SAUSALITO TREES & VIEWS COMMITTEE Thursday, February 2, 2012 Approved Summary Minutes

Call to Order

Chair Colfax called the meeting to order at 6:30 p.m. in the City Council Chambers of City Hall, 420 Litho Street, Sausalito.

Present: Chair Grant Colfax, Vice Chair Mary Lee Bickford,

Committee Member Betsy Elliott, Committee Member Ronald Reich

Absent: Committee Member Wingham Liddell Staff: Assistant Planner Alison Thornberry

Approval of Agenda

The agenda was approved by consensus.

Public Comments of Items Not on Agenda

None.

Approval of Minutes

November 3, 2011

Committee Member Reich moved and Vice-Chair Bickford seconded a motion to approve the Summary Minutes. The motion passed 4-0.

Public Hearings

None.

Old Business

None.

New Business

 Process Review – Citation Enforcement. Review the Committee's enforcement role for violations of trees and views regulations, dated January 5, 2012.

Assistant Planner Thornberry-Assef presented the Staff Report.

Committee questions to staff:

• If a member of the Trees & Views Committee sees a person illegally trimming or cutting down a protected tree can they order them to stop work on the spot? Staff responded the Committee member can tell that person that they are on the Trees & Views Committee and are aware the person does not have a permit and should stop, but a Committee member does not have the authority to force someone to stop. For that a stop work order must be issued.

- Who has the authority to issue a stop work order and how do they earn that authority? Staff responded the City's Building Inspector could issue stop work orders as well as the Community Development Director and the Code Enforcement Officer.
- What is the proper authorization to issue a stop work order and how many types of authorization are there? With respect to removals, the Director of Public Works has the authority to authorize tree removal on public property and the Trees & Views Committee has the authority to authorize tree removals on private properties, however in an emergency the Director of Public Works can also authorize tree removal on private property. The Planning Commission can authorize tree removal when a tree is part of a project.
- Are members of the Trees & Views Committee allowed to approach someone and ask to see their Tree Removal Permit if they suspect a tree is being removed or altered without a permit? Staff responded a property owner should have a permit on hand and a Committee member can ask to see it, but the property owner can refuse to show a permit and order the Committee member to leave the property. The Committee member can then call the Planning Department who will send a building inspector out to inspect the site on weekdays.
- Is there a cap on the amount of fines? Staff responded yes, one thousand dollars.
- 2. 2012 Trees and Views Committee Priority List. Review of ongoing list of priorities proposed by the Committee, dated January 5, 2012.

Committee comments:

 Updating the Trees and Views regulations should be the number one priority for the City Council, followed by creating a neighborhood and citywide plan for existing and future landscaping.

Staff Communications

- Department of Public Works Tree Maintenance Activities December 2011 and January 2012:
 - Going forward the report will no longer include work done previous to the month outlined in the report.
 - O Public Works has stated that there is a dedicated Monterey Pine located at 506 Olive Street that is dying and is to be removed in March 2012. The City Attorney is looking into the question of whether the Trees & Views Committee has authority over trees that have to be removed or trees that are discretionary permits? Because it is not yet an emergency Public Works has promised to not remove the Monterey Pine until the City Attorney has provided her determination to the Trees & Views Committee.
- Department of Public Works Replacement Trees for Bank of America Public Right-of-way:
 - The designer has chosen the Aristocrat Pear tree for that location, because it matches the other trees on Bridgeway.
 - The improvements to the restroom area will go back to the Planning Commission and City Council in April. The Trees & Views Committee will

 give input in March on the trees to replace the Monterey Pines that were removed.

Adjournment

The meeting was adjourned at 8:23 p.m.

Submitted by

Alison Thornberry-Assef

Assistant Planner

Approved by

Mary Lee Bickford

Vice Chair