



# EXECUTIVE SUMMARY

## CONDITIONAL USE AUTHORIZATION

**HEARING DATE: September 23, 2021**

**Continued from: July 8, 2021; May 20, 2021; April 22, 2021; March 18, 2021;  
January 21, 2021; November 19, 2020**

**Record No.:** 2019-022661CUA  
**Project Address:** 628 Shotwell Street  
**Zoning:** Residential-House, Three Family (RH-3) Zoning District  
40-X Height and Bulk District  
**Block/Lot:** 3611 / 036  
**Project Sponsor:** Mark Thomas  
440 Spear Street  
San Francisco, CA 94105  
**Property Owner:** 460 Natoma, LLC  
4153 24<sup>TH</sup> St  
San Francisco, CA 94114  
**Staff Contact:** Claire Feeney – (628) 652-7313  
[claire.feeney@sfgov.org](mailto:claire.feeney@sfgov.org)

**Recommendation:** Approval with Conditions

### Project Description

The proposal is for the change of use from Residential Care Facility to two Dwelling Units. Currently, the building contains a Residential Care Facility on the first floor and a dwelling unit on the second floor. The Project includes restoration of fire damage, interior improvements, façade work, and a new rear deck. The Residential Care Facility use will be vacated and the single-family dwelling unit will be re-established on the first and second floors, with five total bedrooms. In addition, a new two-bedroom dwelling unit will be added on the ground floor. The existing building would retain the one off-street parking space and would add two Class 1 bicycle parking spaces. The building footprint and massing will not be altered by the Project.

## Required Commission Action

In order for the Project to proceed, the Commission must grant a Conditional Use Authorization, pursuant to Planning Code Sections 209.1 and 303 and Board of Supervisors Resolution No. 139-21, (Board File No. 210147), to change the use from Residential Care Facility to two Dwelling Units at 628 Shotwell Street.

## Issues and Other Considerations

- **Public Comment & Outreach.**

- The Project Sponsor conducted a Pre-Application meeting on June 18, 2020 which one person attended. The attendee was a reporter who asked about regulatory compliance.
- **Support/Opposition:** To date, the Department has received eight messages in support and six messages in opposition to the Project.
  - Support for the Project is centered on restoring a dilapidated building, revitalizing housing on a residential street, addressing safety issues with people trespassing on the property, preserving a historic resource, reviving the original single-family home use, the intent of State laws to expedite housing production, and improved public safety and street life.
  - Opposition for the Project, including from MEDA, USM, and Calle 24, raised concerns about the general loss of community facilities that could serve senior citizens and the need for medical treatment facilities in San Francisco, the size of the primary residence, and the general importance of affordable healthcare options.
- **Outreach:** The Project Sponsor contacted United Save the Mission (USM) multiple times between August and November 2020 to check if the community had concerns about the Project. USM responded the week of the original hearing date in November. A Zoom meeting with the Project Sponsor, MEDA, and representatives from Calle 24 was held on December 10, 2020. Representatives from MEDA expressed that they want the Residential Care Facility use to be retained and offered to try to find resources to help the Project Sponsor do so.
  - Another virtual community meeting was held on January 21, 2021 between the Project Sponsor and representatives from Supervisor Hillary Ronen's office, MEDA and Calle 24 to further discuss the Project. At this meeting the community consensus was that the City should financially subsidize the restoration of this building and fund the re-activation of the site as an affordable residential care facility.
  - On April 23, 2021, the Project Applicant sent a Grant Right of First Offer to representatives for MEDA, Calle 24, and the Community Housing Partnership. The Applicant was open to selling the Project Site for a fair-market price. Supervisor Ronen's office requested a three-week continuance from the scheduled May 20, 2021 Commission hearing to discuss the offer, while the community groups asked for ten weeks. As a compromise a six continuance was granted. Community representatives toured the Property on June 4, 2021 and no offer was submitted.
  - In the days before the scheduled July 8, 2021 Planning Commission hearing, more time was requested to assemble a purchase offer for the property. No offer has been submitted.

- **History.** The existing building is a single-family home that was later converted into apartments. In 1984, the first floor was converted to a Residential Care Facility (RCF) and based on media reports in 2015 the RCF business appeared to have spread to all floors of the building without the benefit of permits. The RCF use remained until a fire severely damaged the building in 2015. The building is now vacant.
- **Interim Zoning Controls.** On October 11, 2019, the Board of Supervisors passed Board File No. 190907 enacting a resolution to require Conditional Use Authorization from the Planning Commission to change the use of a Residential Care Facility to another use. As part of this resolution, the Commission must adopt certain findings, as detailed in the draft motion.
  - The Interim Zoning Controls were set to expire on April 11, 2021. On April 6, 2021 the Board of Supervisors voted to extend Board File No. 210147, the “Requirements for Conditional Use Authorization for Conversion of Residential Care Facilities to Other Uses,” in a unanimous vote at a duly noticed public hearing. The Controls cannot be extended again. When these Controls expire, the Project will be approvable without a public hearing or a Conditional Use Authorization, unless permanent Controls are implemented. The new expiration date for the Interim Controls is October 11, 2021.
- **Permanent Zoning Controls.** The Board of Supervisors Land Use and Transportation Committee heard a proposal to make permanent the CUA requirement for changing Residential Care Facility uses at their September 13, 2021 meeting. The proposed legislation, Board File No. 210535, then had its first reading before the full Board of Supervisors on September 14, 2021.
- **Senate Bill 330 Public Hearing Limits.** The Project Sponsor filed a Preliminary Housing Development Application pursuant to the Housing Crisis Act of 2019 (SB 330) and Planning Director Bulletin No. 7. This is the seventh public hearing for the Project. Two the continuances were requested by the Applicant and the Applicant waived the hearing limit per SB 330 for one continuance. Therefore, only four count towards the SB 330 limit of five public hearings for this Project.

## Environmental Review

The Project is exempt from the California Environmental Quality Act (“CEQA”) as a Class 1 categorical exemption.

## Basis for Recommendation

The Department finds that the Project is, on balance, consistent with the intent of the RH-3 Zoning District, the Mission Area Plan, the Objectives and Policies of the General Plan, and the findings of the Interim Zoning Controls adopted by the Board of Supervisors. The Project will restore a severely damaged, vacant building and will create a new market-rate dwelling unit. Tenants of the previous Residential Care Facility were relocated in 2015 after the fire and the facility closed five-years ago, which is greater than the three-year time limit for land uses to be formally discontinued and abandoned. The Department also finds the project to be necessary, desirable, and compatible with the surrounding neighborhood, and not to be detrimental to persons or adjacent properties in the vicinity.

## Attachments:

Draft Motion – Conditional Use Authorization with Conditions of Approval (Exhibit A)

Exhibit B – Plans and Renderings

Exhibit C – Environmental Determination

Exhibit D – Land Use Data

Exhibit E – Maps and Context Photos

Exhibit F - Project Sponsor Brief, including:

- Letter from Project Sponsor
- *Supportive Affordable Assisted Living in San Francisco*, 2019 report by the City and County of San Francisco Long-Term Care Coordinating Council assisted Living Workgroup
- Information on Facilities within 1-Mile of the Project Site from the Department of Social Services
- Information on Facilities within 2-Miles of the Project Site from the Department of Social Services
- *Application Instructions for a Facility License* by the California Department of Social Services Community Care Licensing Division
- Board of Supervisors File No. 190908, Interim Zoning Controls – Conditional Use Authorization for Conversion of Residential Care Facilities to Other Uses
- Certificate of Dissolution for Lorne House Inc.

Exhibit G – Board of Supervisors File No. 210147, Interim Zoning Controls - Extending and Modifying Requirements for Conditional Use Authorization for Conversion of Residential Care Facilities to Other Uses



# PLANNING COMMISSION DRAFT MOTION

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ADOPTING FINDINGS RELATING TO A CONDITIONAL USE AUTHORIZATION, PURSUANT TO PLANNING CODE SECTIONS 209.1 AND 303 AND BOARD OF SUPERVISORS FILE NO. 210147 TO ALLOW THE CHANGE IN USE OF A RESIDENTIAL CARE FACILITY USE TO A DWELLING UNIT WITHIN THE EXISTING THREE-STORY RESIDENTIAL BUILDING, LOCATED AT 628 SHOTWELL STREET, LOT 036 IN ASSESSOR'S BLOCK 3611, WITHIN THE RH-3 (RESIDENTIAL-HOUSE, THREE FAMILY) (RH-3) ZONING DISTRICT AND A 40-X HEIGHT AND BULK DISTRICT, AND ADOPTING FINDINGS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

## PREAMBLE

On December 9, 2019, Mark Thomas of Thomas Hood Architects (hereinafter "Project Sponsor") filed a building permit application (Record No. 2019-022661PRJ) received by the Planning Department (hereinafter "Department") for improvements to the building at 628 Shotwell Street, Block 3611 Lot 036 (hereinafter "Project Site"). On September 27, 2020, the Project Sponsor filed Record No. 2019-022661CUA (hereinafter "Application") with the Department for a Conditional Use Authorization to allow the change of use from Residential Care Facility to a Residential Use.

On November 19, 2020, the Commission conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Authorization Application No. 2019-022661CUA. At this hearing, the Commission continued the Project to the public hearing on January 21, 2021.

On January 21, 2021, the Commission conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Authorization Application No. 2019-022661CUA. At this hearing, the Commission continued the Project at the request of the Project Sponsor to the public hearing on March 18, 2021.

On March 18, 2021, the Commission conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Authorization Application No. 2019-022661CUA. At this hearing, the Commission continued the Project to the public hearing on April 22, 2021.

On April 22, 2021, the Commission conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Authorization Application No. 2019-022661CUA. At this hearing, the Commission continued the Project at the request of the Project Sponsor to the public hearing on May 20, 2021.

On May 20, 2021, the Commission conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Authorization Application No. 2019-022661CUA. At this hearing, the Commission continued the Project at the request of the Project Sponsor to the public hearing on July 8, 2021.

On September 23, 2021, the Commission conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Authorization Application No. 2019-022661CUA.

The Planning Department Commission Secretary is the custodian of records; the File for Record No. 2019-022661CUA is located at 49 South Van Ness Avenue, Suite 1400, San Francisco, California.

The Commission has heard and considered the testimony presented to it at the public hearing and has further considered written materials and oral testimony presented on behalf of the applicant, Department staff, and other interested parties.

**MOVED**, that the Commission hereby authorizes the Conditional Use Authorization as requested in Application No. 2019-022661CUA, subject to the conditions contained in "EXHIBIT A" of this motion, based on the following findings:

## FINDINGS

Having reviewed the materials identified in the preamble above, and having heard all testimony and arguments, this Commission finds, concludes, and determines as follows:

- 1. The above recitals are accurate and constitute findings of this Commission.**
- 2. Project Description.** The proposal is for the change of use from Residential Care Facility to two Dwelling Units. Currently, the existing building contains a Residential Care Facility on the ground floor and a dwelling unit on the second floor. The Project includes restoration of fire damage, interior improvements, façade work, and a new rear deck. The Residential Care Facility use will be vacated and the single-family dwelling unit will be re-established on the first and second floors, with five total bedrooms. In addition, a new two-bedroom dwelling unit will be added on the ground floor. The existing building would retain the one off-street parking space and would add two Class 1 bicycle parking spaces. The building footprint and massing will not be altered by the Project.
- 3. Site Description and Present Use.** The Project is located on an approximately 3,721 square foot lot with approximately 30-feet of frontage along Shotwell Street. The Project Site contains one three-story building that is currently vacant. Previously there was a Residential Care Facility on the ground floor and a residence on the second floor. A summary timeline that has been assembled from Department files, property records, and media reports is as follows:
  - 1885: A single-family home is constructed
  - 1955: The building is divided into 6 apartments.
  - 1962: The building is divided into 7 apartments total.
  - 1984: The ground floor is converted to a Residential Care Facility.
  - 2015: Lorne House Residential Care Facility is operating throughout the entire building, without the benefit of permits.
  - 2015: A fire severely damages the building and the Lorne House Residential Care Facility vacates the property.
  - 2019: Interim Zoning Control 2019-017654PCA which requires a CUA to remove or abandon Residential Care Facility uses is passed by the Board of Supervisors.
  - 2019: The Project Sponsor applies to restore the building and re-establish a Residential use.
  - 2021: Interim Zoning Control 2019-017654PCA which requires a CUA to remove or abandon Residential Care Facility uses is extended by the Board of Supervisors.
  - 2021: Permanent Zoning Control Board File No. 210535 which requires a CUA to remove or abandon Residential Care Facility uses is proposed by the Board of Supervisors.
- 4. Surrounding Properties and Neighborhood.** The Project Site is located within the RH-3 Zoning District in the Mission Area Plan. The immediate context is mixed in character with residential and commercial uses. The immediate neighborhood includes two-to-four-story single and multifamily residential

buildings, as well as mixed-use buildings with ground floor commercial uses. Jose Coronado Playground is located down the block to the south.

- 5. Public Outreach and Comments.** The Project Sponsor conducted a Pre-Application meeting on June 18, 2020 which one person attended. The attendee was a reporter who asked about regulatory compliance. The Department has received eight messages in support and six messages in opposition to the Project.
- A. Support for the Project is centered on restoring a dilapidated building, revitalizing housing on a residential street, addressing safety issues with people trespassing on the property, preserving a historic resource, reviving the original single-family home use, the intent of State laws to expedite housing production, and improved public safety and street life.
  - B. Opposition for the Project, including from MEDA, USM, and Calle 24, raised concerns about the general loss of community facilities that could serve senior citizens and the need for medical treatment facilities in San Francisco, the size of the primary residence, and the general importance of affordable healthcare options.
  - C. Outreach: The Project Sponsor contacted United Save the Mission (USM) multiple times between August and November 2020 to check if the community had concerns about the Project. USM responded the week of the original hearing date in November. A Zoom meeting with the Project Sponsor, MEDA, and representatives from Calle 24 was held on December 10, 2020. Representatives from MEDA expressed that they want the Residential Care Facility use to be retained and offered to try to find resources to help the Project Sponsor do so.

Another virtual community meeting was held on January 21, 2021 between the Project Sponsor and representatives from Supervisor Hillary Ronen's office, MEDA and Calle 24 to further discuss the Project. At this meeting the community consensus was that the City should financially subsidize the restoration of this building and fund the re-activation of the site as an affordable residential care facility.

On April 23, 2021, the Project Applicant sent a Grant Right of First Offer to representatives for MEDA, Calle 24, and the Community Housing Partnership. The Applicant was open to selling the Project Site for a fair-market price. Supervisor Ronen's office requested a three-week continuance from the scheduled May 20, 2021 Commission hearing to discuss the offer, while the Community groups asked for ten weeks. As a compromise a six continuance was granted. Community representatives toured the Property on June 4, 2021 and no offer was submitted.

In the days before the scheduled July 8, 2021 Planning Commission hearing, more time was requested to assemble a purchase offer for the property. No offer has been submitted yet.

- 6. Interim Zoning Controls.** On October 11, 2019, the Board of Supervisors passed Board File No. 190907 enacting a resolution to require Conditional Use Authorization from the Planning Commission to change the use of a Residential Care Facility to another use. As part of this resolution, the Commission must adopt certain findings, as detailed in the draft motion.



A. The Interim Zoning Controls were set to expire on April 11, 2021. On April 6, 2021 the Board of Supervisors voted to extend Board File No. 210147, the “Requirements for Conditional Use Authorization for Conversion of Residential Care Facilities to Other Uses,” in a unanimous vote at a duly noticed public hearing. The Controls cannot be extended again. When these Controls expire, the Project will be approvable without a public hearing or a Conditional Use Authorization, unless permanent Controls are implemented. The new expiration date for the Interim Controls is October 11, 2021.

7. **Permanent Zoning Controls.** The Board of Supervisors Land Use and Transportation Committee heard a proposal to make permanent the CUA requirement for changing Residential Care Facility uses at their September 13, 2021 meeting. The proposed legislation, Board File No. 210535, then had its first reading before the full Board of Supervisors on September 14, 2021.

8. **Planning Code Compliance.** The Commission finds that the Project is consistent with the relevant provisions of the Planning Code in the following manner:

A. **Residential.** A Use Category consisting of uses that provide housing for San Francisco residents, rather than visitors, including Dwelling Units, Group Housing, Residential Hotels, Senior Housing, Homeless Shelters, and for the purposes of Article 4 only any residential components of Institutional Uses. Single Room Occupancy, Intermediate Length Occupancy, and Student Housing designations are considered characteristics of certain Residential Uses.

*The Project Sponsor is proposing to retain the single-family residence on the second floor, convert the first floor back from a Residential Care Facility use to a single-family home, and to construct a new two-bedroom apartment on the ground floor. The single-family residence will have five bedrooms and be suitable for a family with children.*

B. **Bicycle Parking.** Per Section 155.2, one on-site bike parking space is required per dwelling unit.

*The proposed project will include two bike parking spaces within the garage.*

C. **Rear Yard.** The RH-3 Zoning District requires a rear yard equal to 45% of lot depth.

*The existing building is a legal non-conforming structure that extends approximately 15-feet into the required rear yard. The Project is restoring the existing building and is maintaining the same rear façade depth. Therefore, the Project can be approved as proposed without a Variance.*

D. **Open Space.** A minimum of 100 square feet of private outdoor space, or 133 square feet of common outdoor space, are required for residential units within the RH-3 Zoning District.

*The existing front and rear yards are being retained and are accessible to both units, totaling approximately 1,600 square feet.*

E. **Dwelling Unit Exposure.** Section 140 of the Planning Code requires all dwelling units have at least one room that faces a street, yard, or open space that is at least 20-feet deep.

*Both units face and have direct access to the rear yard which is approximately 40-feet deep. The top unit also has multiple rooms that face Shotwell Street which is approximately 60-feet deep.*

F. **Eastern Neighborhoods Infrastructure Impact Fee.** *The Project includes the creation of at least one new residential unit and is therefore subject to the Eastern Neighborhoods Infrastructure Impact Fee per Section 423.*

G. **Residential Child Care Fee.** *The Project includes the creation of at least one new residential unit and is therefore subject to the Residential Child Care Impact Fee per Section 414A.*

9. **Conditional Use Findings.** Planning Code Section 303 establishes criteria for the Planning Commission to consider when reviewing applications for Conditional Use authorization. On balance, the project complies with said criteria in that:

A. The proposed new uses and building, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable, and compatible with, the neighborhood or the community.

*The proposed new Dwelling Units will be 1,067 and 3,351 square feet, and will exist almost entirely within the existing footprint and massing of the building on site. Some alterations are proposed to the rear façade to accommodate outdoor space. The building is currently vacant and has severe fire damage; creating two new occupiable dwelling units fits with the adjacent largely-residential block. The Project will benefit the whole City as we face a housing shortage.*

B. The proposed project will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity. There are no features of the project that could be detrimental to the health, safety or convenience of those residing or working the area, in that:

(1) Nature of proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;

*The size and shape of the site and the size, shape, and arrangement of the building, e.g. height and bulk, will be minimally altered as part of this Project. The historic front façade will be restored, extensive interior improvements are planned, and there will be some changes to the rear façade to accommodate reconfigured outdoor spaces. The Project does not include any exterior expansion.*

(2) The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;

*The Planning Code does not require off-street parking for Residential uses. The existing building will retain the one off-street parking space.*

(3) The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;

*The Project will not produce noxious or offensive emissions related to noise, glare, dust, or odor.*

- (4) Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs;

*The Project will alter the front setback to come into compliance with landscaping and permeability requirements, as well as to change the driveway slope to align with the new ground floor elevation. There will be more greenery and improved drainage with the proposed work.*

- C. That the use as proposed will comply with the applicable provisions of the Planning Code and will not adversely affect the General Plan.

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

- D. That the use as proposed would provide development that is in conformity with the purpose of the applicable Use District.

*The Project will restore a damaged and vacant building and contribute two new occupiable dwelling units. The Project Site is located in the RH-3 Zoning District so the creation of the ground floor apartment is more suitable than if the building was converted to only a single-family dwelling unit. Residential Uses are principally permitted within the RH-3 District.*

**10. Interim Zoning Controls Findings: Change of Use to a Residential Care Facility.** Effective on October 11, 2019, the Board of Supervisors passed an interim zoning control to require Conditional Use Authorization for a change in use of a residential care facility. These Controls were subsequently extended for another six-months on April 5, 2021. In addition to the criteria of Section 303(c) of this Code, the Commission shall consider the extent to which the following criteria are met:

- A. Any findings by the Department of Public Health, the Human Services Agency, the Department of Aging and Adult Services, or the San Francisco Long-Term Care Coordinating Council regarding the capacity of the existing Residential Care Facility Use, the population served, and the nature and quality of services provided.

*The Project Site was previously home to the Lorne House, a Residential Care Facility that operated until a fire substantially damaged the building in 2015. There is not currently an operating Residential Care Facility on the property, so the capacity of the use is zero patients. There are therefore no available findings by the agencies listed above.*

*In 2019, the Department of Public Health published a report titled "Supporting Affordable Assisted Living in San Francisco," which analyzed the larger trend of Facilities closing and the increasing need for*

*services in general. A key takeaway from the report was the financial infeasibility of opening new small-size RCFs, as well as the financial challenges of keeping existing RCFs open.*

- *Small Facilities are closing at an increasingly fast rate. Existing Facilities should be supported but “this small home-based model may prove to be unsustainable in the long-term.”*
- *It is expensive to provide care for RCF tenants. The minimum monthly cost to support an RCF tenant is estimated to be over \$2,300 at small Facilities. Larger facilities often charge between \$3,500 to \$5,000 a month per resident. Meanwhile the State-Set Social Security Income Payment for Assisted Living Facilities is \$1,058.*

*Therefore, while there is information about the challenges of operating RCFs and the increased need for affordable services, DPH and the Long-Term Care Coordinating Council do not have information to directly answer this question.*

B. The impact of the change of use on the neighborhood and community.

*The Project Site is on a primarily residential block with single-family homes and multifamily buildings, as well as a bar and hair salon. The building is currently vacant and dilapidated, and neighbors have reported incidents of squatters staying on site. Uses are considered abandoned after three-years, however Residential Care Facilities are a principally permitted within the RH-3 Zoning District and therefore cannot be abandoned.*

*Residential Care Facilities are important service providers that support the health and wellbeing of seniors and/or people living with mental and physical disabilities. The need for more health care services overall, and in-particular long-term care facilities, has been noted by both the City and community organizations. The high cost of land and high cost of living in San Francisco present an acute problem for offering safe, comfortable, and affordable care for people in need.*

*The Department of Public Health (DPH) does not perform impact analyses and surveys when Facilities close. Lorne House was also not a contract facility with DPH. Therefore, the City does not have additional data about the community impact of closing this facility.*

*The change of use from a vacant Residential Care Facility to occupied residential units will benefit its block and the larger neighborhood. Public safety and sidewalk life will be improved by the additional housing units and family residents. Rehabilitating a blighted building with two residential dwelling units is beneficial to the neighborhood and community.*

C. Whether there are sufficient available beds at a licensed Residential Care Facility within a one-mile radius of the site.

*The Lorne House Residential Care Facility closed in 2015 and all six residents were relocated to other facilities by their care provider, Golden Gate Regional. This change of use will not displace any residents. Currently, the California Department of Social Services licensing database lists 102 residential care facility beds within a mile of the Property at four residential care facilities within a mile of the site: South Van Ness Manor (822 South Van Ness Avenue), San Francisco Adult Residential Facility (887 Potrero*

*Avenue), RJ Starlight Home (2680 Bryant Street), and Rustan Adult Residential Care Home (460 Utah Street). There are also three additional facilities within the 94110 zip code: Lady of Perpetual Help, Merced Three, and Holly Park Family Home. State data also shows there are another 54 beds within two miles of the Project Site.*

*The Department of Public Health has seen three contracted Facilities in the neighborhood close within the last three to five years. There are active plans for two of the Facilities to reopen as Adult Residential Facilities. The third Facility, Mariner House at 829 Capp Street, had 24 beds and closed in 2018.*

- D. Whether the Residential Care Facility Use to be converted will be relocated or replaced with another Residential Care Facility Use.

*The Residential Care Facility on site closed in 2015. All patients were relocated after the fire and no relocation services or replacement facilities are currently required. The Department of Public Health did not contract with Lorne House so there is no information about relocation or replacement recommendations.*

- 11. General Plan Compliance.** The Project is, on balance, consistent with the following Objectives and Policies of the General Plan:

#### **HOUSING ELEMENT**

##### **Objectives and Policies**

#### **OBJECTIVE 2**

**RETAIN EXISTING HOUSING UNITS, AND PROMOTE SAFETY AND MAINTENANCE STANDARDS, WITHOUT JEOPARDIZING AFFORDABILITY.**

##### **Policy 2.1**

Discourage the demolition of sound existing housing, unless the demolition results in a net increase in affordable housing.

##### **Policy 2.2**

Retain existing housing by controlling the merger of residential units, except where a merger clearly creates new family housing.

##### **Policy 2.4**

Promote improvements and continued maintenance to existing units to ensure long term habitation and safety.

##### **Policy 2.5**

Encourage and support the seismic retrofitting of the existing housing stock.

#### **OBJECTIVE 11**

**SUPPORT AND RESPECT THE DIVERSE AND DISTINCT CHARACTER OF SAN FRANCISCO'S NEIGHBORHOODS.**

Policy 11.1

Promote the construction and rehabilitation of well-designed housing that emphasizes beauty, flexibility, and innovative design, and respects existing neighborhood character.

Policy 11.2

Ensure implementation of accepted design standards in project approvals.

Policy 11.3

Ensure growth is accommodated without substantially and adversely impacting existing residential neighborhood character.

Policy 11.4

Continue to utilize zoning districts which conform to a generalized residential land use and density plan and the general plan.

Policy 11.5

Ensure densities in established residential areas promote compatibility with prevailing neighborhood character.

Policy 11.6

Foster a sense of community through architectural design, using features that promote community interaction.

Policy 11.7

Respect San Francisco's historic fabric, by preserving landmark buildings and ensuring consistency with historic districts.

Policy 11.8

Consider a neighborhood's character when integrating new uses, and minimize disruption caused by expansion of institutions into residential areas.

**COMMUNITY SAFETY ELEMENT**

Objectives and Policies

**OBJECTIVE 1**

**REDUCE STRUCTURAL AND NONSTRUCTURAL HAZARDS TO LIFE SAFETY AND MINIMIZE PROPERTY DAMAGE RESULTING FROM FUTURE DISASTERS.**

Policy 1.14

Reduce the earthquake and fire risks posed by older small wood-frame residential buildings.

Policy 1.16

Preserve, consistent with life safety considerations, the architectural character of buildings and structures important to the unique visual image of San Francisco, and increase the likelihood that architecturally and historically valuable structures will survive future earthquakes.

**OBJECTIVE 3**

**ESTABLISH STRATEGIES TO ADDRESS THE IMMEDIATE EFFECTS OF A DISASTER.**

Policy 3.11

Ensure historic resources are protected in the aftermath of a disaster.

**MISSION AREA PLAN**

Land Use

Objectives and Policies

**OBJECTIVE 1.1**

**IN AREAS OF THE MISSION WHERE HOUSING AND MIXED-USE IS ENCOURAGED, MAXIMIZE DEVELOPMENT POTENTIAL IN KEEPING WITH NEIGHBORHOOD CHARACTER.**

Policy 1.2.1

Ensure that in-fill housing development is compatible with its surroundings.

**OBJECTIVE 2.2**

**RETAIN AND IMPROVE EXISTING HOUSING AFFORDABLE TO PEOPLE OF ALL INCOMES.**

Policy 2.2.2

Preserve viability of existing rental units.

Policy 2.2.4

Ensure that at-risk tenants, including low-income families, seniors, and people with disabilities, are not evicted without adequate protection.

**OBJECTIVE 2.5**

**PROMOTE HEALTH THROUGH RESIDENTIAL DEVELOPMENT DESIGN AND LOCATION.**

Policy 2.5.1

Consider how the production of new housing can improve the conditions required for health of San Francisco residents.

Policy 2.5.2

Develop affordable family housing in areas where families can safely walk to schools, parks, retail, and other services.

Policy 2.5.3

Require new development to meet minimum levels of “green” construction.

**OBJECTIVE 3.1**

PROMOTE AN URBAN FORM THAT REINFORCES THE MISSION'S DISTINCTIVE PLACE IN THE CITY'S LARGER FORM AND STRENGTHENS ITS PHYSICAL FABRIC AND CHARACTER

Policy 3.1.9

Preserve notable landmarks and areas of historic, architectural or aesthetic value, and promote the preservation of other buildings and features that provide continuity with past development.

**OBJECTIVE 3.2**

PROMOTE AN URBAN FORM AND ARCHITECTURAL CHARACTER THAT SUPPORTS WALKING AND SUSTAINS A DIVERSE, ACTIVE AND SAFE PUBLIC REALM

Policy 3.2.1

Require high quality design of street-facing building exteriors.

Policy 3.2.4

Strengthen the relationship between a building and its fronting sidewalk.

**OBJECTIVE 3.3**

PROMOTE THE ENVIRONMENTAL SUSTAINABILITY, ECOLOGICAL FUNCTIONING AND THE OVERALL QUALITY OF THE NATURAL ENVIRONMENT IN THE PLAN AREA

Policy 3.3.1

Require new development to adhere to a new performance-based ecological evaluation tool to improve the amount and quality of green landscaping.

Policy 3.3.5

Compliance with strict environmental efficiency standards for new buildings is strongly encouraged.

**OBJECTIVE 5.2**

ENSURE THAT NEW DEVELOPMENT INCLUDES HIGH QUALITY, PRIVATE OPEN SPACE

Policy 5.2.1

Require new residential and mixed-use residential development to provide on-site, private open space designed to meet the needs of residents.

Policy 5.2.3

Encourage private open space to be provided as common spaces for residents and workers of the building wherever possible.

**OBJECTIVE 5.3**

CREATE A NETWORK OF GREEN STREETS THAT CONNECTS OPEN SPACES AND IMPROVES THE WALKABILITY, AESTHETICS AND ECOLOGICAL SUSTAINABILITY OF THE NEIGHBORHOOD.



Policy 5.3.2

Maximize sidewalk landscaping, street trees and pedestrian scale street furnishing to the greatest extent feasible.

**OBJECTIVE 5.4**

THE OPEN SPACE SYSTEM SHOULD BOTH BEAUTIFY THE NEIGHBORHOOD AND STRENGTHEN THE ENVIRONMENT

Policy 5.4.1

Increase the environmental sustainability of the Mission's system of public and private open spaces by improving the ecological functioning of all open space.

**OBJECTIVE 8.2**

PROTECT, PRESERVE, AND REUSE HISTORIC RESOURCES WITHIN THE MISSION PLAN AREA

Policy 8.2.1

Protect individually significant historic and cultural resources and historic districts in the Mission plan area from demolition or adverse alteration.

Policy 8.2.2

Apply the Secretary of the Interior's Standards for the Treatment of Historic Properties in conjunction with the Mission Area Plan objectives and policies for all projects involving historic or cultural resources.

*The Project includes the conversion of a vacant Residential Care Facility (RCF) use to a Residential use containing two dwelling units. The Project includes restoring the severely fire-damaged historic building on-site. One unit will be 3,351 square foot and have five bedrooms and can accommodate a family with children. The new ground floor unit will be 1,067 square feet with two bedrooms. An earlier proposal only had four-bedrooms in the single-family home and one-bedroom in the ground floor apartment. The bedroom count was increased in response to the expressed interest by the community for more family-friendly housing. The reactivation of a damaged and vacant building will benefit the immediate area, while establishing two dwelling units that will contribute to the City's efforts to increase the housing stock.*

*The Project Sponsor also explored splitting the primary single-family home into two full-floor flats. The Project Sponsor could create two two-bedroom units with the addition of another kitchen and compliance with Building Code requirements, like a second means of egress for life-safety that are triggered in buildings with three or more units. This would result in four bedrooms total and the net-loss of one-bedroom, as the Project currently proposes five bedrooms within the primary residential unit. The City has enacted numerous policies to encourage family-friendly housing, which the proposed five-bedroom unit better satisfies, compared to two two-bedroom units.*

*The Project Site shifted between Residential and Residential Care Facility uses over multiple decades. The Lorne House most recently occupied the property until a fire severely damaged the building in 2015. All six residents were relocated to other Residential Care Facilities in the wake of this disaster and the Lorne House ceased operation. Since the fire the building has been vacant and has become a nuisance to some*

*neighbors, nine complaints have been filed with the Department of Building Inspection. In addition, during the past year Planning staff has been contacted directly twice about squatters residing in the building and neighbors fearing for their safety and the risk of another fire.*

*The Project Sponsor has also found it infeasible to revive the Residential Care Facility use. The building requires extensive handicap-accessibility improvements per the Americans with Disabilities Act, such as installing ramps and an elevator. At the time the Lorne House caught fire, it appears it did not Building code and life safety requirements. In addition, the previously referenced report on "Supporting Affordable Assisted Living in San Francisco," which is included in Exhibit G, found that new small-scale Residential Care Facilities are not logistically feasible, stating:*

*"...it is unlikely that new board and care homes will open in San Francisco. It is simply not a financially sustainable model unless the operator is the homeowner who lives onsite... [A]n investor entering the market anew would need to charge about \$6,000 per month to break even. At those rates, an individual could likely purchase a bed in a larger, more upscale facility."*

*The Department of Public Health and the City as a whole are aware of and concerned about the loss of RCFs. Local, affordable care is the best option for some seniors and disabled people. In San Francisco 16% of residents are 65 years old or older, and that percentage is expected to increase in the future. The City is exploring policies and financial programs to bolster RCFs, and DPH recommends that further loss of RCFs beds be avoided when possible. Given that Lorne House has been closed since 2015, the Project can establish two new housing units without further decreasing RCF service availability. Therefore, the Proposal will not further exacerbate losses, which is consistent with City policies.*

*The Project will not cause any residents or patients to be displaced. It proposes the restoration of a Category A historic resource, and includes structural, life safety, energy efficiency, and green landscaping improvements. The proposal is to re-establish the original use of an existing building in the Mission District. On balance, the Project is consistent with the Objectives and Policies of the General Plan.*

**12. Planning Code Section 101.1(b)** establishes eight priority-planning policies and requires review of permits for consistency with said policies. On balance, the project complies with said policies in that:

- A. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses be enhanced.

*The Project is not anticipated to significantly affect the existing mix of neighborhood-serving retail uses. The Project is a residential rather than commercial use.*

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

*The Project is not anticipated to adversely affect the character or diversity of the neighborhood. The Project will create two new housing units. In addition, the historic façade of this fire damaged building will be restored and minimal changes are proposed to the overall building footprint and massing.*

- C. That the City's supply of affordable housing be preserved and enhanced,

*The Project would not have any adverse effect on the City's supply of affordable housing.*

- D. That commuter traffic not impede MUNI transit service or overburden our streets or neighborhood parking.

*The Project Site is served by nearby public transportation options. The Project is located near multiple Muni bus lines (12 Folsom/Pacific, 14 Mission, 14R Mission Rapid, 33 Ashbury/18<sup>th</sup> Street, and 49 Van Ness/Mission.) The 24<sup>th</sup> Street Mission BART Station is also four-blocks away. The Project is retaining one parking space within the existing garage. Therefore, traffic and transit ridership generated by the Project will not overburden the streets or MUNI service.*

- E. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced.

*The Project will not displace or adversely affect any service sector or industrial businesses and it does not include any commercial office development.*

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

*This Project will improve the property's ability to withstand an earthquake. All construction associated with the Project will comply with the requirements of the San Francisco Building Code.*

- G. That landmarks and historic buildings be preserved.

*The Project Site contains a historic resource that contributes to the eligible National Register Shotwell Street Historic District. The Project proposes to restore extensive fire damage to the building and retain architectural details on the front and side facades. Most changes to the building are internal, as well as some modifications to the rear façade to accommodate open space. Therefore, the historic building will be preserved.*

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

*The Project will have no negative effect on existing parks and open spaces, and will not adversely affect their access to sunlight, or vistas.*

**13.** The Project is consistent with and would promote the general and specific purposes of the Code provided under Section 101.1(b) in that, as designed, the Project would contribute to the character and stability of the neighborhood and would constitute a beneficial development.

**14.** The Commission hereby finds that approval of the Conditional Use Authorization would promote the health, safety and welfare of the City.

## DECISION

That based upon the Record, the submissions by the Applicant, the staff of the Department and other interested parties, the oral testimony presented to this Commission at the public hearings, and all other written materials submitted by all parties, the Commission hereby **APPROVES Conditional Use Authorization Application No. 2020-005123CUA** subject to the following conditions attached hereto as “EXHIBIT A” in general conformance with plans on file, dated September 15, 2021, and stamped “EXHIBIT B”, which is incorporated herein by reference as though fully set forth.

**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. For further information, please contact the Board of Supervisors at (415) 554-5184, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

**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.

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on September 23, 2021.

Jonas P. Ionin  
Commission Secretary

AYES:

NAYS:

ABSENT:

ADOPTED: September 23, 2021

## EXHIBIT A

### Authorization

This authorization is for a conditional use to allow a change in use from Residential Care Facility to a dwelling unit, located at 628 Shotwell Street, Lot 036 of Block 3611, pursuant to Planning Code Sections Planning Code Sections 209.1 and 303 and Board of Supervisors File No. 190908, within the RH-3 Zoning District and 40-X Height and Bulk District; in general conformance with plans, dated **September 15, 2021**, and stamped “EXHIBIT B” included in the docket for Record No. **2020-005123CUA** and subject to conditions of approval reviewed and approved by the Commission on September 23, 2021 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 **September 23, 2021** 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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.org)*

## Design – Compliance at Plan Stage

- 6. Final Materials.** The Project Sponsor shall continue to work with Planning Department on the building design. Final materials, glazing, color, texture, landscaping, and detailing shall be subject to Department staff review and approval. The architectural addenda shall be reviewed and approved by the Planning Department prior to issuance.

*For information about compliance, contact the Case Planner, Planning Department at 628.652.7313, [www.sfplanning.org](http://www.sfplanning.org)*

- 7. Landscaping.** Pursuant to Planning Code Section 132, the Project Sponsor shall submit a site plan to the Planning Department prior to Planning approval of the building permit application indicating that 50% of the front setback areas shall be surfaced in permeable materials and further, that 20% of the front setback areas shall be landscaped with approved plant species. The size and specie of plant materials and the nature of the permeable surface shall be as approved by the Department of Public Works.

*For information about compliance, contact the Case Planner, Planning Department at 628.652.7313, [www.sfplanning.org](http://www.sfplanning.org)*

## Parking and Traffic

**Bicycle Parking.** The Project shall provide no fewer than 2 Class 1 bicycle parking spaces as required by Planning Code Sections 155.1 and 155.2.

*For information about compliance, contact Code Enforcement, Planning Department at 628.652.7463, [www.sfplanning.org](http://www.sfplanning.org)*

## Provisions

- 8. Residential Child Care Impact Fee.** The Project is subject to the Residential Child Care Fee, as applicable, pursuant to Planning Code Section 414A.

*For information about compliance, contact the Case Planner, Planning Department at 628.652.7313, [www.sfplanning.org](http://www.sfplanning.org)*

- 9. Eastern Neighborhoods Infrastructure Impact Fee.** The Project is subject to the Eastern Neighborhoods Infrastructure Impact Fee, as applicable, pursuant to Planning Code Section 423.

*For information about compliance, contact the Case Planner, Planning Department at 628.652.7313, [www.sfplanning.org](http://www.sfplanning.org)*

## Monitoring - After Entitlement

- 10. 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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.org)*

- 11. 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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.org)*

## Operation

- 12. 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, 628.271.2000, [www.sfpublishworks.org](http://www.sfpublishworks.org)*

- 13. 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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.org)*



# 628 SHOTWELL STREET LLC

628 SHOTWELL STREET | SAN FRANCISCO | CALIFORNIA 94110

## INTERIOR ALTERATION

- BUILDING PERMIT SET -

# HTA!

HOOD THOMAS ARCHITECTS

440 SPEAR STREET SAN FRANCISCO, CALIFORNIA 94105  
P: 415.648.1200 F: 415.495.3336  
WWW.HOODTHOMAS.COM



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

**628 SHOTWELL STREET LLC**  
SAN FRANCISCO, CA 94110  
BLOCK:3611 LOT:036

ISSUE:	DATE:
PROJECT REVIEW	09.09.19
ISSUE FOR PERMIT	11.13.19
PLAN CHECK #1	03.13.20
REVISION 01	07.10.20
REVISION 02	09.15.21

**DRAWN BY:** TL  
**DATE:** 07.10.20  
**SHEET TITLE:**

**COVER SHEET**

**SHEET NUMBER:**

# A0.0

**REV#:** **DATE:**

### GENERAL CONSTRUCTION NOTES

- ALL CONSTRUCTION SHALL CONFORM TO THE 2016 CALIFORNIA BUILDING CODE, AS AMENDED BY THE CITY OF SAN FRANCISCO, AND ANY OTHER GOVERNING CODES, RULES, REGULATION, ORDINANCES, LAWS, ORDER, APPROVALS, ETC. THAT ARE REQUIRED BY PUBLIC AUTHORITIES. IN THE EVENT OF A CONFLICT, THE MOST STRINGENT REQUIREMENTS SHALL APPLY.
- ANY ERRORS, OMISSIONS, OR CONFLICTS FOUND IN THE VARIOUS PARTS OF THE CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT BEFORE PROCEEDING WITH THE WORK.
- VERIFY ALL DIMENSIONS IN THE FIELD. CARE HAS BEEN TAKEN TO PREPARE THESE DOCUMENTS USING ALL AVAILABLE INFORMATION PROVIDED BY THE OWNER. DIMENSIONS MARKED (+/-) MAY BE ADJUSTED UP TO 2" AS REQUIRED BY FIELD CONDITIONS. ADJUSTMENTS OF MORE THAN 2" SHALL BE APPROVED BY THE ARCHITECT. DO NOT SCALE DRAWINGS. USE WRITTEN DIMENSIONS IF CONFLICTS EXIST NOTIFY THE ARCHITECT BEFORE PROCEEDING WITH WORK. DIMENSIONS ARE TO FACE OF FINISH UNLESS OTHERWISE NOTED.
- GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF HIS WORK AND THAT OF ALL SUB-CONTRACTORS. VERIFY AND COORDINATE ALL ROUTING OF MECHANICAL, ELECTRICAL AND PLUMBING ITEMS, ROUGH-IN DIMENSIONS, AND REQUIRED CLEARANCES ASSOCIATED WITH THE PROJECT WORK SUCH THAT CONFLICTS DO NOT OCCUR. NOTIFY ARCHITECT OF PROBLEMATIC CONDITIONS.
- WHERE WORK REQUIRES CUTTING INTO OR DISRUPTION OF EXISTING CONSTRUCTION, THE CONTRACTOR IS RESPONSIBLE FOR PATCHING AND REPAIRING BOTH THE AREA OF WORK AND ITS ADJACENT SURFACES TO MATCH ADJACENT EXISTING SURFACES. PATCHING INCLUDES FINISHED PAINTING OF AREA DISRUPTED.
- CONTRACTOR SHALL REMOVE EXISTING WALLS AND OTHER ASSOCIATED CONSTRUCTION AS INDICATED ON THE DEMOLITION PLAN BY DASHED LINES.
- CONTRACTOR TO VERIFY ALL CONDITIONS BEFORE PROCEEDING WITH DEMOLITION WORK IN ANY AREA. DEMOLITION OF DOORS, WINDOWS, CABINETS, FINISHES, PARTITIONS OR ANY OTHER NONSTRUCTURAL ITEMS MAY PROCEED AS INDICATED. WHERE DISCREPANCIES INVOLVE STRUCTURAL ITEMS, REPORT SUCH DIFFERENCES TO THE ARCHITECT AND SECURE INSTRUCTIONS BEFORE PROCEEDING IN THE AFFECTED AREA.
- SEE ELECTRICAL POWER & LIGHTING DRAWINGS FOR EXTENT OF (N) LIGHTING TO BE INSTALLED. CONTRACTOR TO REMOVE CEILING PLASTER AS REQUIRED FOR INSTALLATION OF PROPOSED LIGHTING.
- CONTRACTOR SHALL COORDINATE WITH OWNER THE SALVAGE OF LIGHT FIXTURES, FURNISHINGS, DOORS AND MISC. EQUIPMENT.
- CONTRACTOR SHALL PROVIDE ALL NECESSARY BARRICADES AND OTHER FORMS OF PROTECTION AS REQUIRED TO GUARD THE OWNER, OTHER TENANTS AND THE GENERAL PUBLIC FROM INJURY DUE TO DEMOLITION WORK.
- CONTRACTOR SHALL ENSURE THAT DEMOLITION WORK DOES NOT INTERFERE WITH OR PROHIBIT THE CONTINUING OCCUPATION OF ADJACENT DWELLINGS WITHIN THE STRUCTURE. THIS INCLUDES BUT IS NOT LIMITED TO THE SELECTIVE DEMOLITION OF PARTITIONS, ELECTRICAL AND MECHANICAL SYSTEMS, THE CONTRACTOR SHALL INFORM OWNER 72 HOURS IN ADVANCE OF DEMOLITION ACTIVITIES THAT WILL AFFECT NORMAL OPERATION OF BUILDING.
- CONTRACTOR SHALL REPAIR DAMAGE CAUSED TO ADJACENT FACILITIES BY DEMOLITION WORK.

### GENERAL STRUCTURAL NOTES

- STRUCTURAL OBSERVATION SHALL BE REQUIRED BY THE ENGINEER FOR STRUCTURAL CONFORMANCE TO THE APPROVED PLANS.
- SEE STRUCTURAL DRAWINGS FOR ADDITIONAL NOTES & REQUIREMENTS.

### GENERAL ENERGY CONSERVATION NOTES

- EXTERIOR WALL, ROOF & RAISED FLOOR CAVITIES EXPOSED DURING DEMOLITION ARE TO BE INSULATED PER TITLE 24 ENERGY CALCULATIONS AND OR MANDATORY MEASURES PROVIDED WITHIN THIS DRAWING SET. SEE GENERAL INSULATION NOTES BELOW FOR MINIMUM INSULATION REQUIREMENTS SHOULD TITLE 24 ENERGY CALCULATION NOT BE REQUIRED FOR THIS PROJECT.
- ALL LIGHTING TO COMPLY WITH CCR TITLE 24, LATEST EDITION. SEE GENERAL LIGHTING NOTES & ELECTRICAL & LIGHTING PLANS FOR ENERGY CONSERVATION FEATURES.

### GENERAL INSULATION NOTES

- PROVIDE INSULATION AT ALL EXTERIOR WALLS, FLOORS AND ROOFS WHEN EXPOSED DURING REMODELING PER MINIMUM REQUIREMENTS LISTED BELOW, UNLESS OTHERWISE NOTED IN TITLE 24 OR SUPPLEMENTAL GREEN COMPLIANCE DOCUMENTATION.  
R-15 AT 2X4 WALLS  
R-19 AT 2X6 WALLS AND FLOORS  
R-30 AT CEILING

### GENERAL ELECTRICAL NOTES

- ALL ELECTRICAL WORK IS DESIGN/BUILD BY CONTRACTOR. VERIFY LOCATIONS OF EQUIPMENT AND FIXTURES AS SHOWN ON THE PLANS W/ ACTUAL FIELD CONDITIONS. NOTIFY ARCHITECT OF ANY DISCREPANCIES. DO NOT CUT NOTCH, HEAD OFF OR MODIFY ANY STRUCTURAL MEMBERS.
- VERIFY ELECTRICAL / TELEPHONE / CATV / SPEAKER REQUIREMENTS WITH OWNER BEFORE INITIATING ANY WORK.
- ELECTRICAL CONTRACTOR SHALL PROVIDE PROPER ELECTRICAL SERVICE TO ALL APPLIANCES. CONSULT MANUFACTURER'S INSTALLATION INSTRUCTIONS AND SPECIFICATIONS AS REQUIRED.
- INSTALL THERMOSTATS AT 64" FROM CENTERLINE OF COVER PLATE TO FINISH FLOOR. MECHANICAL SUB-CONTRACTOR TO VERIFY LOCATIONS WITH OWNER.
- MINIMUM REQUIREMENTS FOR ELECTRICAL WORK AT ALL HABITABLE ROOMS: PROVIDE DUPLEX RECEPTACLES TO COMPLY WITH CURRENT CEC AS AMENDED BY LOCAL BUILDING CODES AS FOLLOWS:  
A. RECEPTACLES SHALL BE 6'-0" FROM DOOR OPENINGS  
B. RECEPTACLES SHALL BE SPACED 12'-0" MAXIMUM ON CENTER ALONG WALLS IN HALLWAYS AND IN ROOMS.  
C. ANY WALL 2'-0" OR GREATER IN LENGTH SHALL HAVE MINIMUM (1) ELECTRICAL OUTLET.  
D. RECEPTACLES SHALL BE PLACED +12" ABOVE THE FINISH FLOOR UNLESS NOTED OTHERWISE.
- MINIMUM REQUIREMENTS FOR ELECTRICAL WORK AT NEW & REMODELED KITCHENS & BATHROOMS: PROVIDE DUPLEX RECEPTACLES IN COMPLIANCE WITH CURRENT CEC AND LOCAL BUILDING CODE AMENDMENTS AS FOLLOWS:  
A. RECEPTACLES SHALL BE 4'-0" MINIMUM FROM SINK LOCATIONS.  
B. RECEPTACLES SHALL BE SPACED 4'-0" MAX. ON CENTER ALONG KITCHEN & BATH COUNTERS.  
C. PROVIDE GFCI AT RECEPTACLES WHERE REQUIRED BY CODE.  
D. ALL KITCHEN COUNTERS WIDER THAN 12" TO HAVE RECEPTACLE OUTLETS PER 2016 CEC.
- PROVIDE 20 AMP BRANCH CIRCUITS TO SERVE BATHROOM RECEPTACLE OUTLETS PER CEC 210.11.
- PROVIDE 20 BRANCH CIRCUITS TO SERVE LAUNDRY ROOM RECEPTACLE OUTLETS PER CEC 210.11.
- KITCHENS SHALL BE PROVIDED WITH AT LEAST (2) 20 AMP SMALL APPLIANCE BRANCH CIRCUITS.
- RANGES, DISHWASHERS, WASHER & DRYERS, HVAC EQUIPMENT & GARAGE DOOR OPENERS WHEN INSTALLED, TO BE PROVIDED WITH DEDICATED CIRCUIT AS REQUIRED BY CODE.
- BEDROOMS BRANCH CIRCUITS SHALL BE PROTECTED BY LISTED ARC FAULT CIRCUIT INTERRUPTER PER CEC 210.12.
- INSTALL HARDWIRED SMOKE DETECTORS AT EACH FLOOR OR RESIDENCE ON WALL OR CEILING GIVING ACCESS TO SLEEPING AREAS AND INSIDE ROOMS INTENDED FOR SLEEPING. VERIFY ACCEPTABILITY OF LOCATIONS WITH FIRE MARSHALL / BUILDING INSPECTOR BEFORE INSTALLATION. SMOKE DETECTORS SHALL BE HARDWIRED w/ BATTERY BACK-UP & AUDIBLE IN ALL SLEEPING ROOMS.
- CARBON MONOXIDE ALARMS TO BE INSTALLED IN DWELLING UNITS CONTAINING FUEL BURNING APPLIANCES. ALARM TO BE LOCATED HALLWAYS GIVING ACCESS TO BEDROOMS & ON ALL FLOORS OF DWELLING. COMBINATION CARBON MONOXIDE / SMOKE ALARMS ARE PERMITTED. IF COMBINATION UNIT IS USED, UNIT TO BE INSTALLED PER REQUIREMENTS OF SMOKE ALARMS.
- KITCHEN LIGHTING (REMODELED OR NEW) SHALL BE MIN. 50% HIGH EFFICACY & MUST BE SWITCHED SEPARATELY FROM NON-HIGH EFFICACY LIGHTING.
- BATHROOM, LAUNDRY ROOM, GARAGE & UTILITY ROOM (REMODELED & NEW) SHALL BE ALL HIGH EFFICACY UNLESS NON-HIGH EFFICACY CONTROLLED BY CERTIFIED OCCUPANCY SENSOR(S) WITH MANUAL ON MOTION SENSOR. "ALWAYS-ON" OPTION NOT PERMITTED.
- BEDROOM, HALLWAY, STAIR, DINING ROOM & CLOSET LIGHTING SHALL BE HIGH EFFICACY UNLESS NON-HIGH EFFICACY LIGHTING CONTROLLED BY DIMMER SWITCH OR CERTIFIED OCCUPANCY SENSOR(S) WITH MANUAL ON MOTION SENSOR. "ALWAYS-ON" OPTION NOT PERMITTED.
- LIGHT FIXTURES IN TUB, SHOWER OR ANY OTHER LOCATION SUBJECT TO WATER SPRAY SHALL BE LABELED "SUITABLE FOR WET LOCATION".

### GENERAL ELECTRICAL NOTES

- OUTDOOR LIGHTING SHALL BE HIGH EFFICACY UNLESS LIGHTING IS CONTROLLED BY CERTIFIED MOTION SENSORS & PHOTOCONTROL OF LANDSCAPE LIGHTING (NOT ATTACHED TO BUILDINGS).
- RECESSED LIGHTING FIXTURES TO BE "ZERO CLEARANCE INSULATION COVER" (IC) APPROVED AT INSULATED AREAS.
- CLOSET LAMPS SHALL BE ENCLOSED TYPE IF INCANDESCENT. FIXTURE CLEARANCES SHALL BE PER CEC 410.16 (C).

### GENERAL PLUMBING NOTES

- ALL PLUMBING SYSTEMS ARE DESIGN / BUILD BY CONTRACTOR. LOCATE THE VARIOUS PLUMBING RUNS INCLUDING DWV AND VERIFY LOCATIONS OF PROPOSED RUNS WITH ACTUAL FIELD CONDITIONS. VERIFY LOCATIONS WITH ARCHITECT. DO NOT CUT, NOTCH, HEAD OFF OR MODIFY ANY STRUCTURAL MEMBERS.
- RELOCATE / RECONFIGURE ALL PLUMBING AS REQUIRED AND AS DIAGRAMMATICALLY SHOWN ON DRAWINGS TO ACHIEVE REMODELING OR NEW CONSTRUCTION. WHERE SPACES CONTAINING PLUMBING FIXTURES ARE EITHER NEW OR REMODELED THE FOLLOWING MINIMUM STANDARDS ARE TO BE MET.
- KITCHEN AND LAVATORY FAUCETS TO BE MAX. 1.5 G.P.M MEASURED AT 60 PSI.
- WATER CLOSETS HAVE MAX. 1.28 GPF WATER CONSUMPTION.
- SHOWER HEADS NOT TO EXCEED 2.0 GPM MEASURED AT 80 PSI.
- SHOWERS & TUBS TO HAVE INDIVIDUAL CONTROL VALVES OF THE PRESSURE BALANCE OR THERMOSTATIC MIX TYPE.
- SHOWER VALVES & HEADS SHALL BE PLACED INSIDE SHOWER COMPARTMENT SUCH THAT SHOWER HEAD DOES NOT DISCHARGE DIRECTLY TOWARD THE ENTRANCE OF THE COMPARTMENT AND THE BATHER CAN ADJUST VALVES PRIOR TO STEPPING INTO SHOWER SPRAY.
- DISHWASHER WASTE LINE TO BE PROVIDED WITH APPROVED AIR GAP SEPARATION DEVICE.
- HOSE BIBBS TO HAVE APPROVED BACK-FLOW PREVENTION DEVICE.
- PROVIDE SEISMIC BRACING FOR WATER HEATERS IN ACCORDANCE WITH CPC 507.2.
- ALL COLD WATER PIPES TO BE INSULATED.

### GENERAL MECHANICAL NOTES

- ALL MECHANICAL WORK IS DESIGN / BUILD BY CONTRACTOR. VERIFY LOCATION OF EQUIPMENT AND FIXTURES AS SHOWN ON THE PLANS WITH ACTUAL FIELD CONDITIONS. NOTIFY ARCHITECT OF ANY DISCREPANCIES. DO NOT CUT, NOTCH, HEAD OFF OR MODIFY ANY STRUCTURAL MEMBERS. VERIFY ALL ELECTRICAL / TELEPHONE / CATV / SPEAKER REQUIREMENTS WITH OWNER BEFORE INITIATING ANY MECHANICAL SYSTEM WORK.
- PROVIDE MINIMUM 100 S.I. COMBUSTION AIR AT NEW & REMODELED FAU'S & SPACES CONTAINING THEM PER UMC.
- ALL NEW FAU'S TO BE RATED FOR THEIR SPECIFIC LOCATION.
- NEW & REMODELED BATHROOMS TO BE PROVIDED WITH EXHAUST AN CAPABLE OF PROVIDING 5 AIR CHANGES PER HOUR. VENT TO OUTSIDE PER CMC 504.5. PROVIDE BACK-DRAFT DAMPER.
- TYPE B GAS VENTS, WHEN INSTALLED AS PART OF THIS PROJECT TO BE PER CMC 802.6
- RANGEHOOD, BATH VENTILATION EXHAUST, DRYER EXHAUST & SIMILAR ENVIRONMENTAL DUCTS TO TERMINATE AT EXTERIOR OF BUILDING AT LEAST 3'-0" FROM PROPERTY LINE & 3'-0" FROM OPENINGS INTO BUILDINGS.
- INTERSTITIAL SPACES SHALL NOT BE USED TO SUPPLY OR RETURN FORCED AIR.

### EXCAVATION SUMMARY

DESCRIPTION	PROPOSED
FIRST FLR (FOUNDATION)	169 CU. YD.
SIDE YARD (NORTH)	30 CU. YD.
SIDE YARD (SOUTH)	15 CU. YD.
FRONT YARD	20 CU. YD.
REAR YARD	76 CU. YD.
TOTAL	310 CU. YD.

### VICINITY MAP



### SYMBOL LEGEND

	<b>SECTION IDENTIFICATION</b>		<b>GRID LINE</b>
	<b>SHEET WHERE LOCATED</b>		<b>COLUMN LINE</b>
	<b>DETAIL IDENTIFICATION</b>		<b>DOOR SYMBOL</b>
	<b>SHEET WHERE LOCATED</b>		<b>WINDOW SYMBOL</b>
	<b>ELEVATION IDENTIFICATION</b>		<b>SHEET NOTE</b>
	<b>SHEET WHERE LOCATED</b>		<b>REVISION</b>
	<b>ELEVATION VIEW</b>		

### PROJECT DIRECTORY

**OWNER**  
628 SHOTWELL LLC  
4153 24TH STREET  
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**SOILS ENGINEER**  
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### AREA CALCULATIONS (GROSS)

BUILDING	EXISTING	PROPOSED	ADDITION
FIRST FLR w/o GARAGE	600 SF	1,067 SF	467 SF
SECOND FLR	1,646 SF	1,646 SF	0 SF
THIRD FLR	1,616 SF	1,616 SF	0 SF
TOTAL	3,862 SF	4,329 SF	467 SF

GARAGE	925 SF	369 SF	-556 SF
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DWELLING UNIT	EXISTING	PROPOSED	ADDITION
UNIT 1 (FLOOR 01)	0 SF	1,067 SF	1,067 SF
UNIT 2 (FLOOR 01.02.03)	3,262 SF	3,351 SF	89 SF
TOTAL	3,262 SF	4,418 SF	1,156 SF

### PROJECT DATA

- PROJECT DESCRIPTION**  
REMODELING OF AN EXISTING FIRE DAMAGED 3-STORY WOOD FRAME WITH DISCONTINUED RESIDENTIAL CARE FACILITY (RCF) AT 2ND FLOOR AND A SINGLE FAMILY RESIDENCE AT THE 3RD FLOOR TO BECOME 2-RESIDENTIAL DWELLING UNITS:
- FLOOR 01:
    - MAINTAIN SPACE FOR A 1-CAR GARAGE.
    - PROVIDE 2-BEDROOM, 2 BATHROOM DWELLING UNIT WITH EXTERIOR PATIO AND DIRECT ACCESS TO REAR YARD
  - FLOOR 02/03:
    - PROVIDE 5-BEDROOM, 4 BATHROOM DWELLING UNIT WITH EXTERIOR DECK AND ACCESS TO REAR YARD
  - GENERAL INTERIOR REMODELING:
    - REMODEL EXISTING FIRE DAMAGED INTERIORS AT 3 FLOORS.
    - NEW FINISHES TO REPLACE EXISTING FINISHES THROUGHOUT.
    - PROVIDE SECOND DWELLING UNIT AT FLOOR 01.
  - FOUNDATIONS & SEISMIC UPGRADE:
    - UNDERPIN EXISTING FOUNDATIONS WHERE REQUIRED AND PROVIDE NEW FOUNDATIONS AT EXTERIOR DECK AND EXISTING NON-COMPLIANT FOUNDATIONS.
    - SEISMIC UPGRADE TO COMPLY WITH CBC CH. 34 FOR EXISTING BUILDINGS.
    - EXCAVATE AT FIRST FLOOR TO INCREASE CEILING HEIGHT TO 9'-0"
  - NEW REAR YARD DECK
    - NEW REAR YARD DECK LESS THAN 10-FEET ABOVE GRADE (NO FIREWALL REQUIRED FOR REAR YARD DECK, NO NEIGHBORHOOD NOTIFICATION REQUIRED BY ZA BULLETIN #4)

### PLANNING DEPARTMENT DATA

- PROPERTY BLOCK: 3611 LOT: 036
- ZONING: RH-3 (HOUSE, THREE-FAMILY)
- MAXIMUM HEIGHT: 40'-0"
- DWELLING UNITS: EXISTING: 1 PROPOSED: 2

### BUILDING DEPARTMENT DATA

CONSTRUCTION GROUP	EXISTING	PROPOSED
OCCUPANCY TYPE	VB	VB (NO CHANGE)
BUILDING HEIGHT	42'-3"	42'-3" (NO CHANGE)
BUILDING STORIES	3	3 (NO CHANGE)
DWELLING UNITS	1	2
SPRINKLER SYSTEM	NO	YES (13R)

### GOVERNING CODES

ALL WORK SHALL BE IN COMPLIANCE WITH ALL STATE AND LOCAL CODES, INCLUDING THE FOLLOWING:  
2016 CALIFORNIA RESIDENTIAL CODE  
2016 CALIFORNIA BUILDING CODE (W/ LOCAL AMENDMENTS)  
2016 CALIFORNIA MECHANICAL CODE (W/ LOCAL AMENDMENTS)  
2016 CALIFORNIA PLUMBING CODE (W/ LOCAL AMENDMENTS)  
2016 CALIFORNIA ELECTRICAL CODE (W/ LOCAL AMENDMENTS)  
2016 CALIFORNIA ENERGY CODE (W/ LOCAL AMENDMENTS)  
2016 CALIFORNIA FIRE CODE (W/ LOCAL AMENDMENTS)

### DRAWING INDEX -

#### ARCHITECTURAL DRAWINGS

A0.0	COVER SHEET
A0.1	EXISTING & PROPOSED SITE PLAN
A0.2	DEMOLITION CALCULATION PLANS
A0.3	DEMOLITION CALCULATION ELEVATIONS
A0.4	EXITING ANALYSIS
A0.5	ENLARGED FRONT YARD PLANS
A0.6	EXISTING & PROPOSED STREET ELEVATION
A1.1	EXISTING & PROPOSED FLOOR 01
A1.2	EXISTING & PROPOSED FLOOR 02
A1.3	EXISTING & PROPOSED FLOOR 03
A2.1	EXISTING & PROPOSED EAST ELEVATION
A2.2	EXISTING & PROPOSED WEST ELEVATION
A2.3	EXISTING & PROPOSED NORTH ELEVATION
A2.4	EXISTING & PROPOSED SOUTH ELEVATION
A3.1	BUILDING SECTION
A5.1	ARCHITECTURAL DETAILS
A5.2	DRAINAGE PLAN & DETAILS
A6.1	DOOR & WINDOW SCHEDULES
A6.2	GREEN BUILDING COMPLIANCE
A6.3	TITLE 24
A6.4	TITLE 24

#### STRUCTURAL DRAWINGS

S1.0	TITLE SHEET
S1.1A-S1.1B	TYPICAL WOOD DETAILS
S1.2A	TYPICAL CONCRETE DETAILS
S2	FIRST FLOOR / FOUNDATION PLAN
S3	SECOND FLOOR FRAMING, THIRD FLOOR FRAMING PLAN
S4	ROOF FRAMING
S5-S7	STRUCTURAL DETAILS
TOTAL SHEETS: 32	



## 628 SHOTWELL STREET LLC

### INTERIOR ALTERATION

628 SHOTWELL STREET  
 SAN FRANCISCO, CA 94110  
 BLOCK: 3611 LOT: 036

ISSUE:	DATE:
PROJECT REVIEW	09.09.19
ISSUE FOR PERMIT	11.13.19
PLAN CHECK #1	03.13.20
REVISION 01	07.10.20
REVISION 02	09.15.21

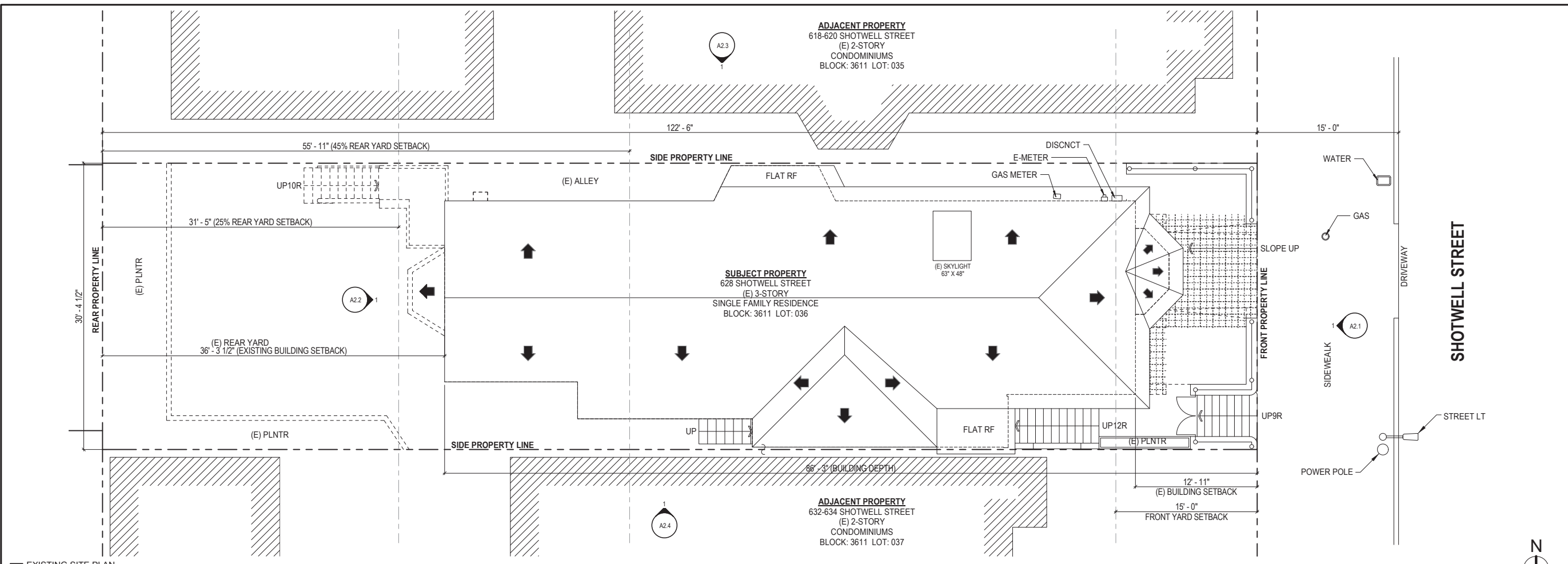
DRAWN BY: TL  
 DATE: 07.10.20  
 SHEET TITLE:

## EXISTING & PROPOSED SITE PLAN

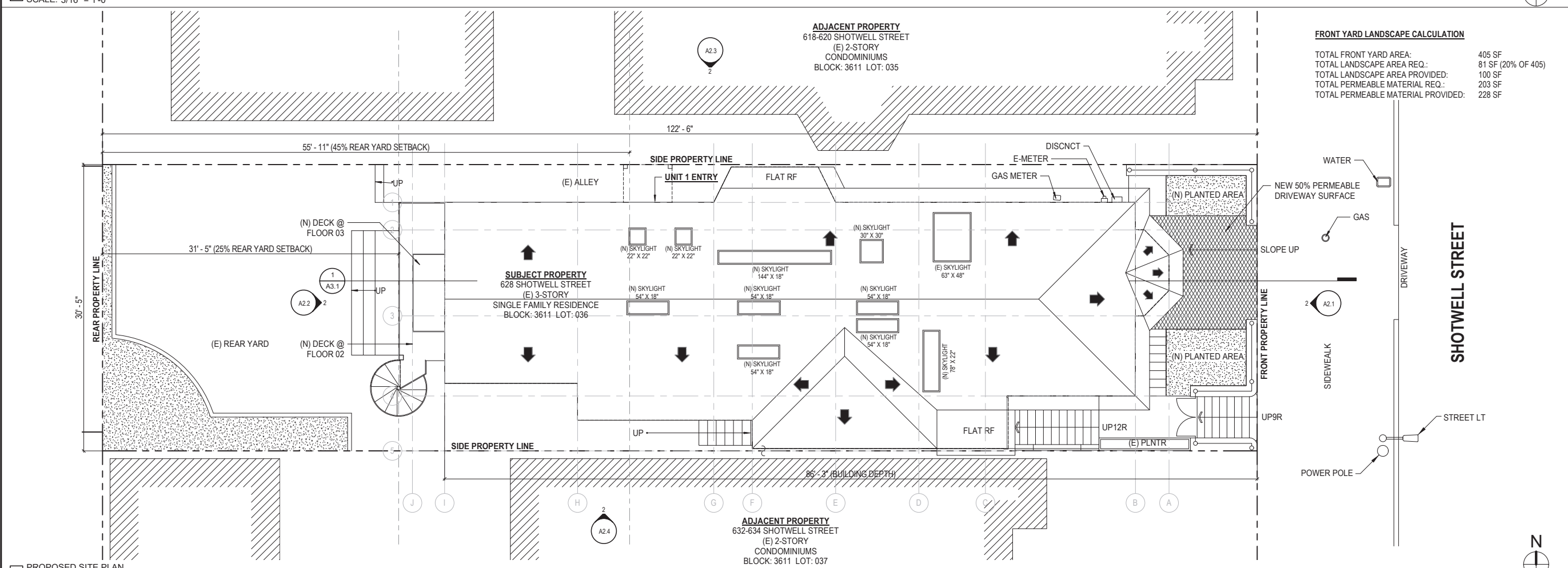
SHEET NUMBER:

# A0.1

REV#: DATE:



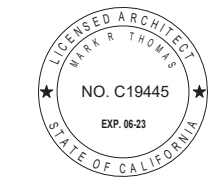
1 EXISTING SITE PLAN  
 SCALE: 3/16" = 1'-0"



**FRONT YARD LANDSCAPE CALCULATION**

TOTAL FRONT YARD AREA:	405 SF
TOTAL LANDSCAPE AREA REQ.:	81 SF (20% OF 405)
TOTAL LANDSCAPE AREA PROVIDED:	100 SF
TOTAL PERMEABLE MATERIAL REQ.:	203 SF
TOTAL PERMEABLE MATERIAL PROVIDED:	228 SF

2 PROPOSED SITE PLAN  
 SCALE: 3/16" = 1'-0"



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

628 SHOTWELL STREET  
SAN FRANCISCO, CA 94110  
BLOCK:3611 LOT:036

ISSUE:	DATE:
PROJECT REVIEW	09.09.19
ISSUE FOR PERMIT	11.13.19
PLAN CHECK #1	03.13.20
REVISION 01	07.10.20
REVISION 02	09.15.21

DRAWN BY: TL  
DATE: 07.10.20  
SHEET TITLE:

**DEMOLITION CALCULATION PLANS**

SHEET NUMBER:

**A0.2**

REV #: DATE:

**SECTION 317**

WALL DEMOLITION CALCULATION (LINEAR FOOTAGE MEASUREMENT) SEC. 317(b)(2)(B)

ELEMENTS	(E) LENGTH (LF)	WALL REMOVED (LF) (MEASURED AT FOUNDATION LEVEL)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	26' - 2" LF	0' - 0" LF	0 %		
WEST (REAR) FACADE	26' - 2" LF	19' - 3" LF	74 %		
TOTALS (EAST & WEST)	52' - 4" LF	19' - 3" LF	37 %	50 %	YES
TOTAL NORTH & SOUTH ELEMENTS REMOVED = 37 %					
SOUTH FACADE	73' - 4" LF	0' - 0" LF	0 %		
NORTH FACADE	73' - 4" LF	0' - 0" LF	0 %		
TOTALS (SOUTH & NORTH)	146' - 8" LF	0' - 0" LF	0 %		
TOTAL ALL SIDES	199' - 0" LF	38' - 6" LF	19 %	65 %	YES
TOTAL ALL SIDES ELEMENTS TO BE REMOVED = 19 %					

WALL DEMOLITION CALCULATION (AREA MEASUREMENT) SEC. 317(b)(2)(C)

VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	68 SF	7 %		
WEST (REAR) FACADE	985 SF	419 SF	43 %		
SOUTH FACADE	2,512 SF	356 SF	14 %		
NORTH FACADE	2,699 SF	551 SF	20 %		
TOTALS	7,156 SF	1,394 SF	19 %	50 %	YES
TOTAL VERTICAL ELEMENTS TO BE REMOVED = 15 %					

FLOOR DEMOLITION CALCULATION (AREA MEASUREMENT) SEC. 317(b)(2)(C)

HORIZONTAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
FLOOR 01 (ON GRADE)	N/A				
FLOOR 02	1,648 SF	108 SF	7 %		
FLOOR 03	1,586 SF	0 SF	0 %		
ROOF	1,875 SF	76 SF	4 %		
TOTALS	5,109 SF	184 SF	4 %	50 %	YES
TOTAL HORIZONTAL ELEMENTS TO BE REMOVED = 15 %					

THIS PROJECT IS NOT CONSIDERED AS DEMOLITION PER SAN FRANCISCO PLANNING CODE SEC. 317 (2) (B)&(C)

**SECTION 1005**

WALL REMOVAL >25% OF THE SURFACE OF ALL EXTERNAL WALLS FACING A PUBLIC STREET(S) SEC. 1005(f)1

VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	17 SF	2 %		
TOTALS	960 SF	17 SF	2 %	25 %	YES
TOTAL SURFACE OF EXTERNAL WALLS FACING STREET TO BE REMOVED = 2 %					

REMOVAL OF MORE THAN 50% OF ALL EXTERNAL WALLS FROM THEIR FUNCTIONS AS ALL EXTERNAL WALLS 1005(f)2

VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	68 SF	7 %		
WEST (REAR) FACADE	985 SF	419 SF	43 %		
SOUTH FACADE	2,512 SF	356 SF	14 %		
NORTH FACADE	2,699 SF	551 SF	20 %		
TOTALS	7,156 SF	1,394 SF	19 %	50 %	YES
TOTAL VERTICAL ELEMENTS TO BE REMOVED = 15 %					

REMOVAL OF MORE THAN 25% OF EXTERNAL WALLS FROM FUNCTION AS EITHER EXTERNAL OR INTERNAL WALLS SEC.1005(f)3

VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	68 SF	7 %		
WEST (REAR) FACADE	985 SF	419 SF	43 %		
SOUTH FACADE	2,512 SF	356 SF	14 %		
NORTH FACADE	2,699 SF	551 SF	20 %		
TOTALS	7,156 SF	1,394 SF	19 %	25 %	YES
TOTAL HORIZONTAL ELEMENTS TO BE REMOVED = 15 %					

REMOVAL OF MORE THAN 75% OF ALL INTERNAL STRUCTURAL FRAMEWORK OR FLOOR PLATES SEC.1005(f)4

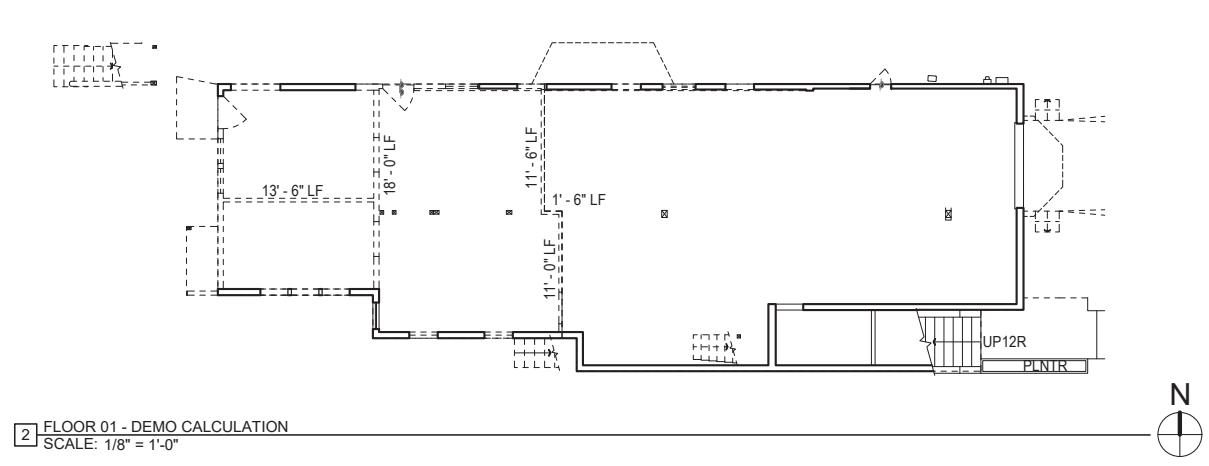
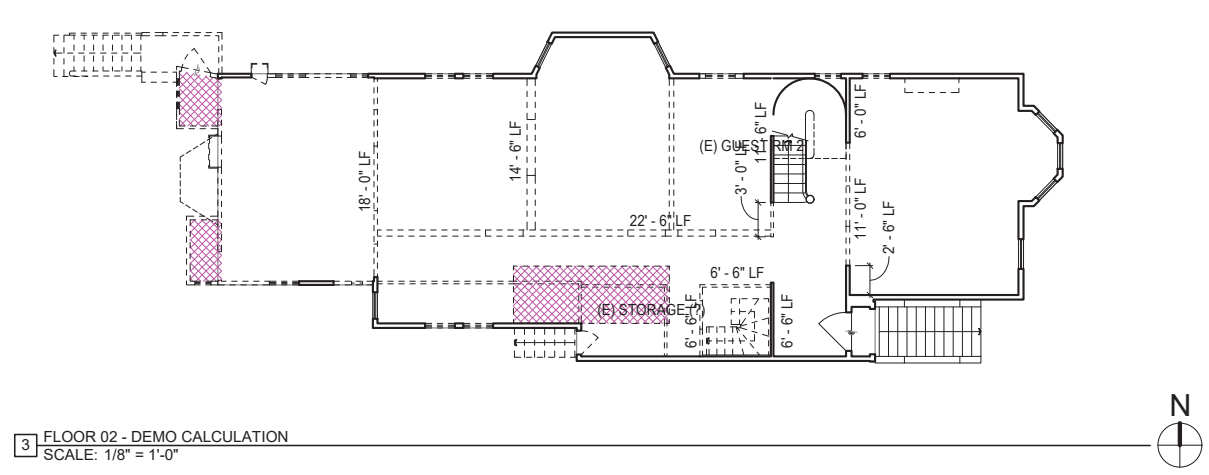
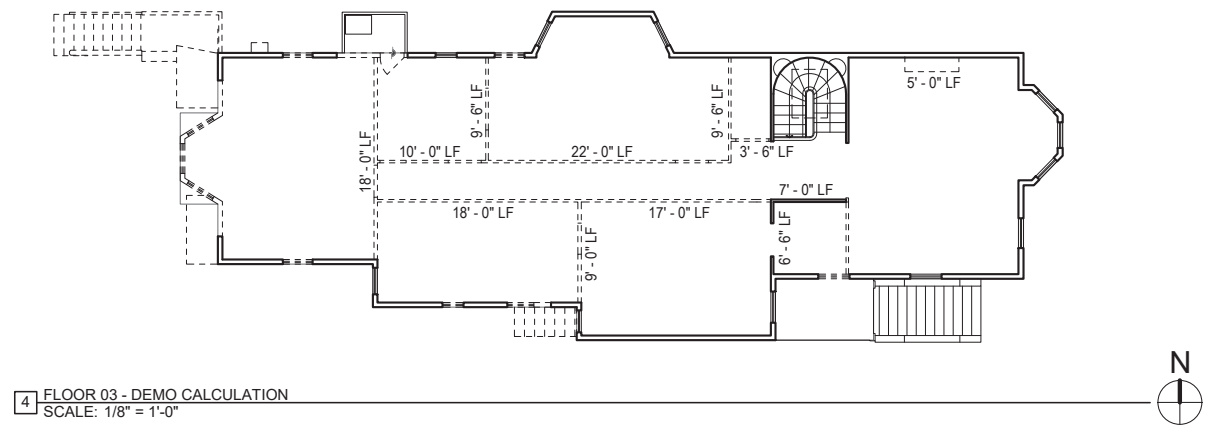
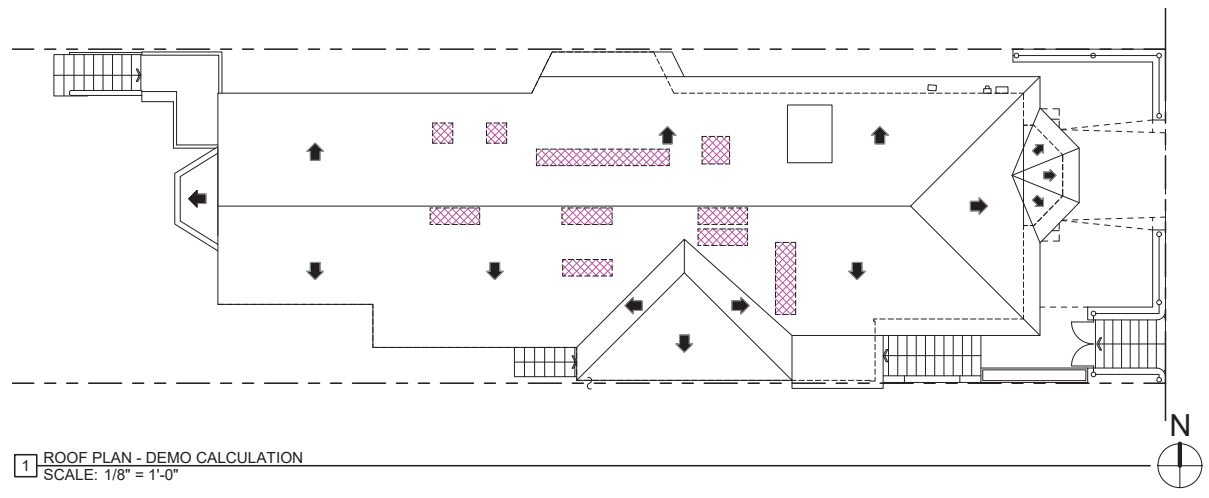
STRUCTURAL WALL	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
FLOOR 01	500 SF	500 SF	100 %		
FLOOR 02	1,302 SF	984 SF	76 %		
FLOOR 03	1,485 SF	1337 SF	90 %		
TOTALS	3,287 SF	2,821 SF	86 %		

FLOOR AREA	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
FLOOR 01 (ON GRADE)	N/A				
FLOOR 02	1,648 SF	108 SF	7 %		
FLOOR 03	1,586 SF	0 SF	0 %		
ROOF	1,875 SF	76 SF	4 %		
TOTALS	5,109 SF	184 SF	4 %	75 %	YES
TOTALS ALL STRUCTURAL FRAMEWORK/FLOOR PLATES TO BE REMOVED = 45 %					

THIS PROJECT IS NOT CONSIDERED AS DEMOLITION PER SAN FRANCISCO PLANNING CODE SEC. 1005(f)1(2)(3)(4)

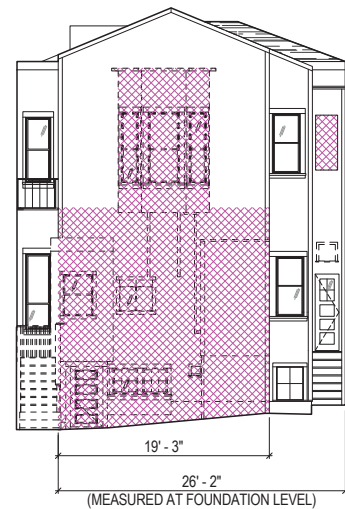
**DEMOLITION NOTES**

- ALL DEMOLITION WORK TO COMPLY WITH SFBC CH13B - CONSTRUCTION AND DEBRIS RECOVERY PROGRAM.
- DEMOLITION OTHER THAN THAT EXPLICITLY STATED AND SHOWN ON THE ARCHITECTURAL DEMO PLANS IS ILLEGAL UNDER P.C. 317 AND ANY MODIFICATIONS REQUIRE A PERMIT REVISION AND APPROVAL FROM THE SF PLANNING DEPARTMENT.

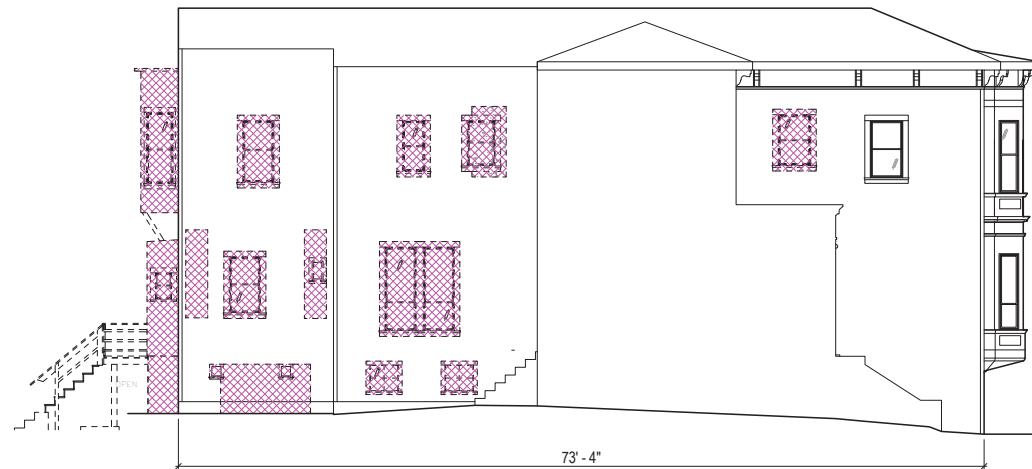




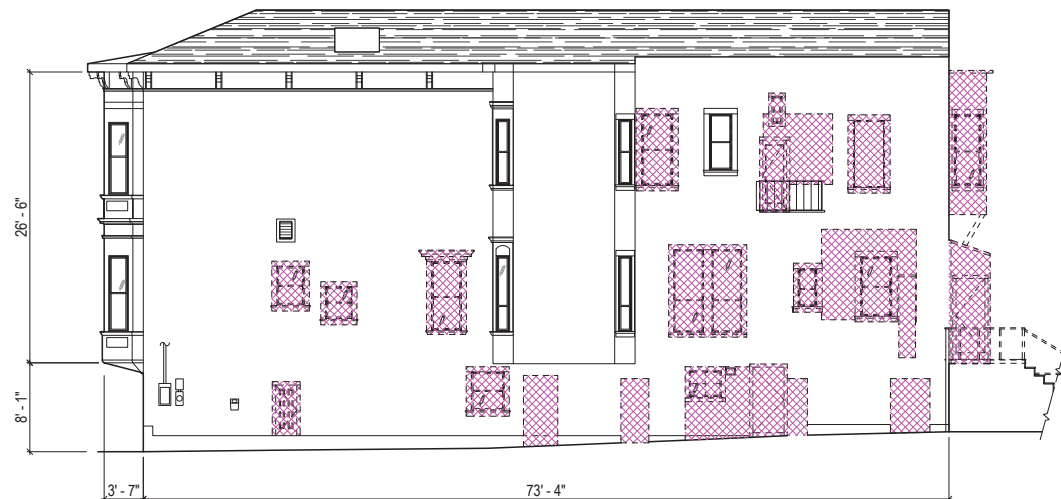
4 EXISTING EAST EXTERIOR ELEVATION (FRONT) - DEMO CALC  
SCALE: 1/8" = 1'-0"



3 EXISTING WEST ELEVATION (REAR) - DEMO CALC  
SCALE: 1/8" = 1'-0"



2 EXISTING SOUTH ELEVATION (SIDE) - DEMO CALC  
SCALE: 1/8" = 1'-0"



1 EXISTING NORTH ELEVATION (SIDE) - DEMO CALC  
SCALE: 1/8" = 1'-0"

**SECTION 317**

WALL DEMOLITION CALCULATION (LINEAR FOOTAGE MEASUREMENT) SEC. 317(b)(2)(B)					
ELEMENTS	(E) LENGTH (LF)	WALL REMOVED (LF) (MEASURED AT FOUNDATION LEVEL)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	26' - 2" LF	0' - 0" LF	0 %	50 %	YES
WEST (REAR) FACADE	26' - 2" LF	19' - 3" LF	74 %		
TOTALS (EAST & WEST)	52' - 4" LF	19' - 3" LF	37 %		
TOTAL NORTH & SOUTH ELEMENTS REMOVED = 37 %					
SOUTH FACADE	73' - 4" LF	0' - 0" LF	0 %	65 %	YES
NORTH FACADE	73' - 4" LF	0' - 0" LF	0 %		
TOTALS (SOUTH & NORTH)	146' - 8" LF	0' - 0" LF	0 %		
TOTAL ALL SIDES	199' - 0" LF	38' - 6" LF	19 %		
TOTAL ALL SIDES ELEMENTS TO BE REMOVED = 19 %					

WALL DEMOLITION CALCULATION (AREA MEASUREMENT) SEC. 317(b)(2)(C)					
VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	68 SF	7 %	50 %	YES
WEST (REAR) FACADE	985 SF	419 SF	43 %		
SOUTH FACADE	2,512 SF	356 SF	14 %		
NORTH FACADE	2,699 SF	551 SF	20 %		
TOTALS	7,156 SF	1,394 SF	19 %		
TOTAL VERTICAL ELEMENTS TO BE REMOVED = 15%					

FLOOR DEMOLITION CALCULATION (AREA MEASUREMENT) SEC. 317(b)(2)(C)					
HORIZONTAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
FLOOR 01 (ON GRADE)	N/A			50 %	YES
FLOOR 02	1,648 SF	108 SF	7 %		
FLOOR 03	1,586 SF	0 SF	0 %		
ROOF	1,875 SF	76 SF	4 %		
TOTALS	5,109 SF	184 SF	4 %		
TOTAL HORIZONTAL ELEMENTS TO BE REMOVED = 15%					

THIS PROJECT IS NOT CONSIDERED AS DEMOLITION PER SAN FRANCISCO PLANNING CODE SEC. 317 (2) (B)&(C)

**SECTION 1005**

WALL REMOVAL >25% OF THE SURFACE OF ALL EXTERNAL WALLS FACING A PUBLIC STREET(S) SEC. 1005(f)1					
VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	17 SF	2 %	25 %	YES
WEST (REAR) FACADE	985 SF	419 SF	43 %		
TOTALS	960 SF	17 SF	2 %		
TOTAL SURFACE OF EXTERNAL WALLS FACING STREET TO BE REMOVED = 2 %					

REMOVAL OF MORE THAN 50% OF ALL EXTERNAL WALLS FROM THEIR FUNCTIONS AS ALL EXTERNAL WALLS 1005(f)2					
VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	68 SF	7 %	50 %	YES
WEST (REAR) FACADE	985 SF	419 SF	43 %		
SOUTH FACADE	2,512 SF	356 SF	14 %		
NORTH FACADE	2,699 SF	551 SF	20 %		
TOTALS	7,156 SF	1,394 SF	19 %		
TOTAL VERTICAL ELEMENTS TO BE REMOVED = 15%					

REMOVAL OF MORE THAN 25% OF EXTERNAL WALLS FROM FUNCTION AS EITHER EXTERNAL OR INTERNAL WALLS SEC.1005(f)3					
VERTICAL ELEMENTS	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
EAST (FRONT) FACADE	960 SF	68 SF	7 %	25 %	YES
WEST (REAR) FACADE	985 SF	419 SF	43 %		
SOUTH FACADE	2,512 SF	356 SF	14 %		
NORTH FACADE	2,699 SF	551 SF	20 %		
TOTALS	7,156 SF	1,394 SF	19 %		
TOTAL HORIZONTAL ELEMENTS TO BE REMOVED = 15%					

REMOVAL OF MORE THAN 75% OF ALL INTERNAL STRUCTURAL FRAMEWORK OR FLOOR PLATES SEC.1005(f)4					
STRUCTURAL WALL	AREA (SF)	AREA REMOVED (SF)	% REMOVED	MAX PERMITTED	MEET CODE?
FLOOR 01	500 SF	500 SF	100 %	75 %	YES
FLOOR 02	1,302 SF	984 SF	76 %		
FLOOR 03	1,485 SF	1337 SF	90 %		
TOTALS	3,287 SF	2,821 SF	86 %		

FLOOR AREA			
FLOOR AREA	AREA (SF)	AREA REMOVED (SF)	% REMOVED
FLOOR 01 (ON GRADE)	N/A		
FLOOR 02	1,648 SF	108 SF	7 %
FLOOR 03	1,586 SF	0 SF	0 %
ROOF	1,875 SF	76 SF	4 %
TOTALS	5,109 SF	184 SF	4 %
TOTALS ALL STRUCTURAL FRAMEWORK/FLOOR PLATES TO BE REMOVED = 45%			

THIS PROJECT IS NOT CONSIDERED AS DEMOLITION PER SAN FRANCISCO PLANNING CODE SEC. 1005(f)(1)(2)(3)(4)

**DEMOLITION NOTES**

- ALL DEMOLITION WORK TO COMPLY WITH SFBC CH13B - CONSTRUCTION AND DEBRIS RECOVERY PROGRAM.
- DEMOLITION OTHER THAN THAT EXPLICITLY STATED AND SHOWN ON THE ARCHITECTURAL DEMO PLANS IS ILLEGAL UNDER P.C. 317 AND ANY MODIFICATIONS REQUIRE A PERMIT REVISION AND APPROVAL FROM THE SF PLANNING DEPARTMENT.

**HTA!**

HOOD THOMAS ARCHITECTS

440 SPEAR STREET SAN FRANCISCO, CALIFORNIA 94105  
P: 415.643.3005 F: 415.645.3326  
WWW.HOODTHOMAS.COM



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

**628 SHOTWELL STREET  
SAN FRANCISCO, CA  
94110  
BLOCK:3611 LOT:036**

ISSUE:	DATE:
PROJECT REVIEW	09.09.19
ISSUE FOR PERMIT	11.13.19
PLAN CHECK #1	03.13.20
REVISION 01	07.10.20
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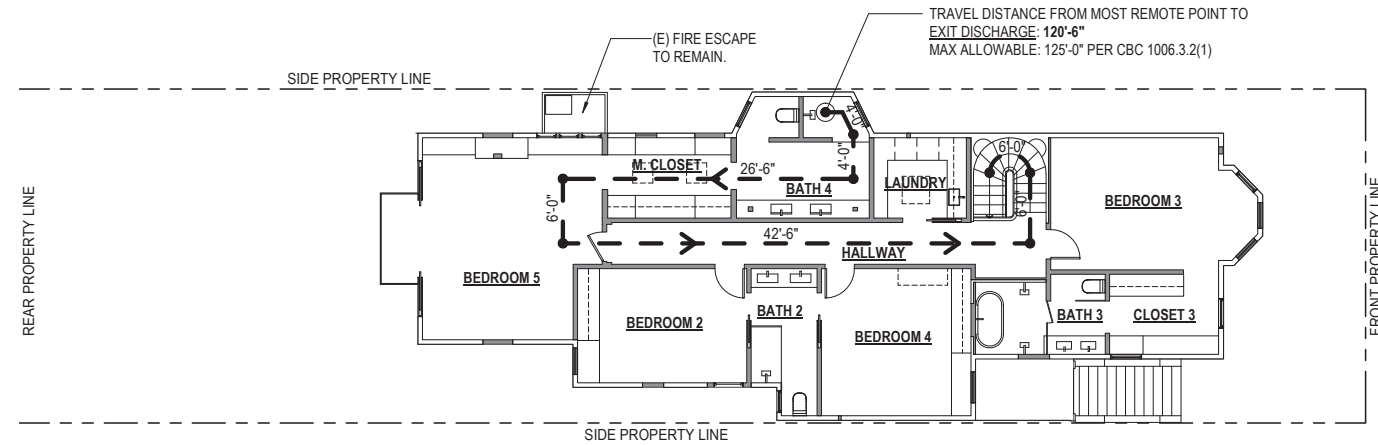
DRAWN BY: TL  
DATE: 07.10.20  
SHEET TITLE:

**DEMOLITION CALCULATION ELEVATIONS**

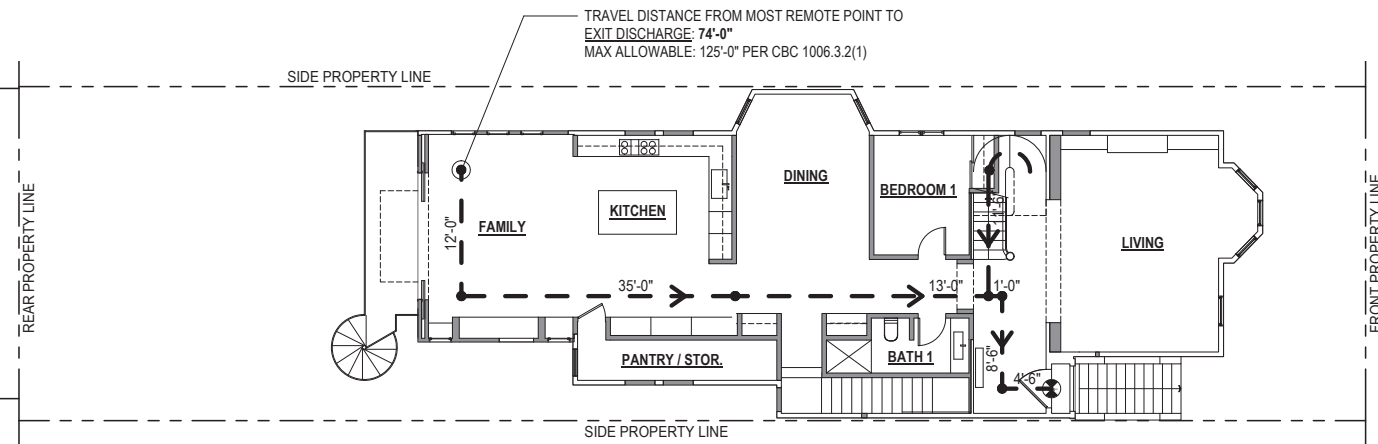
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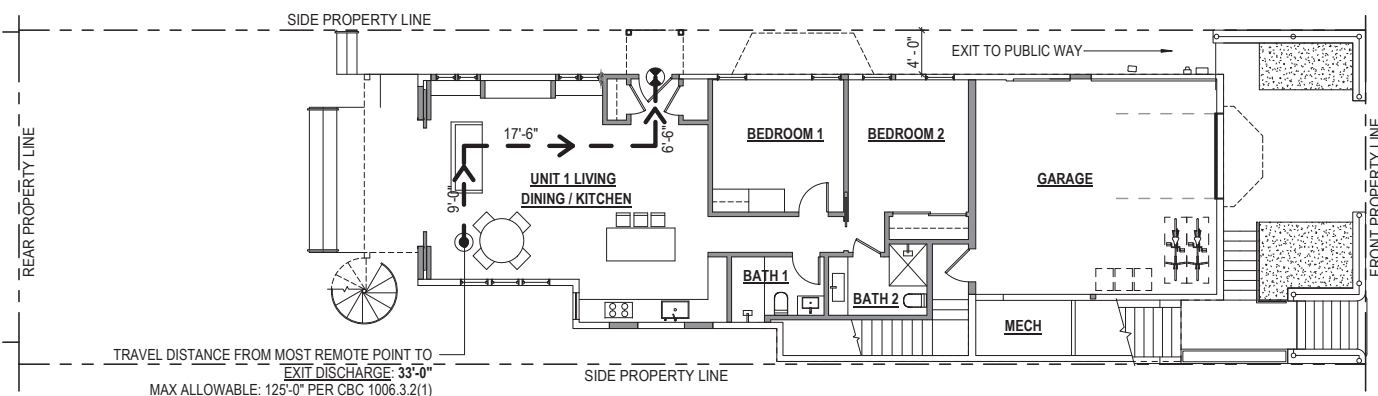
REV #: DATE:



3 FLOOR 03 - EXITING PLAN  
SCALE: 1/8" = 1'-0"



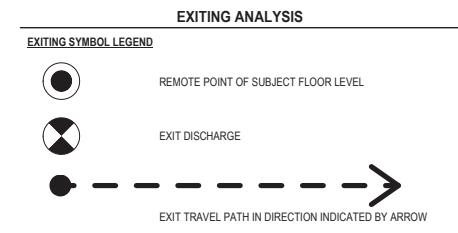
2 FLOOR 02 - EXITING PLAN  
SCALE: 1/8" = 1'-0"



1 FLOOR 01 - EXITING PLAN  
SCALE: 1/8" = 1'-0"

### OCCUPANCY CALCULATION

ROOM #	ROOM NAME	SF	FACTOR	OCCs
1	GARAGE	429 SF	0 SF	
2	MECH	45 SF	300 SF	0
4	BEDROOM 2	144 SF	0 SF	
5	BEDROOM 1	143 SF	200 SF	1
6	FAMILY ENTRY	78 SF	200 SF	0
7	UNIT 1 LIVING	530 SF	200 SF	3
8	BEDROOM 5	283 SF	200 SF	1
9	FAMILY	245 SF	200 SF	1
10	KITCHEN	254 SF	200 SF	1
11	DINING	176 SF	200 SF	1
12	BEDROOM 1	94 SF	200 SF	0
14	CLOSET	74 SF	300 SF	0
16	BATH 1	56 SF	200 SF	0
17	LIVING	312 SF	200 SF	2
18	BATH 4	124 SF	0 SF	
19	M. CLOSET	83 SF	300 SF	0
20	BEDROOM 3	208 SF	200 SF	1
21	CLOSET 3	73 SF	300 SF	0
22	BATH 3	82 SF	0 SF	
23	HALLWAY	206 SF	200 SF	1
24	LAUNDRY	62 SF	300 SF	0
25	BEDROOM 4	182 SF	200 SF	1
26	BEDROOM 2	160 SF	200 SF	1
27	BATH 2	72 SF	0 SF	
28	LAUNDRY	8 SF	300 SF	0
29	UNIT 1 CLOSET	7 SF	300 SF	0
30	ENTRY HALL	55 SF		
31	BATH 2	51 SF		
32	BATH 1	47 SF		
<b>GRAND TOTAL</b>		<b>4283 SF</b>		<b>16</b>



### FIRE RESISTANCE RATING FOR BUILDING ELEMENTS

(PER CBC TABLE 601)  
FIRE-RESISTANCE RATING FOR BUILDING ELEMENTS (hours)

BUILDING ELEMENT	TYPE VA (see note d)
PRIMARY STRUCTURAL FRAME	1 HR PROTECTED
BEARING WALLS	
EXTERIOR (note f,g)	1 HR PROTECTED PER CBC 602
INTERIOR	NONRATED WHEN SPRINKLERED
NONBEARING PARTITIONS	
EXTERIOR	1 HR PROTECTED PER CBC 602
INTERIOR (note e)	NONRATED WHEN SPRINKLERED
FLOOR CONSTRUCTION	NONRATED WHEN SPRINKLERED
ROOF CONSTRUCTION	1 HR PROTECTED PER CBC

**NOTES:**

a. An approved automatic sprinkler system in accordance with Section 903.3.1.1 shall be allowed to be substituted for 1-hour fire-resistance-rated construction, provided such system is not otherwise required by other provisions of the code or used for an allowable area increase in accordance with Section 506.3 or an allowable height increase in accordance with Section 504.2. The 1-hour substitution for the fire resistance of exterior walls shall not be permitted.

b. Not less than the fire-resistance rating based on fire separation distance (see Table 602).

c. Not less than the fire-resistance rating as referenced in Section 704.10

**PER CBC TABLE 602**  
**FIRE-RESISTANCE RATING REQUIREMENTS FOR EXTERIOR WALLS**  
**BASED ON FIRE SEPARATION DISTANCE** (see notes a, e)

FIRE SEPARATION DISTANCE	CONSTRUCTION TYPE	OCCUPANCY GROUP R
X<5'-0"	ALL	1 HR PROTECTED

### LIGHT / AIR REQUIRED BY CBC SEC 1205.2 & 1203.5.1

AREA (SF)	UNIT 1		UNIT 2							
	LIVING	BEDROOM	LIVING	OFFICE	DINING	FAMILY ROOM	M. BEDROOM	BEDROOM 2	BEDROOM 3	BEDROOM 4
496 SF	149 SF	312 SF	94 SF	192 SF	245 SF	283 SF	160 SF	208 SF	182 SF	182 SF
LIGHT 8%	40 SF	12 SF	25 SF	8 SF	15 SF	20 SF	23 SF	13 SF	17 SF	15 SF
LIGHT PROV.	94 SF	32 SF	68 SF	SF	35 SF	80 SF	SF	29 SF	47 SF	17 SF
AIR 4%	20 SF	6 SF	12 SF	4 SF	8 SF	10 SF	12 SF	6 SF	8 SF	7 SF
AIR PROV.	47 SF	16 SF	34 SF	SF	18 SF	40 SF	SF	15 SF	24 SF	7 SF



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

**628 SHOTWELL STREET  
SAN FRANCISCO, CA 94110  
BLOCK:3611 LOT:036**

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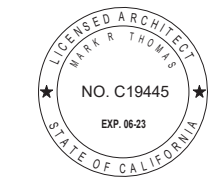
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DATE: 07.10.20  
SHEET TITLE:

**EXITING ANALYSIS**

SHEET NUMBER:

**A0.4**

REV#: DATE:



## 628 SHOTWELL STREET LLC

### INTERIOR ALTERATION

628 SHOTWELL STREET  
 SAN FRANCISCO, CA 94110  
 BLOCK:3611 LOT:036

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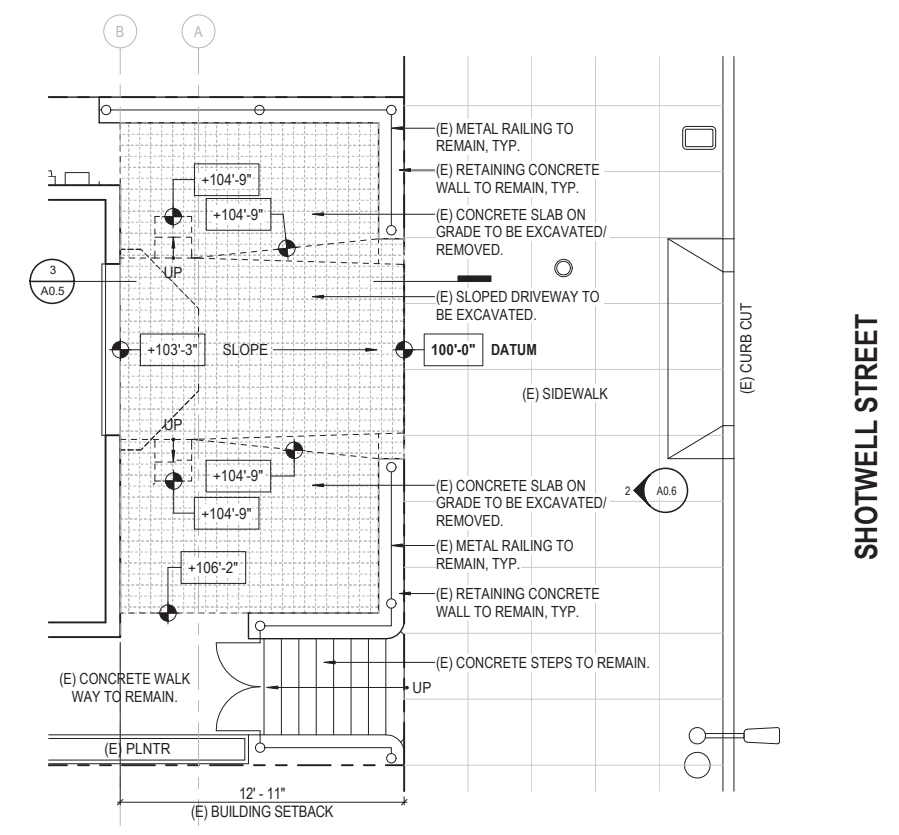
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## ENLARGED FRONT YARD PLANS

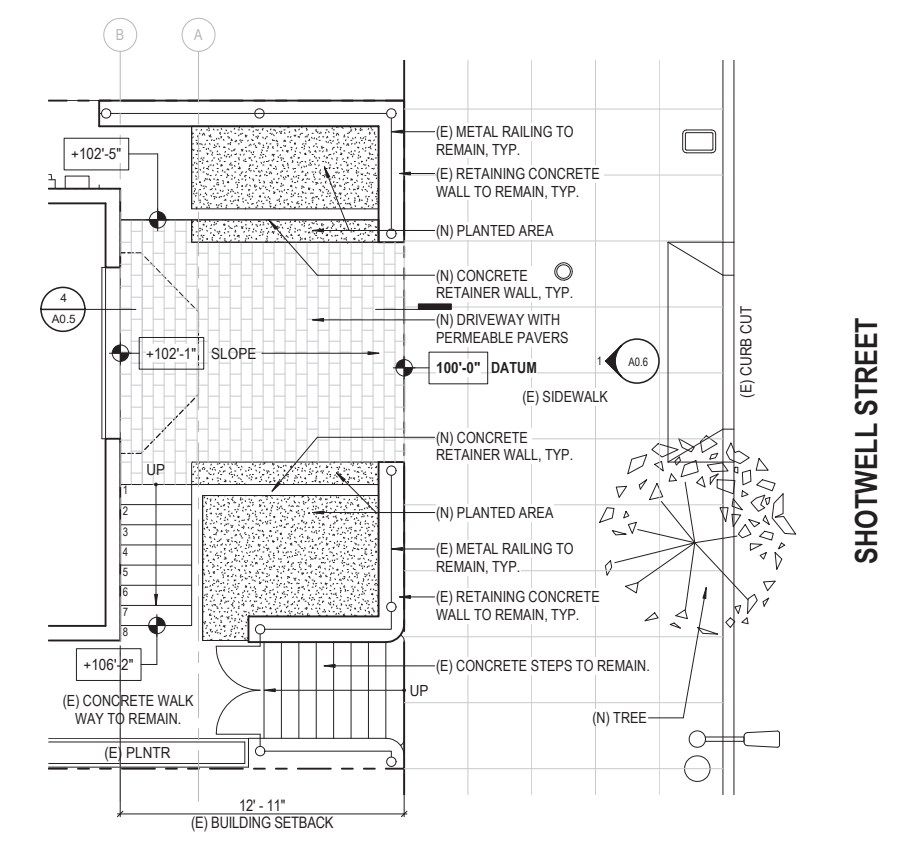
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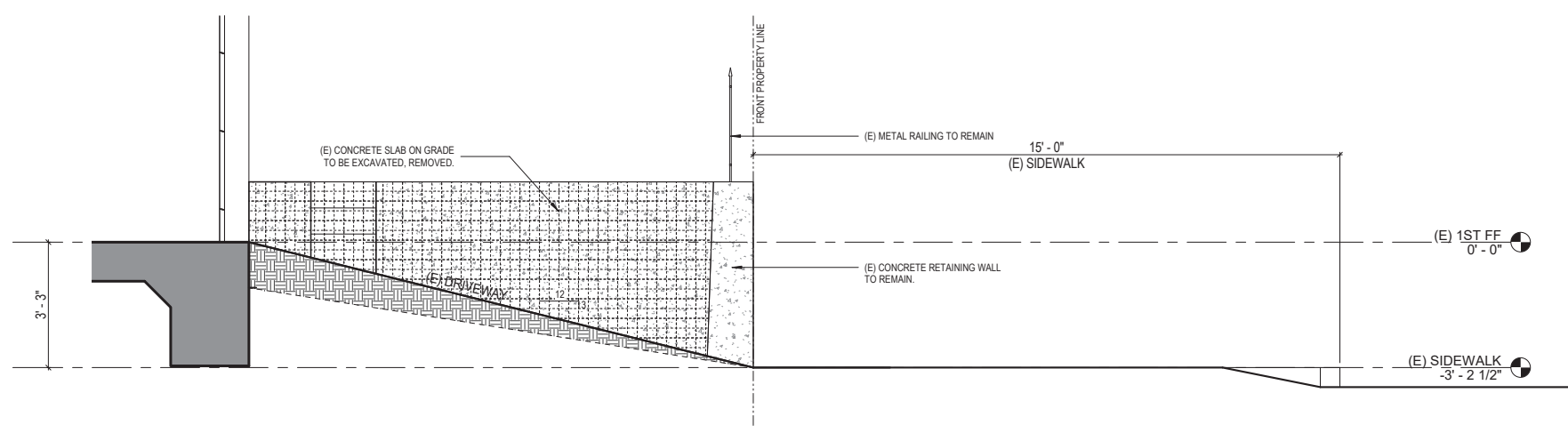
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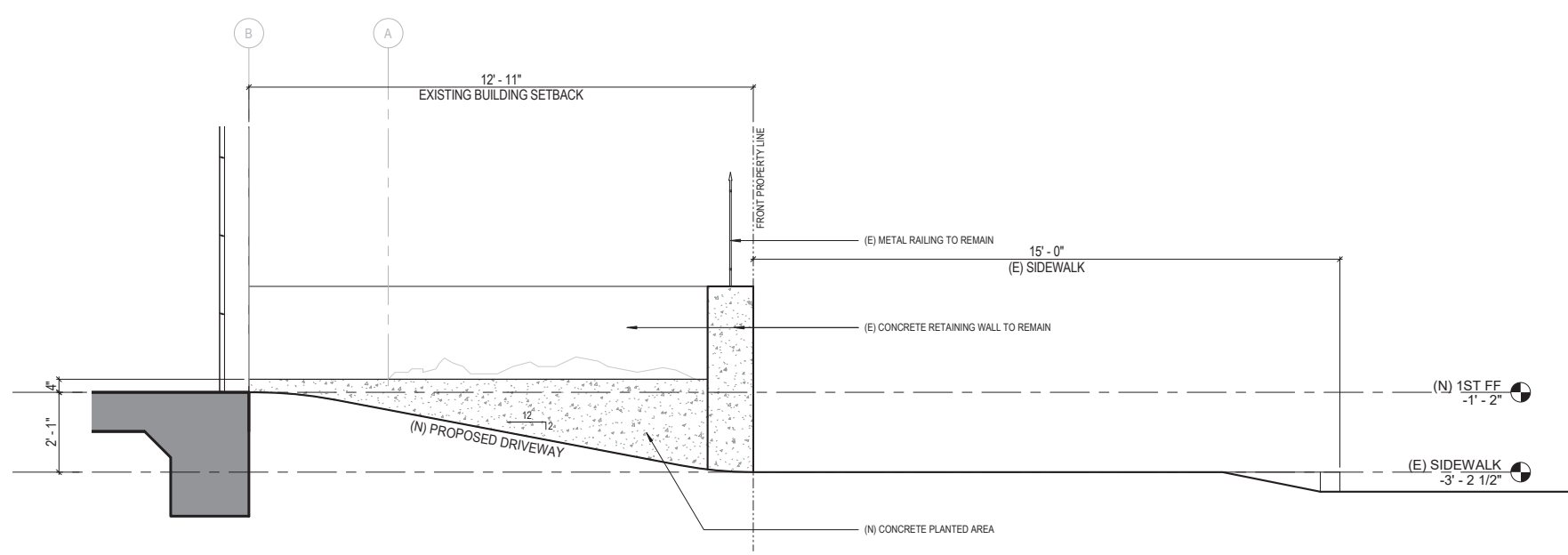
1 ENLARGED PLAN - EXISTING FRONT YARD  
 SCALE: 1/4" = 1'-0"



2 ENLARGED PLAN - PROPOSED FRONT YARD  
 SCALE: 1/4" = 1'-0"



3 ENLARGED SECTION - EXISTING FRONT YARD  
 SCALE: 1/2" = 1'-0"



4 ENLARGED SECTION - PROPOSED FRONT YARD  
 SCALE: 1/2" = 1'-0"



## 628 SHOTWELL STREET LLC

### INTERIOR ALTERATION

628 SHOTWELL STREET  
SAN FRANCISCO, CA 94110  
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DRAWN BY: TL  
DATE: 07.10.20  
SHEET TITLE:

## EXISTING & PROPOSED STREET ELEVATION

SHEET NUMBER:

# A0.6

REV#: DATE:

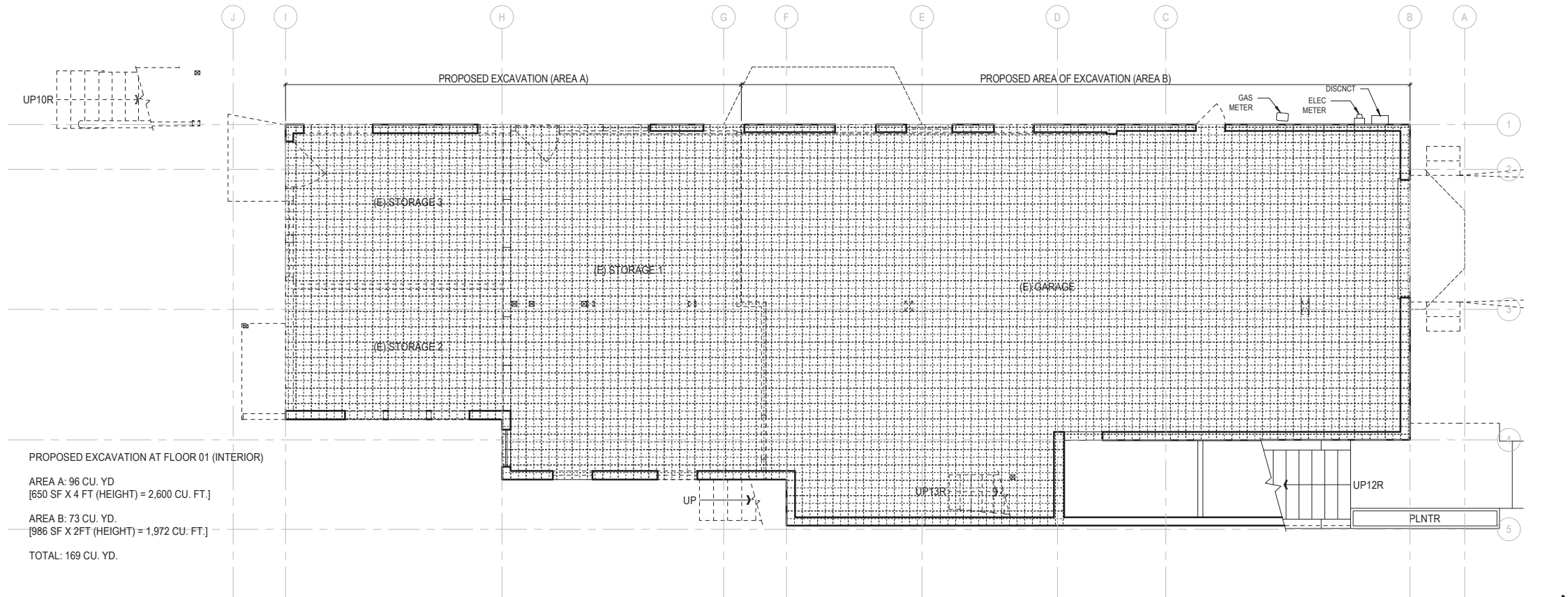


2 EXISTING PARTIAL STREET ELEVATION  
SCALE: 1/4" = 1'-0"



1 PROPOSED PARTIAL STREET ELEVATION  
SCALE: 1/4" = 1'-0"





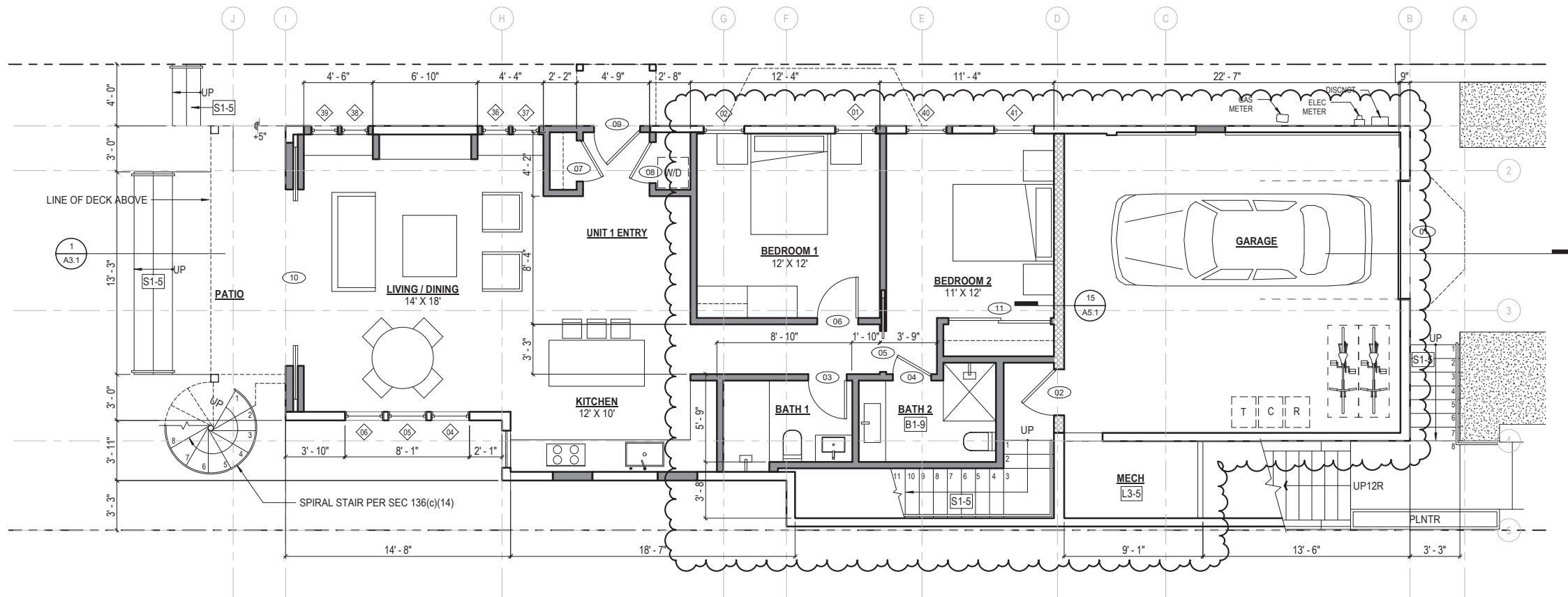
PROPOSED EXCAVATION AT FLOOR 01 (INTERIOR)

AREA A: 96 CU. YD  
[650 SF X 4 FT (HEIGHT) = 2,600 CU. FT.]

AREA B: 73 CU. YD  
[986 SF X 2 FT (HEIGHT) = 1,972 CU. FT.]

TOTAL: 169 CU. YD.

1 FLOOR 01 - EXISTING AND DEMOLITION PLAN  
SCALE: 1/4" = 1'-0"



2 FLOOR 01 - PROPOSED FLOOR PLAN UNIT 1: 828 SF  
SCALE: 1/4" = 1'-0"  
(DEDICATED OUTDOOR SPACE: 141 SF)  
(SHARED OUTDOOR SPACE: 1026 SF)

**FLOOR PLAN KEYNOTES**

**DRAWING SET GENERAL NOTES**

1.1 SEE SHEET A0.0 FOR GENERAL CONSTRUCTION NOTES

1.2 SEE SHEET EMP.1 FOR ELECTRICAL & MECHANICAL NOTES & PLANS

1.3 DIMENSIONS SHOWN IN PLANS AND ELEVATIONS ARE TAKEN FROM FACE OF WALLBOARD AT INTERIOR WALLS AND FACE OF EXTERIOR FINISH AT EXTERIOR WALLS, U.O.N.

**DOORS, WINDOW AND SKYLIGHT PROJECT NOTES**

D1. PRIMARY EXIT DOORS SHALL MEET THE REQUIREMENTS OF CBC SECTION 1010 FOR SIZE, PROJECTIONS INTO CLEAR WIDTH OF EGRESS PATH, DOOR SWING & OPENING FORCE.

D2. DOORS SHALL BE PROVIDED WITH A MIN. 36" X 36" LEVEL LANDING ON EACH SIDE OF THE DOORS EXCEPT AS FOLLOWS: LANDINGS AT THE EXTERIOR SIDE OF A DOOR MAY BE A MAX. OF 7 3/4" BELOW THE THRESHOLD PROVIDED THE DOOR DOES NOT SWING OVER THE LANDING. FOR DOORS THAT SWING OVER THE LANDING THE MAX. DISTANCE BELOW THE THRESHOLD IS 1/2" PER CBC 1010.1.7. SLIDING GLASS DOORS SHALL HAVE A MAX. 1/2" LEVEL CHANGE FROM THRESHOLD.

D3. DOORWAY BETWEEN GARAGES & HABITABLE SPACE SHALL BE PROVIDED WITH EITHER SOLID WOOD DOORS OR SOLID OR HONEYCOMB CORE STEEL DOORS NOT LESS THAN 1 3/8" THICK & PROVIDED WITH SELF CLOSING AND SELF LATCHING HARDWARE.

D4. PROVIDE LISTED, GASKETED DOORS w/ LISTED SELF CLOSING DEVICE & BOTTOM SEAL AT THRESHOLD PER CMC 904.1 WHERE COMPARTMENTS CONTAINING FURNACES & BOILERS ARE INSTALLED IN BEDROOMS OR BATHROOMS.

W1. (N) WINDOWS PER WINDOW SCHEDULE INCLUDED IN THIS DRAWING SET SHALL COMPLY WITH TITLE 24 REQUIREMENTS. SEE SCHEDULE FOR ADDITIONAL NOTES.

W2. EMERGENCY ESCAPE & RESCUE WINDOWS REQUIRED AT SLEEPING AREAS SHALL MEET THE FOLLOWING REQUIREMENTS: MIN. 5.7' CLEAR OPENING, MIN. 20" CLEAR HEIGHT, MIN. 20" CLEAR WIDTH, SILL HEIGHT MAX. 44" AFF.

W3. WINDOWS IN LOCATIONS SUBJECT TO HUMAN IMPACT LOADS SHALL BE PROVIDED WITH SAFETY GLAZING INSTALLED IN ACCORDANCE WITH CBC 2406 & 2407.

**KITCHEN PROJECT NOTES**

K1. KITCHEN FAUCETS SHALL HAVE A MAX. FLOW RATE OF 1.5 G.P.M. MEASURED AT 60 PSI.

K2. GARBAGE DISPOSAL UNITS AT KITCHEN SINKS SHALL BE PROVIDED WITH REQUIRED AIR GAP.

K3. GAS COOKING APPLIANCES SHALL BE UL LISTED & INSTALLED PER MANUF. INSTRUCTIONS. PROVIDE GAS SHUT-OFF VALVE IN APPROVED, ACCESSIBLE LOCATION.

K4. RESIDENTIAL RANGEHOOD EXHAUST PER CMC 403.7. SHALL MEET REQUIREMENTS OF CMC 504.2. EXHAUST TERMINATION SHALL BE LOCATED AT LEAST 3'-0" AWAY FROM PROPERTY LINES AND BUILDING OPENINGS & BE PROVIDED WITH WEATHERPROOF BACKDRAFT DAMPER. WHERE REMOTE EXHAUST OR BOOSTER FANS ARE REQUIRED, FAN SHALL BE ON DEDICATED CIRCUIT.

K5. UPPER CABINETS SHALL BE MIN. 30" ABOVE COOKING TOP PER CMC 921.3.2. PROVIDE THE COOKING APPLIANCE MIN. CLEARANCE TO COMBUSTIBLES PER CMC 919.2.

K6. (N) DISHWASHERS SHALL BE PROVIDED WITH REQUIRED AIRGAP, HOT WATER STUB & DEDICATED CIRCUIT.

K7. (N) APPLIANCES TO BE UL LISTED AND INSTALLED PER MANUF. INSTRUCTIONS. INSTALLING CONTRACTOR SHALL COORDINATE ALL ELECTRICAL AND PLUMBING REQUIREMENTS WITH MANUF. SPECIFICATIONS.

K8. (N) CABINETRY AND NONPOROUS COUNTERTOPS THROUGHOUT, U.O.N.

**BATHROOM PROJECT NOTES**

B1. (N) NONPOROUS SLAB COUNTERTOP & SPLASH.

B2. CLASS SHOWER ENCLOSURES SAFETY GLAZING SUBJECT TO HUMAN IMPACT LOADS INSTALLED IN ACCORDANCE W/ CBC 2406 & 2407. SHOWER DOORS SHALL PROVIDE MIN 22" CLEAR OPENING WIDTH, PER CPC 408.5. SHOWER COMPARTMENTS & WALLS ABOVE TUBS w/ SHOWERHEADS SHALL BE FINISHED WITH A SMOOTH NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 72" ABOVE DRAIN INLET. CBC 1210.2.3

A. NONPAPER-FACED BACKER BOARD TO BE USED IN ALL TUB, SHOWER & SPA AREAS, WATER-RESISTANT TO A HEIGHT AS INDICATED ABOVE.

B4. SHOWER PER CPC 408. MIN FLOOR AREA OF 1024 SQUARE INCHES & CAPABLE OF ENCOMPASSING A 30" CIRCLE. THE AREA & DIMENSION SHALL BE MAINTAINED TO A POINT NOT LESS THAN 70" ABOVE THE SHOWER DRAIN. DRAIN INLET MIN. 2" MAX. 9" BELOW THRESHOLD INTO SHOWER. SHOWER HEADS SHALL HAVE A MAX. FLOW RATE OF 2.0 GPM MEASURED AT 80 PSI.

B5. SHOWER VALVES & HEADS SHALL BE PLACED INSIDE SHOWER COMPARTMENT SUCH THAT SHOWER HEAD DOES NOT DISCHARGE DIRECTLY TOWARD THE ENTRANCE OF THE COMPARTMENT AND THE BATHER CAN ADJUST VALVES PRIOR TO STEPPING INTO SHOWER SPRAY.

B7. WATER CLOSET PER CBC 2509. CENTERED WITHIN 30" WIDE CLEAR SPACE. TOILETS SHALL HAVE MAX. 1.28 GPF WATER CONSUMPTION.

B8. BATH & LAUNDRY ROOM FAUCETS SHALL HAVE A MAX. FLOW RATE OF 1.5 GPM MEASURED AT 60 PSI.

B9. PROVIDE EXHAUST FAN CAPABLE OF PROVIDING AIR CHANGES PER HOUR. VENT TO OUTSIDE. PROVIDE BACKDRAFT DAMPER.

**STAIRWAYS, HANDRAILS & GUARDRAILS PROJECT NOTES**

S1. (N) STAIRWAY TO COMPLY W/ CBC SECTION 1011:

A. HEADROOM 6'-8" MIN.

B. RISE 7 3/4" MAX. (RISER VARIATION 3/8" MAX)

C. TREAD DEPTH MIN. 10" NOSE TO NOSE & WIDTH: 3'-0" MIN.

S2. HANDRAIL TO COMPLY W/ CBC SECTION 1014:

A. 34" TO 38" ABOVE TREAD NOSING, 1 1/2" MIN. CLEAR FROM WALL

B. HANDRAILS MUST WITHSTAND A LOAD OF AT LEAST 200LBS APPLIED IN ANY DIRECTION AT ANY POINT ON THE RAIL PER CBC 1607.8.1.1.

S3. GRASPABILITY TYPE 1: HANDRAILS WITH CIRCULAR CROSS SECTION SHALL HAVE AN OUTSIDE DIAMETER OF AT LEAST 1 1/4" AND NOT GREATER THAN 2". WHERE THE HANDRAIL IS NOT CIRCULAR, IT SHALL HAVE A PERIMETER DIMENSION OF AT LEAST 4" AND NOT GREATER THAN 6 1/4" WITH A MAX. CROSS SECTION OF 2 1/4" & MIN. CROSS SECTION OF 1". EDGES SHALL HAVE A MIN. RADIUS OF 0.01" GRASPABILITY TYPE 2: HANDRAILS WITH A PERIMETER GREATER THAN 6 1/4" SHALL PROVIDE A GRASPABLE FINGER RECESS AREA ON BOTH SIDES OF THE PROFILE BEGINNING A DISTANCE OF 3/4" MEASURED VERTICALLY FROM THE TALLEST PORTION OF THE PROFILE AND ACHIEVES A DEPTH OF 5/16" WITHIN 7/8" BELOW THE WIDEST PORTION OF THE PROFILE.

S4. SPACES UNDER STAIRWAYS PER CBC 1011.7.4

A. SPACES UNDER STAIRWAYS WITHIN SINGLE FAMILY RESIDENCE SHALL BE PROTECTED ON THE ENCLOSED SIDE WITH MIN. 5/8" GYP. BOARD.

S5. GUARDRAIL TO COMPLY W/ CBC SECTION 1015:

A. 42" ABOVE WALKING SURFACE. MAXIMUM SPACING OF INTERMEDIATE RAILS, SUCH THAT A 4" SPHERE SHALL NOT PASS BETWEEN RAILS. WHERE TOP OF GUARDRAIL ALSO SERVES AS STAIR HANDRAIL, IN COMPLIANCE WITH CBC 1014, HEIGHT OF GUARDRAIL PERMITTED TO BE 34" MIN. TO 38" MAX. ABOVE TREAD NOSING

C. GUARDRAILS MUST WITHSTAND A LOAD OF AT LEAST 200LBS APPLIED IN ANY DIRECTION AT ANY POINT ON THE RAIL PER CBC 1607.8.1.1.

**LAUNDRY & MECHANICAL ROOM PROJECT NOTES**

L1. CLOTHES WASHER, PROVIDE FLUSH MOUNT 'GUY BOX' FOR HOT & COLD WATER & DRAIN CONNECTIONS.

L2. CONVENTIONAL CLOTHES DRYER, PROVIDE OPENING OF 100 SQ. INCHES MIN. FOR MAKE-UP AIR AT DOOR ENCLOSING APPLIANCE PER CMC 504.1. DIRECT EXHAUST TO OUTSIDE USING STEEL, SMOOTH BORE, 4" MIN. DIA. DUCT. PROVIDE WEATHERPROOF CAP & BACKDRAFT DAMPER. TERMINATE VENT MIN. 3'-0" FROM OPERABLE WINDOWS & DOORS PER CMC 502.2. PROVIDE IN-LINE BOOSTER FAN FOR DUCT RUNS OVER 14'-0" IN LENGTH. PROVIDE GAS SHUTOFF VALVE IN APPROVED LOCATION. CONDENSING DRYERS TO HAVE DRAIN & DRAIN PAN.

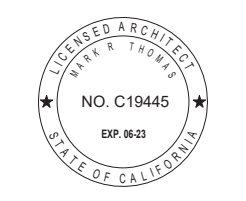
L3. PROVIDE DRAIN PAN @ TANK WATER HEATERS AND CLOTHES WASHERS INSTALLED OVER LIVING SPACE.

L4. WATER HEATER TO BE PROVIDED WITH SEISMIC STRAPPING PER CPC 507.2

L5. ROOMS CONTAINING GAS CONSUMING SPACE AND WATER HEATING EQUIPMENT SHALL BE PROVIDED WITH COMBUSTION AIR OPENINGS IN COMPLIANCE WITH CMC CHAPTER 7.

**LEGEND**

- EXISTING WALL
- DEMOLISHED WALL
- NEW WALL
- NEW 1-HOUR RATED WALL



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

628 SHOTWELL STREET  
SAN FRANCISCO, CA 94110  
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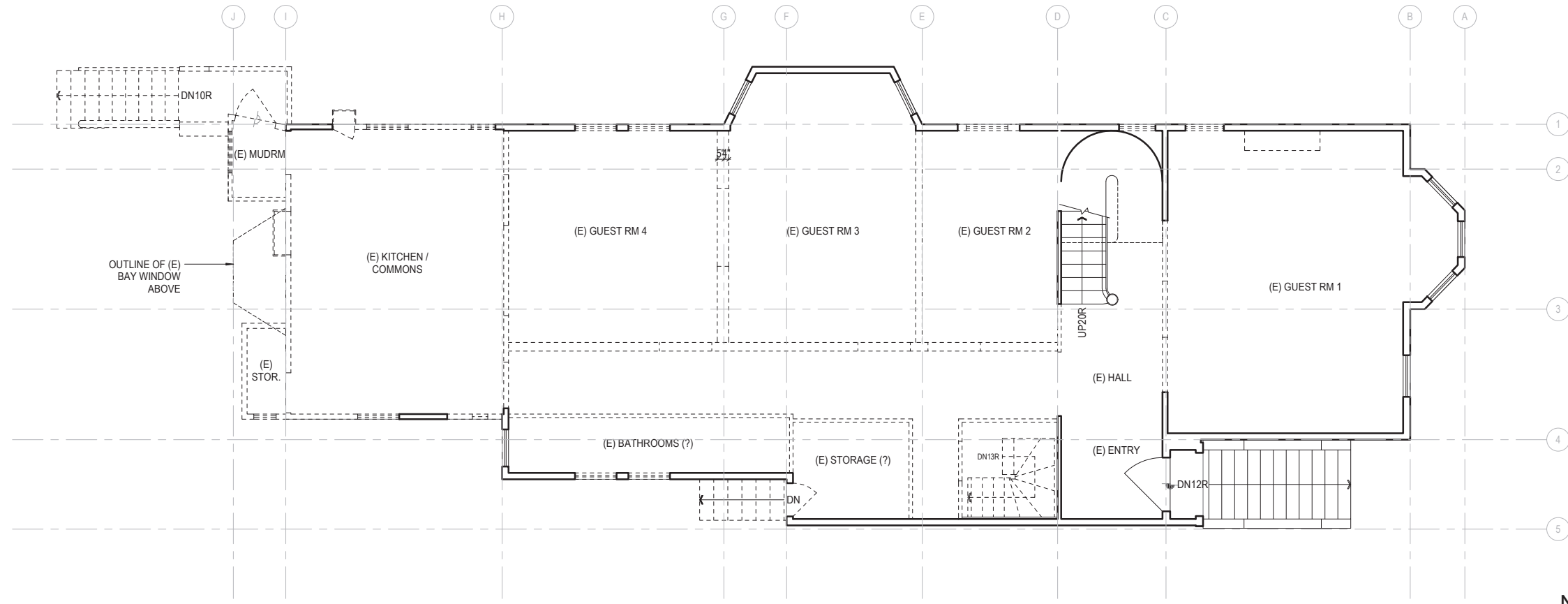
**EXISTING & PROPOSED FLOOR 01**

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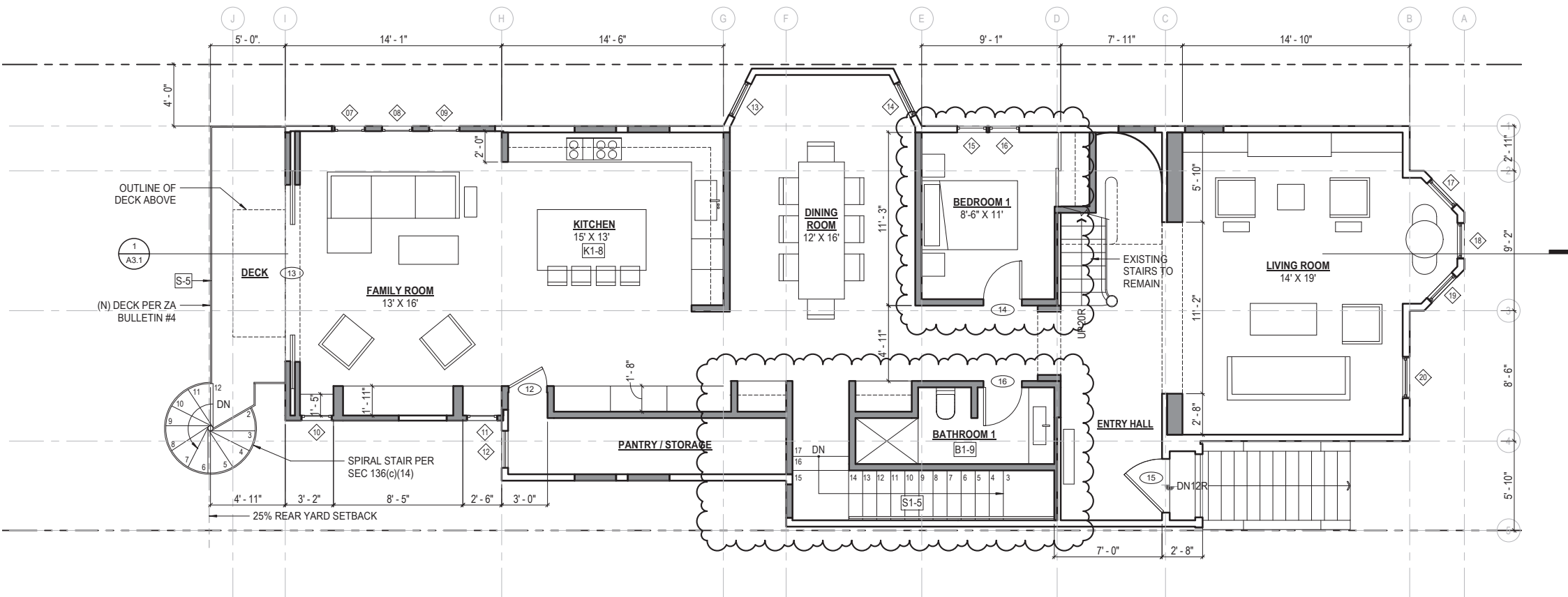
**A1.1**

REV#: DATE:





**1 FLOOR 02 - EXISTING AND DEMOLITION PLAN (RESIDENTIAL CARE FACILITY)**  
SCALE: 1/4" = 1'-0"



**2 FLOOR 02 - PROPOSED FLOOR PLAN (UNIT 2: 3,419 SF)**  
SCALE: 1/4" = 1'-0"  
(DEDICATED OUTDOOR SPACE: 82 SF)  
(SHARED OUTDOOR SPACE: 1026 SF)

**FLOOR PLAN KEYNOTES**

**DRAWING SET GENERAL NOTES**

- 1.1 SEE SHEET A0.0 FOR GENERAL CONSTRUCTION NOTES
- 1.2 SEE SHEET EMP.1 FOR ELECTRICAL & MECHANICAL NOTES & PLANS
- 1.3 DIMENSIONS SHOWN IN PLANS AND ELEVATIONS ARE TAKEN FROM FACE OF WALLBOARD AT INTERIOR WALLS AND FACE OF EXTERIOR FINISH AT EXTERIOR WALLS, U.O.N.

**DOORS, WINDOW AND SKYLIGHT PROJECT NOTES**

- D1. PRIMARY EXIT DOORS SHALL MEET THE REQUIREMENTS OF CBC SECTION 1010 FOR SIZE, PROJECTIONS INTO CLEAR WIDTH OF EGRESS PATH, DOOR SWING, & OPENING FORCE.
- D2. DOORS SHALL BE PROVIDED WITH A MIN. 36" X 36" LEVEL LANDING ON EACH SIDE OF THE DOORS EXCEPT AS FOLLOWS: LANDINGS AT THE EXTERIOR SIDE OF A DOOR MAY BE A MAX. OF 7 3/4" BELOW THE THRESHOLD PROVIDED THE DOOR DOES NOT SWING OVER THE LANDING. FOR DOORS THAT SWING OVER THE LANDING THE MAX. DISTANCE BELOW THE THRESHOLD IS 1/2" PER CBC 1010.17. SLIDING GLASS DOORS SHALL HAVE A MAX. 1/2" LEVEL CHANGE FROM THRESHOLD.
- D3. DOORWAY BETWEEN GARAGES & HABITABLE SPACE SHALL BE PROVIDED WITH EITHER SOLID WOOD DOORS OR SOLID OR HONEYCOMB CORE STEEL DOORS NOT LESS THAN 1 3/8" THICK & PROVIDED WITH SELF CLOSING AND SELF LATCHING HARDWARE.
- D4. PROVIDE LISTED, GASKETED DOORS W/ LISTED SELF CLOSING DEVICE & BOTTOM SEAL AT THRESHOLD PER CMC 904.1 WHERE COMPARTMENTS CONTAINING FURNACES & BOILERS ARE INSTALLED IN BEDROOMS OR BATHROOMS.
- W1. (N) WINDOWS PER WINDOW SCHEDULE INCLUDED IN THIS DRAWING SET SHALL COMPLY WITH TITLE 24 REQUIREMENTS. SEE SCHEDULE FOR ADDITIONAL NOTES.
- W2. EMERGENCY ESCAPE & RESCUE WINDOWS REQUIRED AT SLEEPING AREAS SHALL MEET THE FOLLOWING REQUIREMENTS: MIN. 5.7' CLEAR OPENING, MIN. 20" CLEAR HEIGHT, MIN. 20" CLEAR WIDTH, SILL HEIGHT MAX. 44" AFF.
- W3. WINDOWS IN LOCATIONS SUBJECT TO HUMAN IMPACT LOADS SHALL BE PROVIDED WITH SAFETY GLAZING INSTALLED IN ACCORDANCE WITH CBC 2406 & 2407.

**KITCHEN PROJECT NOTES**

- K1. KITCHEN FAUCETS SHALL HAVE A MAX. FLOW RATE OF 1.5 G.P.M. MEASURED AT 60 PSI.
- K2. GARBAGE DISPOSAL UNITS AT KITCHEN SINKS SHALL BE PROVIDED WITH REQUIRED AIR GAP.
- K3. GAS COOKING APPLIANCES SHALL BE UL LISTED & INSTALLED PER MANUF. INSTRUCTIONS. PROVIDE GAS SHUT-OFF VALVE IN APPROVED, ACCESSIBLE LOCATION.
- K4. RESIDENTIAL RANGEHOOD EXHAUST PER CMC 403.7. SHALL MEET REQUIREMENTS OF CMC 504.2. EXHAUST TERMINATION SHALL BE LOCATED AT LEAST 3'-0" AWAY FROM PROPERTY LINES AND BUILDING OPENINGS & BE PROVIDED WITH WEATHERPROOF BACKDRAFT DAMPER. WHERE REMOTE EXHAUST OR BOOSTER FANS ARE REQUIRED, FAN SHALL BE ON DEDICATED CIRCUIT.
- K5. UPPER CABINETS SHALL BE MIN. 30" ABOVE COOKING TOP PER CMC 921.3.2. PROVIDE THE COOKING APPLIANCE MIN. CLEARANCE TO COMBUSTIBLES PER CMC 918.2.
- K6. (N) DISHWASHERS SHALL BE PROVIDED WITH REQUIRED AIRGAP, HOT WATER STUB & DEDICATED CIRCUIT.
- K7. (N) APPLIANCES TO BE UL LISTED AND INSTALLED PER MANUF. INSTRUCTIONS. INSTALLING CONTRACTOR SHALL COORDINATE ALL ELECTRICAL AND PLUMBING REQUIREMENTS WITH MANUF. SPECIFICATIONS.
- K8. (N) CABINETS AND NONPOROUS COUNTERTOPS THROUGHOUT, U.O.N.

**BATHROOM PROJECT NOTES**

- B1. (N) NONPOROUS SLAB COUNTERTOP & SPLASH.
- B2. CLASS SHOWER ENCLOSURES SAFETY GLAZING SUBJECT TO HUMAN IMPACT LOADS INSTALLED IN ACCORDANCE W/ CBC 2406 & 2407. SHOWER DOORS SHALL PROVIDE MIN 22" CLEAR OPENING WIDTH, PER CPC 408.5.
- B3. SHOWER COMPARTMENTS & WALLS ABOVE TUBS W/ SHOWERHEADS SHALL BE FINISHED WITH A SMOOTH NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 72" ABOVE DRAIN INLET. CBC 1210.2.3
  - A. NONPAPER-FACED BACKER BOARD TO BE USED IN ALL TUB, SHOWER & SPA AREAS. (WATER-RESISTANT TO A HEIGHT AS INDICATED ABOVE).
- B4. SHOWER PER CPC 408. MIN FLOOR AREA OF 1024 SQUARE INCHES & CAPABLE OF ENCOMPASSING A 30" CIRCLE. THE AREA & DIMENSION SHALL BE MAINTAINED TO A POINT NOT LESS THAN 70" ABOVE THE SHOWER DRAIN. DRAIN INLET MIN. 2" MAX. 9" BELOW THRESHOLD INTO SHOWER. SHOWER HEADS SHALL HAVE A MAX. FLOW RATE OF 2.0 GPM MEASURED AT 60 PSI.
- B5. SHOWER VALVES & HEADS SHALL BE PLACED INSIDE SHOWER COMPARTMENT SUCH THAT SHOWER HEAD DOES NOT DISCHARGE DIRECTLY TOWARD THE ENTRANCE OF THE COMPARTMENT AND THE BATHER CAN ADJUST VALVES PRIOR TO STEPPING INTO SHOWER SPRAY.
- B7. WATER CLOSET PER CBC 2509. CENTERED WITHIN 30" WIDE CLEAR SPACE. TOILETS SHALL HAVE MAX. 1.28 GPF WATER CONSUMPTION.
- B8. BATH & LAUNDRY ROOM FAUCETS SHALL HAVE A MAX. FLOW RATE OF 1.5 GPM MEASURED AT 60 PSI.
- B9. PROVIDE EXHAUST FAN CAPABLE OF PROVIDING 5 AIR CHANGES PER HOUR. VENT TO OUTSIDE. PROVIDE BACKDRAFT DAMPER.

**STAIRWAYS, HANDRAILS & GUARDRAILS PROJECT NOTES**

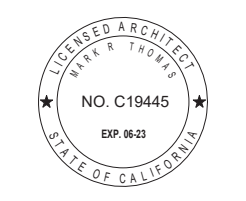
- S1. (N) STAIRWAY TO COMPLY W/ CBC SECTION 1011:
  - A. HEADROOM 6'-8" MIN.
  - B. RISE 7 3/4" MAX. (RISER VARIATION 3/8" MAX)
  - C. TREAD DEPTH MIN. 10" NOSE TO NOSE & WIDTH: 3'-0" MIN.
- S2. HANDRAIL TO COMPLY W/ CBC SECTION 1014:
  - A. 34" TO 38" ABOVE TREAD NOSING, 1 1/2" MIN. CLEAR FROM WALL.
  - B. HANDRAILS MUST WITHSTAND A LOAD OF AT LEAST 200LBS APPLIED IN ANY DIRECTION AT ANY POINT ON THE RAIL PER CBC 1607.8.1.1.
- S3. GRASPABILITY TYPE 1: HANDRAILS WITH CIRCULAR CROSS SECTION SHALL HAVE AN OUTSIDE DIAMETER OF AT LEAST 1 1/4" AND NOT GREATER THAN 2". WHERE THE HANDRAIL IS NOT CIRCULAR, IT SHALL HAVE A PERIMETER DIMENSION OF AT LEAST 4" AND NOT GREATER THAN 6 1/4" WITH A MAX. CROSS SECTION OF 2 1/4" & MIN. CROSS SECTION OF 1". EDGES SHALL HAVE A MIN. RADIUS OF 0.01" GRASPABILITY TYPE 2: HANDRAILS WITH A PERIMETER GREATER THAN 6 1/4" SHALL PROVIDE A GRASPABLE FINER RECESS AREA ON BOTH SIDES OF THE PROFILE BEGINNING A DISTANCE OF 3/4" MEASURED VERTICALLY FROM THE TALLEST PORTION OF THE PROFILE AND ACHIEVES A DEPTH OF 5/16" WITHIN 7/8" BELOW THE WIDEST PORTION OF THE PROFILE.
- S4. SPACES UNDER STAIRWAYS PER CBC 1011.7.4:
  - A. SPACES UNDER STAIRWAYS WITHIN SINGLE FAMILY RESIDENCE SHALL BE PROTECTED ON THE ENCLOSED SIDE WITH MIN. 5/8" GYP. BOARD.
- S5. GUARDRAIL TO COMPLY W/ CBC SECTION 1015:
  - A. 42" ABOVE WALKING SURFACE. MAXIMUM SPACING OF INTERMEDIATE RAILS, SUCH THAT A 4" SPHERE SHALL NOT PASS BETWEEN RAILS.
  - B. WHERE TOP OF GUARDRAIL ALSO SERVES AS STAIR HANDRAIL IN COMPLIANCE WITH CBC 1014, HEIGHT OF GUARDRAIL PERMITTED TO BE 34" MIN. TO 38" MAX. ABOVE TREAD NOSING.
  - C. GUARDRAILS MUST WITHSTAND A LOAD OF AT LEAST 200LBS APPLIED IN ANY DIRECTION AT ANY POINT ON THE RAIL PER CBC 1607.8.1.1.

**LAUNDRY & MECHANICAL ROOM PROJECT NOTES**

- L1. CLOTHES WASHER: PROVIDE FLUSH MOUNT 'GUY BOX' FOR HOT & COLD WATER & DRAIN CONNECTIONS.
- L2. CONVENTIONAL CLOTHES DRYER: PROVIDE OPENING OF 100 SQ. INCHES MIN. FOR MAKE-UP AIR AT DOORS ENCLOSING APPLIANCE PER CMC 504.1. DIRECT EXHAUST TO OUTSIDE USING STEEL, SMOOTH BORE, 4" MIN. DIA. DUCT. PROVIDE WEATHERPROOF CAP & BACKDRAFT DAMPER. TERMINATE VENT MIN. 3'-0" FROM OPERABLE WINDOWS & DOORS PER CMC 502.2. PROVIDE IN-LINE BOOSTER FAN FOR DUCT RUNS OVER 14'-0" IN LENGTH. PROVIDE GAS SHUT-OFF VALVE IN APPROVED LOCATION. CONDENSING DRYERS TO HAVE DRAIN & DRAIN PAN.
- L3. PROVIDE DRAIN PAN @ TANK WATER HEATERS AND CLOTHES WASHERS INSTALLED OVER LIVING SPACE.
- L4. WATER HEATER TO BE PROVIDED WITH SEISMIC STRAPPING PER CPC 507.2
- L5. ROOMS CONTAINING GAS CONSUMING SPACE AND WATER HEATING EQUIPMENT SHALL BE PROVIDED WITH COMBUSTION AIR OPENINGS IN COMPLIANCE WITH CMC CHAPTER 7.

**LEGEND**

- EXISTING WALL
- - - DEMOLISHED WALL
- NEW WALL
- ▨ NEW 1-HOUR RATED WALL



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

**628 SHOTWELL STREET  
SAN FRANCISCO, CA  
94110  
BLOCK:3611 LOT:036**

ISSUE:	DATE:
PROJECT REVIEW	09.09.19
ISSUE FOR PERMIT	11.13.19
PLAN CHECK #1	03.13.20
REVISION #01	07.10.20
REVISION 02	09.15.21

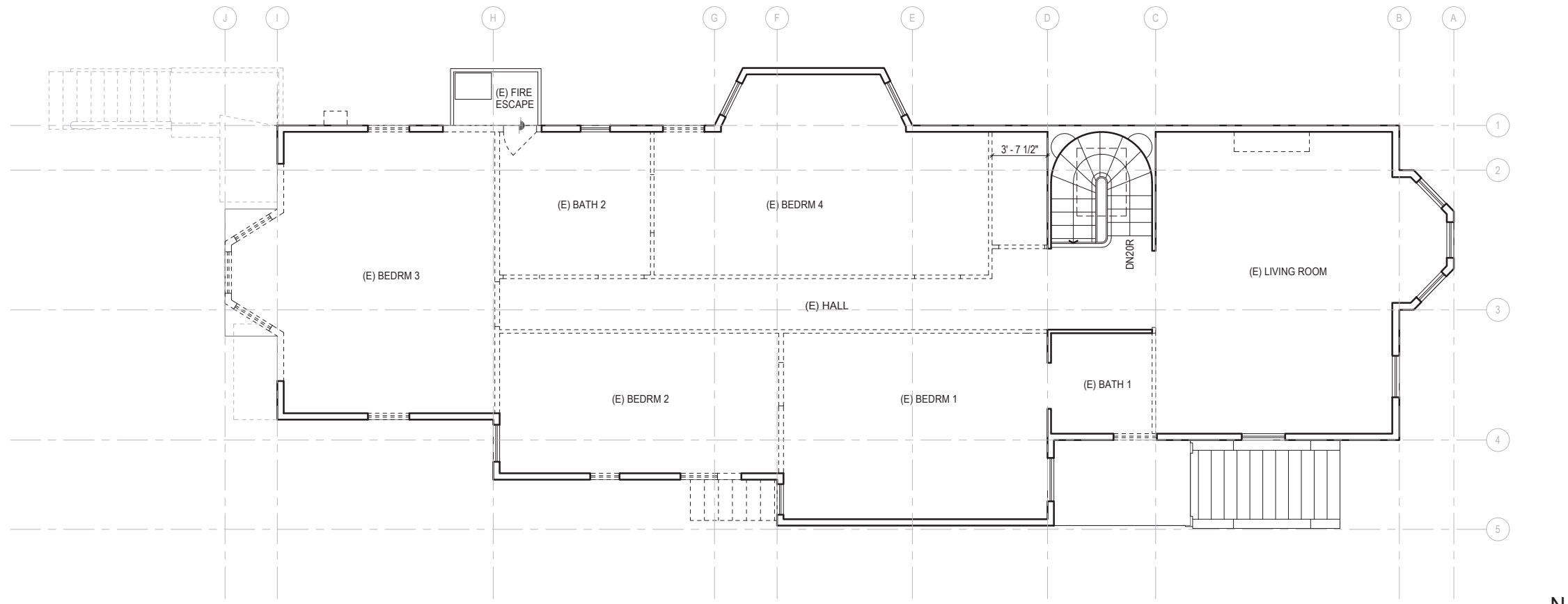
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**DATE:** 07.10.20  
**SHEET TITLE:**

**EXISTING & PROPOSED FLOOR 02**

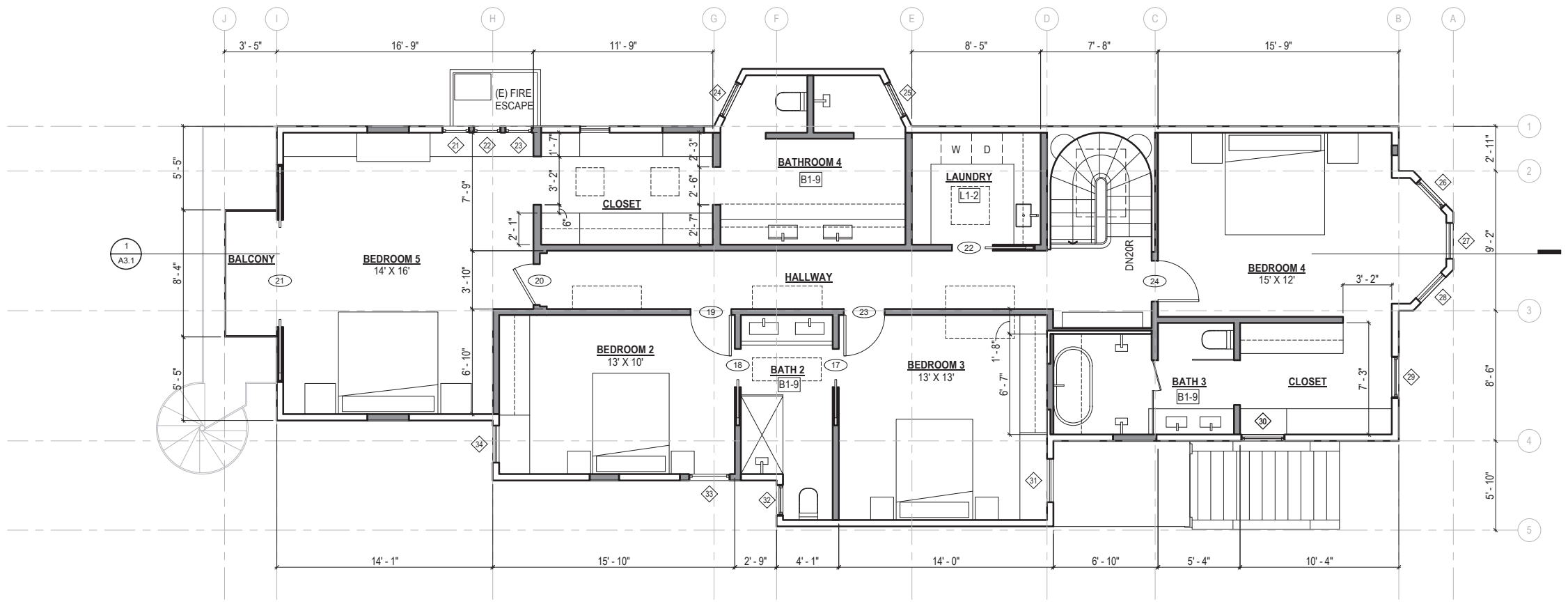
**SHEET NUMBER:**

**A1.2**

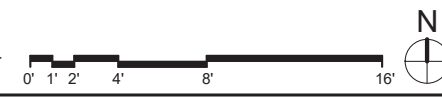
**REV#:** **DATE:**



1 FLOOR 03 - EXISTING AND DEMOLITION PLAN (FAMILY LIVING QUARTERS)  
SCALE: 1/4" = 1'-0"

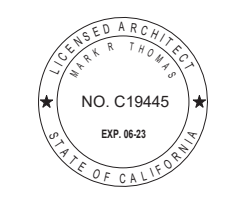
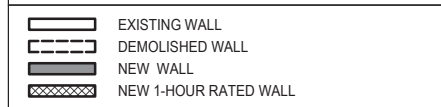


2 FLOOR 03 - PROPOSED FLOOR PLAN UNIT 2: 3,419 SF  
SCALE: 1/4" = 1'-0" (DEDICATED OUTDOOR SPACE: 28 SF)



FLOOR PLAN KEYNOTES

- DRAWING SET GENERAL NOTES**
- SEE SHEET A0.0 FOR GENERAL CONSTRUCTION NOTES
  - SEE SHEET EMP.1 FOR ELECTRICAL & MECHANICAL NOTES & PLANS
  - DIMENSIONS SHOWN IN PLANS AND ELEVATIONS ARE TAKEN FROM FACE OF WALLBOARD AT INTERIOR WALLS AND FACE OF EXTERIOR FINISH AT EXTERIOR WALLS. U.O.N.
- DOORS, WINDOW AND SKYLIGHT PROJECT NOTES**
- PRIMARY EXIT DOORS SHALL MEET THE REQUIREMENTS OF CBC SECTION 1010 FOR SIZE, PROJECTIONS INTO CLEAR WIDTH OF EGRESS PATH, DOOR SWING, & OPENING FORCE
  - DOORS SHALL BE PROVIDED WITH A MIN. 36" X 36" LEVEL LANDING ON EACH SIDE OF THE DOORS EXCEPT AS FOLLOWS: LANDINGS AT THE EXTERIOR SIDE OF A DOOR MAY BE A MAX. OF 7 3/4" BELOW THE THRESHOLD PROVIDED THE DOOR DOES NOT SWING OVER THE LANDING. FOR DOORS THAT SWING OVER THE LANDING THE MAX. DISTANCE BELOW THE THRESHOLD IS 1/2" PER CBC 1010.1.7. SLIDING GLASS DOORS SHALL HAVE A MAX. 1/2" LEVEL CHANGE FROM THRESHOLD.
  - DOORWAY BETWEEN GARAGES & HABITABLE SPACE SHALL BE PROVIDED WITH EITHER SOLID WOOD DOORS OR SOLID OR HONEYCOMB CORE STEEL DOORS NOT LESS THAN 1 3/8" THICK & PROVIDED WITH SELF CLOSING AND SELF LATCHING HARDWARE
  - PROVIDE LISTED, GASKETED DOORS w/ LISTED SELF CLOSING DEVICE & BOTTOM SEAL AT THRESHOLD PER CMC 904.1 WHERE COMPARTMENTS CONTAINING FURNACES & BOILERS ARE INSTALLED IN BEDROOMS OR BATHROOMS
  - (N) WINDOWS PER WINDOW SCHEDULE INCLUDED IN THIS DRAWING SET SHALL COMPLY WITH TITLE 24 REQUIREMENTS. SEE SCHEDULE FOR ADDITIONAL NOTES.
  - EMERGENCY ESCAPE & RESCUE WINDOWS REQUIRED AT SLEEPING AREAS SHALL MEET THE FOLLOWING REQUIREMENTS: MIN. 5.7' CLEAR OPENING, MIN. 20" CLEAR HEIGHT, MIN. 20" CLEAR WIDTH, SILL HEIGHT MAX. 44" AFF.
  - WINDOWS IN LOCATIONS SUBJECT TO HUMAN IMPACT LOADS SHALL BE PROVIDED WITH SAFETY GLAZING INSTALLED IN ACCORDANCE WITH CBC 2406 & 2407.
- KITCHEN PROJECT NOTES**
- KITCHEN FAUCETS SHALL HAVE A MAX. FLOW RATE OF 1.5 G.P.M. MEASURED AT 60 PSI.
  - GARBAGE DISPOSAL UNITS AT KITCHEN SINKS SHALL BE PROVIDED WITH REQUIRED AIR GAP.
  - GAS COOKING APPLIANCES SHALL BE UL LISTED & INSTALLED PER MANUF. INSTRUCTIONS. PROVIDE GAS SHUT-OFF VALVE IN APPROVED, ACCESSIBLE LOCATION.
  - RESIDENTIAL RANGEHOOD EXHAUST PER CMC 403.7. SHALL MEET REQUIREMENTS OF CMC 504.2. EXHAUST TERMINATION SHALL BE LOCATED AT LEAST 3'-0" AWAY FROM PROPERTY LINES AND BUILDING OPENINGS & BE PROVIDED WITH WEATHERPROOF BACKDRAFT DAMPER. WHERE REMOTE EXHAUST OR BOOSTER FANS ARE REQUIRED, FAN SHALL BE ON DEDICATED CIRCUIT.
  - UPPER CABINETS SHALL BE MIN. 30" ABOVE COOKING TOP PER CMC 921.3.2. PROVIDE THE COOKING APPLIANCE MIN. CLEARANCE TO COMBUSTIBLES PER CMC 918.2.
  - (N) DISHWASHERS SHALL BE PROVIDED WITH REQUIRED AIRGAP, HOT WATER STUB & DEDICATED CIRCUIT.
  - (N) APPLIANCES TO BE UL LISTED AND INSTALLED PER MANUF. INSTRUCTIONS. INSTALLING CONTRACTOR SHALL COORDINATE ALL ELECTRICAL AND PLUMBING REQUIREMENTS WITH MANUF. SPECIFICATIONS.
  - (N) CABINETS AND NONPOROUS COUNTERTOPS THROUGHOUT, U.O.N.
- BATHROOM PROJECT NOTES**
- (N) NONPOROUS SLAB COUNTERTOP & SPLASH.
  - GLASS SHOWER ENCLOSURES SAFETY GLAZING SUBJECT TO HUMAN IMPACT LOADS INSTALLED IN ACCORDANCE W/ CBC 2406 & 2407. SHOWER DOORS SHALL PROVIDE MIN 22" CLEAR OPENING WIDTH, PER CPC 408.5.
  - SHOWER COMPARTMENTS & WALLS ABOVE TUBS w/ SHOWERHEADS SHALL BE FINISHED WITH A SMOOTH NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 72" ABOVE DRAIN INLET. CBC 1210.2.3
    - NONPAPER-FACED BACKER BOARD TO BE USED IN ALL TUB, SHOWER & SPA AREAS. (WATER-RESISTANT TO A HEIGHT AS INDICATED ABOVE).
  - SHOWER PER CPC 408. MIN FLOOR AREA OF 1024 SQUARE INCHES & CAPABLE OF ENCOMPASSING A 30" CIRCLE. THE AREA & DIMENSION SHALL BE MAINTAINED TO A POINT NOT LESS THAN 70" ABOVE THE SHOWER DRAIN. DRAIN INLET MIN. 2" MAX. 9" BELOW THRESHOLD INTO SHOWER.
  - SHOWER HEADS SHALL HAVE A MAX. FLOW RATE OF 2.0 GPM MEASURED AT 60 PSI.
  - SHOWER VALVES & HEADS SHALL BE PLACED INSIDE SHOWER COMPARTMENT SUCH THAT SHOWER HEAD DOES NOT DISCHARGE DIRECTLY TOWARD THE ENTRANCE OF THE COMPARTMENT AND THE BATHER CAN ADJUST VALVES PRIOR TO STEPPING INTO SHOWER SPRAY.
  - WATER CLOSET PER CBC 2509. CENTERED WITHIN 30" WIDE CLEAR SPACE. TOILETS SHALL HAVE MAX. 1.28 GPF WATER CONSUMPTION.
  - BATH & LAUNDRY ROOM FAUCETS SHALL HAVE A MAX. FLOW RATE OF 1.5 GPM MEASURED AT 60 PSI.
  - PROVIDE EXHAUST FAN CAPABLE OF PROVIDING 5 AIR CHANGES PER HOUR. VENT TO OUTSIDE. PROVIDE BACKDRAFT DAMPER.
- STAIRWAYS, HANDRAILS & GUARDRAILS PROJECT NOTES**
- (N) STAIRWAY TO COMPLY W/ CBC SECTION 1011:
    - HEADROOM 8'-8" MIN.
    - RISE 7 3/4" MAX. (RISER VARIATION 3/8" MAX)
    - TREAD DEPTH MIN. 10" NOSE TO NOSE & WIDTH: 3'-0" MIN.
  - HANDRAIL TO COMPLY W/ CBC SECTION 1014:
    - 34" TO 38" ABOVE TREAD NOSING, 1 1/2" MIN. CLEAR FROM WALL
    - HANDRAILS MUST WITHSTAND A LOAD OF AT LEAST 200LBS APPLIED IN ANY DIRECTION AT ANY POINT ON THE RAIL PER CBC 1607.8.1.1.
  - GRASPABILITY TYPE 1: HANDRAILS WITH CIRCULAR CROSS SECTION SHALL HAVE AN OUTSIDE DIAMETER OF AT LEAST 1 1/4" AND NOT GREATER THAN 2". WHERE THE HANDRAIL IS NOT CIRCULAR, IT SHALL HAVE A PERIMETER DIMENSION OF AT LEAST 4" AND NOT GREATER THAN 6 1/4" WITH A MAX. CROSS SECTION OF 2 1/4" & MIN. CROSS SECTION OF 1". EDGES SHALL HAVE A MIN. RADIUS OF 0.01" GRASPABILITY TYPE 2: HANDRAILS WITH A PERIMETER GREATER THAN 6 1/4" SHALL PROVIDE A GRASPABLE FINER RECESS AREA ON BOTH SIDES OF THE PROFILE BEGINNING A DISTANCE OF 3/4" MEASURED VERTICALLY FROM THE TALLEST PORTION OF THE PROFILE AND ACHIEVES A DEPTH OF 5/16" WITHIN 7/8" BELOW THE WIDEST PORTION OF THE PROFILE.
  - SPACES UNDER STAIRWAYS WITHIN SINGLE FAMILY RESIDENCE
    - SHALL BE PROTECTED ON THE ENCLOSED SIDE WITH MIN. 5/8" GYP. BOARD.
    - GUARDRAIL TO COMPLY W/ CBC SECTION 1015:
      - 42" ABOVE WALKING SURFACE. MAXIMUM SPACING OF INTERMEDIATE RAILS, SUCH THAT A 4" SPHERE SHALL NOT PASS BETWEEN RAILS.
      - WHERE TOP OF GUARDRAIL ALSO SERVES AS STAIR HANDRAIL IN COMPLIANCE WITH CBC 1014, HEIGHT OF GUARDRAIL PERMITTED TO BE 34" MIN. TO 38" MAX. ABOVE TREAD NOSING
      - GUARDRAILS MUST WITHSTAND A LOAD OF AT LEAST 200LBS APPLIED IN ANY DIRECTION AT ANY POINT ON THE RAIL PER CBC 1607.8.1.1.
- LAUNDRY & MECHANICAL ROOM PROJECT NOTES**
- CLOTHES WASHER: PROVIDE FLUSH MOUNT "GUY BOX" FOR HOT & COLD WATER & DRAIN CONNECTIONS.
  - CONVENTIONAL CLOTHES DRYER: PROVIDE OPENING OF 100 SQ. INCHES MIN. FOR MAKE-UP AIR AT DOORS ENCLOSING APPLIANCE PER CMC 504.1. DIRECT EXHAUST TO OUTSIDE USING STEEL, SMOOTH BORE, 4" MIN. DIA. DUCT. PROVIDE WEATHERPROOF CAP & BACKDRAFT DAMPER. TERMINATE VENT MIN. 3'-0" FROM OPERABLE WINDOWS & DOORS PER CMC 502.2. PROVIDE IN-LINE BOOSTER FAN FOR DUCT RUNS OVER 14'-0" IN LENGTH. PROVIDE GAS SHUT-OFF VALVE IN APPROVED LOCATION. CONDENSING DRYERS TO HAVE DRAIN & DRAIN PAN.
  - PROVIDE DRAIN PAN @ TANK WATER HEATERS AND CLOTHES WASHERS INSTALLED OVER LIVING SPACE.
  - WATER HEATER TO BE PROVIDED WITH SEISMIC STRAPPING PER CPC 507.2
  - ROOMS CONTAINING GAS CONSUMING SPACE AND WATER HEATING EQUIPMENT SHALL BE PROVIDED WITH COMBUSTION AIR OPENINGS IN COMPLIANCE WITH CMC CHAPTER 7.



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

**628 SHOTWELL STREET  
SAN FRANCISCO, CA  
94110  
BLOCK:3611 LOT:036**

ISSUE:	DATE:
PROJECT REVIEW	09.09.19
ISSUE FOR PERMIT	11.13.19
PLAN CHECK #1	03.13.20
REVISION #01	07.10.20
REVISION 02	09.15.21

DRAWN BY: TL  
DATE: 07.10.20  
SHEET TITLE:

**EXISTING & PROPOSED FLOOR 03**

SHEET NUMBER:

**A1.3**

REV#: DATE:



## 628 SHOTWELL STREET LLC

### INTERIOR ALTERATION

628 SHOTWELL STREET  
SAN FRANCISCO, CA 94110  
BLOCK:3611 LOT:036

ISSUE:	DATE:
PROJECT REVIEW	09.09.19
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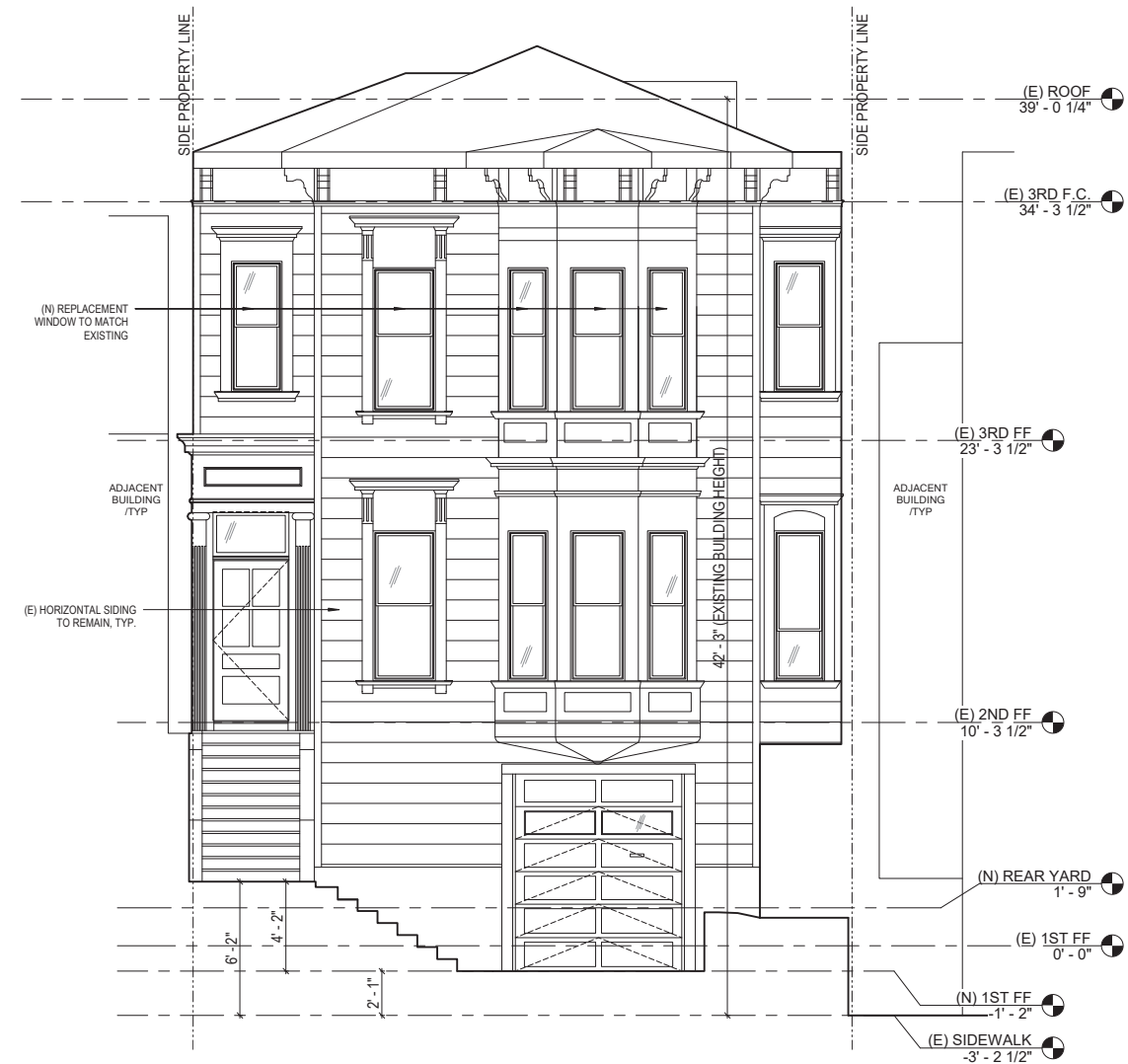
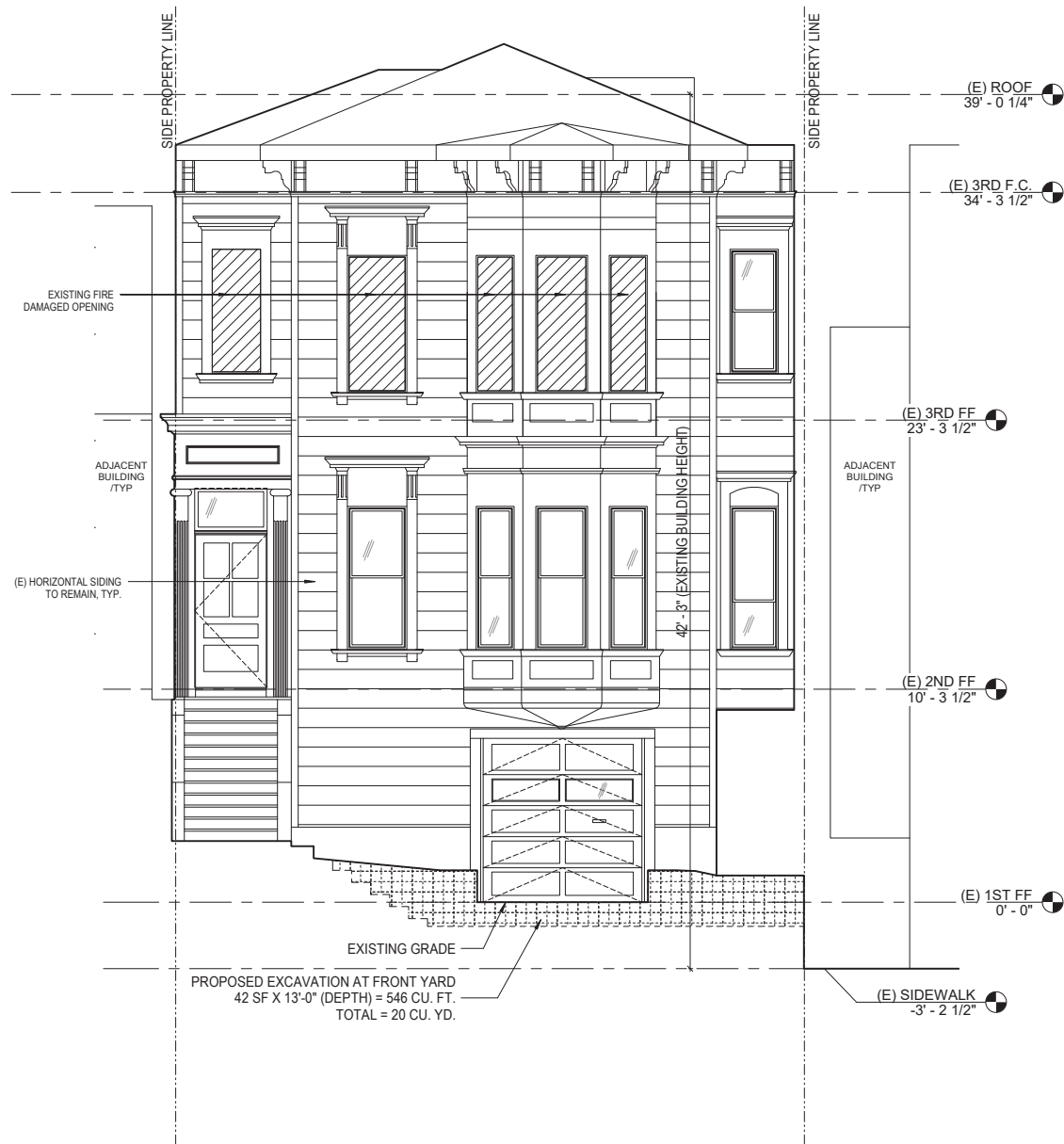
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DATE: 07.10.20  
SHEET TITLE:

## EXISTING & PROPOSED EAST ELEVATION

SHEET NUMBER:

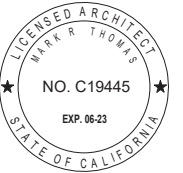
# A2.1

REV#: DATE:



1 EXISTING EAST EXTERIOR ELEVATION (FRONT)  
SCALE: 1/4" = 1'-0"

2 PROPOSED EAST EXTERIOR ELEVATION (FRONT)  
SCALE: 1/4" = 1'-0"



## 628 SHOTWELL STREET LLC

### INTERIOR ALTERATION

628 SHOTWELL STREET  
 SAN FRANCISCO, CA 94110  
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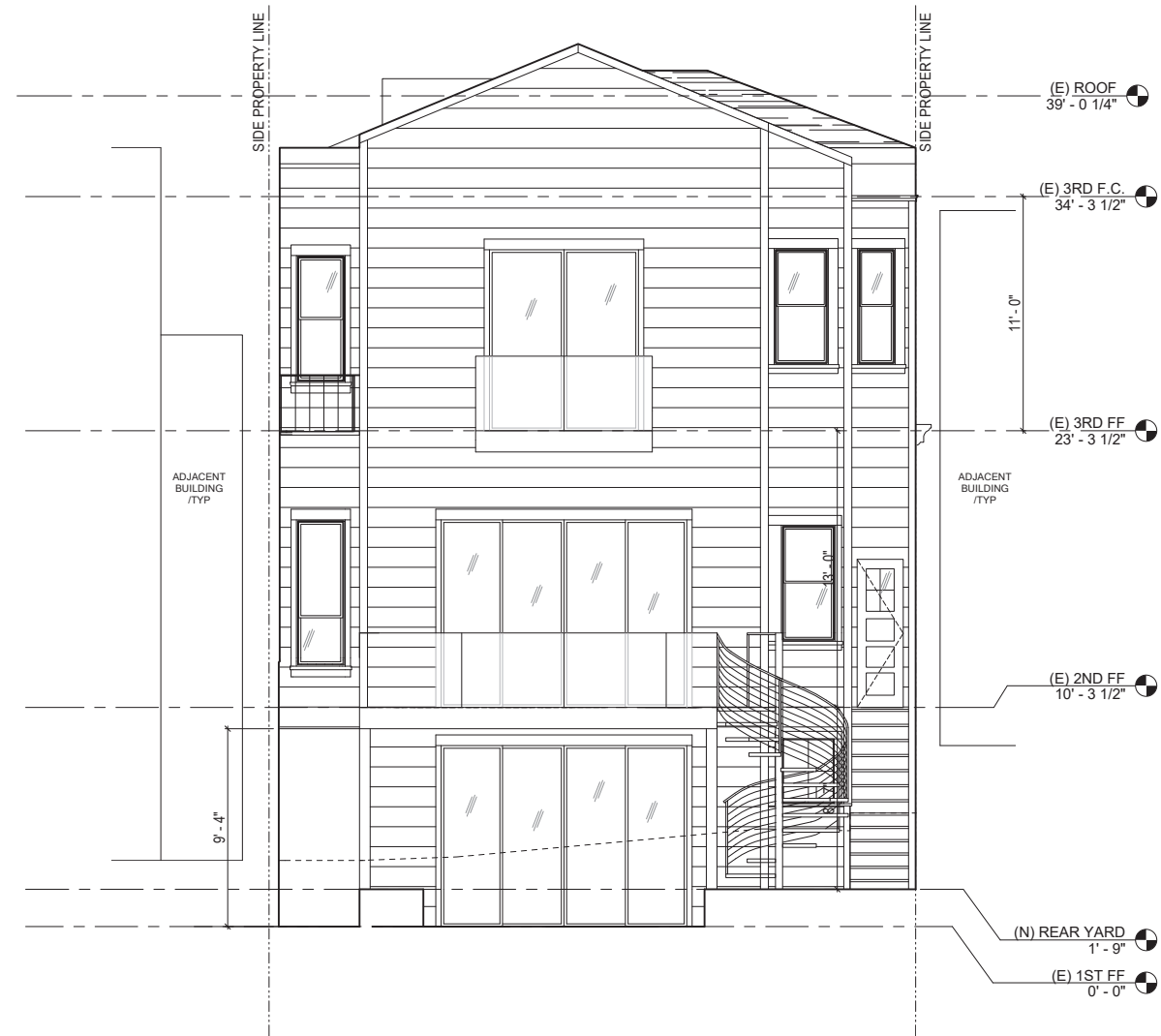
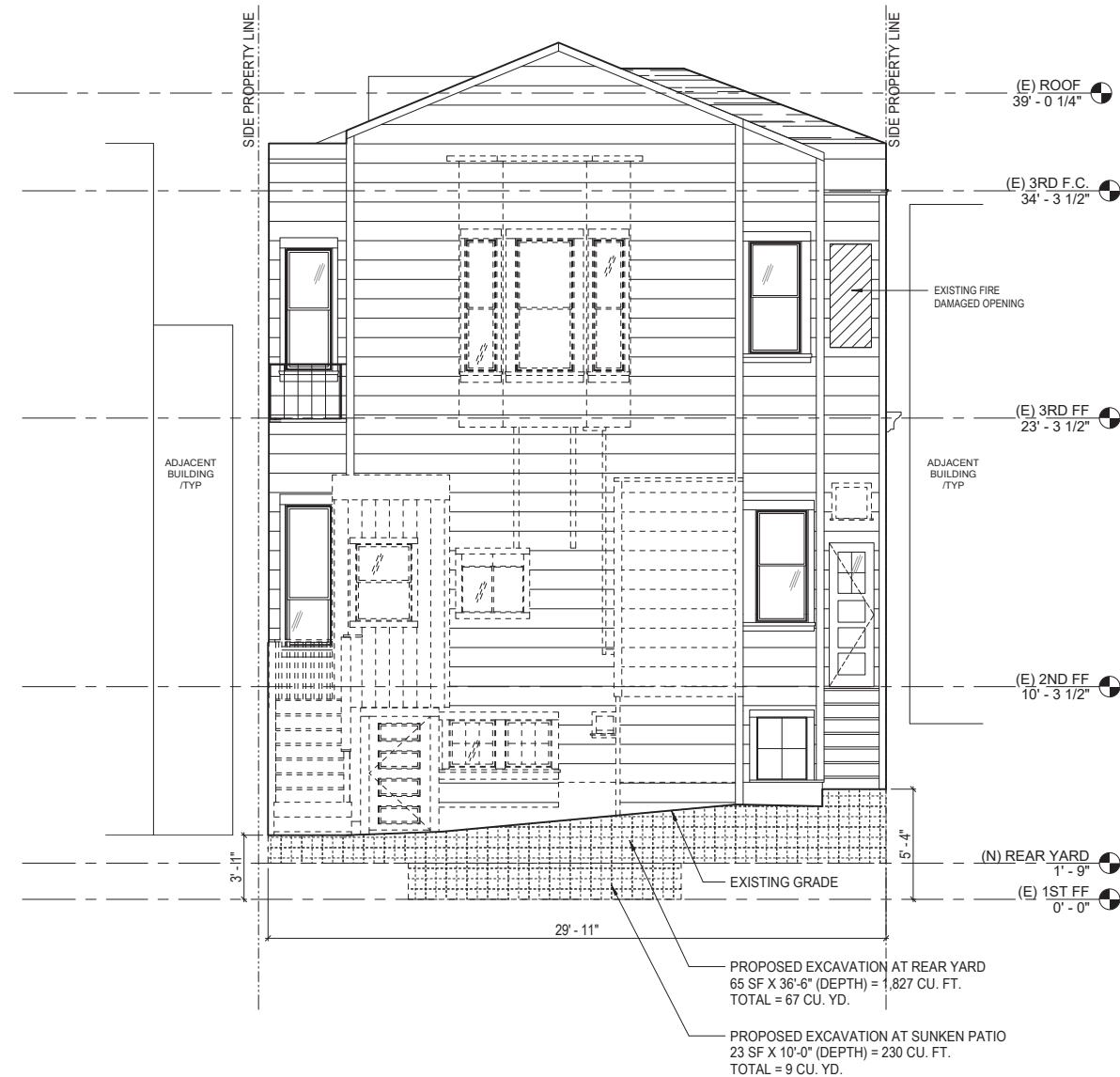
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## EXISTING & PROPOSED WEST ELEVATION

SHEET NUMBER:

# A2.2

REV#: DATE:

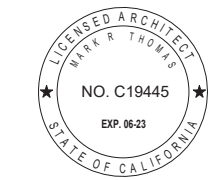


1 EXISTING WEST ELEVATION (REAR)  
 SCALE: 1/4" = 1'-0"



2 PROPOSED WEST ELEVATION (REAR)  
 SCALE: 1/4" = 1'-0"





## 628 SHOTWELL STREET LLC

### INTERIOR ALTERATION

628 SHOTWELL STREET  
 SAN FRANCISCO, CA 94110  
 BLOCK:3611 LOT:036

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DRAWN BY: TL  
 DATE: 07.10.20  
 SHEET TITLE:

## EXISTING & PROPOSED NORTH ELEVATION

SHEET NUMBER:

# A2.3

REV#: DATE:



1 EXISTING NORTH ELEVATION (SIDE)  
 SCALE: 1/4" = 1'-0"



2 PROPOSED NORTH ELEVATION (SIDE)  
 SCALE: 1/4" = 1'-0"



## 628 SHOTWELL STREET LLC

### INTERIOR ALTERATION

628 SHOTWELL STREET  
SAN FRANCISCO, CA 94110  
BLOCK:3611 LOT:036

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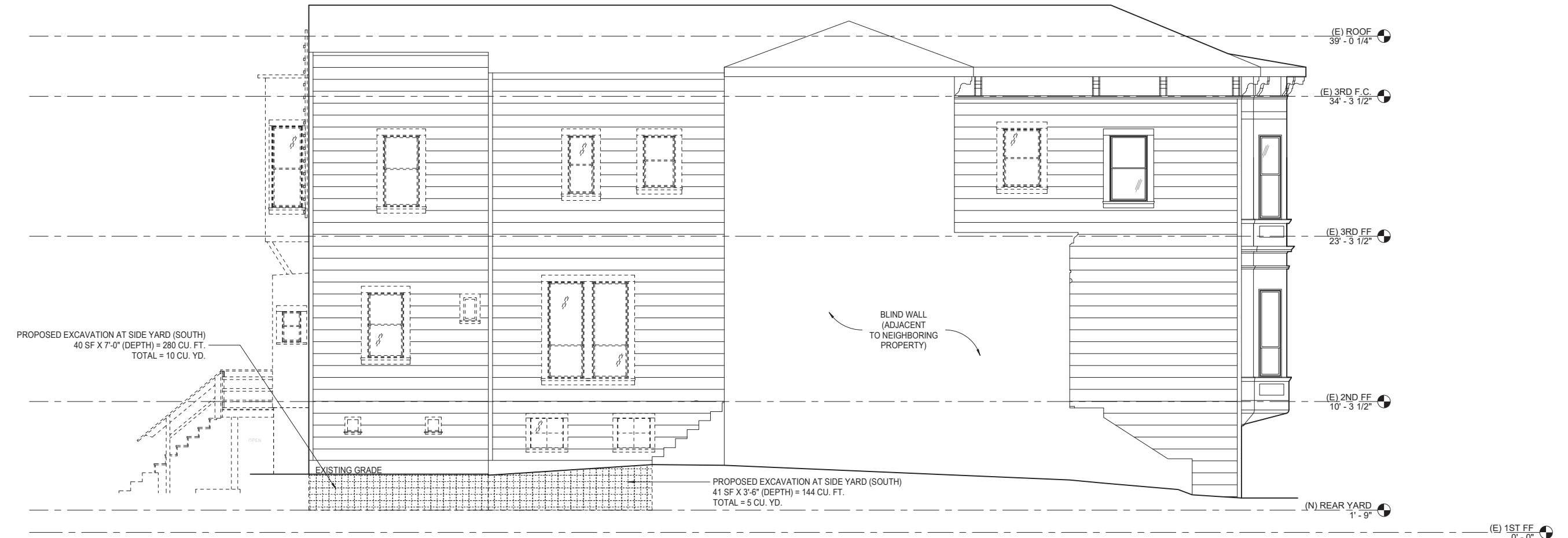
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SHEET TITLE:

## EXISTING & PROPOSED SOUTH ELEVATION

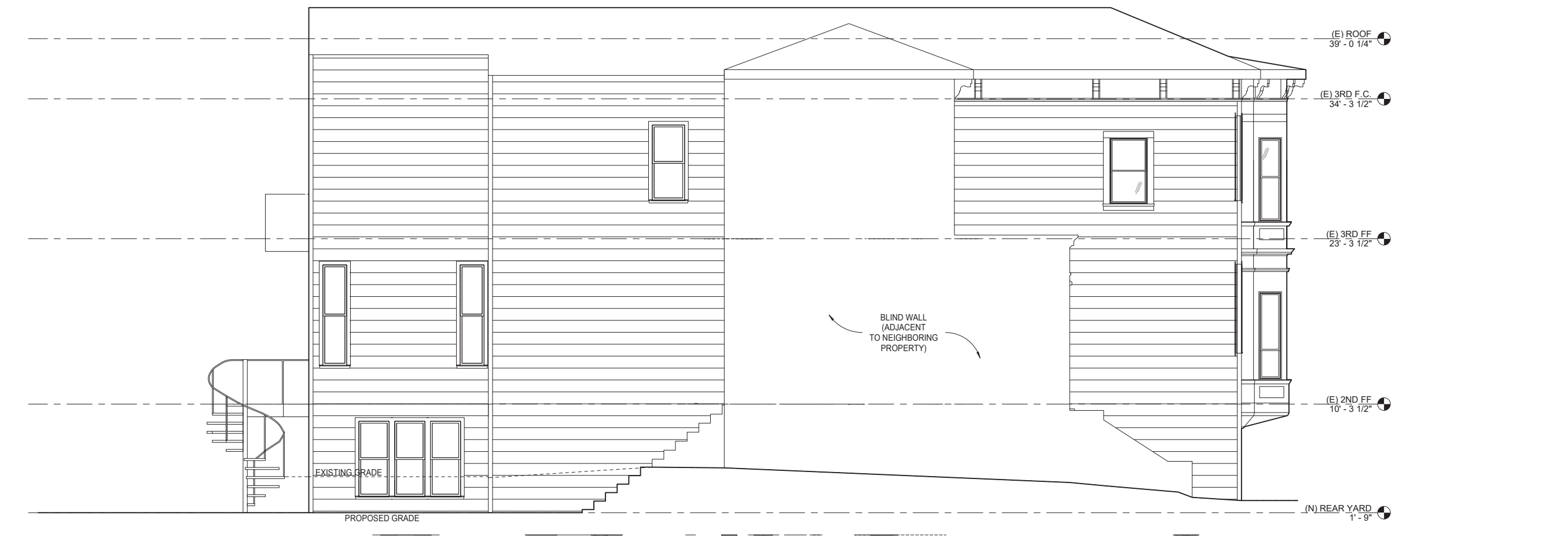
SHEET NUMBER:

# A2.4

REV #: DATE:



1 EXISTING SOUTH ELEVATION (SIDE)  
SCALE: 1/4" = 1'-0"



2 PROPOSED SOUTH ELEVATION (SIDE)  
SCALE: 1/4" = 1'-0"



**628 SHOTWELL STREET LLC**

**INTERIOR ALTERATION**

628 SHOTWELL STREET  
 SAN FRANCISCO, CA 94110  
 BLOCK:3611 LOT:036

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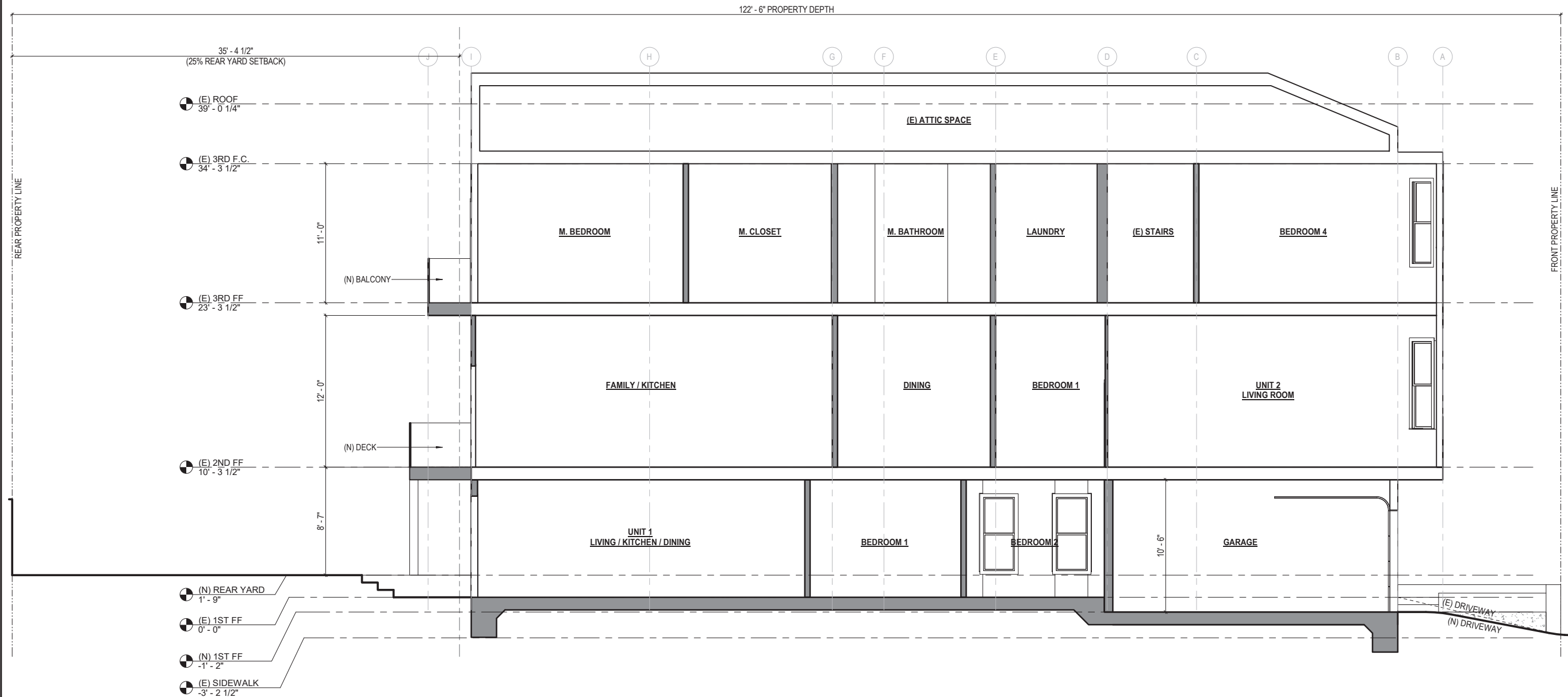
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 DATE: 07.10.20  
 SHEET TITLE:

**BUILDING SECTION**

SHEET NUMBER:

# A3.1

REV#: DATE:



1 PROPOSED BUILDING SECTION  
 SCALE: 1/4" = 1'-0"





## CEQA Categorical Exemption Determination

### PROPERTY INFORMATION/PROJECT DESCRIPTION

<b>Project Address</b>		<b>Block/Lot(s)</b>
628 SHOTWELL ST		3611036
<b>Case No.</b>		<b>Permit No.</b>
2019-022661PRJ		201911197709
<input checked="" type="checkbox"/> <b>Addition/ Alteration</b>	<input type="checkbox"/> <b>Demolition (requires HRE for Category B Building)</b>	<input type="checkbox"/> <b>New Construction</b>
<p><b>Project description for Planning Department approval.</b> Interior alteration to remodel existing fire damaged single family home. Proposed scope includes new foundation and excavation to increase ceiling height and seismic upgrade. Addition of a new rear deck.</p>		

### STEP 1: EXEMPTION CLASS

<b>The project has been determined to be categorically exempt under the California Environmental Quality Act (CEQA).</b>	
<input checked="" type="checkbox"/>	<b>Class 1 - Existing Facilities.</b> Interior and exterior alterations; additions under 10,000 sq. ft.
<input type="checkbox"/>	<b>Class 3 - New Construction.</b> 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"/>	<p><b>Class 32 - In-Fill Development.</b> New Construction of seven or more units or additions greater than 10,000 sq. ft. and meets the conditions described below:</p> <p>(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.</p> <p>(b) The proposed development occurs within city limits on a project site of no more than 5 acres substantially surrounded by urban uses.</p> <p>(c) The project site has no value as habitat for endangered rare or threatened species.</p> <p>(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.</p> <p>(e) The site can be adequately served by all required utilities and public services.</p> <p><b>FOR ENVIRONMENTAL PLANNING USE ONLY</b></p>
<input type="checkbox"/>	<b>Class _____</b>



## STEP 2: CEQA IMPACTS

### TO BE COMPLETED BY PROJECT PLANNER

<input type="checkbox"/>	<b>Air Quality:</b> 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"/>	<b>Hazardous Materials:</b> 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? <b>Note that a categorical exemption shall not be issued for a project located on the Cortese List 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 &gt; Maher layer).</b>
<input type="checkbox"/>	<b>Transportation:</b> 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"/>	<b>Archeological Resources:</b> 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"/>	<b>Subdivision/Lot Line Adjustment:</b> 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"/>	<b>Slope = or &gt; 25%:</b> 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) <b>If box is checked, a geotechnical report is required and Environmental Planning must issue the exemption.</b>
<input type="checkbox"/>	<b>Seismic: Landslide Zone:</b> 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) <b>If box is checked, a geotechnical report is required and Environmental Planning must issue the exemption.</b>
<input type="checkbox"/>	<b>Seismic: Liquefaction Zone:</b> 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) <b>If box is checked, a geotechnical report will likely be required and Environmental Planning must issue the exemption.</b>
<b>Comments and Planner Signature (optional):</b> Monica Giacomucci	

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

<b>PROPERTY IS ONE OF THE FOLLOWING:</b> (refer to <i>Property Information Map</i> )	
<input checked="" type="checkbox"/>	<b>Category A:</b> Known Historical Resource. <b>GO TO STEP 5.</b>
<input type="checkbox"/>	<b>Category B:</b> Potential Historical Resource (over 45 years of age). <b>GO TO STEP 4.</b>
<input type="checkbox"/>	<b>Category C:</b> Not a Historical Resource or Not Age Eligible (under 45 years of age). <b>GO TO STEP 6.</b>

**STEP 4: PROPOSED WORK CHECKLIST**  
**TO BE COMPLETED BY PROJECT PLANNER**

<b>Check all that apply to the project.</b>	
<input type="checkbox"/>	1. <b>Change of use and new construction.</b> Tenant improvements not included.
<input type="checkbox"/>	2. <b>Regular maintenance or repair</b> to correct or repair deterioration, decay, or damage to building.
<input checked="" type="checkbox"/>	3. <b>Window replacement</b> that meets the Department's <i>Window Replacement Standards</i> . Does not include storefront window alterations.
<input type="checkbox"/>	4. <b>Garage work.</b> 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 checked="" type="checkbox"/>	5. <b>Deck, terrace construction, or fences</b> not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	6. <b>Mechanical equipment installation</b> that is not visible from any immediately adjacent public right-of-way.
<input type="checkbox"/>	7. <b>Dormer installation</b> that meets the requirements for exemption from public notification under <i>Zoning Administrator Bulletin No. 3: Dormer Windows</i> .
<input checked="" type="checkbox"/>	8. <b>Addition(s)</b> 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.
<b>Note: Project Planner must check box below before proceeding.</b>	
<input type="checkbox"/>	Project is not listed. <b>GO TO STEP 5.</b>
<input type="checkbox"/>	Project <b>does not conform</b> to the scopes of work. <b>GO TO STEP 5.</b>
<input type="checkbox"/>	Project involves <b>four or more</b> work descriptions. <b>GO TO STEP 5.</b>
<input checked="" type="checkbox"/>	Project involves <b>less than four</b> work descriptions. <b>GO TO STEP 6.</b>

**STEP 5: CEQA IMPACTS - ADVANCED HISTORICAL REVIEW**  
**TO BE COMPLETED BY PROJECT PLANNER**

<b>Check all that apply to the project.</b>	
<input type="checkbox"/>	1. Project involves a <b>known historical resource (CEQA Category A)</b> as determined by Step 3 and conforms entirely to proposed work checklist in Step 4.
<input type="checkbox"/>	2. <b>Interior alterations to publicly accessible spaces.</b>
<input type="checkbox"/>	3. <b>Window replacement</b> of original/historic windows that are not "in-kind" but are consistent with existing historic character.
<input type="checkbox"/>	4. <b>Façade/storefront alterations</b> that do not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	5. <b>Raising the building</b> in a manner that does not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	6. <b>Restoration</b> based upon documented evidence of a building's historic condition, such as historic photographs, plans, physical evidence, or similar buildings.
<input type="checkbox"/>	7. <b>Addition(s)</b> , 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. <b>Other work consistent</b> with the <i>Secretary of the Interior Standards for the Treatment of Historic Properties</i> (specify or add comments):
<input type="checkbox"/>	9. <b>Other work</b> that would not materially impair a historic district (specify or add comments):  <i>(Requires approval by Senior Preservation Planner/Preservation Coordinator)</i>
<input type="checkbox"/>	10. <b>Reclassification of property status.</b> <i>(Requires approval by Senior Preservation Planner/Preservation</i> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input type="checkbox"/> Reclassify to Category A  a. Per HRER or PTR dated   b. Other <i>(specify)</i>: </div> <div style="width: 45%; text-align: right;"> <input type="checkbox"/> Reclassify to Category C  <i>(attach HRER or PTR)</i> </div> </div>
<b>Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST sign below.</b>	
<input checked="" type="checkbox"/>	<b>Project can proceed with categorical exemption review.</b> The project has been reviewed by the Preservation Planner and can proceed with categorical exemption review. <b>GO TO STEP 6.</b>
Comments <i>(optional)</i> :	
Preservation Planner Signature:                      Monica Giacomucci	

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

<input checked="" type="checkbox"/>	<b>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.</b>	
	<b>Project Approval Action:</b> Building Permit	<b>Signature:</b> Monica Giacomucci
	If Discretionary Review before the Planning Commission is requested, the Discretionary Review hearing is the Approval Action for the project.	10/28/2020
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.

### MODIFIED PROJECT DESCRIPTION

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: 628 SHOTWELL STREET  
RECORD NO.: 2019-022661CUA

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

Reception:  
**415.558.6378**

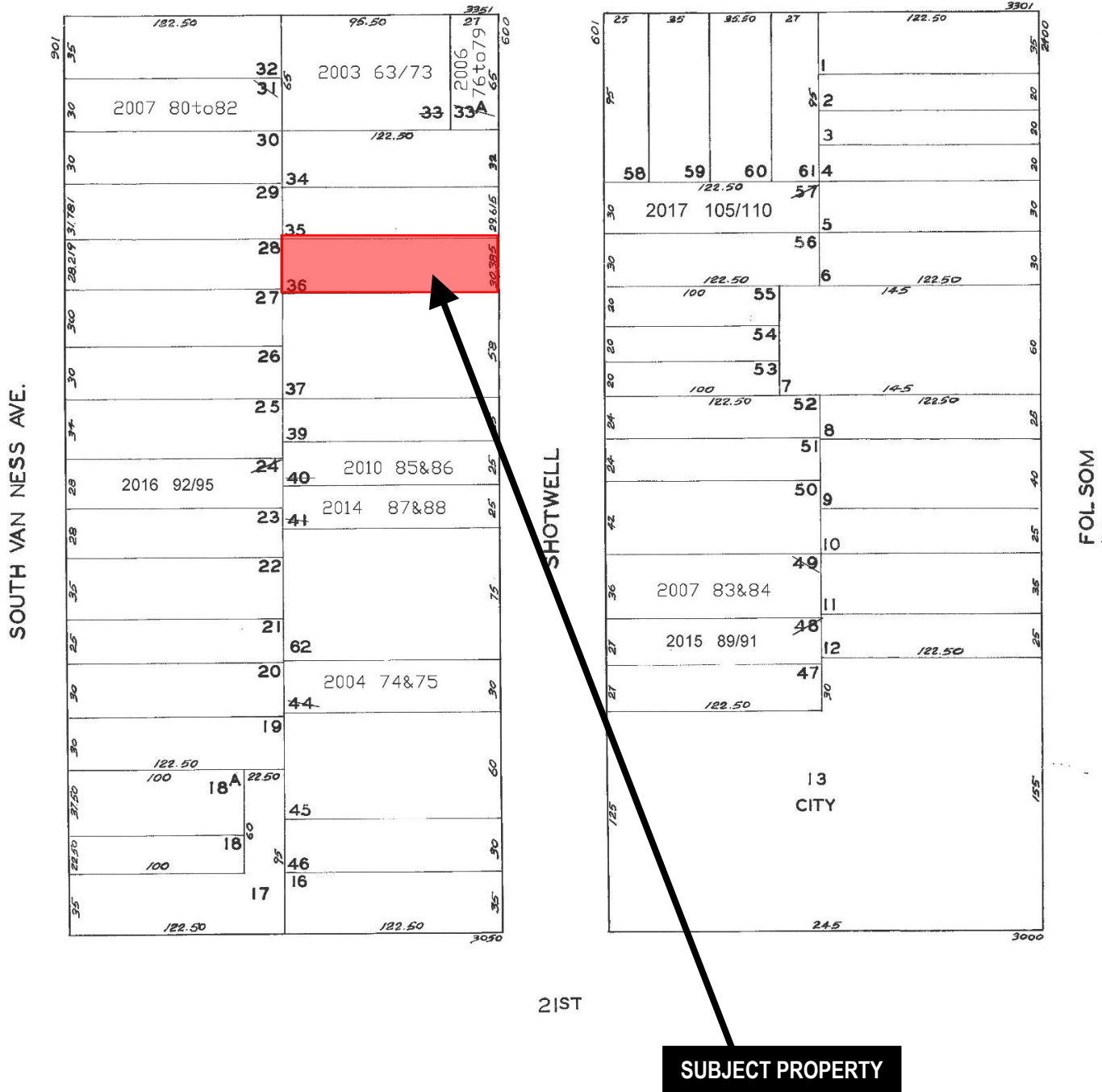
Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

	EXISTING	PROPOSED	NET NEW
<b>GROSS SQUARE FOOTAGE (GSF)</b>			
Parking (accessory) GSF	925	609	-316
Residential GSF	3,862	4,155	293
Laboratory GSF	0	0	0
Office GSF	0	0	0
Industrial/PDR GSF <i>Production, Distribution, &amp; Repair</i>	0	0	0
Medical GSF	0	0	0
Visitor GSF	0	0	0
CIE GSF	0	0	0
Usable Open Space	1,501	1,501	0
Public Open Space	0	0	0
Other (Retail Sales and Services)	0	0	0
<b>TOTAL GSF</b>	<b>20,400</b>	<b>20,400</b>	<b>0</b>
	<b>EXISTING</b>	<b>NET NEW</b>	<b>TOTALS</b>
<b>PROJECT FEATURES (Units or Amounts)</b>			
Dwelling Units - Affordable	0	0	0
Dwelling Units - Market Rate	1	1	2
Dwelling Units - Total	1	1	2
Hotel Rooms	0	0	0
Number of Buildings	1	0	1
Number of Stories	3	0	3
Parking Spaces	1	0	1
Loading Spaces	0	0	0
Bicycle Spaces	0	2	2
Car Share Spaces	0	0	0
Other ( )	NA	NA	NA

# Parcel Map

20TH



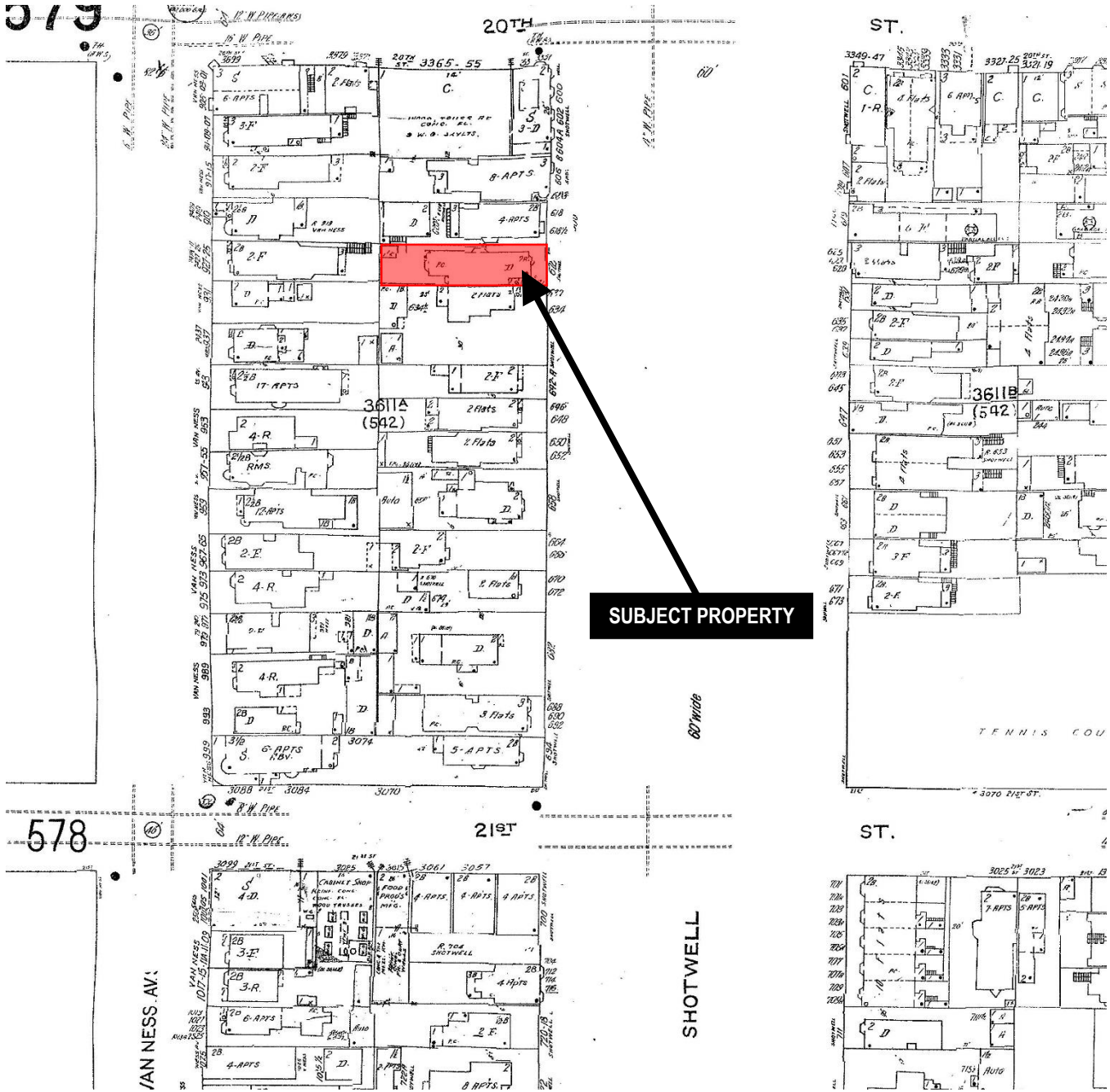
21ST

**SUBJECT PROPERTY**



Planning Commission Hearing  
 Case Number 2019-022661CUA  
 Residential Care Facility CUA  
 628 Shotwell Street

# Sanborn Map\*

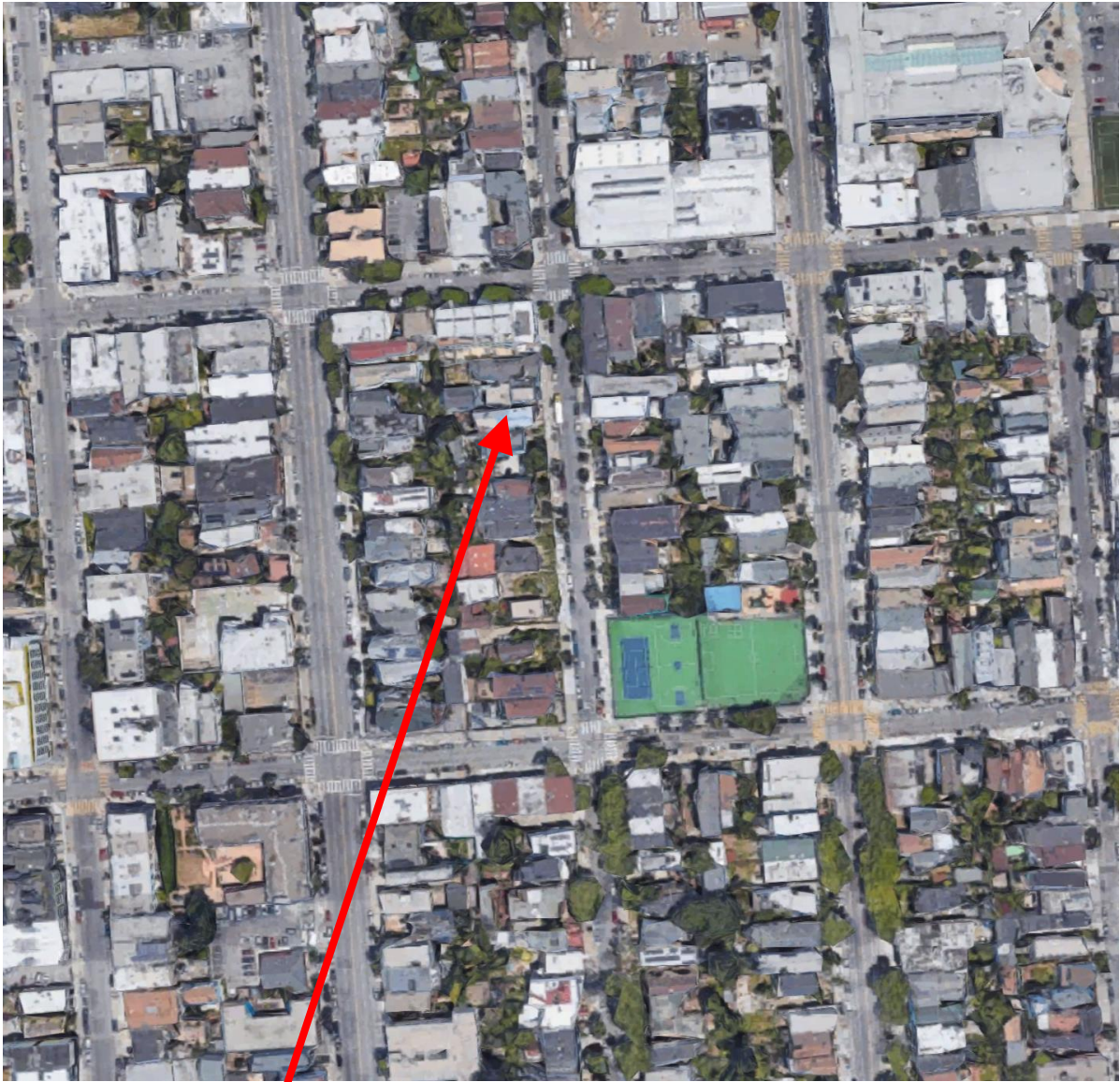


\*The Sanborn Maps in San Francisco have not been updated since 1998, and this map may not accurately reflect existing conditions.

Planning Commission Hearing  
 Case Number 2019-022661CUA  
 Residential Care Facility CUA  
 628 Shotwell Street



# Aerial Photo – View 1



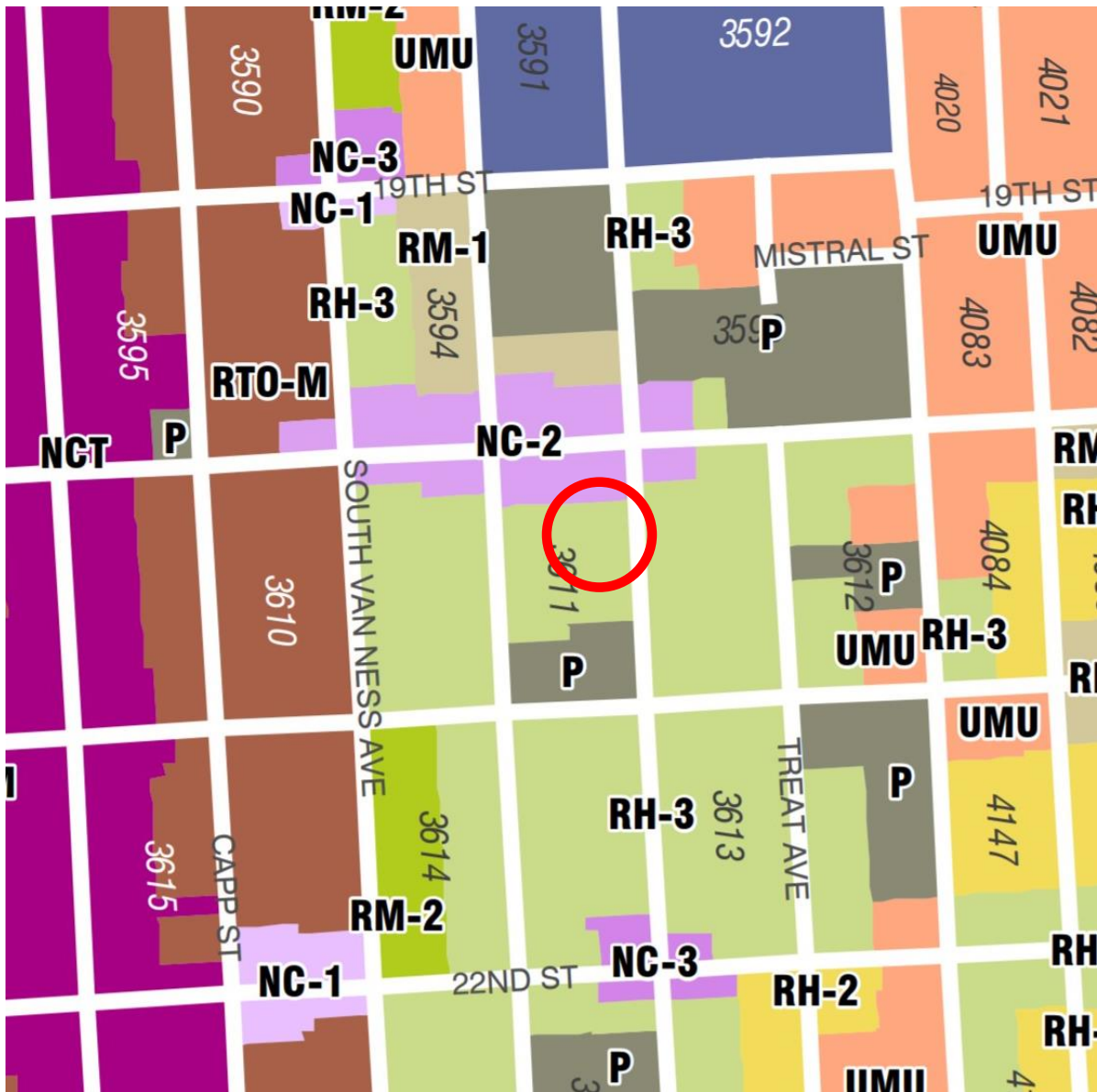
**SUBJECT PROPERTY**



Planning Commission Hearing  
Case Number 2019-022661CUA  
Residential Care Facility CUA  
628 Shotwell Street



# Zoning Map



Planning Commission Hearing  
Case Number 2019-022661CUA  
Residential Care Facility CUA  
628 Shotwell Street

# Site Photo



Planning Commission Hearing  
Case Number 2019-022661CUA  
Residential Care Facility CUA  
628 Shotwell Street

# ZACKS, FREEDMAN & PATTERSON

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San Francisco, California 94111  
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September 15, 2021

**VIA E-MAIL**

President Joel Koppel  
San Francisco Planning Commission  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Re: 628 Shotwell Street  
File No. 2019-022661CUA/PRJ

Dear President Koppel and Planning Commissioners:

Our office represents the property owners of 628 Shotwell Street, who have filed a Conditional Use Authorization application under protest for their residential rehabilitation project. The property owners are not in the Residential Care Facility business and lack the expertise, licenses, and resources to operate such a facility. It is also not a financially viable use in this location.

As explained in our July 6 letter, the owners continue to disagree with the Planning Department's determination that the proposed project is a "change of use" subject to the interim zoning controls enacted by the Board of Supervisors, which require CUA approval for a change from a Residential Care Facility (RCF) to any other use.

Simply put, no RCF use has existed on the property since 2015, and therefore there is no "change of use" subject to the CUA requirement. Moreover, the operation of RCFs is controlled by the state Department of Social Services, and the property has not been a licensed facility for years. The current owner has never been a licensed RCF operator. A CUA requirement as applied to the current property is preempted by state law, as the City cannot require the property to be used as an RCF when it is not licensed for such a use.

Yesterday, the Board approved an ordinance on first reading to codify the CUA requirement. The proposed legislation does not change the analysis in our July 6 letter that the CUA requirement is only applicable to RCFs that were currently in operation at the time the CUA requirement was first implemented. Because the RCF at this property was closed for years prior to any CUA requirement, the recently approved ordinance is inapplicable to the project. Moreover, even if a CUA were required, the project would be entitled to a CUA based on the four criteria recently approved by the Board.

**The CUA Requirement is Not Applicable to 628 Shotwell**

The interim zoning controls initially enacted by the Board in Resolution No. 430-19 were only applicable to the 101 active RCFs in operation at the time the resolution was adopted. The accompanying Memorandum to the Land Use and Transportation Committee explained the “intent of the legislation is to discourage *further* closures and conversions,” confirming that the CUA requirement only applied to the 101 active RCFs recognized in the resolution and not to those facilities that had *already* closed. Thus, because the RCF at 629 Shotwell was not active at the time Resolution 430-19 was approved, the interim zoning controls as first enacted were not applicable to 628 Shotwell Street.

Resolution No. 539-19, introduced less than two weeks after approval of Resolution No. 430-19, clarified which properties would be subject to the interim controls. The resolution stated that the interim controls would be applicable only where the RCF was licensed within the three years immediately prior to submitting any application to change the use. The accompanying Memorandum to the Land Use and Transportation Committee for Resolution No. 539-19 explained that resolution sponsor Supervisor Mandelman recognized Resolution No. 430-19 “*did not encompass certain residential care facilities*” and thus the new resolution was necessary to “*add that certain projects would be subject to the interim zoning controls*” (emphasis added). Specifically, Resolution No. 430-19 was not applicable to unpermitted or recently closed facilities. The evidence is clear that Resolution No. 430-19 only subjected a small subset of RCFs – *active* RCFs – to the interim controls, and Resolution No. 539-19 broadened the scope of the interim controls to encompass certain additional RCFs, including those that had closed within the three years immediately prior to submitting a permit application. Resolution No. 139-21 narrowed the scope of the interim controls back to their previous applicability as per Resolution No. 430-19 – i.e., only applicable to active RCF uses.

The RCF at 628 Shotwell was not one of the 101 active RCFs in operation at the time Resolution 430-19 was passed and therefore was not subject to that resolution, nor was the facility in operation within the three years immediately prior to applying to reestablish a residential use and was therefore not subject to the wider net of RCFs under Resolution 539-19. Thus, even under the broadest interpretation of the underlying resolutions, the property at 628 Shotwell has never been subject to the interim controls, and no CUA is required.

Board of Supervisors File No. 210535 does not substantively change the CUA requirement or subject additional RCFs to the controls. Thus, because the evidence is clear that 628 Shotwell was never subject to Resolution No. 430-19 or the broader scope of RCFs identified in Resolution No. 539-19, the property is clearly not subject to the controls.

Moreover, by operation of the normal Planning Code rules, the property’s former RCF use has terminated. RCF use is only permitted in this location for up to six beds. The available evidence shows that the former RCF use exceeded this threshold, which means that its use was not permitted. The RCF use was first mentioned in a 1983 building permit application that stated the first floor would be used as an RCF for “6 or fewer people on the first floor.” Later, as stated in

the January 21, 2021 Planning Staff Report, the RCF use eventually “spread to all floors of the building without the benefit of permits.” Although it is not clear exactly how many beds were provided, the existing site plans show eight bedrooms, and there was likely more than one RCF bed in each bedroom. Listings for the facility suggest that accommodations at the property included both single- and shared-occupancy room options. If the first floor alone provided beds for six people, the property certainly provided beds for more than six people when the use spread to all floors of the building. Hence, the property’s use was nonconforming and required conditional use authorization. Per SFPC section 303, CUA is abandoned after three years of non-use. It has now been six years since the RCF use was abandoned due to the property’s catastrophic fire.

Lastly, there is no permitted RCF use at the property. Such use was regulated and terminated by the California Department of Social Services.

No actual or legal RCF use has existed at the property for a number of years, and the CUA requirement does not apply here.

**The Project Would Be Entitled to a CUA If Required**

The CUA requirement does not apply to 628 Shotwell Street. Even if a CUA were applicable, the proposed project meets the four criteria for approval of a CUA.

- 1) Information provided by the Department of Public Health, the Human Services Agency, the Department of Disability and Aging Services, the Golden Gate Regional Center, and/or the San Francisco Long-Term Care Coordinating Council with regard to the population served, nature and quality of services provided, and capacity of the existing Residential Care Facility;*

The RCF at this property was closed by the prior owner in 2015, after a fire substantially damaged the building. The entity operating the RCF was long ago dissolved. There is no existing RCF “use” at the property, so there is no “population” being served and the “capacity” of this use is zero. There are therefore no available findings by the agencies listed above.

- 2) Data on available beds at licensed Residential Care Facilities within a one-mile radius of the site, and assessment from any of the above agencies regarding whether these available beds are sufficient to serve the need for residential care beds in the neighborhoods served by the Residential Care Facility proposed for a change of use or demolition, and in San Francisco;*

The RCF at this property has been closed for years and the neighborhood is not currently being “served” by an RCF use on this property. The “change of use” will therefore have no impact on availability of beds in the neighborhood.

In any event, according to the California Department of Social Services licensing database, there are at least four residential care facilities within a mile of the site, including South Van Ness

Manor (0.2 miles away), San Francisco Adult Residential Facility (0.6 miles), RJ Starlight Home (0.8 miles), and Rustan Adult Residential Care Home (0.9 miles). There are also three additional facilities in the same zip code as the Property: Lady of Perpetual Help (1.1 miles), Merced Three (1.1 miles), and Holly Park Family Home (1.9 miles).

- 3) *Whether the Residential Care Facility proposed for a change of use or demolition will be relocated or its capacity will be replaced at another Residential Care Facility Use, and whether such relocation or replacement is practically feasible;*

The RCF has been closed and all of its residents were relocated following the 2015 fire. The “change of use” will not displace any residents, and replacement is not applicable.

- 4) *Whether the continued operation of the existing Residential Care Facility by the current operator is practically feasible and whether any other licensed operator or any of the above agencies has been contacted by the applicant seeking the change of use or demolition, or has expressed interest in continuing to operate the facility.*

The former RCF at this property was closed by the prior owner in 2015 and the operating entity has long been dissolved. Even though a CUA is not required, the current owners have still made a good faith effort to work with nonprofits that might be interested in creating a new RCF at the property. The owners provided a Right of First Offer to interested nonprofits, conducted a walk-through of the property, made the property available for further inspections, and have repeatedly reached out to representatives of the organizations over the last five months. The nonprofits did not make any offers to purchase the property by the May 18 deadline. Even after the owners extended the deadline, the nonprofits have made no offers. The owners now wish to move forward with the pending application.

### **Conclusion**

No CUA is required to rehabilitate the residential use at the property, and the project would be entitled to a CUA based on the four CUA criteria even if it were required. The City cannot require the property to be used as an RCF when it is not licensed by the state for such a use. It is a regulatory taking and an unlawful reverse spot-zoning, and it amounts to pre-condemnation blight. The proposed project will rehabilitate a derelict building, creating two dwelling units without any loss of RCF use or displacement of RCF occupants. The project is a significant benefit to the neighborhood and should be approved.

We reiterate that the owners submitted their application on December 9, 2019 and, except for the CUA, the application was deemed complete on March 23, 2020. The 180-day Permit Streamlining Act deadline for the City to act on the application has long passed. Because the project does not require a CUA, we respectfully request prompt approval.

San Francisco Planning Commission  
September 15, 2021  
Page 5

Very truly yours,

ZACKS, FREEDMAN & PATTERSON, PC

A handwritten signature in blue ink, appearing to read "Ryan Patterson". The signature is written in a cursive, fluid style. The first name "Ryan" is written with a large, sweeping initial "R". The last name "Patterson" is written with a large, prominent "P" and a long horizontal stroke extending to the right.

---

Ryan J. Patterson

# **EXHIBIT 1**



City and County of San Francisco  
**Long-Term Care Coordinating Council**  
**Assisted Living Workgroup**

# SUPPORTING AFFORDABLE ASSISTED LIVING IN SAN FRANCISCO

**January 2019**

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# EXECUTIVE SUMMARY

Assisted living is a vital resource for many seniors and people with disabilities who are no longer able to live independently and safely. **These facilities are a key piece of the City's service system**, both supporting individuals living in the community to transition up to a more protective level of care when needed and also providing a more independent and community-like setting for consumers able to transition down from a more restrictive institutional setting. **Maintaining an adequate supply of assisted living in San Francisco supports the movement of individuals through medical and mental health systems**, ensuring that the right level of care is available and accessible when it is needed.

Over the last several years, **the City's supply of assisted living – particularly affordable assisted living – has been declining**. At the request of Mayor London Breed and Supervisor Norman Yee, the Long-Term Care Coordinating Council convened a workgroup to study this issue.

This report is the culmination of the **Assisted Living Workgroup**, which met between August 2018 and December 2018. Focusing primarily on the **availability of assisted living for low-income persons**, the scope of this work included facilities licensed as **Residential Care Facilities for the Elderly (RCFEs)** that support seniors age 60 and older and **Adult Residential Facilities (ARFs)** serving adults between ages 18 and 59. In this report, both types are collectively referred to as **Assisted Living Facilities (ALFs)**.

The Assisted Living Workgroup examined factors that impact the supply of assisted living, as well as sources of consumer demand and unmet need, before delving into strategies to support access to affordable assisted living in San Francisco. This included study of assisted living subsidy programs managed by the San Francisco Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). Key findings and recommendations are summarized below.

## FINDINGS RELATED TO SUPPLY AND DEMAND

- **Small facilities are disappearing at a fast rate and are unlikely to return.** The decline in ALF capacity has primarily occurred through the closure of the small facilities that have been more affordable and accessible for low-income persons. In particular, this has resulted in a significant bed loss for adults under age 60. Due to increased costs and shifting family interest, this trend will be difficult to reverse; while efforts should be taken to support the viability of these existing small businesses, this small home-based model may prove to be unsustainable in the long-term.
- **Cost is – and will continue to be – a significant barrier.** Estimates suggest the monthly break-even rate per board and care home bed is, at minimum, well over two times higher than the \$1,058 state-set rate for Supplemental Security Income (SSI) recipients residing in assisted living. Moreover, larger facilities tend to charge closer to \$3,500 to \$5,000, and this cost increases greatly for specialized care needs. Given business costs, it is unlikely that new ALFs will cater to a lower-income population without outside funding or support. To secure ALF placement, SSI recipients will require a meaningful subsidy.

- **The City is a key funder of ALF placement.** Through DPH and DAAS programs, the City supports 586 placements at an overall cost of about \$11.2 million per year. Approximately 15% of ALF beds in San Francisco are supported with a City-funded subsidy. This is particularly pronounced among ARF beds: the City subsidizes approximately 42% of ARF beds. It is in the best interests of both the City and ALF operators to work together towards sustainability to ensure this critical resource remains available and clients are able to flow through systems of care.
- **There is unmet need for low-income ALF placement in San Francisco.** Available waitlist data suggests at least 103 individuals have expressed a need for subsidized ALF placement through the DPH placement program, the DAAS-funded Community Living Fund program, and the state’s Assisted Living Waiver program.

## RECOMMENDATIONS

Based on these findings, the Assisted Living Workgroup identified four major strategies to support the availability of affordable assisted living in San Francisco. Each strategy has two specific and actionable recommendations. While these require further conversation and planning to implement, these recommendations were identified by the Assisted Living Workgroup to have greatest likelihood of meaningfully supporting and/or expanding the City’s supply of assisted living. These are:

### Sustain existing small businesses by:

- **Supporting business acumen skills** to empower and support the viability of small ALFs
- **Develop a workforce pipeline** to provide trained caregiver staff with time-limited wage stipend

### Increase access to existing ALF beds by:

- **Increasing the rate for City-funded subsidies** to ensure the City is able to secure ALF placement for low-income individuals
- **Increasing the number of City-funded subsidies** to increase availability of affordable ALF placement for low-income individuals

### Develop new models by:

- **Piloting the co-location of enhanced services and affordable housing** to develop alternate resources for people on the verge of needing assisted living but able to live in the community with more intensive and coordinated supportive services
- **Making space available for ALF operators at low cost** to reduce a major operating expense and allow the City to more directly impact the resident population (e.g., support low-income ALFs)

### Enhance the state Assisted Living Waiver program by:

- **Increase use of existing ALW slots** by individuals and facilities
- **Advocating for expansion of the program** to increase the number of Assisted Living Waiver slots

# ASSISTED LIVING WORKGROUP MEMBERSHIP

The following individuals participated as members of the Assisted Living Workgroup and/or its subgroups on supply, demand, and strategies:

Alicia Neumann, UC San Francisco, Optimizing Aging Collaborative  
Allegra Fortunati, Felton Institute, LTC Ombudsman Program  
Anna Chodos, UC San Francisco, Optimizing Aging Collaborative  
Benson Nadell, Felton Institute, LTC Ombudsman Program  
Bernadette Navarro-Simeon, Progress Foundation  
Catherine Omalev, Controller's Office  
Cindy Kauffman, SF Department of Aging & Adult Services  
Dan Kaplan, SF Human Services Agency  
Dorie Paniza, 6Beds, Inc.  
Gina Wasdyke, 6Beds, Inc.  
Jarlene Choy, SF Board of Supervisors, Norman Yee  
Juliana Terheyden, Homebridge  
Kelly Hiramoto, SF Department of Public Health  
Laura Liesem, Institute on Aging  
Manish Goyal, SF Office of Economic and Workforce Development  
Mark Burns, Homebridge  
Max Gara, SF Department of Public Health  
Melissa McGee, SF Department of Aging & Adult Services  
Mike Wylie, Controller's Office  
Nereida Heller, Mayor's Office  
Roberta Mendonca, 6Beds, Inc.  
Rose Johns, SF Human Services Agency  
Ruth Zaltsmann, Dignity Health  
Shireen McSpadden, SF Department of Aging & Adult Services  
Valerie Coleman, SF Department of Aging & Adult Services  
Wendy Lee, Controller's Office

# INTRODUCTION AND BACKGROUND

In San Francisco, the decreasing availability and increasing cost of assisted living present real and significant barriers for individual consumers, as well as the service systems tasked with supporting older and disabled residents to live safely in the community. At the request of Mayor London Breed and Supervisor Norman Yee, the Long-Term Care Coordinating Council (LTCCC) convened a workgroup to study the need for assisted living, identify challenges that impact the ability of small facilities to stay open, and develop actionable recommendations to support the supply of assisted living beds in San Francisco. This report presents the key findings from the Assisted Living Workgroup and its recommendations to support the availability of affordable assisted living in San Francisco.

## ASSISTED LIVING

**Assisted living facilities** offer supportive residential living for individuals who are no longer able to live safely independently. These facilities offer assistance with basic daily living tasks, provide around-the-clock supervision, and support medication adherence. While most people with disabilities can live safely in the community, many persons with a higher level of functional impairment require this higher level of care, including those with dementia, intellectual disabilities, and other behavioral health needs. Unlike skilled nursing facilities or other medical care paid for by Medi-Cal or Medicare, assisted living care is predominantly a private-pay service, and the cost of assisted living is often prohibitively expensive: the average rate for the least expensive facilities in San Francisco is approximately \$4,300 per month.

**Currently in San Francisco, there are 101 facilities and 2,518 total assisted living beds.**<sup>1</sup> More specifically, this includes facilities licensed as Residential Care Facilities for the Elderly (RCFEs) that support seniors age 60 and older and Adult Residential Facilities (ARFs) serving adults between ages 18 and 59. Both types of facilities are collectively referred to as Assisted Living Facilities (ALFs) in this report. As shown below, the majority of facilities and beds are licensed as RCFEs.

**Assisted Living Facilities and Beds by Type in San Francisco, 2018**

Type	Facilities	Beds
Residential Care Facilities for the Elderly (RCFEs)	59	2,040
Adult Residential Facilities (ARFs)	42	478
<b>Total</b>	<b>101</b>	<b>2,518</b>

Source: CA Department of Social Services, August 2018

<sup>1</sup> This analysis does not include Continuing Care Retirement Communities (CCRCs), which provide a continuum of aging care needs – from independent living to assisted living to skilled nursing care – to support residents as their needs increase. CCRCs are targeted to higher-income individuals; in addition to high monthly rates, CCRCs require an initial entry charge or “buy in” fee. Because of the significant differences in the CCRC model and relative inaccessibility of its ALF beds to the general public, these four facilities (which contain 984 ALF-licensed beds) are excluded here.

These facilities range from large-scale facilities with over 100 beds to small homes that house six or fewer clients (often called “board and care homes”). As the name describes, these are typically residential homes that have been opened up for boarders who require assistance around the home; residents typically share a bedroom with another resident and historically have lived under the same roof as the ALF administrator. All of these facilities are licensed by the California Department of Social Services’ Community Care Licensing division.

## **ASSISTED LIVING WORKGROUP**

The **Assisted Living Workgroup** met monthly between August and December 2018. During this time, smaller research groups met more frequently to **investigate demand** for assisted living, **identify factors impacting the supply** of assisted living in San Francisco, and **develop potential strategies** to support assisted living capacity in San Francisco.

In particular, the **Assisted Living Workgroup focused on the availability of assisted living for low-income persons unable to pay privately for this service**. Through the San Francisco Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS), the City provides subsidies for low-income individuals meeting certain eligibility criteria. However, this information had not been synthesized or studied in the context of broader trends affecting the industry, including overall system capacity, supply of affordable assisted living, and sources of consumer demand.

As part of this work, a **survey of small facility operators** was conducted to develop key information not available through existing reports and materials and to provide an additional opportunity for those directly impacted by these trends to have a voice in this work. The input ALF operators provided through this survey have directly informed the direction of this report and its recommendations; please see Appendix A for a detailed summary of findings.

Participants in the workgroup and smaller research teams included: representatives from community-based organizations that serve older adults and people with disabilities; ALF operators and advocacy organizations (including 6 Beds, Inc.); medical and healthcare professionals, including the UC San Francisco Optimizing Aging Collaborative; the local Long-Term Care Ombudsman; and staff from key City agencies, including DAAS, DPH, the Human Services Agency, Office of the City Controller, and Office of Workforce and Economic Development. Research and analytical support was provided by staff from DAAS, HSA, and the Controller’s Office.

# SUPPLY AND DEMAND: KEY FINDINGS

Building upon the Assisted Living Workgroup's first report, *Assisted Living: Supply and Demand*, this section presents key findings and trends impacting the supply and demand of assisted living in San Francisco.

## KEY FINDINGS

- **Small facilities are disappearing at a fast rate and are unlikely to return.** Assisted living has declined across both RCFEs and ARFs but primarily has occurred through the closure of small facilities, particularly the “board and care homes” with six or fewer beds. This is concerning, because these facilities have typically been more affordable and accessible for low-income persons. Notably, because ARFs tend to be smaller facilities, this has resulted in a larger loss in capacity for adults under age 60. Due to increased housing, staffing, and business costs and shifting family interest, this trend will be difficult to reverse. While efforts should be taken to support the viability of these existing small businesses, this small home-based model may prove to be unsustainable in the long-term.
- **Cost is – and will continue to be – a significant barrier.** Cost estimates suggest the monthly break-even rate per bed is, at minimum, over \$2,000 for small facilities. This is over two times more than the state-set rate for Supplemental Security Income (SSI) recipients residing in assisted living. Full rates for private pay clients in larger facilities are estimated to be closer to \$3,500 to \$5,000 but can increase greatly for specialized care needs. Given business costs, it is unlikely that new ALFs will cater to a lower-income population without outside funding or support. It is evident that SSI recipients will require a meaningful subsidy to secure ALF placement.
- **The City is a key funder of ALF placement.** Through DPH and DAAS programs, the City supports 586 placements at an overall cost of about \$11.2 million per year. Approximately 15% of ALF beds in San Francisco are supported with a City-funded subsidy. This is particularly pronounced among ARF beds: DPH's 199 ARF placements in San Francisco account for 42% of ARF beds. It is in the interests of both the City and ALF operators to work together towards sustainability to ensure this critical resource remains available and clients are able to flow through systems of care.
- **There is unmet need for low-income ALF placement in San Francisco.** At the time of this report, available waitlist data suggests at least 103 individuals have expressed a need for subsidized ALF placement through the DPH placement program, DAAS-funded Community Living Fund program, and the state's Assisted Living Waiver program.



## SMALL FACILITIES ARE DISAPPEARING AT A FAST RATE AND ARE UNLIKELY TO RETURN

**Assisted living supply has declined across both RCFEs and ARFs.** In total, San Francisco has 43 fewer ALFs in operation today than in 2012. This has resulted in a decrease of 243 ALF beds (a nine percent decline). The scale of this loss varies by licensure:

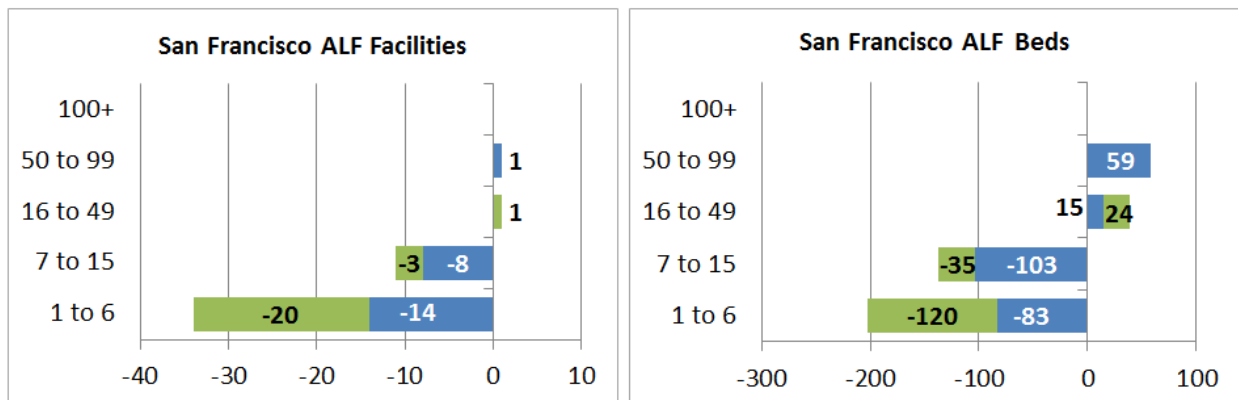
- **RCFE:** Today, San Francisco has 21 fewer RCFE facilities than 2012 – a 26% decline. However, because most of these closures were small facilities, the overall change in number of RCFE beds is small across this time period: a five percent decrease (112 beds).
- **ARF:** Both the supply of ARF facilities and beds has declined precipitously in recent years. Since 2012, there has been a 34% decline in the number of ARF facilities and 22% decline in the number of ARF beds in San Francisco. In total, San Francisco has 131 fewer ARF beds than in 2012.

### San Francisco ALF Supply by Licensure: 2012 to 2018

Measure	Total				RCFE				ARF			
	2012	2018	#	%	2012	2018	#	%	2012	2018	#	%
# of Licensed Facilities	144	101	-43	-30%	80	59	-21	-26%	64	42	-22	-34%
# of Beds	2,761	2,518	-243	-9%	2,152	2,040	-112	-5%	609	478	-131	-22%

In both licensure categories, the **decline has been in smaller facilities – the ALFs that have traditionally been more accessible to lower-income residents** (including those supported with City subsidies). The scale of this small-facility loss has been somewhat obscured by growth in larger facilities, particularly on the RCFE side. Since 2012, the City has seen a net loss of 34 homes in the smallest facility category – ALFs with six or fewer beds (often called “board and care homes”). In total, there are 203 fewer beds available in board and care home settings.

### Net Change in San Francisco ALF Supply by Facility Size 2012 to 2018



Source: CA Department of Social Services, August 2018

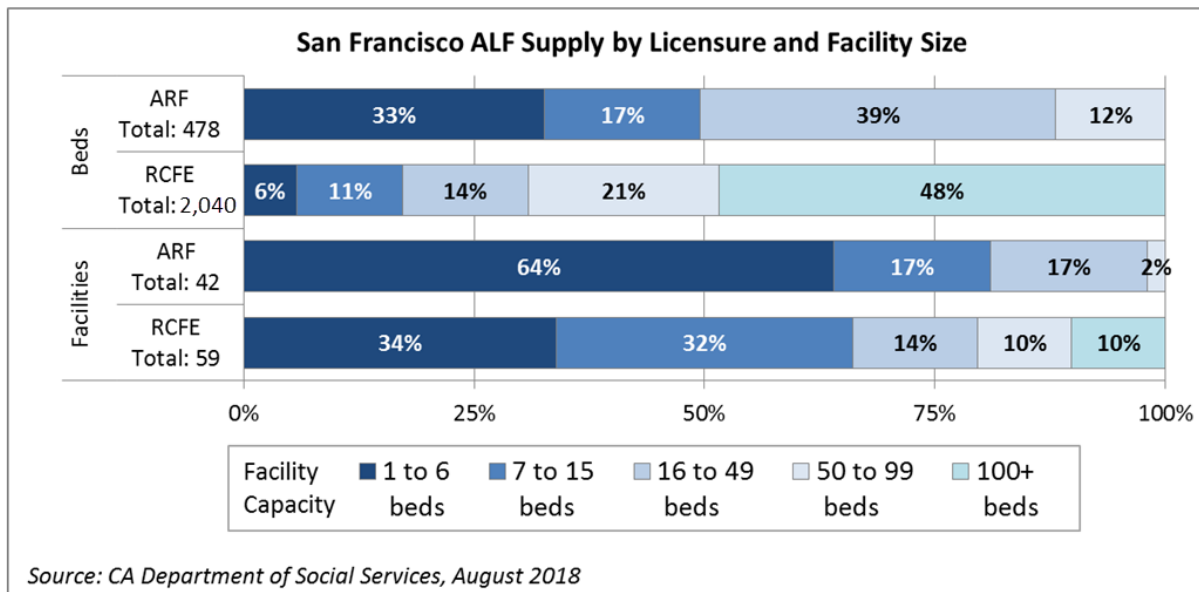
■ RCFE ■ ARF

The **loss of small ALF facilities puts the City’s supply of assisted living for adults under age 60 particularly at risk**. While RCFEs come in a variety of sizes, ARFs are much more likely to be small facilities. Half of the City’s ARF beds are located in facilities with 15 or fewer residents. Conversely, large-scale RCFEs with 100 or more beds account for almost half of ALF beds for seniors age 60 and older. As shown below, about a third of ARF beds (and almost two-thirds of ARF facilities) fall into the smallest facility category, called “board and care homes,” with six or fewer beds. **If the rapid loss of small ALF facilities continues, the City’s ARF supply will be decimated.**

**Assisted Living Facilities and Beds by Type in San Francisco, 2018**

Facility Size (Total Beds)	Total		RCFE		ARF	
	Facilities	Beds	Facilities	Beds	Facilities	Beds
1 to 6 beds	47	276	20	118	27	158
7 to 15 beds	26	313	19	233	7	80
16 to 49 beds	15	464	8	279	7	185
50 to 99 beds	7	478	6	423	1	55
100+ beds	6	987	6	987	0	0
<b>Total</b>	<b>101</b>	<b>2,518</b>	<b>59</b>	<b>2,040</b>	<b>42</b>	<b>478</b>

Source: CA Department of Social Services, August 2018



**This loss in board and care homes results from several factors, particularly increased costs and declining family interest.** This is described in greater detail below, beginning with a cost analysis.

As private businesses, ALF costs and rates are typically considered confidential proprietary information, and this information is not made publicly available, making it difficult to identify the true cost of operating a board and care facility. Based on available research literature and reports on assisted living,

the ALF operator survey, and one-on-one consultation with current ALF operators, the ALF Workgroup has attempted to approximate costs and estimate a “break-even” monthly rate for a six-bed ALF.

More specifically, the Assisted Living Workgroup developed three cost estimates to represent a range of ALF ownership and cost scenarios. The first two scenarios below reflect the typical origin of a board and care home, in which a homeowner has opened their private residence up to boarders in order to provide a little extra income or help with mortgage costs. The third model attempts to simulate the cost for a new entity to operate.

- **Scenario A:** Family-owned and operated ALF with property owned outright (i.e., no mortgage). Owner serves as administrator and does not draw a salary. Facility is staffed by 2.0 FTE direct care workers; the administrator pitches in to help out as needed during the day and, since this is her home, lives onsite and addresses any needs that arise overnight. Other family members may also pitch in to help as needed without pay.
- **Scenario B:** Family-owned and operated ALF with property under mortgage. Owner serves as administrator and does not draw a salary. Facility is staffed by 2.0 FTE direct care workers; the administrator pitches in to help out as needed during the day and, since this is her home, lives onsite and addresses any needs that arise overnight. Other family members may also pitch in to help as needed without pay.
- **Scenario C:** Newer ALF with property under mortgage and providing a higher level of staffing: 1 paid administrator and 4.0 FTE direct care workers. This staffing level provides 1.0 FTE active at all times; that is, this model relies on paid staff available 24/7 and does not include free labor.

**ALF Annual Cost Estimate and Monthly Break-Even Rate for Six Bed Facility<sup>2</sup>**

<b>ANNUAL EXPENSES</b>	<b>A</b>	<b>B</b>	<b>C</b>
Administrative Costs (e.g., licensing, supplies)	\$30,490	\$30,490	\$30,490
Property Costs (e.g., property tax, mortgage)	\$22,346	\$105,182	\$111,614
Labor Costs (e.g., wages, healthcare)	\$77,330	\$77,330	\$216,711
Staff Development (e.g., training, recruitment)	\$3,685	\$3,685	\$3,770
Resident Supports (e.g., food, transportation)	\$32,240	\$32,240	\$38,080
<b>TOTAL ANNUAL EXPENSES</b>	<b>\$166,091</b>	<b>\$248,927</b>	<b>\$400,665</b>
<b>MONTHLY BREAK EVEN RATE</b>	<b>A</b>	<b>B</b>	<b>C</b>
100% Occupancy	\$2,307	\$3,457	\$5,565
90% Occupancy	\$2,563	\$3,841	\$6,183

Source: Assisted Living Workgroup analysis, see Appendix B for detail

From a business perspective, this cost analysis underscores the difficulty that long-time board and care home operators face in maintaining their business, particularly those that have historically served a low-income population. SSI recipients residing in assisted living receive an enhanced benefit known as the Non-Medical Out of Home Care payment standard. This benefit totals \$1,173 and residents are

<sup>2</sup> See Appendix B for detail on costs included in each expense category and information source.

permitted to retain \$134, leaving \$1,058 available for ALF operators – less than half the break-even rate. From an ALF operator perspective, **it would not be feasible for a facility to accept the SSI rate for all residents or even a significant portion.** Moreover, for each resident that a facility accepts at a lower monthly rate, the cost difference must be made up in the rates charged to other residents.

Additionally, this analysis highlights that **it is unlikely that new board and care homes will open in San Francisco.** It is simply not a financially sustainable model unless the operator is the homeowner who lives onsite. As outlined in Scenario C, an investor entering the market anew would need to charge about \$6,000 per month to break even. At those rates, an individual could likely purchase a bed in a larger, more upscale facility. From an investment perspective, other private business ventures are more likely to be readily profitable.

**Shifting family dynamics and broader economic trends exacerbate these cost issues, particularly related to workforce.** Historically, small ALFs have been family businesses with family members helping out and eventually taking over the business. However, through the ALF operator survey, board and care home owners shared that their children are less interested in maintaining the family business, and increased property values offer a lucrative opportunity to cash in on an unexpected retirement windfall. The City's increasingly high cost of living and low unemployment rate make it difficult for ALF operators to find people willing and able to work for minimum wage. But it is difficult for small ALF operators to pay above minimum wage given their slim profit margin and increasing operating costs. A key factor is the local minimum wage increase and its impact on operating costs in comparison to revenue opportunities: since 2012, minimum wage has increased by 46% while the SSI rate for assisted living residents has only increased by 8%.

## COST IS – AND WILL REMAIN – A KEY BARRIER

As discussed in the prior section, cost estimates suggest that the **monthly break-even bed rate is over \$2,000 per bed in a board and care home, more than twice what a low-income SSI recipient would be able to pay**. This estimate was based on a minimal cost model in which the ALF administrator is the homeowner who does not take a salary. This cost estimate climbs quickly depending on mortgage status and staffing levels. Additionally, to make a profit, a facility must charge higher rates. While most respondents in the ALF operator survey reported charging under \$4,000 per month for a bed, they noted that their rates are largely defined by the state SSI rate and DPH subsidies. They shared that it is difficult to meet their business expenses, and this rate is not sustainable.

**It is unlikely that new ALFs will cater to low-income consumers.** As discussed in the prior finding, it is unlikely that many new small board and care facilities will open in future. Larger facilities tend to charge higher rates; they are profit-oriented businesses with all paid professional staff in newer facilities (often with significant costs associated with the building) and can attract a higher-paying clientele. The DAAS-funded Community Living Fund program provides a snapshot of market rate costs: on average, the full monthly rate for ALF placement is \$4,382.<sup>3</sup>

### Monthly ALF Placement Rate Comparison

Rate	Monthly Rate
State-Set SSI Payment for ALF Residents	\$1,058
Board & Care Home Break-Even Estimate	\$2,307
Average ALF Placement Rate*	\$4,382

\*Based on DAAS-funded Community Living Fund program (ALF placements in facilities of all sizes, from board and care homes to 100+ bed facilities)

It is evident from this information that **low-income individuals will need a meaningful additional subsidy to secure placement**. Given the disparity between the break-even rate and state funding level for SSI recipients, it is unreasonable to expect the market to provide ALF services for the low-income population – the cost and revenue does not pencil out to keep a facility in the black. In particular, this has implications for DPH. For clients with basic level of care needs, DPH provides a daily subsidy of \$22 per day (\$660 per month). It may be difficult for DPH to maintain access to this type of ALF placement in future. This is discussed further in the subsequent finding.

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<sup>3</sup> As described in the subsequent finding, the DAAS-funded CLF program provides monthly subsidies to a small number of intensive case management clients who require ALF placement to avoid institutionalization in a skilled nursing facility. This program data provides a small sample of RCFE rates charged for 22 CLF clients placed in San Francisco in June 2018. CLF subsidizes the difference between a client's ability to pay and negotiated facility rate (as detailed later in this report, the average CLF subsidy is \$2,943). Rates tend to be lower in smaller facilities. The maximum rate for a current CLF client is \$6,856; higher cost is based on increased level of care for clients with more complex needs. See Appendix C for more detail.

## THE CITY IS A KEY FUNDER OF ASSISTED LIVING

Assisted living is a critical support for San Francisco adults of all incomes and ages. While assisted living is primarily a private pay service, **many low-income individuals and clients enrolled in special programs are supported to secure ALF placement through City and other public programs.** These include:

- 586 locally-funded and managed subsidies:
  - 561 subsidies managed by Department of Public Health (DPH) for persons with behavioral health needs;
  - 25 subsidies managed by Department of Aging and Adult Services (DAAS) for persons at high risk of skilled nursing placement;
- Subsidies provided through the Medi-Cal Assisted Living Waiver program operated by the California Department of Health Care Services;
- 237 consumers supported through other specialized programs, including:
  - 120 placements managed by the Golden Gate Regional Center (GGRC); and
  - 117 clients in the Program for the All-Inclusive Care for the Elderly (PACE) program.

In total, at least 823 San Francisco seniors and adults with disabilities are currently supported with the financial cost of ALF placement. **The 604 clients placed locally in San Francisco account for 24% of ALF beds. This highlights the importance of this assisted living, its unaffordability for many people who need this level of support, and the role that public programs play in securing access to assisted living.**

**Through DPH and DAAS programs, the City directly supports 586 placements at an overall cost of approximately \$11.2 million per year.**<sup>4</sup> Of these placements, 367 are in San Francisco facilities, meaning that 15% of San Francisco's ALF beds are supported with a city-funded subsidy. This trend is particularly staggering among ARF beds, which serve adults under age 60: **42% of ARF beds are subsidized by DPH.**

**The nature of subsidy supply varies by program.** DPH, DAAS, and the Assisted Living Waiver subsidy programs are capped by available funding. When a client transitions off of a subsidy, a new consumer can be placed. The City-funded DPH and DAAS subsidy programs are impacted by placement cost; if subsidy costs increase (e.g., due to rate increase or higher level of care needs), the number of subsidies DPH and DAAS programs can support decreases. The state's Assisted Living Waiver program has a set number of slots to fill.<sup>5</sup> Conversely, the number of slots supported by GGRC and those whose care cost is paid by PACE is based on the needs of clients enrolled in their programs. Thus, the number of supported ALF placements may fluctuate over time if additional or fewer clients need ALF placement.

The **best opportunity to impact supply of subsidies is through the local and Medi-Cal programs.** The specialized programs are harder to influence and, by their nature, already required to be responsive to client needs. More specifics on these various subsidy programs are provided on the following pages.

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<sup>4</sup> Funding estimate based on subsidy rate alone and does not include administrative or related costs.

<sup>5</sup> In FY 2018-19, the Assisted Living Waiver increased from 3,744 to 5,744 slots.

## DEPARTMENT OF PUBLIC HEALTH

DPH provides **assisted living subsidies for persons with serious mental illness and San Francisco Health Network members with multiple complex characteristics** (e.g., mental health, substance use, medically compromised) with the goal of supporting stability in the most appropriate and least restrictive setting. In total, **561 DPH clients are subsidized for their ALF placements**. DPH spends approximately \$10.2 million on these placements each year; daily subsidy rates are based on the level of care needed.<sup>6</sup> Most clients receive SSI. They are permitted to retain \$134 per month for personal needs and contribute the remaining \$1,058 of their income to their monthly placement cost. The DPH subsidy is layered on top of this payment. For clients with higher income, DPH funds the cost difference to its negotiated rate.

### DPH Placements in ARF/RCFE – All Counties

Level of Care	ARF	RCFE	Total	Daily DPH Subsidy Rate	Monthly DPH Subsidy Rate
Basic	191	68	259	\$22	\$660
Specialty	77	139	216	\$65*	\$1,950*
Enhanced	12	74	86	\$105	\$3,150
<b>Total</b>	<b>280</b>	<b>281</b>	<b>561</b>	.	.

Source: DPH Transitions, August 2018 \*San Francisco rate (out of county rate varies)

Notably, **about 39% of DPH-supported ALF placements are in facilities outside of San Francisco**. Out of county placement may occur due to clinical determination (e.g., stability is better supported in a new environment away from factors that encourage destructive behaviors). However, this also indicates a level of demand for higher levels of care that is not met by the current system in San Francisco or is unattainable at current funding levels. Please see Appendix D for additional details, including a breakdown of in and out of county placements by level of care.

## DEPARTMENT OF AGING AND ADULT SERVICES: COMMUNITY LIVING FUND

Through the Community Living Fund (CLF) program, DAAS supports **people at risk of institutionalization (e.g., skilled nursing)** to live in the community. Since its creation in 2007, this program has supported 75 individuals to afford ALF placement and avoid or delay skilled nursing placement. In a given month, CLF funds ALF placement for approximately 25-30 clients. Historically, these subsidies have primarily been used to support individuals to transition out of Laguna Honda Hospital and Rehabilitation Center; in recent years, CLF has expanded its work to support transitions out of private skilled nursing facilities. The program focuses on placements in San Francisco.<sup>7</sup> Each month, CLF spends approximately \$75,000 on ALF placements; in total, the program spent \$926,000 on assisted living in FY 2017-18.

<sup>6</sup> See Appendix D for level of care definitions.

<sup>7</sup> Three current clients are placed out of county but were grandfathered in.

In June 2018, there were **25 clients receiving a monthly subsidy for ALF placement through CLF**. Clients receiving a subsidy are permitted to retain \$134 per month (in keeping with the SSI personal needs allowance rate) and contribute the rest of their income to the monthly rate. CLF then patches the difference between the client’s contribution and the ALF rate. The average monthly client contribution is \$1,312, slightly higher than the SSI rate. The table below provides detail about the average subsidy amount funded through CLF for 22 clients placed in San Francisco.

**Community Living Fund San Francisco ALF Placements**

Subsidy Rate	Average	Minimum	Maximum
Daily	\$98	\$25	\$195
Monthly	\$2,943	\$737	\$5,854

Source: Community Living Fund, June 2018

**MEDI-CAL ASSISTED LIVING WAIVER PROGRAM**

The Assisted Living Waiver (ALW) is a **Medi-Cal Home and Community-Based Services waiver program that supports individuals who require skilled nursing level of care** to delay placement into a skilled nursing facility and instead reside in a lower level of care, either an assisted living or public subsidized housing setting with appropriate supports. This allows Medi-Cal funding to be used to pay for ALF placement for a limited number of individuals. Daily subsidies range from \$65 to \$102 depending on level of care.

In FY 2018-19, the ALW program capacity will increase by 2,000 new slots for a statewide total of 5,744 slots. The slots are allocated on a first come, first served basis, with 60% of placements reserved for skilled nursing facility residents and 40% for individuals already residing in an ALF or living in another community placement. As of January 2019, there were about 4,000 people on the centralized ALW waitlist managed by the California Department of Health Care Services (DHCS). It currently takes an average of 12-15 months to reach the top of the list. **While DHCS was unable to provide the exact number of San Franciscans currently supported with an ALW subsidy in time for this report’s publication, they did share that 46 San Francisco residents are on the waitlist.**

Individual eligibility is assessed by state-certified Care Coordination Agencies (CCA), which are responsible for developing and implementing each client’s individualized service plan and supporting clients to make decisions regarding their choices of living arrangements. When an individual reaches the top of the waitlist, the CCA that initially assessed the client’s eligibility is responsible to help them secure ALF placement.

Facilities must also undergo a certification process for beds to be designated as ALW eligible. There is no limit on the number of facilities that can apply to become an ALW facility. **Currently, there are five San Francisco ALFs that have ALW-certified beds.** Because all are small board and care homes with six or fewer beds, the current supply of ALW-eligible beds located in San Francisco is relatively limited. An



individual may be placed in a facility outside of San Francisco if there are no available ALW-eligible beds within the City.

### **GOLDEN GATE REGIONAL CENTER**

The Golden Gate Regional Center (GGRC) is a state-funded non-profit organization that serves **individuals with intellectual disabilities**. Per state regulations, GGRC must vendorize or rent out an entire ARF to place clients under age 60 in assisted living. For senior clients age 60 and older, GGRC can vendorize a single bed rather than an entire facility. Facilities must meet specific criteria and requirements to provide residential care to people with developmental disabilities. As the Regional Center for San Francisco, Marin, and San Mateo counties, GGRC places clients in all of these counties. GGRC reports that they no longer vendorize new facilities in San Francisco due to cost and availability issues. In total, **GGRC has approximately 120 San Francisco clients placed in ALFs**.

### **PROGRAM FOR THE ALL INCLUSIVE CARE FOR THE ELDERLY (PACE)**

The Program for the All Inclusive Care for the Elderly (PACE) is a **healthcare program for Medicare and Medicaid clients**. In San Francisco, On Lok Lifeways operates a PACE program, serving individuals aged 55 and older. As a capitated managed care benefit model, On Lok Lifeways provides a comprehensive medical and social service delivery system and is responsible for meeting all of its clients' care needs. PACE clients who require ALF placement typically pay a portion of the monthly rate for room and board; On Lok Lifeways may cover the care-associated costs based on the individual's care plan needs. Currently, there are about **117 PACE clients residing in RCFEs**.

## THERE IS UNMET NEED FOR AFFORDABLE ASSISTED LIVING

An individual's **need for assisted living level of care can develop under a variety of circumstances.**

These circumstances may be distinct but also can overlap, including:

- Living in the community but experiencing increasing personal care needs that make independent living no longer a safe option;
- Currently institutionalized or at risk of institutionalization in a skilled nursing facility; and/or
- Experiencing behavioral health challenges and unable to meet basic needs, living in the community, on the street, or in a mental health facility.

The Assisted Living Workgroup has explored many potential data sources in its attempt to identify and quantify demand for ALF placement, but this effort is hindered by a lack of available data. **When a service or support (like assisted living) is not an option, systems are typically not set up to document the need for that service.** Consequently, few programs and organizations track information about individuals who would benefit from ALF placement but for whom it is not an option (i.e., due to cost).

However, even without clear cut data on consumer demand, the **limited available data combined with key informant interviews provide a sense that there is significant unmet need for assisted living placement.** This manifests in a number of trends, including: increasing rates of self-neglect among consumers attempting to live independently longer than is safely feasible; waitlists for ALF subsidies; out of county placements; and delays in client movement between levels of care.

City programs do capture some information on unmet need for *affordable* assisted living. In August 2018, **DPH had 32 clients awaiting placement** and 10 empty beds, the result of a mismatch between client needs and the available level of care in facilities with vacancies. As of June 2018, the **DAAS-funded CLF program had 25 individuals waitlisted for ALF placement** – they need this higher level of support but the program does not have financial resources to subsidize their placement at this time.

There is also **unmet need for the state's Assisted Living Waiver program.** As of October 2018, there are 46 San Francisco residents on the waitlist for this program. It is possible that these individuals will be served through this year's 2,000 slot expansion of the Assisted Living Waiver program authorized by Governor Brown, but it is unclear how these slots will be allocated across counties and how San Francisco may benefit. Moreover, once people see new enrollment through the expansion and even if the waitlist is cleared, it may be the case that new requests will come forward.

**Hospitalized individuals** who are unable to privately pay for assisted living or ineligible for a subsidy may end up stuck at the hospital without a clear discharge solution. As part of the Post-Acute Care Collaborative, a point-in-time 2017 survey of hospitals found that 50% of 117 hospitalized individuals awaiting discharge needed custodial care and 24% could be accommodated at a lower level in the community. Many of these patients had behavioral health characteristics, including substance use, severe mental illness, and/or dementia, that can make it difficult to find an affordable placement.

# RECOMMENDED STRATEGIES

The Assisted Living Workgroup’s Strategies Research Group identified and vetted 16 ways for the City to potentially support ALF capacity in San Francisco. These ideas ranged from business factors to workforce support to models of care and payment. These strategies were evaluated to identify which had the greatest likelihood of meaningfully supporting and/or expanding the City’s supply of assisted living using the following criteria:

- **Cost:** What is the estimated cost or cost scale to implement the strategy?
- **Impact:** What level of impact is this strategy likely to have? For example, how many clients could be impacted? Will the strategy significantly improve the ability of ALF operators to stay in business?
- **Timeframe:** How long will it take to implement the strategy and see impact? Is the timeline: short (within six months), moderate (six to twelve months), or long-term (over a year)?
- **Feasibility:** Given competing priorities and needs in the City and State, how likely is the strategy to be implemented? Is there a clear path forward to implementation?

Based on these criteria, the ideas were prioritized and grouped into four main strategic areas with eight recommendations for specific ideas to support these goals.

**Assisted Living Workgroup: Recommended Strategies**

Strategy	Recommendation
<b>Sustain existing small businesses</b>	Support business acumen skills
	Develop workforce pipeline
<b>Increase access to existing ALF beds</b>	Increase the rate for City-funded subsidies
	Increase the number of City-funded subsidies
<b>Develop new models</b>	Pilot co-location of enhanced services and affordable housing
	Make space available at low cost for ALF operators
<b>Enhance state Assisted Living Waiver (ALW) program</b>	Increase use of existing ALW slots
	Advocate for ALW expansion (Assembly Bill 50)

The other eight potential strategies identified by the Assisted Living Workgroup’s Strategies Research Group are worth review and continued conversation. Please see Appendix E. These are ideas that hold promise but may be a heavier lift, require additional discussion to ascertain next steps towards implementation, or have lower (but still potentially meaningful) impact. For example, one of these ideas is to develop local property tax breaks for ALFs that accept low-income residents. Further analysis is needed to identify the tax break scale needed to achieve a meaningful impact and to determine local interest in instituting such a policy.

## SUSTAIN EXISTING SMALL BUSINESSES

Small facilities are a valuable resource, especially in providing more affordable placements. Particularly given that new board and care homes are unlikely to open in San Francisco, it would behoove the City to continue and expand its efforts to help sustain these businesses. The strategies within this recommendation are intended to empower small ALFs to remain viable for as long as possible by reducing costs and increasing revenue. These actions are all within the City’s purview, can be implemented quickly, and have the potential to immediately provide positive impact while other larger-scale and long-term strategies are pursued.

### RECOMMENDATION: SUPPORT BUSINESS ACUMEN SKILLS

Many small ALFs are long-held family businesses – a model based on private residents opening up their home to boarders. Outside of direct experience, many ALF operators do not have a background or formal training in business operation.<sup>8</sup> Moreover, they have indicated a desire for this type of support; 75% of ALF survey respondents indicated that business consultation support would be a useful resource.

The ALF Workgroup recommends that the City provide business acumen support to empower small ALFs to enhance their business skills and structure their practices to promote the overall viability of these facilities. There is precedent for this type of service. The Office of Economic and Workforce Development’s (OEWD) Small Business Development Center (SBDC) provides training and consulting support to business owners in San Francisco. This resource could potentially be leveraged to develop expertise specifically focused on the field of assisted living, which may be outside the industries with which the SBDC commonly works.

#### Prioritization Criteria – Business Acumen Skills

<b>Cost</b>	Low	Cost will vary based on scale and format of support (e.g., group training could be lower cost than one-on-one coaching), as well as ability to leverage existing resources, but should be relatively low cost in context of other recommended strategies.
<b>Impact</b>	Moderate	Business strategic support has potential to reduce costs and improve efficiency for small operators with lean budgets. Per ALF survey, ALF operators see value in this type of support and can be expected to make use of it.
<b>Timeframe</b>	Short-term	Support strategies could likely be rolled out within the next fiscal year, particularly if existing resources (e.g., OEWD SBDC) are leveraged.
<b>Feasibility</b>	Moderate	OEWD is available to guide implementation

<sup>8</sup> As an example, 81% of ALF operator survey respondents indicated a need for help publicizing their business, and about half identified long bed vacancies as a main concern impacting business sustainability. However, few have an online presence or outreach/publicity strategy. When unable to find a new client, ALFs may end up using a placement registry that connects clients to open ALF beds but charges 100%-150% of the first month’s rate for each placement. Using a placement registry three times per year can cost over \$15,000, increasing costs by up to 10% for a business with a very tight margin.

## RECOMMENDATION: DEVELOP WORKFORCE PIPELINE

At the same time that long-time ALF operators are aging and becoming more reliant on outside help to provide care to residents, procuring outside labor is becoming increasingly challenging due to minimum wage increases, low unemployment levels, and stricter staffing requirements (particularly for ARF). Having to train new caregiver staff, particularly for facilities experiencing frequent turnover, is an additional burden.

The Assisted Living Workgroup recommends that the City consider opportunities to leverage its workforce development programs to support the ALF industry. Existing job training and wage stipend programs provide a potential opportunity to both address the training needs and also help offset one of the main cost drivers that small ALFs cite as a key threat to their viability. There may be opportunities to build this type of program into a larger caregiver career ladder, such as a partnership with the In-Home Supportive Services program and/or San Francisco City College.

### Prioritization Criteria – Develop Workforce Pipeline

<b>Cost</b>	Moderate to High	Cost will vary based on scale. HSA’s Workforce Development Division typically provides a wage stipend for up to six months through the JobsNOW! program for clients participating in public benefit programs (e.g., CalWORKs Welfare-to-Work). Existing program infrastructure can be utilized with minimal additional administrative cost.
<b>Impact</b>	Moderate to High	Labor costs have been cited as a key challenge in business viability. While the wage stipend is time-limited, the cost savings could be quite meaningful for small facilities with a lean operating budget and help buy time while longer-term strategies are implemented. Moreover, this model reduces the burden on ALF operators to train new workers.
<b>Timeframe</b>	Medium-Term	While existing job placement programs can be utilized, it will require time to integrate new training curriculum into the program model and then to train the first cohort(s) of participants for placement.
<b>Feasibility</b>	High	This can likely be built off or implemented within existing workforce development programs.

## INCREASE ACCESS TO EXISTING ALF BEDS

As primarily a private pay service, assisted living is financially out of reach from many people who need this level of care. This can result in crisis situations for those unable to meet their needs in the community; it also contributes to capacity issues in higher levels of care, such as hospital and psychiatric beds, when persons ready to transition out are unable to afford assisted living or secure a subsidy. To ensure continued access to assisted living and to meet current demand, the Assisted Living Workgroup recommends a rate increase and also an increase in the number of City-funded subsidies.

### RECOMMENDATION: INCREASE RATE FOR CITY-FUNDED SUBSIDIES

The cost estimates included in this report suggest that a minimum monthly break-even bed rate for a small board and care home is over \$2,000 per month. Larger facilities tend to charge closer to \$4,400. However, the state-set rate for SSI recipients living in assisted living provides only \$1,058 per month for the ALF operators, leaving an operating cost gap of over \$1,200 per month. Low-income SSI recipients will need a meaningful subsidy on top of the SSI benefit to procure ALF placement. However, while small ALF operators identified the steadiness or reliability of City-funded subsidies as valuable, they described the rate as unsustainable, particularly for the “basic” level of care. Moreover, larger facilities (that charge higher rates) are unlikely to accept the lowest subsidy rates, particularly as their costs increase.

In particular, the Assisted Living Workgroup recommends that the City consider an additional rate increase for the “basic” level of care supported by DPH. Currently, there are 259 individuals in a basic level of care (all are placed in San Francisco). In July 2018, the subsidy rate was increased from \$19.75 to \$22 per day or \$660 per month as part of a \$1 million two-year budget enhancement from Mayor Breed. Even if this enhanced rate is continued, it will be difficult to continue securing placements at this rate.

The Assisted Living Workgroup does not make a specific recommendation regarding rate levels – leaving this to city policymakers and relevant departments to discuss in further detail – but notes that any rate increase would need to be funded with a new allocation to avoid an overall reduction in the number of subsidies available.

#### Prioritization Criteria – Increase Rate for City-Funded Subsidies

<b>Cost</b>	Moderate to High	Cost will depend on the number of subsidies impacted and scale of the rate increase. For example, a \$5 rate increase for the 259 current residents with a “basic” level of care would cost approximately \$437,000 per year.
<b>Impact</b>	Moderate to High	Current subsidy rates are the most often cited business challenge for ALFs. An increase would immediately impact all facilities that currently take DPH “basic” level of care placements.
<b>Timeframe</b>	Short-Term	This would support an existing program that could quickly implement a rate increase.
<b>Feasibility</b>	High	The primary challenge is funding availability (the subsidy program, partner facilities, and process for procuring beds are in place).

## RECOMMENDATION: INCREASE NUMBER OF CITY-FUNDED SUBSIDIES

Through DPH Transitions placement team and DAAS Community Living Fund, the City supports almost 600 ALF placements for low-income San Franciscans. While it is difficult to develop a comprehensive estimate of unmet need for assisted living due to lack of data, the information that is available suggests at least 103 individuals have expressed a need for affordable ALF placement. This includes 32 DPH clients in need of ALF placement but for whom there is not an appropriate bed that meets their level of care needs, as well as 25 individuals that have been assessed as in need of assisted living by the DAAS-funded CLF program.<sup>9</sup>

The Assisted Living Workgroup recommends that the City provide additional funding to increase subsidies for assisted living placement for low-income individuals. To determine an appropriate number and avenue for distribution will require additional discussion by city policymakers and relevant departments and programs.

### Prioritization Criteria – Increase the Number of City-Funded Subsidies

<b>Cost</b>	Moderate to High	Cost depends on number and rate of additional subsidies. For example, the Community Living Fund client population tends to have more complex needs; based on the average subsidy rate, it would cost about \$883,000 annually to support the 25 individuals waitlisted for ALF placement financial support.
<b>Impact</b>	High	This would immediately support consumer access to assisted living.
<b>Timeframe</b>	Short-Term	Existing programs are ready to implement.
<b>Feasibility</b>	High	The primary challenge is funding availability. The subsidy program, partner facilities, and process for procuring beds are in place.

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<sup>9</sup> An additional 46 individuals are on the state's Assisted Living Waiver waitlist.

## DEVELOP NEW MODELS FOR MEETING NEEDS

The loss in smaller ALF facilities is unlikely to be reversed, and the high cost of entry makes it likely that new ALF facilities will be targeted to a higher-income clientele. Even with a subsidy, high-end facilities may be hesitant to bring in residents with more complex behavioral needs or a history of homelessness. Given this, the City should consider alternative strategies to increase affordable assisted living supply beyond funding subsidies in existing facilities, particularly strategies that offer more control over the resident population (e.g., low-income or LGBTQ).

## RECOMMENDATION: CO-LOCATE ENHANCED SERVICES WITH AFFORDABLE HOUSING

Assisted living provides a level of support beyond what is typically available in the community, and most residents truly need the supervision and care provided around-the-clock. However, for individuals on the margin of needing assisted living, it may be the case that a more robust and coordinated community-based model of care can adequately meet needs and preempt or delay ALF placement. This diversion would benefit both the consumer (by providing a less restrictive option) and also the broader system of care (by preserving assisted living for those most in need and ultimately supporting client movement between levels of care).

The Assisted Living Workgroup recommends that the City explore and expand preventative models that provide enhanced, targeted, and coordinated long-term care services within the community to support independent living. Many existing services offer key components of the support provided in assisted living. However, to remain stable in the community, individuals on the verge of needing assisted living would benefit from enhanced or hybridized services and more defined coordination beyond what is currently available. These efforts may be: structured similarly to permanent supportive housing (e.g., with enhanced on-site care components); provided as targeted supportive services within a geographical area (e.g., same SRO or affordable housing building); or as a partnership with a specific affordable housing partner. The Assisted Living Workgroup notes that such a program would need to be structured carefully to avoid establishing an unlicensed ALF.

### Prioritization Criteria – Co-Locate Enhanced Services with Affordable Housing

<b>Cost</b>	Moderate	Depending on how the model is structured, existing programs may be leveraged to provide key resources (e.g., meal programs, home care through In-Home Supportive Services). However, there will also likely be new costs incurred, such as specialized case management, housing subsidies, and pilot program administration and evaluation.
<b>Impact</b>	Low (initially)	As a pilot program to start, the initial impact will be relatively low. If the pilot is successful, the program could be scaled up or replicated and achieve a higher impact.
<b>Timeframe</b>	Long-Term	It will take time to develop the pilot model, identify an appropriate residential location, and implement.
<b>Feasibility</b>	Moderate	Need to assemble a team to identify tangible next steps, barriers, opportunities to leverage existing programs, and potential funding sources.



**RECOMMENDATION: MAKE SPACE AVAILABLE FOR ALF OPERATION AT LOW COST**

As with all businesses, a key barrier to entry in San Francisco is real estate; the cost to purchase or rent space can be prohibitively expensive and typically must be recouped through high costs passed on to the consumer. In the ALF world, new facilities are unlikely to be able to accept low-income residents who cannot afford to privately pay high rates for services – if they can afford to open at all.

The Assisted Living Workgroup recommends that the City consider supporting future ALFs (or existing facilities struggling to meet monthly real estate costs) by making space available at low cost to ALF operators. This could be implemented in many ways, such as making use of existing City-owned buildings, purchase of new sites, or including space for assisted living in plans for new developments. This could be modeled after the Mayor’s Office of Housing and Community Development’s Small Sites Program, making use of “in rem” properties available through property tax seizure, or early access to probate buildings. The City could also consider opportunities to partner with a foundation to develop a public-private partnership that supports the availability of low-cost space.

**Prioritization Criteria – Make Space Available for ALF Operation at Low Cost**

<b>Cost</b>	Moderate to High	Overall cost will be dependent on costs to purchase, lease, and/or rehabilitate properties (all likely at market rates).
<b>Impact</b>	Moderate	Impact will depend on facility size (e.g., greater size will have greater impact).
<b>Timeframe</b>	Long-Term	Based on time to identify buildings, identify and interested ALF operator, carry out contracting process, and outfit space appropriately.
<b>Feasibility</b>	Moderate	It is unclear whether there are currently City-owned properties available and appropriate for this type of use or if there are foundation partners interested in this type of work. Each site would require significant work to identify and, where necessary, procure. The City has many competing priorities and populations for new housing projects and foundation partnerships. However, this may fit well into current or future strategic plans at City agencies. For example, many DPH-ALF clients are formerly homeless, so this may fit into a larger HSH strategic plan.

## ENHANCE STATE WAIVER PROGRAM

The Assisted Living Waiver (ALW) program provides a limited number of subsidies to delay skilled nursing placement for Medi-Cal clients. While this year's addition of 2,000 new slots will help address the current 4,000 person waitlist, there are additional opportunities to maximize utilization of this program locally by increasing the number of San Francisco residents applying for slots coupled with supporting the availability of ALW-eligible beds within the City. The impact of such efforts will increase significantly should the state further expand the ALW program by passing AB 50.

## RECOMMENDATION: INCREASE USE OF EXISTING ASSISTED LIVING WAIVER SLOTS

Local ALW participation is driven both by client applications and facility certification of beds as ALW-eligible. As San Francisco residents rise to the top of the statewide ALW waitlist, they will be able to secure an ALW-subsidized placement (that is, the more San Franciscans who apply, the more that will be able to make use of this program). However, their ability to remain in San Francisco is impacted by the availability of ALW-eligible beds in San Francisco facilities. Currently, there are five San Francisco ALFs that have completed the state process to be certified as ALW eligible.

Another key component in the ALW process is the Care Coordinator Agency (CCA) that assesses for eligibility and works with a client to develop and implement an individualized service plan. Currently, there are three CCAs that support San Francisco ALW clients; however, none of these are actually based in San Francisco.

The Assisted Living Workgroup recommends the City develop a targeted strategy for maximizing the utilization of the ALW within San Francisco, both with regard to individual applications and facility certification as ALW eligible. While the immediate impact may be limited due to the current ALW waitlist, this lays a critical foundation for future access; moreover, the impact in San Francisco would be significant should AB 50 pass (see next recommendation).

### Prioritization Criteria – Increase use of Existing Assisted Living Waiver Slots

<b>Cost</b>	Low	The cost of ALW subsidy is paid by Medi-Cal. The City may need to provide technical support for ALFs to complete the state certification process.
<b>Impact</b>	Moderate	At minimum, increasing ALF participation within the program could increase the number of available beds. Should AB 50 pass and further increase the number of ALW slots, the impact would increase.
<b>Timeframe</b>	Moderate-Long Term	Further analysis is required to identify next steps, but it will take time for new applicants to reach the top of the waitlist and for ALF facilities to complete the certification process.
<b>Feasibility</b>	Moderate	Need to clarify a few key considerations, including what barriers prevent ALFs from participating within the ALW program and how best to support individual clients to apply for a slot.

**RECOMMENDATION: SUPPORT EXPANSION OF THE ASSISTED LIVING WAIVER PROGRAM**

The Assisted Living Waiver program reached its capacity of 3,700 participants in March 2017. In FY 2018-19, the program will be expanded by an additional 2,000 slots, authorized by Governor Brown. However, this growth is anticipated primarily to address the existing waitlist, which includes 46 San Francisco residents. Last year, Assemblymember Ash Kalra (AD-27, San Jose) introduced legislation to further expand the Assisted Living Waiver program by an additional 12,800 over five years, which would bring the total number of slots of 18,500. Though the state legislature passed the bill, it was vetoed by Governor Brown on the basis of allowing time for the 2,000 slot expansion to be implemented and assessed. Assemblymember Kalra has reintroduced his legislation this year as Assembly Bill 50.

The Assisted Living Workgroup recommends that the City advocate at the state level for the passage of AB 50. Further, the City should explore options to advocate for a significant number of slots to be assigned to San Francisco and for reimbursement rates to be regionally-based to account for the higher costs in urban counties.

**Prioritization Criteria – Support Expansion of the Assisted Living Waiver Program**

<b>Cost</b>	Low	Cost depends on scale of advocacy – existing processes and resources can likely be leveraged. If passed, Assisted Living Waiver slots will be funded by Medi-Cal funding and would not require City contribution.
<b>Impact</b>	Moderate	Dependent on the number of Assisted Living Waiver slots allocated to San Francisco but anticipated to increase capacity at some level.
<b>Timeframe</b>	Medium to Long Term	Dependent on 2019 state legislative process and care coordinator agency implementation process.
<b>Feasibility</b>	High	The City has existing advocacy processes and infrastructure that can be utilized for this recommendation.

## CONCLUSION

Assisted living facilities (ALFs) are a key component of the City's support network to ensure people are able to age in place and remain in the most independent and community-like setting. In particular, the availability of affordable assisted living is critical for many seniors and people with disabilities who are no longer able to live independently and safely in San Francisco. From a systems perspective, an adequate ALF supply supports the movement of consumers through medical and mental health systems, flowing between levels of support as appropriate for their individual needs.

In recent years, San Francisco has experienced a precipitous decline in smaller facilities, which historically have been a key resource for low-income individuals in need of ALF placement. Operating costs have increased, making the SSI rate for the lowest-income individuals not a viable payment for ALF operators to sustain their business. Shifting family interests and increased property values have interrupted the tradition of family-managed business passing down to younger generations.

The City can and should support the viability of these small facilities for as long as possible through the recommendations outlined in this report. At the same time, to support the long-term availability of affordable assisted living, the City must pursue additional solutions that include increasing access to existing ALF beds through City-funded subsidy programs, developing new models to support people with increased personal care needs, and enhancing the state's Assisted Living Waiver program.

# APPENDIX A. ALF OPERATOR SURVEY.

As both the Demand and Supply Research groups began their work, it became evident there was important information that work group members did not have access to, such as the monthly operating budget of ALFs, how operators determine rate models and whether those rates covered their monthly expenses, and what, if any, potential strategies or resources would ALFs be most interested in.

As a result, the workgroup decided to conduct a phone survey of board and care homes (ALFs with six or fewer beds) in San Francisco, as well as some larger ALFs known to accept City-subsidized placements, to better understand several key questions the workgroup had not been able to answer.

## METHODOLOGY

A phone survey was conducted with a total of 16 facilities<sup>10</sup> from October through November 2018. The survey consisted primarily of categorical, ordinal, and interval response questions with opportunities for respondents to provide open-ended comments. Respondents included 10 RCFEs (two facilities with 20 or more beds and eight facilities with six or fewer beds) and six ARFs (one facility with 20 or more beds and five facilities with six or fewer beds).

The focus was primarily on the small facilities (6 beds or less) as those facilities tend to serve more low-income residents than larger facilities, particularly those reliant on SSI. The group did decide to also include a small number of larger facilities, primarily to serve as a point of comparison.

## SURVEY KEY FINDINGS

Key findings from the survey are highlighted below:

- The majority of small facilities interviewed rely on City funded subsidies, primarily DPH but also CLF, GGRC, and On Lok (PACE Program);
- Finances were the primary concern with regards to financial sustainability, including current rates, staffing costs, and additional business costs such as mortgage, insurance, and required trainings; and
- Most facilities have been open for many years, have two or fewer staff (often bolstered by informal family support), and are operating within residential neighborhoods.

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<sup>10</sup> The Assisted Living Workgroup intended to survey a total of 30 facilities (15 RCFEs and 15 ARFs), with a primary focus on small board and care homes. However, the analysts conducting the survey encountered a number of challenges, including that some facilities had already closed or were in the process of closing and administrators who were unresponsive to outreach efforts or unwilling to talk. Still, the information gathered from the 16 facilities surveyed provides valuable insight into the experience of ALF operators in San Francisco.

- The survey confirmed anecdotal information that a majority of board and care homes are long-term family businesses in which operators develop family-like relationships with residents and typically charge much less than larger or newer facilities. Therefore, they generally serve a lower-income population (often times relying only on SSI residents).
- Conversation with ALF operators revealed a number of nuanced challenges or obstacles that are not captured by categorical survey questions. For example, one African-American operator noted the racial discrimination she faced from potential residents and/or their family. Many operators noted that their business was inherited from family but 50% of survey respondents said that there were no plans for future family to continue the business.
- While there are many challenges cited within this specific industry, the vast majority of operators expressed the desire to remain open and even expand if financially feasible.

## SURVEY QUESTIONS AND RESPONSES

### 1. Of your current clients, please estimate what percentages come directly from the following three places: hospital, home or community placement, or formerly homeless.

Placement prior to ALF	Respondents
Home or community	81%
Hospital (short or long term placements)	94%
Formerly homeless	94%

Responses reflect individual facilities responses to former placement, not total number of clients, and responses also differed among ARFs and RCFEs. For example, five out of six ARF operators said that the majority or all of their clients were from hospitals and/or formerly homeless. However, half of the RCFEs received residents primarily (or entirely) from either a community or hospital placement, while the other half received residents from a mix of the three placement locations.

### 2. Who is your preferred referral source and why?

Referring Agency	Respondents
City/County of San Francisco	50%
No Particular Agency	25%
Hospitals	13%
GGRC	6%
On Lok	6%

Of the four facilities that listed no particular agency as their preferred referral source, only one facility did not receive referrals from any agency. The key takeaway is that the vast majority of facilities interviewed (94%) works with at least one referring agency (of those listed above) to obtain new residents.

**3. Have you declined admission to your facility?**

A majority (64%) have denied admission of a resident, with the level of care needed by the resident as the most common reason (eight out of 10 operators). The second most common causes were problematic residents or no current openings (two out of 10 operators).

**4. Including yourself, how many full-time staff do you employ? And do you have any part-time staff? If so, how many?**

Staffing differed quite a bit among facilities. Among the small bed ALFs, 44% reported two staff. In addition to full time staff, 25% also reported relying on part-time staff, family members, or volunteers to supplement their staffing. For example, one RCFE with two full-time staff members also depended on her two adult children to help out but did not include them within the staffing count.

**5. How many of your beds are currently vacant? Is this a typical vacancy rate? On average, how long will a bed remain vacant?**

Current Vacancy Rate (out of 6 beds)	Respondents
0	54%
1	38%
2	8%

About half of facilities reported at least one vacancy at the time of the survey. However, most facilities (62%) reported that a more typical vacancy rate of zero. About 23% reported a typical vacancy rate of one bed, and 15% (two respondents) reported a typical vacancy rate of two beds.

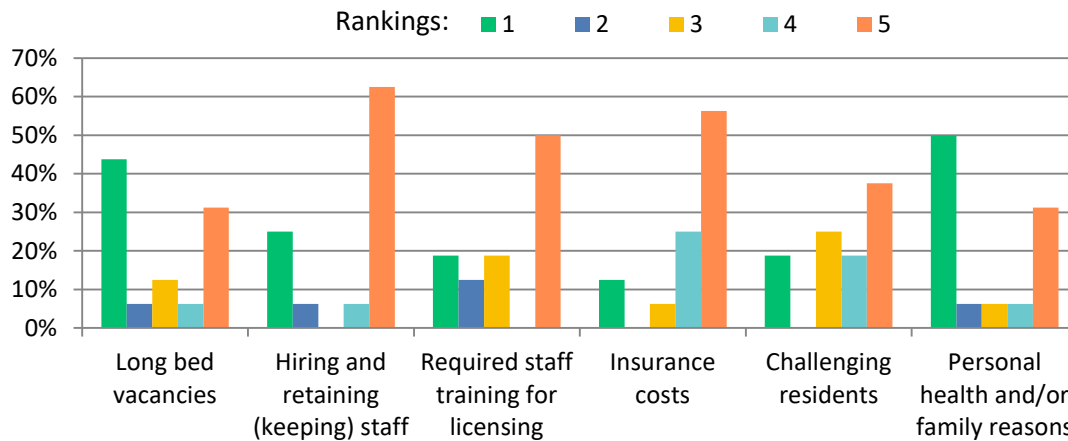
Most commonly, respondents indicated a vacant bed would be filled within a month (43% of board and care home participants). A small number (2) have had beds remain vacant for up to six months. A handful was unable to identify a common trend – vacancy length varies or they do not track this information.

**6. Can you describe the challenges experienced, if any, with filling a vacant bed?**

Small bed facilities were pretty evenly split between those that experience challenges filling an empty bed (54%) and those that do not (46%). Of the facilities that experience challenges, their reasons all differed and added insight into the unique experiences faced by ALFs. These included:

- Needing to fill a bed by gender;
- Placement varying by season, such as having a lower vacancy rate in the summer and a greater demand for beds during the winter holiday season;
- Relying on referral agencies for placements;
- Not being able to afford to accept SSI clients;
- Resident or family bias about placing in the Bayview District or with an African American operator; or
- Clients not abiding by facility rules or having greater ADL needs than facility could accommodate.

**7. Our current research shows six main concerns that impact business sustainability. Operators were asked to rate on a scale of one to five (with one being of little-to-no concern and five being a major concern):**



Above are a breakdown of all facility responses and their ranking. The following topics were listed as a primary concern with the highest ranking:

- Hiring and retaining staff (63% ranked as high concern);
- Insurance costs (56% ranked as high concern); and
- Required staff trainings (50% ranked as high concern).

Conversely, below are the issues of lowest concern to ALFs (ranked as a one), which include:

- Personal health and/or family reasons (50% ranked as a low concern); and
- Long bed vacancies (44%).

Notably, topics ranked as low concerns by some facilities were listed as high concerns by other facilities. By analyzing the individual responses, it became clear that all facilities struggle with all of these issues to some degree. This variability highlights that all of these factors have the potential to impact the City’s supply of small ALFs and support our original assumption, that these are the primary concerns faced by operators.

**8. Are there any additional barriers or challenges that make it difficult for you to sustain your business?**

Survey respondents did not identify any additional concerns beyond what was covered in prior question.



9. On a scale of one to five, how financially stable is your business for the next five years? (one being unstable/unsustainable and five being very stable)

Sustainability Ranking (1 being unstable to 5 being very sustainable)	Respondents
1 (Unstable)	6%
2	31%
3	25%
4	19%
5 (Very Stable)	19%

10. Based on available data, our staff have tried to capture the annual business costs of running a six bed in San Francisco and estimated it to be about \$425,000 a year (OR, costs of running a 20 bed in SF and estimated it to be about \$689,000 a year). Does that amount seem to you to be: Really high, a little high, about right, a little low or really low?

Answers reflect only the 13 small bed facilities:

- Four facilities felt the amount was “about right”
- Three facilities felt the amount was “a little high” or “really high”
- Three facilities felt the amount was “a little low”
- Three facilities skipped, weren’t sure, or had never considered tracking an annual budget

Notably, this was a harder question for which to capture adequate data; generally, respondents were not used to considering their average annual business costs or did not answer.

11. We understand that in the (RCFE/B&C/ARF) world, there are a variety of monthly rate models that facilities charge residents. For example:

- A flat rate or comprehensive fee;
- Base rate with additional costs for add-on services; or
- Tiered fee system based on the level of care a patient requires

From the three models listed what rate structure do you use and/or prefer?

Monthly Rate Model	Respondents
Flat rate system	53%
Tiered fee system	33%
Unclear/didn’t answer	20%

**12. What are your minimum and maximum rates for a single and shared room?**

The table below highlights responses from board and care operators only:

Monthly Rate Model	Shared Room	Private Room
Less than \$4,000 per month	77%	30%
Between \$4,000-6,000	15%	8%
Between \$6,000-8,000	0%	8%
Declined to State	8%	0%
N/A	0%	54%

This confirms the Assisted Living Workgroup sense that the small ALFs generally charge considerably less than larger facilities.

**13. Do these rates cover your business expenses? How frequently do you increase your rates?**

Response	Respondents
Rate <b>does</b> cover business expenses	56%
Rate <b>does not</b> cover business expenses	44%

The table below provides the frequency by which ALF operators increase their monthly rates.

6-12 Months	1-2 Years	2-5 Years	5+ Years	Did not respond
6%	31%	6%	13%	44%

**14. We are also assessing how current subsidy levels relate to business costs. Therefore I'd like to know if any of your residents receive a subsidy towards their monthly rates:**

Agency providing subsidy or patch	Respondents
Department of Public Health	75%
Golden Gate Regional Center	25%
On Lok (PACE Program)	13%
Community Living Fund	13%
Health Plan or Hospital	13%
No Subsidies/patches from any agency	25%

**15. If the answer to Question 14 was yes: By your estimate, what percentages of your total residents have a subsidy or monthly patch? If they answered no: is there a specific reason for that?**

Below is a summary of the responses specifically of the small bed facilities:

- 30% of facilities noted that a majority of their residents (80% or more) and 15% noted that a minority of their residents (20% or less) receive a subsidy from DPH;
- Only one facility mentioned a mix of subsidies for their residents; and
- 40% or five facilities did not respond.

**16. Which of the following resources do you think would be useful to support your business?**

Types of Potential Resources	Respondents
Low interest business loans	88%
Help with challenging clients	88%
Publicizing your business	81%
Providing required education and training to administrators and staff	81%
Support related to planning, building, and permitting processes	75%
Business consultation	75%
Workforce programs designed to onboard new staff	75%
Operating your business in a low-rent subsidized facility	44%

*Note:* There was no limit on the number of resources operators could choose, so many chose more than one.

**17. Have you considered, or are you interested in, expanding your business?**

Half of respondents (50%) answered yes and the other half (50%) answered no.

**18. With regards to your facility, do you own your building, have a mortgage, or rent your building?**

Building Ownership	Respondents
Own building (no mortgage)	21%
Own building (with mortgage)	64%
Rent building	14%

**19. Do you have any feedback, recommendations, or suggestions about how to best support ALFs in San Francisco? Is there anything else that is important for us to know?**

Below are a few additional or unique comments mentioned by facilities:

- Children are resistant to taking over the family business;
- Getting permits takes too long and causes delays in the building processes;
- Would like more places to take residents during the day;
- Need to know how to help clients quickly in an emergency;
- Needing additional support for clients with dementia; and
- SSI payments are not feasible for San Francisco

## APPENDIX B. COST ESTIMATES.

This appendix details the methodology underlying the board and care home cost estimates described in this report. As private businesses, ALF costs and rates are typically considered confidential proprietary information, and this information is not made publicly available, making it difficult to identify the true cost of operating a board and care facility. To estimate the cost of operating a small six-bed ALF, the Assisted Living Workgroup primarily drew on a March 2018 Adult Residential Facilities report by the California Behavioral Health Planning Council, the ALF Operator Survey, and one-on-one consultation with board and care home operators.

### ALF Cost Estimate Scenarios

Scenario	Description	Mortgage	Property Taxes	Administrator Salary	Direct Care Worker Wages
<b>A</b>	Family-owned and operated ALF with property owned outright (i.e., no mortgage). Owner serves as administrator and does not draw a salary. Facility is staffed by 2.0 FTE direct care workers; the administrator pitches in to help out as needed during the day and, since this is her home, lives onsite and addresses any needs that arise overnight.	\$0	\$9,420	\$0	\$62,400 (2 FTE)
<b>B</b>	Family-owned and operated ALF with property under mortgage. Owner serves as administrator and does not draw a salary. Facility is staffed by 2.0 FTE direct care workers; the administrator pitches in to help out as needed during the day and, since this is her home, lives onsite and addresses any needs that arise overnight.	\$82,836	\$9,420	\$0	\$62,400 (2 FTE)
<b>C</b>	Newer ALF with property under mortgage and providing a higher level of staffing: 1 paid administrator and 4.0 FTE direct care workers. This staffing level would support one paid direct care worker available at all times (that is, 24/7 paid staffing).	\$82,836	\$15,852	\$52,000	\$124,800 (4 FTE)

**Assisted Living Six-Bed “Board and Care Home” Cost Estimates by Expense Category and Scenario**

<b>EXPENSE</b>	<b>Cost</b>	<b>Notes</b>	<b>Source</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Administrative Costs</b>	.	.	.	<b>\$30,490</b>	<b>\$30,490</b>	<b>\$30,490</b>
Contract Services	\$13,200	Includes legal and accounting	Consultation with ALF operators	\$13,200	\$13,200	\$13,200
Insurance (liability/property)	\$7,200	Property, professional, liability, general liability	Consultation with ALF operators	\$7,200	\$7,200	\$7,200
Other Supplies	\$4,380		CA Behavioral Health Planning Council, 2018 ARF report	\$4,380	\$4,380	\$4,380
Office Expenses	\$3,190		CA Behavioral Health Planning Council, 2018 ARF report	\$3,190	\$3,190	\$3,190
Payroll & Bank Fees	\$1,800	Payroll processing and bank fees	Consultation with ALF operators	\$1,800	\$1,800	\$1,800
Facility Licensing Fee	\$495		California Department of Social Services, Community Care Licensing (CDSS-CCL)	\$495	\$495	\$495
Administrator’s Continuing Education Units	\$175	Calculating as 50% of cost (required every 2 years)	Assisted Living CEU programs advertised online	\$175	\$175	\$175
Administrator Certification Fee	\$50	Calculating as 50% of cost (license is valid for 2 years)	CDSS-CCL	\$50	\$50	\$50
<b>Property Costs</b>	.	.	.	<b>\$22,346</b>	<b>\$105,182</b>	<b>\$111,614</b>
Mortgage Payment	varies	Scenario B based on refinanced mortgage; Scenario C based on cost to purchase new property at market rate	Property listings on Zillow	\$0	\$82,836	\$82,836
Property Tax	varies		Property listings on Zillow	\$9,420	\$9,420	\$15,852
Maintenance and Repairs	\$7,670		CA Behavioral Health Planning Council, 2018 ARF report	\$7,670	\$7,670	\$7,670
Utilities	\$5,256	Based on average home costs scaled for increased occupancy	California Public Utilities Commission	\$5,256	\$5,256	\$5,256

EXPENSE	Cost	Notes	Source	A	B	C
<b>Labor Costs</b>	.	.	.	<b>\$77,330</b>	<b>\$77,330</b>	<b>\$216,711</b>
Wages: Direct Care Staff	varies	Based on \$15/hr wage	Consultation with ALF operators	\$62,400	\$62,400	\$124,800
Wages: Facility Administrator	varies	Based on \$25/hr wage	Consultation with ALF operators	\$0	\$0	\$52,000
Worker's Comp	varies	Approximately 12% of wages	CA Department of Insurance, Workers Comp Base Rate	\$7,488	\$7,488	\$21,216
FICA/Medicare	varies	Based on 6.2% Social Security + 1.45% Medicare		\$4,774	\$4,774	\$13,525
Health/Dental/Life Vision Insurance	varies	Assuming \$600 month/employee. Rate is for minimal insurance.	CA Behavioral Health Planning Council, 2018 ARF report	\$1,800	\$1,800	\$3,000
Unemployment Insurance	varies	Max tax of \$344 per employee	CA Employment Development Department	\$868	\$868	\$2,170
<b>Staff Development</b>	.	.	.	<b>\$3,685</b>	<b>\$3,685</b>	<b>\$3,770</b>
Staff Development/Training	\$2,400		Consultation with ALF operators	\$2,400	\$2,400	\$2,400
Staff Recruitment/Advertising	\$1,200		Consultation with ALF operators	\$1,200	\$1,200	\$1,200
Staff Background Check	varies	\$85 per person; assumes half of staff turnover annually	Consultation with ALF operators	\$85	\$85	\$170
<b>Resident Supports</b>	.	.	.	<b>\$32,240</b>	<b>\$32,240</b>	<b>\$38,080</b>
Food		\$8/day x (clients + staff)		\$26,280	\$26,280	\$32,120
Transportation	\$3,360		CA Behavioral Health Planning Council, 2018 ARF report	\$3,360	\$3,360	\$3,360
Telephone/Internet/Cable	\$2,400	\$200 per month	Consultation with ALF operators	\$2,400	\$2,400	\$2,400
Subscriptions	\$200	Magazines, newspapers	Consultation with ALF operators	\$200	\$200	\$200
<b>TOTAL ANNUAL EXPENSES</b>				<b>\$166,091</b>	<b>\$248,927</b>	<b>\$400,655</b>
<b>Break-Even Rate at 100% Occupancy</b>				\$2,307	\$3,457	\$5,565
<b>Break-Even Rate at 90% Occupancy</b>				\$2,563	\$3,841	\$6,183

## APPENDIX C. DAAS-SUBSIDIZED ALF PLACEMENTS.

The DAAS-funded Community Living Fund (CLF) program provides monthly subsidies to a small number of intensive case management clients who require ALF placement to avoid institutionalization in a skilled nursing facility. This program data provides a small sample of RCFE rates charged for 22 CLF clients placed in San Francisco.

Clients receiving a subsidy are permitted to retain \$134 of their monthly income – in keeping with the Supplemental Security Income (SSI) personal needs allowance rate – and contribute the rest of their income to the monthly rate; CLF then patches the difference between the client’s contribution and the ALF rate.

The table below provides detail about the average subsidy amount funded through CLF for 22 clients placed in San Francisco. The average client contribution is \$1,312.

### Community Living Fund San Francisco ALF Placements

Subsidy Rate	Average	Minimum	Maximum
Daily	\$98	\$25	\$195
Monthly	\$2,943	\$737	\$5,854

Source: Community Living Fund, June 2018

CLF program data also provides a snapshot of the full monthly rate charged by ALFs in San Francisco. These rates are broken down in the table below by facility size. On average, the monthly rate for CLF clients is \$4,382. Rates tend to be lower in smaller facilities. The maximum rate for a current CLF client is \$6,856; higher cost is based on increased level of care for clients with more complex needs.

### Community Living Fund San Francisco RCFE Placements: Full Monthly Rate by Facility Size

Facility Size	# Clients	Average	Minimum	Maximum
1 to 6	1	\$2,073	\$2,073	\$2,073
7 to 15	0	.	.	.
16 to 49	3	\$3,597	\$2,790	\$4,000
50 to 99	9	\$4,943	\$2,735	\$6,856
100+	9	\$4,339	\$4,339	\$4,339
<b>Total</b>	<b>22</b>	<b>\$4,382</b>	<b>\$2,073</b>	<b>\$6,856</b>

Source: Community Living Fund, June 2018

# APPENDIX D. DPH-SUBSIDIZED ALF PLACEMENTS.

DPH provides assisted living subsidies for persons with serious mental illness and San Francisco Health Network members with multiple complex characteristics (e.g., mental health, substance use, medically compromised) with the goal of supporting stability in the most appropriate and least restrictive setting. In total, 561 clients are subsidized for their ALF placements. This appendix provides information about placements by county (i.e., in and out of county placements) and describes the level of care definitions that govern daily rate.

## DPH LEVEL OF CARE DEFINITIONS

- **Basic:** Provides only minimum standard services as laid out in the Title 22 ALF regulations
  - *Examples:* Transport assistance to 1-2 medical appointments per month, basic recreational activities (TV, board games, unstructured access to outdoor space, smoking area)
- **Specialty:** Provides above standard services as laid out in the Title 22 ALF regulations
  - *Examples:* Transport assistance to 3-4 medical appointments per month; accepts clients with moderate behavioral management issues, minimal-to-moderate redirection, medical conditions that require more time to provide med monitor/oversight (e.g., needs clear direction/cuing for blood glucose check/insulin self-administration), verbally abusive or generally loud clients, clients with hygiene issues; and/or hoarding/clutterers who are not resistant to direction.
- **Enhanced:** Provides additional staffing, supervision, and other services to address clients with functional impairment that requires enhanced behavioral supports, which are beyond the above categories and are laid out in the Title 22 ALF regulations.
  - *Examples:* Delayed egress/secure homes, provide unlimited transport assistance, have LVN/RN on staff so can assist with medication administration, most frequently insulin, willing to take O2 concentrators, accept high behavioral clients, such as mod-high redirection/frequent engagements, consistent verbal or threatening behaviors, hospice clients, offer rehab and pre-voc programming on site, offer substance use disorder treatment onsite, high hygiene issues.



## DPH PLACEMENTS BY LICENSURE, LEVEL OF CARE, AND COUNTY

### DPH Placements in ARF/RCFE – All Counties

Level of Care	ARF	RCFE	Total	Daily Subsidy Rate	Monthly Subsidy Rate
Basic	191	68	259	\$22	\$660
Specialty	77	139	216	\$65*	\$1,950*
Enhanced	12	74	86	\$105	\$3,150
<b>Total</b>	<b>280</b>	<b>281</b>	<b>561</b>	.	

Source: DPH Transitions, August 2018 \*San Francisco rate (out of county rate varies)

### DPH Placements in ARF/RCFE – San Francisco

Level of Care	ARF	RCFE	Total	Daily Subsidy Rate	Monthly Subsidy Rate
Basic	191	68	259	\$22	\$660
Specialty	8	29	37	\$65	\$1,950
Enhanced	0	49	49	\$105	\$3,150
<b>Total</b>	<b>199</b>	<b>146</b>	<b>345</b>	.	

Source: DPH Transitions, August 2018

### DPH Placements in ARF/RCFE – Out of County

Level of Care	ARF	RCFE	Total	Daily Subsidy Rate	Monthly Subsidy Rate
Specialty	69	110	179	\$40 to \$70/day	\$1,774
Enhanced	12	25	37	\$91 to \$191/day	\$3,556
<b>Total</b>	<b>81</b>	<b>135</b>	<b>216</b>	.	.

Source: DPH Transitions, August 2018

## APPENDIX E. ADDITIONAL STRATEGIES.

The Assisted Living Workgroup's Strategies Research Group identified and vetted 16 ways that the City could potentially support ALF capacity in San Francisco. These strategies were evaluated to identify which had the greatest likelihood of meaningfully supporting and/or expanding the City's supply of assisted living using the following criteria:

- **Cost:** What is the estimated cost or cost scale to implement the strategy?
- **Impact:** What level of impact is this strategy likely to have? For example, how many clients could be impacted? Will the strategy significantly improve the ability of ALF operators to stay in business?
- **Timeframe:** How long will it take to implement the strategy and see impact? Is the timeline: short (within six months), moderate (six to twelve months), or long-term (over a year)?
- **Feasibility:** Given competing priorities and needs in the City and State, how likely is the strategy to actually be implemented? Is there a clear path forward to implementation?

In total, eight of the strategies were prioritized as immediate recommendations by the Assisted Living Workgroup. Grouped by overarching strategic area, these ideas are discussed in the body of this report.

This appendix describes the other eight potential strategies identified by the Assisted Living Workgroup's Strategies Research Group. These ideas are categorized by type: business factors, workforce supports, and models of care and payment. These strategies hold promise but may be a heavier lift, require additional discussion to ascertain next steps towards implementation, or have lower (but still potentially meaningful) impact. The City and key partners should review and continue to consider opportunities to pursue these ideas.

## BUSINESS FACTORS

### LICENSING/REGULATORY CHALLENGES

Strategy	Support with licensing and/or permitting processes	
<b>Description</b>	Provide support with state licensing and/or local permitting process, which can be particularly complex for new applicants. A primary burden is the lengthy state approval timeline.	
<b>Considerations</b>	<p>Many possible options to consider:</p> <ul style="list-style-type: none"> <li>a. Support with initial application (e.g., accuracy, business acumen). The CA Department of Social Services-Community Care Licensing Division (CDSS-CCL) has expedited in past for specialty ALFs, such as dementia and non-ambulatory beds.</li> <li>b. Advocate for CDSS-CCL resources to improve processing time.</li> <li>c. Develop and publicize a “how to” guide (could be developed and promoted in partnership with CDSS-CCL, 6Beds Inc, OEWD, small business associations)</li> <li>d. Publicize opportunities and support transfer of existing license</li> </ul> <p><i>Note: City services can only advise; business entity remains liable</i></p>	
<b>Key partners</b>	OEWD, DPH, Office of Small Business	
<b>Cost scale/estimate</b>	Low	Cost will vary based on method. One-on-one support may be absorbable through existing programs.
<b>Impact</b>	Low	It is unlikely that many new small facilities will try to newly open – due to large barriers to entry (i.e., cost, processing time) and limited anticipated revenue. The main impact opportunity is likely to support the license transfer process to a new owner, which would provide a big impact for small number of existing residents (option d above).
<b>Timeframe</b>	Short-term	Could be implemented relatively quickly
<b>Feasibility</b>	High	Somewhat dependent on strategy/strategies implemented, but most of these ideas can leverage existing resources.
<b>Priority</b>	Moderate	While unlikely to have significant impact on overall supply, these strategies are relatively low cost and have potential to help at the margin. In particular, the license transfer process (option d) preserves supply for existing clients and mitigates the initial entry barriers.

## CAPITAL-RELATED COSTS

Strategy	Develop business and/or property tax breaks	
Description	Explore opportunities to reduce costs through local business and property tax policies.	
Considerations	Potentially would want to limit tax break eligibility by facility size or population served (e.g., facilities that accept X% low income). Requires additional analysis to determine tax break size needed to achieve impact. Board and care (B&C) facilities are exempt from business taxes (such as registration fee, gross receipts, payroll, etc.). <sup>11</sup>	
Key partners	Controller's Office	
Cost scale/estimate	Further research required	Further analysis needed to identify scale of tax break needed to have meaningful impact and corresponding cost to City.
Impact	Low	B&C currently receive a business tax break. Property tax break impact dependent on property tax cost; 35% of B&C licensed pre-2000.
Timeframe	Moderate/Long-term	Requires financial analysis (beyond the scope of this project) and then would have to go through political/government process to implement
Feasibility	TBD	Depends on city interest and cost
Priority	Low	Due to potential cost and amount of time needed to implement

Strategy	Make City-owned land available for private ALF development	
Description	Make city-owned land available for businesses to build and operate new ALF	
Considerations	This could be limited to ALF operators who commit to serving certain target populations (e.g., percentage of low income, dementia, and/or non-ambulatory residents)	
Key partners	Dept. of Real Estate; Fly Away Home model; Northern California Community Loan Fund	
Cost scale/estimate	Moderate	Building costs to be incurred by developer/not city, but there is an opportunity cost – what else could land be used for?
Impact	Moderate	Dependent on size of facility (greater size will have greater impact)
Timeframe	Long-term	Requires significant time to identify land and interested builders, navigate city process, and then time to construct
Feasibility	Low	Unclear how much city-owned land is available and appropriate for this type of project (e.g., park space, industrial area). The City has many competing priorities and populations for new development projects, particularly land available for housing construction.
Priority	Low	Due to potential cost, feasibility, and amount of time needed to implement

<sup>11</sup> California Community Care Facilities Act, Article 7: Local Regulation 1566.2.

## OPERATING-RELATED COSTS

Strategy	Compliance costs related to labor law	
<b>Description</b>	Explore compliance cost of labor laws and opportunities to streamline, minimize, and/or alleviate costs while still fully complying with requirements (e.g., minimum wage, unemployment, other SF specific)	
<b>Considerations</b>	The primary cost is increasing minimum wage <sup>12</sup> . However, there are other costs that the City could potentially help defray by: <ul style="list-style-type: none"> <li>a. Continuing education requirements: Publicize city-funded opportunities for Continuing Education Units and make available to ALF operators for a low fee</li> <li>b. Background check costs: Subsidize or cover these costs for small facilities</li> </ul>	
<b>Key partners</b>	CCSF	
<b>Cost scale/estimate</b>	Low	CEU estimated cost per year: <sup>13</sup> Approximately \$8,400 per year for six beds (\$13,000 per year if all facilities with fewer than 16 beds included)
<b>Impact</b>	Low-Moderate	While these costs (CEU, background check) are not large in comparison to labor and mortgage expenses, could be useful for small ALF with lean budget
<b>Timeframe</b>	Short-term	If funding is made available, funding mechanism could likely be identified relatively easily
<b>Feasibility</b>	Moderate	Cost is low. Funding mechanism would need to be identified.
<b>Priority</b>	Moderate	Low cost for City but could be meaningful for small ALFs with lean operating budget.

Strategy	Joint purchasing power	
<b>Description</b>	Small facilities could potentially benefit from joint purchase agreements to develop economies of scale and reduce costs	
<b>Considerations</b>	ALF Workgroup discussed potential topics (see below) but identified that ALF facilities (through 6Beds, Inc) are best suited to identify needs and helpful strategies. <ul style="list-style-type: none"> <li>--Food: Club/membership model (but how would this be different than Costco?)</li> <li>--Insurance: Small business coalition; some B&amp;C have found Covered CA to be cheapest option; could potentially use 6Beds, Inc as non-profit organization to buy in through Nonprofits Insurance Alliance Group</li> </ul>	
<b>Key partners</b>	TBD	
<b>Cost scale/estimate</b>	Low	
<b>Impact</b>	Low	Low cost options are already available through other sources (e.g., Costco, Covered CA)
<b>Timeframe</b>	Moderate-term	Time required to determine ALF interest and preferred structure, identify facilitator, and establish joint venture.
<b>Feasibility</b>	Moderate	Unclear how this would be facilitated (e.g., establishment of co-op)
<b>Priority</b>	Low	Unlikely to significantly improve on existing systems and resources that provide this type of purchasing power.

<sup>12</sup> This topic is addressed in Workforce category strategies.

<sup>13</sup> ALF administrators are required to complete continuing education courses every two years. Estimates based on cost estimate of \$350 for 20 in-person and 20 online hours.

## WORKFORCE

### STAFF HIRING AND RETENTION

<b>Strategy</b>	<b>Sector training/workforce development</b>	
<b>Description</b>	Provide training to prepare current and future staff for home care work, reducing a burden for ALF operators to find and train staff	
<b>Considerations</b>	This could be an opportunity for City College partnership, perhaps as part of a career ladder program. Existing homecare training programs could potentially be leveraged, such as homecare trainings for IHSS providers. Such a program might provide incentive for larger facilities to partner with DPH/DAAS to place clients.	
<b>Key partners</b>	OEWD, HSA Workforce Development Division, IHSS contractors	
<b>Cost scale/estimate</b>	Moderate	May vary based on mechanism but can be anticipated as ongoing cost
<b>Impact</b>	Low-moderate	From the ALF operator survey, most facilities employ small number of staff. Historically, small ALFs have often hired family members. However, this trend may be shifting. Approximately 75% indicated workforce programs designed to onboard new staff would be helpful.
<b>Timeframe</b>	Moderate-term	May vary based on mechanism – leveraging existing training resources would be faster than developing new partnerships and curriculum
<b>Feasibility</b>	Moderate	Potential to leverage existing resources
<b>Priority</b>	Moderate	The strategy to provide subsidized job placement would provide more support

## MODELS OF CARE AND PAYMENT

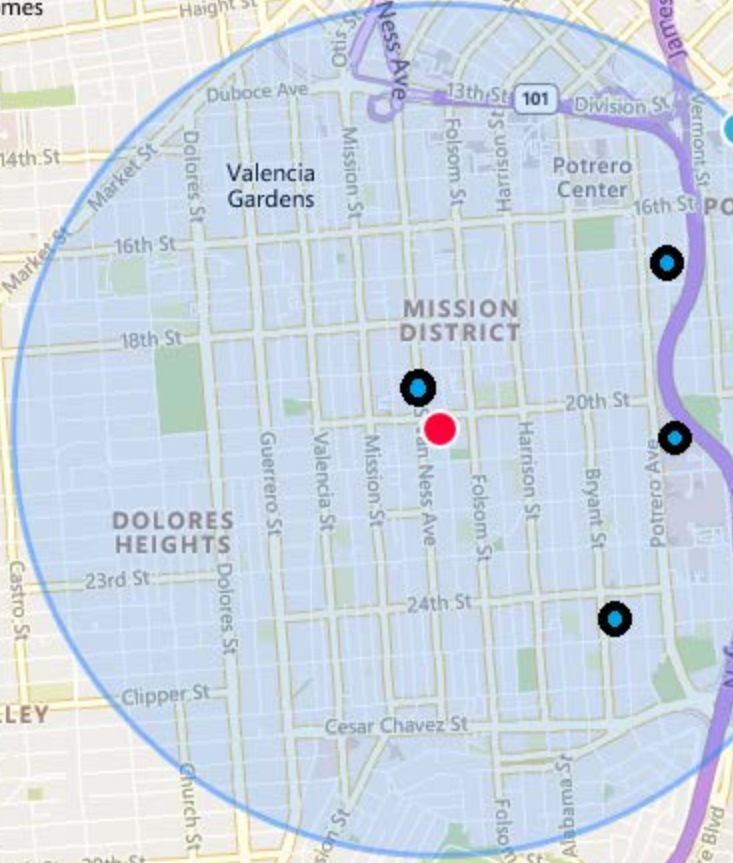
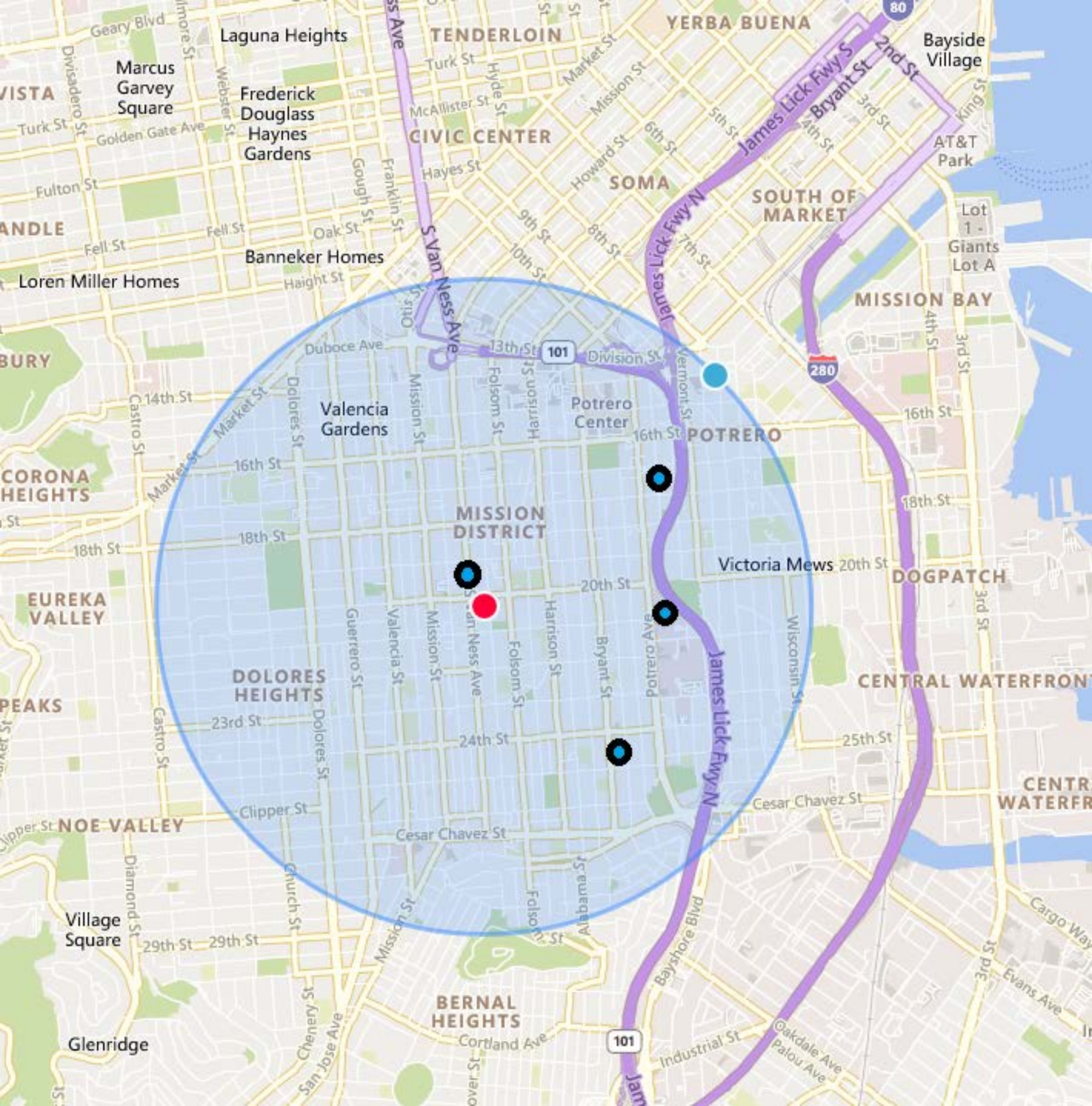
### PAYMENT STREAMS AND CLIENTS

<b>Strategy</b>	<b>Identify and advocate for new additional CMS waiver options</b>	
<b>Description</b>	Analyze alternate Medicaid waiver options, including 1915c and 1115, for applicability and assess feasibility for advocating for local application and implementation.	
<b>Considerations</b>	First step will be to research how other states use other waiver programs and assessing their feasibility for California and San Francisco	
<b>Key partners</b>	DHCS, possibly policy bodies such as the California Area Agencies on Aging (C4A), etc	
<b>Cost scale/estimate</b>	Low	The primary cost would be staff time to conduct research. Advocacy for implementation of new waivers could entail new costs. However, as a Medicaid waiver, ALF placement would be covered by Medi-Cal.
<b>Impact</b>	Low	Would not address current residents (likely a 2-4 year time investment, at the very minimum)
<b>Timeframe</b>	Long-term	In addition to the initial research, this effort would likely require advocating for state level policy.
<b>Feasibility</b>	Low	Developing consensus and passage at state level of a separate ALF waiver option would likely be challenging, particularly given existence of ALW program.
<b>Priority</b>	Low	Clear next steps with possible long-term impact but only if an appropriate waiver and a coalition of advocates are identified

<b>Strategy</b>	<b>Insurance Plans as Payers of ALF Placements</b>	
<b>Description</b>	Explore opportunities for residents in need of ALF to utilize existing Life Insurance policies as a means of payment, such as swapping Life Insurance for Long Term Care Insurance, and help publicize this option to increase public awareness.	
<b>Considerations</b>	The City's primary role in this area would be to publicize and potentially help educate individuals about these options. There may be existing advocacy efforts on this topic with which the City could partner.	
<b>Key partners</b>	AARP, Leading Age, and representatives of the insurance industry (such as the SF Insurance Professionals)	
<b>Cost scale/ estimate</b>	Low	Public awareness efforts would likely be low cost. The majority of the cost related to this strategy would be borne by the insurance company or policy holder if/when individuals access benefits.
<b>Impact</b>	Low	It is unclear how many people would benefit from this resource. Those holding insurance policies are likely not low-income, so need may not be as urgent, and this is on the outer bounds of this project scope.
<b>Timeframe</b>	Long-Term	Requires developing partnership with new organizations/ profession to better understand the need and options available. Would require outreach to build awareness and have impact; those impacted would likely be City residents who do not actually need this service yet.
<b>Feasibility</b>	Low	This would require partnering with more experienced agencies or organizations already familiar with insurance.
<b>Priority</b>	Low	A moderate priority if there already exists an option within existing insurance plans to fund ALW and next steps primarily involve increased outreach to existing policy holders. Considered a low priority if option does not currently exist or it is determined that a limited number of SF residents would benefit from this option.

# **EXHIBIT 2**





MISSION DISTRICT

DOLORES HEIGHTS

BERNAL HEIGHTS

POTRERO

SOUTH OF MARKET

CIVIC CENTER

SOMA

TENDERLOIN

YERBA BUENA

LAGUNA HEIGHTS

MARCUS GARVEY SQUARE

FREDERICK DOUGLASS HAYNES GARDENS

BAYSIDE VILLAGE

AT&T PARK

GIANTS LOT A

MISSION BAY

DOGPATCH

CENTRAL WATERFRONT

CENTRAL WATERFRONT

NOE VALLEY

VILLAGE SQUARE

GLENRIDGE

HUNTER VALLEY

CLAYTON

CORONA HEIGHTS

EUREKA VALLEY

CLAYTON

NOE VALLEY

VILLAGE SQUARE

GLENRIDGE

VISTA

HUNTER VALLEY

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VILLAGE SQUARE

GLENRIDGE

VISTA

HUNTER VALLEY

CLAYTON

CORONA HEIGHTS

EUREKA VALLEY

**From:** [cclwebmaster@dss.ca.gov](mailto:cclwebmaster@dss.ca.gov)  
**To:** [Brett Schweinberg](#)  
**Subject:** Facility Info:SOUTH VAN NESS MANOR  
**Date:** Wednesday, December 23, 2020 3:23:41 PM

---

This is the facility information you requested.

SOUTH VAN NESS MANOR  
822 SOUTH VAN NESS  
SAN FRANCISCO, CA. 94110  
Licensee Name: PARANGAN, JR., ANDRES BUSINE

Status: Licensed  
License Date: 12/4/1981

Phone: (415) 285-1963  
Number: 380503766  
Capacity: 29  
Type: ADULT RESIDENTIAL

#### State Licensing Office Contact Information

-----  
Address:  
851 TRAEGER AVE., SUITE 360  
SAN BRUNO, CA. 94066

Phone: (650) 266-8800

Contact the State Licensing Office for further information on this facility or if there are corrections you think should be made.

#### All Visits

-----  
# of Visits: 11  
All Visit Dates: 01/07/2020, 12/17/2019, 12/11/2019, 12/02/2019, 11/26/2019, 02/28/2019,  
02/02/2018, 02/23/2017, 12/13/2016, 04/04/2016, 03/10/2016

#### Citations

-----  
Type A Citation: 1  
Type B Citation: 3

#### Inspections

-----  
# of Inspections: 3

Type A Citation: 0  
Type B Citation: 0  
All Visit Dates: 01/07/2020, 02/28/2019, 02/02/2018

### Complaints

-----

Total Complaint Investigations Completed: 2  
- Total Allegations Substantiated: 3  
- Total Allegations Inconclusive: 1  
- Total Allegations Unsubstantiated: 0  
Total Type A Citations: 0  
Total Type B Citations: 3  
- Total Complaint Visits: 4

### Complaint Details:

Complaint Investigation Completed: 09/01/2017  
- # Allegations Substantiated: 1  
- # Allegations Inconclusive: 0  
Type A Citations: 0  
Type B Citations: 1  
# of Visits: 1  
Dates of Visits: 12/13/2016

Complaint Investigation Completed: 08/12/2016  
- # Allegations Substantiated: 2  
- # Allegations Inconclusive: 1  
Type A Citations: 0  
Type B Citations: 2  
# of Visits: 3  
Dates of Visits: 04/04/2016, 04/04/2016, 04/04/2016

### Other Visits

-----

# of Other Visits: 8  
Type A Citation: 1  
Type B Citation: 1  
Other Visit Dates: 01/07/2020, 12/17/2019, 12/11/2019, 12/02/2019, 11/26/2019, 02/23/2017,  
04/04/2016, 03/10/2016

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**From:** [cclwebmaster@dss.ca.gov](mailto:cclwebmaster@dss.ca.gov)  
**To:** [Brett Schweinberg](#)  
**Subject:** Facility Info:SAN FRANCISCO ADULT RESIDENTIAL FACILITY  
**Date:** Wednesday, December 23, 2020 3:25:20 PM

---

This is the facility information you requested.

SAN FRANCISCO ADULT RESIDENTIAL FACILITY  
887 POTRERO AVE.  
SAN FRANCISCO, CA. 94110  
Licensee Name: SAN FRANCISCO DEPT. OF PUBLIC HEALTH

Status: Licensed  
License Date: 2/25/2005

Phone: (415) 206-6300  
Number: 389210019  
Capacity: 55  
Type: ADULT RESIDENTIAL

#### State Licensing Office Contact Information

-----  
Address:  
851 TRAEGER AVE., SUITE 360  
SAN BRUNO, CA. 94066

Phone: (650) 266-8800

Contact the State Licensing Office for further information on this facility or if there are corrections you think should be made.

#### All Visits

-----  
# of Visits: 22  
All Visit Dates: 10/08/2020, 05/28/2020, 04/21/2020, 04/13/2020, 02/12/2020, 10/22/2019,  
10/03/2019, 09/10/2019, 09/08/2019, 09/05/2019, 05/03/2019, 01/30/2019, 12/13/2018,  
10/02/2018, 07/26/2018, 07/24/2018, 07/13/2018, 06/06/2018, 01/17/2018, 04/05/2017,  
02/23/2017, 02/11/2016

#### Citations

-----  
Type A Citation: 5  
Type B Citation: 0

#### Inspections

-----  
# of Inspections: 4  
Type A Citation: 0  
Type B Citation: 0  
All Visit Dates: 02/12/2020, 09/08/2019, 01/30/2019, 04/05/2017

## Complaints

-----

Total Complaint Investigations Completed: 9  
- Total Allegations Substantiated: 2  
- Total Allegations Inconclusive: 8  
- Total Allegations Unsubstantiated: 7  
Total Type A Citations: 1  
Total Type B Citations: 0  
- Total Complaint Visits: 9

### Complaint Details:

Complaint Investigation Completed: 11/13/2020  
- # Allegations Substantiated: 0  
- # Allegations Unsubstantiated: 2  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 10/08/2020

Complaint Investigation Completed: 07/15/2020  
- # Allegations Substantiated: 0  
- # Allegations Unsubstantiated: 1  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 05/28/2020

Complaint Investigation Completed: 07/09/2020  
- # Allegations Substantiated: 0  
- # Allegations Unsubstantiated: 1  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 04/21/2020

Complaint Investigation Completed: 07/08/2020  
- # Allegations Substantiated: 0  
- # Allegations Unsubstantiated: 1  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 04/21/2020

Complaint Investigation Completed: 12/21/2018  
- # Allegations Substantiated: 0  
- # Allegations Unsubstantiated: 1  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 12/13/2018

Complaint Investigation Completed: 10/04/2018  
- # Allegations Substantiated: 1  
- # Allegations Unsubstantiated: 0  
Type A Citations: 1  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 07/26/2018

Complaint Investigation Completed: 01/27/2018  
- # Allegations Substantiated: 0  
- # Allegations Unsubstantiated: 1  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 01/17/2018

Complaint Investigation Completed: 07/25/2016  
- # Allegations Substantiated: 0  
- # Allegations Inconclusive: 3  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 02/11/2016

Complaint Investigation Completed: 06/30/2016  
- # Allegations Substantiated: 1  
- # Allegations Inconclusive: 5  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 02/11/2016

#### Other Visits

-----

# of Other Visits: 14  
Type A Citation: 4  
Type B Citation: 0

Other Visit Dates: 04/13/2020, 10/22/2019, 10/03/2019, 09/10/2019, 09/05/2019, 05/03/2019,  
12/13/2018, 10/02/2018, 07/24/2018, 07/13/2018, 06/06/2018, 04/05/2017, 02/23/2017,  
02/11/2016

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**From:** [cclwebmaster@dss.ca.gov](mailto:cclwebmaster@dss.ca.gov)  
**To:** [Brett Schweinberg](#)  
**Subject:** Facility Info:RJ STARLIGHT HOME CORPORATION  
**Date:** Wednesday, December 23, 2020 3:26:27 PM

---

This is the facility information you requested.

RJ STARLIGHT HOME CORPORATION  
2680 BRYANT STREET  
SAN FRANCISCO, CA. 94110  
Licensee Name: RJ STARLIGHT HOME CORPORATION

Status: Licensed  
License Date: 2/9/2006

Phone: (415) 648-2280  
Number: 385600340  
Capacity: 12  
Type: RESIDENTIAL CARE ELDERLY

#### State Licensing Office Contact Information

-----  
Address:  
851 TRAEGER AVE., SUITE 360  
SAN BRUNO, CA. 94066

Phone: (650) 266-8800

Contact the State Licensing Office for further information on this facility or if there are corrections you think should be made.

#### All Visits

-----  
# of Visits: 4  
All Visit Dates: 02/19/2020, 07/16/2019, 02/21/2019, 04/18/2017

#### Citations

-----  
Type A Citation: 1  
Type B Citation: 4

#### Inspections

-----  
# of Inspections: 3  
Type A Citation: 0

Type B Citation: 2  
All Visit Dates: 02/19/2020, 02/21/2019, 04/18/2017

### Complaints

-----  
Total Complaint Investigations Completed: 0  
- Total Allegations Substantiated: 0  
- Total Allegations Inconclusive: 0  
- Total Allegations Unsubstantiated: 0  
- Total Allegations Unfounded: 0  
Total Type A Citations: 0  
Total Type B Citations: 0  
- Total Complaint Visits: 0

### Complaint Details:

### Other Visits

-----  
# of Other Visits: 1  
Type A Citation: 1  
Type B Citation: 3  
Other Visit Dates: 07/16/2019

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**From:** [cclwebmaster@dss.ca.gov](mailto:cclwebmaster@dss.ca.gov)  
**To:** [Brett Schweinberg](#)  
**Subject:** Facility Info:RUSTAN ADULT RESIDENTIAL CARE HOME  
**Date:** Wednesday, December 23, 2020 3:25:49 PM

---

This is the facility information you requested.

RUSTAN ADULT RESIDENTIAL CARE HOME  
460 UTAH STREET  
SAN FRANCISCO, CA. 94110  
Licensee Name: RUIZ, PASTOR AND NECITA

Status: Licensed  
License Date: 12/5/1988

Phone: (916) 690-0728  
Number: 380540303  
Capacity: 6  
Type: ADULT RESIDENTIAL

#### State Licensing Office Contact Information

-----  
Address:  
851 TRAEGER AVE., SUITE 360  
SAN BRUNO, CA. 94066

Phone: (650) 266-8800

Contact the State Licensing Office for further information on this facility or if there are corrections you think should be made.

#### All Visits

-----  
# of Visits: 6  
All Visit Dates: 12/09/2019, 12/27/2018, 06/08/2018, 05/16/2018, 12/14/2016, 12/30/2015

#### Citations

-----  
Type A Citation: 3  
Type B Citation: 0

#### Inspections

-----  
# of Inspections: 1  
Type A Citation: 3

Type B Citation: 0  
All Visit Dates: 12/09/2019

### Complaints

-----  
Total Complaint Investigations Completed: 0  
- Total Allegations Substantiated: 0  
- Total Allegations Inconclusive: 0  
- Total Allegations Unsubstantiated: 0  
Total Type A Citations: 0  
Total Type B Citations: 0  
- Total Complaint Visits: 0

### Complaint Details:

### Other Visits

-----  
# of Other Visits: 6  
Type A Citation: 0  
Type B Citation: 0  
Other Visit Dates: 12/27/2018, 06/08/2018, 05/16/2018, 12/14/2016, 12/30/2015, 12/30/2015

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# **EXHIBIT 3**

**From:** [cclwebmaster@dss.ca.gov](mailto:cclwebmaster@dss.ca.gov)  
**To:** [Brett Schweinberg](#)  
**Subject:** Facility Info:HOLLY PARK FAMILY HOME, INC.  
**Date:** Wednesday, December 23, 2020 3:50:11 PM

---

This is the facility information you requested.

HOLLY PARK FAMILY HOME, INC.  
321 HOLLY PARK CIRCLE  
SAN FRANCISCO, CA. 94110  
Licensee Name: HOLLY PARK FAMILY HOME INC.

Status: Licensed  
License Date: 8/14/2015

Phone: (415) 648-8292  
Number: 385600420  
Capacity: 6  
Type: ADULT RESIDENTIAL

#### State Licensing Office Contact Information

-----  
Address:  
851 TRAEGER AVE., SUITE 360  
SAN BRUNO, CA. 94066

Phone: (650) 266-8800

Contact the State Licensing Office for further information on this facility or if there are corrections you think should be made.

#### All Visits

-----  
# of Visits: 5  
All Visit Dates: 11/15/2019, 09/19/2018, 06/08/2018, 07/21/2016, 04/11/2016

#### Citations

-----  
Type A Citation: 0  
Type B Citation: 0

#### Inspections

-----  
# of Inspections: 1  
Type A Citation: 0

Type B Citation: 0  
All Visit Dates: 11/15/2019

### Complaints

-----  
Total Complaint Investigations Completed: 1  
- Total Allegations Substantiated: 0  
- Total Allegations Inconclusive: 1  
- Total Allegations Unsubstantiated: 0  
Total Type A Citations: 0  
Total Type B Citations: 0  
- Total Complaint Visits: 1

### Complaint Details:

Complaint Investigation Completed: 08/05/2016  
- # Allegations Substantiated: 0  
- # Allegations Inconclusive: 1  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 04/11/2016

### Other Visits

-----  
# of Other Visits: 3  
Type A Citation: 0  
Type B Citation: 0  
Other Visit Dates: 09/19/2018, 06/08/2018, 07/21/2016

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**From:** [cclwebmaster@dss.ca.gov](mailto:cclwebmaster@dss.ca.gov)  
**To:** [Brett Schweinberg](#)  
**Subject:** Facility Info:LADY OF PERPETUAL HELP RFE #1  
**Date:** Wednesday, December 23, 2020 3:45:37 PM

---

This is the facility information you requested.

LADY OF PERPETUAL HELP RFE #1  
476 FAIR OAKS STREET  
SAN FRANCISCO, CA. 94110  
Licensee Name: GREPO, CEASAR

Status: Licensed  
License Date: 10/19/1999

Phone: (415) 648-9533  
Number: 380504039  
Capacity: 15  
Type: RESIDENTIAL CARE ELDERLY

#### State Licensing Office Contact Information

-----

Address:  
851 TRAEGER AVE., SUITE 360  
SAN BRUNO, CA. 94066

Phone: (650) 266-8800

Contact the State Licensing Office for further information on this facility or if there are corrections you think should be made.

#### All Visits

-----

# of Visits: 4  
All Visit Dates: 03/02/2020, 03/20/2019, 02/14/2018, 02/07/2018

#### Citations

-----

Type A Citation: 5  
Type B Citation: 0

#### Inspections

-----

# of Inspections: 2  
Type A Citation: 0

Type B Citation: 0  
All Visit Dates: 03/20/2019, 02/07/2018

### Complaints

-----  
Total Complaint Investigations Completed: 0  
- Total Allegations Substantiated: 0  
- Total Allegations Inconclusive: 0  
- Total Allegations Unsubstantiated: 0  
- Total Allegations Unfounded: 0  
Total Type A Citations: 0  
Total Type B Citations: 0  
- Total Complaint Visits: 0

### Complaint Details:

### Other Visits

-----  
# of Other Visits: 3  
Type A Citation: 5  
Type B Citation: 9  
Other Visit Dates: 03/02/2020, 02/14/2018, 02/14/2018

The Community Care Licensing Division of the California Department of Social Services has provided this document search application to provide the public with access to information regarding facilities licensed by the Division. Such information should only serve as an initial point of inquiry regarding the licensing status and regulatory history of a licensed facility. To obtain additional information concerning a specific facility, please contact the licensing office responsible for licensing and inspection of the facility.

The Department makes no claims, promises, or guarantees about the accuracy, completeness or adequacy of the documents accessible through the use of this application. Accordingly, it disclaims any liability for any errors, omissions or misrepresentations contained in them. No warranty of any kind, including, but not limited to, express, implied, common law or statutory ones, is given with respect to the use of this application. No warranties are given with respect to the non-infringement of third party rights and the cybersecurity of the application.

### **LIMITATION OF LIABILITY**

CDSS IS NOT LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF, OR THE INABILITY TO USE, THIS APPLICATION OR RELIANCE UPON THE CONTENT OF THE MATERIALS ACCESSIBLE THROUGH THE USE OF THIS APPLICATION UNDER ANY CIRCUMSTANCES.

**From:** [cclwebmaster@dss.ca.gov](mailto:cclwebmaster@dss.ca.gov)  
**To:** [Brett Schweinberg](#)  
**Subject:** Facility Info:MERCED THREE RESIDENTIAL CARE FACILITY  
**Date:** Wednesday, December 23, 2020 3:46:30 PM

---

This is the facility information you requested.

MERCED THREE RESIDENTIAL CARE FACILITY  
1420 HAMPSHIRE STREET  
SAN FRANCISCO, CA. 94110  
Licensee Name: HAFCO ELDER CARE, INC.

Status: Licensed  
License Date: 7/14/2005

Phone: (415) 285-7660  
Number: 385600349  
Capacity: 33  
Type: RESIDENTIAL CARE ELDERLY

#### State Licensing Office Contact Information

-----  
Address:  
851 TRAEGER AVE., SUITE 360  
SAN BRUNO, CA. 94066

Phone: (650) 266-8800

Contact the State Licensing Office for futher information on this facility or if there are corrections you think should be made.

#### All Visits

-----  
# of Visits: 7  
All Visit Dates: 01/16/2020, 02/21/2019, 01/24/2018, 11/08/2017, 07/13/2017, 09/09/2016,  
08/18/2016

#### Citations

-----  
Type A Citation: 1  
Type B Citation: 6

#### Inspections

-----  
# of Inspections: 1

Type A Citation: 1  
Type B Citation: 3  
All Visit Dates: 02/21/2019

#### Complaints

-----  
Total Complaint Investigations Completed: 1  
- Total Allegations Substantiated: 0  
- Total Allegations Inconclusive: 0  
- Total Allegations Unsubstantiated: 4  
- Total Allegations Unfounded: 0  
Total Type A Citations: 0  
Total Type B Citations: 0  
- Total Complaint Visits: 1

#### Complaint Details:

Complaint Investigation Completed: 02/04/2020  
- # Allegations Substantiated: 0  
- # Allegations Unsubstantiated: 4  
- # Allegations Unfounded: 0  
Type A Citations: 0  
Type B Citations: 0  
# of Visits: 1  
Dates of Visits: 01/16/2020

#### Other Visits

-----  
# of Other Visits: 6  
Type A Citation: 0  
Type B Citation: 1  
Other Visit Dates: 01/24/2018, 11/08/2017, 07/13/2017, 09/09/2016, 09/09/2016, 08/18/2016

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to the non-infringement of third party rights and the cybersecurity of the application.

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# **EXHIBIT 4**

# **Application Instructions**

## **for A**

# **Facility License**



**CDSS**  
CALIFORNIA  
DEPARTMENT OF  
SOCIAL SERVICES

Community Care Licensing Division

This contains the instructions for the following:

- ADULT RESIDENTIAL FACILITIES
- GROUP HOMES
- SMALL FAMILY HOMES
- RESIDENTIAL CARE FACILITIES FOR THE ELDERLY (RCFE)
- RESIDENTIAL CARE FACILITIES FOR THE CHRONICALLY ILL (RCF-CI)
- SOCIAL REHABILITATION FACILITIES
- ADULT DAY PROGRAMS
- FOSTER FAMILY AGENCIES
- ADOPTION AGENCIES
- TRANSITIONAL HOUSING PLACEMENT PROGRAM
- COMMUNITY TREATMENT FACILITY

## **Community Care Licensing Division (CCLD) Application Booklet for Facility License**

**INTRODUCTION** — These instructions are intended to help you file an application for a facility license for the facility types listed on the cover. Attached are the instructions for filing the application. Before a license can be issued, the licensing agency must review information that you meet the minimum requirements for the license.

The application fee plus section A and B documents must be completed and sent to the licensing agency as a packet. **The application fee is non-refundable.** Your application cannot be started until all the forms are filed with the licensing agency. The page entitled, "Section A, Forms by Type of Facility" has links that will take you directly to each licensing form. If you need additional forms, our website is [www.cclld.ca.gov](http://www.cclld.ca.gov) or contact our licensing agency. By printing out forms online, you are assured of using the most current licensing form.

Submit the Section A and B documents in the same sequence as they are in the application booklet. If the forms are incomplete, the licensing agency will return the entire packet to you. To prevent delays, be sure that you have all the necessary information completed, properly signed, with original signatures, and dated. Make a photocopy of your application before you give it to the licensing agency.

**REGULATIONS** — The regulations that govern the licensing of all facility categories covered by these application instructions are under the California Code of Regulations, Title 22, Division 6. Copies of the regulations and amendments can be downloaded from <http://www.cdss.ca.gov/inforesources/CDSS-Regulations-Home-Page>.

For information on purchasing regulations with an update service, contact:

Barclays West Group  
1-800-888-3600

**RESIDENTIAL CARE FACILITY FOR THE CHRONICALLY ILL** — If you are applying for an RCF-CI license, your application must contain all of the items in Sections A and B plus some additional items. Refer to California Code of Regulations, Title 22, Division 6, Chapter 8.5, Section 87818 (the RCF-CI Regulations) for detailed information on the additional required items.

**INFORMATION PRACTICE ACT:** — This information is requested by the Department of Social Services in compliance with Title 22, Division 6 of the California Code of regulations and Section 1500 and 1569 et. Seq. of Health and Safety Code. Submission of the information is mandatory. The local licensing office is responsible for maintaining the information. Access to this information will be provided unless prohibited by the Information Practice Act of 1977. Certain authorized public and private agencies may have access to this information including county Welfare Departments, Department of Justice, Regional Centers, the Department of Developmental Services and the Department of Mental Health.



**Section A**  
**Forms by Type of Facility**

Forms required to be completed by the applicant for licensure by type of facility are listed below:

LICENSING FORMS  CLICK BELOW TO ACCESS EACH FORM	Group Home Community Treatment Facility	Adult Residential Social Rehabilitation Facility Adult Day Programs RCFE RCF-CI	Small Family Home	Foster Family Agency Adoption Agency Transitional Housing Placement Program
A1. <a href="#">Application (LIC 200)</a>	Required	Required	Required	Required
A2. <a href="#">Applicant Information (LIC 215)</a>	Required	Required	Required	Required
A3. <a href="#">Designation of Administrative Responsibility (LIC 308)</a>	Required	Required	Required	Required
A4. <a href="#">Administrative Organization (LIC 309)</a>	Required	Required	—	Required
A5. <a href="#">Affidavit Regarding Client Cash Resources (LIC 400)</a>	Required	Required	Required	Required
A6. <a href="#">Surety Bond (LIC 402)</a>	Required	Required	Required	Required
A7. <a href="#">Monthly Operating Statement (LIC 401)</a>	Required	Required	—	Required
A8.a <a href="#">Supplemental Financial Information (LIC 401a)</a>	Required	Required	—	Required
A8.b <a href="#">Balance Sheet (LIC 403)</a>	Required	Required	—	Required
A8.c <a href="#">Balance Sheet Supplemental Schedule (LIC 403a)</a>	Required	Required	—	Required
A9. <a href="#">Financial Information Release and Verification (LIC 404)</a>	Required	Required	—	Required
A9.A <a href="#">Budget Information (LIC 420)</a>	—	—	Required	—
A10. <a href="#">Personnel Report (LIC 500)</a>	Required	Required	Required	Required
A11. <a href="#">Personnel Record (LIC 501)</a>	Required	Required	Required	Required
A12. <a href="#">Health Screening Report - Facility Personnel (LIC 503)</a>	Required	Required	Required	Required
A13. <a href="#">Criminal Record Statement (LIC 508, LIC 508D)</a>	Required (LIC 508)	Required (LIC 508)	Required (LIC 508D)	Required (LIC 508)
A14. <a href="#">Emergency Disaster Plan (LIC 610C, LIC 610D, LIC 610E)</a>	Required (LIC 610C)	Required (LIC 610D) (RCFE only LIC610E)	Required (LIC 610C)	Required (LIC 610C)
A15. <a href="#">Facility Sketch (LIC 999)</a>	Required	Required	Required	Required
A16. <a href="#">Fire Inspection (LIC 9054)</a>	Required	Required	Required	Required
A17. <a href="#">Board of Director Statement (LIC 9165) Contained in PUB 326</a>	Required	—	—	—

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**A1. LIC 200 - APPLICATION FOR A COMMUNITY CARE FACILITY OR RESIDENTIAL CARE FACILITY FOR THE ELDERLY LICENSE.**

- Make sure the form is filled out completely.
- All applicants must sign the application, including each general partner.
- The application should contain original signatures. The licensing agency will not accept photocopied signatures on this form.
- If the application indicates that the applicant previously held a license for a facility, the licensing agency will compare the Applicant Information Form (LIC 215), and verify that the applicant is not subject to disciplinary action.
- Signatures should match applicant's name, unless the application is a corporation or limited liability company. *(See below)*.
- If a corporation is applying for the license, all persons signing the application must be authorized by the Board resolution and the Board resolution must be submitted with this form.

**NOTE:** For partnerships, corporations and limited liability companies – See SECTION B. criteria for additional information below.

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**A2. LIC 215 - APPLICANT INFORMATION**

- There should be a form completed by each applicant.
  - If the applicant previously held a license, held a beneficial ownership of 10 percent or more or was an administrator, general partner, corporate officer or director of a licensed facility, the licensing agency will research to determine if the applicant is subject to disciplinary action.
  - This form will be used as necessary to verify qualifications when an applicant also intends to be the Administrator/Director.
  - The form must contain original signatures. The licensing agency will not accept photocopied signatures on this form. Reference statements must be current and should not be from relatives.
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**A3. LIC 308 - DESIGNATION OF FACILITY RESPONSIBILITY**

- At least one individual must be designated as the authorized person of the facility to act in the licensee's absence. A LICENSEE CANNOT DESIGNATE HIM OR HERSELF. More than one staff person may be designated on a form.
  - If the applicant is a corporation or a limited liability company, a resolution must authorize the delegation and be submitted with this form.
  - The form must contain the original signatures of the applicants/licensees. The licensing agency will not accept photocopied signatures on this form.
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**A4. LIC 309 - ADMINISTRATIVE ORGANIZATION**

- Individual applicants are NOT required to complete this form.
  - This form must be completed if the applicant is a corporation, public agency, partnership, or limited liability company.
  - Make sure the information matches that on the application (LIC 200).
  - Terms of office should match articles/bylaws.
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**WHAT A CREDIT REPORT  
DOES AND DOES NOT  
SAY ABOUT YOU.**

**DOES SAY**

Your Name.

Your Address.

Your Social Security Number.

Payment History.

If You Have Any Bankruptcies Or Liens.

If Any Businesses Have Looked At Your File.

Any Comments You've Added To Your File.

**DOES NOT SAY**

How Much You Have In The Bank.

What Your Race Is.

What Your Religion Is.

What Your Investments Are.

If You've Had Any Criminal Arrests.

If You Have Any Traffic Tickets.

Merchandise Purchased.

Anything About Your Medical History.

The purpose of a consumer credit report is to report your credit history and whether or not you repay loans on time for the things you buy.

Your rights of privacy are protected by law. The Department of Social Services obtains credit reports per Section 604 of the Fair Credit Reporting Act:

"A consumer reporting agency may furnish a consumer report under the following circumstances and no other:....(3) To a person which it has reason to believe...(D) intends to use the information in connection with a determination of the consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status:...

Your consumer credit report is maintained in the confidential section of your facility file which is maintained in your local regional office.

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**A5. LIC 400 - AFFIDAVIT REGARDING CLIENT CASH RESOURCES**

- Make sure the form is completed and the appropriate box is checked.
- Make sure a bond is obtained if needed.
- This form must contain original signatures. The licensing agency will not accept photocopied signatures on this form.
- Not required for Foster Family Agencies.

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**A6. LIC 402 - SURETY BOND**

- Make sure the bonding agency uses the language found on the LIC 402, if the form itself is not used. The State of California must be identified as the beneficiary and there must be an effective date and an expiration date.
- The document must contain original seals and signatures. The licensing agency will not accept photocopied signatures on this form.
- Compare the LIC 402 to ensure that the bond is in the amount indicated on the LIC 400.
- This is not required for Foster Family Agencies.
- The following are examples of situations when a bond is needed. (Because a licensee, or facility employee is handling client cash resources.)
  - The licensee/facility employee cashes a client's check at the bank and returns the money to the client. In this situation, the licensee/facility employee has handled the client's money.
  - The licensee/facility employee keeps client money in a safe place, including a bank or other financial institution, and controls its distribution (i.e., hands out the money).

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**A7. LIC 401 - MONTHLY OPERATING STATEMENT**

- Instructions are found on the reverse side of the form.
- Make sure the number of clients corresponds with the requested capacity.
- Other facility income must be clear and documented.
- All facility operating costs must be indicated and reasonable (i.e., salaries are shown as at least minimum wage).
- Approximately 25 percent of the salaries should normally be added for fringe benefits. If fringe benefits are not applicable, the application should so state and explain why.
- Make sure rent amount corresponds with lease/rental agreement/mortgage payment.
- If the applicant is the licensee of another facility, a separate LIC 401 must also be submitted for each licensed facility. For facilities in operation, this information must reflect the actual operating budget, not an estimate. At the top of the LIC 401, the applicant is to indicate whether the information contained on the form is estimated or actual.
- Make sure the form contains both the name of the preparer and the original signature of the applicants. The licensing agency will not accept photocopies of signatures on this form.
- Not required for Small Family Homes.

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**THE FOLLOWING FINANCIAL FORMS ARE NECESSARY IN ORDER TO CAPTURE THE OVERALL FINANCIAL STATUS OF THE APPLICANT AND TO DETERMINE IF THE APPLICANT HAS SUFFICIENT FINANCIAL RESOURCES TO OPERATE THE FACILITY (I.E. MEET EXPENSES). THESE FORMS AND A CREDIT REPORT WILL BE REVIEWED IN CONJUNCTION WITH ONE ANOTHER.**

**A8 (a) LIC 401a - SUPPLEMENTAL FINANCIAL INFORMATION**

- Instructions are found on the reverse side of the form.
  - Part I is to reflect all other income and expenses, excluding the facility income.
  - Part I is to be completed by individual applicants and each general partner.
  - Part II is to be completed by all applicants.
  - Make sure the form contains both the name of the preparer and the applicant's original signature. The licensing agency will not accept photocopied signatures on this form.
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**A8(b) LIC 403 -BALANCE SHEET**

- **STOP: THE LIC 403A SHOULD BE COMPLETED BEFORE FILLING OUT THIS FORM.**
    - Instructions are found on the reverse side of the form.
    - The information provided is to reflect assets and liabilities concerning all activities of the owners, not just those related to the operation of the facility.
    - Figures must be "realistic".
    - Life insurance amount must be the cash value or surrender value, not "face value", (normally the amount to be paid upon death).
    - If the applicant is the sole owner, real estate listed should indicate both the purchase price and the market value of property. If the applicant is a partnership or corporation, the cost of the real estate should be indicated, not the appraised value.
    - On site furnishings and equipment listed should indicate the market value.
    - Only cash and cash equivalents should be considered for meeting the three month start-up funds requirement. Cash equivalents are those assets which are readily converted to cash in one week or less.
    - Make sure the form contains both the name of the preparer and the original signature of the applicants. The licensing agency will not accept photocopied signatures on this form.
    - Not required for Small Family Homes.
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**A8(c) LIC 403a -BALANCE SHEET SUPPLEMENTAL SCHEDULE**

- This is a detailed balance sheet to be completed prior to completing the LIC 403.
- Instructions are found on the reverse side of the form.
- Cash in the bank will be verified with the use of the LIC 404.
- The licensing agency verifies liabilities by obtaining a credit report on the applicant.
- Make sure the form contains both the name of the preparer and the original signature of the applicants. The licensing agency will not accept the photocopied signatures on this form.
- Not required for Small Family Homes.

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**A9. LIC 404 - FINANCIAL INFORMATION RELEASE AND VERIFICATION**

- This information is used to verify approximately three months operating funds.
- If readily accessible, a verifiable line of credit from a reputable financial institution (i.e., a bank, savings and loan, credit union or major credit card) is acceptable for use as start-up funds. The credit check process requires certain past debts be brought current.
- The licensing agency will take into account that the applicant is purchasing an already licensed and operational facility.
- Start-up funds should not be consumed on renovation or repair work to the facility.
- The licensing agency will send this form to the financial institution. The verification must be sent by the financial institution directly to the licensing agency.  
**THE LICENSEE CANNOT HAND CARRY IT.**
- One form or set of forms is required for each bank.
- All persons listed on an account must sign the form. Bank accounts must be in the applicant's name.
- The licensing agency will NOT accept photocopied signatures on this form.
- Not required for Small Family Homes.

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**A9.A LIC 420 - BUDGET INFORMATION**

- To be completed by Small Family Home applicants only.
- Must contain original signature(s). Cannot be photocopied.

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**A10. LIC 500 - PERSONNEL REPORT**

- All planned employee positions are to be shown on this form. Include days and hours staff will be scheduled for duty. The licensing agency will review to ensure there is required staff coverage for all hours of operation.
- The Director/Administrator and any staff hired at the time of the application should be on the form. Other positions with staff not yet hired must be listed as "to be hired" and designated by position title.
- The licensing agency will make sure anyone designated as EXEMPT from fingerprinting requirements is appropriate pursuant to Health and Safety Code Sections 1522 and 1569.17.
- Ensure that the reverse side of the LIC 500 is signed by the applicant/licensee or designated representative if there are exempt personnel at the facility.
- If the applicant is the licensee of another facility, a separate LIC 500 must also be submitted for each licensed facility.
- The licensing agency will **NOT** accept photocopied signatures on this form.

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**A11. LIC 501 - PERSONNEL RECORD**

- Only those who do not complete an LIC 215 should complete this form.
- This form is to be signed and submitted to the licensing agency with the application only for directors/administrators or Group Home program managers who are not licensees. All other staff forms are to be kept on file for review at the facility.
- Verification of education and experience will be done against official transcripts and/or references.

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**A12. LIC 503 - HEALTH SCREENING REPORT**

(This form is not required, under certain circumstances, of persons who are adherents of a well-recognized church relying solely upon prayer or spiritual means of healing. Facilities must, however, present satisfactory evidence to the licensing agency that individuals are free from any communicable disease. Such evidence shall be a written statement from a practitioner recognized by this religion for the purpose of healing.)

- One form each is required for the applicant or designee and administrator.
- Health screening, at time of application, must be less than six months old for applicants for Residential Care Facilities for the Elderly and one year old for all other categories.
- If the applicant has other licensed facilities, or the administrator worked at another facility with the same licensee and there is an exam on file, a new health exam is not required unless there are obvious health problems.
- The LIC 503 must be signed and dated by a qualified medical professional. The licensing agency will NOT accept photocopied signatures on this form.
- The Tuberculosis (TB) test portion of the form must be filled out, including result, or a separate test verification is needed.

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**A13. LIC 508 or LIC 508D - CRIMINAL RECORD STATEMENT**

- One form each is required for the applicant or designee and administrator, if applicable to the licensing category (i.e. facility is required to have an administrator).

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**A14. LIC 610C, LIC 610D or LIC 610E - EMERGENCY DISASTER PLAN**

- The plan must show two relocation sites away from the facility that are able to accommodate the number of clients/children in the facility.
- If the property is not currently occupied by the applicant, the use of the relocation site requires authorization from the agency or person currently in possession. This authorization should be verified in writing.

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**A 15. LIC 999 - FACILITY SKETCH**

- Sketch must give dimensions of all rooms and designate their use.
- Door and window exits must be shown. Indicate exit routes by number as shown on the LIC 610/LIC 610A Emergency Disaster Plan.
- Rooms to be used by non-ambulatory clients/residents and staff should be identified.
- A facility sketch is required for all indoor and outdoor space including driveways, fences, storage areas, gardens, recreation areas and other space used by clients/residents.
- For facilities with multiple buildings on a single site, submit separate sketches for indoor and outdoor space for each building and one sketch showing entire facility and relationship between indoor and outdoor spaces of all buildings, as well as any other use of the building.
- Sketch of outdoor space must show dimensions and location of major equipment and swimming pools. Sketch must also identify utility shut-off locations.



**Section B**  
**Forms by Type of Facility**

Forms required to be completed by the applicant for licensure by type of facility are listed below:

SUPPORTIVE DOCUMENTS	Group Home Community Treatment Facility	Adult Residential Social Rehabilitation Facility Adult Day Programs RCFE RCF-CI	Small Family Home	Foster Family Agency Adoption Agency Transitional Housing Placement Program
B1. Partnership Agreement/Articles of Incorporation/Articles of Organization	Required	Required	—	Required
B2. Verification of Administrator Qualifications and Certification	Required	Required	—	Required
B3. Verification of Social Worker Qualifications	Required	—	—	Required
B4. Job Description - each position	Required	Required	—	Required
B5. Personnel Policies	Required	Required	—	Required
B6. In service Training for Staff	Required	Required	—	Required
B7. Facility Program Description	Required	Required	Required	Required
B8. Rules of Discipline/Personal Rights	Required	Required	Required	Required
B9. Admission Policies	Required	Required	Required	Required
B10. Sample Menu	Required	Required	Required	—
B11. Control of Property	Required	Required	Required	Required
B12. Bacteriological Analysis of Private Water Supply (When Water for Human Consumption is from a Private Source)	Required	Required	Required	Required
B13. Insurance Information	—	RCFE Only		
B14. Theft & Loss Policy	—	RCFE Only	—	—
B15. Neighborhood Complaint Policy – Applicable to non-resident owner community care facilities providing residential care for six or fewer persons ONLY.	Required	Required	—	—
B16. First Aid Card	Required	Required	Required	Required
B17. Orientation Certification	Required	Required	Required	Required
B18. Group Home and Foster Family Agency Program Statement for rate setting purposes	Required	—	—	Foster Family Agency ONLY

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**B1. - PARTNERSHIP AGREEMENT, ARTICLES OF INCORPORATION OR ARTICLES OF ORGANIZATION**

Information contained in a partnership agreement, articles of incorporation or articles of organization gives the licensing agency information concerning who is ultimately responsible for which functions in the facility. This information is especially necessary when there are unresolved problems needing attention. The licensing agency must know who to contact regarding the operation of the facility.

**PARTNERSHIP AGREEMENT**

- A written agreement is not necessary for licensing purposes when the partners are husband and wife. However, two individuals not related by marriage are required to provide a partnership agreement.
- For licensing purposes, it is necessary to determine if the partnership is a general or limited partnership. If it is a limited partnership, only the general partner(s) are to be on the license. However, the names and addresses of the limited partners are also needed. Limited partners need not sign the application, submit fingerprints (except when living at or performing care or supervisory duties in the facility), etc.
- All general partners need to be on the license and sign the application.
- Name & business address of each general partner is needed.
- A description of the obligations and duties of each general partner and whether or not each can act on behalf of the others. (This is necessary in order for the licensing agency to know who is in charge and responsible for what.) It should be noted that in a partnership, ultimately, each partner is responsible and liable for the obligations of the license.

**ARTICLES OF INCORPORATION:**

The Articles of Incorporation are used to establish that the applicant is, in fact, a valid corporation and qualified as such to do business in the State of California. The articles should have attached, a seal from the state where incorporated. Foreign (out-of-state) corporations must also provide a Certificate of Qualification from the California Secretary of State to establish that the corporation is qualified to do business in California. Pursuant to regulation, the following information must also be provided as part of, or in support of, the Articles of Incorporation.

- Constitution and by-laws (day-to-day operation). This is viewed only to ensure that no licensing regulations are violated.
- Board Resolution (to determine who are the agents acting on behalf of the Corporation).

Authorization to apply for a license and the person authorized and delegated by board resolution to sign and act on behalf of the corporation should be included in the board resolution. This may be the Chief Executive Officer, Board President, Board Member, or an individual from the corporate executive office.

- Directors' and officers' names, titles, business and phone numbers.
- Name and address of 10 percent shareholders

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**B1. - (Continued)**

**ARTICLES OF ORGANIZATION:**

The Articles of Organization, stamped by the Secretary of State, establish that a limited liability company (LLC) applicant is validly formed and qualified to do business in the State of California. If the Articles of Organization were filed in another state, the LLC is a "foreign limited liability company" and must also submit a Secretary of State Form LLC-5 (Limited Liability Company Application for Registration), stamped by the California Secretary of State, to demonstrate that the foreign LLC has registered in California and is qualified to do business in this state. Similar to the information required for corporate applicants, a LLC applicant must provide the following information:

- Operating Agreement. All LLC's must have an operating agreement. Operating agreements specify who will manage the business, who the owners are, how decisions will be made, and much more.
- The names, titles, business addresses, and phone numbers of all managing members, managers, and non-managing members holding a 10 percent or more interest in the LLC.

**NOTE:** Generally, no resolution or other authorization from the LLC is necessary to identify who has authority to act on behalf of the applicant. The operating agreement should specify who has such authority and typically managers and managing members may act for the LLC. If the application is signed by an individual who is not identified in the operating agreement as a manager or a managing member (or the individual does not have the authority in the operating agreement to act on behalf of the LLC), **then a proper written delegation of authority, consistent with the terms of the operating agreement is necessary.**

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**B2. VERIFICATION OF ADMINISTRATOR / DIRECTOR QUALIFICATIONS**

Administrator/Director qualifications and duties are found in licensing regulations. When applicable, these requirements must be verified by the following means by the applicant/licensee and provided to the licensing agency as part of SECTION B:

**COMMUNITY CARE FACILITIES (CCF'S) / ADULT RESIDENTIAL CARE FACILITIES (ARF'S) AND RESIDENTIAL CARE FACILITIES FOR THE ELDERLY (RCFE)**

**For ARF only:** Proof of registration in a 35-hour ARF certification program should be submitted with the application. A Department issued certificate verifying completion of the 35-hour ARF certification is required prior to licensure.

**For RCFE only:** Proof of registration in a 40-hour certification program should be submitted with the application. A Department issued certificate verifying completion of the 40-hour RCFE certification program by an approved vendor is required prior to licensure.

**For GH only:** Proof of registration in a 40-hour certification program should be submitted with the application. A Department issued certificate verifying completion of the 40-hour GH certification program by an approved vendor is required prior to licensure.

**Education:**

Transcripts from an accredited school, when required.

Out-of-Country school - In order to determine that the appropriate classes and number of units have been completed, the applicant/licensee should obtain a copy of the class descriptions or college catalog describing the class or obtain certification from a local college regarding class equivalency. All state universities have an international programs office which may be contacted to determine the status of courses offered by foreign colleges and universities.

**Experience:**

Written references are to be obtained by the applicant/licensee and submitted to the licensing agency. References are used solely to determine that the experience requirement is met (i.e., the person worked there, in the particular capacity, the specific duties performed, for a specified period of time). If it is not possible to obtain a written reference (i.e., the person is out of business and there is no means of contact), the applicant/licensee may submit a declaration signed by the Administrator stating why written references are not able to be obtained, that he/she worked in a particular capacity at a particular place/facility, the specific duties performed, and for a specified period of time.

**VERIFICATION OF EXPERIENCE FOR AN APPLICANT APPLYING FOR A ONE TO SIX BED ARF OR RCFE IS NOT NECESSARY.**

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**B3. VERIFICATION OF SOCIAL WORK STAFF**

Transcripts from an accredited school.

Experience, when required.

**B4. JOB DESCRIPTIONS**

As part of the operation of the facility, the applicant must establish staff positions that will be responsible for specific tasks or duties. The applicant must provide the licensing agency with a job description for each of these classifications. The descriptions should be clear, concise and relevant to the position for which the person is being hired. Additionally, job descriptions will be compared to the Personnel Report (LIC 500) and there must be a job description for each classification listed on the LIC 500.

The following areas must be addressed in each job description: Staff positions must correspond to those listed on all personnel reports.

- Duties and responsibilities:
- Minimum qualifications that correspond to licensing requirements. This is to include any special licenses or certificates or special skills needed to perform the job.
- Lines of supervision (This is to include supervision given and to whom, as well as supervision received and from whom).

**B5. PERSONNEL POLICIES**

Personnel policies are to describe those regulatory requirements commonly associated with personnel practices/policies such as staff coverage, staff qualifications, work schedules and conditions of employment.

The following areas are to be included in this section.

- Work hours/shifts for documentation of positions to provide coverage with competent staff. To correspond with staff positions and work days and hours listed on all personnel reports.
- Abuse reporting procedures. Documentation must indicate that employees will be informed of their responsibilities to report to the licensing agency as well as to the police and child/adult protective agency.
- Hiring practices: Including screening of employees for necessary education and experience and informing employees that conditions of their employment include fingerprint clearance, statement of prior criminal convictions, TB clearance, physical examination/health questionnaire, child abuse index check. (This is to ensure that employees are competent and aware that they have to meet these conditions for initial and continued employment).

Other federal and state agencies have requirements that businesses must adhere to in relation to personnel practices, such as minimum wages, Workers' Compensation and Fair Employment Practices. These agencies monitor the business' compliance with their regulations. CCLD does not enforce other agencies regulations. It is important, however, that applicants contact these agencies in order to determine that established practices are not in conflict with laws or regulations.

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**B6. IN-SERVICE TRAINING FOR STAFF**

As part of the plan of operation of the facility, the applicant must establish a plan for in-service training for staff and submit the plan to the licensing agency at the time of application.

The plan must address the following:

- New employee training:

A description of the training. Please state who will be conducting the training.

- Ongoing training:

Topics to be covered in the training. The training list should include administrator continuing education units. Plan must include how often the training will be given and how the training will be documented. It must include topics specified in the regulation sections listed below:

80065	General Regulations
84065	Group Home Regulations
85065	Adult Residential Facilities Regulations
87565	Residential Care Facilities for the Elderly Regulations

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**B7. COMMUNITY CARE FACILITIES/RESIDENTIAL CARE FACILITIES FOR THE ELDERLY PROGRAM DESCRIPTION**

The program description should be a general overview of the program philosophies, services provided and activities in the facility. A pamphlet or brochure advertising the facility is also acceptable providing all of the following elements are included:

- Brief statement of the purpose, goals and program methods (program philosophy).
- \*\*Days and hours of operation.
- Daily schedule of activities to be provided by the facility. This should state who plans, conducts and assists clients in participating in these activities.
- A one month schedule of planned social, educational and recreational activities. This should state who plans, conducts, and assists clients in participating in these activities.
- \*\*Description of the basic services provided by the facility. NOTE:

See Admission Guideline (LIC 604 or 604A) for a list of basic services.

- \*\*Description of the optional services provided in the facility as listed in the admission agreement.
- Description of how the facility is going to handle medical emergencies if a client becomes ill or injured.
- Procedure for handling and assisting clients / residents with self-administered medications.
- Transportation arrangements.
- Description of community resources and consultants to be used by the facility.
- Each facility shall provide a procedure (approved by the licensing agency for immediate response to incidents and complaints).

[Information requested in areas designated by \*\*may also appear in **Section B10** - Admission Policies].

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**B8. DISCIPLINE POLICIES**

**PERSONAL RIGHTS APPLIES TO ALL FACILITY CATEGORIES**

**GROUP HOMES AND FOSTER FAMILY AGENCIES ONLY**

The applicant shall describe the types of discipline that will be used and under what conditions each type will be used. The discipline policies shall also address the following, when appropriate:

Types of discipline not permitted

**NO CORPORAL PUNISHMENT/VIOLATION OF PERSONAL RIGHTS**

Provisions for contact with parents/placement representatives (conferences)

Grounds for dismissal/eviction/relocation/removal from placement

NOTE: Prone containment and like techniques shall not be included as part of the facilities discipline policy nor written into individual client's needs and services plan. Such techniques are not to be a planned step in modifying behavior. They are considered to be only last resort emergency physical control techniques designed to prevent injury to bystanders, the assaultive client, other clients, and staff.

The Department will evaluate the discipline policies to ensure that these policies do not violate personal rights and that there is a clear statement that there will be no corporal or unusual punishment used. If there is reason to believe that the applicant does not understand what constitutes corporal punishment or a violation of personal rights, or the statements have not been made clear, then further information may be requested.



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**B9. ADMISSION POLICIES**

The admission policies must provide information relevant to the category of clients accepted for care. In addition, they must provide ages of the clients, rates and refund policies, acceptance and retention limitations, pre-admission appraisals, needs and services plans, medical assessments and an admission agreement which contains the typical information a client or his/her authorized representative would need to know prior to entering a facility. A description of the following items must be included in this section.

- Persons accepted for care, including age range and compatibility determination process, when necessary.
- Intake procedures for placement in group homes.
- Criteria for assessing appropriateness of placement given an individual client's needs (i.e., interviews, procedures for obtaining and developing the necessary paperwork, etc.)
- Needs and services plan.
- Client's Rights/Personal Rights. (At a minimum there should be a statement that clients/residents will be informed of their rights and that client's/resident's rights will not be violated).
- Medical assessment.
- Pre-admission appraisal plan.
- Emergency information.
- Sign-in and sign-out procedures.
- Immunization requirements.
- Physical examination requirements (including TB testing).

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**B10. SAMPLE MENU**

It is important for the licensing agency to verify that the applicant is familiar with the provisions of balanced meals, acceptable portion sizes and general principals of good nutrition. A sample menu is needed in order to meet this requirement.

The sample menu will include:

- Planned meals and snacks for one week, foods used should be from the four basic food groups.
- Portion sizes.
- Times meals served.

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**B11. CONTROL OF PROPERTY**

It is necessary for the licensing agency to determine that the applicant/licensee has control over facility property. Once licensed, the licensee must be able to ensure that the facility and grounds are maintained and are in compliance with regulations (i.e., repairs made to physical plant, swimming pools fenced, etc.).

- Name and address of the owner must be provided.
- A copy of the lease agreement or rental agreement must be provided. (There are no requirements related to length of the lease or rental agreement.)

If the agreement precludes the use of the property as a facility, prevents the applicant/licensee from achieving compliance with regulations, or the operation of a facility is contrary to the terms of the agreement, the license must be denied/withdrawn as the licensee would not have adequate control over the property (i.e., the agreement states that Susie and Mary are to be the persons residing in the house and anyone else needs to be approved or the agreement states that the property cannot be used for business purposes and the applicant wishes to operate a facility for more than six persons).

- Proof of ownership must be provided if the applicant is the owner of the property.

The licensing agency can verify this by a Property Tax bill, Deed or other related document. The documents provided must contain the facility street address within the document or its' attachments.

**B12. BACTERIAL ANALYSIS OF WATER**

This form is to be completed **ONLY** if the facility gets water from a well or other private source.

This is required of all categories at initial licensure if water for consumption is from a private source, regardless of the number of clients served. Submit evidence of on-site inspection of the source of the water and a bacteriological analysis by a local or state health department or other qualified laboratory which establishes the safety of the water. If the analysis provided gives only a chemical/bacteriological analysis and not a specific statement as to whether or not the water is safe to drink, the licensing agency will request that the applicant get such a statement from the laboratory.

The analysis must be signed by a qualified agency representative.

**B13. INSURANCE INFORMATION (APPLIES ONLY TO RESIDENTIAL CARE FACILITIES FOR THE ELDERLY)**

A statement concerning whether or not there will be insurance covering the facility operation. If there is insurance coverage, what type of coverage and with whom. If there is no insurance coverage, a statement of such is sufficient.

**B14. THEFT AND LOSS POLICY**

This policy shall include the provisions for inventory of personal property at the time of admission, modification of the inventory, practices used to safeguard personal property upon the death of the resident, documentation and reporting of loss of personal property, method of marking personal property, and method for providing a secure area for safekeeping of resident personal property.

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**B15. NEIGHBORHOOD COMPLAINT POLICY**

Facilities shall establish procedures for immediate response to incidents and complaints. The procedures must include a time when the owner, licensee or designee will be available to meet with neighborhood residents. Applicable to non-resident owner community care facilities providing residential care for six or fewer persons **ONLY**.

**B16. FIRST AID CARD**

Staff responsible for providing direct care and supervision shall receive training in first aid from persons qualified by agencies including but not limited to the American Red Cross.

Copies of first aid cards for applicant/administrators must be submitted.

**COPIES OF FIRST AID CARDS WILL BE VERIFIED.**

**B17. ORIENTATION CERTIFICATE**

Proof of attendance **MUST** be submitted with application.

**B18. GROUP HOME PROGRAM STATEMENT**

- For complete instructions refer to Group Home Program Statement - General Instructions (LIC 9106).
- Applicants should be aware that written statements of support from host counties social services or probation departments are required before AFDC-FC rates may be funded.
- Applicants may substitute the Group Home Program Statement for all SECTION B documents except Section B5, Personnel Policies and Section B16, Neighborhood Complaint Policy. Attach Section B5 and Section B16 to the back of the program statement.
- Applicants must submit two sets of Group Home Application documents unless program is not requesting a Foster Care Rate Setting.:
  - One set will be sent to Rate Setting
  - One set will be kept by the Licensing Agency
- The licensing agency will not accept photocopied signatures on required documents.
- Applicants should make a third set of Group Home Application documents for their own files.

Send the completed application packet to the licensing agency serving your area. Make sure you keep a photocopy of your application for your records before you forward it to the licensing agency.

**HAVE YOU REMEMBERED THE FOLLOWING:**

- Have you attended an orientation for your facility type and have you submitted a copy of your orientation certificate(s)?
- Is your application (LIC 200) signed and dated by all applicants?
- Do you have an Emergency Disaster Plan (LIC 610)?
- Do you have a Facility Sketch (LIC 999) showing indoor/outdoor space as well as all exits?
- Have you completed all Financial Information to operate your facility?
- If you are an RCF-CI applicant, have you checked regulation Section 87818 for additional required information and included it with this package?
- Have you enclosed your application fee?
- To prevent delays in your application, be sure that you have all the necessary information completed, properly signed (original signature) and dated.

# **EXHIBIT 5**

1 [Interim Zoning Controls - Conditional Use Authorization for Conversion of Residential Care  
2 Facilities to Other Uses]

3 **Resolution imposing interim zoning controls for 18 months to require a Conditional**  
4 **Use authorization and specified findings for a proposed change of use from a**  
5 **Residential Care Facility; affirming the Planning Department’s determination under the**  
6 **California Environmental Quality Act; and making findings of consistency with the**  
7 **General Plan, and the eight priority policies of Planning Code, Section 101.1.**

8  
9 WHEREAS, Planning Code, Section 306.7 authorizes the Board of Supervisors to  
10 impose interim zoning controls to provide time for the orderly completion of a planning study  
11 and the adoption of appropriate legislation, and to ensure that the legislative scheme which  
12 may be ultimately adopted is not undermined during the planning and legislative process by  
13 changes of use or approval actions which will conflict with that scheme; and

14 WHEREAS, Residential Care Facilities, as defined in Planning Code, Sections 102 and  
15 890.50(e) and established with or without the benefit of any permits required under City law,  
16 provide lodging, board, and care for 24 hours or more to persons in need of specialized aid by  
17 State-licensed personnel, and include board and care homes, family care homes, long-term  
18 nurseries, orphanages, rest homes or homes for the treatment of addictive, contagious or  
19 other diseases, or psychological disorders; and

20 WHEREAS, The Department of Public Health, the Human Services Agency, the  
21 Department of Aging and Adult Services, and the San Francisco Long-Term Care  
22 Coordinating Council are actively assessing the current availability of Residential Care  
23 Facilities in San Francisco for aging populations and those in need of long-term mental health  
24 care; developing strategies to establish additional, economically sustainable Residential Care  
25

1 Facilities for City residents; and considering potential zoning amendments as one of the policy  
2 approaches to address these issues; and

3 WHEREAS, It is necessary for the City to further study and assess the establishment  
4 and sustainability of Residential Care Facilities as a critical component of the City's ability to  
5 serve populations with additional, long-term needs, as part of the City's future development;  
6 and

7 WHEREAS, San Francisco has the highest percentage of seniors and adults with  
8 disabilities of any urban area in California, and the number of seniors is steadily increasing,  
9 especially those over the age of 85; and

10 WHEREAS, Over 40% of San Francisco's seniors live without adequate support  
11 networks, in part because their families cannot find affordable housing in the City or because  
12 they do not have children; and

13 WHEREAS, In January 2019, the San Francisco Long-Term Care Coordinating  
14 Council's Assisted Living Workgroup issued a report regarding affordable assisted living in the  
15 City, which is on file with the Clerk of the Board of Supervisors in File No. 190908, and which  
16 found:

- 17 • There are 101 assisted living facilities with a total of 2,518 assisted living beds  
18 and since 2012, the City has lost 43 assisted living facilities which had provided  
19 243 assisted living facility beds;
- 20 • The number of assisted living facilities in the City has decreased, and the  
21 decrease has primarily occurred through the closure of small facilities,  
22 particularly the board and care homes with six or fewer beds, that are generally  
23 more affordable;

- 1 • Assisted living facilities in the City face economic challenges, such as slim profit  
2 margins and difficulty in finding employees that make it difficult for them to  
3 continue to operate; and
- 4 • There is unmet need for affordable assisted living facility placements, and that  
5 as of January 2019, available waitlist data indicates that at least 103 persons  
6 require such placements; and

7 WHEREAS, The Board of Supervisors (“Board”) has considered the impact on the  
8 public health, safety, and general welfare if the interim zoning controls proposed in this  
9 resolution are not imposed; and

10 WHEREAS, The Board has determined that the public interest will best be served by  
11 imposition of these interim zoning controls at this time, to ensure that any legislative scheme  
12 that may ultimately be adopted to regulate conversion of Residential Care Facility Uses will  
13 not be undermined during the planning and legislative process; and

14 WHEREAS, The Board finds that these interim controls are consistent with the General  
15 Plan, in that they satisfy Objective 4 to “foster a housing stock that meets the needs of all  
16 residents across lifecycles” and that they do not conflict with any other aspects of the General  
17 Plan; and

18 WHEREAS, The Board finds that these interim zoning controls advance Planning  
19 Code, Section 101.1(b)’s Priority Policy No. 2, “That existing housing and neighborhood  
20 character be conserved and protected in order to preserve the cultural and economic diversity  
21 of our neighborhoods,” and Priority Policy No. 3, “That the City’s supply of affordable housing  
22 be preserved and enhanced,” in that these interim zoning controls seek to control the  
23 conversion of Residential Care Facility Uses, which would provide City policy-makers with the  
24 opportunity to develop legislative proposals that would allow seniors and other populations  
25 with needs to find affordable housing options in San Francisco, thus preserving the cultural



1 and economic diversity of the City’s neighborhoods; and the Board also finds that these  
2 interim zoning controls do not have an effect on and therefore are consistent with Priority  
3 Policy Nos. 1, 4, 5, 6, 7, and 8 of Planning Code, Section 101.1; and

4 WHEREAS, The Planning Department has determined that the actions contemplated in  
5 this resolution comply with the California Environmental Quality Act (Pub. Res. Code Sections  
6 21000 *et seq.*), which determination is on file with the Clerk of the Board in File No. 190908  
7 and is incorporated herein by reference, and the Board affirms this determination; now,  
8 therefore, be it

9 RESOLVED, That any proposed change of use from a Residential Care Facility, as  
10 defined in Sections 102 and 890.50(e) of the Planning Code, shall require Conditional Use  
11 Authorization while these interim zoning controls are in effect; and be it

12 FURTHER RESOLVED, That, in addition to the findings required pursuant to Planning  
13 Code, Section 303, any consideration of a Conditional Use Authorization for a change of use  
14 from a Residential Care Facility to another use shall take into account the following factors:

- 15 1) Any findings by the Department of Public Health, the Human Services Agency,  
16 the Department of Aging and Adult Services, or the San Francisco Long-Term Care  
17 Coordinating Council regarding the capacity of the existing Residential Care Facility Use, the  
18 population served, and the nature and quality of services provided;
- 19 2) The impact of the change of use on the neighborhood and community;
- 20 3) Whether there are sufficient available beds at a licensed Residential Care  
21 Facility within a one-mile radius of the site; and
- 22 4) Whether the Residential Care Facility Use to be converted will be relocated or  
23 replaced with another Residential Care Facility Use; and be it

1 FURTHER RESOLVED, That these interim controls shall remain in effect for 18  
2 months from the effective date of this Resolution, or until the adoption of permanent  
3 legislation, whichever first occurs; and be it

4 FURTHER RESOLVED, That these interim zoning controls become effective when the  
5 Mayor signs this resolution, the Mayor returns the resolution unsigned, or the Board overrides  
6 the Mayor's veto of the resolution.

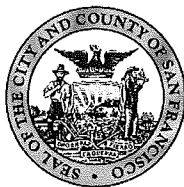
7  
8 APPROVED AS TO FORM:

9 DENNIS J. HERRERA  
10 City Attorney

11 By

  
\_\_\_\_\_  
12 ANDREW SHEN  
Deputy City Attorney

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City and County of San Francisco

Tails  
Resolution

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

File Number: 190908

Date Passed: October 01, 2019

Resolution imposing interim zoning controls for 18 months to require a Conditional Use authorization and specified findings for a proposed change of use from a Residential Care Facility; affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

September 23, 2019 Land Use and Transportation Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

September 23, 2019 Land Use and Transportation Committee - RECOMMENDED AS AMENDED

October 01, 2019 Board of Supervisors - ADOPTED

Ayes: 11 - Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee

File No. 190908

I hereby certify that the foregoing Resolution was ADOPTED on 10/1/2019 by the Board of Supervisors of the City and County of San Francisco.

for Angela Calvillo  
Clerk of the Board

London N. Breed  
Mayor

10/11/2019

Date Approved

# **EXHIBIT 6**



Secretary of State  
Certificate of Dissolution  
(California Stock Corporation ONLY)

DISS STK

IMPORTANT — Read Instructions before completing this form.

There is No Fee for filing a Certificate of Dissolution - Stock

Copy Fees – First page \$1.00; each attachment page \$0.50;  
Certification Fee - \$5.00 plus copy fees

FILED DB  
Secretary of State  
State of California

SEP 05 2017

This Space For Office Use Only

1. Corporate Name (Enter the exact name of the Corporation as it is recorded with the California Secretary of State.)

LORNE HOUSE INC.

2. 7-Digit Secretary of State File Number

1967595

3. Election

The dissolution was made by a vote of ALL of the shareholders of the California corporation.

Note: If the above box is not checked, a Certificate of Election to Wind Up and Dissolve (Form ELEC STK) must be filed prior to or together with this Certificate of Dissolution. (California Corporations Code section 1901.)

4. Debts and Liabilities

(Check the applicable statement. Only one box may be checked. If second box is checked, must include the required information in an attachment.)

The known debts and liabilities have been actually paid or paid as far as its assets permitted.

The known debts and liabilities have been adequately provided for in full or as far as its assets permitted by their assumption. Included in the attachment to this certificate, incorporated herein by this reference, is a description of the provisions made and the name and address of the person, corporation or government agency that has assumed or guaranteed the payment, or the depository institution with which deposit has been made.

The corporation never incurred any known debts or liabilities.

5. Required Statements (Do not alter the Required Statements – ALL must be true to file Form DISS STK.)

- a. The Corporation has been completely wound up and is dissolved.
- b. All final returns required under the California Revenue and Taxation Code have been or will be filed with the California Franchise Tax Board.
- c. The known assets have been distributed to the persons entitled thereto or the corporation acquired no known assets.

6. Read, Verify, Date and Sign Below (See Instructions for signature requirements.)

The undersigned is the sole director or a majority of the directors now in office. I declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of my own knowledge.

01/17/2017 MAE CLARK

Date

Signature

MAE CLARK

Type or Print Name

Date

Signature

Type or Print Name

Date

Signature

Type or Print Name

1 [Interim Zoning Controls - Extending and Modifying Requirements for Conditional Use  
2 Authorization for Conversion of Residential Care Facilities to Other Uses]

3 **Resolution extending for six months and modifying interim zoning controls enacted in**  
4 **Resolution Nos. 430-19 and 539-19 to require a Conditional Use Authorization and**  
5 **specified findings for a proposed change of use from a Residential Care Facility;**  
6 **affirming the Planning Department’s determination under the California Environmental**  
7 **Quality Act; and making findings of consistency with the General Plan, and the eight**  
8 **priority policies of Planning Code, Section 101.1.**

9  
10 WHEREAS, Planning Code Section 306.7 authorizes the Board of Supervisors to  
11 impose interim zoning controls to provide time for the orderly completion of a planning study  
12 and the adoption of appropriate legislation, and to ensure that the legislative scheme which  
13 may be ultimately adopted is not undermined during the planning and legislative process by  
14 changes of use or approval actions which will conflict with that scheme; and

15 WHEREAS, Residential Care Facilities, as defined in Planning Code Sections 102 and  
16 890.50(e) and established with or without the benefit of any permits required under City law,  
17 provide lodging, board, and care for 24 hours or more to persons in need of specialized aid by  
18 State-licensed personnel, and include board and care homes, family care homes, long-term  
19 nurseries, orphanages, rest homes or homes for the treatment of addictive, contagious or  
20 other diseases, or psychological disorders; and

21 WHEREAS, San Francisco has the highest percentage of seniors and adults with  
22 disabilities of any urban area in California, and the number of seniors is steadily increasing,  
23 especially those over the age of 85; and

24 WHEREAS, Over 40% of San Francisco’s seniors live without adequate support  
25 networks, in part because their families cannot find affordable housing in the City or because

1 they do not have children, and that this need is especially acute among LGBTQ seniors; and

2 WHEREAS, In January 2019, the San Francisco Long-Term Care Coordinating  
3 Council's Assisted Living Workgroup issued a report regarding affordable assisted living in the  
4 City, which is on file with the Clerk of the Board of Supervisors in File No. 210147, and which  
5 found:

- 6 • As of August 2018 there were 101 assisted living facilities with a total of 2,518  
7 assisted living beds and since 2012, the City had lost 43 assisted living facilities  
8 which had provided 243 assisted living facility beds;
- 9 • The number of assisted living facilities in the City has decreased, and the  
10 decrease has primarily occurred through the closure of small facilities,  
11 particularly the board and care homes with six or fewer beds, that are generally  
12 more affordable;
- 13 • Assisted living facilities in the City face economic challenges, such as slim profit  
14 margins and difficulty in finding employees that make it difficult for them to  
15 continue to operate; and
- 16 • There is unmet need for affordable assisted living facility placements, and that  
17 as of January 2019, available waitlist data indicates that at least 103 persons  
18 require such placements; and

19 WHEREAS, On October 1, 2019, the Board of Supervisors adopted Resolution No.  
20 430-19, which imposed interim controls for an 18-month period to require Conditional Use  
21 Authorization and specified findings for a proposed change of use from a Residential Care  
22 Facility; and

23 WHEREAS, The circumstances that caused the Board to adopt the interim controls in  
24 Resolution No. 430-19 and to modify those controls in Resolution No. 539-19 continue to  
25 exist, with preliminary data provided by the Human Services Agency showing the loss of an

1 additional 11 assisted living facilities as of January 2021, accounting for a loss of 226 assisted  
2 living facility beds in facilities of fewer than 100 beds; and

3 WHEREAS, The Planning Department issued a report dated January 29, 2021, which  
4 found since the effective date of Resolution No. 430-19 on October 11, 2019:

- 5 • Two Conditional Use applications have been filed for the removal of a  
6 Residential Care Facility, with one application seeking to convert a previously  
7 closed facility with five assisted living beds into a single-family home having  
8 been withdrawn, and the second application to convert a facility with six  
9 assisted living beds that had closed in 2015 into two residential units currently  
10 pending before the Planning Commission;
- 11 • Three Residential Care Facilities for people living with HIV/AIDS managed by  
12 the Mayor’s Office of Housing and Community Development are being  
13 considered for delicensing and conversion to affordable group housing  
14 buildings, but have not yet filed Conditional Use applications for conversion;
- 15 • Two applications have been approved to create new Residential Care Facilities,  
16 and two applications have been approved to expand existing facilities for a total  
17 increase of 107 assisted living beds approved; and
- 18 • Residential Care Facilities are considered an Institutional Use that is permitted  
19 in Residential zoning districts, with the exception of the RH-1 and RH-2 zoning  
20 districts, where new Residential Care Facilities of seven or more beds are  
21 Conditionally permitted; are not permitted in PDR districts; are not permitted on  
22 the ground floor in the North Beach and Folsom Street Neighborhood  
23 Commercial Districts and Regional Commercial Districts, and are Conditionally  
24 permitted on the upper floors in those districts; and are Conditionally permitted  
25 in the Pacific Avenue Neighborhood Commercial District; and



1           WHEREAS, The Department of Public Health, the Human Services Agency, the  
2 Department of Aging and Adult Services, and the San Francisco Long-Term Care  
3 Coordinating Council continue to actively assess the current availability of Residential Care  
4 Facilities in San Francisco for aging populations and those in need of long-term mental health  
5 care; to develop strategies to establish additional, economically sustainable Residential Care  
6 Facilities for City residents; and to consider potential zoning amendments as one of the policy  
7 approaches to address these issues; and

8           WHEREAS, It is necessary for the City to further study and assess the establishment  
9 and sustainability of Residential Care Facilities as a critical component of the City’s ability to  
10 serve populations with additional, long-term needs, as part of the City’s future development;  
11 and

12           WHEREAS, Planning Code Section 306.7(h) authorizes the body that imposed the  
13 interim controls to extend the interim controls up to a time period not to exceed 24 months;  
14 and

15           WHEREAS, The Board of Supervisors (“Board”) has considered the impact on the  
16 public health, safety, and general welfare if the interim zoning controls proposed in this  
17 resolution are not extended and modified; and

18           WHEREAS, The Board has determined that the public interest will best be served by  
19 extension and modification of these interim zoning controls at this time, to ensure that any  
20 legislative scheme that may ultimately be adopted to regulate conversion of Residential Care  
21 Facility Uses will not be undermined during the planning and legislative process; and

22           WHEREAS, The Board finds that the extension and modification of these interim  
23 controls is consistent with the General Plan, in that the controls satisfy Objective 4 to “foster a  
24 housing stock that meets the needs of all residents across lifecycles” and that they do not  
25 conflict with any other aspects of the General Plan; and

1           WHEREAS, The Board finds that the extension and modification of these interim  
2 zoning controls advances Planning Code Section 101.1(b)'s Priority Policy No. 2, "That  
3 existing housing and neighborhood character be conserved and protected in order to preserve  
4 the cultural and economic diversity of our neighborhoods," and Priority Policy No. 3, "That the  
5 City's supply of affordable housing be preserved and enhanced," in that these interim zoning  
6 controls seek to control the conversion of Residential Care Facility Uses, which would provide  
7 City policy-makers with the opportunity to develop legislative proposals that would allow  
8 seniors and other populations with needs to find affordable housing options in San Francisco,  
9 thus preserving the cultural and economic diversity of the City's neighborhoods; and the  
10 Board also finds that these interim zoning controls do not have an effect on and therefore are  
11 consistent with Priority Policy Nos. 1, 4, 5, 6, 7, and 8 of Planning Code Section 101.1; and

12           WHEREAS, The Planning Department has determined that the actions contemplated in  
13 this resolution comply with the California Environmental Quality Act (Pub. Res. Code Sections  
14 21000 *et seq.*), which determination is on file with the Clerk of the Board in File No. 210147  
15 and is incorporated herein by reference, and the Board affirms this determination; now,  
16 therefore, be it

17           RESOLVED, That the interim controls imposed by Resolution No. 430-19 and modified  
18 by Resolution No. 539-19 are hereby extended and modified to revert to the interim controls  
19 established by Resolution No. 430-19, and shall remain in effect until October 11, 2021, or  
20 until the adoption of permanent legislation, whichever first occurs; and be it

21           FURTHER RESOLVED, That any proposed change of use from a Residential Care  
22 Facility, as defined in Sections 102 and 890.50(e) of the Planning Code, shall require  
23 Conditional Use Authorization while these interim zoning controls are in effect; and be it

24           FURTHER RESOLVED, That, in addition to the findings required pursuant to Planning  
25 Code Section 303, any consideration of a Conditional Use Authorization for a change of use

1 from a Residential Care Facility to another use shall take into account the following factors:

2 1) Any findings by the Department of Public Health, the Human Services Agency, the  
3 Department of Aging and Adult Services, or the San Francisco Long-Term Care Coordinating  
4 Council regarding the capacity of the existing Residential Care Facility Use, the population  
5 served, and the nature and quality of services provided;

6 2) The impact of the change of use on the neighborhood and community;

7 3) Whether there are sufficient available beds at a licensed Residential Care Facility  
8 within a one-mile radius of the site; and

9 4) Whether the Residential Care Facility Use to be converted will be relocated or  
10 replaced with another Residential Care Facility Use; and be it

11 FURTHER RESOLVED, That the extension and modification of these interim zoning  
12 controls becomes effective when the Mayor signs this resolution, the Mayor returns the  
13 resolution unsigned, or the Board overrides the Mayor's veto of the resolution.

14 FURTHER RESOLVED, The Clerk of the Board of Supervisors is hereby directed to  
15 place a copy of this resolution in File No. 190908 for Resolution No. 430-19 and File No.  
16 191085 for Resolution No. 539-19, and to make a notation cross-referencing this resolution  
17 where Resolution Nos. 430-19 and 539-19 appear on the Board of Supervisors website as  
18 legislation passed.

19 APPROVED AS TO FORM:

20  
21 DENNIS J. HERRERA  
22 City Attorney

23 By /s/ Victoria Wong  
24 VICTORIA WONG  
25 Deputy City Attorney

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**City and County of San Francisco**  
**Tails**  
**Resolution**

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 210147

**Date Passed:** April 06, 2021

Resolution extending for six months and modifying interim zoning controls enacted in Resolution Nos. 430-19 and 539-19 to require a Conditional Use Authorization and specified findings for a proposed change of use from a Residential Care Facility; affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

March 15, 2021 Land Use and Transportation Committee - CONTINUED

March 22, 2021 Land Use and Transportation Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

March 22, 2021 Land Use and Transportation Committee - CONTINUED AS AMENDED

April 05, 2021 Land Use and Transportation Committee - RECOMMENDED

April 06, 2021 Board of Supervisors - ADOPTED

Ayes: 11 - Chan, Haney, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton

File No. 210147

I hereby certify that the foregoing Resolution was ADOPTED on 4/6/2021 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo  
Clerk of the Board

London N. Breed  
Mayor

4.16.21

Date Approved