



**Van Ness Business Advisory Committee**

Thursday, June 16, 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 3:12 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. Gena Lynn Luna: Interested in general information about the Van Ness Improvement Project. She received an e-mail about the Business Advisory Committee meeting and was attending to become more familiar with the project.
  - b. Walter Dawydiak: Represents a car dealership on Pine Street and an auto body shop on Bush Street. He is concerned about traffic flow as a result of the project. Reducing Van Ness to two lanes in each direction doesn't leave any room for error, especially double parking. He said moving transit to the center is dangerous and that the traffic analyses were flawed.
3. Minutes from May 19, 2016, meeting were approved by a voice vote.
  - a. Moved for approval by Patrick Hosfield.
  - b. Seconded by Mike Koker.
4. SFMTA staff updates.
  - a. Project schedule.
    - i. A contract issue needs to be resolved before the SFMTA Board of Directors can amend the existing contract with Walsh Construction.
      1. The earliest possible construction start date has been pushed back. If hearings (including June 22 Board of Appeals hearing) go in the project's favor, the earliest start date will likely be September.
  - b. Contract amendment.
    - i. Calendar item has been rescheduled for August 16 SFMTA Board of Directors meeting.
    - ii. A guaranteed maximum price has been negotiated, but subcontractor issues must be resolved before the amendment can go before the Board of Directors.
  - c. Finalizing permits.
    - i. Staff anticipates receiving the Encroachment Permit from Caltrans in July.
  - d. Outreach update.
    - i. Bus stop consolidation outreach update.
      1. Nine stops were discontinued on June 4.
      2. Ambassadors were at each discontinued stop from May 23 to June 10.
        - a. On peak days, ambassadors worked a total of 180 hours.
      3. As a tentative solution for some of the double parking concerns raised by BAC members, most of the discontinued stops have been temporarily converted to loading zones for construction.
        - a. After construction, these will be converted to metered parking.
      4. Converting to metered parking before construction would increase costs due to removal and relocation when work begins in that area. The agency does not yet have data on how bus stop consolidation has affected traffic flow or travel times.
      5. Bus stop consolidation is both temporary and permanent.
        - a. The removal of bus stops is permanent.



- e. Upcoming campaign opportunities.
  - i. Staff asked members to brainstorm things they would expect to see inside a Construction Survival Guide for Businesses. Suggested topics included:
    1. Numbers to call (dust, noise, construction site cleanup, double parking enforcement)
    2. Alternate routes of travel
    3. Parking alternatives
      - a. Mike Koker suggested a partnering program where businesses could share their lots/access
    4. Process for assistance with advertising campaigns and marketing
      - a. Include eligibility requirements
    5. Bimonthly public meeting schedules
    6. Construction schedule
      - a. Members suggested a detailed, up-to-date timeline for a version of the guide hosted online.
    7. Maps, sketches, and other visuals of project configuration
    8. Project blurb
      - a. Members wanted to see survey results and research included in the project blurb.
    9. Events calendar and information
    10. Voices of experience
      - a. Members wanted to see quotes from people and businesses who had experience with the project, construction, etc.
    11. Tips and reminders
    12. Banner ads businesses can use on their websites to link to project information
  - ii. Members expressed that the guide should be available as both a print and digital product. The digital version should be updated regularly with the latest information and timeline.
  - iii. Mike Koker mentioned that most businesses start their marketing plans in July and August. He said it would be helpful to have this document to bring to corporate offices.
    1. Staff acknowledged this need, but will not likely have the document finished by this time.
- 5. Next meeting – Thursday, July 21, 3:00-4:30 p.m.
  - a. Following meetings
    - i. August 18, 3:00-4:30 p.m.
    - ii. September 15, 3:00-4:30 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 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.