



270951

SAN FRANCISCO PLANNING DEPARTMENT

Notice of Exemption

Approval Date: April 1, 2014
Case No.: 2013.1591E
Project Title: SFMTA Commuter Shuttle Pilot Program
Zoning: N/A
Block/Lot: N/A
Lot Size: N/A
Lead Agency: San Francisco Municipal Transportation Agency (SFMTA)
Project Sponsor: Jerry Robbins
 (415) 701-4490
Jerry.Robbins@sfmta.com
Staff Contact: Jeanie Poling
 (415) 575-9072
jeanie.poling@sfgov.org

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**ENDORSED
 FILED**
 San Francisco County Clerk

APR 07, 2014

To: County Clerk, City and County of San Francisco
 City Hall Room 168
 1 Dr. Carlton B. Goodlett Place
 San Francisco, CA 94102

by: **JEANETTE YU**
 Deputy County Clerk

Pursuant to the California Environmental Quality Act (CEQA), the Guidelines of the Secretary for Resources, and San Francisco requirements, this Notice of Exemption is transmitted to you for filing. At the end of the posting period, please return this Notice to the Staff Contact with a notation of the period it was posted.

Attached fee: \$53 filing fee

PROJECT DESCRIPTION:

An 18-month pilot program in which SFMTA would gather data about commuter shuttle activities that would inform any future proposed program intended to regulate commuter shuttles. The program would operate as follows: SFMTA would solicit permit applications from shuttle providers and would select approximately 200 Muni stops for shared use. Use of shared stops would be limited to permitted vehicles, which would be subject to regulations and procedures for loading and unloading at the stops. Permitted vehicles would be designated via stickers/signage and would be outfitted with GPS information transponders allowing SFMTA to track the location and stop times of the vehicles. SFMTA proposes to track shuttle GPS feeds, enforcement reports, 311 complaints and requests, field observations, citations, and other communications. Based on the resulting understanding of complaints about shuttle activities, shuttle-related conflicts, violations of operating guidelines, and citations, as well evaluation of the program's structure and costs, SFMTA would have more complete information to define a long-term program to administer shuttles and incorporate them appropriately into the City's transportation system. The Project would also establish fees for such permits and penalties for permit violations.

POSTED — APR 07 2014 — TO

DETERMINATION:


The City and County of San Francisco decided to carry out the project on April 1, 2014, when the Board of Supervisors affirmed the determination by the Planning Department that the SFMTA Commuter Shuttle Pilot Program is exempt from environmental review. The SFMTA approved the project on January 21, 2014, and will carry out the project. A copy of the document(s) may be examined at 1650 Mission Street, Suite 400, San Francisco, CA, 94103 in file no. 2013.1591E.

1. An Exemption from Environmental Review has been prepared pursuant to the provisions of CEQA under [CHECK ONE]:

- Ministerial (Sec. 21080(b)(1); 15268)
- Declared Emergency (Sec. 21080(b)(3); 15269(a))
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- Categorical Exemption Class 6 (Section 15306)
- Statutory Exemption. State code number: _____
- Community Plan Exemption (Sec. 21083.3; 15183)

2. This project in its approved form has been determined to be exempt from environmental review because the project consists of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource.

John Rahaim
Planning Director


By Sarah B. Jones
Environmental Review Officer

April 3, 2014
Date

cc: Jerry Robbins



SAN FRANCISCO PLANNING DEPARTMENT

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)	
SFMTA Commuter Shuttle Pilot Program			
Case No.	Permit No.	Plans Dated	
2013.1591E			
<input type="checkbox"/> Addition/ Alteration	<input type="checkbox"/> Demolition (requires HRER if over 50 years old)	<input type="checkbox"/> New Construction	<input type="checkbox"/> Project Modification (GO TO STEP 7)
Project description for Planning Department approval. Eighteen-month pilot project to allow private commute shuttles to use selected Muni bus stops for passenger pick-up and drop-off.			

STEP 1: EXEMPTION CLASS

TO BE COMPLETED BY PROJECT PLANNER

Note: If neither class applies, an <i>Environmental Evaluation Application</i> is required.	
<input type="checkbox"/>	Class 1 – Existing Facilities. Interior and exterior alterations; additions under 10,000 sq. ft.; change of use if principally permitted or with a CU.
<input type="checkbox"/>	Class 3 – New Construction. Up to three (3) new single-family residences or six (6) dwelling units in one building; commercial/office structures; utility extensions.
<input checked="" type="checkbox"/>	Class – 6 - Information Collection

STEP 2: CEQA IMPACTS

TO BE COMPLETED BY PROJECT PLANNER

If any box is checked below, an <i>Environmental Evaluation Application</i> is required.	
<input type="checkbox"/>	Transportation: Does the project create six (6) or more net new parking spaces or residential units? Does the project have the potential to adversely affect transit, pedestrian and/or bicycle safety (hazards) or the adequacy of nearby transit, pedestrian and/or bicycle facilities?
<input type="checkbox"/>	Air Quality: Would the project add new sensitive receptors (specifically, schools, day care facilities, hospitals, residential dwellings, and senior-care facilities) within an air pollution hot spot? (refer to EP_ArcMap > CEQA Catex Determination Layers > Air Pollution Hot Spots)
<input type="checkbox"/>	Hazardous Materials: Any project site that is located on the Maher map or is suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks): Would the project involve soil disturbance of any amount or a change of use from industrial to commercial/residential? If yes, should the applicant present documentation of a completed Maher Application that has been submitted to the San Francisco Department of Public Health (DPH), this box does not need to be checked, but such documentation must be appended to this form. In all other circumstances, this box must be checked and the project applicant must submit an Environmental Application with a Phase I Environmental Site Assessment and/or file a Maher Application with DPH. (refer to EP_ArcMap > Maher layer.)

<input type="checkbox"/>	Soil Disturbance/Modification: Would the project result in soil disturbance/modification greater than two (2) feet below grade in an archeological sensitive area or eight (8) feet in a non-archeological sensitive area? (refer to EP_ArcMap > CEQA Catex Determination Layers > Archeological Sensitive Area)
<input type="checkbox"/>	Noise: Does the project include new noise-sensitive receptors (schools, day care facilities, hospitals, residential dwellings, and senior-care facilities) fronting roadways located in the noise mitigation area? (refer to EP_ArcMap > CEQA Catex Determination Layers > Noise Mitigation Area)
<input type="checkbox"/>	Subdivision/Lot Line Adjustment: Does the project site involve a subdivision or on a lot with a slope average of 20% or more? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography)
<input type="checkbox"/>	Slope = or > 20%: Does the project involve excavation of 50 cubic yards of soil or more, square footage expansion greater than 1,000 sq. ft., shoring, underpinning, retaining wall work, or grading on a lot with a slope average of 20% or more? <i>Exceptions: do not check box for work performed on a previously developed portion of site, stairs, patio, deck, or fence work.</i> (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography) If box is checked, a geotechnical report is required and a Certificate or higher level CEQA document required
<input type="checkbox"/>	Seismic: Landslide Zone: Does the project involve excavation of 50 cubic yards of soil or more, square footage expansion greater than 1,000 sq. ft., shoring, underpinning, retaining wall work, grading –including excavation and fill on a landslide zone – as identified in the San Francisco General Plan? <i>Exceptions: do not check box for work performed on a previously developed portion of the site, stairs, patio, deck, or fence work.</i> (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report is required and a Certificate or higher level CEQA document required
<input type="checkbox"/>	Seismic: Liquefaction Zone: Does the project involve excavation of 50 cubic yards of soil or more, square footage expansion greater than 1000 sq ft, shoring, underpinning, retaining wall work, or grading on a lot in a liquefaction zone? <i>Exceptions: do not check box for work performed on a previously developed portion of the site, stairs, patio, deck, or fence work.</i> (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report will likely be required
<input type="checkbox"/>	Serpentine Rock: Does the project involve any excavation on a property containing serpentine rock? <i>Exceptions: do not check box for stairs, patio, deck, retaining walls, or fence work.</i> (refer to EP_ArcMap > CEQA Catex Determination Layers > Serpentine)
If no boxes are checked above, GO TO STEP 3. <u>If one or more boxes are checked above, an Environmental Evaluation Application is required.</u>	
<input type="checkbox"/>	Project can proceed with categorical exemption review. The project does not trigger any of the CEQA impacts listed above.
Comments and Planner Signature (optional):	

**STEP 3: PROPERTY STATUS – HISTORIC RESOURCE
TO BE COMPLETED BY PROJECT PLANNER**

PROPERTY IS ONE OF THE FOLLOWING: (refer to Parcel Information Map)	
<input type="checkbox"/>	Category A: Known Historical Resource. GO TO STEP 5.
<input type="checkbox"/>	Category B: Potential Historical Resource (over 50 years of age). GO TO STEP 4.
<input checked="" type="checkbox"/>	Category C: Not a Historical Resource or Not Age Eligible (under 50 years of age). GO TO STEP 6.

STEP 4: PROPOSED WORK CHECKLIST
TO BE COMPLETED BY PROJECT PLANNER

Check all that apply to the project.	
<input type="checkbox"/>	1. Change of use and new construction. Tenant improvements not included.
<input type="checkbox"/>	3. Regular maintenance or repair to correct or repair deterioration, decay, or damage to building.
<input type="checkbox"/>	4. Window replacement that meets the Department's <i>Window Replacement Standards</i> . Does not include storefront window alterations.
<input type="checkbox"/>	5. Garage work. A new opening that meets the <i>Guidelines for Adding Garages and Curb Cuts</i> , and/or replacement of a garage door in an existing opening that meets the Residential Design Guidelines.
<input type="checkbox"/>	6. Deck, terrace construction, or fences not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	7. Mechanical equipment installation that is not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	8. Dormer installation that meets the requirements for exemption from public notification under <i>Zoning Administrator Bulletin No. 3: Dormer Windows</i> .
<input type="checkbox"/>	9. Addition(s) that are not visible from any immediately adjacent public right-of-way for 150 feet in each direction; does not extend vertically beyond the floor level of the top story of the structure or is only a single story in height; does not have a footprint that is more than 50% larger than that of the original building; and does not cause the removal of architectural significant roofing features.
Note: Project Planner must check box below before proceeding.	
<input type="checkbox"/>	Project is not listed. GO TO STEP 5.
<input type="checkbox"/>	Project does not conform to the scopes of work. GO TO STEP 5.
<input type="checkbox"/>	Project involves four or more work descriptions. GO TO STEP 5.
<input type="checkbox"/>	Project involves less than four work descriptions. GO TO STEP 6.

STEP 5: CEQA IMPACTS – ADVANCED HISTORICAL REVIEW
TO BE COMPLETED BY PRESERVATION PLANNER

Check all that apply to the project.	
<input type="checkbox"/>	1. Project involves a known historical resource (CEQA Category A) as determined by Step 3 and conforms entirely to proposed work checklist in Step 4.
<input type="checkbox"/>	2. Interior alterations to publicly accessible spaces.
<input type="checkbox"/>	3. Window replacement of original/historic windows that are not "in-kind" but are consistent with existing historic character.
<input type="checkbox"/>	4. Façade/storefront alterations that do not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	5. Raising the building in a manner that does not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	6. Restoration based upon documented evidence of a building's historic condition, such as historic photographs, plans, physical evidence, or similar buildings.
<input type="checkbox"/>	7. Addition(s) , including mechanical equipment that are minimally visible from a public right-of-way and meet the <i>Secretary of the Interior's Standards for Rehabilitation</i> .

<input type="checkbox"/>	8. Other work consistent with the Secretary of the Interior Standards for the Treatment of Historic Properties (specify or add comments):
<input type="checkbox"/>	9. Reclassification of property status to Category C. (Requires approval by Senior Preservation Planner/Preservation Coordinator) a. Per HRER dated: _____ (attach HRER) b. Other (specify):
Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST check one box below.	
<input type="checkbox"/>	Further environmental review required. Based on the information provided, the project requires an <i>Environmental Evaluation Application</i> to be submitted. GO TO STEP 6.
<input type="checkbox"/>	Project can proceed with categorical exemption review. The project has been reviewed by the Preservation Planner and can proceed with categorical exemption review. GO TO STEP 6.
Comments (optional):	
Preservation Planner Signature:	

**STEP 6: CATEGORICAL EXEMPTION DETERMINATION
TO BE COMPLETED BY PROJECT PLANNER**

<input type="checkbox"/>	Further environmental review required. Proposed project does not meet scopes of work in either (check all that apply): <input type="checkbox"/> Step 2 – CEQA Impacts <input type="checkbox"/> Step 5 – Advanced Historical Review STOP! Must file an <i>Environmental Evaluation Application</i>.	
<input checked="" type="checkbox"/>	No further environmental review is required. The project is categorically exempt under CEQA.	
	Planner Name: Project Approval Action: SFMTA Bd. public hearing <small>*If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.</small>	Signature or Stamp: <div style="font-size: 2em; font-weight: bold;">Jean Poling</div> <small>Digitally signed by Jean Poling DN: dc=org, dc=sfgov, dc=cityplanning, ou=CityPlanning, ou=ENVIRON, ou=Major Environmental Analysis, cn=Jean Poling, email=jeanie.poling@sfgov.org Date: 2014.01.10 11:41:32 -08'00'</small>
Once signed or stamped and dated, this document constitutes a categorical exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code. In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action.		



SAN FRANCISCO PLANNING DEPARTMENT

ENVIRONMENTAL EVALUATION APPLICATION COVER MEMO - PUBLIC PROJECTS ONLY

In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action.

Please attach this memo along with all necessary materials to the Environmental Evaluation Application.

Project Address and/or Title:	Employer Shuttle Pilot Project
Funding Source (MTA only):	
Project Approval Action:	SFMTA Board
Will the approval action be taken at a noticed public hearing?	<input checked="" type="checkbox"/> YES* <input type="checkbox"/> NO
* If YES is checked, please see below.	

IF APPROVAL ACTION IS TAKEN AT A NOTICED PUBLIC HEARING, INCLUDE THE FOLLOWING CALENDAR LANGUAGE:

End of Calendar: CEQA Appeal Rights under Chapter 31 of the San Francisco Administrative Code If the Commission approves an action identified by an exemption or negative declaration as the Approval Action (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA decision prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. Typically, an appeal must be filed within 30 calendar days of the Approval Action. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Department's Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision.

Individual calendar items: This proposed action is the Approval Action as defined by S.F. Administrative Code Chapter 31.

THE FOLLOWING MATERIALS ARE INCLUDED:

- 2 sets of plans (11x17)
- Project description
- Photos of proposed work areas/project site
- Necessary background reports (specified in EEA)
- MTA only: Synchro data for lane reductions and traffic calming projects



SFMTA
Municipal
Transportation
Agency

San Francisco Municipal Transportation Agency
150 Golden Gate Avenue, Suite 1000
San Francisco, CA 94102
415.701.4500
www.sfmta.com

January 7, 2014

Jeanie Poling
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103

RE: The San Francisco Commuter Shuttle Pilot Program Establishment, CEQA Determination

Dear Ms. Poling:

The SFMTA is proposing to establish an 18-month Commuter Shuttle Pilot Program that would allow private commuter shuttles to use selected existing Muni bus stops for passenger pick-up and drop-off. The proposal would apply to shuttle services that serve commuters to, from, and within San Francisco. This proposal would not include recreational buses, airport shuttles, long-distance interurban buses, or vanpool vehicles. Participation would require a permit from the SFMTA.

The Commuter Shuttle Pilot Program is intended to increase safety for the users of all modes of transportation, including pedestrians, bicyclists, public transit riders, and private vehicle drivers as shuttles would operate according to agreed-upon guidelines. This program would reduce conflict with Muni operations as the shuttles would only use designated Muni stops deemed appropriate and designated by SFMTA staff. The program would reduce conflicts between shuttles and bicycles and vehicular traffic, and would support commuter use of sustainable non-single occupancy vehicles. The program would benefit the shuttle service sponsors by formalizing and facilitating the current practice of the use of Muni stops by shuttles.

There are approximately 200 locations throughout the City that the shuttle providers use, many of which are Muni bus stops. The SFMTA would solicit applications from shuttle sponsors for the purpose of determining which stops should become shared Muni-shuttle stops. The SFMTA would evaluate these proposed stops based on operational and engineering considerations to select approximately 200 shared Muni stops, distributed throughout the City, and would designate them for shared Muni and shuttle use.

As of August 2013, there were 48 known shuttle providers (19 regional and 29 intra-city) including the employers/institutions that offer the services as well as vendors who operate the services. There are about 350 shuttle vehicles operating in San Francisco on an average weekday. Together, the shuttle sector provides approximately 35,000 boardings on an average weekday, most of these during the peak morning and peak evening hours. Together, the commuter shuttles reduce at least 45 million vehicle miles travelled and 671,000 metric tons of carbon annually.

The vehicle size of the shuttles varies given the service needs and the number of riders utilizing the service. Most of the intra-city shuttles range in size from approximately 26 feet in length to approximately 32 feet in length and carry between 10 and 28 passengers. Most of the regional shuttle providers use motor coaches that are 40 to 45 feet in length and can carry 40 to 80 passengers.

The maximum shuttle boarding time is not expected to exceed one minute at the shared bus stops. The operating guidelines to be followed by the shuttle providers would minimize conflicts with Muni operations. Shuttle providers would be required to give priority to all Muni buses, would stop only at designated Muni stops, would prohibit loading and unloading in a traffic or bicycle lane, and would require the shuttles to pull all the way to the front of the bus stop to leave room for Muni or other shuttles in the bus zone. The SFMTA would use a sticker or other signage at the Muni bus stops to designate approved use by participating shuttle partners.

The SFMTA will evaluate the pilot program to assess how well it addresses conflicts between Muni and private commuter shuttles, and how well it encourages and facilitates shuttle operation, as well as environmental benefits.

The SFMTA will collect information from shuttle providers such as vehicle and fuel type, ridership, and shuttle miles traveled from shuttle providers for the environmental benefits assessment.

The SFMTA will conduct before and after field data observations on sample stops to compare shuttle operations and impacts on other users. The SFMTA will track the following data through auditing GPS feeds, enforcement reports, 311 complaints and requests, field observations, citations, and other communications to the SFMTA:

- Complaints about shuttle activities, including from Muni operators
- Incidents of shuttle-Muni, shuttle-shuttle, and shuttle-other user conflicts
- Violations of operating guidelines by shuttle operators
- Citations issued

The SFMTA will also evaluate the program's structure, administration, enforcement, and actual costs.

Because the Pilot Project will not result in a serious or major disturbance to an environmental resource and is reversible, we feel this pilot project is categorically exempt from CEQA under Class 6, Information Collection. Please let us know if you concur with this determination.

Sincerely,

Jerry Robbins
Transportation Planning Manager