



SAN FRANCISCO PLANNING DEPARTMENT

Planning Commission Project Summary and Draft Motion

COMMUNITY BUSINESS PRIORITY PROCESSING PROGRAM

HEARING DATE: JULY 23, 2020

CONSENT

Record No.: **2020-003177CUA**
Project Address: **621/635 Sansome Street**
Zoning: C-2 (Community Business) Zoning District
Jackson Square Special Use District
Washington-Broadway Special Use District
65-A Height and Bulk District
Block/Lot: 0196/001
Project Sponsor: Mark Loper
One Bush Street, Suite 600
San Francisco, CA 94104
Property Owner: ZR Jackson LP
P.O. Box 670
Napa, CA 94559
Staff Contact: Will Hughen – (415) 575-8722
will.hughen@sfgov.org

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

Reception:
415.558.6378

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415.558.6409

Planning
Information:
415.558.6377

PROJECT DESCRIPTION

The project is for the renewal of a Conditional Use Authorization for a commercial Public Parking Lot in the Jackson Square Special Use District and the Washington-Broadway Special Use District. Parking lots within the Washington-Broadway Special Use District may be authorized as a temporary use for up to five years with Conditional Use Authorization. The project has qualified for review under the Planning Commission's Community Business Priority Processing Program ("CB3P").

REQUIRED COMMISSION ACTION

Pursuant to Planning Code Sections 184, 210.1, 239, and 303, Conditional Use authorization is required to reauthorize the parking lot use for five years. Ordinance 232-14 (effective December 26, 2014) revised Planning Code Section 239 to state that public parking lots shall not be permitted as a permanent use but may be authorized as a temporary use for up to five years with Conditional Use authorization. The current parking lot use is authorized for a period of five years from the effective date of Ordinance 232-14. As that five year period has expired, Conditional Use authorization is required to reauthorize the use for five more years.

DECISION

Based upon information set forth in application materials submitted by the project sponsor and available in the case file (which is incorporated herein by reference as though fully set forth) and based upon the CB3P Checklist and findings below, the Commission hereby **APPROVES Conditional Use Application No. 2020-003177CUA** subject to conditions contained in the attached "EXHIBIT A" and in general conformance with plans on file, dated February 25, 2020, and stamped "EXHIBIT B."

CB3P CHECKLIST

	Required Criteria			Comments (if any)
	Complete & adequate	Incomplete and/or inadequate	Not required and/or not applicable	
Project Sponsor's application	X			
CB3P eligibility checklist	X			
Planning Code §101.1 findings	X			
Planning Code §303(c) findings	X			
Planning Code §303(o) findings for Eating and Drinking Uses			X	
Any additional Planning Code findings e.g. §303(k) findings for movie theater removals or §303(m) findings for grocery store removals			X	
Photographs of the site and/or context	X			
Scaled and/or dimensioned plans	X			
Clearance under California Environmental Quality Act ("CEQA")			X	Not defined as a project under CEQA Guidelines Sections 15378 and 15060(c)(2) because it would not result in a direct or indirect physical change in the environment.

Additional Information	
Notification Period	July 3, 2020 - July 23, 2020 (20 days mailing, newspaper, online notice, and posted)
Number and nature of public comments received	The sponsors held a pre-application meeting on March 4, 2020 prior to filing the application; there were no attendees. To date, staff has not received any public correspondence regarding the application.
Timeline from complete application to hearing	80 Days

Generalized Basis for Approval (max. one paragraph)
The Commission finds that this Project is necessary, desirable for, and compatible with the surrounding neighborhood as follows, and as set forth in Section 101.1 and 303(c) and findings submitted as part of the application. The proposed use and character is compatible with the surrounding area and is on balance compatible with the General Plan and Use District. Conditional Use approval to reauthorize the public parking lot use would allow the existing use to continue its operations serving the community for a limited period of time. Staff believes the proposed use would be desirable for and compatible with the community and recommends approval with conditions.

I hereby certify that the Planning Commission ADOPTED the foregoing Motion on July 23, 2020.

AYES:

NAYS:

ABSENT:

ADOPTED: July 23, 2020

Jonas P. Ionin

Commission Secretary

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

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

ATTACHMENTS:

Draft Motion – Conditional Use Authorization

Exhibit A - Conditions of Approval

Exhibit B - Plans

Exhibit C - Maps and Context Photos

Exhibit D - Conditional Use Authorization Supplemental Application

Exhibit E - Community Business Priority Processing Program Checklist

Exhibit F - Project Sponsor Letter

EXHIBIT A

AUTHORIZATION

This authorization is for a conditional use to allow the reauthorization of the existing public parking lot use located at 621/635 Sansome Street, Block 0196, Lot 001 pursuant to Planning Code Sections **184, 210.1, 239, and 303** within the **C-2 (Community Business)** District and a **65-A** Height and Bulk District; in general conformance with plans, dated **February 25, 2020**, and stamped "EXHIBIT B" included in the docket for Record No. **2020-003177CUA** and subject to conditions of approval reviewed and approved by the Commission on **July 23, 2020** 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 **July 23, 2020** under Motion No **XXXXXX**.

PRINTING OF CONDITIONS OF APPROVAL ON PLANS

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

SEVERABILITY

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

CHANGES AND MODIFICATIONS

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

Conditions of Approval, Compliance, Monitoring, and Reporting

PERFORMANCE

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

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

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

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

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

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

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

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

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

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

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

DESIGN – COMPLIANCE AT PLAN STAGE

6. **Landscaping, Screening of Parking and Vehicular Use Areas.** Pursuant to Planning Code Section 142, the Project Sponsor shall submit a site plan to the Planning Department prior to Planning approval of the building permit application indicating the screening of parking and vehicle use areas not within a building. The design and location of the screening and design of any fencing shall be as approved by the Planning Department. The size and species of plant materials shall be as approved by the Department of Public Works. Landscaping shall be maintained and replaced as necessary.

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

MONITORING - AFTER ENTITLEMENT

- 7. Enforcement.** Violation of any of the Planning Department conditions of approval contained in this Motion or of any other provisions of Planning Code applicable to this Project shall be subject to the enforcement procedures and administrative penalties set forth under Planning Code Section 176 or Section 176.1. The Planning Department may also refer the violation complaints to other city departments and agencies for appropriate enforcement action under their jurisdiction.

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

- 8. Revocation due to Violation of Conditions.** Should implementation of this Project result in complaints from interested property owners, residents, or commercial lessees which are not resolved by the Project Sponsor and found to be in violation of the Planning Code and/or the specific conditions of approval for the Project as set forth in Exhibit A of this Motion, the Zoning Administrator shall refer such complaints to the Commission, after which it may hold a public hearing on the matter to consider revocation of this authorization.

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

OPERATION

- 9. Sidewalk Maintenance.** The Project Sponsor shall maintain all sidewalks abutting the subject property in a clean and sanitary condition in compliance with the Department of Public Works Streets and Sidewalk Maintenance Standards.

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

- 10. Community Liaison.** Prior to issuance of a building permit to construct the project and implement the approved use, the Project Sponsor shall appoint a community liaison officer to deal with the issues of concern to owners and occupants of nearby properties. The Project Sponsor shall provide the Zoning Administrator and all registered neighborhood groups for the area with written notice of the name, business address, and telephone number of the community liaison. Should the contact information change, the Zoning Administrator and registered neighborhood groups shall be made aware of such change. The community liaison shall report to the Zoning Administrator what issues, if any, are of concern to the community and what issues have not been resolved by the Project Sponsor.

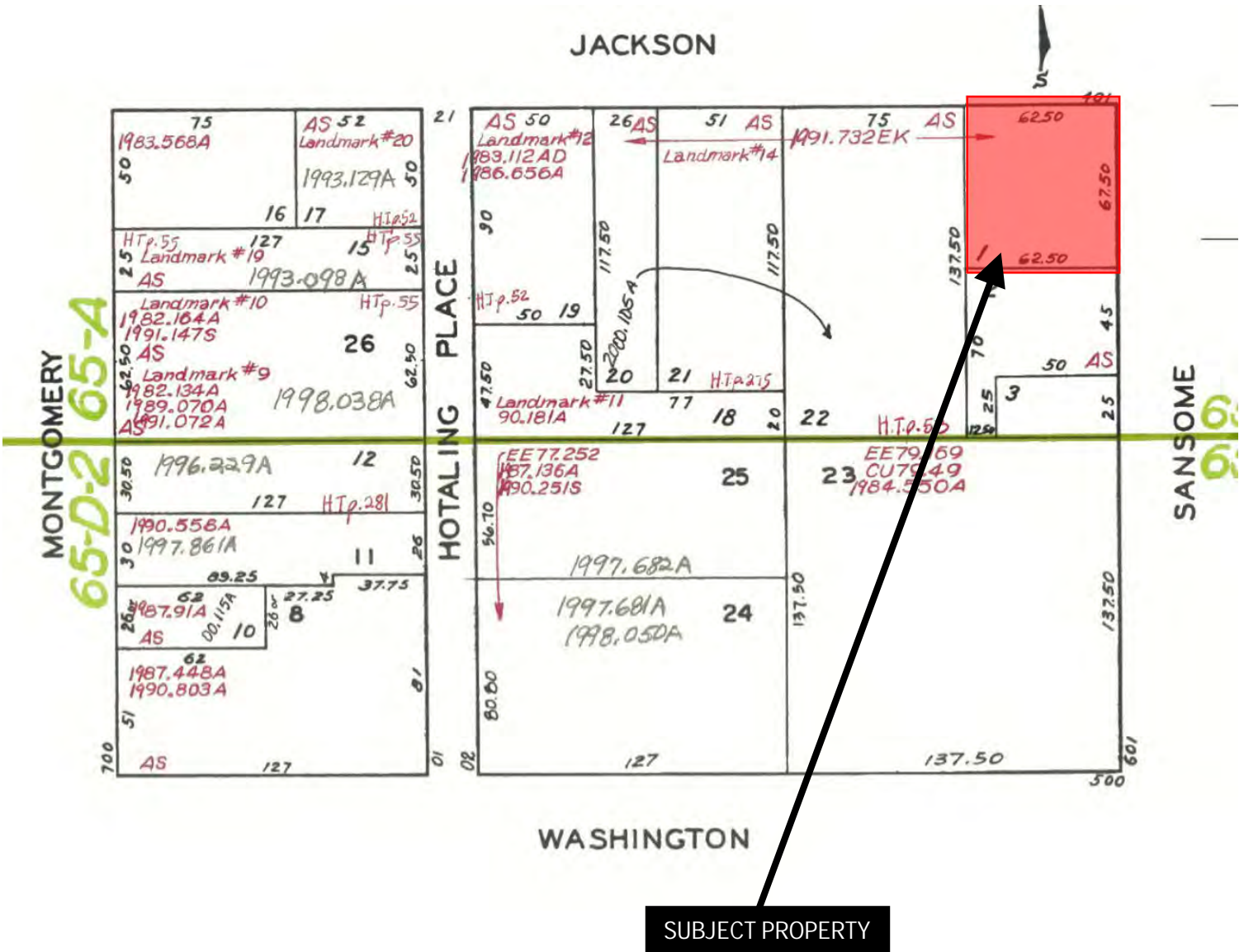
For information about compliance, contact Code Enforcement, Planning Department at 415-575-6863, www.sf-planning.org

- 11. Lighting.** All Project lighting shall be directed onto the Project site and immediately surrounding sidewalk area only, and designed and managed so as not to be a nuisance to adjacent residents.

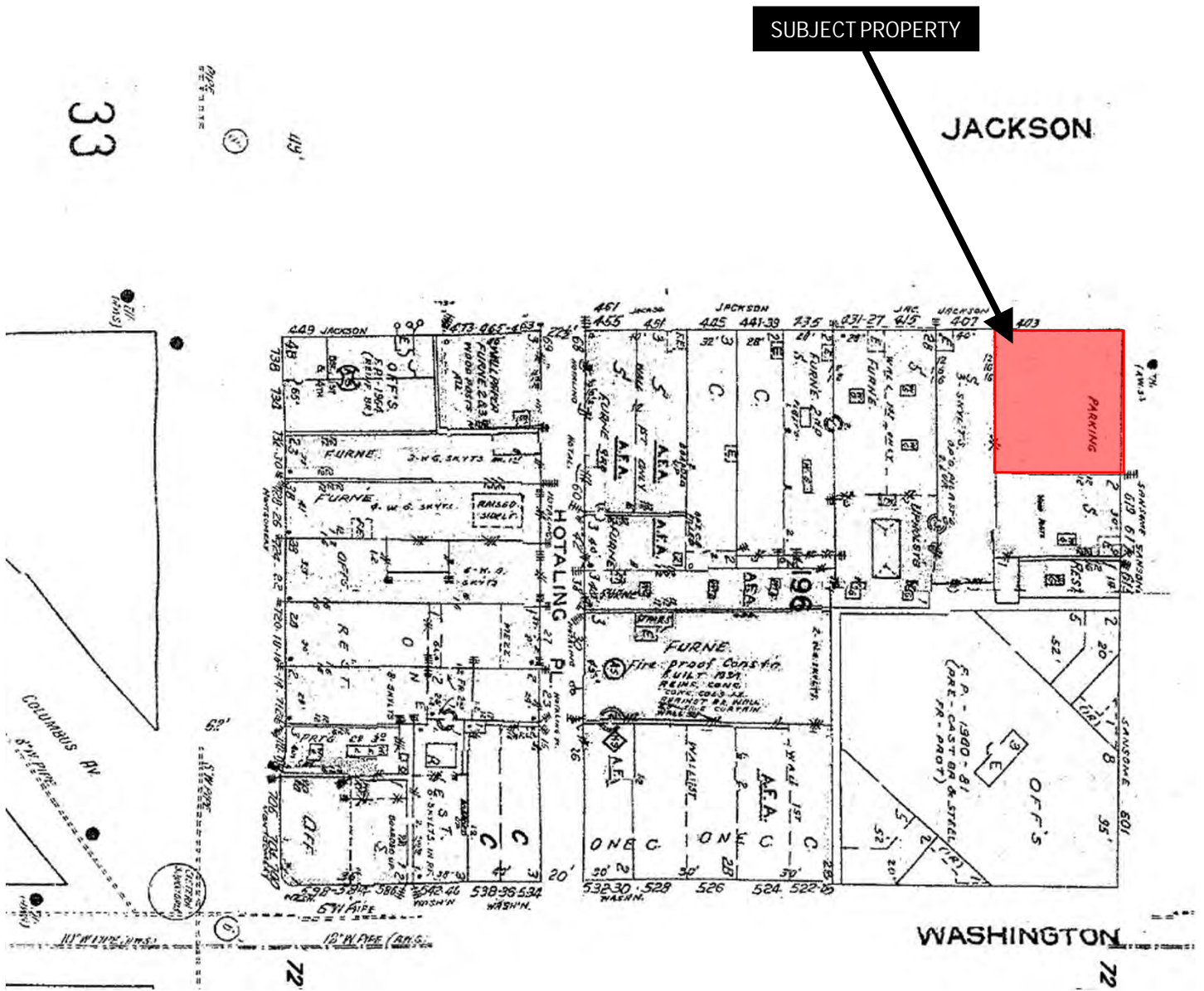
Nighttime lighting shall be the minimum necessary to ensure safety, but shall in no case be directed so as to constitute a nuisance to any surrounding property.

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

Parcel Map



Sanborn Map*



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



Conditional Use Authorization
Case Number 2020-003177CUA
621/625 Sansome Street

Aerial Photo – View 1



SUBJECT PROPERTY



Conditional Use Authorization
Case Number 2020-003177CUA
621/625 Sansome Street

Aerial Photo – View 2

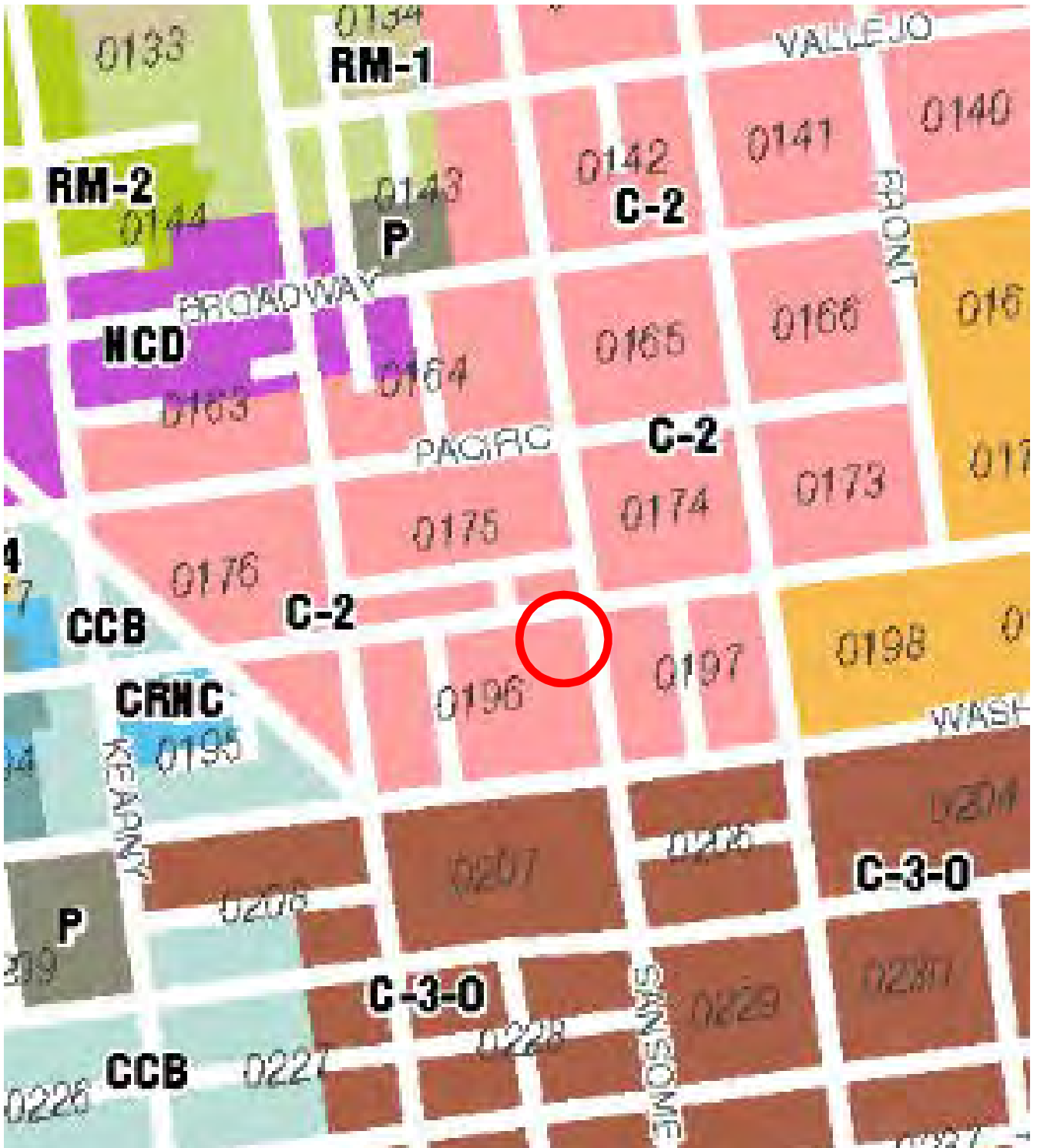


SUBJECT PROPERTY



Conditional Use Authorization
Case Number 2020-003177CUA
621/625 Sansome Street

Zoning Map



Conditional Use Authorization
Case Number 2020-003177CUA
621/625 Sansome Street

Site Photo – View 1



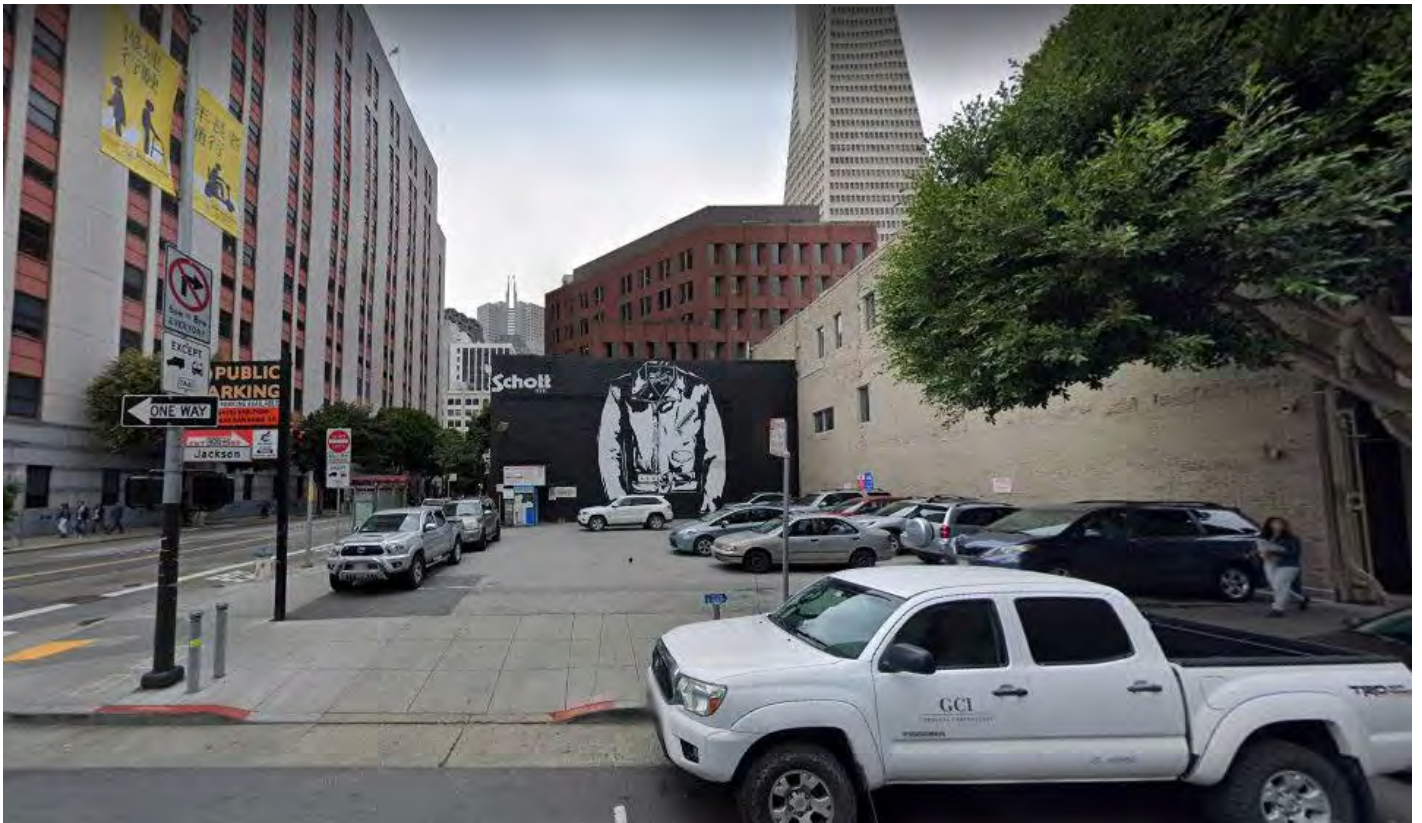
Conditional Use Authorization
Case Number 2020-003177CUA
621/625 Sansome Street

Site Photo – View 2



Conditional Use Authorization
Case Number 2020-003177CUA
621/625 Sansome Street

Site Photo – View 3



Conditional Use Authorization
Case Number 2020-003177CUA
621/625 Sansome Street



CONDITIONAL USE AUTHORIZATION

SUPPLEMENTAL APPLICATION

Property Information

Project Address:

Block/Lot(s):

Action(s) Requested

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

Conditional Use Findings

Pursuant to Planning Code Section 303(c), before approving a conditional use authorization, the Planning Commission needs to find that the facts presented are such to establish the findings stated below. In the space below and on separate paper, if necessary, please present facts sufficient to establish each finding.

1. That the proposed use or feature, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable for, and compatible with, the neighborhood or the community. If the proposed use exceeds the non-residential use size limitations for the zoning district, additional findings must be provided per Planning Code Section 303(c)(1)(A-C).

2. That such use or feature as proposed will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures;
 - b. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading;
 - c. The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust and odor;
 - d. Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs.

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

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

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.



Mark Loper - Reuben, Junius & Rose, LLP

Signature

Name (Printed)

3-5-20

Date

Authorized Agent

(415) 567-9000

mloper@reubenlaw.com

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

Phone

Email

The above consent for a site visit is provided under protest. As drafted, this consent is overly broad and unnecessarily burdens the applicant's constitutional rights. (See *United States v. Scott* (9th Cir. 2006) 450 F.3d 863, 866-67; see also *Parrish v. Civil Service Comm'n* (1967) 66 Cal.2d 260, 272.) Accordingly, this consent is provided only to the extent allowed under existing law, and only where such visits relate to the permits sought through this application and during the period prior to the expiration of such permits.

This is an application for a development permit pursuant to the Permit Streamlining Act (Section 65920 et. seq. of the California Government Code). Section 15101 of the CEQA Guidelines establishes a similar rule for review of application completeness. This is an application pursuant to Section 15101 of the CEQA Guidelines. The Lead Agency shall determine whether the application is complete within 30 days from receipt. If no written determination of completeness is made within this period, the application will be deemed complete on the 30th day.

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____

635 Sansome Street
Conditional Use Authorization – Attachment

A. Project Description

The Project site contains a 4,219 square foot surface parking lot with 18 off-street parking spaces located at 635 Sansome Street (Block 0196/Lot 001)¹ in the C-2 zoning district and the Jackson Square and Washington-Broadway Special Use Districts. The parking lot has been in operation at the Property for over 40 years. In 2014, the Washington-Broadway SUD was amended to no longer permit public parking lots as a permanent use, making the parking lot at 635 Sansome Street a legal nonconforming use.² However, prior existing parking lots in the SUD may be authorized as a temporary use for up to five years with a conditional use authorization. As such, the Project Sponsor seeks a conditional use authorization to permit the parking lot to continue to operate for five years (the “Project”). No construction or extension of hours are proposed.

B. Actions Requested

The Project requires a Conditional Use Authorization to authorize a temporary parking lot use in the C-2 zoning district and the Washington-Broadway Special Use District pursuant to Planning Code Sections 210.1 and 239.

C. Section 303 Conditional Use Findings

Under Planning Code Section 303(c), the Planning Commission shall approve the application and authorize a Conditional Use if the facts presented establish the following:

- 1. That the proposed use or feature, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable for, and compatible with, the neighborhood or the community.**

The Project is necessary, desirable, and compatible with the neighborhood at the proposed location. The Project would maintain an existing popular parking lot with 18 off-street parking spaces for patrons and employees of the nearby establishments, including many restaurants, retail stores, office buildings, and the United States Citizenship and Immigration Services building located across the street from the Project site. As such, the Project will continue to reduce demand for on-street parking, thereby providing relief for our already strained street network, particularly in this area. In addition, because no construction is proposed, the parking lot will provide much-needed supplemental parking in the neighborhood while not adding any additional development to the City.

- 2. That such use or feature as proposed will not be detrimental to the health, safety, convenience or general welfare of persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:**

¹ Block 1096/Lot 001 includes 405 Jackson Street and 621 Jackson Street.

² Board of Supervisors Ordinance 232-14.

(a) The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of the structures;

The Project does not propose any alterations to the existing surface parking lot and no new curb cuts would be added. Conditional use approval would allow the parking lot to continue operating for the next five years, providing much-needed off-street parking spaces for neighborhood patrons and employees.

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

The Project will have no new or additional impact on traffic. The Project would continue to provide 18 off-street parking spaces in the neighborhood to help alleviate the demand for on-street parking.

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

The Project does not include any renovations or construction. The site will remain as a parking lot and no additional parking spaces will be added. Therefore, the Project will not create any additional noxious or offensive emissions such as noise, glare, dust or odors.

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

The Project does not propose any alterations to the landscaping, screening, open spaces, parking areas, loading areas, service areas, lighting, or signs.

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

The Project will affirmatively promote, is consistent with, and will not adversely affect the General Plan, and specifically, the Commerce and Industry and Community Facilities Elements as follows:

Commerce and Industry Element

Objective 2: MAINTAIN AND ENHANCE A SOUND AND DIVERSE ECONOMIC BASE AND FISCAL STRUCTURE FOR THE CITY.

Policy 2.1: Seek to retain existing commercial and industrial activity and to attract new such activity to the city.

Objective 6: MAINTAIN AND STRENGTHEN VIABLE NEIGHBORHOOD COMMERCIAL AREAS EASILY ACCESSIBLE TO CITY RESIDENTS.

Policy 6.1: Ensure and encourage the retention and provision of neighborhood-serving goods and services in the City's neighborhood commercial districts, while recognizing and encouraging diversity among the districts.

Retaining this existing use will support neighborhood establishments by providing 18 off-street parking spaces to employees and patrons without any construction or alterations to the site. The Project will maintain the existing parking lot and will not displace any existing commercial activity. In addition, the Project will continue to provide relief to on-street parking demands because eliminating these off-street parking spaces would put 18 additional vehicles onto our already strained street network, particularly in this part of the City.

Transportation Element

Objective 7: DEVELOP A PARKING STRATEGY THAT ENCOURAGES SHORT-TERM PARKING AT THE PERIPHERY OF DOWNTOWN AND LONG-TERM PARKING AT THE PERIPHERY OF THE URBANIZED BAY AREA TO MEET THE NEEDS OF LONG-DISTANCE COMMUTERS TRAVELING BY AUTOMOBILE TO SAN FRANCISCO OR NEARBY DESTINATIONS.

Policy 7.1: Reserve a majority of the off-street parking spaces at the periphery of downtown for short term parking.

The Project is in line with this Policy because it would retain an existing parking lot to provide 18 much-needed short-term parking spaces to both employees and patrons of neighborhood retail, restaurants and offices.

D. Priority General Plan Policies Findings

Planning Code Section 101.1 establishes the following eight priority planning policies and requires review of permits for consistency with said policies. The Project and this Conditional Use application are consistent with each of these policies as follows:

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

The Project will not displace any neighborhood-serving retail uses, but will continue to provide 18 off-street parking spaces to help support nearby retail uses.

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

The site contains no housing.

- 3. That the City's supply of affordable housing be preserved and enhanced.**

The site contains no affordable housing.

- 4. That commuter traffic not impedes Muni transit service or overburdens our streets or neighborhood parking.**

The Project would not impede MUNI transit services or overburden public streets or neighborhood parking because it is an existing lot. To the contrary, the Project provides 18 off-street parking spaces for neighborhood employees and patrons, thereby alleviating the demand for on-street parking in the area.

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

The Project does not displace or have any effect on industrial or service sector uses.

- 6. That the City achieves the greatest possible preparedness to protect against injury and loss of life in an earthquake.**

The Project is an existing surface parking lot and does not propose any construction or alterations that would affect the Property's ability to withstand an earthquake.

- 7. That landmarks and historic buildings be preserved.**

Although the Property is located within the Jackson Square Landmark District, the Project does not propose any construction or alterations.

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

The Project will have no impact on parks and open space.



CB3P CHECKLIST FOR ELIGIBILITY

Property Information

Project Address:

Record Number and/or Building Permit Number:

Name of Business (if known):

Project Description

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

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

Confirm Compliance with Each Criterion by Checking the Boxes Below		
	Pre-Application Meeting	The applicant has conducted a Pre-Application Meeting.
	Formula Retail	The application does not seek to establish a new Formula Retail use, accepting one with fewer than 20 other establishments
	Hours of Operation	The application does not seek to establish or expand hours of operation beyond those permitted on an as-of-right basis in the subject zoning district.
	Storefront Consolidation	The application does not seek to consolidate multiple tenant spaces (e.g. storefronts), regardless of any vacancy, into a lesser number of tenant spaces.
	Loss of Dwellings	The application does not seek to remove any dwelling units.
	Alcohol Beverages	The application does not seek to sell any alcoholic beverages excepting beer and/or wine sold on or off-site in conjunction with the operation of a Bona Fide Eating Place.
	Nature of Work	The proposed work involves only a change of use, tenant improvement or similar interior or store-front work. No building expansion or new construction is involved.
	Nature of Use	<p>The application involves only non-residential uses and does not seek to establish or expand any of the following:</p> <ul style="list-style-type: none"> • Massage Establishment • Tobacco Paraphernalia Establishment • Adult Entertainment Establishment • Cannabis Uses • Fringe Financial Service • Drive-up Facility • Wireless Telecommunications Site ("WTS") • Outdoor Activity Area • Bar • Nighttime Entertainment/Place of Entertainment (e.g. nightclubs, music venues) • Off-Street parking in excess of that allowed on an as-of-right basis • Office closed to the public located on the ground story

APPLICANT'S DECLARATION

I hereby attest under penalty of perjury that the information I have provided is true and correct to the best of my knowledge, that I intend to complete the project described herein in compliance with the eligibility requirements of the CB3P Program, that I have read and understood this form, and that I am (a) the property owner or authorized agent of the property owner, (b) familiar with the property, and (c) able to provide accurate and complete information. I understand that knowingly or negligently providing false or misleading information may lead to denial or rescission of my permit and/or other authorization and may constitute a violation of the San Francisco Municipal Code, which can lead to criminal and/or civil legal action along with the imposition of administrative fines.

Under penalty of perjury the following declarations are made:

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



Signature

Mark Loper - Reuben, Junius & Rose, LLP

Name (Printed)

3-5-20

Date

(415) 567-9000

Phone Number

mloper@reubenlaw.com

Email Address

For Department Use Only

Check One:

ENROLLED

By: _____

Date: _____

NOT ENROLLED

STATE REASON:

By: _____

Date: _____

REUBEN, JUNIUS & ROSE, LLP

Tiffany Kats

tkats@reubenlaw.com

July 7, 2020

Delivered Via Email (will.hughen@sfgov.org)

Joel Koppel, Commission President
San Francisco Planning Commission
1650 Mission Street, 4th Floor
San Francisco, California 94103
Attn: William Hughen

Re: 635 Sansome Street
Planning Case Number: 2020-003177CUA
Hearing Date: July 23, 2020
Our File: 10774.02

Dear President Koppel and Commissioners:

This office represents ZR Jackson LP (the “Project Sponsor”), the owner of a 4,219 square foot surface parking lot at 635 Sansome Street (the “Property”), at the corner of Sansome and Jackson Streets, in the C-2 zoning district and the Jackson Square and Washington-Broadway Special Use Districts (the “SUD”).

The existing public parking lot contains 18 off-street parking spaces and has been in operation for over 40 years. In 2015, the SUD was amended to require that existing parking lots seek and obtain a Conditional Use authorization within five years, and to permit this Commission to allow a parking lot to continue to operate in five year increments. The Project Sponsor therefore seeks a Conditional Use Authorization from the Planning Commission to extend the parking lot use for five years (the “Project”).

The Project has qualified for and is enrolled in the Community Business Priority Processing Program (“CB3P”). A pre-application meeting was conducted on March 4, 2020, at which there were no attendees. In addition, no construction or extension of hours are proposed, and the Project seeks to continue a CB3P qualifying non-residential use at the Property.

The parking lot is accessed from two existing curb cuts: one on Jackson Street and one on Sansome Street. No new curb cuts are proposed. The lot provides 18 off-street parking spaces for employees and customers of nearby establishments, including neighborhood restaurants, retail stores, office buildings, and the United States Citizenship and Immigration Services building located across the street from the Property. Approval of the five-year operation period will

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President Joel Koppel
San Francisco Planning Commission
July 8, 2020
Page 2

continue to reduce demand for on-street parking in the area, a part of San Francisco that is traditionally heavily trafficked by cars and over-parked.

In conclusion, this CB3P Project would maintain a well-used parking lot that has been in existence for over 40 years with 18 off-street parking spaces in the City's Financial District, without any construction or alterations to the Property. Therefore, we respectfully request that this Commission approve the Conditional Use Authorization.

If you have any questions, please don't hesitate to contact me at (415) 567-9000 or tkats@reubenlaw.com. Thank you.

Very truly yours,

REUBEN, JUNIUS & ROSE, LLP

A handwritten signature in black ink, appearing to read 'TKats', is centered on the page.

Tiffany Kats