 31" in diameter and 8' 6" in circumference. It's notable because of its location and size.

The other is just before the 1/4 mile post coming from the Park. This is the bigger tree at DBH 43" and circumference 11' 6".

If **Private Tree** the following information must also be received or the nomination cannot be processed:

Owner: Name (Print)
E-Mail:
Phone:

If Private Tree:	Requested	Received
Owner Affidavit:	_____	_____
NDS Review:	_____	_____
Public Works Review:	_____	_____

All Nominations:	Assigned	Returned
Arborist Report Received:	_____	_____
Commission Report Received:	_____	_____
Recommendation Formulated:	_____	_____
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Council Action Date:	_____	
Nominator Notified:	_____	
Owner Notified:	_____	
Loaded in GIS:	_____	

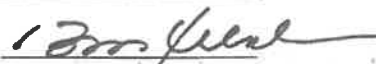
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Application Number: _____ Date Received: _____

Nominator: Name (Print) Brian Menard For Tree Commission
E-Mail: bmenarde@windspring.com
Phone: 434 963 9961
Signature: 

Tree to be nominated:

Address: Forest Ridge Rd

Location description (if address unknown: Please include sketch below if needed):
Oakwood Cemetery

Common name or Latin name of tree (if known): Quercus fulcata

Category of Tree (check one): Public: Private (If selected see added requirements below) _____

Designation Requested (check one):

Heritage tree means a tree that has notable historic or cultural interest.

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Specimen tree means a tree that is notable by virtue of its outstanding size and quality for its particular species.

Street tree means a tree that grows in the street right-of-way or on private property as authorized by the owner and placed or planted there by the local government.

Statement that supports requested designation (You may attach additional information)

This specimen oak tree is 17.5' in ^{Circumference} diameter and 5.6' DBH and is among the largest in a grove of very fine oak trees. This Southern Red Oak's canopy shades numerous burial plots in one of the city's several historic cemeteries

GPS coordinates: 38.025155, -78.497423

If Private Tree the following information must also be received or the nomination cannot be processed:

Owner: Name (Print) _____
E-Mail: _____
Phone: _____