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**City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee**

MEETING MINUTES DRAFT

**Tuesday, March 02, 2021, 4:00 p.m.
Remote meeting via web conference**

Refer to the “Remote Access to Information and Participation” section below for instructions.

Committee Members: Members Igor Lacan (Chair), Nicholas Crawford, Dan Flanagan, Andrew Sullivan and Blake Troxel.

Order of Business

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

1. Call to Order and Roll Call.

The meeting was called to order at 4:05 p.m.

Present: Chair Igor Lacan, Nicholas Crawford, and Blake Troxel. Excused: Andrew Sullivan. Absent: Dan Flanagan.

2. Approval of Minutes of the January 5, 2021 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: January 5, 2021 Draft Meeting Minutes) (Discussion and Action)

There was no public comment.

Upon a motion by Member Troxel, and a second by Chair Lacan, the minutes were approved without objection. (Ayes: Chair Igor Lacan, Nicholas Crawford, and Blake Troxel; Noes: None; Excused: Andrew Sullivan; Absent: Dan Flanagan.)

3. General 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 was no public comment.

4. Discussion of the San Francisco Street Tree List. (Explanatory Document: 2019 Recommended Street Tree Species List) (Discussion and Possible Action)

Peter Brastow gave an overview of the list and introduced the discussion.

Chair Lacan said that he would like to discuss if this layout and format make sense.

Member Troxel asked if there is a person who can make recommendations for species that aren't necessarily on the list.

Member Crawford said that this question could be included in the tree planting application.

Peter said that there aren't any contacts on the website where the list is located, but this would be a good idea.

Member Troxel asked if there is another list that BUF uses.

Member Crawford said that BUF uses this list.

Peter said that this list has been worked on by a larger group of stakeholders.

Member Troxel says that the list seems to work well but that it might be good to have a contact added. He added that it would be helpful to also consider how the climate is changing.

Chair Lacan said that this could be discussed for the new update of the list. He added that there is also a list of special trees.

Member Crawford added that there was a strike against the marina species.

Peter said that adding the numbers to the list from the census could be interesting.

Member Crawford said that he would not want to drive popularity by disclosing the data. He added that it would be good to mention additional water intake.

Chair Lacan agreed and said this information should be added.

Member Crawford said that specific care for popular trees should also be added.

Chair Lacan suggested making another list that is annotated with additional information.

Peter said that there is no requirement for this list to be completed in a certain amount of time.

Member Crawford said that this would be a good direction to go in because it works well with refreshing the planting and tree protection details.

Peter said that the group could convene to discuss the additions.

Member Crawford said that he and the inspectors could suggest edits.

Peter confirmed that Member Crawford would bring this list to his colleagues. Peter added that the special trees list could also be reviewed.

Chair Lacan said that both of these could continue to move forward and be updated as information becomes available. He asked if useful information is being provided through this list.

Oscar Hernandez-Gomez asked if the list has a relationship to the plant finder tool which is used by the building industry.

Peter said that the street tree list was added to the plant finder, so at least sections 1 and 2 should be included.

Member Troxel said that the list is referenced in the plant finder.

Peter gave instructions for looking up 47 species of the street trees.

Member Troxel said that street tree species reference the list if they are clicked on.

Public Comment Received via phone:

Jimmy called to compliment the Committee on the work they have done to refine the street tree list and provide helpful information. He asked if there is a plan to involve the recommended parks or facility trees in a separate undertaking.

5. Discussion of priorities for Urban Forestry Council review of development projects. (Discussion and Possible Action)

Peter introduced this item.

Oscar Hernandez-Gomez gave a recap of his previous presentation and talked about the solution that was developed.

Peter clarified that the discussion should be around the criteria and what projects should be shown to the Council.

Oscar agreed and said it would be good to tell project sponsors what to prepare.

Member Troxel asked to clarify if there is a cap on projects.

Oscar said that they are assuming five projects would be brought to the Council.

Member Crawford said that the Council doesn't have the resources to go after all projects in the pipeline.

Member Troxel asked how to identify the most impactful projects.

Oscar said that he would verify if there is a street tree count included in the plans. He added that the metrics might not always indicate significance.

Member Troxel asked if the Committee could recommend projects.

Oscar said that it might be best to leave this up to Public Works and BUF.

Peter asked if this should be written down in the process.

Oscar said that he is coordinating a follow up on this item.

Member Crawford asked about the entitlement process.

Oscar confirmed that it happens after the project goes to the Planning Commission.

Member Crawford asked if a project could go to the Board of Supervisors without going to the Planning Commission.

Oscar said that they are typically looking for other things, so the processes could be in parallel.

Member Crawford said that he would be concerned about a project going straight to the Board of Supervisors.

Peter asked if there is a scenario where the project doesn't go to SDAT but has a significant impact on trees.

Oscar said that this is what the new process is trying to capture.

Peter asked if the UFC connection could be represented earlier in the process.

Oscar said that a larger project would definitely go through design review. He then asked for thoughts on what project sponsors should bring to a Council hearing.

Member Crawford said that he would like to develop a baseline for when projects are brought to the Council.

Chair Lacan asked if there is a way to bring projects to the Council that haven't gone to BUF or if BUF recommends it.

Member Crawford said that the project could be first brought to the Chair.

Oscar said that if projects have made it that far, it would require some kind of sign off.

Member Crawford thanked Oscar for mapping this out.

Chair Lacan seconded those sentiments.

Oscar said that he is looking to the following week to have a meeting with Planning staff. He said that it would be helpful to have a concrete list of what the Council would like to see.

Peter said that the conversation around criteria would continue later.

Member Troxel asked what has been done in the past.

Chair Lacan said that projects were previously reviewed at the last stage.

Oscar said that the matrix was developed to organize feedback and comments. He added that a lot of other components get added to the plan check letter that goes before the Planning Commission.

Peter said that ideally it would be one page of feedback.

Member Troxel said that it would need to address tree preservation/what is already there as well as below ground impacts. He added that tree protection measures should also be included.

Member Crawford said that this is an opportunity to highlight projects that have thought about trees.

Member Troxel said that establishment/new trees should also be addressed.

Peter offered to draft something that could be brought to the next meeting.

Chair Lacan said this would be a good start with Oscar and Member Crawford's guidance.

Oscar said that this contextualizes the goal of the UFC. He added that using canopy data could help inform feedback.

Chair Lacan said this could feed into the feedback on how projects fit into the City's tree landscape.

Member Crawford said this is a great opportunity to speak to the importance of trees and tie it back to the Urban Forestry Plan.

Chair Lacan suggested starting with Peter's framing.

Oscar asked who would be responsible for assembling the matrix.

Peter said that he would be responsible for developing a draft.

Member Crawford noted that this would be a future agenda item for the Planning and Funding Committee.

Chair Lacan thanked Oscar and everyone for their work on this.

There was no public comment.

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

Chair Lacan said that the feedback form Peter is developing will be a future agenda item.

Member Crawford said that this is building on other process updates.

Peter said that there could be more conversation around the UFC Annual Report.

Chair Lacan said this should be added to an agenda.

There was no public comment.

7. Adjournment.

The meeting was adjourned at 5:35 p.m.

The next Planning and Funding Committee meeting is on April 6th, 2021 at 4:00 p.m. In compliance with the San Francisco Health Officer's Order No. C19-07c, directing all individuals to "shelter in place", public meetings, panels and other advisory bodies will continue on a remote conferencing basis only. Find out about upcoming deadlines, public hearings and meetings. Search the SFEvironment.org website archived minutes and agenda.

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<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=e070bed98af9cb3a9573caecc510ce304>

- If you are able to and would like to watch via your computer, please follow these instructions: i) Click on the link above; ii) Enter your first name, last name, and email address if desired; iii) Click "Join by Browser" (directly beneath the "Join Now" button);
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Participate over the phone (see above) by pressing *3 (this step is very important, as it will activate the "Raise Hand" icon in the Participant window).

Depending on the number of people also in line ahead of you, you may have to wait before it is your opportunity to speak. When it is your turn, you will be notified that your line has been unmuted, and it will be your opportunity to speak. Your line will be muted again when your allotted time expires.

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Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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NOTE: Persons unable to attend the meeting may submit to the Committee, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of Committee Members. Any written comments should be sent to: Commission Affairs Manager, Department of the Environment, katie.chansler@sfgov.org, by 5:00 p.m. on the day prior to the hearing. Written public comment received by the Council will be posted as an attachment to the minutes.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

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· 請於會議前最少48小時致電 415-355-3700或電郵至 katie.chansler@sfgov.org向委員會秘書提出。逾期提出的請求，若可能的話，亦會被考慮接納。

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De acuerdo con la Ordenanza de Acceso a Idiomas "Language Access Ordinance" (Capítulo 91 del Código Administrativo de San Francisco "Chapter 91 of the San Francisco Administrative Code") intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con el Secretario de la Comisión al 415-355-3700, o katie.chansler@sfgov.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

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