

**THIS PRINT COVERS CALENDAR ITEM NO. 10.2**

**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 the Commuter Shuttle Program which permits eligible commuter shuttle operators to use a designated network of stops in San Francisco. The Commuter Shuttle Program went into effect on April 1, 2016 with a one-year term limit.
- On February 21, 2017 the SFMTA Board voted to continue the Commuter Shuttle Program, which allows the SFMTA to continue regulating operations of commuter shuttles in San Francisco and charging a per-stop fee beyond March 31, 2017.
- The requested change would move the shared Muni shuttle zone on the west side of Divisadero Street at California Street to the Muni stop on west side of Divisadero Street at Pine Street. In order to accommodate two buses during the a.m. period, a part-time bus zone would be established from 6:00 a.m. to 9:00 a.m., Monday through Friday, restricting parking at one yellow metered space and one green metered space.
- The San Francisco Planning Department has determined that the Commuter Shuttle Program is exempt from environmental review.

**ENCLOSURES:**

1. SFMTAB Resolution
2. Maps of shuttle zones

**APPROVALS:**

**DATE**

DIRECTOR  8/28/2017

SECRETARY  8/28/2017

**ASSIGNED SFMTAB CALENDAR DATE:** September 5, 2017

## **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 based on findings from the evaluation of the Commuter Shuttle Pilot Program which ran from August 2014 to January 2016. The Commuter Shuttle Program 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 Commuter Shuttle Program went into effect on April 1, 2016 with a one-year term limit. On February 21, 2017 the SFMTA Board voted to continue the Commuter Shuttle Program. The vote allows the SFMTA to continue regulating operations of commuter shuttles in San Francisco and charging a per-stop fee beyond March 31, 2017.

## **PAGE 3.**

The Commuter Shuttle 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 and Pine Streets**

The SFMTA is proposing to relocate the existing shared Muni shuttle zone at the southwest corner of Divisadero Street at California Street to the Muni stop at the southwest corner of Divisadero Street at Pine Street. The existing stop is currently 65 feet long, which is below the SFMTA standard of 80 feet for a bus zone serving one bus. As a result there is not enough room for more than one bus to pull to the curb resulting in vehicles stopping in the travel lane or blocking the intersection. In addition, many shuttles are turning right onto Divisadero Street from California Street which requires additional space in order for a large vehicle to be able to pull to the curb.

Relocating the current stop to the existing Muni zone on the southwest corner of Divisadero Street at Pine Street will help alleviate these issues as the zone is longer and buses will be travelling straight down Divisadero rather than making a right turn into the zone. In order to accommodate two buses during the a.m. period, a part-time bus zone would be established, from 71 to 115 feet south of Pine Street, extending the existing bus zone by 44 feet and would be in effect from 6:00 a.m. to 9:00 a.m., Monday through Friday, restricting parking at one yellow metered space and one green metered space.

**PAGE 4.**

### **Divisadero and Bush Streets**

At the existing shared Muni shuttle zone at the northeast corner of Divisadero Street at Bush Street the SFMTA is proposing to restore two metered parking spaces which are currently a part-time bus zone between 5 p.m. and 9 p.m. Monday through Friday. Staff conducted observations at this location and based on the volumes of shuttles and Muni buses the extended zone is not necessary to adequately accommodate vehicles accessing this stop during the p.m. peak period. As part of the project, the two spaces that are currently a part-time bus zone will become metered commercial loading zones, while two metered commercial loading zones farther up the block will become regular metered parking spaces. The new configuration will make it easier and safer for large trucks to load on this block.

Item A was presented at a duly noticed engineering public hearing on June 30, 2017 and item B was presented at a duly noticed engineering public hearing on August 4, 2017. Associated changes not requiring Board approval were approved by the City Traffic Engineer following the public hearing.

These changes require SFMTA Board approval:

- A. ESTABLISH – PART-TIME BUS ZONE, 6 AM TO 9 AM, MONDAY THROUGH FRIDAY – Divisadero Street, west side, from 71 to 115 feet south of Pine Street (extends existing zone by 44 feet, restricting parking in yellow metered space #1821 and green metered space #1819-G)
- B. RESCIND – 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 (restores parking in two metered spaces)

### **STAKEHOLDER ENGAGEMENT**

Item A was discussed at the June 30, 2017 engineering public hearing and Item B was discussed at the August 4, 2017 engineering public hearing. No feedback was received at either hearing.

Prior to bringing Item A to the engineering public hearing, SFMTA staff visited all of the businesses located on the west side of Divisadero Street between Pine and Bush Streets. One business owner expressed concern over the loss of parking in the morning for the part-time bus zone. Based on that feedback SFMTA staff revised the proposal to reduce the hours of the part-time bus from 6 a.m. to 10 a.m. to 6 a.m. to 9 a.m. so that parking would be available during business hours. In addition, prior to the June 30, 2017 hearing, notices were posted on nearby light poles and 753 postcards were sent to addresses within a one- to two-block radius of the proposed stop.

Prior to bringing Item B to the engineering public hearing, SFMTA staff reached out to business owners and neighbors who had been involved in the siting of the stop there in late 2016. They expressed support for the restoration of parking and the change in the location of the loading zone. Notices were posted on nearby light poles. Because the change only involved restoration of parking, postcard mailers were not sent to nearby addresses.

## **PAGE 5.**

### **ALTERNATIVES CONSIDERED**

The SFMTA carefully considered alternative locations before proposing the creation of the new commuter shuttle zones. 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 parking supply
- Reduction of conflicts between Muni buses and commuter shuttle vehicles
- Minimizing impacts to street trees

Specific alternatives considered include the following locations:

- Extending the existing shared Muni zone at Divisadero and California Streets, southwest corner: Shuttles access this zone by turning onto Divisadero Street from California Street. According to the SFMTA’s stop length guidelines, a stop after a right turn must be 145 feet long to accommodate two buses. Extending the stop to this length would require restricting parking in four metered spaces, while the proposal restricts parking in just two. In addition, this stop has significantly higher Muni ridership than the stop at Divisadero and Pine Streets.
- Divisadero and Bush Streets, northwest corner: Creating a separate shuttle stop here would require restricting parking in five metered spaces and would be located at the near-side of the intersection, where shuttles can obstruct drivers’ view of pedestrians entering the crosswalk.
- Divisadero and Bush Streets, southwest corner: A blue disabled parking zone would prevent a shuttle stop from being located here.
- Divisadero and Sutter Streets, southwest corner: This Muni zone is a bus bulb, so shuttles would block traffic while loading.

### **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.

**PAGE 6.**

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 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 modifications in support of the Commuter Shuttle Program as follows:

- A. ESTABLISH – PART-TIME BUS ZONE, 6 AM TO 9 AM, MONDAY THROUGH FRIDAY – Divisadero Street, west side, from 71 to 115 feet south of Pine Street
- B. RESCIND – 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

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,

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 modifications listed as A and B 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 September 5, 2017.

\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency