**AGENDA**
**BRADENTON TREE & LAND PRESERVATION BOARD MEETING**
1:30 p.m. Friday, January 16, 2026
COUNCIL CHAMBERS - 101 OLD MAIN STREET

## 1. CALL MEETING TO ORDER

## 2. PLEDGE OF ALLEGIANCE

## 3. ELECTION OF CHAIR

## 4. ELECTION OF VICE CHAIR

## 5. APPROVAL OF MEETING MINUTES

a) Planning & Community Development: Minutes from December 19, 2025 Tree and Land Preservation Board Meeting
12-19-25 Tree Board Minutes

## 6. CITIZEN COMMENT

During this portion of the meeting, the Board will accept comments on any non-agenda items. Comments are limited to a maximum of 3 minutes.

## 7. REPORTS FROM CITY STAFF

a) Planning & Community Development: November 2025 Tree Removal Permits
November 2025 Tree Removal Permits
b) Planning & Community Development: December 2025 Tree Removal Permits
December 2025 Tree Removal Permits

## 8. NEW BUSINESS

a) Clerk: Revisions to the Tree and Land Preservation Board Bylaws
2023 TLPB - Bylaws

## 9. OLD BUSINESS

a) Planning & Community Development: Informational Flyer Update
b) Planning & Community Development: Future Tree Giveaways and Events

## 10. BOARD MEMBER COMMENTS

**11. ADJOURN**

All interested persons and parties may appear either in person and be heard or submit written comments regarding the above matters to the Planning and Community Development Director. The meeting may be continued from time to time as necessary. Copies of the agenda or further information may be obtained from the Department of Planning & Community Development, 101 Old Main Street, Bradenton, FL, 34205, or by calling (941) 932-9407.

**NON-DISCRIMINATION STATEMENT:**

The City of Bradenton prohibits discrimination in all of its services, programs or activities on the basis of race, color, age, disability, sex, national origin, religion, genetic information or marital status. Persons with a disability needing a reasonable accommodation to participate in, or who require assistance or an alternative means for communication of program information such as Braille, large print, etc., should contact:

City of Bradenton
ADA/Title VI Coordinator
101 Old Main Street
Bradenton, FL 34205
ADACoordinator@cityofbradenton.com
941-932-9400
TTY: 7-1-1 or 1-800-955-8771

La ciudad de Bradenton proveera servicio de interprete a las personas quienes su primer lenguage no es el ingles. Si necesita estos servicios, usted o su representante puede comunicar al ADA/Title VI Coordinator, 101 Old Main Street, Bradenton, FL 34205. Tambien puede llamar al (941) 9329470 o enviar correo electronico a ADACoordinator@cityofbradenton.com.

**AGENDA ITEM NO. 5.a**

# Item Cover Page

**TREE & LAND PRESERVATION BOARD MEETING AGENDA ITEM REPORT**

**DATE:** January 16, 2026

**SUBMITTED BY:** Jamie Schindewolf, Planning & Community Development

**ITEM TYPE:** Minutes

**AGENDA SECTION:** APPROVAL OF MEETING MINUTES

**SUBJECT:** Minutes from December 19, 2025 Tree and Land Preservation Board Meeting

**SUGGESTED ACTION:** Approval

**Is this item Quasi-Judicial?**
No

**Does this item require a public hearing?**
No

**EXPLANATION:**
N/A

**FINANCIAL IMPACT:**
N/A

**ATTORNEY REVIEW/RECOMMENDATION:**
N/A

**SUGGESTED MOTION:**
Motion to approve December 19, 2025 minutes.

**ATTACHMENTS:**
12-19-25 Tree Board Minutes

**CITY OF BRADENTON**

**TREE AND LAND CONSERVATION MEETING MINUTES**

**December 19, 2025**
**1:30 P.M.**

The City of Bradenton Tree and Land Conservation Board met in the City Hall Council Chamber, 101 Old Main Street, Bradenton, Florida, at 1:30 p.m. on Friday, December 19, 2025.

Present Tree and Land Preservation Board Members: Jennifer Hoffman, Chair; Edward Dean, Ruth Lawler, Susan Griffith, Don Julian.

City Staff: Jamie Schindewolf, Senior Planner; Tamara Melton, City Clerk, and Jamie Griffith, Deputy Clerk.

Chair Jennifer Hoffman called the meeting to order at 1:30 p.m.

**APPROVAL OF MEETING MINUTES**:

a) Planning & Community Development: Meeting minutes from October 17, 2025, Tree and Land Conservation Board Meeting.

**MOTION TO APPROVE THE MEETING MINUTES FROM THE OCTOBER 17, 2025, TREE AND LAND CONSERVATION BOARD MEETING** was made by Board Member Dean and seconded by Board Member Lawler. The motion passed unanimously.

b) Planning & Community Development: Meeting minutes from November 21, 2025, Tree and Land Conservation Board Meeting.

**MOTION TO APPROVE THE MEETING MINUTES FROM THE NOVEMBER 21, 2025, TREE AND LAND CONSERVATION BOARD MEETING** was made by Board Member Dean and seconded by Board Member Julian. The motion passed unanimously.

**CITIZEN COMMENTS: None.**

**REPORTS FROM CITY STAFF:**

a) Planning & Community Development: November 2025 Tree Removal Permits

Jamie Schindewolf, Senior Planner, said she would provide a copy of the November 2025 Tree Removal Permits at the next meeting.

Ms. Schindewolf displayed new signage for the City's Tree City Designation and said that Tiffany Shadik, Public Information Manager, would create a form so that the public could submit nominations for next year's Notable Tree Program online.

**NEW BUSINESS: None**

**OLD BUSINESS:**

a) Planning & Community Development: Notable Tree Program

Pictures were presented for trees located at 102 14th Street East, 1804 6th Avenue West, and 2707 17th Avenue West.

Board Members unanimously agreed the winner of the 2025 Notable Tree Program was the tree located at 102 14th Street East. Ms. Schindewolf said a symbol for recognition would be ordered and placed.

b) Planning & Community Development: Future plans for Tree Giveaways and Events in 2026

Chair Hoffman gave an update from the December 10th, 2025, City Council meeting. She said that Council approved funding for the October 2025 to December 2025 tree giveaways and approved funding up to $30,000 for future giveaways until May 2026. After May, she continued, they would reevaluate the program.

Chair Hoffman informed the Board that moving forward, her employees would contact previous tree recipients about the progress of their tree growth.

Chair Hoffman announced that there would not be an extra Tree Giveaway for Earth Day in 2026. She said that trees would be planted on Earth Day 2026 and that qualified for the Arbor Day planting for the Tree City USA designation.

Chair Hoffman said the next tree giveaways were scheduled for January 31, 2026, February 28, 2026, March 28, 2026, April 25, 2026, and May 30, 2026, at the Bradenton Market. She asked every board member to volunteer for at least one giveaway.

**BOARD MEMBER COMMENTS:**

Board Member Lawler requested that Tree and Land Conservation Board information to be available if the City had a booth at the 2026 Manatee County Fair. She felt that information would help recruit membership.

Chair Hoffman wished everyone a blessed and safe holiday season.

**The meeting adjourned at 2:05 p.m.**

**AGENDA ITEM NO. 7.a**

# Item Cover Page

**TREE & LAND PRESERVATION BOARD MEETING AGENDA ITEM REPORT**

**DATE:** January 16, 2026

**SUBMITTED BY:** Jamie Schindewolf, Planning & Community Development

**ITEM TYPE:** Miscellaneous

**AGENDA SECTION:** REPORTS FROM CITY STAFF

**SUBJECT:** November 2025 Tree Removal Permits

**SUGGESTED ACTION:** Discuss

**Is this item Quasi-Judicial?**
No

**Does this item require a public hearing?**
No

**EXPLANATION:**
N/A

**FINANCIAL IMPACT:**
N/A

**ATTORNEY REVIEW/RECOMMENDATION:**
N/A

**SUGGESTED MOTION:**
N/A

**ATTACHMENTS:**
November 2025 Tree Removal Permits

| November 2025 Tree Removal Permits | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Record # | Status | Record Type | Opened Date | Street # | Street Name | Type | Dir | Property Type | Details |
| OTH-TRE-25-0034 | Revisions Required | Tree Removal | 11/19/2025 | 1710 | 18TH | Ave | W | Single Family | Remove 1 Royal Poinciana Remove 1 Dying Laurel Oak |
| OTH-TRE-25-0035 | Issued | Tree Removal | 11/19/2025 | 3812 | 41ST | St | W | Condo | After the Fact Permit: Removal of Codominant Live Oak Split through out trunk |
| OTH-TRE-25-0033 | Issued | Tree Removal | 11/6/2025 | 4165 | 66TH STREET | Cir | W | Condo | remove 2 west indian mahogany trees, grind out their stumps, and plant native replacement trees |
| OTH-TRE-25-0032 | Issued | Tree Removal | 11/3/2025 | 4255 | 66TH STREET | Cir | W | Condo | Remove Jacaranda tree by parking lot. |

**AGENDA ITEM NO. 7.b**

# Item Cover Page

**TREE & LAND PRESERVATION BOARD MEETING AGENDA ITEM REPORT**

**DATE:** January 16, 2026

**SUBMITTED BY:** Jamie Schindewolf, Planning & Community Development

**ITEM TYPE:** Miscellaneous

**AGENDA SECTION:** REPORTS FROM CITY STAFF

**SUBJECT:** December 2025 Tree Removal Permits

**SUGGESTED ACTION:** Discuss

**Is this item Quasi-Judicial?**
No

**Does this item require a public hearing?**
No

**EXPLANATION:**
N/A

**FINANCIAL IMPACT:**
N/A

**ATTORNEY REVIEW/RECOMMENDATION:**
N/A

**SUGGESTED MOTION:**
N/A

**ATTACHMENTS:**
December 2025 Tree Removal Permits

| December 2025 Tree Removal Permits | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Record # | Status | Record Type | Opened Date | Street # | Street Name | Type | Dir | Property Type | Details |
| OTH-TRE-25-0037 | Revisions Required | Tree Removal | 12/3/2025 | 6555 | CORTEZ | Rd | W | Medical Office | (5) Live oak trees (15"-24" diameters) |
| OTH-TRE-25-0036 | Issued | Tree Removal | 12/3/2025 | 1302 | 2ND | Ave | E | Single Family | Remove 2 Dead Laurel Oaks |

**AGENDA ITEM NO. 8.a**

# Item Cover Page

**TREE & LAND PRESERVATION BOARD MEETING AGENDA ITEM REPORT**

**DATE:** January 16, 2026

**SUBMITTED BY:** Jamie Griffith, Clerk

**ITEM TYPE:** Miscellaneous

**AGENDA SECTION:** **NEW BUSINESS**

**SUBJECT:** Revisions to the Tree and Land Preservation Board Bylaws

**SUGGESTED ACTION:** Discussion

**Is this item Quasi-Judicial?**
No

**Does this item require a public hearing?**
No

**EXPLANATION:**
Upon review of the bylaws, staff is proposing the following modifications:

- Page 1: Addition of City of Bradenton Logo to the top of the page. The addition of the logo would bring the document into compliance with the City's Branding Policy.
- Page 2: Remove "or five members" from establishing a quorum section to reflect the City's Code of Ordinances.

**ATTACHMENTS:**
2023 TLPB - Bylaws




# CITY OF BRADENTON
# TREE AND LAND PRESERVATION BOARD BY-LAWS
# ADOPTED FEBRUARY 17, 2023

## ARTICLE I — SCHEDULING

Section 1. The Tree and Land Preservation Board shall meet on the third Friday of each month at 1:30 p.m. in the City of Bradenton City Council Chambers unless circumstances require an alternate date and/or time.

Section 2. Meeting cancellations may be called at the discretion of both the Chairperson and the Director of Planning and Community Development.

Section 3. Special meetings may be called by the Chairperson, after consultation with the Director of the Department of Planning and Community Development, or by a majority of the Tree and Land Preservation Board. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered, except by a unanimous consent of the Tree and Land Preservation Board. This notice shall contain the date, time, place and subject of the discussion.

## ARTICLE II — ELECTIONS

Section 1. The Board shall elect officers, a Chairperson and Vice-Chairperson, each year at an annual organization meeting, which shall be held on the first meeting of each calendar year. A quorum of four members must be present for elections. Nomination of officers shall be made from among the members and election takes place immediately by show of hands, voice, rising, balloting, or roll call. A candidate receiving a simple majority vote of all members present is elected for a term of one year or until his successor shall take office. Officers are eligible for re-election. Vacancies in un-expired terms of office are filled immediately by regular election procedures.

## ARTICLE III — ROLES AND RESPONSIBILITIES

Section 1. The Chairperson is the presiding officer at meetings and hearings of the Tree and Land Preservation Board and performs duties as described below:

1. Open and call the meeting to order;
2. Announce the business to be conducted;

3. Recognize members entitled to the floor;
4. State and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote;
5. Speed up proceedings as much as possible;
6. Require order and sincerity in meeting;
7. Inform the group present to a point of order or a practice pertinent to pending business;

Section 2. If the Chairperson is absent, the Vice-Chairperson shall serve as the presiding officer of the Tree and Land Preservation Board.

Section 3. The Tree and Land Preservation Board shall also appoint a Secretary, who may be a member of City staff from the Department of Planning and Community Development. The Secretary shall assist the Tree and Land Preservation Board generally and is responsible for carrying out the following duties:

1. Keep records and minutes of meetings and hearings of the Tree and Land Preservation Board;
2. Keep a roll of the members and call this roll when required;
3. Notify officers and committees of their appointment and furnish committees with all papers referred to them;
4. Record the number of votes for and against each question put to vote;
5. Indicate any absences or disqualification from voting when a question is put to vote;
6. Arrange proper and legal notice of meetings and hearings;
7. Attend to correspondence of the Tree and Land Preservation Board;
8. Such other duties as are normally carried out by a Secretary or as authorized by the Chairperson of the Tree and Land Preservation Board.

## ARTICLE IV — ESTABLISHING A QUORUM

Section 1. A simple majority of the total membership, ~~or five members~~, constitutes a quorum of the Tree and Land Preservation Board. A simple majority vote of all members present, where there is a properly constituted quorum, is necessary to conduct any official business.

## ARTICLE V — ORDER OF BUSINESS

Section 1. All meetings of the Tree and Land Preservation Board are public and shall adhere to the following order of business:

1. Open and call the meeting to order;
2. Pledge of Allegiance;
3. Approval of the minutes of previous meeting;
4. Public Comment;
5. Reports from City Staff;
6. New Business;
7. Old Business;
8. Board Member Comments;

9. Adjournment

## ARTICLE VI—ADMINISTRATION

Section 1. Minutes and records of all proceedings, including transactions, and determinations, will be filed in the office of the City Clerk by the secretary.

Section 2. An agenda for each meeting, and materials pertinent to each matter included thereon, shall be sent to each member at least one (1) week in advance of the meeting date.

Section 3. In the performance of its duties, the Tree and Land Preservation Board may, with approval by the City Council, utilize personnel, equipment and services of any agency or office of the City.

Section 4. The public is welcome to comment on any matter brought before the Tree and Land Preservation Board at the appropriate meeting or by letter or email. Letters should be addressed to the Tree and Land Preservation Board, C/O City of Bradenton, Department of Planning and Community Development, 101 Old Main Street, Bradenton, FL 34205-7865

Section 6. These Rules of Procedure shall be supplemented by Roberts Rules of Order.

Section 7. These Rules of Procedure shall be available for public inspection.

## ARTICLE VII — AMENDMENTS

Section 1. These rules may be amended by majority consent of all members of the Board.

## ARTICLE XI – EFFECTIVE DATE

Section 1. These by-laws shall become effective upon adoption by the Board.

PASSED AND ADOPTED BY THE
TREE AND LAND PRESERVATION BOARD THIS ____ DAY OF _____ 2023.

TREE AND LAND PRESERVATION
BOARD

_____
** Insert Name, Chairperson

ATTEST:

_____

Lori Brunner, Secretary

**AGENDA ITEM NO. 9.a**

# Item Cover Page

**TREE & LAND PRESERVATION BOARD MEETING AGENDA ITEM REPORT**

**DATE:** January 16, 2026

**SUBMITTED BY:** Jamie Schindewolf, Planning & Community Development

**ITEM TYPE:** Miscellaneous

**AGENDA SECTION:** OLD BUSINESS

**SUBJECT:** Informational Flyer Update

**SUGGESTED ACTION:** Discuss

**Is this item Quasi-Judicial?**
No

**Does this item require a public hearing?**
No

**EXPLANATION:**
N/A

**FINANCIAL IMPACT:**
N/A

**ATTORNEY REVIEW/RECOMMENDATION:**
N/A

**SUGGESTED MOTION:**
N/A

**ATTACHMENTS:**

**AGENDA ITEM NO. 9.b**

# Item Cover Page

**TREE & LAND PRESERVATION BOARD MEETING AGENDA ITEM REPORT**

**DATE:** January 16, 2026

**SUBMITTED BY:** Jamie Schindewolf, Planning & Community Development

**ITEM TYPE:** Miscellaneous

**AGENDA SECTION:** OLD BUSINESS

**SUBJECT:** Future Tree Giveaways and Events

**SUGGESTED ACTION:** Discuss

**Is this item Quasi-Judicial?**
No

**Does this item require a public hearing?**
No

**EXPLANATION:**
N/A

**FINANCIAL IMPACT:**
N/A

**ATTORNEY REVIEW/RECOMMENDATION:**
N/A

**SUGGESTED MOTION:**
N/A

**ATTACHMENTS:**