



Town of Lake Park, Florida

Tree Board Meeting Agenda

Tuesday, October 13, 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.
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CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

PRESENTATIONS:

- [1.](#) Presentation of Proposed Landscaping Improvements as Part of the 10th Street Drainage & Roadway Improvement Project

CONSENT AGENDA:

2. Minutes of the August 11, 2026 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 November 10, 2026



Town of Lake Park Tree Board

Agenda Request Form

Meeting Date: October 13, 2026

Originating Department: Public Works

Agenda Title: Presentation of Proposed Landscaping Improvements as Part of the 10th Street Drainage & Roadway Improvement Project

Approved by Town Manager: N/a **Date:** _____

Cost of Item: \$0.00 **Funding Source:** N/A

Account Number: N/A **Finance Signature:** N/A

Advertised:

Date: N/A **Newspaper:** N/A

Attachments: PowerPoint Presentation Materials

Please initial one:

_____ Yes, I have notified everyone.

XX Not applicable in this case

Summary Explanation/Background:

The 10th Street Road and Green Infrastructure (Stormwater) Improvements Project has advanced to approximately 70% design, representing a key decision point before the project moves into the next phase of design development.

The Public Works Department is presenting the current design framework for the Tree Board review and comment of the proposed side-street landscape and storm-system bioswale landscape.

Following Tree Board comment, town staff and the project design team from Baxter & Woodman Engineers will advance the project design.



BAXTER & WOODMAN
Consulting Engineers



Quaranta et al. • *CaMKII α and β in the Adult Rat Hippocampus*



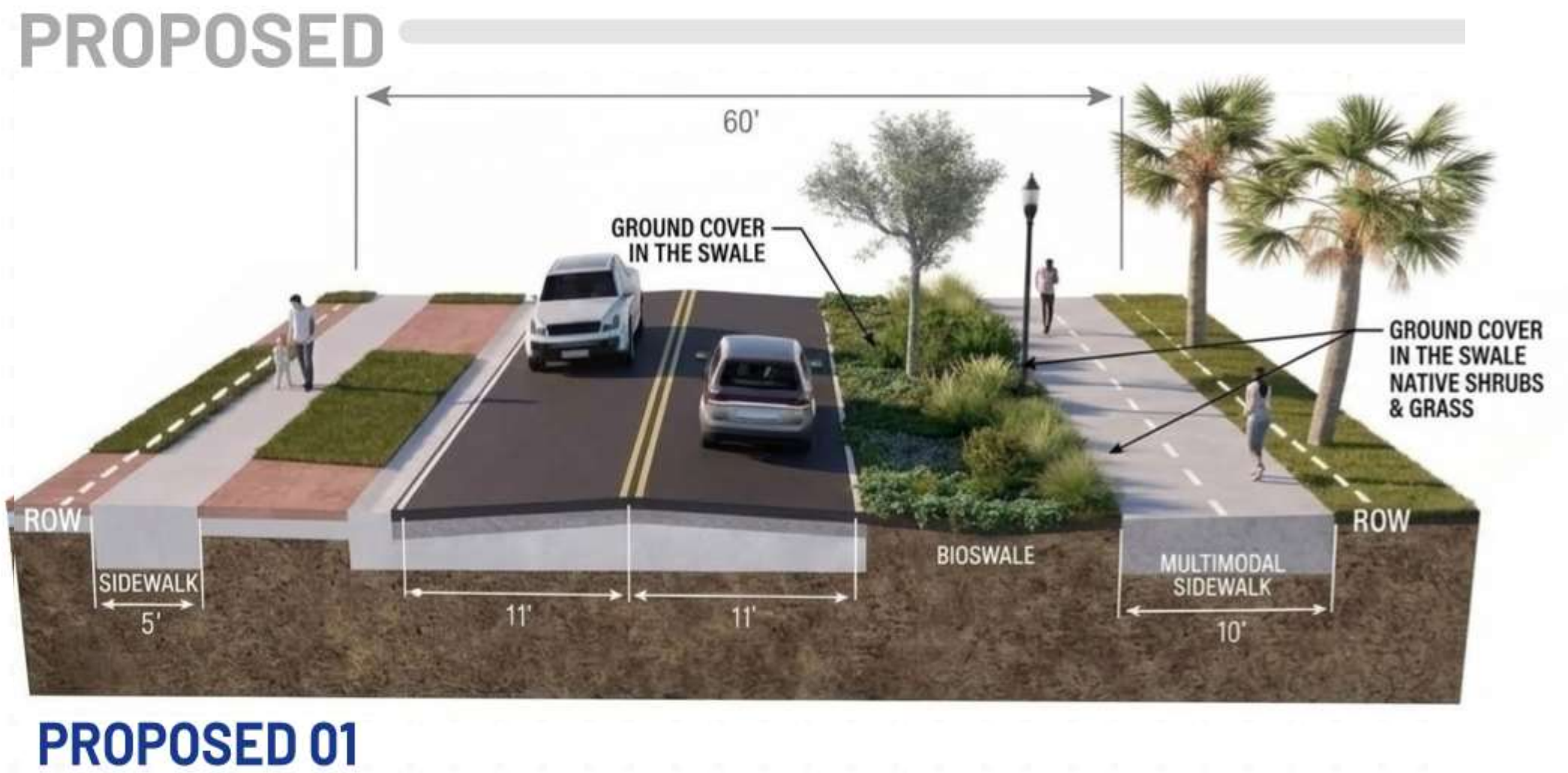
© 2000 American Psychological Association



Continued from p. 11



Typical Cross Sections



Beach Rd

Plant Palette



Shrubs and Groundcover



European Fan Palm (CHB03)



Queen Emma Calliorn (CAU-13)



Stokes Dwarf Yarrow (JVS0)



Blue Shore Juniper (JCBP03)



Wax Jasmine (JV)



Firebush (HP)



Apothecary Iris (H0403)



Emerald Goddess Liliace (LMUE0)



White Ailanthus (LV)



White Indian Hawthorn (RIA)



Small Leaf Cuscuta (CG-07)



Cardboard Cycad (ZF-30)

Plant Palette



Canopy and Under story Trees



Gumbo Limbo (BB112)



Live Oak (QV112)



Seagrape (CDB12)



Dahoon Holly (DC112)



Flame Tree (CDB12)



Sabal Palm (CDB12)



Ginger Tree (CDB112)



Magnolia (LW100)



Boronia (CDB40)



Simpson's Stopper (MF45)

PALM TREES



McArthur Palm (FMA112)

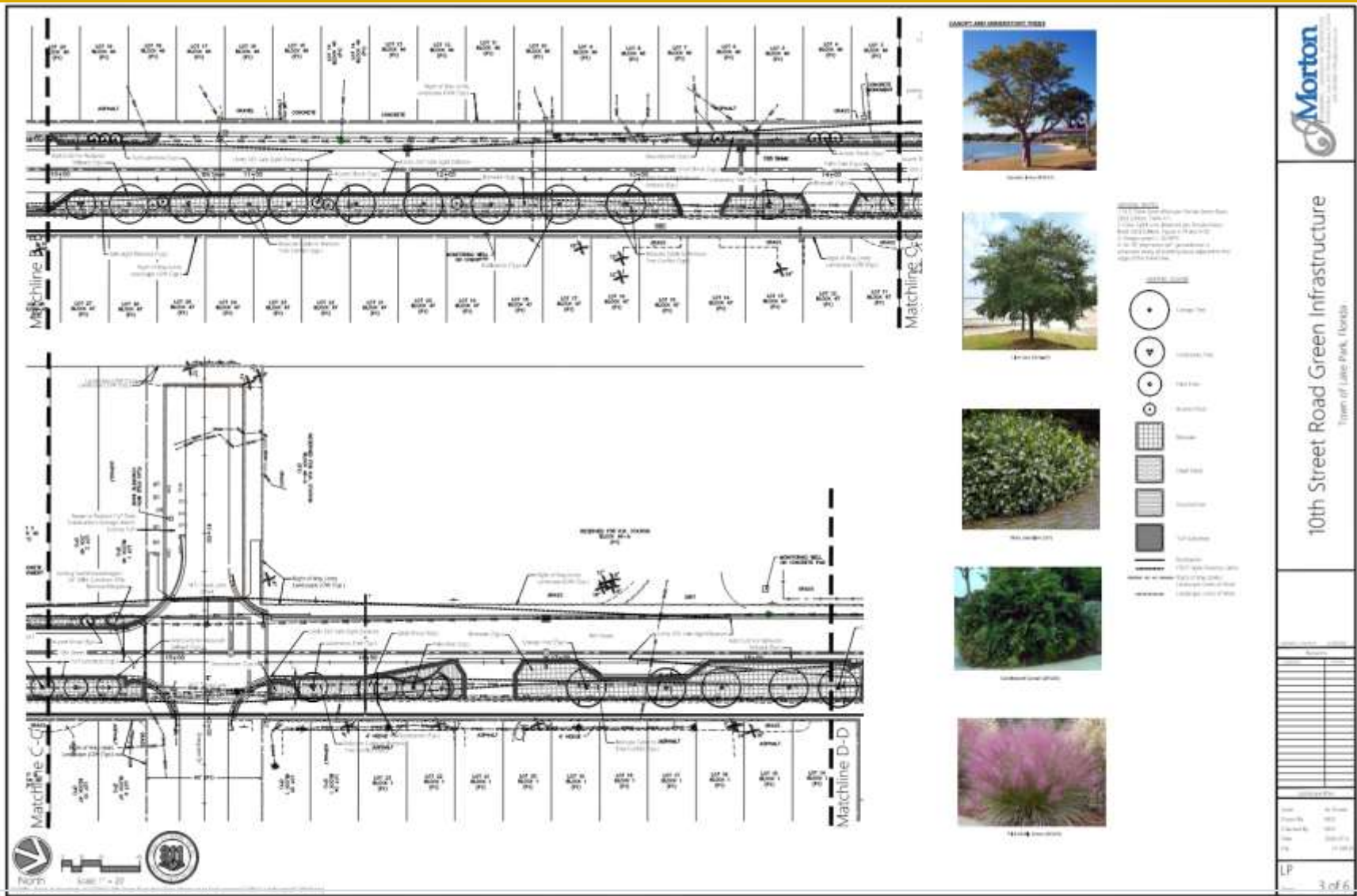


Sabal Palm (PTE112)

Landscape Plan Sheets



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Landscape Plan Sheet s



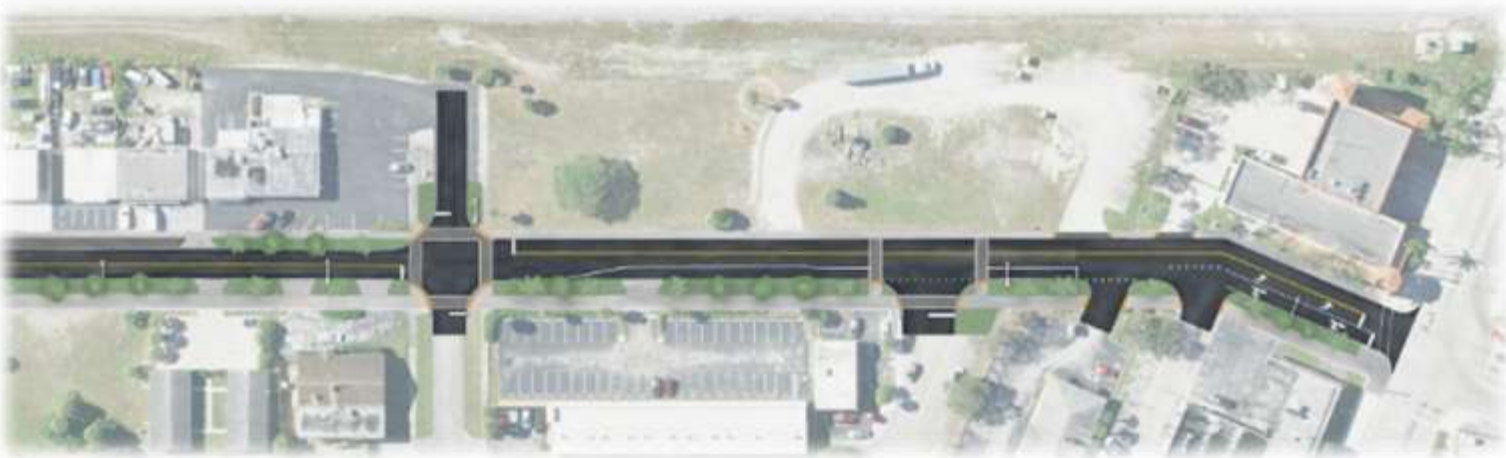
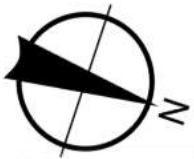
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Project Area



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Consulting Engineers





Town of Lake Park, Florida

Tree Board Meeting Minutes

Tuesday, August 11, 2026 at 6:00 PM

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

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CALL TO ORDER/ROLL CALL

6:00pm

Present:

Chair Brady Drew

Vice-Chair Gillian Kennedy Wright

Board Member Shana Phelan

Absent:

Board Member Mary Taylor

PLEDGE OF ALLEGIANCE

Chair Drew led the Pledge of Allegiance.

CONSENT AGENDA:

Motion to approve the consent agenda made by Board Member Phelan, Seconded by Vice-Chair Kennedy Wright.

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

1. May 12, 2026 Tree Board Meeting Minutes

OLD BUSINESS:**2. Town of Lake Park Townwide Public Tree Inventory and Condition Assessment.**

Public Works Director Jaime Morales provided a presentation (Exhibit A) and explained that he is preparing for an upcoming grant window that opens in September that may fund the assessment phase of the tree inventory. He stated that the Town Manager had expressed an interest in utilizing storm water funds to match the grant.

Vice-Chair Kennedy Wright stated that the information is straightforward and detailed. Chair Drew stated that he is glad they are moving forward with grant proposal and asked if the Town would use an arborist or internal staff in regards to section five. He also asked about public outreach in section 6 and if there will be clear guidance on plants and trees. Public Works Director Morales stated that for section five, a certified arborist would most likely be used and for section six, a list of plants and trees is in the works. He went on to say that there is currently no defined list of trees or plants, but that he envisions this as a sub task and we can ask a professional to provide a palette for adoption by the Town. Chair Drew asked about section eight in regards to Town maintenance for future trimming, etc. Public Works Director Morales stated that according to the Town's code, the property owners are responsible for swales but that the Town, as custodians of the right of way, have responsibility as well. He stated that they would have to amend the code and have the funds to support it and that the Town can't commit to that right now due to proposed tax changes.

Public Works Director Morales stated that if the grant is awarded then they would then need to go through the procurement process to select a professional firm so the work can begin. Vice-Chair Kennedy Wright asked when the award would be granted. Public Works Director Morales stated that the grant period is open until approximately the second week in October and that he has not found any other grants that would fit our needs for the full inventory. However, there may be grant funding available for other phases.

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: None

STAFF MEMBER COMMENTS: None

ADJOURNMENT:

Chair Drew announced the meeting was adjourned at 6:12pm.

FUTURE MEETING DATE: The next scheduled Tree Board Meeting will be conducted on October 13, 2026.

Chair

Deputy Town Clerk, Laura Weidgans

Town Seal

Approved on this _____ of _____, 2026



Town of Lake Park Tree Board

Agenda Request Form

Meeting Date: August 11, 2026

Originating Department: Public Works

Agenda Title: Town of Lake Park Townwide Public Tree Inventory and Condition Assessment

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.

 X Not applicable in this case

Summary Explanation/Background:

Following discussion by the Tree Board regarding potential grant opportunities to support the Town's public tree management efforts, Public Works reviewed the Community Forestry Capacity Grant Program and prepared a grant-readiness package for a Townwide Public Tree Inventory and Condition Assessment.

The proposed initiative would inventory and assess trees the Town owns and/or for which it maintains responsibility. The project area would include public rights-of-way, Town-maintained easements, parks, medians, swales, facility grounds, parking areas, open spaces, and other Town-owned or Town-maintained public property.

The project would establish a GIS-based public tree asset inventory, document tree condition

and maintenance needs, identify infrastructure conflicts, screen for conditions requiring qualified arborist review, and produce a prioritized work program that can be used for maintenance planning, budget development, hurricane readiness, infrastructure coordination, public safety, and future grant applications.

The proposed approach begins with the Public Tree Inventory or Urban Tree Canopy Assessment category. The inventory results would then support a future Urban Forest Management Plan and future Public Tree Canopy Improvement projects. This phased approach allows the Town to begin with verified data, move into management planning, and then pursue targeted tree planting and canopy enhancement projects in priority public areas.

Proposed Project Language for Tree Board Review

Project Title

Town of Lake Park Townwide Public Tree Inventory and Condition Assessment

Project Purpose

The purpose of the project is to create a complete, current, and maintainable inventory of the Town's public tree assets and to establish objective information for maintenance planning, risk reduction, hurricane readiness, infrastructure coordination, replacement planning, budgeting, and future grant applications.

Project Scope

The project will include a GIS-based inventory and professional condition assessment of trees for which the Town owns or maintains responsibility throughout public rights-of-way, Town-maintained easements, parks, medians, swales, municipal facilities, parking areas, open spaces, and other Town-owned or Town-maintained public property.

Private-property trees, trees maintained solely by a utility, and trees under another governmental agency's exclusive responsibility will be excluded unless the Town confirms a legal or operational responsibility and authorizes their inclusion. Ownership or maintenance responsibility will be recorded as a required inventory field.

Data to be Collected

Field Group	Minimum Content
Asset Control	Asset ID, status, date inventoried, inventory crew, last update, and ownership or maintenance responsibility.
Location	Latitude and longitude, nearest address or intersection, corridor, facility, park, parcel, easement reference, and work zone.
Tree Identity	Common and scientific name when known; tree, palm, or multi-stem type; native, non-native, or invasive status when known.
Dimensions	Diameter at breast height or appropriate trunk measurement, approximate height, crown spread, and stem count when applicable.
Condition	Visible health, structure, vigor, defects, pest or disease indicators, recent damage, and site limitations.
Infrastructure Conflicts	Sidewalks, roadway, drainage, utility, building, lighting, sign, irrigation, pavement, parking, visibility, and access conflicts.
Management	No action, monitor, prune, root-zone protection, further assessment,

Field Group	Minimum Content
Action	removal consideration, replacement, or emergency action.
Priority and Timing	Emergency, urgent, planned, or routine/monitoring priority with recommended completion or reassessment timeframe.
Documentation	Photographs, field notes, context images, and assessment references linked to the permanent asset ID.

Expected Deliverables

- Project-area map showing the approved inventory area, streets, public property, facilities, rights-of-way, known Town-maintained easements, and exclusions.
- GIS-based public tree inventory with one feature per tree or palm and a unique permanent asset ID.
- Excel and CSV database matching the GIS data structure.
- Condition and priority register identifying immediate, urgent, planned, and routine/monitoring actions.
- Map series showing asset locations, condition, species distribution, maintenance priorities, infrastructure conflicts, and areas of ownership uncertainty.
- Final technical report, executive summary, leadership presentation, and staff training for future inventory maintenance.

Proposed Phased Strategy

Phase	Project Focus	Purpose
Phase 1	Public Tree Inventory and Condition Assessment	Establish the Town's baseline public tree asset data, condition information, priority needs, infrastructure conflicts, and GIS inventory.
Phase 2	Urban Forest Management Plan	Use the inventory data to develop goals, policies, maintenance priorities, species selection guidance, storm preparedness procedures, and implementation responsibilities.
Phase 3	Public Tree Canopy Improvement	Use the inventory and management plan to support future targeted tree planting and canopy enhancement projects in priority public areas.

6. Grant Readiness Position

The current planning position is to prepare the project for the next Community Forestry Capacity Grant cycle. The most recent cycle was advertised in early September, with applications due in late October. Public Works is preparing project language in advance so the Town may be positioned to submit if the next application window becomes available on a similar timeline.

The proposed project is planned as a \$100,000 initiative, consisting of a \$50,000 grant request and a \$50,000 local match, subject to the official funding notice, eligible cost rules, budget availability, Town Commission direction, and final grant requirements.

Substantially Ready

Project title, purpose, need statement, townwide project concept, data fields, deliverables, technical methodology,

	and draft application narratives.
Pending Before Submission	Current official funding notice, application forms, final inventory-area map, budgetary estimates, match certification, authorization language, portal access, and final internal approvals.
Tree Board Input Requested	Review proposed project language, validate the phased approach, and provide input on public tree management priorities before the grant cycle opens.

RECOMMENDATION:

Provide input and guidance on the grant application objective and proposed phased strategy.