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

DRAFT MINUTES

Tuesday, February 26, 2013, 6:00 p.m.

**City Hall, Room 416
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

Council Members: Dan Flanagan (Interim Chair), Chris Buck (Interim Vice-Chair) (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 6:00 p.m. Present: Members Flanagan, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Stockmann, Sullivan, Sutherland; Excused: Member Barrow.
- 2. Adoption of Minutes of the January 25, 2013 Urban Forestry Council Regular Meeting.** (Explanatory Document: January 25, 2013 Approved Minutes) (Discussion and Action) Upon Motion by Member Sherwin, second by Member Costello, the January 25, 2013 Draft Minutes were approved without objection (AYES: Members Flanagan, Buck, Costello, Hillson, Sherwin, Sider, Sullivan and Sutherland; Absent: Member Hillan).
- 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. There was no public comment at this time.
- 4. Review and Approval of Fiscal Year 2011- 12 Urban Forestry Council Annual Report and Next Steps.** (Explanatory Document: Final Annual Report) Speaker: Mei Ling Hui, Urban Forestry Council Coordinator (Discussion and Action). Council Coordinator Hui reported on agencies surveyed, information contained in this year's report, and compared data with last year's report. She reported that the Annual Report would be added to the Urban Forestry Council's website. Member Sutherland proposed an amendment to formatting of categories for Tables 3 and 4.

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Member Sherwin suggested that agency response regarding what was widely felt was the lack of coordinated efforts to protect and manage the urban forest and lack of a management plan is brought up as a discussion point in Council members meetings with the Board of Supervisors. Additional suggestions for highlighting the report in upcoming meetings with Board members would be discussed at the Planning and Funding Committee meeting on March 12, 2013. Coordinator Hui pointed out that data collection should commence for the next report in the end of June or beginning of July in order to meet the required submittal date in September 2013. Upon Motion by Member Costello, second by Member Sutherland, the Fiscal Year 2011-12 Urban Forestry Council Annual Report was approved with proposed amendments (AYES: Members Flanagan, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan and Sutherland).

Items 5 and 6 were heard together.

5. **Review and Approval of Urban Forestry Council Resolution File 2013-05-UFC recommending amendments to Public Works Code, Article 16, Sections 802 and 810 and Landmark Grove Nomination Form to match the Landmark Tree Committee Definition and Designation Criteria and Landmark Tree Nomination Form.** (Explanatory Documents: October 4, 2012 Definition and Designation Criteria for Landmark Groves; Approved Resolution 005-13-UFC; Amended Landmark Grove Nomination Form, Landmark Tree Nomination Form, and Proposed Amendments to Public Works Code) (Discussion and Action)
6. **Review and Approval of Urban Forestry Council Resolution File 2013-06-UFC recommending amendments to Public Works Code, Article 16, Sections 802 and 810 to include landmark designation of groves and adopting the Landmark Grove Nomination Form for recommendation to the Board of Supervisors.** (Explanatory Document: Approved Resolution 006-13-UFC) (Discussion and Action)

Landmark Tree Committee Chair Hillson discussed discrepancies that were found in the Department of Public Works Code and Landmark Grove and Tree Nomination forms that were approved by the Council at its January 25, 2013 meeting.

Upon Motion by Member Hillan, second by Member Sider, the Council directed the Landmark Tree Committee to make required changes to the Department of Public Works Code Sections 802 and 810 and Landmark Grove Nomination form so that all sections are more aligned with each other and with the Definition and Designation Criteria for Landmark Groves adopted by the Committee on October 4, 2012. Language would also be added to the Code to reference the management plan from the Landmark Grove Nomination Form. The Committee would review the Code reference to Landmark Tree designation criteria so it too is more aligned with language in the Landmark Tree Nomination form. The Draft Resolutions were approved with amendments to reflect the Council's actions at this meeting and to state that the Council directs the Committee to make all required revisions without final approval by the Council (AYES: Members Flanagan, Buck, Costello, Hillan, Hillson, Sherwin, Sider, Sullivan and Sutherland).

7. **Strategic Planning Session.** The Council will hold an initial conversation on strategic planning for the Urban Forestry Council. (Discussion)

Chair Flanagan proposed that the Council engage in a strategic planning session to discuss what success means for the Council, what the focus should be, and select achievable topics to work on that the City could benefit from the Council's expertise and advice. Chair Flanagan stated that he would report back on discussions held with the Department of the Environment and

suggested that the Planning and Funding Committee discuss establishing a plan for timing and scope for the session at its next meeting. Council members discussed integrating the goals that had previously been established into the plan. Planning and Funding Committee Chair Sullivan suggested that the Committee should discuss the Council's work plan and goals and develop tasks to work on in addition to the strategic planning process.

- 8. Membership of Full Council and New Member Recruitment.** (Discussion and Possible Action) Chair Flanagan reported on his efforts to fill open seats on the Council and discussed membership status of current members. Council Members were asked for their help in recruiting new members. A discussion was held on required qualifications for open seats and the possibility of proposing amendments to the Ordinance in order to change membership requirements.

Items 10 and 11 were heard before Item 9.

- 9. Urban Forestry Council Working Group status reports on the Annual Report, Board of Supervisors Meetings, and Urban Forest Plan.** Speakers: Group Leaders/Participants (Information and Discussion) Chair Flanagan reported on the Planning Department's interest in working with the Council on the Urban Forest Master Plan. Council Members Sherwin, Sullivan, and Buck expressed their interest in participating in upcoming meetings. Chair Flanagan stated that he would forward a meeting schedule to Council members. Member Sullivan reported that he and Member Sherwin are tasked with setting up the next two Board of Supervisors meetings and would be circulating the schedule to all Council members. Discussion on the Annual Report was held during Agenda Item 4.

- 10. Staff Report.** Council Coordinator Hui reported that Arbor Day is on March 9th and will be staged at San Francisco State University. The Department of Public Works is the major lead for the event, and the Department of the Environment will be hosting the Eco Fair. Council members were asked to participate in either the Department's Eco Fair table or hosting their own table. Vice Chair Buck and Chair Flanagan reported on planned tree plantings for the event. Additional information on the event would be forthcoming.

- 11. Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee. Chair's Report. Committee Chair Sullivan reported on Deputy Director Assmann's discussions on and support for Urban Forestry Council funding at the February 12 meeting of the Planning and Funding Committee. Additional discussion was held at the Committee meeting on the Annual Report and ongoing Board of Supervisors meetings. Member Hillson presented a written summary of her notes from the Planning and Funding Committee and her attendance at the Commission Operations Committee on February 13 (reference explanatory document).

Landmark Tree Ad Hoc Committee Report. Chair's Report. There was no report issued at this time. Quorum would be checked for a Committee meeting on April 4 to review Public Works Code and Landmark Grove Nomination Form amendments.

- 12. Chair's Announcements:** Chair, Urban Forestry Council (Information and Discussion) Chair Flanagan thanked Member Sider for his help in securing funding for the Council from the Planning Department. He stated that he hopes to announce at the next meeting that the Department of Public Works will also be funding the Council. At the request of Chair Flanagan, Member Sutherland provided an update on the Street Tree Guide which was included in the Council's packet. Member Stockmann suggested formatting changes to improve readability, and Council

Members discussed tree selection. Member Sutherland reported that the guide would be available shortly for publication with the inclusion of several updates (reference explanatory document).

- 13. Urban Forestry Council Member Announcements.** (Information and Discussion) There were no announcements made at this time.
- 14. New Business/Future Agenda Items.** (Information and Discussion) Member Hillson asked that Department of the Environment website links to the Landmark Tree Nomination form be fixed so that it is possible to access and print the form.
- 15. 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.
- 16. Adjournment.** The Urban Forestry Council meeting adjourned at 7:08 p.m.

The next meeting of the Urban Forestry Council is scheduled for Friday, March 22, 2013 at 8:30 a.m., Room 400, 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