



**SF Environment**

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A Department of the City and County of San Francisco

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

**SPECIAL MEETING MINUTES APPROVED**

**Tuesday, July 10, 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.**

This meeting was called to order at 4:04 p.m.

Present: Members Crawford (arrived at 4:10 p.m.), Lacan, Flanagan (left at 4:25 p.m.) and Swae.  
Excused: Member Andrew Sullivan.

There was no public comment.

**2. Approval of Minutes of the June 5, 2018 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 5, 2018 Meeting Draft Minutes) (Discussion and Action)

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

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. Presentation on the scope of the urban forestry affiliate event during the Global Climate Action Summit.** 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 the affiliate event process, the urban forestry affiliate event sponsors, agenda, topics to be discussed, the planning calls, attendance at the Global Climate Action Summit.

Member Flanagan asked who is planning the Global Climate Action Summit.

Member Swae asked who is on the planning committee.

Public Comment:

Brendan Nim, Bureau of Urban Forestry, Department of Public Works, discussed a tree planning initiative during the Global Climate Action Summit.

**5. 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)

Igor Lacan, Member, Urban Forestry Council discussed a student being available to start the study of cities regarding trees on private property, the contracting process with the intern, the 30 city study plan, methodology and incentives for planting trees on private property.

Member Swae asked about the value of having information from other cities that may not be comparable to San Francisco.

Member Crawford asked about the review process for the survey.

Public Comment:

Unidentified speaker asked about requirements for planting on private property.

**6. Discussion on potential methods of recognizing agencies that fund the San Francisco Urban Forestry Council.** Speaker: Nicholas Crawford, Member, Urban Forestry Council (Discussion)

Nicholas Crawford, Member, Urban Forestry Council, discussed ways to recognize organizations that financially support the Urban Forestry Council.

Member Crawford asked about funding from the Department of the Environment and adding information to the Urban Forestry Council website.

Member Swae asked how funding for the Urban Forestry Council is used besides staffing.

Member Lacan asked about sending a letter to thank and recognize agencies that are funding the Urban Forestry Council.

Member Swae asked which City agencies are contributing to the Urban Forestry Council and whether non-City agencies can make contributions.

Member Crawford asked about asking for more from City agencies.

There was no public comment.

**7. 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: 2018 Street Tree List Memorandum and Draft 2018 Street Tree Species List) (Discussion and Action)

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, discussed the proposed 2018 Street Tree List, changes to the list from the previous year, changes in species and their location on the list and changes in report formatting.

Member Lacan discussed formatting.

Upon a motion by Member Lacan and a second by Member Swae, the Committee recommended approval of the proposed 2018 Street Tree List by the Urban Forestry Council without objection. (Ayes: Members Lacan, Crawford and Swae. Excused: Members Crawford and Flanagan)

There was no public comment.

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

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, discussed future presentations on challenges to planting street trees, Phase III of the Urban Forestry Council, a presentation on Street Tree SF, Better Market Street and the tree species list.

Member Crawford discussed a future conversation about developing an Urban Forestry Council logo.

There was no public comment.

**9. Adjournment.**

The meeting was adjourned at 4:52 p.m.

**The next Planning and Funding Committee meeting is scheduled for Tuesday, August 7, 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.