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Director

**City and County of San Francisco
Department of the Environment
Urban Forestry Council**

MEETING MINUTES DRAFT

**Friday, December 8, 2017, 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

Council Members: Dan Flanagan (Chair), Nicholas Crawford (Vice Chair), Malcolm Hillan, Igor Lacan, Meg Lowman, Phillip Pierce, Andrew Sullivan, Michael Sullivan, Tom Carter (San Francisco Port), Sal Genito (Presidio Trust), Damon Spigelman (San Francisco Public Utilities Commission), Carla Short (Department of Public Works), Jon Swae (San Francisco Planning Department) and Zachary Taylor (San Francisco Recreation and Park Department).

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 8:30 a.m.

Present: Flanagan, Crawford, Genito, Lacan, Pierce, Short, Spigelman, Michael Sullivan, Swae and Taylor. Excused: Hillan, Lowman, Andrew Sullivan and Carter.

2. Chair's Welcome. (Discussion)

Chair Flanagan welcomed everyone.

There was no public comment.

3. Adoption of Minutes of the October 24, 2017 Urban Forestry Council Regular Meeting. (Explanatory Document: October 24, 2017 Draft Minutes) (Discussion and Action)

Member Short and staff made non-substantive amendments to the minutes.

Upon a motion by Member Short, and a second by Member Flanagan, the minutes from the October 24, 2017 Urban Forestry Council meeting were adopted as amended without objection. (Ayes: Flanagan, Crawford, Genito, Lacan, Pierce, Short, Spigelman, Michael Sullivan, Swae and Taylor; Noes: None; Absent: Hillan, Lowman, Andrew Sullivan and Carter)

There was no public comment.

- 4. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

There was no public comment.

- 5. Review and approval of Resolution File No. 2017-06-UFC commending Mei Ling Hui for her service to the Urban Forestry Council as the San Francisco Department of the Environment Urban Forestry and Urban Agriculture Coordinator.** Speaker: Dan Flanagan, Chair (Explanatory Document: Resolution File No. 2017-06-UFC Commending Mei Ling Hui) (Discussion and Action)

Chair Flanagan asked Anthony Valdez, Commission Secretary, to read Resolution File No. 2017-06-UFC.

Chair Flanagan thanked and discussed the work of Mei Ling Hui.

Mei Ling Hui thanked the Council.

Member Short made a non-substantive amendment and Mei Ling Hui offered an amendment to clarify which college that was attended.

Member Lacan thanked and discussed the work of Mei Ling Hui.

Upon a motion by Member Flanagan, and a second by Member Andrew Sullivan, Resolution File No. 2017-06-UFC was adopted as amended without objection. (Ayes: Flanagan, Crawford, Genito, Lacan, Pierce, Short, Spigelman, Michael Sullivan, Swae and Taylor; Noes: None; Absent: Hillan, Lowman, Andrew Sullivan and Carter)

- 6. Update on the Masonic Avenue Streetscape Improvement Project.** Speaker: David Froehlich, Project Manager, San Francisco Department of Public Works (Discussion)

David Froehlich, Project Manager, San Francisco Department of Public Works, discussed the Masonic Avenue Streetscape the project area, the preferred plan, the development of a new plaza, a timeline of the project, existing trees, removal of trees and the planning of trees.

Member Flanagan asked about the monitoring of new trees and if there are plans to replace trees that are in bad condition.

Member Swae discussed the condition of the roadway.

Member Flanagan asked about the planting of trees on the median.

Member Lacan asked if there was a way the Council could help with the development of future tree protection measures.

There was no public comment.

- 7. Committee Reports: (Discussion)**
Planning & Funding Committee. Igor Lacan, Committee Chair.

Chair Lacan reported on the December Planning and Funding Committee meeting including discussion about the tree removal process, Phase III of the Urban Forest Plan

Member Flanagan reported on the discussion from the committee meeting.

Member Swae asked what prompted the conversation.

Member Short reported on the discussion from the committee meeting.

Landmark Tree Ad Hoc Committee.

There was no Landmark Tree Ad Hoc Committee meeting.

There was no public comment.

8. Staff Report. 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, San Francisco Department of the Environment, discussed the 2018 meeting schedule, the possibility of changing the regular meeting time and work orders that were sent to City agencies.

Member Crawford asked what times the proposed meetings will be.

There was no public comment.

9. Chair's Announcements. Dan Flanagan, Chair, Urban Forestry Council (Discussion)

Chair Flanagan discussed work to develop a nexus between the City's priority of developing housing and the planting of trees.

There was no public comment.

10. Urban Forestry Council Member Announcements. (Discussion)

Member Short discussed the date of Arbor Day 2018.

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, discussed the holiday street tree program.

Member Andrew Sullivan asked about the species of the street trees in the holiday program.

There was no public comment.

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

Member Flanagan asked about adding Phase II and Phase III of the Urban Forest Plan to future agendas.

Member Swae asked for updates on the rollout of Proposition E of 2016 and pruning efforts.

Member Crawford asked for an update on the public comment period from the Mount Sutro Plan.

Gordon Matassa, Urban Forestry Coordinator, San Francisco Department of the Environment, discussed a report from the Estuary Institute.

There was no public comment.

12. Adjournment.

The meeting was adjourned at 9:12 a.m.

The next meeting of the Urban Forestry Council is scheduled for Friday, January 26, 2018 at 8:30 a.m., City Hall, Room 400, San Francisco, CA 94102.

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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Posted: January 22, 2018