



SAN FRANCISCO PLANNING DEPARTMENT

Planning Commission Project Summary and Motion No. _____

COMMUNITY BUSINESS PRIORITY PROCESSING PROGRAM

HEARING DATE: MAY 10, 2018

Date Prepared: May 3, 2018
Case No.: **2018-000622CUA**
Project Address: **387 Arguello Boulevard**
Zoning: Inner Clement Street NCD (Neighborhood Commercial District)
40-X Height and Bulk District
Block/Lot: 1432/017
Project Sponsor: William Eagle
387 Arguello Blvd.
San Francisco, CA 94118
Staff Contact: Mathew Chandler – (415) 575-9048
Mathew.Chandler@sfgov.org

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

Reception:
415.558.6378

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415.558.6409

Planning
Information:
415.558.6377

PROJECT DESCRIPTION

The proposal is for Conditional Use Authorization pursuant to Planning Code Sections 303 and 716 to permit change of use from Retail Grocery to Retail Grocery and Restaurant Use at an approximately 658 square foot commercial space. The existing Retail Grocery establishment with ABC license type 21 for off-sale general will be retained in a reduced footprint to allow for the establishment of a Restaurant Use within the tenant space. Conditional Use Authorization would permit on-sale beer and wine for operation as a bona fide eating establishment for the newly established Restaurant Use, pending approval of ABC license type 41. This project was reviewed under the Community Business Priority Processing Program (CB3P).

REQUIRED COMMISSION ACTION

Pursuant to Planning Code Section 716, Conditional Use Authorization is required to establish a Restaurant Use within the Inner Clement Street NCD (Neighborhood Commercial District).

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. 2018-000622CUA subject to conditions contained in the attached "EXHIBIT A" and in general conformance with plans on file, dated February 14, 2018 and March 28, 2018, and stamped "EXHIBIT B."

CB3P CHECKLIST

	Required Criteria			Comments (if any)
	Complete & adequate	Incomplete and / or inadequate	Not required and / or not applicable	
Project Sponsor's application	X			
CB3P eligibility checklist	X			
Planning Code §101.1 findings	X			
Planning Code §303(c) findings	X			
Planning Code §303(o) findings for Eating and Drinking Uses	X			The existing concentration of frontage devoted to eating and drinking uses within the vicinity is approximately 20%. Conditional Use Authorization would increase this concentration to 27%, mostly because the subject site is a corner lot with more than 50 linear feet of frontage.
Any additional Planning Code findings e.g. §303(k) findings for movie theater removals or §303(m) findings for grocery store removals			X	
Photographs of the site and/or context			X	
Scaled and/or dimensioned plans	X			
Clearance under California Environmental Quality Act ("CEQA")	X			Class 1 Exemption for purposes of CEQA

Additional Information	
Notification Period	20 day mailing (150' occupants & 300' owners), 20 day newspaper and poster on site.
Number and nature of public comments received	9 letters of support from current patrons and neighboring residents.
Number of days between filing and hearing	101 days from submittal, 51 days from a complete application.

Generalized Basis for Approval (max. one paragraph)
<i>The Commission finds that this Project is necessary, desirable for, and compatible with the surrounding neighborhood as follows, and as set forth in Section 101.1, 303(c), and 303 (o) findings submitted as part of the application. The existing independently-owned Retail Grocery Use will be retained in a reduced footprint to allow for the establishment of a Restaurant Use within the approximately 658 square foot tenant space. The proposed use and character is compatible with the surrounding area, and would further activate the commercial corridor during different periods of the day by providing breakfast, lunch and dinner options seven days a week. Approval of the request would expand a neighborhood serving retail establishment and employment opportunities. Conditional Use Authorization approval would minimally increase the concentration of eating and drinking uses to 27%, slightly above the threshold of 25% as stated in Section 303(o), however, the space will be partially occupied by a Retail Grocery Use. Staff recommends approval with conditions.</i>

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on May 10, 2018.

AYES:

NAYS:

ABSENT:

Jonas P. Ionin
Commission Secretary

ADOPTED: May 10, 2018

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

The proposal is for **Conditional Use Authorization** pursuant to Planning Code Sections 303 and 716 to permit change of use from Retail Grocery to Retail Grocery and Restaurant Use at an approximately 658 square foot commercial space within the Inner Clement Street NCD (Neighborhood Commercial District), and a 40-X Height & Bulk District; in general conformance with plans, dated **February 14, 2018** and **March 28, 2018**, and stamped "EXHIBIT B" included in the docket for Record No. **2018-000622CUA** and subject to conditions of approval reviewed and approved by the Commission on August 24, 2017 under Motion No. **XXXXX**. This authorization and the conditions contained herein run with property and not with a particular Project Sponsor, business, or operator.

RECORDATION OF CONDITIONS OF APPROVAL

Prior to the issuance of the building permit or commencement of use for the Project, the Zoning Administrator shall approve and order the recordation of a Notice in the Official Records of the Recorder of the City and County of San Francisco for the subject property. This Notice shall state that the Project is subject to the conditions of approval contained herein and reviewed and approved by the Planning Commission on **May 10, 2018** under Motion No. **XXXXX**.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

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

SEVERABILITY

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

CHANGES AND MODIFICATIONS

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

Conditions of Approval, Compliance, Monitoring, and Reporting

PERFORMANCE

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

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

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

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

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

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

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

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

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

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

DESIGN – COMPLIANCE AT PLAN STAGE

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

MONITORING - AFTER ENTITLEMENT

11. **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
12. **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

13. **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>
14. **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>
15. **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

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

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

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

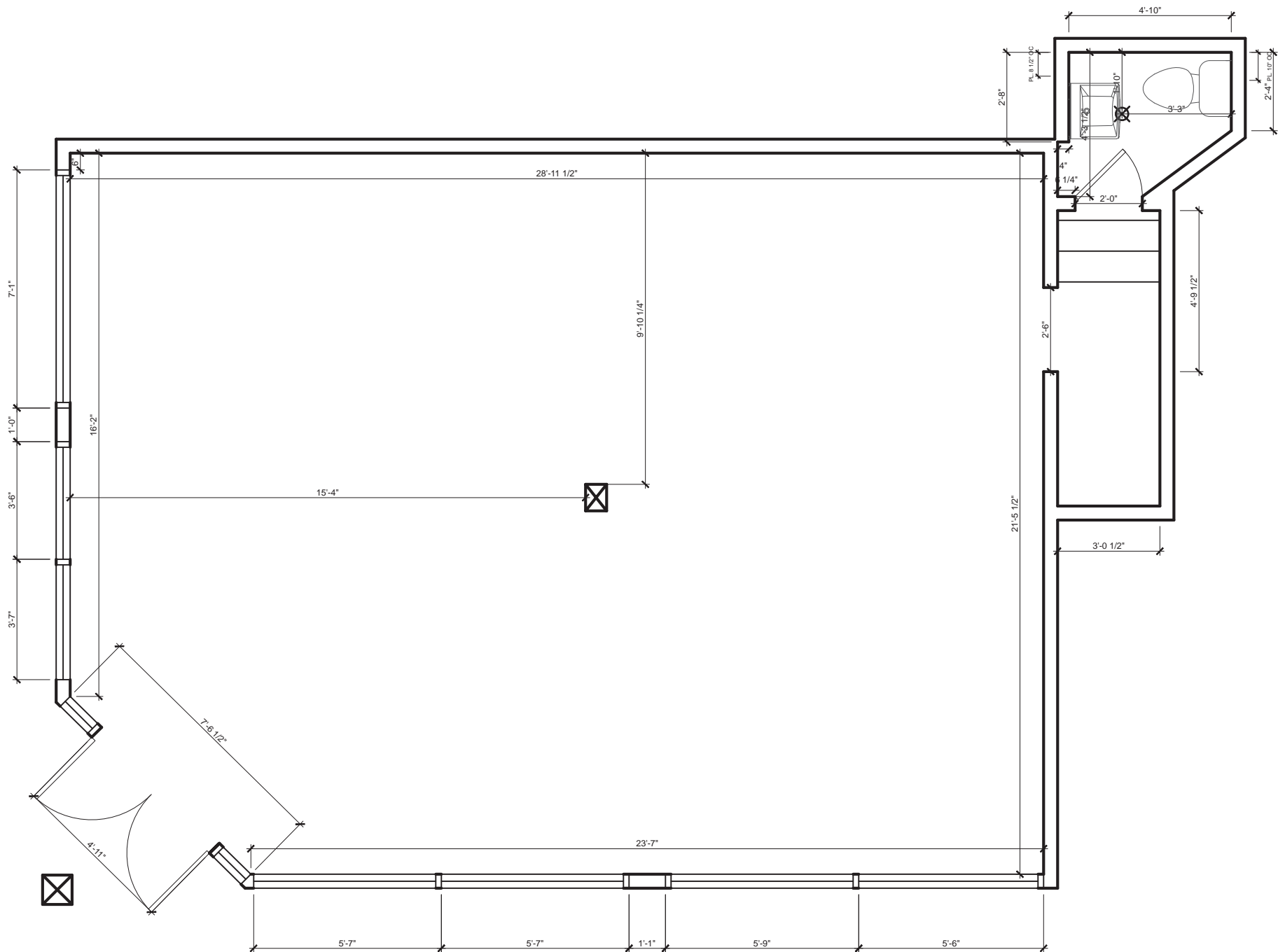
For information about compliance with the amplified sound including music and television contact the Police Department at 415-553-0123, www.sf-police.org

17. **Odor Control.** 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

18. **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



① EXISTING PLAN
SCALE: 1/4" = 1'-0"

EXHIBIT
B

HANNAH
COLLINS
DESIGNS

415.829.2670
HANNAHCOLLINSDESIGNS.COM
3616 LAWTON STREET,
SAN FRANCISCO, CA 94122

WILL EAGLE
2 CLEMENT ST
SAN FRANCISCO, CA 94118

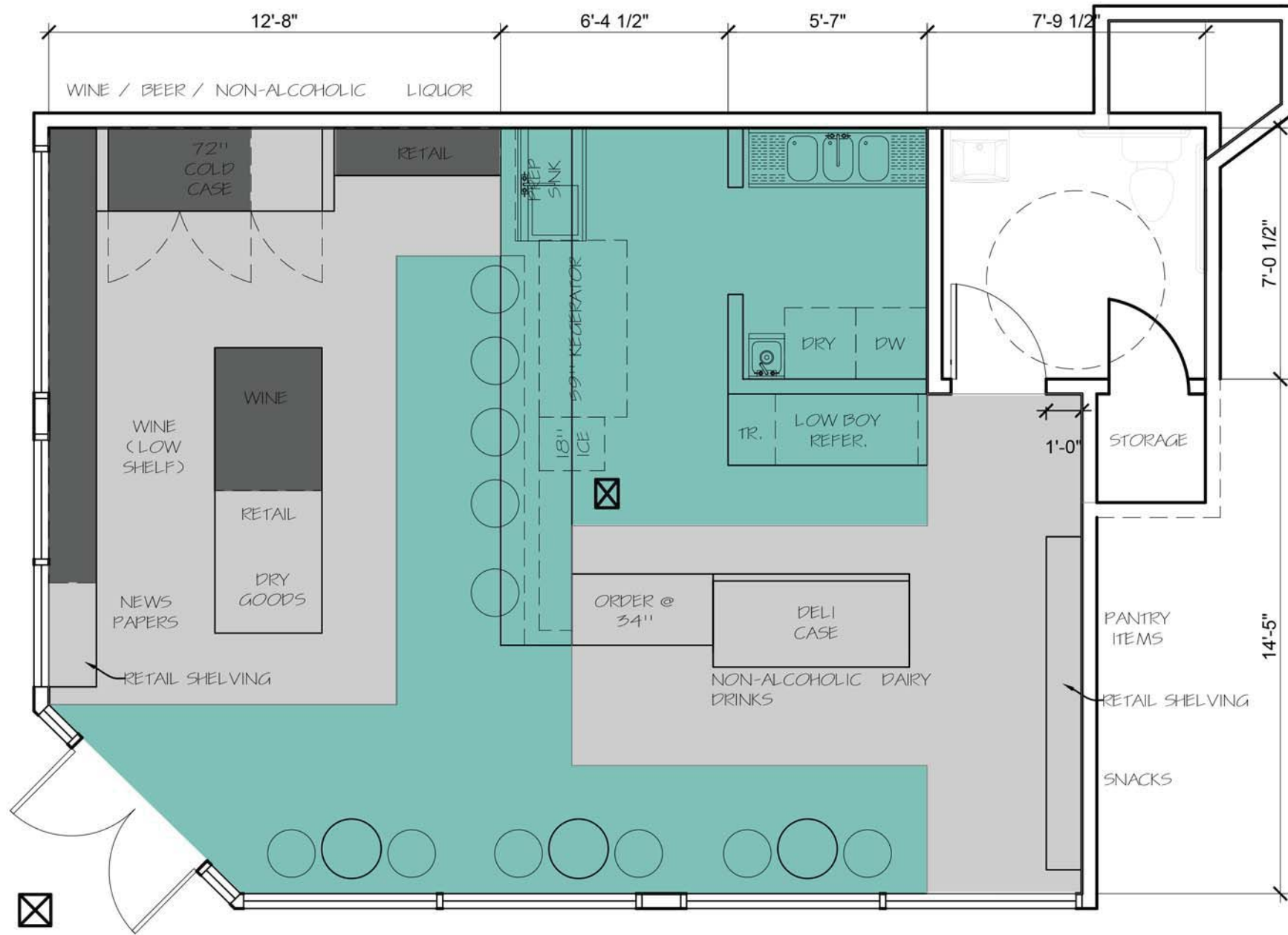
DATE: 08.19.17

DRAWN BY: WS

PLANS



AI.O



- RETAIL / GROCERY = 296 SQ. FT.
- OFF SALE ALCOHOL OCCUPIED FLOOR AREA (14.86%) = 44 SQ. FT.
- RESTAURANT = 279 SQ. FT.
- NON-OCCUPIED FLOOR AREA = 83 SQ. FT.
- TOTAL SQ. FT. = 658 SQ. FT.

① PROPOSED FLOOR PLAN: LAYOUT 2B
SCALE: 1/4" = 1'-0"

EXHIBIT
B

HANNAH
COLLINS
DESIGNS

415.829.2670
HANNAHCOLLINSDESIGNS.COM
3616 LAWTON STREET,
SAN FRANCISCO, CA 94122

WILL EAGLE
2 CLEMENT ST
SAN FRANCISCO, CA 94118

DATE: 03.28.18

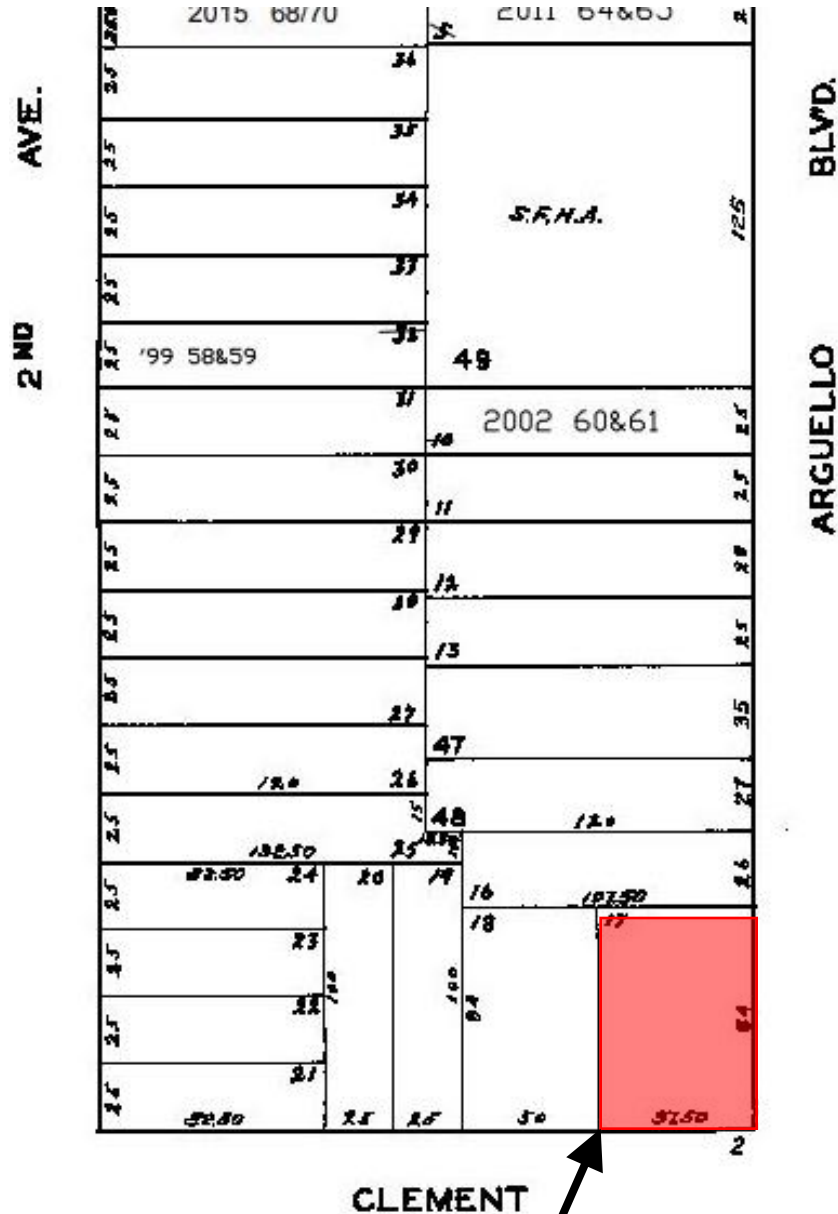
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PLANS

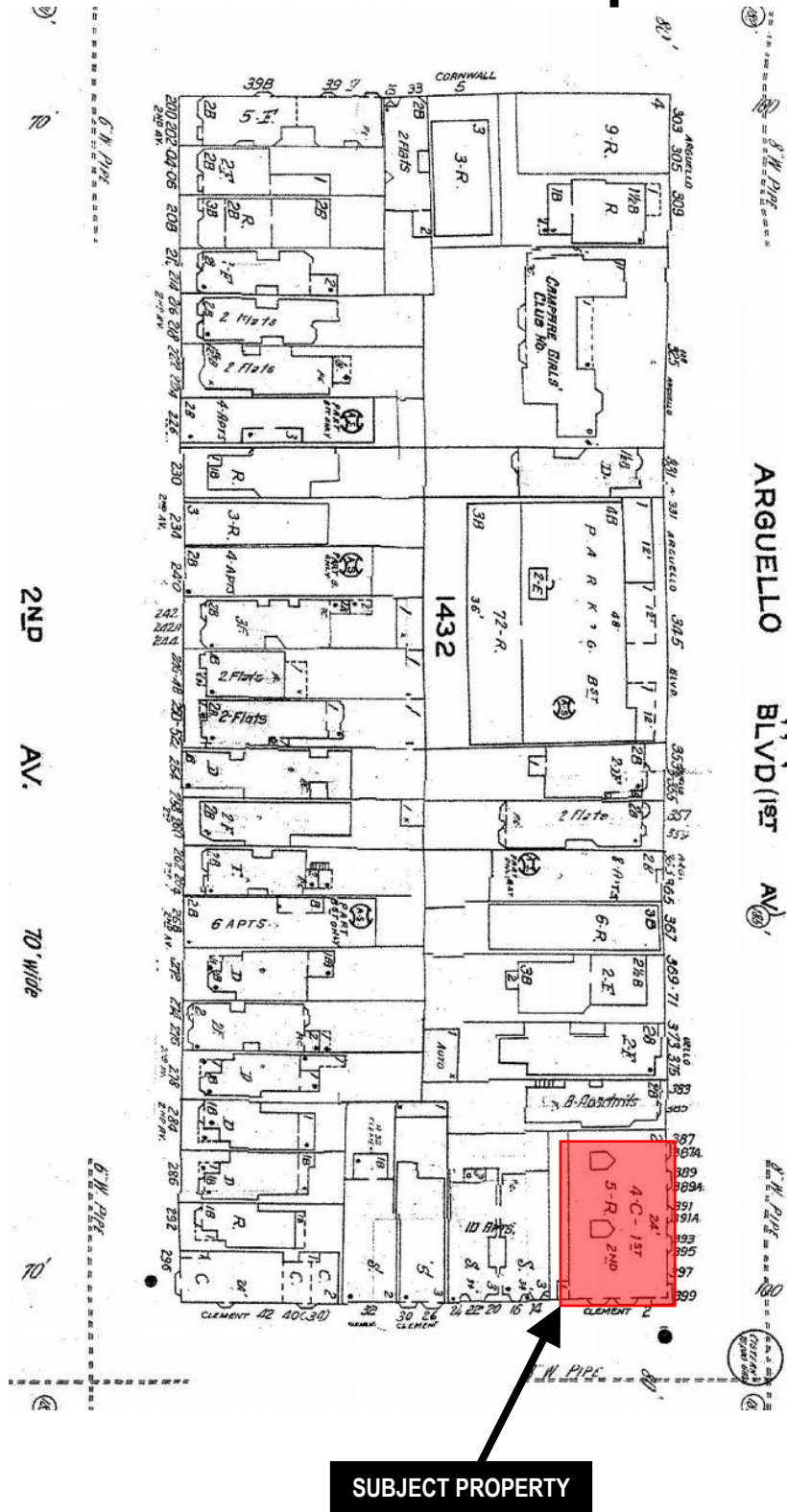
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Parcel Map



Sanborn Map*



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



Conditional Use Authorization
Case Number 2018-000622CUA
Establishment of a Restaurant Use
387 Arguello Blvd.

Aerial Photo

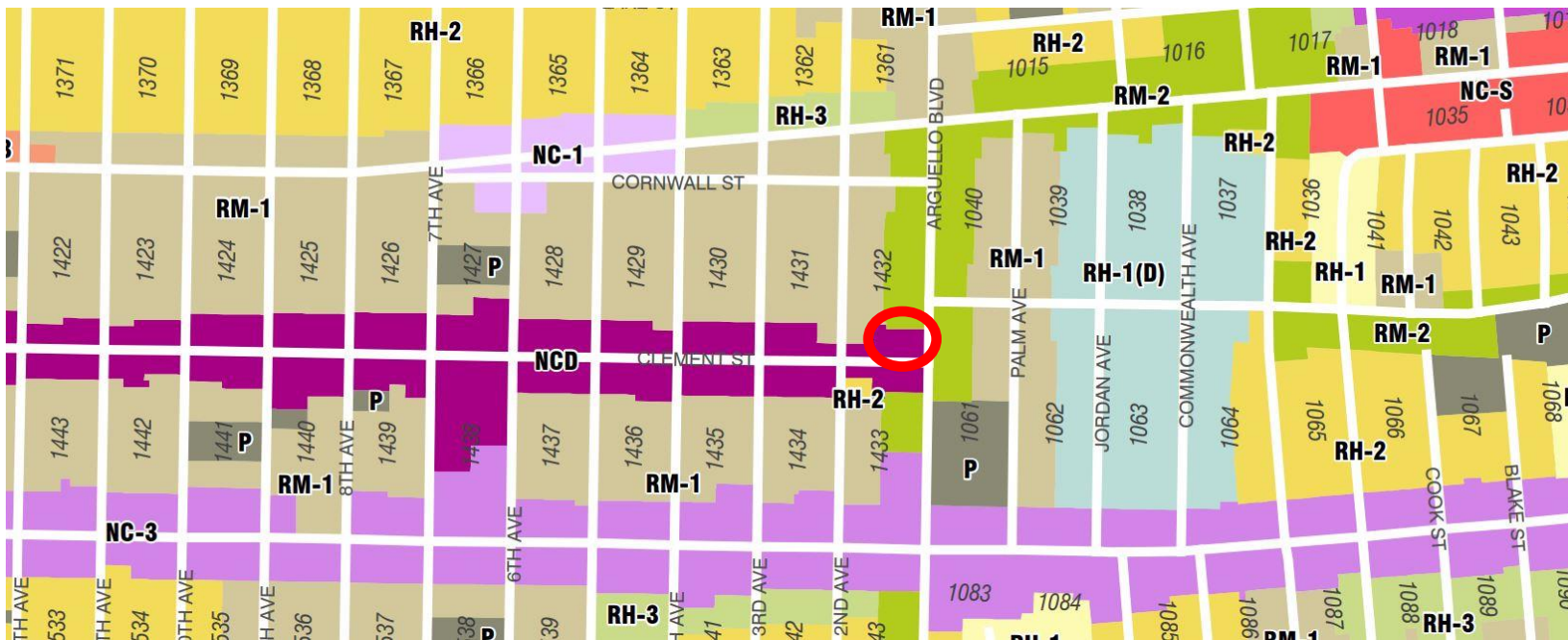


SUBJECT PROPERTY



Conditional Use Authorization
Case Number 2018-000622CUA
Establishment of a Restaurant Use
387 Arguello Blvd.

Zoning Map



Conditional Use Authorization
Case Number 2018-000622CUA
Establishment of a Restaurant Use
387 Arguello Blvd.

Site Photo



Conditional Use Authorization
Case Number 2018-000622CUA
Establishment of a Restaurant Use
387 Arguello Blvd.

SAMPLE MENU

BREAKFAST

Home Made Granola
Steel Cut Irish Oatmeal w/Fruit
Chia Pudding
Yogurt
Sous Vide Egg Bites
Soft Boiled Eggs w/ Prosciutto
Bagel (Cream Cheese, Lox)
Toast w/Avocado, Preserves, Almond Butter & Banana, Cinnamon
Kid's Cereal Cup
Bowl of Berries

LUNCH

Grab & Go Ficelle Sandwiches

- Tomato, Mozzarella, Basil
- Salami & Butter
- Ham & Brie

Deli Sandwich of the Day
Prepared Salads

DINNER/WINE BAR

Bruschetta (Tomato & Basil, White Bean)
Deviled Eggs
Burrata
Cheese Selection
Charcuterie
Marcona Almonds
Olives
Duck/chicken Liver Mousse
Pate
Grilled Cheese Sandwich Variations
Flatbread Pizza
Moroccan Spiced Meatballs
Risotto

DESSERT

Panna Cotta
Crème Brulee
Chocolate Pot a Crème

APPLICATION FOR Conditional Use Authorization

1. Owner/Applicant Information

PROPERTY OWNER'S NAME:	
American Realty & Construction, Inc.	
PROPERTY OWNER'S ADDRESS:	TELEPHONE:
1489 Webster Street, Suite 218	(415) 928-6600
San Francisco, CA 94115	EMAIL:
	szeto@amrci.com

APPLICANT'S NAME:	
Smith & Loring, Inc.	Same as Above <input type="checkbox"/>
APPLICANT'S ADDRESS:	TELEPHONE:
2 Clement St	(415) 742-5040
San Francisco, CA 94118	EMAIL:
	weaglesf@gmail.com

CONTACT FOR PROJECT INFORMATION:	
William Eagle	Same as Above <input type="checkbox"/>
ADDRESS:	TELEPHONE:
2 Clement St	(415) 902-9237
San Francisco, CA 94118	EMAIL:
	weaglesf@gmail.com

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

2. Location and Classification

STREET ADDRESS OF PROJECT:		ZIP CODE:
2 Clement St		94118
CROSS STREETS:		
Corner of Arguello Blvd & Clement St		

ASSESSORS BLOCK/LOT:	LOT DIMENSIONS:	LOT AREA (SQ FT):	ZONING DISTRICT:	HEIGHT/BULK DISTRICT:
1432 / 017	57.5 x 84	4,830	Inner Clement NCD	40-X

3. Project Description

(Please check all that apply)		PRESENT OR PREVIOUS USE:	
<input checked="" type="checkbox"/> Change of Use	ADDITIONS TO BUILDING:	Retail Grocery	
<input type="checkbox"/> Change of Hours	<input type="checkbox"/> Rear	PROPOSED USE:	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Front	Retail Grocery & Restaurant	
<input type="checkbox"/> Alterations	<input type="checkbox"/> Height	BUILDING APPLICATION PERMIT NO.:	DATE FILED:
<input type="checkbox"/> Demolition	<input type="checkbox"/> Side Yard	n/a	
<input type="checkbox"/> Other Please clarify:			

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				
Hotel Rooms				
Parking Spaces				
Loading Spaces				
Number of Buildings				
Height of Building(s)				
Number of Stories				
Bicycle Spaces				
GROSS SQUARE FOOTAGE (GSF)				
Residential				
Retail	658	296		296
Office				
Industrial/PDR <i>Production, Distribution, & Repair</i>				
Parking				
Other (Specify Use)			362 (Restaurant+)	362 *incl. ADA Bath
TOTAL GSF	658	296	279 + 83* = 362	658

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 will continue to service the neighborhood with the most frequently purchased grocery items, such as dairy products, snacks and grab-and-go beverages, but will add new offerings, including the service of prepared foods and beverages throughout the entire day. The addition of service will also create new local employment opportunities to cover multiple shifts. This mixed-use format will bring new energy to this end of Clement St., and allow the store to remain viable in the face of the recent (2015) establishment of a chain retail outlet (CVS) offering many of the same grocery items within 750 ft.

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

Seeking approval of Conditional Use Authorization pursuant to Section(s) 303, 703(c) and 716 to add an Independent Principal Restaurant Use with an ABC License type 41 (on-sale beer and wine) within the existing structural envelope -- and thereby reducing the footprint of -- an established Retail Grocery with an existing ABC License type 21 (off-sale liquor.)

Conditional Use Findings

Pursuant to Planning Code Section 303(c), before approving a conditional use authorization, the Planning Commission needs to find that the facts presented are such to establish the findings stated below. In the space below and on separate paper, if necessary, please present facts sufficient to establish each finding.

1. That the proposed use or feature, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable for, and compatible with, the neighborhood or the community; and
2. That such use or feature as proposed will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:
 - (a) The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;
 - (b) The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
 - (c) The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;
 - (d) Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs; and
3. That such use or feature as proposed will comply with the applicable provisions of this Code and will not adversely affect the Master Plan.

See attached responses.

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 will continue to service the neighborhood with the most frequently purchased grocery items, but will add the service of prepared foods and beverages. This mixed-use format will further activate this end of Clement St. throughout the entire day and allow the store to remain viable in the face of a chain retail outlet (CVS) offering many of the same grocery items within 750 ft. The expansion of services will also create 3 to 6 new local employment opportunities.

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

Residential units in the surrounding neighborhood would not be adversely affected by the project. The proposed establishment's operations are not expected to have any negative impacts on the neighborhood or its character, but will provide beneficial new services in the form of prepared meals in close proximity to the 69 unit senior citizen public housing complex at 345 Arguello.

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

No housing units are removed for this project.

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

The site is on the corner of Clement Street and Arguello, which is immediately served by MUNI bus lines 2 and 33, and within 1 block of both the major east-west corridors of California and Geary Streets served by the 1, 1BX, 38, 38R, and 38BX lines. Arguello Blvd. is also a major bicycle route. The grocery store is primarily neighborhood serving, and as a result of limited seating capacity, any potential increase in parking demands should be minimal.

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 Project will not displace any service or industry establishment. The project will not affect industrial or service sector uses or related employment opportunities. Ownership of industrial or service sector businesses will not be affected by this project.

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

The Project is designed and will be constructed to conform to the structural and seismic safety requirements of the City Building Code. This proposal will not impact the property's ability to withstand an earthquake.

7. That landmarks and historic buildings be preserved; and

A landmark or historic building does not occupy the Project site.

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

The project will have no negative effects on existing parks and open spaces.



SAN FRANCISCO
PLANNING
DEPARTMENT

CB3P

Community Business Priority Processing Program Checklist for Eligibility

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

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

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

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

Project Information

Please complete all fields.

PROPERTY ADDRESS:	RECORD NUMBER AND/OR BUILDING PERMIT NUMBER:
2 Clement Street	n/a at this time
NAME OF BUSINESS (IF KNOWN):	
Smith & Loring, Inc.	
BRIEF DESCRIPTION OF PROJECT:	
Seeking a Change of Use Authorization to add Restaurant Use with a California Alcoholic Beverage Control Board License type 41 (on-sale beer and wine) within -- and thereby reducing the footprint of -- an established Retail Grocery with a California Alcoholic Beverage Control Board License type 21 (off-sale liquor) in the Inner Clement NCD.	

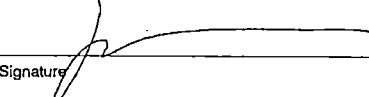
Checklist for CB3P Eligibility

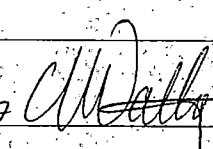
The following checklist is to be completed by applicants and reviewed by Planning Department Staff.

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

Applicant's Declaration

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

 Signature	12/20/17 Date	weaglesf@gmail.com Email Address
William Eagle, President, Smith & Loring, Inc.		(415) 742-5040
Print Name and check one: <input checked="" type="checkbox"/> OWNER or <input type="checkbox"/> AUTHORIZED AGENT		Phone Number

For Staff Use Only: Check One:	
<input checked="" type="checkbox"/> ENROLLED	<input checked="" type="checkbox"/> CHECKLIST REVIEWED AND FOUND TO BE ACCURATE AND REFLECTIVE OF PROJECT <input checked="" type="checkbox"/> PRE-APPLICATION MEETING COMPLETE; DOCUMENTATION RECEIVED <input checked="" type="checkbox"/> CONDITIONAL USE APPLICATION RECEIVED
<input type="checkbox"/> NOT ENROLLED STATE REASON:	
Elizabeth Watty, 12/27/17  Name, Date and Signature of Current Planning Staff	
PROVIDE A COPY OF THIS FORM TO THE DIRECTOR'S OFFICE.	

AFFIDAVIT FOR Formula Retail Uses

1. Location and Classification

STREET ADDRESS OF PROJECT: 2 CLEMENT STREET			
ASSESSORS BLOCK/LOT: 1432 / 017	ZONING DISTRICT: INNER CLEMENT STREET NCD	HEIGHT/BULK DISTRICT: 40-X	

2. Proposed Use Description

PROPOSED USE (USE CATEGORY PER ARTICLE 7 OR 8): RESTAURANT & RETAIL	
PROPOSED BUSINESS NAME: TBD	
DESCRIPTION OF BUSINESS, INCLUDING PRODUCTS AND/OR SERVICES: COMBINATION OFF-PREMISE RETAIL WITH ABC TYPE 21 LICENSE AND BONAFIDE EATING PLACE RESTAURANT WITH TYPE 41 ON-PREMISE LICENSE SERVING WINE AND BEER.	
BUILDING PERMIT APPLICATION NO.: (if applicable)	PLANNING DEPARTMENT CASE NO.: (if applicable) #2018-00622CUA

3. Quantity of Retail Locations

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

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

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

4. Standardized Features

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

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

Enter the total number of Yes/No answers above.

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

5. Applicant's Affidavit

NAME: WILLIAM L EAGLE		<input type="checkbox"/> Property Owner	<input checked="" type="checkbox"/> Authorized Agent
MAILING ADDRESS: (STREET ADDRESS, CITY, STATE, ZIP) SMITH & LORING, INC., 2 CLEMENT ST, SAN FRANCISCO, CA 94118			
PHONE: (415) 902-9237		EMAIL: weaglesf@gmail.com	

Under penalty of perjury the following declarations are made:

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

Applicant's Signature: _____

Date: 2/13/2018

PLANNING DEPARTMENT USE ONLY

PLANNING CODE SECTION(S) APPLICABLE:

HOW IS THE PROPOSED USE REGULATED AT THIS LOCATION?

- ☐ Principally Permitted
- ☐ Principally Permitted, Neighborhood Notice Required (Section 311/312)
- ☐ Not Permitted
- ☐ Conditional Use Authorization Required

COMMENTS:

VERIFIED BY:

Signature: _____ Date: _____

Printed Name: _____ Phone: _____



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.*



November 11, 2017

San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103-9425

Letter of Agent Authorization

I, **Kwok Hung Szeto**, administrator of **Szeto & Szeto Trust Dated 2/22/1995**, as the registered owner of the property located at **2 Clement St., San Francisco, CA 94118**, do hereby authorize the lessee of said property, **William Eagle**, President of **Smith & Loring, Inc.**, to act as my agent for the purposes of applying for a Conditional Use Authorization.

I understand that the intent of the designated agent is to seek the necessary status to enable the preparation and service of food for consumption on the premises, thereby making the premises eligible to apply also with California Alcohol Beverage Control for a Type 41 license for the privilege of serving beer and wine on the premises.

Signed:

Date:

A handwritten signature in black ink, appearing to be "Kwok Hung Szeto", written over a horizontal line.

A handwritten date "11/11/17" in black ink, written over a horizontal line.

Kwok Hung Szeto, its Trustee
Szeto & Szeto Trust Dated 2/22/1995

November 11, 2017

American Realty & Construction, Inc.
1489 Webster Street, Suite 218
San Francisco, CA 94115
(415) 928-6600

Chandler, Mathew (CPC)

From: Laryn Dorronsoro <larynrae@me.com>
Sent: Thursday, April 19, 2018 4:48 PM
To: Chandler, Mathew (CPC)
Subject: Support Letter for Clement MiniMarket additional Cafe and Wine Bar

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Members of the Planning Commission, My family and I are residents of the amazing Inner Richmond neighborhood. We moved here in 2014 and since have had the pleasure of exploring and falling in love with this area. I continue to be excited about the unique, special, and friendly businesses on Clement Street.

I am writing to express my support for Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use. I strongly believe this improvement will add value and energy to the area!

Thank you for your consideration,

Best,

Laryn Dorronsoro
1226 Anza Street

Chandler, Mathew (CPC)

From: Sara Headley <sara.clafferty@gmail.com>
Sent: Thursday, April 19, 2018 11:21 PM
To: Chandler, Mathew (CPC)
Subject: Support letter for Clement Mini Market conversion

Follow Up Flag: Follow up
Flag Status: Flagged

April 25, 2018

Re: #2018-000622CUA

Honorable Members of the Planning Commission,

As a resident of Jordan Park for 3 years, I am writing in full support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use.

While the old Clement Mini Market served for the past 25 years as a great spot to grab late-night ice cream, having a new space to gather and enjoy a glass of wine with friends will be a welcome enrichment of our neighborhood. We really need a spot like that since I can't think of any within a short walking distance from my apartment on Parker/Euclid.

Will Eagle, the new proprietor, has already done a great job of breathing new life into the old corner store, opening up the space, upgrading the technology, and creating a cleaner, more pleasant shopping experience. Once it is remodeled, it will be another asset to our neighborhood.

Small businesses are the lifeblood of our community, so I hope you will give serious consideration to a small business-person who is looking to invest in and enrich our neighborhood with services we would very much like and will further energize this end of Clement Street, our "Gateway to the Inner Richmond."

Thank you for your consideration.

Sincerely,

Sara and Mike Headley

100 Parker Ave.

--

Sara Headley
443-243-0060

From: Brett Bush
To: Chandler, Mathew (CPC)
Subject: Support for #2018-000622CUA
Date: Wednesday, April 25, 2018 2:03:34 PM

Honorable Members of the Planning Commission,

As a resident of San Francisco, most recently Pacific Heights, for over 20 years, I am writing in full support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing use on the corner of Clement & Arguello.

I have known Will Eagle, the new proprietor, for nearly 3 years. He is a responsible family man and father of an 8-year-old who attends school with our son. Having worked in the business for almost 20 years, he is passionate about wine and sharing that knowledge with others. It will be great to have a new local spot we can go to enjoy wine.

He has already done a great job of cleaning up and refreshing the old corner store concept, and based on his designs and plans, we are excited to have something new in the neighborhood.

We like to support small businesses in our community, so I hope you will give serious consideration to this proposal to invest in and enrich our neighborhood with services we believe will make it an even better place – not to mention create a few new jobs!

Thank you for your consideration.

Sincerely,

Brett Bush

2467 Vallejo Street

San Francisco, CA 94123

Chandler, Mathew (CPC)

From: Laurie Chaney <lcrun@sbcglobal.net>
Sent: Thursday, April 19, 2018 3:33 PM
To: Chandler, Mathew (CPC)
Subject: Re: #2018-000622CUA

Follow Up Flag: Follow up
Flag Status: Flagged

Re: #2018-000622CUA

Honorable Members of the Planning Commission,

As a resident of (the Inner Richmond/Jordan Park/Presidio Heights/Balboa Hollow) for (more than) 20 years, I am writing in full support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use.

While the old Clement Mini Market served the community for the past 25 years as a convenient place to grab a quart of milk or late-night pint of ice cream, the upgraded selection, added service of prepared food, not to mention the ability to gather and enjoy a glass of wine or cup of coffee with friends will be a welcome enrichment of our neighborhood.

Will Eagle, the new proprietor, has already done a great job of breathing new life into the old corner store, opening up the space, upgrading the technology, and creating a cleaner, more pleasant shopping experience. Once it is remodeled, it will be another asset to our neighborhood.

Small businesses are the lifeblood of our community, so I hope you will give serious consideration to a small business-person who is looking to invest in and enrich our neighborhood with services we would very much like and will further energize this end of Clement Street, our "Gateway to the Inner Richmond."

Thank you for your consideration.

Sincerely,

Laurie A Chaney
390 Arguello Blvd
San Francisco, CA 94118

Chandler, Mathew (CPC)

From: Jonathan Powers <jonathan.powers@gmail.com>
Sent: Monday, April 23, 2018 8:54 AM
To: Chandler, Mathew (CPC)
Subject: Support Re: #2018-000622CUA

Follow Up Flag: Follow up
Flag Status: Flagged

April 23, 2018

Re: #2018-000622CUA

Honorable Members of the Planning Commission,

As a resident of (the Inner Richmond for 11 years, I am writing in full and excited support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use.

While the old Clement Mini Market served the community for the past 25 years as a convenient place to grab a quart of milk or late-night pint of ice cream, the upgraded selection, added service of prepared food, not to mention the ability to gather and enjoy a glass of wine or cup of coffee with friends will be a welcome enrichment of our neighborhood.

Will Eagle, the new proprietor, has already done a great job of breathing new life into the old corner store, opening up the space, upgrading the technology, and creating a cleaner, more pleasant shopping experience. Once it is remodeled, it will be another asset to our neighborhood.

Small businesses are the lifeblood of our community, so I hope you will give serious consideration to a small business-person who is looking to invest in and enrich our neighborhood with services we would very much like and will further energize this end of Clement Street, our "Gateway to the Inner Richmond."

Thank you for your consideration.

Sincerely,

Jonathan Powers

439 3rd Avenu

--

Jonathan Powers
(609) 439-6694

From: Joe Bousaba
To: Chandler, Mathew (CPC)
Subject: Support for #2018-000622CUA
Date: Wednesday, April 25, 2018 1:59:54 PM

Re: #2018-000622CUA
Smith & Loring, Inc.
387 Clement Street

Honorable Members of the Planning Commission,

As a resident of San Francisco for 8 years, I am writing in full support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use on the corner of Clement & Arguello. In fact, we look forward to the transformation.

We have known Will Eagle, the new proprietor, for nearly 3 years. He is a responsible family man and father of an 8-year-old who attends school with our son. Having worked in the business for almost 20 years, he is passionate about wine and sharing that knowledge with others. It will be great to have a new local spot we can go and not just enjoy, but also learn.

He has already done a great job of cleaning up and refreshing the old corner store concept, and based on his designs and plans, we are excited to have something new in the neighborhood.

We like to support small businesses in our community, so I hope you will give serious consideration to this proposal to invest in and enrich our neighborhood with services we believe will make it an even better place – not to mention create a few new jobs!

Thank you for your consideration.

Sincerely,

Joe Bou-Saba
2513 Pacific Ave
San Francisco, CA 94115

From: Jason GREENFIELD
To: Chandler, Mathew (CPC)
Subject: Smith & Loring, Inc.
Date: Wednesday, April 25, 2018 4:25:59 PM

April 25, 2018

Re: #2018-000622CUA

Smith & Loring, Inc.
387 Clement Street

Honorable Members of the Planning Commission,

As a resident of Jordan Park for the last 7 years, I am writing in full support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use on the corner of Clement & Arguello. In fact, we look forward to the upgrade.

We have known Will Eagle, the new proprietor, for nearly 3 years. He is a responsible family man and father of an 8-year-old who attends school with our son. Having worked in the business for almost 20 years, he is passionate about wine and sharing that knowledge with others. It will be great to have a new local spot we can go and not just enjoy, but also learn.

He has already done a great job of cleaning up and refreshing the old corner store concept, and based on his designs and plans, we are excited to have something new in the neighborhood. In fact, this will become the place where we buy our wine.

We like to support small businesses in our community, so I hope you will give serious consideration to this proposal to invest in and enrich our neighborhood with services we believe will make it an even better place – not to mention create a few new jobs!

Thank you for your consideration.

Sincerely,

Jason and Lauren Greenfield

620 Euclid Ave

From: Lauren Ford
To: [Chandler, Mathew \(CPC\)](#)
Subject: Support for #2018-000622CUA
Date: Thursday, April 26, 2018 1:21:27 PM

April 25, 2018

Re: #2018-000622CUA
Smith & Loring, Inc.
[387 Clement Street](#)

Honorable Members of the Planning Commission,

As a resident of Presidio Heights for 3 years, I am writing in full support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use on the corner of Clement & Arguello. In fact, we look forward to the transformation.

We have known Will Eagle, the new proprietor, for nearly 3 years. He is a responsible family man and father of an 8-year-old who attends school with our son. Having worked in the business for almost 20 years, he is passionate about wine and sharing that knowledge with others. It will be great to have a new local spot we can go and not just enjoy, but also learn.

He has already done a great job of cleaning up and refreshing the old corner store concept, and based on his designs and plans, we are excited to have something new in the neighborhood.

We like to support small businesses in our community, so I hope you will give serious consideration to this proposal to invest in and enrich our neighborhood with services we believe will make it an even better place – not to mention create a few new jobs!

Thank you for your consideration.

Sincerely,

Lauren Ford

3377 Pacific Avenue

From: Dr. Shokooh Miry
To: Chandler, Mathew (CPC)
Subject: Support for #2018-000622CUA
Date: Wednesday, April 25, 2018 2:05:38 PM

Re: #2018-000622CUA
Smith & Loring, Inc. on 387 Clement Street

Honorable Members of the Planning Commission,

I am writing in full support of Smith & Loring, Inc.'s application to add a café/wine bar to its existing retail use on the corner of Clement & Arguello. In fact, we look forward to the transformation and new addition to the neighborhood.

We have known Will Eagle, the new proprietor, for nearly 3 years. He is a responsible family man and father of an 8-year-old who attends school with our son. Having worked in the business for almost 20 years, he is passionate about wine and sharing that knowledge with others. It will be great to have a new local spot we can go and not just enjoy, but also learn.

He has already done a great job of cleaning up and refreshing the old corner store concept, and based on his designs and plans, we are very excited to have something new in the neighborhood.

We like to support small businesses in our community, so I hope you will give serious consideration to this proposal to invest in and enrich our neighborhood with services we believe will make it an even better place – not to mention create a few new jobs!

Thank you for your consideration.

Sincerely,

Dr. Shokooh Miry
2417 Broadway Street
San Francisco, CA 94115



SAN FRANCISCO PLANNING DEPARTMENT

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)	
387 Arguello Blvd.		1432/017	
Case No.	Permit No.	Plans Dated	
2018-000622CUA		2/14/2018 & 3/28/2018	
<input checked="" type="checkbox"/> Addition/ Alteration	<input type="checkbox"/> Demolition (requires HRER if over 45 years old)	<input type="checkbox"/> New Construction	<input type="checkbox"/> Project Modification (GO TO STEP 7)
Project description for Planning Department approval. Request for Change of Use from Retail Grocery to Retail Grocery & Restaurant Use.			

STEP 1: EXEMPTION CLASS

TO BE COMPLETED BY PROJECT PLANNER

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

STEP 2: CEQA IMPACTS

TO BE COMPLETED BY PROJECT PLANNER

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

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

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

PROPERTY IS ONE OF THE FOLLOWING: (refer to Parcel Information Map)	
<input type="checkbox"/>	Category A: Known Historical Resource. GO TO STEP 5.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Project involves less than four work descriptions. GO TO STEP 6.

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

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

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

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

<input type="checkbox"/>	<p>Further environmental review required. Proposed project does not meet scopes of work in either (check all that apply):</p> <p><input type="checkbox"/> Step 2 – CEQA Impacts</p> <p><input type="checkbox"/> Step 5 – Advanced Historical Review</p> <p>STOP! Must file an <i>Environmental Evaluation Application</i>.</p>					
<input checked="" type="checkbox"/>	<p>No further environmental review is required. The project is categorically exempt under CEQA.</p> <table border="1"> <tr> <td> <p>Planner Name: Mathew Chandler</p> </td> <td> <p>Signature:</p> </td> </tr> <tr> <td> <p>Project Approval Action:</p> <p>Planning Commission Hearing</p> <p>If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.</p> </td> <td> <p>Mathew Chandler</p> <p>Digitally signed by Mathew Chandler Date: 2018.04.26 12:10:14 -07'00'</p> </td> </tr> </table> <p>Once signed or stamped and dated, this document constitutes a categorical exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code.</p> <p>In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action.</p> <p>Please note that other approval actions may be required for the project. Please contact the assigned planner for these approvals.</p>		<p>Planner Name: Mathew Chandler</p>	<p>Signature:</p>	<p>Project Approval Action:</p> <p>Planning Commission Hearing</p> <p>If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.</p>	<p>Mathew Chandler</p> <p>Digitally signed by Mathew Chandler Date: 2018.04.26 12:10:14 -07'00'</p>
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