

# HERITAGE TREE TASK FORCE

City Manager's Office – City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620



## TASK FORCE MEMBERSHIP

The heritage tree ordinance governs trees growing on private property. Over the past several years, concerns have arisen with development related heritage tree appeals, unpermitted removals and enforcement of tree replacements. As a result, the City Council included reviewing the heritage tree ordinance for potential amendments as part of their 2017 and 2018 work plans.

The desired outcome of the heritage tree ordinance review and update is to ensure a significant and thriving population of large healthy trees in Menlo Park for public enjoyment and environmental sustainability while balancing property rights and implementation efficiency. The ordinance update will evaluate current issues and successes related to the ordinance and explore options based on best practices from other communities to achieve the desired outcome.

The City Council will appoint the task force and it will consist of no fewer than seven (7) members, and would not exceed 12 members. The task force will aim to represent a balanced mix of community stakeholders, which may include, but is not limited to:

- City Council representative
- Environmental Quality Commission representative
- Planning Commission representative
- Residents and homeowners
- Ecologists/ wildlife biologists/ naturalists
- Nonprofit environmental organizations
- Private arborists
- Property managers
- Real estate agents
- Developers
- Architects
- Landscape architects
- Other

An open application process began in May 2018 with all applicants required to:

- Maintain a residence and/or operate a licensed business within the City of Menlo Park
- Select which group they most identify with from the above categories

## TASK FORCE CHARGES

As a Brown Act body, all task force meetings will be open to the public and notice will be given at least 72 hours before each meeting.

Due to the ordinance's governance of heritage trees on private property, the task force will ensure that diverse interests and concerns are discussed and worked through to find middle ground solutions. This will assist in a well-rounded review and update of the ordinance that will achieve the desired outcome described above.

The task force shall not write any ordinance update sections nor will they make final decisions about what shall be included in the ordinance update.

## TASK FORCE TERM OF SERVICE AND COMMITMENTS

The term for this task force will start August 23, 2018, and is expected to end before December 31, 2019.

The task force meetings are tentatively scheduled to take place monthly from 6–9 p.m. This may be increased to ensure that community insight and guidance is captured in adherence project timelines. Meetings will be led by staff with support from the city consultant, California Tree and Landscape Consulting, Inc. (CaTLC). The tentative meeting schedule and agendas are as follows:

<b>TENTATIVE MEETING SCHEDULE</b>		
<b>Meeting</b>	<b>Date and time</b>	<b>Draft agenda items</b>
1	August 23, 2018, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Introduction and discussion of task force roles and responsibilities</li> <li>• Urban forestry education presentation</li> <li>• Review progress to-date and scope being considered for policy options analysis</li> </ul>
2	September 13, 2018, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Brainstorm on criteria to weigh policy options</li> <li>• Start to review best practices by subject (e.g., enforcement, heritage tree definition, etc.) and discuss what practices should be considered in the options analysis</li> </ul>
3	October 3, 2018, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Finalize criteria to weigh options</li> <li>• Continued discussion on best practices by subject</li> </ul>
4	October 25, 2018, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Continued discussion on best practices by subject to incorporate in policy options analysis</li> <li>• Discussion of policy options to be and/or under consideration for the ordinance update</li> <li>• Discuss initial outline for policy options analysis</li> </ul>
5	February 13, 2019, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Review and discuss draft policy options analysis</li> <li>• Discuss recommendation to City Council</li> </ul>
6	March 13, 2019, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Review and discuss draft policy options analysis</li> <li>• Discuss recommendation to City Council</li> </ul>
7	April 10, 2019, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Finalize recommendation to City Council on preferred option for May 2019 City Council meeting</li> </ul>
8*	June 12, 2019, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Placeholder if City Council provides different direction to the task force or additional work is needed</li> </ul>
9*	September 12, 2019, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Placeholder in the event additional work is needed</li> <li>• Discuss feedback from the communitywide engagement process</li> </ul>
10	October 10, 2019, 6–9 p.m.	<ul style="list-style-type: none"> <li>• Discuss feedback from the communitywide engagement process</li> <li>• Finalize recommendation to the City Council based on communitywide engagement and feedback</li> </ul>
*Note: Additional meetings may be added if deemed necessary by the project team		
<b>TASK FORCE APPOINTMENT PROCESS</b>		
<p>The application deadline is 5 p.m., Monday, July 2, 2018. Please return your application, along with any attachments to the City Clerk’s Office before the deadline. City staff will review all applications and may contact you individually. All appointments will be made by nomination and vote of the City Council at its meeting tentatively scheduled for July 17, 2018. Questions about the application process should be directed to Deputy City Clerk Jelena Harada at 650-330-6620 or by email at <a href="mailto:jvharada@menlopark.org">jvharada@menlopark.org</a>.</p>		
<b>SPECIAL INFORMATION</b>		
<p>Task force members are expected to attend 10 meetings (or at minimum 75 percent of all meetings). Failure to maintain regular attendance at task force meetings may result in removal by the City Council. Task force members are not paid for their volunteer service. More specific information about the Heritage Tree Ordinance Update project may be obtained by contacting Sustainability Manager Rebecca Lucky at 650-330-6765 or by email at <a href="mailto:rlucky@menlopark.org">rlucky@menlopark.org</a>.</p>		

# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date:

Commission or committee of interest:

Name:

Education:

Civic affiliations and community activities, including service on other commissions or committees:

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_  
Appointed:  Yes  No (Initials)  
Appointed:  Yes  No  
Appointed:  Yes  No

Personal information:			
Name:	Number of years as a Menlo Park resident:		
Resident address:	City:	State:	Zip:
Mailing address (if different):	City:	State:	Zip:
Phone:	Email:		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input type="checkbox"/> No