

**WINCHESTER TREE COMMISSION  
MINUTES  
March 22, 2012**

The regularly scheduled monthly meeting of the Winchester Tree Commission was held on Thursday, March 22, 2012 in the Conference Room at City Yards.

Ms. Allison Major, Tree Commission Vice-Chair, called the meeting to order at 4:00 p.m.

T'ai Roulston made a motion to approve the February 23, 2012 minutes; seconded by Kate Christen; motion was approved by a 3-0 vote.

**Members present:** Allison Major, T'ai Roulston, Kate Christen, and Natural Resources Advisory Board Liaison Gerald Crowell

**Members absent:** Mary Stickley, Patrick Farris and Donna Downing

**Staff present:** Tom Denney, Jennifer Hammer, and Kelly Feltner

**Guests Present:** Tom Hoy

**Guest Comments:**

Tom Hoy presented the Tree Commission with a draft of the Tree Canopy Initiative Guidelines document. Tom said this is a rough outline of how this could possibly work in terms of public education and outreach on the tree canopy issue and tree topping issues. Allison Major asked if the Tree Commission could educate the tree trimming companies and Tom Hoy said yes. Tom Hoy said there will be an outreach to the specific groups like the North End groups, South End groups and Chamber of Commerce. Tom said when the City sends out a bid, he may send them additional information on tree topping. Tom Hoy also said the Natural Resources Advisory Board is looking at doing a flyer and sending it out with the water bills at the end of May or June, just to remind people. Tom Hoy said the Tree Canopy Initiative would consist of 2 members from the Tree Commission and 2 members from the Natural Resources Advisory Board.

Kate Christen made a motion to endorse the Tree Canopy Initiative; seconded by T'ai Roulston; motion was approved by a 3-0 vote.

## **New Business:**

### **a.) Consideration of Tree Prune/Removal Requests:**

T'ai Roulston said the Tree Commission received the list of tree prune/removal requests on Tuesday afternoon and he said the way it operates is that the Tree Commission will have sufficient time to look at these requests to give serious opinion and discussion and when there is not a weekend in between then, it is hard to look at these requests. Tom Denney said he agrees and the City takes responsibility for not getting it out last Friday, the circumstances and twenty six requests just did not work for them. Tom said they sent it out on Monday to Patrick Farris and the Tree Commission got it on Tuesday, so we agree that there was short notice this time around. Tom said this is a one person operation. T'ai Roulston said the last one is supposed to be tagged ten days before the meeting and that would give the Tree Commission more time. Kate Christen said in this circumstance that maybe half of them go to the next meeting; she said she understands we want to be prompt with our response, but on the other hand if we are so prompt and cannot keep up, then it does not work. Tom Denney said himself and Jen Hammer know this but there is already fourteen trees for the next meeting, so if we take ten off of this one, then the next meeting is already at twenty four. Tom said at this point of stage, the calls are just overwhelming. Jen said there is more to the tree going on the list than just the tag going on the tree; so the tag goes on the tree but she still has to type up all the assessments and do all the paperwork and prepare the list and everything. Jen said the workload this month has been overwhelming. Kate Christen said maybe at this point, the tree will have to hit the list later. Jen said she is doing everything she can to get the list out and tried everything to get the list out on Friday, but with the list of things to do it just could not happen. Allison Major suggested that the Tree Commission review the pruning trees by looking at the picture. T'ai Roulston asked what would happen if a Tree Commission member abstained from every vote and what would the end product be in that. Tom Denney said the Arborist still has the decision of whether to prune or remove. T'ai Roulston said he does not feel like he would be doing justice on this board to look at photographs. T'ai said he would be comfortable with putting everything off until next month or potentially abstaining on all or some of the votes and then he could look back and say he has not misrepresented this board. Tom Hoy asked if the trees on this prune/removal request list gets endorsed today and approved by the City Manager, if they could still use this fiscal year's money to prune them or would they be pruned with next year's money. Jen Hammer said they could potentially use the money on some of the trees. She said the work that might be done would be immediate issues like deadwood and dead trees and that sort of thing. Tom Hoy said he recommends the cut off date for trees to be reviewed at the meeting to be changed. Jen Hammer says the number of requests also varies because she may collect calls for a couple of days before she goes out to look at them. Jen said this is the first time since she started that she has had this much contract work going on, this many requests and it just could not happen this month. T'ai said changing the cutoff date for the prune/removal requests is somewhat arbitrary because it adds trees to one but from that point on, it is the same. Allison Major said if Jen could include a weekend in there so everyone can review the trees that would work best. T'ai said he is happy with getting the list the Friday before the Tree Commission.

Jen said this is the only month where this list did not get to everyone by Friday. Everyone agreed that Jen email the documents to the Patrick by Thursday before the meeting and the Tree Commission will receive it by that Friday.

Allison Major made a motion to table the tree prune/removal requests to the next meeting; seconded by Kate Christen; motion was approved by a 3-0 vote.

#### **b.) Arbor Day Essay Contest**

Jen Hammer said Patrick Farris said he is going to handle the Arbor Day Essay Contest. Jen asked if the Tree Commission votes on the topic and asked if they wanted to discuss it. Jen said to discuss a theme that the Tree Commission would like so they can vote and forward it to Patrick. Jen gave some suggestions and the theme was agreed to be “Different trees do different things”.

#### **c.) Tree Planting Events**

##### **1.) Friendship Park – March 24**

The flyer was passed out for this event.

##### **2.) Arbor Day – April 20**

Jen Hammer said Arbor Day is April 20<sup>th</sup> and it will be at Rotary Field near Bridgeforth Stadium at Jim Barnett Park and the City planting 8 large trees that have all been donated. Jen said she is working on the flyer and will work with Amy Simmons to do that again. Jen said she will send a PDF of the flyer and will do a press release for that as well.

##### **3.) Woodland Ave. – April 21**

Jen Hammer said Woodland Ave. is April 21<sup>st</sup> and she is working with Mike Neese, who is a resident of Woodland Ave. and his neighborhood group. They are planting 14 trees that have all been donated as well. Gerald Crowell asked who is donating the trees and Jen said Rappahannock Electric Company is.

##### **4.) Audubon Arboretum**

Jen Hammer said she met with Jim Smith, whom is from the Audubon Society, last week and they are in the beginning stages of putting together a volunteer day of service at the Audubon Arboretum. They are going to partner with a local contractor, who is going to come in and volunteer his time to structural prune the trees there and have a community day where we mulch and the citizens learn about trees and taking care of trees. Jen said they may also be contacting some of the other groups in the area, but we are just in the first stages of that and perhaps a landscaper nursery would like to come in and talk about establishing perennials.

Kate Christen asked if they are looking at planting some trees there and Jen said they will not be planting trees there this spring.

**Comments from City Staff:**

Jen Hammer said the only notable thing is the expense and activity report where it shows contract work and in-house work. Jen asked for everyone to fill out their volunteer hours. T'ai asked if anybody has heard anything about the vacancies on the Tree Commission. Tom Denney said they would check into it and let them know.

**Comments from NRAB Liaison:**

Gerald Crowell said he wanted to thank the Tree Commission for the endorsement of the Tree Canopy initiative guidelines because we counted those at the last Natural Resources Advisory Board meeting. He said topping is a very serious problem and it just seems like it is getting worse in the City. He said his inclination is education is the best way to do this and to educate the homeowners so that they in turn, eventually someday will tell the tree service that they do not want the trees topped. He said he is going to develop the insert for the water bills and there is tons of information out there. Allison Major asked if the Natural Resources Advisory Board or the City had any type of social media to get the tree topping issue out there, like facebook, twitter, article in the paper, TV3 or something so people can see it. Tom Hoy asked what if they form the tree canopy initiative and put it in the press release. Gerald Crowell suggested taking a picture of a tree that needs to be pruned and a tree that has been properly pruned; Jen said she has lots of those. He also suggested adding a picture of a tree that has been topped. Gerald asked if the City of Winchester has a facebook page and Tom Denney and Jen Hammer said they do. Allison suggested getting a tree article on the page every so often. Tom Denney also suggested putting this in the City newsletter. Gerald said the Natural Resources Advisory Board is going on a field trip to the Shawnee Springs Preserve in about 15 minutes to rework the management plan for the preserve and starting this afternoon with a basic look-see.

**Adjourn:**

With no further business to discuss, the meeting was adjourned at 4:50 p.m.

**CITY OF WINCHESTER  
TREE COMMISSION  
STAFF REPORT FOR FEBRUARY 2012  
SUBMITTED MARCH 22, 2012**

**EXPENSES and ACTIVITY REPORT: February 2012**

<b>CONTRACTOR PRUNING</b>	<b>CONTRACTOR PLANTINGS</b>	<b>CONTRACTOR REMOVALS/STUMP GRINDING</b>	<b>TOTAL</b>
<b>\$19,815</b>	<b>\$0.00</b>	<b>\$27,665</b>	<b>\$47,480.00</b>

**ACTIVITY REPORT- CONTRACTOR**

<b>PRUNING</b>	<b>PLANTINGS</b>	<b>REMOVALS</b>	<b>STUMP GRINDING</b>
418 Pleasant Valley		422 Clifford St., 1st from Stewart	814 S. Washington St.
419 Van Fossen		702 S. Braddock	25 E. Hart
345 Shawnee Dr		520 Hollingsworth Dr.	312 W. Boscowen
316 Green St.		814 S. Washington St.	3 N. Euclid
31 E. Germain		25 E. Hart	3 N. Euclid, on Grove
5 E. Germain		312 W. Boscowen	208 Sheridan
5 Parkview St.		3 N. Euclid	Van Fossen at Virginia Dehart bus pick up
352 Sheridan on Handley		3 N. Euclid, on Grove	Corner of Virginia and Van Fossen
Virginia Ave alley, beside 523 Virginia Ave.		208 Sheridan	654 Battle Ave.
302 S. Cameron		Van Fossen at Virginia Dehart bus pick up	1001 Orchard, on Elm
723 S. Cameron on E. Pall Mall		Corner of Virginia and Van Fossen	620 Butler
119 W. Pall Mall; 1st from S. Washington		654 Battle Ave.	620 Butler
119 W. Pall Mall; 2nd from S. Washington		1001 Orchard, on Elm	Jubal Early near McDonalds
112 E. Piccadilly		620 Butler	805 Allen
108 E. Piccadilly		620 Butler	544 Dunlap
2 Montague Ave		Jubal Early near McDonalds	257 Shenandoah Ave.
533 Dunlap		805 Allen	302 S. Loudoun
800 S. Washington on W. Pall Mall, 3 trees		544 Dunlap	333 Pleasant Valley
32 W. Cork at George Washington Office Museum		257 Shenandoah Ave.	341 Pleasant Valley

32 W. Cork at George Washington Office Museum		302 S. Loudoun	929 Allen Dr
213 Opequon		333 Pleasant Valley	403 W. Monmouth, on Briarmont
19 N. Washington on Amherst, 2nd from N. Wash		341 Pleasant Valley	423 W. Monmouth on Handley
101 W. Hart, on S. Braddock, 1st from S. Braddock		929 Allen Dr	29 E. Pall Mall St.
503 S. Washington, on Leicester		403 W. Monmouth, on Briarmont	on Braddock across from Methodist Fellowship Hall
1175 S. Loudoun		423 W. Monmouth on Handley	316 Stewart St.
608 S. Washington		29 E. Pall Mall St.	on S. Loudoun across from 1308 S. Loudoun
417 Shenandoah Pl		on Braddock across from Methodist Fellowship Hall	503 Fairmont
432 Hollignsworth		316 Stewart St.	740 Frederick Ave
308 Sheridan		Athey Ln behind 335 Gray Ave.	310 Amherst St.
727 S. Loudoun		Athey Ln behind 319 Gray Ave.	695 Chestnut St.
1957 Sully		on S. Loudoun across from 1308 S. Loudoun	253 Parkway St.
337 Shenandoah Pl		503 Fairmont	501 Battle Ave
724 Frederick		415 N. Braddock at Stonewall HQ, on left	312 Shenandoah Ave
217 Shenandoah Pl		740 Frederick Ave	QES on Southwerk, 2nd tree from S. Loudoun
370 Kern		310 Amherst St.	QES on Southwerk, 6th tree from S. Loudoun
704 Butler		695 Chestnut St.	204 Roszel Rd
549 Dunlap		253 Parkway St.	on Leicester at 501 Courtfield
505 Battle		501 Battle Ave	1508 Amherst on Fox Dr.
321 Sheridan		312 Shenandoah Ave	133 Molden
616 Patterson		QES on Southwerk, 2nd tree from S. Loudoun	812 Woodland
1720 Reeves		QES on Southwerk, 6th tree from S. Loudoun	319 N. Braddock

345 Sheridan		204 Roszel Rd	521 S. Washington
608 Dunlap		on Leicester at 501 Courtfield	204 Sheridan
423 Shenandoah Pl		1508 Amherst on Fox Dr.	210 Handley Blvd.
Alley behind W Whitlock		205 Shawnee Dr.	807 Woodland
415 Mosby		229 Parkway	220 Wolfe
502 S Loudoun		421 Shenandoah Pl	529 Handley Ave.
407 W Monmouth		835 Woodland	240 Parkway
423 W Cecil		212 Parkway	347 W. Whitlock
320 Green		20 S. Stewart	205 Liberty Ave
923 Kinzel		325 Shenandoah	329 N. Cameron
420 Hollignsworth Pl			725 Chelsea Dr
205 Fox			across from 4 S. Washington
209 Fox			348 W Whitlock
409 Battle			317 Parkway
640 Dunlap			3 N. Euclid, on Grove St.
123 Montague			213 W. Cedarmeade Ave.
1467 Greystone			216 W. Cedarmeade Ave.
30 E. Germain			202 N. Loudoun at Bank of Clark County
39 W. Germain			1645 S. Braddock
23 S. Stewart			600 S. Washington St.
Kerns Lane behind 448 N. Loudoun			6 E. Cecil
on Lafayette Place behind 447 N. Loudoun			801 N Kent St.
622 Tennyson			417 Shenandoah Pl
422 Clifford St., 2nd from Stewart			428 Chestnut St.
16 E. Cecil St.			100 W. Piccadilly on N. Braddock, 1st from Piccadilly
20 S. Stewart St.			15 E Piccadilly at Virginia National Bank
on Wolfe at 20 S. Stewart St.			on Stonegate at 304 Cedarmeade, 1st from Cedarmeade
110 W. Cork St.			304 Cedarmeade, 1st from Stonegate
1 Parkview St.			513 Tennyson
3 Parkview St.			252 Shawnee Ave
544 Eagle Drive			727 Woodland

800 Kinzel Dr.			on Wolfe at 103 S. Washington
on Stonegate at 304 Cedarmeade			640 Butler
on Stonehenge at 332 Cedarmeade			501 Courtfield
626 S. Loudoun St.			408 Kern
QES on S. Loudoun, 2nd tree from W. Whitlock			946 Kinzel Dr
QES on S. Loudoun, 3rd tree from W. Whitlock			507 Hillman
QES on Southwerk, 1st tree from S. Loudoun			205 Shawnee Dr.
QES on Southwerk, 3rd tree from S. Loudoun			229 Parkway
QES on Southwerk, 5th tree from S. Loudoun			421 Shenandoah Pl
QES on Southwerk, 7th tree from S. Loudoun			835 Woodland
QES on Southwerk, 9th tree from S. Loudoun			212 Parkway
QES on Southwerk, 10th tree from S. Loudoun			
QES on W. Whitlock, 2nd tree from S. Kent			
QES on W. Whitlock, 3rd tree from S. Kent			
QES on W. Whitlock, 7th tree from S. Kent			
QES on W. Whitlock, 9th tree from S. Kent			
1320 Vanceright			
Knights Hill Alley behind 231 Millwood Ave			
402 Mosby			
909 Allen Dr.			
713 Van Fossen			
713 S. Cameron			
<b>Total: 94</b>	<b>Total: 0</b>	<b>Total: 51</b>	<b>Total: 80</b>

**ACTIVITY REPORT- PUBLIC WORKS**

<b>PRUNING</b>	<b>PLANTINGS</b>	<b>REMOVALS</b>	<b>STUMP GRINDING</b>
410 Mosby		200 N. Kent	
419 W. Cecil			
420 Fairview Ave			
366 Kern St.			
312 Parkway			
300 Parkway			
301 Parkway			
303 Parkway			
304 Parkway			
308 Parkway			
305 Parkway			
305 Parkway			
313 Parkway			
320 Parkway			
318 Parkway			
318 Parkway			
308 N. Braddock on Fairfax at playground			
1032 Franklin St.			
1100 Franklin St.			
1913 Sully Ct			
1913 Sully Ct			
1905 Sully Ct.			
1905 Sully Ct.			
1917 Sully Ct.			
1925 Sully Ct			
1925 Sully Ct			
1933 Sully Ct			
1933 Sully Ct			
1937 Sully Ct			
1941 Sully Ct			
1949 Sully Ct			
1949 Sully Ct			
1953 Sully Ct			
1957 Sully Ct			
1961 Sully Ct			
1921 Sully Ct			
1921 Sully Ct			
on Sully, 1st from Sterling			
213 N. Cameron			
806 S. Cameron			
806 S. Cameron			
Pall Mall at S. Cameron			
Pall Mall at S. Cameron			
522 S. Cameron			

522 S. Cameron			
506 S. Cameron			
422 S. Cameron			
402 S. Cameron			
on Cecil at S. Cameron			
320 S. Cameron			
316 S. Cameron			
118 S. Cameron			
112 S. Cameron			
50 S. Cameron			
20 S. Cameron			
S. Cameron near Judicial Center			
112 N. Cameron			
<b>Total: 57</b>	<b>Total: 0</b>	<b>Total: 1</b>	<b>Total: 0</b>