

NOMINATION

Any of the following may nominate:

- Property owner (submits a nomination form)
- Board of Supervisors (passes nomination resolution)
- Historic Preservation Commission (passes nomination resolution)
- Planning Commission (passes nomination resolution)
- Director of Agency or Dept. Head (submits nomination form)

NOTIFICATION

Upon receipt UFC Staff notifies:

- Public Works
- Planning staff
- UFC Landmark Tree Committee (LTC) members

SITE EVALUATION

- UFC Staff coordinates site visits for LTC members and staff
- LTC members and UFC staff submit evaluation forms for committee hearing.

UFC Staff schedules and notifies hearings

- LTC hearings require 15-day notice
- Letters and/or on-site posting for adjacent property owners requires 7-day notice

UFC LANDMARK TREE COMMITTEE HEARING

- Meeting process
 - 1) Nomination sponsor (8 min)
 - 2) Staff analysis (8 min)
 - 3) Property owner presentation, may including outside professional staff (8 min)
 - 4) Public comment (up to 3 min/per person)
 - 5) Committee Evaluation Reports (8 min total)
 - 6) Staff Rebuttal (3-5 min)
 - 7) Property owner Rebuttal (3-5 min)
- Motion and vote to recommend to UFC either support or deny (regardless of outcome, goes on to UFC)
- Chair prepares and submits report to full UFC

URBAN FORESTRY COUNCIL HEARING

- Meeting process
 - 1) Landmark Committee Chair provides Committee Report
 - 2) Member discussion of Landmark Committee member findings; may ask questions from public present at meeting
 - 3) Public Comment, includes property owner
- Motion and vote
 - If motion fails, nomination ends. Tree can't be nominated again for 3 years
 - If motion passes or a quorum can't be reached, advisory packet goes to BOS with either "no recommendation" cover letter
 - If motion passes, advisory packet goes to BOS with supportive resolution

Board of Supervisors Process