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EDWIN M. LEE
Mayor

DAVID ASSMANN
Acting Director

**City and County of San Francisco
Urban Forestry Council
Planning and Policy Committee**

**DRAFT MINUTES
Tuesday, February 4, 2014, 4:00 p.m.**

**Offices of the San Francisco Planning Department
1650 Mission Street, Room 400
San Francisco, CA 94103**

Committee Members: Members Sullivan (Chair), Flanagan, Leffingwell, Ginsburg/Alvarez/Campbell and Swae

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.** The Planning and Policy Committee meeting was called to order at 4:07 p.m. Present: Committee Members Sullivan, Flanagan, Leffingwell, Campbell, and Swae.
- 2. Approval of Minutes of the January 7, 2014 Urban Forestry Council Planning and Policy Committee Meeting.** (Explanatory Document: January 7, 2014 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Flanagan, the January 7, 2014 Meeting Minutes were approved with an amendment to the meeting start time to 4:00 p.m. (AYES: Members Sullivan, Flanagan, Leffingwell, and Swae).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 4. Arbor Day - Special Event:** Committee members to review and plan opportunities for Council members to participate in Arbor Day activities. (Discussion)

March 8th is City Arbor Day. Council Coordinator Mei Ling Hui will plan on attending the Department of Public Works Wednesday planning sessions for the event starting on February 19th. Options for Urban Forestry Council participation discussed:

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- Walking tree tour by member Leffingwell
- Friends of the Urban Forest/San Francisco Planning Department and Department of the Environment tables that can host Urban Forestry Council members.
- Plant identification with Urban Forestry Council arborist.
- Participate in 'passport' game to make planters (tree/flower matching game as part of Department of the Environment table)
- Coordinator Hui to follow-up with member Leffingwell on details of tree tour and Chris Campbell on options for game.

5. Additional Special Events: Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in 2014. (Discussion)

Urban Forestry Council Member Hillson presented an idea of creating a self-guided walking tour based around the Mayors of San Francisco. Member Hillson would provide a written outline/proposal for discussion at the next Planning and Policy Committee Meeting. Council Coordinator Mei Ling Hui to follow-up with the Department of Public Works and the San Francisco Recreation and Park Department to assess their potential involvement. Member Flanagan wants to look at options to have the Council involved in Friends of the Urban Forest's 'Greenest Block' award.

6. New Business/Future Agenda Items. (Discussion) Public Comment inquiry—What will the process and schedule be for the proposed roundtable on the Significant Natural Resource Areas Management Plan (SNRAMP)? Response from Committee Member Flanagan is that there is currently no schedule. We are reviewing the options for roundtable and will discuss further at the March Planning and Policy Committee meeting.

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

8. Adjournment. The Planning and Policy Committee meeting adjourned at 4:53 p.m.

The next Planning and Policy Committee meeting is scheduled for Tuesday, March 4, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 1455 Market Street, Suite 1200, San Francisco, California 94103 between the hours of 9 a.m. and 5 p.m. Photo identification is required for access to the building; (2) or may be available at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, or (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org. Audio recordings of all meetings can be accessed at the following website <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/urban-forestry-council-and-committee-meeting-audios>.