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SAUSALITO TREES & VIEWS COMMITTEE
Thursday, May 13, 2013
Draft Summary Minutes

Call to Order

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

Present: Chair Mary Lee Bickford, Vice-Chair Betsy Elliott,
Committee Member Peter Montagne, Committee Member Tom Wilhite
Absent: Committee Member Ellen Rosenstein
Staff: Administrative Analyst Lilly Schinsing

Approval of Agenda

Vice-Chair Elliott moved and Committee Member Montagne seconded a motion to approve the agenda. The motion passed 4-0.

Public Comments of Items Not on Agenda

None.

Approval of Minutes

April 8, 2013

Committee Member Montagne moved and Vice-Chair Elliott seconded a motion to approve the summary minutes. The motion passed 4-0.

Public Hearings

None.

Old Business

1. Tree Tip of the Months. Discussion of "Tree Tip of the Month."

Analyst Schinsing presented a report.

Committee comments:

- The Tip of the Month should be placed in the weekly e-newsletter, Sausalito Currents, and in Sausalito magazine, which comes out quarterly. The tips should also be printed and placed in a holder in the City Hall hallway.
- Sausalito magazine comes out quarterly. Each issue could have a summation of the tips up to that point. The holder in the City Hall hallway could contain the summation found in the magazine.
- Tips could be published every week in Currents in a "Topic of the Month" that is broken up into four parts, one for each week.

- 1 • Another option would be to have one Tip of the Month that would be repeated
- 2 each week in Sausalito Currents for one month.
- 3 • Tip subject suggestions:
- 4 o Which trees do not grow quickly.
- 5 o Trees that are under 20 feet tall.
- 6 o Trees that will not obstruct views.
- 7 o Rules.
- 8 o Monthly tasks.
- 9 o Alternatives to topping trees.
- 10 o Contact numbers.
- 11 o Clarity on tree trimming ordinances.
- 12 o Dos and Don'ts.
- 13 o Interesting tree facts.
- 14 • Tips regarding trimming, etc. should be run by an arborist to ensure they are
- 15 correct.
- 16 • If the advice given out is taken from reliable sources there is no need for an
- 17 arborist's review, which would not be in the budget.
- 18 • Each tip should have good research and it would be best if one person wrote
- 19 the entire tip with a different person writing each month.
- 20 • The first month should consist of an announcement telling readers what is
- 21 happening and what to expect.
- 22 • Tip of the Month will contain a "Did You Know?" section.
- 23 • Everything should be brief so as not to lose the readers' attention. Length
- 24 should be approximately 50 to 100 words.
- 25 • The entire Committee should review the final written version each month
- 26 before it is published, and staff should also review the language to ensure it
- 27 conforms to the code. Staff would prefer to have the language in written form
- 28 and voted on by the Committee.
- 29 • Each Committee Member will submit their monthly tip to staff via email so it can
- 30 be presented in a packet at the next meeting. Committee Member Wilhite will
- 31 write the August tip. Committee Member Montagne will write the September tip.
- 32 Vice-Chair Elliott will write the October tip. Chair Bickford will write the
- 33 November tip. The Committee Member Rosenstein will write the December tip.
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37 **New Business**

38 **Committee questions to staff:**

- 39 • Is the information contained in the packet from Public Works information only
- 40 for the Trees & Views Committee? *Staff responded a Committee Member may*
- 41 *speak about it publicly because it is not in the Trees & Views Committee's*
- 42 *domain.*
- 43 • Has the Council voted on the priority calendar yet? *Staff responded the City*
- 44 *Council reviewed the priority calendar at their May 5, 2013 meeting and will*
- 45 *discuss it and vote on it at their May 21, 2013 meeting.*
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Staff Communications

- The Department of Public Works Tree Maintenance Activities—April 2013 report has been issued.
- The City received a view claim that will be added to the Trees & Views Committee June 10, 2013 meeting. Staff is suggesting a TVC site visit as a committee.

Adjournment

The meeting was adjourned at 7:34 p.m.

Submitted by
Lilly Schinsing
Administrative Analyst

Approved by
Chair Mary Lee Bickford