



**LAND DEVELOPMENT REGULATION ADVISORY BOARD (LDRAB)  
LANDSCAPE SUB-COMMITTEE**

JANUARY 14, 2016 MINUTES  
2300 NORTH JOG ROAD, CONFERENCE ROOM VC-2E-12 – 2ND FLOOR

**ATTENDEES:**

**SUBCOMMITTEE MEMBERS:**

DREW MARTIN - SIERRA CLUB OF PB & SOIL  
COLLENE WALTER - UDKS  
DYLAN RODEN - GENTILE/HOLLOWAY  
JEFF BROPHY – WANTMAN/ASSOC WGI  
LEO URBAN - URBAN ASSOC  
GLADYS DIGIROLAMO - GL HOMES  
TERRENCE BAILEY- LDRAB Member

**STAFF:** JON MACGILLIS, MARYANN KWOK, BARBARA PINKSTON, RODNEY SWONGER, JON POWERS, MELISSA MATOS; BOB KRAUS, MARK GOODWIN, CARL BENGSTON, MARCELLA LAMBERT AND DORINE KELLEY

**A. CALL TO ORDER**

1. Additions, Substitutions and Deletions to Agenda
2. Motion to Adopt Agenda

Jon MacGillis, Zoning Director called the meeting to order at 2:06. He asked if there were any changes to Agenda and there were not. Collene Walter motioned to adopt the Agenda and Jeff Brophy second the motion.

**B. REVIEW MINUTES FROM SUBCOMMITTEE MEETING (ATTACHMENTS #1)**

1. **JULY 15, 2015**
2. **AUGUST 17, 2015**
3. **SEPTEMBER 28, 2015**
4. **OCTOBER 26, 2015**
5. **NOVEMBER 13, 2015**

Jon MacGillis stated that staff provided several past meeting minutes for those members who might not have been able to attend all the meetings on the discussions related to Vegetation Protection and Alternative Landscape Plan. He stated he would not go over these minutes today, but encouraged Committee Members, to review the minutes, if they have not already done so, so that they will understand the staff recommendations at today's meeting.

**C. REVIEW VEGETATION PROTECTION RECOMMENDATIONS FROM SUBCOMMITTEE  
(ATTACHMENT #2 & #3)**

Jon explained that in prior subcommittee meetings staff was directed by the committee to follow-up on recommendations with regard to vegetation protection as it applies to coordination with ERM and other county agencies, establish consistent technical requirements for Site Plans as well as on-site preservation measures and establishing new code provisions to provide the zoning director with clear authority to require vegetation protection that enhances, but does not conflict with the ERM directors authority.

**ULDC Amendment 2015-02 Round** - Jon proceeded to go over Attachment 2 on the Agenda, page 10 of 12. He explained that the ULDC amendments to provide authority to the Zoning Director are to be adopted by the BCC on January 28, 2016. Collene asked why provisions in this language did not address tree removal. Jon and Rodney Swonger explained there are currently ULDC provisions that address tree removal. Jon explained that this amendment was to address specifically the Zoning Directors expanded authority for preservation. He said at prior meetings committee members stated they did not think the current code provisions provided the Zoning Director with the authority to require preservation for final DRO approvals. Committee members appeared to be fine with the proposed ULDC amendments.

**Technical Requirements** - Jon explained that since June 2015 the Departments of ERM and PZB-Zoning have been working closely together to refine the roles in the vegetation protection and review processes. There were several large projects that were submitted for zoning review in 2015 which required staff to work closely with the agent to identify those trees to be preserved under Article 14 and those under Article 7. Jon said that staff had made significant progress in this area by: establishing clear review process to encourage joint site visits between ERM, Zoning and the agent to identify the trees to be preserved up front, amending the Zoning general application to require the agent to identify the proposed finished grade for the site (impact on existing trees) and to indicate if a Tree Survey will be submitted with the proposed application. ERM and Landscape Section staff will review all new application submittals for vegetation preservation and protection and then notify the Zoning Project Manager of those sites that are required to submit Tree Surveys and may be required to redesign to preserve trees. The Project Manager will contact the Agent as soon as possible in the review process but prior to certification to notify them of the preservation requirements. Then, if meetings are required with staff and the agent, they are established early in the process since we recognize the costs associated with site modifications if done later in the review process. Also, Zoning and ERM will continue to coordinate DRO comments, certification issues and conditions so there is no duplication of effort or confusion to the agent on preservation. Collene said she was pleased to see the process of preservation of trees by ERM and Zoning have been clarified since that has been a point of contention in the past as to which Department the agent must contact to discuss the trees on site. Maryann further stated the importance of identifying the tree preservation requirements very early in the process. Jon stated that Maryann would discuss the amendments in the Zoning Technical Manual under sections D and E on the Agenda, but changes would include reference to the Tree Survey, Tree Chart, Tree Disposition Plan and Best Management Practices (currently used by ERM) would be added to the Technical Manual and be published this Spring once Landscape Subcommittee reviews and signed off on them.

**Coordination with Departments** - Jon explained that there are ongoing meetings between key departments to address the preservation of trees during the permitting process. He explained that even though the approval process has been tighten to ensure trees are identified and incorporated into the final designs, when permits are issued for land clearing or prep they might not be cognitive of the fact that trees have been identified for preservation. We continue

to discuss how to ensure when permits are issued that they are consistent with site plan and Vegetation Protection permit issued by ERM. We have been discussing a Barricade Permit, but have not had time to coordinate with the key departments that would need to implement acceptance of this new requirement.

**Tree Survey** - there was discussion by Committee Members as to the relationship between the Surveyor preparing the Tree Survey and the final Disposition Plan prepared by the Agent. Terrence Bailey said that there are 3 things the Surveyor looks at: location of trees, size and species. Leo Urban stated sometimes the size and name of trees are not correct when he gets it from Surveyor so he has to verify all the information for his client. Collene agreed that she hires the Surveyor and explains what they expect in terms of the survey and when they get the document back they take the chart of the trees and clean it up. Maryann said it is ultimately the responsibility of the applicant to ensure what is submitted to the County is accurate. If not correct, typically ERM and Zoning staff will identify the item that needs to be cleaned up.

#### **Follow-up for next meeting on Vegetation**

- ULDC amendment to address inconsistency between Article 14 and Article 7 on Tree dbh, caliber and tree height - Staff to work on this for 2016-01 ULDC Round
- Tree Disposition Plan - finalize the Tree Chart to ensure all key fields are charted and acceptable. Agreed to do a template for the title block but since Plans for all sites are unique, agreed this would vary for each Plan.

#### **D. REVIEW OF EXISTING ALTERNATIVE LANDSCAPE PLAN (ALP) AND PROPOSED CODE AMENDMENT (WILL DISCUSS AT MEETING)**

**SEE COMMENTS UNDER E BELOW ON THIS TOPIC.**

#### **E. LANDSCAPE - TECHNICAL MANUAL, TITLE 4, LANDSCAPE (ATTACHMENT #4)**

Maryann explained that Title 4 of the Technical Manual will be amended to include a link to ERM's Best Management Practices. In addition, a new Chapter C will be included to address the preservation of tree/disposition plan requirement.

The Tree Schedule will be a requirement to be inserted on a Site Regulating Plan, if the site has significant vegetation. If the vegetation to be preserved is insignificant then the Tabular could be placed on the Site or Subdivision Plan.

There was much discussion on who does what. The Subcommittee explained that a Surveyor will usually prepare the location of the trees, and if requested, could also include the dimension of the tree canopy of each tree in the Survey. The Landscape Architect or Arborist will use the information from the Survey to complete the Tree Disposition Plan.

Collene Walter brought in examples of Tree Disposition Plan for Staff's reference.

Maryann also said staff will review the examples and will incorporate applicable information into the Tree Disposition Tabular.

Collene also indicated that they prefer to use the Tree Disposition Tabular as a template and not the Plan template because each site has varied configurations/sizes, and will be difficult to restrict the placement of the graphic information.

#### **F. SUMMARY OF TODAY'S DISCUSSION**

- Vegetation protection - finalize meetings with County Departments on how to ensure permits issued for land clearing are consistent with vegetation protection permit and site plan for preservation.

- Tree Surveys clearly identify trees location, size and type of tree. Landscape architect takes this information and uses it to incorporate trees on site plan or for sites with larger preservation efforts a Tree Deposition plan.
- ULDC amendment to ensure consistency in requirements for tree dbh, caliber and height in 2016-02 ULDC Round
- Staff to send the technical manual and Alternative Landscape Plan (ALP) to committee members to provide comments on Vegetation Tabular chart and chart for ALP waivers.

**G. FUTURE MEETING TOPICS**

- Collene Walter - Florida Grade II vs. current ULDC to require only Florida Grade I. Collene asked if this could be discussed to allow Florida grade II trees in certain open areas etc. since it is difficult to get grade I from all required trees on site.
- Drew Martin - general observation and comments on quality of fill brought into new properties, total number of trees being saved on newly developed sites is too low, penalties for tree damage and removal is too low, discussion in future on wildlife habitats in new developments to help maintain some habitats for animals.

**H. Adjourn -at 3:13**

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