

**Minutes of the
Community Advisory Committee of the
Market and Octavia Area Plan,
City and County of San Francisco**

**Board of Supervisors - Room 479
City Hall, 1 Dr. Carlton B. Goodlett Place
Wednesday May 20, 2009
7:00 PM
Monthly Meeting**

Cheryl Brinkman	Robin Levitt
Peter Cohen	Ted Olsson
Julian Davis	Dennis Richards
Carmela Gold	Brad Villers
Jason Henderson	Kearstin Dischinger (ex officio)

The Agenda & Minutes of all community meetings, a matter of public record, are available at the Planning Department, 1650 Mission Street, 4th floor.

AGENDA

1. Call to order and roll call
2. Appointment of CAC Secretary for recording meeting notes [action item]
3. Announcements, upcoming meetings and general housekeeping [discussion item]
4. Approval of Minutes for the meeting of April 1, 2009 [action item]
5. Adoption of CAC Mission Statement and final CAC Bylaws [discussion and action]
6. M/O Community Improvements Program summary, related capital planning and infrastructure planning processes, and sources of funding—presentation by Planning staff [discussion item]
7. Update and next steps on pending Market/Octavia Plan items [discussion and possible action]
8. Pipeline Report—Developments in process & projected Funds [discussion and possible action]
9. Developing criteria for prioritizing community improvement projects [discussion and possible action]
10. Committee members comments and Issues the Committee may consider in future meetings [discussion item]
11. Public Comment
12. Adjournment

DECISIONS

1. **Approval and Adoption of revised Bylaws — M/S (Henderson/Richardson) & A (unanimously)**
2. **Ted Olsson was elected Secretary of the CAC — M/S (Henderson/Richardson) & A (unanimously)**
3. **Request monthly matrix of status of projects monitored by Planning Department (Pipeline Matrix).** Cohen, Olsson, and Davis will jointly draft a monitoring matrix for Department to report on status of projects before it. The department may recommend what will work to keep the matrix updated without significant additional effort so the CAC stays apprised of status of everything relating to the Plan and its area.
4. **Request department to include CAC in any mailings and official notifications regarding projects and properties within the Plan.**

EXHIBITS (handout documents informing the discussion)

1. **Notice of Meeting & Agenda (May 20, 2009).**
2. **City and County of San Francisco | Planning Department | Market and Octavia Plan | Citizens Advisory Committee | Bylaws**
This is part of the document above but was handed out separately during our second meeting while discussion focused on the Bylaws.
3. **Staff Materials from 1st CAC meeting.**
This document was handed out at our first meeting and offered again at the second meeting. The document packet also included Exhibit #6.
4. **Staff Materials for CAC review**
 - a) **Summary: Market and Octavia Community Improvements Program**

- b) Update and next steps on pending Market/Octavia Plan Items
- c) Market and Octavia Citizen's Advisory Committee Ordinance
- d) Capital Program Input/Schedule

These four topics with subordinate agenda items to be discussed were all distributed as a double-sided single-paged document.

5. **MOP Revenue Projections (Working Draft for discussion purposes only)—Market and Octavia Project pipeline (5/20/2009).**

Market and Octavia Project Pipeline and Timing of Impact Fees

San Francisco Planning Department, Staff Contact: Kearstin Dischinger, 558-6284

This draft is based upon initial concepts submitted to the Department by developers. Note: there should be subdivision lines between each address' description: the partial horizontal line indicates that the property includes more than one type of space usage (e.g., housing, commercial, retail). This chart consists of the following columnar categories: Project; Project description; Square footage; Type; Fee.

6. **The Market and Octavia Plan Draft Community Improvements Program Document Exhibit P-1-B, February 2008)**

Market & Octavia Neighborhood Plan website:

http://www.sfgov.org/site/planning_index.asp?id=25188

This was part of the document packet from the original meeting referred to as Exhibit 1. The entire report can be downloaded from the **Market-Octavia Plan's website**, which includes many valuable resources. Note that Appendix C of this MOP document as discussed at this CAC meeting was an older version of the "detail scope and costs" section of the Community Improvements Program. Staff will provide the CAC with copies of the adopted February 2008 version of Appendix C at the next CAC meeting.

MINUTES

1. **Call to order and roll call**

Present: Cheryl Brinkman, Peter Cohen, Julian Davis, Jason Henderson, Robin Levitt, Ted Olsson, Dennis Richards, Brad Villers; Kearstin Dischinger (ex officio).

Absent: Carmela Gold (excused).

A quorum being present Chair Peter Cohen called the meeting to order at 7:15pm.

2. **Appointment of CAC Secretary for recording meeting notes [action item]**

Ted Olsson was unanimously elected Secretary (M/S: Henderson/Richardson)

3. **Announcements, upcoming meetings and general housekeeping [discussion item]**

3.1 The Planning Department is in the process of creating standards, improvements, standardizations, and consolidation of its notifications, to result in a "Universal Planning Notice" for all projects or all types. These standard notices are a legal requirement and part of the normal information process for people with a right to know. It was suggested that the Market/Octavia CAC should be included in receiving any such notifications effecting the Plan area.

3.2 It was noted that the next hearing on development of 1960 Market Street (at Buchanan) will be on June 4, since the Department plans were rejected at the previous meeting.

3.3 Sales or transition of freeway parcels will occur on Monday after next.

4. **Approval of Minutes for the meeting of April 1, 2009 [action item]**

4.1 No Secretary having been appointed for the first meeting, there were no minutes of that meeting to approve.

5. Adoption of CAC Mission Statement and final CAC Bylaws {discussion and action}

- 5.1 On a motion by Jason Henderson, seconded by Dennis Richmond, and after debate the committee revised and adopted bylaws, including the Mission Statement. The new Bylaws with Mission Statement are appended to these minutes. What follows are the specific changes to the template provided by the Planning Department.

Mission Statement

The Market/Octavia Plan Community Advisory Committee (**MOP-CAC**) is a representative body that provides advice to the Planning Director, the Interagency Plan Implementation Committee (**IPIC**), the Planning Commission (**Commission**), and the Board of Supervisors (**BOS**) regarding implementation of the Market/Octavia Plan (**MOP**) and its Community Improvements. In consultation with the San Francisco Planning Department (**Department**) staff and other relevant professional staff, and informed by criteria established by the committee, the MOP-CAC will prioritize projects in the Plan for community improvements funding. The Committee will also provide advice on the dispersal of project funding to ensure that it is consistent with those criteria. Projects eligible for funding must be ones that are identified in the MOP, that are consistent with the Plan's goals objectives and philosophy, and that can be clearly evaluated. The CAC provides continuity over the live of the Plan and long term oversight and guidance on developments in the plan area consistent with the MOP's spirit and objectives.

Bylaws

The following are specific changes to the template as revised and adopted at the first and second meetings of the committee. The template was pages 2-6 of the document handed out at the first meeting under the Agenda section entitled "Adoption of Rules and Regulations".

a) Article III, Section I (Meetings—Annual Meeting)

This should be revised to read: "The Annual meeting of the CAC shall be held on the third Wednesday of April (e.g., April 21, 2010) at the hour of 6:30pm at City Hall or at the San Francisco Planning Department, 1650 Mission Street, San Francisco, CA 94103, or at such other location as may be designated in advance by the CAC."

b) Article II, Section 2 (Meetings—Regular Meetings)

This was revised to read: "The regular meeting of the CAC shall be at 6:30pm on the third Wednesday of each month at City Hall or at the offices of the City and County of San Francisco Planning Department, 1650 Mission Street, San Francisco, CA 94103, or at such other location as designated in advance by the Chairperson."

c) Article III, Section 10 (Meetings—Minutes)

This section was revised as follows: The minutes of the CAC shall be in writing. Copies of the minutes of each meeting of the CAC shall be made available to each member of the CAC no less than one week before the next meeting. Official minutes of the CAC shall remain in the offices of the City and County of San Francisco Planning Department, 1650 Mission Street, San Francisco, CA 94103, where they will be available to the public."

d) Article V (Amendments), p.6

This statement was revised as follows: These Bylaws may be amended upon the affirmative vote of a majority of the total membership of the CAC at any meeting, provided, however, that (1) no amendment shall be adopted unless at least seven (7) days written notice thereof has previously been given to all members of the CAC. Notice of amendment shall identify the section or sections of the Bylaws proposed for amendment and, if applicable, shall include the proposed replacement wording of the section or sections to be amended."

e) Approved and Adopted, p.6

These revised, approved, and adopted Bylaws must contain this statement: "This 20th day of May, 2009."

6. **M/O Community Improvements Program summary, related capital planning and infrastructure planning processes, and sources of funding—presentation by Planning staff [discussion item]**

6.1 **MOP Community Improvements Program — briefing**

Kearstin Dischinger, the Planning Department's staff for the CAC and *ex officio* member of the committee, briefed the committee on the Plan's Community Improvements program (**Exhibit 3**). She discussed the "Summary: Market and Octavia Community Improvements Program", specifically the following parts of the Community Improvements Program (Exhibit 6): 1) the Executive Summary, page 3; 2) Projected Capital Costs, page 14; 3) Potential Revenue Summary, page 30; and 4) CAC description, page 32; as well as the General Overview, including a discussion of both 1) Capital Projects; and 2) Revenue Sources.

Her purpose in reviewing this document with us was to explain: "community improvements": how they are developed and how they can be quickly understood. The MOP took eight years to define. It is expected that by the 20 year end of its term the Plan area would swell to 6,000 housing units and many more small businesses. The Community Improvements Program document defines the infrastructure and various improvements needed to support such growth and community values.

In discussing the Key Community Improvements section on page 3 of the document, she indicated that the ultimate cost for these improvements over the 20 years of the MOP is now expected to range from \$261-278 million. These funds would have to be raised from developers and other sources.

The administration of the program is the last part of this document. Formerly these aspects of implementing a Plan were carried out separately ("siloes") by various city departments. Now this has been reorganized so that all aspects will be considered in an integrated, holistic manner focused on a neighborhood basis.

She then discussed Table 7 (Planned Community Improvements. Summary of Projected Costs and Funding Needs) on page 14. This table is still a very rough estimate of costs (\$209,330,000). Some of the projects listed are specific; some are generalized; and some completed (e.g., Brady Park; Living Streets and Alleys; and Van Ness Bus Rapid Transit (BRT)). The third section of this table describes Facilities. The childcare facilities refers to city-funded childcare. The question was asked what was the plan to determine TBDs (those items whose improvements need still to be specified). The Capital Improvements Program Administration item refers to all overhead costs anticipated to be incurred by the Department for supporting the MOP and CAC, as well as for producing the required annual and particularly the five year status reports.

Kearstin also referred the committee to Table 14 (Summary Table of Projected Revenues) on page 30 of the document as well as to Appendix C (Market and Octavia Community Improvements, Detailed Project Scope and Costs). This discusses the revenues required for the project and potential sources. The plan was adopted by the Board of Supervisors and approved by the Mayor.

The Van Ness/Market Density Area has a higher fee structure than the rest of the Plan area, which will be invested in additional public improvements.

The Market/Buchanan development is expected to require 1-3 years to be approved by the Department of Building Inspections. Currently there is no money for this development. The developers are focused on becoming fully entitled before they will be ready to pursue the project.

If the project gets site approval and San Francisco receives fees, then other agencies need to schedule work on the project, after their current backlog, even after the transfer of the fees.

There are impact fees existing prior to the MOP. The CAC might consider advocating to the MTA for some additional money and resources appropriate to our Plan area's expected growth and density.

Continuing her discussion of Table 14, p.30, she discussed the two categories: 1) Future Impact Fees; and 2) Future Community Contributions. All estimates are by the Department, which has \$261m worth of ideas for community needs but only 60% of this has assigned funding sources. Among the funding sources considered are: developers, in order to have their projects approved; **Community Benefit Districts**, districts

where businesses agree to assess themselves a fee to pay for improvements to their business area; **Assessment Districts**, where residents agree to assess themselves an extra fee for improvements to their neighborhood, and **tax increment financing**. In discussing the administration of the Community Improvements Program (CIP), all of this was suggested as means by which the CAC could fund the community improvements.

7. Update and next steps on pending Market/Octavia Plan items [discussion and possible action]

See Exhibit 3, section titled "Update and next steps pending Market/Octavia Plan items".

7.1 Historic Preservation Study

The question was asked how the Department intends to complete these next steps. Kearstin stated that when the Historic Preservation Survey (under Update and Next Steps topics) is completed, it will be integrated into the MOP. The committee asks Moses Corette in the Department to inform us of the status of the Historic Preservation Study.

7.2 Tabled: Market and Octavia Plan's Citizen Advisory Committee Ordinance; Capital Program Input/Schedule

Due to the time taken to discuss the first of the four parts in Exhibit 3, it was decided to table the discussion of the remaining three parts of this exhibit. The Committee wants to know what has happened and the milestones in the CIP, particularly those yet to be determined. The Committee requested from the Department a matrix of the status of each project.

7.3 Parking Nexus Study

Henderson asked Dischinger the status of the Parking Nexus Study. She explained that the intent was to have this completed by the end of the year. Members of the committee can contact her regarding the scope of this study.

8. Pipeline Report—Developments in process & protected Funds [discussion item]

See **Exhibit 4** (Working Draft for discussion purposes only, Market and Octavia Project pipeline (5/20/2009)).

8.1 Pipeline Report

While not included in the Bylaws, it was agreed that the Committee wishes to receive a "pipeline report" from the Planning Department each month and also to receive all official project notifications, so that it can remain informed of all actions effecting our plan area and can adjust our decisions accordingly. The Chair having notified Kearstin of this request before the meeting, she responded by bringing this exhibit in response to share with the committee. The document categorizes each project within the Plan area by its status (where it is in the "pipeline"). Kearstin remarked that this might take some work for the Department to create for us on a monthly basis because the quarterly report that we have in this exhibit is hand-compiled, whereas during the other two months of the quarter the department merely compiles whether a project is pending or approved. However, the group agreed that the number of projects in the Market/Octavia Plan area is manageable for staff to be able to do these monthly updates even if it requires compiling the information. The Chair appointed a sub-group of committee members (Cohen, Davis, Olsson) to draft a template for such a monthly pipeline report which would apprise the committee of the status of all projects in the Plan area but which would not be onerous for the Department to compile. The Chair will present this to Kearstin before the next CAC meeting for her response.

8.2 Notifications

The Committee asked to be included in any notifications by the Department, regarding projects and properties in the Plan area. Kearstin suggested that perhaps the CAC should register with the Department as a neighborhood association for each of the affected parts of the Plan area. **Update Note:** the CAC Chair and Vice Chair have followed up with the Planning Department on this issue, and staff has added the CAC c/o Jason Henderson, Vice-Chair, as a recipient for all notifications within the neighborhood districts that encompass the complete Market/Octavia Plan area.

9. Developing criteria for prioritizing community improvement projects [discussion and possible action]

This matter was tabled for discussion at the next meeting when we have more information on each of the projects. The Chair briefly summarized a suggested process, which the committee concurred with, entailing an initial brainstorm discussion at the next (June) CAC meeting to hear various ideas and examples of prioritization criteria, then to establish a small sub-group to work more intensely to develop a draft criteria matrix for discussion and vetting at the following (July) monthly CAC meeting. This process would then continue over two or three CAC meetings so the prioritization criteria evolve iteratively and with thoughtful CAC discussions. The Chair reiterated that these criteria will be a critical piece of work for the CAC, as they will be the framework for recommendations on community improvement expenditures over the years-long buildout of the Market/Octavia Plan.

10. Committee members comments & Issues the Committee may consider in future meetings [discussion item]

10.1 200 Dolores Street

Davis asked about the status of the empty lot and vacant building at 200 Dolores Street scheduled for renovation. Olsson informed the committee that he believed he had heard that the developer had pulled out with the change in the economy.

11. Public Comment

The public not having attended the meeting, this item was dispensed with.

12. Adjournment

There being nothing further to discuss, the Chair adjourned the meeting at 9:15pm.

NEXT MEETING: Wednesday, June 17, 2009, 6:30pm, Room 479, City Hall

Respectfully submitted,

Ted Olsson
MOP-CAC Secretary

GLOSSARY

APN

Assessment District

In contrast to a Community Benefits District (see below), this is an area of the city in which residents agree to assess themselves an extra fee for improvements to their neighborhood.

BMR Below Market Rate.

The developer will sell some units as “affordable housing”.

BOS Board of Supervisors

San Francisco City and County’s legislative body, responsible for all laws and for approving the Market/Octavia Plan and the Citizens Advisory Committee.

BRT Bus Rapid Transit

(e.g., Van Ness BRT)

CAC Community Advisory Committee (also referred to as the **Committee**)

The Committee represents the people living and working within the Plan area. The committee acts on their behalf and must keep them informed of the Plan (any changes to it), monitoring its implementation (budget and schedule), as well as prioritizing community improvement projects.

CBD Community Benefits District

A fee which businesses in a district agree to assess themselves in order to improve their business area; in contrast Assessment Districts are areas where the residents have agreed to assess themselves to pay for community improvements.

Certificate of Occupancy

CIP Community Improvements Program

The planned and approved improvement projects for the Plan area designed to enhance the community’s quality of life or its cultural and historic heritage.

Commission San Francisco’s Planning Commission

The board responsible for overseeing the Planning Department.

Community Workshop

CU

DBI

Department City and County of San Francisco’s Planning Department

The agency charged with designing and implementing the Plan, with input from the Citizens Advisory Committee and from suggestions made by citizens of the Plan area at Department workshops designed to keep them periodically informed about the plan and its implementation, as well as any changes to the Plan.

EEA

GIS

(Historic) Landmarks Board

Now a separate commission which approves the historic or cultural significance of buildings and public monuments. Once anything is designated as historical, it has additional restrictions

Historic Preservation Study

Historical Survey

IPIC Interagency Plan Implementation Committee.

A committee to coordinate all city agencies to assure that they are implementing this and other Board-approved (BOS) strategic Plans on schedule and budget.

LGBT Lesbian Gay Bisexual Transgender

This community is one of many important ones that characterize the Plan area. Their Market St. headquarters at Octavia is within the Plan area

Market Street Bike Plan

MOP Market/Octavia Plan (also referred to as the **Plan**)

MOP-CAC Market/Octavia Plan’s Community Advisory Committee

Designed to be a representative body of all citizens living and working in the Plan area which can oversee the Plan and its implementation during the life of the Plan and any changes to the plan. They especially need to keep their constituency informed about the plan and its implementation as well as to assure that the community improvements reflect the will of the people in the area.

MTA Municipal Transportation Authority

This is the board responsible for Muni, the city’s transportation agency.

Parking Nexus Study

Pipeline Report

A currently accurate monthly status report by the Department to the Committee of all projects in the MOP area.

SFCTA San Francisco County Transportation Authority.

Tax Increment Financing

VanNess/Market Density Area

Variance