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A Department of the City and County of San Francisco

Edwin M. Lee
Mayor

Deborah O. Raphael
Director

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

MEETING NOTICE AND AGENDA

**Tuesday, December 5, 2017, 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.**
- 2. Approval of Minutes of the October 3, 2017 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: October 3, 2017 Meeting Draft Minutes) (Discussion and Action)
- 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.
- 4. Discussion of developing a strategy to address street tree removals.** Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)
- 5. Discussion of developing Phase III of the Urban Forestry Plan.** Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)
- 6. Discussion of the Urban Forestry Council's regular meeting date and time.** Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Explanatory Document: 2018 Urban Forestry Council Meeting Schedule) (Discussion)
- 7. Discussion of updating the Tree Pruning Standards Guide pamphlet.** Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (San Francisco Tree Pruning Standards Guide pamphlet) (Discussion)
- 8. New Business/Future Agenda Items.** (Discussion)
- 9. Adjournment.**

The next Planning and Funding Committee meeting is scheduled for Tuesday, January 2, 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.

Important Information

NOTE: Persons unable to attend the meeting may submit to the Urban Forestry Council, 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 the Urban Forestry Council members. Any written comments should be sent to: Commission Affairs Manager, 1455 Market Street, Suite 1200, San Francisco, CA 94103 or by email at Anthony.e.valdez@sfgov.org by 5:00 p.m. on the day prior to the hearing. Comments that cannot be delivered to the Commission Affairs Manager by that time may be taken directly to the hearing at the location above. When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for the Commission, the Commission Affairs Manager and the public.

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.

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).)

Accessible Meeting Information

Meetings are held at the Planning Department, 1650 Mission St., Room 400, San Francisco, CA. The closest accessible MUNI Metro station is the Van Ness Avenue station located at the intersection of Market Street and Van Ness Avenue. Accessible MUNI Metro lines are the J, K, L, M, and N. Accessible MUNI bus lines serving the Planning Department are the 14 Mission, 26 Valencia, 47 Van Ness, 49 Van Ness/Mission, and the F Line. For more information regarding MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points along Mission Street.

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 Anthony Valdez at (415) 355-3709 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 415-355-3709, or anthony.e.valdez@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 415-355-3709或電郵至anthony.e.valdez@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 415-355-3709, o anthony.e.valdez@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 415-355-3709, o anthony.e.valdez@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 Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Sunshine Task Force Administrator, the San Francisco Public Library and on the City's website at 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.

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

Posted: December 1, 2017