



Agenda

Town of Lake Park

Tree Board

Tuesday, August 10, 2021 6:00 P.M.

Town Hall Commission Chamber

535 Park Avenue, Lake Park, FL 33403

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Tree Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

Brady Drew	Chair
Cynthia Grey	Vice-Chair
Pamela Frazier	Board Member

A. **CALL TO ORDER/ ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **SPECIAL PRESENTATION/REPORT:**

1. **Introduction/Presentation by Raul Mercado of WRMA-Water Resources Management Associates, Inc. (consultant to the Town) on the Stormwater Master Plan and public right-of-way implications as it relates to future planting in these areas. (a presentation will first be provided – the 387-page document will then be distributed to the Tree Board Members electronically after the meeting as a reference guide)**

2. **Discussion on the possibility of creating a Memorial Tree Planting Program for the Town. (three examples enclosed with the agenda)**

D. **CONSENT AGENDA**

3. **June 8, 2021 Tree Board Meeting Minutes.**

E. **NEW BUSINESS**

4. **Tree Board Ordinance adopted by the Town Commission. (enclosed)**

5. **Future Meeting Agenda Items and Update on Palm Beach County LIDAR Data Availability for the creation of a Town-wide Tree Survey. (for discussion)**

F. **PUBLIC COMMENT**

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be

**Tree Board Agenda
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announced. Please remember comments are limited to a **TOTAL** of three minutes.

G. **BOARD MEMBER COMMENTS**

H. **STAFF COMMENTS**

I. **ADJOURNMENT**

The next scheduled Tree Board Meeting is September 14, 2021 – 6:00pm

Special Presentations /Reports

TAB 1

Introduction/Presentation by Raul Mercado of WRMA-Water Resources Management Associates, Inc. (consultant to the Town) on the Stormwater Master Plan and public right-of-way implications as it relates to future planting in these areas. (*a presentation will first be provided – the 387-page document will then be distributed to the Tree Board Members electronically after the meeting as a reference guide*)

TAB 2



Memorial/Honorary Tree Planting You are here: [Home](#) / [Our Programs](#) / [Memorial/Honorary Tree Planting](#)

This program provides the opportunity for individuals, families, and organizations to plant a tree in a county park in memory of a loved one or to honor an outstanding achievement by an individual or group.

Donor Guidelines

1. Contact Keep Brevard Beautiful and notify your intention to participate in the program and park location.
2. Make arrangements with County Parks and Recreation of your plans and get the concurrence on type of tree, time, place and date of planting. Contact Keep Brevard Beautiful to get the name and telephone number of the area Park Superintendent.
3. Select a Recommended tree from a nursery.
4. County appointee will notify donor and Keep Brevard Beautiful of approximate date and place of planting.
5. If a plaque is desired, Keep Brevard Beautiful will provide one. Plaques are 1" x 3 1/2" in size. Three lines maximum per plaque.

Recommended Tree List

1. Park Superintendent will recommend trees that are suitable for each area.
2. Trees include: Live Oak, Southern Magnolia, Laurel Oak, Slash pine, Yaupon Holly, Longleaf Pine, Bald Cypress, Southern Red Cedar, Loblolly Bay, Southern Wax Myrtle, Mangrove, Red Maple, Sea Grape, Cabbage Palm, Sycamore, Dahoon Holly, American Elm, Red Bay, Weeping Willow

Rules for Tree Planting Program

[Privacy](#) - [Terms](#)

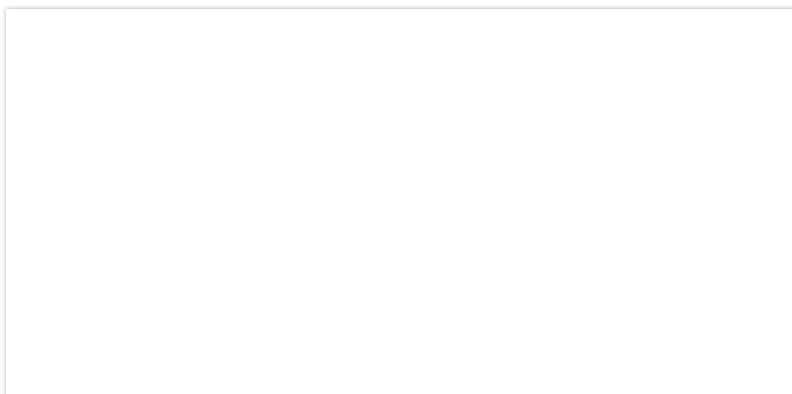


1. Anyone who wishes to have a tree planted in memory or honor of a family member or a loved one, may participate in the program.
2. Brevard County Parks and Recreation Department will designate an area in an approved county park where trees may be planted.
3. The trees will be purchased (choice of the donor) at a local nursery association member by the donor who desires to have the tree planted. Trees must be potted in a 15 or 30 gallon pot and guaranteed by the nursery for at least 3 months.
4. A site location for desirable trees will be provided by Brevard County for the area in each park. All trees will be purchased and planted at the expense of the donor.
5. To assure that protection and maintenance will be provided by the County, trees will be planted in designated areas.
6. Any plaques requested will be paid for by Keep Brevard Beautiful. Plaques will be displayed in a showcase at specific parks or golf courses throughout the county.
7. Dispensation of cremated is also permissible. Arrangements should be made in advance with the previously contacted parks superintendent for distribution.

For more information, contact us via [email](#) or by phone at 321.631.0501.

Other designated areas are available upon request and with the approval of Brevard County Parks & Recreation Department.

Sponsor – Brevard County Parks & Recreation



Parks and Trees

 North Parks

- Fox Lake (Case) 19

[Privacy](#) - [Terms](#)



- Robt. Nicol 1
- Sandpoint (Case) 2

- Fay Lake Wilderness
- Space Coast Community Sports Complex

Central Parks

- F.B. Smith (Case) 4
- Rotary 1
- Kelly Park West (Case) 6
- Taylor 1
- Kiwanis Island (Case) 52
- Veterans 9
- Robert P. Murkshe 1
- Lori Wilson 1
- Savannas Golf Course
- Veterans Memorial
- Woody Simpson 13

South Parks

- Wickham (Case) 19
- Max Rhodes 2
- Palm Bay Regional 1
- S. Patrick Community (Case) 18
- Spessard Holland Gold Course
- The Habitat Golf Course
- Micco
- Erna Nixon Park 3
- Fisherman's Landing 1



KEEP BREVARD BEAUTIFUL CORPORATION IS A 501 (C) (3) NON-PROFIT. REGISTRATION #CH2389

COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF

CONSUMER SERVICES BY CALLING TOLL-FREE IN THE STATE OF FLORIDA AT 800-435-7352 OR BY VISITING THEIR WEBSITE WWW.800HELPPFLA.COM. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

[Terms and Conditions](#) - [Privacy Policy](#)



City of Jacksonville Beach Memorial Tree & Bench Program

Honor someone special, celebrate an occasion, or remember loved ones and pets by donating a tree or bench.
A tree or bench provides a gift to the entire community.

Program Benefits

- Clean Air
- Erosion Control
- Beautification of City parks
- Ease noise pollution
- A lasting tribute
- A unique gift

Available Park Locations for Tree Planting/Adoption & Bench Placement

- 12th Avenue S. Park
12th Avenue S. & 4th Street S.
- Carver Center
777 5th Avenue S.
- Cradle Creek
Corner of 15th Street S. & Fairway Lane
- Gonzales Park
2nd Avenue N. & 10th Street N.
- Huguenot Park
3rd Street S. between 16th & 19th Avenues S.
- Paws Park
468 S. Penman Road
- Penman Park
Penman Road N. & 2nd Avenue N.
- Rotary Park
Behind Beach Marine, next to the Florida Marine Patrol Station
- South Beach Park & Sunshine Playground
South Beach Parkway & Osceola Avenue
- Tall Pines Park
9th Avenue N. west of N. Penman Road
- Wingate Park
S. Penman Road, adjacent to Golf Course

Program Options

Option 1: New Tree Planting

A new tree will be planted in memory/honor of your loved one (see attached Tree Approval List).

Price: \$750.00

Option 2: Adopt an Existing Tree

Adopt an existing tree in one of our parks.

Price: \$100.00

Option 3: Bench Placement

A bench will be placed in the park of your choice, or at the discretion of the City of Jacksonville Beach.

Price includes installation.

Price: \$1,500.00

Option 4: Adopt an Existing Bench

Adopt an existing park bench.

Price \$100.00

Donations for commemorate plaques for either trees or benches is \$450.00.

Note:

- All options include a commemorative certificate and a map of the tree or bench location.

Payment Methods

Acceptable methods of payment are cash, check, or money order.

Guidelines

The Memorial Tree & Bench Program is subject to the guidelines set forth by the City of Jacksonville Beach Parks & Recreation Department.

Memory trees and benches are not memorials and may not be decorated with flowers, ribbons, photos, or other items.

The dimensions of all plaques are 10”L x 4”W x 3/8”D.

Two standard markers are available with the same standardized verbiage: ‘In Honor Of’ or ‘In Memory Of’ followed by the name of your loved one.

All language on tree and bench plaques is subject to approval by the City.

Tree planting and bench placement locations are at the discretion of the City of Jacksonville Beach with recommendations by donors. The Parks & Recreation department will determine a planting site that is best suited to the survival of the tree. No trees or benches shall be planted or placed without prior approval from the City.

The City of Jacksonville Beach is not be responsible for any loss or damage, including but not limited to theft, vandalism, or natural disaster, that may occur to the tree, marker, or bench.

While trees may be ordered at any time, they will only be planted during their dormant phase.

In the event a tree must be permanently removed, the donor may adopt an existing tree at no charge. The City will relocate the memorial plaque to the new location.

In the event a bench must be permanently removed, the City will, when feasible, seek an alternate location consistent with these guidelines. If no alternate location can be found, the memorial bench, at the donor’s request, may be given to the donor.

Pricing is based on current valuation, installation, and upkeep. Additional funds are reserved for park development and tree replacement. Pricing is subject to change.

Perpetual care and maintenance of the trees and benches shall remain with and under the control of the City of Jacksonville Beach, and shall be maintained as outlined in the Memorial Tree & Bench Program Guidelines.

**City of Jacksonville Beach
Memorial Tree & Bench Program Registration**

2508 South Beach Parkway
Jacksonville Beach FL 32250
(904) 247-6236

Honor someone special, celebrate an occasion, or remember loved ones and pets by donating a tree or bench.

Name of Recipient _____

Name of Donor _____

Donor Address _____

City/State/Zip _____

Phone _____

Email _____

- Option 1: Plant a new tree \$750.00
- Option 2: Adopt an existing tree \$100.00
- Option 3: Place a bench \$1,500.00
- Option 4: Adopt an existing bench \$100.00
- Commemorative Plaque \$450.00

Acceptable methods of payment: Cash, Check, Money Order

Name of Park you wish the tree to be planted/adopted or the bench to be placed/adopted

Type of tree requested _____

Choose one, please: In Honor Of In Memory Of

Plaque Inscription (4 lines maximum)

I have read, fully understand, and agree to abide by the general terms and conditions of the Memorial Tree and Bench Program as outlined in this application. My signature below indicates that I agree and understand the City of Jacksonville Beach Memorial Tree & Bench Program guidelines.

Signature

Date

Memory Tree Program

Honor a Loved One with a Memory Tree

The Memory Tree Program provides Sunrise residents with an opportunity to memorialize a special person or life event through the planting of a tree at a City park.

For a minimum donation of \$100, a tree (valued at \$100) will be planted. However, program participants may make a larger contribution and receive a larger tree. While requests for planting at a specific park will be considered, the tree's location, size and variety will be determined by the City's Leisure Services Director.

After a Memory Tree is planted, the donor will be notified of its species and location. The tree will not be marked for identification purposes. Instead, a commemorative nameplate will be added to a plaque on display at the park. Memory Trees are not memorials, and may not be decorated with flowers, ribbons, photos or other items.

For more information, or to request the planting of a Memory Tree, please contact the Sunrise Leisure Services office at (954) 747-4631.

Consent Agenda

TAB 3



**Minutes
Town of Lake Park, Florida
Tree Board Meeting
Tuesday, June 8, 2021, 6:00 PM
Town Hall Commission Chamber,
535 Park Avenue, Lake Park, Florida 33403**

The Tree Board met for the purpose of a regular session on Tuesday, June 8, 2021 at 6:00 p.m. Present were Chair Brady Drew, Vice-Chair Cynthia Grey and Board Member Pamela Frazier. Town staff included Community Development Director Nadia DiTommaso and Town Clerk Vivian Mendez.

Town Clerk Mendez performed the roll call. Chair Drew led the pledge of allegiance.

Consent Agenda:

1. March 9, 2021 Tree Board Meeting Minutes.

Motion: Board Member Frazier moved to approved the Consent Agenda; Vice-Chair Grey seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Frazier	X		
Vice-Chair Grey	X		
Chair Drew	X		

Motion Passed 3-0

New Business:

2. Town Code Modification to Section 2-181 through 2-190.

Community Development Director DiTommaso explained all the changes to the proposed Ordinance one-by-one. Each Board member had an opportunity to accept or change the proposed language. The changes were reflected in Sections 2-185 Duties and Responsibilities. The changes included a) Tree Inventory was changed to Tree Survey and all references to inventory were changed to survey. The Board accepted all other suggested language.

Motion: Board Member Frazier moved to approved the proposed changes to Town Code Section 2-181 through 2-190; Vice-Chair Grey seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Frazier	X		
Vice-Chair Grey	X		
Chair Drew	X		

Motion Passed 3-0

PUBLIC COMMENT:

None

BOARD MEMBER COMMENTS:

Chair Drew had no comments.

Board Member Frazier felt the Board was on the right path.

Vice-Chair Grey had no comments.

ADJOURNMENT

There being no further business to come before the Board, and by unanimous vote, the meeting adjourned at 6:30 p.m.

Chair Brady Drew

Town Clerk, Vivian Mendez, MMC

Town Seal

Approved on this _____ of _____, 2021

New Business

TAB 4

ORDINANCE NO. 08-2021

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, DIVISION 3, SECTIONS 2-184, 2-185, AND 2-186 OF THE TOWN CODE PERTAINING TO THE TREE BOARD; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission created a Tree Board, the duties and responsibilities and additional provisions of which are set forth, in part, in Sections 2-184 through 2-186 of Division 3 of Article IV of Chapter 2 of the Town Code; and

WHEREAS, the Community Development Department staff has recommended that the Town Commission amend Chapter 2, Article IV, Division 3, Sections 2-184 through 2-186 to restructure the Tree Board's duties and responsibilities, compensation and education and operation.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1. The whereas clauses are incorporated herein as true and correct and as the legislative findings of the Town Commission.

Section 2. Chapter 2, Article IV, Division 3, Sections 2-184 through 2-186 are hereby amended as follows:

Sec. 2-184. Compensation and Education.

Members of the board shall serve without compensation. It shall be the responsibility of each board member to participate in necessary educational workshops and programs designated by the town. In addition board members shall be responsible for attending such programs as are required for advisory board members of municipalities provided by the Palm Beach County Commission on Ethics.

Sec. 2-185. Duties and responsibilities.

(a) Tree survey inventory. It shall be the responsibility of the board to work with town Staff and consultants, as directed by the town and to the extent necessary contingent upon the town providing available funds, to provide recommendations on the development of an inventory survey of all park trees and street trees on public property within the town. Such survey inventory, when performed, will identify trees by type, number, and location and shall be provided, in writing, with

appropriate maps and symbols, as necessary to delineate the information specified herein. The inventory survey shall be completed as determined by the town and contingent on the appropriation of available funds. The survey shall be provided to the board for its review and recommendation, no later than January 1, 1993, and shall be updated and amended annually thereafter to reflect and additions of trees.

(b) *Care guide.* It shall be the responsibility of the board to assist, when requested, the community development director or public works director to study, investigate, counsel, and develop and/or update annually, and administer a written care guide for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The board shall act on an advisory basis as it relates to the care guide, so as to, in part, ensure the continued growth of the existing native indigenous tree canopies within the town; provide the town with adequate green and open space and to generally promote the health and safety benefits derived from native plant life to facilitate a clean living environment; advocate for energy conservation through the productive use of natural resources; and preserve and restore land via the eradication of invasive non-native plants, weeds, and other non-indigenous plant species.

(c) *Annual work plan.* It shall be the responsibility of the board to make recommendations to the town on the development of an annual work plan in accordance with the Tree City U.S.A. guidelines. Such work shall include, but not be limited to, tree related projects and tasks as well as an implementation schedule for such projects and tasks with the objective to maintain, beautify, conserve and restore plantings throughout the town's public streets and areas.

(d) *Submission of plan and expenses.* The Town Manager, or designee, may elect to recommend an annual work plan shall to the board for each fiscal year and include a list of estimated expenses, so as to recommend funding necessary for the annual work plan's implementation. The Town Manager's, or designee, recommended work plan shall be submitted to the board for its review and comment, and thereafter to the town commission for final approval not later than June of each year and shall include a list of estimated expenses for the followings ealendar year. The town commission may approve such plan by resolution, subject to the provision of necessary funding in the town budget.

(e) *Beautification - Special matters, and questions and recommendations.* The board, when requested by the town commission, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of the board's work. In addition, the Board shall make recommendations to the town commission related to involving plantings throughout the town; the identification of available grants that serve to beautify the plantings throughout the town; and the availability of special programs or projects that may serve to promote the environment.

Sec. 2-186. Operation.

The board shall at a regular meeting to be conducted in January, or if there is no meeting in January then at the first meeting of the board in the new year, elect from its membership a

~~chair and vice-chair, choose officers, make rules and regulations, and keep a journal of the boards findings.~~ A majority of the members of the board shall be a quorum for the transaction of business.

Section 3. **Severability.** If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by a Court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this Ordinance.

Section 4. **Codification.** The provision of this Ordinance shall become and be made a part of the Code of Ordinances for the Town of Lake Park. The Sections of the Ordinance may be re-numbered or re-lettered to accomplish such.

Section 5. **Effective date.** This Ordinance shall take effect immediately upon execution.

Upon First Reading this 21 day of July, 2021, the foregoing Ordinance was offered by Commissioner Linden, who moved its approval. The motion was seconded by Commissioner Michaud and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>/</u>	_____
COMMISSIONER JOHN LINDEN	<u>/</u>	_____
COMMISSIONER ROGER MICHAUD	<u>/</u>	_____

PUBLISHED IN THE PALM BEACH POST THIS 25 DAY OF July, 2021

Upon Second Reading this 4 day of August, 2021, the foregoing Ordinance, was offered by Vice-Mayor Glas-Castro who moved its adoption. The motion was seconded by Commissioner Michaud and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>/</u>	_____
COMMISSIONER JOHN LINDEN	<u>/</u>	_____
COMMISSIONER ROGER MICHAUD	<u>/</u>	_____

The Mayor thereupon declared **Ordinance No.** 08-2021 duly passed and adopted this 4 day of August, 2021.

TOWN OF LAKE PARK, FLORIDA

BY: [Signature]
Mayor, Michael O'Rourke

ATTEST:

Approved as to form and legal sufficiency:

[Signature]
Town Clerk, Vivian Mendez
TOWN OF LAKE PARK
SEAL
FLORIDA

[Signature]
Town Attorney, Thomas J. Baird

ADDITIONAL TREE BOARD CODE SECTIONS NOT BEING MODIFIED – REFERENCE ONLY

Subpart A - GENERAL ORDINANCES

Chapter 2 - ADMINISTRATION

ARTICLE IV. - BOARDS AND COMMITTEES

DIVISION 3. TREE BOARD

Sec. 2-181. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Board means the town tree board.

Park trees means trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the town, or to which the public has free access as a park.

Street trees means trees, shrubs, bushes and all other woody vegetation on land lying within the public rights-of-way of the town.

(Ord. No. 3-1991, § 6, 2-6-1991; Code 1978, § 31-25)

Sec. 2-182. Creation and establishment of a town tree board.

There is hereby created and established a town tree board, which shall consist of five persons appointed by the town commission.

(Ord. No. 3-1991, § 6, 2-6-1991; Ord. No. 18-1991, § 1, 11-20-1991; Code 1978, § 31-26)

Sec. 2-183. Term of office.

The terms of office of members of the board shall be three years. The members of the board shall be appointed by the town commission so as to stagger the terms of office.

(Ord. No. 3-1991, § 6, 2-6-1991; Ord. No. 18-1991, § 1, 11-20-1991; Code 1978, § 31-27)

**LEGAL NOTICE OF PROPOSED ORDINANCE
TOWN OF LAKE PARK**

Please take notice that on Wednesday, August 4, 2021 at 6:30 p.m. or soon thereafter the Town Commission, of the Town of Lake Park, Florida to be held at 535 Park Avenue, Lake Park, Florida 33403 will consider the following Ordinances on second reading and proposed adoption thereof:

ORDINANCE 08-2021

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE IV, DIVISION 3, SECTIONS 2-184, 2-185, AND 2-186 OF THE TOWN CODE PERTAINING TO THE TREE BOARD; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

If a person decides to appeal any decision made by the Town Commission with respect to any hearing, they will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. For additional information, please contact Vivian Mendez, Town Clerk at 561-881-3311.

Vivian Mendez, MMC, Town Clerk
Town of Lake Park, Florida
PUB: July 25, 2021 The Palm Beach Post