


MEMORANDUM

DATE: November 11, 2013
TO: Trees and Views Committee
FROM: Lilly Schinsing, Administrative Analyst 
SUBJECT: November/December Tree Tip of the Month, 2014 Rotation Schedule and Template

Discussion:

- At the September 9, 2013 TVC meeting draft language for the November Tree Tip was discussed. The October meeting was canceled. Prior to the November 11 meeting Committee Member Rosenstein submitted the draft December Tree Tip.
- At the September 9, 2013 TVC meeting the TVC agreed upon a template to use for the Tree Tips. Chair Bickford agreed to send the template in an editable form to City staff to use.
- The TVC should agree upon a rotation schedule for Tree Tips during the 2014 calendar year.

Recommendation:

- 1-Review the draft language for November Tree Tip (see **Attachment 1**), make appropriate modifications and approve the Tip for publication; and
- 2-Review the draft language for the December Tree Tip (to be submitted separately) and make appropriate modifications and approve the Tip for publication; and
- 3-Provide an update as to the status of the tree tip template
- 4-Agree upon a rotation schedule for tree tips (see **Attachment 2**)

Attachments:

- 1-Draft November Tree Tip for approval
- 2-Draft 2014 Tree Tip Rotation Schedule

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Sausalito Trees & Views Committee

Tree Tip for November 2013

Are you having a disagreement with your neighbor regarding vegetation which may be obstructing your view? In order to file a request for an Advisory Decision by the City's Trees and Views Committee for a View Claim, the affected property owner must take several steps in an attempt to resolve the view obstruction with the owner of the tree.

- The first step requires the affected property owner to send the Tree Owner a written notice which outlines the concerns and includes an arborist report with a recommended solution. The arborist report must be prepared in accordance with the requirements of the City.
- The second step requires the affected property owner to send a written notice to the Tree Owner requesting that the matter be submitted to mediation. The Tree Owner has 30 days to accept or reject the mediation request.

If the above steps do not resolve the view obstruction the affected property owner may file a View Claim with the City. For more information visit <http://www.ci.sausalito.ca.us/Index.aspx?page=368> or contact Administrative Analyst Lilly Schinsing at LSchinsing@ci.sausalito.ca.us or (415) 289-4134.

Draft 2014 Tree Tip Rotation Schedule

Assigned Committee Member	Tip Month
Wilhite	January 2014 (due for review/approval at December 2013 meeting)
Montagne	February 2014 (due for review at December 2013 meeting)
Elliott	March 2014 (due for review at January 2014 meeting)
Bickford	April 2014 (due for review at February 2014 meeting)
Rosenstein	May 2014 (due for review at March 2014 meeting)
Wilhite	June 2014 (due for review at April 2014 meeting)
Montagne	July 2014 (due for review at May 2014 meeting)
Elliott	August-recess
Bickford	September 2014 (due for review at June 2014 meeting)
Rosenstein	October 2014 (due for review at July 2014 meeting)
Wilhite	November 2014 (due for review at September 2014 meeting)
Montagne	December 2014 (due for review at October 2014 meeting)