



SAN FRANCISCO PLANNING DEPARTMENT



Action Item



Approach for Analysis

Meeting NOTES

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Balboa Reservoir Project / Case No. 2018-007883ENV

Tuesday, August 28, 2018, 11:00 a.m. to 12:00 p.m.

Conference Call

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	N
Joel Roos	Pacific Union Development Company	Y
Joe Kirchofer	Avalon Bay Communities	Y
Karen Murray	Van Meter Williams Pollack	Y
Steve Vettel	Farella Braun + Martel LLP	Y
Kearstin Dischinger	BRIDGE Housing	Y
Tim Erney	Kittelson & Associates, Inc.	N
Amanda Leahy	Kittelson & Associates, Inc.	Y
Mike Alston	Kittelson & Associates, Inc.	N
Susan Yogi	ESA	Y
Karl Heisler	ESA	Y

1. Status of Action Items (see last page)

- Joel is preparing the construction data and gantt chart and will provide by COB Wednesday, 8/29.
- Shadow
 - Karen to provide Unity Plaza shadow diagrams to the group for review.

- Karen to confirm there would be no new shadow on the library park.
 - Per EP: Shadow figures should be included in Initial Study.
 - ESA to follow up with sponsor team regarding utilities data request and how much of that information is needed.
 - Kittelson is scheduled to take counts and field observations this week.
 - Contact with SFFD Station 15 to be handled through Emily Lesk at Mayor's Office of Economic & Workforce Development.
2. AB 900
- Sponsor team is still evaluating and discussing internally.
 - AB 900 requires a significant administrative effort. EP and ESA need to get set up for it and will need to look at whether it affects schedule.
 - Sponsor team agreed to provide their decision by the end of September.
3. Variants
- Cost/timing of analyzing 1100 and 1300 dwelling units
 - Team agreed that the analysis of 1,100 and 1,550 units would cover the ranges discussed (i.e., 1,300 units); however, if there are impacts from 1,100 units, 800 units will be considered in the EIR *as an alternative*.
 - Sponsor team agreed to combining two of the variants: South Street shifted further south, and the parking garage on the north end of the site.
4. NOP
- The target NOP publish date is 10/10/18. Scoping meeting will be on 10/29 or 10/30 and will be discussed on a future check-in call.
 - Sponsor team to provide NOP-1 comments to Jeanie by 9/6/18.
5. Upcoming Deliverables and Issues
- Draft #2 AQTR/HRA and Noise scopes of work due to EP on 9/4/18
 - Draft Abbreviated Part 1 HRE due to EP on 9/4/18
 - NOP Draft 1 – To be submitted on 8/31/18
6. Tracking Action Items
7. Team Schedules
- Jeanie – out 9/19/18 – 9/28/18
 - Wade – out 9/12/18 – 9/28/18

- Karl – out 10/11/18 – 10/26/18
- Others?

8. Overall project schedule

- Action items are highlighted in yellow.

9. Confirmation of Next Meeting

- Conference call on September 11, 2018

Action Item	Critical Path Item?	Responsibility	Due Date	Status	Delivered Date/Comments
ESA					
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, maintain NOP
Discuss NOP schedule with EP		Susan	Friday, August 17, 2018	In Progress	
Update schedule following discussion with EP		Susan	Friday, August 17, 2018	In Progress	8/14/18 meeting - add ASA into schedule, push out WSA (need operational info)
Draft 2 AQTR/HRA and Noise Scope to EP		ESA/Susan	Tuesday, September 4, 2018	In Progress	
Sponsor Team					
Complete construction data request	X	Joe/Joel	Friday, August 17, 2018	In Progress	Received 7/25/18. ESA followed up with questions and requested additional information. Joe breakdown.
Complete operational data request	X	Joel	Mid-August	In Progress	8/14/18 meeting - Joel is working with sponsor team and design consultants. Ready in ~3 weeks
Submit Maher application		Joel	July	In Progress	8/14/18 meeting - Jelani submitted the application and waiting for receipt.
Shadow diagrams for Base + High Density Assumptions		Joel / VMW		In Progress	
Reach out to Fire Station 15		Joe/Joel		In Progress	from 8/16/18 transportation scoping meeting
Project sponsor/SFMTA/Kittelson to coordinate on neighborhood parking analysis.		Joe/Joel		In Progress	from 8/16/18 transportation scoping meeting
Decide on addition of analysis of automobile delay and/or neighborhood		Joe/Joel		In Progress	from 8/16/18 transportation scoping meeting
Kittelson					
Kittelson to incorporate discussion on items into Draft 2 scope of work and	X	Amanda	Monday, August 20, 2018	Completed	Sent to EP, SFMTA, team on 8/20/18
Kittelson/EP to coordinate on approach for redistribution of existing trips		Amanda	on going	In Progress	
EP Action Items					
City Policy Assumption information	X	Jeremy	Wednesday, July 25, 2018	Completed	7/31/18 meeting - a few details to work out. Anticipate it will be ready this week. Sent on 8/2
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 quantification of wind is not required		Jeanie	Friday, August 17, 2018	Completed	Jeanie confirmed via phone that wind discussion will be qualitative.
Send shadow drawings from Luis (SF Planning) to Joel and Susan		Jeanie	Friday, August 17, 2018	Completed	
Provide City Policy Assumption narrative		Jeremy	Friday, August 17, 2018	Completed	Sent to ESA 8/16/18
AQTR, Noise SOW comments to ESA		Jeanie	Monday, August 20, 2018	Completed	
Transportation SOW comments to Kittelson		Jeanie	Thursday, August 23, 2018	In Progress	
Provide advance approval of Kittelson's data collection	X	Liz?	Friday, August 24, 2018	In Progress	