



**AGENDA**  
**TREE BOARD/BEAUTIFICATION ADVISORY MEETING**  
**CITY OF ST. AUGUSTINE BEACH**  
**THURSDAY, JANUARY 28, 2016**  
**7:00 PM.**

City Hall  
2200 A1A South  
St. Augustine Beach, FL 32080


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- I. CALL TO ORDER
  - II. PLEDGE OF ALLEGIANCE
  - III. ROLL CALL
  - IV. APPROVAL OF MINUTES OF OCTOBER 14, 2015 MEETING
  - V. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR 2016
  - VI. TREE BOARD MATTERS
    - A. Discussion of Preparations for Arbor Day 2016 with Events Coordinator, Ms Hala Laquidara
    - B. Discussion of Avenue of Palms and 450 Tree Projects
    - C. Review of Tree Removal Permits
    - D. Other Tree Board Matters
  - VII. BEAUTIFICATION ADVISORY COMMITTEE MATTERS
    - A. Review of Beautification Plan for Embassy Suites Hotel, 300 A1A Beach Boulevard
    - B. Decisions Concerning Beautification Awards for 2015
    - C. Consideration of Developing a Five Year Beautification Plan for A1A Beach Boulevard
    - D. Other Beautification Committee Matters
  - VIII. NEED FOR APPLICANTS TO SERVE ON BOARD/COMMITTEE
  - XI. SCHEDULING DATE FOR NEXT MEETING
  - X. ADJOURNMENT

**NOTICES:** In accordance with Florida Statute 286.0105 "If any person decides to appeal any decision made with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person 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

In accordance with the Americans with Disabilities act, persons needing a special accommodation to participate in this proceeding should contact the City Manager's Office not later than seven days prior to the proceeding at the address provided, or telephone 904-471-2122, or email [sabadmin@cityofsab.org](mailto:sabadmin@cityofsab.org)

## MEMORANDUM

**TO:** Ann Palmquist, Chairman  
Tanya Frantzen, Vice Chairman  
Joan Muller  
LeaAnn Lombardi  
Mary Beth Hutchinson  
Craig Thomson  
Jeanette Smith (Alternate)

**FROM:** Max Royle, City Manager 

**DATE:** January 13, 2016

**SUBJECT:** Information for Your January 28<sup>th</sup> Meeting

The information is provided in the same sequence as the topics on the agenda for the meeting.

### 1 ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR 2016

Ms. Palmquist has been your chairman two years in a row

### 2. TREE BOARD MATTERS

#### A. Arbor Day Preparations

Ms. Laquidara will be at your meeting to discuss the preparations for Arbor Day 2016.

One matter you need to discuss is setting a date for the Arbor Day celebration this year. It is usually held on the second or third Friday in April. The dates for those Fridays in 2016 will be April 8<sup>th</sup> or April 15<sup>th</sup>. Or, because there are five Fridays in April 2016, you could hold the celebration on the fourth Friday, which will be April 22<sup>nd</sup>. You usually try to have the celebration on a date that doesn't conflict with public school functions

#### B. Discussion of Avenue of Palms and 450 Tree Projects

At your October 14, 2015 meeting, Mr. Thomson requested that these topics be on the agenda for each of your meetings. You'll recall that the City Commission appropriated money in the FY 16 budget for these projects. You can discuss the up-to-date status of each at your January meeting.

#### C. Review of Tree Removal Permits

The Director of Building and Zoning's reports for the past three months are behind the minutes.

### 3. BEAUTIFICATION ADVISORY COMMITTEE MATTERS

#### A Review of Beautification Plan for Embassy Suites Hotel, 300 A1A Beach Boulevard

A copy of the plan is attached. Mr. Steve Glaze from the Hotel's owner, Key North, will be at your meeting to discuss it with you

#### B. Beautification Awards for 2015

The list of nominees for the residential and commercial categories are in the minutes for your October 14<sup>th</sup> meeting. We ask that you select a winner in each category. You usually present the awards at your Arbor Day celebration.

#### C. Consideration of Five-Year Boulevard Beautification Plan

When the Beautification Advisory Committee was authorized by the City Commission in 1997, one of its tasks was to develop a five-year beautification plan for A1A Beach Boulevard. The Avenue of Palms and the landscaping of various plazas were the results.

You may want to consider developing another five-year plan for the Boulevard and the adjacent plazas. Each year, you could use the plan to ask the Commission to include money in the annual budget to implement a phase of the plan.

### 4. NEW MEMBERS FOR THE BOARD/COMMITTEE

The Board/Committee is still missing a full member and an alternate. Given that your past two meetings have had to be cancelled because of lack of a quorum, we ask that you encourage residents to apply to serve on the Board/Committee, so that there will be a sufficient number of members present for a meeting.

### 5. SCHEDULING DATE FOR YOUR NEXT MEETING

The Commission room won't be available the following dates:

- Monday, February 1<sup>st</sup>, City Commission
- Monday, February 8<sup>th</sup>, City Commission
- Tuesday, February 9<sup>th</sup>, Civic Association
- Tuesday, February 16<sup>th</sup>, Planning Board

### SUPPLEMENTAL INFORMATION

Here is the money available in the Road/Streets Department's Beautification Projects account as of the last financial report (December 31, 2015): \$14,703.28. The total amount appropriated to this account was \$16,000.

In the Tree Fund, there is \$8,659.00



**MINUTES OF THE  
TREE BOARD BEAUTIFICATION  
ADVISORY COMMITTEE  
CITY OF ST. AUGUSTINE BEACH  
WEDNESDAY, OCTOBER 14, 2015  
7:00 PM.**

City Hall  
2200 A1A South  
St. Augustine Beach, FL 32080

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I. CALL TO ORDER

Chairman Palmquist called the meeting to order at 7:00 PM.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Craig Thomson, Tanya Frantzen, Joan Muller, Ann Palmquist, Ms. Lombari, Mary Beth Hutchinson; Jeanette Smith Also Present: Max Royle, City Manager; Ken Gatchell; Assistant Public Works Director; and April Haskins, Secretary.

IV. BEAUTIFICATION ADVISORY COMMITTEE MATTERS

A. Review of Beautification Plan for Courtyard by Marriott Hotel

Mr. Brian Patton from Verde Go in Palm Coast presented a Beautification Plan for the Marriot Hotel. The plan he submitted had previously been approved. Mr. Patton was contacted by the owners of the Marriot Hotel to review the plans and make recommendations regarding further landscaping. Mr. Patton stated that upon his review of the plan he felt that some of the areas, especially the parking lot areas were under landscaped.

Mr. Patton stated that he used the exact approved plan to make his recommendations. His main recommendations were focused on the interior landscaping.

The Board had reservations regarding the approval of this plan. One main point that concerned the Board was the large Oak tree that is located on the property. The owners of the property have spent a substantial amount of money to try and save the Oak tree.

MR THOMSON MADE A MOTION TO CLARIFY THE PUD LANGUAGE FOR THE 15' BUFFER BETWEEN USES; THE TREE REQUIREMENTS BASED ON SITE AREA AND TREE CREDITS; THE AVENUE OF PALMS SPACING AND THE LOCATION OF TREES ALSO THE OAK TREE IS THREATENED AND THE PLAN DOES NOT FOLLOW THE URBAN FORESTRY DESIGN STANDARDS FOR PROTECTING THAT TREE. MS. FRANTZEN SECONDED THE MOTION.

Yes:	Jeanette Smith; Tanya Frantzen, Chairman Palmquist, Ms. Mueller, Mr. Thompson, Ms. Lombardi; Ms. Hutchinson
No:	

## **B. Discussion of Beautification Awards for 2015**

Nominations for the 2015 Beautification Awards are as follows:

### **Residential:**

305 – B Street  
 214- C Street  
 316 - C Street  
 504 – C Street  
 203- D Street  
 313- D Street  
 506- D Street (previously won in 2011)  
 507- D Street  
 208- 4th St (previously won in 2010)  
 106 -3<sup>rd</sup> St  
 200- 7th St  
 214- 7<sup>th</sup> St  
 112- 11<sup>th</sup> Street  
 4- Mickler Blvd

### **Commercial:**

Quality Inn  
 Obie's Filling Station

### **Special Recognition**

Sea Grove Pond

## **C. Report by Assistant Public Works Director on Drawing and Cost Estimate for Florida Friendly Plants on Public Land**

This item was not discussed.

## **D. Other Beautification Committee Matters**

Mr. Thompson requests that each Agenda include the 450 Tree and the Avenue of Palms projects.

V. **TREE BOARD MATTERS**

A. **Money for Tree Projects in FY 16 Budget**

There are two projects approved for FY 16, one is the continuation of the Avenue of Palms and the second is 450 trees.

B. **Review of Tree Removal Permits**

The Board reviewed the report provided by Mr. Larson regarding the Tree Removal Permits that have been issued.

C. **Other Tree Board Matters**

The Board requested that the City Event Coordinator, Ms. Hala Laquidara, attend the next meeting. They would like to discuss the steps involved to prepare for Arbor Day.

VI. **SUPPLEMENTAL INFORMATION**

A. **Money in Beautification Account for FY 16 and Tree Fund**

VII. **DISCUSSION OF IMPERVIOUS/POROUS PAVING AND STORM WATER MANAGEMENT**

Mr. Thomson discussed with the Board impervious surface coverage and alternative porous paving materials. He asked for comments from the Board and from the Public Works Director at the next meeting. He would like to the Land Development Code to have impervious surfaces to be defined as:

Impervious Surface- A surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. It includes, but is not limited to, semi-impervious surfaces such as compacted clay as well as most conventionally surfaced streets, roofs, sidewalks, parking lots, swimming pools and other similar structures.

VIII. **NEED FOR CITIZENS TO SERVE ON BOARD/COMMITTEE**

The Board members are continuing to announce to other residents the need for new members.

IX. **SCHEDULING DATE FOR NEXT MEETING**

The next meeting will be held on November 18, 2015.

X. ADJOURNMENT

There being no further business to come before the board, meeting was adjourned at 9:15 p.m.

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Ann Palmquist-Chairman

ATTEST

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City Manager

*(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDINGS WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE VIDEO CAN BE FOUND AT WWW.STAUGBCH.COM, OR BY CONTACTING THE OFFICE OF THE CITY MANAGER)*



Memorandum

TO: Mr. Max Royle, City Manager  
FROM: Gary Larson, Building Official  
DATE: October 22, 2015  
RE: Monthly Report

TREES:

403 A Street. 2 Oaks. 1- 3", 1- 8", Trees in rear yard growing into fence. Approved removal- 3" being removed, 8"- Trimming only.

51 Lee Drive. 4 trees. 1 Japanese Plum, Not protected, allowed removal. 1 oak. Was dead, a hazard to the residence, approved for removal. 1 Holly, roots under foundation, overgrowing roof causing damage, approved for removal. 4<sup>th</sup> was a bush, approved to remove.

209 9<sup>th</sup> Street. 1- not a protected tree. Overhanging owners and neighbor's roof, causing damage to both. Approved for removal.

116 Island Way. 1 Magnolia. Tree is dying, a hazard to surrounding property, approved for removal.

200 N Forest Dune Drive. 1 cedar, hit by lightning. Require arborist report to remove. Also mitigate replacement.

302 F Street. 1 oak. Tree is lifting driveway, cracking garage floor, approved for removal.

106m E Street. 2 Palms. Possibly in City alleyway. Approved for removal if deemed dangerous to structures. City will evaluate.

216 12<sup>th</sup> Street. 1 pine, rear yard, affecting septic tank operation, approved for removal. 1 oak in City alleyway. Approved for trimming only to allow access for equipment to service septic system.

Memorandum

TO: Mr. Max Royle ,City Manager

FROM: Gary Larson, Building Official

DATE: November 24, 2015

RE: October Monthly Report

TREES:

1189 Overdale Road. 3 Oaks. One front yard, less than 6", approved to remove,. One Northeast side, hazard to structure, approved to remove. One on Northwest corner, approved for trimming only.

520 Weeping Willow Lane. Arborist report on four oaks, approved for removal.

508 E Street, 2 oaks, rear yard, hanging over structure, trimming not feasible, approved for removal.

104 Seagrove Main Street. 1 oak, too close to structure, leaning over traffic way, approved for removal.

1184 Overdale Road. 1 water oak, leaning over structure roof, approved for removal.

Memorandum

TO: Mr. Max Royle, City Manager  
FROM: Gary Larson, Building Official  
DATE: December 9, 2015  
RE: Monthly Report

TREES:

206 C Street. Reported 2 pines. One was a pine, dying, in the power lines, approved for removal. 2<sup>nd</sup> was a bush less than 6" trunk.

1117 Overdale Road. Removal for 1 oak for patio. Required HOA approval for patio before allowing removal.

916 Salt Water Circle. 1 oak that was dead. Allowed removal with re-plant of an oak, 3" or larger DBH.