



SAN FRANCISCO PLANNING DEPARTMENT



Action Item



Approach for Analysis

Meeting NOTES

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Balboa Reservoir Project / Case No. 2018-007883ENV

Tuesday, September 11, 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	N
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
Joel Roos	Pacific Union Development Company	Y
Joe Kirchofer	Avalon Bay Communities	N
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 provided the construction data spreadsheet to Jeanie and Susan. Joel to coordinate with Susan to finalize.
- Kearstin confirmed that the Maher application check will be cut this week.

- Fire Department and auto delay action items are not part of the CEQA analysis and can be removed from the list.
- Sponsor team to provide AB900 decision by end of September.
- Sponsor team to provide air quality scope of work comments by 9/14/18. Josh will transmit EP comments to ESA on 9/25/18 in Jeanie's absence.
- The CCSF Facilities Committee meeting is on 9/24/18. Jeremy to follow up with Jeanie after the meeting on 10/1/18. If data for future projects are not available, EP will decide whether to use the information presented at the hearing.
- Kittelson/EP confirmed approach for redistribution of existing trips the week of 9/3/18.
- Kittelson received travel demand data from EP and will follow up separately with additional questions regarding trip distribution.
- EP provided comments on the noise scope on 9/11/18.

2. Upcoming Deliverables and Issues

- EP comments on Draft #2 Air Quality scope of work and Draft Abbreviated Part 1 HRE due to ESA on 9/25/18.
- EP comments on NOP Draft 1 due to ESA on 9/17/18. ~~EP may be able to provide comments by COB 9/14/18.~~
- EP/ESA to finalize noise scope of work the week of 9/11/18
- Project terminology:
 - Rather than 'assumptions', the team agreed to "Base Project Option" and "City Policy Option"

3. Scoping Meeting

- Scoping meeting will be on Tuesday, 10/30/18 at 6 p.m.
- Jeremy to follow up regarding the location of the meeting
- This meeting will be in the standard EP scoping meeting format to be able to record comments:
 - Joe to present Base Project Option, Jeremy to present City Policy Option, Jeanie to follow with purpose of CEQA and the scoping meeting. Jeremy to coordinate with sponsor team for the presentation.
 - After the presentation is complete, open it up to receive comments on the scope of the EIR.
- Karen/VMW will provide poster boards of the NOP figures.

4. NOA/NOP Distribution

- Jeanie will be the point of contact for receiving public comments.
- Jeanie to provide the 300' radius list, neighborhood group list, and standard EIR list to ESA.
- ESA will distribute hard copies and file the NOP with the State Clearinghouse. EP will file the NOP with the County Clerk.

5. 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
- Amanda – out 9/13/18-9/23/18 (Tim will join next week's meeting in her place)
- Others?

6. Tracking Action Items

- Action items are highlighted in yellow.

7. Confirmation of Next Meeting

- Conference call on September 18, 2018

Action Item	Critical Path Item?	Responsibility	Due Date	Status	Delivered Date/Comments
ESA					
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. J breakdown.
Complete operational data request	X	Joel	Mid-August	Cancelled	8/14/18 meeting - Joel is working with sponsor team and design consultants. Ready in ~3 w up -utility spreadsheet not needed with the exception of a few questions in Karl's email on
Submit Maher application		Joel	July	In Progress	DPH has not received application as of 9/5/18.
Reach out to Fire Station 15		Joe/Joel		In Progress	from 8/16/18 transportation scoping meeting. 8/28/18 meeting - leave until next infrastruc
Project sponsor/SFMTA/Kittelson to coordinate on neighborhood parking analysis.		Joe/Joel		Cancelled	from 8/16/18 transportation scoping meeting. 8/28/18 meeting - not related to CEQA, ther
Decide on addition of analysis of automobile delay and/or neighborhood		Joe/Joel		In Progress	from 8/16/18 transportation scoping meeting
AB 900 Decision		Joe/Joel	End of September	In Progress	
Sponsor team comments on Air Quality SOW and Abbreviated Part 1 Draft		Steve	Friday, September 14, 2018	In Progress	
Kittelson					
Kittelson/EP to coordinate on approach for redistribution of existing trips		Amanda	on going	In Progress	
EP Action Items					
CCSF cumulative assumptions		Jeremy	September	In Progress	9/24 Facilities Committee meeting to present cumulative assumptions.
Transportation SOW comments to Kittelson		Jeanie	Tuesday, September 11, 2018	In Progress	Latest SOW submitted 9/5/18
Provide advance approval of Kittelson's data collection	X	Liz?	Friday, August 24, 2018	In Progress	
Air Quality SOW, Abbreviated Part 1 Draft HRE comments to ESA		Jeanie	Tuesday, September 25, 2018	In Progress	
NOP Draft 1 comments to ESA		Jeanie	Monday, September 17, 2018	In Progress	
Noise scope of work comments to ESA.		Jeanie	Friday, September 7, 2018	In Progress	