

Tree Commission Meeting Minutes  
City of Takoma Park  
March 9, 2021

The meeting convened remotely at 6:30 PM on March 9, 2021.

Attendees: Commissioners Carol Hotton, Chair (Ward 3), Nancy Cohen, Secretary (Ward 1), Bart Sheard (Ward 3), James Woodworth (Ward 2), and Marty Frye (Urban Forest Manager)

1. The Minutes from the February 9, 2021 meeting were approved (4-0) as revised on a motion by Carol Hotton, seconded by James Woodworth.
2. Public Comment: None
3. Comments by the Chair: Carol Hotton shared that the City Council was reviewing a 'Proposed Approach to Re-Establish and Recruit for Council Appointed Positions, Boards and Task Forces.' The Commission engaged in a discussion of Tree Commission responsibilities that had clarity such as the adjudicative and advisory duties and those that were less clear such as the education and outreach functions of the Commission. Specifically, is there an expectation that the Commission has responsibility for initiating education and outreach efforts and/or is the Commission's role confined to advising and/or supporting the efforts of the Urban Forest Manager in education and outreach?
4. Urban Forest Manager Report (Marty Frye):
  - Marty Frye reported that he had participated in a discussion with the Director of Public Works about education and outreach and whether there was a role for the Commission.
  - Anticipating the cicadas due to appear this Spring, the tree buy back program has been rescheduled for the Fall.
  - In coordination with Ian Chamberlain, the forms and instruction for submitting the application for tree impact assessment will be going online soon. Built in will be an e-mail workflow application that will make communication between applicant and the UFM timelier and more efficient.
5. Old Business – Staffing of the Tree Commission: Terms for the current members will end June 2021. Ms. Hotton indicated that she will not be submitting her name for reappointment. At this time, the other members indicated their interest in being appointed for another term. This will leave two vacancies.
6. How Can the Tree Commission assist the Urban Forest Manager in outreach efforts? Much of the discussion on this topic was conducted in Agenda Item 4. Briefly, the Commission members can assist by disseminating information about activities, seminars etc., that are sponsored by the City on tree related topics; participate in neighborhood walks on tree care; and help staff annual activities such as Arbor Day tree give away.

The meeting adjourned at 7:58pm

Nancy Cohen  
Secretary