



# EXECUTIVE SUMMARY

## ABBREVIATED INSTITUTIONAL MASTER PLAN

**HEARING DATE: October 22, 2020**

Record No: 2019-002900IMP  
Project Address: 1145 Market Street  
Zoning: Downtown General (C-3-G) Zoning District  
120-X Height and Bulk District  
Within ¼ Mile of the Fringe Financial Services RUD  
Within ¼ Mile of an Existing Fringe Financial Service  
Block/Lot: 3702/044  
  
Project Sponsor: Teri Cannon  
1145 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103  
Property Owner: Trinity G2 Holding, LLC and 1145 Market G2, LLC  
1145 Market Street, Floor 12  
San Francisco, CA 94103  
Staff Contact: Samantha Updegrave – (628) 652-7322  
[samantha.updegrave@sfgov.org](mailto:samantha.updegrave@sfgov.org)

**Recommendation:** No action necessary – informational item

### Project Description

The Project is the first submission of an Abbreviated Institutional Master Plan (IMP) for Minerva Schools at KGI.

### Summary of the Contents of the Abbreviated Institutional Master Plan

**Program Characteristics:** The Minerva Schools is partnered with the Keck Graduate Institute (KGI) to provide undergraduate and graduate liberal arts and sciences education to students from around the world. All Minerva classes are small seminars of fewer than 20 students conducted on an online technology platform. The four-year undergraduate program offers five majors: Arts & Humanities, Business, Computational Sciences, Natural Sciences, and Social Sciences. These immersive programs combine inter-disciplinary academics with global, multi-city residential rotations in San Francisco, Berlin, Buenos Aires, Hyderabad, and London. Taipei is scheduled to be added. Undergraduate students are encouraged to live in Minerva student housing and

participate in a range of experiential learning programs with individuals and organizations in each city. Minerva also offers a two-year part-time graduate Master of Science in Decision Analysis. It is a non-residential program is designed for working professionals who take synchronous classes on Minerva's video-based learning platform.

Through its affiliation with KGI, Minerva is accredited by the Western Senior College and University Commission, the regional accreditor for California, Hawaii, and the Pacific Islands.

**Facilities:** The Minerva Schools administrative offices are located at 1145 Market Street, on the 9<sup>th</sup> floor. The space is shared with two related entities. The first is The Minerva Project which developed, owns, and maintains the intellectual property used in Minerva educational programs. The other is The Minerva Institute for Research and Scholarship, a 501(3)(c) devoted to funding, grants, and advocacy. Together they occupy 10,076 square feet. While Minerva's programs are supported by 170 faculty and staff, only about 40 live in the Bay Area and work in the San Francisco office.

Minerva Schools student housing at 2-16 Turk Street is currently undergoing the applicable entitlements process to convert the existing tourist hotel to a Residential Use. The 40,000 square foot historic structure would contain 105 rooms and house approximately 200 students during their residential rotation in San Francisco.

**Parking:** Minerva does not provide any parking at this location, and no parking is proposed for the pending student housing. The office location is well-served by public transportation, including BART (Civic Center Station) and several Muni bus lines.

**Current Projects / Future Expansions:** The existing office is 10,076 square feet and the proposed student housing would be an additional 40,000 square feet for a total floor area of 50,076 square feet. Future expansions are not anticipated at this time.

## Required Commission Action

This 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 a public hearing on an Abbreviated IMP. If the Commission requests a hearing, it will be scheduled for a later date.

## Issues and Other Considerations

- **Public Comment & Outreach:** As of the date of writing this summary, the Department has not received comments related to this project.
- **Other Approvals:** The Minerva Schools has applied to convert the existing tourist hotel at 2-16 Turk Street to Residential Student Housing. That application requires a Variance from the minimum Rear Yard requirements, Open Space, and Dwelling Unit Exposure. The Variance hearing is scheduled for December 3, 2020 under Project No. 2019-002900PRJ. The student housing was operating prior to receiving the applicable entitlements, and the acceptance of the IMP and the Variance approval would rectify the enforcement case. A Minor Permit to Alter was also granted for changes to the fire escapes.

## **Environmental Review**

The Abbreviated IMP is not a “Project” under a California Environmental Quality Act (CEQA) Guidelines Sections 15060(c) and 15378 because there is no direct or indirect physical change in the environment.

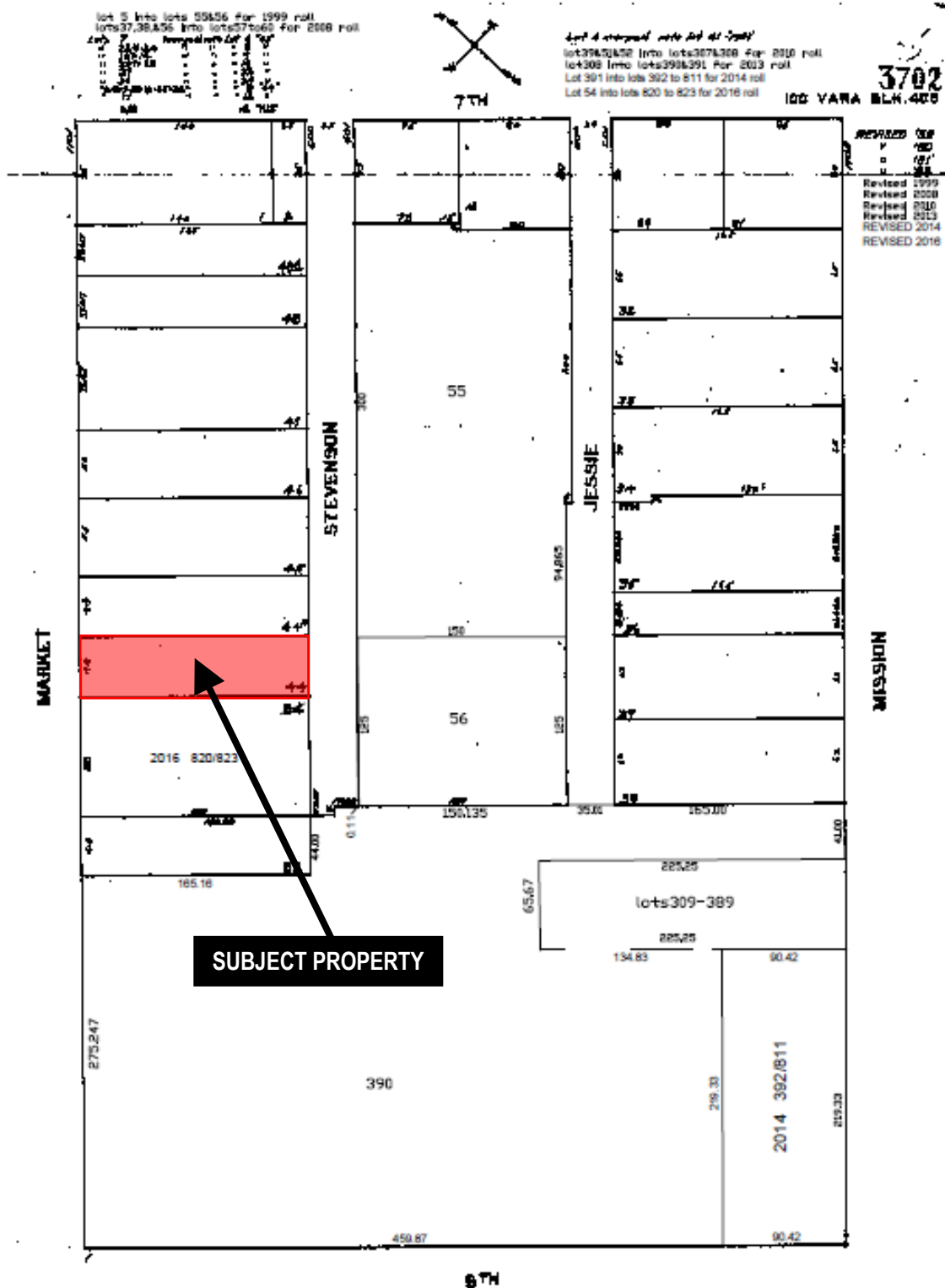
## **Staff Recommendation**

The Minvera Schools Abbreviated IMP includes all the information required by the Planning Code Section 304.5. Staff recommends accepting the Abbreviated IMP as submitted without holding a public hearing.

## **Attachments:**

Exhibit A – Maps and Context Photos  
Exhibit B – Abbreviate IMP Application  
Exhibit B – Minerva Schools Abbreviated IMP

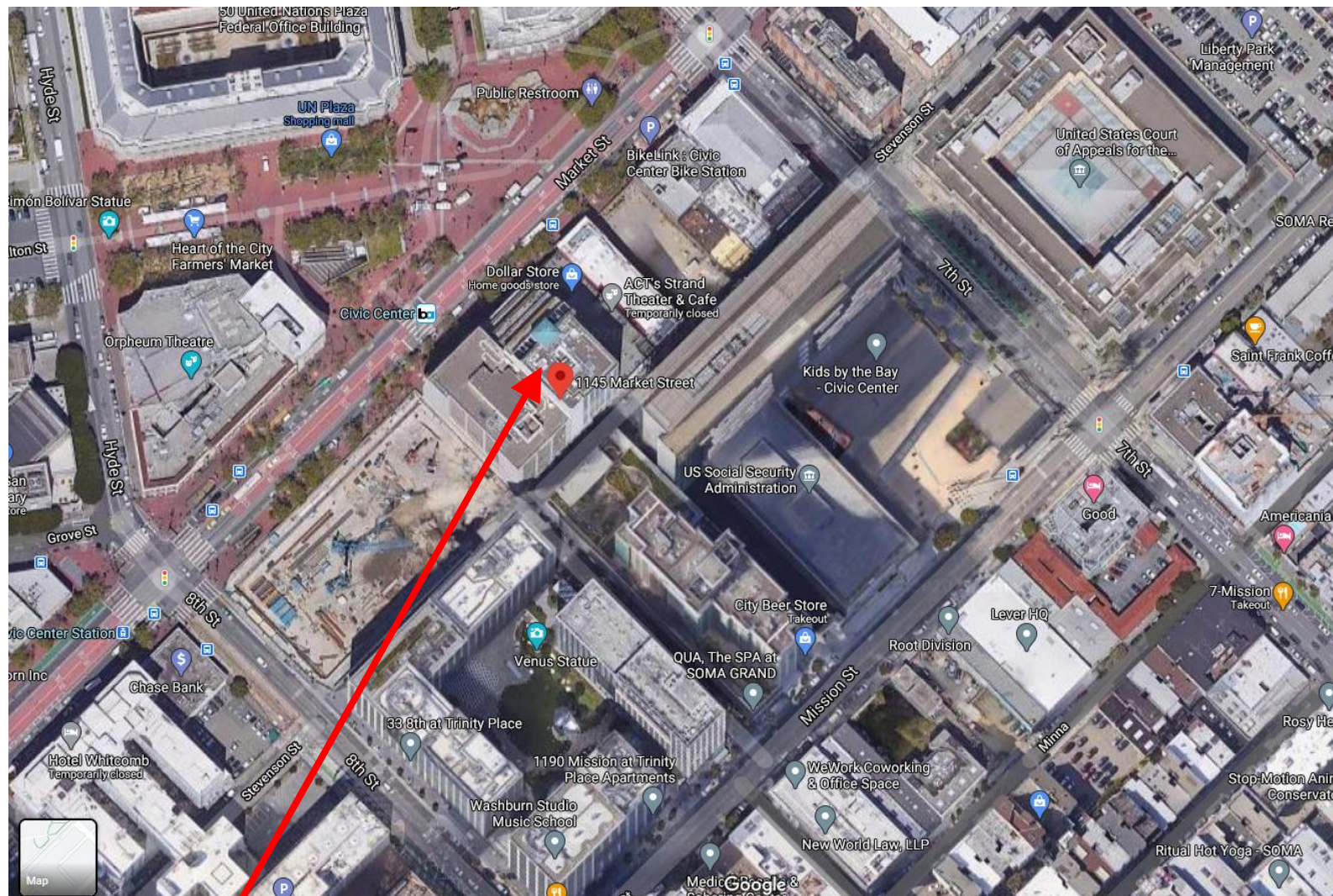
# Parcel Map: 1145 Market Street (offices)



Abbreviated Institutional Master Plan – Informational  
**Case Number 2019-002900IMP**  
 The Minerva Schools  
 1145 Market Street



# Aerial Photo: 1145 Market Street (offices)



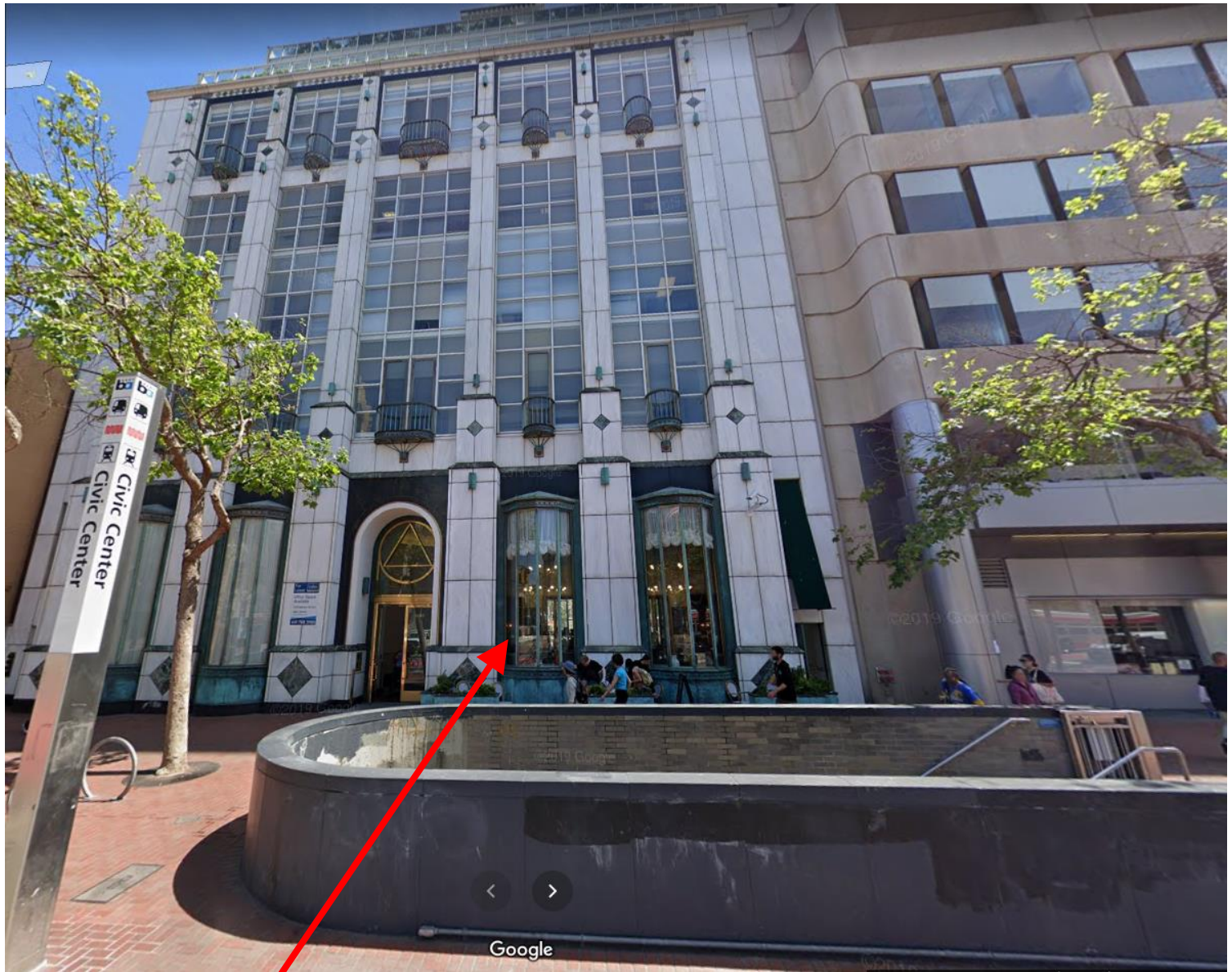
**SUBJECT PROPERTY**



Abbreviated Institutional Master Plan – Informational  
**Case Number 2019-002900IMP**  
The Minerva Schools  
1145 Market Street



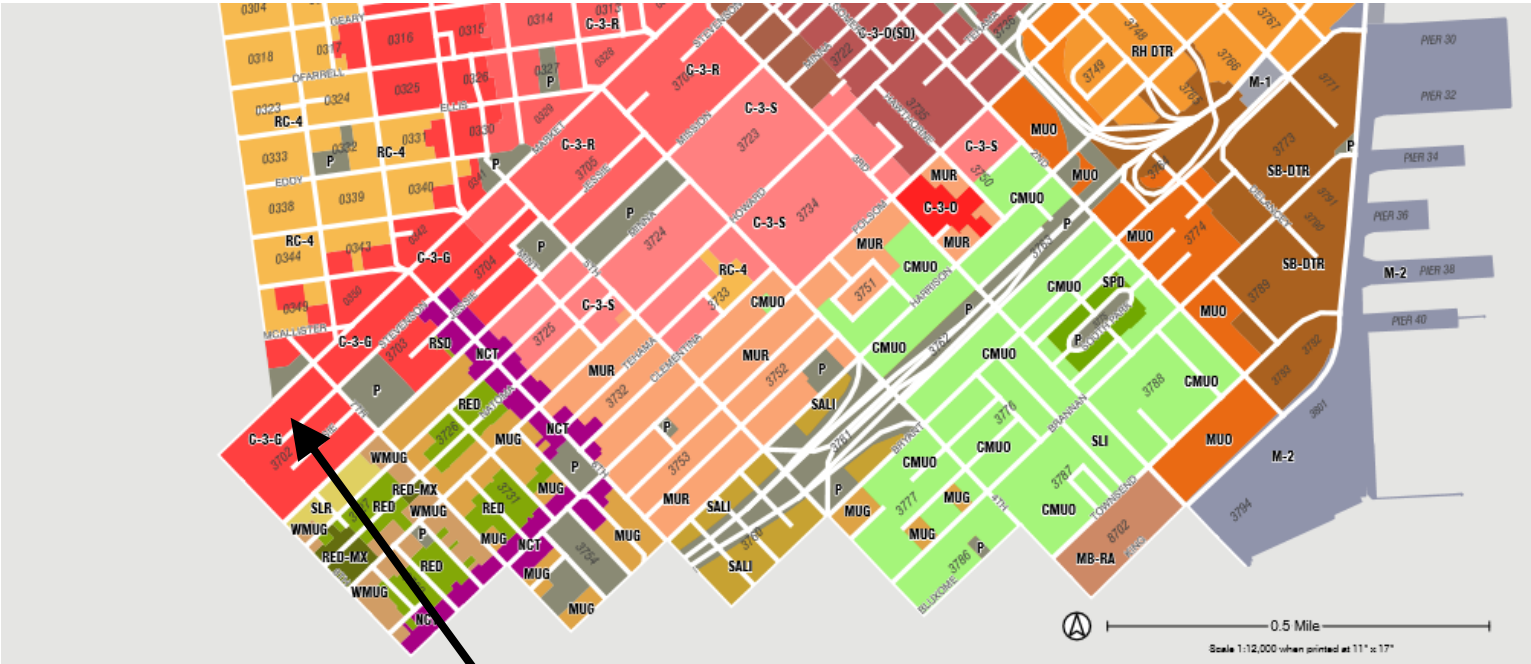
# Site Photo: 1145 Market Street (offices)



**SUBJECT PROPERTY**

Abbreviated Institutional Master Plan – Informational  
**Case Number 2019-002900IMP**  
The Minerva Schools  
1145 Market Street

# Zoning Map: 1145 Market Street (offices)



**SUBJECT PROPERTY**



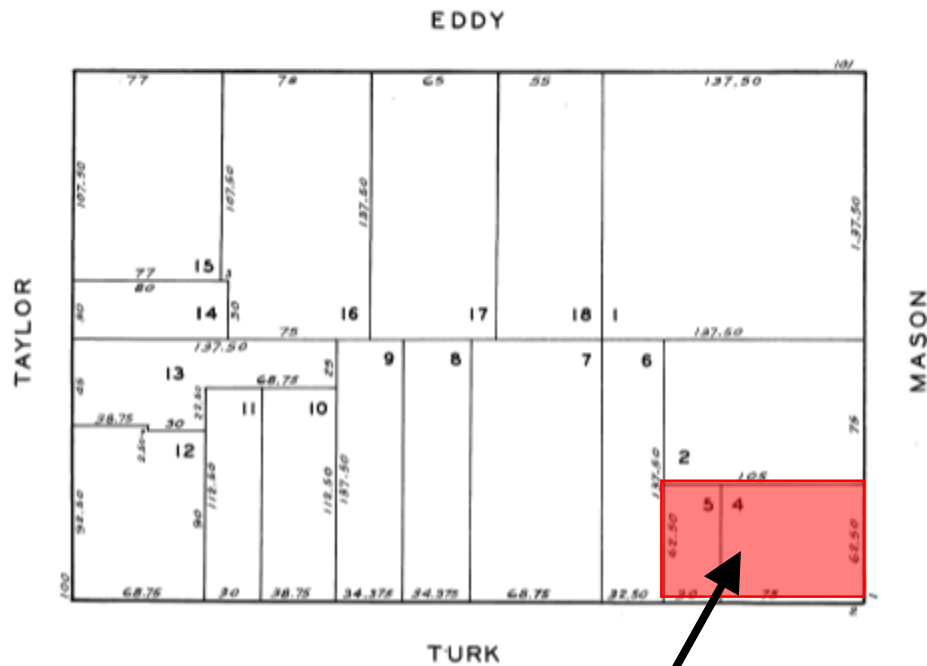
# Parcel Map: 2-16 Turk Street (student housing)

Lot 3 merged into lot 4-'1938'

340

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CITY & COUNTY ASSESSOR 1995

30 VARA BLK. 199

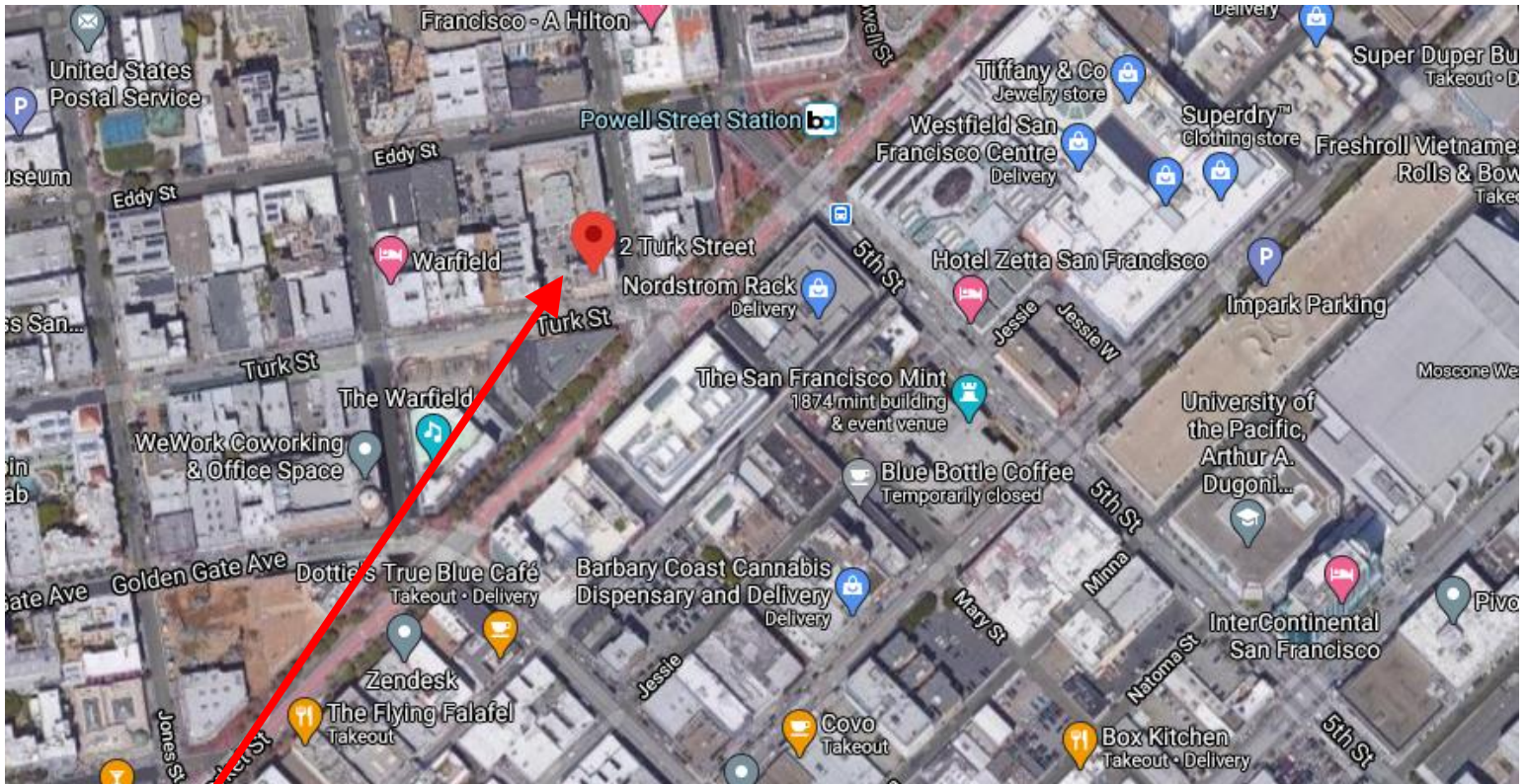


SUBJECT PROPERTY

Abbreviated Institutional Master Plan – Informational  
**Case Number 2019-002900IMP**  
The Minerva Schools  
1145 Market Street



# Aerial Photo: 2-16 Turk Street (student housing)



**SUBJECT PROPERTY**



Abbreviated Institutional Master Plan – Informational  
**Case Number 2019-002900IMP**  
The Minerva Schools  
1145 Market Street

# Site Photo: 2-16 Turk Street (student housing)

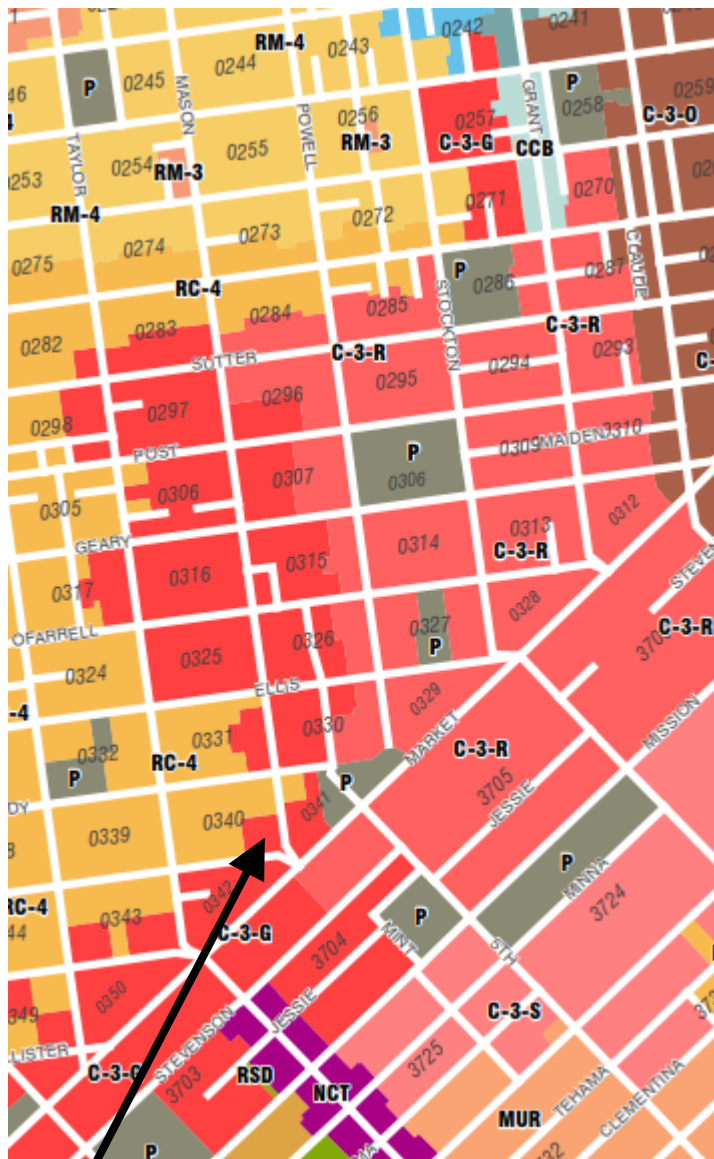


**SUBJECT PROPERTY**



Abbreviated Institutional Master Plan – Informational  
**Case Number 2019-002900IMP**  
The Minerva Schools  
1145 Market Street

# Zoning Map: 2-16 Turk Street (student housing)



**SUBJECT PROPERTY**



Abbreviated Institutional Master Plan – Informational  
**Case Number 2019-002900IMP**  
The Minerva Schools  
1145 Market Street



CASE NUMBER:  
For Staff Use only

2019-002900IMP

# APPLICATION FOR Institutional Master Plan

## & Institutional Master Plan Update or Abbreviated Institutional Master Plan

## 1. Owner/Applicant Information

PROPERTY OWNER'S NAME: 25 Mason Street, LLC	
PROPERTY OWNER'S ADDRESS:  301 North Canon Drive, #805 Beverly Hills, CA 90210	TELEPHONE: (917 ) 575-9000  EMAIL: karan.suri@hawkinsway.com

APPLICANT'S NAME: Ben Nelson		Same as Above <input type="checkbox"/>
APPLICANT'S ADDRESS:  Minerva 1145 Market Street, 9th Floor San Francisco, CA 94103	TELEPHONE: (415 ) 734-1019  EMAIL: ben@minerva.kgi.edu	

CONTACT FOR PROJECT INFORMATION: Teri Cannon		Same as Above <input checked="" type="checkbox"/>
ADDRESS:  Minerva 1145 Market Street, 9th Floor San Francisco, CA 94103	TELEPHONE: (510 ) 219-1977  EMAIL: teri@minerva.kgi.edu	

## 2. Location(s)

STREET ADDRESS(ES) OF PROJECT, OR DESCRIBE LARGER AREA: 16 Turk Street 1145 Market Street
ASSESSORS BLOCK(S)/LOT(S): 0340/004, 3702/044

## 3. Applicant's Affidavit

Under penalty of perjury the following declarations are made:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Ben Nelson

Owner / Authorized Agent (circle one)



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.*



# MINERVA

## ACHIEVING EXTRAORDINARY

### Abbreviated Institutional Master Plan Minerva Schools at KGI July 2, 2019

#### **Purpose**

This Abbreviated Institutional Master Plan (AIMP) is submitted on behalf of Minerva School at KGI (Minerva) pursuant to the City of San Francisco Planning Code Section 304.5, which permits an postsecondary educational institution presently occupying or proposing to occupy a site area of less than 100,000 square feet inside the C-3 District to file an abbreviated institutional master plan.

Minerva presently occupies less than 100,000 square feet at 16 Turk Street and 1145 Market Street, and does not anticipate any future expansion to more than 100,000 square feet; therefore, an AIMP is appropriate.

#### **Services Provided and Service Population**

The Minerva Schools were established to provide an extraordinary liberal arts and sciences education to the top students from around the world. Minerva has entered into a non-profit alliance with Keck Graduate Institute (KGI), which offers the flagship undergraduate and graduate programs.

The four-year undergraduate program offers five majors: Arts & Humanities, Business, Computational Sciences, Natural Sciences, and Social Sciences. Minerva's four-year immersive undergraduate program combines rigorous, interdisciplinary academics with a multi-city residential rotation experience during which students live and learn in a variety of world cities. Residential cities are selected to provide a sequence of historical, geographic, and cultural settings, distinct from each other. In 2018–2019, Minerva operated with students in six of the seven cities of the global rotation: San Francisco, Berlin, Buenos Aires, Seoul, Hyderabad, and London. Taipei is scheduled to be added in the 2019 academic year. Students are encouraged to live in Minerva student housing while studying in each city. Building upon their coursework, students participate in a range of experiential learning programs with individuals and organizations in each city.

The two-year graduate program is part-time and is a Master of Science in Decision Analysis. The

Master of Science in Decision Analysis is designed for working professionals. This is a non-residential program for which students take class synchronously on Minerva's video-based learning platform, described below.

All Minerva classes are small seminars of fewer than 20 students. Classes are conducted using the Minerva Forum™, an online technology platform built specifically to facilitate interaction via live video. One of the advantages of the Forum is the ability to conduct and attend classes from any location with a broadband internet connection. This provides a great deal of flexibility, allowing students to use each city as their extended campus.

Minerva operates on the semester system, with two 15-week semesters in one academic year. No formal summer session is offered at the undergraduate level.

### **Background**

Minerva is a leading educational innovator and global provider of top-tier higher educational offerings, which draw upon the best traditions of a research-based university education, while incorporating prominent research in the science of learning and the most advanced information technology available. Its stated mission, "nurturing critical wisdom for the sake of the world," guides a student-centric philosophy and an intentional approach to design, development, and implementation of all Minerva offerings. Minerva students are taught to devise innovative solutions to complex problems, to use critical and analytical thinking to make informed decisions, to work collaboratively, to communicate effectively, and to be engaged, responsible, and ethical global citizens.

Minerva Schools at KGI, through its affiliation with KGI, is accredited by the Western Senior College and University Commission (WASC), the regional accreditor for California, Hawaii, and the Pacific Islands.

### **Physical Plant**

#### **1. 16 Turk Street**

Minerva will lease the building located at 16 Turk, at the corner of Turk and Mason. The leased space includes approximately 105 rooms each of which has a bathroom. The space totals about 40,000 square feet. The space will be used for housing for undergraduate students in San Francisco as part of their multi-city rotation.

For the foreseeable future, Minerva expects to house up to 200 students at this facility in the Fall and Spring semesters. It will also house students during the Summer when they are in town for internships.

Minerva does not provide any parking at this location and students do not have cars.

The facility is well-served by public transportation, including BART (Powell Street Station) and several Muni bus lines. The basement includes an area to store bikes.

## 2. 1145 Market Street

Minerva's administrative offices are located at 1145 Market, 9th floor. Minerva shares the space with two other entities including the Minerva Project, which is the corporation that developed, owns, and maintains the intellectual property and technology used in all Minerva educational offerings, and The Minerva Institute for Research and Scholarship, a 501(c)(3) devoted to making a Minerva education accessible to all qualified students, facilitating the administration of grant-funded research, and advocating for broad reform in higher education. The 9th floor is 10,076 square feet with an open office plan, open space and tables where personnel work. The space includes nine small conference rooms used for meetings and a kitchen and common space used by staff and sometimes by students for student activities such as events, testing, counseling, etc.

Minerva does not provide any parking at this location. The facility is well-served by public transportation, including BART (Civic Center Station) and several Muni bus lines.

## **Employment**

Minerva's programs in San Francisco are currently supported by 170 faculty and staff members, the majority of whom work from other locations both in and outside the US. About 40 employees live in the San Francisco area and work much of the time in the San Francisco office. In the next 3-5 years, Minerva anticipates having up to 200 faculty and staff members but does not anticipate an increase of staff working from the office in San Francisco.

## **Affirmative Action Policy**

Minerva is committed to providing equal opportunity to its students and employees, and to eliminating discrimination when it occurs. In furtherance of this commitment, Minerva strictly prohibits discrimination or harassment on the basis of race, color, religion, religious creed, genetics, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status. All forms of discrimination or harassment within the Minerva community are unacceptable and



will be sanctioned appropriately. Further, university policy and applicable law prohibit retaliation against those who, in good faith, bring or cooperate in complaints of discrimination or harassment. Minerva's nondiscrimination policies and related grievance procedures are available online at [minerva.kgi.edu](http://minerva.kgi.edu) and are also included in Employee, Faculty, and Student Handbooks made available to students, faculty and staff through internal websites.

**Attachments****Figure 1 – 16 Turk Street Location**

Figure 1a – Map

Figure 1b – Floor Plans

Figure 1c – Exterior Photographs (interior under construction)

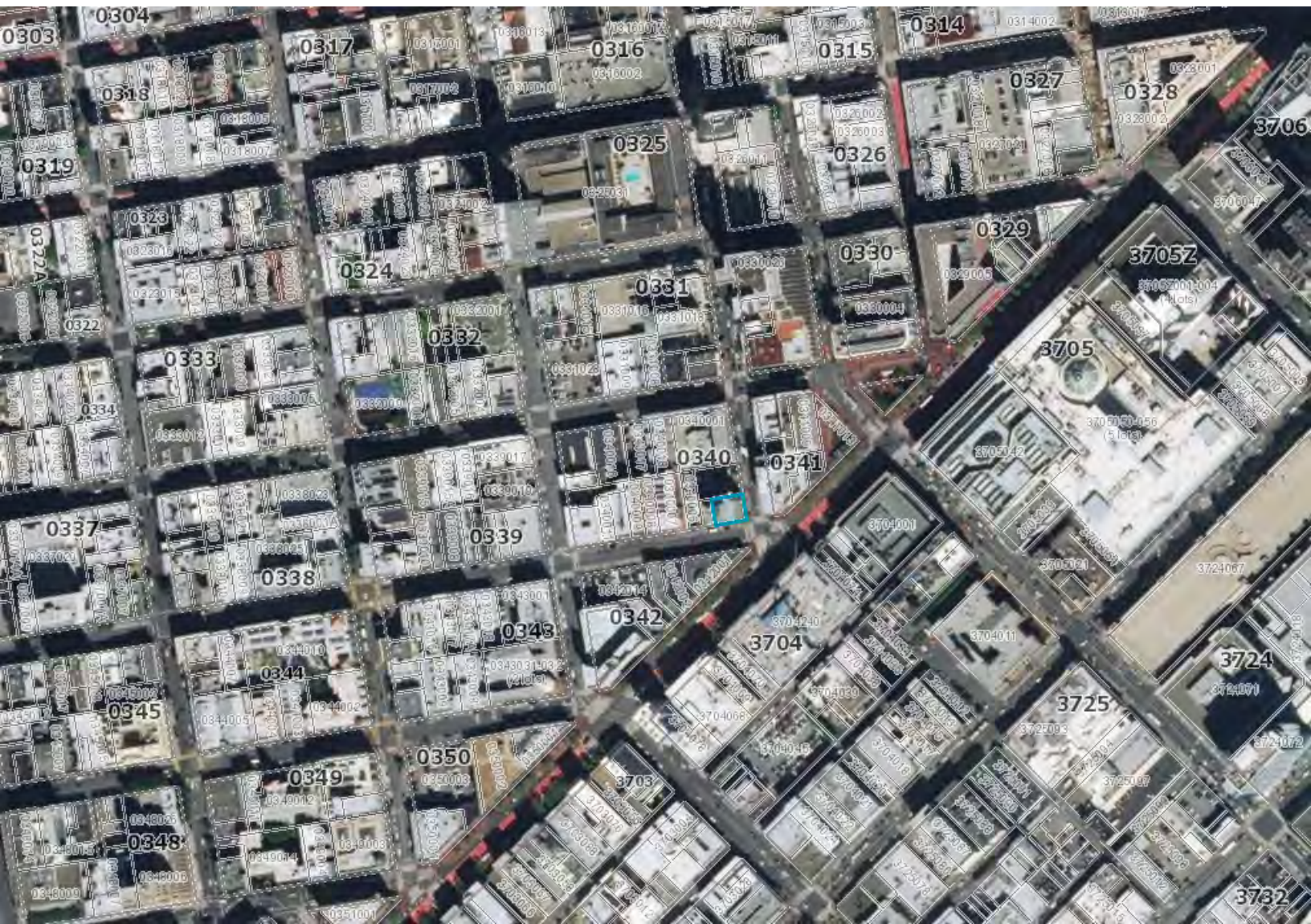
**Figure 2 – 1145 Market Street Location**

Figure 1a – Map

Figure 1b – Floor Plan

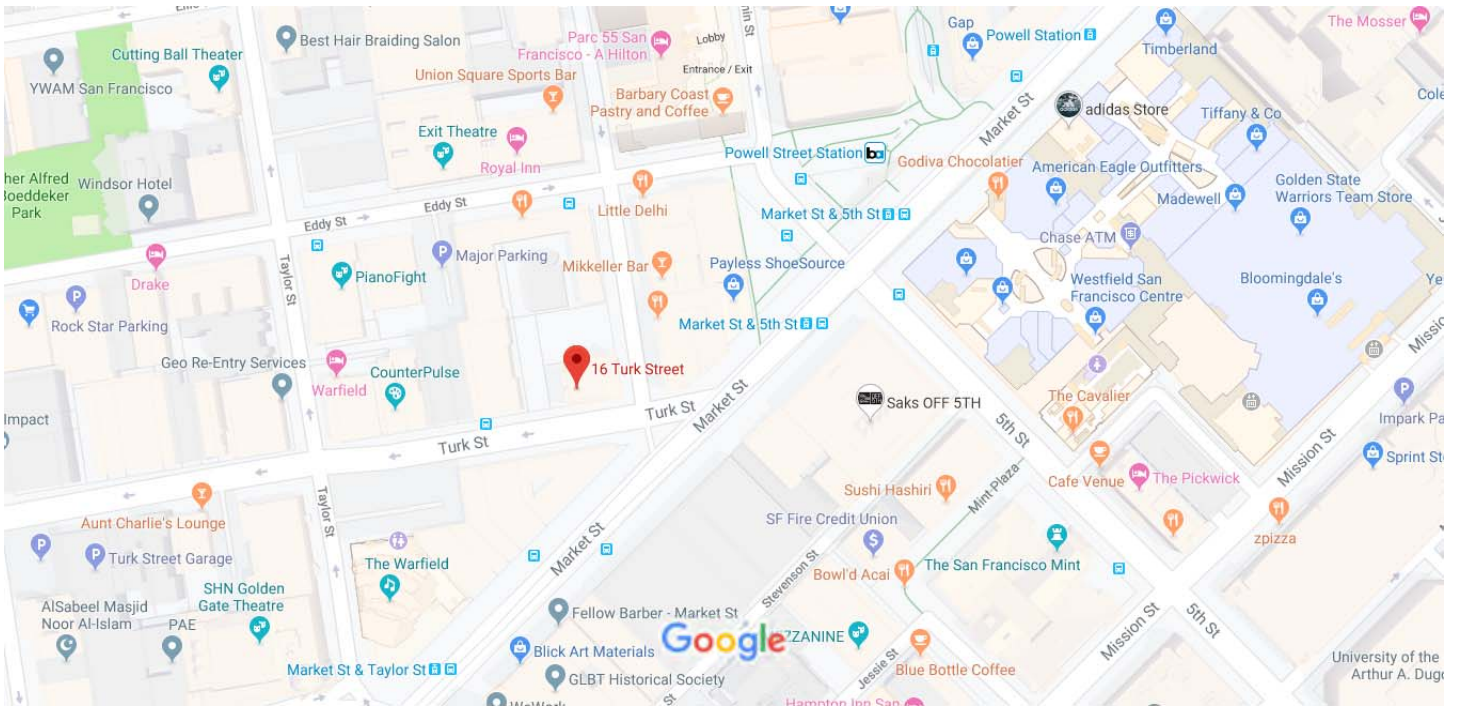
Figure 1c – Photographs

**FIGURE 1a – 16 TURK STREET MAP**





Google Maps 16 Turk St



Map data ©2019 Google 100 ft



**FIGURE 1b – 16 TURK STREET FLOOR PLANS**

Reference only  
(under separate permit)

2 TURK/25 MASON

2 TURK ST  
SAN FRANCISCO CA

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NO.	DATE	ISSUE
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DRAWING TITLE

SITE PLAN

ISSUED FOR

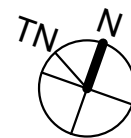
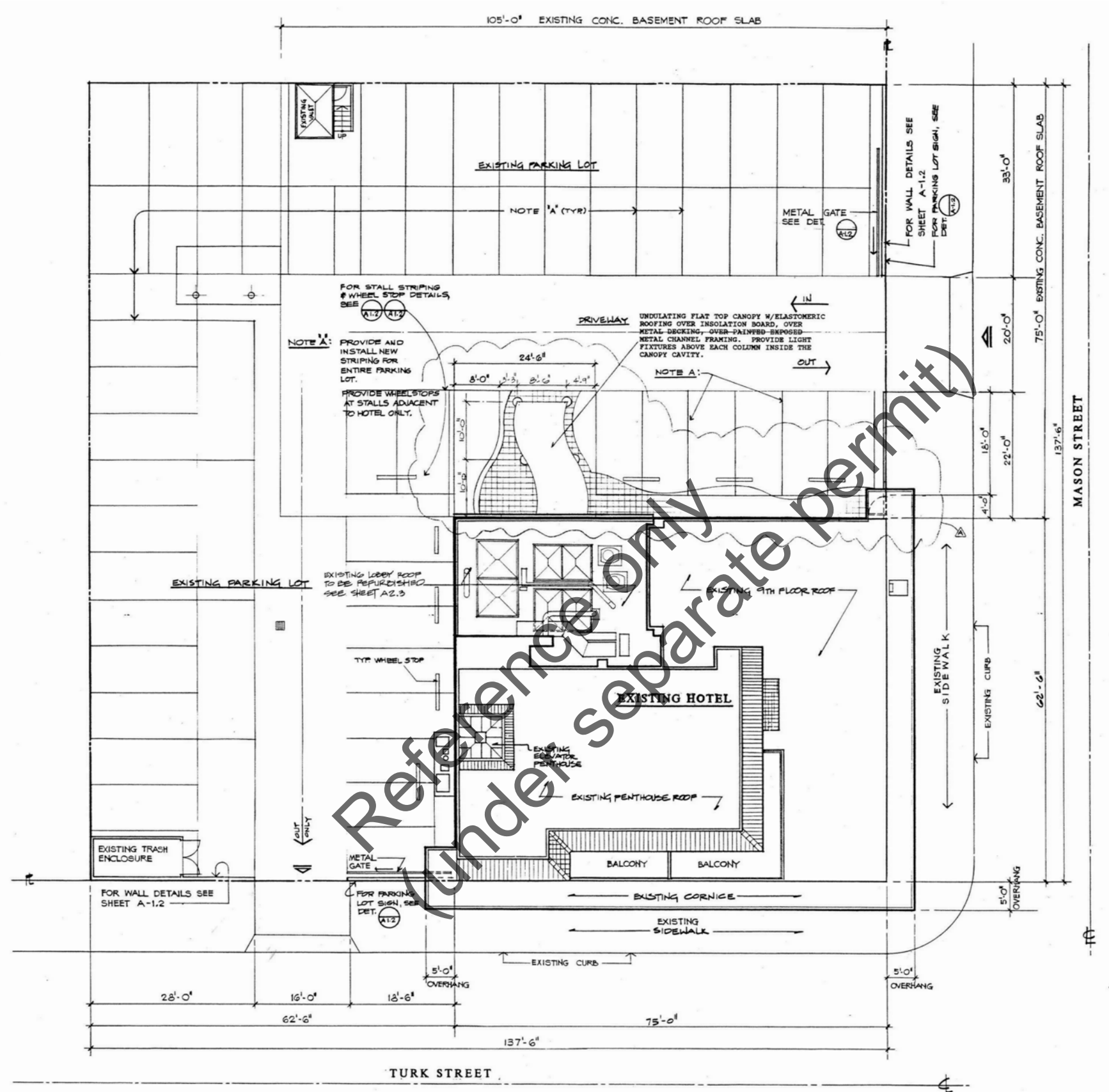
PRE-APPLICATION DRAWINGS  
08.08.18

JOB NO.	18014
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DRAWN BY	Author
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SHEET NO.	
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SK-00



SITE PLAN - 11X17

3/32" = 1'-0"

1

2 TURK/25 MASON

2 TURK ST  
SAN FRANCISCO CA

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NO.	DATE	ISSUE
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DRAWING TITLE

BASEMENT

ISSUED FOR

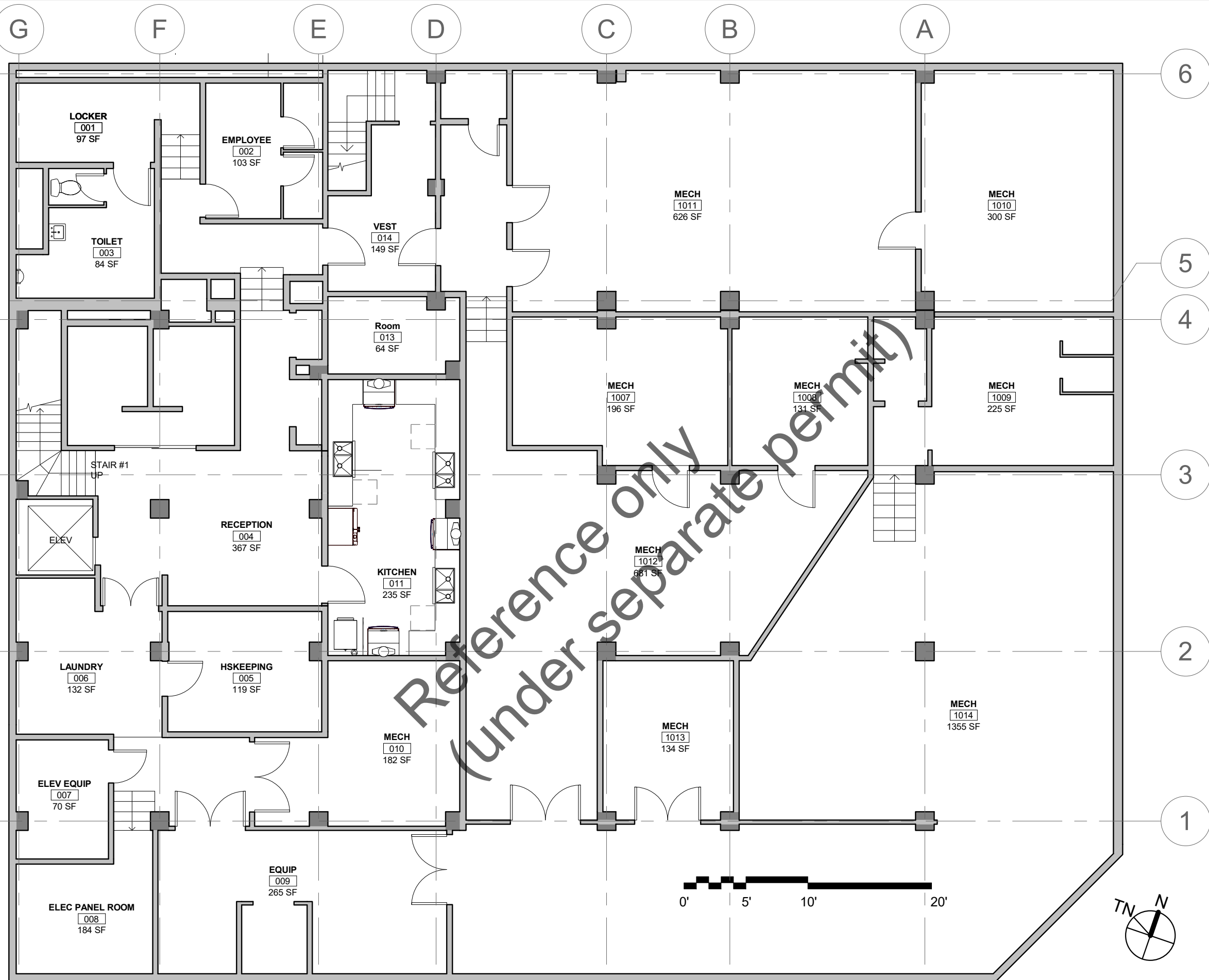
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08.08.18

JOB NO.	18014
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SHEET NO.	
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SK-01



BASEMENT - 11X17

1/8" = 1'-0"

1

2 TURK/25 MASON

2 TURK ST  
SAN FRANCISCO CA

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DRAWING TITLE

LEVEL 1

ISSUED FOR

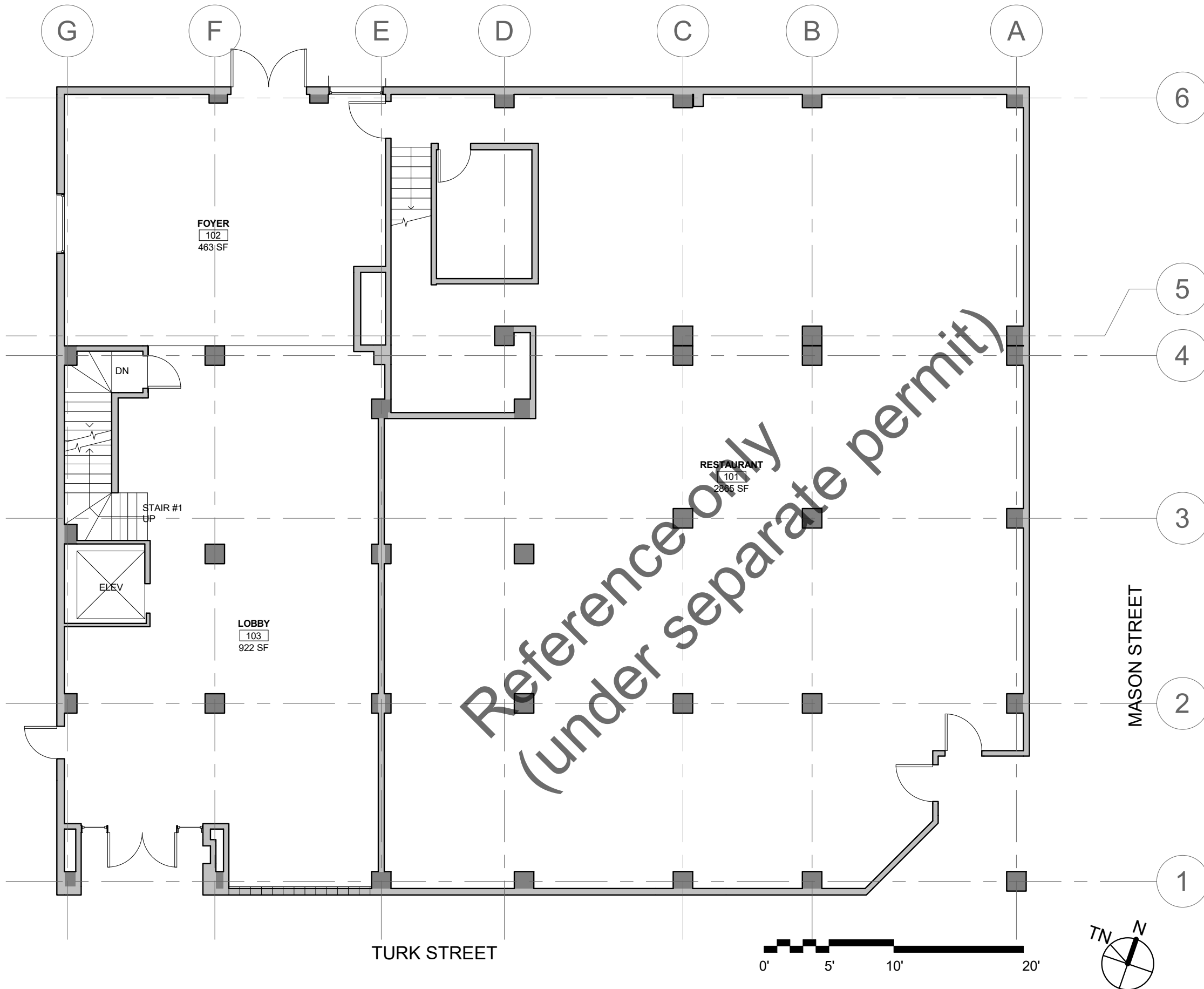
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08.08.18

JOB NO.	18014
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SHEET NO.	
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SK-02



LEVEL 1 FLOOR PLAN - 11X17

1/8" = 1'-0"

1



2 TURK/25 MASON

2 TURK ST  
SAN FRANCISCO CA

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DRAWING TITLE

LEVEL 1 - MEZZANINE

ISSUED FOR

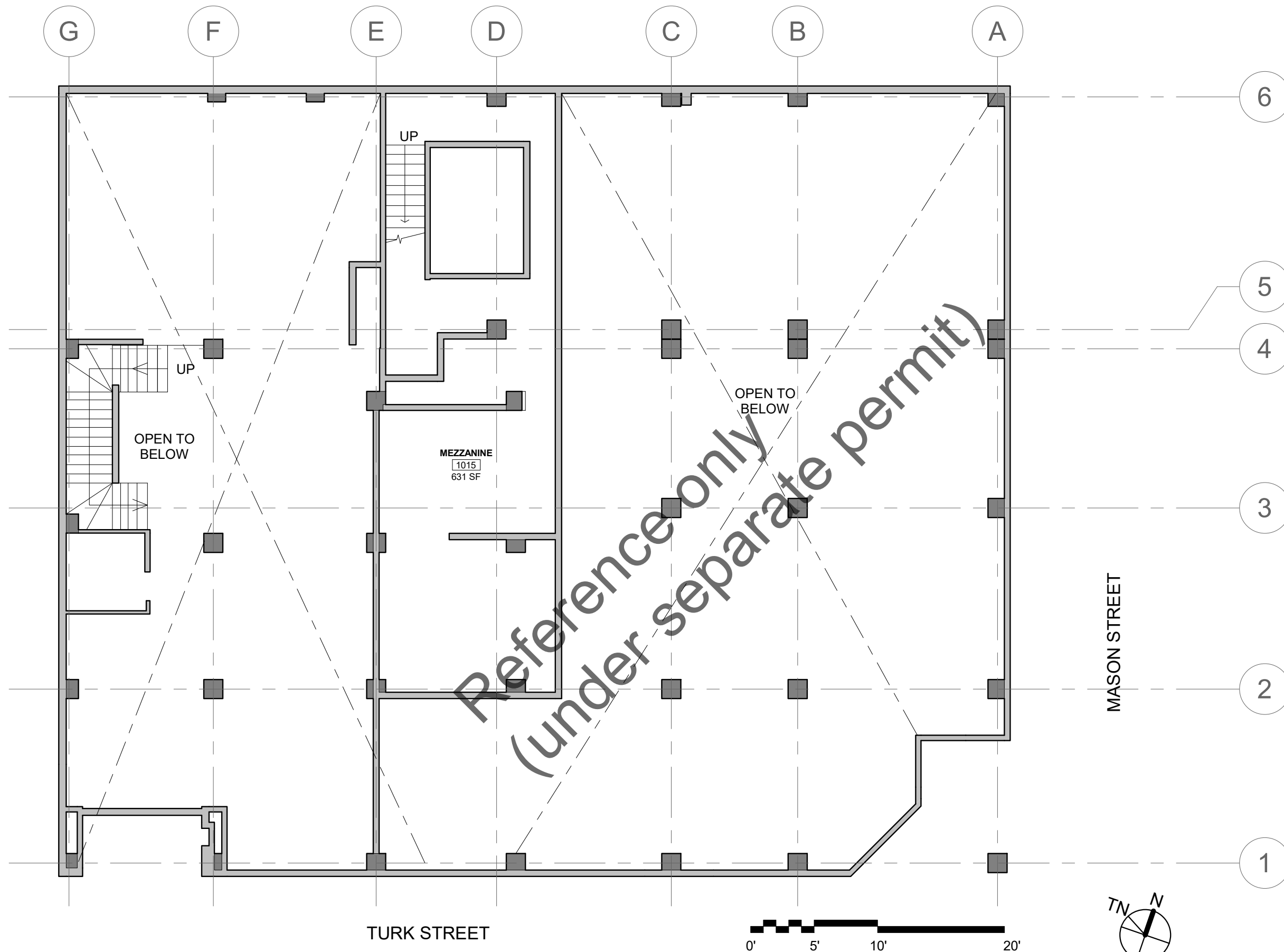
PRE-APPLICATION DRAWINGS  
08.08.18

JOB NO. 18014

DRAWN BY Author

SHEET NO.

SK-03



LEVEL 1 MEZZANINE

1/8" = 1'-0"

2

2 TURK/25 MASON

2 TURK ST  
SAN FRANCISCO CA

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DRAWING TITLE

LEVEL 2

ISSUED FOR

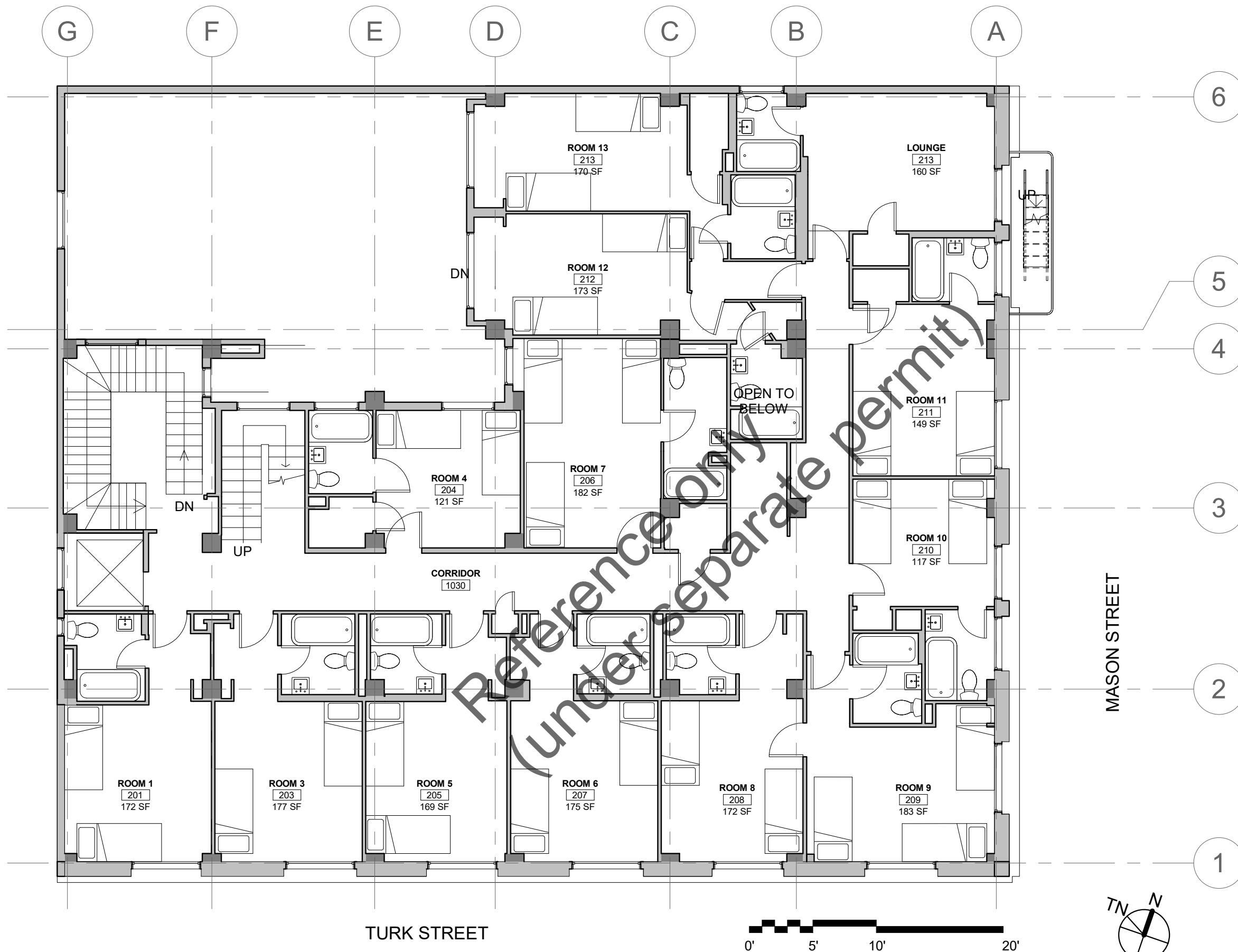
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08.08.18

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SHEET NO.	
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SK-04



LEVEL 2  
1/8" = 1'-0"

1

2 TURK/25 MASON

2 TURK ST  
SAN FRANCISCO CA

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LEVELS 3-9 FLOOR PLAN

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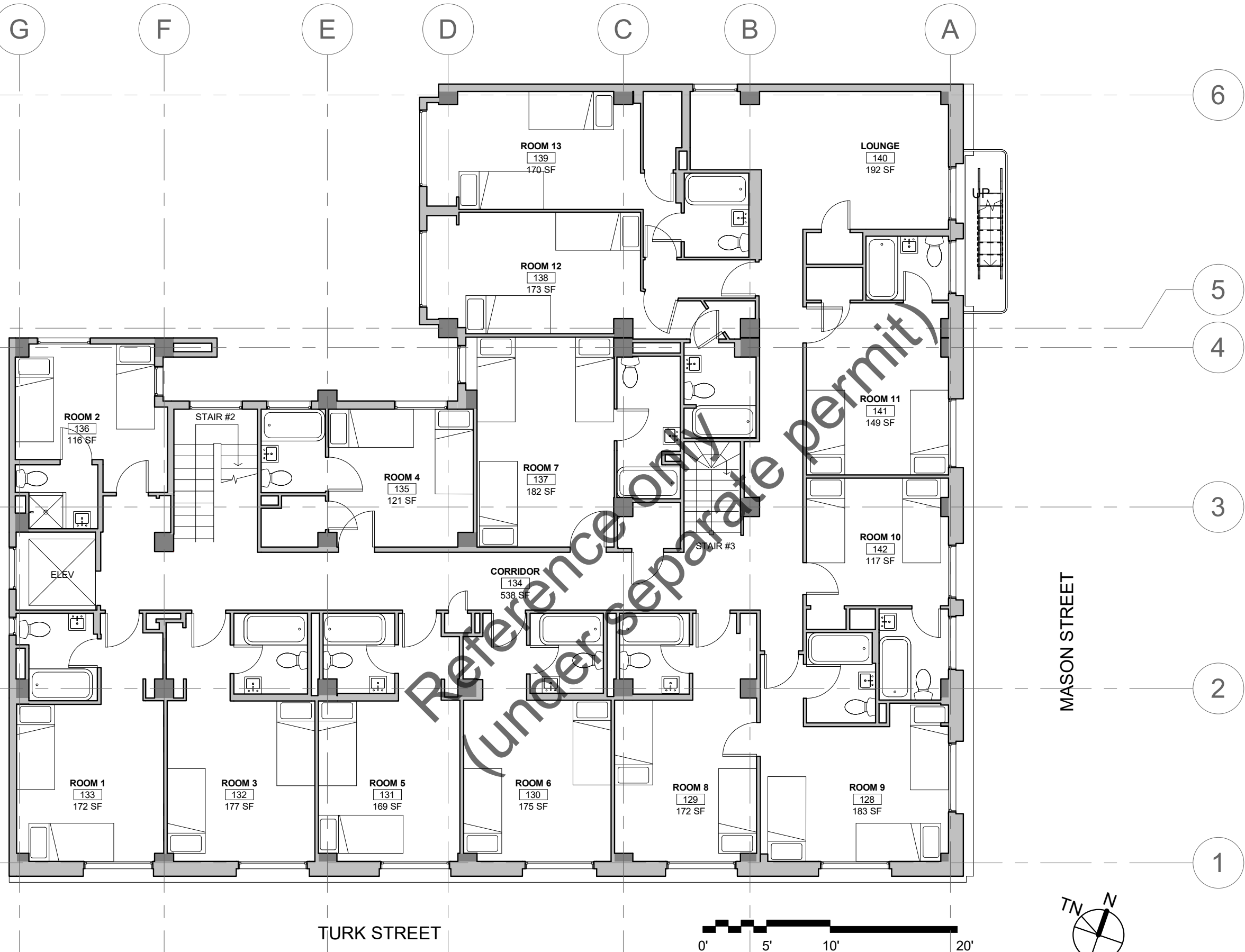
PRE-APPLICATION DRAWINGS  
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JOB NO.	18014
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SK-05



LEVEL 3-9  
1/8" = 1'-0"

1



2 TURK/25 MASON

2 TURK ST  
SAN FRANCISCO CA

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LEVEL10 - FLOOR PLAN

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JOB NO.	18014
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SK-06



**FIGURE 1c – 16 TURK STREET EXTERIOR PHOTOGRAPHS**

Reference only



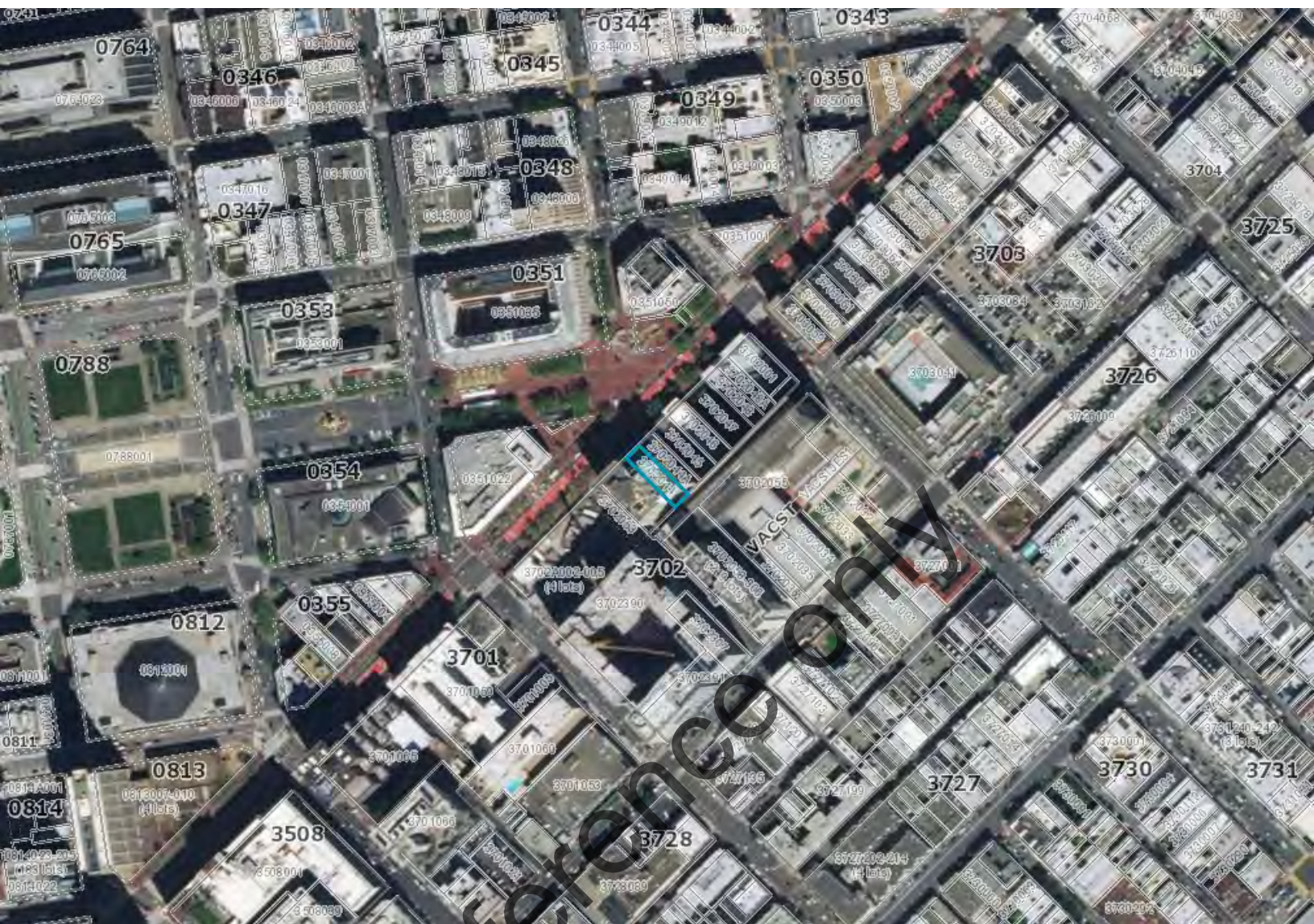






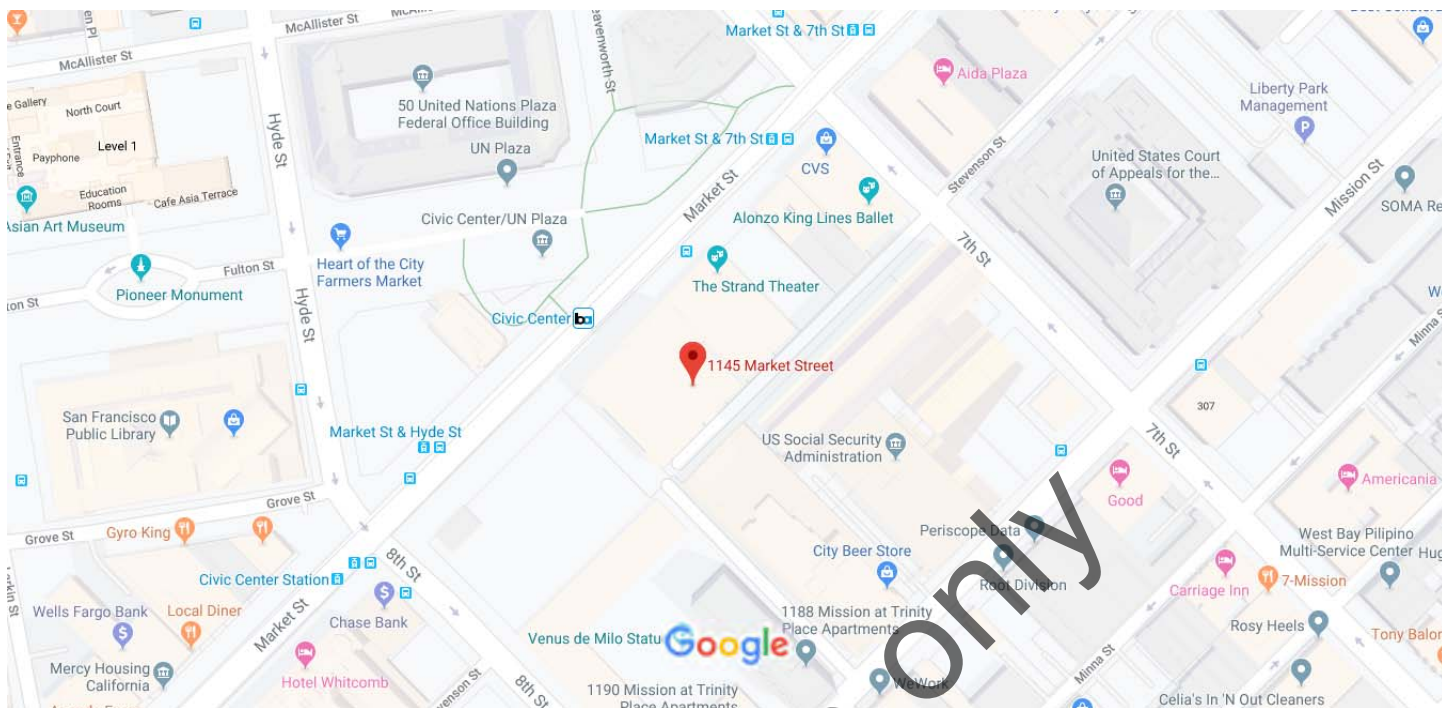
**FIGURE 1a – 1145 MARKET STREET MAP**

Reference only





Google Maps 1145 Market St



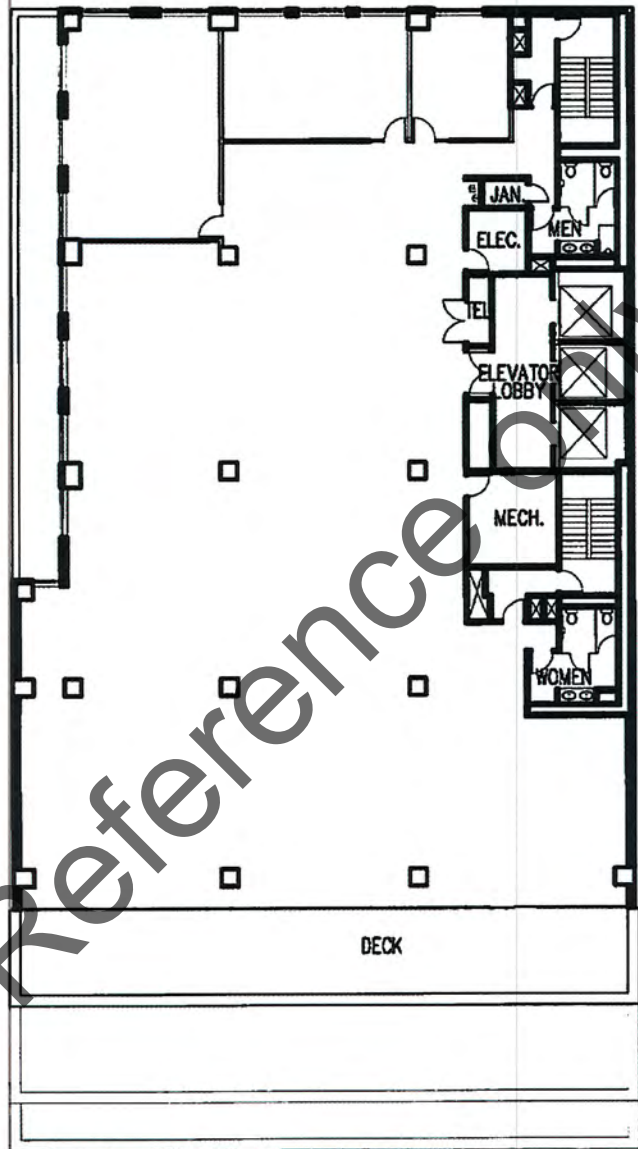
Map data ©2019 Google 100 ft

**FIGURE 1b – 1145 MARKET STREET FLOOR PLANS**

Reference only



EXHIBIT A  
FLOOR PLAN OF PREMISES



9TH FLOOR PLAN

TRINITY PROPERTIES 1145 MARKET STREET SAN FRANCISCO, CA	SCALE: 3/64"=1'-0"	SHEET NUMBER  9-AB
	DATE: 1.24.12	
	PROJ. NO.: 11076	

**FIGURE 1c – 1145 MARKET STREET PHOTOGRAPHS**

Reference only



