

SAUSALITO TREES AND VIEWS COMMITTEE
Tuesday, September 7, 2010
Draft Minutes

Call to Order

Community Development Director Jeremy Graves called the meeting to order at 6:05 p.m. in the City Hall Conference Room, 420 Litho Street, Sausalito.

Present: Committee Member Mary Lee Bickford, Committee Member Grant Colfax, Committee Member Betsy Elliott, Committee Member Wingham Liddell, Committee Member Ron Reich

Absent: None

Liaison: Councilmember Carolyn Ford

Staff: Community Development Director Jeremy Graves, Assistant Planner Alison Thornberry, City Attorney Mary Wagner

Selection of Chair and Vice-Chair

Committee Member Reich moved and Committee Member Liddell seconded a motion to appoint Committee Member Colfax as Chair. The motion was approved unanimously.

Committee Member Reich moved and Committee Member Liddell seconded a motion to appoint Committee Member Bickford as Vice Chair. The motion was approved unanimously.

Approval of Agenda

Committee Member Reich moved and Committee Member Liddell seconded a motion to consider Item 2 prior to Item 1. The motion was approved unanimously.

Approval of Minutes -- Meeting of May 19, 2010

The meeting minutes, as submitted, were approved by consensus.

Public Comments -- None

Public Hearings -- None

Old Business -- None

New Business

1. Trees and Views Committee Procedures

a. Review of Trees and Views Regulations

Community Development Director Graves and City Attorney Mary Wagner reviewed the Trees and Views Regulations. They noted that Ordinance No. 1146, which addresses enforcement procedures for violations of the regulations had not been codified into the Municipal Code. Following discussion, the Committee requested that the discussion of the regulations be continued at a future meeting.

1 **b. Discussion of Brown Act Requirements**

2 City Attorney Wagner reviewed the Brown Act requirements. By consensus, the
3 Committee directed staff to add notation on the agenda that presentations by
4 applicants, claimants, and tree owners should be limited to 15 minutes, and
5 presentations by interested parties and neighbors should be limited to 3 minutes.

6 **c. Review of Procedures for Staff Issuance of Tree Removal Permits**

7 Assistant Planner Alison Thornberry reviewed past practice of the staff and
8 Committee regarding staff issuance of tree removal permits in certain situations.
9 The Committee expressed interest in continuing the practice in under certain
10 conditions. On a motion by Committee Member Elliott, seconded by Committee
11 Member Reich, and approved unanimously, staff was directed to prepare a draft
12 resolution for consideration by the Committee. The resolution should include a
13 provision for the staff to contact the Committee Chair (or Vice Chair) for
14 concurrence prior to staff's issuance of permit. In addition, the resolution should
15 include a provision requiring the staff to report to the Committee at the following
16 meeting on all permits issued by the staff since the previous meeting.

17 **d. Discussion of Site Visit Policy**

18 CD Director Graves briefly reviewed the draft policy. By consensus, the
19 Committee decided to review the draft policy for further discussion at the next
20 meeting.

21 **e. Discussion of Standing Meeting Dates and Times**

22 Following discussion, the Committee by consensus set the following dates for
23 meetings during the balance of 2010: October 7, November 4, and December 2.
24 All meetings will be held in the City Council Chambers at 6:30 p.m.

25 **f. Discussion of Related Committee/Staff Procedures**

26 No discussion
27

28
29 **2. Discussion of date and time for Special Meeting for site visit to 230 Glen Drive**
30 **regarding View Claim**

31 Following discussion by the Committee and input from Claimant Nicole Back, the
32 Committee by consensus decided to hold a Special Meeting at 9:00 a.m. on Friday
33 September 10, 2010 at for a site visit to 230 Glen Drive.
34

35 **Communications**

36

- **Staff** – None

37

- **Committee Members** – Staff was requested to add Deodar Cedar to the list of
38 undesirable trees. Staff noted that this action would require an amendment of
39 the Municipal Code.

40 Information on sudden oak death syndrome should be added to the City's
41 webpage.

42 The following items were identified as for possible discussion on future agendas:

- 43
 - o Tree trimming protocols
 - 44 o Tree trimming for utility lines
 - 45 o Palm trees in Plaza Vina Del Mar
46
47
48
49
50

1 **Adjournment**

2 The meeting was adjourned at 8:35 p.m.

3
4
5
6 _____
7 Submitted by
8 Jeremy Graves, AICP
9 Community Development Director

Approved by
Grant Colfax
Chair

10 I:\CDD\Boards & Committees\TVC\Minutes\2010\09-07-10- Draft.doc