



SAN FRANCISCO PLANNING DEPARTMENT



Action Item



Approach for Analysis

Meeting NOTES

Balboa Reservoir Project / Case No. 2018-007883ENV

Tuesday, October 16, 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	Y
Wade Wietgreffe	SF Environmental Planning	Y
Elizabeth White	SF Environmental Planning	N
Jennifer McKellar	SF Environmental Planning	Y
Jeremy Shaw	SF Planning	Y
Jeff Horn	SF Planning	N
Robb Kapla	SF City Attorney	N
John Malamut	SF City Attorney	N
Emily Lesk	SF Office of Economic and Workforce Development	N
Joel Roos	Pacific Union Development Company	Y
Joe Kirchofer	Avalon Bay Communities	Y
Nora Collins	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	N

1. Status of Action Items (see last page)

- Kittelson will address/follow up trip distribution and assignment questions from the transportation meeting on 10/15/18. Steve V. will submit sponsor team TDM memo comments to Liz.
- AB900 – EP has discussed internally and will revisit the schedule after the NOP comment period has closed.
- Jeremy to provide cumulative project assumptions for City College.
- Susan to send out a new Doodle poll for Thursday mornings

2. Upcoming Deliverables and Issues

- Construction equipment and schedule
 - Joel provided updated information to Susan and Jeanie on 10/16/18. Susan and Joel to coordinate and have a separate call this week.
- Water Supply Assessment Calculations due to ESA by 10/16/18
 - Joel and Karen to follow up with BKF on the calculation spreadsheet status.
- Water Supply Assessment Memo due to EP by 10/30/18
- GHG Checklist by end of October
 - Susan provided draft of GHG checklist to the sponsor team on 10/12/18 for input. Sponsor team input is due to ESA the week of 10/30.
- Cloud Circle extension
 - Wade: There was a comment at the 10/15/18 transportation meeting that the sponsor presented plans that show the access road aligned with North Drive and Cloud Circle at City College. It is unclear whether the project sponsor would construct that road.
 - Joe/Kearstin: Sponsor team would like to study both access road alignments as options. The responsibilities for constructing this road would be through a separate agreement or part of the development agreement.
 - This will likely be a new variant. The team will need discuss how to analyze this during another meeting.
 - Wade: The NOP was already published with the variants. Any changes such as this needs to be brought up with EP as it could affect the analysis.
 - Susan to coordinate with Karen and determine which figure should be updated to depict the alignment option.
- Joel confirmed ArcheoTec will submit a draft report the first week of November.

3. Team Schedules

- Karl – out 10/11/18 – 10/26/18
- Susan – out 11/23/18 – 11/30/18
- Steve – out 10/15/18 – 10/19/18 (available to call in if needed)

4. Tracking Action Items

- Action items are highlighted in yellow.

5. Scoping Meeting

- Jeanie is visiting the site to see the room layout and will take photos.
- Plan for attendance of approximately 75 people
- Jeanie, Jeremy, sponsor team to coordinate on the presentation slides.

6. Confirmation of Next Meeting

- Conference call on 10/23/18
- Calls will be moved to Thursdays starting 11/1/18 and pending poll results

Action Item	Critical Path Item?	Responsibility	Due Date	Status	Delivered Date/Comments
ESA					
GHG Checklist		Susan/ESA	end of October	In Progress	ESA to coordinate with sponsor team.
Coordinate with Karen re: NOP and EIR figures		Susan	October	In Progress	Coordinating with Karen on final edits the week of 10/15/18
Doodle poll for moving call to Wednesdays		Susan/ESA	Week of 10/15/18	In Progress	
Admin Draft Initial Study		ESA	Monday, December 10, 2018		Confirm checklist format with Jeanie by 10/19/18
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. Joel is preparing a more detailed 8/14/18 - this will be provided this week. 9/18/18 meeting - sponsor team is discussing this week.
AB 900 Decision		Joe/Joel	End of September	In Progress	
Provide poster boards of NOP figures		Karen	Tuesday, October 30, 2018	In Progress	
Completed SFPUC WSA calculator to ESA		Joe/Joel	Tuesday, October 16, 2018	In Progress	
Kittelson					
Travel demand memo		Amanda	Friday, October 5, 2018	Completed	Submitted on 10/5/18
EP Action Items					
CCSF cumulative assumptions		Jeremy	Monday, October 1, 2018	In Progress	9/24 Facilities Committee meeting to present cumulative assumptions. 9/11/18 meeting - Jeremy to follow up with Je
Coordinate with sponsor team for scoping meeting presentation		Jeremy	by mid-October	In Progress	
Section 21099 Checklist		Jeanie	Monday, November 12, 2018	In Progress	
EP to confirm that HRE is considered final		Stephanie	Wednesday, October 10, 2018	Completed	Confirmed final 10/3/18 by Stephanie