

BETTER STREETS PLAN-Community Advisory Committee

MINUTES

October 16, 2006

100 Van Ness, 26th Floor

CAC Members present: John Bela, Rene Bihan, Rosi Bustamante, Emily Drennen, Timothy Dunn, John Hirten, Jane Martin, Jason Patton, Robert Planthold, Pi Ra, Nancy Strahan, Amy Tanner, Amy Tran

CAC Members absent: Denise D'Anne

City Staff present: David Alumbaugh (Planning)-acting chair, Andres Power (Planning), Adam Varat (Planning), Neil Hrushowy (Planning), Rosey Jencks (PUC), Joanna Fraguli (Mayor's Office of Disability), Kris Opbroek (DPW), Britt Thesen (MTA), Frank Markowitz (MTA), Michael Rudetsky (DPH), Ana Validzic (DPH), Dean Macris (Planning), Bill Lieberman (MTA)

- Introductions (All)
 - Incumbent and new members
 - City Staff
- Update on process to date (City staff)
 - New organizational structure
 - Project timeline

Staff presented the working organizational structure for the Better Streets Plan, as follows:

- 6 agencies working together: MTA, Planning, DPW, PUC, MOD, and the TA
- **Director's Working Group on Transportation** as decision-makers/arbiters of Better Streets Plan content and process
- 2 main components of Better Streets Plan:
 - **Streetscape Master Plan:** focus on sidewalk right-of-way, streetscaping, crossings and intersection design, and stormwater management strategies
 - **Pedestrian Transportation Plan:** focus on pedestrian safety, mobility and accessibility, signs and controls
- **Better Streets Coordination Team:** Inter-agency staff group managing and coordinating the two projects as they interface with regards to:
 - Outreach/public events
 - CAC

- Graphic look/Final documentation
- Departments also coordinating on getting an outreach consultant under contract for the Better Streets Plan. RFP responses were due today.
- TAC: Other Depts (DPH, SFRA, Fire, etc.) brought in as necessary to deal with technical content
- Departments are working on other plans concurrently, outside of the auspices of the Better Streets Plan, such as:
 - MTA: TEP (Transit Efficiency Project); Bicycle Plan (completed); Street Design Plan (future-focus on designing roadway right-of-way)
 - Planning: Mission public realm plan; Soma Transportation Study; Urban Forest Plan
 - PUC: Stormwater Management Plan; Wastewater Master Plan

CAC Members had the following questions and comments:

- BSP Coordination Team should include DPH, MOD
Staff response: These two agencies are on the technical advisory team, which means they get all meeting agendas, decide whether they want to come to meetings, on an ad-hoc basis.
- One CAC seat is vacant, should it be filled by member of MTA's Pedestrian Safety Advisory Committee (PSAC)?
Staff response: That is staff's proposal. It is open for discussion.
- Will the plan cover maintenance of streets?
Staff response: Yes, that is within the scope of the plan. There will be a more detailed scope discussion at the next meeting.

- CAC Rules of Order (All)
 - Review previous 'Group Rules'
 - Facilitation and agendas

Staff presented some questions about the best way to run CAC meetings in a way that keeps to scope and schedule and effectively gathers CAC and general public input (attached).

CAC members suggested that staff come up with a proposal for rules of order, and send it to CAC members for their review and discussion at the following meeting.

CAC members had the following specific comments:

- Need strong leadership from the chair. Don't waste time on protocol.

- CAC members should have an opportunity to propose a position, not just react to staff proposals.
 - There should be a timeline for this proposal, because the next meeting will come up soon.
 - Should there be a rotating chair?
 - There should be a vice or acting chair, in case the chair is not present.
- Better Streets Plan tasks and process (City staff)
 - Content of plan/list of topics
 - Public involvement process

Staff described the project schedule, and schedule for outreach events, as follows:

- Project will be 9 to 12 months
- First outreach will begin in November 2006
- Additional rounds of outreach will be held in Winter/Spring 2007
- Draft plan is expected at the end of Spring 2007

CAC members felt that November 2006 was an unrealistic timeframe to hold a kick-off event. It was suggested that outreach be postponed or re-imagined as more of a 'campaign' than an event. CAC members also expressed a desire to meet the outreach consultant when they are on board. Specific comments included:

- It is too late to get into the November issues of neighborhood newsletters, but not into December issues.
- There should be non-traditional 'guerilla' methods of getting the word out.
- We could take a tour to point out what is the current problem.
- We should use the outreach consultant to manage this work
- Be careful of content of outreach materials. Don't put out vague surveys.
- Make sure to get a website up before kicking off an outreach campaign.

- Future meetings (All)
 - Timing of future meetings (1st Mondays)
 - Next meeting (11/6) and its agenda

For future meetings, CAC members had the following suggestions:

- Send out agendas one week or more in advance of the meeting, so committee members have an opportunity to review and ask questions. Committee members should be responsible for giving feedback to staff with enough time for staff to prepare a response.
 - Set meeting dates months in advance
 - Get a committee mission statement that describes roles and responsibilities. Also a roster of committee members.
 - For next meeting, bring personal vision and goals for streets in San Francisco.
 - Bring outreach consultant and technical consultant to the next meeting.
- Adjourn