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Edwin M. Lee
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**City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee**

MEETING MINUTES APPROVED

**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.

The meeting was called to order at 4:00 p.m.

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

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)

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

There was no public comment.

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. Discussion of developing a strategy to address street tree removals. Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

Gordon Matassa, Urban Forestry Coordinator, opened the item.

Joshua Klipp discussed the process for removing street trees.

Carla Short discussed the process for removing street trees.

Member Lacan asked about the availability of information and what information is used when San Francisco Public Works makes a determination about the removal of a street tree.

Member Flanagan asked about notification regarding street trees.

Members Swae asked about tracking plans and approvals.

Member Flanagan asked about in lieu fees.

Member Swae discussed developer impact fees.

Public Comment:

Catherine Mondkar discussed experiences on similar issues in the State of New York.

5. Discussion of developing Phase III of the Urban Forestry Plan. Speaker: Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

Carla Short, Member, Urban Forestry Council discussed developing guidelines for protecting trees on private property.

Member Flanagan asked about combining Phase II and Phase III of the Urban Forestry Plan.

Member Andrew Sullivan asked about how often the issue is about development and how the Urban Forestry Council can be of assistance.

Member Flanagan discussed developing a letter from the Urban Forestry Council to San Francisco Planning Department.

There was no public comment.

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)

Gordon Matassa, Urban Forestry Coordinator, discussed requests for changing the Urban Forestry Council's regular meeting time.

Member Lacan asked about the process for making the decision.

Member Andrew Sullivan asked how many members had an issue with the current schedule.

Member Lacan asked about creating a Doodle poll and basing a decision on attendance at evening meetings versus morning meetings.

Public Comment:

Carla Short asked about allowing public comment before a decision is made.

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)

Gordon Matassa, Urban Forestry Coordinator, introduced the item and asked the Committee what the focus of a new version should be.

Member Lacan discussed possible features of a new pamphlet.

Member Andrew Sullivan asked about adding to the additional resources section.

Member Swae asked if people are using the pamphlets.

There was no public comment.

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

Member Swae discussed an update on the research between the relationship between street trees and climate change.

Member Lacan discussed an upcoming historic tree workshop.

There was no public comment.

9. Adjournment.

The meeting was adjourned at 5:20 p.m.

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.

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