



SFMTA

Municipal
Transportation
Agency

Van Ness BRT Community Advisory Committee & Van Ness Business Advisory Committee

Thursday, November 17, 2016

6:00-7:30 p.m.

One South Van Ness, 7th floor, Union Square Conference Room

MINUTES

1. Call to Order 6:05 p.m.
2. Public comment.
 - a. Deanne Delbridge: Shows images of newspaper stands and states that she hopes project will incorporate design of newspaper stands by Coppola on Van Ness Avenue. Also shows photos of street kiosks and trashcans and suggest a similar design to be incorporated into project. Asks what the variety of trees are planned to be planted on the median or sidewalk.
 - b. Staff response: Project has to talk to Public Works for information about street furniture design. Newsstands are privately owned. Trees planned for the median are *Corymbia Citriodora* (Lemon-scented gum).
3. Member comment.
 - a. Bob Lockhart: Would like to know the work hour shifts, and how many blocks long each segment of digging will be. And, when a hole has been dug, how long before it is filled? He mentions that neighbors have garage doors that open on Van Ness Avenue. He asks if there be a mitigation for those who may need to back out of those garages. A concern would be that not all homeowners have parking permits and suggests that this process might be facilitated by project staff.
 - b. Staff response: daytime work shifts are typically 7:00 a.m.-3:30 p.m. and night work is typically 10:00 p.m.-5:00 a.m. The best way to keep up to date on the upcoming construction schedules is to [subscribe](#) to the email or text message updates. Access to garages will be maintained for neighbors. When construction begins project staff will reach out to neighbors to have conversation with neighbors to determine when they need access and coordinate accordingly. May have to communication with foreman to have work plated. When work is being completed construction team will plate any trenches to provide access.
4. Approval of minutes — Tabled until next CAC and BAC meetings. An opportunity to approve the minutes of this meeting will be provided at each committee's next meeting.
5. Introductions.
 - a. Each committee and staff member shared the following information:
 - i. Name.
 - ii. Committee.
 - iii. Role on committee.
 - iv. Interest/involvement on project.
 - b. Ice breaker activity.
 - i. Would you rather ...
 1. Took turns going around from member to member asking a "Would you rather..." question.
 2. Examples:
 - a. Speak in front of a large crowd or hold a snake?
 - b. Go to bed early or stay up late?
 3. The person who responds asked the person to their left a new question.
6. SFMTA staff updates.
 - a. Project schedule.

- i. Construction has begun. Issued notice to proceed October 27.
 - ii. Currently in Phase I of construction though October 2018. Preparing roadway for construction: through January.
 - iii. Roadway and Utility Work: January 2017-October 2018.
- b. Finalizing permits.
 - i. Need to finalize Encroachment Companion Permit and Public Works referrals.
 - 1. A survey of monuments is required to finalize the Public Works referrals as they will need to be replaced after construction.
- c. Construction update.
 - i. Relocated bus stop southbound Van Ness at Vallejo to Green.
 - ii. Turned permissible left turn lane southbound at Broadway into a second dedicated left.
 - iii. Removed left turns (except southbound Broadway, northbound Lombard and, through April, northbound at Hayes).
 - iv. Next, the project will begin median work.
 - 1. Continue reducing number of lanes from three to two. Currently the lanes reduce from three to two southbound at Broadway and reopen to three lanes. First the roadway will be reduced to two lanes southbound from Broadway to Geary and northbound from McAllister to Pine to begin median work between Geary and Pine. The work area will expand north and south on Van Ness Avenue from Lombard to Mission Street.
 - 2. Initial work includes protecting and removing trees, hauling away the soil that contains lead, demolishing the median and paving a temporary roadbed.
 - v. Business signage, advertising opportunities.
 - 1. During Phase 1, project team will work with businesses directly impacted by construction on signage and advertising opportunities on the blocks that will be directly impacted by work.
 - vi. Issues related to homelessness.
 - 1. The project is committed to safety and will work to ensure that construction zones are kept safe for all people.
 - 2. Project staff will maintain site security at workzones through the duration of construction.
- d. Lighting on Van Ness Avenue.
 - i. Project staff met with Supervisor Peskin and the Coalition to Save the Historic Streetlamps of Van Ness to discuss options to be studied to respond to Board of Supervisors resolution.
 - ii. Group selected Option 3, an Overhead Contact System pole with replica pedestrian and street lamps and brackets, as their preferred option. Project staff has yet to identify a street lamp that will adequately meet the lighting standards for a state highway.
 - iii. Staff is developing feasibility report including budget and timeline for this option.
 - iv. The coalition committed to advocate for preferred option to Historic Preservation Commission and Arts Commission as this would be required for implementation.
 - v. Peskin noted that funding would have to be identified for additional work.
- e. Polk Streetscape Project update. Construction on North Point Street from Van Ness Avenue to Larkin Street is currently underway.
- f. Catherine Tran: Wants to know how she can find out who is on Coalition. Wants to know how much option 3 will cost and what delay there will be to the project. Concerned with delay and added cost.
- g. Gary Egger: With changes to the federal government after the election, can money that has been allocated to the project be rescinded?
- h. Staff Response: Most SFMTA project funds are funded through the federal transportation bill that was recently passed and provides funding for five years. There is no information about how other changes may impact funding. A [letter](#) from the SFMTA director to staff regarding the implications of election outcomes was published in the news.

- i. Randy Uang: Regarding business signage, what sorts of ideas have been put forth by the Van Ness Business Advisory Committee? Also, what are other BRT projects in region doing in terms of business signage?
 - j. Patricia Klock: The Business Advisory Committee has discussed “Open for Business” signage. One concern has been that the construction hoarding is tall, people may not be able to see store front. Businesses may request signage.
 - k. Wendell Sanders Brooks: Confirms that the alternate poles studied will also support the Overhead Contact System.
 - l. Michael George: Concerned that public process to approve poles has been completed and that new design could also be subject to same deliberation.
 - m. Motion: Record the time and funds expended for the effort of exploring ~~Option 3 as an~~ any and all alternatives to the approved light/trolley pole design. Seconded, amended and approved by a voice vote.
 - n. Public comment:
 - i. Deanne Delbridge: Disheartened that attitude about lighting alternatives among Advisory Committee members is not positive. Says that “Historic Preservation” means just that. Commissions voted against historic design and voted for a modern design. People feel like the approved lights will give Van Ness a Las Vegas feeling. She knows an architect in Oakland who handles public lighting and knows how to create bright lights that meet standards. The alternative design is a half-hearted compromise. She would like to help out with alternative design. She also wants to know names of members of coalition.
7. Outreach update.
- a. Recent public engagement activities.
 - i. Quarterly Construction Coordination with cultural groups.
 - ii. Pacific Heights Residents Association annual meeting.
 - iii. Temporary Bus Stop Relocation. Had ambassadors to assist notifying customers. Had some operations-related challenges that staff is working to address relating to buses still stopping at Van Ness and Vallejo rather than Vallejo and Green.
 - iv. Construction is Here campaign update.
 - 1. Launched weekly construction forecast emails.
 - 2. Ambassadors posted signs and hung door hangers notifying neighbors of the start of construction.
 - 3. Courtesy notices for tree removal posted.
 - 4. Regional communication is up—particularly the changeable message signs are up regionally. We are also printing newspaper ads regionally.
 - v. Meet the Expert: Preparing the Roadway for Construction. Hosted at new construction office.
 - vi. Lower Polk Neighbors meeting November 9. Presented project and construction overview.
 - vii. SFMTA Large Vehicle Safety Training presentation November 17.
 - b. Outreach Calendar.
 - i. Community Drop-In Office Hours at Van Ness Improvement Project Construction Office (180 Redwood Street, Ste. 300).
 - 1. Tuesdays 2:00 p.m. to 4:00 p.m.
 - 2. Fridays 10:00 a.m. to 12:00 p.m.
 - 3. Excluding holidays—including day after Thanksgiving, November 25.
8. Year in review activity.
- a. Overview of 2016 Milestones.
 - i. Board of Appeals hearing, Delbridge vs. Historic Preservation Commissions.
 - ii. Launched Van Ness Business Advisory Committee.
 - iii. Published brochure, quarterly newsletter, monthly public officials briefing, weekly construction forecast emails and text messages.
 - iv. Hosted walking tours and monthly Meet the Expert speaker series.
 - v. Launched award-winning multilingual text messaging campaign to acquire new contacts.
 - vi. Consolidated bus stops in preparation of construction including extensive multilingual, multichannel public outreach.

- vii. Board of Appeals hearing, Delbridge vs. DPW-BUF.
 - viii. Received Phase III Approval from SF Arts Commission.
 - ix. Negotiated Guaranteed Maximum Price for project with contractor.
 - x. Amended contract to include construction services.
 - xi. Developed collaboration model for coordination with Polk Streetscape Project and co-hosted Open House attended by 200 community members.
 - xii. Launched quarterly construction coordination meetings for cultural organizations.
 - xiii. Released three-part video series and animation about project and construction.
 - xiv. Received Encroachment Permit from Caltrans.
 - xv. Began preparing the roadway for construction.
- b. Card storming Activity.
- i. Each member asked to take a green sheet and a yellow sheet.
 - ii. On green sheets, write one thing that was positive about the 2016 milestones, such as something that the project should continue to do, or that the city/SFMTA should do for future projects.
 - iii. On yellow sheets, write one thing that should change, either for this project moving forward, or a lesson learned for future project.
- c. Identify themes:
- i. Advisory groups.
 - ii. Ambassadors.
 - iii. Bus stop changes.
 - iv. Programming.
 - v. Strategy.
- d. Take aways and next steps.
- i. Advisory groups.
 - 1. Positives.
 - a. "Good: The creation of a cultural advisory group – it's great that SFMTA is cognizant of the needs of big users".
 - b. "Forming BAC".
 - 2. Deltas.
 - a. "Δ Publicize BAC/CAC mtgs more to get more public attendance?"
 - b. "Forming BAC sooner".
 - c. "More (gender + ethnic) diversity on the advisory committees".
 - ii. Ambassadors.
 - 1. Positives.
 - a. "More + more public outreach exp. Ambassadors".
 - b. "Ambassadors coming to business to get input on impact of project".
 - c. "Well done ambassadors program".
 - 2. Deltas: none.
 - iii. Bus stop changes.
 - 1. Positives: none.
 - 2. Deltas.
 - a. "Removing California stop".
 - b. "Bus stop reduction - case not made for change".
 - c. "Bus stop relocation confusing".
 - iv. Programming.
 - 1. Positives.
 - a. "'Meet the Expert' (opportunity for public to meet construction management)."
 - b. "Meet + Greet meet experts".
 - c. "Walking tour".
 - d. "Open House great turnout".
 - 2. Deltas: none.
 - v. Strategy.
 - 1. Positives.
 - a. "Highway and street electronic signs everywhere".

- b. "Extensive + innovative outreach campaigns".
 - c. "VNB presentation at Polk St Streetscape".
 - d. "Document posting on website".
 - e. "Communication ↔ listening".
2. Deltas.
- a. "More mass media involvement to inform general public."
 - b. "Identifying potential opposition in advance - e.g. trees, lights."
 - c. "Tree outreach from years before, maybe getting Friends of the Urban Forest and any other trees-related group on board much more."
 - d. "Ensuring that the project stays on budget, do not waste taxpayer funds".
 - e. "Ensuring that the project is completed on time, so as to minimize the impact to residents + businesses".
9. Next meetings.
- a. Van Ness Business Advisory Committee — December 15, 2016, 3:00-4:30 p.m. Project staff will email members with poll to determine if we should host meeting or not.
 - b. Van Ness BRT Community Advisory Committee — No December meeting.
 - i. January 26, 2017, 6:00-7:30 p.m.

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 BRT CAC.

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 BRT CAC 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 BRT CAC 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.

MEMBER COMMENT

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

Privilege of Floor and Public Participation. The privilege of the floor shall be granted to any member of the Committee. Each person wishing to speak shall be permitted to be heard 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.