



SAN FRANCISCO PLANNING DEPARTMENT

Meeting AGENDA

Balboa Reservoir Project / Case No. 2018-007883ENV

Tuesday, August 14, 2018, 11:00 a.m. to 12:00 p.m.

Conference Call **[Note new number and code]**

Dial in number: **1-844-621-3956**

Access Code: **805 988 530**

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

Invited Participants

Name	Affiliation	In attendance?
Jeanie Poling	SF Environmental Planning	
Wade Wietgreffe	SF Environmental Planning	
Elizabeth White	SF Environmental Planning	
Jennifer McKellar	SF Environmental Planning	
Jeremy Shaw	SF Planning	
Jeff Horn	SF Planning	
Robb Kapla	SF City Attorney	
Joel Roos	Pacific Union Development Company	
Joe Kirchofer	Avalon Bay Communities	
Karen Murray	Van Meter Williams Pollack	
Steve Vettel	Farella Braun + Martel LLP	
Kearstin Dischinger	BRIDGE Housing	
Tim Erney	Kittelson & Associates, Inc.	
Amanda Leahy	Kittelson & Associates, Inc.	
Mike Alston	Kittelson & Associates, Inc.	
Susan Yogi	ESA	
Karl Heisler	ESA	

1. Status of Action Items (see last page)

2. Project Description

Critical path items:

- Higher Density Assumption
- Construction and operational data needs:
 - Base Density (in progress)
 - Higher Density – discuss assignment

3. Scope of Work

- EP comments on AQTR and Noise scopes of work due to ESA on 8/20/18.
- EP comments on Transportation scope of work due to Kittelson on 8/23/18.

4. Schedule

5. Upcoming Deliverables and Issues

- Shadow scope of work
- Administrative Draft 1 - NOP

6. Tracking Action Items

7. Confirmation of Next Meeting

Action Item	Critical Path Item?	Responsibility	Due Date	Status	Delivered Date/Comments
ESA					
Distribute revised schedule w/ EP's edits from 7/17/18 meeting		Susan	Friday, July 20, 2018	Completed	Sent out on 7/23/18
NOP and Project Description	X	ESA/Susan/Karl	Thursday, August 2, 2018	In Progress	Due date TBD pending receipt of High Density Assumption info. Per 7/31/18 call, n
Draft AQIR/HRA Scope	X	ESA/Brian	Monday, July 30, 2018	Completed	Submitted 7/30/18
Noise Scope		ESA/Chris	Monday, August 6, 2018	Completed	EP received it on 8/6/18
Draft Shadow Scope		ESA/Karl	Monday, August 6, 2018	In Progress	Due date TBD pending receipt of High Density Assumption info.
Sponsor Team					
Complete construction data request	X	Joe/Joel	Tuesday, July 31, 2018	In Progress	Received 7/25/18. ESA followed up with questions and requested additional inform detailed breakdown.
Complete operational data request	X	Joel	Mid-August	In Progress	
Submit Maher application		Joel	July	In Progress	
Coordinate site visit		Kearstin	Aug 7 or 14, 2018	Completed	Per Jeanie, morning of Aug 7 or 14, 2018, in place of our conference call
Kittelson					
Prepare and submit draft scope of work	X	Tim/Mike/Amanda	Monday, July 30, 2018	Completed	Submitted 7/30/18
EP Action Items					
City Policy Assumption information	X	Jeremy	Wednesday, July 25, 2018	In Progress	7/31/18 meeting - a few details to work out. Anticipate it will be ready this week.
Set transportation scoping meeting		Liz		Completed	Scheduled for 8/16/18
Schedule and confirm a meeting with CCSF		Jeremy	by end of August	In Progress	7/17/18 meeting - Jeremy to follow up again with CCSF.
Confirm City attendees for site visit w/ sponsor team		Jeanie		Completed	Jeanie, Stephanie, Liz, Wade, Jen, Jeff