



# EXECUTIVE SUMMARY CONDITIONAL USE AUTHORIZATION

**HEARING DATE: APRIL 15, 2021**

**Date:** April 8, 2021  
**Record No.:** 2020-011809CUA  
**Project Address:** 300 WEST PORTAL AVENUE  
**Zoning:** NCD- West Portal Avenue (Neighborhood Commercial) Zoning District  
26-X Height and Bulk District  
**Block/Lot:** 2483 / 002  
**Project Sponsor:** Ric Smith  
300 West Portal Avenue  
San Francisco, CA 94127  
**Property Owner:** Lamorinda Development & Investment  
Walnut Creek, CA 94596  
**Staff Contact:** Gabriela Pantoja – (628) 652-7380  
[Gabriela.Pantoja@sfgov.org](mailto:Gabriela.Pantoja@sfgov.org)

**Recommendation:** Approval with Conditions

## Project Description

The proposal is for the expansion of an existing Formula Retail Use (DBA “C2 Education”) into an approximately 1,199 square foot adjacent tenant space (formerly DBA “Thriveability”) for a total use size of approximately 2,478 square feet located at the ground floor of an existing one-story, commercial building within the West Portal Avenue Neighborhood Commercial (NCD) Zoning District and 26-X Height and Bulk District. Minor interior alterations are proposed to the subject tenant spaces. No exterior alterations are proposed to the subject building. The proposed business will operate between the hours of 1 P.M. to 9 P.M. Monday through Friday and 9 A.M. to 5 P.M. on Saturdays.

## Required Commission Action

In order for the Project to proceed, the Commission must grant a Conditional Use Authorization, pursuant to Planning Code Sections 303, 303.1, and 729 for the expansion of an existing formula retail use (DBA “C2 Education”) into an approximately 1,199 square foot adjacent tenant space (formerly DBA “Thriveability”) for a total use size of approximately 2,478 square feet at the ground floor of an existing one-story, commercial building within the West Portal Avenue Neighborhood Commercial (NCD) Zoning District and 26-X Height and Bulk District.

## Issues and Other Considerations

- **Public Comment & Outreach.** Prior to the submittal of the listed Conditional Use Authorization Application, the Project Sponsors conducted and completed a Pre-Application Meeting on November 18-19, 2020. No members of the public attended the Pre-Application Meeting. To date, the Department has not received any correspondence in opposition of the Project. To date, the Department has received 11 correspondence in support of the Project. Members of the public expressing support of the Project state the Project's ability to provide and expand academic support, tutoring, and counseling to the City's students in today's complex educational system due to COVID as reasons for their support. Many members of the public also attest to the listed businesses' success as an academic support, tutoring, and counseling services.
- **Tenant History.** The subject tenant space into which the listed business will expand into is currently vacant and has remained vacant since the departure of the former tenant (DBA "Thriveability"). "Thriveability" operated as a yoga studio at the subject vacant tenant space. The listed business has operated at the adjacent tenant space for more than ten years.
- **Formula Retail.** The Project will maintain and expand an existing Formula Retail Use. The identified vicinity and surveyed 300-foot radius of the Project site, there are currently six Formula Retail Uses which compose 32.5 percent of the commercial storefronts in the vicinity. The proposed expansion will increase the concentration of Formula Retail Uses in the identified vicinity by a mere 1.6 percentage point. Additionally, the Project will decrease the identified vicinity's vacancy rate from 10.2 percent to 8.5 percent and expand the provision of a service that currently has limited availability in the immediate neighborhood.

## 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 Objectives and Policies of the General Plan and meets all applicable requirements of the Planning Code. The Project will provide a service that both enhances and reinforces the neighborhood's existing commercial corridor. Additionally, the Project will not displace an existing neighborhood serving retail use, but rather expand business and job opportunities to the neighborhood. 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  
Exhibit A – Conditions of Approval  
Exhibit B – Plans and Renderings  
Exhibit C – Environmental Determination  
Exhibit D – Land Use Data  
Exhibit E – Maps and Context Photos  
Exhibit F – Project Sponsor Brief



# PLANNING COMMISSION DRAFT MOTION

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ADOPTING FINDINGS RELATING TO A CONDITIONAL USE AUTHORIZATION PURSUANT TO PLANNING CODE SECTION 303, 303.1, AND 729 FOR THE EXPANSION OF AN EXISTING FORMULA RETAIL USE (DBA “C2 EDUCATION”) INTO AN APPROXIMATELY 1,199 SQUARE FOOT ADJACENT TENANT SPACE (FORMERLY DBA “THRIVEABILITY”) FOR A TOTAL USE SIZE OF APPROXIMATELY 2,478 SQUARE FEET AT THE GROUND FLOOR OF AN EXISTING ONE-STORY, COMMERCIAL BUILDING., LOCATED AT 300 WEST PORTAL AVENUE, LOT 002 IN ASSESSOR’S BLOCK 2483, WITHIN THE WEST PORTAL AVENUE NEIGHBORHOOD COMMERCIAL (NCD) ZONING DISTRICT AND 26-X HEIGHT AND BULK DISTRICT, AND ADOPTING FINDINGS UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

## PREAMBLE

On December 30, 2020, Melinda A. Sarjapur of Reuben, Junius, & Rose LLP, on behalf of C2 Education (hereinafter "Project Sponsor") filed Application No. 2020-011809CUA (hereinafter "Application") with the Planning Department (hereinafter "Department") for a Conditional Use Authorization for the expansion of an existing Formula Retail Use (DBA "C2 Education") into an approximately 1,199 square foot adjacent tenant space (formerly DBA "Thriveability") for a total use size of approximately 2,478 square feet at the ground floor of an existing one-story, commercial building (hereinafter "Project") at 300 West Portal Avenue, Block 2483 Lot 002 (hereinafter "Project Site").

The Project is exempt from the California Environmental Quality Act ("CEQA") as a Class 1 Categorical Exemption.

On April 15, 2021, the San Francisco Planning Commission (hereinafter "Commission") conducted a duly noticed public hearing at a regularly scheduled meeting on Conditional Use Authorization Application No. 2020-011809CUA.

The Planning Department Commission Secretary is the Custodian of Records; the File for Record No. 2020-011809CUA 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. 2020-011809CUA, 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 expansion of an existing Formula Retail Use (DBA “C2 Education”) into an approximately 1,199 square foot adjacent tenant space (formerly DBA “Thriveability”) for a total use size of approximately 2,478 square feet located at the ground floor of an existing one-story, commercial building within the West Portal Avenue Neighborhood Commercial (NCD) Zoning District and 26-X Height and Bulk District. Minor interior alterations are proposed to the subject tenant spaces. No exterior alterations are proposed to the subject building with the exception of the re-location of existing signage. The proposed business will operate between the hours of 1 P.M. to 9 P.M. Monday through Friday and 9 A.M. to 5 P.M on Saturdays.
- 3. Site Description and Present Use.** The approximately 7,365 square foot lot is located on the north side of West Portal Avenue, between 14<sup>th</sup> and 15<sup>th</sup> Avenues; Lot 002 of Assessor’s Block 2483. The subject property is developed with a one-story, commercial building which measures 81 feet 3 inches in width and 71 feet 9 inches in depth. The approximately 5,306 square foot commercial building consists of three individual ground floor commercial tenant spaces. The subject building was constructed in 1988 is not age eligible to be considered a Historical Resource (“Class C”) per the California Environmental Quality Act (CEQA). The subject tenant space to be occupied by the listed business was most recently occupied by “Thriveability” a yoga studio and currently sits vacant.
- 4. Surrounding Properties and Neighborhood.** The subject property is located within the West Portal Avenue Neighborhood Commercial (NCD) Zoning District, the 26-X Height and Bulk District, and Lakeshore neighborhood, adjacent to the Parkside and West of Twin Peaks neighborhoods. The West Portal Avenue Neighborhood Commercial (NCD) Zoning District is located to the south, west, and east of the subject property, and the Residential-House, One Family Detached (RH-1 (D)) Zoning District is located to the north of the property. The immediate neighborhood includes single-to-four story commercial and mixed-use developments, with mixed-use developments consisting of commercial tenant spaces located at the ground-floor and residential units located at the remainder floors. The neighborhood includes a mix of land-uses including residential, retail, personal service, and restaurants.
- 5. Public Outreach and Comments.** Prior to the submittal of the listed Conditional Use Authorization Application, the Project Sponsors conducted and completed a Pre-Application Meeting on November 18-19, 2020. No members of the public attended the Pre-Application Meeting. To date, the Department has not received any correspondence in opposition of the Project. To date, the Department has received 11 correspondence in support of the Project. Members of the public expressing support of the Project state the Project’s ability to provide and expand academic support, tutoring, and counseling to the City’s students in today’s complex educational system due to COVID as reasons for their support. Many members of the public also attest to the listed businesses’ success as an academic support, tutoring, and counseling services.
- 6. Planning Code Compliance.** The Commission finds that the Project is consistent with the relevant

provisions of the Planning Code in the following manner:

- A. **Use.** Pursuant to Planning Code Section 729, an Instructional Use is principally permitted at the first floor within the West Portal Avenue Neighborhood Commercial (NCD) Zoning District.

*The Project will maintain and expand an existing Instructional Use (DBA "C2 Education") at an existing tenant space located at the ground floor of a commercial building, and therefore complies with this requirement.*

- B. **Formula Retail Use.** Planning Code Section 729 requires the issuance of a Conditional Use Authorization for the establishment of a Formula Retail Use within the West Portal Avenue Neighborhood Commercial (NCD) Zoning District.

*The Project will maintain and expand a Formula Retail Use (DBA "C2 Education") into an existing tenant space, and therefore requires a Conditional Use Authorization. See Item 8, "Formula Retail Use Findings," listed below.*

- C. **Size.** Pursuant to Planning Code Section 729, a land-use size up to 2,499 square feet is principally permitted and a land-use greater than 2,500 square feet is permitted with the issuance of Conditional Use Authorization within the West Portal Avenue NCD Zoning District.

*The Project will maintain an existing approximately 1,288 square foot tenant space currently occupied by the listed business and expand the business into an approximately 1,199 square foot adjacent tenant space for a total use size of 2,487 square feet. Therefore, the Project complies with this requirement.*

- D. **Hours of Operation.** Planning Code Section 729 principally permits business hours between 6 A.M. and 2 A.M. Operation outside of the listed business hours requires the issuance of a Conditional Use Authorization.

*The Project complies with this requirement. The proposed business will operate Monday through Friday from 1 P.M. to 9 P.M. and Saturday 9 A.M. to 5 P.M.*

- E. **Street Frontage in Neighborhood Commercial Districts.** Section 145.1 of the Planning Code requires that within NC Districts space for active uses shall be provided within the first 25 feet of building depth on the ground floor and 15 feet on floors above from any facade facing a street at least 30 feet in width. In addition, the floors of street-fronting interior spaces housing non-residential active uses and lobbies shall be as close as possible to the level of the adjacent sidewalk at the principal entrance to these spaces. Frontages with active uses that must be fenestrated with transparent windows and doorways for no less than 60 percent of the street frontage at the ground level and allow visibility to the inside of the building. The use of dark or mirrored glass shall not count towards the required transparent area. Any decorative railings or grillwork, other than wire mesh, which is placed in front of or behind ground floor windows, shall be at least 75 percent open to perpendicular view. Rolling or sliding security gates shall consist of open grillwork rather than solid material, so as to provide visual interest to pedestrians when the gates are closed, and to permit light to pass through mostly unobstructed. Gates, when both open and folded or rolled as well as the gate mechanism, shall be recessed within, or laid flush with, the building facade.

*The Project will activate a vacant storefront within an existing one-story, commercial building and provide visibility to the interior of the subject tenant space for no less than 60 percent of the property's street frontage. Additionally, the Project will retain the existing building's approximately 10-foot ceiling height. Therefore, the Project will comply with Planning Code Section 145.1.*

- 7. 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 Project will provide a compatible development that is necessary and desirable for the neighborhood. While not altering the character of the existing building or neighborhood, the Project will reactivate an existing tenant space after inactivity and reinforce the existing commercial corridor by providing business and job opportunities for the residents of the neighborhood.*

- 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 Project will not alter the height and bulk of the existing building. Minor interior alterations of the subject building are proposed, but such alterations will not alter the existing character of the subject building nor the immediate neighborhood.*

- (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 Project is not expected to impede public transportation or overburden the immediate neighborhood's existing on-street parking availability. The subject property is located along West Portal Avenue and is well served by public transportation; the M and K MUNI lines and the 57-bus line run along West Portal Avenue. Furthermore, no on-street parking spaces will be removed as part of the Project. On-street metered parking is available for those patrons that do choose to drive to the area.*

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

*The Project will not generate noxious or offensive emissions such as 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 does not require any additional landscaping or screening, and no new off-street parking spaces, loading spaces, open spaces, or service areas are proposed at the subject property. The Project will maintain existing signage at the subject property. No new signage is proposed.*

- 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 Neighborhood Commercial District.

*The Project is consistent with the stated purpose of West Portal Avenue Neighborhood Commercial District (NCD) in that the intended use will be a compatible retail use and will be located at the ground floor of an existing one-story, commercial building.*

- 8. Formula Retail Findings.** Planning Code Section 303.1 provides additional criteria for the Planning Commission to consider when considering any Conditional Use pursuant to Planning Code Section 303.1, Formula Retail uses:

- A. The existing concentration of Formula Retail uses within the District.

*Within a 300-foot radius of the Project site, a total of six Formula Retail Uses were identified amongst the 39 commercial storefronts surveyed. The identified six Formula Retail Uses account for approximately 32.5 percent of the identified vicinity's total linear commercial storefronts, approximately 1,460 linear feet. The expansion of the proposed Formula Retail Use (DBA "C2 Education") into the adjacent vacant retail space will increase the identified vicinity's total percentage of Formula Retail Use from 32.5 percent to 34.1 percent, a 1.6 percentage point increase.*

- B. The availability of other similar retail uses within the District.

*The Project will maintain and expand the second Instructional Use (DBA "C2 Education") within the identified 300-foot radius of the Project site. The identified vicinity currently contains one Instructional Use (DBA "Axiom Learning"), which provides academic support and SAT and ACT test prep. Whereas, the Project will maintain and expand a customized tutoring, test prep, and college admissions counseling services in a comprehensive program that helps students achieve their academic goals.*

- C. The compatibility of the proposed Formula Retail use with the existing architectural and aesthetic character of the District.

*The Project will not alter the existing exterior of the subject building. Existing signage will be maintained at the subject building. Therefore, the Project will be compatible with the existing*

*architectural and aesthetic character of the neighborhood.*

- D. The existing retail vacancy rates within the District.

*Within a 300-foot radius of the Project site, a total of six vacant storefronts were identified amongst the 39 commercial storefronts surveyed. The identified six vacant storefronts, including the subject tenant space, account for approximately 10.2 percent of the identified vicinity's total linear commercial storefronts, approximately 149 linear feet. The expansion of the proposed Formula Retail Use into the adjacent vacant retail tenant space will decrease the identified vicinity's vacancy rate from 10.2 percent to 8.5 percent; a reduction in 24 linear feet of vacant storefront.*

- E. The existing mix of Citywide-serving retail uses and neighborhood-serving retail uses within the District.

*The Project site is located within the West Portal Avenue Neighborhood Commercial District (NCD) which is a daytime-oriented, multi-purpose commercial district that provides a mixture of convenience and comparison shopping goods and services to a predominantly local market area. The District contains primarily retail sales and personal services at the street level, some office uses on the second story, and residential use on the second and upper stories. The Project will align with the existing mix of neighborhood serving retail uses in that the proposed business will aim to provide a new convenience and neighborhood serving instructional use to the immediate neighborhood.*

- F. Additional data and analysis set forth in the Performance-Based Design Guidelines adopted by the Planning Commission.

*The Project will be consistent with the existing building and immediate neighborhood's characters and provide a neighborhood serving retail use that is consistent with the existing convenience and neighborhood serving orientation of the immediate neighborhood and commercial corridor. The Project will also decrease the immediate vicinity's concentration of vacant storefronts and increase the vicinity's concentration of Formula Retail Uses by a mere 1.6 percentage point. Additionally, the Project will comply with the adopted Performance Based Design Guidelines for Formula Retail Uses.*

9. **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 1**

**IDENTIFY AND MAKE AVAILABLE FOR DEVELOPMENT ADEQUATE SITES TO MEET THE CITY'S HOUSING NEEDS, ESPECIALLY PERMANENTLY AFFORDABLE HOUSING.**

**Policy 1.1**

Plan for the full range of housing needs in the City and County of San Francisco, especially affordable housing.

#### COMMERCE AND INDUSTRY ELEMENT

##### Objectives and Policies

#### OBJECTIVE 1:

MANAGE ECONOMIC GROWTH AND CHANGE TO ENSURE ENHANCEMENT OF THE TOTAL CITY LIVING AND WORKING ENVIRONMENT.

##### Policy 1.1

Encourage development which provides substantial net benefits and minimizes undesirable consequences. Discourage development which has substantial undesirable consequences that cannot be mitigated.

##### Policy 1.2

Assure that all commercial and industrial uses meet minimum reasonable performance standards.

#### 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.

##### Policy 6.2

Promote economically vital neighborhood commercial districts which foster small business enterprises and entrepreneurship and which are responsive to economic and technological innovation in the marketplace and society.

##### Policy 6.3

Preserve and promote the mixed commercial-residential character in the neighborhood commercial districts. Strike a balance between the preservation of existing affordable housing and needed expansion of commercial activity.

#### NEIGHBORHOOD COMMERCE

##### Objectives and Policies

#### 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.

##### Policy 6.3

Preserve and promote the mixed commercial-residential character in neighborhood commercial districts. Strike a balance between the preservation of existing affordable housing and needed expansion of commercial activity.

*The Project will maintain and expand a Formula Retail Instructional Service Use (DBA "C2 Education") at an existing vacant tenant space within a one-story, commercial building. The subject tenant space has remained vacant and inactive. While retaining the existing building's and neighborhood's character, the Project will expand a service that is currently under-provided to the immediate neighborhood and is a neighborhood serving retail use. By activating an inactive tenant space, the Project will also enhance and reinforce the neighborhood's existing commercial corridor and provide the neighborhood with new business and job opportunities within close proximity to public transportation.*

**10. 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 proposal will not remove an existing neighborhood serving retail use; the subject tenant space has remained vacant. Rather, the Project will enhance and provide a neighborhood serving use, job opportunities, and business opportunities to the residents of the neighborhood. Furthermore, the Project will introduce new patrons and increase foot traffic to the area, and therefore strengthen the customer base of existing retail uses and contribute to the demand for new retail uses serving the area.*

- 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 will conserve and protect the existing housing and neighborhood character, including the cultural and economic diversity of the neighborhood. The proposal will minimally alter the existing building and maintain an Instructional Use that is neighborhood serving and desired.*

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

*The Project will not negatively affect the City's supply of affordable housing; no affordable housing units will be removed. The subject tenant space is currently a vacant yoga studio.*

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

*The Project is not expected to impede public transportation or overburden the immediate neighborhood's existing on-street parking availability. The subject property is located along West Portal Avenue and is well served by public transportation. The M and K MUNI lines and the 57-bus line run along West Portal Avenue. Furthermore, no on-street parking spaces will be removed as part of the Project. On-street metered parking is available for those patrons that do choose to drive to the area.*

- 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 any service or industry sectors due to commercial office and will not affect residents' employment and ownership opportunities of industrial and service sector. The subject tenant space was formerly utilized as a yoga studio but has remained vacant. Instead, the Project will create new business and job opportunities for the residents of the neighborhood*

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

*The Project will not alter the subject building's ability to withstand an earthquake.*

- G. That landmarks and historic buildings be preserved.

*Currently, the Project Site does not contain any City Landmarks or historic buildings.*

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

*The Project will not have impacts on existing parks and opens spaces and their access to sunlight and vistas.*

11. 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.

12. 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. 2020-011809CUA** subject to the following conditions attached hereto as “EXHIBIT A” in general conformance with plans on file, dated October 23, 2020, 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 April 15, 2021.

Jonas P. Ionin  
Commission Secretary

AYES:

NAYS:

ABSENT:

RECUSE:

ADOPTED: April 15, 2021

# EXHIBIT A

## Authorization

This authorization is for a conditional use to allow the expansion of an existing Formula Retail Use (DBA “C2 Education”) into an approximately 1,199 square foot adjacent tenant space (formerly DBA “Thriveability”) for a total use size of approximately 2,478 square feet at the ground floor of an existing one-story, commercial building at 300 West Portal Avenue, Block 2483, and Lot 002 pursuant to Planning Code Sections 303, 030.1, 729 within the West Portal Avenue Neighborhood Commercial (NCD) Zoning District and 26-X Height and Bulk District; in general conformance with plans, dated October 23, 2020, and stamped “EXHIBIT B” included in the docket for Record No. 2020-011809CUA and subject to conditions of approval reviewed and approved by the Commission on April 15, 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 April 15, 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. **Garbage, Composting and Recycling Storage.** Space for the collection and storage of garbage, composting, and recycling shall be provided within enclosed areas on the property and clearly labeled and illustrated on the building permit plans. Space for the collection and storage of recyclable and compostable materials that meets the size, location, accessibility and other standards specified by the San Francisco Recycling Program shall be provided at the ground level of the buildings.

*For information about compliance, contact the Case Planner, Planning Department at 628.652.7380, [www.sfplanning.org](http://www.sfplanning.org)*

7. **Signage.** Any signs on the property shall be made to comply with the requirements of Article 6 of the Planning Code and Commission Guide for Formula Retail.

*For information about compliance, contact the Case Planner, Planning Department at 628.652.7380, [www.sfplanning.org](http://www.sfplanning.org)*

## Monitoring - After Entitlement

8. **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)*

9. **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

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

*For information about compliance, contact Bureau of Street Use and Mapping, Department of Public Works, 628.271.2000, [www.sfpublishworks.org](http://www.sfpublishworks.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 628.652.7463, [www.sfplanning.org](http://www.sfplanning.org)*

- 12. 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.

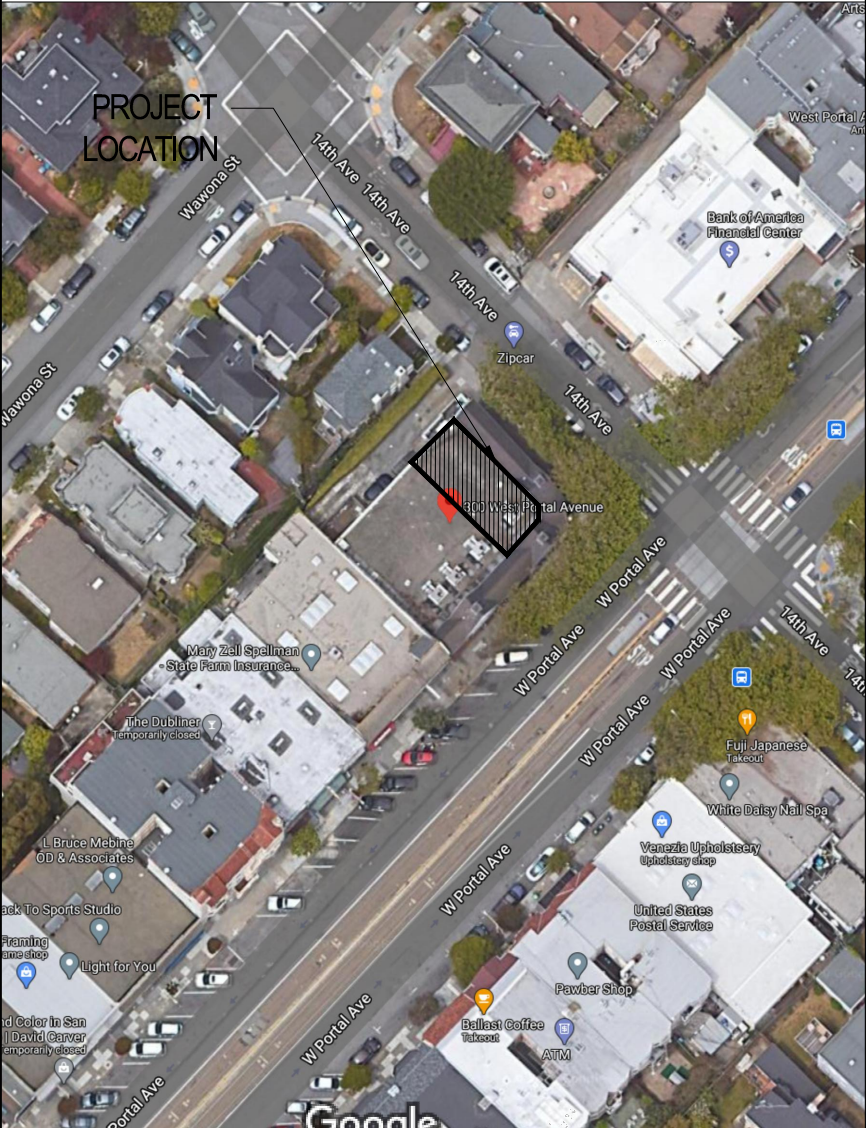
*For information about compliance, contact Code Enforcement, Planning Department at 628.652.7463, [www.sfplanning.org](http://www.sfplanning.org)*



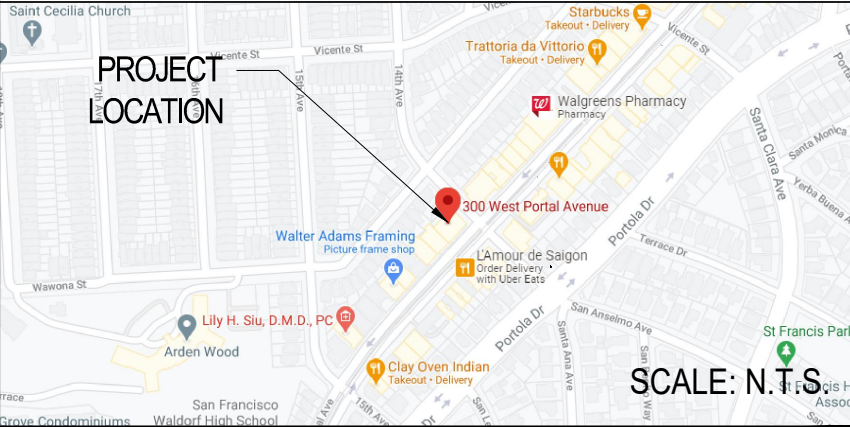


300 West Portal Ave. San Francisco, CA 94127

SITE MAP



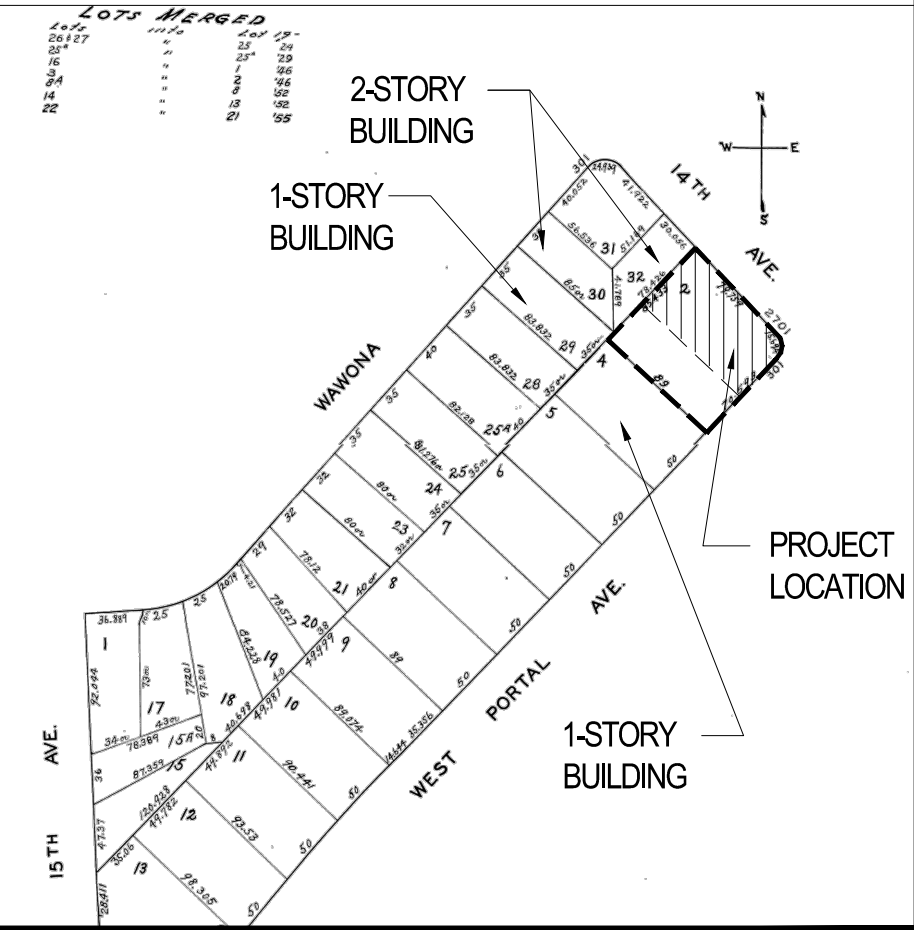
VICINITY MAP



DRAWING INDEX

ARCHITECTURAL	
A0.0	COVER SHEET
A0.1	EXISTING AND PROPOSED SITE PLAN
A0.2	OVERALL BUILDING PLAN
D1.0	DEMOLITION PLAN
A1.0	EXISTING FLOOR PLAN
A1.1	PROPOSED FLOOR PLAN
A2.0	EXISTING & PROPOSED ELEVATION (W. PORTAL AVE. ELEVATION)
A2.1	EXISTING & PROPOSED ELEVATION (14TH AVE ELEVATION)
8-13	RECORD PHOTOS

ASSESSORS PARCEL MAP



PROJECT USE AREAS

Project Use Areas		
	Existing (Square Feet)	Proposed (Square Feet)
C2 Education	1,288	2,487
Yoga Studio	1,199	0
Additional Retail Unit	2, 450	2,450
Common Area	369	369
Total:	5,306	5,306 (no change)

PROJECT SCOPE

WORK INCLUDES NO EXTERIOR WORK, THE EXISTING C2 EDUCATION, 1,288 SF SPACE PROPOSES TO EXPAND INTO THE EXISTING YOGA STUDIO, 1,199 SF FOR A TOTAL OF 2,487 SF DEMOLITION, NON-STRUCTURAL WALLS, NEW FINISHES, ALL WORK TO BE INTERIOR OF BUILDING

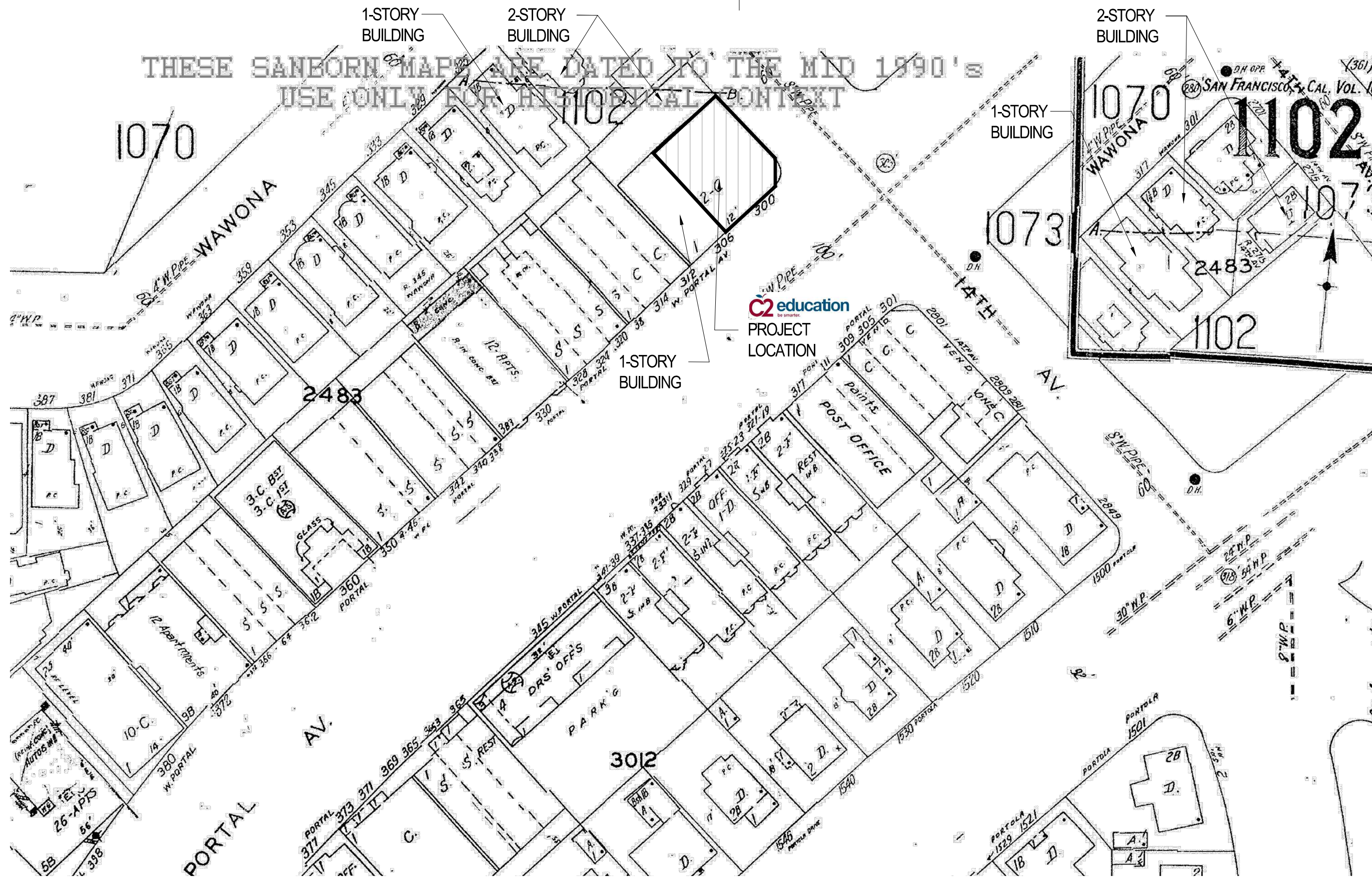
**smith co.**  
603 stewart street  
suite 610  
seattle, washington 98101  
  
206.466.5249 p  
206.713.4076 m  
ksmith@smithco.org e

DRAWING ISSUES:  
  
10.23.20

PROJECT:  
**C2 education**  
300 West Portal, San Francisco, CA  
CLIENT:  
  
SHEET TITLE:  
**cover sheet**

PROJECT NO:  
20200156.01  
SCALE:  
1/8"=1'-0"  
  
SHEET NO:  
**A0.0**





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603 Stewart Street  
Suite 610  
Seattle, Washington 98101  
206.466.5249 p  
206.713.4076 m  
ksmith@smithco.org e

DRAWING ISSUES:  
10.23.20

PROJECT:  
**C2 education**  
300 West Portal, San Francisco, CA  
CLIENT:  
SHEET TITLE:  
**EXISTING AND PROPOSED SITE PLAN**

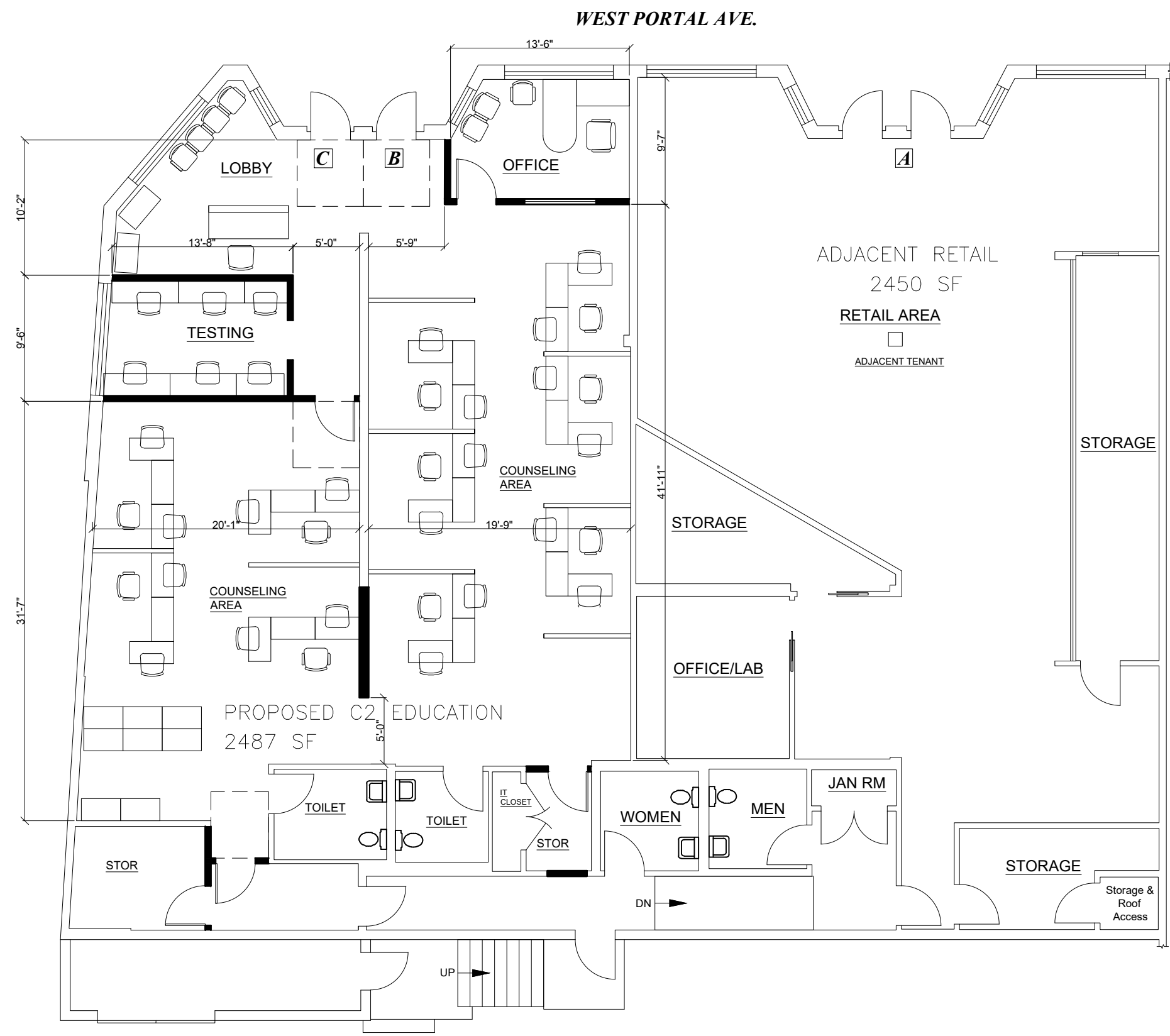
PROJECT NO:  
20200156.01  
SCALE:  
1/8"=1'-0"  
SHEET NO:  
**A0.1**



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suite 610  
seattle, washington 98101  
206.466.5249 p  
206.713.4076 m  
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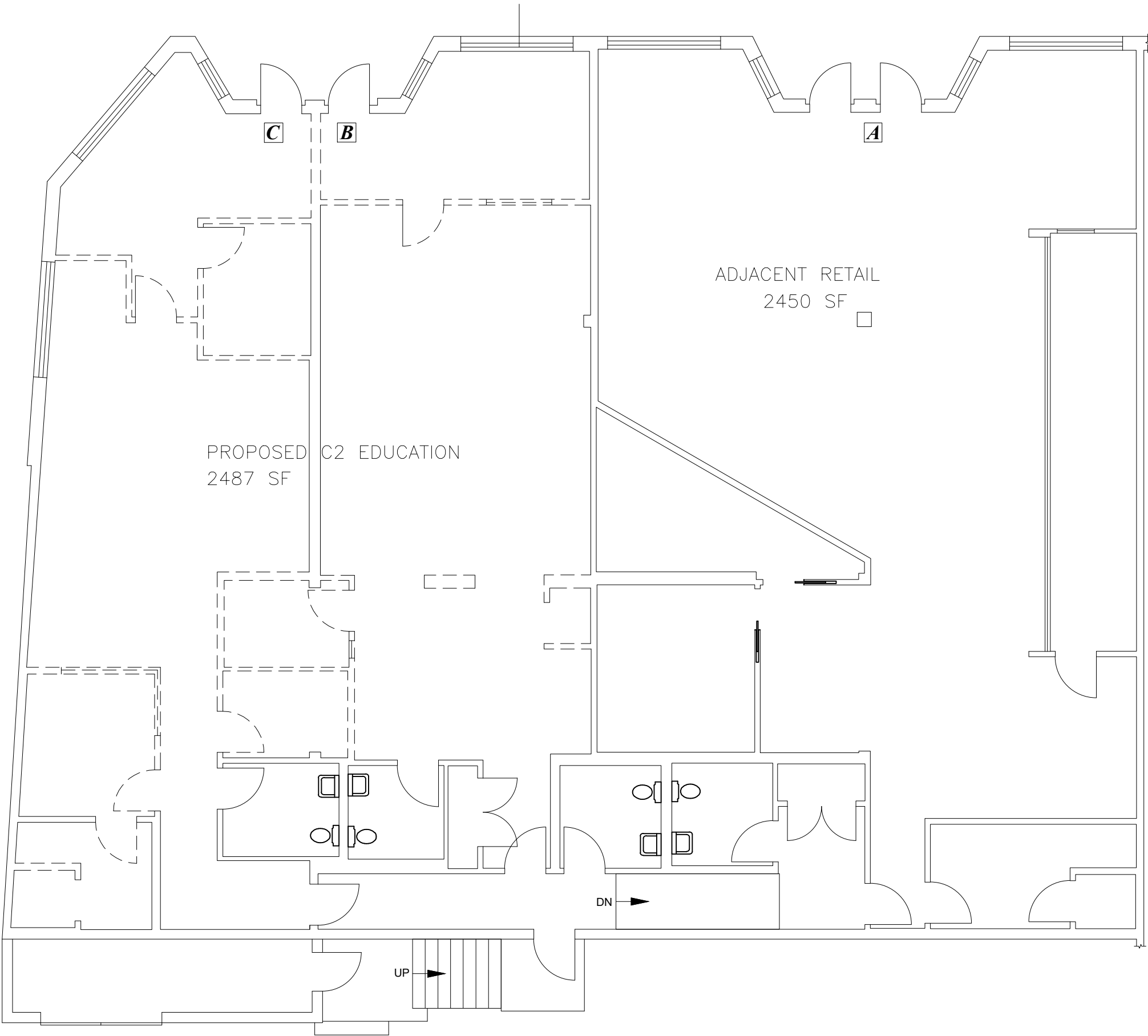
DRAWING ISSUES:  
10.23.20

PROJECT:  
**C2 education**  
300 West Portal, San Francisco, CA  
CLIENT:  
SHEET TITLE:  
**OVERALL BUILDING PLAN**

PROJECT NO:  
20200156.01  
SCALE:  
1/8"=1'-0"  
SHEET NO:  
**A0.2**



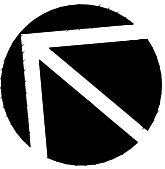
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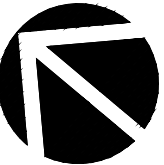
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206.713.4076 m  
ksmith@smithco.org e

DRAWING ISSUES:  
10.23.20

PROJECT:  
**C2 education**  
300 West Portal, San Francisco, CA  
CLIENT:  
SHEET TITLE:  
**DEMOLITION PLAN**



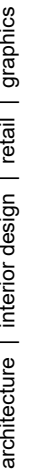
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20200156.01  
SCALE:  
1/8"=1'-0"  
SHEET NO:  
**D1.0**



architecture | interior design | retail | graphics

DRAWING ISSUES:	PROJECT:
	<b>C2 education</b> <b>300 West Portal, San Francisco, CA</b>
10.23.20	CLIENT:
	SHEET TITLE: <b>EXISTING FLOOR PLAN</b>

PROJECT NO:  
20200156.01  
SCALE:  
1/8"=1'-0"  
SHEET NO:  
**A1.0**



PROJECT NO:  
20200156.01  
SCALE:  
1/8"=1'-0"  
SHEET NO:  
**A1.1**

NO WORK TO EXTERIOR OF BUILDING  
NO MODIFICATIONS ARE TO BE MADE  
TO WINDOWS, DOORS, FINISHES AND/OR  
MATERIALS



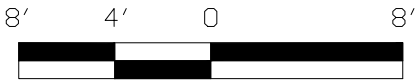
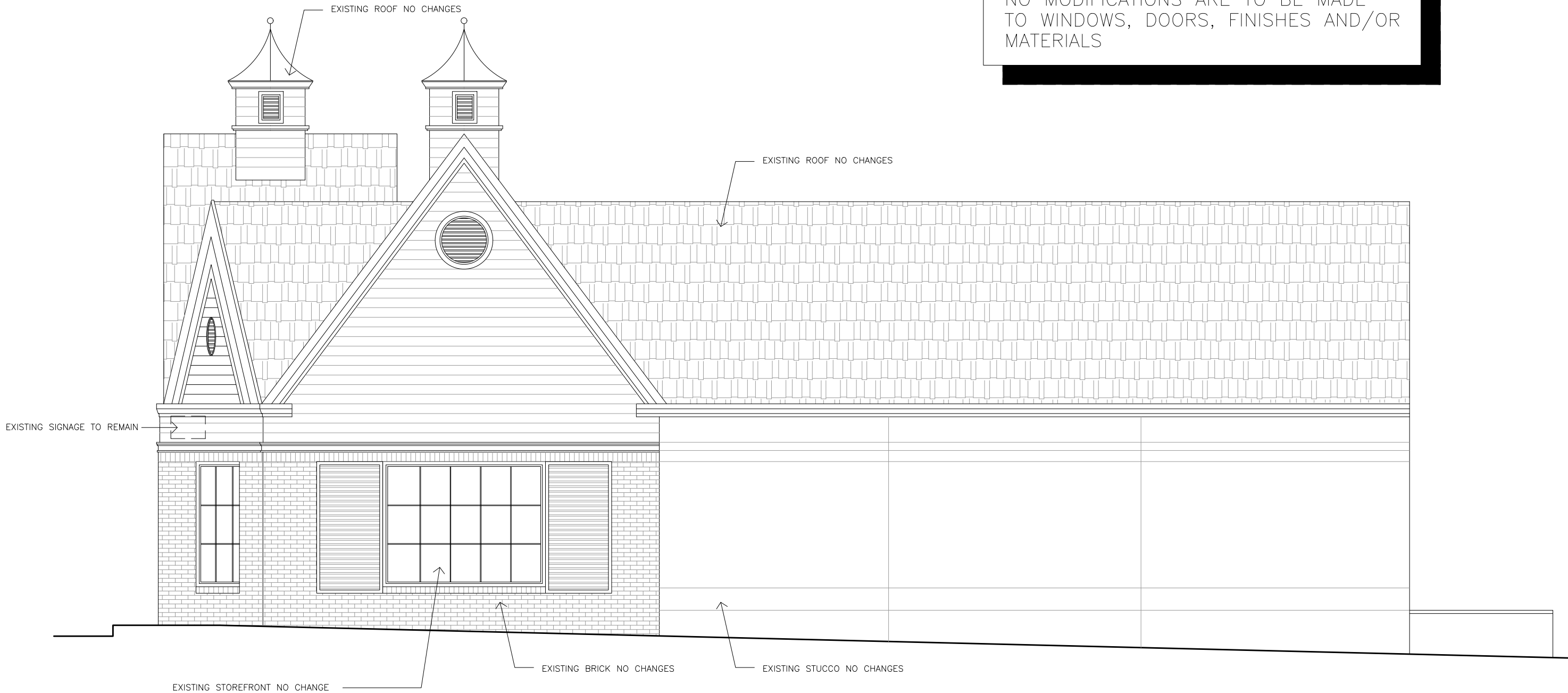
**smith co.**  
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suite 610  
seattle, washington 98101  
206.466.5249 p  
206.713.4076 m  
ksmith@smithco.org e

DRAWING ISSUES:  
10.23.20

PROJECT:  
**C2 education**  
300 West Portal, San Francisco, CA  
CLIENT:  
SHEET TITLE:  
**EXISTING & PROPOSED ELEVATION (W. PORTAL AVE)**

PROJECT NO:  
20200156.01  
SCALE:  
1/4"=1'-0"  
SHEET NO:  
**A2.0**

NO WORK TO EXTERIOR OF BUILDING  
NO MODIFICATIONS ARE TO BE MADE  
TO WINDOWS, DOORS, FINISHES AND/OR  
MATERIALS



SCALE: 1/4" = 1'-0"

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suite 610  
seattle, washington 98101  
206.466.5249 p  
206.713.4076 m  
ksmith@smithco.org e

DRAWING ISSUES:  
10.23.20

PROJECT:  
C2 education  
300 West Portal, San Francisco, CA  
CLIENT:

SHEET TITLE:  
EXISTING & PROPOSED ELEVATION (14TH AVE)

PROJECT NO:  
20200156.01  
SCALE:  
1/4"=1'-0"  
SHEET NO:  
**A2.1**





VIEW FROM 14th AVE

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603 stewart street  
suite 610  
seattle, washington 98101  
206.466.5249 p  
206.713.4076 m  
ksmith@smithco.org e

DRAWING ISSUES:  
10.23.20

PROJECT:  
**C2 education**  
300 West Portal, San Francisco, CA  
CLIENT:  
SHEET TITLE:  
**EXISTING PHOTOS**

PROJECT NO:  
20200156.01  
SCALE:  
N.T.S.  
SHEET NO:  
-





VIEW FROM W. PORTAL AVE

**smith co.**  
603 stewart street  
suite 610  
seattle, washington 98101  
206.466.5249 p  
206.713.4076 m  
ksmith@smithco.org e

DRAWING ISSUES:  
10.23.20

PROJECT:  
C2 education  
300 West Portal, San Francisco, CA  
CLIENT:  
SHEET TITLE:  
EXISTING PHOTOS

PROJECT NO:  
20200156.01  
SCALE:  
N.T.S.  
SHEET NO:  
-





W. PORTAL AVE VIEW





W. PORTAL AVE VIEW





W. PORTAL AVE VIEW





CORNER OF W. PORTAL AVE VIEW





CORNER OF W. PORTAL AVE VIEW



# **C2education**

Reading Writing Math SAT Prep

**FREE**  
Homework Help  
from



**TOP 20**  
Dream College Acceptance

**COLLEGE ADMISSIONS**  
TIMELINE

**ACT vs NEW SAT**

CORNER OF W. PORTAL AVE VIEW





## CEQA Exemption Determination

### PROPERTY INFORMATION/PROJECT DESCRIPTION

<b>Project Address</b>		<b>Block/Lot(s)</b>
300 WEST PORTAL AVE		2483002
<b>Case No.</b>		<b>Permit No.</b>
2020-011809PRJ		
<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>
<b>Project description for Planning Department approval.</b> Conditional Use Authorization request for the expansion of a formula retail use in a Neighborhood Commercial District under sections 703.4 and 729, with findings made pursuant to sections 303 and 303.1. The C2 Education Center is an existing Formula Retail Instructional Services use that provides tutoring and college preparation services to students. The Project proposes the expansion of the existing C2 Education Center into an adjacent, vacant storefront within the same commercial structure, increasing the floor area of the retail instructional use from 1,288 g.s.f. to 2,487 g.s.f. The Project would also complete interior tenant improvements to create a cohesive and efficient use of the interior space. The Project proposes the realignment of existing exterior signage to better represent the education center's location within the building. No Other exterior changes are proposed.		

### STEP 1: EXEMPTION TYPE

<b>The project has been determined to be 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"/>	<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: (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations. (b) The proposed development occurs within city limits on a project site of no more than 5 acres substantially surrounded by urban uses. (c) The project site has no value as habitat for endangered rare or threatened species. (d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality. (e) The site can be adequately served by all required utilities and public services. <b>FOR ENVIRONMENTAL PLANNING USE ONLY</b>
<input type="checkbox"/>	<b>Other</b> ____

☐

**Common Sense Exemption (CEQA Guidelines section 15061(b)(3)).** It can be seen with certainty that there is no possibility of a significant effect on the environment . **FOR ENVIRONMENTAL PLANNING USE ONLY**



## STEP 2: ENVIRONMENTAL SCREENING ASSESSMENT

### TO BE COMPLETED BY PROJECT PLANNER

<input type="checkbox"/>	<p><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. use of diesel construction equipment, backup diesel generators, heavy industry, diesel trucks, etc.)? <i>(refer to The Environmental Information tab on the San Francisco Property Information Map)</i></p>
<input type="checkbox"/>	<p><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?</p> <p><b>Note that a categorical exemption shall not be issued for a project located on the Cortese List if box is checked, note below whether the applicant has enrolled in or received a waiver from the San Francisco Department of Public Health (DPH) Maher program, or if Environmental Planning staff has determined that hazardous material effects would be less than significant. <i>(refer to The Environmental Information tab on the San Francisco Property Information Map)</i></b></p>
<input type="checkbox"/>	<p><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?</p>
<input type="checkbox"/>	<p><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, archeology review is required.</p>
<input type="checkbox"/>	<p><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? <i>(refer to The Environmental Information tab on the San Francisco Property Information Map)</i> <b>If box is checked, Environmental Planning must issue the exemption.</b></p>
<input type="checkbox"/>	<p><b>Average Slope of Parcel = or &gt; 25%, or site is in Edgehill Slope Protection Area or Northwest Mt. Sutro Slope Protection Area:</b> Does the project involve any of the following: (1) New building construction, except one-story storage or utility occupancy, (2) horizontal additions, if the footprint area increases more than 50%, or (3) horizontal and vertical additions increase more than 500 square feet of new projected roof area? <i>(refer to The Environmental Planning tab on the San Francisco Property Information Map)</i> <b>If box is checked, a geotechnical report is likely required and Environmental Planning must issue the exemption.</b></p>
<input type="checkbox"/>	<p><b>Seismic Hazard:</b> <input type="checkbox"/> <b>Landslide or</b> <input type="checkbox"/> <b>Liquefaction Hazard Zone:</b></p> <p>Does the project involve any of the following: (1) New building construction, except one-story storage or utility occupancy, (2) horizontal additions, if the footprint area increases more than 50%, (3) horizontal and vertical additions increase more than 500 square feet of new projected roof area, or (4) grading performed at a site in the landslide hazard zone? <i>(refer to The Environmental tab on the San Francisco Property Information Map)</i> <b>If box is checked, a geotechnical report is required and Environmental Planning must issue the exemption.</b></p>
<p><b>Comments and Planner Signature (optional):</b> Gabriela Pantoja</p>	

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

<b>PROPERTY IS ONE OF THE FOLLOWING:</b> <i>(refer to Property Information Map)</i>	
<input 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 checked="" 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 checked="" 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 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 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 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: ADVANCED HISTORICAL REVIEW**  
**TO BE COMPLETED BY PRESERVATION PLANNER**

<b>Check all that apply to the project.</b>	
<input type="checkbox"/>	1. <b>Reclassification of property status.</b> <i>(Attach HRER Part I)</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  b. Other <i>(specify)</i>: </div> <div style="width: 45%;"> <input type="checkbox"/> Reclassify to Category C  <i>(No further historic review)</i> </div> </div>
<input type="checkbox"/>	2. 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"/>	3. <b>Interior alterations to publicly accessible spaces that do not</b> remove, alter, or obscure <b>character defining features.</b>
<input type="checkbox"/>	4. <b>Window replacement</b> of original/historic windows that are not "in-kind" but are consistent with existing historic character.
<input type="checkbox"/>	5. <b>Façade/storefront alterations</b> that do not remove, alter, or obscure character-defining features.

<input type="checkbox"/>	6. <b>Raising the building</b> in a manner that does not remove, alter, or obscure character-defining features.
<input type="checkbox"/>	7. <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"/>	8. <b>Work consistent</b> with the <i>Secretary of the Interior Standards for the Treatment of Historic Properties</i> (Analysis required):
<input type="checkbox"/>	9. <b>Work compatible</b> with a historic district (Analysis required):
<input type="checkbox"/>	10. <b>Work that would not materially impair</b> a historic resource (Attach HRER Part II).
<b>Note: If ANY box in STEP 5 above is checked, a Preservation Planner MUST sign below.</b>	
<input type="checkbox"/>	<b>Project can proceed with exemption review.</b> The project has been reviewed by the Preservation Planner and can proceed with exemption review. <b>GO TO STEP 6.</b>
<b>Comments (optional):</b>	
<b>Preservation Planner Signature:</b>	

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

	<b>No further environmental review is required. The project is 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>	<b>Signature:</b>
	Planning Commission Hearing	Gabriela Pantoja
		04/02/2021
<p>Once signed or stamped and dated, this document constitutes an exemption pursuant to CEQA Guidelines and Chapter 31 of the Administrative Code.</p> <p>In accordance with Chapter 31 of the San Francisco Administrative Code, an appeal of an exemption determination to the Board of Supervisors can only be filed within 30 days of the project receiving the approval action.</p> <p>Please note that other approval actions may be required for the project. Please contact the assigned planner for these approvals.</p>		

## 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 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 to the Environmental Review Officer within 10 days of posting of this determination.

**Planner Name:**

**Date:**



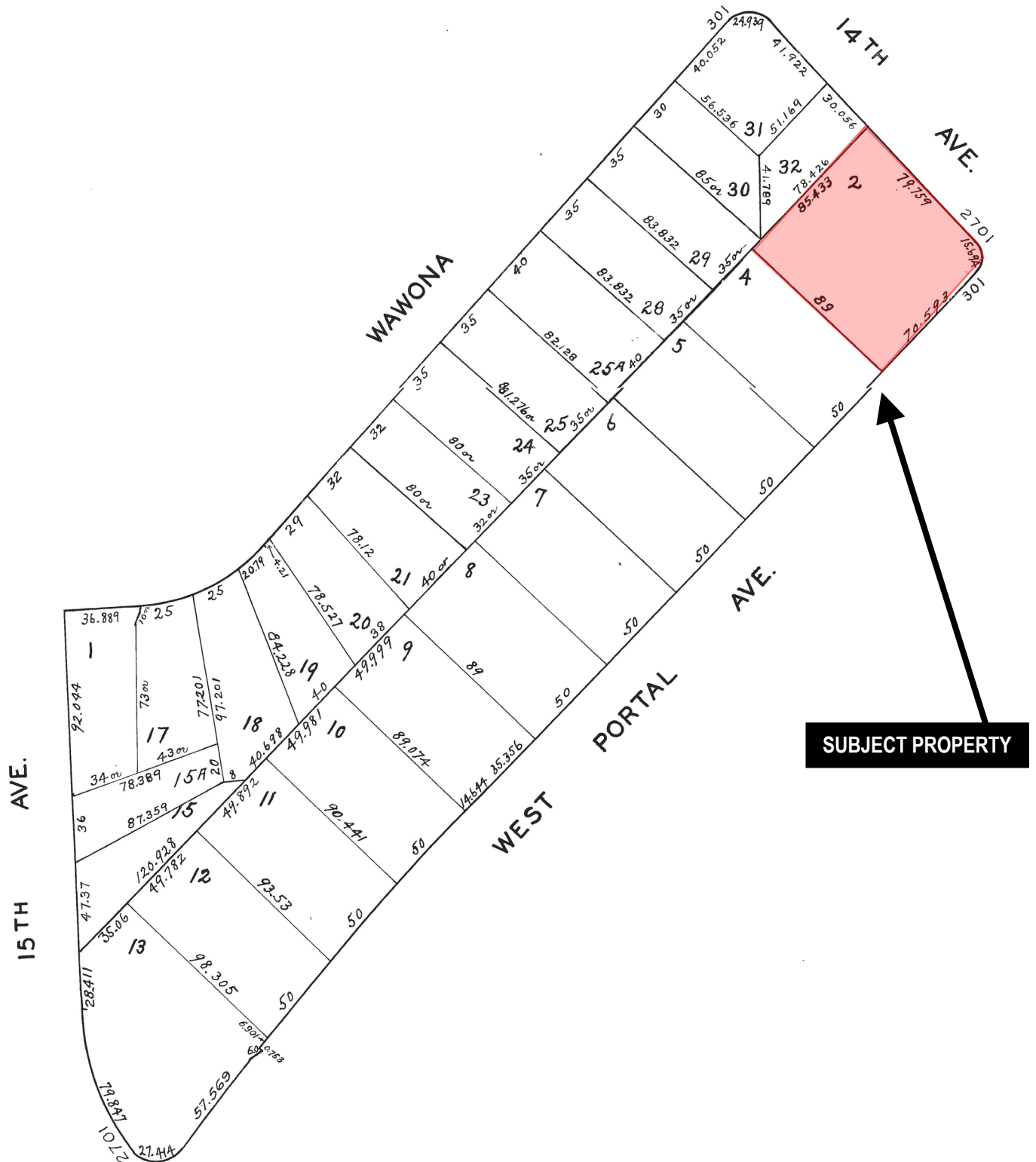
# LAND USE INFORMATION

PROJECT ADDRESS: 300 WEST PORTAL AVENUE

RECORD NO.: 2020-011809CUA

	EXISTING	PROPOSED	NET NEW
GROSS SQUARE FOOTAGE (GSF)			
Retail/Commercial GSF	5,306	5,306	0
TOTAL GSF	5,306	5,306	
	EXISTING	NET NEW	TOTALS
PROJECT FEATURES (Units or Amounts)			
Number of Buildings	1	1	1
Number of Stories	1	1	1
Parking Spaces	0	0	0
Loading Spaces	1	1	1

# Parcel Map

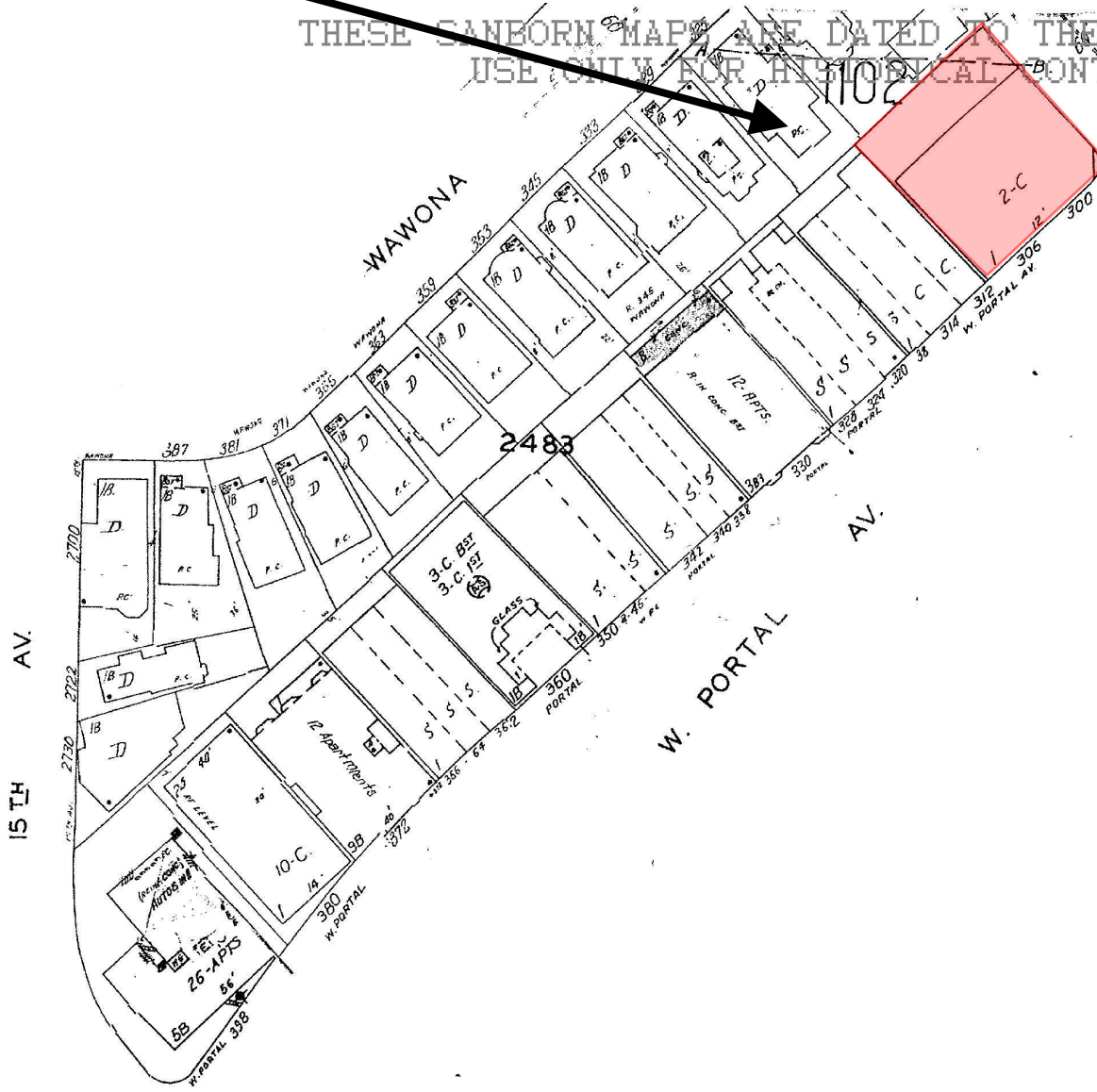


Conditional Use Authorization  
Case No. 2020-011809CUA  
300 West Portal Avenue

# Sanborn Map\*

SUBJECT PROPERTY

THESE SANBORN MAPS ARE DATED TO THE MID 1890'S  
USE ONLY FOR HISTORICAL CONTEXT



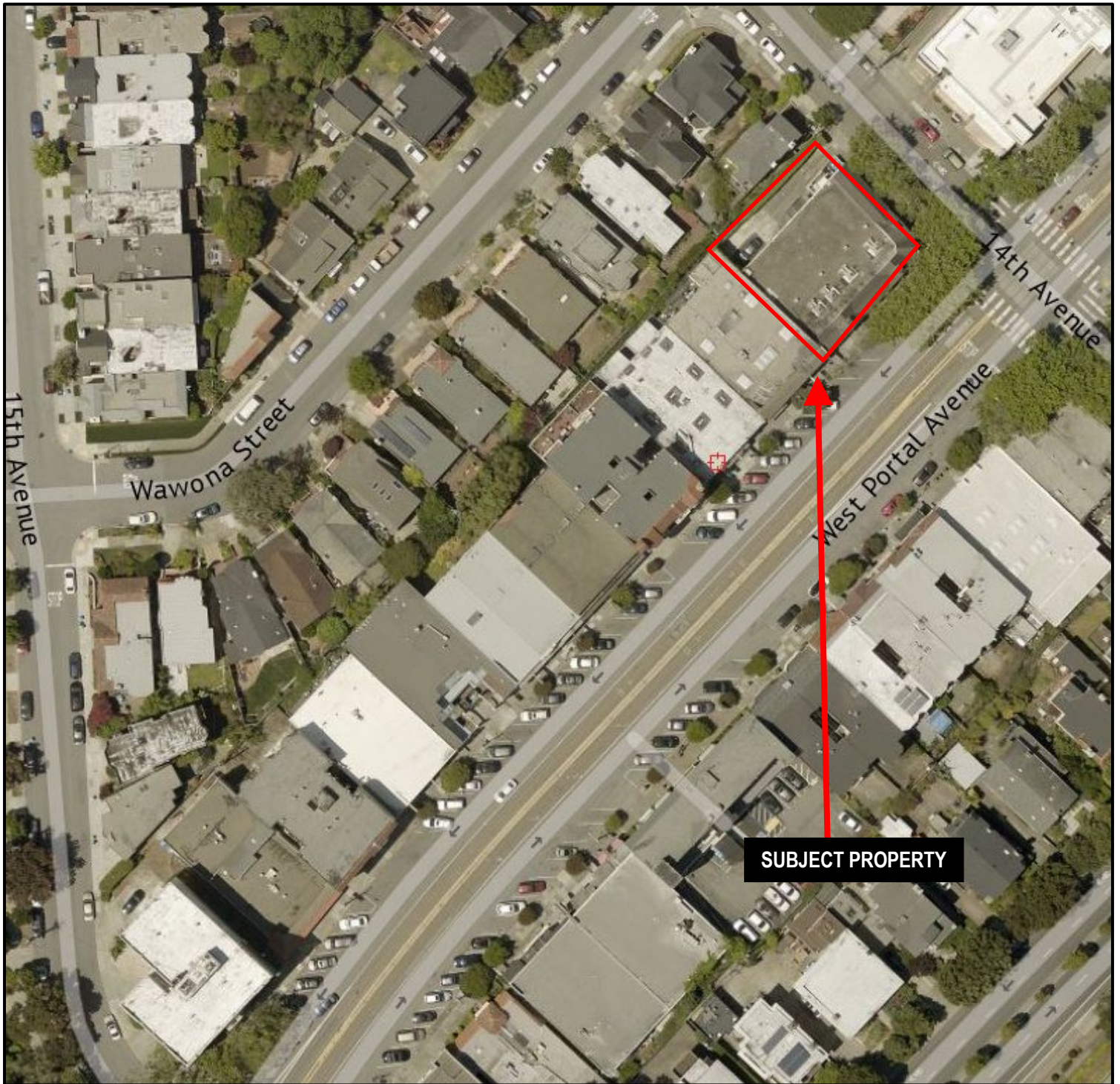
\*The Sanborn Maps in San Francisco have not been updated since 1998, and this map may not accurately reflect existing conditions.



Conditional Use Authorization  
Case No. 2020-011809CUA  
300 West Portal Avenue

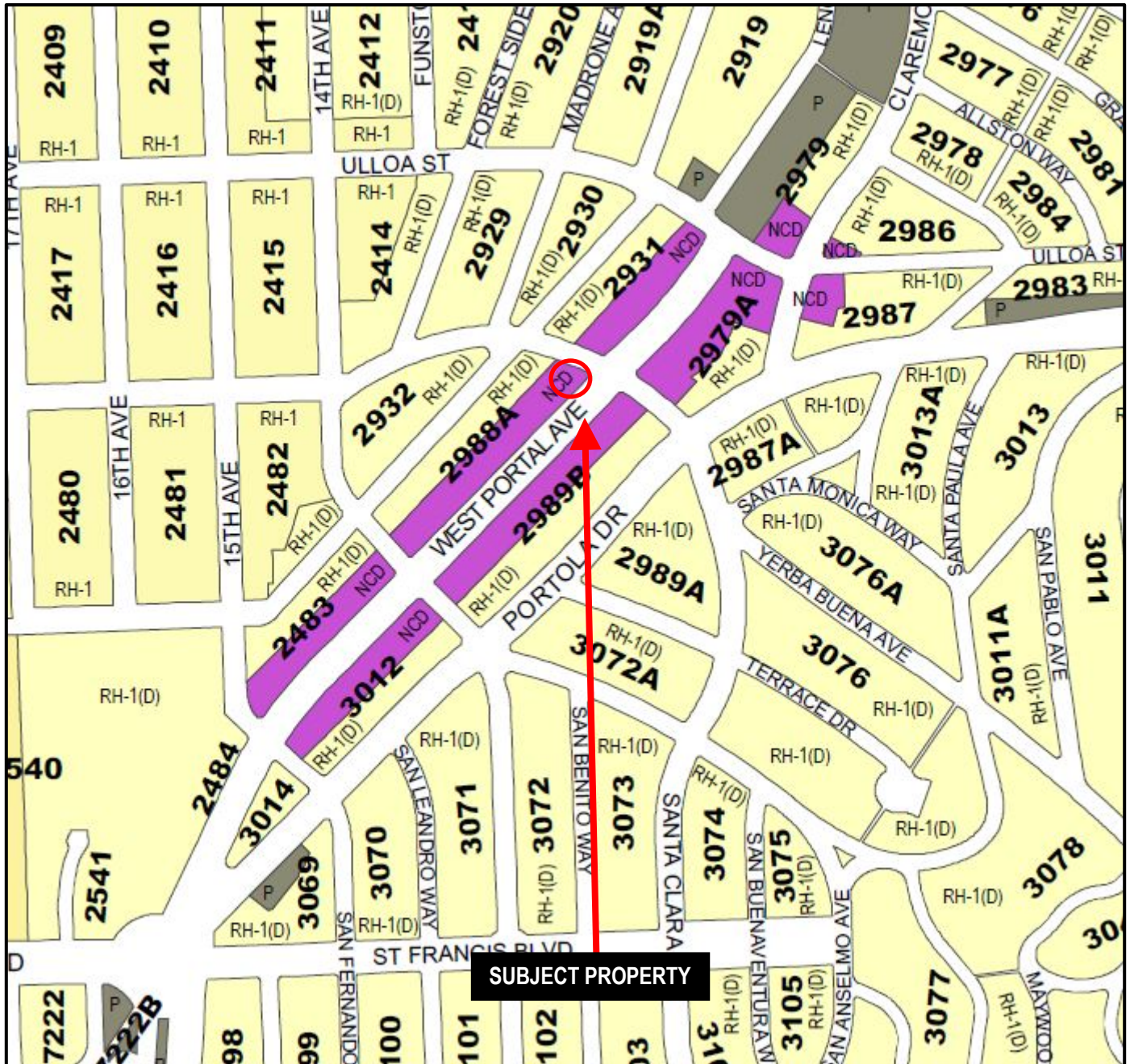


# Aerial Photo





# Zoning Map



Conditional Use Authorization  
Case No. 2020-011809CUA  
300 West Portal Avenue



# Site Photo- West Portal Avenue



Conditional Use Authorization  
Case No. 2020-011809CUA  
300 West Portal Avenue

# Site Photo- 14<sup>th</sup> Avenue



Conditional Use Authorization  
Case No. 2020-011809CUA  
300 West Portal Avenue

# REUBEN, JUNIUS & ROSE, LLP

Melinda A. Sarjapur  
msarjapur@reubenlaw.com

April 5, 2021

**Delivered Via Email (gabriela.pantoja@sfgov.org)**

Joel Koppel, Commission President  
San Francisco Planning Commission  
49 South Van Ness Ave, Suite 1400  
San Francisco, CA 94103

**Re: 300 West Portal Avenue – C2 Education**  
Planning Case Number: **2020-011809PRJ**  
Hearing Date: **April 15, 2021**  
Our File No.: **11328.01**

Dear President Koppel and Commissioners:

This office represents C2 Education, the sponsor of a proposal to expand an existing formula-retail tutoring and test preparation center at 300 West Portal Avenue into an adjacent vacant unit in the same building (the “**Project**”).

The Project requires Conditional Use Authorization to expand an existing formula retail use within the West Portal Neighborhood Commercial District, and should be approved due to the its substantial benefits:

- Retention of Established Neighborhood-Serving Retail Uses. C2 Education has operated from its existing space for 10 years. The Project will allow it to remain within the neighborhood while moderately expanding to serve additional families. The Property is an ideal location for this use, as it is well-served by public transit and in an area intended for neighborhood-serving commercial uses.
- Activation of a Vacant Storefront. C2 Education will merge into an adjacent, vacant retail space in an area currently facing a 10% rate of retail street frontage vacancy. It will help activate and enliven the street space.
- Creation and Retention of Local Jobs. C2 Education currently employs a full-time center director and 16 part-time employees. Approval of the Project will ensure local jobs are retained and expanded to meet increased tutoring demand.
- No Displacement of Existing Retail Uses. The Project will allow the existing C2 Education to merge its space with an adjacent, vacant retail unit. No other existing



retail use will be impacted by the Project, and C2 Education will continue to generate foot traffic for other nearby retailers.

- Community Support. To date, C2 Education has received 11 letters of support from community members (**Exhibit A**), and there is no opposition to the Project.

The Project is currently scheduled for the Commission's consent calendar on April 15, 2021.

### **A. Property and Project Description**

The existing building at 300 West Portal is a one-story commercial building containing three retail units, located at the northwest corner of West Portal Avenue and 14<sup>th</sup> Avenue within the West Portal NCD and Lakeshore neighborhood.

C2 Education currently occupies a 1,288 sq. ft. space at the northern end of the building. The adjacent 1,199 sq. ft. commercial space is currently vacant, and a final unit at the south end of the building is occupied by a Site for Sore Eyes eye wear retailer.



300 West Portal Avenue viewed from West Portal Avenue.

C2 Education has successfully served the local community from this space for the past 10 years. It provides tutoring in a wide range of subjects for K-12 students; college and AP test preparation; and college counseling and essay writing workshops. It currently serves approximately 125 local students, who typically range from 13 to 18 years of age and employs one full time director and 16 part time employees. C2 Education has 178 locations nationwide, but the property is its only location within San Francisco.



The Project will expand the existing C2 Education into an adjacent, vacant space in the same building, resulting in a total area of 2,487 sq. ft. Interior tenant improvements will be undertaken to connect the two spaces, but no changes are proposed to the exterior of the building aside from relocation of existing signage.

**B. The Project Meets All Relevant Conditional Use Criteria**

The Project meets all requirements necessary to grant Conditional Use Authorization for expansion of the existing formula retail use. It is necessary and desirable because it will allow C2 Education to increase the availability of long-standing, popular tutoring and college preparation services to local residents at a convenient location.

The Project is also consistent with the existing neighborhood character. The property is located along a commercial corridor that is primarily intended for neighborhood-serving retail uses. Commercial uses in the corridor include restaurants, national and local banks, pharmacies, dry cleaners, and other commercial services that are meant to meet the daily needs of local residents. As of February 2021, there were multiple vacant storefronts within 300 feet of the property. The Project will fill one of these vacancies and re-activate the street space. The Project size is appropriate for the scale of the neighborhood, and the expansion would increase a retail tutoring use that has proven its compatibility with the neighborhood through many successful years of serving local families.

**C. Conclusion**

C2 Education proposes the moderate expansion of an existing formula retail tutoring center that has successfully operated in the area for 10 years, into an adjacent vacant commercial unit in the same building. The Project is appropriate at this site and will serve the nearby residential neighborhoods by increasing the availability of in-demand education services. For these reasons, we respectfully request you approve the Project.

Very truly yours,

**REUBEN, JUNIUS & ROSE, LLP**



Melinda A. Sarjapur

President Joel Koppel and Commissioners  
San Francisco Planning Commission  
April 5, 2021  
Page 4

Enclosures:

cc: Kathrin Moore, Commission Vice-President  
Deland Chan, Commissioner  
Sue Diamond, Commissioner  
Frank S. Fung, Commissioner  
Theresa Imperial, Commissioner  
Rachael Tanner, Commissioner  
Gabriela Pantoja, Project Planner

## **Exhibit A**

### **Letters of Support**

March 26<sup>th</sup>, 2021

To the Planning Commission

Good morning,

This past year in the world of COVID-19 has turned our world upside down. We understand that there are certain things we need more and certain things we need less of in San Francisco. As certain businesses have been able to move fully towards a remote system. We as parents feel that our children can work in this way somewhat, but it is certainly not the best way.

San Francisco Unified School District has decided only to offer distance learning for the last year (March 14<sup>th</sup>, 2020 to the present) and for high schoolers, SFUSD may or may not be able to commence teaching in person in late August and even then, may only offer partial in person. We feel that this has been an especially hard time on students, mentally and on their education. Many, not being able to see their friends and being shut deep in a tiny room several hours a day.

My child who will need to apply for higher education in the fall will be in a disadvantaged situation as the quality of education, how she has absorbed the information, and the motivation has decreased. How will she get enough support from their school to compete in a more competitive environment for UCs and private colleges. She is already at a disadvantage to all private school students that have been able to somewhat continue educating in person. We look to C2 Education West Portal to offer the extra support needed to attain levels of education in the basics of math and English.

We fully support C2 Education West Portal in their quest to expand to the unit next door in order to offer a more comfortable environment to students and teachers while teaching. We do not know how long they will need to maintain at least three feet distancing. Also, we feel that there may be more children in the coming future, who will need extra support to make up for the lack of time offered/ spent in schools and the ineffectiveness of distance learning during this past year.

Yours truly,  
Amy Lui  
650-867-2810

March 26, 2021

Suzi Mui

2374 22<sup>nd</sup> Avenue, San Francisco, CA

Re: C2 Educational West Portal Expansion Proposal

Dear Commissioners:

I am very excited to hear that C2 Education West Portal (C2 WP) is looking to expand its current location. We are in full support of this expansion. I have three children attending C2 WP for the last 4 years and sometimes is hard to get on their schedule due to capacity. Especially now we need to observe additional social distance rules and capacity limits. I have seen how C2 WP has helped so many students in those past years with school subjects and tests preparation. After tutoring at C2 WP students, like my children have seen improvement academically and that increased their self-confidence overall. Due to their good reputation, C2 WP's student's enrollment grew in the past years, they really need extra space to continue serve current and future students in this community. It is difficult now and will get harder for students to get academic help at C2 WP without additional working space. C2 WP occasionally had to put some students on wait list and may have to turn away some students. Their goal is to help the community for students that are struggling with school and /or for future test prep. It will be unfortunate for the community if they need to prioritize students need and turn away students temporary due to space capacity.

Please consider the approval of their expansion to the adjacent space so they can continue to serve the students in the community as their number one priority.

Thank you,

Suzi Mui



Aimee Huang

Fri, Mar 26, 10:13 AM (6 days ago)

Good morning,

We want to have a better study environment for my children to study at C2 Education. We are all excited to see the school is expanded, and we believed that it will help my children and all other students, especially during this pandemic time.

Thank you.

Mother of Renee, Kyle & Raine Lin

From: **Shirley Chan** <[sc1272017@gmail.com](mailto:sc1272017@gmail.com)>  
Date: Fri, Mar 26, 2021 at 1:16 AM  
Subject: Supporting expansion of C2 Education West Portal  
To: <[west.portal@c2educate.com](mailto:west.portal@c2educate.com)>

Hi there,

I've learned that C2 Education West Portal at 300 West Portal Avenue is having a chance to expand into the unit next door. I'm writing in favor of this expansion because the current unit is very crowded and students/tutors are spaced very closely next to each other. Before the pandemic, the close proximity of each group has already created some noise and distraction to the other groups. During the pandemic now, there's basically not enough space to keep each cohort 6" apart to ensure public health safety. I strongly support the expansion of 300 West Portal Avenue, San Francisco to the adjacent unit. Thanks for your attention.

Best,

Shirley Chan, mother of two daughters going to C2 West Portal

From: **Wei Vivianne Ding** <[wv\\_ding@yahoo.com](mailto:wv_ding@yahoo.com)>  
Date: Fri, Mar 26, 2021  
Subject: Re: Support letter for our expansion  
To: C2 West Portal <[west.portal@c2educate.com](mailto:west.portal@c2educate.com)>

Hi, Teresia,

We started with C2 Education not that long ago but my son has been enjoying taking classes. We fully support the plan for C2 West Portal to expand. Hopefully the larger facility will help us and more students.

Best,  
Vivianne



On Sat, Mar 27, 2021 Janet Dang Ly <[dangjanet@gmail.com](mailto:dangjanet@gmail.com)> wrote:

To: San Francisco Planning Commision

Re: C2 Education Center West Portal, 300 West Portal Avenue - Expansion Plan

Dear San Francisco Planning Commission:

As parents, S.F. residents, and neighbors of West Portal, we are writing in support of the expansion plan for C2 Education West Portal Center. C2 is an invaluable educational resource in San Francisco. We would like to see the West Portal location expand in size to further support neighborhood youth and their families. The expansion will increase the Center's capacity to accommodate more students and host more classes each session.

We have two children who have been attending C2's Education West Portal Center since they were in grade school. One child is heading to High School next year, and one is finishing up Junior High. We can personally attest to the immense value that C2 has brought to our family. C2 has provided dedicated educational support, resources and counseling that boosted our children's grades, test scores, and most importantly, **confidence** in school.

Our kids have taken both the English and Math subject matters. They have received a tailored curriculum and personalized attention from the Center. The tutoring services are customized to meet each student's educational goals, whether they are to improve core subjects, or to advance in areas of interest. The Center's Director, Assistant Director, and tutors have demonstrated skill, dedication, and passion in working with students of all learning styles and abilities to improve their educational experience.

Last year when the pandemic shut down schools, C2 Education West Portal Center was quick to move their program online, helping to fill the knowledge gaps all students faced. The Center continues to support students with online materials, teleconference meetings, virtual test preparation, and ongoing counseling.

It is an exciting opportunity to see C2 grow in size to better serve its students and the West Portal community. We support the expansion plan and urge the Planning Commision to approve the project so that families can continue to benefit from the educational support that C2 provides.

Sincerely,

Janet and Steven Ly

On Mar 27, 2021, at 9:35 AM, [emmy.pho@gmail.com](mailto:emmy.pho@gmail.com) wrote:

Hi,

As parent of 2 students who are part of C2, we are grateful for C2 dedication and their listening to the needs of the students. Teresia the director is always cheering the students on. This Covid has been difficult for the students overall with online tutoring. We look forward to return in person to C2.

We would like to see more space for C2 to provide a conducive learning environment for the students as the learning grows.

Best regards,

Emmy Pho (current C2 parent)

From: **gwen Wilson** <[muyufamily@yahoo.com](mailto:muyufamily@yahoo.com)>  
Date: Sun, Mar 28, 2021  
Subject: Support C2 Education West Portal  
To: C2 West Portal <[west.portal@c2educate.com](mailto:west.portal@c2educate.com)>

Hello,

As you know, kids in San Francisco are suffering 2 pandemics-COVID 19 and learning loss. I support C2 Education West Portal to expand so that they can help our students to get back on track. C2 Education has a stellar record in helping students to recover academically. San Francisco needs a bigger C2 Education more than ever.

Please vote yes on the C2 Education expansion. It is a win-win for San Francisco.

Sincerely yours,

Wilson Yu  
(Parent of a 16, and 14 year old)



March 30, 2021

Joel Koppel, President  
San Francisco Planning Commission  
49 South Van Ness Ave, Suite 1400  
San Francisco, CA 94103

David K. Lee  
3126 Moraga Street  
San Francisco, CA 94122

Subject: Support Letter for C2 Education Space Expansion

Dear President Koppel:

We are writing this letter to request your support for the space expansion of C2 Education. The expansion will provide more tutoring spaces for C2 Education to admit larger groups of students for in-person tutoring. This is vital to the psychological well-being and college preparations of the students and the West Portal community.

Certain students like my son who has been attending C2 Education for the last 4 years has received extensive benefits of in-person three-to-one interactive learning from very qualified teachers at C2 Education. Shelter-in-place has confined my son and many other students to their homes with limited opportunities to physically interact with their classmates and teachers.

Online written midterm and final examinations in public schools are very difficult to administer and they are mostly replaced with class projects. I have observed my son's noticeable decline in learning concentration and motivation since public schools began on-line learning. Therefore, it is a great idea for C2 Education to expand and offer more in-person three-to-one tutoring to students and the opportunity for the students to resume their daily routine of asking questions and taking tests in-person and in a controlled study environment.

The expanded space of C2 Education offers fair and equity to all students who prefer to learn in person and take full advantage of the instantaneous feedback of the teachers. Students also can gradually transition back to fulltime in-class experience of the public school.

Furthermore, the Planning Commission would encourage local business expansion and revitalization while we are slowly transitioning out of the COVID-19 pandemic. The added foot traffic would enhance local businesses and rejuvenate the community.

In conclusion, all the above support granting the space expansion of C2 Education and it is a win-win decision for the students, the local business, and the West Portal community.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Lee", with a stylized, flowing script.

David K. Lee

Dear Planning Commissioners,

I am a District 7 resident, a full time Registered Nurse, and a mother of two students attending schools near West Portal. My students attend C2 for the last 3 years. With the excellent academic support and counseling provided by C2, my students have become more motivated and engaged with learning, especially with Math and Sciences.

I am writing to support C2 Education West Portal to expand its current location at 300 West Portal Avenue into the unit next door. With the approval for expansion, C2 Education will be able to accommodate more students in the future, something we working parents will definitely appreciate. A bigger C2 Education West Portal location will enable C2 West Portal to serve students and parents with more flexibility and efficiency.

Please consider and approve C2 Education West Portal expansion plan. It is an essential and sensible decision.

Thank you.

Sincerely,

Gwen Mui, RN  
(District 7 resident, Public Health Nurse)

Dear San Francisco Planning Commission,

My family and I have been residents of San Francisco since 2008. We have attended local schools, lived and worked in and near West Portal; it is part of our daily routine. We have watched it change over the years. Most recently we have seen the empty storefronts hamper the livelihood and the character of the neighborhood. We have been working at C2 for the last year. The children rely on the teachers to provide academic support for success in school and in preparation for exams. We have watched the children become more confident with every class they take. I appreciate the work that C2 is doing. It is close to home and easy for the children to gain independence and academic initiative to get help when they need it. We would like to see this location expand to take over the empty space next door. We feel that this is great for the neighborhood and important in fostering community spirit.

Thank you,

Sheila Keating  
114 Encline Court, San Francisco 94127  
415-265-5914