

**TOWN OF WEAVERVILLE**  
**Tree Board Meeting**  
**Wednesday September 4, 2024, 6:00 p.m.**  
**Agenda**

1. Call to Order Chairman Kantner
2. Adoption of Agenda Chairman Kantner
3. Approval of Minutes- August 7, 2024 Chairman Kantner
4. Public Works Director Dale Pennell  
Tree Board members questions for Public Works Department
5. CODE Chapter 2, Art. IV, Div. 4. – Chart Priorities and Goals Chairman Kantner
6. Art in Autumn Tree Board Table  
Education and information booth and tree planter give-away
7. Other Business
8. Adjournment

**Tree Board Meeting  
Wednesday August 7, 2024, 6:00 p.m.  
Minutes**

**Town of Weaverville  
State of North Carolina**

**Wednesday, August 7, 2024, 2024**

The Tree Board for the Town of Weaverville held a Special Called meeting on August 7, 2024, at 6:00 p.m. in the Town Council Chambers, Town Hall, Weaverville, N.C.

Present: Chairman Russ Kantner, Vice Chair Peter Stanz, regular members Greg Sanfilippo, Caroline Lord, Jeff Colavecchia and Inger Stallmann-Jorgensen and alternate members Caleb Hudson and Gary Harmon.

Absent: excused Pauline Griffith

Staff: Tamara Mercer, Town Clerk

1. Call to Order

Chairman Kantner called the meeting to order at 6:00 p.m.

1. Adoption of Agenda

Chairman Kantner

*Without objection, Chairman Kantner moved to approve the agenda. Motion carried unanimously 6-0.*

2. Approval of Minutes- 6/10/2024 & 7/2/2024

*Gary Harmon moved to approve the meeting minutes of June 10, 2024 and July 2, 2024. Motion carried unanimously 6-0.*

3. Public Works Tree Maintenance, Director Pennell at 9/4/24

Town Clerk Mercer stated that Public Works Director Pennell will attend the September 4<sup>th</sup> Tree Board meeting and he requested questions be proposed from among the membership.

Tree Board members questions for Public Works Department:

- 1) Is there an arborist on Public Works staff?

- 2) How does Public Works choose the species for tree planting?
- 3) Does Public Works have a tree preference?
- 4) Is there a tree supplier for the Town?
- 5) At intersection locations, what is the normal maintenance cycle?
- 6) Does PW have new landscaping project plans?
- 7) What is the budget for landscaping and tree planting?
- 8) Can the Tree Board request that no asphalt be installed at the right-of-way along Alabama Avenue where there is currently gravel?
- 9) Does the town currently have a heritage tree program, or have they had one in the past? (A possible College Street tree with a plaque)

4. Powell Bill map, street information data, Town Rights-of-way GIS mapping, native species and acceptable vegetation Clerk Mercer

Ms. Mercer provided the board with the maps of the town supplied by the State for the jurisdiction of the NCDOT rights-of-way tree maintenance. She noted that the town primarily maintains the trees on Alabama Avenue. There was discussion regarding the improvement project on Alabama and the surrounding area as well as review of the approved shrubs species list.

Ms. Lord suggested there be a Tree Board table at the Art in Autumn Festival on September 21<sup>st</sup> in order to educate the public about such topics as: Forest bathing, heat islands, Tree City USA, and Ms. Mercer said she would add tree topping harms and stormwater runoffs PSAs.

Ms. Lord noted that she would share the Asheville Urban Tree Study and other resource links for healthy tree canopies. GreenWorks also has many resources. There was further discussion on hardy species, the rights-of-way on Alabama Avenue, and tree plaques at Lake Louise and in the Nature Park. Ms. Lord added that the Boy Scouts have examples of QR code usage which we could add in town for guided tours. Ms. Mercer will follow-up with the Weaverville Business Association and town staff if we are able to have a set-up prepared for the Tree Board Table at Art in Autumn event.

5. CODE: Ch. 32 & Ch. 2 Sec. 2-176 Duties and Limitations  
Review Mission, Priorities, Duties & Timing Discussion

Ms. Mercer reviewed the code for Chapter 32 vegetation and Chairman Kantner reviewed the Code for Chapter 2 Duties and Limitations. Discussion review by members yielded that 1) periodic review of regulations, 6) educational programs, 8) investigate available grants, and 9) a written plan for the care and preservation of trees were all on the high priority list.

An action plan chart will be developed and provided to the members of the Tree Board for the next meeting.

Ms. Jorgensen suggested involvement in the Art Safari events and to add education materials there. The Town's website can include a Tree Board page that further informs the public and introduces the Tree Board and the goals.

The tree inventory was discussed as to the scope of the work to conduct a tree survey and assessment of trees in Weaverville.

Mr. Harmon requested that the Planning Director attend the October Tree Board meeting in order to review the administrative procedures for Chapter 32 vegetation, for questions regarding penalties and permitting for tree removal. Mr. Stanz was concerned about the focus and goals.

## 6. Adjournment

There being no further business, and without objection Mr. Kantner adjourned the meeting at 7: 40 p.m.

Attest:

Tamara Mercer

**TOWN OF WEAVERVILLE  
TREE BOARD AGENDA ITEM**

**MEETING DATE:** September 4, 2024  
**SUBJECT:** Public Works Tree Maintenance  
**PRESENTER:** Public Works Director  
**ATTACHMENTS:** questions from the Tree Board

**DESCRIPTION/SUMMARY OF REQUEST: Tree Board requests information regarding Public Works tree maintenance.**

- 1) Is there an arborist on Public Works staff?
- 2) Is there a schedule of pruning or seasonal maintenance?
- 3) How does Public Works choose the species for tree planting?
- 4) Does Public Works have a tree preference?
- 5) Is there a tree supplier for the Town?
- 6) At intersection locations, what is the normal maintenance cycle?
- 7) Does PW have new landscaping project plans?
- 8) What is the budget for landscaping and tree planting?
- 9) Can the Tree Board request that no asphalt be installed at the right-of-way along Alabama Avenue where there is currently gravel?
- 10) Does the town currently have a heritage tree program, or have they had one in the past? (A possible College Street tree with a plaque)

**TOWN OF WEAVERVILLE  
PUBLIC WORKS DEPARTMENT**

**REPORT TO TREE BOARD**

**SEPTEMBER 4, 2024**

Tree Board member questions for Public Works Department

- 1) Is there an arborist on Public Works staff? **No. We have staff members with multiple years of experience in landscaping and related fields.**
- 2) How does Public Works choose the species for tree planting? **We select trees from the town's Recommended Species list in Section 36-157 of the Town Code. The only exception is the planting of Japanese maples for specific requests, such as the recent request as a memorial tree at Community Center.**
- 3) Does Public Works have a tree preference? **We mostly choose native trees that have are mast-bearing for wildlife benefits, such as dogwood, oak and holly.**
- 4) Is there a tree supplier? **We primarily use local nurseries, such Reems Creek Valley Nursery (who gives us a 20% discount) and Jesse Israel Nursery. On occasion, we have use Site One in Hendersonville if we need bulk trees such as the 40 arborvitae and hollies that we planted around the pickleball courts.**
- 5) At intersection locations, what is the normal maintenance cycle? **Our crews travel all over town as part of their daily and weekly activities. When they see an intersection that has a problem with sight distance, they report that location to one of our supervisors and we schedule our street crew to trim back the overgrown limbs. Likewise, a complaint from a resident is handled the same way. Some intersections might need "cutbacks" once a year and other 2-3 times during the growing season. In other words, almost without exception, this work is complaint driven.**
- 6) Does PW have new landscaping project plans? **No plans are in the budget at this time and none have been suggested to me.**
- 7) What is the budget for landscaping and tree planting? **The current FY 2024-25 Grounds Maintenance budget is \$474,511, including \$85,000 for a new overflow parking at PW for Lake Louise, leaving a balance of \$389,511 for full-time and part-time personnel, equipment and vehicle maintenance, fuel, utilities, supplies, special events, etc. Any tree planting that is needed comes from our Supplies/Materials line item.**
- 8) Can the Tree Board request that no asphalt be installed at the right-of-way along Alabama Avenue where there is currently gravel? **Alabama Avenue was paved last week after the milling and concrete sealing operation was completed. I'm not sure of the exact location of the gravel area that is being discussed.**

- 9) Does the town currently have a heritage tree program, or have they had one in the past?  
**The oak tree at the College Street/Church Street intersection has a plaque as did the sycamore tree in the rock circle at town hall that was removed back in March. I am not aware of any official program.**

**For additional information, the following list summarizes the tree-planting efforts by the Public Works Department since my hiring as Public Works Director in November 2017:**

**Community Center**

All landscaping around the building and grounds, including annuals, perennials, hawthorns, hollies, sugar maples, dogwoods and service berries.

**Town Hall**

Rhododendron, hostas, Azaleas, flox, Japanese maple

**Memorials**

Service berry in Nature Park  
Japanese Maple at Community Center

**Fire Department**

New landscaping around entrance, maple, Japanese Maple

**Public Works**

Dogwood  
Crepe Myrtle

**Recreation Complex (Pickleball Court)**

Arborvitae (20), Holly (20), Pink Dogwood

**Arbor Day**

2018 Pink Dogwood in Nature Park  
2019 White Dogwood in Nature Park  
2020 Red Maple in Nature Park (honoring Mayor Bett Stroud)  
2021 American Holly at Town Hall  
2022 Pink Dogwood at Lake Louise  
2023 Red Plum at Community Center (honoring Mayor Al Root)  
2024 White Oak at Town Hall tree circle (honoring Mayor Dottie Sherrill)

**TOWN OF WEAVERVILLE  
TREE BOARD AGENDA ITEM**

**MEETING DATE:** September 4, 2024  
**SUBJECT:** Tree Board Goals and Priorities  
**PRESENTER:** Clerk Mercer  
**ATTACHMENTS:** Chart Goals and Priorities

**DESCRIPTION/SUMMARY OF REQUEST: Tree Board Chairman has conducted a review of Chapter 2 Division 4, Sec. 2-176 Duties and Limitations.**

Tree Board members to rate their goals and priorities. The chart diagram will prioritize the goals by the following action plan table: 1=high priority, addressed in 12 months; 2=medium priority, addressed in 24 months; 3=lower priority, addressed in 36 months and what is feasibly possible within the timeframe.



**CODE CHAPTER 2, ARTICLE IV, DIVISION 4. TREE BOARD  
STATED GOALS, RESPONSIBILITIES, AND PRIORITIES**

(1=high priority, addressed in 12 months; 2=medium priority, addressed in 24 months; 3=lower priority, addressed in 36 months; 0=proposed deletion)  
Recommended –September 2024

	2024	2025	TB	Staff	STATED GOAL	NOTES	Staff	TB	TC
						RESPONSIBILITY			
1					To periodically review the regulations within the town’s code of ordinances related to trees and vegetation, including specifically Code Chapter 32, and make recommendations concerning revisions, additions, and/or repeal		✓	✓	✓
2					To study and make recommendations on land use regulations, such as a tree canopy or protection ordinances and other conservation minded regulation, with the goals of enhancing aesthetics, reducing urban heat islands, reducing stormwater run-off, providing wildlife habitats, lowering building energy costs, and increasing property values		✓	✓	
3					To seek advice, as needed, from qualified landscape architects, arborists, foresters, horticulturists, or other knowledgeable individuals		✓	✓	
4					To consult with certified residential and commercial arborists and foresters on an inventory of existing trees within town street rights-of-ways and on town-owned property with data collected on species, size, and general health of each tree	Anticipated FY2025-27	✓	✓	

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*Recommended –September 2024*

	2024	2025	TB	Staff	STATED GOAL	NOTES	Staff	TB	TC
5					To designate heritage trees, which are understood to be individual trees with unique value based on age, rarity, size, and/or aesthetic, botanical, ecological, or historical value, and are considered irreplaceable		✓	✓	✓
6	1	-	1	1	To organize educational programs and workshops, sponsor information booths, and develop/distribute informational materials on topics related to planting, maintenance, health, and protection of trees within the urban and community forests of Weaverville		✓	✓	✓
7	1	-	1	1	To foster communication among citizens of the town that would provide community education programs, and increased awareness of urban forestry, protection of trees, and to coordinate active measures to support tree health and growth within the town		✓	✓	✓
8					To investigate available grants, loans, or contributions from other governmental agencies, public or private corporations, or individuals, and to recommend the expenditures of any proceeds toward the accomplishment of the tree board's duties and responsibilities		✓	✓	
9					To study, investigate, counsel, develop and/or update periodically 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		✓	✓	✓

**CODE CHAPTER 2, ARTICLE IV, DIVISION 4. TREE BOARD  
STATED GOALS, RESPONSIBILITIES, AND PRIORITIES**

(1=high priority, addressed in 12 months; 2=medium priority, addressed in 24 months; 3=lower priority, addressed in 36 months; 0=proposed deletion)  
*Recommended –September 2024*

	2024	2025	TB	Staff	STATED GOAL	NOTES	Staff	TB	TC
					once a tree inventory has been completed. The plan is to be presented to the Town Council and its acceptance and approval constitutes the official comprehensive Town tree plan				
10					To approve voluntary planting plans on Town property or in Town street rights-of-way by private citizens or groups		✓		✓
11	1	1	1	1	To submit an annual report of its activities and recommendations to Town Council		✓	✓	
12					To perform any other related duties that Town Council may direct, either through ordinance or action		✓	✓	
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**CODE CHAPTER 2, ARTICLE IV, DIVISION 4. TREE BOARD  
STATED GOALS, RESPONSIBILITIES, AND PRIORITIES**

(1=high priority, addressed in 12 months; 2=medium priority, addressed in 24 months; 3=lower priority, addressed in 36 months; 0=proposed deletion)

*Recommended –September 2024*

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