

NOMINATION FOR LANDMARK TREE DESIGNATION

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 Department Head (submits nomination form)

NOTIFICATION

Upon receipt UFC Staff notify:

- Property Owner (if not the nominator)
- Public Works
- Planning staff
- UFC Landmark Tree Committee (LTC) members

TREE and SITE EVALUATION

- UFC Staff facilitates site visits for LTC members
- LTC members submit evaluation forms for committee hearing

UFC Staff SCHEDULE and NOTICE HEARINGS

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

UFC LANDMARK TREE COMMITTEE HEARING

Meeting process

- 1) Nomination sponsor (8 min)
- 2) Staff analysis (5 min)
- 3) Property owner (if different from the nominator), 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 (only when absolutely necessary) (3-5 min)*
- 7) *Property owner Rebuttal (only when absolutely necessary) (3-5 min)*
- 8) Motion and vote to recommend support or deny to UFC, which then reviews tree regardless.
 - Staff prepares report for Chair to submit to full UFC at its next meeting.

URBAN FORESTRY COUNCIL HEARING

Meeting process

- 1) Landmark Tree Committee Chair provides Committee Report
- 2) Member discussion of LTC findings; may ask questions from public present at meeting.
- 3) Public Comment, including property owner

Motion and vote

- If motion fails, nomination ends. Tree cannot be nominated again for 3 years.
- If motion passes, advisory packet goes to Board of Supervisors with supportive resolution.

Board of Supervisors Process (typically carried by Supervisor in whose District the tree resides)