



Agenda

Town of Lake Park

Tree Board

Monday, September 21, 2020 6:30 P.M.

Via Zoom

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, 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.*

Pamela Frazier	Board Member
Cynthia Grey	Board Member
Edward Viera	Board Member

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

B. **PLEDGE OF ALLEGIANCE**

C. **INTRODUCTIONS/ORIENTATION**

1. Introduction of Board Members and Staff
2. Board Member Orientation
3. Duties and Responsibilities of the Board

D. **NEW BUSINESS**

4. Map of Public Areas
5. Town Code of Ordinances Relating to Plantings.

E. **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 announced. Please remember comments are limited to a **TOTAL** of three minutes.

F. **BOARD MEMBER COMMENTS**

G. **STAFF COMMENTS**

H. **ADJOURNMENT**

The next scheduled Tree Board Meeting will be conducted on [REDACTED].

Tree Board Agenda
September 21, 2020

TAB 1

Town of Lake Park Staff

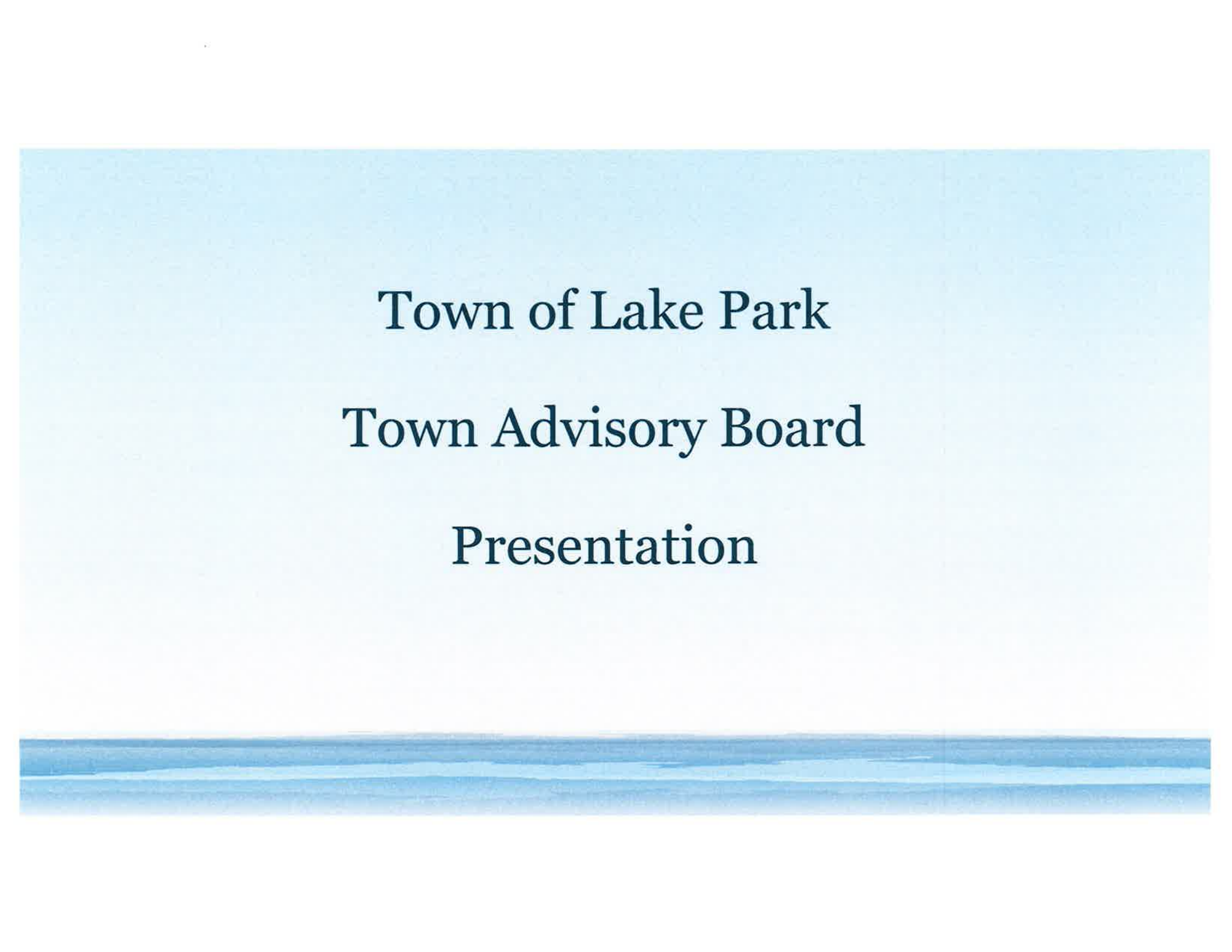
John D'Agostino - Town Manager

Vivian Mendez – Town Clerk

Nadia DiTommaso – Community Development Director



TAB 2



Town of Lake Park
Town Advisory Board
Presentation

GOVERNMENT IN THE SUNSHINE

- What is Government in the Sunshine? (The Sunshine Law)
 - The Sunshine Law is triggered if two or more members of the same board (elected or appointed) gather to discuss some matter which will foreseeably come before that board for action.
 - The Sunshine Law requirements are:
 - The meeting must be open to the public.
 - It is strongly suggested that meetings be noticed at least 7 days in advance.
 - The Town Hall front bulletin board comply with the public notice requirement.
 - Minutes of the meeting must be taken.

GOVERNMENT IN THE SUNSHINE

- What about talking at social events?
 - Board Members talking with each other at social events is allowable:
 - Refrain from speaking about topics or issues which could, may, or will come before the Board or Commission at any time.
 - OK to talk about the weather, the score of the game, or the latest movie you've seen or the best seller you've read.

GOVERNMENT IN THE SUNSHINE

- What happens if the Sunshine Law is violated?
 - A knowing violation of the Sunshine Law is a misdemeanor of the second degree.
 - A person convicted of a second degree misdemeanor may be sentenced to a term of imprisonment not to exceed 60 days and/or fined up to \$500.00.
 - In addition, the Governor may remove the individual from office.

ROBERT'S RULES OF ORDER

- Use of Robert's Rules of Order is completely voluntary.
- A Board/Commission can pick and choose which parts of the rules it uses.
- The Board/Commission can “go by the book” if it wants, but it doesn't have to.

ROBERT'S RULES OF ORDER

- Here are some suggestions on how to conduct a productive meeting:
 - Stick to the topics listed on the printed agenda.
 - Recognition to speak should be coordinated through the Chair/Mayor.
 - Respect others, speak with civility, and maintain order.

ROBERT'S RULES OF ORDER

- How to make a motion:
 - Ask the Chair/Mayor for the floor and say “I move that...” (by clearly describing the action to be taken by the Board/Commission).
 - Be precise in the words to be contained in the motion.
 - The group votes on exact language; not on vague ideas.
 - Another member of the Board/Commission needs to clearly “second” the motion.
 - The Chair/Mayor then recognizes the motion, and second, and discussion on the motion may begin.

ROBERT'S RULES OF ORDER

- Voting:
 - Voting is the sole responsibility of the Board/Commission.
 - Before a final vote, the public is entitled to discuss the motion if a Pink Commission Card been filled out and given to the Town Clerk/Recording Secretary prior to the start of the meeting.
 - After all discussion is completed, the Chair/Mayor then calls for a vote on the motion by the members of the Board/Commission with their responses being either “Aye” or “Nay”.
 - The public does not vote on the item being considered.

PUBLIC RECORDS LAW F.S.S. 119

- Generally, the public has a complete right to review any public records kept by the Town (with certain documents exempt under state law).
- Records include: written words, electronic words, maps, books, e-mails, and social media. It does not include verbal communications.
- A public records request (PRR) does not need to be in writing and the requestor does not need to identify him/her self or say why they want the record.
- The Town can use a voluntary request form to attempt to narrow in, and better understand, the request that is being made.

PUBLIC RECORDS LAW F.S.S. 119

- Staff does not need to stop what they are doing to fill the PRR.
- However, the request must be filled “in a reasonable amount of time”.
- The Town may charge for filling the PRR at \$0.15 per copy (\$0.20 double sided copy) and the staff time involved in producing the record (typically, any staff time under 15 minutes is not charged to the requestor).
- Most important point: **IF THE TOWN HAS THE RECORD (and it is not covered under one of the exemptions under state statute) IT MUST BE PRODUCED.**

PUBLIC RECORDS LAW F.S.S. 119

SOCIAL MEDIA

- Social media records include any Town controlled OR PERSONAL social media accounts which include any issues or topics which might come before the Town Commission/Board.
- Your social media posts dealing with Town business are a public record, and if requested, will be produced!
- Even if most of your social media posts are only personal, if you have just one post dealing with Town business, the requestor may have an opportunity to request copies of all of your social media expressions.

PUBLIC RECORDS LAW F.S.S. 119

- Not all records must be kept forever. There is a State of Florida General Schedule which directs which records must be kept for certain periods of time.
- If a record falls outside of the General Schedule, it may be destroyed.
- However, there is a state form which must be filled out annually and sent to the Secretary of State, advising them which documents have been destroyed, based upon the General Schedule.
- Destroying documents which fall outside of the General Schedule is a good practice, which can help to avoid possible PRR issues.

PALM BEACH COUNTY COMMISSION ON ETHICS

- Palm Beach County has a very strong ethics law regulated by the Palm Beach County Commission on Ethics.
 - Elected or appointed officials are required to take a four-hour ethics training session each year and submit a certificate of compliance to the Commission on Ethics.
 - Completion of the training is required within 30 days of taking the oath of office.

GIFT LAW

- You cannot ask for or accept any gift of any value in return for, or because of, the way you do your job as a member of the Town Commission/Board.
 - You cannot ask for, or accept gifts worth more than \$100.00 from any vendor, lobbyist, or company doing business with the Town.
 - If you do receive a gift valued at more than \$100.00 from someone not listed above, you must file an Annual Gift Disclosure Report with the Commission on Ethics no later than November 1st of the previous fiscal year.

HELPFUL WEBSITES

- **GOVERNMENT IN THE SUNSHINE MANUAL**
 - [http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AKBS9L/\\$file/2017+Sunshine+Law+Manual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-AKBS9L/$file/2017+Sunshine+Law+Manual.pdf)
- **ROBERTS RULES OF ORDER**
 - <http://www.robertsrules.com>
- **PUBLIC RECORDS LAW**
 - http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119ContentsIndex.html
- **PALM BEACH COUNTY COMMISSION ON ETHICS**
 - <http://www.palmbeachcountyethics.com/>

Vivian Mendez, MMC

Town Clerk

Town of Lake Park

535 Park Avenue, Lake Park, FL 33403

561-881-3311

townclerk@lakeparkflorida.gov

TAB 3

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)

Cross reference— Definitions generally, § 1-2.

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)

Sec. 2-184. - Compensation.

Members of the board shall serve without compensation.

(Ord. No. 3-1991, § 6, 2-6-1991; Code 1978, § 31-28)

Sec. 2-185. - Duties and responsibilities.

- (a) *Tree inventory*. It shall be the responsibility of the board to develop an inventory of all trees on public property within the town. Such inventory 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 shall be completed 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 the community development 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.

- (c) *Annual work plan.* It shall be the responsibility of the board to develop 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.
- (d) *Submission of plan and expenses.* The annual work plan shall be submitted to the town commission not later than June of each year and shall include a list of estimated expenses for the following calendar year. The town commission may approve such plan by resolution, subject to the provision of necessary funding in the town budget.
- (e) *Special matters and questions.* 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.

(Ord. No. 3-1991, § 6, 2-6-1991; Ord. No. 18-1991, § 3, 11-20-1991; Code 1978, § 31-29)

Sec. 2-186. - Operation.

The board shall choose officers, make rules and regulations, and keep a journal of the board's findings. A majority of the members of the board shall be a quorum for the transaction of business.

(Ord. No. 3-1991, § 6, 2-6-1991; Code 1978, § 31-30)

Sec. 2-187. - Reserved.

Editor's note— Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-187, which pertained to street tree species to be planted and derived from the 1978 Code; Ord. No. 3-1991, adopted Feb. 6, 1991; Ord. No. 7-1991, adopted Apr. 3, 1991; and Ord. No. 18-1991, adopted Nov. 20, 1991.

Sec. 2-188. - Reserved.

Editor's note— Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-188, which pertained to spacing of street trees and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

Sec. 2-189. - Reserved.

Editor's note— Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-189, which pertained to distance of street trees from curbs and sidewalks and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

Sec. 2-190. - Reserved.

Editor's note— Section 2 of Ord. No. 04-2009, adopted Feb. 18, 2009, repealed § 2-190, which pertained to distance of street trees from street corners and fireplugs and derived from the 1978 Code; and Ord. No. 3-1991, adopted Feb. 6, 1991.

Secs. 2-191—2-220. - Reserved.

New Business

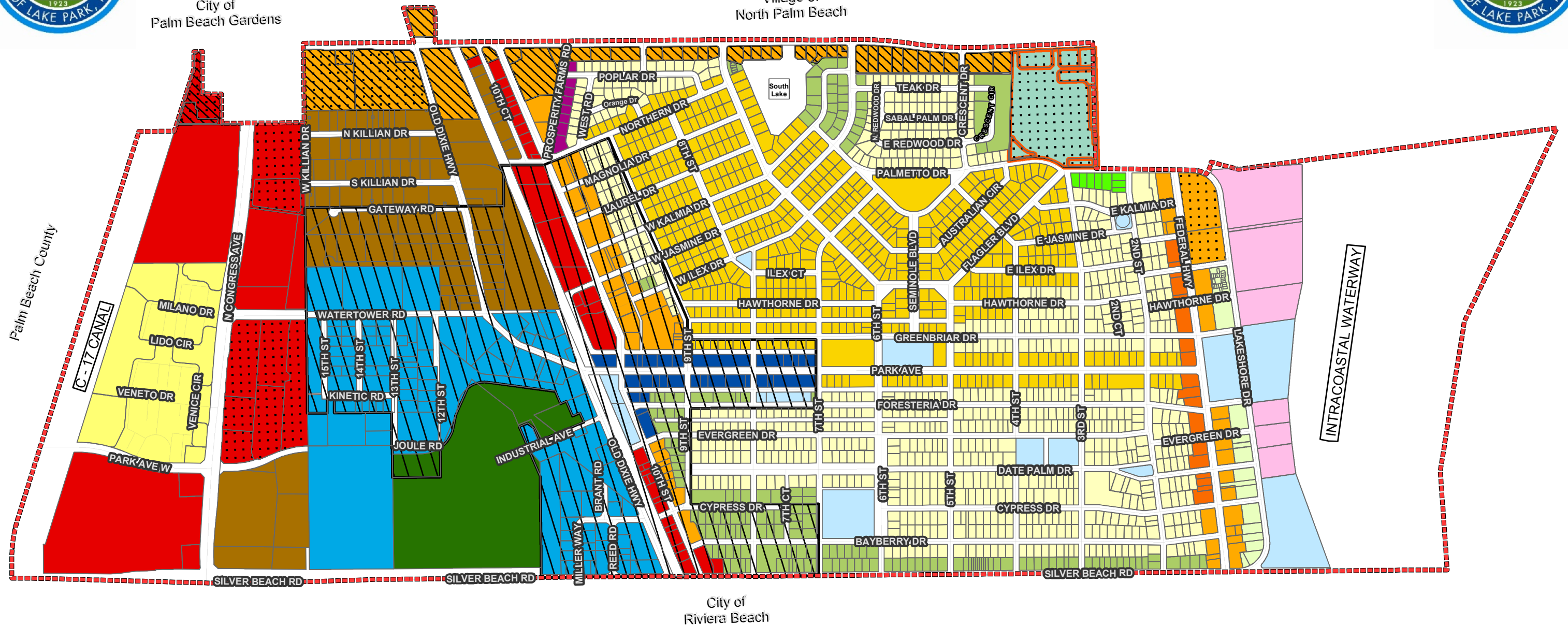
TAB 4



Lake Park Zoning Map

City of
Palm Beach Gardens

Village of
North Palm Beach

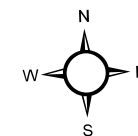
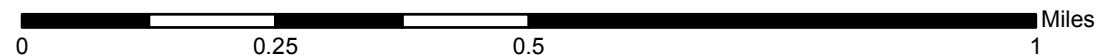


Legend

- | | | | | |
|-----------------------|---|------------------------------------|--|--|
| TOWN BOUNDARY | C3 BUSINESS DISTRICT | CRA OVERLAY | PUD PLANNED UNIT DEVELOPMENT | R1B TWO FAMILY RESIDENCE DISTRICT |
| C1 BUSINESS DISTRICT | C4 BUSINESS DISTRICT | NBOZ OVERLAY | R1 SINGLE FAMILY RESIDENCE DISTRICT | R2 MULTIPLE FAMILY RESIDENCE DISTRICT |
| C1B BUSINESS DISTRICT | CLIC CAMPUS LIGHT INDUSTRIAL & COMMERCIAL | P PUBLIC DISTRICT | R1A SINGLE FAMILY RESIDENCE DISTRICT | R2A MULTIPLE FAMILY RESIDENCE DISTRICT |
| C2 BUSINESS DISTRICT | CONSERVATION | PADD PARK AVENUE DOWNTOWN DISTRICT | R1AA RESIDENCE DISTRICT | R3 MULTIPLE FAMILY RESIDENCE DISTRICT |
| | | | TND TRADITIONAL NEIGHBORHOOD DEVELOPMENT | |

Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

GIS Produced and maintained by the CGA
Geographic Information Systems Services



Map Date : 6-28-2016

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