



SAN FRANCISCO PLANNING DEPARTMENT

DATE: February 9, 2015

TO: Colin Regan Doleman Property Group

FROM: Joshua Switzky, Planning Department

RE: PPA Case No. 2014.001674PPA for
1145 Polk Street

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

Reception:
415.558.6378

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415.558.6377

Please find the attached Preliminary Project Assessment (PPA) for the address listed above. You may contact the staff contact, Kearstin Dischinger, at (415) 558-6284 or Kearstin.dischinger@sfgov.org, to answer any questions you may have, or to schedule a follow-up meeting.



Joshua Switzky, Senior Planner

GC: Document3



SAN FRANCISCO PLANNING DEPARTMENT

Preliminary Project Assessment

Date: February 6, 2015
Case No.: **2014-001674PPA**
Project Address: 1145 Polk Street
Block/Lot: 0691/001
Zoning: NCD (Polk Street Neighborhood Commercial)
Within ¼ Mile of the Fringe Financial Services RUD
Within ¼ Mile of an Existing Fringe Financial Service
Lower Polk Street Alcohol Restricted Use
65-A Height and Bulk District
Area Plan: None
Project Sponsor: Colum Regan, Doleman Property Group
415-255-9024
colum@landmarkconstructionsf.com
Staff Contact: Kearstin Dischinger – [558.6284]
Keastin.Dischinger@sfgov.org

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DISCLAIMERS:

Please be advised that this determination does not constitute an application for development with the Planning Department. It also does not represent a complete review of the proposed project, a project approval of any kind, or in any way supersede any required Planning Department approvals listed below. The Planning Department may provide additional comments regarding the proposed project once the required applications listed below are submitted. While some approvals are granted by the Planning Department, some are at the discretion of other bodies, such as the Planning Commission or Historic Preservation Commission. Additionally, it is likely that the project will require approvals from other City agencies such as the Department of Building Inspection, Department of Public Works, Department of Public Health, San Francisco Public Utilities Commission, and others. The information included herein is based on plans and information provided for this assessment and the Planning Code, General Plan, Planning Department policies, and local/state/federal regulations as of the date of this document, all of which are subject to change.

PROJECT DESCRIPTION:

The proposed project entails demolition of an existing two-story, 25,878-gross-square-foot (gsf) building (with 8,250-gsf retail, 12,477-gsf office, 5,151-gsf basement/storage and no off-street parking) and construction of a 51,784-gsf, 65-foot-high mixed-use building with 6,990 gsf of retail/office on the ground floor, 54 studio apartments on the five floors above (approximately 25,600 gsf residential), and 27 parking spaces (approximately 7,797 gsf) and an unspecified number of bicycle spaces in the converted basement. The project site is an approximately 8,250-square-foot (sf) lot (about 0.2 acres) bounded by Polk Street on the east, Hemlock Street on the south, and Sutter Street on the north, in San Francisco's Downtown/Civic Center neighborhood. Access to the garage would be via a curb cut of unspecified length on Hemlock Street. No loading space is noted in the Preliminary Project Assessment application.

ENVIRONMENTAL REVIEW:

The project initially requires environmental review of the topics discussed below. This review may be done in conjunction with the required approvals listed below but, in compliance with the California Environmental Quality Act (CEQA), must be completed before any project approval may be granted. In order to begin formal environmental review, please submit an Environmental Evaluation Application (EEA) for the full scope of the project (demolition, construction and operation). **Note that until an approval application is submitted to the Current Planning Division, only the proposed Project Description will be reviewed by the assigned environmental Coordinator.** EEA forms are available in the Planning Department lobby at 1650 Mission Street, Suite 400, at the Planning Information Center at 1660 Mission Street, and online at:

<http://www.sf-planning.org/Modules/ShowDocument.aspx?documentid=9304>.

If the additional analysis outlined below indicates that the project would not have a significant effect on the environment, the project may qualify for a Class 32 Categorical Exemption (In-Fill Development Projects), in which case the Planning Department would issue a Certificate of Determination of Exemption from Environmental Review. If the Department's review indicates that there is a potential for the project to have significant environmental impacts, an initial study must be prepared for CEQA review. The initial study may be prepared either by an environmental consultant from the Planning Department's environmental consultant pool or by Department staff.

If the initial study determines that the project would not have a significant effect on the environment, the Department would issue a preliminary negative declaration (PND). If the initial study finds that the project would have significant impacts that could be reduced to a less-than-significant level by mitigation measures agreed to by the project sponsor, then the Department would issue a preliminary mitigated negative declaration (PMND). The PND or PMND would be circulated for public review for a period of 20 calendar days, during which time concerned parties may appeal the determination. If an appeal is filed, the Planning Commission would hold a hearing to decide the appeal. If no appeal is filed, the Planning Department would issue a final negative declaration (FND) or final mitigated negative declaration (FMND), and CEQA review is complete.

If the initial study indicates that the project would result in a significant impact that cannot be mitigated to below a significant level, an Environmental Impact Report (EIR) must be prepared by an environmental consultant from the Planning Department's environmental consultant pool. The Planning Department would provide more detail to the project sponsor regarding the EIR process should this level of environmental review be required.

To determine fees for environmental review, please refer to page two of the current fee schedule, "Environmental Applications – Studies for Projects outside of Adopted Plan Area."¹ Note that until an entitlement application is submitted to the Current Planning Division, only the proposed project description will be reviewed by the assigned Environmental Coordinator.

¹ Refer to <http://www.sf-planning.org/Modules/ShowDocument.aspx?documentid=513>.

Below is a list of topic areas that would require additional study based on preliminary review of the project as it is proposed in the Preliminary Project Assessment (PPA) Application received on November 6, 2014.

Aesthetics. The proposed project would likely qualify as a “Transit-Oriented Infill Project” pursuant to Public Resources Code Section 21099(d), which eliminates the need to evaluate aesthetics as a potential significant environmental effect of the proposed project. Therefore, preparation of photo simulations for purposes of aesthetic analysis as part of the CEQA review would not be required. However, given the degree of visual change anticipated as a result of the proposed project, the Planning Department may require photo simulations of the proposed project in the context of its surroundings from nearby public viewpoints for informational purposes.

Air Quality. The proposed project, including demolition of an existing 25,878-gsf building and construction of a 51,784-gsf, 65-foot-high mixed-use building with 6,990 gsf of retail on the first floor, 54 studio apartments on the five floors above, and 27 parking spaces in the converted basement, does not exceed the Bay Area Air Quality Management District’s (BAAQMD) construction and operational screening levels for criteria air pollutants.² Therefore an analysis of the project’s criteria air pollutant emissions will likely not be required. However, detailed information related to construction equipment, phasing and duration of each phase (including demolition), and cubic yards of both existing building material demolished and sub-surface material excavated for the proposed garage and foundation should be provided as part of the EEA.

Project-related demolition, excavation, grading and other construction activities may cause wind-blown dust that could contribute particulate matter into the local atmosphere. To reduce construction dust impacts, the San Francisco Board of Supervisors approved the Construction Dust Control Ordinance (Ordinance 176-08, effective July 30, 2008) with the intent of reducing the quantity of dust generated during site preparation, demolition, and construction work in order to protect the health of the general public and of onsite workers, minimize public nuisance complaints, and avoid orders to stop work by the Department of Building Inspection (DBI). The proposed project would be required to comply with applicable dust control requirements outlined in the Construction Dust Ordinance.

The project site is not located within an Air Pollutant Exposure Zone, as mapped by the Department of Public Health and defined by Article 38 of the Health Code. The Air Pollutant Exposure Zone identifies areas with poor air quality based on an inventory and modeling assessment of air pollution, exposures, and health vulnerability from mobile, stationary, and area source emissions within San Francisco. As the project site is not within an Air Pollutant Exposure Zone, no measures or additional analysis related to local health risks are anticipated.

If the project would include new sources of toxic air contaminants such as diesel generators or boilers, or any other stationary sources, toxic air contaminants that may affect both on-site and off-site sensitive receptors could occur. Given the proposed project’s height of 65 feet, a backup diesel

² BAAQMD, CEQA Air Quality Guidelines, May 2011, Chapter 3.

generator would likely be required. Detailed information related to any proposed stationary sources shall be provided with the EEA.

Archeological Resources. The PPA Application notes that the existing basement would be converted to the proposed garage space. Subsequent communication with the sponsor indicates that excavation would occur to a depth of about seven feet below the existing basement level to prepare for the proposed foundation and converted garage. The proposed project therefore requires a Preliminary Archeological Review (PAR), conducted in-house by a Planning Department archeologist, to determine whether or not additional archeological studies will be required as part of the environmental evaluation. The PAR will assess the type of soils disturbance/modification that would occur with construction of the project (for example, excavation, soils improvement, installation of foundations, and site remediation). If the PAR determines that there is a potential impact to archeological resources, an additional study may need to be prepared by an archeological consultant listed in the Planning Department's archeological consultant pool in accordance with the Planning Department's consultant selection procedures. The department will provide the project sponsor with a list of three consultants from the Archeological Resource Consultant Pool, which shall be known as the potential consultant list or PCL.

Greenhouse Gases. The City and County of San Francisco's *Strategies to Address Greenhouse Gas Emissions* provides a comprehensive assessment of policies, programs, and ordinances that represents San Francisco's Qualified Greenhouse Gas (GHG) Reduction Strategy.³ Projects that are consistent with San Francisco's Qualified GHG Reduction Strategy would result in less-than-significant impacts from GHG emissions. In order to facilitate a determination of compliance with San Francisco's Qualified GHG Reduction Strategy, the Planning Department has prepared a Greenhouse Gas Analysis Compliance Checklist. The project sponsor is required to submit the completed checklist regarding project compliance with the identified regulations. Please be specific and provide detailed information in the checklist discussion column to clarify how the proposed project would comply with each item. This information will be reviewed by the environmental planner during the environmental review process to determine if the project would comply with San Francisco's GHG Reduction Strategy. Projects that do not comply with an ordinance or regulation may be determined to be inconsistent with the GHG Reduction Strategy.

Geology and Soils. As stated previously, the PPA Application indicates that the existing basement would be converted to the proposed garage space. Subsequent communication with the applicant indicates that excavation would occur to a depth of about seven feet below the existing basement level to prepare for the proposed foundation, converted garage and six-story structure. Given the potential depth and amount of excavation, a geotechnical study prepared by a qualified consultant must be submitted with the EEA that provides recommendations regarding any identified geotechnical concerns. To assist Planning Department staff in determining whether the project would result in environmental impacts related to geology, a copy of the geotechnical information with boring logs for the proposed project should accompany the EEA. This study will also help inform the Planning Department Archeologist of the project site's subsurface geological conditions.

³ San Francisco's *Strategies to Address Greenhouse Gas Emissions* and BAAQMD's letter are available online at: <http://www.sfplanning.org/index.aspx?page=1570>

Hazardous Materials. Although the project site is not within 100 feet of potentially contaminated soils as identified in the Maher Map, the proposed project would require more than 50 cubic yards of excavation on a site with an existing non-residential use (commercial building). As such, the project would be subject to Article 22A of the Health Code, also known as the Maher Ordinance, which is administered and overseen by the Department of Public Health (DPH). DPH requires that projects subject to the Maher Ordinance complete a Maher Application, available at:

<http://www.sfdph.org/dph/EH/HazWaste/hazWasteSiteMitigation.asp>

Fees for DPH review and oversight of projects subject to the ordinance would apply.⁴ Please provide a copy of the submitted Maher Application with the EEA.

On the basis of the history of the activities that have occurred on and near the project site, DPH will determine whether or not the project sponsor must retain the services of a qualified professional to prepare a Phase I Environmental Site Assessment (ESA) that meets the requirements of Health Code Section 22.A.6. The ESA determines the potential for site contamination and level of exposure risk associated with the project, the need for soil and/or groundwater sampling and analysis and, if necessary, appropriate remediation of any site contamination. If it can be demonstrated that the project site has been continuously zoned as residential under the City Planning Code since 1921, has been in residential use since that time, and there is no evidence to create a reasonable belief that the soil and/or groundwater may contain hazardous substances, the project sponsor may wish to seek a waiver from the requirements of Article 22A, as specified in Section 22.A.4 of the Health Code.

Historical Resource Evaluation (HRE). The proposed project includes demolition of a potential historic resource (buildings constructed 50 or more years ago). The existing structure is designated as a Category B property (Properties Requiring Further Consultation and Review), and is identified as a Potential Historic Resource in the 1990 Unreinforced Masonry Building and the 1978 Foundation for San Francisco Architectural Heritage surveys. Therefore, the project is subject to the Planning Department's Historic Preservation review and requires preparation of a Historic Resource Evaluation (HRE) by a qualified professional who meets the Secretary of the Interior's Professional Qualification Standards. The Department will provide the project sponsor with a list of three consultants from the Historic Resource Consultant Pool. Please contact Tina Tam, Senior Preservation Planner, via email (tina.tam@sfgov.org) for the list of three consultants. Upon selection of the historic resource consultant, the scope of the HRE shall be prepared in consultation with Planning Department Preservation staff.

Noise. The Planning Department's noise maps indicate that existing ambient noise levels on surrounding streets are at or exceed 65 decibels. The Land Use Compatibility Chart for Community Noise in the San Francisco General Plan, Environmental Protection Element states that new construction or development for residential uses in areas where the ambient noise level exceeds 60 decibels should only be undertaken after a detailed analysis of noise reduction requirements is made and needed noise insulation features are included in the design. As the project involves the siting of a new noise-sensitive (residential) use, an acoustical analysis demonstrating that the project will comply with the California Noise Insulation Standards found in Title 24 of the California Code of Regulations (Title 24) is required. Title 24, administered by the Department of Building Inspection (DBI) as part of their Building Permit Application process, specifies the extent to which walls, doors,

⁴ Please refer to DPH's fee schedule, available at: <http://www.sfdph.org/dph/EH/Fees.asp#haz>.

and floor ceiling assemblies must block or absorb sound to limit noise transmitted between adjacent dwelling units. In order to limit noise from exterior sources, the noise insulation standards set forth an interior standard of 45 dBA (Ldn) in any habitable room and, where such units are proposed in areas subject to noise levels greater than 60 dBA (Ldn), demonstration regarding how dwelling units have been designed to meet this interior standard is required. If the interior noise level depends upon windows being closed, the design for the structure must also specify ventilation or air-conditioning system to provide a habitable interior environment.

The acoustical analysis must be prepared by persons qualified in acoustical analysis and/or engineering and shall demonstrate with reasonable certainty that Title 24 noise insulation standards, where applicable, can be met, and that there are no particular circumstances about the project site that warrant heightened concern about noise levels in the vicinity. The proposed project's open space areas should also be protected to the maximum extent feasible from existing ambient noise levels that could prove annoying or disruptive to its users. Additional mitigation measures to limit construction noise may also apply to the proposed project.

Shadow. The proposed project would result in construction of a building approximately 65 feet in height. Planning Code Section 295 requires that a shadow analysis be performed to determine whether a project has the potential to cast shadow on properties under the jurisdiction of the San Francisco Recreation and Park Commission. Planning Department staff has prepared a preliminary shadow fan that indicates the project would not cast new shadow on any properties under the jurisdiction of the Recreation and Park Department, nor would it cast shadows on any other parks or open spaces (see attached). Therefore, a detailed shadow study is not required.

Stormwater and Flooding. The proposed project would disturb more than 5,000 sf of ground surface and is therefore subject to San Francisco's stormwater management requirements as specified in the Stormwater Management Ordinance and the corresponding San Francisco Public Utilities Commission (SFPUC) Stormwater Design Guidelines (Guidelines). Projects that trigger the stormwater management requirements must prepare a Stormwater Control Plan demonstrating project adherence to the performance measures outlined in the Guidelines including reduction in *total volume* and *peak flow rate* of stormwater. Responsibility for review and approval of the Stormwater Control Plan is with the SFPUC, Wastewater Enterprise, Urban Watershed Management Program. SFPUC approval of a Stormwater Control Plan is required prior to site or building permits issuance. The Guidelines also require a signed maintenance agreement to ensure proper care of the necessary stormwater controls. The project's environmental evaluation should generally assess how and where the implementation of necessary stormwater controls would reduce the potential negative impacts of stormwater runoff. To view the Stormwater Management Ordinance, the Stormwater Design Guidelines, or download instructions for the Stormwater Control Plan, go to <http://sfwater.org/sdg>.

Transportation. Based on review of the PPA submittal, the need for a transportation study is not anticipated for this project. However, an official determination will be made subsequent to submittal of the EEA. In its preliminary review of the proposed project, the Planning Department has made the following observations and recommendations:

- The project site is located adjacent to the Polk Street Improvement Project and the project sponsor should coordinate with the Municipal Transportation Agency (MTA) and the

Planning Department to ensure consistency with the City's proposed improvements to Polk Street;

- Provide an existing site plan exhibit (including parking and loading spaces, any curb cuts, street trees, sidewalk widths, etc.) so that existing conditions may be compared with the proposed project; and
- Consider eliminating the proposed off-street parking in order to not introduce new vehicular traffic crossing Polk Street bike lanes to access the garage.

If, after formal review of the EEA, a transportation study is determined to be necessary, the scope of work and the transportation report must be prepared by a qualified consultant working at the direction of the Planning Department staff. The consultant must be selected from one of three transportation consultants assigned to this project by the Department during the environmental review process. The Planning Department's list of approved transportation consultants is available at:

http://www.sf-planning.org/ftp/files/MEA/Transportation_consultant_pool.pdf

Tree Planting and Protection Checklist. The Department of Public Works (DPW) Code Section 8.02-8.11 requires disclosure and protection of landmark, significant, and street trees located on private and public property. Any such trees must be shown on the Site Plans with the size of the trunk diameter, tree height, and accurate canopy drip line. Please submit a Tree Planting and Protection Checklist with the EEA and ensure that trees are appropriately shown on site plans.⁵

Wind. The proposed project would not involve construction of a building over 80 feet in height and initial review by a wind consultant, including a recommendation as to whether a wind tunnel analysis is needed, is not required.

CEQA-RELATED NOTIFICATION AND DISCLOSURE:

Notification of a Project Receiving Environmental Review. Notice is required to be sent to occupants of the project site and properties adjacent to the project site, as well as to owners and, to the extent feasible, occupants of properties within 300 feet of the project site at the initiation of the environmental review. Please be prepared to provide mailing labels upon request during the environmental review process.

Disclosure Report for Developers of Major City Projects. The San Francisco Ethics Commission S.F. Campaign & Government Conduct Code § 3.520 et seq. requires developers to provide the public with information about donations that developers make to nonprofit organizations that may communicate with the City and County regarding major development projects. This report must be completed and filed by the developer of any "major project." A major project is a real estate development project located in the City and County of San Francisco with estimated construction costs exceeding \$1,000,000 where either: (1) The Planning Commission or any other local lead agency certifies an EIR for the project; or (2) The project relies on a program EIR and the Planning Department, Planning Commission, or any other local lead agency adopts any final environmental determination under CEQA. A final environmental determination includes a project approval by the Planning Commission that adopts CEQA Findings. (In instances where more than one of the preceding determinations occurs, the filing requirement shall be

⁵ <http://www.sf-planning.org/Modules/ShowDocument.aspx?documentid=8321>

triggered by the earliest such determination.) A major project does not include a residential development project with four or fewer dwelling units. The first (or initial) report must be filed within 30 days of the date the Planning Commission (or any other local lead agency) certifies the EIR for that project or, for a major project relying on a program EIR, within 30 days of the date that the Planning Department, Planning Commission, or any other local lead agency adopts a final environmental determination under CEQA. Please submit a Disclosure Report for Developers of Major City Projects to the San Francisco Ethics Commission. This form can be found at the Planning Department or online at <http://www.sfethics.org>.

PLANNING DEPARTMENT APPROVALS:

The project requires the following Planning Department approvals. These approvals may be reviewed in conjunction with the required environmental review, but may not be granted until after the required environmental review is completed.

1. **Conditional Use Authorization.** The project as proposed requires Conditional Use Authorization for the following item:
 - a. **Non-Residential Use Size (Sec. 121.2)** In the Polk Street NCD any non-residential use over 2,500 gross square feet requires Conditional Use Authorization from the Planning Commission. The Commission will consider the extent to which the following criteria are met:
 - i. The intensity of activity in the district is not such that allowing the larger use will be likely to foreclose the location of other needed neighborhood-serving uses in the area.
 - ii. The proposed use will serve the neighborhood, in whole or in significant part, and the nature of the use requires a larger size in order to function.
 - iii. The building in which the use is to be located is designed in discrete elements which respect the scale of development in the district.
2. **Variance.** The project as proposed requires the granting of a variance from the following Code Section:
 - a. **Rear Yard (Sec. 134).** The Polk Street NCD requires a rear yard equivalent to 25 percent of the lot depth, provided at the lowest story containing a dwelling unit and at each succeeding level or story of the building. The rear yard requirement maybe modified or waived by the Zoning Administrator if all the following criteria are met:
 - i. Residential uses are included in the new or expanding development and a comparable amount of usable open space is provided elsewhere on the lot or within the development where it is more accessible to the residents of the development; and
 - ii. The proposed new or expanding structure will not significantly impeded the access of light and air to and views from adjacent properties; and
 - iii. The proposed new or expanding structure will not adversely affect the interior block open space formed by the rear yards of adjacent properties.

The lot is also a corner lot and permitted to substitute the required rear yard with an open area equal to 25 percent of the lot area, located at the same levels as the required rear yard in

an interior court of the lot, provided that the Zoning Administrator determines that all of the following criteria are met:

- i. Each horizontal dimension of the open area shall be a minimum of 15 feet
- ii. The open area shall be wholly or partially contiguous to the existing midblock open space formed by the rear yards of adjacent properties.
- iii. The open area will provide for the access to light and air and views from adjacent properties.
- iv. The proposed new or expanding structure will provide for access to light and air from any existing new residential uses on the subject property.
- v. Any addition conditions deemed necessary by the Zoning Administrator.

The proposal does not meet the criteria listed above and may seek a rear yard modification by the Zoning Administrator, pursuant to variance procedures.

3. A **Building Permit Application** is required for the demolition of the existing building on the subject property.
4. A **Building Permit Application** is required for the proposed new construction on the subject property.

Conditional Use and Variance applications are available in the Planning Department lobby at 1650 Mission Street Suite 400, at the Planning Information Center at 1660 Mission Street, and online at www.sfplanning.org. Building Permit applications are available at the Department of Building Inspections at 1660 Mission Street.

NEIGHBORHOOD NOTIFICATIONS AND PUBLIC OUTREACH:

Project Sponsors are encouraged to conduct public outreach with the surrounding community and neighborhood groups early in the development process. Additionally, many approvals require a public hearing with an associated neighborhood notification. Differing levels of neighborhood notification are mandatory for some or all of the reviews and approvals listed above.

This project is required to conduct a **Pre-application** meeting with surrounding neighbors and registered neighborhood groups before a development application may be filed with the Planning Department. The Pre-application packet, which includes instructions and template forms, is available at www.sfplanning.org under the "Permits & Zoning" tab. All registered neighborhood group mailing lists are available online at www.sfplanning.org under the "Resource Center" tab.

PRELIMINARY PROJECT COMMENTS:

The following comments address specific Planning Code and other general issues that may significantly impact the proposed project.

1. **Existing Uses.** The most current Report of Residential Record (3R Report) establishes the existing building use as hotel and commercial with 13 units. Future submittals shall include an updated 3R Report and existing floor plans with uses labeled.
2. **Floor Area Ratio.** Planning Code Section 124 permits a floor area ratio of 2.5 to 1, excluding residential floor area. Future submittals shall include the floor area pursuant to Planning Code Sections 102.11 and 124 by floor to demonstrate that the 2.5 to 1 floor area ratio is met. Please note that decks can be excluded from the floor area ratio.
3. **Open Space – Residential.** Section 135 requires 80 square feet of common open space or 60 square feet of private open space for each dwelling unit. Additionally, any such open spaces must meet the dimensional requirements of Subsections (f) and (g). Future submittals shall include dimensions and calculations of all open space to be credited as usable open space.
4. **Awnings.** Awnings are regulated by Section 136.1 of the Planning Code. Please label and dimension all significant measures of the awnings to demonstrate compliance with Planning Code Section 136.1 in future submittals.
5. **Street Trees.** Planning Code Section 138.1 requires one street tree for every 20 feet of frontage for new construction, with an additional tree required for every remaining 10 feet of street frontage. In total, the project site includes approximately 258 feet of frontage, which requires 13 street trees.

Please note that the trees must meet the following additional requirements: (1) have a minimum 2 inch caliper, measured at breast height; (2) branch a minimum of 80 inches above sidewalk grade; (3) be planted in a sidewalk opening at least 16 square feet, and have a minimum soil depth of 3 feet 6 inches; (4) include street tree basins edged with decorative treatment, such as pavers or cobbles; (5) be planted in a continuous soil-filled trench parallel to the curb, such that the basin for each tree is connected.

6. **Tree Planting and Protection Checklist.** Completion of this checklist is required. No permit will be approved by the Planning Department before satisfying all applicable tree-related requirements. Before any application is made to the Planning Department, you may choose to go directly to the Department of Public Works (DPW) to determine whether or not the required trees mentioned above can feasibly be planted. In order to do this, you should bring to DPW: (1) a completed Tree Planting and Protection Checklist [this need NOT be signed by Planning Dept. staff]; (2) project plans [11"x17" is acceptable]; and (3) a DPW tree planting application. Submittals can be made to DPW's offices at 1155 Market Street or electronically at www.sfdpw.org -> "Services A-Z" -> "Trees". After DPW does their analysis and fieldwork, DPW will provide you with a signed referral form with their determination which should then be provided to the Planning Department.
7. **Better Streets Plan.** The project occupies an entire block face and proposes new construction. It is therefore subject to streetscape plan review to ensure compliance with the Better Streets Plan, pursuant to Planning Code Section 138.1. Compliance may include benches, bicycle racks, corner curb extensions, stormwater facilities, lighting, sidewalk landscaping, special sidewalk paving and

other site furnishings. The Planning Department, in consultation with other agencies, will also evaluate whether sufficient roadway space is available for sidewalk widening.

8. **Bird Safety.** Planning Code Section 139 requires that feature-related bird hazards such as free-standing glass walls, wind barriers, skywalks, balconies and greenhouses on rooftops are not permitted to have unbroken glazed segments larger than 24 square feet. Any glazing that is larger than 24 square feet must be treated with bird-safe glazing.
9. **Street Frontages.** Planning Code Section 145 includes a number of code requirements intended to preserve, enhance and promote attractive, pedestrian oriented street frontages. Based on the preliminary elevations and renderings, it appears that the project meets these Code requirements. Please submit detailed drawings with the application submittal so the following requirements can be verified.
 - a. **Active Uses Required.** Active uses, as defined in Section 145(b)(2), are required within the first 25 feet of building depth on the ground floor and 15 feet on the floors above.
 - b. **Ground Floor Ceiling Height.** Section 145(c)(4) requires a minimum floor-to-floor height of 14 feet, as measure from grade for the ground floor.
 - c. **Transparency and Fenestration.** Section 145(c)(6) requires frontages with active uses that are not residential or PDR to be fenestrated with transparent windows and doorways for no less than 60 percent of the street frontage at the ground level. The use of dark or mirrored glass shall not count towards the required transparent areas.
10. **Off-Street Vehicle and Loading Parking.** The following parking regulations apply to the Project:
 - a. **Parking Ratio.** The Polk Street NCD requires one off-street vehicle parking space per dwelling unit (Sec 151.). The Project proposed 27 off-street parking spaces for 54 dwelling units, resulting in a parking ratio of 0.5 to 1. The Planning Department is supportive of the reduced parking ratio, however, the reduced parking requires administrative approval of the Zoning Administrator (Sec. 161).
 - b. **Parking and Loading Entrances.** Section 145(c)(2) limits the width of the off-street parking entrance to 20 feet. Please dimension the curb cut and parking entrance on Hemlock Street.
 - c. **Accessible Parking Space.** For every 25 off-street parking spaces provided, one such space shall be designed and designated for persons with disabilities (Sec. 155(i)). With 27 spaces provided, please designate one space for persons with disabilities.
 - d. **Car Share.** Planning Code Section 166 requires one car share parking space for projects with 50 to 200 dwelling units. Please provide at least one car share parking space pursuant to Planning Code Section 166.
 - e. **Unbundled Parking.** Planning Code Section 167 requires all off-street parking spaces accessory to residential uses in new structures of 10 or more dwelling units to be leased or sold separately from the rental or purchase fees for the dwelling units for the life of the dwelling units.
11. **Bicycle Parking.** Planning Code Section 155.2 requires one Class 1 bicycle parking space for every dwelling unit and one Class 2 bicycle parking space per 20 dwelling units. Retail and grocery stores require one Class 2 bicycle parking spaces for every 2,500 square feet of occupied floor area and

personal services, financial services, and eating and drinking uses require one Class 2 bicycle parking spaces for every 750 square feet of occupied floor area. The project requires 54 Class 1 bicycle parking spaces and three Class 2 bicycle parking spaces for the residential use. Additional Class 2 bicycle parking is also required, based on proposed commercial uses. Please revise the proposal to provide the required bicycle parking and refer to Zoning Administrator Bulletin No. 9 for additional information regarding bicycle parking requirements.

12. **Diaper Changing Stations.** Planning Code Section 168 requires that new retail uses over 5,000 square feet in size install and maintain at least one baby diaper-changing accommodation that is accessible to women and one that is accessible to men, or a single accommodation that is accessible to both, at each floor level containing restrooms accessible to the public.
13. **Height Limits: Measurement.** Planning Code Section 260 provides methods of measurement based on slope. Pursuant to Planning Code Section, the maximum width for measurement from a single point is 65 feet. The application submittal shall include elevations and sections showing the height of building measured pursuant to Planning Code Section 260 and 102.12, taking lateral slope into account. Height exemptions are also provided in Planning Code Section 260(b).
14. **Height: Narrow Streets and Alleys.** Hemlock Street measures 35 feet in width and is a narrow street, defined as a public right of way that is less than or equal to 40 feet in width (Sec. 261.1). Pursuant to Planning Code Section 261.1, the rear 8.75 feet of the Hemlock Street frontage above 43.75 feet shall be setback at least 10 feet at the property line.
15. **Bulk Limits: Measurement.** Planning Code Section 270 provides bulk limitations. The project site is zoned with a Height and Bulk District of 65-A. Therefore, for the height of the building above 40 feet, the maximum plan dimension is 110 feet and the maximum diagonal dimension is 125 feet.
16. **Affordable Housing.** The project must satisfy the requirements of the Inclusionary Affordable Housing program by providing on- or off-site affordable housing units or paying an in-lieu fee pursuant to Planning Code Section 415. If providing on-site affordable housing units, 12 percent, or seven of the 62 proposed dwelling units should be below market rate. Alternatively, 20 percent or 12 below market rate dwelling units may be provided off-site or a 20 percent in-lieu can be paid. Any below market rate units provided to satisfy this requirement must demonstrate eligibility that they would not be subject to the Costa Hawkins Rental Housing Act.

In order for the project to be eligible for the on-site affordable housing alternative, the Project Sponsor must submit an "Affidavit of Compliance with the Inclusionary Affordable Housing Program: Planning Code Section 415, to the Planning Department.

17. **Formula Retail.** Planning Code Section 703.2 requires Conditional Use Authorization if the retail tenants are a Formula Retail Use. Completion of the Formula Retail Affidavit is required for all commercial tenants.
18. **First Source Hiring Agreement.** Chapter 83 of the San Francisco Administrative Code, passed in 1998, established the First Source Hiring Program to identify available entry-level jobs in San

Francisco and match them with unemployed and underemployed job-seekers. The intent is to provide a resource for local employers seeking qualified, job ready applicants for vacant positions while helping economically disadvantaged residents who have successfully completed training programs and job-readiness classes.

The ordinance applies to projects that will create 25,000 square feet or more of new or additional gross floor area. For further information or to receive a sample First Source Hiring Agreement, please contact: Ken Nim, Workforce Compliance Officer, CityBuild, Office of Economic and Workforce Development, City and County of San Francisco, 50 Van Ness, San Francisco, CA 94102.

PRELIMINARY DESIGN COMMENTS:

The project is located in the Polk Street Neighborhood Commercial zoning district in an area of primarily two to seven story mixed-use buildings—residential over retail uses. The neighborhood character is primarily masonry with many historic buildings; the area also has a pattern of alternating larger more commercial streets with smaller more quiet alleys. The following comments address preliminary design issues that may significantly impact the proposed project:

1. **Site Design, Open Space, and Massing.** The Planning Department recommends that the project create full building frontage on both Sutter and Hemlock Streets by designing the massing in a U-shape around all three street frontages. This would create a rear yard as a more courtyard-type space to the interior of the block. The Planning Department also encourages remaining in conformance with the current bulk controls.
2. **Street Frontage.** The Planning Department recommends the project sponsor review the SF Better Streets Plan (<http://www.sfbetterstreets.org/>) for potential and appropriate improvements to Polk, Hemlock, and Sutter Streets that improve the building's relationships to the public realm. The three sides are distinct and the ground level facades and uses should address their unique attributes. The Planning Department encourages retail entrances at grade and commercial spaces in scale with the neighborhood in place of the single large one currently proposed.
3. **Architecture.** While the Planning Department understands the architecture to be diagrammatic, we encourage the sponsor and architect to promote a strong architectural idea in line with the neighborhood context. The PPA documents are minimal and do not suggest an idea that promotes or propels the project in massing, site design, or architectural character.

The ground floor should be integrated architecturally with the upper floors. The building façade design along Sutter Street should appropriately relate to the adjacent historic resource. The Planning Department encourages the project sponsor to use high quality materials and detailing to provide increased visual interest and depth in the façade elements.

PRELIMINARY PROJECT ASSESSMENT EXPIRATION:

This Preliminary Project Assessment is valid for a period of **18 months**. An Environmental Evaluation, Conditional Use Authorization, or Building Permit Application, as listed above, must be submitted no later than **August 9, 2016**. Otherwise, this determination is considered expired and a new Preliminary Project Assessment is required. Such applications and plans must be generally consistent with those found in this Preliminary Project Assessment.

Enclosure: Neighborhood Group Mailing List
Interdepartmental Project Review Application
Flood Notification: Planning Bulletin
SFPUC Recycled Water Information Sheet

cc: Colum Regan, Doleman Property Group
Kanishka Burns, Current Planning
Christopher THomas, Environmental Planning
Kearstin Dischinger, Citywide Planning and Analysis
Maia Small, Design Review
Jonas Ionin, Planning Commission Secretary
Jerry Robbins, MTA
Jerry Sanguinetti, DPW
Pauline Perkins, PUC
Planning Department Webmaster (webmaster.planning@sfgov.org)