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