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**City and County of San Francisco
Department of the Environment
Urban Forestry Council**

REGULAR MEETING MINUTES APPROVED

**Tuesday, February 28, 2017, 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

Council Members: Dan Flanagan (Chair), Carla Short (Vice Chair) (Department of Public Works), Nicholas Crawford, Malcolm Hillan, Rose Hillson, Dan Kida, Igor Lacan, Meg Lowman, Andrew Sullivan, Michael Sullivan, Zachary Taylor (San Francisco Recreation and Park Department), Tom Carter (San Francisco Port), Yolanda Manzone, (San Francisco Public Utilities Commission), Jon Swae (San Francisco Planning Department), and Golden Gate National Recreation Area (Vacant)

Order of Business

Public Comment will be heard during consideration of each agenda item and before the Committee takes action on any item.

1. Call to Order and Roll Call. The meeting was called to order at 6:08 p.m.

Members present: Flanagan (left the meeting at 6:24 p.m. and returned at 6:34 p.m.), Short, Crawford, Hillan, Hillson, Kida, Michael Sullivan (joined the meeting at 6:08 p.m.), Taylor, Carter and Swae. Members excused: Lacan, Lowman and Andrew Sullivan. Members absent: Manzone.

2. Adoption of Minutes of the January 27, 2017 Urban Forestry Council Regular Meeting. (Explanatory Document: January 27, 2017 Draft Minutes) (Discussion and Action)

Member Short made a non-substantive change to clarify which member asked a question.

Chair Flanagan limited public comment to two minutes.

Public Comment:

Unidentified speaker discussed the motion to continue Item 4 – the hearing on nomination for Landmark Tree Status of the redwood tree at 4 Montclair Terrace.

Terry Oxford began speaking but was told that the comments were for general public comment.

Upon a motion by Member Flanagan and second by Member Crawford, the minutes were adopted without objection.

Aye: Members Flanagan, Short, Crawford, Hillan, Hillson, Kida, Michael Sullivan, Taylor, Carter and Swae. Absent: Members Lacan, Lowman, Manzone and Andrew Sullivan.

- 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.

Terry Oxford, Urban Bee San Francisco, discussed neo-nicotinoids and the delivery of trees.

- 4. Review and approval of Resolution File 2017-02-UFC commending Rose Hillson for her service to the Urban Forestry Council.** (Explanatory Document: Draft Resolution 2017-02-UFC) (Discussion and Action)

Member Flanagan thanked Member Hillson for service to the Urban Forestry Council.

Member Hillson made an amendment to the years served and positions held on the Landmark Tree Committee.

There was no public comment.

Upon a motion by member Crawford and a second by Member Short, Resolution File 2017-02-UFC as amended was passed without objection.

Aye: Members Flanagan, Short, Crawford, Hillan, Hillson, Kida, Michael Sullivan, Taylor, Carter and Swae. Absent: Members Lacan, Lowman, Manzone and Andrew Sullivan.

- 5. Review and approval of Resolution File 2017-03-UFC commending Dan Kida for his service to the Urban Forestry Council.** (Explanatory Document: Draft Resolution 2017-03-UFC) (Discussion and Action)

Member Flanagan thanked Member Kida for service to the Urban Forestry Council.

Member Kida thanked the Council and discussed life changes.

There was no public comment.

Upon a motion by Member Flanagan and a second by member Hillson, Resolution File 2017-03-UFC was passed without objection.

Aye: Members Flanagan, Short, Crawford, Hillan, Hillson, Kida, Michael Sullivan, Taylor, Carter and Swae. Absent: Members Lacan, Lowman, Manzone and Andrew Sullivan.

- 6. Review and approval of Resolution File 2017-04-UFC commending Yolanda Manzone for her service to the Urban Forestry Council.** (Explanatory Document: Draft Resolution 2017-04-UFC) (Discussion and Action)

Member Flanagan thanked Member Manzone for contributions to the Urban Forestry Council.

There was no public comment.

Upon a motion by member Hillson and a second by member Kida, Resolution File 2017-04-UFC was passed without objection.

Aye: Members Flanagan, Short, Crawford, Hillan, Hillson, Kida, Michael Sullivan, Taylor, Carter and Swae. Absent: Members Lacan, Lowman, Manzone and Andrew Sullivan.

- 7. Motion to 1) accept the Landmark Tree Committee's recommendation to initiate a new evaluation process for the redwood tree located at 4 Montclair Terrace 2) instruct the Chair to request and accept up to five volunteer members of the council to each conduct independent onsite evaluations of the tree located at 4 Montclair Terrace and 3) instruct staff to hold a hearing during the March 24, 2017 Urban Forestry Council meeting to discuss the new member evaluations and consider Landmark Tree Status for the redwood tree located at 4 Montclair Terrace.** (Explanatory Document: Staff Report Memo to the Ad Hoc Landmark Tree Committee) (Discussion and Action)

Mei Ling Hui, Urban Forest and Agriculture Coordinator, discussed a letter that was received by the Urban Forestry Council which is included in the staff memo explanatory document, staff's confidence that the process was done in a legal and ethical manner, the staff recommendation that the Landmark Tree Committee vacate the October 6, 2016 Landmark Tree Ad Hoc Committee and that the Council start the process anew.

Member Kida discussed the Landmark Tree Committee taking action to eliminate the perception that any element of open meeting laws were violated.

Member Flanagan left the meeting room.

Member Kida asked for clarification for how the evaluation would happen moving forward.

Member Crawford asked if there will be changes to the nomination form.

Member Hillson discussed the wording of the agenda item.

Member Short discussed the importance of transparency

Public Comment:

Nancy Wuerfel discussed opposition to the motion.

Unidentified speaker discussed the Landmark Tree evaluation process.

Unidentified speaker thanked the Council on behalf of Ms. Jaye.

Member Short asked for clarification about the future of the documents that were included in the record.

Member Flanagan asked for volunteers to perform evaluations. Members Lacan, Taylor and Michael Sullivan volunteered.

Upon a motion by member Michael Sullivan and a second by member Carter, the motion to to 1) accept the Landmark Tree Committee's recommendation to initiate a new evaluation process for the redwood tree located at 4 Montclair Terrace 2) instruct the Chair to request and accept up to five volunteer members of the council to each conduct independent onsite evaluations of the tree located at 4 Montclair Terrace and 3) instruct staff to hold a hearing during the March 24.

2017 Urban Forestry Council meeting to discuss the new member evaluations and consider Landmark Tree Status for the redwood tree located at 4 Montclair Terrace was passed.

Aye: Members Flanagan, Short, Crawford, Hillan, Kida, Michael Sullivan, Taylor, Carter and Swae.
No: Member Hillson. Absent: Members Lacan, Lowman, Manzone and Andrew Sullivan.

8. Committee Reports: (Discussion)

Planning & Funding Committee. Chair's Report.

Member Lacan did not have a report.

Landmark Tree Ad Hoc Committee. Chair's Report.

Member Kida did not have a report.

Member Hillson asked about any additional tree nominations.

There was no public comment.

9. Staff Report. Staff will provide a report on the progress of new and ongoing projects (Discussion)

Mei Ling Hui, Urban Forest and Agriculture Coordinator, announced that she will be leaving the Department of the Environment for a position at the San Francisco Recreation and Parks Department.

Member Short said that it was a pleasure working with Coordinator Hui and offered well wishes.

Member Carter thanked Coordinator Hui and offered well wishes.

Member Michael Sullivan said that Coordinator Hui will be missed.

Member Kida said Rec and Park is very lucky to have their new employee.

Member Swae thanked Coordinator Hui for the record of the Urban Forestry Report.

Member Flanagan said that Coordinator Hui was the thread that held the Council together.

Public Comment:

Unidentified speaker said that Coordinator Hui will be missed.

10. Chair's Announcements: Chair, Urban Forestry Council (Discussion)

Member Flanagan had no announcements

There was no public comment.

11. Urban Forestry Council Member Announcements. (Discussion)

Member Short announced that Arbor Day will be March 18th and that the kickoff will be at Warm Water Cove at 9 am and that there will be announcements about the street tree census.

Member Swae announced new numbers for the street tree census which will be released on Arbor Day.

There was no public comment.

12. New Business/Future Agenda Items. (Discussion and Possible Action)

Member Crawford requested a resolution commending Coordinator Hui.

Member Short discussed a process for recognizing significant or important trees on a property that is not a landmark tree.

Member Swae discussed holding a meeting to discuss how the Urban Forest melds into the Department of the Environment's 0-50-100 Roots goals.

Public Comment:

Nancy Wuerfel discussed recording of a landmark tree on the public record.

13. Adjournment. The meeting was adjourned at 6:50 p.m.

The next meeting of the Urban Forestry Council is scheduled for Friday, March 24, 2017 at 8:30 a.m., City Hall, Room 400, San Francisco, CA 94102.

Copies of explanatory documents are available at (1) the Department of the Environment office, 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 entry to the building. (2) on the Urban Forestry Council's website <http://sfenvironment.org/ufc>; (3) upon request to the Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at anthony.e.valdez@sfgov.org within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 1455 Market Street, Suite 1200, San Francisco, CA 94103 during normal office hours or will be made available on the Commission's website <http://sfenvironment.org/ufc> as attachments to the agenda or meeting minutes.

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