



SAN FRANCISCO PLANNING DEPARTMENT

Executive Summary Conditional Use

HEARING DATE: JULY 20, 2017

Date: July 13, 2017
Case No.: 2017-000759CUA
Project Address: 306 Randolph Street
Zoning: NC-1 (Neighborhood Commercial, Cluster) District
40-X Height and Bulk District
Block/Lot: 7088/056, 7088/051
Project Sponsor: Bill Guan
501 Crescent Way, #5412
San Francisco, CA 94134
Staff Contact: Todd Kennedy – (415) 575-9125
todd.kennedy@sfgov.org
Recommendation: **Approval with Conditions**

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

The applicant proposes to relocate an existing Pre-School Child Care from the first floor to the second floor of an existing building located at the northwest corner of Randolph Street and Victoria Street. The Pre-School (d.b.a. Little Footprints Pre-School) is considered "Other Large Institutions" per Sections 710.81 and 790.50 of the Zoning Code. Furthermore, this proposal is the development of a large lot per Sections 121.1 and 121.2 of the Zoning Code. The project proposes to occupy the second story and will occupy a total of 7500 square feet that covers the entire second floor. The improvements will be internal tenant improvements. The first story will continue to be owned by the Pre-School staff, but will be used for storage purposes.

The proposed use will be incorporated within the existing building. With the exception for cosmetics, exterior modifications will be made to the building. The establishment will continue to compliment the surrounding neighborhood and community. The second floor has been vacant for several years and this new use will fill that vacancy.

SITE DESCRIPTION AND PRESENT USE

The project is located on the second floor of an existing two-story building located on a corner lot at the intersection of Randolph Street and Victoria Street. The subject lot faces Randolph Street, Block 7088, Lot 056. The property is located within the NC-1 (Neighborhood Commercial, Cluster) Zoning District and the 40-X Height and Bulk District. The subject building consists of two stories, fifteen rooms, and has been used for commercial purposes in the past.

The existing Pre-School has been operating on the first floor of the existing building since the spring of 2016. Per Section 710.81 and 790.50, this type of use is allowed by right and requires a "Change of Use" process because it is on the first floor. This use did go through the required process and was approved by Planning Staff in April of 2016 per Building Permit 2015.10.02.8719.

SURROUNDING PROPERTIES AND NEIGHBORHOOD

The subject site is located in the Ocean View Neighborhood. It is located less than half a mile east from Park Merced. The uses surrounding the subject site include mostly residential uses with RH-1 and RH-2 Zoning. The Ocean View Branch Library is located directly across Randolph Street from the subject site. Furthermore, Jose Ortega Elementary School is located nearby and there are several public parks located to the north and south of the subject site. Also, the site is served by the M-line of Muni providing transit access.

ENVIRONMENTAL REVIEW

The Project is exempt from the California Environmental Quality Act ("CEQA") as both a Class 1 and Class 3 categorical exemption.

HEARING NOTIFICATION

TYPE	REQUIRED PERIOD	REQUIRED NOTICE DATE	ACTUAL NOTICE DATE	ACTUAL PERIOD
Classified News Ad	20 days	06/30/17	06/30/17	20 days
Posted Notice	20 days	06/30/17	06/30/17	20 days
Mailed Notice	20 days	06/30/17	06/30/17	20 days

PUBLIC COMMENT

To date, the Department has not received any comment from the public on this request.

ISSUES AND OTHER CONSIDERATIONS

This facility has been operating at this location for more than a year. They only wish to move to the second floor of the existing building, which requires the Conditional Use Authorization Process. There are no exterior alterations proposed, but there are interior alterations proposed that include the reconfiguration of the second floor. There is an existing playground in the adjacent parcel that is owned by the school.

Where the playground is located is the same area where the drop-off and pick-up location will be. There is parking located in the front portion of that parcel and is accessed and exited on Randolph Street only, but will have gate access. The gates will remain closed while school is in session. While children are being dropped off or picked up, traffic will enter one gate and use a one-way driveway to the exit gate. This will not be a two-way driveway.

There does not appear to be any child care facilities within the immediate vicinity. There is an elementary school located less than 1,000 feet away from the subject site. The site is also served by public transit with the M-line from Muni. Also, Park Merced is located less than half a mile to the west of the subject site.

By having this child care facility located on the second floor, the facility will be allowed to occupy the entire building on both floors. This will enable greater flexibility for the operation and room to expand the number of children attending this facility. This proposal will continue to allow families to send their children to pre-school in a convenient location. The second story has two points of ingress and egress where one is accessed off of Randolph Street and the other one is accessed off of Victoria Street. By having two points of ingress and egress, fire and safety concerns appear to be met. The project sponsor did state fire and building codes were consulted with.

REQUIRED COMMISSION ACTION

In order for the project to proceed, the Commission must grant conditional use authorization to allow the establishment of an Other Large Institution use within the NC-1 (Neighborhood Commercial, Cluster) Zoning District, pursuant to Planning Code Sections 303, 710.81, 790.50, 121.1, and 121.2 of the Zoning Code.

BASIS FOR RECOMMENDATION

- The project will improve the interior of the existing building.
- The project will fill a vacant space and will provide greater flexibility for the existing use.
- The project would provide the educational opportunities necessary to serve the residents of the surrounding neighborhood.
- The project meets all applicable requirements of the Planning Code.
- The project is desirable for, and compatible with the surrounding neighborhood.

RECOMMENDATION:	Approval with Conditions
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Attachment Checklist

- ☒ Executive Summary
- ☒ Draft Motion
- ☒ Environmental Determination
- ☒ Zoning District Map
- ☐ Height & Bulk Map
- ☒ Parcel Map
- ☒ Sanborn Map
- ☒ Aerial Photo
- ☐ Context Photos
- ☒ Site Photos

- ☒ Project sponsor submittal
- Drawings: Existing Conditions
- ☒ Check for legibility
- Drawings: Proposed Project
- ☒ Check for legibility
- ☒ Operational Plan
- ☐ Health Dept. review of RF levels
- ☐ RF Report
- ☐ Community Meeting Notice
- ☐ Inclusionary Affordable Housing Program: Affidavit for Compliance
- ☐ Letters of Support

Exhibits above marked with an "X" are included in this packet

TK
Planner's Initials



SAN FRANCISCO PLANNING DEPARTMENT

Subject to: (Select only if applicable)

- | | |
|--|--|
| <input type="checkbox"/> Affordable Housing (Sec. 415) | <input type="checkbox"/> First Source Hiring (Admin. Code) |
| <input type="checkbox"/> Jobs Housing Linkage Program (Sec. 413) | <input type="checkbox"/> Child Care Requirement (Sec. 414) |
| <input type="checkbox"/> Downtown Park Fee (Sec. 412) | <input type="checkbox"/> Other |

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Planning Commission Motion No. xxx

HEARING DATE: JULY 20, 2017

Date: July 13, 2017
Case No.: **2017-000759CUA**
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Staff Contact: Todd Kennedy – (415) 575-9125
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Recommendation: **Approval with Conditions**

ADOPTING FINDINGS RELATING TO THE APPROVAL OF CONDITIONAL USE AUTHORIZATION PURSUANT TO SECTIONS 303, 710.81, 790.50, 121.1, AND 121.2 OF THE PLANNING CODE TO RELOCATE AN EXISTING PRE-SCHOOL CHILD CARE FACILITY (D.B.A. LITTLE FOOTPRINTS PRE-SCHOOL) FROM THE FIRST FLOOR TO THE SECOND FLOOR OF AN EXISTING TWO-STORY BUILDING WITHIN AN NC-1 (NEIGHBORHOOD COMMERCIAL, CLUSTER) ZONING DISTRICT, AND 40-X HEIGHT AND BULK DISTRICT.

PREAMBLE

On January 19, 2017 Bill Guan (hereinafter "Project Sponsor") filed an application with the Planning Department (hereinafter "Department") for Conditional Use Authorization under Planning Code Section(s) 303 and 710.81, 790.50 to allow the relocation of a Pre-School Child Care Facility (d.b.a. Little Footprints Pre-School) from the first floor to the second floor within an existing building within an NC-1 (Neighborhood Commercial, Cluster) Zoning District and a 40-X Height and Bulk District.

On July 20, 2017, the San Francisco Planning Commission (hereinafter "Commission") conducted a duly noticed public hearing of a regularly scheduled meeting on Conditional Use Application No. 2017-000759CUA.

The Project is exempt from the California Environmental Quality Act ("CEQA") as a Class 3 categorical exemption.

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 requested in Application No. 2017-000759CUA, 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. **Site Description and Present Use.** The project is located on the second floor of an existing two-story building located on a corner lot at the intersection of Randolph Street and Victoria Street. The subject lot faces Randolph Street, Block 7088, Lot 056. The property is located within the NC-1 (Neighborhood Commercial, Cluster) Zoning District and the 40-X Height and Bulk District. The subject building consists of two stories, fifteen rooms, and has been used for commercial purposes in the past.

The existing Pre-School has been operating on the first floor of the existing building since the spring of 2016. Per Section 710.81 and 790.50, this type of use is allowed by right and requires a "Change of Use" process because it is on the first floor. This use did go through the required process and was approved by Planning Staff in April of 2016 per Building Permit 2015.10.02.8719.

3. **Surrounding Properties and Neighborhood.** The subject site is located in the Ocean View Neighborhood. It is located less than half a mile east from Park Merced. The uses surrounding the subject site include mostly residential uses with RH-1 and RH-2 Zoning. The Ocean View Branch Library is located directly across Randolph Street from the subject site. Furthermore, Jose Ortega Elementary School is located nearby and there are several public parks located to the north and south of the subject site.
4. **Project Description.** The applicant proposes to relocate an existing Pre-School Child Care from the first floor to the second floor of an existing building located at the northwest corner of Randolph Street and Victoria Street. The Pre-School (d.b.a. Little Footprints Pre-School) is considered "Other Large Institutions" per Sections 710.81 and 790.50 of the Zoning Code. The project proposes to occupy the second story and will occupy a total of 7500 square feet that covers the entire second floor. The improvements will be internal tenant improvements. The first story will continue to be owned by the Pre-School staff, but will be used as storage purposes.

The proposed use will be incorporated within the existing building. With the exception for cosmetics, exterior modifications will be made to the building. The establishment will continue to compliment the surrounding neighborhood and community. The second floor has been vacant for several years and this new use will fill that vacancy.

5. **Public Comment.** To date, the Department has not received any public comment about this proposed use.
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. **Signage.** Currently, there is not a proposed sign program on file with the Planning Department. Any proposed signage shall be subject to the review and approval of the Planning Department.

Any signage proposed will be required to comply with the Planning Code.

- B. **Planning Review.** Currently, there are no active building permit applications on file with the Planning Department. Any alterations/improvements shall be subject to applicable planning requirements.

The project sponsor has proposed internal and external improvements including a screen fence surrounding the parking area and playground. The fence complies with Planning Code and Urban Design Guidelines. Landscaping and trees are required per Section 142 of the Planning Code

7. **Planning Code Section 303** establishes criteria for the Planning Commission to consider when reviewing applications for Conditional Use approval. On balance, the project does comply 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 Pre-School will be incorporated on the second floor within the existing building located at 306 Randolph Street. Except for cosmetics, no interior or exterior modifications will be made to the building, so the establishment of this office will continue to compliment the desirability and compatibility of the neighborhood and community.

- 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:

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

The proposed use of the second story for a Pre-School Child Care Facility, where no structural alterations are being conducted, will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity.

- 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 will be no change to the accessibility of the building and it is expected to have negligible impact on traffic patterns and parking.

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

A Pre-School Child Care use typically does not create offensive emissions, noise, glare, dust or odor. This use will be completely in doors and no external improvements will be made that will cause those types of emissions.

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

There will be no change to the existing streetscape, parking or lighting.

- 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 proposed location on the second floor for Little Footprints Pre-School will comply with the applicable provisions of Planning Code Section 303(c) and will not adversely affect the Master Plan.

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

NEIGHBORHOOD COMMERCE

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 proposed Pre-School already exists at this location and is being moved from the first floor to the second floor. This use will provide early childhood development opportunities for families in the immediate area.

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 continue to use the existing building and will occupy both floors further enhancing the use and its potential.

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 provide additional employment opportunities for local residents.

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.

No commercial tenant would be displaced and the project would not prevent the district from achieving optimal diversity in the types of goods and services available in the neighborhood.

9. **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 does comply 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.

This facility currently exists and will occupy the second floor. This will allow the facility to expand and will provide greater operational flexibility.

- 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 will not change the existing housing supply or neighborhood character.

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

The project will have no effect on affordable housing.

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

The Project will not impede traffic or MUNI services. The M Line runs along Randolph and will allow parents to drop off and pick up their children using public transit in addition to vehicles.

- 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.

This location will have no negative impact on industrial or service sectors.

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

The establishment of this office does not conflict with the City's efforts to protect against injury or loss of life in an earthquake. The children will be educated on how to protect themselves in the event of an earthquake.

- G. That landmarks and historic buildings be preserved.

The existing building was built in 1957. The project is being located inside a vacant space and will not impact any landmarks or historic buildings.

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

The Project does not involve any expansion of the existing building and will therefore have no effect on parks or open space, or their access to sunlight and views.

10. 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.
11. 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 Application No. 2017-000759CUA** subject to the following conditions attached hereto as "EXHIBIT A" in general conformance with plans on file and stamped as "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 No.xxx. 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 20, 2017

Jonas P. Ionin
Commission Secretary

AYES:

NAYS:

ABSENT:

ADOPTED: July 20, 2017

EXHIBIT A

AUTHORIZATION

This authorization is for a conditional use to allow the relocation of an existing Other Large Institution (d.b.a. Little Footprints Pre-School) located at 306 Randolph Street, Lot 056 in Assessor's Block 7088 pursuant to Planning Code Section(s) 303, 710.81, 790.50, 121.1 and 121.2 within the Neighborhood Commercial, Cluster (NC-1) Zoning District and a 40-X Height and Bulk District; in general conformance with plans, dated January 17, 2017, included in the docket for Case No. 2017-000759CUA and subject to conditions of approval reviewed and approved by the Commission on July 20, 2017 under Motion No xxx. This authorization and the conditions contained herein run with the 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 July 20, 2017 under Motion No xxx.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

The conditions of approval under the 'Exhibit A' of this Planning Commission Motion No. xxx 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

MONITORING - AFTER ENTITLEMENT

6. **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

7. **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

8. **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>

9. **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>

10. **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



SAN FRANCISCO PLANNING DEPARTMENT

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)	
Case No.	Permit No.	Plans Dated	
<input 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.			

STEP 1: EXEMPTION CLASS

TO BE COMPLETED BY PROJECT PLANNER

Note: If neither Class 1 or 3 applies, an *Environmental Evaluation Application* is required.

	Class 1 – Existing Facilities. Interior and exterior alterations; additions under 10,000 sq. ft.
	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.
	Class__

STEP 2: CEQA IMPACTS

TO BE COMPLETED BY PROJECT PLANNER

If any box is checked below, an *Environmental Evaluation Application* 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 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? <i>(refer to EP_ArcMap > CEQA Catex Determination Layers > Archeological Sensitive Area)</i>
<input type="checkbox"/>	Noise: Does the project include new noise-sensitive receptors (schools, day care facilities, hospitals, residential dwellings, and senior-care facilities) fronting roadways located in the noise mitigation area? <i>(refer to EP_ArcMap > CEQA Catex Determination Layers > Noise Mitigation Area)</i>
<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? <i>(refer to EP_ArcMap > CEQA Catex Determination Layers > Topography)</i>
<input type="checkbox"/>	Slope = or > 20%: Does the project involve excavation of 50 cubic yards of soil or more, new construction, or square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint? <i>(refer to EP_ArcMap > CEQA Catex Determination Layers > Topography)</i> If box is checked, a geotechnical report is required.
<input type="checkbox"/>	Seismic: Landslide Zone: Does the project involve excavation of 50 cubic yards of soil or more, new construction, or square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint? <i>(refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones)</i> If box is checked, a geotechnical report is required.
<input type="checkbox"/>	Seismic: Liquefaction Zone: Does the project involve excavation of 50 cubic yards of soil or more, new construction, or square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint? <i>(refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones)</i> If box is checked, a geotechnical report will likely be required.
<u>If no boxes are checked above, GO TO STEP 3. If one or more boxes are checked above, an Environmental Evaluation Application is required, unless reviewed by an Environmental Planner.</u>	
<input 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: <i>(refer to Parcel Information Map)</i>	
<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 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"/>	9. Other work that would not materially impair a historic district (specify or add comments): (Requires approval by Senior Preservation Planner/Preservation Coordinator) _____
<input type="checkbox"/>	10. Reclassification of property status to Category C. (Requires approval by Senior Preservation Planner/Preservation Coordinator) a. Per HRER dated: _____ (attach HRER) b. Other (specify):
Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST check one box below.	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
Comments (optional):	
Preservation Planner Signature:	

STEP 6: CATEGORICAL EXEMPTION DETERMINATION

TO BE COMPLETED BY PROJECT PLANNER

<input type="checkbox"/>	Further environmental review required. Proposed project does not meet scopes of work in either (check all that apply): <input type="checkbox"/> Step 2 – CEQA Impacts <input type="checkbox"/> Step 5 – Advanced Historical Review STOP! Must file an <i>Environmental Evaluation Application</i>.	
<input type="checkbox"/>	No further environmental review is required. The project is categorically exempt under CEQA.	
	Planner Name: Project Approval Action: If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.	Signature:
	Once signed or stamped and dated, this document constitutes a categorical exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code. 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.	

STEP 7: MODIFICATION OF A CEQA EXEMPT PROJECT

TO BE COMPLETED BY PROJECT PLANNER

In accordance with Chapter 31 of the San Francisco Administrative Code, when a California Environmental Quality Act (CEQA) exempt project changes after the Approval Action and requires a subsequent approval, the Environmental Review Officer (or his or her designee) must determine whether the proposed change constitutes a substantial modification of that project. This checklist shall be used to determine whether the proposed changes to the approved project would constitute a "substantial modification" and, therefore, be subject to additional environmental review pursuant to CEQA.

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address (If different than front page)		Block/Lot(s) (If different than front page)
Case No.	Previous Building Permit No.	New Building Permit No.
Plans Dated	Previous Approval Action	New Approval Action
Modified Project Description:		

DETERMINATION IF PROJECT CONSTITUTES SUBSTANTIAL MODIFICATION

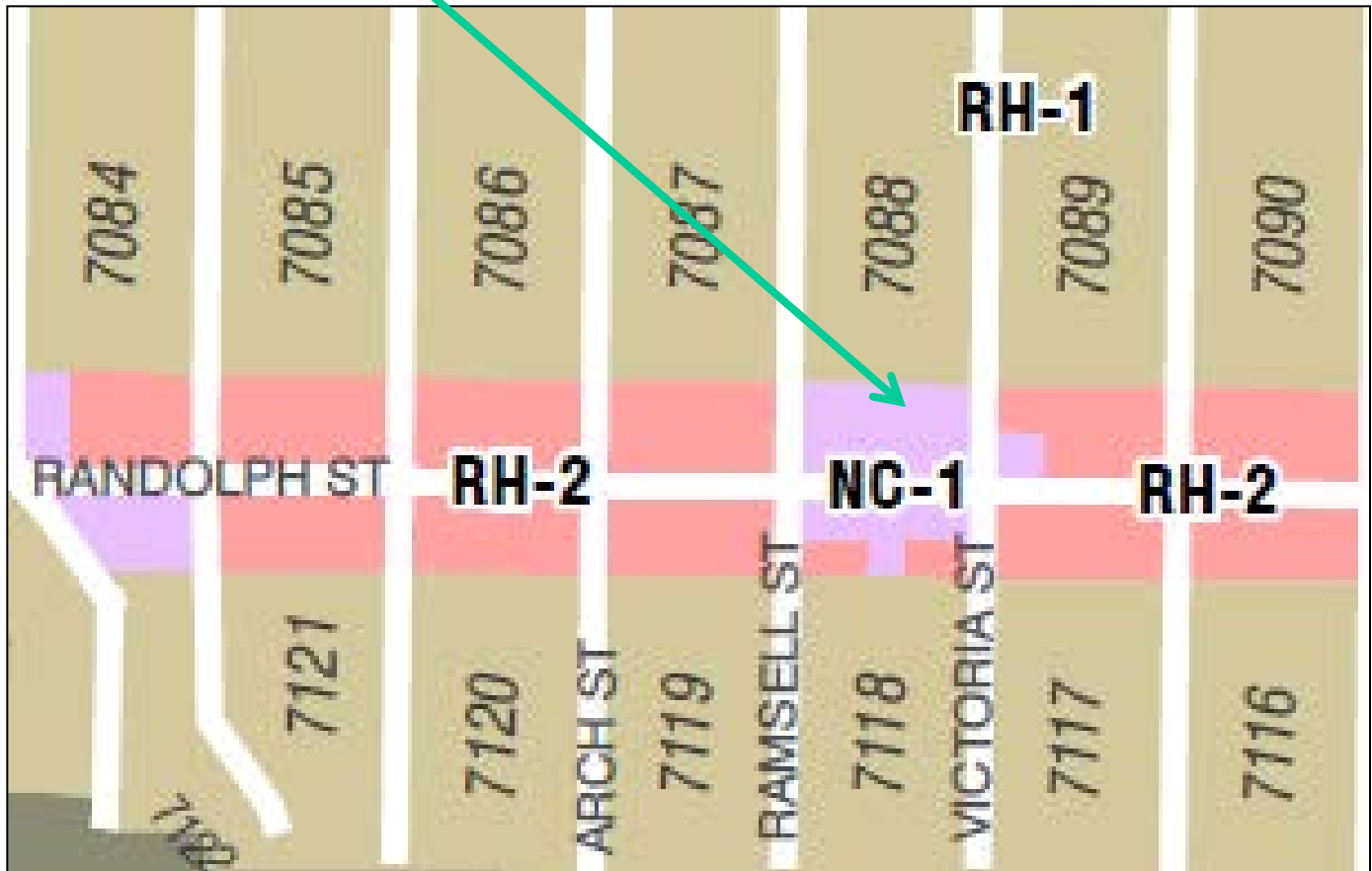
Compared to the approved project, would the modified project:	
<input type="checkbox"/>	Result in expansion of the building envelope, as defined in the Planning Code;
<input type="checkbox"/>	Result in the change of use that would require public notice under Planning Code Sections 311 or 312;
<input type="checkbox"/>	Result in demolition as defined under Planning Code Section 317 or 19005(f)?
<input type="checkbox"/>	Is any information being presented that was not known and could not have been known at the time of the original determination, that shows the originally approved project may no longer qualify for the exemption?
If at least one of the above boxes is checked, further environmental review is required.	

DETERMINATION OF NO SUBSTANTIAL MODIFICATION

<input type="checkbox"/>	The proposed modification would not result in any of the above changes.
If this box is checked, the proposed modifications are categorically exempt under CEQA, in accordance with prior project approval and no additional environmental review is required. This determination shall be posted on the Planning Department website and office and mailed to the applicant, City approving entities, and anyone requesting written notice.	
Planner Name:	Signature or Stamp:

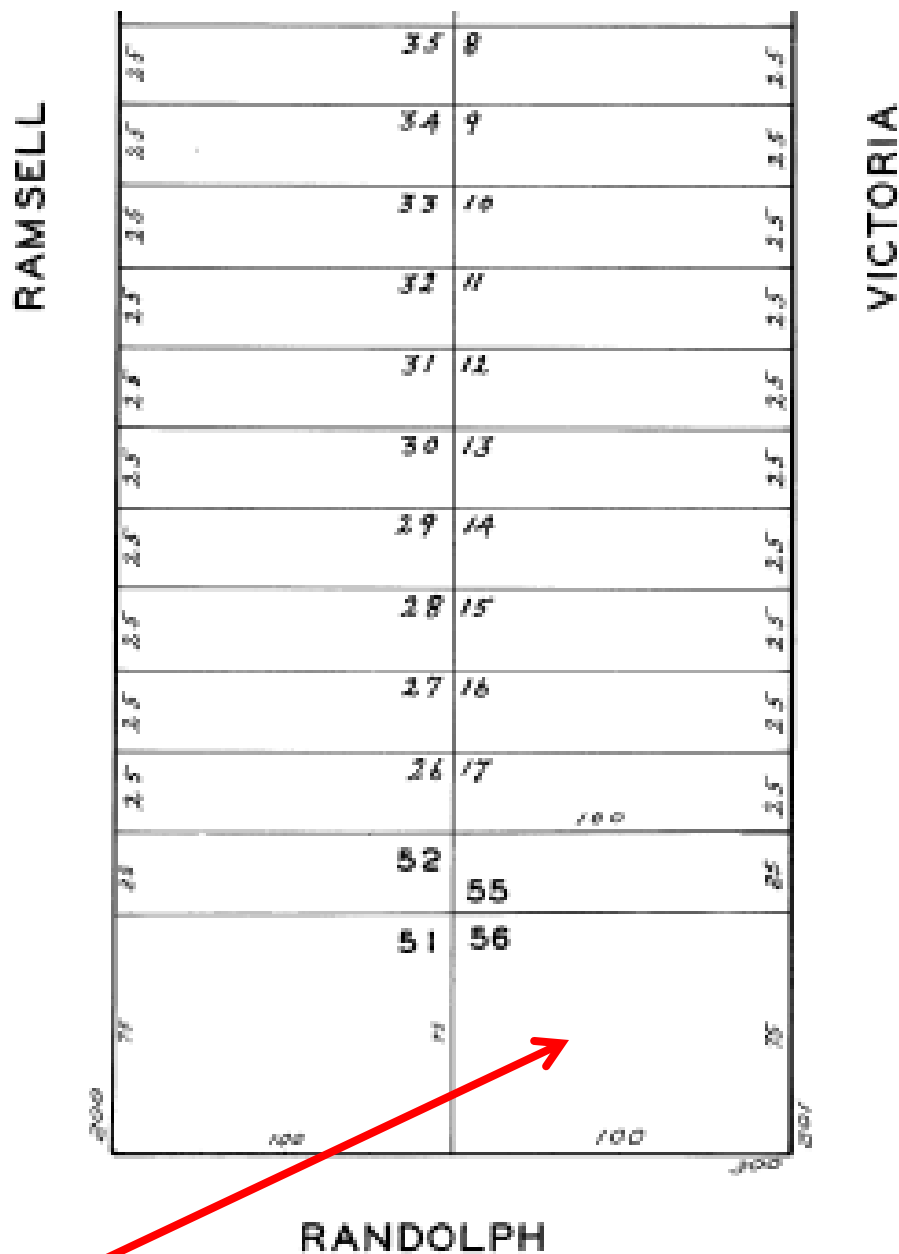
Zoning Map

Subject Site



Conditional Use Authorization
Case Number 2017-000759CUA
NC-1 – Neighborhood Commercial,
Cluster
306 Randolph Street

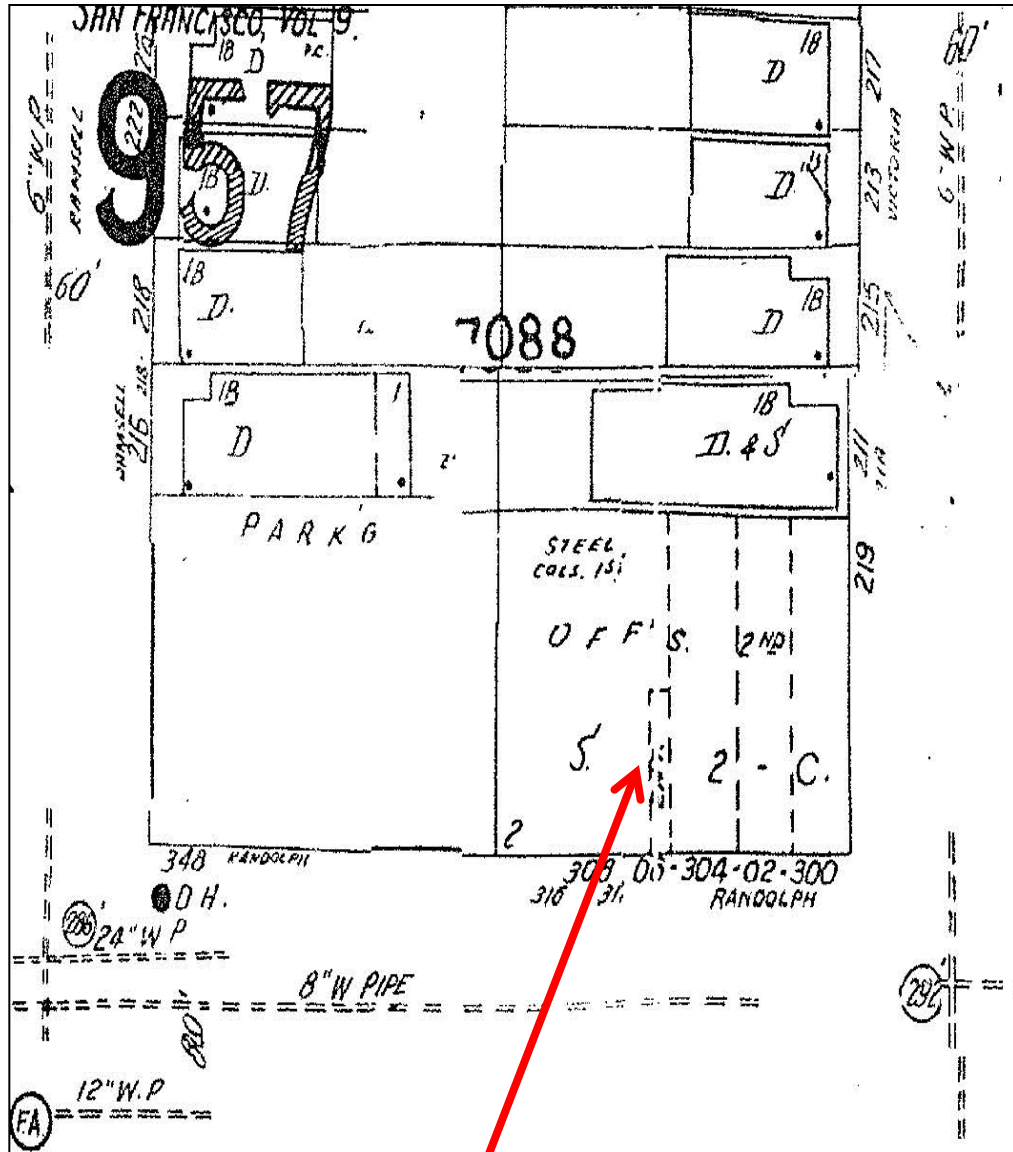
Parcel Map



Subject Site

Conditional Use Authorization
Case Number 2017-000759CUA
NC-1 – Neighborhood Commercial,
Cluster
306 Randolph Street

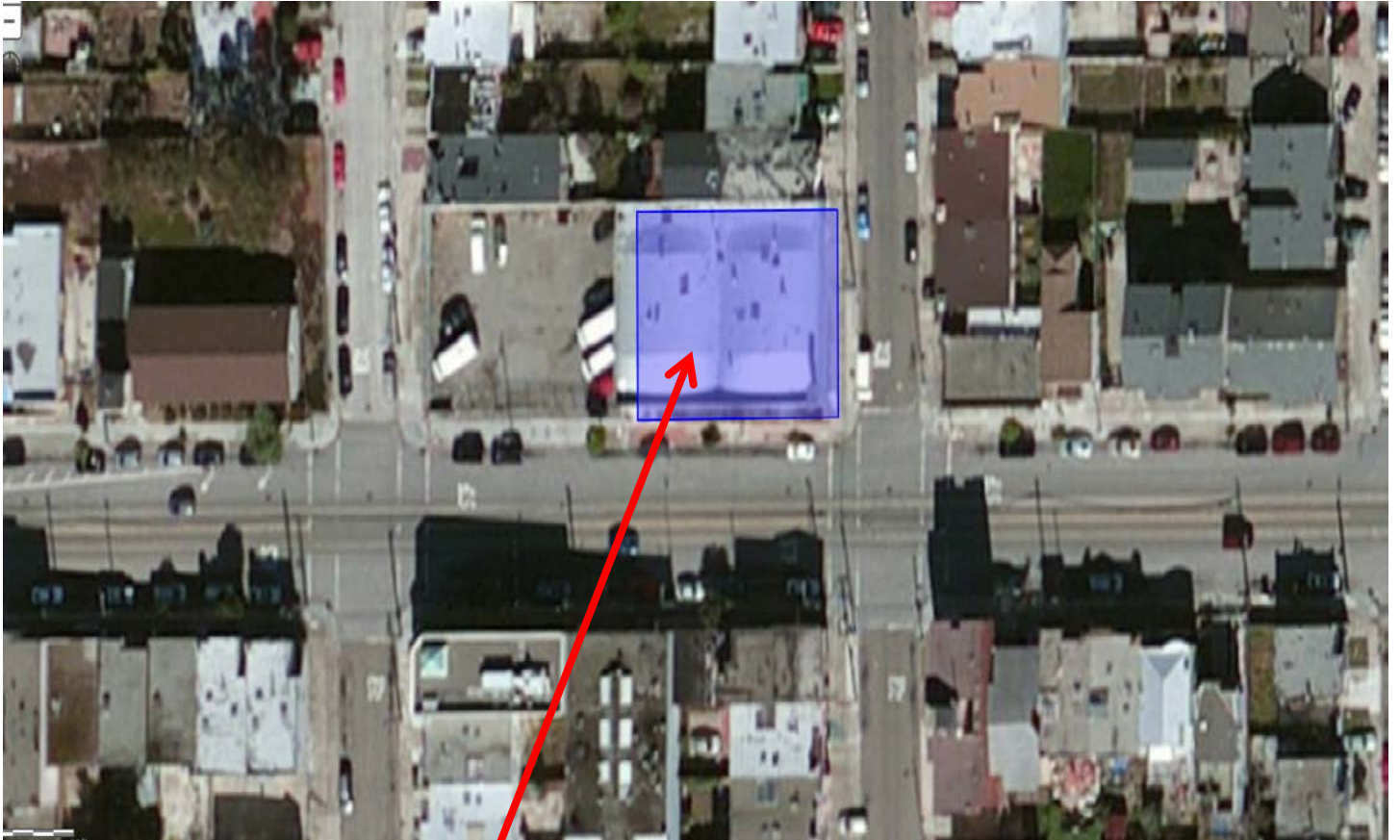
Sanborn Map*



SUBJECT PROPERTY

Conditional Use Authorization
Case Number 2017-000759CUA
NC-1 – Neighborhood Commercial,
Cluster
306 Randolph Street

Aerial Photo



Subject Site

Conditional Use Authorization
Case Number 2017-000759CUA
NC-1 – Neighborhood Commercial,
Cluster
306 Randolph Street



APPLICATION FOR Conditional Use Authorization

1. Owner/Applicant Information

PROPERTY OWNER'S NAME: Annabella Tong	
PROPERTY OWNER'S ADDRESS: 306 Randolph St San Francisco, Ca 94132	TELEPHONE: (415) 200-8607 EMAIL: annatong114@gmail.com

APPLICANT'S NAME: Xie Guan		Same as Above <input type="checkbox"/>
APPLICANT'S ADDRESS: 501 Crescent Way #5412 San Francisco, Ca 94134	TELEPHONE: (415) 652-3047 EMAIL: bill@xiearchdesign.com	

CONTACT FOR PROJECT INFORMATION: Xie Guan		Same as Above <input type="checkbox"/>
ADDRESS: 501 Crescent Way #5412 San Francisco, Ca 94134	TELEPHONE: (415) 652-3047 EMAIL: bill@xiearchdesign.com	

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

2. Location and Classification

STREET ADDRESS OF PROJECT: 306 Randolph Street		ZIP CODE: 94132		
CROSS STREETS: Victoria Street/Ramsell Street				
ASSESSORS BLOCK/LOT: 7088 / 056	LOT DIMENSIONS: 100'X75'	LOT AREA (SQ FT): 7,500	ZONING DISTRICT: NC-1	HEIGHT/BULK DISTRICT: 40-X

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 checked="" type="checkbox"/> Alterations <input type="checkbox"/> Demolition <input type="checkbox"/> Other Please clarify:	ADDITIONS TO BUILDING: <input type="checkbox"/> Rear <input type="checkbox"/> Front <input type="checkbox"/> Height <input type="checkbox"/> Side Yard	PRESENT OR PREVIOUS USE: Church school class	
		PROPOSED USE: Pre-school child care facility	
	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	2	2
Loading Spaces	0	0	0	0
Number of Buildings	1	1	0	1
Height of Building(s)	28'-0"	28'-0"	0	28'-0"
Number of Stories	2	2	0	2
Bicycle Spaces	0	0	2	2
GROSS SQUARE FOOTAGE (GSF)				
Residential	0	0	0	0
Retail	0	0	0	0
Office	0	0	0	0
Industrial/PDR <small>Production, Distribution, & Repair</small>	0	0	0	0
Parking	0	0	0	0
Other (Specify Use)	7280 SF, church	0	7280 sf pre school	7280 sf pre school
TOTAL GSF	7280 SF, church	0	7280 sf pre school	7280 sf pre-school

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

The proposed project is to convert existing church school class room to pre-school child care facility. The building is been vacant for years. It is next to a tranist corridor with light rail train, bus line and cars that close to free way exits. The existing child care facitly at the ground floor is over use, high noise, and safety concert at the ground floor. The child care facilty wants to relocate to the 2nd floor, it is becuae the 2nd floor has large floor area for child to learn and play, less noise from the traffic, ease access and saefty concern will address in the new design as well.

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

Applied for condition use permit to allow 45 childred pre-scholl faciltiy at the exisitng 2nd floor. Per planning code Sec. 710. Table 710, & section 790. 50

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 project is located at a tranist corridor, It has light rail train, bus and car with ease access to freeway. The neighborhood has been ignored for many years, the commerical business along Randolph has been in bad shape. The proposed project will bring people, foot traffic to the neighborhood. It is a win win situation to evertybody

The proposed project is to convert from existing church class school to pre-school child care facility. The new facity will provide basic service to the neighborhood. The new facilty has plenty space for kids to lear and play. Parent will be worry free when they leave their kid in the facility.

The new facilty does not creat or emitt glare, dust or odor. Ourdoor playtime is limit and only allow during day time. Adj. lot provide plenty of off street parking space for the drop off and pick up.

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;

The proposed project is to covert existing church school class to pre-school child care facility, no direct impact to neighbor's retail.

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

The proposed project is to convert existing church school to re-school child care facility; no exterior work; no direct impact to housing, The building has been vacant for many years. It is good to make use of the existing resource

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

The proposed project does not related to housing

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

No, the building is located at a transit corridor, it has ligh rail train, bus and it is very close to free way access
The neighborhood has been ignore for many years, commmerical store along Randolph has been in very bad shape. The new use will provide more foot traffic and good business to the neighborhood

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 existing office will be remain as commerical use. The space has been vacant for year. The new faciltiy will provide the basic service to the neighborhood.

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

Yes, the new project will improev and will comply to the current building code to protect against injury and loss of life

7. That landmarks and historic buildings be preserved; and

Yes, the proposed project is to convert the existing interior space to child care facility, no exterior work is apply. The existing is not a landmark or historic building unless proving otherwise .

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

Yes, parks and open space are not impact. Not exterior work is apply to the project.

Estimated Construction Costs

TYPE OF APPLICATION: Conditional Use Authorization	
OCCUPANCY CLASSIFICATION: E	
BUILDING TYPE: V-B	
TOTAL GROSS SQUARE FEET OF CONSTRUCTION: 7280 SF	BY PROPOSED USES: Pre-school child care facility
ESTIMATED CONSTRUCTION COST: \$9,8000.00	
ESTIMATE PREPARED BY: Xie Guan	
FEE ESTABLISHED: \$2,206.00	

Applicant's Affidavit

Under penalty of perjury the following declarations are made:

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

Signature: _____

Date: 1-17-12

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

Xie Guan
Owner / Authorized Agent (circle one)

Application Submittal Checklist

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

APPLICATION MATERIALS	CHECKLIST
Application, with all blanks completed	<input checked="" 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 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 checked="" type="checkbox"/>
Original Application signed by owner or agent	<input checked="" type="checkbox"/>
Letter of authorization for agent	<input checked="" type="checkbox"/>
Other: Section Plan, Detail drawings (ie. windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (ie. windows, doors)	<input type="checkbox"/>

NOTES:

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

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

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

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

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
PLANNING
DEPARTMENT**

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.*

**Little Footprints Pre school
306 Randolph St
San Francisco, Ca 94132**

Jan. 17, 2017

To: San Francisco Planning Department


Letter of Authorization

**Re: Conditional Use Authorization Application
306 Randolph St.
San Francisco, Ca 94132**

To Whom It May Concern :

Please be informed that I consent and authorize Xie Guan is the architect and applicant of 306 Randolph St. project, Xie Guan is fully authorized execute all documents on behalf of property owner.

If there are any questions related to this letter please call me at 415-200-8607



Annabella Tong
Property Owner

_____ initial

LITTLE FOOTPRINTS PRE-SCHOOL

306 RANDOLPH ST

SAN FRANCISCO, CA 94110

[illegible]

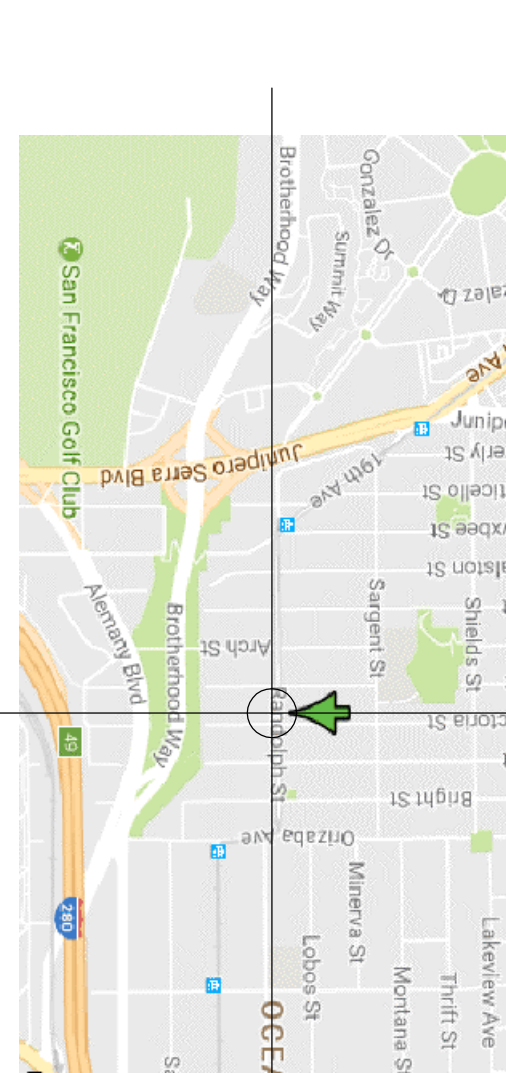
GENERAL NOTES	
1. THE ARCHITECT ASSUMES NO RESPONSIBILITY FOR THE COMPLETION OF THE BID. BIDDERS SHALL BE RESPONSIBLE FOR THE ISSUANCE OF A BUILDING PERMIT.	13. CONSTRUCTION DEBRIS AND WASTES SHALL BE DEPOSITED AT AN OFF-PROJECT SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL DEBRIS AND WASTES FROM THE PROJECT SITE AND FOR THE DISPOSAL OF ALL WASTE.
2. THE ARCHITECT'S APPROVAL OF SUCH SHOP DRAWINGS SHALL NOT RELIEVE THE GENERAL CONTRACTOR FROM RESPONSIBILITY FOR DEVIATIONS FROM DRAWINGS OR SPECIFICATIONS UNLESS HE HAS IN WRITING CALLED THE ARCHITECT'S ATTENTION TO SUCH DEVIATIONS.	14. ALL UNDERGROUND UTILITIES ARE REQUIRED ON THIS SITE AND SHALL BE UNDERGROUND FROM PROPERTY LINE TO BUILDING.
3. THE INTENT OF THESE DRAWINGS & SPECIFICATIONS IS TO INCLUDE ALL LABOR MATERIALS AND SERVICES NECESSARY FOR THE COMPLETION OF ALL WORK SHOWN, PRESCRIBED OR REASONABLY IMPLIED, BUT NOT LIMITED TO THAT EXPLICITLY INDICATED IN THE CONTRACT DOCUMENTS.	15. BUILDING NUMBER OR ADDRESS SHALL BE EASILY VISIBLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY, DEPARTMENT BEFORE THE BUILDING IS OCCUPIED.
4. ALL WORK SHALL CONFORM TO THE LATEST EDITION OF ALL LOCAL ORDINANCES, RULES AND REGULATIONS AND C.A.C. TITLE 24 HANDBOOK REQUIREMENTS.	16. CONTRACTOR SHALL PROVIDE AND LOCATE ACCESS PANELS AS REQUIRED AFTER INSTALLATION OF MECHANICAL DEVICES, PLUMBING AND ELECTRICAL WORK.
5. UNLESS OTHERWISE SHOWN OR NOTED, TYPICAL DETAILS AND DIMENSIONS SHALL BE USED WHENEVER APPLICABLE.	17. CONTRACTOR SHALL PROVIDE AND LOCATE ACCESS PANELS AS REQUIRED AFTER INSTALLATION OF MECHANICAL DEVICES, PLUMBING AND ELECTRICAL WORK.
6. DIMENSIONS SHOWN IN FIGURES TAKE PRECEDENCE OVER DIMENSIONS SHOWN IN NOTES.	18. PROVIDE ALL NECESSARY BLOCKING, BACKING FRAMING FOR LIGHT FIXTURES, ELECTRICAL UNITS, A/C EQUIPMENT, DRAPERY OR CEILING FIXTURES AND ALL OTHER ITEMS REQUIRING SAME.
7. ALL DIMENSIONS SHOWN IN FIGURES TAKE PRECEDENCE OVER DIMENSIONS SHOWN IN NOTES.	19. PROVIDE EVIDENCE OF CURRENT WORKMAN'S COMPENSATION INSURANCE COVERAGE IN FILE WITH THE DEPARTMENT IN CONFORMANCE WITH SECTION 3800 OF THE CALIFORNIA LABOR CODE.
8. THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AND CONDITIONS ON THE JOB SITE PRIOR TO BEGINNING OF CONSTRUCTION AND REPORT ANY DISCREPANCIES TO THE ARCHITECT. AT HIS OWN EXPENSE, SHALL KEEP THE PROJECT AREA AND SURROUNDING AREA FREE FROM DUST POLLUTION.	20. PROVIDE BACK BOARDS REINFORCED IN TELEPHONE AND ELECTRICAL EQUIPMENT ROOMS. SEE ELECTRICAL DRAWINGS.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURATE PLACEMENT OF THE BUILDING ON THE SITE.	21. ROOF COVERING: BUILT-UP ROOFING SHALL CONFORM TO REQUIREMENTS OF UNDERWRITERS LABORATORIES, INC., ORC STANDARD 22 UNLESS NOTED OTHERWISE. ALL SURFACES TO BE PAINTED SHALL RECEIVE A MINIMUM OF (3) COATS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURATE PLACEMENT OF THE BUILDING ON THE SITE.	22. UNLESS NOTED OTHERWISE, ALL SURFACES TO BE PAINTED SHALL RECEIVE A MINIMUM OF (3) COATS.
11. ALL GRADING OPERATIONS SHALL BE PERFORMED IN CONFORMANCE WITH THE APPLICABLE PROVISIONS OF THE WATER POLLUTION CONTROL ACT AND ALL OTHER APPLICABLE REGULATIONS.	23. ALL FIXED GLASS PANELS ADJACENT TO DOORS AND GLAZING MATERIAL ADJACENT TO A WALKING SURFACE SHALL BE OF SAFETY GLASS MATERIAL.
12. BARRICADES AND PROTECTIVE MEASURES, ETC. AS REQUIRED TO SAFELY EXECUTE ALL WORK, AND SHALL BE FULLY RESPONSIBLE FOR SAME.	24. GLASS AND GLAZING SHALL BE INSTALLED IN ACCORDANCE WITH THE FLAT GLASS MANUFACTURER'S ASSOCIATION HANDBOOK.
	25. INSTALLATION OF GLASS SHALL CONFORM TO FEDERAL SPECIFICATIONS FOR GLASS AND GLAZING AND ALL OTHER APPLICABLE REGULATIONS.
	26. HAND ACTIVATED DOOR OPENING HARDWARE SHALL BE CENTERED BETWEEN 34 INCHES AND 44 INCHES ABOVE THE FLOOR, AND LOCKING DEVICES THAT ARE HAND ACTIVATED AND WHICH ARE IN A PATH OF TRAVEL, SHALL BE OPERABLE WITH A SINGLE EFFORT BY LEVER TYPE HARDWARE DESIGNED TO PROVIDE PASSAGE WITHOUT REQUIRING THE ABILITY TO GRASP THE OPENING HARDWARE.

SCOPE OF WORK	
REMODEL OF TENANT SUITE INCLUDING DEMOLITION & CONSTRUCTION, REMOVAL EXISTING CHURCH CLASS SCHOOL, TO PREP-SCHOOL CHILD CARE FACILITY WITH 45 CHILDREN, NEW FENCE AT FRONT, REPAIRING AT THE MOUNT LOT, AND SIGN AT THE FRONT ENTRANCE	

DEFERRED APPROVALS	
1. SIGN PERMITS FOR BUILDING EXTERIOR SHALL BE UNDER A SEPARATE PERMIT WILL BE REQUIRED	
2. ELECTRICAL AND PLUMBING PERMIT UNDER SEPARATE PERMIT	

SHEET INDEX	
A00 COVER SHEET, PROJECT INFORMATION & NOTES	
A11 SITE PLAN, PATH OF TRAVEL, EXIT ANALYSIS AND DETAILS	
A12 ADA DETAILS	
A20 EXISTING FLOOR PLAN AND REFLECTED CEILING PLAN	
A21 PROPOSED FLOOR PLAN, NOTES AND DTS.	
A22 REFLECTED CEILING PLAN AND ROOF PLAN	
A30 EXTERIOR ELEVATIONS	
A40 DETAILS	
A41 DETAILS	
A42 DETAILS	

HOURS OF CONSTRUCTION	
NO PERSON SHALL EFFECT (INCLUDING EXCAVATION, AND GRADING/DEMOLISH, ALTER OR REPAIR ANY BUILDING OR STRUCTURE OTHER THAN BETWEEN THE FOLLOWING HOURS EXCEPT IN THE CASE OF URGENT NECESSITY IN THE EVENT OF PUBLIC HEALTH AND SAFETY OR OTHER EMERGENCY WITH FROM WHEN THE PERMIT FROM THE BUILDING DEPARTMENT IS OBTAINED. THE HOURS OF CONSTRUCTION SHALL BE LIMITED TO THE FOLLOWING: THE FIRST DAY OF JANUARY, THE THIRD MONDAY OF FEBRUARY, THE LAST MONDAY OF MAY, THE FOURTH DAY OF JULY, THE ELEVENTH DAY OF NOVEMBER, OR THE TWENTH-FIFTHDAY OF DEC. FALLS UPON A SUNDAY THE FOLLOWING MONDAY IS A HOLIDAY.	
PROJECT CONSTRUCTION SHALL BE LIMITED TO THE FOLLOWING: MONDAY THROUGH FRIDAY: 7AM TO 6PM SATURDAYS: 8AM TO 6PM SUNDAYS AND HOLIDAYS: 8AM TO 6PM	

	
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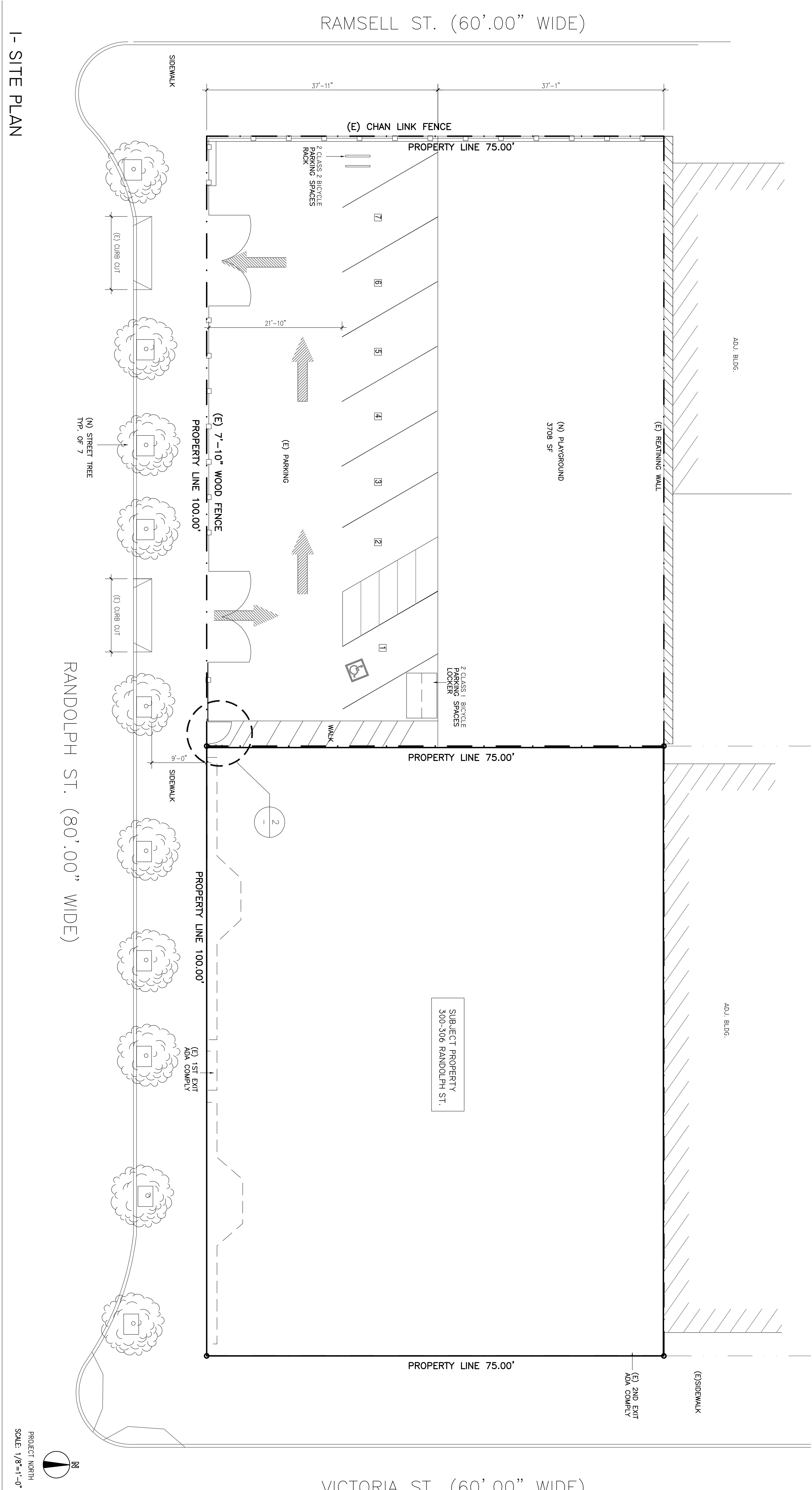
PROJECT:

**COMMERCIAL
TENANT
IMPROVEMENT
FOR
LITTLE FOOT
PRE-SCHOOL**

XIE ASSOCIATES

Architectural Design & Planning
501 CRESCENT WAY #5412
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Fax: (415) 656-0542
Email: bill@mearchdesign.com

**306
RANDOLPH ST
SAN FRANCISCO
CALIFORNIA**



PROJECT NORTH
SCALE: 1/8"=1'-0"

LEGEND

EMERGENCY LIGHTING
UNIT W/90 MINUTES
BATTERY BACK UP,

STREET TREE, TYP

WALL/CEILING MOUNTED
EXIT SIGN, SINGLE FACE

PATH OF TRAVEL

PATH OF EGRESS, 200'-0" MAX.

MOUNTED ON WALL 4'-0" MAX. FROM
TOP TO FINISH FLOOR

2-FENCE DTL

(NO ATTACHMENT TO EXISTING BUILDING)

- (N) WOOD FENCE AGAINST (E) CHAIN LINK FENCE

DRAWN BY: J. HONG CHECK BY:	DATE: 07/06/17
	LICENSEE'S BUSINESS ADDRESS: 10000 WILLOW PARK DRIVE, SUITE 200 DALLAS, TEXAS 75243-1000 TEL: 972-382-8888 FAX: 972-382-8889 E-MAIL: JHONG@JHONGARCHITECT.COM

SITE PLAN

A1.0

PROJECT:

COMMERICAL
TENANT
IMPROVEMENT

FOR

LITTLE FOOT
PRE-SCHOOL

XIE ASSOCIATES

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DRAWN BY: LIPONG	<div><div>STATE OF CALIFORNIA</div><div><div>★</div><div>LICENSED ARCHITECT</div><div>★</div></div><div><div>XIE XING GUAN</div><div>No. C-32869</div><div>07/31/2019</div><div>RENEWAL DATE</div></div></div>
CHECKED BY:	
DATE: 07/06/17	

STATE OF CALIFORNIA

ARCHITECTURAL BOARD

Professional Seal of Xie Xing Guan

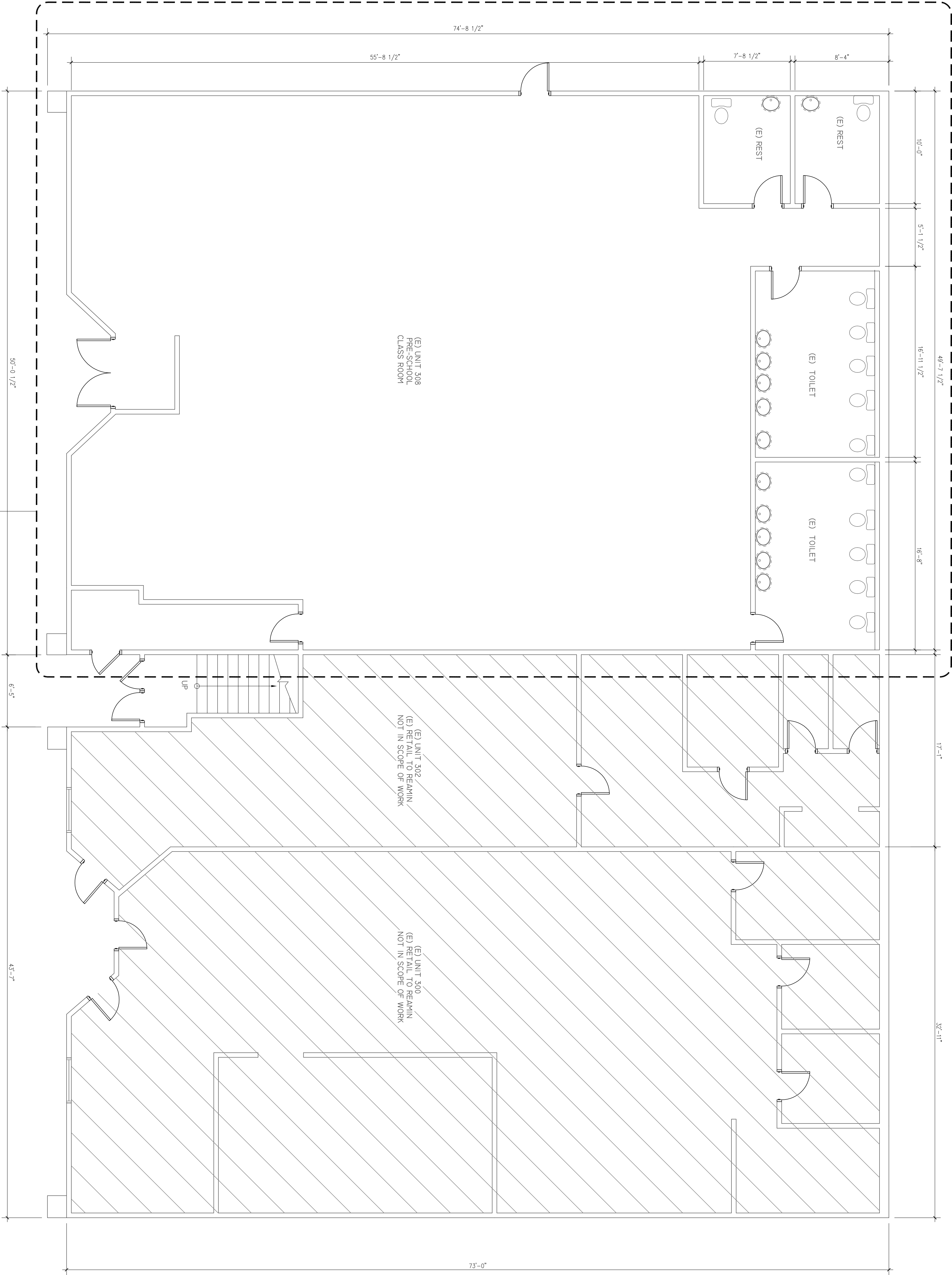
Architect No. C-32869

Expiration Date 07/31/2019

SHEET TITLE

FLOOR PLAN

-A2.0



(E) UNIT 308
PRE-SCHOOL
CLASS ROOM

(E) UNIT 302
(E) RETAIL TO REMAIN
NOT IN SCOPE OF WORK

(E) UNIT 300
(E) RETAIL TO REMAIN
NOT IN SCOPE OF WORK

UP

(E) PRE-SCHOOL
TO BE RELOCATE

I-EXISTING 1ST FLOOR PLAN

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

PROJECT:

COMMERCIAL
TENANT
IMPROVEMENT

FOR

LITTLE FOOT
PRE-SCHOOL

XIE ASSOCIATES
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CALIFORNIA

DRAWN BY: LI HONG	<div><div>STATE OF CALIFORNIA</div><div><div>★</div><div>LICENSED ARCHITECT</div><div>★</div></div><div><div>XIE XING</div><div>GUAN</div><div>No. C-32286</div><div>07/31/2019</div><div>RENEWAL DATE</div></div></div>
CHECK BY:	
DATE: 07/06/17	

SEAL OF ARCHITECT

NOTARY PUBLIC STATE OF CALIFORNIA

NOTARY PUBLIC STATE OF CALIFORNIA

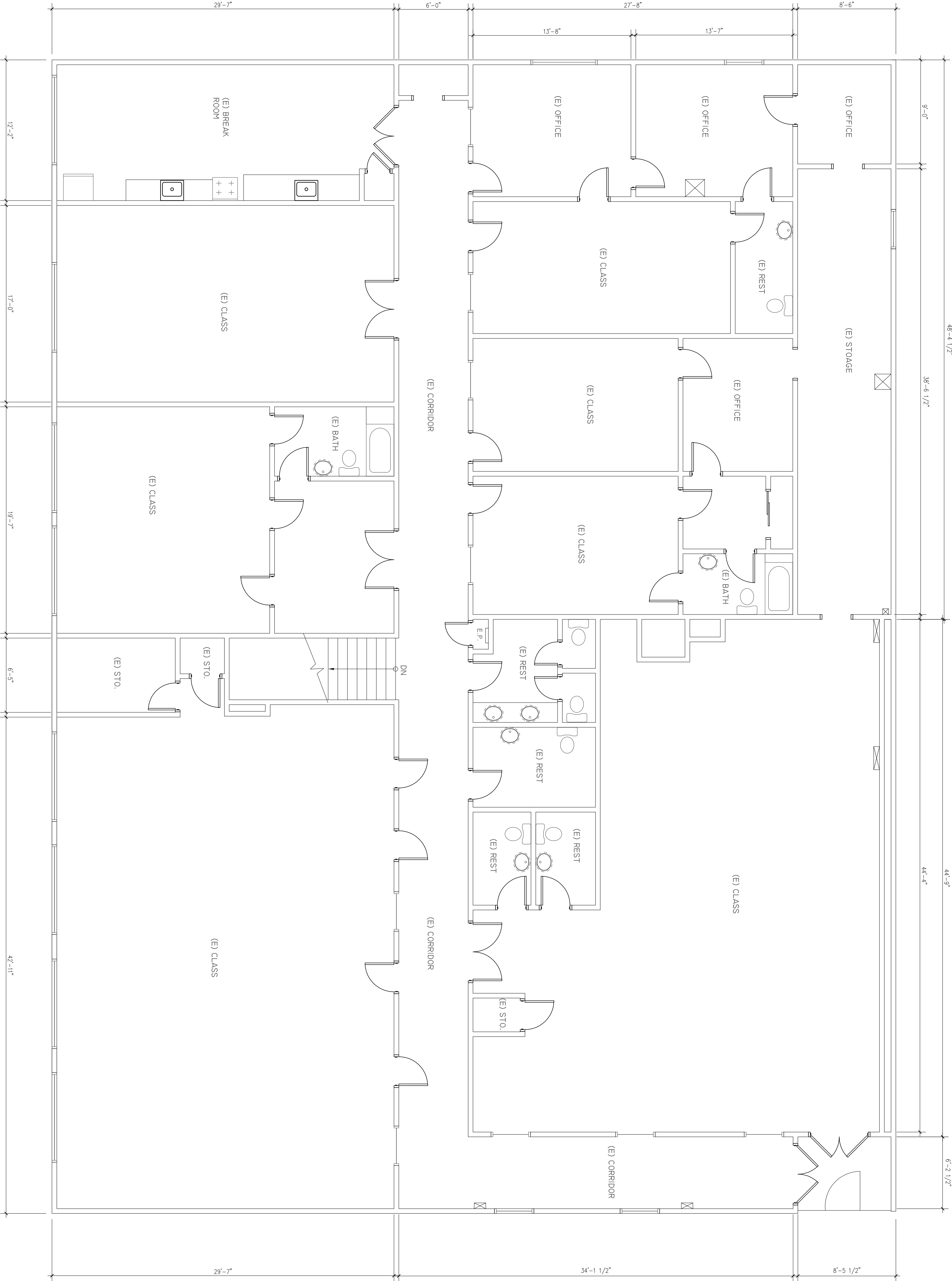
NOTARY PUBLIC STATE OF CALIFORNIA

NOTARY PUBLIC STATE OF CALIFORNIA

SHEET TITLE

EXISTING
& DEMOLITION
PLAN

A2.1



EXISTING 2ND FLOOR PLAN

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

PROJECT:

COMMERCIAL TENANT IMPROVEMENT

FOR

LITTLE FOOT PRE-SCHOOL

XIE ASSOCIATES
Architectural Division & Planning

Architectural Design & Planning

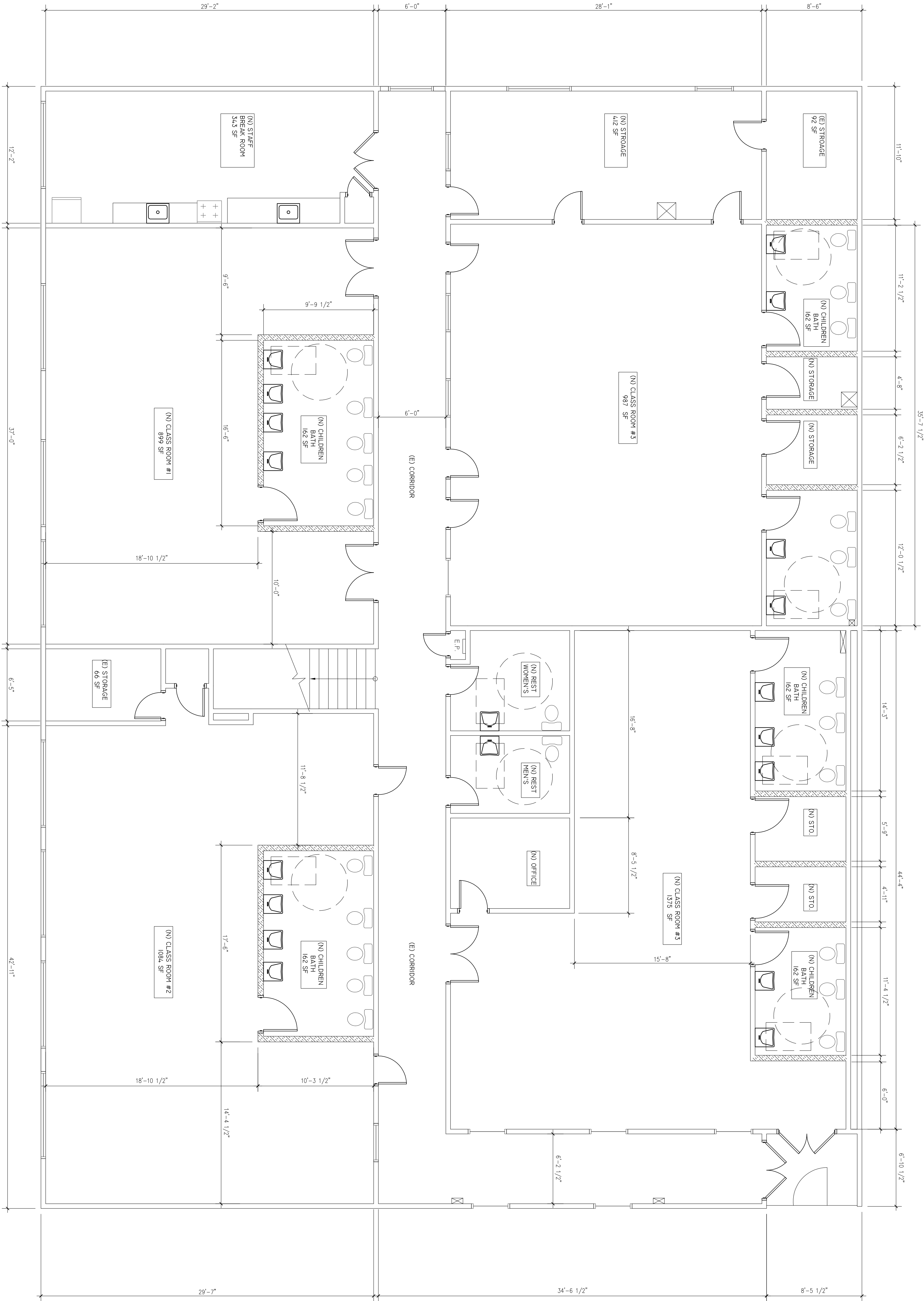
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**306
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CALIFORNIA**



I-PROPOSED 2ND FLOOR PLAN

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

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

SHEET TITLE

DRAWN BY: L.HONG

CHECK BY:

DATE: 07/06/11

10

10

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MEMBERS OF CORNING CORPORATION

OF THE ASSOCIATES

1003

SHEET TITLE

PROPOSED FLOOR PLAN

A2.2

PROJECT:

COMMERCIAL
TENANT
IMPROVEMENT

FOR

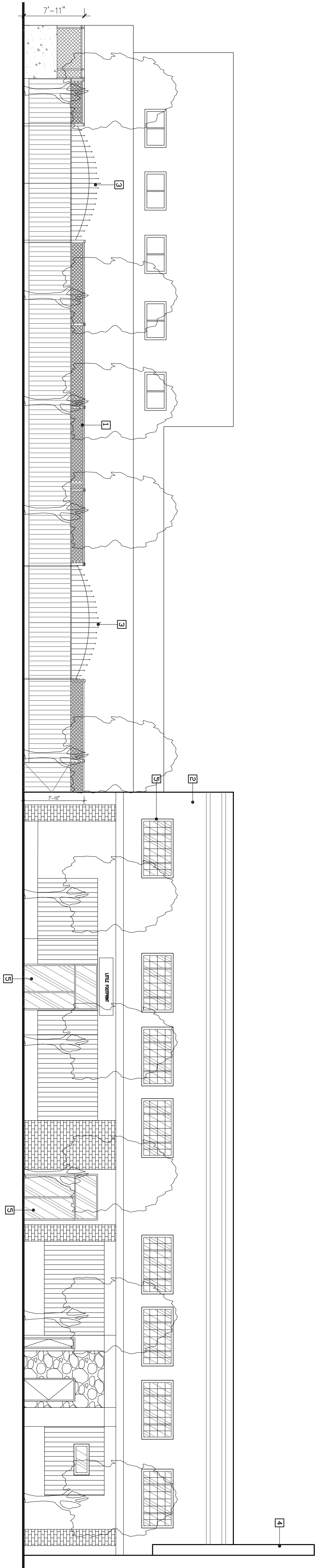
LITTLE FOOT
PRE-SCHOOL

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CALIFORNIA

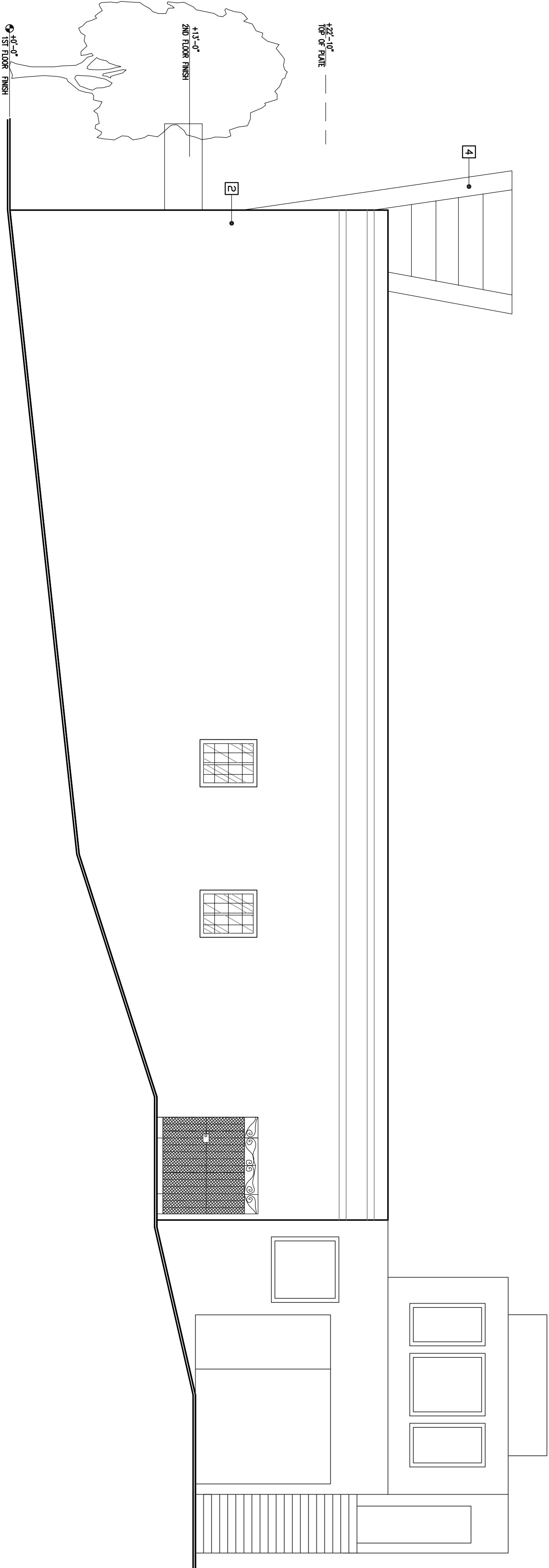
I-SOUTH ELEVATION: EXISTING

SCALE: 1/8"=1'-0"



WORK NOTES

- 1 NEW 7'-11" WOOD FENCE TO REMAIN
- 2 EXISTING STUCCO WALL FINISH TO REMAIN, TYP.
- 3 NEW IRON GATE TO REMAIN, TYP.
- 4 EXISTING ARCHITECTURE FEATURE TO REMAIN, TYP.
- 5 EXISTING WINDOW AND DOOR TO REMAIN, TYP.
- 6 NEW SIGN FOR THE DAY CARE



2-EAST ELEVATION: EXISTING

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

DRAWN BY: LIXING	CHECKED BY:
DATE: 07/06/17	
XIE XING NO. 228683 07/27/2013 RENEWAL DATE	
STATE OF CALIFORNIA LICENSED ARCHITECT	

ELEVATION

A3.0

PROJECT:

COMMERCIAL
TENANT
IMPROVEMENT

FOR

LITTLE FOOT
PRE-SCHOOL

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306
RANDOLPH ST
SAN FRANCISCO,
CALIFORNIA

ELEVATIONS

DRAWN BY: L. HONG

CHECK BY:

DATE: 07/06/17

STATE OF CALIFORNIA

LICENSED ARCHITECT

XIE XING

NO. C 93433

07/23/2019

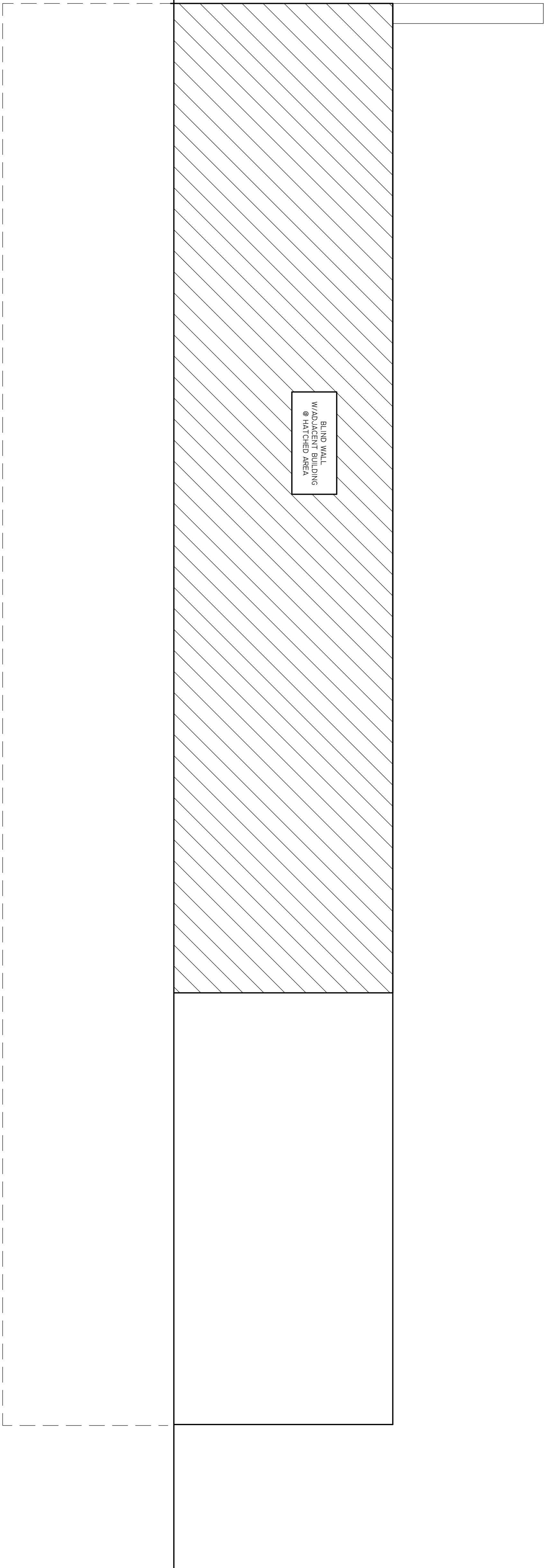
RENEWAL DATE

SHEET TITLE

I-NORTH ELEVATION: EXISTING

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

4'-0"=0'
1ST FLOOR FINISH



4'-22"=0'
TOP OF FRAME

4'-13"=0'
2ND FLOOR FINISH

4

WORK NOTES:

- EXISTING 7'-11" WOOD FENCE TO REMAIN
- EXISTING STUCCO WALL FINISH TO REMAIN, TYP.
- EXISTING WOOD SIDING TO REMAIN, TYP.
- EXISTING ARCHITECTURE FEATURE TO REMAIN, TYP.
- EXISTING WINDOW AND DOOR TO REMAIN, TYP.
- EXISTING CANOPY TO REMAIN, TYP.
- EXISTING CHAIN LINK FENCE BEYOND TO REMAIN, TYP.

4'-0"=0'
TOP OF FRAME

4'-13"=0'
TOP OF FRAME

3

4'-13"=0'
2ND FLOOR FINISH

7

4'-0"=0'
1ST FLOOR FINISH

2-WEST ELEVATION: EXISTING

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

A3.1

Proposed Operational plan for Little Footprints Preschool

Little Footprints Preschool is a Mandarin Immersion Preschool. We are serving children ages 2 to 5 years old. Our school hours are Mondays to Fridays 7:30am to 5:30pm. We are closed on Major holidays; in addition to that we close a week of spring break, one week in thanksgiving week and 2 weeks of winter break. We have 25 children enrolled at our school. There is a lot next to our school that allows parents to drop off and pick up their children. The gates in the lot close between 10:30-11:30 while the children are playing outside. The space the lot provided will eliminate parents taking neighbor's parking spaces. Also, the M-train is one block away from the school so it encourages our parents to take public transportation. Our admission priorities are given to families living in the neighborhood so parents can walk their children to school. The school is located in a corner so the noise level should have not have an impact on the neighbors.

Operational Plan Breakdown

Operational Item	Existing	Proposed
<i>Ages of Children</i>	2-5 years old	2-5 years old
<i>School Hours</i>	7:30am-5:30pm	7:30am-5:30pm
<i>Enrollment</i>	25	45
<i>Drop-off/Pick-Up Times</i>	Drop off: 7:30am-9:30am Pick up: 3:00pm-5:30pm	Drop off: 7:30am-9:30am Pick up: 3:00pm-5:30pm
<i>Number of parking spaces</i>	8	8
<i>Usable Open Space</i>	3500	7500
<i>Gross Floor Area</i>	15000	15000



San Francisco Public Library

To: San Francisco Planning Commissioner

July 11, 2017

From: Lise Braden
Branch Manager
Ocean View Branch
San Francisco Public Library
345 Randolph Street
San Francisco, CA 94132

Dear Commissioner,

As a recipient of the SF Board of Supervisors Certificate of Honor for my work supporting the Ocean View community, I am writing in support of the expansion of the Little Footsteps Preschool.

The Ocean View neighborhood is in need of more preschool opportunities, and the Little Footsteps Preschool makes a concerted effort to reach out to and serve the families in the immediate area.

In addition, as a Chinese immersion school, the preschool brings together families of diverse backgrounds. In teaching the children to communicate bilingually, Little Footsteps Preschool goes far to bridge the cultural divide between the large Asian community and the rest of the neighborhood.

I have observed the tremendous amount of work the Preschool has put into improving the site, which is just across the street from the Ocean View Branch Library. What was once a blighted parking lot is now a beautiful playground, with white painted walls, an expensive and good-looking fence, and numerous plantings adding much needed greenery to the neighborhood. Where there was once the sound of engines running, now the sound of children laughing and happily playing fill the air. It is encouraging in this neighborhood, where illegal dumping is all too common, to see that the sidewalks surrounding the site are kept clean and free of litter and dumped furniture.

Finally, I have found in all my conversations with the site Director, Anna Tong, that she is committed to working with the community to make improvements to the neighborhood.

I hope you will approve the Little Footsteps Preschool's request to expand the site.

Sincerely,

Lise Braden



July 10th, 2017

Dear Planning Commissioners and Staff:

My name is Michael Perkins, I am the BUILDING MANAGER at IT BookMan community Center. Our community center is one block away from the preschool located on 446 Randolph St SF CA 94132. I am writing to support the permit approve for Little Footprints Preschool Oceanview to expand their preschool to upstairs. The project location is 306 Randolph St SF CA 94132.

I support the expansion of the school due to the following reasons

1. We need high quality preschool in the neighborhood
2. The beautiful work that the school has done to the building and for the community (they sweep the street everyday)
3. The school brings diverse families in the neighborhood together.
4. The school's operation hours does not interfere with our daily operation
5. The school has itself own parking spaces so it does not interfere with our neighborhood parking

Sincerely

Michael Perkins
Building Manager

Alexander Akin
235 Arch Street
San Francisco, CA 94132

July 12, 2017

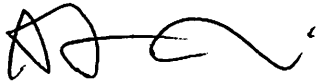
Dear Members of the Planning Commission, and others whom it may concern,

I am writing in support of Little Footprints Preschool in its efforts to expand to the upper floor of its current building at 308 Randolph Street. Our family lives around the corner and down a block from the school, and one of our children, our three-year-old, is currently enrolled at Little Footprints. It is truly a blessing that we can not only send him to a preschool that teaches his mother's native language, but that it is within easy walking distance of our home.

In a neighborhood that offers little to attract the pedestrian, Little Footprints has already made a significant difference. The corner of Randolph and Ramsell, where there used to be a parking lot behind a chain-link fence, with teenagers often smoking and loitering outside, now hosts a playground that rings with the sound of children playing during the day. The character of the corner has changed even at night, as the young men who used to hang out there appear to feel awkward about being next to a preschool – in any case, they have moved on. The school is a symbol of life, of growth, that shines in a neighborhood that has been relatively bereft of such hopeful signs. Together with the recently expanded hours of the library nearby, the opening of a Thai restaurant down the street, and the new community garden down the hill, it is a point of pride for the families of our neighborhood. We support the preschool's efforts to expand its mission, not only for the sake of our son who attends today, but for the many families who will benefit in the years to come.

I would be happy to speak with your office or to answer any questions you may have, as would my wife Tracy. Please do not hesitate to contact us.

With best regards,



Alexander Akin
akin.alex@gmail.com
Cell: (617) 308-4219