



**Nassau County-Amelia Island Tree Commission
Agenda
Wednesday, June 7, 2023, 5:00 p.m.
James S. Page Governmental Complex, 96135 Nassau Place
Yulee, FL 32097**

1. Call to Order
2. Approve Meeting Minutes
3. Public Comment
4. Review NC-AITC Powers and Duties
5. Review Restoration Plans – None Submitted
6. Hear and Decide Appeals – None Submitted
7. Preliminary Discussion Regarding the Establishment of a Tree Planting Program
8. Establish a Meeting Schedule
9. Next Steps
10. Adjourn

**AMELIA ISLAND TREE COMMISSION
MARCH 22, 2022, 3:00 P.M.
COUNTY COMMISSION CHAMBERS,
JAMES S. PAGE GOVERNMENTAL COMPLEX
YULEE, FLORIDA**

The Nassau County Amelia Island Tree Commission (NC-AITC) was held this 22nd day of March 2022, at 3:00 p.m. in the Commission Chambers, James S. Page Governmental Complex, Yulee, Florida.

Present committee voting members were Betsie Huben, David Jensen, Karen Klima, Lynda Bell, and Steve Sherman; and non-voting members were Dr. Taylor Clem, County Extension Director; Martine Domenick, Planner II; Gabriel Porter, Development Review Engineer; and Jay Robertson, Park, and Recreation Director. Also present were Denise May, Interim County Attorney; Thad Crowe, Planning Director; Garner Cox, Arborist; and Gwen Osborne and Melissa Lucey, recording secretaries.

Mr. Cox called the meeting at 3:00 p.m. Each committee member introduced themselves and provided a brief overview of their background.

Mr. Cox requested a motion to consider agenda item number four, *Election of the Chair and Vice-Chair*. It was moved by Ms. Huben and seconded by Mr. Sherman to move to consider agenda item number 4, and the vote carried unanimously. Ms. May noted that the discussion of the Chair and Vice-Chair would be among the five voting members and provided a brief overview of the duties. After a brief discussion, it was moved by Mr. Sherman and seconded by Ms. Huben to nominate Steve Sherman as Chair, and the vote carried unanimously. It was moved by Ms. Huben and seconded by Ms. Bell to nominate Betsie Huben as Vice-Chair, and the vote was carried unanimously.

The Committee addressed agenda item number 1, *Legal Orientation*. Ms. May came forward and provided a PowerPoint presentation. She provided binders to all Committee members and reviewed the laws and procedures of a Quasi-Judicial meeting and Sunshine Law. Amber Jordan, Record Management Liaison Officer, came forward and provided a brief overview of *Florida Statute, Chapter 119, Florida Public Records Act*. Ms. May reviewed the laws and procedures of Ethics Laws, including financial disclosures, misuse of public office, voting conflicts, and prohibited employment and business relationships.

The Committee reviewed agenda item number 2, *Powers and Duties of the Commission*. Ms. May provided an overview of the Amelia Island Tree Commission's duties. She specified that these duties included developing and recommending a tree planting program; reviewing tree restoration plans; hearing and deciding on administrative appeals and waivers, initiating a tree inventory and survey of trees, and establishing a heritage tree program. Ms. May noted that there would be a small gap between this Committee's meetings to allow time for the County to address the language in the current tree Ordinance.

Mr. Cox came forward to address agenda item 3, *Overview of the Tree Ordinance*. He noted that one of the inconsistencies of the Tree Ordinance references that the Committee members would serve staggered terms when appointed by the Board of County Commissioners; however, the Resolution to establish those terms would not be presented to the Board of County Commissioners until March 28, 2022. He indicated that the binders provided include the Nassau Counties Tree, Canopy Road, Landscaping and Buffer Ordinances, and two *Florida State Statutes* addressing trees that would take precedent over Nassau County Ordinances. Next, he requested that each Committee member reviews the information before the next meeting. He provided a brief overview of the benefits of urban trees, requirements with Nassau County Comprehensive Plan and Land Development Code (LDC), common terms, and the Amelia Island Tree Protection Working Group. Mr. Cox advised that the NC-AITC should consist of five voting members and four non-voting members that Nassau County Manager appointed. He explained that this Committee would conduct Quasi-Judicial hearings, including administrative appeals and waivers, reviewing specimen tree removal applications and restoration plans, establishing a heritage tree program, and initiating tree inventory and surveys. He provided a brief overview of the Nassau County Tree Ordinance, including the key requirements, exemptions, procedures, tree protection and replacement plans, protected trees, tree mitigation, preservation credits, Tree Bank Exchange Area (TBEA), and enforcement, appeals, and penalties. Ms. Huben communicated her concerns regarding public awareness of potential changes to the Tree Ordinance. Mr. Crowe mentioned that the Planning Department had a robust outreach program to assist with the public outreach. Mr. Cox advised that changes would also be placed in the newspaper and the Counties' social media and conservations with local Home Owners Associations (HOA), landscaping companies, and Northeast Florida Builders Association (NEFBA). Ms. Huben recommends reaching out to the Realtor Board, Home Builders, and Architects.

The Committee reviewed agenda item number 5, *Schedule Meetings for the Remainder of the Year*. Mr. Cox indicated that due to the discrepancies in the current Tree Ordinance, staff requested to postpone the meeting for April 2022 to work through those concerns. He presented the Committee members with the Chambers' availability through the remainder of the year. He noted that July, August, and September 2022 would be held on different dates due to the conflicts of the Chamber being used with the Supervisor of Elections. After a brief discussion, it was moved by Ms. Huben and seconded by Ms. Bell to schedule the next NC-AITC meeting on May 19, 2022, at 3:00 p.m., and the vote was carried unanimously. It was moved by Ms. Bell and seconded by Ms. Klima to hold the remainder of the NC-AITC meetings on the Wednesday calendar as presented by staff, and the vote was carried unanimously.

Mr. Cox addressed agenda item number 6, *Next Steps*. He advised that he would be forwarding resources to each of the Committee members to review. He will be reviewing other Municipality Planning Programs and compiling additional information to bring to future meetings.

There being no further business, the Amelia Island Tree Commission meeting adjourned at 4:37 p.m.