

CITY OF HYATTSVILLE SHADE TREE BOARD
MINUTES | DECEMBER 3, 2025

Present: Zachary Dorner, Kathryn Kutzner, Randy Fletcher, John Healy, Dawn Bohls, Kyla Gallagher, Deb Taylor, Taylor Johnson

Absent: Gloria Felix-Thompson

Staff: Dawn Taft

Visitor(s): Council Member Strab, Council Member Barnes

Meeting called to order at 7:34 pm

1) Approval of the previous November 2025 minutes

November 2025 minutes approved.

2) Brief report on approved permits, denials, illegal removals - Dawn Taft

Approval(s):

- TP25-068, 069, 072, 075

Outstanding:

- TP25-073, 076

Denial(s):

- TP25-070

Not applicable:

- TP25-074, 077

Protocol for Shade Tree Board members who see a tree being cut down without a permit:

- Previous protocol was to call the non-emergency police line.
- Dawn Taft will clarify on the new protocol and report back.

3) Old Business

a. Shade Tree Board elections – January 2026

Chair and Vice-Chair positions will be vacant.

The Secretary position will continue to be held by Kathryn Kutzner.

b. Tree ordinance updates

Council Members Barnes and Strab: The Council emailed City staff member Nate about the issue, who said it's still being reviewed by the legal team. After that review, it can get put on the Council agenda. The Council Members will continue to check in with the City lawyer.

c. Prince George's County Green Festival recap

Considered to be a successful event by Zack Dorner, the group made good contacts with other organizations/attendees.

A lot of people took the Shade Tree Board quiz and attendees came from various cities in the county. They asked for tree resources in their own communities.

d. Tree "report card"/checklist

The Shade Tree Board is looking for a tree card/flyer with a link/QR code to tree resources on the City website to give to City residents.

Shade Tree members encouraged to begin the creation/design of this. Randy agreed to draft the card. The card could be a door hanger or flier. Dawn Taft shared that if we need a budget to get these professionally printed, that we need to inform her as soon as possible to get that put into the budget.

4) New Business

a. Email from resident to Shade Tree Board and Dawn Taft

Resident concerned about tree trimming of a City tree in the right of way outside of their house. They were displeased with the pruning of the tree by the City's tree care contractor over the last few years and said it was too aggressive.

Records of the contractor's tree care activities are tracked by the City Arborist. The contractor prunes over 300 trees a year. Dawn Taft stated that the City trees are trimmed when necessary, and residents have a right to ask why trees are being trimmed.

Dawn Taft looked at this tree in particular and will check in with the DPW on this issue. Dawn will provide follow-up details at the January meeting regarding how we should respond to the email.

b. Social media - October 30th

John Healy shared that the City posted the first social media post from the Shade Tree Board committee.

c. Prince George's County real estate documents

Taylor is currently working on this on this and will report back to the group with any updates.

5) Public Comment

None.

Meeting was adjourned at 8:27 pm.

Next meeting will be January 7, 2026.