

Tree Advocacy Committee - Meeting Minutes

September 18, 2025

Vienna Community Center – Board Room

1. Members Present – Roxanne Paul, John Shults, Chris Bredehoeft, Aditi Chandra, Ken Foley, Lea Giovanniello, Doug Noble, Sandy Shinn
Staff in attendance – Matt Fuller, Leslie Herman
Guest – Steve Briglia, Town Attorney
2. Town Residents Time to Speak –
 - a. Miguel – commented the Vienna Voice dates are incorrect for the Tree Advocacy meetings.
 - b. Maryam Dadkah –
 - i. Shared that she is being recognized as a Fairfax County Friend of Trees Award Winner on Oct. 30, 5pm.
 - ii. Fence Variation – requests support from TAC at the Board of Zoning Appeals public hearing on Oct. 15 at 7:30pm. Roxanne shared that TAC would support change to code, individually members can provide support for Maryam’s request
3. Approval of August 21, 2025, Minutes – the minutes were unanimously approved with the following corrections:
 - a. 2. Approval of prior minutes – change to “Update Doug’s role: Developer Outreach Subcommittee/Support on zoning code issues from the Planning Commission perspective”.
 - b. 4a. Agenda Items – spelling correction from Rotellus staffing study to Raftelis staffing study.
 - c. 4d. Subcommittee Reports – change to only “Reports”, delete “subcommittee”
 - d. 4f. Builder Outreach – change to “Question raised about public participation in group work – Potential Open Meeting Law issue”.
4. Regular Meeting
 - A. Semi-Annual Report sent to Town Council – Roxanne sent the report to council and reported that two council members acknowledged receipt.
 - B. 15 – minute presentation by Town Attorney Steve Briglia
 - a. Town will provide TAC with a clerk, it will not be Owen McCarty
 - b. TAC is a public body, so they have to follow rules
 - i. Agenda – need to list the room location
 - ii. Rectrac room reservation – need to spell out TAC
 - iii. Subcommittee – 2 members is a quorum so it’s a public meeting.
 - iv. Informal meeting – groups of 2 can meet to break up the workload. Cannot call it a subcommittee. Suggestion to call it a Development Goal.

- v. 2 TAC members and 1 staff member is ok to meet, staff doesn't count.
- vi. Emails & Teams meetings – don't hold discussions using these tools, meant only for dissemination of information. Don't "reply all" to the email
- vii. Emails are subject to FOIA – Freedom of Information Act
- viii. If there is back and forth discussion, this is a meeting.
- ix. Meeting of the board needs 5 for a quorum. If the number drops below 5, there is not quorum, and TAC should stop the meeting.
- x. Native Tree Giveaway – not a public hearing – ok for unlimited number of members to be together for a social event.
- xi. Electronic Participation Meeting – each year TAC would need to file with the Town Clerk to not have a physical meeting. Town Attorney will give TAC a resolution that TAC will need to adopt.
- xii. Action minutes are all TAC needs to take.
- xiii. TAC to coordinate with Mayor to request to have a work session with council.
- xiv. Annual TAC report will be presented in person in early 2026. 6-month TAC report done via email to council.
- xv. Legislative Agenda – there is language in it for public utilities. TAC can make edits to it. Town Attorney will send it to Leslie to forward to TAC.

C. Tree Giveaway on Saturday, October 18, 8am – 12noon

- a. Patricia Esswein, Chair of the Conservation & Sustainability Commission discussed the planning for the Tree Giveaway and coordination for Club Phoenix teens to assist with wrapping each seedling.

D. Reports on Development Goals

- a. W&OD (Chris, Sandy, Lee, John, Roxanne)
 - i. No updates
- b. Urban Forestry Management Plan (Chris & Doug)
 - i. Town's Comprehensive Plan – Urban Forest Management Plan & Native Plant Management Plan are both mentioned – confirmed that TAC will only tackle UFMP
- c. Homeowner Outreach (John & Roxanne)
 - i. No updates
- d. Public Land Planting (Sandy)
 - i. Working with staff to plant trees next to the water tower at Tapawingo & Frederick, waiting to hear from Planning & Zoning if it has to go to the Board of Architectural Review
 - ii. Looking for open space to plant
 - iii. Wants Pocket Forest planted, site plan needs to be done
- e. Invasive Vines (Sandy & Lea)
 - i. Clearing stilt grass at Northside Park, uncovered oak seedlings growing
- f. Builder Outreach (Ken, Roxanne)
 - i. Carrots & sticks to abide by current Town law. Make recommendation of law with Tim, Urban Arborist.

- g. Public Outreach (Roxanne, Doug, Aditi)
 - i. No updates

E. Meeting Adjourned: 8:05pm

F. Next meeting – October 16, 2025, 6:30pm, Vienna Community Center, Board Room