

**TOWN OF WEAVERVILLE**  
**Tree Board Meeting**  
**Wednesday May 7, 2025, 6:00 p.m.**  
**Agenda**

Pg

- |  |                  |
|--|------------------|
| 1. Call to Order   | Chairman Kantner |
| 2. Adoption of Agenda .....  | Chairman Kantner |
| 3. Approval of Minutes April 2, 2025 .....   | Chairman Kantner |
| 4. Tree Board member terms .....   | Tamara Mercer    |
| 5. Update CODE Chapter 32, Species List- trees<br>and vegetation .....                                     | Chairman Kantner |
| 6. Tree Inventory update .....   | Chairman Kantner |
| 7. Potential education opportunity events Music on Main 6/14, Salute to Summer 8/23, Art in<br>Autumn 9/20 |                  |
| 8. Adjournment   |                  |



## **Tree Board Meeting Minutes**

Wednesday, April 2, 2025 at 6:00 PM

Council Chambers

The Tree Board regularly scheduled meeting on Wednesday, April 2, 2025 at 6:00 p.m. in the Town Council Chambers at Town Hall, 30 S. Main Street, Weaverville, N.C.

### **1. Call to Order**

Tree Board Members Present: Chairman Russ Kantner, Inger Stallman Jorgensen, Jeff Colavecchia, Gary Harmon, Caroline Lord, Caleb Hudson, William Mobley, Pauline Griffith and Greg Sanfilippo.

Staff Present: Town Clerk Tamara Mercer

Citizen: Patrice Sheehan

### **2. Adopt Agenda**

Mr. Mobley moved to adopt the agenda.

**Carried unanimously.**

### **3. Approval of Minutes**

Ms. Stallman Jorgensen made a correction to the ground cover section clarifying her paragraph.

Mr. Hudson moved to approve the meeting minutes of February with the aforementioned correction.

**Carried unanimously.**

### **4. Arbor Day Celebration program**

The Public Works grounds keeping division confirmed the April 10th Arbor Day date and they will supply and plant the Red Oak tree in the Main Street Nature Park. Chair Russ Kantner provided the Long Leaf Pine tree seedlings. The Weaverville Primary School

children will participate, and Mr. Powell's class will receive the pine trees to take home and plant. The program will include allowing the children to plant a tree as a demonstration.

The Tree Board reviewed and crafted instructions for planting a loblolly pine tree and agreed to the following planting instructions to accompany each tree. Staff will organize this for the Arbor Day program.

**Plant Loblolly Pine Tree Within 5 Days-**

1. Dig a hole about three to four times as wide as the root-ball.
2. Center your tree in the hole and adjust the depth so the root collar (where the uppermost roots grow out of the trunk) sits even with the ground.
3. Fill and firmly pack the hole until the soil is at ground level. Form a circular ridge out of soil about 1- 1.5-feet from the base of the tree to keep water from running away.
4. Add natural mulch (leaves, grass clippings, wood chips). Keep mulch from touching the tree.
5. Water generously every seven to 10 days during the first year. Keep soil moist, but not soggy.

Tamara to follow up with Mayor Fitzsimmons as to the Town Council member who will officiate over the program.

**5. Continued Code Chapter 32, Species List review**

Mr. Harmon had previously submitted the Herbaceous Perennials list, in which he noted: the list of Herbaceous flowering plants included the added web links and he removed the plants that did not appear to be native to NC and adding (in red font) plants that weren't on the original list. The original list came from Carolina Native Nursery. After a general consensus to include the list as guidelines for the public, Chair Kantner called a vote.

Mr. Mobley moved to accept the Herbaceous Perennials plant species list as the Tree Board recommended guidelines.

**Carried unanimously.**

Further review of the plant species list included Ms. Griffith's research on the categories for: vines, small, medium and large shrubs, and ferns.

Russ Kantner moved to approve the submitted species list for vines, small, medium and large shrubs, and ferns.

**Carried unanimously.**

The previously approved categories were discussed for the large, medium small trees, sedges, vines and ground covers. Mr. Harmon was concerned that the links might be broken, to which Ms. Mercer noted that the extended species list with links would be provided to the public. These suggested guidelines would not be codified within the municipal Code of Ordinances; Staff can supply the public with the approved and recommended Tree Board list as the Species List guidelines.

- 5.1 Chair Kantner stated that funding and grants have been suspended on the North Carolina Forestry Service website due to the uncertainty of the economic situation. He encouraged all to look for other options for the Tree

inventory and educational grants. Community Development funds may be available.

**6. Adjournment**

- 6.1 There being no further business, Chairman Kantner adjourned the meeting at 7:15 p.m.

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Town Clerk

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**TOWN OF WEAVERVILLE  
TREE BOARD AGENDA ITEM**

**MEETING DATE:** May 7, 2025  
**SUBJECT:** Tree Board member Position Terms  
**PRESENTER:** Tamara Mercer  
**ATTACHMENTS:** 1

**Chapter 2. ARTICLE IV**

**Sec. 2-171. Establishment.**

- (a) The town council establishes a tree board of the town, which board shall consist of seven (7) regular members and up to two (2) alternate members who shall all serve at the pleasure of town council. The tree board members shall primarily consist of residents of the Town of Weaverville, with a majority of the board being residents of the Town of Weaverville. Members shall be appointed by town council.
- (b) Except as provided for the first tree board or a newly constituted tree board, the term of office of each member of the tree board shall be for three years. To provide for staggered terms, in appointing original members or in filling vacancies caused by the expiration of the terms of existing members, town council may appoint certain members for less than three years so that the terms of all members do not expire at the same time. Vacancies occurring on the tree board shall be filled for the unexpired term only.
- (c) Members of the tree board shall receive no compensation for their services.
- (d) Any member of the tree board who is absent without good cause from three consecutive meetings of the board shall be reported to the mayor and may be removed from the board and replaced in the manner prescribed for appointments.
- (e) In addition to the seven members appointed to the tree board, the town manager or their designee, shall serve as an ex officio non-voting member of the board.

**WEAVERVILLE TREE BOARD**

Regularly meets \_1<sup>st</sup> Wednesday of the month at 6 pm in  
Community Room/Council Chambers at Town Hall

<b>NAME AND POSITION</b>	<b>CONTACT INFORMATION</b>	<b>FIRST APPT</b>	<b>DATE OF APPT</b>	<b>TERM (3 YEARS)</b>
Gary Harmon Regular Member	Weaverville <i>Town Resident</i>	2024	January 2025	May 2024 – 2027
Pauline Griffith Regular Member	Weaverville <i>Town Resident</i>	2024	May 2024	May 2024 - 2026
Russ Kantner Regular Member	Weaverville <i>Town Resident</i>	2024	May 2024	May 2024 – <b>2025</b>
Inger Stallman-Jorgensen Regular Member	Weaverville <i>Town Resident</i>	2024	June 2024	June 2024 – May 2027
Greg Sanfilippo Regular Member	Buncombe Co. <i>Outside Town limits</i>	2024	May 2024	May 2024 – 2026
Jeff Colavecchia Regular Member	Buncombe Co. <i>Outside Town limits</i>	2024	May 2024	May 2024 – <b>2025</b>
Caroline Lord Regular Member	Buncombe Co. <i>Outside Town limits</i>	2024	May 2024	May 2024 – 2027
Caleb Hudson Alternate Member	Buncombe Co. <i>Outside Town limits</i>	2024	May 2024	May 2024 – 2026
William Mobley Alternate Member	Weaverville <i>Town Resident</i>	2025	January 2025	June 2024- May <b>2025</b>
Scott Harris Town Manager	828-484-7001 (direct line) <a href="mailto:sharris@weavervillenc.org">sharris@weavervillenc.org</a>			
Tamara Mercer Clerk/Board Sec.	828-484-7003 (direct line) <a href="mailto:tmercerc@weavervillenc.org">tmercerc@weavervillenc.org</a>			

*Last updated January 2025*

**TOWN OF WEAVERVILLE  
TREE BOARD AGENDA ITEM**

**MEETING DATE:** May 7, 2025  
**SUBJECT:** Tree Inventory procedure information  
**PRESENTER:** Chairman Kantner  
**ATTACHMENTS:** 1

**Contact: Sarah D. Hollis, Community Forestry Coordinator**

From desk of Sarah Hollis: Recommend calling Bartlett, Davey Resource Group or ArborPro to request an estimated budget figure for the project(s). They are accustomed to providing cursory estimates for municipal budgeting purposes and should have no problem helping if you have the acreage and street miles on-hand when you call. They are map pros and can likely determine the street miles for you in real-time, so I wouldn't stress about that.

I have attached some additional references that may be helpful to you in putting together the request for proposals and planning the project. You may also review the [U&CF Inventories & Assessments Fact Sheet](#) and other resources under the Urban Forestry banner on our U&CF Specifications page.

You may reach out to our urban forestry specialist. Justin Bennett, copied here with any technical questions that may arise after receiving your quote.

The next RFA will open as planned in July, 2025.

# Tree Inventory Request for Proposal

## Scope of Services

The objectives of this project are to complete the following tasks.

1. Complete a GPS inventory of all street trees and planting sites along ?? centerline miles of (Municipality name) streets and ?? acres of parkland/public property.
2. An inventory report.

## Tree Inventories

Walk each street, park/cemetery or property (as provided by the Municipality), inspect and assess the trees and digitally collect management information for each tree. The following are the specifications for completion of both inventory tasks; the complete street inventory and the park/cemetery inventory.

1. Trees to be inventoried
  - a. Complete GPS Street tree Inventory - All street trees and planting sites located within street right-of-way.
    - i. The (Municipality) will provide a shapefile of street right-of-way widths.
    - ii. Trees with half the tree trunk growing within the (Municipality) right-of-way (ROW) shall be inventoried.
    - iii. Measurement of the ROW can be made by starting at the centerline of the street and pacing on-half the ROW width.
    - iv. Trees in question should be verified with (Municipality) official
  - b. Complete Inventory Parks, Cemetery or Properties – GPS inventory of all trees located within the property boundaries.
    - i. Location of Trees
      1. All specified trees located on mowed areas within the park, cemetery or property boundaries as identified by the (Municipality).
      2. Border Trees – All specified trees at the very margin of the mowed areas of the park, cemetery or property.
      3. The (Municipality) will provide a shapefile of parks/public properties to be inventoried.
    - ii. Tree Tags – A reference tree may be tree tagged with a numbered tag attached to select trees to assist with tree inventory identification.
2. Level of Inspection for Each Tree (Both Inventories)
  - a. International Society of Arboriculture Level 2 - A walk around visual inspection and assessment of the health and structure of the tree from the ground and surrounding site culminating into a

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# Tree Inventory Request for Proposal

management recommendation. The assessment will include the digital collection of the inventory data and the use of hand tools such as a sounding mallet, probing tool and binoculars to further evaluate the defects present in root crown, trunk and crown of the tree. A complete ISA Tree Risk Assessment and Rating will not be completed.

3. Management Recommendations & Definitions – recommendations will be assigned one of the following Work Needs and Priority
  - a. Management Recommendations/Work Need
    - i. Tree Removals
      1. Trees with readily obvious, major health and structural defects present identified per the Level of Inspection methods will be considered for removal. If 1/3 of a tree's live crown must be removed to remove defect tree parts or reduce the risk of whole tree failure, the tree will be recommended for removal.
    - ii. Pruning Needs -
      1. Prune Train Young - a young tree that can be pruned from the ground needs structural pruning to promote desirable growth habits in trees.
      2. Prune Mature Small Tree – a small-sized tree that has reached maturity, slowed growth and can be pruned from the ground
      3. Prune Mature Large Tree – a large tree that has reached maturity
      4. Prune Reduce – A large tree with structural defects present that require reduction pruning to reduce the risk of trunk or scaffold branch failure.
      5. Prune Safety – a tree with any of the following defects present
        - a. Defective limbs 4 inches in diameter or larger
        - b. Clearance conflicts
        - c. Limbs over street being struck by vehicles
        - d. Limbs hanging into sight line of pedestrians over sidewalks
        - e. Limbs resting on street lights, buildings or blocking traffic control signs or devices.
    - iii. Stumps – Tree stump requiring removal
  - b. Work Priorities – Trees recommended for Removal or Prune Safety will be assigned a Work Priority to facilitate work planning and the efficient allocation of resources. The actual definition will be provided to the contractor by the client. The priority assignment will be a numeric scale of highest to lowest priority. This is not a complete ISA tree risk assessment.

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# Tree Inventory Request for Proposal

- c. Planting Site Specification
  - i. See Attached

## 4. Tree Inventory Data Fields

- a. Each tree/planting site will have the following data collected.

### 1. Tree Data

- a. Street, Address or Property Name
- b. Management Unit
- c. Open Space Property. A reference tree may be tagged with a numbered tag attached to select trees to assist with tree inventory location identification.
- d. Tree genus, species and common name- each tree will be identified to genus and species, and a common name will be provided.
- e. DBH (diameter breast height) - Diameter in inches at 4 ½ feet above grade measured with a diameter tape or Biltmore stick
- f. Health – Tree Biological Health or tree growth indicators such as the condition of foliage and twigs expressed as:
  - i. Good- normal or vigorous for the species including shoot growth, wound wood development, foliar color and density, and absence of dieback or damaging pests
  - ii. Fair- deficiency in several categories; below normal shoot growth, wound wood development, foliar color and density, or presence of dieback or a damaging pests or disease
  - iii. Poor- below normal or deficiency in most; shoot growth, wound wood development, foliar color and density, or presence of dieback or damaging pests
  - iv. Very Poor- major deficiencies in all categories; such as shoot growth, wound wood development, foliar color and density, or presence of major dieback or damaging pests
  - v. Dead- no living tissues
- g. Structure – Tree structure or the condition of mechanical or structural portions of the tree, expressed as:
  - i. Good- absence of any significant structural defects although minor defects that are unlikely to fail under normal weather conditions may be present
  - ii. Fair- minor structural defect(s) is present that may fail under storm conditions, or several minor mechanical defects can be found

# Tree Inventory Request for Proposal

- iii. Poor- one or more significant structural defect is present that may fail under normal weather conditions
- iv. Very Poor-several significant structural defects are present that may fail under normal weather conditions
- v. Most significant defect present and severity; Roots, Root Crown, Trunk, Trunk/Scaffold Union, Scaffolds, Branches
- h. Management or Work Need- as described in (II) above.
- i. Overhead utilities- presence of primary or secondary electrical distribution wires or telephone or street lighting
- j. Site Type – type of location the tree is growing in such as lawn area, natural area, border tree, tree lawn, or tree pit
- k. Planting Area – Most limiting dimension of planting area in feet
- l. Other – for trees requires further inspection;
  - i. Risk- for trees that need a full Risk Assessment (See next section)
  - ii. Check ROW- determine if the tree is in the Right of Way
  - iii. Limited access
- i. GPS Coordinates – GPS coordinates will be collected for each tree using sub-meter high accuracy GPS units, or low accuracy three-meter accuracy units. Alternate – tree location point plotting on geo-referenced aerial photography.

## 5. Quality Control

- a. All data, as itemized below, will be reviewed digitally for errors and errors will be corrected. The contractor will provide a brief report verifying the findings and corrections to the (Municipality) at the completion of each step.
  - i. Field quality review of 2% of all data points collected in the first week of data collection with particular emphasis on trees identified for removal
  - ii. Field quality review of 1% of all data points collected each week after the first week of data collection with particular emphasis on trees identified for removal
  - iii. Cross data collector review (other reviewer than the original data collector) for all data collection personal.
  - iv. Office review of 100 % of data for data mismatch errors, for example, appropriate tree health or structural condition rating for "Removal" maintenance classification; appropriate street for side street versus on street classification, appropriate diameter size for "Train" maintenance

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# Tree Inventory Request for Proposal

classification, and all other similar data reviews that can be completed in the office.

- v. Field resolution of data errors identified.
- vi. 100% correct species identification; no unknowns in data set.
- vii. Visually review and correct mapped tree data for correct locations.

## 6. GPS Accuracy Requirements

- a. Mapping grade GPS equipment specifically designed for urban environment work with sub-meter accuracy and post processing capability. The equipment shall be designed for decimeter level of precision (4 inches) under the proper satellite and differential correction.
- b. All data will be post processed to nearest publicly available Continuously Operating Reference Stations (CORS) to maximize accuracy.
- c. Alternate – tree location point plotting on geo-referenced aerial photography. Proved specifications and accuracy statistics in proposal.

## Inventory Report

The consultant shall provide an inventory report summarizing the methodologies, urban forest management statistics outlined as follows.

- 1. Inventory Methodologies
- 2. Management Statistics
  - a. Species Distribution
  - b. Diameter Distribution
  - c. Health Distribution
  - d. Work Need
  - e. Tree Species Exceeding 10% of the Total Population
    - i. Diameter Distribution
    - ii. Health Distribution
    - iii. Work Need
- 3. Ecosystem services of trees

## Tree Inventory Management Software

An internet-based tree inventory management application designed for urban forest management. Application should provide features to generate tree lists, manage and report work, summarize urban forest/tree inventory management information, and update inventory information with a mobile device in the field.

# Tree Inventory Request for Proposal

## Project Schedule

All proposed work will be completed by ???. The proposer shall provide a project completion schedule for all tasks required for completing the work.

## Payment Schedule

Item	Estimated Count	Price per tree/site	Extended Price
GPS Street Tree Inventory and Report as Specified			
Street Planting Sites			
Park/Cemetery GPS Tree Inventory			
<b>Total</b>			

Tree Inventory Application	Annual subscription	Multi-year subscription

## Qualifications

### Company/Firm

The company must demonstrate in a brief narrative and at least five (5) years of experience in completing municipal GPS tree inventories and providing and servicing tree inventory management software. Please supply 3 references.

### Inventory Staff

Staff performing the field inventory work must have the following minimum qualifications. Provide a list of their names and qualifications.

1. International Society of Arboriculture Certified Arborist and three (3) years experience completing municipal tree inventories.
2. International Society of Arboriculture Tree Risk Assessment Qualified

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## **STREET TREE PLANTING SITE STANDARDS**

### **1. Residential Tree Lawn**

A. Suitable planting site must meet the following minimum distances and requirements:

- a. Tree lawn greater than 3 feet.
- b. 30 feet from an intersection or stop sign
- c. 10 feet from driveway or fire hydrant
- d. 5 feet from underground service or utility box
- e. 10 feet from drip line of private tree overhanging the tree lawn
- f. 15 feet from a street light

B. Sites passing the minimum requirements are evaluated using the following standards to identify acceptable planting site and determine acceptable tree size. Distances shall be measured from the most limiting site restriction.

- a. Large trees (greater than 50 feet at maturity)
  - 10 feet or larger tree lawn
  - No overhead primary or secondary utilities unless tree can be offset at least 8 feet
  - 45 feet spacing between trees
  - 30 feet building offset
- b. Medium sized trees (30 to 50 feet height at maturity)
  - 5.1 to 9.9 feet tree lawn
  - No overhead primary or secondary utilities unless tree can be offset at least 8 feet
  - 35 foot spacing between trees
- c. Small sized trees (less than 30 feet height at maturity)
  - 3 to 5 feet tree lawns
  - 25 feet spacing between trees on residential streets

### **2. Arterial Tree Lawn**

A. Suitable planting site must meet the following minimum distances from itemized infrastructure:

- a. Tree lawn greater than 5 feet.
- b. 30 feet from an intersection or stop sign
- c. 10 feet from driveway or fire hydrant
- d. 5 feet from underground service or utility box
- e. 10 feet from drip line of private tree overhanging the tree lawn
- f. 15 feet from a street light

B. Sites passing the minimum requirements are examined using the following guide to determine acceptable tree size. Distances shall be measured from the most limiting site restriction.

- a. Large trees (greater than 50' height at maturity)
  - 10 feet or larger tree lawn
  - No overhead primary or secondary utilities unless tree can be offset at least 8 feet
  - 45 feet spacing between trees
  - 15 feet building offset for suitable root space
- b. Medium sized trees (30 to 50 feet height at maturity)
  - 5.1 to 9.9 feet tree lawn