

# Task Force on Urban Tree Planting Best Practices

## Minutes

Monday July 16, 2025, – 11:02am-12:43pm

Via Zoom Platform & In Person

[Recording of Meeting can be obtained by sending request to Joe Rainey JRainey@coj.net]

### **Commissioners:**

Susan Fraser, Chair, Tree Commission Member  
Curtis Hart, Tree Commission Member  
William Burke, Tree Commission Member  
Nina Sickler, Director of Public Works

### **Non-Member attendees:**

Joe Andreson JEA  
Nancy Powell, Scenic Jax  
Susan Grandin, Scenic Jax  
Susan Cavin, Scenic Jax

### **Advisors:**

Justin Gearhart - City Arborist  
Shannon MacGillis - Office of General Counsel

**Staff:** Joe Rainey - Executive Assistant Mowing and Landscape

### **1. Call to Order**

Conducted by Chair

### **2. Roll Call and Verification of Quorum**

Conducted by Chair

Commissioners present:

Susan Fraser - present  
William Burke - present  
Nina Sickler - present

**Quorum present** (3, in person): Yes

### **3. Call for Public Speakers (online & card): 1**

**4. Submittal of speaker cards:** Susan Grandin, Scenic Jax

## **5. Issue: Approval of Minutes of May 14, 2025 Task Force Meeting**

**Motion:** Approve, as Amended.

**Moved by:** William Burke

**Second:** Nina Sickler

**Vote:** July 16, 2025 minutes approved, unanimous.

### **Housekeeping items:**

Due to 1pm taskforce member(s) council obligations this meeting will be cut short, the date for next meeting requested be set. August 6 2:30pm to 5:30pm (pending availability verification).

## **6. Overview of Approach:**

### **a. Conformation of qualified Taskforce goals in preparation for upcoming Vote:**

There was a consensus, the Task Force will first complete its recommendations to the Tree Commission on the Standards, Policies and Procedures document. On the basis of that recommended document from the Task Force, the next steps, almost all in parallel, would be for the staff to develop a checklist it finds appropriate to facilitate an effective review of a project subject to the standards and then, almost concurrently, prepare the application forms necessary to support a complete application for projects subject to the standards.

### **b. Verifying, and resolving Taskforce findings aligning with City ordinance 656 standards:**

It was acknowledged that the proposed standards were inconsistent with at least one section of 656 (likely multiple) and the LDPM, likely to require an amendment to each. Because of the time involved in amending 656 and the deadline for amending the LDPM for its next update in January, it was the consensus that, to the extent possible, inconsistencies be identified by the end of August, allowing for the preparation of legislation and application for LDPM amendment in a timely manner.

ADJOURNMENT

END OF MEETING 12:51PM