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**From:** Joe Kirchofer <Joe\_Kirchofer@avalonbay.com>  
**Sent:** Sunday, June 02, 2019 3:02 PM  
**To:** Hong, Seung Yen (CPC); Kearstin Dischinger  
**Cc:** Exline, Susan (CPC); Lutenski, Leigh (ECN); Shahamiri, James (MTA); Paine, Carli (MTA)  
**Subject:** RE: Balboa off-street loading next steps

Hi Seung Yen –

Sorry for the delay on this. I know I owed it to you last week.

I am working on it and should have something to you for review by end of this coming week.

Thanks  
-Joe

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**From:** Hong, Seung Yen (CPC) [mailto:seungyen.hong@sfgov.org]  
**Sent:** Thursday, May 30, 2019 2:38 PM  
**To:** Kearstin Dischinger <kdischinger@bridgehousing.com>; Joe Kirchofer <Joe\_Kirchofer@avalonbay.com>  
**Cc:** Exline, Susan (CPC) <susan.exline@sfgov.org>; Lutenski, Leigh (ECN) <leigh.lutenski@sfgov.org>; Shahamiri, James (MTA) <James.Shahamiri@sfmta.com>; Paine, Carli (MTA) <Carli.Paine@sfmta.com>  
**Subject:** [EXT] RE: Balboa off-street loading next steps

Hi Joe and Kearstin,

Could you let us know when you can provide us with the draft loading strategy?

Thanks!

Seung-Yen  
Tel: 415 575 9026

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**From:** Hong, Seung Yen (CPC)  
**Sent:** Thursday, April 18, 2019 3:09 PM  
**To:** Kearstin Dischinger <kdischinger@bridgehousing.com>; 'Joe Kirchofer' (Joe\_Kirchofer@avalonbay.com) <Joe\_Kirchofer@avalonbay.com>  
**Cc:** Exline, Susan (CPC) <susan.exline@sfgov.org>; Lutenski, Leigh (ECN) <Leigh.Lutenski@sfgov.org>; Shahamiri, James (MTA) <James.Shahamiri@sfmta.com>; Paine, Carli (MTA) <Carli.Paine@sfmta.com>  
**Subject:** RE: Balboa off-street loading next steps

Good catch Kearstin. Corrected below.

Seung-Yen  
Tel: 415 575 9026

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**From:** Kearstin Dischinger <kdischinger@bridgehousing.com>  
**Sent:** Thursday, April 18, 2019 2:52 PM  
**To:** Hong, Seung Yen (CPC) <seungyen.hong@sfgov.org>; 'Joe Kirchofer' (Joe\_Kirchofer@avalonbay.com) <Joe\_Kirchofer@avalonbay.com>

**Cc:** Exline, Susan (CPC) <[susan.exline@sfgov.org](mailto:susan.exline@sfgov.org)>; Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)>; Shahamiri, James (MTA) <[James.Shahamiri@sfmta.com](mailto:James.Shahamiri@sfmta.com)>; Paine, Carli (MTA) <[Carli.Paine@sfmta.com](mailto:Carli.Paine@sfmta.com)>

**Subject:** RE: Balboa off-street loading next steps

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Thanks. Can you please clarify this sentence? When I read it I wasn't sure if you meant to say off street in places you said on street loading. Thanks, K

While the change to the EIR project description regarding off-street loading itself may not cause secondary effects outside of the project site that may affect our CEQA analysis for the EIR, we still would like to discuss this loading consideration in the EIR and then state that not providing any **off** street loading would not cause any secondary impacts in the EIR.

Kearstin Dischinger | Project Manager and Policy Planner  
BRIDGE Housing | 415.321.3515

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**From:** Hong, Seung Yen (CPC) [<mailto:seungyen.hong@sfgov.org>]

**Sent:** Thursday, April 18, 2019 2:48 PM

**To:** 'Joe Kirchofer' ([Joe\\_Kirchofer@avalonbay.com](mailto:Joe_Kirchofer@avalonbay.com)) <[Joe\\_Kirchofer@avalonbay.com](mailto:Joe_Kirchofer@avalonbay.com)>; Kearstin Dischinger <[kdischinger@bridgehousing.com](mailto:kdischinger@bridgehousing.com)>

**Cc:** Exline, Susan (CPC) <[susan.exline@sfgov.org](mailto:susan.exline@sfgov.org)>; Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)>; Shahamiri, James (MTA) <[James.Shahamiri@sfmta.com](mailto:James.Shahamiri@sfmta.com)>; Paine, Carli (MTA) <[Carli.Paine@sfmta.com](mailto:Carli.Paine@sfmta.com)>

**Subject:** Balboa off-street loading next steps

Hi Joe and Kearstin,

After discussing internally about the project's off-street loading, here's our proposed next steps:

1. Sponsor to review the attached off-street loading examples and the SFMTA's curbside use policy below:
  - a. Color curb policies: <https://www.sfmta.com/getting-around/drive-park/color-curbs> [sfmta.com]
  - b. Residential moves will need to utilize temporary no parking signs: <https://www.sfmta.com/permits/temporary-signage> [sfmta.com]
2. Sponsor to submit a draft loading plan that specifies the following:
  - a. Anticipated loading demand for each building and plans to accommodate the demand (including passenger loading, commercial loading, trash pick-up, move ins/outs)
  - b. Anticipated truck sizes and loading frequency for each building
  - c. Waste/recycle collection and loading plan (e.g. compactors v. dumpsters, where it goes, how it gets to the street, etc)
3. Planning and SFMTA to review the draft loading plan and discuss which building can justify the exemption of the off-street loading requirement.

While the change to the EIR project description regarding off-street loading itself may not cause secondary effects outside of the project site that may affect our CEQA analysis for the EIR, we still would like to discuss this loading consideration in the EIR and then state that not providing any **off** street loading would not cause any secondary impacts in the EIR.

In sum, we'd like to complete the three steps sooner than later 1) to help the EIR discussion and 2) to ensure the DSG includes necessary design guidelines around off-street loading, understanding that the determination of the off-street loading exemption will be made by the Planning Commission based on staff recommendation and justification early next year.

Let's discuss the timeline of these steps at our Monday check-in call.

Please let me know if you have any questions about the proposed steps or the process in general.

Thanks,

**Seung-Yen Hong, LEED Green Associate**  
Urban Designer/Planner, City Design Group

**Direct:** 415-575-9026 | **Fax:** 415-558-6409

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San Francisco, CA 94103

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