



SAN FRANCISCO PLANNING DEPARTMENT

Planning Commission Project Summary and Draft Motion

COMMUNITY BUSINESS PRIORITY PROCESSING PROGRAM

HEARING DATE: APRIL 25, 2019

Record No.: 2018-017254CUA
Project Address: 2750 JACKSON STREET
Zoning: RH-2 (Residential-House, Two Family) Zoning District
40-X Height and Bulk District
Block/Lot: 0978/018
Project Sponsor: Nancy Doty
2750 Jackson Street
San Francisco, CA 94115
Property Owner: Town School for Boys
San Francisco, CA 94115
Staff Contact: Dori Ganetsos – (415) 575-9172
dori.ganetsos@sfgov.org

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

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

PROJECT DESCRIPTION

The proposal is for a Conditional Use Authorization pursuant to Planning Code Sections 209.1 and 303 to allow an increase in student enrollment at the Town School for Boys from 414 students to 450 students over a two-year period. A maximum student enrollment of 400 students was permitted under a previous Conditional Use Authorization (2011.0277C). No change of use, construction, or tenant improvements are associated with this proposal. The project has qualified for review under the Planning Commission's Community Business Priority Processing Program ("CB3P").

REQUIRED COMMISSION ACTION

In the RH-2 (Residential-House, Two Family) Zoning District, pursuant to Planning Code Sections 209.1 and 303, schools require Conditional Use Authorization. The Town School for Boys obtained Conditional Use Authorization on September 13, 2012 under Planning Commission Motion Number 18709 for a school use with a maximum of 400 students. Therefore, to increase the enrollment to 450 students, Conditional Use Authorization is required.

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. 2018-017254CUA** subject to conditions contained in the attached "EXHIBIT A" and in general conformance with plans on file, dated January 9, 2019, and stamped "EXHIBIT B."

CB3P CHECKLIST

	Required Criteria			Comments (if any)
	Complete & adequate	Incomplete and / or inadequate	Not required and / or not applicable	
Project Sponsor's application	X			
CB3P eligibility checklist	X			
Planning Code §101.1 findings	X			See application for findings.
Planning Code §303(c) findings	X			See application for findings.
Planning Code §303(o) findings for Eating and Drinking Uses			X	
Any additional Planning Code findings e.g. §303(k) findings for movie theater removals or §303(m) findings for grocery store removals			X	
Photographs of the site and/or context	X			
Scaled and/or dimensioned plans	X			
Clearance under California Environmental Quality Act ("CEQA")	X			Categorically Exempt as a Class 1 Exemption

Additional Information	
Notification Period	April 5, 2019 – April 25, 2019 (20 days mailing, newspaper, and posted).
Number and nature of public comments received	One email, requesting a staggered drop off and pick up schedule for the school to accommodate the increase in students without increasing traffic in the neighborhood.
Number of days between filing and hearing	120 days from filing, 86 days from a complete application to hearing.

Generalized Basis for Approval
<i>The project is necessary, desirable, and compatible with the surrounding neighborhood as follows, and as set forth in the Section 101.1 and 303(c) findings submitted as part of this application. The proposed school use (DBA Town School for Boys) is a community serving business that already exists at the subject property. No existing residential or commercial uses will be removed or impacted by this proposal. The proposed increase in student enrollment will create additional educational opportunities for students in San Francisco and may facilitate additional employment opportunities for residents in the future. The surrounding neighborhood will not be detrimentally impacted by any increase in traffic associated with this proposal.</i>

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on April 25, 2019.

AYES:

NAYS:

ABSENT:

ADOPTED: April 25, 2019

Jonas P. Ionin

Commission Secretary

APPEAL AND EFFECTIVE DATE OF MOTION: Any aggrieved person may appeal this Conditional Use Authorization to the Board of Supervisors within thirty (30) days after the date of this Motion. The effective date of this Motion shall be the date of this Motion if not appealed (after the 30-day period has expired) OR the date of the decision of the Board of Supervisors if appealed to the Board of Supervisors.

PROTEST OF FEE OR EXACTION: You may protest any fee or exaction subject to Government Code Section 66000 that is imposed as a condition of approval by following the procedures set forth in Government Code Section 66020. The protest must satisfy the requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of the first approval or conditional approval of the development referencing the challenged fee or exaction. For purposes of Government Code Section 66020, the date of imposition of the fee shall be the date of the earliest discretionary approval by the City of the subject development. If the City has not previously given Notice of an earlier discretionary approval of the project, the Planning Commission's adoption of this Motion, Resolution, Discretionary Review Action or the Zoning Administrator's Variance Decision Letter constitutes the approval or conditional approval of the development and the City hereby gives NOTICE that the 90-day protest period under Government Code Section 66020 has begun. If the City has already given Notice that the 90-day approval period has begun for the subject development, then this document does not re-commence the 90-day approval period.

ATTACHMENTS:

Draft Motion – Conditional Use Authorization

Exhibit A – Conditions of Approval

Exhibit B – Plans and Renderings

Exhibit C – Environmental Determination

Exhibit D – Maps and Context Photos

Exhibit E – Project Application and Project Sponsor Brief

Exhibit F – Public Comment

EXHIBIT A

AUTHORIZATION

Conditional Use Authorization Pursuant to Planning Code Sections 209.1 and 303 to 209.1 to allow an increase in student enrollment at the Town School for Boys from 414 students to 450 students over a two-year period. A maximum student enrollment of 400 students was permitted under a previous Conditional Use Authorization (2011.0277C). The subject site is within the RH-2 (Residential-House, Two Family) Zoning District and a 40-X Height and Bulk District; in general conformance with plans, dated **January 9, 2019**, and stamped "EXHIBIT B" included in the docket for Record No. **2018-017254CUA** and subject to conditions of approval reviewed and approved by the Commission on April 25, 2019 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 **April 25, 2019** 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

ENROLLMENT

1. **Maximum student enrollment.** The maximum number of students permitted shall be 450 at any given time.

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

MONITORING – AFTER ENTITLEMENT

1. **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

2. **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

3. **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>

4. **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>

6. **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 and all registered neighborhood groups for the area with written notice of the name, business address, and telephone number of the community liaison. Should the contact information change, the Zoning Administrator and registered neighborhood groups 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

EXHIBIT B

Town School for Boys: 2750 Jackson Street
RH-2, 40-X

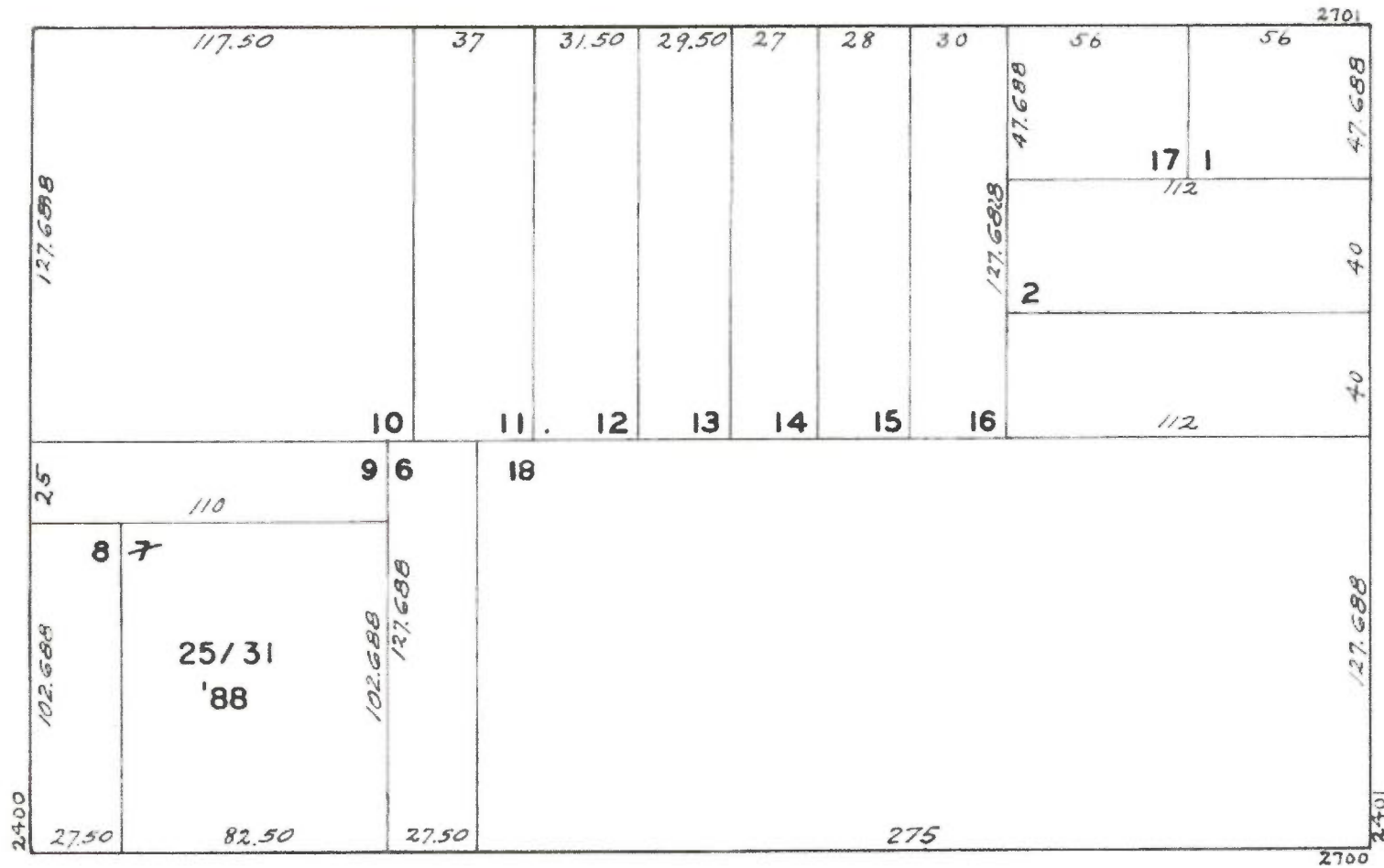


11/9/2019

DIVISADERO

PACIFIC AVE.

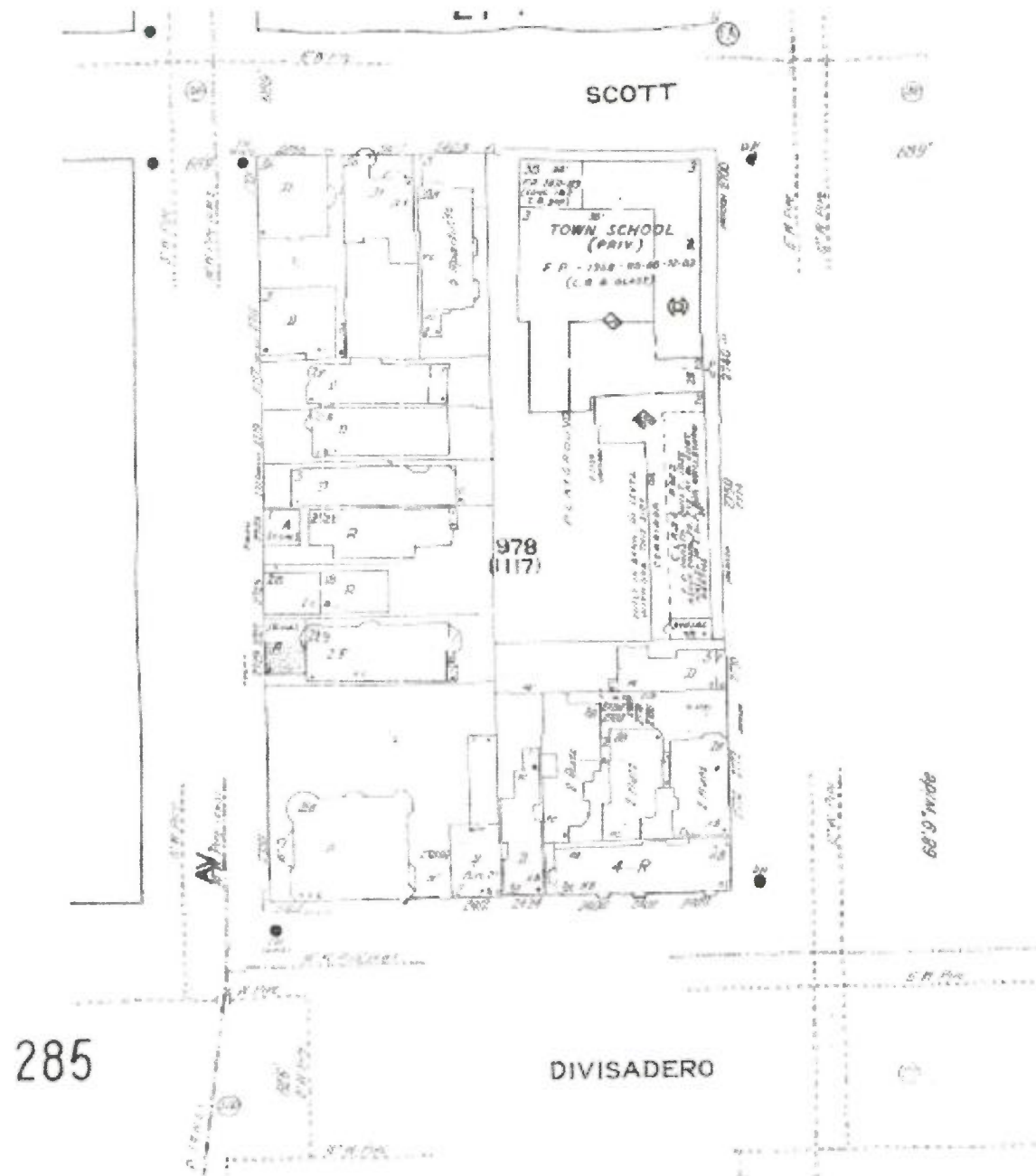
5th



SCOTT

JACKSON

Town School for Boys: 2750 Jackson Street



Town School for Boys: 2750 Jackson Street

Jackson Street: 135'; Scott Street: 66'



White
zone
(66')

66'

White zone (135')



SAN FRANCISCO PLANNING DEPARTMENT

EXHIBIT C

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)
2750 JACKSON ST		0978018
Case No.		Permit No.
2018-017254ENV		
<input checked="" type="checkbox"/> Addition/ Alteration	<input type="checkbox"/> Demolition (requires HRE for Category B Building)	<input type="checkbox"/> New Construction
Project description for Planning Department approval. The project site is the existing Town School for Boys located at 2750 Jackson Street. The school is proposing to increase the maximum number of students from 414 to 450 over a two-year period. No new construction or colored curbs are proposed. There are two existing passenger loading zones (white curb) on Jackson Street and Scott Street, which are 135 feet and 66 feet respectively. The school operates a drop-off program between 7:45 a.m. to 8:30 a.m. each morning, and an afternoon pick-up program between 2:20 p.m. to 3:30 p.m. with assigned and staggered pick-up times.		

STEP 1: EXEMPTION CLASS

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. Up to three new single-family residences or six 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.
<input type="checkbox"/>	Class 32 - In-Fill Development. New Construction of seven or more units or additions greater than 10,000 sq. ft. and meets the conditions described below: (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. (b) The proposed development occurs within city limits on a project site of no more than 5 acres substantially surrounded by urban uses. (c) The project site has no value as habitat for endangered rare or threatened species. (d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality. (e) The site can be adequately served by all required utilities and public services. FOR ENVIRONMENTAL PLANNING USE ONLY
<input type="checkbox"/>	Class ____

STEP 2: CEQA IMPACTS

TO BE COMPLETED BY PROJECT PLANNER

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

<input type="checkbox"/>	Air Quality: Would the project add new sensitive receptors (specifically, schools, day care facilities, hospitals, residential dwellings, and senior-care facilities within an Air Pollution Exposure Zone? Does the project have the potential to emit substantial pollutant concentrations (e.g., backup diesel generators, heavy industry, diesel trucks, etc.)? (refer to EP_ArcMap > CEQA Catex Determination Layers > Air Pollution Exposure Zone)
<input type="checkbox"/>	Hazardous Materials: If the project site is located on the Maher map or is suspected of containing hazardous materials (based on a previous use such as gas station, auto repair, dry cleaners, or heavy manufacturing, or a site with underground storage tanks): Would the project involve 50 cubic yards or more of soil disturbance - or a change of use from industrial to residential? If yes, this box must be checked and the project applicant must submit an Environmental Application with a Phase I Environmental Site Assessment. <i>Exceptions: do not check box if the applicant presents documentation of enrollment in the San Francisco Department of Public Health (DPH) Maher program, a DPH waiver from the Maher program, or other documentation from Environmental Planning staff that hazardous material effects would be less than significant (refer to EP_ArcMap > Maher layer).</i>
<input checked="" type="checkbox"/>	Transportation: Does the project create six (6) or more net new parking spaces or residential units? Does the project have the potential to adversely affect transit, pedestrian and/or bicycle safety (hazards) or the adequacy of nearby transit, pedestrian and/or bicycle facilities?
<input type="checkbox"/>	Archeological Resources: Would the project result in soil disturbance/modification greater than two (2) feet below grade in an archeological sensitive area or eight (8) feet in a non -archeological sensitive area? (refer to EP_ArcMap > CEQA Catex Determination Layers > Archeological Sensitive Area)
<input type="checkbox"/>	Subdivision/Lot Line Adjustment: Does the project site involve a subdivision or lot line adjustment on a lot with a slope average of 20% or more? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography)
<input type="checkbox"/>	Slope = or > 20%: Does the project involve any of the following: (1) square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Topography) If box is checked, a geotechnical report is required.
<input type="checkbox"/>	Seismic: Landslide Zone: Does the project involve any of the following: (1) square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report is required.
<input type="checkbox"/>	Seismic: Liquefaction Zone: Does the project involve any of the following: (1) square footage expansion greater than 1,000 sq. ft. outside of the existing building footprint, (2) excavation of 50 cubic yards or more of soil, (3) new construction? (refer to EP_ArcMap > CEQA Catex Determination Layers > Seismic Hazard Zones) If box is checked, a geotechnical report will likely be required.

If no boxes are checked above, GO TO STEP 3. If one or more boxes are checked above, an *Environmental Evaluation Application* is required, unless reviewed by an Environmental Planner.

Comments and Planner Signature (optional): Ryan Shum

Hazardous Materials: The project site is located in a Maher area. However, the proposed project does not include any new construction or soil disturbance. Therefore, enrollment in the Maher program is not required for this project.

Transportation: In an email dated March 5, 2019, Planning Department staff, in coordination with the San Francisco Municipal Transportation Agency, determined that no new passenger loading zones are required to accommodate the proposed increase in the number of students enrolled on-site.

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 PROJECT PLANNER

Check all that apply to the project.	
<input type="checkbox"/>	1. Project involves a known historical resource (CEQA Category A) as determined by Step 3 and conforms entirely to proposed work checklist in Step 4.
<input type="checkbox"/>	2. Interior alterations to publicly accessible spaces.
<input type="checkbox"/>	3. Window replacement of original/historic windows that are not "in-kind" but are consistent with existing historic character.
<input type="checkbox"/>	4. Façade/storefront alterations that do not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	5. Raising the building in a manner that does not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	6. Restoration based upon documented evidence of a building's historic condition, such as historic photographs, plans, physical evidence, or similar buildings.

<input type="checkbox"/>	7. Addition(s) , including mechanical equipment that are minimally visible from a public right-of-way and meet the <i>Secretary of the Interior's Standards for Rehabilitation</i> .
<input type="checkbox"/>	8. Other work consistent with the <i>Secretary of the Interior Standards for the Treatment of Historic Properties</i> (specify or add comments):
<input type="checkbox"/>	9. Other work that would not materially impair a historic district (specify or add comments): (Requires approval by Senior Preservation Planner/Preservation Coordinator)
<input type="checkbox"/>	10. Reclassification of property status. (Requires approval by Senior Preservation Planner/Preservation <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Reclassify to Category A a. Per HRER dated b. Other (specify): </div> <div style="width: 45%;"> <input type="checkbox"/> Reclassify to Category C (attach HRER) </div> </div>
Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST check one box below.	
<input type="checkbox"/>	Further environmental review required. Based on the information provided, the project requires an <i>Environmental Evaluation Application</i> to be submitted. GO TO STEP 6.
<input type="checkbox"/>	Project can proceed with categorical exemption review. The project has been reviewed by the Preservation Planner and can proceed with categorical exemption review. GO TO STEP 6.
Comments (optional):	
Preservation Planner Signature:	

STEP 6: CATEGORICAL EXEMPTION DETERMINATION

TO BE COMPLETED BY PROJECT PLANNER

<input type="checkbox"/>	Further environmental review required. Proposed project does not meet scopes of work in either (check all that apply): <input type="checkbox"/> Step 2 - CEQA Impacts <input type="checkbox"/> Step 5 - Advanced Historical Review STOP! Must file an <i>Environmental Evaluation Application</i>.	
<input checked="" type="checkbox"/>	No further environmental review is required. The project is categorically exempt under CEQA. There are no unusual circumstances that would result in a reasonable possibility of a significant effect.	
	Project Approval Action: CPC Commission Hearing If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.	Signature: Ryan Shum 03/07/2019
	Once signed or stamped and dated, this document constitutes a categorical exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code. In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination can only be filed within 30 days of the project receiving the first approval action. Please note that other approval actions may be required for the project. Please contact the assigned planner for these approvals.	

STEP 7: MODIFICATION OF A CEQA EXEMPT PROJECT

TO BE COMPLETED BY PROJECT PLANNER

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

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address (If different than front page)		Block/Lot(s) (If different than front page)
2750 JACKSON ST		0978/018
Case No.	Previous Building Permit No.	New Building Permit No.
2018-017254PRJ		
Plans Dated	Previous Approval Action	New Approval Action
	Other (please specify)	
Modified Project Description:		

DETERMINATION IF PROJECT CONSTITUTES SUBSTANTIAL MODIFICATION

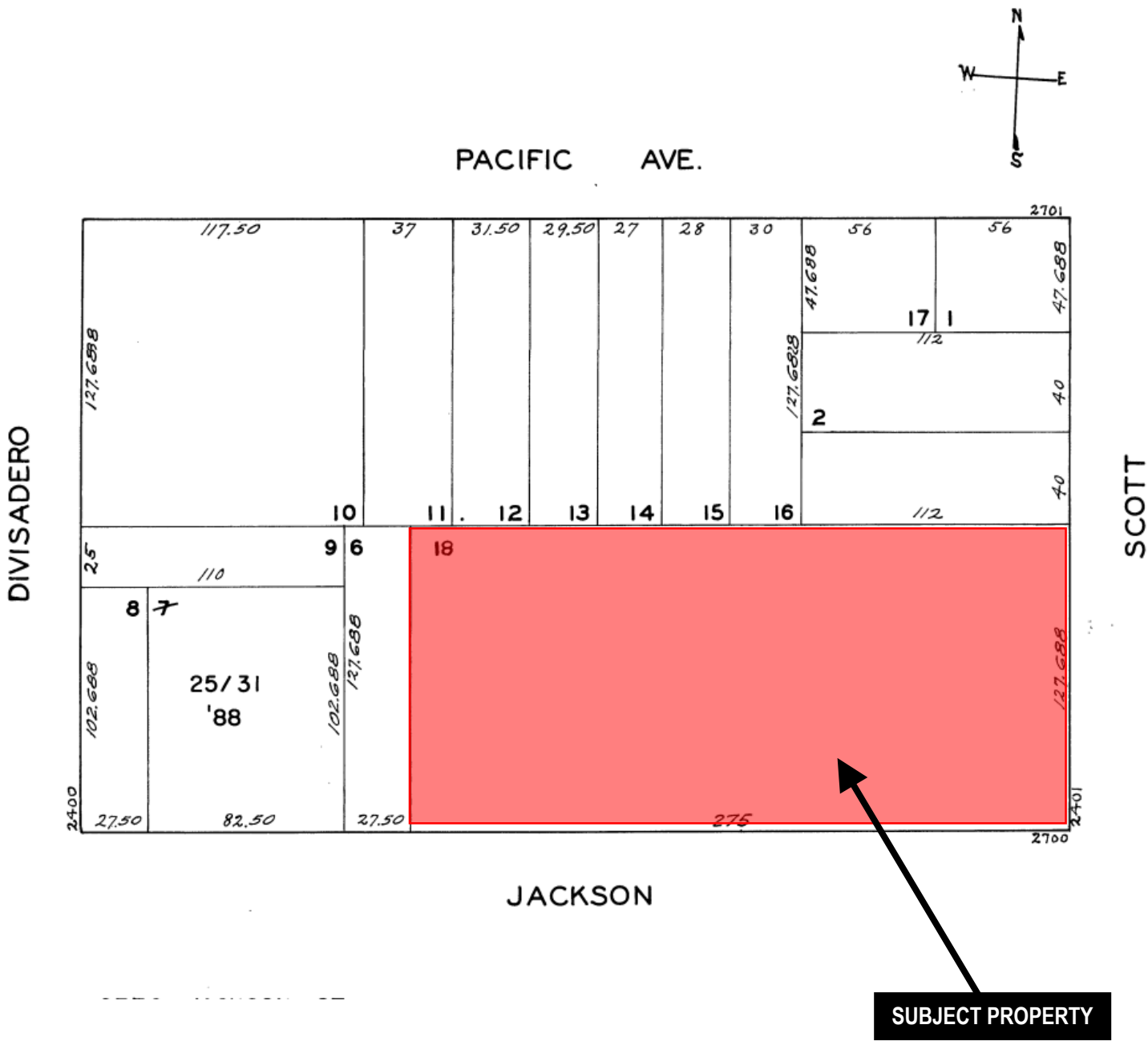
Compared to the approved project, would the modified project:	
<input type="checkbox"/>	Result in expansion of the building envelope, as defined in the Planning Code;
<input type="checkbox"/>	Result in the change of use that would require public notice under Planning Code Sections 311 or 312;
<input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

DETERMINATION OF NO SUBSTANTIAL MODIFICATION

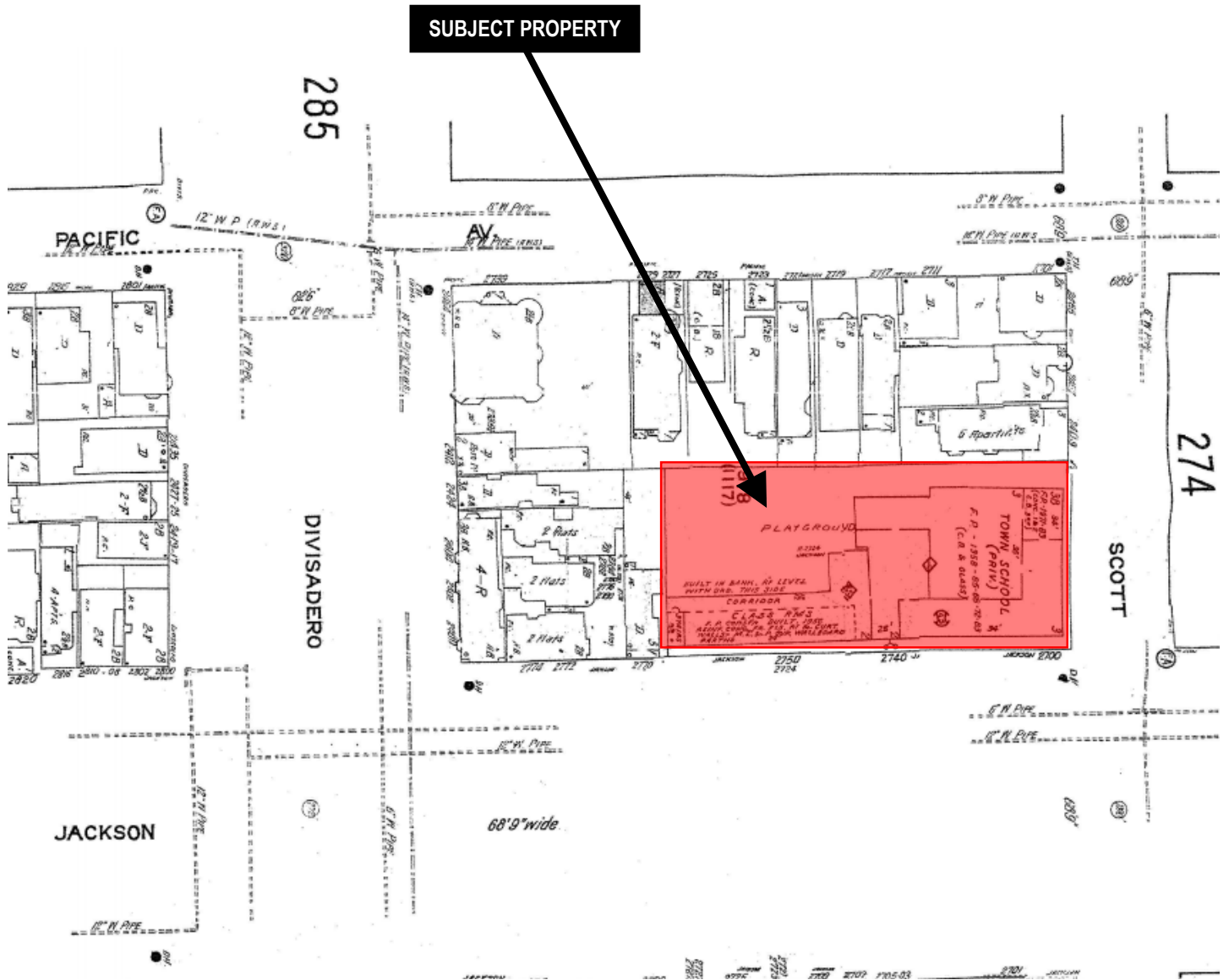
<input type="checkbox"/>	The proposed modification would not result in any of the above changes.
If this box is checked, the proposed modifications are categorically exempt under CEQA, in accordance with prior project approval and no additional environmental review is required. This determination shall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

EXHIBIT D

Parcel Map



Sanborn Map*

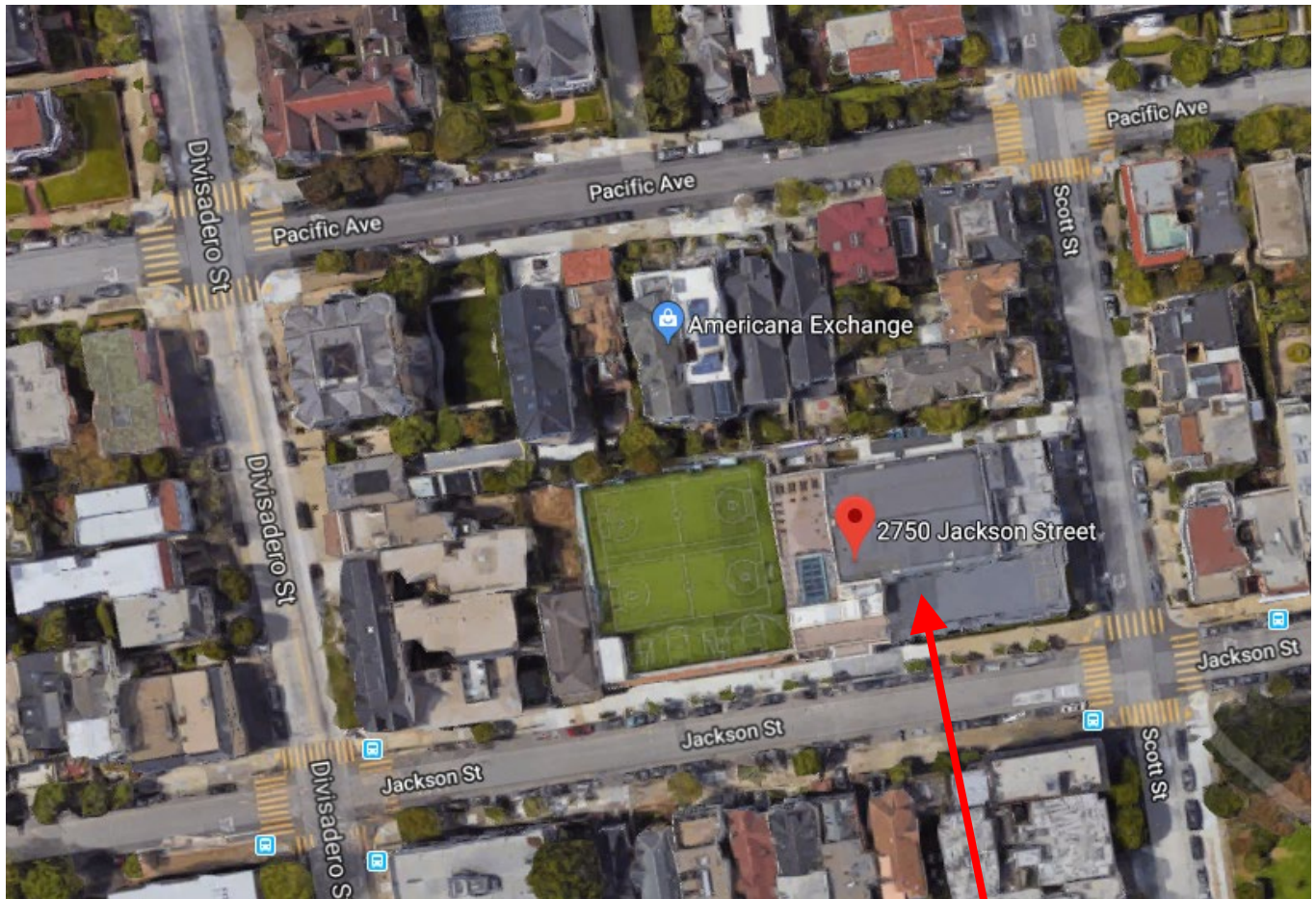


*The Sanborn Maps in San Francisco have not been updated since 1998, and this map may not accurately reflect existing conditions.



Conditional Use Authorization
Case Number 2018-017254CUA
Town School for Boys
2750 Jackson Street

Aerial Photo

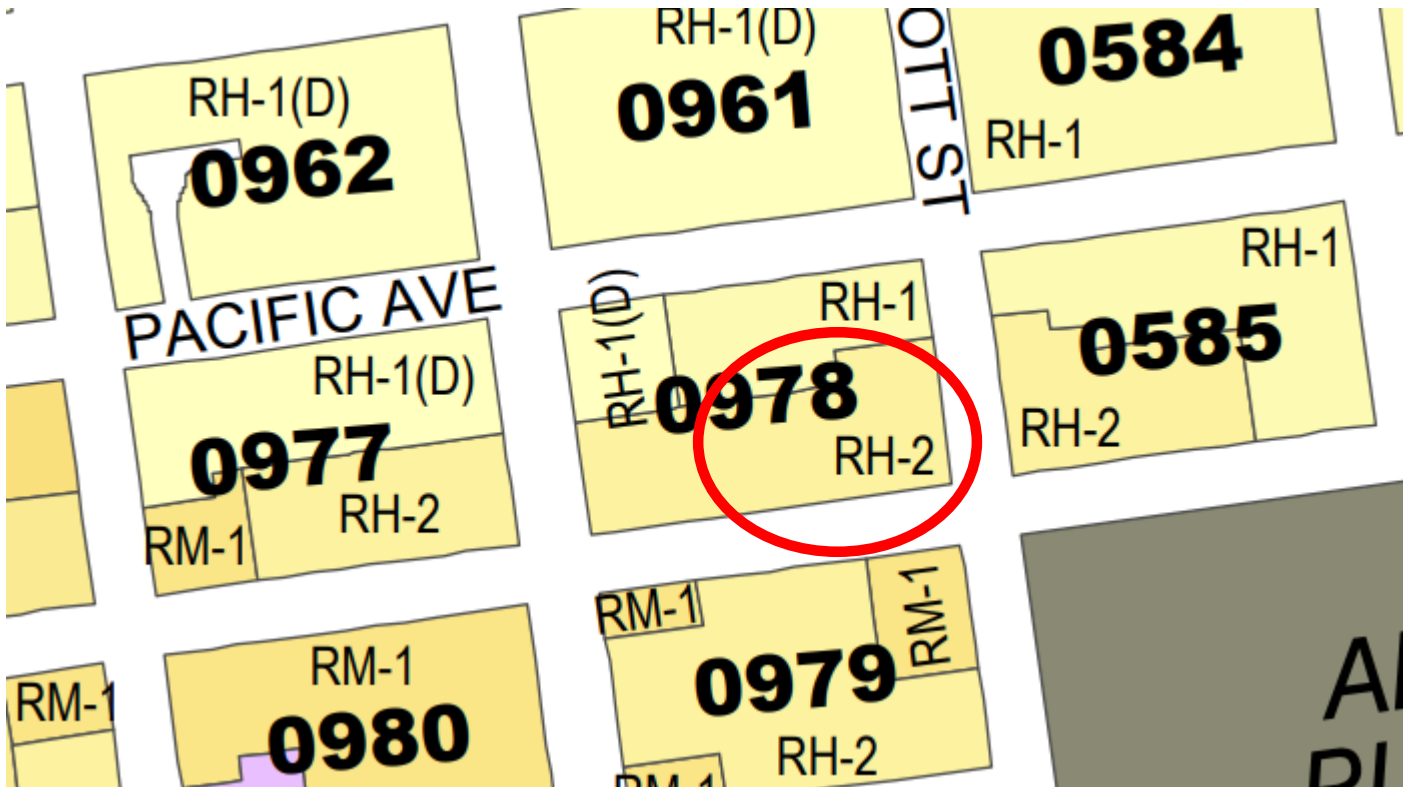


SUBJECT PROPERTY



Conditional Use Authorization
Case Number 2018-017254CUA
Town School for Boys
2750 Jackson Street

Zoning Map



Site Photo 1



Conditional Use Authorization
Case Number 2018-017254CUA
Town School for Boys
2750 Jackson Street

Site Photo 2



Conditional Use Authorization
Case Number 2018-017254CUA
Town School for Boys
2750 Jackson Street



PROJECT APPLICATION (PRJ)

GENERAL INFORMATION

Property Information

Project Address: 2750 Jackson Street, San Francisco, CA 94115

Block/Lot(s): 0978/018

Property Owner's Information

Name: Town School for Boys

Address: 2750 Jackson Street, San Francisco, CA 94115

Email Address: doty@townschool.com

Telephone: 415-746-1113

Applicant Information

☒ Same as above

Name: Nancy Doty, Chief Financial Officer

Company/Organization: Town School for Boys

Address: 2750 Jackson Street, San Francisco, CA 94115

Email Address: doty@townschool.com

Telephone: 415-746-1113

Please Select Billing Contact:

☐ Owner

☒ Applicant

☐ Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact:

☐ Owner

☒ Applicant

☐ Billing

RELATED APPLICATIONS

Related Building Permit Applications

☒ N/A

Building Permit Applications No(s):

Related Preliminary Project Assessments (PPA)

☒ N/A

PPA Application No(s):

PPA Letter Date:

PROJECT INFORMATION

Project Description:

Please provide a narrative project description that summarizes the project and its purpose. Please list any special authorizations or changes to the Planning Code or Zoning Maps if applicable.

Please see the attached Project Description.

Project Details:

- ☐ Change of Use ☐ New Construction ☐ Demolition ☐ Facade Alterations ☐ ROW Improvements
☐ Additions ☐ Legislative/Zoning Changes ☐ Lot Line Adjustment-Subdivision ☒ Other CU Amend.

- Residential:** ☐ Senior Housing ☐ 100% Affordable ☐ Student Housing ☐ Dwelling Unit Legalization
 ☐ Inclusionary Housing Required ☐ State Density Bonus ☐ Accessory Dwelling Unit

Indicate whether the project proposes rental or ownership units: ☐ Rental Units ☐ Ownership Units ☐ Don't Know

- Non-Residential:** ☐ Formula Retail ☐ Medical Cannabis Dispensary ☐ Tobacco Paraphernalia Establishment
 ☐ Financial Service ☐ Massage Establishment ☒ Other: School

Estimated Construction Cost: n/a (\$0)

PROJECT AND LAND USE TABLES

General Land Use		Existing	Proposed
	Parking GSF	0	No Change
	Residential GSF	0	No Change
	Retail/Commercial GSF	0	No Change
	Office GSF	0	No Change
	Industrial-PDR	0	No Change
	Medical GSF	0	No Change
	Visitor GSF	0	No Change
	CIE (Cultural, Institutional, Educational)	70,000 ft ²	No Change
	Useable Open Space GSF	+/- 10,000 ft ²	No Change
	Public Open Space GSF	0	No Change

Project Features	Dwelling Units - Affordable	0	No Change
	Dwelling Units - Market Rate	0	No Change
	Dwelling Units - Total	0	No Change
	Hotel Rooms	0	No Change
	Number of Building(s)	1	No Change
	Number of Stories	3	No Change
	Parking Spaces	0	No Change
	Loading Spaces	2 White Spaces. 135' and 66'	No Change
	Bicycle Spaces	Interior storage for ten	No Change
	Car Share Spaces	0	No Change
	Other:		


Land Use - Residential	Studio Units	0	No Change
	One Bedroom Units	0	No Change
	Two Bedroom Units	0	No Change
	Three Bedroom (or +) Units	0	No Change
	Group Housing - Rooms	0	No Change
	Group Housing - Beds	0	No Change
	SRO Units	0	No Change
	Micro Units	0	No Change
	Accessory Dwelling Units	0	No Change
	For ADUs, list all ADUs and include unit type (e.g. studio, 1 bedroom, 2 bedroom, etc.) and the square footage area for each unit.		

ENVIRONMENTAL EVALUATION SCREENING FORM





This form will determine if further environmental review is required.

If you are submitting a Building Permit Application only, please respond to the below questions to the best of your knowledge. You do not need to submit any additional materials at this time, and an environmental planner will contact you with further instructions.

If you are submitting an application for entitlement, please submit the required supplemental applications, technical studies, or other information indicated below along with this Project Application.

Environmental Topic	Information	Applicable to Proposed Project?	Notes/Requirements
1a. General	Estimated construction duration (months):	N/A	
1b. General	Does the project involve replacement or repair of a building foundation? If yes, please provide the foundation design type (e.g., mat foundation, spread footings, drilled piers, etc)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. Transportation	Does the project involve a child care facility or school with 30 or more students, or a location 1,500 square feet or greater?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, submit an Environmental Supplemental- School and Child Care Drop-Off & Pick-Up Management Plan.
3. Shadow	Would the project result in any construction over 40 feet in height?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, an initial review by a shadow expert, including a recommendation as to whether a shadow analysis is needed, may be required, as determined by Planning staff. (If the project already underwent Preliminary Project Assessment, refer to the shadow discussion in the PPA letter.) An additional fee for a shadow review may be required.
4a. Historic Preservation 	Would the project involve changes to the front façade or an addition visible from the public right-of-way of a structure built 45 or more years ago or located in a historic district?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, submit a complete <u>Historic Resource Determination</u> Supplemental Application. Include all materials required in the application, including a complete record (with copies) of all building permits.
4b. Historic Preservation	Would the project involve demolition of a structure constructed 45 or more years ago, or a structure located within a historic district?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, a historic resource evaluation (HRE) report will be required. The scope of the HRE will be determined in consultation with CPC-HRE@sfgov.org .

 Please see the [Property Information Map](#) or speak with Planning Information Center (PIC) staff to determine if this applies.

Environmental Topic	Information	Applicable to Proposed Project?	Notes/Requirements
5. Archeology 	Would the project result in soil disturbance/modification greater than two (2) feet below grade in an archeologically sensitive area or eight (8) feet below grade in a non-archeologically sensitive area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, provide depth of excavation/disturbance below grade (in feet*): <i>*Note this includes foundation work</i>
6. Geology and Soils 	Is the project located within a Landslide Hazard Zone, Liquefaction Zone or on a lot with an average slope of 20% or greater? ----- Area of excavation/disturbance (in square feet): _____ Amount of excavation (in cubic yards): _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	A geotechnical report prepared by a qualified professional must be submitted if one of the following thresholds apply to the project: <ul style="list-style-type: none"> ● The project involves: <ul style="list-style-type: none"> ○ excavation of 50 or more cubic yards of soil, or ○ building expansion greater than 1,000 square feet outside of the existing building footprint. ● The project involves a lot split located on a slope equal to or greater than 20 percent. <u>A geotechnical report may also be required for other circumstances as determined by Environmental Planning staff.</u>
7. Air Quality 	Would the project add new sensitive receptors (specifically, schools, day care facilities, hospitals, residential dwellings, and senior-care facilities) within an Air Pollutant Exposure Zone?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, the property owner must submit copy of initial filed application with department of public health. More information is found here .
8a. Hazardous Materials	Would the project involve work on a site with an existing or former gas station, parking lot, auto repair, dry cleaners, or heavy manufacturing use, or a site with underground storage tanks?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, submit a Phase I Environmental Site Assessment prepared by a qualified consultant.
8b. Hazardous Materials 	Is the project site located within the Maher area and would it involve ground disturbance of at least 50 cubic yards or a change of use from an industrial use to a residential or institutional use?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, submit a copy of the Maher Application Form to the Department of Public Health. Also submit a receipt of Maher enrollment with the Project Application. For more information about the Maher program and enrollment, refer to the Department of Public Health's Environmental Health Division . <u>Maher enrollment may also be required for other circumstances as determined by Environmental Planning staff.</u>

Please state how the project is consistent or inconsistent with each policy, or state that the policy is not applicable:

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 increase in student enrollment will not impact neighborhood-serving retail uses, nor will it impact future opportunities for resident employment in and ownership of such businesses.
2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;
The proposed increase in student enrollment will not impact existing housing or neighborhood character. The proposed increase in student enrollment will not impact the cultural and economic diversity of the neighborhood.
3. That the City's supply of affordable housing be preserved and enhanced;
The City's supply of affordable housing will not be impacted by the proposed project, which is to increase student enrollment.
4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;
The proposed increase in enrollment will not impede MUNI transit service or overburden neighborhood streets or parking. Traffic control measures have been implemented to ensure safety at drop off and pick up times; specific measures are detailed in the School Drop-Off and Pick-Up Management Plan included as an attachment with the Project Application.
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 proposed project will not impact industrial or service sectors, as the project does not include commercial office development. The proposed increase in student enrollment will not impact future opportunities for resident employment and ownership in the industrial or service sectors.
6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;
The proposed project does not include new construction or building expansion. The proposed increase in student enrollment will be consistent with all occupancy limits defined for the existing campus.
7. That landmarks and historic buildings be preserved; and
The proposed increase in student enrollment will not impact landmarks or historic buildings.
8. That our parks and open space and their access to sunlight and vistas be protected from development.
Access to sunlight and vistas from nearby parks and open spaces will not be impacted by the proposed increase in student enrollment.

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.

Nancy Doty
Signature

Nancy Doty
Name (Printed)

OWNER
Relationship to Project
(i.e. Owner, Architect, etc.)

415-746-1113
Phone

doty@townschool.com
Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



CONDITIONAL USE AUTHORIZATION

INFORMATIONAL AND SUPPLEMENTAL APPLICATION PACKET

ATTENTION: A Project Application must be completed and/or attached prior to submitting this Supplemental Application. See the Project Application for instructions.

Pursuant to Planning Code Section 303, the Planning Commission shall hear and make determinations regarding Conditional Use Authorization applications.

For questions, call 415.558.6377, email pic@sfgov.org, or visit the Planning Information Center (PIC) at 1660 Mission Street, First Floor, San Francisco, where planners are available to assist you.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 415.575.9010. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder

中文: 如果您希望獲得使用中文填寫這份申請表的幫助, 請致電415.575.9010。請注意, 規劃部門需要至少一個工作日來回應。

Tagalog: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 415.575.9120. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A CONDITIONAL USE AUTHORIZATION?

A Conditional Use refers to a use that is not principally permitted in a particular Zoning District. Conditional Uses require a Planning Commission hearing in order to determine if the proposed use is necessary or desirable to the neighborhood, whether it may potentially have a negative effect on the surrounding neighborhood, and whether the use complies with the San Francisco General Plan. During this public hearing the Planning Commission will “condition” the use by applying operational conditions that may minimize neighborhood concerns as well as other conditions that may be required by the Department and the Planning Code. Conditional Use Authorizations are entitlements that run with the property, not the operator.

WHEN IS A CONDITIONAL USE AUTHORIZATION NECESSARY?

For each Zoning District, the Planning Code contains use charts that list types of uses and whether each is permitted as of right (P), conditionally permitted (C), or not permitted (NP or blank). In addition to those particular uses, the Conditional Use Authorization process is utilized for various other applications included but not limited to dwelling unit removal, Planned Unit Developments (PUD's), and for off-street parking in certain Zoning Districts. Please consult a planner at the Planning Information Counter (PIC) for additional information regarding these applications.

Fees

Please refer to the Planning Department Fee Schedule available at www.sfplanning.org or at the Planning Information Center (PIC) located at 1660 Mission Street, First Floor, San Francisco. For questions related to the Fee Schedule, please call the PIC at 415.558.6377.

Fees will be determined based on the estimated construction costs. Should the cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the hearing process or permit approval. Additional fees may also be collected for preparation and recordation of any documents with the San Francisco Assessor-Recorder's office and for monitoring compliance with any conditions of approval.



San Francisco Planning

CONDITIONAL USE AUTHORIZATION

SUPPLEMENTAL APPLICATION

Property Information

Project Address: 2750 Jackson Street

Block/Lot(s): 0978/018

Action(s) Requested

Action(s) Requested (Including Planning Code Section(s) which authorizes action)

Town School for Boys (Town School) is planning to apply for Conditional Use Authorization under Planning Code Sections 209.1, 303(c), and 304 to modify the Planned Unit Development (PUD) to allow an increase in student enrollment from the permitted 400 students to 450 students, phased over two years. No demolition, and no new construction is included in the proposed project.

Please see the attached Project Description for the full details.

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. If the proposed use exceeds the non-residential use size limitations for the zoning district, additional findings must be provided per Planning Code Section 303(c)(1)(A-C).

Please see the attached findings.

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.

Please see the attached findings.

3. That such use or feature as proposed will comply with the applicable provisions of this Code and will not adversely affect the General Plan.

The Project complies with all relevant requirements and standards of the Planning Code and is consistent with objectives and policies of the General Plan.

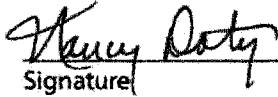
4. The use or feature satisfies any criteria specific to the use of features listed in Planning Code Section 303(g), et seq.

Pursuant to the requirements of Planning Code Section 303(e) concerning Modification of Conditions, this application for a new Conditional Use authorization is submitted as a means to modify the Conditions authorized in 2012 in Planning Commission Motion No. 18709 for Case No. 2011.0277CE .

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

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


Signature

Chief Financial Officer,

~~Town School for Days~~ 

Relationship to Project

(i.e. Owner, Architect, etc.)

(415) 746-1113

Phone

Nancy Doty


Name (Printed)

doty@townschool.com

Email

APPLICANT'S SITE VISIT CONSENT FORM

I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property, making all portions of the interior and exterior accessible.


Signature

Nancy Doty

Name (Printed)

December 19, 2018

Date

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

Town School Project Description: Increasing Student Enrollment

Town School for Boys (Town School) is planning to apply for Conditional Use Authorization under Planning Code Sections 209.1, 303(c), and 304 to modify the Planned Unit Development (PUD) to allow an increase in student enrollment from the permitted 400 students to 450 students, phased over two years.

Town School for Boys is located at 2750 Jackson Street, within an RH-2 Zoning District, 40-X Height/Bulk District. The proposed project does not include new construction, alteration, or expansion of the existing facilities, and is limited to an increase in student enrollment. **Town School is planning to apply for eligibility in the Planning Department's CB3P expedited review program, as there is no new construction or expansion included in the scope of work.** Over the last two years, Town School has implemented an enhanced Student Drop Off and Pick Up Management Plan (Traffic Plan) to improve both safety and efficiency at peak hours in front of the school; the Traffic Plan will be submitted along with the Project Application.

On September 20, 2012, the Planning Commission approved Motion 18709 (attached), adopting the findings related to the approval of Conditional Use Authorization to authorize a PUD to allow the expansion of the private elementary and middle school. At the same time, the Planning Commission adopted the Final Mitigated Negative Declaration (FMND) and the associated Mitigated Monitoring and Reporting Program (MMRP).

Town School for Boys: Conditional Use Authorization Supplemental Findings

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. If the proposed use exceeds the non-residential use size limitations for the zoning district, additional findings must be provided per Planning Code Section 303(c)(1)(A-C).

The Project – a proposed increase in total student enrollment to 450 students – is necessary and desirable because it will support an established independent Kindergarten through 8th Grade elementary school (Town School for Boys), a longstanding educational institution with a curriculum in math, science, arts, and athletic programs. Town School's student body comes from a variety of racial, cultural, religious, and socio-economic backgrounds; our current student body comes from over 35 zip codes across the city. The Project would increase accessibility and ensure the School's long-term stability in serving students in grades K through 8.

The School's enrollment limit of 400 students was established in 2012 under Planning Commission Motion No. 18709 for Case No. 2011.0277CE. The proposed increase in the School's enrollment to 450 will permit the School to serve additional students, as well as to moderate tuition increases.

The following additional findings are provided pursuant to Planning Code Sections 303(c)(1)(A-C).

- A. The intensity of activity in the district is not such that allowing the larger use will be likely to foreclose the location of other needed neighborhood-servicing uses in the area; and

The proposed project does not include any demolition, new construction, or expansion of the existing structure, and as such, there will be minimal discernable impact to the surrounding neighborhood. Because the proposed increase of permitted student enrollment from 400 students to 450 students (an increase of 12.5% from the current authorization) would occur within the existing school facility, it would not preclude or foreclose the location of other needed neighborhood-servicing uses in the area.

- B. The proposed use will serve the neighborhood, in whole or in significant part, and the nature of the use requires a larger size in order to function;

Town School has been at its current location since 1943 and currently employs 98

Town School for Boys: Conditional Use Authorization Supplemental Findings

full and part-time faculty and administrative staff. The school has long been an integral and responsive part of the community; many of the school's students, faculty, staff, and alumnae are neighborhood residents. 65% of Town's current student body (268 students) live in one of the five proximate zip codes (94115, 94118, 94123, 94109, and 94129). Since the opening of the Dolby Theater in the school building last spring, Town has further strengthened its ties to the neighborhood by including surrounding neighbors in events held in the new performance and athletic space.

The School's proposed increase in total enrollment to 450 students, would efficiently optimize the use of space and cost structure to ensure that the School would remain viable in future years. In order to ensure a smooth transition, the increase to student enrollment would be phased-in over at least two academic years and, as noted throughout this application, no alterations or expansions to the physical structure would be required to accommodate the increase.

- C. The building in which the use is to be located is designed in discrete elements which respect the scale of development in the district; and

Town School is located within an RH-2 zoning district, and has been located at its current site, at its current scale, since 1943. The school facility is well integrated into the surrounding neighborhood, which comfortably accommodates a range of scales and uses in the immediate vicinity including a city park (Alta Plaza Park), single and multi family residential buildings of up to 4 stories, and a number of other schools including the Hillwood Academic Day School, the Waldorf School, University High School, the Hamlin School, and the Schools of the Sacred Heart. The variety of building types and uses in the neighborhood have been well integrated with the existing residential character of the district.

The proposed project will not involve a physical alteration to the existing school building or to the campus as a whole. The existing structure can accommodate the 12.5% increase in permitted enrollment without exceeding building or classroom capacity or requiring any physical expansion.

- 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;

The Project Site is a large corner lot measuring approximately 35,000 square feet

Town School for Boys: Conditional Use Authorization Supplemental Findings

located on the northwest corner of Jackson and Scott Streets. The campus improvements, including the most recent building expansion (approved in 2012 in Planning Commission Motion No. 18709 for Case No. 2011.0277CE), have served to improve the outdoor, athletic and performance spaces within the school building, as well as the streetscape components of the primary Jackson Street entrance. The campus expansion, approved in 2012 and completed in 2015, has resulted in a school building that can comfortably accommodate the proposed increase to 450 enrolled students without requiring any building expansion or alteration.

- 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;

The proposed increase to student enrollment is expected to have a minimal effect on existing traffic patterns. The existing site does not include off-street parking, and no new off-street parking is proposed or required. There are two distinct Passenger loading zones (white zones) associated with the project site: a white zone along Jackson Street that measures approximately 135' in length, and one along Scott Street that measures approximately 66' in length.

As detailed in the School Drop Off/Pick Up Plan included as an attachment to the Project Application, Town School continuously monitors and assesses the efficacy of the traffic plans, and adapts to ensure as smooth a process as possible. After a thorough review of traffic patterns last year by a special task force of Trustees, parents, staff, and resources from other schools (who manage their schools' traffic), Town amended its traffic mitigation strategy at the beginning of the 2018-2019 school year to include the following components:

- Beginning this year, Town School started a bus program to provide transportation support for our families traveling from southern areas of the city. The bus now has 26 daily riders as well as approximately 10 additional families who use the bus on an as-needed basis. Town will continue to provide the bus service next year, with plans to add additional stops and to increase ridership. The bus program has significantly reduced both vehicle miles traveled (VMT) and traffic impacts by reducing as many as 55-60 distinct, independent vehicle trips to two daily bus trips.*
- Improved signage placed each morning and afternoon at strategic corners to communicate where turns are prohibited, and to direct traffic into our designated safe drop off zone.*
- Two Town School employees, including the Head of Security, as well as two crossing guards employed by the City, are stationed outside*

Town School for Boys: Conditional Use Authorization Supplemental Findings

the school each morning to assist with traffic management and drop off procedures. In addition, each morning, the Head of School and/or a senior school administrator is stationed at the front door of the school to greet students and to monitor drop-off procedures.

- *Cones are put out each morning to block off the white zone lane for cars to enter into and remain in while dropping off their student. The cones create a single entry and single exit from the drop off zone, and serve to distinguish which cars are dropping off at Town School, and which cars are through-traffic down Jackson Street.*

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

The proposed increase in student enrollment would not require demolition, new construction, or alterations to the existing physical structure. No physical changes to the property are proposed, and therefore there will be no noxious or offensive emissions such as noise, glare, dust and odor associated with the proposed project.

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

The proposed project – to increase student enrollment to 450 students – does not include demolition or new construction. The proposed project would maintain all current planters, landscaping, and signage along Jackson Street.

Passenger loading zones (white zones) are currently provided at both the Jackson and Scott Street frontages, measuring 135' and 66' in length, respectively. The proposed project is not proposing any new white loading zone spaces.

The School currently has minimal signage at its Jackson Street frontage, and the proposed project does not include any changes to existing signage and lighting, which comply with the requirements of the Planning Code.



San Francisco Planning

CB3P CHECKLIST FOR ELIGIBILITY

Property Information

Project Address: 2750 Jackson Street, San Francisco, CA 94115

Record Number and/or Building Permit Number: 2011.0277CE, approved under Motion No. 18079

Name of Business (if known): Town School for Boys

Project Description

Please provide a narrative project description that summarizes the project and its purpose. ☒ See Attachment

The proposed project is the increase the enrollment of Town School for Boys from the current 400 students to 450 students. The proposed increase would be phased in over two academic years. The proposed project is limited to an increase in the total enrollment; no physical expansion or new construction is included in the scope. Please see attached complete project description.

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

Confirm Compliance with Each Criterion by Checking the Boxes Below		
<input checked="" type="checkbox"/>	Pre-Application Meeting	The applicant has conducted a Pre-Application Meeting.
<input checked="" type="checkbox"/>	Formula Retail	The application does not seek to establish a new Formula Retail use, accepting 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"/>	Alcohol 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 • Cannabis Uses • Fringe Financial Service • Drive-up Facility • Wireless Telecommunications Site ("WTS") • Outdoor Activity Area • Bar • Nighttime Entertainment/Place of Entertainment (e.g. nightclubs, music venues) • 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.

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.


Signature

Nancy Doty
Name (Printed)

12/10/18
Date

415-746-1113
Phone Number

doty@townschool.com
Email Address

For Department Use Only

Check One:

☒ ENROLLED

Elizabeth Watty

Digitally signed by Elizabeth Watty
Date: 2018.12.26 10:05:01 -08'00'

By: _____

Date: _____

☐ NOT ENROLLED
STATE REASON: _____

By: _____

Date: _____



San Francisco Planning

SCHOOL AND CHILD CARE DROP-OFF & PICK-UP MANAGEMENT PLAN SUPPLEMENTAL APPLICATION

Property Information

Project Address: 2750 Jackson Street

Block/Lot(s): 0978/018

Project Description

PROJECT FEATURES	EXISTING	PROPOSED MAXIMUM AT BUILD OUT	PROJECT TOTALS:
Number of Students	414	450	450
Number of Staff	98	98	98
Number and Linear Feet of Off- and On- Street Loading Spaces	0	0	0
Number and Linear Feet of On-Street Passenger Loading Zones	201' in 2 white zones	201' in 2 white zones	201' in 2 white zones

School Drop-Off & Pick-Up Management Information

1. Would the project be implemented in phases?

☒ Yes ☐ No

If yes, please describe the number of phases and duration of each implementation phase.

Would the school be in operation during any proposed construction phase?

No construction is involved in this project as described in the attached project description. Proposed increase in enrollment will be implemented in 2 phases over 2 academic years.

2. Provide documentation of coordination with the SFMTA (e.g., color curb program application).

☒ See attachment

3. Describe morning drop off operations and activities, including to the extent applicable: number and age of students dropped off by time window (e.g., 8:00-8:15 a.m.), persons available to assist with pick-up (e.g., staff, parents, students), and any associated building-operated vehicles (e.g., vans, buses).

See attachment

4. Describe afternoon pick up operations and activities, including to the extent applicable: number and age of students picked up by time window (e.g., 3:00-3:15 p.m.), persons available to assist with pick-up (e.g., staff, parents, students), and any associated building-operated vehicles (e.g., vans, buses).

See attachment

5. What other transportation-related measures would the school or child care facility take for efficient and safe travel for children, families, and staff during drop off and pick up?

Please check ALL boxes that apply.

☒ Notification to Parents of School Drop-Off & Pick-Up Management

☒ Cross guards. Describe locations:

Corner of Jackson & Scott

Corner of Jackson & Divisadero

☒ Enforcement Program by School or Child Care staff of School or Child Care Drop-Off & Pick-Up Management

☒ Inventory Log of Transportation-Related Complaints

☐ Distribution of Monitoring Reports of the School Drop-Off & Pick-Up Management

☐ Distribution of Multimodal Access Guide to the School

☐ Distribution of Travel Safety Fact Sheets

☐ Transportation Education Workshops. Describe below (e.g., bicycle safety, Step up Muni Program, etc.)

We have provided a single point of contact to all neighbors to communicate any issues. For a full description of our traffic management plan, please see attached narrative.

☐ Coordinated Walking or Biking Program (e.g., Walking School Bus Program)

☐ Volunteer Carpooling Program

☐ Shared Parking Agreements with Nearby Parking Facilities

☒ Commuter Benefit Program for Staff

☐ Other

Please describe below additional transportation-related measures that the school would take to encourage the use of transportation modes other than the automobile that are not included above.

In August, 2018, the school started a bus program which currently transports 26 riders from across the City. For a full description of our traffic management plan, please see attached narrative.

Attachment: School Drop-off & Pick-up Management Plan

2. Provide documentation of coordination with the SFMTA (e.g., color curb program application).

The school has two existing white zones (Jackson Street is 135' and Scott Street is 66'). No additional curb colors are requested as part of this project.

3. Describe morning drop off operations and activities, including to the extent applicable: number and age of students dropped off by time window (e.g., 8:00-8:15 a.m.), persons available to assist with pick-up (e.g., staff, parents, students), and any associated building-operated vehicles (e.g., vans, buses).

Morning drop-off occurs between 7:45 a.m. – 8:30 a.m. each day. Students of all grades K-8 may arrive within that window because the school provides morning care prior to the beginning of the school day. The Upper School officially begins class at 8:00 a.m. and the Lower School begins class at 8:15 a.m. Town continuously monitors and assesses the efficacy of our traffic plans, adapting to ensure as smooth process as possible. After a thorough review of traffic patterns last year by a special task force of Trustees, parents, staff, and resources from other schools (who manage their schools' traffic), Town amended its processes at the beginning of the 2018-2019 school year. Please find below details outlining our current process:

- Beginning this year, Town started a bus program to provide transportation support for our families traveling from southern areas of the city. The bus now has 26 daily riders as well as about 10 additional families who use the bus on an as-needed basis. Town will continue to provide the bus service next year, with plans to add additional stops and to increase ridership.
- The 2018-2019 school year began with improved signage at strategic corners to provide clear directions. The signs communicate where turns are prohibited and direct traffic into our safe drop off zone.
- Two Town School employees, including the Head of Security, as well as two crossing guards employed by the City, are stationed outside the school each morning to assist with traffic management and drop off procedures. In addition, each morning, the Head of School and/or a senior school administrator is stationed at the front door of the school to greet students and to monitor drop-off procedures.
- Cars are expected to enter Jackson Street from Pierce Street, merging into the line of traffic heading west on Jackson.
- All Town families are provided with personalized pick up placards which indicate the grade and last name of the student they are picking up or dropping off at school. On the back of these placards there are detailed directions for drop off and pick up, including our staggered arrival and dismissal times.
- Cones are put out each morning to block off the white zone lane for cars to enter into and remain in until dropping off their student. The cones create a single entry and single exit from the drop off zone, and serve to distinguish which cars are dropping off at Town, and which cars are through-traffic down Jackson Street.
- A Town School security employee stands at the corner of Jackson & Scott to direct traffic into the white zone. The employee wears a bright orange safety vest.
- There are 4 drop off stations along the white zone, each marked with a number to delineate a stopping point.
- A 4th grade student is waiting at each station to open the car door to assist with getting student(s) out of the car. Each student wears a bright blue safety vest.
- The Head of Security stands outside the cones at the 'exit end' of the drop-off zone to assist with safely channeling cars back onto Jackson Street after dropping off their student(s). The Head of Security wears a bright orange safety vest.
- The City provides 2 crossing guards to assist pedestrians cross safely between 7:30 a.m. - 8:45 a.m. One crossing guard stands at the corner of Jackson & Scott and the other crossing guard stands at the corner of Jackson & Divisadero. We have worked with the crossing guards and within our classrooms to build a culture where boys are asked to wait until the

crossing guard invites them to cross, ideally in small groups so as to minimize traffic stoppage.

- Many faculty and students walk to school daily: there are 88 families that live within _____ blocks of school, the vast majority of which have students who walk to school. Weather permitting, there are a number of faculty and students who ride bikes to school. To support and encourage bike commuting, Town is in the process of building a bike shelter to provide safe bike storage during the day.

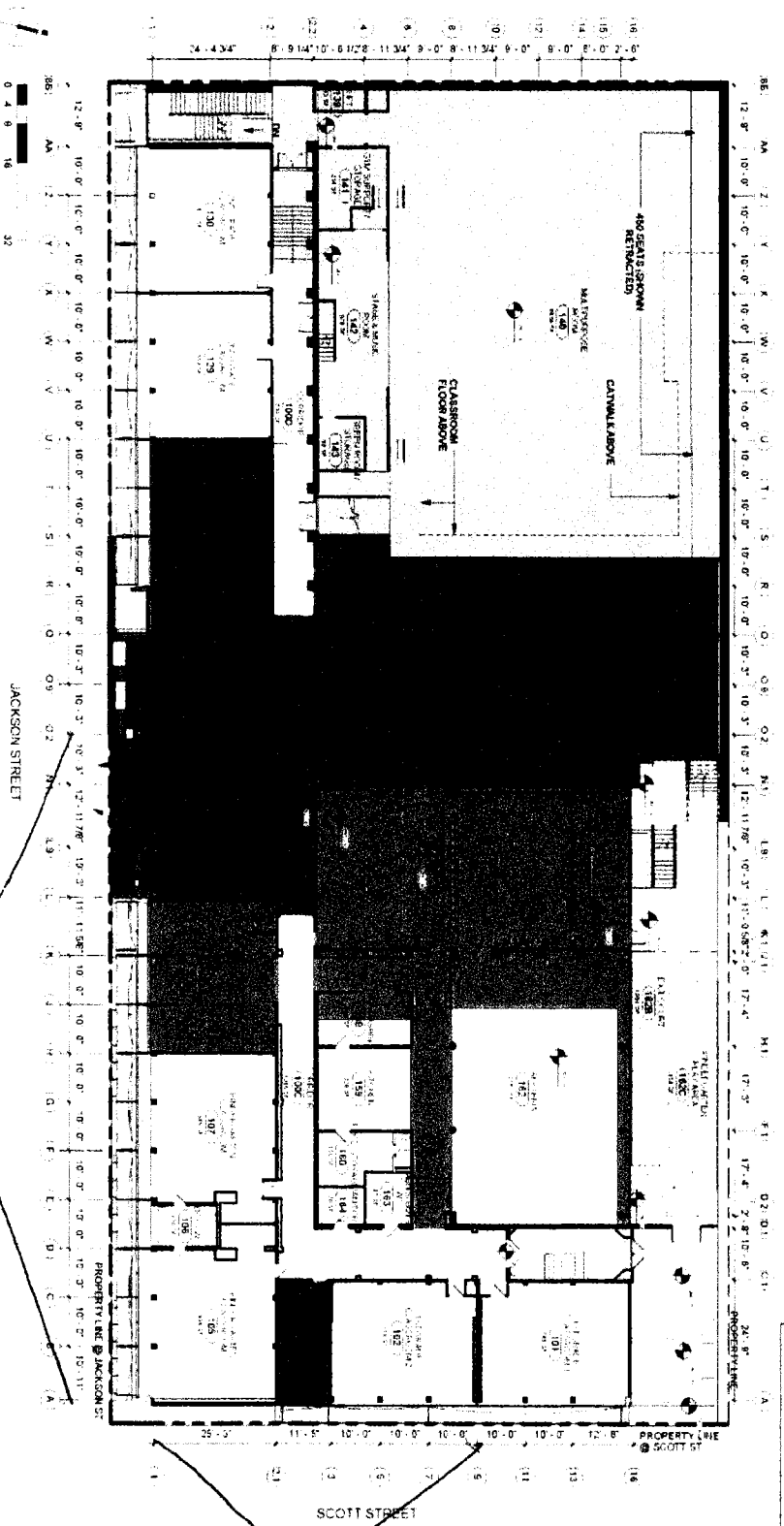
4. Describe afternoon pick up operations and activities, including to the extent applicable: number and age of students picked up by time window (e.g., 3:00-3:15 p.m.), persons available to assist with pick-up (e.g., staff, parents, students), and any associated building-operated vehicles (e.g., vans, buses).

- Afternoon pick-up occurs between 2:20 p.m. – 3:30 p.m. with the following staggered dismissal times: Kindergarten at 2:20, 1st grade at 2:35, 2nd grade at 2:50, 3rd grade at 3:05, 4th grade at 3:20 and grades 5-8 at 3:30.
- Classroom teachers supervise the pick-up for each of the lower school grades.
- Cars enter the white zone on Scott Street and follow it around the corner to Jackson Street.
- The white zone is outlined by cones which also delineate four pickup stations.
- As cars enter the white zone, a Town employee reads the personalized placard on the dash of each entering car, announcing the name via walkie talkie to the teachers standing by with their class.
- The security employee also monitors that no car is allowed to wait in the white zone and must circle back around the block if they arrive too early for their pick up time.
- As each name comes across the walkie-talkie, the classroom teacher of that grade alerts the named student(s) and has them ready to get into the car when the parent pulls into one of the numbered stations.
- The teachers open the car doors to assist the students into the cars.
- As each grade completes pick-up, if any students from that grade remain, they are brought indoors and remain in adult supervision until their name comes across the radio.
- As one grade completes pick-up, the next grade arrives and the next team of teachers engages in the same process.
- The City also provides 2 crossing guards to assist pedestrians cross safely during afternoon pick up between 2:00 p.m. – 4:00 p.m. One crossing guard stands at the corner of Jackson & Scott and the other crossing guard stands at the corner of Jackson & Divisadero.
- For Upper School dismissal, the process is the same as for the Lower School grades but the grades can be blended in the car line. Many students have after school activities which keep them in the building immediately after school and staggers later pickups.
- A senior administrator of the school and the security team supervise the pick up process for upper school students. Any student not picked up by 3:45 is asked to come inside to wait for their ride or to join after school care.
- Many students and faculty walk home from school.

Town School: Location of 2 White Zones Jackson Street: 135'; Scott Street: 66'

**2750 JACKSON STREET
MASTER PLAN COMPONENTS**

- 1) INTERIOR MODERNIZATION
- 2) NEW ACADEMIC CORE
- 3) NEW WEST WING
- 4) FACADE EXPANSION
- 5) SITE WORK



White zone #1 (135')

White zone #2 (66')

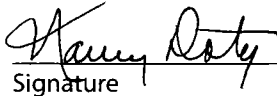
TOWN SCHOOL

THINK
11/09/2011

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

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


Signature

Nancy Doty

Name (Printed)

Owner

415-746-1113

doty@townschool.com

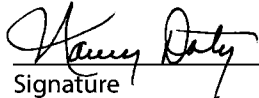
Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

APPLICANT'S SITE VISIT CONSENT FORM

I herby authorize City and County of San Francisco Planning staff to conduct a site visit of this property, making all portions of the interior and exterior accessible.


Signature

Nancy Doty

Name (Printed)

12/10/18

Date

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

EXHIBIT F

From: [Stephane de Bord](#)
To: [Ganetsos, Dori \(CPC\)](#)
Subject: Re: 2750 Jackson Street
Date: Thursday, April 11, 2019 11:46:38 AM
Attachments: [Logo.png](#)

Dori,

The only concern that we have with an increase in the number of students at the Town School relates to drop off in the morning and pick up in the afternoon. The traffic and parking issues in the neighborhood have significantly worsen in the past 20 years. I grew up a block away on Scott Street and we never had the traffic issues that currently exist today. Scott Street has become a commuter cross town street much like Divisadero Street. The growth of the student body at the Town School, I believe has partly been responsible for this. I think if the city approves this change in conditional use, it should require the school to utilize a staggered drop off and pick up schedule, so that not all parents are showing up at the same time. During drop off and pick up, the cars literally wrap around the block and down Scott street making it impossible to pull out of one's driveway or simply circulate because the cars are all stationary waiting to pull up to the school. I know that other schools have utilized staggered drop off and pick up times by age of students and it seems to at least alleviate some of the traffic woes. Thank you for taking this concern under consideration.

P.S. My name is Stephane as in Stephen not Stephanie. :)

On Apr 11, 2019, at 11:05 AM, Ganetsos, Dori (CPC) <dori.ganetsos@sfgov.org> wrote:

Hello Stephanie,

Yes, please feel free to send any comments to me via email and I can include them in the information distributed to our Planning Commission.

Thanks,

Dori

Dori Ganetsos, Planner
Flex Team, Current Planning Division
San Francisco Planning Department
1650 Mission Street, Suite 400 San Francisco, CA 94103
Direct: 415.575.9172 | www.sfplanning.org
[San Francisco Property Information Map](#)

From: Stephane de Bord <stephane.debord@gmail.com>
Sent: Thursday, April 11, 2019 10:49 AM
To: Ganetsos, Dori (CPC) <dori.ganetsos@sfgov.org>
Subject: 2750 Jackson Street

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good Morning Dori,

I received the notice of public hearing from your office regarding the town school proposed conditional use authorization, but will not be able to make it to the hearing. I would like to know if there is a way and to whom one can register comments via email. Are you the person whom someone should send their comments to? Please advise.

Best,

Stephane P. de Bord
201 Mission Street, 12Fl.
San Francisco, CA 94105
(o) 415-727-2606
(c) 415-225-5456

Best,

Stephane P. de Bord
201 Mission Street, 12Fl.
San Francisco, CA 94105
(o) 415-727-2606
(c) 415-225-5456

