



WINDERMERE TREE BOARD

Chair: Frank Krens

Vice Chair: Vicki Hearst

Secretary: Bonnie Di Cocco

Treasurer: Pamela Schrimsher

Joan Foglia

Olga Aleksandrova

Elena LaRochelle

Agenda

Agenda

Council Liaison: Brandi Haines

February 20, 2025

9:15 AM

**COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
WINDERMERE, FL 34786**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Windermere Tree Board:

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5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Windermere Tree Board meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Windermere Tree Board meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR
2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)
3. OLD BUSINESS
 - a. Tree Giveaway Review, Follow-up Needed, Lessons Learned
 - b. Tree Board Trailer Repairs Status
 - c. Tree Ordinance Revision Status
 - d. Update on Near-Term Strategic Plan Actions
4. NEW BUSINESS
 - a. WTB Minutes of November 21, 2024 Meeting (Attachments)
 - b. WTB Minutes of January 16, 2025 Meeting (Attachments)
 - c. Approve Tree Board Subcommittee Meetings Minutes (Attachments)
 - i. January 8, 2025
 - ii. February 5, 2025
 - d. Potential Agenda Items for Next Meeting
 - a. Date and time for next meeting: March 20, 9:15am
5. OTHER ITEMS FOR CONSIDERATION
6. ADJOURN

DRAFT MINUTES - November 21, 2024

THE MEETING WAS CALLED TO ORDER BY THE CHAIR at 9:18am

In attendance:

Tree Board Members: Frank Krens, Vicki Hearst, Bonnie DiCocco, Pam Schrimsher, Olga Aleksandrova, Elena LaRochelle, Joan Foglia

Public Works: Tonya Ellio? -Moore

Town Council: Brandi Haines

1. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

- a. No public comment.

2. MINUTES

a. Minutes for the October 17, 2024 meeting (Attachments)

- i. Pam made a motion to approve the minutes. Vicki seconded. Motion carried.

3. OFFICER / COMMITTEE REPORTS AND ADMINISTRATIVE MATTERS

a. Financial Report (Pam Schrimsher)

- i. No expenses in September and October
- ii. Going forward, Pam will submit the reports to be included in the agenda prior to the meeting.

b. Brief Discussion of Tree-Related Public Works Budget Items to Avoid Duplication in WTB Budget Planning

- i. Tonya clarified that her budget covers our Arbor Day trees.
- ii. Canopy and Right of Way tree budgets exist as part of the overall Public Works budget as well.

c. Other Reports

- i. No other reports were presented.

4. OLD BUSINESS

a. Any Update on Status of 500 Block Mitigation Plantings

- i. Tonya spoke with John Fitzgibbon and let us know that some of the fencing is coming down around the 500 Block Project. The site will still be properly secured utilizing the existing walls.
- ii. The developer is adhering to the tree protections per the mitigation plan.
- iii. Tree 8 has been removed as it was a danger in the right of way and tree 24 will need removal due to work by Duke Energy and the determination that the tree could not withstand the surrounding work. A camphor tree near tree 24 will also be removed. The camphor is invasive.
- iv. Based upon the initial mitigation number and the inches added based upon the additional tree removals that have occurred, the Developer is now responsible for 210" of trees at dbh.

b. Consideration and Potential Cost of Having Davey Update the Digital Tree Survey

- i. A representative of Greehill reached out to Tonya regarding the tree survey.
- ii. Mrs. Moore has not been able to make contact with Davey yet. Pam made a motion to approach Greehill re: updating the survey with tree species. If a satisfactory resolution is not met, it is recommended that we seek an intern to update the tree survey. Vicki seconded the motion. Motion carried.

c. Presentation of Notes from the Arborist Convention

- i. This will not be discussed further.

d. 500 Block - Clarification by Brad Cornelius of Protection Methods Around Trees

- i. See notes above in 4a.

e. Deep-Dive into the Strategic Plan and Implementation – the Focus of this Meeting

- i. The floor was opened to ideas from each Tree Board member to propose projects to implement near-term. Tonya reminded us that now that we have defined strategies and goals, the next step is to define tactics, more specific and detailed plans.
- ii. The mitigation fees and fines are a priority.
- iii. Pam suggested a future project to design a landscape plan around the historic grove and schoolhouse. It would fall under the education portion of our strategic plan.
- iv. Joan suggested making a plan for a freeze at the Historic Grove.

- v. Vicki suggested:
 - a. tree ordinance update,
 - b. participation in the Centennial
 - c. tree grants,
 - d. outreach via real estate companies,
 - e. a tree walk in the Fall in 2025. She sees it as an informal event, not a large event,
 - f. schoolhouse maintenance,
 - g. specific educational programs

- vi. Joan suggested:
 - a. that we focus on one big event and a program at the schoolhouse,
 - b. a Town Square project,
 - c. tree plantings in the Rotary Park area near the old Boathouses,
 - d. update the approved tree list,
 - e. educational presentation at the Elders Lunch and in the Gazebo.

- vii. Frank suggested:
 - a. an educational program for organizations in the Town that have large numbers of late-in-life trees, particularly laurel oaks. It could include:
 - i. the Family Church property which has many mature trees, almost exclusively laurel oaks.
 - ii. The Jennifer Lane HOA, which has dozens of end-of-life laurel oaks, many in obvious decline, some of which have fallen, others marked for removal.
 - iii. The Willows, The Manors, and Marina Bay.
 - iv. Others.

- viii. Elena suggested:
 - a. educational relevant to the recent Town Square survey,
 - b. contacting specific residents with recommendations

- ix. Pam suggested:
 - a. a landscape plan for the schoolhouse property

 - b. After discussion, Joan made a motion as follows, Olga seconded, and it was approved unanimously: Develop and landscape plan for the schoolhouse property.
 - c. hold an educational event at the Elders Luncheon
 - d. focus on update of the Tree Ordinance
 - e. plan a tree walk in the Fall in coordination with the Centennial Committee.

f. Status/Update on the Centennial Celebration Tree Planting Program and Applications

- i. Tonya brought table cards and planting/pruning cue cards to the meeting. Tree Board will be using these to allow people to apply for a Legacy Tree and as educational materials regarding planting and pruning at Town events.

- ii. Vicki further suggested the following trees for the Arbor Day celebration DD Blanchard Magnolia, Silver Mist Magnolia, Colicwood, Simpson stopper, FL Thatch Palm.
- iii. Council member Brandi Haines made a comment suggesting we look into a native FL olive tree for next year's giveaway.
- iv. Vicki made a motion to provide a bag of sustainable mulch with each tree at the giveaway. Bonnie seconded the motion. Motion carried.

g. WTB/IFAS Meetings Nov 6 and Jan 8

- i. These meetings have been cancelled. We will revisit in our strategic plan.

h. Status of Second Opinion on Hickory Tree at 540 Ridgewood Drive

- i. The Town arborist does not believe that reassessing the tree is necessary. His professional opinion is that it does not need to be removed.

i. Holiday Hoopla Participation Plan (Check, Tasks, Materials)

- i. Bonnie, Frank and Joan will man the booth.

5. NEW BUSINESS

- a. No new business

6. POTENTIAL AGENDA ITEMS FOR NEXT MEETING

- a. The Tree Ordinance

7. DATE AND TIME FOR SEPTEMBER MEETING

- a. December 19, 9:15am

8. ADJOURN

- a. Pam made a motion to adjourn, Vicki seconded, and the meeting was adjourned at 11:35am.



WINDERMERE TREE BOARD

Chair: Frank Krens

Vice Chair: Vicki Hearst

Secretary: Bonnie Di Cocco

Treasurer: Pamela Schrimsher

Joan Foglia

Olga Aleksandrova

Elena LaRochele

Agenda

Agenda

Council Liaison: Brandi Haines

January 16, 2025

9:15 AM

FIELD MEETING

5TH AVE. & FOREST STR. PARKING LOT - @ 9:15 AM

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AGENDA

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

a. Frank called the meeting to order at 9:21am

b. In attendance:

- i. Frank Krens
- ii. Vicki Hearst
- iii. Bonnie DiCocco
- iv. Pam Schrimsher
- v. Elena Aleksandrova
- vi. Town Council – Brandi Haines

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

a. No public comments

3. OLD BUSINESS

a. Tree Organizing and Marking and Logistics Workshop for Giveaway and Centennial Tree Event

i. Joan is printing and marking trees – will be complete by Friday evening

ii. Day of schedule:

- 7:30am arrival and setup
- 8am cadets arrive
- 9am pickup of trees begins
- 10:30 will begin the public tree sale
- 11am the event ends and any leftover trees will be secured

ii. Task delegation:

- Pam will help cadet volunteers load trees
- Bonnie, Elena and Joan will be checking resident ID and helping with tree selection
- Frank will be helping between all stations
- Vicki will be giving tags once their selection has been made

b. Tree Board Trailer Repairs Needed

i. Frank will take care of the cart in the trailer. Pam made a motion to obtain quotes to repair the roof/latch, floor and make it waterproof. Vicki seconded the motion. Motion carried.

4. NEW BUSINESS

a. MINUTES – these items were table until the February meeting

i. WTB Meeting Minutes of December 19, 2024

ii. Tree Board Subcommittee Working Session Minutes 12.11.24

b. Potential Agenda Items for Next Meeting

5. OTHER ITEMS FOR CONSIDERATION

a. Date and time for next meeting.

i. February 20 – 9:15am

6. ADJOURN

a. Bonnie made a motion to adjourn at 9:49am. Pam seconded the motion. Motion carried.

Windermere Tree Board

Minutes

December 19, 2024

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. Beautify our Windermere Parks and Recreation Areas.

Tree Board Members: Frank Krens-Chairman, Pamela Schrimsher-Treasurer, Vicki Hearst- Vice Chair, Bonnie DiCocco-Secretary, Joan Foglia, Olga Aleksandrova, Elena LaRochelle

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

The meeting was called to order with a quorum at 9:30am.

- Tree Board members Vicki Hearst, Joan Foglia, Olga Aleksandrova, Elena LaRochelle, and Frank Krens participated.
- Public Works Director/Assistant Town Manager Tonya Elliott-Moore participated.

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit) - None

3. OLD BUSINESS

a. Tree Ordinance (focus of this meeting)

Discussion focused on the rate charged for removal of protected trees without an arborist assessment documenting the risk/need. There was consensus that the current rate of \$75/ inch of DBH (diameter breast high) charged by TOW is too low in general and specifically does not include cost of replanting. WTB members researched rates charged by other Florida towns and found rates as high as \$225/inch.

Vicki made a motion to pursue raising the fee from the current \$75/inch of DBH to \$175 and to recommend that Brad Cornelius or Chris Thompson of Wade Trim present this recommended change to Town Council for approval via resolution. The motion passed 5/0 and Tonya said she would ask Brad to do it.

b. Centennial Trees Applications Update 12.12.24 (Attachments)

Vicki reported that we have 47 applications so far, including some to plant in HOA – owned/controlled areas and that she is still working to include a blend of types including various types of oak.

c. Tree Giveaway Status, Plans, Logistics

The schedule:

- Wed. Jan. 15 (tentative, time TBD, 5th Ave. parking lot) - Tree delivery, unload, and organize. Tonya said that Public Works support the WTB members who are available and would help unload. Frank said he would ask for ten strong volunteers from the Lone Sailor Division with help from Olympia HS if needed.
- Thu. Jan 16, 9:15am, 5th Ave. parking lot – next meeting. Also, WTB will meet at 2pm at Windermere Recreation Center for a tree planting.
- Sat. Jan 18, 8am – 2pm (approx.), 5th Ave. parking lot) - Tree Giveaway and Centennial Tree Program
 - Elena made a motion to allot up to \$250 for refreshments for volunteers and members. Vicki seconded and it passed 5/0.

d. Holiday Hoopla Report

Joan Foglia said that the WTB table was well attended and that we received one new application. WTB members Joan Foglia, Bonnie Di Cocco, and Frank Krens set up and operated the WTB table and HPB table and refreshments. Pam Schrimsher participated in the attendee signup table.

e. Strategic Plan Approved Actions Next Steps

i. Develop a landscape plan for the schoolhouse property

Vicki said she has a copy of a plan provided by Stephen Withers and that she would provide to Tonya for distribution and review by all WTB members. It was suggested that Pam Schrimsher review the plan with the Historic Preservation Board for their consideration. Frank mentioned that WTB secretary Bonnie Di Cocco is a Landscape designer and may be able to help. Tonya stated that Bonnie could bid the project and that Town policy is to seek at least three bidders.

ii. Hold an educational event at the Elders Luncheon

After discussion, it was decided to plan for the April 8, 2024 Luncheon and to focus the presentation on recognition and avoidance of tree removal scams which have become prevalent and which target the elderly. Joan said she would contact Wade Trim and/or IFAS to obtain a knowledgeable speaker for the event.

iii. Focus on update of the Tree Ordinance (Attachments) – see 3.e above

iv. Plan a Tree Walk in the Fall in coordination with the Centennial Committee

After discussion it was decided to schedule a tree walk in coordination with the November Veterans Day event, tentatively scheduled for November 9, 2024. Frank said he would contact Lilian to get it on the schedule and WPD Detective Mark Wilson, coordinator for the Lone Sailor Division to start the coordination process.

f. Reports and Administrative Matters – none

g. Financial Report (Pam Schrimsher) – deferred

h. Other Reports - none

4. NEW BUSINESS

a. MINUTES (Attachments) – Tabled to the next meeting.

i. Tree Board Ordinance Subcommittee Minutes of November 14, 2024 Meeting

ii. WTB Minutes of November 21, 2024, Meeting

b. Potential Agenda Items for Next Meeting

Trailer repair needs and schedule.

5. OTHER ITEMS FOR CONSIDERATION - none

a. Date and time for next meeting – Thursday January 16, 2025, 9:15am in the 5th Avenue parking lot

6. ADJOURN – The meeting was adjourned at 11:00

Tree Board Subcommittee Working Session Minutes:

Date: December 11, 2024

Time: 10:00 AM

Location: Public Works Conference Room, 614 Main Street, Building 200

Attendees:

- Tree Board Members: Frank Krens, Vicki Hearst, Pam Schrimsher, Olga Aleksandrova, Elena LaRochelle
- Town Council: Councilwoman Brandi Haines
- Staff: Tonya Elliott-Moore, Public Works Director
- Consultants (Wade Trim): Brad Cornelius

Meeting Purpose:

The subcommittee met to continue discussions on proposed updates to the Town's Tree Ordinance, with a focus on establishing a new rate for tree mitigation.

Discussion Opening:

During the discussion, Brad Cornelius of Wade Trim addressed the subcommittee's questions regarding the distinctions in tree removal policies for single-family developed lots, homeowners associations (HOAs), and development or redevelopment permitting. Following this discussion, the subcommittee requested that Mr. Cornelius investigate upcoming tree removals at the Willows subdivision and the Jennifer Lane HOA. Tonya Elliott-Moore agreed to send Code Enforcement staff to determine whether the trees in these areas have been marked for removal. If they have, Mr. Cornelius will contact the relevant parties to explain the required process and request supporting documentation.

Mitigation Fee Discussion:

The conversation then shifted to the tree mitigation fee. Pam Schrimsher proposed developing a comparison chart of mitigation fees from municipalities such as Alachua County, Jacksonville, Maitland, Orlando, Orange County, Tallahassee, Tampa, and Winter Park, with Councilwoman Brandi Haines suggesting that Port Orange also be included. The subcommittee decided that this chart would be reviewed at the next full Tree Board meeting to make a recommendation on the appropriate mitigation fee. Brad Cornelius recommended seeking input from Chris Thompson, a colleague at Wade Trim, to propose a specific fee. Mr. Thompson suggested a rate of \$225 per Diameter at Breast Height (DBH) inch, explaining that a 2-inch oak costs approximately \$150 to purchase, with installation expenses ranging from two to three times the purchase price, resulting in a total cost of around \$450. Dividing this total by the tree's 2-inch DBH produces a rate of \$225 per inch.

Next Steps:

- Present mitigation fee recommendations at the full Tree Board meeting, with the goal of preparing a proposal for Town Council's January 14 meeting.
- The next Subcommittee Working Session is scheduled for January 8, 2025, at 10:00 AM.
- Begin a comprehensive review and update of the Town Code as a long-term project.

Adjournment:

The meeting adjourned at approximately 11:10 AM.

Tree Board Subcommittee Working Session Minutes:

Date: January 8, 2025

Time: 10:00 AM

Location: Public Works Conference Room, 614 Main Street, Building 200I

Attendees:

- **Tree Board Members:** Frank Krens, Vicki Hearst, Pam Schrimsher, Olga Aleksandrova, Elena LaRochelle
- **Town Council:** Councilwoman Brandi Haines
- **Staff:** Tonya Elliott-Moore, Public Works Director

Meeting Purpose:

The subcommittee met to continue discussions on proposed updates to the Town's Tree Ordinance, with a focus on in-depth ordinance changes.

Discussion Opening:

Tonya Elliott Moore opened the session reminding the subcommittee that the mitigation rate resolution was being presented to the Town Council on 1/14/25.

Ordinance Changes Discussion:

The committee went through Part III – Land Development Code Article V – Resource Protection Standards Division 5.01.00 through 5.01.18 Trees and marked up the document with their thoughts, suggestions, and questions. This will then be sent to Wade Trim, the Town's consulting planners for their review, input and suggested edits. A finalized draft of the compiled changes can be reviewed at the next subcommittee meeting and then brought forward to the entire tree board committee.

The committee selected February 5, 2025, and February 26, 2025, as their next two subcommittee meetings. After these two they will determine if more sub-committee meetings are needed.

Next Steps:

- The next Subcommittee Working Session is scheduled for February 5, 2025, at 9:15 AM and February 26, at 9:15 am. They will be held at: Public Works Conference Room, 614 Main Street, Building 200
- Review draft ordinance changes document to be compiled by Wade Trim. The goal is to review the draft changes at the Feb 5th Subcommittee meeting.

Adjournment:

The meeting adjourned at approximately 11:30 AM.

Tree Board Subcommittee Working Session Minutes:

Date: February 5, 2025

Time: 9:15 AM - 10:37 AM

Location: Public Works Conference Room, 614 Main Street, Building 200

Attendees:

Tree Board Members: Frank Krens, Vicki Hearst, Olga Aleksandrova, Elena LaRochelle

Town Council: Councilwoman Brandi Haines

Staff: Tonya Elliott-Moore, Assistant Town Manager

Meeting Purpose:

The subcommittee convened to review and discuss the draft Tree Ordinance updates prepared by Wade Trim based on feedback from the January 8, 2025, meeting.

Discussion of Draft Tree Ordinance Updates:

1. Historic vs. Heritage Tree Terminology:

- The subcommittee questioned whether both terms were necessary.
- Suggested using "Heritage Tree" exclusively, with a definition that includes historical significance when applicable.

2. Tree Protection Standards:

- Concerns were raised about enforceability and practicality of protection requirements.
- Members emphasized the need for strict yet achievable standards to prevent frequent requests for waivers.
- Discussion on potential penalties or alternative compliance measures for contractors unable to meet requirements.

3. Documentation for Tree Removal/Trimming:

- Members opposed language suggesting that documentation may not be required.
- They requested clarification on when and why documentation is needed to maintain accountability.

4. Website Link for Approved Plant Lists:

- Members inquired whether a link could be incorporated into the ordinance to direct residents to current plant list.

5. Emergency Tree Removal Language:

- Concern that the ordinance language was unclear regarding emergencies.
- Emphasized that emergency removals should only apply to officially declared natural disasters, not self-declared emergencies by property owners.

6. Tree Protection Barrier Requirements:

- Members advocated for stronger barrier requirements.
- Suggested specifying chain-link fencing in the tree protection section to ensure compliance.

7. Root Protection Requirements:

- Recommended increasing minimum root protection standards to better preserve tree health during construction.

Next Steps:

- Wade Trim to refine the ordinance language based on the subcommittee's feedback.
- The revised draft will be reviewed at the next subcommittee meeting.

Next Meeting:

- Date: February 26, 2025
- Time: 9:15 AM
- Location: Public Works Conference Room, 614 Main Street, Building 200
- Wade Trim representatives invited to attend in person or via Zoom for further clarification and discussion.

Adjournment:

The meeting adjourned at 10:37 AM.