



City of Pensacola

Environmental Advisory Board

Agenda

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

July 10, 2025, 2:00 PM

Hagler-Mason, 2nd Floor

One or more members of City Council may be in attendance.

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. 25-942 APPROVAL OF MINUTES: REGULAR MEETING DATED MARCH 6, 2025 & WORKSHOP DATED APRIL 3, 2025

Recommendation: That the Environmental Advisory Board (EAB) approved the meeting minutes from the March 6, 2025, regular meeting and the April 3, 2025, Workshop.

Sponsors: Katie Dineen - Chair

Attachments: EAB Minutes 03.06.2025
EAB Workshop Minutes 4.3.3035

PRESENTATIONS

STAFF COMMUNICATIONS

2. 25-943 STAFF COMMUNICATIONS: UPDATES: RECYCLING & BAYVIEW SOLAR PROJECT

Recommendation: That the EAB receive staff communications.

Sponsors: Katie Dineen - Chair

Attachments: None

ACTION ITEMS

3. 25-944 CANOPY RESTORATION GRANT APPLICATION 2025

Recommendation: That the EAB review the grant application from the Citizen's Canopy Restoration group. Further, that the EAB make a recommendation regarding funding to the City Council, if deemed appropriate.

Sponsors: Katie Dineen - Chair

Attachments: *Canopy Restoration Grant Application 2025_encrypted_*

DISCUSSION ITEMS

BOARD MEMBER COMMENTS

PUBLIC COMMENT

ADJOURNMENT

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he 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.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 850-435-1606 (or TDD 850-435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 25-942

Environmental Advisory Board

7/10/2025

ACTION ITEM

SPONSOR: Katie Dineen - Chair

SUBJECT:

APPROVAL OF MINUTES: REGULAR MEETING DATED MARCH 6, 2025 & WORKSHOP DATED APRIL 3, 2025

RECOMMENDATION:

That the Environmental Advisory Board (EAB) approved the meeting minutes from the March 6, 2025, regular meeting and the April 3, 2025, Workshop.

HEARING REQUIRED: No Hearing Required

SUMMARY:

The EAB held a regular meeting on March 6, 2025 & a Workshop on April 3, 2025; this item will approve the meeting minutes from each meeting, respectively.

PRIOR ACTION:

March 6, 2025 -- EAB Regular Meeting
April 3, 2025 -- EAB Workshop

FUNDING:

N/A

FINANCIAL IMPACT:

None

LEGAL REVIEW ONLY BY CITY ATTORNEY: No

STAFF CONTACT:

Don Kraher, Council Executive

Katherine Kuhn Alexander, Environmental Coordinator
Chase Crawford, City Arborist

ATTACHMENTS:

1. EAB Minutes 03.06.2025
2. EAB Workshop Minutes 4.3.3035

PRESENTATION: No



City of Pensacola

Environmental Advisory Board

Minutes

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

March 6, 2025, 2:00 PM

Hagler-Mason, 2nd Floor

Members Present: Katie Dineen, Chair, Neil Richards, Vice Chair, Blase Butts, Katie Fox, Jay Massey, Matt Gottschalk

Members Absent: Kelly Hagen, Rachel Mahone, Jordan Poole

Others Present: Don Kraher, Council Executive, Sonja Gaines, Council Assistant, Katherine Kuhn, Environmental Coordinator, Chase Crawford, Arborist, Amie Birk, Arborist Intern

CALL TO ORDER:

The meeting was called to order by Chair Dineen.

ROLL CALL:

A quorum was established.

APPROVAL OF MINUTES:

1. 25-281 APPROVAL OF MINUTES: REGULAR MEETING DATED 01.02.2025 & WORKSHOP MINUTES DATED 02.13.2025

Recommendation: That the Environmental Advisory Board (EAB) approve meeting minutes from 01.02.2025 and Workshop meeting minutes from 02.13.2025.

Sponsors: Katie Dineen - Chair

Attachments: EAB Workshop Minutes 02.13.2025

EAB Minutes 01.02.2025

Motion made by member Gottschalk, seconded by Member Butts to approve the minutes of the regular meeting dated January 2, 2025, and the minutes of the

workshop dated February 13, 2025, The motion carried 6 – 0, with members Hagen, Mahone, and Poole absent.

PRESENTATIONS:

There were no presentations.

STAFF COMMUNICATIONS:

2. 25-284 UPDATES

Recommendation: That the EAB receive staff communications.

Sponsors: Katie Dineen - Chair

Attachments: None

Katherine Kuhn, Environmental Coordinator provided an update on the solar project at Bayview Community Center, awaiting guidance from the Department of Energy since the project is partially funded by a grant from the Department of Energy.

Chase Crawford informed the Board that the million-dollar Arbor Day grant was officially terminated by the Federal government. Funds will be coming into the tree planting trust fund from violations that have occurred over the last several months, so they will be able to plant some trees. He is working on ways to improve notifications to tree companies about the requirements of the tree ordinance. The City Hall landscaping project is being delayed because of the funding. About \$20,000 of the project was for demo, removal, stump grinding, and grading. The tree ordinance states that it can only be used for planting. That is something he is looking at to possibly make a revision in the ordinance to allow for the removal process. Also, they are planning to give away seedlings at an upcoming East Hill Market event.

Chair Dineen reminded the Board about the annual Earth Day celebration on April 19th at Bayview Park and invited anyone or group interested in participating in the event to contact her.

ACTION ITEMS

3. 25-283 LDC REVIEW PROCESS AND COMMENTS

Recommendation: That the EAB discuss, review and if needed, comment on environmental issues within the LDC.

Sponsors: Katie Dineen - Chair

Attachments: 00_Pensacola LDC Approach_v6
2025-01-22_CC Kick-off Meeting_v2_

Member Gottschalk commented on the elimination of parking minimums in the LDC and asked whether the Board should make a recommendation to Inspire or if individual comments should be directed to them.

Further discussion occurred on coastal resiliency, permeable lots, shade, consideration of stormwater, water retention, etc.

Chair Dineen suggested coming up with a comprehensive list of things the Environmental Advisory Board would like to see included in the LDC.

Council Executive suggested possibly holding another workshop next month to further those discussions.

Environmental Coordinator suggested that the list of recommendations to Inspire regarding not having parking minimums might include a parking range, flexibility incentives, and perhaps conducting a parking study.

Member Richards suggested that once the draft report is issued, the Board could look at the environmental issues under the Zoning category that include flood plain management, tree protection and regulation, storm water management and review the best practices recommendations made by Inspire.

Council Executive reviewed the ongoing process, pointing out the staff review/input sessions taking place on the drafts. The first public workshop on the first draft will take place sometime in September. The Board can continue to review and submit suggestions to be considered in putting together the draft document.

Another workshop of the Environmental Advisory Board to further discussions on the proposed changes to the LDC will be scheduled for Thursday, April 3, 2025 at 2 p.m. in the Vince Whibbs Conference Room, first floor.

DISCUSSION ITEMS:

There were none.

BOARD MEMBER COMMENTS:

Chair Dineen brought up the elimination of paper copies of the agendas. The Board agreed to use their electronic devices.

Also, again mentioned the Earth Day event that will be held at Bayview Park on April 19 and if anyone is interested in participating go to earthdaypensacola.com and check the various links.

PUBLIC COMMENT :

There were no public comments.

ADJOURNMENT:

There being no further business to come before the board, the meeting was adjourned at 3:25 p.m.

City of Pensacola



Minutes

222 W. Main Street
Pensacola, FL 32502

ENVIRONMENTAL ADVISORY BOARD

April 3, 2025, 2:00 PM

Vince-Whibbs, 1st Floor

Members Present: Katie Dineen, Chair, Neil Richards, Vice Chair, Kelly Hagen, Blase Butts, Matt Gottschalk, Rachel Mahone

Members Absent: Katie Fox, Jordan Poole, Jay Massey

Others Present: Don Kraher, Council Executive, Sonja Gaines, Council Assistant, Chase Crawford, Arborist, Aime Birk, Arborist Intern, Wendy Gavin Streets and Traffic Division Manager, Christian Wagley, Maria Rosasco

CALL TO ORDER:

The workshop meeting was called to order.

ROLL CALL :

A quorum was established.

PRESENTATIONS:

There were none.

STAFF COMMUNICATIONS:

There were none.

ACTION ITEMS:

There were none.

DISCUSSION ITEMS:

1. 25-419 LAND DEVELOPMENT CODE (LDC) REVIEW INPUT LIST

Recommendation:

Sponsors: Katie Dineen - Chair

Attachments: 00_Pensacola LDC Approach_v6

City Arborist LDC thoughts

Member Gottschalk opened discussion on a proposed letter to be sent on behalf of the Environmental Advisory Board to the consultant working on the proposed revisions to the Land Development Code (LDC), from an environmental perspective.

As previously discussed at the workshop meeting on February 13, Chair Dineen indicated the goal of the workshop is to come up with a list of things that the Environmental Advisory Board can recommend for the Land Development Code (LDC) rewrite.

Review of the proposed letter for changes to the Land Development Code (LDC) should include form based standards to mandate street trees along commercial corridors. Also mentioned was the possible use of planters, stormwater requirements and mitigations, some requirement to put street trees between the sidewalk and the road, offering a wide variety of options for street tree plantings on new developments based on the recommendations of the city arborist, similar to what is required for parking.

City Arborist suggested focusing on what is currently planted on lots that might be near heritage size or will be in five years. When they plat the site, only heritage trees count. In some instances, they can take them all out, if it is in their building footprint. There is a standard replant list. They are looking at changing the inches and the number of replant trees required.

Streets and Traffic Division Manager suggested the Board might want to include preserving trees where possible, providing incentives to do so or incentives to plant additional trees to overall increase the tree canopy. Staff is also looking at the whole code to craft it and provide recommendations. How to keep it fair and even in all walks of life and in all aspects. It needs to be measurable and very easy to be able to administer.

Further discussion occurred on removing parking minimums entirely, effects on ADA requirements, use of permeable surfaces in parking lots, mitigating storm water, offering incentives for green structure developments, minimize amount of water that goes into the streets, possibility of including pollinator gardens that could be put in the landscaping portion of the Land Development Code (LDC) as an option, prohibit artificial grass in public right of way, and allowing for upzone tracts to allow for higher density and mixed use developments, allow auxiliary buildings like a mother-in-law suite on property. Brief comments were made by Christian Wagley.

Also discussed was a periodic review of ordinances and if that is something that should be included.

Council Executive indicated that it was an operational issue. Periodically, staff will review portions of the code that are no longer necessary and then work on the ability to get rid of or amend that portion of the code.

By consensus, the Board agreed with the proposed revisions as outlined in the draft letter submitted by Member Gottschalk. The letter will be forwarded to Inspire and the Mayor's office.

BOARD MEMBER COMMENTS:

There were no further comments.

PUBLIC COMMENT:

There were no additional public comments.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 3:40 p.m.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 25-943

Environmental Advisory Board

7/10/2025

DISCUSSION

SPONSOR: Katie Dineen - Chair

SUBJECT:

STAFF COMMUNICATIONS: UPDATES: RECYCLING & BAYVIEW SOLAR PROJECT

SUMMARY:

Updates: Recycling Program, Bayview Solar Project

PRIOR ACTION:

N/A

FUNDING:

N/A

FINANCIAL IMPACT:

None

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Kuhn Alexander, Environmental Coordinator
Chase Crawford, City Arborist

ATTACHMENTS:

None

PRESENTATION: No



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 25-944

Environmental Advisory Board

7/10/2025

ACTION ITEM

SPONSOR: Katie Dineen - Chair

SUBJECT:

CANOPY RESTORATION GRANT APPLICATION 2025

RECOMMENDATION:

That the EAB review the grant application from the Citizen's Canopy Restoration group. Further, that the EAB make a recommendation regarding funding to the City Council, if deemed appropriate.

HEARING REQUIRED: No Hearing Required

SUMMARY:

City Code Section 12-6-10(c)(2) - Tree and Landscape Regulations; Enforcement ; Grant Program states:

2) A grant program is hereby established for community organizations such as neighborhood associations, civic organizations, and garden clubs, according to the following criteria:

- a. Each grant is limited to 50 percent of the cost of the proposed project up to \$5,500.00;
- b. The tree planting trust fund must have sufficient funds for the project requested;
- c. Grant requests must be submitted to the environmental advisory board for review prior to consideration by the city's designated arborist and city council;
- d. The city council must approve each grant request; and
- e. The funds must be utilized for providing trees or other appropriate vegetation along with associated irrigation that will help restore the tree canopy as deemed appropriate by proper planting location requirements and may enhance the natural beauty of the community, serve to deter graffiti or the defacement of public or private property, and may create sound buffers where desirable.

In accordance with this section, Canopy Restoration, Inc. has submitted a grant request for the purpose of assisting the city in tree canopy restoration within neighborhoods and parks, through a city-funded, citizen-driven tree planting project that focuses on rebuilding the city's canopy by planting trees within the right-of-way or within 20 feet of the ROW or within City parks. The total project cost submitted was \$5,414.00

This section limits each grant to 50% of the cost of the proposed project up to \$5,500.00. This item was reviewed by the City Arborist and found to be in compliance.

PRIOR ACTION:

2023 -- Citizen's Canopy Restoration Inc., completed a similar project

FUNDING:

\$5, 500 from the Tree Planting Trust Fund

FINANCIAL IMPACT:

A reduction in the Tree Planting Trust Fund of \$5,500

LEGAL REVIEW ONLY BY CITY ATTORNEY: No

STAFF CONTACT:

Don Kraher, Council Exectuive
Katherine Kuhn Alexander, Environmental Coordinator
Chase Crawford, City Arborist

ATTACHMENTS:

1. Canopy Restoration Grant Application 2025_encrypted_

PRESENTATION: No

Tree Trust Fund Grant Program Application

Instructions to Applicants:

Each application must include one original with support materials clearly labeled. See the checklist of items to be included. Applications may be emailed to CCrawford@cityofpensacola.com

Applications may also be mailed to:

Chase Crawford
2757 N Palafox Street
Pensacola FL, 32501

Or hand-delivered to:

City of Pensacola
Engineering Dept.
222 W Main Street
Pensacola FL, 32502

SECTION I - GENERAL INFORMATION

Neighborhood Organization Name: Canopy Restoration Inc

Project Title: December 2025 Tree Planting

Mailing Address: 313 E Intendencia St

Phone: (850) 217-8787 (Day) ☒ (Evening) ☒ (Other) ☐

Incorporated: ☒ Yes ☐ No

If yes, enclose a copy of the State of Florida Incorporation Certificate.

Board Member Position	Name	Address
Co Leader	Kelly Hagan	705 S I St
Co Leader	Chelsea Mahan	1691 Foulis Dr
Co Leader	Joey Miller	1629 E Gonzalez St
Co Leader	Tom Patton	313 E Intendencia St

Project Manager Name and Contact Information:

Name: Chelsea Mahan

Phone: (336) 480-5742 Email: canopyresorationpensacola@gmail.com

Authorized Applicant Representative:

I hereby certify that the information contained in this application is correct and represents the consensus of the referenced neighborhood.

Chelsea Mahan

Print Name

Chelsea Mahan
Chelsea Mahan (May 28, 2025 11:32 CDT)

Signature

Board Member

Title

5/27/2025

Date

SECTION II - PROJECT DESCRIPTION

1. PROPOSED PROJECT

(A) Describe your project.

The Tree Canopy Restoration Project of Pensacola seeks to plant 15-gallon native trees in or within 20 feet of right-of-ways in the City of Pensacola each year, led by volunteers. With the partnership of local gardening clubs, neighborhood associations and individuals, we recruit "tree recipients" who sign a Commitment to Care contract agreeing to adopt and water a tree or trees for the first year using our evidence-based watering guide. By relying on volunteer labor and watering, we save the City thousands of dollars in planting costs and upkeep while ensuring that each tree has a committed steward that will be responsible for its life. Average lifespans of urban trees is notably low, and our project aims to have a lasting impact by capitalizing on the labor and care of individual citizens in Pensacola to plant and care for long-lived trees that will positively impact our ecological environment for generations to come.

(B) What is the specific location of your project? Also, please provide a written description and attach a map.

In an effort to expand the scope of our project, we plan on prioritizing outreach to the Brownsville neighborhood. This corresponds with a simultaneous partnership in the works between Canopy Restoration Inc and the County in which we're working to get trees to CRA designated areas, Brownsville in particular for this project. Escambia County has a similar fund to the City of Pensacola Tree Trust Fund and they want us to use the same model we've used with the City funds in the County. Our hope is that outreach from the County benefits our City project as well.

You can see from the attached map, these areas have been underrepresented in our last projects. The rest of the neighborhoods in the City will be invited to submit applications for a tree after two weeks of targeted outreach to Brownsville.

(C) Complete the project timeline. Describe the major activities/tasks that make up the project and estimated completion date. Be specific.

Task	Estimated Completion Date
<i>Ex: Purchase plants</i>	<i>October 30, 2024</i>
Grant Application	May 2025
EAB Presentation	June 2025
City Council Approval	July 2025
Recruitment of Participants - Brownsville (City)	August 2025
Recruitment of Participants - All City	September/October 2025
Site Checks	November 2025
Tree Order	November 30, 2025
Delivery/Prep Day/Planting Day	Early December 2025

(D) Maintenance of the project once it has been completed is important. It is not the intent of this program to increase maintenance activities for City staff. As such, the applicant is required to provide any additional maintenance that may be necessary. Describe how the project will be maintained.

Each tree recipient will sign a Commitment to Care (see attached example) before trees are planted. This commits the participant to watering their tree in accordance with our watering guide (see attached) for one year, thus saving the City the need to hire watering crews and trucks. Our volunteers with the Tree Canopy Restoration Project continue to monitor drought conditions through the years and send out reminders to participants when extra care is needed during times of drought. We also keep thorough records and a map of each of our trees so that we can do periodic inventories which can readily be shared with City staff. Beth Bolles, our Escambia County Extension Office volunteer, and Erin Hurd, our certified arborist volunteer and mulch donor, have volunteered to help with pruning when it becomes necessary.

2. NEIGHBORHOOD IMPACT

What is the intended public benefit of the project? Why is it of importance to the neighborhood? (Use additional pages if necessary.)

As a coastal city, Pensacola has a special need for adequate stormwater mitigation. The loss of canopy through the last few strong storms has damaged our natural "green infrastructure," as trees provide a huge ecological service regarding stormwater runoff. We prioritize canopy trees in our project, and thirty-seven of our eighty-eight trees in our 2023 project were live oaks, which live hundreds of years and are considered a super-tree for landscape stabilization and runoff mitigation. Additionally, strategically-planted canopy trees can lower energy bills for residents through passive cooling and can mitigate urban heat island effect. Research also shows that trees raise property values by providing beautification and creating more walkable neighborhoods. As temperatures continue to rise and the needs of our City increase, we hope that our project can build upon the efforts of the City to create a more resilient Pensacola.

3. CAPACITY

Describe the capacity of the organization to complete this project. List previous projects completed, or events held within the neighborhood.

Our group's methods were founded on the model used during the 2022 East Pensacola Heights Canopy Restoration Project. During the development of that project, volunteers connected with the City of Orlando about their adopt-a-tree program for advice on best practices and formation of a Commitment to Care and Watering Guide. The 2023 project expanded both reach and scope, as CNAPP (The Council of Neighborhood Association Presidents of Pensacola) integrally connected the project to all of the neighborhoods in the City. We've formed partnerships with City officials, neighborhood associations and community leaders, garden clubs and service organizations. Two of our Board members are officers in their current neighborhood associations, and one is an officer in CNAPP. We've cultivated a working partnership with Panhandle Growers, who supplied our trees in 2023 and again in 2025, sent out their founders to demonstrate for Planting Day, and has agreed to participate in this project again. Local Arborist Erin Hurd donates our mulch every year and has volunteered to support future pruning efforts, and another local arborist, Matt Yost, volunteered and advised in our last project. Nearly 50 volunteers planted 88 trees on Planting Day 2023, and another 79 in February of 2025. We maintain a mailing list with volunteer and participant contacts. With our local connections and successful model we feel confident we can repeat this process in December of 2025.

4. PARTICIPATION/COLLABORATION

(A) Neighborhood resident support and participation is critical to the award of a grant. Grant applications that demonstrate strong support will be given more consideration than those that do not. Describe how neighborhood support has been and will be obtained and who will participate. Include any collaboration with outside groups or use of other community resources. Provide letters from supporters and/or signatures with phone numbers.

We maintain an email and text communication list of our 52 households who participated in our last project, and of our nearly 50 volunteers as well. One East Hill Board member and tree recipient has ended up as a vital part of our current board. Each project grows our community of like-minded and motivated volunteers. Many of our volunteers were from the Master Gardeners group, among them Beth Bolles, who helped lead the tree planting demos in 2022 and 2023. The Environmental Advisory Board has voted unanimously for our project twice, and City Council voted 6 to 1 in favor of our 2023 project, and unanimously in 2024. CNAPP and various neighborhoods partnered with us on our last project as well, and Kelly Hagen, our current VP, maintains many contacts through her 2 year tenure as CNAPP President. This year we're excited to partner with Escambia County's Arborist Jimmie Jarrett and Sustainability Coordinator Ryan Kirby to reach CRA designated areas, and as mentioned above, we hope that these simultaneous efforts will support each other.

SECTION IV - PROJECT BUDGET

The project budget is the most important part of the application. It details the project expenses and matching funds. Please complete the budget worksheet. This is a separate Excel file that can be found on the program's webpage.

Note: There is a second sheet within the file that is used to calculate volunteer time contributions. Please complete that sheet if using volunteer time as part of your match.

1. MATCHING FUNDS

Please list the sources of matching funds that the neighborhood plans to contribute to support the project, such as in-kind labor, materials, or cash. Requested funds must be matched 50%. These will be further outlined in the budget.

We plan on having mulch donated from local arborist Erin Hurd again for this project. All of our labor will be led by volunteers so we will be using this in the match.

Vibrant Neighborhoods Grant Program

Attachment 1- Application Checklist

Each application package should include:

- ☐ One original signed application with support materials clearly labeled
- ☐ One completed Budget Form (both tabs if using volunteer time)
- ☐ If incorporated, a copy of the State of Florida Incorporation Certificate
- ☐ One design plan, if applicable
- ☐ Attachment 2: Detailed planting plan (for landscape projects)
- ☐ Signature of applicant's representative
- ☐ Map of project site (if applicable)
- ☐ Three cost quotes for each vendor service or purchase over \$3,000
(REQUIRED)
- ☐ Any additional letters of support you would like to include
- ☐ Documentation of Matching Funds:
 - Volunteer Sign-in sheet(s)- for pre-application time (Attachment 5)
 - Volunteer Pledge sheet(s)- for future volunteer time (Attachment 6)
 - Contribution Template(s)- for cash and in-kind donations (Attachment 3)
 - Documentation of the association's most current bank account balance if matching funds are to be drawn from that account.

Tree Trust Fund Grant Program

Attachment 2- Landscaping Materials and Plans

Planting Summary: List each species of plant to be included in your proposed project. Use either the common or Latin name. Provide the number of the species to be included. Provide the size of each plant at the time of planting (e.g. 3 gallon, 2" pot, 6' height, etc.) Plants must be perennials and no exotic or invasive species are allowed. Note: VNG funds can only be used to purchase perennial plants. The purchase of annual plants is not allowed. However, annual plants purchased with neighborhoods funds can count toward the matching funds contribution. If annuals are to be purchased with neighborhood funds as part of the project, they should be listed below.

Plant species (common or Latin name)	Number	Size (inch, gallon or feet)
<i>Ex: Sabal Palm</i>	<i>20</i>	<i>13' Clear Trunk</i>
<i>Ex: Black-Eyed Susan</i>	<i>40</i>	<i>4" pot</i>
Live Oak	30	15 gallon
Summer Red Maple	15	15 gallon
Little Gem Magnolia	15	15 gallon
Winged Elm	20	15 gallon

A sketch of the planting plan must be included. Include spacing of plant material, locations of signs, above ground wires, pavement, driveways or other obstructions and existing plant material.

A sketch is required in the Commitment to Care document with applications. These can be provided for each site before final inspections. We complete an 811 Call Before You Dig request for every location, marking any utility wires before final inspections of tree locations.

Attachment 3

Matching Funds Contribution Template/Sample Letter

*Recommended template for documenting cash and in-kind contributions.

Date

Name(s) of donor

Address

City, State Zip

Phone number

Dear Grant Review Team members,

It is my/our understanding that _____ is applying for the City of Pensacola's Vibrant Neighborhoods Matching Grant program. _____ is pleased to support this organization in their endeavor and (Your name or company/agency name) would like to make the following contribution(s):

☐ In-Kind Contribution:

Valued at: \$ _____

☐ Cash contribution \$ _____

Combined contribution total \$ _____

Sincerely,

Signature(s)

Attachment 5

Vibrant Neighborhoods Grant Program Volunteer Sign-In Sheet

(Actual volunteer hours completed - for pre-application documentation and post-award reporting)

[illegible]

Attachment 6
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Volunteer Activity: _____

Approximate Date: _____

Name	Phone #	Email	# of hours pledged	Signature

Attachment 7 Tree Trust Fund Grant Program Reimbursement Form

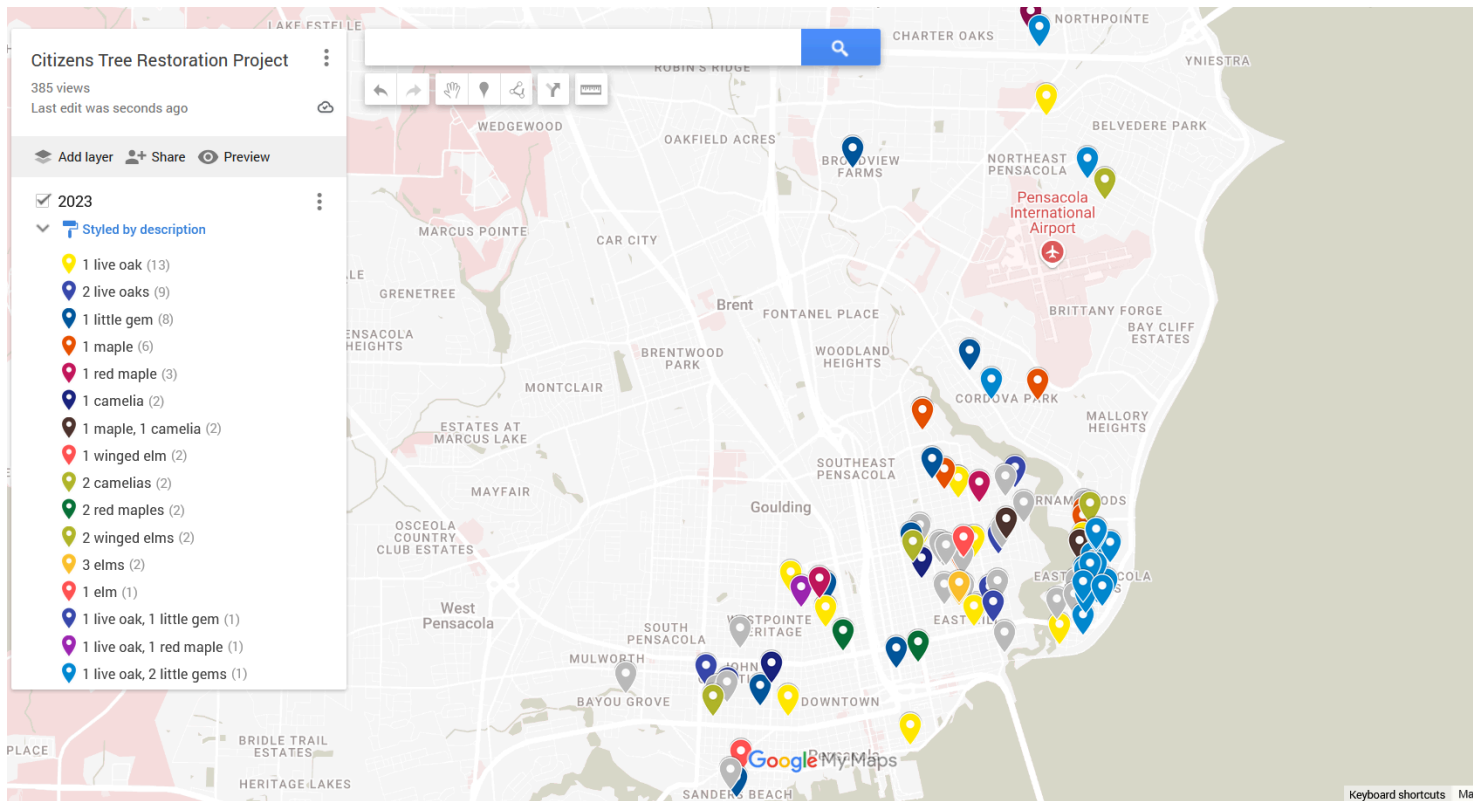
Neighborhood Organization: Canopy Restoration Inc.

Name of Project: December 2025 Tree Planting

Vendor/Business	Date	Item	Cost
<i>Ex: Home Depot</i>	<i>12.15.2020</i>	<i>20 bags mulch</i>	<i>\$81.55</i>
Amazon	11.1.2025	80 plastic tree protectors	\$214
Lowes	11.1.2025	40 watering buckets	\$200
gotprint.com	11.1.2025	10 yard signs for outreach	\$200

TOTAL: \$614

Please attach all receipts.



Canopy Restoration Project of Pensacola: Care Contract

Commitment to Care Term is One Year

Congratulations!

You are now part of a growing number of neighbors helping to create a greener, cleaner, more naturally beautiful and resilient future for the city of Pensacola. The first year of care is the most critical. This document details best practices to follow the first year to ensure planting success and allow your new young tree to establish itself in its new location. These two most important best practices are:

Number 1: Sufficient watering for the size of the tree

Number 2: Maintaining a mulch ring around the tree base/protection from mowers

Watering

Water your tree regularly and deeply for the first year as it gets established. Water according to this schedule depending on the size of your tree—you will receive a copy after planting. **Watering your tree is the most important success factor in the care of your tree.** Using a sprinkler will not be sufficient. Each tree must be watered at the base of the tree using a hose or the bucket provided, slowly to make sure the water soaks into the root ball and doesn't just run off.

Canopy Restoration Tree Watering Guide			
Congratulations! You are now part of a growing number of citizens helping to create a cooler and greener future for Pensacola. By following these instructions, you will be able to give your tree a long, healthy life!			
Schedule	Size of Tree	Amount of Water	Frequency of Watering
1	Less than 2 inch diameter	4 gallons	Water daily: 2 weeks Water every other day: 2 months Water weekly: until established
2	2-4 inch diameter	5 gallons	Water daily: 1 month Water every other day: 3 months Water weekly: until established
3	Greater than 4 inch diameter	6-10 gallons	Water daily: 6 weeks Water every other day: 5 months Water weekly: until established
Important: Sprinkler irrigation is insufficient! Direct watering using a hose or bucket is required.		Is your tree showing signs of distress? Call our City Arborist Kris Sturtz at 850-490-4033 Have questions about the schedule or project? Email us at canopyrestorationpensacola@gmail.com	

Mulching

Mulching around a tree makes lawns more attractive, controls weeds, and helps maintain soil moisture. Mulch will be provided upon planting but you are encouraged to continue to maintain the mulch ring around your tree the first two years. Mulch wide, and mulch more than just the root ball, ideally three to four feet out from the trunk. Keep all mulch away from the tree's trunk, allowing the root flare to show just above ground level. Creating a tree- to four-foot mulched ring around a tree creates a physical cue for landscapers to avoid mowing or weed whacking close to the trunk. Nicks and cuts on the trunk can kill trees. Tree protectors that can grow with the tree will be provided to protect the sensitive trunk area as the tree grows but it is still important to inform yard workers not to cut your tree's trunk.

I HAVE READ THE ABOVE COMMITMENT TO CARE AND UNDERSTAND THE RESPONSIBILITIES I ASSUME IN HAVING A TREE PLANTED ON MY PROPERTY AS PART OF THE CITIZENS TREE CANOPY RESTORATION PROJECT..

- I AGREE TO WATER ACCORDING TO THE SCHEDULE (_____) AND MAINTAIN MULCH AROUND EVERY TREE PLANTED ON MY PROPERTY AS SUGGESTED BY THIS DOCUMENT FOR AT LEAST THE FIRST YEAR AFTER PLANTING.
- I AGREE TO PERIODIC TREE INSPECTIONS TO BE PERFORMED BY A MEMBER OF THIS PROJECT TO BE AGREED UPON BY TREE RECIPIENT AND NEIGHBORHOOD ASSOCIATION.

Property Owner Name _____ Property Owner Signature _____ Date _____

Address _____

_____ Phone _____
Email _____

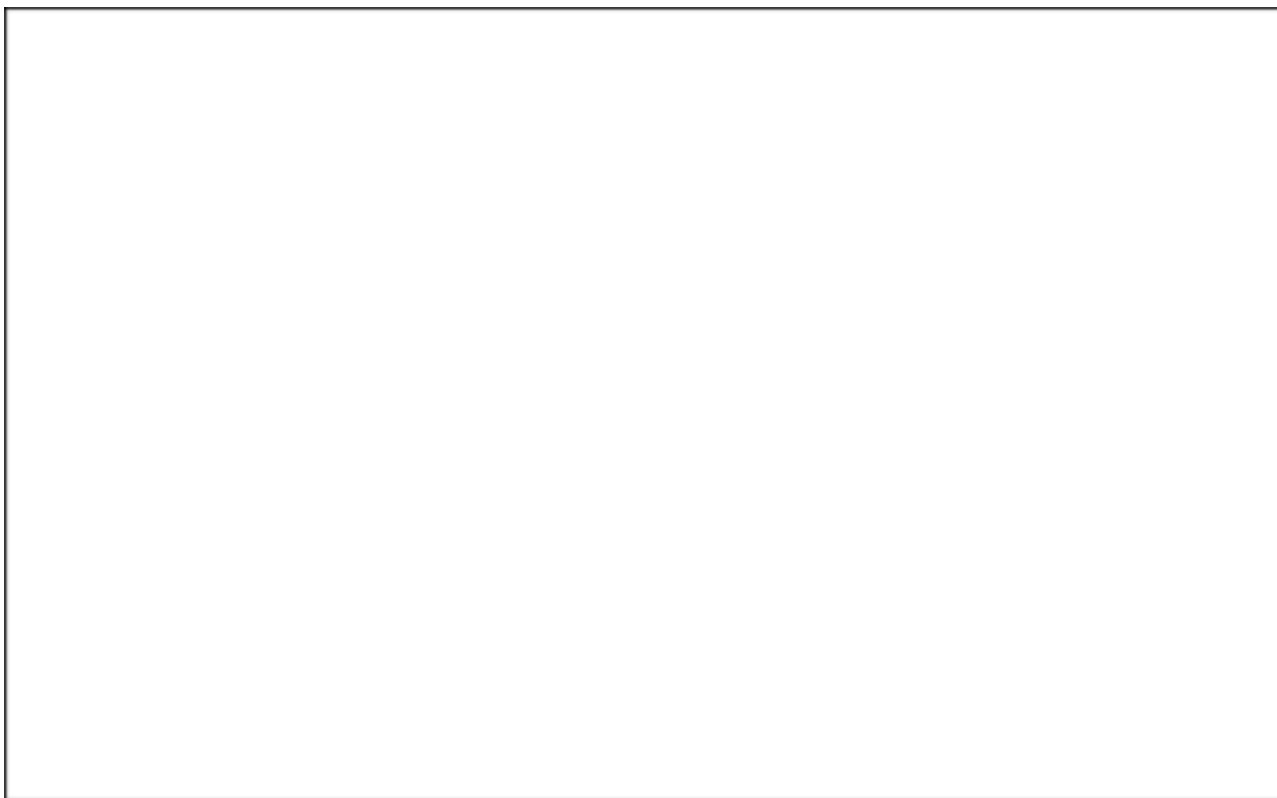
Citizens' Canopy Restoration Project Care Contract

Tree Number, Species and Location _____

Tree Number, Species and Location _____

Tree Number, Species and Location _____

Create a diagram for tree placement on property.





Canopy Restoration Project Tree Watering Guide



Congratulations! You are now part of a growing number of citizens helping to create a cooler and greener future for Pensacola. By following these instructions, you will be able to give your tree a long, healthy life!

Timeframe	Dates	Amount	Frequency
2 Weeks	Until 12/16/2023	4 gallons	Every Day
2 Months	Until 2/16/2024	5 gallons	Every Other Day
1 Year	Until 12/31/2024	5 gallons	Weekly
2 Years	Until 12/31/2025	10 gallons	Weekly May-June & Oct-Nov



*Is your tree showing signs of distress?
Call our City Arborist Kris Stultz at 850-490-4033*

*Have questions about this guide or project?
Email us at canopyrestorationpensacola@gmail.com*

Important Tips

Sprinkler irrigation is insufficient!
Direct watering with hose or bucket is required.

Don't let the soil around your tree dry out.

Maintain ring of soil/mulch around your tree for 6 months to create barrier for weeds/grass/mowers.

Keep soil/mulch away from trunk of your tree to ensure water reaches roots.



Canopy Restoration Project Tree Watering Guide



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*Creating Fun,
Memorable
Experiences.*

113 Bay Bridge Drive
Gulf Breeze, FL 32561

innisfreehotels.com
P: 850.934.3409



The Hive Foundation
INNISFREE HOTELS

September 5, 2024

Dear Grant Review Team members,

I am writing on behalf of Innisfree Hotels in support of the Tree Canopy Restoration Project of Pensacola (Canopy Project) and their application for the Tree Trust Fund Grant program.

As a supporting member of the Canopy Project's volunteer committee for the 2023 planting project, I have experienced the unwavering commitment and dedication these community members have in their pursuit of a more resilient Pensacola. Each member is truly passionate about improving not only our neighborhoods but also the lives of our neighbors through tree planting projects.

The project leaders have the established community connections needed to sustain this type of grassroots effort in Pensacola. They also have access to and support of local tree experts, ensuring that the tree planting will be executed correctly. Their efforts have now resulted in two successful tree planting projects and demonstrated efficient and responsible management of City funds.

The Canopy Project has proven that their model works, and this model provides the City with a unique opportunity to save on tree planting costs, to expand tree planting onto private property, and to support the creation of stronger neighborhoods and communities. At Innisfree, we believe canopy restoration is not only important for neighborhoods and residents but that it is tied to the overall need to combat the effects of rising temperatures. These efforts will be crucial to ensure we can continue to host millions of visitors in our area every year.

Thank you for considering my support of the Canopy Project's application for Tree Planting 2025.

Sincerely,

Bethanne Edwards

Director of Sustainability

Innisfree Hotels

bedwards@innisfreehotels.com

Volunteer Time Worksheet

List volunteer events - One (1) event per row	Approximate date	Total # of volunteers	Total # of hours
Application preparation	5/20/25-5/28/25	1	4.00
Canopy Council Meetings	5/20/25-12/1/25	4	30.00
Plating Prep Day	12/1/2025	20	60.00
Planting Day	12/2/2025	50	150.00
Total Volunteer Hours			244.00
Volunteer Hour \$ Value			6832.00

*Summarize total volunteer events above using information from your Volunteer Pledge Sheets (future volunteering) and Sign-in sheets (pre-application volunteering).

*Pledge Sheets and Sign in Sheets must be turned in with grant application.

Vibrant Neighborhoods Matching Grant Program Budget Template

Neighborhood Name:	Canopy Restoration Inc
Project Name:	Tree Canopy Restoration Project December 2025

TOTAL PROJECT COST (grant funds requested + applicant paid costs, if any)

1. List ALL items/services required for project completion. If a vendor is to be paid list the vendor's name. If items are to be purchased, indicate where the items will be purchased. Indicate whether grant funds or matching funds will be used to purchase the item/service.

Vendors/suppliers to be paid:	Items/services to be funded:	Amount:	Quotes Provided	Grant funds	Matching funds
Panhandle Growers	80 trees, varying species	\$ 4,800.00	☐	☐	☐
gotprint.com	10 yard signs for outreach	\$ 200.00	☐	☐	☐
amazon	80 plastic tree protectors	\$ 214.00	☐	☐	☐
lowes	40 watering buckets	\$ 200.00	☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
Total Project Cost		\$ 5,414.00			

CASH MATCH CONTRIBUTIONS (if applicable)

2. List any cash that will be contributed toward the project by your organization or others.

Orgs/Entities contributing cash:	Items/services to be paid (if specified):	Amount:	Documentation Provided
			☐
			☐
			☐
			☐
			☐
			☐
Total Cash Match		\$ -	

IN-KIND MATCH CONTRIBUTIONS (if applicable)

Org/Entities donating supplies or services:	Items/services to be donated:	Value:	Documentation Provided
			☐
			☐
			☐
			☐
			☐
			☐
Total In-Kind Match		\$ -	

VOLUNTEER TIME CONTRIBUTIONS (if applicable) Complete the Volunteer Time Worksheet on Tab 2. Values will

Volunteer Time Match	\$ 6,832.00
----------------------	-------------

Total Grant Request	\$5,414.00
Minimum Match Required	
Total Match Provided	

FROM THE DESK OF



EAST HILL
Neighborhood Association

August 2, 2024

Dear city of Pensacola and Tree Canopy Council,

We are writing to express our support for the grant proposal by the Tree Canopy Council for continued efforts to put more trees into the ground. The proposal aligns well with our Mission of nurturing connections for a fun and vibrant East Hill/Pensacola where everyone belongs, particularly in enhancing our community spaces and promoting environmental sustainability.

The project's focus on planting more trees to support air quality, water retention efforts, beautification, reduction of surface level heat and much more fully aligns with that of the community. We believe that this grant will play a crucial role in achieving these outcomes and furthering our shared vision for a better, greener city to further create a charming more accessible destination where everyone is engaged, safe, and happy.

Thank you for considering this important initiative. We are excited about the positive impact it will bring and support the grant application.

Sincerely,

Board of Directors

East Hill Neighborhood Association

East Hill Neighborhood Association

PO Box 6164, Pensacola, FL 32503
850.529.0699 | info@myeasthill.org
www.myeasthill.org



Seville Square Historic District
NEIGHBORHOOD ASSOCIATION

Date: 29 August 2024

TO: Canopy Council, c/o Chelsea Mahan
313 East Intendencia Street
Pensacola, FL 32502

Chelsea: Please allow this letter to serve as our support of, and our commitment to, the Canopy Committee. Your efforts to restore the tree canopy of Pensacola is a great community endeavor that is appreciated by the Seville Square Historic District Neighborhood Association and its membership.

R. Scott Holland, Board Member (SSHDNA)
(850) 393-2168

www.sevillesquare.org

Attachment 6
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Page _____ of _____

Volunteer Activity: Planting Trees

Approximate Date: December 2024 - January 2025

Name	Phone #	Email	# of hours pledged	Signature
Kelly Hagen	(850) 217-8787	Kellyohagen@gmail.com	10	Kelly Hagen
Chelsea Mahan	336 480-5742	chelseamahan@gmail.com	10	Chelsea Mahan
Jimmie Jarrett	850-918-3871	jjarrett@myescambia.com	4	Jimmie Jarrett
Ryan Kirby	950-501-3297	rk Kirby@myescambia.com	10	Ryan Kirby
Madison O'Toole	(850) 449-9739	mgotoole@myescambia.com	10	Madison O'Toole
Beth Gaillet	(850) 471-6325	bmgaillot@myescambia.com	4	Beth Gaillet
Maria Rosasco	(850) 516-2247	miaRosasco@gmail.com	10	Maria Rosasco
Anthony Franklin	(850) 420-4817	AJF8615@gmail.com	6	Anthony Franklin
Dixie Wilkinson	850-572-9547	709 S "I" St	10	Dixie Wilkinson
Mike Wilkinson	850-572-2173	" " " "	4	Mike Wilkinson
Rob McDavid	850-554-3989	1216 Bayou Blvd	4	Rob McDavid
Adam Cayton	919-619-7926	1691 Fulk Dr.	10	Adam Cayton

Attachment 6 Tree Trust Fund Grant Program Volunteer Pledge Sheet

Page _____ of _____

Volunteer Activity: Planting Trees

Approximate Date: Dec 2024 / Jan 2025

Name	Phone #	Email	# of hours pledged	Signature
Katie Dineen	(850) 376-8800	katieamedineen@gmail.com	10	Katie Dineen
Kimberly Sims	950 380 1774	KCSIMS88@gmail.com	10	Kimberly Sims
Elizabeth Eubank	561 332 465	harcuca@yahoo.com	5	Elizabeth Eubank
Rob Eubank	561 385 9184	rob.eubank@gmail.com	5	Rob Eubank