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Director

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

**Meeting Minutes Draft  
Tuesday, July 5, 2016, 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), 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.** Meeting convened at 4:09 pm. Members Lacan, Flanagan, Andrew Sullivan (arrived 4:15pm) and Swae were present.
- 2. Approval of Minutes of the May 3, 2016 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: May 3, 2016 Meeting Draft Minutes) (Discussion and Action)

Member Swae moved to approve the meeting minutes and Member Lacan seconded. The meeting minutes were approved without objection.

- 3. 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. Unique and Experimental Yard and Open Space Tree List.** The Committee will review the draft Unique and Experimental Yard and Open Space Tree List and make recommendations to the full Urban Forestry Council for adoption. (Explanatory Document: Unique and Experimental Yard and Open Space Tree List) (Discussion and Action)

Committee members discussed the title, potential use, and applicability of this list. Committee members requested the title be changed to "Unique and Experimental Trees for Yards and Open Spaces," that California native trees be identified, and that the list be posted on the main UFC landing page. Once adopted by the Urban Forestry Council, Friends of the Urban Forest will also publish the list and the UC Cooperative Extension will distribute to local nurseries to request that these nurseries stock the tree species listed. The Committee recommended that the list be heard at the next full Council meeting for adoption.

5. **Urban Forestry Council Work Planning.** The Committee will discuss guidelines and plans for reviewing significant area plans in the upcoming year. (Discussion and Possible Action)

Committee members discussed their plan to have the support staff of the Urban Forestry Council contact City departments every quarter to request identification of significant plans, which the Council may want to review. The Committee requested that staff reach out to the following City Departments: Planning, Public Works, Recreation and Park, the Port, and the Office of Community Investment and Infrastructure. The Committee identified "significant" as any project plans that meet one of three criteria: 25 tree removed as part of the project, 25 tree planted as part of the project, any project footprint 1 acre or larger in total area, any project that includes 300'+ of street frontage. Committee members requested that staff send these criteria to Planning and Public Works staff for feedback on how many projects these thresholds might capture, to evaluate whether the criteria thresholds are too low or too high. Staff will report back on this request at the next Committee meeting.

Member Flanagan requested a presentation on the SNRAMP EIR adoption. Lisa Wayne, RPD Natural Areas Program Manager, has agreed to present to the Planning and Funding Committee and full Council in September. Member Flanagan suggests that the Urban Forestry Council will then issue a position resolution in October. Staff noted that Labor Day weekend ends the day before the September Planning and Funding Committee meeting and will be checking to see if alternate dates for the committee work better for the members and presenters.

6. **New Business/Future Agenda Items.** (Discussion)

Staff provided a brief update that the 2016 Annual Report Surveys have been sent out with a request reply date of July 19th. Member Swae requested that staff send a reminder email one week before the request reply date. This item will be on the next committee agenda.

Staff reported on the Civil Grand Jury Report that the UFC is required to respond to. Staff will work with the Chair to complete the response and provide it to the Civil Grand Jury, then report back to the Committee at their next meeting. Committee members requested more information on the Civil Grand Jury process which staff will also report back on.

7. **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.

8. **Adjournment.** The meeting adjourned at 4:53 p.m.

**The next Planning and Funding Committee meeting is scheduled for Tuesday, August 2, 2016 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.

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