



SAN FRANCISCO PLANNING DEPARTMENT

Executive Summary Conditional Use

HEARING DATE: 07/19/2018

Date: **July 9, 2018**
Record No.: **2017-010891CUA**
Project Address: **3001 STEINER STREET**
Zoning: **NCD (Union Street Neighborhood Commercial District)**
40-X Height and Bulk District
Block/Lot: **0535/004B**
Applicant: **David Ford, All Sign Services**
124 Allmore Court
Roseville, CA 95747
Staff Contact: **Matthew Dito – (415) 575-9164**
matthew.dito@sfgov.org
Recommendation: **Approval with Conditions**

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PROJECT DESCRIPTION

The Project proposes the conversion of an existing 2,350 square foot Retail use (bicycle store, d.b.a. City Cycle) to a Formula Retail use (bicycle store, d.b.a. Trek Bicycles). The Project proposes minor façade alterations, and no change in use size.

REQUIRED COMMISSION ACTION

In order for the Project to proceed, the Commission must grant a Conditional Use Authorization for the change to a Formula Retail use, pursuant to Planning Code Section 303.1.

ISSUES AND OTHER CONSIDERATIONS

- **Public Comment & Outreach.** As of the date of this Executive Summary, the Planning Department had not received any comments on the Project.
- **Performance-Based Design Guidelines.** As a Formula Retail use, the Project has been reviewed for compliance with the Performance-Based Design Guidelines. The Project proposes a signage change of copy, with no façade alterations. The Project complies with the guidelines and does not have an adverse effect on the architectural and aesthetic character of the District. The signs will be required to have a permit and comply with the requirements of the Planning Code and Formula Retail sign guidelines.

BASIS FOR RECOMMENDATION

The Department finds that the Project is, on balance, consistent with the Objectives and Policies of the General Plan. Although the Project will increase the concentration and linear frontage of storefronts dedicated to Formula Retail, the Project will offer specialized products, and be similar in nature to the former Retail use. The Department also finds the project to be necessary, desirable, and compatible with the surrounding neighborhood, and not to be detrimental to persons or adjacent properties in the vicinity.

ATTACHMENTS:

Draft Motion – Conditional Use Authorization

Exhibit A – Conditions of Approval

Exhibit B – Plans

Exhibit C – Land Use Data

Exhibit D – Maps and Context Photos

Exhibit E - Project Sponsor Submittal



SAN FRANCISCO PLANNING DEPARTMENT

Planning Commission Draft Motion

HEARING DATE: JULY 19, 2018

Case No.: 2017-010891CUA
Project Address: 3001 STEINER STREET
Zoning: NCD (Union Street Neighborhood Commercial District)
40-X Height and Bulk District
Block/Lot: 0535/004B
Applicant: David Ford, All Sign Services
124 Allmore Court
Roseville, CA 95747
Property Owner: Thomas Kelly and Mario Kelly Tax Partnership
60 Pinehaven Drive
Daly City, CA 94015
Staff Contact: Matthew Dito – (415) 575-9164
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ADOPTING FINDINGS RELATING TO THE APPROVAL OF CONDITIONAL USE AUTHORIZATION PURSUANT TO PLANNING CODE SECTION 303.1 TO PERMIT A FORMULA RETAIL USE AT 3001 STEINER STREET, LOT 004B IN ASSESSOR'S BLOCK 0535, WITHIN THE UNION STREET NCD (NEIGHBORHOOD COMMERCIAL DISTRICT) AND A 40-X HEIGHT AND BULK DISTRICT.

PREAMBLE

On August 24, 2017, David Ford of All Sign Services (hereinafter "Project Sponsor") filed Application No. 2017-010891CUA (hereinafter "Application") with the Planning Department (hereinafter "Department") for Conditional Use Authorization to change an existing Retail use (d.b.a. City Cycle) to a Formula Retail use (d.b.a. Trek Bicycles) at 3001 Steiner Street (hereinafter "Project"), Lot 004B within Assessor's Block 0535 (hereinafter "Project Site")

The Planning Department Commission Secretary is the custodian of records, the File for Case No. 2017-010891CUA is located at 1650 Mission Street, Suite 400, San Francisco, California.

On July 19, 2018 the San Francisco Planning Commission (hereinafter "Commission") conducted a duly noticed public hearing at a regularly scheduled meeting on the Application.

The Project was determined not to be a project under California Environmental Quality Act ("CEQA") Guidelines Sections 15060(c) and 15378 because there is no direct or indirect physical change in the environment.

The Commission has heard and considered the testimony presented to it at the public hearing and has further considered written materials and oral testimony presented on behalf of the applicant, Department staff, and other interested parties.

MOVED, that the Commission hereby authorizes the Conditional Use Authorization as requested in Application No. 2017-010891CUA, subject to the conditions contained in "EXHIBIT A" of this motion, based on the following findings:

FINDINGS

Having reviewed the materials identified in the preamble above, and having heard all testimony and arguments, this Commission finds, concludes, and determines as follows:

1. The above recitals are accurate and constitute findings of this Commission.
2. **Project Description.** The Project proposes to convert an existing 2,350 square foot Retail use to a Formula Retail use. The Project proposes minor façade alterations, and no change in use size.
3. **Site Description and Present Use.** The Project Site is located on the west side of Steiner Street between Filbert and Union Streets, on Assessor's Block 0535, Lot 004B. The Project Site is located within the Union Street NCD (Neighborhood Commercial) Zoning District and a 40-X Height and Bulk District. The property is developed as a three-story mixed-use, residential over commercial building. It contains eight dwelling units and two commercial spaces. The Project space is currently occupied by a Retail bicycle shop (d.b.a. City Cycle), which is similar in intensity to the proposed Formula Retail use. The additional commercial space at the Project Site, located on the Union Street frontage, is a Retail Professional Service use (d.b.a. Union Coterie) offering wedding and event services to the general public. The subject parcel has a width of approximately 45 feet and a depth of approximately 75 feet. It was constructed in 1914, and has been determined to be a Historic Resource.
4. **Surrounding Properties and Neighborhood.** The Project Site is located on the westernmost border of the Union Street NCD. The neighborhood is characterized by low-density residential uses to all other directions. Union Street to the west is characterized by similar small-scale retail uses, both goods oriented as well as eating and drinking uses. A similar neighborhood commercial stretch begins three blocks to the north on Lombard Street.
5. **Public Outreach and Comments.** As of July 9, 2018, the Department had not received any public comments on the Project.
6. **Planning Code Compliance.** The Commission finds that the Project is consistent with the relevant provisions of the Planning Code in the following manner:
 - a. **Hours of Operation.** Planning Code Section 725 states that a Conditional Use Authorization is required for maintaining hours of operation from 2:00am to 6:00am, as defined by Planning Code Section 102.

The current hours of operation for City Cycle are between 10:00am to 7:00pm, which is within the permitted hours of operation, pursuant to Planning Code Section 725.

- b. **Street Frontage in Neighborhood Commercial Districts.** Planning Code Section 145.1 requires that within NC Districts space for active uses shall be provided within the first 25 feet of building depth on the ground floor and 15 feet on floors above from any facade facing a street at least 30 feet in width. In addition, the floors of street-fronting interior spaces housing non-residential active uses and lobbies shall be as close as possible to the level of the adjacent sidewalk at the principal entrance to these spaces. Frontages with active uses that must be fenestrated with transparent windows and doorways for no less than 60 percent of the street frontage at the ground level and allow visibility to the inside of the building. The use of dark or mirrored glass shall not count towards the required transparent area. Any decorative railings or grillwork, other than wire mesh, which is placed in front of or behind ground floor windows, shall be at least 75 percent open to perpendicular view. Rolling or sliding security gates shall consist of open grillwork rather than solid material, so as to provide visual interest to pedestrians when the gates are closed, and to permit light to pass through mostly unobstructed. Gates, when both open and folded or rolled as well as the gate mechanism, shall be recessed within, or laid flush with, the building facade.

The subject commercial space has approximately 38-feet of frontage on Steiner Street and approximately 16-feet of frontage on Union Street with no obstructions. The windows are clear and unobstructed. There are no changes proposed to the commercial frontage except for change of copy on signage.

- c. **Off-Street Parking.** Planning Code Section 151 requires one off-street parking space for each 500 square feet of Occupied Floor Area up to 20,000 square feet where the Occupied Floor Area exceeds 5,000 square feet.

The Project would have a total Occupied Floor Area of approximately 2,350 square feet, and would not require any off-street parking.

- d. **Use Size.** Planning Code Section 121.2 principally permits non-residential uses up to 2,499 square feet. Uses 2,500 square feet or larger require Conditional Use Authorization.

The Project proposes a total use size of 2,350 square feet, which is principally permitted.

7. **Conditional Use Findings.** Planning Code Section 303 establishes criteria for the Planning Commission to consider when reviewing applications for Conditional Use authorization. On balance, the project complies with said criteria in that:

- a. The proposed new uses and building, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable, and compatible with, the neighborhood or the community.

The size of the proposed use is in keeping with other storefronts on the block face. The proposed enlarged Formula Retail use will not impact traffic or parking in the District because it is not a destination business. This will not impact the mix of goods and services currently available in the

district, and it will contribute to the economic vitality of the neighborhood by removing a vacant storefront.

- b. The proposed project will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity. There are no features of the project that could be detrimental to the health, safety or convenience of those residing or working the area, in that:

- (1) Nature of proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;

The height and bulk of the existing building will remain the same and will not alter the existing appearance or character of the project vicinity. The proposed work will not affect the building envelope.

- (2) 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;

The Planning Code does not require any off-street vehicle parking. It is not anticipated that the use will generate significant vehicular trips citywide due to its size and relatively low intensity.

- (3) The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;

The proposed use will not generate significant noise, glare, dust, or odor.

- (4) Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs;

The Project would not alter the site's landscaping, open space, or lighting. Any new signage would be reviewed for compliance with the Planning Code and Formula Retail Guidelines.

- c. That the use as proposed will comply with the applicable provisions of the Planning Code and will not adversely affect the General Plan.

The Project complies with all relevant requirements and standards of the Planning Code and is consistent with objectives and policies of the General Plan as detailed below.

- d. That the use as proposed would provide development that is in conformity with the purpose of the applicable Neighborhood Commercial District.

The proposed project is consistent with the stated purpose of Union Street NCD in that the intended use will be a specialty shop whose clientele comes from a wide trade area.

8. **Formula Retail.** Planning Code Section 303.1 provides additional criteria for the Planning Commission to consider when considering any Conditional Use pursuant to Planning Code Section 303.1, Formula Retail uses:

- a. The existing concentration of Formula Retail uses within the District.

*There are approximately 23 existing Formula Retail uses out of approximately 280 commercial establishments within the Union Street NCD. The existing intensity of Formula Retail uses is approximately 8.2% within District, which accounts for approximately 14.2% of the total linear frontage in that same area. If approved, the **concentration of Formula Retail uses would increase nominally to 8.5%**, as the Project would replace an existing Retail bicycle shop with a Formula Retail bicycle shop. The **total linear frontage in the District would increase nominally as well, to 14.8%**, as the Project would convert 40 linear feet of front to a Formula Retail use.*

- b. The availability of other similar retail uses within the District.

*The Project would not represent an increase or decrease in the availability of **other similar Retail** uses. Of the 240 businesses surveyed within Union Street NCD, approximately one is a similar use (a Retail bicycle shop). As the subject property is currently occupied by a bicycle shop and proposing to convert into Formula Retail bicycle shop, there would be no change to availability of bicycle shops in the District. Currently, neither shop is considered Formula Retail. The Project proposes to make one of the two bicycle shops a Formula Retail use.*

- c. The compatibility of the proposed Formula Retail use with the existing architectural and aesthetic character of the District.

*The Project would not expand or alter any architectural features of the aesthetic character of the property. The Project proposes a change of copy for signage on each façade, with no other alterations. Any sign alterations will be required to have a permit and comply with the requirements of the Planning Code and the Formula Retail sign guidelines. Storefront Transparency guidelines are met, greater than 60% of ground floor street front allows for visibility into the building with transparent glass. The Project is **compatible within, and will have no adverse effect on, the architectural and aesthetic characters of the District.***

- d. The existing retail vacancy rates within the District.

*The Project **will not affect the existing retail vacancy rate within the District**, as the proposed Formula Retail use will replace an existing Retail use. The current vacancy rate in the District is approximately 6.4%, as there are 19 vacancies in the District, in addition to the 280 existing businesses.*

- e. The existing mix of Citywide-serving retail uses and neighborhood-serving retail uses within the District.

The existing mix of Citywide-serving and Neighborhood-serving uses will not be affected, as proposed Formula Retail use offers the same products as the current Retail use. Both uses are geared towards Citywide clientele, rather than the Neighborhood.

9. **General Plan Compliance.** The Project is, on balance, consistent with the following Objectives and Policies of the General Plan:

COMMERCE AND INDUSTRY

Objectives and Policies

OBJECTIVE 1:

MANAGE ECONOMIC GROWTH AND CHANGE TO ENSURE ENHANCEMENT OF THE TOTAL CITY LIVING AND WORKING ENVIRONMENT.

Policy 1.1:

Encourage development which provides substantial net benefits and minimizes undesirable consequences. Discourage development that has substantial undesirable consequences that cannot be mitigated.

Policy 1.2:

Assure that all commercial and industrial uses meet minimum, reasonable performance standards.

Policy 1.3:

Locate commercial and industrial activities according to a generalized commercial and industrial land use plan.

The Project will provide desirable goods and services to a Citywide clientele, and will provide resident employment opportunities to those in the community. The Conditions of Approval will ensure that the use meets minimum, reasonable performance standards. Further, the Project Site is located within the Union Street NCD that is part of a heavily trafficked area and is thus consistent with activities allowed in the commercial land use plan.

OBJECTIVE 2:

MAINTAIN AND ENHANCE A SOUND AND DIVERSE ECONOMIC BASE AND FISCAL STRUCTURE FOR THE CITY.

Policy 2.1:

Seek to retain existing commercial and industrial activity and to attract new such activity to the City.

The Project will allow continued use of a tenant space in a commercial building with commercial activity on the ground floor within the Marina and Cow Hollow neighborhoods, and will help maintain the diverse economic base of the City.

OBJECTIVE 3:

PROVIDE EXPANDED EMPLOYMENT OPPORTUNITIES FOR CITY RESIDENTS, PARTICULARLY THE UNEMPLOYED AND ECONOMICALLY DISADVANTAGED.

Policy 3.1:

Promote the attraction, retention, and expansion of commercial and industrial firms which provide employment improvement opportunities for unskilled and semi-skilled workers.

The Project will authorize a Formula Retail use to locate within the neighborhood, maintaining employment opportunities for both unskilled and skilled workers.

Policy 3.4:

Assist newly emerging economic activities.

The Project will allow an existing Retail use to change to a Formula Retail use while retaining a focus on bicycles, and will retain the diverse economic base of the City.

NEIGHBORHOOD COMMERCE

Objectives and Policies

OBJECTIVE 6:

MAINTAIN AND STRENGTHEN VIABLE NEIGHBORHOOD COMMERCIAL AREAS EASILY ACCESSIBLE TO CITY RESIDENTS.

Policy 6.1:

Ensure and encourage the retention and provision of neighborhood-serving goods and services in the city's neighborhood commercial districts, while recognizing and encouraging diversity among the districts.

Policy 6.2:

Promote economically vital neighborhood commercial districts which foster small business enterprises and entrepreneurship and which are responsive to the economic and technological innovation in the marketplace and society.

Although the Project is a Formula Retail Use operated by Trek Bicycles, the business provides services to the neighborhood at all income levels and will provide products that reflect current technological trends in the bicycle industry.

Policy 6.3:

Preserve and promote the mixed commercial-residential character in neighborhood commercial districts. Strike a balance between the preservation of existing affordable housing and needed expansion of commercial activity.

The Project will not prevent the District from achieving optimal diversity in the types of goods and services available in the neighborhood. The Project will provide the neighborhood with a Formula Retail store for a popular bicycle company.

10. **Planning Code Section 101.1(b)** establishes eight priority-planning policies and requires review of permits for consistency with said policies. On balance, the Project complies with said policies in that:

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

The Project is not anticipated to significantly affect the existing mix of neighborhood-serving retail uses, and would provide future opportunities for resident employment. The Project would retain the previous mix of neighborhood-serving retail uses by replacing a similar Formula Retail use. The Project will provide desirable goods and will provide employment opportunities to those in the community.

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

The Project is not anticipated to adversely affect the character or diversity of the neighborhood. There are no changes proposed to the façade other than a change of copy of signage. The existing upper floor residential use will not be altered.

- C. That the City's supply of affordable housing be preserved and enhanced,

The Project would not have any adverse effect on the City's supply of affordable housing.

- D. That commuter traffic not impede MUNI transit service or overburden our streets or neighborhood parking.

There is no off-street parking as part of the existing property, and there will be no off-street parking added as part of this Project. The Project would not adversely affect public transit or place a burden on the existing supply of parking in the neighborhood. The Project Site is in a location well-served by transit. The majority of employees are anticipated to use the several available transportation options, including transit, to and from commuter destinations. The Project is within 1/4-mile walking distance of the 22, 28, 30, 30X, 43, 45, 47, and 49 MUNI bus lines. Given the ease and availability of several transportation options, a high level of use of automobiles by employees and visitors, for travel within the City, is not anticipated.

- E. 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.

The Project will not displace or adversely affect any service sector or industrial businesses as the Project will allow an existing Retail use to convert to a Formula Retail use on the ground floor of a commercial building, while offering the same style of products.

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

The Project will not adversely affect the property's ability to withstand an earthquake. The Project will comply with the requirements of the San Francisco Building Code.

- G. That landmarks and historic buildings be preserved.

The Project is located in a historic building, but will not adversely impact the City's stock of such buildings, as no character-altering changes are proposed.

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

The Project will have no negative effect on existing parks and open spaces, and will not adversely affect their access to sunlight, or vistas.

11. The Project is consistent with and would promote the general and specific purposes of the Code provided under Section 101.1(b) in that, as designed, the Project would contribute to the character and stability of the neighborhood and would constitute a beneficial development.
12. The Commission hereby finds that approval of the Conditional Use Authorization would promote the health, safety, and welfare of the City.

DECISION

That based upon the Record, the submissions by the Applicant, the staff of the Department and other interested parties, the oral testimony presented to this Commission at the public hearings, and all other written materials submitted by all parties, the Commission hereby **APPROVES Conditional Use Authorization Application No. 2017-010891CUA** subject to the following conditions attached hereto as "EXHIBIT A" in general conformance with plans on file, dated May 3, 2018, and stamped "EXHIBIT B", which is incorporated herein by reference as though fully set forth.

APPEAL AND EFFECTIVE DATE OF MOTION: Any aggrieved person may appeal this Conditional Use Authorization to the Board of Supervisors within thirty (30) days after the date of this Motion. The effective date of this Motion shall be the date of this Motion if not appealed (after the 30-day period has expired) OR the date of the decision of the Board of Supervisors if appealed to the Board of Supervisors. For further information, please contact the Board of Supervisors at (415) 554-5184, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

Protest of Fee or Exaction: You may protest any fee or exaction subject to Government Code Section 66000 that is imposed as a condition of approval by following the procedures set forth in Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development.

If the City has not previously given Notice of an earlier discretionary approval of the project, the Planning Commission's adoption of this Motion, Resolution, Discretionary Review Action or the Zoning Administrator's Variance Decision Letter constitutes the approval or conditional approval of the development and the City hereby gives **NOTICE** that the 90-day protest period under Government Code Section 66020 has begun. If the City has already given Notice that the 90-day approval period has begun for the subject development, then this document does not re-commence the 90-day approval period.

I hereby certify that the Planning Commission **ADOPTED** the foregoing Motion on July 19, 2018.

Jonas P. Ionin
Commission Secretary

AYES:

NAYS:

ABSENT:

ADOPTED: July 19, 2018



SAN FRANCISCO PLANNING DEPARTMENT

EXHIBIT A

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

AUTHORIZATION

This authorization is for a conditional use to allow a change of use to a Formula Retail use (d.b.a. **Trek Bicycles**) located at 3001 Steiner Street, Block 0535, Lot 004B, pursuant to Planning Code Sections **303.1** within the **Union Street Neighborhood Commercial District** and a **40-X** Height and Bulk District; in general conformance with plans, dated **May 8, 2018**, and stamped "EXHIBIT B" included in the docket for Case No. **2017-010891CUA** and subject to conditions of approval reviewed and approved by the Commission on **July 19, 2018** under Motion No **XXXXX**. This authorization and the conditions contained herein run with the property and not with a particular Project Sponsor, business, or operator.

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RECORDATION OF CONDITIONS OF APPROVAL

Prior to the issuance of the building permit or commencement of use for the Project the Zoning Administrator shall approve and order the recordation of a Notice in the Official Records of the Recorder of the City and County of San Francisco for the subject property. This Notice shall state that the project is subject to the conditions of approval contained herein and reviewed and approved by the Planning Commission on **July 19, 2018** under Motion No **XXXXX**.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

The conditions of approval under the 'Exhibit A' of this Planning Commission Motion No. **XXXXX** shall be reproduced on the Index Sheet of construction plans submitted with the site or building permit application for the Project. The Index Sheet of the construction plans shall reference to the Conditional Use authorization and any subsequent amendments or modifications.

SEVERABILITY

The Project shall comply with all applicable City codes and requirements. If any clause, sentence, section or any part of these conditions of approval is for any reason held to be invalid, such invalidity shall not affect or impair other remaining clauses, sentences, or sections of these conditions. This decision conveys no right to construct, or to receive a building permit. "Project Sponsor" shall include any subsequent responsible party.

CHANGES AND MODIFICATIONS

Changes to the approved plans may be approved administratively by the Zoning Administrator. Significant changes and modifications of conditions shall require Planning Commission approval of a new Conditional Use authorization.

Conditions of Approval, Compliance, Monitoring, and Reporting

PERFORMANCE

1. **Validity.** The authorization and right vested by virtue of this action is valid for three (3) years from the effective date of the Motion. The Department of Building Inspection shall have issued a Building Permit or Site Permit to construct the project and/or commence the approved use within this three-year period.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

2. **Expiration and Renewal.** Should a Building or Site Permit be sought after the three (3) year period has lapsed, the project sponsor must seek a renewal of this Authorization by filing an application for an amendment to the original Authorization or a new application for Authorization. Should the project sponsor decline to so file, and decline to withdraw the permit application, the Commission shall conduct a public hearing in order to consider the revocation of the Authorization. Should the Commission not revoke the Authorization following the closure of the public hearing, the Commission shall determine the extension of time for the continued validity of the Authorization.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

3. **Diligent pursuit.** Once a site or Building Permit has been issued, construction must commence within the timeframe required by the Department of Building Inspection and be continued diligently to completion. Failure to do so shall be grounds for the Commission to consider revoking the approval if more than three (3) years have passed since this Authorization was approved.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

4. **Extension.** All time limits in the preceding three paragraphs may be extended at the discretion of the Zoning Administrator where implementation of the project is delayed by a public agency, an appeal or a legal challenge and only by the length of time for which such public agency, appeal or challenge has caused delay.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

5. **Conformity with Current Law.** No application for Building Permit, Site Permit, or other entitlement shall be approved unless it complies with all applicable provisions of City Codes in effect at the time of such approval.

For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

DESIGN

6. **Signage.** Any signs on the property shall be made to comply with the requirements of Article 6 of the Planning Code.

MONITORING

7. **Enforcement.** Violation of any of the Planning Department conditions of approval contained in this Motion or of any other provisions of the Planning Code applicable to this Project shall be subject to the enforcement procedures and administrative penalties set forth under Planning Code Section 176 or Section 176.1. The Planning Department may also refer the violation complaints to other city departments and agencies for appropriate action under their jurisdiction. *For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org.*

OPERATION

8. **Sidewalk Maintenance.** The Project Sponsor shall maintain the main entrance to the tenant space and all sidewalks abutting the subject property in a clean and sanitary condition in compliance with the Department of Public Works Streets and Sidewalk Maintenance Standards. *For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works, 415-695-2017, www.sfdpw.org.
For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org.*

MONITORING – AFTER ENTITLEMENT

9. **Enforcement.** Violation of any of the Planning Department conditions of approval contained in this Motion or of any other provisions of the Planning Code applicable to this Project shall be subject to the enforcement procedures and administrative penalties set forth under Planning Code Section 176 or Section 176.1. The Planning Department may also refer the violation complaints to other city departments and agencies for appropriate action under their jurisdiction. *For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org.*
10. **Revocation due to Violation of Conditions.** Should implementation of this Project result in complaints from interested property owners, residents, or commercial lessees which are not resolved by the Project Sponsor and found to be in violation of the Planning Code and/or the specific conditions of approval for the Project as set forth in Exhibit A of this Motion, the Zoning Administrator shall refer such complaints to the Commission, after which it may hold a public hearing on the matter to consider revocation of this authorization. *For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org.*

TREK

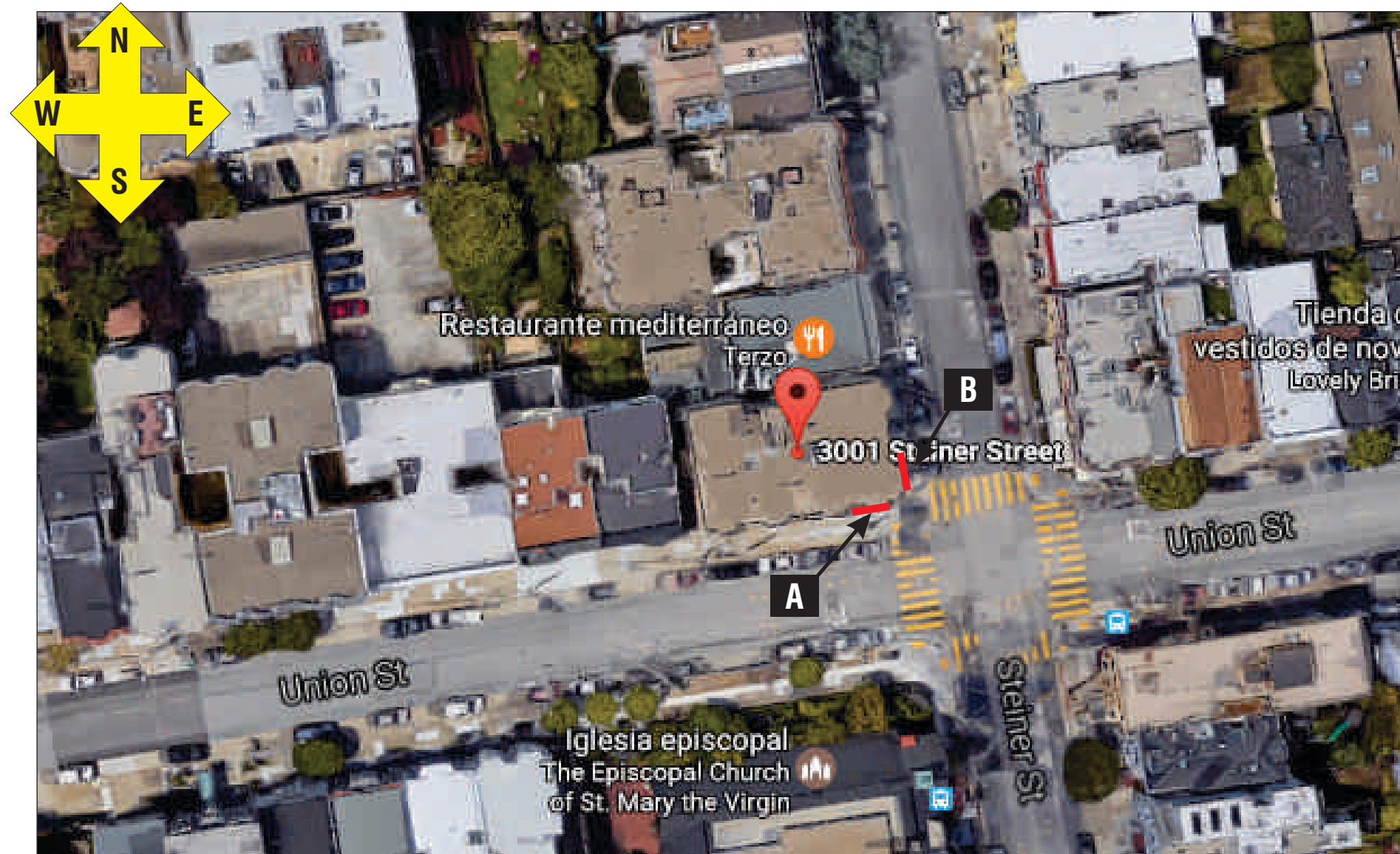
BIKES · SERVICE · GEAR

3001 Steiner Street San Francisco, CA 94123 USA



4444 Federal Blvd San Diego, CA 92102
(619) 527-6100 signtech.com

R1: Removed graphics, and hanging sign & blade sign -ML 02/07/17
R2: Added right view to sign B & city callouts -ML 05/22/17
R3: Added photo to sign C -ML 05/28/17
R4: Added overhead elevations w/ dimensions per city request -ML 06/29/17
R5: New proposal per new artwork and customer direction -ML 08/16/17
R6: Revised signs B & C -ML 08/29/17
R7: Revised drawing per new customer direction -ML 02/26/18
R8: Revised per customer comments, removed options -ML 03/13/18
R9: added construction details -ML 04/13/18



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 R9: added construction details -ML 04/13/18



NORTH ELEVATION
SCALE: 3/16" = 1'-0"



EAST ELEVATION
SCALE: 3/16" = 1'-0"

R1: Removed graphics, and hanging sign & blade sign -ML 05/07/17
 R2: Added right view to sign B & city callouts -ML 05/22/17
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 R9: added construction details -ML 04/13/18



EXISTING CONDITIONS

SCALE: 1/2" = 1'-0"



A B PROPOSAL

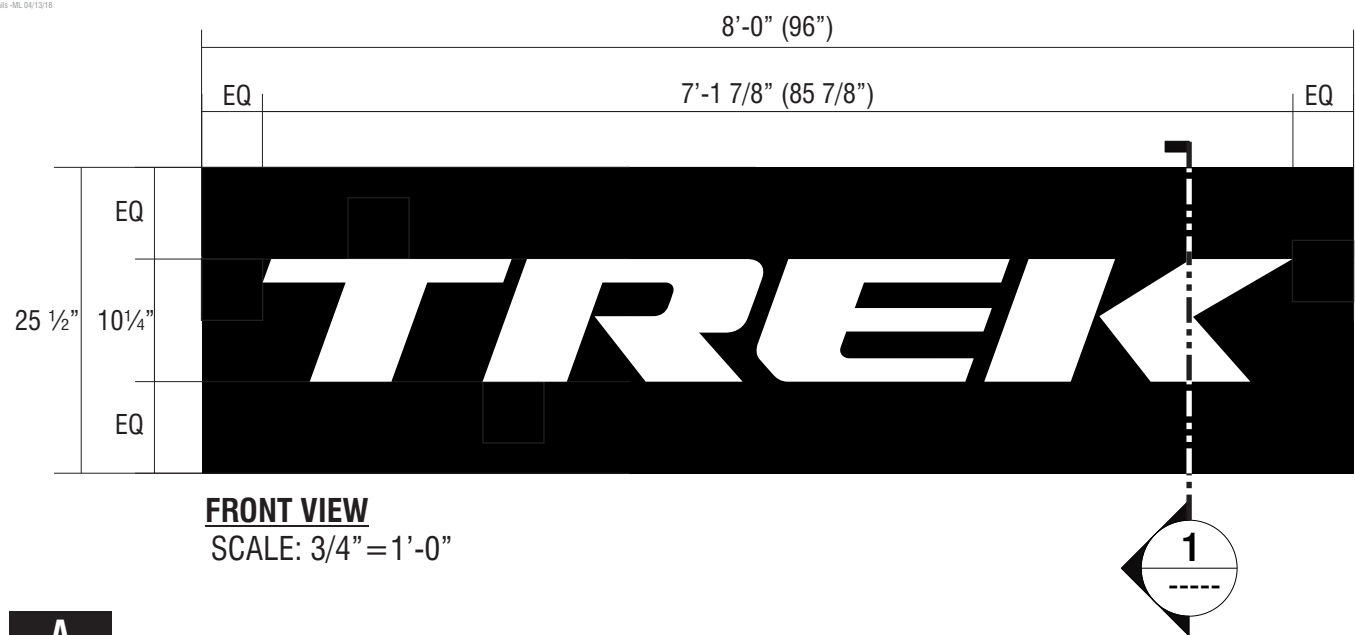
SCALE: 1/2" = 1'-0"



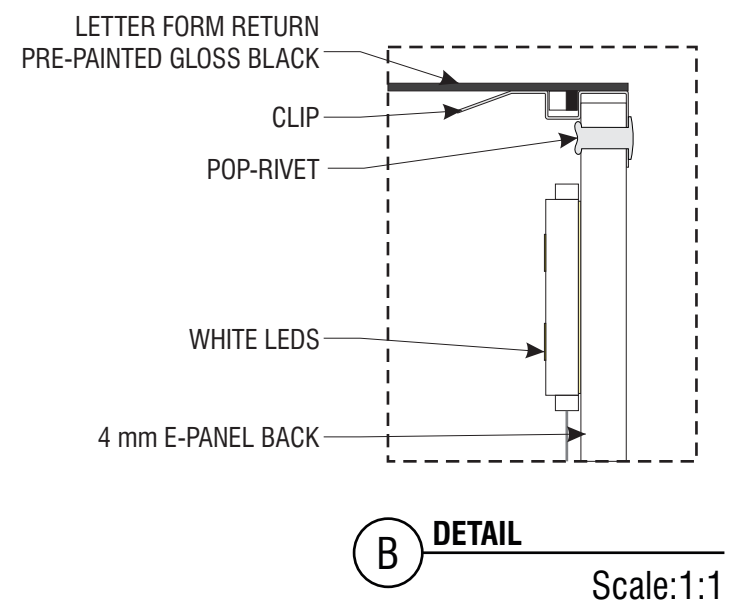
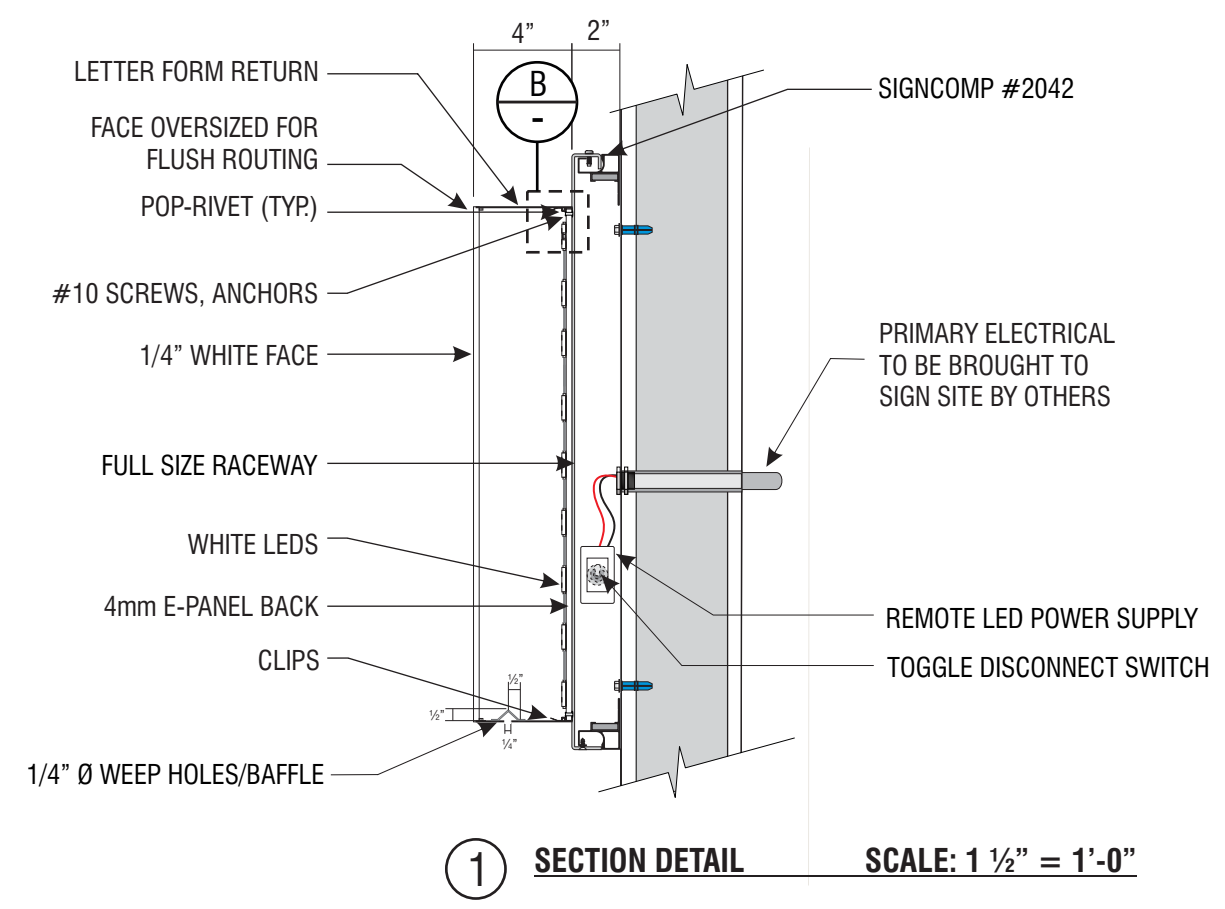
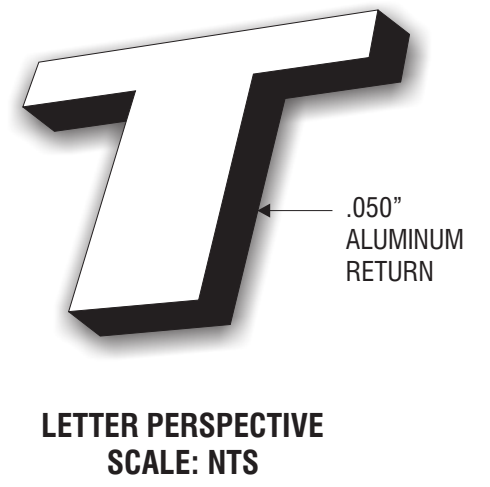
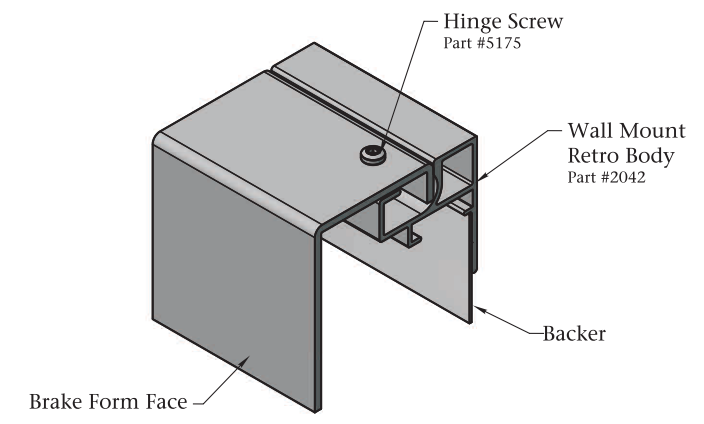
NIGHT VIEW

R1: Removed graphics, and hanging sign & blade sign -ML 05/07/17
 R2: Added right view to sign & sign cabinet -ML 05/22/17
 R3: Added photo to sign -ML 05/28/17
 R4: Added electrical elevations w/ dimensions per city request -ML 06/29/17
 R5: New proposal per new artwork and customer direction -ML 08/16/17
 R6: Revised sign & C -ML 08/29/17
 R7: Revised drawing per new customer direction -ML 02/26/18
 R8: Revised per customer comments, removed options -ML 03/13/18
 R9: added construction details -ML 04/13/18

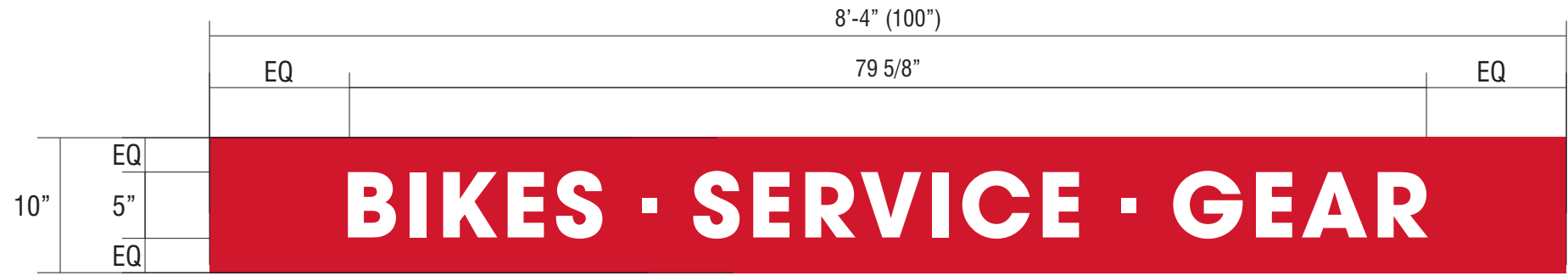
CHANNEL LETTERS W/ FULL SIZE RACEWAY



A
MANUFACTURE AND INSTALL ONE (1) LED LETTERFORM CHANNEL LETTERSET OVER FULL SIZE RACEWAY
FULLSIZE RACEWAY: 2" DEEP SIGNCOMP RETROBODY CABINET PAINTED MATTHEWS MATTE BLACK. SIGNCOMP PART #2042 - WALL MOUNT RETRO BODY.
CABINET FACE: .125" THICK ALUMINUM BRAKE-FORMED FACE PAINTED MATTHEWS MATTE BLACK.
LETTERS:
FACE: 1/4" THICK #7328 WHITE PLEX.
RETURNS: 4" DEEP LETTERFORM PRE-PAINTED GLOSS BLACK.
BACKS: 4mm THICK WHITE E-PANEL.
ILLUMINATION: WHITE LEDS WITH REMOTE POWER SUPPLY



R1: Removed graphics, and hanging sign & blade sign -ML 02/01/17
R2: Added right view to sign B & city callouts -ML 05/22/17
R3: Added photo to sign C -ML 05/28/17
R4: Added dimensional annotations w/ dimensions per city request -ML 06/29/17
R5: New proposal per new artwork and customer direction -ML 08/16/17
R6: Revised signs B & C -ML 02/26/18
R7: Revised drawing per new customer direction -ML 02/26/18
R8: Revised per customer comments, removed options -ML 03/13/18
R9: added construction details -ML 04/13/18



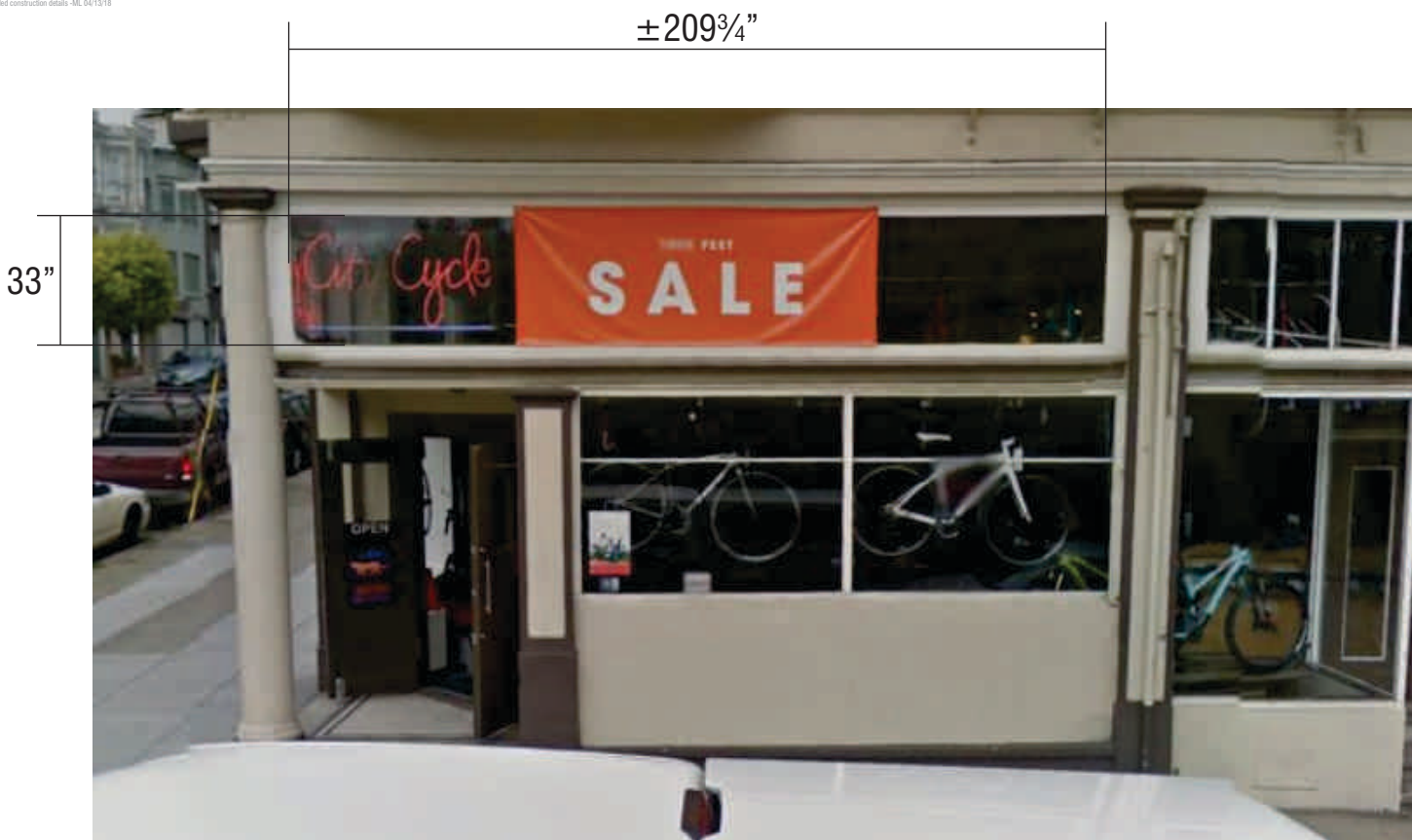
FRONT VIEW
SCALE: 1" = 1'-0"

B

MANUFACTURE AND INSTALL ONE (1) SET OF NON-ILLUMINATED WINDOW DECALS
TO BE DIGITALLY PRINTED OVER OPAQUE WHITE FILM. APPLIED 1ST SURFACE.

 DIGITALLY PRINTED TO MATCH PMS 186 C

R1: Removed graphics, and hanging sign & blade sign -ML 05/07/17
 R2: Added right view to sign B & city callouts -ML 05/22/17
 R3: Added photo to sign C -ML 05/28/17
 R4: Added storefront elevations w/ dimensions per city request -ML 06/29/17
 R5: New proposal per new artwork and customer direction -ML 08/16/17
 R6: Revised signs B & C -ML 08/29/17
 R7: Revised drawing per new customer direction -ML 02/26/18
 R8: Revised per customer comments, removed options -ML 03/13/18
 R9: added construction details -ML 04/13/18



EXISTING CONDITIONS



C PROPOSAL

SCALE: 1/4" = 1'-0"



NIGHT VIEW

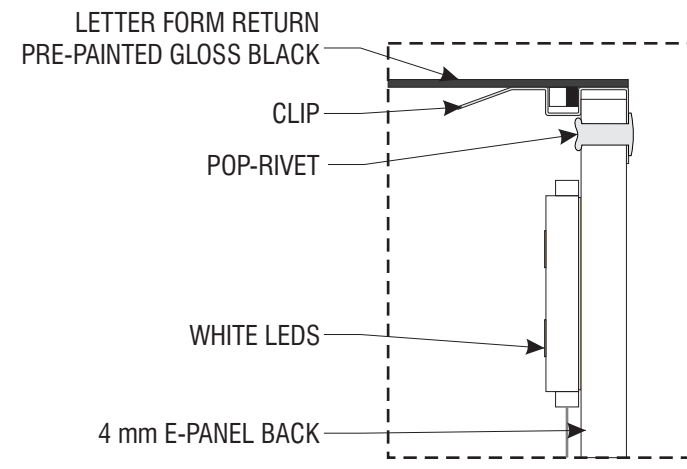
R1: Removed graphics, and hanging sign & blade sign -ML 05/07/17
 R2: Added right view to sign B & city callouts -ML 05/22/17
 R3: Added photo to sign C -ML 05/28/17
 R4: Added dimensional callouts for dimensions per city request -ML 06/29/17
 R5: New proposal per new artwork and customer direction -ML 08/16/17
 R6: Revised sign B & C -ML 08/29/17
 R7: Revised drawing per new customer direction -ML 02/26/18
 R8: Revised per customer comments, removed options -ML 03/13/18
 R9: added construction details -ML 04/13/18



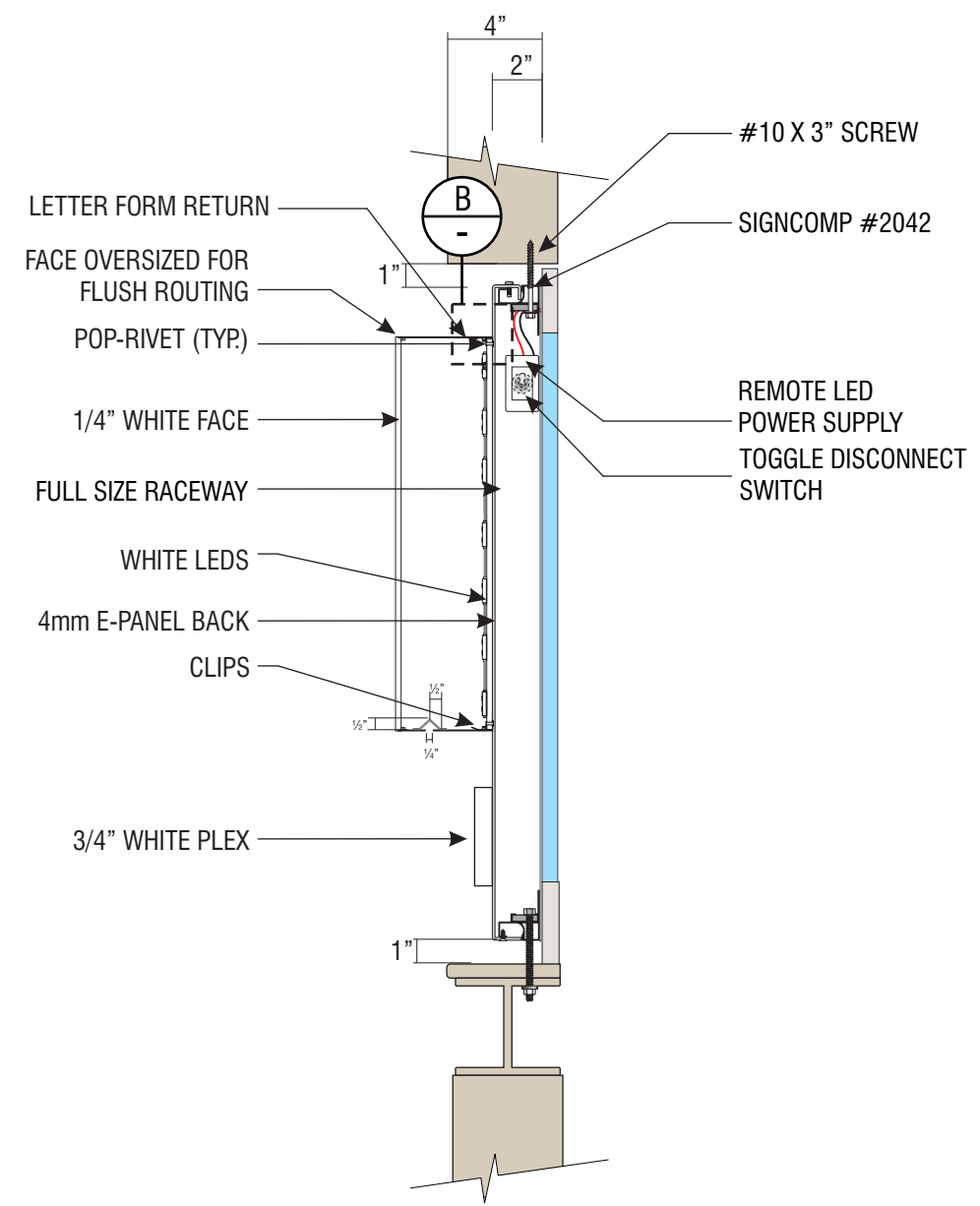
FRONT VIEW
 SCALE: 3/4" = 1'-0"

B
MANUFACTURE AND INSTALL ONE (1) LED LETTERFORM CHANNEL LETTERSET OVER FULL SIZE RACEWAY

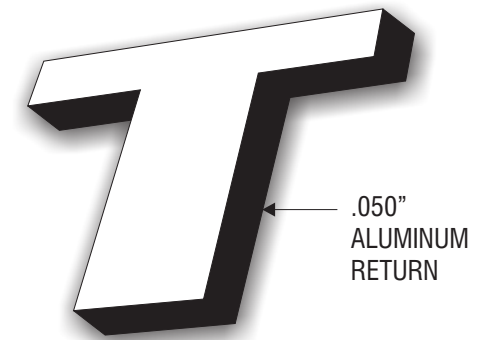
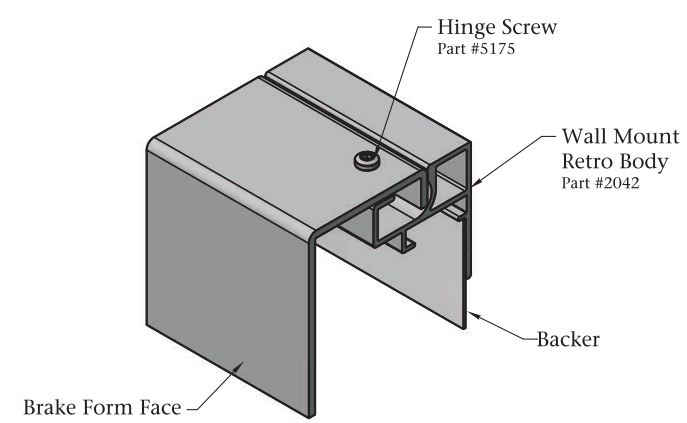
- FULLSIZE RACEWAY:** 2" DEEP SIGNCOMP RETROBODY CABINET PAINTED MATTHEWS MATTE BLACK. SIGNCOMP PART #2042 - WALL MOUNT RETRO BODY.
- CABINET FACE:** .125" THICK ALUMINUM BRAKE-FORMED FACE PAINTED MATTHEWS MATTE BLACK.
- LETTERS:**
 - FACE:** 1/4" THICK #7328 WHITE PLEX.
 - RETURNS:** 4" DEEP LETTERFORM PRE-PAINTED GLOSS BLACK.
 - BACKS:** 4mm THICK WHITE E-PANEL.
- ILLUMINATION:** WHITE LEDS WITH REMOTE POWER SUPPLY
- SUB-COPY:** 3/4" WHITE PLEX ATTACHED WITH VHB TAPE & SILICONE



B **DETAIL**
 Scale: 1:1



1 **SECTION DETAIL**
 SCALE: 1 1/2" = 1'-0"



LETTER PERSPECTIVE
 SCALE: NTS

R1: Removed graphics, and hanging sign & blade sign -ML 02/07/17
R2: Added right view to sign B & city callouts -ML 05/22/17
R3: Added photo to sign C -ML 05/28/17
R4: Added storefront elevations w/ dimensions per city request -ML 06/29/17
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R7: Revised drawing per new customer direction -ML 02/26/18
R8: Revised per customer comments, removed options -ML 03/13/18
R9: added construction details -ML 04/13/18



EXISTING CONDITIONS



EXISTING CONDITIONS



SAN FRANCISCO PLANNING DEPARTMENT

Land Use Information

PROJECT ADDRESS: 3001 STEINER ST
RECORD NO.: 2017-010891CUA

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

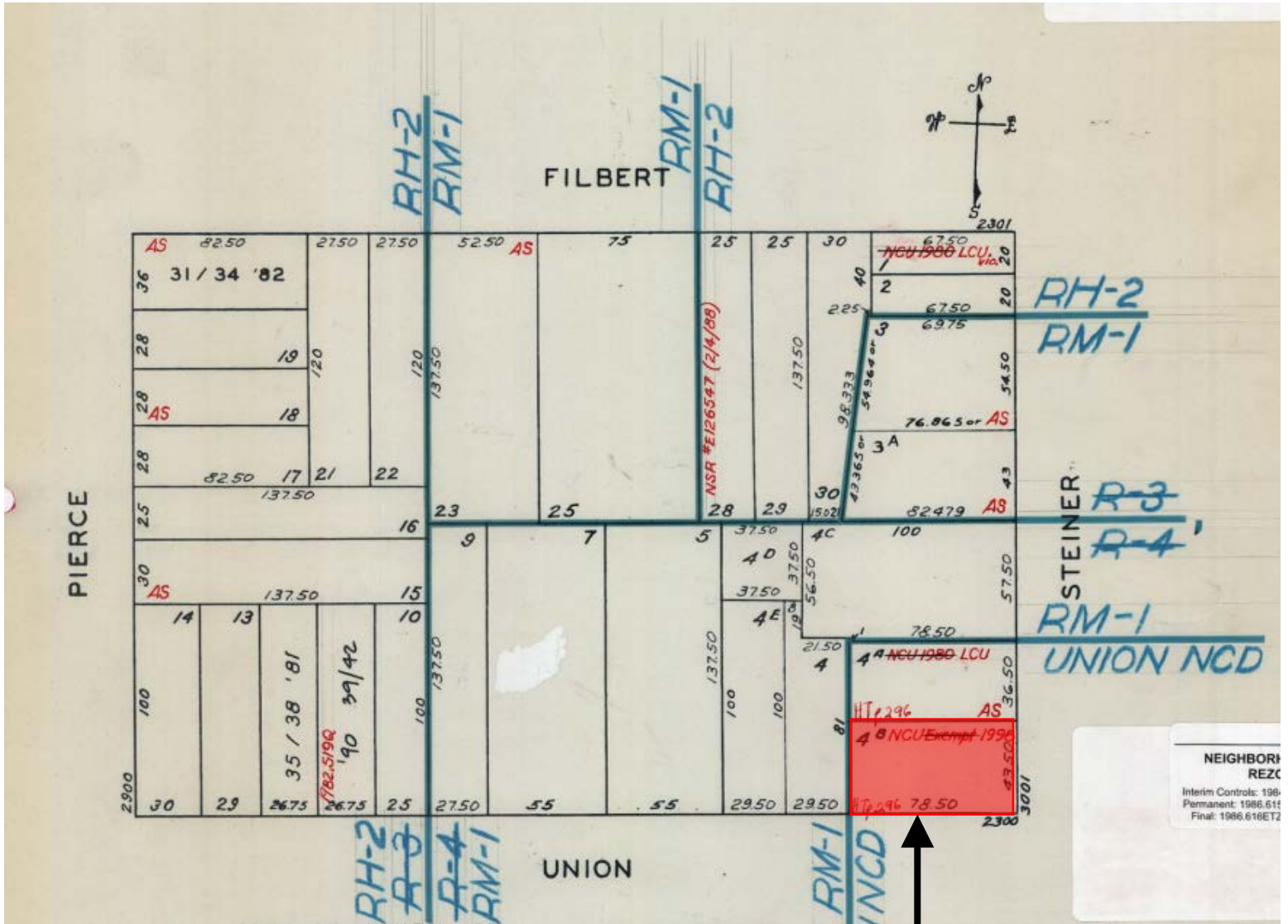
Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

	EXISTING	PROPOSED	NET NEW
GROSS SQUARE FOOTAGE (GSF)			
Lot Area	3,427	3,427	0
Residential	7,010	7,010	0
Commercial/Retail	2,350	2,350	0
Office			
Industrial/PDR <i>Production, Distribution, & Repair</i>			
Parking			
Usable Open Space			
Public Open Space			
Other ()			
TOTAL GSF			
	EXISTING	NET NEW	TOTALS
PROJECT FEATURES (Units or Amounts)			
Dwelling Units - Market Rate	8	0	8
Dwelling Units - Affordable	0	0	0
Hotel Rooms	0	0	0
Parking Spaces	0	0	0
Loading Spaces	0	0	0
Car Share Spaces	0	0	0
Bicycle Spaces	0	0	0
Number of Buildings	1	0	1
Number of Stories	3	0	3

Parcel Map

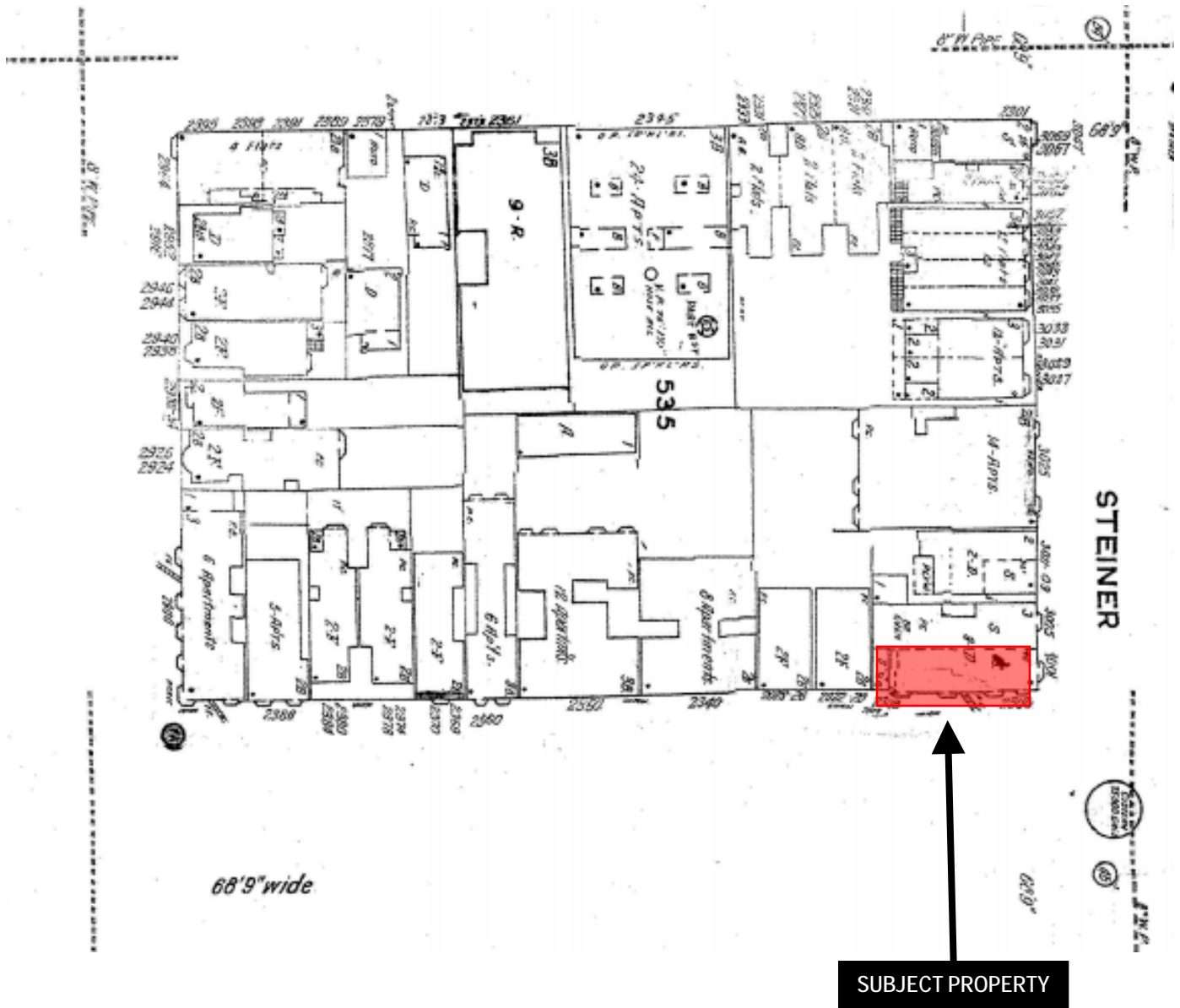


SUBJECT PROPERTY

Conditional Use Authorization
 Case Number 2017-010891CUA
 Trek Bicycles
 3001 Steiner Street



Sanborn Map*

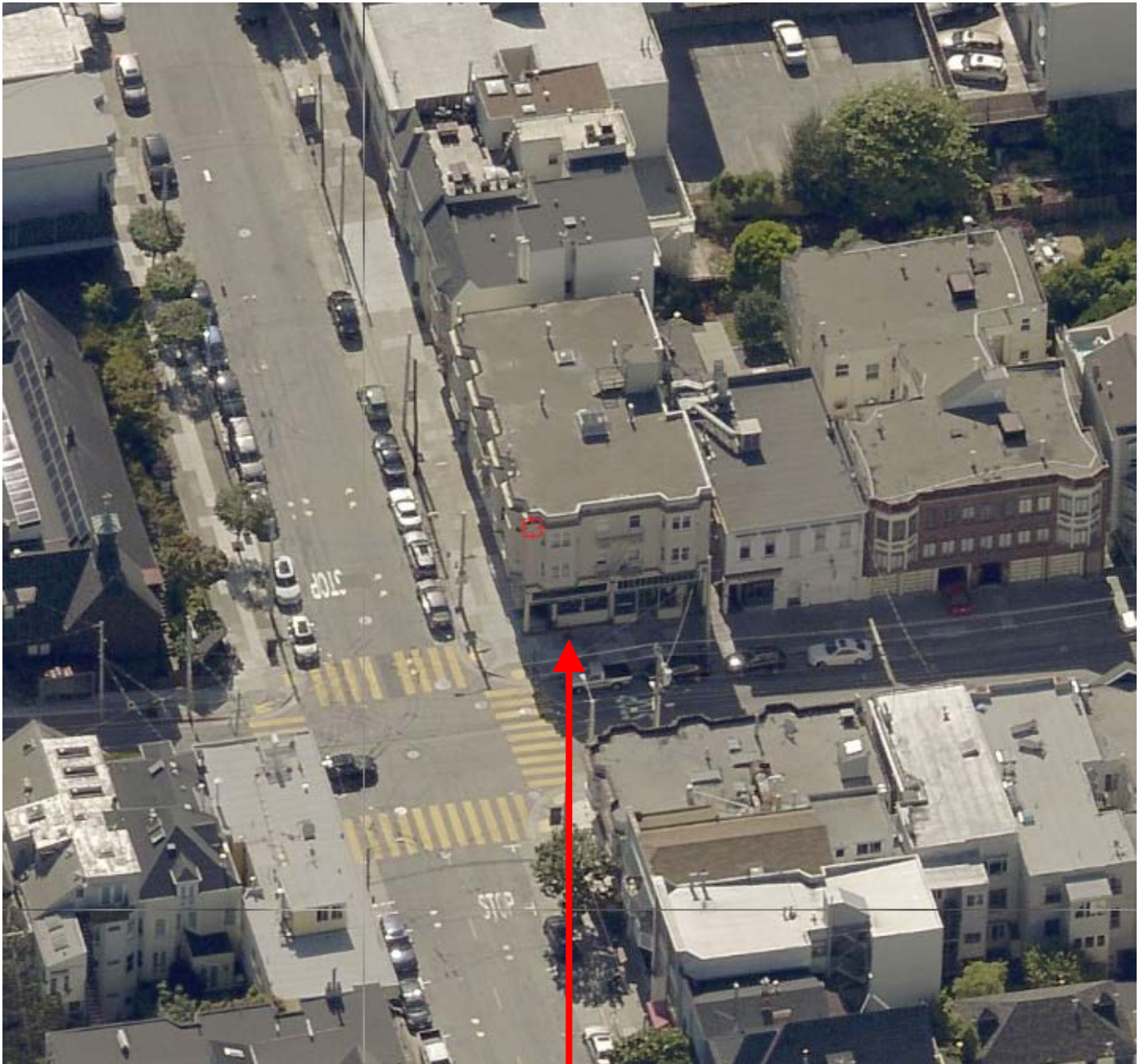


*The Sanborn Maps in San Francisco have not been updated since 1998, and this map may not accurately reflect existing conditions.



Conditional Use Authorization
Case Number 2017-010891CUA
Trek Bicycles
3001 Steiner Street

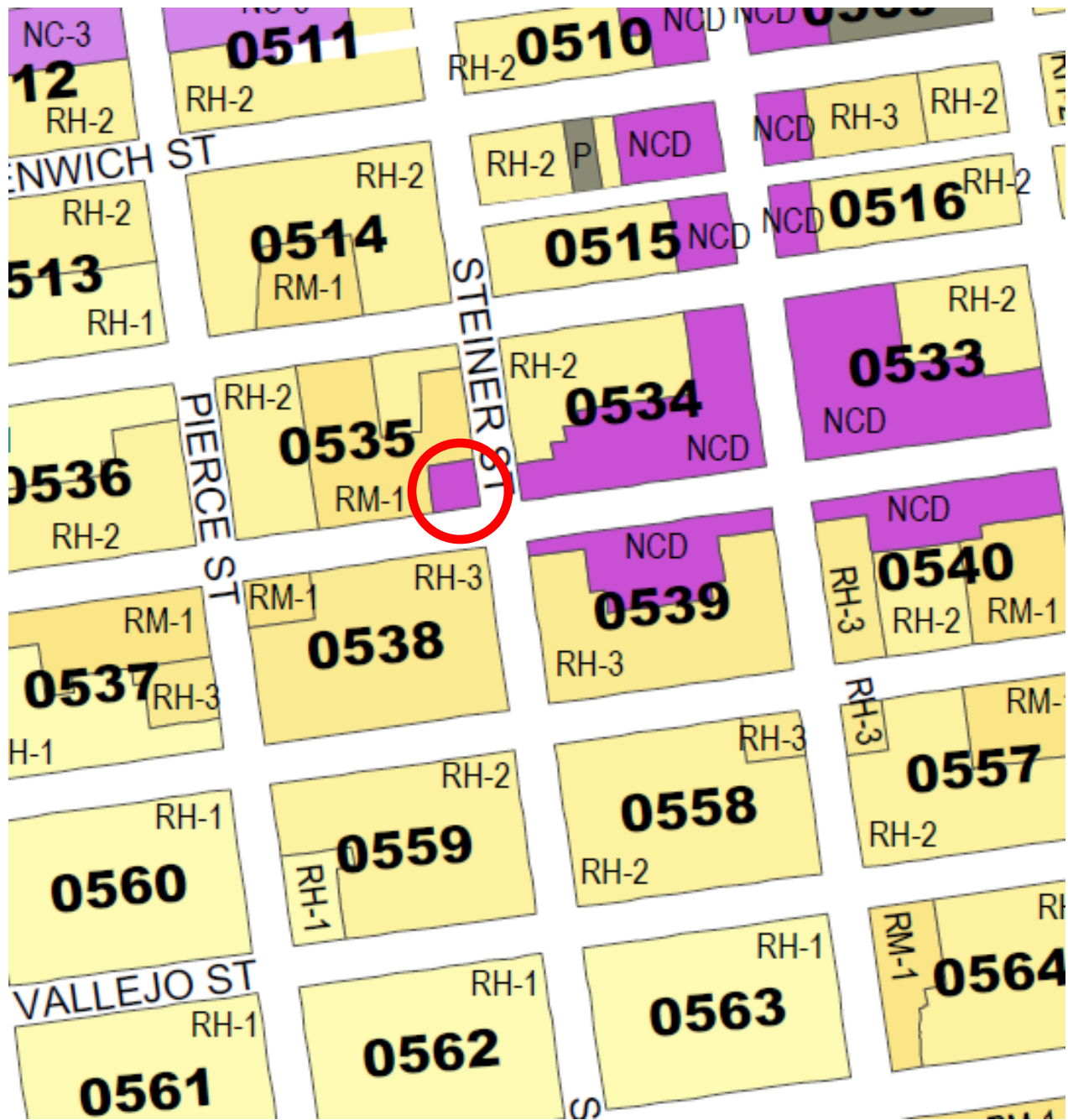
Aerial Photo



SUBJECT PROPERTY

Conditional Use Authorization
Case Number 2017-010891CUA
Trek Bicycles
3001 Steiner Street

Zoning Map



Conditional Use Authorization
Case Number 2017-010891CUA
Trek Bicycles
3001 Steiner Street

Site Photo (Union Street)



Conditional Use Authorization
Case Number 2017-010891CUA
Trek Bicycles
3001 Steiner Street

Site Photo (Steiner Street)



Conditional Use Authorization
Case Number 2017-010891CUA
Trek Bicycles
3001 Steiner Street

APPLICATION FOR Conditional Use Authorization

1. Owner/Applicant Information

PROPERTY OWNER'S NAME: Thomas Kelly & Marion Kelly Tax Partnership	
PROPERTY OWNER'S ADDRESS: 60 Pinehaven Dr. Daly City, CA 94015	TELEPHONE: (925) 997-4260 EMAIL: sleepmonkey@comcast.net

APPLICANT'S NAME: David Ford Same as Above <input type="checkbox"/>	
APPLICANT'S ADDRESS: 124 Allimore Ct. Roseville, CA 95747	TELEPHONE: (510) 387-0546 EMAIL: dave@allsignservices.com

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

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

2. Location and Classification

STREET ADDRESS OF PROJECT: 3001 Steiner St.	ZIP CODE: 94123
CROSS STREETS: Union St.	

ASSESSORS BLOCK/LOT: 0535 / 004B	LOT DIMENSIONS: 44' x 78'	LOT AREA (SQ. FT.): 3427	ZONING DISTRICT: NCD - Union Street	HEIGHT/BULK DISTRICT: 40-X
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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 checked="" 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 Conditional Use	PRESENT OR PREVIOUS USE: Retail (bicycle shop)
		PROPOSED USE: Retail (bicycle shop)
		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	8	8	0	8
Hotel Rooms	0	0	0	0
Parking Spaces	0	0	0	0
Loading Spaces	0	0	0	0
Number of Buildings	1	1	0	1
Height of Building (s)	40 +/-	-	-	-
Number of Stories	3	3	0	3
Bicycle Spaces	0	0	0	0
GROSS SQUARE FOOTAGE (GSF)				
Residential	7010	7010	0	7010
Retail	2350	2350	0	2350
Office	0	0	0	0
Industrial/PDR <small>Production, Distribution, & Repair</small>	0	0	0	0
Parking	0	0	0	0
Other (Specify Use)	1000 (basement)	1000	0	1000
TOTAL GSF	10,360	10,360	0	10,360
<p>Please describe any additional project features that are not included in this table: (Attach a separate sheet if more space is needed) Projecting San Francisco soft story seismic retrofit regulations and work required to be completed by 2020.</p>				

CASE NUMBER:
For Staff Use only

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

Approval of a Conditional Use Authorization per Planning Code Section 303 to allow a Formula Retail Use.

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.

The proposed use will be the same as the existing use, no changes are being proposed to the area of the store or to the hours of operation. This is a change in ownership and the only proposed changes would be to the brand of products sold.

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;

There is no proposed change to the type of retail business at this location.

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

The same type of products and services will be provided to the local community.

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

Dwelling units will not be affected by the proposed change in ownership.

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

No expansion of services is proposed.

Application for **Conditional Use**

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;

The same type of products and services will be provided to the local community.

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

No changes are being proposed to the building other than signage for the business.

7. That landmarks and historic buildings be preserved; and

The only exterior changes being proposed would be to the business signage which will comply with the city sign ordinance for historic buildings.

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

The change in ownership will not affect parks or open space in the area.

Estimated Construction Costs

TYPE OF APPLICATION:	
Conditional Use	
OCCUPANCY CLASSIFICATION:	
BUILDING TYPE:	
Wood or steel frame	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION:	BY PROPOSED USES:
N/A	Retail
ESTIMATED CONSTRUCTION COST:	
N/A	
ESTIMATE PREPARED BY:	
David Ford	
DATE 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:

Francis Kelly

Date:

7/24/2017

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

FRANCIS J. KELLY

Owner / Authorized Agent (circle one)

Application for Conditional Use

CASE NUMBER:
For Staff Use only

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"/>

- will r/r w/ completed applications

- LOA

- Findings

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: _____

AFFIDAVIT FOR Formula Retail Uses

1. Location and Classification

STREET ADDRESS OF PROJECT: 3001 Steiner St.		
ASSESSORS BLOCK/LOT: 0535 / 004B	ZONING DISTRICT: NCD - Union Street	HEIGHT/BULK DISTRICT: 40-X

2. Proposed Use Description

PROPOSED USE (USE CATEGORY PER ARTICLE 7 OR 8): Retail	
PROPOSED BUSINESS NAME: Trek	
DESCRIPTION OF BUSINESS, INCLUDING PRODUCTS AND/OR SERVICES: Bicycle Shop	
BUILDING PERMIT APPLICATION NO.: (if applicable)	PLANNING DEPARTMENT CASE NO.: (if applicable)

3. Quantity of Retail Locations

		TOTAL
3.a	How many retail locations of this business are there worldwide? Please include any property for which a land use permit or entitlement has been granted.	55
3.b	How many of the above total locations are in San Francisco?	1

If the number entered on Line 3.a above is 11 or more, then the proposed use *may* be a Formula Retail Use. *Continue to section 4 below.*

If the number entered on Line 3.a above is 10 or fewer, no additional information is required. Proceed to section 5 on the next page and complete the Applicant's Affidavit.

4. Standardized Features

Will the proposed business use any of the following Standardized Features?

	FEATURES	YES	NO
A	Array of Merchandise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	Trademark	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C	Servicemark	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D	Décor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E	Color Scheme	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F	Façade	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G	Uniform Apparel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
H	Signage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	TOTAL	5	3

Enter the total number of Yes/No answers above.


If the total YES responses are **two (2) or more**, then the proposed use is a Formula Retail Use.

5. Applicant's Affidavit

NAME: David Ford		<input type="checkbox"/> Property Owner	<input checked="" type="checkbox"/> Authorized Agent
MAILING ADDRESS: (STREET ADDRESS, CITY, STATE, ZIP) 124 Allimore Ct., Roseville, CA 95747			
PHONE: (510) 387-0546		EMAIL: dave@allsignservices.com	

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.

Applicant's Signature:  Date: 8/18/17

PLANNING DEPARTMENT USE ONLY	
PLANNING CODE SECTION(S) APPLICABLE:	
HOW IS THE PROPOSED USE REGULATED AT THIS LOCATION?	
<input type="checkbox"/> Principally Permitted <input type="checkbox"/> Principally Permitted, Neighborhood Notice Required (Section 311/312) <input type="checkbox"/> Not Permitted <input type="checkbox"/> Conditional Use Authorization Required	
COMMENTS:	
VERIFIED BY:	
Signature: _____	Date: _____
Printed Name: _____	Phone: _____



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.