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

**Thursday, November 1, 2012, 4:15 p.m.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

COMMITTEE MEMBERS: Rose Hillson (Chair), Chris Buck, Larry Costello, Malcolm Hillan and Megan Sutherland

Order of Business

- 1. Call to Order and Roll Call.** The Landmark Tree Committee meeting convened at 4:17 p.m. Present: Members Hillson, Buck and Sutherland. Excused: Member Costello. Absent: Member Hillan.
- 2. Approval of Minutes of the October 4, 2012 Urban Forestry Council Landmark Tree Committee Special Meeting** (Explanatory Document: October 4, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Member Buck, second by Member Sutherland, the October 4, 2012 Draft Minutes were approved without objection (AYES: Members Hillson, Buck and Sutherland; Absent: Members Costello and Hillan).
- 3. Review and Approval of Proposed Amendments to Public Works Code Landmark Tree Ordinance Sections 802 and 810 to add 'Grove' Language for Recommendation to the Urban Forestry Council.** (Explanatory Documents: Proposed Amendments to Public Works Code Landmark Tree Ordinance, Article 16, Sections 802 and 810, Amended Landmark Groves Selection Definition and Criteria and Amended Landmark Grove Nomination Form) (Discussion and Possible Action)

Member Buck, after conferring with Ms. Carla Short, Department of Public Works Urban Forester, relayed to members that as a point of process in the editing of the Public Works Code document, the involvement of legal staff from both Department of Public Works (DPW) and Department of the Environment would come after the Landmark Tree Committee approves changes and forwards it to the full Council for review and approval. Members initiated discussion on the edits to Public Works Code Document (8/18/2011 Draft, 28 pages total).

Member Hillson referenced and shared her copy of the "Landmark Tree Nomination Form" (approved by the full Council on August 28, 2012) as well as the "Landmark Grove Nomination Form" (approved by the Landmark Tree Committee on October 4, 2012) and the "Landmark Groves Definitions and Designation Criteria" document (approved by the Landmark Tree Committee on October 4, 2012) to ensure the Public Works Code text matched both documents. During this editing exercise, it was noted that the "Landmark Tree Nomination Form" had a typographical error which was also not caught at the full Council meeting when approved. This is on Page 3, Paragraph (2) which should read, "...the tree positively affects the ~~surround~~ surrounding environment..." It was also noted that the Public Works Code language makes many references to numbered paragraphs, sub-paragraphs and sub-sub-paragraphs. The Committee was unclear on the use of certain words which could mean something different in the legal realm as compared to regular vernacular usage so the Committee added question marks next to those words for legal review.

The Public Works Code document edits were not completed at this meeting; and thus this agenda item will be continued to the next Landmark Tree Ad Hoc Committee meeting. All three documents will be forwarded to the full Council upon completion of the language in the Public Works Code for their review and approval. Landmark Tree Committee members were reminded to again bring the Public Works Code document to the next meeting so as not to waste resources.

4. **New Business/Future Agenda Items.** (Information and Discussion) Item #3 of this agenda will again be the agenda topic for the December 6, 2012 Landmark Tree Ad Hoc Committee meeting.
5. **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. No members of the public were present during this entire meeting.
6. **Adjournment.** The meeting adjourned at 6:32 p.m.

Minutes submitted by Rose Hillson, Landmark Tree Ad Hoc Committee Chair

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: December 6, 2012