

Tree Commission Monthly Meeting Packet

July 21, 2021

**The Town of Leesburg  
Leesburg Tree Commission  
AGENDA**

**Tuesday, July 20, 2021 7:00PM**

**Town Hall, Lower Level Conference Room 1**

Chairperson: Earl Hower (24)  
(22)

Vice Chair: Patricia Hatfield

Commission: Members: Thomas Adams (24) Phil Marshall (24)  
John Groothuis (22) Elizabeth Welch (24) Ron Platt (22)

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.*

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- |   | <b>Time: _____ pm</b> |
|---|-----------------------|
| <b>1) CALL TO ORDER</b>                               |                       |
| <b>2) APPROVAL OF THE AGENDA</b>                      | <b>(5 min.)</b>       |
| <b>3) APPROVAL OF THE June, 2021 MINUTES</b>          | <b>(5 min.)</b>       |
| <b>4) PUBLIC COMMENTS</b>                             | <b>(10 min.)</b>      |
| <b>5) SUBCOMMITTEES</b>                               | <b>(10 min.)</b>      |
| a) Outreach: HOA Virtual Tree Tour                    |                       |
| b) Community Presence: Adopt a Spot                   |                       |
| <b>6) OLD BUSINESS</b>                                | <b>(40 min.)</b>      |
| a) Town Email Usage & Awareness Training              |                       |
| b) Tree Walk Update                                   |                       |
| c) Spotted Lanternfly Presentation to Town Council    |                       |
| d) Ten Year Tree Canopy Health Report to Town Council |                       |
| <b>7) NEW BUSINESS</b>                                | <b>(20 min.)</b>      |
| a) Work Session – Ten Year Tree Canopy Health Report  |                       |
| b) Tree Commission Storage Unit Work Party            |                       |
| c) Tree City USA Sign Installation                    |                       |

Tree Commission Monthly Meeting Packet

July 21, 2021

- 8) STAFF COMMENTS (5 min.)
- 9) COMMISSION COMMENTS (10 min.)
- 10) ADJOURNMENT Time: \_\_\_\_\_ pm

Tree Commission Monthly Meeting Packet

July 21, 2021

Tree Commission Meeting Attendance  
21 July 2021

Commissioners Present:

Chairman Hower

Commissioner Welch

Commissioner Marshall

Commissioner Groothuis

Commissioner Platt

Commissioner Hatfield

Electronic Participation (Due to COVID-19 pandemic):

N/A

Commissioners Not Present:

Commissioner Adams.

Volunteer Present: Chris Spigt

Public Present: Jennifer Chu, Environmental Advisory Commission Chair; Minu Beijan, COPA

Council Liaison Present: N/A

Staff Present:

Staff Member Wright (Public Works & Capital Projects)

## Tree Commission Monthly Meeting Packet

July 21, 2021

### Tree Commission Meeting Synopsis

#### Points of Interest

21 July 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 has scheduled a Work Session for 23 August to discuss the Town Council Report for Tree Canopy Health.
- Tree Commissioners Hower and Marshall will design and build a new enclosure at the Liberty Street storage area.

Tree Commission Monthly Meeting Packet

July 21, 2021

**Leesburg Tree Commission  
Minutes**

The Leesburg Tree Commission met on Tuesday, July 21<sup>st</sup>, at 7:00 pm in the Lower Level Conference Room II at Town Hall.

**Present:** Commissioner Earl Hower, John Groothuis, Philip Marshall, Ron Platt, Patricia Hatfield and Elizabeth Welch.

**Electronic Participation:** N/A

**Absent:** Thomas Adams

**Council:** N/A

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

**Volunteer:** Chris Spigt

**Public:** Jennifer Chu, Environmental Advisory Commission Chair, Minu Beijan, COPA

The meeting was called to order by Chairman Hower at 7:01 pm.

**APPROVAL OF THE AGENDA**

A motion to approve the amended agenda to include a brief discussion after Public Comments due to Hower needing to leave early for a work related issue was asked for by Chair Hower.

Motion to approve agenda: Marshall  
Second: Groothuis  
Carried: 6 – 0 – 1 (Adams)

**APPROVAL OF THE MINUTES**

Commissioner Hatfield asked the Minutes be amended by adding that the new lock at the Adopt A Spot was not in place, as stated in the June, 2021 minutes. Commissioner Marshall moved to amend the minutes and motioned to accept the new minutes.

Motion to approve: Marshall  
Second: Welch  
Carried: 5 – 0 – 1 (Adams) – 1 (Hatfield)

**PUBLIC COMMENTS**

## Tree Commission Monthly Meeting Packet

July 21, 2021

Commissioner Minu Beijan, Commission on Public Arts, was present at the meeting and asked for the Tree Commission to make suggestions and recommendations for new art projects that were centered on trees. She described an art project she has thought about before of a small statue of children planting trees (that are already installed) that could be moved from tree to tree or project to project. She informed the commission that COPA meets on the first Tuesday of each month at 5:45 pm.

Volunteer Chris Spigt informed the commission of Crape Myrtle Bark Scale has been confirmed in Northern Virginia and it can cull crape myrtles. He said it best to use a soil drench to manage the insect but said we should be aware of it and that it might be in Leesburg.

### **Special Insertion**

Chairman Hower asked for a special insertion in the agenda to discuss August (in the case he was not able to discuss due to his work conflict).

Chairman Hower asked Commissioner Welch if she was willing to move the Spotted Lanternfly presentation to September since there is only one Town Council meeting in August. She and the commissioners present were fine with moving the meeting as August is an opportunity to take leave/vacation at the places of employment.

Chairman Hower will not be in attendance for the 17 August Tree Commission and asked Commissioner Hatfield to attend the meeting and lead the meeting. Hatfield accepted. She will work with Staff Member Wright on the agenda.

Chairman Hower asked the commissioners if they were interested in having a Work Session during an evening or a Saturday afternoon. Most commissioners preferred an evening. Chairman Hower proposed as Tuesday, August 23, 2021 to be the Work Session and primarily focus on the Ten Year Tree Canopy Health Report. All commissioners accepted the date and time. Staff Member Wright will work to schedule a room and ensure everything is posted for this meeting.

### **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:

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.

Update 16 June: NONE

## Tree Commission Monthly Meeting Packet

July 21, 2021

Update 21 July: Commissioner Hatfield has an appointment to meet with the HOA Board to discuss trees and get a date set to walk the path.

### Adopt A Spot

A new lock will soon be placed on the container. Commissioners Hatfield and Marshall will be on duty in August and Commissioner Groothuis and Hower will begin in September.

### **OLD BUSINESS**

#### Town Email Usage and Awareity Training

Staff Member Wright reminded all commissioners to use Town of Leesburg email when conducting business and to ensure that their Awareity Training will be renewed soon. Wright explained the importance of these items to the commission.

#### Historic Tree Walk of Downtown Leesburg

Staff Member Wright has asked the Tree Commission to assist in writing up the prose for the Tree Walk to go on the TourLeesburg application. Commissioner Hatfield stepped up and said she would assist.

#### 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.

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.

Update 21 July: Commissioner Welch will present to Town Council in September. The insect has also been identified in Shenandoah County, VA.

#### 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

## Tree Commission Monthly Meeting Packet

July 21, 2021

means to the residents of the town. It will also address reforestation and how to potentially fund new planting efforts within the town.

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.

Update 21 July: Tree Commissioners and Staff will meet for a Work Session to go over the outline and begin writing the document. LCPS has still not sent the Land Classification Study to Staff.

### **NEW BUSINESS**

Work Session – See Special Insertion for discussion of this topic

Storage Unit Work Party – See Special Insertion for discussion of this topic

### **Tree City USA New Signs**

New Tree City USA signs that were purchased in June, 2021 have arrived and are being customized by the Sign Crew in the Streets Division. Discussion will need to be held once they are completed as to where in the town the Tree Commission would like to see them displayed.

### **Staff Comments**

Liaison Wright thanked the Tree Commissioners for their continued mission and meeting this evening. He also asked for them to point out any cicada damage to him if they are on public property.

### **Commission Comments**

Commissioner Marshall asked what the Tree Commission has as far as a Standard Operating Procedure for replying to town residents about trees. Staff Member Wright informed him that it is typically handled by town staff and he can disregard; unless it is something of great interest to him.

Commissioner Groothuis asked about the land clearing/development happening at the Costco on Edwards Ferry Road. He said he would like to look at the plan/plat for the development to see how much/many trees are being removed from the site. Staff Member Wright will try to get these plans to him at the next meeting.



Tree Commission Monthly Meeting Packet

July 21, 2021

Commission Hatfield stated that the Virginia Big Tree Program is being updated and to let the program know if there are any large trees that could be submitted in Leesburg or Loudoun County.

**Council Comments**

N/A

**ADJOURNMENT**

Chairman Hower asked for a motion to adjourn the meeting at 7:52 PM.

Motion to approve adjournment: Marshall  
Second: Hatfield  
Carried: 6 – 0 – 1 (Adams)

The meeting was adjourned at 7:53 PM.