



SAN FRANCISCO PLANNING DEPARTMENT



Action Item



Approach for Analysis

Meeting NOTES

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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**

Invited Participants

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

1. Status of Action Items (see last page)

Discussed under respective topic areas below.

2. Project Description

Critical path items:

- Higher Density Assumption
 - EP provided High Density Assumption diagrams. Jeremy will prepare a narrative for the high density assumption by the end of the week.
 - Jeremy provided a summary of the High Density Assumption:
 - Total parking is 650 spaces as requested by sponsor
 - Same street network as the Base Density Assumption
 - In general, most blocks would be a maximum of one story taller than Base Density; heights may vary within blocks
 - Spread footing foundation and no deep pile foundation systems (same as Base Density)
 - Likely to involve somewhat less fill than Base Density; Joel to evaluate further
 - Reduced average unit size compared to the Base Density Assumption
 - 4-story townhomes along West Street frontage (vs 3-stories for Base Density)
 - Block J includes a 4 to 5-story building (vs 2 to 3-story townhomes for Base Density) at the southwest corner
 - The buildings would be under 85 feet. Jeanie will confirm that no quantification of wind is needed.
- Construction and operational data needs:
 - Base Density (in progress)
 - Joel is working with the sponsor team to provide a detailed breakdown showing the construction schedule and equipment by the end of the week.
 - Project will aim to recycle asphalt and base rock onsite to balance fill/excavation onsite.
 - Sponsor team developed a matrix to estimate utilities, operational information. This will be set up so that the High Density Assumption numbers can be plugged in. The operational information will be ready in 3 weeks.
 - Higher Density – discuss assignment

- Other items:
 - Shadow
 - The Initial Study should include diagrams calling out the differences between the Base and High Density Assumptions. However, no stand-alone shadow scope is needed, per Jeanie, as there will be no net new shadow on either Rec & Park properties or public library courtyard. Qualitative analysis in Initial Study is sufficient, with focus on shadow on Unity Plaza.
 - Jeanie will send drawings from Citywide group to Joel and Susan for the High Density Assumption.
 - Joel/Karen to coordinate with Citywide group for High Density Assumption information.

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

- Susan to revise schedule to update WSA timing, add Archeological Sensitivity Assessment, and NOP. Susan and Jeanie to discuss timing of NOP.

5. Upcoming Deliverables and Issues

- ~~Shadow scope of work~~ [no longer required, as noted above]
- Administrative Draft 1 – NOP
 - See agenda item 4, above. Jeremy/sponsor team to discuss CAC meeting date(s) and NOP timing.

6. Tracking Action Items

- Action items are highlighted in yellow.

7. Confirmation of Next Meeting

- Conference call on July 24, 2018

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