

Tree Commission Monthly Meeting Packet

June 16, 2021

**The Town of Leesburg**

**Leesburg Tree Commission**

**AGENDA**

**Tuesday, June 15, 2021 7:00PM**

**Virtual and In Person**

**25 W Market St Town Hall**

**Lower Level Conference Room 2**

This meeting will be held electronically pursuant to and in compliance with the Amended Ordinance to Ensure the Continuity of Governance During the State of Emergency Caused by the COVID-19 Pandemic, adopted by the Leesburg Town Council on January 12, 2021. Members of the public who wish to participate or to provide comments during any public comment portion of the meeting may do so by Webex or phone.

Join by Webex:

<https://leesburg.webex.com/leesburg/onstage/g.php?MTID=ec32428fe92700885b047f0086790c1f7>

Join by Phone: 1 – 415 – 655 – 0001

Access Number: 177 622 4383

*Qualified individuals with a disability who require a reasonable accommodation to attend and/or participate in this meeting should contact the Commission Liaison, Tyler Wright, at 703-771-7743 or [twright@leesburgva.gov](mailto:twright@leesburgva.gov) to request the accommodation. Three days advance notice is requested.*

**Chair:** Earl Hower (24) **Vice Chair:** Patricia Hatfield (22)

**Commissioners:** Thomas Adams (24) John Groothuis (22) Phil Marshall (24)

Ron Platt (22) Elizabeth Welch (24)

**Council Liaison:** Kari Nancy

**Leesburg Staff Representative/Liaison:** G. Tyler Wright (DPW&CP) **Volunteer:** Chris Spigt

**Vision Statement:** *To provide leadership to enhance, expand, and preserve the tree canopy for the benefit of the community.*

**1) CALL TO ORDER Time: \_\_\_\_\_pm**

**2) ANNOUNCEMENT – Virtual Meeting/Access to Full Electronic Participation**

**3) APPROVAL OF THE AGENDA (5 min.)**

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**4) APPROVAL OF THE MINUTES – May, 2021 (5 min.)**

**5) PUBLIC COMMENTS (15 min.)**

**6) SUBCOMMITTEES (10 min.)**

**a) Outreach: HOA Virtual Tree Tour Project – Update**

**b) Community Presence: Adopt A Spot – Plantings, Maintenance and May/June Assignments**

**7) OLD BUSINESS (45 min.)**

**a) Tree Walk of Historic Leesburg Photography/Tour Leesburg App – Update**

**b) Annual Report (2020) to Town Council – Update June 8**

**c) Spotted Lanternfly Informational Presentation to Town Council – Update July**

**d) Ten-Year Tree Canopy Health Report to Town Council – Update**

**8) NEW BUSINESS (20 min.)**

**a) FY2022 Tree Commission Budget Discussion**

**9) STAFF COMMENTS (5 min)**

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**10) COUNCIL LIAISON COMMENTS (5 min)**

**11) COMMISSIONERS' COMMENTS (10 min.)**

**12) ADJOURNMENT Time: pm**

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Tree Commission Meeting Attendance

16 June 2021

Commissioners Present:

Chairman Hower

Commissioner Welch

Commissioner Marshall

Commissioner Groothuis

Commissioner Platt

Electronic Participation (Due to COVID-19 pandemic):

N/A

Commissioners Not Present:

Commissioner Adams.

Commissioner Hatfield

Volunteer Present: Chris Spigt

Public Present: Jennifer Chu, Environmental Advisory Commission Chair

Council Liaison Present: N/A

Staff Present:

Staff Member Wright (Public Works & Capital Projects)

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### Tree Commission Meeting Synopsis

#### Points of Interest

16 June 2021

- Tree Commission will continue to educate the Home Owner's Association with Town of Leesburg on the importance of tree planting and tree care. Also, there will be an emphasis on invasive species which could harm trees and the canopy in the Town and installing the Right Tree in the Right Place.
- Tree Commissioners has updated the Tree Walk of the Historic District in Town of Leesburg and is transitioning to the TourLeesburg app.
- Tree Commission has a schedule for maintenance at the Adopt a Spot.
- Tree Commission will reach out to HOA's in town to see if a virtual tree walk can be made to educate residents about the trees in their neighborhood.
- Tree Commission will begin to create a report for Town Council to demonstrate the loss of trees inside the corporate limits over the last decade.
- Tree Commission will be making several appearances before Town Council over the next several months.
- Tree Commission wants to collaborate with Environmental Advisory Commission on a tree planting project within the Town of Leesburg.
- Tree Commission in interested in setting pheromone traps for Spotted Lanternfly across town.
- Tree Commission would like to make improvements to the Liberty Street storage area.

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**Leesburg Tree Commission**

**Minutes**

The Leesburg Tree Commission met on Tuesday, June 16<sup>th</sup>, at 7:00 pm in the Lower Level Conference Room II at Town Hall and Virtually via WebEx.

**Present:** Commissioner Earl Hower, John Groothuis, Philip Marshall, and Elizabeth Welch.

**Electronic Participation:** Ron Platt

**Absent:** Thomas Adams, Patricia Hatfield

**Council:** N/A

**Staff:** Tyler Wright, Department of Public Works and Capital Projects

**Volunteer:** Chris Spigt

**Public:** Jennifer Chu, Environmental Advisory Commission Chair, Liam Dolan, Resident

The meeting was called to order by Chairman Hower at 7:04 pm.

Due to the COVID-19 pandemic, Chairman Hower read aloud the statement put forth by the Leesburg Town Attorney to allow for all virtual participation.

**APPROVAL OF THE AGENDA**

A motion to approve the amended agenda was asked for by Chair Hower.

Motion to approve agenda: Marshall

Second: Groothuis

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Carried: 5 – 0 – 2 (Adams, Hatfield)

**APPROVAL OF THE MINUTES**

A motion was made by Commissioner Groothuis to approve minutes from the May, 2021 meeting.

Motion to approve: Groothuis  
Second: Marshall  
Carried: 5 – 0 – 2 (Adams, Hatfield)

**PUBLIC COMMENTS**

N/A

**SUBCOMMITTEES**

Outreach

Town staff has been approved to coordinate a Virtual Tree Walk with the Public Information Officer and Homeowner’s Associations within corporate limits.

Updates:

Commissioner Hatfield expressed concerns over meeting with HOA’s during the current COVID-19 pandemic. She has been asked by the Greenway Farm HOA to discuss this further into the spring and summer, depending on vaccine availability.

Other commissioners have not been able to reach the HOA or have been finding it difficult to move through them.

Update 16 Mar 21:

There is still some pushback from HOA’s to wait until spring/summer to meet due to the ongoing pandemic. The item was tabled until after the Flower and Garden Festival. Chairman Hower would like to see some private trees be added to the lists and have the impetus for wanting to perform these tree walks are to educate the general public on why trees are necessary and the ecosystem service benefits which they provide to humans and wildlife alike.

Update 18 May:

Commissioner Hatfield and Hower have been contacted and walked their respective HOA’s and are moving this item forward. They are hoping that a summer meeting will be possible.

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Update 16 June: NONE

### Adopt A Spot

A new lock has been placed on the container. Commissioners Hatfield and Marshall will finish June and Commissioner Welch and Hower will begin in July.

### **OLD BUSINESS**

#### Historic Tree Walk of Downtown Leesburg

Liam Dolan will send high resolution photography to Staff Member Wright.

#### Annual Report to Town Council

Chairman Hower presented his first draft of the Tree Commission Annual Report to Town Council. He highlighted many areas of what was accomplished from late 2019 to early 2021. The Tree Commission did not present an Annual Report in 2020 due to the COVID-19 pandemic. He asked all commissioners to send photos and any other news or information that would be relevant to the mission of the commission.

Update 13 Apr 21:

Chairman Hower will have final draft ready by the next meeting. He would like to present it to the Council in May.

Update 18 May:

Chair Hower will present the Annual Report to Town Council on 22 June 2021.

Update 16 June: NONE

### Spotted Lanternfly

Commissioner Welch shared her first iteration of her PowerPoint presentation to the commission. All commissioners were asked to review the information and give ideas and examples. Chairman Hower shared with the group how the emerald ash borer presentation to Town Council was short and provided a brief overview of the insect and what it could do to tree canopy in town. Hower asked Welch to shorten the presentation a few slides and put in more action verbs to determine how we can better address SLF in the town.



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Update 13 April 21:

Mrs. Beth Flore-Sastra from Virginia Cooperative Extension will be making a presentation to the group in May about the SLF. Commissioner Hatfield gave out more information to the group on the insect and let everyone know that the insect has been confirmed in Prince William county.

Update 18 May:

Beth Flores-Sastre with Virginia Cooperative Extension gave a 45 minute presentation at this meeting. It was in-depth about the life cycle of the species as well as the potential economic fall out that insect could deliver to the county.

Update: 16 June:

Commissioner Welch shared her draft of the presentation to Town Council. She has asked all members of the commission to review and be prepared for a final version at the next meeting.

### Ten Year Tree Canopy Health Report to Town Council

Spearheaded by Chairman Hower, the commission is going to write a report detailing the loss of tree canopy in TOL and present it to Town Council during a work session. The Tree Commission met on 10 October 2020 from 2-4 pm to discuss this work. The report will show where tree loss has occurred inside the corporate limits and what this loss means to the residents of the town. It will also address reforestation and how to potentially fund new planting efforts within the town.

Commissioners urged the report to have more action verbs and very strong and attainable goals. If possible, create an overlay layer in ArcMap to share where tree canopy has been lost and where tree canopy has spread. The Planning Commission and Environmental Advisory Commission has expressed interest in being presented the findings of this report after Town Council has been briefed.

Update:

Chairman Hower has not been able to make the new edits to the document. The new commissioners were briefed on this Report and gave remarks on their vision of how it should look and feel. More discussion to be had at the next meeting.

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Update 16 Mar 21:

No new edits have been made. Chairman Hower has asked all commissioners to send tree loss/gain photos to Staff Member Wright.

Update 13 April 21:

Staff Member wright will email LCPS to see where tree canopy study stands and will also work with Commissioner Marshall for iTree Eco Project. No new edits have been made.

Update 18 May:

Staff Member Wright will contact LCPS and see if the Tree Canopy Analysis has been completed. LCPS has been working on it but have had some major hindrances from the GIS contractor and returning to a hybrid teaching schedule.

Update 16 June:

LCPS has still not submitted land classification study. Staff Member Wright will reach out to the program. Photos of tree loss, tree plantings, and insect/frost damage are needed for the report. Please send to Chairman Hower or Staff Member Wright as soon as possible. A Work Session may be in order this summer to finalize the details.

### **NEW BUSINESS**

#### **Budget Discussion**

The Commission will work together to determine when and where the next tree will be planted for the Arbor Day event.

\*\*\*Ron Platt lost internet or connectivity and was no longer on the WebEx\*\*\*

#### **Staff Comments**

Liaison Wright thanked the Tree Commissioners for their continued mission and meeting this evening. He asked that all commissioners to watch for Spotted Lanternfly signs or any other pest or safety issue on Town owned trees and alert staff.

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**Commission Comments**

Commissioner Marshall stated that he has been trying to make the Cooperative Program for Northern VA but has had difficulty making the meetings as these are in the middle of the normal work day.

Chairman Hower shared more information on the Plant NoVa Cooperative Program and asked for commissioners to brainstorm for next meeting on how the Tree Commission can get involved. He also asked for the commissioners to make it to the June 22 Town Council Meeting to show support for the Tree Commission and that the next two meetings are at July 20 and August 17, 2021.

**Council Comments**

N/A

**ADJOURNMENT**

Chairman Hower asked for a motion to adjourn the meeting at 8:14 PM.

Motion to approve adjournment: Groothuis  
Second: Marshall  
Carried: 4 – 0 – 3 (Adams, Hatfield, Platt)

The meeting was adjourned at 8:15 PM.