



**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco

London N. Breed  
Mayor

Deborah O. Raphael  
Director

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

**MEETING MINUTES FINAL**

**Tuesday, April 6, 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 4:02 pm.

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

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

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

Member Crawford suggested a revision to the draft minutes by deleting one of the sentences under agenda item 4.

There was no public comment.

**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 Annual Urban Forest Report.** (Explanatory Document: 2020 Annual Urban Forest Report) (Discussion and Possible Action)

Chair Igor Lacan stated that he would like the group to give the Annual Report one last look and mentioned that he is fine with the current version.

Peter Brastow stated that survey questions around tree planting could be clarified, and that following up with individuals who report on planting for more specifics could be done. More detailed questions around the plant species in the Maintenance question could be added. Discussion occurred about what kind of information the Committee wanted to gather. Member Crawford mentioned that COVID-19 stay-at-home orders halted pruning and only allowed for removal of trees, limiting overall maintenance progress this year.

The following ideas were discussed for the planting question section of the report:

- To add check-boxes to the form in order to gather specific data;
- Recording tree size;
- A possible method for distinguishing between street trees and other planted areas (built environment, open-spaces, etc.) within the report.

Chair Lacan urged the group to keep thinking about how best to approach the question of gathering this data.

There was no public comment.

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

Peter Brastow reviewed draft guidelines for what projects should include when making a presentation to the Urban Forestry Council.

The committee discussed alignment with the Urban Forestry Plan as part of project review. Member Troxel suggested matching the checklist to the priority goals in the Urban Forest Plan. Discussion ensued regarding which parts of the plan would apply such as the Growth, Protection and Management strategies and which projects qualify.

The committee discussed size of project as a criteria for UFC review.

Member Flanagan left the meeting at 5:00pm.

There was no public comment.

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

Peter Brastow will have updated criteria and guidelines for future projects at the next meeting.

Chair Lacan suggested determining an emergency response for a small scale or large scale mortality event.

There was no public comment.

#### **7. Adjournment.**

The meeting was adjourned at 5:18pm.

**The next Planning and Funding Committee meeting is on May 4th, 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 SFEnvironment.org website archived minutes and agenda.

## Remote Access to Information and Participation

This meeting will be held remotely using video conferencing, through the WebEx Meetings platform, and by telephone for members of the public who are unable to attend using computers or smart devices.

## Attending the Meeting: Watch or Listen

Members of the public have the following options for attending the meeting:

Option 1: Watch the meeting using a computer or smart device by clicking on the following link:

<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=ea719ac408c24dea714c195d341153c60>

- 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);
- If you are able to watch via your smart mobile device: i) Download the Webex Meetings application; ii) Click on the link above; iii) Click “Join”; iv) Enter your name and email; v) Click “Ready to Join”.

Option 2: Join the meeting by phone if you do not have access to a computer or smart device.

Dial: **415-655-0001** and then enter the Access Code: **187 926 8642**

## Participating During Public Comment

Members of the public will have opportunities to participate during public comment. The public is asked to wait for the particular agenda item before making a comment on that item. Comments will be addressed in the order they are received. When the moderator announces that the Committee is taking public comment, members of the public can:

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.

In accordance with Governor Gavin Newsom's statewide order for all residents to “Stay at Home” - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 virus. Copies of explanatory documents are available, 1) on the Urban Forestry Council webpage <https://sfenvironment.org/about/taskforce/urban-forestry-council>; or (2) upon request to the Commission Affairs Manager, at telephone number 415-355-3700, or via e-mail at [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org).

### 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.

## Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

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](mailto: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).)

## Disability Access

The Urban Forestry Council meetings will be held virtually. The Committee meeting rooms are closed.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Department of Environment at (415) 355-3700 or [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org) to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

## Language Access

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact the Commission Affairs Manager at 415-355-3700 or [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org), at least 48 hours in advance of the hearing. Late requests will be honored if possible.

## 語言服務

根據語言服務條例(三藩市行政法典第91章)，中文、西班牙語和/或菲律賓語(泰加洛語)傳譯人員在收到要求後將會提供傳譯服務。翻譯版本的會議記錄可在委員會通過後透過要求而提供。其他語言協助在可能的情況下也

將可提供。上述的要求，請於會議前最少48小時致電 415-355-3700或電郵至 [katie.chansler@sfgov.org](mailto: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。

### **Acceso A Idioma**

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](mailto:katie.chansler@sfgov.org) por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

### **Access Sa Wika**

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiniling, ang mga kaganapan ng miting ay maaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission sa 415-355-3700, o [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org) sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

### **Know Your Rights Under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, City Hall, Room 244, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-5163; E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org).

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at [www.sfgov.org/ethics](http://www.sfgov.org/ethics).

---

Peter Brastow, Healthy Ecosystems, Biodiversity and Urban Forestry Coordinator  
TEL: (415) 355-3700; FAX: 415-554-6393