



AGENDA - AMENDED
CITY TREE COMMITTEE
MAY 5, 2021
***10:30 AM**
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

- 1. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING MINUTES**
 - 3.1 Approval of the Minutes for the April 7, 2021 City Tree Committee.
 - 3.2 Approval of the Minutes for the April 21, 2021 City Tree Committee.
- 4. BOARD BUSINESS**
 - 4.1 Panel Discussion - Tree Professionals
 - 4.2 Preservation & Maintenance
 - 4.3 Replacement & New Plantings
 - 4.4 Introduction to Tree Canopy working document
 - 4.5 Next agenda topics/Website revamping
- 5. MEMBER COMMENTS**
- 6. ADJOURNMENT**
- 7. THE NEXT CITY TREE COMMITTEE MEETING IS SCHEDULED FOR MAY 19, 2021**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired). All interested parties may appear at said meeting and be heard as to the advisability of any action, which may be considered with respect to such matter. For information regarding this matter, please contact the Planning Department (904) 310-3135.

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Katie Newton, Legal Assistant

Tammi E. Bach, City Attorney

Date: April 27, 2021

Submitted By: Taylor Hartmann, Planning Technician



**MINUTES
CITY TREE COMMITTEE
APRIL 7, 2021
10:30 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER/ROLL CALL 10:30**
- 2. PLEDGE OF ALLEGIANCE**
- 3. INTRODUCTION**

3.1 Welcome to the Tree Committee

Ms. Taylor Hartmann introduced herself and Ms. Daphne Forehand as Staff Liaisons for the newly formed Tree Committee and asked members of the Committee to introduce themselves. Members stated their name and affiliations as follows: Margaret Kirkland (The Amelia Tree Conservancy), Lisa Finkelstein (Fernandina Beach Main Street), David Jensen (Westrock Forestry Resources), Lynda Bell (Keep Nassau Beautiful), Matthew Meskimen (MCG Homes), Tammi Kosack (resident).

3.2 Goals from the City Commission

Ms. Forehand explained that the main purpose of the creation of this committee was to create a plan to present to the City Commission by early August 2021, which would lay out its vision of Preservation, Rehabilitation, Maintenance, Expansion, and most importantly, to increase its tree canopy by 5% through the year 2024.

Ms. Hartman explained the main driving goal of the City Commission being to increase the tree canopy by 5% and suggested a few ways on how it could be achieved, such a review and revision of ordinances, tree protection and mitigation, and assessment of potential expansion of the tree canopy coverage.

3.3 Tree Committee expectations

Ms. Hartman explained that the expectations from the Tree Committee was to gather this information and create and present this framework to the City Commission Regular Meeting of August 3rd, 2021 for their consideration. She then presented some canopy coverage data regarding current existing canopy coverage within the city boundaries and what a 5% increase would represent as far as potential tree planting numbers.

3.4 Timeframes & deadline to present a report to the City Commission.

Staff reiterated that this fact-finding report would be presented at the August 3rd, 2021 Regular Meeting of the City Commission.

4. INTRODUCTION OF MEMBERS

4.1 Members' expectations

Committee members were asked to introduce themselves and expand on their respective community and professional involvement and experience and how best they could serve this committee. Members spoke as

DRAFT

follows: Lynda Bell from Keep Nassau Beautiful explained its mission and most importantly its main program to plan trees; Matthew Meskimen, a general contractor with MCG Homes, elaborated on personally being a naturalist and passionate about living with the environment; Tammi Kosack, resident of Fernandina Beach and a board member of the Historic District Council, stated her previous professional experience with construction, renovation, design and landscaping; Margaret Kirkland chair of The Tree Conservancy stated that most of their members are residents of the City, she explained that this organization focuses on advocacy and tree planting and maintenance of the tree canopy and emphasized on the importance of the later; John Hillman, developer at Crane Island, explained his vision as being the protection of the natural environment and creation of architecture that looks like it's been present forever. He also touched on the process of removal and replacement of trees and the overall holistic impact of trees; Lisa Finkelstein from Fernandina Beach Main Street explained the vision of Main Street and laid out the boundaries of the Main Street areas. She also emphasized that Main Street is the liaison between businesses and the City of Fernandina Beach; David Jensen, Westrock Forestry Resources (wood procurement team), has a forestry degree and spoke of the importance of the sustainability of the tree canopy and is excited to be part of this committee.

5. FRAMEWORK OF PLAN

5.1 Possible LDC code based changes

Ms. Hartmann explained that LDC code-based changes are not about rewriting the codes but more about fine tuning and finding areas that could be improved.

5.2 Maintenance & preservation of existing canopy

Ms. Hartmann spoke about the importance of maintaining and protecting the existing mature canopy.

5.3 Replacement & new planting

Ms. Hartmann noted that replacement and new planting are also important and finding the areas where new plantings would benefit the growth of the canopy is key.

5.4 Events & community outreach

Ms. Hartmann explained the importance and impact of outreach in order to get the community excited and involved. She spoke of an upcoming Tree Give Away event on April 17th, 2021 that will be part of the City's recycling event.

5.5 REVAMP centralized information - www.fbfl.us/TREES

Ms. Hartmann addressed the revamping of the City Tree webpage with hopes to deliver a more centralized forum for tree information and outreach, and possibly include interactive maps regarding any addition to the tree planting efforts.

6. MEMBER COMMENTS

7. HOMEWORK

- 7.1 a. Get familiar with tree related documents
 - i. Tree related documents:
 - ii. LDC Chapter 1, Section 1.07.00 (Definitions)
 - iii. LDC Chapter 4, Section 4.05.00
 - iv. LDC Chapter 11, Section 11.08.03 (Penalties)
 - v. Fernandina Beach 2009-2019 Tree Canopy Assessment 04/14/20
 - vi. Fernandina Beach Tree Management Plan 2019-2024

Ms. Hartman asked that members familiarize themselves with the suggested tree related documents. She also suggested following the Florida Sunshine Law requirements even if this committee does not fall under its umbrella.

DRAFT

7.2 Data gathering - Choose a city section and build a list of areas where there is a need for tree planting. As a last assignment, Staff asked that members review the City Boundary Tree Canopy Coverage map and choose a quadrant where they could drive by areas during the time frame of this committee and assess planting possibilities. This information would be gathered and reported back at each meeting. Member Kosack asked if this would include private properties along with City properties. Ms. Hartmann confirmed that information about potential area of planting on private properties would also be welcomed.

Members then discussed the positive impact of educating the public about tree removal, real estate value of trees, and incentive to retain trees during the building construction stage. Member Kirkland suggested on creative ways to improve and share the process of retaining trees during that stage and also encourage looking at other examples of city's tree educational webpages. She also spoke of LDC code modification flexibility for Staff to make amendments. Member Kirkland also touched on her input with the PAB regarding the Comprehensive Plan which she would be happy to share.

Member Kosack suggested that tree related enterprises should have input into potential changes and updates.

Member Meskimen spoke about the City's Arborist position being vacant and inquired about the lack of tree removal or tree nursery companies being represented within this committee. Ms. Forehand explained that this was decided so not to give the impression of favoring one company over the other. There was suggestion to include them during a panel discussion during one meeting.

Member Hillman suggested that tree nursery companies' input could be requested once areas for possible planning are established by members.

Ms. Forehand clarified that this is a temporary committee whose focus is about finding solutions for the ultimate goal of increase the existing tree canopy by 5% set by the City Commission. Ms. Hartmann mentioned that if the committee feels it needs input from other professional groups, panel discussions can be set.

Ms. Forehand stated that another canopy coverage assessment could be considered to which Member Kirkland noted that she had recently reached out to a company and their recommendation was that the City or County should seek a grant to fund these types of assessments.

8. MEETING CALENDAR

Ms. Hartmann noted that there are 8 meetings remaining before the deadline of August 3rd, 2021 and that meetings would take place on Wednesday, every two weeks, at the same time and location. Members agreed to this schedule. It was decided that *Events and Outreach* and *Possible LDC Code-Based Changes* would be discussion topics at the next meeting of Wednesday April 21st, 2021.

9. ADJOURNMENT 11:38

Sylvie McCann, Recording Secretary

Daphne Forehand, Staff Liaison

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: April 28, 2021

Submitted By: Taylor Hartmann, Planning Technician



**AGENDA
CITY TREE COMMITTEE
APRIL 21, 2021
10:30 AM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET**

1. CALL TO ORDER/ROLL CALL 10:33

MEMBERS PRESENT:

Margaret Kirkland (The Amelia Tree Conservancy), Lisa Finkelstein (Fernandina Beach Main Street), David Jensen (Westrock Forestry Resources), Lynda Bell (Keep Nassau Beautiful), Matthew Meskimen (MCG Homes), Tammi Kosack (resident).

MEMBERS ABSENT:

John Hillman (Crane Island)

OTHERS PRESENT

Daphne Forehand, Staff Liaison
Taylor Hartmann, Staff Liaison
Sylvie McCann, Recording Secretary
Kelly Gibson, Planning & Conservation Director

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING MINUTES

3.1 Approval of the Minutes for the April 7, 2021 City Tree Committee.

Minutes from the previous meeting were accidentally not published with the agenda. Ms. Hartmann noted that the Minutes approval would be postponed until the next meeting of May 5th, 2021.

4. BOARD BUSINESS

4.1 Events & Outreach

Ms. Forehand announced that the Free Tree Give Away event which took place Saturday April 17, 2021 in collaboration with Keep Nassau Beautiful was a success with 251 trees donated to City residents. She also thanked Linda Bell and asked that she share some comments. Ms. Forehand spoke of future events and tentative timeframe for the remaining of the year. She added that these events would be financed by the City Tree Trust Funds which funds are generated by the allocation of half of the tree removal and mitigation fees collected within building permit fees.

DRAFT

Member Bell suggested having the next event in the 3rd Quarter because of the summer heat. She also brought up the idea of a festival which could emphasize the education aspect of planting trees. Member Kirkland asked to be mindful of the hurricane season timeframe.

Member then brought up Arbor Day in April, the end of the school year to involve student with the idea of a hands-on event and an Adopt-A-Tree event.

Ms. Forehand explained that during the last event, City residents who registered were asked to view a short video giving information about the free tree they chose and how to care for it. Member Jensen agreed that including children to events participation is a great idea.

Ms. Forehand asked if any members had a chance to look at their chosen area of potential plantings. Member Kosack said she included her findings into a Power Point. She mentioned areas near the port where tree planting would help with exhaust and noise pollution from trucks, areas near the warehouses, an area close to Cedar Street.

Member Kirkland suggested school areas where the Middle and High Schools are located near the ballpark. She also noted a church close to that area that holds planting spaces and the Housing Authority to which Ms. Forehand stated that an event had already been held at that location this year.

Members commented on Simmons Park and the fact that a recently planted tree was dying.

Ms. Hartmann addressed the promotional aspect of the outreach and community partnership and asked if members had any additional ideas. Member Kirkland brought up The Tree Conservancy website and asked if the City could concentrate and centralize all the information gathered for the public. Member Jensen spoke of reaching out to the public with healthy competition, such as plaques, photography, and recognitions.

4.2 LDC Code-based Changes

Mr. Meskimen spoke of the previous analysis included in the Management Plan and asked to clarify what the current goals are regarding the LDC. Staff explained that the report regarding the main goal to reach that 5% increase in canopy could identify adjustments and small tweaks to the LDC along with specific sustainable actions found in that current Management Plan which can then be expanded on.

Ms. Gibson commented on the request from the City Commission's goal towards tree neutrality. She clarified the tasks at hand being to create a report or document showing how strategies can be built and prioritized into actions which could then be created into measurable implementable solutions for the City Commission to assess.

Member Kosack asked about a report showing the total of tree removed, per year. She also inquired about the possibility of relaxing certain setbacks in order to retain healthy trees. She spoke of other municipality's preservation being much stronger and are including trees and dunes into their preservation efforts.

Members asked about variance processes that are already in place such as setbacks and parking requirements impacting trees and what actions could be created to relax these requirements. Ms. Gibson touched on last years' code amendment regarding mitigation ratios and penalties for unpermitted work.

Members mentioned that clarifying the list of best suited tree species would help along with paying attention to the soil composition of the planting areas. Member Kosack asked about replanting requirements in cases where projects fall through and trees have been removed.

Members then discussed the availability of information regarding trees, tree planting and action plans and where it could be centralized to a reformatted webpage similar to other municipalities.

Ms. Gibson expanded on actions plans such as tree replacement and tree fostering and also spoke of the importance of this committee's voice in bringing up actionable solutions to the City Commission.

Member Meskimen asked about the financial impact to residents to not remove trees and member Kosack asked

DRAFT

about FPU requirements for pruning of trees. Ms. Gibson answered that this falls under Florida Statutes.

Member Kosack asked that the “info-graphics” document handed out be shared with all members.

Ms. Hartmann encouraged the members to gather info about what they would like to add to the reformatted Tree webpage.

4.3 Next Agenda Topics / Panel Discussion

Staff explained that the next meeting would hold a Panel Discussion with Tree Specialists, mainly tree removal companies to discuss how they are working with our codes and what struggles they are experiencing if any.

5. MEMBER COMMENTS

Member Kosack mentioned that since time is of the essence, what actions should members concentrate on. Ms. Forehand emphasized that the identification of available areas for planting is a priority. Staff also said that any information about these areas (addresses, pictures) should be emailed directly to the office’s email so it can be documented and organized.

6. ADJOURNMENT 11:50

7. THE NEXT CITY TREE COMMITTEE IS SCHEDULED FOR MAY 19, 2021.

Sylvie McCann, Recording Secretary

Daphne Forehand, Staff Liaison

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Future Land Use Map Amendment > 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: April 28, 2021

Submitted By: Taylor Hartmann, Planning Technician

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Future Land Use Map Amendment > 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: April 28, 2021

Submitted By: Taylor Hartmann, Planning Technician

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Future Land Use Map Amendment > 10 Acres

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: April 28, 2021

Submitted By: Taylor Hartmann, Planning Technician

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: Comprehensive Plan Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: April 28, 2021

Submitted By: Taylor Hartmann, Planning Technician

PLANNING ADVISORY BOARD AGENDA ITEM
City of Fernandina Beach



SUBJECT:

ITEM TYPE: LDC Text Amendment

REQUESTED ACTION:

SYNOPSIS:

CITY ATTORNEY COMMENTS:

Jacob Platt, Senior Planner

Kelly N. Gibson, AICP, Planning Director

Tammi E. Bach, City Attorney

Date: April 28, 2021

Submitted By: Taylor Hartmann, Planning Technician
