



SAN FRANCISCO PLANNING DEPARTMENT

Executive Summary Abbreviated Institutional Master Plan

HEARING DATE: MARCH 29, 2018

Date: March 6, 2018
Case No.: **2018-001189IMP**
Project Address: **505 Howard Street**
Zoning: C-3-O (Downtown Office Special Development) District
150-S Height and Bulk District
Transit Center C-3-O(SD) Commercial Special Use District
Transbay C-3 Special Use District
Downtown, Transit Center, and Transbay Plan Areas
Block/Lot: 3736/183
Project Sponsor: Paul Levin, on behalf of Lehigh University
Coblentz Patch Duffy & Bass LLP
1 Montgomery Street, Suite 3000
San Francisco, CA 94104
Staff Contact: Nicholas Foster – (415) 575-9167
nicholas.foster@sfgov.org
Recommendation: **No action necessary – informational item**

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

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

BACKGROUND ON INSTITUTIONAL MASTER PLANS

Lehigh University (the “University” or the “Project Sponsor”) has submitted an Abbreviated Institutional Master Plan (“IMP” or the “Plan”) for consideration by the Planning Commission (“Commission”) as required by Section 304.5 of the Planning Code.

Planning Code Section 304.5 requires post-secondary educational and medical institutions in the city to provide the Planning Commission with a long-range development plan every 10 years, with updates provided every two years. Institutions located in the C-3 (Downtown, Commercial) Districts occupying, or proposing to occupy, less than 100,000 square feet of floor area may submit an Abbreviated IMP. An Abbreviated IMP requires a description of the following: the institution’s physical plant; employment characteristics; services provided and service population; ownership of properties throughout the City and County of San Francisco; the impact on the “Eight Priority Policies” of Planning Code Section 101.1; and parking availability and other relevant general information.

The purpose of the IMP is to provide this information to the Commission and the public. The IMP is available for public review, and has been posted on the Planning Department’s website. Any proposed changes in land use described in an IMP would require separate review and approval by the Commission and/or department staff, as applicable.

PROJECT DESCRIPTION

The project is the submission of an Abbreviated IMP for Lehigh University. This Abbreviated IMP represents the University's first submission of an IMP.

SUMMARY OF THE CONTENTS OF THE ABBREVIATED IMP

Founded in 1865, Lehigh University is a small, private research university located in Bethlehem, Pennsylvania. Comprised of four colleges, the University offers majors in more than 100 undergraduate, graduate and professional programs to a student body of approximately 7,000 students (undergraduate and graduate). The University is accredited by the Middle States Association of Colleges and Schools ("MSA"), the regional body that provides accreditation for schools in the Mid-Atlantic region. MSA is the regional equivalent of the Western Association of Schools and Colleges, which provides similar accreditation for schools on the West Coast.

Program and Population Characteristics:

Per the submitted IMP, Lehigh University has entered into a partnership with the Nasdaq Entrepreneurial Center, Inc. (the "Center"), a San Francisco based non-profit organization that provides entrepreneurship education, mentorship and resources to current and aspiring entrepreneurs. The University is the Exclusive Academic in Residence Partner at the Center's facilities at 505 Howard Street. The collaboration provides both a physical location and an opportunity for Lehigh University to establish unique learning experiences for its students based on proximity to and relationships with leaders in the innovation ecosystem of Silicon Valley. The project is called the "Lehigh@NasdaqCenter," and provides a place where Lehigh students, faculty, alumni and partners can come together for a variety of experiences, including educational programs (both credit and non-credit), professional seminars, workshops, and social events. The University is now focused on developing educational programs for Lehigh students at the Lehigh@NasdaqCenter during the 2017/2018 fiscal year, while engaging prospective Lehigh students and Lehigh alumni in the western region. Planned academic programming falls within three categories: 1) remote courses; 2) immersion programs; and 3) semester-long, in-person experiences.

Lehigh anticipates that between 12 and 16 undergraduate students will participate in the Semester Programs, commencing in the summer of 2018. The University plans to maintain one full-time staff member to support the Lehigh@NasdaqCenter, with additional support from Lehigh's Western Regional Office in San Mateo, and University's main campus in Bethlehem, Pennsylvania. The University plans to hire additional staff/faculty as the University's needs dictate, up to two full-time staff members, and three part-time adjunct and/or visiting faculty members.

Facilities:

Lehigh University does not currently own any property in the City and County of San Francisco for the purposes of academic or administrative uses. The University leases approximately 4,500 square feet of office space on the ground floor of the building located at 505 Howard Street. The building is located on the east side of Howard Street, between 1st and 2nd Streets. Therefore, the University's physical plant ("Project Site") would be located at 505 Howard Street. The facility includes a classroom, a collaborative space called the "Innovation Hub," a shared conference room, and support space.

Undergraduate students traveling to San Francisco for the Semester Program will be responsible for finding their own housing. The University will refer students to housing resources as needed.

The aggregate site area for all leased office space affiliated with Lehigh University for the purposes of academic or administrative uses is approximately 4,500 square feet. As such, the University occupies less than 100,000 sf in the C-3 district and is therefore eligible to submit an Abbreviated Institutional Master Plan. Institutional Use (including Post-Secondary Institutional Educational Use), is a principally permitted use within the C-3-O(SD) Zoning District.

Parking and Campus Access:

Lehigh University does not plan to provide any off-street parking for their leased space at 505 Howard Street. The Plan states the University's parking philosophy is to encourage public transportation and carpooling for its students, staff, and faculty. The University's proximity to Market Street and the soon-to-open Transbay Transit Center, located one block away from the Project Site, will undoubtedly afford users access to an array of public transit options, inclusive of regional transit service.

Current Projects/Future Expansion:

The Plan does not call for any immediate expansion of facilities at the Project Site. Any future development plans would be described in an update to the Planning Commission, in the form of an Update to the Abbreviated Institutional Master Plan. Any projects proposed by the University would require standard Planning Department review upon their submission; receipt of this Plan does not convey approval of any or all proposed projects within it.

ENVIRONMENTAL REVIEW STATUS

The Abbreviated Institutional Master Plan does not involve any physical work to the subject properties. Therefore, because there is no direct or indirect physical change in the environment, the project is not considered a "Project" and does not require review under the California Environmental Quality Act ("CEQA") Guidelines Sections 15060(c) and 15378.

PUBLIC COMMENT

No public comment has been received by the Department since the filing of the application.

REQUIRED COMMISSION ACTION

The item is an informational item, and no action is required. However, the Planning Commission has the discretion under Planning Code Section 304.5(d) to hold or not hold public hearing on an Abbreviated IMP. If the Commission requests a hearing, it will be scheduled for a later date.

STAFF RECOMMENDATION

The Abbreviated IMP for Lehigh University includes all information required by Planning Code Section 304.5. The staff recommendation is to accept the Abbreviated IMP as submitted and not hold a hearing.

RECOMMENDATION: Informational Only; Do not require a public hearing on this IMP

Attachments:

Block Book Map

Sanborn Map

Zoning Map

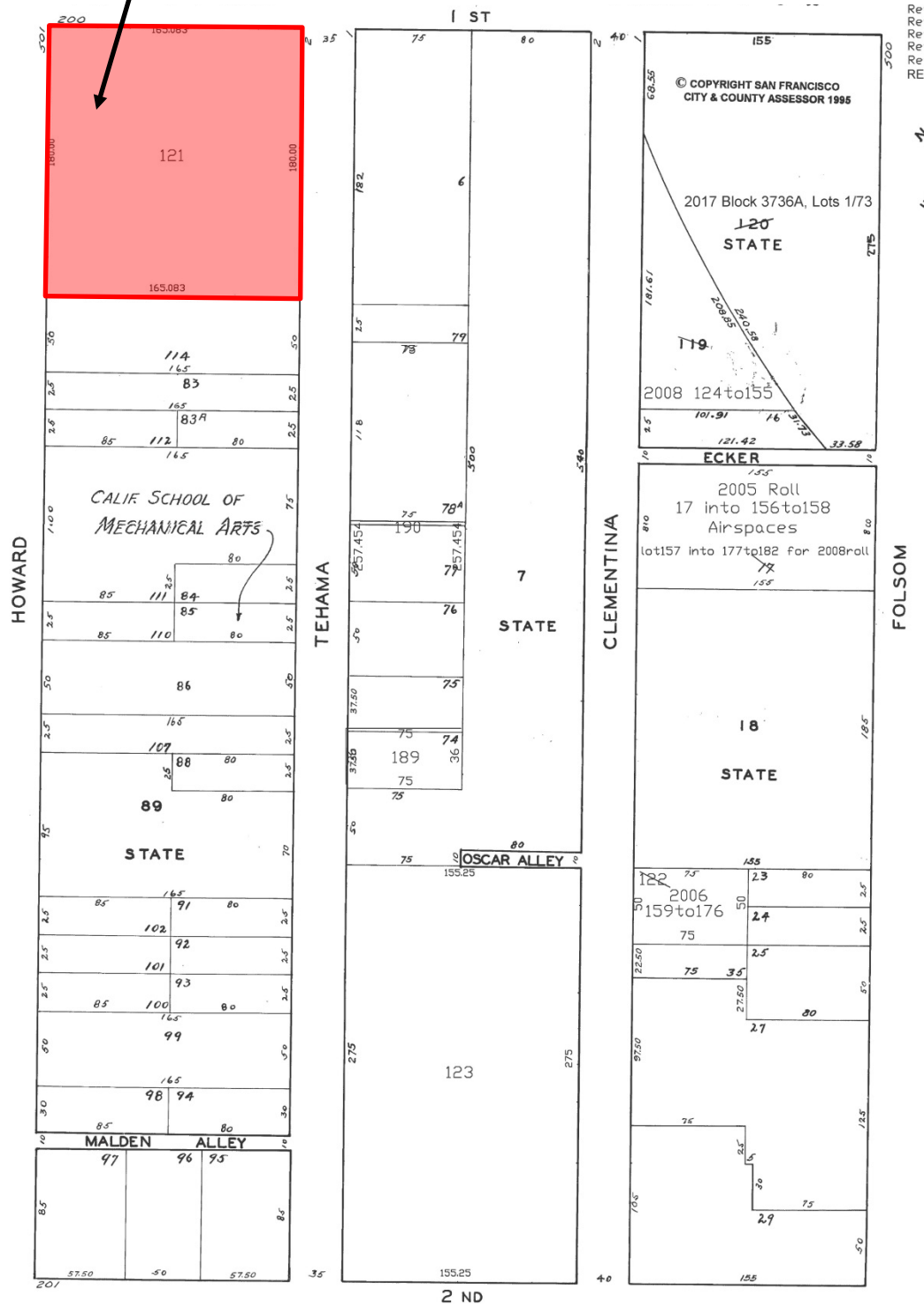
Context Photographs

Program Floor Plans (505 Howard Street)

Lehigh University Abbreviated IMP

SUBJECT PROPERTY

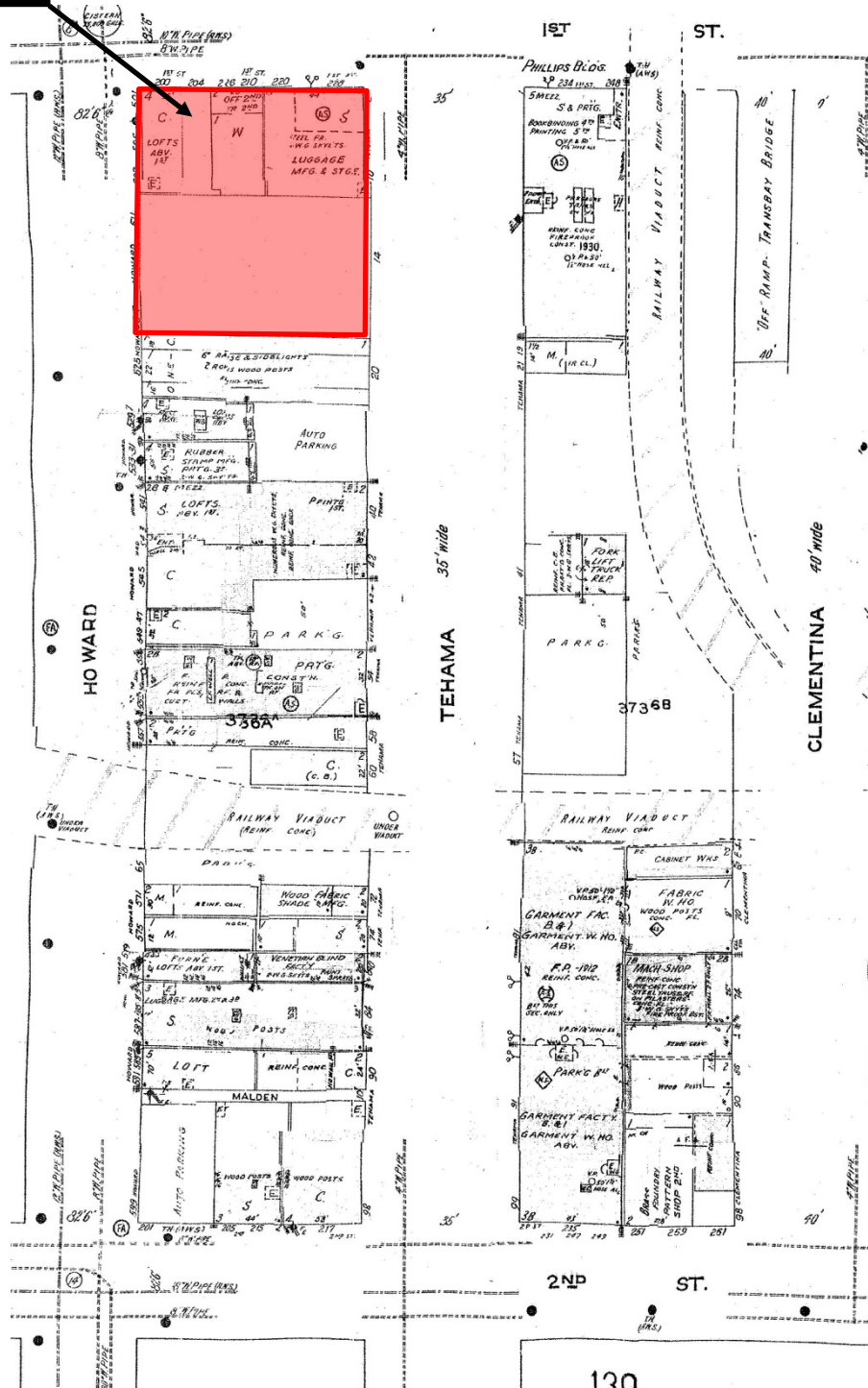
Parcel Map



Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

Sanborn Map*

SUBJECT PROPERTY

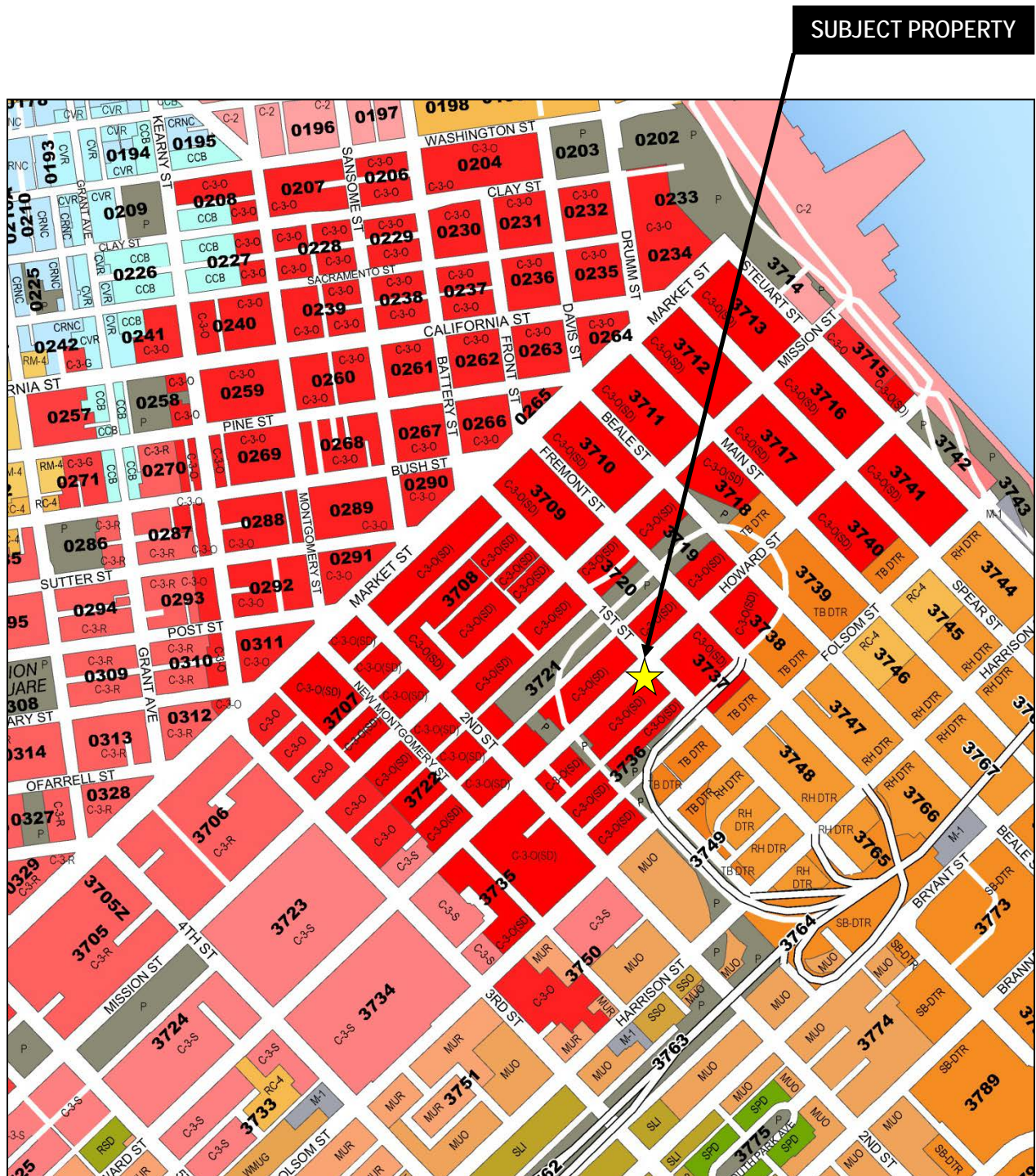


*The Sanborn Maps in San Francisco have not been updated since 1998, and this map may not accurately reflect existing conditions.



Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

Zoning Map



Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

Aerial Photo

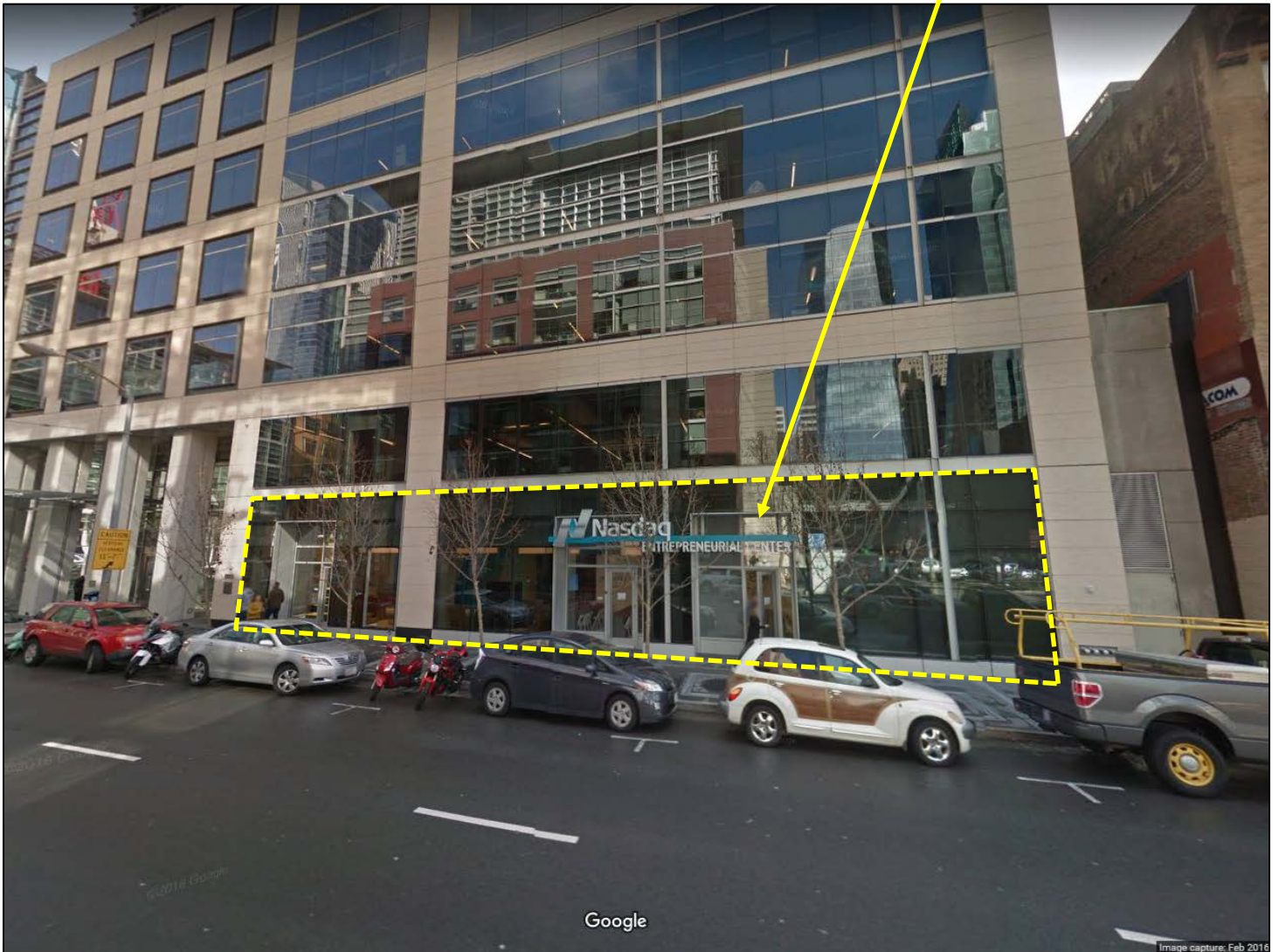
SUBJECT PROPERTY



Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

Site Photo

SUBJECT TENANT SPACE



Street View of 505 Howard Street.

Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

Site Photo



View of interior tenant space; collaboration space.

Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

Site Photo



View of interior tenant space; collaboration space.

Abbreviated Institutional Master Plan Hearing
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505 Howard Street

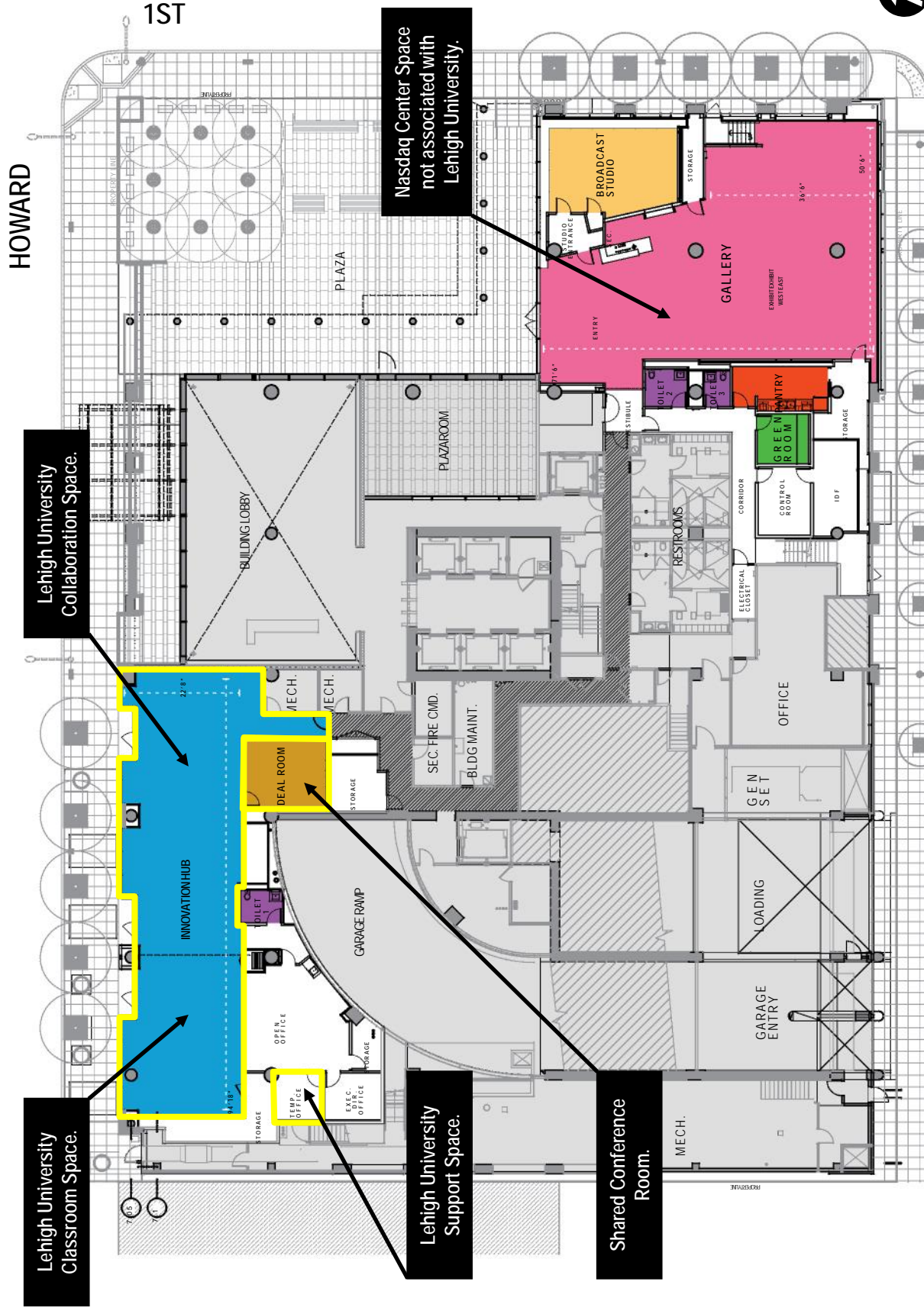
Site Photo



View of interior tenant space; classroom space.

Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

Floor Plan



Floorplan of Lehigh@NasdaqCenter.

Abbreviated Institutional Master Plan Hearing
Case Number 2018-001189IMP
505 Howard Street

**PROJECT
APPLICATIONS /
DOCUMENTS**



**SAN FRANCISCO
PLANNING
DEPARTMENT**

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

T: 415.558.6378
F: 415.558.6409

APPLICATION PACKET FOR Institutional Master Plan

Pursuant to Planning Code Section 304.5, medical and post-secondary educational institutions must have on file with the Planning Department a current Institutional Master Plan that describes the existing and anticipated future development of that institution. Any institution subject to these requirements must submit an Institutional Master Plan prior to receiving conditional use authorization or any other entitlement requiring Planning Commission approval.

The first pages of this application packet summarize Planning Code Section 304.5, which should be read carefully before the application form is completed. Please consult the Planning Department's website for examples of Institutional Master Plans.

WHAT IS THE PURPOSE OF AN INSTITUTIONAL MASTER PLAN?

Institutional Master Plans are required (1) to provide notice and information to public agencies and the public to give an opportunity for early and meaningful involvement prior to substantial investment by the institution, (2) to enable the institution to make modifications in response to comments prior to its more detailed planning, and (3) to provide public agencies and the public with information that may help guide their land use decisions.

WHO MUST SUBMIT AN INSTITUTIONAL MASTER PLAN?

Medical institutions and post-secondary educational institutions in San Francisco, including group housing affiliated with and operated by any such institution.

WHEN IS AN INSTITUTIONAL MASTER PLAN OR UPDATE REQUIRED?

All medical or post-secondary educational institutions must have an Institutional Master Plan on file with the Planning Department. A new Institutional Master Plan must be filed either every 10 years or if there are significant revisions to the information contained in an existing Institutional Master Plan on file. "Significant revisions" may include an increase in the institutions size by 10,000 square feet or 25 percent of total square footage, or the opening, closing, or significant change in use of an existing medical unit facility.

FULL INSTITUTIONAL MASTER PLANS

If the institution occupies a site area of 50,000 or more square feet (100,000 or more square feet in the C-3 District), or a site area of less than 50,000 square feet (100,000 or more square feet in the C-3 District) but anticipates future expansion over 50,000 square feet (100,000 or more square feet in the C-3 District), an Institutional Master Plan must be submitted. See Planning Code Section 304.5(c) for a discussion of the format and substance of the Institutional Master Plan.

ABBREVIATED INSTITUTIONAL MASTER PLANS

Institutions of less than 50,000 square feet or institutions of less than 100,000 square feet in the C-3 district may submit an Abbreviated Institutional Master Plan. See Planning Code Section 304.5(d) for a discussion of the format and substance of the Abbreviated Institutional Master Plan.

INSTITUTIONAL MASTER PLAN UPDATES

Every two years or sooner from the date of the most recent approval, the institution that submitted the Institutional Master Plan or the Abbreviated Institutional Master Plan must submit an Institutional Master Plan update. The Planning Department will not grant any permits to the institution until the update is considered complete. See Planning Code Section 304.5(f) for a discussion of the Institutional Master Plan update.

PLANNING COMMISSION HEARINGS OF INSTITUTIONAL MASTER PLANS

The Planning Commission will hold a public hearing on an Institutional Master Plan between 30 and 180 days after the plan has been accepted for filing. An abbreviated Institutional Master Plan may be heard before Planning Commission if the Commission deems it in the public interest to do so. Institutional Master Plan updates do not require public hearings. See Planning Code Section 304.5(e) for more information on Planning Commission hearings of Institutional Master Plans.

INSTITUTIONAL MASTER PLANS AND OTHER APPROVALS

The Planning Department will submit all Institutional Master Plans and updates filed by medical institutions to the Department of Public Health (DPH) for review and comment. DPH will prepare a budget for its review. Half of the expected cost must be submitted by the applicant to DPH prior to its review, and the remainder of the cost will be due at the time the initial payment is depleted. DPH will provide its comments to the Planning Department no later than 90 days after the date of submission. See Planning Code Section 304.5(g) for more information on coordination of Planning Department review with DPH.

Conditional use or other entitlement requiring Planning Commission action must be as described in the Institutional Master Plan or update and cannot be heard or approved by the Planning Commission until three months after the Institutional Master Plan is accepted. Furthermore, medical institutions that are subject to Sections 1513, 1523, and 1604 of Public Law 93-641 or Sections 437 and 438 of the California Health and Safety Code must first receive approvals subject to such sections prior to obtaining conditional use authorizations or other entitlements by the Planning Commission.

The Planning Department will not approve any building permit application for development of any institution subject to Institutional Master Plan requirements unless that institution has complied with all Institutional Master Plan requirements, with the exception of interior alterations that do not significantly intensify, change or expand the use, occupancy or inpatient services or facilities of the institution, and are necessary to correct immediate hazards to health or safety.

CASE NUMBER:
For Staff Use only

APPLICATION FOR Institutional Master Plan & Institutional Master Plan Update or Abbreviated Institutional Master Plan

1. Owner/Applicant Information

PROPERTY OWNER'S NAME: SVF Foundry San Francisco Corporation	
PROPERTY OWNER'S ADDRESS: c/o Cushman & Wakefield 505 Howard Street, Suite 175, San Francisco, CA 94105 Attn: Nancy Anderson, General Manager	TELEPHONE: (415) 293-9962 EMAIL: Nancy.j.Anderson@cushwake.com

APPLICANT'S NAME: Lehigh University		Same as Above <input type="checkbox"/>
APPLICANT'S ADDRESS: 27 Memorial Drive West Bethlehem, PA 18018	TELEPHONE: (405) 615-2285 EMAIL: sdewalt@lehigh.edu	

CONTACT FOR PROJECT INFORMATION: Paul Levin		Same as Above <input type="checkbox"/>
ADDRESS: Coblentz Patch Duffy & Bass LLP One Montgomery Street, Suite 3000 San Francisco, California 94104	TELEPHONE: (415) 772-5750 EMAIL: plevin@coblenzlaw.com	

2. Location(s)

STREET ADDRESS(ES) OF PROJECT, OR DESCRIBE LARGER AREA: 505 Howard Street
ASSESSORS BLOCK(S)/LOT(S): Block 3736 / Lot 183

3. Applicant's Affidavit

Under penalty of perjury the following declarations are made:

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

Signature: Paul V. Vandel

Date: Dec 19, 2017

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

PATRICK FARREN
Applicant PROVOST
LEHIGH UNIVERSITY
(AUTHORIZED AGENT)

APPLICATION TYPE: PLEASE CHECK ONE

- ☐ Full Institutional Master Plan
- ☒ Abbreviated Institutional Master Plan
- ☐ Institutional Master Plan Update

MATERIALS SUBMITTED

- ☒ This application, signed by owner or agent
- ☒ Textual description and drawings if appropriate
- ☒ Check payable to San Francisco Planning Department
- ☒ Letter of authorization for agent, if applicable

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



**SAN FRANCISCO
PLANNING
DEPARTMENT**

FOR MORE INFORMATION:
Call or visit the San Francisco Planning Department

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**
FAX: **415.558.6409**
WEB: **<http://www.sfplanning.org>**

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**

*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*



LEHIGH
UNIVERSITY

Patrick V. Farrell
*Provost and Vice President
for Academic Affairs*

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Alumni Memorial Building
27 Memorial Drive West
Bethlehem, Pennsylvania 18015-3035
(610) 758-3605 Fax (610) 758-3154
e-mail: provost@lehigh.edu
<http://www.lehigh.edu>

December 19, 2017

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

City and County of San Francisco
Building Department
1660 Mission Street
San Francisco, CA 94103

Re: Lehigh University – Letter of Authorization

To Whom It May Concern:

This letter is to confirm that Coblenz Patch Duffy & Bass LLP is hereby authorized to act on behalf of, and to submit all letters and applications to the Planning Department and the Building Department on behalf of, Lehigh University.

Thank you,

Lehigh University

By: Patrick V. Farrell

Name: Patrick V. Farrell

Title: Provost & Vice President for Academic Affairs



Abbreviated Institutional Master Plan
Lehigh University
January 4, 2018

Purpose

Lehigh University ("Lehigh") is submitting this Abbreviated Institutional Master Plan ("AIMP") pursuant to Section 304.5 of the San Francisco Planning Code (the "Code"). An AIMP is appropriate under Section 304.5(d) of the Code because Lehigh occupies a site area of less than 50,000 square feet in the City and does not anticipate any future expansion to more than 50,000 square feet of site area, or more than 100,000 square feet of site area in the C-3 District.

Services Provided and Service Population

Lehigh has entered into a partnership with the Nasdaq Entrepreneurial Center, Inc. (the "Center"), a San Francisco based non-profit organization that provides entrepreneurship education, mentorship and resources to current and aspiring entrepreneurs. Lehigh is the Exclusive Academic in Residence Partner at the Center's facilities at 505 Howard Street in San Francisco. The collaboration provides both a physical location and an opportunity for Lehigh to establish unique learning experiences for its students based on proximity to and relationships with leaders in the innovation ecosystem of Silicon Valley. The project is called the Lehigh@NasdaqCenter, and provides a place where Lehigh students, faculty, alumni and partners can come together for a variety of experiences, including educational programs (credit and non-credit), professional seminars, workshops, and social events.

Lehigh is focused on developing educational programs for Lehigh students at the Lehigh@NasdaqCenter during the 2017/2018 fiscal year, while engaging prospective Lehigh students and Lehigh alumni in the western region.

Planned academic programming falls within three categories: 1) remote courses, 2) immersion programs, and 3) semester long, in-person experiences.

1. Remote Courses. Remote courses provide an opportunity for Lehigh students to engage with leaders in San Francisco. Guest lectures are delivered remotely via video conference by Silicon Valley executives speaking from the Lehigh@NasdaqCenter to Lehigh students taking courses on campus in Bethlehem, Pennsylvania.
2. Immersion Programs. Immersion programs typically last one week and take place during semester breaks (winter break, spring break, summer). For example, the Lehigh Silicon Valley program brings approximately 56 Lehigh undergraduate and graduate students together with Lehigh alumni and friends in Silicon Valley for a week-long immersion into new-venture creation each January. Use of "live cases" creates a highly charged learning environment that focuses on real companies, real players, and real situations in real time.

3. **Semester Programs.** Lehigh plans to pilot a semester abroad type experience for Lehigh students in San Francisco during the summer of 2018. The objective is to have students intern with startup companies while taking an entrepreneurship course at the Lehigh@NasdaqCenter. Lehigh estimates that between 12 and 16 undergraduate students will participate in the summer program. Lehigh plans to refer students in the pilot summer program to housing resources as needed.

Background

Lehigh University was founded in 1865 by Asa Packer, an industrial pioneer, entrepreneur and philanthropist. Lehigh is a private, non-profit residential research university in Bethlehem, Pennsylvania. Recognized among the nation's premier research universities, Lehigh offers a rigorous academic community for nearly 7,000 students (5,075 undergraduates; 1,979 graduate students). Lehigh's small size, ideal student-to-faculty ratio and vibrant campus allow students to collaborate on projects in and out of the classroom. The university's mission statement is *to advance learning through the integration of teaching, research, and service to others*.

Lehigh has a long history of integrating academic and experiential learning through interdisciplinary programs. Among Lehigh's interdisciplinary institutes, programs and offerings is the Baker Institute for Entrepreneurship, Creativity & Innovation, the mission of which is fostering the entrepreneurial mindset that leads to creating value in the world and providing the Lehigh community with access to the skills, resources and connections needed to enable both for and non-profit entrepreneurial ventures to launch and prosper. The partnership with the Center was founded on the mutually aligned mission and commitment to the advancement of entrepreneurial education, drawing upon the breadth of undergraduate and graduate curricula and the educational offerings and programs of Lehigh's four Colleges: the College of Arts and Sciences, the College of Business and Economics, the P.C. Rossin College of Engineering and Applied Science, and College of Education.

Lehigh is regionally accredited by the Middle States Association of Colleges and Schools.

Physical Plant

Lehigh licenses approximately 4,500 square feet of space from the Center at 505 Howard Street in San Francisco. The facility includes a classroom and collaborative space, called the Innovation Hub, a shared conference room, and support space.

The 505 Howard Street building is located in the C-3-O(SD) Zoning District, which allows Post-Secondary Educational Institutions as a permitted use.

Lehigh does not license any parking at the Lehigh@NasdaqCenter. There is a private parking lot at the property, and there are also city parking lots nearby at 35 2nd Street and

at 100 First Street. The Lehigh@NasdaqCenter is also well-served by public transportation – it is a short walk from the Transbay Terminal, the Embarcadero Muni/BART station, and the Montgomery Muni/BART station.

Employment

The Lehigh@NasdaqCenter is currently supported by one on-site Lehigh staff member, with additional support from Lehigh's Western Regional Office in San Mateo, and the main campus in Bethlehem, Pennsylvania. Over the next year, Lehigh plans to grow its staff at the Lehigh@NasdaqCenter to include two full time staff members and to recruit up to three part-time adjunct and/or visiting faculty members.

Affirmative Action Policy

Lehigh University is committed to providing an educational, working, co-curricular, social, and living environment for all students, staff, faculty, trustees, contract workers, and visitors that is free from harassment and discrimination on the basis of age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. Such harassment or discrimination is unacceptable behavior and will not be tolerated. The University strongly encourages (and, depending upon the circumstances, may require) students, faculty, staff or visitors who experience or witness harassment or discrimination, or have information about harassment or discrimination in University programs or activities, to immediately report such conduct in accordance with the University's Policy on Harassment and Non-Discrimination, which is available online at: <http://www.lehigh.edu/~policy/>. Further, university policy and applicable law prohibit retaliation against those who, in good faith, bring or cooperate in complaints of harassment or discrimination. Additional information and resources may be found on the Equal Opportunity Compliance Coordinator's website at: <https://eocc.lehigh.edu/>.

Attachment:

- Figure 1 - Location
- Figure 2 - Floor Plan
- Figure 3 - Photographs

Figure 1
Location

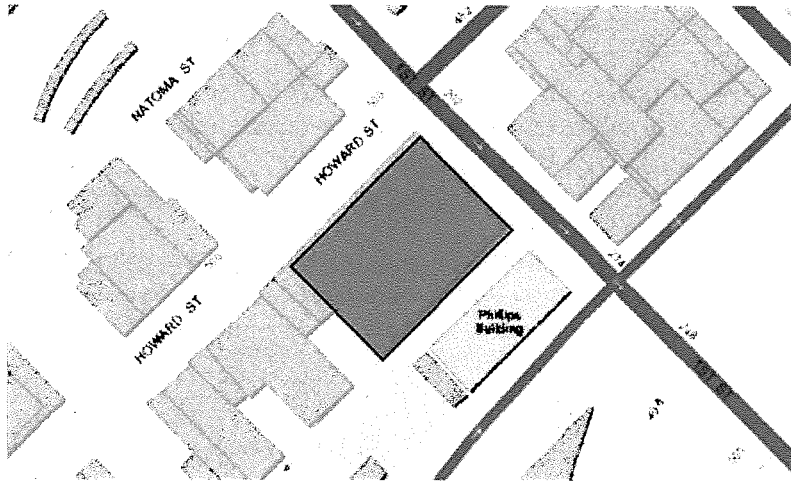


Figure 2
Floor Plan

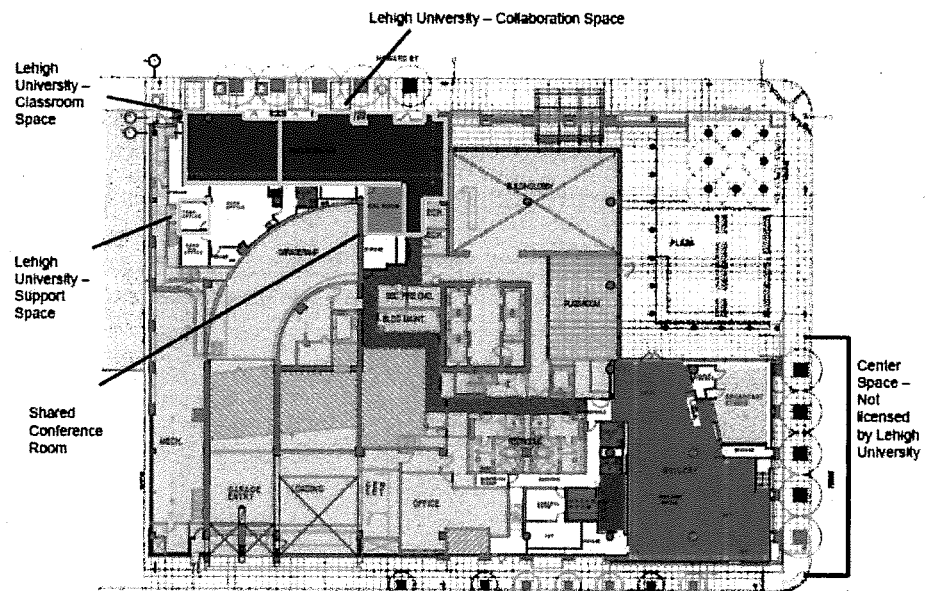
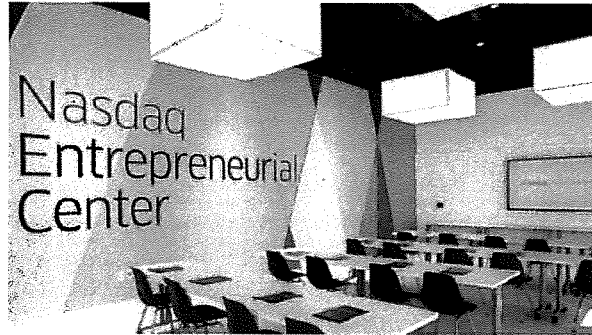


Figure 3
Photographs

Classroom Space



Collaboration Space

