

## **Attachment A: Consultation with the Street Design Advisory Team/Urban Design Advisory Team**

Internally, the environmental planning transportation planner may consult with the urban design advisory team, and the street design advisory team. Feedback received from these teams may result in changes to the project's design or description.

The **urban design advisory team** is an internal planning department staff team that reviews new construction based on the Urban Design Guidelines and other relevant design guidelines, the planning code, and the policies in the General Plan. The scope of urban design advisory team review includes massing, scale, articulation, materials, composition of open space, the relationship of the new building to existing buildings and the street pattern, and location of building functions especially as they relate to the public realm and aesthetics. The urban design advisory team is comprised of staff planners with expertise in architecture, landscape architecture, historic preservation, and urban design.

Planning department staff leads **street design advisory team** meetings. The **street design advisory team** is a multi-agency team that reviews proposed changes to the public right-of-way as part of land use development projects. Staff from the SFMTA, San Francisco Public Works, and the San Francisco Public Utilities Commission (city public utilities commission)<sup>1,2</sup> are also members of the street team. The street team also hosts a monthly meeting with the San Francisco Fire Department (fire department). The street team typically reviews developments that trigger the requirements of planning code section 138.1(C)(2), propose to meet privately owned public open space requirements by including open space in the public right of way, modify curb lines, or may result in transportation safety concerns. The street team's primary role is to address a development's design as it relates to the public right-of-way (e.g., curb extensions, curb cut locations and dimensions). The street team also plays an important role in resolving issues that arise through streetscape entitlements and permit processes that take place post-planning commission entitlements.

A development may require street team review regardless of whether a California Environmental Quality Act transportation study is required. The street team review typically occurs during two phases of development review: 1) during the preliminary project assessment phase; and 2) shortly after the filing of a project application. During the latter phase, more than one street team meeting concerning a specific project may be necessary. The street team provides a letter to the sponsor regarding the aforementioned technical aspects.

The urban design advisory team provides feedback on the relationship of a land use development project to the public right of way, and on changes to the public right of way. As a result, it is important to be sure that the feedback from both teams is consistent. In particular, basic information such as the primary and secondary ingress/egress points for a project should be identified.

**Timing:** The timing for consultation with the street design advisory team/urban design advisory team is summarized in Figure 1 of the guidelines.

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<sup>1</sup> The Bureau of Urban Forestry has also attended some meetings, but are not currently regular attendees at street design advisory team meetings.

<sup>2</sup> Street design advisory team meetings may serve as the initial point of coordination with multiple agencies.

## Attachment B: San Francisco Municipal Transportation Agency (SFMTA) Consultation

The transportation planner may consult with SFMTA staff during the transportation review process. In general, the transportation planner will consult with SFMTA when a project could affect SFMTA's services or facilities, or would require SFMTA approval. A brief overview of the circumstances that trigger consultation with SFMTA, and the timing for that consultation follow.

The following identifies the triggers for developments that warrant SFMTA staff consultation or review during the California Environmental Quality Act (CEQA) transportation review process:

- Development is proposing streetscape changes beyond publicly accessible rights-of-way fronting the property (i.e., those beyond typical project requirements of planning code section 138.1(C)(2)). Examples include:
  - A new street;
  - Traffic control device changes (e.g., stop signs, signals, etc.);
  - Roadway dimension changes or restriping (e.g., lane removal or addition, lane width reduction or expansion, addition of bicycle facility, one-way to two-way, etc.);
  - Mid-block crossings for people walking;
- Development is proposed along a street with a future (i.e., under construction or reasonably foreseeable) streetscape or other project that includes curb extensions, bicycle facilities, or transit service or facilities;
- Development proposes changes to the location or physical features of a public transit zone;
- Development proposes changes to public transit service;
- Development proposes to operate shuttle bus service;
- Development proposes changes to the length, location, and hour restrictions to color curb designations or metered parking;
- Development is proposing greater than 150 vehicular parking spaces for accessory uses or more than 50 vehicle parking spaces for non-accessory uses (i.e., private or public parking garage/lot);
- Development is proposing an event center or regional-serving entertainment venue; or,
- If, the development does not meet any of the above triggers and during scoping or transportation analysis, department staff, potentially with input from SFMTA staff (e.g., street design advisory team), determines the development could require mitigation measures or alternatives to address a potentially significant transportation impact.

If the development triggers one or more items, the transportation planner will consult with SFMTA staff.

**Timing:** The transportation planner will typically consult with SFMTA, as part of the scoping process, or during the analysis, or report preparation phases (Steps 2 – 4). Consultation may also occur as part of Steps 5 and 6, if needed.

## Attachment C: Other Agency Consultation

The transportation planner will consult with other agencies on a case-by-case basis, but answering “yes” to one or more of the following questions should serve as the initial reason for consultation:

- 1- Is the project site within or adjacent to an area within an agency’s jurisdiction?
- 2- Does the agency own or operate an existing, planned, or proposed facility within the project site or study area?
- 3- Would the project create new trips that could significantly impact an agency’s services (i.e. creating additional ridership) or facilities?

The transportation planner may consult with the local, regional, and state agencies listed below. The following includes further information regarding specific triggers for each agency.

### City and County of San Francisco

- **San Francisco Municipal Transportation Agency (SFMTA).** See Attachment B SFMTA Coordination.
- **San Francisco Public Works (public works).** The project involves changes to the public right of way. Public Works coordination may be initiated through the street design advisory team (see Attachment A).
- **Port of San Francisco (Port).** The project site is on or adjacent to a Port property.
- **Office of Community Investment and Infrastructure (OCII).** The project site is within or adjacent to a property within OCII jurisdiction.
- **Office of Economic and Workforce Development (OEWD).** The project includes a development agreement and that development agreement includes transportation-related topics.
- **San Francisco Fire Department (fire department).** The project site is within one block of an existing fire station, includes a new fire station, or would result in a change in vehicular access on a public right of way that could affect access to a fire station.
- **San Francisco Police Department (police department).** The project site is within one block of an existing police station, includes a new police station, or would result in a change in vehicular access on a public right of way that could affect access to a police station.

### Regional and State Agencies

The department typically consults with regional and state agencies for “projects of statewide, regional or areawide significance” as defined in Section 15206(b) of the California Environmental Quality Act (CEQA) Guidelines.<sup>3</sup> The transportation planner should also consult with regional and state agencies that provide transit services when a project would include or result in changes to routes or facilities, for example:

- **Bay Area Rapid Transit (BART):** changes to a BART station, access to a BART station, or construction within a BART easement or Zone of Influence.<sup>4</sup>
- **Alameda County Transit (AC Transit):** changes to an AC Transit stop or route.
- **Ferries:** changes to a ferry landing, or access to a ferry landing.
- **Golden Gate Bridge Highway and Transportation District (Golden Gate Transit):** changes to a GGT stop or route.
- **Caltrain<sup>5</sup>:** changes to a Caltrain station, or access to a Caltrain station.

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<sup>3</sup> For projects within the jurisdiction boundaries of the City and County of San Francisco, projects of statewide, regional or areawide significance are typically general plan or general plan elements that require preparation of an environmental impact report (see CEQA Guidelines section 15206(b)(1)) or large land use development projects, as defined in CEQA Guidelines section 15206(b)(2).

<sup>4</sup> The BART Zone of Influence (ZOI) includes privately held parcels typically located over or adjacent to BART’s subway structures.

<sup>5</sup> Caltrain is operated by the Peninsula Corridor Joint Powers Board.

- **San Mateo County Transit District (SamTrans)<sup>6</sup>**: changes to a SamTrans stop or route.
- **California High Speed Rail (“high speed rail”)**: changes to the transportation network that could affect the proposed high speed rail alignment.
- **Transbay Joint Powers Authority (“joint powers authority”)**: changes to the transportation network that could affect the Transbay Transit Center.

The primary **California Department of Transportation (Caltrans)** facilities within San Francisco include United States Highway 101 (U.S. 101), Interstate (I-280), Interstate 80 (I-80), California State Route 1 (SR 1), associated highway and freeway on-and-off ramps and Caltrans maintenance facilities.

Caltrans reviews CEQA projects on a case-by-case basis taking into consideration the distance from the project site to the state transportation network (STN), the current facility type, the proposed use, and the overall impact that might occur based on the number of trips that would be added to the transportation network, and/or any particular characteristics or elements of the project that may affect Caltrans facilities.

At a minimum, the transportation planner should consult with Caltrans under any of the following circumstances:

- A Caltrans intersection/ramp junction is within the study area for consideration of potentially hazardous conditions for traffic, transit, bicycles, or pedestrians and/or an intersection/ramp junction to a Caltrans facility is included as a study intersection.<sup>7</sup>
- The department proposes measures that may involve/affect Caltrans intersections/ramp junction (e.g. additional lane, traffic controls, signalization, advanced traffic management systems/ITS).
- The department proposes measures to address construction traffic that involve/affect Caltrans jurisdiction (e.g. lane closures).

Lastly, the **San Francisco County Transportation Authority** may assist in travel demand modeling efforts or technical assistance on reviews such as vehicle miles traveled.

**Timing:** The transportation planner will typically consult with other agencies as part of the scoping process, or during the analysis, or report preparation phases (Steps 2 – 4). Consultation may also occur as part of Steps 5 and 6, if needed.

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<sup>6</sup> SamTrans is operated by the San Mateo County Transit District

<sup>7</sup> For the location of Caltrans facilities, please refer to: <http://www.dot.ca.gov/dist4/cpra/>.



**Attachment D: Transportation Study Determination Request Form**

**DATE:** 2/12/2019  
**TO:** Colin Clarke, Jenny Delumo, Dan Wu & Transportation Staff  
**FROM:** [Staff Name]  
**RE:** **Transportation Study Determination Request**  
Case No. [Record Number], [Application Name]  
Neighborhood: [Neighborhood Name]  
Zoning: [Zoning] ([Zoning Name])  
Area Plan: [Plan Area Name]

Attached is information regarding the above project for which a determination of whether a transportation study is/ or may be required. Please note that the TS Team reviews these determinations every Wednesday between 12:30 – 1:30 PM in Room 404. You are welcome to attend if you have any specific questions about your submitted project.

Helpful Links:

SF Transportation Information Map (TIM) - [www.sftransportationmap.org](http://www.sftransportationmap.org)

SF Travel Demand - <http://test-sftia2.surge.sh/>

Caltrans Interactive Highway Map -

<https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=04efb9a9f14c4da2aab9ce36b7dda48>

Development Pipeline Map - <http://developmentmap.sfplanning.org/>

**PPA/ENV Case Planner Section:**

To facilitate this determination, **please mark the appropriate boxes below** and save the requested information into M-Files (PPA or ENV record number for project). Save the plans, application, and trip generation table as applicable using the naming convention: [Name/Address of Project]\_[Document Name or Type]\_[Version Number or Draft]. For example, 349 8th Street\_Plans\_20190118.

Submit the Transportation Study Determination request form in the box near Dan’s cube. **Your input is only required for the first few pages:**

- PPA or ENV Application. Please save in M-Files.
- Project plans & project description. Please include the project plans in M-Files. Please include the project description in the section below. (Page 5)

- Would the project include land uses such as Recreational facilities, Concert Venues, Schools or large land use projects such as Pier 70, Seawall Lots etc.? (Trip Generation Table *is not required* for a TS Determination Request)
- Would the project potentially add  $\leq 50$  dwelling units or  $\leq 5,000$  square feet of non-residential uses or  $\leq 20$  parking spaces? (SF Travel Demand data results table *is not required* for a TS Request)
- Would the project potentially add  $> 50$  and  $< 300$  dwelling units or  $> 5,000$  square feet and  $< 100,000$  square feet of non-residential uses or  $> 20$  and  $< 50$  parking spaces? (SF Travel Demand data results table<sup>8</sup> *is required* for a TS Request. Please include this information in M-Files)
- Would the project potentially add  $\geq 300$  dwelling units or  $\geq 100,000$  square feet of non-residential uses or  $\geq 50$  parking spaces? (SF Travel Demand data results table *is required* for a TS Request. Please include this information in M-Files)
- Would the project make alterations to Muni/Other Regional Transit Agencies/DPW right of way such as moving/adding/removing bus stops, proposing new colored curbs, removing existing colored curbs, proposing uses on city right of way such as reducing sidewalk widths, removing or adding travel lanes including turn pockets, removing parking lanes, adding new streets, adding or removing traffic signals etc.?
- Would the project fall within 300 feet of a Caltrans right-of-way or is adjacent to a regional transit stop. (Please review the Interactive Highway Map (link above) and the “Transit Tab” in TIM to look up this information. Please note that all highway ramps leading to these facilities are also within Caltrans purview.)
- Would the project front a high-injury corridor where pedestrian, bicycle, or vehicular injuries or fatalities occurred? (Please go to the “Safety Tab” in TIM to look up this information.)
- For PPA/ENV Cases, check if the project is over the amount of parking permitted:
  - by right or
  - with a CUA as per the Planning Code.
- Would the project meet the VMT and parking map-based screening criteria by checking the “Vehicles plus Parking Tab” on TIM to ensure that it is located in an area that exhibits Regional Average VMT minus 15% based on the proposed use?
- Would the project meet any of the additional screening criteria for VMT?
  - Does the proposed project qualify as a “small project”? or
  - Is the proposed project in proximity to a transit station? (must meet all four sub-criteria)
    - Located within a half mile of an existing major transit stop; and
    - Would have a floor area ratio greater than or equal to 0.75; and
    - Would result in an amount of parking that is less than or equal to that required by the planning code without a conditional use authorization; and
    - Is consistent with the Sustainable Communities Strategy?
- Does the project contain transportation elements?

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<sup>8</sup> If your project is proposing a unique land use for which trip generation rates are not included in the *SF Guidelines* please consult with transportation staff, or note specific transportation issues related to project. I:\MEA\Transportation\Transportation Study Determinations\Trip Generation Tables.

- Does the project qualify as an “active transportation, rightsizing (aka Road Diet) and Transit Project”? or
- Does the proposed project qualify as an “other minor transportation project”?
- Would the project result in 300 inbound project vehicle trips during the peak hour?
- Would the project meet the transportation-related construction screening criteria?

*Project Site Context*

- The amount of excavation is less than two levels below ground surface; and/or
- The amount of demolition would result in less than 20,000 cu yards of material removed from the site.

Notes: \_\_\_\_\_

*Construction Duration and Magnitude*

- Construction is anticipated to be completed in 30 months or less.
- Construction of a project is not multi-phased (e.g., construction and operation of multiple buildings planned over a long time period)

Notes: \_\_\_\_\_

**SDAT Triggers**

Check the appropriate box if the project involves any of the following:

**Better Streets Plan Required (Planning Code 138.1);**

- On a lot greater than 1/2 acre; or
- Contains 150 feet of frontage on public ROW; or
- Encompasses full block

AND

- Includes more than 50,000 gross square feet of new construction; or
- New construction of 10 or more dwelling units; or
- New construction of 10,000 gross square feet or greater of non-residential space; or
- Addition of 20% or more of GFA to an existing building; or
- Change of use of 10,000 gross square feet of greater of a PDR use to non-PDR use
- Other: (e.g., curb line modification, shared street, etc.)

**UDAT Triggers**

Check the appropriate box if the project involves any of the following:

- Development proposes new porte cochere or other type of off-street sidewalk level vehicular driveway, typically used for passenger loading/unloading, between the building and the public right-of-way;
- Development is seeking an exception for off-street loading (freight, service, or tour bus) requirements;

- Development is seeking a conditional use for additional vehicular parking;
- Development is proposing vehicular parking for non-accessory uses (i.e., private or public parking garage/lot);
- Development is proposing greater than 50 vehicular parking spaces for residential and office uses or greater than 10 vehicular parking spaces for retail uses;
- Development is proposing to retain or alter an existing curb cut, but with increased vehicular activity (i.e., greater than 50 vehicular parking spaces for residential and office uses or greater than 10 vehicular parking spaces for retail uses);
- Development triggers large project requirements of Planning Code section 138.1 (Better Streets Plan);
- Development is proposing a new curb cut within 15 feet of another curb cut, greater than 15 feet in width for dual-lane vehicular parking garages, greater than 24 feet in width for dual-lane large truck loading bays, a combined vehicular parking/loading of 27 feet, or greater than 30 feet of cumulative curb cuts (e.g., multiple driveways); and
- Development is proposing a new curb cut along a street identified within Planning Code section 155(r)(1)(2)(3)(4)(5).

**SFMTA Consultation Triggers**

- Proposed changes to color curb designations
- Proposed changes to transit stops
- Proposed streetscape changes
- Other: \_\_\_\_\_

**Project Description & Transportation-Related Notes:**



**Note: Development projects sometimes propose modifications to project descriptions. If there is a substantial change in the project description after a TS Determination has been made, please consult with transportation staff during transportation office hours (Wade's Office or Room 405, Thursday from 2:00 PM to 3:00 PM) Substantial changes will require a resubmitted TS Determination.**

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**TS Determination Team Section:**

Please indicate the determination of whether a transportation study is required below. Thank you for your assistance.

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***PPA Case (check all that are applicable):***

- TS/Consultant-prepared Transportation Study/Section is not likely required*
- TS/Consultant-prepared Transportation Study/Section is likely required (See Scope of Work Checklist)*
- School Circulation Memo is likely required (See Scope of Work Checklist)*
- SFMTA review is required*
- Transportation Planner coordination is likely required (See Scope of Work Checklist)*

*Reason for TS determination:*

***ENV Case (check all that are applicable):***

- TS/Consultant-prepared Transportation Study/Section is not required*
- TS/Consultant-prepared Transportation Study/ Section is required (See Scope of Work Checklist)*
- School Circulation Memo is required (See Scope of Work Checklist)*
- SFMTA review is required*
- Transportation Planner coordination is required (See Scope of Work Checklist)*

*Reason for TS determination:*

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*PPA/ENV Case Planner - Please review all our comments in the next two pages.*

Determined by: \_\_\_\_\_

Date: \_\_\_\_\_

**Comments to Sponsor Regarding the CEQA Transportation Review (check all that are applicable):**

The Department has determined that this is a complex project. Complex projects are multi-phased, require a large infrastructure investment, include both programmatic and project-level environmental review, or statewide, regional, or areawide significance as defined in CEQA. A list of three consultants will be provided.

The Department has determined that this is a regular project or a project that requires site circulation. Site circulation or regular projects are projects that require analysis of one or more transportation topics within a geographic area that may include the project block or extend beyond the project block. Project sponsors may select any consultant from the pool for regular projects.

Please submit the Transportation Study Fee \$26,330 payable to the San Francisco Planning Department ("Transportation Review or Study" fee), and address the payment to Rhia Bordon.

Please submit the Site Circulation Review Fee \$9,560 payable to the San Francisco Planning Department ("Transportation Review or Study" fee), and address the payment to Rhia Bordon.

Please submit the SFMTA \$14,800 complex transportation review fee payable to the SFMTA.

Please submit the SFMTA \$2,950 site circulation transportation review fee payable to the SFMTA.

Please submit the SFMTA \$960 Development Project Review fee transportation fee payable to the SFMTA.

The contact person at SFMTA who will be responsible to receive these fees will be:

David Kim  
San Francisco Municipal Transportation Agency (SFMTA)  
Finance & Administration Division  
One South Van Ness Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94103  
Phone: (415) 646-2192 or [David.Kim@sfmta.com](mailto:David.Kim@sfmta.com)

**Additional Comments to Sponsor:**

**Comments to Staff (check all that are applicable):**

ENV Case/ EP Transportation Planner should conduct a site visit to identify any pedestrian/ cyclist/transit/ vehicles safety issues

ENV/PPA Case or EP Transportation Planner should bring this project to SDAT

ENV/PPA Case or EP Transportation Planner should bring this project to UDAT

ENV Case Planner/ EP Transportation Planner should coordinate with Caltrans on:

ENV Case Planner/ EP Transportation Planner should attend Color Curb Office hours:

*ENV Case Planner/EP Transportation Planner should coordinate with Other Transit Agencies on:*

*Additional Comments to Staff:*