



**SF Environment**

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A Department of the City and County of San Francisco

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Mayor

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Director

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

**MEETING MINUTES APPROVED**

**Friday, December 11, 2020, 8:30 a.m.  
Remote meeting via web conference**

**Refer to the “Remote Access to Information and Participation” section below for instructions.**

Council Members: Andrew Sullivan (Chair), Nicholas Crawford (Vice Chair, San Francisco Public Works), Dan Flanagan, Jillian Keller, Morgan Vaisset-Fauvel, Igor Lacan, Ildiko Polony, Pamela Nagle, Edgar Xochitl Flores, Mike Sullivan, Blake Troxel (Presidio Trust), Damon Spigelman (San Francisco Public Utilities Commission), Oscar Hernandez-Gomez (San Francisco Planning Department), Chris Fischer (Port of San Francisco) and Matthew Stephens (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 8:33 a.m.

Present: Chair Sullivan, Vice Chair Crawford, Member Keller, Member Lacan, Member Spigelman, Member Mike Sullivan, Member Stephens, Member Polony, Member Fischer, Member Nagle and Member Hernandez-Gomez. Excused: Members Flanagan, Vaisset-Fauvel and Troxel. Absent: Member Xochitl-Flores.

**2. Adoption of Minutes of the October 27, 2020 Urban Forestry Council Regular Meeting.** (Explanatory Document: October 27, 2020 Draft Minutes) (Discussion and Action)

There was no public comment.

Upon a motion from Vice Chair Crawford and a second from Members Sullivan and Keller, the minutes were approved unanimously.

(Ayes: Chair Sullivan, Vice Chair Crawford, Member Keller, Member Lacan, Member Spigelman, Member Mike Sullivan, Member Stephens, Member Polony, Member Fischer, Member Nagle and Member Hernandez-Gomez; Noes: None; Excused: Members Flanagan, Vaisset-Fauvel and Troxel; Absent: Member Xochitl-Flores)

**3. General 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.

Public comment received via Webex:

Josh Klipp said that the Bureau of Urban Forestry has made recommendations to have a robust wood reuse program and one big issue is the lack of access to a mill. He added that Rec and Park has a mill, but city departments often operate in silos. He is hoping that the Council could facilitate a partnership with RPD and Public Works so that the recommendations in the Urban Forest Plan can move forward.

**4. Discussion of the 2020 Annual Urban Forest Report.** Speaker: Peter Brastow, Urban Forestry Coordinator, Department of Environment (Explanatory Document: 2020 Annual Urban Forest Report FINAL) (Discussion and Possible Action)

Chair Sullivan said that there was interest in having a discussion around the annual report and potential for outreach.

Peter gave an overview of the report.

Member Sullivan asked if there was new data that had been added.

Peter said that Public Works provided the full scope of their data.

Vice Chair Crawford said that going forward, Public Works will do a better job of capturing streetscape projects.

Chair Sullivan asked if there was something in 2018-2019 that cause a spike.

Peter said that he thinks it's the implementation of StreetTreeSF and the deferred maintenance. He added that page 19 includes the breakdowns of the Public Works data.

Chair Sullivan said that it would be good to review the survey questions before the next cycle. He also mentioned addressing funding and possible ways to use the report as a communication tool.

Member Fischer thanked Peter for putting the report together. He asked if there is an estimate for how much staff time departments spent on trees. He also mentioned wanting to explore tree plantings with local businesses and designating plantings for native species.

Chair Sullivan added that funding has been a recurring issue and theme.

Member Sullivan asked if any agencies that were late to provide data ended up sending responses.

Peter said the Office of Community Investment Infrastructure did not respond, but the School District data will be incorporated if it is received later. He said that the average of their data over the past few years was included as a placeholder. He added that there was a spike for all departments in removals last year.

Vice Chair Crawford said that he has some questions about the accuracy of some of the data. He would like to work with agencies to improve this and understand the issues.

Chair Sullivan asked if the issue is with staff time.

Vice Chair Crawford said that it's probably different for each agency.

Chair Sullivan said that this could be brought to the communications working group to see how the report could be used as a tool.

Member Sullivan asked if the groups that failed to respond should be made public to encourage participation in the future.

Peter confirmed those groups are listed in the report.

Member Lacan thanked Peter for putting this report together.

Member Polony asked about next steps with the report.

Peter confirmed the report has been approved and it will be sent to the Board of Supervisors and the Mayor.

Chair Sullivan said that it would be good to find ways to do outreach and make others aware of the report.

Member Sullivan asked if the easiest place to find the report is on the website.

Peter confirmed there is a link to the report on the website.

Vice Chair Crawford said that the mandate for the report has a 60-day timeline and that it limits the accuracy of the data.

Peter said that the code lists September 1<sup>st</sup> as the deadline but that this deadline has not been met over the last few years.

Vice Chair Crawford asked if the code could reflect a realistic timeline.

Member Polony said that she can convene the communications working group and asked for a volunteer to replace Tom Carter.

Member Fischer said that he would volunteer.

Peter said that he was hoping he would get data from the School District which is why the report has not been sent to the Board.

Public Comment received via Webex:

The caller said that OCII received a training on urban canopy management and that the report should capture some of the trainings that happen around canopy management. He said that there is a goal to add 50,000 trees by 2034, but the report says 2035. He also mentioned that the section with general statements for Public Works should clarify the reasoning for why some information is posted on their website. He would also like to see the Council get involved in improving codes, lobbying for funding, and working together with city agencies.

## **5. Committee Reports:** (Discussion)

**Planning & Funding Committee.** Igor Lacan, Committee Chair.

**Landmark Tree Ad Hoc Committee.** Mike Sullivan, Committee Chair.

Member Lacan said that the Planning and Funding Committee heard about the process at UCSF to manage their urban and historic forest.

Vice Chair Crawford said that Member Lacan did a great job of mentioning Morgan's award for this project. He asked if the Committee could further discuss the annual report at a future meeting. He also said that there should be a discussion around collaboration across city departments.

Member Sullivan asked if there are any documents online regarding the UCSF project.

Member Lacan said that the process was documented online because it was done as an EIR. He said that he would find a way to share Morgan's slides.

Vice Chair Crawford said that UCSF has a YouTube video with drone footage and a synopsis.

Member Sullivan said that the Landmark Tree Committee has not met since the last UFC meeting.

There was no public comment.

**6. Staff Report.** Peter Brastow, Urban Forestry Coordinator, San Francisco Department of the Environment (Discussion)

Peter mentioned updates on the annual report and the Landmark Tree recommendation to the Board. He said that the recommended landmark tree code changes will be sent to Board in the near future. He also mentioned that the links for public input on the Climate Action Plan are now live and that he would confirm the next steps for sharing them.

There was no public comment.

**7. Urban Forestry Council Member Announcements.** (Discussion)

There were no announcements.

Public Comment via Webex:

Josh said that he would like to hear an update on a meeting with Public Works and Planning to encourage earlier involvement in the planning process regarding plantings.

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

Vice Chair Crawford said that he has attended planning meetings and can see when it would be appropriate to join meetings in the future. He would like to report back more fully on this in the future.

Member Hernandez-Gomez said that he would like to report back on this soon.

Peter said that this is on his list for potential future agenda items in addition to Member Troxel's presentation on the Presidio and wildfires.

Chair Sullivan mentioned discussing outreach for the strategic plan and asked if the UCSF presentation should be brought before the full Council.

Member Lacan said that this could be discussed.

Member Polony said that a Communications Committee report back could be added.

Vice Chair Crawford said that roundtable updates would be helpful.

Member Stephens said that a lot of the department's resources are focused on emergency response and that bigger impacts from that will be seen in the future.

Public Comment via Webex:

Josh asked if there is a plan to continually discuss policy changes and would be in support of this. On the strategic plan, he said that it was drafted before the wildfires and COVID, so he would like to see discussions take this into consideration.

## 9. Adjournment.

The meeting was adjourned at 9:50 a.m.

**The next meeting of the Urban Forestry Council is scheduled for Friday, January 22, 2020 at 8:30 a.m. In compliance with the San Francisco Health Officer's Order No. C19-07c, directing all individuals to "shelter in place", Public meetings, panels and other advisory bodies will continue on a remote conferencing basis only. Find out about upcoming deadlines, public hearings, and meetings. Search the SFEnvironment.org website archived minutes and agenda.**

## Remote Access to Information and Participation

This meeting will be held remotely using video conferencing, through the WebEx Meetings platform, and by telephone for members of the public who are unable to attend using computers or smart devices.

## Attending the Meeting: Watch or Listen

Members of the public have the following options for attending the meeting:

Option 1: Watch the meeting using a computer or smart device by clicking on the following link:

<https://ccsf.webex.com/ccsf/onstage/g.php?MTID=e6ac36f61455d6a81d8f3643dd4110816>

- If you are able to and would like to watch via your computer, please follow these instructions: i) Click on the link above; ii) Enter your first name, last name, and email address if desired; iii) Click "Join by Browser" (directly beneath the "Join Now" button);
- If you are able to watch via your smart mobile device: i) Download the Webex Meetings application; ii) Click on the link above; iii) Click "Join"; iv) Enter your name and email; v) Click "Ready to Join".

Option 2: Join the meeting by phone if you do not have access to a computer or smart device.

Dial: **415-655-0001** and then enter the Access Code: **146 583 0745**

## Participating During Public Comment

Members of the public will have opportunities to participate during public comment. The public is asked to wait for the particular agenda item before making a comment on that item. Comments will be addressed in the order they are received. When the moderator announces that the Committee is taking public comment, members of the public can:

Participate over the phone by pressing \*3 (this step is very important, as it will activate the "Raise Hand" icon in the Participant window).

Depending on the number of people also in line ahead of you, you may have to wait before it is your opportunity to speak. When it is your turn, you will be notified that your line has been unmuted, and it will be your opportunity to speak. Your line will be muted again when your allotted time expires.

In accordance with Governor Gavin Newsom's statewide order for all residents to "Stay at Home" - and the numerous local and state proclamations, orders and supplemental directions - aggressive directives have been issued to slow down and reduce the spread of the COVID-19 virus. Copies of explanatory documents are available, 1) on the Urban Forestry Council webpage <https://sfenvironment.org/about/taskforce/urban-forestry-council>; or (2) upon request to the Commission Affairs Manager, at telephone number 415-355-3709, or via e-mail at [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org).

### **Important Information**

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, including to request items they may wish to be on a future 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.

NOTE: Persons unable to attend the meeting may submit to the Committee, 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 Committee Members. Any written comments should be sent to: Commission Affairs Manager, Department of the Environment, [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org), by 5:00 p.m. on the day prior to the hearing. Written public comment received by the Council will be posted as an attachment to the minutes.

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).)

### **Disability Access**

The Urban Forestry Council meetings will be held virtually. The Committee meeting rooms are closed.

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 the Department of Environment at (415) 355-3709 or [katie.chansler@sfgov.org](mailto:katie.chansler@sfgov.org) 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 415-355-3700 or [katie.chansler@sfgov.org](mailto:katie.chansler@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[katie.chansler@sfgov.org](mailto:katie.chansler@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 [katie.chansler@sfgov.org](mailto:katie.chansler@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 [katie.chansler@sfgov.org](mailto:katie.chansler@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 Ordinance Task Force, City Hall, Room 244, One Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-5163; E-mail: [soff@sfgov.org](mailto:soff@sfgov.org). Copies of the Sunshine

Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://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](http://www.sfgov.org/ethics).

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