



MEMORANDUM

CITY OF SAUSALITO

TO: Trees and Views Committee

FROM: Alison Thornberry, Assistant Planner

DATE: January 6, 2011

SUBJECT: Date and time for Special Meeting for site visit to 297 South Street and 211 South Street

Discussion

In regards to site visits to review the Claimant's view claim, Section 11.12.040.B.4 of the Sausalito Municipal Code, "the Trees and Views Committee shall reasonably attempt as a group to inspect the premises of both the claimant and the tree owner(s) prior to the arbitration meeting".

The Claimant has indicated that they would be available at 8:45 a.m. for the Committee members to visit the property 297 South Street to investigate the view claim:

- Any day during January.

The Tree Owner has indicated that they would be available from 7:00 a.m. to 10:00 a.m. for the Committee members to visit the property 211 South Street to investigate the view claim:

- Wednesday, January 12,
- Wednesday, January 19, and
- Wednesday, January 26.

If a quorum of the Committee will be attending the site at the same time, the site visit will be noticed as a Special Meeting of the Trees and Views Committee.

Recommendation

Inform Staff, the Claimant, and the Tree Owner of a specific date and time the Committee members would like to hold a Special Meeting to conduct a site visit of 297 South Street and 211 South Street.

I:\CDD\PROJECTS - ADDRESS\S\South 297\TR 10-392\Date and Time for Site Visit 01.06.2011

BLANK