



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: August 7, 2017
TO: Henry Karnilowicz, Occidental Express
FROM: Mark Luellen, Planning Department
RE: PPA Case No. 2017-005950PPA for 906 Broadway

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

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415.558.6378

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Please find the attached Preliminary Project Assessment (PPA) for the address listed above. You may contact the staff contact, Eiliesh Tuffy, at (415) 575-9191 or eiliesh.tuffy@sfgov.org, to answer any questions you may have, or to schedule a follow-up meeting.

A handwritten signature in black ink, appearing to read "Mark Luellen", written over a horizontal line.

Mark Luellen, Senior Planner



SAN FRANCISCO PLANNING DEPARTMENT

Preliminary Project Assessment

Date: August 7, 2017
Case No.: **2017-005950PPA**
Project Address: 906 Broadway; 908 Broadway
Block/Lot: 0149/009; 0149/010
Zoning: RM-2/40-X
Historic Landmark: Our Lady of Guadalupe Church (Landmark #204)
Project Sponsor: Henry Karnilowicz
Occidental Express
1019 Howard Street
San Francisco, CA 94103
415-621-7533
Staff Contact: Eiliesh Tuffy – 415-575-9191
eiliesh.tuffy@sfgov.org

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DISCLAIMERS:

This Preliminary Project Assessment (PPA) letter provides feedback to the project sponsor from the Planning Department regarding the proposed project described in the PPA application submitted on May 9, 2017, as summarized below. This PPA letter identifies Planning Department review requirements for the proposed project, including those related to environmental review, approvals, neighborhood notification and public outreach, the Planning Code, project design, and other general issues of concern for the project. Please be advised that the PPA application does not constitute an application for development with the Planning Department. The PPA letter also does not represent a complete review of the proposed project, does not grant a project approval of any kind, and does not in any way supersede any required Planning Department approvals listed below.

The Planning Department may provide additional comments regarding the proposed project once the required applications listed below are submitted. While some approvals are granted by the Planning Department, some are at the discretion of other bodies, such as the Planning Commission or Historic Preservation Commission. Additionally, it is likely that the project will require approvals from other City agencies such as the Department of Building Inspection, Public Works, the Municipal Transportation Agency, Department of Public Health, San Francisco Public Utilities Commission, and others. The information included herein is based on the PPA application and plans, the Planning Code, General Plan, Planning Department policies, and local, state, and federal regulations as of the date of this document, all of which are subject to change.

PROJECT DESCRIPTION:

The proposal is to reestablish an education use in an existing 15,012-square-foot (sf) former church building. The existing building on the 11,639-sf subject lot was designed by architects Frank T. Shea and

John D. Lofquist in the Mission Revival style, constructed using reinforced concrete, and completed in 1912. The property was designated as San Francisco City Landmark #204 in 1993.

The proposed project would create a post-secondary educational use at the subject property, focused on teaching adult students entrepreneurial skills for information technology careers. The intended audience is graduate students conducting research in Global Entrepreneurship and Business Innovation. The sponsor is seeking to partner with the University of California Berkeley's Haas School of Business, as part of the university's AMENA Center for Entrepreneurship and Development. In addition to the proposed educational use, the sponsor is seeking approval to use the building as a meeting hall for public recreational and social activities. The application materials cite the following examples of proposed community-related and educational institution-related events:

- Non-commercial educational classes
- Place of entertainment for family members
- Recreational events (yoga, meditation, mindfulness)
- Evening programming organized by U.C.-Berkeley and other schools
- Place of infotainment (educational entertainment)
- Monday through Friday: student-mentor meetups and research; evening seminars and networking events
- Saturdays: Daytime hackathons, fairs and other all-day social and educational events for all; evening family events for the community

BACKGROUND:

While the former church structure was previously occupied by an elementary school, that institution vacated the building in 2011. Due to the lapse in use of more than a three year timeframe, the proposed uses would require a new application to seek approval at a public hearing before the Planning Commission through a Conditional Use Authorization. Due to the property's status as a San Francisco city landmark, alterations to character-defining features of the building would also require a Certificate of Appropriateness from the Historic Preservation Commission.

The subject property was purchased by the current owners in January 2016. A project review meeting was held in June 2016 to discuss allowable uses within the RM-2 zoning district as well as design review requirements for alterations to individually listed landmark properties. The project review meeting was followed up by a Letter of Determination from the city's Zoning Administrator, dated July 20, 2016, which found the proposed use to be inconsistent with the stated allowable uses outlined in Section 209.2 of the Planning Code. Specifically, the project was not consistent with the definitions of a Post-Secondary Educational Institution and Community Facility.

Since that time, the property has been in use for educational programs and entertainment events, with an affiliated residential use operating out of the property at 908 Broadway without Planning Department approvals. The filing of a Preliminary Project Assessment was requested as part of an active Enforcement case on the property, as a required step in bringing the property into conformance with the Planning Code. The sponsor will need to seek Planning Department entitlement approvals for the proposed post-

secondary education institutional use in an RM-2 zoning district and for the proposed non-residential use on the ground floor of a landmark building.

PRELIMINARY PROJECT COMMENTS:

The following comments address general issues that may affect the proposed project.

- 1. Institutional Master Plan.** Pursuant to Planning Code Sec. 304.5, medical and post-secondary educational institutions must have on file with the Planning Department a current Institutional Master Plan that describes the existing and anticipated future development of that institution. Any institution subject to these requirements must submit an Institutional Master Plan prior to receiving conditional use authorization or any other entitlement requiring Planning Commission approval. The Institutional Master Plan application enclosed with this PPA letter summarizes Planning Code Section 304.5, which should be read carefully before the application form is completed. Please consult the Planning Department's website for examples of Institutional Master Plans: <http://sf-planning.org/institutional-master-plans>

Institutional Master Plans are required (1) to provide notice and information to public agencies and the public to give an opportunity for early and meaningful involvement prior to substantial investment by the institution, (2) to enable the institution to make modifications in response to comments prior to its more detailed planning, and (3) to provide public agencies and the public with information that may help guide their land use decisions. An Institutional Master Plan is included with this PPA letter, and can also be found online at:

<http://sf-planning.org/sites/default/files/FileCenter/Documents/8456-IMP%20Application.pdf>

- 2. Residential Use Conformity (308 Broadway).** The current legal use on record with the Assessor's Office for 308 Broadway is a One Family Dwelling and the lot has only one assigned building address: 308 Broadway.

Dwelling Unit. Section 102 defines a Dwelling Unit as a Residential Use defined as a room or suite of two or more rooms that is designed for, or is occupied by, one family doing its own cooking therein and having only one kitchen. A housekeeping room as defined in the Housing Code shall be a Dwelling Unit for purposes of this Code. For the purposes of this Code, a Live/Work Unit, as defined in this Section, shall not be considered a Dwelling Unit. A "one-family dwelling" is a building containing exclusively a single Dwelling Unit, within which reside a group of not more than five persons unrelated by blood. A group occupying group housing or a hotel, motel, or any other building or portion thereof other than a Dwelling, shall not be deemed to be a family. Based on the lot area of 1,759sf at 308 Broadway, RM-2 zoning allows for up to three dwelling units on the lot.

Group Housing. Section 102 defines Group Housing as a Residential Use that provides lodging or both meals and lodging, without individual cooking facilities, by prearrangement for a week or more at a time, in a space not defined by this Code as a dwelling unit. Such group housing shall include, but not necessarily be limited to, a Residential Hotel, boardinghouse, guesthouse, rooming house, lodging house, residence club, commune, fraternity or sorority house, monastery, nunnery, convent,

or ashram. It shall also include group housing affiliated with and operated by a medical or educational institution, when not located on the same lot as such institution, which shall meet the applicable provisions of Section 304.5 of this Code concerning institutional master plans.

Based on the lot area of 1,759sf at 308 Broadway, RM-2 zoning allows for up to 9 bedrooms for use as group housing. For purposes of calculating the maximum density for Group Housing as set forth in Section 208, the number of Bedrooms on a lot shall in no case be considered to be less than one Bedroom for each two beds. Where the actual number of beds exceeds an average of two beds for each Bedroom, each two beds shall be considered equivalent to one Bedroom. Group housing affiliated with an institutional educational use requires Conditional Use Authorization (Sec. 209.2).

Student Housing. Section 102 defines Student Housing as a Residential Use characteristic defined as a living space for students of accredited Post-Secondary Educational Institutions that may take the form of Dwelling Units, Group Housing, or SRO Unit and is owned, operated, or otherwise controlled by an accredited Post-Secondary Educational Institution. Unless expressly provided for elsewhere in this Code, the use of Student Housing is permitted where the form of housing is permitted in the underlying Zoning District in which it is located. Student Housing may consist of all or part of a building, and Student Housing owned, operated, or controlled by more than one Post-Secondary Educational Institution may be located in one building.

Institutional Master Plan Review and Conditional Use Authorization. Based on the project proposal and city staff's visit to the site Startup Temple Holdings, Inc. also owns the residential property at 908 Broadway, which is meant to serve a residential use for participants of educational programs at 906 Broadway. The RM-2 zoning district allows for a variety of residential use types, including independent Dwelling Units, Group Housing and Student Housing. Post-secondary educational institutions in San Francisco, including group housing affiliated with and operated by any such institution, must submit an Institutional Master Plan.

Please include detailed information regarding the residential use of the property at 908 Broadway as part of the project's Institutional Master Plan application. If group housing is proposed, it should be included as part of a Conditional Use Authorization application.

- 3. Non-Residential Uses in Landmark Buildings.** Pursuant to Section 186.3, the Planning Code provides for flexibility in permitted uses to encourage the adaptive reuse of local landmarks. For Article 10 Landmarks in Residential Districts, the Planning Code permits any ground floor use listed in the NC-1 District with Conditional Use Authorization from the Planning Commission. Residential Districts include: RH-1, RH-1(D), RH-2, RH-3, RM-1, RM-2, RM-3, RM-4, RTO and RTO-M. The Planning Commission must adopt findings that the proposed use would enhance the feasibility of preserving the landmark.

Section 209.2 of the Planning Code states that Entertainment, Arts and Recreation uses are not permitted in the RM-2 zoning district. However, allowable uses as outlined in Sec. 710.1 could be considered if found to support the preservation of the landmark building. Event programming would

need to support a post-secondary educational or community facility use and meet the definition below:

Sec. 790.38 Entertainment, Other. A retail use, other than adult entertainment, as defined in Section 790.36 of this Code, which provides live entertainment, including dramatic and musical performances, and/or provides amplified taped music for dancing on the premises, including but not limited to Places of Entertainment and Limited Live Performance Locales, as defined in Section 1060 of the Police Code, and which is adequately soundproofed or insulated so as to confine incidental noise to the premises. Other entertainment also includes a bowling alley, billiard parlor, shooting gallery, skating rink and other commercial recreational activity, but it excludes amusement game arcades, as defined in Section 790.4 of this Code and regulated in Section 1036 of the Police Code.

As part of the Institutional Master Plan and Conditional Use Authorization applications, please provide more specific details regarding any proposed event uses and frequency per event size and type, e.g., smaller time windows for hours of operation of events (smaller than “4-10 PM weekdays and during the day on weekends”), smaller ranges of proposed number of attendees (20-300 people). Indicate where loading is proposed to occur (passenger loading, freight loading, valet parking with trips to/from which nearby garages/lots, etc.) on plans.

ENVIRONMENTAL REVIEW:

The proposed project requires environmental review in accordance with the California Environmental Quality Act (CEQA). This section identifies the likely environmental review process and additional information and studies necessary to complete environmental review. Formal environmental review begins with Planning Department review of the **Environmental Evaluation Application (EEA)** filed by the project sponsor. The [EEA](#) can be submitted at the same time as the PPA application or subsequent to issuance of the PPA letter.

The environmental review may be done in conjunction with the required approvals listed below, but must be completed before any project approval may be granted. **Note that until an entitlement application is submitted to the Current Planning Division, only the proposed project description will be reviewed by the assigned environmental coordinator.** EEAs are available in the Planning Department lobby at 1650 Mission Street, Suite 400, at the Planning Information Center at 1660 Mission Street, and online at <http://sf-planning.org/permit-forms-applications-and-fees>. See “Environmental Applications” on page 2 of the current Fee Schedule for a calculation of environmental application fees.¹ In addition, please see page 4 of the Fee Schedule for monitoring fees applicable to projects that require active monitoring of mitigation measures.

¹ San Francisco Planning Department. Fee Schedule for Application Fees. Available online at: <http://sf-planning.org/permit-forms-applications-and-fees>.

A detailed and accurate description of the proposed project is essential for adequate environmental review. Please update the [EEA](#) project description as necessary to reflect feedback provided in this PPA letter and include the additional information and/or documents requested herein and listed again below.

- Confirm that no excavation will occur.
- Plan Sheet A3.0 is labeled “Proposed Plans”; however, three floor plans on Sheet A3.0 are each labeled “Existing Plans.” Please correct and provide consistent labels.
- Include street names clearly on existing and proposed plans.
- Include dimensions of existing and proposed sidewalk on plans.
- Provide more specific details regarding any proposed event uses and frequency per event size and type, e.g., smaller time windows for hours of operation of events (smaller than “4-10 PM weekdays and during the day on weekends”), smaller ranges of proposed number of attendees (20-300 people).
- Indicate where loading is proposed to occur (passenger loading, freight loading, valet parking with trips to/from which nearby garages/lots, etc.) on plans.
- Submit a [School / Daycare Drop-Off & Pick-Up Management Plan](#).

If you have already filed your [EEA](#), you may provide the requested information and documents as supplements to your application.

Environmental Review Document

If the proposed project is found to be consistent with the underlying zoning for the project site and if the additional analysis outlined below indicates that the project would not have a significant effect on the environment, the project could be eligible for a Class 32 infill development categorical exemption under CEQA Guidelines Section 15332. If a Class 32 exemption is appropriate, Environmental Planning staff will prepare a certificate of exemption.

If it is determined that the project could result in a significant environmental effect (regardless of whether it is determined to be consistent with zoning), an initial study would be prepared, and if no potentially significant environmental effects are found, a negative declaration would be prepared. The initial study may be prepared either by an environmental consultant from the Department’s environmental consultant pool or by Department staff. Should you choose to have the initial study prepared by an environmental consultant, contact Jessica.Range@sfgov.org at (415) 575-9018 for a list of three eligible consultants. If the initial study finds that the project would have a significant impact that could be reduced to a less-than-significant level by mitigation measures agreed to by the project sponsor, then the Department would issue a preliminary mitigated negative declaration (PMND). The PMND would be circulated for public review, during which time concerned parties may comment on and/or appeal the determination. If no appeal is filed, the Planning Department would issue a final mitigated negative declaration (FMND).

Additional information regarding the environmental review process can be found at: <http://sf-planning.org/environmental-review-process>.

If the initial study indicates that the project would result in a significant impact that cannot be mitigated to below a significant level, an EIR will be required. An EIR must be prepared by an environmental consultant from the Planning Department's environmental consultant pool (<http://sf-planning.org/consultant-sponsor-resources>). The Planning Department will provide more detail to the project sponsor regarding the EIR process should this level of environmental review be required.

Below is a list of topic areas addressed through the environmental review process. Based on a preliminary review of the project as it is proposed in the PPA application, some of these topics would require additional study.

1. **Historic Resources.** The subject property is an individual Landmark designated under Article 10 of the San Francisco Planning Code. The proposed alterations are subject to review by the Department's Historic Preservation staff for compatibility with the landmark. To assist in this review, the project sponsor must hire a qualified professional to prepare a Compatibility Analysis. The professional must be selected from the Planning Department's Historic Resource Consultant Pool. Please contact Tina Tam, Senior Preservation Planner, via email (tina.tam@sfgov.org) for a list of three consultants from which to choose. Please contact the Historic Resource Evaluation (HRE) scoping team at HRE@sfgov.org to arrange for the Compatibility Analysis scoping with your selected consultant. Following an approved scope, the historic resource consultant should submit the draft Compatibility Analysis for review to Environmental Planning after the project sponsor has filed the [EEA](#) and updated it as necessary to reflect feedback received in the PPA letter. The HRE should be submitted directly to the Department and copied to the project sponsor. Project sponsors should not receive and/or review advance drafts of consultant reports per the [Environmental Review Guidelines](#). Historic Preservation staff will not begin reviewing your project until a complete draft Compatibility Analysis is received.

It should be noted that the interior of the subject property is on the Historic Preservation Commission's Landmark Designation Work program. Upon receipt of the entitlement application, the Department's Historic Preservation staff will review the proposed project to determine if a Certificate of Appropriateness is required for review of the proposed interior alterations.

2. **Archeological Resources.** The proposed project is not anticipated to include any excavation or soil disturbance. Therefore, a Preliminary Archeological Review (PAR) by a Planning Department archeologist is likely not required. However, if the proposed project includes soils disturbance, the Department archeologist may request a Preliminary Archeological Sensitivity Assessment (PASS) by a Department Qualified Archeological Consultant, subject to the review and approval by the Department archeologist. The Department archeologist will provide three names from the Qualified Archeological Consultant list if the PASS is required. The PAR will assess the archeological sensitivity of the project site based on in-house source material and will consider the potential for archeological impacts resulting from proposed soils disturbance. Please provide detailed information, including sections, proposed soils-disturbing activities, such as grading, excavation, installation of foundations, soils improvement, and site remediation in the [EEA](#), and submit any

available geotechnical/soils or phase II hazardous materials reports prepared for the project to assist in this review. If the Department archeologist determines that the project has a potential to adversely affect archeological resources, the PAR will identify additional measures needed to address the potential effect. These measures may include preparation of an archeological research design and treatment plan, implementation of one of the Planning Department's three standard archeological mitigation measures (archeological testing, monitoring, or accidental discovery), or other appropriate measures.

3. **Tribal Cultural Resources.** Tribal cultural resources (TCRs) are a class of resource established under the California Environmental Quality Act (CEQA) in 2015. TCRs are defined as a site, feature, place, cultural landscape, sacred place or object with cultural value to a California Native American tribe, that is either included on or eligible for inclusion in the California Register of Historical Resources or a local historic register, or is a resource that the lead agency, at its discretion and supported by substantial evidence, determines is a TCR. Planning Department staff will review the proposed project to determine if it may cause an adverse effect to a TCR; this will occur in tandem with preliminary archeological review. No additional information is needed from the project sponsor at this time. Consultation with California Native American tribes regarding TCRs may be required at the request of the tribes. If staff determines that the proposed project may have a potential significant adverse impact on a TCR, mitigation measures will be identified and required. Mitigation measures may include avoidance, protection, or preservation of the TCR and development of interpretation and public education and artistic programs.
4. **Transportation.** Based on the PPA submittal and the Planning Department's Transportation Impact Analysis Guidelines for Environmental Review², a transportation impact study is not anticipated to be required to determine whether the project may result in a significant transportation impact; an official determination will be made subsequent to submittal of the [EEA](#). However, the project site is located on a high injury corridor as mapped by Vision Zero.³ Planning staff have reviewed the proposed site plans and offer the following comments:
 - Plan Sheet A3.0 is labeled "Proposed Plans"; however, three floor plans on Sheet A3.0 are each labeled "Existing Plans." Please correct and provide consistent labels.
 - Include street names clearly on existing and proposed plans.
 - Include dimensions of existing and proposed sidewalk on plans.
 - Provide more specific details regarding any proposed event uses and frequency per event size and type, e.g., smaller time windows for hours of operation of events (smaller than "4-10 PM weekdays and during the day on weekends"), smaller ranges of proposed number of attendees (20-300 people).

² This document is available at: <http://sf-planning.org/consultant-sponsor-resources>

³ This document is available at: <http://www.sfmta.com/sites/default/files/projects/2015/vision-zero-san-francisco.pdf>.

- Indicate where loading is proposed to occur (passenger loading, freight loading, valet parking with trips to/from which nearby garages/lots, etc.) on plans.
 - Submit a [School / Daycare Drop-Off & Pick-Up Management Plan](#).
5. **Noise.** Construction noise is subject to the San Francisco Noise Ordinance (Article 29 of the San Francisco Police Code), which includes restrictions on noise levels of construction equipment and hours of construction. If pile driving is to be used during construction, measures to reduce construction noise may be required as part of the proposed project. The [EEA](#) should provide a construction schedule and indicate whether pile driving or other particularly noisy construction methods are required.

Operation of the proposed project's live music events, other entertainment, or mechanical equipment such as a backup generator or boiler may generate noise that could result in a substantial permanent, albeit potentially periodic, increase in ambient noise levels. The proposed project could require a noise study that includes at a minimum: measurements of the existing noise environment, discussion of applicable noise regulations, analysis of the project's noise effects and the ability of noise sources to meet applicable noise standards. A noise study shall be conducted by a qualified acoustical consultant who shall prepare a noise study scope of work for approval by the assigned environmental coordinator prior to conducting the study.

6. **Air Quality.** The proposed project includes an educational and community meeting space, which is considered to be a sensitive receptor. The project may include a backup (e.g., diesel) generator. The project's 19,692 square feet of institutional educational/community use and number of students/children is below the Bay Area Air Quality Management District's (BAAQMD) construction screening levels for criteria air pollutants.⁴ Therefore, an analysis of the project's criteria air pollutant emissions is not likely to be required. However, please provide detailed information related to construction equipment, phasing and duration of each phase, and volume of excavation as part of the [EEA](#).

Based on the PPA application, no demolition, excavation, grading, or other construction activities are proposed that could cause wind-blown dust that could contribute particulate matter into the local atmosphere. Therefore, no further requirements are applicable related to dust control (please confirm this information as part of the [EEA](#)).

In addition, the project site is not located within an Air Pollutant Exposure Zone, as mapped and defined by Health Code Article 38. The Air Pollutant Exposure Zone identifies areas with poor air quality based on and modeling of air pollution, exposures, and health vulnerability from mobile, stationary, and area source emissions within San Francisco. Given that the project site is not within an Air Pollutant Exposure Zone, no additional measures or analysis related to local health risks are anticipated. However, if the project would generate new sources of toxic air contaminants including, but not limited to: diesel generators or boilers, or any other stationary sources, the project would result in toxic air contaminants that may affect both on-site and off-site sensitive receptors. Given the

⁴ BAAQMD, *CEQA Air Quality Guidelines*, May 2011, Chapter 3.

proposed project description, the proposed project would likely require a backup diesel generator and additional measures. Please provide detailed information related to any proposed stationary sources with the [EEA](#).

7. **Greenhouse Gases.** *The City and County of San Francisco's Strategies to Address Greenhouse Gas Emissions* presents a comprehensive assessment of policies, programs, and ordinances that represents San Francisco's Qualified Greenhouse Gas (GHG) Reduction Strategy. Projects that are consistent with San Francisco's Qualified GHG Reduction Strategy would result in less-than-significant impacts from GHG emissions. In order to facilitate a determination of compliance with San Francisco's Qualified GHG Reduction Strategy, the Planning Department has prepared a Greenhouse Gas Analysis Compliance Checklist.⁵ The project sponsor may be required to submit the completed table regarding project compliance with the identified regulations and provide project-level details in the discussion column. This information will be reviewed by the environmental planner during the environmental review process to determine if the project would comply with San Francisco's Greenhouse Gas Reduction Strategy. Projects that do not comply with an ordinance or regulation may be determined to be inconsistent with the Greenhouse Gas Reduction Strategy.
8. **Wind.** Because the proposed project would not include exterior modifications (other than door replacement) and would maintain the current height, i.e., no additional height is proposed, a wind analysis would likely not be required.
9. **Shadow.** Because the proposed project would not include exterior modifications (other than door replacement) and would maintain the current height, i.e., no additional height is proposed, a shadow analysis would likely not be required.
10. **Geology.** The project site is not located within a seismic hazard zone, or liquefaction hazard zone (likely underlain by artificial fill), or landslide hazard zone, or on a slope greater than 20-percent. Because soils disturbance is not proposed, a geotechnical study would likely not be required.
11. **Hazardous Materials.** Because the existing building was constructed prior to 1980, asbestos-containing materials, such as floor and wall coverings, may be found in the building. The Bay Area Air Quality Management District (BAAQMD) is responsible for regulating airborne pollutants including asbestos. Please contact BAAQMD for the requirements related to demolition of buildings with asbestos-containing materials. In addition, because of its age (constructed prior to 1978), lead paint may be found in the existing building. Please contact the San Francisco Department of Building Inspection (DBI) for requirements related to the demolition of building materials that may contain lead paint.
12. **Disclosure Report for Developers of Major Projects.** San Francisco Campaign and Governmental Conduct Code Section 3.520 et seq. requires the developer of any project with estimated construction costs exceeding \$1,000,000 to submit a *Disclosure Report for Developers of Major City Projects* if the project requires the issuance of a Community Plan Evaluation (CPE), certification of an

⁵ Refer to <http://sf-planning.org/consultant-sponsor-resources> for latest "Greenhouse Gas Compliance Checklist for Private Development Projects."

Environmental Impact Report (EIR), adoption of a Final Mitigated Negative Declaration, or a project approval by the Planning Commission that adopts CEQA Findings (EIR certification). A residential development project with four or fewer dwelling units is not required to file this report. The first (or initial) report must be filed within 30 days of the date of EIR certification or final environmental determination under CEQA. Please submit a *Disclosure Report for Developers of Major City Projects* directly to the San Francisco Ethics Commission. This form can be found at the Planning Department or online at <http://www.sfethics.org>.

PRELIMINARY PLANNING CODE AND PROCEDURAL COMMENTS:

The following comments address preliminary Planning Code issues that may substantially affect the design and massing of the proposed project:

1. **Transportation Demand Management (TDM) Program.** The TDM Program was adopted by the Board of Supervisors in February 2017, and it took effect on March 19, 2017. The proposed project includes a minimum of 10,000 square feet of proposed education institutional use, and thus is subject to the TDM Program. Based on the proposed 0 parking spaces associated with the educational use at 906 Broadway and up to 3 allowable parking spaces at 908 Broadway, the project will be required to meet or exceed a target score of 13 points for land use category B (Post-Secondary Educational Institution) & C (Residential). Please complete a TDM checklist to submit with the Institutional Master Plan application, and include any transportation improvements on the plan sets.

Please note that if the first Development Application – as defined in Planning Code Section 401 – is submitted by December 31, 2017, then the project will only be required to meet 75% of its target score.

2. **Street Trees.** Project Sponsors shall plant and maintain street trees as set forth in Article 16, Section 806(d) of the Public Works Code. A dwelling unit was added to the project site at 908 Broadway under building permit #201605238134, which requires the sponsor to fulfill the street tree planting requirement. Please submit the necessary information to the Department of Public Works, as specified on the following website: <http://sfpublicworks.org/services/permits/street-trees-planting>
3. **Off-Street Parking.** Planning Code Section 151.1 allows for up to one car for each three bedrooms or for each six beds in a group housing residential building, whichever results in the greater requirement, plus one for the manager's Dwelling Unit if any. Given the allowable group housing density of nine bedrooms in the RM-2 zoning district, the maximum allowable off-street parking spaces would be three. It is unclear what the parking arrangement is at 908 Broadway, therefore plans that include off-street parking information should be provided for review.
4. **Bicycle Parking (Class I).** Planning Code Section 155.2 requires group housing projects to provide at least one Class I bicycle space for every four beds. Class I bicycle parking counts towards Transportation Demand Management target points. The proposed project contains no Class I bicycle parking spaces. Please provide bicycle parking information on the revised plans.
5. **Bicycle Parking (Class II).** Planning Code Section 155.2 requires group housing projects to provide at least two Class II bicycle parking spaces for group housing and at least two Class II bicycle parking

spaces for post-secondary educational institutions provided through on-street bicycle racks for a total of 4 required spaces for this project); however SFMTA has final authority on the type, placement and number of Class II bicycle racks within the public ROW. Prior to issuance of first architectural addenda, you will be required contact the SFMTA Bike Parking Program at bikeparking@sfmta.com to coordinate the installation of on-street bicycle racks and ensure that the proposed bicycle racks meet the SFMTA's bicycle parking guidelines. Depending on local site conditions and anticipated demand, SFMTA may request the project sponsor pay an in-lieu fee for Class II bike racks required by the Planning Code. The SFMTA bicycle parking guidelines can be found at: <https://www.sfmta.com/services/streets-sidewalks/installation-requests/bicycle-racks-corrals>. Class II bicycle parking counts towards Transportation Demand Management target points. The proposed project contains no Class II bicycle parking spaces. Please provide bicycle parking information on the revised plans.

6. **Stormwater.** If the project results in a ground surface disturbance of 5,000 sf or greater (creating and/or replacing 5,000 square feet or more of impervious surface), it is subject to San Francisco's stormwater management requirements as outlined in the Stormwater Management Ordinance and the corresponding SFPUC Stormwater Design Guidelines (Guidelines). Projects that trigger the stormwater management requirements must prepare a Stormwater Control Plan demonstrating project adherence to the performance measures outlined in the Guidelines including: (a) reduction in total volume and peak flow rate of stormwater for areas in combined sewer systems OR (b) stormwater treatment for areas in separate sewer systems. The SFPUC Wastewater Enterprise, Urban Watershed Management Program is responsible for review and approval of the Stormwater Control Plan. Without SFPUC approval of a Stormwater Control Plan, no site or building permits can be issued. The Guidelines also require a signed maintenance agreement to ensure proper care of the necessary stormwater controls. Compliance may occur through a mix of rooftop, sidewalk, and open space treatments and technologies, and is encouraged to be designed as a comprehensive system that maximizes co-benefits for greening, habitat creation, urban heat island reduction, building energy savings, and beautification. Systems within the public realm should consider adjacencies and opportunities for flow-through systems to neighborhood detention areas. To view the Stormwater Management Ordinance, the Stormwater Design Guidelines, or download instructions for the Stormwater Control Plan, go to <http://sfwater.org/sdg>. Applicants may contact stormwaterreview@sfwater.org for assistance.
7. **Recycled Water.** Projects located in San Francisco's designated recycled water use areas are required to install recycled water systems for irrigation, cooling, and/or toilet and urinal flushing in accordance with the Recycled (or Reclaimed) Water Use Ordinance, adopted as Article 22 of the San Francisco Public Works Code. New construction or major alterations with a total cumulative area of 40,000 square feet or more; any new, modified, or existing irrigated areas of 10,000 square feet or more; and all subdivisions are required to comply. To determine if the proposed project is in a designated recycled water use area, and for more information about the recycled water requirements, please visit sfwater.org/index.aspx?page=687.
8. **Sustainability and Green Building.** San Francisco has a suite of existing sustainability related regulations, including recycling and composting, solar, and more details outlined in the San

Francisco Green Building Code (GBC). Per the GBC, this project must meet the standards of LEED Silver or the equivalent GreenPoint rating system. It is recommended that the project sponsor work with the San Francisco Planning, Building, and Environment departments to determine the most beneficial mix of green building strategies that meet or exceed all current requirements, and best fit the local context. This especially includes the provision of renewable energy on site (PV and solar thermal), living roofs and walls, non-potable water reuse, healthy environments (non-toxic building materials), and other innovative approaches to enhancing performance of the City's environment. The City also encourages projects to maximize energy and water efficiencies, consider zero carbon strategies such as all-electric buildings, and commit to green power purchases for 100% GHG-free electricity. As with non-potable water systems, projects are recommended to consider district-scale energy opportunities on site and in coordination with neighbors.

9. **Refuse Collection and Loading.** San Francisco is a national leader in diverting waste from landfills, has a Mandatory Recycling and Composting Ordinance, and has a goal to achieve zero waste by 2020. In this, the City requires all buildings to be designed with spaces for collecting and loading recycling and composting in common and private areas, and make these options as or more convenient than waste disposal. More information on the complete suite of the City's Zero Waste legislation may be found here: <http://sfenvironment.org/zero-waste/overview/legislation>. Please also see the Guidance on Recycling Design (page 3) resources for designing appropriate areas: http://sfenvironment.org/sites/default/files/fliers/files/sfe_zw_ab088.pdf. Free design and implementation assistance is available from the San Francisco Department of the Environment's Zero Waste Team by calling 415-355-3700.

PRELIMINARY DESIGN COMMENTS:

The following comments address preliminary design issues that may substantially affect the proposed project:

1. Proposed alterations to the historic church building at 906 Broadway are subject to design review by the department's Preservation Planning Division, to ensure conformance with Article 10 of the Planning Code, and the designating ordinance for the property. Alterations shall adhere to the *Secretary of the Interior's Standards for Rehabilitation* to be considered compatible with the character-defining features of the building.

Landmark #204 designation ordinance:

http://sfplanninggis.org/docs/landmarks_and_districts/LM204.pdf

Secretary of the Interior's Standards for Rehabilitation:

<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

DEVELOPMENT FEES:

This project will be subject to various impact fees. Please refer to the [Planning Director's Bulletin No. 1](#) for an overview of Development Impact Fees, and to the Department of Building Inspection's [Development Impact Fee webpage](#) for more information about current rates. Please note that this list only reflects fees and requirements referenced in the Planning Code. For projects in ongoing plan areas (e.g. Central SoMa, the Hub, etc.) the below list may not accurately reflect all fees that may become applicable to this project.

Based on an initial review of the proposed project, the following impact fees, which are assessed by the Planning Department, will be required:

1. **Residential Child Care Impact Fee (§414A)**

AFFORDABLE HOUSING:

Please note that there are two pending pieces of legislation that would significantly change the current Inclusionary Housing program: Board File No. 161351 and 170208. They can be tracked through <https://sfgov.legistar.com>, and are tentatively scheduled to be heard by the Planning Commission on April 6, 2017.

2. **Inclusionary Affordable Housing (§415):** 10-24 Unit Project; EEA Complete after January 12, 2016 or before- no change in requirement

Inclusionary Affordable Housing is required for a project proposing ten or more dwelling units. If the residential component of the project meets this threshold, the Project Sponsor must submit an 'Affidavit of Compliance with the Inclusionary Affordable Housing Program: Planning Code Section 415,' to the Planning Department identifying the method of compliance, on-site, off-site, or affordable housing fee. The following Inclusionary Affordable Housing requirements are those in effect at the time as of issuance of this letter. In the event that the requirements change, the Project Sponsor shall comply with requirements in place at the time of the issuance of first construction document. Any on-site affordable dwelling-units proposed as part of the project must be designated as owner-occupied units, not rental units; unless a Costa Hawkins exception agreement is secured by the project sponsor. Affordable units designated as on-site units shall be affordable units for the life of the project. The applicable percentage is dependent on the number of units in the project, the zoning of the property, and the date that the project submitted a complete Environmental Evaluation Application. A complete Environmental Evaluation Application has not been submitted; therefore, pursuant to Planning Code Section 415.3 and 415.6 the Inclusionary Affordable Housing Program requirement for the On-site Affordable Housing Alternative is to provide 12% of the proposed dwelling units as affordable to low-income households as defined by the Planning Code and Procedures Manual.

For your information, if a project proposes rental units, it may be eligible for an On-site Alternative to the Affordable Housing Fee if it has demonstrated to the Planning Department that the affordable units are either: 1) ownership only or 2) not subject to the Costa Hawkins Rental Housing Act (a Costa Hawkins exception). Affordable units are not subject to the Costa Hawkins Rental Housing Act under the exception provided in Civil Code Sections 1954.50 through one of the following methods:

- direct financial construction from a public entity
- development bonus or other form of public assistance

A Costa Hawkins exception agreement is drafted by the City Attorney. You must state in your submittal how the project qualifies for a Costa Hawkins exception. The request should be addressed to the Director of Current Planning. If the project is deemed eligible, we may start working with the City Attorney on the agreement.

PLANNING DEPARTMENT APPROVALS:

The project requires the following Planning Department approvals. These approvals may be reviewed in conjunction with the required environmental review, but may not be granted until after the required environmental review is completed.

1. **Environmental Evaluation Application.**
2. A **Certificate of Appropriateness (COA)** is required for proposed alterations to an individually designated landmark building, per Article 10 of the Planning Code. Major alterations are reviewed as part of a public hearing before the Historic Preservation Commission.
3. An **Institutional Master Plan (IMP)** is required per Planning Code Section 304.5 for the proposed post-secondary education use and affiliated group housing located at 308 Broadway. The IMP application is reviewed as part of a public hearing before the Planning Commission.
4. **Conditional Use Authorization (CUA)** is required per Planning Code Section 209.2 for use of the building as a post-secondary educational institution in a residential zoning district. Group Housing affiliated with an educational institution also requires Conditional Use Authorization. The CUA application is reviewed as part of a public hearing before the Planning Commission.
5. A **Building Permit Application** is required for any proposed demolition and new construction on the subject property.

In order for Planning Department staff to accurately review projects in a timely manner, plan sets must be complete and thorough. All plans submitted as part of an entitlement or building permit application must meet the Department's [Plan Submittal Guidelines](#).

All applications are available in the Planning Department lobby at 1650 Mission Street, Suite 400, at the Planning Information Center at 1660 Mission Street, and online at www.sfplanning.org. Building Permit Applications are available at the Department of Building Inspection at 1660 Mission Street.

NEIGHBORHOOD NOTIFICATIONS AND OUTREACH:

Project Sponsors are encouraged, and in some cases required, to conduct public outreach with the surrounding community and neighborhood groups early in the development process. Additionally, many approvals require a public hearing with an associated neighborhood notification. Differing levels of neighborhood notification are mandatory for some or all of the reviews and approvals listed above.

1. **Pre-Application Meeting.** This project is required to conduct a Pre-Application Meeting with surrounding neighbors and registered neighborhood groups before a development application may be filed with the Planning Department. The Pre-Application packet, which includes instructions and template forms, is available at <http://sf-planning.org/permit-forms-applications-and-fees> listed under "N" for Neighborhood Notification Pre-Application Meeting. The registered neighborhood group and organizations mailing list is available online at <http://sf-planning.org/department-publications> listed under "N".

2. **Neighborhood Outreach.** This project is required to undertake additional public outreach in advance of the Planning Commission hearing on the Institutional Master Plan and Conditional Use Authorization. The developer is required to conduct an additional outreach meeting, notifying owners and tenants who live within 300' of the project as well as all registered neighborhood organizations for the Russian Hill and Nob Hill neighborhoods, after initial design comments have been provided from the Planning Department and prior to the scheduling of the aforementioned Planning Commission hearing. The purpose of this meeting is to keep the community abreast of the project's evolution, presenting the latest design of the project – including the Department's requested changes – to the community in advance of the Commission taking action on the hearing.
3. **Notification of a Project Receiving Environmental Review.** Notice may be required to be sent to occupants of the project site and properties adjacent to the project site, as well as to owners and, to the extent feasible, occupants of properties within 300 feet of the project site at the initiation of the environmental review process. Please be prepared to provide mailing addresses on a CD upon request during the environmental review process.

PRELIMINARY PROJECT ASSESSMENT EXPIRATION:

This Preliminary Project Assessment is valid for a period of **18 months**. An Environmental Evaluation Application, Certificate of Appropriateness, Institutional Master Plan and Conditional Use Authorization application, as listed above, must be submitted no later than **February 7, 2019**. Otherwise, this determination is considered expired and a new Preliminary Project Assessment is required. Such applications and plans must be generally consistent with those found in this Preliminary Project Assessment.

Enclosure: Zoning Administrator Letter of Determination
 Institutional Master Plan application
 Conditional Use Authorization application
 Certificate of Appropriateness application
 Community Group Lists

cc: Pavel Cherkashin for Startup Temple Holdings, Inc., Property Owner
 Eiliesh Tuffy, Current Planning
 Colin Clarke, Environmental Planning
 Amnon Ben-Pazi, Citywide Planning and Analysis
 Jonas Ionin, Planning Commission Secretary
 Charles Rivasplata, SFMTA
 Jerry Sanguinetti, Public Works
 Pauline Perkins, SFPUC
 Sunny Angulo, Legislative Aide, District 3
 Planning Department Webmaster (planning.webmaster@sfgov.org)



SAN FRANCISCO PLANNING DEPARTMENT

Letter of Determination

July 20, 2016

Pavel Cherkashin
Startup Temple Holdings, Inc.
910 Broadway
San Francisco CA 94133

Site Address:	906 Broadway
Assessor's Block/Lot:	0149/009
Zoning District:	RM-2 (Residential – Mixed, Moderate Density District)
Staff Contact:	Claudine Asbagh, (415) 575-6914 or claudine.asbagh@sfgov.org
Record No.:	2016-004027ZAD

Dear Mr. Cherkashin:

This letter is in response to your request for a Letter of Determination (LOD) regarding the property at 906 Broadway. This parcel is located in the RM-2 (Residential – Mixed, Moderate Density) Zoning District, 40-X Height and Bulk District and has been designated as City Landmark No. 204. Your request seeks a determination as to whether your proposed uses (described as “adult educational” with “occasional entertainment” as a secondary use) would be allowed at the property under the Planning Code.

In 1994, a Conditional Use Authorization (1994.044C – Motion No. 13707) was granted to convert the church to a private elementary school (St. Mary's School). The subject property was occupied as a school until 2011. In 2012, work under Building Permit Application Nos. 201206283715 and 201211023433 was completed to remove improvements on the property associated with the school use. Further, the use has lapsed for a period of more than three years. As such, the Conditional Use Authorization for private elementary school is no longer effective per the requirements of Planning Code Section 178.

Planning Code Section 209.2 outlines permitted uses for the RM-2 Zoning District. In addition, Section 186.3 (Non-Residential Uses in Landmark Buildings in RH and RM Districts) allows for additional non-residential uses in the building due to its status as a Landmark. Per this Section, uses listed as a principally or conditionally permitted use on the ground floor in an NC-1 (Neighborhood Commercial Cluster) Zoning District are allowed at the subject property with a Conditional Use Authorization. Any such proposal to establish a non-residential use pursuant to Section 186.3 would need to demonstrate: 1) that the proposed use(s) conform to applicable provisions of Section 303; and 2) the specific use is essential to the feasibility of retaining and preserving the landmark.

Startup Temple Holdings, Inc. recently purchased the building and the LOD request describes proposed uses as educational with occasional entertainment uses. Subsequent to the request, Leonid Kozlova, the architect, provided a more detailed description of the proposed uses as well as proposed floor plans. The

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

Pavel Cherkashin
Startup Temple Holdings, Inc.
910 Broadway
San Francisco CA 94133

July 20, 2016
Letter of Determination
906 Broadway

statement indicates that "Startup Temple will be providing educational services for international technology startup founders and teams entering US market and aiming to raise capital in Silicon Valley." The courses would be taught over a one to three month period, and would include lectures, "hackathons," and one-on-one consulting and education services. Tech and arts events would be hosted one-two times per month and would be open to the general public. Startup Temple is not currently certified by the Western Association of Schools and Colleges.

Planning Code Section 209.2 allows Post-Secondary Educational Institutions and Community Facilities with Conditional Use Authorization. Planning Code Section 102 defines these uses as follows:

***Post-Secondary Educational Institution.** An Institutional Education Use, public or private, that is certified by the Western Association of Schools and Colleges, provides educational services such as a college or university, and has met the applicable provisions of Section 304.5 of this Code concerning institutional master plans. Such institution may include employee or student dormitories and other housing operated by and affiliated with the institution. Such institution shall not have industrial arts as its primary course of study.*

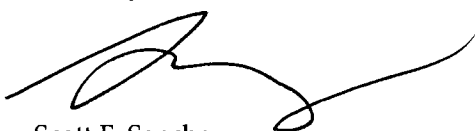
***Community Facility.** An Institutional Community Use that includes community clubhouses, neighborhood centers, community cultural centers, or other community facilities not publicly owned but open for public use in which the chief activity is not carried on as a gainful business and whose chief function is the gathering of persons from the immediate neighborhood in a structure for the purposes of recreation, culture, social interaction, health care, or education other than Institutional Uses as defined in this Section.*

As described in your LOD request, the proposed use would not be consistent with either of these use categories. Further review of relevant Planning Code provisions has failed to yield a use category that would allow the proposed use at the subject property. As such, the proposed use would not be allowed.

Please note that a Letter of Determination is a determination regarding the classification of uses and interpretation and applicability of the provisions of the Planning Code. This Letter of Determination is not a permit to commence any work or change occupancy. Permits from appropriate Departments must be secured before work is started or occupancy is changed.

APPEAL: If you believe this determination represents an error in interpretation of the Planning Code or abuse in discretion by the Zoning Administrator, an appeal may be filed with the Board of Appeals within 15 days of the date of this letter. For information regarding the appeals process, please contact the Board of Appeals located at 1650 Mission Street, Room 304, San Francisco, or call (415) 575-6880.

Sincerely,



Scott F. Sanchez
Zoning Administrator

Pavel Cherkashin
Startup Temple Holdings, Inc.
910 Broadway
San Francisco CA 94133

July 20, 2016
Letter of Determination
906 Broadway

cc: Claudine Asbagh, Planner
Property Owner
Neighborhood Groups



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION PACKET FOR Institutional Master Plan

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

Pursuant to Planning Code Section 304.5, medical and post-secondary educational institutions must have on file with the Planning Department a current Institutional Master Plan that describes the existing and anticipated future development of that institution. Any institution subject to these requirements must submit an Institutional Master Plan prior to receiving conditional use authorization or any other entitlement requiring Planning Commission approval.

The first pages of this application packet summarize Planning Code Section 304.5, which should be read carefully before the application form is completed. Please consult the Planning Department's website for examples of Institutional Master Plans.

WHAT IS THE PURPOSE OF AN INSTITUTIONAL MASTER PLAN?

Institutional Master Plans are required (1) to provide notice and information to public agencies and the public to give an opportunity for early and meaningful involvement prior to substantial investment by the institution, (2) to enable the institution to make modifications in response to comments prior to its more detailed planning, and (3) to provide public agencies and the public with information that may help guide their land use decisions.

WHO MUST SUBMIT AN INSTITUTIONAL MASTER PLAN?

Medical institutions and post-secondary educational institutions in San Francisco, including group housing affiliated with and operated by any such institution.

WHEN IS AN INSTITUTIONAL MASTER PLAN OR UPDATE REQUIRED?

All medical or post-secondary educational institutions must have an Institutional Master Plan on file with the Planning Department. A new Institutional Master Plan must be filed either every 10 years or if there are significant revisions to the information contained in an existing Institutional Master Plan on file. "Significant revisions" may include an increase in the institutions size by 10,000 square feet or 25 percent of total square footage, or the opening, closing, or significant change in use of an existing medical unit facility.

FULL INSTITUTIONAL MASTER PLANS

If the institution occupies a site area of 50,000 or more square feet (100,000 or more square feet in the C-3 District), or a site area of less than 50,000 square feet (100,000 or more square feet in the C-3 District) but anticipates future expansion over 50,000 square feet (100,000 or more square feet in the C-3 District), an Institutional Master Plan must be submitted. See Planning Code Section 304.5(c) for a discussion of the format and substance of the Institutional Master Plan.

ABBREVIATED INSTITUTIONAL MASTER PLANS

Institutions of less than 50,000 square feet or institutions of less than 100,000 square feet in the C-3 district may submit an Abbreviated Institutional Master Plan. See Planning Code Section 304.5(d) for a discussion of the format and substance of the Abbreviated Institutional Master Plan.

INSTITUTIONAL MASTER PLAN UPDATES

Every two years or sooner from the date of the most recent approval, the institution that submitted the Institutional Master Plan or the Abbreviated Institutional Master Plan must submit an Institutional Master Plan update. The Planning Department will not grant any permits to the institution until the update is considered complete. See Planning Code Section 304.5(f) for a discussion of the Institutional Master Plan update.

PLANNING COMMISSION HEARINGS OF INSTITUTIONAL MASTER PLANS

The Planning Commission will hold a public hearing on an Institutional Master Plan between 30 and 180 days after the plan has been accepted for filing. An abbreviated Institutional Master Plan may be heard before Planning Commission if the Commission deems it in the public interest to do so. Institutional Master Plan updates do not require public hearings. See Planning Code Section 304.5(e) for more information on Planning Commission hearings of Institutional Master Plans.

INSTITUTIONAL MASTER PLANS AND OTHER APPROVALS

The Planning Department will submit all Institutional Master Plans and updates filed by medical institutions to the Department of Public Health (DPH) for review and comment. DPH will prepare a budget for its review. Half of the expected cost must be submitted by the applicant to DPH prior to its review, and the remainder of the cost will be due at the time the initial payment is depleted. DPH will provide its comments to the Planning Department no later than 90 days after the date of submission. See Planning Code Section 304.5(g) for more information on coordination of Planning Department review with DPH.

Conditional use or other entitlement requiring Planning Commission action must be as described in the Institutional Master Plan or update and cannot be heard or approved by the Planning Commission until three months after the Institutional Master Plan is accepted. Furthermore, medical institutions that are subject to Sections 1513, 1523, and 1604 of Public Law 93-641 or Sections 437 and 438 of the California Health and Safety Code must first receive approvals subject to such sections prior to obtaining conditional use authorizations or other entitlements by the Planning Commission.

The Planning Department will not approve any building permit application for development of any institution subject to Institutional Master Plan requirements unless that institution has complied with all Institutional Master Plan requirements, with the exception of interior alterations that do not significantly intensify, change or expand the use, occupancy or inpatient services or facilities of the institution, and are necessary to correct immediate hazards to health or safety.

CASE NUMBER:
For Staff Use only

APPLICATION FOR Institutional Master Plan & Institutional Master Plan Update or Abbreviated Institutional Master Plan

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

APPLICANT'S NAME:	
<div style="text-align: right;">Same as Above <input type="checkbox"/></div>	
APPLICANT'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

CONTACT FOR PROJECT INFORMATION:	
<div style="text-align: right;">Same as Above <input type="checkbox"/></div>	
ADDRESS:	TELEPHONE:
	()
	EMAIL:

2. Location(s)

STREET ADDRESS(ES) OF PROJECT, OR DESCRIBE LARGER AREA:
ASSESSORS BLOCK(S)/LOT(S):

3. Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- a: The undersigned is the owner or authorized agent of the owner of this property.
- b: The information presented is true and correct to the best of my knowledge.
- c: The other information or applications may be required.

Signature: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

APPLICATION TYPE: PLEASE CHECK ONE

- Full Institutional Master Plan
- Abbreviated Institutional Master Plan
- Institutional Master Plan Update

MATERIALS SUBMITTED

- This application, signed by owner or agent
- Textual description and drawings if appropriate
- Check payable to San Francisco Planning Department
- Letter of authorization for agent, if applicable

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
PLANNING
DEPARTMENT**

**FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department**

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**
FAX: **415.558.6409**
WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**

*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION PACKET FOR Conditional Use Authorization

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

Pursuant to Planning Code Section 303, the Planning Commission shall hear and make determinations regarding applications for the authorization of Conditional Use. The first pages consist of instructions which should be read carefully before the application form is completed.

Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

WHAT IS A CONDITIONAL USE?

A Conditional Use is a use that is not principally permitted in a particular Zoning District. Conditional Uses require a Planning Commission hearing in order to determine if the proposed use is necessary or desirable to the neighborhood, whether it may potentially have a negative impact on the surrounding neighborhood, and whether the use complies with the San Francisco General Plan. During this public hearing the Planning Commission will “condition” the use by applying operational conditions that may mitigate neighborhood concerns as well as apply conditions that may be required by the Department and the Planning Code. Conditional Use Authorizations are entitlements that run with the property, not the operator.

WHEN IS A CONDITIONAL USE AUTHORIZATION NECESSARY?

For each Zoning District, the Planning Code contains use charts that list types of uses and whether each is permitted as of right (P), conditionally permitted (C), or not permitted (NP or blank). In addition to those particular uses, the Conditional Use Authorization process is utilized for various other applications included but not limited to residential demolition, Planned Unit Developments (PUD's), and exemptions from off-street parking in certain Zoning Districts. Please consult a planner at the Planning Information Counter (PIC) for additional information regarding these applications.

HOW DOES THE PROCESS WORK?

Please review the instructions in this application and ask PIC staff if you have any questions. After filling out the application and collecting the required notification materials and plans, please contact the Planning Department for an intake appointment to process your application. At this appointment a planner will review your application to ensure that it is complete. The application will then be assigned to a planner on a specific Quadrant Team, dependent upon the location of the subject property. The assigned planner will review the application against the San Francisco General Plan, the Planning Code, and Planning Department policies and set a Planning Commission hearing date. All owners within 300 feet of the subject property will receive notification of the hearing. The assigned planner will gather comments and concerns from the neighborhood during the notification period. Neighborhood support or opposition will be reflected in a staff report presented at the Planning Commission hearing complete with the Planning Department recommendation for approval or disapproval of the conditional use.

WHO MAY APPLY FOR A CONDITIONAL USE AUTHORIZATION?

A Conditional Use Authorization is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply for a Conditional Use Authorization. [A letter of agent authorization from the owner must be attached.]

INSTRUCTIONS:

The attached application for a Conditional Use Authorization includes a project description, necessary contact information, and two sets of findings that must be answered. The first set of findings is for the Conditional Use Authorization process and consists of a list of questions asking whether the use is necessary or desirable and whether such use may negatively impact the surrounding neighborhood. The second set of findings are Priority General Plan Policy Findings, which determine San Francisco General Plan consistency. Please answer all questions fully. Please type or print in ink and attach pages if necessary.

Please provide the following materials with this application:

- **300 Foot Radius Map and Address List:** See instructions on page 4.
- **Authorization:** If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and is included in the application for Conditional Use Authorization.
- **Owner, Applicant, Contact Person, and Community Liaison:** The attached application includes fields for the property owner, applicant, project contact, and community liaison contact information (in many cases, these roles may be held by the same individual). The property owner is the owner of the parcel of land associated with the entitlement. The applicant may be the property owner, a business owner, an architecture firm or an expeditor. The project contact may be a representative of any of the above and will serve as the primary contact for the planner assigned to the application. The community liaison may also be a representative of any of the above and will serve as the primary contact to address any construction and/or operational concerns of the community. The community liaison contact is an ongoing requirement; therefore, any changes to the community liaison should be reported to the Zoning Administrator.
- **Drawings:** The application must be accompanied by plans sufficient for proper determination of the case. In most cases a **plot plan** will be required, accurately showing existing and proposed structures on both the subject property and on immediately adjoining properties, open spaces, driveways, parking areas, trees, and land contours where relevant. Where the size or use of floor areas is material to the case, **floor plans** will also be required.

Drawings of building **elevations** must be provided in most cases. All **landscaping** should be clearly shown on the plans, calling out species type. A sign program may be submitted at this time. Certain types of conditional uses have additional special requirements under the Code and may require additional information to be submitted with the application; the Department staff will assist in determining what materials are required. A north arrow and scale shall be shown on each plan, and unless an exception is specifically granted by the Zoning Administrator the scale shall be not less than 1" = 20' for plot plans, 1/8" = 1' 0" for floor plans, and 1/4" = 1' 0" for plans showing layout of parking and loading.
- **Photographs:** The application must be accompanied by unmounted photographs, large enough to show the nature of the property but not over 11 X 17 inches.

All plans and other exhibits submitted with this application will be retained as part of the permanent public record in this case.

After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.

Fees:

Please refer to the Planning Department Fee Schedule available at www.sfplanning.org or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco. For questions related to the Fee Schedule, please call the PIC at (415) 558-6377. Fees will be determined based on the estimated construction costs. Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the hearing process or permit approval. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any conditions of approval.

The Pre-Application Process:

The following types of projects require a Pre-Application Meeting, provided that the scope of work is subject to Planning Code Section 311 or 312 Notification. Please be aware that a Pre-Application meeting is also required prior to filing any Planning entitlement application (i.e. Conditional Use Authorization, Variance) for projects subject to 311 or 312 Notification.

- New Construction;
- Any vertical addition of 7 feet or more;
- Any horizontal addition of 10 feet or more;
- Decks over 10 feet above grade or within the required rear yard;
- All Formula Retail uses subject to a Conditional Use Authorization.

Please refer to the Pre-Application Meeting Instruction Packet for further detail or contact planning staff with questions. The Pre-Application Meeting Instruction Packet is available at www.sfplanning.org or at the Planning Information Center (PIC) counter at 1660 Mission Street, First Floor, San Francisco.

CEQA Review:

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.

Additional Conditional Use Criteria:

For certain types of conditional uses, the Planning Code sets out additional criteria for approval in the Code section under which authorization is sought. If any such criteria apply in this case, state in detail the manner in which you believe they will be met. The referenced Code sections are available on-line and may be explained to you at the PIC.

Planning Commission Hearing Material:

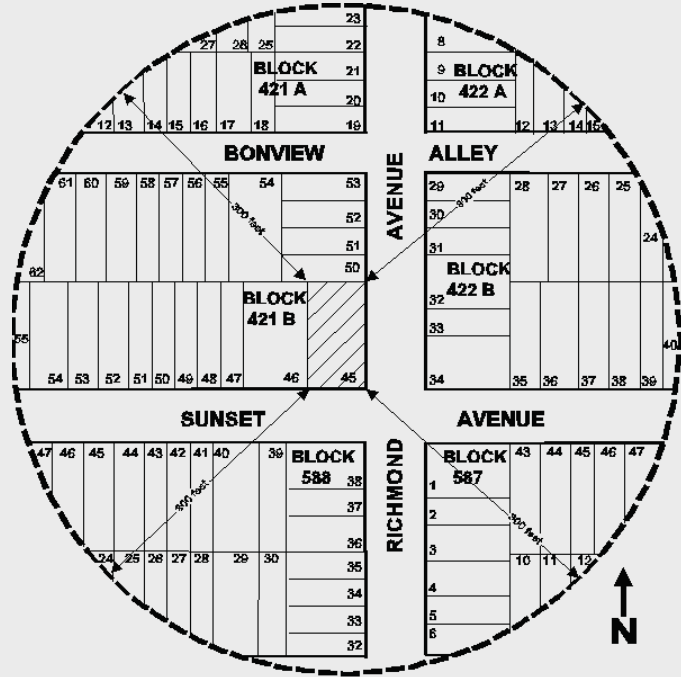
This timeline includes a deadline for project sponsors to submit material to staff to be included in the Commission packet. If the Sponsor does not submit the necessary material by the deadline, the project will be continued to a later hearing date.

- Three weeks prior to hearing: Project Sponsor submits draft project graphics (plans, renderings etc) to project planner.
- Two weeks prior to hearing: Project planner submits Draft staff report (must include draft attachments) to Team Leader for review.
- Ten days prior to hearing (5pm on Monday): Deadline for submittal of all sponsor material and public comment to be included in Commission packets
- One week prior to hearing: Project planner delivers complete Commission packets to the Commission Secretary.

To file your Conditional Use application, please call (415) 558-6378 in advance to schedule an intake appointment. At your scheduled appointment with a staff planner, please bring your completed application with all required materials.

300-foot Radius Map Instructions

1. The map must show all properties within 300-feet of the EXTERIOR boundaries of the property; a 300-foot radius map, drawn to a scale of 1 inch to 50 feet, either the original on TRACING paper or a blueprint copy (no photocopy accepted) is required for submittal with applications under the Planning Code, including variance, reclassification (rezoning), large project authorization, conditional use, and certain subdivision applications.
2. Submit two lists of the names and addresses, including the block and lot for each one, of all owners of the properties within 300 feet of the subject property and self-adhering labels with the same data. The latest Citywide tax roll is available at the Office of the Treasurer and Tax Collector, City Hall Room 140, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102, for the preparation of this list. The labels will be used to mail notice of the time and place of the public hearing required.



NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

EXAMPLE OF MAILING LABEL

Block # / Lot #	#9331 / #07
Name	JOHN DOE
Address	123 South Street #2 San Francisco, CA 94100

The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request.

3. If you wish to prepare the materials yourself, block maps may be traced at the office of the Assessor, 81 Dr. Carlton B. Goodlett Place, City Hall, Room 190. The width of the public right-of-way for the streets separating the blocks may be determined at the Department of Public Works, Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, 554-5810.
4. You may, for a fee that varies by firm, have a private drafting or mailing service prepare these materials.

Build CADD
3515 Santiago Street
San Francisco, CA 94116
(415) 759-8710

Notificationmaps.com
Barry Dunzer
(866) 752-6266
www.notificationmaps.com

Javier Solorzano
3288 - 21st Street #49
San Francisco, CA 94110
(415) 724-5240
Javier131064@yahoo.com

Radius Services
1221 Harrison Street #18
San Francisco, CA 94103
(415) 391-4775
radiuservices@aol.com

Jerry Brown Designs
619 - 27th Street, Apt. A
Oakland, CA 94612
(415) 810-3703
jbdsgn328@gmail.com

Notice This
(650) 814-6750

Ted Madison Drafting
P.O. Box 8102
Santa Rosa, CA 95407
(707) 228-8850
tmadison@pacbell.net

What Applicants Should Know About the Public Hearing Process and Community Outreach

- A. The Planning Commission encourages applicants to meet with all community groups and parties interested in their application early in the entitlement process. Department staff is available to assist in determining how to contact interested groups. Neighborhood organization lists are available on the Department's website. Notice of the hearing will be sent to groups in or near the neighborhood of the project. The applicant may be contacted by the Planning Department staff with requests for additional information or clarification. An applicant's cooperation will facilitate the timely review of the application.
- B. The Commission requests that applicants familiarize themselves with the procedure for public hearings, which are excerpted from the Planning Commission's Rules and Regulations below.

Hearings. A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:

1. A description of the issue by the Director or a member of the staff along with the Planning Department's recommendation.
2. A presentation of the proposal by the project sponsor for a period not to exceed 15 minutes.
3. A presentation of opposition to the proposal, by organized opposition, for a period not to exceed 15 minutes. Organized opposition will be recognized only upon written application to the president at or prior to the hearing. Such application should identify the organization(s) and speaker(s).
4. Public testimony from proponents of the proposal. An individual may speak for a period not to exceed 3 minutes. An organization or group will be given a period not to exceed 5 minutes if the organization or group is represented by one speaker.
5. Public testimony from opponents of the proposal would be taken under conditions parallel to those imposed on proposal proponents, 3 minutes for an individual and 5 minutes for a group or organization if the group or organization is represented by one speaker.
6. The project sponsor or applicant will be given a period, not to exceed 5 minutes, within which to clarify any questions raised in previous testimony.
7. Organized opposition, recognized in accordance with Paragraph 3 above, will be given a period not to exceed 5 minutes, within which to clarify any questions raised in previous testimony.
8. Discussion and vote by the Planning Commission on the matter before it.
9. The President may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.

C. **Private Transcription.** The Commission President may authorize any person to transcribe the proceedings of a Regular, Special or Committee Meeting provided that the President may require that a copy of such transcript be provided for the Commission's permanent records.

D. **Opportunities for Appeals by Other Bodies:** Planning Commission actions on Conditional Uses are final unless appealed to the Board of Supervisors within **30 days** of Commission action.

APPLICATION FOR Conditional Use Authorization

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

APPLICANT'S NAME:	
Same as Above <input type="checkbox"/>	
APPLICANT'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

CONTACT FOR PROJECT INFORMATION:	
Same as Above <input type="checkbox"/>	
ADDRESS:	TELEPHONE:
	()
	EMAIL:

COMMUNITY LIAISON FOR PROJECT (PLEASE REPORT CHANGES TO THE ZONING ADMINISTRATOR):	
Same as Above <input type="checkbox"/>	
ADDRESS:	TELEPHONE:
	()
	EMAIL:

2. Location and Classification

STREET ADDRESS OF PROJECT:	ZIP CODE:
CROSS STREETS:	

ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
/				

3. Project Description

(Please check all that apply) <input type="checkbox"/> Change of Use <input type="checkbox"/> Change of Hours <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Demolition <input type="checkbox"/> Other Please clarify:	ADDITIONS TO BUILDING: <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Height <input type="checkbox"/> Side Yard	PRESENT OR PREVIOUS USE:	
		PROPOSED USE:	
		BUILDING APPLICATION PERMIT NO.:	DATE FILED:

4. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
PROJECT FEATURES				
Dwelling Units				
Hotel Rooms				
Parking Spaces				
Loading Spaces				
Number of Buildings				
Height of Building(s)				
Number of Stories				
Bicycle Spaces				
GROSS SQUARE FOOTAGE (GSF)				
Residential				
Retail				
Office				
Industrial/PDR <i>Production, Distribution, & Repair</i>				
Parking				
Other (Specify Use)				
TOTAL GSF				

Please describe any additional project features that are not included in this table:
 (Attach a separate sheet if more space is needed)

5. Action(s) Requested (Include Planning Code Section which authorizes action)

Conditional Use Findings

Pursuant to Planning Code Section 303(c), before approving a conditional use authorization, the Planning Commission needs to find that the facts presented are such to establish the findings stated below. In the space below and on separate paper, if necessary, please present facts sufficient to establish each finding.

1. That the proposed use or feature, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable for, and compatible with, the neighborhood or the community; and
2. That such use or feature as proposed will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:
 - (a) The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;
 - (b) The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
 - (c) The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;
 - (d) Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs; and
3. That such use or feature as proposed will comply with the applicable provisions of this Code and will not adversely affect the Master Plan.

Priority General Plan Policies Findings

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed projects and demolitions are consistent with eight priority policies set forth in Section 101.1 of the City Planning Code. These eight policies are listed below. Please state how the project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. IF A GIVEN POLICY DOES NOT APPLY TO YOUR PROJECT, EXPLAIN WHY IT DOES NOT.

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

3. That the City's supply of affordable housing be preserved and enhanced;

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

CASE NUMBER:
For Staff Use only

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

7. That landmarks and historic buildings be preserved; and

8. That our parks and open space and their access to sunlight and vistas be protected from development.

Estimated Construction Costs

TYPE OF APPLICATION:	
OCCUPANCY CLASSIFICATION:	
BUILDING TYPE:	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION:	BY PROPOSED USES:
ESTIMATED CONSTRUCTION COST:	
ESTIMATE PREPARED BY:	
FEE ESTABLISHED:	

Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- a: The undersigned is the owner or authorized agent of the owner of this property.
- b: The information presented is true and correct to the best of my knowledge.
- c: The other information or applications may be required.

Signature: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

Application Submittal Checklist

Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed and **signed by the applicant or authorized agent and a department staff person.**

APPLICATION MATERIALS	CHECKLIST
Application, with all blanks completed	<input type="checkbox"/>
300-foot radius map, if applicable	<input type="checkbox"/>
Address labels (original), if applicable	<input type="checkbox"/>
Address labels (copy of the above), if applicable	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Elevations	<input type="checkbox"/>
Section 303 Requirements	<input type="checkbox"/>
Prop. M Findings	<input type="checkbox"/>
Historic photographs (if possible), and current photographs	<input type="checkbox"/>
Check payable to Planning Dept.	<input type="checkbox"/>
Original Application signed by owner or agent	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input type="checkbox"/>

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.
- Two sets of original labels and one copy of addresses of adjacent property owners and owners of property across street.

After your case is assigned to a planner, you will be contacted and asked to provide an electronic version of this application including associated photos and drawings.

Some applications will require additional materials not listed above. The above checklist does not include material needed for Planning review of a building permit. The "Application Packet" for Building Permit Applications lists those materials.

No application will be accepted by the Department unless the appropriate column on this form is completed. Receipt of this checklist, the accompanying application, and required materials by the Department serves to open a Planning file for the proposed project. After the file is established it will be assigned to a planner. At that time, the planner assigned will review the application to determine whether it is complete or whether additional information is required in order for the Department to make a decision on the proposal.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



SAN FRANCISCO
PLANNING
DEPARTMENT

APPLICATION PACKET FOR Certificate of Appropriateness

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

Section 1002(a)(2) states that the Historic Preservation Commission (“HPC”) shall review and decide on applications for construction, alteration, demolition and other applications pertaining to landmark sites and districts regulated under Article 10 of the Planning Code.

The first pages of this packet consist of instructions which should be read carefully before the application form is completed. Planning Department staff are available to advise you in the preparation of this application. Call (415) 558-6377 for further information.

WHAT IS A CERTIFICATE OF APPROPRIATENESS AND WHEN IS IT NECESSARY?

Incorporated into the Planning Code in 1968, Article 10 outlines the process for the review and entitlement of alterations to properties locally designated as City Landmarks. An individual landmark is a stand-alone building, site, or object that is important for its contributions to San Francisco. A landmark district is a group of properties or a portion of a neighborhood that is architecturally, historically, or culturally important. Designated properties that are recognized for their architectural, historic, and cultural value to the City, are subject to the review and entitlement processes outlined in Article 10 of the Planning Code. The Historic Preservation Commission oversees and regulates these properties.

A Certificate of Appropriateness is the entitlement required to alter an individual landmark and any property within a landmark district. A Certificate of Appropriateness is required for any construction, addition, major alteration, relocation, removal, or demolition of a structure, object or feature, on a designated landmark property, in a landmark district, or a designated landmark interior. Depending on the scope of a project, some require a hearing before the Historic Preservation Commission. For those that don't, they're called Administrative Certificates of Appropriateness and are approved by Planning Department Preservation staff.

HOW DOES THE CERTIFICATE OF APPROPRIATENESS PROCESS WORK?

- File the Certificate of Appropriateness application with the Department. Instructions about this process is below. The application will be assigned to a Preservation Planner, who will review the materials for completeness.
- When the Preservation Planner determines that the application is complete, the project will be scheduled for a hearing at the Historic Preservation Commission.
- All Certificates of Appropriateness require public notification prior to the scheduled hearing. Projects must have a 20-day mailed notice and poster erected on the project site.
 - For individual landmarks, notice must be mailed to all owners and occupants of the property and within 150-feet from the property. Interested parties and neighborhood groups must also receive notice.

- For properties located within historic districts, notice must be mailed to all owners within 300-feet of the property and occupants within 150-feet of the property. The radius includes properties that are located outside of the designated historic district, if applicable. Interested parties and neighborhood groups must also receive notice.
- At the public hearing, the Historic Preservation Commission will make a decision on the proposed project and approve, disapprove, or approve with modifications, the Certificate of Appropriateness.
- After the hearing, the Department issues the Certificate of Appropriateness document.
- Department staff will review the associated building permit to make sure that the work conforms to what the Historic Preservation Commission approved. If the proposed work conforms, the permit will be approved and routed to the Department of Building Inspection for final issuance.

WHO MAY APPLY FOR A CERTIFICATE OF APPROPRIATENESS?

A Certificate of Appropriateness is an entitlement that runs with the property; therefore, the property owner or a party designated as the owner's agent may apply for a Certificate of Appropriateness. [A letter of agent authorization from the owner must be attached.]

INSTRUCTIONS:

Gather the information needed and fill out the attached application, which includes a project description, necessary contact information, and two sets of findings that must be answered. The first set of findings is for compliance with preservation standards. The second set of findings are the General Plan Priority Policy Findings, which determine San Francisco General Plan consistency. Please answer all questions fully. If you need assistance, contact the Planning Information Center, 1660 Mission Street, 1st Floor; Telephone No. (415) 558-6377; open Monday through Friday.

Contact the Department to schedule an Application Intake at (415) 558-6378. At your scheduled appointment with a Preservation Planner, please bring the application and related materials. Note that all plans and materials submitted with this application will be retained as a part of the permanent public record for the case.

Please provide the following materials with this application:

- **Authorization:** If the applicant in this case is the authorized agent of the property owner, rather than the owner, a letter signed by the owner and creating or acknowledging that agency must be attached and is included in the application for a Certificate of Appropriateness.
- **Drawings:** The application must be accompanied by plans sufficient for proper determination of the case. One full set of architectural plans showing existing conditions and proposed scope of work. All plans shall include a site plan with the area of work identified, and existing and proposed floor plans, elevations (including those of adjacent properties), and section(s) at either 1/8" or 1/4" scale dependent on the size of the project, and detail drawings at 1/2" scale.
- **Photographs:** The application must include photographs of the subject property, including the primary facade and where the work is proposed. In addition, photographs must be submitted of the adjacent properties and street frontages that accurately depict the existing context. Please submit historic photos of the project, if applicable. All photographs should be large enough to show the nature of the property but not over 11 x 17 inches.
- **Specifications & Material Samples:** Include product specifications if there is any cleaning and/or repair of historic materials. If there is repointing or material replacement, product samples must be submitted.
- **Cut-Sheets:** For replacement windows and other features, product cut sheets must be submitted.
- **Notification Radius Map, Address List, and Labels:** See instructions on the following pages for more details.

Fees:

Please refer to the Planning Department Fee Schedule available at www.sfplanning.org or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco for the applicable application fees. For questions related to the Fee Schedule, please call the PIC at (415) 558-6377. Fees will be determined based on the estimated construction costs. Time and materials charges will be added if staff costs exceed the initial fee.

CEQA Review:

The California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative Code implementing that act may require an Environmental Evaluation before the application may be considered. Please consult the Planning Department staff to determine if an Environmental Evaluation application must be submitted with this application. A separate fee is required for environmental review.

Historic Preservation Commission Hearing Material:

This time line includes a deadline for project sponsors to submit material to staff to be included in the Commission packet. If the Project Sponsor does not submit the necessary material by the deadline, the project will be continued to a later hearing date.

- Three weeks prior to hearing: Project Sponsor submits draft project graphics (plans, renderings etc) to project planner.
- Two weeks prior to hearing: Project planner submits Draft staff report (must include draft attachments) to Team Leader for review.
- Ten days prior to hearing (5pm on Monday): Deadline for submittal of all sponsor material and public comment to be included in Commission packets.
- One week prior to hearing: Project planner delivers complete Commission packets to the Commission Secretary.

To file your Certificate of Appropriateness application, please call (415) 558-6378 in advance to schedule an intake appointment. At your scheduled appointment with a staff planner, please bring your completed application with all required materials.

What Applicants Should Know About the Public Hearing Process and Community Outreach

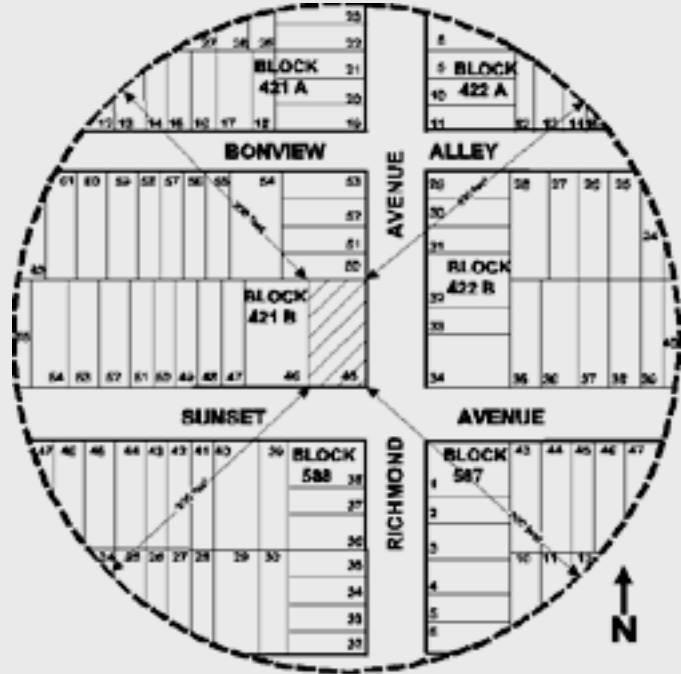
- A. The Historic Preservation Commission encourages applicants to meet with all community groups and parties interested in their application early in the entitlement process. Department staff is available to assist in determining how to contact interested groups. Neighborhood organization lists area available on the Department's website. Notice of the hearing will be sent to groups in or near the neighborhood of the project. The applicant may be contacted by the Planning Department staff with requests for additional information or clarification. An applicant's cooperation will facilitate the timely review of the application.
- B. The Historic Preservation Commission requests that applicants familiarize themselves with the procedure for public hearings, which are excerpted from the Historic Preservation Commission's Rules and Regulations below.
5. In public hearings on Draft Environmental Impact reports, each member of the public may speak for a period not to exceed three (3) minutes.
6. Discussion and vote by the Historic Preservation Commission on the matter before it.
7. The President may impose time limits on appearances by members of the public and may otherwise exercise his or her discretion on procedures for the conduct of public hearings.
- C. **Private Transcription.** The Commission President may authorize any person to transcribe the proceedings of a Regular, Special or Committee Meeting provided that the President may require that a copy of such transcript be provided for the Commission's permanent records.

Hearings. A public hearing may be held on any matter before the Commission at either a Regular or a Special Meeting. The procedure for such public hearings shall be as follows:

1. A description of the project by the Department staff along with the Department's recommendation.
 2. A presentation of the proposal by the project sponsor's team for a period not to exceed 10 minutes.
 3. Public testimony from proponents of the proposal. An individual may speak for a period not to exceed 3 minutes. An organization or group will be given a period not to exceed 5 minutes if the organization or group is represented by one speaker. Members of such groups are not allowed separate three (3) minutes of testimony.
 4. Public testimony from opponents of the proposal would be taken under conditions parallel to those imposed on proposal proponents, 3 minutes for an individual and 5 minutes for a group or organization if the group or organization is represented by one speaker.
- D. **Opportunities for Appeals by Other Bodies:** Historic Preservation Commission actions on Certificates of Appropriateness are final unless appealed to the Board of Appeals, or to the Board of Supervisors when applicable, within **30 days** of Commission action.

Notification Instructions

1. **Radius Map:** The required notification map must show all properties within the 150-foot or 300-foot (whichever is applicable; see page 1-2 for specifics) of the EXTERIOR boundaries of the property; a 150-foot or 300-foot radius map, drawn to a scale of 1 inch to 50 feet, either the original on TRACING paper or a blueprint copy (no photocopy accepted) is required for submittal with Certificate of Appropriateness applications.
2. **Labels:** Submit two lists of the names and addresses, including the block and lot for each one, of all owners of the properties within 150 feet or 300 feet of the subject property and self-adhering labels with the same data. The latest Citywide tax roll is available at the Office of the Treasurer and Tax Collector, City Hall Room 140, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102, for the preparation of this list. The labels will be used to mail notice of the time and place of the public hearing required.



NOTE: THIS EXAMPLE IS NOT TO REQUIRED SCALE

EXAMPLE OF MAILING LABEL

Block # / Lot #	#9331 / #07
Name	JOHN DOE
Address	123 South Street #2 San Francisco, CA 94100

The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request.

3. If you wish to prepare the materials yourself, block maps may be traced at the office of the Assessor, 81 Dr. Carlton B. Goodlett Place, City Hall, Room 190. The width of the public right-of-way for the streets separating the blocks may be determined at the Department of Public Works, Bureau of Street Use and Mapping, 875 Stevenson Street, Room 460, 554-5810.
4. You may, for a fee that varies by firm, have a private drafting or mailing service prepare these materials.

Build CADD
3515 Santiago Street
San Francisco, CA 94116
(415) 759-8710

Notificationmaps.com
Barry Dunzer
(866) 752-6266
www.notificationmaps.com

Javier Solorzano
3288 - 21st Street #49
San Francisco, CA 94110
(415) 724-5240
Javier131064@yahoo.com

Radius Services
1221 Harrison Street #18
San Francisco, CA 94103
(415) 391-4775
radiusservices@aol.com

Jerry Brown Designs
619 - 27th Street, Apt. A
Oakland, CA 94612
(415) 810-3703
jbdsgn328@gmail.com

Notice This
(650) 814-6750

Ted Madison Drafting
P.O. Box 8102
Santa Rosa, CA 95407
(707) 228-8850
tmadison@pacbell.net

APPLICATION FOR Certificate of Appropriateness

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

APPLICANT'S NAME:	
Same as Above <input type="checkbox"/>	
APPLICANT'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

CONTACT FOR PROJECT INFORMATION:	
Same as Above <input type="checkbox"/>	
CONTACT PERSON'S ADDRESS:	TELEPHONE:
	()
	EMAIL:

2. Location and Classification

STREET ADDRESS OF PROJECT:	ZIP CODE:
CROSS STREETS:	

ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
/				
ARTICLE 10 LANDMARK NUMBER			HISTORIC DISTRICT:	

3. Project Description

Building Permit Application No. _____

Date Filed: _____

4. Project Summary Table

If you are not sure of the eventual size of the project, provide the maximum estimates.

GROSS SQUARE FOOTAGE (GSF)	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
Residential				
Retail				
Office				
Industrial / PDR Production, Distribution, & Repair				
Parking				
Other (Specify Use)				
Total GSF				
PROJECT FEATURES	EXISTING USES:	EXISTING USES TO BE RETAINED:	NET NEW CONSTRUCTION AND/OR ADDITION:	PROJECT TOTALS:
Dwelling Units				
Hotel Rooms				
Parking Spaces				
Loading Spaces				
Number of Buildings				
Height of Building(s)				
Number of Stories				

Please provide a narrative project description, and describe any additional project features that are not included in this table:

Findings of Compliance with Preservation Standards

FINDINGS OF COMPLIANCE WITH PRESERVATION STANDARDS		YES	NO	N/A
1	Is the property being used as it was historically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the new use have minimal impact on distinctive materials, features, spaces, and spatial relationship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the historic character of the property being maintained due to minimal changes of the above listed characteristics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are the design changes creating a false sense of history of historical development, possible from features or elements taken from other historical properties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are there elements of the property that were not initially significant but have acquired their own historical significance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have the elements referenced in Finding 5 been retained and preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize the property been preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are all deteriorating historic features being repaired per the Secretary of the Interior Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are there historic features that have deteriorated and need to be replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Do the replacement features match in design, color, texture, and, where possible, materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are any specified chemical or physical treatments being undertaken on historic materials using the gentlest means possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are all archeological resources being protected and preserved in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Do exterior alterations or related new construction preserve historic materials, features, and spatial relationships that are characteristic to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are exterior alterations differentiated from the old, but still compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	If any alterations are removed one day in the future, will the forms and integrity of the historic property and environment be preserved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please summarize how your project meets the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, in particular the *Guidelines for Rehabilitation* and will retain character-defining features of the building and/or district:

Findings of Compliance with General Preservation Standards

In reviewing applications for Certificate of Appropriateness the Historic Preservation Commission, Department staff, Board of Appeals and/or Board of Supervisors, and the Planning Commission shall be governed by *The Secretary of the Interior's Standards for the Treatment of Historic Properties* pursuant to Section 1006.6 of the Planning Code. Please respond to each statement completely (Note: Attach continuation sheets, if necessary). Give reasons as to *how* and *why* the project meets the ten Standards rather than merely concluding that it does so. IF A GIVEN REQUIREMENT DOES NOT APPLY TO YOUR PROJECT, EXPLAIN WHY IT DOES NOT.

1. The property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize the property will be avoided;

3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken;

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved;

5. Distinctive materials, features, finishes, and construction techniques or examples of fine craftsmanship that characterize a property will be preserved;

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence;

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used;

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken;

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment;

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would not be impaired;

PLEASE NOTE: For all applications pertaining to buildings located within Historic Districts, the proposed work must comply with all applicable standards and guidelines set forth in the corresponding Appendix which describes the District, in addition to the applicable standards and requirements set forth in Section 1006.6. In the event of any conflict between the standards of Section 1006.6 and the standards contained within the Appendix which describes the District, the more protective shall prevail.

Priority General Plan Policies Findings

Proposition M was adopted by the voters on November 4, 1986. It requires that the City shall find that proposed projects and demolitions are consistent with eight priority policies set forth in Section 101.1 of the City Planning Code. These eight policies are listed below. Please state how the project is consistent or inconsistent with each policy. Each statement should refer to specific circumstances or conditions applicable to the property. Each policy must have a response. IF A GIVEN POLICY DOES NOT APPLY TO YOUR PROJECT, EXPLAIN WHY IT DOES NOT.

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;

3. That the City's supply of affordable housing be preserved and enhanced;

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

7. That landmarks and historic buildings be preserved; and

8. That our parks and open space and their access to sunlight and vistas be protected from development.

Estimated Construction Costs

TYPE OF APPLICATION:	
OCCUPANCY CLASSIFICATION:	
BUILDING TYPE:	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION:	BY PROPOSED USES:
ESTIMATED CONSTRUCTION COST:	
ESTIMATE PREPARED BY:	
FEE ESTABLISHED:	

Applicant's Affidavit

Under penalty of perjury the following declarations are made:

- a: The undersigned is the owner or authorized agent of the owner of this property.
- b: The information presented is true and correct to the best of my knowledge.
- c: Other information or applications may be required.

Signature: _____

Date: _____

Print name, and indicate whether owner, or authorized agent:

Owner / Authorized Agent (circle one)

Certificate of Appropriateness Application Submittal Checklist

The intent of this application is to provide Staff and the Historic Preservation Commission with sufficient information to understand and review the proposal. Receipt of the application and the accompanying materials by the Planning Department shall only serve the purpose of establishing a Planning Department file for the proposed project. After the file is established, the Department will review the application to determine whether the application is complete or whether additional information is required for the Certificate of Appropriateness process. Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. The checklist is to be completed and **signed by the applicant or authorized agent**.

REQUIRED MATERIALS (please check correct column)	CERTIFICATE OF APPROPRIATENESS
Application, with all blanks completed	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Elevations	<input type="checkbox"/>
Prop. M Findings	<input type="checkbox"/>
Historic photographs (if possible), and current photographs	<input type="checkbox"/>
Check payable to Planning Department	<input type="checkbox"/>
Original Application signed by owner or agent	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Other: Section Plan, Detail drawings (i.e. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or product cut sheets for new elements (i.e. windows, doors)	<input type="checkbox"/>

NOTES:

- Required Material. Write "N/A" if you believe the item is not applicable, (e.g. letter of authorization is not required if application is signed by property owner.)
- Typically would not apply. Nevertheless, in a specific case, staff may require the item.

PLEASE NOTE: *The Historic Preservation Commission will require additional copies each of plans and color photographs in \ reduced sets (11" x 17") for the public hearing packets. If the application is for a demolition, additional materials not listed above may be required. All plans, drawings, photographs, mailing lists, maps and other materials required for the application must be included with the completed application form and cannot be "borrowed" from any related application.*

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
PLANNING
DEPARTMENT**

**FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department**

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**
FAX: **415 558-6409**
WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**

*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*

FIRST	LAST	TITLE	ORGANIZATION	ADDRESS	CITY	STATE	ZIP	TELEPHONE	EMAIL	NEIGHBORHOOD OF INTEREST
Arthur	Albrecht	President	Lombard Hill Improvement Association	1000 Lombard Street	San Francisco	CA	94109-1515	415-474-7883	ARAlbrecht@aol.com	Russian Hill
Aaron	Peskin	Supervisor, District 3	Board of Supervisors	1 Dr. Carlton B Goodlett Place, Room #244	San Francisco	CA	94102-4689	415-554-7450	aaron.peskin@sfgov.org; sunny.angulo@sfgov.org; connie.chan@sfgov.org; lee.hepner@sfgov.org	Chinatown, Financial District, Nob Hill, North Beach, Russian Hill
David	Villa-Lobos	Chair	Lower Polk Business Collaborative	P.O. Box 642201	San Francisco	CA	94164	415-559-6627	david_villalobos@sbcglobal.net	Nob Hill, Russian Hill
Moe	Jamil	Chair	Middle Polk Neighborhood Association	PO Box 640918	San Francisco	CA	94164		0 moe@middlepolk.org	Chinatown, Downtown/Civic Center, Financial District, Marina, Nob Hill, North Beach, Pacific Heights, Russian Hill
Ian	Lewis		0 HERE Local 2	209 Golden Gate Avenue	San Francisco	CA	94102		0	0 Chinatown, Downtown/Civic Center, Marina, Mission, Nob Hill, North Beach, Pacific Heights, Presidio, South of Market
Kathleen	0 Courtney	0 President Chair of Housing and Zoning	Russian Hill Improvement Association Russian Hill Community Association	P.O. Box 475874 1158 Green Street	San Francisco San Francisco	CA CA	94147 94109	415-673-8208 510-928-8243	mlcockcroft3253@comcast.net kcourtney@rhcasf.com	Russian Hill Nob Hill, Russian Hill
Mark	Farrell	Supervisor, District 2	Board of Supervisors	1 Dr. Carlton B Goodlett Place, Room #244	San Francisco	CA	94102-4689	415-554-5942	Mark.Farrell@sfgov.org; Margaux.Kelly@sfgov.org; Jess.Montejano@sfgov.org;	Marina, Pacific Heights, Presidio, Presidio Heights, Russian Hill, Seacliff, Western Addition
Nancy	Shanahan	Chair, Planning and Zoning Committee	Telegraph Hill Dwellers - Planning & Zoning Committee	224 Filbert Street	San Francisco	CA	94133	415-986-7070	kanishka.karunaratne@sfnov.org nshan@mindspring.com	Chinatown, Financial District, North Beach, Russian Hill
Robyn	Tucker	Co-Chair	Pacific Avenue Neighborhood Association (PANA)	7 McCormick	San Francisco	CA	94109	415-609-5607	venturesv@aol.com	Nob Hill, Russian Hill
Richard	Cardello	Acting Chair of Design Zoning & Land Use Committee	Russian Hill Neighbors	1819 Polk Street #221	San Francisco	CA	94109		0 dzlu@rhnsf.org	Russian Hill
Tanya	Yrovsky	President	Aquatic Park Neighbors	792 Bay Street	San Francisco	CA	94109	415-674-4055	tanyayurovsky@yahoo.com, President@AquaticPark.org	Marina, North Beach, Russian Hill
Billy	Lee		0 Oak Grove Group	2505 Oak Street	Napa	CA	94559	415-310-6706	leeway_e@yahoo.com	Pacific Heights, Russian Hill, Marina, Nob Hill, Presidio, Presidio Heights, Sea Cliff, Noe Valley, Western Addition
Marc	Bruno	Treasurer	St. Vincent de Paul Society, North Beach	666 Filbert Street	San Francisco	CA	94133	415-421-0809	marcabruno@yahoo.com	Chinatown, Financial District, Nob Hill, North Beach, Russian Hill
Marlayne	Morgan	President	Cathedral Hill Neighbors Association	1200 Gough Street	San Francisco	CA	94109	415-572-8093	marlayne16@gmail.com	Downtown/Civic Center, Russian Hill

FIRST	LAST	TITLE	ORGANIZATION	ADDRESS	CITY	STATE	ZIP	TELEPHONE	EMAIL	NEIGHBORHOOD OF INTEREST
Andrew Aaron	Chandler Peskin	Supervisor, District 3	0 Lower Polk Neighbors Board of Supervisors	PO BOX 642428 1 Dr. Carlton B Goodlett Place, Room #244	San Francisco San Francisco	CA CA	94164-2428 94102-4689	415-554-7450	0 aaron.peskin@sfgov.org; sunny.angulo@sfgov.org; connie.chan@sfgov.org; lee.hepner@sfgov.org david_villalobos@sbcglobal.net	0 Downtown/Civic Center, Nob Hill Chinatown, Financial District, Nob Hill, North Beach, Russian Hill
David	Villa-Lobos	Chair	Lower Polk Business Collaborative	P.O. Box 642201	San Francisco	CA	94164	415-559-6627		Nob Hill, Russian Hill
Moe	Jamil	Chair	Middle Polk Neighborhood Association	PO Box 640918	San Francisco	CA	94164		0 moe@middlepolk.org	Chinatown, Downtown/Civic Center, Financial District, Marina, Nob Hill, North Beach, Pacific Heights, Russian
Ian	Lewis		0 HERE Local 2	209 Golden Gate Avenue	San Francisco	CA	94102		0	0 Chinatown, Downtown/Civic Center, Marina, Mission, Nob Hill, North Beach, Pacific Heights, Presidio, South of Market
Jaime Kathleen	Whitaker Courtney	Administrator Chair of Housing and Zoning	SOMA Leadership Council Russian Hill Community Association	201 Harrison Street Apt. 229 1158 Green Street	San Francisco San Francisco	CA CA	94105 94109	415-935-5810 510-928-8243	somajournal@yahoo.com kcourtney@rhcasf.com	Mission, South of Market Nob Hill, Russian Hill
Robyn	Tucker	Co-Chair	Pacific Avenue Neighborhood Association (PANA)	7 McCormick	San Francisco	CA	94109	415-609-5607	venturesv@aol.com	Nob Hill, Russian Hill
Billy	Lee		0 Oak Grove Group	2505 Oak Street	Napa	CA		94559 415-310-6706	leeway_e@yahoo.com	Pacific Heights, Russian Hill, Marina, Nob Hill, Presidio, Presidio Heights, Sea Cliff, Noe Valley, Western Addition
Marc	Bruno	Treasurer	St. Vincent de Paul Society, North Beach	666 Filbert Street	San Francisco	CA		94133 415-421-0809	marcabruno@yahoo.com	Chinatown, Financial District, Nob Hill, North Beach, Russian Hill
Brian	Basinger	Executive Director	Q Foundation - AIDS Housing Alliance/SF	350 Golden Gate Ave. Suite A	San Francisco	CA		94102 415-552-3242	info@ahasf.org	Castro/Upper Market, Downtown/Civic Center, Financial District, Haight Ashbury, Mission, Nob Hill, South of
Jeffrey	Kwong	Organizer	874 Sacramento Street Tenants Association	874 Sacramento Street, Apt. 42	San Francisco	CA		94108 415-290-5595	cardinalsf@gmail.com	Chinatown, Downtown Civic Center, Financial District, Nob Hill, North Beach