



AGENDA

Windermere Tree Board
April 18, 2019 6 pm Town Hall

Mission Statement:

Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautification of our Windermere Parks and Recreation Areas.

Tree Board Members:
Chair-Susan Carter,
Secretary-Frank Krens
Jacqueline Rapport,
Chris Sapp (Town Liaison)

OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

OLD BUSINESS

1. Tree Ordinance Revisions
2. Tree Board Finances
3. Tree Mitigation Fund Balance
4. Town Hall Landscape Plan: Decision on replacement Trees
5. 1887 Schoolhouse Citrus Tree Replacement and Maintenance
6. Remaining Arbor Day Inventory

NEW BUSINESS

1. March 21, 2019 Regular Meeting Minutes Approval
2. April 10, 2019 Meeting Minutes Approval
3. Tree Board Goals and Objectives
4. Volunteer Recruitment
5. Events

Staff & COUNCIL LIAISON REPORTS

Tree Board - FY 18-19

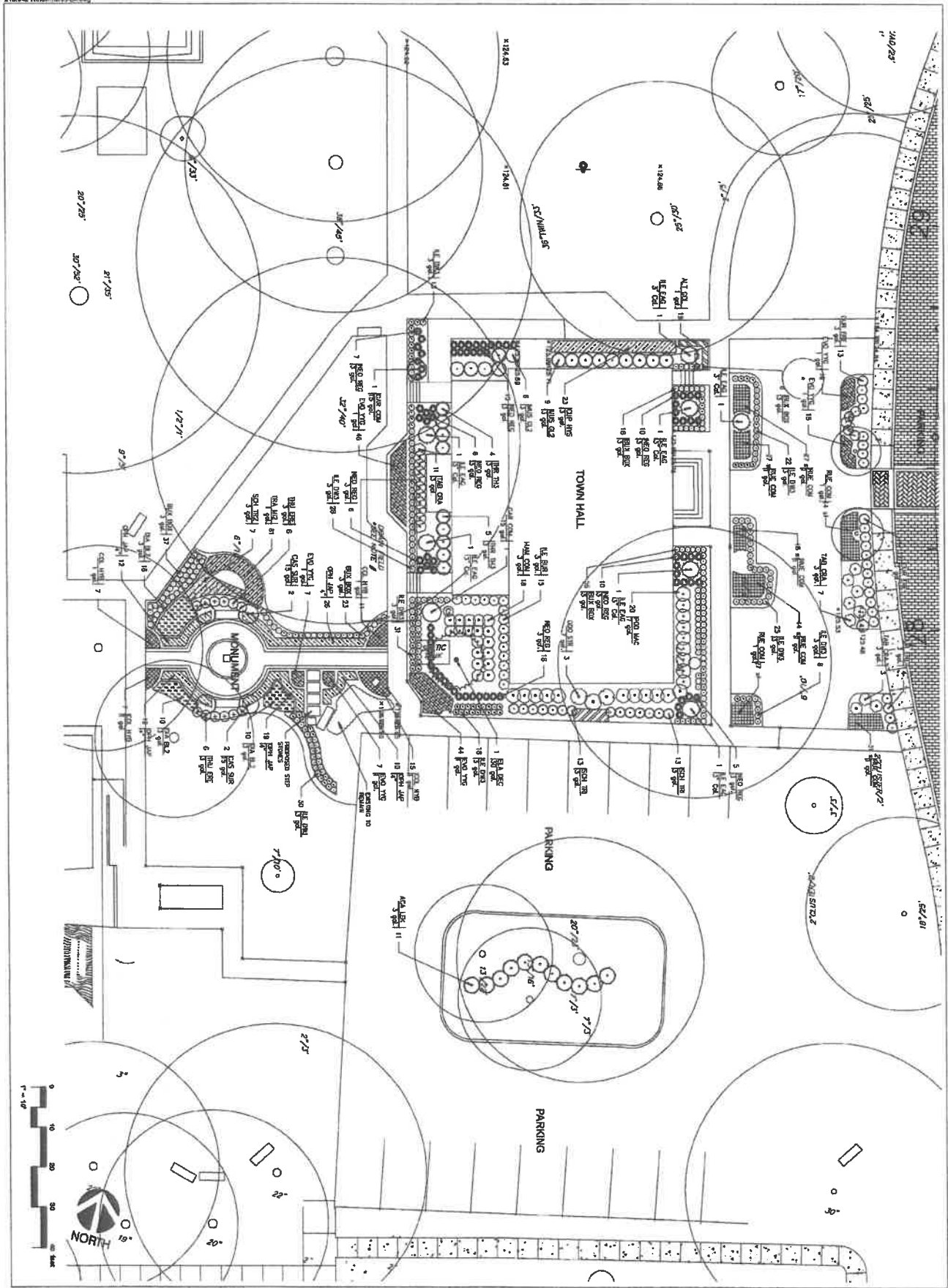
Revenue	
Duke Energy Sponsorship	5,000.00
Mary Howard - Donation	80.00
TreeBute - Square Receipts	498.60
Cash Sales - T-Shirt Sales & Tree Climb	1,722.00
The Crepe Co	75.00
Ed & Batt Designer	50.00
K Brackney	150.00
K Brackney	450.00
Robert Sweeney	50.00
My Vinyl Cut	50.00
Plant Express	150.00
Korgette	50.00
Valerie Anderson	25.00
Susan Carter	50.00
Joan Folgla	50.00
Joan Folgla	187.00
Artful Olivewood LLC	50.00
Nehrling Gardens	25.00
Kenneth Hicks	100.00
Law Office of Pamela Martini	50.00
Michael Ammar Magic	155.00
Amy Bubo	50.00
Kona Ice	150.00
The Thirsty Lemon	50.00
Natural Farm	150.00
June Fisher Waterman	50.00
Rotary Club	500.00
Estorino Coffee Co	50.00
Lee & Assoc	100.00
Rosemarie Festa	50.00
Windermere Garden Club	500.00
Things that Grow	350.00
Tranquilliti Wellness Center	50.00
Tracy Mitchell	35.00
Steven Baker	110.00
Fire Pit Jerky	50.00
Kathleen Hughes	50.00
Donna Gretton	100.00
Theresa Myers	55.00
Sunshine Bath LLC	50.00
Mckeithen Growers	150.00
Jamile Hadba	50.00
Duke Energy Sponsorship	500.00
Jane Shafer	90.00
Total Revenue	12,307.60

Expense	
The Avian Reconditioning Center	650.00
Fast Signs	831.01
Jeff Wilson	400.00
The Event Specialists	215.00
Joan Folgias - T-Shirt Express	1,139.66
United Site Services	125.00
Theresa Myers	258.12
Natural Resources Planning Services	800.00
Lowe's Business Account	821.60
Theresa Myers	168.65
Lowe's Business Account	205.40
Salary, Taxes, benefits	315.63
Total Expense	5,930.07
Revenue over expenditures	6,377.53
Beginning Fund Balance - 10/1/2018	20,915.20
Revenue	12,307.60
Expenditures	5,930.07
Ending Fund Balance - As of 4/12/2019	27,292.73

Tree Mitigation Fund - 2018

Revenue		
Taylor Morrison - Permit 19-008 & 19-016	\$ 240.00	Permit 19-008 & 19-016
Taylor Morrison - Permit 19-008 & 19-016	\$ 330.00	Permit 19-008 & 19-016
Faloh Corp - Tree Permit 18-050	\$ 1,320.00	Permit 18-050
Faloh Corp - Tree Permit 18-050	\$ 430.00	Permit 18-050
Total Revenue	\$ 2,320.00	
Expense		
Innovations Design Group	\$ 5,816.66	Landscape Architectural
Natural Resources Planning Services	\$ 300.00	AR-18-309 UF
McKeithen Growers	\$ 879.50	Arbor Day
Arbor Day Foundation	\$ 259.70	Merchant Services - Feb 19
Total Expense	\$ 7,255.86	
Beginning Balance	\$29,623.77	
Revenue	\$2,320.00	
Less Expense	\$7,255.86	
Revenue over Expenditures	-\$4,935.86	
Ending Fund Balance - As of 3/13/2019	\$24,687.91	

Revenue acct		001 0354 000 4871
Expense acct (Public Works)		001 5191 000 7543



LA-1

WINDMERE TOWN HALL
LANDSCAPE PLAN

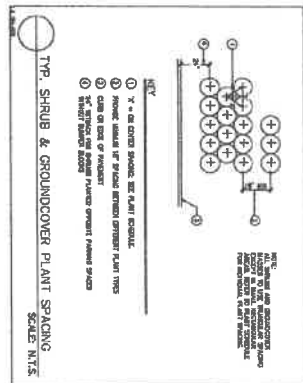
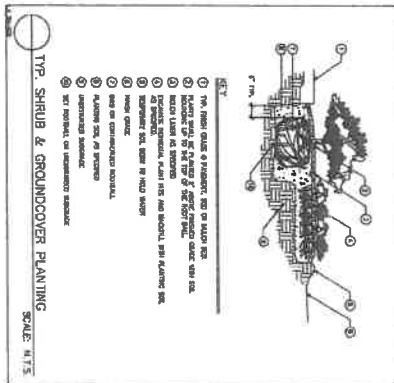
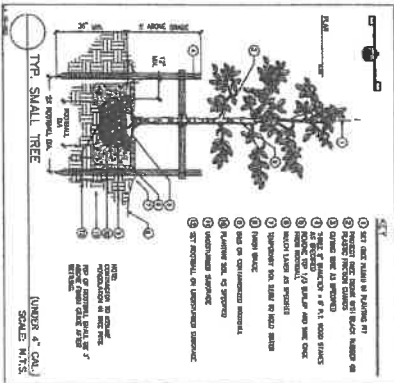
NO.	DESCRIPTION	DATE
1	PRELIMINARY PLAN	10/15/17
2	REVISED PLAN	11/15/17
3	REVISED PLAN	12/15/17
4	REVISED PLAN	01/15/18
5	REVISED PLAN	02/15/18
6	REVISED PLAN	03/15/18
7	REVISED PLAN	04/15/18
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99	REVISED PLAN	12/15/25
100	REVISED PLAN	01/15/26

Windmere Town Hall
Garden Plan

Windmere, FL

Town of Windmere

CAHN ASSOCIATES
urban planning - landscape architecture - architecture
800 delaney avenue orlando, florida 32801 407.422.4640
www.cahn.com © 2017 cahn associates



PLANT SCHEDULE

TREES	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING	SHAPE	NOTES	QTY
CAH SUR	<i>Calliandra</i>	Golden Shower	3 gal	BBB	A.S.	12' x 8'	Foli	2
LE ENG	<i>Leucaena</i>	English Holly	3 gal	BBB	A.S.	12' x 8'	Foli	8
SHRUBS								
ACKLER	<i>Acacia</i>	Acacia	3 gal	BBB	A.S.	12' x 8'	Foli	11
DUR ERE	<i>Duranta</i>	Golden Broom	3 gal	BBB	A.S.	12' x 8'	Foli	142
EUR AFR	<i>Eucalyptus</i>	Gold Mound	3 gal	BBB	A.S.	12' x 8'	Foli	29
GAZ COM	<i>Gazania</i>	Common Gazania	3 gal	BBB	A.S.	12' x 8'	Foli	1
HAN COM	<i>Hemiphanthus</i>	Orange Butterfly	3 gal	BBB	A.S.	12' x 8'	Foli	19
LE ENG	<i>Leucaena</i>	English Holly	3 gal	BBB	A.S.	12' x 8'	Foli	188
NEO NEG	<i>Nerium</i>	Flamingo	3 gal	BBB	A.S.	12' x 8'	Foli	15
PDO STR	<i>Pithecolobium</i>	Yellow Pine	3 gal	BBB	A.S.	12' x 8'	Foli	4
SCH TR	<i>Schinus</i>	Carapuce	3 gal	BBB	A.S.	12' x 8'	Foli	21
TAB CRA	<i>Tibouchina</i>	Carapuce	3 gal	BBB	A.S.	12' x 8'	Foli	15
TNR TH3	<i>Thunbergia</i>	Black Chablis	3 gal	BBB	A.S.	12' x 8'	Foli	12
THU ERE	<i>Thuja</i>	Blue Starburst	3 gal	BBB	A.S.	12' x 8'	Foli	12
SHRUB AREAS								
ALT GOL	<i>Alternanthera</i>	Parrot Leaf	1 gal	BBB	A.S.	12' x 8'	Foli	35
COL HVB	<i>Colobium</i>	Chalk Tree	1 gal	BBB	A.S.	12' x 8'	Foli	142
DUR HVB	<i>Duranta</i>	Golden Broom	1 gal	BBB	A.S.	12' x 8'	Foli	29
EVY TTG	<i>Evolvulus</i>	Blue Myrtle	1 gal	BBB	A.S.	12' x 8'	Foli	35
OPH AMP	<i>Ophipogon</i>	Orange Butterfly	1 gal	BBB	A.S.	12' x 8'	Foli	135
RUE COM	<i>Ruellia</i>	Common Ruella	1 gal	BBB	A.S.	12' x 8'	Foli	79
SCM TR2	<i>Schinus</i>	Carapuce	1 gal	BBB	A.S.	12' x 8'	Foli	21
TNA HVB	<i>Tournefortia</i>	Yellow Starburst	1 gal	BBB	A.S.	12' x 8'	Foli	81
GROUND COVERS								
ANN PERFLD	<i>Perennial</i>	Perennial	1 gal	BBB	A.S.	12' x 8'	Foli	34

TOWN OF WINDERMERE

TREE BOARD MEETING MINUTES **DRAFT**

April 10, 2019

Mission Statement: Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautification of our Windermere Parks and Recreation Areas.

Tree Board Members: Frank Krens (Vice Chair and Acting Secretary), Susan Norris-Carter, Jacqueline Rapport, (Chair, Treasurer and Secretary positions were vacant)

Town Manager: Robert Smith

Town Liaison: Chris Sapp

CALL TO ORDER: Town Manager, Robert Smith called the special meeting of the WTB to order at 3:00pm at Windermere Town Hall. The meeting was attended by all three Tree Board members:

- Frank Krens, Vice Chair and acting Secretary
- Jackie Rapport
- Susan Carter

Town Manager, Robert Smith presided over the meeting. Town Council liaison, Chris Sapp participated.

Town Council member, Liz Andert, prior WTB Chair Theresa Myers, and Town residents Angela Withers, Brandi Haines also attended.

OPEN FORUM/PUBLIC COMMENT:

Theresa Myers stated her concern that the Tree Board maintain a strong position in its role of protecting the trees.

Angela Withers stated that the Town owes Theresa Myers a large debt for her service on the Tree Board, that proper procedures may not have been followed in obtaining Theresa's resignation, and that sometimes a change in leadership is needed.

Brandi Haines stated that she believes that proper procedures may not have been followed and stated her opinion that the Tree Board and Parks and Recreation Committee have very different roles and should not be combined.

Town Council member, Liz Andert, suggested that time frames be assigned to certain items such as Tree Board recruiting efforts.

NEW BUSINESS:

1. Town Manager Robert Smith to discuss restructure

TOWN OF WINDERMERE

TREE BOARD MEETING MINUTES

March 21, 2019

Mission Statement: Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautification of our Windermere Parks and Recreation Areas.

Tree Board Members: Theresa Schretzmann-Myers (Chairman), Frank Krens (Vice Chair and Acting Recording Sec.), Susan Norris-Carter, Jacqueline Rapport, (Treasurer and Secretary positions are vacant)

Town Liaison: Chris Sapp

CALL TO ORDER: There was a quorum and Vice Chair Frank Krens called the regular meeting of the WTB to order at 6:55pm at Windermere Town Hall. The meeting was attended by all four Tree Board members:

- Theresa Schretzmann-Myers, Chairman
- Frank Krens, Vice Chair and acting Secretary
- Jackie Rapport
- Susan Carter

Town Council member and Tree Board liaison, Chris Sapp, also attended.

OPEN FORUM/PUBLIC COMMENT: None

MINUTES APPROVAL:

February minutes were reviewed during the meeting and approved with one correction, to state that installation of the memorial bench at the 1887 Schoolhouse will be handled by Vickie Hears of the Garden Club.

ANNOUNCEMENTS: None

OLD BUSINESS:

1. Potted Trees Left Over from Arbor Day Event

- **Inventory and Advertising to Town Residents** - Theresa Schretzmann-Myers provided an inventory of eleven tree types remaining for review by the Board during the meeting. Theresa said she would provide the list and invitation, pasted below, to Town Administration for posting on the Town Website and other media.

TOWN OF WINDERMERE

changes will be made – including a requirement to provide photos of dead tree conditions as documentation to support and substantiate permit review and approval.

4. Efforts to Save Large Oak Tree by Southeast Corner of Town Hall

- **Level 2 Risk Assessment Review** - Theresa Schretzmann-Myers reviewed the Level 2 risk assessment provided by a certified arborist and stressed the potential (at least temporarily) to reduce the risk to “low” by pruning dead wood and replacing the non-permeable pavers with permeable ones.
- **Discussion** – Chris Sapp stated that the tree will probably be removed because of the perceived risk and unlikelihood of the tree’s long-term survival. He further recommended that the Board consider replacement of this tree with several trees of 7- or 8-inch diameter at various locations on town square and elsewhere. There was discussion and general agreement of replacing the tree after removal with a smaller, decorative type tree such as a fringe or redbud tree.

5. Tree Ordinance Subcommittee Re-start

- **Subcommittee Meetings** - The Subcommittee agreed to meet on April 16, with a focus on:
 - updating mitigation fees
 - providing more robust definition of building “footprint”
 - providing for an “arms-length” (but cost-effective and affordable) permit review/approval
- **Mitigation Value Determination** - Theresa Schretzmann-Myers provided a copy of a document from the Florida Chapter of the International Society of Arboriculture, entitled “Determining the Mitigation Value of Roadside Vegetation”. This document provides methodology and examples for appraising trees and assigning mitigation values. Reception by the Board was generally positive. Frank Krens expressed concern that the implementation may be taxing on existing staff and that the cost of a hired/contracted arborist may be prohibitive.
- **Clarification of “Invasive” Species** – Susan Carter expressed a need to differentiate between “Class 1” and “Class 2” invasive species in the Ordinance. She recommended that the Ordinance specifically state that no permit was required for Class 1 and that a permit is required for Class 2.

NEW BUSINESS

- **Consideration of combining the Tree Board and Parks and Recreation Committee.**



Town of Windermere
 P. O. Drawer 669
 614 Main Street
 Windermere, FL 34786

COMMITTEE APPLICATION FORM

1. Name: DEBRA NEILL Home Phone: 407-973-6353

2. Home Address: 525 OAKDALE ST Windermere

3. Business: RETIRED Business Phone: ---

4. Business Address: ---

5. Email: DEBRA2BLUE@HOTMAIL.COM

6. Brief Summary of Education and Experience:
BS - Elementary Education, MS Educational Leadership
Teacher, Trainer, Reading Specialist, Assistant Principal,
Principal, District Administrator

7. Are you a U.S. Citizen? Yes No

8. Are you a registered voter? Yes No

9. Resident of the Town for 6 Months or longer? Yes No

10. Do you hold public office? Yes No

11. Are you employed by the Town? Yes No

12. Do you now serve on a Town Board or Committee? Yes No

13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board <input type="checkbox"/>	Development Review Board <input type="checkbox"/>
Downtown Business Committee <input type="checkbox"/>	Elder's Committee <input type="checkbox"/>
Historical Preservation Committee <input type="checkbox"/>	Long Range Planning Committee <input type="checkbox"/>
Parks and Recreation Committee <input type="checkbox"/>	Traffic Committee <input type="checkbox"/>
Tree Board Committee <input checked="" type="checkbox"/>	

14. Why do you think you are qualified to serve on this board? _____

***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: Debra Neill Date: 4-12-2019

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 23.

I value our trees, our Urban Forest, and our Tree City designation, I believe cooperative decision making and teamwork are in the best interests of this wonderful town.