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EDWIN M. LEE
Mayor

MELANIE NUTTER
Director

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

**Tuesday, December 3, 2013, 5:00 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 and Swae

Order of Business

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

Prepared by Andrew Sullivan, Committee Chair and formatted by Monica Fish, Commission Secretary

1. Call to Order and Roll Call. The Planning and Policy Committee meeting convened at 4:10 p.m. Present: Members Leffingwell, Swae and Sullivan; Excused: Member Flanagan; Absent: Members Ginsburg/Alvarez.
2. Approval of Minutes of the October 1, 2013 Urban Forestry Council Planning and Policy Committee Meeting. (Explanatory Document: October 1, 2013 Meeting Draft Minutes) (Discussion and Action) Upon Motion by Member Leffingwell, second by Member Swae, the October 1, 2013 Meeting Minutes were approved without objection. AYES: Members Leffingwell, Swae and Sullivan; Absent: Member s Flanagan and Ginsburg/Alvare
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. Urban Forestry Council Two Year Work Plan. The Committee will discuss the adopted two-year Strategic Plan goals that are within the Committee purview and finalize a two-year work plan to recommend to the full Council for adoption. The two-year work plan will include action items, identify associated metrics to track success of each action item, and identify resources needed to achieve success, including Urban Forestry Council member roles and requested

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staffing support from the Department of the Environment. (Explanatory Documents: Urban Forestry Council Two Year Strategic Plan and Work Plan Schedule) (Discussion and Action)

Committee reviewed the Two Year Work Plan for Full Council and Planning and Policy Committee. Comments and edits were noted and will be incorporated by Council Coordinator Mei Ling Hui for review with the Finance Committee and distribution to the full Council ahead of the December full Council meeting. The Two Year Work Plan will be revised and presented to the full Council for review and adoption at the December full Council meeting.

A detailed review of the Urban Forestry Master Plan Implementation Strategy was led by Member John Swae. The Committee reviewed the items for which the Urban Forestry Council will have responsibility (both as Lead and Partner). Member Swae will update the Implementation Strategy based on comments and present it at the December full Council meeting for review and adoption.

5. New Business/Future Agenda Items. (Discussion)

New items for the January 7 Planning and Policy Committee meeting:

- Arbor Day - Special Event: Committee to review and plan opportunities for Council members to participate in Arbor Day activities.
- Additional Special Events: Committee members to discuss additional ideas and opportunities for Urban Forestry Council special events in the coming year (2014). Committee members to circulate list of potential events amongst Committee members a week ahead of the January 7th meeting.
- SNRAMP: The Committee will discuss process and options for engaging the various interest groups on the SNRAMP policy. The Committee will review the schedule and process for holding a hearing on SNRAMP with the full Council.
- Urban Forestry Master Plan: The Committee will review the updated Master Plan ahead of presentation to the full Council.

6. 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.

Ms. Dee Seligman asked for clarification s and a description of the next phases of the Urban Forest Master Plan. She also questioned if the full Council could adopt policy or take a position on the natural Areas Programs.

Mr. Frank Mason commented on the opportunities that exist to encourage use of citrus trees to support the Urban Forest Master Plan's urban agriculture component and also expressed concern about the amount of concrete waste that is created when public right of ways are demolished to create planted areas.

7. Adjournment. The Planning and Policy Committee meeting adjourned at 5:48 p.m.

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The next Planning and Policy Committee meeting is scheduled for Tuesday, January 7, 2014 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400, San Francisco, CA 94103.

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., (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>.

Meeting Minutes prepared by Committee Chair Andrew Sullivan

Approved: