



SPECIAL MEETING MINUTES

Date: 10/3/2018
Time: 6:00 p.m.
City Hall– “Downtown” Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

A. Vice Chair Cole called the meeting to order at 6:17 p.m.

B. Roll Call

Present: Vice Chair Cole, Judas, K. LeMieux, T. LeMieux, Marshall, Ordonez, Nash, Sammut Johnson, Shepherd
Absent: Carlton, Chair Combs, Martineau
Staff: Sustainability Manager Rebecca Lucky, Project Contractor Candise Almendral, City Arborist Christian Bonner, Principal Planner Thomas Rogers, Project Contract Facilitator AddieRose Mayer, Project Contract Facilitator Debbie Schechter

C. Public Comment

None.

D. Regular Business

ACTION: Motion and second (Judas/Marshall) to amend agenda to add break at 7:30 p.m., passed (9-0-3; Carlton, Chair Combs, and Martineau absent).

D1. Community Building (20 min).

Project Facilitator AddieRose Mayer introduced this item.

D2. Approve the September 13, 2018, Heritage Tree Task Force Special Meeting minutes (Attachment) (5 minutes).

Vice Chair Cole introduced this item.

ACTION: Motion and second (Nash/Judas) to approve meeting minutes, passed (9-0-1-2; Shepherd abstained; Carlton, Chair Combs, and Martineau absent).

D3. Approve the addition of two or more meetings between October 3, 2018 and November 21, 2018 (10 min).

Sustainability Manager Rebecca Lucky introduced this item.

ACTION: Motion and second (Vice Chair Cole/Nash) to add one meeting on November 14, 2018 and direct staff to send a doodle poll to review potential dates for an additional meeting between December 3, 2018 and December 14, 2018 passed (9-0-3; Carlton, Chair Combs, and Martineau absent).

- D4. Review and discuss draft amendments to the intent and purpose section of the Heritage Tree Ordinance (Staff Report #18-005-HT) (30 min).

Sustainability Manager Rebecca Lucky introduced this item.

ACTION: Motion and second (LeMieux/Judas) approve intent and purpose language proposed by subcommittee with the addition of following industry best management practices ..., and in alignment with the General Plan ([Attachment](#)), passed (8-1-3; Vice Chair Cole opposed; Carlton, Chair Combs, and Martineau absent).

Vice Chair Cole adjourned for break at 7:30 p.m.

Vice Chair Cole reconvened at 7:40 p.m.

- D5. Review and discuss decision making criteria used for a heritage tree removal permit and select up to three best practices or ideas for further evaluation (Staff Report #18-006-HT) (1.5 hours).

Sustainability Manager Rebecca Lucky introduced this item.

ACTION: Motion and second (Shepherd/Vice Chair Cole) to direct staff to explore the inclusion of language in decision making criteria reflecting current practice of expediting the permit process for dead trees (waive permit fee and appeal period), passed (9-0-3; Carlton, Chair Combs, and Martineau absent).

ACTION: Motion and second (Judas/Nash) to direct staff to explore the addition of decision making criteria for a short list of undesirable tree species similar to City's current practice of expediting the permit process for dead trees (waive permit fee and appeal period), passed (7-0-2-4; Ordonez and Shepherd abstained; Carlton, Chair Combs, and Martineau absent).

ACTION: Motion and second (Judas/K. LeMieux) to direct staff to explore reducing the list of decision making criteria with the intention of simplifying, clarifying, and reducing subjectivity based on the examples of Cupertino, Rancho Cordova, and Los Gatos in alignment with the intent and purpose that the Task Force has agreed upon, passed (9-0-3; Carlton, Chair Combs, and Martineau absent).

E. Adjournment

Vice Chair Cole adjourned the meeting at 9:10 p.m.