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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING**

DRAFT MINUTES

Friday, January 25, 2013, 8:30 a.m.

**City Hall, Room 400
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

Council Members: Maria D'Agostino (Chair), Dan Flanagan (Vice-Chair), Chris Buck (Department of Public Works), Dr. Larry Costello, Malcolm Hillan, Rose Hillson, Sandy Sherwin, Dan Sider (San Francisco Planning Department), Andrew Sullivan, and Megan Sutherland; Advisory Members: Mike Barrow (San Francisco Public Utilities Commission); Melinda Stockmann, San Francisco Recreation and Park Department; San Francisco Redevelopment Agency (Vacant); Golden Gate National Recreation Area (Vacant)

Order of Business

- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 8:40 a.m. Present: Chair D'Agostino, Council Members Barrow, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, Stockmann, and Sutherland; Excused: Vice-Chair Flanagan.
- 2. Adoption of Minutes of the December 14, 2012 Urban Forestry Council Regular Meeting.** Upon Motion by Chair D'Agostino, second by Member Sherwin, the December 14, 2012 Meeting Minutes were approved without objection (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, and Sutherland; Absent: Member Flanagan) (Explanatory Document: December 14, 2012 Approved Minutes) (Discussion and Action)
- 3. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Ms. Katherine Howard discussed community appreciation for trees pointing out that the Urban Forestry Council is in the front line of what happens with trees in San Francisco. She expressed her concern that the Council is not receiving adequate funding for clerical support and suggested that the Department of the Environment collect funds from other City departments to support the Council's work. Ms. Howard suggested hiring a low-wage clerical person in addition to a commission secretary if funding does not become available from other City departments.

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4. **Introductions.** (Discussion) Council Members introduced themselves to new Council member, Recreation and Park Department representative Melinda Stockmann, and provided information on their seats and background in urban forestry.
5. **Review and Approval of the 2013 Recommended Street Tree List and Draft Resolution 2013-03-UFC Approving the List.** (Explanatory Documents: Approved 2013 Recommended Street Tree List and Approved Resolution File 2013-03-UFC) (Discussion and Action).

Chair D'Agostino reported that no revisions were made to the 2013 list, but suggested that the list be reviewed in the future. Upon Motion by Council Member D'Agostino, second by Member Hillson, the 2013 Recommended Street Tree List was approved by Resolution File 2013-03-UFC (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, and Sutherland; Absent: Member Flanagan).

6. **Membership of Full Council and Committees and New Member Recruitment.** (Discussion and Possible Action)

Due to Chair D'Agostino's pending resignation from the Council, requirements for new Council and Committee Chairs was discussed. Vice-Chair Flanagan would be taking over the Council Chair's seat until the May election of officers. Upon Motion by Member Hillan, second by Member Hillson, Member Buck was elected as Interim Council Vice-Chair until the May election (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, and Sutherland; Absent: Member Flanagan). Member Sherwin expressed her interest in serving as Vice Chair starting in May.

Council Members discussed outreach and recruitment activities for Council membership and current and upcoming vacant seats. All seats for members appointed by the Board of Supervisors and one Mayoral seat expired on November 18, 2012. One other Mayoral seat expired in January 2013. Council members are holding over their seats until they are either reappointed or new members are appointed. Secretary Fish reported on the application process. Members discussed their current and future plans to either remain on the Council or not.

Committee membership remained the same with the exception of Member D'Agostino's Chair's seat on the Planning and Funding Committee. Member Sullivan was selected as Interim Planning and Funding Committee Chair. Committee membership and Committee Chair appointments may be reviewed again after the May election of officers. Chair D'Agostino reported that Member Barrow may potentially be appointed as a voting member of the Planning and Funding Committee.

7. **Appointment of Leader to Annual Report Working Group.** (Revised Annual Report Survey Questions) (Discussion and Possible Action)

Chair D'Agostino reported that Department staff member Hui provided a report on City agency responses to the Annual Report survey. Chair D'Agostino discussed the potential of Council members taking over future work on the Annual Report because of the expense for staff work on the report. Members Costello and Sherwin expressed their interest serving on the working group that would require reviewing information received, directing the format, creating a press release, and scheduling a meeting in July or August of this year to review survey questions for potential changes. Working group participation is open to advisory members. A leader would be decided upon by group members at a future date.

8. Appointment of Leader to Board of Supervisors Working Group. (Board of Supervisors Meeting Tracker) (Discussion and Possible Action)

Chair D'Agostino reported that one of the work plan goals was for designated Council members to hold meetings with Board of Supervisors members in an effort to introduce members to Supervisors and discuss the Annual Report and other urban forestry matters. Member Sullivan was appointed as lead to the Board of Supervisors working group and would manage the meeting tracker and coordination of meetings when necessary. Council Members were asked to contact their district supervisor to request a meeting along with two other Council members and to inform Member Sullivan of meeting dates.

9. Appointment of Leader to Urban Forest Plan Working Group. (Discussion and Possible Action) Member Buck was appointed as leader of the working group. He would be checking in with Planning Department staff on work group meeting dates and sending a Doodle invite to Council members on planning sessions making sure that Council and Committee quorum requirements are not violated.

10. Update on Street Tree Pamphlet. (Informational Report and Discussion) Chair D'Agostino reported that a consensus was reached on the street tree pamphlet that is now being proofread by PG&E. She stated that she would continue to see the project through, and she and Member Sutherland would keep Council Members informed of progress.

11. Review and Approval of Draft Resolution 2013-01-UFC Amending the Landmark Tree Nomination Form Adopted by the Council on August 28, 2012 for Recommendation to the Board of Supervisors. (Explanatory Documents: Approved Resolution File 2013-01-UFC and Council Amended Draft Landmark Tree Nomination Form 012513) Speaker: Landmark Tree Committee Chair Hillson (Discussion and Action)

Committee Chair Hillson reported on the Landmark Tree Committee's proposed amendments to the Landmark Tree Nomination Form. Upon Motion by Member Sutherland, second by Member Costello, Resolution File 2013-01-UFC approving the revised Nomination Form for recommendation to the Board of Supervisors was approved with a correction to page one of the form to state "landmark tree nomination" instead of "landmark grove nomination" (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, and Sutherland; Absent: Member Flanagan).

12. Review and Approval of Draft Resolution 2013-02-UFC Urban Forestry Council Resolution recommending Amendments to Article 16, Sections 802 and 810 of the Public Works Code to include Designation of Landmark Tree Groves. (Explanatory Documents: Approved Resolution 2013-02-UFC and Proposed Amendments to Public Works Code Sections 802 and 810) Speaker: Landmark Tree Committee Chair Hillson (Discussion and Action).

Committee Chair Hillson reported on Landmark Tree Committee recommendations for amendments to the Public Works Code to include designation of landmark tree groves. Upon Motion by Member Costello, second by Member Hillan, amendments to Article 16, Sections 802 and 810 of the Public Works Code to include designation of Landmark Tree Groves by Resolution File 2013-02-UFC was approved for recommendation for legal review. Department of Public Works legal staff would be asked to compare the proposed version with the original version to make sure all amendments are reflected accurately. (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, and Sutherland; Absent: Member Flanagan).

13. Landmark Tree Committee Recommendations for Urban Forestry Council Review and Approval of Cover Letter to Board of Supervisors, Landmark Grove Definition and Criteria, and Landmark Grove Nomination Form. (Explanatory Documents: Approved Cover Letter to Board of Supervisors 012513, Approved Landmark Grove Definition and Criteria as shown in Draft Proposed Amended Public Works Code 012513, Landmark Tree Committee Approved Landmark Grove Definition and Criteria 010313, and Approved Landmark Grove Nomination Form 012513) Speaker: Landmark Tree Committee Chair Hillson (Discussion and Action)

Committee Chair Hillson reported on Landmark Tree Committee recommendations on the cover letter, landmark grove definition and criteria, and Landmark Grove Nomination Form. Upon Motion by Member Hillan, second by Member D'Agostino, the Cover Letter was approved with amendments for recommendation to the Board of Supervisors and would be sent after all documents have been reviewed by Department of Public Works legal counsel. Amendments include to change "Quesada Street" to "Quesada Avenue" and add the current date when finalized (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, and Sutherland; Absent: Member Flanagan).

Upon Motion by Chair D'Agostino, second by Member Sutherland the Landmark Grove Definition and Criteria as shown in the Draft of the Proposed Amended Public Works Code that the Council approved under Agenda Item 12 at today's meeting was approved (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan, and Sutherland; Absent: Member Flanagan).

Member Sullivan left the meeting at this time. Upon Motion by Member Sutherland, second by Member Sherwin, the Landmark Grove Nomination Form was approved with amendments to change the authorized nominator from "Landmarks Preservation Advisory Board member" to "Historic Preservation Commission member" throughout the document, to change the Urban Forestry Council adopted date of January 25, 2013 on the bottom of the page, and on page 4 to change "Pease" to "Please". (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, Sider, and Sutherland; Absent: Members Flanagan and Sullivan.)

All documents will be forwarded to the Board of Supervisors for review and approval after Department of Public Works legal review.

14. Urban Forestry Council Annual Goal Setting Meeting. The Council will review last year's goals and identify new goals for 2013. (Continued from the December 14, 2012 Meeting) (Explanatory Document: 2012 Urban Forestry Council Draft Goals) (Discussion and Action)

Members Stockmann and Sutherland left the meeting at this time. Council Members reviewed last year's goals and accomplishments to decide whether to incorporate the same goals for this year. Chair D'Agostino reported on agency presentations that were made during the year and presentations to be scheduled. This agenda item was continued to the February 26, 2013 Council Meeting.

15. Approval of Draft Resolution 2013-04-UFC Commending Council Chair Maria D'Agostino for her Service to the Urban Forestry Council. (Explanatory Document: Approved Resolution 2013-04-UFC) (Discussion and Action)

Secretary Fish read the Resolution commending Council Chair D'Agostino for her service to the Urban Forestry Council into the record. Council Members expressed their appreciation to Council Member D'Agostino for her leadership and service to the Council. Upon Motion by Council Member Buck, second by Member Hillan, Resolution File 2013-04-UFC was approved (AYES: Council Members D'Agostino, Buck, Costello, Hillan, Hillson, Sherwin, and Sider; Absent: Members Flanagan, Sullivan, and Sutherland).

16. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee. Chair's Report. Chair D'Agostino reported that all topics discussed at the January Planning and Funding Committee were discussed during the course of the meeting. Council Members were asked for feedback on their preference for a presentation on Urban Forestry Council administrative support either at the full Council meeting on February 26, or a potential joint meeting between the Council and Planning and Funding Committee on February 12, or a Planning and Funding Committee meeting on February 12. Council Members were asked to provide their availability for a joint meeting on February 12.

Landmark Tree Ad Hoc Committee Report. Chair's Report. (Explanatory Document: Chair's Report) Committee Chair Hillson reported on her attendance at the January 25, 2013 Commission meeting and submittal of a letter to the Commission requesting their support for adequate Council support (Explanatory Document: Letter to the Commission on the Environment). She reported on Committee discussions and actions at the December and January meetings (Reference: Chair's Report). Chair Hillson reported on public comment from Ms. Dee Seligman suggesting that the opportunity to nominate landmark trees should not be limited to only the current authorized nominators.

17. Chair's Announcements: Chair, Urban Forestry Council (Information and Discussion) No further Chair's announcements were made at this time.

18. Urban Forestry Council Member Announcements. (Information and Discussion) Member Sherwin announced that that Mr. Christopher Campbell would be conducting a walk-through of trees in newly renovated Balboa Park on January 27 from 9 – 11.

19. New Business/Future Agenda Items. (Information and Discussion) Joint Committee meeting and other items were discussed throughout the meeting.

20. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

21. Adjournment. The Urban Forestry Council meeting adjourned at 11:07 a.m.

The next meeting of the Urban Forestry Council is scheduled for Tuesday, February 26, 2013 at 6:00 p.m., Room 416, San Francisco City Hall.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., upon request to the Council Secretary at the above address or telephone number 415-355-3709 or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. Explanatory documents may also be available at the Council's meeting or agenda website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> as attachments with each agenda or meeting minutes.

Respectfully submitted by Monica Fish, Council Secretary