

THIS PRINT COVERS CALENDAR ITEM NO. 10.3

**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY**

DIVISION: Sustainable Streets

BRIEF DESCRIPTION:

Approving permitted commuter shuttle bus zone modifications associated with the Commuter Shuttle Program.

SUMMARY:

- The SFMTA Board of Directors has authority to adopt changes to parking and traffic regulations.
- On March 1, 2016, the SFMTA Board adopted revisions to the Commuter Shuttle Program which permits eligible commuter shuttle operators to use a designated network of stops in San Francisco. The current Commuter Shuttle Program went into effect on April 1, 2016 and will expire on March 31, 2017.
- The current Commuter Shuttle Program was established after an 18-month pilot program that evaluated a regulatory framework for commuter shuttles in San Francisco. The current Program includes a number of changes, including a requirement that shuttles over 35 feet in length travel only on Caltrans-designated arterial streets.
- The requested change would extend a bus zone, designate it for use by permitted commuter shuttles, and rearrange loading and parking spaces on the east side of Divisadero Street between Pine and Bush Streets.
- The San Francisco Planning Department has determined that the Commuter Shuttle Program is exempt from environmental review and that the proposed stop changes do not represent a substantial modification of the Program.

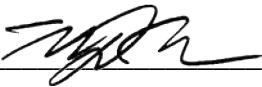
ENCLOSURES:

1. SFMTAB Resolution
2. Map of proposed commuter shuttle zone change
3. Diagram of proposed parking changes

APPROVALS:

DATE

DIRECTOR



11/21/16

SECRETARY



11/21/16

ASSIGNED SFMTAB CALENDAR DATE: December 6, 2016

PAGE 2.

PURPOSE

Approve permitted commuter shuttle bus zone modifications to support the Commuter Shuttle Program.

STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES

This action supports the following SFMTA Strategic Plan Goal and Objectives:

Goal 1: Create a safer transportation experience for everyone

Objective 1.3: Improve the safety of the transportation system.

Goal 2: Make transit, walking, bicycling, taxi, ridesharing and carsharing the preferred means of travel

Objective 2.3: Increase use of all non-private auto modes

This action supports the following Transit First Policy Principles:

1. To ensure quality of life and economic health in San Francisco, the primary objective of the transportation system must be the safe and efficient movement of people and goods.
9. The ability of the City and County to reduce traffic congestion depends on the adequacy of regional public transportation. The City and County shall promote the use of regional mass transit and the continued development of an integrated, reliable, regional public transportation system.
10. The City and County shall encourage innovative solutions to meet public transportation needs wherever possible and where the provision of such service will not adversely affect the service provided by the Municipal Railway.

DESCRIPTION

Commuter Shuttle Program Overview

On March 1, 2016, the SFMTA Board approved revisions to the Commuter Shuttle Program which permits eligible commuter shuttle operators to use a designated network of stops including both designated Muni stops and a number of permitted commuter shuttle-only loading zones in San Francisco. The current Commuter Shuttle Program went into effect on April 1, 2016 and will expire on March 31, 2017.

The SFMTA conducted an 18-month pilot from August 2014 through January 2016 to evaluate a regulatory framework in which eligible commuter shuttle operators that pay a fee and comply with permit terms are permitted to stop in designated shared Muni zones and shuttle-only loading zones. The new Commuter Shuttle Program expanded on the Pilot and will inform any future changes in commuter shuttle regulation.

PAGE 3.

The 2016-2017 program includes the following characteristics:

- A network of up to 125 shuttle stop locations, including shared Muni zones and shuttle-only loading zones
- Large shuttles over 35 feet in length may travel and load only on the arterial network as designated by the California Department of Transportation
- Shuttle service providers apply for a permit to use network, and pay a permit fee based on the number of stops made at authorized locations, with the permit fee covering the SFMTA's costs for administering and enforcing the program
- Permittees are responsible for ensuring that their operators comply with agreed-upon operating guidelines
- Shuttles must display permit placards on four sides of vehicle and display a “how is my driving?” sticker
- The program is enforced by SFMTA Parking Control Officers and Muni Inspectors, including a dedicated team of Parking Control Officers focused solely on commuter shuttles
- Permittees are required to share data on operations with the SFMTA, following specifications established by the SFMTA
- Permittees must submit a Service Disruption Prevention Plan with their permit application

The Commuter Shuttle Program includes clear and enforceable guidelines for shuttle loading and unloading which lead to increased safety when shuttles interact with other road users, reduced vehicle miles traveled (VMT) and associated emissions reduction and lessening of congestion, as well as minimal impact on Muni service.

Divisadero Street and Bush Street Location

Currently there are several commuter shuttle zones serving the Divisadero Street corridor in the northbound direction including zones on Divisadero Street at California Street, Geary Boulevard, Eddy Street and Oak Street. In accordance with program rules that stipulate that shuttle vehicles over 35 feet can only travel along Caltrans-designated arterial streets, large shuttle vehicles that utilize the shuttle zone on Divisadero Street at California Street in the northbound direction must continue traveling along Divisadero Street and make a right hand turn onto Broadway Street. Given the steep grade of Divisadero Street between California Street and Broadway, shuttle vehicles have had difficulty traveling in this area and SFMTA has heard reports of shuttles getting stuck, blocking traffic and creating a safety hazard.

The SFMTA is proposing to remove the Muni stop at the northeast corner of Divisadero Street and California Street from the commuter shuttle network and replace it with a zone at the northeast corner of Divisadero Street and Bush Street. Shuttle vehicles would share the existing Muni bus stop at this location, and the stop would be extended in order to ensure sufficient space is available for a commuter shuttle and a Muni bus to pull to the curb at the same time. One parking space would be removed in order to extend the bus stop to the standard length for one bus to pull to the curb. Two

PAGE 4.

additional parking spaces would be restricted between 5 PM and 9 PM Monday through Friday, providing sufficient room for two buses or shuttles to pull out of traffic at the same time.

In addition to extending the bus stop, this proposal would reconfigure the loading and parking spaces along the rest of the block. Currently, one yellow metered commercial loading zone is located just north of the bus stop, and one is located just south of Pine Street. These loading zones are the length of standard parking spaces, so trucks loading on this block often double-park while loading. The proposal would move these loading zones so that the two would be adjacent to each other just north of the bus stop, providing sufficient room for a truck to pull to the curb. The proposal would also retain the existing green 30-minute metered parking space and add one additional 30-minute parking space, encouraging parking turnover during the day along this busy commercial block.

The proposed item was presented at a duly noticed public hearing on October 14, 2016.

These changes require SFMTA Board approval:

- A. RESCIND – ABILITY OF PERMITTED COMMUTER SHUTTLE BUS TO USE MUNI BUS ZONE - Divisadero Street, east side, from California Street to 75 feet northerly
- B. ESTABLISH – BUS ZONE - Divisadero Street, east side, from Bush Street to 90 feet northerly (extends bus zone from 68 feet to 90 feet north of Bush Street, removes one yellow metered loading zone #1810)
- C. ESTABLISH – PART-TIME BUS ZONE, 5 PM TO 9 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 90 feet to 134 feet north of Bush Street (removes one green 30-minute metered space #1812-G and removes one general metered parking space #1814)
- D. ESTABLISH – ABILITY OF PERMITTED COMMUTER SHUTTLE BUS TO USE MUNI BUS ZONE - Divisadero Street, east side, from Bush Street to 134 feet northerly
- E. RESCIND – YELLOW METERED LOADING ZONE, 30-MINUTE TIME LIMIT, 8 AM TO 6 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 5 feet to 30 feet south of Pine Street (rescinds yellow metered loading zone #1830, to become general metered parking)
- F. ESTABLISH – YELLOW METERED LOADING ZONE, 30-MINUTE TIME LIMIT, 8 AM TO 6 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 134 feet to 178 feet north of Bush Street (establishes two yellow metered loading zones, rescinds general metered parking spaces #1818 and #1820)
- G. ESTABLISH – GREEN METERED PARKING, 30-MINUTE TIME LIMIT, 9 AM TO 6 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 50 feet to 94 feet south of Pine Street (establishes two green metered parking spaces, rescinds general metered parking spaces #1822 and #1826)

STAKEHOLDER ENGAGEMENT

Before proposing a stop at this location, SFMTA staff contacted businesses located along the block of Divisadero Street between Bush Street and Pine Street. Staff provided flyers about the proposal and

PAGE 5.

discussed it with business owners. Some business owners along the block expressed concern about parking loss associated with the proposal, while others had no objections

This item was discussed at the October 14, 2016 engineering public hearing. Prior to the hearing, notices were posted on nearby light poles and mailed to all addresses a one- to two-block radius of the proposed stop. Two people testified at the hearing, and two additional residents and business owners provided comments. Concerns raised included parking loss and potential noise and quality-of-life impacts of commuter shuttles on this block.

Originally, staff proposed extending the bus zone by three parking spaces full-time. In response to comments by neighbors and business owners, SFMTA amended the proposal, restoring two of those parking spaces to regular metered parking except during the afternoon and evening weekday peak period.

ALTERNATIVES CONSIDERED

The SFMTA carefully considered a number of potential locations before proposing the creation of this new commuter shuttle zone. Alternatives were evaluated based on a number of criteria, with the highest priority being the safety of people walking, biking and driving in the area. Specific factors include, among others:

- Adjacency to an intersection – shuttle zones located at the “near-side” of an intersection can obstruct right-turning drivers’ view of pedestrians in a crosswalk
- Curb access – tree limbs or extending over the roadway or zones located in the middle of a block can prevent shuttles from pulling all the way to the curb, leading to blocked travel lanes
- Driveways and parking – the SFMTA works to minimize shuttle zones’ impact on driveways and on neighborhood parking supply
- Reduction of conflicts between Muni buses and commuter shuttle vehicles
- Minimizing impacts to street trees

Specific alternatives considered include the following locations:

- Divisadero and California Streets, northeast corner: Existing stop. Shuttles over 35 feet in length must continue along Divisadero Street to Broadway after stopping here in order to stay on the Caltrans-designated arterial street network, travelling over an extremely steep portion of Divisadero Street where SFMTA has heard reports of shuttles getting stuck.
- Divisadero and Pine Streets, northeast corner: A shuttle stop here would be located directly in front of single-family homes and would block several driveways.
- Divisadero and Sutter Streets, northeast corner: Sharing the Muni stop here would lead to similar parking impacts to the current proposal in front of small businesses, and would leave a very large gap in shuttle service as the next shuttle stops to the north are on Lombard Street.
- Divisadero and Sutter Streets, southeast corner: A shuttle stop here would be located at the “near-side” of the intersection. Shuttles loading here would block right-turning drivers’ view of pedestrians entering the crosswalk, a particular concern due to the adjacent medical institution. It would also leave the large gap in service described above.

PAGE 6.

- Divisadero and Post Streets, northeast corner: A shuttle stop here would displace a blue disabled parking space and block a driveway in front of a medical institution. It would also result in the large gap in shuttle service described above.

FUNDING IMPACT

All costs associated with the Commuter Shuttle Program are recovered through the Designated Stop Use and Permit Fee.

ENVIRONMENTAL REVIEW

On October 22, 2015, the San Francisco Planning Department determined (Case Number 2015-007975ENV) that the Commuter Shuttle Program is categorically exempt from CEQA pursuant to Title 14 of the California Code of Regulations Section 15301 and Section 15308.

The Planning Department's determination is on file with the Secretary to the SFMTA Board of Directors.

OTHER APPROVALS RECEIVED OR STILL REQUIRED

The City Attorney's Office has reviewed this calendar item.

RECOMMENDATION

Staff recommends that the SFMTA Board of Directors approve the proposed bus zone and parking modifications, to remain in effect for the duration of Commuter Shuttle Program.

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. _____

WHEREAS, The San Francisco Municipal Transportation Agency has identified a need for parking and traffic modifications in support of the Commuter Shuttle Pilot program as follows:

- A. RESCIND – ABILITY OF PERMITTED COMMUTER SHUTTLE BUS TO USE MUNI BUS ZONE - Divisadero Street, east side, from California Street to 75 feet northerly
- B. ESTABLISH – BUS ZONE - Divisadero Street, east side, from Bush Street to 90 feet northerly (extends bus zone from 68 feet to 90 feet north of Bush Street, removes one yellow metered loading zone #1810)
- C. ESTABLISH – PART-TIME BUS ZONE, 5 PM TO 9 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 90 feet to 134 feet north of Bush Street (removes one green 30-minute metered space #1812-G and removes one general metered parking space #1814)
- D. ESTABLISH – ABILITY OF PERMITTED COMMUTER SHUTTLE BUS TO USE MUNI BUS ZONE - Divisadero Street, east side, from Bush Street to 134 feet northerly
- E. RESCIND – YELLOW METERED LOADING ZONE, 30-MINUTE TIME LIMIT, 8 AM TO 6 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 5 feet to 30 feet south of Pine Street (rescinds yellow metered loading zone #1830, to become general metered parking)
- F. ESTABLISH – YELLOW METERED LOADING ZONE, 30-MINUTE TIME LIMIT, 8 AM TO 6 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 134 feet to 178 feet north of Bush Street (establishes two yellow metered loading zones, rescinds general metered parking spaces #1818 and #1820)
- G. ESTABLISH – GREEN METERED PARKING, 30-MINUTE TIME LIMIT, 9 AM TO 6 PM, MONDAY THROUGH FRIDAY - Divisadero Street, east side, from 50 feet to 94 feet south of Pine Street (establishes two green metered parking spaces, rescinds general metered parking spaces #1822 and #1826)

WHEREAS, On October 22, 2015, the San Francisco Planning Department determined (Case Number 2015- 007975ENV) that these traffic and parking modifications are categorically exempt from CEQA pursuant to Title 14 of the California Code of Regulations Section 15301 and Section 15308; and,

WHEREAS, The Planning Department’s determination is on file with the Secretary to the SFMTA Board of Directors; and,

WHEREAS, The Commuter Shuttle Program established by the SFMTA Board of Directors calls for the creation of a network of designated stops, composed of shared existing Muni zones, and to include extensions of existing Muni zones and permitted commuter shuttle only loading zones as needed; and,

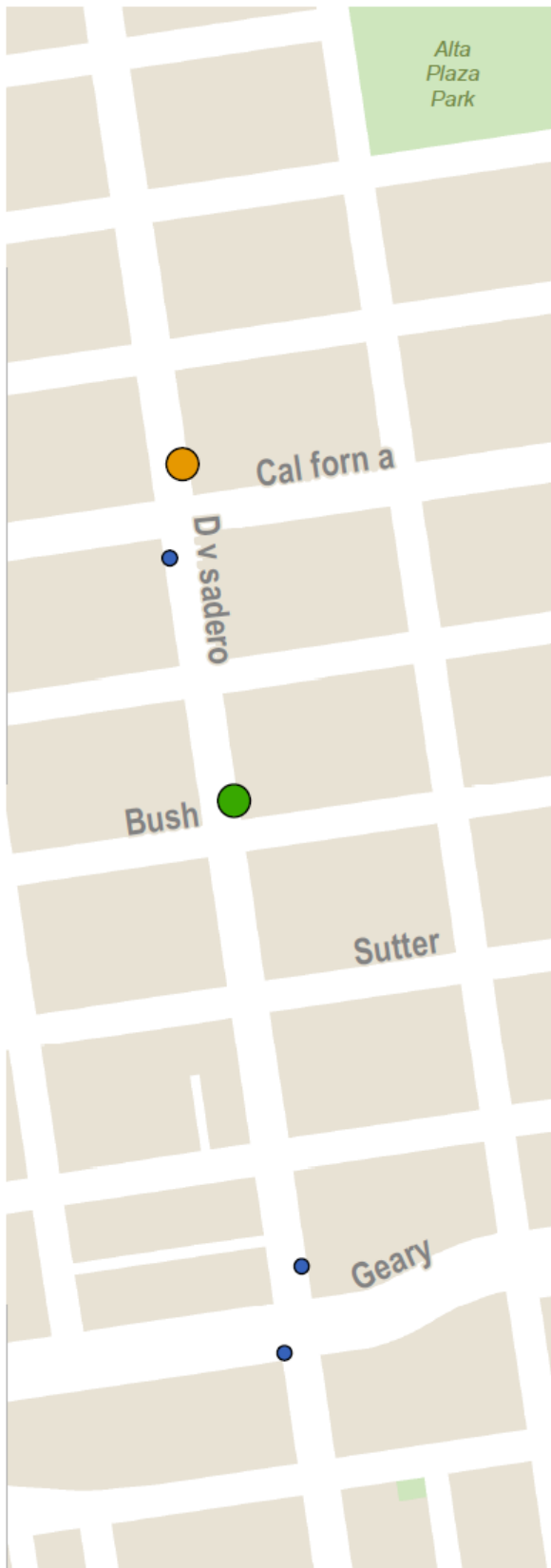
PAGE 8.

WHEREAS, The public has been notified about the proposed parking modifications and has been given the opportunity to comment on those modifications through the public hearing process; now, therefore be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors approves the permitted commuter shuttle bus zone modification listed as A-G above, to remain in effect for the duration of Commuter Shuttle Program.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of December 6, 2016.

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency






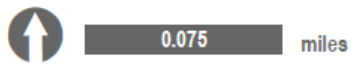
Proposed Divisadero Changes

Commuter Shuttle Program

November 2016

Status

-  Muni stop to be added to shuttle network
-  Muni stop to be removed from shuttle network
-  Existing shuttle stop to remain



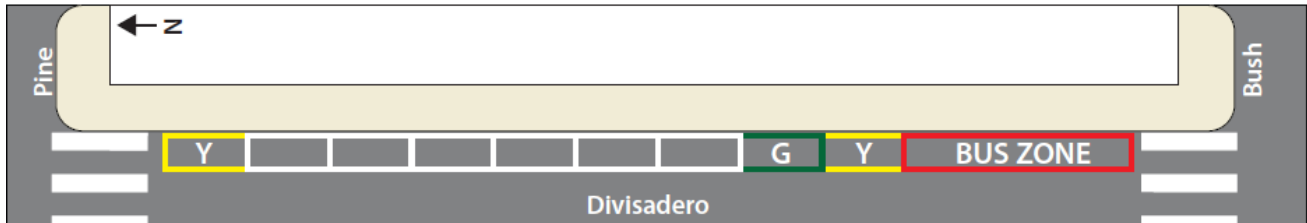
Scale 1:4,000

Date Saved: 10/28/2016

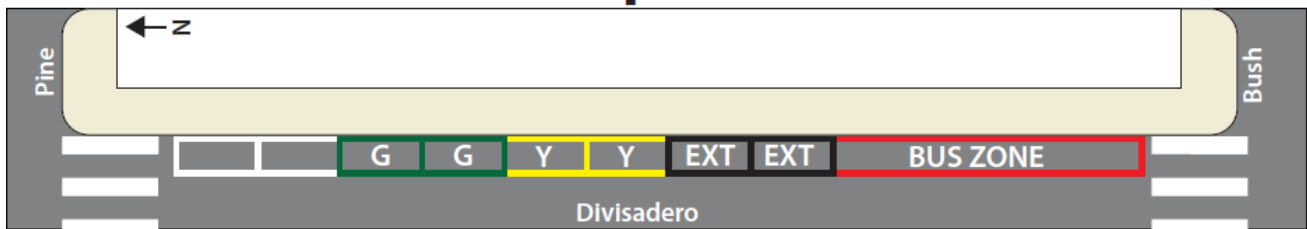
For reference contact: alexander.jonlin@sfmta.com







Current



Proposed



-  Yellow Commercial Loading Zone
-  Green Short-term Parking Space
-  Regular Metered Parking Space
-  Bus Zone Extension 5-9pm M-F (Regular Metered Parking All Other Times)