PELICAN BAY SERVICES DIVISION
Municipal Services Taxing & Benefit Unit
NOTICE OF PUBLIC MEETING TUESDAY, APRIL 18, 2017

THE LANDSCAPE & SAFETY COMMITTEE OF THE PELICAN BAY SERVICES DIVISION WILL MEET AT 10:15 AM ON APRIL 18 AT THE COMMUNITY CENTER AT PELICAN BAY, LOCATED AT 8960 HAMMOCK OAK DRIVE, NAPLES, FL 34108.

AGENDA

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 03/21/17 meeting minutes
5. Audience comments
6. Administrator’s Report and Updates
   a. Leftover mulch placement
   b. Water tank painting
   c. FY2018 budget request and needs
7. *Landscape Management Plan approval
8. Resident request for trees from Marker 36 to Gulf Park Drive
9. Chairman’s comments
   a. Sidewalks
   b. Zika
10. Committee member comments
11. Adjournment

* indicates possible action item

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 597-1749 OR VISIT PELICANBAYSERVICESDIVISION.NET.
PELICAN BAY SERVICES DIVISION
LANDSCAPE & SAFETY COMMITTEE MEETING
MARCH 21, 2017

The Landscape & Safety Committee of the Pelican Bay Services Division met on Tuesday, March 21 at 10:15 a.m. at the Community Center at Pelican Bay, located at 8960 Hammock Oak Drive, Naples, Florida 34108. The following members attended.

Landscape & Safety Committee
Joe Chicurel, Chairman
Tom Cravens (absent)

Pelican Bay Services Division Staff
Neil Dorrill, Administrator (absent)
Marion Bolick, Operations Manager

Mike Shepherd
Scott Streckenbein
Gary Ventress
Mary McCaughtry, Operations Analyst
Lisa Jacob, Associate Project Manager
Barbara Shea, Recording Secretary (absent)

Also Present
Ken Dawson, PBSD Board
Susan O’Brien, PBSD Board

Dave Trecker, PBSD Board

APPROVED AGENDA (AS PRESENTED)

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 02/21/17 meeting minutes
5. Audience comments
6. Administrator’s Report
   a. Expand areas of mulch use vs. pine straw
   b. Water tank maintenance (painting) update
   c. Prioritize street light study tasks
7. Sharrow maintenance discussion
8. CCSO stats
9. Landscape Management Plan review continued
10. Committee member comments
11. New business
12. Adjournment

ROLL CALL
Mr. Cravens was absent and a quorum was established

AGENDA APPROVAL
Mr. Streckenbein motioned, Mr. Ventress seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 02/21/17 MEETING MINUTES

Mr. Streckenbein motioned, Mr. Shepherd seconded to approve the 02/21/17 meeting minutes as presented. The motion carried unanimously.

AUDIENCE COMMENTS

Ms. O’Brien commented on the labor intensive process of laying down unbagged mulch. She requested information from the committee regarding the source of including the requirement of semiannual pruning of palm trees and annual pruning of hardwood trees in the draft Landscape Management Plan.

Mr. Vincent Vespo and Mrs. June Vespo, residents of Oak Lake Sanctuary, expressed safety and noise concerns resulting from the removal of the Brazilian Pepper trees at the rear of their property, along JS 41. Dr. Chicurel commented that the PBF is the property owner of the berm and suggested that these residents contact Mr. Dave Cook to request remediation. Ms. O’Brien suggested that these residents reach out to Mr. Dorrill to seek remediation. Dr. Trecker commented that the PBSO ordinance includes noise abatement responsibility, and therefore, agreed with Ms. O’Brien’s suggestion.

ADMINISTRATOR’S REPORT

EXPAND AREAS OF MULCH USE VS. PINE STRAW

Mr. Bolick provided an update on the US 41 berm mulching project. He will bring back a plan for the remaining mulch from this project. He requested direction on how far to expand this program. Mr. Dawson expressed concerns over noise complaints from the mulch generation as well as quality control issues over the material that landscapers might provide. By consensus, the committee and Mr. Bolick agreed that he would determine the total volume of mulch material he could expect to receive only from The Club golf course, and then provide a plan for distribution for the total annual volume of mulch sourced from the PBSO and the golf course.

WATER TANK MAINTENANCE (PAINTING) UPDATE

Mr. Trent Waterhouse summarized two concerns of Chateaumere residents: (1) the tree trimming and tree removal at the PBSO maintenance site has now exposed a large white water tank, and (2) noise generated from 2½ days of mulching. He suggested that the mulching be scheduled for a more off season time when fewer residents are present. Mr. Bolick reported that the County Wastewater Dept. is open to painting the water tank another color.

Mr. Shepherd motioned, Mr. Streckenbein seconded to recommend to the full PBSO Board that Mr. Dorrill coordinate with the County to paint the large water tank on the operations site. Color to be hunter green or equivalent and approved by the PB Foundation. The motion carried unanimously.

PRIORITIZE STREET LIGHT STUDY TASKS

Ms. Jacob provided a list of street lighting tasks and requested the committee prioritize the list in order of importance. By consensus, the committee agreed to a refined scope of services, in order of priority as (1) Show locations where adding additional street light poles at
crosswalks and intersections are needed, (2) Provide a map showing where tree trimming cannot eliminate conflicts with streetlights and provide solutions (i.e. extension arms or adding additional poles), and (3) Assist the PBSD to determine the type of labels (vinyl, adhesive, reflective, etc.) that could be affixed to the concrete street light poles for numbering purposes.

Mr. Trent Waterhouse commented on the “AC to DC conversion” component of LED street lights and future LED lighting price trends.

SHARROW MAINTENANCE

Dr. Chicurel commented on the fading sharrows resulting from traffic. Ms. O’Brien commented on the poor quality of the last contractor’s sharrow repainting. By consensus, the committee recommended that the sharrows be repainted annually on Pelican Bay Blvd. and Gulf Park Dr. using reflective glass beaded paint. After Gulf Park Dr. is repaved, sharrows shall be applied with 60 mil thermoplastic material and placed in the middle of the lane (to help lessen tire wear and resulting graying).

CCSO STATS

Dr. Chicurel summarized recent CCSO stats from the recent cycle of extra Sheriff patrols: (1) one stop sign violation citation, (2) 18 warnings for speeding, and (3) 17 warnings for stop sign violations.

LANDSCAPE MANAGEMENT PLAN REVIEW

The committee discussed and refined the draft “Landscape Management Plan.” Mr. Shepherd addressed questions by Ms. O’Brien concerning the trimming schedule of palm trees and hardwood trees. He commented that there is no requirement to trim palm trees twice per year; it is an issue of attractiveness. He also commented that there is no requirement to trim hardwood trees annually; it is an issue of pursuing a prudent hurricane preparation program. By consensus, the committee agreed to amend the LMP to include the requirement to trim palm trees once a year and additionally as needed. Final approval of the LMP by the committee will occur at the next committee meeting.

COMMITTEE MEMBER COMMENTS

Mr. Shepherd suggested (1) Mr. Bolick provide FY18 budget requirements to the Budget Committee which fulfill the requirements, expectations, and goals agreed upon by the L&S Committee, (2) developing a strategic plan for replacement of the existing inadequate maintenance facility, and (3) considering transitioning temporary maintenance workers to full-time employees.

Mr. Shepherd requested an update on the status of obtaining a maintenance agreement with a supplier to provide ongoing maintenance of our street signs. Ms. Jacob commented that once she receives the final sign specs, she will work with the Purchasing Dept. to prepare an RFQ for a multi-year contract for sign maintenance.

Mr. Shepherd commented on concerns over the poor quality of irrigation water voiced by presidents at a recent Presidents Council meeting. Irrigation water provided by the County is filled with bits of shells, snails, and dirt which clog irrigation heads, resulting in increased maintenance costs. He suggested the possibility of a master filter and/or requesting Mr. Dorrill to pursue possible solutions with County personnel. Mr. Trent Waterhouse suggested positive results he experienced in Arizona with the installation of pool water filters.
NEW BUSINESS
Dr. Chicurel commented that the next L&S Committee meeting is scheduled for April 18 at 10:15 a.m. at the PB Community Center.

ADJOURNMENT

The meeting was adjourned at 12:08 p.m.

Joe Chicurel, Chairman

Minutes approved [_____] as presented OR [_____] as amended ON [_____________________] date
Landscape Management Plan

Approved Horticultural Species

Where possible, landscape plantings in areas managed by the PBSD shall be selected from the following materials:

Hedge

Viburnum Suspensum
Viburnum Awabuki
Arboricola
Silver Buttonwood
Firebush

Viburnum Odoratissimum
Green Island Ficus
Podocarpus
Coco Plumb
Seagrape

Ground Cover

Coral Creeper
Asiatic Jasmine
Oyster
Ornamental Peanut
Agapanthus
Wart Fern

Variegated Flax
Dwarf Carissa
Purple Queen
Mini Sunflower
Artillery Fern

Trees

Gumbo Limbo
Shady Lady
Magnolia
Live Oak
Green Buttonwood

Black Olive
Tabebulia
Poinciana
African Tulip

Palms

Royal
Christmas
Pygmy Date Palm
Bismark

Foxtail
King Alexander
Spindle
Thatch
**Bushes / Other**

- Croton
- Firecracker Fern
- Gardenia
- Dracaena
- Guava
- Bougainvillea
- Asparagus Fern
- Colugo
- Clusia
- Panpanus
- Copperlief
- Variegated Agave

**Flowers**

- Penta
- Impatiens
- Begonia
- Geraniums

**Appearance Objectives**

**Turf**

Grass should be considered the principal building block of the landscape scheme. Where possible, turf should always be placed as a boundary between roadway and planting beds to retain mulch and provide a medium for crisp edging. Minimum turf width should be 12" to prevent edge drying. Underlying soil should be graded to eliminate mounding and subsequent mower scalping. Depressions should be eliminated to prevent mower dipping.

Turf areas should be monitored continuously to identify and treat any weed infestation, pest infestation, irrigation deficiency or weed bloom. In cases where the turf is clearly compromised, replacement should be made promptly.

Areas where insufficient sun exposure prevents turf from thriving should be reconfigured with plant material and/or mulch beds.

**Hedges and Plantings**

Hedge rows should be trimmed with level tops and plumb vertical walls. Where adjacent to roadways, driveways or sidewalks, the hedge wall should follow the corresponding hardscape, without overhang.

Hedge members with voids in foliage or outsized branch structure should be replaced. In cases where the replacement of a single hedge member would produce
a dominant and continuing “missing tooth” in the row, the entire row should be replaced. Soil beds should always be amended at time of replanting.

Plantings sharing an adjacent footprint or planting bed with multiple species should demonstrate clear distinction between species, without interwoven foliage.

Plantings within a bed should be maintained at uniform size, either by trimming or removal, separation and replanting. No single grouping of a given species should be allowed to suggest some components as being more vigorous than the surrounding members. Chronically weak members should be replaced. Soil beds should always be amended at time of replanting.

Species characterized by seasonal stringers (i.e. Variegated Flax seed shoots) should be groomed regularly.

Where possible, hedges and/or plantings should be placed in “layered” arrangements, with larger species to the rear, stepping uniformly to smaller species in the foreground. Constituent species should reflect varying leaf geometry, color, etc. to provide maximum visual differentiation.

Plantings and/or hedges should be placed and trimmed to visually shield mechanical monuments (i.e. FPL transformers, Telecommunication / CATV pedestals, water company back-flow assemblies, etc.).

Species selections should be varied throughout the development to avoid pockets of overuse.

**Flowers**

Soil beds should always be amended at time of planting. Planting rotation should be scheduled with sufficient regularity to prevent overgrown and/or “leggy” members.

**Mulch**

Mulch should be used to visually dress the base of plantings, prevent weeds and maintain soil moisture. Mulch is not intended to be a stand-alone component of a landscape scheme. Significant expanses of mulch should generally be replaced with either turf, hedge rows, or plantings. Areas with inadequate sunlight can sometimes justify large expanses of mulch, with attention to regular grooming and avoiding spillage into roadways.

Mulch circles around trees should be of appropriate size and exhibit crisp edges against adjacent turf. Circle size should not be greater than 3-4 times the tree trunk caliper and should be concentric with the tree itself. In areas where multiple trees are in close proximity to each other, serpentine beds which encompass several trees are acceptable.

Linear plant beds should have edges which generally do not extend more than one foot beyond the planting drip lines.
Small mulch circles should be maintained around mechanical monuments (i.e. post lights) to allow the use of string edgers without endangering the monument.

Mulch beds should be artfully contoured to enhance adjacent plantings. Extended "straight line" bed edges should be avoided.

**Signs and Utility Monuments**

Signage and "hard" monuments (utility poles, utility cabinets, irrigation pedestals, pedestrian walkways, street lighting condition and effectiveness, etc.) should present with an appearance congruent with the property values which characterize the overall development. Paint finishes, sign lettering, geographical positioning, orientation, monument design and suitability, etc should be managed to enhance the community.

**Performance Objectives**

All equipment shall be in sound working condition and shall meet all OSHA Safety Standards. All workmen shall be aware of and trained in the operation of the equipment which they are assigned.

**Mowing / Edging / Blowing**

Mowing of turf shall be done as needed, generally once per week during summer months (March-October) and biweekly during winter months (November-February), but in no case shall the turf be allowed to appear substantially "ragged" or overgrown.

Mower height shall be set for 4-5" in areas of St. Augustine grass.

Mower blades shall be sharpened ahead of each mowing cycle and provide crisp clipping of the turf, without evidence of shredding.

Mower tires shall be properly inflated to avoid bevel cutting.

Mower path shall be varied weekly to prevent tracking.

Mower decks shall be cleaned at the end of each day. Mowers exposed to turf fungus shall be sterilized, using techniques prescribed by the Operations Manager.

All sidewalks, roadway curbs and beds shall be mechanically edged with a gasoline powered "stick edger" each week (including asphalt / turf joint along US41). Turf "stringers" remaining curbside of the edge shall be mechanically removed.
All organic debris generated as a result of mowing or edging shall be removed from hardscapes with blowers. Mulch and annual flower beds shall be kept materially free of turf clippings. Additional blowing of turf clippings which would otherwise “blanket” surviving turf areas shall be done as needed. Directing organic debris toward lakes or storm sewer collection structures should be avoided.

Debris located in roadway curbs and intersections which cannot be dislodged with blowers shall be mechanically removed.

**Trimming**

All shrubs and like materials shall be trimmed with sufficient frequency to maintain plant health and to provide a manicured appearance. As a general rule, plants should be pruned at least once per month during the “growing season” (April-Nov), less frequently during dry months (Dec-March).

Hedge rows expected to present in a crisp, rectilinear form (i.e. coco plumb) shall be machine trimmed.

Species which would be expected to present in “casual” form (i.e. arbocola) shall be hand trimmed.

Shrubs and like materials placed near roadway intersections and median cut-throughs shall be groomed in a manner to maintain proper lines of sight for motorized vehicles (reference FDOT SI-546) and Pedestrians.

Dead or interfering tree limbs or palm fronds shall be trimmed as needed for trees up to eight (8) feet.

Hardwood trees shall be comprehensively trimmed annually by a professional tree service. Tree trimming shall be overseen by a certified arborist.

Palm trees shall be trimmed at least once each year by a professional tree service. Additional trimming shall be scheduled for individual palm trees when presenting with an abundance of objectionable dead fronds or seed pods.

Parasitic growths, air ferns, etc. which attach themselves to trees and palms should be removed regularly.

**Mulching**

All beds (including, but not limited to shrubbery beds, entry beds, tree circles, light pole and/or signage circles) shall be heavily mulched once during the months of November or December and again during the months of June-July. Secondary dressing of all beds shall occur throughout the balance of the year to assure that no bare spots emerge.

Mulch placement shall be confined to the appropriate bed and not allowed to invade adjacent turf areas or spill over hardscape or roadways.
Mulch beds shall be maintained free of weeds and shall be mechanically detailed with sufficient regularity to remain free of debris, horticultural spoil, rocks which have surfaced, etc.

Mulch material shall be Long Leaf Pine needle straw, or such alternate material as may be approved from time to time by PBSD management.

**Fertilization / Weed Control / Pest Control**

Turf areas shall be fertilized two-three (2-3) times per year, using premium, slow release, granular fertilizer. Exact chemical composition shall be managed from application to application to provide needed nutrients for health and thriving root structure. General guidance would suggest 9-0-15 (13-3-13 alternate) for spring/fall applications and 6-0-15 for summer applications. Fertilizer rates should be consistent with label instructions or with guidelines in Florida Administrative Code 5E-1.003. Leaving fertilizer on impervious surfaces or on lake banks should be avoided.

Shrubs and trees shall be fertilized two-three (2-3) times per year (8-10-10 for shrubs, 13-3-13 for palms and trees). Additional treatments with tailored fertilizer compositions shall be applied as needed to alleviate localized deficiencies and/or distress.

Turf areas shall be treated at least four (4) times per year with a pre-emergent weed control product. A written application schedule shall be maintained to insure that no treatment is delayed or missed altogether. Additional spray treatment(s) shall be applied as required to maintain the neighborhood in an essentially “weed free” condition. In cases of turf invasion by undesirable weeds and/or grasses, the affected area(s) shall either be mechanically cleared of the invading specie or entire turf sections shall be chemically starved, removed, and resodded.

All trees up to fourteen feet (14’), shrubs, and turf shall be treated as needed to prevent and/or control any pest infestations and or fungus which might have a deleterious effect on the horticultural integrity of species.

**Irrigation**

The irrigation system shall be completely inspected at least once per month by personnel trained in irrigation system management. Additional localized inspections shall be made routinely when over / under watering conditions are suspected. No turf “hot spots” should be allowed to form. Any deficiencies observed shall be promptly corrected. Inspections shall confirm that:

- All piping remains leak free.
- All heads are functioning, free of clogging, properly positioned and discharging in the correct direction.
- All timer clocks are set with the correct times and cycle frequency, are fitted with a functioning rain sensor and are otherwise performing properly. During times of water restrictions imposed by Collier County, clocks shall be set in compliance with prevailing regulations.

- All solenoid valves are opening and shutting properly, allowing proper flow volumes. Solenoid enclosures shall be in good repair, level and of correct height to prevent mower "dipping".

**Street Lights, Signs and Utility Monuments**

Street lights shall be maintained in vertically plumb condition and fitted with working bulbs / ballasts. Adjacent trees shall be trimmed to allow satisfactory light dispersion.

Signs shall be properly secured to appropriately sized footings. Any listing of signs shall be promptly corrected. Remediation of sign finishes and vinyl shall be performed with sufficient regularity to insure that no such monument presents in an unsightly condition. Turf shall be mechanically or chemically distanced from signs, so as to avoid damage from string edgers.

Utility marker poles ("buried cable", "sewer main", etc) and/or utility pedestals shall be maintained in reasonable condition. Poles shall be cut to approximately 18" where possible. Pedestal and utility cabinet paint finishes shall be maintained to prevent rusting or unsightly appearance. Monuments shall be maintained in a vertically plumb condition. Deterioration which cannot be remedied with topical efforts shall be shielded from view through placement of horticultural elements.
Date: April 5, 2017

To: Pelican Bay Services Division

From: Ray Gniewek, #1401 St. Marissa 6573 Marissa Loop

Subject: Street Trees on PB Blvd from Marker 36 Parking Lot to Gulf Park Drive

Request
Pelican Bay Services Division (PBSD) consider implementing the 2010 Community Improvement Plan of 2010 to install twelve trees along the street border of Crown Colony.

Background
In 2010, The Community Improvement Plan (CIP) developed by the PBSD in consultation with the Pelican Bay Foundation included installing twelve trees along the street border of Crown Colony (South from what is now known as Marker 36 Parking Lot to Gulf Park Drive (entrance to St. Lucia). The PBSD has jurisdiction over the sidewalks and rights of way along them. However, the PBSD Landscape Committee has set aside the landscape portions of the CIP plan relating to this border of Crown Colony. The absence of street trees in this area is quite apparent and not in keeping with the rest of Pelican Bay.

Evaluation
The complete span of Pelican Bay Blvd. (North and South) is uniformly landscaped with live oaks, palms, flowering trees, etc. In recent years, the PBSD has upgraded the center medians with additional greenery, including bromeliads, in addition to the seasonal flowering plantings. This profuse greenery is in sharp contrast to the absence of any trees along the South span of Crown Colony from Marker 36 Parking Lot to Gulf Park Drive.

Recommendation
On behalf of several residents who live St. Marissa, St. Kitts, St. Vincent, and Cap Ferrat, Raymond Gniewek of St. Marissa is requesting that the PBSD and its Landscape Committee review the CIP Plan of 2010 and consider the planting of suitable trees along the aforementioned corridor of Pelican Bay Boulevard. The implementation of this recommendation is respectfully requested. We also request that PBSD consider adding the cost of this item to your budget asap.

At its March 30 meeting, the St. Marissa Board of Directors endorsed this request and we have sent copies to representatives of the Crown Colony Village Association Board representatives for their information.

Submitted,

Raymond Gniewek
Hello Mr. Gniewek,

This is Patty Vlasho, president of Crown Colony Village Association. I read your letter to Pelican Bay Services Division requesting that additional trees be planted from Marker 36 to Gulf Park along Pelican Bay Blvd. As you may know, the CCVA Board last year with the help of a Landscape Architect developed a Landscape improvement plan for the property. Much of this plan has been implemented. The plan, which was approved by the Board, does not include planting trees along Pelican Bay Blvd.

CCVA recently planted nine native male Pigeon Plum trees on the north end of the property on CCVA property along the east property line which abuts the sidewalk (pathway). When these trees mature they will have lovely canopies that will extend toward the sidewalk. These trees will make a nice look along the property from the street. Planting additional trees between the sidewalk and curb will create an overkill look.

A property walk around several years ago or so with a Consulting Firm working within Pelican Bay resulted in the opinion that trees along the pathway were not needed and in fact would create hard to see around spots that would make for unsafe conditions.

After reading your letter, I personally counted the trees along the west side of the pathway from the north end of our property all the way to Artis Naples, and found only 12 trees. In fact there were long stretches that have no trees at all. In addition, I know that several of the properties removed trees along the pathway rather than add additional trees over the years.

Once the trees Crown Colony has planted along the east property line mature, there will be no need for additional trees along Pelican Bay Blvd.

Thank You

Patty Vlasho
President Crown Colony Village Association