



# City of Palm Coast

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164

## Meeting Minutes Beautification & Environmental Advisory Committee

*Chairman Glenn Partelow*  
*Vice Chair Kenneth Jones*  
*Committee Member John Kapcar*  
*Committee Member Joanna Salkovitz*  
*Committee Member Jeffery Seib*

---

Thursday, July 28, 2016

5:00 PM

City Hall Community Wing

---

>In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk's office, at 386-986-3713 at least 48 hours prior to the meeting.

>Public comment on issues on the agenda or public participation shall be limited to 3 minutes.

>The City of Palm Coast is not responsible for any mechanical failure of recording equipment.

>All pagers and cell phones are to remain OFF during the Board meeting.

>Other matters of concern may be discussed as determined by Board during the meeting.

>If you wish to obtain more information regarding this agenda, please contact the City Clerk's Office at 386-986-3713.

### A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

*Chair Partelow called the meeting of the Beautification & Environmental Advisory Committee (BEAC) to order @ 5PM.*

### B. ROLL CALL

**Present:** 5 - Member Partelow, Vice Chair Jones, Committee Member Kapcar, Committee Member Salkovitz, and Committee Member Seib

### 1 [16-294](#) INTRODUCTION OF SUMMER INTERN - JEROMY WEGRZYN

*Mr.. William Butler, Landscape Architect, introduced Jeromy Wegrzyn, Masters Student in Landscape Architecture @ the State University of New York @ Syracuse, summer intern with the Planning Division, to the BEAC members.*

*Mr.. Wegrzyn discussed with BEAC members his studies while at school and Mr. Butler discussed Mr. Wegrzyn projects that he participated in over this past summer.*

### C. MINUTES



3 [16-293](#)

DISCUSSION AND RECOMMENDATION OF THE PROPOSED CHANGES  
TO THE UNIFIED LAND DEVELOPMENT CODE - CHAPTER 11 -  
LANDSCAPE

*Chair Partelow introduced this agenda item @ 5:08PM.*

*Mr. Seib: Bill, where there any items different from what we had discussed in the meetings (referring to the Planning & Land Development Regulation Board - PLDRB workshop meetings that occurred during June & July 2016) that were different other than that item (referring to Chair Partelow's discussion of the Landscape buffers being maintained @ 35 feet on average)?*

*ANS: Mr. Butler: We (staff) had gone through yesterday what was said to you and the latest is in front of you now.*

*Chair Partelow: So we are looking at the one that reads draft 7-26-16?*

*ANS: Mr. Butler: Yes.*

*Chair Partelow: Did you see anything that was controversial, Bill that worried you?*

*ANS: Mr. Butler: Let's look at page 2, I don't think there was anything there.*

*Discussion ensued regarding changes to Section 11.02.01 section C Subsection #2 from 16 inches to 18 inches and the BEAC recommendation to the PLDRB to leave at 16 inches. In addition, keeping Sweet Gum as a protected specimen tree.*

*Discussion ensued regarding changes to Section 11.02.05 section G - Tree Thinning on MFR/COM and IND Developments.*

*Mr. Seib: Are there some landscaping firms, the larger ones, out on Route US 1 that have certified arborist?*

*ANS: Mr. Butler: Not usually, no.*

*Mr. Seib: Where do you get a certified arborist?*

*ANS: Mr. Butler: There are usually consulting arborist, they don't do the work, they just consult. There is a firm we (the City) use that is actually a tree trimming guy who is a certified arborist.*

*Mrs. Salkovitz: Jason Shaw?*

*ANS: Mr. Butler: Yes, Jason Shaw.*

*Discussion of chart 11-4 Minimum Planting and Maintenance Requirements ensued among the BEAC members.*

*Chair Partelow: We are not worried about under story trees here?*

*ANS: Mr. Butler: No, this would be specimen tree. Well, an under story tree could be a specimen tree, if it was a holly (tree) that was 14 inches it is specimen tree and they would have to replace with a 15 gallon tree instead of a 30 gallon tree.*

*Mr. Seib: For the 2" caliper tree, about on average how tall are they?*

*ANS: Mr. Butler: They are about 8 to 10 feet tall, usually about 10 feet tall.*

*Mr. Seib: And how long does it take (to mature)?*

*ANS: Mr. Butler: Sometime you see the smaller tree will catch up to the bigger tree, because the smaller tree takes less time to establish (itself) than a larger tree. You get the initial impact with a larger tree sooner but it doesn't take off as quickly.*

*Vice Chair Jones: If you are a homeowner and you have a protected tree on your property and it dies, do you have the right to take it down?*

*ANS: Mr. Butler: Well, you will need a permit, and someone (from the City) will need to look at the tree to determine that it is really dead. As well as a determination needs to be made if (removing that tree) would drop them below the minimum number of trees. If it does drop them below the minimum number of trees there is no cost for the permit, they (the City) says cut it down, then the homeowner (would be responsible) to cut it down.*

*Vice Chair Jones: And there is no requirement for the homeowner to replace that tree?*

*ANS: Mr. Butler: No, if (the removal of that tree) leaves them above their minimum number of trees.*

*Vice Chair Jones: If it places the property under the minimal number of trees?*

*ANS: Mr. Butler: Well, yes if under (the minimum number of trees) they would have to replace it.*

*Chair Partelow: They (the homeowner) have to replace a dead tree?*

*ANS: Mr. Butler: If it dies, they would have to replace the tree, if removing that tree would place that property below the minimum number of required trees.*

*Discussion ensued about the process of replacing historic/specimen trees within the City's tree replacement fund among the BEAC members.*

*Chair Partelow: On Table 11-3 - Sight Triangle Dimensions Along Driveways and Roadways (page 15) I don't understand what the term Leg Distance means?*

*ANS: Mr. Butler: You have an intersection with one street on one leg and the other street is on the other leg, so those are the dimensions there, then you would draw the diagonal (line) to connect those two (points, to create the Sight Triangle). Then anything that falls within that triangle is within the sight distance triangle.*

*Discussion ensued regarding plantings around water features (ponds) among the BEAC members.*

*Discussion ensued regarding low, medium, and high screen plantings among the BEAC members.*

*Discussion of alternatives to shrub plantings when the builder has gone above and beyond of the code on commercial projects among the BEAC members.*

*Vice Chair Jones: When submitting code, would artwork be allowed, if it required the elimination of a tree, would that be allowed?*

*ANS: Mr. Butler: We are talking (in this section) about foundation plantings not other trees. They would still have 1 understory tree every 50 linear feet per building space on certain connector roads.*

*Mrs. Salkovitz: How does the movie theater get away with not putting any landscape in the front (of the building)?*

*ANS: Mr. Butler: Interesting question, when that was developed it was supposed to have shops in the front, phase I was the movie theater. We said ok, the economy won't let us build shops at this time, and City Council agreed to this with the caveat that they put landscaping there. The City Council gave them three years and this was going back to the economic development (incentive) however, it kept getting pushed because of the down turn in the economy. The City Council gave them a*

*drop dead date of sometime this past spring and they were supposed to put them in and they hadn't, so they are not in compliance.*

*Chair Partelow: If an existing parking area has trees in a small island, because there were no regulations then (at the time the parking lot was designed/built), and the trees are tearing up the parking lot, and the owners decide to resurface the parking lot then what happens then, nothing?*

*ANS: Mr. Butler: That is a big problem, and that is one of the reasons we are trying to get away from putting big shade trees in the middle of a parking lot. Whereas, if they (larger trees) are placed on the edge of the lot you generally don't have that problem. Roots are going to go generally where they can more easily get water, nutrients, and soil. They are not going to go where there are lime rock unless they have to, unless they (trees) have no choice. That is what these trees (in this example) are doing. Some cases, we have them request a tree removal permit and take them out because it has caused an ADA (Americans with Disabilities Act), it (trees) are ruining the pavement and tearing everything up. (At that point) we would go back with three Sabal Palms possibly. Three Sabal Palms equal a shade tree credit, so that is what we have been having people do when we run into that situation. We could (perform) root pruning however, you're creating more problems there, because you take a tall tree and you prune the roots all the way around, then you get a hurricane or a tropical storm and the tree isn't stable anymore and may pop right out of the ground.*

*Discussion ensued of the condition of the Belle Terre Swim and Racquetball Club parking lot is not in good shape and other options they would have to correct the situation.*

*Chair Partelow: So are we allowing some sort of landscape design (solution) here (referring to note #1 under Table 11-6 on page 27 of the strike out draft)?*

*ANS: Mr. Butler: Yes, it gives a little flexibility there.*

*Chair Partelow: (Again referring to note #1 on Table 11-6 on page 27 of the strike out draft) do people actually calculate this (average number)?*

*ANS: Mr. Butler: Yes. I make them do it.*

*Vice Chair Jones: There actually is a minimum (again referring to the note #1 on Table 11-6) of 25 feet, correct?*

*ANS: Mr. Butler: Yes. If they go to 25 feet (in one buffer) they will have to go to 45 feet (in another buffer location) to maintain the average of 35 feet.*

*Mrs. Salkovitz: Bill, what is type A (referring to Table 11-5 on page #26) that went from 20 feet to 10 feet?*

*ANS: Mr. Butler: Ok, if you look at Table 11-5, page #26, type A, that would be for single family home adjacent to a not specifically designated road, So we are taking some of the roads that were specially designated before like Pine Cone (Drive), Bridgehaven (Drive), and Florida Park (Drive), those are now non specially designated roads so instead of 35 feet they are going 10 feet, that is the biggest change example. The reason we (changed) Florida Park Drive is it is mostly developed (at this time). It is mostly residential properties and mostly non-conforming, since it was mostly built before we became a City, so it didn't make sense to keep it (Florida Park Drive) there (included in the list of specifically designated roads). And then those little short collector roads off of Palm Coast Pkwy. East and West, it really impacts those properties to have a 35 foot buffer on two sides of the properties and those streets are used only as a connector one is not really driving on them that much. The everyday passerby is not going to see (these properties) often, that is why we (selected) these streets and included them in the reduced buffer of 10 feet.*

*Mr. Butler: Did we talk about that in the (workshop) meetings?*

*ANS: Mr. Partelow: No I don't think so we were more concerned about the 35 foot buffers (being maintained).*

*Chair Partelow: This isn't retroactive, is it?*

*ANS: Mr. Butler: It would be applicable to any new development.*

*Discussion ensued among the BEAC members about the Easthampton Blvd. area where this change would be effective.*

*Vice Chair Jones: Is that 10 foot buffer beyond the City's 15 foot right of way?*

*ANS: Mr. Butler: It varies in residential sections it is between 10 to 13 feet.*

*Vice Chair Jones: So it is 10 feet beyond that (right of way)?*

*ANS: Mr. Butler: Yes.*

*Vice Chair Jones: What is the difference between A, C and D types in Table 11-6?*

*ANS: Mr. Butler: (Referring to Table 11-5 and 11-6) If the proposed development is an industrial development and they are going to be adjacent to a commercial (property) or a MPD (Master Planned Development) they would have to use D, E or F, (option), so you have some flexibility. Using the D (option) you are providing more flexibility, if you use a decorative wall the buffer can be reduced to 10 feet. If you use a tall screen which is the 5 foot planted vegetative screen the buffer would go to 20 feet. Then if you use a fence the buffer would be go to 15 feet. So you are providing more of a buffer with the materials (used) and that reduces your impact that is why the buffer distances are different.*

*Mr. Seib: So, on the industrial type A and then local roads (Non Specially Designated), we could be talking for instance, Pine Lakes Pkwy. there is vacant land (in that area) so that roadway would be subject to the 10 foot buffer, any new developments?*

*ANS: Mr. Butler: Yes.*

*Mr. Seib: Palm Coast Data is located there and they have 20 feet now?*

*ANS: Mr. Butler, yes that is 20 feet (referring to Palm Coast Data lot).*

*The BEAC members recommend a change to Type A buffer width to 20 feet (Table 11-6) and Type E buffer width to 25 feet. In addition, the BEAC members accepted the tree spacing changes as stated in Table 11-6, Draft dated 7-26-16.*

*The BEAC members recommend a change to page 28 Subsection #C- Buffer Design Standards - section #9 - section #C - in a buffer 10 feet in width there would be no stormwater retention (facilities).*

*The BEAC members recommend a correction to reference from table 11-3 to 11-4 on page #31 Section B - Maintenance subsection #1.*

*Discussion ensued among the BEAC members about Subsection B - subsection #2 - As-builts Drawing on page #33 and their use.*

*Chair Partelow opened the BEAC meeting up to Public comment at 6:53PM.*

*Ms. Sara Lockhart of 2 Marlin Dr., addressed the BEAC members regarding this agenda item.*

*Chair Partelow: But if they are too close they (tree) won't develop into a good canopy (referring to Table 11-6 Buffer Design Standards - Type A & B updating from 1/50 (recommended change) to 1/30 feet page 27)?*

*ANS: Ms. Lockhart: Well, it depends on the tree, but one tree of every 30 linear feet is not uncommon. It is used (referring to one tree per 30 linear feet) throughout South Florida. I live in Grand Haven and I can walk in the shade.*

*BEAC members recommend making the change to Table 11-6 Buffer Design Standards for Type A, B, E, F, and G to Shade Trees per Linear Feet and Understory Trees per Linear Feet to change from 1/50' recommendation per Draft dated 7-26-16 to 1/30'.*

*Chair Partelow closed the BEAC meeting to Public comment @ 7:04PM.*

*The BEAC members discussed a timetable being established for temporary irrigation system.*

**Approved**

**Approved:** 5 - Member Partelow, Vice Chair Jones, Committee Member Kapcar, Committee Member Salkovitz, and Committee Member Seib

## **G. PUBLIC PARTICIPATION**

## **F. DISCUSSION OF MATTERS NOT ON THE AGENDA**

*Chair Partelow: Is the median on Belle Terre (Pkwy.) that is currently being worked on, was it sprayed again to kill the grass?*

*ANS: Mr. Butler: We didn't get to that as soon as we thought we would, the Public Works crews are working on Palm Harbor currently. We thought we would be over there (working on Belle Terre Pkwy. medians) by now, so I sent an email to Public Works to spray again.*

*Chair Partelow discussed a situation with a neighbor's hedge that was reported to the City as being overgrown and a discussion ensued about the right of the City of trimming private property. Mr. Butler will follow up regarding this hedge issue @ 37 Eastwood Drive.*

*Mr. Seib asked for an update on the PTSD (Post Traumatic Stress Disorder) Monument being installed on Veteran's Day 2016 @ Heroes' Park.*

## **H. ADJOURNMENT**

*The meeting was adjourned at 7:19PM.*

*Respectfully submitted:  
Irene Schaefer, Recording Secretary*

[16-308](#)

ATTACHMENTS

**Attachments:**

[Chapter 11 LS Ord. SU Draft 7-26-16](#)

[Chapter 11 Tree Prot. & LS \(clean draft 7-26-16\)](#)

[Sara Lockhart Comments](#)