



Town of Lake Park, Florida

Tree Board Meeting Agenda

Tuesday, May 12, 2026 at 6:00 PM

Town Hall Commission Chamber, 535 Park Avenue, Lake Park, FL 33403

Brady Drew	—	Chair
Gillian Kennedy Wright	—	Vice-Chair
Shana Phelan	—	Board Member
Mary Beth Taylor	—	Board Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Tree Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

PRESENTATIONS:

- [1.](#) Townwide Swale Restoration Initiative and Request for Tree Board Collaboration on Right-of-Way Tree Inventory

CONSENT AGENDA:

2. Minutes of the March 17, 2026 Special Called Tree Board Meeting

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

COMMITTEE MEMBER COMMENTS:

STAFF MEMBER COMMENTS:

ADJOURNMENT:

FUTURE MEETING DATE: The next scheduled Tree Board Meeting will be conducted on June 9, 2026



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 12, 2026

Originating Department: Public Works

Agenda Title: Townwide Swale Restoration Initiative and Request for Tree Board Collaboration on Right-of-Way Tree Inventory

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes, I have notified everyone.

JM _____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department is preparing a townwide initiative to restore, recontour, and maintain roadside swales so the Town’s stormwater drainage system can function as intended. Roadside swales are public drainage infrastructure. Their shape, elevation, vegetation, and unobstructed flow path are essential to stormwater conveyance, localized flood reduction, right-of-way maintenance, and long-term infrastructure protection.

A recurring operational challenge is the cumulative impact of trees, plantings, landscape materials, and other encroachments placed within Town right-of-way and swale areas. In several locations, these conditions appear to restrict conveyance, limit routine maintenance, affect sidewalk and driveway interfaces, create utility conflicts, and complicate safe roadside

operations. A consistent, data-based inventory is needed before staff can recommend corrective actions, policy adjustments, or future planting standards.

Purpose of the Agenda Item:

Staff is requesting collaboration with the Tree Board to support the development of a townwide right-of-way tree inventory, with specific attention to trees and plantings located within or adjacent to drainage swales. The inventory will create a factual, map-based record of tree species, size, condition, location, infrastructure conflicts, and potential drainage impacts. This information will help the Town prioritize swale restoration activities, improve maintenance planning, guide public education, and establish practical standards for future right-of-way planting decisions.

Proposed Inventory Scope and Deliverables:

- **Inventory Area.** Town-maintained right-of-way, roadside swales, roadway corridors, sidewalk corridors, and other locations where trees or plantings may affect public infrastructure.
- **Data Fields.** Species, diameter at breast height, canopy spread, approximate height, condition rating, location, maintenance needs, and observable conflict indicators.
- **Conflict Indicators.** Proximity to swale flow lines, sidewalks, driveways, utilities, drainage structures, curb lines, roadway edges, sight visibility areas, and evidence of drainage obstruction or maintenance restriction.
- **Mapping Output.** A Geographic Information System (GIS) layer and associated map products for staff review, Tree Board discussion, operational planning, and public education.
- **Summary Outputs.** A baseline report summarizing tree counts by species, condition, and location, together with a prioritized list of potential conflict areas affecting drainage conveyance or public infrastructure.

Requested Tree Board Collaboration:

- **Inventory Standards.** Provide input on the condition rating scale, minimum data fields, documentation method, and data quality expectations.
- **Species Guidance.** Recommend appropriate tree species for right-of-way areas outside active drainage swales and identify species that are more likely to create infrastructure, maintenance, or drainage conflicts.
- **Community Education.** Assist staff with clear public messaging explaining why swales must remain functional as drainage infrastructure and how residents can help protect the system.
- **Review and Feedback.** Participate in periodic review meetings to evaluate inventory findings, identify trends, and recommend practical policy or operational adjustments.

Discussion Items for Tree Board Input:

1. Recommended tree inventory standards, including condition scoring and conflict indicators.
2. Preferred outreach tools, including website content, mailers, neighborhood meetings, permit education, and public-facing maps.

3. The Tree Board's preferred level of participation, including review workshops, targeted field observations, or volunteer support where appropriate.
4. How inventory findings should inform future right-of-way and swale planting policy, including possible updates to planting rules, permit requirements, and maintenance practices.

Staff Assessment:

Staff believes the proposed inventory will provide the Town with a defensible technical foundation for balancing stormwater performance, urban forestry, public safety, maintenance efficiency, and community expectations. The goal is not to eliminate tree canopy, but to manage the right tree in the right location while preserving the drainage function of the Town's swale system.

RECOMMENDATION:

I move to support the Public Works Department's development of a Townwide right-of-way and swale tree inventory and to direct the Tree Board to collaborate with staff on inventory standards, species guidance, community education tools, and periodic review of inventory findings as the work progresses.



Town of Lake Park Right-of-Way Tree Inventory and Swale Conflict Assessment Program

Technical Program Framework

Objective:

To develop a consistent, map-based inventory of trees located within Town right-of-way, roadside swales, public parks, and other public landscape areas, with emphasis on tree health, species diversity, infrastructure conflicts, maintenance needs, and potential impacts to stormwater conveyance. The program is intended to support data-driven urban forestry management, swale restoration, sustainability planning, public safety, and community beautification.

Program Purpose:

The Town's tree canopy is an important public asset. However, trees located in or near drainage swales, sidewalks, utilities, driveways, and roadway corridors must be evaluated using both urban forestry and public infrastructure criteria. This program establishes a practical framework for collecting reliable tree data, identifying priority conditions, coordinating with stakeholders, and using the information to guide maintenance, policy, budget, and future planting decisions.

1. Inventory Scope:

- Town-maintained right-of-way, including roadside swales and roadway corridors.
- Sidewalk corridors, driveway interfaces, curb lines, and utility conflict areas.
- Public parks, streetscapes, municipal facilities, and other Town-managed landscape areas.
- Priority corridors where drainage, maintenance access, sidewalk condition, or roadway safety concerns have been identified.

2. Required Data Fields:

- Species identification, including common name and scientific name where available.
- Diameter at breast height (DBH), measured in inches using a consistent field method.
- Approximate height and canopy spread.
- Tree health and condition rating, using a defined scoring scale.
- Global Positioning System (GPS) location or mapped point location suitable for Geographic Information System (GIS) integration.

- Observable defects, including decay, dead limbs, poor structure, disease indicators, root conflicts, or storm damage.
- Maintenance needs, including pruning, monitoring, removal evaluation, root conflict review, or arborist assessment.
- Infrastructure conflict indicators, including conflicts with swale flow lines, drainage structures, sidewalks, driveways, utilities, roadway edges, signs, lighting, and sight visibility areas.
- Stormwater impact indicator, identifying whether the tree or associated planting appears to obstruct flow, alter swale grade, trap sediment, restrict maintenance access, or contribute to localized drainage issues.

3. Data Collection Method:

- Divide the Town into manageable survey zones based on corridors, neighborhoods, parks, and operational priorities.
- Begin with high-priority areas where known swale performance, sidewalk, utility, or maintenance conflicts exist.
- Use trained Public Works staff, qualified arborists, and, where appropriate, trained volunteers for non-technical data collection support.
- Use standardized field forms and photo documentation to maintain consistency across survey teams.
- Require quality control review of a sample of completed records before accepting each survey zone as complete.

4. Technology and Mapping Tools:

- Mobile Data Collection. ArcGIS Field Maps, i-Tree, TreePlotter, or comparable mobile applications may be used for field collection and real-time mapping.
- Geographic Information System Integration. Inventory points should be incorporated into the Town's GIS environment for mapping, analysis, dashboard reporting, and long-term asset management.
- Aerial Review. Drone imagery may be used where appropriate to support canopy assessment, corridor review, and identification of hard-to-access areas. Field verification should still be used for final tree-level records.
- Centralized Database. The program should maintain a centralized database capable of tracking tree condition, maintenance history, inspection dates, conflict indicators, and future updates.

5. Quality Assurance and Data Governance:

- Adopt a written data dictionary defining each field, acceptable values, measurement method, and required documentation.
- Use a consistent tree condition rating scale, such as Excellent, Good, Fair, Poor, Critical, or Dead.
- Require periodic data audits to confirm species identification, location accuracy, condition scoring, and conflict classification.

- Limit technical determinations, such as hazard rating or removal recommendations, to qualified staff or certified arborists.
- Maintain records in a format that can support future maintenance planning, budget development, public communication, and policy review.

6. Community Engagement Strategy:

- Develop public education materials explaining the role of swales as drainage infrastructure and the importance of proper tree placement.
- Use the Town website, newsletters, social media, neighborhood meetings, and Tree Board presentations to communicate program goals.
- Provide clear guidance on permitted and non-permitted planting within right-of-way and swale areas.
- Consider volunteer participation for tree identification support, public outreach, and neighborhood-level observations, provided that technical findings are verified by staff or qualified professionals.
- Highlight the benefits of healthy tree canopy while also explaining the operational need to protect drainage conveyance, public safety, and infrastructure.

7. Program Phases:

- **Phase 1, Planning and Standards Development.** Confirm data fields, condition rating criteria, conflict indicators, survey zones, technology platform, staff responsibilities, and quality control requirements.
- **Phase 2, Pilot Survey.** Conduct a pilot survey in a limited area with known tree, swale, or infrastructure conflicts. Refine the data collection method before expanding townwide.
- **Phase 3, Townwide Data Collection.** Complete phased inventory work by zone, beginning with priority corridors and then expanding to remaining public right-of-way and Town-managed areas.
- **Phase 4, Analysis and Reporting.** Prepare maps, dashboards, species summaries, condition summaries, conflict area lists, and recommended maintenance or policy actions.
- **Phase 5, Long-Term Monitoring.** Update records annually or biennially, or after major storm events, capital projects, roadway work, swale restoration, removals, or new plantings.

8. Expected Program Outputs:

- GIS tree inventory layer with mapped tree locations and core data fields.
- Townwide tree inventory summary report.
- Priority conflict map identifying locations where trees or plantings may affect swale function, sidewalks, utilities, roadway safety, or maintenance access.

- Recommended tree species guidance for appropriate right-of-way locations outside active swale conveyance areas.
- Public education materials supporting proper planting, swale protection, and long-term canopy management.
- Maintenance and budget planning information to support future trimming, removal evaluation, replacement planting, and swale restoration work.

9. Implementation Steps:

1. Confirm the desired software platform and data collection method.
2. Prepare the data dictionary, survey form, condition rating guide, and conflict indicator definitions.
3. Identify survey zones and establish a phased schedule.
4. Conduct a pilot survey and complete quality control review.
5. Revise the methodology based on pilot results.
6. Proceed with phased townwide inventory work.
7. Develop maps, summary reports, and recommended action items.
8. Use inventory findings to guide swale restoration, maintenance priorities, public education, and future right-of-way planting policy.

Professional Recommendation:

The Town should treat this program as both an urban forestry initiative and a public infrastructure management tool. A successful program should preserve and improve tree canopy while ensuring that swales, sidewalks, utilities, and roadway corridors remain functional, maintainable, and safe. The most effective approach is to begin with a focused pilot area, verify the data collection method, and then expand the inventory townwide using consistent standards.



Town of Lake Park, Florida Tree Board Meeting Minutes

Tuesday, March 17, 2026 at 6:00 PM

Town Hall Commission Chamber, 535 Park Avenue, Lake Park, FL 33403

Brady Drew	—	Chair
Gillian Kennedy Wright	—	Vice-Chair
Shana Phelan	—	Board Member
Mary Beth Taylor	—	Board Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Tree Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:11pm

PRESENT

Chair Brady Drew

Vice-Chair Gillian Kennedy Wright

Board Member Mary Taylor

ABSENT

Board Member Shana Phelan

SELECTION OF A CHAIR AND VICE CHAIR:

1. Selection of a Chair and Vice Chair

Motion to select Brady Drew as Chair and Gillian Kennedy Wright as Vice-Chair made by Board Member Taylor, Seconded by Vice-Chair Kennedy Wright.

Voting Yea: Chair Drew, Vice-Chair Kennedy Wright, Board Member Taylor.

PLEDGE OF ALLEGIANCE

Chair Drew led the Pledge of Allegiance.

CONSENT AGENDA:

2. March 13, 2025 Special Call Tree Board Meeting Minutes

Motion to approve the minutes made by Board Member Taylor, Seconded by Vice-Chair Kennedy Wright.

Voting Yea: Chair Drew, Vice-Chair Kennedy Wright, Board Member Taylor.

Chair Drew stated for the record that last year the Board had recommended to plant either a palm tree in the swale or a shade tree inside the park and what ended up being implemented was a palm tree inside the park. He requested that moving forward the Tree Board's recommendations be properly implemented.

NEW BUSINESS:

The Board decided to hear item 4 first.

4. 2026 Arbor Day Ceremony Tree Selection

Special Events Director Riunite Franks provided a summary of the item.

Chair Drew read into the record the written comments submitted by Board Member Phelan (Exhibit B). The Board discussed the options and decided the park location would be best. They selected a Gumbo Limbo tree in that location.

Motion to plant a Gumbo Limbo Tree in Bert Bostrom Park for the Arbor Day Ceremony made by Board Member Taylor, Seconded by Vice Chair Kennedy Wright.

Voting Yea: Chair Drew, Vice Chair Kennedy Wright, Board Member Taylor.

3. Town-wide Swale Restoration Initiative and Request for Tree Board Collaboration on Right-of-Way Tree Inventory

Special Events Director Riunite Franks announced that Public Works Director Jaime Morales would not be able to be in attendance to present this item. She read the material to the Board (Exhibit C). Chair Drew read into the record the written comments of absent Board Member Phelan again as it pertains to this item (see Exhibit B again). The Board discussed the item and all stated they would like more detailed information and also to possibly apply ratings and procedures incrementally. The Board agreed that they would like to do a tree inventory first and then move on to the next steps. Board Member Taylor suggested they begin with Park

Avenue. Vice-Chair Kennedy Wright suggested including a residential area at the same time. Chair Drew spoke about options for rating trees and methods of inventories. The Board stated that they are open to working with Public Works on the tree inventory and would like to see some sort of permit process for what can be planted in the swale beginning with one block as a pilot inventory.

Motion to support the Public Works Department's development of a town-wide right of way and swale tree inventory and to direct the Tree Board to collaborate with staff on inventory standards, species guidance and community education tools with periodic updates provided to the Tree Board as the work progresses made by Vice-Chair Kennedy Wright, Seconded by Board Member Taylor.

Voting Yea: Chair Drew, Vice-Chair Kennedy Wright, Board Member Taylor.

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

NONE

COMMITTEE MEMBER COMMENTS:

-Board Member Taylor requested to know when the next meeting would be and also requested that Public Works Director Morales be present. Special Events Director Franks advised that the Clerk's Office would reach out to them with the next meeting date.

-Chair Drew stated that he is looking forward to the Arbor Day Celebration.

STAFF MEMBER COMMENTS: NONE

ADJOURNMENT:

Motion to adjourn made by Board Member Taylor, Seconded by Vice-Chair Kennedy Wright.

Meeting adjourned 6:44pm

FUTURE MEETING DATE: The Tree Board Meeting is scheduled for April 14, 2026.

Chair

Deputy Town Clerk, Laura Weidgans

Town Seal

Approved on this _____ of _____, 2026



Exhibit A

Town of Lake Park Library Board

Agenda Request Form

Meeting Date: March 17, 2026

Originating Department: Special Events

Agenda Title: 2026 Arbor Day Ceremony Tree Selection

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: 2026 Arbor Day Tree Location Options

2026 Arbor Day Tree Selection Options

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background:

The Town of Lake Park will host our annual Arbor Day Ceremony on Friday, April 24, 2026 from 10:00 AM – 11:00 AM in honor of National Arbor Day. At this time, staff would like the Town’s Tree Board to select a location and tree to be planted during the ceremony. The Town’s Public Works Department has provided the following options to choose from:

1. LOCATION

- The southwest end of the PBSO building, adjacent to Park Avenue.
- The southeast end of Bert Bostrom Park, adjacent to Bayberry Drive.

2. TYPE OF TREE

- **Gumbo Limbo (Bursera Simaruba)** – A medium-sized canopy tree that grows up to 30 meters tall and is commonly known as the “Tourist Tree” because of its dark red bark that peels back and low hanging branches.

- **Dahoon Holly (Ilex Cassine)** – A medium-sized evergreen tree (or large shrub) that grows up to 50 feet tall with dark green leaves and festive bright red berries.
- **Green Buttonwood (Conocarpus Erectus)** – A medium-sized evergreen tree that grows up to 20 feet with a dark brown bark, low-branches, vibrant green leaves and small brown berries.

Recommended Motion: I move to have a _____ tree planted on the _____ during the Town’s Arbor Day Ceremony.

Tree board tonight

From Shana Phelan <shanaphelan1@gmail.com>
Date Tue 3/17/2026 5:18 PM
To Laura Weidgans <lweidgans@lakeparkflorida.gov>

Greetings Laura,

Apologies for missing the meeting tonight. Here are just a few of my thoughts:

ArborDay questions: there have been several discussions and meetings regarding the road diet and plantings and future development of Bert Bostrom. Are the tree sites being suggested for Arbor Day part of these future plans? I would hate to plant a tree only to have it taken out later when some of this development occurs. As long as that is being considered, I'm fine with any of the canopy, trees and the locations that the rest of the tree board decides on.

I think there needs to be a broader discussion about the swales in Lake Park and how to properly use them. I think there are options for trees and other plantings rather than just grass. And because of that, I think public works or permitting and zoning definitely needs to come up with a plan for allowing people to submit a permit to develop those swales. I included a link to Coral Gable's website regarding how they handle swales in their community just as a reference.

Swales: <https://www.coralgables.com/departments/public-works/treeandswalepermits>

I think that's it for now. Thank you for taking my comments.

Warm regards,

Shana



Town of Lake Park Tree Board

Agenda Request Form

Meeting Date: March 17, 2026

Originating Department: Public Works

Agenda Title: Townwide Swale Restoration Initiative and Request for Tree Board Collaboration on Right-of-Way Tree Inventory

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____
Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:
_____ Yes, I have notified everyone.
JM Not applicable in this case

Summary Explanation/Background:

Public Works is preparing an initiative to recontour and restore the Town’s roadside swales so the stormwater drainage system functions as intended. A primary challenge affecting swale performance is the long-term cumulative impact of trees and plantings installed in the Town’s right-of-way, including non-permitted trees in swales. These conditions can reduce drainage conveyance, restrict routine maintenance, and create conflicts with sidewalks, utilities, and roadway safety operations.

Purpose of this agenda item. Staff is requesting the Tree Board’s collaboration to help develop a Townwide tree inventory within the right-of-way and swales. The inventory will provide factual, map-based information on tree species, size, condition, and location. This data will

allow the Town to evaluate drainage impacts, set consistent standards, prioritize corrective actions, and improve long-term urban forestry planning.

Proposed Tree Inventory, scope, and deliverables.

1. Inventory Area. Town right-of-way and swales, including roadway corridors, sidewalk corridors, and drainage swales.
2. Data Fields. Species, diameter at breast height, canopy spread, approximate height, condition rating, conflict indicators, such as proximity to swale flow line, sidewalks, driveways, utilities, and evidence of drainage obstruction, plus maintenance needs.
3. Mapping Output. Geographic Information System layer and map products for staff use, Tree Board review, and public education.
4. Summary Outputs. A baseline report summarizing counts by species, condition, and locations, plus a list of priority conflict areas where trees appear to affect stormwater conveyance or infrastructure.

How the Tree Board can help.

1. Inventory Standards. Recommend the condition rating scale, data fields, and minimum data quality requirements.
2. Species Guidance. Recommend suitable tree species for right-of-way contexts outside swales, and identify species that commonly cause infrastructure and drainage conflicts.
3. Community Engagement. Collaborate with staff on an educational message explaining why swales must remain functional as drainage infrastructure, and how residents can participate in protecting the system.
4. Review and Feedback. Participate in periodic check-ins to review inventory results, identify trends, and recommend practical policy or operational adjustments.

Discussion items for Tree Board input.

1. What tree inventory standards should the Town adopt, including condition scoring and conflict indicators.
2. What outreach tools will be most effective for residents, such as mailers, website content, neighborhood meetings, and permit education.
3. How the Tree Board would like to participate, including member site visits, volunteer support, and review workshops.
4. How the inventory should be used to inform future planting policy, including potential updates to the Town's right of way and swale planting rules.

RECOMMENDATION:

I move to support the Public Works Department's development of a Townwide right-of-way and swale tree inventory and to direct the Tree Board to collaborate with staff on inventory standards, species guidance, and community education tools, with periodic updates provided to the Tree Board as the work progresses.