



SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: May 23, 2011
TO: Tracy Geraldez, MK Think
FROM: Sarah Jones, Planning Department
RE: PPA Case No. 2011.0277U for 2700 Jackson Street (Town School)

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

Reception:
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, Chelsea Fordham, at (415) 575-9071 or Chelsea.Fordham@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 "Sarah B. Jones", written over a horizontal line.

Sarah B. Jones, Senior Environmental Planner



SAN FRANCISCO PLANNING DEPARTMENT

Preliminary Project Assessment

Date: May 23, 2011
Case No.: **2011.0277U**
Project Address: 2700 Jackson Street (aka Town School for Boys)
Block/Lot: 0978/018
Zoning: RH-2 (Residential House District, Two Family)
40-X Height and Bulk District
Project Sponsor: Tracy Geraldez, MK Think
(415) 288-3376
Staff Contact: Chelsea Fordham (415) 575-9071
Chelsea.Fordham@sfgov.org

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INTRODUCTION:

The Preliminary Project Assessment (PPA) is a preliminary process that evaluates moderate to large projects before development applications are filed. This early viewing of the project provides sponsors with early feedback and procedural instructions, and also allows staff to coordinate early in the development process. The PPA application is not a development application. Issuance of a PPA letter is not a development approval or denial.

PROJECT DESCRIPTION:

The project site is a 35,113-square-foot (sf) lot on the northwest corner of Jackson and Scott Streets in the Pacific Heights neighborhood, located within the block bounded by Pacific Avenue to the north, Scott Street to the east, Jackson Street to the south, and Divisadero Street to the west. The lot currently contains a 54,540 sf, three-story school fronting Jackson Street that was constructed in the 1956. The project site contains no off-street parking. The proposed project would include an addition of 16,844 sf. The addition would include a 14,492 sf excavated area below the first floor to a depth of 30-feet and a 2,352 sf three-story horizontal addition at the front façade of the building. The buildings' height would be reduced from 56'-1" to 44'-6'.

ENVIRONMENTAL REVIEW:

The environmental review process will require the following studies to complete the Categorical Exemption. This review may be done in conjunction with review for the required approvals listed below, but must be completed before any project approval may be granted:

- An **Environmental Evaluation Application** has been filed. Please note that this project could qualify for a Categorical Exemption Class 14 under CEQA if no significant impacts are identified in the environmental review process.
- *Historic Resources.* The school building is over 50 years of age and is therefore considered a Category B Property (Properties requiring further consultation and review). Category B

Properties undergoing additions are required to provide additional **Supplemental Information Form for Historical Resource Evaluation** that provides a complete history of the building, including all DBI permits and Assessor's Records. Instructions on completing these are included in **San Francisco Preservation Bulletin No. 16 – CEQA and Historical Resources**. The Planning Department has received the supplemental information, which has been forwarded to the Department's Preservation Coordinator to make a determination whether we will also require a **Historic Resource Evaluation Report (HRER)** to determine if the proposed addition and would result in any impacts to historic architectural resources. If so, you will need to contract with a qualified historical resources consultant as directed by the Preservation Coordinator who will prepare the HRER.

- *Archeological Resources.* The proposed project has undergone a Preliminary Archeological Sensitivity Study by our staff archeologist that has determined that there are no potential archeological resources that would be disturbed associated with project excavation
- *Stormwater Management Ordinances.* The City and County of San Francisco Stormwater Management Ordinance (SMO) became effective on May 22, 2010. This ordinance requires that any project resulting in a ground disturbance of 5,000 square feet or greater prepare a Stormwater Control Plan (SCP), consistent with the November 2009 Stormwater Design Guidelines (SDG). Responsibility for review and approval of the SCP is with the SFPUC Wastewater Enterprise, Urban Watershed Management Program (UWMP). The initial CEQA evaluation of a project will broadly discuss how the SMO will be implemented. The project's environmental evaluation would generally evaluate how and where the implementation of required stormwater management and Low Impact Design (LID) approaches would reduce potential negative effects of stormwater runoff. This may include environmental factors such as the natural hydrologic system, city sewer collection system, and receiving body water quality.
- *Compliance with Bay Area Air Quality Management District Guidelines.* Environmental planning staff will conduct the preliminary air quality screening of construction and operational activities associated with the proposed project to determine if an Air Quality Technical Report (AQTR) would be required. Additionally, if the project should include a stationary source, such as a back-up generator, the air quality screening would also include an analysis of its usage.

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. Additionally, these approvals are subject to the Planning Department Pre-application process:

1. A **Conditional Use Application/Planned Unit Development** pursuant to Planning Code Sections 303 and 304 is required for modifying a previously approved Conditional Use authorization and the expansion of an existing school facility. Since the project site is greater than one-half of an acre, a Planned Unit Development may be submitted for the proposed project.

Conditional Use applications are available from 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.

2. A **Variance Application** from Planning Code Sections 132, 134 and 188 must be justified and obtained from front setback, rear yard and non-complying structure requirements if not filed as a Planned Unit Development. Variance applications are available from 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.
3. A **Building Permit Application** is required for the proposed additions to the existing school building. This portion of the project will require Planning Code Section 311 Neighborhood Notification, which can be done in conjunction with the Conditional Use Application. Building permit applications are available at the Department of Building Inspection at 1660 Mission Street.
4. The proposed project requires a **Pre-application Meeting** with the surrounding property owners and residents prior to applying for any entitlements. Pre-application Packets are available in the Planning Department lobby at 1650 Mission Street, at the Planning Information Center at 1660 Mission Street, and online at www.sfplanning.org.

NEIGHBORHOOD NOTIFICATIONS:

The project sponsor is encouraged to conduct public outreach early in the development process. As noted above, this project is subject to the Planning Department's pre-application process before the project approval applications may be filed. Differing levels of neighborhood notification are mandatory for some or all of the reviews and approvals listed above. For your convenience, the neighborhood group mailing list for the Pacific Heights notification area is attached.

PRELIMINARY PROJECT COMMENTS:

The following comments address general issues that may significantly impact the proposed project:

1. Planning Code Section 102.12 states how the height of a building should be measured where the lot is level with or slopes either downward or upward from a street. Please ensure that the proposed project complies with this section and other sections of the code, such as 260 and 261, related to height measurements.
2. Planning Code Section 132 requires a front setback be provided based on the average depth of adjacent lots. While dimensions are not provided on the proposed plans, it would appear that a portion of the addition at the front of the building fronting on Jackson Street is within the required front setback. If submitting as a Planned Unit Development, you may seek a modification to the front setback requirements through that application; otherwise, please seek and justify a Variance related to front setback.
3. Planning Code Section 134 requires that a rear yard be provided based on the average depth of adjacent buildings (which cannot be less than 25 percent of the lot depth). While dimensions are not provided on the proposed plans, it would appear that a portion of the addition at the rear of

the building is in the required rear yard. If submitting as a Planned Unit Development, you may seek a modification to the rear yard setback requirements through that application; otherwise, please seek and justify a Variance related to required rear yard.

4. Planning Code Section 188 prohibits the expansion or intensification of a non-complying structure. While dimensions are not provided on the proposed plans, it would appear that a portion of the existing building already encroaches into the required rear yard. Therefore, it is considered a legal non-complying structure. If submitting as a Planned Unit Development, you may seek a modification to the non-complying structure requirements through that application; otherwise, please seek and justify a Variance related to non-complying structure.

PRELIMINARY DESIGN COMMENTS:

The following comments address preliminary design issues that may influence the submittal of the proposed project:

1. *Draft Birdsafe Guidelines.* The glass facade may need to be designed to comply with bird-safe standards if future pending legislation is approved due to the proposed projects' location adjacent to Alta Plaza Park. The bird-safe guideline would apply to only additional new glazing or the replacement of more than 50% of the existing glazing facing Alta Plaza. Glass façade treatments that would comply with the bird safe guidelines could include latticework, grilles and other devices, both functional and decorative, outside the glass or integrated into the glass spacing requirements. Additionally, bird-safe glazing treatment should consist of no more than 10% untreated glazing. Building owners are encouraged to concentrate permitted transparent glazing on the ground floor and lobby entrances to enhance visual interest for pedestrians.

PRELIMINARY PROJECT ASSESSMENT EXPIRATION:

This Preliminary Project Assessment is valid for a period of **18 months**. An Environmental Evaluation, Conditional Use, or Building Permit Application, as listed above, must be submitted no later than **November 23, 2012**. 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.

DISCLAIMERS:

Please be advised that this determination does not constitute an application for development with the Planning Department. It also does not represent a complete review of the proposed project, a project approval of any kind, or 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, Department of Public Works, Department of Public Health, and others. The information included herein is based on plans and

information provided for this assessment and the Planning Code, General Plan, Planning Department policies, and local/state/federal regulations as of the date of this document, all of which are subject to change.

Enclosure: Pacific Heights neighborhood mailing list

cc: Town School for Boys, Project Sponsor
Mary Woods, Neighborhood Planning

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