

1. Tree Commission Agenda 6-9-2021

Documents:

[TREE COMMISSION AGENDA 6-9-2021.PDF](#)

2. TC Meeting Summary 03 10 2021

Documents:

[TC MEETING SUMMARY 03 10 2021.PDF](#)

3. June 2021 - Summary Of Proposed Items

Documents:

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



TREE COMMISSION AGENDA

Wednesday, June 9, 2021, at 4:30 PM

Virtual Meeting:

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

- I. Call to Order** (Chair Allgeier)
Welcome New Commissioner (Chair Allgeier)
- II. Approval of Minutes**
March 10, 2020
- III. Old Business**
 - A. Review of the City Comprehensive Tree Plan (A. Gray, DCPD)
 - B. 2021 Beneficial Insect Release (E. Schlitzer, DPW)
- IV. New Business**
 - C. Tree Workshop (Bartlett Tree Experts)
- V. Commission Comments**
- VI. Staff and Public Comments**
- VII. Adjournment**



TREE COMMISSION MEETING SUMMARY

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

Virtual Meeting via Zoom and broadcasted live on the City Facebook Page
Westminster, Maryland 21157

A meeting of the Westminster Tree Commission was held virtually via Zoom and broadcasted live on the City Facebook Page, on March 10, 2021, at 4:30 PM.

Chair Steve Allgeier, Vice-Chair Cindy May, and Commissioner Richard Wilbur were present. City staff Andrew Gray, Eric Schlitzer, and Samantha Schlitzer were present.

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

Chair Allgeier opened the meeting at 4:30 PM.

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

Chair Allgeier opened New Business Item A – Review of the City Comprehensive Tree Plan. Mr. Gray provided background information, stating that 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.

Chair Allgeier opened New Business Item B – 2021 Beneficial Insect Release. Mr. Gray stated that the City has been in discussion with Bartlett Tree Experts to conduct a “Beneficial Insect Release” around mid-June.

Chair Allgeier inquired about the estimated delivery time for the insects. Mr. Schlitzer reported that previous releases have occurred in late June. Mr. Mullins added that he will provide an estimate to the Commission.

Chair Allgeier opened New Business Item C – 2021 Arbor Day Celebration. Mr. Schlitzer stated that there will be tree pruning along Main Street after Baltimore Gas and Electric completes their work at the end of

March. In addition, the City will plant two trees at Belle Grove Square Park at a future date to be determined. Due to COVID-19 restrictions, the Arbor Day Celebration activities will not be advertised for public attendance.

Chair Albers opened New Business Item D – Preliminary Discussion about Tree Workshop. Ms. Schlitzer reported that Save the Date information was emailed to prior attendees on March 10, 2021. Mr. Mullins added that some speakers have been scheduled and Bartlett has developed a tentative schedule. Presented as a virtual conference, some portions will be pre-recorded and others will be live for questions and answers. Mr. Mullins stated that a draft agenda should be available by the end of April.

Mr. Gray provided the following updates:

- 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.
- 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.

Chair Allgeier moved to adjourn the meeting. Vice-Chair May seconded. The Commission adjourned at 5:11 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: June 4, 2021

Subject: Summary of June 2021 Agenda Items

OLD BUSINESS

The following is a brief summary of the Old Business Agenda Items for the June 9, 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 March 10, 2021, City Staff requested the Commission review the City of Westminster, Comprehensive Tree Plan and make comment of any possible changes for the June 2021 Commission meeting. After any changes are provided by the Commission, staff will subsequently provide a redlined version during the September 2021 Commission meeting for review and approval.

Request:

Planning staff requests the Commission provide staff any changes to the Comprehensive Tree Plan so we can 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.

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”. 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.

NEW BUSINESS

The following is a brief summary of the New Business Agenda Item for the June 9, 2021 Westminster Tree Commission meeting:

- C. **Tree Workshop** – Bartlett Tree Experts will discuss the 27th Annual Urban and Community Forestry Workshop and answer any questions the Commission may have on this upcoming event.

Ms. Schlitzer has provided the following information as of June 2, 2021:

- Save the Dates were sent March 10, 2021 to 118 recipients
- Early Bird registration opened on June 1, 2021 and emails were sent to 102 recipients
- Registrants will contact Brandi (Bartlett Tree Experts) directly for information and registration

Request:

No action required by the Commission at this time.

STAFF COMMENTS

Staff may have comments during the June 9, 2021 Tree Commission meeting: