



SAN FRANCISCO PLANNING DEPARTMENT

Planning Commission Project Summary and Draft Motion

COMMUNITY BUSINESS PRIORITY PROCESSING PROGRAM

HEARING DATE: OCTOBER 17, 2019

Record No.: **2019-006948CUA**
Project Address: **650 JACKSON STREET**
Zoning: CVR (Chinatown-Visitor Retail) Zoning District
CRNC (Chinatown- Residential- Neighborhood Commercial) Zoning
50-N Height and Bulk District
Block/Lot: 0177/008
Project Sponsor: Jordan Cohen
584 Castro Street, #121
San Francisco, CA 94114
Property Owner: Donald Doon
650 Jackson Street
San Francisco, CA 94123
Staff Contact: Ashley Lindsay – (415) 575-9178
ashley.lindsay@sfgov.org

1650 Mission St.
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San Francisco,
CA 94103-2479

Reception:
415.558.6378

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Planning
Information:
415.558.6377

PROJECT DESCRIPTION

The project would allow the existing ground level limited restaurant use (d.b.a. Pot and Noodle) to operate as a restaurant with a Type-41 On-Sale Beer and Wine for Bona fide Public Eating Place license. This project was reviewed under the Community Business Priority Processing Program (CB3P).

REQUIRED COMMISSION ACTION

Pursuant to Planning Code Sections 303, 811, and 812, Conditional Use Authorization is required to permit the establishment of a Restaurant in the Chinatown Visitor Retail Zoning District, and the Chinatown-Residential-Neighborhood, Commercial Zoning District.

DECISION

Based upon information set forth in application materials submitted by the project sponsor and available in the case file (which is incorporated herein by reference as though fully set forth) and based upon the CB3P Checklist and findings below, the Commission hereby **APPROVES Conditional Use Application No. 2019-006948CUA** subject to conditions contained in the attached "EXHIBIT A" and in general conformance with plans on file, submitted on July 23, 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			The project would not increase the existing concentration of eating and drinking uses (currently 15%) ¹ , and will not exceed the 25% threshold.
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")				Categorically Exempt as Class 1 Exemption

Additional Information	
Notification Period	9/27/19 – 10/16/19 (20-day mailing, newspaper, online, and posted)
Number and nature of public comments received	The sponsor held a pre-application meeting on April 16, 2019 prior to filing the application. There were 2 attendees. To date, staff has received no correspondence from the community regarding the project.
Timeline from complete application to hearing	105

Generalized Basis for Approval (max. one paragraph)
The Commission finds the Project is necessary, desirable for, and compatible with the surrounding neighborhood as follows, and as set forth in Section 101.1, 303(c) and 303(o) and findings submitted as a part of the application. The proposed use and character of a proposed small business in an existing storefront that is not Formula Retail is compatible with the surrounding area and is on balance compatible with the General Plan and Use District. Conditional Use approval to establish a Restaurant use would serve the greater community within the Chinatown District as a neighborhood and visitor-oriented establishment. Staff recommends approval with conditions

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on October 17, 2019.

AYES:

NAYS:

ABSENT:

ADOPTED: October 17, 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:

- Exhibit A – Conditions of Approval
- Exhibit B – Plans and Renderings
- Exhibit C – Environmental Determination
- Exhibit D – Land Use Data
- Exhibit E – Maps and Context Photos
- Exhibit F - Public Correspondence (None)
- Exhibit G - Project Sponsor Brief

EXHIBIT A

AUTHORIZATION

This authorization is for a conditional use to allow a Restaurant (d.b.a. **Pot & Noodle**) located at 650 Jackson Street, Block 0177, and Lot 008 pursuant to Planning Code Section(s) **303, 811, and 812** within the **CVR and CRNC** District and a **50-N** Height and Bulk District; in general conformance with plans, submitted **July 23, 2019**, and stamped "EXHIBIT B" included in the docket for Record No. **2019-006948CUA** and subject to conditions of approval reviewed and approved by the Commission on **October 17, 2019** under Motion No **XXXXXX**. This authorization and the conditions contained herein run with the property and not with a particular Project Sponsor, business, or operator.

RECORDATION OF CONDITIONS OF APPROVAL

Prior to the issuance of the building permit or commencement of use for the Project the Zoning Administrator shall approve and order the recordation of a Notice in the Official Records of the Recorder of the City and County of San Francisco for the subject property. This Notice shall state that the project is subject to the conditions of approval contained herein and reviewed and approved by the Planning Commission on **October 17, 2019** under Motion No **XXXXXX**.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

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

SEVERABILITY

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

CHANGES AND MODIFICATIONS

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

Conditions of Approval, Compliance, Monitoring, and Reporting PERFORMANCE

1. **Validity.** The authorization and right vested by virtue of this action is valid for three (3) years from the effective date of the Motion. The Department of Building Inspection shall have issued a

Building Permit or Site Permit to construct the project and/or commence the approved use within this three-year period.

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

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

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

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

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

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

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

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

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

DESIGN

6. **Odor Control Unit.** In order to ensure any significant noxious or offensive odors are prevented from escaping the premises once the project is operational, the building permit application to implement the project shall include air cleaning or odor control equipment details and manufacturer specifications on the plans if applicable as determined by the project planner. Odor control ducting shall not be applied to the primary façade of the building.

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

MONITORING - AFTER ENTITLEMENT

7. **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

8. **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

9. **Eating and Drinking Uses.** As defined in Planning Code Section 202.2, Eating and Drinking Uses, as defined in Section [102](#), shall be subject to the following conditions:

- A. The business operator shall maintain the main entrance to the building and all sidewalks abutting the subject property in a clean and sanitary condition in compliance with the Department of Public Works Street and Sidewalk Maintenance Standards. In addition, the operator shall be responsible for daily monitoring of the sidewalk within a one-block radius of the subject business to maintain the sidewalk free of paper or other litter associated with the business during business hours, in accordance with Article 1, Section [34](#) of the San Francisco Police Code.

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

- B. When located within an enclosed space, the premises shall be adequately soundproofed or insulated for noise and operated so that incidental noise shall not be audible beyond the premises or in other sections of the building, and fixed-source equipment noise shall not exceed the decibel levels specified in the San Francisco Noise Control Ordinance.

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

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

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

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

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

- D. Garbage, recycling, and compost containers shall be kept within the premises and hidden from public view, and placed outside only when being serviced by the disposal company. Trash shall be contained and disposed of pursuant to garbage and recycling receptacles guidelines set forth by the Department of Public Works.

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

10. **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.

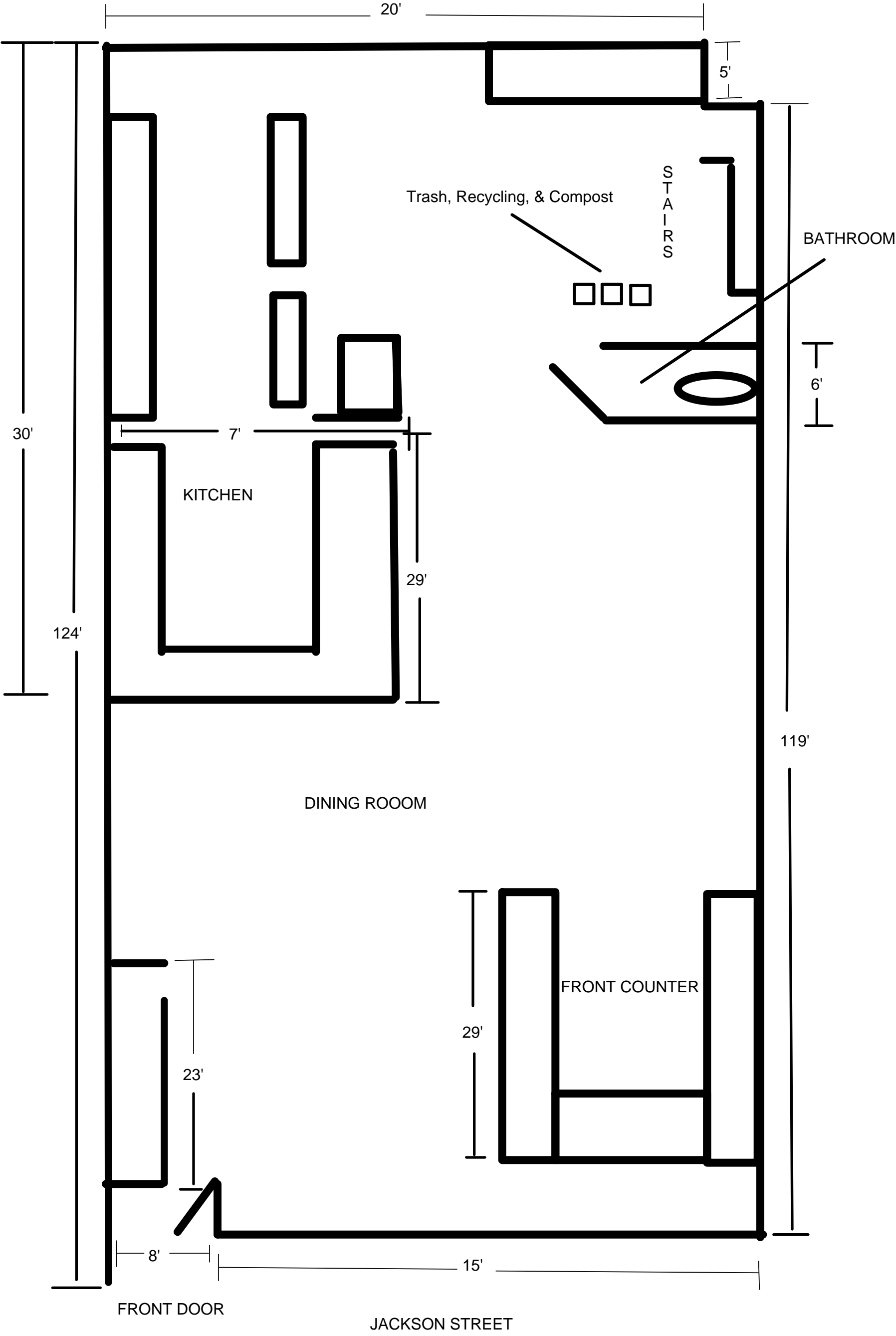
For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works, 415-695-2017, <http://sfdpw.org>

11. **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

12. **Hours of Operation.** The subject establishment is limited to the following hour of operation:
7:00AM to 10:00PM daily.

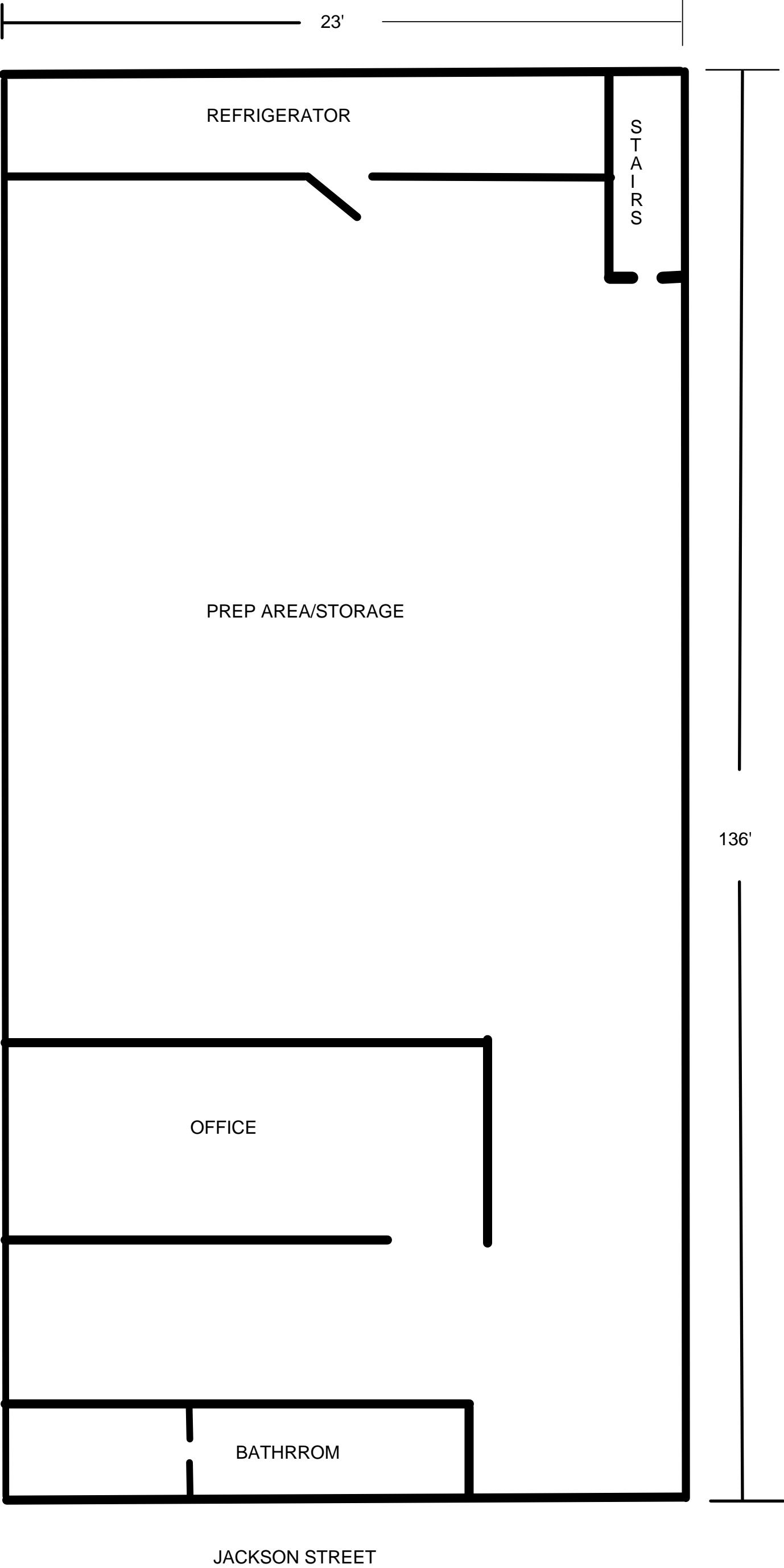
*For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863,
www.sf-planning.org*



650 JACKSON

PLANS
BASEMENT

DRAWN TO SCALE RATIO 1:100





SAN FRANCISCO PLANNING DEPARTMENT

CEQA Categorical Exemption Determination

PROPERTY INFORMATION/PROJECT DESCRIPTION

Project Address		Block/Lot(s)
650 JACKSON ST		0177008
Case No.		Permit No.
2019-006948PRJ		
<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. Request for a Conditional Use Authorization, pursuant to Planning Code Sections 303, 811 and 812, for the existing limited restaurant use (d.b.a. Pot & Noodle) to operate as a restaurant with a Type-41 On-Sale Beer and Wine for Bona fide Public Eating Place license. Reviewed per the Community Business Priority Processing Program (CB3P).		

STEP 1: EXEMPTION CLASS

The project has been determined to be categorically exempt under the California Environmental Quality Act (CEQA).	
<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

<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? <i>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 type="checkbox"/>	Transportation: Does the project involve a child care facility or school with 30 or more students, or a location 1,500 sq. ft. or greater? 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? If yes, archeo review is required (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). If yes, Environmental Planning must issue the exemption.
<input type="checkbox"/>	Slope = or > 25%: Does the project involve any of the following: (1) square footage expansion greater than 500 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 and Environmental Planning must issue the exemption.
<input type="checkbox"/>	Seismic: Landslide Zone: Does the project involve any of the following: (1) square footage expansion greater than 500 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 and Environmental Planning must issue the exemption.
<input type="checkbox"/>	Seismic: Liquefaction Zone: Does the project involve any of the following: (1) square footage expansion greater than 500 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 and Environmental Planning must issue the exemption.
Comments and Planner Signature (optional): Ashley Lindsay	

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

PROPERTY IS ONE OF THE FOLLOWING: (refer to Property Information Map)	
<input checked="" type="checkbox"/>	Category A: Known Historical Resource. GO TO STEP 5.
<input 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 checked="" 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 or PTR dated b. Other (specify): </div> <div style="width: 45%;"> <input type="checkbox"/> Reclassify to Category C (attach HRER or PTR) </div> </div>
Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST sign below.	
<input checked="" 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: Marcelle Boudreaux	

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

<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: Planning Commission Hearing If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.	Signature: Ashley Lindsay 09/26/2019
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 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)
650 JACKSON ST		0177/008
Case No.	Previous Building Permit No.	New Building Permit No.
2019-006948PRJ		
Plans Dated	Previous Approval Action	New Approval Action
	Planning Commission Hearing	
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. In accordance with Chapter 31, Sec 31.08j of the San Francisco Administrative Code, an appeal of this determination can be filed within 10 days of posting of this determination.	
Planner Name:	Date:



SAN FRANCISCO PLANNING DEPARTMENT

Land Use Information*

PROJECT ADDRESS: 650 JACKSON ST
RECORD NO.: 2019-006948CUA

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

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

	EXISTING	PROPOSED	NET NEW
GROSS SQUARE FOOTAGE (GSF)			
Parking GSF			
Residential GSF			
Retail/Commercial GSF	4960	0	4960
Office GSF			
Industrial/PDR GSF <small>Production, Distribution, & Repair</small>			
Medical GSF			
Visitor GSF			
CIE GSF			
Usable Open Space			
Public Open Space			
Other ()			
TOTAL GSF	4960	0	4960
	EXISTING	NET NEW	TOTALS
PROJECT FEATURES (Units or Amounts)			
Dwelling Units - Affordable			
Dwelling Units - Market Rate			
Dwelling Units - Total			
Hotel Rooms			
Number of Buildings			
Number of Stories			
Parking Spaces			
Loading Spaces			
Bicycle Spaces			
Car Share Spaces			
Other ()			

	EXISTING	PROPOSED	NET NEW
LAND USE - RESIDENTIAL			
Studio Units			
One Bedroom Units			
Two Bedroom Units			
Three Bedroom (or +) Units			
Group Housing - Rooms			
Group Housing - Beds			
SRO Units			
Micro Units			
Accessory Dwelling Units			

**This Land Use Table includes only information related to the conversion of limited restaurant use to full restaurant use (d.b.a Pot & Noodle). This Table does not include information about the entire building.*

源興萃

玲旗袍
CHINESE DRES

萃興源
656



重慶江湖菜

POT & NOODLE

POT & NOODLE
源自重慶，老手廚師
麻辣一品 (8.88)

麻
辣
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品

650

重慶江湖 OPEN



吳興
NG HING KE
648 JACKSON ST.

華

華



華興俱樂部

玲玲旗袍
LINGLING CHINESE DRESS

NO PARKING
2m - 6m
NO STOPPING
STREET CLOSING

華興俱樂部
HUI XING CLUB

重慶江湖菜
POT & NOODLE

一品果屋 Fresh Juice Bar

650 辣燙老場 OPEN



樂俱源興萃

玲旗袍
IG CHINESE DRESS



重慶江湖菜

POT & NOODLE

一品果屋 Fresh Juice Bar

一品小 OPEN





BRICK & MORTAR
LEGAL

584 CASTRO STREET #121
SAN FRANCISCO, CA 94114
JORDAN@BRICKANDMORTARLEGAL.COM
415.894.5436

July 16, 2019

Ashley Lindsay
Wireless Planner
Flex Team 1 Current Planning Division
Planning Department
City and County of San Francisco
1650 Mission Street, Suite 400
San Francisco, CA 94103
415-575-9178
ashley.lindsay@sfgov.org

Via: Email

RE: Exterior & Interior Work Statement

Ms. Lindsay,

Please accept this letter as assurance that there shall be no exterior or interior work performed upon this premises in association with this CUA request. This request is strictly for this business to provide the service of alcoholic beverages and in no way will lead to or is intended to include work to change or adjust the physical premises in any way.

Sincerely,

Jordan R. Cohen
Authorized Agent
Managing Attorney



PROJECT APPLICATION (PRJ)

A Project Application must be submitted for any Building Permit Application that requires an intake for Planning Department review, including for environmental evaluation or neighborhood notification, or for any project that seeks an entitlement from the Planning Department, such as a Conditional Use Authorization or Variance.

For more, see the [Project Application Informational Packet](#).

Cost for Time and Materials: Any time and materials exceeding initial fees charged for services provided are subject to billing.

For more information call 415.558.6377, or email the Planning Information Center (PIC) at pic@sfgov.org.

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 415.575.9010. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

BUILDING PERMIT APPLICATIONS

HOW TO SUBMIT:

For Building Permit Applications that require intake for Planning Department review, present this Project Application together with the Building Permit Application at the Planning Information Center (PIC), 1660 Mission Street, Ground Floor.

WHAT TO SUBMIT:

- ☐ One (1) complete and signed application.
- ☐ Two (2) hard copy sets of plans that meet Department of Building Inspection submittal standards. Please see the [Department's Plan Submittal Guidelines](#) for more information.
- ☐ A Letter of Authorization from the owner(s) designating an Authorized Agent to communicate with the Planning Department on their behalf, if applicable.
- ☐ Pre-Application Meeting materials, if required. See the [Pre-Application Meeting Informational Packet](#) for more.

Note: The applicable fee amount for Building Permit Applications will be assessed and collected at intake by the Department of Building Inspection at the Central Permitting Bureau at 1660 Mission St, Ground Floor.

(See [Fee Schedule and/or Calculator](#)).

ENTITLEMENTS

HOW TO SUBMIT:

For projects that require an entitlement from the Planning Department (e.g., Conditional Use, Variance), schedule an intake appointment to submit this Project Application and any required supplemental applications by sending an [Intake Request Form](#) to CPC.Intake@sfgov.org.

WHAT TO SUBMIT:

- ☐ One (1) complete and signed application.
- ☐ One (1) hard copy set of reduced sized (11"x17") plans. Please see the [Department's Plan Submittal Guidelines](#) for more information.
- ☐ A Letter of Authorization from the owner(s) designating an Authorized Agent to communicate with the Planning Department on their behalf, if applicable.
- ☐ Pre-Application Meeting materials, if required. See the [Pre-Application Meeting Informational Packet](#) for more.
- ☐ Current or historic photograph(s) of the property.
- ☐ All supplemental applications (e.g., Conditional Use) and information for environmental review, as indicated in this Project Application or in the Preliminary Project Assessment (PPA) letter.
- ☐ A digital copy (CD or USB drive) of the above materials.
- ☐ Payment via check, money order or debit/credit card for the total fee amount for all required supplemental applications. (See [Fee Schedule and/or Calculator](#)).



PROJECT APPLICATION (PRJ)

GENERAL INFORMATION

Property Information

Project Address:

Block/Lot(s):

Property Owner's Information

Name:

Address:

Email Address:

Telephone:

Applicant Information

Same as above

Name:

Company/Organization:

Address:

Email Address:

Telephone:

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.

Project Details:

Change of Use	New Construction	Demolition	Facade Alterations	ROW Improvements
Additions	Legislative/Zoning Changes	Lot Line Adjustment-Subdivision	Other _____	

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: _____

Estimated Construction Cost: _____

PROJECT AND LAND USE TABLES

	Existing	Proposed
General Land Use	Parking GSF	
	Residential GSF	
	Retail/Commercial GSF	
	Office GSF	
	Industrial-PDR	
	Medical GSF	
	Visitor GSF	
	CIE (Cultural, Institutional, Educational)	
	Useable Open Space GSF	
	Public Open Space GSF	

Project Features	Dwelling Units - Affordable	
	Dwelling Units - Market Rate	
	Dwelling Units - Total	
	Hotel Rooms	
	Number of Building(s)	
	Number of Stories	
	Parking Spaces	
	Loading Spaces	
	Bicycle Spaces	
	Car Share Spaces	
	Other: _____	


Land Use - Residential	Studio Units	
	One Bedroom Units	
	Two Bedroom Units	
	Three Bedroom (or +) Units	
	Group Housing - Rooms	
	Group Housing - Beds	
	SRO Units	
	Micro Units	
	Accessory Dwelling Units 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)	Yes	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?	Yes	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?	Yes	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?	Yes	No	If yes, submit a complete Historic Resource Determination 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?	Yes	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?	Yes	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): _____	Yes	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?	Yes	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?	Yes	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?	Yes	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>

PRIORITY GENERAL PLAN POLICIES FINDINGS


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;
2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhoods;
3. That the City's supply of affordable housing be preserved and enhanced;
4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;
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;
6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;
7. That landmarks and historic buildings be preserved; and
8. That our parks and open space and their access to sunlight and vistas be protected from development.

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.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.



Signature

Name (Printed)

Date

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

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



CB3P CHECKLIST FOR ELIGIBILITY

Property Information

Project Address:

Record Number and/or Building Permit Number:

Name of Business (if known):

Project Description

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

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		
	Pre-Application Meeting	The applicant has conducted a Pre-Application Meeting.
	Formula Retail	The application does not seek to establish a new Formula Retail use, accepting one with fewer than 20 other establishments
	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.
	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.
	Loss of Dwellings	The application does not seek to remove any dwelling units.
	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.
	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.
	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

Name (Printed)

Date

Phone Number

Email Address

For Department Use Only

Check One:

ENROLLED

By: _____

Date: _____

NOT ENROLLED

STATE REASON:

By: _____

Date: _____



CONDITIONAL USE AUTHORIZATION

SUPPLEMENTAL APPLICATION

Property Information

Project Address:

Block/Lot(s):

Action(s) Requested

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

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).

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

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.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.



Signature

Name (Printed)

Date

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

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____



AFFIDAVIT FOR FORMULA RETAIL ESTABLISHMENTS

APPLICATION PACKET

Pursuant to Planning Code Section 303.1, certain retail uses must have additional review to determine if they qualify as a Formula Retail Use. The first pages consist of instructions and important information which should be read carefully before the affidavit form is completed.

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 415.575.9010. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A FORMULA RETAIL USE?

A Formula Retail Use is a type of retail sales activity or retail sales establishment which has 11 other retail sales establishments located globally. In addition, the business maintains two or more of the following features: a standardized array of merchandise, a standardized facade, a standardized decor and color scheme, uniform apparel, standardized signage, a trademark or a servicemark.

WHAT TYPES OF BUSINESSES ARE REGULATED AS FORMULA RETAIL USES?

Businesses subject to the formula retail establishment controls include the following 'Retail Sales Activity' or 'Retail Sales Establishment' as defined in Article 1 and Article 8 of the Code:

- Amusement Game Arcade (§§102, 890.4)
- Bar (§§102, 890.22)
- Cannabis Retail (§§102, 890.125)
- Drive-up Facility (§§102, 890.30)
- Eating and Drinking Use (§§102, 890.34)
- General Grocery (§102)
- Gym (§102)
- Jewelry Store (§§102, 890.51)
- Limited-Restaurant (§102)
- Liquor Store (§102)
- Massage Establishment (§§102, 890.60)

- Movie Theater (§§102, 890.64)
- Non-Auto Vehicle Sales or Rental (§§102, 890.69)
- Pharmacy (§102)
- Restaurant (§102)
- Retail Sales and Service, General (§102)
- Sales and Service, Other Retail (§§102, 890.102)
- Sales and Service, Retail (§§102, 890.104)
- Service, Financial (§102)
- Service, Fringe Financial (§§102, 890.113)
- Service, Instructional (§102)
- Service, Limited Financial (§102)
- Service, Personal (§§102, 890.116)
- Specialty Grocery (§102)
- Tobacco Paraphernalia Establishment (§§102, 890.123)
- Tourist Oriented Gift Store (§§102, 890.39)

This affidavit for Formula Retail must accompany any Building Permit Application for any Alterations, New Construction, Commercial Tenant Improvements, Change of Use or Signage which relates to the establishment of that use.

IS A CONDITIONAL USE AUTHORIZATION OR NEIGHBORHOOD NOTIFICATION NECESSARY?

If a use does qualify as a Formula Retail establishment, then additional controls may apply depending on the zoning district where the proposed business will be located. Please consult the Public Information Center (PIC) for guidance on whether Conditional Use Authorization or Neighborhood Notification is required.

HOW IS FORMULA RETAIL STATUS DETERMINED?

If the number of worldwide locations is 12 or more, including the proposed location, and if the number of total standardized features of this business is two (2) or more, then the proposed use is a Formula Retail.

Applicants are responsible for providing accurate information about proposed uses. The Planning Department will determine whether an application or permit is for a Formula Retail use. Any permit that has been approved is subject to revocation if it is determined to have been for a Formula Retail use at the time of approval.

ARE PROPOSED LOCATIONS INCLUDED IN MY TOTAL QUANTITY OF RETAIL LOCATIONS?

Yes. Any worldwide location that has been given a land use permit or entitlement counts towards the total number of locations, even if it is not yet operable. If you are unsure about the status of a proposed location, inform Planning Department staff so that the location can be appropriately analyzed.

WHAT ARE STANDARDIZED FEATURES?

Formula Retail uses are identified by having certain standardized features in common throughout their locations. They are defined in Planning Code Section 303(i)(1). The below list is a summary:

- (A) Standardized array of merchandise: Half or more of the products in stock are branded alike.
- (B) Trademark: A word, phrase, symbol or design that identifies products as being offered by them and no others.
- (C) Servicemark: A word, phrase, symbol or design that identifies a service as being offered by them and no others.
- (D) Décor: The style of interior furnishings, (i.e. furniture, wall coverings or permanent fixtures).
- (E) Color Scheme: A selection of colors used throughout the decor and/or used on the facade.
- (F) Façade: The face or front of a building (including awnings) looking onto a street or an open space.
- (G) Uniform Apparel: Standardized items of clothing (i.e. aprons, pants, shirts, smocks, dresses, hats, and pins (other than name tags) including the colors of clothing.
- (H) Signage: A sign which directs attention to a business conducted on the premises. (§602.3).



AFFIDAVIT FOR FORMULA RETAIL ESTABLISHMENTS

1. Location and Classification

Project Address:

Block/Lot(s):

2. Proposed Use Description

Proposed Use (Use Category Per Article 7 or 8):

Proposed Business Name:

Description of Business, Including Products and/or Services:

Building Permit Application No. (if applicable):

Conditional Use Case No. (if applicable):

3. Quantity of Retail Locations

3.A	List the number of existing locations this business has worldwide. Please include any property for which a lease has been executed.	
3.B	List the number of existing locations in San Francisco.	

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

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

4. Standardized Features

	FEATURES	YES	NO
A	Array of Merchandise		
B	Trademark		
C	Servicemark		
D	Décor		
E	Color Scheme		
F	Façade		
G	Uniform Apparel		
H	Signage		
TOTAL			

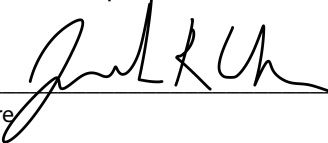
Enter the total number of Yes/No answers above.

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

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.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

Signature 

Name (Printed) _____

Date _____

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

Phone _____

Email _____

PLANNING DEPARTMENT USE ONLY

PLANNING CODE SECTION(S) APPLICABLE:

HOW IS THE PROPOSED USE REGULATED AT THIS LOCATION?

- ☐ Principally Permitted
- ☐ Principally Permitted, Neighborhood Notice Required (Section 311)
- ☐ Not Permitted
- ☐ Conditional Use Authorization Required (Please list Case Number below)

CASE NO.	MOTION NO.	EFFECTIVE DATE	NSR RECORDED?
			<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMENTS:

VERIFIED BY:

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

AFFIDAVIT OF CONDUCTING A PRE-APPLICATION MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

I, Jordan Reis Cohen, do hereby declare as follows:

1. I have conducted a Pre-Application Meeting for the proposed new construction, alteration or other activity prior to submitting any entitlement (Building Permit, Variance, Conditional Use, etc.) in accordance with Planning Commission Pre-Application Policy.
2. The meeting was conducted at 650 Jackson Street, San Francisco, CA 94133 (location/address) on April 16, 2019 (date) from 6:00pm (time).
3. I have included the mailing list, meeting invitation and postmarked letter, sign-in sheet, issue/response summary, and reduced plans with the entitlement Application. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to suspension or revocation of the permit.
4. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, May 15, 20 19 IN SAN FRANCISCO.



Signature

Jordan R. Cohen

Name (type or print)

Project Sponsor, Attorney

Relationship to Project (e.g. Owner, Agent)
(if Agent, give business name & profession)

650 Jackson Street, SF, CA 94133

Project Address



PRE-APPLICATION MEETING SIGN-IN SHEET

Meeting Date: April 16, 2019
Meeting Time: 6:00pm
Meeting Address: 650 Jackson Street, San Francisco, CA 94133
Project Address: 650 Jackson Street, San Francisco, CA 94133
Property Owner Name: Edward Doon, Jimmy, Doon, Donald Doon, David Doon
Project Sponsor/Representative: Jordan Reis Cohen

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND PLANS
1.	<i>[Signature]</i>	654 Jackson #2			<input type="checkbox"/>
2.	<i>[Signature]</i>				<input type="checkbox"/>
3.	<i>[Signature]</i>	29 Dellbrook Ave			<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>
10.					<input type="checkbox"/>
11.					<input type="checkbox"/>
12.					<input type="checkbox"/>
13.					<input type="checkbox"/>
14.					<input type="checkbox"/>
15.					<input type="checkbox"/>
16.					<input type="checkbox"/>

Affidavit for Notification Material Preparation

Notification Map, Mailing List, and Mailing Labels

Please submit this completed Affidavit with Notification Materials. Notification Materials are required for projects subject to Neighborhood Notification and certain Planning Department applications (e.g. Conditional Use Authorization, Variance, etc.).

I, Annie Coates, do hereby declare as follows:

1. I have prepared the Notification Map, Mailing List, and Mailing Labels for Public notification in accordance with Planning Department requirements as referenced in the Planning Code.
2. I understand that I am responsible for the accuracy of this information, and that erroneous information may require re-mailing or lead to suspension or revocation of the permit.
3. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this day, 4/08/2019 in San Francisco.
Date

Annie Coates

Signature

Annie Coates, Agent

Name (Print), Title

Agent - NotificationMaps.com LLC

Relationship to Project, e.g. Owner, Agent (if Agent, give business name and profession)

650 Jackson St., San Francisco

Project Address

0177/008

Block / Lot

NOTICE OF PRE-APPLICATION MEETING

Date: _____

Dear Neighbor:

You are invited to a neighborhood Pre-Application meeting to review and discuss the development proposal at _____, cross street(s) _____ (Block/Lot#: _____; Zoning: _____), in accordance with the San Francisco Planning Department's Pre-Application procedures. The Pre-Application meeting is intended as a way for the Project Sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the City. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the Planning Department's review. Once a Building Permit has been submitted to the City, you may track its status at www.sfgov.org/dbi.

The Pre-Application process serves as the first step in the process prior to building permit application or entitlement submittal. Those contacted as a result of the Pre-Application process will also receive formal notification from the city after the project is submitted and reviewed by Planning Department staff.

A Pre-Application meeting is required because this project includes (check all that apply):

- ☐ New Construction subject to Section 311;
- ☐ Any vertical addition of 7 feet or more subject to Section 311;
- ☐ Any horizontal addition of 10 feet or more subject to Section 311;
- ☐ Decks over 10 feet above grade or within the required rear yard subject to Section 311;
- ☐ All Formula Retail uses subject to a Conditional Use Authorization;
- ☐ PDR-1-B, Section 313;
- ☐ Community Business Priority Processing Program (CB3P).

The development proposal is to: _____

Existing # of dwelling units: _____	Proposed: _____	Permitted: _____
Existing bldg square footage: _____	Proposed: _____	Permitted: _____
Existing # of stories: _____	Proposed: _____	Permitted: _____
Existing bldg height: _____	Proposed: _____	Permitted: _____
Existing bldg depth: _____	Proposed: _____	Permitted: _____

MEETING INFORMATION:

Property Owner(s) name(s): _____

Project Sponsor(s): _____

Contact information (email/phone): _____

Meeting Address*: _____

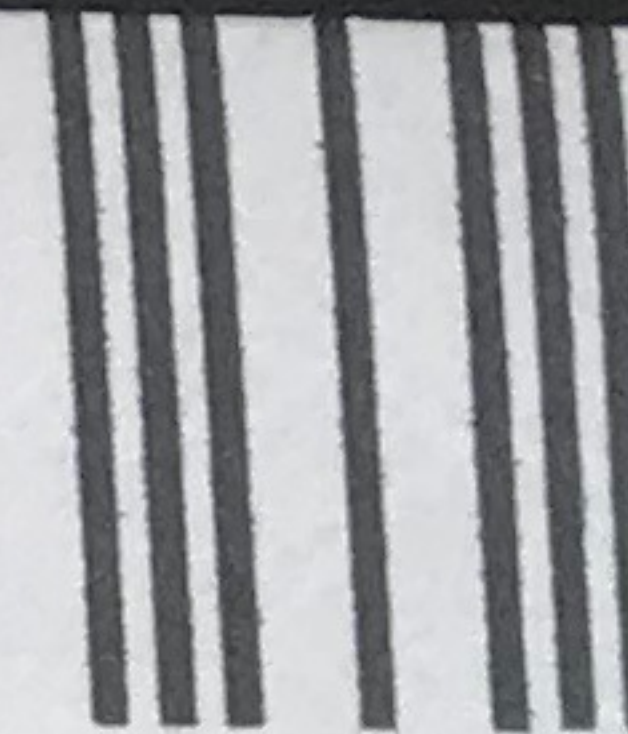
Date of meeting: _____ Time of meeting**: _____

*The meeting should be conducted at the project site or within a one-mile radius, unless the Project Sponsor has requested a Department Facilitated Pre-Application Meeting, in which case the meeting will be held at the Planning Department offices, at 1650 Mission Street, Suite 400.

**Weeknight meetings shall occur between 6:00 p.m. - 9:00 p.m. Weekend meetings shall be between 10:00 a.m. - 9:00 p.m, unless the Project Sponsor has selected a Department Facilitated Pre-Application Meeting.

If you have questions about the San Francisco Planning Code, Residential Design Guidelines, or general development process in the City, please call the Public Information Center at 415-558-6378, or contact the Planning Department via email at pic@sfgov.org. You may also find information about the San Francisco Planning Department and on-going planning efforts at www.sfplanning.org.

Brick & Mortar Legal PC
584 Castro Street #121
San Francisco CA 94114

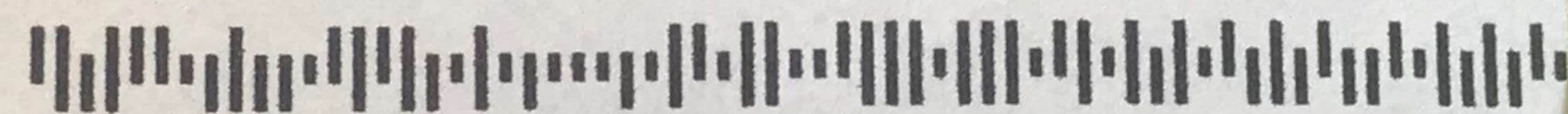


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The L/O of Jordan Reis Cohen
584 Castro Street 121
SAN FRANCISCO CA 94114-2512

650 Jackson St

Neighborhood Groups

Name	Address	City	State	ZIP
Anni Chung Self-Help for the Elderly	407 Sansome Street	San Francisco	CA	94111
Aaron Peskin Board of Supervisors	1 Dr. Carlton B Goodlett Place, Room #244	San Francisco	CA	94102-4689
Howard Wong Friends of Appleton-Wolfard Libraries	126 Varennes	San Francisco	CA	94133
Ian Lewis HERE Local 2	209 Golden Gate Avenue	San Francisco	CA	94102
Nancy Shanahan Telegraph Hill Dwellers - Planning & Zoning Committee	224 Filbert Street	San Francisco	CA	94133
Norman Fong Chinatown Community Development Center (CCDC)	1525 Grant Avenue	San Francisco	CA	94133
Rita Mah Chinese Newcomers Service Center	777 Stockton Street #104	San Francisco	CA	94108
Chinese Chamber of Commerce	730 Sacramento Street	San Francisco	CA	94108
Sarah Stocking Jackson Square Historic District Assn.	368 Jackson Street	San Francisco	CA	94111
Marc Bruno St. Vincent de Paul Society, North Beach	666 Filbert Street	San Francisco	CA	94133
Jeffrey Kwong 874 Sacramento Street Tenants Association	874 Sacramento Street, Apt. 42	San Francisco	CA	94108
Sue Hestor San Franciscans for Reasonable Growth (SFRG)	870 Market Street #1128	San Francisco	CA	94102
Antonio Flores Hotel Zeppelin	545 Post Street	San Francisco	CA	94102
Bruno Kanter North Beach Neighbors	P.O. Box 330115	San Francisco	CA	94133

NAME	ADDRESS	CITY	STATE	ZIP
RESIDENT	26 BECKETT ST	SAN FRANCISCO	CA	94133-5002
RESIDENT	28 BECKETT ST	SAN FRANCISCO	CA	94133-5002
BUSINESS OWNER	30 BECKETT ST	SAN FRANCISCO	CA	94133-5002
RESIDENT	20 BECKETT ST APT 1	SAN FRANCISCO	CA	94133-5012
RESIDENT	20 BECKETT ST APT 2	SAN FRANCISCO	CA	94133-5012
RESIDENT	20 BECKETT ST APT 3	SAN FRANCISCO	CA	94133-5012
RESIDENT	20 BECKETT ST APT 4	SAN FRANCISCO	CA	94133-5012
RESIDENT	20 BECKETT ST APT 5	SAN FRANCISCO	CA	94133-5012
RESIDENT	20 BECKETT ST APT 6	SAN FRANCISCO	CA	94133-5012
RESIDENT	20 BECKETT ST APT 7	SAN FRANCISCO	CA	94133-5011
RESIDENT	20 BECKETT ST APT 8	SAN FRANCISCO	CA	94133-5011
RESIDENT	20 BECKETT ST APT 9	SAN FRANCISCO	CA	94133-5011
RESIDENT	20 BECKETT ST APT 10	SAN FRANCISCO	CA	94133-5011
RESIDENT	20 BECKETT ST APT 11	SAN FRANCISCO	CA	94133-5011
RESIDENT	20 BECKETT ST APT 12	SAN FRANCISCO	CA	94133-5011
RESIDENT	4 BECKETT ST	SAN FRANCISCO	CA	94133-5033
RESIDENT	8 BECKETT ST	SAN FRANCISCO	CA	94133-5002
RESIDENT	12 BECKETT ST	SAN FRANCISCO	CA	94133-5002
RESIDENT	4 BECKETT ST APT 1	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 2	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 3	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 4	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 5	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 6	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 7	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 8	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 9	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 10	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 11	SAN FRANCISCO	CA	94133-5013
RESIDENT	4 BECKETT ST APT 12	SAN FRANCISCO	CA	94133-5013
RESIDENT	658 JACKSON ST	SAN FRANCISCO	CA	94133-5007
RESIDENT	640 JACKSON ST	SAN FRANCISCO	CA	94133-5007
BUSINESS OWNER	648 JACKSON ST	SAN FRANCISCO	CA	94133-5007
BUSINESS OWNER	650 JACKSON ST	SAN FRANCISCO	CA	94133-5007
RESIDENT	644 JACKSON ST APT 1	SAN FRANCISCO	CA	94133-5016
RESIDENT	644 JACKSON ST APT 2	SAN FRANCISCO	CA	94133-5016
RESIDENT	644 JACKSON ST APT 3	SAN FRANCISCO	CA	94133-5016
RESIDENT	644 JACKSON ST APT 4	SAN FRANCISCO	CA	94133-5016
RESIDENT	644 JACKSON ST APT 5	SAN FRANCISCO	CA	94133-5016

NAME	ADDRESS	CITY	STATE	ZIP
RESIDENT	644 JACKSON ST APT 6	SAN FRANCISCO	CA	94133-5015
RESIDENT	644 JACKSON ST APT 7	SAN FRANCISCO	CA	94133-5015
RESIDENT	644 JACKSON ST APT 8	SAN FRANCISCO	CA	94133-5015
RESIDENT	644 JACKSON ST APT 9	SAN FRANCISCO	CA	94133-5015
RESIDENT	644 JACKSON ST APT 10	SAN FRANCISCO	CA	94133-5015
RESIDENT	661 JACKSON ST	SAN FRANCISCO	CA	94133-5009
BUSINESS OWNER	665 JACKSON ST	SAN FRANCISCO	CA	94133-5009
RESIDENT	655 JACKSON ST	SAN FRANCISCO	CA	94133-5009
BUSINESS OWNER	657 JACKSON ST	SAN FRANCISCO	CA	94133-5009
RESIDENT	647 JACKSON ST	SAN FRANCISCO	CA	94133-5009
BUSINESS OWNER	649 JACKSON ST	SAN FRANCISCO	CA	94133-5009
RESIDENT	654 JACKSON ST APT A	SAN FRANCISCO	CA	94133-5014
RESIDENT	654 JACKSON ST APT 1	SAN FRANCISCO	CA	94133-5014
RESIDENT	654 JACKSON ST APT 2	SAN FRANCISCO	CA	94133-5014
RESIDENT	654 JACKSON ST APT 3	SAN FRANCISCO	CA	94133-5014
RESIDENT	654 JACKSON ST APT 4	SAN FRANCISCO	CA	94133-5014
RESIDENT	654 JACKSON ST APT 5	SAN FRANCISCO	CA	94133-5014



Radius Maps Owner and Occupant Lists Mailing Services

Notification Maps.com, LLC

Fast and Accurate

TAX ID # 27-4254673

668 N. Coast Hwy #401

Laguna Beach, CA. 92651

Phone (866) 752-6266 FAX (949) 613-8341

www.Notificationmaps.com

Invoice

DATE: 4/1/2019
INVOICE: 18634803
650 Jackson St
BILL TO: Jordan Cohen

jordan.reis.cohen@gmail.com



SALES PERSON	CLIENT CONTRACT #	CLIENT PROJECT #		SHIP PROJECT VIA	SHIP DATE
Annie Coates					4/1/2019

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Notification Package: Abutting Owners and Occupants per City of SF Pre-App	125.00	125.00
73	Envelopes printing, mailing, stuffing, etc.	1.80	131.40

NOTES:

	SUBTOTAL	\$256.40
	TOTAL	\$256.40

Due upon Receipt After 30 days 12% fee

[Pay Now Online](#)

THANK YOU FOR YOUR BUSINESS!
WWW.NOTIFICATIONMAPS.COM SALES@NOTIFICATIONMAPS.COM 866.752.6266



PRE-APPLICATION MEETING PACKET

This packet consists of instructions for conducting the Pre-Application Meeting.

Planning Department staff are available to advise you in the preparation of this application. Call 415.558.6377 for further information.

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 415.575.9010. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS A PRE-APPLICATION MEETING?

The Pre-Application Meeting is a mandatory form of community outreach conducted by the project sponsor to receive initial feedback regarding certain project types prior to submittal to the Planning Department or the Department of Building Inspection. Adjacent neighbors and relevant neighborhood organizations are invited to attend this meeting, which must take place during certain hours of the day and within a certain distance from the project site. The meeting's intention is to initiate neighbor communication and identify issues and concerns early on; provide the project sponsor the opportunity to address neighbor concerns about the potential impacts of the project prior to submitting an application; and, reduce the number of Discretionary Reviews (DRs) that are filed.

WHY IS A PRE-APPLICATION MEETING REQUIRED?

The Pre-Application process is required for certain projects subject to Planning Code Section 311 Notification, or as required by other activities listed above. It serves as the first step in the process prior to building permit application or entitlement (Conditional Use Authorization, Variance, etc.) submittal. Those contacted as a result of the Pre-Application process will also receive a formal notice after the project is reviewed by Planning Department staff.

WHEN IS A PRE-APPLICATION MEETING REQUIRED?

- Projects subject to 311 Notification that include:
 - New Construction;
 - Any vertical addition of 7 feet or more;
 - Any horizontal addition of 10 feet or more;
 - Decks over 10 feet above grade or within the required rear yard;
- All Formula Retail uses subject to a Conditional Use Authorization;
- Community Business Priority Processing (CB3P);
- Projects in PDR-1-B Districts subject to Section 313; and
- Department staff may request a Pre-Application meeting be conducted for any project.

INSTRUCTIONS FOR PRE-APPLICATION MEETINGS

Prior to filing any Project Application, the applicant must conduct a minimum of one Pre-Application meeting if required, as stated above.

Additionally, if the project will be required to submit a Transportation Demand Management (TDM) Plan pursuant to Planning Code Section 169, the Project Sponsor must discuss potential TDM Measures that may be incorporated into the project.

These materials must be submitted to the Planning Department:

All of the following materials must be submitted along with the Project Application for the project in order to verify compliance with the Pre-Application Meeting requirements. If a Pre-Application Meeting is required, Planning Department review will not begin until all the following are received:

A copy of the letter mailed to neighbors and neighborhood organizations (use attached invitation)

A list of the neighborhood organizations and individuals invited to the meeting, including the mailing address for each (see instructions below)

A copy of the sign-in sheet (use attached template)

A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached template)

The affidavit, signed and dated (use attached template)

One reduced copy of the plans presented to the neighbors at pre-application meeting, labeled as "Pre-Application Plans"

This meeting must be held in accordance with the following rules.

These groups and individuals must be invited to the meeting:

- Invite all Neighborhood Organizations for the neighborhood(s) in which the project site is located, as defined on the Planning Department Neighborhood Groups Map. Enter “Neighborhood Groups Map” into the search bar on www.sfplanning.org. Then, click on the relevant neighborhood on the map, and click on the “Neighborhood Contact List” link to download the list of neighborhood organizations in a spreadsheet format. Be sure to view the list for the appropriate neighborhood(s) by using the tabs at the bottom of the spreadsheet. If the property is located on the border of two or more neighborhoods, you must invite all bordering neighborhood organizations.
- Invite all owners and residents of properties that are abutting (next to), and directly across the street from, the project site. If the project site is on a corner, you must also invite owners and occupants of the properties across both streets, and the corner property diagonally across the intersection. To find the address of abutting properties, go to the online San Francisco Property Information Map (propertymap.sfplanning.org), search for the address of the project site, and click on each of the abutting properties to find the address and block/lot number of the property. The list of property owners should be based on the latest citywide property tax roll, which is available at the Office of the Treasurer and Tax Collector, City Hall, Room 140, Carlton B Goodlett Pl. You must also invite all residents of the abutting properties by mailing an invitation to each property addressed to “Residents”. Be sure to mail to each unit separately, if there are more than one unit on the property.
- Note that projects in PDR-1-B districts subject to Sec. 313 require mailing to owners and residents of properties within a 300 foot radius. Refer to the Neighborhood Notification handout, available at www.sfplanning.org, for clarification.
- Invitations must be sent at least 14 calendar days before the meeting. One copy of the invitation letter must be mailed to the project sponsor as proof of mailing. Invitations The postal date stamp will serve as record of timely mailing.
- You may have a private drafting or mailing service generate the correct mailing list for you, for a fee that varies by firm. The following businesses have indicated that they provide professional notification services. This listing does not constitute an endorsement. Other professionals can also perform this work and can be added to this list upon request:

Build CADD

3515 Santiago Stree
San Francisco, CA 94116
(415) 759-8710

Javier Solorzano

3288 - 21st Street #49
San Francisco, CA 94110
(415) 724-5240, Javier131064@yahoo.com

Jerry Brown Designs

619 - 27th Street, Apt. A
Oakland, CA 94612
(415) 810-3703, jbdsgn328@gmail.com

Notificationmaps.com

Barry Dunzer
(866) 752-6266
www.notificationmaps.com

Radius Services

1221 Harrison Street #18
San Francisco, CA 94103
(415) 391-4775, radiusservices@sfradius.com

Ted Madison Drafting

P.O. Box 8102
Santa Rosa, CA 95407

Notice This - (650) 814-6750

The meeting must be conducted at one of these places:

- The project site; or
- An alternate location within a one-mile radius of the project site (i.e. community center, coffee shop, etc.); or
- The project sponsor may opt to have a Pre- Application Meeting held at the Planning Department instead of the project site, for a fee. A planner will be available for questions. Please see the Department Facilitated Pre-Application Meeting form at www.sfplanning.org for more information.

The meeting must be held within specific timeframes and meet certain requirements:

- Meetings are to be conducted within 6:00 p.m. -9:00 p.m., Mon.-Fri.; or within 10:00 a.m. -9:00 p.m., Sat-Sun. If the Project Sponsor has selected a Pre-Application Meeting held at the Planning Department, this meeting will be conducted during regular business hours.
- A sign-in sheet must be used in order to verify attendance. Note if no one attended.
- Preliminary plans must be available at the meeting that include the height and depth of the subject building and its adjacent properties, and dimensions must be provided to help facilitate discussion. Neighbors may request reduced copies of the plans from the Project Sponsor by checking the “please send me plans” box on the sign-in sheet, and the Project Sponsor shall provide reduced copies upon such request.
- Questions and concerns by attendees, and responses by Project Sponsor, if any, must be noted.

Note: When the subject lot is a corner lot, the notification area shall further include all properties on both block faces across from the subject lot, and the corner property diagonally across the street.

For more information, please visit the Planning Department’s website at www.sfplanning.org or in person at the Public Information Counter (PIC) located at 1660 Mission Street, San Francisco, CA 94103.

NOTICE OF PRE-APPLICATION MEETING

Date: _____

Dear Neighbor:

You are invited to a neighborhood Pre-Application meeting to review and discuss the development proposal at _____, cross street(s) _____ (Block/Lot#: _____; Zoning: _____), in accordance with the San Francisco Planning Department's Pre-Application procedures. The Pre-Application meeting is intended as a way for the Project Sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the City. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the Planning Department's review. Once a Building Permit has been submitted to the City, you may track its status at www.sfgov.org/dbi.

The Pre-Application process serves as the first step in the process prior to building permit application or entitlement submittal. Those contacted as a result of the Pre-Application process will also receive formal notification from the city after the project is submitted and reviewed by Planning Department staff.

A Pre-Application meeting is required because this project includes (check all that apply):

- ☐ New Construction subject to Section 311;
- ☐ Any vertical addition of 7 feet or more subject to Section 311;
- ☐ Any horizontal addition of 10 feet or more subject to Section 311;
- ☐ Decks over 10 feet above grade or within the required rear yard subject to Section 311;
- ☐ All Formula Retail uses subject to a Conditional Use Authorization;
- ☐ PDR-1-B, Section 313;
- ☐ Community Business Priority Processing Program (CB3P).

The development proposal is to: _____

Existing # of dwelling units: _____	Proposed: _____	Permitted: _____
Existing bldg square footage: _____	Proposed: _____	Permitted: _____
Existing # of stories: _____	Proposed: _____	Permitted: _____
Existing bldg height: _____	Proposed: _____	Permitted: _____
Existing bldg depth: _____	Proposed: _____	Permitted: _____

MEETING INFORMATION:

Property Owner(s) name(s): _____

Project Sponsor(s): _____

Contact information (email/phone): _____

Meeting Address*: _____

Date of meeting: _____ Time of meeting**: _____

*The meeting should be conducted at the project site or within a one-mile radius, unless the Project Sponsor has requested a Department Facilitated Pre-Application Meeting, in which case the meeting will be held at the Planning Department offices, at 1650 Mission Street, Suite 400.

**Weeknight meetings shall occur between 6:00 p.m. - 9:00 p.m. Weekend meetings shall be between 10:00 a.m. - 9:00 p.m, unless the Project Sponsor has selected a Department Facilitated Pre-Application Meeting.

If you have questions about the San Francisco Planning Code, Residential Design Guidelines, or general development process in the City, please call the Public Information Center at 415-558-6378, or contact the Planning Department via email at pic@sfgov.org. You may also find information about the San Francisco Planning Department and on-going planning efforts at www.sfplanning.org.

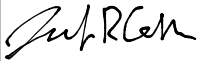
AFFIDAVIT OF CONDUCTING A PRE-APPLICATION MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

I, _____, do hereby declare as follows:

1. I have conducted a Pre-Application Meeting for the proposed new construction, alteration or other activity prior to submitting any entitlement (Building Permit, Variance, Conditional Use, etc.) in accordance with Planning Commission Pre-Application Policy.
2. The meeting was conducted at _____ (location/address) on _____ (date) from _____ (time).
3. I have included the mailing list, meeting invitation and postmarked letter, sign-in sheet, issue/response summary, and reduced plans with the entitlement Application. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to suspension or revocation of the permit.
4. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON THIS DAY, _____, 20____ IN SAN FRANCISCO.



Signature

Name (type or print)

Relationship to Project (e.g. Owner, Agent)
(if Agent, give business name & profession)

Project Address

PRE-APPLICATION MEETING SIGN-IN SHEET

Meeting Date: _____

Meeting Time: _____

Meeting Address: _____

Project Address: _____

Property Owner Name: _____

Project Sponsor/Representative: _____

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND PLANS
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____

SUMMARY OF DISCUSSION FROM THE PRE-APPLICATION MEETING

Meeting Date: _____

Meeting Time: _____

Meeting Address: _____

Project Address: _____

Property Owner Name: _____

Project Sponsor/Representative: _____

Please summarize the questions/comments and your response from the Pre-Application meeting in the space below. Please state if/how the project has been modified in response to any concerns.

Question/Concern #1 by (name of concerned neighbor/neighborhood group): _____

Project Sponsor Response: _____

Question/Concern #2: _____

Project Sponsor Response: _____

Question/Concern #3: _____

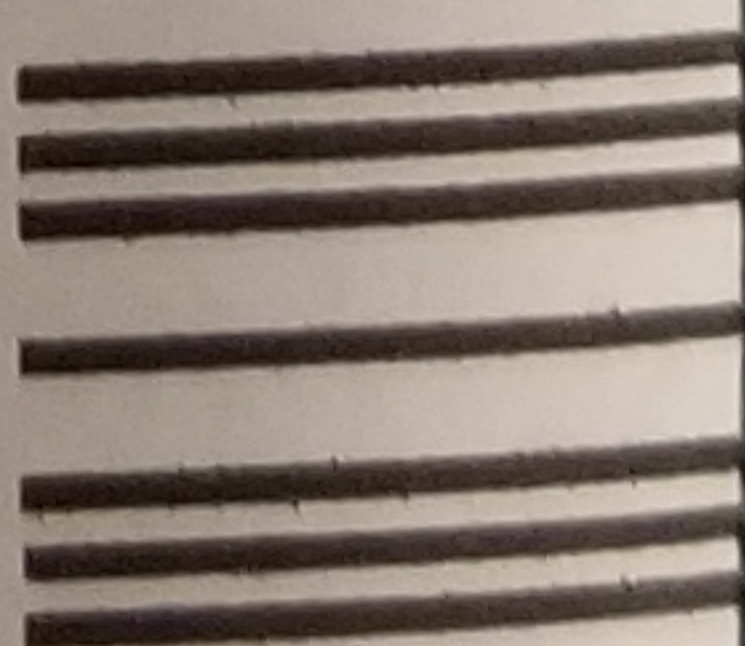
Project Sponsor Response: _____

Question/Concern #4: _____

Project Sponsor Response: _____

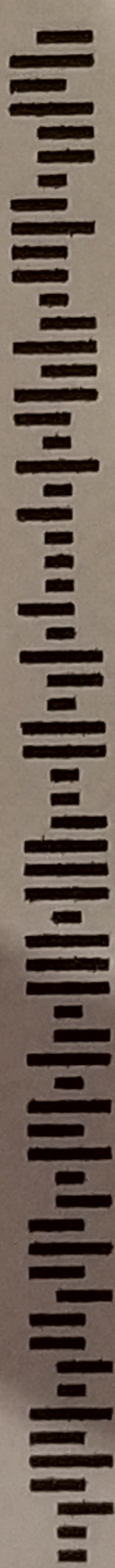
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584 Castro Street #121
San Francisco CA 94114

1:00 2153861115



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The L/O of Jordan Reis Cohen
584 Castro Street 121
SAN FRANCISCO CA 94114-2512

SUMMARY OF DISCUSSION FROM THE PRE-APPLICATION MEETING

Meeting Date: April 16, 2019
Meeting Time: 6:00 pm
Meeting Address: 650 Jackson Street, San Francisco, CA 94133
Project Address: 650 Jackson Street, San Francisco, CA 94133
Property Owner Name: Edward Doon, Jimmy, Doon, Donald Doon, David Doon
Project Sponsor/Representative: Jordan Reis Cohen

Please summarize the questions/comments and your response from the Pre-Application meeting in the space below. Please state if/ how the project has been modified in response to any concerns.

Question/Concern #1 by (name of concerned neighbor/neighborhood group): No Questions.

Project Sponsor Response:

Question/Concern #2:

Project Sponsor Response:

Question/Concern #3:

Project Sponsor Response:

Question/Concern #4:

Project Sponsor Response: