



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: October 20, 2017
TO: John Kevlin, Reuben, Junius & Rose LLP
FROM: Mark Luellen, Planning Department
RE: PPA Case No. 2017-009472PPA
650 Sacramento Street

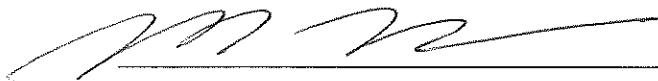
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Please find the attached Preliminary Project Assessment (PPA) for the address listed above. You may contact the staff contact, Seema Adina, at (415) 575-8722 or seema.adina@sfgov.org, to answer any questions you may have, or to schedule a follow-up meeting.

 10.20.17

Mark Luellen, Senior Planner



SAN FRANCISCO PLANNING DEPARTMENT

Preliminary Project Assessment

Date: October 20, 2017
Case No.: **2017-009472PPA**
Project Address: 650 Sacramento Street
Block/Lot: 0227/013
Zoning: CCB – Chinatown-Community Business Zoning District
50-N Height and Bulk District
Area Plan: Chinatown
Project Sponsor: John Kevlin, Reuben, Junius & Rose LLP
415-567-9000
Staff Contact: Seema Adina – 415-575-8722
seema.adina@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 July 24, 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 for the alteration, addition, and change of use of the existing 10,320 square foot office at 650 Sacramento Street in the Chinatown neighborhood.

The proposed project would add 1,418 square feet by constructing a partial fourth story and roof deck, and includes alterations and a change of use to establish 19 group housing rooms. Interior work to the

existing building would consist of interior demolition of the existing office space, renovation of the building's lobby, the addition of four shared kitchens on each floor, a laundry room, common space, and bike room in the basement, and the reconfiguration of two sets of stairs and elevator.

Bicycle parking, which currently does not exist on the site, would be provided in the form of 7 bicycle parking spaces. There are no existing or proposed off-street parking spaces at this site. Usable open space, which also currently does not exist on the site, would be provided through the 757 square foot roof deck at the fourth floor. The proposal also includes the removal of the commercial storefront and a formal change of use for the entire building from office to residential.

BACKGROUND:

PRELIMINARY PROJECT COMMENTS:

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

1. **Chinatown Area Plan.** The subject property falls within the area covered by the Chinatown Area Plan in the General Plan. As proposed, the project is generally consistent with the overarching objectives of the Plan, though the project and design comments below discuss any items where more information is needed to assess conformity with either specific policies or Code standards or where the project requires minor modification to achieve consistency. The project sponsor is encouraged to read the full plan, which can be viewed at <http://generalplan.sfplanning.org/index.htm>.
2. No ongoing planning, rezoning efforts or pending legislation are occurring in the area of concern.

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 include the additional information and/or documents requested herein and listed again below:

- Include street names clearly on plans; and
- Include dimensions of existing and proposed sidewalks on plans.

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 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 impact, an initial study 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 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 project site contains one or more buildings or structures considered to be a potential historic resource (Article 11 Category V, unrated); therefore, the proposed project is subject to review by the Department's Historic Preservation staff. To assist in this review, the project sponsor must hire a qualified professional to prepare a Historic Resource Evaluation (HRE) report. The professional must be selected from the Planning Department's Historic Resource Consultant Pool. Please contact Pilar LaValley, Senior Preservation Planner, via email (pilar.lavalley@sfgov.org) for a list of three consultants from which to choose. Please contact the HRE scoping team at

HRE@sfgov.org to arrange the HRE scoping. Following an approved scope, the historic resource consultant should submit the draft HRE report for review to Environmental Planning after the project sponsor has filed the EE Application 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 HRE is received.

2. **Archeological Resources.** The proposed project will require Preliminary Archeological Review (PAR) by a Planning Department archeologist. To aid this review 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 any soils disturbance. Please provide detailed information, including sections, related to any soils-disturbing activities, such as grading, excavation, installation of foundations, soils improvement, structural upgrades 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 project mitigation measures (such as 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. 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, a transportation impact study is not anticipated; an official determination will be made subsequent to submittal of the EEA. In order to facilitate that determination, Planning staff requests an updated plan set that includes the names of all nearby streets clearly and the dimensions of existing and proposed sidewalks adjacent to the project site.
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. The EEA should provide a construction schedule and indicate whether particularly noisy construction methods are required.

6. **Air Quality.** The proposed project, with 19 dwelling units, is below the Bay Area Air Quality Management District's (BAAQMD) construction and operation screening levels for criteria air pollutants.² Therefore, an analysis of the project's criteria air pollutant emissions is not likely to be required. However, please provide detailed information related to the volume of any excavation as part of the EEA.

In addition, project-related demolition, excavation, grading and other construction activities may cause wind-blown dust that could contribute particulate matter into the local atmosphere. To reduce construction dust impacts, the proposed project will be required to adhere to the dust control requirements set forth in the Construction Dust Ordinance contained in San Francisco Health Code Article 22B and San Francisco Building Code Section 106.A.3.2.6.

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 include new sources of toxic air contaminants including, but not limited to, emissions from 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. 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.³ 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.** The proposed project would not involve construction of a building over 80 feet in height. Therefore, a consultant-prepared wind analysis is not anticipated to be required.

² BAAQMD, *CEQA Air Quality Guidelines*, May 2011, Chapter 3.

³ Refer to <http://sf-planning.org/consultant-sponsor-resources> for latest "Greenhouse Gas Compliance Checklist for Private Development Projects."

9. **Shadow.** The proposed project would result in construction of a building greater than 40 feet in height. A preliminary shadow fan analysis prepared by Planning Department staff indicates that the proposed project would not cast shadows on any San Francisco Recreation and Parks property subject to Section 295, or any other publicly accessible properties, including schoolyards. Therefore, additional shadow analysis is not anticipated.
10. **Geology.** The project site is located within a seismic hazard zone (liquefaction hazard zone likely underlain by artificial fill). Any new construction on the site is therefore subject to a mandatory Interdepartmental Project Review.⁴ A geotechnical study prepared by a qualified consultant must be submitted with the EEA. The study should address whether the site is subject to liquefaction, and should provide recommendations for any geotechnical concerns identified in the study. In general, compliance with the building codes would avoid the potential for significant impacts related to structural damage, ground subsidence, liquefaction, landslides, and surface settlement. To assist Planning Department staff in determining whether the project would result in environmental impacts related to geological hazards, it is recommended that you provide a copy of the geotechnical information with boring logs for the proposed project. This study will also help inform the Planning Department Archeologist of the project site's subsurface geological conditions.
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 or alteration 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 buildings 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 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>.

⁴ San Francisco Planning Department. *Interdepartmental Project Review*. Available online at: <http://sf-planning.org/permit-forms-applications-and-fees>

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. **Rear Yard.** Section 134.1 requires that the site coverage shall be no more than 75% at the lowest level occupied for dwelling. The non-covered area requirement may be provided in a location other than the rear yard including balconies and rooftop terraces. The lowest level occupied for a dwelling is at the basement and first floor, and the 75% maximum lot coverage would indicate a rear yard line at 14.88' measured from the back of the lot line to serve as the required rear yard. The current rear yard is measured at 3'6". The conversion of office space to residential and the intensification of the use and the proposed site coverage, would require the approval of a Rear Yard Variance from Planning Code Section 134.1.
2. **Open Space – Residential.** Section 135 requires 48 square feet of open space (private or common) for each dwelling unit, and 1/3 of that amount if the residential use is group housing. Additionally, any such open space must meet the dimensional requirements of Subsections (f) and (g). The project proposes to add 19 group housing rooms; therefore, 304 square feet of usable open space would be required. The submitted PPA application materials indicate the project will provide 757 square feet of usable open space, in fulfillment of Section 135 square footage and dimensional requirements.
3. **Dwelling Unit Exposure.** Section 140 requires that each group housing bedroom or at least one interior common area that meets the 120-square-foot minimum superficial floor area requirement of Section 503 of the Housing Code face directly on a street right-of-way, code-complying rear yard, or an appropriately sized courtyard. The proposed rear yard is not code-complying and does not provide a large enough courtyard to meet the exposure requirement for those units that only have windows fronting the rear yard area. Therefore, the proposed project requires revision to meet the minimum exposure requirement, or you may request and justify an Exposure Variance from Planning Code Section 140.
4. **Height Limits.** Section 254 requires a Conditional Use Authorization for a project in the Chinatown Community Business District that is proposed to exceed 35 feet. The project site is currently noncomplying; the addition to the height exacerbating the 35 feet principally permitted height limit for this Zoning District would require a Conditional Use approval through Planning Commission review. Furthermore, the Zoning District does not allow for height above 50 feet, so the fourth floor must be redesigned to conform to height requirements.
5. **Shadow Analysis (Section 295).** Section 295 requires that a shadow analysis must be performed to determine whether the project has the potential to cast shadow on properties under the jurisdiction of the San Francisco Recreation and Park Commission. Department staff has prepared a shadow fan that indicates the project does not cast new shadow on Portsmouth Square. Therefore, a detailed shadow analysis would not need to be prepared to determine if the project would create new shadow in that results in an adverse impact to Portsmouth Square, pursuant to Section 295.

6. **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 the addition/construction of more than ten (10) or more bedrooms of group housing, and thus is subject to the TDM Program. Based on the proposed zero (0) parking spaces associated with the Residential use, the project will be required to meet or exceed a target score of ten (10) points for land use category C.

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. The Draft TDM Plan submitted appears to be in general compliance with the current requirements of the TDM Program. However, please be aware that additional review of the selected TDM Plan may be needed, and that revisions to the project may result in the need to revise the project's TDM Plan as well.

7. **Streetscape Plan – Better Streets Plan Compliance.** Pedestrian and streetscape improvements consistent with the Better Streets Plan are required if your project meets the conditions delineated in Planning Code Section 138.1. Projects that trigger Section 138.1 will be reviewed by the Department's Streetscape Design Advisory Team (SDAT). SDAT is an interagency group that includes representatives from the Planning Department, Department of Public Works and the Municipal Transportation Agency that provides design guidance on private developments that impact the public right-of-way.

Based on the submitted plans, the project does not trigger the requirements of a Streetscape Plan project. However, the project does trigger the addition a street tree, due to the net addition to an existing building of 500 gross square feet or more. The project is governed by the San Francisco Public Works Code, Article 16. The Ordinance states that one Street Tree for each 20 feet of Street frontage of the property, with any remaining fraction of 10 feet or more of frontage requiring an additional Tree. Ensure compliance on plans.

8. **Bicycle Parking (Class I).** Planning Code Section 155 requires this project to provide at least 5 Class I bicycle parking spaces. The proposed project contains no Class I bicycle parking.
9. **Bicycle Parking (Class II).** Planning Code Section 155 requires the project to provide at least 2 Class II bicycle parking spaces provided through on-street bicycle racks; 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>.
10. **Noise Regulations Relating to Residential Uses Near Places of Entertainment (POE).** New residential development within 300 feet of a Place of Entertainment must go through an

Entertainment Commission outreach process ([Ordinance Number 070-015](#)). In addition, new residential development will also be required to record a Notice of Special Restrictions (NSR) on the site. The subject site is located within 300 feet of an existing POE. Please note that the Planning Department will not consider an entitlement application complete until the following are completed:

- (A) The Entertainment Commission has provided written notification to the Planning Department indicating that it either did not wish to hold a hearing, or that it held a hearing and the Project Sponsor attended; and
- (B) The Project Sponsor has included a copy of any comments and/or recommendations provided by the Entertainment Commission regarding the proposed Project as well as the date(s) when the comments were provided. This shall be done as an additional sheet in any plan set submitted to the Planning Department and as an attachment in an entitlement application.

You may contact Entertainment Commission staff at (415) 554-6678 or visit their webpage at <http://sfgov.org/entertainment/contact-us> for additional information regarding the outreach process.

11. **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. **Site Design, Massing and Open Space.** Modify the roof to conform to height requirements.
2. **Street Frontage.** To enhance the active use at the ground level, either the residential unit should be more open to the street by either providing an entrance directly to the sidewalk or greater transparency or common space should be added that connects directly to the sidewalk.

Even with residential uses at the ground level, the storefront should consist of more traditional commercial elements such as a bulkhead, volumetric or shaped entry, or clerestory windows. Enhance the materials or architectural character features around the entry to add visual hierarchy.

3. **Architecture.** Consider finding a historic photograph so that the ground level façade materials, fenestration proportions, and expression could be thoughtfully restored or reflected in the renovation.

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. **Transportation Sustainability Fee (TSF) (§411A)**
2. **Residential Child Care Impact Fee (§414A)**

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. An **Interdepartmental Project Review** is required for all proposed new construction in seismic hazard zones, in which the subject property falls. An application is enclosed.
2. An **Environmental Evaluation Application** is required for major alterations to an existing building over 45 years in age.
3. A **Historic Resource Evaluation** is required for major alterations to an existing building over 45 years in age.
4. A **Conditional Use Authorization** is required per Planning Code Section 254 for height proposed above 35 feet.
5. A **Variance Application** is required per Planning Code Section 134 if a conforming rear yard is not provided as part of the project.
6. A **Variance Application** is required per Planning Code Section 140 if exposure requirements are not met for all group housing rooms as part of the project.
7. A **Building Permit Application** is required for the proposed 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.

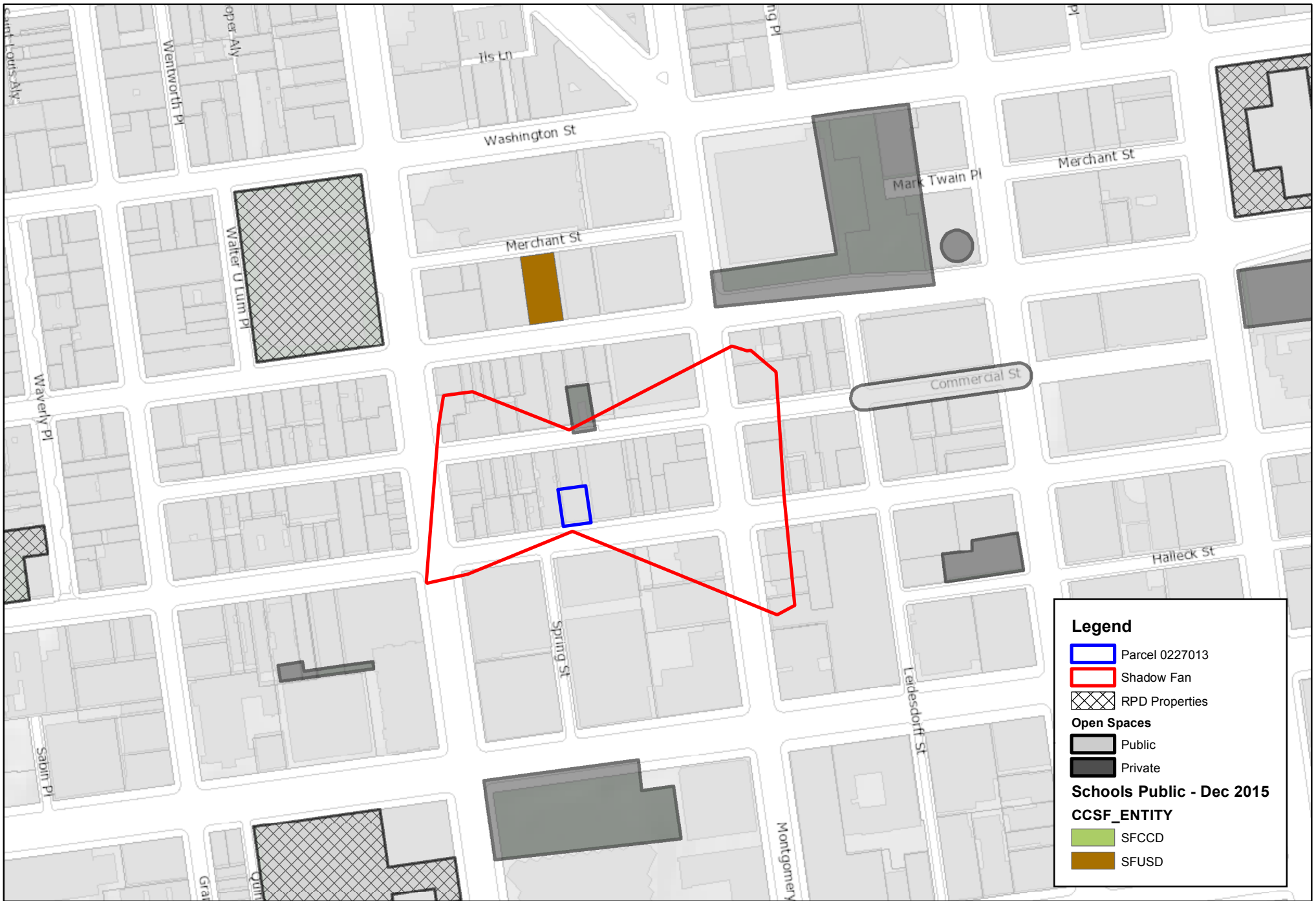
1. **Pre-Application Meeting.** This project is required to conduct a Pre-Application Meeting with surrounding neighbors and registered neighborhood groups before a development application may be filed with the Planning Department. The Pre-Application packet, which includes instructions and template 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/departments-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 Conditional Use. 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 Financial District neighborhood, 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, Conditional Use Authorization, and Building Permit Application, as listed above, must be submitted no later than **February, 22, 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: Preliminary Shadow Fan
Interdepartmental Project Review Application

cc: Starcity Properties Inc, Property Owner
Seema Adina, Current Planning
Justin Horner, Environmental Planning
Ilaria Salvadori, Citywide Planning and Analysis
Maia Small, Design Review
Jonas Ionin, Planning Commission Secretary
Charles Rivasplata, SFMTA
Jerry Sanguinetti, Public Works
Pauline Perkins, SFPUC
Planning Department Webmaster (planning.webmaster@sfgov.org)



Title: 650 Sacramento Street

Comments: PPA - Preliminary Shadow Fan

Printed: 18 October, 2017



The City and County of San Francisco (CCSF) does not guarantee the accuracy, adequacy, completeness or usefulness of any information. CCSF provides this information on an "as is" basis without warranty of any kind, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.



SAN FRANCISCO PLANNING DEPARTMENT

INTERDEPARTMENTAL PROJECT REVIEW

Effective: August 31, 2015

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Interdepartmental Project Reviews are **mandatory** for new construction projects that propose buildings eight (8) stories or more and new construction on parcels identified by the State of California Department of Conservation, Division of Mines and Geology as Seismic Hazard Zones in the City and County of San Francisco. Projects identified as such, must request and participate in an interdepartmental project review prior to any application that requires a public hearing before the Planning Commission or new construction building permit.

Project Sponsors may elect to request an interdepartmental review for any project at any time, however, it is strongly recommended that the request is made prior to the submittal of the above referenced applications.

The Planning Department acts as the lead agency in collaboration with the Department of Building Inspection (DBI); the Department of Public Works (DPW); and the San Francisco Fire Department (SFFD). A representative from each of these City Agencies will attend your meeting.

Interdepartmental Project Review fees:

Please refer to the Planning Department Fee Schedule for fees related to this application. The Fee Schedule may be obtained from the Planning Department's [website](http://www.sf-planning.org) at www.sf-planning.org or in person at the Public Information Counter (PIC) located at 1660 Mission Street, San Francisco, CA 94103. For questions related to the Fee Schedule, please call the PIC at (415) 558-6377.

To avoid delays in scheduling your meeting, provide all information requested on this form and submit your request with a check in the appropriate amount payable to the San Francisco Planning Department. Requests may be mailed or delivered to **San Francisco Planning Department, 1650 Mission Street, Suite 400, San Francisco, CA 94103-2414**. Those wishing more specific or more detailed information may contact the Project Review Meeting Coordinator at **(415) 575-9091**.

Please note: All returned checks are subject to a \$50.00 bank fee.

Interdepartmental Project Reviews are scheduled no sooner than two (2) weeks from the receipt of the request form and check.

Submittal requirements:

Please submit four (4) copies/sets of all information for distribution to each department/agency.

Note: No documents or plans should exceed 11" x 17" page size.

All projects subject to the **mandatory** Interdepartmental Project Review shall be required to submit the following minimum information in addition to their request form:

1. Site Survey with topography lines;
2. Floor Plans with occupancy and/or use labeled of existing and proposed;
3. Existing and proposed elevations;
4. Roof Plan; and
5. Pictures of the subject property and street frontages.

Planned unit developments or projects with an acre or more of land area shall be required to submit the following additional information:

1. Existing and proposed street names and widths;
2. Location of any existing train tracks; and
3. Location of any existing and proposed easements.

In order for the Interdepartmental Project Review to be most effective and beneficial to you, it is strongly recommended that any issues, concerns and/or specific questions are submitted with this request directed to each discipline.

INTERDEPARTMENTAL PROJECT REVIEW MEETING APPLICATION FORM

APPLICATION DATE: _____

PROJECT CONTACT: (Please complete all data fields)

Name _____ Phone No. () _____

Address _____

City _____ Zip Code _____

FAX No. () _____ E-Mail Address _____

Name of Property Owner _____

PROJECT INFORMATION:

Property Address _____

How many units does the subject property have? _____

Assessor's Block/Lot(s) _____ Zoning District _____

Height and Bulk Districts _____

PROJECT DESCRIPTION / PURPOSE OF MEETING: (Use a separate sheet, if necessary)

Land Use Type	Existing	Proposed	Net Change
Number of Dwelling Units			
Commercial Square Footage:			
Retail			
Office			
Number of Hotel Rooms			
Industrial Square Footage			
Other Uses: _____			
Number of Parking Spaces			
Number of Stories			

Previously contacted Planning Department staff _____

Will this project be publicly funded? (specify) _____

Please submit four (4) copies/sets of all information for distribution to each department/agency.

Note: No documents or plans should exceed 11" x 17" page size.