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

MEETING MINUTES DRAFT

**Tuesday, June 5, 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 4:08 p.m.

Present: Members Lacan, Crawford (arrived 4:10 p.m.), Flanagan and Swae. Excused: Member Andrew Sullivan.

2. Approval of Minutes of the May 1, 2018 Urban Forestry Council Planning and Funding Committee Meeting. (Explanatory Document: May 1, 2018 Meeting Draft Minutes) (Discussion and Action)

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

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.

Josh Klipp discussed developing a program similar to the Adopt-a-Highway program.

4. Review of the proposed 2018 Street Tree List and recommend approval by the Urban Forestry Council. Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Explanatory Document: Draft 2018 Street Tree Species List) (Discussion and Action)

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, discussed a meeting with stakeholders to review the previous list, major changes to the list and trees that were added to the list.

Member Flanagan asked how often new trees are planted and adding a layer of information about each of the trees about their carbon sequestration abilities.

Member Crawford discussed development design and the incorporation of recommended street trees.

Member Swae asked about the approval timeline.

Member Crawford asked about the promotion of large trees and trees not on the list.

The Committee discussed the addition and removal of various tree species.

Member Short asked that palm trees be noted as such.

There was no public comment on this item.

5. Discussion of physical limitations affecting the planting of street trees in San Francisco sidewalks.

Speakers: Nicholas Crawford and Carla Short, Members, Urban Forestry Council (Discussion)

Nicholas Crawford, Member, Urban Forestry Council, discussed trees that were affected to allow sidewalks, mapping out trees that were affected and future discussions with the American with Disabilities Act (ADA) staffer at the Department of Public Works.

Carla Short, Member, Urban Forestry Council discussed planning for ADA compliance and removing trees to make a sidewalk ADA compliant.

Member Flanagan asked how the Department of Public Works works with the San Francisco Public Utilities Commission to address trees in their purview.

Member Crawford discussed a possible policy allowing inspectors to have additional abilities to protect trees.

Member Swae asked about policies for planting trees in alleys.

Member Crawford discussed returning to the Committee with photos of trees that are affected by this issue.

Public Comment:

Aaron Bear discussed various solutions to the issue.

Josh Klipp discussed California Department of Transportation policies on the planting of street trees.

6. Preliminary discussion on setting a tree canopy coverage goal for San Francisco. Speaker: Dan Flanagan, Chair, Urban Forestry Council (Discussion)

Dan Flanagan, Member, Urban Forestry Council discussed received public comment, studying the issue, looking at the science and incorporating into the Urban Forest Plan.

Member Lacan discussed developing management goals.

Member Swae asked about the process toward developing goals and the development of data and a baseline to determine canopy coverage.

Public Comment:

Aaron Bear discussed the process for determining canopy coverage in Washington, D.C.

Joshua Klipp discussed collaboration among City agencies and potential for funding.

Carla Short discussed developing canopy goals and researching how other cities have developed their goals.

7. Discussion on progress of Phase III of the San Francisco Urban Forest Plan. Speaker: Andrew Sullivan and Jon Swae, Members, Urban Forestry Council (Explanatory Document: Private Tree Protection Policies Research Study) (Discussion)

Jon Swae, Member, Urban Forestry Council discussed next steps including the research phase, adding the list of cities that were being considered.

There was no public comment.

8. Discussion of upcoming strategic planning process for the Urban Forestry Council. Speaker: Dan Flanagan, Chair, Urban Forestry Council (Discussion)

Dan Flanagan, Member, Urban Forestry Council discussed starting the strategic planning process in the fall of 2018, the hiring of a consultant, holding a retreat at the Port to discuss strategic planning and developing an agenda for the retreat at the Planning and Funding Committee.

Member Swae thanked Gordon Matassa for his work.

There was no public comment.

9. Discussion of upcoming Planning and Funding Committee meeting dates that correspond with legal holidays. Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

The Committee discussed rescheduling the July 3, 2018 Planning and Funding Committee meeting and moving it to July 10, 2018.

The Committee discussed rescheduling the September 4, 2018 Planning and Funding Committee meeting and agreed to keep it the same date.

There was no public comment.

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

Member Crawford discussed finding a way to recognize City departments that make financial contributions to the Urban Forestry Council.

Member Flanagan asked about a report back on the implementation of Proposition E at the August meeting.

There was no public comment.

11. Adjournment.

The meeting was adjourned at 5:13 p.m.

The next Planning and Funding Committee meeting is scheduled for Tuesday, July 3, 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 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.

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