

From: Claire Kostohryz <ckostohryz@bridgehousing.com>
Sent: Friday, August 7, 2020 1:34 PM
To: Huggins, Monica (CPC) <monica.huggins@sfgov.org>; Ali Janjua <ajanjua@bridgehousing.com>
Cc: ECN, BalboaReservoirCompliance (ECN) <balboareservoircompliance.ecn@sfgov.org>; Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>; Steven Vettel <SVettel@fbm.com>; Nora Collins <nora_collins@avalonbay.com>
Subject: RE: NOD filing for Balboa Reservoir

Hi Monica,

I am looping in our accountant Ali who is helping get the check cut and sent. If it is sent out on 8/10 is there a better address that we should send it to?

Ali – could you give us an update on when someone will be in the office and able to mail the check?

Claire Kostohryz | Project Administrator
BRIDGE Housing | 600 California Street, Suite 900 | San Francisco, CA 94108
T: 415.321.4013 | F: 415.495.4898 | bridgehousing.com

From: Huggins, Monica (CPC) [mailto:monica.huggins@sfgov.org]
Sent: Friday, August 7, 2020 1:27 PM
To: Claire Kostohryz <ckostohryz@bridgehousing.com>
Cc: ECN, BalboaReservoirCompliance (ECN) <balboareservoircompliance.ecn@sfgov.org>; Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>; Steven Vettel <SVettel@fbm.com>; Nora Collins <nora_collins@avalonbay.com>
Subject: RE: NOD filing for Balboa Reservoir

Hello Claire,

Just circling back, do we have an ETA on when fees will be sent to 1650? Monday 8/10 is the last day we are allowed in the building.

Thank You Claire,

Monica Huggins
Administrative Assistant
Environmental Planning

San Francisco Planning
PLEASE NOTE MY NEW ADDRESS AND PHONE NUMBER AS OF AUGUST 17, 2020:
49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103
Direct: 628.652.7490 | sfplanning.org
San Francisco Property Information Map

IN ORDER FOR US TO MOVE, OUR OFFICE WILL BE CLOSED WITH NO ACCESS TO PHONES OR E-MAIL ON THURSDAY, AUGUST 13 and FRIDAY, AUGUST 14, 2020. WE APPRECIATE YOUR PATIENCE.

Due to COVID-19, San Francisco Planning is not providing any in-person services, but we are operating remotely. Our staff are [available by e-mail](#), and the Planning and Historic Preservation Commissions are convening remotely. The public is [encouraged to participate](#). Find more information on our services [here](#).

From: Huggins, Monica (CPC)
Sent: Wednesday, August 05, 2020 12:59 PM
To: Claire Kostohryz <ckostohryz@bridgehousing.com>
Cc: ECN, BalboaReservoirCompliance (ECN) <balboareservoircompliance.ecn@sfgov.org>; Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>; Steven Vettel <SVettel@fbm.com>; Nora Collins <nora_collins@avalonbay.com>
Subject: RE: NOD filing for Balboa Reservoir

Hello Claire,

Yes the address is correct. Can you provide an ETA? I want be insure that I or a staff member will be there.

Thank You Claire,

Monica Huggins
Administrative Assistant
City and County of San Francisco
Environmental Planning
1650 Mission Street, 4th Floor
San Francisco, CA 94105
415-575-9128
Monica.Huggins@sfgov.org

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From: Claire Kostohryz <ckostohryz@bridgehousing.com>
Sent: Wednesday, August 05, 2020 12:54 PM
To: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Cc: ECN, BalboaReservoirCompliance (ECN) <balboareservoircompliance.ecn@sfgov.org>; Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>; Steven Vettel <SVettel@fbm.com>; Nora Collins <nora_collins@avalonbay.com>
Subject: RE: NOD filing for Balboa Reservoir

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello Monica,

Is the address below where we should send the check?

Monica Huggins
Administrative Assistant

City and County of San Francisco
Environmental Planning
1650 Mission Street, 4th Floor
San Francisco, CA 94105
415-575-9128
Monica.Huggins@sfgov.org

Best,

Claire Kostohryz | Project Administrator
BRIDGE Housing | 600 California Street, Suite 900 | San Francisco, CA 94108
T: 415.321.4013 | F: 415.495.4898 | bridgehousing.com

From: Poling, Jeanie (CPC) [<mailto:jeanie.poling@sfgov.org>]
Sent: Wednesday, August 5, 2020 12:17 PM
To: Steven Vettel <SVettel@fbm.com>; Claire Kostohryz <ckostohryz@bridgehousing.com>; Nora Collins <nora_collins@avalonbay.com>
Cc: ECN, BalboaReservoirCompliance (ECN) <balboareservoircompliance.ecn@sfgov.org>; Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Subject: FW: NOD filing for Balboa Reservoir

Hello project sponsors,

If the Board uphold the EIR certification on August 11, we have until Aug 17 to file the NOD at the County Clerk's office. The NOD filing is complicated by office closures due to COVID and the Planning Department's move, and I considered asking you to handle the filing, but it seems best that we do the filing.

To ensure timely filing, we ask that you deliver the checks to Monica by Aug 10, even though the hearing isn't until Tuesday. (In the unlikely chance the EIR certification isn't upheld, of course we will return the checks to you.)

Please coordinate directly with Monica on delivering the checks.

Thanks,
Jeanie Poling, Senior Environmental Planner
Environmental Planning

San Francisco Planning

PLEASE NOTE MY NEW ADDRESS AND PHONE NUMBER AS OF AUGUST 17, 2020:

49 South Van Ness Avenue, Suite 1400, San Francisco, CA 94103

Direct: 628.652.7559 | www.sfplanning.org

[San Francisco Property Information Map](#)

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From: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Sent: Wednesday, August 5, 2020 12:03 PM
To: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Subject: RE: NOD filing for Balboa Reservoir

That sounds good, the main thing is getting the fees in hand ASAP so I can email and snail mail everything the same day.

Monica Huggins
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Monica.Huggins@sfgov.org

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From: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Sent: Wednesday, August 05, 2020 11:58 AM
To: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Subject: RE: NOD filing for Balboa Reservoir

The hearing isn't til Tuesday, and it might be after COB when they uphold the certification. So I think the soonest the NOD can be signed is Wednesday. Though I can ask the sponsor to deliver the checks on Monday and you can mail them early on Tuesday (after Lisa signs the NOD). OK?

From: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Sent: Wednesday, August 5, 2020 11:53 AM
To: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Cc: Wietgreffe, Wade (CPC) <wade.wietgreffe@sfgov.org>
Subject: RE: NOD filing for Balboa Reservoir

Hi Jeanie, so I checked with the county clerk, they cannot accept messenger/deliveries. The clerk requests by US mail only and there's no interoffice mail service either, I totally understand the time element here it's most unfortunate there isn't an online process with the county clerk.

Can the PS overnight the checks to 1650 by Monday 8/10? I can be in the lobby to pick them up that way I can mail the checks and notice on 8/10.

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From: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Sent: Wednesday, August 05, 2020 11:43 AM
To: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Cc: Wietgreffe, Wade (CPC) <wade.wietgreffe@sfgov.org>
Subject: Re: NOD filing for Balboa Reservoir

Yes. Thanks for checking with them.

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From: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Sent: Wednesday, August 5, 2020 11:37:53 AM
To: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Cc: Wietgreffe, Wade (CPC) <wade.wietgreffe@sfgov.org>
Subject: RE: NOD filing for Balboa Reservoir

Clarifying...are you saying that you want to send the PS the pdf of the signed notice, have them make 4 copies and mail these and their checks to the county clerk? In terms of the "original" this might be moot.

I don't know if they can be messengered though, as the office is closed to the public which is why they want these notices and checks mailed.

I'll update you once I get confirmation from the clerk's office.

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From: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Sent: Wednesday, August 05, 2020 11:29 AM
To: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Cc: Wietgreffe, Wade (CPC) <wade.wietgreffe@sfgov.org>
Subject: RE: NOD filing for Balboa Reservoir

Looks like they accept filing by mail. <https://sfgov.org/countyclerk/environmental-impact-documents>

I'll ask the sponsor to do the actual filing, though it's not clear if the NOD with an electronic signature is considered the "original" or if they can send it by delivery service instead of US Mail.

From: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Sent: Wednesday, August 5, 2020 11:22 AM
To: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Cc: Wietgreffe, Wade (CPC) <wade.wietgreffe@sfgov.org>
Subject: RE: NOD filing for Balboa Reservoir

No Jeanie the county clerk's office is still closed. I don't know their process for payment but they do post documents electronically. I am waiting on a response from IT regarding 8-13 to 14 with no VPN. I'll let you know.

Thanks!

Monica Huggins
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From: Poling, Jeanie (CPC) <jeanie.poling@sfgov.org>
Sent: Wednesday, August 05, 2020 11:15 AM
To: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Cc: Wietgreffe, Wade (CPC) <wade.wietgreffe@sfgov.org>
Subject: RE: NOD filing for Balboa Reservoir

The county clerk will post the document on the day they receive fee payment, not the day we email the notice and fee scan

Does that mean their office is open and they are accepting the NOD filing and checks?

From: Poling, Jeanie (CPC)
Sent: Wednesday, August 5, 2020 11:13 AM
To: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Cc: Wietgreffe, Wade (wade.wietgreffe@sfgov.org) <wade.wietgreffe@sfgov.org>
Subject: NOD filing for Balboa Reservoir

Hi Monica,

Assuming the BOS upholds the EIR certification on Aug 11, the deadline for filing the Balboa Reservoir NOD is Monday, Aug 17. We won't be getting/receiving email on Aug 13 and 14 due to the office move. I can have Lisa sign the NOD on Wednesday and then ask the sponsor to take care of the filing and check submittal, OK? How and where should they submit the actual checks?

Thanks,
Jeanie

From: Huggins, Monica (CPC) <monica.huggins@sfgov.org>
Sent: Wednesday, August 5, 2020 10:53 AM
To: CTYPLN - ENVIRONMENTAL PLANNING <CPC.EnvPlan@sfgov.org>
Subject: Electronic Signatures on NODs/NOEs
Importance: High

Good Morning Everyone,

The county clerk now accepts electronic signatures for NODs/NOEs. Once the notice has been e-signed please send a pdf of the notice to myself and Virna, Virna or myself will mail the required copies and fee payments when we are in the office, we will also email the notice and a scanned pdf of the fee payment.

Starting on Monday Aug 17th, we'll have mail access again at 49 SVN. So, if a Project Sponsor has a check or a physical document, they can drop it off at our offices (in the same way as they currently do). Basically, our Reception Desk opens as it was in 1650 Mission. It will be a little chaotic in the first week so stay tuned.

Please reach out if you have questions.

Monica Huggins
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Monica.Huggins@sfgov.org

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