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**URBAN FORESTRY COUNCIL
LANDMARK TREE AD HOC COMMITTEE SPECIAL MEETING
DRAFT MEETING MINUTES**

**Tuesday, August 9, 2011, 4:00 p.m.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place
San Francisco, CA**

COMMITTEE MEMBERS: Malcolm Hillan (Chair), Larry Costello, Rose Hillson, Megan Sutherland, Kelaine Vargas

Order of Business

- 1. Call to Order and Roll Call.** The Landmark Tree Committee meeting convened at 4:09 p.m. Present: Chair Hillan, Members Costello, Hillson, and Vargas; Excused: Member Sutherland.
- 2. Approval of Minutes of the June 14, 2011 Urban Forestry Council Landmark Tree Committee Regular Meeting** (Explanatory Document: June 14, 2011 Draft Minutes) (Discussion and Action).

Upon Motion by Member Vargas, second by Member Hillson, the June 14, 2011 Meeting Minutes were approved without objection. (AYES: Members Hillan, Costello, Hillson and Vargas; Absent: Member Sutherland)

- 3. Clarifying the Appropriateness of Landmark Tree Nomination Applications.** (Discussion)

Committee Members discussed methods of clarifying the appropriateness of landmark tree nomination applications in order to save committee, staff and nominator resources and improve the quality of applications. It was agreed that (1) the nomination form would be revised to include information that a preliminary assessment would take place; and (2) the nominator's form would be emailed to Committee Members before scheduling a landmark tree meeting, and Committee Members would prepare an individual preliminary assessment using a standardized form scoring the tree on its landmark worthiness. This information would be relayed to the applicant/nominator before a hearing is scheduled in order to provide them with an opportunity to provide additional information, move forward, or to withdraw their application. The revised nomination form would require Council and Board of Supervisor's approval.

- 4. Review of the Landmark Tree Evaluation Form and Criteria.** The Committee may make recommendations for amendments to present to the full Council. (Explanatory Document: Evaluation Form and Criteria) (Discussion and Possible Action)

Council Coordinator Hui reported that the Landmark Tree Code codified in 2006 called for the Urban Forestry Council to develop nomination and evaluation criteria for landmarking trees. The original criteria had been amended in 2009 based on Urban Forestry Council recommendations and approved by the Board of Supervisors. Committee Members provided recommendations for amendments to the landmark tree criteria and nomination form that would be forwarded to each Committee member for review and then to legal counsel for approval. This agenda item would be forwarded to the Urban Forestry Council for approval at a future meeting.

- 5. New Business/Future Agenda Items.** (Information and Discussion) Council Coordinator Hui reported that legal support is now available to provide feedback on Landmark Tree Ordinance amendments to include groves of trees and review of amendments to landmark tree forms. Member Costello discussed the feasibility of landmarking backyard trees that are not publicly visible or accessible. Committee Members suggested including the question of whether the backyard tree is accessible to the public on the revised nomination form and then make their own judgment of landmark worthiness based on additional criteria. Committee Member Hillson suggested that Committee Members provide comments on the Recreation and Open Space Element (ROSE) Draft that the San Francisco Planning Commission is scheduled to adopt in October. The Planning Commission's next meeting that public comment can be provided on this topic is on September 15. Committee or Council Members can also access the ROSE at the Planning Department's website www.sfplanning.org.
- 6. Public Comment:** 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 were no members of the public present at this time.
- 7. Adjournment.** The Landmark Tree Ad Hoc Committee meeting adjourned at 5:26 p.m.

Copies of explanatory documents are available to the public at (1) the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or when possible, on the Landmark Tree Committee webpage <https://sites.google.com/a/sfenvironment.org/commission/urban-forestry-council/landmark-tree-committee>, (3) 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.

Approved: