



**SF Environment**

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

A Department of the City and County of San Francisco

Mark Farrell  
Mayor

Deborah O. Raphael  
Director

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

**MEETING MINUTES DRAFT**

**Tuesday, May 1, 2018, 4:00 p.m.  
Offices of the San Francisco Planning Department  
1650 Mission Street, Room 400  
San Francisco, CA 94103**

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

**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 4:06 p.m.

Present: Members Lacan, Crawford, Andrew Sullivan and Swae. Excused: Member Flanagan.

**2. Approval of Minutes of the April 3, 2018 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: April 3, 2018 Meeting Draft Minutes) (Discussion and Action)

Upon a motion by Member Andrew Crawford and a second by Member Swae, the meeting minutes were approved without objection. (Ayes: Members Lacan, Crawford, Andrew Sullivan and Swae. Excused: Member Flanagan)

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 on progress of Phase III of the San Francisco Urban Forest Plan.** Speaker: Andrew Sullivan and Jon Swae, Members, Urban Forestry Council (Discussion)

Andrew Sullivan, Member, Urban Forestry Council discussed creating a workplan, background and issue framing, research and best management, bringing the plan to the full Council, enforcement of new policies, developing goals for the plan and performing research, urban forest goals, ability to make policy for private property.

Jon Swae, Member, Urban Forestry Council discussed format of the future report, impact on development or housing production.

Member Crawford asked about using the City Attorney's Office in developing the report, existing requirements, messaging to the public about benefits.

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment discussed potential improvements to the Landmark Tree process.

Member Swae asked about a new permitting process and a timeline for the research component of the plan.

Member Andrew Sullivan asked what the research would entail.

Member Lacan asked about the timeline for the project.

Member Swae discussed tree canopy coverage in San Francisco.

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment discussed tree removal policies in other jurisdictions.

There was no public comment.

**5. Discussion of potential Urban Forestry Council involvement in the Global Climate Action Summit of 2018.** Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment discussed an application that had been submitted to hold an affiliate event sponsored by the Urban Forestry Council during the Global Climate Action Summit of 2018, that partners have been reached out to for involvement, potential responses to the application and how to develop the event.

There was no public comment.

**6. Discussion of physical limitations affecting the planting of street trees in San Francisco sidewalks.** Speaker: Nicholas Crawford, Member, Urban Forestry Council (Discussion)

Member Crawford discussed cases where trees must be removed to accommodate sidewalk policies, policies in other jurisdictions and the feasibility of having future discussions before the council.

Member Lacan asked about the street tree inventory.

Member Andrew Sullivan discussed the installation parameters of street trees and whether or not there are proposed solutions.

Member Lacan discussed root behavior.

Member Swae discussed framing the issue, identifying policies in other jurisdictions and new Department of Public Works policies for trees in alleyways.

The Committee discussed various sidewalk policies.

Member Lacan discussed including Carla Short in the conversation and bringing the conversation back to the next meeting.

There was no public comment.

#### **7. New Business/Future Agenda Items.** (Discussion)

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment discussed Phase III of the Urban Forestry Plan and the discussion of sidewalk policies as future agenda items.

There was no public comment.

#### **8. Adjournment.**

The meeting was adjourned at 5:15 p.m.

**The next Planning and Funding Committee meeting is scheduled for Tuesday, June 5, 2018 at 4:00 p.m., Offices of the San Francisco Planning Department, 1650 Mission Street, Room 400.**

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](mailto: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. Written public comment received by the Council will be posted as an attachment to the minutes.

---

Anthony Valdez, Commission Affairs Manager  
TEL: (415) 355-3709; FAX: 415-554-6393

Posted: June 1, 2018