



**Van Ness Business Advisory Committee**

Thursday, September 15, 2016

3:00-4:30pm

One South Van Ness, 3<sup>rd</sup> Floor, Civic Center Conference Room (3074)

**MEETING MINUTES**

1. Meeting was called to order at 3:05 p.m.
2. Public comment: Members of the public may address the Van Ness Business Advisory Committee on matters that are within its jurisdiction and are not on today's calendar.
  - a. Charles Greenstone spoke about his frustrations with the changes to bus stops on Van Ness Avenue. He said the stop removals were a hardship on seniors and that he didn't ever see any ambassadors on the street to help people find the new stops. He was also disappointed that staff had not been to his apartment building to discuss the project. He said he was looking forward to hearing more information from the Van Ness Business Advisory Committee meeting.
3. As part of its Title VI Program submission to the Federal Transit Administration, the San Francisco Municipal Transportation Agency must provide a table depicting the racial breakdown of the membership of any transit-related, non-elected planning boards, advisory councils or committees for which the SFMTA selects the membership.
  - a. Staff circulated paperwork, which will be collected and added to the agency's submission. For members not present, staff will contact them separately.
4. Christian Martin from the Lower Polk Community Benefit District was introduced as a new member of the Van Ness Business Advisory Committee.
5. Minutes from the August 18, 2016, meeting were approved by a voice vote.
6. SFMTA staff updates.
  - a. Project schedule.
    - i. Construction is scheduled to begin October 17.
      1. The first impacts will be a reduction in the number of travel lanes on Van Ness in each direction (from three to two), a removal of most left turns from Van Ness, adding a second controlled left-turn lane on Van Ness southbound at Broadway, and temporarily removing and repaving the median.
  - b. Contract amendment.
    - i. The contract for construction services has not yet been signed.
  - c. Finalizing permits.
    - i. Staff has completed all necessary steps and received an encroachment permit from Caltrans.
      1. Before construction can begin, additional steps must be taken, which includes an encroachment permit for Walsh Construction and a Public Works referral.
        - a. The Public Works referral is part of a new process that gives the agency more control over the contractor.
7. Outreach update.
  - a. Recent public engagement activities.
    - i. Federal Transit Administration presentation and walking tour.
      1. Staff provided a project overview and walked through existing conditions and identified project benefits.
    - ii. San Francisco Chamber of Commerce presentation.
      1. Staff presented a project overview.

- iii. Meet the Expert: Bus Rapid Transit.
    - 1. Paul Bignardi from the SFMTA spoke about Bus Rapid Transit systems around the world, including how it was selected for Van Ness Avenue.
  - b. Outreach Calendar.
    - i. Construction is Coming campaign.
      - 1. Van Ness and Polk Construction Open House, October 5, 6:00-8:00 p.m., Tenderloin Community School, 627 Turk Street.
        - a. Approximately 35,000 postcards will be mailed to addresses between Beach and Howard, Gough and Hyde.
        - b. About 14,000 doorhangers will be distributed on Van Ness and Polk between Beach and Howard. They will also be distributed on cross streets between Franklin and Larkin.
        - c. 750 posters will be hung at bus stops and each corner of the 132 intersections throughout the project corridors.
    - ii. Construction is Here campaign.
      - 1. Will announce the start of construction and expand on previous campaigns.
        - a. Will include regional newspaper ads, signs in Muni Metro stations/kiosks, posters on Muni vehicles, and more.
      - 2. Patrick Hosfield wanted to confirm that staff has been (and will continue) working with War Memorial, which is a central point of contact for all the arts organizations.
      - 3. Patricia Klock asked for extra fliers and door hangers to distribute at Opera Plaza.
    - iii. Newsletter update.
      - 1. Summer newsletter was distributed August 24 to more than 1,700 digital subscribers. Also posted on the project website and sent to public officials and their staff.
      - 2. Fall newsletter will be printed and mailed and will include information on getting through construction.
  - c. Office of Economic and Workforce Development update.
    - i. Project staff will meet with the Office of Economic and Workforce Development within a month to launch the construction assistance program.
  - d. Collaboration with Polk Streetscape Project.
    - i. Staff for both projects have begun collaboration with an October 5 Open House event and the associated promotion of the event.
    - ii. Future construction forecast messages to project subscribers will include information on both projects.
  - e. Status of lighting on Van Ness will be discussed at the October meeting.
8. Next meeting – Thursday, October 20, 3:00-4:30 p.m.
  - a. November 17, 6:00-7:30 p.m. (*special time*), Union Square Conference Room, 7<sup>th</sup> Floor.

## PUBLIC COMMENT

Every agenda shall provide an opportunity for members of the public to address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee.

Public comment will be taken for each agenda item after discussion of the item by the Van Ness Business Advisory Committee.

Privilege of Floor and Public Participation. The privilege of the floor shall be granted to any member of the public or officers of the City and County of San Francisco, or their duly authorized representatives for the purpose of commenting on any question before the Committee. Each person wishing to speak on an item at a regular or special meeting shall be permitted to be heard once per item for up to three minutes. The presiding officer shall be the judge of the pertinence of such comments, and have the power to limit this privilege if in the presiding officer's opinion the comments are not pertinent to the question before the Committee or the comments are merely reiterative of points made by previous speakers.

Presentations. After a presentation, the Van Ness Business Advisory Committee Chair will ask committee members if they have any questions and then will open the meeting to public comment. When members of the public ask a question of the presenter, presenters should not respond, nor engage in any conversation. First, the commenter should finish their commentary. After which, if the Van Ness Business Advisory Committee Chair or any committee member wants the presenter to respond to that question, the presenter will then respond to the Committee and not to the public.