

Jacksonville Tree Commission
Meeting Minutes November 8, 2018
Approved January 10, 2019

Commissioners Present:	John Crescimbeni, Chair Curtis Hart, Vice Chair John Pappas Rhodes Robinson Chris Flagg	Staff:	Cindy Chism
Advisors:	Susan Grandin, OGC Kathleen McGovern, City Arborist Joel Provenza, Accounting	Public:	Fred Pope, COJ Public Works John November, Public Trust Tom Larson, Public Trust Courtenay Wilson, Greenscape Mike Robinson, Greenscape Joe Anderson, JEA Tracey Arpen, City Beautiful Jax Tia Keitt, Rail Yard Jax Nancy Powell, RAP Tom Goldsbury, COJ Bldg Inspection Steven Davis, COJ Bldg Inspection Jeff Lucovski, COJ Development Serv

A. Meeting was called to Order by Chair at 12:04

1. All present introduced themselves for the record.
2. Submittal of Speaker's Cards
3. Motion made by Mr. Robinson, seconded by Mr. Pappas, to approve minutes from October 25, 2018 meeting. None opposed.
4. Fund balance and encumbrance report for 15(F), 15(N) and BJP (Attachment A).
5. Status of Pending Tree Projects (Attachment B) - changes are in green.
6. Status of Countywide Tree Planting Contract
 - a. Mr. Pope said seven potential bidders have picked up bid packages. The bid opens on November 28th. Any addendums will be issued next week and will not impact the bid opening date.

B. New Business

1. Proposed Ordinance Code update for Tree Pruning/Clearing and Planting near Powerlines and Shade Tree (Attachment C)– Susan Grandin
 - a. 656.1207 – Tree Protection during Development. Ms. Grandin asked Mr. Goldsbury and Mr. Davis if there is a required inspection of tree barricades prior to moving forward in the development process. Mr. Hart added that there is an inspection done, but not necessarily for the whole subdivision. Ms. Grandin asked if there needs to be something in the code that requires an inspection of the barricaded trees in order for the developer to move on.
 - i. Mr. Goldsbury said the standard process requires tree barricade inspections for commercial permits. They are not required for residential permits on single family lots. On commercial

permits, a tree barricade is required, and a number three inspection is requested. This should be completed before the clearing process begins. The final inspection is done to confirm the existing trees were saved and any required plantings have been done.

- ii. Mr. Hart added that any trees already there become part of the lot. When the home builder has an inspection on their property, they must protect those trees during construction. Mr. Goldsbury agreed.
 - iii. CM Crescimbeni clarified that after the inspection, to ensure the trees are barricaded prior to sight clearing, there is not another inspection of tree barricades until the end of the process.
 - iv. 656.1207(d) Ms. Grandin asked Mr. Goldsbury if the language in this new paragraph is acceptable: “ An inspection confirming the correct placement of the temporary barriers for tree protection shall be made by the Building Inspection Division prior to the issuance of any land clearing permit.” Mr. Goldsbury said the inspection of the barricades is done after the permit. Ms. Grandin suggested the language be changed to read “prior to start of clearing.” Mr. Goldsbury agreed. Mr. Goldsbury added that these inspections are not done on single family homes.
 - v. Ms. Grandin continued “An additional inspection confirming the continued existence and placement of the temporary tree protection barriers shall be made by the Building Inspection Division prior to any vertical construction permit on the site.” Mr. Goldsbury said this was redundant; this inspection would occur right after the prior one. Ms. Grandin said the intent is to have an inspection before vertical construction. Mr. Goldsbury clarified that the building permit could be issued the same day as the sight clearing inspection. It would not be efficient to inspect again that day or the next.
 - vi. Mr. Hart added that when it is time to turn the roads over to the City, an inspector comes out to ensure the trees that are supposed to be there are still standing. If a tree has been removed, it would be caught in the home builder’s landscape inspection or “17 inspection”. Mr. Goldsbury added that there is a “17 inspection” on any new building permit including any buffers or common areas. There is no final landscape inspection on subdivisions because they are continuously building.
 - vii. **CM Crescimbeni asked Mr. Goldsbury, Mr. Davis and Mr. Lucovsky to return for the next meeting to continue the discussion on the various proposed changes to the Landscape Code.**
- b. 656.1211(e)(3) – Space Requirement for Tree Planting – Fred Pope - **Deferred**
 - c. 656.1206 and 656.1212(c) – Definition of Public Protected Trees and Required Private Protected Trees – CM Crescimbeni - **Deferred**
2. Community Tree Planting Application (Attachment D)– CM Crescimbeni
- a. CM Crescimbeni informed the Commissioners that several meetings have been held with Mr. McDaniel, Ms. Grandin, Mr. Pope, Mr. Leon and Ms. McGovern to address several concerns regarding the Community Tree Planting Program. As a result of the many meetings, there are

four menu options for tree planting. The first is “Remove and Replace”, a component of the legislation we have reviewed that was filed and advanced to Council. Level 1 Planting is the part of that legislation where by citizens may request (either for commercial or residential right-of-way in front of their lots) one to two trees to be planted each year. The next two are hybrids of what the Tree Commission has been discussing for months: Level 2 Planting Program for up to 200 trees, which is an entirely internal project managed by the City, but the germination of the idea would come from a not-for-profit organization; and Level 3 Planting Program where an organization would do everything the City would have done in the Level 2 program. There were no objections to the four menu options.

- b. Ms. Grandin went through Level 3 (Attachment D), pages 1-14. Any changes are struck in blue or appear as underlined in blue from the previous document which was version 10. Attachment D is version 16A.
- c. Ms. Grandin explained how the program will work: When an organization submits an application, it will be a schematic planting plan. A construction document is not required. Also submitted is an estimated cost of the administrative fee, the design fee, and the installation/construction costs. The City’s Countywide Tree Contract will be used as a baseline for a comparison. After review by the Tree Commission, the application then goes to the Mayor’s Budget Review Committee (MBRC) for approval, and then legislation is prepared and presented to the City Council. The City Council will appropriate an amount of money for this project (an upset number) which cannot be exceeded. Once the City Council has approved, the applicant’s design consultant prepares the construction documents and solicits at least three bids. The applicant selects the bid, which may not exceed the upset number.
- d. CM Crescimbeni asked if the Approved Tree List was referenced in the document. **Ms. Grandin said it will be listed in the grant contract or specifications.**
- e. CM Crescimbeni also questioned VI.A.4 of the Project Evaluation Criteria, page 11, which reads: “overall use of non-shade trees is acceptable”. That language sounds like they are encouraging the use of non-shade trees. **Ms. Grandin will change the language to convey the intent that the amount of non-shade trees used is appropriate for the project as a whole.**
- f. CM Crescimbeni asked the Commissioners about VI.7 of the Project Evaluation Criteria on page 11. The current wording suggests incidental landscaping is being promoted because points are awarded for it. Does the Tree Commission want to encourage incidental landscaping? Mr. Hart said perhaps if a good explanation is offered for why there is no incidental landscaping, the points could still be awarded. Mr. Robinson asked about any funding restrictions regarding incidental landscaping. CM Crescimbeni replied only 15F funds may be used for incidental landscaping costs. CM Crescimbeni suggested this language be added: **“...does not include incidental landscaping or in the event it does include incidental landscaping, applicant can justify reasons for same.” Ms. Grandin will update the language.**
- g. CM Crescimbeni asked Ms. McGovern to provide a menu of approved trees from our list that will include a picture, name, height and spread (Attachment E). When a citizen requests a tree under Level 1, the Arborist inspects the site to determine the types of trees appropriate for that area. The options will be listed on the sheet(s) from which the citizen may select what they would like. The menu sheet(s) may also be used for Level 2.

- h. Mr. November asked about a timeline for the Level 3 application. CM Crescimbeni said they will be finalized in a few weeks. As soon as the ordinance is approved, Level 1, 2 and Remove and Replace are ready.
- i. Mr. Arpen asked about a time limit within which the trees planted using Tree Funds must not be removed without good reason. CM Crescimbeni pointed out that they would be subject to our mitigation requirements and perhaps the mitigation requirements could be tripled. **Ms. Grandin will add this requirement into the Ordinance Code.**
- j. Ms. Powell suggested more encouragement be given for using shade trees. Ms. Grandin asked if the Tree Commission wanted to show more preference for shade trees. There must be justification if the project doesn't have any. CM Crescimbeni agreed; the Tree Commission wants to encourage use of shade trees.
- k. Motion by Mr. Hart to approve version 16A of Level 3 of the Community Organization Tree Planting Program with discussed changes, seconded by Mr. Flagg. **Approved unanimously.**

C. Public Comment – no requests.

D. Action Items

CM Crescimbeni asked Mr. Goldsbury, Mr. Davis and Mr. Lucovsky to return for the next meeting to continue the discussion on the various proposed changes to the Landscape Code.

Community Tree Planting Application

Ms. Grandin will ensure the approved tree list is referenced in either the grant contract or the specifications.

VI.4 Project Criteria: Ms. Grandin will change the language to convey the intent that the amount of non-shade trees used is appropriate for the project as a whole.

VI.7 Project Criteria: Ms. Grandin will update the language to: "...does not include incidental landscaping, or in the event it does include incidental landscaping, the applicant can justify reasons for same."

Ms. Grandin will add time limit language to the Ordinance Code that says trees planted using Tree Funds must not be removed without good reason or the mitigation requirements would be tripled.

CM Crescimbeni will work with Ms. McGovern to develop an informational sheet which discusses the four programs available.

Ms. Grandin will explore what may be required to document the Level 2 process.

E. Adjourned 1:20PM.