



CITY OF HENDERSONVILLE TREE BOARD MEETING

Operations Center - Second Floor Conference Room | 305 Williams St. |
Hendersonville NC 28792
Monday, February 09, 2026 – 4:00 PM

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. Approval of January 2026 meeting minutes

4. BUSINESS

A. Vote on moving May and August meeting dates to accommodate with Caitlyn is on maternity leave

Proposing to move May meeting date between May 1-8

Proposing to move August meeting date between August 17-31

B. Neighborwoods Update

Confirm varieties of trees requested for spring 2026 Neighborwoods for ordering

Review fall Neighborwoods 2026 Submissions

Brookside Neighborhood - 6-3 trees requested

C. Garden Jubilee Booth - *Caitlyn Gendusa, Staff Liaison*

From event organizer - they do not have any space left on the street but the board can be given room on the courthouse plaza if booth was set up very nicely with ideally a new tent than what was used last year and make sure to iron tablecloth since this location is the show center.

D. Update on NC Urban Forest Council membership - *Caitlyn Gendusa, Staff Liaison*

E. April Native Gardening Presentation - *Glenn Lange, Member*

F. NC Forest Service Grant Update - *Caitlyn Gendusa, Member*

G. Bradford Pear Bounty Update - *Glenn Lange, Member*

H. Tree Giveaway Events Planning - *Glenn Lange, Member*

5. ADJOURNMENT

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.



CITY OF HENDERSONVILLE TREE BOARD MEETING

Operations Center - Second Floor Meeting Room | 305 Williams St. |
Hendersonville NC 28792
Monday, January 12, 2026 – 4:00 PM

MINUTES

CALL TO ORDER

Meeting called to order at 4:04 p.m.

Members present: Glenn Lange, Natalie Wilcoxon, Ed Skvarch, Richard Bowerman, Bill Leatherwood

Members absent: Skye Williams and Tommy Oakman

APPROVAL OF AGENDA

Ed motioned to approve first followed by Richard

APPROVAL OF MINUTES

Glenn motioned to approve first followed by Ed to approve the December 2025 meeting minutes

BUSINESS

Event Collaboration Request from The Tree Fund - *Caitlyn Gendusa, Staff Liaison*

Caitlyn is going to reach out to Ecusta Market & Café to see if they would like to partner for the event for the tree planting and educational event. There is also an opportunity to invite a local class out for a child friendly educational talk from The Tree Fund who is partnering on this event. Natalie also mentioned volunteering to create a scavenger hunt on the trail as part of the event.

Discuss new/revised application to N.C Forest Service Urban and Community Forestry Financial Assistance Program

Caitlyn is going to reach out to the grant funder to see if we would be able to apply for a management plan and inventory for both private and public property or if it is just for public property.

City Council letter update - *Glenn Lange, Member*

Natalie motioned to approve the letter first followed by Glenn. Caitlyn is now going to format the letter and add the requested footnotes requested from the board and send to the City Manager.

TB Membership in the NC Urban Forest Council - *Glenn Lange, Member*

Glenn motioned to approve first followed by Richard to pay for an annual membership.

Submittals to City Newsletter - *Glenn Lange, Member*

Caitlyn is going to find out when the deadline each month is for submissions. Natalie is going to put together an article to add on Neighborwoods. We can also start promoting Bradford Pear Bounty Program.

Tree ordering for Neighborwoods, Bradford Pear Bounty, and giveaways - *Natalie Wilcoxson (Neighborwoods) & all members*

Spring 2026 Neighborwoods – 50 trees needed in 3-5 gallon size

Fall 2026 Neighborwoods – will start getting the word out now

Planning for Bradford Pear Bounty - *all members*

Bradford Pear Bounty – April 11th, 100-150 trees needed. Caitlyn will work on press release

Discuss and vote on FY27 budget request - *all members*

Ed motioned to approve first followed by Glenn for the board's FY27 budget request

Vote to approve \$2,152.50 for 2 native grass beds along Oklawaha Trail

Glenn motioned to approve first followed by Natalie

ADJOURNMENT

Meeting was adjourned at 6:00 p.m.

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Climb to Managing Community Application

Applicant Information

1. Does your organization have a Federal Employer Identification Number and Unique Entity ID # (obtained in SAM.gov)? If no, your application cannot be accepted. You may apply at a later offering once you have acquired UEI. You will be forwarded to the end of the application, and one of our staff members will contact you to learn more about your project. *
 - a. What is your Unique Entity ID? *
 - b. What is your Federal Identification Number? *
2. Did your organization receive \$750,000 or more in Federal assistance last fiscal year? *
3. Our community meets the following Tree City USA standards; *
 - a. A municipal ordinance the directs the management of trees located on public property.
 - b. A department or municipal board designated as responsible for the management of urban forestry activities.
 - c. Celebrates Arbor Day each year
 - d. Spends \$2 per capita annually on U&CF activities
4. Briefly describe your community and current urban and community forestry program/activities.
 - a. Hendersonville, NC, known as the 'The City of Four Seasons' is nestled in the Blue Ridge Mountains. In addition to its natural beauty, Hendersonville's charming downtown and rich agricultural and cultural heritage brings visitors near and far. Hendersonville has been a Tree City USA member for 35 years. Our Tree Board, founded during the same time, is dedicated to preserving and expanding our tree canopy and natural resources. Our Property Maintenance staff of 18 and contracted arborist maintains the landscaping and natural resources within the City. Current community forestry related programs include the Bradford Pear Bounty, Neighborwoods, and Heritage Tree programs. Our Tree Board also maintains a list of approved landscape plants for developers, gardeners, and homeowners. Lastly, our Tree Ordinance, revised in 2024 is the guiding document for tree canopy maintenance on private property.

Project Team

1. Please provide the name, organization, and job title of the project lead. *
 - a. Caitlyn Gendusa, City of Hendersonville, Sustainability Manger
2. Please provide the name, organization and job title of the urban forestry lead. *
 - a. NEED CLARIFICATION
3. Please provide the name, organization and job title of your communications lead. *
 - a. Allison Justice, City of Hendersonville, Communications Director
4. Please provide the name, organization, job title and role of any additional project team members. Type "N/A" if not applicable. *
 - a. City of Hendersonville Tree Board Members: Skye Williams, Tommy Oakman, Glenn Lange, Natalie Wilcoxon, Ed Skvarch, Bill Leatherwood, and Richard Bowerman

5. Please provide the names of each project partner (organization/entity with a direct role in completion of the project). Type "N/A" if not applicable. *

a. N/A

Project Information

1. Statement of Needs and Opportunities: See our Financial Assistance Program webpage How to Apply and Requirements section for guidance. (4000 character limit). *
 - a. Hendersonville was among the communities devastated by Hurricane Helene in 2024...The last tree canopy assessment completed showed a 2% canopy decrease from 2014 to 2022. Due to the impacts in tree canopy from Hurricane Helene and steady decline shown in the 2022 tree canopy analysis, a comprehensive tree canopy assessment of public and private land is needed to assess the current state of the urban forest, identify priority areas for maintenance and planting, engage residents, and inform the development of an urban forestry management plan.
2. An Outreach program is required. What practices are you applying for assistance to complete? *
 - a. Sample Tree Inventory
 - b. Partial Tree Inventory - Risk Trees
 - c. **Canopy Cover Assessment**
 - d. Conservation Development Ordinance
 - e. Practice Plan - Tree Mitigation Plan
 - f. Practice Plan - Trees & Storms Readiness Plan
 - g. **Management Plan**
3. What is the total amount of financial assistance you are requesting (NCFS/Grant Share)? *
4. Which Funding Program are you applying for? *
 - a. Hurricane Helene Supplemental
5. Select the Deliverables applicable to your project that will be worked in Quarter 1. *
 - a. Outreach program
 - b. Outreach product
 - c. Outreach event
 - d. Tree Inventory
 - e. **Canopy Cover Assessment**
 - f. Ordinance
 - g. Practice Plan - Tree Risk Mitigation Plan
 - h. Practice Plan - T&S Readiness Plan
 - i. Management Plan
 - j. Other
6. Project Quarter 1 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc)

(4000 character limit). *

7. Select the Deliverables applicable to your project that will be worked in Quarter 2. *
- a. Outreach program
 - b. Outreach product
 - c. Outreach event
 - d. Tree Inventory
 - e. Canopy Cover Assessment**
 - f. Ordinance
 - g. Practice Plan - Tree Risk Mitigation Plan
 - h. Practice Plan - T&S Readiness Plan
 - i. Management Plan
 - j. Other
8. Project Quarter 2 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc) (4000 character limit). *
9. Select the Deliverables applicable to your project that will be worked in Quarter 3. *
- a. Outreach program
 - b. Outreach product
 - c. Outreach event
 - d. Tree Inventory
 - e. Canopy Cover Assessment
 - f. Ordinance
 - g. Practice Plan - Tree Risk Mitigation Plan
 - h. Practice Plan - T&S Readiness Plan
 - i. Management Plan**
 - j. Other
10. Project Quarter 3 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc) (4000 character limit). *
11. Select the Deliverables applicable to your project that will be worked in Quarter 4. *
- a. Outreach program
 - b. Outreach product
 - c. Outreach event
 - d. Tree Inventory
 - e. Canopy Cover Assessment
 - f. Ordinance
 - g. Practice Plan - Tree Risk Mitigation Plan
 - h. Practice Plan - T&S Readiness Plan
 - i. Management Plan**

j. Other

12. Project Quarter 4 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc) (4000 character limit). *

Required Application Documentation

1. Email PDF copies your required application documentation to ncfsucf@ncagr.gov . Please confirm by selecting the documentation you are sending us.
 - a. Completed RFA Budget Form -Cost Share
 - b. Consulting services quotes/proposals
 - c. Other

Closing

1. Please provide the name of the NCFS county ranger you have contacted and inform that you are submitting an application. *
2. What will be the next urban forestry practice and community forestry practice or activity your community will work toward after the completion of this practice? *
3. Enter any additional information you would like to add in closing.
4. I, full name and job title noted below, hereby certify that, to the best of my knowledge, all information provided herein is true and represents the desires of this community or organization. I further certify that I understand the purpose and rules of the NCFS Urban and Community Forestry Financial Assistance program. *

Tree Maintenance and Planting Project

Applicant Information

1. Does your organization have a Federal Employer Identification Number and Unique Entity ID # (obtained in SAM.gov)? If no, your application cannot be accepted. You may apply at a later offering once you have acquired UEI. You will be forwarded to the end of the application, and one of our staff members will contact you to learn more about your project. *
2. What is your Unique Entity ID? *
3. What is your Federal Identification Number? *
4. Did your organization receive \$750,000 or more in Federal assistance last fiscal year? *
5. Our community meets the following Tree City USA standards; *
 - a. A municipal ordinance that directs the management of trees located on public property.
 - b. A department or municipal board designated as responsible for the management of urban forestry activities.
 - c. Celebrates Arbor Day each year
 - d. Spends \$2 per capita annually on U&CF activities
6. Briefly describe your community and current urban and community forestry program/activities. *

Project Team

1. Please provide the name, organization, and job title of the project lead. *
2. Please provide the name, organization, and job title of the project lead. *
3. Please provide the name, organization and job title of the urban forestry lead. *
4. Please provide the name, organization and job title of your communications lead. *
5. Please provide the name, organization, job title and role of any additional project team members. Type "N/A" if not applicable. *
6. Please provide the names of each project partner (organization/entity with a direct role in completion of the project). Type "N/A" if not applicable. *

Project Information

1. Statement of Needs and Opportunities: See our Financial Assistance Program webpage How to Apply and Requirements section for guidance (4000 character limit). *
2. Are you applying to complete tree maintenance (pruning and removal); * Yes **No**
3. The tree inventory to identify the tree maintenance needs and maintenance plan will be completed by: *
 - a. In-house urban forestry professionals
 - b. **Contractual urban forestry professionals**
 - c. We have a recently completed inventory
4. Are you applying to complete tree planting; * Yes **No**

5. What is the total amount of financial assistance you are requesting (NCFS/Grant Share)? *
6. Which Funding Program are you applying for? * **Hurricane Helene Supplemental**
7. The Outreach products/events will be completed by; * **In-house communications professionals**
8. List all the NCFS U&CF Financial Assistance Program Inflation Reduction Act Project Area numbers where your planned work will be completed. *

Project Plan

1. What is your project duration? *
 - a. **12 months**
 - b. 18 months
 - c. 24 months
2. Select the project Deliverables applicable to your project that will be worked in Quarter 1 *
 - a. Outreach program
 - b. Outreach product
 - c. Outreach event
 - d. **Tree Inventory**
 - e. Tree Maintenance Plan
 - f. Tree Planting & Post Care Plan
 - g. Tree Maintenance
 - h. Tree Planting
 - i. Urban forestry specifications
 - j. Work inspection and report
 - k. Other
3. Project Quarter 1 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc) (4000 charter limit). *
4. Select the project Deliverables applicable to your project that will be worked in Quarter 2 *
 - a. Outreach program
 - b. Outreach product
 - c. Outreach event
 - d. **Tree Inventory**
 - e. Tree Maintenance Plan
 - f. Tree Planting & Post Care Plan
 - g. Tree Maintenance
 - h. Tree Planting
 - i. Urban forestry specifications
 - j. Work inspection and report

k. Other

5. Project Quarter 2 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc) (4000 charter limit). *
6. Select the project Deliverables applicable to your project that will be worked in Quarter 3 *
 - a. Outreach program
 - b. Outreach product
 - c. Outreach event**
 - d. Tree Inventory**
 - e. Tree Maintenance Plan
 - f. Tree Planting & Post Care Plan
 - g. Tree Maintenance
 - h. Tree Planting
 - i. Urban forestry specifications
 - j. Work inspection and report
 - k. Other
7. Project Quarter 3 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc) (4000 charter limit). *
8. Select the project Deliverables applicable to your project that will be worked in Quarter 4 *
 - a. Outreach program
 - b. Outreach product
 - c. Outreach event**
 - d. Tree Inventory**
 - e. Tree Maintenance Plan
 - f. Tree Planting & Post Care Plan
 - g. Tree Maintenance
 - h. Tree Planting
 - i. Urban forestry specifications
 - j. Work inspection and report
 - k. Other
9. Project Quarter 4 Work Narrative - Write a summary of the work that will be completed on the deliverables you listed, in order of completion and by whom (project team, contractors etc) (4000 charter limit). *
10. Does your project require additional quarters to complete? * No

Required Application Documentation

1. Email PDF copies your required application documentation to ncfsucf@ncagr.gov . Please confirm by selecting the documentation you are sending us.
 - a. Completed RFA Budget Form - Cost Share
 - b. Contractual service quotes/proposals
 - c. Other

Closing

1. Please provide the name of the NCFS county ranger you have contacted and inform that you are submitting an application. *
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