

CHARLOTTESVILLE TREE COMMISSION MINUTES

December 2, 2025

5:00 – 7:00 pm

In-Person Meeting – Parks and Recreation Office

Commissioners in attendance:

Susan McKinnon, Chair
Shanti Levy, Vice Chair
JD Brown
Hannah Brown
Worthy Martin
Woody Parrish

Commissioners not in attendance:

2 vacant positions
Tyler Miller
Shea Wales
MaKshya Tolbert
Betsy Roettger

City:

Steve Gaines - Urban Forester, Charlottesville Parks and Rec

Call to Order (*S. McKinnon*)

Approval of November Minutes

- November minutes were approved.

Staff Report and Discussion (*S. Gaines*)

Urban Forest Management Plan – Update

- Parks and Recreation will continue working with Eocene Environmental Consultants to compose an up-to-date Urban Forest Management plan.
- Planning a public engagement event and follow-up survey

Invasive Plant Control Update

- Rx Fire continuing treatments on all management units
- Mulching and mowing in December
- Tree seedling installations late December/early January

Tree Planting Fall 2025

- Tree planting contract awarded, contractor will be planting in December 2025/January 2026
 - Several bids, but the same contractor for the last few years was awarded the contract
- Watering RFQ will be accepting bids through December 15, 2025

Downtown Mall Trees

- Parks and Recreation will be performing annual tree work in the second week of January 2026.
- The plan for the mall is only partially funded at this point in time.

Update of Tree List

- Tree list will be updated to reflect a 20-year time frame for growth, based on the average presented in VA Tech database.

New/Old Business

Administrative Updates and Discussion

- Creation of new Tree Commission Recruitment Pamphlet with Ose's recs
(*H. Brown, S. Levy and All*)
- Discussion and Vote on By-law revisions (*All*)
 - Proposed changes reviewed and approved after discussion were:
 - Timing of officer elections set for April
 - Addition of Secretary position and term
 - Addition of CATS appointment process
 - Officers can be elected from either citizen or CATS representatives.

Initiatives Discussions

- Presentation and Discussion of Tree Preservation Packet
(*J.D. Brown, S. Gaines*)
 - Review of current outline
 - **All comments on text to be provided by members to JD by December 12**
 - Revision of text to be presented at the January meeting with the aim of storyboarding (adding graphics and structure) the full guide at that meeting
- Presentation and Discussion of Vulnerable Sites Initiative (*S. Levy and all*)
 - Effort to assist with implementation of prior city planning efforts (Green Print 1.0, etc.)
 - Interest in building an adaptive tool that can document and incorporate change over time (versus static maps)
 - Key point is identifying principal remaining parcels of unique value to inform long-term planning
- Assignments and timeline for SOTF
 - Will be presented at April 20 City Council meeting
 - Goal for next year will be to complete and present SOTF before the end of the year
 - Request for members to identify which elements of the SOTF they would like to contribute to

Meeting Adjourned at 7pm