



**Street Tree Advisory Committee
Wednesday, July 30, 2025
2:30 PM – 4:00 PM
Financial Services Conference Room**

Member Attendees:

Gina Burrell
Gail Wisler
Ann Derby
Sandy Lenney

Absent:

Greg Dunn
Fremont Latimer
Mark Jackoby

City Staff

Isabelle Lopez, City Attorney
Mark Hartley, Streets & Grounds Manager
J.B. Miller, Fish Island Land Management Coordinator
Stephen Slaughter, Utilities & Public Works Director
Glabra Skipp, Utilities & Public Works Deputy Director
Becky Howell, Utilities & Public Works Administrative Coordinator

Presentation- Marquis Latimer + Halback

Gavin Cain, RLA, Project Manager
Caroline Schultz
Elizabeth Myers

1. **Quorum:**
Roll was taken, and quorum was established.
2. **Public Comment:**
No public comment
3. **Minutes:**
Minutes from the last meeting held on April 16, 2025, were reviewed by the Committee. A motion was made by Gina Burrell to approve the minutes as written; Ann Derby and Sandy Lenney seconded the motion. All were in favor.

4. **Marquis Latimer +Halback-Historic Area CRA Landscape Review**

Gavin Cain thanked everyone and voiced how grateful his team is to work with the City of St. Augustine. Gavin explained that the first slide is the Historic area CRA goal. Focusing on Improving existing sidewalks and enhancing streetscapes. City owned vs Private properties to improve pedestrian comfort. The next slide is a planned landscape refresh to include Plaza de la Constitucion, Lightner Museum, Avenida Menendez & Seawall, Visitor Information Center, West Castillo Dr, and St. George Street. They have planned Tree Canopy Improvements to include 38 acres covering 24% of the total land within the city, with a 40% Canopy goal. Ms. Burrell asked what size trees. Larger trees are better, stated Ms. Burrell. Gavin replied they must be conscious of historic soil when choosing tree sizes. As of now a nursery or City planning have yet to be determined. They have discussed root barriers to protect infrastructure like on May Street. Ms. Lenney stated with larger roots and hurricanes Castillo Dr would be a great place to start. Stephen said he would be interested in knowing what the options are for root intrusion. Gavin said he would email Stephen a link with that information. The next slide suggests replacing Elms on the Northside of the VIC with Cabbage Palms. Stephen stated replacing the Mexican Petunias with Iris would make some happy. Gavin continued the next 5-10 years may bring more trees and improvements to King Street. Gavin thanked the Committee for the time. ML+H will continue planning with the CRA Board and Ms. Perkins.

5. **Tree City USA and Growth Awards – COSA Grounds Division Update:**

Mark Hartley is actively working to gather reporting information for both Tree City USA and Growth Awards. Submissions are due September and October. Mark plans to have submission updates when the Committee meets in October.

6. **Arbor Day 2026 discussion:**

Mark Hartley stated we should think about planting in a park this year. Ms. Lenney suggested Hayling Park. Mark replied unfortunately we are unable to get trees to grow in that area, it is also part of a larger project. Ms. Burrell asked about Francis Field coming back as a park. Mark stated he is open to thoughts while staying with a St. Augustine friendly species. Mark will bring 3-4 location ideas to the next meeting.

7. **Tree Canopy Program:**

The Tree Canopy Program opened June 1st, 2025, and closed with 30 applicants. Neighborhoods included South Davis Shores, North Davis Shores, Lincolnville, Oyster Creek, Maderia, Antiqua, Uptown, Greater Fullerwood, Flagler Model Land, and Magnolia. Applicants chose several species including. (6) Sweet bay Magnolias, (6) Live Oak, (5) Eastern Redbud, (4) East Palatka Holly, (3) Winged Elm, (3) Sand Live Oak, (1) Yaupon Holly, (1) Simpson's Stopper, and (1) Red Cedar. Species may change as site assessments are completed. JB and Mark will start the assessments in August. An updated list should be available at the next meeting.

8. **Fish Island Update:**

JB Miller reports nothing much since the last meeting. They are discussing a Southwest platform in this year's budget. They have been making good progress.

9. **Citizen Yard Of the Year:**

Gina Burrell would like to discuss how we will decide on the Subcommittee. Ms. Burrell has two people in mind, CJ Jacob and Nancy Moore. Isabelle stated the committee will stay in this group. We shouldn't start a new committee. With Sunshine Laws in place, sharing forms amongst each other or doing site visits together is not suggested. There is no limit to a person filling out an application or others being able to nominate a person for an open position. The committee is usually made up of 7 members, explained Isabelle. Ms. Burrell asked about Greg Dunn retiring. Isabelle replied this could be an open position for a new member. Stephen said he would like to discuss changes to both sheets. This will allow Glabra to make changes and get them back to members at the next meeting. Gina said maybe we could collect the nomination sheets once a year and the committee vote on them. Fall is not good, its hurricane season stated Ms. Burrell. Mark Hartley suggested including curb appeal. This could be a good tie breaker if they meet the other criteria. Mark also suggested Florida Native may rank higher than Florida Friendly. Ms. Derby stated if this is successful, we could expand later.

10. **New Items:**

- a) Gina Burrell would like to recommend CJ Jacob for the open committee position. She would like to provide contact information and receive consensus. Isabelle suggested Ms. Burrell email Ms. Jacob's information to Becky. The admin will send an application to Ms. Jacob, once confirmed the new member will receive Sunshine Training from Isabelle and Shanna.
- b) Ms. Burrell would like to have a vote at the next meeting officially naming her as Vice Chair. Stephen said we could add to the next meeting agenda.
- c) Gail Wisler is concerned about protecting the large Oak Trees from being cut down, especially on the weekends. She provided today a copy of the Welaka Ordinance protecting trees. Isabelle mentioned we have something similar for Heritage Trees.
- d) Gina Burrell would like to discuss having meetings four times a year. The Arbor Day event counts as a meeting. Stephen stated we will discuss it at the next meeting.

11. **Next Meeting Date and Time: Wednesday, October 15, 2025, will be the next meeting at 2:30pm.**

12. Adjournment:

Gina Burrell adjourned the meeting at 4:04 p.m.

Notices: In accordance with Florida Statute 286.0105: If any person decides to appeal any decision made by the Street Tree Advisory Committee with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person 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.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the individual or agency sending notice not later than seven days prior to the proceeding at the address given on the notice. Telephone: (904) 825-1007; 1-800-955-8771 (TDD) or 1-800-955-8770 (V), via Florida Relay Service.

“Please note that one or more members of the City Commission or its appointed boards or committees may attend this meeting and participate, however, they may not engage in a discussion or debate amongst themselves on any issue that will likely come before their respective elected or appointed body.”