



SAN FRANCISCO PLANNING DEPARTMENT

Meeting AGENDA

Balboa Reservoir Project / Case No. 2018-007883ENV

Tuesday, October 23, 2018, 11:00 a.m. to 12:00 p.m.

Conference Call

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	
Jennifer McKellar	SF Environmental Planning	
Jeremy Shaw	SF Planning	
Joel Roos	Pacific Union Development Company	
Joe Kirchofer	Avalon Bay Communities	
Nora Collins	Avalon Bay Communities	
Karen Murray	Van Meter Williams Pollack	
Steve Vettel	Farella Braun + Martel LLP	
Kearstin Dischinger	BRIDGE Housing	
Susan Yogi	ESA	
Karl Heisler	ESA	

1. Scoping Meeting Coordination
 - Scoping Meeting Agenda
 - Checklist (next page)
2. Confirmation of Next Meeting

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SCOPING MEETING CHECKLIST		
Item	Responsibility	Status
Location, Room	Jeremy	Confirmed Lick Wilmerding High School Cafeteria (Ann Maisel Café)
Powerpoint	Sponsor Team, Jeremy, Jeanie	Set internal deadlines
Computer	Karen	10/17/18 note: Susan can bring her laptop as backup.
Projector and screen	Karen	School may provide (Christine to let Jeanie know by Oct 19)
Microphone/podium?	Jeanie	LW has two microphones, a podium, and a PA system. One mic for facilitator/presenter and one for public speaker
Court Reporter	ESA	Reserved court reporter for 10/30.
Table, chair, accessible plug for court reporter	Jeanie	Yes. The cafeteria has plenty of seats and tables and places to plug in
Sign In Sheet	ESA	10
Agenda	ESA	75
Speaker Card	ESA	50
Extra Copies of NOP/NOA	ESA	20-25 copies
Pens for comment forms and speaker cards	ESA	
Sign In table set up	ESA/EP	Yes
Chairs for audience	School has them	Over 180 seats in the cafeteria
Posters of NOP figures 4-7 and Table 1	Karen	
Six easels for NOP figure posters	Karen	
Site visit	Jeanie	Site visit on 10/16/18 - will take photos

