

SAUSALITO TREES AND VIEWS COMMITTEE
Tuesday, September 7, 2010
Approved 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.

b. Discussion of Brown Act Requirements

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

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

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

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

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

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

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

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

20 No discussion

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

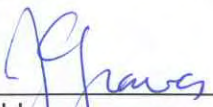
23 Following discussion by the Committee and input from Claimant Nicole Back, the Committee
24 by consensus decided to hold a Special Meeting at 9:00 a.m. on Friday September 10, 2010
25 at for a site visit to 230 Glen Drive.

26 **Communications**

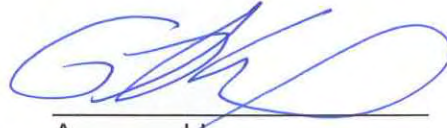
- 27
- 28 • **Staff** – None
 - 29 • **Committee Members** – Staff was requested to add Deodar Cedar to the list of
30 undesirable trees. Staff noted that this action would require an amendment of the
31 Municipal Code.
32 Information on sudden oak death syndrome should be added to the City's webpage.
33 The following items were identified as for possible discussion on future agendas:
 - 34 ○ Tree trimming protocols
 - 35 ○ Tree trimming for utility lines
 - 36 ○ Palm trees in Plaza Vina Del Mar
- 37
38
39
40
41
42
43
44
45
46
47
48
49
50

1 **Adjournment**

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

3
4 
5

6 Submitted by
7 Jeremy Graves, AICP
8 Community Development Director
9



Approved by
Grant Colfax
Chair

10 I:\CDD\Boards & Committees\TVC\Minutes\2010\09-07-10- Approved.doc
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50