



SAN FRANCISCO PLANNING DEPARTMENT

Planning Commission Project Summary and Motion No. _____

COMMUNITY BUSINESS PRIORITY PROCESSING PROGRAM

HEARING DATE: FEBRUARY 1, 2018

Date Prepared: January 25, 2018
Case No.: **2017-013413CUA**
Project Address: **1390 Market Street**
Zoning: C-3-G (Downtown-General Commercial)
Split Height & Bulk District of 120-R-2 & 120/200-R-2
Block/Lot: 0813/010
Project Sponsor: Robert Cantu
1400 N. Dutton Ave., #7
Santa Rosa, CA 95401
Staff Contact: Mathew Chandler – (415) 575-9048
Mathew.chandler@sfgov.org

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

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

PROJECT DESCRIPTION

Request for **Conditional Use Authorization** (CUA), pursuant to Planning Code Sections 303, 303.1 and 210.2 to relocate an existing Formula Retail Financial Service Use (d.b.a. "Redwood Credit Union") to an existing 6,814 square-foot tenant space near the intersection of Hayes, Larkin, and Market Streets. The subject tenant space is at the ground floor of an existing two-story commercial building previously occupied by a Public Facility Use (d.b.a. "United States Postal Service"). The Redwood Credit Union is currently located within another tenant space within the same building ("Fox Plaza"). The proposed project will include new exterior signage and interior alterations. This project was reviewed under the Community Business Priority Processing Program (CB3P).

REQUIRED COMMISSION ACTION

Pursuant to Planning Code Section 210.2, Conditional Use Authorization is required for Formula Retail uses for properties within the C-3-G (Downtown-General Commercial) District with frontage on Market Street, between 6th Street and the intersection of Market Street, 12th Street and Franklin Street.

DECISION

Based upon information set forth in application materials submitted by the project sponsor and available in the case file (which is incorporated herein by reference as though fully set forth) and based upon the

CB3P Checklist and findings below, the Commission hereby **APPROVES Conditional Use Application No. 2017-013413CUA** subject to conditions contained in the attached "EXHIBIT A" and in general conformance with plans on file, dated December 21, 2017 and January 5, 2018, and stamped "EXHIBIT B."

CB3P CHECKLIST

	Required Criteria			Comments (if any)
	Complete & adequate	Incomplete and/or inadequate	Not required and/or not applicable	
Project Sponsor's application	X			
CB3P eligibility checklist	X			
Planning Code §101.1 findings	X			See application Findings.
Planning Code §303(c) findings	X			See application Findings.
Planning Code §303(o) findings for Eating and Drinking Uses			X	
Any additional Planning Code findings e.g. §303(k) findings for movie theater removals or §303(m) findings for grocery store removals	303.1			Formula Retail Uses occupy approximately 33% of the available commercial frontages as measured in linear feet and 18% of available commercial tenant spaces within ¼-mile of the site. Conditional Use Authorization approval will not increase the amount of Formula Retail Uses within the vicinity or zoning district.
Photographs of the site and/or context	X			
Scaled and/or dimensioned plans	X			
Clearance under California Environmental Quality Act ("CEQA")	X			Categorically Exempt as Class 3 Exemption

Additional Information	
Notification Period	30 day mailing (150' occupants & 300' owners), 20 day newspaper and posted on site
Number and nature of public comments received	1 letter of support from the Interim Board Chair of Alliance for a Better District 6
Number of days between filing and hearing	105 days from date of submittal, 48 days from a complete application

Generalized Basis for Approval (max. one paragraph)
<p>The Commission finds that this Project is necessary, desirable for, and compatible with the surrounding neighborhood as follows, and as set forth in Section 101.1, 303(c), and 303.1 findings submitted as part of the application. The request for Conditional Use Authorization is to relocate an existing Formula Retail Financial Service Use (d.b.a "Redwood Credit Union") to an existing vacant 6,814 square-foot tenant space with 200 linear feet of street frontage previously occupied by a Public Facility Use (d.b.a "United States Postal Service"). The proposed relocation would activate additional frontage along Market Street, create up to eight new employment opportunities, and vacate a smaller space which may be more desirable for a non-Formula Retail neighborhood-serving use. The C-3-G District principally permits Formula Retail Uses; however, Conditional Use Authorization is required for all properties with frontage on Market Street, between 6th Street and the intersection of Market Street, 12th Street and Franklin Street, and only this area was taken into consideration for the required concentration study of the zoning district and vicinity. The Project would not increase the concentration of Formula Retail uses or similar uses within the zoning district or vicinity. The proposed use is compatible with the site and purpose of the Use District as a whole. Staff recommends approval with conditions.</p>

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on February 1, 2018.

AYES:

NAYS:

ABSENT:

ADOPTED: February 1, 2018

Jonas P. Ionin

Commission Secretary

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.

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.

EXHIBIT A

AUTHORIZATION

Conditional Use Authorization (CUA), pursuant to Planning Code Sections 303, 303.1 and 210.2 to relocate an existing Formula Retail Financial Service Use (d.b.a. "Redwood Credit Union") to an existing 6,814 square-foot tenant space at the ground floor of an existing two-story commercial building previously occupied by a Public Facility Use (d.b.a. "United States Postal Service"), within the C-3-G (Downtown-General) Zoning District and split Height and Bulk District of 120-R-2 and 120/200-R-2; in general conformance with plans, dated **December 21, 2017** and **January 5, 2018**, and stamped "EXHIBIT B" included in the docket for Record No. **2017-013413CUA** and subject to conditions of approval reviewed and approved by the Commission on **February 1, 2018** under Motion No. **XXXXX**. This authorization and the conditions contained herein run with property and not with a particular Project Sponsor, business, or operator.

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 **February 1, 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 – COMPLIANCE AT PLAN STAGE

6. **Final Materials.** The Project Sponsor shall continue to work with Planning Department on the design, including signs and awnings. Final materials, glazing, color, texture, landscaping, and detailing shall be subject to Department staff review and approval.
For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org
7. **Garbage, composting and recycling storage.** Space for the collection and storage of garbage, composting, and recycling shall be provided within enclosed areas on the property and clearly labeled and illustrated on the Building Permit plans. Space for the collection and storage of recyclable and compostable materials that meets the size, location, accessibility and other standards specified by the San Francisco Recycling Program shall be provided at the ground level of the buildings.
For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org
8. **Signs and Awnings.** Any signs on the property must have a sign permit and shall comply with the requirements of Article 6 of the Planning Code. Any awnings or canopies must have a permit and shall comply with the requirements of Planning Code Section [136.1](#) and be reviewed by the Department's historic preservation staff for consistency with the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#).
For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org
9. **Rooftop Mechanical Equipment.** Pursuant to Planning Code 141, the Project Sponsor shall submit a roof plan to the Planning Department prior to Planning approval of the Building Permit Application if any rooftop mechanical equipment is proposed as part of the Project. Any such equipment is required to be screened so as not to be visible from any point at or below the roof level of the subject building.
For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org

MONITORING - AFTER ENTITLEMENT

10. **Enforcement.** Violation of any of the Planning Department conditions of approval contained in this Motion or of any other provisions of 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 enforcement action under their jurisdiction.
For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org
11. **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

OPERATION

12. **Garbage, Recycling, and Composting Receptacles.** Garbage, recycling, and compost containers shall be kept within the premises and hidden from public view, and placed outside only when being serviced by the disposal company. Trash shall be contained and disposed of pursuant to garbage and recycling receptacles guidelines set forth by the Department of Public Works.

For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works at 415-554-5810, <http://sfdpw.org>

13. **Sidewalk Maintenance.** The Project Sponsor shall maintain the main entrance to the building 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, <http://sfdpw.org>

14. **Community Liaison.** Prior to issuance of a building permit to construct the project and implement the approved use, the Project Sponsor shall appoint a community liaison officer to deal with the issues of concern to owners and occupants of nearby properties. The Project Sponsor shall provide the Zoning Administrator with written notice of the name, business address, and telephone number of the community liaison. Should the contact information change, the Zoning Administrator shall be made aware of such change. The community liaison shall report to the Zoning Administrator what issues, if any, are of concern to the community and what issues have not been resolved by the Project Sponsor.

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

15. **Noise Control.** The premises shall be adequately soundproofed or insulated for noise and operated so that incidental noise shall not be audible beyond the premises or in other sections of the building and fixed-source equipment noise shall not exceed the decibel levels specified in the San Francisco Noise Control Ordinance.

For information about compliance with the fixed mechanical objects such as rooftop air conditioning, restaurant ventilation systems, and motors and compressors with acceptable noise levels, contact the Environmental Health Section, Department of Public Health at (415) 252-3800, www.sfdph.org

For information about compliance with the construction noise, contact the Department of Building Inspection, 415-558-6570, www.sfdbi.org

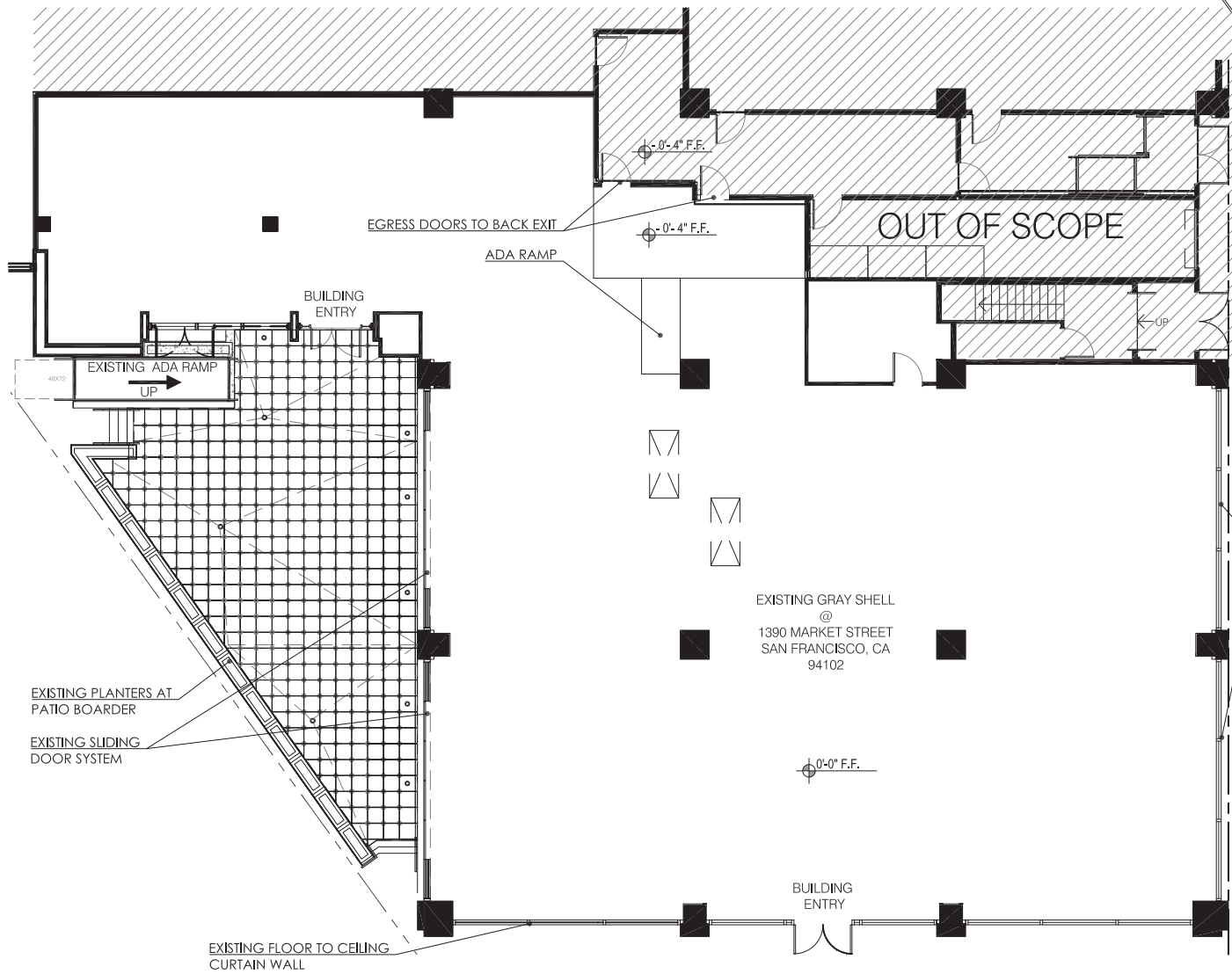
For information about compliance with the amplified sound including music and television contact the Police Department at 415-553-0123, www.sf-police.org

16. **Lighting.** All Project lighting shall be directed onto the Project site and immediately surrounding sidewalk area only, and designed and managed so as not to be a nuisance to adjacent residents. Nighttime lighting shall be the minimum necessary to ensure safety, but shall in no case be directed so as to constitute a nuisance to any surrounding property.

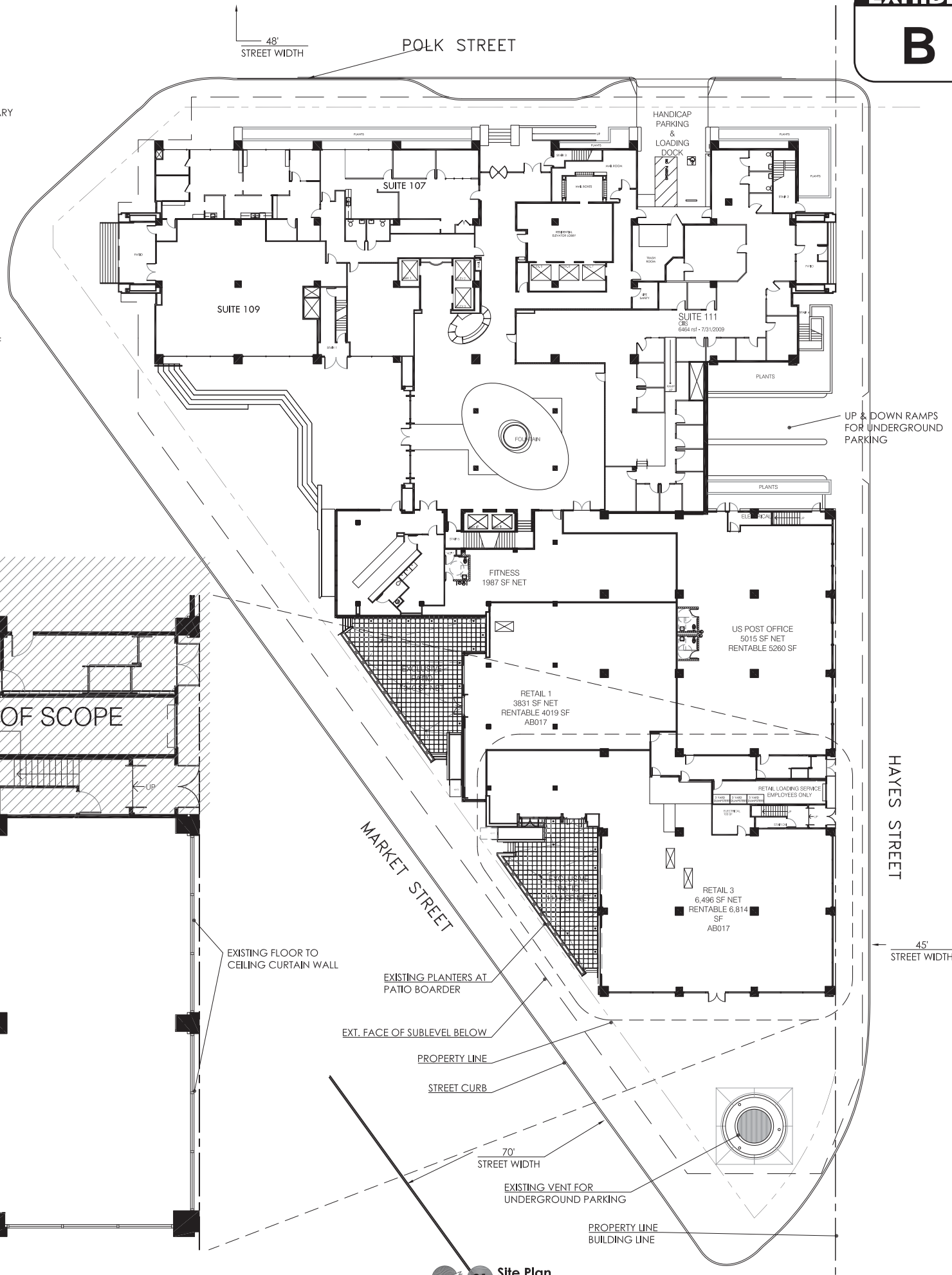
For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org



03 Site MAP w/ Parcels
SCALE: NTS



02 Enlarged Area of Work
SCALE: 1/8" = 1'-0"



01 Site Plan
SCALE: 1" = 20'

EXHIBIT
B

DBSI
INCORPORATED

6950 West Morelos Place
Chandler, AZ 85226
P 402. 264. 7263
www.dbsi-inc.com

NOT FOR
CONSTRUCTION



REDWOOD CU

1390 MARKET STREET, SAN FRANCISCO, CA 94102

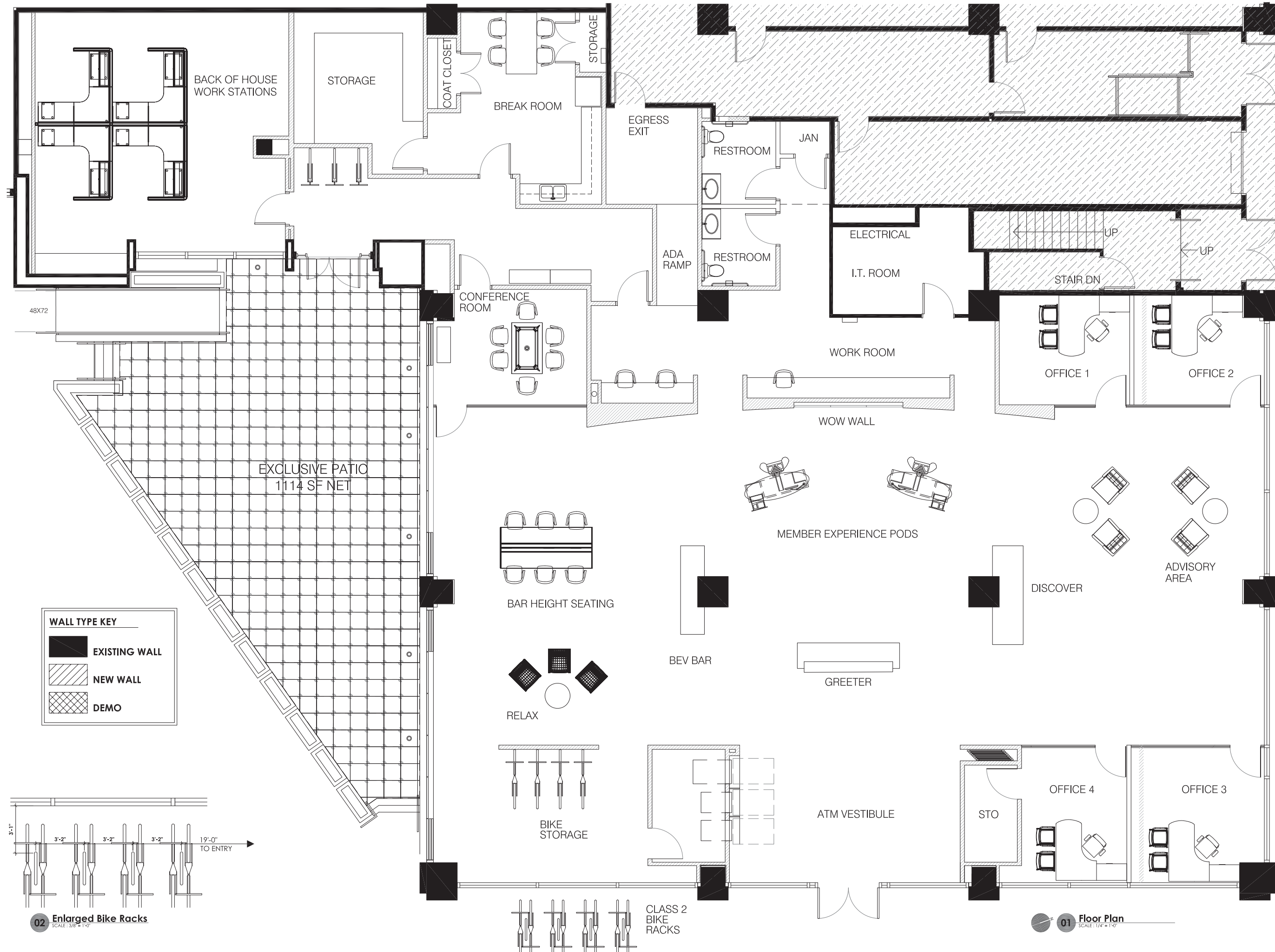
MARKET ST.

DESIGN PROJECT NO
D177905-018

issue date
21 DECEMBER 2017
Drawn By: JS
Checked By: PM
revisions
△
△
△
CUAP

SITE PLAN

C-1



NOT FOR
CONSTRUCTION



REDWOOD CU

1390 MARKET STREET, SAN FRANCISCO, CA 94102

MARKET ST.

DESIGN PROJECT NO
D177905-018

issue date
21 DECEMBER 2017
Drawn By: JS
Checked By: PM
revisions
△
△
△
CUAP

01 Floor Plan
SCALE: 1/4" = 1'-0"



D



C



B



A



E

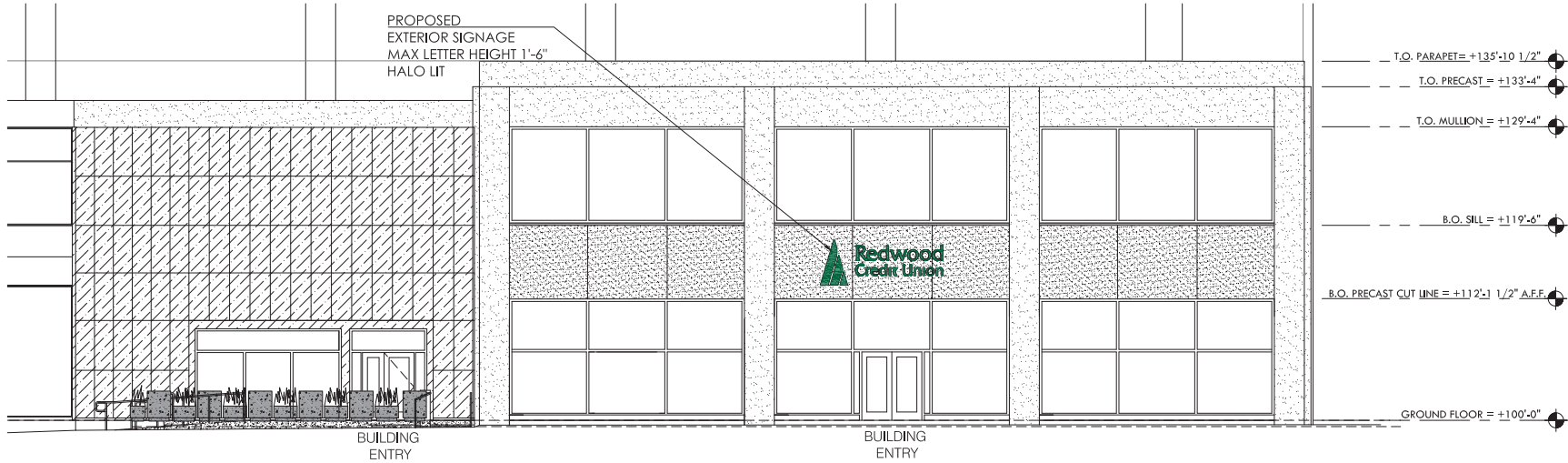


Enlarged Elevation
SCALE: 1/4" = 1'-0"

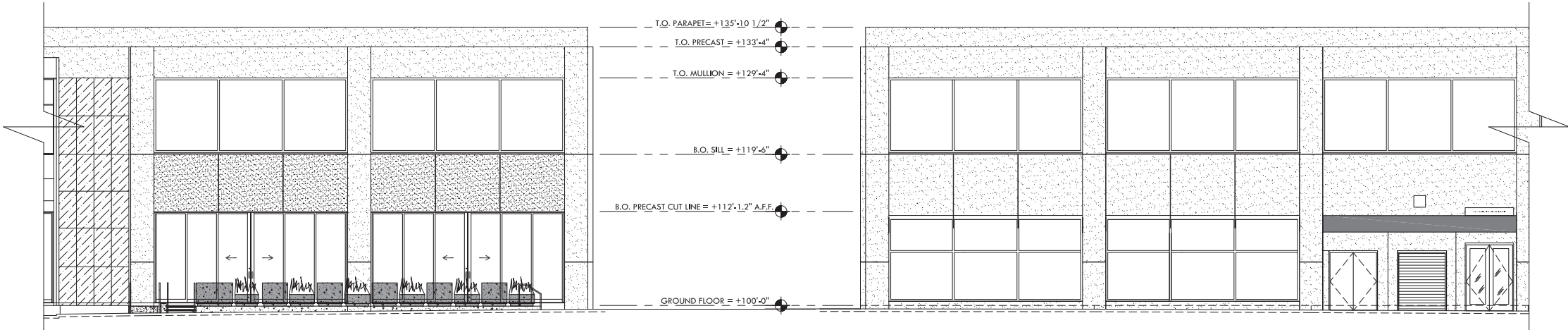
NOTE:
EXTERIOR SIGNAGE PACKAGE
ON SEPARATE PERMIT



Key Plan
SCALE: NTS



01 Existing East Elevation
SCALE: 1/8" = 1'-0"



03 Existing South Elevation
SCALE: 1/8" = 1'-0"

02 Existing North Elevation
SCALE: 1/8" = 1'-0"

NOT FOR
CONSTRUCTION



REDWOOD CU
1390 MARKET STREET, SAN FRANCISCO, CA 94102
MARKET ST.

DESIGN PROJECT NO
D177905-018

issue date

21 DECEMBER 2017
Drawn By: JS
Checked By: PM

revisions



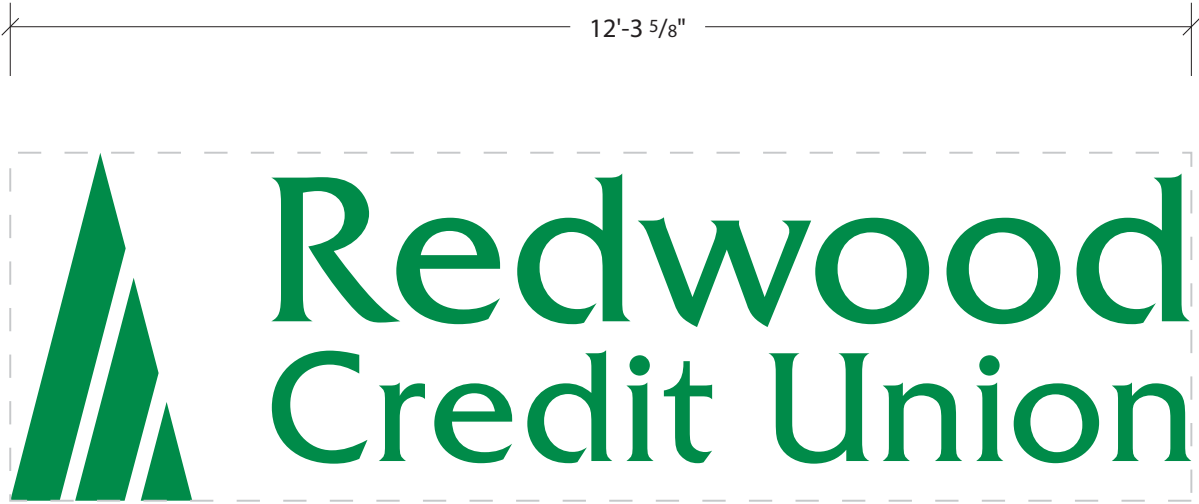
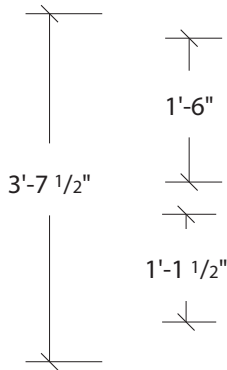
CUAP

EXTERIOR ELEVATIONS

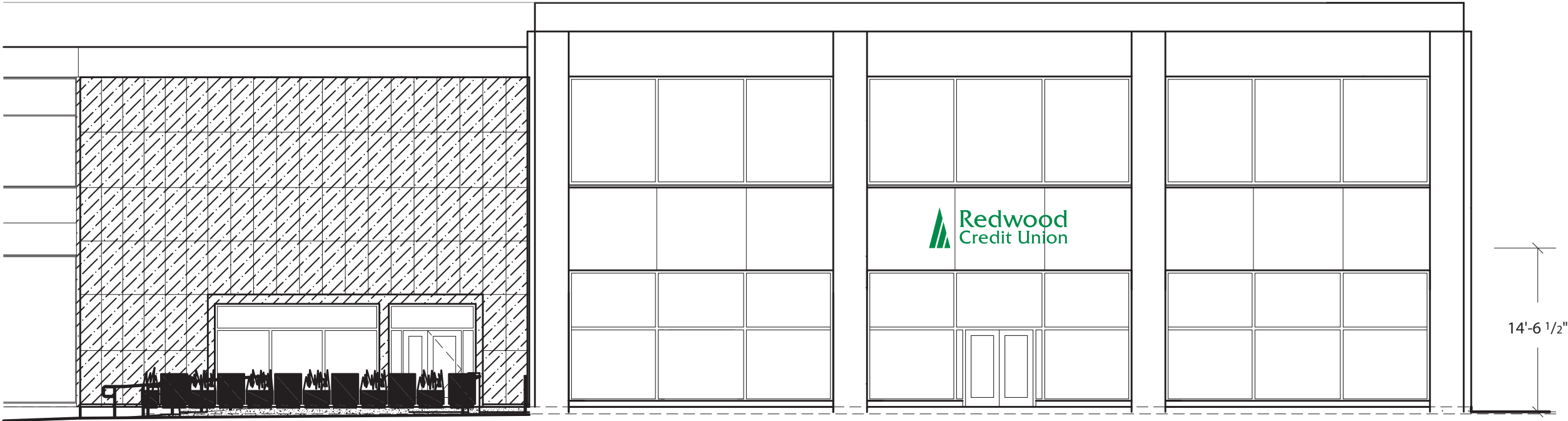
C-3

Alternate Sign Plan per Planning Direction
Internally illuminated reverse channel letters halo-lit with white LEDs; letter bodies painted RCU green & spaced away from wall 1'-1/2".

Area Calculation: (43.5"x 147.63") ÷ 144 = 44.6 sq. ft.



(1/2"=1'-0")



Main Building Entry

EAST ELEVATION (3/32"=1'-0")

FREEDOM GRAPHICS	PROJECT	DESCRIPTION	PHASE	SCALE	DATE/REVISIONS	PAGE
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P.O. BOX 3664
SANTA ROSA, CA 95402
707-546-8895

REDWOOD CREDIT UNION
1390 MARKET STREET
SAN FRANCISCO, CALIFORNIA
BLOCK: 0813; LOT: 007-010
CONTACT: ROB CANTU (707)542-3213V

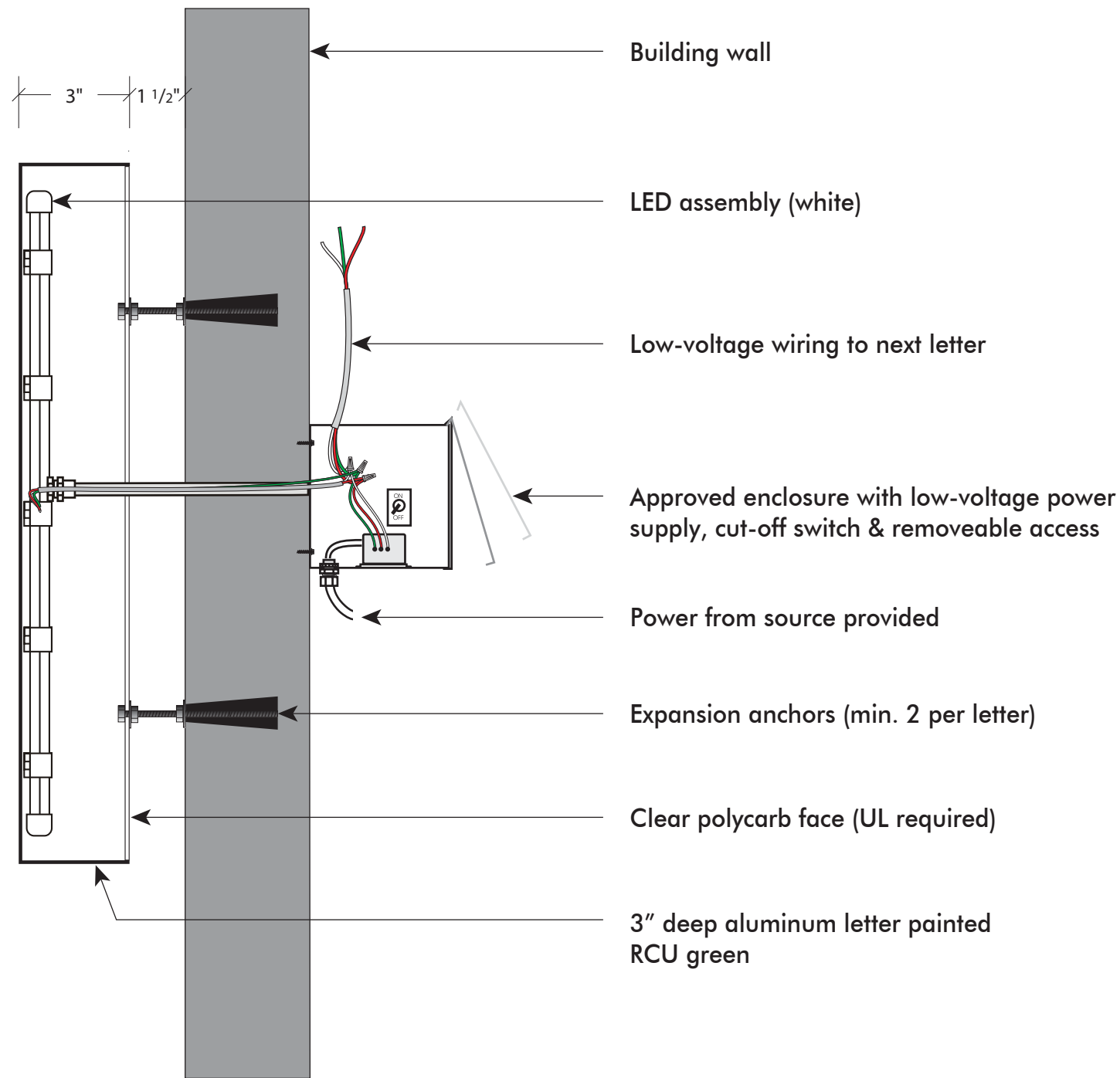
SIGN DETAILS
& EAST ELEVATION

DEVELOPMENT

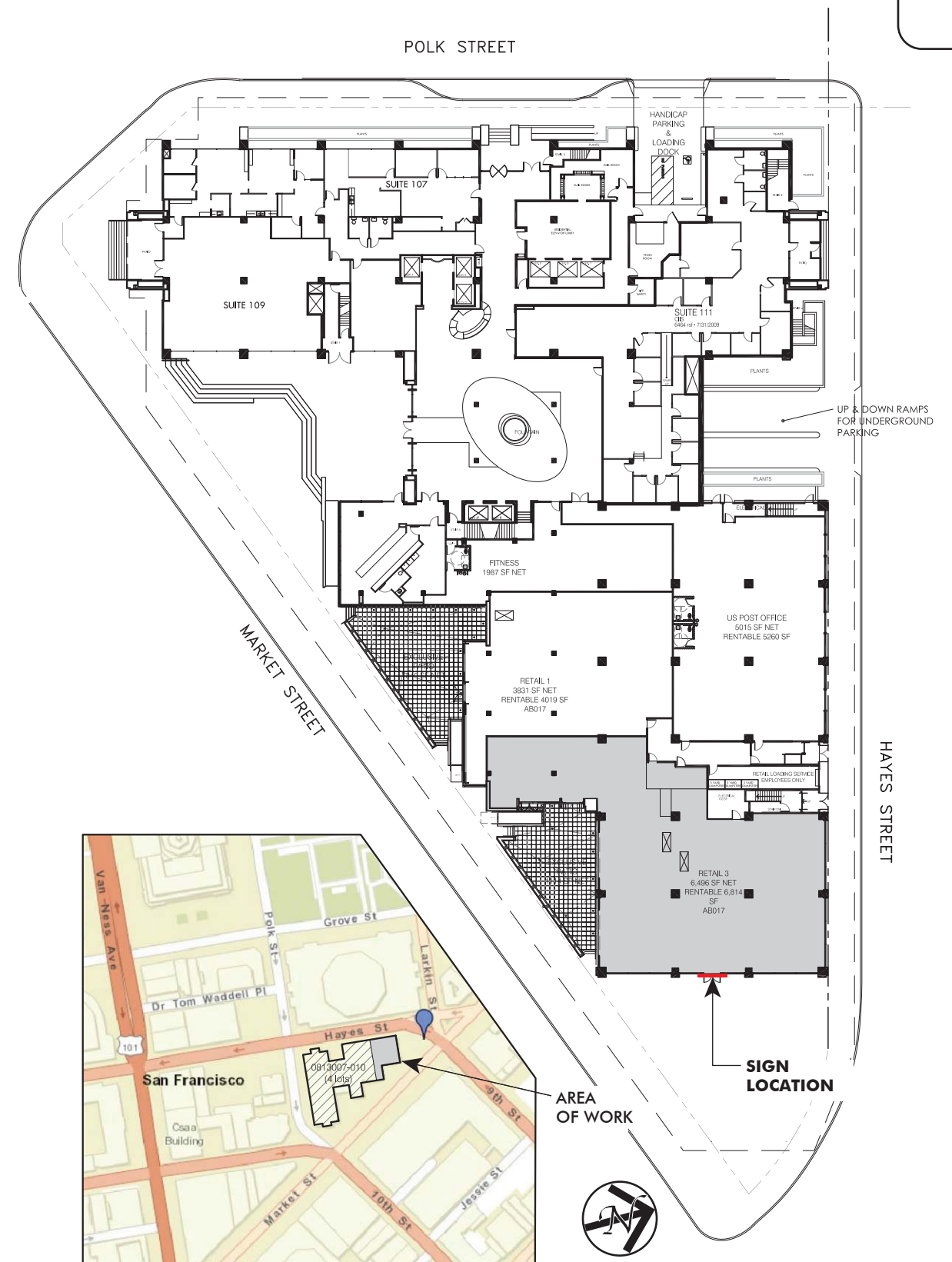
AS NOTED

12.18.17

2.0



(Installation details NTS)



FREEDOM GRAPHICS

P.O. BOX 3664
SANTA ROSA, CA 95402
707-546-8895

PROJECT

REDWOOD CREDIT UNION
1390 MARKET STREET
SAN FRANCISCO, CALIFORNIA
BLOCK: 0813; LOT: 007-010
CONTACT: ROB CANTU (707542-3213V)

DESCRIPTION

LOCATIONS &
SIGN DETAILS

PHASE

DEVELOPMENT

SCALE

NTS

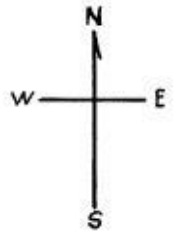
DATE/REVISIONS

12.18.17

PAGE

2.1

Parcel Map



LARKIN

HAYES

339.954

89.999

6

422.004

MARKET

228

63.031

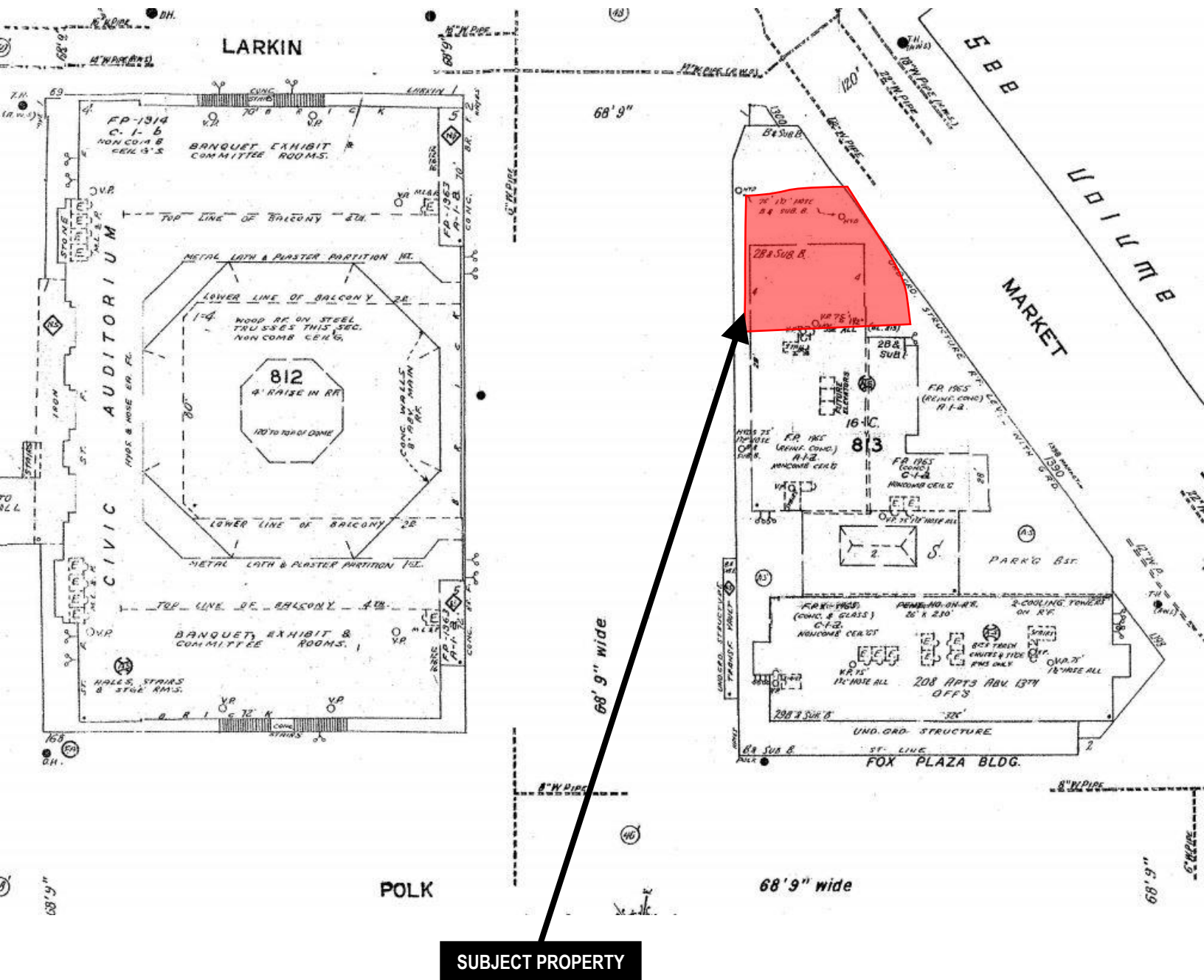
7.385

SUBJECT PROPERTY



Conditional Use Authorization
Case Number 2017-013413CUA
Formula Retail – Redwood Credit Union
1390 Market Street

Sanborn Map*

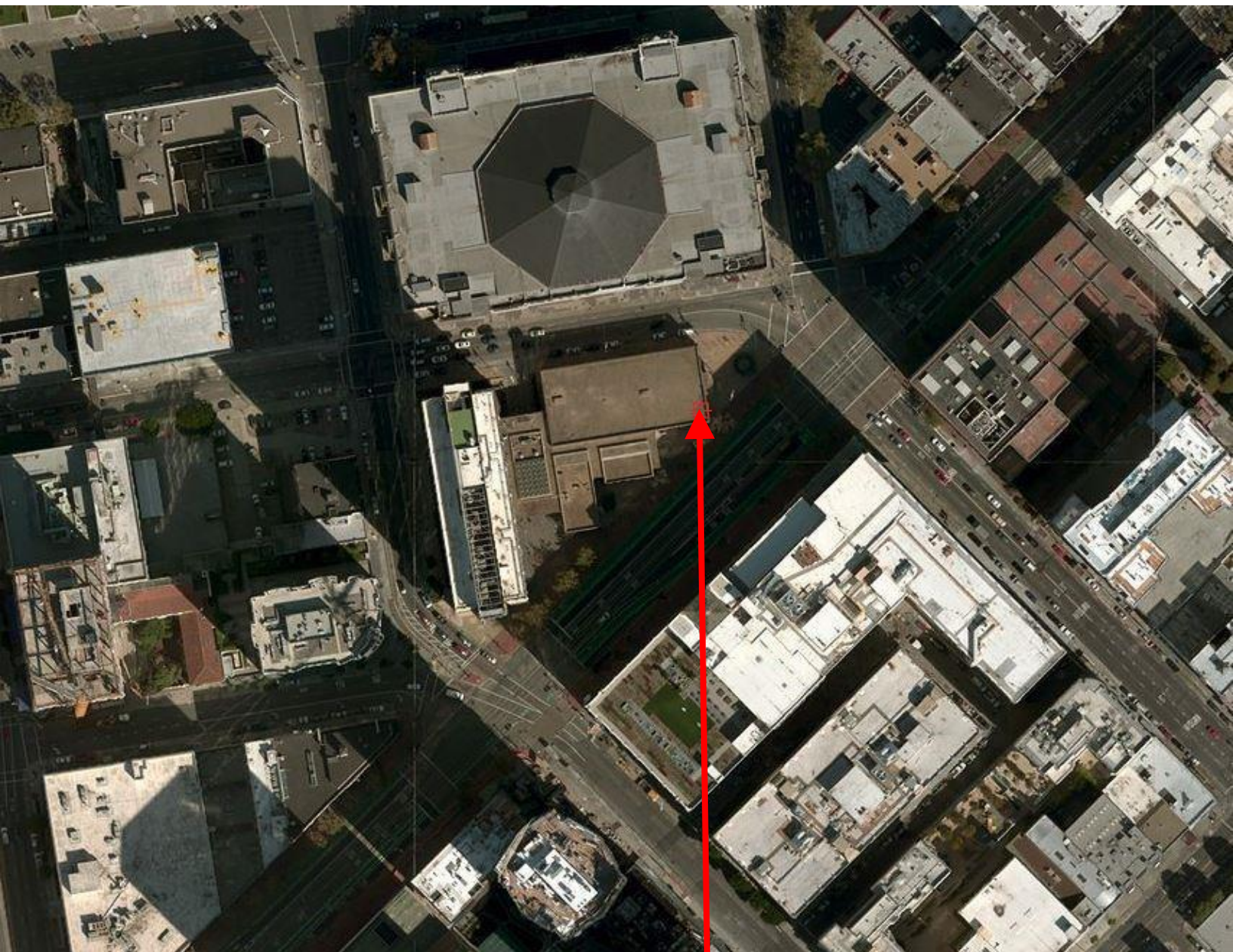


*The Sanborn Maps in San Francisco have not been updated since 1998, and this map may not accurately reflect existing conditions.



Conditional Use Authorization
Case Number 2017-013413CUA
Formula Retail – Redwood Credit Union
1390 Market Street

Aerial Photo

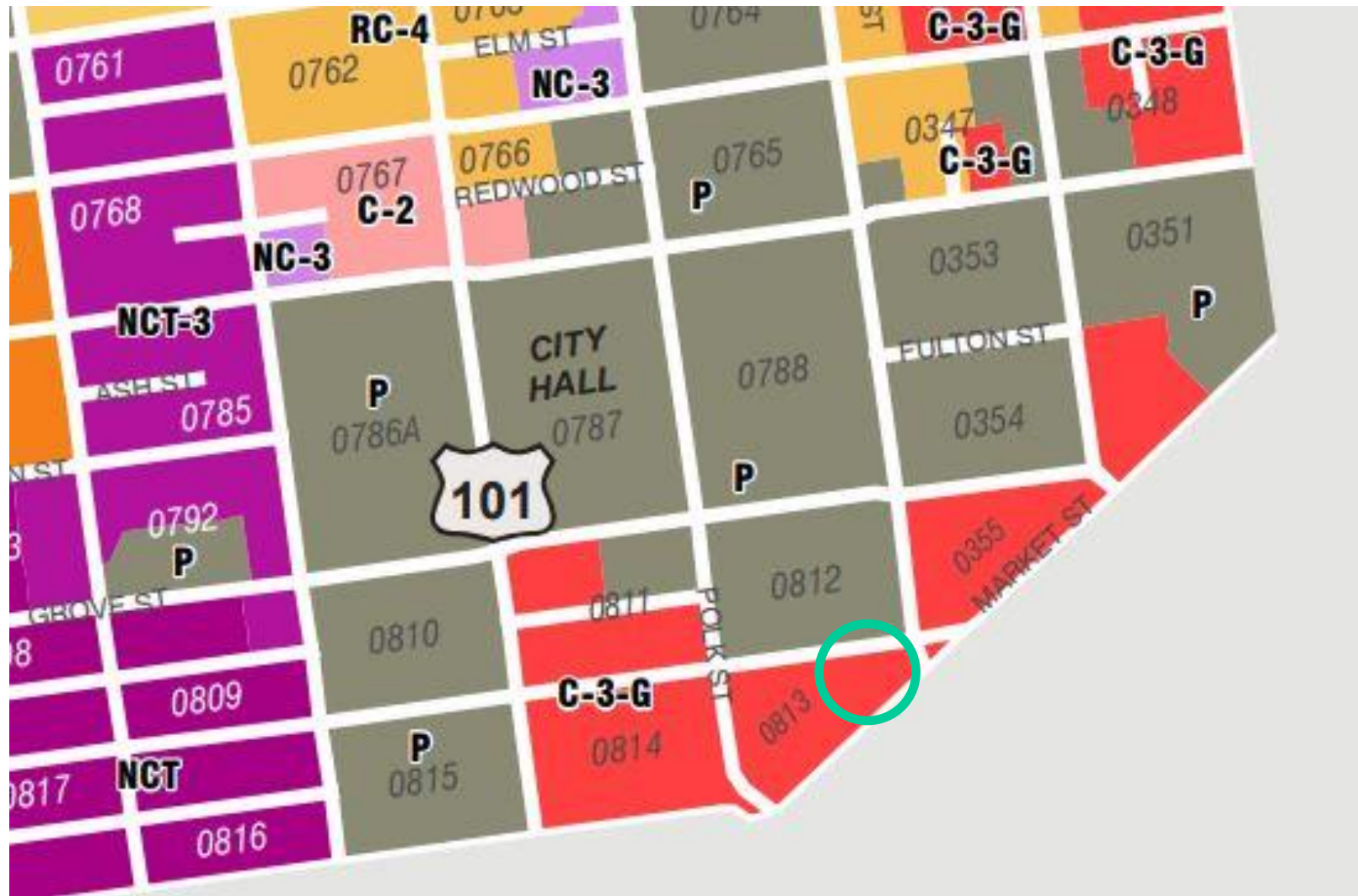


SUBJECT PROPERTY



Conditional Use Authorization
Case Number 2017-013413CUA
Formula Retail – Redwood Credit Union
1390 Market Street

Zoning Map



Conditional Use Authorization
Case Number 2017-013413CUA
Formula Retail – Redwood Credit Union
1390 Market Street

Site Photo



Conditional Use Authorization
Case Number 2017-013413CUA
Formula Retail – Redwood Credit Union
1390 Market Street

Chandler, Mathew (CPC)

From: Marvis Phillips <marvisphillips@gmail.com>
Sent: Friday, January 05, 2018 1:03 AM
To: Chandler, Mathew (CPC)
Cc: Rcantu@westernbuilders.info
Subject: Case No. 2017-013413CUA - 1390 Market Street

Dear Mathew,

I am writing in support of the Conditional Use Authorization request to relocate an existing Formula Retail Financial Service Use (d.b.a. "Redwood Credit Union").

I feel that businesses like this should be appreciated for staying within the community, and be encouraged to continue serving the community. I am therefore proud to support this project's request to relocate at "Fox Plaza".

Thank you for bringing this issue to my attention.

Sincerely,

Marvis J. Phillips
Interim Board Chair
District 6 Community Planners

--

Thank you for your time and consideration. Please contact me if you have any questions or concerns.

Sincerely,
Marvis J. Phillips
President, ABD6
<http://abd6.cfsites.org/>

Application for **Conditional Use**

CASE NUMBER:
For Staff Use only 2017-013413CUA

APPLICATION FOR Conditional Use Authorization

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:

Essex Fox Plaza, L.P.

PROPERTY OWNER'S ADDRESS:

1100 Park Place, Suite 200
San Mateo, CA 94403

TELEPHONE:

(650) 655-7800

EMAIL:

APPLICANT'S NAME:

ROBERT CANTU

Same as Above ☐

APPLICANT'S ADDRESS:

1400 N. DUTTON AVE #7
SANTA ROSA, CA 95401

TELEPHONE:

(707) 542-3213

EMAIL:

RCANTU@WESTERNBUILDERS.INFO

CONTACT FOR PROJECT INFORMATION:

Caroline Chase

Same as Above ☐

ADDRESS:

Coblentz Patch Duffy & Bass, LLP
One Montgomery St., Ste 3000
San Francisco, CA 94104

TELEPHONE:

(415) 772-5793

EMAIL:

cchase@coblentzlaw.com

COMMUNITY LIAISON FOR PROJECT (PLEASE REPORT CHANGES TO THE ZONING ADMINISTRATOR):

Robert Cantu

Same as Above ☐

ADDRESS:

Western Builders
1400 N. Dutton Avenue #7
Santa Rosa, CA 95401

TELEPHONE:

(707) 542-3213

EMAIL:

rcantu@westernbuilders.info

2. Location and Classification

STREET ADDRESS OF PROJECT:

1390 Market Street

ZIP CODE:

94103

CROSS STREETS:

Hayes & Polk/10th

ASSESSORS BLOCK/LOT:

0813

LOT DIMENSIONS:

1010

See PIM

LOT AREA (SQ FT):

63,977

ZONING DISTRICT:

C-3-G

HEIGHT/BULK DISTRICT:

120-R-2 & 120/200-R-2

RC
12/19/17

SEE ATTACHED
RC 12/19/17

3. Project Description

(Please check all that apply)

- ☒ Change of Use
☐ Change of Hours
☐ New Construction
☐ Alterations
☐ Demolition
☐ Other Please clarify:

ADDITIONS TO BUILDING:

- ☐ Rear
☐ Front
☐ Height
☐ Side Yard

PRESENT OR PREVIOUS USE:

Institutional Community Use (prior tenant was USPS; space is currently vacant)

PROPOSED USE:

Financial Services (Redwood Credit Union)

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	0	0	0	0
Hotel Rooms	0	0	0	0
Parking Spaces	0	0	0	0
Loading Spaces	0	0	0	0
Number of Buildings	1	1	0	No change
Height of Building(s)	133' 4" to parapet	133' 4" to parapet	0	No change
Number of Stories	2	2	0	No change
Bicycle Spaces	0	0	9 (Class 2)	9 (Class 2)
GROSS SQUARE FOOTAGE (GSF)				
Residential	0	0	0	0
Retail	0	6,814 (financial services)	0	6,814 (financial services)
Office	0	0	0	0
Industrial/PDR <small>Production, Distribution, & Repair</small>	0	0	0	0
Parking	0	0	0	0
Other (Specify Use)	6,814 (vacant)*	0	0	0
TOTAL GSF	6,814 (vacant)*	6,814*	0	6,814 *

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

* Retail space #3 only (see plans enclosed with this application). Prior use was a Institutional Community Use (USPS).

All numbers are approximate and do not account for square footage exclusions permitted under the Planning Code definition of Gross Floor Area.

See Exhibit A: Project Description (attached) for more information.

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

See Exhibit A (attached)

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.

See Exhibits B & C (attached)

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;

See Exhibit D (attached)

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

See Exhibit D (attached)

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

See Exhibit D (attached)

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

See Exhibit D (attached)

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;

See Exhibit D (attached)

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

See Exhibit D (attached)

7. That landmarks and historic buildings be preserved; and

See Exhibit D (attached)

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

See Exhibit D (attached)

Estimated Construction Costs

TYPE OF APPLICATION:

OCCUPANCY CLASSIFICATION:

BUILDING TYPE:

TOTAL GROSS SQUARE FEET OF CONSTRUCTION:

BY PROPOSED USES:

N/A (tenant improvements only)

ESTIMATED CONSTRUCTION COST:

\$750,000 (tenant improvements)

ESTIMATE PREPARED BY:

Robert Cantu, Western Builders

FEE ESTABLISHED:

\$6,825

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.

X Signature: 

Date:

10/18/17

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

X CYNTHIA NEGRI
Owner / Authorized Agent (circle one)

© COPYRIGHT SAN FRANCISCO
CITY & COUNTY ASSESSOR 1995

LOTS MERGED		
LOTS	INTO LOT	
7A-3	2	1944
3A	POLK ST	1946
3	2	1948

W A BLK. - I 813

REVISED '57
" '72

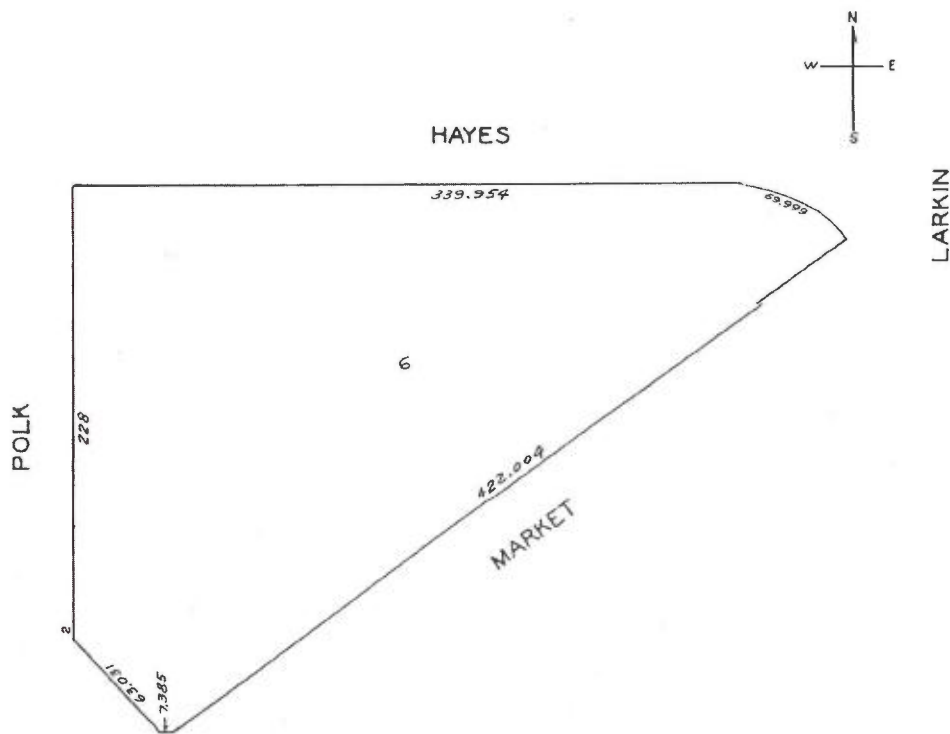


Exhibit A: Project Description

The proposal is to establish a formula retail financial services tenancy only. No construction, aside from interior tenant improvements, is proposed.

The project sponsor proposes to relocate its existing Redwood Credit Union branch at 1390 Market Street (a.k.a. Fox Plaza) (the "Property") to a more desirable location on the Property. The new location is in an existing vacant retail space on the Property, which was previously occupied by USPS. The project would include interior tenant improvements. The only exterior change proposed is installation of signage that would be consistent with Planning Code provisions and Performance-Based Design Guidelines related to business signs.

The Property is zoned C-3-G, which zoning would normally allow banks and other financial services uses as a permitted use under the "Retail Sales and Services Use" category. See Planning Code Section 210.2. Likewise, formula retail uses are generally permitted in the C-3 zoning districts with the exception of formula retail uses located on properties in the C-3-G zoning district with frontage on Market Street between 6th Street and the intersection of Market Street, 12th Street and Franklin Street, including the subject Property. See Planning Code Sections 210.2 and 303.1(e)(12).

The existing Redwood Credit Union location on the Property is considered an "automatic" Conditional Use (CU) because it pre-dates the aforementioned CU requirement for formula retail uses on Market Street. Even so, CU authorization is required to relocate the existing, approximately 2,554 square foot Redwood Credit Union branch to a larger, approximately 6,814 square foot location on the same Property. See Planning Code Section 178(b).

There are fewer than 20 Redwood Credit Union branches. Therefore, the project qualifies for the City's Community Business Priority Processing Program (CB3P), meaning that the project must be put on the Planning Commission's consent calendar within 90 days of filing a complete CU application. The CB3P checklist for eligibility is attached as Exhibit E.

Exhibit B: Standard Planning Code Section 303 Criteria

Planning Code Section 303 establishes criteria for the Planning Commission to consider when reviewing CU authorization applications. The project is consistent with the following criteria:

- (1) 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 proposed Redwood Credit Union location is necessary and desirable for and compatible with the community. Redwood Credit Union would occupy an existing vacant retail space on the Property. The space is in a location well suited for Redwood Credit Union Members and employees in that it is steps away from the existing location and within close proximity to public transit. The only exterior change proposed is installation of signage that would be consistent with Planning Code provisions and Performance-Based Design Guidelines related to business signs. The existing building would remain compatible with the existing character of the area.

- (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:

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

There would be no changes to the existing size or shape of the building. The size and shape of the site and the size and arrangement of the building on the site are adequate for the proposed use.

- (ii) 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;

There would be no change in existing traffic patterns as Redwood Credit Union would merely be relocated to a new location on the same Property. Market Street is well served by multiple forms of public transit.

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

No noxious or offensive emissions such as glare, dust or odor would be produced by Redwood Credit Union.

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

No new landscaping, screening, open spaces, parking and loading areas, service areas or exterior lighting are proposed. The proposed Redwood Credit Union sign would be at an appropriate scale and would be consistent with Planning Code provisions and Performance-Based Design Guidelines related to business signs.

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

The proposed project would comply with the applicable Planning Code requirements and would not adversely affect the General Plan. Formula retail uses are conditionally permitted in the C-3-G zoning district on Market Street between 6th Street and the intersection of Market Street, 12th Street and Franklin Street. Formula retail uses are generally principally permitted elsewhere in the C-3-G zoning district.

The proposed project is, on balance, consistent with the following Objectives and Policies of the General Plan, among others:

COMMERCE AND INDUSTRY ELEMENT

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.

DOWNTOWN PLAN

OBJECTIVE 5: RETAIN A DIVERSE BASE OF SUPPORT COMMERCIAL ACTIVITY IN AND NEAR DOWNTOWN.

POLICY 5.1: Provide space for support commercial activities within the downtown and in adjacent areas.

Exhibit C: Planning Code Section 303.1 Criteria for Formula Retail Uses

Planning Code Section 303.1 establishes additional criteria for the Planning Commission to consider when reviewing CU authorization applications for formula retail uses. The project is consistent with the following criteria:

- (1) The existing concentrations of Formula Retail uses within the district and within the vicinity of the proposed project.

This criteria is not relevant here. The proposed project would not result in an increase in formula retail uses in the area, as the project would merely relocate the existing Redwood Credit Union branch to a new location on the same Property.

For informational purposes, there are 29 formula retail uses within the C-3-G zoning district, including the existing Redwood Credit Union location. There are 28 formula retail uses within the vicinity (quarter-mile radius) of the Property, which includes most of the C-3-G zoning district.

- (2) The availability of other similar retail uses within the district and within the vicinity of the proposed project.

This criteria is not relevant here. The proposed project would merely relocate the existing Redwood Credit Union branch to a new location on the same Property and therefore would not result in a net increase in financial services uses within the district or vicinity.

For informational purposes, there are only eight formula retail financial services uses within the C-3-G zoning district, including the existing Redwood Credit Union location. That is a reasonable number considering the downtown location.

- (3) The compatibility of the proposed Formula Retail use with the existing architectural and aesthetic character of the district.

This criteria is not relevant here. The project would merely relocate the existing Redwood Credit Union branch to a new location on the same Property. Furthermore, the new location is in an existing building on the Property and the only exterior change proposed is the new Redwood Credit Union sign, which would be at an appropriate scale and would be consistent with Planning Code provisions and Performance-Based Design Guidelines related to business signs.

- (4) The existing retail vacancy rates within the district and within the vicinity of the proposed project.

This criteria is not relevant here. The proposed project would not affect existing retail vacancy rates within the district or vicinity of the proposed project. The project would merely relocate the existing Redwood Credit Union branch to a new (vacant) location on the same Property. That relocation would in turn free up the existing space, which is smaller and would likely be more manageable for a small, neighborhood-serving type of retail use.

For informational purposes, there are currently 31 vacant commercial storefronts in the C-3-G zoning district. There are currently 20 vacant commercial storefronts within the vicinity (quarter-mile radius) of the Property. This represents a vacancy rate of approximately 19 percent and 12 percent, respectively.

(5) The existing mix of Citywide-serving retail uses and daily needs-serving retail uses within the district and within the vicinity of the proposed project.

This criteria is not relevant here. The proposed project would not result in a change in the mix of existing retail uses, as the project would merely relocate the existing Redwood Credit Union branch to a new location on the same Property.

For informational purposes, approximately 60 percent of the retail uses within the C-3-G zoning district and vicinity (quarter-mile radius) of the Property are City-wide serving retail and approximately 40 percent are daily needs-serving retail uses.

Financial services uses, including the proposed use, comprise approximately eight percent of the linear commercial store frontage in the C-3-G zoning district and less than six percent of the linear commercial store frontage within the vicinity (quarter-mile radius) of the Property.

(6) Additional relevant data and analysis set forth in the Performance-Based Design Guidelines adopted by the Planning Commission.

The only exterior change proposed is the new Redwood Credit Union sign, which would be at an appropriate scale and would be consistent with Planning Code provisions and Performance-Based Design Guidelines related to business signs.

(7) For Formula Retail uses of 20,000 gross square feet or more, except for General or Specialty Grocery stores as defined in Articles 2, 7 and 8 of this Code, the contents of an economic impact study prepared pursuant to Section 303(i) of this Code.

This criteria does not apply here because the proposed Redwood Credit Union location is well under 20,000 gross square feet.

Conditional Use Authorization Application
Redwood Credit Union
1390 Market Street
Filed October 18, 2017; updated December 21, 2017

(8) Notwithstanding anything to the contrary contained in Planning Code Article 6 limiting the Planning Department's and Planning Commission's discretion to review signs, the Planning Department and Planning Commission may review and exercise discretion to require changes in the time, place and manner of the proposed signage for the proposed Formula Retail use, applying the Performance-Based Design Guidelines.

The new Redwood Credit Union sign would be at an appropriate scale and would be consistent with Planning Code provisions and Performance-Based Design Guidelines related to business signs.

Exhibit D: Compliance with Priority General Plan Policies

The project is, on balance, consistent with the City's eight Priority Planning Policies for the reasons set forth below.

- (1) 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 proposed project would not displace any existing retail uses within the district or within the vicinity of the proposed project. The project would merely relocate the existing Redwood Credit Union branch to a new (vacant) location on the same Property. That relocation would in turn free up the existing space, which is smaller and would likely be more manageable for a small, neighborhood-serving type of retail use. Furthermore, the larger Redwood Credit Union location would allow for approximately six to eight new job opportunities.

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

There is no existing housing on the subject portion of the Property. The existing character of the neighborhood would be preserved. The project would merely relocate the existing Redwood Credit Union branch to a new location on the same Property. The only exterior change proposed is the new Redwood Credit Union sign, which would be at an appropriate scale and would be consistent with Planning Code provisions and Performance-Based Design Guidelines related to business signs.

- (3) That the City's supply of affordable housing be preserved and enhanced.

The project would not adversely affect the City's supply of affordable housing.

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

The project would not impede MUNI service or overburden our streets or neighborhood parking. The project would merely relocate the existing Redwood Credit Union branch to a new location on the same Property, which is well served by various forms of public transit.

- (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.

Conditional Use Authorization Application
Redwood Credit Union
1390 Market Street
Filed October 18, 2017; updated December 21, 2017

The project does not include any non-accessory office space. No industrial or service industry establishment would be displaced by the project.

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

No new building area is proposed. The proposed interior tenant improvements would meet all applicable Building and Fire Code requirements.

(7) That landmarks and historic buildings be preserved.

The project would not affect any designated landmarks or designated historic buildings.

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

No new building area is proposed so there would be no impact on parks and open space.

Formula retail uses in C-3-G Zoning District and within 1/4-mile of 1390 Market Street (Redwood Credit Union)

KEY	ADDRESS	BUSINESS NAME	SPECIFIC USE
1	50 8th STREET	HOLIDAY INN	HOTEL
2	32 9th STREET	FIRST REPUBLIC BANK	BANK
3	995 MARKET STREET	CVS PHARMACY	RETAIL
4	1083 MARKET STREET	BOOST MOBILE	RETAIL
5	1098 MARKET STREET	CAL. CHECK CASHING STORE	FINANCIAL SERVICES
6	1101 MARKET STREET	CVS PHARMACY	RETAIL
7	1111 MARKET STREET	METRO PCS	RETAIL
8	1200 MARKET STREET	BURGER KING	RESTAURANT
9	1201 MARKET STREET	CHASE	BANK
10	1231 MARKET STREET	STARBUCKS	COFFEE SHOP
11	1250 MARKET STREET	SUBWAY	RESTAURANT
12	1266 MARKET STREET	WELLS FARGO BANK	BANK
13	1301 MARKET STREET	WALGREENS	RETAIL
14	1390 MARKET STREET	U.S. POST OFFICE	POSTAL SERVICES
15	1390 MARKET STREET	REDWOOD CREDIT UNION	BANK
16	1390 MARKET STREET	STARBUCKS	COFFEE SHOP
17	1390 MARKET STREET	ANDERSEN BREAD	BAKERY
18	1496 MARKET STREET	WALGREENS	RETAIL
19	1525 MARKET STREET	BANK OF AMERICA	BANK
20	942 MISSION STREET	HAMPTON INN BY HILTON	HOTEL
21	1022 MISSION STREET	BEST COLLATERAL	FINANCIAL SERVICES
22	1026 MISSION STREET	LUCKY MONEY TRANSFER	FINANCIAL SERVICES
23	1400 MISSION STREET	FEDEX	POSTAL SERVICES
24	1400 MISSION STREET	PEET'S COFFEE	COFFEE SHOP
25	1501 MISSION STREET	FIRESTONE	AUTOMOTIVE REPAIR
26	10 S. VAN NESS AVENUE	SAN FRANCISCO HONDA	AUTOMOBILE DEALER
27	99 S. VAN NESS AVENUE	PUBLIC STORAGE	STORAGE, SELF
28	77 VAN NESS AVENUE	THE UPS STORE	POSTAL SERVICES
29	77 VAN NESS AVENUE	SUBWAY	RESTAURANT
30	190 10TH STREET	PUBLIC STORAGE	STORAGE, SELF
31	357 HAYES STREET	WARBY PARKER OPTICAL	OPTICIAN
32	1298 HOWARD STREET	CHEVRON	GAS STATION & C-STORE
33	1298 HOWARD STREET	STARBUCKS	COFFEE SHOP
34	1298 HOWARD STREET	FOOD MART	RETAIL
35	1298 HOWARD STREET	BURGER KING	RESTAURANT
			STORAGE, SELF

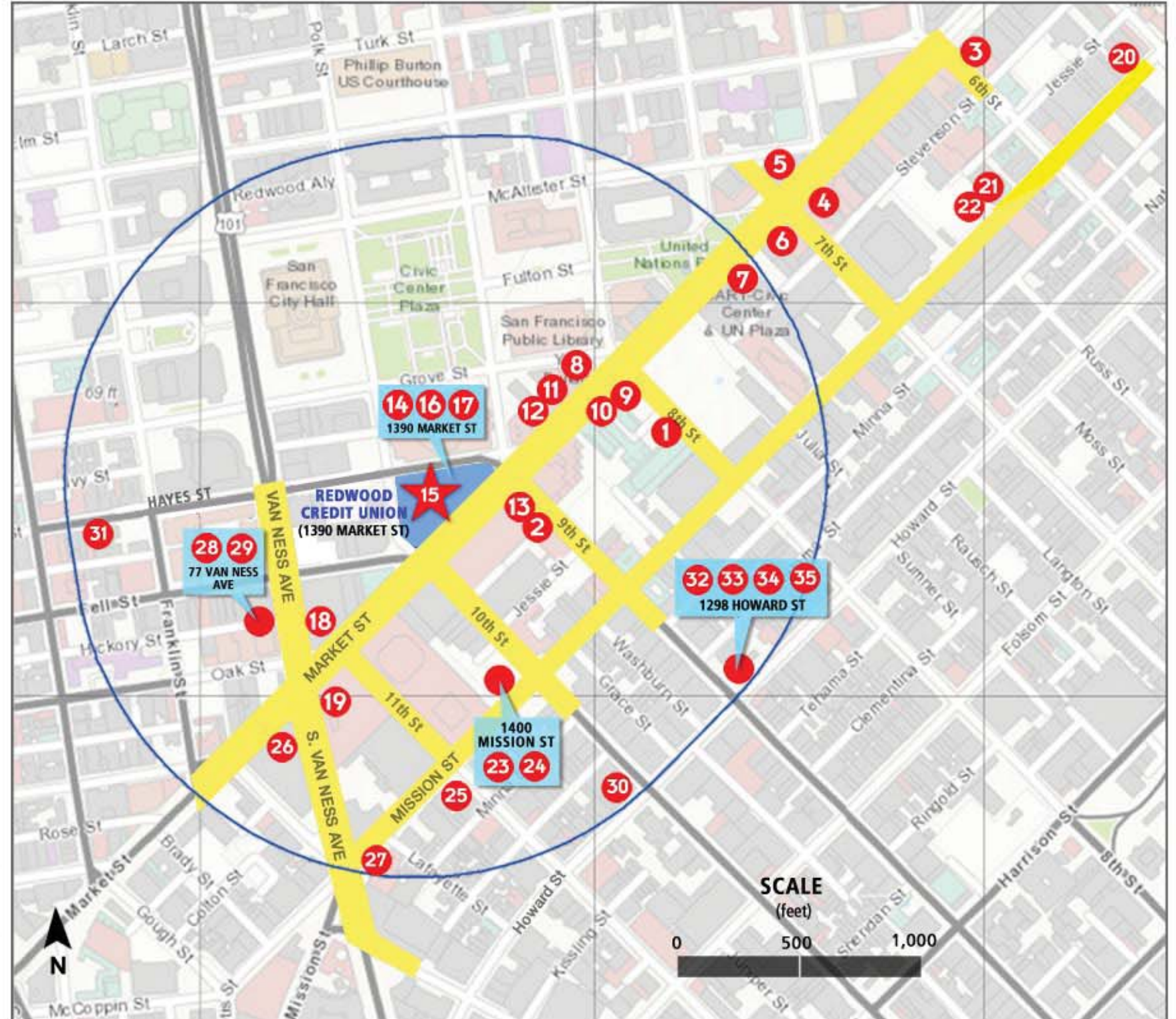


Table No. 2: Ground-Floor Commercial Frontage Survey within the Downtown C-3-G and vicinity (as measured by linear feet)

Land Use Category	Zoning District Frontage Total (feet) (within C-3-G District)	Zoning District % %	1/4 Mile Vicinity Frontage Total (feet)	Vicinity %
Automobile Gas Station	0	0.00%	300	2.30%
Automotive Repair	170	1.45%	365	2.80%
Bar	528	4.49%	456	3.50%
Business or Professional Service	858	7.30%	1162	8.92%
Entertainment, Arts & Recreation	708	6.03%	751	5.76%
Financial Service	1090	9.28%	865	6.64%
Hotel	742	6.32%	790	6.06%
Limited-Restaurant	742	6.32%	792	6.08%
Medical Service	245	2.09%	418	3.21%
Other Retail Sales and Services	3952	33.64%	3918	30.08%
Personal Service	330	2.81%	380	2.92%
Restaurant	1974	16.80%	2420	18.58%
Tourist Motel	180	1.53%	180	1.38%
Trade Shop	230	1.96%	230	1.77%
TOTAL	11749	100.00%	13027	100.00%
Vacant	1858	13.65%	1354	9.42%
City-wide Serving Retail Uses	5735	48.81%	7222	55.44%
Daily-Serving Retail Uses Needs	6014	51.19%	5805	44.56%
(Existing) Formula Retail Uses	4478	38.11%	4197	32.22%
(New) Formula Retail Uses	4628	39.39%	4347	33.37%
Difference	150	1.28%	150	1.15%

Table No. 1: Ground-Floor Commercial Frontage Survey within the Downtown C-3-G and vicinity (as measured by number of commercial storefronts)

Land Use Category	Zoning District Frontage Total (#) (within C-3-G District)	Zoning District %	1/4 MILE VICINITY Frontage Total (#)	Vicinity %
Automobile Gas Station	0	0.00%	1	0.66%
Automotive Repair	1	0.74%	2	1.32%
Bar	8	5.93%	8	5.26%
Business or Professional Service	12	8.89%	13	8.55%
Entertainment, Arts & Recreation	5	3.70%	3	1.97%
Financial Service	10	7.41%	9	5.92%
Hotel	13	9.63%	11	7.24%
Limited-Restaurant	13	9.63%	16	10.53%
Medical Service	5	3.70%	8	5.26%
Other Retail Sales and Services	28	20.74%	34	22.37%
Personal Service	6	4.44%	8	5.26%
Restaurant	31	22.96%	36	23.68%
Tourist Motel	1	0.74%	1	0.66%
Trade Shop	2	1.48%	2	1.32%
TOTAL	135	100.00%	152	100.00%
Vacant	31	18.67%	20	11.63%
City-wide Serving Retail Uses	82	60.74%	91	59.87%
Daily-Serving Retail Uses Needs	53	39.26%	61	40.13%
<hr/>				
(Existing) Formula Retail Uses	29	21.48%	28	18.42%
(New) Formula Retail Uses	0		0	
Difference	0		0	



SAN FRANCISCO
PLANNING
DEPARTMENT

CB3P

Community Business Priority Processing Program Checklist for Eligibility

The Community Business Priority Processing Program ("CB3P") was adopted by the San Francisco Planning Commission on February 12, 2015 under Resolution Number 19323. The CB3P streamlines the Conditional Use process for certain small and mid-sized businesses applications. It is the successor program to the Planning Commission's Small Business Priority Processing Pilot Program ("SB4P").

Projects that qualify for, and enroll in, the CB3P are guaranteed (1) a hearing date within 90 days of filing and (2) placement on the Planning Commission's consent calendar. The analysis of CB3P-projects is documented through a two-page Project Summary and Motion ("PS&M") rather than the lengthier Executive Summary and Draft Motion documents prepared in connection with conventional applications.

Applicants for the CB3P must (1) complete this checklist documenting eligibility for participation, (2) complete the Conditional Use application and provide associated materials and (3) conduct a Pre-Application Meeting, as discussed below. **Planning Department Staff are available to assist you at the Planning Information Center ("PIC"), located on the ground floor of 1660 Mission Street, during regular business hours. You can also call the PIC at (415) 558.6377**

Information about Pre-Application Meetings can be found at sfplanning.org > Permits & Zoning > Permit Forms > "Neighborhood Notification - Pre-Application Meeting Packet". A Pre-Application Meeting is a mandatory form of community outreach conducted by a project sponsor in order to receive initial feedback prior to the submittal of an application to the Planning Department. A Pre-Application Meeting is hosted by a project sponsor to discuss a project and review associated plans; it is typically held at or near the project site. A project sponsor is required to send notice of the meeting to abutting property owners and occupants, property owners and occupants directly across the street, and all neighborhood associations (available at www.sfplanning.org).

Project Information

Please complete all fields.

PROPERTY ADDRESS:	RECORD NUMBER AND/OR BUILDING PERMIT NUMBER:
1390 Market Street	2017-013413 CUA
NAME OF BUSINESS (IF KNOWN):	
Redwood Credit Union	
BRIEF DESCRIPTION OF PROJECT:	
See Exhibit A to CU application (enclosed)	

5. Applicant's Affidavit

NAME: <u>ROBERT CANTU</u>		<input type="checkbox"/> Property Owner	<input checked="" type="checkbox"/> Authorized Agent
MAILING ADDRESS: (STREET ADDRESS, CITY, STATE, ZIP) <u>1400 N. DUTTON AVE, #7, SANTA ROSA, CA 95401</u>			
PHONE: <u>(707) 542-3213</u>		EMAIL: <u>RCANTU@WESTERNBUILDERS.INFO</u>	

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: 12/19/17

PLANNING DEPARTMENT USE ONLY

PLANNING CODE SECTION(S) APPLICABLE:

210.2; 303.1

HOW IS THE PROPOSED USE REGULATED AT THIS LOCATION?

- ☐ Principally Permitted
- ☐ Principally Permitted, Neighborhood Notice Required (Section 311/312)
- ☐ Not Permitted
- ☒ Conditional Use Authorization Required (Please list Case Number below)

CASE NO.	MOTION NO.	EFFECTIVE DATE	NSR RECORDED?
<u>2017-0134, 3CUA</u>			<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMENTS:

CUA required for Formula Retail use for properties with frontage on Market Street between 6th street & the intersection of Market, 12th, and Franklin streets, and zoned C-3-G

VERIFIED BY:

Signature:  Date: 12/20/17
 Printed Name: Mathew Chandler Phone: 12/20/17

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.

Checklist for CB3P Eligibility

The following checklist is to be completed by applicants and reviewed by Planning Department Staff.

CONFIRM COMPLIANCE WITH EACH CRITERION BY CHECKING BOXES		
<input checked="" type="checkbox"/>	Pre-Application Meeting	The applicant has conducted a Pre-Application Meeting as set forth on the reverse side of this page.
<input checked="" type="checkbox"/>	Application Type	The application is for Conditional Use Authorization.
<input checked="" type="checkbox"/>	Formula Retail	The application does not seek to establish a new Formula Retail use, excepting one with fewer than 20 other establishments.
<input checked="" type="checkbox"/>	Hours of Operation	The application does not seek to establish or expand hours of operation beyond those permitted on an as-of-right basis in the subject zoning district.
<input checked="" type="checkbox"/>	Storefront Consolidation	The application does not seek to consolidate multiple tenant spaces (e.g. storefronts), regardless of any vacancy, into a lesser number of tenant spaces.
<input checked="" type="checkbox"/>	Loss of Dwellings	The application does not seek to remove any dwelling units.
<input checked="" type="checkbox"/>	Alcoholic Beverages	The application does not seek to sell any alcoholic beverages excepting beer and/or wine sold on or off-site in conjunction with the operation of a Bona Fide Eating Place.
<input checked="" type="checkbox"/>	Nature of Work	The proposed work involves only a change of use, tenant improvement or similar interior or store-front work. No building expansion or new construction is involved.
<input checked="" type="checkbox"/>	Nature of Use	<p>The application involves only non-residential uses and does not seek to establish or expand any of the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Massage Establishment <input checked="" type="checkbox"/> Tobacco Paraphernalia Establishment <input checked="" type="checkbox"/> Adult Entertainment Establishment <input checked="" type="checkbox"/> Medical Cannabis Dispensary <input checked="" type="checkbox"/> Fringe Financial Service <input checked="" type="checkbox"/> Drive-up Facility <input checked="" type="checkbox"/> Wireless Telecommunications Site ("WTS") <input checked="" type="checkbox"/> Outdoor Activity Area <input checked="" type="checkbox"/> Bar <input checked="" type="checkbox"/> Nighttime Entertainment / Place of Entertainment (e.g. nightclubs, music venues) <input checked="" type="checkbox"/> Liquor Store <input checked="" type="checkbox"/> Off-Street parking in excess of that allowed on an as-of-right basis <input checked="" type="checkbox"/> Office closed to the public located on the ground story

Applicant's Declaration

I hereby attest under penalty of perjury that the information I have provided is true and correct to the best of my knowledge, that I intend to complete the project described herein in compliance with the eligibility requirements of the CB3P Program, that I have read and understood this form, and that I am (a) the property owner or authorized agent of the property owner, (b) familiar with the property, and (c) able to provide accurate and complete information. I understand that knowingly or negligently providing false or misleading information may lead to denial or rescission of my permit and/or other authorization and may constitute a violation of the San Francisco Municipal Code, which can lead to criminal and/or civil legal action along with the imposition of administrative fines.

☒ Cynthia Negri 10/18/17 ☒ Cnegri@redwoodcau.org
 Signature Date Email Address
☒ CYNTHIA NEGRI 707 545-4000
 Print Name and check one: ☐ OWNER or ☒ AUTHORIZED AGENT Phone Number

For Staff Use Only:
Check One:

☒ ENROLLED

- ☒ CHECKLIST REVIEWED AND FOUND TO BE ACCURATE AND REFLECTIVE OF PROJECT
- ☒ PRE-APPLICATION MEETING COMPLETE; DOCUMENTATION RECEIVED
- ☒ CONDITIONAL USE APPLICATION RECEIVED

☐ NOT ENROLLED

STATE REASON:

Elizabeth Watty 10/24/17 **PROVIDE A COPY OF THIS FORM TO THE DIRECTOR'S OFFICE**
 Name, Date and Signature of Current Planning Staff

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 checked="" type="checkbox"/>
Floor Plan	<input checked="" type="checkbox"/>
Elevations	<input checked="" type="checkbox"/>
Section 303 Requirements	<input checked="" type="checkbox"/>
Prop. M Findings	<input checked="" type="checkbox"/>
Historic photographs (if possible), and current photographs	<input checked="" type="checkbox"/>
Check payable to Planning Dept.	<input type="checkbox"/>
Original Application signed by owner or agent	<input type="checkbox"/>
Letter of authorization for agent	<input type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input type="checkbox"/>

NOTES:

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

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

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

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

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

AFFIDAVIT FOR Formula Retail Establishments

1. Location and Classification

STREET ADDRESS OF PROJECT: 1390 MARKET ST.		
ASSESSORS BLOCK/LOT: 0813 1010	ZONING DISTRICT: C-3-G	HEIGHT/BULK DISTRICT: 120-R-2 / 120-200-R-2

2. Proposed Use Description

PROPOSED USE (USE CATEGORY PER ARTICLE 7 OR 8): FINANCIAL BRANCH (BANK)
PROPOSED BUSINESS NAME: REDWOOD CREDIT UNION
DESCRIPTION OF BUSINESS, INCLUDING PRODUCTS AND/OR SERVICES: RETAIL FINANCIAL INSTITUTION SERVICING BANKING NEEDS, AND INSURANCE + INVESTMENT SERVICES
BUILDING PERMIT APPLICATION NO.: (if applicable) 2017-0134-13CUA

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.	18
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 utilize any of the following Standardized Features?

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

TOTAL

Enter the total number of Yes/No answers above.

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

ESSEX

PROPERTY TRUST, INC.

September 5, 2017

City and County of San Francisco Planning
Department
1650 Mission Street, Suite 400
San Francisco, CA 94103

Re: Authorization

To Whom It May Concern:

This letter confirms that Redwood Credit Union, Coblenz Patch Duffy & Bass LLP, and Western Builders, are hereby authorized to submit all necessary applications and other materials to the City and County of San Francisco Planning Department and Department of Building Inspection related to the proposed new Redwood Credit Union location at 1390 Market Street.

ESSEX FOX PLAZA, L.P., acknowledges and consents to the foregoing.

By: 

Name: Mike Injalon

Title: Director of Commercial Real Estate



SAN FRANCISCO PLANNING DEPARTMENT

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)	
1390 Market St.		0813/010	
Case No.	Permit No.	Plans Dated	
2017-013413CUA	N/A	1/5/18 & 12/21/17	
<input checked="" type="checkbox"/> Addition/ Alteration	<input type="checkbox"/> Demolition (requires HRER if over 45 years old)	<input type="checkbox"/> New Construction	<input type="checkbox"/> Project Modification (GO TO STEP 7)
Project description for Planning Department approval. Relocation of an existing Formula Retail Service Use (d.b.a Redwood Credit Union) to an existing tenant space of approximately 6,814 square-feet. The scope of work will include interior alterations and a new exterior sign.			

STEP 1: EXEMPTION CLASS

TO BE COMPLETED BY PROJECT PLANNER

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

STEP 2: CEQA IMPACTS

TO BE COMPLETED BY PROJECT PLANNER

If any box is checked below, an <i>Environmental Evaluation Application</i> is required.	
<input type="checkbox"/>	Air Quality: Would the project add new sensitive receptors (specifically, schools, day care facilities, hospitals, residential dwellings, and senior-care facilities) within an Air Pollution Exposure Zone? Does the project have the potential to emit substantial pollutant concentrations (e.g., backup diesel generators, heavy industry, diesel trucks)? <i>Exceptions: do not check box if the applicant presents documentation of enrollment in the San Francisco Department of Public Health (DPH) Article 38 program and the project would not have the potential to emit substantial pollutant concentrations. (refer to EP_ArcMap > CEQA Catex Determination Layers > Air Pollutant Exposure Zone)</i>
<input type="checkbox"/>	Hazardous Materials: If the project site is located on the Maher map or is suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks): Would the project involve 50 cubic yards or more of soil disturbance - or a change of use from industrial to residential? If yes, this box must be checked and the project applicant must submit an Environmental Application with a Phase I Environmental Site Assessment. <i>Exceptions: do not check box if the applicant presents documentation of enrollment in the San Francisco Department of Public Health (DPH) Maher program, a DPH waiver from the</i>

	<i>Maher program, or other documentation from Environmental Planning staff that hazardous material effects would be less than significant (refer to EP_ArcMap > Maher layer).</i>
<input type="checkbox"/>	Transportation: Does the project create six (6) or more net new parking spaces or residential units? Does the project have the potential to adversely affect transit, pedestrian and/or bicycle safety (hazards) or the adequacy of nearby transit, pedestrian and/or bicycle facilities?
<input type="checkbox"/>	Archeological Resources: Would the project result in soil disturbance/modification greater than two (2) feet below grade in an archeological sensitive area or eight (8) feet in a non-archeological sensitive area? (refer to EP_ArcMap > CEQA Catex Determination Layers > Archeological Sensitive Area)
<input type="checkbox"/>	Subdivision/Lot Line Adjustment: Does the project site involve a subdivision or lot line adjustment on a lot with a slope average of 20% or more? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography)
<input type="checkbox"/>	Slope = or > 20%: Does the project involve any of the following: (1) square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography) If box is checked, a geotechnical report is required.
<input type="checkbox"/>	Seismic: Landslide Zone: Does the project involve any of the following: (1) square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report is required.
<input type="checkbox"/>	Seismic: Liquefaction Zone: Does the project involve any of the following: (1) square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report will likely be required.
If no boxes are checked above, GO TO STEP 3. If one or more boxes are checked above, an <u>Environmental Evaluation Application</u> is required, unless reviewed by an Environmental Planner.	
<input checked="" type="checkbox"/>	Project can proceed with categorical exemption review. The project does not trigger any of the CEQA impacts listed above.
Comments and Planner Signature (optional):	

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

PROPERTY IS ONE OF THE FOLLOWING: (refer to Parcel Information Map)	
<input type="checkbox"/>	Category A: Known Historical Resource. GO TO STEP 5.
<input type="checkbox"/>	Category B: Potential Historical Resource (over 45 years of age). GO TO STEP 4.
<input checked="" type="checkbox"/>	Category C: Not a Historical Resource or Not Age Eligible (under 45 years of age). GO TO STEP 6.

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




Check all that apply to the project.	
<input type="checkbox"/>	1. Change of use and new construction. Tenant improvements not included.
<input type="checkbox"/>	2. Regular maintenance or repair to correct or repair deterioration, decay, or damage to building.
<input type="checkbox"/>	3. Window replacement that meets the Department's <i>Window Replacement Standards</i> . Does not include storefront window alterations.
<input type="checkbox"/>	4. Garage work. A new opening that meets the <i>Guidelines for Adding Garages and Curb Cuts</i> , and/or replacement of a garage door in an existing opening that meets the Residential Design Guidelines.
<input type="checkbox"/>	5. Deck, terrace construction, or fences not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	6. Mechanical equipment installation that is not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	7. Dormer installation that meets the requirements for exemption from public notification under <i>Zoning Administrator Bulletin No. 3: Dormer Windows</i> .
<input type="checkbox"/>	8. Addition(s) that are not visible from any immediately adjacent public right-of-way for 150 feet in each direction; does not extend vertically beyond the floor level of the top story of the structure or is only a single story in height; does not have a footprint that is more than 50% larger than that of the original building; and does not cause the removal of architectural significant roofing features.
Note: Project Planner must check box below before proceeding.	
<input type="checkbox"/>	Project is not listed. GO TO STEP 5.
<input type="checkbox"/>	Project does not conform to the scopes of work. GO TO STEP 5.
<input type="checkbox"/>	Project involves four or more work descriptions. GO TO STEP 5.
<input type="checkbox"/>	Project involves less than four work descriptions. GO TO STEP 6.

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

Check all that apply to the project.	
<input type="checkbox"/>	1. Project involves a known historical resource (CEQA Category A) as determined by Step 3 and conforms entirely to proposed work checklist in Step 4.
<input type="checkbox"/>	2. Interior alterations to publicly accessible spaces.
<input type="checkbox"/>	3. Window replacement of original/historic windows that are not "in-kind" but are consistent with existing historic character.
<input type="checkbox"/>	4. Façade/storefront alterations that do not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	5. Raising the building in a manner that does not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	6. Restoration based upon documented evidence of a building's historic condition, such as historic photographs, plans, physical evidence, or similar buildings.
<input type="checkbox"/>	7. Addition(s) , including mechanical equipment that are minimally visible from a public right-of-way and meet the <i>Secretary of the Interior's Standards for Rehabilitation</i> .
<input type="checkbox"/>	8. Other work consistent with the <i>Secretary of the Interior Standards for the Treatment of Historic Properties</i> (specify or add comments):

<input type="checkbox"/>	<p>9. Other work that would not materially impair a historic district (specify or add comments):</p> <p>(Requires approval by Senior Preservation Planner/Preservation Coordinator) _____</p>
<input type="checkbox"/>	<p>10. Reclassification of property status. (Requires approval by Senior Preservation Planner/Preservation Coordinator)</p> <p><input type="checkbox"/> Reclassify to Category A <input type="checkbox"/> Reclassify to Category C</p> <p>a. Per HRER dated: _____ (attach HRER)</p> <p>b. Other (specify): _____</p>
<p>Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST check one box below.</p>	
<input type="checkbox"/>	<p>Further environmental review required. Based on the information provided, the project requires an <i>Environmental Evaluation Application</i> to be submitted. GO TO STEP 6.</p>
<input type="checkbox"/>	<p>Project can proceed with categorical exemption review. The project has been reviewed by the Preservation Planner and can proceed with categorical exemption review. GO TO STEP 6.</p>
<p>Comments (optional):</p>	
<p>Preservation Planner Signature: _____</p>	

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

<input type="checkbox"/>	<p>Further environmental review required. Proposed project does not meet scopes of work in either (check all that apply):</p> <p><input type="checkbox"/> Step 2 – CEQA Impacts</p> <p><input type="checkbox"/> Step 5 – Advanced Historical Review</p> <p>STOP! Must file an <i>Environmental Evaluation Application</i>.</p>			
<input checked="" type="checkbox"/>	<p>No further environmental review is required. The project is categorically exempt under CEQA.</p> <table border="1"> <tr> <td> <p>Planner Name: Mathew Chandler</p> <p>Project Approval Action:</p> <p>Planning Commission Hearing</p> <p>If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.</p> </td> <td> <p>Signature:</p>  <p>1-24-2018</p> </td> </tr> </table> <p>Once signed or stamped and dated, this document constitutes a categorical exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code.</p> <p>In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action.</p> <p>Please note that other approval actions may be required for the project. Please contact the assigned planner for these approvals.</p>		<p>Planner Name: Mathew Chandler</p> <p>Project Approval Action:</p> <p>Planning Commission Hearing</p> <p>If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.</p>	<p>Signature:</p>  <p>1-24-2018</p>
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