

1. Tree Commission Agenda 3-10-2021

Documents:

[TREE COMMISSION AGENDA 3-10-2021.PDF](#)

2. Tree Commission Meeting Summary 09 09 2020

Documents:

[TREE COMMISSION MEETING SUMMARY 09 09 2020.PDF](#)

3. March 2021 - Summary Of Proposed Items

Documents:

[MARCH 2021 - SUMMARY OF PROPOSED ITEMS.PDF](#)



TREE COMMISSION AGENDA

Wednesday, March 10, 2021, at 4:30 PM

Virtual Meeting:

<https://www.facebook.com/westminstermd/>

www.WestminsterMD.gov

- I. Call to Order** (Chair Allgeier)
- II. Approval of Minutes**
September 9, 2020
- III. Old Business**
- IV. New Business**
 - A. Review of the City Comprehensive Tree Plan (Andrew Gray, DCPD)
 - B. 2021 Beneficial Insect Release (Eric Schlitzer, DPW)
 - C. 2021 Arbor Day Celebration (Eric Schlitzer, DPW)
 - D. Preliminary Discussion about Tree Workshop (Samantha Schlitzer, DCPD)
- V. Commission Comments**
- VI. Staff and Public Comments**

2020 Tree City USA Status (Andrew Gray, DCPD)
2020 PLANT Award (Mr. Andrew Gray, DCPD)
- VII. Adjournment**



CITY OF WESTMINSTER TREE COMMISSION MEETING SUMMARY

Wednesday, September 9, 2020, at 4:30 PM

Virtual Meeting via Zoom
Westminster, Maryland 21157

A meeting of the City of Westminster Tree Commission was held virtually via Zoom on September 9, 2020, at 4:30 PM. There was an intent to broadcast this meeting live on the City Facebook page; however, due to technical difficulties the meeting was not broadcasted live. It can be found online at the City Agenda Center at the following link <http://westminstermd.gov/agendacenter>.

Chair Steve Allgeier, Vice-Chair Cindy May, and Commissioner Tim Bangerd were present. City staff Andrew Gray, and Eric Schlitzer were present.

The following members of the public were present: none.

Approval of Minutes

Chair Allgeier requested a motion to approve the meeting summary of June 10, 2020. Commissioner Bangerd motioned to approve the meeting summary. Commissioner May seconded. The motion passed unanimously.

Old Business

Chair Allgeier opened Item A – Review of the City Comprehensive Tree Plan. Mr. Gray provided background information, adding that Commission members were requested to give any comments to City staff by August 3, 2020. City staff contacted Dr. Jason Scullion, professor of Environmental Studies at McDaniel College, for availability of students to perform a survey of City street trees. City staff requested the Commission delay taking action on the Comprehensive Tree Plan until the student volunteers can assist with the street tree update.

Chair Allgeier asked if staff will contact Dr. Scullion about the potential to move forward with the project based on the start of the school year. Mr. Gray confirmed he would follow up with Dr. Scullion.

New Business

Chair Allgeier opened Item B – Tree Commission Rules. Mr. Gray stated that there were no current Rules of Order and Procedure for the Tree Commission. Staff drafted the document for review by the Commission for comments and questions. Once finalized by the Commission, staff will forward the document to the City Attorney for review.

Vice-Chair May motioned to approve the Tree Commission Rules of Order and Procedure as presented. Commissioner Bangerd seconded. The motion passed unanimously.

Chair Allgeier opened Item C – Hold the December Commission meeting in November. City staff requested the Commission hold its regular quarterly meeting in November instead of December to allow McDaniel student volunteers time to compile their street tree survey information and present it to the Commission prior to the end of the fall semester. This would also allow more time for review by the Mayor and Common Council prior to the end of the calendar year. Mr. Gray also stated that in the draft Rules of Order and Procedure, the regularly scheduled quarterly meeting for December was moved to November.

Vice-Chair May motioned to approve moving the December meeting to November. Commissioner Bangerd seconded. The motion passed unanimously.

Commission Comments

Chair Allgeier noted that many of the street trees along East and West Main Streets were not able to be replaced due to utility lines. Mr. Kevin Wagman, a resident of East Green Street, attended a previous Commission meeting and suggested encouraging homeowners along the main roads in the downtown area to plant trees in their front yards as replacement trees for the ones lost along Main Street. He also suggested that those homeowners could also apply for a credit towards the cost of the tree and planting.

Mr. Schlitzer agreed, as long as those trees would not interfere with similar utility lines. He stated that if the City would supply and plant the tree, future maintenance should fall on the property owner in terms of liability or if it becomes structurally hazardous and in need of removal.

Chair Allgeier requested staff find information that could be sent out to the relevant property owners to gauge interest in this type of program.

Mr. Schlitzer added that there are a few tree pits which still contain stumps in need of removal. However, due to utility lines, stump removal has been delayed. Once those tree pits are opened, re-plantings can be considered.

Vice-Chair May suggested creating a marketing campaign to send information to property owners in an effort to expand the tree canopy outside of the Main Street footprint. Chair Allgeier asked staff to contact Dr. Scullion to involve McDaniel students in how to promote that effort.

Staff and Public Comments

Mr. Schlitzer stated that the 2020 Arbor Day Celebration would be held virtually, with a tree planting at City Hall to replace trees lost during the tornado in February 2020. He will coordinate with the tree supplier and update the Commission on the potential event date.

Mr. Schlitzer then provided an update on the Tree Grate Replacement project to replace cast-iron tree grates that need constant maintenance. He will review the new, porous, rubberized material via a product demo in the coming weeks. The Commission agreed that the Tree Grate Replacement project was a good move forward for the City to maintain the health of the street trees.

Chair Allgeier motioned to adjourn the meeting. The Commission adjourned at 5:10 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 4, 2021

Subject: Summary of March 2021 Agenda Items

NEW BUSINESS

The following is a brief summary of the New Business Agenda Items for the March 10, 2021 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 February 25, 2019, the Mayor and Common Council voted to approve Resolution No. 19-08 “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 2021 Commission meeting. During the June 2021 Commission meeting, staff will make note of any corrections and subsequently provide a redlined version during the September 2021 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 2021 Commission meeting.

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

- B. **2021 Beneficial Insect Release** – The City has been in discussion with Bartlett Tree Experts to conduct a “Beneficial Insect Release” around mid-June. Mr. Schlitzer will be available to answer any questions the Commission may have on this proposed event.

Request:

No action required by the Commission at this time.

- C. **2021 Arbor Day Celebration** – Mr. Schlitzer will discuss the 2021 Arbor Day Celebration and answer any questions the Commission may have on this upcoming event.

Request:

No action required by the Commission at this time.

- D. **Preliminary Discussion about Tree Workshop** – Ms. Schlitzer will discuss the 2021 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 10, 2021 Tree Commission meeting:

2020 Tree City USA Status – On December 30, 2020, Planning Staff completed and submitted the 2020 Tree City USA application and supporting documentation to the Arbor Day Foundation. On March 1, 2021, Planning Staff received confirmation that the City has once again been recognized as a Tree City USA (attached).

2020 PLANT Award – On December 31, 2020, Planning Staff submitted the 2020 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. March 1, 2021, Email Confirming 2020 Tree City USA Status

Andrew Gray

From: treecity@arborday.org
Sent: Monday, March 1, 2021 12:26 PM
To: Andrew Gray
Subject: Congratulations your 2020 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 2020 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.

Two promotional items are being prepared for your community help publicize your recognition. This includes a recognition letter and press release sent directly to your Mayor when your recognition materials are mailed out. **Your recognition materials will be shipped to your [state coordinator](#) to be distributed to you on or before [your state's Arbor Day](#).** Please reach out to them with any questions about when and how you will be receiving your materials.

Again, congratulations on your recognition!

Sincerely,

Lauren Weyers
Program Manager
Arbor Day Foundation