Planning Commission
Project Summary and DRAFT Motion

COMMUNITY BUSINESS PRIORITY PROCESSING PROGRAM
HEARING DATE: FEBRUARY 22, 2018

Date Prepared: February 12, 2018
Case No.: 2017-015083CUA
Project Address: 721 LINCOLN WAY
Zoning: Inner Sunset NCD (Neighborhood Commercial District)
40-X Height and Bulk District
Block/Lot: 1742/040
Project Sponsor: Shannon de Leon – (415) 570-1334
721 Lincoln Way
San Francisco, CA 94122
shannonsipsf@gmail.com
Staff Contact: Matt Dito – (415) 575-9164
matthew.dito@sfgov.org

PROJECT DESCRIPTION
The project would convert 861 square feet of ground level space currently used as a Limited-Restaurant into a full service Restaurant (d.b.a. Sip Tea Room) within the Inner Sunset Neighborhood Commercial District (“NCD”) and 40-X Height and Bulk District. The business would add wine and beer to its tea room menu. The project has qualified for review under the Planning Commission’s Community Business Priority Processing Program (“CB3P”). The project proposes no alterations to the façade (including signage) or interior of the building.

REQUIRED COMMISSION ACTION
Pursuant to Planning Code Sections 303 and 730, a change of use to a full service Restaurant requires Conditional Use Authorization in the Inner Sunset NCD.

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. 2017-015083CUA subject to the conditions contained in the attached “EXHIBIT A”.

www.sfplanning.org
I hereby certify that the Planning Commission ADOPTED the foregoing Motion on February 22, 2018.

AYES: 
NAYS: 
ABSENT: 
ADOPTED: February 22, 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

This authorization is for a Conditional Use to allow a Restaurant (d.b.a. Sip Tea Room) located at 721 Lincoln Way, Lot 040 in Assessor’s Block 1742, pursuant to Planning Code Sections 303 and 730 within the Inner Sunset Neighborhood Commercial District and a 40-X Height and Bulk District and subject to conditions of approval reviewed and approved by the Commission on February 22, 2018 under Motion No. XXXXX. This authorization and the conditions contained herein run with the property and not with a particular Project Sponsor, business, or operator.

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 22, 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. 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

7. 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. Rooftop mechanical equipment, if any is proposed as part of the Project, 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

8. Noise. Plans submitted with the building permit application for the approved project shall incorporate acoustical insulation and other sound proofing measures to control noise.

For information about compliance, contact the Case Planner, Planning Department at 415-558-6378, www.sf-planning.org

MONITORING - AFTER ENTITLEMENT

9. Enforcement. Violation of any of the Planning Department conditions of approval contained in this Motion or of any other provisions of 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

10. Revocation due to Violation of Conditions. Should implementation of this Project result in complaints from interested property owners, residents, or commercial lessees which are not resolved by the Project Sponsor and found to be in violation of the Planning Code and/or the specific conditions of approval for the Project as set forth in Exhibit A of this Motion, the Zoning Administrator shall refer such complaints to the Commission, after which it may hold a public hearing on the matter to consider revocation of this authorization.

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

11. Eating and Drinking Uses. As defined in Planning Code Section 202.2, Eating and Drinking Uses, as defined in Section 102, shall be subject to the following conditions:

A. The business operator 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 Street and Sidewalk Maintenance Standards. In addition, the operator shall be responsible for daily monitoring of the sidewalk within a one-block radius of the subject business to maintain the sidewalk free of paper or other litter associated with the business during business hours, in accordance with Article I, Section 34 of the San Francisco Police Code.

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

B. When located within an enclosed space, 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 of 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 construction noise requirements, contact the Department of Building Inspection at 415-558-6570, www.sfdbi.org.

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

C. While it is inevitable that some low level of odor may be detectable to nearby residents and passersby, appropriate odor control equipment shall be installed in conformance with the approved plans and maintained to prevent any significant noxious or offensive odors from escaping the premises.

For information about compliance with odor or other chemical air pollutants standards, contact the Bay Area Air Quality Management District, (BAAQMD), 1-800-334-ODOR (6367), www.baaqmd.gov and Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

D. 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 the Bureau of Street Use and Mapping, Department of Public Works at 415-554-5810, http://sfdpw.org.
12. **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

13. **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

14. **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

15. **Hours of Operation.** The subject establishment is limited to the following hours of operation: Sunday through Saturday from 11:00am to 10:00pm.
   For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org
Parcel Map

SUBJECT PROPERTY

Conditional Use Authorization Hearing
Case Number 2017-015083CUA
721 Lincoln Way (d.b.a. Sip Tea Room)
February 22, 2018
The Sanborn Maps in San Francisco have not been updated since 1998, and this map may not accurately reflect existing conditions.
AGENT AUTHORIZATION

Property Description
Assessor Block/Lot: 1742 / 40
STREET ADDRESS: 721 Lincoln Way
San Francisco, CA 94122

The undersigned, registered property owner of the above noted property, do hereby authorize
Shannon de Leon, on behalf of SIP SF, LLC (dba: Sip Tea Room) to act as the authorized agent to submit a
Conditional Use Authorization application.

The application is seeking Restaurant status for eligibility to apply for a Department of Alcoholic
Beverage Control license, to serve beer and wine for onsite consumption at the existing tea room.

Property Owner: Margaret Zeiter
Property Owner's Address 2056 14th Avenue
San Francisco, CA 94116

Telephone: 415-731-0526

Margaret Zeiter, Property Owner

Shannon de Leon, on behalf of SIP SF, LLC as its Member/Manager

Date 11/1/17

Date 11/1/17
CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

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- **Addition/Alteration**
- **Demolition (requires HRE for Category B Building)**
- **New Construction**

Project description for Planning Department approval.

Sip SF, LLC dba Sip Tea Room request Conditional Use Authorization to sell onsite beer and wine.

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STEP 1: EXEMPTION CLASS

*Note: If neither class applies, an Environmental Evaluation Application is required.*

- **Class 1 - Existing Facilities.** Interior and exterior alterations; additions under 10,000 sq. ft.; change of use under 10,000 sq. ft.
- **Class 3 - New Construction.** Up to three new single-family residences or six dwelling units in one building; commercial/office structures; utility extensions
- **Class 32 - In-Fill Development.** New Construction of seven or more units or additions greater than 10,000 sq. ft. and meets the conditions described below:
  (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
  (b) The proposed development occurs within city limits on a project site of no more than 5 acres substantially surrounded by urban uses.
  (c) The project site has no value as habitat for endangered rare or threatened species.
  (d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
  (e) The site can be adequately served by all required utilities and public services.

FOR ENVIRONMENTAL PLANNING USE ONLY

- **Class ____**
## STEP 2: CEQA IMPACTS
### TO BE COMPLETED BY PROJECT PLANNER

If any box is checked below, an Environmental Evaluation Application is required.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Air Quality</strong></td>
<td>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, etc.)? (refer to EP_ArcMap &gt; CEQA Catex Determination Layers &gt; Air Pollution Exposure Zone)</td>
</tr>
<tr>
<td><strong>Hazardous Materials</strong></td>
<td>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. 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 &gt; Maher layer).</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>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?</td>
</tr>
<tr>
<td><strong>Archeological Resources</strong></td>
<td>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 &gt; CEQA Catex Determination Layers &gt; Archeological Sensitive Area)</td>
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<tr>
<td><strong>Subdivision/Lot Line Adjustment</strong></td>
<td>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 &gt; CEQA Catex Determination Layers &gt; Topography)</td>
</tr>
<tr>
<td><strong>Slope = or &gt; 20%</strong></td>
<td>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 &gt; CEQA Catex Determination Layers &gt; Topography) If box is checked, a geotechnical report is required.</td>
</tr>
<tr>
<td><strong>Seismic: Landslide Zone</strong></td>
<td>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 &gt; CEQA Catex Determination Layers &gt; Seismic Hazard Zones) If box is checked, a geotechnical report is required.</td>
</tr>
<tr>
<td><strong>Seismic: Liquefaction Zone</strong></td>
<td>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 &gt; CEQA Catex Determination Layers &gt; Seismic Hazard Zones) If box is checked, a geotechnical report will likely be required.</td>
</tr>
</tbody>
</table>

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.

Comments and Planner Signature (optional): Matthew Dito
**STEP 3: PROPERTY STATUS - HISTORIC RESOURCE**  
**TO BE COMPLETED BY PROJECT PLANNER**

<table>
<thead>
<tr>
<th>PROPERTY IS ONE OF THE FOLLOWING: (refer to Parcel Information Map)</th>
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<tbody>
<tr>
<td>☐ Category A: Known Historical Resource. GO TO STEP 5.</td>
</tr>
<tr>
<td>☑ Category B: Potential Historical Resource (over 45 years of age). GO TO STEP 4.</td>
</tr>
<tr>
<td>☐ Category C: Not a Historical Resource or Not Age Eligible (under 45 years of age). GO TO STEP 6.</td>
</tr>
</tbody>
</table>

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

Check all that apply to the project.

1. **Change of use and new construction.** Tenant improvements not included.
2. **Regular maintenance or repair** to correct or repair deterioration, decay, or damage to building.
3. **Window replacement** that meets the Department’s *Window Replacement Standards*. Does not include storefront window alterations.
4. **Garage work.** A new opening that meets the *Guidelines for Adding Garages and Curb Cuts*, and/or replacement of a garage door in an existing opening that meets the Residential Design Guidelines.
5. **Deck, terrace construction, or fences** not visible from any immediately adjacent public right-of-way.
6. **Mechanical equipment installation** that is not visible from any immediately adjacent public right-of-way.
7. **Dormer installation** that meets the requirements for exemption from public notification under *Zoning Administrator Bulletin No. 3: Dormer Windows*.
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.

**STEP 5: CEQA IMPACTS - ADVANCED HISTORICAL REVIEW**  
**TO BE COMPLETED BY PROJECT PLANNER**

Check all that apply to the project.

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.
2. **Interior alterations to publicly accessible spaces.**
3. **Window replacement** of original/historic windows that are not “in-kind” but are consistent with existing historic character.
4. **Facade/storefront alterations** that do not remove, alter, or obscure character-defining features.
5. **Raising the building** in a manner that does not remove, alter, or obscure character-defining features.
6. **Restoration** based upon documented evidence of a building’s historic condition, such as historic photographs, plans, physical evidence, or similar buildings.
7. **Addition(s)**, including mechanical equipment that are minimally visible from a public right-of-way and meet the Secretary of the Interior's Standards for Rehabilitation.

8. **Other work consistent** with the Secretary of the Interior Standards for the Treatment of Historic Properties (specify or add comments):

9. **Other work** that would not materially impair a historic district (specify or add comments):

   *(Requires approval by Senior Preservation Planner/Preservation Coordinator)*

10. **Reclassification of property status.** *(Requires approval by Senior Preservation Planner/Preservation Coordinator)*
    - [ ] Reclassify to Category A
    - [ ] Reclassify to Category C
      - a. Per HRER dated
      - b. Other (specify): *(attach HRER)*

   **Note:** If ANY box in STEP 5 above is checked, a Preservation Planner MUST check one box below.

   - [ ] Further environmental review required. Based on the information provided, the project requires an **Environmental Evaluation Application** to be submitted. **GO TO STEP 6.**
   - [ ] 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:**

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

- [ ] Further environmental review required. Proposed project does not meet scopes of work in either *(check all that apply)*:
  - [ ] Step 2 - CEQA Impacts
  - [ ] Step 5 - Advanced Historical Review

**STOP!** Must file an **Environmental Evaluation Application.**

- [x] No further environmental review is required. The project is categorically exempt under CEQA. There are no unusual circumstances that would result in a reasonable possibility of a significant effect.

**Project Approval Action:**
- Commission Hearing
  - If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.

**Signature:**
- Matthew Dito
- 02/05/2018

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.

Please note that other approval actions may be required for the project. Please contact the assigned planner for these approvals.
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

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<td>New Approval Action</td>
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|                                               | Commission Hearing                        |

Modified Project Description:

DETERMINATION IF PROJECT CONSTITUTES SUBSTANTIAL MODIFICATION

Compared to the approved project, would the modified project:

- [ ] Result in expansion of the building envelope, as defined in the Planning Code;
- [ ] Result in the change of use that would require public notice under Planning Code Sections 311 or 312;
- [ ] Result in demolition as defined under Planning Code Section 317 or 19005(f)?
- [ ] 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

- [ ] 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: 

SAN FRANCISCO PLANNING DEPARTMENT
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 1923. 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) 558.6577

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).

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### Project Information

Please complete all fields.

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<th>PROPERTY ADDRESS:</th>
<th>RECORD NUMBER AND/OR BUILDING PERMIT NUMBER:</th>
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<td>721 Lincoln Way, San Francisco 94122</td>
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<th>NAME OF BUSINESS (IF KNOWN):</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Sip Tea Room</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BRIEF DESCRIPTION OF PROJECT:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sip SF, LLC (D.B.A. Sip Tea Room) is submitting the Conditional Use Authorization to sell beer and wine for on-site consumption at its existing tea room located at 721 Lincoln Way.</td>
<td></td>
</tr>
</tbody>
</table>
Checklist for CB3P Eligibility

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

<table>
<thead>
<tr>
<th>CONFIRM COMPLIANCE WITH EACH CRITERION BY CHECKING BOXES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Application Meeting</strong></td>
</tr>
<tr>
<td><strong>Application Type</strong></td>
</tr>
<tr>
<td><strong>Formula Retail</strong></td>
</tr>
<tr>
<td><strong>Hours of Operation</strong></td>
</tr>
<tr>
<td><strong>Storefront Consolidation</strong></td>
</tr>
<tr>
<td><strong>Loss of Dwellings</strong></td>
</tr>
<tr>
<td><strong>Alcoholic Beverages</strong></td>
</tr>
<tr>
<td><strong>Nature of Work</strong></td>
</tr>
<tr>
<td><strong>Nature of Use</strong></td>
</tr>
</tbody>
</table>

**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 revocation 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.

Signature: ___________________________  Date: 10-27-17  Email Address: Shannon.SipSF@gmail.com
Print Name and check one:  ☐ OWNER  or  ☑ AUTHORIZED AGENT  Phone Number: 415-1683-5592

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: ___________________________

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.

<table>
<thead>
<tr>
<th>APPLICATION MATERIALS</th>
<th>CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application, with all blanks completed</td>
<td>✔️</td>
</tr>
<tr>
<td>300-foot radius map, if applicable</td>
<td>✔️</td>
</tr>
<tr>
<td>Address labels (original), if applicable</td>
<td>✔️</td>
</tr>
<tr>
<td>Address labels (copy of the above), if applicable</td>
<td>✔️</td>
</tr>
<tr>
<td>Site Plan</td>
<td>✔️</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>✔️</td>
</tr>
<tr>
<td>Elevations</td>
<td>✔️</td>
</tr>
<tr>
<td>Section 303 Requirements</td>
<td>✔️</td>
</tr>
<tr>
<td>Prop. M Findings</td>
<td>✔️</td>
</tr>
<tr>
<td>Historic photographs (if possible), and current photographs</td>
<td>✗ N/A</td>
</tr>
<tr>
<td>Check payable to Planning Dept.</td>
<td>✔️</td>
</tr>
<tr>
<td>Original Application signed by owner or agent</td>
<td>✔️</td>
</tr>
<tr>
<td>Letter of authorization for agent</td>
<td>✔️</td>
</tr>
<tr>
<td>Other: Section Plan, Detail drawings (i.e., windows, door entries, trim), Specifications (for cleaning, repair, etc.) and/or Product cut sheets for new elements (i.e., windows, doors)</td>
<td>✗ N/A</td>
</tr>
</tbody>
</table>

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: ___________________________