

**Balboa Reservoir Community Engagement Strategy\_DRAFT**  
**Implementation of DA Exhibit R**  
**May 5, 2021**

The Balboa Reservoir Development Agreement (DA) is the City-approved document that describes all of the City and developer obligations relating to the Balboa Reservoir project. The DA includes “Exhibit R: Community Engagement,” which outlines a community engagement framework that the project developer, Reservoir Community Partners (RCP), is required to implement. Exhibit R builds on and is designed to continue the robust, multi-year community outreach and engagement process that preceded the project entitlement. It establishes a framework for ongoing community input throughout the implementation phases of the project, including detailed design, construction, and ongoing maintenance and programming. The following draft strategy proposal outlines required and recommended actions for implementing the Exhibit R framework.

This proposal is organized into two sections. Section 1 is comprised of a schedule outlining all community meetings required by Exhibit R that are anticipated in the 5 ½ years between July 2021 and December 2026. The schedule is based on RCP and City staff’s current understanding of the project’s design, permitting, and construction timeline related to Phase 1 development. While the schedule is subject to change based on numerous factors including macroeconomic conditions beyond the control of RCP, it provides an overview of the numerous opportunities (averaging ~3 per year) for formal dialogue between community members and the development team. Should Phase 2 of the project commence during this timeframe, additional community meetings would be required, particularly as related to open space and building design. It should be noted that all meetings will involve staff representation from both the Planning Department and OEWD.

Section 2 describes the proposed strategies for implementing the various elements of the community engagement framework in Exhibit R. Community meetings will be an important and central element of ongoing community engagement for the Balboa Reservoir project, but just as important will be implementation of a consistent and transparent infrastructure for sharing/disseminating information and responding to community questions and concerns when they arise in the coming years. This strategy seeks to implement both of these goals.

**Section 1: Anticipated Community Meeting Schedule through 2026**

	<b>Year</b>	<b>Month</b>	<b>Event</b>	<b>Notes</b>
1	2021	July	Public open space design “pre-application” (pre-app) meeting for Reservoir Park	Some combination of 1, 2, and 3 could be combined to consolidate to 2 meetings.
2	2021	July	Public building design pre-app meeting for market rate buildings	Some combination of 1, 2, and 3 could be combined to consolidate to 2 meetings.
3	2021	August/Sept	Public building design pre-app meeting for affordable buildings	Some combination of 1, 2, and 3 could be combined to consolidate to 2 meetings.
4	2022	April	Public open space design pre-approval meeting for Reservoir Park	
5	2022	April	Public building design pre-app meeting for townhomes	As the townhome developer has not yet been identified, this date is speculative—if accurate, could be combined with #4 above.
6	2022	July	Public pre-construction meeting	To provide public with information regarding project construction schedule

Q3 2022: Start of Phase 1 street and infrastructure construction				
7	2023	January	Annual public construction meeting #1	
Q1/Q2 2023: Start of Phase 1 buildings construction				
8	2023	July	Annual public construction meeting #2	
Q1 2024: Start of Reservoir Park construction				
9	2024	January	Annual public construction meeting #3	
10	2024	July	Annual public construction meeting #4	
11	2025	January	Annual public construction meeting #5	
12	2025	February	Open Space Advisory Committee formation meeting	Formation meeting to establish organization, bylaws, etc. of OSAC meeting prior to completion of Reservoir Park.
Q2 2025: Completion of Phase 1 buildings and Reservoir Park construction				
13	2025	July	Annual public construction meeting #6	Continuing to Phase 2...
14	2025	August	Annual Open Space Advisory Committee meeting #1	This meeting is contemplated 6 months after the OSAC formation meeting and after Reservoir Park is complete and open to the public.
15	2026	January	Annual public construction meeting #7	
16	2026	July	Annual public construction meeting #8	
17	2026	August	Annual Open Space Advisory Committee meeting #2	

Green = open space meeting  
 Purple = building design meeting  
 Blue = construction related meeting

Meeting Summary

Year	Meetings per Year
2021	3*
2022	3
2023	2
2024	2
2025	4
2026	3
<b>Total</b>	<b>17</b>

\* does not include 3 CAC meetings already held or scheduled through June

**Section 2: DA Exhibit R and Proposed Implementation Strategies**

This section includes the text of DA Exhibit R and the proposed implementation strategies related to the various elements of the community engagement framework. The text in blue is a direct transcription of the text from Exhibit R while the text in green describes the required and recommended actions for implementing Exhibit R.

**DA EXHIBIT R: COMMUNITY ENGAGEMENT**

This Exhibit R describes certain community obligations assumed by Developer for the Project (the “Community Engagement Obligations”). All capitalized terms used in this Exhibit R and not specifically defined herein will have the meanings ascribed to them in the Development

Agreement by and between the City and County of San Francisco, a municipal corporation, and Reservoir Community Partners LLC, a California Delaware limited liability company (the “**Agreement**”) to which it is attached. The Balboa Reservoir project is the product of a community planning process initiated by the City in 2014. The community process included an appointed Balboa Reservoir Community Advisory Committee (“**CAC**”) body as well as heavy participation from the community at large. The community, in coordination with City staff, developed parameters for the site, informed the selection of the development team, and worked to refine the development proposal to best serve the surrounding community needs. Upon approval of the Agreement, the community will have continued participation in the development and ongoing operations of the Project. This Exhibit summarizes the minimum obligations for ongoing community participation, including those related to design, construction and operations.

### **1. STANDARDS OF COMMUNICATION**

Upon the sunset of the official Balboa Reservoir Community Advisory Committee, the Developer will commit to meeting these standards of communication for all notices, meetings, and information required as part of community engagement.

The Developer will maintain a list and contact information for interested members of the public and will provide all notices and meeting invitations to members of the public who elects to join said list. Additionally, the Developer will provide specific notice to the neighborhood organizations and institutions listed below. Further, the Developer will make best efforts to coordinate meeting schedules with the neighborhood organizations and institutions listed below.

- The President of the Westwood Park Neighborhood Association or his or her designee
- A resident of the OMI (Oceanview-Merced-Ingleside) neighborhood
- The President of the Sunnyside Neighborhood Association or his or her designee
- An employee, student, or Trustee of City College of San Francisco
- An employee of Riordan High School

#### ***Implementation Actions***

1. Required
  - a. RCP to create, at a minimum, an email listserv for interested parties to sign up for project updates. Or continue to use existing email listserv if one exists.  
**Schedule: By 6/1/2021**
  - b. RCP to solicit sign-ups through representatives listed above.  
**Schedule: Starting just prior to final CAC meeting**
  - c. RCP to coordinate with representatives listed above to designate a person or persons as primary point of contact at each organization. Where possible, establish an alternate contact as backup.  
**Schedule: By 6/1/2021**

2. Recommended for RCP
  - a. In addition to listserv, establish additional means of communication with local stakeholders such as social media, a dedicated project website, etc.  
**Schedule: By 6/1/2021**
  - b. Designate an individual internal to RCP or a consultant as community liaison for general project inquiries, not just those related to construction (as required below). Community liaison should be an experienced community engagement professional with a background in planning and/or development.  
**Schedule: By 6/1/2021**
  - c. Publish a quarterly digital newsletter that is shared widely in the community via email, social media, etc. and is available on the project website. The newsletter should cover upcoming events, design and construction updates, etc.  
**Schedule: Publish first newsletter by end of Q3 2021.**

## 2. OPEN SPACE DESIGN

The Developer will engage the community on the design of any Dedicated Open Space, as follows:

- Prior to submittal of a design review application for a Dedicated Open Space, the Developer will conduct a minimum of one pre-application public meeting on design of the Dedicated Open Space.
- The Developer will conduct a minimum of one additional public meeting prior to any approval action on the application. Additional meetings may be required at the discretion of the Planning Director.
- All meetings will be conducted at, or within a one-mile radius of, the Project Site, and the pre-application meeting will be subject to the Planning Department's pre-application meeting procedures, including but not limited to, the submittal of required meeting documentation. Developer will invite a Planning Department representative to such meetings.

### **Implementation Actions**

1. Required: as outlined above
2. Recommended for RCP
  - a. In addition to any required noticing described above, advertise open space design meetings through project listserv and other available outlets (e.g. website, social media, etc.) 4 weeks prior to the meeting with a reminder 2 weeks prior.
  - b. Coordinate with Planning Department staff to advertise the meeting through its communications channels (e.g. project website, project listserv, social media, etc.)
  - c. At least one week prior to any pre-application meeting, share the proposed design with Planning and OEWD staff for review and comment.
  - d. After the meeting, coordinate with Planning and OEWD staff to create a written meeting summary that describes the primary topics discussed including community comments and feedback. Within 10 days after the meeting, share the meeting presentation and summary with Planning Department staff so that

they can be posted on the Department's webpage for the project. Presentation and summary materials also to be posted on RCP's project website.

### **3. OPEN SPACE OPERATIONS AND PROGRAMMING**

The Balboa Reservoir Project will create new parks and open spaces (the Dedicated Open Spaces, as defined in the Agreement), each of which will be important community benefits for the residents of the Project and the surrounding neighborhoods. Ongoing operations and programming of the Dedicated Open Spaces will benefit from ongoing community collaboration. The Developer will host an annual meeting and establish an Open Space Advisory Committee.

**Open Space Advisory Committee.** Developer will establish and maintain an Open Space Advisory Committee for the life of the Agreement to provide the opportunity for the members of the public to provide ongoing input on the use, maintenance, and/or operation of the new parks and open spaces at the Project Site. Developer will establish the advisory committee prior to the first annual meeting. The Advisory Committee will include representation from the following:

- The President of the Westwood Park Neighborhood Association or his or her designee
- A resident of the OMI (Oceanview-Merced-Ingleside) neighborhood
- The President of the Sunnyside Neighborhood Association or his or her designee
- An employee, student, or Trustee of City College of San Francisco
- A person who owns a business located on Ocean Avenue
- The President of the Balboa Reservoir HOA (Affordable) or his or her designee
- Balboa Reservoir (Townhouse)
- An employee of Riordan High School
- Two at-large seats, ideally neighbor/resident from Mercy/Avalon on Ocean Avenue

**Annual meeting.** After the Open Space Advisory Committee is formed, the Developer will host an annual public meeting including residents of Balboa Reservoir and the surrounding community. The meeting will provide the opportunity for the City, members of neighborhood organizations, and members of the public to comment on Developer's use, maintenance, and/or operation of the Dedicated Open Spaces. Developer will host a minimum of one (1) public meeting per year and will post notice online inviting neighborhood organizations and members of the public to attend. Such notice also will be provided to the Planning Department.

#### ***Implementation Actions***

##### **1. Required**

- a. RCP to coordinate with representatives listed above to designate a person to sit on Open Space Advisory Committee (OSAC). Where possible, designate an alternate as well.

##### **Schedule:**

- i. **OSAC membership to be constituted by the time the first site permit for Reservoir Park is issued (estimated in 2023). Note, this Park site permit is different than the sitewide mass grading permit that is anticipated for issuance in 2022.**

- ii. **OSAC formation meeting to be held no earlier than 3 months prior to Certificate of Occupancy for central park and no later than 1 month prior**

2. Recommended for RCP

- a. OSAC to establish by-laws governing roles, rules, and procedures. At minimum, OSAC membership to create a written meeting summary that describes the primary topics discussed at OSAC meetings including community comments and feedback.

**Schedule: At OSAC formation meeting**

- b. OSAC to establish procedures for ongoing community feedback between annual meetings related to open space use/management/operations. At minimum, RCP to provide a form or contact email on the project/HOA website for community members to provide input.

**Schedule: At OSAC formation meeting**

- c. Advertise the OSAC meetings through project listserv and other available outlets (e.g. website, social media, etc.) 4 weeks prior to the meeting with a reminder 2 weeks prior. Coordinate with Planning Department staff to advertise the meeting through its communications channels (e.g. project listserv, social media, etc.)
- d. Within 10 days after OSAC meetings, share any meeting presentation materials and the meeting summary with Planning Department staff so that they can be posted on the Department's webpage for the project. Presentation and summary materials also to be posted on RCP's project website/the HOA website.

#### **4. BUILDING DESIGN**

**Community Input on Building Design.** The Developer will engage the community on the design of residential buildings. Prior to submittal of a design review application for a Building, the Developer shall conduct a minimum of one pre-application public meeting. The meeting shall be conducted at, or within a one-mile radius of, the Project Site, but otherwise subject to the Planning Department's pre-application meeting procedures, including but not limited to the submittal of required meeting documentation. A Planning Department representative shall be invited to such meeting.

#### Implementation Actions

- 1. Required: as outlined above
- 2. Recommended for RCP
  - a. In addition to any required noticing per the Planning Department's pre-application meeting procedures, advertise the meeting through project listserv and other available outlets (e.g. website, social media, etc.) 4 weeks prior to the meeting with a reminder 2 weeks prior.
  - b. Coordinate with Planning Department staff to advertise the meeting through its communications channels (e.g. project listserv, social media, etc.)
  - c. At least one week prior to any pre-application meeting, share the proposed design with Planning and OEWD staff for review and comment.
  - d. After the meeting, coordinate with Planning and OEWD staff to create a written meeting summary that describes the primary topics discussed including community comments and feedback. Within 10 days after the meeting, share

the meeting presentation and summary with Planning Department staff so that they can be posted on the Department's webpage for the project. Presentation and summary materials also to be posted on RCP's project website.

## 5. CONSTRUCTION MANAGEMENT

**Construction Management, Communication with the Community.** The Developer will provide ongoing community coordination during the construction period, which will provide information to members of the public and offer a clear point of contact for community issues and concerns.

**Community Liaison.** The Developer will have a dedicated community liaison prior to the start of construction. Contact information for the community liaison shall be made available to the public, consistent with the standards for communication. Neighbors can communicate concerns or questions directly to the community liaison who will be stationed on site and will respond during business hours. The Developer will also provide a 24-hour number for afterhours questions or concerns.

### Implementation Actions

1. Required
  - a. Identify community liaison and introduce to the community  
**Schedule: No later than 1 month prior to the start of construction**
2. Recommended for RCP
  - a. Utilize pre-construction meeting and other means (ie website, email, social media, etc.) to introduce liaison and provide contact information  
**Schedule: No later than 1 month prior to the start of construction**
  - b. To the greatest extent feasible, liaison to coordinate closely with City College staff to jointly address community concerns related to construction at both sites.  
**Schedule: Ongoing upon commencement of construction**

**Timely Information.** Prior to construction start, the Development team will provide an updated construction plan and timeline, and will provide information for all neighbors about where to find key information about the Project's progress. During the construction process, the team will provide regular updates to interested neighbors via email, the project website, and other identified forums.

Standard Construction Hours will be 7am – 8pm, 7 days a week. For construction activities (such as large concrete pours) that may require work beyond the standard construction hours, a special permit must be obtained from the SF Department of Building Inspections. The Developer will notify the community prior to any after-hours work as part of its regular information updates.

### Implementation Actions

1. Required: as outlined above
2. Recommended for RCP

- a. Utilize pre-construction meeting to provide community with construction plan and timeline  
**Schedule: No later than 1 month prior to the start of construction**
- b. For work outside of standard construction hours, make best efforts to notify the community at least 7 days prior to commencement of said construction.

**Annual Meetings.** The Developer will host two public meetings per year during construction including residents of the Project (if applicable) and the surrounding community. The meeting will provide the opportunity for neighborhood organizations and members of the public to comment on Developer’s construction management. Developer will host a minimum of two (2) public meetings per year and will post notice online inviting neighborhood organizations and members of the public to attend. Such notice also will be provided to the Planning Department.

Implementation Actions

- 1. Required
  - a. Identify community liaison and introduce to the community; share construction plan and timeline  
**Schedule: No later than 1 month prior to the start of construction**
- 2. Recommended for RCP
  - a. Advertise meetings through project listserv and other available outlets (e.g. website, social media, etc.) 4 weeks prior to the meeting with a reminder 2 weeks prior.
  - b. Coordinate with Planning Department staff to advertise meetings through its communications channels (e.g. project listserv, social media, etc.)
  - c. After the meeting, coordinate with Planning and OEWD staff to create a written meeting summary that describes the primary topics discussed including community comments and feedback. Within 10 days after the meeting, share the meeting presentation and summary with Planning Department staff so that they can be posted on the Department’s webpage for the project. Presentation and summary materials also to be posted on RCP’s project website.

**6. SPECIFIC CONSTRUCTION MEASURES**

To the extent of any conflict between the measures described in this exhibit and those required by the Mitigation Monitoring and Reporting Program attached to the Development Agreement (MMRP) for the Project or applicable laws (e.g., construction hours), the MMRP or applicable laws will control.

Implementation Actions

- 1. Recommended for RCP
  - a. Make Plans required by MMRPs below available for public review on project website and on Planning Department’s project webpage.  
**Schedule: Upon completion and approval by designated City agencies**

**Noise.** The development team will prepare a Noise Control Plan, in consultation with an acoustical consultant and reviewed and approved by the Planning Department to reduce noise impacts to the surrounding neighborhood and institutions. The Noise Control Plan will include



the following commitments:

- The Developer will conduct the noisiest work (the parking lot and berm demolition) at times that will cause the least disturbance to surrounding neighbors. This work will take place between the hours of 9am and 4pm, and the team will endeavor to complete all of it during times when Riordan High School is not in session.
- Whenever possible, shield stationary construction equipment in order to reduce noise levels, and on-site work that produces noise (such as grinding or sawing) will be located as far from neighbors as possible.
- Although not required by any specific plan or code, the Developer will establish a rule prohibiting the use of radios or amplified music at any time during construction.
- The Developer will create a weekly noise monitoring log which will document noise levels, any exceedances of threshold levels, and corrective actions.
- The Developer will mandate that construction equipment utilize best available noise control techniques.
- The Developer will establish locations for noise monitoring, usually at site borders.
- The Developer will make the noise monitoring log accessible to public upon request.

**Air Quality.** The Developer will implement all measures in the site mitigation and construction dust monitoring plan. The Site Mitigation Plan and a Construction Dust Monitoring plan was reviewed and approved by San Francisco's Department of Public Health. The two plans cover topics including odor control, dust control, and soil management during construction.

Dust Control:

- The dust monitors will be set up on a daily basis, for the first week of each new, potential dust-generating activity conducted at the Site (e.g., one week of dust monitoring at the start of grading, one week of dust monitoring at the start of excavation, etc.).
- The dust monitors will be set up by dust monitoring personnel at the start of each workday prior to the start of the dust generating activity and taken down at the conclusion of each workday.
- Additionally, dust monitoring personnel will be present on-Site to monitor field conditions and consult with contractor personnel on suitable dust suppression measures.
- Dust Monitoring will continue to occur at:
  - The first week of each new dust-generating activity;
  - the day of and/or the day after an exceedance of required threshold levels;
  - The day of and/or the day after visual observation of fugitive dust, if any; and
  - The day of and/or the day after neighbor complaints of dust if any.
- Two dust monitors will be placed at the Site perimeter (one upwind and one downwind location). Additional dust monitors will be placed at the western and southern boundaries near the adjacent residential buildings during all excavation and soil handling activities, if needed. Wind direction will be evaluated based on a windssock or flag located at the Site as well as a weather forecasting and reporting website. Dust monitor locations will be re-located in the case of significant changes in the wind direction. The locations of the dust monitors will be recorded in dedicated field logs The

dust monitors shall be capable of continuous, real-time monitoring data-logging, and data transmission, and be able to trigger visual and/or remote alarms consisting of a flashing light, or similar, to alert on-Site monitoring and/or contractor personnel an action level has been exceeded.

- The remote alarm, if used, will consist of a text message, email, phone message, or similar, to alert off-Site monitoring personnel an action level has been exceeded. Dust monitoring logs/data will be available to the public upon request.

**Emissions Minimization Plan (EMP).** An Emissions Minimization Plan will be prepared for the project and approved by the Planning Department's Environmental Review Officer prior to the start of construction. The EMP will ensure compliance with specific regulations related to construction equipment, construction-related truck emissions, and notification requirements.

The EMP will include the following commitments:

- Paints used during construction will be Low-VOC coatings.
- All construction equipment will meet or exceed specific standards and will be recertified by the City and the Bay Area Air Quality Management District each year.
- Portable diesel engines will be prohibited for on-site construction work since grid power will be available throughout the site during all phases of construction.
- Diesel engines for on- or off-road equipment will not be left idling on the site at any time.
- Engine Requirements:
  - All off-road equipment greater than 25 horsepower shall have engines that meet Tier 4 Final off-road emission standards.
  - Renewable diesel shall be used to fuel all diesel engines unless it can be demonstrated to the Environmental Review Officer (ERO) that such fuel is not compatible with on-road or off-road engines and that emissions of ROG and NOx from the transport of fuel to the project site will offset its NOx reduction potential.