

1. Tree Commission Agenda 3-9-2022

Documents:

[TREE COMMISSION AGENDA 3-9-2022.PDF](#)

2. TC Meeting Summary 09 08 2021

Documents:

[TC MEETING SUMMARY 09 08 2021.PDF](#)

3. March - Summary Of Proposed Items

Documents:

[MARCH - SUMMARY OF PROPOSED ITEMS.PDF](#)



## **TREE COMMISSION AGENDA**

**Wednesday, March 9, 2022, at 4:30 PM**

**Virtual Meeting:**

[https://www.youtube.com/channel/UCnaLV8N68x1twYjn95\\_TrQ](https://www.youtube.com/channel/UCnaLV8N68x1twYjn95_TrQ)  
[www.WestminsterMD.gov](http://www.WestminsterMD.gov)

- I. Call to Order**
- II. Approval of Minutes**
- III. Old Business**
- IV. New Business**
  - A. Review of the City Comprehensive Tree Plan (2022) (A. Gray, DCPD)
  - B. 2022 Arbor Day Celebration (Eric Schlitzer, DPW)
  - C. Preliminary Discussion about 2022 Tree Workshop (Samantha Schlitzer, DCPD)
- V. Commission Comments**
- VI. Staff and Public Comments**

Tree City USA and PLANT Award (A. Gray, DCPD)
- VII. Adjournment**



## **TREE COMMISSION MEETING SUMMARY**

**Wednesday, September 8, 2021, at 4:30 PM**

City Administrative Offices, 45 West Main Street  
First Floor Conference Room (Room 103)

Westminster, Maryland 21157  
and broadcasted live on the City Facebook Page

A meeting of the Westminster Tree Commission was held at the City Administrative Offices, 45 West Main Street, in Westminster, Maryland 21157 and broadcasted live on the City Facebook Page, on September 8, 2021, at 4:30 PM.

Chair Steve Allgeier and Commissioner Tim Bangerd were present via Zoom, and Commissioner Richard Wilbur was present in person. City staff members Andrew Gray, Eric Schlitzer, and Samantha Schlitzer were present.

The following members of the public were present: Paul Mullins of Bartlett Tree Experts.

Chair Allgeier opened the meeting at 4:30 PM.

Chair Allgeier requested a motion to approve the meeting summary from June 9, 2021. Chair Allgeier motioned to approve the meeting summary. Commissioner Wilbur seconded. The motion passed 3-0.

Chair Allgeier opened Old Business Item A – Review of the City Comprehensive Tree Plan (2021). Mr. Gray stated that on June 9, 2021, Staff requested the Commission provide any changes to the Plan so Staff could edit and bring back any such changes before the Commission in September, to be approved and subsequently sent to the Mayor and Common Council to be reviewed and/or adopted pursuant to the City Code. The Chair inquired if more recent Land Surface Temperature (LST) and Normalized Difference Vegetation Index (NDVI) maps could be included in the Plan and updated annually. Staff subsequently reached out to Towson University to obtain such maps. Not only did the University provide the requested maps, but they also provided more precise mapping data with a quadcopter drone outfitted with a 6-band multispectral sensor to record more precise LST, NDVI, and surface elevation data of Main Street. Such data was acquired on July 13, 2021 and analyzed in Geographic Information System (GIS) software and was incorporated into the Plan by Staff.

Chair Allgeier asked if there was an agreement with Towson University to continue with the data gathering. Mr. Gray stated that, he would contact Towson next year, to inquire about updated data.

Chair Allgeier motioned to forward a favorable recommendation of the City Comprehensive Tree Plan (2021) to the Mayor and Common Council for review and possible adoption. Commissioner Bangerd seconded. The motion passed 3-0.

Chair Allgeier opened Old Business Item B – Review of Main Street Drone Mapping GIS Data. Mr. Gray provided a presentation reviewing the NDVI, LST, Multispectral 6- Band Imagery, and Elevation data received from the Towson University Department of Geography and Environmental Planning. This presentation explained the effects of vegetation on land surface temperature through the use of GIS.

Chair Allgeier opened New Business Item C – 2021 Urban and Community Forestry Workshop. Mr. Mullins, of Bartlett Tree Experts, reported that so far less than 20 people have registered. In order to hold the event, at least 40 people would need to register. Therefore, the Workshop would be canceled for this year in hopes that next year more people would be able to attend.

Chair Allgeier asked Mr. Schlitzer if there was any additional information on which tree pits on Main Street could be replanted. Mr. Schlitzer replied that he ordered two trees for two pits to be planted on Monday, September 13.

Mr. Gray stated the City has discussed the formation of a Green Team for Sustainable Maryland. He asked if any Commission members would be interested in being on the Green Team, he will send out additional information via email.

Mr. Gray stated that Sustainable Maryland, in the Environmental Finance Center, of the University of Maryland asked for an article from the City to be featured in Maryland Municipal League's, "Municipal Maryland" Magazine. He will share a link to the article with the Commission members.

Chair Allgeier moved to adjourn the meeting. Commissioner Wilbur seconded. The Commission adjourned at 5:33 PM.



To: Westminster Tree Commission

From: Andrew R. Gray, Comprehensive Planner

cc: Mark A. Depo, Director of Community Planning and Development  
Eric Schlitzer, City Arborist  
Samantha Schlitzer, Executive Assistant

Date: March 9, 2022

Subject: Summary of March 2022 Agenda Items

#### NEW BUSINESS

The following is a brief summary of the New Business Agenda Items for the March 9, 2022, Westminster Tree Commission meeting:

A. **Review of the City Comprehensive Tree Plan** – Pursuant to Chapter 148 Trees, Section 6A., of the Charter and Code of the City of Westminster:

*"It shall be the responsibility of the City Tree Commission to study, investigate, counsel, develop and/or update annually and recommend to the Mayor and Common Council a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the Mayor and Common Council. Upon its review, the Mayor and Common Council may modify and amend such proposed plan and adopt it by resolution as the official comprehensive City tree plan."*

On December 13, 2021, the Mayor and Common Council voted to approve Resolution No. 21-09 "Adopting a City of Westminster Comprehensive Tree Plan" (Plan). Staff would like the Commission to review the Plan and bring any revisions to the June 2022 Commission meeting. During the June 2022 Commission meeting, staff will make note of any corrections and subsequently provide a redlined version during the September 2022 Commission meeting for review and approval.

**Request:**

Planning staff requests the Commission review the City of Westminster, Comprehensive Tree Plan and make comment of any possible changes for the June 2022 Commission meeting.

Link to the current [City of Westminster, Comprehensive Tree Plan](#)

- B. **2022 Arbor Day Celebration** – Mr. Schlitzer will discuss preliminary plans for the 2022 Arbor Day Celebration including: 1. the proposed location at Westminster City Park and 2. Proposed plantings of a Wye Oak and a Cherry Tree.

**Request:**

No action required by the Commission at this time.

- C. **Preliminary Discussion about Tree Workshop** – Ms. Schlitzer will discuss the 2022 Tree Workshop and answer any questions the Commission may have on this upcoming event.

**Request:**

No action required by the Commission at this time.

## **STAFF COMMENTS**

The following is a brief summary of City staff comments for the March 9, 2022 Tree Commission meeting:

**2021 Tree City USA Status** – In December 2021, Planning Staff completed and submitted the 2021 Tree City USA application and supporting documentation to the Arbor Day Foundation. On February 7, 2022, Planning Staff received confirmation that the City has once again been recognized as a Tree City USA (attached).

**2021 PLANT Award** – In January 2022, Planning Staff submitted the 2021 PLANT Award application and supporting documentation to the Maryland Department of Natural Resources, Forest Service, for consideration. Planning Staff has applied for the City to be recognized at the Green level; the highest certification possible that a Community can receive under this State program.

**Attachments:**

1. February 7, 2022, Email Confirming 2021 Tree City USA Status

## Andrew Gray

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**From:** treecity@arborday.org  
**Sent:** Monday, February 7, 2022 9:37 AM  
**To:** Andrew Gray  
**Subject:** Congratulations your 2021 Tree City USA Application has been Approved!

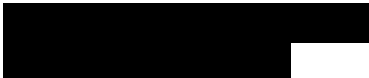
**CAUTION: This email originated from outside The City of Westminster. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Tree City USA Contact,

On behalf of the Arbor Day Foundation, congratulations on earning recognition as a 2021 Tree City USA. Residents of your community should be proud to live in a place that makes the planting and care of trees a priority, and you should be proud of a job well done!

Ready totake it to the next level? If your community has been recognized in the past, you are now eligible to apply for a [Growth Award](#). Please go to your Tree City USA profile online to access this application. If this is your first time being recognized, check out the list of Growth Award Activities and consider what you could do to grow your program in the next year.

As a 2021 Tree City, you also have access to the Tree City Center – an online portal with new, customizable Tree City marketing materials, examples of urban forest master plans, and exclusive grant opportunities. Check the [Tree City Center](#) out by clicking on the **button on the top right of the Tree City USA website**, and using the below credentials:



A recognition letter and press release will be sent directly to your Mayor when your recognition materials are mailed out. Your recognition materials will be shipped and distributed to you on or before your state's Arbor Day. Please reach out with any questions about when and how you will be receiving your materials.

Again, congratulations on your recognition!

The Tree City USA Team  
[treecity@arborday.org](mailto:treecity@arborday.org)